



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



I, **RENATO P. MENIA**, of the **OPERATIONS DEPARTMENT, BANAUE HOTEL AND YOUTH HOSTEL**, 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**

**RENATO P. MENIA**  
 Ratee  
 Date: **July 10, 2020**

Reviewed by: <b>MARLON S. PRIETO</b> Resident Manager		Date:	Approved by: <b>ATTY. MA. TERESA C. ALVAREZ</b> Manager- Operations Department	Date:
Immediate Supervisor			Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
<b>STRATEGIC OBJECTIVE CORE</b> Output 1 <b>Property Management</b> Issued Memorandum Receipts (PARE) to end-user within 3 Wdays after delivery with complete staff work		NOTE: NO EQUIPMENTS PURCHASED DURING THE PERIOD AND ALSO THE OPERATION OF THE HOTEL STOPPED DUE TO COVID 19.					
Output 2 <b>Employee Welfare Services</b> Payments and documents for remittance to NGA's and GOCC's (i.e. GSIS, Philhealth, etc.) submitted to and verified by SCAA within 10 Calendar Days of succeeding month with no error.		Remitted to NGA's and GOCC (i.e. GSIS, Philhealth, etc.) submitted to and verified by SCAA with 10 Calendar Days of succeeding month with no	5.000		3.722	4.361	
<b>FINAL AVERAGE RATING</b>						<b>4.361</b>	

OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Comments and Recommendations for Development Purposes							
Recommend to pass on to the next property custodian the best practices acquired over the years.							
Discussed with	Date	Assessed by	Date	Final Ranking by	Date		
		I certify that I discussed my assessment of the performance with the employee.					
<i>Meria</i> <b>RENATO P. MENIA</b>		 <b>MARLON S. PRIETO</b>		 <b>MA. TERESA C. ALVAREZ</b>			

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

**OPERATIONS DEPARTMENT**  
**BANAUE HOTEL & YOUTH HOSTEL**  
**RATING MATRICES FOR JULY - DECEMBER 2020**

**INDIVIDUAL LEVEL**

SUCCESS INDICATOR	POISTION	TIMELINESS	EFFIENCIENCY	QUALITY
Issued Memorandum Receipts (PARE) to end-user within 3 Wdays after delivery with complete staff work	PROPCUST	5- issued within 1 Wday of delivery		5 - Complete staff work
		4- issued within 2 Wdays after delivery		4 - with 1 deficiency
		3- issued within 3 Wdays after delivery		3 - with 2 deficiencies
		2 - issued within 4 Wdays after delivery		2 - with 3 deficiencies
		1 - issued beyond 4 Wdays after delivery		1 - with 4 or more deficiencies
Payments and documents for remittance to NGA's and GOCC's (i.e. GSIS, Philhealth, etc.) submitted to and verified by SCAA within 7 Calendar Days of succeeding month, with no error.	PROPCUST	5- within 5 CDays of the succeeding month		5 - no error
		4- within 6 CDays of the succeeding month		4 - 1 error
		3- within 7 CDays of the succeeding month		3 - 2 errors
		2- within 8 CDays of the succeeding month		2 - 3 errors
		1- within 10 CDays of the succeeding month		1 - 4 or more errors