

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

on the attainment of the following targets in accordance with the indicated measures for the period August to December 2020 I<u>, JOSE R., ROLLO</u>, of the CORPORATE PLANNING DEPARTMENT commit to deliver and agree to be rated

Ratee

Reviewed and Approved by **Preventive Maintenance of** STRATEGIC OBJECTIVES/ Maintenance of Vehicles **Driver Service** FUNCTIONS submitted to and signed by COPD Manager within 3WDs 5WDs after evaluation of GSD upon submission of the EPR, submitted to GSD within Emergency Purchase Request (Vehicle Spare Parts) submitted to GSD within 5WDs after evaluation of GSD COPD Manager within 3WDs upon submission of the PR PR for kilometer check-up submitted to and signed by Accounting Division within 5WDs of the following month submission of the report, and submitted to FISDand signed by COPD Manager within 3 WDs upon Monthly consumption report (fuel/gasoline) submitted to the COPD Manager 3rd WD of the following month, and submitted to the HRSD on the 4th WD of the following Monthly DTR, with Trip Ticket, submitted to and signed by SUCCESS INDICATOR FRANCIS RANDY J. HORTELANO Department Manager でするか **Actual Accomplishments** 01 5,00 5.00 5.00 5.00 E2 RATING 5.00 Date: 5.00 5.00 5.00 **T3** 5.00 5.00 5.00 5.00 A4 Date Remarks Annex C Annex B Annex A

FINAL AVERAGE RATING



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

1 A Ouglity 2 Efficiency 2 Timplings A Augran	JOSÉ R. ROLLO		Discussed with Date	Mr. Rolls has been very rehable. He works even on Konded hours, as regline residence. He has always repeated to work force his largely man at MEZa, even during the MEZA.	Comments and Recommendations for Development Purposes
TOTA	0	I certify that I discussed my assessment of the performance with the employee.	Assessed by	e works even on Kon	loses
	FRANCIS RANDY J. HORTELANO	total	Final Ranking by	and hours, as reglac resuired.	
			Date		

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

## **RATING MATRICES (AUGUST TO DECEMBER 2020)**

### DRIVER MECHANIC B

COPD

MEASURES		INDIVIDUAL LEVEL	
	Success Indicators	Efficiency	Timeliness
	Monthly DTR, with Trip Ticket, submitted to and signed by the	Submitted to and signed by COPD Manager	Submitted to HRSD
	COPD Manager 3rd WD of the following month, and submitted to 5- Within 1 WD of the following	5- Within 1 WD of the following month	5- Within 2 WDs
Driver Machania	the HRSD on the 4th WD of the following month	4- Within 2 WDs	4- Within 3 WDs
CHAC MICHAINE		3- Within 3 WDs	3- Within 4 WDs
		2- Within 4 WDs	2- Within 5 WDs
		1- Beyond 4 WDs	1- Beyond 5 WDs
	Monthly consumption report (fuel/gasoline) submitted to and	Submitted to and signed by COPD Manager	Submitted to FISD - Accounting Division
	signed by COPD Manager within 3 WDs upon submission of the	5- Within 1 WD of the following month	5- Within 3 WDs
	report, and submitted to FISD-Accounting Division within 5WDs of 4- Within 2 WDs	4- Within 2 WDs	4- Within 4 WDs
	the following month	3- Within 3 WDs	3- Within 5 WDs
		2- Within 4 WDs	2- Within 6 WDs
Maintenance of Wahislan		1- Beyond 4 WDs	1- Beyond 6 WDs
ווימווועפוזמווטפ עו פפוועופט	PR for kilometer check-up submitted to and signed by COPD	Submitted to and signed by COPD Manager	Submitted to ASD - GSD Division
	Manager within 3WDs upon submission of the PR, submitted to	5- Within 1 WD of the following month	5- Within 3 WDs
	GSD within 5WDs after evaluation of GSD	4- Within 2 WDs	4- Within 4 WDs
		3- Within 3 WDs	3- Within 5 WDs
		2- Within 4 WDs	2- Within 6 WDs
		1- Beyond 4 WDs	1- Beyond 6 WDs
	Emergency Purchase Request (Vehicle Spare Parts) submitted to	Submitted to and signed by COPD Manager	Submitted to ASD - GSD Division
	and signed by COPD Manager within 3WDs upon submission of	5- Within 1 WD of the following month	5- Within 3 WDs
Preventive Maintenance of	Preventive Maintenance of the EPR, submitted to GSD within 5WDs after evaluation of GSD	4- Within 2 WDs	4- Within 4 WDs
Vehicles		3- Within 3 WDs	3- Within 5 WDs
		2- Within 4 WDs	2- Within 6 WDs
		1- Beyond 4 WDs	1- Beyond 6 WDs

