

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

I, FRANCIS RANDY J. HORTELANO, Department Manager of the CORPORATE PLANNING DEPARTMENT commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for period July to December 2020

Approved by:

POCHOLO ID PARAGAS
Chief Operating Officer

FRANCIS RANDY J. HORTELANO

MINN

Department Manager, Corporate Planning Department

Date:

(nie	Chief Operating Officer			Date:		
			Rating Scale :	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory	2 - Unsatisfactory 1 - Poor	Ħ
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING	Remarks
CORE FUNCTIONS						
Research and analysis;	Review report on Office Policies and TWGs		Strategic Planning	Review report on Office Policies and TWGs		
Formulation of plans and	outputs within 10 working days;		Division	outputs within 10 working days;		
programs	submitted wihtin 10 working days from			submitted wihtin 10 working days from		
	receipt			receipt		
Monitoring/evaluation of						
organizational performance:						
1. Balance Score Card (BSC)	Review monitoring and evaluation report within 10 working days: submitted within		Monitoring and Evaluation Division	Reviewed monitoring and evaluation report within 10 working days; submitted within		
2. Office Performance	10 working days from receipt			10 working days from receipt		
Commitment and review					_	
(OPCR)						
Monitoring/evaluation of	Review memos, letters and summary of		Monitoring and Evaluation	Reviewed memos, letters and summary of	_	
External Stakeholders	of Travel Tax ARTA Monitoring		Division	of Travel Tax ARTA Monitoring		
Satisfaction Survey	within 5 working days; submitted within 5			within 5 working days; submitted within 5		
	working days from receipt			working days from receipt		
Monitoring/Preparation/evaluati	Monitoring/Preparation/evaluati Review submission of GCG Quarterly		Monitoring and Evaluation	Reviewed submission of GCG Quarterly		
submission of GCG Quarterly	performance within a month from the		Division	performance within a month from the		
Performance Scorecard	day the need of arises			day the need of arises		
Monitoring and evaluation	Review monitoring and evaluation of Risk		Monitoring and Evaluation	Reviewed monitoring and evaluation of Risk		
of Risk Register	Register within 5 working days; submitted		Division	Register within 5 working days; submitted		
	within 5 working days from receipt			within 5 working days from receipt		
Project Review/ Evaluation	Review Evaluation and recommendation		Monitoring and Evaluation	Reviewed Evaluation and recommendation		
	within 8 working days; submitted within		Division/Strategic Planning	within 8 working days; submitted within		
	8 working days from receipt		Division	8 working days from receipt	8	



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r AS	POCHOLO J.D. PARAGAS Chief Operating Officer	ATTY. JOY M. BULAUITAN  Lhairperson, Performance Management Team	ATTY. JOY Chairperson, Perfor		FRANCIS RANDY J. HORTELANO Department Manager, Corporate Planning Department	FRANCIS Department Manage
	Final Rating by:					Assessed by:
					Adjectival Rating	
					Total Overall Rating	
					Provides secretariat services for PMT	
					Provides secretariat services for MANCOM	
			lences and memos	correspond	Preparation of reports, minutes of meetings, correspondences and memos	
				ites	Sustainable Framework for World Heritage Sites	
					Project Review/ Evaluation	
			Quarterly Feriorinalice Scorecard	סטו סו פרפי	Monitoring/Preparation/evaluation submission of GCG QuarterlyPerformance Scorecard Monitoring and evaluation of Risk Register	
			tion Survey	er Satisfac	Monitoring/evaluation of Travel Tax Customer Satisfaction Survey	
			)	iew (OPCR	2. Office Performance Commitment and review (OPCR)	
				or manice.	1. Balance Score Card (BSC)	
			ms	and program	Research and analysis; Formulation of plans and programs	
	Q1 E2 13 A4					
	NG				CATEGORY	
					AVERAGE RATING	
		wokring days from sumission	Planning Department		wokring days from sumission	services for PMT
		All requirements noted by PMT within 3	Manager, Corporate		All requirements noted by PMT within 3	Provides secretariat
		within 1-3 working days upon instruction; submitted within 1-3 working days	Planning Department		within 1-3 working days upon instruction; submitted within 1-3 working days	services for MANCOM
		Prepared notice of meeting/requirements	Manager, Corporate		Prepare notice of meeting/requirements	Provides secretariat
		receipt of request	Division/ Strategic Planning		submitted within 5 working days from receipt of request	
		Reviewed Letters/memos within 5 working;	Monitoring and Evaluation		Review Letters/memos within 5 working;	
		9 working from receipt			9 working from receipt	and memos
		Reviewed Reports/minutes of meeting, within 9 working days; submitted within	Monitoring and Evaluation Division/ Strategic Planning		Review Reports/minutes of meeting, within 9 working days; submitted within	Preparation of reports, minutes of meetings, correspondences
						SUPPORT
	Q1 E2 T3 A4			bauger		FONCATONS
Remarks	RATING R	Actual Accomplishments	d Division / Individuals	Allotted	SUCCESS INDICATORS	STRATEGIC OBJECTIVES/