



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Office Performance Commitment and Review (OPCR)

I, **MA. EVELYNE A. FRANCISCO**, Manager of the **BUSINESS DEVELOPMENT 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 **January - June 2021**.

Approved by:

JETRO NICOLAS FLOZADA
ACOO-Assets Management Sector

MA. EVELYNE A. FRANCISCO
Manager, Business Development Department
Date: _____

Rating Scale: 5 - Outstanding 2 - Unsatisfactory
 4 - Very Satisfactory 1 - Poor
 3 - Satisfactory

STRATEGIC OBJECTIVES/FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				REMARKS
					Q1	E2	T3	A4	
SO 4: Achieved Financial Viability and Sustainability of TIEZA Assets	Sales contribution of P1.259 to P1.679M in the Gross Revenue of TIEZA Operating Entities (with accommodation) by June 11, 2021		Sales Division						
CORE Functions: Entities' Promotions Program	1. Approval of Participation and Sponsorship in Tourism / Travel Trade / Corporate Events acted upon by the ACOO within 3rd submission and signed within 3 working days		Sales Division						
CORE Function: Formulation of TIEZA Protected Areas for Development & Sustainability Program	2. Project Concept Note (PCN) approved by ACOO for AMS by June 28, upon 4th submission		Business Research and Development Division (BRDD)						

CORPORATE PLANNING DEPARTMENT

RECEIVED

By:
Date: 21/12
Time: 9:00



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Office Performance Commitment and Review (OPCR)

STRATEGIC OBJECTIVES / FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				REMARKS
					Q1	E2	T3	A4	
CORE Function: Appraisal of TIEZA Assets	3. Terms of Reference (TOR) for Appraisal approved by ACOO-AMS by Feb. 7, acted upon 4th submission		Business Research and Development Division (BRDD)						
CORE Function: Approval of Masterplan	4. Complete Staff Work (CSW) for Master plan approved by ACOO for AMS by March 24, acted upon 4th submission 5. Presentation of Masterplan to the Board approved by ACOO for AMS by June 28, acted upon 4th submission		Business Research and Development Division (BRDD)						
CORE Function: Administrative Titling of Properties	6. Proposed Action Plan for Titling with recommended action approved by ACOO-AMS by Feb. 15, acted upon 4th submission		Business Research and Development Division (BRDD)						



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CATEGORY	RATING			
	Q1	E2	T3	A4
Strategic Objective SO 4: Achieved Financial Viability and Sustainability of THEZA Assets Sales contribution of P1.259 to P1.67M in the Gross Revenue of THEZA Operating Entities (with accommodation) by June 11, 2021.				
Core Function 1. Approval of Participation and Sponsorship in Tourism / Travel Trade / Corporate Events acted upon upon by the ACOO within 3rd submission and signed within 3 working days. 2. Project Concept Note (PCN) approved by ACOO for AMS by June 28, upon 4th submission. 3. Terms of Reference (TOR) for Appraisal approved by ACOO-AMS by Feb. 7, acted upon 4th submission. 4. Complete Staff Work (CSW) for Masterplan approved by ACOO for AMS by March 24, acted upon 4th submission. 5. Presentation of Masterplan to the Board approved by ACOO for AMS by June 28, acted upon 4th submission. 6. Proposed Action Plan for Tiling with recommended action approved by ACOO-AMS by Feb. 15, acted upon 4th submission				
Total Overall Rating				
Final Average Rating				
Adjectival Rating				

Assessed by:		Final Rating by:
FRANCIS RANDY J. HORTELANO Manager, Corporate Planning Department	ATTY. JOY M. BULAUITAN Chairperson, Performance Management Team	MARK T. LAPID Chief Operating Officer

BUSINESS DEVELOPMENT DEPARTMENT RATING MATRIX
SALES DIVISION (JANUARY - JUNE 2021)

		DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
STRATEGIC OBJECTIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	
SO 4 Achieved Financial Viability and Sustainability of TIEZA Assets	Sales contribution of P1.259 to P1.679M in the Gross Revenue of TIEZA Operating Entities (with accommodation) by June 11, 2021		5 - above P1.679M	5 - by May 28, 2021	Sales contribution of P1.259 to P1.679M in the Gross Revenue of TIEZA Operating Entities (with accommodation) by June 11, 2021		5 - above P1.679M	5 - by May 28, 2021	Contribution of P0.944M to P1.259M in the Gross Revenue of TIEZA Operating Entities by June 11, 2021 through countersales/FIT bookings		5 - above P1.259M	5 - by May 28, 2021	
			4 - above P1.259M to P1.679M	4 - by June 4, 2021			4 - above P1.259M to P1.679M	4 - by June 4, 2021			4 - above P0.944M to P1.259M	4 - by June 4, 2021	
			3 - P1.259M	3 - by June 11, 2021			3 - P1.259M	3 - by June 11, 2021			3 - P 0.944M	3 - by June 11, 2021	
			2 below P1.259M	2 - by June 18, 2021			2 below P1.259M	2 - by June 18, 2021			2 - below P0.944M	2 - by June 18, 2021	
			1 - below P0.944M	1 - on June 25, 2021			1 - below P0.944M	1 - on June 25, 2021			1 - below P0.708M	1 - on June 25, 2021	

		DEPARTMENT LEVEL			DIVISION LEVEL			INDIVIDUAL LEVEL				
STRATEGIC OBJECTIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
CORE FUNCTIONS: Entities' Promotions Program	Approval of Participation and Sponsorship in Tourism/Travel Trade/Corporate Events acted upon by the ACOO with submission and signed within 3 WD	5 - Acted upon by the 1st submission		5 - Signed within 1 day	Approval Participation and Sponsorship in Tourism/Travel Trade/Corporate Events acted upon by the DM with within 3rd submission and signed within 3 WD	5 - Acted upon by the 1st submission		5 - Signed within 1 day	Approval Participation and Sponsorship in Tourism/Travel Trade/Corporate Events acted upon by the DM with within 3rd submission and signed within 3 WD	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1 WD
		4 - Upon 2nd submission		4-within 2 days		4 - Upon 2nd submission		4-within 2 days		4 - Acted upon 2nd submission		4-within 2-3 WD
		3 - Upon 3rd submission		3-within 3 days		3 - Upon 3rd submission		3-within 3 days		3 - Acted upon 3rd submission		3-within 4-5 WD
		upon 2nd submission		2-within 4 days		2 - Upon 4th submission		2-within 4 days		2 - Acted upon 4th submission		2-within 6-7 WD
		1 - Disapproval		1-more than 4 days		1 - Disapproval		1-more than 4 days		1 - Disapproval		1-more than 7 WD
CORE FUNCTIONS:					Sales Reports submitted to DM every 3rd Wed. of the following month & acted upon 3rd submission	5 - Acted upon by the DM upon 1st submission		5 - Submitted every 3rd Monday of the following month	Sales Reports submitted to Div. M. every 2nd Wed. of the following month & acted upon 3rd submission	5 - Acted upon by the DM upon 1st submission		5 - Submitted every 2nd Monday of the following month
		4 - Acted upon 2nd submission		4-Tuesday		4 - Acted upon 2nd submission		4-Tuesday/1 day after Mon				
		3 - Acted upon 3rd submission		3-Wednesday		3 - Acted upon 3rd submission		3-Wednesday/2 days after Mon				
		2 - Acted upon 4th submission		2 - Thursday		2 - Acted upon 4th submission		2 - Thursday				
		1 - No submission		1-Friday or beyond		1 - No submission		1-Friday or beyond				
CORE FUNCTIONS					Prepared and monitored the division budget for 2021 acted upon by the DM 5-6 WD from submission	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1-2 WD	Prepared and monitored the division budget for 2020 acted upon by the DM 5-6 WD from submission	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1-2 WD
		4 - Acted upon 2nd submission		4-within 4-3 WD		4 - Acted upon 2nd submission		4-within 4-3 WD				
		3 - Acted upon 3rd submission		3-within 5-6 WD		3 - Acted upon 3rd submission		3-within 5-6 WD				
		2 - Acted upon 4th submission		2-within 6-7 WD		2 - Acted upon 4th submission		2-within 6-7 WD				
		1 - Disapproval		1-more than 7 WD		1 - Disapproval		1-more than 7 WD				

