



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Performance Scorecard for 2020
Legal Department QUARTERLY RATINGS

PERSPECTIVE	STRATEGIC OBJECTIVE	MEASURE	MEASURE NAME	DESCRIPTION (Operational Definition)	FORMULA	WEIGHT	DATA PROVIDER	DATA SOURCE	BASELINE 2019	TARGET 2020	QUARTERLY TARGETS				
											1ST	2ND	3RD	4TH	TOTAL
CUSTOMER SATISFACTION		M01	Customer Survey	The level of satisfaction of all customers with legal service rendered to be derived from a sampling survey, rating 1 to 5, 5 being the highest. Min. of 20 respondents.	(Total number of respondents gain a rating of at least 3 over total no. of respondent) x 100	15.00	Legal Services Division (LSD) /Litigation Division	Summary of the Survey result	50.00	50.00	100.00 15.00	0.00 0.00	0.00 0.00	0.00 0.00	15.00
FINANCIAL		M02	Budget Utilization	Measure of the extent to which the approved budget plus supplemental or realigned is being used by the department.	(Actual funds used/DBM approved budget plus supplemental or realigned) x 100	5.00	FSD	Budget Utilization Report	85.00	90.00	4.10 0.23	0.00 0.00	0.00 0.00	0.00 0.00	0.23
INTERNAL BUSINESS PROCESS		M03	Timely completion of prepared position paper	Position paper, legal framework, brief and other reports are prepared within 30 days	(No. of position paper acted upon within 30 days or based on the timeline set/requested/total no. of request received) x 100	20.00	LSD	Summary of position paper prepared	100.00	100.00	100.00 20.00	0.00 0.00	0.00 0.00	0.00 0.00	20.00
		M04	Timely completion of submission/filing of pleadings	Legal documents submitted to the OSG/OGCC within the period requested. Pleadings/legal documents filed/submitted within the period prescribed under the rules of courts or the rules of administrative/quasi-judicial body, and within the period as required by the requesting agency	(No. of pleadings/legal documents filed/submitted within the prescribed time/total number of required documents filed/submitted) x 100	15.00	Litigation Division	Summary of pleadings/legal documents	100.00	100.00	0.00	0.00	0.00	0.00	
		M05	% completion timelessness of submission of legal documents (legal opinion, contracts/contract review, terms of reference)	Requested are acted upon within 15 days starting from the date the documents were received	(no. of requested acted upon within 15 days/total no. of requests received) x 100	40.00	LSD/LD	documents tracking	100.00	100.00	100.00 40.00	0.00 0.00	0.00 0.00	0.00 0.00	40.00
LEARNING AND GROWTH		M06	% of personnel with competency enhancement-needs sent to competency-based training	Competency-based training attended by personnel with competency enhancement needs	Total number of personnel with competency enhancement needs sent to training	5.00	HRSD	List of Participants	50.00	40.00	10.00 1.25	0.00 0.00	0.00 0.00	0.00 0.00	1.25
TOTAL WEIGHT						100.00									



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
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Legal Department QUARTERLY RATINGS

PERSPECTIVE	STRATEGIC OBJECTIVE	MEASURE	MEASURE NAME	DESCRIPTION (Operational Definition)	FORMULA	WEIGHT	DATA PROVIDER	DATA SOURCE	BASELINE 2019	TARGET 2020	QUARTERLY TARGETS				
											1ST	2ND	3RD	4TH	TOTAL

Submitted by:

Atty. AL DONRAD B. ESPALDON
OIC, Legal Department

Approved by:

Pocholo J.D. Paragas
Chief Operating Officer

CUSTOMER SURVEY RATINGS

January to March 2020

Opinion	Review	Preparation	Position Paper
4	4	4	4
5	4	5	4
5	4	5	4
4	4	-----	-----
4	5	14=4.66%	12=4.00%
-----	4		
22=4.40%	=====		
	25=4.166%		

M01



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form
CY 2019

Requesting Dept./Office : OCCO	
Name of Document : Preparation MOA of TOF	
Date Requested	: December 13, 2019 <u>January 3, 2020</u>
*Rating	: 1 2 3 4 5
<input type="checkbox"/> Legal Opinion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Position Paper	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Review/Comments	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> / Contract Preparation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments:	<div><input checked="" type="radio"/> Satisfied</div> <div><input type="radio"/> Not satisfied</div>
Acceptance:	<u><i>Emelyn R. Cariaga</i></u>
	Name & Signature
Date :	<u>January 14, 2020</u>
*Rating: 1-Very Poor 2-Poor 3-Satisfactory 4-Very Satisfactory 5-Outstanding	



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form
CY 2019

Requesting Dept./Office : ASD
Name of Document : **Renewal of Contract of Service of Engr.
Gerardo C. Estonactoc of TIEZA Regulatory Office**

Date Requested : January 2, 2019

*Rating : 1 2 3 4 5

☐ Legal Opinion ☐ ☐ ☐ ☐ ☐

☐ Position Paper ☐ ☐ ☐ ☐ ☐

☐ Review/Comments ☐ ☐ ☐ ☐ ☐

☒ Contract Preparation ☐ ☐ ☐ ☐ ☒

Comments:



Not satisfied

Acceptance: _____

Name & Signature

Date : January 14, 2020

*Rating:
1-Very Poor
2-Poor
3-Satisfactory
4-Very Satisfactory
5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form

CY 2020

Requesting Dept./Office : BUDD
Name of Document : Request for Preparation of
Memorandum of Agreement (MOA) between TIEZA and
Corregidor Foundation Inc. (CFI) sponsorship

Date Requested : February 19, 2020

*Rating : 1 2 3 4 5

☐ Legal Opinion ☐ ☐ ☐ ☐ ☐

☐ Position Paper ☐ ☐ ☐ ☐ ☐

☐ / Review/Comments ☐ ☐ ☐ ☐ ☐

☒ Contract Preparation ☐ ☐ ☐ ☐ ☒

Comments:



Satisfied



Not satisfied

Acceptance: _____

Name & Signature

Date : February 27, 2020

*Rating:
1-Very Poor
2-Poor
3-Satisfactory
4-Very Satisfactory
5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form

CY 2020

Requesting Dept./Office : **BAC**
Name of Document : **Consultancy Contract between TIEZA and Engr. Florencio Padernal**

Date Requested : January 2, 2019

*Rating : 1 2 3 4 5

☐ Legal Opinion ☐ ☐ ☐ ☐ ☐

☐ Position Paper ☐ ☐ ☐ ☐ ☐

☒ Review/Comments ☐ ☐ ☐ ☒ ☐

☐ Contract Preparation ☐ ☐ ☐ ☐ ☐

Comments:  Satisfied  Not satisfied

Acceptance: _____

Name & Signature

Date : January 21, 2020

*Rating:
1-Very Poor
2-Poor
3-Satisfactory
4-Very Satisfactory
5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form

CY 2020

Requesting Dept./Office : **OCOO**
Name of Document : **IAUD -Audit Report Facility Rental
Contract of Concessionaire Zamboanga Golf Course & Beach
Park (ZGCBP)**

Date Requested : January 28, 2020

*Rating : 1 2 3 4 5

☐ Legal Opinion ☐ ☐ ☐ ☒ ☐

☐ Position Paper ☐ ☐ ☐ ☐ ☐

☐ / Review/Comments ☐ ☐ ☐ ☐ ☐

☐ Contract Preparation ☐ ☐ ☐ ☐ ☐

Comments:



Satisfied



Not satisfied

Acceptance:

Ermalyn Garcia Jr.

Name & Signature

Date :

February 5, 2020

*Rating:

1-Very Poor

2-Poor

3-Satisfactory

4-Very Satisfactory

5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form
CY 2020

Requesting Dept./Office : **OCOO**
Name of Document : **DOT-Secretary (Bernadette Romulo-Puyat)-Resolution No. S. 2020 relative Rules and Regulation of Republic Act No. 9593**

Date Requested : January 28, 2020

*Rating : 1 2 3 4 5

☐ Legal Opinion ☐ ☐ ☐ ☒ ☐

☐ Position Paper ☐ ☐ ☐ ☐ ☐

☐ / Review/Comments ☐ ☐ ☐ ☐ ☐

☐ Contract Preparation ☐ ☐ ☐ ☐ ☐

Comments: ☒ Satisfied ☐ Not satisfied

Acceptance: BERNADETTE R. ROMULO-PUYAT
Name & Signature

Date : February 5, 2020

*Rating:
1-Very Poor
2-Poor
3-Satisfactory
4-Very Satisfactory ✓
5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form

CY 2020

Requesting Dept./Office : **OCOO**
Name of Document : **COA-TIEZA -AOM No. 2020-05(2019)**
TIEZA Regulatory Office (TRO)

