



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

I, MARIA ELISA U. MONTEGRANDE, of the OPERATIONS DEPARTMENT, BALICASAG ISLAND DIVE RESORT,
 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 to December, 2020

MARIA ELISA U. MONTEGRANDE
 Ratee
 Date: May 18, 2021

Reviewed by	Date	Approved by	Date
<u>ELEONOR G. GUYANGAN</u> Immediate Supervisor		ATTY. MA. TERESA C. ALVAREZ Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
1. CORE FUNCTION Corporate Accounts Management	Monthly Checks Disbursement Record submitted to the Sr. Corporate Account Analyst within 3Wdays of the succeeding month with 100% accuracy	2 Wdays, 100% accurate	5.000		4.667	4.833	
	Monthly Report of Accountability for Accountable Forms submitted to the Sr. Corporate Account Analyst within 3Wdays of the succeeding month with 100% accuracy	2 Wdays, 100% accurate	5.000		4.833	4.917	
2. CORE FUNCTION Employee Welfare Services	Remittance of payments for Philhealth and BIR within 10 calendar days of the succeeding month to Philhealth Office and BIR Office, respectively with 100%	9th Cdays, 100% accurate	5.000		4.417	4.709	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
	accuracy Remittance of payments for Pag-ibig within 30 calendar days of the succeeding month to Pag-ibig Office with 100% accuracy	28th Cdays, 100% accurate	5.000		5.000	5.000	
3. SUPPORT Administrative Services	Job Order and Emergency payroll submitted to the Resident Manager for the period 1 to 15 within 20th day of the month with 100% accuracy Accurate Job Order and Emergency payroll submitted to the Resident Manager for the period 16 to 31 within 5th day of the succeeding month	18th - 19th Cdays, 100% accurate 1st - 2nd Cdays, 100% accurate	5.000		4.333	4.667	
FINAL AVERAGE RATING						4.854	

Comments and Recommendations for Development Purposes

The needs to update/ upgrade computer skills especially in excel to make job more efficient and faster. Needed training on computer skills.

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the			
MARIA CELSA U. MONTEGRANDE		ELIEONOR G. GULANGAN		ATTY. MA. TERESA ALVAREZ	

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

OPERATIONS DEPARTMENT
BALICASAG ISLAND DIVE RESORT
RATING MATRICES FOR JULY TO DECEMBER 2020

INDIVIDUAL LEVEL			
SUCCESS INDICATOR	POSITION	TIMELINESS	QUALITY
Monthly Checks Disbursement Record submitted to the Sr. Corporate Account Analyst within 3Wdays of the succeeding month with 100% accuracy	SDO/Cashier C	5- submitted within 1 Wday	5 - 100% Accurate
		4- submitted within 2 Wdays	4 -
		3- submitted within 3 Wdays	3 -
		2- submitted within 4 Wdays	2 -
		1- submitted beyond 4 Wdays	1 - w/error
Monthly Report of Accountability for Accountable Forms submitted to the Sr. Corporate Account Analyst within 3Wdays of the succeeding month with 100% accuracy	SDO/Cashier C	5- submitted within 1 Wday	5 - 100% Accurate
		4- submitted within 2 Wdays	4 -
		3- submitted within 3 Wdays	3 -
		2- submitted within 4 Wdays	2 -
		1- submitted beyond 4 Wdays	1 - w/error
Remittance of payments for Philhealth and BIR within 10 calendar days of the succeeding month to Philhealth Office and BIR Office, respectively with 100% accuracy	SDO/Cashier C	5- submitted within 8th Cday	5 - 100% Accurate
		4- submitted within 9th Cdays	4 -
		3- submitted within 10th Cdays	3 -
		2- submitted within 11th Cdays	2 -
		1- submitted beyond 11 Cdays	1 - w/error
Remittance of payments for Pag-ibig within 30 calendar days of the succeeding month to Pag-ibig Office with 100% accuracy	SDO/Cashier C	5- submitted within 28th Cday	5 - 100% Accurate
		4- submitted within 29th Cdays	4 -
		3- submitted within 30th Cdays	3 -
		2- submitted within 31st Cdays	2 -
		1- submitted beyond 31 Cdays	1 - w/error
Job Order and Emergency payroll submitted to the Resident Manager for the period 1 to 15 within 20th day of the month with 100% accuracy	SDO/Cashier C	5- submitted within 16th-17th day of the month	5 - 100% Accurate
		4- submitted within 18th - 19th day of the month	4 -
		3- submitted within 20th day of the month	3 -
		2- submitted within 21st day of the month	2 -
		1- submitted beyond 21st day of the month	1 - w/error
Job Order and Emergency payroll submitted to the Resident Manager for the period 16 to 31 within 5th day of the succeeding month with 100% accuracy	SDO/Cashier C	5- submitted within 1st-2nd day of the following month	5 - 100% Accurate
		4- submitted within 3rd-4th day of the following month	4 -
		3- submitted within 5th day of the following month	3 -
		2- submitted within 6th day of the following month	2 -
		1- submitted beyond 6th day of the following month	1 - w/error