



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

I, **KATHRYN I. CASTRO**, of the **OPERATIONS DEPARTMENT, BALICASAG ISLAND DIVE RESORT**, 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 to December, 2020**

[Signature]
KATHRYN I. CASTRO
 /Ratee
 Date: May 19, 2021

Reviewed by	Date	Approved by	Date
<i>[Signature]</i> ELEONOR G. GUILANGAN Immediate Supervisor		ATTY. MA. TERESA C. ALVAREZ Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE FUNCTION Corporate Accounts Management	Monthly Summary of Cash Receipts and Deposits (Savings and Current) submitted to the Sr. Corporate Accounts Analyst within 3Wdays of the succeeding month with 100% accuracy	2 Working days, 100% accurate	5.000		4.333	4.667	
	Monthly Summary of Collections and Deposits Report submitted to the Sr. Corporate Accounts Analyst within 3 Working days of the succeeding month with 100% accuracy	2 Working days, 100% accurate	5.000		4.333	4.667	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
	Monthly Report of Accountability for Accountable Forms submitted to the Sr. Corporate Account Analyst within 3 working days of the succeeding month with 100% accuracy	2 Working days, 100% accurate	5.000		4.333	4.667	
SUPPORT FUNCTION Employee Welfare Services	Remittance of payment of GSIS Personal and Government share within 10th Calendar days of the succeeding month to the GSIS office	Within 9 calendar days, 100% accurate	5.000		4.500	4.750	
Administrative Services	Monthly Payroll of permanent employees submitted to the Sr. Corporate Accounts Analyst within 14th Calendar days of the month	Within 13 calendar days, 100% accurate	5.000		4.667	4.834	
FINAL AVERAGE RATING						4.717	

Comments and Recommendations for Development Purposes

She needs to update/ upgrade computer skills especially in excel to make job more efficient and faster. Needed training on computer skills.

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the			
KATHERYN I. CASTRO		ELLEONOR G. GULANGAN		ATTY. MA. TERESA ALVAREZ	

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

OPERATIONS DEPARTMENT
BALICASAG ISLAND DIVE RESORT
RATING MATRICES FOR JULY TO DECEMBER 2020

INDIVIDUAL LEVEL				
SUCCESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
Monthly Summary of Cash Receipts and Deposits (Saving and Current) submitted to the Sr. Corporate Accounts Analyst within 3Wdays of the succeeding month with 100% accuracy	Cashier C	5- submitted within 1 Wday		5 - 100% Accurate
		4- submitted within 2 Wdays		4 -
		3- submitted within 3 Wdays		3 -
		2- submitted within 4 Wdays		2 -
		1- submitted beyond 4 Wdays		1 - w/error
Monthly Summary of Collections and Deposits Report submitted to the Sr. Corporate Accounts Analyst within 3 Working days of the succeeding month with 100% accuracy	Cashier C	5- submitted within 1 Wday		5 - 100% Accurate
		4- submitted within 2 Wdays		4 -
		3- submitted within 3 Wdays		3 -
		2- submitted within 4 Wdays		2 -
		1- submitted beyond 4 Wdays		1 - w/error
Monthly Report of Accountability for Accountable Forms submitted to the Sr. Corporate Account Analyst within 3 working days of the succeeding month with 100% accuracy	Cashier C	5- submitted within 1 Wday		5 - 100% Accurate
		4- submitted within 2 Wdays		4 -
		3- submitted within 3 Wdays		3 -
		2- submitted within 4 Wdays		2 -
		1- submitted beyond 4 Wdays		1 - w/error
Remittance of payment of GSIS Personal and Government share within 10th Calendar days of the succeeding month to the GSIS office	Cashier C	5- submitted within 8th Calendar days		5 - 100% Accurate
		4- submitted within 9th Calendar days		4 -
		3- submitted within 10th Calendar days		3 -
		2- submitted within 11th Calendar days		2 -
		1- submitted beyond 11th Calendar days		1 - w/error
Monthly Payroll of permanent employees submitted to the Sr. Corporate Accounts Analyst within 14th Calendar days of the month	Cashier C	5- submitted earlier than 13 Calendar days		5 - 100% Accurate
		4- submitted within 13 Calendar days		4 -
		3- submitted within 14 Calendar days		3 -
		2- submitted within 15 Calendar days		2 -
		1- submitted beyond 15 Calendar days		1 - w/error