STRATEGIC OBJECTIVE	DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
CORE FUNCTIONS					Video/Photo coverage and documentation of TIEZA, Travel and Tourism related events / functions accepted by the DM w/in 3 WDs upon submission, w/ 3 editing	5 - acted upon by the DM upon 1st editing		5 - submitted w/in 1 WD from date of coverage	Video/Photo coverage and documentation of TIEZA, Travel and Tourism related events / functions accepted and approved by the DivM w/in 3 WDs upon submission, w/ 3 editing	5 - acted upon by the DivM upon 1st editing		5 - submitted w/in 1 WD from date of coverage
						4 - with 2 editing		4 - within 2 WD from coverage	4 - with 2 editing			4 - within 2 WD from coverage
						3 - with 3 editing		3 - within 3 WD from coverage	3 - with 3 editing			3 - within 3 WD from coverage
						2 - with 4 editing		2 - within 4 WD from coverage	2 - with 4 editing			2 - within 4 WD from coverage
						1 - more than 4 editing		1 - beyond 5 days	1 - more than 4 editing			1 - beyond 5 days
CORE FUNCTIONS					Evaluate and recommend 2021-2022 room rates of TIEZA operating properties, acted upon by the DM and signed within 5-6 WD	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1-2 WD	Evaluate and recommend 2020-2021 room rates of TIEZA operating properties, acted upon by the DivM and signed within 5-6 WD	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1-2 WD
						4 - Acted upon 2nd submission		4 - within 4-3 WD		4 - Acted upon 2nd submission		4 - within 4-3 WD
						3 - Acted upon 3rd submission		3 - within 5-6 WD		3 - Acted upon 3rd submission		3 - within 5-6 WD
						2 - Acted upon 4th submission		2 - within 6-7 WD		2 - Acted upon 4th submission		2 - within 6-7 WD
						1 - Disapproval		1 - more than 7 WD		1 - Disapproval		1 - more than 7 WD

Endorsed by :


EVA MARIE M. VICEDO

Date :

Approved by :


AAA EVELYNNE A. FRANCISCO

Date :



BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 1st Semester 2021

DEPARTMENT LEVEL													DIVISION LEVEL				INDIVIDUAL LEVEL			
STRATEGIC INITIATIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS								
Formulation of TIEZA Protected Areas for Development & Sustainability Program	Project Concept Note (PCN) approved by ACCO for AMS by June 28, upon 4th submission	5- Approved upon 2nd submission 4-3rd 3-4th 2-5th 1-Disapproved		5- Approved by ACCO for AMS by June 24 4- June 25 3- June 28 2- June 29 1- June 30	Verified & validated Draft of PCN submitted to the Dept. Mgr. & endorsed to ACCO for AMS by June 18, acted upon 3rd submission	5-Acted upon 1st submission 4-2nd 3-3rd 2-4th 1-No submission		5- Research Work and Draft Project Concept Note submitted to Dept. M. by June 14 4- June 16 3-June 18 2-June 21 1-June 22	Research Work conducted and Draft Project Concept Note (PCN) submitted to Div. Manager by June 7, recommended to DM upon 4th submission	5-Research Work and Draft PCN recommended upon 2nd submission 4-3rd 3-4th 2-5th 1-No submission		5- Research Work and Draft Project Concept Note submitted to Div Manager by June 1 4- June 3 3-June 7 2-June 9 1-June 11								
	TOR for Appraisal approved by ACCO-AMS by Feb. 7, acted upon 4th submission	5- Approved upon 2nd submission 4-3rd 3-4th 2-5th 1-Disapproved		5- Approved by ACCO for AMS by Feb. 12 4- Feb. 15 3- Feb. 17 2- Feb. 19 1- Beyond Feb. 19	Verified & validated TOR submitted to the Dept. Mgr. & endorsed to ACCO for AMS by Feb. 8, acted upon 3rd submission	5-Acted upon 1st submission 4-2nd 3-3rd 2-4th 1-No submission		5- Prepared TOR submitted to Dept. Manager & endorsed to ACCO for AMS by Feb. 3 4- Feb. 5 3-Feb. 8 2-Feb. 10 1-beyond Feb. 10	Prepared one (1) TOR for Appraisal of Eight (8) Properties submitted to Div. Manager by Jan. 29, acted upon 3rd submission	5-submitted TOR acted upon 1st submission 4-2nd 3-3rd 2-4th 1-No submission		5- TOR submitted to Div Manager by Jan. 25 4- Jan. 27 3-Jan. 29 2-Feb. 1 1-Beyond Feb. 1								
Appraisal of TIEZA Assets																				
Core Function: Formulation of Business Plan					Verified & validated PSAR for Business Plan endorsed to the Dept. Mgr. by June 28, acted upon 3rd submission	5-Acted upon 1st submission 4-2nd 3-3rd 2-4th 1-No submission		5- PSAR submitted by June 23 4- June 25 3-June 28 2-June 30 1-Beyond June 30	Profile & Situational Analysis Report (PSAR) for Business Plan submitted to Div. Manager by June 17, acted upon 3rd submission	5-PSAR acted upon 1st submission 4-2nd 3-3rd 2-4th 1- No submission		5- PSAR submitted by June 15 4-June 16 3-June 17 2-June 18 1- June 21								
									Research Work conducted for Business Plan of TIEZA Property submitted to Div. Manager by June 7, acted upon 3rd submission	5- Research Work acted upon 1st submission 4-2nd 3-3rd 2-4th 1- No submission		5- Research Work submitted to Div Manager by June 1 4- June 3 3-June 7 2-June 9 1-beyond June 9								



BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 1st Semester 2021

DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
STRATEGIC OBJECTIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY
Core Function: Formulation of Business Plan									Environmental & Social Analysis Report for Business Plan submitted Bus. Dev't Officer by June 25, acted upon 3rd submission	5- E & SA Report acted upon 1st submission 4- 2nd 3- 3rd 2- 4th 1- No submission	5- E & SA Report submitted by June 23 4- June 24 3- June 25 2- June 28 1- June 29
									Draft Complete Staff Work (CSW) submitted to Bus. Dev't Chief for evaluation by Feb. 17 and recommended to Div. Manager upon 4th revision	5- Recommended upon 2nd revision to Bus. Dev't Chief for evaluation by Feb. 17 3- 4th revision 2- 5th revision 1- Beyond 5th revision	5- Submitted to Bus. Dev't Chief by Feb. 15 4- Feb. - 16 3- Feb. - 17 2- Feb. 18 1- Beyond Feb. 18
	CSW for Masterplan approved by ACOO for AMS by March 24, acted upon 4th submission	5- Approved upon 2nd submission 4- 3rd 3- 4th 2- 5th 1- No submission		5- Approved by ACOO-AMS by March 19 4- March 22 3- March 24 2- March 26 1- Beyond March 26	Verified & validated CSW for Masterplan submitted to the Dept. Manager & endorsed to ACOO for AMS by March 15, acted upon 3rd submission	5- Acted upon 1st submission 4- 2nd 3- 3rd 2- 4th 1- No submission		5- CSW for masterplan submitted to Dept. Manager & endorsed to ACOO for AMS by March 10 4- March 12 3- March 15 2- March 17 1- Beyond March 17	Evaluated Complete Staff Work (CSW) for Masterplan submitted to Div. Manager by March 5, acted upon 3rd submission	5- CSW acted upon 1st submission 4- 2nd 3- 3rd 2- 4th 1- No submission	5- CSW requesting approval of Masterplan budget submitted by March 1 4- March 3 3- March 5 2- March 8 1- Beyond March 8
Approval of Masterplan											
	Presentation of Masterplan to the Board approved by ACOO for AMS by June 28, acted upon 4th submission	5- Approved upon 2nd submission 4- 3rd 3- 4th 2- 5th 1- No submission		5- Approved by ACOO-AMS by June 24 4- June 25 3- June 28 2- June 29 1- Beyond June 29	Verified & validated Presentation of Masterplan to the Board submitted to the Dept. M. & endorsed to ACOO-AMS by June 21, acted upon 3rd submission	5- Acted upon 1st submission 4- 2nd 3- 3rd 2- 4th 1- No submission		5- Presentation of Masterplan to the Board submitted to Dept. M. & endorsed to ACOO for AMS by June 16 4- June 18 3- June 21 2- June 23 1- Beyond June 23	Prepared Presentation of Masterplan to the Board submitted to Div. Manager by June 11, acted upon 3rd submission	5- Presentation of Masterplan to the Board acted upon 1st submission 4- 2nd 3- 3rd 2- 4th 1- No submission	5- Presentation of Masterplan to the Board submitted to Div. Manager by June 7 4- June 9 3- June 11 2- June 14 1- Beyond June 14



BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 1st Semester 2021

DEPARTMENT LEVEL					DIVISION LEVEL				INDIVIDUAL LEVEL			
STRATEGIC OBJECTIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
Core Function: Administrative Titling of Properties	Proposed Action Plan for Titling with recommended action approved by ACCO-AMS by Feb 15, acted upon 4th submission	5- Approved upon 2nd submission 4- upon 3rd submission 3 - 4th submission 2 - 5th submission 1 - No submission		5-Approved by ACCO-AMS by Feb 10 4-Feb 12 3-Feb 15 2-Feb 17 1 beyond Feb 17	Verified & validated action plan for titling with recommended action for approval & endorsed by Dept.M, to ACCO-AMS by Feb 5, acted upon 4th submission	5- Acted upon 2nd submission 4- upon 3rd submission 3 - 4th submission 2 - 5th submission 1 - No submission		5-Approved & endorsed by Dept.M, to ACCO-AMS by Feb 1 4-Feb 3 3-Feb 5 2-Feb 8 1-beyond Feb 8	Proposed Action Plan for titling with recommended action submitted to Division Manager & endorsed to Department Manager by Jan 28, acted upon 4th submission	5- Acted upon 2nd submission 4- upon 3rd submission 3 - 4th submission 2 - 5th submission 1 - No submission		5-Proposed Action Plan for Titling submitted to Div.M, & endorsed to Dept.M, by Jan 26 4-Jan 27 3-Jan 28 2-Jan 29 1-beyond Jan 29
					Four (4) Verified and Validated Memo Update on Issue Base Briefer From Project Officers endorsed to Dept. Mgr. 7 days after the end of the quarter		5- 6 Memo Update on Issue Base Briefer submitted to DM on time 4- 5 Memo Updates submitted on time 3- 4 Memo Updates submitted on time 2- 3 Memo Updates submitted on time 1- 2 or less Memo Updates submitted on time	5- Submitted 5 days after the end of the quarter 4- 6 days after end of the quarter 3 - 7 days after end of the quarter 2- 8 days after end of the quarter 1- beyond 8 days after end of the quarter	Memo Update on Issue Base Briefer of TIEZA Assets submitted to Division Manager 5 days after the end of any quarter, with 1 report submitted on time		5- 3 or more Memo Updates on Issue Base Briefer submitted on time 4- 2 Memo Updates submitted on time 3- 1 Memo Update submitted on time 2- 3 or more memo Updates submitted out of time (with no other Memo Update submitted on time)	5- Submitted 3 days after the end of any quarter 4- 4 days after end of any quarter 3 - 5 days after end of any quarter 2- 6 days after end of any quarter 1 - beyond 6 days after end of any quarter
Core Function: Profile and Briefer of TIEZA Assets												



BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 1st Semester 2021

DEPARTMENT LEVEL					DIVISION LEVEL				INDIVIDUAL LEVEL			
STRATEGIC OBJECTIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
											1- 2 and below memo Update submitted out of time (with no other Memo upde submitted on time)	

Endorsed by: M.A. ZENaida R. QUINAHAN
Date: _____

Approved by: MARCELO A. FRANCISCO
Date: _____