



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

I, **GINA ARACELI B. DULNUAN**, of the **OPERATIONS DEPARTMENT, BANAUJE HOTEL AND YOUTH HOSTEL**, 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 1 to June 30, 2021**

GINA ARACELI B. DULNUAN

Ratee

Date: 8-January-2021

Reviewed by	Date	Approved by	Date
 MARLON S. PINEDA Resident Manager	08-Jan-21	 ATTY. MA. TERESA C. ALVAREZ Manager-Operations Department	
Immediate Supervisor		Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	M4	
Output 1 Entity Operations and Management	Accurate and complete Cashier's Report submitted to the Income/Night Auditor every after duty.	Accurate and complete Cashier's Report was submitted to the Income/Night Auditor every after duty.	5.000	5.000		5.000	
	Accurately match guest folios as to the attachments before presenting to guests then accepts payments then issue Official Receipt immediately, with complete attachments.	Accurately matched guest folios as to the attachments before presenting to guest then accepted payments and issued Official Receipts immediately with complete attachments.	5.000	5.000		5.000	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	Q2	Q3	Q4	
	Submits accurate cash remittance to the general cashier every after duty.	Submitted accurate cash remittance to the general cashier every after duty.	5.000	5.000		5.000	
FINAL AVERAGE RATING						5.000	

Comments and Recommendations for Development Purposes

Can be deputized upon, Able to finish given task on time. Needs more experience, Deserve to be promoted to the next level.

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
	31 - JULY - 2021	I certify that I discussed my assessment of the performance with the employee.			
GINA ARACELU B. DULNUAN		MARION S. PRIETO		ATTY. MA. TERESA C. ALVAREZ	

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

OPERATIONS DEPARTMENT
BANAUE HOTEL & YOUTH HOSTEL
RATING MATRICES FOR JANUARY TO JUNE 2021

INDIVIDUAL LEVEL

SUCCESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
Accurate and complete Cashier's Report submitted to the Night Auditor every after duty.	CC (GINA ARACEILI)		5 - w/ complete attachments	5 - 100% Accurate
			1 - w/ incomplete attachments	1 - with 1 or more errors
Accurately checks guest folios as to the attachments, accepts payments then issue Official Receipt Immediately, with complete attachments and no complaints.	CC (GINA ARACEILI)		5 - w/ complete attachments	5 - 100% Accurate
			1 - w/ incomplete attachments	1 - with 1 or more errors
Submits accurate cash remittance to the general cashier every after duty.	CC (GINA ARACEILI)		5 - w/ complete attachments	5 - 100% Accurate
			1 - w/ incomplete attachments	1 - with 1 or more errors