



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**FOR : MARK T. LAPID**  
Chief Operating Officer

**THRU : THE ASSISTANT CHIEF OPERATING OFFICER**  
Asset and Management Sector

**THE MANAGER**  
Operations Department, AMS

**FROM : THE RESIDENT MANAGER**  
Zamboanga Golf Course and Beach Park

**SUBJECT : REQUEST FOR ADDITIONAL MANPOWER FOR THE  
REOPENING OF ZAMBOANGA BEACH PARK**

**DATE : 08 MARCH 2021**

In reference to the request of reopening of Zamboanga Beach Park (ZBP), we would like also to request additional manpower and additional work days for the existing Job Orders Employees.

As a background, our ZBP was closed due to COVID pandemic. All Emergency Employees were fired and Job Order Employees were only worked 11-days a month. Right now, we only have six (6) JOs assigned for the maintenance of ZBP with 11-days work a month.

With this, we would like to request the following:

1. 22-days work a month for all existing Job Orders Employees that will also do multitasking enable to suffice needed manpower
  - a. Six (6) assign at ZBP namely:
    - Bernardo, Celedonio T.
    - Campos, Lamberto C.
    - Jacinto, Patrick D.
    - Ledesma, Fernando R.
    - Manatad, Alberto C.
    - Serrano, Eduardo I.
  - b. One (1) assign at Nursery (Jacinto, Luciano Jr. C.) will be transfer to ZBP to supplement Manpower requirement upon reopening
  - c. Two (2) outlet collectors who are temporarily assign for the maintenance of the practice greens and surroundings (Miguel, Josefina A. and Pacurib, Norma C.) will be in charge of the maintenance of the latrines



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- d. One (1) Accounting Clerk (Fernandez, Mar Francis B.) will be also assign as collector when the collector is off and or during golf tournament
  - e. One (1) Purchaser/Liaison (Fernando, Norman P.) will be also in charge of the releasing of supplies and gas in the morning and in the afternoon will also assign for the maintenance of the picnic ground and facilities
  - f. One (1) Locker Room Attendant (Akil, Rita A.) will maintain the cleanliness of the locker rooms, admin office and surroundings
2. additional three (3) Job Order Employees (with lifeguard training certificate) for the maintenance of ZBP and will also act as lifeguard (CTO requires us more lifeguard because we only have one (1) existing Lifeguard)
3. three (3) Emergency Employees to work 3-days a week (Friday, Saturday and Sunday)

For this manpower capacity, we will only open Zone 1 and 2 during weekdays since we cannot estimate yet the numbers of beachgoers as the effect of the pandemic. All zone will be open during weekends. Mondays will be closed and will be our schedule for general cleaning and disinfection of all facilities. During Fridays the three (3) requested emergency employees as supplement with the existing manpower, will clean and disinfect all facilities in preparation for the weekend.

Please see attached list of facilities, propose manpower schedule and draft guideline.

Should this merit your consideration, reopening of Zamboanga Beach Park on March 29, 2021 is requested.

For your approval, sir

  
MAGDARA A. SARIP

Recommending Approval:

  
ATTY. MARIA TERESA C. ALVAREZ  
Manager, Operations Department, AMS

  
JETRO NICOLAS F. LOZADA  
ACOO, Asset Management Sector

APPROVED/DISAPPROVED

  
MARK T. LAPID  
Chief Operating Officer



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**List of ZBP Facilities with capacity approved by the City Tourism Office (CTO)**

Zone	Facilities	Unit	Capacity approved by CTO
Zone 1	Social Hall	1	15
	Pavilion	1	15
	Picnic Shed	13	4
	Latrine	1	
Zone 2	Pavilion	1	15
	Family Shed	2	10
	Picnic Shed	18	4
	Big Picnic Shed	4	8
	Latrine	1	
Zone 3	Family Shed	2	10
	Picnic Shed	21	4
	Big Picnic Shed	2	8
	Small Picnic Shed	1	4
	Latrine	1	
Zone 4	Family Shed	4	10
	Picnic Shed	16	4
	Latrine	1	
Zone 5	Social Hall	1	15
	Family Shed	2	10
	Picnic Shed	3	4
	Big Picnic Shed	4	8
	Small Picnic Shed	5	4
	Latrine	1	

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<b>Propose Work Schedule for the Maintenance of ZBP</b>								
		<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
Existing JO*	Maintenance of Picnic Ground/Shoreline/Facilities	7	4	3	3	4	7	7
	Maintenance of Latrine	2	1	1	1	1	2	2
Propose three (3) Additional JO	Maintenance of Picnic Ground/Shoreline/Facilities; lifeguard	3	1	2	2	1	3	3
Propose three (3) Additional Emergency Employees	Maintenance of Picnic Ground/Shoreline/Facilities					2	2	2
	Maintenance of Latrine					1	1	1
<b>Total Manpower</b>		<b>12</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>9</b>	<b>15</b>	<b>15</b>

<b>Propose Work Schedule for the Admin Personnel</b>								
		<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
Existing JO*	Accounting Clerk**	1	1	1	1	1		
	Purchaser/Liaison***	1	1	1	1	1		
	Locker Room attendant	1	1		1		1	1
<b>Total Manpower</b>		<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>

\*Recently, with 11-days work per month

\*\* Thursdays and Fridays will be assign at ticketbooth

\*\*\* will also help maintain the cleanliness of the picnic ground from 1:00pm-5:00pm

