



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

I, **DANILO M. ANOTA**, 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
JANUARY - JUNE 2020

[Signature]
DANILO M. ANOTA
 Ratee

Date: JANUARY 3, 2020

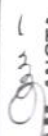

Reviewed by		Date	Approved by	Date		
<i>[Signature]</i> JOSE RAMON L. RAMOS Immediate Supervisor			<i>[Signature]</i> ATTY. MARIA TERESA C. ALVAREZ Head of Office			
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	RATING				Remarks
509: Develop a portfolio of Innovative customer centric products & services	Accurate monthly summary of collection & deposits report submitted to the Senior Corporate Accounts Analysts within the first 3 WDs of the succeeding month	Q1	E2	T3	A4	
	Accurate monthly report of accountability for accountable forms (O.R.s, player slip, order slip, food check, beverage check & hole in one stub) submitted to Senior Corporate Accounts within the first 3 WDs of the succeeding month.	5.000		4.750	4.875	
		5.000		4.750	4.875	
Remarks: No report for the month of April & May due to COVID 19 Pandemic (non operation due to lockdown)						
FINAL AVERAGE RATING						4.875



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Comments and Recommendations for Development Purposes

MRS. ANOTA IS A DETENDABLE SUPERVISOR. AVAILABLE WHEN NEEDED AND HAS GOOD SUPERVISORY SKILLS.

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 DANILO M. ANOTA (EMPLOYEE NAME)		I certify that I discussed my assessment of the performance with the employee.		 ATTY. MARIA TERESA C. ALVAREZ (DEPARTMENT HEAD NAME)	
		JOSE RAMON L. RAMOS (CIGC- RESIDENT MANAGER)			

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

OPERATIONS DEPARTMENT
 CLUB Intramuros Golf Course
 January to June 2020

SUCCESS INDICATOR	TIMELINESS	QUALITY
Accurate monthly summary of collection & deposits report submitted to the Senior Corporate Accounts Analysts within the first 3 WDs of the succeeding month (Proof: logbook with date when received by the SCAA, with quality remarks)	5- submitted within 1 working day 4- 2 WDs 3- 3 WDs 2- 4 WDs 1- 5 WDs	5 - 100% accurate 1 - with error
Accurate monthly report of accountability for accountable forms (O.R.s, player slip, order slip, food checks, beverage checks, hole in one stub) submitted to the Senior Corporate Accounts Analysts within the first 3 working days of the succeeding month	5- submitted within 1 working day 4- 2 WDs 3- 3 WDs 2- 4 WDs 1- 5 WDs	5 - 100% accurate 1 - with error