



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

FOR : The Manager, Administrative Services Department
ATTN : The Manager, Human Resource Services Division
FROM : The Manager, Corporate Planning Department
SUBJECT : Revised IPCR Forms of SPD Staff
DATE : October 5, 2021

FOR CONSIDERATION AND APPROPRIATE ACTION

Herewith are the revised Individual Performance Commitment and Review (IPCR) Forms and performance rating matrices of the following employees under this Department's Strategic Planning Division (SPD), for your consideration and appropriate action:

1. Joyce Ann S. Azurin
2. Frances Desiree V. Eremos
3. Sherryl M. Dalida

The target for the timeliness of the conduct of the Operational Planning Activity was adjusted following the adjustments in the Quality Management System (QMS) timeline wherein Ms. Eremos and Ms. Dalida perform secretariat support functions. Originally, the activity was scheduled in October (3rd week), however, the Internal Quality Audit scheduled was moved to the 2nd week of October, resulting in conflict with the schedule of pre-work and other preparatory activities for the Division's major activity.

Thank you.

FRANCIS RANDY J. HORTELANO