



**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
**Office Performance Commitment and Review (OPCR)**

I, JETRO NICOLAS F. LOZADA, Assistant Chief Operating Officer of the Assets Management Sector commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for period July 1 - December 31, 2020

CORPORATE PLANNING DEPARTMENT	
<b>RECEIVED</b>	
By: <u>lyh</u>	Date: <u>3/16/24</u>
Time: <u>3:04pm</u>	

Approved by:

**POCHOLO J.D. PARAGAS**  
Chief Operating Officer

*Amey Lopez*  
**JETRO NICOLAS F. LOZADA**  
ACOO, Assets Management Sector

					Rating Scale :		5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory		2 - Unsatisfactory 1 - Poor		
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Department Accountable	Actual Accomplishments	RATING				Remarks		
					Q1	E2	T3	A4			
SO 4: Achieved Financial viability and sustainability of TIEZA Assets	1. Achieved a Net Income of 20M for all revenue generating assets at the end of December 31, 2020		OPED / BUDD	Achieved a Net Income of 102,806.1M at the end of December 31, 2020	5.000		5.000	5.000			
	2. One (1) Business Development Plan approved by December 31, 2020 upon 4th submission		BUDD	Business Dev Plan approved with one (1) minor error upon 4th submission	5.000		5.000	5.000			
	3. Memo and Purchase Request (PR) of properties to be appraised, approved by October 15, 2020 upon 3rd submission		BUDD	Memo and PR of proper- ties to be appraised approved by Oct 15, 2020 upon 3rd submission	4.500		5.000	4.750			
	4. Revised Operations Manual with two (2) revisions approved by end of November 30, 2020 & submitted to OCOO		OPED	Revised Operations Manual approved and submitted to OCOO by November 25, 2020	5.000		5.000	5.000			
SUPPORT Strategic Personnel Development Program	100% of personnel with competency based enhancement needs sent to competency based training		AMS	100% Personnel with competency based needs sent to training	5.000		5.000	5.000			



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<b>OTHERS</b>					
Implement Quality Management System	Attain ISO Recertification	All Sectors	ISO 9001:2015 Recertification	5.000	5.000

**AVERAGE RATING**


CATEGORY	RATING			
	Q1	E2	T3	A4
<b>Strategic Objective</b> <b>SO4: Achieved Financial viability and sustainability of TIEZA assets</b>				
1. Achieved a Net Income of P102,806.1M for all revenue generating assets at the end of December 31, 2020	5.000		5.000	5.000
3. One (1) Business Development Plan approved by December 31, 2020 upon 4th submission	5.000		5.000	5.000
2. Properties recommended for appraisal (recommendation, Purchase Request, etc) approved by October 15, 2020 upon 3rd submission	4.500		5.000	4.750
4. Revised Operations Manual with two (2) revisions approved by end of November 30, 2020 and submitted to OCCO	5.000		5.000	5.000
<b>Support Function</b>				
<b>Strategic Personnel Development Program</b>				
100% of personnel with competency based enhancement needs sent to competency-based training	5.000		5.000	5.000
<b>OTHERS:</b>				
As QMR - Implement Quality Management System				
Attain ISO 9001:2015 Certification	5.000		5.000	5.000
<b>Total Overall Rating</b>	4.92		5.00	4.96
<b>Final Average Rating</b>				4.96
<b>Adjectival Rating</b>				

<b>Assessed by:</b>		<b>Final Rating by:</b>	
<b>FRANCIS RANDY J. HORTELANO</b> Manager, Corporate Planning Department	<b>ATTY. JOY M. BULAUTAN</b> Chairperson, Performance Management Team	<b>POCHOLO J.D. PARAGAS</b> Chief Operating Officer	

# RATING MATRICES

SUCCESS INDICATOR	TIMELINESS	EFFICIENCY	QUALITY
1. Achieved a Net Income of 102,806.1M before depreciation for all revenue generating assets at the end of December 31, 2020	5 - achieved by December 31, 2020  1 - was not achieved		5 - 36,000,000.00 and above 4 - between 30M to 35.99M 3 - P30,000,000.00 2 - between 27M to 29.99M 1 - below 27M
2. Memo and Purchase Request (PR) of properties to be appraised, approved by October 15, 2020 upon 3rd submission	5 - approved by March 15, 2019 3 - approved by March 30, 2019 5 - approved beyond March 30, 2019		5 - Approved upon 1st submission 4 - Approved upon 2nd submission 3 - Approved upon 3rd submission 2 - approved upon 4th submission 1 - Disapproved
3. One (1) Business Development Plan approved by December 31, 2020	5 - by December 20, 2019 3 - approved by December 31, 2020 1 - beyond December 31, 2020		5 - Approved upon 1st submission 4 - Approved upon 2nd submission 3 - Approved upon 3rd submission 2 - approved upon 4th submission 1 - Disapproved
4. Revised Operations Manual with two (2) revisions approved by end of November 30, 2020 & submitted to OCCO	5 - by June 15, 2019 3 - approved by June 30, 2020 1 - beyond June 30, 2020		5 - Approved upon 2nd submission 4 - Approved upon 3rd submission 3 - Approved upon 4th submission 2 - approved upon 5th submission 1 - Disapproved
5. 100% of personnel with mission critical competency gaps sent to competency-based training	5 - sent by December 31, 2020  1 - was not sent by December 31, 2020		5 - above 90% of the target 4 - above 85 - 90% of the target 3 - 85% of the target 2 - below 85% - 80% of the target 1 - below 80% of the target
6. ISO Recertification	5 - Certified by December 28, 2020 3 - December 30, 2020 1 - beyond December 30, 2020		5 - above 90% of the target 4 - above 85 - 90% of the target 3 - 85% of the target 2 - below 85% - 80% of the target 1 - below 80% of the target

