





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

I, **JULIET L. SIBI**, 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  
**JANUARY TO JUNE, 2021**

  
**JULIET L. SIBI**  
Ratee

Reviewed by	Date	Approved by	Date
 <b>M.A. CARMELA LV. MARQUEZ</b> Immediate Supervisor		 <b>ATTY. MARIA TERESA C. ALVAREZ</b> Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
<b>CORE FUNCTIONS</b> Cashiering Services/Cash Management	Monthly checks disbursement record submitted to the Bookkeeper within 4 WDS of the succeeding month, with no error.	submitted within 3 WDS, no error.	5.000		3.000	4.000	



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CORE FUNCTIONS					
Employee Welfare Services					
	Remittance of payments for PhilHealth and Pag-ibig within 10 calendar days of the succeeding month thru DBP egov online payment, with no error.	submitted within 7 calendar days, no error.	5.000	4.333	4.667
	Remittance of payments of GSIS Personal and Government Share within 10 calendar days of the succeeding month to the GSIS office/ thru accredited banks dues to MECG/ECQ quarantine status, no error.	submitted within 7 calendar days, no error.	5.000	5.000	5.000
<b>FINAL AVERAGE RATING</b>			4.556		
<b>Comments and Recommendations for Development Purposes</b>					
<i>accomplishes task without supervision courteous &amp; has harmonious relationship w co-workers. No concern</i>					
Discussed with	Date	Assessed by	Date	Final Ranking by	Date
<i>Juliet L. Sibi</i>		<i>MA. CARMELA LV. MARQUEZ</i>		<i>ATTY. MARIA TERESA C. ALVAREZ</i>	
(EMPLOYEE NAME)		(DIVISION HEAD NAME)		(DEPARTMENT HEAD NAME)	

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

**OPERATIONS DEPARTMENT  
GARDENS OF MALASAG ECO-TOURISM VILLAGE  
RATING MATRICES  
INDIVIDUAL LEVEL**

**JULIET L. SIBI**

SUCCESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
Monthly checks disbursement record submitted to SCAA within 3 WDs of the succeeding month (Proof: Logbook with date when received by the SCAA, with quality remarks, no error)	Cashier C/SDO	5 – submitted within 1WD		5 – no error
		4 – 2 WDs		
		3 – 3 WDs		
		2 – 4 WDs		
		1 – 5WDs and beyond		1 – with error
Remittance of payments for PhilHealth & Pag-ibig within 10th calendar days of the succeeding month thru egov online payment. (Proof: Print out of approved payment instruction transaction receipt), no error	Cashier C/SDO	5 – submitted within 8 calendar days		5 – no error
		4 – 9 calendar days		
		3 – 10 calendar days		
		2 – 11 calendar days		
		1 – Beyond 11 calendar days		1 – with error
Remittance of payments for GSIS within 10th calendar days at the GSIS Office or at Designated accredited banks payment due to MECQ/ ECQ quarantine status. (Proof: OR & voucher with dates when received by GSIS officer or bank tellers, no error)	Cashier C/SDO	5-submitted within 8 calendar days		5 – no error
		4 – 9 calendar days		
		3 – 10 calendar days		
		2 – 11 calendar days		
		1 – Beyond 11 calendar days		1 – with error