

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

I, Irene S. Ybañez, of the Operations Department, Zamboanga Golf Course and Beach Park,
 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 2021

OK
IRENE S. YBAÑEZ
 CASH COLLECTING OFFICER

Date:

Reviewed by <i>M. Magdara</i> MAGDARA A. SARIIP Resident Manager		Date	Approved by <i>M. Alvarez</i> ATTY. MARIA TERESA C. ALVAREZ Manager-Operations Department		Date		
IMMEDIATE SUPERVISOR			Head of Office <i>M. Alvarez</i>				
STRATEGIC OBJECTIVES FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
	Accurate monthly summary of collections and deposits report submitted to the Sr. Corporate Accounts Analysts within 3WDS of the succeeding month (proof: logbook with date when received by the SCCA, with quality remarks)	Submitted to the bookkeeper within 2 WD without error	5,000		4,667	4,834	
	Accurate monthly report of accountability for the accountable forms (O/s and tickets) submitted to the Sr. Corporate Accounts analysts within 3WDS of the succeeding month (proof: logbook with date when received by the SCCA, with quality remarks)	Submitted to the bookkeeper within 2 WD without error	5,000		4,667	4,834	
FINAL AVERAGE RATING							4.834
Comments and Recommendations for Development Purpose							
<i>Recommendation: For my administrative/working for admin quarter</i>							
Discussed with	Date	Assessed by	Date	Final Rating by	Date		
IRENE S. YBAÑEZ		I certify that I discussed my assessment of the performance with the employee					
IRENE S. YBAÑEZ (EMPLOYEE NAME)		<i>M. Magdara</i> MAGDARA A. SARIIP (DIVISION HEAD NAME)		<i>M. Alvarez</i> ATTY. MARIA TERESA C. ALVAREZ (DEPARTMENT HEAD NAME)			

OPERATIONS DEPARTMENT
Zamboanga Golf Course & Beach Park
RATING MATRIX
 January - June 2021

SUCCESS INDICATOR	TIMELINESS	QUALITY
Accurate monthly summary of collections and deposits report submitted to the Sr. Corporate Accounts Analysts within 3WDs of the succeeding month (proof: logbook with date when received by the SCCA, with quality remarks)	5- submitted within 1 WD 4- submitted within 2 WD 3- submitted within 3 WD 2- submitted within 4 WD 1- submitted beyond 5 WD	5 - 100% accurate 1 - with error
Accurate monthly report of accountability for the accountable forms (Ors and tickets) submitted to the Sr. Corporate Accounts analysts within 3WDs of the succeeding month (proof: logbook with date when received by the SCCA, with quality remarks)	5- submitted within 1 WD 4- submitted within 2 WD 3- submitted within 3 WD 2- submitted within 4 WD 1- submitted beyond 5 WD	5 - 100% accurate 1 - with error

Rating Matrix of Irene S. Ybañez