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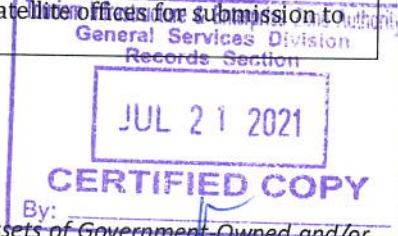
Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**OFFICE ORDER**  
No. 074 -2021

In compliance with COA Circular Nos. 80-0124<sup>1</sup> and 2020-006<sup>2</sup>, and TIEZA's approved Interim Guidelines for the Conduct of Annual Physical Inventory During Covid-19 Pandemic, the Inventory Committee is hereby created for the conduct of the 2021 Physical Inventory of TIEZA's Property Plant and Equipment (PPE). The committee is directed to execute the activities indicated in the attached Approved Physical Inventory Plan (PIP), in accordance with the COA Circular guidelines.

**Inventory Committee Composition:**

Committee	NAME	Responsibilities
Chairperson	Rosanna M. Olgado Manager, ADSD	Shall ensure that the Inventory Taking activities are executed in accordance with the COA guidelines and approved Physical Inventory Plan (PIP)
Vice-Chairpersons:	Ana Ruth L. Mateo (GSD) Leonila G. De Peralta (ACD)	
GSD Inventory Team Leader	Patricio S. Celendro, Jr.	Shall conduct actual physical count at the Central Office and other NCR offices to ascertain the existence, completeness and condition of all PPEs. The team shall be responsible in the consolidation of all Inventory reports from Entities, TEZ Flagship offices and TTAX provincial and Satellite Offices.
Members	Aireen Estrella Dana Patricia Estacio Noli Gutierrez Evelyn Boado Michael Palteng Crisanto Lim	
Accounting Division Representatives	Dioscora Oglos Althea Mariz Reynoso	Accounting officers in coordination with Inventory Team, shall record/post/adjust in the Inventory Summary Sheets and Accounting Book-up Reports the discrepancies found, if any to ensure reconciliation of records.
Travel Tax Department Representatives	Ma. Celia Marjorie Castellano Ruel Vasquez	Shall be responsible for the report consolidation of Travel Tax provincial and satellite offices for submission to GSD



<sup>1</sup> COA Circular No. 80-0124 dated January 18, 1980 - Inventory of Fixed Assets of Government-Owned and/or Controlled Corporations and Subsidiaries; <sup>2</sup> COA Circular NO. 2020-006 dated January 31, 2020 – Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-Existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies



Republic of the Philippines

## Tourism Infrastructure & Enterprise Zone Authority

Management Information Systems Dept (MISD) Representatives	Mary Grace Mendez Ram Jae Sanchez	Shall assist the GSD Inventory Team in the conduct of physical inventory of IT equipment
	Arthur M. Concepcion	Shall provide Technical Assistance in the use of the Integrated Inventory Management System (IIMS)
Operations Department Representatives	Jeri Mae Y. Martinez	Shall be responsible for the report consolidation of entities
Non-Operating Entities Representatives	Ma. Zenaida Quiñahan Ma. Cristina Macabenta	Shall be responsible for the report of non-operating entities
Inventory Witnesses	<ul style="list-style-type: none"><li>Internal Audit Department representative</li><li>Commission on Audit</li></ul>	Shall witness and observe the physical inventory taking
Other Memberrepresentatives	All Designated Property Custodians (PCs) of Operating and Non-Operating Entities, TEZ Flagship Offices and Travel Tax Satellite Offices (see attached List – Annex A)	Shall take the actual physical count of properties in their respective offices, considering limitations brought by the pandemic such as travel restrictions, budget constraints, and health and safety concerns.
Secretariat	<ul style="list-style-type: none"><li>General Services Division</li><li>Property and Supply Section</li></ul>	Shall be responsible in the pre and post inventory documentation

To save time and resources for the conduct of actual physical count and enable the Inventory Team to simultaneously accomplish the one-time cleansing of PPE account balances directed by COA Circular No. 2020-006, the abovementioned personnel shall utilize the forms prescribed by the said Circular.

