



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

FOR : **The Chief Operating Officer**

FROM : **The Manager**
Corporate Planning Department

SUBJECT : **Conduct of 2022 Strategic Planning Activity on 05-07 July 2021**

DATE : **16 June 2021**

FOR APPROVAL

Conduct of the Strategic Planning Activity for CY 2022 on 05-07 July 2021

Background

- 1) Per GCG Memorandum Circular No. 2013-02 dated 24 June 2014, GOCCs are required to submit their respective Charter Statement, Strategy Map, and PES Form Nos. 1 and 2 beginning the first working day of July but not later than the last working day of August.
- 2) For 2022, there is now a need for TIEZA to undertake a Strategic Planning Activity to come up with the abovementioned requirements taking into consideration the following:
 - a. Under the Reformulated National Tourism Development Plan (NTDP), TIEZA was tasked to craft an Annual Infrastructure Development Program for 2022.
 - b. Executive Order No. 138 has been issued on the full devolution of the Executive Branch functions to the Local Governments.
 - c. The travel tax collection has significantly declined which now affects the TIEZA's delivery of services particularly on tourism infrastructure projects.
 - d. There are infrastructure projects that were suspended and the implementation of major projects such as the Boracay Water Drainage Program Phase 2 is delayed.
 - e. The pandemic is still on-going and TIEZA has to adopt through the continued WFH arrangement requiring online collaboration and remote service delivery.
- 3) The blended activity shall be attended by TIEZA officials (COO, ACOOs, Department Managers, Division Managers) and concerned personnel (Technical Staff, OCOO and COPD staff). All officers will be required to be on site.

Workshop Management

- 1) The COPD shall spearhead this activity from the conceptualization, purchase of logistical requirements, activity management during the activity proper, and post-activity requirements. Attached is the concept note for the Strategic Planning Activity on 05-07 July 2021.

- 2) Meanwhile, the Learning and Development Team of the HRSD, ADSD shall be issue certificates to the attendees.
- 3) Budget requirements for the above training activities shall be sourced from the Learning and Development Fund as approved by the COO.

Modalities

In consideration of the ongoing pandemic, the activity shall be conducted with strict compliance to health and safety protocols, i.e physical distancing, among others. The physical planning activity shall be conducted at the Multi-Purpose Hall.

However, should there be stricter community quarantine classification during that time, online activity which will be conducted through Zoom.

Coordination

- 1) The funding for the activity has already been coordinated with the Learning and Development Team of HRSD, ADSD.
- 2) The Strategic Planning Division has coordinated with the Technical Assistants and OCOO staff regarding the schedule of the COO and ACOOs.



FRANCIS RANDY J. HORTELANO
Manager, Corporate Planning Department

Approved by:

MARK T. LAPID
Chief Operating Officer



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ACTIVITY BRIEF

I. Project Title: 2022 STRATEGIC PLANNING (July 5-7, 2021)

II. Project Description:

With the score of recent developments and adjustments due to the pandemic that afflicted the tourism industry resulting to the updating of the Philippine Development Plan and the subsequent DOT's reformulation of the National Tourism Development Plan, TIEZA has been consequentially affected which rendered a recalibrated 2021 Performance Scorecard submitted to the GCG. However, with the threat of the proposed travel tax collection abolition, the eventual implementation of E.O 138 giving full devolution of the Executive Branch to the Local Governments, and the continued WFH arrangement requiring online collaboration and remote service delivery, the Authority's performance is poised to be continuously affected and predictably may undergo austere effects on its operations. Thus, there is a need to re-assess, strategize and strengthen TIEZA's resolve to deliver commitments aligned to these changes and adjustments and adopt a proactive stand to achieve the organizational objectives, deliverables and accountabilities in this evolving and challenging times.

III. Project Objectives and Target Deliverables:

The activity is intended to facilitate in determining strategies and prioritization process for the Top and Middle Management of TIEZA to:

- a. Review the related issuances pertaining to agency performance management;
- b. Conduct scanning of activities and operations in relation to existing conditions and assess performance for the past years up to the 1st semester of FY 2021;
- c. Determine the factors that would affect the next years' operations of the Authority;
- d. Identify and define 2022 accountabilities/commitments and initiatives; and,
- e. Ascertain the ways forward to realize these commitments.

At the end of the activity, the group will be able to finalize all strategic initiatives and objectives for FY 2022 from which outputs will be used to comply with the following GCG requirements; namely:

- a. Charter Statement and Strategy Map;
- b. Proposed Performance Scorecard and Quarterly Targets; Measure Profile and,
- c. Strategic Initiative Profile.

Further, it is also expected that Sectoral plans for 2022 will be formulated through this activity.

IV. Methodology

The three-day virtual and/or blended onsite/online strategic planning session on July 5-7, 2021 will be facilitated by the Corporate Planning Department at the Multi-purpose Hall at the 6th floor of this building.

