



**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**

**Office Performance Commitment and Review (OPCR)**

I, RAQUEL S. DELA CRUZ, of the MANAGEMENT INFORMATION SYSTEMS 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 July to December 2020

*Raquel S. Dela Cruz*  
RAQUEL S. DELA CRUZ  
Ratee

Date: August 24, 2020

Reviewed by	Date	Approved by	Date	
		<i>Pocholo J.D. PARRAGAS</i> POCHOLO J.D. PARRAGAS Chief Operating Officer		
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING	Remarks
<b>STRATEGIC OBJECTIVE</b>				
Develop and Implement a New Integrated Automated Information System (ERP - HRIS, phase I, Online TEC Application System, MS Office 365, Online Document Management System, Redeveloped Website)	All requirements acted upon by the COO/Head Technical Assistant within 7 working days upon submission with 3 - 4 revisions	All requirements acted upon by the COO/Head Technical Assistant within 2 working days upon submission with 1 revision	E1 E2 T3 A4	
<b>CORE FUNCTIONS</b>				
Deployment of IT Mass Purchase (Phase II)	All requirements acted upon by the COO/Head Technical Assistant within 7 working days upon submission with 3 - 4 revisions	All requirements acted upon by the COO/Head Technical Assistant within 2 working 1 revision	5.000	5.000
Preparation and Monitoring of MISD budget	All requirements acted upon by the COO/Head Technical Assistant within 7 working days upon submission with 3 - 4 revisions	All requirements acted upon by the COO/Head Technical Assistant within 2 working 1 revision	5.000	5.000
<b>FINAL AVERAGE RATING</b>			<b>5.000</b>	





**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**

**Office Performance Commitment and Review (OPCR)**

**Comments and Recommendations for Development Purposes**

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the employee.			
RACHEL S. DELA CRUZ Manager, Management Information Systems Department					

Legend: 1 - Quality   2 - Efficiency   3 - Timeliness   4 - Average

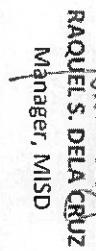


## RATING MATRIX (July to December 2020)

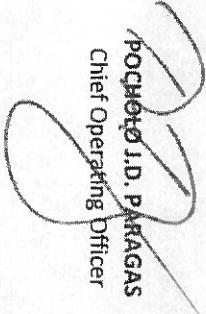
MEASURES	DEPARTMENT LEVEL	
	Success Indicators	Quality
<b>STRATEGIC OBJECTIVE</b>		
Develop and Implement a New Integrated Automated Information System (ERP - HRIS Phase I, Online TEC Application System, MS Office 365, Online Document Management System, Redeveloped Website)	All requirements acted/acted upon by the COO/Head Technical Assistant within 7 working days upon submission with 3 - 4 revisions	5 - 1 revision 4 - 2 revisions 3 - 3 to 4 revisions 2 - 5 to 6 revisions 1 - beyond 6 revisions
<b>CORE FUNCTIONS</b>		
Deployment of IT Mass Purchase (Phase II)	All requirements acted/acted upon by the COO/Head Technical Assistant within 7 working days upon submission with 3 - 4 revisions	5 - 1 revision 4 - 2 revisions 3 - 3 to 4 revisions 2 - 5 to 6 revisions 1 - beyond 6 revisions
Preparation and monitoring of MISD Budget	All requirements acted/acted upon by the COO/Head Technical Assistant within 7 working days upon submission with 3 - 4 revisions	5 - 1 revision 4 - 2 revisions 3 - 3 to 4 revisions 2 - 5 to 6 revisions 1 - beyond 6 revisions

I agree to be rated in accordance with the indicated measures and standards set for my performance.

I certify that I have discussed, reviewed and approved the indicated measures and standards set with the employee.

  
**RAQUEL S. DELA CRUZ**  
 Manager, MISD

24 August 2020

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

24 August 2020



**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY  
DEVELOPMENT AND IMPLEMENTATION OF  
HUMAN RESOURCE INFORMATION SYSTEM  
SCHEDULE OF ACTIVITIES (2nd Semester 2020)**



**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY  
DEVELOPMENT AND IMPLEMENTATION OF  
HUMAN RESOURCE INFORMATION SYSTEM**

**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY  
DEVELOPMENT AND IMPLEMENTATION OF  
HUMAN RESOURCE INFORMATION SYSTEM**

**SCHEDULE OF ACTIVITIES (2nd Semester 2020)**

	Target Date of Completion	Actual Date of Completion	July	August	September	October	November	December																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
f. Generation and Printing of other Payroll Reports																									
B. Parallel Testing of the Systems																									
Personnel Information Management System (PIMS)																									
a. Check if the Details of all employees are correct upon Printing of PDS																									
b. Printing of Service Record if same to Service Record Print out (old system)																									
Time and Attendance Management System (TAMS)																									
a. Check if all imported logs are correct																									
b. Check if the Work schedule are same setup with the old system																									
c. Printing of DTR																									
d. Printing of Leave Credits																									
Payroll Management System (PMS)																									
a. Check if the tagging of all policies are right																									
b. Tagging of all Benefits, Allowances, Loans and Deduction																									
c. Printing of Payroll Register if the output are same as the old Payroll system																									
d. Printing of Other Payroll Reports																									
C. Final Revision and Improvement																									
Personnel Information Management System (PIMS)																									
Time and Attendance Management System (TAMS)																									
Payroll Management System (PMS)																									
D. Live Run																									

After full implementation of Phase I, development of Phase II will commence



**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
**DEVELOPMENT AND IMPLEMENTATION OF**  
**HUMAN RESOURCE INFORMATION SYSTEM**  
**SCHEDULE OF ACTIVITIES (2nd Semester 2020)**

C.	Target Date of Completion	Actual Date of Completion	July	August	September	October	November	December																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

Note:

- In the event that there is a need to change or adjust the scheduled dates and activities, request should be supported by a letter or report agreed by both parties
- Actual Date of Completion is dependent on the availability of the end user to review, test and validate the completed module
- Target Date of Completion were not achieved in other modules due to alternative work arrangements during the Covid-19 Pandemic







# Online TEC Processing System

Please enter your user information.

Username

Password

Remember Me

[Forgot Password?](#)

 [Sign me in](#)

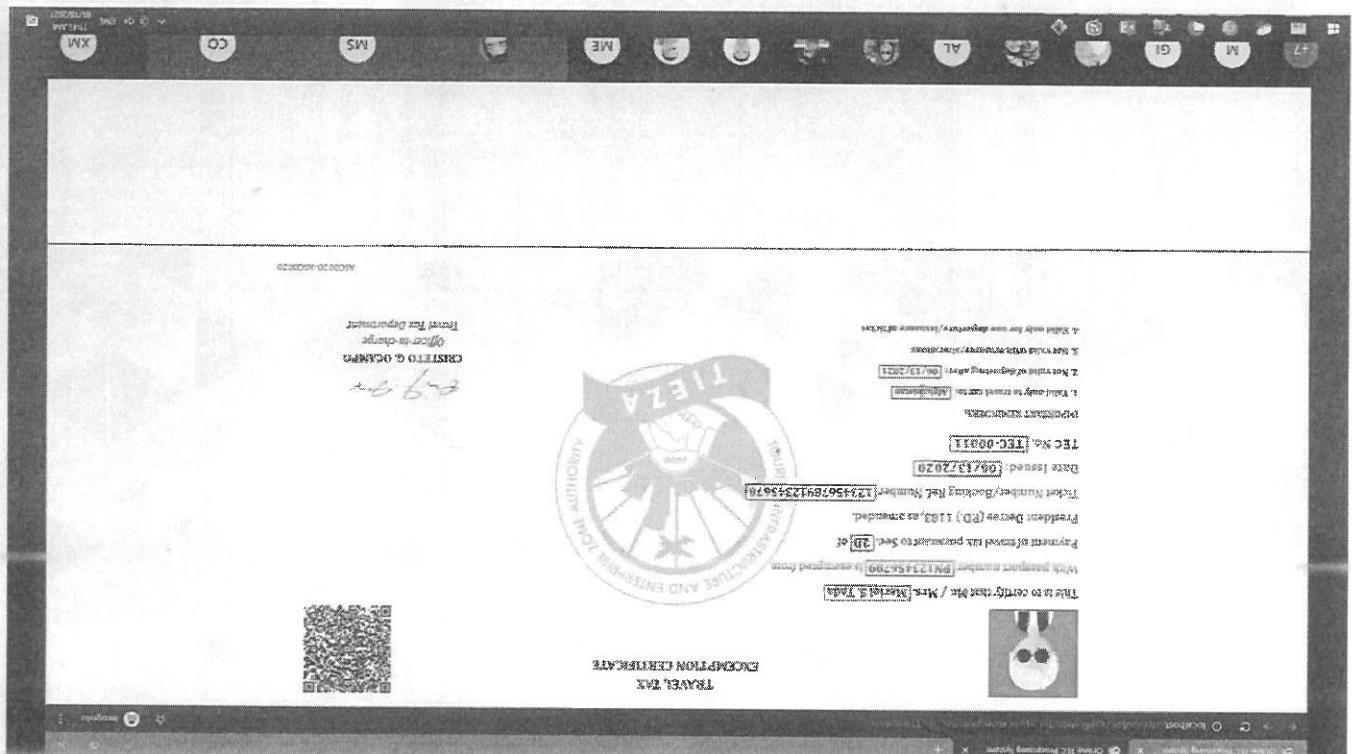
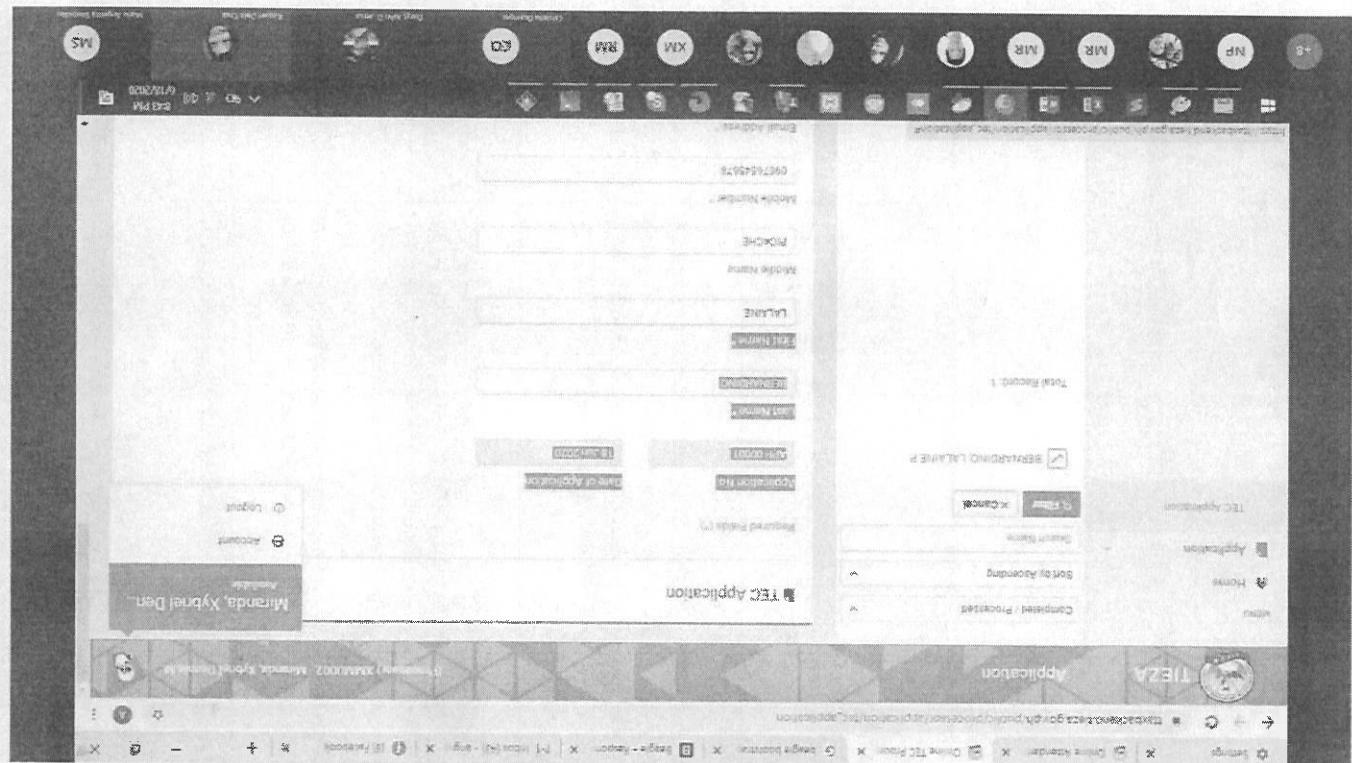
Trouble logging in? Please contact  
[traveltax.helpdesk@tieza.gov.ph](mailto:traveltax.helpdesk@tieza.gov.ph)