Further, the inventory reports for the following Offices shall remain on *status quo* for 2021, as they are currently being used as Covid-19 quarantine facilities or testing centers:

- Banaue Hotel and Youth Hostel
- Gardens of Malasag Eco-Tourism Village
- NAIA Terminal 2 Travel Tax Satellite Office
- Iloilo Convention Center and Boracay Island Water Company (due to unavailability of staff and the travel restrictions set by quarantine regulations of the government)

Per diems, and other appropriate allowances, transportation, accommodations and meals are hereby authorized for all members of the Inventory Team including their duly assigned official drivers.

  
**MARK T. LAPID**  
Chief Operating Officer



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**PHYSICAL INVENTORY PLAN (PIP)  
CY 2021**

<b>Tentative Date</b>	<b>SECTOR/DEPARTMENT/OFFICES</b>	<b>Inventory Team</b>
July 19 – 22, 2021	<ul style="list-style-type: none"> <li>• ACOO for Administration and Finance Sector (AADF)</li> <li>• Administrative Services Department (ADSD)</li> <li>• Human Resources Division (HRD)</li> <li>• General Services Division (GSD)</li> <li>• Mess Hall/Conference Room/Audio Room/Multi Purpose Hall//6<sup>th</sup> Floor Lobby/Security Office</li> </ul>	Patricio S. Celendro Jr. Evelyn Boado Aileen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
July 26 – 29, 2021	<ul style="list-style-type: none"> <li>• Management Information System Dept (MISD)</li> <li>• Commission On Audit (COA) Office/Stock Room</li> <li>• Financial Services Department (FISD)</li> <li>• Treasury Division (TRD)</li> <li>• Travel Tax Department (TAXD)</li> <li>• MISD Data Com 1</li> </ul>	Patricio S. Celendro Jr. Evelyn Boado Aileen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
August 02-05, 2021	<ul style="list-style-type: none"> <li>• ACOO for Architecture and Engineering Services Sector (AAES)</li> <li>• Project Evaluation &amp; Planning Dept. (PEPD)</li> <li>• Construction Management Department (COMD)</li> <li>• ACOO for Assets Management Sector (AMGT)</li> <li>• Operation Department (OPED)</li> <li>• Business Development Department (BUDD)</li> <li>• 7<sup>th</sup> Floor Lobby</li> <li>• MISD Data Com 2</li> </ul>	Patricio S. Celendro Jr. Evelyn Boado Aileen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
August 09-12, 2021	<ul style="list-style-type: none"> <li>• <b>Office of the Chief Operating Officer (OCOO)</b></li> <li>• Legal Department (LEGD)</li> <li>• Office of the Corporate Secretary (OCOS)</li> <li>• Corporate Planning Department (COPD)</li> <li>• Internal Audit Department (IAUD)</li> <li>• Bids and Awards Committee (BAC)</li> <li>• ACOO for TEZ (ATEZ)</li> <li>• TEZ Regulation Department (TERD)</li> <li>• TEZ Asst. &amp; Monitoring Department (TAMD)</li> <li>• JVSC Office</li> </ul>	Patricio S. Celendro Jr. Evelyn Boado Aileen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
August 16, 2021	NAIA Terminals 1 & 3	Aileen Estrella Noli Gutierrez Crisanto Lim Dana Patricia Estacio IAD, MISD and COA Representatives
August 17, 2021	SM Bacoor Travel Tax Satellite Office SM MOA Travel Tax Satellite Office	Patricio S. Celendro Jr. Michael Palteng Crisanto Lim IAD, MISD and COA Representatives



