



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM FROM THE OFFICE OF THE CHIEF OPERATING OFFICER

TO : ALL SECTOR HEADS

ALL DEPARTMENT MANAGERS/OFFICE HEADS

ALL DIVISION MANAGERS

SUBJECT : WORK PROTOCOL GUIDELINES

DATE : 1 JANUARY 2022

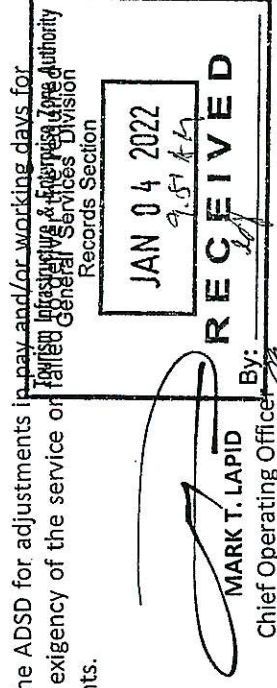
Be informed that the Alert Level of NCR is reverted to Alert Level 3 from 3-15 January 2022 pursuant to IATF-EID Resolution No. 155 dated 31 December 2021. Given this directive, the following work protocols will be implemented in the TIEZA Main Office effective 3 January 2021:

- Operational capacity.** All managers shall assign a skeleton workforce of at least 60% of their personnel per work day *(basis: OP MC 93 s 2021)*;
- Continuous delivery of services.** Regardless of the NCR's alert level, the Authority remains fully operational so as not to prejudice public service delivery, subject to the flexible work arrangements presently implemented by the organization;
- Managerial and Supervisory On-site Attendance.** All managers and supervisors are enjoined to physically report to work daily or at least twice a week.
- Work arrangements and adjustments.** All assigned skeleton workforce shall report to the office at least twice a week, from 8:00AM to 4:00PM. Managers must ensure that the offices are manned by their respective personnel from Monday to Thursday so as not to impede office deliverables and public service delivery. Also, personnel work schedules may be occasionally modified by the managers due to the exigency of the service;
- Work outputs/deliverables.** Regardless of the work arrangements and NCR alert levels, managers must ensure that:
 - Office work and commitments/obligations are not disrupted;
 - 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; and
 - Managers are to assign WFH tasks/deliverables to all their personnel so as not to impede office/business requirements. Managers must also ensure that the assigned tasks are promptly accomplished, most especially WFH deliverables.

- Workplace health safety measures.** Minimum public health standards and precautionary measures in the TIEZA workplace are to be strictly observed at all times. **Even if fully vaccinated, everyone could still get infected with COVID-19. So, all are advised to continuously observe the minimum public health standards and proactively avoid the 3Cs that pose a higher risk of COVID-19 transmission:** crowded places, closed-contact settings, and closed spaces with poor ventilation. The Interim Protocols in the Workplace vis-à-vis the COVID-19 Pandemic shall remain in effect; and

- 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 despite the exigency of the service or for personnel who refuse to report to work while on work-from-home (WFH) arrangements.

For everyone's information and strict compliance.

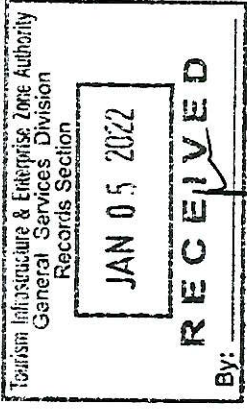




Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM TO ALL PERSONNEL



FROM : THE MANAGER
Administrative Services Department

SUBJECT : HEALTH PROTOCOL REMINDERS IN THE WORKPLACE

DATE : 3 JANUARY 2022

In view of the anticipated exponential rise of COVID-19 cases in the country, everyone is reminded not to be complacent and to conscientiously follow minimum public health standards (MPHS):

