

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

I, CHARISSA MAE C. POLINAR, of the Operations Department, Gardens of Malasag Eco-Tourism Village,

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

5

CHARISSA MAE C. POLINAR

Ratee

| | Date | Approved by | | | | | Date |
|---|--|-------------------------------|----------------|-------|--------|-------|---------|
| MA. CARMELA IV. MARQUEZ | MARQUEZ | ATTY, MARIA TERESA C. ALVADEZ | PECA C | AIVAB | 1 | | |
| Immediate Supervisor | upervisor | Head a | Head of Office | | | | |
| | | | | | | | |
| STRATEGIC OBJECTIVES/ | TOTAL COMMENT | | | RA | RATING | | |
| FUNCTIONS | SUCCESS INDICATOR | Actual Accomplishments | 6 | B | 27 | P4 | Remarks |
| CORE FUNCTIONS Cashiering Services/Cash | Monthly Summary of Collection and | | 5.000 | | 4.833 | 4.917 | |
| | Deposits submitted to the Senior Corporate Accounts Analyst within 4 WDs of the | 100% Accurate | | | | | |
| | A CONTRACTOR OF THE PROPERTY O | | | | | | |
| | Accurate monthly report of accountability | | 5.000 | | 4.833 | 4.917 | |
| | for accountable forms submitted to the | 100% Accurate | | | | | |
| | Senior Corporate Accounts Analyst within | | | | | | |





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| Accurate payroll of regular emplo submitted to the Senior Carporate Accounts Analyst at 12:00 noon every 1st day of the month. Accurate payroll of Job Order emi submitted to the Senior Corporate Accounts Analyst at 3:00 in the affie every 1WD following the 15th, 30th day of the month. | yees very 15th, ployees ernoon or 31st | Submitted at 11:00 in the morning every 15th, 30th or 31st of the month, 100% Accurate Submitted at 02:00 in the affernoon every 1WD following the 15th, 30th or 31st of the month, 100% Accurate | 5.000 | 4.583 4.667 | |
|--|--|--|------------------|-------------------------------|------------|
| Accurate payroll submitted to the Seconds Accounts Analyst every 1WD following any of the month. | ployees ernoon or 31st | Submitted at 02:00 in the afternoon every 1WD following the 15th, 30th or 31st of the month, 100% Accurate | | | |
| | | | | | |
| FINAL AVERAGE RATING | | enginalists market sensiones and high primarity may be proposed with a primary of the sension of | | | 4.823 |
| Comments and Recommendations for Development Purposes | Purposes | | | | |
| aleng | atentice to detri | & Setuil. second Couries (outhing plats the | ies fouth | as rela | a the in |
| Pare | 988 | Date | Final Ranking by | y | Date |
| | I certify that I discussed my assessment of the performance with the employee. | rmance | • | | > |
| CHARISSA MAE C. POLINAR | MA. CARA | MA. CARMELA IV. MARQUEZ | ATTY. M | ATTY. MARIA TERESA C. ALVAREZ | C. AIVAREZ |
| 7 | Apivisic | (DIVISION HEAD NAME) | (DEPA | (DEPARTMENT HEAD NAME) | D NAME) |
| Legend: 1 - Quality 2 - Efficiency 3 - Timeliness | 4 - Average | | | | faunce |

OPERATIONS DEPARTMENT GARDENS OF MALASAG ECO-TOURISM VILLAGE RATING MATRICES INDIVIDUAL LEVEL

| | CH | ADIS | DIVIDUAL LEVEL SA MAE C. POLIN | AR | |
|--|------------|------|-----------------------------------|------------|-------------------|
| SUCCESS INDICATOR | POSITION | ANIS | TIMELINESS | EFFICIENCY | QUALITY |
| SUCCESS INDICATOR | | 5-1 | submitted within | | |
| onthly Summary of | | 2 W | | | 5 - 100% accurate |
| ollection and Deposits | | - | | 1 | |
| bmitted to the Senior | | 4- | 3 WDs | | |
| ororate Acounts | CASHIER | - | 2 112 | 7 | |
| nalyst within 4 WDs of | C/CCO | 3- | 4 WDs | | |
| succeeding month. bot: Logbook with the when received by | | - | | | |
| | | 2- | 5 WDs | _ | |
| he Bookkeeper, with | | | | | . 'Ill arror |
| quality remarks) | | 11- | - Beyond 5 WDs | | 1 – with error |
| dodin's remain | | 1 | | | |
| Accurate monthly | | - | - submitted within | | 5 - 100% accurate |
| port of accountability | | 2 | WDs | - | 0-100/2 |
| for accountable forms | | | | | |
| (ORs. quest folio, | a constant | | | | |
| tickets, misc. vouchers, | | 4 | – 3 WDs | \dashv | |
| etc.) submitted to the | CASHIE | 8 | | 1 | |
| Senior Corporate Accounts Analyst within | | . 1 | _ 4 WDs | | |
| 4 WDs of the | 1 | 12 | -4 4403 | | |
| succeeding month. | | 1 | | | |
| (Proof: Logbook with | | 1 | 2 – 5 WDs | | |
| date when received by | / | F | | | |
| the Bookkeeper, with | | | | | 1 - with error |
| quality remarks) | | 1 | 1 - Beyond 5 WDs | | 1 - WIII1 OITO |
| | - | | 5 - Submitted at 10: | :00 | 5 - 100% accurate |
| | | | in the morning | | 3-100% 4000 |
| Accurate payroll of | 1 | | 4-11:00 in the | | |
| regular employees | | | morning | | |
| submitted to the Senio | CASH | ER | | 1 | |
| Corporate Accounts Analyst at 12:00 noon every 15th, 30th or 31st day of the month | C/CC | | 3 - 12:00 noon | \dashv | |
| | -1 | | 2-1:00 in the | | |
| | 21 | | afternoon | tho | |
| | 1 | | 1 - Beyond 1:00 in | ine | 1 – with error |
| | | | afternoon | -00 in | |
| | | | 5 - Submitted at 1 | 200 111 | 5-100% accurate |
| murall of | lob | | the afternoon | | |
| Accurate payroll of . Order employees | | | 4 – 2:00 in the | | |
| submitted to the Ser | ior | | afternoon | | |
| Corporate Accounts | CAS | HIER | 3 – 3:00 in the | 1 | |
| Analyst at 3:00 in the | B 6/4 | CO | afternoon | | |
| offernoon every 1 W | ID | | 2 - 4:00 in the | | |
| following the 15th, 3 | iOth | | afternoon | n the | |
| or 31st of the month | | | 1 - Beyond 4:00 i | 11 1110 | 1 - with error |
| | | | afternoon | | |