



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

I, EVA MARIE M. VICEDO, of the BUSINESS DEVELOPMENT DEPARTMENT, Sales Division,  
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 2021

EVA MARIE M. VICEDO  
Ratee

Date: \_\_\_\_\_

Reviewed by	Date	Approved by	Date
<i>MA. EVELYN A. FRANCISCO</i>			
MA. EVELYN A. FRANCISCO		JETRO NICOLAS R. LOZADA	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
STRATEGIC OBJECTIVE SO4 : Achieved Financial Viability and Sustainability of TIEZA Assets	To contribute the amount of P1.259M to P1.679M in the overall revenue of TIEZA Operating Properties by June 11, 2021 through online bookings	Not applicable due to covid 19 pandemic					
CORE FUNCTION	Approved participation and sponsorship in Tourism/ Travel Trade/ Corporate Events acted upon by the DivM within 3rd submission and signed within 3 WD	Acted upon 2nd submission signed within 1 day	4.000		5.000	4.500	
	Sales Reports submitted to the DivM every 3rd Wed of the following month and acted upon 3rd submission	Acted upon 2nd submission signed within 1 day	4.000		5.000	4.500	
	Prepared and monitored the division budget for 2021/2022 acted upon by the DivM 5-6 WD from submission	Acted upon 1st submission within 4 WD from submission	4.000		5.000	4.500	

*Receiving Copy*



STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE FUNCTION	Evaluated and recommended 2021-2022 room rates of TIEZA operating properties acted upon by the DivM 5-6 WD from submission  Video/Photo coverage an documentation of TIEZA , Travel and Tourism related events/functions accepted by the DivM within 3 WD upon submission, with 3 editing	Acted upon 2nd submission signed within 1 day  Acted upon by the DivM on 2nd editing within 2 WDs from submission	4.000		5.000	4.500	
			4.000		4.000	4.000	
FINAL AVERAGE RATING			20.000		24.000	4.400	

#### Comments and Recommendations for Development Purposes

*Ma. Vicado exercises empathy and consideration in her division considering the pandemic situation. She maintains networking with stakeholders. She needs to manage the over-all deliverables of her staff and see to it that she implements the programs progressively and not per project basis.*

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the employee.			
<i>Eva Marie M. Vicado</i>		<i>MA. EVELYNE A. FRANCISCO</i>		<i>JETRO NICOLAS F. LOZADA</i>	
EVA MARIE M. VICEDO		MA. EVELYNE A. FRANCISCO		JETRO NICOLAS F. LOZADA	

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

**BUSINESS DEVELOPMENT DEPARTMENT RATING MATRIX**  
**SALES DIVISION (JANUARY - JUNE 2021)**

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
Sales contribution of P1.259M to P1.679M in the Gross Revenue of TIEZA Operating Entities (with accommodation) by June 11, 2021	5 - above P1.679M	5 - above P1.679M	5 - by May 28, 2021	Sales contribution of P1.259M to P1.679M in the Gross Revenue of TIEZA Operating Entities (with accommodation) by June 11, 2021		5 - above P1.679M	5 - by May 28, 2021
		4 - above P1.259M to P1.679M	4 - by June 4, 2021			4 - above P1.259M to P1.679M	4 - by June 4, 2021
		3 - P1.259M	3 - by June 11, 2021			3 - P1.259M	3 - by June 11, 2021
		2 below P1.259M	2 - by June 18, 2021			2 below P1.259M	2 - by June 18, 2021
		1 - below P0.944M	1 - on June 25, 2021			1 - below P0.944M	1 - on June 25, 2021
Approval Participation and Sponsorship in Tourism/Travel Trade/Corporate Events acted upon by the DM with within 3rd submission and signed within 3 WD	5 - Acted upon by the 1st submission		5 - Signed within 1 day	Approval Participation and Sponsorship in Tourism/Travel Trade/Corporate Events acted upon by the DivM with within 3rd submission and signed within 3 WD	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1 WD
	4 - Upon 2nd submission		4 - within 2 days		4 - Acted upon 2nd submission		4 - within 2-3 WD
	3 - Upon 3rd submission		3 - within 3 days		3 - Acted upon 3rd submission		3 - within 4-5 WD
	2 - Upon 4th submission		2 - within 4 days		2 - Acted upon 4th submission		2 - within 6-7 WD
	1 - Disapproval		1 - more than 4 days		1 - Disapproval		1 - more than 7 WD

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
Sales Reports submitted to DM every 3rd Wed. of the following month & acted upon 3rd submission	5 - Acted upon by the DM upon 1st submission		5- Submitted every 3rd Monday of the following month	Sales Reports submitted to DivM every 2nd Wed. of the following month & acted upon 3rd submission	5 - Acted upon by the DivM upon 1st submission		5- Submitted every 2nd Monday of the following month
	4 - Acted upon 2nd submission		4-Tuesday		4 - Acted upon 2nd submission		4-Tuesday/1 day after Mon
	3 - Acted upon 3rd submission		3-Wednesday		3 - Acted upon 3rd submission		3-Wednesday/2 days after Mon
	2 - Acted upon 4th submission		2- Thursday		2 - Acted upon 4th submission		2- Thursday
	1 - No submission		1-Friday or beyond		1 - No submission		1-Friday or beyond
Prepare and monitor the division budget for 2021 acted upon by the DM 5-6 WD from submission	5 - Acted upon by the DM upon 1st submission		5- Signed within 1-2 WD	Prepare and monitor the division budget for 2021 acted upon by the DivM 5-6 WD from submission	5 - Acted upon by the DM upon 1st submission		5- Signed within 1-2 WD
	4 - Acted upon 2nd submission		4-within 4-3 WD		4 - Acted upon 2nd submission		4-within 4-3 WD
	3 - Acted upon 3rd submission		3-within 5-6 WD		3 - Acted upon 3rd submission		3-within 5-6 WD
	2 - Acted upon 4th submission		2-within 6-7 WD		2 - Acted upon 4th submission		2-within 6-7 WD
	1 - Disapproval		1-more than 7 WD		1 - Disapproval		1-more than 7 WD