**PERFORMANCE EVALUATION SYSTEM 2021**  
*Checklist of Requirements*

**GOCC Name: TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)**

DOCUMENTARY REQUIREMENTS	REMARKS
(a) Charter Statement and Strategy Map	Compliant
(b) Performance Scorecard	Compliant
(c) Strategic Initiatives Profile	Compliant
(d) Briefers	Compliant
(e) Corporate Operating Budget as submitted to the DBM	<i>Submitted Budget Estimates</i>
(f) Board Resolution (approving the submission of the foregoing requirements)	<i>Board Resolution to follow</i>
(g) PES Form 2a (Quarterly Target 2021)	Compliant
(h) PES Form 2b (Measure Profile)	Compliant



**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY  
TECHNICAL PANEL MEETING FOR THE 2021 PERFORMANCE SCORECARD  
SUMMARY OF DISCUSSIONS  
26 NOVEMBER 2020 10:00 A.M.**

<b>CHARTER STATEMENT</b>	<b>2020 GCG APPROVED</b>	<b>2021 GOCC PROPOSAL</b>	<b>REMARKS</b>
<b>Mission Statement</b>	To contribute to national tourism development goals and showcase Philippine culture by designating, supervising, and regulating sustainable Tourism Enterprise Zones; undertaking viable Tourism Infrastructure Projects; and managing assets.	To contribute to national tourism development goals and showcase Philippine culture by designating, supervising, and regulating sustainable Tourism Enterprise Zones; undertaking viable Tourism Infrastructure Projects; and managing assets.	Retained
<b>Vision Statement</b>	By 2026, TIEZA is a globally recognized tourism development agency and a primary catalyst for inclusive and sustainable socio-economic growth.	By 2026, TIEZA is a globally recognized tourism development agency and a primary catalyst for inclusive and sustainable socio-economic growth.	Retained
<b>Core Values</b>	EI <sup>2</sup> 1. Excellence 2. Integrity 3. Innovation	EI <sup>2</sup> 1. Excellence 2. Integrity 3. Innovation	Retained

For TIEZA:

ATTY. JOY M. BULAUTAN  
Officer-in-Charge

For GCG:

ATTY. JEOY G. LAVERINTO  
Corporate Governance Officer V



Ronni MacC. Reyes



Rogel S. Dala Court



Mylene A. Magno

Michelle Man-V. Wro

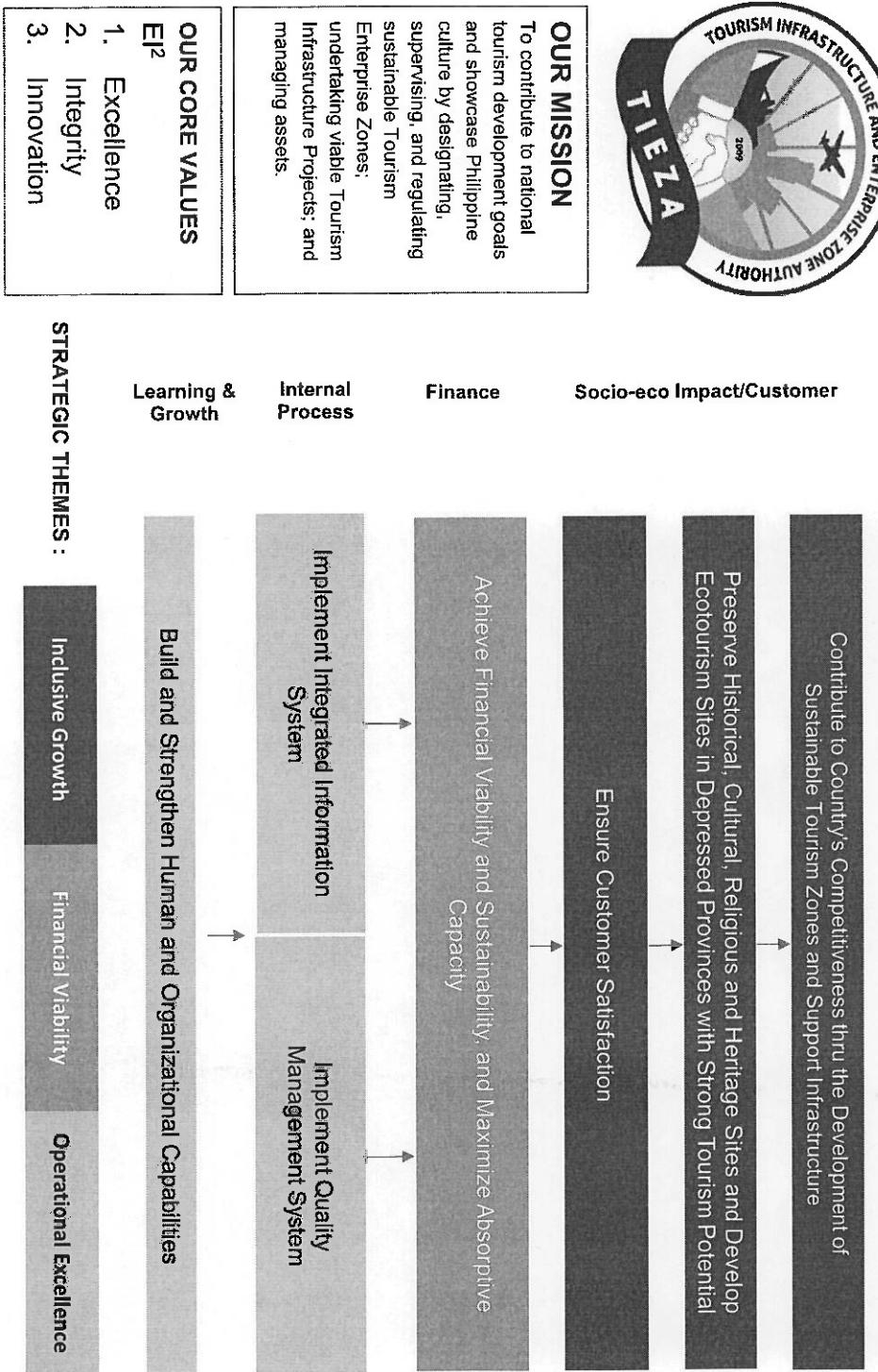
Elovezzini

bala.mia

**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY  
CHARTER STATEMENT AND STRATEGY MAP**



**VISION : By 2026, TIEZA is a globally recognized tourism development agency and a primary catalyst for inclusive and sustainable socio-economic growth**



FOR TIEZA:

**ATTY. JOY M. BULAUTIAN**  
Officer-in-Charge

FOR GCG:

**ATTY. JEOY G. LAVERINTO**  
Corporate Governance Officer V

Dear Ms. Montaña,

### NOTICE OF AWARD

0917-192-9370

Makati City, Metro Manila, NCR, Philippines

3rd Floor, Citibank Center, 8741 Paseo de Roxas,

FIRST DATAcorp

Authorized Representative

LOURICE THERESA T. MONTANA

In connection with the procurement for the SUPPLY AND DELIVERY OF OFFICE 365 SOFTWARE FOR THE USE OF TIEZA, please be advised that after the Bids and Awards Committee conducted the required evaluation of proposal your tender was found to be the Single Calculated and Responsive Quotation advantageous to Tourism Infrastructure and Enterprise Zone Authority.

Accordingly, you are hereby notified that the above-mentioned and described project is awarded to you based on your quoted price of PHP 221,085.90.

Very truly yours,

*[Signature]*  
POCHITO D. PARAGAS  
Chief Operating Officer

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

Conformee:

**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)  
TECHNICAL PANEL MEETING FOR THE 2021 PERFORMANCE SCORECARD  
SUMMARY OF DISCUSSIONS  
28 NOVEMBER 2020 10:00 A.M.**

Component		Proposed 2020 Recalibrated Performance Scorecard Target	2021 Proposed Target	REMARKS			
Objective/Measure	Formula	Weight	Rating System	2020 Performance Scorecard Target	Accomplishment as of the 3rd Quarter	Scorecard Target	
<b>SO 1 Contribute to Country's Competitiveness thru the Development of Sustainable Tourism Zones and Support Infrastructure</b>							
Actual Accomplishment	10%	All or Nothing		100% Completion of the 2020 Deliverables in the Contract for the Masterplanning of the Manila Cruise Port	No submission	Removed target	Removed target
Actual Accomplishment	15%	Milestones Achieved		100% Completion of the 2020 Deliverables in the Contract for the Masterplanning of the Clark Property as Possible TEZ	No submission	Commencement of the competitive selection process for a private partner for the operation and development of the Clark Property as Possible TEZ	TIIEZA reported that the project is on track.  The proposed 2021 target still covers the Clark Property which will be implemented under the TIEZA TEZ framework.
Management and Supervision of Sustainable Tourism Infrastructure Projects						Commencement of the competitive selection process up to the issuance of eligibility documents. TIEZA to reward the target to specify the property covered.	TIIEZA to submit the project timeline, including the stages and processes involved in the commencement phase.
Actual Accomplishment	10%	Percentage Completion		Completion of Boracay Drainage Project	No submission	Validation Documents; Bid Bulletins, TIEZA JV Guidelines, Board approval, OGCC Review of the draft JV Agreement	As of the 3Q of 2020, the project completion rate was at 63%. The projected completion rate by the end of 2020 is 65%. The remaining 35% is expected to be completed within 2021.
				65% Completion of the Boracay Water Drainage Program Phase II (remaining percentage as carried over from 2020)		Completion of the Boracay Water Drainage Program Phase II (remaining percentage as carried over from 2020)	TIEZA also raised right-of-way issues encountered by the Package 4 of the Project. TIEZA to submit the components of the Phase II (Package 1 to 5) of the project description, location, project proponent/partner, total project cost, project start date and work schedule, name of contractor awarded with the project, and status of the project.
						TIIEZA to submit list of all projects in the pipeline or under study, with projected cost and completion date.	Validating Documents; Project Contract; Project Accomplishment/Inspection Report submitted by the Project Engineers; Request for Billing and all attachments submitted by the Contractor; Contractor's Accomplishment Report as accepted by TIEZA; Acceptance Report by TIEZA; Contractors' request for the suspension of projects; COO approval on the project suspension
<b>Sub-total</b>		25%					

