



I, MA. ISABEL T. MARTINEZ, 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

MA. ISABEL T. MARTINEZ




Ratee

Date: _____

Reviewed by	Date	Approved by	Date
<i>[Signature]</i>		<i>[Signature]</i>	
EVA MARIE M. VICEDO		MA. EVELYNE A. FRANCISCO	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
STRATEGIC OBJECTIVE Output 1 SO4 : Achieved Financial Viability and Sustainability of TIEZA Assets	Contributed the amount of P2.70 to P3.60M in the overall revenue of TIEZA Operating Properties by December 13, 2019 through group / FIT bookings	Actual contribution amounted to P 1.990M		1.000	3.000	2.000	
CORE SUPPORT FUNCTION	Marketing Plan of Banaue Hotel and Youth Hostel acted upon by the DivM on 2nd submission and signed within 5-6 WD	Acted upon 2nd submission signed within 1 day	4.000		5.000	4.500	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE SUPPORT FUNCTION	Documents/Communications related to Sponsorship/ Financial Assistance reviewed and initialed by the Div/M after 2nd submission and signed within 5-6 WD upon receipt of request/complete documents.	Acted upon 2nd submission signed within 1 day	4.000		5.000	4.500	
FINAL AVERAGE RATING			8.000	1.000	13.000	3.667	
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.			
					
MA. JABEL T. MARTINEZ		EVA MARIE M. VICEDO		MA. EVELYNE A. FRANCISCO	

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

BUSINESS DEVELOPMENT DEPARTMENT RATING MATRIX

SALES DIVISION

JULY - DECEMBER 2019

MA. ISABEL T. MARTINEZ

STRATEGIC OBJECTIVE		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		Contribute the amount of P2.70M to P3.60M in the overall revenue of TIEZA Operating Properties by December 13, 2019 through FIT / group bookings			
			5 - above P 3.60M	5 - above P 2.70M - P3.60M	5 - by November 29, 2019
			4 - above P 2.70M	4 - above P 2.70M - P3.60M	4 - by December 6, 2019
			3 - P 2.70M		3 - by December 13, 2019
				2 - below P 2.70M	2 - by December 20, 2019
				1 - below P 2.16M	1 - on December 30, 2019
CORE FUNCTIONS		Marketing Plan of Banaue Hotel acted upon by the DivM 7 WD from submission	5 - Upon 1st submission	5 Less than 4 WD upon submission	
			4 - Upon 2nd submission	4-acted upon 5-6 WD from submission	
			3 - Upon 3rd submission	WD from submission	
			2 - Upon 4th submission	3-acted upon 7 WD from submission	
			1 - Disapproval	2-acted upon 8-9 WD from submission	
CORE FUNCTIONS		Evaluates / Documentation/C the DivM upon 1st submission	5 - Acted upon by	5 Acted upon within 1-2 days	
		related to communication	4 - Acted upon 2nd submission	4-within 4-3 days	
		Sponsorship / Financial assistance request	3 - Acted upon 3rd submission	3-within 5-6 days	
		/ acted upon by DivM within 3 WD upon submission and signed within	2 - Acted upon 4th submission	2-within 6-7 days	
		upon submission	1 - Disapproval	1-more than 7 days	
INDIVIDUAL LEVEL					