

CORPORATE PLANNING DEPARTMENT

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# TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY Office Performance Commitment and Review (OPCR)

I, JETRO NICOLAS F. LOZADA, Assistant Chief Operating Officer of the Assets Management Sector commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for period July 1 - December 31, 2020

ACOO, Assets Management Sector

Approved by:

POCHOLO J.D. PARAGAS
Chief Operating Officer

Rating Scale:

5 - Outstanding

2 - Unsatisfactory

			(	•					
				4 - Very Satisfactory	1	1 - Poor			
				3 - Satisfactory					
STRATEGIC ORIECTIVES/		Allotted	Department	Actual		RATING	NG		
FUNCTIONS	SUCCESS INDICATORS	Budget	Accountable	Accomplishments	8	E2	겁	24	Remarks
STRATEGIC OBJECTIVE						$\perp$			
SO 4: Achieved Financial viability and sustainability of TIEZA Assets	1. Achieved a Net Income of 20M for all revenue generating assets at the end of December 31, 2020		OPED / BUDD	Achieved a Net Income of 102.806.1M at the end of December 31, 2020	5.000		5.000	5.000	
SO5: Development of Customer- Centric Products & Services	2. One (1) Business Development Plan approved by December 31, 2020 upon 4th submission		8UDD	Business Dev Plan approved with one (1) minor error upon	5.000		5.000	5.000	
								i i	-
	properties to be appraised, approved by October 15, 2020 upon 3rd submssion		1 1 1	ties to be appraised approved by Oct 15, 2020 upon 3rd submission		·			
	4. Revised Operations Manual with		OPED	Revised Operations	5.000		5.000	5.000	
, , , , , , , , , , , , , , , , , , ,	November 30, 2020 & submitted to OCOO			submitted to OCOO by November 25, 2020		····			
SUPPORT								1	
Strategic Personnel	100% of personnel with competency		AMS	100% Personnel with	5.000		5.000	5.000	
Development Program	based enhancement needs sent to			competency based					
	competency based training			needs sent to training		_		_	10



# TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY Office Performance Commitment and Review (OPCR)

Sy	_		
System	mplement Quality Management	OTHERS	
	Attain ISO Recertification		
	All Sectors		
Recertification	ISO 9001:2015		
	5.000		
	( -		
	5,000		
	5.000		

## **AVERAGE RATING**

		RAT	RATING	
CATEGORY	£	22	13	A4
Strategic Objective				
SO4: Achieved Financial viability and sustainability of TIEZA assets				
1. Achieved a Net Income of P102.806.1M for all revenue generating assets at the end of	5.000		5.000	5.000
December 31, 2020				
3. One (1) Business Development Plan approved by December 31, 2020 upon 4th submission	5.000		5.000	5,000
2. Propoerties recommended for appraisal (recommendation, Purchase Request, etc)	4.500	-	5.000	4.750
approved by October 15, 2020 upon 3rd submission				
4. Revised Operations Manual with two (2) revisions approved by end of November 30, 2020 and	5.000		5.000	5.000
submitted to OCOO				
Support Function				
Strategic Personnel Development Program				
100% of personnel with competency based enhancement needs sent to competency-based training	5,000		5.000	5.000
OTHERS:				
As QMR - Implement Quality Management System				
Attain ISO 9001:2015 Certification	5.000		5.000	5.000
Total Overall Rating	4.92		5.00	4.96
Final Average Rating				4.96
Adjectival Rating				

FRANCIS RANDY J. HORTELANO  Manager, Corporate Planning Department	Assessed by:
ATTY. JOY M. BULAUITAN Chairperson, Performance Management Team	
POCHOLO J.D. PARAGAS  Chief Operating Officer	Final Rating by:

## RATING MATRICES

1. Achieved a Net Income of 102.806.1M before depreciation for all revenue generating accests at the end of December 31, 2020  2. Memo and Purchse Reqest (FR) of properties to be approved by Assistant Plan approved by October 15, 2020 upon 3rd submission  2. Memo and Purchse Reqest (FR) of properties to be approved by December 31, 2020  3. One (1) Business Deveelopment Plan approved by March 15, 2019  3. One (1) Business Deveelopment Plan approved by March 30, 2019  3. One (1) Business Deveelopment Plan approved by December 30, 2019  3. One (1) Business Deveelopment Plan approved by December 31, 2020  3. One (1) Business Deveelopment Plan approved by December 31, 2020  4. Revised Operations Manual with two (2) by June 15, 2019  5. by June 15, 2019  5. by June 30, 2020  5. by June 30, 2020  5. by June 30, 2020  5. cent by December 31, 2020  5. proved upon 3rd submission previsions approved upon 3rd submission previsions approved by and of the target of the target approved upon 3rd submission approved upon 3rd submission approved upon 3rd submission approved upon 3rd submission approved by an approved by June 30, 2020  5. Looks of personnel with mission critical competency:  5. Sent by December 31, 2020  6. Sent by December 31, 2020  7. Sent by December 31, 2020  8. Sent by December 31, 2020  8. Sent by December 31, 2020  9. Sent by December 31, 2020  9. Sent by December 31, 2020  1. Sent by December 31, 2020  1. Sent by Dec	SUCCESS INDICATOR	TIMELINESS	EFFICIENCY	QUALITY
1 - was not achieved  1 - was not achieved  5 - approved by March 15, 2019  5 - approved by March 30, 2019  5 - by December 20, 2019  5 - by December 20, 2019  1 - beyond December 31, 2020  1 - beyond December 31, 2020  1 - beyond June 30, 2020  1 - beyond June 30, 2020  1 - was not sent by December 31, 2020  5 - Certified by December 32, 2020  1 - was not sent by December 28, 2020  3 - December 30, 2020  1 - beyond December 30, 2020		5 - achieved by December 31, 2020		5 - 36,000,000.00 and above
1 - was not achieved  5 - approved by March 15, 2019  5 - approved by March 30, 2019  5 - by December 20, 2019  5 - by December 31, 2020  1 - beyond December 31, 2020  1 - beyond June 15, 2019  2) 5 - by June 15, 2019  COO 3 - approved by June 30, 2020  1 - beyond June 30, 2020  1 - was not sent by December 31, 2020  5 - Certified by December 38, 2020  1 - beyond December 30, 2020  1 - beyond December 30, 2020	before depreciation for all revenue generating			4 - between 30M to 35.99M
1 - was not achieved  5 - approved by March 15, 2019  5 - approved beyond March 30, 2019  5 - by December 20, 2019  5 - by December 31, 2020  1 - beyond December 31, 2020  1 - beyond June 15, 2019  2) 5 - by June 15, 2019  COO 3 - approved by June 30, 2020  1 - beyond June 30, 2020  1 - was not sent by December 31, 2020  5 - Certified by December 32, 2020  1 - beyond December 30, 2020  1 - beyond December 30, 2020	assets at the end of December 31, 2020			3 - P30,000,000.00
Memo and Purchse Regest (PR) of properties to be appraised, approved by March 15, 2019  y October 15, 2020 upon 3rd submssion  One (1) Business Devcelopment Plan approved by December 31, 2020  One (1) Business Devcelopment Plan approved by December 31, 2020  3 - approved by March 30, 2019  5 - by December 20, 2019  1 - beyond December 31, 2020  1 - beyond December 31, 2020  1 - beyond June 30, 2020  1 - beyond June 30, 2020  1 - was not achieved  1 - was not achieved  1 - warch 15, 2019  5 - approved by March 30, 2019  5 - by December 31, 2020  1 - beyond December 31, 2020  1 - beyond June 30, 2020  1 - was not sent by December 31, 2020  1 - was not sent by December 31, 2020  1 - was not sent by December 31, 2020  3 - December 30, 2020  3 - December 30, 2020  1 - beyond December 31, 2020				2 - between 27M to 29.99M
Memo and Purchse Regest (PR) of properties to be appraised, approved by March 15, 2019  y October 15, 2020 upon 3rd submssion 3 - approved by March 30, 2019  One (1) Business Devcelopment Plan approved by December 31, 2020 5 - by December 20, 2019  Revised Operations Manual with two (2) 5 - by June 15, 2019  Revised Operations Manual with two (2) 5 - by June 15, 2019  1 - beyond December 31, 2020  1 - beyond June 30, 2020  1 - beyond June 30, 2020  1 - was not sent by December 31, 2020  1 - beyond December 31, 2020  1 - was not sent by December 31, 2020  1 - beyond December 30, 2020  3 - December 30, 2020  1 - beyond December 30, 2020		1 - was not achieved		1 - below 27M
Memo and Purchse Reqest (PR) of properties to be appraised, approved by March 15, 2019  y October 15, 2020 upon 3rd submssion 3 - approved by March 30, 2019  One (1) Business Devcelopment Plan approved by December 31, 2020  Fewised Operations Manual with two (2) 5 - by June 15, 2019  Revised Operations Manual with two (2) 5 - by June 15, 2019  100% of personnel with mission critical competency gaps sent to competency-based training 1 -was not sent by December 31, 2020  In December 30, 2020  So Recertification 5 - Sent by December 31, 2020  1 - beyond December 31, 2020  1 - beyond December 30, 2020  1 - beyond December 30, 2020  1 - beyond December 30, 2020				