## LIST OF MS OFFICE 365/ MS TEAMS USERS

Display name	First name	Last name	Licenses
Al Conrad B. Espaldon	Al Conrad	Espaldon	Office 365 E3
Amelia S. Caganda	Amelia	Caganda	Office 365 E3
Anna Ruth L. Mateo	Anna Ruth	Mateo	Office 365 E3
Antonio Maril L. Orinondo	Antonio Maril	Bayot	Office 365 E3
Bernardo C. Alarilla	Bernardo	Oriondo	Office 365 E3
Buenaserves A. Marcialino	Buenaserves	Alarilla	Office 365 E3
Bumbo S. Cruz	Bumbo	Cruz	Office 365 E3
Catherrine E. Sta. Clara	Catherrine	Sta. Clara	Office 365 E3
Christeto G. Ocampo	Christeto	Ocampo	Office 365 E3
Darjal John D. Jerez	Darjal John	Jerez	Office 365 E3
Donaldito R. Maldonado	Donaldito	Maldonado	Office 365 E3
Edwin F. Verde	Edwin	Verde	Office 365 E3
Ellel Joy A. Sison	Ellel Joy	Sison	Office 365 E3
Erminia A. Palomigue	Erminia	Palomigue	Office 365 E3
Eva M. Yu	Eva	Yu	Office 365 E3
Eva Marie M. Vicedo	Eva Marie	Vicedo	Office 365 E3
Frances Theodore B. Intorrio	Theodore	Intorrio	Office 365 E3
Gregory A. Oller	Gregory	Oller	Office 365 E3
Hernando A. Enal	Hernando	Enal	Office 365 E3
Irene R. Tumao	Irene	Tumao	Office 365 E3
Ivy V. Asetre	Ivy	Asetre	Office 365 E3
Jeffrey L. Macalalad	Jeffrey	Macalalad	Office 365 E3
Jetro Nicolas F. Lozada	Jetro	Nicolas	Office 365 E3
Jose T. Bechayda Jr.	Jose	Bechayda	Office 365 E3
Joséphine C. Paggal	Joséphine	Paggal	Office 365 E3
Joséphina U. Soriano	Joséphina	Soriano	Office 365 E3
Karen Mae G. Sarinas-Bayod	Karen Mae	Sarinias-Bayod	Office 365 E3
Joy M. Bulauitan	Joy	Bulauitan	Office 365 E3
Josephine C. Paggal	Josephine	Paggal	Office 365 E3
Leonila G. De Peralta	Leonila	De Peralta	Office 365 E3
Leonardo M. Mendez	Leonardo	Mendez	Office 365 E3
Ma. Zenaida R. Quiñahan	Ma. Zenaida	Quiñahan	Office 365 E3
Ma. Zhenaline Krizia A. Buán	Ma. Zhenaline	Krizia	Office 365 E3
Maria Evelyne A. Francisco	Maria Evelyne	Francisco	Office 365 E3
Michele Mae V. Vivo	Michele Mae	Vivo	Office 365 E3
Mylene A. Magisino	Mylene	Magisino	Office 365 E3
Myrna A. Suarez	Myrna	Suarez	Office 365 E3
Nestor M. Domalanta	Nestor	Domalanta	Office 365 E3
Nestor M. Domalanta Jr.	Nestor Jr.	Domalanta	Office 365 E3
Nifro Rupetto F. Aquino	Nifro Rupetto	Aquino	Office 365 E3
Pocholo Joseleito Paragas	Pocholo Joseleito	Paragas	Office 365 E3
Rady E. Adame	Rady	Adame	Office 365 E3

Component		Objective/Measure	Formula	Weight	Rating System	2020 Performance Scorecard Target	Accomplishment as of the 3rd Quarter	Proposed 2020 Recalibrated Performance Scorecard Target	2021 Proposed Target	REMARKS
SD 2 Achieves Financial Viability and Sustainability of Assets										
SM 2	Social Impact	Percentage Completion of the Rehabilitation of the Banawe Rice Terraces	5%	Percentage Completion	100% Completion of the 2020 Deliverables in the Contract for Restoration and Rehabilitation of the Banawe Rice Terraces Project	100% Completion of the 2020 Deliverables in the Contract for Restoration and Rehabilitation of the Banawe Rice Terraces Project	No submission	N/A	TIEZA reported that the Banawe Rice Terraces Project is already completed as of October 2020.	
SM 2	Conservation of World Heritage Sites based on NCCA MOA	No. of Projects with Notice of Award issued during the year / Total Number of Board approved HCRH projects in 2020 with Complete Detailed Engineering Design (DED)	10%	ISO 9001:2015 Certification	100%	No submission	Removed measure	100%	The MOA also covers other heritage sites, primarily the restoration of churches (Paoay Church, Ilocos Norte; Sta. Maria, Ilocos Sur; Maligao Church, Illoci; San Agustin Church, Intramuros). TIEZA is still in the process of preparing the program of works for restoration of the churches.	
SM 3	Development of Ecotourism Site in Depressed Province	No. of Projects with Notice of Award issued during the year / Total Number of Board approved HCRH projects in 2020 with Complete Detailed Engineering Design (DED)	10%	Average Percentage Completion	100%	No submission	Removed measure	100%	TIEZA clarified that the proposed rating system should be $(Actual/Target) \times Weight$ . However, TIEZA requested for the deletion of the measure due to the lack of funding. Resumption of implementation of infrastructure projects will depend on the level of travel tax collections. TIEZA to submit the corresponding written justification for the deletion of the measure.	
										TIEZA explained that the exclusion of the measure is due to the lack of funding. TIEZA to submit written justification for excluding the measure.
		<b>Sub-total</b>		20%						

Raguel S. Dela Cruz	Dela Cruz	Office 365 E3	Resurrecion L. Aspura	Aspura	Office 365 E3	Rodolfo E. Archedra	Rodolfo	Ancleta	Office 365 E3	Rosanna M. Olgado	Olgado	Office 365 E3	Shangrila C. Quezon	Shangrila	Quezon	Office 365 E3	Sunshine Rhina R. Cañin	Sunshine Rhina R. Cañin
Raguel			Resurrecion			Rodolfo E. Archedra				Rosanna			Caujin					

Objectives/Measure	Component	2020 Performance Scorecard Target			Accomplishment of the 3rd Quarter	Proposed 2020 Recalibrated Performance Scorecard Target	2021 Proposed Target	REMARKS	
		Formula	Weight	Rating System					
SO 3   Ensure Customer Satisfaction									
SM 4   Percentage of Satisfied Customers									
SO 4   Achieve Financial Viability and Sustainability of Assets	Sub-total	10%							
Improve Net Income									
Total Revenues less Total Expenses	10% (Actual/Target) x Weight	P2.67 Billion	No submission Removed measure	Removed measure	GCG explained that the net income measure is more reflective of the objective to achieve financial viability compared with the proposed measure on gross travel tax collections. Per TIEZA, the exclusion of the measure was due to the effect of the pandemic in the disbursements of TIEZA. TIEZA also reiterated the impact of the pandemic in the travel tax revenues.  GCG requested that TIEZA revisit the inclusion of the measure on net income. TIEZA also proposed to include a measure on net income but with some modifications in the formula. TIEZA to submit revised proposal (e.g. measure, formula, target, validating documents) with corresponding 5-year historical data, computation, assumptions, and justification. TIEZA to submit the status of business operating entities.	Validating Documents: Reports as required under the Enhanced Guidelines on the conduct of survey. Samples of accomplished survey questionnaires	For the 2020 survey, TIEZA raised that the telephone interview in lieu of the intercept method is still not practicable in the case of travel tax customers. The minimum 500 sample size as required by the GCG cannot be met given the issues due to pandemic. The same issues were raised in the submissions for the high level meeting on the impact of pandemic. TIEZA reiterated the request to delete the measure.  For 2021, TIEZA requested to lower the target to 80%. The pandemic affected the processing of the travel tax applications and its hotels were utilized as quarantine facilities. TIEZA to submit corresponding justification on the proposed lowering of the target.		
Attn: Travel Tax Targeted Collection projected in the context of pandemic	Total Collection over-Target Travel Tax Collection	10% *100% of Total Target Travel Tax Collection	N/A	N/A	P1.245 Billion	P617 Million	TIEZA proposed to lower the target to P1.62.80 Million. TIEZA to submit revised proposal and justification.  TIEZA's share from travel tax collections as of October 2020 amounted to P440 Million.  Validating Documents: Unaudited Financial Statements, with accompanying notes, submitted to COA / COA Annual Audit Report		

**WELCOME TO TIEZA**

The page features several sections of news cards, each with a thumbnail image, title, and a 'Read more' link.

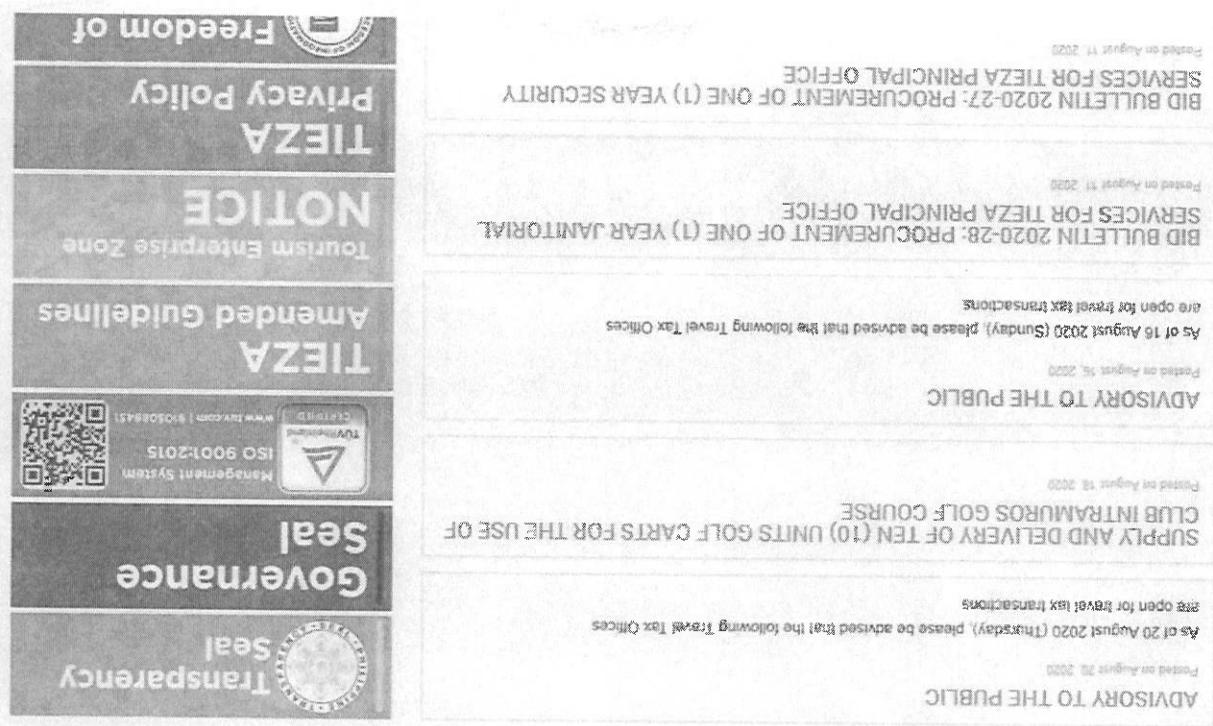
- ADVISORY TO THE PUBLIC**: A circular stamp from the 'ADVISORY TO THE PUBLIC' is overlaid on the news cards. It contains the text 'TIEZA' at the top, 'ADVISORY TO THE PUBLIC' around the perimeter, and 'MAY 2020' at the bottom.
- ADVISORY TO THE PUBLIC**: Headline: 'TIEZA issues travel advisory for the Philippines'. Subtext: 'As of 20 August 2020 (Tuesday), please be advised that the following travel destinations are open for travel for transactions related to tourism, trade, and business purposes.'
- ADVISORY TO THE PUBLIC**: Headline: 'TIEZA issues travel advisory for the Philippines'. Subtext: 'As of 20 August 2020 (Tuesday), please be advised that the following travel destinations are open for travel for transactions related to tourism, trade, and business purposes.'
- ADVISORY TO THE PUBLIC**: Headline: 'TIEZA issues travel advisory for the Philippines'. Subtext: 'As of 20 August 2020 (Tuesday), please be advised that the following travel destinations are open for travel for transactions related to tourism, trade, and business purposes.'
- ADVISORY TO THE PUBLIC**: Headline: 'TIEZA issues travel advisory for the Philippines'. Subtext: 'As of 20 August 2020 (Tuesday), please be advised that the following travel destinations are open for travel for transactions related to tourism, trade, and business purposes.'
- LATEST NEWS**: Headline: 'TIEZA issues travel advisory for the Philippines'. Subtext: 'As of 20 August 2020 (Tuesday), please be advised that the following travel destinations are open for travel for transactions related to tourism, trade, and business purposes.'
- ASSETS**: Headline: 'TIEZA approves and manages its tourism facilities and resources'. Subtext: 'TIEZA approves and manages its tourism facilities and resources to implement the TIEZA National Tourism Development Plan.'
- ENTREPRENEURSHIP ZONE**: Headline: 'TIEZA approves and manages its tourism facilities and resources'. Subtext: 'TIEZA approves and manages its tourism facilities and resources to implement the TIEZA National Tourism Development Plan.'
- TOURISM**: Headline: 'TIEZA approves and manages its tourism facilities and resources'. Subtext: 'TIEZA approves and manages its tourism facilities and resources to implement the TIEZA National Tourism Development Plan.'
- INFRASTRUCTURE**: Headline: 'TIEZA approves and manages its tourism facilities and resources'. Subtext: 'TIEZA approves and manages its tourism facilities and resources to implement the TIEZA National Tourism Development Plan.'
- TOURISM**: Headline: 'TIEZA approves and manages its tourism facilities and resources'. Subtext: 'TIEZA approves and manages its tourism facilities and resources to implement the TIEZA National Tourism Development Plan.'
- TRAVEL TAX**: Headline: 'TIEZA approves and manages its tourism facilities and resources'. Subtext: 'TIEZA approves and manages its tourism facilities and resources to implement the TIEZA National Tourism Development Plan.'

