



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

FOR : **MARK T. LAPID**
CHIEF OPERATING OFFICER

FROM : The Department Manager
Corporate Planning Department

SUBJECT : **GOVERNANCE AND STRATEGIC PLANNING WORKSHOP**

DATE : 11 February 2021

FOR APPROVAL

Conduct of the Governance and Strategic Planning Workshop on 17 – 18 February 2021 at the 6/F Multi-Purpose Hall and its corresponding Program Flow, and Budgetary Requirements

BACKGROUND

The COO instructed for a Strategic Planning Activity, as soon as possible, in his initial meeting with the Department Managers last 14 January 2021 to craft the 2022 TIEZA Budget Proposal to DBM / Congress. Further, the COO formed a Task Force on Performance-Based Bonus to ensure that all compliance requirements will be satisfied by the Authority to be eligible for the PBB.

In Compliance with the COO's instructions, the Corporate Planning Department has done research on salient points to be considered formulating the 2022 Budget Proposal and related activities.

WORKSHOP OBJECTIVES

The Governance and Strategic Planning Workshop will have the following objectives:

- 1) Formulation and approval of the 2022 Budget Proposal and related documents
- 2) Identify PBB & GCG Compliance Requirements including the person/s or Office primarily responsible, including the strategy to ensure compliance submissions.

PARTICIPANTS

The Workshop will be attended Seventy Participants (70) to include the COO, ACOOs, Department & Division Managers, Technical Assistants, Secretariat from Corporate Planning Department, Learning and Development-HRSD, MISD, GSD, BUDD, and OCOO, as necessary.

BUDGETARY REQUIREMENT

A total of One Hundred Eight Thousand Pesos (PhP 108,000.00) shall be required for the conduct of the two-day workshop to be sourced from the Learning and Development Budget of HRSD, to wit:

70 Participants x PhP 700/day x 2 days = PhP 98,000.00

Contingency = 10,000.00

TOTAL = PhP 108,000.00



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COORDINATION

CORPLAN has coordinated with the Learning and Development-HRSD for the Budgetary requirements and the Secretariat functions for the Workshop. Likewise, with GSD and MISD for the administrative and technical support requirements, respectively. Furthermore, with the FSD-Budget for the Budget Call 2022 timelines and requirements.

We have likewise coordinated with concerned offices at NEDA and DBM for the Budget Proposal forms and requirements.

PROGRAM FLOW

The detailed Program Flow could be found on **Annex A**. The COO is requested to deliver the Opening Remarks / Inspirational Message on Day 1, 17 February 2021 at 8:30 AM as well as the Closing Remarks on Day 2.

NEXT STEPS

Follow-up activities will be scheduled during the Workshop to ensure prompt and complete submission of required documents to DBM and satisfaction of Compliance Requirements.

Thank you.

Prepared by:

FRANCIS RANDY J. HORTELANO
DM, CORPLAN Department

Approved by:

MARK T. LAPID
Corporate Operating Officer

cc: Administrative and Services Department

Annex A

GOVERNANCE & STRATEGIC PLANNING WORKSHOP
6/F Multi Purpose Hall
17-18 February 2021

DATE /TIME	ACTIVITY	FACILITATOR	REMARKS
17 Feb (Wed)			
8:00-8:30	Onsite Registration	Secretariat	Multi-Purpose Hall
8:30-8:45	Preliminaries		
	• Prayer	Secretariat	
	• National Anthem	Secretariat	
	Welcome Remarks	COO MTL	
9:00-9:15	Intro of Participants	Secretariat	Per Sector Group Picture taking with COO (w/ physical distancing)
9:15-9:30	Setting the Workshop Context	CORPLAN	
9:30-10:00	Our Planning Context	CORPLAN	
	• GCG approved 2020 Recalibrated Performance Scorecard		
	• 2021 Strategy Map		
	• Proposed 2021 Performance Scorecard		
	HEALTH BREAK		
10:00-12:00	Considerations in Crafting 2022 Budget Proposal		
	• NTDP 2016-2022	CORPLAN	
	• Revised PDP 2017-2022	CORPLAN	
	• CBM 43 (2022 Budget Forum)	FSD-Budget / CORPLAN	
	• 2022 Budget Cycle		
	• Mandanas Supreme Court Ruling	Legal Dept CORPLAN	
	• Cash-Based Budgeting	CORPLAN	
12:00-1:00	LUNCH BREAK		
1:00-2:00	Workshop 1: • Risks /Opportunities identification from COVID-19 Pandemic & Mandanas Ruling	CORPLAN	Workshop per Sector (Form 1) & brief presentation
	• What should TIEZA Stop, Start and Continue Doing?	CORPLAN	
2:00-3:00	Presentation of Outputs	Sector/Dept CORPLAN	
3:00-5:00	Workshop 2: • Crafting the 2022 Budget Proposal	FSD-Budget CORPLAN	