



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

7th Floor, Tower 1
DoubleDragon Plaza
DD Meridian Park
Macapagal Avenue corner
EDSA Extension
1302 Bay Area Pasay

City

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MEMORANDUM

FOR : The Assistant Chief Operating Officer for Administration and Finance
THRU : The Manager, Administrative Services Department
FROM : The Corporate Planning Department
SUBJECT : 2020 Performance Review and 2021 Performance Planning
DATE : 6 November 2020

Relative to the conduct of the 2020 Performance Review and 2021 Performance Planning, that aims to assess the 2020 performance and align organizational efforts to the following year as well as the Department Scorecards with the 2021 Sectoral and Organizational Scorecard submitted to GCG, we are requesting appropriate budget for the activities stated in our memo dated October 20, 2020.

The Planning activities shall be facilitated by the Corporate Planning Department and is proposed to be virtually executed via MS Teams, as this was seen as effective platform for other activities previously conducted. In line with this, we are proposing food allowance to all participants as stated in the CSC MC No. 18, Series of 2020 "Amendment to Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the period of State of Public Health Emergency due to COVID-19 Pandemic. (Support Mechanism, item E or F)

Budget for the event shall be taken from the Planning (Strategic and Operations) Budget and is estimated at P75,000. Attached is the budget breakdown which includes activities and list of participants.

May we respectfully request your approval on proposed budget for this undertaking.

Thank you.

Anna Leah R. Bayot

ANNA LEAH R. BAYOT

Manager, Strategic Planning Division

Noted:

Francis Randy J. Hortelano

FRANCIS RANDY J. HORTELANO

Manager, Corporate Planning Department



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ESTIMATE BUDGET BREAKDOWN

ACTIVITY	DETAILS	AMOUNT
1. Departmental Scorecard Presentation	<p>Presentation of each Department Scorecards to the middle management</p> <p>Date: November 9, 2020</p> <p><i>Participants:</i> Department Managers, Division Managers, Technical Assistants and Corplan Department</p>	<p>P500 x 60 pax = P30,000.00 (Breakfast, Lunch & PM Snack)</p>
	<p>Presentation of each Department Scorecards to the TOP management</p> <p>Date: November 17-18, 2020</p> <p><i>Participants:</i> COO, ACOOs, Department Managers, Technical Assistants and Corplan Department</p> <p><i>Facilitators:</i> SPD assisted by the Secretariat (L&D & MISD)</p>	<p>P500 x 40 pax x 2days = P40,000.00 (AM&PM Snacks, Lunch)</p>
	Contingencies	P5,000.00
	Total	P75,000.00