



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

**MEMORANDUM**

*ok* *the* *10 FEB 2021*

TO : The Manager  
Corporate Planning Department

FROM : The Manager  
Administrative Services Department

DATE : February 08, 2021

We are forwarding the Competency Based Job Description (CBJD) of Ms. Joyce Ann S. Azurin, Corporate Planning Chief, for your signature.

Kindly return the form to HRSD on or before **February 11, 2021**.

Thank you.

  
ROSANNA M. OLGADO





Republic of the Philippines  
JOB DESCRIPTION FORM  
BC – CSC Form No. 1  
(CSC revised version No. 1  
as of April 2012)

# 1. POSITION TITLE (as approved by GCG)

Corporate Planning Chief

## 2. ITEM NUMBER

TIEZA-COPD-058

JOYCE ANN S. AZURIN

## 3. SALARY GRADE

SG 22

## 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> provincial   | <input type="checkbox"/> 1 <sup>st</sup> Class | <input type="checkbox"/> 5 <sup>th</sup> Class |
| <input type="checkbox"/> city         | <input type="checkbox"/> 2 <sup>nd</sup> Class | <input type="checkbox"/> 6 <sup>th</sup> Class |
| <input type="checkbox"/> municipality | <input type="checkbox"/> 3 <sup>rd</sup> Class | <input type="checkbox"/> Special               |
|                                       | <input type="checkbox"/> 4 <sup>th</sup> Class |  |

## 5. DEPARTMENT, CORPORATION OR AGENCY / LOCAL GOVERNMENT

TIEZA

## 6. BUREAU OR OFFICE

Office of the Chief Operating Officer

## 7. DEPARTMENT / BRANCH / DIVISION

Corporate Planning Department /  
Strategic Planning Division

## 8. WORKSTATION / PLACE OF WORK

Head Office

## 9. PRES. APPROP ACT

## 10. PREV. APPROP ACT.

## 11. SALARY AUTHORIZED

## 12. OTHER

P 65,319.00/mo

## 13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Division Manager A

## 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Manager A

## 15. a. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven [7] list by their numbers and titles): Line Supervision

15. b. SUPERVISION RECEIVED FROM # 13 / # 14: Supervision with alternating periods of relative freedom and general review; supervisor plays a substantial role in setting objectives and organizing work.

## 16. MACHINE, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN PERFORMANCE OF WORK

HW: PC/Laptop/Tablet; Fax Machine/Photocopier/Video and Sound Recorder

SW: MS Office Applications

## 17. CONTACTS / CLIENTS / STAKEHOLDERS

17.a Internal	Occasional	Frequent	17.b External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please specify):	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Schools, Students		

## 18. WORKING CONDITION


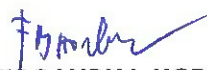
Office Work	<input checked="" type="checkbox"/>		Others (Please specify):	<input type="checkbox"/>	<input type="checkbox"/>
Field Work	<input type="checkbox"/>				

## 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

The division is responsible for determining TIEZA's major long term corporate objectives and broad courses of action that the Authority will follow to achieve these objectives by planning, directing and coordinating the formulation of long range and annual work plans and programs of TIEZA and providing research information and analyses in the formulation of these plan and for the development and implementation of special programs and projects of TIEZA.

## 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Oversight: Responsible for orienting / training subordinates on the job and assigning and informally reviewing their work.

<b>Thinking Strategically</b> Plans and crafts Office targets and strategies where Agency directions are provided for top-down guidance to support TIEZA's strategic role in the public service.	3
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>
<b>FORMULATION OF ORGANIZATION'S INTEGRATED DEVELOPMENT PLANS AND PROGRAMS</b> <b>Core Description:</b> Regularly renders advanced technical proficiency in determining corporate priority programs <ol style="list-style-type: none"> <li>1. Develops proper linkages and networking within the organization and other government offices to achieve organizational goals/objectives.</li> <li>2. Establishes and redefines corporate priority programs based on developmental directions, needs and requirements.</li> </ol> <b>Additional KBIs:</b> <ol style="list-style-type: none"> <li>1. Document Strategic Planning, Operations Planning, Consultation Meetings on various offices' BSC and OPCR integration.</li> <li>2. Prepares and coordinates program of activities for Sectoral and Departmental Scorecard Formulation.</li> <li>3. Assists the Division Manager in the review and finalization of the overall conduct of related strategic activities particularly on the planning and execution of Annual and Bi-Annual Corporate Performance Planning Commitment and Review as well as of the various Sectoral/Departmental earmarked measure targets.</li> <li>4. Lends assistance in the undertaking, substantiation and finalization of the various integration process of the various BSCs and OPCR in accord with Mandated Mission and Vision.</li> <li>5. Prepares and executes program of activities for the cascading of strategy map.</li> <li>6. Conducts research works and analysis and accordingly prepares Concept paper.</li> <li>7. Monitors, reads, researches on articles (newspaper, magazines and other subscription as well as websites) on Global, Tourism, Management and Business Trends</li> <li>8. Documents special programs and projects, Seminar-Workshops, Consultation Meetings on Special Projects and Programs of the Authority (Research Papers, Quality Management System, Risk Management, among others.</li> <li>9. Provides review and validation of the staff's work related functions geared towards the attainment of agency goals and objectives.</li> <li>10. Prepares, reviews memos/correspondences/reports relative to the division's works functions.</li> </ol>	3
<b>RISK ASSESSMENT AND MANAGEMENT</b> <b>Core Description:</b> Consistently exhibits advanced technical know-how in mitigating risks <ol style="list-style-type: none"> <li>1. Applies various approaches in determining and evaluating risks</li> <li>2. Recommends action plans to check identified risks and hazards</li> <li>3. Establishes parameters for designation of duties and responsibilities of identified personnel to assess and manage risks</li> </ol>	3
<b>23. ACKNOWLEDGEMENT AND ACCEPTANCE:</b>	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour / conduct expectations contained herein.	
 JOYCE ANN S. AZURIN Employee's Name, Date and Signature	 FRANCIS RANDY J. HORTELANO Supervisor's Name, Date and Signature