



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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Macapagal Avenue corner
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MEMORANDUM FOR THE CHIEF OPERATING OFFICER

THRU: **MICHELLE MAE V. VIVO**
Head Technical Assistant, Office of the Chief Operating Officer

FROM: **ROSANNA M. OLGADO**
Manager, Administrative Services Department

Subject: **120th Philippine Civil Service Anniversary (PCSA)**

Date: **18 August 2020**

May we request your approval for the implementation of the annual programs/ activities below for the above subject. This is in support and compliance with CSC Memorandum Circular No. 12, s. 2020, enjoining all government agencies to take part in celebrating PCSA with this year's theme: "Philippine Civil Service @120: Public Sector in the Age of Digital Transformation".

Program / Activity	Target Date / Platform	Estimated Budget
Game Day As a special treat for employees and provide avenue for de-stressing and strengthening online camaraderie, a series of games will be played. <i>(Attached is the mechanics of each game for your reference)</i>	September 28, 2020 MS Teams	₱8,000.00
Culminating Activity Dubbed as "Parangal Para sa mga Kawani ng TIEZA"- conferment of awards under the Program on Awards and Incentives for Service Excellence (PRAISE) e.g., loyalty awards. The recorded ceremony will be uploaded on the FB page of the agency. <i>(Attached is the proposed program flow)</i>	September 30, 2020 Official FB page	₱67,000.00

The total amount involved is **₱75,000.00** chargeable against the Civil Service Month Budget. Attached is the estimated budget breakdown for each activity for your reference.

Approvals	Name/Position/Office	Signature	Date
Availability of Funds	RODOLFO E. ANCHETA Manager Financial Services Department		
Recommendation	ATTY. JOY M. BULAITAN Assistant Chief Operating Officer Administration and Finance Sector		
Final	POCHOLO J. D. PARAGAS Chief Operating Officer		

**120th Philippine Civil Service Anniversary (PCSA)
Estimated Budget Breakdown**

1. Special Treat for TIEZA Employees: Game Day

Cash Prize (4 games)

Champion	₱500.00	/pax x	4 pax	₱2,000.00
1st Runner-Up	₱400.00	/pax x	4 pax	₱1,600.00
2nd Runner-Up	₱300.00	/pax x	4 pax	₱1,200.00
3rd Runner-Up	₱200.00	/pax x	4 pax	₱800.00
4th Runner-Up	₱100.00	/pax x	4 pax	₱400.00

<i>Contingencies</i>	₱2,000.00	₱8,000.00
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2. Culminating Activity

Meals

Awardees

₱1,000.00	/pax x	25 pax	₱25,000.00	₱25,000.00
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Supplies and Materials

Plaques of Recognition

₱2,000.00	/pax x	6 pax	₱12,000.00
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Other Supplies

₱20,000.00	₱32,000.00
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<i>Contingencies</i>	₱10,000.00	₱67,000.00
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GRAND TOTAL	₱75,000.00
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Mechanics GAME DAY (TIEZA treat for employees)

General Guidelines:

1. Only TIEZA employees (regardless of status) may join any one (1) of the games.
2. Participation is limited to 1 game per employee, and only those registered will be admitted to the online game room.
3. Cash prizes per game will be deposited to DBP Payroll account once available:

Champion	₱500.00
1 st Runner Up	₱400.00
2 nd Runner Up	₱300.00
3 rd Runner-Up	₱200.00
4 th Runner-Up	₱100.00

A. Tourism Quiz Bee

1. Trivia questions about Philippine Tourism will be asked by the host. In order that answers will be taken most orderly, all questions shall be in the form of identification.
2. First one to answer the question correctly by typing in the chat box (wrong spelling is not counted) wins 1 point.
3. Player with most points at the end of Question 10 wins.

B. Scavenger Hunt

1. All players need to turn on their webcams for the host to know which players were able to present the correct item.
2. Players are given 10 seconds to bring the item to the webcam.
3. All players must be touching their computer before each round begins. This makes for a fair playing field.
4. The host calls out the first item on the list and starts the countdown.
5. The players must rush to find the item in their house and bring it to the webcam before the timer runs out.
6. Once the countdown ends, all players must come back to the starting position, irrespective of if they found the item or not.
7. Player with most points at the end of Item 10 wins.

C. Zoomed in (Famous/ Celebrity Edition)

1. The object of the game is to identify the picture on zoom mode.
2. The first "zoomed" slide is worth 5 points, the second "zoomed out" slide is 4 points, the third "zoomed out" slide is 3 points, and the fourth "zoomed out" slide is worth only 1 point. Players try to identify the object as soon as possible, to get the maximum amount of points.
3. Players are given 5 seconds each slide to guess the picture, first one to guess it correctly by typing in the chat box (wrong spelling is not counted) wins the points.
4. Player with most points at the end of Picture 10 wins.

