

**EXECUTIVE MANAGEMENT TEAM**

**ANNUAL  
ACCOMPLISHMENT REPORTS  
FOR 2020**

## **Message from the President**

First of all, I am happy and grateful to the almighty for keeping us all safe, alive, and kicking.

Last year 2020 started as the best of times but soon became the worst of times. We had great plans for CCP but the pandemic came and disrupted everything.

But as you probably know, we did not just sit out the long lockdown. The Office of the CCP President and other departments went on line with their respective programs and activities. Acting with urgency and compassion, we extended financial help to our staff and artists and cultural workers.

While the pandemic is far from over, we need to continue to do the tasks of bringing the arts to our people who need to feel the healing and soothing power of the arts wherever they may be. Our artists are looking at CCP to help them navigate the challenges of the uncertain times.

We cannot let them down. As the stewards of the arts, let us buckle down to work and serve them to the best of our abilities. Our people, our artists deserve no less.

Let us raise the curtain on a new year, strengthened by lessons learned and lifted up by a bright hope that soon we shall be seeing the beginning of the end of a tragic plague that has disrupted and destroyed many lives.

Lastly, let us not focus on what 2021 will bring but instead focus on what we can bring to the new year!

Thank you.

**Arsenio “Nick” J. Lizaso**

*President, Cultural Center of the Philippines*

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**A.**

**FINANCIAL SERVICE DEPARTMENT**  
Accomplishment Report for CY 2020

<b>FUNCTIONAL AREAS</b>	<b>ACCOMPLISHMENTS</b>
<b>BUDGET DIVISION</b>	
<b>Preparation of 2020 Corporate Operating Budget and 2021 Budget Proposal</b>	<p>Submitted the 2020 Corporate Operating Budget and 2021 Budget Proposal to DBM on June 1, 2020</p> <p>Prepared 16 DBM forms as required by DBM containing the comparative financial statements and the budget proposal</p>
<b><u>Collection of subsidies</u></b>	
- Collection of monthly regular subsidy	<p>Full amount of subsidy amounting to P286.714M, including P5M tobacco inspection fees, was released/collected</p> <p>Submitted to DBM the following financial reports to facilitate the release of monthly subsidy:</p> <ol style="list-style-type: none"> <li>1. Projected cash flow statement</li> <li>2. Financial Accountability Report</li> <li>3. Statement of Appropriations, Allotment, Obligation, Disbursement and Balances</li> </ol>
Reimbursement/collection of prior years subsidy	<p>Facilitated the reimbursement of prior years subsidy in the total amount of P29.120M to fund the following projects:</p> <ol style="list-style-type: none"> <li>1. Additional subsidy for resident companies (2019) - P5.620M</li> <li>2. Purchase of new vehicles (2019) - P3.236M</li> <li>3. Restoration/rehabilitation of CCP Main Building (2016) - P9.536M</li> <li>4. Furnishing of Black Box Theater (2017) - P10.728M</li> </ol> <p>As of December 31, 2020, 100% of the subsidy for the purchase of new vehicles was collected and 57% of other prior years subsidies were already released.</p> <p>Lists of perfected contracts/PO/PJO/JO/Delivery receipts/Invoices were forwarded to DBM as basis for reimbursement</p>

<p><b><u>Monitoring and control of budget</u></b></p> <p>-Monthly variance report</p>	<p>Prepared 12 variance reports and transmitted to departments</p>
<p>-Allocation of budget</p>	<p>Maintained budget control ledgers of all expense accounts of each department</p> <p>Allocated/budgeted 3900 Budget Utilization Requests (BUR), 190 budget proposals and 96 requests for reprogramming</p>
<p><b>ACCOUNTING DIVISION</b></p>	
<p><b>Payment to creditors/suppliers</b></p>	<p>Processed 6,436 DVs</p> <p>Prepared 6,436 journal entry vouchers</p> <p>Maintained 1,582 index of payments</p> <p>Prepared 5,200 BIR form 2306 and 2307</p> <p>Complied with laws and regulations on government expenditures</p>
<p><b>Zero disallowances on financial transactions</b></p>	<p>No disallowances in the audit of various financial transactions in 2020 based on the Statement of Audit Suspensions, Disallowances and Charges issued by COA in January 2021</p>
<p><b>Preparation of monthly Financial statements</b></p> <p>- Trial Balance</p> <p>- Balance Sheet</p> <p>- Income Statement</p> <p>- Cash Flow Statement</p>	<p>Prepared monthly financial statements for the Management/COA/DBM/BOARD/AUDIT COMMITTEE/GCG/PSA/DOF</p> <p>Prepared 600 journal entry vouchers to effect set up/adjustments/classification of accounts</p> <p>Maintained 195 subsidiary ledgers and general ledgers</p> <p>Prepared the following financial reports:</p> <ol style="list-style-type: none"> <li>1. Schedule of accounts</li> <li>2. Report of disbursements</li> <li>3. Report of payables</li> <li>4. Report of collections and deposits</li> <li>5. Report of bills rendered</li> <li>6. General journal</li> </ol>
	<p>Prepared and submitted the final annual audit</p>

<p><b>Preparation of annual audit report to submitted to COA</b></p>	<p>report, consisting of 40 financial reports to COA on February 28, 2020</p>
<p><b>Compliance to BIR rules and regulations</b></p> <p>-Remittance of taxes withheld</p>	<p>Remitted monthly/quarterly taxes withheld to BIR on or before the 10th of the ensuing month/quarter</p> <ol style="list-style-type: none"> <li>1. expanded tax</li> <li>2. final tax</li> <li>3. documentary stamp tax (on or before the 5th of the ensuing month)</li> </ol>
<p>-Filing of annual income tax return on or before April 15, 2020</p>	<p>Remitted monthly/quarterly VAT/percentage tax withheld to BIR on or before the 25th of the ensuing month/month</p> <p>Prepared and filed the annual income tax return on April 12, 2020</p>
<p><b>TREASURY DIVISION</b></p>	
<p><b>Investment portfolio management</b></p> <p>- Investment of idle funds in the money market</p> <p>-Redemption of PLDT shares</p> <p>-Transfer of stock ownership</p> <p>Collection of accounts receivables</p>	<p>P15.831M (gross) was earned from money market placements of idle funds</p> <p>Canvassed best interest rates from Bureau of Treasury and Landbank of the Philippines</p> <p>Submitted all pertinent documents to stock transfer agent on September 29, 2020 and already awaiting for the collection of check for the shares redeemed</p> <p>Submitted all pertinent documents to stock transfer agents on September 29, 2020 and negotiations with stock transfer agents are on-going</p> <p>Percentage of receivables collected</p> <p style="padding-left: 40px;">2020 - 89.26%</p> <p style="padding-left: 40px;">2019 - 82.94%</p> <p style="padding-left: 40px;">2018 - 95.09%</p> <p style="padding-left: 40px;">2017 - 95.31%</p> <p style="padding-left: 40px;">2016 - 4.62%</p> <p>Issued 1197 Statement of Accounts (SOA)</p>

	<p>Maintained 79 individual subsidiary ledgers of concessionaires and 9 non-concessionaires (e.g resident companies, subscription, EPA, etc.)</p>
<p><b>Cash receipts and disbursements</b></p>	<p>All collections were covered by official receipts.  Issued 1,691 OR</p> <p>All collections were deposited on the following working day.</p> <p>3,293 checks were prepared for the payments to creditors/suppliers</p>

## **B.**

### **OFFICE OF THE PRESIDENT VIRTUAL OUTREACH PROGRAMS for CY 2020**

#### **I. BAYANIHAN PHILIPPINE NATIONAL FOLK DANCE COMPANY**

##### **JIANGXI, CHINA**

Date: January 6-10, 2020

Audience: 1000

#### **II. JAZZ STAY AT HOME, VIRTUAL JAZZ FESTIVAL**

- A FREE virtual music festival featuring all-Filipino jazz talents!

##### **DATE/TIME/ VENUE:**

Online Streaming – September 25-27&October 2-4, 2020 |  
7:30 PM

Streaming via Facebook LIVE on the CCP Office of the  
President page and the CCP page

#### **III. Awit at Tula: Pagbabalik-Tanawsa Unang Hari ng Balagtasan**

- premiered on November 22, 2020 (Sunday), at 5:45PM at  
the CCP – Office of the President Facebook page.

#### **IV. MALA IbongAdarna**

- Showbiz leading man and artist Xian Lim is directing  
MALA (Movies Adapted from Literary Arts), a special series  
of educational, fun short videos that aim to educate,  
inculcate good values, and make the young appreciate  
further the arts.

#### **V. “SIGLA NG PASKO, the CCP Christmas Presentation!”**

December 14 – 20, 2020 - “SIGLA NG PASKO” was streamed  
via the CCP – Office of the President FB Page.

- The episodes were hosted by singer and songwriter Nicole  
Laurel Asensio and our very own CCP President Arsenio  
'Nick' Lizaso.



**C.**  
**ARTISTIC SECTOR**  
Accomplishment Report for CY 2020

**I. FESTIVALS (Multi-Venue, Multi-Arts)**

- a) **FESTIVAL OF PLAYS BY WOMEN** (Forum, Readathon, Performance) (Co - Production - Women Playwrights International Philippines)
- b) **VIRGIN LABFEST 2020: KAPIT** (Preparation Phase)
- c) **CINEMALAYA FESTIVAL** (Deliberation Phase) 2020 Short Films and 2021 Full-Length Films

**II. ONSTAGE (Live Performances)**

a) **Music**

i. **Opera**

- **LUCIA DI LAMMERMOOR** (Tanghalang N. Abelardo; 31 January and 2 February 2020, 3:00 p.m.)
- **L'AMOUR, AN EVENING OF LOVE SONGS FEATURING MHECO MANLANGIT, SOPRANO**(Lessee - Kalayaan Fundamental Baptist Church) (Tanghalang A. Tolentino; 1 February 2020, 7:30 p.m.)