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
Video/Photo coverage and documentation of TIEZA, Travel and Tourism related events / functions accepted by the DM w/in 3 WDs upon submission, w/ 3 editing	5 - acted upon by the DM upon 1st editing		5 - submitted w/in 1 WD from date of coverage	Video/Photo coverage and documentation of TIEZA, Travel and Tourism related events / functions accepted and approved b the DivM w/in 3 WDs upon submission, w/ 3 editing	5 - acted upon by the DivM upon 1st editing		5 - submitted w/in 1 WD from date of coverage
	4 - with 2 editing		4 - within 2 WD from coverage		4 - with 2 editing		4 - within 2 WD from coverage
	3 - with 3 editing		3 - within 3 WD from coverage		3 - with 3 editing		3 - within 3 WD from coverage
	2 - with 4 editing		2 - within 4 WD from coverage		2 - with 4 editing		2 - within 4 WD from coverage
	1 - more than 4 editing		1 - beyond 5 days		1 - more than 4 editing		1 - beyond 5 days
Evaluate and recommend 2021-2022 room rates of TIEZA operating properties, acted upon by the DM and signed within 5-6 WD	5 - Acted upon by the DM upon 1st submission		5-Signed within 1-2 WD	Evaluate and recommend 2021-2022 room rates of TIEZA operating properties, acted upon by the DivM and signed within 5-6 WD	5 - Acted upon by the DM upon 1st submission		5- Signed within 1-2 WD
	4 - Acted upon 2nd submission		4-within 4-3 WD		4 - Acted upon 2nd submission		4-within 4-3 WD
	3 - Acted upon 3rd submission		3-within 5-6 WD		3 - Acted upon 3rd submission		3-within 5-6 WD
	2 - Acted upon 4th submission		2-within 6-7 WD		2 - Acted upon 4th submission		2-within 6-7 WD
	1 - Disapproval		1-more than 7 WD		1 - Disapproval		1-more than 7 WD





**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

**MEMORANDUM**

6th & 7th Floors, Tower 1  
Double Dragon Plaza  
Double Dragon Meridian Park  
Macapagal Avenue corner  
Edsa Extension Bay Area  
Pasay City 1308

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sales.tieza@gmail.com  
www.tieza.gov.ph

**TO : The Manager - Administrative Services Department**

**FROM : ACOO – Assets Management Sector**

**SUBJECT : Certificate of Performance**

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This is to certify that **Ms. EVA MARIE VICEDO** has timely completed the following tasks for the period January - June 2021:

- I. Acted upon and submitted to the DAssistant Chief Operating Officer – Assets Management Sector the following sponsorship / financial request of various proponent to wit:
  1. Office of the Government Corporate Council (OGCC)
  2. American Chamber of Commerce (AmCham)
  3. Tourism Congress of the Philippines General Membership Meeting (Mindanao)
  4. Philippine Dive Expo (PHIDEX) Virtual
  5. Panglao Dive Festival
  6. DOT Media Fun Golf 2021
- II. Submitted the following Accomplishment Report  
(Division Performance Report and DOT Required Report)
  1. 1st Quarter Accomplishment Report
  2. 2nd Quarter Accomplishment Report

For the ASD's reference as attachment to the IPCR.

Attested true and correct

  
**MA. EVELYNA A FRANCISCO**



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6th & 7th Floors, Tower 1  
Double Dragon Plaza  
Double Dragon Meridian Park  
Macapagal Avenue corner  
Edsa Extension Bay Area  
Pasay City 1308

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sales.tieza@gmail.com  
www.tieza.gov.ph

## JUSTIFICATION

This is to certify that the following personnel of the Sales Division of the Business Development Department (BUDD) were not able to achieve their financial target of P 1.679M for the period January – June 2021.

1. **Eva Marie M. Vicedo**
2. Aileen M. Macadangdang
3. Maria Elena O. Go
4. Ma. Isabel T. Martinez
5. Emilia D. Pasia


The target was not realized for the following reasons:

1. TIEZA operating properties, Banaue Hotel and Youth Hostel and Gardens of Malasag Eco-Tourism Village, were used as quarantine facilities of their respective LGUs.
2. Majority of the accommodation establishments were closed, including TIEZA entities operating properties, in compliance with the IATF protocols since travel was not considered essential during the lockdown and borders were also closed to limit peoples' and clients' activities.
3. In view of the above reasons, there were no materialized bookings in the past 6 months.

This justification is being issued to support the Individual Performance Commitment and Review (IPCR) rating for the period January – June 2021.

  
**EVA MARIE M. VICEDO**  
Manager  
Sales Division

Noted by:

  
**MA. EVELYN A. FRANCISCO**  
Manager  
Business Development Department

