



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

16 September 2021

**CERTIFICATION**

This is to certify that the expenses incurred for the meals amounting to **P173,508.19**, served by **Club Intramuros Golf Course (CIGC)** during the **2022 Strategic Planning Activity** held last **July 5-7, 2021** at TIEZA Multi-Purpose Hall, 6F double Dragon Plaza, Pasay City, Manila, is official in nature.

  
**ROSANNA M. OLGADO**  
Manager  
Administrative Services Department 



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

**ACTIVITY BRIEF**

**I. Project Title:** 2022 STRATEGIC PLANNING (July 5-7, 2021)

**II. Project Description:**

With the score of recent developments and adjustments due to the pandemic that afflicted the tourism industry resulting to the updating of the Philippine Development Plan and the subsequent DOT's reformulation of the National Tourism Development Plan, TIEZA has been consequentially affected which rendered a recalibrated 2021 Performance Scorecard submitted to the GCG. However, with the threat of the proposed travel tax collection abolition, the eventual implementation of E.O 138 giving full devolution of the Executive Branch to the Local Governments, and the continued WFH arrangement requiring online collaboration and remote service delivery, the Authority's performance is poised to be continuously affected and predictably may undergo austere effects on its operations. Thus, there is a need to re-assess, strategize and strengthen TIEZA's resolve to deliver commitments aligned to these changes and adjustments and adopt a proactive stand to achieve the organizational objectives, deliverables and accountabilities in this evolving and challenging times.

**III. Project Objectives and Target Deliverables:**

The activity is intended to facilitate in determining strategies and prioritization process for the Top and Middle Management of TIEZA to:

- a. Review the related issuances pertaining to agency performance management;
- b. Conduct scanning of activities and operations in relation to existing conditions and assess performance for the past years up to the 1st semester of FY 2021;
- c. Determine the factors that would affect the next years' operations of the Authority;
- d. Identify and define 2022 accountabilities/commitments and initiatives; and,
- e. Ascertain the ways forward to realize these commitments.

At the end of the activity, the group will be able to finalize all strategic initiatives and objectives for FY 2022 from which outputs will be used to comply with the following GCG requirements; namely:

- a. Charter Statement and Strategy Map;
- b. Proposed Performance Scorecard and Quarterly Targets;
- c. Measure Profile; and,
- d. Strategic Initiative Profile.

Further, it is also expected that Sectoral plans for 2022 will be formulated through this activity.

#### IV. Methodology

The three-day virtual and/or blended onsite/online strategic planning session on July 5-7, 2021 will be facilitated by the Corporate Planning Department at the Multi-purpose Hall at the 6th floor of this building.

Should there, however, be changes in work arrangement in July where we are not allowed to report to the office, the sessions will be conducted via zoom.

#### V. Target Participants

Participants	Number
COO, ACOOs	5
Department Managers	14
Division Managers	24
Technical Assistants	4
MISD Unit Heads	3
COPD Staff/Secretariat	12
MISD Technical Staff	2
ADSD Support Team (L&D and GSD)	6
<b>TOTAL</b>	<b>70</b>

Note: All officers are required to attend onsite.

#### VI. Indicative Program of Activities

Date/Time	Particulars	Remarks
<b><u>Pre-Activity</u></b>		
June 15, 2021	Sending of Activity Brief / Concept Note and corresponding memorandum	For approval and signature of COO
June 16-July 4, 2021	Preparatory Activities	Coordination meetings may be conducted
<b><u>Activity Proper</u></b>		
<b><u>Day 1 – July 5, 2021</u></b>		
8:30 AM – 9:00 AM	Preliminaries  Welcome Remarks  Overview of the Activities	COPD Secretariat  Mr. Mark T. Lapid Chief Operating Officer  Ms. Joyce Ann S. Azurin Acting Manager, SPD , COPD
9:00 AM – 9:30 AM	Reformulated NTDP	OIC Director Warner Andrada, DOT
9:30 AM – 10:00 AM	TIEZA's position on Mandanas Ruling and EO 138	Atty. Niño Ruperto Aquino Manager, LEGD
10:00 AM – 11:00 AM	Presentation of Organizational Strengths, Weaknesses, Opportunities and Threats	Mr. Francis Randy J. Hortelano Manager, COPD