Date Requested : February 5, 2020

*Rating : 1 2 3 4 5

☐ Legal Opinion ☐ ☐ ☐ ☒ ☐

☐ Position Paper ☐ ☐ ☐ ☐ ☐

☐ / Review/Comments ☐ ☐ ☐ ☐ ☐

☐ Contract Preparation ☐ ☐ ☐ ☐ ☐

Comments:  Satisfied ✓  Not satisfied

Acceptance: EMMANUEL R. CARIAGA

Name & Signature

Date : February 10, 2020

*Rating:
1-Very Poor
2-Poor
3-Satisfactory
4-Very Satisfactory ✓
5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form

CY 2020

Requesting Dept./Office : **OCOO**
Name of Document : **ADSD-Renewal of Procurement Service
MOA & Registration for E-Ticketing**

Date Requested : February 11, 2020

*Rating : 1 2 3 4 5

☐ Legal Opinion ☐ ☐ ☐ ☐ ☐

☐ Position Paper ☐ ☐ ☐ ☐ ☐

☒ / Review/Comments ☐ ☐ ☐ ☐ ☒

☐ Contract Preparation ☐ ☐ ☐ ☐ ☐

Comments:




Satisfied



Not satisfied

Acceptance: _____


SYMONDO L. DIAMANTE

Name & Signature

Date : February 14, 2020

*Rating:
1-Very Poor
2-Poor
3-Satisfactory
4-Very Satisfactory
5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form

CY 2020

Requesting Dept./Office : **OCOO**
Name of Document : **COA-TIEZA AOM for results of the Initial Auditorial Review on the Contract for the San Juanico Bridge Aesthetic Lighting, San Juanico Bridge, Pan Philippine Highway, Samar Leyte**

Date Requested : February 18, 2020

*Rating : 1 2 3 4 5

☐ Legal Opinion ☐ ☐ ☐ ☐ ☐

☐ Position Paper ☐ ☐ ☐ ☐ ☐

☒ / Review/Comments ☐ ☐ ☐ ☒ ☐

☐ Contract Preparation ☐ ☐ ☐ ☐ ☐

Comments:



Satisfied



Not satisfied

Acceptance:

JOECEL V. BUNAGAT

Name & Signature

Date : February 26, 2020

*Rating:

- 1-Very Poor
- 2-Poor
- 3-Satisfactory
- 4-Very Satisfactory
- 5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form
CY 2020

Requesting Dept./Office : **OCOO**
Name of Document : **Request for legal opinion re purchase request for hyperbaric chambers maintenance**

Date Requested : January 31, 2020

*Rating : 1 2 3 4 5

☒ Legal Opinion ☐ ☐ ☐ ☒ ☐

☐ Position Paper ☐ ☐ ☐ ☐ ☐

☐ Review/Comments ☐ ☐ ☐ ☐ ☐

☐ Contract Preparation ☐ ☐ ☐ ☐ ☐

Comments:  Satisfied  Not satisfied

Acceptance: *Ermelyn R. Cariaga*
Name & Signature

Date : February 3, 2020

*Rating:
1-Very Poor
2-Poor
3-Satisfactory
4-Very Satisfactory
5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form

CY 2020

Requesting Dept./Office : **OPED**

Name of Document : **OPED- granting of Service charge**

Date Requested : February 7, 2020

*Rating : 1 2 3 4 5

☒ Legal Opinion ☐ ☐ ☐ ☐ ☒

☐ Position Paper ☐ ☐ ☐ ☐ ☒

☐ Review/Comments ☐ ☐ ☐ ☐ ☒

☐ Contract Preparation ☐ ☐ ☐ ☐ ☒

Comments:



Satisfied



Not satisfied

Acceptance: _____

Name & Signature

Date : February 24, 2020

*Rating:

1-Very Poor

2-Poor

3-Satisfactory

4-Very Satisfactory

5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form

CY 2020

Requesting Dept./Office : **TIEZA-RO**

Name of Document : COA-TIEZA -AOM No. 2020-05(2019) TIEZA
Regulatory Office (TRO)

Date Requested : February 5, 2020

*Rating : 1 2 3 4 5

☒ Legal Opinion ☐ ☐ ☐ ☐ ☒

☐ Position Paper ☐ ☐ ☐ ☐ ☐

☐ Review/Comments ☐ ☐ ☐ ☐ ☐

☐ Contract Preparation ☐ ☐ ☐ ☐ ☐

Comments:



Not satisfied

Acceptance: _____

Jose Antonio E. Bautista

Name & Signature

Date : February 10, 2020

*Rating:

1-Very Poor

2-Poor

3-Satisfactory

4-Very Satisfactory

5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form

CY 2020

Requesting Dept./Office : **OCOO**
Name of Document : **DOT-Admin -Anonymous Complaint**
Receiver Thru Hotline 8888 ticket no. **P20200129-414-7**
regarding the Alleged Forced Collection of Contribution to Job
Order & Regular Employees

Date Requested : February 13, 2020

*Rating : 1 2 3 4 5

☒ Legal Opinion ☐ ☐ ☐ ☒ ☐

☐ Position Paper ☐ ☐ ☐ ☐ ☐

☐ Review/Comments ☐ ☐ ☐ ☐ ☐

☐ Contract Preparation ☐ ☐ ☐ ☐ ☐

Comments:



Not satisfied

Acceptance:

JOCELYN M. BUNAGAT

Name & Signature

Date : February 26, 2020

*Rating:
1-Very Poor
2-Poor
3-Satisfactory
4-Very Satisfactory
5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form
CY 2020

Requesting Dept./Office : **OCOO**
Name of Document : **MIMAROPA Region, Province of Occidental Mindoro (Muriel M. Reguinding) -MOA for the Proposed Construction of a Housing for Hyperbaric Chamber System (HCS) within the Government Owned Medical Facility**

Date Requested : February 11, 2020

*Rating : 1 2 3 4 5

☒ Legal Opinion ☐ ☐ ☐ ☒ ☐

☐ Position Paper ☐ ☐ ☐ ☐ ☐

☐ Review/Comments ☐ ☐ ☐ ☐ ☐

☐ Contract Preparation ☐ ☐ ☐ ☐ ☐

Comments:



Satisfied



Not satisfied

Acceptance: _____

EMILY DARIAGA
Name & Signature

Date : February 17, 2020

*Rating:

1-Very Poor

2-Poor

3-Satisfactory

☒ 4-Very Satisfactory

5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department



Customer Survey Form

CY 2020

Requesting Dept./Office : **OCOO**
Name of Document : **Senate-Committee on Tourism (Sen. Nancy S. Binay)-Notice of Resetting for Public Hearing of the Senate Committee on Tourism on February 05, 2020**
Comments on Proposed Legislation Measure on Reform for the Water Resources Sector
Date Requested : **February 3, 2020**

*Rating : 1 2 3 4 5

<input type="checkbox"/> Legal Opinion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Position Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Review/Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Contract Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:  
Satisfied Not satisfied

Acceptance: *Ernaelyn R. Cariaga*
Name & Signature



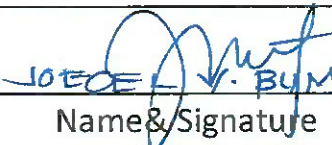
Date : February 4, 2020

*Rating:
1-Very Poor
2-Poor
3-Satisfactory
4-Very Satisfactory ✓
5-Outstanding



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form
CY 2020

Requesting Dept./Office : OCOO	
Name of Document : House of Representative-Committee of Tourism (Rep. Sol Aragones)-Meeting of the Committee on Tourism on January 29, 2020 is Cancelled & will be rescheduled on February 12, 2020 at Quezon City <i>Committee on Tourism House Bill</i>	
Date Requested	: FEBRUARY 3, 2020
*Rating	: 1 2 3 4 5
<input type="checkbox"/> Legal Opinion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> / Position Paper	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Review/Comments	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Contract Preparation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments:	<div><input checked="" type="radio"/>  Satisfied</div> <div><input type="radio"/>  Not satisfied</div>
Acceptance:	<div></div> <div>Name & Signature</div>
Date :	<div>February 7, 2020</div>
<small>*Rating: 1-Very Poor 2-Poor 3-Satisfactory 4-Very Satisfactory 5-Outstanding</small>	



Tourism Infrastructure and Enterprise Zone Authority
Pasay City, Philippines
Legal Department

Customer Survey Form

CY 2020

Requesting Dept./Office : **OCOO**

Name of Document : House of Representative, Committee on Ways & means (Dir. Donald Z. Marasigan)-House Bill No. 1254 titled An Act Imposing the Collection of a Tax on Foreign Visitors in the Country for the Purpose of Generating Funds for Tourist Welfare Services

Date Requested : February 17, 2020

*Rating : 1 2 3 4 5

☐ Legal Opinion ☐ ☐ ☐ ☐ ☐

☒ / Position Paper ☐ ☐ ☐ ☒ ☐

☐ Review/Comments ☐ ☐ ☐ ☐ ☐

☐ Contract Preparation ☐ ☐ ☐ ☐ ☐

Comments:



