



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

I, **RENATO P. MENIA**, of the **OPERATIONS DEPARTMENT, BANAUE HOTEL AND YOUTH HOSTEL**, 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 1 to December 31, 2020**

*Renia*  
**RENATO P. MENIA**  
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Date: **JANUARY 10, 2021**

Reviewed by <i>[Signature]</i>		Date	Approved by <i>[Signature]</i>	Date
SHERIDAN CLAIRE MANGALLAB-ABUL Sr. Corp. Accts. Analyst Immediate Supervisor		Jul. 10, 2020 C	MARLON S. PRIETO Resident Manager Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
STRATEGIC OBJECTIVE CORE  Output 1 Property Management	Issued Memorandum Receipts (PARE) to end-user within 3 Wdays after delivery with complete staff work	5	5	5	5		
Output 2 Employee Welfare Services	Payments and documents for remittance to NGA's and GOCC's (i.e. GSIS, Philhealth, etc.) submitted to and verified by SCAA within 7 Calendar Days of succeeding month with no error.	5.000		3.722	4.361		

LOGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
FINAL AVERAGE RATING						4.681	
Comments and Recommendations for Development Purposes							

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 <b>RENATO P. MENIA</b>		I certify that I discussed my assessment of the performance with the employee. 			
		<b>SHERIDAN CLAIRE MANGALLAB-ABUL</b>		 <b>MARLON S. PRIETO</b>	

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

**OPERATIONS DEPARTMENT**  
**BANAUE HOTEL & YOUTH HOSTEL**  
**RATING MATRICES FOR JULY - DECEMBER 2020**

INDIVIDUAL LEVEL				
SUCCESS INDICATOR	POISTION	TIMELINESS	EFFIENCIENCY	QUALITY
Issued Memorandum Receipts (PARE) to end-user within 3 Wdays after delivery with complete staff work	PROPCUST	5- issued within 1 Wday of delivery		5 - Complete staff work
		4- issued within 2 Wdays after delivery		4 - with 1 deficiency
		3- issued within 3 Wdays after delivery		3 - with 2 deficiencies
		2 - issued within 4 Wdays after delivery		2 - with 3 deficiencies
		1 - issued beyond 4 Wdays after delivery		1 - with 4 or more deficiencies
Payments and documents for remittance to NGA's and GOCC's (i.e. GSIS, Philhealth, etc.) submitted to and verified by SCAA within 7 Calendar Days of succeeding month, with no error.	PROPCUST	5- within 5 CDays of the succeeding month		5 - no error
		4- within 6 CDays of the succeeding month		4 - 1 error
		3- within 7 CDays of the succeeding month		3 - 2 errors
		2- within 8 CDays of the succeeding month		2 - 3 errors
		1- within 9 CDays of the succeeding month		1 - 4 or more errors