Approved:

  
JETRO NICOLAS F. OZABA  
Assistant Chief Operating Officer  
Assets Management Sector

POCHOLO J.D. PARAGAS  
Chief Operating Officer

100%  
2/15

	Target CY 2019 (Before Depreciation)	Revenues	Expenses	Income/(Loss) Before Depreciation	Net Income / (Loss) after Depn.	Actual	
Operating Assets	4.5	4,465.7	12,221.1	(7,755.4)	3,688.4	(11,443.8)	(11,443.8)
	12,500.0	17,390.6	23,546.9	(6,156.3)	6,943.3	(13,099.6)	(13,099.6)
	221.7	25,324.9	29,483.8	(4,158.9)	14,855.2	(19,014.1)	(19,014.1)
	(1,500.0)	1,429.0	10,984.0	(9,555.0)	2,645.9	(12,200.8)	(12,200.8)
	5,622.0	6,207.2	12,014.1	(5,806.9)	1,892.0	(7,698.8)	(7,698.8)
	(4,888.1)	579.5	4,362.0	(3,782.4)	865.2	(4,647.6)	(4,647.6)
	3,500.0	3,343.0	3,060.9	282.1	1,587.6	(1,305.6)	(1,305.6)
	15,460.2	58,740.0	95,672.7	(36,932.8)	32,477.5	(69,410.3)	(69,410.3)
	JV / Leased Assets	24,213.3	679.3	2,871.1	679.3	104,940.7	679.3
	Luneta Boardwalk (as of September 2020)	156,225.9	140,731.5	2,871.1	137,860.4	1,288.9	32,919.7
Boracay Wwater Treatment Facility (as of Nov. 2020)	5,833.5	1,199.2		1,199.2		(89.8)	
ICC (as of Nov. 2020)	186,272.7	142,610.0	2,871.1	139,738.9	106,229.7	33,509.2	
Total	201,732.9	201,350.0	98,543.9	102,806.1	138,707.2	(35,901.1)	
Grand Total							

\*\*Data for LB, BWTF, ICC, CFO & LSM as of November 30, 2020

Prepared by :

Mae Y. Martinez

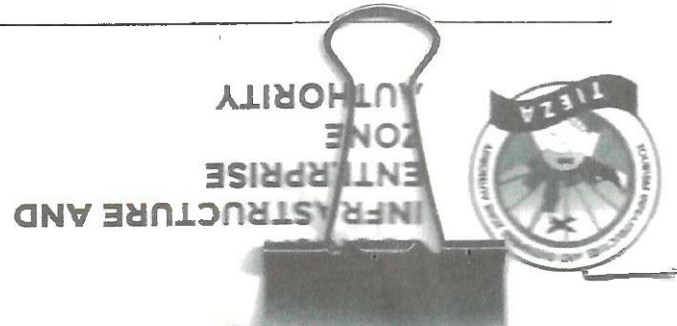
Noted by:

Atty. Maria Teresa C. Alvarez

TOURISM INFRASTRUCTURE & ENTERPRISE ZONE AUTHORITY  
ASSETS MANAGEMENT SECTOR  
RECEIVED BY: WINNIE  
DATE: 1-28-21  
TIME: 9:05 am

DOCUMENT TRACKING / ACTION PAGE		FROM/SUBJECT:		REMARKS / ACTIONS	
DATE	FROM	TO			
4 Dec	Teng	ZRO			<p>Ma'am this is the Business Plan for Kang-i-rag Gardens. Based on our previous meetings, we have incorporated your inputs on components of revenue streams and marketing plan.</p> <p>For your verification and validation please.</p> <p>Thank you.</p> <p>Validated &amp; Validated BOD. For your reference related to Rev-Marketing plan.</p> <p>See det. for your approval. Thank you.</p> <p>Eng 12/12/2019</p> <p>Atk. Mr. priority for presentation to Ma'am.</p>
12/10/19	JMA				
12/12/2019	BAT	Reo JFL			
12/19/2019	WMS	Buro			

TOURISM MANAGEMENT & REVENUE ZONE AUTHORITY  
 ACCOUNTS MANAGEMENT SECTION  
 12/11/19  
 December 17, 2019  
 11:00 AM







**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

**MEMORANDUM FOR THE CHIEF OPERATING OFFICER**

**FROM :** JETRO NICOLAS F. LOZADA

ACOO, Assets Management Sector

**SUBJECT :** Appraisal of TIEZA Properties

**DATE :** March 6, 2020

Relative to the mandate of the Assets Management Sector to determine the value of each TIEZA asset, we are respectfully requesting for approval of procurement of Appraisal Services from two (2) different companies for both operating and non-operating properties of the Authority.

The valuation of properties will provide comparative values that may serve as basis in setting the possible sale/lease / negotiated price for properties.

Additionally, the valuation of assets is in compliance with COA Audit Observation Memorandum No. 2014-03 (14) issued last January 23, 2015 recommending appraisal every three or five years or when the fair value of the land differs materially from its carrying amount as provided in Philippine Financial and Reporting Standards (PFRS) Section 16 Paragraph 34.