At the bottom of the page, there is a footer with links and contact information:

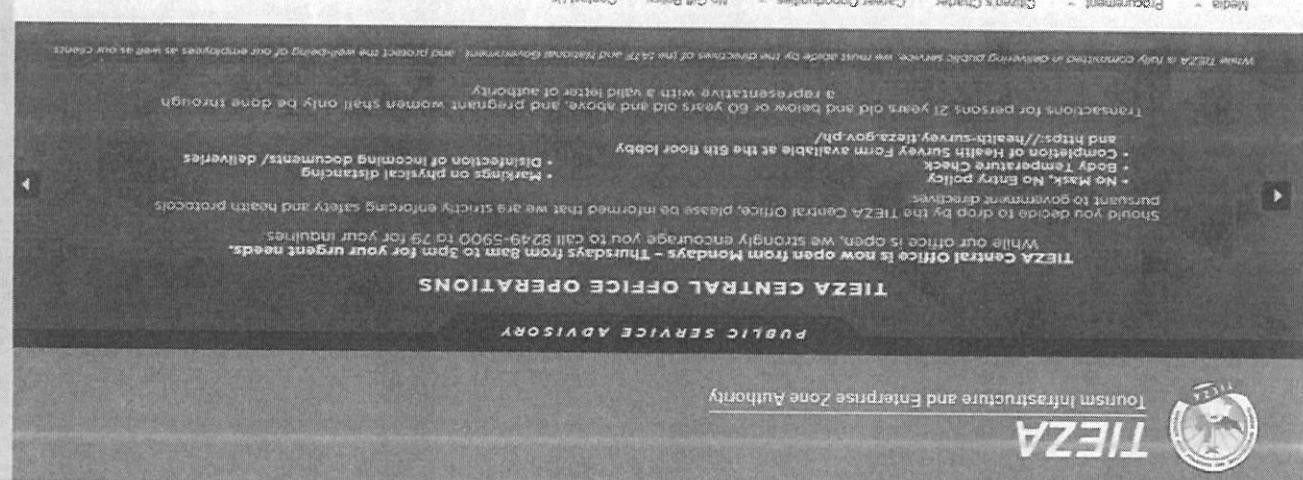
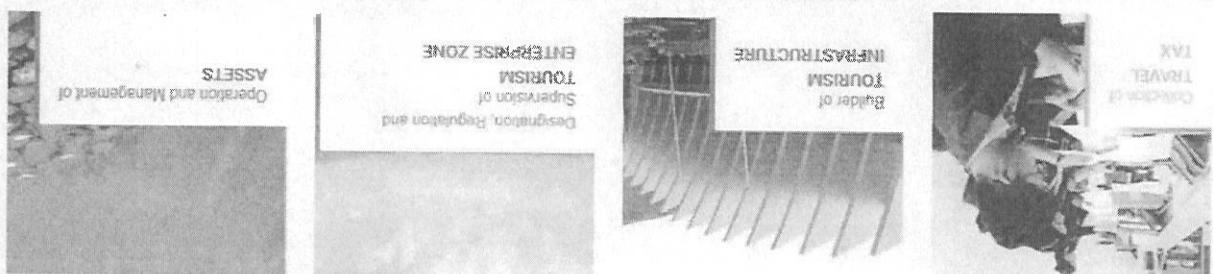
- Links: Home, Procurement, Citizen's Charter, Charter Opportunities, Government, NDPA Policy, Media.
- Contact: TIEZAWORKS, DoubleDragon Plaza, 6th & 7th Floors, Tower 1, DoubleDragon Plaza, DD Meridian Park, Macapagal Avenue corner EDSA Extension, Bay Area, Pasay City 1302.
- Phone: 02-8249-9980 to 79, 02-8249-9987.
- Online: [Travel Tax](https://traveltax.tieza.gov.ph), [Pay your travel tax online at https://traveltax.tieza.gov.ph](https://traveltax.tieza.gov.ph).
- Logos: TIEZA, Tourism Infrastructure and Enterprise Zone Authority, GOVPH.

QD

Objective/Measure	Component	Formula	Weight	Rating System	2020 Performance Scorecard Target	Accomplishment as of the 3rd Quarter	Proposed 2020 Recalibrated Performance Scorecard Target	2021 Proposed Target	REMARKS
							Scorecard Target		
SM 6 Efficient Budget Utilization	Total Amount disbursed for infrastructure projects over projected budget for infrastructure Projects in the DBM- approved COB	5%	(Actual/Target) x Weight	90%	No submission	Removed measure	90%		TIEZA requested to remove the measure due to lack of funding for infrastructure projects.
SO 5 Implement an Integrated Automated Information System	15%								GC G proposed that the BUR computation cover the entire budget of TIEZA. During the validation, TIEZA may submit justification for the exclusion of budget items that were not utilized due to factors beyond its control.
Internal Process									TIEZA to revisit the measure. TIEZA to submit revised formula, target, validating documents and corresponding justifications.
SM 7 Develop and Implement a New Integrated Automated Information System	Percentage of Completion	15%	Average Percentage Completion	No submission	1. 100% Completion of the Development Stage for ERP - Human Resource Information System – Phase 1 2. 100% Implementation/Roll Out of the On-line Travel Tax System (Group/Multiple Payments) 3. 100% Implementation/Roll Out of the Document Management System 4. 100% Installation of Office 365 to all Identified Units 5. 100% Completion of all Identified Modules for Enhancement and Publication of Website	1. 100% Completion of the Development Stage for ERP - Human Resource Information System – Phase 1 2. 100% Implementation of an online application of travel Exemption Certification (TEC) 3. 100% Implementation/Roll Out of the Document Management System 4. 100% Installation of Office 365 to all Identified Units 5. 100% Completion of all Identified Modules for Enhancement and Publication of Website	100% implementation of the Human Resource Integrated System (HRIS) Phase 2 (Recruitment, Learning and Development, and SPMS)	The proposed 2020 recalibrated targets are projected to be completed within 2020. For HRIS, Phase 1 includes personnel information and timekeeping management systems.	
SO 6 Implement Quality Management System	Actual Accomplishment	5%	All or Nothing	Surveillance Audit Passed	No submission	Surveillance Audit Passed	Maintain ISO 9001:2015 Certification	Validating Documents: ISO Certification; Surveillance Audit Report	
SM 8 Attain ISO Certification	Actual Accomplishment	5%	All or Nothing	Surveillance Audit Passed	No submission	Surveillance Audit Passed	Maintain ISO 9001:2015 Certification	Validating Documents: ISO Certification; Surveillance Audit Report	
SO 7 Build and Strengthen Organizational Capabilities	Sub-total	20%							
Improvement of the Competency Level of the Organization	Actual Accomplishment	10%	All or Nothing	Board-approved Updated Competency Framework composed of the following: 1. Competency Catalogue 2. Competency Framework 3. Competency Tables 4. Competency Matrix 5. Position Profiles	No submission	Board-approved Updated Competency Framework composed of the following: 1. Competency Catalogue 2. Competency Framework 3. Competency Tables 4. Competency Matrix 5. Position Profiles	For 2020, TIEZA reported that the target was already accomplished. For 2021, TIEZA informed that it will conduct a competency assessment for all employees. GC G proposed to target the establishment of competency baseline level. TIEZA to submit a revised proposal.	Validating Documents: Competency Assessment Report; Competency Assessment Matrix; and Assessment Form per Employee.	



The result of TEZA is a levy imposed by the Philippines government on individuals who are engaged in country exports of products as provided for by Decree (P.D.) 1183, as amended.



Lea	Objective/Measure	Formula	Weight	Rating System	2020 Performance Scorecard Target	Accomplishment(s) of the 3rd Quarter	Proposed 2020 Recalibrated Performance Scorecard Target	2021 Proposed Target	REMARKS	
	Creation of Medical SM 9 Clinic and Isolation Facility	Actual Accomplishment	10%	(Actual/Target) x Weight	N/A	N/A	N/A	Provision of medical clinic and isolation facility within TIEZA Central Office	GC G proposed to remove the measure. TIEZA agreed to remove the measure.	
	<b>Sub-total</b>		10%							
	<b>TOTAL</b>		100%							

For TIEZA:

ATTY. JOY M. BULAUTAN  
Officer-in-Charge

For GCG:

ATTY. JEDY G. LAVERINTO  
Corporate Governance Officer V

**Bid Bulletin**

**JVSC Bulletin**

**Freedom of Information**

**Privacy Policy**

**TIEZA NOTICE**

**Tourism Enterprise Zone**

**Amended Guidelines**

**TIEZA**

**Travel Management System**

**ISO 9001:2015**

**Seal**

**Governance**

**Transparency**

**Seal**

TRAVEL TAX RATES			
TRAVEL TAX	PASSAGE	ECONOMY CLASS	PASSAGE
Fuel Travel Tax	PHP 2,200.00	PHP 1,620	
Standard Reduced Travel Tax	PHP 1,350.00	PHP 870.00	
Privileged Reduced Travel Tax for a Department or an Overseas Filipino Worker (OFW)	PHP 400.00	PHP 300.00	
<b>CITIZEN'S CHARTER</b>			
MISSION			
VISION			
WE VALUE PEOPLE, COMPETITIVENESS, INTEGRITY, INNOVATION, AND SUSTAINABILITY			

Travel individuals may be charged the full travel tax, the standard reduced travel tax and the privilege reduced travel tax.

### HOW MUCH IS THE TRAVEL TAX?

Commission for Culture and Arts (CCA).

Pursuant to Section 73 of Republic Act No. 9552, 5% of the proceeds from travel taxes collected shall accrue to the TIEZA lottery program (50%) and the Commission on Higher Education (CHED) for tourism-related educational programs and courses, and ten percent (10%) shall accrue to the National Commission for Culture and Arts (NCCA).

Proceeds of the travel tax is issued and the form of place of payment, as provided for by Presidential Decree (PD) 1183, as amended.

The travel tax is a levy imposed by the Philippine government on individuals who are leaving the country irrespective of the place where the ticket is issued and the form of place of payment.

### WHAT IS TRAVEL TAX?

Presidential Decree (PD) 1183, as amended.

### Travel Tax

Tourism Infrastructure and Enterprise Zone Authority



GOVPH Home About Us Travel Tax Tourism Enterprise Zone Tourism Infrastructure Assess Management



TRAVEL TAX RATES	FIRST CLASS PASSENGE	ECONOMY CLASS PASSENGE
Full Travel Tax	PHP 2,700.00	PHP 1,650.00
Standard Reduced Travel Tax	PHP 1,350.00	PHP 850.00
Promised Reduced Travel Tax	PHP 800.00	PHP 500.00
Overseas Filipino Workers (OFW)		

Taxable individuals may be charged the full travel tax. The standard reduced travel tax and the promised reduced travel tax

How much is the travel tax?



Pursuant to Section 75 of Republic Act No. 9688, fifty percent (50%) shall accrue to the Tourism Infrastructure and Enterprise Zone Authority (TIEZA), twenty percent (20%) shall accrue to the National Commission for Culture and Arts (NCCA), and ten percent (10%) shall accrue to the National Economic and Development Authority (CHED) for tourism-related tourism programs and courses, and ten percent (10%) shall accrue to the National Commission for Culture and Arts (NCCA).

The travel tax is a tax imposed by the Philippine government on individuals who are leaving the country irrespective of the place where the tax is issued and the form or place of payment it is provided for by Presidential Decree (PD).

What is travel tax?