properties to be appraised, approved by October 15, 2020 upon 3rd submssion  3 - approved by March 30, 2019  5 - by December 20, 2019  5 - by December 20, 2019  3 - approved by December 31, 2020  1 - beyond June 30, 2020  1 - beyond June 30, 2020  1 - beyond June 30, 2020  1 - was not sent by December 31, 2020  1 - was not sent by December 28, 2020  1 - beyond December 30, 2020  1 - beyond December 31, 2020  1 - was not sent by December 32, 2020  1 - beyond December 30, 2020  1 - beyond December 30, 2020		5- approved by March 15, 2019		5 - Approved upon 1st submission
One (1) Business Devcelopment Plan approved by December 31, 2020  One (1) Business Devcelopment Plan approved by December 31, 2020  3 - approved by December 31, 2020  1 - beyond June 15, 2019  5 - by June 30, 2020  1 - beyond June 30, 2020  1 - beyond June 30, 2020  1 - beyond June 30, 2020  5 - sent by December 31, 2020  5 - Sent by December 31, 2020  5 - Certified by December 31, 2020  1 - beyond December 28, 2020  1 - beyond December 30, 2020  1 - beyond December 31, 2020	properties to be appraised, approved			4 - Approved upon 2nd submission
One (1) Business Devcelopment Plan approved by December 31, 2020  3 - approved by December 31, 2020  1 - beyond June 30, 2020  1 - beyond June 30, 2020  1 - beyond June 30, 2020  1 - beyond June 31, 2020  5 - sent by December 31, 2020  1 - was not sent by December 31, 2020  5 - Certified by December 30, 2020  1 - beyond December 30, 2020  1 - beyond December 30, 2020		3 - approved by March 30, 2019		3 - Approved upon 3rd submission
One (1) Business Devcelopment Plan approved by December 31, 2020 3 - approved by December 31, 2020 1 - beyond June 15, 2019 1 - beyond June 30, 2020 1 - beyond June 30, 2020 1 - was not sent by December 31, 2020 1 - was not sent by December 31, 2020 1 - beyond December 30, 2020 1 - beyond December 30, 2020 1 - beyond December 30, 2020				2 - approved upon 4th submission
approved by December 31, 2020  3 - approved by December 31, 2020  1 - beyond June 15, 2019  1 - beyond June 30, 2020  1 - beyond June 30, 2020  1 - beyond June 30, 2020  1 - was not sent by December 31, 2020  1 - was not sent by December 31, 2020  3 - December 30, 2020  1 - beyond December 31, 2020  1 - was not sent by December 31, 2020  3 - December 30, 2020  1 - beyond December 30, 2020		5- approved beyond March 30, 2019		1 - Disapproved
3 - approved by December 31, 2020  1 - beyond December 31, 2020  5 - by June 15, 2019  3 - approved by June 30, 2020  1 - beyond June 30, 2020  5 - sent by December 31, 2020  5 - Certified by December 31, 2020  5 - Certified by December 28, 2020  1 - beyond December 30, 2020  1 - beyond December 30, 2020	One (1) Business Devcelopment Plan	5 - by December 20, 2019		5 - Approved upon 1st submission
3 - approved by December 31, 2020  1 - beyond December 31, 2020  5 - by June 15, 2019  3 - approved by June 30, 2020  1 - beyond June 30, 2020  5 - sent by December 31, 2020  5 - Certified by December 31, 2020  5 - Certified by December 28, 2020  1 - beyond December 30, 2020	approved by December 31, 2020			4 - Approved upon 2nd submission
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1 - beyond December 31, 2020 5 - by June 15, 2019 3 - approved by June 30, 2020 1 - beyond June 30, 2020 5 - sent by December 31, 2020 5 - Certified by December 28, 2020 5 - December 30, 2020 1 - beyond December 30, 2020				2 - approved upon 4th submission
5 - by June 15, 2019  3 - approved by June 30, 2020  1 - beyond June 30, 2020  5 - sent by December 31, 2020  1 -was not sent by December 31, 2020  5 - Certified by December 28, 2020  3 - December 30, 2020  1 - beyond December 30, 2020		1 - beyond December 31, 2020		1 - Disapproved
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sent to competency-  1 -was not sent by December 31, 2020  5 - Certified by December 28, 2020  3 - December 30, 2020  1 - beyond December 30, 2020		5 - sent by December 31, 2020		5 - above 90% of the target
1 -was not sent by December 31, 2020 5 - Certified by December 28, 2020 3 - December 30, 2020 1 - beyond December 30, 2020	competency gaps sent to competency-			4 - above 855 - 90% of the target
1 -was not sent by December 31, 2020 5 - Certified by December 28, 2020 3 - December 30, 2020 1 - beyond December 30, 2020	based training			3 - 85% of the target
1 -was not sent by December 31, 2020 5 - Certified by December 28, 2020 3 - December 30, 2020 1 - beyond December 30, 2020				2 - below 85% - 80% of the target
5 - Certified by December 28, 2020 3 - December 30, 2020 1 - beyond December 30, 2020		1 -was not sent by December 31, 2020		1 - below 80% of the target
30, 2020		5 - Certified by December 28, 2020		5 - above 90% of the target
30, 2020				4 - above 855 - 90% of the target
		3 - December 30, 2020		3 - 85% of the target
				2 - below 85% - 80% of the target
		1 - beyond December 30, 2020		1 - below 80% of the target