We further request for approval of the following properties for appraisal:

- |   |   |  |
|---|---|--|
| 1. Intramuros & Rizal's Bagumbayan Light and Sound Museum | - | Intramuros, Manila                     |
| 2. Bagabag Youth Hostel                                   | - | Bagabag, Nueva Viscaya                 |
| 3. Banaa Bagong Lipunan Lodge                             | - | Brgy. Balaol, Pagudpud, Ilocos Norte   |
| 4. Clark Property   | - | Angeles, Pampanga                      |
| 5. Pagudpud Bagong Lipunan Lodge                          | - | Brgy. Pantian, Pagudpud, Ilocos Norte  |
| 6. Claveria Bagong Lipunan Lodge                          | - | Brgy. Centro 1, Claveria, Cagayan      |
| 7. Ilagan Bagong Lipunan Lodge                            | - | Ilagan, Isabela                        |
| 8. Sta. Fe Bagong Lipunan Lodge                           | - | Bo. Tactac, Sta. Fe, Nueva Viscaya     |
| 9. Kabayan Hostel   | - | Brgy. Duacan, Bodakt, Kabayan, Benguet |
| 10. Marcos Park   | - | Tuba, La Union                         |
| 11. CDO Convention Center (lot only)                      | - | Indahag, Cagayan de Oro City           |
| 12. Boracay Properties                                    | - | Malay, Aklan                           |
| 13. Ternate Properties                                    | - | Ternate, Cavite                        |
| 14. Burnham Park  | - | Baguio City, Benguet                   |
| 15. Batanes Staff House                                   | - | Basco, Batanes                         |
| 16. Hundred Islands                                       | - | Lingayen, Pangasinan                   |
| 17. Intramuros Lot - Petron                               | - | Intramuros, Manila                     |
| 18. Luneta Boardwalk                                      | - | Luneta, Manila                         |
| 19. Alburquerque Sanitary Landfill                        | - | Alburquerque, Bohol                    |
| 20. Iloilo Convention Center                              | - | Mandurriao, Iloilo                     |
| 21. Alubijid Beach Property                               | - | Alubijid, Misamis Oriental             |



# **TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**

6th & 7th Floors, Tower 1  
Double Dragon Plaza  
Double Dragon Meridian Park  
Macapagal Avenue corner  
Edsa Extension Bay Area  
Pasay City 1302

Local 733 / 735  
brdd.tieza@gmail.com  
www.tieza.gov.ph

Identification of properties for appraisal was recommended by Project Officers taking into consideration the PPP priority projects, properties which were appraised in 2014, and the approved Parameters of Consideration for Prioritization of Assets for Appraisal, as follows:

1. Target assets for investment and development
2. Income generating assets
3. Assets with no record of appraisal on file
4. Assets appraised with recent significant developments

The number of properties to be included in every batch for appraisal was decided during the Strategic Planning with TIEZA Officials and Managers conducted last December 2018. Appraisal of the eight (8) properties for 1<sup>st</sup> batch, listed below, was BUDD's deliverable in their Balance Score Card and IPCR.

1. Banua Presidential Resthouse
2. Pagudpud Bagong Lipunan Lodge
3. Claveria Bagong Lipunan Lodge
4. Sta. Fe Bagong Lipunan Lodge
5. Kabayan Hostel
6. Cagayan de Oro Convention Center, Lot only
7. Petron Lot
8. Boracay Properties (appraisal and business valuation)

Among the assets with interested investors (list attached), only four (4) properties are appraised in 2014 and the others are appraised only in 2017.

Considering the five (5) years period since the last appraisal, the following 4 properties are recommended to be included in the 1<sup>st</sup> batch of properties for appraisal:

1. Balicasag Island Dive Resort
2. Club Intramuros Golf Course
3. Paoay Golf Course
4. Pagsanjan Garden Resort

**POCHOLO J.D. PARAGAS**  
Chief Operating Officer

Approved/ Disapproved:

**PETRO NICOLAS F. LOZADAN**

Thank you.

For the COO's approval and further instructions.

for Appraisal.

The remaining properties will be evaluated by the Project Officers and will be recommended during the Strategic Planning for 2020 subject to the Parameters of Consideration for Prioritization of Assets

Attached herewith is the Purchase Request indicating the 1<sup>st</sup> batch of properties recommended for prioritization for appraisal with an estimated amount of P 3,125,000.00 chargeable against the Tiling Budget of AMS.

**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**



6th & 7th Floors, Tower 1  
Double Dragon Plaza  
Double Dragon Meridian Park  
Macapagal Avenue corner  
Edsa Extension Bay Area  
Pasay City 1302



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AUTHORITY**

6th & 7th Floors, Tower 1  
Double Dragon Plaza  
Macapagal Avenue corner  
Edsa Extension Bay Area  
Pasay City 1302  
• sales@tieza.gov.ph  
• (+632) 2495989  
• www.tieza.gov.ph

