



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

6th & 7th Floors, Tower 1  
Double Dragon Plaza  
Double Dragon Meridian Park  
Macapagal Avenue corner  
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**MEMO FOR : POCHOLO J.D. PARAGAS**  
Chief Operating Office

**THRU : MS. MICHELLE MAE V. VIVO**  
Head - Technical Assistant

**JETRO NICOLAS F. LOZADA**  
Assistant Chief Operating Officer  
Assets Management Sector

**FROM : THE MANAGER**  
Business Development Department

**SUBJECT : REQUEST FOR REPLACEMENT OF JOB ORDER (JO) PERSONNEL  
AND HIRING OF FINANCIAL ANALYST ON CONTRACT OF SERVICES  
STATUS FOR BUSINESS RESEARCH AND DEVELOPMENT DIVISION**

**DATE : February 3, 2020**

Sir, in the exigency of service and to augment the Business Research and Development Division's (BRD) existing Six (6) permanent employees, may we respectfully request the replacement of (2) Job Order (JO) personnel who had been providing admin support and assistance to Business Research and Development (BRD) since 2015 who principally handled administrative support and assist in the research and the hiring of One (1) Financial Analyst on Contract of Services (COS) status with following qualification and Job Descriptions.

POSITION	QUALIFICATION
Admin Support/ Researcher (2)	<ol style="list-style-type: none"><li>1. Bachelor's Degree in Business Administration or Business Economics or Tourism</li><li>2. Experience in collecting, interpreting and organizing data</li><li>3. Proficient in the conduct of research and analysis of data</li><li>4. Knowledge in the preparation of Profile Situational Analysis Report (PSAR).</li><li>5. Two (2) years' experience in an applied research or data management environment; experience in IT, economics, business/systems analysis</li><li>6. Able to manipulate large, complex data sets using a variety of software applications</li><li>7. Skilled knowledge in generating process documentation</li><li>8. Strong written and verbal communication skills with technical writing skills</li><li>9. Able to multitask, prioritize, and manage time efficiently</li><li>10. Attention to details and a commitment to accuracy</li></ol>



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	JOB DESCRIPTION
Admin Support/ Researcher (2)	<ol style="list-style-type: none"> <li>1. Assist Project Officers in the documentation and processing of requirements for titling and appraisal of TIEZA Assets.</li> <li>2. Assist in addressing and updating issues of TIEZA assets such as payment of taxes and liaising with other government agencies and local government units</li> <li>3. Perform qualitative and quantitative research and consultation on relative markets</li> <li>4. Keep up-to-date knowledge of the industry and related markets being researched</li> <li>5. Create clear and useful reports and recommendations for the division's use</li> <li>6. Perform multi-tasking and related functions that may be assigned from time to time</li> </ol>

POSITION	QUALIFICATION
Financial Analyst (1)	<ol style="list-style-type: none"> <li>1. Master's Degree in Accounting, Finance, Business Economics or related field.</li> <li>2. Proficient in the conduct of research in financial and economic trends</li> <li>3. Competent in analyzing financial data and financial performance based on historical and global trends and issues in the industry</li> <li>4. Proficient in the preparation of financial projections for business plans and investment initiatives</li> <li>5. High proficiency in <u>financial modeling techniques</u></li> <li>6. Advanced knowledge with <u>Excel formulas and functions</u></li> <li>7. Strong analytical and data gathering skills</li> <li>8. 3-5+ years of business finance or other relevant experience</li> <li>9. Strong quantitative and analytical competency</li> </ol>
	JOB DESCRIPTION
	<ol style="list-style-type: none"> <li>1. Provide, develop and recommend sustainable business or financial models to support valuation, planning and forecasting</li> <li>2. Prepare report on financial performance through analysis of financial results, forecasts, variances, and trends</li> <li>3. Create recommendations to be presented to management.</li> <li>4. Aid in the capital budgeting and operating/ maintenance expenditure planning processes</li> <li>5. Reconcile existing transactions through cross-referencing of incoming and outgoing data</li> <li>6. Conduct comparable analysis and market research to support internal financial analysis</li> <li>7. Perform multi-tasking and related functions that may be assigned from time to time</li> </ol>

Committees were formed to expedite deliverables thru support from other Departments (Legal, FSD and AESS) by way of prioritizing and focusing task on prioritize properties identified as



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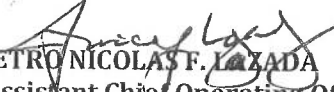
specified in the Office Order. Business Research and Development Project Officers are members of all committees formed and facilitates necessary coordination and documentation required.