Satisfied



Not satisfied

Acceptance:

JOCELYN B. MARAGAT

Name & Signature

Date :

March 6, 2020

*Rating:

1-Very Poor

2-Poor

3-Satisfactory

4-Very Satisfactory

5-Outstanding

Legal Department
Budget Utilization
As of March 2020

	Board – Approved Budget CY 2020	Funding Commitment As of March 2020
MOOE	19,342,900.00	704,658.03
Less: Agency Budget		
Legal Services	<u>2,000,000.00</u>	<u>13,000.00</u>
TOTAL MOOE	17,342,900.00	691,658.03
TOTAL EO	<u>459,000.00</u>	<u>.00</u>
	16,883,900.00	691,658.03

Estimate Budget Utilization Rate:

1st Quarter, 2020 4.10%

M02

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)
SCHEDULE OF EQUIPMENT OUTLAY (EO)
CALENDAR YEAR 2020

DESCRIPTION OF EQUIPMENT	QTY	UNIT COST	BOARD APPROVED	AUSTERITY	BUDGET ADJUSTED WITH AUSTERITY	RE-ALIGNMENT	REVISED BUDGET CY 2020	QTY	CAPPR	POJOMF	ACTUAL OBLIGATION	UNOBLIGATED BALANCE CY 2020
OFFICE OF THE CORPORATE LEGAL COUNSEL												
Information Technology												
Desktop-PC	2	75,000.00	150,000.00	-	150,000.00	-	150,000.00	-	-	-	-	150,000.00
UPS	2	8,000.00	16,000.00	-	16,000.00	-	16,000.00	-	-	-	-	16,000.00
Books			166,000.00	-	166,000.00	-	166,000.00	-	-	-	-	166,000.00
Legal Books												
Law Encyclopedia 2018-2019 Bulletins	1	18,480.00	200,000.00	-	200,000.00	-	200,000.00	-	-	-	-	200,000.00
Jurisprudence 2018-2019 Bulletins	1	14,336.00	18,480.00	-	18,480.00	-	18,480.00	-	-	-	-	18,480.00
Enyl & Natural Resources 2018-2019 Bulletins	1	7,823.00	14,336.00	-	14,336.00	-	14,336.00	-	-	-	-	14,336.00
Trade, Commerce & Industry 2018-2019 Bulletins	1	10,215.00	7,823.00	-	7,823.00	-	7,823.00	-	-	-	-	7,823.00
Law Encyclopedia 2018-2019 Bulletins (New)	1	2,464.00	10,215.00	-	10,215.00	-	10,215.00	-	-	-	-	10,215.00
Jurisprudence 2018-2019 Bulletins (New York)	3	1,904.00	2,464.00	-	2,464.00	-	2,464.00	-	-	-	-	2,464.00
Enyl & Natural Resources 2018-2019 Bulletins	1	1,210.00	5,712.00	-	5,712.00	-	5,712.00	-	-	-	-	5,712.00
Trade, Commerce & Industry 2018-2019 Bulletins	1	1,344.00	1,210.00	-	1,210.00	-	1,210.00	-	-	-	-	1,210.00
Phil. Jurisprudence Envy Obligon 2016-2017 E	1	6,720.00	1,344.00	-	1,344.00	-	1,344.00	-	-	-	-	1,344.00
PJE-Oblicon Annual Network License (2 lic.)	2	2,352.00	6,720.00	-	6,720.00	-	6,720.00	-	-	-	-	6,720.00
Jurisprudence Network License (3 lic.)	3	5,712.00	4,704.00	-	4,704.00	-	4,704.00	-	-	-	-	4,704.00
Jurisprudence 2019 Bulletins Network License	3	952.00	17,136.00	-	17,136.00	-	17,136.00	-	-	-	-	17,136.00
			2,856.00	-	2,856.00	-	2,856.00	-	-	-	-	2,856.00
			293,000.00	-	293,000.00	-	293,000.00	-	-	-	-	293,000.00
Total Office of the Corporate Legal Counsel			459,000.00	-	459,000.00	-	459,000.00	-	-	-	-	459,000.00

TOURISM INFRASTRUCTURE & ENTERPRISE ZONE AUTHORITY
LEGAL DEPARTMENT
MAINTENANCE & OTHER OPERATING EXPENSES - MONITORING REPORT
CY 2020

ACCOUNT TITLES	BOARD APPROVED CY 2020 BUDGET APPROPRIATION	FUNDING COMMITMENTS JAN.1 - MAR. 31	BUDGET BALANCES as of Mar. 31, 2020	
			Amount	%
Travelling Expenses - Local	2,900,000.00	109,541.10	2,790,458.90	96%
Training & Scholarship Expenses				
Training Expenses	430,000.00	-	430,000.00	100%
Supplies & Materials Expenses				
Office Supplies Expenses	553,500.00	-	553,500.00	100%
Fuel, Oil & Lubricants Expenses	150,000.00	9,355.97	140,644.03	94%
Communications Expenses				
Postage & Courier Services	50,000.00	-	50,000.00	100%
Telephone Expenses - Mobile	86,400.00	5,604.82	80,795.18	94%
Professional Services				
Legal Services	2,000,000.00	13,000.00	1,987,000.00	99%
Other Professional Services	2,465,000.00	548,758.64	1,916,241.36	78%
Repair & Maintenance				
Machinery and Equipments				
Office Equipment (inc Furniture & Fixtures)	50,000.00	-	50,000.00	100%
Transportation Equipment (MV)	100,000.00	-	100,000.00	100%
Taxes, Insurance Premiums & Other Fines				
Taxes, Duties & Licenses	10,000,000.00	-	10,000,000.00	
Other Maintenance & Operating Expenses				
Advertising, Promotional & Marketing Expenses	15,000.00	-	15,000.00	
Representation Expenses	180,000.00	13,037.50	166,962.50	93%
Rent Expenses	-	-	-	
Membership Dues & Contribution to Org.	308,000.00	-	308,000.00	100%
Subscription Expenses	5,000.00	4,500.00	500.00	10%
Other Maintenance & Operating Expenses	50,000.00	860.00	49,140.00	98%
TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES	19,342,900.00	704,658.03	18,638,241.97	96%

POSITION PAPER					
1. Senate-Committee on Tourism-Comments on Proposed Legislation Measure on Reform for the Water Resources Sector	February 3, 2020	February 4, 2020	1	4	
2. House of Representative-Committee on Tourism meeting of the Committee on Tourism House Bill	February 3, 2020	February 7, 2020	4	4	
3. House Representative, Committee on Ways & Means-House Bill No. 1254 Titled An Act Imposing the Clection of a Tax on Foreign Visitors in the Country for the Purpose of Generating Funds for Tourist Welfare Services	February 17, 2020	March 6, 2020	14	4	
Total				4.00	



**TOURISM
INFRASTRUCTURE AND
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(02) 8249-5900 loc. 706
legal@tieza.gov.ph
www.tieza.gov.ph

Memorandum

FOR : MARIA CLARINDA R. MENDOZA
*Committee Secretary
Committee on Tourism*

FROM : The Chief Operating Officer

SUBJECT : Position Paper on Senate Bill No. 17

Date : 21 February 2020

Respectfully submitting TIEZA's **POSITION PAPER** on Senate Bill No. 17 entitled "An Act Creating the Boracay Development Authority" as introduced Sen. Franklin M. Drilon.

Please find attached copy. Thank you.


POCHOLO D. PARAGAS
Chief Operating Officer



TIEZAWORKS



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Memorandum

FOR : MARIA CLARINDA R. MENDOZA
*Committee Secretary
Committee on Tourism*

FROM : The Chief Operating Officer

SUBJECT : Comments on Proposed Legislative Measures on Reforms for the
Water Resources Sector

Date : 21 February 2020

Respectfully submitting TIEZA's **POSITION PAPER** on the following proposed legislative measures on reforms for the water resources sector:

Senate Bill No.	Title
803	AN ACT REQUIRING A BASIC FIRST AID TRAINING FOR PERSONNEL OF TOURISM ENTERPRISES, TOURISM-ORIENTED NONGOVERNMENT ORGANIZATIONS AND PEOPLE'S ORGANIZATIONS, AND INDIVIDUAL PROVIDERS OF TOURISM-RELATED SERVICES (Introduced by Senator Ramon "Bong" Revilla, Jr.)
878	AN ACT ESTABLISHING AN INTERGOVERNMENTAL TASK FORCE FOR THE PROTECTION AND ASSISTANCE OF TOURIST (Introduced by Senator Manuel "Lito" M. Lapid)
1142	AN ACT REQUIRING A BASIC FIRST AID TRAINING FOR PERSONNEL OF TOURISM ENTERPRISES, TOURISM-ORIENTED NONGOVERNMENT ORGANIZATIONS AND PEOPLE'S ORGANIZATIONS, AND INDIVIDUAL PROVIDERS OF TOURISM-RELATED SERVICES (Introduced by Senator Manuel "Lito" M. Lapid)

Please find attached copy. Thank you.


