



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Individual Performance Commitment Review (IPCR)

I, **BIECHELLE LYKA H. PERALTA**, of the **CORPORATE PLANNING DEPARTMENT** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period August to December 2020

BIECHELLE LYKA H. PERALTA

Ratee

Date:

Date:

Reviewed and Approved by

FRANCIS RANDY J. HORTELANO

Department Manager

STRATEGIC OBJECTIVES / FUNCTIONS	SUCCESS INDICATOR	ACTUAL ACCOMPLISHMENTS	RATING			REMARKS	
			Q1	E2	T3	A4	
Secretarial Services	Prepares, encodes and records pertinent documents	Prepared, Encoded and recorded pertinent documents approved on 1 st Submission, within 1-2WDS	4.70		5.00	4.85	See Annex A
	Coordinates with other offices regarding day to day activities for the department	Coordinated with other offices with 95% to 100% Accuracy within 1-2WDs	5.00		5.00	5.00	See Annex A
	Maintain schedules and calendars. Arrange and confirm appointment	Maintained 5 monthly calendars within 1-2WDs	5.00		5.00	5.00	See Annex B
File Management	Scan documents upon receipt and utilization of Online Document System (ODMS)	Uploaded 132 documents to ODMS equivalent to 90% to 100% complete within 1-2WDs	5.00		5.00	5.00	See Annex C

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q1	E2	T3	A4	
Infra Project Evaluation and Assessment	Evaluates various project proposals, project profile, prepares letter to proponents and mailed upon instruction	Evaluated a total of 26 project proposals, prepared reply letters and mailed within 1-2WDs	4.00	5.00	4.50	See Annex D	
Budget Preparation	Prepares required document within the set timeline	Prepared 2021 Annual Procurement Plan-Common Use Supplies & Equipment (APP-CSE) and 2022 Budget estimates for the department, approved on 1st Submission, Submitted on the set timeline.	5.00	5.00	5.00	See Annex E	
FINAL AVERAGE RATING						4.89	
Comments and Recommendations for Development Purposes							

Discussed with

Date

Assessed by

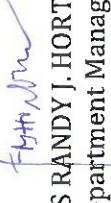
Final Ranking by

Date

	I certify that I discussed my assessment of the performance with the employee.		FRANCIS RANDY J. HORTELANO Department Manager
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Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

MEASURES		RATING MATRICES			
		SUCCESS INDICATORS		INDIVIDUAL LEVEL	
				QUALITY	TIMELINESS
Secretarial Services	Prepares, encodes and records pertinent documents		Approved upon 5 - 1 st Submission 4 - 2 nd Submission 3 - 3 rd Submission 2 - 4 th Submission	Submitted 5 - within 1-2WDs 4 - within 3-4WDs 3 - within 5 WDs 2 - within 6 WDs	
	Coordinates with other offices regarding day to day activities for the department		1 - 5 th Submission 5 - 95% to 100% Accurate 4 - 90%-94% Accurate 3 - 85%-89% Accurate 2 - 80%-84% Accurate 1 - 75%-79% Accurate	1 - beyond 6 WDs 5 - within 1-2WDs 4 - within 3-4WDs 3 - within 5 WDs 2 - within 6 WDs 1 - beyond 6 WDs	
	Maintain schedules and calendars. Arrange and confirm appointment		5 - 5 monthly calendars 4 - 4 monthly calendars 3 - 3 monthly calendars 2 - 2 monthly calendars 1 - 1 monthly calendar	5 - within 1-2WDs 4 - within 3-4WDs 3 - within 5 WDs 2 - within 6 WDs 1 - beyond 6 WDs	
File Management	Scan documents upon receipt and utilization of Online Document System (ODMS)		5 - 90%-100% Complete 4 - 80%-89% Complete 3 - 70%-79% Complete 2 - 60%-69% Complete 1 - 50%-59% Complete	5 - within 1-2WDs 4 - within 3-4WDs 3 - within 5 WDs 2 - within 6 WDs 1 - beyond 6 WDs	
Infra Project Evaluation and Assessment	Evaluates various project proposals, project profile, prepares letter to proponents and mailed upon instruction		Approved upon 5 - 1 st Submission 4 - 2 nd Submission 3 - 3 rd Submission 2 - 4 th Submission 1 - 5 th Submission	Submitted 5 - within 1-2WDs 4 - within 3-4WDs 3 - within 5 WDs 2 - within 6 WDs 1 - beyond 6 WDs	
Budget Preparation	Prepares required document within the set timeline		5 - 1 st Submission 4 - 2 nd Submission 3 - 3 rd Submission 2 - 4 th Submission 1 - 5 th Submission	5 - within 1-2WDs 4 - within 3-4WDs 3 - within 5 WDs 2 - within 6 WDs 1 - beyond 6 WDs	
	I agree to be rated in accordance with the indicated Measures and standard set for my performance.				I certify that I have discussed and approved the indicated measures and standards set with the employee.


 FRANCIS RANDY J. HORTELANO
 Department Manager

 BIECHELLE LYKA H. PERALTA
 Secretary A

List of Documents Encoded, Recorded and Co-ordinated with Other Offices
August to December 2020

Subject	Date Prepared	Quality Rating	Date Approved	Timeliness Rating	Date Co-ordinated with Other Offices	Timeliness Rating
MEMO for ASD Regarding OPCR Ratings for July to December 2019		09/10/20		09/10/20		5
MEMO for BAC Regarding the ff:						
1. Certificate of Availability of Funds for the Consulting Services for a Third-Party Customer Satisfaction Survey	10/12/20			10/12/20		5
2. Guidelines on PhilGEPS Posting				10/12/20		5
3. Terms of Reference				10/12/20		5
4. Disbursement Voucher for Market Relevance				10/12/20		5
MEMO for OCOO Regarding Rehiring of Job Order Personnel for the period July to December 2020	10/14/20			10/14/20		5
MEMO for ASD Regarding Department COVID-19 Active Response Team (DCART)			10/14/20		10/19/20	5
MEMO for BAC Regarding Approval of Revised TOR for the Consulting Services for the Third Party CSS			10/14/20		10/19/20	5
To HRD Regarding SWF Shuttle Service Survey	10/20/20	5	10/20/20	5	10/20/20	5
MEMO for BAC Regarding Annual Procurement Plan - Common Use Supplies and Equipment (APP-CSE) 2021	10/05/20	4	10/22/20	5	10/26/20	5
For OCOO Time Record of the DM for the month of October 2020	10/29/20	5	10/29/20	5	10/29/20	5
For HRSD Regarding COPD Skeleton Workforce Schedule	11/03/20	5	11/04/20	5	11/04/20	5
MEMO for ASD Regarding 2020 Performance Review and 2021 Performance Planning			11/06/20		11/09/20	5
For OCOO Regarding OPCR Targets of COPD for July to December 2020	11/02/20	4	11/25/20	5	11/25/20	5
For ACOO-AMS Disbursement Voucher for Kilometer Check-up and repair of Toyota Innova	11/26/20	5	11/26/20	5	11/26/20	5
For OCOO Time Record of the DM for the month of November 2020	11/26/20	5	11/26/20	5	11/26/20	5
MEMO for FSD Regarding Reimbursement of Expenses			11/26/20		12/03/20	5
MEMO for AFS Regarding Submission of 2022 Budget Estimates of COPD	11/10/20	4	12/10/20	5	12/14/20	5
For MISD Reply Slip for User Training of Online Document System (ODMS)	12/14/20	5	12/24/20	5	12/14/20	5
For GSD Petty Cash Voucher for Reimbursement of Toll Gates, RFID Easy Trip and Auto Sweep	12/14/20	5	12/14/20	5	12/14/20	5
Average Rating	4.70			5.00		5.00

Note: Copy of aforesited documents is available on file at the Corporate Planning Department

Prepared by:

Biechelle Lykah. Peralta
 BIECHELLE LYKAH. PERALTA
 Secretary A

Noted by:

Fylnish
 FRANCIS RANDY J. HORTELANO
 Department Manager

DATE	
08/18/2020	INCOMING OFFICE ORDER NO. 070-2020 Reiteration of Job order pay rules, attendance documents and compensatory time-off application (Received by Ms. Yanyan)
08/18/2020	INCOMING MEMORANDUM For : the Assistant Chief operating officer Administration and Finance Sector Attention : the Manager, Administrative services Department Subject : IBA Refresher for re-certification cc : All Department Managers Training Unit, HR Division
08/19/2020	INCOMING Office Order No. 067-2020 TIEZA COVID-19 Active Response Team
08/24/2020	outgoing PR dtd. Aug. 3, 2020 6:00 AM Kilometer Check-up for Toyota Innova SJS-272 Signature
08/25/2020	INCOMING From / Subject : Lingay City (Mayor Enrich A. Canosa) - Requesting technical assistance from TIEZA in Assessing the Tourism assistance center
09/10/2020	OUTGOING MEMO - OPCR July to December 2019 (Ratings) Signature
09/16/2020	INCOMING List of Projects for Congress (2 copies) Signature 9/16/2020
	Projects Received by Atty. Ivy ⑥ Romeo Deala Villanueva - Ililo City (Beach) ⑦ Jovita A. Giongson - DOT-CAR (Tourism Facilities) Signature 9/21/2020
10/07/2020	Incoming Memo addressed to Manager FR Subj: Required submissions with attached documents - Quality Policy as approved by the COO and AMIS 2021 Balanced Scorecard FROM: AMGT Signature
	(Outgoing) PR - Consulting Services for a Third-Party Customer Satisfaction Survey for the core processes with attached Terms of Reference (signed by COO) Amount: ₱ 1,400,000.00 Date: 5 Oct. 2020 Signature

[Handwritten signature]

(Outgoing) To: COO, 0000

Subj: Request for Approval of Revised Terms of Reference (TOR) for the consulting services for the Third-Party Customer satisfaction Survey (CSS)

Date: Sept. 29, 2020

[Signature] / 10

(Outgoing) To: Head, BAC Secretariat

Subj: Cancellation of PR No. 20-02-0120

Date: October 7, 2020

[Handwritten signature]
10/7
(Outgoing) To: GSD (E-signed PR)

Purchase Request - Consulting services for a Third-Party Customer Satisfaction Survey for the following core processes:

- Travel Tax, Assets Management, Tourism Enterprise Zone Management, Architectural and Engineering Services

Amount: ₦ 1,400,000.00

Date: 5 Oct. 2020

Purpose: For the fulfillment of the GCG requirement on the Conduct of Third-party Customer Satisfaction Survey

[Signature] 10/08

(Incoming) To: Manager, COPD

Subj: Cancellation of Purchase Request No. 20-02-0120

Date: 08 October 2020

[Handwritten signature]
10/20

(Outgoing) To: GSD (E-signed PR) - For CABU purposes

Purchase Request - Consulting Service for a Third-Party Customer Satisfaction Survey

Amount: ₦ 1,400,000.00

Date: 5 Oct. 2020

TO: HRSD

IPCR - July to December 2019 (MTE Division) with Ratings & Supporting Docu

- Melody R. Lejano
- Elaine P. Dizon
- Ma. Kristina E. Salom
- Jose T. Dechayda, Jr.

~~ER~~

IPCR - JULY TO DECEMBER 2019 (STAT DIV) w/ratings / supporting

- 1) Anna Leah Bayot
- 2) Sherryl Dalida
- 3) Pranles Elemos
- 4) Ezra Roasto

- IPCR CENDY SANCHEZ JUL-DEC 2019

PCR - July to December 2019 (SPD) with ratings / supporting documents

- ① Belinda D. Laranas
- ② Evelyn A. Del Rosario

to BAC

① certificate of availability of funds for the consulting services for a third-party customer satisfaction survey per PCR # 20-10-0256

② guidelines on philGEPS posting

① terms of Reference (2020 customer satisfaction survey)
② disbursement voucher for Market relevance

} to CEO RECEIVING

MEMORANDUM

FOR: The Chief Operating Officer

THRU: Michael Mart R. Vizcaino

FROM: The Manager, COPD

SUBJECT: Request for retiring of Job Order Personnel for the period

JULY to December 31, 2020

DATE: July 1, 2020

RETRNED

* must have
rating

1/14
JW

<p><i>Sb 10/19/2020</i></p>	<p>TO HRD (MEMO)</p> <p>for : the ACOO, AFS and team lead , TCART</p> <p>Subject : Department COVID-19 Active Response Team (TCART), COVID</p> <p>Date : 14 October 2020</p>
	<p><i>pp/18-20 Ronyfe</i></p> <p>TO BAC (MEMO)</p> <p>Subject : Approval of Revised TOR for the consulting services for the third-party OSS</p> <p>Date : Sept - 29, 2020</p> <p>PR in amount of 1.4M</p>
<p><i>pp/18-20 Ronyfe</i></p>	<p>TO HRD (SWF shuttle service Survey)</p>
	<p>TO HRD</p> <p>① Certification / Accomplishment Report - Melody R. Lejano - Belinda D. Laranas</p> <p>② Application for leave - Sherry Dalida</p>
<p><i>10/22/20 ACOO</i></p>	<p>Memo for: the COO</p> <p>from: the Head, Technical Assistant</p> <p>From: the Manager, COPD</p> <p>Re: Request for Release of Job Order Personnel for the Period July 1 to Sept 2020</p>
	<p>Memo for: the COO</p> <p>from: the Head, TA</p> <p>From: the Manager, COPD</p> <p>Re: Request for Release of Job Order Personnel for the Period October 1 to Dec 31, 2020</p>
<p><i>Sb 10/22/2020 HRS 10/22/20</i></p>	<p>TO BAC (MEMO)</p> <p>Subject : Annual Procurement Plan - Common Use Supplies and Equipment (APP-CSE) 2021 (Excel file sent thru email on 22 October 2020)</p>

TO OCOO

(1) letter from RD Fe R. Buena (OT-5) restoration of DOT Building impaired by Typhoon Quinta

(2) Projects for review and recommendation:

- (a) Construction of Calabangd Municipal Heritage Museum Building
- (b) Installation of Solar streetlight Along Major Roads in Manaoag, Pangasinan
- (c) Provision of Equipment for the Nabini Community Hospital.
- (d) Restoration of several Rice terraces Inscribed by UNESCO World Heritage Site
- (e) Requesting for funding assistance in Binalacau, Oriental Mindoro
- (f) Opening - Concreting - Improvement of Tourism Road at Nabini, Batangas

TO CORSEC

MEMO

(1) 2020 Recalibrated Performance Scorecard

(2) 2021 Performance Scorecard

TO OCOO - Time Record of Sir FR for October 2020

TO HED - Certification of Sir FR failure in leg in on 28 October 2020

Certification (Cell # 0992 593-1078) official in nature

TO OCOO:

from: GCG

Re: Submission of Board Resolution - 2020
Performance Scorecard Recalibration

TO OCOO

from: GCG

Re: Submission of Board Resolution - 2020
Performance Scorecard Recalibration

Oct 11/03/20 { TO HRD
 ① Application for leave of Ms. Belinda Laranas on November 3 & 5, 2020
 ② Letter of Ms. Sherryl Dalida to Atty. Jay for failure to log-out on October 28, 2020