## PURCHASE REQUEST

Department: Business Development Department	P.R. No.: 20-10-0285	Date: March 6, 2020
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Stock No.	Unit	Item Description	Quantity	Estimated	Estimated Total Cost
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Appraisal Services for: Banua Presidential Resthouse Pagudpud Bagong Lipunan Lodge Claveria Bagong Lipunan Lodge Sta. Fe Bagong Lipunan Lodge Kabayan Hostel Cagayan De Oro Convention Center, lot only Petron Lot Balicasag Island Dive resort Club Intramuros Golf Course Paoay Golf Course Pagsanjan Garden Resort	Appraisal Report in 3 copies * inspect and identify the property * investigate the utility of the property * research and evaluate the environment, market condition, sales and holding prices for similar land, supplemented by informed local opinions & their records & judgement * summarized result of the investigation and appraisal * summary showing the market value of the property, market sale value and market lease value * narrative report showing details of the property * plans and pictures of the property	Business Valuation for Boracay Properties Appraisal Services for Boracay Properties			
		1,695,000.00		580,000.00	850,000.00

**Funds Available**  
Taxes, Duties & Licenses ₱3,125.00 -  
Amount  
RODOLFO E. MACHETA  
Manager, Financial Services Dept.  
TIEZA  
Budget Division  
Fund Ref. No. 2020-1528  
10/8/2020

**RECEIVED**  
SEP 30 2020  
Tourism Infrastructure & Enterprise Zone Authority  
General Services Division

Purpose: to be used as basis in setting the possible sale/ lease/ negotiated price for properties.	Requested by: JETRO NICOLAS F. LOZADA ACOO - Assets Management Sector	Approved by: POCHOLO J.D. PARAGAS Chief Operating Officer
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10-1-24



# TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

19 November 2020

## MEMORANDUM FOR THE BOARD OF DIRECTORS

SUBJECT : ASSETS MANAGEMENT SECTOR'S OPERATIONS MANUAL

### Background:

This Operations Manual, started in the 1990's and was last updated in 2007 which we have adopted, and inputs were coordinated with other offices concerned as well as adapting industry practices. Admittedly, the Manual may not contain all the answers to the varying intricacies of each operating entity. However, efforts should be made to follow the life of the policies, and always to the best interest of the Authority.

The provision of this Revised Operations Manual shall be subject to Board approval and intervening Office Orders and Memoranda.

### Justification:

This Revised Operations Manual provides guidance for the operating employees of the entities to constantly and efficiently perform their functions correctly and efficiently.

A good manual will reduce human error and inform the entities' employees precisely what they need to do, who they are responsible to and who they are responsible for.

The Operations Manual shall be available for reference whenever needed in each operating entity.

A regular review of the Manual will be conducted to fine tune and include new policies for betterment of our service to the general public.

### Recommendation / Desired Action:

It is recommended that the Board approves the AMS 2020 Operations Manual to help the employees of the entities to constantly and efficiently carry out their tasks to achieve targeted results.

For the Board's consideration and approval.

