7th Floor, Tower 1
Double Dragon Plaza
Double Dragon Meridian Park
Macapagal Avenue corner
EDSA Extension
Bay Area Pasay City 1302

249-5900 loc. 751corplan@tieza.gov.płwww.tieza.gov.ph

MEMORANDUM

FOR

ALL ASSISTANT CHIEF OPERATING OFFICERS

DEPARTMENT MANAGERS

- PEPD, FISD, TTAX, ADSD, MISD

Cc

THE CORPORATE BOARD SECRETARIAT/COMPLIANCE OFFICER

THE HEAD TECHNICAL ASSISTANT, OCOO

THE TECHNICAL ASSISTANTS

FROM

THE CORPORATE PLANNING DEPARTMENT

SUBJECT:

2021 PERFORMANCE SCORECARD

DATE

23 November 2020

Relative to the Technical Panel Meeting on 26 November 2020 at 10am via Zoom, may we request for the following:

- 1. Reconfirmation/Adjustment of your 2021 Targets for the Strategic Measures committed by your sector/department (PES Form 2a);
- 2. If adjustment is made on the 2021 targets, adjusted measure profile (PES Form 2b) and adjusted Strategic Initiative Profiles (PES Form 3);

Attached is the Proposed 2021 Performance Scorecard based on discussions and agreements made during the Pre-TPM meeting last 18 November 2020.

We would appreciate receiving submission (hard and soft copies at <u>tiezacorplan@gmail.com</u> and <u>corplan@tieza.gov.ph</u>) on or before 25 November 2020.

For any clarification, please coordinate with Ms. Elemos at 09306186008.

ANNA LEAH R. BAYOT

Jane and H. Brest

Division Manager, Strategic Planning

Noted:

FRANCIS RANDY J. HORTELANO

Department Manager, Corporate Planning



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)

GCG PES FORM 2a

2021 Performance Scorecard

C	IO-ECO IMPACT/ CUSTO	MERS	THVE	PERC
		SM1		0В
		Management and Superity Recomplishment Supervision of Supervision of Sustainable Tourism Infrastructure Projects		OBIECTIVE/MEASURE
SuhTotal	Actual accomplishment	Actual Accomplishment		FORMULA
30%	15%	15%		WEIGHT
	Percentage Completion	Milestones Achieved	SYSTEM	
	N/A	Board- approved Completi Procuremen the 2020 t Process for Deliverab the Identified the Maste Property: Planning And, Start of Clark Pro Procuremen as Possib t Process: Posting of Terms of Reference for the Master Planning of the	2019	Base
	Percentage Completion of the Boracay Water Drainage Program Phase II	100% Completion of the 2020 Deliverables in the Contract for the Master Planning of the Clark Property as Possible TEZ	2020	Baseline Data
	SM 1b: Completion of the Boracay Water Drainage Program Phase II (remaining percentage as carried over from 2020)	SM 1a: Commencement of the competitive selection process for a private partner for the operation and development of the TIEZA-owned and operated TEZ through the TIEZA JV Guidelines	2021	
	69%	Approval of IAESP and Preparation of TOR, JV ED Kits by JVSC Agreement and Minimum Performance Standards by JVSC JVSC	1st Quarter	
	78%	Preparation of TOR, JV Agreement and Minimum Performance Standards by JVSC	2nd Quarter	PROPOSED TARGET
	87%	Publication of Invitation to Apply for Eligibility and Submit Proposal	3rd Quarter	
	100%	Opening of ED	4th Quarter	

	FINANCIAL							9	TIVE	PERS
	SM 5	SO 4		SM 4	SO 3		SM 2	SO 2		OR
	SM 5: Attain Travel Tax Targeted Collection projected in the context of pandemic	Achieve Financial Viability and Sustainability		SM 4: Percentage of Satisfied Customers	Ensure Customer Satisfcation		SM 2: Development of Ecotourism Site in Depressed Provinces	SO 2: Preserve Histor		ORIECTIVE/MEASURE
Sub Total	Total Collection over Target Travel Tax Collection	bility and Sustainat	Sub Total	Number of respondents who rated at least satisfactory / Total number of survey respondents	sfcation	Sub Total	Milestones	ical, Cultural, Religi		FORMIILA
100%	10%	illity	10%	10%		10%	10%	ous and F		THOUGH
	100% of Total Target Travel Tax Collection			(Actual/Targ et) x weight			Milestones Achieved	leritage Sites a	SYSTEM	BAJIING
	N/A			80%			N/A	nd Develo	2019	Ba
	N/A			90%			N/A Note: Requested for Deletion	p Ecotourism Site	2020	Baseline Data
	TBD New Measure			80%			Project identification, planning and design of eco-tourism projects in depressed provinces with strong tourism potentials	SO 2: Preserve Historical, Cultural, Religious and Heritage Sites and Develop Ecotourism Sites in Depressed Provinces with Strong Tourism Potential	2021	
					de la constitue de la constitu			s with Strong Touris	1st Quarter	P
								m Potential	2nd Quarter	PROPOSED TARGET
									3rd Quarter	
									4th Quarter	

