



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

I, **MA. EVELYNE A. FRANCISCO**, Manager of the **BUSINESS DEVELOPMENT DEPARTMENT** 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 - December 2020**.

Approved by:

JEIRO NICOLAS BLOZADA
JEIRO NICOLAS BLOZADA
 ACOO-Assets Management Sector

MA. EVELYNE A. FRANCISCO
MA. EVELYNE A. FRANCISCO
 Manager, Business Development Department
 Date: 03 September 2020

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

STRATEGIC OBJECTIVES/FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				REMARKS
					Q1	E2	T3	A4	
SO 4: Achieved Financial Viability and Sustainability of TIEZA Assets	1. Contributed the amount of P0.375M to P0.500M to the overall revenue of TIEZA Operating Properties by December 11, 2020		Sales Division						
CORE FUNCTION: Entities' Promotions Program	1. Participation and Sponsorship in Tourism/Travel Trade / Corporate Events approved by the ACOO w/in 3rd submission & signed w/in 3 working days		Sales Division						
CORE FUNCTION: Formulation of Marketing Plan	2. 2021 Marketing Plan of Banaue Hotel / Balicasag Island Dive Resort/Gardens of Malasag Eco Tourism Village/ Zamboanga Golf Course & Beach Park/Club Intramuros Golf Course and Rizal's Bagumbayan Light and Sound Museum approved by the ACOO by Dec 14, 2020 upon 4th submission.		Sales Division						



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STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Alloted Budget	Division Accountable	Actual Accomplishments	RATING				REMARKS
					Q1	E2	T3	A4	
CORE FUNCTION: Investment Promotions Program	3. Report & recommendation on the Market Sounding conducted, acted upon by ACOO-AMS upon 3rd submission.		Business Research and Development Division (BRDD)						
CORE FUNCTION: Formulation of Business Plan	4. Business Plan approved by ACOO - AMGT Sector by Dec. 27, upon 4th submission		Business Research and Development Division (BRDD)						
CORE FUNCTION: Appraisal of TIEZA Assets	5. Memo and Purchase Request (PR) of properties to be appraised, recommended by ACOO for AMGT Sector by Sept. 30 upon 3rd submission for approval of COO		Business Research and Development Division (BRDD)						
	6. Memo endorsement to BAC for the procurement on the appraisal of assets thru bidding approved by ACOO for AMGT by Dec. 3 upon 3rd submission		Business Research and Development Division (BRDD)						
CORE FUNCTION: Administrative Titling of Properties	7. Proposed Action Plan for Titling approved by ACOO-AMGT Sector by Sept. 23, acted upon 4th submission		Business Research and Development Division (BRDD)						



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Strategic Objective	CATEGORY	RATING			
		Q1	E2	T3	A4
SO 4: Achieved Financial Viability and Sustainability of TIEZA Assets					
1) Contributed the amount of P0.375M to P0.500M to the overall revenue of TIEZA Operating Properties by December 11, 2020					
Core Function					
1) Participation and Sponsorship in Tourism/Travel Trade/Corporate Events approved by the ACOO within 3rd submission and signed within 3 working days					
2) Marketing Plan of Banaue Hotel/Balicasag Island Dive Resort/ Gardens of Malasag Eco Tourism Village/Zamboanga Golf Course & Beach Park/Club Intramuros Golf Course and Rizal's Bagumbayan Light and Sound Museum approved by the ACOO-AMS by Dec 14,2020 upon 4th submission.					
3) Report & recommendation on the Market Sounding conducted, acted upon by ACOO-AMGT Sector upon 3rd submission.					
4) Business Plan approved by ACOO-AMGT Sector by Dec. 27, upon 4th submission					
5) Memo and Purchase Request (PR) of properties to be appraised, recommended by ACOO for AMGT Sector by Sept. 30 upon 3rd submission, for approval of COO					
6.) Memo for endorsement to BAC for the procurement on the appraisal of assets thru bidding approved by ACOO for AMGT Sector by Dec. 3 upon 3rd submission					
7) Proposed Action Plan for Titling approved by ACOO-AMGT Sector by Sept. 23, acted upon 4th submission					
Total Overall Rating					
Final Average Rating					
Adjectival Rating					
Assessed by:		Final Rating by:			
FRANCIS RANDY J. HORTELANO OIC, Corporate Planning Department		ATTY. JOY M. BULAUTAN Chairperson, Performance Management Team			
		POCHOLO D. PARAGAS Chief Operating Officer			