**POCHOLO D. PARAGAS**  
Chief Operating Officer

11-25-2020  
E. Paragas

July - Dec. 2020

Code	Name of Attendee	SSI	Office	Sex	Training Program	Type	Coordinating Agency	Date	Objectives	Target Competency 1	Target Competency 2	Target Competency 3	Attendance	Quarter
HTP 2020-004	Princess Marlene S.	24	QPED	M	Counseling and Mentoring Workshop	In-house	Paul Del Rosario and Troy Cabral (Geriatrics & Counseling)	March 10-12, 2020	1. Learn, experience and practice state-of-the-art coaching and mentoring tools and process which they can apply in the workplace immediately; 2. Exhibit a clearer understanding of their mentoring and coaching role as senior leaders in the context of people development and leadership; and 3. Fully own their responsibility as mentors and coaches and realize how this benefits their people, themselves and the organization and its stakeholders.	Directing and Managing Change	Developing People and Managing Performance	N/A	Completed	3Q
HTP 2020-005	Alvarez, Ma. Teresa C.*	25	QPED	F	The Strength of Our Immune System in the New Normal thru Nutrition and a Healthy Lifestyle	Webinar	Dr. Rolando "Oye" Balburtas, MD, FPCP, FPMCP (Geriatrics)	July 02, 2020	1. To be able to familiarize our participants what they need to know about immune system and its importance to be strong and healthy at this time of the New Normal; 2. To be aware the different studies about COVID 19 patients and the virus mechanism of action in our immune system; and 3. To let the participants assess and test on how their immune system is ready for the New Normal, and to know what are the specific vitamins and minerals will increase our immune system	Foundation	N/A	N/A	Incomplete	3Q
HTP 2020-005	Bautista, Maria Evelyn A.*	26	BUDD	F	The Strength of Our Immune System in the New Normal thru Nutrition and a Healthy Lifestyle	Webinar	Dr. Rolando "Oye" Balburtas, MD, FPCP, FPMCP (Geriatrics)	July 02, 2020	1. To be able to familiarize our participants what they need to know about immune system and its importance to be strong and healthy at this time of the New Normal; 2. To be aware the different studies about COVID 19 patients and the virus mechanism of action in our immune system; and 3. To let the participants assess and test on how their immune system is ready for the New Normal, and to know what are the specific vitamins and minerals will increase our immune system	Foundation	N/A	N/A	Incomplete	3Q
HTP 2020-005	Go, Maria Elena O.	20	BUDD	F	The Strength of Our Immune System in the New Normal thru Nutrition and a Healthy Lifestyle	Webinar	Dr. Rolando "Oye" Balburtas, MD, FPCP, FPMCP (Geriatrics)	July 02, 2020	1. To be able to familiarize our participants what they need to know about immune system and its importance to be strong and healthy at this time of the New Normal; 2. To be aware the different studies about COVID 19 patients and the virus mechanism of action in our immune system; and 3. To let the participants assess and test on how their immune system is ready for the New Normal, and to know what are the specific vitamins and minerals will increase our immune system	Foundation	N/A	N/A	Completed	3Q
HTP 2020-005	Gutierrez, Eleanor G.	13	QPED	F	The Strength of Our Immune System in the New Normal thru Nutrition and a Healthy Lifestyle	Webinar	Dr. Rolando "Oye" Balburtas, MD, FPCP, FPMCP (Geriatrics)	July 02, 2020	1. To be able to familiarize our participants what they need to know about immune system and its importance to be strong and healthy at this time of the New Normal; 2. To be aware the different studies about COVID 19 patients and the virus mechanism of action in our immune system; and 3. To let the participants assess and test on how their immune system is ready for the New Normal, and to know what are the specific vitamins and minerals will increase our immune system	Foundation	N/A	N/A	Completed	3Q
HTP 2020-005	Reale, Brilha D.	13	QPED	F	The Strength of Our Immune System in the New Normal thru Nutrition and a Healthy Lifestyle	Webinar	Dr. Rolando "Oye" Balburtas, MD, FPCP, FPMCP (Geriatrics)	July 02, 2020	1. To be able to familiarize our participants what they need to know about immune system and its importance to be strong and healthy at this time of the New Normal; 2. To be aware the different studies about COVID 19 patients and the virus mechanism of action in our immune system; and 3. To let the participants assess and test on how their immune system is ready for the New Normal, and to know what are the specific vitamins and minerals will increase our immune system	Foundation	N/A	N/A	Completed	3Q
HTP 2020-005	Wanda, Eva Marie M.*	24	BUDD	F	The Strength of Our Immune System in the New Normal thru Nutrition and a Healthy Lifestyle	Webinar	Dr. Rolando "Oye" Balburtas, MD, FPCP, FPMCP (Geriatrics)	July 02, 2020	1. To be able to familiarize our participants what they need to know about immune system and its importance to be strong and healthy at this time of the New Normal; 2. To be aware the different studies about COVID 19 patients and the virus mechanism of action in our immune system; and 3. To let the participants assess and test on how their immune system is ready for the New Normal, and to know what are the specific vitamins and minerals will increase our immune system	Foundation	N/A	N/A	Incomplete	3Q
HTP 2020-006	Tamayo, Julia Mae G.	12	QPED	M	Caring for Your Mental Health: Building Capacity to Meet Mental Health Needs During and Post COVID-19	Webinar	Ms. Ayra Leti C. Ayala (Program Head Education, Advocacy and Research Department, Philippine Mental Health Association, Inc.)	July 23, 2020	1. Understand the importance of mental health during the COVID-19 pandemic; 2. Differentiate the basic concepts of mental health and mental disorders; 3. Recognize the characteristics of a mentally healthy individual; 4. Identify the adverse effects of the COVID-19 pandemic to a person's wellbeing; 5. Learn practical tips to take care of one's mental health and adjust to the new normal; and 6. Participate in the activities and open forum to further market the enterprise during the lecture.	Foundation	N/A	N/A	Completed	3Q

