


TOURISM INFRASTRUCTURE & ENTERPRISE ZONE AUTHORITY
MONITORING AND EVALUATION DIVISION
ACTION AND MONITORING SLIP

PERFORMANCE REPORT (BSC)
 SECTOR/ DEPARTMENT

4th Quarter 2020 BSC with Ratings
 OPED

DATE RECEIVED	FROM	TO	ACTION TAKEN/REMARKS
16-Jun-21	Yanyan		06/14/2021 - Recorded BSC with the following supporting documents: Summary of Feedback Forms (January - December 2020) Summary of Smiley Survey Form (January - December 2020) Quarterly Financial Performance (After Closing) CY 2020 New Revenue Stream - Project Proposal: Golf Cart Garage Space Rental of ZGCBP Budget Utilization Rate - OPED: Maintenance & Other Operating Expenses (Monitoring Report) CY 2020 Approved Revised Operations Manual Maintenance Plan - BHYH Room Preventive Maintenance Competency Based Training - Operations Department CY 2020
16-Jun-21	Yanyan	Melody	For appropriate action. (thru gmail)



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Performance Scorecard for 2020

Operations 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	Accomplished Customer Forms/Satisfactory Survey	Monitoring the Quality of Service in Each Operating Assets Through Actual Client Commentaries	Satisfied Clients/ over all Total Numbers of Satisfied and Dissatisfied Customer x 100	10.00	All Operating Assets	Clients	96.87	85.00	97.13 10.00	98.75 10.00	95.92 10.00	99.74 10.00	10.00
		M02	Smiley Survey	Monitoring the Quality of Service in Each Operating Assets Through Actual Client Commentaries	Number of Happy Emoticons / Total Number of Emoticons x 100	10.00	All Operating Assets	Clients	94.54	85.00	95.04 10.00	100.00 10.00	94.71 10.00	96.73 10.00	10.00
		M03	Net Income from All Assets	Generated Net Income from All Assets (Operating, Leased, Joint Venture & Properties Under Concession)	Gross Revenues from All Assets Less Operating Expenditures (Before Depreciation)	50.00	All Operating Assets & FTSD	Financial Reports and Collection Reports	199M	50.00	42.97 42.97	19.52 19.52	28.40 28.40	21.76 21.76	50.00
FINANCIAL		M04	New Revenue Stream	Implemented at least 1 new revenue stream in the operating entities	1 New revenue stream	5.00	All Operating Assets	All Operating Assets	N/A	1.00	0.00 0.00	0.00 0.00	0.00 0.00	1.00 5.00	5.00
		M05	Budget Utilization Rate	Measure of the extent to which the actual approved budget increased by supplemental or realigned budget of the department is utilized	Actual funds used/ DBM approved budget + supplemental or realigned budget) x 100%	5.00	FTSD	Budget Utilization Report	64.00	90.00	0.00 0.00	0.00 0.00	0.00 0.00	69.00 3.83	3.83
		M06	Approved Revised Operations Manual	Improving the quality of service in each operating assets through the revision of the Operations Manual (OM)	Final revised operations manual for Board approval submitted	5.00	Oped / All Operating Assets	Operations Manual	1.00	1.00	0.00 0.00	0.00 0.00	0.00 0.00	1.00 5.00	5.00
INTERNAL BUSINESS PROCESS		M07	Maintenance Plan	Submitted maintenance plan for equipment and other areas of operation	Number of Submission/ Number of entities	10.00	All Operating Assets	All Operating Assets	N/A	7.00	0.00 0.00	0.00 0.00	0.00 0.00	6.00 8.57	8.57
		M08	Personnel with competency enhancement needs sent to Competency-based training (HR Programs)	Competency-based training attended by personnel with competency enhancement needs	Number of employees who attended the training/ Total number of identified employees with competency enhancement needs x 100%	5.00	HRSD	List of Participants	93.00	60.00	0.00 0.00	0.00 0.00	0.00 0.00	43.00 3.58	3.58
LEARNING AND GROWTH															
TOTAL WEIGHT						100.00	TOTAL RATINGS								
							95.98								

CORPORATE PLANNING DEPARTMENT

RECEIVED

By: Yauyas
Date: 14 Jun 2021
Time: 03:43 PM

Submitted by: frank
Atty/ Ma. Teresa C. Alvarez
Manager

Approved by: Jetro Nicolas F. Lozada
Assistant Chief Operating Officer

Summary of Feedback Forms
January - March 2020
Operations Department

Entities	Excellent	Very Satisfactory	Satisfactory	Fair	Poor	No Answer	Total	Satisfied	Dissatisfied
Balicasag Island Dive Resort	392	553	146	7	1	0	1099	99.27	0.73
Banaue Hotel & Youth Hostel	70	82	26	9	7	0	194	91.75	8.25
Cebu Field Office	63	61	34	7	4	14	183	86.34	13.66
Club Intramuros Golf Course	97	257	122	4	0	0	480	99.17	0.83
Gardens of Malasag Eco-Tourism Vill.	273	149	99	23	4	0	548	95.07	4.93
Light & Sound Museum	949	268	79	8	6	0	1310	98.93	1.07
Zamboanga Golf Course & Beach Park		173	162	26	0	0	361	92.80	7.20

