




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

I, **MARLON S. PRIETO**, 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 **JULY 1, 2020 to DECEMBER 31, 2020**

[Signature]
MARLON S. PRIETO
 Ratee
 Date: **July 10, 2020**

Reviewed by		Date	Approved by	Date			
ATTY. MA. TERESA C. ALVAREZ Manager-Operations Department		Jul. 10, 2020	JETRO NICOLAS F. LOZADA ACOO-Assets Management Sector				
Immediate Supervisor			Head of Office				
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
STRATEGIC OBJECTIVE Output 1 SO4: Achieved Financial Viability and Sustainability of Assets	Attained Budget Utilization Rate of 90% based on approved budget plus realignments and/or supplemental budget.	Attained Budget Utilization Rate of 88% on approved budget plus realignments and/or supplemental budget.	2.000			2.000	
	Accurate Financial Reports submitted to OPED on 8th WD of the succeeding month.	Accurate Financial Reports submitted to OPED on the 6th Wday of the succeeding month.	5.000		3.167	4.083	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
3.00 Develop a portfolio of innovative, customer-centric tourism products and services	Submitted Maintenance Plan to Oped by the end of December 31, 2020, accepted upon 2nd revision.	Submitted Maintenance Plan to Oped on 21 July 2020 accepted w/o revision	5.000	5.000	5.000	5.000	3 out of 5 permanent personnel attended several webinars but were not issued certificates. Sheridan Abul, Gina Araceli Dulnuan, Vivian Tundagui
	60% of personnel with competency based enhancement needs sent to competency based training before the end of December 31, 2020	60% of personnel with competency based enhancement needs were sent to competency based training before the end of December 31, 2020	3.000	5.000	5.000	4.000	
FINAL AVERAGE RATING						3.771	
Comments and Recommendations for Development Purposes							

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the employee.			
 MARLON S. PRIETO					
		ATTY. MA. TERESA C. ALVAREZ		JETRO NICOLAS F. LOZADA	

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

OPERATIONS DEPARTMENT
RATING MATRIX
July - December 2020
BANAUE HOTEL AND YOUTH HOSTEL

SUCCESS INDICATOR	TIMELINESS	QUALITY
Accurate Financial Report, submitted to OPED on the 8th working day of the succeeding month	5 - submitted earlier than 7 WD 4 - submitted on 7th WD 3 - submitted on the 8th WD 2 - submitted on the 9th WD 1 - submitted beyond 9th WD	5 - no error 1 - with error
Attained Budget Utilization Rate of 90% based on approved budget plus realignments and/or supplemental budget (formula: actual funds used/ DBM approved budget + supplemental and/or realigned budget) x 100%)		5 - 94% & above of approved budget 4 - 91% - 93% 3 - 90% 2 - 85% - 89% 1 - 84% & below
Submitted Maintenance Plan to Oped by the end of December 31, 2020, accepted upon 2nd revision	5 - submitted to by Dec 31, 2020 1 - was not submitted by December 31, 2020	5 - accepted w/o revision 4 - accepted upon 1st revision 3 - accepted upon 2nd revision 2 - accepted upon 3rd revision 1 - for complete revision of the plan
60% of personnel with competency based enhancement needs sent to competency based training before the end of December 31, 2020	5 - attended the training before the end of December 31, 2020 1 - participants did not attend the training	5 - 65% and above 4 - 61% to 64% 3 - 60% 2 - 56 to 59% 1 - 55% and below