


# CLARK INTERNATIONAL AIRPORT CORPORATION

## AGENCY ACTION PLAN AND STATUS OF IMPLEMENTATION

### Audit Observation and Recommendations

For the Calendar Year 2022

As of 31 December 2023

AOM NO.	Audit Observations	Audit Recommendation	Agency Action Plan				Status of Implementation	Reason for Partial/ Delay / Non-Implementation If Applicable	Action Taken/ action to be taken / Remarks
			CIAC COMMITMENT	Person/ Dept. Responsible	Target Implementation Date				
					Start	End			
2023-001(2022)-CIAC	The Clark International Airport Corporation (CIAC) has successfully implemented 22 out of its 23 Gender and Development (GAD) Programs/Activities/Projects (PAPs) programmed for calendar year (CY) 2022. Moreover, the Corporation has substantially and effectively complied with gender mainstreaming in all management processes due to allocation of funds for the GAD Plan and Budget (GPB) beyond the five percent (5%) threshold and a notable high fund utilization rate, which exceeded the approved budget by 52.05%. As a result, the responsiveness of PAPs intended to address identified	a. Consistently observe timely submission of the Annual GAD Plan and Budget (GPB) and the corresponding Accomplishment Report (AR) pursuant to the provisions of COA Circular No. 2014-001 dated March 18, 2014 on the Revised Guidelines in the Audit of Gender and Development (GAD) Funds and Activities in the Government Agencies including the prescribed period of submission thereof to the	a. CIAC commits to consistently observe the provisions of COA Circular No. 2014-001 which is the submission of the Annual GAD Plan and Budget (GPB) and Accomplishment Report to COA Audit team after review of PCW.	GAD Focal Point System			Implemented	n/a	<p>For GPB 2024, to be submitted to COA within 5 days from receipt of the approved plan from PCW. Still awaiting for the deadline of submission from PCW as of this writing</p> <p><u><b>*Update as of 31 Dec 2023:</b></u> <u>The GPB 2024 was submitted to PCW last November 05, 2023. The said report was returned by PCW in December 14, 2023 for revision of certain items. Submission of revised GPB 2024 is due by January 20, 2024.</u></p> <p>For GAD Accomplishment Report, to be submitted within 5 days from the end of January 2024.</p> <p><u><b>*Update as of 31 Dec 2023:</b></u> <u>Submission of the 2023 GAD Accomplishment Report to PCW is on March 01, 2024.</u></p>
<div>CIAC COMMISSION ON AUDIT</div> <div>RECEIVED BY </div> <div>DATE &amp; TIME <u>Jan. 11/9:41am</u></div>									

CIAC COMMISSION ON AUDIT

RECEIVED BY

DATE & TIME

Jan 11/9:41am

	gender issues was ensured, consistent with the provisions of the Philippine Commission on Women (PCW), National Economic Development Authority (NEDA) and the Department of Budget and Management (DBM) Joint Circular (JC) 2012-01, Section 36 (a), Chapter VI of Republic Act (R.A.) 9710, or the Magna Carta of Women (MCW), and Paragraphs 2.3 and 6.1 of the aforementioned Joint Circular.	COA Audit Team;							
		b. Continue to allot the required funding for GAD-related activities in the succeeding years in order to facilitate the attainment of more relevant and significant gender objectives in the pursuit of gender equality and women empowerment in the workplace;	b. CIAC commits to allot at least five percent (5%) of its total agency budget for the implementation of its GAD plans, programs & activities that will promote Gender Equality and Equity in order to create a gender sensitive environment in the office and in the aviation complex.	GAD Focal Point System	December 1, 2023	December 31, 2023	Implemented	n/a	For FY 2024, at least 5% of the total CIAC budget shall be allotted. Please see attached Annex A for the target Budget Calendar for CY 2024
		c. Continue to develop more GAD programs/activities intended for the locators and investors of the CIAC that will build, create, establish and increase awareness on gender issues and women empowerment, thus, fulfilling the Corporation's mandate in ensuring a viable business environment for its locators and investors,	c.1 Formulate agency GAD plans, programs and budget in response to the gender gaps and issues faced by their clients and constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;  c.2 Monitor the implementation of GAD-related programs, activities and	GAD Focal Point System	December 1, 2023	December 29, 2023		n/a	To submit the 2024 GPB to COA within 5 days from approval by PCW  <b><u>*Update as of 31 Dec 2023:</u></b> <b><u>The GPB 2024 was submitted to PCW last November 05, 2023. The said report was returned by PCW in December 14, 2023 for revision of certain items. Submission of revised GPB 2024 is due by January 20, 2024.</u></b>
				GAD Focal Point System	June 15, 2023	December 31, 2023		n/a	<b><u>*Update as of 31 Dec 2023:</u></b> <b><u>On-going preparation of the 2023 GAD AR as of this writing.</u></b>  <b><u>Submission of the 2023 GAD AR to</u></b>



		responsive and effective government operations.							
2023-002(2022) -CIAC	The expenditure for the Procurement of 12 units of laptop computers amounting to ₱947,667.60 was deemed excessive, which is a departure from Section 2 of Presidential Decree (P.D.) No. 1445 resulting to lost savings ranging from ₱213,240.00 to ₱245,640.00 that could have been realized had the procurement been judiciously and meticulously planned, including the conduct of validation by the Bids and Awards Committee (BAC) or the Procurement Department to ensure that the Corporation is entering into a contract with a supplier that is technically, legally, and financially capable, with the ultimate goal of protecting the interests of the government.	<p>a. Cause the refund of ₱230,820.00 by responsible officials and employees of the Corporation for the overpriced transaction that was deemed excessive expenditure, resulting in a loss to the government and placing the latter in a disadvantageous position. Otherwise, this will be disallowed in the audit;</p> <p>b. Warrant that all information and documents posted on the Corporation's and PhilGEPS websites are verified, accurate, and consistent with other documents to promote data integrity and encourage fair competition;</p> <p>c. Instruct the Bids and Awards Committee (BAC) to execute the procurement</p>	<p>a. Warrant that all information and documents posted at CIAC and PHILGEPS website are verified, accurate and consistent with other documents to promote data integrity and encourage fair competition;</p> <p>b. Instruct the BAC to execute the procurement activities as planned. As a</p>	Procurement Division			Implemented		<p>The supplier, RGW Computer Trading, returned the amount of TWO HUNDRED THIRTY THOUSAND EIGHT HUNDRED TWENTY PESOS (Php230,820) on April 13, 2023 through Security Bank Check No. 0159411 dated April 13, 2023. Please see Annex C for the copy of OR No. 9073376Z</p> <p>During the BAC Meeting on 24 March 2023, the BAC Chairperson discussed the AOM concerning the overpriced laptop computers. The Chairperson reiterated that everyone should take the said matter seriously and be careful with the budget and do not overpriced. He also requested the Internal Audit Department to help the BAC and Procurement Department to avoid such overpricing incident in the future. Please see attached Minutes No. 03-09 Series of 2023 (Annex D)</p> <p>Please see sample minutes of the meeting dated March 30 as attached in Annex E. The Administrative Manager reminded all staff to revisit the approved procedure and ensure that they will strictly follow and comply with all applicable provisions of the procurement law. That the said incident should not recur because the management shall act accordingly and shall impose appropriate sanctions to all involved personnel</p> <p>The OPCR for each department shall include as target the budget utilization of at least 90%.</p> <p><b><u>*Update as of 31 Dec 2023:</u></b></p>
							Implemented.		
					Starting 2024	Starting 2024	For implementation		

		activities as planned in order to prevent delays in the project implementation and to effectively validate and scrutinize the supplier's technical, legal, and financial capabilities that are qualified to transact or enter into a contract with the government;	matter of fact, as early as November and December 2022 and early January 2023, the CIAC Management Committee through the recommendation of the BAC has already informed all departments strictly abide with their procurement activated schedules and the same shall be properly reflected in their OPCR/IPCR with the penalty of being disqualified from being entitled to the PBB;						<p><u>The Strategy &amp; Corporate Management Dept (SCMD) issued a memo dated Dec. 27, 2023, regarding the submission of 2024 OPCR's, requiring all departments to include the target of 90% budget utilization rate with an allotted weight of 5%. (Annex M)</u></p> <p><u>The Administrative Department issued a memo dated December 20, 2023 to all implementing units/end user representatives of the 2024 APP, reminding them of the 1<sup>st</sup> quarter 2024 programmed procurements. (Annex N)</u></p>
		d. Require the BAC and Procurement Department to strictly comply with the pertinent provisions of the Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184, and Administrative Order (A.O.) No. 17, series of 2011, in support	c. Require the BAC and Procurement Department to strictly comply with the pertinent provisions of the Revised Implementing Rules and Regulations (RIRR) of the Republic Act (RA) No. 9184, and Administrative Order (AO) No. 17, series of	Procurement Division			Implemented		The BAC and the Administrative Department shall remind every meeting all members of the BAC, the BAC Secretariat, the Procurement Division and the TWG to compliance with the procurement law.

		<p>of the government policy on transparency, competitiveness, streamlined procurement process and public monitoring by ensuring that information on actual documentations agree with the information posted in the PhilGEPS;</p> <p>e. Require the BAC to perform validation of the technical, legal and financial capabilities of suppliers; and</p> <p>f. Consider upgrading the Windows Operating Systems and Office Software of the laptops procured to comply with Microsoft Software License Terms and for added security to mitigate the risks of cybercrime that could be detrimental to the Corporation.</p>	<p>2011, in support of the government policy on transparency, competitiveness, streamlined procurement process and public monitoring by ensuring that information on actual documentations agree with the information posted in the PhilGEPS;</p> <p>d. Upgrade the Windows OS License from Home to Pro to comply with Microsoft Software License Terms and for added security to mitigate the risks of cybercrime that could be detrimental to the Corporation.</p>	MIS / GIS Department	June 15, 2023	June 30 2023	Ongoing implementation	<p><b><u>*Update as of 31 Dec 2023:</u></b>  <b><u>Done by BAC-TWG thru:</u></b>  1. <b><u>Bid evaluation</u></b>  2. <b><u>Post Qualification</u></b></p> <p>As of this writing, 11 out of 12 laptops were already updated to WINDOWS 11 PRO. All concerned officers issued with the said laptops were already informed to schedule their laptops for upgrading.</p> <p><b><u>*Update as of 31 Dec 2023:</u></b>  <b><u>As of December 29, 2023, 12 out of the 12 procured laptops were already updated to WINDOWS 11 PRO.</u></b></p>
--	--	---	--	----------------------	---------------	--------------	------------------------	---



	beneficiaries for much-desired projects/programs was most likely defeated.	procurement activities, enabling the Bids and Awards Committee (BAC) to review and evaluate these documents in a timely manner and execute the procurement processes as planned based on its approved Annual Procurement Plan (APP);	Procurement Plan to the concerned OPRs, remind the latter of the agency's calendar of procurement activities, and monitor the timely implementation thereof; The Bids and Awards Committee (BAC) have issued a memorandum dated January 13, 2023 reminding OPRs on the submission of pertinent documents for projects to be procured through public/competitive bidding for the calendar year 2023.						<p>During the 10 January 2023 CIAC Management Committee meeting, it was instructed by then OIC-P/CEO Darwin L. Cunanan to include the budget utilization in the employees' IPCR. Please see attached Annex F.</p> <p><b><u>*Update as of 31 Dec 2023:</u></b>  <b><u>Actual number of projects bided against Total number of projects for bidding in the APP: 11 out of 12 projects for bidding were awarded this year. (Annex Q)</u></b></p>
		c. Consider adopting Early Procurement Activities (EPA) as outlined in GPPB Circular No. 06-2019, dated July 17, 2019, to ensure timely delivery of goods, implementation of infrastructure projects, and rendering of consulting services. In this manner, the Corporation can	c. Instruct the BAC to conduct Early Procurement Activities for projects that have implementation date of January 2024 as early as October 2023, as provided by GPPB Circular No. 06-2019;	BAC	August 1, 2023	August 31, 2023	For implementation		<p>During the deliberation of the Indicative Annual Procurement Plan for 2024, the BAC shall identify which project (such as but not limited to janitorial, security, ground maintenance and petroleum) should undergo Early Procurement Activities (EPA).</p> <p><b><u>*Update as of 31 Dec 2023:</u></b>  <b><u>List of Projects subject to EPA for CY 2024:</u></b>  <b><u>Petroleum – pre proc Oct 10, 2023 / NOA Dec 21, 2023</u></b>  <b><u>Janitorial – pre proc Oct 31, 2023 / NOA Dec 27, 2023</u></b>  <b><u>Ground Maintenance – pre proc Oct 31, 2023 / for presentation to ExeCom as of Dec 29, 2023</u></b>  <b><u>Security Services – pre proc Nov 20,</u></b></p>

		mitigate the negative effects of unforeseen events that may affect the timeliness of the procurement activities of the Corporation; and							<p><u>2023 / for presentation to Land Preservation &amp; Sec Com as of Dec 29, 2023 (Annex O)</u></p>
		<p>d. Institute measures to enhance the Corporation's monitoring and reporting system to ensure that procurement activities are efficiently and judiciously conducted, implemented, and monitored, including the utilization of funds for the budgeted projects or programs during the year.</p>	<p>d. Instruct the Performance Management Team Secretariat to propose to the Performance Management Team that mandatory inclusion of the implementation of procurement activities of the Office Performance and Commitment Report (OPCR) of all organizational units with budgeted programs and Individual Performance Commitment Report (IPCR) of employees involved for proper accountability. This has actually been done with the integration in the OPCR of each of the departments their budget utilization</p>	Performance Management Team	June 1, 2023	June 30, 2023	For implementation		<p>The PMT will convene to discuss the inclusion in the OPCR the facilitation of documentary requirements for the implementation of the approved projects and or activities of the department listed in the approved CIAC Annual Procurement Plan with a weight of 5%.</p> <p><u><b>*Update as of 31 Dec 2023:</b></u>  <u><b>The Strategy &amp; Corporate Management Dept (SCMD) issued a memo dated Dec. 27, 2023, regarding the submission of 2024 OPCR's, requiring all departments to include the target of 90% budget utilization rate with an allotted weight of 5%. (Annex M)</b></u></p>

			performance.						
2023-004-CIAC (2022)	<p>The validity and reliability of the recorded Trust Liabilities and Other Deferred Credit accounts amounting to ₱16,496,514.02 and ₱1,135,119.61, respectively, as at December 31, 2022, aged over five to ten years were uncertain due to the absence of detailed analysis to prudently establish the likelihood of the settlement of the outstanding liabilities and facilitate their eventual derecognition. Meanwhile, the existence of negative subsidiary ledger balances with a total amount of ₱2,462,303.69 indicates lapses in the recording of accounting transactions. The foregoing deviations are inconsistent with Philippine Accounting Standards (PAS) 1, Conceptual Framework for Financial Reporting, and International Financial Reporting Standards (IFRS) 9, affecting the fairness of</p>	<p>a. Evaluate and analyze all recorded payables including Trust Liabilities and Other Deferred Credits accounts which remained outstanding and dormant for two years or more and submit the result of analysis and the corresponding supporting documents to the Audit Team for verification;</p> <p>b. Necessitate the forfeiture of unclaimed or unreleased performance bonds and security deposits of the locators, concessionaires, and/or contractors to rectify and compensate any violations committed by the concerned parties during the duration of their contract or Lease Agreement, as warranted;</p> <p>c. Consider the likelihood of the settlement of the</p>	<p>The Accounting Department has prepared a detailed analysis of the outstanding trust liabilities and other deferred credits with contract expiration date per subsidiary account <b>attached herein in Annex A, insofar as practicable.</b></p>	Accounting Division			Implemented		
				Accounting Division	February 1, 2023	December 31, 2023	Continuous monitoring and implementation		Performance security and security deposit are forfeited based on the information that a CIAC property has been taken over given by Legal Department due to termination of lease agreements. As an example, performance security and security deposit of Millennium Pan-Asia Infinity, Inc. amounting to P30,215,437.56 and P15,186,786.12 were forfeited and applied against the locator's outstanding receivables, respectively.
			The Accounting Department shall continue to	Accounting Division	February 1, 2023	December 29, 2023			<p>As of May 08, 2023:</p> <ul style="list-style-type: none"> <li>Various trust liabilities and other deferred credits and those from CDC</li> </ul>

