

# 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, RENATO P. MENIA, of the OPERATIONS DEPARTMENT, BANAUE HOTEL AND YOUTH HOSTEL,

January 1 to June 30, 2021

Date: Janaury 10, 2021 Date Ratee Manager- Operations Department ATTY. MA. TERESA C. ALVAREZ Head of Office Approved by Date Immediate Supervisor Resident Manager MARLON S. RRIETO

Reviewed by

STRATEGIC OBJECTIVES/	SUCCESS INDICATOR			RAT	RATING		
FUNCTIONS	SOCCESS INDICATOR	Actual Accomplishments	ē	E2	13	A4	Remarks
STRATEGIC OBJECTIVE CORE							
Output 1							
Property Management	Issued Memorandum Receipts (PARE) to enduser within 3 Wdays after delivery with complete staff work	Receipts (PARE) to end-NOTE: NO EQUIPMENTS ffer delivery with PURCHASED DURING THE PERIOD.		-			
Output 2				Ī			
Employee Welfare Services	Payments and documents for remittance to Remitted to NGA's and NGA's and SOCC's (i.e. GSIS, Philheath, submitted to and verified by SCAA within 10 etc.) submitted to and calendar Days of succeeding month with no verified by SCAA with 10 error	Remitted to NGA"s and GOCC (i.e. GSIS, Philheath, etc.) submitted to and verified by SCAA with 10	5.000	No. of the second	3.667	3.667 4.334	
		Calendar Days of succeeding month with no					
FINAL AVERAGE RATING				-		4.334	

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Actual Accomplishments at 12	Acrodi Accompiishme

Date	Assessed by	Date	Final Ranking by	Date
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	assessment of the			
	performance with the			
	employee.		- 10	
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Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

# OPERATIONS DEPARTMENT

### BANAUE HOTEL & YOUTH HOSTEL

# RATING MATRICES FOR JANAURY - JUNE 2021

1		INDIVIDUAL LEVEL		
SUCCESS INDICATOR	POISTION	TIMELINESS	EFFIENCIENCY	QUALITY
Issued Memorandum Receipts (PARE) to end-user within 3 Wdays after delivery with complete staff work	PROPCUST	5- issued within 1 Wday of delivery		5 - Complete staff work
		4- issued within 2 Wdays after delivery		4 - with 1 deficiency
		3- issued within 3 Wdays after delivery		3 - with 2 deficiencies
		2 - issued within 4 Wdays after delivery 1 - issued beyond 4 Wdays after delivery		2 - with 3 deficiences 1 - with 4 or more deficience
Payments and documents for remittance to NGA's and GOCC's (i.e. GSIS, Philhealth,etc.) submitted to and verified by SCAA within 7 Calendar Days of succeeding month, with no error.		5- within 5 CDays of the succeeding month		5 - no error
	PROPCUST	4- within 6 CDays of the succeeding month		4 - 1 error
		3- within 7 CDays of the succeeding month		3 - 2 errors
		2- within 8 CDays of the succeeding month		2 - 3 errors
		1- within 10 CDays of the succeeding month		1 - 4 or more errors