



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

I, **EDEN V. SALAAN**, 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 to December 31, 2020**

Eden V. Salaan
EDEN V. SALAAN
 Ratee

Reviewed by	Date	Approved by	Date				
MA. CARMELA LV. MARQUEZ Resident Manager		ATTY. MARIA TERESA C. ALVAREZ Manager- Operations Department					
Immediate Supervisor		Head of Office					
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
STRATEGIC OBJECTIVE Output 1 SO9: Develop a portfolio of innovative, customer-centric tourism products and services	Submitted Preventive Maintenance Plan to the RM by July 31, 2020	Submitted on July 16, 2020			5.000		
	Accepted by the RM upon 3rd submission	Accepted upon 1st submission	5.000			5.000	
	Submitted Malasag Action Plan 2021 to the RM by October 31, 2020	Submitted on October 20, 2020			5.000		
	Accepted by the RM upon 2nd revision	Accepted upon 1st revision	4.000			4.500	

CORE Output 1 Entity operation and management	Attended webinars and trainings by the end of December 31, 2020 Attended a total of 5 webinars and trainings by the end of December 31, 2020	Attended webinars and trainings before the end of December 31, 2020 Attended a total of 13 webinars and trainings	5.000	5.000	5.000	
FINAL AVERAGE RATING	Assisted in the general management of various aspects of hotel/resort operations and oversees upkeep and improvement of hotel/resort and performs other related functions, 85% of the time rendered, with 2 AOMs during the period	90% of the time rendered and without AOM	4.000	5.000	4.500	4.750
Comments and Recommendations for Development Purposes						
always has a good working relationship w/ employees & clients. gives extra effort to quality work. recommended for more webinars training (regarding) related to her job						
Discussed with	Date	Assessed by	Date	Final Ranking by	Date	
		I certify that I discussed my assessment of the performance with the employee.				
EDEN V. SALAAN (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
EDEN V. SALAAN

SUCCESS INDICATOR	TIMELINESS	QUALITY	EFFICIENCY
Submitted Preventive Maintenance Plan to the RM by July 31, 2020 Accepted by the RM upon 3rd submission	5 - submitted on or before July 31, 2020 1 - submitted beyond July 31, 2020	5- accepted upon 1st submission 4- accepted upon 2nd submission 3- accepted upon 3rd submission 2- accepted upon 4th submission 1- accepted upon 5th submission	
Submitted Malasag Action Plan 2021 to the RM by October 31, 2020 Accepted by the RM upon 2nd revision	5 - submitted on or before October 31, 2020 1 - submitted beyond October 31, 2020	5 - accepted w/o revision 4 - accepted upon 1st revision 3 - accepted upon 2nd revision 2 - accepted upon 3rd revision 1 - for complete revision of the plan	
Attended webinars and trainings by the end of December 31, 2020 Attended a total of 5 webinars and trainings by the end of December 31, 2020		5 - attended webinars/trainings before the end of Dec 31, 2020 1 - did not attend webinars and trainings	5 - 11 or more webinars/trainings 4 - 6 to 10 webinars/trainings 3 - 5 webinars/trainings 2 - 1 to 4 webinars/trainings 1 - zero attendance
Assisted in the general management, upkeep and improvement of various aspects of hotel/resort operations 85% of the time rendered, without AOM		5 - 95% of time rendered 4 - 90% of time rendered 3 - 85% of time rendered 2 - 80% of time rendered 1 - 75% of time rendered	5 - without AOM 1 - with one or more AOMs