Date/Time	Particulars	Remarks
11:00 AM – 12:00 NN	Presentation of the PES Guidelines for GOCCs	GGC Resource Person
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 2:00 PM	Presentation of the PES Guidelines for GOCCs	GCG Resource Person
2:00 PM – 2:30 PM	Presentation and review of long-term Strategic Plan (2017-2026)	Mr. Francis Randy J. Hortelano Manager, COPD
2:30 PM – 3:00 PM	Overview on Past Years' Performance and Backgrounder on 2021 Initial Accomplishments	Division Manager, Monitoring and Evaluation Division, COPD
3:00 PM – 3:30 PM	Presentation of COB 2022 as submitted to DBM	FISD
<i>Day 2 – July 6, 2021</i>		
8:30 AM – 9:30 AM	Plenary Discussion and Confirmation of Strategy Map and Strategic Objectives  Presentation of 2021 Recalibrated Performance and Corresponding 2022 Continuing Targets	Mr. Francis Randy J. Hortelano Manager, COPD
9:30 AM – 11:00 AM	Presentation of Strategic Measures, 2022 Targets and Strategic Initiatives	Per Sector
11:00 AM – 12:00 NN	Salient Features of the TIEZA SPMS and Presentation of Integrated BSC and OPCR Format	Mr. Francis Randy J. Hortelano Manager, COPD
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Discussion on CSC SPMS Guidelines	Resource Person
3:00 PM – 3:30 PM	Open Forum	
<i>Day 3 – July 7, 2021</i>		
8:30 AM – 9:00 AM	PBB 2021 Updates	PBB Task Force
9:00 AM – 10:30 AM	Breakout Session <i>(Either at the Plenary Hall or in respective offices)</i>  2022 Sectoral Plan	Per Sector <i>(Concerned Sector heads to determine participants in their respective Sector)</i>
10:30 AM – 12:00 NN	Presentation of 2022 Sectoral Plan	Per Sector
12:00 NN – 1:00 PM	Lunch break	
1:00 PM – 2:00 PM	Cont. Presentation of 2022 Sectoral Plan	
2:00 PM – 2:30 PM	Synthesis and Ways Forward	Ms. Joyce Ann S. Azurin Acting Manager, SPD , COPD
2:30 PM – 3:00 PM	Closing Ceremony	
End of the Activity		

## VII. Administrative Arrangement

All expenses are chargeable to the Learning and Growth Unit, Human Resources Division. Said Division is responsible for the preparation and issuance of Certificates of Attendance.

## VIII. Funding Requirement

Particulars	Quantity	Amount
Meals on-site	70 participants x P900/pax/day	P 189,000
Honorarium	3 resource persons x 2 hours/RP	P 24,000
Pre-planning meals	10 participants x P500/pax x 2 days	P 10,000
Office Supplies	1 lot	P 2,000
Contingencies		P 10,000
<b>Total</b>		<b>P 235,000</b>

For your approval.

Prepared by:



**BELINDA D. LARANAS**

Sr. Corporate Planning Specialist

Reviewed By:



**JOYCE ANN S. AZURIN**

Acting Division Manager, SPD

Endorsed by:



**FRANCIS RANDY J. HORTELANO**

Manager, Corporate Planning Department

Approved by:



**MARK T. LAPID**

Chief Operating Officer



**ADMINISTRATIVE SERVICES DEPARTMENT**  
Human Resource Services Division

SEMINAR / PROGRAM TITLE	2022 STRATEGIC PLANNING ACTIVITY	DATE	05 - 07 JULY 2021
CONDUCTING AGENCY	TIEZA	VENUE	MULTI-PURPOSE HALL