Made [Process](#) [Citizen's Charter](#) [Career Opportunities](#) [Contact Us](#) [No GIll Policy](#)

Tourism Infrastructure and Enterprise Zone Authority

**TIEZA**

GOVPH

Fwd: \*\*\*SPAM\*\*\* website screenshot



---

--03-RedDev-TEZ-Page.jpg

Fwd: \*\*\*SPAM\*\*\* website screenshot



**Tourism Enterprise Zone**

---



**TIEZA**  
Tourism Infrastructure and Enterprise Zone Authority

HOW TO APPLY

Designation of Tourism Enterprise Zone and Registration of Tourism Enterprise

Transparency Seal



MANAGEMENT SYSTEM  
ISO 9001:2015

[www.tieza.com](http://www.tieza.com) | 130002015

TEZ

Tourism Enterprise Zone

RTE

Tourism Enterprise outside the Zone

Governance Seal



MANAGEMENT SYSTEM  
ISO 9001:2015

[www.tieza.com](http://www.tieza.com) | 130002015

Amended Guidelines

Tourism Enterprise Zone

RTE

Tourism Enterprise outside the Zone

NOTICE

Tourism Enterprise Zone

Privacy Policy

TIEZA

RTE

Tourism Enterprise outside the Zone

Freedom of Information



FOIA

TIEZA

Notice

RTE

Purpose of attracting visitors to and within the Philippines.

Amended Guidelines

TIEZA

Privacy Policy

TIEZA

RTE

Only an existing accommodation establishment not located within a TEZ that shall undertake substantial expansion or upgrade of its facilities shall be entitled to register and claim incentives under TIEZA. The cost of expansion or upgrade of its facilities shall be at least 50% of the original investment.

Freedom of Information



FOIA

TIEZA

Notice

RTE

Designation of Tourism Enterprise Zone and Registration of Tourism Enterprise

Bid Bulletin



JVSC Bulletin

TIEZA

Notice

RTE

Designation of Tourism Enterprise Zone and Registration of Tourism Enterprise

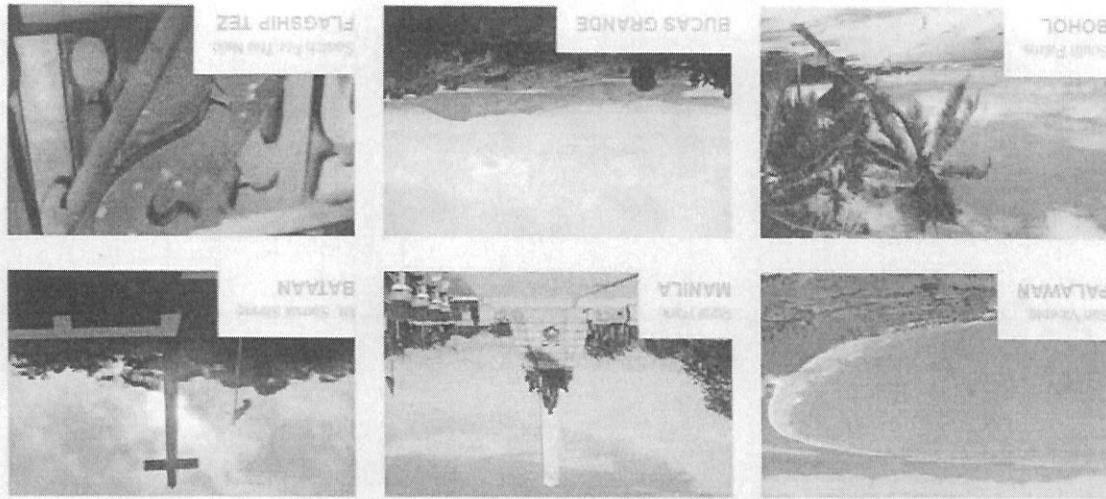
INCENTIVES

GUIDELINES

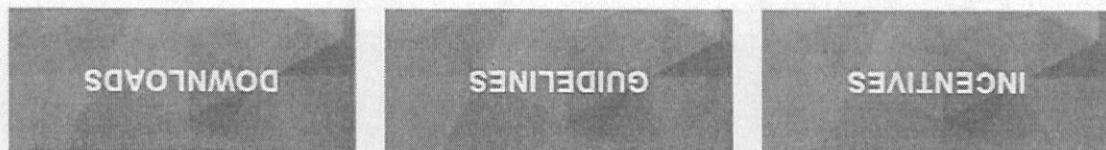
DOWNLOADS



## DESIGNATED TEZ

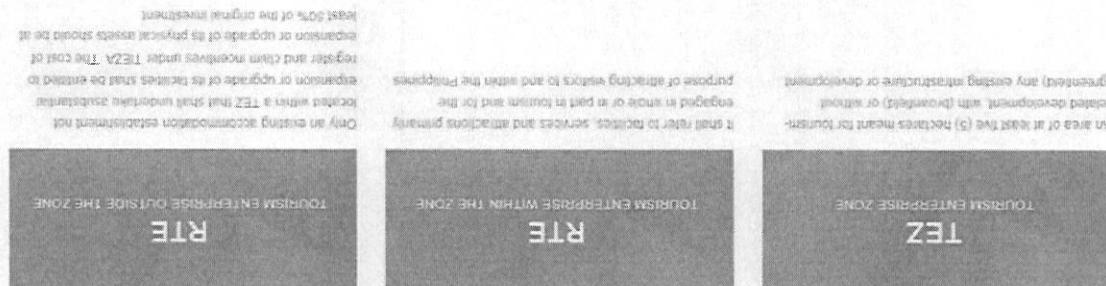


FLAGSHIP TEZ PROJECT



Availability of incentives, TEZA Guidelines, and Incentives for Download

## WHAT YOU SHOULD KNOW



Designation of Tourism Enterprise Zone and Registration of Tourism Enterprise

## HOW TO APPLY

[Home](#) [How to Apply](#) [Incentives](#) [Downloads](#) [Flagship](#) [Designated TEZ](#)

## Tourism Enterprise Zone

Tourism Infrastructure and Enterprise Zone Authority



Fwd: \*\*\*SPAM\*\*\* website screenshot

GOVPH [Home](#) [About Us](#) [Travel Tax](#) [Tourism Infrastructure Zones](#) [Tourism Management](#) [Assets Management](#) [Search](#)

Helps [Procurement](#) [Citizens' Charter](#) [Career Opportunities](#) [Contact Us](#) [NGO Policy](#)

**EVALUATION FORM - Promotion**  
 Tourism Infrastructure and Enterprise Zone Authority  
 Human Resource Services Division

**POSITION TO BE FILLED: CORPORATE PLANNING CHIEF**

ITEM NO./S:

TIEZA-COPD-058

SG.:

22

SECTOR: OFFICE OF THE CHIEF

OPERATING OFFICE

DEPARTMENT: CORPORATE PLANNING

DEPARTMENT

DIVISION/OFFICE:

BASIC SALARY: P 65,319.00 / MONTHLY

**CSC QUALIFICATION STANDARD:**

BACHELORS DEGREE RELEVANT TO THE JOB

EDUCATION:

4 YEARS OF RELEVANT EXPERIENCE

EXPERIENCE:

24 HOURS OF RELEVANT TRAINING

TRAINING:

CAREER SERVICE (PROFESSIONAL) / 2ND LEVEL

ELIGIBILITY:

ELIGIBILITY

NAME OF APPLICANT	EDUCATION (15%)	EXPERIENCE (15%)	TRAINING (5%)	PERFORMANCE RATING (5%)	REMARKS
LARANAS BELINDA D.	Bachelor of Arts in Psychology  Public Administration (12 units)	Senior CorpPlan Specialist TIEZA (Mar 2016 - Present)  Project Planning Development Office PTA (17 years and 10 months)  Corporate Planning Analyst A PTA (2 years and 8 months)  Clerk Processor A PTA (4 years and 3 months)  Clerk PTA (2 years and 2 months)	-Monitoring and Coaching (24 hrs) -Internal Quality Audit (24 hrs) -Quality Circle with Solutions Mgmt Workshop (16 hrs) -Disaster Risk Reduction Thru Preventive Maintenance (24 hrs) -Cultural Protection and Dev't Summit(16 hrs) -GAD Training for Facilitators (32 hrs) -Advance Research on Tourism (16 hrs) -Advance Coms Training for Supervisors and Middle Managers (16 hrs) -ISO 9001:2008 QMS Standards and Doc. (8 hrs) -Employees Engaging Workshop on Coaching (8 hrs) -Teaming Workshop for Leaders (16 hrs) -Leadership and Mgmt Essentials Program (24 hrs) -SW on Technical Competency Dev't. (24 hrs) -Oral and Written Comm. with Technical Writing (24) -Monitoring and Evaluation (24 hrs) -Result-based Mgmt 7 Monitoring 7 Eval 7 Dev of GR Database (24 hrs) .Workshop on Quality Mgmt System Doc. (16 hrs) .Training on ISO 9001:2008 (24 hrs) -Dev't. of Competency Based JD (16 hrs)	IPCR Jan to June 2020  5,000	QUALIFIED

REVIEWED/CHECKED BY:

KEN ESCUADRA

TOTAL SCORE:

10

15

Minimum CSC GS: 10%

Additional Education: 0%

Additional Experience (Relevant): 3%  
Additional Experience (Non-relevant): 2%

Minimum CSC GS : 3%  
Additional 8 hrs and above: 2%

CEO:

Minimum CSC GS : 10%

Additional Education: 0%

Additional Experience (Relevant): 3%  
Additional Experience (Non-relevant): 2%

Additional 8 hrs and above: 2%

Score:

10

15

Total Score:

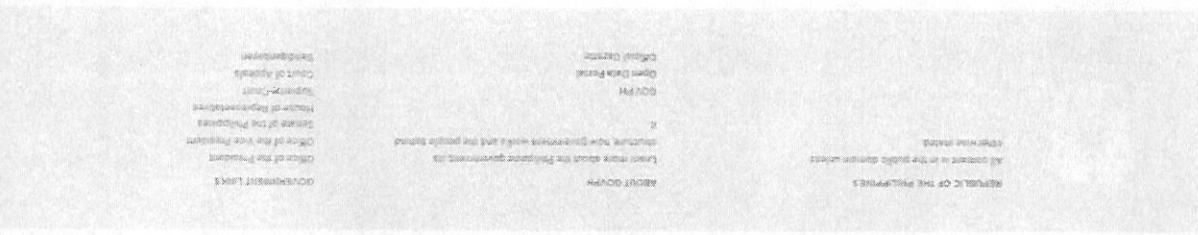
5

5.00

Remarks:

35.00

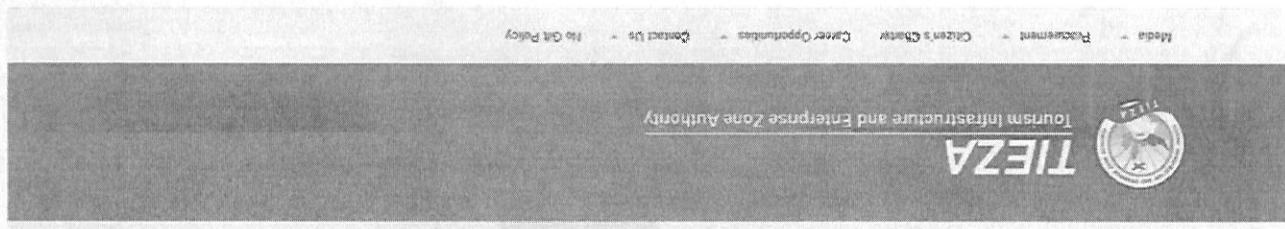
—04-REDev-infra-Page.jpg



Potential Security Issue  
Did Not Connect



Tourism Infrastructure



—04-infra-Page.jpg



**GALLERY**

TEZA's main tasks include building tourism infrastructure, designation, regulation and supervision of Tourism Enterprise Zones (TEZs), operation and management of TEZA Assets, and the collection of the Philippine Travel Tax.

TEZA's main tasks include building tourism infrastructure, designation, regulation and supervision of Tourism Enterprise Zones (TEZs), operation and management of TEZA Assets, and the collection of the Philippine Travel Tax.

The Tourism Infrastructure and Enterprise Zone Authority (TEZA), a Government Owned and Controlled Corporation (GOCC) attached to the Department of Tourism (DOT), was created by virtue of Republic Act No. 9593 otherwise known as the Tourism Act of 2009. It is responsible for implementing policies and programs of the DOT pertaining to the development, promotion, and supervision of tourism projects in the Philippines.

TEZA's main tasks include building tourism infrastructure, designation, regulation and supervision of Tourism Enterprise Zones (TEZs), operation and management of TEZA Assets, and the collection of the Philippine Travel Tax.