Code	Name of Attendee	SG	Office	Seat	Training Program	Type	Coordinating Agency	Date	Objectives	Target Competency 1	Target Competency 2	Target Competency 3	Attendance	Quarter
HTP-2020-006	Berna, Claire S.	19	OPED	F	Caring for Your Mental Health: Building Capacity to Meet Mental Health Needs During and Post COVID-19*	Webinar	Ms. Ayana Lei G. Apelo (Program Head Education, Advocacy and Research Department, Philippine Mental Health Association, Inc.)	July 23, 2020	1. Understand the importance of mental health during the COVID-19 pandemic; 2. Differentiate the basic concepts of mental health and mental disorders; 3. Recognize the characteristics of a mentally healthy individual; 4. Identify the adverse effects of the COVID-19 pandemic to a person's wellbeing; 5. Learn practical tips to take care of one's mental health and adjust to the new normal; and 6. Participate in the activities and open forum to better master the concepts taught during the lecture.	Foundation	N/A	N/A	Completed	30
HTP-2020-006	Francisco, Mary Evelyn A.	26	BUJO	F	Caring for Your Mental Health: Building Capacity to Meet Mental Health Needs During and Post COVID-19*	Webinar	Ms. Ayana Lei G. Apelo (Program Head Education, Advocacy and Research Department, Philippine Mental Health Association, Inc.)	July 23, 2020	1. Understand the importance of mental health during the COVID-19 pandemic; 2. Differentiate the basic concepts of mental health and mental disorders; 3. Recognize the characteristics of a mentally healthy individual; 4. Identify the adverse effects of the COVID-19 pandemic to a person's wellbeing; 5. Learn practical tips to take care of one's mental health and adjust to the new normal; and 6. Participate in the activities and open forum to better master the concepts taught during the lecture.	Foundation	N/A	N/A	Incomplete	30
HTP-2020-006	Ynada, Bea Marie M.*	24	BUJO	F	Caring for Your Mental Health: Building Capacity to Meet Mental Health Needs During and Post COVID-19*	Webinar	Ms. Liawelyn Jose B. dela Cruz (Program Manager, Education, Advocacy and Research Department, Philippine Mental Health Association, Inc.)	July 23, 2020	1. Understand the concept of stress and its connection to mental health; 2. Recognize the red flag signs of stress, trauma and anxiety; 3. Learn effective ways to manage and cope with stress, anxiety and other psychological issues; and 5. Participate in the activities and open forum to better master the concepts taught during the lecture.	Foundation	N/A	N/A	Incomplete	30
HTP-2020-007	Tambo, Julius Mar C.	12	OPED	M	Caring for Your Mental Health: Managing Stress, Anxiety and Other Psychological Concerns Amidst the COVID-19 Pandemic*	Webinar	Ms. Liawelyn Jose B. dela Cruz (Program Manager, Education, Advocacy and Research Department, Philippine Mental Health Association, Inc.)	July 30, 2020	1. Understand the concept of stress and its connection to mental health; 2. Recognize the red flag signs of stress, trauma and anxiety; 3. Learn effective ways to manage and cope with stress, anxiety and other psychological issues; and 5. Participate in the activities and open forum to better master the concepts taught during the lecture.	Foundation	N/A	N/A	Completed	30
HTP-2020-007	Colangpin, Elleanor C.	13	OPED	F	Caring for Your Mental Health: Managing Stress, Anxiety and Other Psychological Concerns Amidst the COVID-19 Pandemic*	Webinar	Ms. Liawelyn Jose B. dela Cruz (Program Manager, Education, Advocacy and Research Department, Philippine Mental Health Association, Inc.)	July 30, 2020	1. Understand the concept of stress and its connection to mental health; 2. Recognize the red flag signs of stress, trauma and anxiety; 3. Learn effective ways to manage and cope with stress, anxiety and other psychological issues; and 5. Participate in the activities and open forum to better master the concepts taught during the lecture.	Foundation	N/A	N/A	Completed	30
HTP-2020-007	Pesal, Emilia D.	18	BUJO	F	Caring for Your Mental Health: Managing Stress, Anxiety and Other Psychological Concerns Amidst the COVID-19 Pandemic*	Webinar	Ms. Liawelyn Jose B. dela Cruz (Program Manager, Education, Advocacy and Research Department, Philippine Mental Health Association, Inc.)	July 30, 2020	1. Understand the concept of stress and its connection to mental health; 2. Recognize the red flag signs of stress, trauma and anxiety; 3. Learn effective ways to manage and cope with stress, anxiety and other psychological issues; and 5. Participate in the activities and open forum to better master the concepts taught during the lecture.	Foundation	N/A	N/A	Completed	30
HTP-2020-008	Tambo, Julius Mar C.	12	OPED	M	Caring for Your Mental Health: Managing Stress, Anxiety and Other Psychological Concerns Amidst the COVID-19 Pandemic*	Webinar	Ms. Agnes Joy L. Castilo, RPH, MD, DSWP, PPSMS (Medical Specialist III, National Center for Mental Health and Consultant, Philippine Mental Health Association, Inc.)	August 06, 2020	1. Understand the concept of stress and its connection to mental health; 2. Recognize the red flag signs of stress, trauma and anxiety; 3. Learn effective ways to manage and cope with stress, anxiety and other psychological issues; and 5. Participate in the activities and open forum to better master the concepts taught during the lecture.	Foundation	N/A	N/A	Completed	30
HTP-2020-008	Berna, Claire S.	19	OPED	F	Caring for Your Mental Health: Managing Stress, Anxiety and Other Psychological Concerns Amidst the COVID-19 Pandemic*	Webinar	Ms. Agnes Joy L. Castilo, RPH, MD, DSWP, PPSMS (Medical Specialist III, National Center for Mental Health and Consultant, Philippine Mental Health Association, Inc.)	August 06, 2020	1. Understand the concept of stress and its connection to mental health; 2. Recognize the red flag signs of stress, trauma and anxiety; 3. Learn effective ways to manage and cope with stress, anxiety and other psychological issues; and 5. Participate in the activities and open forum to better master the concepts taught during the lecture.	Foundation	N/A	N/A	Completed	30