I agree to be rated in accordance with the indicated measures and standard set for my performance.

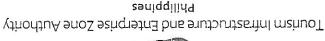
I certify that I have discussed and approved the indicated measures and standards set with the employee.

FRANCIS RANDY J. HORTELANO
Department Manager
Corporate Planning Department

Driver Mechanic B

Corporate Planning Department





ID NO./NAME

2300/6158

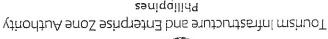
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For the Month of AUGUST

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ID NO./NAME

Arrival & Departure (Sat.) Official Hours (Regular Days) For the Month of

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time of arrival and departure from office. of work performance record of which we made daily at the I certify on my honor that the above is true and correct

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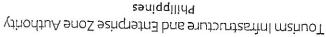
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Official Hours (Regular Days)

For the Month of 12 PTEMBER

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Philippines Tourism Infrastructure and Enterprise Zone Authority

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Arrival & Departure (Sat.) Official Hours (Regular Days) For the Month of

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### Tourism Infrastructure and Enterprise Zone Authority saniquility

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For the Month of OCTOBEN.
Official Hours (Regular Days)
Arrival & Departure (Sat.)

**VELEKNOON** 

MOKNING

**VELERNOON** 

Arrival & Departure (Sat.)
MORNING

For the Month of <u>CCTOACM</u> Official Hours (Regular Days)

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(Signature of Employee)

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### Tounism Infrastructure and Enterprise Zone Authority Tourings Infrastructure and Enterprise Zone Authority

Tourism Infrastructure and Enterprise Zone Authority
Philippines

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**VELEKNOON** 

3674 / JOSE MOLLE

For the Month of NoVemBer.

Official Hours (Regular Days)

Approximately (Sat.)

For the Month of NOVE MBTA.

Official Hours (Regular Days)

Arrival & Departure (Sat.)

Arrival & Departure (Sat.) MORNING AFTERNOON

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MORNING

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(Signature of Employee)

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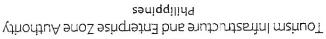
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Adanager, General Services C

Checked and Verified by:

6th & 7th Floors, Tower 1 Double Dragon Plaza Double Dragon Meridian Park Macapagal Avenue corner Edsa Extension Bay Area Pasay City 1308

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### GASOLINE CONSUMPTION REPORT

DEPARTMENTIOFFICE: CORPLAN VEHICLE: JANONA TOYOTA PLATE NO.: SUS 272

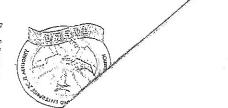
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### GASOLINE CONSUMPTION REPORT

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### Manolito M Opriasa

TOYOTA PASONG TAMO, INC.

2292 Pasong Tamo Extension, Magallanes
City of Makati NCR, Fourth District,
1231 Philliphines
Tel:(02) 893-8084
Fax:(02) 893-8084
Website: www.toyotapasongtamo.com
VAT Reg. Titi: 003-821-973-0000

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Date Issued litru bilsV

Series Range

Toyota Motor Philippines Corporation

Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna, 4026

Software Version

Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna, 4026

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