



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

I, **KATHRYN I. CASTRO**, of the **OPERATIONS DEPARTMENT, BALICASAG ISLAND DIVE RESORT**, 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 to June, 2020**

KATHRYN I. CASTRO
 Ratee
 Date: May 19, 2021

Reviewed by	Date	Approved by	Date
ELLEONOR G. GUANGAN		ATTY. MA. TERESA C. ALVAREZ	
Immediate Supervisor		Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE FUNCTION Corporate Accounts Management	Monthly Summary of Cash Receipts and Deposits (Saving and Current) submitted to the Sr. Corporate Accounts Analyst within 3Wdays of the succeeding month with 100% accuracy	2 Working days, 100% accurate	5.000	-	4.667	4.834	
	Monthly Summary of Collections and Deposits Report submitted to the Sr. Corporate Accounts Analyst within 3 Working days of the succeeding month with 100% accuracy	2 Working days, 100% accurate	5.000		4.667	4.834	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	Q2	Q3	Q4	
	Monthly Report of Accountability for Accountable Forms submitted to the Sr. Corporate Account Analyst within 3 working days of the succeeding month with 100% accuracy	2 Working days, 100% accurate	5.000		4.667	4.834	
SUPPORT FUNCTION Employee Welfare Services	Remittance of payment of GSIS Personal and Government share within 10th Calendar days of the succeeding month to the GSIS office	Within 9 Calendar days, 100% accurate	5.000		4.833	4.917	
Administrative Services	Monthly Payroll of permanent employees submitted to the Sr. Corporate Accounts Analyst within 14th Calendar days of the month	Within 13 Calendar days, 100% accurate	5.000		5.000	5.000	
FINAL AVERAGE RATING						4.883	

Comments and Recommendations for Development Purposes

She's a very good liason officer with NGOs and LGUs.

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the			
KATHRYN L. CASTRO		ELLEONOR G. GULANGAN		ATTY. MA. TERESA ALVAREZ	

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

OPERATIONS DEPARTMENT
BALICASAG ISLAND DIVE RESORT
RATING MATRICES FOR JANUARY TO JUNE 2020

INDIVIDUAL LEVEL				
SUCCESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
Monthly Summary of Cash Receipts and Deposits (Saving and Current) submitted to the Sr. Corporate Accounts Analyst within 3Wdays of the succeeding month with 100% accuracy	Cashier C	5- submitted within 1 Wday		5 - 100% Accurate
		4- submitted within 2 Wdays		4 -
		3- submitted within 3 Wdays		3 -
		2- submitted within 4 Wdays		2 -
		1- submitted beyond 4 Wdays		1 - w/error
Monthly Summary of Collections and Deposits Report submitted to the Sr. Corporate Accounts Analyst within 3 Working days of the succeeding month with 100% accuracy	Cashier C	5- submitted within 1 Wday		5 - 100% Accurate
		4- submitted within 2 Wdays		4 -
		3- submitted within 3 Wdays		3 -
		2- submitted within 4 Wdays		2 -
		1- submitted beyond 4 Wdays		1 - w/error
Monthly Report of Accountability for Accountable Forms submitted to the Sr. Corporate Account Analyst within 3 working days of the succeeding month with 100% accuracy	Cashier C	5- submitted within 1 Wday		5 - 100% Accurate
		4- submitted within 2 Wdays		4 -
		3- submitted within 3 Wdays		3 -
		2- submitted within 4 Wdays		2 -
		1- submitted beyond 4 Wdays		1 - w/error
Remittance of payment of GSIS Personal and Government share within 10th Calendar days of the succeeding month to the GSIS office	Cashier C	5- submitted within 8th Calendar days		5 - 100% Accurate
		4- submitted within 9th Calendar days		4 -
		3- submitted within 10th Calendar days		3 -
		2- submitted within 11th Calendar days		2 -
		1- submitted beyond 11th Calendar days		1 - w/error
Monthly Payroll of permanent employees submitted to the Sr. Corporate Accounts Analyst within 14th Calendar days of the month	Cashier C	5- submitted earlier than 13 Calendar days		5 - 100% Accurate
		4- submitted within 13 Calendar days		4 -
		3- submitted within 14 Calendar days		3 -
		2- submitted within 15 Calendar days		2 -
		1- submitted beyond 15 Calendar days		1 - w/error