11/03/20 { Certification Smart Cell # 09985931038 (Judge - July 31, 2020)
 PCD funds 11.5

TO HRD
 Oct 11/03/20 {
 ① Time record of Sir MC for October 2020 (signed)

{ ② LOPD skeleton Workforce Schedule

{ ③ Application for leave of Ms. Evelyn Del Rosario on November 3, 2020

TO HRD
 Jax { MEMO for the Manager, Administrative Services Department
 From: the Manager, CPOD
 Date: 04 November 2020
 Re: OPCB Ratings of Ms. Alvarez and Mr. Acheta

TO HRD
 Application for leaves of Mr. Alex Travis Alian on November 3 and 4, 2020

11/5/20 {
 11/5/20 {
 11/5/20 {
 11/5/20 {
 PR Webcam
 Speaker
 Headset

\$24,000

PR - Personal Ref
 2 Down Ref } \$27,000

PR - Wine Bottling Machine - \$19,000

Budget Realignment (\$27,000
 \$14,000)

	<p>To OCOO (MG Arsen) Project request of Mayor Noel B. Luisin re Funding for the Proposed opening - Concreting - Improvement of tourism road at Ligaya - Laurel Matini, Bontocas</p>
 11/07/2020 R. M. Arsen	<p>For ASD - AFS thru the Manager, ASD from CPD Subject : 2020 Performance Review and 2021 Performance Planning Date : 6 November 2020 Food allowance proposal for P75,000 -</p>
 11/10/2020 R. M. Arsen	<p>To : ASD From : The Manager, CPD Re : Office Work Schedule of Strategic Planning Division to Banks FOR OCOO Letter from Governor Quimbita - Dimaporo of La Union del Norte re Maranao Project located in Barangay Kazar, Tagoloan, La Union del Norte</p>
 11/11/2020 R. M. Arsen	<p>FOR OCOO Purchase Request of Webcam, Speaker and Headset for 21,000 -</p>
 11/11/2020 R. M. Arsen	<p>To HR Certification of guest Roll - Attendance</p>
 11/11/2020 R. M. Arsen	<p>To HR Application for leave of Atty Travis Allan Jr. for Nov 17, 18, 24 & 25, 2020</p>
 11/17/2020 R. M. Arsen	<p>To HR Application for leave of Sherryl Salida for Nov. 17, 2020</p>

11/17/20 { Application for leave (Ma. Kristina Salom)
 ① Nov 16-19, 2020 - SC

11/17/20 { HRSD ② Nov. 23-24, 2020 forced leave

11/18/20 { MISD <sup>rel n
a. sum
cine</sup> Reply Slip - MISD re Budget Mgt. Monitoring System

~~Scrap~~ to OCOO
 letter from chancellor Sukarno P. Tangkol re Construction of museum
 in Iligan City

11/18/20 { to HRD
 ① Attendance certification of Sir FR for Nov 17, 2020
 ② Attendance certification of Sir FR for Nov 5, 6 & 9, 2020

~~Scrap~~ 11/19/20 { to HRD
 ① Rapid Screening results of Belinda Laranga - Negative
 ② memo for the Manager, HSD

subject: request to WFH on SWF schedule

Date: November 18, 2020

③ capD skeleton workforce schedule
 ④ Application for leave of Bryan Caluya for 19 November 2020

to GSD

⑤ carpool / shuttle service for 23 - 26 November 2020
 ⑥ capD skeleton workforce schedule

11/23/2020 { to HRD
 ① Application for leave of Ezra Niceto Baeto on November 24, 2020

B

to GSD

① Shuttle service at 010 for December 2020

M
1/24/20

{ TO HRD

- (1) certificate of attendance of Ms. Anna Leah R. Bayot on Nov. 19, 2020
 (2) Application for leave of Frances Besitro V. Elemos on Nov. 4, 2020

C
1/24/2020

{ TO DCDO RECEIVING

- (3) Submission of documents for project proposal by Mayor Fritz Tastisnu, Alcantara, Cebu

1/24/20

AFS

1/24/2020

{ Memo for: The Praise Committee

from: the Head, Praise Committee Secretariat

Date: 09 Nov. 2020

CMW
1/25/2020

{ TO DCDO RECEIVING

- (1) For signature of DCDO, COPR OPCR July to December 2020

For 11.25.2020
1/25/2020

{ TO HRD

- (1) Attendance Certification of Sir FR for Nov. 24, 2020

P.C.M.W.
1/25/2020

{ TO DCDO

- (1) Time Record of Sir FR for the month of November 2020, for signature
of Ms. Michelle Morello

{ TO HRD

- (1) Attendance certification of Sir FR for Nov. 25, 2020

{ TO FSO ACOO-AMS

- (1) Disbursement Voucher (SF - 2020 - II - 6452) re Kilometer Check-up and repair
of Toyota Innova (SJS-272) amounting to ₱ 26,947.31 (Doc No. 188243)

1/26/2020

{ TO HRD

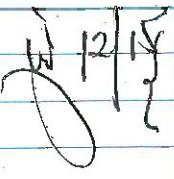
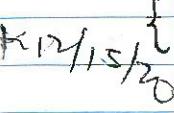
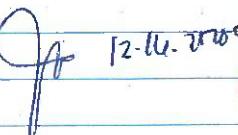
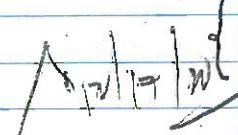
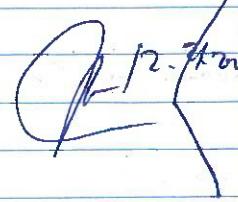
- (1) Application for leave of Ms. Belinda Larahay on December 10 & 17, 2020

HRSD X
1/26/2020

{ IPCR - Carmelita Zuniga (July-Dec. 2019)

<p><i>12/1</i></p>	<p>To HRO</p> <ul style="list-style-type: none"> ① Time record for November 2020 of Sir FR (signed by Ms. Alich) ② Application for leave of Ezra Nicole Barth for December 1 & 15, 2020 ③ Application for leave of Ma. Mercedes Lacion for December 3, 10, 15, 17, 22 & 29, ④ Application for leave of Sherry Balida for November 25, 2020 ⑤ Certificate of Attendance of Sir FR for 26 November 2020
<p><i>12/2</i></p>	<p>To PSD</p> <p>① MEMO</p> <p>For : PSD</p> <p>From : The Manager, COPD</p> <p>Subject : Reimbursement of Expenses (TPM-6C6 ₱ 9,535.85)</p> <p>Date : November 26, 2020</p> <p>Attachments ① Official Receipt ② Notice of Meeting ③ Attendance Sheet</p>
<p><i>12/2</i></p>	<p>To PSD</p> <p>① MEMO re : Reimbursement of Expenses (revised to ₱ 9,535.00)</p>
<p><i>12/3</i></p>	<p>To HRO</p> <p>① Application for leave of Ms. Belinda Lachas on December 7, 2020</p>
<p><i>12/7</i></p>	<p>To HRO</p> <p>① MEMO</p> <p>For : The Manager, PSD</p> <p>From : The Manager, COPD</p> <p>Subject : Treatment relative to the COVID-19 of Mr. Alex Travis Allan, Jr.</p> <p>Date : 7 December 2020</p> <p>Attachments ① Laboratory test result ② Medical Certificate from the City Gov't of Baguio Health Services Office ③ Quarantine Isolation Clearance</p>
<p><i>12/10</i></p>	<p>To COMDO</p> <p>① MEMO re Boracay Projects requested by GCG (for signature of Engr. Apurina)</p>

J Jan 12.10.2020	<p>To HRD</p> <p>(1) Application for leave of Ms. Melody Lejano on Dec 21, 22, 23, 28, 29, 2020</p>
12/10 AMS 12/10	<p>GDV - SF 2020 - 12-6913</p> <p>Francis Randy Hortclano</p> <p>P 9,535.00</p>
C/MY 12/14/20	<p>To AFS</p> <p>(1) 2022 Budget Estimates of COPD, for signature of Atty. Jay.</p>
Attnay 12/14/20	<p>To HRD</p> <p>(1) Application for leave of Ms. Kristina E. Salom on Dec. 16, 17, 21, 22, 23, 28, 29</p> <p>(2) Application for leave of Mr. Blaine P. Diaz on Dec. 23, 28</p>
Attnay 12/14	<p>To ASD</p> <p>(1) MEMO</p> <p>For: the manager, ASD</p> <p>From: the Manager, COPD</p> <p>Subject: Office Performance Commitment & Review (OPCR)</p> <p>Date: 14 December 2020</p>
CHIE 12/14/20	<p>To MISO</p> <p>(1) MEMO (Reply slip) re Online Document Management System (ODMS) user training on 16 December 2020 via MS Teams, 1 - 3 pm</p>
Ants 12/14/20	<p>To GSO</p> <p>(1) Petty Cash Voucher dated 14 November 2020 (P 496.00) Reimbursement of toll gates, REDI Easy trip and Auto Sweep</p>
JW 12/15	<p>To HRD</p> <p>(1) Letter of Ms. Lewi to Ms. Tosefina, the Manager HRSD re attendance for 10 Dec 2020</p> <p>(2) Certification for Attendance - Reralta, Biedelle Lycia</p> <p>(3) Application for leave of Atty. Jun Bechaya on Dec 21, 23, 28 (Tu)</p>

 <i>12/15</i>	<p>TO AFS</p> <p>(1) memorandum for the Praise Committee, Ms. Carmelita B. Zuniga (#45,000.00) for signature of Atty. Jay</p>
 <i>12/15/20</i>	<p>TO HRD</p> <p>(1) certification for attendance of our FR - December 3, 2020</p>
 <i>12/15/20</i>	<p>TO LEGO</p> <p>(1) IPCR of Ms. Anna Leah R. Bayot, January to June 2020</p>
<i>12-16-20</i>	<p>CADSD</p> <p>M. Lejanos leave application for Dec. 21, 22, 23 & 23, 2020 (Forced Leave) and Dec. 29, 2020 (Vacation Leave)</p>
 <i>Off 12-16-2020</i>	<p>TO HRD</p> <p>(1) memorandum</p> <p>For: the Manager, HRSD</p> <p>From: the COPO</p> <p>Subject: failure to access TIEA online Attendance form</p> <ul style="list-style-type: none"> - Ms. Evelyn Del Rosario on December 14, 2020 failure to login & logout!
 <i>12/17/20</i>	<p>TO LEGO</p> <p>(1) IPCR of Ms. Evelyn Del Rosario, January to June 2020</p> <ul style="list-style-type: none"> - for signature of Atty. Jay
 <i>12-17-20</i>	<p>TO HRD</p> <p>(1) Certification of satisfactory Rating of Ms. Peralta & Mr. Rollo for August to December 2020 for grant of PES (to Ms. Liezl)</p> <p>(2) Application for leave of Ms. Frances Desirree Etemos for December 22, 23, 28, 29 (B)</p> <p>(3) Application for leave of Ms. Sherry Dalida for December 21, 22, 23 (MC) 28, 29 (PL)</p> <p>(4) compensatory overtime certification of Ms. May Anne Abana for Sept 11 (DEC 23)</p> <p>(5) compensatory overtime certification of Ms. Lyka Peralta for Sept 11, 18 (DEC 23, 28)</p>

	TO HRD
fin 10/21	<p>① certificate of Attendance of Ms. Frances Elemos on December 15, 2020</p> <p>② Application for leave of Ms. Lyka Peralta for December 23, 28, 29 (MC)</p>
at pmt 10/21	<p>TO HRD</p> <p>① written justification of Ms. Kristina Salom with medical certificate</p>
Q4/20	<p>TO FSD</p> <p>① 2022 Budget estimates of corra signed by Atty. Joy</p>
10/26 12/22	<p>TO HRD</p> <p>① Application for leave of Ms. May Anne Akana for December 28, 29 (MC)</p>
(A) 12/21/20	<p>TO HRD</p> <p>① Application for leave of Mr. Bryan Caluya for December 23, 28, 29 (PL) (MC)</p>
	<p>TO: HRD</p> <p>IPCR for January to June 2020 of the following SPD employees:</p> <ul style="list-style-type: none"> 1. Anna Leah A. Bayot 2. Belinda D. Laranas 3. Evelyn A. Del Rosario 4. Frances Desinie V. Elemos 5. Sherryl M. Dalida 6. Ezra Nicole C. Basta
12/29/20 HRSD info plan	Certification of Ms. Leah Bayot - Attendance - Dec. 28, 2020

Things To Do:

SUN

TUE

WED

MON

- 26 / 27 AUGUST > 2020 Midterm Assessment & planning
 - 9 AM - Ms Teams / Zoom
 - * Multi-purpose Hall (mango)
 - * Technical Support (BSPD) * Motocycle 1 > Training Street 4 (Ms. Ong)
 - * Attendance (Prize) * Attendance Sheet & Gudhi
 - * Break (Mango) [4 Snacks] * Disposable Gloves
 - * Break (Mango) [2 Lunch] & Budget Training
 - * Materials (1) PES Guidebook (6cc) > email to all!
 - ✓ crucial ✓
 - ② POP 2017-2022
 - ③ New review as one plan
 - ✓ visit ✓
 - ④ Performance Scorecard
 - review) ⑤ Strategy brief
 - ✓ COC written ⑥ 1st & 2nd Qtr Accomplishment
 - ✓ direction / Report focus on 2021
 - ✓ interview)
 - ↳ must sent an invitation to COO , prior
 - rewards & recognition



24 SUBMISSION

23

25 COA - TIEZA EXIT Conference

28

29

26 26.20 Midterm ASSESSMENT X

27 2020 ASSESSMENT X

20 2021 Planning via MS Teams

21 2021 Planning via MS Teams

22 2021 Planning via MS Teams

23 2021 Planning via MS Teams

24 2021 Planning via MS Teams

25 2021 Planning via MS Teams

26 2021 Planning via MS Teams

27 2021 Planning via MS Teams

28 2021 Planning via MS Teams

29 2021 Planning via MS Teams

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Things to Do:

- 1. Print all receipts
- 2. Brighten up TIEZA office
- 3. Why not included in proj requirements?
- 4. Community stakeholders
- 5. Project briefers (complete)
- 6. Risk Evaluation
- 7. Report = Keynote
- 8. Checklist

OCTOBER

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- 1. 10 AM - 12 PM
Budget Training
(Gen. Watson) X
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Budget Training
via Zoom
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Things to Do:

SENATE HEARING

- Nov 16 - Dec 18
(Assumption)

Debtors' Law!

