

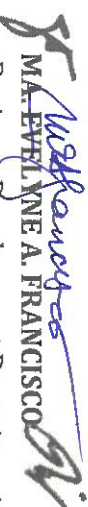


TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Office Performance Commitment and Review (OPCR)

I, **MA. EVELYNE A. FRANCISCO**, Manager of the **BUSINESS DEVELOPMENT 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 July - December 2019.

Approved by:


JETRO NICOLAS F. JOZADA
ACOO-Assets Management Sector


MA. EVELYNE A. FRANCISCO
Manager, Business Development Department
Date: _____

Rating Scale: 5 - Outstanding 2 - Unsatisfactory
 4 - Very Satisfactory 1 - Poor
 3 - Satisfactory

STRATEGIC OBJECTIVES/FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				REMARKS
					Q1	E2	T3	A4	
SO 4: Achieved Financial Viability and Sustainability of TIEZA Assets	Contributed the amount of P12.18M to P16.24M in the overall revenue of TIEZA Operating Properties by December 13, 2019.		Sales Division	Actual contribution amounted to P12.088M		2,000	3,000	2,500	
CORE FUNCTIONS	1. Quarterly Accomplishment Report acted upon by the ACOO within 3 working days after submission		Sales Division	Acted upon 2nd submission signed within 1 day	5,000		5,000	5,000	
CORE FUNCTIONS	2. Sponsorship/Financial Assistance request acted upon by the ACOO for endorsement to the COO within 3 days upon submission		Sales Division	Acted upon 2nd submission signed within 1 day	4,000		5,000	4,500	
CORE FUNCTIONS	3. Marketing Plan of Banaue Hotel/ Balicasag Island Dive Resort/ Gardens of Malasag Eco-Tourism Village / Club Intramuros Golf Course/ Zamboanga Golf Course and Beach Park / and Rizal's Bagumbayan Light and Sound Museum acted upon by the ACOO 7 working days from submission		Sales Division	acted upon 2nd submission signed within 5 days	4,000		4,000	4,000	



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
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STRATEGIC OBJECTIVES / FUNCTIONS	SUCCESS INDICATORS	Alloted Budget	Division Accountable	Actual Accomplishments	RATING				REMARKS
					Q1	E2	T3	A4	
CORE Function: Management Contract Guidelines	4. Management Contract (MC) Guide lines drafted approved by ACOO-AMS by Dec. 11 upon 3rd submission		Business Research and Development Division (BRDD)	MC Guidelines drafted approved by ACOO-AMGT on November 27 upon 1st submission	5.000		5.000	5.000	
CORE Function: Minimum Financial Parameters for Asset for investment (CIGC & BDR)	5. Minimum Financial Parameters acted upon 3rd submission by ACOO-AMS by Sept. 18		Business Research and Development Division (BRDD)	Minimum Financial Parameters acted upon 1st submission on Sept. 4	5.000		5.000	5.000	
CORE Function: Investment Promotions Program	6. Report submitted to ACOO-AMS 5 days upon receipt and acted upon by ACOO-AMS upon 3rd submission		Business Research and Development Division (BRDD)	Conducted market sound-report submitted to ACOO AMGT 3 days upon receipt and acted upon by ACOO' AMGT upon 1st submission	5.000		5.000	5.000	
CORE Function: Formulation of Business Plan	7. Business Plan approved by ACOO-AMS by Dec. 18, upon 4th submission		Business Research and Development Division (BRDD)	Business Plan approved by ACOO-AMS by Dec. 18 upon 3rd submission	4.000		3.000	3.500	
CORE Function: Administrative Titling of Properties	8. Proposed Action Plan for Titling approved by ACOO-AMS by Sept. 4, acted upon 4th submission		Business Research and Development Division (BRDD)	Proposed Action Plan for Titling approved by ACOO-AMGT on Sept. 3 and acted upon 2nd submission	5.000		4.000	4.500	



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Office Performance Commitment and Review (OPCR)

CATEGORY	RATING			
	Q1	E2	T3	A4
Strategic Objective				
SO 4: Achieved Financial Viability and Sustainability of TIEZA Assets				
Contributed the amount of P12.18M to P16.24M in the overall revenue of TIEZA Operating Properties by December 13, 2019.		2.000	3.000	2.500
Core Function				
1. Quarterly Accomplishment Report acted upon by the ACOO within 3 working days after submission.	5.000		5.000	5.000
2. Sponsorship/Financial Assistance request acted upon by the ACOO for endorsement to the COO within 3 days upon submission.	4.000		5.000	4.500
3. Marketing Plan of Banaue Hotel/Balicasag Island Dive Resort/Gardens of Malasag Eco-Tourism Village/Club Intramuros Golf Course and Rizal's Bagumbayan Light and Sound Museum acted upon Zamboanga Golf Course and Beach Park by the ACOO 7 working days from submission.	4.000		4.000	4.000
4. Management Contract Guidelines drafted approved by ACOO-AMS by Nov 27 upon 1st submission	5.000		5.000	5.000
5. Minimum Financial Parameters acted upon 1st submission by ACOO-AMS by Sept. 4.	5.000		5.000	5.000
6. Report submitted to ACOO-AMS 3 days upon receipt and acted upon by ACOO-AMS upon 1st submission.	5.000		5.000	5.000
7. Business Plan approved by ACOO-AMS by Dec. 18, upon 3rd submission.	4.000		3.000	3.500
8. Proposed Action Plan for Titling approved by ACOO-AMS by Sept. 3, acted upon 2nd submission	5.000		4.000	4.500
Total Overall Rating				
Final Average Rating				4.333
Adjectival Rating				