**WELCOME TO TEZA**

**Bid Bulletin**

**JVSC Bulletin**

**Information**

**Freedom of Information Act**

**Privacy Policy**

**TEZA**

**NOTICE**

Tourism Enterprise Zone

**Amended Guidelines**

**TEZA**

**Seal**

**Governance**

**Transparency**

**Seal**

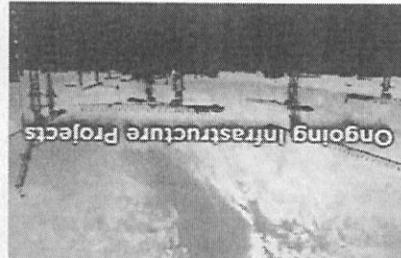
**Management System**

**ISO 9001:2015**

**www.teza.gov.ph | 0705094045**

**CEBTRAC**

**CEBTRAC**



Media ▾ Procurement ▾ Circulars Charter ▾ Career Opportunities ▾ No Gift Policy ▾ Contact Us

## Tourism Infrastructure

Tourism Infrastructure and Enterprise Zone Authority

**TEZA**



About Us

Travel Tax

Tourism Enterprise Zone

Infrastructure

Access Management

GOVPH Home About Us Travel Tax Tourism Enterprise Zone Infrastructure Access Management



## Analytical Thinking

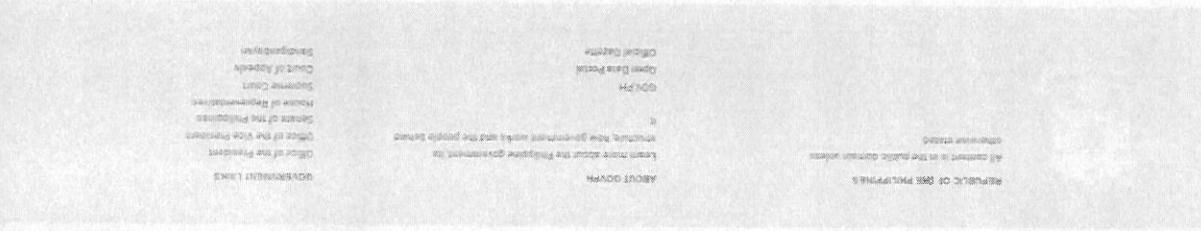
### Technical Competencies

The ability to apply logical and systematic reasoning in gathering, articulating, and processing technical or non-technical information to respond to the complexities inherent in the operating environment of TIEZA, to identify root causes of issues, problems, or concerns, and to formulate plans and appropriate solutions to address these

Proficiency Level	1 – Basic	2 – Developed	3 – Advanced	4 – Superior
<b>Core Description</b>	Gathers and analyzes information and accounts for the peculiarities of TIEZA's operating environment	Ascertains the possible causes for any given situation and explores its ramifications in view of TIEZA's operating environment	Uses seasoned approaches and accounts for the complexities of TIEZA's operating environment in handling complex concerns	Develops strategies that serve the complexities of TIEZA's operating environment, its mission, values, and business ethics amidst constraints

Behavioral Indicators	1 – Basic	2 – Developed	3 – Advanced	4 – Superior
	<ul style="list-style-type: none"><li>▪ Gathers information pertinent to a given topic or concern from various sources</li><li>▪ Analyzes information using suitable methods such as SWOT analysis, to determine issues and problems, generate options, and select the best solutions</li></ul>	<ul style="list-style-type: none"><li>▪ Demonstrates the ability to determine if the data gathered meets stated objectives and is accurate</li><li>▪ Breaks down complex issues, concerns, or situations into manageable components</li></ul>	<ul style="list-style-type: none"><li>▪ Pursues the root causes and draws up logical conclusions and solutions based on in-depth analysis of information and identification of critical connections and patterns in information</li><li>▪ Demonstrates understanding of the intent of higher command, synthesizes ideas and information toward sound and holistic versus fragmented perspectives and action plans</li><li>▪ Identifies the causes and consequences or effects of actions, events, or situations which allows him/her to scan TIEZA's complex environment</li><li>▪ Understands the rationale behind decisions and how the mission fits into the overall tactical plan</li></ul>	<ul style="list-style-type: none"><li>▪ Analyzes complex and volatile situations to frame the issue and put into proper social, political, economic context before choosing the best option and thereby address conflicting needs</li><li>▪ Exercises foresight and promotes continuous improvement to formulate solutions to problems long before they occur</li><li>▪ Prioritizes concerns to be addressed that best serve the overall interests of TIEZA and its stakeholders</li><li>▪ Challenges the status quo and accepted norms or thinking processes as the need for them arises</li></ul>

**—05-Redev-Assets-Mgmt-Page.jpg**

Potential Security Issue  
Did Not Connect

### Assets Management

**BID BULLETIN**

**JVSC BULLETIN**

**Information of Freedom of Information Act**

**TIEZA Transparency Notice**

**TIEZA Anti-Bribery Guidelines**

**Governance Seal**

**Transparency Seal**

Investment

Assets

Media [Press Release](#) [Citizen's Charter](#) [Career Opportunities](#) [Contact Us](#) [No Gift Policy](#)

**TIEZA** Tourism Infrastructure and Enterprise Zone Authority

[Home](#) [About](#) [Services](#) [TIEZA TIN](#) [Tourism Enterprise Zone](#) [Tourism Infrastructure](#) [Assets Management](#) [Search](#)

**—05-Assets-Mgmt-Page.jpg**



## Technical Competencies

### Architectural Planning and Design

The ability to develop project directives, outlines, projections, budgetary estimates, time lines, resource studies, and strategies to meet pertinent building/construction rules, regulations, and permitting; to analyze programmatic requirements and site and budget constraints to produce designs that address project criteria effectively; and to assess consulting design professionals' proposed design solutions

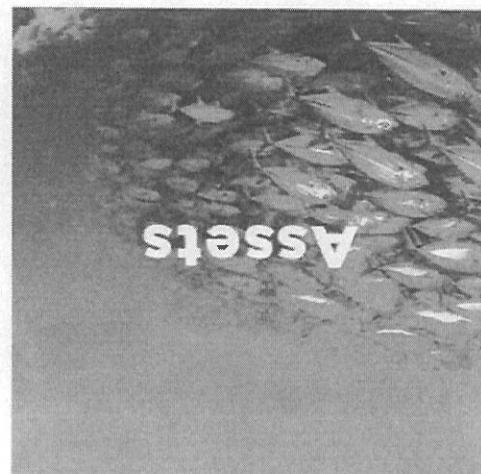
Proficiency Level	1 – Basic	2 – Developed	3 – Advanced	4 – Superior
<b>Core Description</b>	Demonstrates understanding of disclosures and implementation of planning and design	Consults with clients to determine their requirements & prepares and presents design proposals to clients	Coordinates preliminary architectural studies for major new structures and alterations to existing structures and site development	Analyzes current public issues, understands the interactions and mutual influences between planning along with design and human beings, environment, society as well as the world
<b>Behavioral Indicators</b>	<ul style="list-style-type: none"><li>▪ Prepares drawings, specifications, and construction documents with supervision that address client requirements</li><li>▪ Attends regular meetings with clients, contractors and other specialists</li><li>▪ Organizes and manages permit documents</li><li>▪ Coordinates the work of contractors</li><li>▪ Ensures all plans are compliant with governmental health and safety regulations</li></ul>	<ul style="list-style-type: none"><li>▪ Designs and documents commercial and industrial building projects</li><li>▪ Conducts site visits to check on progress</li><li>▪ Modifies existing plans and elevations to fit client and sales needs</li><li>▪ Liaises with clients to ensure all issues are addressed in a timely manner, and that project requirements are met</li></ul>	<ul style="list-style-type: none"><li>▪ Reviews and designs architectural and engineering plans</li><li>▪ Addresses problems that arise during construction and negotiates with contractors and other professionals as needed</li><li>▪ Provides guidance to subcontractors like builders, plumbers, and electricians, and helping them interpret design specifications</li><li>▪ Works with teams across business lines, in remote locations, and coordinates with subcontractors</li></ul>	<ul style="list-style-type: none"><li>▪ Leads and develops projects from early concept through design development</li><li>▪ Resolves complex design issues with innovative and practical solutions</li><li>▪ Networks and regularly consults with various industry professionals</li><li>▪ Mentors new Architects and helps them fine-tune their design skills and improve their industry knowledge</li></ul>

**GALLERY**

The Tourism Infrastructure and Enterprise Zone Authority (TIEZA), a Government Owned and Controlled Corporation (GOCC) attached to the Department of Tourism (DOT), was created by virtue of Republic Act No. 9533 otherwise known as the Tourism Act of 2009. It is responsible for implementing policies and programs of the DOT pertaining to the development, promotion, and supervision of tourism projects in the Philippines.

TIEZA's main tasks include building tourism infrastructure, designation, regulation and supervision of Tourism Enterprise Zones (TEZs), operation and management of TEZA Assets, and the collection of the Philippine Travel Tax.

**WELCOME TO TIEZA**



[Media](#) • [Procurement](#) • [Charters Charter](#) • [Other Opportunities](#) • [RFQ Policy](#) • [Contact Us](#)

## Assets Management

Tourism Infrastructure and Enterprise Zone Authority

**TIEZA**



[GOVPH](#)

[Home](#)

[About Us](#)

[Transparency](#)

[Tourism Infrastructure](#)

[Tourism Enterprise Zone](#)

[Assets Management](#)

[Charters](#)

[Other Opportunities](#)

[RFQ Policy](#)

[Contact Us](#)



## Technical Competencies

### Attention to Detail

The ability to demonstrate thoroughness and precision to accomplish tasks and execute job successfully

Proficiency Level	1 – Basic	2 – Developed	3 – Advanced	4 – Superior
<b>Core Description</b>	Provides information in a usable form and on a timely basis to others who need to act on it	Establishes mechanisms to ensure high quality of work	Ensures that outputs are delivered as envisioned through regular work progress evaluation	Devises systems that ensure timely delivery of outputs as envisioned
<b>Behavioral Indicators</b>	<ul style="list-style-type: none"><li>▪ Gives timely information</li><li>▪ Double-checks the information and work output to provide accurate and consistent work</li><li>▪ Completes work according to established procedures and standards</li><li>▪ Notices errors in work before it is distributed</li><li>▪ Follows instructions in doing a task</li></ul>	<ul style="list-style-type: none"><li>▪ Sets up procedures to ensure high quality of work</li><li>▪ Maintains a checklist and a calendar to ensure that small details are not overlooked</li><li>▪ Suggests systems to monitor work or project progress</li><li>▪ Develops ideas thoroughly and prepares an effective plan of action</li></ul>	<ul style="list-style-type: none"><li>▪ Monitors progress of work to ensure that output reaches the desired level of accuracy</li><li>▪ Reviews and checks the accuracy of information in work reports</li><li>▪ Develops and uses systems to organize and track work progress</li><li>▪ Checks and evaluates outputs in accordance with the plan of action</li></ul>	<ul style="list-style-type: none"><li>▪ Devises systems to monitor and control detailed information accurately and adequately</li><li>▪ Takes necessary actions to produce work that requires little or no checking</li><li>▪ Informs affected internal or external clients and partners of changes in a timely manner</li></ul>

—Attachments:

01-HOME-Page.jpg	676 KB
02-REDDEV-Travel-Tax-Page.jpg	801 KB
02-Travel-Tax-Page.jpg	679 KB
03-REDDEV-TEZ-Page.jpg	986 KB
03-TEZ-Page.jpg	526 KB
04-INFRA-Page.jpg	215 KB
04-REDDEV-INFRA-Page.jpg	542 KB
05-ASSETS-Mgmt-Page.jpg	231 KB
05-REDDEV-Assets-Mgmt-Page.jpg	596 KB



## Audit Management

### Technical Competencies

The ability to plan and execute a systematic and objective examination and evaluation of the financial, operational, organizational and administrative controls to effectively identify improvement opportunities, detect and prevent fraud or dishonesty and ensure the safeguarding of assets, compliance with laws, regulations, managerial policies, accountability measures, ethical standards and contractual obligations

