



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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December 15, 2020


## *Memorandum*

**TO : BUSINESS DEVELOPMENT DEPARTMENT**

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Attached is a copy of your Board Approved Budget for Maintenance and Other Operating Expenses (MOOE) and Equipment Outlay (EO) for Calendar Year 2021. Please be informed that the said budget is subject for approval of the Department of Budget and Management.

For your information and guidance.

  
**ATTY. JOY M. BULAUTAN**  
OIC, Assistant Chief Operating Officer  
Administration and Finance Sector

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3:28

**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
**MAINTENANCE AND OTHER OPERATING EXPENSES**  
**CALENDAR YEAR 2021**

**BUSINESS DEVELOPMENT DEPARTMENT**

PARTICULARS	AMOUNT
Travelling Expenses	
Travelling Expenses-Local	2,360,000.00
Supplies & Materials Expenses	-
Office Supplies Expense	414,000.00
Fuel, Oil and Lubricants Expenses	150,000.00
Communication Expenses	-
Telephone Expenses - Mobile	153,600.00
Professional Services	-
Consultancy Services	9,000,000.00
Other Professional Services	2,659,000.00
Repairs & Maintenance	-
Transportation Equipment	100,000.00
Taxes, Insurance Premiums & Other Fees	-
Taxes, Duties & Licenses	17,600,000.00
Other Maintenance and Operating Expenses	-
Advertising, Promotional and Marketing Exp.	20,000,000.00
Representation Expenses	180,000.00
Rent/Lease Expenses	929,000.00
Membership Dues & Contribution to Org.	336,150.00
Subscription Expenses	4,500.00
Other Maintenance & Operating Expenses	10,000.00
<b>TOTAL MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>	<b><u>53,896,250.00</u></b>

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)  
SCHEDULE OF EQUIPMENT OUTLAY (EO)  
CALENDAR YEAR 2021

DESCRIPTION OF EQUIPMENT	QTY	UNIT COST	AMOUNT
<b>BUSINESS DEVELOPMENT DEPARTMENT</b>			
Motor Vehicle			
Service Vehicle	1	1,300,000.00	<u>1,300,000.00</u>
			<u>1,300,000.00</u>
<b>Total Business Development Department</b>			<u><b>1,300,000.00</b></u>