Assessed by:		Final Rating by:
ATTY. IVY A. ASETRE Manager, Corporate Planning Department	ATTY. JOY M. BULAUTAN Chairperson, Performance Management Team	POCHOLO D. PARAGAS Chief Operating Officer



BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 2nd Semester 2019

		DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
STRATEGIC INITIATIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	
Management Contract Guidelines	Management Contract Guidelines drafted approved by ACOO-AMS by Dec. 11 upon 3rd submission	5-Acted upon 1st submission 4-2nd 3-3rd 2-4th 1-5th		5-Acted upon by ACOO-AMS by Dec. 9 4-Dec. 10 3-Dec. 11 2-Dec. 12 1-Dec. 13 and beyond	Management Contract Guidelines drafted and endorsed by Department Manager to ACOO-AMS by Nov 27 upon 3rd submission	5- Endorsed upon 1st submission 4-2nd 3-3rd 2-4th 1-5th		5- Endorsed by DM to ACOO by Nov 25 4-Nov. 26 3-Nov. 27 2-Nov. 28 1-Nov. 29 and beyond	Management Contract Guidelines drafted and endorsed by Division Manager to Dept. Manager by Nov. 20 upon 3rd submission	5-Endorsed upon 1st submission 4-2nd 3-3rd 2-4th 1-not endorsed		5-Drafted & endorsed by November 18 4-Nov 19 3-Nov. 20 2-Nov 21 1- Nov 22 and beyond	
Minimum Financial Parameters for Asset for Investment (CI&C & BDR)	MFP acted upon 3rd submission by ACOO-AMS by Sept. 18	5-Acted upon 1st submission 4-2nd 3-3rd 2-4th 1-5th		5-Acted upon by ACOO-AMS on or before Sept. 16 4-Sept. 17 3-Sept. 18 2-Sept. 19 1-Sept. 20 and beyond	MFP for BDR and CI&C endorsed by Dept. Manager on 3rd submission to ACOO-AMS by Sept. 4	5-Endorsed by Dept. Manager upon 1st submission 4-2nd 3-3rd 2-4th 1-5th		5- Verified & Validated MFP endorsed by Dept. Manager on or before Sept. 2 4-Sept. 3 3-Sept. 4 2-Sept. 5 1-Sept. 6 and beyond	Minimum Financial Parameters (MFP) for BDR and CI&C drafted & submitted to Div Manager by August 22	5-MFP drafted & endorsed upon 1st revision 4-2nd 3-3rd 2-4th 1-MFP not endorsed		5- Minimum financial parameters drafted & submitted on or before August 19 4-August 20 3-August 22 2-August 23 1-August 27 and beyond	
Investment Promotions Program	Report submitted to ACOO-AMS 5 days upon receipt and acted upon by ACOO-AMS upon 3rd submission	5-Acted upon 1st submission 4-2nd 3-3rd 2-4th 1-Disapproved		5-Endorsed to ACOO-AMS 3 days after receipt of reviewed/analyzed report 4-4 days 3-5 days 2-6 days 1-beyond 6 days	Report submitted to Dept. Manager 5 days after receipt of thereof and endorsed by Dept. Manager to ACOO-AMS on the 3rd submission	5-Endorsed upon 1st submission 4-2nd 3-3rd 2-4th 1-not endorsed		5-Submitted reviewed/analyzed report to Dept. Manager 3 days after receipt thereof 4-4 days after 3-5 days after 2-6 days after 1-beyond 6 days after	Report resubmitted 5 days after the conduct of market sounding and endorsed to Dept. Manager upon 3rd submission	5-Endorsed upon 1st submission 4-2nd 3-3rd 2-4th 1-not endorsed		5-Submitted 3 days after the conduct of market sounding 4-4 days after 3-5 days after 2-6 days after 1-beyond 6 days after	



BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 2nd Semester 2019

STRATEGIC OBJECTIVE	SUCCESS INDICATORS	DEPARTMENT LEVEL			DIVISION LEVEL			SUCCESS INDICATORS	INDIVIDUAL LEVEL		
		Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	Description of Ratings for QUALITY	Description of Ratings for	Description of Ratings for TIMELINESS		Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
Core Function: Formulation of Business Plan								Profile & Situational Analysis Report (PSAR) for Business Plan submitted to Bus. Dev't. Officer by Nov. 20, acted upon 3rd submission	5- PSAR acted upon 1st submission 4- upon 2nd submission 3 - upon 3rd submission 2 - upon 4th submission 1 - No submission		5- PSAR submitted by Nov. 18 4-Nov. 19 3-Nov. 20 2-Nov. 21 1- Nov. 22 and beyond
								Environmental & Social Analysis Report for Business Plan submitted Bus. Dev't. Officer by Nov. 27, acted upon 3rd submission	5- E & SA Report acted upon 1st submission 4- upon 2nd submission 3 - upon 3rd submission 2 - upon 4th submission 1 - No submission		5- E & SA Report submitted by Nov. 25 4-Nov. 26 3-Nov. 27 2-Nov. 28 1- Nov. 29 and beyond
								Financial Analysis Report for Business Plan submitted to Bus. Dev't. Officer by Nov. 27, acted upon 3rd submission	5- Financial Analysis Report acted upon 1st submission 4- upon 2nd submission 3 - upon 3rd submission 2 - upon 4th submission 1 - No submission		5- Financial Analysis Report submitted by Nov. 25 4-Nov. 26 3-Nov. 27 2-Nov. 28 1- Nov. 29 and beyond
								Mktg., Economic, Development/Operational Plan & Draft of the Business Plan submitted to Bus. Dev't. Chief by Nov. 27, acted upon 3rd submission	5- Mkt., Economic, Dev't./Operational Plan & Draft of the BCP acted upon 1st submission 4- upon 2nd submission 3 - upon 3rd submission 2 - upon 4th submission 1 - No submission		5- Mkt., Economic, Dev't./Operational Plan & Draft of the BCP submitted by Nov. 25 4-Nov. 26 3-Nov. 27 2-Nov. 28 1- Nov. 29 and beyond



BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 2nd Semester 2019

		DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL		
STRATEGIC OBJECTIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
Core Function: Administrative Tiling of Properties	Business Plan approved by ACOO-AMIS by Dec. 18, upon 4th submission	5-Approved upon 2nd submission 4-3rd 3-4th 2-5th 1-Disapproved		5-Approved by ACOO-AMIS on or before Dec. 16 4-Dec. 17 3-Dec. 18 2-Dec. 19 1-Dec. 20 and beyond	Verified & validated Business Plan submitted to the Department Manager & endorsed to ACOO-AMIS by Dec. 11, acted upon 4th submission	5- Acted upon 2nd submission 4-3rd 3-4th 2-5th 1-no submission		5- Verified & Validated BP submitted to DM on or before Dec. 9 4-Dec. 10 3-Dec.11 2-Dec. 12 1-Dec. 13 and beyond	Review, Propose Recommendations & Finalize BDP submitted to Division Manager by Dec. 11 upon 3rd submission	5-BDP acted upon 1st submission 4-2nd 3-3rd 2-4th 1-no submission		5- Submitted to Div. M. by Dec. 2 4-Dec. 3 3-Dec. 4 2-Dec. 5 1-Dec. 6 and beyond
	Proposed Action Plan for Tiling approved by ACOO-AMIS by Sept. 4, acted upon 4th submission	5- Approved upon 2nd submission 4- upon 3rd submission 3- 4th submission 2- 5th submission 1- No submission		5-Approved by ACOO-AMIS by Sept. 2 4-Sept. 3 3-Sept. 4 2-Sept. 5 1-beyond Sept. 5	Reviewed and Evaluated Action Plan for Tiling approved & endorsed by Dept.M. to ACOO-AMIS by Aug. 22, acted upon 4th submission	5- Acted upon 2nd submission 4- upon 3rd submission 3- 4th submission 2- 5th submission 1- No submission		5-Reviewed and Evaluated Action Plan for Tiling approved & endorsed by Dept.M. to ACOO-AMIS by Aug. 19 4-Aug. 20 3-Aug. 22 2-Aug. 23 1-beyond Aug. 23	Proposed Action Plan for Tiling submitted to Division Manager & endorsed to Department Manager by Aug.7, acted upon 4th submission	5- Acted upon 2nd submission 4- upon 3rd submission 3- 4th submission 2- 5th submission 1- No submission		5-Proposed Action Plan for Tiling submitted to Div.M. & endorsed to Dept.M. by August 5 4-Aug. 6 3-Aug. 7 2-Aug. 8 1-beyond Aug. 8
Core Function: Profile and Briefing of TIEZA Assets					Four (4) Verified and validated Issue Base Briefing submitted to Dept. Mgr. on the 7th day of the succeeding month				Memo Update on Issue Base Briefing & Updating of Issue Base Briefing of TIEZA Assets submitted to Division Manager every 3 days after the end of the month, with 4 reports submitted on time			
					5- 6 Issue Base Briefing submitted to DM on time 4- 5 Reports submitted on time 3- 4 reports submitted on time 2- 3 reports submitted on time 1- 2 or less reports submitted on time			5- Submitted 5 days after the end of the month 4- 6 days after end of the month 3- 7 days after end of the month 2- 8 days after end of the month 1- beyond 8 days after end of the month				5- 6 Reports submitted on time 4- 5 Reports submitted on time 3- 4 reports submitted on time 2- 3 reports submitted on time 1- 2 or less reports submitted on time

