



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

OFFICE ORDER

No. 027-2021


In relation to Board Resolution No. R-18-02-19 adopted by TIEZA Board of Directors, through referendum on 18th February 2019, signing of Notice of Award and Notice to Proceed for Purchase Order / Job Order is hereby designated to the concerned officers, to wit:

NOTICE OF AWARD AND NOTICE TO PROCEED for Purchase Order / Job Order:

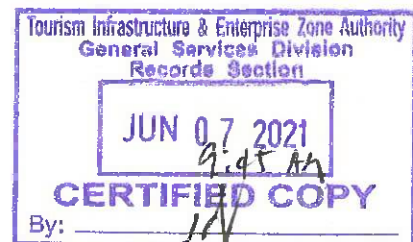
PARTICULARS	RECOMMENDING APPROVAL	APPROVING AUTHORITY
- 50,000 and below	Department Manager concerned	ACOO concerned
- More than 50,000	ACOO concerned	COO / OIC - COO

This designation shall take effect immediately and shall remain valid unless sooner revoked or modified.

03 February 2021


MARK T. LAPID
Chief Operating Officer

Reference Attached: Board Resolution No. R-18-02-19





RESOLUTION NO. R-18-02-19

AMENDING RESOLUTION NO. R-03-05-17-B DATED 03 MAY 2017 RE THE APPROVAL OF THE FOLLOWING GUIDELINES FOR THE SIGNING OF TRANSACTIONS OF THE TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)

WHEREAS, in Disbursement Procedures, the Commission of Audit under COA Circular (COA Cir.) No. 2012-01 provided the general requirements that there should be an existence of lawful and sufficient allotment duly obligated by authorized officials (except GOCC/ GFI); and that such expenditure should be with the approval of the Head of Office or his authorized representative;

WHEREAS, under Sec. 4, PD 1445, it provided among others that, Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions, and operations of the government agency; and that Disbursements or disposition of government funds or property shall invariably bear the approval of the proper officials;

WHEREAS, the TIEZA Board is granted with the general powers of a corporation under the Corporation Code and such other powers as prescribed under Sec. 69, R.A. 9593, among which is the power to organize TIEZA in a manner most efficient and economical for the conduct of its business and the implementation of its mandate, and to enter into, make, perform and carry out contracts of every class, kind and description which are necessary or incidental to the realization of its purposes;

WHEREAS, the Chief Operating Officer shall have retained the powers it had under Sec. 23, P.D. 564, and in addition thereto, shall have such powers and functions as are necessary for the implementation of the policies, plans, and programs of TIEZA as stated under Sec. 70, R.A. 9593;

WHEREAS, TIEZA endeavors to strengthen its internal control policies and procedures, as well as improve administrative efficiency by revising Board Resolution No. R-03-05-17-B.

WHEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, to revise the Guidelines for the Signing of Transactions of TIEZA, as prescribed under R-03-05-17-B as follows:

1.0 COVERAGE

This guideline for the signing of transactions of TIEZA shall be observed and adopted by all offices in TIEZA.

2.0 DEFINITION OF TERMS

For purposes of official transactions in TIEZA, the following terms are hereby defined as follows:

- a. Approving Authority refers to the TIEZA official designated as an approving authority in this Resolution.
- b. Foreign Travel refers to travel that involves the crossing of international borders and requires a valid passport to go through the customs of a country of destination.
- c. Local Travel refers to travel that does not involve crossing of international borders.
- d. Office Order refers to an order issued by the Chief Operating Officer (COO) to cover any order or policy, or the designation of an Officer-In-Charge (OIC) to temporarily perform an assignment for a specific period of time.
- e. Purchase Order (PO) refers to the form used by an official addressed to a supplier, to deliver specific quantities of goods or supplies.
- f. Purchase Request (PR) refers to the form used by a requesting officer for the purchase of supplies, goods, services, and also other emergency purchases, if the item requested are not available on stock. It expected that all requests made must be included in the Annual Procurement Plan (APP), unless specifically justified to be necessary in certain cases.

3.0 CASH ADVANCE

The Authority to grant cash advances shall be signed by the Chief Operating Officer or his duly authorized representative.

Nonetheless, the granting of cash advances in the amount of P 50,000.00 and below, shall be approved by the ACOO concerned, or the ACOO of other sectors in case of absence of the concerned ACOO.

4.0 DESIGNATION OF OFFICER-IN-CHARGE (OIC)

In case the COO shall be on temporary leave or on official business, and not due to resignation, death, or legal incapacity, the COO shall designate an Officer-in-charge from among the ACOOs. All other OICs of the various units shall be designated by the ACOO/ OIC-ACOO of their respective sectors.

