

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 deliver **January 1 to June 30, 2021.**

Sheridan
SHERIDAN CLAIRE MANGALLAB-ABUL
 Ratee
 Date: **January 10, 2021**

Reviewed by <i>Marlon S. Prieto</i>	Date Jan. 10, 2020	Approved by <i>Ma. Teresa C. Alvarez</i>	Date
MARLON S. PRIETO Resident Manager		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 7 Wdays of the succeeding month	5.000		2.833	3.917	
	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 7 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		2.167	3.583	
	Accurate VAT Declaration Submitted to the FISD with in 6 working days of the succeeding month	Submitted Accurate VAT Declaration to the FISD with in 6 working days of the succeeding month	5.000		3.833	4.417	
FINAL AVERAGE RATING						3.972	

Comments and Recommendations for Development Purposes

Dependable and hardworking. *Needs additional training such as Leadership & Entrepreneurship Sem/workshops*

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
	July 31, 2021				
<i>Sheridan</i>		<i>Marlon S. Prieto</i>		<i>Ma. Teresa C. Alvarez</i>	
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
January - June 2021

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 Monthly VAT Declaration Report 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