Endorsed by:
Date:

MA. ZENALDA R. QUIAHAN

Approved by:
Date:

MA. EVELYN A. FRANCISCO

BUSINESS DEVELOPMENT DEPARTMENT RATING MATRIX
SALES DIVISION (JULY - DECEMBER 2019)

		DEPARTMENT LEVEL			DIVISION LEVEL			INDIVIDUAL LEVEL					
STRATEGIC OBJECTIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	
SO 4 Achieved Financial Viability and Sustainability of TIEZA Assets	Contributed the amount of P12.18M to P16.24M in the overall revenue of TIEZA Operating Properties by December 13, 2019		5 - above P16.24M	5 - by November 29, 2019	Contributed the amount of P12.18M to P16.24M in the overall revenue of TIEZA Operating Properties by December 13, 2019		5 - above P16.24M	5 - by November 29, 2019	Contributed the amount of P8.40M to P11.21M in the overall revenue of TIEZA Operating Properties by December 13, 2019 through countersales/FTT bookings		5 - above P11.21M	5 - by November 29, 2019	
			4 - above P12.18M to P16.24M	4 - by December 6, 2019			4 - above P12.18M to P16.24M	4 - by December 6, 2019			4 - above P8.40M to P11.21M	4 - by December 6, 2019	
			3 - P12.18M	3 - by December 13, 2019			3 - P12.18M	3 - by December 13, 2019			3 - P 8.40M	3 - by December 13, 2019	
			2 below P12.18M	2 - by December 20, 2019			2 below P12.18M	2 - by December 20, 2019			2 - below P8.40M	2 - by December 20, 2019	
			1 - below P9.14M	1 - on December 30, 2019			1 - below P9.14M	1 - on December 30, 2019			1 - below P6.72M	1 - on December 30, 2019	
					Contributed the amount of P2.07M to P2.76M in the overall revenue of TIEZA Operating Properties by December 16, 2019 through online bookings						5 - above P2.76M	5 - by November 29, 2019	
												4 - above P2.07M to P2.76M	4 - by December 6, 2019
												3 - P2.07M	3 - by December 13, 2019
												2 - below P2.07M	2 - by December 20, 2019
												1 - below P1.65M	1 - on December 30, 2019
					Contributed the amount of P1.70 Mto P2.27M in the overall revenue of TIEZA Operating Properties by December 13, 2019 through group bookings						5 - above P2.27M	5 - by November 29, 2019	
												4 - above P1.70M to P 2.27M	4 - by December 6, 2019
												3 - P 1.70M	3 - by December 13, 2019
												2 - below P1.70M	2 - by December 20, 2019
												1 - below P1.36M	1 - on December 30, 2019
CORE FUNCTIONS	Quarterly Accomplishment Report acted upon 3rd submission by the ACOO and signed within 3 WD	5 - Acted upon by the 1st submission	5 - Signed within 1 day		Quarterly Accomplishment Report acted upon 3rd submission and signed within 5 WD	5 - Acted upon by the DM upon 1st submission	5- Signed within 1-2 WD from submission	5- Signed within 1-2 WD from submission	Quarterly Accomplishment Report acted upon by the DivM upon 3rd submission and signed within 5 WD	5 - Acted upon by the DivM upon 1st submission		5- Signed within 1-2 WD from submission	
		4 - Upon 2nd submission	4-within 2 days			4 - upon 2nd submission	4- within 3-4 WD	4- within 3-4 WD		4 - upon 2nd submission		4- within 3-4 WD	
		3 - Upon 3rd submission	3-within 3 days			3 - Upon 3rd submission	3- within 5 WD	3- within 5 WD		3 - upon 3rd submission		3- within 5 WD	
		2 - Upon 4th submission	2-within 4 days			2 - A upon 4th submission	2 - within 6-7 WD from submission	2 - within 6-7 WD from submission		2 -upon 4th submission		2 - within 6-7 WD from submission	
		1 - Disapproval	1-more than 4 days			1 - Disapproval	1- more than 7 WD	1- more than 7 WD		1 - Disapproval		1- signed more than 7 WD	