5.0 TRAVEL ORDERS

1. Foreign Travel

Upon the recommendation of the COO/ OIC, all office orders for foreign travel shall be signed by the Secretary of the Department of Tourism or its duly authorized representative¹.

2. Local Travel

PARTICULARS	OFFICE	APPROVING AUTHORITY
Length of Travel is -		
• Up to 15 calendar days	• Offices Under the Chief Operating Officer (COOO)	Chief Operating Officer or his duly authorized representative
	• Sectoral	Assistant Chief Operating Officer or his duly authorized representative
• 16 calendar days to 1 month		Chief Operating Officer
• In excess of 1 month*		Secretary of Tourism

*1 month is equivalent to 30 days

¹ E.O. 459, series of 2005 amending some provisions of E.O. 248, as amended:

Sec. 2, E.O. 459 - Subject to Section 5 hereof, all other government officials and employees seeking authority to travel abroad shall henceforth seek approval from their respective heads of agencies, regardless of the length of their travel and the number of delegates concerned. For the purpose of this paragraph, heads of agencies refer to the Department Secretaries or their equivalents. In the case of GOCCs and GFIs attached to the Office of the President, their officials and employees shall seek approval from the heads of these GOCCs and GFIs. Officials and employees of GOCCs and GFIs not attached to Office of the President shall seek approval from the department head to which they are attached.

6.0 APPROVAL OF DISBURSEMENT OF VOUCHERS

In no case shall the same person certify and approve the certification of expenses and disbursement vouchers.

NOTE:

BOX A: Certifies that Expenses/Advances are necessary, lawful, and incurred under their direct supervision

BOX B: Certifies that cash is available / subject to authority to Debit Account (if applicable)

BOX C: Certifies that supporting documents are complete and the amounts claimed are proper

Specifically, the signatories shall be as follows:

Particulars	Box (A)	Box (B)	Box (C)
Infrastructure Outlay	Assistant Chief Operating Officer for Architecture & Engineering Services Sector (ACOO-AESS)	Manager, Financial Services Department (FISD)	Chief Operating Officer (COO)
Infrastructure Projects by Administration			
Up to P500,000	Manager, Construction Management Department (COMD)	Manager, FISD	ACOO-AESS ²
More than P500,000.00 up to P50,000,000.00	ACOO-AESS	Manager, FISD	COO
More than P50,000,000.00	COO	Manager, FISD	Chairperson of TIEZA Board

² Sec. 70, of RA 9593, recognizes and retained the powers of the COO under Sec. 23, of PD 564, wherein, the COO may delegate any of his administrative responsibilities to other officials or employees of TIEZA, subject to the rules and regulations of the Board, as well as exercise such powers and perform such other duties as may be vested in or assign to him by the Board.

Approving Authority for payment is shifted to the ACOO of the AESS sector because he/she is in the best position to determine whether payment for the infrastructure project is warranted.

7.0 CHECKS AND LETTERS TO THE BANK (LTB)

PARTICULARS	COUNTERSIGN	SIGNATORIES
P100,000.00 and below	CHECKS - Division Manager, Treasury Division or Corporate Finance Services chief TRANSFER OF FUNDS - Manager, FISC or Division Manager of Treasury Division	Any two (2) of the "B" signatories
More than P100,000.00 up to P1,000,000.00	CHECKS - Division Manager, Treasury Division or Corporate Finance Services chief TRANSFER OF FUNDS - Manager, FISC or Division Manager of Treasury Division	Any "A" and any "B" OR any two (2) of the "A" signatories
More than P1,000,000.00 up to P50,000,000.00	CHECKS - Division Manager, Treasury Division or Corporate Finance Services chief TRANSFER OF FUNDS - Manager, FISC or Division Manager of Treasury Division	COO AND one (1) of signatory "A"
In case of - Infrastructure Projects of more than P50,000,000.00	CHECKS - Division Manager, Treasury Division or Corporate Finance Services chief TRANSFER OF FUNDS - Manager, FISC or Division Manager of Treasury Division	Secretary of Tourism/ alternate signatory AND COO/any of the signatory "A"

Note: "A" signatories refer to any Assistant Chief Operating Officer (ACOO)

"B" signatories refer to any authorized Department Manager (DM)

8.0 SIGNING OF CONTRACTS/ PURCHASE or JOB ORDERS/ PURCHASE REQUESTS/ REALIGNMENT OF FUNDS/ MISCELLANY

A. SIGNING OF CONTRACTS¹²

In general, all contracts shall be signed by the COO/ OIC. Provided, that the general budget for the project has been previously approved by the TIEZA Board. To be duly funded and signed by the Manager of Financial Services Department/ OIC as to funds availability.

