



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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

(+632) 249-5900 loc. 631  
financialservices@tieza.gov.ph  
www.tieza.gov.ph

**MEMORANDUM**

FOR : OCOO / ACOOs / Department Managers  
FROM : Chairperson, Budget Hearing Committee  
SUBJECT : CY 2022 Budget Call  
DATE : 05 November 2020

This refers to the preparation of CY 2022 Corporate Budget Estimates of the Authority which is an annual requirement of the Department of Budget and Management, Governance Commission for GOCCs, House of Representatives, and the Senate of the Philippines.

In line with this, please submit your Budget Estimates/Proposals to Financial Services Department-Budget Division on or before December 15, 2020, which contains the following:

- a) Personnel Complement;
- b) Maintenance and Other Operating Expenses;
- c) Equipment Outlay;
- d) Project Procurement Management Plan (PPMP);
- e) Projected Revenues:
  - a. Income Statement - For Subsidiary Entities
  - b. Projected Travel Tax Collection - For Travel Tax Department
  - c. Projected Fees & Other Charges from TEZ - For TEZ Monitoring Department and TEZ Regulations Department

For all marked increase in proposal compared to prior year's utilization, please provide justification to support the increase. This will facilitate the review of the proposed expenses.

In addition, please ensure that the proposals are inputted in the Integrated Budget Management and Monitoring System (iBMMS). For any concern with iBMMS, please coordinate directly with Management Information System Department (MISD).

Thank you.

  
ATTY. JOY M. BULAITAN