



TDU-MD-02-04-26-060

April 23, 2021

**ATTY. FLODELIZA C. VARGAS-TRINIDAD**

Director

**Office of the National Administrative Register (ONAR)**

Room 208, Bacobo Hall, University of the Philippines Law Center

1101 Diliman, Quezon City

Dear Atty. Vargas- Trinidad:

In compliance with Section 3, Book VII of the Administrative Code of 1987 and the Memorandum Order No. 3 dated 13 March 2020 issued by the Office of the Dean allowing all government agencies to submit rules and regulations in electronic copy, we respectfully file and submit to your good office the attached certified true copy in portable document format (PDF) of the SBMA Board Resolution No. 21-02-1936 which contain the implementation of the Subic Bay Exhibition and Convention Center (SBECC) New Billing Scheme as well as New Published Rates and approved by the SBMA Board of Directors on February 09, 2021.

The said documents were published in the newspaper of national circulation particularly The Philippine Star with the following dates. We have enclosed the detailed copies of the pertinent papers for your reference:

1. Notice of Public Hearing – April 13, 2021 (Date of Public Hearing –April 16, 2021)
2. Announcement of SBECC New Rates – April 23, 2021

We also posted the same to our SBMA official website and bulletin boards located at the designated areas and disseminated also to concerned departments.

In light of the foregoing, the aforementioned Policy of the SBMA is respectfully filed with and submitted to your good office as required under the law.

Thank you.

Very truly yours,

  
**MARY JANELLE A. CAMBA**  
Manager, SBMA Tourism Department

Cc: SBMA Chairman and Administrator  
Legal department

  
MJAC/RJDR/aag

Subic Bay Metropolitan Authority  
**TOURISM DEPARTMENT**  
2/F Subic Bay Exhibition & Convention Center, Efficiency Road,  
Subic Bay Gateway Park, Subic Bay Freeport Zone, Philippines 2222  
Tel (+63-47)252.4655/4049/4242 Fax (+63-47)252-4194 www.sbma.com



[www.mysubicbay.com.ph](http://www.mysubicbay.com.ph)



## NOTICE OF ONLINE PUBLIC HEARING



Please be informed that the Subic Bay Metropolitan Authority will conduct a Public Hearing on the Subic Bay Exhibition and Convention Center (SBCECC) New Rates on Friday, April 16, 2021, 10:00 AM via Google Meet ([tinyurl.com/SBCECCpublichearing](https://tinyurl.com/SBCECCpublichearing)).

The general public is invited to attend.

(Sgd) **ATTY. WILMA T. EISMA**  
Chairman and Administrator  
Subic Bay Metropolitan Authority



1 COOPERATIVE INSURANCE SYSTEM OF THE PHILIPPINES LIFE AND GENERAL INSURANCE (ICISP)  
CISP Bldg., No. 89 Malaker St., Barangay Pinyahan, Diliman, Quezon City  
Telephone No.: (02) 924-0471  
Telefax: (02) 925-0739  
Website: [www.cisp.coop](http://www.cisp.coop)

### NOTICE OF THE 47<sup>TH</sup> ANNUAL GENERAL ASSEMBLY/ SHAREHOLDERS' MEETING

TO ALL MEMBERS/SHAREHOLDERS:

Notice is hereby given that the Forty-Seventh (47<sup>th</sup>) Annual General Assembly/Shareholders' Meeting of 1 Cooperative Insurance System of the Philippines Life and General Insurance (ICISP) will be held on 24 April 2021, Saturday, 9:00 a.m. via videoconference through Zoom application, with the following agenda:

1. Call to Order
2. Proof of Due Notice
3. Determination of Quorum
4. Approval of Agenda for the 47<sup>th</sup> General Assembly
5. Presentation of Election Guidelines and Candidates
6. Election Proper
  - a. 3 Regular Members of the Board of Directors;
  - b. 2 Independent Directors;
  - c. 1 Member of the Audit and Supervisory Committee; and
  - d. 2 Members of the Election Committee.
7. Approval of Minutes of Meeting of the 46<sup>th</sup> General Assembly
8. Confirmation of the Board Resolutions for the Year 2020
9. Approval of Annual Reports
  - a. Joint Report of the Board of Directors and Management for the Year 2020;
  - b. Approval of the 2020 Audited Financial Statements;
  - c. Approval of Budget; and
  - d. Audit Committee Report for the Year 2020
10. Approval of Distribution of Net Surplus for the Year 2020
11. Appointment of External Auditor for the Year 2021
12. Approval of Five-Year Strategic Plan
13. Acknowledgement of Top Contributors
14. Proclamation of Winners in the Election
15. New Business
16. Adjournment

**ATTY. LYMAN A. MANZANAREZ**  
Co-operative Secretary

USAID in Washington, DC in 2019.

