



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

I, **CHARISSA MAE C. POLINAR**, of the **Operations Department, Gardens of Malasag Eco-Tourism Village**, 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**


CHARISSA MAE C. POLINAR
 Ratee

Reviewed by	Date	Approved by	Date			
MA. CARMELA LV. MARQUEZ Immediate Supervisor		ATTY. MARIA TERESA C. ALVAREZ Head of Office				
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING			Remarks
CORE FUNCTIONS Cashiering Services/Cash Management	Monthly Summary of Collection and Deposits submitted to the Senior Corporate Accounts Analyst within 4 WDs of the succeeding month.	Submitted within 3 WDs, 100% Accurate	Q1 5.000	E2	T3 4.833	A4 4.917
	Accurate monthly report of accountability for accountable forms submitted to the Senior Corporate Accounts Analyst within 4WDs of the succeeding month.	Submitted within 3 WDs, 100% Accurate	5.000		4.833	4.917



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SUPPORT FUNCTION Personnel	Accurate payroll of regular employees submitted to the Senior Corporate Accounts Analyst at 12:00 noon every 15th, 30th or 31st day of the month.	Submitted at 11:00 in the morning every 15th, 30th or 31st of the month, 100% Accurate	5.000	4.333	4.667	
	Accurate payroll of Job Order employees submitted to the Senior Corporate Accounts Analyst at 3:00 in the afternoon every 1WD following the 15th, 30th or 31st day of the month.	Submitted at 02:00 in the afternoon every 1WD following the 15th, 30th or 31st of the month, 100% Accurate	5.000	4.583	4.792	
FINAL AVERAGE RATING						4.823
Comments and Recommendations for Development Purposes						
<i>Reliable Shows accuracy. Always attentive to details. processed services/submissions related to her job</i> Discussed with _____ Date _____ Assessed by _____ Date _____ I certify that I discussed my assessment of the performance with the employee.						
CHARISSA MAE C. POLINAR (EMPLOYEE NAME)		MA. CARMELA LV. MARQUEZ (DIVISION HEAD NAME)		ATTY. MARIA TERESA C. ALVAREZ (DEPARTMENT HEAD NAME)		

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

**OPERATIONS DEPARTMENT
GARDENS OF MALASAG ECO-TOURISM VILLAGE
RATING MATRICES
INDIVIDUAL LEVEL**

CHARISSA MAE C. POLINAR

SUCCESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
Monthly Summary of Collection and Deposits submitted to the Senior Corporate Accounts Analyst within 4 WDs of the succeeding month. (Proof: Logbook with date when received by the Bookkeeper, with quality remarks)	CASHIER C/CCO	5 – submitted within 2 WDs		5 – 100% accurate
		4 – 3 WDs		
		3 – 4 WDs		
		2 – 5 WDs		
		1 – Beyond 5 WDs		1 – with error
Accurate monthly report of accountability for accountable forms (ORs, guest folio, tickets, misc. vouchers, etc.) submitted to the Senior Corporate Accounts Analyst within 4 WDs of the succeeding month. (Proof: Logbook with date when received by the Bookkeeper, with quality remarks)	CASHIER C/CCO	5 – submitted within 2 WDs		5 – 100% accurate
		4 – 3 WDs		
		3 – 4 WDs		
		2 – 5 WDs		
		1 – Beyond 5 WDs		1 – with error
Accurate payroll of regular employees submitted to the Senior Corporate Accounts Analyst at 12:00 noon every 15th, 30th or 31st day of the month	CASHIER C/CCO	5 – Submitted at 10:00 in the morning		5 – 100% accurate
		4 – 11:00 in the morning		
		3 – 12:00 noon		
		2 – 1:00 in the afternoon		
		1 – Beyond 1:00 in the afternoon		1 – with error
Accurate payroll of Job Order employees submitted to the Senior Corporate Accounts Analyst at 3:00 in the afternoon every 1 WD following the 15th, 30th or 31st of the month.	CASHIER C/CCO	5 – Submitted at 1:00 in the afternoon		5 – 100% accurate
		4 – 2:00 in the afternoon		
		3 – 3:00 in the afternoon		
		2 – 4:00 in the afternoon		
		1 – Beyond 4:00 in the afternoon		1 – with error