* Budget &
Senate Hearing

Secretary Formulation
via TMs

NBI Clearance
Meeting @ 2pm

Senate Hearing

2020 GSC
Opur Jiltoe

2019
- Opac &
GSC

2019 & 2020
JERD

TECD Sec
Assessment

- File Budget
for Covid

2019

MON

Nov 2-5
Reportorial
Secretary Formulation

10 Review
on comments

11 Brgy. 1st
Meeting

12 NBL Smtg.
Senate Hearing

13 NBL Smtg.
Senate Hearing

14 NBL Smtg.
Senate Hearing

TUE

1 NBI Clearance
Meeting @ 2pm

2 Senate Hearing

3 NBI Clearance
Meeting @ 2pm

4 NBI Clearance
Meeting @ 2pm

5 NBI Clearance
Meeting @ 2pm

6 NBI Clearance
Meeting @ 2pm

SUN

5 Rain day!
Second leg Michigan
3pm via Zoom

6 Board
Meeting via Teams
1pm to 4pm
(2020 PES Radio)
via FR

7 COPP v19
MS Teams open

8 Review
on comments

9 Rain day!
Second leg Michigan
3pm via Zoom

10 Review
on comments

WED

4 reading
TPEPS 1st thg
New Reality
Rain via
Zoom

5 Rain day!
Second leg Michigan
3pm via Zoom

6 Board
Meeting via Teams
1pm to 4pm
(2020 PES Radio)
via FR

7 COPP v19
MS Teams open

8 Review
on comments

9 Rain day!
Second leg Michigan
3pm via Zoom

SAT

10 Review
on comments

11 Review
on comments

12 4th Stepse
Corporate Governance
Forum 9-3:10pm
via Zoom

13 Review
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Things to Do:

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1	2 <u>Virtual Meet</u>	3	4	5	6	7	8	9	10 <u>Virtual intro session 104 into 2009 at 9am</u>	11	12	13	14	15	16 <u>ODMS seminar 1-3pm at 10am Team meeting via Teams at 10am</u>	17 <u>Consulting services CES with teams at 9am</u>	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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1	2	3	4	5	6	7 <u>Opening of Birds for CES Clean up NSTROMS</u>	8	9	10	11	12	13	14 <u>Project payload workshop (3 days) December 14 - 16</u>	15 <u>CDA Exit Conference 10-11am at 2022 budget + Estimates</u>	16	17	18	19	20	21 <u>Meeting with AGCDS at 10am</u>	22 <u>Virtual TIEZAW party at 1:30 pm 2020 GC6 - TPM Salutary</u>	23	24	25	26	27	28	29	30	31
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6th & 7th Floors Tower 1,
Double Dragon Plaza,
Macapagal Avenue, corner
EDSA Extension, 1302
Bay Area, Pasay City
Trunkline : 8-249-5900 to 79

Dashboard

UPLOADED FILE/S

153

**ARCHIVED FILE/S**

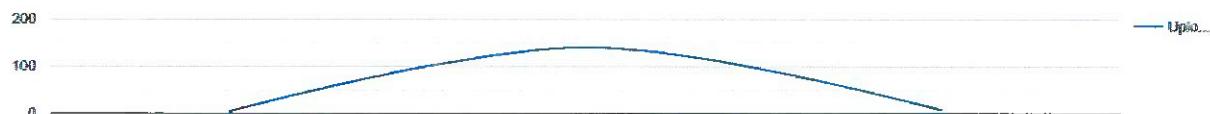
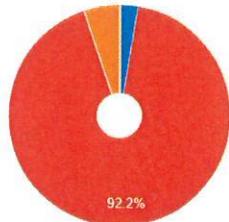
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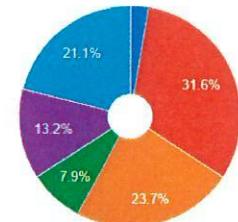
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**NUMBER OF USER/S**

4

**Number of Uploaded Files per Month****FILE TYPES****Type of Files Uploaded Percentage**

- Open to All
- Outgoing
- Restricted

STATUS**Type of Status Percentage**

- Completed
- For Review
- N/A
- On Going
- Pending
- Signed

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Management Information Systems Department.

Screenshot of 132 Files Uploaded to Online Document System from August to December 2020

COPD22122020-1590	COPD	Leave Form	Application for Leave on December 28 and 29, 2020_Abana, May Anne	2020-12-22 13:29:08	Outgoing	
COPD22122020-1589	COPD	Certification	Certificate of Attendance and Accomplishment_Elmos, Fraces Desiree_December 15, 2020	2020-12-22 13:17:54	Outgoing	
COPD22122020-1588	COPD	Leave Form	Application for Leave on December 23, 28 and 29, 2020_Peralta, Biechelle Lyka	2020-12-22 13:14:28	Outgoing	
COPD21122020-1586	COPD	OPCR	OPCR (January to June 2020) TAMD	2020-12-21 14:58:58	Outgoing	
COPD21122020-1585	COPD	--SELECT--	Performance Scorecard 2019 of BUDD	2020-12-21 14:54:48	Outgoing	
COPD21122020-1584	COPD	Certification	Certificate of Attendance and Accomplishment_Del Rosario, Evelyn_December 14, 2020	2020-12-21 14:52:58	Outgoing	

COPD21122020-1583	COPD	Leave Form	Application for Leave on December 21, 22, 23, 28 and 29, 2020_Lejano, Melody	2020-12-21 14:51:49	Outgoing	
COPD21122020-1582	COPD	--SELECT--	PERFORMANCE SCORECARD OF LEGD WITH 2020 QUARTERLY RATINGS	2020-12-21 14:46:21	Outgoing	
COPD21122020-1581	COPD	Certification	Certificate of Attendance and Accomplishment_Hortelano, Francis Randy_December 3, 2020	2020-12-21 14:39:46	Outgoing	
COPD21122020-1580	COPD	Certification	Application for Leave on December 21, 23 and 28, 2020_Bechayda, Jose	2020-12-21 14:38:36	Outgoing	
COPD21122020-1579	COPD	Certification	Certificate of Attendance and Accomplishment_Bayot, Anna Leah_December 10, 2020	2020-12-21 14:36:21	Outgoing	
COPD21122020-1578	COPD	Certification	Certificate of Attendance and Accomplishment_Peralta, Siechelle Lyka_December 14, 2020	2020-12-21 14:35:22	Outgoing	
COPD21122020-1577	COPD	Memo	MEMO for Praise Committee Re Retirement of Ms. Zuniga	2020-12-21 14:23:21	Outgoing	
COPD21122020-1576	COPD	Leave Form	Application for Leave on December 21, 22, 23, 28 and 29, 2020_Dalida, Shemyl	2020-12-21 14:17:54	Outgoing	
COPD15122020-1562	COPD N/A	Memo	MEMO to ASD Re OPCR Rating CY 2019 and First Semester of 2020	2020-12-15 09:34:05	Outgoing	
COPD15122020-1561	COPD N/A	Memo	REPLY SLIP to MISD Re ODMS Seminar on December 16, 2020	2020-12-15 09:32:13	Outgoing	
COPD15122020-1559	COPD N/A	--SELECT--	PERFORMANCE SCORECARD OF ASD CY 2020 FIRST QUATER	2020-12-15 09:23:29	Outgoing	
COPD15122020-1558	COPD N/A	Leave Form	Application for Leave on December 23 and 28, 2020_Dizon, Elaine	2020-12-15 09:21:28	Outgoing	
COPD15122020-1557	COPD N/A	Leave Form	Application for Leave on December 16, 17, 21, 22, 23, 28 and 29, 2020_Salon, Ma. Kristina	2020-12-15 09:20:30	Outgoing	
COPD15122020-1556	COPD N/A	Memo	MEMO for AFS Re Submission of 2022 Budget Estimates of CorPlan	2020-12-15 09:18:55	Outgoing	
COPD14122020-1554	COPD N/A	Leave Form	Application for Leave on December 21, 22, 23, 28 and 29, 2020_Lejano, Melody	2020-12-14 10:37:20	Outgoing	
COPD14122020-1551	COPD N/A	Memo	WORK INSTRUCTION of MISD	2020-12-14 10:13:57	Outgoing	
COPD14122020-1550	COPD N/A	OPCR	OPCR TARGETS July to December 2020 of COPD_Signed	2020-12-14 10:04:54	Outgoing	
COPD14122020-1549	COPD N/A	Memo	MEMO to HRD Re COVID-19 Treatment of Alex Travis Allan	2020-12-14 10:02:12	Outgoing	

COPD14122020-1548	COPD N/A	Leave Form	Application for Leave on December 3, 2020_Laranas, Belinda	2020-12-14 09:58:24	Outgoing	
COPD03122020-1526	COPD N/A	Reimbursement	Reimbursement of Expenses amounting to P9,535.35 for Technical Panel Meeting with GCG on November 26, 2020	2020-12-03 09:16:11	Outgoing	
COPD03122020-1525	COPD N/A	Leave Form	Application for Leave on November 25, 2020_Dalida, Sheryl	2020-12-03 09:12:39	Outgoing	
COPD03122020-1524	COPD N/A	Leave Form	Application for Leave on December 10 15 17 22 and 29, 2020_Lacson, Ma Mercedes	2020-12-03 09:10:43	Outgoing	
COPD03122020-1523	COPD N/A	Leave Form	Application for Leave on December 3, 2020_Lacson, Ma Mercedes	2020-12-03 09:07:42	Outgoing	
COPD03122020-1522	COPD N/A	Leave Form	Application for Leave on December 1 and 15, 2020_Basto, Ezra Nicole	2020-12-03 09:04:52	Outgoing	
COPD03122020-1521	COPD N/A	Certification	Certificate of Attendance and Accomplishment_Hortelano and Caluya_November 26, 2020	2020-12-03 08:46:01	Outgoing	
COPD26112020-1489	COPD N/A	Leave Form	Application for Leave on December 10 and 17, 2020_Laranas, Belinda	2020-11-26 15:21:25	Outgoing	
COPD26112020-1484	COPD N/A	Certification	Certificate of Attendance and Accomplishment_Hortelano, Francis Randy_November 23, 2020	2020-11-26 09:30:00	Outgoing	
COPD26112020-1483	COPD N/A	OPCR	OPCR TARGETS July to December 2020 of COPD	2020-11-26 09:28:51	Outgoing	
COPD26112020-1482	COPD N/A	Memo	MEMO Re ARTA August to September 2020	2020-11-26 09:25:45	Outgoing	
COPD03122020-1522	COPD N/A	Leave Form	Application for Leave on December 1 and 15, 2020_Basto, Ezra Nicole	2020-12-03 09:04:52	Outgoing	
COPD03122020-1521	COPD N/A	Certification	Certificate of Attendance and Accomplishment_Hortelano and Caluya_November 26, 2020	2020-12-03 08:46:01	Outgoing	
COPD26112020-1489	COPD N/A	Leave Form	Application for Leave on December 10 and 17, 2020_Laranas, Belinda	2020-11-26 15:21:25	Outgoing	
COPD26112020-1484	COPD N/A	Certification	Certificate of Attendance and Accomplishment_Hortelano, Francis Randy_November 23, 2020	2020-11-26 09:30:00	Outgoing	
COPD26112020-1483	COPD N/A	OPCR	OPCR TARGETS July to December 2020 of COPD	2020-11-26 09:28:51	Outgoing	
COPD26112020-1482	COPD N/A	Memo	MEMO Re ARTA August to September 2020	2020-11-26 09:25:45	Outgoing	

COPD26112020-1481	COPD N/A	Memo	MEMO Re ARTA March 2020	2020-11-26 09:23:46	Outgoing	
COPD26112020-1480	COPD N/A	--SELECT--	Request Form_Multipurpose Hall B or Conference Room for TPM on November 26, 2020	2020-11-26 09:21:53	Outgoing	
COPD26112020-1476	COPD N/A	Certification	Certificate of Attendance and Accomplishment_Hortelano, Francis Randy_November 25, 2020	2020-11-26 09:13:20	Outgoing	
COPD26112020-1475	COPD N/A	Time Record	Time Record_Hortelano, Francis Randy_November 2020	2020-11-26 09:11:25	Outgoing	
COPD25112020-1472	COPD N/A	OPCR	OPCR January to June 2020 of PEPD	2020-11-25 08:37:18	Outgoing	
COPD25112020-1471	COPD N/A	Memo	MEMO for Praise Committee Re Retirement of Ms. Salvacion	2020-11-25 08:32:57	Outgoing	
COPD25112020-1469	COPD N/A	Accomplishment Report	Accomplishment Report of Administrative Services Department (ASD) for 2nd Quarter of CY 2020	2020-11-25 08:26:42	Outgoing	
COPD25112020-1467	COPD N/A	--SELECT--	Performance Scorecard 2019 of ACOG-AMS (Quarterly Ratings)	2020-11-25 08:20:25	Outgoing	
COPD25112020-1466	COPD N/A	Memo	MEMO for All ACOG Department Managers - PEPD FISD TTAX ASDO MISD Cc OCOS Head Technical Assistant TAs Re 2021 Performance Scorecard	2020-11-25 08:16:42	Outgoing	
COPD25112020-1465	COPD N/A	--SELECT--	BSC 2019_TERD	2020-11-25 08:14:28	Outgoing	
COPD25112020-1463	COPD N/A	OPCR	OPCR TARGETS January to June 2020 of TERD	2020-11-25 08:12:58	Outgoing	
COPD25112020-1462	COPD N/A	OPCR	OPCR TARGETS July to December 2020 of TERD	2020-11-25 08:11:44	Outgoing	
COPD24112020-1460	COPD N/A	Leave Form	Application for Leave on November 24, 2020_Basto, Ezra Nicole	2020-11-24 10:16:52	Outgoing	
COPD24112020-1459	COPD N/A	--SELECT--	COPD December 2020 Shuttle Service Vehicle	2020-11-24 10:15:33	Outgoing	
COPD24112020-1458	COPD N/A	--SELECT--	BSC 2021_AMS_BUDD_OPED	2020-11-24 09:50:41	Outgoing	
COPD24112020-1457	COPD N/A	OPCR	OPCR TARGETS July to December 2020 of BUDD	2020-11-24 09:47:30	Outgoing	
COPD24112020-1456	COPD N/A	Certification	Certificate of Attendance and Accomplishment_Bayot, Anna Leah	2020-11-24 09:44:54	Outgoing	