	the presentation of the liabilities account in the financial statements (FSs).	recorded payables and prepare the necessary adjusting entries to revert the dormant payables to Retained Earnings, as warranted;	scrutinize the contract for each subsidiary account and inform the remaining locators and vendors with long outstanding claims of the procedures, requirement and prescriptive period for claiming their refunds. Attached in Annex C is the status of notification. Claim of one of the notified locators i.e. 'Helpphilippineschool Foundation' was duly refunded in March 2023.						<p>books were applied against the customers receivable balances with a total amount of P1,960,576.42. Please see attached Journal Voucher No. 23/02-42 (Annex G)</p> <ul style="list-style-type: none"> <li>Refund to locator is P277,219.80. Please see Annex H for the Check Voucher.</li> </ul> <p><b><u>*Update as of 31 Dec 2023: (Annex P)</u></b></p> <ul style="list-style-type: none"> <li><u>Reversal of Trust Liabilities and Other Deferred Credits amounting to Php 3,938,949.55 was recorded per JV No. 23/06-041</u></li> <li><u>Misposting of refund of Trust Liabilities of Yumi Clark was recorded per JV No. 23/06-024.</u></li> </ul>
		d. Verify and analyze the negative subsidiary ledger balances and make the necessary adjustments on the locator's account to rectify the misclassifications noted in the audit;	In respect to the subsidiary ledgers with unusual/negative balances, the Accounting Department has dissected those identified by the COA and noted accounts related to rounding off errors in prior years and erroneous postings to subsidiary	Accounting Division	February 1, 2023	December 29, 2023	For implementation		<p>As of May 08, 2023:</p> <ul style="list-style-type: none"> <li>Total negative balances were reversed amounting to P2,189,174.26 due to erroneous posting of accounts.</li> </ul> <p><b><u>*Update as of 31 Dec 2023: Rounding off errors will be included in the year-end adjustments for CY2023</u></b></p>

			ledgers attached herein as 'Annex D'. Rounding off errors will be included in prior year adjustments in CY2023.						
		<p>e. Monitor all outstanding claims of locators, concessionaires, and contractors with terminated contracts and/or Lease Agreements and send notification letters informing them of the procedures, requirements, and prescriptive period for claiming their refunds. Otherwise, revert the same, provided that it has been outstanding for over two years; and</p> <p>f. Henceforth, ensure that all payables are properly classified to avoid negative balances appearing on the subsidiary ledgers.</p>	<p>Accounts with proper notification which have been due and outstanding for over two years shall be reverted to 'Retained Earnings' by the Accounting Department, except those which can be applied against the receivable of the CIAC. List of identified subsidiary accounts for offsetting is attached herein as Annex B.</p> <p>The Accounting Department shall inspect the remaining accounts with unusual balances and periodically review its ledgers in the future periods to avoid abnormal balances and</p>	Accounting Division	February 1, 2023	December 29, 2023	Continuous monitoring and implementation		<p><b><u>*Update as of 31 Dec 2023: (Annex P)</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Reversal of Trust Liabilities and Other Deferred Credits amounting to Php 3,938,949.55 was recorded per JV No. 23/06-041</u></b></li> <li>• <b><u>Accounts which can be applied against receivable balances will be included in the year-end adjustments for CY2023</u></b></li> </ul>
				Accounting Division			Implemented		

			prepare timely adjustments.						
2023-005-CIAC (2022)	Non-observance of the guidelines under Paragraphs 1 and 2 of Annex "A" of the Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184 on the conduct of feasibility and preliminary engineering studies to establish the technical viability of the project and non-compliance with the agreed terms and conditions of the contract for the project entitled "Design and Build of the New Eighteen-Storey Clark Air Traffic Control Tower Building Facility at Clark International Airport (CRK)" with a total contract cost of ₱316,433,647.94	a. Revisit and review the terms and conditions of the contract, including the deliverables and obligations of the contractor for the design and build project, for any violations committed thereunder, such as the conduct of an aeronautical study to determine the technical viability of the project concerning height clearances and restrictions of the Civil Aviation Authority of the Philippines (CAAP), which was not considered during the preliminary stage of the project, and the failure to secure a building permit prior to its construction;  b. Secure a building permit from the Clark Development Corporation (CDC) for the said project to avoid the imposition of	i. During the preparation of Terms of Reference (TOR), the procuring entity shall specify that upon the receipt of the Notice to Proceed (NTP), the Day One (1) shall be the securing of all necessary permits for at least thirty (30) calendar days (c.d.) in addition to the implementation time schedule. Only after securing all necessary permits, the actual construction shall commence.  ii. As for the airport and other specialty projects, the procuring entity shall have an option to hire Contractors with airport experience relevant to the project notwithstanding the provisions of IRR of RA 9184.	Engine ering and Mainten ance Depart ment	For all infra projects	For all infra projects	Implemented		The terms of reference for the procurement of the project "Construction of Steel Framed Metal Roof of the Corporate Office Building (Bldg. 7584)" has already included the provision that upon receipt of the Notice to Proceed, the contractor shall be given at least 30 calendar days to secure all necessary permits in addition to the implementation time period. Please see attached Annex I.
	flaunted several unresolved issues, such as the absence of a building permit and height clearance exemptions from regulatory bodies, which resulted to the delayed completion and utilization of the project. Ultimately, the financial interests of the Corporation and the general welfare of the public, who are the intended beneficiaries of the much-desired infrastructure, were put			Engine ering and Mainten ance Depart ment	For all infra projects	For all infra projects	For implementation		On the issue on the delay of aeronautical study, the Contractor, MSV Construction and Supplies, will settle the payment terms with the service provider, CGX Aero. As per meeting with the service provider and the contractor last May 10, 2023, upon payment of 50% by the contractor for the aeronautical study, it would take 2 months to complete the study.  Meetings were conducted on May 10 and May 19, 2023 by CIAC, BCDA and the contractor with regard to balance of work, workable areas and other issues on the project. The contractor resumed activities on the workable areas on 22 May 2023.

	at stake.	<p>finances and penalties as provided in the Implementing Rules and Regulations (IRR) of the National Building Code of the Philippines (P.D. 1096). Likewise, for all future infrastructure initiatives of the Corporation, no construction shall be undertaken without first obtaining a building permit;</p> <p>c. Ensure full coordination with concerned government agencies or regulatory bodies like CAAP to achieve effective and more synchronized planning and implementation of the Corporation's projects and programs relating to airport developments or infrastructure facilities, and;</p> <p>d. Minimize or avoid further delays in project implementation by:</p>						<p>Restoration and rectification of the temporary facilities are on-going and the conduct of aeronautical study. Please see attached minutes of the meeting, dated May 10 and 19, 2023 (Annex J).</p> <p>The indicative approval of the aeronautical study and the resumption date of the construction activities (structural works, architectural works and MEPFS works) from level 13 up of the control tower building will be on 9-11 August 2023, with intended completion date of 21 December 2023</p> <p>Please see the following:</p> <ul style="list-style-type: none"> <li>Contractor's Weekly Progress Report dated June 12-18, 2023</li> <li>SWA</li> <li>CGX Preliminary Impact Assessment</li> </ul> <p><b><u>*Update as of 31 Dec 2023:</u></b></p> <p><b><u>1) Submission of the CGX aero study report to CIAC was last Oct 05, 2023. Submission to CAAP was last Oct 20, 2023.</u></b></p> <p><b><u>2) latest Board approval per Dec 22, 2023 BOD meeting:</u></b></p> <p><b><u>Approval of 12 months time extension, subject to monthly reporting of the progress/ accomplishments on the deliverables of the project as scheduled.</u></b></p> <p><b><u>3) CAAP shall issue conditional height clearance permit if all mitigating factors are implemented:</u></b></p> <p><b><u>a) publication of LIPAD flight procedures at the Aeronautical Information Publication (AIP)**</u></b></p> <p><b><u>b) installation of CCTVs around the tower area</u></b></p>
--	-----------	--	--	--	--	--	--	---


		<p>i. Conscientiously carrying out the detailed engineering to ensure that issues such as height clearances and restrictions are properly addressed during the feasibility or preliminary engineering study prior to project implementation;</p> <p>ii. Thoroughly reviewing and evaluating the Program of Works to ensure that project designs and estimates are properly prepared and that all phases of the projects are covered to minimize variation orders and time extensions, which often resulted to the increase of project cost and delayed completion;</p> <p>iii. Directing the Bids and Awards Committee</p>						<p><b>** In aviation, an <u>Aeronautical Information Publication (or AIP)</u> is defined by the International Civil Aviation Organization as a publication issued by or with the authority of a state and containing aeronautical information of a lasting character essential to air navigation. It is designed to be a manual containing thorough details of regulations, procedures and other information pertinent to flying aircraft in the particular country to which it relates. It is usually issued by or on behalf of the respective civil aviation administration.</b></p> <p><b><u>4) Engineering Department drafted a policy to be adopted in relation to the implementation of the project and contract management procedures and application last August 2023, in compliance to the instruction of the Board of Directors on its August 22, 2023 meeting.</u></b></p> <p><b><u>The policy titled "Implementation of Project &amp; Contract Management Procedure" was enrolled as an ISO document procedure with the Management Systems Improvement Division (formerly Quality Office) last November 2023. As of date, the said policy is for revision to integrate IAD's recommendations resulting from its Infrastructure Project Evaluation Process audit.</u></b></p>
--	--	--	--	--	--	--	--	--

		<p>(BAC) to properly verify and evaluate during post-qualification the operating conditions of equipment and other construction requirements, among others, to ensure adequacy, availability, and suitability of the contractor's technical capability; and</p> <p>iv. Strict monitoring and supervision of the status/progress of projects undertaken by the Corporation.</p>							
2023-006(2022)	In general, the Corporation has fully complied with the required processes and documentation relative to procurement planning as mandated under Sec. 7 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184.	a. Require the proponent or end-user to ensure that the procurement activities for the Janitorial Services of the Corporation are conducted in a timely manner based on its approved Annual Procurement Plan (APP) before the expiration of the existing contract to avoid time extensions; and	a. In order to avoid time extensions, we shall require the end-user of the Janitorial Services Project to strictly adhere to the project's procurement timelines based on the approved Annual Procurement Plan. The procurement timeline activities of the said project shall be	General Service Division or Engineering and Maintenance Department - Janitorial	June 15, 2023	August 30, 2023	For implementation		<p>Adoption of the Guidelines on Renewal of Regular and Recurring Services for contracts which are deemed essential, indispensable, or necessary to the day-to-day operations of CIAC or procured repeatedly in the last 3 years which in this case the janitorial services requirement of CIAC.</p> <p><b><u>*Update as of 31 Dec 2023:</u></b>  <b><u>The 2024 Janitorial Services was still subjected to public bidding, as EPA. Notice of Award dated December 27, 2023. Project commencement on January 01, 2024. (Annex O)</u></b></p>


			incorporated in the Office Performance Commitment and Review (OPCR) Form of the end-user for proper monitoring; and	Performance Management Team - OPCR	Starting 2024	Starting 2024	For implementation	<p>During the 10 January 2023 CIAC Management Committee meeting, it was instructed by then OIC-P/CEO Darwin L. Cunanan to include the budget utilization in the employees' IPCR. Please see attached Annex F.</p> <p><b><u>*Update as of 31 Dec 2023:</u></b>  <b><u>The Strategy &amp; Corporate Management Dept (SCMD) issued a memo dated Dec. 27, 2023, regarding the submission of 2024 OPCR's, requiring all departments to include the target of 90% budget utilization rate with an allotted weight of 5%. (Annex M)</u></b></p>
		b. Institute measures to monitor and ensure compliance with the provisions of the revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184 in all stages of the Corporation's procurement processes or activities	b. We shall institute measures to monitor and ensure compliance with the provisions of the Revised IRR of RA No. 9184 in all stages of the Corporation's procurement process or activities.	Administrative Department / Bids and Awards Committee			Implemented	<p>Strict evaluation of the BAC on the proposed project of the OPR, example as follows:</p> <p>a. Denying the request of the MIS to change the mode of procurement of the documents scanners from Public Bidding to Small Value Procurement as the change of mode will result to splitting. Please attached Annex K, Minutes No. 02-04, Series of 2023</p> <p>b. Deferment on the discussion of the project Contracting the Services for the Maintenance of 157.82 has. CIAC Landside Sodded Grounds with ABC of P13,600,000 to make all the necessary adjustments or corrections of the proposed bidding documents. Please see attached Minutes No. 02-01, Series of 2023.</p> <p>c. Deferment of the pre-procurement conference for the project "Construction of Steel Frame Metal Roof of the COB Bldg 7584 and refer the bidding documents to the TWG for further review. Please see attached Minutes NO. 03-07, Series of 2023</p>

									<p>d. Numerous deferral resolved by the BAC for the procurement of Supply and Delivery of Table Top Document Scanner (Lot1); Supply and Delivery of A3 Laser Colored Printer (Lot2); Supply and Delivery of L2 Cloud Management Switch POE/POE+ (Lot3); and Supply and Delivery, Installation and Configurations of Network Attached Storage (Lot4) with total ABC of P7,885,000 due to specifications pertaining only to a particular brand, whether the items being procured are necessary for the daily operations, and pricing.</p>
--	--	--	--	--	--	--	--	--	---

Prepared by:

  
**MITCHELLE S. CRUZ**  
Internal Audit Manager

Reviewed Approved by:

  
**NANCY C. PAGLINAWAN**  
OIC - President and Chief Executive Officer

**CLARK INTERNATIONAL AIRPORT CORPORATION  
GENDER AND DEVELOPMENT TECHNICAL WORKING GROUP**

**June 7, 2023**


**9:30am**

**HIGHLIGHTS OF THE MEETING:**

1. Riza informed the members on the reconstitution of the CIAC-GAD-TWG since two members namely will leave CIAC by July, and that she will asked OIC President Nancy to let HR or the GAD Trainor to decide who will head the GAD in CIAC, However Pres. Nancy asked Riza to head the GAD until such a new one will be included.
2. Riza also asked the members to ready themselves for trainings for new incoming CIAC employees especially those who were recently hired as a result of the reorganization of CIAC.
3. She also informed that the GAD Plans and Programs for 2023 must be ready this year so as to implement other activities for CIAC.
4. Riza also said there will be seminars/trainings for CIAC employees including locators and asked for suggestions of other activities for this year.
5. She asked them to submit their suggestions in the next meeting of the GAD-TWG.