Korea and the United States are among the largest bilateral donors in the Philippines. Over the past 30 years, Korea has expanded its development assistance in both grants and budgetary support and is the second-largest development assistance donor in the Philippines.

## Garments, hard goods exports to fall short of \$2-B target

By **LOUELLA DESIDERIO**

Exports of garments and hard goods facilitated by the Foreign Buyers Association of the Philippines (FOBAP) are expected to fall short of the \$2-billion target for the year as shipments are delayed due to restrictions imposed to address the surge in COVID-19 cases.

FOBAP president Robert Young said the projected exports volume of \$2 billion for the year would not likely be achieved due to the huge backlog in shipments.

"We are now looking at a 10 percent decrease from \$2 billion, and it can be worse if these repeated lockdowns will continue," he said.

While garment exporters operate at the Freeport Area of Bataan which is not covered by the enhanced community quarantine, he said local government units have imposed restrictions and these have affected operations and shipments.

He said the lack of transportation access to the fac-

ories has led to manpower shortage.

In addition, he said there has been slow movement in the processing of shipment documents and delays in delivery of production materials.

"The backlog is a big factor in the upcoming production schedules," he said.

He added delays may lead to cancellation of orders.

While the country recently secured \$500 million worth of orders from global fashion brands transferring purchases from troubled Myanmar to other Southeast Asian countries, these are at risk given the delays.

There have been mass protests in Myanmar since the military seized control in February.

With Myanmar in a crisis, orders made by fashion brands with the garments industry there have been re-directed to countries including the Philippines.

"This is the more sensible move than lockdown to salvage or rescue the economy," he said.

### FDIs... From B3

Security Bank chief economist Robert Dan Roces attributed the increase in FDI inflows in January to the pickup and optimism at the beginning of the year.

"Although uncertainties abound relative to the risks still posed by COVID-19, recoveries and reflation in other parts

reducing taxes, seeking to bring an economy back up to the long-term trend, following a dip in the business cycle.

The BSP sees net FDI inflow reaching \$7.8 billion this year and \$8.8 billion next year. The inflow of direct investments into the country has steadily declined after hitting a record





Certification No. 21-038  
Series of 2021

**MEMORANDUM**

Subject : **SUBIC BAY EXHIBITION AND CONVENTION CENTER FEE**

This certifies that:

The records of the Board Secretariat show that during the One Hundred Third (103<sup>rd</sup>) Meeting of the Board of Directors of the Subic Bay Metropolitan Authority held last 9 February 2021 wherein there was a quorum to validly transact business, the following resolution was approved:

**Resolution No. 21-02-1936**

“Resolve, as it is hereby resolved, that upon recommendation of Management and without prejudice to COA Regulations and pertinent laws on the matter, the Board hereby approves the following:

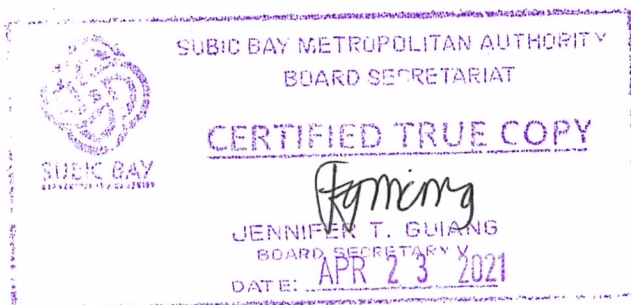
1. The application of the new Subic Bay Exhibition and Convention Center (SBECC) billing scheme.
2. With the implementation of the new SBECC Published Rates, the total package for SBECC facility billing will be reflected as:

“Published Building Rate + Utilities and Other Expenses”

Management’s Memorandum dated December 2, 2020 and its PowerPoint presentation are incorporated herein by way of reference.”

