



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

FOR : **The Chief Operating Officer**

FROM : The Manager
Corporate Planning Department

SUBJECT : **Conduct of 2022 Operational Planning Activity on 3-4 November 2021**

DATE : 29 September 2021

FOR APPROVAL

Conduct of the Operational Planning Activity for CY 2022 on 3-4 November 2021

Background

- 1) The Civil Service Commission (CSC), in its Memorandum Circular No. 6, s. 2012, prescribed the adoption of all government agencies of the Strategic Performance Management System (SPMS). One of the key features of the system is the conduct of office performance planning and commitment as well as review and evaluation using the Office Performance Commitment and Review (OPCR) Form. Per the SPMS, office commitments shall be approved by the Head of Agency prior to the implementation of the same.
- 2) For 2022, there is now a need for TIEZA to undertake an Operational Planning Activity with the following considerations:
 - a. Offices will now be using the new OPCR format with integrated elements of the Balanced Scorecard;
 - b. Commitments shall be signed by the Heads of Offices during the activity and will be confirmed by the Performance Management Team (PMT) prior to the approval of the COO; and,
 - c. Targets will be based on the adjusted Corporate Operating Budget (COB) after the adoption of austerity measures by Offices.
- 3) The activity, which shall serve as a venue to finalize the OPCR Forms of Sectors/Departments/Offices for 2022 and to discuss issues and concerns affecting the Authority, shall be attended by TIEZA officials and concerned personnel. Attached is the proposed Concept Note for the activity.

Workshop Management

- 1) The COPD shall spearhead this activity from the conceptualization, facilitation of the activity, purchase of other requirements, and post-activity requirements.

- 2) Meanwhile, the Learning and Development Team shall be asked to issue certificates to the attendees including the evaluation report, and coordinate with the service provider relative to the meals during the activity. The Team shall also be tapped to take charge of the Antigen test administration at TIEZA before the start of the activity.
- 3) Budget requirements for the above training activities shall be sourced from the Learning and Development Fund as approved by the COO.

Modalities

In consideration of the ongoing pandemic, the activity shall be conducted with strict compliance to health and safety protocols, i.e., physical distancing, among others. The physical training activities shall be conducted at the Multi-Purpose Hall.

As a contingency measure and as part of the planning and programming for the Operational Planning Activity, there will be provision for the Antigen Test for onsite participants, which should be taken 72 hours before the start of the said activity¹.

Should there be stricter community quarantine classification during that time, online activity will be conducted through Zoom.

Coordination

The funding for the activity has already been coordinated with the Learning and Development Team.

Meanwhile, the health protocols and the program of activities were also discussed with OCOO representatives and DM, ADSD.



FRANCIS RANDY J. HORTELANO
Manager, Corporate Planning Department

Approved by:



MARK T. LAPID
Chief Operating Officer

¹ Subject to the confirmation of DM, ADSD after consultation with DOH regarding the guidelines on the need for Antigen Test for fully vaccinated individuals. It may be noted that as of October 4, 2021, only 3 onsite participants are not fully vaccinated (1 with no vaccine, 2 with pending 2nd dose).



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

I. Project Title: OPERATIONS PLANNING (November 3-4, 2021)

II. Project Description:

True to one of TIEZA's Core Values, Innovation, and which Corporate Planning Department has initiated, the Authority is resolved and pushes for the adoption of the Integrated Balanced Scorecard (BSC) and Office Performance Commitment and Review (OPCR) Systems. After deliberation, clearance, and guidance from the management over this dynamic and innovative move, TIEZA is inclined to make use of the now approved modified OPCR. As a way of breaking new ground, the Operational Planning will serve as a venue to handle, tackle, and a way guide the Sectors, Departments and Offices as TIEZA undertakes this first step towards institutionalizing the Sectoral and Departmental OPCR. Also, to establish the practice and cascading of the commitment in areas of Budget Utilization Rate, Customer Satisfaction and Learning and Growth, indicators of the same will be embedded to each offices' output.

III. Project Objectives and Target Deliverables:

The activity is intended to finalize the OPCR as basis of the commitment of Sectors, Departments and Offices for 2022. Specifically, it aims to:

- a. Fully implement the integrated BSC and OPCR that aligns Organizational, Sectoral and Departmental scorecards/OPCRs;
- b. Address issues on target setting in the areas of Budget Utilization Rate, Customer Satisfaction and Learning and Growth indicators; and,
- c. Provide a venue for information sharing on certain issues greatly affecting the Authority.

At the end of the two-day activity, the group will be able to finalize all strategic initiatives and objectives and present to PMT/Top Management the FY 2022 Indicative Operational Plans (Integrated Annual Sectoral and Departmental OPCR).

