



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

I, **JULIET L. SIBI**, of the Operations Department, Gardens of Malasag Eco-Tourism Village,  
 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

  
**JULIET L. SIBI**  
 Ratee

Reviewed by	Date	Approved by	Date
<b>MA. CARMELA LV. MARQUEZ</b> Immediate Supervisor		<b>ATTY. MARIA TERESA C. ALVAREZ</b> Head of Office	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
<b>CORE FUNCTIONS</b> Cashiering Services/Cash Management	Monthly checks disbursement record submitted to the Bookkeeper within 4 WDs of the succeeding month, with no error.	submitted within 4 WDs, with no error.	5.000		2.333	3.667	



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<p align="center"><b>CORE FUNCTIONS</b></p> <p>Employee Welfare Services</p>	<p>Remittance of payments for PhilHealth within 9 calendar days of the succeeding month to Philhealth over the counter, with no error.</p> <p>Remittance of payments of GSIS Personal and Government Share within 9 calendar days of the succeeding month to the GSIS office.</p> <p>Remittance of payments for Pag-Ibig within 20th calendar days of the succeeding month to Pag-Ibig Office.</p>	<p>submitted within 10 calendar days no error.</p> <p>submitted within the 20th calendar days, 100% accurate</p>	<p align="center">5.000</p> <p align="center">5.000</p>	<p align="center">4.000</p> <p align="center">4.500</p>	<p align="center">4.500</p> <p align="center">4.750</p>	<p align="center">4.300</p>
<p align="center"><b>FINAL AVERAGE RATING</b></p>						
<p align="center"><b>Comments and Recommendations for Development Purposes</b></p>						
<p>Discussed with</p> <p align="center"><i>Juliet L. Sibi</i></p> <p align="center"><b>JULIET L. SIBI</b></p> <p align="center"><b>(EMPLOYEE NAME)</b></p>	<p>Date</p>	<p>Assessed by</p> <p align="center"><i>[Signature]</i></p> <p align="center"><b>MA. CARMELA V. MARQUEZ</b></p> <p align="center"><b>(DIVISION HEAD NAME)</b></p>	<p>Date</p>	<p>Final Ranking by</p>	<p>Date</p>	<p align="center"><i>for her position</i></p>
<p align="center"><b>(EMPLOYEE NAME)</b></p>		<p align="center"><b>MA. CARMELA V. MARQUEZ</b></p> <p align="center"><b>(DIVISION HEAD NAME)</b></p>		<p align="center"><b>ATTY. MARIA TERESA C. ALVAREZ</b></p> <p align="center"><b>(DEPARTMENT HEAD NAME)</b></p>		

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

**OPERATIONS DEPARTMENT  
GARDENS OF MALASAG ECO-TOURISM VILLAGE  
RATING MATRICES  
INDIVIDUAL LEVEL**

**JULIET L. SIBI**

SUCCESS INDICATOR	POSITION	TIMELINESS	EFFICIENCY	QUALITY
Monthly checks disbursement record submitted to the Bookkeeper within 3 WDs of the succeeding month (Proof: Logbook with date when received by the Bookkeeper, with quality remarks)	Cashier C/SDO	5 – submitted within 1WD		5 – no error
		4 – 2 WDs		
		3 – 3 WDs		
		2 – 4 WDs		
		1 – Beyond 5 WDs		1 – with error
Remittance of payments for PhilHealth & GSIS within 9 calendar days of the succeeding month to Philhealth over the counter and GSIS office. (Proof: OR & voucher with dates when received by teller or cashiers, logbook with quality remarks from the Bookkeeper)	Cashier C/SDO	5 – submitted within 7 calendar days		5 – no error
		4 – 8 calendar days		
		3 – 9 calendar days		
		2 – 10 calendar days		
		1 – Beyond 10 calendar days		1 – with error
Remittance of payments for Pag-Ibig within 20 calendar days of the succeeding month to: Pag-Ibig Office (Proof: OR & voucher with dates when received by Pag-ibig, logbook with quality remarks from the Bookkeeper)	Cashier C/SDO	5-submitted within 18 calendar days		5 – no error
		4 – 19 calendar days		
		3 – 20 calendar days		
		2 – 21 calendar days		
		1 – Beyond 21 calendar days		1 – with error