



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

I, **RENATO P. MENIA**, 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 **January 1 to June 30, 2021**

Renato P. Menia
RENATO P. MENIA
 Ratee

Date: **January 10, 2021**

Reviewed by	Date	Approved by	Date
<i>Marlon S. Prieto</i> MARLON S. PRIETO Resident Manager		<i>Ma. Teresa C. Alvarez</i> ATTY. MA. TERESA C. ALVAREZ Manager- Operations Department	
Immediate Supervisor		Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Output 1 Property Management	Issued Memorandum Receipts (PARE) to end-user within 3 Wdays after delivery with complete staff work	NOTE: NO EQUIPMENTS PURCHASED DURING THE PERIOD.					
Output 2 Employee Welfare Services	Payments and documents for remittance to NGA's and GOCC's (i.e. GSIS, Philhealth, etc.) submitted to and verified by SCAA within 10 Calendar Days of succeeding month with no error.	Remitted to NGA's and GOCC (i.e. GSIS, Philhealth, etc.) submitted to and verified by SCAA with 10 Calendar Days of succeeding month with no	5,000		3,667	4,334	
FINAL AVERAGE RATING						4.334	

OPERATIONS DEPARTMENT
BANAUE HOTEL & YOUTH HOSTEL
RATING MATRICES FOR JANUARY - JUNE 2021

INDIVIDUAL LEVEL				
SUCCESS INDICATOR	POISTION	TIMELINESS	EFFIENCY	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		2 - with 3 deficiencies
		1 - issued beyond 4 Wdays after delivery		1 - with 4 or more deficiencies
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.	PROPCUST	5- within 5 CDays of the succeeding month		5 - no error
		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