



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM FROM THE OFFICE OF THE CHIEF OPERATING OFFICER

T O : ALL SECTOR HEADS
ALL DEPARTMENT MANAGERS/OFFICE HEADS
ALL DIVISION MANAGERS

SUBJECT : WORK DELIVERABLES

D A T E : 9 AUGUST 2021

Relative to the flexible work arrangements of the Authority and Memorandum Circular no. 87 s 2021 from the Office of the President, be reminded of the following:

1. **Continuous delivery of services.** Even as Metro Manila is placed under ECQ, the Authority remains fully operational so as not to prejudice public service delivery, subject to the flexible work arrangements presently implemented by the organization.
2. **Work outputs/deliverables.** Regardless of work arrangements, managers must ensure that:
 - a. Office work and commitments/obligations are not disrupted; and
 - b. Monitor and ascertain that all personnel are given tasks to be performed per work week and that they are producing the assigned outputs/deliverables commensurate to the compensation given to them by the Authority;
3. **Pay adjustments.** Managers are to coordinate with the ADSD for adjustments in pay and/or working days for personnel who refuse to report to work due to the exigency of the service or failed to deliver the required outputs while on work-from-home (WFH) arrangements; and
4. **Work schedule adjustments.** Personnel work schedules may be occasionally modified by the managers, upon approval of their respective ACOOs, due to the exigency of the service;

For everyone's guidance and compliance.


MARK T. LAPID

