



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

I, **JOHN MICHAEL GALIMBA**, 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 - June, 2020

JOHN MICHAEL M. GALIMBA

Ratee

1/12/2020

Reviewed by	Date	Approved by	RATING				Date
ELLEONOR G. SOLANGAN <i>Elleonor G. Solangan</i> Immediate Supervisor		ATTY. MARIA TERESA C. ALVAREZ <i>Maria Teresa C. Alvarez</i> Head of Office					
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	Q1	E2	T3	A4	Remarks
STRATEGIC OBJECTIVE							
SO 7: Achieved Financial viability and sustainability of TIEZA assets	Accurate Monthly Financial statement submitted to the RM within 6 Wdays of the succeeding month	within 6 Wdays, 100% accurate	5.000		2.333	3.667	COVID19 started month of March 2020 until Present
	Accurate Monthly Fund Requirements submitted to the RM within six (6) Wdays of the succeeding month (i.e. within 2 Wdays after the submission of the FS upon receipt of the necessary documents)	within 6 Wdays, 100% accurate	5.000		2.333	3.667	COVID19 started month of March 2020 until Present



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
OPERATIONS DEPARTMENT
BALICASAG ISLAND DIVE RESORT
RATING MATRICES JANUARY - JUNE 2020

SUCCESS INDICATOR	POSITION	TIMELINESS	QUALITY
Accurate Financial Statement Report submitted to the RM within six (6) Wdays of the succeeding month	SCAA	5 – less than 5 Wdays 4 – submitted within 5 Wdays 3 – submitted within 6 Wdays 2 – submitted within 7 Wdays 1 – more than 7 Wdays	5 – 100% accurate 1 – with error / correction
Accurate Monthly Fund Requirements submitted to the RM within six (6) Wdays of the succeeding month (i.e. within 2 Wdays after the submission of the FS upon receipt of the necessary documents)	SCAA	5 – less than 5 Wdays 4 – submitted within 5 Wdays 3 – submitted within 6 Wdays 2 – submitted within 7 Wdays 1 – more than 7 Wdays	5 – 100% accurate 1 – with error / correction
Accurate VAT Declaration submitted to the Fisd within six (6) Wdays of the succeeding month	SCAA	5 – less than 5 Wdays 4 – submitted within 5 Wdays 3 – submitted within 6 Wdays 2 – submitted within 7 Wdays 1 – more than 7 Wdays	5 – 100% accurate 1 – with error / correction
Accurate Monthly Bank Reconciliation Report-DBP Current Account submitted to RM within six (6) Wdays of the succeeding month	SCAA	5 – less than 5 Wdays 4 – submitted within 5 Wdays 3 – submitted within 6 Wdays 2 – submitted within 7 Wdays 1 – more than 7 Wdays	5 – 100% accurate 1 – with error / correction