The meeting was adjourned at 9:50am

**Prepared By:**



**Rendy Isip**

**Noted By:**



**Riza G. Lozano  
GAD-Head**

**CLARK INTERNATIONAL AIRPORT CORPORATION  
GENDER AND DEVELOPMENT TECHNICAL WORKING GROUP**

**July 21, 2023**

**9:00am**

**HIGHLIGHTS OF THE MEETING:**

**1.Riza asked members to recommend new members in the CIAC-GAD-TWG after two members namely Ms. Jiji Roque and Myra Santos opted for retirement.**

**2.The members suggested Jherson, Mitch, Marwin as possible replacements to complete the group.**

**3.Riza also informed the group that there will be a GAD Orientation to locators and asked Ms. Lyn to identify locators that will undergo the said activity at their respective firms.**

**4. Ms. Lyn suggested that 3 firms that will participate in the said activity and that the CIAC GAD TWG will be the once to conduct the orientation.**

**5.Riza said that it is important the members will undergo trainings for the GAD orientation so as to make them lead the activity as well as to have knowledge about GAD Orientation and Gender Mainstreaming.**

**6. Ms. Jheng, Nove Jean, Jane and Joan volunteered to conduct the orientation.**

**7.Riza said the orientation to newly hired CIAC employees will start on July 24, 2023 (Monday) to be conducted either at the boardroom or at the engineering conference room.**

**8.Riza also informed that the GAD accomplishments had already been approved by the PCW and a copy have been submitted to the COA.**

9. She also added that HGDG will be conducted online while by November this year HR Mara will be the one to handle the GAD for CIAC including taking minutes of the meeting of the CIAC GAD TWG and other related documents.

10. Riza also asked Jheng about the Code of Conduct of CIAC which is available at the CIAC Handbook which will be discussed to employees at CIAC.

The meeting was adjourned at 9:54am.

Prepared By:

A handwritten signature in black ink that reads "Rendy Isip". The signature is stylized with a large "R" and "I".

Rendy Isip

Noted By:

A handwritten signature in black ink that reads "Riza G. Lozano". The signature is stylized with a large "R" and "L".

Riza G. Lozano  
GAD-Head

## GAD TWG Meeting

July 21, 2023

### ATTENDANCE:

1. JANICE D. RAYMUNDO
2. Randy Isip
3. Chito de Mesa
4. Marie Angeli Reyes
5. MA. JOANNA S. MACALE
6. LYN SANCHEZ
7. RITA LOAN
8. Mary Jane S. Bantegui
9. Nove Jean C. Yu
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.

Raymundo  
Isip  
de Mesa  
Reyes  
Macale  
Lyn  
Rita  
Bantegui  
Yu  
Ji

**CLARK INTERNATIONAL AIRPORT CORPORATION  
GENDER AND DEVELOPMENT-TECHNICAL WORKING GROUP**

**Minutes of the Meeting  
August 11, 2023**

**ATTENDEES:**

**TWG Head:**

Riza G. Lozano

**Department/Office**

Marketing Department

Present

**Members:**

Vina May L. Manalili

Human Resources Department

Present

Janice D. Raymundo

MIS/GIS Department

Present

Robert S. Urbano

Administrative Department

OB

Antonio O. Pamintuan III

Engineering Department

OB

Kathleen G. Dizon

Strategy & Corporate Mgmt Dept

OB

Lyn P. Sanchez

Marketing Department

Present

Raymond Rendy O. Isip

Strategy & Corporate Mgmt Dept

Present

Mary Jane B. Bantegui

Finance Department

Present

Chito Z. De Mesa

Security Department

Present

Roloyd M. Gozun

Internal Audit Department

Present

Marie Angeli P. Reyes

Strategy & Corporate Mgmt Dept

On Leave

Nove Jean C. Yu

MIS/GIS Department

Present

Ma. Joana S. Macale

Human Resources Department

Present

Kristober S. Gomez

MIS/GIS Department

Present

Geraldine I. Gamboa

Security Department

Present

**Secretariat:**

Joshua D. Pabustan

OVP – Admin & Finance Group

Present

Carina D. Bondoc

Strategy & Corporate Mgmt Dept

Present

Ereth Noimi P. Dytianquin

Human Resources Department

On Leave

Mara Cassandra T. Raniaga

Human Resources Department

Present

**AGENDA:**

1. Introduction of the new composition of the GAD-TWG
2. Crafting of the 2024 GAD Plans and Budget


**MEETING PROPER:**

1. The meeting started at 9:00A.M. presided by TWG-Head RGL.
2. TWG Head-RGL welcomed the new members of the GAD-TWG and informed the members of the preparation of the 2024 GAD Plans and Programs of CIAC to be submitted to PCW in November 2023. The members of the GAD-TWG were requested to identify gender issues and the plans and programs to address said

issues. The Plans and Programs include seminars conducted yearly along with the activities for the Women's Month and 18-day VAWC Campaign.

3. While the GPB 2023 already contains activities for the 18-day VAWC Campaign in November 2023, TWG Head-RGL encouraged the members to come up with activities for the said campaign since the previously approved activities can still be changed.
4. There being no other matters to discuss, the meeting was adjourned at 09:35am.

**Prepared by:**

  
**Joshua D. Pabustan**  
**GAD-TWG, Secretariat**

## ATTENDANCE

Title of the Activity: GAO-TWG REGULAR MEETING

Date/Time: AUGUST 11, 2023 / 9:00AM

No.	NAME	DEPARTMENT	SIGNATURE
1	VERA VINE CAMPORA	CB	
2	RICARDO J. COMET	TRND	
3	BONDOC CARINA	PAD	
4	Randy Jay	LI	
5	JANICE D. RAYMUNDO	MIS/615	
6	Mary Jane B. Bantegui	TRD	
7	VINA MAY L. MANDLIU	HRD	
8	LYN RANHEZ	MD	
9	Chito de Mesa	JD	
10	ROLAND GOZON	HRD	
11	MA. JOANNA S. MACALE	TRND	
12	JOSHUA D. PABUSTAN	OVP/AFG	
13	MARA CASSANDRA T. RANIGA	HRD	
14	Nay Jean C. Yu	RMO	
15	Riza Wazao	MD	
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

**CLARK INTERNATIONAL AIRPORT CORPORATION  
GENDER AND DEVELOPMENT-TECHNICAL WORKING GROUP**

**Minutes of the Meeting  
September 11, 2023**

**ATTENDEES:**

**TWG Head:**

Riza G. Lozano

**Department/Office**

Marketing Department

Present

**Members:**

Vina May L. Manalili

Human Resources Department

Present

Janice D. Raymundo

MIS/GIS Department

Present

Robert S. Urbano

Administrative Department

OB

Antonio O. Pamintuan III

Engineering Department

OB

Kathleen G. Dizon

Strategy & Corporate Mgmt Dept

OB

Lyn P. Sanchez

Marketing Department

Present

Raymond Rendy O. Isip

Strategy & Corporate Mgmt Dept

Present

Mary Jane B. Bantegui

Finance Department

Present

Chito Z. De Mesa

Security Department

Present

Roloyd M. Gozun

Internal Audit Department

Present

Marie Angeli P. Reyes

Strategy & Corporate Mgmt Dept

On Leave

Nove Jean C. Yu

MIS/GIS Department

Present

Ma. Joana S. Macale

Human Resources Department

Present

Kristober S. Gomez

MIS/GIS Department

Present

Geraldine I. Gamboa

Security Department

Present

**Secretariat:**

Joshua D. Pabustan

OVP – Admin & Finance Group

Present

Carina D. Bondoc

Strategy & Corporate Mgmt Dept

Present

Ereth Noimi P. Dytianquin

Human Resources Department

On Leave

Mara Cassandra T. Raniaga

Human Resources Department

Present

**AGENDA:**

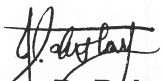
1. Orientation for the Training of Trainers (Day2)

**MEETING PROPER:**

1. The meeting started at 9:00A.M. presided by TWG-Head RGL.
2. As part of CIAC's GAD Mainstreaming Programs, orientation for the training of trainers will continue to prepare members for their eventual handling of seminars to be held for the 52 locators of CIAC.
3. The first part of the orientation includes topics, such as the following:

- a. What is Gender and Development
  - b. GAD Principle: "Development is For All"
  - c. Brief Introduction to the Philippine Commission on Women (PCW)
  - d. Magna Carta of Women (RA 9710)
  - e. GAD Policies
  - f. Labor-related Laws
    - Anti-Discrimination Law (RA 6725)
    - Migrant Workers and Overseas Filipino Act (RA 8042)
    - Solo Parents' Welfare Act of 2000 (RA 8972)
    - 105 Days Expanded Maternity Leave (RA 11210)
  - g. Laws addressing Violence against Women
    - Anti-Mail Order Bride Law (RA 6955)
    - Anti-Sexual Harassment Law (RA 7877)
    - Anti-Violence Against Women and their Children (RA 9262)
    - Anti-Rape Law (RA 8353)
    - Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act (RA 7610)
  - h. Equality and Equity
  - i. Gender Milestones
4. TWG Head-RGL reminded the participating members to read the materials especially the laws to make sure accurate information will be given to the eventual participants of the seminars.
  5. A meeting will be scheduled next week for the second part of the orientation. A possible mock presentation will be held, for those interested, to serve as a practice in conducting the seminar.
  6. There being no other matters to discuss, the meeting was adjourned at 10:05am.

**Prepared by:**

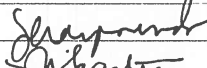
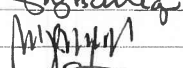

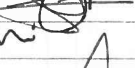
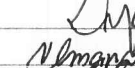



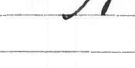








**Joshua D. Pabustan**  
**GAD-TWG, Secretariat**

## ATTENDANCE

Title of the Activity: Gender and Development (GAD) Training of Trainers

Date/Time: September 11, 2023 / 9:00am

No.	NAME	DEPARTMENT	SIGNATURE
1	JANICE O. RAYMUNDO	MIS/615	
2	Mary Jane B. Bantegui	TRD	
3	Ms. Joanna S. Macale	HQD	
4	GERAULINE CORPUAN	SD	
5	Nore Jean C. Yu	RMA	
6	ROLOTO M. GOZUN	IAD	
7	CARINA D. BONDIC	PAD	
8	LYN SANHIEZ	ND	
9	Vina May C. Manaliu	HMO	
10	Chito de Mesa	SD	
11	KRISTOFFER S. GOMEZ	RMD	
12	Joshua D. Pabustan	OVP/AFB	
13	MARA CALSADILLA T. BANIAGA	HMO	
14	Rizal Lopez	PTD	
15	Rizal Lopez	MD	
16			
17			
18			
19			
20			

**CLARK INTERNATIONAL AIRPORT CORPORATION  
GENDER AND DEVELOPMENT-TECHNICAL WORKING GROUP**

**Minutes of the Meeting  
October 11, 2023**

**ATTENDEES:**

**TWG Head:**

Riza G. Lozano

**Department/Office**

Marketing Department

Present

**Members:**

Vina May L. Manalili

Human Resources Department

Present

Janice D. Raymundo

MIS/GIS Department

Present

Robert S. Urbano

Administrative Department

OB

Antonio O. Pamintuan III

Engineering Department

OB

Kathleen G. Dizon

Strategy & Corporate Mgmt Dept

OB

Lyn P. Sanchez

Marketing Department

Present

Raymond Rendy O. Isip

Strategy & Corporate Mgmt Dept

Present

Mary Jane B. Bantegui

Finance Department

Present

Chito Z. De Mesa

Security Department

Present

Roloyd M. Gozun

Internal Audit Department

OB

Marie Angeli P. Reyes

Strategy & Corporate Mgmt Dept

On Leave

Nove Jean C. Yu

MIS/GIS Department

OB

Ma. Joana S. Macale

Human Resources Department

Present

Kristober S. Gomez

MIS/GIS Department

Present

Geraldine I. Gamboa

Security Department

Present

**Secretariat:**

Joshua D. Pabustan

OVP – Admin & Finance Group

Present

Carina D. Bondoc

Strategy & Corporate Mgmt Dept

Present

Ereth Noimi P. Dytianquin

Human Resources Department

Present

Mara Cassandra T. Raniaga

Human Resources Department

Present

**AGENDA:**

1. Crafting of the 2024 GAD Plans and Budget


**MEETING PROPER:**

1. The meeting started at 2:00P.M. presided by TWG-Head RGL.
2. TWG Head reminded the committee of the upcoming submission of the 2024 GAD Plans and Budget on November 06, 2023.
3. As part of the plans and programs for the year 2024, the following were included:
  - National Women's Month

- 18-Day Campaign Against VAWC
- Conduct of GAD Assessment Survey
- Conduct of GAD Annual Strategic Planning
- Procurement of supplies for the lactation room
- Conduct of Seminars
  - i. GAD Concepts
  - ii. Gender Sensitivity Training
  - iii. Gender Fair Language
  - iv. Gender Analysis
  - v. GAD Planning and Budgetting
  - vi. Magna Carta of Women
  - vii. Gender Equality and Women Empowerment
  - viii. Gender Mainstreaming and Evaluation Framework
  - ix. Republic Act No. 11313

4. There being no other matters to discuss, the meeting was adjourned at 02:30P.M.

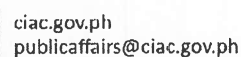
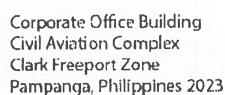
**Prepared by:**



**Joshua D. Pabustan**  
**GAD-TWG, Secretariat**



Title of the Activity: 2024 GAD PLAN AND BUDGET  
Date/Time: OCTOBER 11, 2023  
Venue: FMD CONFERENCE ROOM

[illegible]

**CLARK INTERNATIONAL AIRPORT CORPORATION  
GENDER AND DEVELOPMENT-TECHNICAL WORKING GROUP**

**Minutes of the Meeting  
October 18, 2023**

**ATTENDEES:**

**TWG Head:**

Riza G. Lozano

**Department/Office**

Marketing Department

Present

**Members:**

Vina May L. Manalili

Human Resources Department

Present

Janice D. Raymundo

MIS/GIS Department

Present

Robert S. Urbano

Administrative Department

OB

Antonio O. Pamintuan III

Engineering Department

OB

Kathleen G. Dizon

Strategy & Corporate Mgmt Dept

Present

Lyn P. Sanchez

Marketing Department

Present

Raymond Rendy O. Isip

Strategy & Corporate Mgmt Dept

Present

Mary Jane B. Bantegui

Finance Department

Present

Chito Z. De Mesa

Security Department

Present

Roloyd M. Gozun

Internal Audit Department

Present

Marie Angeli P. Reyes

Strategy & Corporate Mgmt Dept

On Leave

Nove Jean C. Yu

MIS/GIS Department

OB

Ma. Joana S. Macale

Human Resources Department

Present

Kristober S. Gomez

MIS/GIS Department

Present

Geraldine I. Gamboa

Security Department

Present

**Secretariat:**

Joshua D. Pabustan

OVP – Admin & Finance Group

Present

Carina D. Bondoc

Strategy & Corporate Mgmt Dept

Present

Ereth Noimi P. Dytianquin

Human Resources Department

Present

Mara Cassandra T. Raniaga

Human Resources Department

Present

**AGENDA:**


1. 18-Day Campaign to End Violence Against Women and Their Children (VAWC)

**MEETING PROPER:**

1. The meeting started at 9:00A.M. presided by TWG-Head RGL.
2. For the preparation for the upcoming 18-Day Campaign to End VAWC which is scheduled on November 25 to December 12, 2023, the following activities will be conducted:
  - Conduct of R.A. 11313 Seminar

- Conduct of GAD Assessment Survey
  - Printing of Shirts and Other Collaterals
  - Display of the 2023 VAWC Theme on Computer Screens, Hallway Monitors, Website.
  - Decoration of the Main Lobby
3. TWG Head-RGL reminded the OPRs involved on said activities to prepare the necessary documents for processing.
4. There being no other matters to discuss, the meeting was adjourned at 09:25A.M.