NO.	LAST NAME	FIRST NAME	M.I.	SEX	OFFICE	SIGNATURE						Remarks / Training Credit	Certificate Received
						DAY 1 (AM)	DAY 1 (PM)	DAY 2 (AM)	DAY 2 (PM)	DAY 3 (AM)	DAY 3 (PM)		
1	ADAME	Rady	E.	M	PEPD								
2	ALARILLA	Bernardo	C.	M	TAMD								
3	ALVAREZ	Ma. Teresa	C.	F	OPED								
4	ANCHETA	Rodolfo	E.	M	FISD								
5	AQUINO	Niño Ruperto	F.	M	LEGD								
6	ASETRE	Ivy	V.	F	TERD								
7	ASPURIA	Resurrecion	L.	M	IAUD								
8	AZURIN	Joyce Ann	S.	F	COPD								
9	BAYOT	Anna Leah	R.	F	OCOO								
10	BECHAYDA	Jose Jr.	T.	M	COPD								
11	BULAUTAN	Joy	M.	F	AADF								
12	CAGANDA	Amelita	S.	F	PEPD								
13	CONCEPCION	Arthur	M.	M	MISD								
14	CRUZ	Bumbo	S.	M	TAXD								
15	DAZON	Crisanto	C.	M	MISD								

PROGRAM ADMINISTRATOR		CERTIFICATES ISSUED		ENCODED IN HR SYSTEM		COURSE	
Name:	ROSA V. MENDOZA	Date:		Date:		No.	HTP 2021- 06
Signature:		Signature:		Signature:		Page No.	of

**ADMINISTRATIVE SERVICES DEPARTMENT**  
Human Resource Services Division

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CONDUCTING AGENCY	TIEZA	VENUE	MULTI-PURPOSE HALL

NO.	LAST NAME	FIRST NAME	M.I.	SEX	OFFICE	SIGNATURE						Remarks / Training Credit	Certificate Received
						DAY 1 (AM)	DAY 1 (PM)	DAY 2 (AM)	DAY 2 (PM)	DAY 3 (AM)	DAY 3 (PM)		
1	DE PERALTA	Leonila	G.	F	FISD								
2	DELA CRUZ	Raquel	S.	F	MISD								
3	DOMALANTA	Nestor	M.	M	AAES								
4	DOMALANTA	Nestor Jr.	M.	M	AAES								
5	DOMINGO	John	B.	M	TERD								
6	ENAL	Hernando	A.	M	TAMD								
7	ESPALDON	Al Conrad	B.	M	OCOS								
8	FRANCISCO	Maria Evelynne	A.	F	BUDD								
9	HORTELANO	Francis Randy	J.	M	COPD								
10	INITORIO	Francis Theodore	B.	M	TAMD								
11	JERUZ	Daryl John	D.	M	MISD								
12	LAPID	Mark	T.	M	OCOO								
13	LOZADA	Jetro Nicolas	F.	M	AMGT								
14	MACALALAD	Jeffrey	L.	M	PEPD								
15	MAGSINO	Mylene	A.	F	AMGT								

PROGRAM ADMINISTRATOR		CERTIFICATES ISSUED		ENCODED IN HR SYSTEM		COURSE	
Name:	ROSA V. MENDOZA	Date:		Date:		No.	HTP 2021- 06
Signature:		Signature:		Signature:		Page No.	of

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NO.	LAST NAME	FIRST NAME	M.I.	SEX	OFFICE	SIGNATURE						Remarks / Training Credit	Certificate Received
						DAY 1 (AM)	DAY 1 (PM)	DAY 2 (AM)	DAY 2 (PM)	DAY 3 (AM)	DAY 3 (PM)		
1	MALDONADO	Donaldo	R.	M	TERD								
2	MATEO	Ana Ruth	L.	F	ADSD								
3	MENDOZA	Leonardo	M.	M	OCOO								
4	OCAMPO	Cristeto	G.	M	TAXD								
5	OCAMPO	Janeth Christine	A.	F	OCOO								
6	OLGADO	Rosanna	M.	F	ADSD								
7	OLLER	Gregory	A.	M	COMD								
8	ORIONDO	Antonio Mari	L.	M	IAUD								
9	PAGAL	Josephine	C.	F	TAXD								
10	PALOMIQUE	Ermina	A.	F	TERD								
11	PRIETO	Marlon	S.	M	OPED								
12	PUDAN	Jovertlee	C.	M	TERD								
13	QUEZON	Shangrila	C.	F	LEGD								
14	QUINAHAN	Ma. Zenaida	R.	F	BUDD								
15	RAMOS	Jose Ramon	L.	M	OPED								

