




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




I, **DANILO M. ANOTA**, 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 **JANUARY TO JUNE 2021**

DANILO M. ANOTA
 Ratee
 Date: JANUARY 4, 2021

Reviewed by	Date	Approved by	Date												
<div> JOSE RAMON L. RAMOS</div> <div>Immediate Supervisor</div>		<div>ATTY. MARIA TERESA C. ALVAREZ</div> <div>Head of Office</div> <div>/N^o 6</div>													
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	<table><tr><th colspan="4">RATING</th></tr><tr><th>Q1</th><th>E2</th><th>T3</th><th>A4</th></tr><tr><td></td><td></td><td></td><td></td></tr></table> Remarks	RATING				Q1	E2	T3	A4				
RATING															
Q1	E2	T3	A4												
SO9: Develop a portfolio of innovative customer centric products & services	Accurate monthly summary of collection & deposits report submitted to the Senior Corporate Accounts Analysts within the first 3 WDs of the succeeding month	Monthly reports submitted to Senior Corporate Account Analyst within 2WDS of the succeeding month, 100% accurate.	<table><tr><td>5.000</td><td></td><td>4.167</td><td>4.584</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	5.000		4.167	4.584								
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	Accurate monthly report of accountability for accountable forms (O.R.s, player slip, order slip, food check, beverage check & hole in one stub) submitted to Senior Corporate Accounts within the first 3 WDs of the succeeding month.	Monthly reports accountable forms submitted to Senior Corporate Account Analyst within 2WDS of the succeeding month, 100% accurate.	<table><tr><td>5.000</td><td></td><td>4.167</td><td>4.584</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	5.000		4.167	4.584								
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FINAL AVERAGE RATING			4.584												



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Comments and Recommendations for Development Purposes					
MR. ANOTA ALWAYS COMES TO WORK ON TIME, IS A TEAM PLAYER AND HE KNOWS HIS JOB VERY WELL. HE IS AN ASSET TO CIGC.					
Discussed with	Date	Assessed by	Date	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the employee.			
 DANILO M. ANOTA (EMPLOYEE NAME)		 JOSE RAMON L. RAMOS (CIGC- RESIDENT MANAGER)		ATTY. MARIA TERESA C. ALVAREZ (DEPARTMENT HEAD NAME)	

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

OPERATIONS DEPARTMENT
CLUB Intramuros Golf Course
January to June 2021

SUCCESS INDICATOR	TIMELINESS	QUALITY
Accurate monthly summary of collection & deposits report submitted to the Senior Corporate Accounts Analysts within the first 3 WDs of the succeeding month (Proof: logbook with date when received by the SCAA, with quality remarks)	5- submitted within 1 working day 4- 2 WDs 3- 3 WDs 2- 4 WDs 1- 5 WDs	5 - 100% accurate 1 - with error
Accurate monthly report of accountability for accountable forms (O.R.s, player slip, order slip, food checks, beverage checks, hole in one stub) submitted to the Senior Corporate Accounts Analysts within the first 3 working days of the succeeding month	5- submitted within 1 working day 4- 2 WDs 3- 3 WDs 2- 4 WDs 1- 5 WDs	5 - 100% accurate 1 - with error