



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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

(02) 8249-5900 loc.710-711

corplan@tieza.gov.ph

www.tieza.gov.ph

**MEMORANDUM**

FOR : Atty. Joy M. Bulautan  
Chairperson, Budget Hearing Committee

FROM : The Manager, COPD

SUBJECT : 2022 Budget Estimates of COPD

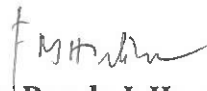
DATE : 10 December 2020

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This is to respectfully submit the 2022 Budget Estimates of the Corporate Planning Department covering the following in compliance with your Memorandum dated 05 November 2020 on the CY 2022 Budget call:

- a) Personnel Complement;
- b) MOOE
- c) Equipment Outlay; &
- d) PPMP

We hope you will find everything in order. Thank you.

  
**Francis Randy J. Hortelano**  
*Department Manager*  
*Corporate Planning Department*

*Enc: a/s*



Republic of the Philippines  
Tourism Infrastructure and Enterprise Zone Authority

**PERSONNEL COMPLEMENT  
CALENDAR YEAR 2022**

NAME OF EMPLOYEE	SG	STEP	POSITION	BASIC SALARY
<b>CORPORATE PLANNING DEPARTMENT</b>				
Hortelano, Francis Randy J.	26	-	Department Manager A	107,444.00
Peralta, Biechelle Lyka H.	9	-	Secretary A	17,975.00
Rollo, Jose R.	7	-	Driver-Mechanic B	15,738.00
<b>STRATEGIC PLANNING DIVISION</b>				
Bayot, Annah Leah R.	24	3	Division Manager A	83,406.00
-Vacant-	22	-	Corporate Planning Chief	65,319.00
Laranas, Belinda D.	19	3	Sr. Corporate Planning Specialist	45,269.00
Del Rosario, Evelyn A.	16	3	Sr. Corporate Planning Analyst	33,584.00
Elemos, Frances Desiree V.	16	3	Sr. Corporate Planning Analyst	33,584.00
Dalida, Sherryl M.	13	3	Corporate Planning Analyst A	25,232.00
Basto, Ezra Nicole C.	13	3	Corporate Planning Analyst A	25,232.00
<b>MONITORING &amp; EVALUATION DIVISION</b>				
-Vacant-*	24	3	Division Manager A	83,406.00
Lacson, Ma. Mercedes C.	22	3	Project Planning & Development Chief	65,319.00
Dizon, Elaine P.	18	3	Sr. Project Planning & Development Officer	40,637.00
Caluya, Mikhael Bryan G.	18	3	Sr. Project Planning & Development Officer	40,637.00
Lejano, Melody R.	15	3	Project Planning & Development Officer A	30,531.00
Salon, Ma. Kristina E.	15	3	Project Planning & Development Officer A	30,531.00
Abana, May Anne B.	11	-	Project Planning & Development Officer C	20,754.00
*****	***	***	*****	*****
*Atty. Jose T. Bechayda, Jr., OIC				

ACTIVITY JUSTIFICATION  
 CALENDAR YEAR 2022

DECISION UNIT CORPORATE PLANNING DEPARTMENT

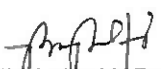
Statement of Objectives

Key: To be a proactive and responsive planning and monitoring arm of TIEZA.

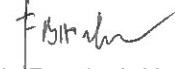
Specific: To conduct planning and monitoring of organizational performance for strategic decision-making of top management and to assist in project planning by evaluating proposed infrastructure projects.

	2021	2022
MAINTENANCE AND OTHER OPERATING EXPENSES	4,542,959.08	4,389,576.93
EQUIPMENT OUTLAY	302,000.00	924,000.00
TOTAL	4,844,959.08	5,313,576.93

PREPARED BY:

  
 Biechelle Lyka H. Peralta  
 Secretary A

REVIEWED BY:

  
 Francis Randy J. Hortelano  
 Department Manager A

APPROVED BY:

Atty. Joy M. Bulautan  
 OIC, Chief Operating Officer

**CORPORATE PLANNING DEPARTMENT**  
**MAINTENANCE AND OTHER OPERATING EXPENSES**  
**CALENDAR YEAR 2022**

PARTICULARS	PROPOSED BUDGET	REMARKS
Travelling Expenses		
Travelling Expenses - Local	403,780.00	
Supplies and Materials Expenses		
Office Supplies Expenses	132,534.05	
Gasoline, Oil and Lubricants Expenses	151,208.00	
Communication Expenses		
Telephone Expenses - Mobile	80,400.00	
Printing and Binding Expenses		
Printing and Binding Expenses	500,000.00	
Professional Expenses		
Consultancy Services	2,000,000.00	
Other Professional Services	949,824.80	
Transportation Equipment		
Repairs and Maintenance - Motor Vehicles	100,000.00	
Subscription Expenses		
Subscription Expenses	71,830.08	
<b>TOTAL</b>	<b>4,389,576.93</b>	

**CORPORATE PLANNING DEPARTMENT**  
**TRAVELLING EXPENSES - LOCAL**  
**CALENDAR YEAR 2022**

DESTINATION	NO. OF TRIPS	NO. OF DAYS	NO. OF EMPLOYEE	GAS CASH ADVANCE	TERMINAL FEE	BUS/PLANE FARE	TAXI FARE	PER DIEM	MEALS	ROOMS	TOTAL TRAVELLING
BARMM	1	3	1	0.00	0.00	16,000.00	1,000.00	2,880.00	4,500.00	6,000.00	30,380.00
CAR	1	3	1	5,000.00	0.00	2,000.00	1,000.00	960.00	4,500.00	9,000.00	22,460.00
CARAGA	1	3	1	0.00	0.00	16,000.00	1,000.00	960.00	4,500.00	6,000.00	28,460.00
REGION I	1	3	1	5,000.00	0.00	2,000.00	1,000.00	960.00	4,500.00	9,000.00	22,460.00
REGION II	1	3	1	0.00	0.00	2,000.00	1,000.00	960.00	4,500.00	9,000.00	17,460.00
REGION III	1	3	1	0.00	0.00	2,000.00	1,000.00	960.00	4,500.00	7,500.00	15,960.00
REGION IV-A	1	3	1	0.00	0.00	12,000.00	1,000.00	960.00	4,500.00	6,000.00	24,460.00
REGION IV-B	1	3	1	0.00	0.00	12,000.00	1,000.00	960.00	4,500.00	6,000.00	24,460.00
REGION IX	1	3	1	0.00	0.00	16,000.00	1,000.00	960.00	4,500.00	6,000.00	28,460.00
REGION V	1	3	1	0.00	0.00	12,000.00	1,000.00	960.00	4,500.00	6,000.00	24,460.00
REGION VI	1	3	1	0.00	0.00	14,000.00	1,000.00	960.00	4,500.00	6,000.00	26,460.00
REGION VII	1	3	1	0.00	0.00	14,000.00	1,000.00	960.00	4,500.00	6,000.00	26,460.00
REGION VIII	1	3	1	0.00	0.00	14,000.00	1,000.00	960.00	4,500.00	6,000.00	26,460.00
REGION X	1	3	1	0.00	0.00	16,000.00	1,000.00	960.00	4,500.00	6,000.00	28,460.00
REGION XI	1	3	1	0.00	0.00	16,000.00	1,000.00	960.00	4,500.00	6,000.00	28,460.00
REGION XII	1	3	1	0.00	0.00	16,000.00	1,000.00	960.00	4,500.00	6,000.00	28,460.00
<b>TOTAL</b>	<b>16</b>	<b>48</b>	<b>16</b>	<b>10,000.00</b>	<b>0.00</b>	<b>182,000.00</b>	<b>16,000.00</b>	<b>17,280.00</b>	<b>72,000.00</b>	<b>106,500.00</b>	<b>403,780.00</b>

