

MEMORANDUM

TO : **ALL TPB PERSONNEL**

DATE : 06 February 2024

SUBJECT : **INVITATION TO ATTEND THE TPB HEALTH FORUM**

In line with the TPB's Health and Wellness Program, please be informed that Dra. Marie Anne Lam, our Medical Consultant, will be conducting a face-to-face health forum entitled "**Please Be Careful With My Heart**" on Wednesday, 14 February 2024, from 9:00 AM - 10:00 AM, at the TPB Pantry.

The objective of the event aims to:

1. Understand how the heart works;
2. Familiarize with different types of chest pains and their symptoms;
3. Learn first aid for heart attack; and
4. Learn how to take care of the heart.

Interested personnel are requested to fill out the [Registration link](#) not later than 13 February 2024.

For your information and guidance.

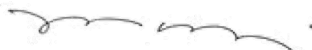


ROSSANDRA AMYTHERA Q. CAYAGO

Acting Head

Personnel and Human Resources Development Division

Noted by:



JANET W. CANOY

Manager

Administrative Department

02.07.24

MEMORANDUM

TO : **ALL TPB PERSONNEL**

DATE : 04 March 2024

SUBJECT : **2024 MENTAL FITNESS SURVEY**

As part of the TPB's Help, Understand and Give Support (HUGS) Mental Health Program, we would like to enjoin all TPB personnel to accomplish our **online Mental Fitness Survey** that will be conducted by the Premier Value Provider Inc. (PVPi) as the external service provider.

The survey aims to measure each personnel's level in the following areas:

- Mental Health (stress, anxiety, depression, and burnout)
- Employee Engagement
- Job Satisfaction
- Intention to stay
- And other related areas

We are encouraging all personnel to accomplish the survey to be able to gather significant information and therefore create programs and/or policies to address concerns that will emanate from results.

The **online Mental Fitness Survey Link** will be sent out by the PVPi to the respective personnel's official TPB email addresses on **11 March 2024 (Monday)** and shall be **open for responses until 15 March 2024 (Friday)**.

Laptops will also be stationed at the TPB Pantry from 11-15 March 2024 (Monday to Friday) from 10:00 AM to 12:00 NN and 2:00 PM to 4:00 PM to accommodate those who do not have official TPB email addresses.

PHRDD personnel are available for assistance for any inquiries during the period.

Note that all answers shall be treated with utmost confidentiality.


ROSSANDRA AMYTHERA Q. CAYAGO
Acting Head
Personnel and Human Resources
Development Division

Noted by:


ROSELLE D. ROMERO
Officer-in-Charge
Administrative Department

MAR 04 2024

MEMORANDUM

TO : ALL TPB PERSONNEL

DATE : 26 April 2024

SUBJECT : **SURVEY ON THE EFFECT/STATUS OF THE HEATWAVE TO TPB PERSONNEL**

As part of our commitment to ensuring the well-being and productivity of our workforce, we are conducting a survey to better understand the impact of heatwaves on employees' transportation to work. Heatwaves are becoming more frequent and intense due to climate change, and we recognize that extreme heat can pose challenges for commuting, potentially affecting punctuality, comfort, and overall well-being.

Your feedback is invaluable in helping us assess the effectiveness of our current support measures and identify areas where additional assistance may be needed. By participating in this survey, you contribute to creating a safer and more supportive environment for all employees during periods of extreme heat.

Please take a few moments to complete the [Google Form](#). Your responses will be kept confidential and will only be used for the purpose of improving our workplace environment.

Thank you for your participation.

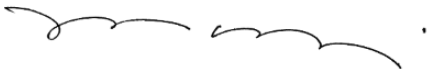


ROSSANDRA AMYTHEA Q. CAYAGO

Acting Head

Personnel and Human Resource Development Division

Noted by:



JANET W. CANOY

Manager 4.26.24

Administrative Department

MEMORANDUM

TO : ALL TPB PERSONNEL

DATE : 30 April 2024

SUBJECT : WORK ARRANGEMENTS AND DRESS CODE POLICY FOR THE MONTH OF **MAY 2024**

In the exigency of the service and to lessen the number of travelling days to and from the office and provide comfort in view of the current climate situation, TPB shall be implementing the following:

1. **Work-From-Home (WFH) arrangement every Wednesday and Friday for the month of May 2024.** This alternative work arrangement shall apply to all permanent and contract service personnel whose tasks can be accomplished outside of the office.
2. **Suspension of wearing the TPB Office Uniform for the month of May** subject to the **strict compliance to the wearing of smart casual attire with lightweight fabrics.**

To substantiate and properly monitor the work outputs during the WFH arrangement, the following conditions are hereby established:

- a. Submission of Daily Accomplishment Report shall be supported by a detailed daily specific output that will show that the work done reasonably covers the required eight (8) hours of work.
- b. Liaison Staff, Messengers, Drivers and those personnel that needs to report in the exigency of the service, shall be required to report to work every Wednesday and Friday, and shall be assigned tasks and assignments by the concerned Departments/ Offices to ensure continuity of operations.
- c. Personnel rendering service through WFH arrangements shall be required to use the Online Time and Attendance System for Daily Time Records.
- d. Approved Daily Work Plan and Accomplishment Report shall be submitted no later than 8:00 p.m. of the workday to the Head of the concerned Department and the PHRDD.

- e. Daily Work Plan and Accomplishment Report shall be approved based on the hierarchy of approving authorities, as follows:


Employee Concerned	Approving Authority
DCOOs/ Line Department Heads/ Acting Heads/ OICs/ OCOO Direct Reports	Chief Operating Officer
Department Manager/ Acting Heads/ OICs/ Direct Reports	Deputy Chief Operating Officer
Division Chief/ Acting Heads/ OICs	Department Manager
JG 12/ SG 22 and below <i>including SG 24s of line departments</i>	Department Manager initialed by Division Chief

All Department Managers are enjoined to monitor their personnel during the WFH arrangement.

Submission of the approved Daily Work Plan and Accomplishment Report in PDF file format shall be endorsed to PHRDD via this [Google Folder](#).

For those awaiting approval of the Daily Work Plan and Accomplishment Report, upload proof of email endorsement to the approving authority for reference. Upon receipt of the **approved Daily Work Plan and Accomplishment Report**, the same shall be endorsed to PHRDD via this [Google Folder](#).

For strict compliance.


MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer

What You Should Do During Heatwaves

1 message

TPB Info <info@tpb.gov.ph>

To: TPB Info <info@tpb.gov.ph>

Bcc: arianne_inosanto@tpb.gov.ph

Fri, May 3, 2024 at 7:35 PM




WHAT YOU SHOULD DO DURING HEATWAVES

A heatwave is when extremely hot weather in a particular region can last for two or more days. In addition, the temperatures have to be measured beyond the historical averages for that specific area. Due to climate change, heatwaves can affect the human body and even cause death in some cases.

KEEP AWAY FROM SOFT DRINKS AND ALCOHOL

These types of drinks worsen dehydration in your body. Soft drinks can exacerbate dehydration and increase the potential of getting kidney injury. Alcoholic drinks should also be avoided since they can increase urine output, boosting the risk of dehydration.





DRINK AN ADEQUATE AMOUNT OF WATER

You will sweat more in hot weather as a mechanism to cool your body off. So, it is essential to refuel the fluids you lost inside your body with drinking water. It is much better to bring a water bottle to avoid dehydration as you go outside for any activities.

BETTER TO STAY INSIDE THROUGH THE HOTTEST TIME OF THE DAY

If there is no necessary outdoor activity or event, limiting the time of sunlight exposure and staying inside the building during the hottest part of the day is safer. Being physically active outdoors during extreme heat can lead to heat exhaustion.





IT IS RECOMMENDED TO WEAR LOOSE-FITTING AND LIGHT-COLORED CLOTHING

Wearing proper clothing for excessive heat weather will make a massive distinction in how your body feels and how you feel comfortable during the day. Moreover, loose-fitting clothing accelerates air circulation, and light-colored clothing will reflect more light and heat. As a result, these will keep your body more relaxed and comfortable.



