





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

I, ARCELL DOLOROSA C. QUIJADA, 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 2021.

ARCELL DOLOROSA C. QUIJADA

Ratee


Date: October 9, 2021

Reviewed by	Date	Approved by	Date				
<div></div> <div>MA. CARMELA LV. MARQUEZ</div> <div>Immediate Supervisor</div>	10/09/2021	<div></div> <div>ATTY. MARIA TERESA C. ALVAREZ</div> <div>Head of Office</div>					
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
STRATEGIC OBJECTIVE SO 4: Achieved Financial viability and sustainability of TIEZA assets	Accurate Financial Statement Report submitted to RM within 6WDS of the succeeding month No error	Submitted within 6 WDS, No error	5.000		3.333	4.166	
CORE FUNCTION	Accurate Monthly Fund Requirements submitted to the RM within 6 working days of the succeeding month (ie. Within 2 WD after the submission of the FS upon receipt of the necessary documents. No error	Submitted within 6 WDS, No error	5.000		3.167	4.084	

	Accurate VAT Declaration submitted to the FSD within 6 working days of the succeeding month. no error. Monthly remittance to BIR of withholding taxes on the 10th day of the month, no error.	Submitted within 6 WDs, no error. Submitted within 10TH of the month, no error.	5.000		3.167	4.084	
FINAL AVERAGE RATING							4.271

Comments and Recommendations for Development Purposes

Good working, reliable, can work under pressure. recommend for more patrimonial weaknesses related to the job.

Discussed with	Date	Assessed by I certify that I discussed my assessment of the performance with the employee.	Date	Final Ranking by	Date
	10/09/2021				
ARCELE DOLOROSA C. QUIJADA (EMPLOYEE NAME)		MA. CARMELA LV. MARQUEZ (DIVISION HEAD NAME)		ATTY. MARIA TERESA C. ALVAREZ (DEPARTMENT HEAD NAME)	10/28

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

OPERATION DEPARTMENT
GARDENS OF MALSAG ECO-TOURISM VILLAGE
RATING MATRIX - SR. CORPORATE ACCOUNTS ANALYST
JANUARY - JUNE 2021

SUCCESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
Financial statement submitted to OPED within 6WDS of the succeeding month, no error.	SR. CORPROATE ACCOUNTS ANALYST	5 - submitted within 4 wds 4 - submitted within 5 wds 3 - submitted within 6 wds 2 - submitted within 7 wds 1 - submitted beyond 7 wds		5 - no error 1 - with error
TOF for the month submitted to OPED within 6WDS of the succeeding month, no error.	SR. CORPROATE ACCOUNTS ANALYST	5 - submitted within 4 wds 4 - submitted within 5 wds 3 - submitted within 6 wds 2 - submitted within 7 wds 1 - submitted beyond 7 wds		5 - no error 1 - with error
Monthly VAT Declaration submitted to FSD, 6 wds after FS monthly submission no error.	SR. CORPROATE ACCOUNTS ANALYST	5 - submitted within 4 wds 4 - submitted within 5 wds 3 - submitted within 6 wds 2 - submitted within 7 wds 1 - submitted beyond 7 wds		5 - no error 1 - with error
Monthly remittance to BIR on withholding taxes 10th day of the month no error.	SR. CORPROATE ACCOUNTS ANALYST	5 - submitted earlier than 9th day of the mo. 4 - submitted on the 9th day of the mo. 3 - submitted on 10th day of the mo. 2 - submitted on the 11th day of the mo. 1 - submitted beyond the 11th of the mo.		5 - no error 1 - with error