

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

on the attainment of the following targets in accordance with the indicated measures for the period July - December 2020. I, MA. EVELYNE A. FRANCISCO. Manager of the BUSINESS DEVELOPMENT DEPARTMENT commit to deliver and agree to be rated

Approved by:

ACOO-Assets Management Sector

MA. EVELYNE A. FRANCISCO

Manager, Business Development Department

Date: 03 September 2020

Rating Scale: 5 - Outstanding

4 - Very Satisfactory

2 - Unsatisfactory 1 - Poor

CORE FUNCTION: Formulation of Marketing Plan	CORE FUNCTION: Entities' Promotions Program	Financial Viability and Sustainability of TIEZA Assets	STRATRATEGIC OBJECTIVES/FUNCTIONS	
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.	1. Participation and Sponsorship in Tourism/Travel Trade / Corporate Events approved by the ACOO w/in 3rd submission & signed w/in 3 working days	1. Contributed the amount of P0.375M to P0.500M to the overall revenue of TIEZA Operating Properties by December 11, 2020	SUCCESS INDICATORS	
			Alloted Budget	
Sales Division	Sales Division	Sales Division	Division Accountable	
			Actual Accomplishments	3 - Satisfactory
			Q1	
			RATING E2 T	
			ING	
			A4	
			REMARKS	

# TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

Office Performance Commitment and Review (OPCR)

						Business Research and Development Division (BRDD)		7. Proposed Action Plan for Titling approved by ACOO-AMGT Sector by Sept. 23, acted upon 4th submission	CORE FUNCTION: Administrative Titling of Properties
						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	Assets
						Business Research and Development Division (BRDD)		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	CORE FUNCTION: Appraisal of TIEZA
						Business Research and Development Division (BRDD)		4. Business Plan approved by ACOO - AMGT Sector by Dec. 27, upon 4th submission	CORE FUNCTION: Formulation of Business Plan
						Business Research and Development Division (BRDD)		3. Report & recommendation on the Market Sounding conducted, acted upon by ACOO-AMS upon 3rd submission.	CORE FUNCTION: Investment Promotions Program
REMARKS	A4	13	E2	Q1	Actual Accomplishments	et Accountable	Alloted Budget	SUCCESS INDICATORS	OBJECTIVES/ FUNCTIONS
		RATING	RA						ביודים א מיויני א דרידיכיז כ



# TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

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Iability and Sustainability of TIEZA Assets  t of P0.375M to P0.500M to the overall revenue of TIEZA Operating 1, 2020  Orship in Tourism/Travel Trade/Corporate Events approved by the ion and signed within 3 working days  ue Hotel/Ballcasag Island Dive Resort/ Gardens of Malasag Eco Tourism ourse & Beach Park/Club intramuros Golf Course and Rizal's Bagumbayan approved by the ACOO-AMS by Dec 14,2020 upon 4th submission.  ion on the Market Sounding conducted, acted upon by ACOO-AMGT Sector by Dec. 27, upon 4th submission  puest (PR) of properties to be appraised, recommended by ACOO for AMGT Sector by ion, for approval of COO  to BAC for the procurement on the appraisal of assets thru bidding approved by ACOO-AMGT Sector by Sept. 23, acted upon 4th submission  r Titling approved by ACOO-AMGT Sector by Sept. 23, acted upon 4th submission  ATTY, JOY M. BULAUITAN  POO  Chairperson, Performance Management Team  Ch	OIC, Corpo		Assessed by:																	
ZA Operating  Proved by the proved by the asag Eco Tourism Rizal's Bagumbayan submission.  ACOO-AMGT Sector  M by ACOO for AMGT Sector by thru bidding approved by acted upon 4th submission  Final R  Management Team	PRANCIS RANDY J. HORTELANO OIC, Corporate Planning Department	FRANCIS RANDY J. HORTELANO  OIC. Corporate Planning Department  Otherwise Designation of the Planning Department  Chairparcon Designation of the Planning Department			7) Proposed Action Plan for Titling approved by  Total Overall Rating	6.) Memo for endorsement to BAC for the procus ACOO for AMGT Sector by Dec. 3 upon 3rd subm	Sept. 30 upon 3rd submission, for approval of C	<ol> <li>Business Plan approved by ACOO-AMGT Sectors</li> <li>Memo and Purchase Request (PR) of properties</li> </ol>	[3] Report & recommendation on the Market Sou upon 3rd submission.	Light and Sound Museum approved by the ACOC	2) Marketing Plan of Banaue Hotel/Balicasag Isl	ACOO within 3rd submission and signed within	1) Participation and Sponsorship in Tourism/Tr	Core Function	Properties by December 11, 2020	1) Contributed the amount of P0.375M to P0.50	SO 4: Achieved Financial Viability and Sustainab	Strategic Objective		
Q1 E2 T3 A4  POCHOLO D. PARAGAS Chief Operating Officer	ATTY. JOY M. BULAUITAN Chairperson, Performance Management Team					t on the appraisal of assets	COO	or by Dec. 27, upon 4th submission	unding conducted, acted upon by ACOO-AMGT Sector	0-AMS by Dec 14,2020 upon 4th submission.	land Dive Resort/ Gardens of Malasag Eco Tourism	1 3 working days	ravel Trade/Corporate Events approved by the		c	00M to the overall revenue of TIEZA Operating	bility of TIEZA Assets		CATEGORY	
EZ T3 A4  EZ T3 A4  Chief Operating Officer  Chief Operating Officer	~ P		Final Ra															67		Name and Part of the Part of t
T3 A4  T3 D. PARAGAS  O D. PARAGAS	OCHOL		ting by															E2	RATING	
A4 A	OD. PA						_											13	NG	SCHOOLS
	RAGAS	:								<u>,</u>								A4		No. of Concession, Name of Street, or other Persons, Name of Street, or ot