STRATEGIC OBJECTIVE	SUCCESS INDICATORS	DEPARTMENT LEVEL			DIVISION LEVEL			INDIVIDUAL LEVEL				
		Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
CORE FUNCTIONS	Marketing Plan of Banaue Hotel / Balicasag Island Dive Resort / Gardens of Malasag Eco Tourism Village / Zamboanga Golf Course and Beach Park / Club Intramuros Golf Course and Rizal's Bagumbayan Light and Sound Museum acted upon by the ACOO upon 3rd submission and signed within 7 WD	5 - Acted upon 1st submission		5 Signed less than 4 WD upon submission	Marketing Plan of Banaue Hotel / Balicasag Island Dive Resort / Gardens of Malasag Eco Tourism Village / Zamboanga Golf Course and Beach Park / Club Intramuros Golf Course and Rizal's Bagumbayan Light and Sound Museum acted upon by the ACOO upon 3rd submission and signed within 7 WD	5 - Acted upon by the DM upon 1st submission		5 Signed less than 4 WD upon submission	Marketing Plan of Banaue Hotel / Balicasag Island Dive Resort / Gardens of Malasag Eco Tourism Village / Zamboanga Golf Course and Beach Park / Club Intramuros Golf Course and Rizal's Bagumbayan Light and Sound Museum acted upon by the ACOO upon 3rd submission and signed within 7 WD	5 - Acted upon by the DVM Upon 1st submission		5 Signed less than 4 WD upon submission
		4 - Upon 2nd submission		4- 5-6 WD from submission		4 - Upon 2nd submission		4- 5-6 WD from submission		4 - Upon 2nd submission		4- 5-6 WD from submission
		3 - Upon 3rd submission		3- 7 WD from submission		3 - Upon 3rd submission		3- 7 WD from submission		3 - Upon 3rd submission		3- 7 WD from submission
		2 - Upon 4th submission		2- 8-9 WD from submission		2 - Upon 4th submission		2- 8-9 WD from submission		2 - Upon 4th submission		2- 8-9 WD from submission
		1 - Disapproval		1-more than 10 WD from submission		1 - Disapproval		1-more than 10 WD from submission		1 - Disapproval		1-more than 10 WD from submission
CORE FUNCTIONS	Sponsorship / Financial assistance request / acted upon by the ACOO within 3rd submission and signed within 3 WD	5 - Acted upon by the 1st submission		5 - Signed within 1 day	Sponsorship / Financial assistance request / acted upon by DM within 3rd submission and signed within 5-6WD	5 - Acted upon by the DVM Upon 1st submission		5- Signed within 1 WD		5 - Acted upon by the DVM Upon 1st submission		5- Signed within 1 WD
		4 - Upon 2nd submission		4-within 2 days		4 - Upon 2nd submission		4-within 2-3 WD		4 - Upon 2nd submission		4-within 2-3 WD
		3 - Upon 3rd submission		3-within 3 days		3 - Upon 3rd submission		3-within 4-5 WD		3 - Upon 3rd submission		3-within 4-5 WD
		2 - Upon 4th submission		2-within 4 days		2 - Upon 4th submission		2-within 6-7 WD		2 - Upon 4th submission		2-within 6-7 WD
		1 - Disapproval		1-more than 4 days		1 - Disapproval		1-more than 7 WD		1 - Disapproval		1-more than 7 WD
CORE FUNCTIONS	Design / Lay out collateral, marketing and promotional materials for both operating and non-operating properties of TIEZA acted upon 3rd submission by the DM and signed within 7 WD from submission	5 - Acted upon by the DM Upon 1st submission		5 Signed less than 4 WD upon submission	Design / Lay out collateral, marketing and promotional materials for both operating and non-operating properties of TIEZA acted upon 3rd submission by the DM and signed within 7 WD from submission	5 - Acted upon by the DM Upon 1st submission		5 Signed less than 4 WD upon submission	Design / Lay out collateral, marketing and promotional materials for both operating and non-operating properties of TIEZA acted upon 3rd submission by the DM and signed within 7 WD from submission	5 - Acted upon by the DVM Upon 1st submission		5 Signed less than 4 WD upon submission
		4 - Upon 2nd submission		4- 5-6 WD from submission		4 - Upon 2nd submission		4- 5-6 WD from submission		4 - Upon 2nd submission		4- 5-6 WD from submission
		3 - Upon 3rd submission		3- 7 WD from submission		3 - Upon 3rd submission		3- 7 WD from submission		3 - Upon 3rd submission		3- 7 WD from submission
		2 - Upon 4th submission		2-8-9 WD from submission		2 - Upon 4th submission		2-8-9 WD from submission		2 - Upon 4th submission		2-8-9 WD from submission
		1 - Disapproval		1-more than 10 WD from submission		1 - Disapproval		1-more than 10 WD from submission		1 - Disapproval		1-more than 10 WD from submission