B. APPROVAL FOR PURCHASE REQUESTS (PR)

PARTICULARS	APPROVING AUTHORITY
Up to P20,000.00	Department Manager concerned
More than P20,000.00 up to P500,000.00	ACOO concerned, in case of the offices under the COO, the COO shall be the approving authority
Above P500,000.00	Chief Operating Officer

C. APPROVAL OF PURCHASE/ JOB ORDER (PO/JO)¹³

PARTICULARS	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Purchase Order or Job Order*		
- 50,000 and below	DM Concerned	ACOO concerned
- More than 50,000	ACOO concerned	COO/ OIC-COO

* Job Order here pertains to all other Job Orders not related to status of employment.

¹² Under Sec. 70, RA9593, the COO through Sec. 23(c), PD564, shall have the power to sign all acts, memorial, and resolutions of the Board.

Since the Board can enter into, make, perform and carry out contracts of every class, kind and description which are necessary or incidental to the realization of its purposes with any person, firm or corporation, private or public, and with foreign government entities (Sec. 69, RA 9593). Then the COO can sign those contracts after such contract was approved by the TIEZA Board.

¹³ *Id.*, n. 4; The concerned ACOO can best determine whether recommendation to the COO is proper.

D. APPROVAL FOR REALIGNMENT OF FUNDS¹⁴

PARTICULARS	APPROVING OFFICIAL
MOOE/ PS	
Offices under the COO	COO
- Inter-Sectoral	COO
- Sectoral	ACOO concerned
INFRASTRUCTURE PROJECT	TIEZA Board
EQUIPMENT OUTLAY	
- Up to P100,000.00	ACOO sector concerned
- More than P100,000.00	COO

E. MISCELLANY

1. COO as Appointing Authority

The COO as the Appointing Authority, shall have the power to approve the Appointment and Termination of Services of permanent employees and approval for hiring of consultants/ contractual/ Job Orders, and emergency personnel.

Acceptance of resignation and termination of Job Order, emergency, and contractual personnel shall be delegated to the ACOO concerned sector EXCEPT those assigned under the Office of the Chief Operating Officer.

2. Monetization of Leave Credits

The Application for monetization of leave credits that cover more than 30 days OR fifty percent (50%) of the accumulated leave credits¹⁵ shall be upon the favorable recommendation by the ACOO of the concerned employees and must be approved by the Chief Operating Officer, subject to the availability of funds.

3. External Correspondence

- All letters and memoranda for the Office of the President and National Government Agencies must be signed and approved by the Chief Operating Officer.

¹⁴ *Id.*

¹⁵ CSC MC No. 16, s. 2002, dated June 24, 2002

- No communication which binds the Authority with respect to any legal obligation shall be released without prior approval of the Chief Operating Officer.
- No information/ data/ record, shall be released to any media entity or practitioner and those information/ data/ record treated as arising out of any Freedom of Information requests shall not be released without approval of the COO.
- No legal pleading or any submission to any judicial or regulatory court shall be submitted without approval of the COO.

4. Facsimile Signature

As an exemption to the Travel Tax Refund signatories, the present signatories through the "electronic checker signer" system are hereby authorized.

9.0 SEPARABILITY CLAUSE

Should any part of this board resolution be declared invalid or unconstitutional, the parts or provisions not affected thereby shall remain in full force and effect.

10.0 REPEALING CLAUSE

Office Order No. 170-2017, and Board Resolution No. R-03-05-17-B, are hereby superseded and repealed by this Board Resolution. All other orders/ issuances inconsistent with this Board Resolution are hereby modified accordingly.

11.0 APPLICABILITY CLAUSE

This Board Resolution shall take effect immediately after the issuance of an office order implementing this board resolution, and such will remain valid unless sooner revoked or modified accordingly.

ADOPTED, by the TIEZA Board of Directors, through referendum, this 18th day of February 2019 in Pasay City, Philippines.


Usec. EDWIN E. ENRILE
Alternate Chairperson of TIEZA Board

Particulars	Box (A)	Box (B)	Box (C)
Personnel Services (PS)			
Payment of Salaries and Wages	Manager, Administrative Services Department (ASD)	<p>FISD subject to limits of authority:</p> <p>Department Manager - PhP 50,000 and above</p> <p>Division Manager - below PhP 50,000 to PhP 20,000</p> <p>Corporate Finance Services Chief (Acctg. Division) - below PhP 20,000</p>	Assistant Chief Operating Officer for Administration & Finance Sector (ACOO-AFS)/in case of absence, any available ACOO
Maintenance and other Operating Expense (MOOE), Equipment Outlay			
Up to P500,000	Department Manager concerned	FISD subject to limits of authority	ACOO of concerned sector/ in case of absence, Any available ACOO
More than P500,000	ACOO concerned. For OCOO Sector, the Department Manager Concerned.	Manager, FISD	COO
Remittances to Government Agencies			
BIR, GSIS, HMDF, PhilHealth, NHMFC, SSS, EWF, TEA, ECOPT and such other government agencies where remittances to those units are necessary	Manager, FISD	Division Manager, Accounting Division	ACOO-AFS)/in case of absence, any available ACOO
Remittances to Bureau of Treasury (BTr) for the share of travel tax collections	Manager, FISD	Division Manager, Accounting Division	COO