COPD24112020-1455	COPD N/A	Leave Form	Application for Leave on November 4, 2020_Elemos, Frances Desiree	2020-11-24 09:43:38	Outgoing	
COPD24112020-1454	COPD N/A	--SELECT--	BSC 2020_AMS	2020-11-24 09:38:55	Outgoing	
COPD24112020-1453	COPD N/A	--SELECT--	BSC 2020_COMD	2020-11-24 09:37:52	Outgoing	
COPD17112020-1440	COPD	OPCR	OPCR TARGETS July to December 2020 of AEES Sector	2020-11-17 09:21:33	Outgoing	
COPD17112020-1439	COPD	--SELECT--	BALANCED SCORECARD 2021_Construction Management Department	2020-11-17 09:15:57	Outgoing	
COPD17112020-1438	COPD	Accomplishment Report	Accomplishment Report of Administrative Services Department (ASD) for 1st Quarter of CY 2020	2020-11-17 08:31:57	Outgoing	
COPD17112020-1437	COPD	--SELECT--	MANCOMM_Minutes of the Meeting on November 9, 2020	2020-11-17 08:26:50	Outgoing	
COPD17112020-1436	COPD	Leave Form	Application for Leave on November 17, 18, 24 and 25, 2020_Allan, Alex Travis Jr	2020-11-17 08:23:42	Outgoing	
COPD17112020-1435	COPD	Memo	MEMO for All ACOO Cc Head Technical Assistant Re ARANGKADA FORUM	2020-11-17 08:22:04	Outgoing	
COPD11112020-1432	COPD N/A	--SELECT--	COPD Skeleton Workforce Schedule as of November 10, 2020	2020-11-11 10:27:38	Outgoing	
COPD11112020-1431	COPD N/A	Memo	MEMO for The Manager, ASD Re Office Work Schedule of Strategic Planning Division (SPD) Talents	2020-11-11 10:26:33	Outgoing	
COPD10112020-1420	COPD N/A	OPCR	OPCR TARGETS (July to December 2020) of AEES Sector	2020-11-10 11:48:14	Outgoing	
COPD09112020-1410	COPD N/A	Memo	MEMO for ACOO-AFS Thru The Manager, ASD Re Food Allowance for 2020 Performance Review and 2021 Performance Planning	2020-11-09 10:37:06	Outgoing	
COPD04112020-1384	COPD N/A	--SELECT--	BALANCED SCORECARD 2021 of Construction Management Department (COMD)	2020-11-04 14:48:38	Outgoing	
COPD04112020-1379	COPD-MED N/A	Memo	MEMO for The Manager, ASD Re OPCR Rating dated 4 November 2020	2020-11-04 11:12:24	Outgoing	
COPD04112020-1378	COPD N/A	--SELECT--	Certificate of Attendance and Accomplishment_Dalida, Sherry_October 28, 2020	2020-11-04 11:04:00	Outgoing	
COPD04112020-1376	COPD-SPD N/A	Leave Form	Application for Leave on November 3, 2020_Del Rosario, Evelyn	2020-11-04 10:47:30	Outgoing	
COPD03112020-1371	COPD N/A	--SELECT--	MEMO FROM GCG Re Board Resolution of Recalibrated 2020 Performance Scorecard	2020-11-03 09:05:14	Outgoing	

COPD03112020-1370	COPD-SPD N/A	Leave Form	Application for Leave on November 3 and 5, 2020_Laranas, Belinda	2020-11-03 09:00:15	Outgoing	
COPD29102020-1369	COPD N/A	Time Record	Time Record_Hortelano, Francis Randy_October 2020	2020-10-29 11:05:24	Outgoing	
COPD29102020-1368	COPD N/A	Certification	Certificate of Attendance and Accomplishment_Hortelano, Francis Randy_October 28, 2020	2020-10-29 11:01:34	Outgoing	
COPD28102020-1367	COPD N/A	--SELECT--	2019 BALANCED SCORECARD of Office of the ACOO for Assets Management with Attachments	2020-10-28 15:55:29	Outgoing	
COPD28102020-1366	COPD N/A	--SELECT--	2020 BALANCED SCORECARD of TEZ Regulation Department, TEZ Assistance and Monitoring Department, TEZ Management Sector	2020-10-28 15:50:30	Outgoing	
COPD28102020-1365	COPD N/A	OPCR	OPCR (July to December 2019) of Tourism Enterprise Zone Regulation Department	2020-10-28 10:40:04	Outgoing	
COPD27102020-1363	COPD N/A	OPCR	OPCR with Ratings and Attachments (January to June 2020) ACOO-AMS Jetro Nicolas F. Lozada	2020-10-27 16:56:13	Outgoing	
COPD27102020-1362	COPD N/A	OPCR	OPCR (January to June 2020) ACOO-AMS Jetro Nicolas F. Lozada	2020-10-27 16:52:39	Outgoing	
COPD26102020-1355	COPD N/A	Office Order	Office Order No 079 2020 Regional Development Council RDC Endorsement shall now be part of the Documentary Requirements for Evaluation for the Selection of Tourism Infrastructure Projects	2020-10-26 10:49:14	Outgoing	
COPD26102020-1354	COPD N/A	--SELECT--	Annual Procurement Plan - Common Supplies and Equipment (APP-CSE) 2021 of COPD	2020-10-26 09:56:17	Outgoing	
COPD21102020-1342	COPD N/A	Accomplishment Report	Accomplishment Report of Financial Services Department (FSD) for 2nd Quarter of CY 2020	2020-10-21 10:26:38	Outgoing	
COPD21102020-1341	COPD N/A	Accomplishment Report	Accomplishment Report of Financial Services Department (FSD) for 1st Quarter of CY 2020	2020-10-21 10:25:39	Outgoing	
COPD21102020-1339	COPD N/A	Memo	Rehiring of Job Order Personnel from October to December 2020	2020-10-21 09:56:36	Outgoing	
COPD21102020-1338	COPD N/A	Memo	Rehiring of Job Order Personnel from July to September 2020	2020-10-21 09:55:17	Outgoing	
COPD21102020-1337	COPD N/A	--SELECT--	Skeletal Workforce Schedule for Shuttle Service Survey of COPD	2020-10-21 09:44:15	Outgoing	
COPD21102020-1336	COPD-SPD N/A	Leave Form	Application for Leave on October 19, 2020_Bayot, Anna Leah	2020-10-21 09:41:48	Outgoing	

COPD21102020-1334	COPD N/A	Memo	DCART Composition of COPD	2020-10-21 09:27:17	Outgoing	
COPD21102020-1333	COPD-SPD N/A	Memo	MEMO for All Assistant Chief Operating Officers Department and Division Managers Cc The Head Technical Assistant and OCOO Re 2020 Performance Review and 2021 Performance Planning dated 20 October 2020	2020-10-21 09:25:49	Outgoing	
COPD19102020-1332	COPD N/A	Memo	Department COVID-19 Active Response Team (DCART) of Corporate Planning Department (COPD) dated 14 October 2020	2020-10-19 15:33:58	Outgoing	
COPD19102020-1331	COPD N/A	Memo	Original Copy of MEMO for Approval of Revised Terms of Reference (TOR) for the Consulting Services for the Third-Party Customer Satisfaction Survey (CSS)	2020-10-19 15:28:56	Outgoing	
COPD15102020-1321	COPD N/A	--SELECT--	Audit Observation Form of Corporate Planning Department	2020-10-15 10:31:28	Outgoing	
COPD14102020-1319	COPD N/A	Certification	Certificate of Attendance and Accomplishment_Arcangel, Gerardo III_October 12, 2020	2020-10-14 10:24:23	Outgoing	
COPD13102020-1318	COPD N/A	Accomplishment Report	Office Performance Commitment and Review (OPCR) July to December 2019 of Project Evaluation and Planning Department (PEPD)	2020-10-15 10:33:41	Outgoing	
COPD13102020-1317	COPD N/A	Accomplishment Report	3rd Quarter Accomplishment Report of Assets Management Sector (AMS) for CY 2020	2020-10-13 16:30:05	Outgoing	
COPD13102020-1311	COPD N/A	Certification	Certificate of Attendance and Accomplishment_Dizon, Elaine_October 12, 2020	2020-10-13 09:32:58	Outgoing	
COPD12102020-1309	COPD N/A	Certification	Certificate of Availability of Funds for the Consulting Services for a Third-Party Customer Satisfaction Survey per PR #20-10-0286 dated October 5, 2020	2020-10-12 09:41:32	Outgoing	
COPD08102020-1305	COPD N/A	Memo	For OCOO RE: Request for Approval of Revised Terms of Reference (TOR) for the Consulting Services for the Third-Party Customer Satisfaction Survey (CSS)	2020-10-08 09:21:20	Outgoing	
COPD08102020-1304	COPD N/A	Memo	MEMO from ACOO-AMS RE: Submission of Quality Policy as Approved by the COO and AMS 2021 Balanced Scorecard	2020-10-08 09:11:20	Outgoing	
COPD08102020-1303	COPD N/A	Accomplishment Report	Performance Scorecard 2019 of Operations Department (Quarterly Ratings)	2020-10-08 09:02:21	Outgoing	
COPD08102020-1302	COPD N/A	OPCR	OPCR (July to December 2019) of Operations Department	2020-10-08	Outgoing	

COPD05102020-1297	COPD N/A	Certification	Certificate of Attendance and Accomplishment_Lejano, Melody_September 7, 2020	2020-10-05 15:22:47	Outgoing	
COPD05102020-1292	COPD N/A	Time Record	Time Record_Hortelano, Francis Randy_September 2020	2020-10-05 09:38:54	Outgoing	
COPD30092020-1281	COPD N/A	Memo	Memorandum for The Praise Committee_Ms. Herminigilda A. Sesma Cash Retirement Incentive	2020-09-30 12:40:02	Outgoing	
COPD24092020-1263	COPD N/A	Certification	Certificate of Attendance and Accomplishment_Dizon, Elaine_September 22, 2020	2020-09-24 17:33:18	Outgoing	
COPD22092020-1250	COPD	Memo	VPN Installation for Work from Home Set-up of Frances Desiree Elemos	2020-09-22 14:54:45	Outgoing	
COPD21092020-1242	COPD	Leave Form	Application for Leave on September 14, 2020_Dalida, Sherryl	2020-09-21 10:54:47	Outgoing	
COPD05102020-1297	COPD N/A	Certification	Certificate of Attendance and Accomplishment_Lejano, Melody_September 7, 2020	2020-10-05 15:22:47	Outgoing	
COPD05102020-1292	COPD N/A	Time Record	Time Record_Hortelano, Francis Randy_September 2020	2020-10-05 09:38:54	Outgoing	
COPD30092020-1281	COPD N/A	Memo	Memorandum for The Praise Committee_Ms. Herminigilda A. Sesma Cash Retirement Incentive	2020-09-30 12:40:02	Outgoing	
COPD24092020-1263	COPD N/A	Certification	Certificate of Attendance and Accomplishment_Dizon, Elaine_September 22, 2020	2020-09-24 17:33:18	Outgoing	
COPD22092020-1250	COPD	Memo	VPN Installation for Work from Home Set-up of Frances Desiree Elemos	2020-09-22 14:54:45	Outgoing	
COPD21092020-1242	COPD	Leave Form	Application for Leave on September 14, 2020_Dalida, Sherryl	2020-09-21 10:54:47	Outgoing	
COPD21092020-1241	COPD	Request for Overtime	Request for Authority to Render Overtime Services_Peralta, Rollo_September 18, 2020	2020-09-21 10:35:11	Outgoing	
COPD16092020-1231	COPD	Leave Form	Application for Leave on September 21, 2020_Caluya, Mikhael Bryan	2020-09-16 12:19:37	Outgoing	
COPD14092020-1218	COPD	Request for Overtime	Request for Authority to Render Overtime Services_Abana, Peralta, Rollo_September 11, 2020	2020-09-14 09:41:27	Outgoing	
COPD10092020-1217	COPD	Memo	Office Performance Commitment and Review (OPCR) July to December 2019	2020-09-10 16:16:13	Outgoing	
COPD10092020-1214	COPD	Memo	[FINAL] Recalibration of Targets in The 2020 Performance Scorecards with Attachment from GCG	2020-09-10 09:09:43	Outgoing	
COPD09092020-1213	COPD	Memo	[WITHDRAW] Office Performance Commitment and Review (OPCR) July to December 2019	2020-09-10 16:15:32	Outgoing	

COPD09092020-1212	COPD	Memo	[DRAFT] Recalibration of Targets in The 2020 Performance Scorecard	2020-09-10 08:18:34	Outgoing	
COPD08092020-1206	COPD-SPD	Leave Form	Application for Leave on September 10, 2020_Elemos, Frances Desiree	2020-09-08 10:55:16	Outgoing	
COPD07092020-1196	COPD Francis Randy J. Hortelano	Time Record	Time Record_Hortelano, Francis Randy_August 2020	2020-09-07 09:48:32	Outgoing	
COPD25082020-1169	COPD	Purchase Request	Purchase Request for Kilometer Check-up for Toyota Innova SJS-272 dated August 3, 2020	2020-08-25 09:35:24	Outgoing	
COPD24082020-1167	COPD	Certification	Certification of expenses incurred last Aug 18-19, 2020 for GCG-TIEZA Meeting	2020-08-24 15:43:37	Outgoing	
COPD24082020-1166	COPD Francis Randy J. Hortelano	Time Record	Time Record_Hortelano, Francis Randy_July 2020	2020-08-24 15:23:30	Outgoing	
COPD24082020-1161	COPD	Memo	Office Performance Commitment and Review (OPCR) July to December 2019	2020-09-10 16:17:00	Outgoing	

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Management Information Systems Department.

Prepared by:

BIECHELLE LYKA H. PERALTA
Secretary A

Noted by:

FRANCIS RANDY J. HORTELANO
Department Manager
Corporate Planning Department

NO.	PROJECT REQUEST	LOCATION	PROPONENT	AMOUNT	DATE ASSIGNED	DATE REPLIED
1	Various Projects and Facilities in the Municipality of Loreto, Province of Dinagat Islands	Loreto, Dinagat Islands	Mayor Doandre Bill Ladaga	09/15/20	09/22/20	
2	Improvements of Mangayaw Falls in Libacao, Aklan	Libacao, Aklan	Punong Brgy. Vivian A. Zolina	1,000,000.00	09/15/20	09/22/20
3	Demolition of the Existing Building of Construction of Tourism Assistance Center-Small	Sapián, Capiz	Mayor Arthur John H. Bifiás	222,160.26	09/25/20	09/29/20
4	Development and Improvement of the Municipal Town Plaza of Culasi, Antique	Culasi, Antique	Vice Mayor Bibiano A. Herco	09/25/20	09/29/20	
5	Restoration of San Sebastian Parish Church	Lumban, Laguna	Mayor Rolando G. Ubatay	09/25/20	09/29/20	
6	Ecotourism Park at Divilacan, Isabela	Divilacan, Isabela	Mayor Venturito C. Bulan	11,100,000.00	09/30/20	10/06/20
7	River Park, Riverfront in Brgy. Agao to Brgy. Leon Kidlat	Doongan, Butuan City	Mayor Ronnie Vicente C. Lagnada	09/30/20	10/06/20	
8	Street Light at Municipality of Silang, Cavite	Silang, Cavite	Mayor Socorro Rosario F. Poblete	10/05/20	10/06/20	
9	Road Beautification and Improvement of Gusi Peace Prize Avenue	Brgy. Calumpang Cerca, Indang, Cavite	Punong Brgy. Virgilio F. Fidel	25,000,000.00	10/05/20	10/06/20
10	Reprioritization of Projects in 1st District of Batangas	1st District, Batangas	Rep. Elenita Milagros Ermita-Buhain	10/13/20	10/13/20	
11	Renovation of South Cotabato Golf Clubhouse	Brgy. Paraiso, Koronadal City, South Cotabato	Engr. Hadji Khalil D. Sultan, MPA	9,000,000.00	10/14/20	10/15/20
12	1) Rehabilitation and Landscaping of Magsaysay Park; 2) Construction of View Deck and Park, Tower Area	1) Wao; 2) Brgy. Dialongana, Lanao del Sur	Rep. Ansarudin Abdul Malik A. Adlong	10/26/20	10/27/20	
13	Various Projects and Facilities in the Municipality of Lanao del Norte	Lanao del Norte	Regional Director Marie Elaine S. Unchuan	10/28/20	10/28/20	
14	Installation of Solar Street Lights Along Major Roads Leading to the Minor Basilica of Our Lady of The Rosary of Manaoag, Pangasinan	Manaoag, Pangasinan	Mayor Kim G. Amador	10/28/20	11/04/20	
15	Construction of Calabanga Municipal Heritage Museum Building	Camarines Sur	Vice Mayor Victor B. De Villa	10/28/20	11/04/20	
16	Restoration of Several Rice Terraces Inscribed by The UNESCO World Heritage Site	Hungduan, Kiangan, Mangyao, Ifugao	Vice Governor Glenn D. Prodenciano	10/28/20	11/04/20	