ii. **Mixed Repertoire**

iii. **Instrumental**

- **2019- 2020 PHILIPPINE PHILHARMONIC ORCHESTRA (PPO) 37<sup>TH</sup> CONCERT SEASON**
  - **PPO 37<sup>TH</sup> CONCERT SEASON, SERIES V: ADOLFO MENDOZA, Bassoon, YOSHIKAZUFUKUMURA, Conductor** (CCP Production)
  - **PPO 37<sup>TH</sup> CONCERT SEASON, SERIES VI: GERARD SALONGA, CONDUCTOR; ANDION-CHING FERNANDEZ, SOPRANO** (CCP Production)
  - **CONCERTO DE ARANJUEZ AND SHOSTAKOVICH 5 MANILA SYMPHONY ORCHESTRA; JACOB CORDOVER, GUITAR; MARLON CHEN, CONDUCTOR** (Co-Production - Manila Symphony Orchestra)

iv. **Choral**

- **AMOR Y AMISTAD: THE UST SINGERS CHORAL FESTIVAL** (Co-Production - UST Singers)
- **PHILIPPINE MADRIGAL SINGERS: MMMM... MORE!** (Resident Company Production - Philippine Madrigal Singers)

b) **Theater**

i. **Plays**

- **SENADALA AT PERSYANUS: ANG BAGONG MUKHA NG MORO-MORO** (Venue Grant - Komedyang Don Galo)
  - **BATANG MUHAJIDEEN** (Resident Company Production - Tanghalang Pilipino)
  - **PCU KIDDIE KOLLEGE: TANGHALANG MUNTI** (Lessee - Philippine Christian University)
- ii. **Musical**
- **ANG MGA HARI AT REYNA, MGA PRINSIPE AT PRINSESE** (Venue Grant - PAGCOR)
- c) **Dance**
- i. **Classical Ballet**
- **ALICE AND FRIENDS: A TAPESTRY OF DANCES IN CELEBRATION OF 50 YEARS IN DANCE AT THE CCP** (CCP Production)

### III. ON THE WALLS (what's in the galleries and museum)

- a) **ANG ALAMAT NG MALIKHAING KONSYUMAER** (GERECHO INIEL CRUZ)
- b) **TRANSCENDENTAL** (MERVY PUEBLO AND ATSUKO YAMAGATA)
- c) **THE HORIZON OF EXPECTATIONS** (SAM FELEO)
- d) **TERNOCON 2020**
- PORTRAITURE AND THE PHILIPPINE TERNO: COMMISSIONED PAINTINGS OF FILIPINAS
  - SA LIHIM NA PUNO: DOLL COUTURE BY CHOLO AYUYAO
  - THE SALVACION LIM HIGGINS TERNO: A HERITAGE FOR PHILIPPINE FASHION
- e) **ALLEGORIES AND REALITIES OF FELIA GELVEZON-TEQUI IN RESTROSPECT**
- f) **ARTWORKS FROM THE CCP VISUAL ARTS COLLECTION ON VIEW AT THE FOLLOWING EXHIBITS:**
- BETWEEN DECLARATIONS AND DREAMS: ART OF SOUTHEAST ASIA SINCE THE 19th CENTURY
  - REFRAMING MODERNISM: PAINTING FROM SOUTHEAST ASIA, EUROPE AND BEYOND
  - SUDDENLY TURNING VISIBLE: ART AND ARCHITECTURE IN SOUTHEAST ASIA (1969-1989)
- g) **OTHER EXHIBITION ACTIVITIES:**(Talks / Walk-Through)
- SAMATHA FELEO IN CONVERSATION WITH TENTEN MINA
  - ROUNDTABLE DISCUSSION ON WOMEN PRINTMAKERS

### IV. ONSCREEN (Film Screening)

- a) **MET OPERA IN HD: "AIDA" (GIUSEPPE VERDI)**
- b) **CCP ART HOUSE CINEMA** (Tanghalang M. Conde)
- c) **PELICOLAB**
- d) **PELICOOLAB: GAWAD ALTERNATIBO SPECIALS**
- e) **CINEMULAT**
- f) **EUROPELIKULA**

- g) **CINE FBF(CINEMA FLASHBACK FRIDAYS)**
- h) **CINEPOP**
- i) **IRANIAN WOMEN’S FILM FESTIVAL**

**V. OUT THERE** (Outreach, Regional, and International Projects)

- a) **TERNOCON II**
- b) **TUGON PANSINING (SERVICE REQUEST PRORAM)**
- c) **OP OUTREACH**
  - **BAYANIHAN PERFORMANCE IN JIANGXI, CHINA**
  - **PAGBABALIK TANAW SA UNANG HARI NG BALAGTASAN**
- d) **PHILIPPINE PHILHARMONIC ORCHESTRA OUTREACH AND OTHER CONCERTS**
- e) **KABATAANG GITARISTA PERFORMANCES**

**VI. IN THE WORKS** (Beginners, Intermediate, Advanced Workshops and Fellowships, Recitals)

- a) **MASTERCLASSES WITH INTERNATIONAL VOCAL/INSTRUMENTAL ARTIST AS RESOURCE PERSON**
  - i. **“THE PATH TO LEAST RESISTANCE: DEVELOPING STRONG MUSICAL AND TECHNICAL FOUNDATION FROM EARLY BEGINNER TO ADVANCED LEVEL,” A PIANO TEACHERS WORKSHOP BY DR. ROSS SALVOZA**
  - ii. **DR. ROSS SALVOSA PIANO MASTERCLASS**
- b) **TEACHER TRAINING**
  - i. **SINING SA ESKWELA K TO 12 IMMERSION PROGRAM**
- c) **ARTS MANAGEMENT WORKSHOPS**
  - i. **ARTS MANAGEMENT TRAINING FOR FSI PERSONNEL** (Co-Productions - Department of Foreign Affairs)
- d) **RECITALS**
  - i. **FOR LOVE AND FOR DANCE** (Lessee - Dance Theater Manille)
- e) **SINING GALING -ARTS THERAPY WORKSHOP**

**VII. ARTS RESPONSE TO COVID**

**NEW ONLINE CONTENT IN THE ARTS**

- a) **WORKSHOPS**
  - i. **PLAYWRIGHT WORKSHOPS**
  - ii. **ARTS ONLINE (NEW SESSIONS): ARTS TALK; ART WORKSHOPS; ART PLAY (CHILDREN’S PROGRAMMING)**
  - iii. **CCP DANCE WORKSHOP** (CCP Production)
  - iv. **INSTRUMENTS OF THE ORCHESTRA AN INTRODUCTION**
  - v. **ARTS THERAPY: SINING GALING WORKSHOPS**

- vi. **CLASSICAL GUITAR WORKSHOPS (KABATAANG GITARISTA)**
- vii. **DANCE WORKSHOPS IN BALLET, MODERN, FOLK AND CONTEMPORARY**

b) **ONLINE STREAMING**

i. **CCP ONLINE (ARTS AND CULTURE ONLINE)**

- SPYC MUSIC CAMP FINALE PERFORMANCE

ii. **MUSIC**

- i. Choral
- ii. Instrumental
- iii. Mixed Repertoire

iii. **THEATER**

- Plays
- Musical

iv. **DANCE**

- Classical Ballet
- Modern
- Contemporary

v. **MIXED REPERTOIRE**

- BULAWAN: THE CCP 50<sup>TH</sup> ANNIVERSARY CONCERT (CCP Production)
- SINAG: FESTIVAL OF RADIANCE (CCP Production)
- UGNAYAN SA SINING PAGSAULOG: A CELEBRATION OF VISAYAN CULTURE (CCP Production)
- UGNAYAN SA SINING: PERLAS NG SILANGAN (CCP Production)
- CCP 360
- TRIPLE THREATS: SHEILA FRANCISCO, MICHAEL WILLIAMS, BITUIN ESCALANTE (CCP Productions)
- PAMANA: CULTURAL LEGACIES OF LUZON (CCP Production)
- PANAGHABI: WEAVING MINDANAO'S TRUTHS OF LIFE (CCP Production)
- BALIK-TANAW: SELECTED FILMS FROM THE 33<sup>RD</sup> QUISUMBING-ESCANDOR FILM FESTIVAL (CCP Production)
- QUARANTIMES: CCP's WORLD DAY FOR AUDIO-VISUAL HERITAGE PROGRAM/GAWAD ALTERNATIBO (CCP Production)
- REMBLING, SHIVERING, SPLENDID (NGINIG, NGATOG, NGANGA)/CCP ARTHOUSE CINEMA ONLINE (CCP Production)
- IN MEMORIAM: GILDA CORDERO-FERNANDO (CCP Production)

c) **FILM AND VIDEO**

- i. **Film**
    - QUARANTIMES: Quarantine Chronicles in the Time of CoVID (Preparation Phase)
  - ii. **Video Productions**
    - KAISA SA SINING SOLIDARITY VIDEO
    - KUTITAP PRAYER VIDEO
- d) **ONLINE PERFORMANCES**
- i. MUSIC FOR HEALING: PHILIPPINE PHILHARMONIC ORCHESTRA (PPO) IN QUARANTINE POCKET CONCERT
  - ii. PPO “HYBRID CONCERTS (SPECIAL CONCERTS)
- e) **ARTS MANAGEMENT CONSULTANCY AND CAPACITY BUILDING: ARTISTS IN CRISIS AND IPR**
- i. **MANAGING FESTIVALS IN TRANSITION** (CCP Production)
  - ii. **WEBINAR: ENGAGING THE FILIPINO-GERMAN COMMUNITY IN PROMOTING THE PHILIPPINE PERFORMING ARTS** (CCP Production)
- f) **VIRTUAL EXHIBITS AND CATALOGUES**
- i. **VAMD SOCIAL MEDIA PROGRAMS** (VAC and MKP online, From our archives, Little artist corner, Learn with us, Our Community, FAQs, Trivia, Behind the scenes, Revisit)
- g) **LAUNCHING OF THE CCP ENCYCLOPEDIA OF PHILIPPINE ART (EPA) DIGITAL EDITION** (CCP Productions)
- h) **LAUNCHING OF THE CCP COLLECTIONS WEBSITE** (CCP Productions)
- i) **CCP ART HOUSE CINEMA ONLINE**
- j) **TO BE HUMAN: A SPECIAL SCREENING ON HUMAN RIGHTS** (CCP Production)
- k) **OTHER EVENTS**
- **1<sup>st</sup> CCP ONLINE PRESS CONFERENCE** (30 April 2020)
  - **SINING SIGLA, OP VIRTUAL OUTREACH PROGRAM**
  - **JAZZ STAY AT HOME: VIRTUAL JAZZ FESTIVAL**

**VIII. ART ASSIST** (Stimulus Assistance to Artists and Companies)

- a) **SARANGGOLA BLOG AWARDS ONLINE AWARDING** (Co-Production – Saranggola Blog Awards)
- b) **KAISA SA SINING GADOR AWARDS** (*Virtual Awarding Ceremonies*) (CCP Production)

- c) **2020 KALINGA NG SINING** (CCP Production)
- d) **KUTITAP: MGA BATANG MAKASINING PARA SA ISANG MALUSOG AT MALAYANG KINABUKASAN** (CCP Production)
- e) **PPO PERFORMANCE FOR PGH** (CCP Production) - PPO String Quartet Christmas performance for the frontliners at the Philippine General Hospital.

