



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
Double Dragon Plaza
Double Dragon Meridian Park
Macapagal Avenue corner
Edsa Extension Bay Area
Pasay City 1308

(+632) 249-5900 to 79
acoassetsmgmt@tieza.gov.ph
www.tieza.gov.ph

16 September 2020

MEMORANDUM

F O R The Corporate Secretary

FROM The Assistant Chief Operating Officer
Assets Management Sector

SUBJECT **Enrollment to E-GOV Payment Board Approval**

May we request the inclusion in the agenda of the next Board Meeting or *by ad referendum* the approval of subject Enrollment to E-Gov Payment facility of all operating entities, namely, Banaue Hotel & Youth Hostel, Balicasag Island Dive Resort, Club Intramuros Golf Course, Zamboanga Golf & Beach Park and Gardens of Malasag Eco-Village, in compliance to the Ease of Doing Business and as promoted by the Bangko Sentral ng Pilipinas.

A Board Secretary's certification on the Board approval is a bank requirement.

Please find herewith the memorandum to the Board and the endorsement of the Administration and Finance Sector.

For your appropriate action please.


JETRO NICOLAS F. LOZADA

Tourism Infrastructure & Enterprise Zone Authority	
Office of the Corporate Secretary	
RECEIVED	
BY:	Winston Ibay
DATE:	Sept. 18, 2020
TIME:	Sept 17, 2020



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TO: AMS

MEMORANDUM

**FOR : MR. POCHOLO J.D. PARAGAS
CHIEF OPERATING OFFICER**

**THRU : Ms. MICHELLE MAE V. VIVO
HEAD, TECHNICAL ASSISTANT**

SUBJECT : ENROLLMENT TO e-GOV PAYMENT FACILITY OF OPERATING ENTITIES

DATE : AUGUST 25, 2020

This refers to the Memorandum from the ACOO-Assets Management Section addressed to the Board of Directors of TIEZA requesting approval for the enrollment of BIDR, CIGC, GMETV & BHYH on eGOV payment facility.

The TIEZA Main Office has already enrolled with the eGov Payment Facility at DBP – Makati Branch since October 2016 for our monthly remittances to the Bureau of Internal Revenue, Government Service Insurance System, Pag-IBIG, and Philhealth.

It is therefore recommended for approval that our operating entities should avail of this payment facility and coordinate with their authorized government depository bank.

For Chief Operating Officer's consideration.


RODOLFO E. ANCHETA
Manager, Financial Services Department

NOTED BY:


ATTY. JOY M. BULAUTAN
ACOO for Administration and Finance Sector



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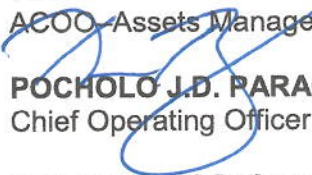
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MEMORANDUM

FOR : The Chairperson, TIEZA Board
The Chief Operating Officer and Vice Chairperson
The Chairman, Mindanao Development Authority
The Chief Operating Officer, Tourism Promotions Board
Permanent Alternate Representative, DILG
Permanent Alternate Representative, DENR
Permanent Alternate Representative, DPWH
Hon. Roy B. Martin, Director
Hon. Richard Joson, Director

THRU : THE CORPORATE SECRETARY

FROM : JETRO NICOLAS F. LOZADA
ACOO-Assets Management Sector 

NOTED BY : POCHOLO J.D. PARAGAS
Chief Operating Officer 

SUBJECT : Enrollment of Balicasag Island Dive Resort, Club Intramuros Golf Course & Gardens of Malasag Eco-Tourism Village in the Development of the Philippines (DBP) & the Banaue Hotel & Youth Hostel in the Landbank of the Philippines (LBP) eGOV payment facility

DATE : 06 August 2020

Background

The issuance of various community quarantines as result of the COVID 19 pandemic in the National Capital Region and other key cities and municipalities across the country made face to face bank transactions harder and more risky to the health of the public. This goes true for the remittance of employee contributions to the Philhealth and PAG IBIG.

Upon inquiry, our depository banks, the Development of the Philippines and Landbank of the Philippines accepts online transactions thru its eGov facility.

