

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

16 September 2021

### CERTIFICATION

This is to certify that the expenses incurred for the meals amounting to P173,508.19, served by Club Intramuros Golf Course (CIGC) during the 2022 Strategic Planning Activity held last July 5-7, 2021 at TIEZA Multi-Purpose Hall, 6F double Dragon Plaza, Pasay City, Manila, is official in nature.

Administrative Services Department









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

#### **ACTIVITY BRIEF**

I. Project Title:

2022 STRATEGIC PLANNING (July 5-7, 2021)

### II. Project Description:

With the score of recent developments and adjustments due to the pandemic that afflicted the tourism industry resulting to the updating of the Philippine Development Plan and the subsequent DOT's reformulation of the National Tourism Development Plan, TIEZA has been consequentially affected which rendered a recalibrated 2021 Performance Scorecard submitted to the GCG. However, with the threat of the proposed travel tax collection abolition, the eventual implementation of E.O 138 giving full devolution of the Executive Branch to the Local Governments, and the continued WFH arrangement requiring online collaboration and remote service delivery, the Authority's performance is poised to be continuously affected and predictably may undergo austere effects on its operations. Thus, there is a need to re-assess, strategize and strengthen TIEZA's resolve to deliver commitments aligned to these changes and adjustments and adopt a proactive stand to achieve the organizational objectives, deliverables and accountabilities in this evolving and challenging times.

#### III. Project Objectives and Target Deliverables:

The activity is intended to facilitate in determining strategies and prioritization process for the Top and Middle Management of TIEZA to:

- a. Review the related issuances pertaining to agency performance management;
- b. Conduct scanning of activities and operations in relation to existing conditions and assess performance for the past years up to the 1st semester of FY 2021;
- c. Determine the factors that would affect the next years' operations of the Authority;
- d. Identify and define 2022 accountabilities/commitments and initiatives; and,
- e. Ascertain the ways forward to realize these commitments.

At the end of the activity, the group will be able to finalize all strategic initiatives and objectives for FY 2022 from which outputs will be used to comply with the following GCG requirements; namely:

- a. Charter Statement and Strategy Map;
- b. Proposed Performance Scorecard and Quarterly Targets;
- c. Measure Profile; and,
- d. Strategic Initiative Profile.

Further, it is also expected that Sectoral plans for 2022 will be formulated through this activity.











### IV. Methodology

The three-day virtual and/or blended onsite/online strategic planning session on July 5-7, 2021 will be facilitated by the Corporate Planning Department at the Multi-purpose Hall at the 6th floor of this building.

Should there, however, be changes in work arrangement in July where we are not allowed to report to the office, the sessions will be conducted via zoom.

### V. Target Participants

Participants	Number
COO, ACOOs	5
Department Managers	14
Division Managers	24
Technical Assistants	4
MISD Unit Heads	3
COPD Staff/Secretariat	12
MISD Technical Staff	2
ADSD Support Team (L&D and GSD)	6
TOTAL	70

Note: All officers are required to attend onsite.

### VI. Indicative Program of Activities

Date/Time	Particulars	Remarks
Pre-Activity		
June 15, 2021	Sending of Activity Brief / Concept Note and corresponding memorandum	For approval and signature of COO
June 16-July 4, 2021	Preparatory Activities	Coordination meetings may be conducted
Activity Proper		
Day 1 – July 5, 2021		
8:30 AM - 9:00 AM	Preliminaries	COPD Secretariat
	Welcome Remarks	Mr. Mark T. Lapid
		Chief Operating Officer
	Overview of the Activities	Ms. Joyce Ann S. Azurin
		Acting Manager, SPD,
		COPD
9:00 AM – 9:30 AM	Reformulated NTDP	OIC Director Warner
		Andrada, DOT
9:30 AM – 10:00 AM	TIEZA's position on Mandanas Ruling	Atty. Niño Ruperto Aquino
	and EO 138	Manager, LEGD
10:00 AM - 11:00	Presentation of Organizational	Mr. Francis Randy J.
AM	Strengths, Weaknesses, Opportunities	Hortelano
	and Threats	Manager, COPD