PROGRAM ADMINISTRATOR	CERTIFICATES ISSUED	ENCODED IN HR SYSTEM	COURSE
Name: <u>ROSA V. MENDOZA</u>	Date:	Date:	No. IHTP 2021- 06
Signature: <u>[Signature]</u>	Signature:	Signature:	Page No. of

**ADMINISTRATIVE SERVICES DEPARTMENT**  
Human Resource Services Division

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CONDUCTING AGENCY	TIEZA	VENUE	MULTI-PURPOSE HALL

NO.	LAST NAME	FIRST NAME	M.I.	SEX	OFFICE	SIGNATURE						Remarks / Training Credit	Certificate Received
						DAY 1 (AM)	DAY 1 (PM)	DAY 2 (AM)	DAY 2 (PM)	DAY 3 (AM)	DAY 3 (PM)		
1	RIVERA	Michelle	C.	F	LEGD								
2	SARINAS-BAYDO	Karen Mae	G.	F	ATEZ								
3	SISON	Eliel Joy	A.	F	COMD								
4	SORIANO	Josefina	U.	F	ADSD								
5	STA. CLARA	Catherine	E.	F	ATEZ								
6	SUAREZ	Myrna	A.	F	FISD								
7	TUMAOB	Irene	R.	F	BUDD								
8	VERDE	Edwin	F.	M	IAUD								
9	VICEDO	Eva Marie	M.	F	BUDD								
10	YU	Eva	M.	F	FISD								
11	Yodriguez	Cesar Jr.	B.	M	TAMD								
12	JERJIZ	DARYL JOHN	D.	M	MISD								
13	Olegario	Dennis	A.	F	IAUD								
14	Ruymon	Alma	A.	F	AFS								
15	Ma Santos	Macienne	B.	F	AFS								

PROGRAM ADMINISTRATOR	CERTIFICATES ISSUED	ENCODED IN HR SYSTEM	COURSE
Name: <u>ROSA V. MENDOZA</u>	Date:	Date:	No. IHTP 2021- 06
Signature: <u>[Signature]</u>	Signature:	Signature:	Page No. of



**ADMINISTRATIVE SERVICES DEPARTMENT**  
Human Resource Services Division

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CONDUCTING AGENCY	TIEZA	VENUE	MULTI-PURPOSE HALL

NO.	LAST NAME	FIRST NAME	M.I.	SEX	OFFICE	SIGNATURE						Remarks / Training Credit	Certificate Received
						DAY 1 (AM)	DAY 1 (PM)	DAY 2 (AM)	DAY 2 (PM)	DAY 3 (AM)	DAY 3 (PM)		
1	ALLAN	TERNS	H.	M	COPD	<i>[Signature]</i>	<i>[Signature]</i>			<i>[Signature]</i>	<i>[Signature]</i>		
2	LINSAG	MARK TIMOTHY	G	M	IAUD					<i>[Signature]</i>	<i>[Signature]</i>		
3													
4													
5													
6													
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8													
9													
10													
11													
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14													
15													

PROGRAM ADMINISTRATOR	CERTIFICATES ISSUED	ENCODING IN HR SYSTEM	COURSE
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**ADMINISTRATIVE SERVICES DEPARTMENT**  
Human Resource Services Division

SEMINAR / PROGRAM TITLE	2022 STRATEGIC PLANNING ACTIVITY	DATE	05 - 07 JULY 2021
CONDUCTING AGENCY	TIEZA	VENUE	MULTI-PURPOSE HALL

