

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY Individual Performance Commitment and Review (IPCR)

I, GINA ARACEILI B. DULNUAN, of the OPERATIONS DEPARTMENT, BANAUE HOTEL AND YOUTH HOSTEL,

commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 to December 31, 2020

GINA ARACEILI B. DULNUAN

Date: J1114 3, 2020

		Reviewed by
Immediate Supervisor	SHERIDAN CLAIRE M. ABUL Sr. Corp. Accounts Analyst	7
	JM14 3, 2020	Date
Head of Office	MARLON S. PRIETO Resident Manager	Approved by
	JH14 3,2020	Date

STBATECIC OB IECTIVES				RATING	NG		
FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	QI	23	13	A4	Remarks
CORE Output 1							
Entity Operations and Management	and complete Cashier's Report to the Income/Night Auditor every		3	3		3	
	after duty.	submitted to the Income/Night Auditor every after duty.	5.000	5.000 5.000		5.000	
	Accurately checks guest folios as to the attachments before presenting to guests then the attachments before	Matched guest folios as to the attachments before					
	accepts payments then issue Official Receipt presenting to guest then	presenting to guest then					
	immediately, with complete attachments.	accepted payments and issued Official Receipts	5.000	5.000 5.000		5.000	
		immediately with some					
		corrections, with complete					
		attachments.					

				3		comments and Recommendations for Development Purposes	Comments and Recommendations for Development Purposes
	5.000						FINAL AVERAGE RATING
	5.000		5.000	5.000 5.000	Submitted accurate cash remittance to the general cashier every after duty.	Submits accurate cash remittance to the general cashier every after duty.	
Remarks	24	13	B	õ	Actual Accomplishments	SUCCESS INDICATOR	FUNCTIONS
		NG	RATING			2	STRATEGIC OBJECTIVES/

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
	JANUARY 6, 2021	I certify that I discussed my assessment of the performance with the employee.	JANUARD 8, 2021		1 (8 2)
	N.C.	- Junion	<i></i>	Mynd	
GINA ARACERI B. DULNUAN	B. DULNUAN	SHERIDAN CLAIRE M	M. ABUL	MARLON S. PRIETO	RIETO
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Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average



Republic of the Philippines **Tourism Infrastructure & Enterprise Zone Authority**

January 8, 2021

Certification

This is to certify that MS. GINA ARACEILI B. DULNUAN matches guest folios as to the attachments before presenting to guests then accepts payments and issue Official Receipt immediately, garnering a score of 5 for efficiency and 5 for quality.

This is in support of her IPCR.

Sr. Corp. Accounts Analyst



OPERATIONS DEPARTMENT BANAUE HOTEL & YOUTH HOSTEL RATING MATRICES FOR JULY 10 DECEMBER 2020

		INDIVIDUAL LEVEL		
SUCCESS INDICATOR	POSITION	TIMELINESS	EFFIENCIENCY	QUALITY
	en un trasa richiga, applica d	<u> 1968 (1969) ya kata sa kamara kata sa kata kata kata kata kata kata </u>	5 - w/ complete attachments	5 - 100% Accurate
Accurate and complete Cashier's Report submitted to the Night Auditor every after duty.	CC (GINA Araceili)			
			1 - w/ incomplete attachments	1 - with 1 or more errors
			5 - w/ complete attachments	5 - 100% Accurate
Accurately checks guest folios as to the attachments, accepts payments then Issue Official Receipt immediately, with complete attachments and no complaints.	CC (GINA ARACEILI)			
			1 - w/ incomplete attachments	1 - with 1 or more errors
			5 - w/ completé altachments.	5 100% Accurate
Submits accurate cash remittance to the general cashler every after duty.	CC (GINA ARACEILI)			
) - w/ incomplete attachments	1 - with 1:or more errors