



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


**MEMORANDUM**

FOR : All Sector/Department/Office Heads  
FROM : Manager  
Administrative Services Department  
SUBJECT : Annual Physical Inventory Year 2021  
DATE : July 15, 2021

Please be informed that the Inventory Team of General Services Division will conduct the **2021 Annual Physical Inventory of Property, Plant and Equipment** in the Main Office and NCR Offices starting July 19, 2021 per the attached Physical Inventory Plan schedule.

In this regard, please allow our Inventory Team to inspect your respective offices and each employee's accountability including On-Hand Items (i.e. Laptop, Camera, USB, External Hard Drive, Cellphone, etc.) for the proper updating of records.

Your full cooperation and usual assistance in the smooth implementation of the physical inventory activities will be highly appreciated.

  
ROSANNA M. OLGADO





Republic of the Philippines  
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**PHYSICAL INVENTORY PLAN (PIP)  
CY 2021**

<b>Tentative Date</b>	<b>SECTOR/DEPARTMENT/OFFICES</b>	<b>Inventory Team</b>
July 19 – 22, 2021	<ul style="list-style-type: none"> <li>• ACOO for Administration and Finance Sector (AADF)</li> <li>• Administrative Services Department (ADSD)</li> <li>• Human Resources Division (HRD)</li> <li>• General Services Division (GSD)</li> <li>• Mess Hall/Conference Room/Audio Room/Multi Purpose Hall//6<sup>th</sup> Floor Lobby/Security Office</li> </ul>	Patricio S. Celendro Jr. Evelyn Boado Aileen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
July 26 – 29, 2021	<ul style="list-style-type: none"> <li>• Management Information System Dept (MISD)</li> <li>• Commission On Audit (COA) Office/Stock Room</li> <li>• Financial Services Department (FISD)</li> <li>• Treasury Division (TRD)</li> <li>• Travel Tax Department (TAXD)</li> <li>• MISD Data Com 1</li> </ul>	Patricio S. Celendro Jr. Evelyn Boado Aileen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
August 02-05, 2021	<ul style="list-style-type: none"> <li>• ACOO for Architecture and Engineering Services Sector (AAES)</li> <li>• Project Evaluation &amp; Planning Dept. (PEPD)</li> <li>• Construction Management Department (COMD)</li> <li>• ACOO for Assets Management Sector (AMGT)</li> <li>• Operation Department (OPED)</li> <li>• Business Development Department (BUDD)</li> <li>• 7<sup>th</sup> Floor Lobby</li> <li>• MISD Data Com 2</li> </ul>	Patricio S. Celendro Jr. Evelyn Boado Aileen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
August 09-12, 2021	<ul style="list-style-type: none"> <li>• <b>Office of the Chief Operating Officer (OCCO)</b></li> <li>• Legal Department (LEGD)</li> <li>• Office of the Corporate Secretary (OCOS)</li> <li>• Corporate Planning Department (COPD)</li> <li>• Internal Audit Department (IAUD)</li> <li>• Bids and Awards Committee (BAC)</li> <li>• ACOO for TEZ (ATEZ)</li> <li>• TEZ Regulation Department (TERD)</li> <li>• TEZ Asst. &amp; Monitoring Department (TAMD)</li> <li>• JVSC Office</li> </ul>	Patricio S. Celendro Jr. Evelyn Boado Aileen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
August 16, 2021	NAIA Terminals 1 & 3	Aileen Estrella Noli Gutierrez Crisanto Lim Dana Patricia Estacio IAD, MISD and COA Representatives
August 17, 2021	SM Bacoor Travel Tax Satellite Office SM MOA Travel Tax Satellite Office	Patricio S. Celendro Jr. Michael Palteng Crisanto Lim IAD, MISD and COA Representatives



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PIP, p. 2

August 18, 2021	POEA & Robinson Galleria Travel Tax Satellite Office	Aireen Estrella Noli Gutierrez Crisanto Lim Dana Patricia Estacio IAD, MISD and COA Representatives
August 19, 2021	<ul style="list-style-type: none"> <li>SM North EDSA Travel Tax Counter</li> <li>SM Manila Travel Tax Counter</li> </ul>	Patricio S. Celendro Jr. Michael Palteng Crisanto Lim
August 23, 2021	Tourism Regulatory Office	Patricio S. Celendro Jr. Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
August 24-26 & 31; September 12, 2021	<ul style="list-style-type: none"> <li>Light and Sound Museum (L&amp;SM)</li> <li>Allied Warehouse, Intramuros, Manila</li> </ul>	Patricio S. Celendro Jr. Aireen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
July to September 2021	<ul style="list-style-type: none"> <li>All Operating/Non-Operating Entities</li> <li>TEZ Flagship Offices</li> <li>Travel Tax Provincial/Satellite Offices</li> </ul>	All Designated Property Custodians COA representative (if available)
October	<ul style="list-style-type: none"> <li>Consolidation of Reports</li> <li>Preparation of RPCPPE (Report on Physical Count of Property, Plant and Equipment)</li> </ul>	Inventory Team
November to December	<ul style="list-style-type: none"> <li>Reconciliation with Accounting Division</li> <li>Preparation of IIRUP</li> <li>Finalization of Reports</li> </ul>	Inventory and Accounting Team
January 15	Endorsement/Submission of 2021 Physical Inventory Report to COA	Inventory Committee

*Note: Schedule and personnel are subject to change, as government is still implementing varying levels of community quarantine throughout the country due to COVID-19 pandemic and as a management prerogative*

Prepared by:	Reviewed by:	
 <b>PATRICIO S. CELENDRO JR.</b> <i>Property Officer V</i> <i>Inventory Team Leader</i>	 <b>ANA RUTH L. MATEO</b> <i>Manager, GSD</i> <i>and Vice-Chairperson</i> <i>Inventory Committee</i>	 <b>ROSANNA M. OLGADO</b> <i>Manager, ADSD and</i> <i>Chairperson, Physical</i> <i>Inventory Committee</i>
Recommending Approval:	Approved:	
 <b>Atty. JOY M. BULAUTAN</b> <i>Assistant Chief Operating Officer Admin</i> <i>and Finance Sector</i>	 <b>MARK T. LAPID</b> <i>Chief Operating Officer</i>	