Justification

In support of President Duterte administration's effort to cut red tape and further improve the ease of doing business, online payment to government agencies was mandated. Online facility makes payment more efficient and less time consuming for citizens and businesses. It likewise allows fewer opportunities for graft and corruptions.

In addition, online payment facility supports our government's effort and program to slow down the spread of the COVID 19 virus.



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Legal Basis

The Bangko Sentral ng Pilipinas (BSP) has launched an online payment facility for government transactions. These efforts of the BSP has "the ultimate objective of having an inclusive payment system where no adult Filipino is left behind in terms of access to payment and other basic financial services".

BSP actively promotes the use of e-payments. And one of this e-payments which was recently launched, is the **EGov Pay facility**, which enables online payment of taxes and government fees, electronically, enabling easier tracking of payments status and boosting transparency in all financial transactions. The payments will be made via a portal operated by government banks like the Land Bank of the Philippines and Development Bank of the Philippines. The BSP pursues these initiatives with the payments industry led by the Philippine Payments Management, Inc. **The e-Gov Pay facility is now fully launched to the public following a successful pilot run with the Bureau of Internal Revenue (BIR) last August 2019.**

Access to this online facility is now a requirement in the remittance of employee contribution and loan payments to the Social Security Service, Philhealth and PAG-IBIG. In order to avail of the e-Gov payment system, the government agency, in our case the Gardens of Malasag Eco-tourism Village (GMETV), Club Intramuros Golf Course (CIGC) and the Balicasag Island Dive Resort (BIDR) should enroll in the e-Gov payment facility of their depository bank, the Development Bank of the Philippines (DBP) and the Banaue Hotel and Youth Hostel (BHYH) with the weAccess facility of the Land Bank of the Philippines (LBP), its depository bank.

In this connection, we respectfully request from the Members of the Board the following:

- Authority for the Balicasag Island Dive Resort (BIDR), Club Intramuros Golf Course (CIGC) & Gardens of Malasag Eco-Tourism Village (GMETV) to enroll in the e-Gov facility through the Development Bank of the Philippines (DBP) and the Banaue Hotel & Youth Hostel(BHYH) to enroll in the weAccess facility through the Land Bank of the Philippines (LBP),
- Designation of **ELLEONOR G. GULANGAN** - Officer-In-Charge of BIDR, **JOSE RAMON I. RAMOS** - Officer-In-Charge of CIGC, **MA. CARMELA LV MARQUEZ** - Resident Manager of GMETV & **MARLON S. PRIETO** - Resident Manager of BHYH signatory for the enrollment and termination of the e-Gov facility of DBP & weAccess facility of LBP
- Designation of the following as the authorized users of the facility:
 - **Balicasag Island Dive Resort**
ELLEONOR G. GULANGAN - Officer-In-Charge
MA. ELSA U. MONTEGRANDE - Special Disbursing Officer
 - **Club Intramuros Golf Course**
JOSE RAMON I. RAMOS – Officer in Charge
LEILANI M. PACELAN – Special Disbursing Officer
 - **Gardens of Malasag Eco-tourism Village**



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MA. CARMELA LV MARQUEZ - Resident Manager
JULIET L. SIBI - Special Disbursing Officer

◦ **Banaue Hotel and Youth Hostel**

MARLON S. PRIETO - Resident Manager
VIVIAN G. TUNDAGUI - Special Disbursing Officer

- Authority for the BIDR, CIGC & GMETV to open and maintain a new current account with DBP from where the remittances for employee contributions and loans payment of the entity will be debited
- Designation for the following personnel to sign, countersign, execute and deliver any and all documents or papers necessary in order to effect the foregoing authority. For all transactions, two (2) of the three (3) authorized signatory must sign.

◦ **Balicasag Island Dive Resort**

ELLEONOR G. GULANGAN
KATHRYN T. CASTRO
MERCEDITAS OYALES -

◦ **Club Intramuros Golf Course**

JOSE RAMON I. RAMOS
LEILANI M. PACELAN
DANILO M. ANOTA

◦ **Gardens of Malasag Eco-tourism Village**

MA. CARMELA LV MARQUEZ
JULIET L. SIBI
EDEN V. SALAAN

◦ **Banaue Hotel and Youth Hostel**

MARLON S. PRIETO
HENRY P. PIOG
RENATO P. MENIA

For the TIEZA Board of Directors' consideration. Thank you.