Particulars	Box (A)	Box (B)	Box (C)
Replenishment of Expenses - Travelling/Various Expenses			
	ACOO-AFS ³	FISD subject to limits of authority	Any available ACOO ⁴
Replenishment of Expenses - Supplies			
	Manager, ADSD ⁵	FISD subject to limits of authority	ACOO-AFS ⁶
Replenishment of Expenses - Working Fund - Subsidiary Entities			
	Manager, OPED ⁷	FISD subject to limits of authority	ACOO-AMS
Replenishment of Expenses - Working Fund - Satellite Offices (Travel Tax)			
	Manager-TTD ⁸	FISD subject to limits of authority	ACOO-AFS
Travel Tax Working Fund (Same Day Refund)			
	Manager, TTD ⁹	FISD subject to Limits of Authority	ACOO-AFS
Travel Tax Individual Refund			
	Manager, TTD	Senior Financial Planning Specialist - Processing Section	All Department Managers except FISD, IAD, and ADSD Managers ¹⁰

In the absence of the concerned ACOO, any ACOO shall approve vouchers for PS, MOOE, Equipment Outlay, Replenishments and Remittances¹¹.

³ The COO under Sec. 23, PD 564, which is adopted by Sec. 70, R.A. 9593, may delegate any of his administrative responsibilities to other officials or employees of TIEZA, subject to the rules and regulations of the Board.

⁴ *Id.*, n. 7

⁵ ADSD handles the inventory stock of supplies as well as any requisition, hence, Department Manager (DM)-ADSD shall have the authority to certify lawfulness of supplies replenishment.

⁶ *Id.*, n. 8, par. 1-2, par. 3 - Hence, the ACOO-AFS has the responsibility and duty to approve lawful payment of vouchers.

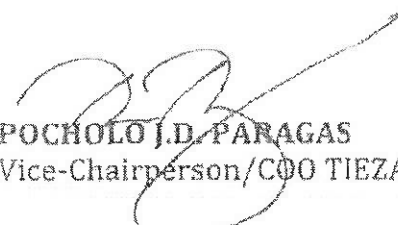
⁷ OPED handles the subsidiary entities, hence, DM-OPED shall have the authority to certify lawfulness of working fund replenishment.

⁸ TTD handles the travel tax satellite offices, hence, DM-TTD shall have the authority to certify lawfulness of working fund replenishment for its satellite offices.

⁹ *Id.*, n. 13

¹⁰ For better internal control, the FISD which releases the money is not allowed to authorize payment to Individual Same Day Refund; in the same vein, the IAD which conducts the review of the processes, in order to retain its independence, is recommended to be not a signatory for the authorized payment of the Individual Same Day Refund. For ease of volume of work, the ASD is removed from being one of the signatories.

¹¹ In order to conform with the revisions recommended, we propose to revise the provision in case of absence of the ACOO concerned. We also opted to include Replenishment in the proposed revision.




POCHOLO J.D. PARAGAS
Vice-Chairperson/COO TIEZA

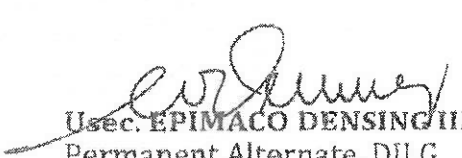


Atty. MAXIMILAN A. FERNANDEZ
Permanent Alternate, DPWH

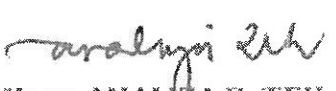
Sec. DATU ABUL KHAYR ALONTO
Member, Mindanao Development
Authority



MARIE VENUS Q. TAN
Member, TPB COO



Usec. EPIMACO DENSING III
Permanent Alternate, DILG



Usec. ANALIZA R. TEH
Permanent Alternate, DENR



ROY B. MARTIN
Director, Tourism Estate
Development Sector

ELIZALDY S. CO
Director, Accommodation
Services Sector

Vacant
Director, Air, Land and Sea Transport
Services Sector

Vacant
Director, Travel and Tours
Services Sector



RICHARD THOMAS F. JOSON
Director, Other Tourism Enterprise Sector