

## **MANDATE**

- To designate, regulate, and supervise tourism enterprise zones established under R.A. 9593
- To develop, manage and supervise tourism infrastructure projects nationwide
- To provide technical and financial assistance to qualified tourism projects, investors and proponents (both government and private)
- To exercise PTA functions under P.D. 564

## **FUNCTIONS**

### **I. OFFICE OF THE CORPORATE SECRETARY**

- A. Office of the Corporate Board Secretary** – Ensure the critical corporate matters and provide corporate secretariat services to the TIEZA Board of Directors.
- B. Internal Audit Department** – Advise the TIEZA Board on all matters relating to management control, financial and operations audit.
  - **Financial Audit Division**
  - **Operations Audit Division**

### **II. OFFICE OF THE CHIEF OPERATING OFFICER (COO) – Perform general policy, strategic and decision-making functions for the TIEZA.**

- A. Management Systems Information Department** – Establish an effective information management framework to encompass the analysis, design, and implementation of timely, effective, and coordinated computerized information and communication technology systems for TIEZA.
- B. Corporate Planning Department** – Provide advisory services to top management and the various departments in the area of strategic planning and monitoring and evaluation.
  - **Strategic Planning Division**
  - **Monitoring and Evaluation Division**
- C. Legal Department** – Responsible in providing overall legal services such as contract administration, legislative work, tax and corporate services, litigation, researches and studies and other legal services to TIEZA.
  - **Litigation Division**
  - **Legal Services Division**

**III. ADMINISTRATION AND FINANCE SECTOR** – Manage and supervise the Corporation’s financial resources, activities and accounts.

**A. Administrative Services Department** – Provide advisory and specialized services of matters pertaining to Human Resources Management and Development and provide an integrated and well-systematized auxiliary/support services in the area of procurement, property and supply management, and other general services.

- **Human Resources Division**
- **General Services Division**

**B. Financial Services Department** – Ensure the effective and efficient utilization of funds in the implementation of plans and programs of the TIEZA organization and in accordance with corporate policies and government rules and regulations.

- **Accounting Division**
- **Budget Division**
- **Treasury Division**

**C. Travel Tax Department** – Develop and implement basic policies and guidelines for the collection of travel taxes.

- **Examination Division**
- **Privilege Administration Division**

**IV. ARCHITECTURAL AND ENGINEERING SERVICES SECTOR** – Formulate tourism infrastructure policies, guidelines and procedures and oversee the evaluation/validation of tourism infrastructure/estates development proposals for the COO’s approval.

**A. Project Evaluation and Planning Department** – Provide technical engineering services in the preparation of the Terms of Reference, Feasibility Study, Conceptual Plans, Detailed Engineering Design and other necessary project documents.

- **Project Planning and Design Division**
- **Project Management Division**

**B. Construction Management Department** – Oversee the efficient development and execution of engineering plans and programs to ensure the Authority’s use of appropriate technology and cost effective processes in the design, construction and quality control of all tourism infrastructure projects.

- **Construction Supervision Division**
- **Contract Management Division**

**V. ASSET MANAGEMENT SECTOR** – Responsible for the general management and administration of the various units.

**A. Operations Department** – Implement policies and programs relative to the development, management, and supervision of TIEZA-operated tourism facilities as well as the development, rehabilitation and maintenance disposition of other assets/properties of the Authority.

- **Operating Entities** – Institute cost effective and efficient systems in the administration of TIEZA-owned and operated tourism facilities.

**B. Business Development Department** – Identify and initiate the development of viable tourism programs and projects for TIEZA facilities and properties.

- **Business Research and Development Division**
- **Sales Division**

**VI. TOURISM ENTERPRISE ZONE MANAGEMENT SECTOR** – Responsible for the formulation and implementation of policies, guidelines, rules and regulations governing operation of TEZs pursuant to R.A. No. 9593.

**A. TEZ Regulation Department** – Evaluate the application for designation of TEZs/registration of TEZ enterprises and recommend to management appropriate action to be taken on applications for TEZ designation/enterprise registration.

- **Evaluation and Registration Division**
- **Permits and Licenses Division**
- **Incentives Administration Division**

**B. TEZ Monitoring Department** – Inspect and monitor TEZs/RTEs and ensures compliance with policies, guidelines, rules and regulations and act on complaints and mediates/resolves disputes within the TEZ.

- **TEZ Compliance Monitoring Division**

**LOGICAL FRAMEWORK**