IV. Methodology

The two-day Operational Planning session on November 3-4, 2021 will be facilitated by the Corporate Planning Department at the Multi-Purpose Hall at the 6th floor in Double Dragon.

In consideration of the ongoing pandemic, the activity shall be conducted with strict compliance to health and safety protocols. Attached in **Annex A** are the reminders relative to the said protocols.

Should there, however, be changes in work arrangement in November wherein personnel will not be allowed to report to the office, the two-day sessions will be conducted via Zoom.

V. Target Participants

Mode	Attendees
Onsite	COO, Chief of Staff, Head Technical Assistant, OCOO
	ACOOs and Technical Assistants
	Department Managers
	BAC Secretariat
	COPD Division Managers and Secretariat
Online	PBB Task Force Chairperson and other representatives from OCOO
	Division and Resident Managers

Attached in **Annex B** is the list of both onsite and online participants.

VI. Program of Activities

TENTATIVE SCHEDULE OF PRE-WORK via Zoom	
October 8, 10:00 AM	Learning Session: Presentation of TIEZA PERFORMS and Workshop on How to Fill up OPCR (During the Department Managers' Meeting)
Pre-Work Sessions per Sector (half-day sessions)	
October 19, 8:30 AM-12:00 NN	Financial Plan 2022 Administration and Finance Sector
October 20, 1:00-4:00 PM	Architectural and Engineering Services Sector
October 21, 1:00-4:00 PM	Assets Management Sector
October 25, 8:30 AM-12:00 NN	Offices under the Chief Operating Officer
October 26, 1:00-4:00 PM	TEZ Management Sector

Day 1 – November 3, 2021		
8:30 – 8:45 AM	Preliminaries	Sherryl M. Dalida
8:45 – 9:00 AM	Welcome Remarks	Mr. Mark T. Lapid Chief Operating Officer
9:00 – 9:30 AM	Updates on 2021 Performance (1st-3rd Semester)	Atty. Jose T. Bechayda Jr. OIC, Monitoring & Evaluation Division

9:30 – 11:30 AM	Presentation of OPCRs	Administration and Finance Sector
11:30 AM – 12:30 PM	LUNCH BREAK	
12:30 – 2:00 PM	Presentation of OPCRs (Cont.)	Architectural and Engineering Services Sector
2:00 – 3:30 PM		TEZ Management Sector
END OF DAY 1		
Day 2 – November 4, 2021		
8:30 – 9:00 AM	RECAP of Day 1	Ms. Joyce S. Azurin Acting Manager, Strategic Planning Division
9:00 – 10:30 AM	Presentation of OPCRs (Cont.)	Asset Management Sector
10:30 AM – 12:00 NN		Offices under the Chief Operating Officer – MISD, LEGD, IAUD
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 – 2:00 PM	Presentation of OPCRs (Cont.)	Offices under the Chief Operating Officer - COPD, OCOS
2:00 – 2:30 PM	Procurement Planning	BAC Secretariat
2:30 – 2:45 PM	Ceremonial Signing	Frances V. Eremos
2:45 – 3:00 PM	Synthesis	Corporate Planning Department
3:00 – 3:15 PM	Brief Commitment Messages	Assistant Chief Operating Officers
3:15 – 3:30 PM	Closing Ceremonies	Frances V. Eremos

VII. Administrative Arrangement

All expenses are chargeable to the Learning and Development Team, Human Resource Services Division. Said Division is responsible for the preparation and issuance of Certificates of Attendance, preparation of evaluation and corresponding report, and arrangement on meals.

VIII. Funding Requirement

Particulars	Quantity	Amount
Meals	₱950 x 45 pax x 2 days	₱85,500.00
Pre-planning Meals	Pre-work Sessions: 7 days	
	Oct. 8: ₱150 x 75 pax 1 day	11,250.00
	Oct. 19,20,21,25,26,28: ₱150 x 20 pax x 6 days	18,000.00
Prizes	1 lot of Special Awards	5,000.00
Antigen Test	₱1,000 x 45 attendees/RPs	45,000.00*
Subtotal		₱164,250.00
Contingencies	10% of Total Budget	16,425.00
Total		₱180,675.00

Note: Antigen testing is still subject to the confirmation of DM, ADSD after consultation with DOH regarding the guidelines on the need for Antigen Test for fully vaccinated individuals. It may be noted that as of October 4, 2021, only 3 onsite participants are not fully vaccinated (1 with no vaccine, 2 with pending 2nd dose)

Prepared by:


FRANCES DESIREE V. ELEMOS
Sr. Corporate Planning Analyst


SHERRYL M. DALIDA
Corporate Planning Analyst

Reviewed By:


JOYCE ANN S. AZURIN
Acting Manager, Strategic Planning Division

Endorsed by:


FRANCIS RANDY J. HORTELANO
Manager, Corporate Planning Department

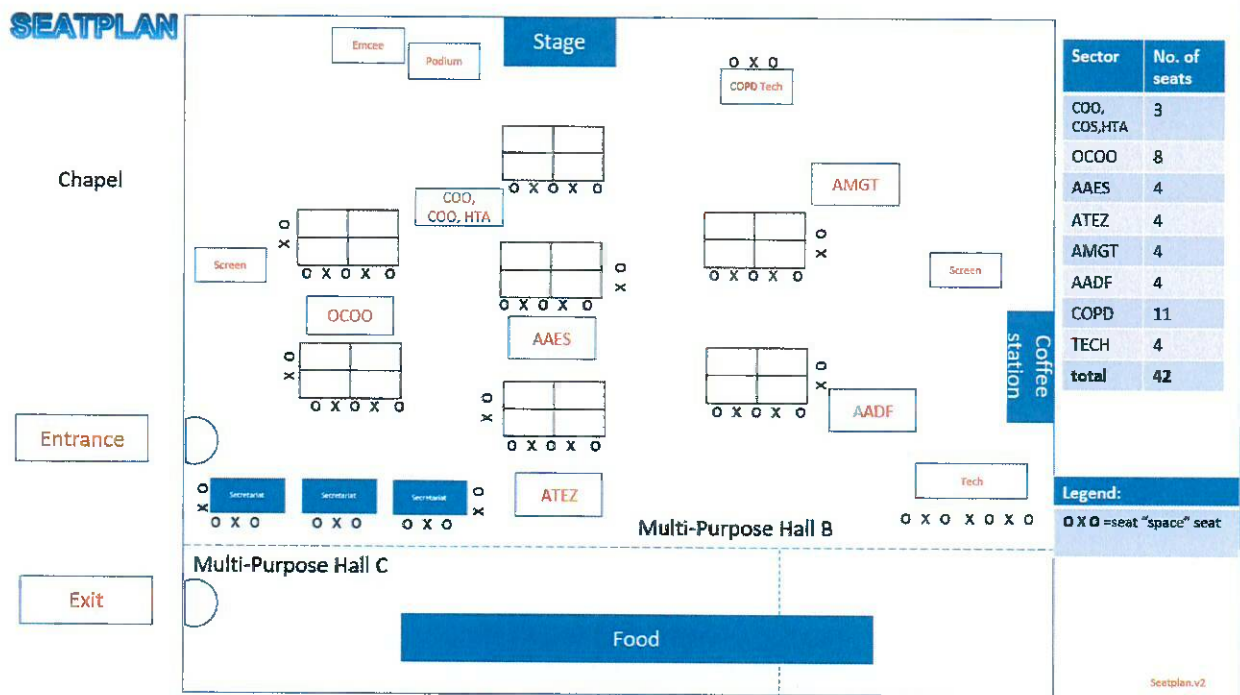
Approved by:


MARK T. LAPID
Chief Operating Officer

ANNEX A – HEALTH PROTOCOLS AND REMINDERS

To ensure the safety of the onsite participants, the following protocols shall be observed:

1. Participants shall wear face masks at all times and only remove them when eating or drinking.
2. Participants should wash their hands and/or spray alcohol/sanitizer. Hand sanitizers and air purifier shall also be provided.
3. Participants will be required to do temperature check and accomplish the online daily health symptoms questionnaire. Those who will manifest symptoms of COVID-19 based on their health symptoms questionnaire shall not be allowed to enter the venue. Further, participants with more than 37.5°C, even after 5 minutes rest, shall not be allowed to enter the venue.
4. There will be provision for the reimbursement of Antigen Test for participants. The test shall be taken within 72 hours prior to the start of the activity. Participants with positive Antigen Test results will not be allowed to join onsite.
5. All participants shall ensure physical distancing, with at least one-meter radius space between the participants. Below is the seat plan for the activity.



6. One-way entrance and exit points will also be observed to avoid heavy foot traffic in the doorways.

7. Participants are encouraged to bring their own pens.
8. Unnecessary gathering of participants resulting in the violation of physical distancing shall be prohibited. Participants should avoid loitering into other tables/sector areas, if not necessary.
9. The COPD Secretariat shall ensure the strict implementation of these guidelines.

