



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM TO ALL TIEZA SKELETON PERSONNEL

FROM : *[Signature]*
THE MANAGER
Administrative Services Department

SUBJECT : **ATTENDANCE REGISTRATION**

DATE : **8 MARCH 2021**



Please be informed that the pilot testing of our new biometric/facial recognition devices is extended until further notice.

In view of the above, all skeleton personnel are reminded to use the following vis-à-vis attendance registration until further notice:

1. **Online Attendance System**, as per our guidelines;
2. **Use the new biometric devices** in the 6th and 7th floor lobbies in registering their attendance upon actual arrival in and prior to departure from the office; and
3. **Validate their attendance at the Lobby Guard-on-Duty upon arrival** in the office

For the skeleton personnel's guidance and compliance.

