



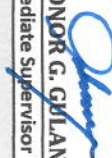
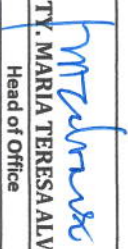
**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
**Individual Performance Commitment and Review (IPCR)**




I, **MERCEDITA OYALES**, Of the Operations Department, (Balicasag Island Dive Resort), 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.

**MERCEDITA OYALES**

Ratee

Date: May 20, 2021

Reviewed by		Date:		Approved by:		Date:	
 <b>ELLEONOR G. GRLANGAN</b> Immediate Supervisor				 <b>ATTY. MARIA TERESA ALVAREZ</b> Head of Office			
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			T1	E2	Q3	A4	
<b>SO 9:</b> Develop a portfolio of innovative, customer-centric tourism products and services.	Summary of Customer Feedback Forms submitted to the RM on the 3rd working day of the succeeding month. Achieved 50% satisfaction rating for the period.	No data due to Temporary closure of the Resort and Pandemic	3,000			3,000	
	Summary of emoticons submitted to the RM on the 3rd working day of the succeeding month. Achieved 85% Happy Smiley Emoticons	No data due to Temporary closure of the Resort and Pandemic	3,000			3,000	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			T1	E2	Q3	A4	
CORE Recreation Services Management	Monthly portfolio of BIDR Diver's report submitted to RM within 5WDS of the succeeding month, accepted by RM upon 2nd submission.	No Guest due to Temporary closure of the Resort and Pandemic					
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	ACTUAL ACCOMPLISHMENTS	T1	E2	Q3	A4	REMARKS
Liaison services	Secured BIDR Dive Shop Accreditation from Philippine Commission on Sports Scuba Diving before EO December 2019 with complete staff work.	BIDR Dive shop complied w/ the necessary requirements prescribed by PCSSD by June 26, 2020 with complete staff work. Prepared payment for Accreditation & Inspection but due to Pandemic PCSSD waived the Accreditation fee for this year.	5.000		5.000	5.000	
FINAL AVERAGE RATING			3.667				
<b>Comments and Recommendation for Development purposes</b> <i>She readily accepts tasks and assignment w/o complaint. However, she lacks follow through in tasked assigned. She needs to see if that tasks assigned were consistently followed up until accomplished.</i>							
Discussed with	Date:	Assessed by	I certify that I discussed my assessment of the performance with the employee.		Date	Final Ranking by:	Date:
 MEREDITH OYALS (EMPLOYEE NAME)			 ELLEONOR G. GULANGAN (OIC-OFFICE OF THE RESIDENT MANAGER-BIDR)			 ATT. MARIA TERESA ALVAREZ (DEPARTMENT HEAD NAME)	

Legend: 1- Quality

2- Efficiency

3- Timeliness

4- Average



# TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

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

(+632) 906-238-8561  
balicasagisland@tieza.gov.ph  
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## RATING MATRIX (July-December 2020)

Success Indicator	Position	Timeliness	Efficiency	Quality
Summary of Customer Feedback Forms submitted to RM on the 3 <sup>rd</sup> working day of the succeeding month. Achieved 50% satisfaction rating for the period.	Recreation and Sports Development Officer-A	5-submitted earlier than 4 working days 4-submitted within 4 working days 3-submitted within 5 working days 2-submitted within 6 working days 1-submitted beyond 6 working days	5- Above 90%. 4- 86% to 90% 3- 85% 2- 80% to 84.99% 1- below 80%	
Summary of emoticons submitted to RM on the 3 <sup>rd</sup> working day of the succeeding month. Achieved 85% Happy Smile emoticons.	Recreation and Sports Development Officer-A	5-submitted earlier than 4 working days 4-submitted within 4 working days 3-submitted within 5 working days 2-submitted within 6 working days 1-submitted beyond 6 working days		5- Above 90% happy smiley. 4- 86 to 90% happy smiley. 3- 85% happy smiley. 2- 81% to 84.99% happy smiley. 1- Below 81% happy smiley
Monthly portfolio of BIDR Diver's report submitted to RM within 5 WDs of the succeeding month accepted by RM upon 3 <sup>rd</sup> submission.	Recreation and Sports Development Officer-A	5-submitted 1-2 WDs 4-submitted 3-4 WDs 3-submitted within 5 WDs 2-beyond 5 WDs 1-non-submission during the semester.		5-accepted by RM upon 1 <sup>st</sup> submission 4-2 <sup>nd</sup> submission 3-3 <sup>rd</sup> submission 2-4 <sup>th</sup> submission 1-beyond 4 <sup>th</sup> submission
Secured BIDR Dive Shop Accreditation from Philippine Commission on Sports SCUBA Diving before EO December 2020 with complete staff work.	Recreation and Sports Development Officer-A	5- Accredited by July 1-31, 2020 4- Accredited by August 1-31, 2020 3- Accredited by September 1-30, 2020 2- Accredited by October 1-31, 2020 1- Non-compliance for the period.		5- Submitted with complete staff work 4- Lacking 1 requirement 3- Lacking 2 requirements 2- Lacking 3 requirements 1- Failed to submit all requirements