



Republic of the Philippines

# Tourism Infrastructure & Enterprise Zone Authority

## OFFICE ORDER

NO. 039-2022

### RETURN TO WORK TRANSITION GUIDELINES

Relative to the de-escalation of the NCR to GCQ Alert Level 1 effective 1 March 2022 (IATF-EID Resolution No. 163-A, dated 27 February 2022), all Main Office personnel are enjoined to follow hereunder return-to-work transition guidelines in view of the 100% operating capacity in government as stated under the IATF-EID's revised Guidelines on the Nationwide Implementation of Alert Level Systems as of 27 February 2022:

#### I. RETURN-TO-WORK TRANSITION TIMELINE

Workweek: Full Four (4)-day Workweek, Monday to Thursday  
Work Arrangement: 100% Onsite

Timeline	Work Hours and Schedule	Work Arrangements
1-3 March 2022	Reduced Work Hours 8:00AM to 4:00PM (Fixed Time)  Work Schedule: Three (3) days Onsite, One (1) day Work-from-Home (WFH)	<ul style="list-style-type: none"> <li>80% Operating Capacity in all offices</li> <li>Provision of Service Vehicles</li> <li>All SWF personnel shall use the Facial Biometrics Machine to bundy-in in the morning and bundy-out in the afternoon.</li> <li>Observance of punctuality and attendance protocols in the Facial Biometrics Machine for SWF personnel and the Online Attendance System for WFH personnel</li> </ul>
7-10 March 2022	Reduced Work Hours 8:00AM to 4:00PM (Fixed Time)  Work Schedule: Four (4)-day workweek onsite, Monday to Thursday	<ul style="list-style-type: none"> <li>100% Operating Capacity in all offices</li> <li>All personnel shall use the Facial Biometrics Machine to bundy-in in the morning and bundy-out in the afternoon.</li> <li>Observance of punctuality and attendance protocols</li> </ul>





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Timeline	Work Hours and Schedule	Work Arrangements
14-31 March 2022	Reduced Work Hours 8:00AM to 5:00PM (Fixed Time)	<ul style="list-style-type: none"><li>• 100% Operating Capacity in all offices</li><li>• Service vehicles shall no longer be provided, effective 7 March 2022</li><li>• All personnel shall use the Facial Biometrics Machine to bundy-in in the morning and bundy-out in the afternoon.</li><li>• Observance of punctuality and attendance protocols in the Facial Biometrics Machine</li><li>• All personnel shall wear the prescribed uniforms with ID (refer to the attached document)</li></ul>
	Work Schedule: Four (4)-day workweek onsite, Monday to Thursday	
1-13 April 2022	Reduced Work Hours 8:00AM to 6:00PM (Fixed Time)	<ul style="list-style-type: none"><li>• 100% Operating Capacity in all offices</li><li>• Service vehicles shall no longer be provided, effective 7 March 2022</li><li>• All personnel shall use the Facial Biometrics Machine to bundy-in in the morning and bundy-out in the afternoon.</li><li>• Observance of punctuality and attendance protocols in the Facial Biometrics Machine</li><li>• All personnel shall wear the prescribed uniforms with ID (refer to the attached document)</li></ul>
	Work Schedule: Four (4)-day workweek onsite, Monday to Thursday	
18 April 2022 onward	Full Work Hours 7:00-8:00AM to 6:00-7:00PM (Flexi Time)	<ul style="list-style-type: none"><li>• 100% Operating Capacity in all offices</li><li>• Service vehicles shall no longer be provided, effective 7 March 2022</li><li>• All personnel shall use the Facial Biometrics Machine to bundy-in in the morning and bundy-out in the afternoon.</li><li>• Observance of punctuality and attendance protocols in the Facial Biometrics Machine</li><li>• All personnel shall wear the prescribed uniforms with ID (refer to the attached document)</li></ul>
	Work Schedule: Four (4)-day workweek onsite, Monday to Thursday	

In view of the above, all Main Office personnel are advised to:

1. Return to the office all work-from-home equipment that was assigned to them; and
2. Prepare their family members at home for the eventual normalization of a full onsite workweek by April 2022.

### II. MINIMUM PUBLIC HEALTH STANDARDS IN THE WORKPLACE

The strict observance of the following minimum public health standards (MPHS) is hereby reiterated to lessen the risk of COVID-19 transmission in the TIEZA workplace:

1. Temperature-checking upon entry in the TIEZA lobby;
2. Practice self-care and maintain a healthy lifestyle to ensure that one's health and well-being are in optimal condition. Stay home when feeling sick and when experiencing flu-like symptoms. Seek medical attention immediately if symptoms of cough and colds persist;





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3. Always wear a face mask;
4. Practice hand hygiene and proper coughing/sneezing etiquette;
5. Frequently clean and disinfect all high-touch areas and things;
6. Ensure that any information and updates on the COVID-19 pandemic are from official sources; and
7. Maintain a smoke-free and vape-free environment in all offices.

Since the transmission of the COVID-19 virus remains the same regardless of the variant and the country's possible shift from a pandemic to endemic approach relative to COVID-19, everyone is advised to:

1. Always remain vigilant;
2. Strictly observe minimum public health standards;
3. Take extra-precautionary measures; and
4. Stay up-to-date on the latest COVID-19 information.

Managers/Office Heads are reminded to observe proper reporting protocols on COVID-19 cases in the workplace and also ensure at all times that the above health measures are appropriately observed by all personnel while in the TIEZA workplace.

### III. CONTINGENCY PLAN

Recognizing the country's possible shift from a pandemic to endemic approach relative to COVID-19 and that an endemic disease would still require a robust policy response, the Corporate Planning Department is instructed to have in-place a Contingency Plan pending the government's formulation and approval of the National Action Plan (NAP) Phase V that would include shifts in protocols and policies on how the country will deal with COVID-19.

This Office Order shall take effect immediately and shall remain in force unless amended or revoked.

28 February 2022



**MARK T. LAPID**




Chief Operating Officer



# Return-to-Work Transition



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**  
PHILIPPINES

	1-3 March	7-10 March	14-31 March	1-13 April	18 April onwards
<b>Work Schedule</b>	3 days Onsite, 1 day WFH	4 days Onsite All personnel shall use the Facial Biometrics Machine			
<b>Work Hours</b>	Reduced WHs 8AM to 4PM Fixed Time	Reduced WHs 8AM to 4PM Fixed Time	Reduced WHs 8AM to 5PM Fixed Time	Reduced WHs 8AM to 6PM Fixed Time	Full WHs 7AM to 8AM 6PM to 7PM Flexi Time
<b>Work Arrangements</b>	80% Op Capacity	100% Op Capacity			
<b>Service Vehicle Provision</b>					
<b>Uniform Requirement with ID</b>	