



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

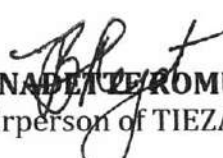
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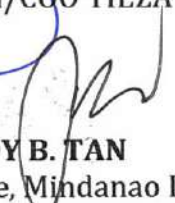
**RESOLUTION NO. R-24-07-18-A**

**BE IT RESOLVED, AS IT IS HEREBY RESOLVED, to approve the GUIDELINES IN SELECTION OF TOURISM INFRASTRUCTURE PROJECTS (attached as "ANNEX A") and THE GUIDELINES IN CANCELLATION OF TOURIM INFRASTRUCTURE PROJECTS (attached as "ANNEX B").**

**ADOPTED**, by the Board of Directors, this 24th day of July 2018 in Makati City, Philippines.


  
**Sec. BERNABE ROMULO-PUYAT**  
Chairperson of TIEZA Board

  
**POCHOLO D. PARAGAS**  
Vice-Chairman/COO TIEZA

  
**Dir. REYZALDY B. TAN**  
Representative, Mindanao Development  
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**ROY B. MARTIN**  
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## **GUIDELINES FOR THE SELECTION OF TOURISM INFRASTRUCTURE PROJECTS**

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### **I. PURPOSE**

To prescribe the criteria and procedures in the selection of tourism infrastructure projects for funding and/or implementation by the Tourism Infrastructure and Enterprise Zone Authority (TIEZA).

### **II. COVERAGE**

These Guidelines shall apply to all tourism infrastructure projects requested by various interested proponents.

### **III. INDISPENSABLE REQUIREMENT**

The guidelines and criteria in the selection of tourism infrastructure projects shall refer to the system of prioritizing, processing and evaluating the various project requests.

#### **A. TECHNICAL EVALUATION REPORT (TER)**

1. A tourism infrastructure project may be considered provided the prescribed passing mark is achieved per criterion in the Technical Evaluation Report (TER) form as assessed by the Technical Inspection Team. The inspection team is composed of representatives from Architectural and Engineering Services Sector and Corporate Planning Department.
2. An average score of Seventy-Five percent (75%) shall constitute the passing mark. All specific criteria must be complied with and shall have a score of at least fifty-percent (50%) and no indicators shall have a zero "0" score.
3. These guidelines do not apply to access road projects.

### **IV. SPECIFIC CRITERIA**

#### **A. MAJOR CONSIDERATIONS (40%):**

1. **TOURISM-RELATED (20%).** It is vital that projects be in accord with the tourism vision to develop existing tourist zones and promote the potential touristic areas and activities that would display the Filipino people's rich heritage and culture. All TIEZA-funded infrastructure projects should be aligned with the National Tourism Development Plan (NTDP) and/or with high touristic value as determined by the Department of Tourism (DOT) Regional Director.



**Table 1: TOURISM-RELATED (20%)**

Put 'x' in appropriate indicators	Indicators	Score
	<b>Alignment to NTDP</b> and/or with high touristic value - <b>20%</b> scores : with certificate – 20% no certificate – 0%	<b>20</b>
	Certification from DOT Regional Director that the project is aligned with NTDP and/or with high touristic value	
	Total	<b>20</b>

**2. GOVERNMENT-OWNED (20%).** Legal constraints dictate that government infrastructure projects should be taken on government property.

Where the site is privately-owned, prior cession of ownership in favor of the government should be executed. In cases where a proposed project otherwise substantially meets all the necessary criteria but is privately-owned, only technical assistance may be extended; provided, however that if the said site has a declaration by the National Commission for Culture and the Arts (NCCA) as a heritage site, national cultural treasure, important cultural property and/or national historical landmark, then the project requested by LGU will still be given technical assistance and/or financial funding.

**Table 2: GOVERNMENT-OWNED (20%)**

Put 'x' in appropriate indicators	Indicators	Score
	<b>Government Ownership - 20%</b> scores : with proof – 20% no proof – 0%	<b>20</b>
	Proof of government ownership (Certificate of Title (OCT, TCT), for consideration : registered deed of donation*, easement of river and coastal area, reclaimed area together with location plan and others of the same nature <b>* The deed of donation must be absolute, not conditional; ensure inclusion of a provision “that the DONOR affirms that this donation is not made with intent to defraud his creditors, and that he has reserved for himself sufficient funds and property”</b>	
	For privately-owned property : Proof of declaration as heritage site, national cultural treasure, important cultural property or national historical landmark; instrument showing prior cession of ownership in favor of government.	
	Total	<b>20</b>