TOURISM PROMOTIONS BOARD

4/F, Legaspi Towers 300

Roxas Boulevard, Manila 1004

Philippines

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Email : info@tpb.gov.ph

URL : tpb.gov.ph

#tpbgovph

MEMORANDUM

FOR : **ALL TPB PERSONNEL**

DATE : 28 May 2024

SUBJECT : **Observance of Health and Safety Protocols Amid Rising COVID-19 Cases**

In light of the reported increase in COVID-19 cases in Metro Manila, the TPB management shall continue to be proactive in safeguarding the health and well-being of its employees, as well as that of their families.

Thus, all TPB employees are highly encouraged to observe the following health and safety protocols, while in the office premises:

1. **Wearing of Face Masks.** Employees are encouraged to wear face masks at all times while in the office to help reduce the risk of transmission of airborne diseases thereby ensuring a safe working environment.
2. **Practicing Hygiene.** Regular hand washing with soap and water, or the use of alcohol-based hand sanitizers, is strongly encouraged. Cover your mouth and nose when sneezing or coughing. Use a tissue or your elbow to cover your mouth and nose when coughing or sneezing, and dispose of tissues properly to prevent spread respiratory droplets.
3. **Sanitizing Electronic Devices.** Clean and sanitize commonly used electronic devices in the office such as laptops, tablets, computers, mobile phones, ear phones and the like.

Furthermore, we urge everyone to take proactive steps to boost their immune system and maintain overall health, as follows:

1. **Being Physically Active.** Incorporate regular physical activity into your daily routine, such as exercise or stretching breaks, to keep your body strong and resilient.
2. **Eating Healthy.** Consume a balanced diet rich in fruits, vegetables, whole grains, and lean proteins to provide your body with essential nutrients and support immune function.

3. **Getting Enough Sleep.** Get adequate sleep each night to allow your body to rest and recharge.
4. **Staying Hydrated.** Drink plenty of water throughout the day to stay hydrated and support optimal bodily functions, including immune system function.
5. **Taking Vitamins.** Consider supplementing your diet with vitamins and minerals, particularly Vitamin C.
6. **Managing Stress Levels.** Practice stress management techniques such as praying, deep breathing, meditation, or engaging in hobbies to reduce stress and promote mental well-being.

The Administrative Department through the Procurement and General Services Division shall continue to conduct regular cleaning and disinfection of commonly touched office properties and equipment.

Let us all do our part in mitigating the spread of COVID-19 and maintaining a healthy workplace environment.

Keep safe and healthy, everyone!



ATTY. VENANCIO C. MANUEL III
Officer-in-Charge
Office of the Chief Operating Officer
Tourism Promotions Board Philippines

MEMORANDUM

TO : ALL TPB PERSONNEL

DATE : 11 June 2024

SUBJECT : TPB 2024 FLU AND PNEUMONIA VACCINE ADMINISTRATION

As part of TPB's Health and Wellness Program, please be informed of the guidelines and schedule of the administration of Flu and Pneumonia vaccine:

1. Vaccine Type:

Vaccine	Remarks
Flu Vaccine (2024 Quadrivalent Strain)	Administered annually
Pneumonia Vaccine (Prevenar 13)	For those who: <ul style="list-style-type: none">• did not receive any dose of pneumonia vaccine• have no history of vaccine• have no record of the last administration
Pneumonia Vaccine (Pneumovax 23)	For those who: <ul style="list-style-type: none">• were vaccinated with Pneumo 23 last September 2022 shall be vaccinated again after five (5) years• were vaccinated with Pneumo 13 last August 2023 can avail of the Pneumo 23 vaccine this CY 2024

2. Date of Administration:

Batch	Date	Time	Venue
1 st	13 June 2024 (Thursday)	8:30 AM to 5:00 PM	Activity Room B & C
2 nd	14 June 2024 (Friday)	8:30 AM to 5:00 PM	Mini Conference Room B & C (Visayas & Mindanao)

3. The Flu and Pneumonia Vaccine may be availed by **TPB personnel (Regular and COS) and resident COA** who have who have been **in TPB for at least six (6) months as of 15 March 2024**, and presently connected/employed as of date of vaccination. ***Please refer to the attached list of TPB personnel who signified their intention in the survey released for this purpose.***
4. The vaccines **are strictly for TPB personnel and is therefore not transferable to any members of their family**. Non-eligible personnel may inform the PHRDD if they would like to avail of the vaccine on personal account, payable upon delivery with details as follow:
 - ❖ Flu - P1,000.00/dose
 - ❖ Pneumo 13 - P4,700.00/dose
 - ❖ Pneumo 23 - P2,500.00/dose
5. Personnel who availed of additional vials for their dependents may pay the Service Provider directly. They may also bring their dependents should they opt to be vaccinated at the TPB Office on the same date of vaccination schedule.
6. Attached is the **Vaccination Consent Form** to be filled out and submitted upon registration and the **Vaccination Guidelines** from the Service Provider for reference.