STRATEGIC OBJECTIVE	SUCCESS INDICATORS	DEPARTMENT LEVEL			DIVISION LEVEL			INDIVIDUAL LEVEL				
		Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
CORE FUNCTIONS					Implementation of Promotional Booth/Stage and venue set-ups in sponsored events of various tourism related functions participated in by TIEZA, approved by the DM upon 3rd submission and signed within 7 WD	5 - Accepted upon 1st submission 4 - Upon 2nd submission 3 - Upon 3rd submission 2 - Upon 4th submission 1 - Disapproval		5 Signed less than 4 WD upon submission 4- 5-6 WD from submission 3- 7 WD from submission 2-8-9 WD from submission 1-more than 10 WD from submission	Implementation of Promotional Booth/Stage and venue set-ups in sponsored events of various tourism related functions participated in by TIEZA, approved by the DivM upon 3rd submission and signed within 7 WD	5 - Accepted upon 1st submission 4 - Upon 2nd submission 3 - Upon 3rd submission 2 - Upon 4th submission 1 - Disapproval		5 Signed less than 4 WD upon submission 4- 5-6 WD from submission 3- 7 WD from submission 2-8-9 WD from submission 1-more than 10 WD from submission
					5 - Acted upon by the DM Upon 1st submission			5- Signed within 1-2 WD	5 - Acted upon by the DivM upon 1st submission			5- Signed within 1-2 WD
					4 - Upon 2nd submission			4-within 4-3 WD	4 - Upon 2nd submission			4-within 4-3 WD
					3 - Upon 3rd submission			3-within 5-6 WD	3 - Upon 3rd submission by the DivM and signed w/in 5-6 WD			3-within 5-6 WD
					2 - Upon 4th submission			2-within 6-7 WD	2 - Upon 4th submission			2-within 6-7 WD
CORE FUNCTIONS					Prepare and monitor the division budget for 2019 acted upon 3rd submission by the DM and signed w/in 5-6 WD	5 - Acted upon by the DM Upon 1st submission 4 - Upon 2nd submission 3 - Upon 3rd submission 2 - Upon 4th submission 1 - Disapproval		5- Signed within 1-2 WD 4-within 4-3 WD 3-within 5-6 WD 2-within 6-7 WD 1-more than 7 WD	Prepare and monitor the division budget for 2019 acted upon 3rd submission by the DivM and signed w/in 5-6 WD	5 - Acted upon by the DivM upon 1st submission 4 - Upon 2nd submission 3 - Upon 3rd submission 2 - Upon 4th submission 1 - Disapproval		5- Signed within 1-2 WD 4-within 4-3 WD 3-within 5-6 WD 2-within 6-7 WD 1-more than 7 WD
					5 - Acted upon by the DM Upon 1st submission			5- Signed within 1-2 WD	5 - Acted upon by the DivM upon 1st submission			5- Signed within 1-2 WD
					4 - Upon 2nd submission			4-within 4-3 WD	4 - Upon 2nd submission			4-within 4-3 WD
					3 - Upon 3rd submission			3-within 5-6 WD	3 - Upon 3rd submission by the DivM and signed w/in 5-6 WD			3-within 5-6 WD
					2 - Upon 4th submission			2-within 6-7 WD	2 - Upon 4th submission			2-within 6-7 WD
CORE FUNCTIONS					Prepare Sales Financial and Production reports of various operating properties acted upon by the DM upon 3rd submission and signed w/in 5-6 WD	5 - Acted upon by the DM Upon 1st submission 4 - Upon 2nd submission 3 - Upon 3rd submission 2 - Upon 4th submission 1 - Disapproval		5- Signed within 1-2 WD 4-within 4-3 WD 3-within 5-6 WD 2-within 6-7 WD 1-more than 7 WD	Prepare Sales Financial and Production reports of various operating properties acted upon by the DivM upon 3rd submission and signed w/in 5-6 WD	5 - Acted upon by the DivM upon 1st submission 4 - Upon 2nd submission 3 - Upon 3rd submission 2 - Upon 4th submission 1 - Disapproval		5- Signed within 1-2 WD 4-within 4-3 WD 3-within 5-6 WD 2-within 6-7 WD 1-more than 7 WD

