





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

I, JOSE RAMON L. RAMOS, 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

JOSE RAMON L. RAMOS

Ratee

Date: \_\_\_\_\_

Reviewed by	Date	Approved by	Date
			
EVA MARIE M. VICEDO		MA. EVELYNE A. FRANCISCO	

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 by the DM 7 wd from submission	Acted upon 2nd submission; signed within 3 days	4.000		5.000	4.500	
	Marketing Plan of Club Intramuros Golf Course acted upon by the DivM 7 WD after submission	Acted upon 2nd submission; signed within 3 days	4.000		4.000	4.000	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE SUPPORT FUNCTION	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 7 WD from submission	Acted upon 2nd submission; signed within 3 days	4.000		5.000	4.500	
FINAL AVERAGE RATING			4.000		4.667	4.333	
Comments and Recommendations for Development Purposes							

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the employee.			
JOSE RAMON L. RAMOS					
		EVA MARIE M. VICEDO		IRMA EVELYNE A. FRANCISCO	

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

# BUSINESS DEVELOPMENT DEPARTMENT RATING MATRIX

SALES DIVISION

JULY - DECEMBER 2019

JOSE RAMON RAMOS

INDIVIDUAL LEVEL					
STRATEGIC OBJECTIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	CORE FUNCTION
CORE FUNCTION	Design / Lay out collateral , marketing and promotional materials for both operating and non-operating properties of TIEZA acted upon 3rd submission by the DM and signed within 7 WD from submission	5 - Upon 1st submission		5 Less than 4 WD upon submission	CORE FUNCTION
		4 - Upon 2nd submission		4-acted upon 5-6 WD from submission	
		3 - Upon 3rd submission		3-acted upon 7 WD from submission	
		2 - Upon 4th submission		2-acted upon 8-9 WD from submission	
		1 - Disapproval		1-more than 10WD from submission	
CORE FUNCTION	Implementation of Promotional Booth/Stage and venue set-ups in sponsored events of various tourism related functions participated in by TIEZA approved by the DivM upon 3rd submission and signed within 7 WD	5 - Accepted upon 1st submission		5 Signed less than 4 WD upon submission	CORE FUNCTION
		4 - Upon 2nd submission		4-acted upon 5-6 WD from submission	
		3 - Upon 3rd submission		3-acted upon 7 WD from submission	
		2 - Upon 4th submission		2-acted upon 8-9 WD from submission	
		1 - Disapproval		1-more than 10WD from submission	
CORE FUNCTIONS	Marketing Plan of Club Intramuros Golf Course acted upon by the DivM 7 WD from submission	5 - Upon 1st submission		5 Less than 4 WD upon submission	CORE FUNCTIONS
		4 - Upon 2nd submission		4-acted upon 5-6 WD from submission	
		3 - Upon 3rd submission		3-acted upon 7 WD from submission	
		2 - Upon 4th submission		2-acted upon 8-9 WD from submission	
		1 - Disapproval		1-more than 10WD from submission	