**CORPORATE PLANNING DEPARTMENT  
 SUPPLIES & MATERIALS EXPENSES  
 CALENDAR YEAR 2022**

PARTICULARS	QTY	UNIT PRICE	AMOUNT
<b>Office Supplies Expenses</b>			
Air Freshner, 280ml/150g min	12	83.20	998.40
Alcohol, 70% Ethyl, 1 Gallon	24	1,000.00	24,000.00
Car Freshner, Lemon Scent	12	180.00	2,160.00
Clearbook, Refillable, A4 Size	4	150.00	600.00
Clip, Backfold, 25mm, 12pcs per box	12	10.40	124.80
Clip, Backfold, 32mm, 12pcs per box	12	19.12	229.44
Correction Tape	24	31.20	748.80
Cutter Blade, Heavy Duty, 10pcs per tube	10	9.19	91.90
Disinfectant Spray	12	312.00	3,744.00
Envelop, Brown, A4 Size	400	1.10	440.00
Envelop, Expanding w/ Garter	200	10.00	2,000.00
Envelope, Documentary, A4 Size	2	381.54	763.08
Envelope, Documentary, Legal Size, 500pcs per box	2	507.40	1,014.80
Envelope, Expanding, Kraft, Legal Size	200	20.00	4,000.00
Envelope, Mailing, White	1000	1.55	1,550.00
Envelope, Mailing, White w/ TIEZA Logo	300	15.00	4,500.00
Eraser for White Board	1	11.11	11.11
File Organizer, Expanding, Legal Size, Plastic, Assorted Colors	6	70.67	424.02
File Tab Divider, A4 Size, 5 colors per set	50	12.48	624.00
Folder Tagboard, A4 Size, 100pcs per pack	3	179.28	537.84
Folder, Expanding, Legal Size, Green	300	22.00	6,600.00
Folder, Fancy, A4 Size, 50pcs per pack	4	234.00	936.00
Folder, Fancy, Legal Size, 50pcs per pack	4	291.20	1,164.80
Folder, L-type, A4 Size, 50pcs per pack	8	550.00	4,400.00
Folder, L-type, Legal Size, 50pcs per pack	2	203.84	407.68
Foler Tagboard, Legal Size, 100pcs per pack	6	200.37	1,202.22
Glue, All Purpose, 300g min	8	44.18	353.44
Index Card Box, 5 3/8in x 8 7/8in x 6in	2	50.16	100.32
Index Tab, Self Adhesive, 5 sets per box, assorted colors	20	50.84	1,016.80
Index Tab, Self Adhesive, 5 sets per box, Clear	30	49.00	1,470.00
Magazine File Box, 110mm x 220mm x 265mm, w/ Open End	100	43.84	4,384.00



**CORPORATE PLANNING DEPARTMENT  
 SUPPLIES & MATERIALS EXPENSES  
 CALENDAR YEAR 2022**

PARTICULARS	QTY	UNIT PRICE	AMOUNT
Marker, Flourescent, 3 colors per set	12	32.95	395.40
Marker, Permanent, Bullet type, Red	3	35.00	105.00
Marker, Whiteboard, Bullet type, Black	4	35.00	140.00
Marker, Whiteboard, Bullet type, Blue	4	35.00	140.00
MEMO Pad w/ Letterhead, Colored	4	151.00	604.00
Multi-purpose Paper, A4 Size, Premium Grade	100	112.00	11,200.00
Multi-purpose Paper, Legal Size, Premium Grade	100	109.02	10,902.00
Paper Clip, Gem type, 32mm, 100pcs per box	10	6.43	64.30
Paper Clip, Gem type, 48mm, 200pcs per box	10	12.85	128.50
Paper Fastener, Plastic, 50sets per box	12	65.50	786.00
Pencil, Lead w/ Eraser, 12pcs per box	3	19.62	58.86
Post-it Notepad, 3in x 3in	24	40.54	972.96
Post-it Notepad, 3in x 4in, 100 sheets per pad	20	54.06	1,081.20
Premium Paper, A4 Size, Assorted Colors, 80 GSM, 20 sheets per pack	24	20.00	480.00
PVC Sheet, Clear, A4 Size (0.6-0.5)	200	10.50	2,100.00
Record Book, Size 214mm x 278mm, 500 pages	10	86.85	868.50
Rind Binder, 32mm, Plastic, 10pcs per bundle	6	256.87	1,541.22
Ring Binder (Arch Files), 3 Hole, 2in Thick Board Cover, A4 Size	16	200.00	3,200.00
Ring Binder (Arch Files), 3 Hole, 3in, Thick Board Cover, A4 Size	16	250.00	4,000.00
Ring Binder, 10mm x 1.12m, Plastic, 10pcs per bundle	3	88.38	265.14
Ring Binder, 14mm x 1.12m, Plastic, 10pcs/bundle	3	74.35	223.05
Ring Binder, 6mm x 1.2m, Plastic, 10pcs per bundle	3	33.27	99.81
Self Healing Cutting Mat, 24in x 36in	1	1,000.00	1,000.00
Sharpener, Single Cutterhead	2	176.80	353.60
Sign Here Flags	6	100.00	600.00
Sign Pen, Black	88	38.10	3,352.80
Sign Pen, Blue	88	38.10	3,352.80
Stamp Pad Ink, Violet, 50ml	2	24.63	49.26
Stamp Pad, Felt Pad, 60mmx100mm	2	27.66	55.32
Staple Wire, Heavy DUTy, 23/13	4	23.40	93.60
Staple Wire, Standard	12	18.92	227.04

