

GUIDELINES IN THE SELECTION OF TOURISM INFRASTRUCTURE PROJECTS

**(As amended by TIEZA Board
Resolution No. R-14-12-20-A)**

I. PURPOSE

To prescribe the criteria and procedure in the selection of tourism infrastructure projects to be funded and implemented by the Tourism Infrastructure and Enterprise Zone Authority (TIEZA).

II. COVERAGE

- 1) The Guidelines in the Selection of Tourism Infrastructure Projects shall apply to infrastructure projects the funding of which are formally requested in writing by various proponents to be undertaken by TIEZA.
- 2) A proponent may refer to a local government unit, government owned or controlled corporation, national government agency, or any government arm, bureau, or institution.
- 3) Priority for funding is given to the following infrastructure projects:
 - a) Those projects that are consistent with the National Tourism Development Plan.
 - b) Those projects for improvement or construction of tourist facilities that have direct revenue generating features sufficient to sustain their operating and maintenance costs.
 - c) Eco-tourism projects.
 - d) Those projects that are located within a declared Cultural, Historical, Religious, and Heritage site.
 - e) Those projects that are potential tourist destinations based on concrete data.
- 4) Infrastructure projects that have no direct impact to tourism and funding of which may be sourced from other national or local government agencies and/or entities shall not be accommodated unless they are part of an integrated tourism project, or are embraced in development of historic, cultural, religious and heritage sites, and ecotourism sites in depressed provinces with strong tourism potentials. Example of these projects are:
 - 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;
 - h) Landscaping;
 - i) Zipline and other similar devices;
 - j) Festivals/events/tournaments;
 - k) Multi-purpose halls; and
 - l) Directional Markers and signages

III. DOCUMENTARY REQUIREMENTS

The following documents are required to be submitted:

A. For project evaluation

1. Letter-request
2. Evaluation and Endorsement from DOT Regional Office
3. Regional Development Council (RDC) endorsement for projects amounting to fifty million (Php 50,000,000.00) and above
4. Resolution from the appropriate Sanggunian Body.
5. 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)
6. Conceptual Plan
7. 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, clearly stating the cost and source of its counterpart fund.

IV. PROJECT EVALUATION

All proposed projects shall be evaluated based on the criteria prescribed in these guidelines and shall be graded accordingly in the Technical Evaluation Report (TER). A technical evaluation report is the summary of all ratings in the criteria obtained by a proposed project after a thorough technical inspection and ultimately determines whether the said project should be recommended for funding to the TIEZA Board of Directors.

- 1) Upon submission of the project funding proposal with the documentary requirements provided under ITEM III (A), the Project Evaluation and Planning Department (PEPD) shall conduct a technical inspection on the project. The inspection team shall be composed of personnel from the AESS. 2) PEPD will then rate the project under the criteria prescribed in these guidelines and shall issue the corresponding Technical Evaluation Report (TER).

- 2) A proposed project must obtain a grade of at least seventy five percent (75%) in the TER for the same to be recommended for TIEZA Board Approval. Projects which obtained a grade of less than 75 but no more less than 50 percent shall be deferred until the proponent complies with the necessary requirements.
- 3) All criteria must be filled up. Otherwise, a grade equivalent to zero due to non-compliance by the proponent shall automatically cause the deferral of the project proposal.

IV. CRITERIA FOR PROJECT EVALUATION

A. MAJOR CONSIDERATIONS (40%):

1. TOURISM-RELATED (20%). It is vital that tourism infrastructure projects shall 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 - FOR PROJECTS AMOUNTING TO LESS THAN FIFTY MILLION (20%)

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

For proposed projects amounting to fifty million pesos (50,000,000.00) and above, the proponent shall submit an endorsement from the Regional Development Council in addition to the documentary requirements provided under ITEM III (A).

Table 2: TOURISM-RELATED - FOR PROJECTS AMOUNTING TO FIFTY MILLION AND ABOVE (20%)

Put 'x' in appropriate indicators	_____ 50 M and above (RDP)	Score
	Alignment to NTDP and/or with high touristic value - 20% scores : with DOT endorsement - 10% with RDC endorsement - 10% no certificate - 0%	20

	Certification from DOT Regional Director that the project is aligned with NTDP and/or with high touristic value	
	Total	20

2. GOVERNMENT-OWNED (20%). Section 4, Par. 2 of Presidential Decree No. 1445 entitled ORDAINING AND INSTITUTING A GOVERNMENT AUDITING CODE OF THE PHILIPPINES clearly states that Government funds or property shall be spent or used solely for public purposes. Thus, all infrastructure projects funded by TIEZA shall be constructed on a government-owned 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
	Government Ownership - 20% scores : with proof - 20% no proof - 0%	20
	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 *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"	
	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	20

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 mandatory. 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 stakeholders concerned are taken into consideration for the betterment of the proposed project. Aside from gaining support from the community and the stakeholders, consultation also plays a crucial role in the

success of the project. Since the community and the stakeholders have actual and close-up knowledge of the vicinity, they can provide learned experience regarding past, existing and possible problems that could be crucial to the failure or success of the project.