JETRO NICOLAS F. LOZAMA
Assistant Chief Operation Officer
Assets Management Sector

Approved:

POCHOLO J.D. PARAGAS
Chief Operating Officer

51/C

TIEZA Entities
Financial Performance (Before Closing of Books)
As of December 31, 2020
(In Thousand Pesos)

lstoT brist	201,732,9	0.035,105	6.543.9	102,806.1	Z.707,8E.L	(1.106,35)
fisto	186,272.7	142,610.0	1.178,2	6.8ET, 2EL	T.65.2.30.7	2.602,55
CC (as of Nov. 2020)	S'888'S	Z'66T'T		7'166T'T	1,288.9	(8.68)
oracay Water Treatment Facility (as of Nov. 2020)	6'522'991	S'TEL'OPT	1,178,2	\$.038,7E1	7.046,401	7.919,25
uneta Boardwalk (as of September 2020)	8.812,45	8.978		£,978		£.278
V \ Leased Assets						
[830]	Z:095,2£	0.047,88	7.278,88	(8.556,35)	5.774,SE	(E.OIP, (ea)
Cebu Field Office (CFO)	0.002,8	0.545,5	6:090'E	I.282	9.782,£	(9'SOE'T)
Lights& Sound Museum	(4,888.1)	5'645	0'798'7	(3,782.4)	2,288	(3.743,4)
Zamboanga Golf Course Beach	5,622.0	2.702,8	12,014.1	(6.808,2)	0.268,1	(8.869,7)
Gardens of Malasag	(0.002,t)	1,429.0	10,984.0	(0.252(9)		(8.002,21)
Club Intramuros Golf Course	7.11.7	25,324.9	8,584,62	(6.821,4)	Z.288,41	(I.AIO, EI)
Banaue Hotel & Youth Hostel	0.002,21	9.095,71	53,546.9	(8.921,8)		(9'660'ET)
Balicasag Island Dive Resort	S'7	L'S97'7	17,22,21	(p'SSL'L)		(8.E44,11)
stassA gniteraq					7 003 0	(d Cor or)
		81		Depreciation		Depn.
	(noiteiserged	gevenues	Expenses	Before	Depreciation	(Foss) strer
	erore)			(roso)/ əwoouj		Net Income \
	Target CY 2019			leutoA		