Issued this 23<sup>rd</sup> day of February 2021.

*Jennifer T. Guiang*  
**JENNIFER T. GUIANG**  
Board Secretary V  
21-359





*OK for Computation B, please present for final approval.*



*TOL-MD-DM-12-15-341  
APR-12-02-2021-05814  
Luhie/Anil/CS*

**MEMORANDUM**

**APPROVED/DISAPPROVED**  
DEC 16 2020

**FOR :** ATTY. WILMA T. EISMA DEC 16 2020 *please 10:30p*  
Chairman and Administrator  
**FROM :** Manager, Tourism Department  
**SUBJECT :** SBECR RENTAL FEE  
**DATE :** December 02, 2020

*- please pay  
due for the  
21st month of  
in Jan 2021*

*Jm*

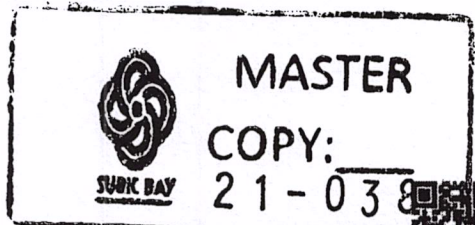
Please be informed that last March 2020, a series of meetings was held with other concerned departments to discuss the possibility of changing SBECR's billing scheme. In our current published rates, the operating costs (utilities, supplies and manpower costs) are already computed/inclusive in the said rate.

As we are in the process of exploring means to increase the Tourism-managed facilities' revenue and in cases wherein we extend discounts, a proposal is being raised to apply discounts only to venue rate, hence necessitating changes in the current published rates.

We have attached a sample billing computation for your reference.

- **Computation A, Rental Fee inclusive of venue, utilities and manpower**  
-applying the SBMA Board approved rates  
-discount will be computed from the total amount
- **Computation B, Rental Fee exclusive of utilities and manpower:**  
-reflecting the suggested new billing scheme  
-discount will be computed from the Building Fee/Venue Rental Fee

In view of the above, may we respectfully seek for your guidance and directive regarding the matter. Based on the charges of other convention facilities, we are pleased to update you of their respective venue packages as reference:



Subic Bay Metropolitan Authority  
**TOURISM DEPARTMENT**  
2/F Subic Bay Exhibition & Convention Center, Efficiency Road,  
Subic Bay Gateway Park, Subic Bay Freeport Zone, Philippines 2222  
Tel: (+63-47)252-4655/4049/4242 Fax: (+63-47)252-4194 www.sbma.com







CONVENTION FACILITIES	PACKAGE INCLUSIONS	REMARKS
1.SMX	a. Venue Rental Fee exclusive of utilities b. Centralized airconditioning during the event c. LFD text display for event title announcement d. Overhead lighting e. Other fixed assets depending on availability	Apply discounts from Rental Charges
2.Asean Convention Center	Venue Rental Fee inclusive of utilities	Package does not include tables and chairs


Further, should we decide to apply Computation B, may we then request its inclusion in the next board meeting agenda.

For your perusal and approval. Thank you.

*Jim Camb*  
**MARY JAMELLE A. CAMBA**

Subic Bay Metropolitan Authority  
**TOURISM DEPARTMENT**  
 2/F Subic Bay Exhibition & Convention Center, Efficiency Road,  
 Subic Bay Gateway Park, Subic Bay Freeport Zone, Philippines 2222  
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 BOARD SECRETARIAT  
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*Jenniffer T. Guiano*  
 JENNIFER T. GUIANO  
 BOARD SECRETARY IV  
 DATE: APR 23 2021



**Sample Computation for Subic Water's Public Hearing  
December 04 & 11, 2020  
Venue: SBECC Function Hall B**

**Computation A:**

**Rental Fee inclusive of venue, utilities and manpower:**

- applying the SBMA Board approved rates
- discount will be computed from the total amount

Actual Event:	Dec.04, 2020 / 4hrs. (1400H-1700H)	PhP	24,765.00
Actual Event:	Dec.11, 2020 / 4hrs. (1400H-1700H)		24,765.00
Subtotal:		PhP	49,530.00
less: 10%			4,953.00
<b>TOTAL AMOUNT DUE:</b>		<b>PhP</b>	<b>44,577.00</b>