The existing BRD staff is not sufficient to fully implement the Division's deliverables such as working on monitoring, titling and priming of other properties for investment not included in the priority assets. Other administrative deliverables and task that needs painstaking follow-ups and meticulous attention are currently overlooked due to intermittent task that necessitates urgent action that results in the delay of submission of deliverables and reports for consolidation to the sector or agency's report.

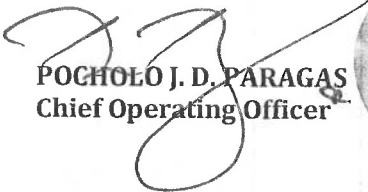
Please find attached matrix of properties assigned to Business Research and Development Division Project Officers and its deliverables according to BRD's functions and individual Competency Based Job Description (CBJD).

For your consideration and approval Sir.

  
**MA. EVELYNE A. FRANCISCO**  
Recommending Approval:

  
**JETRO NICOLAS F. LAYADA**  
Assistant Chief Operating Officer  
Assets Management Sector

Approved:

  
**POCHOLO J. D. PARAGAS**  
Chief Operating Officer



# PROJECT OFFICERS OF TIEZA ASSETS

PROJECT OFFICER (PO)	PROPERTY	Task as Project Officer
<b>-ENNAIDA R. QUINAHAN</b> Vision Manager - SG 24 Concurrent Project Officer <b>*CBJD:</b> Overall supervision of the activities of the Division; Verify & Validates Processes; Recommends to Dept Mgr. approval of plans & outputs based on Work Instructions. <b>Committee/Task Force Member:</b> 1. Pre-Titling Technical Working Com 2. TIEZA Investment Committee 3. Task Force for the Turnover of Assets	1. Gardens of Malasag Eco-Tourism Village 2. Cagayan de Oro Convention Center 3. Lot for River Rafting 4. Alubujid Beach 5. Kasultutan Beach 6. Iloilo Convention Center 7. Ternate Lots	<b>A. Titling:</b> 1. Prepares Action Plans on titling 2. Regularly monitors action plan on titling 3. Facilitate payment of Taxes 4. Documentation of Required Documents 5. Coordination with the ff: Gov't Agencies DENR(CENRO, PENRO & Regional), BIR ( District and Regional), Dept of Agrarian Reform (PARO &region), LGU (Assessor & Treasury) National Commission on Indigenous People, Register of Deeds, Regional Trial Court, National Archives, National Commission on Urban Poor, Land Registration Authority 6. Prepares Documents & Provide Assistance in the conduct of Survey Services and facilitation of its payment 7. Liaise with other support Departments (AESS, FSD and Legal) 8. Attends Meeting at least once a month <b>B. Investment Committee (JVSC &amp; TWG)</b> 1. Priming of Properties 2. Prepares Minimum Bid 3. Prepares Term Sheets 4. Updates content of Investment Materials 5. Assist in the preparation of TOR 6. Assist in the bidding Process 7. Attends meeting at least once a week <b>C. Business Plan/Case</b> 1. Conducts Research/Environmental Scanning 2. Prepares Profile & Situational Analysis Report 3. Identifies Sources of Revenue Streams 4. Drafts & Finalize Business Plans <b>D. Task Force for the Turn-over of Assets:</b> 1. Assist in the transition and facilitation of the turn-over of asset back to TIEZA 2. liaise with other Departments ( Admin & Finance, Legal & AESS) 3. Coordinates with other department on the implementation of the Work Plan with target dates.
<b>IRENE R. TUMAOB</b> Division Manager - SG 24 Business Development Department <b>CBJD:</b> Prepares Environmental Analysis; Prepares Community Assessment for Social Responsibility; Preparation & Support Programs for inclusive & sustainable dev't for every Asset Project <b>Committee/Task Force Member:</b> 1. TIEZA Investment Committee 2. TWG of JVSC 3. GAD Community Assessment Grp. 4. Annual Report Committee	1. Museo Iloilo 2. Talisay	
<b>JANETH CHRISTINE A. OCAMPO</b> Business Development Chief SG-22 <b>CBJD:</b> Evaluates & Reviews Outputs of the Division; Recommends & Implements Plans of Action; Supervises PPP Activities; Facilitates Presentation to investors <b>Committee/Task Force Member:</b> 1. Pre-Titling Technical Working Com 2. TIEZA Investment Committee 3. TWG of JVSC	1. Kang-irag 2. Moalboal 3. Maomawan	

