



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

I, **DANILO M. ANOTA**, of the **OPERATIONS DEPARTMENT**, **CLUB INTRAMUROS GOLF COURSE**, 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 TO DECEMBER 2020**

**DANILO M. ANOTA**  
 Ratee  
 Date: JULY 1, 2020

Reviewed by	Date	Approved by	Date				
<div>Jose Ramon L. Ramos</div> <div>Immediate Supervisor</div>		<div>Atty Maria Teresa C. Alvarez</div> <div>Head of Office</div>					
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
SOB: Develop a portfolio of innovative customer centric products & services	Accurate monthly summary of collection & deposits report submitted to the Senior Corporate Accounts Analyst within the first 3 WDs of the succeeding month	Monthly reports submitted to Senior Corporate Account Analyst within 2WDS of the succeeding month, 100% accurate.	Q1	E2	T3	A4	
		Monthly reports accountable forms submitted to Senior Corporate Account Analyst within 2WDS of the succeeding month, 100% accurate.	5.000		4.667	4.834	
FINAL AVERAGE RATING							4.834



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Comments and Recommendations for Development Purposes				
MR. ANOTA IS DETENDABLE & SUBMITS TIMELY REPORTS. HE IS AN ASSET TO CIEC.				
Discussed with	Date	Assessed by	Date	Final Ranking by
		I certify that I discussed my assessment of the performance with the employee.		
DANILO M. ANOTA (EMPLOYEE NAME)		JOSE RAMON L. RAMOS (CIEC- RESIDENT MANAGER)		ATTY. MARIA TERESA C. ALVAREZ (DEPARTMENT HEAD NAME)

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

**OPERATIONS DEPARTMENT**  
**CLUB Intramuros Golf Course**  
**July to December 2020**

SUCCESS INDICATOR	TIMELINESS	QUALITY
Accurate monthly summary of collection & deposits report submitted to the Senior Corporate Accounts Analysts within the first 3 WDs of the succeeding month (Proof: logbook with date when received by the SCAA, with quality remarks)	5- submitted within 1 working day 4- 2 WDs 3- 3 WDs 2- 4 WDs 1- 5 WDs	5 - 100% accurate  1 - with error
Accurate monthly report of accountability for accountable forms (O.R.s, player slip, order slip, food checks, beverage checks, hole in one stub) submitted to the Senior Corporate Accounts Analysts within the first 3 working days of the succeeding month	5- submitted within 1 working day 4- 2 WDs 3- 3 WDs 2- 4 WDs 1- 5 WDs	5 - 100% accurate  1 - with error

