



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

6th & 7th Floors, Tower 1
Double Dragon Plaza
Double Dragon Meridian Park
Macapagal Avenue corner
Edsa Extension Bay Area
Pasay City 1302



(+632)82405989



sales@tieza.gov.ph



www.tieza.gov.ph

Individual Performance Commitment and Review (IPCR)


I, **ROLANDO SALAZAR**, of the Assets Management Sector,

commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period
July to December 2019

Rolando B. Salazar
ROLANDO B. SALAZAR

Ratee

Date: March 09, 2020

Reviewed by	Date	Approved by	Date	
		 MA. EVELYNE A. FRANCISCO		
		Head Office		
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING Q1E2T3A4	Remarks
CORE Driver service Rendered driving services upon instruction by the Department Manager upon request of the requesting party.	Monthly trip ticket with kilometers reading and submitted to and signed by the BUDD Manager within 1WD/2WD and properly submitted to HRSD within 1WD of the following month, after signing.	Accomplished within 1 to 2 Wds	5.0005.0005.000	

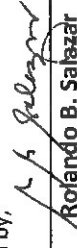
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE Maintenance of vehicles	Monthly consumption report (fuel/gasoline) submitted to and signed the BUDD Manager within 1WD/2WD upon submitted to FSD - Accounting Division within 1WD of the following month, after signing.	Accomplished within 1 to 2 WDs		5.000	5.000	5.000	
	PR for Kilometer Check up submitted to and signed by the BUDD Manager within 3WD/4WD upon submission of the PR, and properly submitted to the GSD within 3WD after evaluation of the GSD.	Accomplished within 3 to 4 WDs		4.000	4.000	4.000	
FINAL AVERAGE RATING						4.667	Satisfactory
Comments and Recommendations for Development Purposes							
<p><i>Mr. Salazar has very good driving skills, cleans and maintains the upstage of the service vehicle and submit reports and deliverables on time. Needs improvement in his attitude.</i></p> <p style="text-align: right;"><i>MA. EVELYN A. FRANCISCO</i></p>							
Discussed with	Date	Assessed by	Date	Final Ranking by	Date		
		I certify that I discussed my assessment of the performance with the employee.					
<p><i>R. Salazar</i> ROJAMDO B. SALAZAR (EMPLOYEE NAME)</p>				<p><i>MA. EVELYN A. FRANCISCO</i> MA. EVELYN A. FRANCISCO HEAD OFFICE</p>			

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

ROLANDO B. SALAZAR
IPCR - Rating Matrix
July to December 2019

CORE FUNCTIONS	SUCCESS INDICATOR	EFFICIENCY	TIMELINESS
Driver Services	Monthly Accomplishment Report with Trip Ticket, submitted to and signed by BuDD Manager within 3WD of the following month, and submitted to HRSD within 4WDs of the following month.	Submitted to and signed by BuDD Manager: 5 - within 1 WD of the following month 4 - within 2 WDs 3 - within 3 WDs 2 - within 4 WDs 1 - beyond 5 WDs + after signing	Submitted to HRSD: 5 - within 1WD 4 - within 2 WDs 3 - within 3WDs 2 - within 4 WDs 1 - beyond 5 WDs
Maintenance of Vehicles	Monthly Consumption Report (fuel/gasoline) submitted to and signed by BuDD Manager within 2 WDs upon submission of the report, and submitted to FISD-Accounting Division within 1WD of the following month, after signing.	Submitted to and signed by BuDD Manager: 5 - within 3 WDs of the following month 4 - within 4 WDs 3 - within 5 WDs 2 - within 6 WDs 1 - beyond 7 WDs	Submitted to FISD - Accounting Division: 5 - within 4 WDs 4 - within 5 WDs 3 - within 6 WDs 2 - within 7 WDs 1 - beyond 8 WDs of the following month
	PR for kilometer check-up submitted to and signed by BuDD Manager within 3WD/4WDs upon submission of the PR, properly submitted to the GSD within 3WD after evaluation of the GSD.	Submitted to and signed by BuDD Manager: 5 - within 1 WD of the following month 4 - within 3 WDs 3 - within 2 WDs 2 - within 1 WDs 1 less than 1 week before the schedule check up date.	Submitted to and signed by BuDD Manager: 5 - within 1 WD of the following month 4 - within 3 WDs 3 - within 2 WDs 2 - within 1 WDs 1 less than 1 week before the schedule check up date.

Prepared by;


Rolando B. Salazar



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MONTHLY TRIP TICKET

Monthly	Date/Submitted and signed by the BuDD Manager	Date/Submitted to ADSD	Efficiency	Timeliness
July 1-31, 2019	July 31, 2019	Aug 2, 2019	5	5
Aug 1-31, 2019	Aug 30, 2019	Sept 2, 2019	5	5
Sept 1-30, 2019	Oct 7, 2019	Oct 9, 2019	5	5
Oct 1-31, 2019	Nov 4, 2019	Nov 6, 2019	5	5
Nov 1-30, 2019	Dec 6, 2019	Dec 9, 2019	5	5
Dec 1-31, 2019	Jan 8, 2020	Jan 9, 2020	5	5
Total:				5.000

Attested true and correct:


MA. EVELYN A. FRANCISCO

Manager - Business Development department



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GASOLINE CONSUMPTION

Month	Date/Signed	Received by FSD	Efficiency	Timeliness
July, 2019	July 31, 2019	Aug 2, 2019	5	5
Aug, 2019	Aug 30, 2019	Sept 2, 2019	5	5
Sept, 2019	Oct 7, 2019	Oct 9, 2019	5	5
Oct, 2019	Nov 4, 2019	Nov 6, 2019	5	5
Nov, 2019	Dec 6, 2019	Dec 9, 2019	5	5
Dec, 2019	Jan 8, 2020	Jan 9, 2020	5	5
			5	5
			Total:	5.000

PURCHASE REQUEST

	Date Purchased	Date/Signed	Received by GSD	Efficiency	Timeliness
Kilometer check-up	June 17, 2019	June 21, 2019	June 24, 2019	4	4
Back Door stay					

Attested true and Correct:

MA. EVELYN A. FRANCISCO

Manager - Business Development Department