



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

I, VIVIAN G. TUNDAGUI, 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

**VIVIAN G. TUNDAGUI**  
 Ratee  
 Date: JUNE 5, 2020

Reviewed by	Date	Approved by	Date
 <b>SHERIDAN CLAIRE MANGALLAB-ABUL</b> Sr. Corp. Accts. Analyst Immediate Supervisor	June 5, 2020	 <b>MARLON S. PRIETO</b> Resident Manager Head of Office	June 5, 2020


STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE Output 1 Corporate Accounts Management	Accurate Monthly Summary of Collection and Deposit and Checks Issued submitted to and integrated by SCAA within 3 Wdays of the succeeding month	Accurate Monthly Summary of Collection and Deposit and Checks Issued submitted to and integrated by SCAA within 1-2 Wdays of the succeeding month	4.333		4.167	4.250	
Output 2 Entity Operations and	Accurate and complete daily Cashiers Report submitted to and checked by the Night Audit.	Accurate and complete daily Cashiers Report submitted to and checked by the Night Audit.	4.333	4.333		4.333	
<b>FINAL AVERAGE RATING</b>			4.333	4.333	4.167	4.292	



OPERATIONS DEPARTMENT BANAUE HOTEL & YOUTH HOSTEL RATING MATRICES FOR JULY - DECEMBER 2020				
INDIVIDUAL LEVEL				
SUCCESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
Accurate Monthly Summary of Collection and Deposit and Checks Issued submitted to and Integrated by SCAA within 3 Wdays of the succeeding month	CC (VIVIAN)	5- submitted within 1 WDay		5 - 100% Accurate
		4- submitted within 2 Wdays		
		3- submitted within 3 Wdays		
		2- submitted within 4 Wdays		
		1- beyond 4 Wdays		1 - with 1 or more errors
Accurate and complete daily Cashiers Report submitted to and checked by the Night Audit.	CC (VIVIAN)		5 - w/ complete attachments	5 - 100% Accurate
			1 - w/ incomplete attachments	1 - with 1 or more errors

RATING		Remarks
T3	A4	
		none expected / minus

king by	Date
	2-26-21
	
MARLON S. PRIETO	