**Prepared by:**

  
**Joshua D. Pabustan**  
**GAD-TWG, Secretariat**



Title of the Activity: CAD-TUG MEETING  
Date/Time: OCTOBER 18, 2023 / 9:00AM  
Venue: GMD CONFERENCE ROOM



**CLARK INTERNATIONAL AIRPORT CORPORATION**  
**GENDER AND DEVELOPMENT-TECHNICAL WORKING GROUP**

**Minutes of the Meeting**  
**October 24, 2023**

**ATTENDEES:**

**TWG Head:**

Riza G. Lozano

**Department/Office**

Marketing Department

Present

**Members:**

Vina May L. Manalili

Human Resources Department

Present

Janice D. Raymundo

MIS/GIS Department

Present

Robert S. Urbano

Administrative Department

OB

Antonio O. Pamintuan III

Engineering Department

Present

Kathleen G. Dizon

Strategy & Corporate Mgmt Dept

Present

Lyn P. Sanchez

Marketing Department

Present

Raymond Rendy O. Isip

Strategy & Corporate Mgmt Dept

Present

Mary Jane B. Bantegui

Finance Department

Present

Chito Z. De Mesa

Security Department

Present

Roloyd M. Gozun

Internal Audit Department

OB

Marie Angeli P. Reyes

Strategy & Corporate Mgmt Dept

On Leave

Nove Jean C. Yu

MIS/GIS Department

OB

Ma. Joana S. Macale

Human Resources Department

Present

Kristober S. Gomez

MIS/GIS Department

Present

Geraldine I. Gamboa

Security Department

Present

**Secretariat:**

Joshua D. Pabustan

OVP – Admin & Finance Group

Present

Carina D. Bondoc

Strategy & Corporate Mgmt Dept

Present

Ereth Noimi P. Dytianquin

Human Resources Department

Present

Mara Cassandra T. Raniaga

Human Resources Department

Present

**AGENDA:**

1. Orientation for the Training of Trainers (Day3)

**MEETING PROPER:**

1. The meeting started at 10:00A.M. presided by TWG-Head RGL.
2. As a continuation of the orientation for the training of trainers, TWG Head-RGL suggested forming three (3) teams to handle the GAD Mainstreaming which consist of the following members:

- Chito De Mesa, Kristober Gomez, Janice Raymundo

- Nove Jean Yu, Ma. Joana Macale, Carina Bondoc
- Mary Jane Bantegui, Ereth Noimi Dytianquin, Vina May Manalili

3. The second part of the orientation includes topics, such as the following:

a. Sex, Gender, and Culture

- What is Sex
- Primary Sex Characteristics
- Secondary Sex Characteristics
- Sex Roles
- What is Gender
- Gender Roles
- Difference between Sex and Gender
- What is Culture
- Gendering/Socialization
- 5 Social Institutions
- Gender Bias
- Gender Discrimination

b. Gender Issues

- Gender Stereotyping
- Subordination
- Marginalization

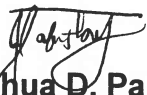
c. Violence Against Women

- Physical Abuse
- Psychological and Emotional Abuse
- Financial Abuse
- Verbal Abuse
- Cybersex
- Commodification

4. TWG Head-RGL informed the teams of the scheduled GAD orientation for newly hired employees so they can observe on how it is conducted. TWG Member-LPS was designated to take lead in coordinating with locators for the possible schedule of their orientation.

5. There being no other matters to discuss, the meeting was adjourned at 10:45A.M.

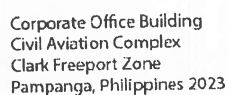
**Prepared by:**



**Joshua D. Pabustan**  
**GAD-TWG, Secretariat**



Venue: FMD conference room

[illegible]



**GAD-TWG Meeting re VAWC Campaign**  
08 November 2023 | 2:00PM | EMD Conference Room

**Minutes of the Meeting**

There being a quorum, GAD-TWG Head, Ms. Riza G. Lozano (RGL), called the meeting to order at 2:00PM.

**2023 CIAC GAD Plans and Budget (GPB)**

GAD-TWG Head RGL started the meeting by reviewing the 2023 CIAC GAD Plans and Budget (GPB) because the committee needs to comply with all the plans and programs endorsed by the Philippine Commission on Women (PCW) because this will be the basis of the Commission on Audit (COA) should they conduct an audit.

**18-DAY Violence Against Women and Children (VAWC) Campaign**

In reference with the Republic Act 10393, November 25 of every year is identified as the "National Consciousness Day for the Elimination of Violence Against Women and Children." Thus, GAD-TWG Head RGL laid out the Office of the President and CEO's approved memorandum dated 19 October 2023, with the subject: 18-Day VAWC Campaign.

For the year 2023, the 18-Day Campaign to End Violence Against Women will center around the recurring six-year (2022-2027) theme: "UNITED for a VAW-free Philippines."

This theme aligns with UN Women's UNITE by 2030 to End VAW Campaign (UNITE), highlighting the powerful impact of combining individual efforts towards a collaborative and united thrust for a VAW-free Philippines.

CIAC supports the Philippine government's goal of protecting the rights of women and children by committing to a mainstream GAD plans and programs for employees and other stakeholders of the Civil Aviation Complex, as well.

In this connection, the following activities from 25 November to 12 December 2023 were recommended as CIAC projects that may help raise awareness of the 18-Day Campaign to End Violence Against Women and Children:





ACTIVITIES	DATE	BUDGET
1. Display of 2023 18-Day Campaign to End VAW official streamer at CIAC gates, 2 COB Bldg. , Annex Bldg & along CM Recto Highway (in front of Oriental DF, L and T)	25 November – 12 December 2023	6 pcs. @ 700 = 4,200.00
2. ORANGE YOUR ICON FOR 18-DAYS Online Advocacy: Uploading of the official campaign logo in CIAC Website and social media. Participation in the #VowToEndVAW Commitment Campaign through online posting of photos with the “Stop VAW” by posting “STOP VAW” photos under the hashtag#VowToEndVAW	25 November – 12 December 2023	
3. Sustaining the use of #VAWfreePH as the official 18-day campaign hashtag in support for the advocacy towards a VAW-free Philippines.	25 November – 12 December 2023	
4. Distribution of 18-Day Campaign Branding Collaterals to CIAC employees and locators a) Advocacy T-shirt b) Advocacy Cap c) Fan	23 November 2023	T-shirt (130 pax @400)= 52,000.00 Advocacy Cap (130 pax @350) = 45,500.00 Fan 100 pcs. x 100 = 10,000 Total : 107,500.00
5. Orientation on RA 11313 - Safe Spaces Act (2 Batches) 75 pax Venue: CIAC Boardroom	TBA	Snacks (75 X 200.00) 15,000 Lunch (4 x 250.00) 1,000.00 Honoraria 18,000.00 Total : 34,000.00
6. Corridors decoration/campaign Orange-colored balloons to be hanged upside down along the corridors	25 November – 12 December 2023	Materials 6,000.00
<b>TOTAL</b>		<b>P151,700.00</b>





**Notes:**

- Tarpaulin size is 4 feet (length) by 11 feet (width); MIS to edit the template provided by PCW that says: "The Clark International Airport Corporation joins the observance of the..."
- The VAWC shirt agreed by the GAD-TWG is Dri Fit, so it can also be used during Wellness Wednesdays
- Employees will also be given Advocacy Caps
- Locators will be given fans (kindly see attached design)

There being no other matters to discuss, the meeting was adjourned at 4:30pm.

Prepared by:



**Ereth Noimi P. Dytianquin**  
GAD-TWG Secretariat

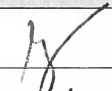

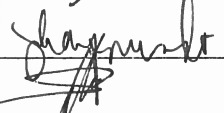
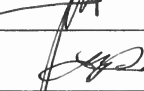
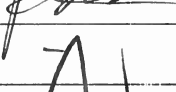
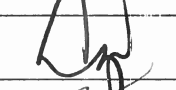
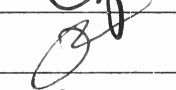
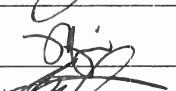
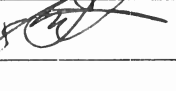
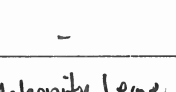

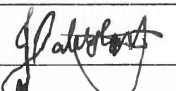
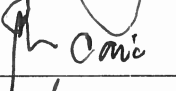
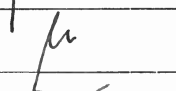
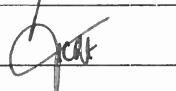


## ATTENDANCE FORM

**Title of the Activity:** GAD-TWG Meeting (VAWC Campaign)

**Date/Time:** 08 November 2023 ✓

**Venue:** EMD Conference Room


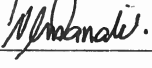
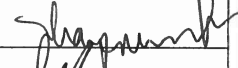

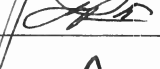


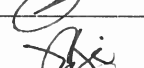




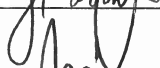


No.	NAME	POSITION	DEPARTMENT	SIGNATURE
1.	Riza G. Lozano	Account Officer IV	MD	
2.	Vina May L. Manalili	Assistant Manager	HRD	
3.	Janice D. Raymundo	Assistant Manager	MIS/GIS	
4.	Robert S. Urbano	Assistant Manager	AD	
5.	Antonio O. Pamintuan, III	Assistant Manager	ED	
6.	Kathleen G. Dizon	Assistant Manager	SCMD	
7.	Lyn P. Sanchez	Account Officer V	MD	
8.	Raymond Rendy O. Isip	Media Relations Officer III	SCMD-PAD	
9.	Mary Jane B. Bantegui	Collection Officer IV	FD	
10.	Chito Z. De Mesa	Security Operations Officer IV	SD	
11.	Roloyd M. Gozun	Internal Audit Officer IV	IAD	-
12.	Marie Angeli P. Reyes	Management Systems Officer IV	SCMD-MSID	Maternity Leave
13.	Nove Jean C. Yu	Records Management Officer II	MIS/GIS-RD	-
14.	Ma. Joanna S. Macale	Nurse IV	HRD	-
15.	Kristober S. Gomez	Records Officer IV	MIS/GIS-RD	
16.	Geraldine I. Gamboa	Security Operations Officer III	SD	-
17.	Joshua D. Pabustan	Executive Assistant	OVP-AFG	
18.	Carina D. Bondoc	Administrative Assistant	SCMD-PAD	
19.	Ereth Noimi P. Dytianquin	HR Assistant	HRD	
20.	Mara Cassandra T. Raniaga	HR Officer III	HRD	
21.				

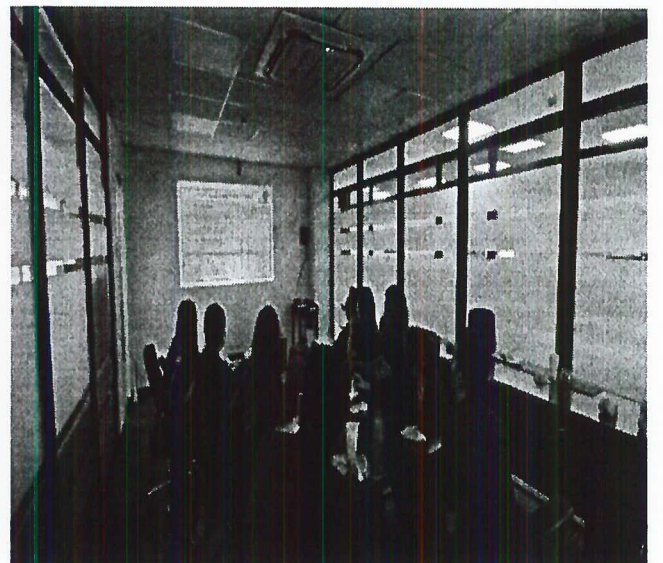
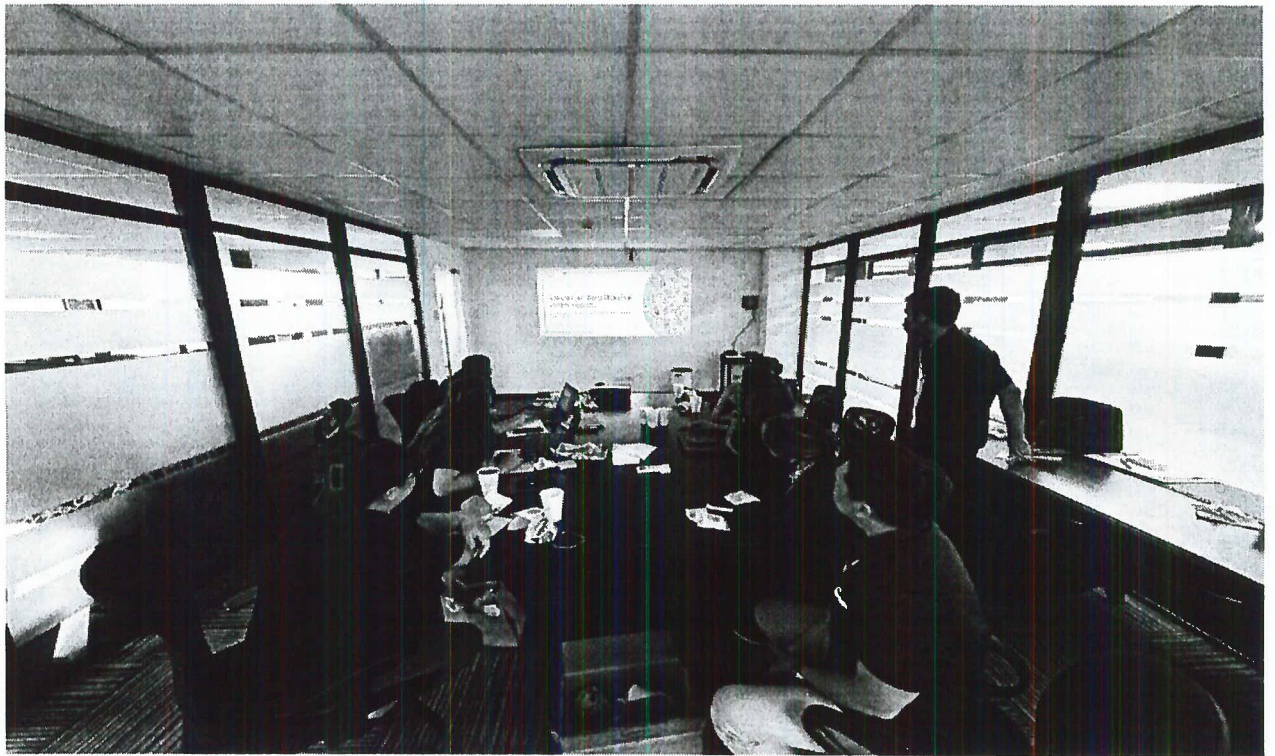
## ATTENDANCE FORM

**Title of the Activity:** Harmonized Gender and Development Guidelines

**Date/Time:** 09 November 2023

**Venue:** EMD Conference Room

No.	NAME	POSITION	DEPARTMENT	SIGNATURE
1.	Riza G. Lozano	Account Officer IV	MD	
2.	Vina May L. Manalili	Assistant Manager	HRD	
3.	Janice D. Raymundo	Assistant Manager	MIS/GIS	
4.	Robert S. Urbano	Assistant Manager	AD	
5.	Antonio O. Pamintuan, III	Assistant Manager	ED	
6.	Kathleen G. Dizon	Assistant Manager	SCMD	
7.	Lyn P. Sanchez	Account Officer V	MD	
8.	Raymond Rendy O. Isip	Media Relations Officer III	SCMD-PAD	
9.	Mary Jane B. Bantegui	Collection Officer IV	FD	
10.	Chito Z. De Mesa	Security Operations Officer IV	SD	
11.	Roloyd M. Gozun	Internal Audit Officer IV	IAD	
12.	Marie Angeli P. Reyes	Management Systems Officer IV	SCMD-MSID	MATERNITY LEAVE
13.	Nove Jean C. Yu	Records Management Officer II	MIS/GIS-RD	
14.	Ma. Joanna S. Macale	Nurse IV	HRD	
15.	Kristober S. Gomez	Records Officer IV	MIS/GIS-RD	
16.	Geraldine I. Gamboa	Security Operations Officer III	SD	
17.	Joshua D. Pabustan	Executive Assistant	OVP-AFG	
18.	Carina D. Bondoc	Administrative Assistant	SCMD-PAD	
19.	Ereth Noimi P. Dytianquin	HR Assistant	HRD	
20.	Mara Cassandra T. Raniaga	HR Officer III	HRD	
21.				