## B. COMMUNITY AND STAKEHOLDER CONSIDERATION (10%).

Stakeholders primarily include the communities within the immediate vicinity, the communities and groups surrounding the same, and the government agencies that will affect or will be affected by the proposed project. Consultation with them and the community is a must. The term "consultation" goes beyond giving information about the project and winning acquiescence but rather involves a dialogue where ideas, opinion and knowledge of the unit concerned are taken into consideration for the betterment of the proposed project. Not only will this encourage support from the community and the stakeholders, consultation also plays a crucial role in the success of the project. Without downgrading outside experts consulted by the proponents, since it is the community that has actual and close-up knowledge of the vicinity, they can give cautions on the past, existing and possible problems that could be crucial to the failure or success of the project.

**Table 3. COMMUNITY AND STAKEHOLDER CONSIDERATION (10%)**

*Note: Proponent to provide submittals for each indicator selected*

Put 'x' in appropriate indicators	Indicators	Score
	<b>Consultation with stakeholders – 2.5%</b> <i>(Stakeholders include 1.local communities, 2.non-government organizations (NGO's), 3.tourism providers and operators, 4.educational institutions, 5.indigenous peoples (IP's), 6.senior citizens, 7.local government units, 8.congressional district representatives, etc)</i> scores : consulted 3 or more stakeholders including the community – 2.5% consulted 2 stakeholders – 1.5% consulted only 1 stakeholder – 1% none – 0%	2.5
	Consulted 3 or more stakeholders including the community	
	Consulted 2 stakeholders	
	Consulted only 1 stakeholder	
	<b>Proof of consultation – 2.5%</b> scores : (number of 'x' mark) 1 and above including consultation with the community- 2.5% 1 and above (but no consultation with the community) – 1.50% No proof - 0%	2.5
	Minutes of the meeting	
	Attendance of the consultation conducted	
	Resolution	
	Others (specify)	
	<b>Stakeholder's Acceptability of the Project – 5%</b> scores : accepted by 3 or more stakeholders including the community- 5% accepted by 2 stakeholders - 3% accepted by 1 stakeholder - 1% none -0%	5
	Accepted 3 or more stakeholders including the community	



	Accepted 2 stakeholders	
	Accepted by 1 stakeholder	
	Total	<b>10</b>

### C. TECHNICAL ASPECTS (50%)

#### 1. DESIGN CONSIDERATION (30%)

To achieve a smooth-sailing operational flow and to avoid discord before, during and after the project's implementation, it is necessary that National and Local Laws such as the National Building Code, National Structural Code of the Philippines, Comprehensive Land Use Plan, among others, be complied. In harmony with the changing times, Architectural and Aesthetic shall consider the emerging technologies such as Green Technology. The proposed project must be such that respects the local culture and heritage and boost the people's sense of cultural and national pride. Thus, creation and preservation of Cultural, Historical, Religious and Heritage sites are highly encouraged.

**Table 4. DESIGN CONSIDERATION (30%)**

*Note: Proponent to provide documents or reflected in TIEZA team's report for each indicator selected*

Put 'x' in appropriate indicators	Indicators	Score
	<b>Utilities – 4%</b> <i>(name of provider and distance of source from the project site)</i> scores : (number of 'x' mark) 2 and above – 4% 1    - 2% 0    - 0%	<b>4</b>
	Availability of water source	
	Availability of power source	
	<b>Accessibility – 5%</b>	
	<b>A. Condition of access road from nearest paved main road to destination (3%)</b> scores : good - 3% fair - 2% bad - 1% none - 0%	<b>5</b>
	Good – well paved (concrete or asphalt)	
	Fair – gravel	
	Bad – non-passable during bad weather (dirt/rough road)	
	None - no access road	
	<b>B. Access to public transportation (2%)</b> scores : presence of public transportation – 2 % limited to private vehicles only - 1%	
	Presence of public transportation (specify)	
	Private vehicles only	
	<b>Conceptual Plan - 10 %</b> scores : (number of 'x' mark)	

	3 and above – 10 % 1 to 2 – 5 % 0 - 0%	<b>10</b>
	Use of green technology	
	Reflective of local culture and heritage	
	Conservation of natural resources	
	Use of local materials	
	Preservation of historic sites	
	Others (specify)	

