



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

**OFFICE ORDER**  
**NO. 024-2021** *MA*

**Providing the Institutional Arrangements for the implementation of the World Bank and Asian Development Bank TouRIST Projects**

The Department of Tourism (DOT) through Department Order No. 2019-101 adopted the Transforming Communities towards Resilient, Inclusive and Sustainable Tourism (TouRIST) Program as flagship program of the DOT and its attached agencies to support the infrastructure development, disaster and risk management, and livelihood of tourist destinations in close coordination with concerned Local Government Units (LGUs) to achieve the shared vision under Republic Act No. 9593 on sustainable management of tourist destinations.

The DOT has approached the World Bank (WB) and the Asian Development Bank (ADB) to extend technical and financial support to the DOT and its Attached Agencies to implement the TouRIST program in key destinations, namely, Bohol, Coron and El Nido in Palawan, Siargao Island in Surigao del Norte, and Siquijor.

During the meeting held on 27 January 2021 among the Oversight Agencies, namely, Department of Budget and Management (DBM), the Department of Finance (DOF), and the National Economic and Development Authority (NEDA), the Tourism Infrastructure and Enterprise Zone Authority (TIEZA) has been identified as main executing and implementing agency for the loan with the WB and ADB on sustainable, inclusive, and resilient tourism (SIRT) project and sustainable tourism development project (STDP), respectively.

TIEZA will initially operate and manage the various undertakings covered under these loans. Within an agreed period, the operation and management will be transferred to third-party providers under TIEZA's Joint Venture Guidelines.

Based on the foregoing premises, the following institutional mechanism is hereby instituted to support the TIEZA, DOT and LGUs in implementing the SIRT project and STDP in accordance with existing laws, rules and regulations:

1. National Project Steering Committee. A National Project Steering Committee (NPSC) is hereby created to provide policy direction in the implementation of the WB and ADB projects.

1.1 The NPSC shall be composed of the following:

TIEZA Chief Operating Officer	- Chairperson
DOT USec for Legal and Special Concerns	- Vice-Chairperson
ACOO, Administration and Finance Sector	- Member
ACOO, Architectural and Engineering Services Sector	- Member
ACOO, Tourism Enterprise Management Sector	- Member
ACOO, Assets Management Sector	- Member



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### 1.2 The NPSC shall perform the following functions:

- 1.2.1 Provide guidance and recommendations on policy matters, regulations, and standards relating to the effective implementation of the projects;
- 1.2.2 Approve the criteria and subprojects to be financed under the projects;
- 1.2.3 Approve Memoranda of Agreement (MOA) between the DOT and Local Government Units, as well as other proponents, in accordance with the prior recommendation of the TIEZA Board and pursuant to existing laws, rules and regulations;
- 1.2.4 Perform such other acts as may be necessary to fulfill its duties and responsibilities; and

### 1.3 The TIEZA Board shall serve as advisory body to the NPSC to ensure the SIRT and STDP alignment with the TIEZA and DOT priorities and commitments, as well as provide guidance to maximize the opportunities that may arise from the WB and ADB project implementation.

### 1.4 Being a special project, members of the NPSC shall be entitled to receive allowances or honoraria for work accomplished from the date of issuance of this Office Order, as determined by the Chairperson and subject to accounting and auditing rules and regulations.

## 2. Project Management Unit. A Project Management Unit (PMU) is hereby created to be composed of TIEZA and DOT personnel, as well as contract of services personnel, to manage the day-to-day activities of the WB and ADB projects.

### 2.1 The PMU shall be composed of the following:

TIEZA Chief Operating Officer	- Project Director
TIEZA ACOO for Administration & Finance Sector	- Deputy Project Director
DOT Director for Special Concerns	- Deputy Project Director
Representative, Architectural and Engineering Services Sector	- Member
Representative, Tourism Enterprise Management Sector	- Member
Representative, Assets Management Sector	- Member
Representative, Corporate Planning Department	- Member
Representative, Financial Services Department	- Member
Representative, Legal Department	- Member
Representative, Bids and Awards Committee	- Member
Representative, Office of the Chief Operating Officer	- Member

### 2.2 The PMU shall be assisted by contracted technical experts and personnel in the delivery of its functions and ensure the timely, effective, and smooth delivery of the projects' targets and outputs as outlined in the Loan Agreement (LA). Appropriate budget shall be allocated for the hiring of needed experts and contract personnel.

