
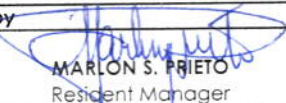


TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Individual Performance Commitment and Review (IPCR)

I, **SHERIDAN CLAIRE M. ABUL**, of the **OPERATIONS DEPARTMENT, BANAUE HOTEL AND YOUTH HOSTEL**, 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 1 to December 31, 2020**

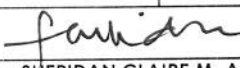
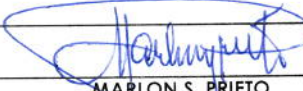

SHERIDAN CLAIRE M. ABUL
Ratee
Date: **July 10, 2020**

Reviewed by	Date	Approved by	Date
 MARLON S. PRIETO Resident Manager	Jul. 10, 2020	ATTY. MA. TERESA C. ALVAREZ Department Manager	
Immediate Supervisor		Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
STRATEGIC OBJECTIVE Output 1 SO4: Achieved Financial Viability and Sustainability of Assets	Accurate Financial statement submitted to the RM/DivM within 6 Wdays of the succeeding month	Submitted Accurate Financial statement to the RM/DivM within 6 Wdays of the succeeding month	5.000		3.167	4.083	
	Accurate Monthly Fund Requirements submitted to the RM with in 6 working days of the succeeding month (i.e. within 2 WDs after the submission of the FS upon receipt of the necessary documents)	Submitted Accurate Monthly Fund Requirements to the RM with in 6 working days of the succeeding month (i.e. within 2 WDs after the submission of the FS upon receipt of the necessary documents)	5.000		2.250	3.625	
	Accurate VAT Declaration Submitted to the FISC with in 6 working days of the succeeding month	Submitted Accurate VAT Declaration to the FISC with in 6 working days of the succeeding month	5.000		4.500	4.750	
FINAL AVERAGE RATING						4.153	

Comments and Recommendations for Development Purposes

Dependable and hardworking.

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
	1/31/2021				
 SHERIDAN CLAIRE M. ABUL		 MARLON S. PRIETO		ATTY. MA. TERESA ALVAREZ	

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

OPERATIONS DEPARTMENT
BANAUE HOTEL & YOUTH HOSTEL
RATING AND MATRIX for all Senior Corporate Account Analyst
July-December 2020

INDIVIDUAL LEVEL			
SUCCESS INDICATOR	POSITION	TIMELINESS	QUALITY
Accurate Financial Statement Submitted to the RM with in 6 wdays of the succeeding month	Sr. Corp. Account Analyst	5-submitted less than 5 WD	5-No error
		4-submitted within 5 WD	
		3-submitted with in 6 WD	
		2-submitted with in 7 WD	
		1-submitted more than 7 WD	1-with error/correction
Accurate Monthly Fund Requirements submitted to the RM with in 6 working days of the succeeding month (i.e. within 2 WDs after the submission of the FS upon receipt of the necessary documents)	Sr. Corp. Account Analyst	5-submitted less than 5 WD	5-No error
		4-submitted within 5 WD	
		3-submitted with in 6 WD	
		2-submitted with in 7 WD	
		1-submitted more than 7 WD	1-with error/correction
Accurate VAT Declaration Submitted to the FISC with in 6 working days of the succeeding month	Sr. Corp. Account Analyst	5-submitted less than 5 WD	5-No error
		4-submitted within 5 WD	
		3-submitted with in 6 WD	
		2-submitted with in 7 WD	
		1-submitted more than 7 WD	1-with error/correction