Put 'x' in appropriate indicators	Indicators	Score
	<b>LGU/Proponent's Counterpart – 3%</b> <i>(provide details of each 'x' mark)</i> scores : (number of 'x' mark) 1 and above – 3% 0 - 0%	<b>3</b>
	Financial counterpart	
	Demolition of existing structures	
	Clearing/cleaning of the site	
	Earthfilling and levelling works	
	Utility connection	
	Construction permits and other clearances from other concerned agencies	
	Others (specify)	
	<b>Compliance to relevant laws - 4%</b> scores : (number of 'x' mark) 2 and above – 4% 1 - 2% 0 - 0%	<b>4</b>
	Gender and Development (GAD) compliant	
	NCCA compliant – for CHRH sites	
	DENR compliant – for ecotourism sites - <i>tree cutting permit</i> (revised forestry code PD705 sec 28) - <i>environmental compliance certificate/certificate of non-coverage</i> (PD#1586; DENR Administrative Order (DAO) 2003-30; Malacañang AO#42 S2002); - <i>tenurial instruments</i> (revised forestry code PD705; DAO 2004-28; DAO 2009-16; DAO 2011-02; Public Land Act; DAO 2004-24; NIPAS Act of 1992; DAO 2008-26; DAO 2007-17) - <i>wastewater discharge permit</i> (Philippine Clean Water Act of 2004 sec 14; DAO 2005-10) - <i>standard design and specification of signs, buildings, facilities and other infrastructure that may be installed and/or constructed within protected areas (DAO 2009-09)</i>	
	Others (specify)	
	<b>Environmental impact prevention and mitigation measures - 4%</b> scores : (number of 'x' mark) 4 and above – 4% 3 - 3% 2 - 2% 1 - 1%	

	0 - 0%	<b>4</b>
	waste management (reduce & recycle waste, sewage treatment)	
	efficient use of energy (use of low energy consumption technologies for lighting, solar energy as source of energy, use of natural lighting and ventilation)	
	safe and efficient use of water resources (use of rainwater catchments, etc)	
	retention of native vegetation to secure integrity of the site	
	use of local raw material or environmental-friendly materials for the project	
	planning control for noise pollution and fire-hazards	
Put 'x' in appropriate indicators	Indicators	
	avoidance of negative impact due to transport (plan for minimum disturbance to sensitive areas and wildlife corridors)	
	disaster risk and management plan	
	Others (specify)	
	Total	<b>30</b>

## 2. ECONOMIC CONSIDERATION (20%)

The project must be in conjunction with, and shore up a declared national policy, that is, the indispensability of tourism in the national economy. Hence, the project must enhance employment and other livelihood opportunities and must serve as an economic catalyst that will directly or indirectly benefit the local community concerned. It should generate revenues to cover the expenses for its maintenance, operations and services during its projected lifetime without additional infusion of TIEZA subsidy. In connection therewith, the project proponent must clearly indicate and layout the project's revenue-generating potential taking into consideration the changing times as well as the social, economic and political factors that could possibly affect its sustainability.

**Table 5. ECONOMIC CONSIDERATION (20%)**

*Note: Proponent to provide submittals for each indicator selected*

Put 'x' in appropriate indicators	Indicators	Score
	<b>Trainings and capacity building program for the community and LGU in preparation for the operation of the project - 2%</b> scores : (number of 'x' mark) 1 and above - 2% 0 - 0%	<b>2</b>
	Trainings and capacity building program	
	Others (specify)	
	<b>Revenue to be derived from the operation of the project- 4%</b> scores : (number of 'x' mark) 2 and above - 5% 1 - 2%	<b>5</b>



	0 - 0%	
	Revenue generated from the operation of the project	
	Creation of new business opportunities	
	Others (specify)	

Put 'x' in appropriate indicators	Indicators	Score
	<b>Employment and livelihood opportunities to be generated due to operation of the project - 4%</b> scores : (number of 'x' mark) 2 and above - 4% 1 - 2% 0 - 0%	4
	Jobs generated (specify types of jobs)	
	Livelihood opportunities (specify list of livelihood opportunities)	
	<b>Tourist arrivals (at least for the past 2 years) - 5 %</b> scores : above 50% increase - 5% above 10% to 50% - 4% 10% and below - 2% No record - 0	5
	Year                      Number of                      % of increase/decrease Tourist Arrival                      Formula = $\frac{Y2-Y1}{Y1} \times 100$ for the previous 2 years                      Y1	
	Y1 (2 years ago)	
	Y2 (previous year)	
	<b>Peace and Order - 4%</b> scores : (number of 'x' mark) 1 and above - 4% none - 0%	
	Presence of AFP/PNP outpost/camp within 5km radius	4
	Safety and security program	
	Others (specify)	
	Total	20

## V. PRIORITY PROJECTS

Generally, projects that will be given priority for funding will be those that are consistent with the National Tourism Development Plan, and the improvement or construction of tourist facilities that have direct revenue generating features sufficient to sustain their operating and maintenance costs.