**eGOV (SSS/PHILHEALTH/PAG-IBIG)
LIST OF REQUIREMENTS**

1. New deposit account to be tagged as an eGov Account
 2. Two (2) copies of duly accomplished eGov Enrollment Form (eEF)
 3. Additional Requirement/s specific to the type of business
 - For Corporate Accounts - Duly notarized Board Resolution or Secretary's Certificate
 - For Partnership Accounts - Duly notarized Partnership Resolution or Agreement
 - For Associations - Duly notarized Board Resolution or Agreement certified by the President
 - For Government Agencies - Duly notarized Secretary's Certificate/Sangguniang Panlungsod/Panlalawigan or similar document
4. The Board Resolution/Partnership Resolution/Secretary's Certificate /Sangguniang Panlungsod/Panlalawigan or similar document submitted by the business clients should contain the following provisions on authority
- Authority of the Corporation/Partnership/Association/Government Agency to enroll in e-Gov facility through DBP.
 - Authority of the Corporation/Partnership/Association/ Government Agency or similar document to open and/or maintain a Current or Savings Account with DBP from where the contributions/ payments will be debited.
 - Designation of authorized institutional representatives to perform the following
 - to enroll in the e-Gov facility,
 - to assign Institutional Users and their corresponding Roles,
 - to terminate or cancel enrollment with DBP,
 - to sign, countersign, execute and deliver any and all documents or papers necessary in order to effect the foregoing authority.
 - Designation of officer's/partner's/individual's position and specimen signature

REPUBLIC OF THE PHILIPPINES)
) S.S.

CORPORATE SECRETARY'S CERTIFICATE

I, _____, of legal age and presently residing at _____ after having duly sworn certify that:

1. I am the duly elected and incumbent Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the Laws of the Philippines, with principal office at _____, and as such, I have custody and possession of corporate books and other records of corporation, including the minutes of meetings of Stockholders and Board of Directors of the corporation.
2. On _____, at a meeting held for the purpose at its principal office, the Board of Directors of aforesaid corporation adopted and approved by unanimous vote, the herein below quoted resolutions:

“RESOLVED, that bank account (s) be opened in the Development Bank of the Philippines (DBP), in the name and for the use of this Corporation; that all moneys, checks, or other funds of this corporation be deposited in said DBP and that until otherwise ordered, said bank be and it hereby is authorized to make payments from the funds of this corporation on deposit with it, upon and according to the check of this corporation signed by any _____ () of the following :

NAME	POSITION	SPECIMEN SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____

that said bank is authorized to receive for deposit or collection any items purporting to be endorsed in the name of the corporation; that all such checks, drafts, notes, or other negotiable papers endorsed to or signed by this corporation, as aforesaid, including checks drawn to cash or bearer or to the individual order of any officer of this corporation, shall be honored and paid by said bank without inquiry as to whether the same be drawn or required for this corporation's business or benefit; and all such payments shall be charged to the corporation's account; hereby ratifying and approving all that said bank may do or cause to be done by virtue hereof.

“RESOLVED, that the above-mentioned signatory/ies be authorized as authority is hereby given to effect fund transfers and/or enroll the corporate bank account(s) in Fund Transfer Facilities (Debit One-Credit All or DOCA) of DBP; to apply for and obtain from DBP, in the name of the corporation, any of its banking services including other services such as, but not limited to, Deposit Pick Up, Cash Delivery, Payroll and Bills Payment Services, under such terms and conditions as are or may be required by DBP; to apply for, invest in and/or obtain from DBP any of its Treasury Products such as, but not limited to, Fixed Income Security, Money Market, Foreign Exchange, and Derivatives (hereinafter referred to as banking/treasury transactions) in the name of the corporation, subject to such terms and conditions and collateral agreements, if any, as are or may be required by DBP;

“RESOLVED, further that said signatory/ies be authorized, as authority is hereby given, to renew, roll-over, amend, revise, convert or substitute, as may be necessary and/or applicable, the abovementioned deposits, placements, investments, banking/treasury transactions and other banking services, obtained from DBP;