POCHOLO D. PARAGAS
Chief Operating Officer



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Memorandum

FOR : POCHOLO J.D. PARAGAS
Chief Operating Officer
Tourism Infrastructure and Enterprise Zone Authority

THRU : MICHELLE V. VIVO
Head Technical Assistant

FROM : THE LEGAL DEPARTMENT

SUBJECT : POSITION PAPERS

Date : 07 February 2020

TOURISM INFRASTRUCTURE and ENTERPRISE ZONE AUTHORITY
Office of the Chief Operating Officer



RECEIVED

By: *[Signature]* 02/07/2020
Time: 4:13 PM

We transmit herewith the copy of the Final Draft of the Position Paper for following House Bills:

HOUSE BILL NO.	TITLE
786	AN ACT REQUIRING PERSONNEL OF BUSINESS ESTABLISHMENTS, MEMBERS OF ORGANIZATIONS OR ASSOCIATIONS AND ALL OTHER PERSONS PROVIDING TOURISM SERVICES TO UNDERGO BASIC FIRST AID TRAINING
1206	AN ACT ESTABLISHING AN INTERGOVERNMENTAL TASK FORCE FOR INTERNATIONAL VISITOR ASSISTANCE
3684	AN ACT ESTABLISHING AN INTERGOVERNMENTAL TASK FORCE FOR THE PROTECTION AND ASSISTANCE OF TOURIST
3954	AN ACT ESTABLISHING AN INTERGOVERNMENTAL TASK FORCE FOR THE PROTECTION AND ASSISTANCE OF TOURIST
4839	AN ACT PROVIDING FOR THE PROTECTION OF AND ENHANCED SERVICES TO TOURISTS AND PROVIDING FUNDS THEREFOR
5523	AN ACT MANDATING HOTELS AND RESORTS WITH SWIMMING POOLS AND BEACH FRONTS TO EMPLOY LIFEGUARDS

For your review and approval.

We trust that the foregoing are in order.

Respectfully,

[Signature]
ATTY. AL CONDRAD B. ESPALDON



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Senate Meeting of the Committee on Tourism

DATE	February 11, 2020	TIME	10:00 AM
-------------	-------------------	-------------	----------

VENUE	Sen. Claro M. Recto Room, Senate of the Philippines, Pasay City
--------------	-----------------------------------------------------------------

AGENDA	SB 17 - Creating the Boracay Development Authority
---------------	----------------------------------------------------

SB 803 - Basic First Aid Training for Personnel of Tourism Enterprises

SB 878 - Tourist Protection and Assistance Act

SB 1142 - Short-Term Residential Rental Registry Act of 2019

SB Res. 316 - Resolution Directing the Appropriate Senate Committees, To Conduct An Inquiry, In Aid of Legislation, On The Effects Of Novel Coronavirus Acute Respiratory Disease (2019-NCOV ARD) International Health Emergency On The Philippine Tourism Sector, With The End In View Of Recommending A Tourism Mitigation And Response Plan Addressing The Effects Of Health Emergencies, Calamities And Catastrophes

ATTENDEES

Sen. Ma. Lourdes "Nancy" Binay
Sen. Franklin Drilon
Sen. Koko Pimentel
Ma. Clarinda Mendoza - Committee Secretary

Department of Tourism (DOT)
Department of Health (DOH)
Department of Labor and Employment (DOLE)
Tourism Infrastructure and Enterprise Zone Authority (TIEZA)
Civil Aeronautics Board (CAB)
Civil Aviation Authority of the Philippines (CAAP)
Philippine Red Cross (PRC)
Tourism Congress of the Philippines (TCP)
Hotel & Restaurant Association of the Philippines (HRAP)
Philippine Airlines (PAL)
Cebu Pacific (CebPac)
Philippines AirAsia, Inc. (AirAsia)

Tourism Infrastructure & Enterprise Zone Authority
OACOO - TEZ Management Sector

FEB 14 2020

By: *[Signature]* 4:20pm

HIGHLIGHTS OF THE MEETING

Senate - Public Hearing, Committee on Tourism

1. The Committee meeting was called to order by Sen. Binay.
2. The Committee then acknowledged the presence of guests and resource persons.
3. The Committee, then, proceeded to discuss the agenda.



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Memorandum

FOR : POCHOLO J.D. PARAGAS
Chief Operating Officer
Tourism Infrastructure and Enterprise Zone Authority

THRU : MICHELLE V. VIVO
Head Technical Assistant

FROM : THE LEGAL DEPARTMENT

SUBJECT : POSITION PAPER ON COLLECTION OF TAX ON FOREIGN VISITORS

Date : 05 March 2020

We transmit herewith the copy of the **Final Draft** of the Position Paper for House Bill No. 1254 entitled "AN ACT IMPOSING THE COLLECTION OF A TAX ON FOREIGN VISITORS IN THE COUNTRY FOR THE PURPOSE OF GENERATING FUNDS FOR TOURIST WELFARE SERVICES", for your review and approval.

We trust that the foregoing are in order.

Respectfully,

ATTY. AL CONDRAD B. ESPALDON

TOURISM INFRASTRUCTURE and ENTERPRISE ZONE AUTHORITY
Office of the Chief Operating Officer



RECEIVED

By: _____

Time: _____

[Signature] 03/04/2020
10:20 AM

TIEZAWORKS

TOURISM INFRASTRUCTURE & ENTERPRISE ZONE AUTHORITY
LEGAL DEPARTMENT
Period Covered (January to March, 2020)

PROGRAM/ACTIVITY/PROJECT	DATE RECEIVED	DATE RELEASED	DAYS	RATING
REQUEST FOR PREPARATION OF MEMORANDUM OF AGREEMENT (MOA)				
1. Preparation MOA of TOF	January 3, 2020	January 14, 2020	7	4
2. Renewal of Contract of Service of Engr. Gerardo C. Estonactoc of TIEZA Regulatory Office	January 2, 2020	January 14, 2020	6	5
3. Request for Preparation of Memorandum of Agreement (MOA) between TIEZA and Corregidor Foundation Inc. (CFI) Sponsorship	February 19, 2020	February 27, 2020	6	5
TOTAL				4.66

REQUEST FOR REVIEW/COMMENTS OF MEMORANDUM OF AGREEMENT (MOA)					
1. Consultancy Contract between TIEZA and Engr. Florencio Padernal	January 2, 2020	January 21, 2020	13	4	
2. LAUD-Audit report Facility Rental Contract of Concessionaire Zamboanga Golf Course & Beach Park (ZGCBP)	January 28, 2020	February 5, 2020	6	4	
3. DOT-Secretary (Bernadette Romulo-Puyat)-Resolution No. S. 2020 relative Rules and Regulation of Republic Act No. 9593	January 28, 2020	February 5, 2020	6	4	
4. COA-TIEZA AOM No. 2020-05 (2019) TIEZA Regulatory Office (TRO)	February 5, 2020	February 10, 2020	3	4	
5. ADSID-Renewal of Procurement Service MOA & Registration for E-Ticketing	February 11, 2020	February 14, 2020	3	5	
6. COA-TIEZA AOM for results of the Initial Auditorial Review on the Contract for the San Juanico Bridge Aesthetic Lighting, San Juanico Bridge, Pan Philippine Highways, Samar Leyte	February 18, 2020	February 26, 2020	6	4	
TOTAL				4.16	

COMMENTS/LEGAL OPINIONS					
1. Legal Opinion regarding Purchase request for Hyperbaric Chambers Maintenance	January 31, 2020	February 3, 2020	2	4	
2. OPED-Granting of service Charge	February 7, 2020	February 24, 2020	11	5	
3. COA-TIEZA-AOM No. 2020-05(2019)	February 5, 2020	February 10, 2020	3	5	
4. DOT-Admin-Anonymous Complaint receiver thru Hotline 8888 Ticket No. P20200129-414-7 re: the Alleged Forced Collection of Contribution to Job Order & Regular Employees	February 13, 2020	February 26, 2020	9	4	
5. MIMAROPA Region, Province of Occidental Mindoro (Muriel M. reguinding)-MOA for the proposed Construction of a Housing for Hyperbaric Chamber System (HCS) within the Government Owned Medical Facility	February 11, 2020	February 17, 2020	4	4	
TOTAL				4.400	

MEMORANDUM OF AGREEMENT

This Agreement made and entered into this ____ day of _____ 2020 in the Manila, Philippines, by and between:

The **TOURISM INFRASTRUCTURE and ENTERPRISE ZONE AUTHORITY**, a government-owned and controlled corporation, with office address at 6th and 7th floors, Tower 1, Double Dragon, Meridian Tower, Diosdado Macapagal Ave. cor. EDSA extension, Pasay City, represented herein by its Chief Operating Officer, **POCHOLO JOSELITO D. PARAGAS**, hereinafter referred to as "**TIEZA**";

- and -

The **CITY OF BAGUIO**, a local government unit, represented herein by its Mayor, **BENJAMIN B. MAGALONG**, hereinafter referred to as "**CITY**";

RECITALS

WHEREAS, in accordance with its mandate to develop tourism infrastructure projects in the country, TIEZA shall fund the **REHABILITATION OF BURNHAM PARK** in Baguio City, Benguet, hereinafter referred to as the "**PROJECT**";

WHEREAS, TIEZA and the CITY have mutually agreed to develop, improve, and maintain this PROJECT in Baguio City, Benguet with budgetary allocation from TIEZA;

WHEREAS, the PROJECT shall be implemented by the CITY through public bidding, and, upon completion, it shall be maintained, managed, and operated by the CITY;

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual covenants and undertakings hereinafter set forth, the parties hereto have agreed as follows:

ARTICLE I: OBJECTIVES

Through this Agreement, the parties express their respective participation and commitments to the successful implementation, operation, maintenance, and management of the PROJECT, with the common objective to promote and develop the tourism industry in the CITY.