Other proposals such as the following projects and those with no direct impact to tourism and which funding may be sourced from other government agencies and/or entities whether national or local such not be accommodated unless part of an integrated tourism project and those to be used as part of the development of historic, cultural, religious and heritage sites, and ecotourism sites in depressed provinces with strong tourism potentials, to wit:

### A. Basketball/Tennis courts and other similar sports facilities;

- B. Barangay halls, Plaza and Children's parks and playgrounds (unless otherwise considered as national tourism attractions by themselves;
- C. Streetlights;
- D. Waiting sheds;
- E. Welcome arches;
- F. Perimeter fences;
- G. Billboards;
- I. Landscaping;
- J. Zipline and other similar devices;
- K. Festivals/events/tournaments;
- L. Multi-purpose halls; and
- M. Directional Markers and signages

## **VI. ROLE OF EACH PARTIES**

### **A. PROPONENT**

1. Submit to the Department of Tourism (DOT) Regional Office the following:
  - 1.1. Letter-request together with a Resolution from the appropriate Sanggunian;
  - 1.2. Project Proposal (scope of work with budgetary estimates, environmental impact mitigation and prevention measures, feasibility study if necessary, and maintenance and operation plan of the project);
  - 1.3. Conceptual Plan;
  - 1.4. Proof of government ownership over the property
2. Upon advice of TIEZA, assist the Authority's technical team in the conduct of on-site project evaluation, provide necessary manpower support, secure their safety and extend to them whatever assistance that may be required.
3. After board approval of the project and upon advice of TIEZA, submit within thirty (30) days the following:
  - 3.1 Detailed Engineering Design (DED) that includes architectural and engineering plans with topographic map and location plan, program of work with detailed cost estimate and back-up computation, technical specifications and work schedule with detailed computation for contract time for evaluation and approval by TIEZA;
  - 3.2. Structural design and analysis, soil and foundation investigation, etc., if necessary
  - 3.2 Approved budget for the maintenance and operational costs of the project, stating clearly the cost and source of its counterpart fund; and
  - 3.3 Other Legal documents that may be required

### **B. ROLE OF THE DOT REGIONAL OFFICES:**

1. Receive project proposals and prescreen and evaluate tourism value and/or alignment of the proposed project to the NTDP based on the documentary requirements of TIEZA and return to proponent project proposals with incomplete documents.
2. After evaluation, forward to TIEZA complete documents with endorsement or denial of the project proposal.
3. Extend whatever support is feasible to proponent and/or TIEZA.

### **C. ROLE OF TIEZA**

1. Evaluates closely all project proposals in accordance with these guidelines as well as the budget ceiling approved by the TIEZA Board for every current year.
2. Within thirty days from receipt of the letter-request from the proponent, informs proponent of the status of said request, i.e. whether the project is within the priority or low priority category and accordingly advise proponent of whatever activities it will further undertake, if applicable.
3. Enters into a Memorandum of Agreement with the proponent, requiring the latter, among others, to submit the approved budget appropriation for the operation and maintenance of the project.

## **VII. DOCUMENTARY REQUIREMENTS**

The following documents are hereby required to be submitted:

### **A. Initial Requirements for Evaluation:**

1. Letter-request
2. Evaluation & Endorsement from DOT Regional Office
3. Resolution from the appropriate Sanggunian
4. Project Proposal (scope of work with budgetary estimates, environmental impact mitigation and prevention measures, feasibility study if necessary, and maintenance and operation plan of the project)
5. Conceptual Plan
6. Proof of government ownership over the property (OCT, TCT registered deed of donation, etc. i.e. easement of river and coastal area, reclaimed area) together with location plan

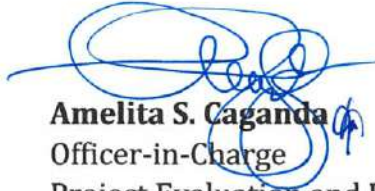
### **B. Additional Requirements for Board Approved Projects:**

1. Detailed engineering design
  - architectural and engineering plans with topographic map & location plan
  - program of work with detailed cost estimate & back-up computation
  - technical specifications
  - work schedule w/ detailed computation of contract time
2. Structural design and analysis, soil and foundation investigation, etc., if necessary
3. Approved budget for the maintenance and operational costs of the project, stating clearly the cost and source of its counterpart fund.



These guidelines shall take effect immediately upon approval by the TIEZA board. Any guidelines inconsistent herewith shall be superseded.

Prepared By:



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