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	INTERNAL FORM	Effectivity Date	23 November 2015

FOR:


ALLAN R. GARCIA 03-OCT-2023
OPCEO-2023-1923
President and CEO

Approved/ Disapproved

THROUGH:


JANE THERESA G. TABALINGCOS
Vice President and COO OVPCOO-202310-BDD-443 03-10-2023


FLORENCE JOY R. MALLARE
Business Development Manager

FROM:


ROWENA FAYE C. DEMOT
Business Development & Marketing Officer

SUBJECT:

Camp John Hay 120th Anniversary Program and Activities

DATE:

October 3, 2023


I. BACKGROUND

1. JHMC, in its role as the administrator of Camp John Hay, has been leading the Camp John Hay Anniversary celebrations for several years. Although these celebrations primarily aim to engage the Camp John Hay community and are not intended as revenue-generating activities for JHMC, a budget of PhP 570,000.00 was allocated for these festivities. The said budget is allocated across various activities planned for the anniversary.
2. The 120th Camp John Hay Anniversary celebration coincides with the concluding events of the Camp John Hay Sportsfest 2023 and Art Contest. This alignment adds significance to the celebration, combining history, sports, and art.
3. The Management approved the proposed CJH Anniversary activities on 30 March 2023. Additionally, the Completed Staff Work for the Conduct of CJH Sports fest 2023 received approval on 14 July 2023, highlighting their commitment to these integrated celebrations.

II. OBJECTIVES

The objectives of the event are as follows:

1. **Commemoration:** The celebration serves as a platform to honor the establishment of Camp John Hay, paying homage to its rich history and enduring legacy;
2. **Community Building:** It aims to strengthen the bonds within the Camp John Hay community, including residents, locators, and stakeholders, fostering a sense of belonging;
3. **Cultural Expression:** Through the Sportsfest and Art Contest, it provides a platform for artistic and cultural expression, enriching the community's cultural diversity; and

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4. **Heritage Preservation:** By celebrating the anniversary, we reaffirm our commitment to preserving the heritage and historical significance of Camp John Hay for future generation.

III. DISCUSSIONS

1. Proposed Theme

"Celebrating Camp John Hay's 120th Anniversary: A Journey Through Time": This theme reflects the historical significance of Camp John Hay's 120th anniversary. It encapsulates the idea of tracing the camp's remarkable journey from its inception to the present day.


2. Proposed Budget for the Event

Item	PAP Code	Total Budget (in PHP)	Remarks
Procurement of Catering Services for 300 pax (employees, locators, guests, and other event services).	GDS 96	150,000	Ongoing procurement
Procurement of Raffle Prizes, Trophies, and prizes for the Prizes for the Sportsfest and Art Contest.	GDS 98	150,000	Ongoing procurement
Procurement of Sportsfest Uniform (for JHMC employees)	GDS 99	150,000	Procured and delivered
Sportsfest Venue Rental	GDS 100	20,000	Procured
Procurement of Art Supplies and Materials for the Art Contest (Honorarium of the facilitator included)	GDS 101	100,000	Ongoing procurement
Total		570,000.00	

3. Proposed Program for the Event

Proposed Date of Program: 25 October 2023, Wednesday

Time	Activity
7:00 A.M – 8:00 A.M.	Assembly Time at Ayala Technohub
8:01 A.M. – 9:00 A.M	Parade to the Bell House
9:01 A.M – 9:10 A.M.	Invocation
9:11 A.M – 9:20 A.M.	National Anthem
9:21 A.M. – 9:30 A.M.	Message from JHMC PCEO
9:31 A.M. 10:00 A.M.	Awarding of the Art Contest
10:01A.M. – 10:30A.M.	Unveiling of the Historical Marker

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10:31 A.M. – 11:00 A.M.	Opening of the Liberty Park
11:01 A.M. – 11:20 A.M.	Cultural Presentation
11:21 A.M. – 12:00 NN	Lunch