DEPARTMENT LEVEL					DIVISION LEVEL					INDIVIDUAL LEVEL				
STRATEGIC OBJECTIVE	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS		
CORE FUNCTIONS					Input Market Data of TIEZA operating entities for three (3) quarters of 2019, acted upon by the DivM upon 3rd submission and submitted 15 WD from receipt of data	5 - Acted upon by the DivM upon 1st submission 4 - upon 2nd submission 3 - upon 3rd submission 2 - upon 4th submission 1 - Disapproval		5 Summarize 10 WD after submission from entities 4-12 WD after submission 15 WD after submission 2-17 WD after submission 1-beyond 17 WD	Input Market Data of TIEZA operating entities for three (3) quarters of 2019, acted upon by the DivM upon 3rd submission and submitted 15 WD from receipt of data	5 - Acted upon by the DivM upon 1st submission 4 - upon 2nd submission 3 - upon 3rd submission 2 - upon 4th submission 1 - Disapproval		5 Summarize 10 WD after submission from entities 4-12 WD after submission 15 WD after submission 2-17 WD after submission 1-beyond 17 WD		
					Video/Photo coverage and documentation of TIEZA, Travel and Tourism related events / functions accepted and approved by the DM w/ 3 editing and submitted within 3 WD	5 - Acted upon by the DM upon 1st editing 4 - with 2 editing 3 - with 3 editing 2 - with 4 editing 1 - more than 4 editing		5 - submitted w/in 1 WD from date of coverage 4 - within 2 WD 3 - within 3 WD 2 - within 4 WD 1 - beyond 5 WD	Video/Photo coverage and documentation of TIEZA, Travel and Tourism related events / functions accepted and approved by the DivM w/ 3 editing and submitted within 3 WD	5 - acted upon by the DivM upon 1st editing 4 - with 2 editing 3 - with 3 editing 2 - with 4 editing 1 - more than 4 editing		5 - submitted w/in 1 WD from date of coverage 4 - within 2 WD 3 - within 3 WD 2 - within 4 WD 1 - beyond 5 WD		
CORE FUNCTIONS														

Endorsed by : 
 EVA MARIE M. VICEDO
 Date : _____

Approved by : 
 JMA. EVELYNIE A. FRANCISCO
 Date : _____



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
Double Dragon Plaza, 682-8249-5900 to 79
Double Dragon Meridian Park, Local 33 / 735
Macapagal Avenue corner
Edsa Extension Bay Area
Pasay City 1308
www.tieza.gov.ph

MEMORANDUM

TO : THE MANAGER - ADMINISTRATIVE SERVICES DEPARTMENT

FROM : THE ASSISTANT CHIEF OPERATING OFFICER - ASSETS MANAGEMENT

SUBJECT : CERTIFICATE OF PERFORMANCE

This is to certify that **MA. EVELYNE A. FRANCISCO** has timely completed the following tasks for the Period July - December 2019:

1. Acted upon the submitted updates on Issue Based Briefing of TIEZA Properties as attached to the IPCR of the Business Research and Development Division to wit:

- a. Ma. Cecilia Saclolo
Baguio-Benguet Chamber of Commerce Building
(Formerly DOT CAR Officer) - July 15, August 27, September 30, October 28 and December 16
Burnham Park - July 15
Agoo Property - July 15 and October 28
San Fabian PTA Beach Resort - August 27 and September 30
Banaue Helipad - September 30
Mt. Data Hotel - December 16

b. Ma. Cristina Macabenta

- Pagudpud Property - July 22 and August 23
Banua Presidential Resthouse - July 22 and August 23
Kabayan Youth Hostel - September 3
Claveria BLL - October 7
Argao Beach Properties & Airstrip - October 28
Dalaguete Beach Park - October 28

c. Emmanuel Luis Bayani

- Club Intramuros Golf Course - November 15
Clark - September 12, October 21
Manila Ocean Park - September 13
Samal Island Resort - September 13

d. Reyna Palacay

- Boracay Properties - July 30, October 28
Paoy Properties - August 23, September 30, November 29
Marcos Park Property - December 23

e. Janeth Christine Ocampo

- Kang-Irag - July 29, August 27, November 4, December 3, January 6
Mailboal - July 29, October 3
Maomawan - July 29, August 27



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tieza@gmail.com

2. Acted upon and submitted to the Assistant Chief Operating Officer the following Action Plan for Administrative Tiling as attached to the IPCR of Business Research and Development Division to wit:

Agoo Playa Hotel
San Fabian BL
Mt. Data Hotel
Baguio Properties (Burnham Park & Lots 1, 2 & 3
Claveria BL
Claveria Lot 46, 47 & 93
Cagayan de Oro Convention Center
Argao Beach
Argao Airstrip
Dalaguete Beach Park
Club Intramuros Golf Course
Zamboanga Golf Course
Paoay Property
Kang-Irag, Cebu
Moalboal, Cebu

3. Acted upon and submitted to the Assistant Chief Operating Officer the Kang-Irag Gardens Business Development Plan as attached to the IPCR of Business Research and Development Division.

4. Acted upon and submitted to the Assistant Chief Operating Officer the Drafted Management Contract Guidelines as attached to the IPCR of Business Research and Development Division's Ms. Janeth Christine Ocampo.

5. Acted upon and submitted to the Assistant Chief Operating Officer the Minimum Financial Parameters for Assets for Investment (Club Intramuros and Golf Course and Balicasag Island Dive Resort) as attached to the IPCR of Business Research and Development Division's Emmanuel Luis Bayani and Maria Meliza Odiamar

6. Acted upon and submitted to the Assistant Chief Operating Officer the Conducted Market Sounding Report, an Investment Promotion Program, as attached to the IPCR of Business Research and Development Division's Janeth Christine Ocampo.