GOCCs 12:00 NN - 1:00 PM	ation of the PES Guidelines for ation and review of long-term c Plan (2017-2026)  w on Past Years' Performance kgrounder on 2021 Initial lishments ation of COB 2022 as submitted  Discussion and Confirmation of Map and Strategic Objectives	GGC Resource Person  GCG Resource Person  Mr. Francis Randy J.  Hortelano  Manager, COPD  Division Manager,  Monitoring and Evaluation  Division, COPD  FISD  Mr. Francis Randy J.  Hortelano
12:00 NN - 1:00 PM 1:00 PM - 2:00 PM Presents GOCCs 2:00 PM - 2:30 PM Presents Strategie  2:30 PM - 3:00 PM Overvier and Back Accomp 3:00 PM - 3:30 PM Presents to DBM  Day 2 - July 6, 2021  8:30 AM - 9:30 AM Plenary Strategy Presents Perform Continue  9:30 AM - 11:00 AM Presents 2022 Ta  11:00 AM - 12:00 NN Salient F Presents OPCR Fo  12:00 NN - 1:00 PM Lunch B  1:00 PM - 3:00 PM Discussi	ation of the PES Guidelines for ation and review of long-term c Plan (2017-2026)  w on Past Years' Performance kgrounder on 2021 Initial lishments ation of COB 2022 as submitted  Discussion and Confirmation of Map and Strategic Objectives	Mr. Francis Randy J. Hortelano Manager, COPD Division Manager, Monitoring and Evaluation Division, COPD FISD Mr. Francis Randy J.
1:00 PM - 2:00 PM	ation and review of long-term c Plan (2017-2026)  w on Past Years' Performance kgrounder on 2021 Initial lishments ation of COB 2022 as submitted  Discussion and Confirmation of Map and Strategic Objectives	Mr. Francis Randy J. Hortelano Manager, COPD Division Manager, Monitoring and Evaluation Division, COPD FISD Mr. Francis Randy J.
2:30 PM - 2:30 PM Presents Strategie  2:30 PM - 3:00 PM Overview and Back Accomp.  3:00 PM - 3:30 PM Presents to DBM  Day 2 - July 6, 2021  8:30 AM - 9:30 AM Plenary Strategy  Presents Perform Continue  9:30 AM - 11:00 AM Presents 2022 Ta  11:00 AM - 12:00 NN Salient Foresents OPCR Foresents OPCR Foresents 12:00 NN - 1:00 PM Lunch B 1:00 PM - 3:00 PM Discussi	w on Past Years' Performance kgrounder on 2021 Initial lishments ation of COB 2022 as submitted  Discussion and Confirmation of Map and Strategic Objectives	Hortelano Manager, COPD Division Manager, Monitoring and Evaluation Division, COPD FISD Mr. Francis Randy J.
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11:00 AM – 12:00 NN Salient F Presents OPCR Fo 12:00 NN – 1:00 PM Lunch B 1:00 PM – 3:00 PM Discussi	ation of Strategic Measures, rgets and Strategic Initiatives	Per Sector
12:00 NN - 1:00 PM	Features of the TIEZA SPMS and ation of Integrated BSC and	Mr. Francis Randy J. Hortelano Manager, COPD
1:00 PM - 3:00 PM Discussi		Training or 1 do 1 d
	on on CSC SPMS Guidelines	Resource Person
3:00 PM - 3:30 PM Open Fo	rum	
Day 3 - July 7, 2021		
	1 Updates	PBB Task Force
(Either o	t Session at the Plenary Hall or in we offices) ctoral Plan	Per Sector (Concerned Sector heads to determine participants in their respective Sector)
	ation of 2022 Sectoral Plan	Per Sector
12:00 NN – 1:00 PM Lunch b		
	esentation of 2022 Sectoral Plan	-
	is and Ways Forward	Ms. Joyce Ann S. Azurin Acting Manager, SPD , COPD
2:30 PM - 3:00 PM Closing		
1	Ceremony	1

### VII. Administrative Arrangement

All expenses are chargeable to the Learning and Growth Unit, Human Resources Division. Said Division is responsible for the preparation and issuance of Certificates of Attendance.

### VIII. Funding Requirement

Particulars	Quantity	Amount
Meals on-site	70 participants x P900/pax/day	P 189,000
Honorarium	3 resource persons x 2 hours/RP	P 24,000
Pre-planning meals	10 participants x P500/pax x 2 days	P 10,000
Office Supplies	1 lot	P 2,000
Contingencies		P 10,000
	Total	P 235,000

For your approval.

Prepared by:

Bolinda D. Daranas **BELINDA D. LARANAS** 

Sr. Corporate Planning Specialist

Reviewed By:

Acting Division Manager, SPD

Endorsed by:

FRANCIS RANDY J. HORTELANO
Manager, Corporate Planning Department

Approved by:

MARK T. LAPID

Chief Operating Officer

# ADMINISTRATIVE SERVICES DEPARTMENT Human Resource Services Division

SEMINAR / PROGRAM TITLE	2022 STRATEGIC PLANNING ACTIVITY	DATE	05 - 07 JULY 2021
CONDUCTING AGENCY	TIEZA	VENUE	MULTI-PURPOSE HALL

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10	BECHAYDA	Jose Jr.	T.	M	COPD	100	1	A	1/2)	15	42		
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# ADMINISTRATIVE SERVICES DEPARTMENT Human Resource Services Division

SEMINAR / PROGRAM TITLE	2022 STRATEGIC PLANNING ACTIVITY	DATE	05 - 07 JULY 2021
CONDUCTING AGENCY	TIEZA	VENUE	MULTI-PURPOSE HALL