ARTICLE II: RESPONSIBILITY OF PARTIES

Consistent with the purposes of this Agreement, TIEZA shall:

1. Transfer to the CITY, through an established Trust Account pursuant to COA Circular No. 94-013¹ the amount of PESOS: **FOUR HUNDRED MILLION PESOS (PhP 400,000,000.00)**, Philippine currency, for the **REHABILITATION OF BURNHAM PARK** in Baguio City, Benguet, with the following scope of work, as approved by the TIEZA Board of Directors:

¹ Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies, 13 December 1994

4.4.2. The cash/money transferred shall be taken up as Cash, Inter-agency Transferred Funds (8-70-684) by the source agency (SA) and as a trust liability (8-84-100) by the implementing agency. xxx

4.4.4. The check shall be issued in the name of the [Implementing Agency] for deposit to its trust account in its authorized government depository bank. xxx



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Memorandum

FOR : ROSANNA M. OLGADO
*Manager
Administrative Services Department*

FROM : ATTY. AL CONRAD B. ESPALDON
OIC - Legal Department

SUBJECT : Renewal of Contract of Service - Engr. Gerardo C. Estonactoc

DATE : 10 January 2020

In relation to your request to review the draft Contract of Services of **Engr. Gerardo C. Estonactoc**, we attach herewith a copy of the revised draft Contract of Service for your perusal and approval.

Prepared:

Atty. MA. SALVE AURE M. CARILLO
Atty. MA. SALVE AURE M. CARILLO

Noted:

Atty. AL CONRAD B. ESPALDON
Atty. AL CONRAD B. ESPALDON



2/27/2020

MEMORANDUM OF AGREEMENT
(Sponsorship)

This Memorandum of Agreement made and entered into this ____ day of ____
2020 at _____, Philippines, by and between:

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY, an attached body corporate of the Department of Tourism by virtue of Republic Act No. 9593, with principal office address at 6th & 7th Floors, Tower 1 Double Dragon Plaza, DD Meridian Park, Macapagal Avenue corner EDSA Extension, Pasay City, Metro Manila, represented herein by its Chief Operating Officer, **POCHOLO JOSELITO D. PARAGAS** (hereafter referred to as "TIEZA").

POCHOLO D. PARAGAS
For TIEZA

- and -

CORREGIDOR FOUNDATION Inc., with office address at Room 10, Bay Terminal CCP Complex, Roxas Blvd, Malate, Manila, herein represented by its Chairman, **CYNTHIA L. CARRION** (herein referred to as "CFI").

RECITALS:

WHEREAS, under Section 64 of RA 9593, TIEZA shall continue to exercise functions previously exercised by the PTA under Presidential Decree No. 564, that is, to carry out the declared policy of the Republic of the Philippines to promote, encourage, and develop Philippine tourism as an instrument in accelerating the development of the country.

WHEREAS, CFI is a government-owned and -controlled corporation created through the initiative of the PTA (now TIEZA) Board to continue the mandate of the latter to maintain and preserve war relics in the Philippines, to rehabilitate Corregidor's infrastructure and to develop Corregidor's potential as a tourist destination.

WHEREAS, in cooperation with the National Historical Commission of the Philippines (NHCP), the celebration of the Corregidor's "D" Day event shall be celebrated with the commemoration of the 75th Anniversary of the End of World War II and Flag Raising at the Corregidor Island.

WHEREAS, the celebration of the Corregidor "D" Day and the 75th Anniversary of the End of the World War II and Flag Raising shall serve as opportunity for all Filipinos to have a deep understanding of the history of the Philippines and to treasure the freedom that the Filipinos enjoy which came at the cost of the lives of hundreds and thousands of Filipino and American soldiers.

WHEREAS, CFI invited TIEZA to participate as partner for the aforementioned event and to sponsor the amount of Five Hundred Thousand pesos (Php 500,000.00), which shall be charged against the budget of the Business Development Department and which fund was duly certified as available.

NOW, THEREFORE, for and in the consideration of the foregoing premises, the parties have mutually agreed as follows:

1. TIEZA shall provide the CFI, the sponsorship amount of **FIVE HUNDRED THOUSAND PESOS (PHP 500,000.00)**, which shall be subject to the usual government accounting and auditing rules and regulations.
2. The amount of sponsorship to be provided by TIEZA is for the **CORREGIDOR'S "D" DAY EVENT AND THE 75TH ANNIVERSARY OF THE END OF WORLD WAR II AND FLAG RAISING**, which will be held on 2 MARCH 2020 in Corregidor Island, Bataan.

CYNTHIA L. CARRION
For CFI



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Memorandum

FOR : ENGR. NESTOR M. DOMALANTA
Chairman, Bids and Awards Committee

FROM : ATTY. AL CONRAD B. ESPALDON
Officer-In-Charge, Legal Department

SUBJECT : REVIEW AND COMMENT ON THE CONTRACT
OF ENGR. FLORENCIO PADERNAL
*Re: Engagement of individual consultant for the Valuation of Assets and
Review and Validation of the Boracay Island Water Company, INC.
(BIWC) Asset Condition Report (ACR) thru Negotiated Procurement*

DATE : 03 JANUARY 2020

This refers to your request for review and comment on the abovementioned subject. A careful perusal of the documents show that the TIEZA-Regulatory Office is seeking the approval of the Bids and Awards Committee (BAC) of its memorandum proposing to engage the services of Engr. Florencio Padernal as a highly technical consultant through negotiated procurement.

The Engagement of a highly technical consultant through negotiated procurement is one of the recognized modes of procurement without undergoing public bidding provided that there is prior approval of the procuring entity and the existence of the conditions that justify the use of the negotiated procurement. The abovementioned request shows that it was made pursuant to the prescribe manual of procedures for consulting services.¹ Likewise, the BAC Resolution,

¹ Volume IV, Manual for Procurement of consulting services

7. Highly Technical Consultants.

The Procuring Entity may resort to negotiated procurement of consulting services contract involving an individual, subject to the following conditions:

- a. The individual consultant will be hired to do work that is either:
 - i) Highly technical or proprietary; or
 - ii) Primarily confidential or policy determining, where trust and confidence are the primary consideration.
- b. The term of the individual consultant shall, at the most, be on a six (6) month basis, renewable at the option of the appointing HoPE, but in no case exceed the term of the latter.

Procedure

- a. The End-user Unit shall justify to the BAC the engagement of the individual consultant in accordance with the conditions set forth in this Section.
- b. The BAC shall undertake the negotiation with the individual consultant based on the TOR prepared by the End-user Unit. Considering the nature of the consultancy work, the negotiations need not be elaborate. It is enough that the BAC validated that the individual consultant is legally, technically and financially capable to undertake and fulfill the consultancy work based on the TOR.
- c. The BAC shall recommend to the HoPE the award of contract to the individual consultant. Within a period of 15 calendar days from receipt, the HoPE shall approve or disapprove the BAC's recommendation. In case of approval, the HoPE shall immediately issue the NOA to the consultant. In the event the HoPE disapproves the recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, addressed to the BAC.