## **IX. PREPPING THE “NEW NORMAL” IN ARTS AND CULTURE**

### **1. ONLINE/HYBRID FESTIVALS**

- a) **CINEMALAYA FESTIVAL (Deliberation Phase) 2020 Short Films and 2021 Full-Length Films**
- b) **GAWAD ALTERNATIBO (Deliberation Phase)**
- c) **VIRGINLABFEST 2020 Lab in the Time of Covid ( A Virtual Labfest Edition )** (Co-Production - Tanghalang Pilipino, Writer’s Bloc)
- d) **ART BIENNALE FOR CHILDREN AND FAMILIES**
- e) **EVENT FACADE LIGHTING**

### **2. INNOVATION AND CAPACITY DEVELOPMENT FOR DIGITAL AND HYBRID PRODUCTIONS**

- a. **KNOWLEDGE AND TECHNICAL CAPACITY DEVELOPMENT**

## **X. ON AIR (Radio)**

### **DISKARTE**

DZRH-AM, Saturdays, 2:00 p.m. to 3:00 p.m. - A one-hour radio magazine program with the arts as it matters in society.

## **XI. OTHER ACTIVITIES:**

- a) **DINNER IN HONOR OF FOUNDING CHAIRMAN IN CELEBRATION OF THE CCP’s 50<sup>th</sup> ANNIVERSARY**
- b) **BATANG MUJAHIDEEN PRESS PREVIEW** (Resident Company Production - Tanghalang Pilipino)
- c) **BALLET PHILIPPINES RECEPTION DINNER** (Resident Company Production - Ballet Philippines)
- d) **THE NUTCRACKER BALLET ACT 2 AND TULOY ANG PASKO** (CCP Productions)
- e) **ART-TRACTION (Regular Public Attractions)**
- f) **SINAG 2020**
- g) **SIMBANG GABI 2020**
- h) **SAMA –SAMA ASEAN : WE ARE ONE (WEBINAR SERIES ON ASEAN AWARENESS AND IDENTITY** (Co-Production, NCCA)
- i) **BREAK THE CHAIN: THE ARTS RESPOND TO COVID-19, An Awareness Campaign** (Co-Production, NCCA)
- j) **RELAUNCH OF ONLINE PERFORMING ARTS DIRECTORY**(CCP Production)

- k) **BEST ONLINE ACTIVITIES BY LIBRARY AND INFORMATION SCIENCE ASSOCIATIONS**Co-Production - National Library of the Philippines)
- l) **NATIONAL BOOK WEEK SPOKEN WORD POETRY CONTEST FOR LIBRARIANS** (Co-Production - National Library of the Philippines)
- m) **SOFT LAUNCH OF ROFG ONLINE PROJECT** (CCP Production) - A softlaunch of the ROFG online project, a video tribute for National Artist for Dance, Ramon Obusan and Pastores Dance Performance.
- n) **TUGON PANSINING (SERVICE REQUEST PROGRAM)** PPO QUARTET MUSIC PERFORMANCE
- o) **PAMANA: CULTURAL LEGACIES OF LUZON** - An excerpt of Pamana (Ugnayan ng Sining Luzon Production) presented in the China ASEAN Arts and Culture Week.

**XII. ONGOING ACTIVITIES PREPARATIONS FOR VARIOUS PROGRAMS**

a) **Cultural Content Programs**

- CCP Archives and Metadata Management Project
- Arts in the time of Covid-19: A Timeline
- CCP Encyclopedia of Philippine Art – Digital Edition
- DAM UP
- CCP ONLINE BRANDING
- ART GOES DIGITAL WEBINARS
- ACQUIRING OF ONLINE VIDEO PLATFORM
- CINEMALAYA CHANNEL
- STREAMING OF ARCHIVAL CONTENT

b) **Cultural Exchange Department**

- **Kaisa Sa Sining Regional Art Center** - Liaison work with target new partners in Laguna, Antique, Murcia, Himamaylan, Davao Oriental and Maguindanao

**D.**

**OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION**  
Executive Summary of Plans and Programs  
For 2021-2023

The plans and programs of the Office of the Vice President for Administration are primarily focused on the following functional areas and corresponding strategic plan of actions:

<b>Functional Areas</b>	<b>Plan of Actions</b>
Supervisory Functions	Conduct regular meetings with the heads of departments (FSD, ASD, HRMD & Mktg.) under the OVP for Administration to address issues and concerns of their respective departments and pre-empt incurring problems in the future.
Fund Generation	<ol style="list-style-type: none"><li>1. Formulate and submit annual corporate operating budget (COB) proposals which will be the basis of the DBM and Congress in determining the fund allocation for the CCP. This can be done with the efforts of FSD in coordination with all the operating units. Consistent and strong representations by the President would facilitate the approval of CCP's COB.</li><li>2. Implement proper contract of lease administration and attract potential lessees for leasable areas to increase or maximize rental income from CCP properties and facilities that could augment the annual fund allocation from the National Government. This can be done with the efforts of ASD in coordination with the Office of the President (OP).</li><li>3. Idle funds are invested in low-risk short-term money market placements and ensure that placements and withdrawals of investments are properly authorized.</li></ol>
<b>Functional Areas</b>	<b>Plan of Actions</b>



Financial Reporting	Provide timely and accurate financial statements and reports in order to assist the President, Board of Trustees and department managers in decision making. Ensure that financial statements and reports are submitted on time to regulating agencies, such as, COA, DBM, GCG, etc.
Fund Management and Control	Ensure that Checks, POs PJOs, BURs, TORs, Contracts/Agreements and other documents are acted upon within reasonable period of time with the following considerations: <ul style="list-style-type: none"> <li>a. Expenditures are properly budgeted.</li> <li>b. Disbursements of funds are made in accordance with applicable rules and regulations to avoid COA disallowance.</li> <li>c. Payments to suppliers/creditors are expeditiously processed.</li> </ul>
Personnel Recruitment and Development	<ol style="list-style-type: none"> <li>1. In coordination with HRMD, increase the number of permanent employees by filling up the unfilled position in the personnel plantilla in accordance with the needs of the operating units.</li> <li>2. Through the efforts of HRMD, enhance the efficiency of employees by determining the appropriate training needs and interventions.</li> <li>3. Submit reports as required by the Civil Service Commission.</li> </ol>
Maintenance Program of CCP Buildings and Facilities	Through the efforts of ASD, ensure that the maintenance programs are implemented and monitored to prevent deterioration or breakdown of buildings and facilities.
<b>Functional Areas</b>	<b>Plan of Actions</b>
Procurement Services	Through the efforts of ASD, ensure that all requisitions of operating units are served or delivered and strictly adhere to procurement process as prescribed under the Procurement Law (R.A. 9184)

## **E.**

### **ADMINISTRATIVE SERVICES DEPARTMENT**

Accomplishment Report for CY 2020

#### **MAINTENANCE AND ENGINEERING SERVICES DIVISION**

##### **I. INTRODUCTION:**

Amid the Coronavirus Disease 2019 (COVID-19) crisis, the Maintenance and Engineering Services Division (MESD) has achieved significant accomplishments in major infrastructure projects and maintenance in CCP. The data below showed the completion of several multi-million projects undertaken by MESD.

For the first semester of 2020, implementation plans and targets were affected by the declaration of the government of the Enhanced Community Quarantine (ECQ) and lockdowns which started in the middle of March brought about by the COVID-19 pandemic. Hence, the budget for the projects was still intact and work plans were adjusted. Despite this unforeseen crisis, most projects still managed to achieve and pushed through while others were forced to ceased temporarily with some activities that entail public engagements through the utilization of social media and online platforms. The following are the details and accomplishments for the year 2020 of MESD projects:

##### **II. MAJOR ACCOMPLISHMENT:**

###### **1. BLACK BOX THEATER**

###### **- For MESD handled projects:**

- a) Acoustic Walls
- b) Signages
- c) MERALCO Underground Service Entrance - Construction of 34.5Kv underground Service Entrance for CCP Main Building and Black Box Theater (cabling is not yet included)
- d) Hydropneumatic System/Water System (Pressured Tank, House Pumps and Controls)
- e) Restroom Fixtures

###### **- For PED projects and other units handled projects monitored by MESD:**

- a) Stage Drapery and Screen
- b) Trap Door System
- c) Acoustic Curtain Accessories
- d) Telephone System, TV Monitor, and Intercom
- e) CCTV Security Camera System with TV Monitors2

- f) Furniture's and Fixtures for Offices, Dressing Room, and Costume Room – (delivered but not yet installed)
- g) Room and Back Stage

## **2. CCP MAIN BUILDING**

- a) One (1) Unit Multi-Cell Cooling Tower
- b) CCP Ramp Retrofitting
- c) Retrofitting of Electrical Wiring (Delivery of Panel Board)
- d) Re-waterproofing at Silangan Hall Roof Deck

## **3. ADMIN AND FINANCE BUILDING**

- a) Re-waterproofing of the Admin and Finance Building Roof Deck.
- b) Completed Installation of 2 Units Plastic LLDPE Plastic Septic Tank

## **4. OTHERS:**

- a) ISO Update
- b) Approximately 95% accomplishment on Preventive Maintenance Program 2020
- c) Drafting of TOR of the following:
  - i. As-built drawing, design and conversion to hazardous waste storage of the old power house at Manila Film Center building.
  - ii. As-built drawing and new design for electrical and sanitary system of the CCP Bay Terminal.
  - iii. As-built drawing and new design for plumbing/sanitary system of Sky Garden Restaurant.
  - iv. Proposed new design of fire protection and alarm system (FDAS) for Production and Design Center building.
- d) Repair of One (1) 60TR Hitachi Chiller
- e) Preventive Maintenance of Six (6) Escalators
- f) Installation of plastic covering and partition in relation to COVID-19 safety measures
- g) Installation of the vestibule at South Conference Room
- h) Excavation of new sewer line at Admin and Finance Building
- i) New water system at the CCP front lawn
- j) New electricity source at CCP front lawn
- k) Various Engineering Repairs and Maintenance Works

## **III. ONGOING PROJECTS**

### **1. BLACK BOX THEATER**

#### **- For MESD handled projects:**

- a) Main Feeder line and Circuit Breaker – 95%
- b) Fire Protection (Sprinkler Heads, Fire Hose, Valves. etc. Sprinkler Sys.) – 75%<sup>3</sup>

#### **- For PED projects and other units handled projects monitored by MESD:**

- a) Technical, "Admin." and Box Office Partitions Systems – 80%
- b) Fabrication of 20 Units dressing tables – 80%

### **2. CCP MAIN BUILDING**

- a) Supply and Installation of Six (6) Escalators – 55%
- b) Construction of a Centralized Sewage Treatment Plant (STP) – 50%
- c) Three (3) Brand New Units Oil Type Transformers and One (1) Brand New Unit Dry Type Transformer – 80%
- d) Public Bidding for the CCP Major Rehabilitation Project - Proposed Mechanical, Electrical, Plumbing, and Fire Protection Systems Upgrading, Structural Retrofitting

### **3. ON-GOING PREVENTIVE MAINTENANCE CONTRACTS**

- a) Provision of Engineering Service Maintenance of all CCP Buildings and Facilities
- b) Preventive Maintenance for CCP Fire Alarm System
- c) Preventive Maintenance for the LT Modernized Elevators and Freight Elevator
- d) Waste Water Laboratory Analysis for Class SB Water
- e) Water Treatment and Maintenance of CCP Cooling Towers
- f) PABX Maintenance
- g) Preventive Maintenance of the 500TR Dunham-Bush Water-Cooled Chiller

### **4. OTHERS**

- a) Bidding for the Provision of Engineering Maintenance for the Year 2021-2023

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## **GENERAL SERVICES DIVISION**

With the recent ISO 9001-2015 accreditation granted to the Cultural Center of the Philippines (CCP), the General Services Division (GSD) was set to deliver quality service, through the Motorpool Unit (for transportation requirements), Security Unit (for security and safety in the complex), Housekeeping Unit (for janitorial services), and the Outdoor Janitorial Services for CY2020. However, during the first semester, the government experienced an unexpected health crisis known as COVID-19 Pandemic, which resulted to suspension of work in the government, including the CCP. But despite this disturbing incident, the work plans of GSD pushed through taking into consideration the risks of being infected by the disease.

