




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

I, KRYSTINE JOY A. GODALLE, of the Operations Department, (Club Intramuros Golf Course),
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 2020.


KRYSTINE JOY A. GODALLE
Ratee
Date:


Reviewed by	Date	Approved by	Date
Jose Ramon L. Ramos Immediate Supervisor		Atty. Maria Teresa C. Alvarez Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
STRATEGIC OBJECTIVE	Accurate Financial Statement Report, submitted to the RM within six (6)WD of the succeeding month	Submitted less than 5 wd with no error	5.000		4.833	4.917	
	Accurate monthly fund requirements submitted to the RM within 6 working days of the succeeding month (i.e within 2 WDs after the submission of the FS upon receipt of the necessary documents)	submitted within 5 wd with no error					
			5.000		4.000	4.5	
	Accurate VAT Declaration submitted to the FISD within 6 working days of the succeeding month.	submitted within 5 wd with no error	5.000		4.167	4.583	
FINAL AVERAGE RATING						4.667	



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Comments and Recommendations for Development Purposes
Recommended for seminars and trainings related to job description.

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
KRYSTINE JOY A. GODALLE (EMPLOYEE NAME)		I certify that I discussed my assessment of the performance with the employee.			
		 Jose Ramon L. Ramos (DIVISION HEAD NAME)			
				ATTY. MARIA TERESA C. ALVAREZ (DEPARTMENT HEAD NAME)	

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

**OPERATIONS DEPARTMENT
CLUB INTRAMUROS GOLF COURSE
RATING MATRICES for CY 2020
SR. CORPORATE ACCOUNTS ANALYST**

MEASURES	Individual Level		
	Success Indicators	Timeliness	Quality
SO 7: Achieved Financial viability and sustainability of TIEZA Assets	Accurate monthly Financial statement submitted to the DivM/RM within 6 Wdays of the succeeding month	5 – submitted less than 5 Wdays	5 - no error
		4 – submitted within 5 Wdays	
		3 – submitted within 6 Wdays	
		2 – submitted within 7 Wdays	
		1 – beyond 7 Wdays	
	Accurate Monthly fund requirements submitted to the RM within 6 working days of the succeeding month	5 – submitted less than 5 Wdays	5 - no error
		4 – submitted within 5 Wdays	
		3 – submitted within 6 Wdays	
		2 – submitted within 7 Wdays	
		1 – beyond 7 Wdays	
	Accurate VAT declaration submitted to the FISD within 6 working days of the succeeding month	5 – submitted less than 5 Wdays	5 - no error
		4 – submitted within 5 Wdays	
		3 – submitted within 6 Wdays	
		2 – submitted within 7 Wdays	
		1 – beyond 7 Wdays	
			1 - with error / correction

National
BOOK STORE

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11/11/2020