

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

I, JULIET L. SIBI, 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** 

Ratee

Reviewed by		Date	Approved by					Date
<del>\</del>			analysing	A				
MA. CARMELA LV. MARQUEZ	MARQUEZ		ATTY. MARIA TERESA C. ALVAREZ	SA C. ALV	AREZ			
Immediate Supervisor	ervisor		Head of	Head of Office MY				
7				,				
STRATEGIC OBJECTIVES/					RATING	ଜି		
FUNCTIONS	SUCCESS INDICATOR	CATOR	Actual Accomplishments	Q1	E2	ಷ	Α4	Remarks
CORE FUNCTIONS Cashiering Services/Cash Management	Monthly checks disbursement record submitted to the Bookkeeper within 4 WDs of the succeeding month, with no error.	nt record er within 4 WDs of no error.	submitted within 3 WDS, no error.	5.000	_	3.000 4.000	4.000	
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D NAME)	NT HEAI	(DEPARTMENT HEAD NAME)	(DI		NAME)	(DIVISION HEAD NAME)	VIQ) 7	NAME)	(EMPLOYEE NAME)
ATTY. MARIA TERESA C. ALVAREZ	RIA TERESA C	MARIA T	АТГУ		MARQUEZ	MA: CARMELA LV. MARQUEZ	MA: Cu	SIBI	JULIET L. SIBI
						sed my srformance	I certify that I discussed my assessment of the performance with the employee.	C	
Date		V	final Ranking by	Final	Date		Assessed by	Date July has was	Discussed with
	e Cornh	es unless, re common	no la	of his	harrowing relationship of	1 \	courtous v	without purposing countous & las	accomplished trake
								Development Purposes	Comments and Recommendations for Development Purposes
4.556									FINAL AVERAGE RATING
	5.000	5.000	5.000	yn.	submitted within 7 calendar days, no error.	submitt day.	GSIS Personal and 0 calendar days of e GSIS office/ thru ECG/ECQ	Remittance of payments of GSIS Personal and Government Share within 10 calendar days of the succeeding month to the GSIS office/ thru accredited banks dues to MECG/ECQ quarantine status, no error.	
	4.667	4.333	5.000	LP.	submitted within 7 calendar days, no error.	submitt day:	for PhilHealth and Idar days of the DBP egov online to error.	Remittance of payments for PhilHealth and Pag-ibig within 10 calendar days of the succeeding month thru DBP egov online payment, with no error.	
							ede deserta personale de servicio de la companyo del deservo del deservo del deservo del deservo del deservo de		CORE FUNCTIONS Employee Welfare Services

## OPERATIONS DEPARTMENT GARDENS OF MALASAG ECO-TOURISM VILLAGE RATING MATRICES INDIVIDUAL LEVEL

## HILLET I SIRI

	<u>, </u>	JULIET L. SIBI		
SUCCESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
Monthly checks disbursement record	Cashier C/SDO	5 – submitted within fWD		5 no error
submitted to SCAA within 3 WDs of the succeeding		4-2 WDs		
month (Proof: Logbook with date: when received by the		3 – 3 WDs		
SCAA, with quality remarks , no error		2 – 4 WDs		·
	<u> </u>	1 - 5WDs and beyond		1 – with error
Remittance of payments	:	5 submitted within 8 calendar days		5 – no error
for PhilHealth & Pag-ibig within 10th calendar days of the succeeding month	Cashier C/SDO	4 - 9 calendar days		<del></del>
thru egov online payment. (Proof: Print out of approved payment		3 – 10 calendar days		
intruction transaction receipt), no error		2 – 11 calendar days		
		1 – Beyond 11 calendar days		1 – with error
Remittance of payments for GSIS within 10th calendar days at the GSIS Office or at Designated accredited banks payment due to MECQ/ ECQ quarantine status. (Proof: OR & voucher with dates when received by GSIS officer or bank tellers, no error	Cashier	5-submitted within 8 calendar days		5—no error
		4 – 9 calendar days		
	C/SDO	3-10 calendar days		
		2-11 calendar days		
		1 - Beyond 11 calendar days		I — with error