The Division's major accomplishments for the year are the following:

1. Procured three (3) new vehicles for the CENTER to replace three (3) worn-out vehicles.
2. Provided assistance in the construction of two (2) quarantine facilities located within the CCP Complex.
3. Implemented the Health and Safety Protocols established by the CCP Management in accordance with the Inter Agency Task Force (IATF) guidelines through the Housekeeping Unit and Security Office.
4. Implemented a shuttle service for the CCP employees during the return to work under MECQ and GCQ status, using all CCP vehicles and additional one (1) rented bus.
5. Continuous monitoring and reminding the public on the minimum protocols (wearing of face mask, face shield and social distancing) within

the CCP Complex grounds in coordination with our Security and Police force in compliance with IATF guidelines.

6. Provide a skeletal force of Ground maintenance crew and Security guards for the maintenance, cleanliness, upkeep, and security of the CCP Complex grounds during the ECQ and MECQ period from March to May 2020.
7. Conducted three (3) intensive disinfection and sanitation of the CCP buildings during the CCP-declared “lockdowns” in August and November respectively.
8. Updated ISO documents for presentation during the 1st ISO surveillance audit conducted last December 2020.

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## **ASSET MANAGEMENT DIVISION**

### **I. Introduction**

The primary objective of the Asset Management Division (AMD) is to maximize the utilization of the available CCP assets for resource and income generation through the lease of various open grounds and spaces and enclosed office and commercial structures.

In coordination with the Maintenance and Engineering Services Division and the General Service Division, the AMD maintains, preserves and markets available assets either for “short or long” term lease. Short-term lease refers to lease contract duration with less than one (1) year. Short-term lease contracts include those that are contracted on hourly, daily, weekly, or monthly basis including the lampposts advertisement. The long-term lease refers to lease contract duration of one (1) year and more.

For years, the AMD has been the leading contributor of additional income to CCP funds that sustains operations and projects. Significant contributors to the annual income are the rental payments from Harbor Square area and open parking spaces. However, the unexpected global pandemic drastically affected the income from the Concessionaires particularly, the income from the Lessees who are in the business sectors operating 5 restaurants, events place, museums, cultural entertainment, outdoor activities, hotel industries and travel agencies which cater to inbound tourist travel.

The Division is composed of four personnel who takes care and monitor the short and long term lease transactions.

### **II. Accomplishments**

AMD has prepared and executed Eighty Three (83) Contracts of Lease for the year 2020, with a total estimated income from Concessionaires in the amount of Php180M, in which the division realized Php82M as of December 31, 2020. This is net of Php98M rental reprieve as approved by the CCP Board of Trustees and the CCP President, from April to December 2020. Said income was significantly decreased by 45.55% over the projected income of Php180M as caused by the pandemic.

Below is the presentation, which comprises the income and the discounts from the lease transactions from January 1 to December 31, 2020:

	In Million Php
Projected Income	180
Rental Reprieve/discounts	98
Net Income	82

It is also important to note that the collectibles from the Philippine Sports Commission for the rental of open grounds at Liwasang Ipil-ipil during the 30th SEA GAMES on November 15 to December 15, 2019 has been collected in the amount of Php4.2M. This is not included in the Php82M net income.

AMD did not project an income from the Short-term Lease (STL) contracts for the rent of open grounds for outdoor activities/events/sports/films and ads shootings in view of the government prohibition on outdoor activities involving mass gatherings, and for the use by the government of open grounds at Sunken and Folk Arts Theater areas for the temporary installation of COVID 19 facilities which is also a material contribution to national government. In effect, the parking concessionaires decreased its contribution to CCP by 36.2% over last year's figure of Php29M.

The above stated income figures are inclusive of applicable 12% Value Added Tax.

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## PROCUREMENT MANAGEMENT DIVISION FY 2020

This year has been tough for the Procurement Management Division as we faced the pandemic (Covid -19) mid 1st quarter of 2020. As a division, we are tasked to support CCP in all procurement aspect. Despite the pandemic that has affected most of our procurement activities, the following are our accomplishment:

### I. COMPLETED PROJECT (2020)

NO.	DESCRIPTION	ABC	AWARD AMOUNT	STATUS/REMARKS
1	CCP Main Building Ramp Structural Retrofitting	12,848,250.52	12,205,377.28	Completed
2	One (1) Year Garbage Collection, Transport and Disposal Services	2,920,000.00	2,864,897.64	Completed
	<b>SUBTOTAL</b>	<b>15,768,250.52</b>	<b>15,070,274.92</b>	

### II. ON-GOING PROJECT (2020)

NO.	DESCRIPTION	ABC	AWARD	STATUS/REM
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			<b>AMOUNT</b>	<b>ARKS</b>
1	Supply, Delivery, Installation of Various IT Equipment	2,000,000.00	0	For bid opening on January 19, 2020
2	Proposed Mechanical, Plumbing and Fire Protection System Upgrading, Structural Retrofitting and Architectural Renovation of the CCP Main Building	440,776,363.15	0	For bid opening on January 26, 2020
3	Construction of the Proposed New Cistern Tank and Fire Tank with Complete Furnishing and Fire Protection System Upgrade at the CCP Main Building – Phase I	23,234,790.00	0	For BAC Philgeps posting upon endorsement of end user
4	Provision of Engineering Service Maintenance of all CCP Buildings	12,883,551.96	0	For BAC Philgeps posting upon endorsement of end user
	<b>SUBTOTAL</b>	<b>442,776,363.15</b>	<b>0</b>	

**III. CANCELLED/ON-HOLD (2020)**

<b>NO.</b>	<b>DESCRIPTION</b>	<b>ABC</b>	<b>AWARD AMOUNT</b>	<b>STATUS/REMARKS</b>
1	Supply of Labor and Materials for the General Cleaning of Exterior Walls of the CCP Main Building	2,633,302.00	0	Cancelled

2	Supply of Labor, Materials and Tools for the Main Theater Dressing Rooms FitOut Works	8,638,112.00	0	On-hold
3	Landscape Architect for the Preparation of Design Plans of LiwasangKalikas an for Cultural Center of the Philippines (CCP) <i>(under Negotiated Procurement - Highly Technical Consultant)</i>	1,064,000.00	0	On-hold
4	Supply and Delivery of One (1) Unit 4- Wheeler Light Cargo Truck and One (1) Unit 6- Wheeler Heavy Cargo Truck	4,800,000.00	0	Cancelled
	<b>SUBTOTAL</b>	<b>18,583,414.00</b>	<b>0</b>	

#### IV. ACCOMPLISHMENT THRU REGULAR PROCUREMENT

No.	Descriptions	Total (2019)	Total (2020)
1	Requisition and Issue Slip RIS received	1,503	566
2	Abstract of Canvass (AC)	1,085	479
3	Purchase Order (PO)	841	460
4	Job Order (JO)	243	54
5	Printing Job Orders (PJO)	184	49
6	Procurement Request (PR)	435	127
7	Agency Procurement Request (APR)	33	14
8	RIS Posted to PhilGEPS	527	190



**PROPERTY AND SUPPLY DIVISION**

**Supply Unit** - Tasked to ensure the availability and maintain accurate records of CCP's stock on common supplies and materials for office use, janitorial and repairs and maintenance at all times as well as deliveries for the center.

- A total of 623 Inspection and Acceptance Report were submitted to COA
  - A total of 331 Stock Position Bin Cards were updated
  - A total of 96 Stock Withdrawal Slip were served
  - A total of 180 Gate Passes were served
  - A total of 12 RSMI were reported
  - A total of 28 Stock Position Report were generated
  - A total of 140 Report of Waste Materials were issued
  - A total of 96 DV's were prepared
  - Monitored availability of common stocks for office used, repairs and maintenance, janitorial and engineering.
  - A total of 894 RIS were accepted and numbered.
- **Property Unit** - Tasked to monitor and maintain records of all properties of the center.
    - A total of 47 Memorandum Receipt 166 Inventory Control Sheet respectively were issued to accountable employees
    - A total of 281 employees accountability card were maintained and updated
    - Updated Inventory list of Property and Equipment as of Dec. 31, 2020
    - A total of 13 ISWS were served
    - A total of 12 monthly Inventory report of Items for Sale were submitted to Accounting
    - A total of 43 Property Return Slip were accepted and subsequent cancellations of ARE/ICS were effected accordingly
    - A total of 25 clearances were issued to officers and employees
    - Posted 37 transactions to Equipment Ledger Cards for repairs works on CCP Vehicles
    - Renewed insurance of CCP buildings, building accessories, vehicles, and public audience liability.
    - Sold through public bidding 3 units of unserviceable Toyota Tamaraw FX and 1 unit Yamaha Motorcycle.
    - A total of Php 206,503.58 was generated from sale of unserviceable Properties, Equipment and Scrap Materials.
    - Disposal of Other Unserviceable Properties & Equipment is ongoing.
    - Reconciliation of PPE with Accounting is ongoing.
    - Inventory of Properties and Equipment is ongoing.
    - Submitted 2021 APP-CSE to DBM-PS

**Accomplishment -Comparative Analysis**

For Calendar year 2019 and 2020

Particulars	2019	2020	Difference
Inspection and Acceptance Report	1633	623	(1,010)

