



**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 January - June 2020.

Approved by:

**JETRO NICOLAS F. LOZADA**  
 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 P4.539M to 6.051M in the overall revenue of TIEZA Operating Properties by June 11, 2020		Sales Division	Contributed the amount of P7.4662 in the overall revenue of TIEZA Operating Properties by March 15, 2020		5.000	5.000	5.000	
CORE FUNCTION: Entities' Promotions Program	1. Participation and Sponsorship in Tourism / Travel Trade / Corporate Events acted upon by the ACOO within 3rd submission and signed within 3 working days		Sales Division	1. Participation and Sponsorship in Tourism / Travel Trade / Corporate Events acted upon by the ACOO within 3rd submission and signed within 3 working days	4.000		5.000	4.500	

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CATEGORY	RATING			
	Q1	E2	T3	A4
<b>Strategic Objective</b> SO 4: Achieved Financial Viability and Sustainability of TIEZA Assets 1. Contributed the amount of P7.4662 the overall revenue of TIEZA Operating Properties by March 15, 2020 <b>Core Function:</b> 1. Participation and Sponsorship in Tourism / Travel Trade/ Corporate Events acted upon by the ACOO within 3rd submission and signed within 3 working days. 2. Properties recommended for Appraisal approved by ACOO-AMS by June 18, upon 3rd recommendation. 3. Action Plan for Titling approved by the ACOO-AMS by Feb. 15 acted upon 4th submission	5.000   5.000  5.000	5.000	5.000	5.000
<b>Total Overall Rating</b> <b>Final Average Rating</b> <b>Adjectival Rating</b>				4.750

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



# **BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 1st Semester 2020**

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STRATEGIC INITIATIVE		DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
	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	
Appraisal of TIEZA Assets	Recommended Properties for Appraisal approved by ACOO-AMS by June 18, upon 3rd recommendation	5- Approved upon 1st recommendation 4-2nd 3-3rd 2-4th 1-Disapproved		5-Recommendation approved by June 16 4-June 17 3-June 18 2-June 19 1-Beyond June 19	Recommendation for Properties to be appraised endorsed by DM to ACOO-AMS for approval by March 16, upon 3rd submission	5- endorsed upon 1st submission 4- upon 2nd submission 3-upon 3rd submission 2-upon 4th submission 1-not endorsed		5- Recommendation endorsed by March 12 4-March 13 3-March 16 2-March 17 1-March 18	Recommendation for Properties to be Appraised submitted to Div Manager by March 10, recommended upon 3rd submission	5-Recommended upon 1st submission 4-2nd 3-3rd 2-4th 1-not recommended by DivM		5- Recommendation submitted to Div Manager by March 6 4- March 9 3-March 10 2-March 11 1-March 12	
Core Function: Formulation of Business Plan					Research Work for the Formulation of Business Plan endorsed to DM by June 29 upon 3rd submission	5-Endorsed upon 1st submission 4-2nd 3-3rd 2-4th 1-not endorsed		5- Research Work endorsed by June 25 4-June 26 3-June 29 2-June 30 1- Beyond June 30	Conduct Research Work for the Formulation of Business Plan submitted by June 23, recommended upon 3rd submission	5-Recommended upon 1st submission 4-2nd 3-3rd 2-4th 1-not recommended by DivM		5- Research Work submitted by June 19 4-June 22 3-June 23 2-June 24 1- Beyond June 24	
Production of Investment materials & promotion					Verified & validated updated content of investment materials approved by Dept. Mgr. by March 12, upon 4th submission	5- Approved upon 2nd submission 4- upon 3rd submission 3 - 4th submission 2 - 5th submission 1 - No submission		5-Approved by Dept.M. by March 10 4-March 11 3-March 12 2-March 13 1-beyond March 13	Update content of Investment materials submitted to Div. M. by March 6, acted upon 4th submission	5- Acted upon 2nd submission 4- upon 3rd submission 3 - 4th submission 2 - 5th submission 1 - No submission		5-submitted to Div.M. by March 4 4-March 5 3-March 6 2-March 9 1-beyond March 9	
Core Function: Priming of Properties for Investment									Draft Initial Term Sheet of TIEZA Assets for Joint Venture or Management Contract presented/submitted to investment Committee by February13 and recommended upon 3rd submission	5-Recommended upon 1st submission 4-2nd 3-3rd 2-4th 1-not recommended by Investment Committee		5 -submitted by February 11 4 - by February 12 3 - by February 13 2 - by February 14 1 - beyond February 14	



**BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 1st Semester 2020**

STRATEGIC OBJECTIVE	DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
	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 Tidling of Properties	Proposed Action Plan for Tidling with recommended action approved by ACOO-AMS by Feb 15, 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-AMS by Feb 11 4-Feb 13 3-Feb 15 2-Feb 18 1-beyond Feb 18	Verified & validated action plan report with recommended action approved & endorsed by Dept. M. to ACOO-AMS by Feb 6, acted upon 4th submission	5- Acted upon 2nd submission 4- upon 3rd submission 3- 4th submission 2- 5th submission 1- No submission		5- Verified & validated Action Plan for Tidling approved & endorsed by Dept. M. to ACOO-AMS by Feb 1 4-Feb 4 3-Feb 6 2-Feb 8 1-beyond Feb 8	Propose Action Plan for tidling with recommended action submitted to Division Manager & endorsed to Department Manager by Jan 29, acted upon 4th submission	5- Acted upon 2nd submission 4- upon 3rd submission 3- 4th submission 2- 5th submission 1- No submission		5-Propose Action Plan for Tidling submitted to Div.M. & endorsed to Dept. M. by Jan 23 4-Jan 25 3-Jan 29 2-Jan 31 1-beyond Jan 31
Core Function: Profile and Briefing of TIEZA Assets					Four (4) Memo Update on Issue Base Briefing submitted to Dept. Mgr. on the 7th day of the succeeding quarter		5- 6 Memo Update on Issue Base Briefing submitted to Division Manager every 3 days after the end of the quarter 4- 5 Reports submitted on time 3- 4 reports submitted on 2- 8 days after end of the quarter 2- 3 reports submitted on 1- beyond 8 days after end of the quarter 1- 2 or less reports submitted on time	5- Submitted 5 days after the end of the quarter 4- 6 days after end of the quarter 3- 7 days after end of the quarter 2- 8 days after end of the quarter 1- beyond 8 days after end of the quarter	Memo Update on Issue Base Briefing submitted to Division Manager every 3 days after the end of the quarter, with 1 report submitted on time		5- 3 or more Memo Updates submitted on time 4- 2 Memo Updates submitted on time 3- 1 Memo Update submitted on time 2- 3 or more Memo Updates submitted the quarter out of time (with no other memo update submitted on time) 1- 2 and below memo submitted out of time (with no other memo update submitted on time)	5- Submitted 1 day after the end of the quarter 4- 2 days after the end of the quarter 3- 3 days after the end of the quarter 2- 4 days after end of the quarter 1- beyond 4 days after end of the quarter

Endorsed by: \_\_\_\_\_  
Date: \_\_\_\_\_

MA. ZENAIDA R. QUIÑAHAN

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

MA. EVELYNE A. FRANCISCO



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

6th & 7th Floors, Tower 1  
Double Dragon Plaza  
Double Dragon Meridian Park  
Macapagal Avenue corner  
Edsa Extension Bay Area  
Pasay City 1302

 (+632) 8249-5900 to 79  
 Local 733 / 735  
 brdd.tieza@gmail.com  
www.tieza.gov.ph

**MEMORANDUM**

**TO :** THE MANAGER – ADMINISTRATIVE SERVICES DEPARTMENT

**FROM :** THE ASSISTANT CHIEF OPERATING OFFICER – ASSETS MANAGEMENT  
SECTOR

**SUBJECT :** CERTIFICATE OF PERFORMANCE

This is to certify that **MA. EVELYNE A. FRANCISCO** has timely completed the following tasks for the Period January – June 2020:

1. Acted upon the submitted updates on Issue Based Briefer of TIEZA Properties as attached to the IPCR of the Business Research and Development Division to wit:
  - a. Ma. Cecilia Saclolo  
Burnham Park – February 24, March 20  
Kisad Lot, Baguio – March 20  
Mt. Data Hotel – January 20
  - b. Ma. Cristina Macabenta  
Kabayan Youth Hostel – February 17, March 23  
Claveria BLL – February 10, March 23
  - c. Emmanuel Luis Bayani  
Club Intramuros Golf Course – January 10  
Clark – January 21  
Zamboanga Golf Course & Beach Park – February 28
  - d. Reyna Palacay  
Balicasag Island Dive Resort – March 2  
Paoay Properties – June 9  
Marcos Park Property – February 5
  - e. Janeth Christine Ocampo  
Kang –irag – April 3, 2020  
Moalboal – April 3, 2020  
Maomawan – April 3, 2020
2. Acted upon and submitted to the Assistant Chief Operating Officer the following Action Plan for Administrative Titling as attached to the IPCR of Business Research and Development Division to wit:  
Agoo Playa Hotel  
San Fabian BLL  
Baguio Properties (Burnham Park & Lots 1, 2 & 3  
Banaue Properties  
Claveria BLL  
Claveria Lot 46, 47 & 93



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Cagayan de Oro Convention Center  
Argao Beach  
Argao Airstrip  
Dalaguete Beach Park  
Zamboanga Golf Course  
Club Intramuros Golf Course  
Paoay Property  
Kang -irag, Cebu  
Moalboal, Cebu

3. Acted upon and submitted to the Assistant Chief Operating Officer the recommended properties for appraisal as attached to the IPCR of Business Research and Development Division.
4. Acted upon the research work for the Business Development Plan of the Vacant Space at the Department of Tourism Regional Office in Baguio City as attached to the IPCR of Business Research and Development Division.
5. Acted upon by approving the updated content of the investment materials as attached to the IPCR of Business Research and Development Division.

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

Certified true and correct:

JETRO NICOLAS F. LOZADA 