				_								
							TIEZA Assets	Financial Viability and Sustainability of	SO 4 Achieved		STRATEGIC	
			88				Properties by December 11, 2020	P0.500M in the overall revenue of TIEZA Operating	Contributed the amount of P0.375M to		SUCCESS	
											Description of Ratings for QUALITY	DEPARTIV
				7		1 - below P0.300M 1 - on December 29, 2020	2 below P0.375M	3 - P0.375M	4 - above P0.375M to P0.500M	5 - above P0.500M 5 - by November 27, 2020	Description of Ratings for EFFICIENCY	DEPARTMENT LEVEL
						1 - on December 29, 2020	2 - by December 18, 2020	3 - by December 11, 2020	4 - by December 4, 2020	27, 2020	Description of Ratings for TIMELINESS	
							Properties by December 11, 2020	to P0.500M in the overall revenue of TIEZA Operating	Contributed the amount of P0.375M		SUCCESS	
							1				Description of Ratings for QUALITY	DIVISION LEVE
						1 - below P0.300M	2 - below P0.375M	3 - P0.375M	4 - above P0.375M 4 - by December to P0.500M 4, 2020	5 - above P0.500M	Description of Ratings for EFFICIENCY	LEVEL
						1 - on December 29, 2020	2 - by December 18, 2020	3 - by December 11, 2020	4 - by December 4, 2020	5 - by November 27, 2020	Description of Ratings for TIMELINESS	
to P0.070M in the overall revenue of TIEZA Operating Properties by December 11, 2020 through group bookings	Contributed the amount of P0.052M	December 11, 2020 through online bookings	overall revenue of TIEZA Operating	Contributed the amount of P0.052M		bookings	December 11, 2020 through countersales/FIT	TIEZA Operating Properties by	amount of P0.270 to P0.360M in the		SUCCESS	
				0	10						Description of Ratings for QUALITY	INDIVIDUAL LEVEL
3 - P 0.070M 3 - by 11, 20 2 - by Decer 2020 1 - below P0.042M 1 - on Decer 2020	5 - above P0.070M 5 - by Nover 2020 4 - above P0.052M 4 - by to P0.070M Decen 2020	2 - below P0.070M 2 - by Decer 2020 1 - below P0.042M 1 - on Decer 2020	3 - P 0.070M	4 - above P0.052M 4 - by to P0.070M Decen 2020	5 - above P0.070M 5 - by Nove	1 - below P0.216M	2 - below P0.270M 2 - by Decer 2020	3 - P 0.270M	4 - above P0.270 to P0.360M	5 - above P0.360M	Description of Ratings for EFFICIENCY	ALLEVEL
3 - by December 11, 2020 2 - by December 18, 2020 1 - on December 29, 2020	5 - by November 27, 2020 4 - by December 4, 2020	2 - by December 18, 2020 1 - on December 29, 2020	3 - by December 11, 2020	4 - by December 4, 2020	5 - by November 27,		2 - by December 18, 2020	3 - by December 11, 2020	4 - by December 4, 2020	5 - by November 27,	Description of Ratings for TIIVIELINESS	