(IAR)			
Stock Position Bin Cards Updated	456	331	(125)
Stock Withdrawal Slip	214	96	(118)
Gate Pass	481	180	(301)
Report of Supplies and Materials Issuance Report	12	12	-
Stock Position Report	54	28	(26)
Report of Waste Materials	176	140	(36)
Disbursement Voucher	199	96	(103)
Request and Issue Slip	1795	894	(901)
Inventory Control Sheet Issued	210	166	(44)
Property Accountability Receipt Issued	55	47	(8)
Property Accountability Card Updated	485	281	(204)
ISWS were served	38	13	(25)
Property Return Slip	64	43	(21)
Clearance Processed	54	25	(29)
Repair of CCP Vehicle Posted to Ledger	24	37	13

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**F.**

**HUMAN RESOURCE MANAGEMENT DEPARTMENT**

Accomplishment Report for CY 2020

FUNCTIONAL AREA	ACCOMPLISHMENTS
PROGRAM TO INSTITUTIONALIZE MERIT AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME HRM)	<ul style="list-style-type: none"> <li>Facilitated and managed the onsite assessment conducted by the Civil Service Commission Team of Auditors/Experts on 26-28 February 2020 of the CCP PRIME-HRM. The team recommended the Level 2 accreditation of the CCP based on the result of the assessment.</li> </ul>
ISO	<ul style="list-style-type: none"> <li>Participated in the ISO Core Team Meetings audit activities and passed the Surveillance Audit of HR-related systems and processes.</li> </ul>
GENDER AWARENESS DEVELOPMENT (GAD)	<ul style="list-style-type: none"> <li>Prepared and submitted to the Philippine Commission on Women the CCP GAD Plan and Budget FY 2021.</li> </ul>
SALARIES AND BENEFITS ADMINISTRATION	<ul style="list-style-type: none"> <li>Processed and released the bi-monthly salaries of 256 regular and casual, 31 contractual, 46 theater crew, 3 FOH assistants and 60-70 ushering staff (Jan-March); and overtime pay of drivers.</li> <li>Processed and released the Mid-year and Year-end bonuses in the 2<sup>nd</sup> and last quarter of 2020.</li> <li>Processed and remitted the social insurance premiums and loan payments to GSIS, Pag-ibig, and Philhealth and taxes to BIR. Coordinated with 132 employees on the moratorium of GSIS loan amortizations.</li> <li>Approved 245 GSIS loans and 75 Pag-ibig loans.</li> <li>Prepared and issued Notices of Step Increments to 65 officials and employees.</li> <li>Conducted exit conference and processed the retirement and terminal benefits of 13 employees.</li> <li>Met and coordinated with the MIS and the programmer on the upgrading of the CCP Payroll system.</li> <li>Prepared and submitted the 2019 actual budget and the 2020 and 2021 proposed budgets.</li> <li>Facilitated the 100% submission of</li> </ul>

	Statement of Assets and Liabilities (SALN) by CCP officials and employees.
LEAVE ADMINISTRATION AND ATTENDANCE MONITORING	<ul style="list-style-type: none"> <li>• Formulated and implemented the Alternative Work Arrangements Guidelines (AWAG), in accordance with the CSC directives.</li> <li>• Reviewed and monitored the actual attendance against the submitted schedule of employees.</li> </ul>
RECRUITMENT, SELECTION AND PLACEMENT	<ul style="list-style-type: none"> <li>• Preparation of 27 Competency-based Job descriptions.</li> <li>• Worked on the Governance Commission’s approval of the following additional 3 plantilla and 10 casual positions: Attorney IV and Legal Assistant (Legal Office), Executive Assistant III (OP), and theater crew (PED). Sought approval for the change of name of Legal Unit to Legal Office and the granting of RATA for Attorney V.</li> <li>• Conducted the Recruitment, Selection, and Placement processes for the following positions: <ul style="list-style-type: none"> <li>Plantilla positions (with appointments) <ol style="list-style-type: none"> <li>1. Attorney V (Legal Office) <ol style="list-style-type: none"> <li>2. Legal Assistant (Legal Office)</li> <li>3. Executive Assistant I (OP)</li> <li>4. Executive Assistant III (OP)</li> <li>5. Principal Orchestra Member (PPO)</li> <li>6. Assistant Principal Orchestra Member (PPO)</li> <li>7-9. Orchesrtra Member V (PPO)</li> </ol> </li> <li>10. Chief Treasury Operations Officer I (FSD) <ol style="list-style-type: none"> <li>11. Senior Archivist (AED)</li> <li>12. Culture and Arts Officer III (PED)</li> <li>13. Creative Arts Specialist II (Marketing)</li> <li>14. Artist Illustrator III (Marketing)</li> </ol> </li> <li>15-16. Electronics and Communications Eqpt. Tech III and IV (PED)</li> <li>17. Driver II (ASD) <ol style="list-style-type: none"> <li>18. Utility Worker I (ASD)</li> </ol> </li> </ol> </li> <li>Plantilla positions (under process) <ol style="list-style-type: none"> <li>1. Vice President for Administration (OVP)</li> <li>2. Department Manager (FSD)</li> </ol> </li> </ul> </li> </ul>

	<p>3. Division Chief III (ASD-MESD)</p> <p>4. Market Specialist III (Marketing)</p> <p>5. Planning Officer III (MSD)</p> <p>6. Orchestra Manager (PPO)</p> <p>7. Internal Auditor V (IAD)</p> <p>8. Electrician General Foreman (ASD)</p> <p>Contractual positions – with contracts</p> <p>1-2. Junior Clerks (HRMD and FSD)</p> <p>3. Communication Equipment Operator II (ASD)</p> <p>4. Artist Illustrator (Marketing)</p>
<p>LEARNING AND DEVELOPMENT</p>	<ul style="list-style-type: none"> <li>• Disseminated invitations through HRMD FB groups and email blasts to thirty-one (31) free Webinars on topics of mental health in difficult times, spirituality and mental health, innovation, work-from-home productivity, 5S, ISO, leadership, public service values, problem solving, digital technology, financial wellness, risk management, customer service and social media fact-checking.</li> <li>• Facilitated the attendance of the Administrative Services Department Manager and the OIC for Maintenance and Engineering Services to the mandatory Environmental Management Training Program, Basic Pollution Control Officer Training and Continuing Environmental Education Programme (CEEP) (online), as requirements of the DENR.</li> <li>• Facilitated the attendance of five (5) Production Design and Technical Services Division staff to an 8-hour Basic Occupational Safety and Health (BOSH) for Safety Officer I (online)</li> <li>• Facilitated the attendance of the Marketing Department OIC to a training on Online Digital Marketing Fundamentals (online)</li> <li>• Prepared and submitted to the Philippine Commission on Women the CCP Gender and Development (GAD) Plan and Budget FY 2021.</li> <li>• Prepared an evaluation form and monitoring tool for webinars attended by employees through google forms.</li> <li>• Conducted a Zoom and Google Classroom orientation for participants in preparation for the Training on Writing Effectively</li> <li>• Facilitated and assigned 12 On-the-Job (OJT) Trainees to different offices in the CCP.</li> </ul>

SUCCESSION PLAN	<ul style="list-style-type: none"> <li>Continued accomplishment of the Profile of Potential Successors based on a prepared Timeline.</li> </ul>
COMPETENCY ASSESSMENT	<ul style="list-style-type: none"> <li>Administered the conduct, computation and analysis of the 2019 Competency Assessment of two hundred forty-six (246) employees.</li> <li>Submitted the 2019 Competency Assessment Report to the GCG with an overall competency rating of 85.06%</li> </ul>
PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> <li>Administered the Performance Evaluation with 98.14% (264 of 269 employees) submission rate of 2019 IPCRFs and 2020 Targets</li> </ul>
REWARDS AND RECOGNITION	<ul style="list-style-type: none"> <li>Endorsed seventy-three (73) employees for Step Increment</li> <li>Endorsed twenty-four (24) employees for the Loyalty Award</li> <li>Collaborated with the CCPCEO representatives of the PRAISE Committee in the drafting of guidelines on “GantimpalaAgad” award.</li> </ul>
EMPLOYEE RELATIONS AND WELFARE	
Health and Wellness: COVID-19 Responsiveness	<ul style="list-style-type: none"> <li>Created, activated and supervised the Health and Safety Guidelines Committee that worked on the: <ul style="list-style-type: none"> <li>➤ Research about the best practices that can be adopted regarding health and safety of employees and visitors inside CCP buildings and offices.</li> <li>➤ Formulation, dissemination, and monitoring of implementation of CCP Return to Work guidelines and New Normal Protocols.</li> <li>➤ Consultation with practicing safety officers and health industry experts in formulating protocols for the Center</li> <li>➤ Provision of suggestions and advice on improving processes and activities related to employees safety and welfare.</li> <li>➤ Resolution of emerging issues regarding health and safety at the Center.</li> </ul> </li> <li>Prepared and submitted COVID-19 Responsiveness Reports to the CCP Board of Trustees Risk Management Committee.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepared, administered and evaluated 351 Health Survey Forms of employees and visitors in consultation with the Company Physician.</li> <li>• Monitored the health condition of eighteen (18) COVID-19 positive employees, artists and production staff.</li> <li>• Administered contact tracing with 110 identified as close contacts/probable individuals; conducted close monitoring on health condition and provision of health advice/protocol.</li> <li>• Requested and facilitated the Free RT-PCR tests for 289 CCP officials and employees in coordination with the Philippine Coast Guard at the Palacio de Maynila in November 2020.</li> <li>• Requested the 2nd Free RT-PCR tests of 542 CCP officials, employees, service contractors and artists scheduled for January 2021.</li> <li>• Organized, facilitated and monitored the one-month assignment of CCP volunteers to the Swab Testing facility in Philippine Arena, Bulacan in compliance to the request of the Office of the President, Malacañang.</li> <li>• Disseminated and posted relevant documents, information materials and internal communications on COVID-19, mental health and other related topics in the official HRMD Facebook groups.</li> <li>• Conducted a Wellness Talk on “Mental Health in the Time of Pandemic” in collaboration with Howden and HMI.</li> <li>• Prepared and reviewed the draft Guidelines on the Use of Leave Credits for Absences due to COVID-19.</li> <li>• Conceptualized Health Protocol poster-signages for display in the entrances of CCP buildings, CCP Shuttle Service and other conspicuous places.</li> <li>• Collaborated with the CCP offices on the various requirements of health protocols such as with the ASD on the employee’s schedule, shuttle services, and sleeping quarters in the Center.</li> </ul>
<p>Medical Clinic Services</p>	<ul style="list-style-type: none"> <li>• Rendered routine Clinic services: consulted with the company physician, provided medical advice and monitored the health condition of employees</li> <li>• Facilitated the utilization of health maintenance organization services by the employees and their dependents</li> <li>• Facilitated the procurement and</li> </ul>

