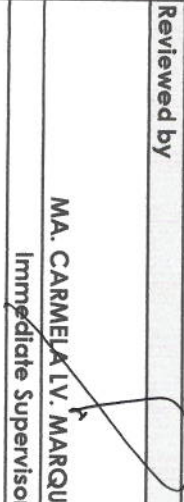





TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Individual Performance Commitment and Review (IPCR)

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 **January 1 to June 30, 2021**

Charissa Mae C. Polinar
CHARISSA MAE C. POLINAR
 Ratee

Reviewed by	Date	Approved by	Date				
 MA. CARMELA LV. MARQUEZ Immediate Supervisor	10/01/2021	ATTY. MARIA TERESA C. ALVAREZ Head of Office 					
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE FUNCTIONS Cashiering Services/Cash Management	Monthly Summary of Collection and Deposits submitted to the Senior Corporate Accounts Analyst within 4 WDs of the succeeding month.	Submitted within 3 WDs, 100% Accurate	5.000		4.167	4.584	
	Accurate monthly report of accountability for accountable forms submitted to the Senior Corporate Accounts Analyst within 4WDs of the succeeding month.	Submitted within 3 WDs, 100% Accurate	5.000		4.167	4.584	



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

SUPPORT FUNCTION	Accurate payroll of regular employees submitted to the Senior Corporate Accounts Analyst at 12:00 noon every 15th, 30th or 31st day of the month.	Submitted at 11:00 in the morning every 15th, 30th or 31st of the month, 100% Accurate	5.000	4.917	4.959	
Personnel	Accurate payroll of Job Order employees submitted to the Senior Corporate Accounts Analyst at 3:00 in the afternoon every 1WD following the 15th, 30th or 31st day of the month.	Submitted at 1:00 in the afternoon every 1WD following the 15th, 30th or 31st of the month, 100% Accurate	5.000	5.000	5.000	
FINAL AVERAGE RATING						4.782

Comments and Recommendations for Development Purposes

Consistently delivers what is required of her, demonstrates accuracy. As usual for (New York) section

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
	10/01/2021	I certify that I discussed my assessment of the performance with the employee.			
CHARISSA MAE C. POLINAR (EMPLOYEE NAME)		MA. CARMELA IV. MARQUEZ (DIVISION HEAD NAME)		ATTY. MARIA TERESA C. ALVAREZ (DEPARTMENT HEAD NAME)	

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

**OPERATIONS DEPARTMENT
GARDENS OF MALASAG ECO-TOURISM VILLAGE
RATING MATRICES FOR JANUARY 1-JUNE 30, 2021
INDIVIDUAL LEVEL**

CHARISSA MAE C. POLINAR - CASHIER C/CASH COLLECTING OFFICER

SUCCESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
Monthly Summary of Collection and Deposits submitted to the Senior Corporate Accounts Analyst within 4 WDs of the succeeding month. (Proof: Logbook with date when received by the Bookkeeper, with quality remarks)	CASHIER C/CCO	5 – submitted within 2 WDs.		5 – 100% accurate
		4 – 3 WDs		
		3 – 4 WDs		
		2 – 5 WDs		
		1 – Beyond 5 WDs		1 – with error
Accurate monthly report of accountability for accountable forms (ORs, guest folio, tickets, misc. vouchers, etc.) submitted to the Senior Corporate Accounts Analyst within 4 WDs of the succeeding month. (Proof: Logbook with date when received by the Bookkeeper, with quality remarks)	CASHIER C/CCO	5 – submitted within 2 WDs		5 – 100% accurate
		4 – 3 WDs		
		3 – 4 WDs		
		2 – 5 WDs		
		1 – Beyond 5 WDs		1 – with error
Accurate payroll of regular employees submitted to the Senior Corporate Accounts Analyst at 12:00 noon every 15th, 30th or 31st day of the month	CASHIER C/CCO	5 – Submitted at 10:00 in the morning		5 – 100% accurate
		4 – 11:00 in the morning		
		3 – 12:00 noon		
		2 – 1:00 in the afternoon		
		1 – Beyond 1:00 in the afternoon		1 – with error
Accurate payroll of Job Order employees submitted to the Senior Corporate Accounts Analyst at 3:00 in the afternoon every 1 WD following the 15th, 30th or 31st of the month.	CASHIER C/CCO	5 – Submitted at 1:00 in the afternoon		5 – 100% accurate
		4 – 2:00 in the afternoon		
		3 – 3:00 in the afternoon		
		2 – 4:00 in the afternoon		
		1 – Beyond 4:00 in the afternoon		1 – with error