

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

, GINA ARACEILI B. DULNUAN, of the OPERATIONS DEPARTMENT, BANAUE HOTEL AND YOUTH HOSTEL, 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 1 to June 30, 2021

GINA ARACEILI B. DULNUAN Ratee Date: 8-January-2021

	ffice M	Head of Office			Immediate Supervisor	
	RESA C. ALVAREZ Prations Department	TY. MA. TERESA ager-Operation	AT Mana	08-Jan-21	MARION'S PRIETO	
Date	New Jack A. Co.		Approved by	Date		Reviewed by

FUNCTIONS SUCCESS INDICATOR Actual Accomplishments QI E2 13 AM CORE					RATING	NG		A STATE OF
CORE	FUNCTIONS		Actual Accomplishments	. 2	13	ដ	A	Remarks
Output 1								
Entity Operations and Accurate and complete Cashier's Report Accurate and complete Submitted to the Income/Night Auditor every Cashier's Report was submitted to the Income/Night Auditor every Income/Night Auditor every after duty. 5.000 5.000	Entity Operations and Management	Accurate and complete Cashier's Report submitted to the Income/Night Auditor every after duty.	r ev	5.000	5.000		5.000	
Accurately match guest folios as to the attachments before presenting to guests then folios as to the attachments accepts payments then issue Official Receipt before presenting to guest immediately, with complete attachments. Accurately matched guest folios as to the attachments folios as to the attachments then accepted payments and issued Official Receipts immediately with complete attachments.		Accurately match guest folios as to the attachments before presenting to guests then accepts payments then issue Official Receipt immediately, with complete attachments.	Accurately matched guest folios as to the attachments before presenting to guest then accepted payments and issued Official Receipts immediately with complete attachments.	5.000	5.000		5.000	

ATTY. MA. TERESA C. ALVAREZ	ERESA C	MA. I	ΑΠΥ		ETO	ARLON S PRIETO	4	-		B. DULNUAN	GINA ARACEILI B. DULNUAN	
Moderna	3	3			Ù	Du Cur					T.	
		1/2				cussed my e h the	I certify that I discussed my assessment of the performance with the employee.	9 9 9 5	2021	31 - JULY - 2021		
Date)	1000	y by	il Ranking by	Final F	Date	1.00	Assessed by	Ass	4	Date		Discussed with
Service of the servic	2000							C	0		,	
えなか	busen	-	mmesse	10	Can be defended upon, Able to finish given task in fine. Needs more	on time	in trade	y dim	Amil	n. Able to	effereded upon	On be d
		k		14.40				poses	ment Pur	ions for Develop	Comments and Recommendations for Development Purposes	Comments and
	5.000										FINAL AVERAGE RATING	FINAL AVE
	5.000		5.000	5.000 5.000	Submitted accurate cash remittance to the general cashier every after duty.	Submitted or remittance cashier eve	nce to the	h remittar after dut	rate cast ier every	Submits accurate cash remittance to the general cashier every after duty.		
Kemarks	\$	a	ß	ō	Actual Accomplishments	Actual A	OR	SUCCESS INDICATOR	JUCCESS!		FUNCTIONS	FUN
,		RATING	RAI								STRATEGIC OBJECTIVES/	STRATEGIC

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

OPERATIONS DEPARTMENT BANAUE HOTEL & YOUTH HOSTEL RATING MATRICES FOR JANUARY TO JUNE 2021

		INDIVIDUAL LEVEL		
SUCCESS INDICATOR	POSITION	TIMELINESS	EFFIENCIENCY	QUALITY
			5 - w/ complete attachments	5100% Accurate
Accurate and complete Cashler's Report submitted to the Night Auditor every after duty.	CC (GINA ARACEILI)			
			I - w/ incomplete attachments	1 - with 1 or more errors
	CC (GINA ARACEILI)		5 - w/ complete affachments	5 - T00% Accurate
Accurately checks guest fallos as to the attachments, occepts payments then issue Official Receipt Immediately, with complete attachments and no complaints.				
)w/incomplete attachments	1 - with 1 or more errors
			5-w/complete attachments	5 - 100% Accurate
Submits accurate cash remittance to the general cashier every after duty.	CC (GINA ARACEILI)			
			1 - w/incomplète attachments	1 - with 1 or more errors