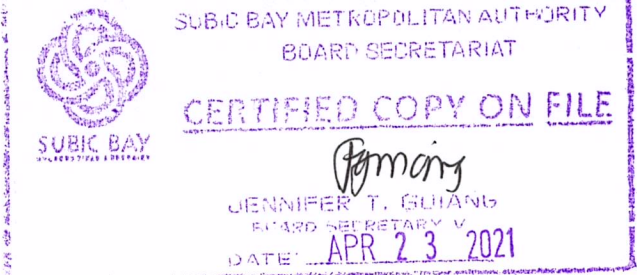
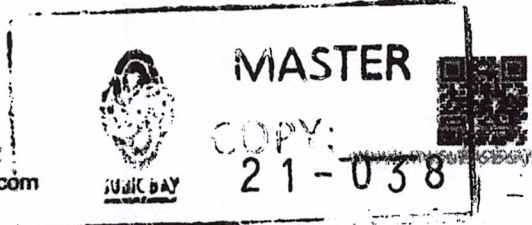
**Computation B:**

**Rental Fee exclusive of utilities and manpower:**

- reflecting the suggested new billing scheme
- discount will be computed from the Building Fee/Venue Rental Fee

Actual Event. (Bldg. Fee)	Dec.04, 2020 / 4hrs. (1400H-1700H)	PhP	16,703.00
Actual Event. (Bldg. Fee)	Dec.11, 2020 / 4hrs. (1400H-1700H)		16,703.00
Subtotal:		PhP	33,406.00
less: 10%			3,340.60
Subtotal:		PhP	30,065.40
Add:	Manpower		4,200.00
	Power		7,724.00
	Water		2,100.00
	Supplies		2,100.00
<b>TOTAL AMOUNT DUE:</b>		<b>PhP</b>	<b>46,189.40</b>

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**I. VENUE REQUIREMENT**

DATE	TIME	VENUE	NO. OF PERSONS	SET-UP	ROOM RENTAL
Wednesday 07/15/20 - Wednesday 07/15/20 -	10:00AM - 7:00PM (9 HOURS)	Hall 1 Ingress			Php 557,111.11
Thursday 07/16/20 - Thursday 07/16/20	10:00AM - 10:00PM (12 HOURS)	Hall 1 Ingress			
Friday 07/17/20 - Sunday 07/19/20 3 DAYS	10:00AM - 6:00PM (9 HOURS/DAY) 3 DAYS	Hall 1 2,750 sqm Event Proper		EXHIBIT	Php 1,579,500.00
Sunday 07/19/20 - Sunday 07/19/20	6:00PM - 12:00AM (6 HOURS)	Hall 1 Egress			Php 175,500.00
<b>SUB TOTAL</b>					<b>Php 2,312,111.10</b>

Total : Php 2,312,111.10

Below are corresponding charges for your venue requirements:

Rental Charge	Php 2,312,111.10
Discount 12.22%	282,539.98
Sub Total	Php 2,029,571.12
VAT @ 12%	243,548.53
Documentary Stamp Tax	4,140.33
Sub Total	Php 2,277,259.98
Security Deposit	Php 60,000.00
<b>Total Rental Charge</b>	<b>Php 2,337,259.98</b>

*help*

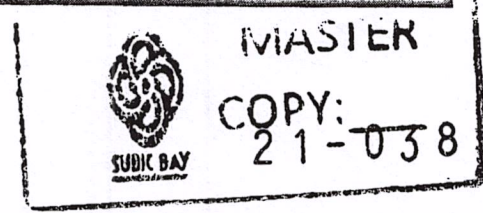
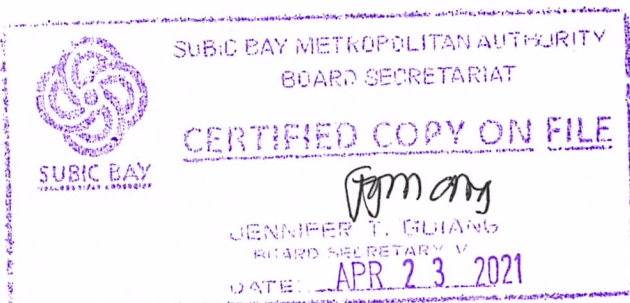
Hall Package is inclusive of the following amenities:

