





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

I, EVA MARIE M. VICEDO, of the BUSINESS DEVELOPMENT DEPARTMENT, Sales Division,
 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

EVA MARIE M. VICEDO

Ratee

Date: _____

Reviewed by		Date	Approved by	Date
				
MA. EVELYNE A. FRANCISCO			JETRO NICOLAS F. LOZADA	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
STRATEGIC OBJECTIVE SO4 : Achieved Financial Viability and Sustainability of TIEZA Assets CORE SUPPORT FUNCTION	Contributed the amount of P12.18M to P16.24M in the overall revenue of TIEZA Operating Properties by December 13, 2019	Actual contribution amounted to P 12.088M by Decemembr 13, 2019		2.000	3.000	2.500	
	Quarterly Accomplishment Report acted upon 3rd submission by the DM and signed within 5 WD	Acted upon 2nd submission signed within 1 day	4.000		5.000	4.500	
	Sponsorship/Financial Assistance request acted upon by the DM within 3 WD upon submission and signed within 5-6 WD	Acted upon 2nd submission signed within 1 day	4.000		5.000	4.500	
	Marketing Plans of Banaue Hotel, Balicasag Island Dive Resort, Gardens of Malasag Eco-Tourism Village, Club Intramuros Golf, Rizal's Bagumbayan Light and Sound Museum, Zamboanga Golf Course acted upon by the DM on 2nd submission and signed within 5-6 WD	Acted upon 2nd submission; signed within 5 days	4.000		4.000	4.000	



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

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE SUPPORT FUNCTION	Designed / Laid Out collateral, marketing and promotional materials for both operating and non-operating properties of TIEZA acted upon 2nd by the DM and signed within 7 WD	Acted upon 2nd submission; signed within 5 days	4,000		4,000	4,000	
	Video/Photo coverage and documentation of TIEZA, Travel, and Tourism related events/functions accepted and approved by the DM with 3 editing within 3 WDs upon submission	Accepted 2nd edited material and endorsed to DM within 1 WD from submission	4,000		5,000	4,500	
	Promotional Booth/Stage and venue set-ups implemented in sponsored events of various tourism related functions participated in by TIEZA acted upon by the DM on 2nd submission and signed within 7 WD	Acted upon 2nd submission; signed within 5 days	4,000		4,000	4,000	
	Prepared Sales Financial and Production reports of various operating properties acted upon by the DM 7 WD from 7 WD from submission	Acted upon 2nd submission signed within 1 day	4,000		5,000	4,500	
	Prepare and monitor the division budget for 2019 acted upon 3rd submission by the DM and signed w/in 5-6 5-6 WD from submission	Acted upon 2nd submission signed within 1 day	4,000		5,000	4,500	
FINAL AVERAGE RATING	Inputed Market Data of TIEZA operating entities for three (3) quarters of 2019, acted upon by the DM upon 3rd submission and inputted w/in 15 WD from receipt of data	Acted upon 2nd submission and submitted within 12 WD from receipt of data	4,000		4,000	4,000	
			40,000	2,000	44,000	4,300	



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

Individual Performance Commitment and Review (IPCR)

Comments and Recommendations for Development Purposes				
Discussed with	Date	Assessed by	Date	Final Ranking by
<i>Ma. Vicdo continues to expand and hone her networking skills and friendly relations in the travel trade and dine sector to gain more confidence and competence in management and leadership. It is recommended that Ma. Vicdo develop an attitude of commitment and accountability in the overall supervision of the Division's deliverables as well as supervision of the staff's accomplishments.</i>				
		I certify that I discussed my assessment of the performance with the employee.		
<i>Eva</i> EVA MARIE M. VICEDO		<i>MA. EVELYNE A. FRANCISCO</i> MA. EVELYNE A. FRANCISCO		<i>Jetro</i> JETRO NICOLAS F. LOYADA

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

[illegible]



MEMORANDUM

FOR : THE MANAGER – ADMINISTRATIVE SERVICES DEPARTMENT
FROM : BUSINESS DEVELOPMENT DEPARTMENT
SUBJECT : CERTIFICATE OF PERFORMANCE

This certify that Ms. EVA MARIE M. VICEDO has timely completed the following tasks for the period July – December 2019:

1. Acted upon and submitted to the Department Manager – Assets Management Sector the following sponsorship / financial request of various proponents to wit:

1. 8th Travel Madness Expo
2. 2nd Surigao International Dragon Boat Summer fest
3. 6th International Travel Festival (ITF) 2019
4. 23rd PTAA Lakbay Pilipinas 2019 – Table Top
5. Seafarer Family International Congress
6. Philippine International Dive Expo 2019
7. 3rd Dunggog Festival 2019
8. 10th Kalagan Culinary Show
9. Tara na sa Norte – Clark
10. 18th Angot Festival 2019
11. Association of Government Internal Auditors (AGIA) Inc.
12. AFBCA – Philippine Mice
13. PATA – Pinoy Chika – 5th Edition
14. 2nd Tourism B2B Northern Luzon
15. 5th Virtus Awards 2019
16. Kabisig Philippine Government Expo
17. Central Luzon Expo 2019
18. Lunad sa Balod 2019
19. 40th Camiguin Lanzones Festival
20. 23rd Kumbira 2019 (COHARA)
21. 5th Indian Independence Day Friendship Golf Tournament
22. 30th Philippine Travel Mart
23. Kasalan at Kotilyon 2019
24. 35th Bonok-Bonok Festival
25. Travel Business Exchange (TBEX) Pilipinas 2019

26. 17th Lanuza Surfing Festival 2019
27. 2nd Madrid Eco-Surfing Competition 2019
28. 1st Surf in the City Festival 2019
29. Adventure Philippines, Inc. Philippine Loop Adventure Tour
30. Philippine Halal Trade and Tourism Expo 2019
31. Philippine Association of Landscape Architects - IFLA
32. Western Visayas International Travel Expo

II. Submitted the following Accomplishment Report
(Division Performance Report and DOT Required Report)

1. 3rd Quarter Accomplishment Report
2. 4th Quarter Accomplishment Report

For the ASD's reference as attachment to the IPCR.

Attested true and correct.

M. Evelyn A. Francisco
M. EVELYN A. FRANCISCO