 $^{**}\mbox{Data}$  for LB, BWTF, ICC, CFO & LSM as of November 30, 2020

Noted by:

Atty. Maria Teresa C. Alvarez

Prepared by:

Nach Hartirez

PSSETS MANAGEMENT SECTOR ACTIONS NUMBER TO SECTOR ACTIONS NUMBER ACTIONS NUMBER ACTION OF THE SECTION OF THE SE

N-81-1

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oj ne	. Kang-irag Gardens	j, ə6ed
3E	Passy City 1308  December 2019  A December 2019  BUDD-BRDD	hq.vop.azaiy.www
	6th & 7th Floors, Tower 1  Double Dragon Plaza  Double Dragon Meridian Park  Macapagal Avenue corner  Edsa Extension Bay Area	

		AND THE CONTRACT OF THE CONTRA	Committee of marketing of	u zatrego un ros	19 11 1 To have been seen	
r sales	18	Patricus and the state of the s	12 al :11	dia province ex	Said View	
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		Thank you.				
	ilia validation piedse:	For your verification a				
io estatioduros		revenue streams and				
	iness Plan for Kang-irag Gardens. e have incorporated your inputs on e		ZRQ	eng	4 Dec	
	REMARKS / ACTIONS		OT	FROM	<b>BTAQ</b>	
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	SERIAL No.	ACTION PAGE	ACKING	AT TNAM	DOCIN	

moo.lismg@sasil.com Local 733 / 735 67 of 0063-8458 (SE3+)



Pasay City 1302 Edsa Extension Bay Area hq.vog.szeij.www Macapagal Avenue corner Double Dragon Meridian Park Double Dragon Plaza

6th & 7th Floors, Tower 1

**YTIROHTUA SOME** ENTERPRISE INFRASTRUCTURE AND MSIRUOT



### MEMORANDUM FOR THE CHIEF OPERATING OFFICER

ACOO, Assets Management Sector JETRO NICOLAS F. LOZADA FROM

Appraisal of TIEZA Properties SUBJECT

DATE ( March 6, 2020)

21. Alubijid Beach Property 20. Iloilo Convention Center

different companies for both operating and non-operating properties of the Authority. we are respectfully requesting for approval of procurement of Appraisal Services from two (2) Relative to the mandate of the Assets Management Sector to determine the value of each TIEZA asset,

possible sale/lease / negotiated price for properties. The valuation of properties will provide comparative values that may serve as basis in setting the

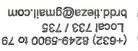
Financial and Reporting Standards (PFRS) Section 16 Paragraph 34. the fair value of the land differs materially from its carrying amount as provided in Philippine 2014-03 (14) issued last January 23, 2015 recommending appraisal every three or five years or when Additionally, the valuation of assets is in compliance with COA Audit Observation Memorandum No.

