



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

Individual Performance Commitment and Review (IPCR)

I, VIVIAN G. TUNDAGUI, 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

January 1 to June 30, 2021

VIVIAN G. TUNDAGUI
Ratee

Date: July 23, 2021

Reviewed by	Date	Approved by	Date
 MARLON S. PRIETO Resident Manager Immediate Supervisor	July 23, 2021	 ATTY. MARIA TERESA C. ALVAREZ Manager-Operations Department Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE Output 1 Corporate Accounts Management	Accurate Monthly Summary of Collection and Deposit and Checks Issued submitted to and integrated by SCAA within 3 Wdays of the succeeding month.	Accurate Monthly Summary of Collection and Deposit and Checks Issued submitted to and integrated by SCAA within -2 Wdays of the succeeding month.	5.000		4.167	4.584	
Output 2 Entity Operations and Management	Accurate and complete daily Cashiers Report submitted to and checked by the Night Audit.	Accurate and complete daily Cashiers Report submitted to and checked by the Night Audit.	4.333	4.667		4.500	
FINAL AVERAGE RATING						4.542	

Comments and Recommendations for Development Purposes

Always dependable upon assigned task. Easy to work with. Needs more leadership seminars / workshops

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
	July 23, 2021	I certify that I discussed my assessment of the performance with the employee.			July 23, 2021
 VIVIAN G. TUNDAGUI		 MARLON S. PRIETO		 ATTY. MARIA TERESA C. ALVAREZ	

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

OPERATIONS DEPARTMENT
BANAUE HOTEL & YOUTH HOSTEL
RATING MATRICES FOR JANUARY - JUNE 2021

INDIVIDUAL LEVEL

SUCCESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
Accurate Monthly Summary of Collection and Deposit and Checks Issued submitted to and integrated by SCAA within 3 Wdays of the succeeding month	CO/SDO (VIVIAN)	5- submitted within 1 WDay		5 - 100% Accurate
		4- submitted within 2 Wdays		
		3- submitted within 3 Wdays		
		2- submitted within 4 Wdays		
		1- beyond 4 Wdays		1 - with 1 or more errors
Accurate and complete daily Cashiers Report submitted to and checked by the Night Audit.	CO/SDO (VIVIAN)		5 - w/ complete attachments	5 - 100% Accurate
			4 - with 1 error	
			3- with 2 errors	
			2 - with 3 errors	
			1 - w/ incomplete attachments & 4 errors	1 - with 1 or more errors