Proficiency Level	1 – Basic	2 – Developed	3 – Advanced	4 – Superior
<b>Core Description</b>	Uses basic skills and knowledge of audit management	Demonstrates working knowledge on audit management	Possesses extensive experience and consistently applies technical skills on audit management	Manages audit and consistently applies and synthesizes technical skills on audit management
<b>Behavioral Indicators</b>	<ul style="list-style-type: none"><li>▪ Displays basic knowledge on the general principles and procedures of auditing</li><li>▪ Demonstrates independent-mindedness, inquisitiveness, and critical thinking</li><li>▪ Assists in the logistical and documentary preparation, and in the coordination, prior to, during, and after the conducts of audit, and in data gathering and report preparation</li><li>▪ Maintains and updates audit records</li><li>▪ Demonstrates endurance and capacity for working long hours doing auditing work</li></ul>	<ul style="list-style-type: none"><li>▪ Prepares and implements audit plans, evaluates data needed for audit and prepares audit reports</li><li>▪ Conducts fieldwork and assists in auditing, collecting and consolidating data required for audit</li><li>▪ Audits processes according to plans, procedures and timelines</li><li>▪ Obtains knowledge on the matters/activities as per audit work plan through examination of records and discussions with concerned personnel</li><li>▪ Exhibits a strong sense of independence, objectivity and impartiality, professionalism and competence, and confidentiality</li></ul>	<ul style="list-style-type: none"><li>▪ Reviews and recommends approval and ensures proper implementation of audit plans</li><li>▪ Reviews and discusses audit observations and findings with Auditee and Audit Team to ensure overall understanding and ascertain the veracity of these information</li><li>▪ Leads the Audit team in entry and exit audit conferences, collecting, consolidating, and examining data gathered during fieldwork</li><li>▪ Discusses deficiencies, recommends corrective actions and improvements that can be taken and determines future compliance to these</li></ul>	<ul style="list-style-type: none"><li>▪ Establishes internal auditing standards, policies, strategies, procedures, and monitoring systems</li><li>▪ Maintains internal control of resources, reviewing annual goals, objectives, and performance targets, and compliance with audit recommendations</li><li>▪ Directs finalization of internal audit reports and recommends suitable action plans to TIEZA Management</li><li>▪ Identifies advancements in audit management and recommends enhancements of current procedures, processes, and policies</li></ul>

**2019 IT DELIVERY (MASS PURCHASE)**

**Supplier: ADVANCE MICROSYSTEMS CORPORATION**

**Unit 1104, East Tower, PSE Centre, Exchange Road, Ortigas Center, Pasig City**

**Telephone # 635-4181 Fax # 635-3049 www.advance-microsystems.com**

**NOTEBOOK (Standard)**

NO.	DELIVERY DATE	BRAND/MODEL	SERIAL NUMBERS		DEPT/ DIVISION	END-USER	ACCOUNTABLE PERSON	SIGNATURE	ACCEPTANCE DATE
			SYSTEM UNIT	CARRY CASE					
1	June 4, 2020	Lenovo Thinkpad X390	1520Q0S0UF00	PC1FQX5J	✓	OOCO	Grace Enaje	<i>Grace Enaje</i>	06/10/20
2	June 4, 2020	Lenovo Thinkpad X390	PC1FQX5S		✓	CORPLAN			06/10/20
3	June 4, 2020	Lenovo Thinkpad X390	PC1FQY5H		✓	IAD	Karen Keith Lontoc	Leah Bayot	06/10/20
4	June 4, 2020	Lenovo Thinkpad X390	PC1FQY5A		✓	IAD	Rainer Cruz	Rainer Cruz	06/10/20
5	June 4, 2020	Lenovo Thinkpad X390	PC1FQY5G		✓	IAD	Maria Catherine Grace Go	Maria Catherine Grace Go	06/10/20
6	June 4, 2020	Lenovo Thinkpad X390	PC1FQY5N		✓	ASD		Laiizi Gatchalian	06/10/20
7	June 4, 2020	Lenovo Thinkpad X390	PC1FQY5K		✓	ASD	Ana Ruth Mateo		06/10/20
8	June 4, 2020	Lenovo Thinkpad X390	PC1FQY56		✓	ASD	Bernadette Alvarez		06/10/20
9	June 4, 2020	Lenovo Thinkpad X390	PC1FQY5C		✓	ASD	Noel Natividad		06/10/20
10	June 4, 2020	Lenovo Thinkpad X390	PC1FQY5R		✓	TRAVEL TAX	Crystal Joy Panganiban		06/10/20
11	June 4, 2020	Lenovo Thinkpad X390	PC1FQY5F		✓	TRAVEL TAX	Wilma Ronquillo		06/10/20
12	June 4, 2020	Lenovo Thinkpad X390	PC1FQY60		✓	TRAVEL TAX	Reynosa Jane Paday		06/10/20
13	June 4, 2020	Lenovo Thinkpad X390	PC1FQY5E		✓	MISD	Raquel S. Della Cruz		06/10/20
14	June 4, 2020	Lenovo Thinkpad X390	PC1FQY5V		✓	LEGAZPI		Josephine L. Delvo	06/10/20
15	June 4, 2020	Lenovo Thinkpad X390	PC1FQY5P		✓	PALAWAN		Perla Abarca	06/10/20
16	June 4, 2020	Lenovo Thinkpad X390	PC1FQY5B		✓	TAGUIG	<i>ROMY PANALIGAN</i>	Mariette Inot	06/10/20
17	June 4, 2020	Lenovo Thinkpad X390	PC1FQY5Z		✓	TAGBILARAN	Travel Tax 1	Arwin Concha	06/10/20
18	June 4, 2020	Lenovo Thinkpad X390	PC1FQY61		✓	AMIS		Mylene A. Magisno	06/10/20



## Benefits, Compensation, and Welfare Management

### Technical Competencies

The ability to develop, implement, evaluate and enhance policies and programs on benefits, compensation, rewards, incentives, health and wellness in conformity with all labor standards and compensation trends to concurrently improve employee welfare and support the strategic objectives of TIEZA

Proficiency Level	1 – Basic	2 – Developed	3 – Advanced	4 – Superior
<b>Core Description</b>	Collates and maintains data, documents, and pertinent employee records	Ensures accurate and timely computation of employee compensation and benefits and compliance with policies and procedures on employee welfare	Undertakes information campaigns, survey and research, policy studies, and benchmarking on benefits, compensation and welfare of employees	Establishes operational policies and guidelines on the Benefits and Welfare of TIEZA employees
<b>Behavioral Indicators</b>	<ul style="list-style-type: none"><li>▪ Collates data and materials from the conduct and evaluation of organization-wide employee welfare programs</li><li>▪ Maintains and updates employee records on attendance, performance, and welfare transactions</li><li>▪ Prepares certifications such as compensation, service records, leave balance, attendance and other employee welfare transactions</li><li>▪ Writes simple pro-forma communications relative to benefits, compensation and welfare of employees</li></ul>	<ul style="list-style-type: none"><li>▪ Computes leaves, salaries, salary adjustments, loans, medical reimbursements or entitlements of employees and prepares vouchers</li><li>▪ Correctly and promptly replies to queries on benefits, compensation, and welfare management</li><li>▪ Coordinates with central and regional office representatives in the implementation and evaluation of programs</li><li>▪ Complies with existing policies on benefits, compensation, rewards, incentives, and health and wellness mechanisms</li></ul>	<ul style="list-style-type: none"><li>▪ Conducts information awareness drives on benefits, compensation, and health and wellness programs to employees</li><li>▪ Conducts surveys, focus group discussions, benchmark studies on employee benefits, compensation, and welfare management</li><li>▪ Prepares organization-wide reports on policy implementation and program administration</li><li>▪ Evaluates and proposes enhancement to existing policies, processes and systems on benefits, compensation, and wellness mechanisms</li></ul>	<ul style="list-style-type: none"><li>▪ Establishes and develops comprehensive employee benefits and welfare programs for TIEZA</li><li>▪ Reviews and recommends proposals for enhancements and changes in existing processes and systems on employee benefits and welfare</li><li>▪ Formulates operational policies and guidelines on employee benefits and welfare</li><li>▪ Develops communication and implementation plan on the benefits and employees welfare programs in TIEZA</li></ul>

NO.	DELIVERY DATE	BRAND/MODEL	SERIAL NUMBERS		DEPT/ DIVISION	END-USER	ACCOUNTABLE PERSON	SIGNATURE	ACCEPTANCE DATE
			SYSTEM UNIT	CARRY CASE					
19	June 4, 2020	Lenovo Thinkpad X390	PC1FOYSL	✓	CONFIDENTIAL	FRANCIS RANLY	HOMER PELLA SANTOS	JUNIOR GOMEZ	14 July 2020
20	June 4, 2020	Lenovo Thinkpad X390	PC1FOQSY	✓	BHYH		Marlon Prieto	PRIETO, MARLON	2020-06-04
21	June 4, 2020	Lenovo Thinkpad X390	PC1FOQYSK	✓	GMETV		Ma. Carmela Marquez		
22	June 4, 2020	Lenovo Thinkpad X390	PC1FOQY58	✓	BUDD		Teng Ocampo	TENG OCAMPO	7/2/2020
23	June 4, 2020	Lenovo Thinkpad X390	PC1FOQXSW	✓	TERD		Atty. Niño Aquino	ATTY. NIÑO AQUINO	7/2/20
24	June 4, 2020	Lenovo Thinkpad X390	PC1FOQY57	✓	TERD		Erminda Palomique	ERMINDA PALOMIQUE	7/2/20
25	June 4, 2020	Lenovo Thinkpad X390	PC1FOX5M	✓	TERD		Engr. John Domingo	ENGR. JOHN DOMINGO	7/2/20
26	June 4, 2020	Lenovo Thinkpad X390	PC1FOXSD	✓	THADMAR	THADMAR	JOVERTELE MUNIZ	JOVERTELE MUNIZ	7/2/20
27	June 4, 2020	Lenovo Thinkpad X390	PC1FOQSQ	✓	SAN VICENTE		Engr. Bernardo C. Alarilla	ENGR. BERNARDO C. ALARIILLA	7/2/20
28	June 4, 2020	Lenovo Thinkpad X390	PC1FOQYST	✓	TAMD		Bernadette David	BERNADETTE DAVID	7/2/20
29	June 4, 2020	Lenovo Thinkpad X390	PC1FOQY59	✓	TAMD		Maricris Tonio	MARICRIS TONIO	7/2/20

SAMUEL  
NAFID



## Budgeting

### Technical Competencies

The ability to plan, review and prepare financial allocation to operationalize activities of TIEZA and its various offices, sectors, departments, divisions, or units

Proficiency Level	1 – Basic	2 – Developed	3 – Advanced	4 – Superior
<b>Core Description</b>	Produces control reports for the budget and the proper supporting documents	Creates financial accountability reports and monitors expenditures and budget utilization across offices, sectors, and departments	Reviews and analyzes financial reports to ensure proper implementation of financial plans	Studies and approves revisions to financial plans and advocates efficient budget consumption in implementing program activities
<b>Behavioral Indicators</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates knowledge of budgeting and funding processes</li> <li>▪ Performs administrative tasks (e.g. writing letter of invitation, receiving budget proposals, and others)</li> <li>▪ Handles the transmittal of documents to the approving and concerned offices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complies with administrative controls over funds, contracts, and procurement</li> <li>▪ Prepares and responds to communication from internal and external stakeholders that require some analysis to handle concerns or requests</li> <li>▪ Coordinates with different offices and departments for budgeting activities to establish assumptions, considerations, and guidelines</li> <li>▪ Receives and encodes financial documents such as vouchers, purchase orders and other financial documents</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitors and verifies ongoing cost effectiveness in keeping with the cost-consciousness efforts of the authority</li> <li>▪ Consolidates various budget proposals that serve as inputs to the different budgeting exercises of TIEZA</li> <li>▪ Prepares annual budget and details the best measures to be taken to attain desired goals given the allocated resources</li> <li>▪ Prepares certification documents to support requests for supplemental budgets and other purposes</li> <li>▪ Prepares monthly reports</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitors expenditures and resources to ensure spending is within allotments, and modifies where and when necessary</li> <li>▪ Proposes programs and measures to enhance capability and efficiencies in budget allocation and expenditures reporting</li> <li>▪ Examines budget proposals, requests for funding, and other related matters to determine their appropriateness and likelihood for approval</li> <li>▪ Provides historical patterns of expenditures that will be used for strategic planning within TIEZA</li> </ul>