18, acted upon 3rd  1 beyond Nov.  23  1 beyond Nov.  23  23  23  23  24  25  26  27  28  29  29  20  20  20  20  20  20  20  20	1- Prepare and monitor the division budget for 2020 acted upon 3rd submission by the DivM and signed w/in 5-6 WD	3-within 5-6 WD 2-within 6-7 WD		4th submission	w/ U-C 100					
5 - Acted upon by the DM upon 1st submission 4 - Acted upon 2nd submission 3 - Acted upon 3rd submission 3rd submission		3-within 5-6 WD			4 CONTRACTOR STATE					
5 - Acted upon by the DM upon lst submission 4 - Acted upon 4 - Acted upon A - Acted upon		3-within 5-6 WD		3rd submission	the DM and signed					
5 - Acted upon by the DM upon 1st submission				3 - Acted upon	for 2020 acted upon					CORE FUNCTIONS
5 - Acted upon by the DM upon 1st submission		4-within 4-3 WD		4 - Acted upon	the division budget					
5- Acted upon by the DM upon	<u> </u>			1st submission	Prepare and monitor					
		5- Signed within 1- 2 WD		by the DM upon						
									upon 4th	
									by Dec 14,2020	
	_	-							by the ACOO-AMS	
									and Sound	
	,								Bagumbayan Light	
									Course and Rizal's	Warketing Flan
									intramuros Golf	Formulation of
	_								Course and Beach	FUNCTIONS:
		1- beyond Dec 4			•	I			Zamboanga Goif	CORE
li- no sinmission	18 acted mon 3r	2- by Dec 4		T- 110 Sublitission	1- beyond Dec. 17 upon 4th submission	1- beyond Dec. 17		1- Disapproved	Tourism Village /	
2-4th	to Div	4- by Nov. 26		2-5th	1 2020 and acted	2- by Dec. 14		2-5th	Malasag Eco	
ted 3-3rd	& LSM su	23 23		3-4tn	Manager by Dec	3- hy Dec. 9		3-4th	/ Gardens of	
	_	on or before Nov.		4- 3rd	submitted to the	before Dec. 4		A_ 3rd	Island Dive Resort	
	_	submitted to DM		2nd submission		ACOO-AMS on or		upon 2nd	Plan of Banaue	
2021 Marketing 5-MP acted upon 5- Submitted to	$\dashv$	5- Reviewed MP		5- Acted upon		5-Approved by		5-Approved	2021 Marketing	
L- Disapproval  WD		days		\$ 000 pt		days				
	_	1 man 1		1 - Disapproval		1-more than 4		1 - Disapprovat		
submission and 2 - Acted upon 2-within 6-7 WD signed within 3 WD 4th submission	submissi signed wit	2-within 4 days		2 - Upon 4th submission	submission and signed within 3 WD	2-within 4 days		upon 2nd submission	signed within 3 WD	
Events acted upon 3 - Acted upon 3-within 4-5 WD by the DivM with 3rd submission	Events act	3-Within 3 days		submission	Events acted upon by the DM with	2 with 5 days		submission	by the ACOO with within 3rd	Entities' Promotions Program
	Trade/Co			J Hann and	Trade/Corporate	2 within 2 days		3 - Unon 3rd	Events acted upon	FUNCTIONS:
Participation and 4 - Acted upon Sponsorship in 2nd submission Tourism / Tourism	Participal Sponsor	4-within 2 days		4 - Upon 2nd submission	Participation and Sponsorship in Tourism/Travel	4-within 2 days	75	4 - Upon 2nd submission	Sponsorship in Tourism/Travel	CORE
1st submission				submission				Submission	Participation and	
5 - Acted upon 5- Signed within by the DM upon 1 WD		5 - Signed within 1 day		5 - Acted upon by the 1st	_	5 - Signed within 1 day		5 - Acted upon by the 1st		
SUCCESS Description of Description of Notice Natings for Ratings f	-	Description of Ratings for TIMELINESS	Description of Ratings for EFFICIENCY	Description of Ratings for QUALITY	SUCCESS	Description of Ratings for TIMELINESS	Description of Ratings for EFFICIENCY	Description of Ratings for QUALITY	SUCCESS	STRATEGIC OBJECTIVE
	1									
INDIVIDUAL LEVEL			ON LEVEL	DIVISION LEY			DEPARTMENT LEVEL	DEPARTN	34	