Satisfied Customer	4,055
Dissatisfied Customer	120
Total	4,175
	97.13%

Prepared by:


Mae Y. Martinez

Noted by:


Atty. MARIA TERESA C. ALVAREZ
Manager - Operations Department

Summary of Feedback Forms
April - June 2020
Operations Department

Entities	Excellent	Very Satisfactory	Satisfactory	Fair	Poor	No Answer	Total	Satisfied	Dissatisfied
Balicasag Island Dive Resort			No report due to Lockdown				0	#DIV/0!	#DIV/0!
Banaue Hotel & Youth Hostel			No report due to Lockdown				0	#DIV/0!	#DIV/0!
Cebu Field Office			No report due to Lockdown				0	#DIV/0!	#DIV/0!
Club Intramuros Golf Course	37	81	40	2	0	0	160	98.75	1.25
Gardens of Malasag Eco-Tourism Vill.			No report due to Lockdown				0	#DIV/0!	#DIV/0!
Light & Sound Museum			No report due to Lockdown				0	#DIV/0!	#DIV/0!
Zamboanga Golf Course & Beach Park			No report due to Lockdown				0	#DIV/0!	#DIV/0!

Satisfied Customer	158
Dissatisfied Customer	2
Total	160
	98.75%

Prepared by:

Mae Y. Martinez

Noted by:

Atty. MARIA TERESA C. ALVAREZ
 Manager - Operations Department

Summary of Feedback Forms
July - September 2020
Operations Department

Entities	Excellent	Very Satisfactory	Satisfactory	Fair	Poor	No Answer	Total	Satisfied	Dissatisfied
Baitasag Island Dive Resort	0	0	0	0	0	0	0	0.00	0.00
Banaue Hotel & Youth Hostel	0	0	0	0	0	0	0	0.00	0.00
Cebu Field Office	0	0	0	0	0	0	0	0.00	0.00
Club Intramuros Golf Course	49	198	69	3	1	0	320	98.75	1.25
Gardens of Malasag Eco-Tourism Vill.	0	0	0	0	0	0	0	0.00	0.00
Light & Sound Museum	0	0	0	0	0	0	0	0.00	0.00
Zamboanga Golf Course & Beach Park	0	901	98	52	0	0	1051	95.05	4.95

Satisfied Customer	1,315
Dissatisfied Customer	56
Total	1,371
	95.92%

Prepared by:

[Signature]
 May Y. Martinez

Noted by:

[Signature]
 Atty. MARIA TERESA C. ALVAREZ
 Manager - Operations Department

Noted
 10/29/2020
 2:50 pm

Summary of Feedback Forms
October - December 2020
Operations Department

Entitles	Excellent	Very Satisfactory	Satisfactory	Fair	Poor	No Answer	Total	Rating (%)	
								Satisfied	Dissatisfied
Balicasag Island Dive Resort	0	0	0	0	0	0	0	0.00	0.00
Banaue Hotel & Youth Hostel	0	0	0	0	0	0	0	0.00	0.00
Cebu Field Office	0	0	0	0	0	0	0	0.00	0.00
Club Intramuros Golf Course	96	381	157	5	1	0	640	99.06	0.94
Gardens of Malasag Eco-Tourism Vill.	0	0	0	0	0	0	0	0.00	0.00
Light & Sound Museum	0	0	0	0	0	0	0	0.00	0.00
Zamboanga Golf Course & Beach Park		5819	114	11	0	0	5944	99.81	0.19

Satisfied Customer	6,567
Dissatisfied Customer	17
Total	6,584

99.74%

Prepared by:
[Signature]
Mae Y. Martinez

Noted by:
[Signature]
Atty. MARIA TERESA C. ALVAREZ
Manager - Operations Department

Elisa Calipad
all 12/2021
2:58 PM

SUMMARY OF SMILEY SURVEY FORM

January - March 2020

Entity	January		February		March		Total		Average		Total Number of Emoticons
Baticasag Island Dive Resort	477	7	450	5	297	5	1,224	17	98.63	1.37	1,241
Banaue Hotel & Youth Hostel	69	17	52	21	18	24	139	62	69.15	29.38	201
Cebu Field Office	597	73	763	67	0	0	1,360	140	90.67	9.33	1,500
Club Intramuros Golf Course	138	8	174	4	66	3	378	15	96.18	3.82	393
Gardens of Malasag Eco-Tourism Vill.	522	11	749	21	291	11	1,562	43	97.32	2.68	1,605
Light & Sound Museum	3,233	298	970	73	251	16	4,454	387	92.01	7.99	4,841
Zamboanga Golf Course & Beach Park	9,653	411	8,201	382	4,406	181	22,260	974	95.81	4.19	23,234
Grand Total	14,689	825	11,359	573	5,329	240	31,377	1,638	95.04	4.96	33,015

Prepared by:

Mad Y. Martinez

Noted by:

Atty. MARIA TERESA C. ALVAREZ
Manager - Operations Department

SUMMARY OF SMILEY EMOTICONS

October - December 2020

Entity	October		November		December		Total		Rating (%)		Total Number of Emoticons
	😊	😬	😊	😬	😊	😬	😊	😬	😊	😬	
Balicasag Island Dive Resort	0	0	0	0	0	0	0	0	-	-	0
Banaue Hotel & Youth Hostel	0	0	0	0	0	0	0	0	-	-	0
Cebu Field Office	0	0	0	0	0	0	0	0	-	-	0
Club Intramuros Golf Course	93	5	105	5	70	8	268	18	93.71	6.29	286
Gardens of Malasag Eco-Tourism Vill.	0	0	0	0	0	0	0	0	-	-	0
Shit & Sound Museum	0	0	0	0	0	0	0	0	-	-	0
Zamboanga Golf Course & Beach Park	611	18	382	12	457	10	1,450	40	97.32	2.68	1,490
Grand Total							1,718	58	96.73	3.27	1,776

Prepared by:

Mae Y. Martinez

Noted by:

Atty. MARIA TERESA C. ALVAREZ

Manager - Operations Department

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01/10/2021
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SUMMARY OF SMILEY SURVEY FORM

April - June 2020

Entity	April		May		June		Total		Average		Total Number of Emoticons
	😊	😬	😊	😬	😊	😬	😊	😬	😊	😬	
Baitacasag Island Dive Resort			Lockdown due to Pandemic - COVID-19				0	0	#DIV/0!	#DIV/0!	0
Banaue Hotel & Youth Hostel			Lockdown due to Pandemic - COVID-19				0	0	#DIV/0!	#DIV/0!	0
Cebu Field Office			Lockdown due to Pandemic - COVID-19				0	0	#DIV/0!	#DIV/0!	0
Club Intramuros Golf Course		Lockdown due to Pandemic - COVID-19					64	0	100.00	0.00	64
Gardens of Malasag Eco-Tourism Vill.			Lockdown due to Pandemic - COVID-19				0	0	#DIV/0!	#DIV/0!	0
Light & Sound Museum			Lockdown due to Pandemic - COVID-19				0	0	#DIV/0!	#DIV/0!	0
Zamboanga Golf Course & Beach Park			Lockdown due to Pandemic - COVID-19				0	0	#DIV/0!	#DIV/0!	0
Grand Total							64	0	100.00	0.00	64

Prepared by:

Maely. Martinez
Maely. Martinez

Noted by:

Atty. MARIA TERESA C. ALVAREZ
Atty. MARIA TERESA C. ALVAREZ
Manager - Operations Department

SUMMARY OF SMILEY SURVEY FORM

July - September 2020

Entity	July		August		September		Total		Average		Total Number of Emoticons
	😊	😬	😊	😬	😊	😬	😊	😬	😊	😬	
Balicasag Island Dive Resort	0	0	0	0	0	0	0	0	0.00%	0.00%	0
Banaue Hotel & Youth Hostel	0	0	0	0	0	0	0	0	0.00%	0.00%	0
Cebu Field Office	0	0	0	0	0	0	0	0	0.00%	0.00%	0
Club Intramuros Golf Course	82	4	49	2	93	5	224	11	95.32%	4.68%	235
Gardens of Malasag Eco-Tourism Vill.	0	0	0	0	0	0	0	0	0.00%	0.00%	0
Light & Sound Museum	0	0	0	0	0	0	0	0	0.00%	0.00%	0
Zamboanga Golf Course & Beach Park	224	18	304	24	466	15	994	57	94.58%	5.42%	1,051
Grand Total							1,218	68	94.71%	5.29%	1,286

Prepared by:

Mae Y. Martinez

Noted by:

Atty. MARIA TERESA C. ALVAREZ
Manager - Operations Department

10/09/2020
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ALZA ENTITIES

QUARTERLY FINANCIAL PERFORMANCE (After Closing)

CY 2020

Before Depreciation (In Thousand Pesos)

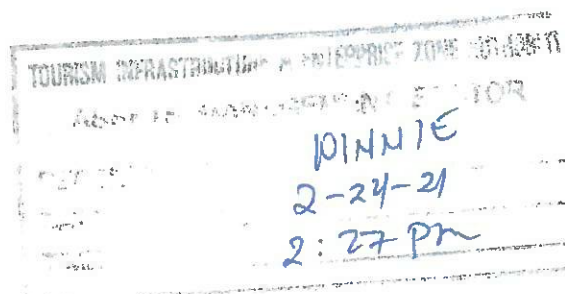
ENTITIES	1st Quarter (Jan - Mar)	2nd Quarter (Apr - June)	3rd QUARTER (Jul- Sept)	4th QUARTER (Oct- Dec)	TOTAL
	NI(NL)	NI(NL)	NI(NL)	NI(NL)	NI(NL)
Balicasag Island Dive Resort	(1,336.6)	(2,843.5)	(1,862.2)	(2,196.4)	(8,238.7)
Banaue Hotel & Youth Hostel	1,970.9	(3,046.4)	(1,997.1)	(3,513.3)	(6,585.9)
Club Intramuros Golf Course	2,454.6	(4,070.8)	(2,345.7)	(1,346.9)	(5,308.7)
Gardens of Malasag	(2,942.2)	(2,243.7)	(2,195.6)	(2,575.2)	(9,956.7)
Zamboanga Golf Course and Beach	1,622.1	(2,845.5)	(2,292.6)	(2,303.4)	(5,819.4)
Light & Sound Museum	(309.9)	(964.0)	(1,363.1)	(2,381.3)	(5,018.3)
Cebu Field Office (CFO)	24.6	977.8	(201.2)	(1,017.5)	(216.3)
Sub Total	1,483.5	(15,036.1)	(12,257.5)	(15,333.9)	(41,144.0)
JV/Leased Sale					
Luneta Boardwalk	0.0	0.0	679.3	27,805.8	28,485.1
Boracay Water Treatment Facility	41,122.0	34,471.5	39,437.8	8,008.4	123,039.7
ICC	360.0	86.7	542.5	1,283.4	2,272.6
Sub Total	41,482.0	34,558.2	40,659.6	37,097.6	153,797.4
TOTAL	42,965.5	19,522.0	28,402.2	21,763.7	112,653.4

