



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

7th Floor, Tower 1
Double Dragon Plaza
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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 MANAGERS
– TERD, TAMD, PEPD, COMD, FISD, TTAX, ADSD, MISD
THE CORPORATE BOARD SECRETARIAT/COMPLIANCE OFFICER
THE BIDS AND AWARDS COMMITTEE (BAC)**

**Cc : THE HEAD TECHNICAL ASSISTANT, OCOO
THE TECHNICAL ASSISTANTS
THE BAC SECRETARIAT**

FROM : THE CORPORATE PLANNING DEPARTMENT

SUBJECT : RECALIBRATION OF TARGETS IN THE 2020 PERFORMANCE SCORECARD

DATE : 9 SEPTEMBER 2020

Relative to our submission to GCG for 2020 Recalibration of Targets as required in its letter dated 4 September 2020 as attached, may we request for the following:

1. Recalibrated Quarterly Targets for the Strategic Measures committed by your sector/department (PES Form 2a);
2. Adjusted measure profile (PES Form 2b);
3. Adjusted Strategic Initiative Profiles;
4. Review of completeness of documents submitted under item no. 1c in the attached letter/Preparation of documents if no submission has been made yet.

Attached are the Proposed/Recalibrated 2020 Performance Scorecard with unfilled quarterly targets and Measure Profiles as submitted. These documents are required to be approved by the Board and due for submission to GCG on 30 September 2020.

Please note however that the targets, weights and rating scales to the following measures are retained:

- a. Customer Satisfaction, subject to the additional guidelines on its conduct provided by GCG in its August 14 notice as attached;
- b. ISO Re-certification/Surveillance Audit;
- c. Employees meeting required competencies/Establishment of a competency framework

We would appreciate receiving submission (hard and soft copies at corplan@tieza.gov.ph) on **16 September 2020** for items **1-4**, which shall be immediately endorsed to the Office of the Board Secretariat for facilitation of board approval, and the timeline for items **a-c** to ensure meeting the targets for this year.



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For 2021 Performance Scorecard, may we reiterate submission of PES Forms 2a, 2b and Strategic Initiative Profiles today as requested through a memorandum dated 2 September 2020. These documents are also required to be board or COO-approved and submitted as well to GCG on 30 September 2020.

For any clarification, please coordinate with Ms. Eremos at 09306186008.

ANNA LEAH R. BAYOT
Division Manager, Strategic Planning

Noted:

FRANCIS RANDY J. HORTELANO
Department Manager, Corporate Planning