
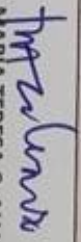




**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
*Individual Performance Commitment and Review (IPCR)*

I, **LEILANI M. PACELAN**, of the **OPERATIONS DEPARTMENT, CLUB INTRAMUROS GOLF COURSE**,  
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**



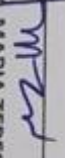
**LEILANI M. PACELAN**  
Ratee  
Date: July 1, 2020

Reviewed by	Date	Approved by	Date				
 JOSE RAMON L. RAMOS Immediate Supervisor		 ATTY. MARIA TERESA C. ALVAREZ Head of Office					
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING	Remarks			
SO9: Develop a portfolio of innovative customer centric products & services	Monthly check disbursement report submitted to the Bookkeeper within the first 3 WDS of the succeeding month.	Submitted reports within 1 WD of the succeeding month with error	Q1 4.333	Q2 5.000	Q3 3.833	Q4 4.667	
		Submitted 5 liquidation reports within the month with no error.	5.000				
	Submitted liquidation report of golf course, restaurant and ball hitting to the Accounts Payable Clerk 4 times within in the month. (Proof: logbook with date when received by the Accounts Payable Clerk with Quality remarks)		Note: Due to covid 19 & renovation of Restaurant.				
	NAL AVERAGE RATING						



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**Comments and Recommendations for Development Purposes**

<b>Discussed with</b>		<b>Date</b>	<b>Assessed by</b> <small>I certify that I discussed my assessment of the performance with the employee.</small>	<b>Date</b>	<b>Final Ranking by</b>	<b>Date</b>
<p>H5. PACELAN KNOWS HER JOB VERY WELL &amp; SHE ALSO HAS A PLEASANT PERSONALITY. I RECOMMENDED THAT SHE SHOULD ALLOWED TO ATTEND MEETINGS ON PROPERTY CUSTODIANSHIP.</p>						
<div style="text-align: center;"> LEILANI M. PACELAN (EMPLOYEE NAME)</div>			<div style="text-align: center;"> JOSE RAMON L. RAMOS (CIGC - OFFICER-IN-CHARGE)</div>		<div style="text-align: center;"> ATTY. MARIA TERESA C. ALVAREZ (DEPARTMENT HEAD NAME)</div>	

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

**OPERATIONS DEPARTMENT**  
**Club Intramuros Golf Course**  
 July to December 2020

SUCCESS INDICATOR	TIMELINESS	QUALITY
Monthly checks disbursement record submitted to the Senior Corporate Account Analyst within the first 3 WDs of the succeeding month (Proof: logbook with date when received by the Bookkeeper, with quality remarks)	5 - submitted within 1 WD 4 - 2 WDs 3 - 3 WDs 2 - 4 WDs 1 - 5 WDs	5 - no error    1 - with error
Submitted liquidation report of golf course, restaurant & ball hitting to the Accounts Payable Clerk 4 times with in the month. (Proof: logbook with date when received by the Accounts Payable Clerk with quality remarks)	5- above 5 liquidation reports 4- 5 liquidation reports 3- 4 liquidation reports 2- 3 liquidation reports 1- beyond 3 liquidation reports	5 - no error    1- with error