



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
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AUTHORITY**

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FOR : FRANCIS RANDY J. HORTELANO
Department Manager
Corporate Planning Department

FROM : THE MANAGER
Business Development Department

SUBJECT : WORK INSTRUCTION on VARIOUS SALES PROCESSES

DATE : November 23, 2020

Submitting herewith, for our QMS Document Controller, currently Mr. Bryan Caluya, the following Work Instructions for the various processes of the BUDD – Sales Division:

Approved additional work instructions:

1. Sales Call Procedure
2. Formulation of a Marketing Plan
3. Sponsorship in Tourism/Travel Trade/ Corporate Events Procedure
4. Online Reservations

Re-approved updated and revised work instructions:

5. Reservations Procedure
6. Group Booking Procedure
7. Pricing Procedure

For your appropriate action, please.

Thank you.


MA. EVELYNE A. FRANCISCO