



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

7th Floor, Tower 1
Double Dragon Plaza
Macapagal Avenue corner
EDSA Extension
Bay Area Pasay City
1302

☎ 249-5900 loc. 751
✉ corplan@tieza.gov.ph
🌐 www.tieza.gov.ph

MEMORANDUM

FOR : ALL ASSISTANT CHIEF OPERATING OFFICERS, DEPARTMENT AND DIVISION MANAGERS

Cc : THE HEAD TECHNICAL ASSISTANT, OCOO

FROM : THE CORPORATE PLANNING DEPARTMENT

SUBJECT : 2020 PERFORMANCE REVIEW AND 2021 PERFORMANCE PLANNING

DATE : 20 OCTOBER 2020

Relative to the above subject, a two-day blended onsite/online planning session for the Top and Middle Management of TIEZA shall be held on November 17-18, 2020 at the Multi-purpose Hall for the on-site participants and through MS Teams for the online participants. The activity aims to assess the 2020 performance and align this organizational efforts to the following year as well as the Department Scorecard with the 2021 Sectoral and Organizational Scorecard submitted to GCG.

The schedule of activities is as follows:

Activity	Details	Timeline	
		October	
1. Departmental Scorecard Formulation	Sectoral MS Teams meetings for departmental scorecard preparation and leveling of expectation Participants : Department Managers, Division Managers, Technical Assistants (TAs), Supervisors (Optional) and Corporate Planning Department (COPD) Facilitator : Strategic Planning Division (SPD)	Sector	Date/Time
		AFS	26 (9 AM)
		AMS	26 (2 PM)
		OCOO	27
		AESS	28 (9 AM)
		TEZMS	28 (2 PM)
2. Departmental Scorecard Presentation	Coordination: October 21 -22		
	Departmental Scorecard Formulation Participants : Department with TA and COPD (Optional)	November 2-5	
	Presentation of each Department's Scorecard to the middle management thru MS Teams*	November 9	
	Sectoral/Departmental Review based on comments made by middle management	November 10-12	



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Activity	Details	Timeline
	Participants : Department Managers, Division Managers, Technical Assistants, Supervisors	
	Presentation of each Department's Scorecard to the top management thru MS Teams* Participants : COO, ACOOs, Department Managers, TAs and COPD *Facilitator : SPD assisted by the Secretariat (SPD, L&D, MISD)	November 17-18 (Starts at 8:30 AM)
3. Departmental Scorecard Finalization	Finalization based on agreements made in the presentation and Input in E-AMET	November 19-22
4. Departmental Scorecard Submission	Submission of e-signed scorecards thru E-AMET with Action/Work Plan (template)	November 27

For any inquiry, please coordinate with Ms.Ezra Nicole C. Basto at 09277414834.

Anna Leah R. Bayot

ANNA LEAH R. BAYOT

Division Manager, Strategic Planning

Noted:

Francis Randy J. Hortelano

FRANCIS RANDY J. HORTELANO

Department Manager, Corporate Planning