



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

1. TERESA D. GALANG, of the OPERATIONS DEPARTMENT, ZAMBOANGA GOLF COURSE AND BEACH PARK,

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

TERESA D. GALANG

Ratee

Date: January 04, 2021

Reviewed by	Date	Approved by	Date
 Atty. Maria Teresa C. Alvarez Resident Manager	January, 04, 2021	Atty. Maria Teresa C. Alvarez Manager-Operations Department	
Immediate Supervisor		Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	Q2	T3	A4	
Output 1 SO4: Achieved Financial Viability and Sustainability of Assets	Financial statement submitted to the RM within 6 working days of the succeeding month	Submitted to the RM within 5 Working Days, no error	5	4.833	4.917		
	Fund Requirement submitted to the RM within 6 working days of the succeeding month	Submitted to the RM within 5 Working Days, no error	5	4.833	4.917		
	VAT declaration Report submitted to the FSD within 6 working days of the succeeding month	Submitted to the RM within 5 Working Days, no error	5	4.833	4.917		
FINAL AVERAGE RATING					4.917		

Comments and Recommendations for Development Purposes

Recommendation for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
	January 04, 2020	I certify that I discussed my assessment of the performance with the employee.	January 04, 2020		
TERESA D. GALANG		 Atty. Maria Teresa C. Alvarez (DIVISION HEAD NAME)		Atty. Maria Teresa C. Alvarez (DEPARTMENT HEAD NAME)	

OPERATIONS DEPARTMENT
ZAMBOANGA GOLF COURSE AND BEACH PARK
RATING MATRIX for all Senior Corporate Accounts Analyst
July - December, 2020

INDIVIDUAL LEVEL

SUCCESS INDICATOR	TIMELINESS	QUALITY
Accurate Monthly Financial statement Report, submitted to the RM within six (6) working days of the succeeding month.	5- submitted earlier than 5 WD 4- submitted within 5 WD 3- submitted within 6 WD 2- submitted within 7 WD 1- submitted more than 7 WD	5-no error 1- With Error / correction
Accurate Monthly Fund Requirements submitted to the RM within 6 working days of the succeeding month (i.e. within 2 WDs after the submission of the FS upon receipt of the necessary documents)	5- submitted earlier than 5 WD 4- submitted within 5 WD 3- submitted within 6 WD 2- submitted within 7 WD 1- submitted more than 7 WD	5-no error 1- With Error / correction
Accurate Monthly VAT declaration Report submitted to the FSD within 6 working days of the succeeding month	5- submitted earlier than 5 WD 4- submitted within 5 WD 3- submitted within 6 WD 2- submitted within 7 WD 1- submitted more than 7 WD	5-no error 1- With Error / correction