Prepared By

Mae Y. Martinez
Operations Department

Noted:

Atty. Maria Teresa C. Alvarez
Manager, Operations Department



Ne
fr

TIEZA Entities
Financial Performance (After Closing of Books)
As of December 31, 2020
(In Thousand Pesos)

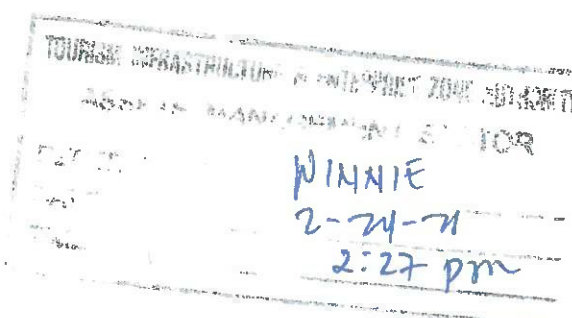
	Target CY 2019 (Before Depreciation)	Actual				
		Revenues	Expenses	Income / (Loss) Before Depreciation	Depreciation	Net Income / (Loss) after Depn.
Operating Assets						
Balicasag Island Dive Resort	4.5	4,447.8	12,686.5	(8,238.7)	3,637.1	(11,875.8)
Banaue Hotel & Youth Hostel	12,500.0	17,400.6	23,986.5	(6,585.9)	8,729.2	(15,315.1)
Club Intramuros Golf Course	221.7	25,326.1	30,634.9	(5,308.7)	15,329.4	(20,638.2)
Gardens of Malasag	(1,500.0)	1,429.0	11,385.7	(9,956.7)	2,767.4	(12,724.2)
Zamboanga Golf Course Beach	5,622.0	6,207.2	12,026.6	(5,819.4)	1,892.0	(7,711.4)
Lights & Sound Museum	(4,888.1)	579.5	5,597.8	(5,018.3)	943.8	(5,962.1)
Cebu Field Office (CFO)	3,500.0	3,538.3	3,754.6	(216.3)	1,732.0	(1,948.3)
Total	15,460.2	58,928.6	100,072.6	(41,144.0)	35,031.0	(76,175.0)
IV / Leased Assets						
Luneta Boardwalk (as of December 2020)	24,213.3	28,485.1		28,485.1		28,485.1
Boracay Water Treatment Facility (as of Dec. 2020)	156,225.9	150,723.3	27,683.6	123,039.7	114,480.8	8,558.9
ICC (as of Dec. 2020)	5,833.5	2,272.6		2,272.6	1,617.4	655.2
Total	186,272.7	181,481.0	27,683.6	153,797.4	116,098.2	37,699.2
Grand Total	201,732.9	240,409.6	127,756.2	112,653.4	151,129.2	(38,475.8)

Prepared by :

Mae Y. Martinez

Noted by:

Atty. Maria Teresa C. Alvarez



PROJECT PROPOSAL

NAME OF PROJECT:

Golf Cart Garage Space Rental

OVERVIEW

Zamboanga Golf Course and Beach Park (ZGCBP) is located in Upper Calarian, Zamboanga City. This 18-hole championship course, at 72-6 par and 404 yards, is 10 minutes away from the City of Zamboanga proper. It is considered as one of the best golf course in Mindanao. The course has elevated greens as well as the abundance of trees. It also has a fine winding fairways, dog-legs and huge greens planted to the Korean Carpet Grass covering the 64 hectare golf course.

Most golfers use their personally owned golf carts and leave them at site. This prompted ZGCBP to propose the rental of golf cart garage as an additional source of revenue while at the same time arranging them in a defined area.

