

DEPARTMENT OF TOURISM – MIMAROPA
TOURISM DEVELOPMENT DIVISION
TERMS OF REFERENCE
(Ground Handling)

I. PROJECT TITLE

Reflections and Resolutions: A Year End Assessment of
Tourism Development Division
Dates of Implementation: January 11-12, 2024

II. PROJECT BACKGROUND

The calendar year 2023 is coming to end. All the programmed projects have already been completed and only the development program on Kalayaan Palawan is on-going, which fund has been transferred from the Office of Tourism Regulation Coordination and Resource Generation.

The implementation of the projects and activities of the Tourism Development Planning and the Market and Product Development Units have all been successfully implemented, however, there are instances where challenges have been met and there were also strategies employed which have become effective to smoothly complete the project.

For this reason, there is a need to conduct a year end comprehensive assessment of projects implemented during the current year in order to evaluate the effectiveness of project implementation and identify the areas for improvement.

III. DOCUMENTARY REQUIREMENTS FOR TRAINING PROVIDERS

1. Mayor's/Business Permit
2. Proof of PhilGEPS Platinum Registration
3. Omnibus Sworn Statement
4. Valid DOT Accreditation Certificate
5. DTI / SEC Registration

IV. SPECIFIC REQUIREMENTS

- A. Accommodation
 - One (1) single room

 - Four (4) twin rooms
- B. Venue and Meals (Managed buffet lunch and dinner with AM and PM Snacks)
- C. One (1) meeting room which can accommodate 10 pax 2 days
- D. Fuel for Vehicle 2 way

V. APPROVED BUDGET FOR THE CONTRACT

FORTY-THREE THOUSAND ONE HUNDRED EIGHTY PESOS (₱43,180.00)
inclusive of all applicable taxes and service fees.

VI. PROJECT OFFICER/CONTACT PERSON

YOLANDA B. CABIGAO

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