The consultation meeting with the community must be supported by the following documentary evidence:

- 1) The consultation meeting was conducted in accordance with the existing laws, rules, and guidelines;
- 2) The consultation meeting was conducted to discuss the proposed project;
- 3) The consultation meeting was held with the proper community or stakeholders concerned; and
- 4) The participants in the consultation meeting must have signed in the attendance sheet and the minutes thereof.

Table 3. COMMUNITY AND STAKEHOLDER CONSIDERATION (10%)

Note: Proponent to provide submittals for each indicator selected

Put 'x' in appropriate indicators	Indicators	Score
	<p>Consultation with stakeholders – 2.5% <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></p> <p>scores :</p> <p>consulted 3 or more stakeholders including the community – 2.5%</p> <p>consulted 2 stakeholders –1.5%</p> <p>consulted only 1 stakeholder – 1%</p> <p>none – 0%</p> <p>Even if the project accumulated the passing rate of at least 75% based on the TER but the proponent failed to submit the evidence of consultation, the same shall not be presented to the TIEZA Infrastructure Committee)</p>	2.5
	Consulted 3 or more stakeholders including the community	
	Consulted 2 stakeholders	
	Consulted only 1 stakeholder	
	<p>Proof of consultation – 2.5% scores : (number of 'x' mark)</p> <p>1 and above including consultation with the community- 2.5%</p> <p>1 and above (but no consultation with the community) – 1.50%</p> <p>No proof- 0%</p>	2.5
	Minutes of the meeting	
	Attendance of the consultation conducted	
	Resolution	
	Others (specify)	
	<p>Stakeholder's Acceptability of the Project – 5% scores :</p>	

	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	10

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
	Utilities - 4% <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%	4
	Availability of water source	
	Availability of power source	
	Accessibility - 5%	
	A. Condition of access road from nearest paved main road to destination (3%) scores : good - 3% fair - 2% bad - 1% none - 0%	5
	Good - well paved (concrete or asphalt)	
	Fair - gravel	
	Bad - non-passable during bad weather (dirt/rough road)	
	None - no access road	

	B. Access to public transportation (2%) scores : presence of public transportation -2 % limited to private vehicles only - 1%	
	Presence of public transportation (specify)	
	Private vehicles only	
	Conceptual Plan - 10 % scores : (number of 'x' mark) 3 and above -10 % 1 to 2 - 5 % 0 - 0%	10
	Use of green technology	
	Reflective of local culture and heritage	
	Conservation of natural resources	
	Use of local materials	
	Preservation of historic sites	
	Others (specify)	

	LGU/Proponent's Counterpart - 3% <i>(provide details of each 'x' mark)</i> scores : (number of 'x' mark)	
	Certification from LGU - 2% (1. The certification should contain that the proponent undertakes the responsibility of developing the site, that there are no right of way issues existing therein, and that the site, upon approval of the proposal, shall not be relocated; 2. Even if the project accumulated the passing rate of 75% based on the TER but the proponent failed to submit the certification, the same shall not be presented to the TIEZA Infrastructure Committee)	3
	Others 1 and above - 1%	
	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)	
	Compliance to relevant laws - 4% scores : (number of 'x' mark) 2 and above - 4% 1 - 2% 0 - 0%	4
	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)	
	Environmental impact prevention and mitigation measures - 4% scores : (number of 'x' mark) 4 and above - 4% 3 - 3% 2 - 2% 1 - 1% 0 - 0%	4
	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	30

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
	Trainings and capacity building program for the community and LGU in preparation for the operation of the project - 2% scores : (number of 'x' mark) 1 and above - 2% 0 - 0%	2
	Trainings and capacity building program	
	Others (specify)	
	Revenue to be derived from the operation of the project- 4% scores : (number of 'x' mark) 2 and above - 5% 1 - 2% 0 - 0%	5
	Revenue generated from the operation of the project	
	Creation of new business opportunities	
	Others (specify)	
	Employment and livelihood opportunities to be generated due to operation of the project - 4% 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)	
	Tourist arrivals (at least for the past 2 years) - 5 % scores : above 50% increase - 5% above 10% to 50% - 4% 10% and below - 2% No record - 0	5
	Year Number of Tourist Arrival % of increase/decrease for the previous 2 years Formula = $\frac{(Y2-Y1)}{Y1} \times 100$	
	Y1 (2 years ago)	
	Y2 (previous year)	
	Peace and Order - 4% scores : (number of 'x' mark) 1 and above - 4% none - 0%	4
	Presence of AFP/PNP outpost/camp within 5km radius	
	Safety and security program	
	Others (specify)	
	Total	20

V. 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 advice proponent of whatever activities it will further undertake, if applicable.

VI. FINAL PROVISION

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


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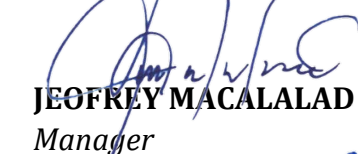


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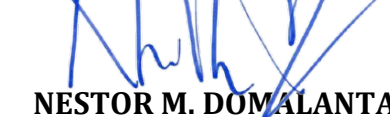


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**ANNEX A – TECHNICAL
EVALUATION CRITERIA FOR
PROJECTS AMOUNTING TO LESS
THAN FIFTY MILLION PESOS**

**ANNEX B – TECHNICAL
EVALUATION CRITERIA FOR
PROJECTS AMOUNTING TO
FIFTY MILLION AND ABOVE**