



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

Individual Performance Commitment and Review (IPCR)

I, **MA. CARMELA LV. MARQUEZ**, of the **OPERATIONS DEPARTMENT, GARDENS OF MALASAG ECO TOURISM VILLAGE**,

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

MA. CARMELA LV. MARQUEZ
Resident Manager

Reviewed by	Date	Approved by	Date				
ATTY. MARIA TERESA C. ALVAREZ Manager-Operations Department		JETRO NICOLAS F. LOZADA ACOO-Asset Management Sector					
IMMEDIATE SUPERVISOR		Head of Office					
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
	Accurate Financial Report, submitted to OPED on the 8th working day of the succeeding month	Submitted earlier than 7 WD, no error	5.000		5.000	5.000 ✓	
	Attained Budget Utilization Rate of 90% based on approved budget plus realignments and/or supplemental budget	Attained Budget Utilization Rate of 84.43%	1.000			1.000 ✓	
	Submitted Maintenance Plan to OPED by the end of December 31, 2020, accepted upon 2nd revision	Submitted to by July 17, 2020, accepted without revision	5.000		5.000	5.000 ✓	

60% of personnel competency based enhancements needs sent to competency based training before the end of December 31, 2020		Attended the training before the end of December 31, 2020. 40% of the personnel sent to competency based training		1.000	5.000	3.000	3.500
FINAL AVERAGE RATING							
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by	Date	Final Ranking by	Date		
MA. CARMELA IV. MARQUEZ (EMPLOYEE NAME)		ATTY. MARIA TERESA C. ALVAREZ (DIVISION HEAD NAME)		JETRO NICOLAS F. LOZADA (DEPARTMENT HEAD NAME)			

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

OPERATIONS DEPARTMENT
Gardens of Malasag Eco-Tourism Village
RATING MATRIX
July - December 2020

SUCCESS INDICATOR	TIMELINESS	QUALITY
Accurate Financial Report, submitted to OPED on the 8th working day of the succeeding month	5 - submitted earlier than 7 WD 4 - submitted on 7th WD 3 - submitted on the 8th WD 2 - submitted on the 9th WD 1 - submitted beyond 9th WD	5 - no error 1 - with error
Attained Budget Utilization Rate of 90% based on approved budget plus realignments and/or supplemental budget (formula: $\frac{\text{actual funds used}}{\text{DBM approved budget} + \text{supplemental and/or realigned budget}} \times 100\%$)		5 - 94% & above of approved budget 4 - 91% - 93% 3 - 90% 2 - 85% - 89% 1 - 84% & below
Submitted Maintenance Plan to Oped by the end of December 31, 2020, accepted upon 2nd revision	5 - submitted to by Dec 31, 2020 1 - was not submitted by December 31, 2020	5 - accepted w/o revision 4 - accepted upon 1st revision 3 - accepted upon 2nd revision 2 - accepted upon 3rd revision 1 - for complete revision of the plan
60% of personnel with competency based enhancement needs sent to competency based training before the end of December 31, 2020	5 - attended the training before the end of December 31, 2020 1 - participants did not attend the training	5 - 65% and above 4 - 61% to 64% 3 - 60% 2 - 56 to 59% 1 - 55% and below