




TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Office Performance Commitment and Review (OPCR)

I, **ROSANNA M. OLGADO**, Manager of the Administrative Services Department commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for period July-December 2020.

Approved by:


ATTY. JOY M. BULAUTAN
 ACOO, Administration and Finance Sector


ROSANNA M. OLGADO
 Manager, Administrative Services Department

Date: _____

Rating Scale :				
5 - Outstanding		2 - Unsatisfactory		
4 - Very Satisfactory		1 - Poor		
3 - Satisfactory				

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
S.O 9: Build and strengthen Human and Organizational Capabilities									
Competency-Based Learning and Development (CbLD)	Submission of Updated Competency Framework to the ACOO- AFS by December 31, 2020, upon 3rd submission		Human Resource Services Division						



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STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
CORE FUNCTIONS									
Recruitment, Selection and Placement (RSP)	20% of the 86 vacant position items* deliberated/shortlisted from July-December, 2020 submitted to the Office of the COO for appropriate action *as of July 2020		Human Resource Services Division						
Procurement Services	Monthly report of all procurement-related services (PCV, PO, JO, Ticketing) endorsed/signed by ACOO on the 11th WD of the succeeding month, upon 3rd submission		General Services Division						
Property Inventory	2020 Annual Physical Inventory Report acted upon by ACOO-AFS within 7 WDs and approved/signed with 2 revision.		General Services Division						



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Property Inventory	Inventory & Inspection report of unserviceable properties acted upon by ACOO-AFS within seven (7) WDs and approved/signed within 2 revisions		General Services Division							
Integrated Inventory Management System	Report on the implementation of Integrated Inventory Management System acted upon by ACOO AFS within 7 WDs and approved/signed with 2 revisions		General Services Division							
SUPPORT FUNCTIONS										
Internal Customer Satisfaction	Report on the Satisfaction Survey (2nd semester) of ADSD reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof and signed by ACOO-AFS with 3 revisions		Manager, ASD							
Accomplishment Report	Quarterly Accomplishment Report reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof, and signed by ACOO-AFS with 3 revisions		Manager, ASD							
AVERAGE RATING										



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CATEGORY	RATING				
	Q1	E2	T3	A4	
Strategic Objective					
S.O 9: Build and strengthen Human and Organizational Capabilities					
Submission of Updated Competency Framework to the ACOO-AFS by December 31, 2020, upon 3rd submission.					
Core Function					
20% of the 86 vacant position items *deliberated and shortlisted from July to December 2020 submitted to the COO for appropriate action.					
Monthly report of all procurement-related services (PCV, PO/JO, Ticketing) endorsed/signed by ACOO-AFS on the 11th WD of the succeeding month, upon 3rd submission.					
2020 Annual Physical Inventory Report endorsed to ACOO-AFS within 4th week of December, 2020 and approved/signed with 2 revisions.					
Inventory and Inspection Report of unserviceable properties endorsed to ACOO-AFS within 7 WDs and approved/signed by ACOO-AFS with 2 revisions.					
Report on the implementation of Integrated Inventory Management System acted upon by ACOO AFS within 7 WDs and approved/signed with 2 revisions					



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<p>Support Function</p> <p>Report on the Satisfaction Survey (2nd semester) of ADSD reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof and signed by ACOO-AFS with 3 revisions.</p> <p>Quarterly Accomplishment Report reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof, and signed by ACOO-AFS with 3 revisions.</p>							
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Assessed by:							Final Rating by:

