



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 : 17 APRIL 2023



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

1. Although the wearing of face masks in indoor and outdoor spaces is now voluntary pursuant to EO 7 s 2022, TIEZA personnel are encouraged to still wear well-fitted facemasks whenever inside private and public establishments, including public transportation, where 1-meter physical distancing cannot be maintained, most especially the following:
 - a. Elderly;
 - b. Personnel with comorbidities;
 - c. Immunocompromised individuals;
 - d. Pregnant women; and
 - e. Symptomatic individuals
2. Maintain physical distancing and avoid closed, crowded and poorly ventilated areas;
3. Practice proper hand hygiene and coughing/sneezing etiquette;
4. Frequently clean high-touch surfaces and disinfect the most utilized things (i.e. phone, keys, eyeglasses, keyboard, etc.) with 70% alcohol solution;
5. As much as possible, keep to your family bubble;
6. Stay home when sick. Report immediately, to the nearest Barangay Health and Emergency Response Team, any symptoms related to COVID-19 and take the necessary action (i.e. test and isolate);
7. Isolate early if symptomatic, and finish the prescribed quarantine/isolation period; and
8. If you have been exposed to a suspected or confirmed COVID-19 case, automatically do self-quarantine.

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 FOR ALL TIEZA OFFICIALS & PERSONNEL

FROM : THE MANAGER
Administrative Services Department

SUBJECT : HEALTH IN THE TIEZA WORKPLACE

DATE : 25 JULY 2023

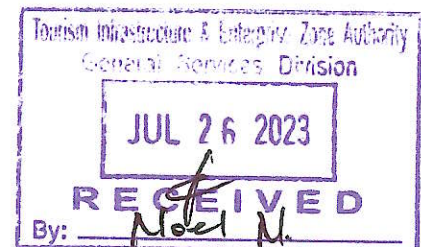
Anent the attached Proclamation No. 297 s 2023, lifting the state of Public Health Emergency in the country due to COVID-19, everyone is reminded that **TIEZA will now be transitioning to the long-term management of the COVID-19 pandemic as an ongoing health issue** pursuant to said proclamation.

Considering the above and with the onset of the rainy season, everyone is reminded to still remain vigilant, look after their health and well-being, and continue with the following health protocols in the workplace, most especially on flu-like symptoms:

1. Practice proper hand hygiene and coughing/sneezing etiquette;
2. Frequently clean high-touch surfaces and disinfect the most utilized things (i.e. phone, keys, eyeglasses, keyboard, etc.); and
3. Stay home when sick. Consult with doctors immediately and take the necessary action (i.e. test, medicate, etc.).

Let us all remain vigilant, take all the necessary precautions and act responsibly in the TIEZA workplace.

For everyone's strict compliance.





Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority



MEMORANDUM FOR ALL TIEZA OFFICIALS & PERSONNEL

FROM : **THE MANAGER**
Administrative Services Department

SUBJECT : **TIEZA'S 100% SMOKE/VAPE-FREE ENVIRONMENT**

DATE : **5 DECEMBER 2023**

Cognizant of the Authority's commitment in maintaining safe and healthy working conditions in the workplace, and to protect TIEZA personnel from any smoking/vaping health risks, everyone is reminded of the following internal office policies:

1. Smoking/vaping is prohibited in areas anywhere in or on the government premises, buildings and grounds, except for open spaces designated as "Smoking/Vaping Areas"; and
2. Smoking/vaping is also prohibited in government vehicles/conveyances

Above policies are in accordance to government laws and regulations on smoking and vaping, including the following:

- CSC Memorandum Circular No. 17 s. 2009;
- Republic Act 11900 s. 2022; and
- Executive Order No. 26 s. 2017 as amended by Executive Order No. 106 s. 2020:

Any violation of these policies shall be considered a ground for disciplinary action and other proceedings that the Authority may see fit to implement.

For everyone's information and strict compliance.


12/06/23
RENZ ROLDAN URBANO





Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM FOR ALL TIEZA OFFICIALS & PERSONNEL

FROM : THE MANAGER
Administrative Services Department

SUBJECT : HEALTH REMINDERS IN THE TIEZA WORKPLACE

DATE : 11 DECEMBER 2023

In view of the observed increase in the numbers of COVID-19 cases in the NCR for the last seven (7) days and the four (4) confirmed cases of ‘walking pneumonia’ in the country as recorded by the DOH, everyone is reminded to remain vigilant, look after their health and well-being, and continue with the following health protocols in the workplace, most especially when experiencing flu-like symptoms:

1. Practice proper hand hygiene and coughing/sneezing etiquette;
2. Frequently clean high-touch surfaces and disinfect the most utilized things (i.e. phone, keys, eyeglasses, keyboard, etc.);
3. Wear surgical/face masks:
 - a. In any crowded place and/or where there is poor ventilation; and
 - b. When feeling weak or vulnerable
4. Self-monitoring for any symptoms; and
5. Stay home when sick. Consult with doctors immediately and take the necessary action (i.e. test, medicate, etc.).

To date, DOH expects that respiratory diseases, such as influenza and COVID-19, are expected to increase during colder months.

Let us all remain vigilant, take all the necessary precautions and act responsibly in the TIEZA workplace.

For everyone’s strict compliance.





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Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM TO ALL OFFICERS & EMPLOYEES

FROM : THE MANAGER
Administrative Services Department

SUBJECT : TIEZA DRUG-FREE POLICY BRIEFING

DATE : 1 FEBRUARY 2023

The Human Resource Services Division (HRD) has scheduled an online **Drug-Free Policy Briefing** in two (2) batches, via Zoom.

Managers/Office Heads are to ensure that everyone in their respective offices are available to attend the briefing, as scheduled below:

Drug Free Policy Briefing

Date: 6 February 2023 (Monday)

For: Attendees of the Weekly TIEZA Flag Ceremony and Main Office Personnel

Time: 9:00 AM (After the Flag Ceremony)

Zoom meeting ID: 936 7699 9974

Passcode: TIEZA2022

Drug Free Policy Briefing

Date: 7 February 2023 (Tuesday)

For: Personnel in Entities, TEZ and TAXD Satellite/Provincial Offices

Time: 10:30 AM

Zoom meeting ID: 987 1813 8281

Passcode: TIEZA

For queries and/or clarifications on the above briefing, please contact Ms. Abigail Percela of ADSD at 8249-5900 loc 626.

For everyone's information and guidance.





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Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM TO ALL PERSONNEL

FROM : THE MANAGER
Administrative Services Department

SUBJECT : HEALTH & WELLNESS FEBRUARY LINEUP

DATE : 1 FEBRUARY 2023

Please be informed that the Human Resource Services Division (HRD) has the following lineup of activities this month:

- 1. HMO Benefits Orientation**
Date: 7 February 2023 (Tuesday)
Time: 2:00 PM
Zoom meeting ID: 981 6142 6664
Passcode: TIEZA
- 2. Health and Wellness Talk (Face to face)**
Date: 20 February 2023 (Monday)
Time: 9:00AM (After the Flag Ceremony)
Venue: TIEZA Multi-Purpose Hall B

Everyone is enjoined to attend the above activities.

For queries and/or clarifications, please contact Ms. Abigail Percela of ADSD at 8249-5900 loc 626.

For everyone's information and guidance.