OBJECTIVES:

The objectives of this project are as follows:

- Increase revenue for ZGCBP
- Use and conserve the idle spaces of the ZGCBP and convert it into an additional revenue stream. I
- Address the problems like eyesore carts and parking hitches

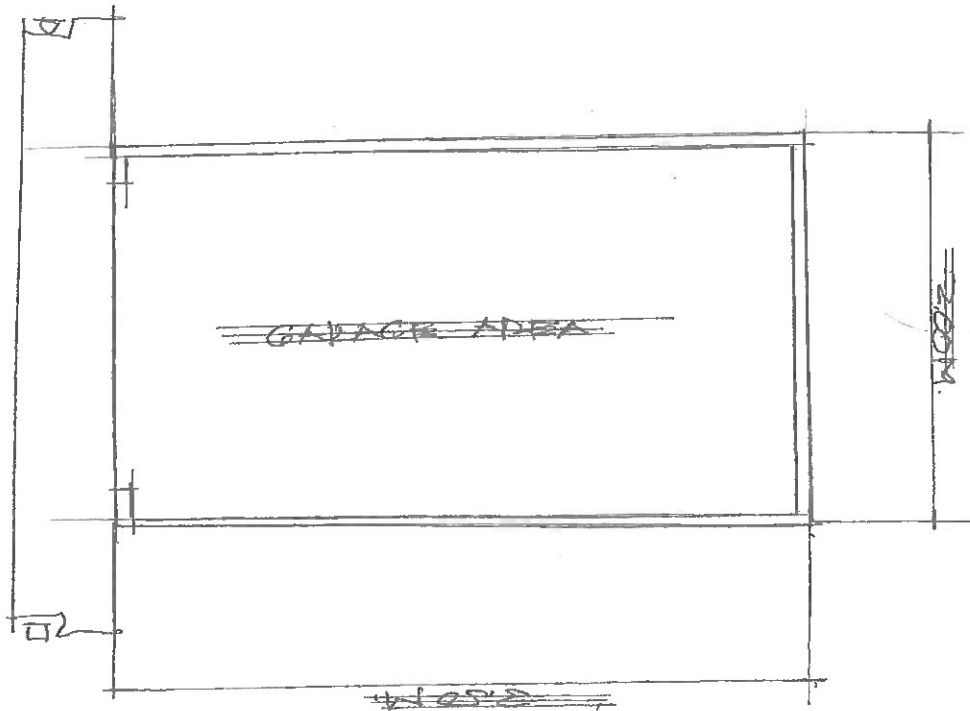
SPECIFICATIONS :

The project is estimated to house about 20 units of golf cart using 140 square meters land area. See illustration.

~~750.00~~
= 750.00

~~750.00~~
750.00

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750.00



BUDGET ESTIMATES:

The ZGCBP will not spend a single centavo considering the construction of the parking will be shouldered by the golf cart owner. Estimated budget for this project is at Twenty Five Thousand Pesos (P 25,000.00) per unit..

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
ZAMBOANGA GOLF COURSE & BEACH PARK
GROSS SALES
DECEMBER, 2020

SALES	GROSS SALES	OUTPUT TAX	NET OF TAX
<u>RENT INCOME</u>			
<u>FACILITIES RENTAL</u>			
<u>CONCESSIONAIRE'S RENTAL</u>			
FOOD STALL			
OTHERS	6,400.00	685.72	5,714.28
<u>SALES REVENUE</u>			
GREEN FEES	34,000.00	3,642.82	30,357.18
MAINTENANCE FEES	2,750.00	294.66	2,455.34
MONTHLY DUES	60,120.00	6,441.46	53,678.54
REGISTRATION FEES			
<u>OTHER BUSINESS INCOME</u>			
PATHWAI USED FEE	200.00	21.43	178.57
PHOTOGRAPHY	1,000.00	107.14	892.86
SHARE OF TOURNAMENT FEE	10,000.00	1,071.43	8,928.57
SALE OF ORNAMENTAL PLANTS	3,650.00	391.07	3,258.93
SALE OF TILAPIA	180.00	19.29	160.71
<u>GOLF CART GARRAGE RENTAL</u>	1,050.00	112.50	937.50
TOTAL	119,350.00	12,787.52	106,562.48

Prepared By:

Mar Francis B. Fernandez
MAR FRANCIS B. FERNANDEZ
Asst. Bookkeeper

Certified Correct:

Teresa D. Galang
TERESA D. GALANG
Sr. Corporate Accounts Analyst

Golf Cart Garage Space Rental at the Zamboanga Golf Course & Beach Park





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

ACCOUNT TITLES	APPROVED CY 2020 BUDGET APPROPRIATION	BUDGET ADJUSTED WITH AUSTERITY	REVISED BUDGET CY 2020	ACTUAL OBLIGATION JAN. 1 - DEC. 31, 2020	UNOBLIGATED BALANCE CY 2020	BUDGET UTILIZATION RATE
Travelling Expenses - Local	1,010,000.00	-	-	69,760.06	(59,760.06)	
Supplies & Materials Expenses						
Office Supplies Expenses	275,000.00	80,000.00	80,000.00	11,301.42	68,698.58	14%
Other Supplies Expense	-	-	-	-	-	
Fuel, Oil & Lubricants Expenses	150,000.00	140,200.00	140,200.00	67,239.38	72,960.62	48%
Communications Expenses						
Telephone Expenses - Mobile	48,600.00	48,600.00	48,600.00	44,537.06	4,062.94	92%
Professional Services	-	-	-			
Other Professional Services	1,107,000.00	1,126,796.00	1,126,796.00	920,404.12	206,391.88	82%
Repair & Maintenance						
Machinery and Equipments						
Office Equipment (Inc Furniture & Fixtures)	50,000.00	15,000.00	15,000.00	-	15,000.00	0%
Transportation Equipment (MV)	100,000.00	100,000.00	100,000.00	52,521.54	47,478.46	53%
Other Maintenance & Operating Expenses						
Representation Expenses	180,000.00	180,000.00	180,000.00	37,804.87	142,195.13	21%
Subscription Expenses	5,000.00	6,600.00	6,600.00	200.00	6,400.00	3%
Other Maintenance & Operating Expenses	50,000.00	10,000.00	10,000.00	-	10,000.00	0%
TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES	2,975,600.00	1,707,196.00	1,707,196.00	1,193,768.45	513,427.55	70%