Received by *[Signature]*
1/21/19



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RECEIVED

By: Franglyn 2-5-2020
Time: 9:30

Memorandum

FOR : **POCHOLO J.D. PARAGAS**
Chief Operating Officer
Tourism Infrastructure and Enterprise Zone Authority

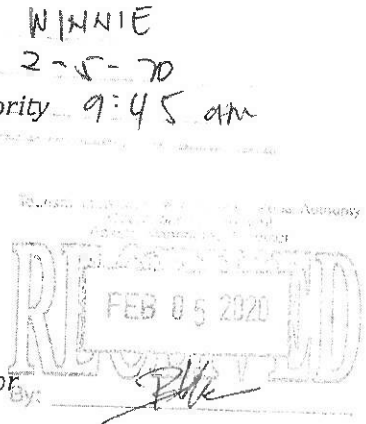
MR. JETRO NICOLAS F. LOZADA
Assistant Chief Operating Officer
Assets Management Services

ATTY. MA. TERESA C. ALVAREZ
Department Manager
Operations Department – Asset Management Sector

FROM : **ATTY. AL CONRAD B. ESPALDON**
OIC – Legal Department

SUBJECT : **IAUD-Audit Report Facility Rental Contract of Concessionaire
Zamboanga Golf Course & Beach Park (ZGCBP)**

DATE : 31 January 2020



In relation to the Audit of Facility Rental Contracts (FRCs) of Concessionaires of Zamboanga Golf Course and Beach Park (ZGCBP), the Office of the Chief Operating Officer requested for comments in relation to the findings and recommendations, particularly to the contents of the FRCs.

We, first, address the finding that the FRC are not properly accomplished; specifically, "FRC of Mary Jane Atilano *did not specify the size of the lease area.*" Thus, we are suggesting for TIEZA and Ms. Mary Jane Atilano to execute a "Supplementary to the Facility Rental Contract" or to amend the FRC to particularly define the size of the latter's leased area. Consequently, the Legal Department would like to request for a copy of Ms. Mary Jane Atilano's FRC for our reference and consideration.

Secondly, the Audit recommends "*to review and make necessary revision of terms and condition of the FRC to make the contract fair, reasonable and beneficial to both parties and in compliance to the guidelines stated in the Operations Manual for Concessionaires/Consignment.*"

We are suggesting that the current FRC should be updated to reflect the current findings of the Audit; and, moving forward, the amended FRC shall be the used ZGCBP for its



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www.tieza.gov.ph

Memorandum



FOR : **BERNADETTE ROMULO-PUYAT**
Secretary, Department of Tourism
Chairperson, Tourism Coordinating Council

THRU : **ATTY. MARK VERNON DIOQUINO**
Joint DFPC-DOT TWG

FROM : **POCHOLO J.D. PARAGAS**
Chief Operating Officer, TIEZA

SUBJECT : **Resolution No. __ Series of 2020 relative to the Amendment of Sections 91 and 99, Chapter I, Rule VII of the Implementing Rules and Regulation of Republic Act No. 9593**

DATE : **04 February 2020**

This refers to your request for comments regarding the Amendment of Sections 91 and 99, Chapter I, Rule VII of the Implementing Rules and Regulations of Republic Act No. 9593. TIEZA concurs and interposes no objections to the said amendments.

However, we respectfully believe that DFPC is already authorized under the R.A. 9593 and its IRR to formulate its own rules and regulations to implement the grant of franchise on the operation of duty free stores. As provided under Section 94 of R.A. 9593:

Section 94. General Powers and Functions of the DFPC. - The DFPC Board shall have the power to sue and be sued; to contract and be contracted with; to own and hold such real and personal property as shall be necessary for corporate purposes; to receive real and personal property by gift, devise or bequest; to adopt a seal and alter the same; to adopt bylaws, rules and regulations; to exercise all the general powers of a corporation under the Corporation Code; and to perform all such acts as may be necessary to carry out this section. (*Underscoring and emphasis supplied*)

The same has been furthered under the IRR of R.A. 9593, particularly Section 99 (b):

Section 99 – Powers and Functions of the DFPC Board.

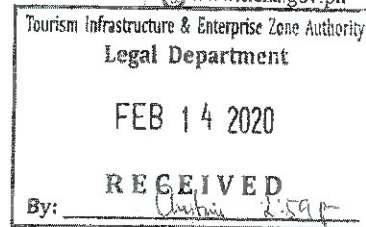
The DFPC Board shall be vested in and exercise the following powers and functions:



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Club Intramuros Golf Course
Bonifacio Drive
Port Area, Manila

(+632) 8254-6359
tieza.boracayregulator@gmail.com
www.tieza.gov.ph



MEMORANDUM

FOR: ATTY. AL CONRAD B. ESPALDON
Office-in-Charge, Legal Department

COPY FOR: POCHOLO J.D. PARAGAS
Chief Operating Officer

FROM: DARREN D. FERNANDEZ *[Signature]*
Chief Regulator

SUBJECT: COA AOM No. 2020-05-(2019)

DATE: 12 FEBRUARY 2020

[Signature] 02/14/2020
2:50 PM

This is to present our comments relative to the Subject as forwarded to us by the OCOO (Document Tracking No. 20020329 dated 04 Feb 2020) to wit:

1. RO may impair its independence as TIEZA has vested interest with its 20% capital share:
 - Regardless of TIEZA's ownership within BIWC, it remains that the RO is under the jurisdiction of the TIEZA thru its Board of Directors, which is a party to the Concession Agreement (CA). The CA (Exhibit B) provides that the RO may relocate office to make it physically separate from TIEZA as some semblance of independence;
 - It is not farfetched that the RO may undermine the integrity of its officials in instances where their relationship with the TIEZA Board on one hand and BIWC on the other hand would properly influence their actions or decisions on substantive matters affecting the CA – the Exhibit B of the CA provides that no Member (Regulator) may be removed except by action of the Appeals Panel is intended to allow the Regulators to make an independent decision/recommendation regardless whose party it favors and the Regulators are assured of a term of office (5 years or unexpired term);
 - RO's Annual Operating Budget (AOB) is one of the Concession Fees listed under CA Section 6.3.1 that PTA/TIEZA shall receive from BIWC; Concession Fees are among the Expenditures and Cash Flows (Article 1) subjected to prudence and efficiency prior to consideration in the determination of the Standard Rates imposed upon Customers; as such it is the Customers who bear the funding for the AOB of the RO and BIWC merely remits such amounts as agreed in the CA; it is therefore a misreading that BIWC funds the RO;
 - Independence of the RO shall be measured on the basis of its actions/decisions or recommendations; to dispel any undeserved bias, (Exhibit B, Item 2) no Regulator shall have any present or prior affiliation with PTA/TIEZA or the Concessionaire (or any affiliate of the Concessionaire); furthermore, (Exhibit B, Item 5) provides that the



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Memorandum

FOR : THE CHIEF OPERATING OFFICER

THRU : MICHELLE MAE V. VIVO
Head Technical Assistant
Office of the Chief Operating Officer

SUBJECT : Renewal of Procurement Service MOA & Registration for
E-Ticketing

DATE : 14 February 2020


Upon perusal of the attached Memorandum of Agreement and Registration, we opine that the terms and conditions provided therein are found to be in order. Nevertheless, we note errors in the address of TIEZA and recommend to revise the same, to wit:

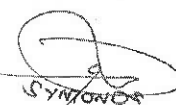
*"6th and 7th floors Tower 1 Double Dragon Plaza DD Meridian Park
Macapagal Ave., cor. EDSA Extension Bay Area, Pasay City 1302"*

For your consideration. Thank you.


Atty. Michelle C. Rivera
OIC, Litigation Division

Noted by:


Atty. Al Conrad B. Espaldon
OIC, Legal Department


SYM/ONOS 2/14/2020
4:05pm

TIEZAWORKS



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Memorandum

FOR : MR. POCHOLO J.D. PARAGAS
Chief Operating Officer

THRU : MS. MICHELLE MAE V. VIVO
Head Technical Assistant
Office of the Chief Operating Officer

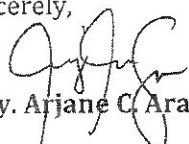
SUBJECT : COA-TIEZA AOM for results of the Initial Auditorial Review
on the Contract for the San Juanico Bridge Aesthetic Lighting,
San Juanico Bridge, Pan Philippine Highway, Samar Leyte

DATE : 24 February 2020

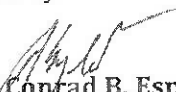
This refers to COA-TIEZA AOM Results of the initial auditorial review on the contract for the San Juanico Bridge Aesthetic Lighting which was awarded to Amigo Entertainment Technologies Inc. (AETI). The COA seeks justification on why the said contract *should not be declared null and void due to non-observance of Section 23.4.2.4 of the RIRR of RA No. 9184* which states that *the prospective bidder must have completed an [Single Largest Completed Contract (SLCC)] that is similar to the contract to be bid, and whose value, adjusted to current prices using the PSA consumer price indices, must be at least fifty percent (50%) of the ABC to be bid*. COA's initial findings state that the Technical Working Group – Bids and Awards Committee (TWG-BAC) overlooked Section 23.4.2.4 as it failed to submit the required SLCC.

Upon inquiring with the Bids and Awards Committee Secretariat, we have confirmed that an SLCC has indeed been annexed in the submitted proposal of AETI. Attached is a copy of the reply letter of Engr. Gregory Oller, TWG Chairperson, as regards the duly submitted SLCC.