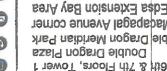
herdue, Bohol	Alburd		-	Alburquerque Sanitary Landfill	'6T
klinaM,	Luneta		-	Luneta Boardwalk	18,
uros, Manila	Intram		-	Intramuros Lot – Petron	17.
en, Pangasinan	Lingay	100	-	Hundred Islands	<b>'9</b> T
Batanes	Basco,		-	Batanes Staff House	TZ
City, Benguet	Baguio		-	вигират Рагк	ÞΙ
e, Cavite	Теглат		-	Ternate Properties	13
Aklan	Malay,		-	Boracay Porperties	12,
ıg, Cagayan de Oro City	Indaha		-	CDO Convention Center (lot only)	11.
noinU s	Tuba, I		-	Marcos Park	10.
hacan, Bodaki, Kabayan, Benguet	Brgy. D		-	Kabayan Hostel	.6
ctac, Sta. Fe, Mueva Viscaya	Bo, Tac		-	Sta. Fe Bagong Lipunan Lodge	.8
isabela	llagan,		-	Ilagan Bagong Lipunan Lodge	'Z
entro 1, Claveria, Cagayan	Brgy. C		-	Claveria Bagong Lipunan Lodge	19
ancian, Pagudpud, Ilocos Norte	Brgy. P		-	Pagudpud Bagong Lipunan Lodge	٠,5
Angeles, Pampanga	drew .			Clark Property	.₽
salaoi, Pagudpud, Ilocos Norte	Brgy. B		-	Banua Bagong Lipunan Lodge	3.
g, Nueva Viscaya	Bagaba		-	Bagabag Youth Hostel	۲.
uros, Manila	Intram		-	Light and Sound Museum	
				Intramuros & Rizal's Bagumbayan	Ţ.
or appraisal:	serties f	s brog	guiw	ner request for approval of the follo	panj

Alubijid, Misamis Oriental

Mandurriao, Iloilo







Kaputian, Samal Island

Kaputian, Samal Island

Kasulutan Bay, Tawi Tawi

## **YTIROHTUA** ENTERPRISE **GNA BRUCTURE AND** MRIAUOT



hq.vog.szail.www

Pasay City 1302 Ed\$a Extension Bay Area Madapagal Avenue comer Double Dragon Meridian Park

\$amal Island

25. Lingsakan Spring No. 3 24. Samal Tourism Estate 23. Samal Island Staff House 22. Kasulutan Beach Property

Panglao, Bohol 27. Balicasag Island Dive Resort Cugman, Cagayan de Oro 26. Gardens of Malasag Eco Tourism Village

Banaue, Ifugao 29. Banaue Hotel and Youth Hostel Upper Calarian, Zamboanga 28. Zamboanga Golf Course & Beach Park

\$an Fernando, La Union 30. Agoo Playa

Pagsanjan, Laguna 31. Pagsanjan Garden Resort

Parameters of Consideration for Prioritization of Assets for Appraisal, as follows: consideration the PPP priority projects, properties which were appraised in 2014, and the approved identification of properties for appraisal was recommended by Project Officers taking into

1. Target assets for investment and development

Assets with no record of appraisal on file 2. Income generating assets

Assets appraised with recent significant developments

(8) properties for 1st batch, listed below, was BUDD's deliverable in their Balance Score Card and IPCR. Planning with TIEZA Officials and Managers conducted last December 2018. Appraisal of the eight The number of properties to be included in every batch for appraisal was decided during the Strategic

Banua Presidential Resthouse

Pagudpud Bagong Lipunan Loadge

Claveria Bagong Lipunan Lodge .ε

Sta. Fe Bagong Lipunan Lodge ·þ

Kabayan Hostel .8

Cagayan de Oro Convention Center, Lot only '9

Petron Lot 14

Boracay Properties (appraisal and business valuation) .8

2014 and the others are appraised only in 2017. Among the assets with interested investors (list attached), only four (4) properties are appraised in

recommended to be included in the 1st batch of properties for appraisal: Considering the five (5) years period since the last appraisal, the following 4 properties are

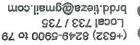
Balicasag Island Dive Resort T.

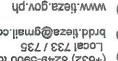
Club Intramuros Golf Course 2.

Paoay Golf Course 3.