1.) Centralized air conditioning during the event	4.) Other fixed assets depending on availability
2.) LED text display for Event Title announcement	
3.) Overhead lighting	

**II. FOOD AND BEVERAGE REQUIREMENTS**

OFFICIAL CATERER :

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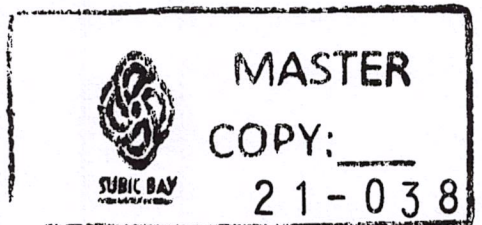
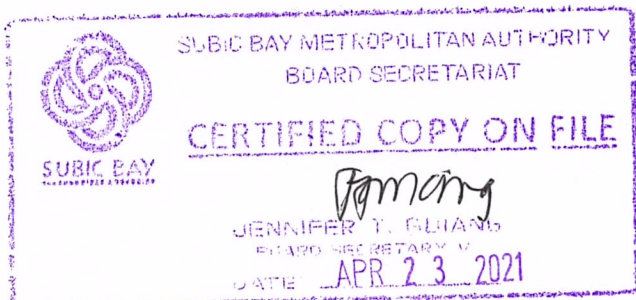






# SUBIC BAY EXHIBITION AND CONVENTION CENTER (SBCEC)

## NEW BILLING SCHEME





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BOARD SECRETARIAT

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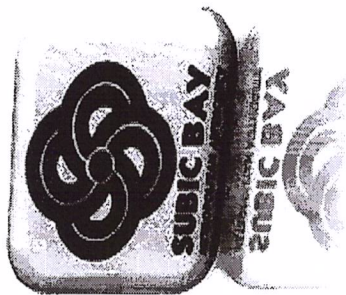
JENNIFER L. BUJANG  
BOARD SECRETARY  
DATE APR 23 2021

# BACKGROUND


On June 21, 2018, the SBMA Board approved the Management and Operation of Facilities and Facilities Rate increase of the Tourism Department (Reference: Board Resolution No. 18-06-0787)

Approved SBCEC rates cover venue use, power, water etc.

NATURE OF ACTIVITY		INCREASE IMPLEMENTED	
		FROM	TO
A. STANDARD CONVENTION			
WHOLE DAY			
Actual Event		Php 100/ sqm	Php 110 sqm
Ingress			50% of the new rate
HALF DAY			
Actual Event			60% of the new whole day rate
Ingress			50% of the new rate




Actual Event  
Ingress


  
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# Cont. SBEC Approved Rates as of June 21, 2018



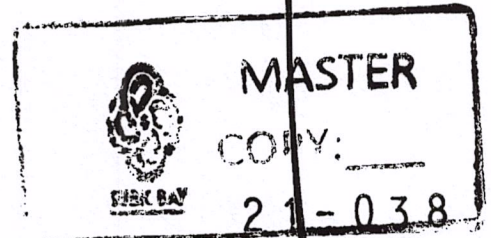
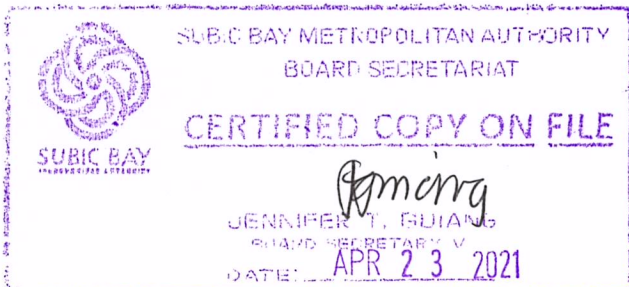
INCREASE IMPLEMENTED	
NATURE OF ACTIVITY	TO
FROM	
<b>B. GRADUATION</b>	
WHOLE DAY	
Actual Event	PhP 75/ sqm
Ingress	PhP 85/ sqm
HALF DAY	50% of the new rate
Actual Event	60% of the whole day new rate
Ingress	50% of the new rate
<b>C. UTILITIES</b>	10% increase


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 JENNIFER T. GUIANG  
 BOARD SECRETARY V  
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# BACKGROUND

- In March 2020, a proposal was raised during a meeting with concerned departments (Tourism, Financial Planning and Budget, Treasury, Accounting, Utilities and Engineering) to apply discounts only to Building Fee/ Venue Rental Fee, hence necessitating changes in the current published rates.