17	Provision of Equipment for the Mabini Community Hospital	Mabini, Batngas	Mayor Noel B. Luistro		10/29/20	11/04/20
18	Sagbayan Chocolate Hills Viewing Deck Tourism Center	Tagbilaran, Bohol	Governor Arthur C. Yap	11/03/20	11/04/20	
19	Road Construction Going ot Bosque Cave	Brgy. Villa Mendoza, Gumaca, Quezon	Mayor Webster D. Letargo	11/11/20	11/16/20	
20	Priority Projects for the 3rd District of Nueva Ecija FY 2022 Budget Preparation	3rd District, Nueva Ecija	Rep. Rosanna V. Vergara	11/23/20	11/25/20	
21	Gumaca Rizal Park	Gumaca, Quezon	Mayor Webster D. Letargo	11/25/20	11/25/20	
22	Construction of Museum Building in Iligan City (Mindanao State University Iligan Institute of Technology)	Iligan City	Chancellor Sukarno D. Tanggol	12/01/20	12/03/20	
23	Construction of Tubbataha Reef Ranger Stations, Research Module & Transportation	Puerto Princesa, Palawan	Governor Jose Ch. Alvarez	12/10/20	12/14/20	
24	Construction of View Deck & Giant Balungao Signage with Access Hiking Trail	Balungao, Pangasinan	Mayor Maria Theresa Rodriguez Peralta	12/15/20	12/17/20	
25	Tourism Development Plan & Road Map of the Province of Negros Oriental and the Municipalities of Dauin and Pampanga	Dumaguete City, Negros Oriental	Governor Roel Ragay Degamo	12/15/20	12/17/20	
26	Construction of Tourist Assistance Center Within the Vicinity of the Public Market	Brgy. Bil-loca, Batac, Ilocos Norte	Mayor Albert D. Chua	12/21/20	12/22/20	

Note: Copy of aforesited documents is available on file at the Corporate Planning Department

Prepared by:


BIECHELLE LYKA H. PERALTA
 Secretary A

Noted by:


FRANCIS RANDY J. HORTELANO
 Department Manager
 Corporate Planning Department



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15 September 2020

ALAN 1 B. ECLEO

Representative
Lone District, Dinagat Islands
Room 515, House of Representatives
Batasan Hills, 1126 Quezon City

Dear Representative Ecleo:

We hope this letter finds you in good health amid the current state of public health emergency.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

Furthermore, it is worth mentioning that due to global travel restrictions by reason of the COVID-19, there has been a significant decrease in the travel tax collection which adversely affects TIEZA's financial situation.

It is in this context that the TIEZA Board of Directors and TIEZA Management have issued an order suspending the implementation of certain Board-approved projects.

At present, TIEZA continues to accept requests but only for evaluation purposes. Once sufficient funding is available as determined by the Board, TIEZA shall prioritize the reinstatement of suspended projects, subject to its guidelines, and pursue the implementation of necessary infrastructure projects geared towards the recovery of our tourism sector.

Should you have further concerns and clarifications on this matter, you may contact us through our e-mail at corplan@tieza.gov.ph.

Rest assured TIEZA is continuously working with the government in addressing the COVID-19 global pandemic in our own way and will be exerting all efforts necessary, especially in the recovery period for the tourism sector.

Thank you.

Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department



CC: Atty. Edwin R. Enrile, Usec and Chief of Staff, DOT
Mayor Dcanire Bill Ladaga, Municipality of Loreto, Dinagat Islands



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15 September 2020

CARLITO S. MARQUEZ
Representative
1st District, Aklan
Rm. NW-212 House of Representatives
Batasan Hills, Quezon City 1126

Dear Representative Marquez:

We hope this letter finds you in good health amid the current state of public health emergency.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

Furthermore, it is worth mentioning that due to global travel restrictions by reason of the COVID-19, there has been a significant decrease in the travel tax collection which adversely affects TIEZA's financial situation.

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At present, TIEZA continues to accept requests but only for evaluation purposes. Once sufficient funding is available as determined by the Board, TIEZA shall prioritize the reinstatement of suspended projects, subject to its guidelines, and pursue the implementation of necessary infrastructure projects geared towards the recovery of our tourism sector.

Should you have further concerns and clarifications on this matter, you may contact us through our e-mail at corplan@tieza.gov.ph.

Rest assured TIEZA is continuously working with the government in addressing the COVID-19 global pandemic in our own way and will be exerting all efforts necessary, especially in the recovery period for the tourism sector.

Thank you.

Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

Cc: Atty. Edwin R. Enrile
Undersecretary and Chief of Staff, DOT
Hon. Vivian A. Zolina
Punong Barangay Guadalupe, Libacao, Aklan





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25 September 2020

ATTY. ARTHUR JOHN H. BIÑAS
Municipal Mayor
Office of the Municipal Mayor
Sapián, Province of Capiz 5806

Dear Mayor Biñas:

This is to acknowledge receipt of your letter dated 17 March 2020 received by this Office on 15 June 2020, requesting for additional funds for the demolition of an existing building in connection with the Project "Construction of Tourism Assistance Center-Small" in Sapián, Capiz.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "*Bayanihan to Heal as One Act*" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

Furthermore, it is worth mentioning that due to global travel restrictions by reason of the COVID-19, there has been a significant decrease in the travel tax collection which adversely affects TIEZA's financial situation.

It is in this context that the TIEZA Board of Directors and TIEZA Management have issued an order suspending the implementation of certain Board-approved projects.

At present, TIEZA continues to accept requests but only for evaluation purposes. Once sufficient funding is available as determined by the Board, TIEZA shall prioritize the reinstatement of suspended projects, subject to its guidelines, and pursue the implementation of necessary infrastructure projects geared towards the recovery of our tourism sector.

Should you have further concerns and clarifications on this matter, you may contact us through our e-mail at corplan@tieza.gov.ph.

Rest assured TIEZA is continuously working with the government in addressing the COVID-19 global pandemic in our own way and will be exerting all efforts necessary, especially in the recovery period for the tourism sector. Thank you.

Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department





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25 September 2020

BIBIANO A. HERCO
Municipal Vice Mayor and Presiding Officer
Sangguniang Bayan of Culasi
Office of the Sangguniang Bayan
Culasi, Antique 5708

Dear Vice Mayor Herco:

This is to acknowledge receipt of SB Resolution No. 288-2020 dated 2 March 2020 received by this Office on 16 June 2020, requesting funding assistance for the development and improvement of the Municipal Town Plaza of Culasi, Antique.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

Furthermore, it is worth mentioning that due to global travel restrictions by reason of the COVID-19, there has been a significant decrease in the travel tax collection which adversely affects TIEZA's financial situation.

It is in this context that the TIEZA Board of Directors and TIEZA Management have issued an order suspending the implementation of certain Board-approved projects.

At present, TIEZA continues to accept requests but only for evaluation purposes. Please find the attached TIEZA USB flashdrive containing the project kit templates and requirements, as easy reference.

Should you have further concerns and clarifications on this matter, you may contact us through our e-mail at corplan@tieza.gov.ph.

Rest assured TIEZA is continuously working with the government in addressing the COVID-19 global pandemic in our own way and will be exerting all efforts necessary, especially in the recovery period for the tourism sector. Thank you.

Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

encl: a/s





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[phone] (02) 8249-5900 loc. 710-711
[email] corplan@tieza.gov.ph
[website] www.tieza.gov.ph

25 September 2020

ROLANDO G. UBATAY
Municipal Mayor
Municipality of Lumban
Lumban, Laguna 4041

Dear Mayor Ubatay:

This is to acknowledge receipt of your letter dated 4 September 2020, endorsed by NHCP Chair Dr. Rene R. Escalante and received by this Office on 14 September 2020, requesting to fund the Proposed Restoration of San Sebastian Parish Church in Lumban, Laguna.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "*Bayanihan to Heal as One Act*" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Should you have further concerns and clarifications on this matter, you may contact us through our e-mail at corplan@tieza.gov.ph.

Rest assured TIEZA is continuously working with the government in addressing the COVID-19 global pandemic in our own way and will be exerting all efforts necessary, especially in the recovery period for the tourism sector. Thank you.

Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department



cc: Dr. Rene R. Escalante, Chairman, NHCP
Encl: a/s



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30 September 2020

VENTURITO C. BULAN
Municipal Mayor
Municipality of Divilacan
Province of Isabela 3335

Dear Mayor Bulan:

This is to acknowledge receipt of your letter dated 8 September 2020, endorsed by DOT-Cagayan Valley to our Office on 22 Sept. 2020, for TIEZA to grant one Ecotourism Park for Divilacan Municipality under the D.R.E.A.M.S program.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "*Bayanihan to Heal as One Act*" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

Cc: Fanibeth T. Domingo
OIC Regional Director
DOT Region 2, Carig, Tuguegarao City



encl: a/s



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30 September 2020

ENGR. RONNIE VICENTE C. LAGNADA
City Mayor
City of Butuan
J.P. Rosales Ave., Doongan, Butuan City 8600

Dear Mayor Lagnada:

This is to acknowledge receipt of your letter dated 18 September 2020, including SP Resolution 350-2020, received by this Office on 30 September 2020 requesting for funding of the Project (Proposed River Park, Riverfront) at Brgy. Agao to Brgy. Leon Kilat, Butuan City.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "*Bayanihan to Heal as One Act*" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department





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5 October 2020

SOCORRO ROSARIO F. POBLETE

Municipal Mayor

2nd Flr., Municipal Hall Bldg., Plaza Libertad
J.P. Rizal St., Brgy. Poblacion 2, Silang, Cavite 4118

Dear Mayor Poblete:

This is to acknowledge receipt of your letter dated 15 September 2020, including a copy of The International School of Sustainable Tourism (ISST) Presentation for Mayor Emilia Lourdes Poblete, received by this office on 5 October 2020 requesting for funding for Street Light at Municipality of Silang, Cavite

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Thank you.

Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department





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5 October 2020

VIRGILIO F. FIDEL

Punong Barangay
Brgy. Hall, Brgy. Calumpang Cerca
Indang, Cavite 4122

Dear Punong Barangay Fidel:

This is to acknowledge receipt of your letter dated 19 September 2020, including SB Resolution No. 20 S. 2020, received by this office on 5 October 2020 requesting for funding for the Road Beautification and Improvement of Gusi Peace Prize Avenue at Brgy. Calumpang Cerca, Indang, Cavite amounting to PhP25,000,000.00.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Thank you.

Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

Cc: Hon. Jesus Crispin C. Remulla
Representative, 7th District





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13 October 2020

ELENITA MILAGROS ERMITA-BUHAIN

Representative

1st District, Batangas
Room 102 SW Bldg, House of Representatives
Batasan Hills, Quezon City 1126

Dear Representative Ermita-Buhain:

This is to acknowledge receipt of your letter dated 28 September 2020 received by this Office on 7 October 2020, requesting the Authority to include in reprioritization of projects those of the First District of Batangas particularly roads and support infrastructures for tourism destinations in the towns of Nasugbu, Lian and Calatagan.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

Encl: a/s





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14 October 2020

FERDINAND L. HERNANDEZ

Representative

2nd District, South Cotabato
House of Representatives
South Wing Annex 409, Batasan Hiils
Quezon City 1126

Dear Representative Hernandez:

This is to acknowledge receipt of your letter dated 2 October 2020, including the attached plans, program of work and budget cost, received by this office on 14 October 2020 requesting for funding for the proposed renovation of South Cotabato Golf Clubhouse at Brgy. Paraiso, Koronadal City, South Cotabato amounting to PhP 9,000,000.00.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Thank you.

Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

Cc: Bernadette Romulo-Puyat, DOT Secretary





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26 October 2020

ANSARUDDIN ABDUL MALIK A. ADIONG

Representative

1st District, Lanao Del Sur
Room 113 NW Bldg, House of Representatives
Batasan Hills, Quezon City 1126

Dear Representative Adiong:

This is to acknowledge receipt of your letter dated 28 September 2020, endorsed by DOT Usec. Edwin R. Enrile, and received by this Office on 26 October 2020, requesting the inclusion of the following priority tourism projects in DOT's FY 2021 Budget: a) Rehabilitation and Landscaping of Magsaysay Park, Wao, Lanao del Sur; and b) Construction of View Deck and Park, Tower Area, Brgy. Dialongana, Marantao, Lanao del Sur.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "*Bayanihan to Heal as One Act*" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

Cc: Edwin R. Enrile, Undersecretary, DOT
Encl: a/s





Biechelle Lyka Peralta <biechelle.lyka@gmail.com>

Fwd: DOT-X Infrastructure Project Requests - Endorsement Letters

Francis Randy Hortelano <corplan@tieza.gov.ph>

Wed, Oct 28, 2020 at 5:02 PM

To: Jonathan Gesta <jones.dot10@gmail.com>

Cc: Ocoo <ocoo@tieza.gov.ph>, TIEZA Corplan <tiezacorplan@gmail.com>

Dear Jonathan,

As discussed over the phone, we will appreciate receiving the additional documentary requirements, in addition to the submitted DOT RD Endorsement, from the proponents.

We will appreciate it very much if you could facilitate submission of the following documents for evaluation purposes of TIEZA:

- 1) Letter Request
- 2) Sangguniang Resolution
- 3) Project Proposal
- 4) Proof of Government Ownership
- 5) Conceptual Plan

Please feel free to reach us should you need more information or clarification. Thank you so much for your assistance.

Sincerely,

FRANCIS RANDY HORTELANO

Department Manager, Corporate Planning Department

[Quoted text hidden]



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28 October 2020

KIM G. AMADOR
Municipal Mayor
Municipality of Manaoag
Province of Pangasinan

Dear Mayor Amador:

This is to acknowledge receipt of your letter dated 2 September 2020, endorsed by DOT Undersecretary Edwin R. Enrile, and received by this Office on 27 October 2020 requesting financial assistance for the Installation of Solar Streetlights along major roads leading towards the Minor Basilica of our Lady of the Rosary of Manaoag, Pangasinan.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "*Bayanihan to Heal as One Act*" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Department Manager
Corporate Planning Department

Encl: a/s





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28 October 2020

VICTOR B. DE VILLA
Vice Mayor & Presiding Officer
Office of the Sangguniang Bayan
Municipality of Calabanga
Camarines Sur 4405

Dear Vice Mayor De Villa:

This is to acknowledge receipt of Resolution No. 2020-288, endorsed by Sangguniang Bayan Secretary Rey A. Hernandez and received by this Office on 27 October 2020, requesting funding for the construction of Calabanga Municipal Heritage Museum Building.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Should you have further concerns and clarifications on this matter, you may contact us through our e-mail at corplan@tieza.gov.ph.