BUDGET UTILIZATION RATE 2020

	Revised Budget	Actual Obligation	Obligation Bl
MAINTENANCE & OTHER OPERATING EXPENSES	1,707,196.00	1,193,768.45	70%
EQUIPMENT OUTLAY	20,000.00	-	0%
TOTAL	1,727,196.00	1,193,768.45	69%

Tourism Infrastructure & Enterprise Zone Authority
 Operations Department
 Assets Management Section

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 MAR 22 2021
 Svc. Management Authority Unit 3:30 PM



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

OPERATIONS MANUAL

Effectivity Date

Revision Level

1

Levels of Authority

Document Code

Policy No. 1

Pursuant to Board Resolution No. R-18-02-19-B dated February 18, 2019, the following Levels of Authority shall be adopted:

1. CASH ADVANCE

The authority to grant cash advances shall be signed by the Chief Operating Officer (COO) or his duly authorized representative.

Nonetheless, the granting of cash advances in the amount of P50, 000.00 and below, shall be approved by the Assistant Chief Operating Officer (ACOO) concerned, or the ACOO of other sectors in case of absence of the concerned ACOO.

2. DESIGNATION OF OFFICER-IN-CHARGE

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.

3. TRAVEL ORDERS

3.1. 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 representative.

3.2. Local Travel

Length of Travel

PARTICULARS	OFFICE	APPROVING AUTHORITY
Length of Travel is -		
• Up to 15 calendar	• Offices Under the Chief Operating	Chief Operating Officer (COO) or his duly

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BHYH ROOM PREVENTIVE MAINTENANCE

By implementing Preventive Maintenance (PM) measures, we can cut overall expenses by protecting the hotel assets, such as the building, equipment and supplies. Preventive Maintenance (PM) measures can reduce emergency requests, keep staff from falling behind on work-orders, help guests have a more enjoyable stay, increase referrals and save time.

Room Preventative Maintenance Checklist

- All guestroom/suite rooms must be scheduled for a preventive maintenance check at least every four months.
- Determine how many guestrooms must be checked each week in order to inspect all of them within the four months (three times per year).

Number of guestrooms/suites x 3 (checks per year) divided by 52 weeks

BHYH have 85 rooms:

= 85 rooms x 3 PM/year ÷ 52 weeks

= 255 room preventive maintenance per year

= 255 ÷ 52 weeks = 5.8

= say 6 rooms should be checked for PM within a week.

Guestroom Preventive Maintenance Process

1. Select a guestroom(s) for maintenance.
2. Complete a visual inspection. Note those items needing repair or attention.
3. Perform all necessary corrective work in the guestroom/suite.
4. Index the completed Checklist form under the appropriate room number (maintain index card for each room).

- To establish a preventive maintenance schedule for every guestroom or suite.
 - Coordinate with housekeeping & FO which room is vacant or checked-out rooms. If there are no checked-out rooms, select other available rooms.
 - Notify Housekeeping and the Front Desk you will be in these rooms for PM.
 - Pull all linens (sheets and towels).
 - Refer to the Guestroom/Suite Preventive Maintenance Program Checklist and begin the PM process.
 - Once PM is completed on these rooms/suites, check off each item under the appropriate quarter on each individual Checklist.
 - On return to maintenance office, file or index each sheet and record the room numbers on the Preventive Maintenance Summary.
 - Notify the Front Desk and Housekeeping that PM has been completed in the room(s).

TOURISM INFRASTRUCTURE & ENTERPRISE ZONE AUTHORITY	
ASSETS MANAGEMENT SECTOR	
RECEIVED BY:	WINNIE
DATE:	12-16-20
TIME:	10:00 am



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY



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Resort*

PREVENTIVE MAINTENANCE - EQUIPMENT

Generator Set

Preventive maintenance is essential for reliable starts and the extended service life of the generator.

- Change oil and replace lube oil and fuel filter every 250 hrs.
- Replace fan belt every 300 hrs.
- Replace air filter every 500 hrs.
- Tune up engine and check valve clearance every 1000 hrs.
- Calibrate fuel injector and injection pump every 2000 hrs.
- Top overhauling every 5000 hrs.
- General overhauling for every 10,000 hrs.
- Wash paint body with fresh water.
- Check electrical parts every month for loose connection and clean dust with air.
- Clean fuel tank every two months
- Clean radiator fins with pressure water and replace water.

