

BUSINESS DEVELOPMENT DEPARTMENT RATING MATRIX
SALES DIVISION (January - June 2020)

STRATEGIC OBJECTIVE	DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
SO 4 Achieved Financial Viability and Sustainability of TIEZA Assets	Contributed the amount of P4,539M to overall revenue of TIEZA Operating Properties by June 11, 2020		5 - above P6,051M	5 - by May 29, 2020	Contributed the amount of P6,051M in the overall revenue of TIEZA Operating Properties by June 11, 2020		5 - above P6,051M	5 - by May 29, 2020	Contributed the amount of P3,405M to overall revenue of TIEZA Operating Properties by June 11, 2020 through counter-sales/PIT bookings		5 - above P4,540M	5 - by May 29, 2020
			4 - above P4,539M to P6,051M	4 - by June 5, 2020			4 - above P4,539M to P6,051M	4 - by June 5, 2020			4 - above P3,405M to P4,540M	4 - by June 5, 2020
			3 - P4,539M	3 - by June 11, 2020			3 - P4,539M	3 - by June 11, 2020			3 - P 3,405M	3 - by June 11, 2020
			2 below P4,539M	2 - by June 19, 2020			2 below P4,539M	2 - by June 19, 2020			2 - below P3,405M	2 - by June 19, 2020
			1 - below P3,632M	1 - on June 26, 2020			1 - below P3,632M	1 - on June 26, 2020			1 - below P2,724M	1 - on June 26, 2020
									Contributed the amount of P0,683M to P0,910M in the overall revenue of TIEZA Operating Properties by June 11, 2020 through online bookings		5 - above P0,910M	5 - by May 29, 2020
											4 - above P0,683M to P0,910M	4 - by June 5, 2020
											3 - P 0,683M	3 - by June 11, 2020
											2 - below P0,683M	2 - by June 19, 2020
											1 - below P0,546M	1 - on June 26, 2020
									Contributed the amount of P0,457M to P0,610M in the overall revenue of TIEZA Operating Properties by June 11, 2020 through group bookings		5 - above P0,610M	5 - by May 29, 2020
											4 - above P0,457M to P0,610M	4 - by June 5, 2020
											3 - P 0,457M	3 - by June 11, 2020
											2 - below P0,457M	2 - by June 19, 2020
											1 - below P0,365M	1 - on June 26, 2020