Pagsanjan Garden Resort ·7







Pasay City 1302 Edsa Extension Bay Area Madapagal Avenue corner Double Dragon Meridian Park Double Dragon Plaza 6th & 7th Floors, Tower 1





Budget of AMS. prioritization for appraisal with an estimated amount of P 3,125,000.00 chargeable against the Titling Attached herewith is the Purchase Request indicating the Lst patch of properties recommended for

for Appraisal. the Strategic Planning for 2020 subject to the Parameters of Consideration for Prioritization of Assets The remaining properties will be evaluated by the Project Officers and will be recommended during

For the COO's approval and further instructions.

Thank you.

Approved/ Disapproved:

Chief Operquing Officer POCHOLO J.D. PARAGAS



6th & Ath Floors, Tower 1

Couble Dragon Plane
Double Dragon Mandem Park

Macage Externation Bay Area

Edsa Externation Bay Area

Solve State St

TOURISM INFRASTRUCTURE AND SONE SONE AUTHORITY



## PURCHASE REQUEST

Met Operating Officer	0	notoe2 inemeganate Sector		Designation:
SABARAGE J.D. PARAGES	POG	JETRO NICOLAS F. LOZADA		Printed Name:
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		I would		Signature:
	Approved by:	ednested by:	ZI.	
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885	SCSO	* inspect and identify the property		1
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6th & 7th Floors, Tower 1

Double Dragon Meridian Park
Macapagal Avenue corner
Edsa Extension Bay Area

Edsa Extension Bay Area

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE ZONE



19 November 2020

### MEMORANDUM FOR THE BOARD OF DIRECTORS

ASSETS MANAGEMENT SECTOR'S OPERATIONS MANUAL

SUBJECT

Background:

This Operations Manual, started in the 1990's and was last updated in 2007 which we have adopted, and inputs were coordinated with other offices concerned as well as adapting industry practices. Admittedly, the Manual may not contain all the answers to the varying intricacies of each operating entity. However, efforts should be made to follow the life of the policies, and always to the best interest of the Authority.

The provision of this Revised Operations Manual shall be subject to Board approval and intervening Office Orders and Memoranda.

Justification:

This Revised Operations Manual provides guidance for the operating employees of the entities to constantly and efficiently.

A good manual will reduce human error and inform the entities' employees precisely what they need to do, who they are responsible to and who they are responsible for.

The Operations Manual shall be available for reference whenever needed in each operating entity.

A regular review of the Manual will be conducted to fine tune and include new policies for betterment of our service to the general public.

Recommendation / Desired Action:

It is recommended that the Board approves the AMS 2020 Operations Manual to help the employees of the entities to constantly and efficiently carry out their tasks to achieve targeted results.

For the Board's consideration and approval.

POCHOLO D. PARAGAS
Chief Operating Officer

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Unly-Dec. 2020

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Borla, Claire S.	Tambo, Jujius Mar G.	Pasia, Emilja D.	HTP-2029-007 Gallangan, Elkopor G.	HTP-2023-007 Tembo, Julius Mar G.	HTTP-2020-006 Vzcodo, Bva Marte M.*	6 Pracisco, Maria Drejyne A*	6 Benna Chiles	Name of Attendee
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August 26-27, 2020	August 76-27, 2020	August 26-27, 2020	August 26-27, 2020	August 26-27, 2020	August 26-27, 2020	August 06, 2020	August 05, 2020	Date
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(HTF-2020-009)   Marquez, Ma, Carnuch L*	Gdangin Elevnor G*	HTTP:2020-009 Andres, Mary lane 5.*	Alteron, Ma. Teropa C.	Vicedo, Evy Marie M	Типаф, Ікор. В.	Saduko, Ma, Cocitio C.*	Name of Attender
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1HTP.2020-010 Alvarez, Ma. Teresa C. Code Name of Attendee 26 QPED F ESO 9081;2015 IQA Refresher Course Webinar Mr. Jovertlee C. Pudan, Ph.D. Type Conducting Agency i. Identify basic concepts involved in auditing management systems.
 i. Demonstrate appropriately the auditing principles based on reflected scenarios.
 include scenarios de describation of includation of increatal auditors based on existing implementation of a company's quality management system.
 include scenarios de Thinking Analytically and Programming Target Competency 1 Target Competency 2 Target Competency 3 Monitoring and Evaluation

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