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Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

Encl: a/s





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28 October 2020

GLENN D. PRUDENCIANO
Vice-Governor and Presiding Officer
Office of the Sangguniang Panlalawigan
Capitol, Lagawe, Ifugao 3600

Dear Vice-Governor Prudenciano:

This is to acknowledge receipt of Resolution No. 2020-253, endorsed by Sangguniang Secretary Miguel B. Dimalnat, Jr. and received by this Office on 27 October 2020, requesting funding for the restoration of the rice terraces inscribed by the UNESCO World Heritage Site in the municipalities of Hungduan, Kangan & Mayoyao.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "*Bayanihan to Heal as One Act*" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department



Encl: a/s



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28 October 2020

NOEL B. LUISTRO
Municipal Mayor
Municipality of Mabini
Mabini, Batangas 4202

Dear Mayor Luistro:

This is to acknowledge receipt of your letter dated 17 September 2020, endorsed by DOT Undersecretary Edwin R. Enrile, and received by this Office on 27 October 2020, requesting the provision of various medical equipment for the Mabini Community Hospital in Mabini, Batangas in connection with House Bill No. 7408 proposing the conversion of said hospital into a Level 1 Tourism Specialty Hospital.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "*Bayanihan to Heal as One Act*" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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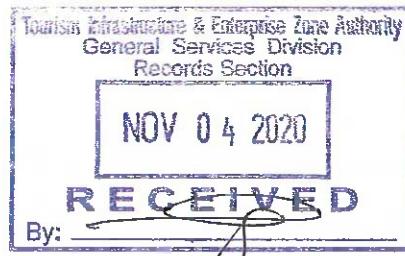
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Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

Cc: Edwin R. Enrile, Undersecretary, DOT
Encl: a/s





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3 November 2020

ARTHUR C. YAP
Governor
Province of Bohol
Tagbilaran City, Bohol 6300

Dear Governor Yap:

This is to acknowledge receipt of your letter dated 18 June 2020, received by this Office on 3 November 2020, requesting funding assistance for the Sagbayan Chocolate Hills Viewing Deck Tourism Center Construction Project as endorsed by the Sangguniang Panlalawigan through Resolution No. 2020-406.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Should you have further concerns and clarifications on this matter, you may contact us through our e-mail at corplan@tieza.gov.ph.

Rest assured TIEZA is continuously working with the government in addressing the COVID-19 global pandemic in our own way and will be exerting all efforts necessary, especially in the recovery period for the tourism sector. Thank you.

Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department



Cc: Dionisio Victor A. Balite, Acting Vice Governor & SP Presiding Officer, Bohol Province
Encl: a/s



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corplan@tieza.gov.ph
www.tieza.gov.ph

11 November 2020

WEBSTER D. LETARGO
Municipal Mayor
Gumaca Municipal Hall
Rizal St., Brgy. Pipisik (Pob.)
Gumaca, Quezon 4306

Dear Mayor Letargo:

This is to acknowledge receipt of Resolution No. 537-2020 and a copy of Cave Assessment Report, endorsed by Sangguniang Bayan Secretary Mary Dovie C. Arcaya-Po and received by this Office on 5 November 2020, requesting funding for the construction of Road going to Bosque Cave in Brgy. Villa Mendoza, Gumaca, Quezon.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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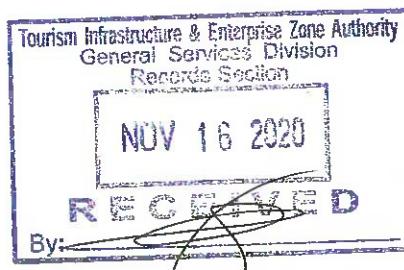
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Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

Encl: a/s





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23 November 2020

ROSANNA V. VERGARA
Representative
3rd District, Nueva Ecija
Rm. NW-313, House of Representatives
Batasan Hills, Quezon City 1126

Dear Representative Vergara:

This is to acknowledge receipt of your letter dated 13 November 2020 and a copy of Project Forms by National Economic and Development Authority Regional Office 3, received by this Office on 23 November 2020, submitting documents regarding the Priority Projects for the Third District of Nueva Ecija FY 2022 Budget Preparation.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Thank you.

Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department



Cc: Director Carolina D. Uy, Regional Director, DOT-Region III
Director Agustin C. Mendoza, Vice-Chairperson, Regional Development Council III



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25 November 2020

WEBSTER D. LETARGO
Municipal Mayor
Gumaca Municipal Hall
Rizal St., Brgy. Pipisik
Gumaca, Quezon 4307

Dear Mayor Letargo:

This is to acknowledge receipt of Resolution No. 536-2020, endorsed by Sangguniang Bayan Secretary Mary Dovie C. Arcaya-Po and received by this Office on 25 November 2020, requesting funding relative to the Gumaca Rizal Park in Gumaca, Quezon.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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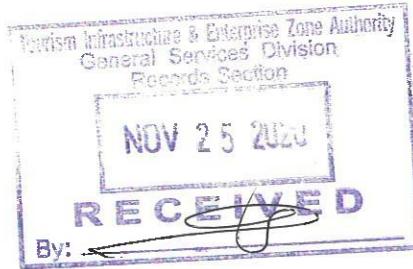
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Thank you.

Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

Encl: a/s





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18 November 2020

SUKARNO D. TANGGOL
Chancellor
MSU-IIT Manila Information & Liaison Office
12th Floor G.E. Antonio Bldg.
T.M. Kalaw Ave. Cor. J. Bocobo St. Ermita, Manila 1000

Dear Chancellor Tanggol:

This is to acknowledge receipt of your letter dated 30 October 2020 and a copy of Deed of Donation received by this Office on 18 November 2020, requesting for technical and financial assistance for the construction of Museum Building in Iligan City.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Thank you.

Sincerely,

Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

Encl: a/s

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10 December 2020

JOSE CH. ALVAREZ
Provincial Governor of Palawan
Office of the Governor
Palawan Provincial Capitol, Fernandez St.
Puerto Princesa, Palawan 5300

Dear Governor Alvarez:

This is to acknowledge receipt of Endorsement Letter of Usec. Atty. Edwin R. Enrile dated 30 October 2020 and received by this Office on 9 December 2020, requesting funding for the Completion of the Construction of Tubbataha Reef Ranger Stations, Research Module & Transportaion amounting Php112,000,000.00.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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Thank you.

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Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

Cc: Atty. Edwin R. Enrile, Undersecretary and Chief of Staff, DOT





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15 December 2020

MARIA THERESA RODRIGUEZ PERALTA

Municipal Mayor
Municipality of Balungao
2/F Municipal Building
Balungao, Pangasinan 2442

Dear Mayor Peralta:

This is to acknowledge receipt of your letter dated 3 December 2020 and a copy of SB Resolution No. 2020-355, received by this Office on 15 December 2020, requesting funding for the Construction of View Deck and Giant Balungao Signage with Access Hiking Trail.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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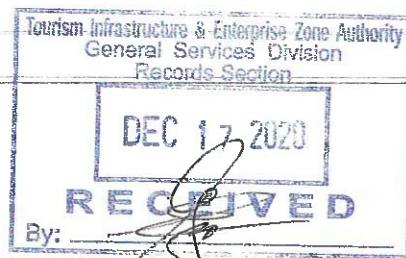
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15 December 2020

ROEL RAGAY DEGAMO
Provincial Governor of Negros Oriental
Office of the Governor
Provincial Capitol
Dumaguete City, Negros Oriental 6200

Dear Governor Degamo:

This is to acknowledge receipt of your letter addressed to the DOT Secretary, endorsed to TIEZA by Usec. Atty. Edwin R. Enrile, and received by this Office on 15 December 2020 requesting funding for the Tourism Development Plan and Road Map of the Province of Negros Oriental and the Municipalities of Dauin and Pamplona.

We would like to respectfully inform you that in accordance with the thrust of Republic Act No. 11469 or the "Bayanihan to Heal as One Act" to pool and allocate funds for the mitigation and containment of COVID-19, and to support programs for recovery, rehabilitation, and provision of safety nets to affected sectors, TIEZA has remitted Twelve Billion Pesos (P12.0 Billion) of its funds to the Bureau of Treasury on 6 April 2020.

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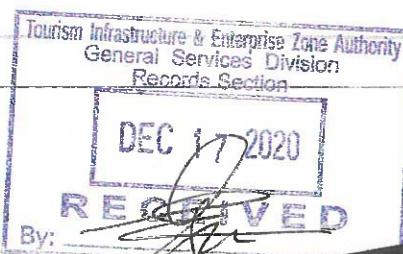
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21 December 2020

ALBERT D. CHUA
Municipal Mayor
Municipality of Batac
2/F Batac City Hall, Washington St.
1-S Valdez, Batac City, Ilocos Norte 2906

Dear Mayor Chua:

This is to acknowledge receipt of your letter received by this Office on 21 December 2020, submitting the pertinent documents required for evaluation of the proposed Construction of the Tourist Assistance Center (TAC) within the Vicinity of the Public Market at Barangay Bil-loca amounting to Php 6,000,000.00. To wit:

1. Sangguniang Panlungsod Resolution No. 5SP 2020-362
2. Project Proposal
3. Tourism Attraction Visitor Record
4. Tourist Arrival Visitor Record
5. Tax Declaration of Real Property
6. Floor Plan

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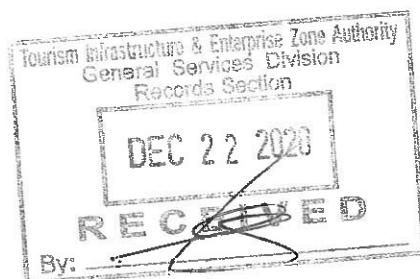
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Pasay City 1308

- (+63) 9985390162
- (+632) 249-5986 Loc. 713/714
- bacsecretariat@tieza.gov.ph
- www.tieza.gov.ph

MEMORANDUM

For : All Department, Sector and Unit Heads
Tourism Infrastructure and Enterprise Zone Authority

From : The Chairman
Bids and Awards Committee

Subject : Annual Procurement Plan—Common-use Supplies and Equipment (APP CSE) 2021

Date : 05 October 2020

In compliance with the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring Memorandum Circular No. 2020-1 dated 02 June 2020 and the 2016 Revised Implementing Rules and Regulations (IRR) of R. A 9184, all departments, sectors and units are directed to submit to the BAC Secretariat their respective Annual Procurement Plan—Common-use Supplies and Equipment (APP-CSE) 2021 on or before 30 October 2020.

End-user units are advised to download the APP-CSE 2021 forms using this link: <http://www.psphilgeps.gov.ph/home/index.php/downloads>. (Search for Annual Procurement Plan Annual Procurement Plan—Common-use Supplies and Equipment (APP-CSE) 2021 Form)

Further, end-user units are enjoined to submit a signed hard copy to the Office of the BAC Secretariat and a soft copy, in Excel file to bacsecretariat@tieza.gov.ph on or before the above-mentioned deadline.

For your appropriate action.

Thank you.

ENGR. NESTOR M. DOMALANTA

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Services (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit it in order to purchase CSEs from the PS. Consistent with DOH Circular No. 2018-10 dated November 8, 2018 , the APP-CSE shall serve as the agency's APP for all its CSE requirements. Items in the template has been arranged in accordance with UNISPEC coding and this is in preparation for integration of the APP-CSE template in the Mediterranean Government Electronic Procurement System (NGEPS).

Instructions:

1. Download the wordsheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph.
2. Verify the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should revise the template.
5. An APP-CSE is considered incorrect or invalid if:
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template.
6. Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on the last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
 - a. Saved using this format: APP2021_Name of Agency_CSE 2021.
 - b. Printed and signed by the Agency Property Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. This file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarifications, agencies may call the Marketing and Sales Division of the Procurement Services at telephone no.8-259-63100; 8259-6480 Local 8005-8010

Note: Consistent with Memorandum Circular No. 2020-1 dated 02 June 2020, issued by AGO, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: CORPORATE PLANNING DEPARTMENT
Region: NATIONAL CAPITAL REGION (NCR)
Address: 27TH FLOOR, TOWER 1, DOUBLE BRONX PLAZA,
MAGNALEAGUE COR., EDSA EXT., BAYAREAS, PASAY CITY

Name & Specific Items	Unit of Measure	Monthly Quantity Requirement												Total Amount Price Catalogue	Total Quantity for the year	Price Catalogue	Qty Allocated	Total Amount for the year	
		Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount	Oct	Nov	Dec			
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																			
Plastic Discik Pest Repellents	bottle	1	0	0	1	139.36	1	0	0	1	139.36	1	0	0	1	139.36	4.00	139.36	
1. 1015105-IN-001 INSECTICIDE, aerosol spray, net contents: 600ml min	cans	1	0	0	1	10.448.67	23	23	23	23	69	10.448.67	23	23	23	69	10.448.67	276.00	151.47
Perfumes or colognes or fragrances	bottle	23	23	69	10.448.67	23	23	69	10.448.67	23	23	69	10.448.67	23	23	69	10.448.67	41794.60	352.44
2. 5131626-HS-SD1 HAND SANITIZER, 500 ml	bottle	23	23	69	10.448.67	23	23	69	10.448.67	23	23	69	10.448.67	23	23	69	10.448.67	276.00	151.47
Alcohol or acetone based antiseptics	bottle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	43.58
3. 10191601-AL-ED1 ALCOHOL, ethyl, 85%-75%, scented, 500ml (500ml)	bottle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
4. 10191601-AL-ED2 ALCOHOL, ethyl, 85%-75%, scented, 500ml (500ml)	gallon	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
5. 51671901-AL-001 ALCOHOL, isopropyl, 65%-75%, 500ml (500ml)	bottle	23	23	69	3.007.92	23	23	69	3.007.92	23	23	69	3.007.92	23	23	69	3.007.92	276.00	151.47
6. 51671901-AL-002 ALCOHOL, isopropyl, 65%-75%, scented, 3.75L liters	gallon	3	3	9	4.695.00	3	3	9	4.695.00	3	3	9	4.695.00	3	3	9	4.695.00	36.00	45.58
7. 51671502-PD-001 Povidone iodine, 10 % solution, 1L ml	gallon	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
COLOR COMPOUNDS AND DISPERSIONS	bottle	1	0	0	1	31.52	1	0	0	1	31.52	1	0	0	1	31.52	4.00	31.52	
8. 12111702-SC-001 STAMP PAD 35%, purple or violet, 50ml (min)	bottle	1	0	0	1	31.52	1	0	0	1	31.52	1	0	0	1	31.52	4.00	31.52	
FILMS																		125.00	
9. 13111203-AC-001 ACETATE, thickness: 0.075mm mils (gauges #3)	roll	0	0	1	1	847.82	0	0	1	1	847.82	0	0	1	1	847.82	4.00	847.82	
10. 13111204-CP-001 CARBON FILM, 1P, black, size: 210mm x 257mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2391.00	
11. 13111205-CP-002 CARBON FILM, 1P, black, size: 215mm x 326mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	
PAPER MATERIALS AND PRODUCTS																		167.44	
12. 14111502-CA-001 CARTRIDGE, standard sizes	pack	2	0	0	2	157.44	0	0	0	0	0.00	0	0	0	0	0.00	2.00	63.72	
13. 14111506-CF-111 CONTINUOUS FORM, 1PLY, 280 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	882.35	
14. 14111506-CF-112 CONTINUOUS FORM, 1PLY, 280 x 278mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	

