



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

Individual Performance Commitment and Review (IPCR)

I, MA. CARMELA LV. MARQUEZ, 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

JANUARY TO JUNE 2021

MA. CARMELA LV. MARQUEZ

Resident Manager

Reviewed by	Date	Approved by	Date				
ATTY. MARIA TERESA C. ALVAREZ Manager-Operations Department		JETRO NICOLAS F. LOZADA ACOO-Asset Management Sector					
IMMEDIATE SUPERVISOR		Head of Office					
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
	Accurate Financial Report, submitted to OPED on the 8th working day of the succeeding month	Submitted on 7th WD, no error	4.167		5.000	4.584	
	Submitted monthly reports on the status of accommodated COVID 19 patients (PUI, PUM or Positive) to the Operations Department, every last Friday of the month	Submitted every last Wednesday of the month			5.000	5.000	
	Submitted Action Plan for the reduction of subsidy by June 30, 2021, accepted upon 2nd revision	Submitted on August 20, 2021, accepted upon 1st revision	4.000		1.000	2.500	

FINAL AVERAGE RATING		4.028					
Comments and Recommendations for Development Purposes							
<i>Good leadership qualities; recommended for training on financial mgmt and ready for non-accountants</i>							
Discussed with	Date	Assessed by	Date	Final Ranking by	Date		
		I certify that I discussed my assessment of the performance with the employee					
MA. CARMELA LY. MARQUEZ (EMPLOYEE NAME)		ATTY. MARIA TERESA C. ALVAREZ (DIVISION HEAD NAME)		JETRO NICOLAS F. LOZADA (DEPARTMENT HEAD NAME)			

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

OPERATIONS DEPARTMENT
RATING MATRIX
January - June 2021
Gardens of Malasag Eco-Tourism Village

SUCCESS INDICATOR	TIMELINESS	QUALITY
Accurate Financial Report, submitted to OPED on the 8th working day of the succeeding month	5 - submitted earlier than 7 WD 4 - submitted on 7th WD 3 - submitted on the 8th WD 2 - submitted on the 9th WD 1 - submitted beyond 9th WD	5 - no error 1 - with error
Submitted monthly reports on the status of accommodated COVID 19 patients (PUI, PUM or Positive) to the Operations Department, every last Friday of the month	5 - every last Wednesday 4 - every last Thursday 3 - every last Friday of the mon 2 - every last Saturday 1 - beyond Saturday	
Submitted Action Plan for the reduction of subsidy by June 30, 2021, accepted upon 2nd revision	5 - submitted by June 30, 2021 1-submitted beyond June 30, 2021	5 - accepted without revision 4 - accepted upon 1st revision 3 - accepted upon 2nd revision 2 - accepted upon 3rd revision 1 - accepted upon 4th revision