

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

commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period I, JOHN MICHAEL GALIMBA, of the Operations Department, Balicasag Island Dive Resort,

July 1 - December 31, 2020

### JOHN MICHAEL M. GALIMBA

04/14/2020

Reviewed by	Date	Approved by					Date
ELLEONOR G. SULANGAN	ANGAN	ATTY, MARIA TERESA C. ALVAREZ	ال SA C. ALV	AREZ			
Immediate Supervisor	visor	Head of	Head of Office M				
			/				
STRATEGIC OBJECTIVES/				RATING	NG		
FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	Q1	E2	13	Α4	Remarks
STRATEGIC OBJECTIVE							
SO 7: Achieved Financial viability	Accurate Monthly Financial statement						COVID19 started month of March 2020 until
and sustainability of TIEZA assets	submitted to the RM within 6 Wdays of the succeeding month	within 6 Wdays, 100% accurate	5.000		3.667	3.667 4.334 Present	Present
	Accurate Monthly Fund Requirements submitted to the RM within six (6) Wdays of the succeeding						COVID19 started month
	month (i.e. within 2 Wdays after the submission of the FS upon receipt of the necessary documents)	within 6 Wdays, 100% accurate	5.000		3.667	4.334	3.667 4.334 of March 2020 until Present
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(DEPARTMENT HEAD)	TMENT	DEPAR.			RVISOR)	(IMMEDIATE SUPERVISOR)	(IMME)	AME)	(EMPLOYEE NAME)
ATTY. MARIA TERESA C. ALVAREZ	TERESA	MARIA	ATTY.		NGAN	ELLEONOR G. GULANGAN	ELLEC	GALIMBA	JOHN MICHAEL M. GALIMBA
	-	_				sed my erformance	I certify that I discussed my assessment of the performance with the employee.	04/14/2020	
Date		ng by	Final Ranking by	Fin	Date		Assessed by	Date	Discussed with
								Development Purposes	Comments and Recommendations for Development Purposes  His work attendance needs improvement
	4.334								FINAL AVERAGE RATING
Present  COVID19 started month  4.334 of March 2020 until  Present	4.334	3.667		5.000	within 6 Wdays, 100% accurate	within 6 W	concilliation Report- 16 Wdays of the	Accurate Monthly Bank Reconcilliation Reportsubmitted to the RM within 6 Wdays of the succeeding month	
4.334 COVID19 started month of March 2020 until	4.334	3.667	J	5.000	within 6 Wdays, 100% accurate	within 6 W	submitted to the FISD succeeding month	Accurate VAT Declaration submitted to the FISD within six (6) Wdays of the succeeding month	

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



### TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

### OPERATIONS DEPARTMENT BALICASAG ISLAND DIVE RESORT RATING MATRICES JULY - DECEMBER 2020

SUCCES INDICATOR	POSITION	TIMELINESS	QUALITY
Accurate Financial Statement Report submitted to the RM within six (6) Wdays of the succeeding month	SCAA	5 – less than 5 Wdays	5 – 100% accurate
Training Six (o) Tradys of the successing memory		4 – submitted within 5 Wdays	
		3 - submitted within 6 Wdays	
		2 - submitted within 7 Wdays	
		1 - more than 7 Wdays	1 – with error / correction
Accurate Monthly Fund Requirements submitted	SCAA	5 – less than 5 Wdays	5 – 100% accurate
to the RM within six (6) Wdays of the succeeding		4 – submitted within 5 Wdays	
month (i.e. within 2 Wdays after the submission		3 – submitted within 6 Wdays	
of the FS upon receipt of the necessary		2 – submitted within 7 Wdays	
documents)		1 – more than 7 Wdays	1 – with error / correction
Accurate VAT Declaration submitted to the FISD	SCAA	5 – less than 5 Wdays	5 – 100% accurate
within six (6) Wdays of the succeeding month		4 – submitted within 5 Wdays	
2004 (1007) 1,0 (100 M25 M2 100 M25		3 – submitted within 6 Wdays	
		2 – submitted within 7 Wdays	
		1 – more than 7 Wdays	1 – with error / correction
Accurate Monthly Bank Reconcilliation Report-DBP			
Cuurent Account submitted to RM within six (6) Wdays of	SCAA	5 – less than 5 Wdays	5 – 100% accurate
the succeeding month			
		4 – submitted within 5 Wdays	
		3 – submitted within 6 Wdays	
		2 – submitted within 7 Wdays	
		1 - more than 7 Wdays	1 – with error / correction