Sincerely,


Atty. Arjane C. Aram-Samaniego

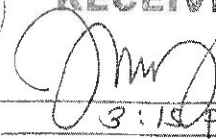
Reviewed by:


Atty. Al Conrad B. Espaldon
Officer in Charge
Legal Department

TOURISM INFRASTRUCTURE and ENTERPRISE ZONE AUTHORITY
Office of the Chief Operating Officer



RECEIVED

By:  02/24/2020
Time: 3:15 PM

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Double Dragon Plaza
Macapagal Avenue corner
Edsa Extension Bay Area
Pasay City 1302
Tel: (02) 8249-5900 loc. 706
legal@tieza.gov.ph
www.tieza.gov.ph

By: [Signature] 2-3-2020
Time: 4:48

Memorandum

FOR : THE CHIEF OPERATING OFFICER

THRU : MS. MICHELLE MAE V. VIVO
Head Technical Assistant
Office of the Chief Operating Officer

SUBJECT : REQUEST FOR LEGAL OPINION
RE: Purchase Request for Hyperbaric Chambers Maintenance

DATE : 03 FEBRUARY 2020

We write in connection to your request for legal opinion on the abovementioned subject relative to the Memo from the Assets Management Sector (AMS) requesting for a three (3) months preventive maintenance¹ for the Hyperbaric Chamber payable to TIEZA or by the other party to the MOA.

In the Memorandum of Agreement (MOA) dated 02 May 2018 by and between TIEZA, Ospital Ng Palawan (ONP) and Philippine Commission on Sports Scuba Diving (PCSSD), it is provided that TIEZA shall conduct periodic preventive maintenance of the hyperbaric chamber by qualified technicians.² On the other hand, ONP's responsibilities as prescribed in the MOA provide that it shall *manage, operate and maintain* the hyperbaric chamber.³ Furthermore, Article VIII, No.3 states that the management, operation and maintenance shall include providing medical supplies, air-in-tanks, and other consumables, maintenance of air-conditioning units, and compressors.⁴ Likewise, the proper maintenance of air-conditioning units, compressors, comfort rooms and building premises shall be assured. *Considering that these are all necessary for the operation and management of the hyperbaric chamber, it should*

¹ Purchase Request from Assets Management Sector dated 21 November 2019, and

² Section 8 of Article II (A) of MOA dated 02 May 2018

ARTICLE II: RESPONSIBILITY OF THE PARTIES

A. Consistent with the objective of this agreement, TIEZA shall:

"8. Conduct periodic preventive maintenance of the hyperbaric chamber by qualified technicians...

³ ARTICLE II: RESPONSIBILITY OF THE PARTIES

B. For its part, ONP shall:

"2. Manage, operate and maintain the hyperbaric chamber. The Technical and administrative procedures and corresponding charges shall be adopted by ONP, with TIEZA on the non-scuba related cases, and with PCSSD and TIEZA for scuba-related case...."

⁴ Article VIII: MISCELLANEOUS PROVISIONS

3. The operation, management, and maintenance of the hyperbaric chamber shall include the responsibility to ensure the availability of qualified medical doctors, nurses and tenders, medical supplies, air in tanks, and other consumables at all times. Likewise, the proper maintenance of air-conditioning units, compressors, comfort rooms and building premises shall be assured.



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MEMORANDUM

FOR : THE MANAGER
FROM : ATTY. AL CONRAD ESPALDON
OIC, Legal Department
SUBJECT : Granting of Service Charge
DATE : 20 February 2020

This refers to your request for a legal opinion on whether resident managers are covered by the provision on managerial employees as defined under DOLE Department Order No. 206, series of 2019.

Resident Managers will fall under the definition of managerial employees if they meet all of the following conditions:¹

1. Their primary duty consists of the management of the establishment in which they are employed or of a department or sub-division thereof.
2. They customarily and regularly direct the work of two or more employees therein.
3. They have the authority to hire or fire employees of lower rank; or their suggestions and recommendations as to hiring and firing and as to the promotion or any other change of status of other employees, are given particular weight.

In short, "Managerial employee" is one who is vested with powers or prerogatives to lay down and execute management policies and/or to hire, transfer, suspend, lay-off, recall, discharge, assign or discipline employees, or to effectively recommend such managerial action.

In *Bravo v. Urios College et al.*,² the Supreme Court defined managerial employees as those who are considered to occupy positions of trust and confidence because they are "entrusted with confidential and delicate matters." Examples of managerial employees are route managers³ and area operations manager⁴.

¹ Section 2, Rule I, Book Three of the Labor Code of the Philippines.

² G.R. No. 198066, 07 June 2017.

³ *United Pepsi-Cola Supervisory Union v. Hon. Bienvenido E. Laguesma et al.*, G.R. No. 122226, 25 March 1998.

⁴ *PJ Lhuillier, Inc. v. Hector Oreil Cimagala Camacho*, G.R. No. 223073, 22 February 2017.

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FEB 24 2020
By:



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AOM No.: TIEZA 2020 – 05 (2019)
Date: 31 January 2020

To : **LOURDES D. BENITEZ**
Supervising Auditor

Attention : **REBECCA C. ARNESTO**
Audit Team Leader

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

Subject : **TIEZA REGULATORY OFFICE**



COMMISSION ON AUDIT
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

RECEIVED BY :

DATE/TIME

FEB 10 2020
4:14 PM

This refers to your Audit Observation Memorandum (AOM) No. TIEZA 2020 – 05 (2019) dated 31 January 2020 in reference to the foregoing subject matter.

In view of the observations stated in the AOM, the Management was recommended to the following:

- Revisit the provisions of the Joint Venture and Concession Agreement with Manila Water Company, Inc. and Boracay Island Water Company, Inc. respectively, and study what actions to take so as not to impair the independence of the TIEZA Regulatory Office; and
- Consider the centralization of TIEZA's regulatory power to enhance the delivery of public service within tourist zones.

The Management acknowledges the foregoing recommendations and now submits its comments thereto.

Anent this Honorable Office's first finding, the Management would like to inform you that the Joint Venture and Concession Agreement have been resubmitted to the Office of the Government Corporate Counsel ("OGCC") for its review as early as December 2019. The Management undertakes to coordinate with the OGCC to include this Honorable Office's recommendation.

As regards the second recommendation, the Management wishes to assure this Honorable Office that it will consider said proposal and will meet with the concerned departments to determine the most effective way to deliver public service within the tourist zones.

We trust that you find the foregoing in order.

Sincerely,


ATTY. AL CONRAD B. ESPALDON
OIC-Department Manager
Legal Department

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Office of the Chief Operating Officer



RECEIVED

By: FRANKLYN 2-10-20-20
Time: 4:30

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Memorandum

FEB 23 2020

3:30pm 2/23/20

FOR : ATTY. REYNALDO L. CHING
*The OIC-Undersecretary for Administration and Finance and DOT Hotline
8888 Focal Person*

FROM : ATTY. AL CONDRAD B. ESPALDON
*OIC - Legal Department
Tourism Infrastructure and Enterprise Zone Authority (TIEZA)*

SUBJECT : TICKET REFERENCE NUMBER P20200129-414-7

DATE : 17 February 2020

This refers to your request for reply or comment regarding an anonymous complaint received by DOT thru 8888 Citizen's Complaint Hotline. The complaint pertains to the alleged compulsory contributions for a "get together" party in TIEZA.

On 29 January 2020, the 8888 Citizens' Complaint Hotline received an anonymous complaint regarding the alleged compulsory contributions, to wit:

"Ang reklamo ko ay tungkol sa sapilitang pangongolekta na Three Hundred Pesos (Php 300.00) para sa mga Job Order at Five Hundred Pesos (Php 500.00) para sa mga Regular Employees at Fifty Pesos (Php 50.00) para sa gift. Para ito sa get together na gaganapin ngayong January 31, 2020 at 5:00pM sa Double Dragon, Pasay City. Mag retire na kasi iyong boss naming at ang mga supervisors na sina Nona Paces, Marlyn Estillore at sa airport ay sina Nenita Gonzales, Regina Balenton, at Marlyn Rullan, sila iyong sapilitang nangongolekta sa amin. Ang aming opinsina ay ang Tourism Infrastructure and Enterprise Zone (TIEZA) at ang Main Office naming ay located in Double Dragon, Pasay City. Sa Pangongolekta nila, bakit kailangan sapilitan ito para lang sa get together? Sa pangongolekta nila considering na marami kami ay siguradong Malaki iyong perang makokoleta nila."

We vehemently deny the purported "compulsory contribution." To clarify, TIEZA did not organize any "retirement" or "get together" for any employee. Thus, the "get together" of any kind was privately organized by the employees. Considering that it was planned by the employees' themselves, TIEZA cannot comment on the alleged compulsory collection as it was not a privy to the said "get together".

Hoping that the above discussion has sufficiently answered the complaint/query.