CORPORATE PLANNING DEPARTMENT  
 SUPPLIES & MATERIALS EXPENSES  
 CALENDAR YEAR 2022

PARTICULARS	QTY	UNIT PRICE	AMOUNT
Sticker Paper, Matte, A4 Size, 10sheets per pack	30	125.00	3,750.00
Storage Box	20	360.00	7,200.00
Tape, Clear, 24mm x 50m	12	10.92	131.04
Tape, Clear, 48mm x 50m	8	26.52	212.16
Tape, Double Adhesive, 3m	4	120.00	480.00
Tape, Double Sided, 2in x 10m	12	50.00	600.00
Tape, Masking, 24mm x 50m	8	55.12	440.96
Tape, Masking, 48mm x 50m	4	105.04	420.16
Tape, Packaging, 48mm x 50m	8	32.74	261.92
			<b>132,534.05</b>
<b>TOTAL</b>			<b>132,534.05</b>





**CORPORATE PLANNING DEPARTMENT  
GASOLINE OIL & LUBRICANTS EXPENSES  
CALENDAR YEAR 2022**

VEHICLE TYPE & PLATE NO.	PARTICULARS	NO. OF LITERS / ANNUM	UNIT PRICE	AMOUNT
Toyota Innova - SJS 272	Brake Fluid	3	308.00	924.00
Toyota Innova - SJS 272	Cash Advance Gasoline	1	20,000.00	20,000.00
Toyota Innova - SJS 272	Diesel	2880	44.00	126,720.00
Toyota Innova - SJS 272	Motor Oil	12	297.00	3,564.00
<b>TOTAL</b>				<b>151,208.00</b>



**CORPORATE PLANNING DEPARTMENT  
COMMUNICATION EXPENSES  
CALENDAR YEAR 2022**

END-USER	TELEPHONE NO.	MONTHLY LIMIT	AMOUNT
<b>Telephone Expenses - Mobile</b>			
Division Manager - M&E		1,800.00	21,600.00
Driver Mechanic		300.00	3,600.00
Department Manager		2,500.00	30,000.00
Division Manager - SPD		1,800.00	21,600.00
Secretary		300.00	3,600.00
<b>TOTAL</b>			<b>80,400.00</b>





CORPORATE PLANNING DEPARTMENT  
PRINTING AND BINDING EXPENSES  
CALENDAR YEAR 2022

PARTICULRS	AMOUNT
TIEZA's Annual Report	500,000.00
TOTAL	500,000.00



CORPORATE PLANNING DEPARTMENT  
CONSULTANCY SERVICES  
CALENDAR YEAR 2022

PARTICULRS	AMOUNT
Consulting Services	2,000,000.00
<b>TOTAL</b>	<b>2,000,000.00</b>





**CORPORATE PLANNING DEPARTMENT  
OTHER PROFESSIONAL EXPENSES  
CALENDAR YEAR 2022**

END-USER	CLOTHING ALLOWANCE	NO. OF DAYS	RATE PER DAY	AMOUNT
Flororita, Margarita N.	5000	20	914.08	224,379.20
Arcangel, Gerardo III S.	5000	20	1,132.03	276,687.20
Virtus, Mark Anthony K.	5000	20	914.08	224,379.20
Vacant	5000	20	914.08	224,379.20
<b>TOTAL</b>				<b>949,824.80</b>

