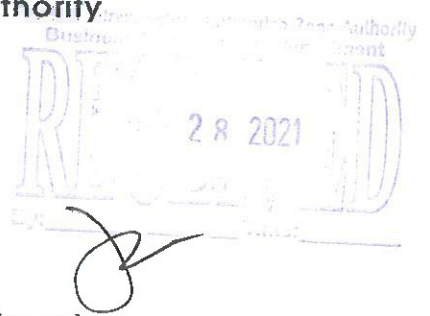




Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**



**MEMORANDUM**

**FOR : All Assistant Chief Operating Officers  
Department and Division Managers**

**CC : The Head Technical Assistant, OCOO**

**FROM : The Manager, Corporate Planning Department**

**SUBJECT : 2022 STRATEGIC PLANNING ACTIVITY**

**DATE : June 28, 2021**

**FOR INFORMATION**

This pertains to the COO-approved conduct of the three-day **Strategic Planning Activity** for TIEZA's Top and Middle Management on **July 5-7, 2021, 8:30AM-3:30PM, at the Multi-purpose Hall.**

The activity aims to 1) come up with the Authority's Strengths, Weaknesses, Opportunities, and Threats (SWOT); 2) formulate the 2022 Performance Scorecard and related requirements; and 3) craft 2022 Sectoral Plans using the integrated Balanced Scorecard (BSC) and OPCR Format. The activity will also serve as a venue to revisit the Performance Evaluation System (PES) and Strategic Performance Management System (SPMS) guidelines, and present the reformulated National Tourism Development Plan (NTDP) for the Authority to align its projects and programs towards the achievement of the sectoral goals in 2022 and in the succeeding years.

In this regard, all members of the Management Committee, Department and Division Managers, and Technical Assistants are hereby requested to participate onsite to the said activity on July 5-7, 2021. Should there be changes in the modality, the COPD secretariat team will notify all target participants prior to the set schedule.

Meanwhile, please see attached administrative reminders for the requirements and needed preparation for the Strategic Planning Activity. A pre-work on SWOT identification will be required from the Sectors, which should be submitted on or before 5:00PM, July 1, 2021.

Further, a preparatory meeting will be conducted on Wednesday, June 30, 2021, 2:00PM-4:00PM to orient the Sectors/Departments/Offices regarding the conduct of the activity.

For queries and/or confirmation of attendance, you may coordinate with Ms. Frances Elemos or Ms. Sherryl Dalida of the Strategic Planning Division of this Department through mobile at nos. 0930 6186008 or 0928 3254064 or office landline at local 710.

  
**FRANCIS RANDY J. HORTELANO**



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

**2022 STRATEGIC PLANNING ACTIVITY**

**ADMINISTRATIVE REMINDERS**

Please be guided by the following administrative reminders relative to the conduct of the 2022 Strategic Planning Activity on July 5-7, 2021:

1. Participants are expected to be at the venue at least 15 minutes before the start of the activity proper at 8:30 AM for Days 1-3.
2. Since there will be breakout sessions per Sector, participants must bring 1 laptop per Sector. Participants are also required to bring the following:
  - a. Data relative to 2021 scorecard commitments as reference for the 2022 planning
  - b. Existing 2021 Sectoral/Departmental Balanced Scorecard and 1<sup>st</sup> semester (and 2<sup>nd</sup> semester, if already available) 2021 OPCR Form
3. Participants are also expected to discuss within their Sectors their inputs to the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis prior to July 5, 2021.

Inputs shall be submitted **on or before 5:00PM, July 1, 2021**, using the format below:

Area	Strengths	Weaknesses
Manpower (Human Resource)		
Money (Financial)		
Machines (Facilities and Equipment)		
Materials (Supplies)		
Method (Process Flows)		
Values		
Culture		
Knowledge		
Performance Management		

Area	Opportunities	Threats
Political		
Economic		
Social		
Technological		
Legal		
Environment		

4. A **preparatory meeting will also be conducted on Wednesday, June 30 2021, 2:00PM-4:00PM** to orient the Sectors/Departments/Offices regarding the conduct of the activity. Required attendees include the OCOO Department Managers and Technical Assistants from the Sectors.
5. Participants are required to be in office attire and wearing of nametags throughout the workshop will be required.
6. All are also expected to observe health protocols (i.e., wearing of masks, physical distancing). Participants are encouraged to bring their own pens. Temperature check and filling out of the health declaration survey will also be done for the three-day activity.
7. One-way entrance and exit points will also be observed to avoid heavy foot traffic in the doorways.
8. Presentation materials, workshop templates, and handouts will be provided through Google Drive. These can be accessed through this link:  
  
<https://bit.ly/35VfZYM>  
  
Workshop outputs should also be uploaded to this Google drive. Incomplete submission of outputs can be a ground for the non-issuance of certificates.
9. No participant is allowed to take leave during the workshop and all should participate throughout the duration of the activity.
10. Certificates will be awarded to the participants who have completed the activity and have submitted the required outputs and activity evaluation.

**Online participation, if need arises**

11. Participants must log in the meeting room/virtual teleconference at least 15 minutes before the set time (This may be an opportunity for participants to adjust audio and video settings).
12. The meeting ID and password, which will be provided prior to the activity, may only be used by invited participants. Sharing of links to non-participants is strictly prohibited.
13. Participants will be diverted to the waiting room for checking of identity, hence, all are advised to use the following format for identification:  
  
Office-First Name<space>Last Name (e.g. COPD-Juana dela Cruz)
14. All audio will be initially muted. Raise hand or post a message/question in the chat box to be recognized by the moderator/s. The "one mouth rule" will be used.