Respectfully,

ATTY. AL CONDRAD B. ESPALDON

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Pasay City 1302

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www.tieza.gov.ph

Memorandum

By: *EMMAN*
Date: *407 / 2-17-2020*

FOR : THE CHIEF OPERATING OFFICER

THRU : MS. MICHELLE MAE V. VIVO
*Head Technical Assistant
Office of the Chief Operating Officer*

SUBJECT : Memorandum of Agreement with the Province of Occidental
Mindoro Re: Hyperbaric Chamber System (HCS)

DATE : 17 February 2020

We refer to your request for legal opinion regarding the above subject. Please find the following comments/inputs for your consideration:

A. MOA for the Construction of Housing Facility

1. The first issue to be clarified is the identification of the area/hospital which will house the HCS.

It is worth noting that in the fourth WHEREAS CLAUSE, it is stated that the PROVINCE has offered an adequate area within its premises where the HCS housing can be constructed by TIEZA on its own account and expense. On the other hand, in one of the terms and conditions, it is provided that the PROVINCE agrees to support and facilitate the delivery, installation, commissioning, operation and maintenance of the HCS in a government-owned hospital xxx.

The above provisions are conflicting which need to be reconciled.

B. MOA for the Operation and Management of the HCS

1. In Article II A. Par. 5, it is stated that TIEZA shall establish, in coordination with the Province and PCSSD, on the management, operation and maintenance of the HCS xxx. We suggest revising the same as the provision is incomplete.
2. It is provided in Article II A. Par. 8 that TIEZA shall:

"Conduct periodic preventive maintenance of the hyperbaric chamber by qualified technicians;"

Code	Name of Attendee	SG	Office	Sex	Training Program	Type	Conducting Agency	Date	Objectives	Target Competency 1	Attendance	Quarter
HTTP 2020-001	Austria, Rebecca Rutchele Q.	21	LEGD	F	Activity Planning Workshop for TIEZA's 2020 GAD Community Assessment	In-House	Ms. Annie R. Bolo - Apostol Mr. Rainier H. Diaz, Chief Budget and Management Specialist, DBM Engr. Antonio M. Bautista, Computer Maintenance Technologist III, DOE Board (GPPB) Recognized Trainers (Government Procurement Policy Board)	January 22, 2020	1. Formulate target assessment and activity plan for the upcoming GAD Community Assessments scheduled this 2020; 2. The target output-activity plan shall serve as assessment guidelines and shall be the basis for program implementation or primary module reference; 3. To develop necessary assessment conduct parameters and become familiar with gender analysis tools, approaches and data assessment and shall commit participative GAD advocacy commitment and sensitivity.	GAD-related	Completed	1Q
HTTP 2020-002	Austria, Rebecca Rutchele Q.	21	LEGD	F	Preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP)	In-House	Mr. Rainier H. Diaz, Chief Budget and Management Specialist, DBM Engr. Antonio M. Bautista, Computer Maintenance Technologist III, DOE Board (GPPB) Recognized Trainers (Government Procurement Policy Board)	February 20-21, 2020	1. Address questions pertaining procurement process/procedures, especially during the planning stage where the PPMP and APP are prepared. 2. Enable end-users in the effective and proper preparation of the PPMP, thereby facilitating the timely and appropriate preparation of the APP.	Procurement Management	Completed	1Q
HTTP 2020-002	Bores, Christine A.	10	LEGD	F	Preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP)	In-House	Mr. Rainier H. Diaz, Chief Budget and Management Specialist, DBM Engr. Antonio M. Bautista, Computer Maintenance Technologist III, DOE Board (GPPB) Recognized Trainers (Government Procurement Policy Board)	February 20-21, 2020	1. Address questions pertaining procurement process/procedures, especially during the planning stage where the PPMP and APP are prepared. 2. Enable end-users in the effective and proper preparation of the PPMP, thereby facilitating the timely and appropriate preparation of the APP.	Procurement Management	Completed	1Q
HTTP 2020-002	Sanchez, Candy T.	9	LEGD	F	Preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP)	In-House	Mr. Rainier H. Diaz, Chief Budget and Management Specialist, DBM Engr. Antonio M. Bautista, Computer Maintenance Technologist III, DOE Board (GPPB) Recognized Trainers (Government Procurement Policy Board)	February 20-21, 2020	1. Address questions pertaining procurement process/procedures, especially during the planning stage where the PPMP and APP are prepared. 2. Enable end-users in the effective and proper preparation of the PPMP, thereby facilitating the timely and appropriate preparation of the APP.	Procurement Management	Completed	1Q
HTTP 2020-002	Albarrado, Angelo Santiago P.	13	LEGD	M	Preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP)	In-House	Mr. Rainier H. Diaz, Chief Budget and Management Specialist, DBM Engr. Antonio M. Bautista, Computer Maintenance Technologist III, DOE Board (GPPB) Recognized Trainers (Government Procurement Policy Board)	February 20-21, 2020	1. Provide opportunities for the team members to communicate and get to know each other on a deeper level 2. Reinforce the value of Honest, Open and Trusting relationship amongst team members 3. Bridge differences and gaps such as but not limited to generations, personalities/ character, leadership styles, perceptions, religious affiliations and backgrounds; and 4. Promote professionalism and realize each employees' role and responsibilities in achieving a common goal.	Interpersonal Effectiveness	Completed	1Q
HTTP 2020-003	Austria, Rebecca Rutchele Q.	21	LEGD	F	Teaming Activity for the Offices under the Chief Operating Officer (COCO)	In-House	Paul Del Rosario and Adam Bautista (Benchmark Consulting)	March 6-7, 2020	1. Provide opportunities for the team members to communicate and get to know each other on a deeper level 2. Reinforce the value of Honest, Open and Trusting relationship amongst team members 3. Bridge differences and gaps such as but not limited to generations, personalities/ character, leadership styles, perceptions, religious affiliations and backgrounds; and 4. Promote professionalism and realize each employees' role and responsibilities in achieving a common goal.	Interpersonal Effectiveness	Completed	1Q
HTTP 2020-003	Carillo, Ma. Salve Aura M.	21	LEGD	F	Teaming Activity for the Offices under the Chief Operating Officer (COCO)	In-House	Paul Del Rosario and Adam Bautista (Benchmark Consulting)	March 6-7, 2020	1. Provide opportunities for the team members to communicate and get to know each other on a deeper level 2. Reinforce the value of Honest, Open and Trusting relationship amongst team members 3. Bridge differences and gaps such as but not limited to generations, personalities/ character, leadership styles, perceptions, religious affiliations and backgrounds; and 4. Promote professionalism and realize each employees' role and responsibilities in achieving a common goal.	Interpersonal Effectiveness	Did not attend	1Q
HTTP 2020-003	Quezon, Shamaria C.	25	LEGD	F	Teaming Activity for the Offices under the Chief Operating Officer (COCO)	In-House	Paul Del Rosario and Adam Bautista (Benchmark Consulting)	March 6-7, 2020	1. Provide opportunities for the team members to communicate and get to know each other on a deeper level 2. Reinforce the value of Honest, Open and Trusting relationship amongst team members 3. Bridge differences and gaps such as but not limited to generations, personalities/ character, leadership styles, perceptions, religious affiliations and backgrounds; and 4. Promote professionalism and realize each employees' role and responsibilities in achieving a common goal.	Interpersonal Effectiveness	Completed	1Q
HTTP 2020-003	Espaldon, Al Conrad B.	24	LEGD	M	Teaming Activity for the Offices under the Chief Operating Officer (COCO)	In-House	Paul Del Rosario and Adam Bautista (Benchmark Consulting)	March 6-7, 2020	1. Provide opportunities for the team members to communicate and get to know each other on a deeper level 2. Reinforce the value of Honest, Open and Trusting relationship amongst team members 3. Bridge differences and gaps such as but not limited to generations, personalities/ character, leadership styles, perceptions, religious affiliations and backgrounds; and 4. Promote professionalism and realize each employees' role and responsibilities in achieving a common goal.	Interpersonal Effectiveness	Completed	1Q

Code	Name of Attendee	SG	Office	Sex	Training Program	Type	Conducting Agency	Date	Objectives	Target Competency 1	Attendance	Quarter
HTP-2020-003	Lapuz, Jesus Jr. R.	21	LEGD	M	Teaming Activity for the Offices under the Chief Operating Officer (COO)	In-House	Paul Del Rosario and Adam Bautista (Benchmark Consulting)	March 5-7, 2020	1. Provide opportunities for the team members to communicate and get to know each other on a deeper level 2. Reinforce the value of Honest, Open and Trusting relationship amongst team members 3. Bridge differences and gaps such as but not limited to generations, personalities/ character, leadership styles, perceptions, religious affiliations and backgrounds; and 4. Promote professionalism and realize each employees' role and responsibilities in achieving a common goal.	Interpersonal Effectiveness	Completed	1Q