



MEMORANDUM ORDER NO. 21-024/M  
Series of 2021

SUBJECT : ESTABLISHMENT OF CEZA DATA INVENTORY SYSTEM

## I. RATIONALE

In consonance to its mandate to prepare socio-economic reports, the Corporate Planning Division (CPD) will now mobilize its initial conduct of inventory of all its internal data and information within CEZA.

Consolidation of data / information / statistics is indeed important that will lead to improvement of efficiency, increase in accountability for the entire operation of CEZA. This will also be utilized leading to better over-all reporting, decision-making and operational performance optimization.

## II. OBJECTIVES

- A. To conduct regular collection of pertinent / data / statistics from all concerned offices which will be customized to fits the need of CEZA and submit the same;
- B. To facilitate its consolidation as an input for decision-making process by the management; and,
- C. To streamline pathways to accessing static data quickly and easily for internal and external stakeholders.

## III. SCOPE

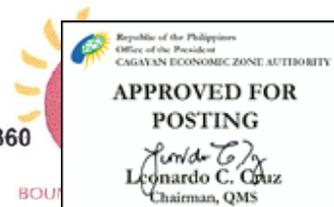
The scope of the establishment of a data inventory covers the internally-generated data / information / statistics which will be collected and consolidated by the CPD and shall be a «*work-in-progress*» process that may be expanded, as the need arises or as instructed by the top management.

## IV. DEFINITION OF TERM

- A. **Data** – are factual values of qualitative and quantitative variables viewed as the lowest level of abstraction from which the information and knowledge are derived
- B. **Data Inventory** – record of the data / information / statistics duly maintained by the agency through the Corporate Planning Division.
- C. **Facts and Figures** – refers to consolidated CEZA data / information / statistics already processed and packaged in either five (5) – year historical, annual, semi-annual and quarterly basis.



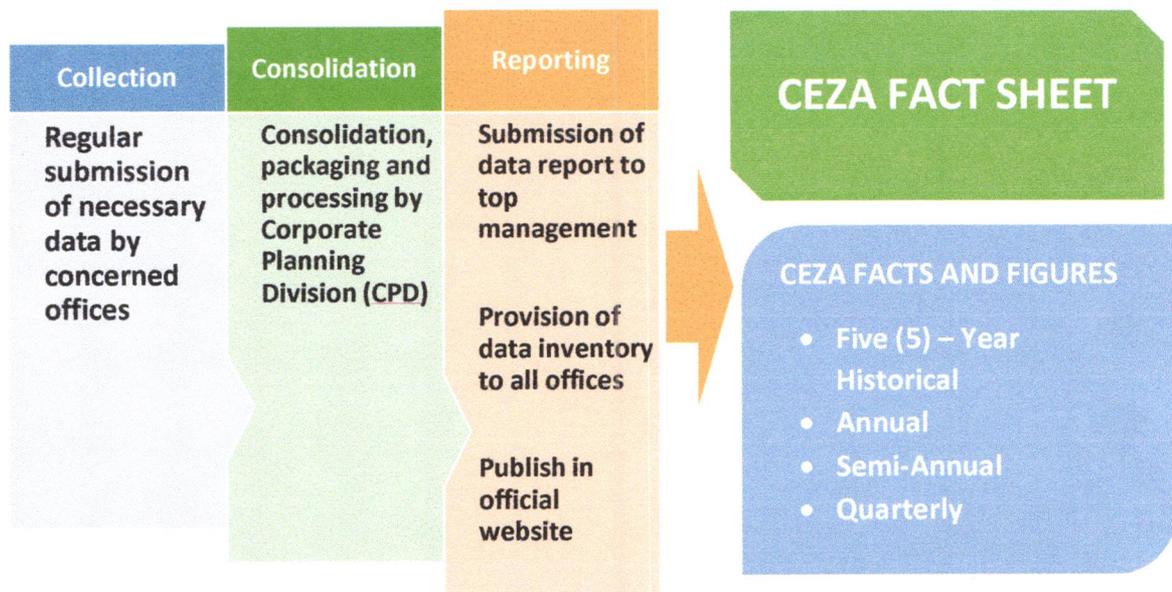
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- D. **Fact sheet** – refers to a consolidated annualized data / information / statistics already processed and packaged commencing from the start of CEZA operation that can be seen “at a glance”.

CEZA inventory records basic information about the agency which include but not limited to capital investments, registered locators, collection of revenues, seaport / airport operations data, number of employments, tourist arrivals, among others.

## V. DATA INVENTORY MAP / PROCEDURE



### A. Collection of Data

All concerned offices producing data shall submit their data / information / statistics quarterly within the 15<sup>th</sup> day of the following month of the quarter to CPD.

To facilitate such submission, a memorandum may be issued to all concerned offices by CPD reiterating / reminding them the submission of such necessary data / information / statistics

### B. Consolidation of Data

Upon submission by concerned offices, CPD shall consolidate such data / information / statistics within end of the month following quarter to be reported.

Since the data / information / statistics is already available, from 2017 to 1<sup>st</sup> Quarter of 2021, the CEZA Facts and Figures may now be submitted to top management for its approval.

The CEZA Fact Sheet as well as the Facts and Figures will be updated on a quarterly basis.

**C. Reporting of Data**

Upon approval of the top management, the CEZA Fact Sheet as well as the Facts and Figures may now be reported to all offices for their references in all of its mandated activities.

For CEZA Facts and Figures, this shall also publish in the official website for reference of our external stakeholders.

The approved CEZA Fact Sheet and Facts and Figures shall serve as the official data for reference of our internal and external stakeholders.

**VI. ROLES AND RESPONSIBILITIES**

**A. The Corporate Planning Division (CPD) shall:**

1. Review, finalize and package the aggregate data for regular reporting, publication and uploading to official website;
2. Supplement the data / information / statistics upon instruction of the top management; and,
3. Facilitate the database processing relative to data request of various external and internal stakeholders, if such data is not part of the fact sheet and / or facts and figures.

**B. The Management Information Division (MID) shall:**

1. Provide technical support to CPD in the establishment of the said data inventory;
2. Facilitate the posting in official website as the official data for external and internal stakeholders; and,
3. Coordinate with CPD on the establishment of Executive Information System (EIS) as envisioned in the Information System Strategic Plan (ISSP).

**C. The Records Section (Records) shall:**

Facilitate the issuance of the said CEZA Fact and Figures to all CEZA Offices for their official reference in official meetings and engagements.

**D. All Concerned Offices shall:**

Facilitate the submission of data / information / statistics for consolidation and packaging of CPD.

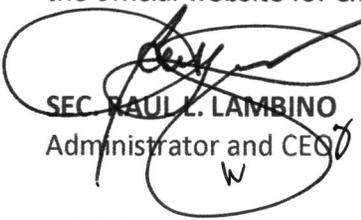
The submission of the necessary data / information / statistics shall be manifested in the rating of the respective Office / Division Performance Commitment Review (O/DPCR) of said concerned office.

#### VII. DATA PRIVACY ACT CONSONANCE

The consolidation and issuance of data by CPD shall be implemented in consonance with the pertinent provision of the Data Privacy Act and its respective manual to be issued by CEZA.

#### VIII. EFFECTIVITY

This order shall take effect immediately through the DMS for internal information and posting in the official website for external information.

  
SEC. RAUL L. LAMBINO  
Administrator and CEO  
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Aug 24, 2021 1:04 pm

  
A. W. P. E.