

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

commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Operations Department, (Gardens of Malasag Eco-Tourism Village), July to December 2020. I, ARCELI DOLOROSA C. QUIJADA, of the

ARCELI DOLORROSA C. QUIJADA Ratee Date: January 28, 2021

Reviewed by		Date	Approved by		Date
MA. CARMETATV. MARQUEZ	.V. MARQUEZ		ATTY. MARIA 1	ATTY. MARIA TERESA C. ALVAREZ	
Immediate Supervisor	pervisor		Head	Head of Office	
STRATEGIC OBJECTIVES/	ADDRESS OF THE STATE OF THE STA	MANAGE HISTORY OF THE STATE OF		RATING	
	SIICCES	SUCCESS INDICATOR	Actual Accomplishments	A. C. C. 10	Romarks

200			
Remarks			
	A4	4.000	4.000
RATING	T3	3.000	3.000
	£2		
	Q1	5.000	5.000
Actual Accomplishments		Submitted within 6 WDs, No error	Submitted within 6 WDs, No error
SUCCESS INDICATOR		STRATEGIC OBJECTIVE SO 4: Achieved Financial viability and sustainability of TIEZA assets RM within 6WDs of the succeeding month	Accurate Monthly Fund Requirements submitted to the RM within 6 working days of the succeeding month (ie. Within 2 WD after the submission of the FS upon receipt of the necessary documents.
STRATEGIC OBJECTIVES/ FUNCTIONS		STRATEGIC OBJECTIVE SO 4: Achieved Financial viability and sustainability of TIEZA assets	CORE FUNCTION

Accurate VAT Declaration submitted to the FISD Submitted within 6 WDs, S.000 3.000 4.000 No error Monthly remittance to BIR of withholding taxes on the 10th month.  FINAL AVERAGE RATING  Submitted within 10TH of the S.000 5.000 S.000						
withholding taxes on the 10th Submitted within 10TH of the 5.000 month No error No error No error No error Seessed by Sawker Web We Final Ranking I certify that I discussed my assessment of the performance with the employee.  MAR. CARMELA LV. MARQUEZ		Accurate VAT Declaration submitted to the FISD within 6 working days of the succeeding month.	Submitted within 6 WDs, No error	5.000	3.000	4.000
Assessed by  I certify that I discussed my assessment of the performance with the employee.  MACARMELA LV. MARQUEZ  (DIVISION HEAD NAME)		Monthly remittance to BIR of withholding taxes on the 10th day of the month, 100% accurate.	Submitted within 10TH of the month No error	5.000	5.000	5.000
Assessed by    Recommendations for Development Purposes    Assessed by   Caw (w. K. W.	FINAL AVERAGE RATING					4.250
ARCELI DOLOGENAME)  ARCELI DOLOGENAME)  Cau (La K Lealls Medical Description of the performance with the employee.  (EMPLOYEE NAME)	Comments and Recommendations	s for Development Purposes				
Assessed by   Date   Final Ranking     Certify that I discussed my assessment of the performance with the employee.     Date   Final Ranking		memo.	or Suited weby was	really t	100	jè.
l certify that I discussed my assessment of the performance with the employee.  MA. CARMELA LV. MARQUEZ	Discussed With U	A	Date	Final Ranking by	5	Date
MA. CARMELA LV. MARQUEZ (DIVISION HEAD NAME)		I certify that I discussed my asses: performance with the employee.	sment of the			
(DIVISION HEAD NAME)	ARCELI DOLOROS		ELA LV. MARQUEZ	ATTA	MARIA TERE	ESA C. ALVAREZ
	(EMPLOYEE		N HEAD NAME)	Had)	ARTMENT	HEAD NAME)

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

## OPERATION DEPARTMENT GARDENS OF MALSAG ECO-TOURISM VILLAGE RATING MATRIX - SR. CORPORATE ACCOUNTS ANALYST JULY - DECEMBER 2020

ESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
	SR. CORPROATE	5 - submitted within 1-2 wds		5 - 100% accurrate
Financial statement	ACCOUNTS ANALYST	4 - submitted within 3 - 4 wds		
bmitted to OPED within		3 - submitted within 5 - 6 wds		
5WDs of the succeding		2 - submitted within 7 - 8 wds		- 10
month, 100% accurate.		1 - submitted beyond 8 wds		1 - with error
	SR. CORPROATE	5 - submitted within 1-2 wds		5 - 100% accurrate
TOF for the month	ACCOUNTS ANALYST	4 - submitted within 3 - 4 wds		
submitted to OPED within		3 - submitted within 5 - 6 wds		
6WDs of the succeding		2 - submitted within 7 - 8 wds		
month, 100% accurate.		1 - submitted beyond 8 wds		1 - with error
Monthly VAT Declaration	SR. CORPROATE	5 - submitted within 1-2 wds		5 - 100% accurrate
submitted to FSD 5-6 wds	ACCOUNTS ANALYST	4 - submitted within 3 - 4 wds		
after FS monthly		3 - submitted within 5 - 6 wds		
submission.		2 - submitted within 7 - 8 wds		
		1 - submitted beyond 8 wds		1 - with error
Monthly remitance to BIR	SR. CORPROATE	5 - submitted earlier than 9th day of the mo.		5 - 100% accurrate
on withholding taxes 10th	ACCOUNTS ANALYST	4 - submitted on the 9th day of the mo.		
day of the month.		3 - submitted on 10th day of the mo.		
		2 - submitted on the 11th day of the mo.		
		1 - submitted beyond the 11th of the mo.	ļ.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1 - with error