1. Always wear face masks when outside. Layer-up protection by using surgical face masks, double masking or pairing up a cloth mask with a face shield;
2. Maintain physical distancing and avoid closed, crowded and poorly ventilated areas;
3. Refrain from the following:
 - a. Attending large gathering and going in the 3Cs – closed spaces, crowded places and close-contact settings; and
 - b. Participating in activities that will require the removal of face masks;
4. Eat lunch alone on your own desk. Avoid chatting with officemates while eating and immediately put your mask as soon as you are done eating;
5. If you need to meet, do not eat. When face-to-face meetings are warranted, opt not to serve drinks or snacks so that no one will be compelled to take off their face masks;
6. Practice proper hand hygiene and coughing/sneezing etiquette;
7. Frequently clean high-touch surfaces and disinfect your most utilized things (i.e. phone, keys, eyeglasses, keyboard, etc.) with 70% alcohol solution;
8. As much as possible, keep to your family bubble;
9. Inform your supervisor once COVID-19 symptoms are felt. Remember to ISOLATE and get the RIGHT TEST at the RIGHT TIME. RT-PCR testing is the most accurate way to detect COVID-19, especially those who do not manifest symptoms but were exposed to a positive case. If only mild symptoms are experienced, be sure to maximize telemedicine services to avoid filling-up our hospitals. For available telemedicine options, check this link: bit.ly/DOHTelemedicine;
10. Stay home when sick. Report immediately, to your Barangay Health and Emergency Response Team, any symptoms related to COVID-19 and take the necessary action (i.e. test and isolate). Remember that exposure is inevitable when commuting and working onsite even when fully vaccinated, so protect yourself at all times; and
11. Isolate early if symptomatic, and finish the prescribed quarantine/isolation period. If you have been exposed to a suspected or confirmed COVID-19 case, automatically do self-quarantine.

Isolation/Quarantine Period	Type of COVID-19 Case	Vaccination Status
10 days Isolation	Positive COVID-19 Case (Asymptomatic, mild and moderate symptoms)	Fully-vaccinated Individual Partially-vaccinated Individual
21 days Isolation	Positive COVID-19 Case (Severe and critical symptoms)	Individual Unvaccinated Individual
7 days quarantine	Close contacts and travelers	Fully-vaccinated Individual
14 days quarantine	Close contacts and travelers	Partially-vaccinated Individual Individual Unvaccinated Individuals

Let us all remain vigilant, take all the necessary precautions and act responsibly to prevent COVID-19 transmission in the workplace.

For everyone's strict compliance.



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM TO ALL TIEZA MAIN OFFICE PERSONNEL

FROM : ⁴**THE MANAGER**
Administrative Services Department

SUBJECT : **OFFICE COVID-19 MEASURES**

DATE : **07 JANUARY 2022**

In view of the heightened measures that are being implemented in the building by the Double Dragon Property Management, be reminded of the following:

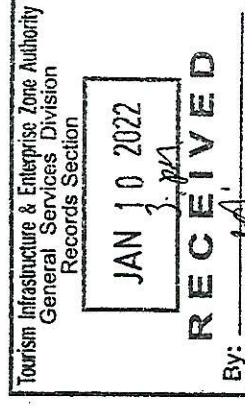
1. **All are required to wear their TIEZA IDs upon entry in the building.** IDs must be worn at all times while in the building and/or office premises;
2. **Always have your Vaccination Cards on-hand** whenever entering the Double Dragon Mall premises. Roving mall guards may randomly ask mall-goers for a copy of the Vaccination Card;
3. **All TIEZA personnel, visitors and clients must have their temperatures screened at the TIEZA Lobby Area** before entry to the TIEZA offices.
4. Any personnel with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home; and
5. Personnel who takes simple medications (e.g. paracetamol/acetaminophen, ibuprofen or aspirin), for cough, colds, body malaise or having a general feeling of being unwell, are advised to stay at home. Such medications may mask symptoms of COVID-19 infection.

Be advised that those experiencing any symptoms (i.e. cough, colds, fever, etc.) will not be allowed to report on-site and will be denied entry to the TIEZA office premises as preventive measures. Supervisors are to be informed in advance for alternative work arrangements.

Above measures are made to minimize the chance of further exposure of personnel to pathogens in the workplace, and to ensure that only authorized personnel would enter TIEZA premises.

Personnel comfort and well-being while in the workplace are important to TIEZA Management.

For everyone's guidance.





Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM TO ALL TIEZA MAIN OFFICE PERSONNEL

FROM : THE MANAGER ^{AT}
Administrative Services Department

SUBJECT : COVID-19 PROTOCOL GUIDELINES FOR HOME QUARANTINE AND ISOLATION

DATE : 10 JANUARY 2022

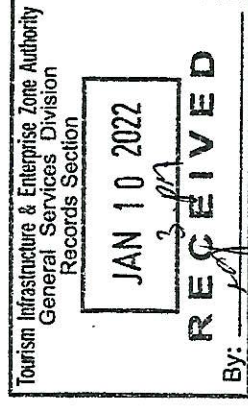
Be informed that the Department of Health (DOH) has issued an updated advisory on COVID-19 protocols and requirements for home quarantine and isolation relative to the "management of probable and confirmed COVID-19 cases with no symptoms, mild symptoms or moderate symptoms."

The DOH Department Circular No. 2022-0002 dated Jan. 6, 2022, further reiterated the following quarantine and isolation periods:

Vaccination Status	Quarantine Period for Close Contacts and Travelers	Isolation Period for Symptomatic/Asymptomatic and Positive Cases, <u>Regardless of Vaccination Status</u>
Fully Vaccinated Individual	7 days	• Minimum 10 days for asymptomatic/mild/moderate cases, or as determined by the attending physician • 21 days for severe/critical cases, or as determined by the attending physician
Partially Vaccinated Individual	14 days	
Unvaccinated Individual		

We have attached the above-mentioned DOH Department Circular as further reference and guide, particularly on the requirements for home isolation and medicines for symptomatic relief as supportive treatment only (refer to Annex A of the document).

For everyone's guidance.





Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

6 January 2022

DEPARTMENT CIRCULAR

No. 2022-0002

FOR : ALL UNDERSECRETARIES; ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS, CENTERS FOR HEALTH DEVELOPMENT AND SERVICES; EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS, AND NATIONAL NUTRITION COUNCIL; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND INSTITUTES; PRESIDENT OF THE PHILIPPINE HEALTH INSURANCE CORPORATION; DIRECTORS OF PHILIPPINE NATIONAL AIDS COUNCIL AND TREATMENT AND REHABILITATION CENTERS; AND OTHERS CONCERNED

SUBJECT : Advisory on COVID-19 Protocols for Quarantine and Isolation

As the country faces another threat due to the continuous increase in COVID-19 cases and the new Omicron variant, proper protocols for quarantine and isolation are needed to avoid overwhelming numbers of patients in the health facilities and hospitals.

A. Reiteration of Home Quarantine and Isolation Guidelines

1. Home quarantine and isolation is allowed for the following:
 - a. Management of probable and confirmed COVID-19 cases with no symptoms, mild symptoms, or moderate symptoms
 - b. Step-down management of COVID-19 cases from hospitals who are recovering and presenting with mild or no symptoms but shall need to finish the indicated isolation period.

2. Minimum infrastructure requirements for home isolation and quarantine include availability of a dedicated room and toilet for the individual, and oversight of a health care provider or local government unit. Specific requirements stated in DOH-DILG

Joint Administrative Order 2020-0001 and 2020-0001-A can be found in Annex A.

B. Prioritization Criteria for Facility Isolation in Instances of Supply Scarcity

Should there be scarcity of beds in designated Isolation Facilities, prioritize the individuals in the following order:

1. Probable or confirmed COVID-19 cases belonging to Priority Group A2 or senior citizens, and A3 or persons with comorbidities who cannot meet home isolation requirements

- a. Unvaccinated
- b. Partially vaccinated
- c. Fully vaccinated



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM FROM THE OFFICE OF THE CHIEF OPERATING OFFICER

TO : ALL SECTOR HEADS
ALL DEPARTMENT MANAGERS/OFFICE HEADS
ALL DIVISION MANAGERS

SUBJECT : WORK PROTOCOL GUIDELINES

DATE : 18 FEBRUARY 2022

Pursuant to Memorandum Circular No. 93 s 2021 from the Office of the President, be informed of the following work protocols that will be implemented in the TIEZA Main Office effective 21 February 2022:

1. **Operational capacity.** All managers shall assign a skeleton workforce of at least 80% of their personnel per work day;
2. **Continuous delivery of services.** Regardless of the NCR's alert level, the Authority remains fully operational so as not to prejudice public service delivery, subject to the flexible work arrangements presently implemented by the organization;
3. **Managerial and Supervisory On-site Attendance.** All managers and supervisors are enjoined to physically report to work daily or at least thrice a week.
4. **Work arrangements and adjustments.** All assigned skeleton workforce shall report to the office at least twice a week, from 8:00AM to 4:00PM. Managers must ensure that the offices are manned by their respective personnel from Monday to Thursday so as not to impede office deliverables and public service delivery. Also, personnel work schedules may be occasionally modified by the managers due to the exigency of the service;
5. **Work outputs/deliverables.** Regardless of the work arrangements and NCR alert levels, 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;
6. **Work-from-Home (WFH) deliverables.** Managers are to assign WFH tasks/deliverables to all their personnel so as not to impede office/business requirements. Managers must also ensure that the assigned tasks are promptly accomplished, most especially WFH deliverables.
7. **Workplace health safety measures.** Minimum public health standards and precautionary measures in the TIEZA workplace are to be strictly observed at all times. **Even if fully vaccinated, everyone could still get infected with COVID-19. So, all are advised to continuously observe the minimum public health standards and proactively avoid the 3Cs that pose a higher risk of COVID-19 transmission:** crowded places, closed-contact settings, and closed spaces with poor ventilation. The Interim Protocols in the Workplace vis-à-vis the COVID-19 Pandemic shall still remain in effect; and
8. **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.

For everyone's information and strict compliance.


MARK T. LAPID
Chief Operating Officer



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

ADSD RECEIVING
COPY

MEMORANDUM TO ALL PERSONNEL

FROM : **THE MANAGER**,
Administrative Services Department

SUBJECT : **HEALTH PROTOCOL REMINDERS IN THE WORKPLACE**

DATE : **13 JULY 2022**



In view of the rising COVID-19 cases in the country, everyone is reminded not to be complacent and to conscientiously follow minimum public health standards (MPHS):

1. **Temperature-checking upon entry** in the TIEZA lobby;
2. **Maintain a smoke-free and vape-free environment** in all offices;
3. **Always wear face masks** in the workplace and while outside. Immediately put your mask as soon as you are done eating;
4. **Maintain physical distancing** and avoid closed, crowded and poorly ventilated areas;
5. Refrain from the following:
 - a. **Attending large gatherings** and going in the 3Cs—closed spaces, crowded places and close-contact settings; and
 - b. Participating in activities that will require the removal of face masks;
6. Practice proper **hand hygiene and coughing/sneezing etiquette**;
7. **Frequently clean high-touch surfaces** and disinfect your most utilized things (i.e. phone, keys, eyeglasses, keyboard, etc.) with 70% alcohol solution;
8. Inform your supervisor once COVID-19 symptoms are felt. **Remember to ISOLATE and get the RIGHT TEST at the RIGHT TIME.** RT-PCR testing is the most accurate way to detect COVID-19, especially those who do not manifest symptoms but were exposed to a positive case. If only mild symptoms are experienced, be sure to maximize telemedicine services to avoid filling-up our hospitals. For available telemedicine options, check this link: bit.ly/DOHTelemedicine;
9. **Stay home when sick.** Report immediately, to your Barangay Health and Emergency Response Team, any symptoms related to COVID-19 and take the necessary action (i.e. test and isolate). Remember that exposure is inevitable when commuting and working onsite even when fully vaccinated, so protect yourself at all times; and
10. **Isolate early if symptomatic**, and finish the prescribed quarantine/isolation period. If you are considered a close contact, automatically do **symptom monitoring if you are a vaccinated close contact and self-quarantine if you are unvaccinated**. Refer to the attached document for the IATF's Updated Quarantine and Isolation Protocols for the General Public, Healthcare Workers and Authorized Sectors as of 4 June 2022.

Let us all remain vigilant, take all the necessary precautions and act responsibly to prevent COVID-19 transmission in the workplace.

For everyone's strict compliance.