For the Administrative Services Department's reference as attachment to the IPCR.

Certified true and correct:

JETRO NICOLAS F. LOZADA

1. 8th Travel Madness Expo
2. 2nd Surigao International Dragon Boat Summer fest
3. 6th International Travel Festival (ITF) 2019
4. 23rd PTAA Lakbay Pilipinas 2019 – Table Top
5. Seafarer Family International Congress
6. Philippine International Dive Expo 2019
7. 3rd Dungggo Festival 2019
8. 10th Kalagan Culinary Show
9. Tara na sa Norte – Clark
10. 18th Angot Festival 2019
11. Association of Government Internal Auditors (AGIA) Inc.
12. AFECA – Philippine Mice
13. PATA – Pinoy Chika – 5th Edition
14. 2nd Tourism B2B Northern Luzon
15. 5th Virtus Awards 2019
16. Kabisig Philippine Government Expo
17. Central Luzon Expo 2019
18. Lunad sa Balod 2019
19. 40th Camiguin Lanzones Festival
20. 23rd Kumbira 2019 (COHARA)
21. 5TH Indian Independence Day Friendship Golf Tournament
22. 30th Philippine Travel Mart
23. Kasalan at Kotilyon 2019
24. 35th Bonok-Bonok Festival
25. Travel Business Exchange (TBEX) Pilipinas 2019

I. Acted upon and submitted to the Assistant Chief of Operating Officer – Assets Management Sector the following sponsorship / financial request of various proponents to wit:

This certify that Ms. MA. EVELYN A. FRANCISCO has timely completed the following tasks for the period July – December 2019:

FOR : THE MANAGER – ADMINISTRATIVE SERVICES DEPARTMENT
FROM : THE ACOO – ASSETS MANAGEMENT SECTOR
SUBJECT : CERTIFICATE OF PERFORMANCE

MEMORANDUM

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INFRASTRUCTURE AND
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26. 17th Lanuza Surfing Festival 2019
27. 2nd Madrid Eco-Surfing Competition 2019
28. 1st Surf in the City Festival 2019
29. Adventure Philippines, Inc. Philippine Loop Adventure Tour
30. Philippine Halal Trade and Tourism Expo 2019
31. Philippine Association of Landscape Architects - IFLA
32. Western Visayas International Travel Expo

II. Submitted the following Accomplishment Report (Division Performance Report and DOT Required Report)

1. 3rd Quarter Accomplishment Report
2. 4th Quarter Accomplishment Report

For the ASD's reference as attachment to the IPCR.

Attested true and correct.

[Signature]
JETRO NICOLAS R. LOZADA

**SALES DIVISION
BUSINESS DEVELOPMENT DEPARTMENT
2nd SEMESTER 2019 REPORT (attachment to IPCR)**

TIEZA PROPERTY	GRAND TOTAL	GRAND TOTAL	GRAND TOTAL	GRAND TOTAL
BANAUVE HOTEL	7,642,490.00	1,002,064.00	507,872.96	9,152,426.96
BALICASAG ISLAND	104,850.00	180,000.00	2,464,442.40	2,749,292.40
DIVE RESORT	-	-	187,086.98	187,086.98
GARDENS OF MALASAG	-	-	-	-
Actual Total Sales Production of Ms. Emilia Pacia for FITS is P5,423,000.00 or equivalents to 70% share by December 13, 2019	7,747,340.00	1,182,064.00	3,159,402.34	12,088,806.34
Actual Total Sales Production of Ms. Ma. Isabel T. Martinez for FITS is P 830,000 or equivalents to 70% share by December 13, 2019				
Actual Total Sales Production of Ms. Ma. Isabel T. Martinez for FITS is P 1,160,000 or equivalents to 15% share by December 13, 2019				
Actual Total Sales Production of Ms. Maria Elena O. Go for FITS is P1,160,000 or equivalents to 15% share by December 13, 2019				
Actual Total Sales Production of Ms. Ma. Isabel T. Martinez for FITS is P 1,160,000 or equivalents to 15% share by December 13, 2019				
Actual Total Sales Production of Ms. Eva Marie M. Vicedo by December 13, 2019				
Actual Total Sales Production of Ms. Ma. Evelyn A. Francisco by December 13, 2019				
Actual Total Sales Production of Ms. Aileen T. Macadangdang for online bookings is P3,159,402.34 by December 13, 2019				

Prepared by:

Aileen T. Macadangdang
AILEEN T. MACADANGDANG
Chief Marketing Specialist

Noted by:

Eva Marie M. Vicedo
EVA MARIE M. VICEDO
Manager, Sales Division

Attested True and Correct:

MA. EVELYN A. FRANCISCO
MA. EVELYN A. FRANCISCO
Manager, Business Development Department
Assets Management Sector
DATE: 02-12-20
BY: [Signature]

CERTIFIED TRUE COPY