	<p>distribution of PPES, 1,200 washable face masks and 400 face shields for employees</p> <ul style="list-style-type: none"> <li>• Monitored the condition of two (2) employees who suffered from stroke</li> <li>• Facilitated the Annual Physical Examination (APE) of 148 CCP employees</li> </ul>
<p>CORPORATE EVENTS</p>	<ul style="list-style-type: none"> <li>• Coordinated and administered the conduct of CCP First Virtual Flag Raising Ceremony and CCP 51st Anniversary Celebration covering technical and artistic, administrative and logistical requirements of the program with 177 attendees.</li> <li>• Coordinated and administered the conduct of the 2020 CCP Virtual Christmas Celebration and Thanksgiving Mass covering technical and artistic, administrative and logistical requirements of the program with 238 attendees.</li> <li>•</li> </ul>
<p>Other Services</p>	<ul style="list-style-type: none"> <li>• Facilitated the Necrological/Requiem Masses for departed CCP employees: <ul style="list-style-type: none"> <li>○ Ms. Maria Christine Vallido, active staff of the Marketing Department on May 27, 2020</li> <li>○ Ms. Ma. Cleofe Doydora, retired staff of HRMD on September 29, 2020.</li> </ul> </li> <li>• Worked on the solicitation of financial assistance for two (2) employees</li> </ul>



**G.**

**MARKETING DEPARTMENT**

Accomplishment Report for November and December 2020

**NOVEMBER 2020**

FUNCTIONAL AREA	MAJOR ACCOMPLISHMENTS
<b>SALES AND PROMOTIONS DIVISION</b>	
<p>CCP PUBLICATIONS AND MULTIMEDIA PRODUCTS UNIT</p>	<p>SALES REPORT:</p> <ul style="list-style-type: none"> <li>▪ Achieved a total of <b>Php32,942.00</b> sales on publications and merchandise.</li> <li>▪ Received sales from consignor, Art Books, amounting to <b>Php54,389.29</b>.</li> </ul> <p>PRINT FOLIO</p> <ul style="list-style-type: none"> <li>▪ Sold 2 Print Folios, one for Print Folio A and one for Print Folio B amounting to <b>Php450,000.00</b>.</li> </ul> <p>EPA DIGITAL</p> <ul style="list-style-type: none"> <li>▪ EPA Digital individual subscription was launched and concerns on the institutional subscription was discussed with the Cultural Content Department. The EPA Digital Institutional Pricing shared by the CCD's EPA Digital Team was reviewed. A different price tiering was suggested to apply the number of users as basis instead of the size of the institution.</li> </ul> <p>CCP SHOP</p> <ul style="list-style-type: none"> <li>▪ Promotion campaign on 11-11 One Day Super Sale.</li> </ul> <p>MIBF</p> <ul style="list-style-type: none"> <li>▪ Participated in the Manila International Online Book Fair offering more than 60 CCP publications and merchandise.</li> <li>▪ Attained earnings of around <b>Php34,279.80</b> during the first week of the event.</li> </ul>

<p>TICKET AND BOX OFFICE UNIT</p>	<p>FACILITATION OF NET PROCEEDS PAYMENT TO CO-PRODUCERS AND LESSEES</p> <ul style="list-style-type: none"> <li>▪ Processed and released payments for the following productions: <ul style="list-style-type: none"> <li>- Philippine Italian Association- Being Leonardo De Vinci</li> </ul> </li>   <li>▪ Processed payments for the following productions; pick-up pending: <ul style="list-style-type: none"> <li>- REGAL ENTERTAINMENT, INC. RE:FILMAKERS SHARES</li> <li>- TANGHALANG PILIPINO RE: TICKET SALES MANILA NOTES</li> </ul> </li>   <li>▪ Processed Disbursement Vouchers and forwarded to Accounting for the following productions: <ul style="list-style-type: none"> <li>- Phillip Salvador Palmos re: MabiningMandirigma/TP (reprocessing)</li> </ul> </li> </ul>
<p>CREATIVE SERVICES UNIT/ SOCIAL MEDIA &amp; DIGITAL MARKETING</p>	<p>GRAPHIC DESIGN &amp; PRODUCTION OF DIGITAL MARKETING MATERIALS</p> <ul style="list-style-type: none"> <li>▪ Applied approved graphic designs for: <ul style="list-style-type: none"> <li>- NCBD HIndiKa Nag-iisa poster</li> <li>- NCBD HIndiKa Nag-iisa invite</li> </ul> </li>   <li>▪ Created original graphic designs/artworks for: <ul style="list-style-type: none"> <li>- Arts Express Children’s Biennale calendar week 2</li> <li>- Arts Express Children’s Biennale calendar week 3</li> <li>- Arts Express Children’s Biennale calendar week 4</li> <li>- HRMD protocol signage poster</li> <li>- Simbang Gabi Generic Poster</li> </ul> </li> </ul>

	<p>CCP SOCIAL MEDIA</p> <ul style="list-style-type: none"> <li>▪ <u>CCP Facebook Page</u> Reach: 345, 217 Engagements: 23, 704 New Followers: 730 Page Views: 8, 348</li> </ul> <p>Partnered with the CCP BatangSining page to celebrate the Children’s Biennale.</p> <p>Boosted promotional assets (teasers) and gained a <b>58% increase</b> on reach and views.</p> <ul style="list-style-type: none"> <li>▪ <u>PPO Facebook Page</u> Reach: 62, 968 Engagements: 9, 236 New Followers: 190 Page Views: 1, 706</li> </ul> <p>Successfully launched the PPO Chamber Music Concert Series</p> <ul style="list-style-type: none"> <li>▪ <u>The CCP Shop</u> <ul style="list-style-type: none"> <li>- Revamped The CCP Shop from inactivity</li> <li>- Updated the images of the collection/publication and preparation for MIBF</li> <li>- The CCP Shop team commenced 11.11 flash deal Promo sale</li> <li>- The CCP Shop created a Friday the 13th Giveaway contest</li> <li>- Conceptualized CSR of The CCP shop that will happen first quarter of next year.</li> <li>- Gained 825 followers, 816 page likes. Peaked at 3,230 reach and gained 11,028 total reach and 546 page views</li> </ul> </li> </ul> <p>CCP WEBSITE</p> <p>Created event pages for the following programs:</p> <ul style="list-style-type: none"> <li>▪ PPO Music for Healing</li> <li>▪ PPO Chamber Music Concert II</li> <li>▪ CCP Arthouse Cinema Online</li> <li>▪ Kutitap</li> </ul>
<p>SPONSORSHIP/PARTNERSHIP/DONATION</p>	<ul style="list-style-type: none"> <li>▪ Facilitated the sponsorship deal with Century Pacific Foods, Inc. in the amount of <b>Five Hundred Thousand Pesos (Php500,000.00)</b> for the TuloyangPasko / The Nutcracker Ballet Act 2, a CCP Christmas offerings to be streamed on CCP online platforms starting early part of December 2020.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Negotiated with CNN Philippines for possible partnership regarding airing of the following productions on CNN Philippines: <ol style="list-style-type: none"> <li>1. TuloyAngPasko / The Nutcracker Ballet Act 2</li> <li>2. Simbang Gabi / Misa de Aguinaldo on December 24 or 25.</li> </ol> </li> <li>▪ Coordinated with Creatives Team and Production Team needed materials for the collaterals and monitored the fulfillment of deliverables to Century Pacific Foods Inc. and CNN Philippines.</li> </ul>
CCP MEMBERSHIP	<ul style="list-style-type: none"> <li>▪ Sent out e-newsletters to CCP Members to keep them abreast of the online events at the CCP streamed via CCP Facebook page/CCP Youtube channel/Vimeo on Demand.</li> </ul>
CCP FILM SOCIETY MEMBERSHIP	<ul style="list-style-type: none"> <li>▪ Sent out e-newsletters to CCP Film Society Members to keep them abreast of the CCP ArthouseCinema and other film related events streamed on CCP online platform.</li> </ul>

**DECEMBER 2020**

FUNCTIONAL AREA	MAJOR ACCOMPLISHMENTS
<b>SALES AND PROMOTIONS DIVISION</b>	
CCP PUBLICATIONS AND MULTIMEDIA PRODUCTS UNIT	<p>SALES REPORT:</p> <ul style="list-style-type: none"> <li>▪ Achieved a total of <b>Php12,588.00</b> sales on publications and merchandise.</li> <li>▪ Received sales from consignor, Art Books, amounting to <b>Php5,500.00</b>.</li> </ul> <p>PRINT FOLIO</p> <ul style="list-style-type: none"> <li>▪ Sold 2 Print Folios, one for Print Folio A and one for</li> </ul>

	<p>Print Folio B amounting to <b>Php450,000.00</b>.</p> <p>EPA DIGITAL</p> <ul style="list-style-type: none"> <li>▪ Institutional Pricing was finalized and approved. Price tiering was divided into 7 groups based on the number of users.</li> <li>▪ Requested from CCD’s EPA Digital Team the guidelines and procedures for institutional subscription.</li> <li>▪ To make it more organized and professional, a Google File was created for those institutions requesting a quotation for the EPA Digital.</li> </ul> <p>CCP SHOP</p> <ul style="list-style-type: none"> <li>▪ Offered gift sets and gift vouchers as part of the December promotion.</li> </ul> <p>MIBF</p> <ul style="list-style-type: none"> <li>▪ Earnings for the whole month of December are <b>Php68,020.20</b>.</li> </ul>
<p>TICKET AND BOX OFFICE UNIT</p>	<p>FACILITATION OF NET PROCEEDS PAYMENT TO CO-PRODUCERS AND LESSEES</p> <ul style="list-style-type: none"> <li>▪ Processed payments for the following productions; pick-up pending: <ul style="list-style-type: none"> <li>- Phillip Salvador Palmos re: MabiningMandirigma/TP</li> <li>- RICARDO LEE RE: CINEMALAYA 2020</li> <li>- ZENAIDA TANTOCO RE: LUCIA DI LAMMERMOOR</li> <li>-JESS NAZARENE MACATUGAL RE: SENADALA AT PERSYANUS</li> </ul> </li> <li>▪ Processed Disbursement Vouchers and forwarded to Accounting for the following productions: <ul style="list-style-type: none"> <li>- DV AWPI re: Donation</li> <li>- DV TP re: BatangMujaihidden</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Ericson G. dela Cruz re: Rama Hari (Refund)</li> </ul>
<p>CREATIVE SERVICES UNIT/ SOCIAL MEDIA &amp; DIGITAL MARKETING</p>	<p>GRAPHIC DESIGN &amp; PRODUCTION OF DIGITAL MARKETING MATERIALS</p> <ul style="list-style-type: none"> <li>▪ Applied approved graphic designs for: <ul style="list-style-type: none"> <li>- Nanay Pa Rin Poster</li> </ul> </li> <li>▪ Created original graphic designs/artworks for: <ul style="list-style-type: none"> <li>- Simbang Gabi Generic Poster</li> <li>- Simbang Gabi Generic title card</li> <li>- Simbang Gabi title card (9 kinds)</li> <li>- logo graphic for TuloyangPasko</li> <li>- logo graphic for TuloyangPasko</li> <li>- TuloyangPasko individual Poster</li> <li>- Nutcracker individual Poster</li> <li>- Omnibus poster of TuloyangPasko</li> <li>- Omnibus poster of Nutcracker and TuloyangPasko for SM digital poster (6 kinds)</li> </ul> </li> </ul> <p>CCP SOCIAL MEDIA</p> <ul style="list-style-type: none"> <li>▪ <u>CCP Facebook Page</u> Reach: 457, 554 Engagements: 34, 533 New Followers: 782 Page Views: 8, 963</li> <li>▪ <u>PPO Facebook Page</u> Reach: 16, 765 Engagements: 2, 937 New Followers: 85 Page Views: 513</li> </ul> <p>CCP WEBSITE</p> <p>Created event pages for the following programs:</p> <ul style="list-style-type: none"> <li>▪ SiglangPasko</li> <li>▪ TuloyangPasko / The Nutcracker</li> <li>▪ Simbang Gabi</li> <li>▪ Pasko 2020</li> </ul>

