



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

I, **JULIET P. GATMAITAN**, of the **Operations Department**, 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 - June 2020**.

*Juliet P. Gatmaitan*  
**JULIET P. GATMAITAN**  
 Ratee

Reviewed by	Date	Approved by	Date
Atty. MARIA TERESA C. ALVARES Immediate Supervisor <i>MA</i>		JETRO NICOLAS F. LOZADA Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
<b>STRATEGIC OBJECTIVE</b> <b>CORE FUNCTION</b> Assist the Department Manager in the supervision & monitoring of operation & management of Operating Entities	Researched new trends/ practices in hotel/ resort operation necessary during the pandemic, finalized & submitted by June 30, 2020, accepted upon 3rd submission	Researched new trends/ practices in hotel/ resort operations necessary during the pandemic, finalized & submitted by June 30, 2020, accepted upon 1st submission	5.000		5.000	5.000	
	Performed other functions as may be assigned by the OPED Manager from time to time 1) Prepared memorandum for the OCOO, ACOO and other department thru the office of ACOO-AMS, submitted within 3rd WD upon receipt of instructions from OPED Department Manager, accepted upon 2nd revision	Prepared memorandum for the OCOO/ ACOO & other department thru the office of ACOO-AMS, submitted to the DM on the 1st WD accepted upon 1st revision	4.000		5.000	4.500	



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<b>FINAL AVERAGE RATING</b>						4.750
<b>Comments and Recommendations for Development Purposes</b>						

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
<div style="text-align: center;"> <b>JULET P. GATMAITAN</b>            (EMPLOYEE NAME)         </div>		I certify that I discussed my assessment of the performance with the employee.		<div style="text-align: center;"> <b>Atty. MARIA TERESA C. ALVAREZ</b>            (Immediate Supervisor)         </div>	<div style="text-align: center;"> <b>JETRO NICOLAS F. LOZADA</b>            (Head of Office)         </div>

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

**OPERATIONS DEPARTMENT  
RATING MATRIX  
January – June 2020**

<b>SUCCESS INDICATOR</b>	<b>TIMELINESS</b>	<b>QUALITY</b>
Research new trends/practices in hotel/resort operations during the pandemic, finalized and submitted by June 30, 2020, accepted upon 3 <sup>rd</sup> submission	5- submitted by June 30, 2020  1-Submitted beyond June 30, 2020	5- Accepted upon 1 <sup>st</sup> submission 4-Accepted upon 2 <sup>nd</sup> submission 3-Accepted upon 3 <sup>rd</sup> submission 2-Accepted upon 4 <sup>th</sup> submission 1-Accepted upon 5 <sup>th</sup> submission
Prepared memorandum for the OCOO, ACOO and other departments, submitted on the 3 <sup>rd</sup> WD upon receipt of instruction from the OPED Manager, accepted upon 2 <sup>nd</sup> revision	5-submitted on the 1 <sup>st</sup> WD 4-submitted on the 2 <sup>ND</sup> WD 3-submitted on the 3 <sup>rd</sup> WD 2-submitted on 4 <sup>TH</sup> WD 1-submitted beyond 4 WD	5- accepted without revision 4- accepted upon 1 <sup>st</sup> revision 3-Accepted upon 2 <sup>nd</sup> revision 2-accepted upon 3 <sup>rd</sup> revision 1-For complete revision