“RESOLVED, further that the said signatory/ies be authorized, as authority is hereby given, to apply, obtain, enter into Agreements and sign any and all documents necessary for availing from DBP, in the name of the corporation, its Electronic Banking (e-Banking) services and all its related modules/function, to include but not limited to cashless collections via Point-of-Sale (POS) terminals; online payment acceptance via Internet Payment Gateway (IPG) or Bills Payment Online; electronic disbursement facilities such as eGov for the electronic transmission of payments to participating Government Institutions (SSS, PhilHealth, Pag-Ibig), BIR eFPS for online tax filing and payment, Cashout Facility via Point-of-Sale (POS) Terminal(s), under such terms and conditions and agreements, as are or may be required by DBP, which agreements may contain such representations and warranties, covenants and undertakings and other conditions and stipulations as the designated authorized representatives of the corporation may deem necessary and reasonable in the premises.

“RESOLVED, further that the said signatory/ies be authorized, as authority is hereby given, to apply, obtain and sign any and all documents necessary for availing from DBP, in the name of the corporation, the DBP Digital Banking Portal (DBP)² which agreements may contain such representations and warranties, covenants and undertakings and other conditions and stipulations as the designated authorized representatives of the corporation may deem necessary and reasonable in the premises. DBP Digital Banking Portal (DBP)² cover services such as but not limited to account balance viewing, fund transfers, 3rd party payments, payroll, bills payments, auto credit payments, auto debit payments, check

The following officers of the Corporation are assigned as the Enlister (Access Creation Administrator) & Enabler (Access Approver Administrator) for DBP Digital Banking Portal (DBP)²:

Enlister : _____
(Name & Designation)

Enabler: _____
(Name & Designation)

As the Enlister & Enabler respectively, they are hereby authorized to assign Users who may have access to DBP Digital Banking Portal (DBP)² and their corresponding access levels.

“RESOLVED, further that said signatory/ies be authorized, as authority is hereby given, to execute, sign and deliver any and all such agreements, contracts and other documents as are or may be necessary to implement the foregoing authorities;

“RESOLVED, further that said signatory/ies be authorized as authority is hereby given, to apply for and obtain from DBP, from time to time and in the name of the corporation, loans and other credit accommodations whether on line or non-line arrangement in such amount and under such terms and conditions and collateral arrangements as are or may be required by DBP; to pledge, mortgage, assign or otherwise hypothecate any asset of the corporation as are or may be required therefore, including the execution of guarantees of suretyship; to make availments therefrom for such amounts as said signatories may deem beneficial to the corporation, even if in excess of the amount of the original line granted to it by DBP; and to execute, sign and deliver any and all such credit and collateral agreements, Promissory Notes, drafts, import documents, Letters of Credit, Trust Receipts and the like as are or may be necessary for and in connection therewith;

“RESOLVED, further that said signatory/ies be authorized, as authority is also hereby given, to negotiate, from time to time, for the renewals, extension, amendments, revisions, restructuring, conversions and/or substitutions of such loans and other credit accommodations; and

“FINALLY RESOLVED, that the foregoing resolutions shall continue and remain in full force and effect until repealed and/or amended by subsequent resolutions of the Board of Directors and appropriate copies thereof served upon and received by DBP.”

3. The above Board Resolutions are still in full force and effect.

4. The above Board Resolutions warrant to be consistent and in accord with the corporation's Articles of Incorporation, By-Laws and Policies and the specimen signatures are authentic and belong to the designated signatories. The Board issuing said Resolutions likewise guarantees to indemnify DBP for whatever damage may be caused thereto by reason of any misrepresentation found in said resolutions. It is further emphasized that DBP shall be liberated from any legal suit arising from any misrepresentation covered by the said resolutions.

IN WITNESS WHEREOF, I have hereunto set my hands this _____ day of _____, at _____.

CORPORATE SECRETARY

SUBSCRIBED AND SWORN TO before me this _____ day of _____ at _____, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued at _____ on _____.

NOTARY PUBLIC
Until Dec 31, _____

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.