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1	DE PERALTA	Leonila	G.	F	FISD		TAF AT	ONL	FNE	n			
2	DELA CRUZ	Raquel	S.	F	MISD	Comment	Phillip	Compre	Mary	Popular/	Balille		
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PROGRAM ADMINISTRATOR	CERTIFICATES ISSUED	ENCODED IN HIS SYSTEM	OR ALES	COURSE
Name: RODA V. MENDOZA	Date:	Date:	No.	SHTP 2021- 06
Signature: menticul	Signature:	Signature:	Page Ho.	of

# ADMINISTRATIVE SERVICES DEPARTMENT Human Resource Services Division

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15_	RAMOS	Jose Ramon	L.	М	OPED			38					

PROGRAM ADMINISTRATOR	CERTIFICATES ISSUED	ENCODED IN HR SYSTEM		COURSE
Name: ROPA V. INFRIPOZA	Date:	Dare:	No.	IHTP 2021- 06
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# ADMINISTRATIVE SERVICES DEPARTMENT Human Resource Services Division

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1	RIVERA	Michelle	C.	F	LEGD	Manu	X Carl	Hym	Lyn	14 Mel	14 Chred		
2	SARINAS- BAYDO	Karen Mae	G.	F	ATEZ	11/0	barelin	whorking	holyan	Moule	Whish		
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6	SUAREZ	Myrna	A.	F	FISD	runn	alisher	ileashy.	sugani	xunan	musher		
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9	VICEDO	Eva Marie	М.	F	BUDD	John H	OBvil	RIVE	JAN &	The I	7/2/ -		
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# ADMINISTRATIVE SERVICES DEPARTMENT Human Resource Services Division

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ADMINISTRATIVE SERVICES DEPARTMENT
Human Resource Services Division

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SEMINAR / PROGRAM TITLE	2022 STRATEGIC PLANNING ACTIVITY	DATE	05 - 07 JULY 2021
CONDUCTING AGENCY	TIEZA	VENUE	MULTI-PURPOSE HALL

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1	DALIDA	Sherryl	M.	F	COPD	1	Mer.	Do.	BR	Sh	AW		
2	DEL ROSARIO	Evelyn	A.	F	COPD	dv.	As.	84.	C/A	dr.	dr.		
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10	LAGROSAS	Paquito, Jr.	D.	N	COPD	Jiy h	hal D.	twy	pr/p	ph	10/1		1
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### Republic of the Philippines

### **Tourism Infrastructure & Enterprise Zone Authority**

#### **MEMORANDUM**

FOR:

THE MANAGER

ADMINISTRATIVE SERVICES DEPARTMENT

ATTN: TRAINING

FROM:

THE MANAGER

TREASURY DIVISION

DATE :

September 6, 2021

Forwarded herewith is Statement of Account No. 2021-07-0012 dated July 23,2021 amounting to P173,508.19 from Club Intramuros Golf Course representing meals incurred during the Strategic Planning and signed by Ms. Rhoda Mendoza.

May we request a certification that the above expense was official in nature and guests list in accordance with COA rules and regulations.

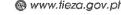
Thank you for your appropriate action.

MUNUM MYRNA A. SUAREZ

NOTED BY:

Manager, Financial Services Department









# Club Intramuros Golf Course

Bonifacio Drive,Port Area Intramuros, Manila



#### STATEMENT OF ACCOUNT FOR HOME OFFICE ACCOUNT

CI-TIEZA HOME DATE 2021-07-0012 23-Jul-21

FOR THE OFFICE OF ADMINISTRATIVE AND FINANCE SERVICES

6th & 7th Floors, Tower 1 Double Dragon Plaza Meridian Park Macapagal Avenue Cornner Edsa Ext Bay Area Pasay City 1308

AUG232021 11:05#

**PARTICULARS** 

Forwarding herewith is the restaurant bills of meals incurred at Club Intramuros Golf Course on July 7, 2021 which is chargeable to Home Office Account. Attached herewith Food Check Number 2466 for your reference

173,508.19

Food Check No.

2466 dtd 07/07/21

173,508.19 FC Signed by: D.Mendoza

Note: 2022 Strategic Planning

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One Hundred Seventy three thousand five hundred eight pesos & 19/100 only

173,508.19

Prepared by:

Certified Correct & Payment Not Yet Received:

Noted by:

JENNIFER B. SORIANO Sr. Accig. Proc. B/AR KRYSTINE JOY A. GODALLE Sr. Corp. Accounts Analyst

JOSE RAMON L. RAMOS Officer-In-Charge, CIGC





5E OUTLET

CLUB INTRAMUROS GOLF COURSE Bonifacio Drive, Port Area, Maniia Nº 02466

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CLUB INTRA	AMUROS GOLF	COURSE	2022	Sharegic	Plannen	
Bonifacio	Drive, Port Area	Mania	20-21	- ,	1	
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