D. Lip-reading Game (Simple phrases)

1. Host puts herself on mute. She will then say a phrase, and the players have to guess what she said completely
2. First one to guess the phrase correctly by typing in the chat box (wrong spelling is not counted) wins 1 point.
3. Player with most points at the end of Phrase 10 wins.



PROGRAM OF ACTIVITIES

I. Doxology

National Anthem

Awit ng Serbisyo Sibil

Philippine Tourism Chorale

II. Welcome Remarks

Atty. Joy M. Bulautan

Assistant Chief Operating Officer, Administration and Finance Sector

III. Inspirational Talk

Mr. Pocholo J.D. Paragas

Chief Operating Officer

IV. Introduction of the Guest Speaker

Ms. Josefina U. Soriano

Manager, Human Resource Services Division

V. Keynote Speech

Dir. Henry B. Peliño

Director II, Civil Service Commission

VI. Song Number

Philippine Tourism Chorale

VII. Conferment of Loyalty Awards

VIII. Response from Awardee

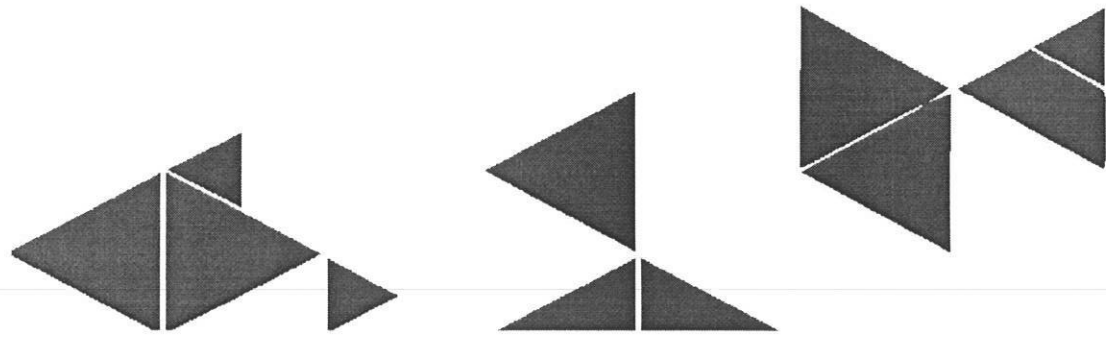
Mr. Florencio V. Abenes

Retiree, 40 Years in Service

IX. Closing Remarks

Atty. Karen Mae G. Sarinas-Baydo

Assistant Chief Operating Officer, TEZ Management Sector



LIST OF AWARDEES

September 01, 2019 to August 31, 2020

	Name	Assumption Date	Gap/LW	Due Date	No. of Years
<u>10 Years</u>					
1	De Castro, Cathrin Margot	04/16/10		04/16/20	10 (Transferred to PNUC COB 7/26/2020)
<u>20 Years</u>					
	Alvarez, Bernadette	07/01/98		03/05/19	20 (please include in culminating activity only if theres any)
<u>25 Years</u>					
1	Go, Ma.Elena	06/16/95		06/16/20	25
2	Mendez, Mary Grace	08/16/94		06/21/20	25
3	Orencia, Ma. Victoria	08/16/95		08/16/20	25
4	Refugio, Lorenzo	02/01/95		02/01/20	25
5	Sanchez, Ma. Gina	06/16/95		06/16/20	25
<u>30 Years</u>					
1	Amang, Silvestre	08/03/89		10/15/19	30
2	Caganda, Amelita	07/16/90		08/26/20	30
3	Castillo, Ariel	11/16/89		11/16/19	30
4	Dazon, Crisanto	11/02/89		11/02/19	30
5	Gasatan, Rodrigo Ignacio	11/16/89		11/23/19	30
6	Guillermo, Fe	11/16/89		12/22/19	30
7	Lunar, Erwin	01/15/90		01/17/20	30
8	Magpantay, Hector	04/03/90		04/03/20	30
	Mendoza, Anthony	11/21/89		11/23/19	30
9	Oller, Gregory	06/18/90		06/18/20	30
<u>35 Years</u>					
1	Boado, Ervin	08/12/85		08/12/20	35
2	Cano, Mary Ann	03/16/85		07/31/20	35
3	Manabat, Noel	06/17/85		06/17/20	35
4	Raynaldo, Joey	01/02/85		01/31/20	35
<u>40 Years</u>					
1	Balaoro, Rene	07/31/80		07/31/20	40
2	Carpio, Ruben	08/11/80		08/11/20	40
3	Rivera, Antonio Jr.	09/01/79		09/01/19	40
4	Marquez, Ma. Carmela	02/01/80		02/01/20	40


CHARESS R. ROSAL
 HRMO II

EMILY T. CARIAGA
 HRMO - IV

Noted by:

JOSEFINA U. SORIANO
 Manager, HRSD/ASD