



**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
**Office Performance Commitment and Review (OPCR)**

I, **ROSANNA M. OLGADO**, Manager of the **Administrative Services Department** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for period **July-December 2021**.

Approved by:

**ATTY. JOY M. BULAUTAN**

ACOO, Administration and Finance Sector

**ROSANNA M. OLGADO**

Manager, Administrative Services Department

Date: \_\_\_\_\_

Rating Scale :

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Unsatisfactory

1 - Poor

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
STRATEGIC S.O 9: Build and strengthen Human and Organizational Capabilities									
Competency-Based Learning and Development (CbLD)	Submission of Report on the Organizational Baseline Proficiency Level based on the enhanced and updated Competency Framework to the ACOO- AFS by December 31, 2020, upon 3rd endorsement		Human Resource Services Division						



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STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
CORE FUNCTIONS									
Recruitment, Selection and Placement (RSP)	20% of the 16 [out of 31] identified key positions deliberated according to the Recruitment Calendar for the Year 2021 and submitted to the Office of the COO for appropriate action from July to December 31, 2021.		Human Resource Services Division						
Procurement Services	Monthly report of all procurement-related services ( PCV, PO, JO, Ticketing ) endorsed/signed by ACOO on the 11th WD of the succeeding month, upon 3rd submission		General Services Division						
Property Inventory	2021 Annual Physical Inventory Report acted upon by ACOO-AFS within 7 WDs and approved/signed with 2 revisions		General Services Division						



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<b>Property Inventory</b>	Inventory & Inspection report of unserviceable properties acted upon by ACOO-AFS within seven (7) WDs and approved/signed within 2 revisions	General Services Division						
<b>Integrated Inventory Management System</b>	Report on the implementation of Integrated Inventory Management System acted upon by ACOO AFS within 7 WDs and approved/signed with 2 revisions	General Services Division						
<b>SUPPORT FUNCTIONS</b>								
Internal Customer Satisfaction	Report on the Satisfaction Survey (2nd semester) of ADSD reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof and signed by ACOO-AFS with 3 revisions	Manager, ASD						
Accomplishment Report	Quarterly Accomplishment Report reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof, and signed by ACOO-AFS with 3 revisions	Manager, ASD						
<b>AVERAGE RATING</b>								



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	CATEGORY	RATING			
		Q1	E2	T3	A4
	<b>Strategic Objective</b>				
	<b>S.O 9: Build and strengthen Human and Organizational Capabilities</b>				
	Submission of Report on the Organizational Baseline Proficiency Level based on the enhanced and updated Competency Framework to the ACOO- AFS by December 31, 2020, upon 3rd endorsement				
	<b>Core Function</b>				
	20% of the 16 [out of 31] identified key positions deliberated according to the Recruitment Calendar for the Year 2021 and submitted to the Office of the COO for appropriate action from July to December 31, 2021.				
	Monthly report of all procurement-related services (PCV, PO/JO, Ticketing) endorsed/signed by ACOO-AFS on the 11th WD of the succeeding month, upon 3rd submission.				
	2020 Annual Physical Inventory Report endorsed to ACOO-AFS within 4th week of December, 2020 and approved/signed with 2 revisions.				
	Inventory and Inspection Report of unserviceable properties endorsed to ACOO-AFS within 7 WDs and approved/signed by ACOO-AFS with 2 revisions.				
	Report on the implementation of Integrated Inventory Management System acted upon by ACOO AFS within 7 WDs and approved/signed with 2 revisions				



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	<b>Support Function</b>					
	Report on the Satisfaction Survey (2nd semester) of ADSD reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof and signed by ACOO-AFS with 3 revisions.					
	Quarterly Accomplishment Report reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof, and signed by ACOO-AFS with 3 revisions.					
	<b>Total Overall Rating</b>					
	<b>Final Average Rating</b>					
	<b>Adjectival Rating</b>					
<b>Assessed by:</b>		<b>Final Rating by:</b>				
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 30%;"> <b>FRANCIS RANDY J. HORTELANO</b>  Manager - Corporate Planning Department </div> <div style="width: 30%; text-align: center;"> <b>ATTY. JOY M. BULAUTAN</b>  Chairperson, PMT </div> <div style="width: 30%; text-align: right;"> <b>POCHOLO J.D PARAGAS</b>  Chief Operating Officer </div> </div>						