Should there, however, be changes in work arrangement in July where we are not allowed to report to the office, the sessions will be conducted via zoom.

V. Target Participants

Participants	Total
<u>On-site</u>	48
COO, ACOOs	5
Department Managers	13
Division Managers	22
Technical Assistants	4
COPD Staff	4
<u>Online</u>	10
COPD Staff	7
OCOO Staff	3

Note: All officers are required to attend onsite.

VI. Indicative Program of Activities

Date/Time	Particulars	Remarks
<u>Pre-Activity</u>		
June 15, 2021	Sending of Activity Brief / Concept Note and corresponding memorandum	For approval and signature of COO
June 16-July 4, 2021	Preparatory Activities	Coordination meetings may be conducted
<u>Activity Proper</u>		
<u>Day 1 – July 5, 2021</u>		
9:00 AM – 9:15 AM	Preliminaries	COPD Secretariat
9:15 AM – 9:30 AM	Welcome Remarks	Mr. Mark T. Lapid Chief Operating Officer
9:30 AM – 10:00 AM	Tourism Development Outlook: Situationer on the factors affecting TIEZA targets in 2022	Mr. Francis Randy J. Hortelano Manager, COPD
	Reformulated NTDP	Resource Person
10:00 AM – 10:30 AM	TIEZA's position on Mandanas Ruling	Atty. Niño Ruperto Aquino Manager, LEGD

Date/Time	Particulars	Remarks
10:30 AM – 12:00 NN	Plenary Discussion on Organizational Strengths, Weaknesses, Opportunities and Threats	COPD
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Presentation of the PES Guidelines for GOCCs	GOCC Resource Person
3:00 PM – 3:15 PM	Coffee Break	
3:15 PM – 3:45 PM	Overview on Past Years' Performance and Backgrounder on 2021 Initial Accomplishments	Division Manager, Monitoring and Evaluation Division, COPD
3:45 PM – 4:15 PM	Presentation of COB 2022 as submitted to DBM	FISD
4:15 PM – 5:00 PM	Presentation and review of long-term Strategic Plan (2017-2026)	COPD
<i>Day 2 – July 6, 2021</i>		
9:00 AM – 9:30 AM	Plenary Discussion and Confirmation of Strategy Map and Strategic Objectives	COPD
9:30 AM – 11:00 AM	Breakout Session <i>(Either at the Plenary Hall or in respective offices)</i> Formulation of Strategic Measures, 2022 Targets and Strategic Initiatives	Per Sector
11:00 AM – 12:00 NN	Presentation of Strategic Measures, 2022 Targets and Strategic Initiatives	Per Sector
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 1:30 PM	(Cont.) Presentation of Strategic Measures, 2022 Targets and Strategic Initiatives	Per Sector
1:30 PM – 2:00 PM	Integration of Outputs	COPD
2:00 – 4:00 PM	Presentation of CSC Guidelines	Resource Person
4:00 – 5:00 PM	Salient Features of the TIEZA SPMS and Presentation of Integrated BSC and OPCR Format	COPD
<i>Day 3 – July 7, 2021</i>		
9:00 AM – 10:30 AM	Breakout Session <i>(Either at the Plenary Hall or in respective offices)</i> 2022 Sectoral Plan	Per Sector
10:30 AM – 12:00 NN	Presentation of 2022 Sectoral Plan	Per Sector
12:00 NN – 1:00 PM	Lunch break	
1:00 PM – 2:00 PM	Other Matters: PBB 2021 Guidelines	COPD

Date/Time	Particulars	Remarks
2:00 PM – 2:30 PM	Ways Forward	COPD
2:30 PM – 3:00 PM	Closing Ceremony	
End of the Activity		

VII. Administrative Arrangement

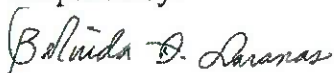
All expenses are chargeable to the Learning and Growth Unit, Human Resources Division. Said Division is responsible for the preparation and issuance of Certificates of Attendance.

VIII. Funding Requirement

Particulars	Quantity	Amount
Meals on-site	48 participants x P500/pax/day	P 72,000
Honorarium	3 resource persons x 2 hours/RP	P 15,000
Pre-planning meals	10 participants x P200/pax x 2 days	P 4,000
Mobile Load Allocation	100 x 10 pax	P 1,000
Office Supplies	1 lot	P 2,000
Contingencies		P 5,000
Total		P 99,000

For your approval.

Prepared by:



BELINDA D. LARANAS

Sr. Corporate Planning Specialist

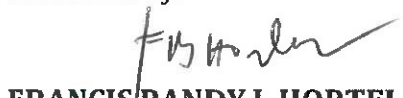
Reviewed By:



JOYCE ANN S. AZURIN

Acting Division Manager, SPD

Endorsed by:



FRANCIS RANDY J. HORTELANO

Manager, Corporate Planning Department

Approved by:

MARK T. LAPID

Chief Operating Officer