TOURISM INFRASTRUCTURE & ENTERPRISE ZONE AUTHORITY	
ASSET MANAGEMENT SECTION	
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DATE	12-16-20
TIME	10:00 am

Routine General Inspection¹

1. Diesel Generator Routine General Inspection

During the running of the diesel generator, the exhaust system, fuel system, DC electrical system and engine require close monitoring for any leaks that can cause hazardous occurrences. As with any internal combustion engine, proper maintenance is essential. According to Georgia Scott of Constant Power Solutions one of the leading Generator and Power Equipment Manufacturers in the UK, standard servicing and oil change times are recommended at 500hrs, however some applications may require shorter servicing times which is why after sales services should be top notch.

2. Lubrication Service

The engine oil must be checked while shutting down the generator at regular intervals using a dipstick. Allow the oil in the upper portions of the engine to drain back into the crankcase and follow the engine manufacturer's recommendations for API oil classification and oil viscosity. Keep the oil level as near as possible to the full mark on the dipstick by adding the same quality and brand of oil.

¹ <https://goo.gl/kT5Jwk>

CIGC MAINTENANCE PLAN

GREENS

- A. MOWING - Daily, except during inclement weather or as cultural practices dictate, at a height appropriate for the prevailing conditions and acceptable by TIEZA (AGRONOMY CONSULTANT or APPOINTED REPRESENTATIVE). Mowing direction is different daily to eliminate graininess.
- B. FERTILIZATION - The fertilizer rates, frequencies and types will be based upon soil, and prevailing conditions. Proper application of fertilizer will maintain a healthy turf that holds color and density.
- C. CUPS - Cups will be changed every other day, except as dictated by tournament requirements.
- D. BALL MARKS AND DAMAGED TURF – Will be inspected and repaired daily before mowing.
- E. AERATION - Will be cored a minimum of two (2) times each year and twice by deep solid tine methods, to relieve soil compaction, and to promote a healthier growing environment.
- F. TOPDRESSING - All greens will be top dressed and fertilized after each aerification and as needed (typically once per month) to maintain a smooth putting surface.
- G. THATCH AND GRAIN CONTROL – During the dry season vertical mowing will be scheduled based on agronomic needs. It will also be coordinated with aerification and topdressing schedules. During the rainy season, the schedule will be lessened as climatic conditions allow.
- H. SPIKING – Spiking will be scheduled on an as needed basis, mostly during the rainy season.

FAIRWAYS

- A. MOWING - At least three (3) times per week except when the weather does not allow it.
- B. FERTILIZER - A licensed agriculturist will maintain proper nutrient levels. Fertilizers will be based on soil and grass needs..
- C. AERIFICATION – Typically will aerify two (2) times per year. Any deviations from this schedule will be subject to approval by TIEZA.

TOURISM INFRASTRUCTURE & ENTERPRISE ZONE AUTHORITY	
ASSETS MANAGEMENT SECTOR	
RECEPTIONIST:	WINNIE
DATE:	12-16-20
TIME:	10:00 AM



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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DD Meridian Park
Macapagal Avenue corner
EDSA Extension
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operations@tieza.gov.ph
www.tieza.gov.ph

*Gardens of Malasag
Eco-Tourism
Village*

I. AIR CONDITIONING UNITS PREVENTIVE MAINTENANCE PLAN SCHEDULE

PREVENTIVE MAINTENANCE (PM) CATEGORY	PREVENTIVE MAINTENANCE SCHEDULE	RESPONSIBLE PERSON
PM 2 - Monthly	Every end of the month	Carlo Emmanuel L. Abarquez
PM 3 - Bi-Annually	Every 6 th month-end of the month	Carlo Emmanuel L. Abarquez

II. RESPONSIBILITIES

The accountable person shall:

- Ensure the upkeep of the equipment and shall be solely responsible in the regular maintenance in accordance with the inspection checklist.
- He shall report to the management any equipment problem for appropriate action.
- Submit preventive maintenance report to admin office.

III. PROCEDURES TO BE UNDERTAKEN

A. Monthly Maintenance

- Check the furnace filter and replace it as soon as necessary
- Inspect the outdoor condenser unit and remove all leaves, grass clippings and other debris from the sides and top of the cabinet.
- Inspect all electrical controls, wiring and connections
- Check ductwork for leaks and other problems

B. Bi-Annual Maintenance

- Clean the outdoor condenser coils and indoor evaporator units
- Check the refrigerant level
- Inspect the drain pans and condensate drains
- Check outdoor fan motor and blades and indoor blower assembly
- Check compressor and refrigerant tubing
- Lubricate moving parts (as applicable)
- Inspect and clean or replace air filters
- Run a general system test

IV. FORMS TO BE ACCOMPLISHED

The following forms/checklist shall be accomplished by concerned personnel in the implementation of the above guidelines

- Monthly Inspection Checklist
- Bi- Annual Inspection Checklist
- Request for Repair/Maintenance Check-up

TOURISM INFRASTRUCTURE & ENTERPRISE ZONE AUTHORITY
ASSETS MANAGEMENT SECTION
MINNIE
12-16-20
10:00 am

INTRAMUROS & RIZAL'S BAGUMBAYAN LIGHT & SOUND MUSEUM

MAINTENANCE PLAN

Maintenance involves keeping buildings, equipment and machinery in safe, efficient working order and in good repair. It includes maintaining sanitary facilities and regularly painting and cleaning walls. Broken windows, damaged doors, defective plumbing and broken floor surfaces can make a workplace look neglected; these conditions can cause incidents and affect work practices. So it is important to replace or fix broken or damaged items as quickly as possible. A good maintenance program provides for the inspection, maintenance, upkeep and repair of tools, equipment, machines and processes.¹

The following are the maintenance program for Intramuros and Rizal's Bagumbayan Light and Sound museum:

A. Vehicle Maintenance

The Driver/Mechanic is the one responsible for the maintenance of the vehicle.