## ATTENDANCE FORM

**Title of the Activity:** Training the Trainers

**Date/Time:** 16 November 2023

**Venue:** CIAC Board Room

No.	NAME	POSITION	DEPARTMENT	SIGNATURE
1.	Riza G. Lozano	Account Officer IV	MD	
2.	Vina May L. Manalili	Assistant Manager	HRD	
3.	Janice D. Raymundo	Assistant Manager	MIS/GIS	
4.	Robert S. Urbano	Assistant Manager	AD	
5.	Antonio O. Pamintuan III	Assistant Manager	ED	
6.	Kathleen G. Dizon	Assistant Manager	SCMD	
7.	Lyn P. Sanchez	Account Officer V	MD	
8.	Raymond Rendy O. Isip	Media Relations Officer III	SCMD-PAD	
9.	Mary Jane B. Bantegui	Collection Officer IV	FD	
10.	Chito Z. De Mesa	Security Operations Officer IV	SD	
11.	Roloyd M. Gozun	Internal Audit Officer IV	IAD	
12.	Marie Angeli P. Reyes	Management Systems Officer IV	SCMD-MSID	
13.	Nove Jean C. Yu	Records Management Officer II	MIS/GIS-RD	
14.	Ma. Joanna S. Macale	Nurse IV	HRD	
15.	Kristober S. Gomez	Records Officer IV	MIS/GIS-RD	
16.	Geraldine I. Gamboa	Security Operations Officer III	SD	
17.	Joshua D. Pabustan	Executive Assistant	OVP-AFG	
18.	Carina D. Bondoc	Administrative Assistant	SCMD-PAD	
19.	Ereth Noimi P. Dytianquin	HR Assistant	HRD	
20.	Mara Cassandra T. Raniaga	HR Officer III	HRD	
21.				





Newly Hired 2023  
Active now

Mon 4:50 PM

Good afternoon po. 🙏

For those who have not yet attended the GAD Orientation po as a requirement for newly-hired employees, we have a scheduled GAD Orientation po on Thursday, 10am to 12nn, at CIAC Board Room po.

Thank you po. 🙏

Newly Hired 2023

Active now



Mute

Search

Chat info

Ang nakapag attend na po ay sina:  
Sir @Pol Garcia  
Col. Perez  
Ma'am @Sheena David  
Sir @Julio Mendoza  
Ma'am @Girle Flores  
Sir @Ael Far  
Sir @Huet John Daniel  
Sir @Jan Lim  
Thank you po. 🙏

📌 View pinned messages

Customize chat

Group options

Chat members



Aba Tet

Admin · Added by Chrissy Santos



Ael Far

Added by Aba Tet



Aa





Newly Hired 2023

Active now

Erika



Ako rin, ma'am 🥰



Newly Hired 2023

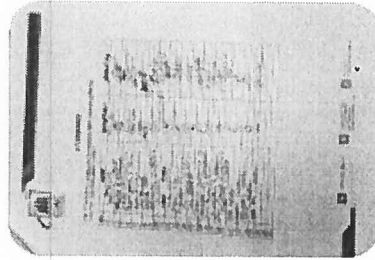
Active now



Mute



Search



You replied to Erika

Ako rin, ma'am 🥰

Including Atty. @Erika Wijangco po.

Sorry, Ma'am, my bad po. 🙏



Aa



Aba Tet

Admin · Added by Chrissy Santos



Ael Far

Added by Aba Tet



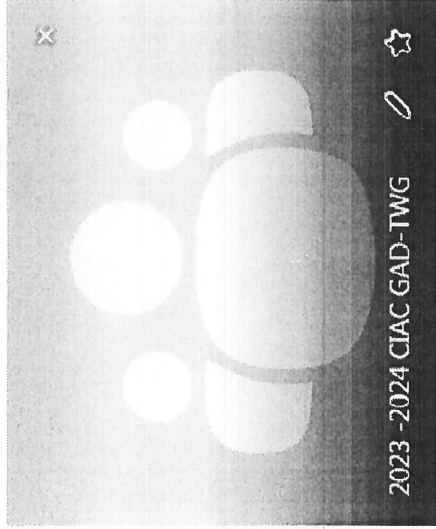


To all GAD-TWG trainers, please observe/ join our new employees orientation on GAD at 2:00 PM @ CIAC Boardroom today. Thank you

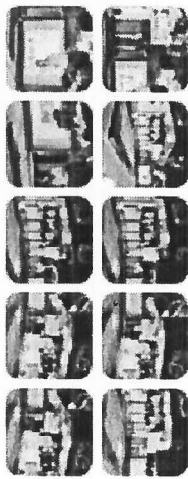


## Nasa boardroom na po new employees

1000



100



1

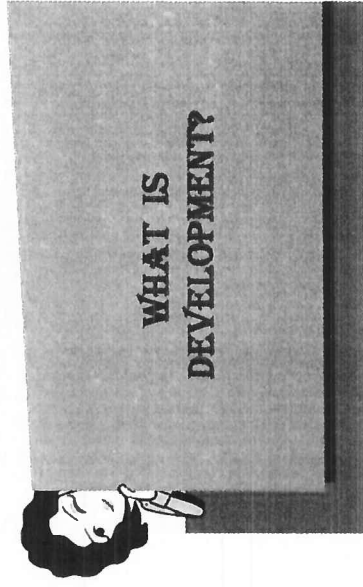
I

1

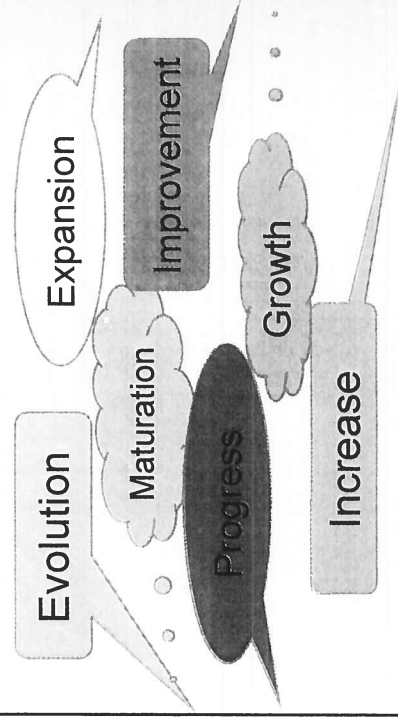
22

# WELCOME PARTICIPANTS!

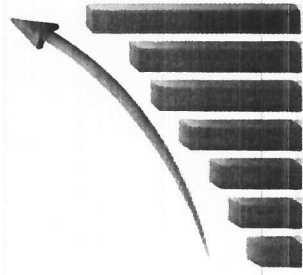
## ORIENTATION ON GENDER AND DEVELOPMENT



## DEVELOPMENT



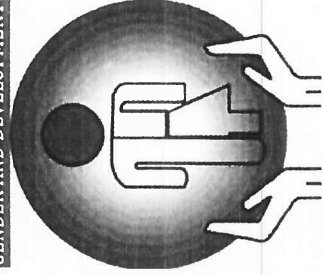
## OBJECTIVE OF GENDER & DEVELOPMENT



**A better  
quality of  
life for  
everyone**

## WHAT IS GENDER AND DEVELOPMENT (GAD)?

### GENDER AND DEVELOPMENT



...is about recognizing that gender biases impede development because they prevent people from attaining their full potentials (which will enable them to become effective contributors to development)

-UP-CWS

## WHAT IS GENDER AND DEVELOPMENT

- Refers to the **development perspective and process** that is **participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self determination and actualization of human potentials.** (MCW, 2009)
- It seeks to achieve gender equality as a fundamental value that should be reflected in development choices and contends that women are **active agents** of development, not just passive recipients of development (PCW, 2011)

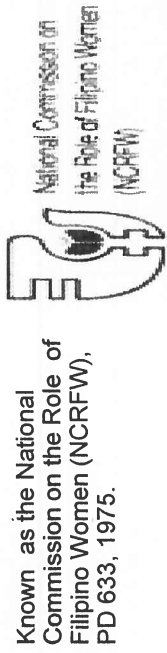
GAD is about being faithful to the principle that  
**Development is for all !**

Fairness and equity demands that everyone in society, whether male or female has the right to the same opportunities to achieve a full and satisfying life.

-UP-CWS

# LEGAL MANDATES FOR GAD

## PHILIPPINE COMMISSION ON WOMEN (PCW)



Known as the National Commission on the Role of Filipino Women (NCRFW), PD 633, 1975.

August 14, 2009 through RA 9710-Magna Carta of Women, NCRFW was renamed PCW.



## OTHER NATIONAL LAWS

## POLICIES



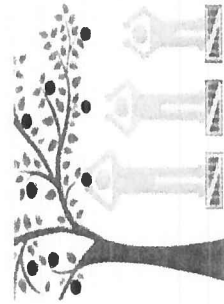
### Labor Related Laws:

Anti-Discrimination Law (RA 6725)  
Migrant Workers and Overseas Filipino  
Act (RA 8042)  
Solo Parents' Welfare Act of 2000 (RA  
8972)  
105 Days Expanded Maternity Leave (RA  
11210)

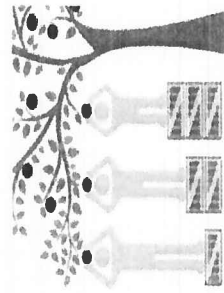
### Laws Addressing Violence Against Women:

- Anti-Mail Order Bride Law (RA 6955)
- Anti-Sexual Harassment Law (RA 7877)
- Anti-Violence Against Women and their  
Children Act (RA 9262)
- Anti-Rape Law (RA 8353)
- Special Protection of Children Against Child  
Abuse, Exploitation and Discrimination Act  
(RA 7610)
- Safe Spaces Act (RA 11313)

## EQUALITY AND EQUITY



Equality = Sameness  
GIVING EVERYONE THE SAME  
THING - It only works if  
everyone starts from the same  
place



Equity = Fairness  
ACCESS TO THE SAME  
OPPORTUNITIES - We  
must first ensure equity before we  
can enjoy equality

## GENDER MILESTONES

Gender Accountable

Gender Fair/Equity

Gender Responsive

Gender Sensitive

Gender Aware

Gender Neutral

## GENDER MILESTONES

**Gender Neutral/Blind** - lack of recognition of gender as an essential determinant of life choices that are available in society.

**Gender Aware** - recognition of gender inequality; that there are differences between men and women in terms of access to and control over resources, including opportunities for development.

## GENDER MILESTONES

**Gender Sensitive** - recognition of the underlying and hidden cause of gender inequality. Differences are felt undesirable and unjustifiable. Problems resulting from inequality and discrimination are identified.

**Gender Responsive** - presence of programs, projects and processes that systematically incorporate or address gender concerns and issues. National GAD Resource Program Philippine Commission on Women

## GENDER MILESTONES

**Gender Fair/Equity** - society where women and men equitably share in the responsibilities, power authority and decision-making and enjoy the benefits.

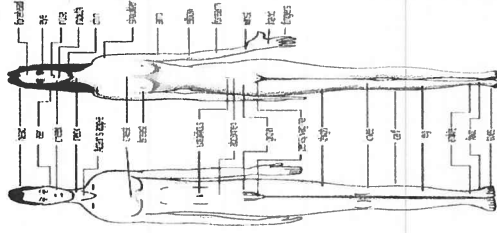
**Gender Accountable** - gender equity is viewed as the key commitment of the organization; it assumes responsibility to make gender an integral part what the organization is and what it does.



## SEX, GENDER, AND CULTURE

# SEX

refers to physical attributes pertaining to a person's body shape, features, genitals, hormones, genes and reproductive organs.



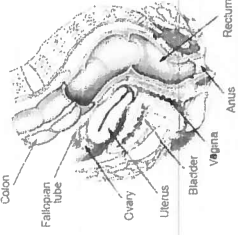
## PRIMARY SEX CHARACTERISTICS

### WOMEN

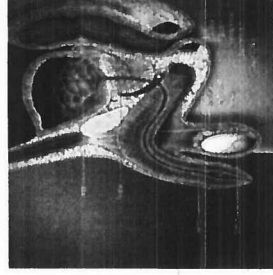
Uterus, ovary, ovum, fallopian tube, cervix, vagina, clitoris etc.

### MEN

Penis, testes, scrotum, sperm, vas deferens etc.



T1.02.01



## SECONDARY SEX CHARACTERISTICS

### WOMEN

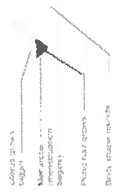


Breast development  
Pubic hair  
Body shape

### MEN



Facial hair  
Voice  
Body shape

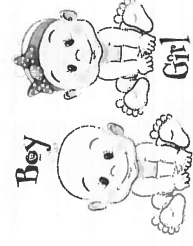


Breast development  
Pubic hair  
Body shape

Facial hair  
Voice  
Body shape

T1.02.01

A person is born either a **MALE** or a **FEMALE**.



**SEX** is permanent and constant

## Sex Roles

### FEMALE

- **HOUSEWORK**
- **CHILDREN**
- **Childbearing**



- **Breastfeeding**
- **-lactation**

T1 02 01

### MALE

- **HOUSEWORK**
- **CHILDREN**
- **Childbearing**

A person's gender is either **MASCULINE** or **FEMININE**.



T1 02 01

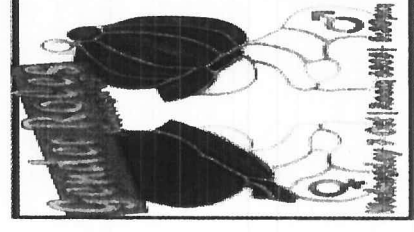
## GENDER

- refers to roles, attitudes, and values assigned or attributed by society to men and women.
- a socially learned behavior or expectations associated with the two sexes

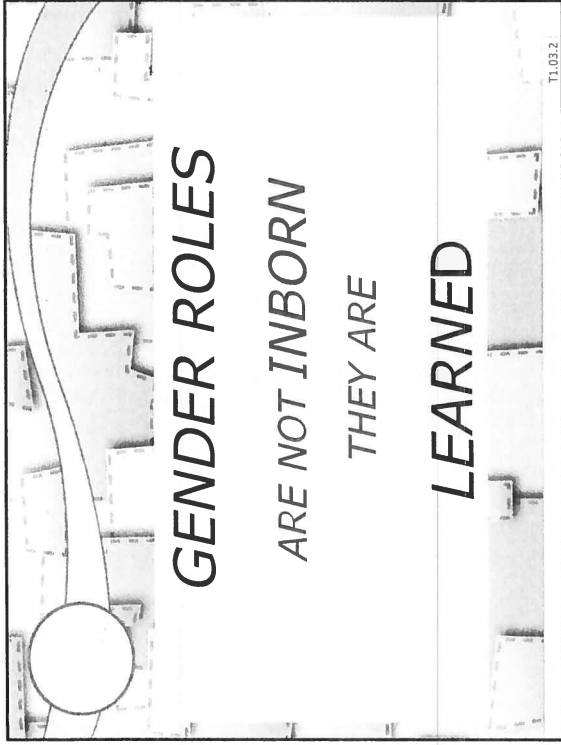
T1 02 01

## GENDER ROLES


A gender role is a set of social and behavioral norms that are generally considered appropriate for either a man or a woman in a social or interpersonal relationship.



