



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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MEMORANDUM TO ALL OFFICERS AND EMPLOYEES

FROM:

ATTY. JOY M. BULAUTAN 

Assistant Chief Operating Officer, Administration and Finance Sector

Subject:

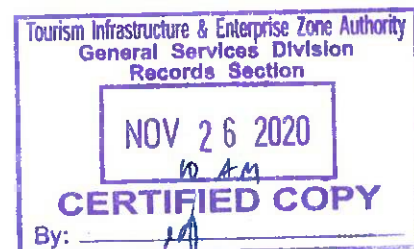
Use of Electronic Documents and Electronic Signatures


Date:

12 October 2020

Relative to the COVID-19 situation in the country where the Authority deems it necessary to allow the use of electronic signatures as an acceptable alternative to a wet ink/handwritten signature as a paperless method to expedite the routing and processing of documents vis-à-vis the corporate requirements of the Authority, the above mentioned policy is hereby adopted effective immediately.

For your information.



	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY		
	Use of Electronic Documents and Electronic Signatures	Effectivity Date	OCT 12 2020
		Revision Level	0
	POLICIES & GUIDELINES	Document Code	ADSD.HRPG.07

I. OVERVIEW

Pursuant to Republic Act 8792, otherwise known as the Electronic Commerce Act of 2000, the Authority accepts electronic documents and electronic signatures as legally binding and equivalent to paper documents and handwritten signatures, respectively.


In view thereof and cognizant of the COVID-19 situation in the country, the Authority deems it necessary to allow the use of electronic signatures as an acceptable alternative to a wet ink/handwritten signature as a paperless method to expedite the routing and processing of documents vis-à-vis the corporate requirements of the Authority.


These guidelines shall establish the standards on the use of electronic signatures and electronic documents to promote economy and efficiency in transmitting/sending/issuing inter-office communication and documents which shall include, but not limited to, office memoranda and reports requiring concurrence or approval; written request for authority; and resolutions which contain previously agreed findings, consensus and dispositions.

II. MINIMUM STANDARDS

The Authority accepts electronic documents and electronic signatures, subject to the following conditions:

1. The electronic signature is a unique mark affixed by the signatory himself/herself or by authorized personnel designated by the signatory to electronically affix their signature, with respect to the electronic data message or electronic document;
2. The electronic signature is affixed by the signatory himself/herself or by authorized personnel, to signify his/her agreement or approval of the electronic document;
3. Depending on the form of the document (i.e. memo, letter, report, etc.), the signatory's first and last name and position must appear below the electronic signature;
4. The electronic signature is electronically affixed;
5. The document should be a PDF file or in a file format which cannot be readily altered or edited;
6. After the electronic document is signed, the same shall be sent back by the signatory or his/her authorized representative to the office from which the document emanated;
7. The authorized personnel who received the electronically signed document shall acknowledge receipt thereof to the signatory or his/her authorized representative;
8. The electronically signed document shall be accessible for future reference;

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 BERNADETTE M. ALVAREZ Records Management Chief	
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9. The electronic document is retained in the format in which it was received; and
10. The electronic document must contain the identity of its originator or author, and the addressee or intended recipient, as well as the date and the time it was sent and received.


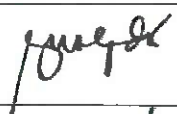
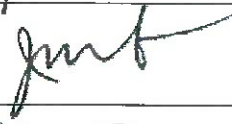

III. ELECTRONIC SIGNATURE PROCEDURE

1. The authorized personnel shall save the document as a PDF file to ensure that the electronic document bearing the electronic signature is unaltered.
2. The PDF file shall be the final electronic document and shall be retained as an electronic file/record by the authorized personnel;
3. The final electronic document is electronically sent to all parties; and
4. The parties shall acknowledge their receipt of the electronic document.


IV. REVISION HISTORY

Revision Level	Approval Date	Description of Changes
0	See COO's signature below	Initial version.


V. APPROVALS


Name/Designation	Signature	Date
JOSEFINA U. SORIANO MANAGER HUMAN RESOURCE SERVICES DIVISION		28 September 2020
ROSANNA M. OLGADO MANAGER ADMINISTRATIVE SERVICES DEPARTMENT		28 September 2020
ATTY. JOY M. BULAITAN ASSISTANT CHIEF OPERATING OFFICER ADMINISTRATION AND FINANCE SECTOR		30 September 2020
POCHOLO J. D. PARAGAS CHIEF OPERATING OFFICER		12 October 2020

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VI. INFORMATION DISSEMINATION

Circulated through:	Memorandum
Date:	OCT 12 2020
Certified by (printed name over signature):	 BERNADETTE M. ALVAREZ Records Management Chief

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