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CORE FUNCTIONS: Entities' Promotions Program	Approval of Participation and Sponsorship in Tourism/Travel Trade/Corporate Events acted upon by the ACCO with within 3rd submission and signed within 3 WD	5 - Acted upon by the 1st submission		5 - Signed within 1 day	Approval Participation and Sponsorship in Tourism/Travel Trade/Corporate Events acted upon by the DM with within 3rd submission and signed within 3 WD	5 - Acted upon by the 1st submission		5 - Signed within 1 day	Approval Participation and Sponsorship in Tourism/Travel Trade/Corporate Events acted upon by the DivM with within 3rd submission and signed within 3 WD	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1 WD
		4 - Upon 2nd submission		4-within 2 days		4 - Upon 2nd submission		4-within 2-3 WD				
		3 - Upon 3rd submission		3-within 3 days		3 - Upon 3rd submission		3-within 4-5 WD				
		2 - Upon 2nd submission		2-within 4 days		2 - Upon 4th submission		2-within 6-7 WD				
		1 - Disapproval		1-more than 4 days		1 - Disapproval		1-more than 7 WD				
CORE FUNCTIONS: Sales Report					Sales Reports submitted to DM, every 3rd Wed. of the following month & acted upon 3rd submission	5 - Acted upon by the DM upon 1st submission		5 - Submitted every 3rd Monday of the following month	Sales Reports submitted to DivM every 2nd Wed. of the following month & acted upon 3rd submission	5 - Acted upon by the DivM upon 1st submission		5 - Submitted every 2nd Monday of the following month
						4 - Acted upon 2nd submission		4-Tuesday		4 - Acted upon 2nd submission		4-Tuesday/1 day after Mon
						3 - Acted upon 3rd submission		3-Wednesday		3 - Acted upon 3rd submission		3-Wednesday/2 days after Mon
						2 - Acted upon 4th submission		2-Thursday		2 - Acted upon 4th submission		2- Thursday
						1 - No submission		1-Friday or beyond		1 - No submission		1-Friday or beyond
CORE FUNCTIONS : Budget Monitoring					Prepared and monitored the division budget for 2020 acted upon by the DM 5-6 WD from submission	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1-2 WD	Prepared and monitored the division budget for 2020 acted upon by the DM 5-6 WD from submission	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1-2 WD
						4 - Acted upon 2nd submission		4-within 4-5 WD		4 - Acted upon 2nd submission		4-within 4-3 WD
						3 - Acted upon 3rd submission		3-within 5-6 WD		3 - Acted upon 3rd submission		3-within 5-6 WD
						2 - Acted upon 4th submission		2-within 6-7 WD		2 - Acted upon 4th submission		2-within 6-7 WD
						1 - Disapproval		1-more than 7 WD		1 - Disapproval		1-more than 7 WD
CORE FUNCTIONS : Room Rates					Evaluate and recommend 2020-2021 room rates of TIEZA operating properties; acted upon by the DM and signed within 5-6 WD	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1-2 WD	Evaluate and recommend 2020-2021 room rates of TIEZA operating properties; acted upon by the DivM and signed within 5-6 WD	5 - Acted upon by the DM upon 1st submission		5 - Signed within 1-2 WD
						4 - Acted upon 2nd submission		4-within 4-3 WD		4 - Acted upon 2nd submission		4-within 4-3 WD
						3 - Acted upon 3rd submission		3-within 5-6 WD		3 - Acted upon 3rd submission		3-within 5-6 WD
						2 - Acted upon 4th submission		2-within 6-7 WD		2 - Acted upon 4th submission		2-within 6-7 WD
						1 - Disapproval		1-more than 7 WD		1 - Disapproval		1-more than 7 WD

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CORE FUNCTIONS : Market Data Report					Prepare 2019 Annual Market Data of TIEZA operating entities , acted upon on 3rd submission, signed within 5 WD	5 - Acted upon by the DivM upon 1st submission		5- Signed within 1-2 WD from submission		5 - Acted upon by the DivM upon 1st submission		5- Signed within 1-2 WD from submission
						4 - Acted upon 2nd submission		4- within 3-4 WD from submission	Prepare 2019 Annual Market Data of TIEZA operating entities , acted upon on 3rd submission, signed within 5 WD	4 - Acted upon 2nd submission		4- within 3-4 WD from submission
						3 - Acted upon 3rd submission		3-within 5 WD		3 - Acted upon 3rd submission		3-within 5 WD
						2 - Acted upon 4th submission		2-within 6-7 WD from submission		2 - Acted upon 4th submission		2-within 6-7 WD from submission
						1 - Disapproval		1- more than 7 WD from submission		1 Disapproval		1- more than 7 WD from submission
CORE FUNCTIONS : Event Documentation					Video/Photo coverage and documentation of TIEZA, Travel and Tourism related events / functions accepted and approved b the DivM w/in 3 WDs upon submission, w/ 3 editing	5 - acted upon by the DM upon 1st editing		5 - submitted w/in 1 WD from date of coverage	Video/Photo coverage and documentation of TIEZA, Travel and Tourism related events / functions accepted and approved b the DivM w/in 3 WDs upon submission, w/ 3 editing	5 - acted upon by the DivM upon 1st editing		5 - submitted w/in 1 WD from date of coverage
						4 - with 2 editing		4 - within 2 WD from coverage		4 - with 2 editing		4 - within 2 WD from coverage
						3 - with 3 editing		3 - within 3 WD from coverage		3 - with 3 editing		3 - within 3 WD from coverage
						2 - with 4 editing		2 - within 4 WD from coverage		2 - with 4 editing		2 - within 4 WD from coverage
						1 - more than 4 editing		1 - beyond 5 days		1 - more than 4 editing		1 - beyond 5 days

Final-8/25/2020-attach-PCR-Target


 EVA MARIE M. VICEDO

Date :

Date :


 MA. EVELYN A. FRANCISCO