**SAMPLE BILLING COMPUTATION**  
**Reference: Subic Water's Public Hearing**  
**(Dec. 04 and 11, 2020)**

**COMPUTATION A: Rental Fee inclusive of venue, utilities and other expenses**  
*applying the SBMA Published Rate*  
*discount will be computed from the total amount*

Actual event:	
Dec. 04, 2020 / (4 hrs usage)	PhP 24,765.00
Dec. 11, 2020 / (4 hrs usage)	PhP 24,765.00
	=====
Total Amount	PhP 49,530.00
Less 10% discount	PhP 4,953.00
	=====
<b>Total Amount Due</b>	<b>PhP 44,577.00</b>



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**SAMPLE BILLING COMPUTATION**  
**Reference: Subic Water's Public Hearing**  
**(Dec. 04 and 11, 2020)**

- **COMPUTATION B: Rental Fee exclusive of utilities and other expenses**  
*-reflecting the suggested new billing scheme*  
*-discount will be computed from the Building Fee/Venue Rental Fee*

Actual event:	
Dec. 04, 2020 / (4 hrs usage)	PhP 16,703.00
Dec. 11, 2020 / (4 hrs usage)	PhP 16,703.00
	=====
<b>Total</b>	<b>PhP 33,406.00</b>
<b>Less 10% discount</b>	<b>PhP 3,340.00</b>
	=====
<b>Final Amount Due</b>	<b>PhP 30,065.40</b>



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**SAMPLE BILLING COMPUTATION**  
**Reference: Subic Water's Public Hearing**  
**(Dec. 04 and 11, 2020)**

**Cont...COMPUTATION B: Rental Fee exclusive of venue, utilities and manpower**

Total Amount Due **PhP 30,065.40**  
 Add: Operating Costs  
 a. Utilities: Power **PhP 7,724.00**  
 b. Utilities: Water **PhP 2,100.00**  
 c. Manpower **PhP 4,200.00**  
 d. Supplies **PhP 2,100.00**  
 =====  
**PhP 46,189.40**

**Total Amount Due**

NOTE: For Operating Costs, reference for the computation varies annually and will be based on the following:

- a. Power: Actual highest rate per kilowatt charges of the previous year + 20% mark up (Source: Utilities Department)
- b. Water: Estimated average consumption per person per day based from previous year's total average consumption (PhP 2.50) + 20% mark up (Source: Utilities Department)
- c. Manpower: average daily salary of SBECC personnel
- d. Supplies: average costs of supplies

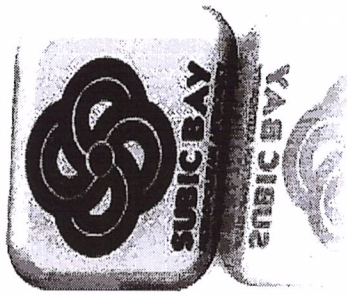



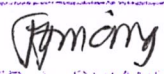
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# SUMMARY: SAMPLE BILLING COMPUTATION

PROPOSED SCHEME TO APPLY	TOTAL AMOUNT BILLED TO THE ORGANIZERS (IN PHP)	REMARKS
COMPUTATION A	44,577.00	Rental Fee inclusive of operating costs (power, water, manpower, supplies) -Applying the published rate -Discount will be computed from the total amount
COMPUTATION B	46,189.00	Rental Fee exclusive of operating costs (power, water, manpower, supplies) -suggested new billing scheme -discount will be computed from the Building Fee/Venue Rental Fee



  
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**PROPOSED NEW SBECC PUBLISHED RATES**  
**“Rounded off to the nearest hundred”**  
**Building Fee/Venue Rental Fee: CONVENTION RATES**