133	441231154-PC-GB1	PAPER CLIP, WIRE/plastic, cost: length: 32mm min	box	2	2	6	46.56	2	2	2	6	46.56	2	2	6	46.56	24.01	7.76	
134	441231054-PC-J02	PAPER CLIP, WIRE/plastic, cost: length: 30mm min	box	2	2	6	102.84	2	2	6	102.84	2	2	6	102.84	24.00	17.14	187.24	
135	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	6	0	6	124.74	6	0	6	124.74	6	0	6	124.74	6	0	6	124.74
136	44122037-GB-P10	RUNG BINDER, plastic, 32mm, 84 pages	bundle	4	0	4	959.16	4	0	4	959.16	4	0	4	959.16	4	0	4	959.16
137	44121011-RU-001	RUBBER BAND, 20mm min by 100m length (#48)	box	1	0	1	109.50	1	0	1	109.50	1	0	1	109.50	1	0	1	109.50
138	44121603-SP-F01	STAMP PAD, PEI, base dimension: 50mm x 300mm min	piece	1	1	3	104.95	1	1	3	104.95	1	1	3	104.95	1	1	3	104.95
139	44121612-CH-I01	CUTTER BLADE, kit, heavy duty, cutter	piece	1	0	1	14.82	1	0	1	14.82	1	0	1	14.82	1	0	1	14.82
140	44121612-CH-N01	CUTTER KNIFE, for general purpose	piece	1	0	1	33.43	1	0	1	33.43	1	0	1	33.43	1	0	1	33.43
141	44103205-DF-M01	DATING AND STAMPING MACHINE, heavy duty	piece	2	0	2	907.92	0	0	0	907.92	0	0	0	907.92	0	0	0	907.92
142	44121615-PS-M01	PENCIL SHARPENER, manual, single blade model	piece	1	0	1	262.80	0	0	0	262.80	0	0	0	262.80	0	0	0	262.80
143	44121602-PU-J01	FINGER, paper, heavy duty, with two hole guides	pieces	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
144	44121615-SS-J01	SENSORS, symmetrical, basal length: 65mm min	pair	6	0	6	243.36	0	0	0	243.36	0	0	0	243.36	0	0	0	243.36
145	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples/min	piece	6	0	6	1,060.80	0	0	0	1,060.80	0	0	0	1,060.80	0	0	0	1,060.80
146	44121612-ST-B01	STAPLER, BINGER TYPE, heavy duty, desktop	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
147	44121612-ST-R01	STAPLE REMOVER, PLIER TYPE	piece	6	0	6	149.40	0	0	0	149.40	0	0	0	149.40	0	0	0	149.40
148	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	pieces	1	0	1	64.20	0	0	0	64.20	0	0	0	64.20	0	0	0	64.20
149	44101602-PB-H01	BINDING AND PUNCHING MACHINE, Binding cap: 50mm	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
150	44101607-CX-C01	CALCULATOR, compact, 12 digits	unit	3	0	3	1,040.55	0	0	0	1,040.55	0	0	0	1,040.55	0	0	0	1,040.55
151	44101214-PR-M01	FASSILITE MACHINE, green thermal paper	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
152	44101603-PR-H01	PAPER TRIMMER/CUTTING MACHINE, thick paper size: 84	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
153	44101603-SP-H01	PAPER SHREDDER, cutting width: 35mm-45mm (Entry Level)	unit	1	0	1	5,699.20	0	0	0	5,699.20	0	0	0	5,699.20	0	0	0	5,699.20
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																			\$699.10
154	4410109-BR-H05	DRUM CART, BROTHER DR-3455	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
155	44101301-BR-B04	INK CART, BROTHER LC67B, Black	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
156	44101305-BR-S05	INK CART, BROTHER LC677H/C, Black	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
157	44101305-BR-D05	TONER CART, BROTHER QX-55CL, high yield 3000 pages	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
158	44101305-BR-B16	TONER CART, BROTHER TN-456 BLACK, high yield 6500	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
159	44101303-BR-C03	TONER CART, BROTHER TN-456 CYAN, high yield 6500	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
160	44101405-BR-M03	TONER CART, BROTHER TN-456 MAGENTA, high yield 6500	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
161	44101103-BR-T03	TONER CART, BROTHER TN-456 YELLOW, high yield 6500	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
162	44101303-SK-B03	TONER CART, SAMSUNG ML-D2850B, Black	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
163	44101105-CX-C04	INK CART, CANON CL-741, Cya.	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
164	44101105-CA-C02	INK CART, CANON CL-811, Color	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
165	44101305-CA-B04	INK CART, CANON PG-740, Black	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
166	44101305-CA-B02	INK CART, CANON PG-740, Black	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
167	44101305-EP-C17	INK CART, EPSON C13T654010 (T6541), Black	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
168	44101305-EP-C17	INK CART, EPSON C13T654020 (T6542), Cyan	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
169	44101305-EP-M17	INK CART, EPSON C13T654030 (T6543), Magenta	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
170	44101305-EP-Y17	INK CART, EPSON C13T654040 (T6544), Yellow	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
171	44101305-EP-B40	INK CART, HP CP4525A, Black	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
172	44101305-HP-T40	INK CART, HP CE743A (HP82) Tri-color	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
173	44101305-HP-B09	INK CART, HP CE744A (HP83) Cyan	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
174	44101305-HP-T10	INK CART, HP CE745A (HP83) Magenta	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
175	44101305-HP-T20	INK CART, HP CE746A (HP83) Yellow	cart	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00

Line	Description	Quantity	Unit	Unit Price	Ext. Price
1	Common Household Supplies	0	ea	0.00	0.00
2		0	ea	0.00	0.00
3		0	ea	0.00	0.00
4		0	ea	0.00	0.00
5		0	ea	0.00	0.00
6		0	ea	0.00	0.00
7		0	ea	0.00	0.00
8		0	ea	0.00	0.00
9		0	ea	0.00	0.00
10		0	ea	0.00	0.00
11		0	ea	0.00	0.00
12		0	ea	0.00	0.00
13		0	ea	0.00	0.00
14		0	ea	0.00	0.00
15		0	ea	0.00	0.00
Office Equipment and Accessories					
1	Universal Refrigerator, Single door	1	ea	5,495.00	5,495.00
2	Refrigerator, 2 Door	1	ea	18,345.00	18,345.00
3	Computer Speaker	1	ea	437.00	437.00
4	Computer Webcam	1	ea	599.00	599.00
5	Headset (Noise Cancelling)	1	ea	22,076.00	22,076.00
6		0	ea	0.00	0.00
7		0	ea	0.00	0.00
8		0	ea	0.00	0.00
9		0	ea	0.00	0.00
10		0	ea	0.00	0.00
11		0	ea	0.00	0.00
12		0	ea	0.00	0.00
13		0	ea	0.00	0.00
14		0	ea	0.00	0.00
15		0	ea	0.00	0.00
Office Supplies					
1		0	ea	0.00	0.00
2		0	ea	0.00	0.00
3		0	ea	0.00	0.00
4		0	ea	0.00	0.00
5		0	ea	0.00	0.00
6		0	ea	0.00	0.00
7		0	ea	0.00	0.00
8		0	ea	0.00	0.00
9		0	ea	0.00	0.00
10		0	ea	0.00	0.00
11		0	ea	0.00	0.00
12		0	ea	0.00	0.00
13		0	ea	0.00	0.00
14		0	ea	0.00	0.00
15		0	ea	0.00	0.00

12	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
13	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
Search equipment and components and supplies													
1	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
2	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
3	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
4	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
5	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
7	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
8	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
9	D	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
10	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
11	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
12	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
13	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
14	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
15	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
Office Supplies													
1	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
2	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
3	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
4	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
5	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
6	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
7	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00
8	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
9	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
10	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
11	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
12	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
13	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
14	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
15	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
Computer IT Equipment													
1	4322104-PF-A01	PRINTER, Laser, Monochrome	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
2	4322104-PT-C01	PRINTER, Tablet, Color	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
3	4322105-PF-A01	Portable Printer	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
4	4322105-AT-C01	Android Tablet	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
5	4322210-HS-001	Hub/Switches	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
6	4322205-NR-001	Network Routers	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00
7	4322254-WA-001	Wireless Access Point	0	0	0	0.00	0	0	0	0.00	0.00	0.00	0.00

Other Categories	
1	53121601-GB-001 GO Bag for disaster relief, rescue operations
2	6010-701-SP-001 Solar Panel
3	46151604-VA-001 116 (vest) / life jacket (for emergency purposes / emergency Preparedness / for disaster relief / rescue operations)
4	26113607-CC-S21 Charge Controller and DC Inverter for Solar Panel
5	46181502-BF-001 Bullet proof vest
6	25172502-HW-001 Webbing, _____ (Type of Webbing)
7	40161512-PF-001 Fuel Filters
8	40101710-2WW-001 Cleaning Water/ Fouling
9	26111725-AB-001 Auto Battery
10	Hardhat
11	Reflective Vest
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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

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

(+632) 249-5900 loc. 631
financialservices@tieza.gov.ph
www.tieza.gov.ph

MEMORANDUM

FOR : OCOO / ACOOs / Department Managers
FROM : Chairperson, Budget Hearing Committee
SUBJECT : CY 2022 Budget Call
DATE : 05 November 2020

This refers to the preparation of CY 2022 Corporate Budget Estimates of the Authority which is an annual requirement of the Department of Budget and Management, Governance Commission for GOCCs, House of Representatives, and the Senate of the Philippines.

In line with this, please submit your Budget Estimates/Proposals to Financial Services Department-Budget Division on or before December 15, 2020, which contains the following:

- a) Personnel Complement;
- b) Maintenance and Other Operating Expenses;
- c) Equipment Outlay;
- d) Project Procurement Management Plan (PPMP);
- e) Projected Revenues:
 - a. Income Statement - For Subsidiary Entities
 - b. Projected Travel Tax Collection - For Travel Tax Department
 - c. Projected Fees & Other Charges from TEZ - For TEZ Monitoring Department and TEZ Regulations Department

For all marked increase in proposal compared to prior year's utilization, please provide justification to support the increase. This will facilitate the review of the proposed expenses.

In addition, please ensure that the proposals are inputted in the Integrated Budget Management and Monitoring System (iBMMS). For any concern with iBMMS, please coordinate directly with Management Information System Department (MISD).

Thank you.

ATTY. JOY M. BULAUTAN

CORPORATE PLANNING DEPARTMENT

RECEIVED

By: *Jyka*
Date: *11/10/20*
Time: *11:52am*

TIEZAWORKS



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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

(02) 8249-5900 loc.710-711
corplan@tieza.gov.ph
www.tieza.gov.ph

MEMORANDUM

FOR : Atty. Joy M. Bulauitan
Chairperson, Budget Hearing Committee

FROM : The Manager, COPD

SUBJECT : 2022 Budget Estimates of COPD

DATE : 10 December 2020

This is to respectfully submit the 2022 Budget Estimates of the Corporate Planning Department covering the following in compliance with your Memorandum dated 05 November 2020 on the CY 2022 Budget call:

- a) Personnel Complement;
- b) MOOE
- c) Equipment Outlay; &
- d) PPMP

We hope you will find everything in order. Thank you.

F. M. H.
Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

Enc: a/s

Tourism Infrastructure and Enterprise Zone Authority
Office of the Assistant Chief Operating Officer
Administration and Finance Sector

RECEIVED
DEC 14 2020
By: *NATHALIA* Time: *9:41AM*



Republic of the Philippines
Tourism Infrastructure and Enterprise Zone Authority

PERSONNEL COMPLEMENT
CALENDAR YEAR 2022

NAME OF EMPLOYEE	SG	STEP	POSITION	BASIC SALARY
CORPORATE PLANNING DEPARTMENT				
Hortelano, Francis Randy J.	26	-	Department Manager A	107,444.00
Peralta, Biechelle Lyka H.	9	-	Secretary A	17,975.00
Rollo, Jose R.	7	-	Driver-Mechanic B	15,738.00
STRATEGIC PLANNING DIVISION				
Bayot, Annah Leah R.	24	3	Division Manager A	83,406.00
-Vacant-	22	-	Corporate Planning Chief	65,319.00
Laranas, Belinda D.	19	3	Sr. Corporate Planning Specialist	45,269.00
Del Rosario, Evelyn A.	16	3	Sr. Corporate Planning Analyst	33,584.00
Elemos, Frances Desiree V.	16	3	Sr. Corporate Planning Analyst	33,584.00
Dalida, Sherryl M.	13	3	Corporate Planning Analyst A	25,232.00
Basto, Ezra Nicole C.	13	3	Corporate Planning Analyst A	25,232.00
MONITORING & EVALUATION DIVISION				
-Vacant-*	24	3	Division Manager A	83,406.00
Lacson, Ma. Mercedes C.	22	3	Project Planning & Development Chief	65,319.00
Dizon, Elaine P.	18	3	Sr. Project Planning & Development Officer	40,637.00
Caluya, Mikhael Bryan G.	18	3	Sr. Project Planning & Development Officer	40,637.00
Lejano, Melody R.	15	3	Project Planning & Development Officer A	30,531.00
Salon, Ma. Kristina E.	15	3	Project Planning & Development Officer A	30,531.00
Abana, May Anne B.	11	-	Project Planning & Development Officer C	20,754.00
*****	***	*****	*****	*****
*Atty. Jose T. Bechayda, Jr., OIC				



ACTIVITY JUSTIFICATION
CALENDAR YEAR 2022

DECISION UNIT _____ CORPORATE PLANNING DEPARTMENT

Statement of Objectives

Key: To be a proactive and responsive planning and monitoring arm of TIEZA.

Specific: To conduct planning and monitoring of organizational performance for strategic decision-making of top management and to assist in project planning by evaluating proposed infrastructure projects.