For your information and guidance.



ATTY. VENANCIO C. MANUEL III
Deputy Chief Operating Officer
Corporate Affairs



MEMORANDUM

TO : **ALL TPB PERSONNEL**

DATE : 15 July 2024

SUBJECT : **GUIDELINES ON THE ANNUAL PHYSICAL EXAMINATION AND DRUG TESTING**

In line with the Annual Physical Examination (APE) and Drug Testing on 16-17 July 2024, please be informed of the following guidelines:

1. Fill out the registration form to be provided and submit to the Registration Area for recording, taking of vital signs, and blood extraction;
2. Required eight (8) to ten (10) hours fasting for blood extraction specifically if individual has elevated blood sugar, cholesterol, triglycerides or lipid profile;
3. Obtain a clean catch of urine sample by collecting the mid-stream flow without touching the inside of the sterilized collection bottle to avoid contamination;
4. Personnel may opt to proceed to other rooms once Item 1 to avoid long queues;
5. Female personnel shall undergo physical examination first before having her chest x-ray and pap smear.
6. Maintain social distancing.

Room assignments are as follows:

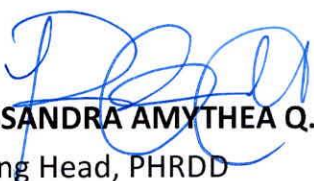
Procedure	Venue	Time Schedule
Registration	Activity Room A	8:00 AM to 5:00 PM
Blood Extraction	Activity Room A	8:00 AM to 5:00 PM
Vital Sign	Activity Room A	8:00 AM to 5:00 PM
Dental Check-Up	Activity Room B	8:00 AM to 5:00 PM
Visual Acuity Test	Activity Room C	8:00 AM to 5:00 PM
Physical Examination	Mindanao Meeting Room	8:00 AM to 5:00 PM
ECG	Clinic	8:00 AM to 3:00 PM

Pap Smear (for female patients) – subject to evaluation and recommendation of pap smear by the physician	Clinic	3:00 PM to 5:00 PM
Collection of Urine and Submission	Comfort Room – Urine Collection Pantry - Submission	8:00 AM to 5:00 PM
Chest X-Ray	Ground Floor, Parking Dock (beside Tealive)	8:00 AM to 5:00 PM
Submission of Forms	Activity Room A (Registration)	8:00 AM to 5:00 PM

Attached herewith is the list of eligible TPB personnel for the APE and drug testing. Should you have any concerns or clarifications, you may coordinate with Ms. Lyka Ragot or Ms. Rossandra Amythea Q. Cayago of the Personnel and Human Resources Development Division (PHRDD).

Personnel who will not be able to avail of the APE and Drug Test on 16-17 July may visit the Mayon Clinical Laboratory & Medical Services at Unit 105 G/F, M Place South Triangle, #116 Panay Avenue, Quezon City from Monday to Sunday, 6:00 AM to 6:00 PM, and present your TPB ID, **on or before 31 July 2024**. Personnel must coordinate with the PHRDD **at least one (1) day before their visit** for appropriate endorsement to the clinic.

For information and reference.


ROSSANDRA AMYTHEA Q. CAYAGO
 Acting Head, PHRDD

Noted by:


JANET W. CANOY
 Manager, Administrative Department

MEMORANDUM

TO : ALL TPB PERSONNEL

DATE : 06 August 2024

SUBJECT : INVITATION TO ATTEND THE TPB HEALTH FORUM

In line with the TPB's Health and Wellness Program, please be informed that Dra. Marie Anne Lam, our Medical Consultant, will be conducting a face-to-face health forum entitled "**W.I.L.D: Water borne infectious diseases, Influenza, Leptospirosis and Dengue**" on Friday, 16 August 2024, from 9:00 AM - 10:00 AM, at the TPB Activity Room B & C.

