




MARIA TERESITA A. CABUSORA
 Ratee
 Date:

Date		Reviewed and Approved by:				Date	
			Atty. MA. TERESA C. ALVAREZ Manager Operations Department				
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE Entity Operation and Management	Acts as Special Disbursing Officer for the revolving fund in the amount of P20,000.00 to the operation of the IRB LSM.						
	- Prepared PR and other documents necessary for procurement within 3 WDs prior to purchase with no error	Prepared PR and other documents necessary for procurement w/in 1 WD with no error.	5.000		5.000	5.000	
	- Prepared replenishment of working fund at least once a month with no error.	Prepared replenishment of working fund once a month with no error.	2.500		2.000	2.250	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Develop a portfolio of innovative, customer-centric tourism products and services.	Submits Customer Feedback Form with tabulations & Summary of respondents to the Resident Manager within 5 WDs of the succeeding month with no error.	Submitted Customer Feedback tabulations & summary of respondents to the RM within 3-4 WDs of the succeeding month with no error.	5.000		4.500	4.750	
	Submits Summary of Smiley Images with tabulations and summary of Happy and Sad Emoticons of respondents of ratings to the Resident Manager within 5 WDs of the succeeding no error.	Submitted Summary of Smiley Images with tabulations and summary of respondents to the RM within 3 - 4 WDs of the succeeding month with no error.	5.000		4.500	4.750	
FINAL AVERAGE RATING			4.375		4.000	4.188	Very Satisfactory
Comments and Recommendations for Development Purposes							

Discussed with	Date	Assessed by	DATE	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with themployee.			
MARIA TERESITA A. CABUSORA Technical Assistant B (cti)					
Atty. MA. TERESA C. ALVAREZ Manager, Operations Department					

INTRAMUROS & RIZAL'S BAGUMBAYAN LIGHT & SOUND MUSEUM

RATING MATRIX

July to December, 2020

SUCCESS INDICATOR	TIMELINESS	QUALITY
CORE		
Prepared PR and other documents necessary for procurement within 3 working days prior to purchase with no error.	5 - 1 WD 4 - 2 WDs 3 - 3 WDs 2 - 4 WDs 1 - 5 WDs	5 - No error 4 - 3 - 2 - 1 - with error
Prepared replenishment of working fund at least once a month with no error.	5 - 2 times a month 4 - 3 - once a month 2 - 1 - no replenishment prepared	5 - No error 4 - 3 - 2 - 1 - with error
Submits Customer Feedback Forms with tabulations & summary of respondents to the Resident Manager within 5 WDs of the succeeding month with no error.	5 - Within 1 - 2 WDs 4 - Within 3 - 4 WDs 3 - Within 5 WDs 2 - Within 6 WDs 1 - Beyond 7 WDs	5 - No error 4 - 3 - 2 - 1 - with error
Submits Summary of Smiley Images with tabulations and summary of Happy and Sad Emoticons of respondents of ratings to the Resident Manager within 5 WDs of the succeeding month with no error.	5 - Within 1 - 2 WDs 4 - Within 3 - 4 WDs 3 - Within 5 WDs 2 - Within 6 WDs 1 - Beyond 7 WDs	5 - No error 4 - 3 - 2 - 1 - with error