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

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



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

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	Core Function: Formulation of Business Plan		STRATEGIC OBJECTIVE	
Business Plan approved by ACOO-AMS by Dec. 27, upon 4th submission			SUCCESS INDICATORS	
5-Approved upon 2-nd submission 4-3-rd 3-4th 2-5th 2-5th 1-Disapproved			Description of Ratings for QUALITY	DEPARTMENT LEVEL
			Description of Ratings for EFFICIENCY	LEVEL
5-Approved by ACOO-AMS on or before Dec. 23 4-Dec. 26 3-Dec. 27 2-Dec. 28 1-beyond Dec. 29			Description of Ratings for TIMELINESS	
		×	SUCCESS INDICATORS	
5- Acted upon 2nd submission 4-3rd 3-4th 2-5th 1-no submission			Description of Ratings for QUALITY	DIVISION LEVEL
			Description of Ratings for EFFICIENCY	EL
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			Description of Ratings for TIMELINESS	
Draft of the BDP submitted to Division Manager by Dec. 15 upon 3rd submission	Mktg., Economic, Development/Operati onal Plan & Draft of the Business Plan submitted to Bus. Dev't. Chief by Nov. 9, acted upon 3rd submission	Financial Projection and Analysis Report for Business Plan submitted to Bus. Devt. Officer by Oct. 29, acted upon 3rd submission	SUCCESS INDICATORS	
5-Draft of the BDP acted upon 1st submission 4-2nd 3-3rd 2-4th 1-no submission	5-Mkt., Economic, Dev't./Operation Plan & Draft of the BDP acted upon 1st submission 4- upon 2nd submission 3- upon 3rd submission 2- upon 4th submission 1- No submission	5- Financial Projection and Analysis Report acted upon 1st submission 4- upon 2nd submission 3- upon 3rd submission 2- upon 4th submission 1- No submission	Description of Ratings for QUALITY	INDIVIDUAL LEVEL
		e e	Description of Ratings for EFFICIENCY	EVEL
5- Submitted to Div. M. GS& by Dec. 11 4-Dec. 14 3-Dec. 15 2-Dec. 16 1-beyond Dec. 16	5-Mkt., Economic, Dev't./Operational Plan & Draft of the BDP submitted by Nov. 5 4-Nov. 6 3-Nov. 9 2-Nov. 10 1- Beyomd Nov. 10	5 -Financial Projection and Analysis Report submitted by Oct. 27 4-Oct. 28 3-Oct. 29 2-Oct. 30 1- Beyond Oct. 30	Description of Ratings for TIMELINESS	
	5-Approved upon 2-Approved by 2-Approved by 2-Approved by 2-Acted upon 2nd 2-Ind submission 4-GOO-AMS on or 2-Approved by 4-Boc. 25 2-5th 3-Dec. 27 2-Dec. 28 3-Dec. 29 3-Dec. 21 3-Dec. 29 3-Dec. 21 3-Dec. 21 3-Dec. 21 3-Dec. 22	Business Plan 5-Approved upon approved by ACOO- 2nd submission ANS by Dec. 27, 4-3rd 4-Dec. 28 1-Disapproved 1-Deyond Dec. 29 1-Deyond Dec. 29 1-Disapproved 1-Deyond Dec. 29 1-Descored 1-Deyond Dec. 29 1-Deyond Dec. 20 1-Deyond	Financial Projection 1st Hancial Projection 1st Analysis Report for Analysis Report of Analysis Report acted upon 1st submission Devic Offices by Oct. 3 - upon act submission 2- upon 4th submission 2- upon 3td submission 2- upon 4th	NINICATORS  NINICA

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

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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 QUAUITY	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 4-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 submission 3-upon 3rd submission 2-upon 4th submission 1-not endorsed		5- Memo endorsement to BAC endorsed by Nov. 23 4-Nôv. 24 3-Nov. 25 2-Nov. 26 1-Beyond Nov. 26	i- Memo Prepared Memo endorsement to endorsement to BAC SAC endorsed by for the processing of procurement on the appraisal of Assets thru Bidding submitted by Div Manager to DM L-Beyond Nov. 25 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
Core Function: Administrative Titling of Properties	Proposed Action Plan   5- Approved upon for Triling with 2nd submission recommended action 4- upon 3rd approved by ACOC- submission AMGT by Sept. 23, 3-4th submission acted upon 4th 2-5th submission submission 1- No submission	5- Approved upon 2nd submission 4- upon 3rd submission 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	5- Acted upon 2nd submission 4- upon 3rd submission 3- 4th submission 2- 5th submission 1- No submission		5-Verified & validated Action Plan for Titling approved & endorsed by Dept.M. to ACOO-AMS by Sept. 15 4-Sept. 16 3-Sept. 17 2-Sept. 18 1-beyond Sept.	Proposed Action Plan for titling 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 Po's for Titling 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: Profile and Briefer of TIEZA Assets					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 and less	5- Verified and 1 Memo Updat validated memo submitted to the updates 8 or less Division Manage days after between Nover submission by PO to December 3 3-10 2-11 1-12 or more days	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 out of time (with no other memo update submitted on time) 1-2 and below memo submitted out of time (with no other memo update submitted on time) 1-2 and below memo submitted out of time (with no other memo update out of time (with no other memo update out of time (with no other memo update submitted on time)	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

Date: Endorsed by:

MA, ZENAIDA R. QUIÑAHAN

Date: Approved by:

MA. EVELYNE A. FRANCISCO

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