Code	Name of Attendee	SC	Office	Sex	Training Program	Type	Conducting Agency	Date	Objectives	Target Competency 1	Target Competency 2	Target Competency 3	Attendance	Quarter
HTP-2020-008	Galatran, Eileen G.	13	OPEN	F	Caring for Your Mental Health: Effective Management of Mental Health Concerns DURING Crisis Situation	Webinar	Ms. Agnes Joy L. Castib, RPN, MD, DSWP, FPMHS (Medical Specialist III, National Center for Mental Health and Consultant, Philippine Mental Health Association, Inc.)	August 05, 2020	1. Understand Mental Disorders in the context of the COVID-19 pandemic; 2. Identify the red flag signs and risk factors for mental disorders; 3. Learn effective ways to address and manage beginning symptoms of mental disorders; and 4. Improve existing workplace mental health programs and case management process for employees at risk.	Foundation	N/A	N/A	Completed	3Q
HTP-2020-008	Pasig, Emily D.	15	BUDJ	F	Caring for Your Mental Health: Effective Management of Mental Health Concerns DURING Crisis Situation	Webinar	Ms. Agnes Joy L. Castib, RPN, MD, DSWP, FPMHS (Medical Specialist III, National Center for Mental Health and Consultant, Philippine Mental Health Association, Inc.)	August 05, 2020	1. Understand Mental Disorders in the context of the COVID-19 pandemic; 2. Identify the red flag signs and risk factors for mental disorders; 3. Learn effective ways to address and manage beginning symptoms of mental disorders; and 4. Improve existing workplace mental health programs and case management process for employees at risk.	Foundation	N/A	N/A	Completed	3Q
HTP-2020-009	Lezeta, Maria Menchie F.	28	AMGT	M	2020 Midterm Assessment & 2021 Planning	Blended	Tourism Infrastructure and Enterprise Zone Authority	August 26-27, 2020	1. Conduct scan of activities and operations in relation to existing conditions and assess performance across 1st semester FY 2020 scorecard targets (as adjusted) and the key initiatives taken; 2. Verify lessons learned with the organizational response to 2020 challenges to device Business Continuity & Disaster Recovery Plan; 3. Prioritize on processes for Business Continuity and Disaster Recovery Plan to come up with 2021 accountability/ commitments and initiatives.	Strategic Thinking	Thinking Analytically	Monitoring and Evaluation	Incomplete	3Q
HTP-2020-009	Grejo, Marlene S.	24	OPEN	M	2020 Midterm Assessment & 2021 Planning	Blended	Tourism Infrastructure and Enterprise Zone Authority	August 26-27, 2020	1. Conduct scan of activities and operations in relation to existing conditions and assess performance across 1st semester FY 2020 scorecard targets (as adjusted) and the key initiatives taken; 2. Verify lessons learned with the organizational response to 2020 challenges to device Business Continuity & Disaster Recovery Plan; 3. Prioritize on processes for Business Continuity and Disaster Recovery Plan to come up with 2021 accountability/ commitments and initiatives.	Strategic Thinking	Thinking Analytically	Monitoring and Evaluation	Incomplete	3Q
HTP-2020-009	Masison, Mylene A.	22	AMGT	F	2020 Midterm Assessment & 2021 Planning	Blended	Tourism Infrastructure and Enterprise Zone Authority	August 26-27, 2020	1. Conduct scan of activities and operations in relation to existing conditions and assess performance across 1st semester FY 2020 scorecard targets (as adjusted) and the key initiatives taken; 2. Verify lessons learned with the organizational response to 2020 challenges to device Business Continuity & Disaster Recovery Plan; 3. Prioritize on processes for Business Continuity and Disaster Recovery Plan to come up with 2021 accountability/ commitments and initiatives.	Strategic Thinking	Thinking Analytically	Monitoring and Evaluation	Complete	3Q
HTP-2020-009	Emangco, Maria Evelyn A.	24	BUDJ	F	2020 Midterm Assessment & 2021 Planning	Blended	Tourism Infrastructure and Enterprise Zone Authority	August 26-27, 2020	1. Conduct scan of activities and operations in relation to existing conditions and assess performance across 1st semester FY 2020 scorecard targets (as adjusted) and the key initiatives taken; 2. Verify lessons learned with the organizational response to 2020 challenges to device Business Continuity & Disaster Recovery Plan; 3. Prioritize on processes for Business Continuity and Disaster Recovery Plan to come up with 2021 accountability/ commitments and initiatives.	Strategic Thinking	Thinking Analytically	Monitoring and Evaluation	Incomplete	3Q
HTP-2020-009	Isaacsampayan, Aleen T.	22	BUDJ	F	2020 Midterm Assessment & 2021 Planning	Blended	Tourism Infrastructure and Enterprise Zone Authority	August 26-27, 2020	1. Conduct scan of activities and operations in relation to existing conditions and assess performance across 1st semester FY 2020 scorecard targets (as adjusted) and the key initiatives taken; 2. Verify lessons learned with the organizational response to 2020 challenges to device Business Continuity & Disaster Recovery Plan; 3. Prioritize on processes for Business Continuity and Disaster Recovery Plan to come up with 2021 accountability/ commitments and initiatives.	Strategic Thinking	Thinking Analytically	Monitoring and Evaluation	Complete	3Q
HTP-2020-009	Quilban, Ma. Zenaida B.	24	BUDJ	F	2020 Midterm Assessment & 2021 Planning	Blended	Tourism Infrastructure and Enterprise Zone Authority	August 26-27, 2020	1. Conduct scan of activities and operations in relation to existing conditions and assess performance across 1st semester FY 2020 scorecard targets (as adjusted) and the key initiatives taken; 2. Verify lessons learned with the organizational response to 2020 challenges to device Business Continuity & Disaster Recovery Plan; 3. Prioritize on processes for Business Continuity and Disaster Recovery Plan to come up with 2021 accountability/ commitments and initiatives.	Strategic Thinking	Thinking Analytically	Monitoring and Evaluation	Complete	3Q