ANNEX B

Operations Planning November 3-4, 2021

Proposed Attendees

	Name	Dept.	Sector
ONSITE			
1	Mark T. Lapid	COO	OCOO
2	Atty. Joy M. Bulautan	AADF	AADF
3	Atty. Karen Mae G. Sarinas-Baydo	ATEZ	ATEZ
4	Jetro Nicolas F. Lozada	AMGT	AMGT
5	Engr. Nestor M. Domalanta	AAES	AAES
6	Atty. Bumbo S. Cruz	OCOO	OCOO
7	Michael Marquez	OCOO	OCOO
8	Atty. Al Conrad B. Espaldon	OCOS	OCOO
9	Francis Randy J. Hortelano	COPD	OCOO
10	Atty. Jose T. Bechayda Jr.	COPD	OCOO
11	Joyce Ann S. Azurin	COPD	OCOO
12	Engr. Resurreccion L. Aspuria	IAUD	OCOO
13	Atty. Niño Ruperto F. Aquino	LEGD	OCOO
14	Raquel S. Dela Cruz	MISD	OCOO
15	Anthony V. Mendoza	BAC	OCOO
16	Dr. Rosanna M. Olgado	ADSD	AADF
17	Rodolfo E. Ancheta	FISD	AADF
18	Cristeto G. Ocampo	TAXD	AADF
19	Mylene A. Magsino	AMGT	AMGT
20	Ma. Evelyn A. Francisco	BUDD	AMGT
21	Atty. Ma. Teresa C. Alvarez	OPED	AMGT
22	Nestor Domalanta, Jr.	AAES	AAES
23	Engr. Amelita S. Caganda	PEPD	AAES
24	Engr. Gregory A. Oller	COMD	AAES
25	Catherine E. Sta. Clara	ATEZ	ATEZ
26	Atty. Ivy V. Asetre	TERD	ATEZ
27	Hernando A. Enal	TAMD	ATEZ
	COPD Secretariat		
1	Frances Desiree V. Eremos	COPD	OCOO
2	Sherryl M. Dalida	COPD	OCOO
3	Belinda D. Laranas	COPD	OCOO
4	Evelyn A. Del Rosario	COPD	OCOO
5	Paquito D. Lagrosas Jr.	COPD	OCOO
6	Alex Travis H. Allan Jr.	COPD	OCOO
7	Mikhael Bryan G. Caluya	COPD	OCOO
8	Elaine P. Dizon	COPD	OCOO
9	Melody R. Lejano	COPD	OCOO
10	Ma. Kristina E. Salon	COPD	OCOO
11	May Ann B. Abana	COPD	OCOO
	Technical Staff		
1	Antonio S. Rivera Jr.	GSD	AADF
2	Erwin M. Lunar	GSD	AADF
3	Roger M. Villanueva	GSD	AADF
4	Winston S. Dalogdog	OCOO	OCOO

	Name	Dept.	Sector
ONLINE			
1	Leonardo M. Mendoza	OCOO	OCOO
2	Anna Leah R. Bayot	OCOO	OCOO
3	Janeth Christine A. Ocampo	OCOO	OCOO
4	Edwin F. Verde	IAUD	OCOO
5	Antonio Mari L. Oriondo	IAUD	OCOO
6	Atty. Shangrila C. Quezon	LEGD	OCOO
7	Atty. Michelle C. Rivera	LEGD	OCOO
8	Arthur M. Concepcion	MISD	OCOO
9	Crisanto C. Dazon	MISD	OCOO
10	Daryl John D. Jeruz	MISD	OCOO
11	Josefina U. Soriano	ADSD	AADF
12	Ana Ruth L. Mateo	ADSD	AADF
13	Josephine C. Pagal	TAXD	AADF
14	Eva Marie M. Vicedo	BUDD	AMGT
15	Ma. Zenaida R. Quiñahan	BUDD	AMGT
16	Irene R. Tumaob	BUDD	AMGT
17	Marlon S. Prieto	OPED	AMGT
18	Elleanor G. Gulangan	OPED	AMGT
19	Jose Ramon L. Ramos	OPED	AMGT
20	Ma. Gina I. Martinez	OPED	AMGT
21	Ma. Carmela LV Marquez	OPED	AMGT
22	Claire S. Borja	OPED	AMGT
23	Engr. Jeoffrey L. Macalalad	PEPD	AAES
24	Engr. Rady E. Adame	PEPD	AAES
25	Engr. Eliel Joy A. Sison	COMD	AAES
26	Ermina A. Palomique	TERD	ATEZ
27	Donald R. Maldonado	TERD	ATEZ
28	John B. Domingo	TERD	ATEZ
29	Cesar B. Ladrangan, Jr.	TAMD	ATEZ
30	Jovertlee C. Pudan	TAMD	ATEZ
31	Francis Theodore B. Initorio	TAMD	ATEZ
32	Engr. Bernardo C. Alarilla	TAMD	ATEZ
33	Leonila G. De Peralta	FISD	AADF
34	Eva M. Yu	FISD	AADF
35	Myrna A. Suarez	FISD	AADF

TOTAL ONSITE PARTICIPANTS: 42

Required attendees 27

COPD Secretariat 11

Technical Staff 4

ONLINE ATTENDEES: 35

TOTAL ATTENDEES 77