T1 02 01



Gender roles are basically imposed by society. Thus, **it is learned**.  
It is socially created/determined; hence, **it can be changed**.




## GENDERS ROLES

WOMEN	MEN
<ul style="list-style-type: none"> <li>• Housekeeping</li> <li>• Childcare</li> <li>• Cooking</li> <li>• Teacher</li> <li>• Nurse etc</li> </ul>	<ul style="list-style-type: none"> <li>• Provider</li> <li>• Leader/protector</li> </ul>

T1.02.01

## Differences Between SEX and GENDER

SEX	GENDER
fixed	spatial
Generally permanent	time-bound
natural	interchangeable

## Differences Between **SEX and GENDER**

SEX	GENDER
fixed	spatial
Generally permanent	time-bound
natural	interchangeable

17-12-24

## **CULTURE**

- refers to attitudes and behavior characteristic of a particular social group.

17-12-24

## **GENDERING/SOCIALIZATION**

Gendering or socialization is when culture or society imposes gender roles, particularly starting during conception, to make sure that he/she will grow into someone that people want him/her to be.



17-12-24

## **5 SOCIAL INSTITUTIONS** *AGENTS OF GENDER SOCIALIZATION*

These social institutions greatly influence how we perceive gender:

1. **FAMILY**
2. **SCHOOL**
3. **COMMUNITY**
4. **WORKPLACE**
5. **MEDIA**

17-12-24

**GENDER ROLES**

**RESULT IN**

**GENDER BIASES**



1

# GENDER BIAS

- Is a behavior that shows favoritism toward one gender over another.
- Is the act of favoring men and/or boys over women and/or girls.

-Rothchild, J. (2014)

- 

---

**GENDER  
DISCRIMINATION**

To give differential treatment to individuals on the grounds of their gender.



GENDER STEREOTYPING

DO I WEAR BLUE  
BECAUSE I'M A BOY

OR AM I A BOY BECAUSE  
I WEAR BLUE

When I grow up,  
I want a son first,  
then a daughter;  
So my son would beat up any boy  
that messes my little girl up.

I am the Boss

WIGSTOCK



## SUBORDINATION

- ## 2. STATUS



## SUBORDINATION

1. Position/Leadership
2. Status
3. Decision-making

Women are not included in planning & decision making



## MULTIPLE BURDEN



## MARGINALIZATION

**Less access to and control over resources**

## Unequal for work

## Limited Opportunities

## Exacting sexual favors

## Under-recognition of women's work

**Last to be hired, First to be fired**

ork

# Violence /Abuses Against Women

(Sa-kit, Sakit, Kapangyarihan, at  
Lupit)



## 1. PHYSICAL ABUSE



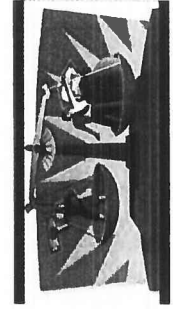
## 2. PSYCHOLOGICAL AND EMOTIONAL ABUSE



The scars you  
can't see are  
the hardest to  
heal.



## 3. FINANCIAL ABUSE



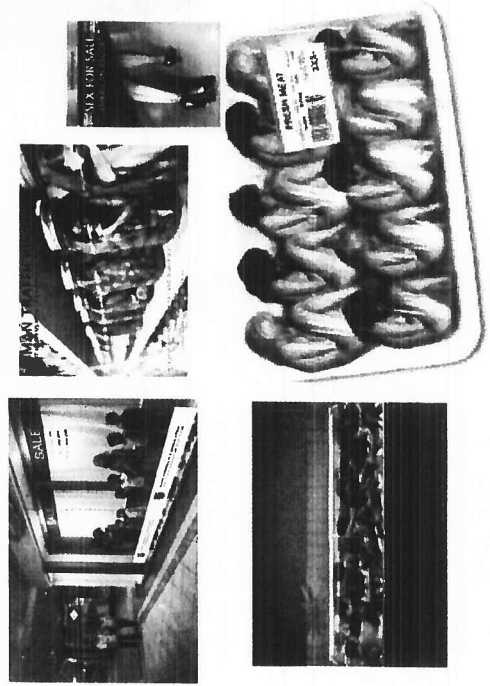
#### 4. VERBAL ABUSE



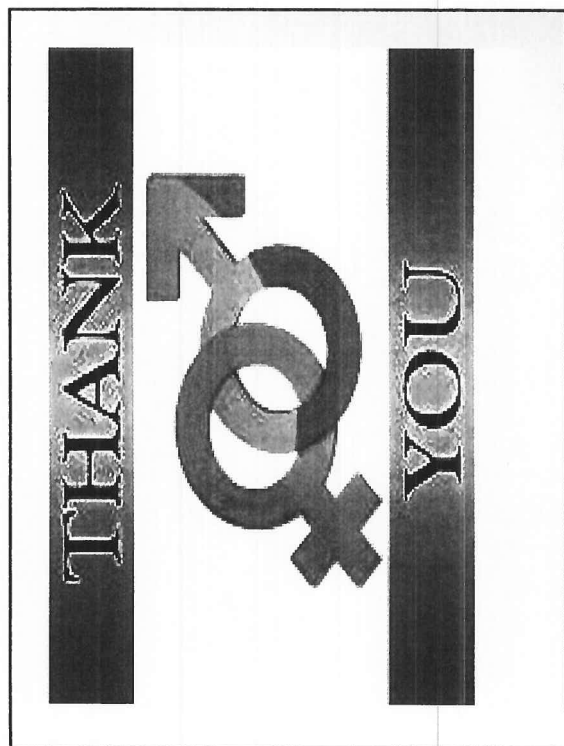
#### 5. CYBERSEX

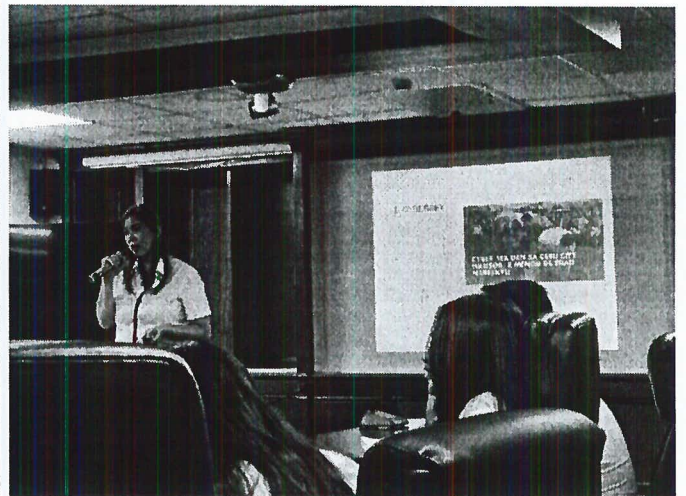
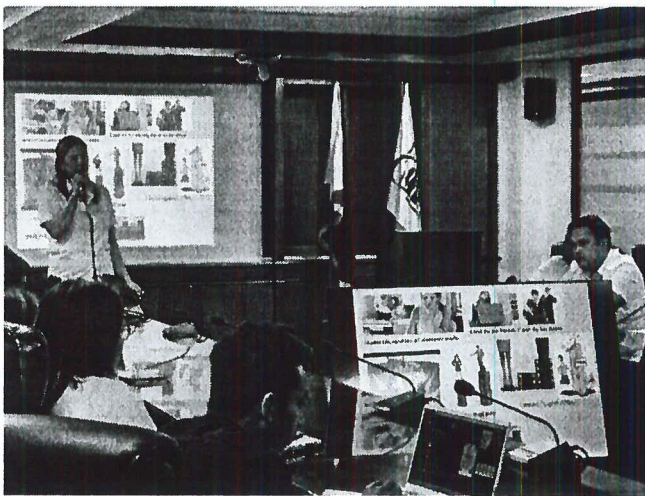
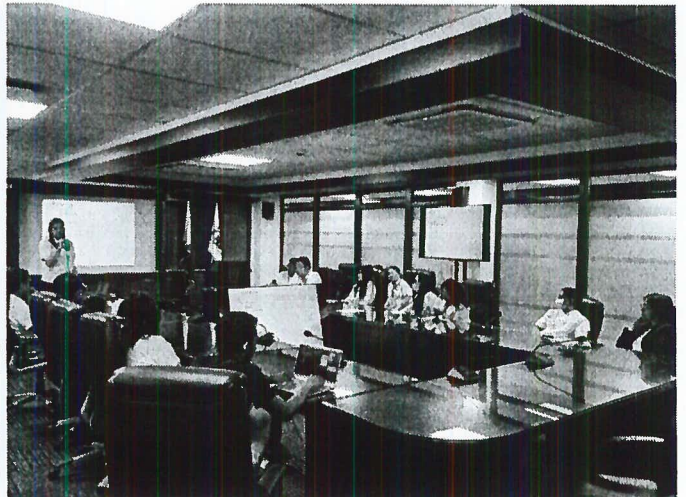


#### 6. COMMODIFICATION



REALIZANG







CLARK INTERNATIONAL AIRPORT CORPORATION  
INTERNAL AUDIT DEPARTMENT

BY: *July Farnes*  
DATE: *28 Dec 2023*

RECEIVED



Management  
System  
ISO 9001:2015



www.tuv.com  
ID 9105058005

FOR : ALL CIAC EXECUTIVE OFFICES AND DEPARTMENTS  
FROM : STRATEGY AND CORPORATE MANAGEMENT DEPARTMENT  
SUBJECT : SUBMISSION OF THE OFFICE PERFORMANCE COMMITMENT REVIEW (OPCR) FORM FOR CY 2024  
DATE : 27 DECEMBER 2023

1. One of the fundamental components of the Clark International Airport Corporation (CIAC) Strategic Planning Process is the regular review and updating of the department scorecards (Office Performance Commitment Review Form) to ensure alignment with corporate scorecards such as the CIAC Objectives-Goals-Strategies-Measures (OGSM), CIAC Performance Scorecard, and Approved 2024 Corporate Operating Budget, including the major programs, activities, and/or projects (PAPs) related to the seven (7) priority projects of CIAC.
2. With this, all executive offices and departments are advised to review the aforesaid documents and to update their respective OPCR's reflecting measures and targets set for 2024, as well as the 2023 targets that are continuing and/or for completion by 2024.
3. For the 2024 OPCR's, the budget utilization rate (BUR) shall be added as one of the common measures of the departments per instruction of the CIAC Performance Management Team. The 2024 target for the said measure shall be 90% and shall have an allotted weight of 5%.
4. Furthermore, the items listed below must be included in the OPCR 2024:
  - a. Gender and Development PAPs;
  - b. Risk items for actions (from CIAC Risk Register);
  - c. Process cycle time of the documented procedures enrolled in the CIAC Quality Management System (QMS); and
  - d. Process cycle time committed in the CIAC's Citizens Charter

All listed items (including BUR) shall be part of the audit criteria in the annual quality audits for CIAC QMS.

5. Submission of the manager's signed printed and electronic (excel) 2024 OPCR's is on or before **19 January 2024 (Friday)**. Electronic copies of the OPCR's are to be transmitted via email to [corplan@ciac.gov.ph](mailto:corplan@ciac.gov.ph) and be posted at [ciacdata.svr/common/CORPLAN/2024 OPCR's/Submission](https://ciacdata.svr.common/CORPLAN/2024%20OPCR's/Submission) for purposes of consolidation and onward submission to the CIAC Performance Management Team (PMT) Members.
6. Based on the approved CIAC Strategic Performance Management System, the CIAC PMT Members shall deliberate and endorse the final OPCR's and rating system for approval of the CIAC PMT Chairperson – CIAC PCEO.

Thank you.

*Kathleen G. Dizon*  
**KATHLEEN G. DIZON**  
Officer-In-Charge

<p>CLARK INTERNATIONAL AIRPORT CORPORATION</p>	RECORDS MANAGEMENT DIVISION	
	RECEIVED BY: <i>Jean Yu</i>	
	DATE: <i>12-28-23</i>	TIME: <i>9:42am</i>
	REF. No. <i>CD-00691-2023</i>	



MEMORANDUM

**TO :** ALL IMPLEMENTING UNITS/ END-USER REPRESENTATIVES  
OF THE 2024 ANNUAL PROCUREMENT PLAN

**SUBJECT :** REMINDERS ON THE PROGRAMMED PROCUREMENT FOR  
THE FIRST QUARTER OF 2024

**DATE :** 20 December 2023

1. In line with the thrust of the CIAC Management to efficiently utilize approved budget and implement procurement based on every office's committed milestones/timeline, this Department reiterates the attached items scheduled to be procured in the first quarter of 2024.
2. We remind all concerned implementing units that pre-procurement activities such as but not limited to the finalization of bidding documents, technical specifications, preparation of purchase requests, and approval of the project proposals, programs or activities, **should be settled earlier than the target date of procurement to avoid any delays and to allow the Procurement Officers, BAC and BAC TWG to have ample time to review and process the requests.**
3. Please coordinate with the Procurement Division and/or the Secretariat of the Bids and Awards Committee (BAC) for any assistance that you will need.

For your guidance and strict compliance.

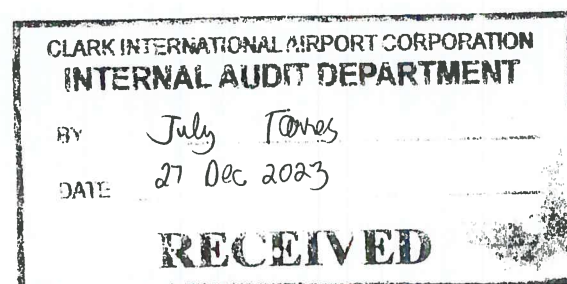
Thank you.