The objective of the event aims to:

1. Know in depth what illnesses/diseases we may get during the rainy season;
2. Discuss how to protect ourselves and prevent contacting the illnesses/diseases; and
3. When to seek professional help.

Interested personnel are requested to fill out the [Registration link](#) not later than 13 August 2024.

For your information and guidance.

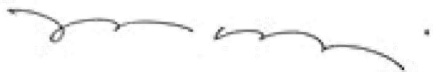


ROSSANDRA AMYTHERA Q. CAYAGO

Acting Head

Personnel and Human Resources Development Division

Noted by:



JANET W. CANOY

Manager

Administrative Department

08.06.2024

HEALTH ADVISORY ON MONKEYPOX

1 message

TPB Info <info@tpb.gov.ph>
To: TPB Info <info@tpb.gov.ph>
Bcc: arianne_inosanto@tpb.gov.ph

Tue, Aug 20, 2024 at 4:02 PM

MEMORANDUM


TO : ALL TPB PERSONNEL

DATE : 20 August 2024

SUBJECT : HEALTH ADVISORY ON MONKEYPOX

In view of the recent declaration of the World Health Organization (WHO) declaring MonkeyPox (MPOX) virus as a Public Health Emergency of International Concern (PHEIC) and its detected cases in the Philippines, all TPB personnel are enjoined to observe and be guided of the attached protocols by the Department of Health (DOH).

For information and reference.



ROSSANDRA AMYTHERA Q. CAYAGO
Acting Head
Personnel and Human Resources Development Division

Noted by:



JANET W. CANOY
Manager, Administrative Department

AUG 20 2024

TOURISM PROMOTIONS BOARD

6/F, Five E-Com Center, Harbor Drive
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Philippines

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Email : info@tpb.gov.ph

URL : tpb.gov.ph

TPBPHL
TOURISM PROMOTIONS BOARD PHILIPPINES



PUBLIC HEALTH ADVISORY:

MPOX

National Health Authority is the responsible authority for the management of MPOX in Singapore. It has issued a public health advisory on the management of MPOX in Singapore. The advisory is available at: <https://www.nha.gov.sg/health-alerts/mumps-like-illness-mpox>

More to know and doing more to protect ourselves

- [MPOX \(Mpox\) - Singapore](#)
- [MPOX \(Mpox\) - World Health Organization](#)



PUBLIC HEALTH ADVISORY: MMR2

The MMR2 virus is transmitted to humans through:

- 

Respiratory secretions (coughing or sneezing) of an infected person.
- 

Direct contact with an infected person's saliva, such as sharing a drink or food.
- 

Contaminated surfaces, objects, or clothing.

General infection with dengue virus, chikungunya virus, and Zika virus.

Symptoms include:

- 

High fever (above 38°C)
- 

Rash (red, flat, or raised)
- 

Headache
- 

Sore throat
- 

Cough
- 

Rash (red, flat, or raised)





PUBLIC HEALTH ADVISORY: COVID-19

Department of Health (DOH) reminds the public to consistently adhere the following health protocols

- Wearing face mask in public places to prevent the spread of COVID-19
- Proper handwashing
- Avoiding close contact with people who are coughing or sneezing
- Avoiding unnecessary travel and staying at home as much as possible

DOH Logo, Department of Health Logo, and Department of Health Logo

PUBLIC HEALTH ACADEMY MONKEYPOX

How is Monkeypox different?

Symptoms	SMALLPOX	CHICKENPOX	MEASLES
Fatigue	1-2 days before rash	1-2 days before rash	3-5 days before rash
Rash appearance	Lesions often in later stages of development	Lesions of late in multiple stages of development	Lesions of late in multiple stages of development
Rash Development	Clear	Bumpy	Bumpy
Rash Distribution	More dense on face; spread uniform on body	More dense on trunk; sparse on palms and soles	Uniform face and spreads sometimes involving hands and feet
Lymphadenopathy	Present	Absent	Absent
Death	Up to 30%	Rare	Nearly always

Reference: [https://www.cdc.gov/mmwr/pdf/wk06/a500601a.pdf](#)
Source: [https://www.cdc.gov/media/releases/2022/s0601-monkeypox.html](#)
Author: Dr. Anshu Kulkarni
Reviewed by: Dr. Anshu Kulkarni, M.D., M.P.H.
Approved by: Dr. Anshu Kulkarni, M.D., M.P.H.