BUSINESS DEVELOPMENT DEPARTMENT RATING MATRIX
SALES DIVISION (July - December 2020)

DEPARTMENT LEVEL					DIVISION LEVEL					INDIVIDUAL LEVEL				
STRATEGIC OBJECTIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS		
SO 4 Achieved Financial Viability and Sustainability of TIEZA Assets	Contributed the amount of P0.375M to P0.500M in the overall revenue of TIEZA Operating Properties by December 11, 2020		5 - above P0.500M	5 - by November 27, 2020	Contributed the amount of P0.375M to P0.500M in the overall revenue of TIEZA Operating Properties by December 11, 2020		5 - above P0.500M	5 - by November 27, 2020	Contributed the amount of P0.270 to P0.360M in the overall revenue of TIEZA Operating Properties by December 11, 2020 through countersales/FIT bookings		5 - above P0.360M	5 - by November 27, 2020		
			4 - above P0.375M to P0.500M	4 - by December 4, 2020			4 - above P0.375M to P0.500M	4 - by December 4, 2020			4 - above P0.270 to P0.360M	4 - by December 4, 2020		
			3 - P0.375M	3 - by December 11, 2020			3 - P0.375M	3 - by December 11, 2020			3 - P 0.270M	3 - by December 11, 2020		
			2 below P0.375M	2 - by December 18, 2020			2 - below P0.375M	2 - by December 18, 2020			2 - below P0.270M	2 - by December 18, 2020		
			1 - below P0.300M	1 - on December 29, 2020			1 - below P0.300M	1 - on December 29, 2020			1 - below P0.216M	1 - on December 29, 2020		
					Contributed the amount of P0.052M to P0.070M in the overall revenue of TIEZA Operating Properties by December 11, 2020 through online bookings				Contributed the amount of P0.052M to P0.070M in the overall revenue of TIEZA Operating Properties by December 11, 2020 through group bookings					
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DEPARTMENT LEVEL													DIVISION LEVEL					INDIVIDUAL LEVEL				
STRATEGIC OBJECTIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS										
CORE FUNCTIONS: Entities' Promotions Program	Participation and Sponsorship in Tourism/Travel Trade/Corporate Events acted upon by the ACOO within 3rd submission and signed within 3 WD	5 - Acted upon by the 1st submission		5 - Signed within 1 day	Participation and Sponsorship in Tourism/Travel Trade/Corporate Events acted upon by the DM within 3rd submission and signed within 3 WD	5 - Acted upon by the 1st submission		5 - Signed within 1 day	Participation and Sponsorship in Tourism/Travel Trade/Corporate Events acted upon by the DM within 3rd submission and signed within 3 WD	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1 WD										
		4 - Upon 2nd submission		4 - within 2 days		4 - Upon 2nd submission		4 - within 2 days		4 - Acted upon 2nd submission		4 - within 2-3 WD										
		3 - Upon 3rd submission		3 - within 3 days		3 - Upon 3rd submission		3 - within 3 days		3 - Acted upon 3rd submission		3 - within 4-5 WD										
		upon 2nd submission		2 - within 4 days		2 - Upon 4th submission		2 - within 4 days		2 - Acted upon 4th submission		2 - within 6-7 WD										
		1 - Disapproval		1 - more than 4 days		1 - Disapproval		1 - more than 4 days		1 - Disapproval		1 - more than 7 WD										
CORE FUNCTIONS: Formulation of Marketing Plan	2021 Marketing Plan of Banaue Hotel / Baicasag Island Dive Resort / Gardens of Malasag Eco Tourism Village / Zamboanga Golf Course and Beach Park / Club Intramuros Golf Course and Rizal's Bagumbayan Light and Sound Museum approved by the ACOO-AMS by Dec 14, 2020 upon 4th	5 - Approved upon 2nd submission		5 - Approved by ACOO-AMS on or before Dec. 4	Reviewed 2021 Marketing Plan submitted to the Department Manager by Dec 1, 2020 and acted upon 4th submission	5 - Acted upon 2nd submission		5 - Reviewed MIP submitted to DM on or before Nov. 23	2021 Marketing Plan of BHYH, BIDR, GMETV, C, ZGCBP & LSM submitted to Division Manager by Nov. 18, acted upon 3rd submission	5 - MIP acted upon 1st submission		5 - Submitted to Div. M. on or before Nov. 10										
		4 - 3rd		4 - by Dec. 9		4 - 3rd		4 - by Nov. 26		4 - 2nd		4 - by Nov. 13										
		3 - 4th		3 - by Dec. 14		3 - 4th		3 - by Dec. 1		3 - 3rd		3 - by Nov. 18										
		2 - 5th		2 - by Dec. 17		2 - 5th		2 - by Dec. 4		2 - 4th		2 - Nov. 23										
		1 - Disapproved		1 - beyond Dec. 17		1 - no submission		1 - beyond Dec 4		1 - no submission		1 - beyond Nov. 23										
CORE FUNCTIONS					Prepare and monitor the division budget for 2020 acted upon 3rd submission by the DM and signed w/in 5-6 WD	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1-2 WD	Prepare and monitor the division budget for 2020 acted upon 3rd submission by the DivM and signed w/in 5-6 WD	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1-2 WD										
						4 - Acted upon 2nd submission		4 - within 4-3 WD		4 - Acted upon 2nd submission		4 - within 4-3 WD										
						3 - Acted upon 3rd submission		3 - within 5-6 WD		3 - Acted upon 3rd submission		3 - within 5-6 WD										
						2 - Acted upon 4th submission		2 - within 6-7 WD		2 - Acted upon 4th submission		2 - within 6-7 WD										
						1 - Disapproval		1 - more than 7 WD		1 - Disapproval		1 - more than 7 WD										



BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 2nd Semester 2020


STRATEGIC INITIATIVE		DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS		
Investment Promotions Program	Recommendation submitted to ACOO-AMS 11-14 days after 3-3rd submission by Division Manager and 2-4th acted upon by ACOO for AMGT upon 3rd submission	5-Acted upon 1st submission 4-2nd 3-3rd 1-Disapproved	5-Endorsed recommendation to ACOO for AMS 5 days or less from submission by Division Manager 4- 6-10 days after 3- 11-14days after 2-15-18 days after 1- beyond 18 days	Verified & validated recommendation submitted to DM 13-17 days after receipt of Report from PO, and endorsed by Dept. Manager to ACOO-AMGT upon 2nd revision or less	5-Verified and Validated Recommendation endorsed by DM to ACOO upon 2nd submission or less 3-4th submission 2-5th submission and above 1- not endorsed	5-Submitted verified and validated recommendation to DM 7 days or less after submission of Market Sounding Report from PO 4- 8-12 days after 3- 13-17days after 2-20-22 days after 1- beyond 22 days after	3 Market Sounding Conducted and Reported with recommendation, within 16-20 days after market sounding to Division Manager	5- 5 or More Market Sounding Conducted and report submitted on time 4- 4 Market Sounding Conducted and report submitted on time 3- 3 Market Sounding Conducted and report submitted on time 2- 2 Market Sounding Conducted and report submitted on time 1- 1 or no Market Sounding Conducted and report submitted on time			5- Submitted Report to Division Manager 10 or less days after the conduct of market sounding 4- 11-15 days after 3 - 16-20 days after 2 - 21-25 days after 1 - beyond 25 days after		
Core Function: Formulation of Business Plan								Profile & Situational Analysis Report (PSAR) for Business Plan submitted to Bus. Dev't. Officer by Sept. 29, acted upon 3rd submission	5- PSAR acted upon 1st submission 4- upon 2nd submission 3 - upon 3rd submission 2 - upon 4th submission 1 - No submission		5- PSAR submitted by Sept. 25 4-Sept. 28 3-Sept. 29 2-Sept. 30 1-beyond Sept. 30		
								Environmental & Social Analysis Report for Business Plan submitted to Bus. Dev't. Officer by Oct. 2, acted upon 3rd submission	5- E & SA Report acted upon 1st submission 4- upon 2nd submission 3 - upon 3rd submission 2 - upon 4th submission 1- No submission		5- E & SA Report submitted by Sept. 30 4-Oct. 1 3-Oct. 2 2-Oct. 5 1- Beyond Oct. 5		



BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 2nd Semester 2020

		DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
STRATEGIC OBJECTIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	
Core Function: Formulation of Business Plan													
	Business Plan approved by ACOO-AMS by Dec. 27, upon 4th submission	5-Approved upon 2nd submission 4-3rd 3-4th 2-5th 1-Disapproved		5-Approved by ACOO-AMS on or before Dec. 23 4-Dec. 26 3-Dec. 27 2-Dec. 28 1-beyond Dec. 29	Verified & validated Draft Business Plan submitted to the Department Manager & endorsed to ACOO-AMS by Dec. 21, acted upon 4th submission	5- Acted upon 2nd submission 4-3rd 3-4th 2-5th 1-no submission		5- Verified & Validated Draft BP submitted to DM on or before Dec. 17 4-Dec. 18 3-Dec. 21 2-Dec. 22 1-beyond Dec. 22	Draft of the BDP submitted to Division Manager by Dec. 15 upon 3rd submission	5-Draft of the BDP acted upon 1st submission 4-2nd 3-3rd 2-4th 1-no submission		5- Submitted to Div. M by Dec. 11 4-Dec. 14 3-Dec. 15 2-Dec. 16 1-beyond Dec. 16	
Appraisal of TIEZA Assets	PR for Properties to be Appraised endorsed by ACOO for AMS and approved by COO by Sept. 30, upon 3rd submission	5- Approved upon 1st submission 4-2nd 3-3rd 2-4th 1-Disapproved		5-PR endorsed by ACOO-AMS & approved by COO by Sept. 28 4-Sept. 29 3-Sept. 30 2-Oct. 1 1-Beyond Oct. 1	Verified & validated PR for Properties to be Appraised for approval of COO endorsed by DM to ACOO for AMS by Sept. 23, endorsed upon 3rd submission	5- endorsed upon 1st submission 4-upon 2nd 3-upon 3rd 2-upon 4th 1-not endorsed		PR endorsed by Sept. 21 4-Sept. 22 3-Sept. 23 2-Sept. 24 1-Beyond Sept. 24	Prepared PR for Properties to be Appraised for approval of COO submitted by Div Manager to DM by Sept. 16, endorsed upon 3rd submission	5-Endorsed upon 1st submission 4-2nd 3-3rd 2-4th 1-not recommended by DivM		5- Prepared PR for Properties to be Appraised for approval of COO submitted to Div Manager by Sept. 14 4- Sept. 15 3-Sept. 16 2-Sept. 17 1-Beyond Sept. 17	

BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 2nd Semester 2020

																
DEPARTMENT LEVEL																
STRATEGIC OBJECTIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
Appraisal of TIEZA Assets	Prepared Memo endorsement to BAC for the processing of procurement on the appraisal of Assets thru Bidding approved by ACOO for AMS by Dec. 3, upon 3rd submission	5- Approved upon 1st submission 4- 2nd 3- 3rd 2- 4th 1- Disapproved		5- Memo and endorsement to BAC approved by ACOO-AMS by Dec. 1 4- Dec. 2 3- Dec. 3 2- Dec. 4 1- Beyond Dec. 4	Verified & validated memo endorsement to BAC for the processing of procurement on the appraisal of Assets thru Bidding approved & endorsed by Dept. M. to ACOO for AMS by Nov. 26, upon 3rd submission	5- endorsed upon 1st submission 4- upon 2nd 3- upon 3rd 2- upon 4th 1- not endorsed		5- Memo endorsement to BAC endorsed by Nov. 23 4- Nov. 24 3- Nov. 25 2- Nov. 26 1- Beyond Nov. 26	Prepared Memo endorsement to BAC for the processing of procurement on the appraisal of Assets thru Bidding submitted by Div Manager to DM by Nov. 18, endorsed upon 3rd submission	5- Endorsed upon 1st submission 4- 2nd 3- 3rd 2- 4th 1- not recommended by DivM		5- Prepared memo endorsement to BAC for the processing of procurement on the appraisal of Assets thru Bidding submitted to Div Manager by Nov. 16 4- Nov. 17 3- Nov. 18 2- Nov. 19 1- Beyond Nov. 19				
	Proposed Action Plan for Titriling with recommended action approved by ACOO-AMGT by Sept. 23, acted upon 4th submission	5- Approved upon 2nd submission 4- upon 3rd 3- 4th submission 2- 5th submission 1- No submission		5- Approved by ACOO-AMGT by Sept. 21 4- Sept. 22 3- Sept. 23 2- Sept. 24 1- beyond Sept. 24	Verified & validated action plan report with submission recommended action approved & endorsed by Dept. M. to ACOO-AMS by Sept. 17, acted upon 4th submission	5- Acted upon 2nd submission 4- upon 3rd 3- 4th submission 2- 5th submission 1- No submission		5- Verified & validated Action Plan for Titriling approved & endorsed by Dept. M. to ACOO-AMS by Sept. 15 4- Sept. 16 3- Sept. 17 2- Sept. 18 1- beyond Sept. 18	Proposed Action Plan for titriling with recommended action submitted to Division Manager & endorsed to Department Manager by Sept. 10, acted upon 4th submission	5- Acted upon 2nd submission 4- upon 3rd submission 3- 4th submission 2- 5th submission 1- No submission		5- Proposed Action Plan for Titriling submitted to Div. M. & endorsed to Dept. M. by Sept. 8 4- Sept. 9 3- Sept. 10 2- Sept. 11 1- beyond Sept. 11				
Core Function: Administrative Titriling of Properties					4 Verified and Validated Memo Updates from Project Officers Endorsed to the Dept. Manager by Year-end	5- 6 and more verified and validated Memo Updates endorsed to Dept. Manager on time 4- 5 3- 4 2- 3 1- 2 and less	5- Verified and validated memo updates 8 or less days after submission by PO	1 Memo Update submitted to the Division Manager between November 27 to December 3		5- 3 or more Memo Updates submitted on time 4- 2 Memo Updates submitted on time 3- 1 Memo Update submitted on time 2- 3 or more Memo Updates submitted between December 3 to December 17 1- Submitted on December 18 onwards		5- Submitted on or before November 12 4- Submitted between November 13 to 26 3- Submitted between November 27 to December 3 2- Submitted between December 4 to 17 1- Submitted on December 18 onwards				
Core Function: Profile and Briefing of TIEZA Assets																

Endorsed by: MA. ZENaida R. QUiñAHAN
Date: _____

Approved by: MA. VEYNE A. FRANCISCO
Date: _____