**ADMINISTRATIVE SERVICES DEPARTMENT  
RATING MATRICES**

July to December 2021

DEPARTMENT LEVEL			
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Timeliness	Quality
SO 9: Build and Strengthen Human and Organizational Capabilities			
Competency-based Learning and Development (CbLD)	Submission of Report on the Organizational Baseline Proficiency Level based on the enhanced and updated Competency Framework to the ACOO-AFS by December 31, 2021, upon 3rd endorsement	5 - Submitted to the ACOO-AFS before December 29, 2021	5 - Acted upon by the ACOO-AFS upon 1st endorsement
		4 - on December 30, 2021	4 - upon 2nd submission
		3 - on December 31, 2021	3 - upon 3rd submission
		2 - on January 1, 2022	2 - upon 4th submission
		1 - beyond January 1, 2022	1 - no action
CORE FUNCTIONS			
Recruitment, Selection and Placement (RSP)	20% of the 16 [out of 31] identified key positions deliberated according to the Recruitment Calendar for the year 2021 and submitted to the Office of the COO for appropriate action from July 1 to December 31, 2021.	5 - Deliberated according to the Recruitment Calendar or maximum of 1 week adjustment	5 - 20% deliberated and submitted to COO
		4 - 2 weeks later	4 - 15%
		3 - 3 weeks later	3 - 10%
		2 - 4 weeks later	2 - 5%
		1 - Beyond 1 month	1 - Below 5%
Procurement Services	Monthly report of all procurement-related services ( PCV, PO/JO, Ticketing ) endorse/signed by ACOO on the 11th WD of the succeeding month, upon 3rd submission	5 - endorsed before the 10th of the succeeding month	5 - Approved by the ACOO upon 1st submission
		4- on the 10th WD of the succeeding month	4- upon 2nd submission
		3- on the 11th WD of the succeeding month	3 - upon 3rd submission
		2- on the 12th WD of the succeeding month	2 - upon 4th submission
		1- beyond 12th WD of the succeeding month	1 - upon 5th submission

# ADMINISTRATIVE SERVICES DEPARTMENT

## RATING MATRICES

July to December 2021

STRATEGIC OBJECTIVES/ FUNCTIONS	DEPARTMENT LEVEL		
	SUCCESS INDICATORS	Timeliness	Quality
Property Inventory	2021 Annual Physical Inventory Report acted upon by ACOO-AFS within 7WDs and approved/signed with 2 revision	5 - acted upon within 1-3 WDs upon submission	5 - Approved/signed with no revision
		4- within 4-6 WDs	4 - with 1 revision
		3- within 7 WDs	3 - with 2 revisions
		2- within 8 WDs	2 - with 3 revisions
		1- beyond 8 WDs	1 - beyond 3 revisions
Property Inventory	Inventory and inspection Report of unserviceable properties endorsed to ACOO-AFS within seven (7) WDs and approved/signed by ACOO-AFS with 2 revisions	5 - acted upon within 1-3 WDs upon submission	5 - Approved/signed with no revision
		4 -within 4-6 WDs	4 - with 1 revision
		3 - within 7 WDs	3 - with 2 revisions
		2 - within 8 WDs	2 - with 3 revisions
		1 - beyond 8 WDs	1 - beyond 3 revisions
Integrated Inventory Management System	Report on the implementation of Integrated Inventory Management System acted upon by ACOO AFS within 7 WDs and approved/signed with 2 revisions	5 - acted upon within 1-3 WDs upon submission	5 - Approved/signed with no revision
		4 - within 4-6 WDs	4 - with 1 revision
		3 - within 7 WDs	3 - with 2 revisions
		2 - within 8 WDs	2 - with 3 revisions
		1 - beyond 8 WDs	1 - beyond 3 revisions



**ADMINISTRATIVE SERVICES DEPARTMENT  
RATING MATRICES**

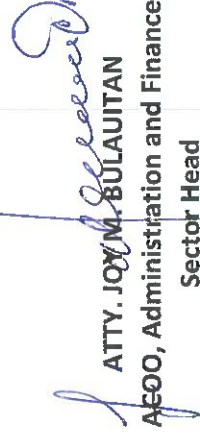
July to December 2021

STRATEGIC OBJECTIVES/ FUNCTIONS		DEPARTMENT LEVEL		
		SUCCESS INDICATORS	Timeliness	Quality
Internal Customer Satisfaction		Report on the Satisfaction Survey (2nd semester) of ADSD reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof and signed by ACOO-AFS with 3 revisions	5 – Endorsed within 1 WD	5 - Signed by ACOO-AFS with no revision
			4 – within 2 WDs	4- with 1-2 revisions
			3 – within 3 WDs	3 - with 3 revisions
			2 – within 4 WDs	2- with 4 revisions
			1 – beyond 4 WDs	1 - beyond 4 revisions
Accomplishment Report		Quarterly Accomplishment Report reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof, and signed by ACOO-AFS with 3 revisions	5 – Endorsed within 1 WD	5 - Signed by ACOO with no revision
			4 – within 2 WDs	4- with 1-2 revisions
			3 – within 3 WDs	3 - with 3 revisions
			2 – within 4 WDs	2- with 4 revisions
			1 – beyond 4 WDs	1 - beyond 4 revisions

I agree to be rated in accordance with the indicated measures and standards set for my performance.

  
**ROSANNA M. POLGADO**  
Manager, Administrative Services Dept.

I certify that I have discussed, reviewed and approved the indicated measures and standards set with the employee.

  
**ATTY. JOY M. BULAUTAN**  
AEOO, Administration and Finance  
Sector Head