 **Memo_Health Advisory on Monkeypox.pdf**
278K

LIST OF FREE COUNSELING HOTLINES

1 message

TPB Info <info@tpb.gov.ph>
To: TPB Info <info@tpb.gov.ph>
Bcc: arianne_inosanto@tpb.gov.ph

Thu, Sep 19, 2024 at 9:22 AM

MEMORANDUM

TO : ALL TPB PERSONNEL

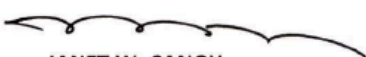
DATE : 18 September 2024

SUBJECT : LIST OF FREE COUNSELING HOTLINES

In line with the PHRDD's H.U.G.S (Help, Understand and Give Support) mental health program, we are sharing the list of Free Counseling Hotlines available in the Philippines for your reference. These hotlines will serve as support services to someone who is experiencing crisis and a way also to take care of mental health.


ROSSANDRA AMYTHEA Q. CAYAGO
Acting Head
Personnel and Human Resources Development Division

Noted by:


JANET W. CANOY
Manager
Administrative Department

SEP 18 2024

Free Telephone Counseling Hotlines in the Philippines

Suicide Crisis Lines

Landline (02) 8893 7603
Globe 0917 800 1123
Sun 0917 800 1123

HopeLine

Landline (02) 8804 4673
Globe 0917 800 1123
Sun 0917 800 1123

Tawag Paglaum-Centro Bisaya

Landline (02) 8804 4673
Globe 0937 654 1629
Sun 0939 937 5433

Mood Harmony

Landline (02) 8844 2941

Dial-a-Friend

Landline (02) 8525 1743
(02) 8525 1881

National Mental Health Crisis Hotline

Landline 1553
Globe 0966 351 4518
Smart 0966 351 4518

Amang Rodriguez Memorial Medical Center

Landline (02) 8941 5854

Philippine General Hospital Psychiatry & Behavioral Dept.

Landline (02) 554 8400
(02) 8854 88470
(02) 8526 0150
(02) 554 8469

Ateneo Bulatao Center For Psychological Services

Landline (02) 8426 5982

Psych Consult, Inc.

Landline (02) 8421 2469
(02) 8357 6427

Prescription Psychiatrists & Psychologists

Landline (02) 8863 0655
0977 795 3097

Free Psychological Services Living Free Foundation

Landline (02) 8406-1611
loc. 4012 (0917) 322-7807

8LIST PH

TOURISM PROMOTIONS BOARD

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URL : tpb.gov.ph
#tpbgovph



2 attachments



Counseling Hotlines.jpg
314K

Memorandum_List of Free Counseling Hotlines.pdf
160K

MEMORANDUM

TO : **ALL TPB PERSONNEL**

DATE : 12 November 2024

SUBJECT : **INVITATION TO ATTEND THE TPB HEALTH FORUM**


As part of the TPB's Health and Wellness Program, please be informed that Dra. Marie Anne Lam, our Medical Consultant, will be conducting a face-to-face health forum entitled "**Chronic Obstructive Pulmonary Disease (COPD): An Economic Burden**" on Wednesday, 20 November 2024, from 9:00 AM - 10:00 AM, at the TPB Activity Room B & C.

The objective of this forum is for the participants to be able to:

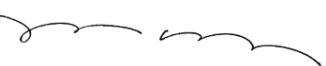
1. Have knowledge on how an individual develops Chronic Obstructive Pulmonary Disease;
2. Know and be aware of the symptoms and causes of Chronic Obstructive Pulmonary Disease; and
3. Learn what are the things to do if diagnosed with the disease.

Interested personnel are requested to register thru this [link](#) not later than **18 November 2024**.

For your information and guidance.


ROSSANDRA AMYTHERA Q. CAYAGO
Acting Head
Personnel and Human Resources Development Division

Noted by:


JANET W. CANOY
Manager
Administrative Department