



## Republic of the Philippines

# Tourism Infrastructure & Enterprise Zone Authority

#### **MEMORANDUM**

FOR

: All Sector/Department/Office Heads

FROM

Manager

Administrative Services Department

**SUBJECT** 

: Annual Physical Inventory Year 2021

DATE

July 15, 2021

Please be informed that the Inventory Team of General Services Division will conduct the 2021 Annual Physical Inventory of Property, Plant and Equipment in the Main Office and NCR Offices starting July 19, 2021 per the attached Physical Inventory Plan schedule.

In this regard, please allow our Inventory Team to inspect your respective offices and each employee's accountability including On-Hand Items (i.e. Laptop, Camera, USB, External Hard Drive, Cellphone, etc.) for the proper updating of records.

Your full cooperation and usual assistance in the smooth implementation of the physical inventory activities will be highly appreciated.







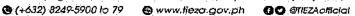


#### Republic of the Philippines Tourism Infrastructure & Enterprise Zone Authority

### PHYSICAL INVENTORY PLAN (PIP) CY 2021

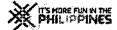
CY 2021				
Tentative Date	SECTOR/DEPARTMENT/OFFICES	Inventory Team		
July 19 – 22, 2021	<ul> <li>ACOO for Administration and Finance Sector (AADF)</li> <li>Administrative Services Department (ADSD)</li> <li>Human Resources Division (HRD)</li> <li>General Services Division (GSD)</li> <li>Mess Hall/Conference Room/Audio Room/Multi Purpose Hall//6th Floor Lobby/Security Office</li> </ul>	Patricio S. Celendro Jr. Evelyn Boado Aireen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives		
July 26 – 29, 2021	<ul> <li>Management Information System Dept (MISD)</li> <li>Commission On Audit (COA) Office/Stock Room</li> <li>Financial Services Department (FISD)</li> <li>Treasury Division (TRD)</li> <li>Travel Tax Department (TAXD)</li> <li>MISD Data Com 1</li> </ul>	Patricio S. Celendro Jr. Evelyn Boado Aireen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives		
August 02-05, 2021	ACOO for Architecture and Engineering Services Sector (AAES) Project Evaluation & Planning Dept. (PEPD) Construction Management Department (COMD) ACOO for Assets Management Sector (AMGT) Operation Department (OPED) Business Development Department (BUDD) 7th Floor Lobby MISD Data Com 2	Patricio S. Celendro Jr. Evelyn Boado Aireen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives		
August 09-12, 2021	Office of the Chief Operating Officer (OCOO)     Legal Department (LEGD)     Office of the Corporate Secretary (OCOS)     Corporate Planning Department (COPD)     Internal Audit Department (IAUD)     Bids and Awards Committee (BAC)     ACOO for TEZ (ATEZ)     TEZ Regulation Department (TERD)     TEZ Asst. & Monitoring Department (TAMD)     JVSC Office	Patricio S. Celendro Jr. Evelyn Boado Aireen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives		
August 16, 2021	NAIA Terminals 1 & 3	Aireen Estrella Noli Gutierrez Crisanto Lim Dana Patricia Estacio IAD, MISD and COA Representatives		
August 17, 2021	SM Bacoor Travel Tax Satellite Office SM MOA Travel Tax Satellite Office	Patricio S. Celendro Jr. Michael Palteng Crisanto Lim IAD, MISD and COA Representatives		

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











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

PIP, p. 2

August 18, 2021:	POEA & Robinson Galleria Travel Tax Satellite Office	Aireen Estrella Noli Gutierrez Crisanto Lim Dana Patricia Estacio IAD, MISD and COA Representatives
August 19, 2021	SM North EDSA Travel Tax Counter     SM Manila Travel Tax Counter	Patricio S. Celendro Jr. Michael Palteng Crisanto Lim
August 23, 2021	Tourism Regulatory Office	Patricio S. Celendro Jr. Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
August 24-26 & 31; September 12, 2021	Light and Sound Museum (L&SM)     Allied Warehouse, Intramuros, Manilla	Patricio S. Celendro Jr. Aireen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
July to September 2021	All Operating/Non-Operating Entities     TEZ Flagship Offices     Travel Tax Provincial/Satellite Offices	All Designated Property Custodians COA representative (if available)
October	Consolidation of Reports     Preparation of RPCPPE (Report on Physical Count of Property, Plant and Equipment)	Inventory Team
November to December	Reconciliation with Accounting Division     Preparation of IIRUP     Finalization of Reports	Inventory and Accounting Team
January 15	Endorsement/Submission of 2021 Physical Inventory Report to COA	Inventory Committee

Note: Schedule and personnel are subject to change, as government is still implementing varying levels of community quarantine throughout the country due to COVID-19 pandemic and as a management prerogative

Prepared by:	Reviewed by:		
PATRICIO S. CELENDRO JR.  Property Office V  Inventory Team Leader	ALMIN ANA RUTH L. MATEO Manager, GSD and Vice- Chairperson Inventory Committee	ROSANNA N. OLGADO Manager, ADSD and Chairperson, Physical Inventory Committee	
Recommending Approval:	Approved:		
Atty. JOY M. BULAUITAN Assistant Chief Operating Officer Admin and Finance Sector	MARK T. LAPID Chief Operating Officer		

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