	2021	2022
MAINTENANCE AND OTHER OPERATING EXPENSES	4,542,959.08	4,389,576.93
EQUIPMENT OUTLAY	302,000.00	924,000.00
TOTAL	4,844,959.08	5,313,576.93

PREPARED BY:

Biechelle Lyka H. Peralta

Secretary A

REVIEWED BY:

Francis Randy J. Hortelano

Department Manager A

APPROVED BY:

Atty. Joy M. Bulauitan

OIC, Chief Operating Officer



**CORPORATE PLANNING DEPARTMENT
MAINTENANCE AND OTHER OPERATING EXPENSES
CALENDAR YEAR 2022**

PARTICULARS	PROPOSED BUDGET	REMARKS
Travelling Expenses		
Travelling Expenses - Local	403,780.00	
Supplies and Materials Expenses		
Office Supplies Expenses	132,534.05	
Gasoline, Oil and Lubricants Expenses	151,208.00	
Communication Expenses		
Telephone Expenses - Mobile	80,400.00	
Printing and Binding Expenses		
Printing and Binding Expenses	500,000.00	
Professional Expenses		
Consultancy Services	2,000,000.00	
Other Professional Services	949,824.80	
Transportation Equipment		
Repairs and Maintenance - Motor Vehicles	100,000.00	
Subscription Expenses		
Subscription Expenses	71,830.08	
TOTAL	4,389,576.93	



**CORPORATE PLANNING DEPARTMENT
TRAVELLING EXPENSES - LOCAL
CALENDAR YEAR 2022**

DESTINATION	NO. OF TRIPS	NO. OF DAYS	NO. OF EMPLOYEE	GAS CASH ADVANCE	TERMINAL FEE	BUS/PLANE FARE	TAXI FARE	PER DIEM	MEALS	ROOMS	TOTAL TRAVELLING
BARMM	1	3	1	0.00	0.00	16,000.00	1,000.00	2,880.00	4,500.00	6,000.00	30,380.00
CAR	1	3	1	5,00.00	0.00	2,000.00	1,000.00	960.00	4,500.00	9,000.00	22,460.00
CARAGA	1	3	1	0.00	0.00	16,000.00	1,000.00	960.00	4,500.00	6,000.00	28,460.00
REGION I	1	3	1	5,00.00	0.00	2,000.00	1,000.00	960.00	4,500.00	9,000.00	22,460.00
REGION II	1	3	1	0.00	0.00	2,000.00	1,000.00	960.00	4,500.00	9,000.00	17,460.00
REGION III	1	3	1	0.00	0.00	2,000.00	1,000.00	960.00	4,500.00	7,500.00	15,960.00
REGION IV-A	1	3	1	0.00	0.00	12,000.00	1,000.00	960.00	4,500.00	6,000.00	24,460.00
REGION IV-B	1	3	1	0.00	0.00	12,000.00	1,000.00	960.00	4,500.00	6,000.00	24,460.00
REGION IX	1	3	1	0.00	0.00	16,000.00	1,000.00	960.00	4,500.00	6,000.00	28,460.00
REGION V	1	3	1	0.00	0.00	12,000.00	1,000.00	960.00	4,500.00	6,000.00	24,460.00
REGION VI	1	3	1	0.00	0.00	14,000.00	1,000.00	960.00	4,500.00	6,000.00	26,460.00
REGION VII	1	3	1	0.00	0.00	14,000.00	1,000.00	960.00	4,500.00	6,000.00	26,460.00
REGION VIII	1	3	1	0.00	0.00	14,000.00	1,000.00	960.00	4,500.00	6,000.00	26,460.00
REGION X	1	3	1	0.00	0.00	16,000.00	1,000.00	960.00	4,500.00	6,000.00	28,460.00
REGION XI	1	3	1	0.00	0.00	16,000.00	1,000.00	960.00	4,500.00	6,000.00	28,460.00
REGION XII	1	3	1	0.00	0.00	16,000.00	1,000.00	960.00	4,500.00	6,000.00	28,460.00
TOTAL	16	48	16	10,000.00	0.00	182,000.00	0.00	17,280.00	72,000.00	106,500.00	403,780.00



**CORPORATE PLANNING DEPARTMENT
SUPPLIES & MATERIALS EXPENSES
CALENDAR YEAR 2022**

PARTICULARS	QTY	UNIT PRICE	AMOUNT
Office Supplies Expenses			
Air Freshner, 280ml/150g min	12	83.20	998.40
Alcohol, 70% Ethyl, 1 Gallon	24	1,000.00	24,000.00
Car Freshner, Lemon Scent	12	180.00	2,160.00
Clearbook, Refillable, A4 Size	4	150.00	600.00
Clip, Backfold, 25mm, 12pcs per box	12	10.40	124.80
Clip, Backfold, 32mm, 12pcs per box	12	19.12	229.44
Correction Tape	24	31.20	748.80
Cutter Blade, Heavy Duty, 10pcs per tube	10	9.19	91.90
Disinfectant Spray	12	312.00	3,744.00
Envelop, Brown, A4 Size	400	1.10	440.00
Envelop, Expanding w/ Garter	200	10.00	2,000.00
Envelope, Documentary, A4 Size	2	381.54	763.08
Envelope, Documentary, Legal Size, 500pcs per box	2	507.40	1,014.80
Envelope, Expanding, Kraft, Legal Size	200	20.00	4,000.00
Envelope, Mailing, White	1000	1.55	1,550.00
Envelope, Mailing, White w/ TIEZA Logo	300	15.00	4,500.00
Eraser for White Board	1	11.11	11.11
File Organizer, Expanding, Legal Size, Plastic, Assorted Colors	6	70.67	424.02
File Tab Divider, A4 Size, 5 colors per set	50	12.48	624.00
Folder Tagboard, A4 Size, 100pcs per pack	3	179.28	537.84
Folder, Expanding, Legal Size, Green	300	22.00	6,600.00
Folder, Fancy, A4 Size, 50pcs per pack	4	234.00	936.00
Folder, Fancy, Legal Size, 50pcs per pack	4	291.20	1,164.80
Folder, L-type, A4 Size, 50pcs per pack	8	550.00	4,400.00
Folder, L-type, Legal Size, 50pcs per pack	2	203.84	407.68
Foler Tagboard, Legal Size, 100pcs per pack	6	200.37	1,202.22
Glue, All Purpose, 300g min	8	44.18	353.44
Index Card Box, 5 3/8in x 8 7/8in x 6in	2	50.16	100.32
Index Tab, Self Adhesive, 5 sets per box, assorted colors	20	50.84	1,016.80
Index Tab. Self Adhesive, 5 sets per box, Clear	30	49.00	1,470.00
Magazine File Box, 110mm x 220mm x 265mm, w/ Open End	100	43.84	4,384.00



**CORPORATE PLANNING DEPARTMENT
SUPPLIES & MATERIALS EXPENSES
CALENDAR YEAR 2022**

PARTICULARS	QTY	UNIT PRICE	AMOUNT
Marker, Flourescent, 3 colors per set	12	32.95	395.40
Marker, Permanent, Bullet type, Red	3	35.00	105.00
Marker, Whiteboard, Bullet type, Black	4	35.00	140.00
Marker, Whiteboard, Bullet type, Blue	4	35.00	140.00
MEMO Pad w/ Letterhead, Colored	4	151.00	604.00
Multi-purpose Paper, A4 Size, Premium Grade	100	112.00	11,200.00
Multi-purpose Paper, Legal Size, Premium Grade	100	109.02	10,902.00
Paper Clip, Gem type, 32mm, 100pcs per box	10	6.43	64.30
Paper Clip, Gem type, 48mm, 200pcs per box	10	12.85	128.50
Paper Fastener, Plastic, 50sets per box	12	65.50	786.00
Pencil, Lead w/ Eraser, 12pcs per box	3	19.62	58.86
Post-it Notepad, 3in x 3in	24	40.54	972.96
Post-it Notepad, 3in x 4in, 100 sheets per pad	20	54.06	1,081.20
Premium Paper, A4 Size, Assorted Colors, 80 GSM, 20 sheets per pack	24	20.00	480.00
PVC Sheet, Clear, A4 Size (0.6-0.5)	200	10.50	2,100.00
Record Book, Size 214mm x 278mm, 500 pages	10	86.85	868.50
Rind Binder, 32mm, Plastic, 10pcs per bundle	6	256.87	1,541.22
Ring Binder (Arch Files), 3 Hole, 2in Thick Board Cover, A4 Size	16	200.00	3,200.00
Ring Binder (Arch Files), 3 Hole, 3in, Thick Board Cover, A4 Size	16	250.00	4,000.00
Ring Binder, 10mm x 1.12m, Plastic, 10pcs per bundle	3	88.38	265.14
Ring Binder, 14mm x 1.12m, Plastic, 10pcs/bundle	3	74.35	223.05
Ring Binder, 6mm x 1.2m, Plastic, 10pcs per bundle	3	33.27	99.81
Self Healing Cutting Mat, 24in x 36in	1	1,000.00	1,000.00
Sharpener, Single Cutterhead	2	176.80	353.60
Sign Here Flags	6	100.00	600.00
Sign Pen, Black	88	38.10	3,352.80
Sign Pen, Blue	88	38.10	3,352.80
Stamp Pad Ink, Violet, 50ml	2	24.63	49.26
Stamp Pad, Felt Pad, 60mmx100mm	2	27.66	55.32
Staple Wire, Heavy DUty, 23/13	4	23.40	93.60
Staple Wire, Standard	12	18.92	227.04



CORPORATE PLANNING DEPARTMENT
SUPPLIES & MATERIALS EXPENSES
CALENDAR YEAR 2022

PARTICULARS	QTY	UNIT PRICE	AMOUNT
Sticker Paper, Matte, A4 Size, 10sheets per pack	30	125.00	3,750.00
Storage Box	20	360.00	7,200.00
Tape, Clear, 24mm x 50m	12	10.92	131.04
Tape, Clear, 48mm x 50m	8	26.52	212.16
Tape, Double Adhesive, 3m	4	120.00	480.00
Tape, Double Sided, 2in x 10m	12	50.00	600.00
Tape, Masking, 24mm x 50m	8	55.12	440.96
Tape, Masking, 48mm x 50m	4	105.04	420.16
Tape, Packaging, 48mm x 50m	8	32.74	261.92
			132,534.05
TOTAL			132,534.05



CORPORATE PLANNING DEPARTMENT
GASOLINE OIL & LUBRICANTS EXPENSES
CALENDAR YEAR 2022

VEHICLE TYPE & PLATE NO.	PARTICULARS	NO. OF LITERS / ANNUM	UNIT PRICE	AMOUNT
Toyota Innova - SJS 272	Brake Fluid	3	308.00	924.00
Toyota Innova - SJS 272	Cash Advance Gasoline	1	20,000.00	20,000.00
Toyota Innova - SJS 272	Diesel	2880	44.00	126,720.00
Toyota Innova - SJS 272	Motor Oil	12	297.00	3,564.00
TOTAL				151,208.00



CORPORATE PLANNING DEPARTMENT
COMMUNICATION EXPENSES
CALENDAR YEAR 2022

END-USER	TELEPHONE NO.	MONTHLY LIMIT	AMOUNT
Telephone Expenses - Mobile			
Division Manager - M&E		1,800.00	21,600.00
Driver Mechanic		300.00	3,600.00
Department Manager		2,500.00	30,000.00
Division Manager - SPD		1,800.00	21,600.00
Secretary		300.00	3,600.00
TOTAL			80,400.00



CORPORATE PLANNING DEPARTMENT
PRINTING AND BINDING EXPENSES
CALENDAR YEAR 2022

PARTICULARS	AMOUNT
TIEZA's Annual Report	500,000.00
TOTAL	500,000.00



CORPORATE PLANNING DEPARTMENT
CONSULTANCY SERVICES
CALENDAR YEAR 2022

PARTICULARS	AMOUNT
Consulting Services	2,000,000.00
TOTAL	2,000,000.00



CORPORATE PLANNING DEPARTMENT
OTHER PROFESSIONAL EXPENSES
CALENDAR YEAR 2022

END-USER	CLOTHING ALLOWANCE	NO. OF DAYS	RATE PER DAY	AMOUNT
Flororita, Margarita N.	5000	20	914.08	224,379.20
Arcangel, Gerardo III S.	5000	20	1,132.03	276,687.20
Virtus, Mark Anthony K.	5000	20	914.08	224,379.20
Vacant	5000	20	914.08	224,379.20
TOTAL				949,824.80



**CORPORATE PLANNING DEPARTMENT
REPAIRS & MAINTENANCE OF GOVERNMENT VEHICLES
CALENDAR YEAR 2022**

END - USER	VEHICLE TYPE & PLATE NO.	PARTICULARS	AMOUNT
	Toyota Innova - SJS 272	Major Repairs of Air-con, Engine, Under Chassis, etc.	40,000.00
	Toyota Innova - SJS 272	Minor Repair Including Wheel Balancing, Re-alignment, Change Oil, Tune-up, etc.	30,000.00
	Toyota Innova - SJS 272	Spare Parts (Tires, Battery, etc.)	30,000.00
TOTAL			100,000.00



**CORPORATE PLANNING DEPARTMENT
SUBSCRIPTION EXPENSES
CALENDAR YEAR 2022**

PARTICULARS	AMOUNT
Business Mirror	9,125.04
Business World	9,125.04
Manila Bulletin	6,570.00
Manila Standard	6,570.00
Manila Times	6,570.00
Philippine Daily Inquirer	6,570.00
Philippine Star	7,299.96
Related Books and Other Subscriptions	20,000.04
TOTAL	71,830.08



CORPORATE PLANNING DEPARTMENT
EQUIPMENT OUTLAY
CALENDAR YEAR 2022

PARTICULARS	PROPOSED BUDGET	REMARKS
Office Equipment, Furniture and Fixtures		
Office Equipment	924,000.00	
TOTAL	924,000.00	

**CORPORATE PLANNING DEPARTMENT
 EQUIPMENT OUTLAY
 CALENDAR YEAR 2022**

PARTICULARS (Provide Description)	INVENTORY EXISTING SIMILAR EQUIPMENT	QTY	UNIT COST	AMOUNT	JUSTIFICATION (FOR EVERY PROPOSED ITEM)
Laptop Computer	1	20	45,000.00	900,000.00	To Augment Existing Equipment
Uninterrupted Power Supply (UPS)	10	3	8,000.00	24,000.00	To Augment Existing Equipment
TOTAL				924,000.00	

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2022

END USER/UNIT : Corporate Planning Department

Charged to COB

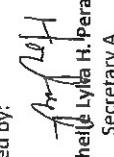
Strategic Objectives (SOs) - Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	SCHEDULE/MILESTONE OF ACTIVITIES													
		QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov
Maintenance and Other Operating Expenses															
	Travelling Expenses - Local	403,780.00			33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33
	Office Supplies Expense	132,534.05			11,044.50	11,044.50	11,044.50	11,044.50	11,044.50	11,044.50	11,044.50	11,044.50	11,044.50	11,044.50	11,044.50
	Gasoline, Oil and Lubricants Expenses	151,208.00			12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67
	Telephone Expenses - Mobile	80,400.00		Small Value	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00
	Printing and Binding Expenses	500,000.00								500,000.00					
	Repair and Maintenance - Motor Vehicle	100,000.00			25,000.00					25,000.00				25,000.00	
	Subscription Expenses	71,830.08			5,985.84	5,985.84	5,985.84	5,985.84	5,985.84	5,985.84	5,985.84	5,985.84	5,985.84	5,985.84	5,985.84
	Other Professional Services	949,824.80			79,152.07	79,152.07	79,152.07	79,152.07	79,152.07	79,152.07	79,152.07	79,152.07	79,152.07	79,152.07	79,152.07
	Consulting Services	2,000,000.00	Public Bidding		2,000,000.00										
	Equipment Outlay														
	Laptop Computer		900,000.00	Small Value		900,000.00									
	Uninterrupted Power Supply (UPS)		24,000.00			24,000.00									
	TOTAL BUDGET:														

TOTAL BUDGET: 5,313,576.93

NOTE: Technical Specifications for each item/project being proposed shall be submitted as part of the PPMP

Prepared by:


Bledelie Lyza H. Paralta
 Secretary A

Submitted by:


Francis Randy J. Horotelano
 Department Manager