4. Logistical Requirements

Activities	Department/Unit Responsible
Overall Coordination of the Anniversary	BDD
Preparation of Promotional Materials (Tarpaulins, Posters for Social Media)	BDD
Transportation of Tents, Chairs, Tables, etc.	GSD
Issuance of Internal Memorandum for JHMC Employees	HRD
Issuance of Memorandum Circular to Locators	SEZAD and BDD
Security, Safety and Traffic Management	SSD
Official Documentation of the Event	ICTD
Press Release before and after the Event	CRO

5. Proposed Scope of Services for the Conduct of Art Contest


1. Project Overview

The Art Contest is an integral part of the Business Development Department's Work and Financial Plan, aligning with the celebration of Camp John Hay's 120th founding anniversary. This contest serves as a catalyst for creativity and artistic expression, specifically within the Baguio and Cordilleras creative community.

2. Objectives

The primary objective of the Art Contest is to celebrate Camp John Hay's legacy through artistic expression. Additionally, the contest aims to:

- a. Support Local Artists: Provide a platform for non-professional artist residing in the Cordilleras to showcase their talents;
- b. Foster Creativity: Encourage participants to explore the theme "A Journey Through Time: Capturing Camp John Hay's Legacy" as a means of artistic expression; and
- c. Commemorate the 120th Anniversary: Pay homage to the historical significance of Camp John Hay by reflecting on its past, present, and future through art.

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3. Approved Budget

Item	PAP Code	Mode of Procurement	Approved Budget
Procurement of Art Supplies and Materials for the Art Contest (Honorarium of the facilitator included)	GDS 101	SVP	PHP 100,000.00

4. **Payment Method:** JHMC shall pay the winning bidder for services rendered as per the agreed bid price upon successful delivery of the stipulated services.
 5. **Timeline:** The project will commence upon the acceptance of the scope of work and conclude upon the successful delivery of services.
 6. The budget of PHP 100,000.00 includes a 12% VAT component and covers delivery services.
 7. **Venue and Regulatory Permits:** JHMC shall be responsible for providing the art contest venue and if necessary, will waive the regulatory permits during the period of the contest.
 8. The art materials created by the participants will be exhibited at the Bell House for a duration of six (6) months. The art materials produced as a result of the art contest will become the property of JHMC."
 9. **Acceptance.** This Scope of Work is contingent upon mutual agreement between the Bidder and the Camp John Hay representative.
- 6. PROPOSED COMMITTEE MEMBERS FOR THE IMPLEMENTATION OF THE CJH 120th ANNIVERSARY**

Chairperson:

FLORENCE JOY R. MALLARE, *Business Development Manager*

Vice Chairperson:

ROWENA FAYE C. DEMOT, *Business Development and Marketing Officer*

Members:

APRIL JOY COSTALES, *Business Development and Marketing Assistant*

EUNICE JOY SANCHEZ, *BDD Clerk*

MARTIN LUIS PALONGA, *Marketing Specialist*

JERRY G. IBAYAN, *Safety and Security Officer*


JULIE ANN E. MACULADA, *Bids and Awards Committee Assistant*

NOEL PASCUA, *Customs Compliance Assistant*

MARK JASON ADVIENTO, *Records Management Specialist*

Duties and Responsibilities of the Committee:

1. Implementation, execution and management of the event;
2. Coordination of logistical requirement;
3. Liaise with suppliers, locators, other JHMC departments and stakeholders;
4. Monitor the entire event proceedings;
5. Attend coordination meetings;
6. Attend post-event meeting; and
7. Other functions that may be assigned.

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IV. RECOMMENDATIONS

In view of the foregoing considerations, the BDD respectfully recommends the **APPROVAL** of the following:

1. Approval of the overall concept, program and activities of the proposed Camp John Hay 120th Anniversary celebration and implementation thereof;
2. Issuance of a Special Office Order to appoint the proposed Committee Members for the event.
3. Attendance and active participation of all employees of the John Hay Management Corporation at the parade and program scheduled for October 25, 2023.

FOR CONSIDERATION AND APPROVAL.