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

I, JOHN MICHAEL GALIMBA, 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 1 - December 31, 2020

JOHN MICHAEL M. GALIMBA
Ratee
04/14/2020

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
STRATEGIC OBJECTIVE							
SO 7: Achieved Financial viability and sustainability of TIEZA assets	Accurate Monthly Financial statement submitted to the RM within 6 Wdays of the succeeding month	within 6 Wdays, 100% accurate		5.000	3.667	4.334	COVID19 started month of March 2020 until Present
	Accurate Monthly Fund Requirements submitted to the RM within six (6) Wdays of the succeeding month (i.e. within 2 Wdays after the submission of the FS upon receipt of the necessary documents)	within 6 Wdays, 100% accurate		5.000	3.667	4.334	COVID19 started month of March 2020 until Present

Reviewed by	Date	Approved by	Date
ELLEONOR G. GULANGAN		ATTY. MARIA TERESA C. ALVAREZ	
Immediate Supervisor		Head of Office	

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
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Accurate VAT Declaration submitted to the FISD within six (6) Wdays of the succeeding month	within 6 Wdays, 100% accurate	5.000	3.667	4.334	COVID19 started month of March 2020 until Present
Accurate Monthly Bank Reconciliation Report- submitted to the RM within 6 Wdays of the succeeding month	within 6 Wdays, 100% accurate	5.000	3.667	4.334	COVID19 started month of March 2020 until Present
FINAL AVERAGE RATING				4.334	

		Assessed by	Date	Final Ranking by	Date

Comments and Recommendations for Development Purposes

His work attendance needs improvement

Discussed with	Date
	04/14/2020

I certify that I discussed my assessment of the performance with the employee.

JOHN MICHAEL M. GALIMBA	ELLEONOR G. GULANGAN	ATTY. MARIA TERESA C. ALVAREZ
(EMPLOYEE NAME)	**(IMMEDIATE SUPERVISOR)**	**(DEPARTMENT HEAD)**

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

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
OPERATIONS DEPARTMENT
BALICASAG ISLAND DIVE RESORT
RATING MATRICES JULY - DECEMBER 2020

SUCCES INDICATOR	POSITION	TIMELINESS	QUALITY
Accurate Financial Statement Report submitted to the RM within six (6) Wdays of the succeeding month	SCAA	5 – less than 5 Wdays 4 – submitted within 5 Wdays 3 – submitted within 6 Wdays 2 – submitted within 7 Wdays 1 – more than 7 Wdays	5 – 100% accurate 1 – with error / correction
Accurate Monthly Fund Requirements submitted to the RM within six (6) Wdays of the succeeding month (i.e. within 2 Wdays after the submission of the FS upon receipt of the necessary documents)	SCAA	5 – less than 5 Wdays 4 – submitted within 5 Wdays 3 – submitted within 6 Wdays 2 – submitted within 7 Wdays 1 – more than 7 Wdays	5 – 100% accurate 1 – with error / correction
Accurate VAT Declaration submitted to the FISD within six (6) Wdays of the succeeding month	SCAA	5 – less than 5 Wdays 4 – submitted within 5 Wdays 3 – submitted within 6 Wdays 2 – submitted within 7 Wdays 1 – more than 7 Wdays	5 – 100% accurate 1 – with error / correction
Accurate Monthly Bank Reconcilliation Report-DBP Cuurent Account submitted to RM within six (6) Wdays of the succeeding month	SCAA	5 – less than 5 Wdays 4 – submitted within 5 Wdays 3 – submitted within 6 Wdays 2 – submitted within 7 Wdays 1 – more than 7 Wdays	5 – 100% accurate 1 – with error / correction