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

PIP, p. 2

August 18, 2021	POEA & Robinson Galleria Travel Tax Satellite Office	Aireen Estrella Noli Gutierrez Crisanto Lim Dana Patricia Estacio IAD, MISD and COA Representatives
August 19, 2021	<ul style="list-style-type: none"> <li>SM North EDSA Travel Tax Counter</li> <li>SM Manila Travel Tax Counter</li> </ul>	Patricio S. Celendro Jr. Michael Palteng Crisanto Lim
August 23, 2021	Tourism Regulatory Office	Patricio S. Celendro Jr. Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
August 24-26 & 31; September 12, 2021	<ul style="list-style-type: none"> <li>Light and Sound Museum (L&amp;SM)</li> <li>Allied Warehouse, Intramuros, Manila</li> </ul>	Patricio S. Celendro Jr. Aireen Estrella Dana Patricia Estacio Noli Gutierrez Michael Palteng Crisanto Lim IAD, MISD and COA Representatives
July to September 2021	<ul style="list-style-type: none"> <li>All Operating/Non-Operating Entities</li> <li>TEZ Flagship Offices</li> <li>Travel Tax Provincial/Satellite Offices</li> </ul>	All Designated Property Custodians COA representative (if available)
October	<ul style="list-style-type: none"> <li>Consolidation of Reports</li> <li>Preparation of RPCPPE (Report on Physical Count of Property, Plant and Equipment)</li> </ul>	Inventory Team
November to December	<ul style="list-style-type: none"> <li>Reconciliation with Accounting Division</li> <li>Preparation of IIRUP</li> <li>Finalization of Reports</li> </ul>	Inventory and Accounting Team
January 15	Endorsement/Submission of 2021 Physical Inventory Report to COA	Inventory Committee

Note: Schedule and personnel are subject to change, as government is still implementing varying levels of community quarantine throughout the country due to COVID-19 pandemic and as a management prerogative.

Prepared by:	Reviewed by:	
 <b>PATRICIO S. CELENDRO JR.</b> <i>Property Officer V</i> <i>Inventory Team Leader</i>	 <b>ANA RUTH L. MATEO</b> <i>Manager, GSD</i> <i>and Vice-Chairperson</i> <i>Inventory Committee</i>	 <b>ROSANNA M. OLGADO</b> <i>Manager, ADSD and</i> <i>Chairperson, Physical</i> <i>Inventory Committee</i>
Recommending Approval:	Approved:	
 <b>Atty. JOY M. BULAUTAN</b> <i>Assistant Chief Operating Officer Admin</i> <i>and Finance Sector</i>	 <b>MARK T. LAPID</b> <i>Chief Operating Officer</i>	



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**ANNEX A**

**LIST OF PROPERTY CUSTODIANS**

No.	PROPERTY CUSTODIAN (PCs)	OFFICE
1	GINA ARACELI DULNUAN	Banaue Hotel & Youth Hostel
2	MERCEDITA OYALES	Balicasag Island Dive Resort
3	GINA MARTINEZ	Cebu Field Office
4	LEILANI PACELAN	Club Intramuros Golf Course
5	JULIUS MAR TAMBO	Intramuros Light and Sound Museum
6	CHARISSA MAE POLINAR	Gardens of Malasag Eco-Tourism Village
7	CLAIRE BORJA	Zamboanga Golf Course & Beach Resort
8	ARIANNE OMAGA-BALUYOT	Mt. Samat Flagship TEZ
9	HERBERT PALMA	San Vicente Flagship TEZ
10	ELMA RAISSA BUSTAMANTE	Travel Tax Unit, SM-Bacoor
11	JOANNA MAY DIAZ	Travel Tax Unit, La Union
12	JERWIN JOHN AGULAY	Travel Tax Unit, Laoag
13	JOVY ESPADILLA	Travel Tax Unit, Baguio City
14	JOHN CARLOS AMOROSO	Travel Tax Unit, Bacolod City
15	RONILYN CLARITO	Travel Tax Unit, Kalibo
16	PERLA ABAROA	Travel Tax Unit, Legazpi City
17	ANGELITO MAGDASOC	Travel Tax Unit, Tagbilaran City
18	MICHAEL JOSEPH PEREZ	Travel Tax Unit, Cebu City
19	IAN LOU LIMBACO	Travel Tax Unit, Cagayan de Oro City
20	MARK ALDRICH MANGIO	Travel Tax Unit, DMIA - Clark
21	AL-RAYYAN JUMDAIN	Travel Tax Unit, Zamboanga City
22	MANELYN LACUATA	Travel Tax Unit, Palawan
23	SHARON JOY RAVENA	Travel Tax Unit, Iloilo City
24	MARIE JOYCE KARIKITAN	Travel Tax Unit, Calamba City
25	GERALD MONTEAGUDO	Travel Tax Unit, Davao City
26	JERALYN MORALES	Travel Tax Unit, Tacloban City
27	ZOSIMA KRAYAL ABADA	Iloilo Convention Center (ICC)