Daily Pre-Trip Inspection:

Check exterior:

- Vehicle head, tail, and clearance lights
- Turn signal operation
- Hazard flasher operation
- Brake light operation
- Backup light operation
- Tire condition (check for inflation, tread depth, sidewall damage, objects in tread)
- Wheel condition (check appearance of lug nuts, check for seal leaks)
- Undercarriage leaks
- Body, glass, mirrors (check for damage, mirrors well-secured)
- Exterior cleanliness

Check vehicle interior:

- Mirror position
- Horn operation
- Windshield wiper operation
- Passenger door operation
- Interior lights
- Vehicle gauges
- Fuel level
- Seat belts
- Seat condition (well-secured, check for upholstery damage)
- Seat belt condition (present, not damaged)
- Interior cleanliness

Daily Pre-Trip Inspection:

- Check engine oil level

WINNIE
12-16-20
W. 00.00m



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

Zamboanga Golf Course and
Beach Park, Upper Calarian,
Zamboanga City

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Zamboangagolfcourse&
beachpark@tieza.gov.ph

**ZAMBOANGA GOLF COURSE AND BEACH PARK
EQUIPMENT PREVENTIVE MAINTENANCE
POLICIES AND GUIDELINES**

WINNIE
12-16-20
10:00 am

INTRODUCTION

TIEZA- Zamboanga Golf Course and Beach Park is a government agency which operates and maintain the championship golf course and beach park located in Zamboanga City. To properly maintained and operate the said entity, the government entrusted different vehicles to ZGCBP and therefore it's the responsibility of the entity to take care its equipment by having a preventive maintenance plan , to lessen the equipment breakdown and to improve equipment life to avoid unplanned maintenance.

II. PREVENTIVE MAINTENANCE PLAN SCHEDULE

HEAVY EQUIPMEN/ MOTOR VEHICLE/ GRASS CUTTER.

PREVENTIVE MAINTENANCE(PM) Category	PREVENTIVE MAINTENANCE SCHEDULE	RESPONSIBLE PERSON
PM1- Weekly	Every Monday of the Week Before operation	Driver/Operator/Supervisor
PM2- Monthly	Every End of the month	Driver/Operator/Supervisor
PM3- Quarterly	Every 5,000 kilometer- millage per manufacturer's manual Note: new Vehicle Heavy equipment: end of Jan/April/ Sept./Dec. depends on the usage/operation	Driver/Operator/Supervisor/ Accountable officer/ Accredited service center/ mechanic

HRD List of Seminars for CY 2020
Operations Department

Name	Title & Date	Number of Employees
1 Atty Maria Teresa C. Alvarez	Activity Planning Workshop for TIEZA's 2020 GAD Community Assessment January 22, 2020 2020 Midterm Assessment & 2021 Planning, August 26-27, 2020 2020 Midterm Assessment & 2021 Planning, August 26-27, 2020	4
2 Mary Jane Andres	Activity Planning Workshop for TIEZA's 2020 GAD Community Assessment January 22, 2020	
3 Juliet Gatmaitan	Preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) Feb 20-21, 2020	
4 Anna Riza Amedo	Coaching & Mentoring Workshop, March 10-12, 2020	
5 Marlon Prieto	BHYH	2
6 Sheridan Claire Abul	2020 Midterm Assessment & 2021 Planning, August 26-27, 2020 Preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) Feb 20-21, 2020 Caring for Your Mental Health: "Managing Stress, Anxiety and Other Psychological Concerns Amidst the COVID-19 Pandemic" July 30, 2020	1
7 Julius Mar Tambo	IRB-LSM	1
8 Krytine Joy Godalle	CIGC	1
9 Ma. Gina Martinez	CFO	1
10 Elleonor Gulangan	BIDR	2
11 John Michael Galimba	Preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) Feb 20-21, 2020 2020 Midterm Assessment & 2021 Planning, August 26-27, 2020	2
12 Ma. Carmela Marquez	GMETV	2
13 Arceli Dolorosa Quijada	Preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) Feb 20-21, 2020	
14 Claire Borja	ZGCBP	2
15 Teresa Galang	Caring for Your Mental Health: "Building Capacity to Meet Mental Health Needs During and Post COVID-19", July 23, 2020 Preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) Feb 20-21, 2020	
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Prepared by:


 Mary Jane Andres

Noted by:


 Atty MARIA TERESA C. ALVAREZ