**CORPORATE PLANNING DEPARTMENT  
 REPAIRS & MAINTENANCE OF GOVERNMENT VEHICLES  
 CALENDAR YEAR 2022**

END - USER	VEHICLE TYPE & PLATE NO.	PARTICULARS	AMOUNT
	Toyota Innova - SJS 272	Major Repairs of Air-con, Engine, Under Chasis, etc.	40,000.00
	Toyota Innova - SJS 272	Minor Repair Including Wheel Balancing, Re-alignment, Change Oil, Tune-up, etc.	30,000.00
	Toyota Innova - SJS 272	Spare Parts (Tires, Battery, etc.)	30,000.00
<b>TOTAL</b>			100,000.00



CORPORATE PLANNING DEPARTMENT  
SUBSCRIPTION EXPENSES  
CALENDAR YEAR 2022

PARTICULRS	AMOUNT
Business Mirror	9,125.04
Business World	9,125.04
Manila Bulletin	6,570.00
Manila Standard	6,570.00
Manila Times	6,570.00
Philippine Daily Inquirer	6,570.00
Philippine Star	7,299.96
Related Books and Other Subscriptions	20,000.04
<b>TOTAL</b>	<b>71,830.08</b>





**CORPORATE PLANNING DEPARTMENT  
EQUIPMENT OUTLAY  
CALENDAR YEAR 2022**

PARTICULARS	PROPOSED BUDGET	REMARKS
Office Equipment, Furniture and Fixtures		
Office Equipment	924,000.00	
<b>TOTAL</b>	924,000.00	



**CORPORATE PLANNING DEPARTMENT  
 EQUIPMENT OUTLAY  
 CALENDAR YEAR 2022**

<b>PARTICULARS (Provide Description)</b>	<b>INVENTORY EXISTING SIMILAR EQUIPMENT</b>	<b>QTY</b>	<b>UNIT COST</b>	<b>AMOUNT</b>	<b>JUSTIFICATION (FOR EVERY PROPOSED ITEM)</b>
Laptop Computer	1	20	45,000.00	900,000.00	To Augment Existing Equipment
Uninterrupted Power Supply (UPS)	10	3	8,000.00	24,000.00	To Augment Existing Equipment
<b>TOTAL</b>				924,000.00	

# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2022

END-USER/UNIT : **Corporate Planning Department**

**Charged to COB**


Strategic Objectives (SOs) - Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Maintenance and Other Operating Expenses															
	Travelling Expenses - Local		403,780.00		33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.37
	Office Supplies Expense		132,534.05		11,044.50	11,044.50	11,044.50	11,044.50	11,044.50	11,044.50	11,044.50	11,044.50	11,044.50	11,044.50	11,044.50	11,044.55
	Gasoline, Oil and Lubricants Expenses		151,208.00		12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.63
	Telephone Expenses - Mobile		80,400.00		6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00
	Printing and Binding Expenses		500,000.00							500,000.00						
	Repair and Maintenance - Motor Vehicle		100,000.00					25,000.00			25,000.00			25,000.00		
	Subscription Expenses		71,830.08		5,985.84	5,985.84	5,985.84	5,985.84	5,985.84	5,985.84	5,985.84	5,985.84	5,985.84	5,985.84	5,985.84	5,985.84
	Other Professional Services		949,824.80		79,152.07	79,152.07	79,152.07	79,152.07	79,152.07	79,152.07	79,152.07	79,152.07	79,152.07	79,152.07	79,152.07	79,152.03
	Consulting Services		2,000,000.00	Public Bidding	2,000,000.00											
	Equipment Outlay															
	Laptop Computer		900,000.00		900,000.00											
	Uninterrupted Power Supply (UPS)		24,000.00	Small Value	24,000.00											


**TOTAL BUDGET:** 5,313,576.93

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

  
**Biechelle Lyka H. Peralta**  
 Secretary A

Submitted by:

  
**Francis Randy J. Hortelano**  
 Department Manager