Halls	Area (sqm)	Duration	PROPOSED RATES (in PhP)	
			Bldg. Fee	
			Ingress	Actual Event
Office 2	180.00	4 hrs. 8 hrs.	2,200.00 6,100.00	8,500.00 16,000.00
Office 3	295.55	4 hrs. 8 hrs.	4,200.00 10,600.00	14,600.00 26,800.00
Function Hall A	314.00	4 hrs. 8 hrs.	4,800.00 11,300.00	15,800.00 28,600.00
Function Hall B	381.00	4 hrs. 8 hrs.	3,400.00 9,100.00	16,800.00 30,000.00
Convention Hall A1	1,733.00	4 hrs. 8 hrs.	19,100.00 56,200.00	79,700.00 151,500.00
Convention Hall A2	2,227.00	4 hrs. 8 hrs.	25,200.00 71,900.00	103,200.00 194,400.00
Convention Hall B	1,536.00	4 hrs. 8 hrs.	20,600.00 53,000.00	74,300.00 137,500.00
Convention Hall C	1,344.00	4 hrs. 8 hrs.	15,200.00 42,100.00	62,300.00 116,100.00



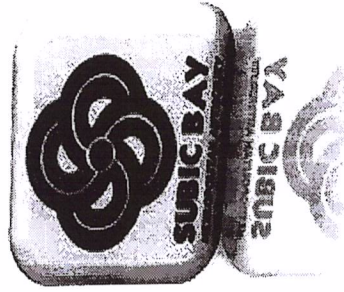
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*Rameng*  
 JENNIFER T. BUIANG  
 BOARD SECRETARY  
 DATE: APR. 23, 2021

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**PROPOSED NEW SBECC PUBLISHED RATES**  
**“Rounded off to the nearest hundred”**  
**Building Fee/Venue Rental Fee: GRADUATIONS**



Halls	Area (sqm)	Duration	PROPOSED RATES (in PhP)	
			Bldg. Fee	
			Ingress	Actual Event
Office 2	180.00	4 hrs.	1,300.00	5,900.00
		8 hrs.	3,800.00	11,500.00
Office 3	295.55	4 hrs.	2,900.00	10,500.00
		8 hrs.	6,900.00	19,500.00
Function Hall A	314.00	4 hrs.	3,400.00	11,400.00
		8 hrs.	7,400.00	20,800.00
Function Hall B	381.00	4 hrs.	1,700.00	11,400.00
		8 hrs.	4,300.00	20,500.00
Convention Hall A1	1,733.00	4 hrs.	11,300.00	55,500.00
		8 hrs.	35,000.00	108,100.00
Convention Hall A2	2,227.00	4 hrs.	15,200.00	72,000.00
		8 hrs.	44,100.00	138,700.00
Convention Hall B	1,536.00	4 hrs.	13,600.00	52,800.00
		8 hrs.	33,800.00	99,100.00
Convention Hall C	1,344.00	4 hrs.	9,200.00	53,300.00
		8 hrs.	25,300.00	98,800.00



SUBIC BAY METROPOLITAN AUTHORITY  
 BOARD SECRETARIAT

CERTIFIED COPY ON FILE

JENNIFER T. ULLIANA  
 CHIEF SECRETARY  
 DATE APR. 23, 2021

*Ramang*




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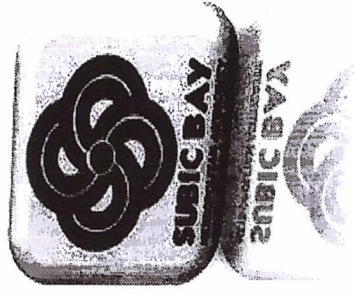
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# REQUEST FOR APPROVAL

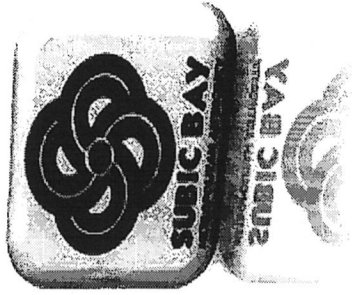
- a. The application of the new SBECC billing scheme.
- b. The implementation of the new SBECC published rates, hence the total package for convention facility billing will include the following:

Published Building Rate + Utilities and other expenses

  
SUBIC BAY METROPOLITAN AUTHORITY  
BOARD SECRETARIAT  
**CERTIFIED COPY ON FILE**  
JENNIFER M. GUANLO  
BOARD SECRETARY  
DATE - APR 23 2021



  
MASTER  
COPY: \_\_\_\_\_  
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**Thank you!**