*Handwritten signature*



## GUIDELINES AND SAFETY PROTOCOL DURING GENERAL COMMUNITY QUARANTINE

### I. RATIONALE

These guidelines shall be supplementary to the Inter-Agency Task Force for the Management of Emerging Infectious Diseases Resolution No. 43 series 2020, Department of Trade and Industry and Department of Health Interim Guidelines on Workplace Prevention and Control of COVID-19, Executive Order No. BC 595-2020 issued by the City of Zamboanga and other directives issued by the National Government. The Resident Manager shall ensure smooth operation of the Beach Park and efficient delivery of service. These guidelines shall:

- aim to contain and mitigate the spread of the virus at the ZGCBP while at the same time continuing Beach Park operation and allowing the Zamboanguenos to enjoy swimming and the serenity of the area; and
- ensure that the Zamboanga Golf Course and Beach Park is a safe place for recreation with reduced risk and fear of acquiring the COVID-19 virus.

### II. GENERAL INFORMATION

1. The Beach Park operation shall be from 7:00am until 4:00pm, Tuesday to Sunday. Acceptance of guests is until 2:00pm only. All beach goers must leave the vicinity at 4:00pm.
2. Cottages will be numbered and labelled with numbers of seating capacity (50% of the actual capacity). Gatherings are allowed only for groups with maximum of fifty (50) pax.
3. The main gate shall be designated as the single entry point. In this area, all incoming guests and employees shall be asked to go through thermal scanner as well as disinfecting foot mat. Vehicles entering the premises shall pass through a tire bath for disinfection.
4. Mandatory wearing of face mask shall be strictly implemented. **“NO FACE MASK NO ENTRY POLICY”** shall apply to all guests except for infants below two (2) years old. Children with ages between two (2) to eight (8) years old must use facemasks under adult supervision to ensure that they can breathe safely and avoid suffocation.
5. All personnel attending to guests shall use proper PPE such as face masks and face shields and shall observe physical distancing at all times. Frequent hand cleaning and respiratory etiquette must be strictly observed.
6. General cleaning and disinfection of the entire ZGCBP shall be conducted every Monday. During days of operation, cleaning and disinfection shall be done before and after operating hours on a daily basis. All high-touch surfaces, countertops,





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- chairs tables and other similar areas shall be wiped with disinfecting solution every hour. Latrines and wash basin must be clean and disinfect also every after use including doors, door knobs, faucets, toilet bowls and floors.
7. Sink with water and soaps for hand wash shall be placed in conspicuous spaces near the cottages. Alcohol or alcohol-based hand rub or sanitizers shall be placed at offices, Cashiers and rest rooms.
  8. Physical distancing (1 meter) shall be strictly enforced in the premises at all times. Floor markers and lines will be used to ensure distancing.
  9. Reminder signs shall be installed in strategic locations visible to all guests.
  10. There shall be beach marshals to ensure that guests observe physical distancing at all.
  11. There shall be Lifeguards on duty following the guidelines under Memorandum Circular 03-14 issued by the Philippine Coast Guard
  12. Concessions, food stalls, stores, shops, peddlers, ambulant vendors and food vending are strictly prohibited. Chairs, canopies, grill and other ancillary temporary structures are not allowed on the beach.
  13. Mass gatherings and group events such as sports competitions, youth camps and other beach activities that gather shall **comply with relevant national and local government unit issuances**

### **III. BEACH GOERS GUIDELINES**

#### **A. RESERVATIONS**

1. Beach Goers shall book/reserve in advance via phone call or email and advance payment shall be made a day before the schedule entry.

Joann Alejandro	:	0956 994 6634 (globe)
Irene Ybañez	:	0917 156 3684 (globe) 0929 222 8245 (smart)
Landline	:	955 4346
Email	:	<a href="mailto:zamboangagolfandbeach@tieza.gov.ph">zamboangagolfandbeach@tieza.gov.ph</a>

This is to allow ZGCBP to make appropriate preparations in advance as well as to lessen personal contact. The Reservation Officers shall furnish copy of reservation list to the Cashier and the Main Gate for reference.

2. Upon reservation, Reservation Officers will assign cottage base on the numbers of the group of beach goers



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3. Reservation Officers will inform guests of the protocols need to comply while at the beach. Also, he/she will request them to fill up and submit Health Survey Form available online and waiver for minors and senior citizens upon entry.

**B. UPON ARRIVAL AT THE ZGCBP**

1. Upon entry, the Main Gate Guard on duty shall:
  - a. Check the numbers of all arriving beach goers based on the reservation.
  - b. Conduct the temperature check of all guests including drivers. Persons with normal temperature shall be allowed entry. Persons with high temperature (above 37.5°degrees) shall be denied entry and advised to seek medical attention immediately; and
  - c. **"NO FACE MASK, NO ENTRY"** shall be implemented
  - d. Collect the filled up Health Survey Form and submit it to the cashier.
2. They will then proceed to their assigned cottage.

**B. DURING THE STAY AT THE BEACH PARK**

1. Beach Goers must stay at their assigned cottages. Roaming around and visiting other cottages are prohibited. They are only allowed to leave their area when swimming and using the Latrines and wash area.
2. Beach Goers are strongly encourage to bring their own food and drinks.
3. Drinking of alcoholic beverages is strictly prohibited.
4. All guests must leave the area at 4:00pm.
5. Violation to this guideline will ban them from entering our premises.