



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

I, GINA ARACEIL B. DULNUAN, of the OPERATIONS DEPARTMENT, BANAUE HOTEL AND YOUTH HOSTEL, 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 1 to December 31, 2020

GINA ARACEIL B. DULNUAN

Ratee

Date: July 3, 2020

Reviewed by	Date	Approved by	Date
<i>[Signature]</i> SHERIDAN CLAIRE M. ABUL Sr. Corp. Accounts Analyst Immediate Supervisor	<u>July 3, 2020</u>	<i>[Signature]</i> MARLON S. PRIETO Resident Manager Head of Office	<u>July 3, 2020</u>

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Output 1 Entity Operations and Management	Accurate and complete Cashier's Report submitted to the Income/Night Auditor every after duty.	Accurate and complete Cashier's Report was submitted to the Income/Night Auditor every after duty.	5.000	5.000		5.000	
	Accurately checks guest folios as to the attachments before presenting to guests then accepts payments then issue Official Receipt immediately, with complete attachments.	Matched guest folios as to the attachments before presenting to guest then accepted payments and issued Official Receipts immediately with some corrections, with complete attachments.	5.000	5.000		5.000	



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

January 8, 2021

Certification

This is to certify that **MS. GINA ARACEILI B. DULNUAN** matches guest folios as to the attachments before presenting to guests then accepts payments and issue Official Receipt immediately, garnering a score of 5 for efficiency and 5 for quality.

This is in support of her IPCR.

SHERIDAN CLAIRE M. ABUL

Sr. Corp. Accounts Analyst

OPERATIONS DEPARTMENT
BANAUE HOTEL & YOUTH HOSTEL
RATING MATRICES FOR JULY TO DECEMBER 2020

INDIVIDUAL LEVEL

SUCCESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
Accurate and complete Cashier's Report submitted to the Night Auditor every after duty.	CC (GINA ARACEILI)		5 - w/ complete attachments	5 - 100% Accurate
			1 - w/ incomplete attachments	1 - with 1 or more errors
Accurately checks guest folios as to the attachments, accepts payments then Issue Official Receipt immediately, with complete attachments and no complaints.	CC (GINA ARACEILI)		5 - w/ complete attachments	5 - 100% Accurate
			1 - w/ incomplete attachments	1 - with 1 or more errors
Submits accurate cash remittance to the general cashier every after duty.	CC (GINA ARACEILI)		5 - w/ complete attachments	5 - 100% Accurate
			1 - w/ incomplete attachments	1 - with 1 or more errors