



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

I, **LEILANI M. PACELAN**, 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**

**LEILANI M. PACELAN**  
 Ratee  
 Date: January 4, 2021

Reviewed by	Date	Approved by	Date
 <b>JOSE RAMON L. RAMOS</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	
SO9: Develop a portfolio of innovative customer centric products & services	Monthly check disbursement report submitted to the Bookkeeper within the first 3 WDs of the succeeding month.	Submitted 6 reports within 1 WD of the succeeding month with error	3.667		5.000	4.334	
		Submitted 3 and above 5 liquidation reports within the month with no error.	5.000		4.333	4.667	
		Submitted Status Report on the first week of June 2021.	5.000		5.000	5.000	
		Submitted loan payment, contribution & remittance within 9 calendar days of the succeeding month with error.	4.333		3.889	4.111	
<b>FINAL AVERAGE RATING</b>			<b>4.528</b>				



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**Comments and Recommendations for Development Purposes**

MIS. PACELAN IS HANDLING HER DISPOSAL DUTIES VERY WELL. SHE HAS IMPROVED IN THIS AREA AND IS MORE RESPONSIBLE WITH REPORTS TO THE PARTNERS. GOOD JOB.					
Discussed with	Date	Assessed by	Date	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the employee.			
LEILANI M. PACELAN (EMPLOYEE NAME)		JOSE RAMON L. RAMOS (CIGC - OFFICER-IN-CHARGE)		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
Monthly checks disbursement record submitted to the Senior Corporate Account Analyst within the first 3 WDs of the succeeding month (Proof: logbook with date when received by the Bookkeeper, with quality remarks)	5 - submitted within 1 WD 4 - 2 WDs 3 - 3 WDs 2 - 4 WDs 1 - 5 WDs	5 - no error    1- with error
Submitted liquidation report of golf course, restaurant & ball hitting to the Accounts Payable Clerk 6 times with in the month. (Proof: logbook with date when received by the Accounts Payable Clerk with quality remarks)	5- above 5 liquidation reports 4- 5 liquidation reports 3- 4 liquidation reports 2- 3 liquidation reports 1- beyond 3 liquidation reports	5 - no error    1- with error
Submitted Status Report of Waste Material and verified by the Officer-in-Charge on the 3rd week of June 2021.	5- 1 <sup>st</sup> week of June 2021 4- 2 <sup>nd</sup> week of June 2021 3- 3 <sup>rd</sup> week of June 2021 2- 4 <sup>th</sup> week of June 2021 1- beyond 4th week of June 2021	5 - no error    1- with error
Employees loan payment, contribution to Philhealth, Pag-ibig, BIR and SSS remittance within 10 calendar days of the succeeding month.	5 - submitted within 8 Calendar Days 4 - 9 Calendar Days 3 - 10 Calendar Days 2 - 11 Calendar Days 1 - beyond 11 Calendar Days	5 - no error    1- with error