Code	Name of Attendee	SG	Office	Sex	Training Program	Type	Coordinating Agency	Date	Objectives	Target Competency 1	Target Competency 2	Target Competency 3	Attendance	Quarter
HITP-2020-009	Sandoz, Ma. Corbie C.	18	BUPD	F	2020 Midterm Assessment & 2021 Planning	Blended	Tourism Infrastructure and Enterprise Zone Authority	August 26-27, 2020	1. Conduct scan of activities and operations in relation to existing conditions and assess performance across 1st semester FY 2020 scorecard targets (as adjusted) and the key initiatives taken; 2. Verify lessons learned with the organizational response to 2020 challenges to develop Business Continuity & Disaster Recovery Plan; 3. Prioritize on processes for Business Continuity and Disaster Recovery Plan to come up with 2021 accountability/ commitments and initiatives.	Strategic Thinking	Thinking Analytically	Monitoring and Evaluation	Incomplete	3Q
HITP-2020-009	Tumangk, Ivica R.	24	BUPD	F	2020 Midterm Assessment & 2021 Planning	Blended	Tourism Infrastructure and Enterprise Zone Authority	August 26-27, 2020	1. Conduct scan of activities and operations in relation to existing conditions and assess performance across 1st semester FY 2020 scorecard targets (as adjusted) and the key initiatives taken; 2. Verify lessons learned with the organizational response to 2020 challenges to develop Business Continuity & Disaster Recovery Plan; 3. Prioritize on processes for Business Continuity and Disaster Recovery Plan to come up with 2021 accountability/ commitments and initiatives.	Strategic Thinking	Thinking Analytically	Monitoring and Evaluation	Complete	3Q
HITP-2020-009	Vicente, Rosalyn M.	24	BUPD	F	2020 Midterm Assessment & 2021 Planning	Blended	Tourism Infrastructure and Enterprise Zone Authority	August 26-27, 2020	1. Conduct scan of activities and operations in relation to existing conditions and assess performance across 1st semester FY 2020 scorecard targets (as adjusted) and the key initiatives taken; 2. Verify lessons learned with the organizational response to 2020 challenges to develop Business Continuity & Disaster Recovery Plan; 3. Prioritize on processes for Business Continuity and Disaster Recovery Plan to come up with 2021 accountability/ commitments and initiatives.	Strategic Thinking	Thinking Analytically	Monitoring and Evaluation	Complete	3Q
HITP-2020-009	Alvarado, Ma. Teresa C.	26	OPED	F	2020 Midterm Assessment & 2021 Planning	Blended	Tourism Infrastructure and Enterprise Zone Authority	August 26-27, 2020	1. Conduct scan of activities and operations in relation to existing conditions and assess performance across 1st semester FY 2020 scorecard targets (as adjusted) and the key initiatives taken; 2. Verify lessons learned with the organizational response to 2020 challenges to develop Business Continuity & Disaster Recovery Plan; 3. Prioritize on processes for Business Continuity and Disaster Recovery Plan to come up with 2021 accountability/ commitments and initiatives.	Strategic Thinking	Thinking Analytically	Monitoring and Evaluation	Complete	3Q
HITP-2020-009	Andres, May June S.	21	OPED	F	2020 Midterm Assessment & 2021 Planning	Blended	Tourism Infrastructure and Enterprise Zone Authority	August 26-27, 2020	1. Conduct scan of activities and operations in relation to existing conditions and assess performance across 1st semester FY 2020 scorecard targets (as adjusted) and the key initiatives taken; 2. Verify lessons learned with the organizational response to 2020 challenges to develop Business Continuity & Disaster Recovery Plan; 3. Prioritize on processes for Business Continuity and Disaster Recovery Plan to come up with 2021 accountability/ commitments and initiatives.	Strategic Thinking	Thinking Analytically	Monitoring and Evaluation	Incomplete	3Q
HITP-2020-009	Galangin, Blenene G.	13	OPED	F	2020 Midterm Assessment & 2021 Planning	Blended	Tourism Infrastructure and Enterprise Zone Authority	August 26-27, 2020	1. Conduct scan of activities and operations in relation to existing conditions and assess performance across 1st semester FY 2020 scorecard targets (as adjusted) and the key initiatives taken; 2. Verify lessons learned with the organizational response to 2020 challenges to develop Business Continuity & Disaster Recovery Plan; 3. Prioritize on processes for Business Continuity and Disaster Recovery Plan to come up with 2021 accountability/ commitments and initiatives.	Strategic Thinking	Thinking Analytically	Monitoring and Evaluation	Incomplete	3Q
HITP-2020-009	Marcena, Ma. Carmela L.	23	OPED	F	2020 Midterm Assessment & 2021 Planning	Blended	Tourism Infrastructure and Enterprise Zone Authority	August 26-27, 2020	1. Conduct scan of activities and operations in relation to existing conditions and assess performance across 1st semester FY 2020 scorecard targets (as adjusted) and the key initiatives taken; 2. Verify lessons learned with the organizational response to 2020 challenges to develop Business Continuity & Disaster Recovery Plan; 3. Prioritize on processes for Business Continuity and Disaster Recovery Plan to come up with 2021 accountability/ commitments and initiatives.	Strategic Thinking	Thinking Analytically	Monitoring and Evaluation	Incomplete	3Q

Code	Name of Attendee	SG	Office	Sex	Training Program	Type	Conducting Agency	Date	Objectives	Target Competency 1	Target Competency 2	Target Competency 3	Attendance	Quarter
JHTP-2020-430	Ayerra, Mr. Teresa C.	26	OPED	F	ISO 9001:2015 IQA Refresher Course	Webinar	Mr. Justine C. Budan, Ph.D.	September 09, 2020	1. Identify basic concepts involved in auditing management systems. 2. Demonstrate appropriately the auditing principles based on selected scenario. 3. Develop an audit programme based on actual audit scenario 4. Identify competence and methods of evaluation of internal auditors based on existing implementation of a company's quality management system. 5. Perform QMS auditing with the skills and methodology acquired. 6. Demonstrate the process risk and performance based approach in auditing and 7. Understand how to collect evidences and generate the finding.	Thinking Analytically	Planning, Organizing and Programming	Monitoring and Evaluation	Complete	3Q