### 2.3 The PMU shall perform the following functions:

- 2.3.1 Provide overall management of the WB and ADB projects;



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- 2.3.2 Monitor project implementation and ensure appropriate interventions are executed in accordance with the conditions and schedules in the LA;
  - 2.3.3 Provide secretariat support to the NPSC;
  - 2.3.4 Coordinate with the LGUs on the technical requirements and documentation related to the subprojects under their jurisdiction;
  - 2.3.5 For the Chief Operating Officer of TIEZA, to sign the MOA with LGUs and the DOT to undertake specific subprojects as agreed and provided in the LA;
  - 2.3.6 Coordinate procurement requirements of all the subprojects in accordance with existing laws, rules and regulations by the Government of the Philippines and the WB and ADB;
  - 2.3.7 Coordinate the financial management of funds to be transferred by the WB and ADB in accordance with existing laws, rules and regulations by the Government of the Philippines and the WB and ADB;
  - 2.3.8 Coordinate with the concerned DOT Offices on various aspects of project implementation. DOT shall create an internal PMU that will spearhead the implementation of the non-infrastructure components;
  - 2.3.9 Monitor the implementation of the projects and provide regular reports and updates to the NPSC, WB and ADB;
  - 2.3.10 Review and evaluate the progress of the projects, as well as submit any recommendations to the NPSC for approval to address key issues and concerns that hinder the achievement of the project goals and objectives;
  - 2.3.11 Spearhead the promotion and marketing of the WB and ADB projects in close coordination with the DOT and LGUs;
  - 2.3.12 Prepare the organizational structure for the operation and management of all subprojects in each LGU;
  - 2.3.13 Study and prepare cost recovery scenarios / projections in all subprojects in each LGU;
  - 2.3.14 Prepare the transition plan for the third-party takeover of operation, management, and maintenance of assets pursuant to TIEZA's Joint Venture Guidelines; and
  - 2.3.15 Perform such other acts as may be directed by the NPSC, and/or as may be necessary to fulfill its functions.
- 2.4 Being a special project, members of the PMU shall be entitled to receive allowances or honoraria for work accomplished from the date of issuance of this Office Order, as determined by the Project Director and subject to accounting and auditing rules and regulations.
- 3 Destination Project Officers. The following personnel are hereby designated as Project Officers (POs) for the following destinations to be assisted by the WB and ADB through the SIRT and STD projects, respectively:
- |                                   |   |
|-----------------------------------|---|
| Mr. Lenard Buenaventura           | - Project Officer for Bohol                             |
| Ms. Angeli Movilla                | - Project Officer for Palawan                           |
| Ms. Guillan Castillo              | - Project Officer for Siargao Island, Surigao del Norte |
| Ms. Ma. Krystina Cabrera Polintan | - Project Officer for Siquijor                          |



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The above Project Officers shall be assisted by internal and contract of services personnel. The POs shall coordinate the project implementation at the destination level with concerned DOT Regional Offices, liaise with LGUs and key stakeholders, coordinate the procurement and financial management, monitor the timely implementation of subprojects, and provide accomplishment and progress report to the PMU on a regular basis.

- 4 Financial Resources. Appropriate funds from the TIEZA Corporate Budget shall be allocated to support the necessary counterpart funds to implement the WB and ADB projects.

This Order shall take effect immediately and considered revoked and cancelled once the WB and ADB projects are complemented, unless otherwise decided by the TIEZA Board.

Date 11 February 2021

**MARK T. LAPID**  
Chief Operating Officer