<p>SPONSORSHIP/PARTNERSHIP/DONATION</p>	<ul style="list-style-type: none"> <li>▪ Closed a partnership deal with SM MOA for the screening of “Tuloy ang Pasko” at the drive in cinema.</li> <li>▪ Closed a partnership deal with CNN Philippines regarding airing of the following productions/events on CNN Philippines:             <ol style="list-style-type: none"> <li>1. TuloyangPasko December 24, 7:00pm December 25, 6:30am and 6:30pm</li> <li>2. The Nutcracker Ballet Act 2 December 24, 5:00pm December 25, 2:00pm and 11:00pm</li> <li>3. Misa de Gallo December 16-24, 5:00am</li> <li>4. Christmas Eve Mass December 24, 7:30pm</li> <li>5. Christmas Day Mass December 25, 3:00pm</li> <li>6. Anticipated Mass via Kumu December 15-23, 8:00pm</li> </ol> </li> <li>▪ Closed a partnership deal with PTV 4 regarding airing of TuloyAngPasko and Nutcracker Ballet Act 2 on PTV 4 on January 3 at 7pm.</li> </ul>
<p>CCP MEMBERSHIP</p>	<ul style="list-style-type: none"> <li>▪ Sent out e-newsletters to CCP Members to keep them abreast of the online events at the CCP streamed via CCP Facebook page/CCP Youtube channel/Vimeo on Demand.</li> </ul>
<p>CCP FILM SOCIETY MEMBERSHIP</p>	<ul style="list-style-type: none"> <li>▪ Sent out e-newsletters to CCP Film Society Members to keep them abreast of the CCP Arthouse Cinema and other film related events streamed on CCP online platform.</li> </ul>

H.

**CORPORATE PLANNING OFFICE  
MANAGEMENT INFORMATION SERVICES/  
MANAGEMENT SERVICES DIVISION  
CORPORATE AFFAIRS DEPARTMENT**  
Accomplishment Report for CY 2020

<b>FUNCTIONAL AREA</b>	<b>MAJOR ACCOMPLISHMENTS</b>	<b>ICT PLANS/ RECOMMENDATIONS</b>
<p><b>Corporate Affairs Department</b></p> <p>❖ <i>Develops and implements programs pertaining to the CCP's institutional image, corporate plans and programs, performance and management information system.</i></p> <p><b>Management Services Division</b></p> <p>❖ Prepares comprehensive plans for the Center's strategic development and institutional direction (annual/short-term, medium-term and long-term) that include measures for monitoring and evaluation;</p>	<p align="center"><b><u>CORPORATE PLANNING</u></b></p> <p><b>I. Compliance to documentary requirements to Oversight and other Statutory Agencies, to wit:</b></p> <p><b>1. Governance Commission to GOCCs (GCG):</b></p> <p><b>1.1. Performance Evaluation System (PES) FY 2020-2021:</b></p> <p>1.1.1. Performance Scorecard FY 2020-2021;</p> <p>1.1.2. Performance Evaluation System 2020-2021 Monitoring Report;</p> <p>1.1.3. Strategy Map;</p> <p>1.1.4. Briefer on Artistic &amp; Support Groups;</p> <p>1.1.5. Corporate Operating Budget 2021;</p> <p>1.1.6. Measure Profile (15 indicators)</p> <p><b>1.2. PBB 2019-2020 documentary requirements, such as:</b></p> <p>1.2.1 Performance Scorecard 2019 (full submission in July 2020);</p> <p>1.2.2 Performance Scorecard 2020 (with accomplishments) including Recalibrated Performance Scorecard 2020;</p> <p>1.2.3 Customer Satisfaction</p>	<p>ICT and Corplan Strategic Plan for 2020-2024:</p> <p><b>I. Assessment of current ICT programs and plans to include the following:</b></p> <p><b>A. Infrastructure Services:</b></p> <p><b>I. Network Management</b></p> <p>a) Purchase 6 gigabits for all CCP networks and servers (done);</p> <p>b) Replace the 20-year old structured cabling of CCP next year;</p> <p>c) Collaboration with DICT and other reputable telecom companies for new and upgraded wifi connection;</p> <p><b>II. Virtualization Technology:</b></p> <p>a) Cloud-based technology (DICT or any other telecom</p>



<p>❖ Collates pertinent data from the Center’s operating units and prepares the necessary reports and proposal papers to the Board of Trustees and other relevant oversight and statutory agencies;</p>	<p>Survey 2019-2020 including analysis and mean computation;</p> <p>1.2.4 Update on Complex development Plan;</p> <p>1.2.5 Annual Report FY 2019 including Chairman’s Message &amp; President’s Report;</p> <p>1.2.6 Synthesize Artistic Highlights 2019-2020;</p> <p>1.2.7 Arts Education and Outreach Programs Summary Reports 2019-2020;</p> <p>1.2.8 Risk Mitigation Plan 2020</p> <p><b>1.3 Transparency Seal Documents (average of 35 documents/year) to include but not limited to:</b></p> <p>1.3.1 Citizen’s Charter Compliance 2019-2020- Process of Frontline Services (updated version on ARTA Reference B MC No. 2019-002);</p> <p>1.3.2 Board Attendance and Committee Meetings held in 2020;</p> <p>1.3.3 Board and Officers’ Compensation package 2020;</p> <p>1.3.4 2020 ISO 9001:2015 1<sup>st</sup> Surveillance Audit Report &amp; Audit Plan;</p> <p>1.3.5 Financial reports 2020;</p> <p>1.3.6 Freedom of information (FOI) Registry reports 2020;</p> <p>1.3.7 PHILGEPS postings 2020;</p> <p>1.3.8 Performance Scorecard and PES Monitoring Report (quarterly);</p> <p>1.3.9 Major Programs and Projects and accomplishments 2020;</p> <p>1.3.10 Annual Procurement Plan 2020-2021;</p> <p>1.3.11 Transparency Seal Documents updates for</p>	<p>companies);</p> <p>III. <b>IT Server Management:</b></p> <p>a) Purchase of new CCP server (done)</p> <p>IV. <b>Database Management:</b></p> <p>a) Rigid IT support thru work-from-home alternative arrangement;</p> <p>V. <b>IT Security Management:</b></p> <p>a) Provide additional firewall, secure socket layers from reputable IT companies;</p> <p>VI. <b>Administrative Applications</b></p> <p>a) Implement an Executive Information System (EIS) for all CCP departments and units;</p> <p>b) Implement Document Management System for all data access to all CCP networks and domains;</p> <p>c) Implement Online customer satisfaction survey for audiences (2020) and beta testing for trainings/works hops and lessees 2021;</p> <p>d) Implement DBM Financial Management</p>
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	<p style="text-align: center;">FY 2019.</p> <p><b>1.4 Corporate Governance Compliance for CCP Board of Trustees:</b></p> <p>1.4.1 Clearances for Sandiganbayan, Ombudsman, CSC, NBI;</p> <p>1.4.2 Appointive Directors Data Form (ADDF);</p> <p>1.4.3 Interim Performance Evaluation for Directors (IPED) Report;</p> <p>1.4.4 Official E-mails and PNPKI digital certificates or E-signatures of Board members (in coordination with DICT);</p> <p>1.4.5 Per-diems for board and committee meetings</p> <p><b>2. Department of Budget and Management (DBM):</b></p> <p>2.1. Bar I- Quarterly Physical Report of Operations 2020;</p> <p>2.2. BED 2- Physical Plan FY 2021;</p> <p>2.3. BED 2-Physical Plan FY 2020 (for OP)</p> <p>2.4. Financial Management System (Budget &amp; Treasury Management System);</p> <p>2.5. System Productivity &amp; Improvement Bureau- ISO 1<sup>st</sup> Surveillance Audit Report 2020 (for attestation of Certification International Philippines Inc. for CCP ISO Certification 9001:2015 dated 19 December 2019);</p> <p>2.6. Budget Hearing Folio 2020-2021 (long/short version);</p> <p>2.7. DBM Form 700 and Form DBM Form-A;</p> <p>2.8. Office of Chief Information Officer- PBB 2019 financial-related documents;</p> <p><b>3. Department of Information and Communication Technology (DICT):</b></p> <p>3.1. Memorandum of Agreement or Reciprocity Agreement on CCP</p>	<p>System including Security Access Matrix 2020-2021;</p> <p>e) Implement</p> <p><b>VII. Personnel Resources</b></p> <p>a) Pursue MIS as division already and not a unit; with justification for DICT approval of organizational structure for MIS;</p> <p>b) Pursue additional personnel for Corplan as part of the Succession Plan for the division.</p>
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	<p>ICT related programs and projects;</p> <p>3.2. PNPKI digital certificates or e-signatures;</p> <p>3.3. Official emails for CCP employees under the domain: <a href="mailto:culturalcenter.gov.ph">culturalcenter.gov.ph</a></p> <p><b>4. Senate/Congress/COA</b></p> <p>4.1 Budget Hearing Folio 2021;</p> <p>4.2 Senate Form A-Physical Accomplishment Report-Jan.-June 2020;</p> <p>4.3 CCP Accomplishment Reports 2019-2020;</p> <p>4.6 Annual Report 2019</p> <p><b>5. Anti-Red Tape Authority (ARTA)</b></p> <p>5.1. Revised Citizen’s Charter for Reference B MC No. 2019-002 (updated)</p> <p>5.2. Compliance Report 2019-2020;</p> <p>5.3. Revised Citizen’s Charter on Frontline Services</p> <p><b>6. ISO 9001:2015 1<sup>st</sup> Surveillance Audit Certification and Continuation:</b></p> <p>6.1. Revision of CCP QMS Manual;</p> <p>6.2. National Inventory Forms for Internal and External Documents for National Archives of the Philippines (NAP);</p> <p>6.3. Guidelines on the CCP Control of Electronic Records Management;</p> <p>6.4. Strategic Plans 2022;</p> <p>6.5. Operational Plan 2020;</p> <p>6.6. Risk Contingency Plan on Operation Plan 2020;</p> <p>6.7. Risk Contingency Plan 2020-2023;</p> <p>6.8. Risk Contingency Plan on Strategic Plan 2022 (with inclusion on risk mitigation plan for Covid 19);</p> <p>6.9. Revision of List of</p>	
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	<p>Organizational Knowledge, Interested Parties and other ISO documents;</p> <p>6.10. Internal Audit review and Action Plans for 2019 MSD OFIs;</p> <p>6.11. Digital Response to Covid 19</p> <p><b>7. Civil Service Commission (CSC):</b></p> <p>5.1 Office Performance Commitment Review (OPCR) Accomplishments FY 2020 and Targets FY 2021;</p> <p>5.2. Individual Performance Commitment Review (IPCR) Accomplishments FY 2020 and Targets FY 2021;</p> <p>5.3 MSD Competency Assessment Report 2020;</p> <p><b>II. Preparation of Reports and Plans for MSD:</b></p> <p>1. MIS Organizational Structure and additional Corplan personnel (new for review);</p> <p>2. ICT Strategic Plan FY 2020-2024;</p> <p>3. Upgrade systems and internet connection (MIS);</p> <p><b>III. Coordination with various offices on:</b></p> <p>1. Strategic Planning Template FY 2021-2023;</p> <p>2. Philgeps Posting for FY 2019-2020;</p> <p>3. Installation of 50<sup>th</sup> anniversary Commemorative Stamps and Envelopes;</p> <p>4. Board's payment of per-diems and clearances (Legal Office/FSD);</p> <p>5. DITO Telecoms for reconsideration of the 4G-5G installation at CCP Main building;</p> <p>6. Terms of Reference (TOR) for computers/laptops/desktops;</p> <p>7. CCP Internal Quality Audit Team for MSD staff re-ISO 9000:2015 surveillance audit;</p> <p>8. DBM Financial Management</p>	
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	<p>System orientation with FSD staff;</p> <ol style="list-style-type: none"> <li>9. Financial Projections 2020-2022 (OVP);</li> <li>10. Financial requirements for PBB 2020 (FSD);</li> <li>11. Annual Procurement Plan (APP) 2021 &amp; approved contracts (Procurement);</li> <li>12. FAP Awards for Mr. Lizaso (OP);</li> <li>13. Live streaming of Arts Education online series; 50<sup>th</sup> anniversary closing ceremonies; Virtual Flag raising ceremony; 51<sup>st</sup> anniversary; SINAG events;</li> <li>14. ISO-related documents for 1st surveillance audit 2020;</li> <li>15. CCP Institutional gifts for stakeholders, supporters, patrons, subscribers etc.;</li> </ol>	
<p>❖ Maintains an information systems infrastructure for the Center, providing computer user support and maintenance, database development and access, Local Area Network (LAN) development and maintenance, and advanced and basic computer training programs to the Center's employees;</p>	<p style="text-align: center;"><b><u>MANAGEMENT INFORMATION SERVICES (MIS)</u></b></p> <p><b>I. Administration of Onsite/Online System Programs and Projects for CCP:</b></p> <ol style="list-style-type: none"> <li>1. Work from Home- remote access to balagtas files;</li> <li>2. New Official e-mails of CCP Board and employees under the domain: <a href="http://culturalcenter.gov.ph">culturalcenter.gov.ph</a>;</li> <li>3. New PNPKI digital certificates or E-signatures of Board/department managers, DCs and designated staff;</li> <li>4. Appointive Director's Data Form (ADDF) update on GCG Integrated Corporate Reporting System (ICRS);</li> <li>5. Payroll Upgrade for 2020 (HRMD);</li> <li>6. Learning and Development System Upgrade (HRMD);</li> <li>7. Online Booking System Beta Testing (PED);</li> <li>8. CCP Website Upgrading</li> </ol>	