**2019 IT DELIVERY (MASS PURCHASE)**

**Supplier: ADVANCE MICROSYSTEMS CORPORATION**

**Unit 1104, East Tower, PSE Centre, Exchange Road, Ortigas Center, Pasig City**

**Telephone # 635-4181 Fax # 635-3049 www.advance-microsystems.com**

NOTEBOOK (Special)	BRAND/MODEL	SERIAL NUMBERS	DEPT/ SYSTEM UNIT	END-USER	ACCOUNTABLE PERSON	SIGNATURE	ACCEPTANCE DATE		
NO.	DELIVERY DATE	BRAND/MODEL	SYSTEM UNIT	CARRY CASE	DIVISION	END-USER	ACCOUNTABLE PERSON	SIGNATURE	ACCEPTANCE DATE
1	June 9, 2020	Lenovo ThinkPad X1 Extreme	R90KGZ1N	✓	MISD	Daryl John D. Jeruz		4-13-20	
2	June 9, 2020	Lenovo ThinkPad X1 Extreme	R90KGZ1M		AESS	Nestor M. Domalanta		SR-20	
3	June 9, 2020	Lenovo ThinkPad X1 Extreme	R90KGZ1Q		PEPD	Amelita Laganda			
4	June 9, 2020	Lenovo ThinkPad X1 Extreme	R90KGZ1R		PEPD	Jeffrey Macalad			
5	June 9, 2020	Lenovo ThinkPad X1 Extreme	R90KGZ1P		BUDD	Evelynne Francisco		9/14/2020	

**NOTEBOOK (Final)**

NO.	DELIVERY DATE	BRAND/MODEL	SERIAL NUMBERS	DEPT/ SYSTEM UNIT	END-USER	ACCOUNTABLE PERSON	SIGNATURE	ACCEPTANCE DATE
NO.	DELIVERY DATE	BRAND/MODEL	SERIAL NUMBERS	DEPT/ SYSTEM UNIT	END-USER	ACCOUNTABLE PERSON	SIGNATURE	ACCEPTANCE DATE
1	June 4, 2020	MacbookAir 13.3	SFVFZV05LYWH	X	TEZM	Atty. Karen Sarlina-Baydo		6/4/2020

80/04/20



## Business Acumen

### Technical Competencies

The ability to be on top of the industry trends, economic sectors and market dynamics that drive TIEZA's strategies and success; the ability to exercise business foresight and integrate diverse perspectives to seize opportunities that represent the most potential for innovation and return on investments

Proficiency Level	1 – Basic	2 – Developed	3 – Advanced	4 – Superior
<b>Core Description</b>	Applies knowledge of industry, market, and business trends to prioritize activities	Leverages business sector opportunities and market dynamics to execute TIEZA's mandate and strategies	Instills a business-oriented mindset that drives the tourism development agenda	Champions TIEZA within the market context as a trusted tourism development partner
<b>Behavioral Indicators</b>	<ul style="list-style-type: none"><li>▪ Manifests understanding of business fundamentals in TIEZA's environment, the work dynamics of each unit in the organizational context</li><li>▪ Applies knowledge of the tourism industry, its dynamics and operational structures to render business decisions that may involve risk elements</li><li>▪ Acquires additional information to resolve specific business issues and make informed decisions</li></ul>	<ul style="list-style-type: none"><li>▪ Continually acquires information about TIEZA's key clients and stakeholders, where they are moving in the future and how TIEZA's programs and services can meet those needs in order to grow businesses</li><li>▪ Maintains and develops an effective network that provides information and intelligence around the market and emergent opportunities</li><li>▪ Correctly analyzes business issues and identifies appropriate action.</li></ul>	<ul style="list-style-type: none"><li>▪ Positions the profit-generating capacity of TIEZA's programs to businesses alongside its economic benefits to advance TIEZA's strategic mandate</li><li>▪ Promotes the pursuit of research that has economic, social, and environmental value to the local and foreign investors or project proponents and integrates diverse perspectives.</li><li>▪ Develops business plans that take into account longer-term activities, issues, problems or opportunities</li></ul>	<ul style="list-style-type: none"><li>▪ Clearly perceives the projected direction of tourism with respect to businesses and the economy and how changes will impact the continued performance of TIEZA's mandate</li><li>▪ Continually reviews business plans, projects, and programs against their long-term applications, commercial viability, and TIEZA's mandate, and in response to changing market demands</li><li>▪ Assesses and links short-term tasks and objectives in the context of long-term business strategies or perspectives and industry trends</li></ul>

2019 IT DELIVERY (MASS PURCHASE)

Supplier: ADVANCE MICROSYSTEMS CORPORATION

Unit 1104, East Tower, PSE Centre, Exchange Road, Ortigas Center, Pasig City

Telephone # 635-4181 Fax # 635-3049 www.advance-microsystems.com

Tablet

NO.	DELIVERY DATE	BRAND/MODEL	SERIAL NUMBERS	DIV/UNIT	END-USER	ACCOUNTABLE PERSON	SIGNATURE	ACCEPTANCE DATE
1	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG5BPMF3Q	OCCD		COO Paragas		6/11
2	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG7JGMF3Q	OCCD		Mich Vivo		
3	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG77XMF3Q	CORSEC		Atty. Al Espaldon		
4	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG7V2MF3Q	CORSEC		Atty. Al Espaldon		
5	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG83RWMF3Q	CORSEC		Atty. Al Espaldon		
6	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG970MF3Q	CORSEC		Atty. Al Espaldon		
7	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG82WMF3Q	CORSEC		Atty. Al Espaldon		
8	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG64WMMF3Q	CORSEC		Atty. Al Espaldon		
9	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG812MF3Q	CORSEC		Atty. Al Espaldon		
10	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG5LKMF3Q	CORSEC		Atty. Al Espaldon		
11	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG62MF3Q	CORSEC		King Bauyon		
12	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG93EMF3Q	CORSEC		King Bauyon		
13	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG7EIMF3Q	CORSEC		King Bauyon		
14	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZGBPRMF3Q	CORSEC		King Bauyon		
15	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZBL1SMF3Q	CORSEC		Enna May Hermoso		
16	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG1KPMF3Q	CORSEC		Enna May Hermoso		
17	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG1WJMFM3Q	CORSEC		Enna May Hermoso		
18	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG84DMF3Q	CORSEC		Enna May Hermoso		
19	June 4, 2020	Apple Ipad 7th Gen 128 GB	SDMQZG61DMF3Q	CORSEC		Enna May Hermoso		

le - II - 2020

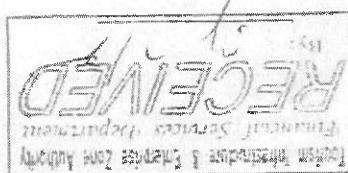


## Business Development and Management

The ability to understand the approaches and practices required in identifying and capitalizing business opportunities, including the knowledge of relevant sales and negotiation techniques, development of promotional messages and integration of technology to optimize revenue generation, improving organizational performance and gaining competitive advantage to unlock the full potential of TIEZA resources

### Technical Competencies

Proficiency Level	1 – Basic	2 – Developed	3 – Advanced	4 – Superior
Core Description	Demonstrates awareness by taking action relative to customer requirements, needs and industry trends	Develops strategies and implements technical solutions that meet operational improvement needs	Anticipates business opportunities as end result of strategies implemented	Provides framework, parameters and direction in the development of plans and programs
Behavioral Indicators	<ul style="list-style-type: none"> <li>■ Demonstrates appropriate negotiation and influencing techniques to achieve buy in from stakeholders</li> <li>■ Applies marketing and sales tools, research, principles and practices as relevant to the successful delivery of individual role</li> <li>■ Has knowledge of media and material production, communication and dissemination techniques/distribution channels</li> </ul>	<ul style="list-style-type: none"> <li>■ Creates, builds and manages competitive brands, products, portfolio and services</li> <li>■ Uses technology to facilitate access to and sharing of information for the delivery of services to customers</li> <li>■ Translates client/customer intelligence into tangible specifications for TIEZA offerings</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensures external and internal environment is understood in terms of project context in effective marketing strategy</li> <li>■ Investigates and analyses customer dynamics and uses research to inform marketing plans</li> <li>■ Demonstrates awareness of the impact of marketing and sales in assisting and securing appropriate resources</li> <li>■ Develops networks of contacts internal to targeted partner organizations, knows who the decision makers and the influential persons are and works on establishing strong rapport</li> </ul>	<ul style="list-style-type: none"> <li>■ Demonstrates extensive understanding of business development, principles and practices of business development techniques</li> <li>■ Develops and obtains approval from the senior management for business development strategies and plans in order to achieve growth and financial profitability (e.g. acquisitions, mergers and/or divestitures) that integrates TIEZA's products and services across portfolios and programs</li> <li>■ Anticipates future trends and development in the industry that will impact products and services</li> <li>■ Negotiates complex sales contracts and the highest levels</li> </ul>



© 2015 Cambridge University Press 978-0-521-56487-0

PREPARED BY:		REVIEWED BY:	APPROVED BY:	OFFICER IN CHARGE	SECTOR HEAD														
				RADUEL S. DELACRUZ <i>Alvin M. Cruz</i>	<del>ROCHOLDO J.D. PARRAGAS</del> <i>Mary Grace S. Medina</i>														
<table border="1"> <thead> <tr> <th colspan="2">TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="2">EQUIPMENT OUTLAY</td> </tr> <tr> <td colspan="2">OPERATING EXPENSES</td> </tr> <tr> <td colspan="2">MAINTENANCE AND OTHER</td> </tr> <tr> <td>5,985,158.48</td> <td>5,378,242.70</td> </tr> <tr> <td>2,812,357.90</td> <td>20,414,617.40</td> </tr> <tr> <td>8,797,516.38</td> <td>25,792,850.10</td> </tr> </tbody> </table>						TOTAL		EQUIPMENT OUTLAY		OPERATING EXPENSES		MAINTENANCE AND OTHER		5,985,158.48	5,378,242.70	2,812,357.90	20,414,617.40	8,797,516.38	25,792,850.10
TOTAL																			
EQUIPMENT OUTLAY																			
OPERATING EXPENSES																			
MAINTENANCE AND OTHER																			
5,985,158.48	5,378,242.70																		
2,812,357.90	20,414,617.40																		
8,797,516.38	25,792,850.10																		
2019		2020																	

Key	Specific
To contribute to the attainment of TIEZA's mission by maintaining an automated management system, geared to provide timely, updated, accurate and useful information, and by upgrading the computer literacy of TIEZA employees through training.	To develop and implement automated information systems, subject to periodic review and revision, geared towards the timely provision of updated, accurate and useful information

Statement of Objectives

---

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT  
DECISION UNIT

CALENDARYEAR 2020

ACADEMIC JUSTIFICATION DOCUMENT

**TEZAWPKS**  TEZAWPKS.COM



## Business Development and Management

### Technical Competencies

The ability to understand the approaches and practices required in identifying and capitalizing business opportunities, including the knowledge of relevant sales and negotiation techniques, development of promotional messages and integration of technology to optimize revenue generation, improving organizational performance and gaining competitive advantage to unlock the full potential of TIEZA resources

Proficiency Level	1 – Basic	2 – Developed	3 – Advanced	4 – Superior
	<ul style="list-style-type: none"><li>▪ tasks are performed more effectively</li><li>▪ Researches potential leads and obtains additional information on clients or on the needs of partner organizations</li><li>▪ Identifies commercial opportunities via industry readings, internet searches, analyst reports, etc.</li><li>▪ Participates in developing a network of contacts in targeted, potential partner organizations</li></ul>	<ul style="list-style-type: none"><li>▪ Determines which TIEZA offerings will be most effective vis-à-vis potential target customers or partners to suit the client's needs</li><li>▪ Executes and practices real time delivery of service and response to client's queries, requirements and needs using IT</li><li>▪ Demonstrates a solid understanding of marketing and sales principles, best practices and analyzes business development data to determine new business opportunities</li></ul>	<ul style="list-style-type: none"><li>▪ Allocates sufficient funds and resources for technology investment to be consistent with opportunities and assures service innovation in the organization</li><li>▪ Defines strategic imperatives in terms of the link between increased value, organizational needs and technological solutions</li><li>▪ Directs and coordinates the development and implementation of process-based solution that cross organizational lines</li></ul>	<ul style="list-style-type: none"><li>▪ Sets clear explanations for the integration and alignment of technology and business functions, focusing on the strategic value</li></ul>