



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

I, ARCELI DOLOROSA C. QUIJADA, 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
July to December 2020.


ARCELI DOLOROSA C. QUIJADA
 Ratee

Date: January 28, 2021

Reviewed by	Date	Approved by	Date				
<div>MA. CARMELA V. MARQUEZ</div> <div>Immediate Supervisor</div>		<div>ATTY. MARIA TERESA C. ALVAREZ</div> <div>Head of Office</div>					
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
STRATEGIC OBJECTIVE SO 4: Achieved Financial viability and sustainability of TIEZA assets	Accurate Financial Statement Report submitted to RM within 6WDs of the succeeding month	Submitted within 6 WDs, No error	5.000		3.000	4.000	
CORE FUNCTION	Accurate Monthly Fund Requirements submitted to the RM within 6 working days of the succeeding month (ie. Within 2 WD after the submission of the FS upon receipt of the necessary documents.	Submitted within 6 WDs, No error	5.000		3.000	4.000	

	Accurate VAT Declaration submitted to the FISD within 6 working days of the succeeding month.	Submitted within 6 WDs, No error	5.000	3.000	4.000	
	Monthly remittance to BIR of withholding taxes on the 10th day of the month, 100% accurate.	Submitted within 10TH of the month No error	5.000	5.000	5.000	
FINAL AVERAGE RATING						4.250
Comments and Recommendations for Development Purposes						
<i>Doing a good job. can work under pressure. re contacted for training submission related to her job.</i>						
Discussed with	Date	Assessed by	Date	Final Ranking by	Date	
		I certify that I discussed my assessment of the performance with the employee.				
ARCELI DOLO ROSA C. QUIJADA (EMPLOYEE NAME)		MA. CARMELA LV. MARQUEZ (DIVISION HEAD NAME)			ATTY. MARIA TERESA C. ALVAREZ (DEPARTMENT HEAD NAME)	

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

OPERATION DEPARTMENT
GARDENS OF MALSAG ECO-TOURISM VILLAGE
RATING MATRIX - SR. CORPORATE ACCOUNTS ANALYST
JULY - DECEMBER 2020

PROCESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
Financial statement submitted to OPED within 5WDs of the succeeding month, 100% accurate.	SR. CORPROATE ACCOUNTS ANALYST	5 - submitted within 1-2 wds 4 - submitted within 3 - 4 wds 3 - submitted within 5 - 6 wds 2 - submitted within 7 - 8 wds 1 - submitted beyond 8 wds		5 - 100% accurate 1 - with error
TOF for the month submitted to OPED within 6WDs of the succeeding month, 100% accurate.	SR. CORPROATE ACCOUNTS ANALYST	5 - submitted within 1-2 wds 4 - submitted within 3 - 4 wds 3 - submitted within 5 - 6 wds 2 - submitted within 7 - 8 wds 1 - submitted beyond 8 wds		5 - 100% accurate 1 - with error
Monthly VAT Declaration submitted to FSD 5-6 wds after FS monthly submission.	SR. CORPROATE ACCOUNTS ANALYST	5 - submitted within 1-2 wds 4 - submitted within 3 - 4 wds 3 - submitted within 5 - 6 wds 2 - submitted within 7 - 8 wds 1 - submitted beyond 8 wds		5 - 100% accurate 1 - with error
Monthly remittance to BIR on withholding taxes 10th day of the month.	SR. CORPROATE ACCOUNTS ANALYST	5 - submitted earlier than 9th day of the mo. 4 - submitted on the 9th day of the mo. 3 - submitted on 10th day of the mo. 2 - submitted on the 11th day of the mo. 1 - submitted beyond the 11th of the mo.		5 - 100% accurate 1 - with error