PROJECT OFFICER (PO)	PROPERTY	Task as Project Officer
<b>MR CHRISTINE A. OCAMPO</b> Business Development Chief SG-22 <b>Committee/Task Force Member:</b> 4. TWG of BAC 5. Transition Com on Properties Process for JV		
<b>MA. CECILIA C. SACLOLO</b> Business Development Specialist SG -18 <b>CBJD:</b> Supervises & Consolidates accomplishment reports; Evaluates & drafts studies, plans and inputs to Terms of Reference <b>Committee/Task Force Member:</b> 1. Pre-Titling Technical Working Com 2. TIEZA Investment Committee 3. TF for the Turnover of Assets	1. Banaue Properties a. Banaue Hotel & Youth Hostel b. Helipad c. Other lots 2. San Fabian Property (BL & Presidential House) 3. Mt. Data Hotel 4. Agoo Playa 5. Burnham Park 6. Baguio Tourism Complex (lot 1, 2& 3) a. DOT Secretary's Cottage b. Former DOT CAR Office - rented by BBCI 7. Batanes Staff House	<b>E. Transition Committee on Properties on Process for JV:</b> <b>Note: For COO's approval &amp; Signature but work is ongoing</b> 1. Assist in the transition & facilitation of the turnover to the winning bidder 2. Coordinate with other Dept in the conduct of necessary administrative, legal, financial, physical and structural assessment & inventory of asset 3. Assist and coordinate in the preparation of Transition Plan including study & recommendation of separation package. <b>F. Administrative:</b> 1. Reviews and Monitors all contracts/MOAS entered to properties assigned. 2. Verifies adherence to terms of contracts and identifies, validates & reports any deviation to Department/Sector/ Legal Department. 3. Monitors and Address all concerns on the property including Caretakers, Security Guards, Informal Settles, Encroachment, Utilities (Water & Electricity) 4. Maintain & Updates Data Bank of Assigned Assets 5. Draft Reply of AOMs 6. Provide Inputs to Regular Reports: <i>DOT Accomplishment Report</i> <i>BSC (Quarterly, Semestral &amp; Annual)</i> <i>IPCR/OPCR (Semestral)</i> <i>COA Report (Quarterly)</i> 7. Prepares Updates and Briefer of Assigned Properties for internal & external clients 8. Creates Presentation of the property assigned fro internal & external clients <i>COA Report (Quarterly)</i>
<b>REYNA PALACAY</b> Business Development Officer SG - 16 <b>CBJD:</b> Conducts/Prepares Research & Market Analysis; Drafts Business Plans; Procures Appraisal Services; Identifies & Prepares requirements for bidding; Facilitates payment of Appraisal Services <b>Committee/Task Force Member:</b> 1. Pre-Titling Technical Working Com 2. TIEZA Investment Committee 3. TWG of JVSC (as PO of BIDR) 4. Transition Com on Properties Process for JV	1. Paoay Lake Sports Complex 2. Marcos Park 3. Balacad Property 4. Balicasag Island Dive Resort 5. Boracay Properties (Sludge Drying Bed & Water Treatment and Sewerage System) 6. Albuquerque Sanitary Landfill Lots	

PROJECT OFFICER (PO)	PROPERTY	Task as Project Officer
<b>VACANT</b> Business Development Officer SG - 16 <b>CBID:</b> Conducts/Prepares Research & Market Analysis; Drafts Business Plans		
<b>MA. CRISTINA MACABENTA</b> Business Development Analyst - SG 13 <b>CBID:</b> Conducts/Prepares Research, accomplishment reports, business plans of assigned assets; <b>Committee/Task Force Member:</b> 1. Pre-Titling Technical Working Com 2. TIEZA Investment Committee	1. Bagabag Youth Hostel 2. Claveria BLL 3. Banna Presidential Resthouse 4. Ilagan BLL 5. Kabayan Youth Hostel 6. Pagudgud BLL 7. Sta. Fe Lodge/Hostel 8. Argao Beach Club 9. Argao Air Strip 10. Dalaguete Beach Park	
<b>EMMANUEL LUIS V. BAYANI</b> Business Development Analyst - SG 13 <b>CBID:</b> Conducts/Prepares Research, accomplishment reports, business plans of assigned assets; Prepares Financial analysis and projections for Business Plans <b>Committee/Task Force Member:</b> 1. Pre-Titling Technical Working Com 2. TIEZA Investment Committee 3. TWG of JVSC (as PO of CIGC) 4. Transition Com on Properties Process for JV	1. Club Intramuros Golf Course 2. Clark Property 3. Luneta Boardwalk (China Oceanis Pte. Ltd.) 4. Intramuros Lot 991 5. Pagsanjan Garden Resort 6. Matabungkay Property 7. Samal Tourism Estate 8. Zamboanga Golf Course & Beach Park	

\* Competency Based Job Description (CBJD)