FRANCIS RANDY J. HORTELANO
Manager - Corporate Planning Department

MARK T. LAPID
Chief Operating Officer

**ADMINISTRATIVE SERVICES DEPARTMENT
RATING MATRICES**

July to December 2020

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	DEPARTMENT LEVEL	
		Timeliness	Quality
SO 9: Build and Strengthen Human and Organizational Capabilities			
Competency-based Learning and Development (CbLD)	Submission of Updated Competency Framework to the ACOO-AFS by December 31, 2020, upon 3rd submission	5 - Submitted to the ACOO-AFS before December 29, 2020	5 - Acted upon by the ACOO-AFS upon 1st endorsement
		4 - on December 30, 2020	4 - upon 2nd submission
		3 - on December 31, 2020	3 - upon 3rd submission
		2 - on January 1, 2021	2 - upon 4th submission
		1 - beyond January 1, 2021	1 - no action
CORE FUNCTIONS			
Recruitment, Selection and Placement (RSP)	20% of the 86 vacant position items* deliberated and shortlisted from July to December 2020 submitted to the COO for appropriate action	5 - 20% deliberated/shortlisted	5 - Acted upon 1st endorsement
		4 - 15%	4 - 2nd endorsement
		3 - 10%	3 - 3rd endorsement
		2 - 5%	2 - 4th endorsement
		1 - beyond 5%	1 - 5th endorsement
Procurement Services	Monthly report of all procurement-related services (PCV, PO/JO, Ticketing) endorse/signed by ACOO on the 11th WD of the succeeding month, upon 3rd submission	5 - endorsed before the 10th of the succeeding month	5 – Approved by the ACOO upon 1st submission
		4 - on the 10th WD of the succeeding month	4 - upon 2nd submission
		3 - on the 11th WD of the succeeding month	3 – upon 3rd submission
		2 - on the 12th WD of the succeeding month	2 – upon 4th submission
		1 - beyond 12th WD of the succeeding month	1 - upon 5th submission

**as of July 2020*

**ADMINISTRATIVE SERVICES DEPARTMENT
RATING MATRICES**

July to December 2020

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	DEPARTMENT LEVEL	
		Timeliness	Quality
Property Inventory	2020 Annual Physical Inventory Report acted upon by ACOO-AFS within 7 WDs and approved/signed with 2 revision	5 - acted upon within 1-3 WDs upon submission	5 - Approved/signed with no revision
		4 - within 4-6 WDs	4 - with 1 revision
		3 - within 7 WDs	3 - with 2 revisions
		2 - within 8 WDs	2 - with 3 revisions
		1 - beyond 8 WDs	1 - beyond 3 revisions
Property Inventory	Inventory and inspection Report of unserviceable properties endorsed to ACOO-AFS within seven (7) WDs and approved/signed by ACOO-AFS with 2 revisions	5 - acted upon within 1-3 WDs upon submission	5 - Approved/signed with no revision
		4 - within 4-6 WDs	4 - with 1 revision
		3 - within 7 WDs	3 - with 2 revisions
		2 - within 8 WDs	2 - with 3 revisions
		1 - beyond 8 WDs	1 - beyond 3 revisions
Integrated Inventory Management System	Report on the implementation of Integrated Inventory Management System acted upon by ACOO AFS within 7 WDs and approved/signed with 2 revisions	5 - acted upon within 1-3 WDs upon submission	5 - Approved/signed with no revision
		4 - within 4-6 WDs	4 - with 1 revision
		3 - within 7 WDs	3 - with 2 revisions
		2 - within 8 WDs	2 - with 3 revisions
		1 - beyond 8 WDs	1 - beyond 3 revisions

ADMINISTRATIVE SERVICES DEPARTMENT
RATING MATRICES


July to December 2020

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	DEPARTMENT LEVEL	
		Timeliness	Quality
SUPPORT FUNCTIONS			
Internal Customer Satisfaction	Report on the Satisfaction Survey (2nd semester) of ADSD reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof and signed by ACOO-AFS with 3 revisions	5 – Endorsed within 1 WD	5 - Signed by ACOO-AFS with no revision
		4 – within 2 WDs	4- with 1-2 revisions
		3 – within 3 WDs	3 - with 3 revisions
		2 – within 4 WDs	2- with 4 revisions
		1 – beyond 4 WDs	1 - beyond 4 revisions
		5 – Endorsed within 1 WD	5 - Signed by ACOO with no revision
Accomplishment Report	Quarterly Accomplishment Report reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof, and signed by ACOO-AFS with 3 revisions	4 – within 2 WDs	4- with 1-2 revisions
		3 – within 3 WDs	3 - with 3 revisions
		2 – within 4 WDs	2- with 4 revisions
		1 – beyond 4 WDs	1 - beyond 4 revisions

I agree to be rated in accordance with the indicated measures and standards set for my performance.

I certify that I have discussed, reviewed and approved the indicated measures and standards set with the employee.


ROSANNA M. DLGADO
 Manager, Administrative Services Dept.


ATTY. JOY M. BULAUTAN
 ACOO, Administration and Finance
 Sector Head