**ROBERT S. URBANO**  
Officer-in-charge, Administrative Department

Noted by:

**NANCY C. PAGLINAWAN**  
Vice President, Administration and Finance

**Atty. RUSTICO D. QUIZON III**  
Chairperson, BAC



Clark International Airport Corporation  
SCHEDULED PROCUREMENT ACTIVITIES FOR THE FIRST QUARTER OF 2024

Code	Procurement Project/Program	Mode of Procurement	Account Title	End-user	Milestone			Approved Budget		Total Budget	Remarks
					Jan	Feb	Mar	MOOE	CO		
CB-1	Maintenance of CIAC Sodded Land	10. Competitive Bidding	Ground Maintenance Services	ED		x	x	12,190,000.00		12,190,000.00	Original Contract is extended until February 29, 2024; This project's ABC should cover March-December 2024
CB-2	Desktop and Laptop Computers with Windows 11 Pro and MS Office License	10. Competitive Bidding	ICT Equipment	MISD		x	x		3,030,000.00	3,030,000.00	Please see supplemental memo on the pre-procurement conference of procurement items under public bidding.
CB-3	Construction/Site Development of CIAC Gateway Property South along Gil Puyat Avenue (1.7km Road)	10. Competitive Bidding	Infrastructure/ Improvements	ED			x		263,921,538.42	263,921,538.42	Please see supplemental memo on the pre-procurement conference of procurement items under public bidding.
CB-9	Procurement of Security Services	10. Competitive Bidding	Security Services	SD	x	x	x	41,650,191.00		41,650,191.00	Original Contract is extended until February 29, 2024; This project's ABC should cover March-December 2024
DC-1	Internet Expenses	50. Direct Contracting	Communication Expense	MISD	x	x	x	1,344,000.00		1,344,000.00	
DC-2	Electricity	50. Direct Contracting	Electricity Expenses	ED	x	x	x	6,000,000.00		6,000,000.00	
DC-3	Collection of Garbage surrounding COB and other support building facilities	50. Direct Contracting	Garbage Fee	ED	x	x	x	240,000.00		240,000.00	
DC-4	Corrective Maintenance of PSR and SSR Radar System of CIAC (Unpaid accounts of various system hardware components)	50. Direct Contracting	Repair and Maintenance - Airport Equipment	ED	x			3,700,000.00		3,700,000.00	
DC-5	Maintenance of Payroll System	50. Direct Contracting	Repair and Maintenance - ICT Equipment	MISD	x	x	x	40,000.00		40,000.00	Prepare the PR of the programmer once the adjustment of the Pag-IBIG Fund Contribution is determined
DC-6	Repair of photocopier machines	50. Direct Contracting	Repair and Maintenance - Office Equipment	AD	x	x	x	30,000.00		30,000.00	
DC-7	Maintenance of Service Vehicles (new vehicles) - change oil, repair of aircon, and related works	50. Direct Contracting	Repair and Maintenance - Transportation Equipment	AD	x	x	x	210,000.00		210,000.00	As needed arises
DC-8	Cable and Internet Subscription	50. Direct Contracting	Subscription Expense	OYPAFG	x	x	x	27,600.00		27,600.00	
DC-9	Cable Subscription	50. Direct Contracting	Subscription Expense	OPCEO	x	x	x	34,000.00		34,000.00	
DC-10	Subscription of ArcGIS	50. Direct Contracting	Subscription Expense	SCMD	x	x	x	757,064.00		757,064.00	PR for the renewal of the ArcGIS should be prepared in December 2023
DC-11	PLDT Landlines	50. Direct Contracting	Telephone Landlines	ED	x	x	x	274,000.00		274,000.00	
DC-12	PLDT Landlines	50. Direct Contracting	Telephone Landlines	OPCEO	x	x	x	42,000.00		42,000.00	
DC-13	Water and Sewer	50. Direct Contracting	Water Expense	ED	x	x	x	480,000.00		480,000.00	
S-1	Office Supplies not available at PS-DBM	52. Shopping	Office Supplies Expense	Various	x			192,000.00		192,000.00	PR for the quarterly procurement of office supplies should be prepared in December 2023
LRPV-2	Various Training Venues	53.10 Lease of Real Property and Venue	Training Expenses	HRD	x	x	x	665,500.00		665,500.00	Approved PR should be received by the Procurement Division at least two (2) weeks before the scheduled event
DRP-5	Social Media Boosting of CIAC Social Media Pages	53.14 Direct Retail Purchase of POL Products, Airline Tickets and Online Subscription	Subscription Expense	SCMD	x	x	x	18,000.00		18,000.00	

Code	Procurement Project/Program	Mode of Procurement	Account Title	End-user	Milestone			Approved Budget		Total Budget	Remarks
					Jan	Feb	Mar	MOOE	CO		
DRP-6	Video Conference Software License - Renewal (200m)	53.14 Direct Retail Purchase of POL Products, Airline Tickets and Online Subscription	Subscription Expense	MISD	x	x	x	50,000.00		50,000.00	PR for the quarterly procurement of office supplies should be prepared in December 2023
ATA-1	Office Supplies thru PS-DBM	53.5 Agency to Agency	Office Supplies Expense	Various	x			400,000.00		400,000.00	PR should be prepared in December 2023
SVP-33	Printing of Business Cards	53.9 Small Value Procurement	Printing & Binding Expense	AD	x	x	x	2,500.00		2,500.00	PR should be prepared in February 2024
ATA-3	Microsoft SQL Server Standard Edition License	53.5 Agency to Agency	ICT Equipment	MISD			x	600,000.00		600,000.00	PR should be prepared in February 2024
SSAEM-1	Newspaper Publication/ Notice to the Public with regard to pending cases against delinquent CIAC locators	53.6 Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Services	Advertising, Promotional and Marketing Expenses	OANPLS	x	x	x	50,000.00		50,000.00	As needed arises
SSAEM-2	Post-Award Newspaper Advertisement for >50.0M awarded contracts	53.6 Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Services	Advertising, Promotional and Marketing Expenses	AD	x	x	x	23,000.00		23,000.00	Approved PR (including finalized layout, if applicable) should be received by the Procurement Division at least a week before the scheduled advertisement/publication
SSAEM-3	Production and Placement of Various Types of media advertisement, TVCs, RCs, newspaper, magazines, souvenir programs, business journals, yearbooks	53.6 Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Services	Advertising, Promotional and Marketing Expenses	MD	x	x	x	1,000,000.00		1,000,000.00	Original Contract will expire on February 29, 2024; Facilitation of the request for renewal, if applicable, should be settled in January 2024
HTC-1	Highly Technical Consultant (BOD)	53.7 Highly Technical Consultant	Consultancy Expenses	OPCEO	x	x	x	1,333,333.32		1,333,333.32	Approved PR should be received by the Procurement Division at least two (2) weeks before the scheduled event
SVP-2	Conduct of Corporate Marketing Events	53.9 Small Value Procurement	Advertising, Promotional and Marketing Expenses	MD	x	x	x	927,000.00		927,000.00	PR should be prepared in February 2024
SVP-3	Cellcards	53.9 Small Value Procurement	Communication - Telephone Expense	HRD			x	651,600.00		651,600.00	PR should be prepared in December 2023
SVP-4	Postage and Deliveries	53.9 Small Value Procurement	Communication Expense	MISD	x	x	x	180,000.00		180,000.00	As needed arises
SVP-5	Drugs and medicines	53.9 Small Value Procurement	Drugs and Medicine Expenses	HRD	x	x	x	127,199.00		127,199.00	As needed arises
SVP-6	Oil, Lubricant and Fuel Filters	53.9 Small Value Procurement	Gasoline, Oil & Lubricant Expense	AD	x	x	x	250,000.00		250,000.00	PR should be prepared in January 2024
SVP-7	Anti-virus for Servers and PAD Editing Software	53.9 Small Value Procurement	ICT Equipment	MISD		x	x	750,000.00		750,000.00	PR should be prepared in January 2024
SVP-10	Random Drug Testing	53.9 Small Value Procurement	Other Maintenance and Operating Expense	HRD	x	x	x	40,000.00		40,000.00	PR should be prepared in February 2024
SVP-13	Clinic Items (Sphygmomanometer, stethoscope, pulse oximeter, thermometer, pen light, first-aid bag, glucometer, clinic curtain, wheelchair)	53.9 Small Value Procurement	Other Supplies Expense	HRD			x	49,000.00		49,000.00	PR should be prepared in December 2023
SVP-16	Other Supplies - Flash drives, external hardwares, flatbed scanners, spotlight wireless presentation remote, wireless mouse, laserjet colored printer	53.9 Small Value Procurement	Other Supplies Expense	MISD	x	x	x	85,000.00		85,000.00	PR should be prepared in December 2023

Code	Procurement Project/Program	Mode of Procurement	Account Title	End-user	Milestone			Approved Budget		Total Budget	Remarks
					Jan	Feb	Mar	MOOE	CO		
SVP-17	Procurement of other supplies for SD (Security Signages, Traffic Cones)	53.9 Small Value Procurement	Other Supplies Expense	SD			X	50,000.00		50,000.00	PR should be prepared in February 2024
SVP-18	Procurement of Safety Shoes, Rain Boots, Rain Coats, and Other required PPEs	53.9 Small Value Procurement	Other Supplies Expense	ED	X			203,000.00		203,000.00	PR should be prepared in December 2023
SVP-19	Procurement of COVID-19 response items	53.9 Small Value Procurement	Other Supplies Expense	ED	X			360,811.00		360,811.00	PR should be prepared in December 2023
SVP-20	Other Supplies - Padlocks, Steel Chain (5/16 x 2ft, Philippine Flag (8x16), Philippine Flag (3x5), Nylon Rope (200ft), Rechargeable Flashlight, Door Lock	53.9 Small Value Procurement	Other Supplies Expense	AD	X	X	X	6,650.00		6,650.00	PR should be prepared in December 2023
SVP-21	Other Supplies - Toiletries, Desk Calendars, Kitchen appliances/utensils	53.9 Small Value Procurement	Other Supplies Expense	OPCEO		X		70,000.00		70,000.00	PR should be prepared in January 2024
SVP-22	Procurement of fire extinguishers	53.9 Small Value Procurement	Other Supplies Expense	ED		X		27,000.00		27,000.00	PR should be prepared in January 2024
SVP-23	Steel Cabinet and Mobile Pedestal	53.9 Small Value Procurement	Other Supplies Expense	FD	X	X	X	10,000.00		10,000.00	PR should be prepared in December 2023
SVP-24	Toiletries	53.9 Small Value Procurement	Other Supplies Expense	OVPAFG	X	X	X	12,000.00		12,000.00	
SVP-40	Printing of Memo Pads	53.9 Small Value Procurement	Printing & Binding Expense	AD	X	X	X	1,000.00		1,000.00	
SVP-27	Donation and Contribution - Clark Jobs Fair	53.9 Small Value Procurement	Donation and Contribution	SCMD		X		94,188.00		94,188.00	Approved PR should be received by the Procurement Division at least two (2) weeks before the scheduled event
SVP-31	Donations - Calamities and other related events	53.9 Small Value Procurement	Donation and Contribution	SCMD	X	X	X	200,000.00		200,000.00	As needed arises
SVP-49	Printing of Memo Pads, Business Cards and Other Printables	53.9 Small Value Procurement	Printing & Binding Expense	OBDG, MD, SD	X	X	X	20,360.00		20,360.00	Coordinate with the Procurement Division for the consolidation of request in January 2024
SVP-32	Other Printables	53.9 Small Value Procurement	Printing & Binding Expense	OAVPLS	X	X	X	800.00		800.00	Coordinate with the Procurement Division for the consolidation of request in January 2024
SVP-34	Printing of Business Cards	53.9 Small Value Procurement	Printing & Binding Expense	FD	X	X	X	1,000.00		1,000.00	Coordinate with the Procurement Division for the consolidation of request in January 2024
SVP-35	Printing of Business Cards	53.9 Small Value Procurement	Printing & Binding Expense	OAVPLS			X	21,000.00		21,000.00	Coordinate with the Procurement Division for the consolidation of request in January 2024
SVP-37	Printing of Business Cards	53.9 Small Value Procurement	Printing & Binding Expense	ED			X	2,000.00		2,000.00	Coordinate with the Procurement Division for the consolidation of request in January 2024
SVP-41	Printing of Memo Pads	53.9 Small Value Procurement	Printing & Binding Expense	FD	X	X	X	2,000.00		2,000.00	Coordinate with the Procurement Division for the consolidation of request in January 2024
SVP-42	Printing of Memo Pads	53.9 Small Value Procurement	Printing & Binding Expense	OAVPLS			X	2,500.00		2,500.00	Coordinate with the Procurement Division for the consolidation of request in January 2024
SVP-46	Printing of Memo Pads, Business Cards and Other Printables	53.9 Small Value Procurement	Printing & Binding Expense	OVPAFG	X	X	X	2,500.00		2,500.00	Coordinate with the Procurement Division for the consolidation of request in January 2024
SVP-47	Printing of Memo Pads, Business Cards and Other Printables	53.9 Small Value Procurement	Printing & Binding Expense	IAD	X			1,500.00		1,500.00	Coordinate with the Procurement Division for the consolidation of request in January 2024

Code	Procurement Project/Program	Mode of Procurement	Account Title	End-user	Milestone			Approved Budget		Total Budget	Remarks
					Jan	Feb	Mar	MOOE	CO		
SVP-48	Printing of Memo Pads, Business Cards and Other Printables	53.9 Small Value Procurement	Printing & Binding Expense	OPCEO		x	x	40,000.00		40,000.00	Coordinate with the Procurement Division for the consolidation of request in January 2024
SVP-50	Printing of plans and other documents	53.9 Small Value Procurement	Printing & Binding Expense	ED			x	3,000.00		3,000.00	Coordinate with the Procurement Division for the consolidation of request in January 2024
SVP-52	Procurement of Desk pads, corporate clinic forms, HR forms, calling cards, employee manual, tarpaulin and notation of IDs	53.9 Small Value Procurement	Printing & Binding Expense	HRD	x	x	x	100,000.00		100,000.00	PR for ID printing should be prepared in December 2023
SVP-53	Publication of CIAC Annual Report	53.9 Small Value Procurement	Printing & Binding Expense	SCMD			x	240,000.00		240,000.00	
SVP-56	Security Signages/Tarpaulin	53.9 Small Value Procurement	Printing & Binding Expense	SD		x		5,000.00		5,000.00	
SVP-58	Rent of tables, chairs and tents	53.9 Small Value Procurement	Rent Expense	AD	x	x	x	30,000.00		30,000.00	As needed arises
SVP-59	Rent of two (2) photocopier, A3 printer	53.9 Small Value Procurement	Rent Expense	AD	x	x	x	180,000.00		180,000.00	
SVP-60	Server Upgrade, Repair and Maintenance of IT Equipment	53.9 Small Value Procurement	Repair and Maintenance - ICT Equipment	MISD	x	x	x	200,000.00		200,000.00	As needed arises
SVP-61	Upgrade/Repair and Maintenance of IT Equipment of Various Department	53.9 Small Value Procurement	Repair and Maintenance - ICT Equipment	MISD	x	x	x	350,000.00		350,000.00	As needed arises
SVP-62	UPS Batteries	53.9 Small Value Procurement	Repair and Maintenance - ICT Equipment	MISD	x			100,000.00		100,000.00	As needed arises
SVP-63	Street Lighting System - Spare parts/ services for the repair and replacement of power cables & lighting accessories	53.9 Small Value Procurement	Repair and Maintenance - Land Improvements	ED			x	100,000.00		100,000.00	As needed arises
SVP-64	Street Lighting System - Spare parts/ services for the repair and replacement of roadway lighting fixtures, lamps/bulbs and accessories	53.9 Small Value Procurement	Repair and Maintenance - Land Improvements	ED			x	200,000.00		200,000.00	As needed arises
SVP-65	Street Lighting System - Spare parts/ services for the replacement of circuit breakers, contactors, auxiliary relays, and switches	53.9 Small Value Procurement	Repair and Maintenance - Land Improvements	ED			x	100,000.00		100,000.00	As needed arises
SVP-66	Various Ground Maintenance - Installation of Various Directional/Traffic Signages	53.9 Small Value Procurement	Repair and Maintenance - Land Improvements	ED			x	400,000.00		400,000.00	As needed arises
SVP-67	Various Ground Maintenance - Various supplies for roads and grounds	53.9 Small Value Procurement	Repair and Maintenance - Land Improvements	ED			x	1,000,000.00		1,000,000.00	As needed arises
SVP-68	Repair of Office Equipment / Furniture and Fixtures	53.9 Small Value Procurement	Repair and Maintenance - Office Equipment	AD	x	x	x	20,000.00		20,000.00	As needed arises
SVP-69	Pest Control	53.9 Small Value Procurement	Repair and Maintenance - Staff House	AD	x	x	x	150,000.00		150,000.00	As needed arises
SVP-70	Procurement of various construction materials, furniture, fixtures, and other various related items	53.9 Small Value Procurement	Repair and Maintenance - Staff House	AD	x	x	x	350,000.00		350,000.00	As needed arises
SVP-71	Supply of labor and materials for various repair works	53.9 Small Value Procurement	Repair and Maintenance - Staff House	AD	x	x	x	1,000,000.00		1,000,000.00	As needed arises
SVP-72	Maintenance of Service Vehicle (old vehicles) - change oil, repair and machine works, vulcanizing, repair of aircon, and related works	53.9 Small Value Procurement	Repair and Maintenance - Transportation Equipment	AD	x	x	x	995,000.00		995,000.00	As needed arises