	<p>(Marketing);</p> <ol style="list-style-type: none"> <li>9. Executive Information System (EIS) Beta Testing (for implementation this year)</li> <li>10. Online Program for Customer Satisfaction Survey for Audiences (implemented last year), Lessees and Workshops (for beta testing);</li> <li>11. Online Program for Budget and Processing Division (for review);</li> <li>12. DBM Financial Management System (for implementation this year);</li> <li>13. Document Management System (in coordination with Central Records);</li> <li>14. Set-up of zoom account for managers and GotoMeetingplaform for ISO core team members;</li> <li>15. Set-up Virtual Private Network (VPN) for work-from-home employees;</li> </ol>	
<p>➤ Ensures the upkeep of standard and licensed computer applications</p>	<p><b>II. <u>Technical Support &amp; Upgrade</u></b></p> <ol style="list-style-type: none"> <li>1. Purchase of 6 gigabit switches (P660,000.00) for internet connection upgrade from mbps;</li> <li>2. Purchase of new webcams/headsets for meetings/online and live streaming;</li> <li>3. Purchase of new laptops for all departments for work-from-home and online meetings;</li> <li>4. Purchase of new server for archival purposes and to replace the 10-yr old servers;</li> <li>5. New LAN cables for internet connection upgrade at LA building;</li> <li>6. Wifi access points, LAN Cable and internet connections for CCP online programs (i.e. performances, online education series, live streaming, webinars etc.)</li> </ol>	

	<ol style="list-style-type: none"> <li>7. Regular technical support and preventive maintenance of computers, printers, servers, website etc.</li> <li>8. Recommendation of replacement of 20-year old CCP structured cabling;</li> <li>9. CCP departments' IT requirements for 2020 for Budget division</li> </ol>	
<p>➤ CCP IT Systems and Programming and Technical Support</p>	<p><b>III. CCP Programming/Technical Support: (Outsourced)</b></p> <p><b>1. Network Administration</b></p> <ol style="list-style-type: none"> <li>1.1 Configuration of new and faster http:urls redirect to <a href="http://ccponline.culturalcenter.gov.ph">ccponline.culturalcenter.gov.ph</a>;</li> <li>1.2 Upgrade on the Guillermo Web Server;</li> <li>1.3 Created an CNAME Record <a href="http://ccponline.culturalcenter.gov.ph">ccponline.culturalcenter.gov.ph</a> to <a href="http://www23.wixdns.net">www23.wixdns.net</a> on the Domain Name System Server;</li> <li>1.4 Performed Investigation, configuration and testing on connecting <a href="http://ccponline.culturalcenter.gov.phwix">ccponline.culturalcenter.gov.phwix</a> website to our CCP domain name server;</li> <li>1.5 Access to newly updated CCP VPN Link;</li> <li>1.6 Installed the new SSL Certificates to Fernando (Web Server) on every CCP website;</li> <li>1.7 Upgraded <a href="http://fernando.culturalcenter.gov.ph">fernando.culturalcenter.gov.ph</a> WebServer for the installation of Wordpress;</li> <li>1.8 Created an A Record <a href="http://hanggangsamuli.culturalcenter.gov.ph">hanggangsamuli.culturalcenter.gov.ph</a> on the Public Domain Name System Server;</li> <li>1.9 Investigated and resolved the issue of CCP Website going offline on October 11, 2020.</li> </ol>	

## **2. System Update and Upgrade**

### **2.1. Payroll system upgrade and statistics update on: for the following systems**

- 2.1.2 Database Design
- 2.1.2 Software Prototyping
- 2.1.3 Started Software Build Activities
- 2.1.4 Coding and Debugging
- 2.1.5 Troubleshooting activities on Findes Application
- 2.1.6 Deployment activity due to changes in Organizational Structure Change/Update/GSIS loans

### **2.2. Learning and Development System (LDS)**

- 2.2.1 Personal Data Sheet updating system (PDS);
- 2.2.2 HRIS Time and Attendance Application;
- 2.2.3 Cinemalaya Application;
- 2.2.4 Scoring System;
- 2.2.5 Application and Database payment for LOCSIN server.

### **2.3. CCP Main Website**

#### 2.3.1 Site Map sign-off

- pages highlighted in yellow link out to other websites,

kindly confirm

#### 2.3.2 Revised design pages sign-off

- 2.3.3 Transparency seal and other Government mandatories to be included in the site with corresponding style guides

#### 2.3.4 Write-up information on the ff:

- Arts Education
- Production and Exhibition
- Cultural Exchange (outreach)



- Office of the President
- Office of the Artistic Director

**2.4. CCP Website Upgrade:**

- 2.4.1 Run quality assurance tests for changes in CCP's main website to extend email functionality to:
  - 2.4.1.1. Allow multiple recipient
  - 2.4.1.2 Allow carbon copy (cc)
- 2.4.2 Run quality assurance tests for dynamic forms in CCP's main website's venues to allow extension of form when they want to book;
- 2.4.3 Run quality assurance tests for extending venues to be available without contact form and hidden completely from public except from admin panel

**2.5. Venues Online Booking System**

- 2.5.1. Event Registration System
- 2.5.2. CCP Shop Banner & Our Store
- 2.5.3. Change message from textbox to text are
- 2.5.4. Add mail to link when viewing responses
- 2.5.5. Add forward to link when viewing responses

I.

**CORPORATE COMMUNICATION**  
Accomplishment Report for CY 2020

<b>FUNCTIONAL AREA</b>	<b>MAJOR ACCOMPLISHMENTS</b>	<b>RECOMMENDATIONS</b>
PHOTO DOCUMENTATION	<ul style="list-style-type: none"><li>• Provided onsite and online photo documentation for 73 CCP productions and projects within the year (12 for onsite events and 61 for online events)</li></ul>	
PUBLICITY AND MEDIA MILEAGE	<ul style="list-style-type: none"><li>• Media value generated for the publicity of CCP productions and projects for the year amounted to Php165,388,968.48</li></ul>	
PRESS CONFERENCE / PRESS BRIEFING	<ul style="list-style-type: none"><li>• Organized two (2) virtual press conferences (CCP's Realignment of its Programs in Time of COVID-19 and Cinemalaya Independent Film Festival) and 1 special event (A-Press-Ciation Party) for the media</li></ul>	