


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

I, **ADELFO A. MENDOZA III**, of the **OPERATIONS 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 2019


ADELFO A. MENDOZA III
 Ratee

Date: _____

Reviewed by	Date	Approved by	Date
 Atty. Maria Teresa C. Alvarez Manager, Operations Department		Jetro Nicolas F. Lozada ACOO, Asset Management Sector	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE OUTPUT 1 SO 7: Achieved Financial viability and sustainability of TIEZA Assets	Incurred Net Loss of not more than P660,000 before depreciation at the end of Dec 31, 2019	Incurred Net loss of P109,172.82 achieved by dec 31, 2019	5.00		5.00	5.000	
	Submitted respondents (customer Feedback Form) with summary, to the DM - OPED by 5th wday with 50% satisfaction rating	submitted 6 wday with 98.24% submitted 6 wday with 98.24%	5.00		2.83	3.91 +	



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Submitted 85% Smiley Images (summary) to the DM- OPED on the 5th working day of succeeding month	submitted 4th working day with 93.80%	5.00	3.667	4.334
Accurate Financial statement report, submitted to the DM - OPED on the 8th calendar days of succeeding month	submitted earlier than 7th wday with no error	5.00	4.833	4.917
Submitted Business plan	submitted Aug 8, 2019	5.00	5	5.000
FINAL AVERAGE RATING				4.638
Comments and Recommendations for Development Purposes				
Beer doing good and performing his job well as the PM of CIGC. Recommended for additional training in leadership and management				
Discussed with	Date	Assessed by	I certify that I discussed my assessment of the performance with the employee.	Date
ADELFO A. MENDOZA III		ATTY. MARIA TERESA C. ALVAREZ		

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

OPERATIONS DEPARTMENT
Club Intramuros Golf Course
RATING MATRIX
July - December 2019

SUCCESS INDICATOR	TIMELINESS	QUALITY
Reduced Net Loss by P660,000.00 before depreciation by the end of December 31, *2019	5 - achieved by December 31, 2019 1 - was not achieved by December 31, *2019	5 - Net Loss of P528,000.00 & below 4 - P594,000.00 - P527,999.99 3 - P660,000.00 - P593,999.99 2 - P660,000.01 - P726,000.00 1 - P726,000.01 and above
Summary of Customer Feedback Forms submitted monthly to the DM-OPED on the 5th WORKING day of the succeeding month Gathered a total score of 50% at the end of December 31, 2019	5 - submitted earlier than 4 WD 4 - submitted on the 4th working day 3 - submitted on the 5th working day 2 - submitted on the 6th working day 1 - submitted beyond 6th WD	5 - above 70% 4 - 61% - 70% 3 - 50% 2 - 40% - 49.99% 1 - below 40%
Summary of Emoticons submitted to the DM - OPED on the 5th WORKING day of the succeeding month Garnered a total score of 85% Smiley Images each month	5 - submitted earlier than 4 WD 4 - submitted on the 4th working day 3 - submitted on the 5th working day 2 - submitted on the 6th working day 1 - submitted beyond 6th WD	5 - above 91% Smiley Images 4 - 86.01% - 91% Smiley Images 3 - 85% - 86% Smiley Images 2 - 80% - 84.99% Smiley Images 1 - below 80% Smiley Images
Accurate Financial Statement Report, submitted to the DM on the 8th WORKING day of the succeeding month	5 - submitted earlier than 7 WD 4 - submitted on the 7th WD 3 - submitted on the 8th WD 2 - submitted on the 9th WD 1 - submitted beyond 9 WD	5 - 100% accurate 1 - with error
Submitted Business Plan for CY 2022 - 2023 to the DM-OPED by November *30, 2019	5 - submitted on or before Nov 15 '19 4 - on or before Novemveer 22 '19 3 - submitted on or before Nov 30 '19 2 - on or before December 6, 2019 1 - submitted beyond Dec 6, 2019	5 - approved upon 1st submission 4 - approved upon 2nd submission 3 - approved upon 3rd submission 2 - approved upon 4th submission 1 - for complete revision