PEC		INTERNAL PROCESS					
<u>[</u> В	SO 5	SM 7		SO 6	8 MS		
OBJECTIVE/MEASURE	Implement an Integrated Automated Information System	SM7: Development of a New Integrated Automated Management Information System		Implement Quality Management System	SM 8: Attain ISO	Certification	
FORMULA	ated Automated Inf	Percentage of Completion	Sub Total	anagement System	Actual	Accomplishment	Sub Total
WEIGHT	ormation	20%	20%		10%		10%
RATING	System	Percentage of Completion			All or	Nothing	
Base		1. Issuance of Notice of Award for Enterprise Resource Plan (ERP) 2. Deployment and Implementation of. a. On-line Travel Tax Payment System (includes Travel Tax Ticketing System) b. TIEZA Assets Individual Website & Extranet; c. Document Management System; and, d. Communication s System			ISO 9001:	2015	
Baseline Data		1. 100% Completion of the Development Stage for ERP – Human Resource Information System-Phase 1 2. 100% [mplementation/Roll Out of the On-line Travel Tax System (Group/Multiple Payments) 3. 100% [mplementation/RollOut of the Document Management System 4. 100% Installation of Office 365 to all Identified Units 5. 100% Completion of all Identified Modules for Enhancement and Publication of Publi			Surveillance	Audit Passed	
		Inplementation of the Human Resource Integrated System (HRIS) Phase 2 (Recruitment, Learning and Development, SPMS)			Maintain ISO 9001:	2015 Certification	
PROPOSED TARGET							

PEC		LEARNING AND GROWTH	
OBJI	S07		
OBJECTIVE/MEASURE	Build and Strengthen Organizational Capabilities	SM 9: Creation of Medical Clinic and Isolation Facility	
FORMULA	n Organizational Ca	Actual Accomplishment	TOTAL
WEIGHT	pabilities	10%	100.0%
RATING SYSTEM		All or Nothing	
2019		N/A	
9 2020		N/A New Measure	
2021		Provision of medical clinic and isolation facility within TIEZA Central Office	
1st Quarter		Design Planning and Budget Allocation Site identification Floor plan and physical facilities lay- out and Site and logistics support planning (i.e. staffing, supplies, equipment, special medical material/equipment, etc.) Launching Plan Budget allocation	
2nd Quarter		Procurement of health care supplies and equipment Set- up/construction of clinic facilities	
3rd Quarter		Hiring of Clinic Personnel	
4th Quarter		Soft opening of the On- Site Health Clinic	

FOR : ALL ASSISTANT CHIEF OPERATING OFFICERS/

DEPARTMENT MANAGERS

CC THE COMPLIANCE OFFICER

THE HEAD TECHNICAL ASSISTANT, OCOO

THE TECHNICAL ASSISTANTS

FROM : THE OFFICER-IN-CHARGE, CORPORATE PLANNING DEPARTMENT

SUBJEC : 2021 PERFORMANCE SCORECARD

Date of Distribution: 23 November 2020

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OFFICE	Name	Signature /	Date
Office of the Chief Operating Officer	JOECE L	CM	11 24 2020
Corporate Planning Department			
Corporate Secretary	lunden	har	1 24 2
Internal Audit Department		Vy v	1 1 (
Legal Department			1-1-
Management Information Systems Department	CAA	R	11/4/20
	1	10	1 4 -7
Assistant C.O.O. for Assets Management	Carrier	CH4-	1/12/12/1
Business Development Department		de	, ,
Operations Department		1	1
Mylene A. Magsino (T.A.)	Geneta Va	COLLAND	11/24/11
	· · · · · · · · · · · · · · · · · · ·		
Assistant C.O.O. for Architectural and	124	ohn I	11-24-2020
Engineering Services	11		11/2
Project Evaluation and Planning Department	Carolli Cardinas	Cingle	1112412
Construction Management Department			
- Contract Supervision Div.			
- Contract Management Div.	10.1		
Nestor Domalanta Jr. (T.A.)	147	glw	11-24-200
		/1	v =
Assistant C.O.O. for Administration and	NATHAVIA	Mn	11/24/20
Finance	1 0 1 0 1		1001
Administrative Services Department	Dyg MAG	- 18	11/24
Financial Services Department	JAM _	Charles	1/04/000
Travel Tax Department	yn-	View de la constant d	11/2/1000
Atty. Bumbo S. Cruz (T.A.)	NAUF.	1 VIVI	1 11/2U/20
ERD Division			
Assistant C.O.O. for Tourism Enterprise Zone		FOR:	11/24/2020
Management	<u> </u>	•	
Assistance and Monitoring Department			
TEZ Regulation Department			
- PLD Division			
- IAD Division		17	11/0/1/0/00
Catherine Sta. Clara (T.A.)		CT.	11/24/2000