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## MEMORANDUM

FOR

The Assistant Chief Operating Officers and Department Managers

Cc

The Head Technical Assistant, OCOO

FROM

The Manager, Corporate Planning Department

SUBJECT:

**Performance Commitment and Reports** 

DATE

12 August 2020

May we kindly request submission of the following documents relative to the above subject:

	Performance Report	On or before 24 August 2020	
A.	2020 Sectoral/Departmental Balanced Scorecard (BSC) with Readjusted Targets, as maybe necessary, in view of the effects of the COVID-19 pandemic and as a result of the TIEZA-GCG online meeting on 19 August 2020.		
B.	2 <sup>nd</sup> Semester 2020 OPCR with Rating Matrices	On or before 3 September 2020	
C.	1st Semester 2020 Office Performance Commitment Review (OPCR) with Rating and Supporting Documents	On or before 10 September 2020	

For item A, the soft copy, in excel file with e-signatures of the approving authority, may be emailed through <a href="mailto:corplan@tieza.gov.ph">corplan@tieza.gov.ph</a>. The excel file, as attached, consists of entries found in the <a href="mailto:Enhanced">Enhanced</a> Automated Monitoring and Evaluation Tool (AMET).

Thank you.

FRANCIS RANDY J. HORTELANO

MANAGEMENT INFORMATION SYSTEMS DEPT.

RECEIVED

By: CHA

Date: 08 | 3 | 20

Time: 2:04m-



## TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

## (DEPARTMENT) 2020 BALANCED SCORECARD

		Measure								Quarterly Targets			
STRATEGIC OBJECTIVE (SO)	Measure (M)	Measure Name	Operational Definition	Formula	Weight	Data Provider, if applicable		2019	2020	Q1	Q2	Q3	Q4
											čas		
		Budget Utilization Rate •	Measure of the extent to which the actual approved budget increased by supplemental or realigned budget of the Department is utilized	(Actual funds used/DBM approved- budget + supplemental or realigned budget) x 100%	5%				90%				
												1	
		Personnel with competency enhancement needs sent to Competency-based training (HR Program)*	Competency-based training attended by personnel with competency enhancement needs	No. of employees who attended the training / Total No. of Identified employees with competency enhancement needs X 100%	10%								
		OBJECTIVE (SO)   Measure	Budget Utilization Rate*  Personnel with competency enhancement needs sent to Competency- based training (HR.	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Program)		
	100%	
Submitted by:		Approved by:
Department Manager		Assistant Chief Operating Officer
Date:		Date: