

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

## I, EDEN V. SALAAN, of the OPERATIONS DEPARTMENT, GARDENS OF MALASAG ECO TOURISM VILLAGE,

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 to June 30, 2021

EDEN V. SALAAN Ratee

Reviewed by		Date	Approved by					Date
MA. CARMELA LV. MARQUEZ Resident Manager	/. MARQUEZ		ATTY. MARIA TERESA C. ALVAREZ  Manager- Operations Department	RESA C. A	ALVARE	*		
Immediate Supervisor	pervisor		Head	Head of Office	7			
				0				
STRATEGIC OBJECTIVES/				10 × 10 × 10 × 10 × 10 × 10 × 10 × 10 ×	RATING	NG		
FUNCTIONS	SUCCESS INDICATOR	VIOR	Actual Accomplishments	QI	23	13	A4	Remarks
STRATEGIC OBJECTIVE Output 1 SO9: Develop a portfolio of	Schedule of work assignment for GMETV personnel prepared and submitted every 10th and 25th of the month with 2	nt for GMETV omitted every vith 2	Submitted earlier than 9th and 24th of the month			5.000		
innovative, customer-centric tourism products and services	COHECHOIS/IEVISIONS			5.000			5.000	
	Updates on Covid 19 quarantine patients at		Submitted every last Tuesday					
	GMETV submitted to the RM every last Wednesday of the month	every last	of the month			4.500 4.500	4.500	
	Renewals of permits and licenses related to		Renewed 4 days prior to					
	GMETV operation renewed 2 days prior to expiration		expiration			5.000		
	Renewed without penalty		Renewed without penalty	5.000			5.000	

THE R P. LEWIS CO., LANSING, MICH.	(DEPARTMENT HEAD NAME)	(DEP	(DÎVISION HEAD NAME)	ועוֹם)	(EMPLOYEE NAME)
ATTY. MARIA TERESA C. ALVAREZ	ARIA TERE	ATTY. M	MA. ÇARMELA LV. MARQUEZ	MA. ÇA	EDEN V. SALAAN
rando	manhans		1		Com
			scussed my the the	assessment of the performance with the employee.	
Date		Final Ranking by	Date Fi	Assessed by	Discussed with Date
relationships with co-workers. More to her job.	8 - 8	ight so with	tains harmonious relation purposes related to her	relopment Purposes liability in her work. Main- mmended for development	Comments and Recommendations for Development Purposes  Demonstrates accuracy and reliability in her work. Maintains harmonious relationship webinars recommended for development purposes related to her job.
4.594					FINAL AVERAGE RATING
3.875	4.000	3.750	sion	documents submitted to the Resident Manager 2 days prior to due date Accepted by the RM upon 2nd revision	
			Submitted 3 days prior to	Required memorandum, reports, or other	CORE Output 1 Entity operation and Required

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

## **OPERATIONS DEPARTMENT**

## GARDENS OF MALASAG ECO TOURISM VILLAGE

RATING MATRICES INDIVIDUAL LEVEL EDEN V. SALAAN

SUCCESS INDICATOR	POSITION	TIMELINESS	QUALITY
Schedule of work assignment for GMETV personnel prepared and submitted every 10th and 25th of the month with 2 corrections/revisions.	HROO	5 - submitted earlier than 9th and 24th 4 - submitted every 9th and 24th 3 - submitted every 10th and 25th 2 - submitted every 11th and 26th 1 - submitted beyond 11th and 26th	5 - without correction/revision 4 - 1 correction/revision 3 - 2 corrections/revisions 2 - 3 corrections/revisions 1 - more than 3 corrections/revisions
Updates on Covid 19 quarantine patients at GMETV submitted to the RM every last Wednesday of the month.	HROO	5 - submitted earlier than Tuesday 4 - submitted every last Tuesday 3 - submitted every last Wednesday 2 - submitted every last Thursday 1 - submitted beyond Thursday	
Renewals of permits and licenses related to GMETV operation renewed 2 days prior to expiration.  Renewed without penalty	HROO.	5 - renewed 4 days prior to expiration 4 - renewed 3 days prior to expiration 3 - renewed 2 days prior to expiration 2 - renewed 1 day prior to expiration 1 - renewed on or beyond expiration date	5 - renewed without penalty  1 - renewed with penalty
Required memorandum, reports or other documents submitted to the Resident Manager 2 days prior to due date.  Accepted by the RM upon 2nd	HROO	5 - submitted 4 days prior to due date 4 - submitted 3 days prior to due date 3 - submitted 2 days prior to due date 2 - submitted 1 day prior to due date 1 - submitted on or beyond due date	5 - 20 control w/o rovitsion
Tevision		-	5 - accepted w/o revision 4 - accepted upon 1st revision 3 - accepted upon 2nd revision 2 - accepted upon 3rd revision 1 - for complete revision of the plan