September 14, 2021

MEMO TO : ATTY. MARIA TERESA C. ALVAREZ

Manager, Operations Department

FROM : The Manager - Business Development Department

SUBJECT : Request for Review and Update of Maintenance Cost of Rooms /

Submission of Maintenance Cost of Green Fees

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Based on the Gap Assessment made, the Standard Computation of Maintenance Cost (MC) of Hotel Rooms and Green Fees of TIEZA Operating Assets has been identified by the Business Development Department as one of the gaps in achieving an effective pricing scheme.

To address this concern and come up with competitive room and green fee rates, may we request your office to review and re-formulate the computation of the said MC for rooms and develop a new MC for green fees.

The Sales Division of BUDD shall assist the point person of each TIEZA Operating Asset in conducting the research on the above matter and shall be endorsed to you by the 1st week of October 2021.

Further, in preparation for the new set of rates for the period April 1, 2022 – March 31, 2023, may we request for the following not later than October 30, 2021.

1. Updated MC for rooms and new MC for green fees (based on the result of research, review and standard computation done)
2. Proposed Room and Green Fee Rates

For the Operations Department’s consideration and appropriate action, please.

Thank you.

**MA. EVELYNE A. FRANCISCO**

**Noted :**

**JETRO NICOLAS F. LOZADA**

**ACOO - Assets Management Sector**