**SECRETARIAT/ ADMIN/ SUPPORT**

NO.	LAST NAME	FIRST NAME	M.I.	SEX	OFFICE	SIGNATURE						Remarks / Training Credit	Certificate Received
						DAY 1 (AM)	DAY 1 (PM)	DAY 2 (AM)	DAY 2 (PM)	DAY 3 (AM)	DAY 3 (PM)		
1	DALIDA	Sherryl	M.	F	COPD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
2	DEL ROSARIO	Evelyn	A.	F	COPD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
3	ELEMON	Frances Desiree	V.	F	COPD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
4	LARANAS	Belinda	D.	F	COPD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
5	ABANA	May Anne	B.	F	COPD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
6	ARCANGEL	Gerardo III	S.	N	COPD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
7	CALUYA	Mikhael Bryan	G.	N	COPD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
8	DIZON	Elaine	P.	F	COPD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
9	FLORORITA	Margarita	N.	F	COPD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
10	LAGROSAS	Paquito, Jr.	D.	N	COPD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
11	LEJANO	Melody	R.	F	COPD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
12	SALON	Ma. Kristina	E.	F	COPD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
13	LUNAR	Erwin	M.	M	ADSD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
14	RIVERA	Antonio Jr.	S.	M	ADSD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
15	VILLANUEVA	Roger	M.	M	ADSD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		

PROGRAM ADMINISTRATOR	CERTIFICATES ISSUED	ENCODING IN HR SYSTEM	COURSE
Name: <i>[Signature]</i>	Date: _____	Date: _____	No. _____
Signature: <i>[Signature]</i>	Signature: _____	Signature: _____	Page No. _____ of _____





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

**MEMORANDUM**

FOR : THE MANAGER  
ADMINISTRATIVE SERVICES DEPARTMENT

ATTN : TRAINING

FROM : THE MANAGER  
TREASURY DIVISION

DATE : September 6, 2021

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Forwarded herewith is Statement of Account No. 2021-07-0012 dated July 23, 2021 amounting to P173,508.19 from Club Intramuros Golf Course representing meals incurred during the Strategic Planning and signed by Ms. Rhoda Mendoza.

May we request a certification that the above expense was official in nature and guests list in accordance with COA rules and regulations.

Thank you for your appropriate action.

  
MYRNA A. SUAREZ

NOTED BY:

  
RODOLFO E. ANCHETA  
Manager, Financial Services Department



# Club Intramuros Golf Course

Bonifacio Drive, Port Area  
Intramuros, Manila



## STATEMENT OF ACCOUNT FOR HOME OFFICE ACCOUNT

CI-TIEZA HOME

2021-07-0012

DATE

23-Jul-21

FISD RCVD BY

### FOR THE OFFICE OF ADMINISTRATIVE AND FINANCE SERVICES

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

AUG232021 11:05AM

PARTICULARS	
Forwarding herewith is the restaurant bills of meals incurred at Club Intramuros Golf Course on July 7, 2021 which is chargeable to Home Office Account. Attached herewith Food Check Number 2466 for your reference	173,508.19
Food Check No. 2466 dtd 07/07/21 173,508.19 FC Signed by: D.Mendoza Note: 2022 Strategic Planning	
One Hundred Seventy three thousand five hundred eight pesos & 19/100 only	173,508.19

Prepared by:

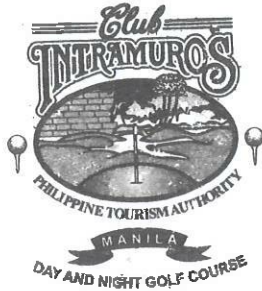
Certified Correct & Payment  
Not Yet Received:

Noted by:

JENNIFER B. SORIANO  
Sr. Acctg. Proc. B/AR

KRISTINE JOY A. GODALLE  
Sr. Corp. Accounts Analyst

JOSE RAMON L. RAMOS  
Officer-In-Charge, CIGC



CLUB INTRAMUROS GOLF COURSE  
Bonifacio Drive, Port Area, Manila

PHILIPPINE TOURISM AUTHORITY

No 02466

PHILIPPINE TOURISM AUTHORITY			OUTLET
DATE	COVERS	TABLE	WAITER
7/7/21			FOOD CHECK
7/5 - To pay @ 900			63,000
7/6 - To pay @ 900			63,000
7/7 - To pay @ 900			63,000
			189,000
			154,918.03
			Tax @ 18,590.16
			177,508.19
NAME Mr. Dang Mendoza			SIGNATURE <i>[Signature]</i>
ADDRESS Change to AFS			ACCOUNT/ROOM NO.