Code	Procurement Project/Program	Mode of Procurement	Account Title	End-user	Milestone			Approved Budget		Total Budget	Remarks
					Jan	Feb	Mar	MOOE	CO		
SYP-73	Repair and Maintenance of Base and Portable Radios	53.9 Small Value Procurement	Repair and Maintenance - Communication Equipment	SD	x	x	x	25,000.00		25,000.00	<i>As needed arises</i>
SYP-74	Radio Repeater System	53.9 Small Value Procurement	Communication Equipment	SD	x			250,000.00		250,000.00	PR should be prepared in December 2023
SYP-75	Catering Services for planned meetings	53.9 Small Value Procurement	Representation Expense	OAVPLS	x	x	x	780,000.00		780,000.00	Furnish Procurement Division copy of the Notice of Meeting once available
SYP-76	Emergency Generator Sets - Annual Preventive Maintenance Services (Level II)	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	280,000.00		280,000.00	<i>As needed arises</i>
SYP-77	Replacement Parts - Annual Preventive Maintenance for Fire Detection Alarm System and PAEX at CRB and CAG, Annex Buildings	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	400,000.00		400,000.00	<i>As needed arises</i>
SYP-78	Communication Services, Spare and Replacement Parts - LAN cables and outlets	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	200,000.00		200,000.00	<i>As needed arises</i>
SYP-79	Communication Services, Spare and Replacement Parts - telephone cable outlets and terminals	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	200,000.00		200,000.00	<i>As needed arises</i>
SYP-80	Electro-mechanical Services and Replacement Parts - chemicals for the maintenance of evaporators and condenser coil for split-window AC	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	10,000.00		10,000.00	<i>As needed arises</i>
SYP-81	Electro-mechanical Services and Replacement Parts - Gases, pipe fittings, filter dryers, and strainer electrodes, paints, and other consumables	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	50,000.00		50,000.00	<i>As needed arises</i>
SYP-82	Electro-mechanical Services and Replacement Parts - Preventive Maintenance for Airconditioning Units	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	700,000.00		700,000.00	<i>As needed arises</i>
SYP-83	Electro-mechanical Services and Replacement Parts - Preventive Maintenance for Electric Room	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	300,000.00		300,000.00	<i>As needed arises</i>
SYP-84	Electro-mechanical Services and Replacement Parts - Spare parts/services for repair and replacement of defective rotary type compressors, fan motors, and other auxiliary	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	200,000.00		200,000.00	<i>As needed arises</i>
SYP-85	Electro-mechanical Services and Replacement Parts - Spare parts/services for replacement and/or rehabilitation of roof and wall exhausters at electro-mechanical rooms, kitchens, and comfort rooms (motor, fan blades, bearings, drive belt & pulleys, flexible cuts, louver, paints, degreases, belt & pulleys lubricant, and other accessories)	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	500,000.00		500,000.00	<i>As needed arises</i>

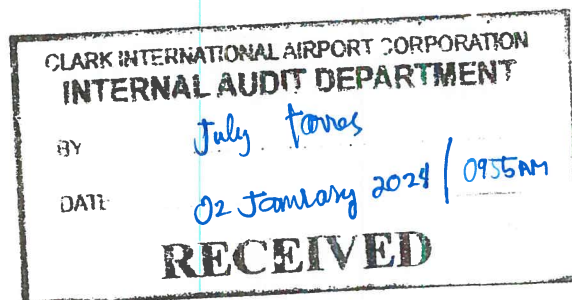
Code	Procurement Project/Program	Mode of Procurement	Account Title	End-user	Milestone			Approved Budget		Total Budget	Remarks
					Jan	Feb	Mar	MOOE	CO		
SVP-86	Electro-mechanical Parts - Spare parts/services for replacement of power distribution system (receptible outlets, circuit breakers, wire cables, grounding)	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	500,000.00		500,000.00	As needed arises
SVP-87	Electro-mechanical Services and Replacement Parts - spare parts/services for the replacement of defective circuit breakers	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	200,000.00		200,000.00	As needed arises
SVP-88	Electro-mechanical Services and Replacement Parts - Spare parts/services for the upgrading of lighting and control system including emergency lighting	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	500,000.00		500,000.00	As needed arises
SVP-89	Emergency Standby Generators - repair and replacement of defective batteries, chargers, worn-out fan belts, & burnout starters and relays	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	50,000.00		50,000.00	As needed arises
SVP-90	Emergency Standby Generators - Repair and replacement of Engine Control & Protection Modules and Autotransformer Switches	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	200,000.00		200,000.00	As needed arises
SVP-91	Emergency Standby Generators - Replacement of fuels, oil, water and air filters	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	100,000.00		100,000.00	As needed arises
SVP-92	Emergency Standby Generators - Change/Addition of Battery Solution, Engine Oil, Greases, Coolant, and Degreasers	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	10,000.00		10,000.00	As needed arises
SVP-93	Repair and Maintenance of Various Building Facilities - Disinfecting Chemicals	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	50,000.00		50,000.00	As needed arises
SVP-94	Repair and Maintenance of Various Building Facilities - Pest Control	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	200,000.00		200,000.00	As needed arises
SVP-95	Repair and Maintenance of Various Building Facilities - Various Construction Materials	53.9 Small Value Procurement	Repair and Maintenance (Buildings)	AD	x	x	x	300,000.00		300,000.00	As needed arises
SVP-97	Groceries	53.9 Small Value Procurement	Representation Expense	OAVPLS	x	x	x	36,000.00		36,000.00	Approved PR should be received by the Procurement Division on the first week of the applicable month
SVP-98	Groceries	53.9 Small Value Procurement	Representation Expense	OVPATG	x	x	x	36,000.00		36,000.00	Approved PR should be received by the Procurement Division on the first week of the applicable month
SVP-99	Groceries	53.9 Small Value Procurement	Representation Expense	OVPBODG, COA	x	x	x	84,000.00		84,000.00	Approved PR should be received by the Procurement Division on the first week of the applicable month
SVP-100	Groceries	53.9 Small Value Procurement	Representation Expense	OPCEO	x	x	x	114,000.00		114,000.00	
SVP-101	CIAC Anniversary Celebration	53.9 Small Value Procurement	Sports and Recreation	HRD		x		315,000.00		315,000.00	Approved PR should be received by the Procurement Division at least two (2) weeks before February 08, 2024
SVP-102	CIAC Employee Wellness Program	53.9 Small Value Procurement	Sports and Recreation	HRD	x	x	x	140,000.00		140,000.00	
SVP-103	CIAC Recollection	53.9 Small Value Procurement	Sports and Recreation	HRD			x	35,130.00		35,130.00	PR should be prepared in February 2024

**SCHEDULE OF PRE-PROCUREMENT CONFERENCES  
FY 2024**

Code	Procurement Project/Program	End-user	Milestones												ABC	Pre-Procurement Conference Schedule
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		
CB-2	Desktop and Laptop Computers with Windows 11 Pro and MS Office License	MISD			x	x									3,030,000.00	February 5, 2024 (Monday), 10:00am
CB-3	Construction/Site Development of CIAC Gateway Property South along Gil Puyat Avenue (1.7km Road)	ED			x	x									263,921,538.42	February 6, 2024 (Tuesday), 10:00am
CB-4	Rehabilitation of ASD Building (Phase II)	ED				x	x								5,000,000.00	March 1, 2024 (Friday), 10:00am
CB-5	Renovation and Improvement of CIAC offices at Corporate Office Building	ED				x	x								5,500,000.00	March 1, 2024 (Friday), 2:00pm
CB-6	Upgrading of CIAC Fire Detection and Alarm System (FDAS)	ED								x	x				1,600,000.00	June 24, 2024 (Monday) 10:00am
CB-7	Upgrading of CIAC Private Automatic Branch Exchange (PABX)	ED				x	x								1,400,000.00	March 4, 2024 (Monday) 10:00am
CB-10	Acquisition of five (5) units brand new motor vehicles	AD				x	x	x	x	x	x				10,000,000.00	April 1, 2024 (Monday) 10:00am

**REMINDERS:**

1. End-user representatives should start drafting their Terms of Reference as early as January 2024. Please access the latest Philippine Bidding Document template and official bid forms at the GPPB website;
2. Please ensure that your Terms of Reference will not be violative of Section 18 of the 2016 Revised IRR of Republic Act No. 9184 (Reference to Brand Names);
3. Facilitate the issuance of Authority to Purchase from the DBM for the Acquisition of Five (5) units brand new motor vehicles.



Management  
System  
ISO 9001:2015  
  
www.tuv.com  
ID 9105058005



## MEMORANDUM

**FOR :** MITCHELLE S. CRUZ  
Manager, Internal Audit Department

**SUBJECT :** **UPDATES OF THE PROCUREMENT DIVISION ON CIAC'S  
AGENCY ACTION PLAN AND STATUS OF IMPLEMENTATION  
FOR THE CY 2022 and CY 2023 AS OF DECEMBER 29, 2023**

**DATE :** **29 December 2023**

This Division would like to apprise you of the following updates on the implementation of various open audit observation recommendation issued by the Commission on Audit for the calendar years 2022 and 2023, to wit:

Management Commitments:

1. Audit Observation 2023-002 (2022)

b. Instruct the BAC to execute the procurement activities as planned.

As of 29 December 2023, the CIAC Bids and Awards Committee was able to facilitate the activities until the recommendation to award of all procurement projects scheduled to be purchased through competitive bidding for the year 2023.

See Annex A: Schedule of Awarded Projects for the year 2023

2. Audit Observation 2023-003

c. Instruct the BAC to conduct Early Procurement Activities for projects that have implementation date of January 2024 as early as October 2023, as provided by GPPB Circular No. 06-2019

The Bids and Awards Committee was able to facilitate the Early Procurement Activities of the following four (4) projects:

Project	Pre-Procurement Conference	Status as of 29 December 2023
1. Provision of Petroleum for CIAC for CY 2024	10 October 2023	Awarded on 21 December 2023
2. Janitorial Services for CY 2024	31 October 2023	Awarded on 27 December 2023



(+63) 45 599 - 2888 to 97



Corporate Office Building  
Civil Aviation Complex  
Clark Freeport Zone  
Pampanga, Philippines 2023



ciac.gov.ph  
publicaffairs@ciac.gov.ph



## Summary of Awarded Projects for CY 2023

### COMPETITIVE BIDDING

No.	PROJECT TITLE	APPROVED BUDGET FOR THE CONTRACT (ABC)	NOTICE OF AWARD	CONTRACT	NOTICE TO PROCEED	WINNING BIDDER	CONTRACT AMOUNT
1	Contracting of Janitorial Services for CIAC of CY 2023	PHP2,620,000.00	25 January 2023	30 January 2023	1 February 2023	We Link Manpower Services	PHP2,375,254.65
2	Contracting the Services of Seventy Seven (77) Private Security Agency (PSA) Guards (Re-bid)	PHP29,126,317.90	27 February 2023	28 February 2023	1 March 2023	888 Gallant Security Services Corporation	PHP30,417,983.70
3	Contracting of Services for the Maintenance of 157.82 Hectares CIAC Landside Sodded Grounds	PHP13,600,000.00	29 March 2023	3 April 2023	25 April 2023	Mining Primary Multipurpose Cooperative	PHP12,752,638.50
4	Supply, Installation, Testing and Commissioning of various split inverter ac units at CIAC Corporate Office Building and Other Support Buildings	PHP3,950,000.00	21 July 2023	31 July 2023	7 August 2023	Rongui Construction Corporation	PHP2,949,999.99
5	Supply and Delivery of Seven (7) Units Brand New Multipurpose Vehicles (MPV) for CIAC	PHP9,647,400.00	24 August 2023	29 August 2023	30 August 2023	Toyota San Fernando Pampanga, Inc.	PHP9,639,000.00
6	Construction of Steel Framed Metal Roof at the Corporate Office Building (Bldg 7584)	PHP10,700,000.00	16 October 2023	24 October 2023	07 November 2023	F.A. Asprer Construction	PHP9,415,644.19
7	Supply and Delivery of Table Top Document Scanner (Lot 1)	PHP585,000.00	13 October 2023	23 October 2023	25 October 2023	Solid Business Machines Center, Inc.	PHP480,896.00
8	Supply and Delivery of L2 Cloud Management Switch POE/POE+ (Lot 2)	PHP1,000,000.00	13 October 2023	20 October 2023	26 October 2023	Pronet Systems Integrated Network Solution, Inc.	PHP568,133.30
9	Procurement of Global Navigation Satellite System Real-Time Kinematic (GNSS-RTK) Survey Equipment	PHP3,780,000.00	28 November 2023	06 December 2023	13 December 2023	Sitech PHL Inc.	PHP 3,130,000.00
10	Procurement of Consulting Services for the Boundary Stake-out Survey of Selected Clark Civil Aviation Complex (CCAC) Parcels	Php4,024,583.00	28 December 2023			Asyana Construction Consultancy and Trading	PHP4,019,583.04
11	Supply, Delivery, Installation and Configuration of Network Attached Storage (Rebid)	Php4,900,000.00	27 December 2023			Questech Co. Inc.	PHP4,417,710.00

**CLARK INTERNATIONAL AIRPORT CORPORATION**  
**JOURNAL VOUCHER**

JV No.: 23/06-041

CODE	ACCOUNT NAME	DR	CR
2 04 01 010 2	Trust Liabilities-Concessionaires	496,877.46	
2 04 01 050 1	Customers' Deposit Payable-Concessionaires (Current)	169,817.46	
2 04 01 010 3	Trust Liabilities-Locators	1,243,799.93	
2 04 01 050 2	Customers' Deposit Payable-Locators (Long-term)	1,187,029.64	
2 05 01 990 1	Other Deferred Credits-Advance Rent (Current)	42,314.71	
2 05 01 990 3	Other Deferred Credits-Advance Concessionaires Fee	25,976.94	
2 05 01 990 4	Other Deferred Credits-Unapplied Rent and CPF	773,133.41	
3 07 01 010	Retained Earnings		3,938,949.55
		<b>3,938,949.55</b>	<b>3,938,949.55</b>

*To record the reversal of Trust Liabilities and Other Deferred Credits of various customers as recommended in the Internal Audit Observation dated January 30, 2023*

PREPARED BY:

POSTED BY:

APPROVED BY:

  
 JM Gonzales

  
 DML Cabrera

  
 NC Pagliawan