



**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
***Office Performance Commitment and Review (OPCR)***

I, **FRANCIS RANDY J. HORTELANO**, Department Manager of the **CORPORATE PLANNING DEPARTMENT** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for period **July to December 2020**

Approved by:

**POCHOLO J.D. PARAGAS**  
Chief Operating Officer

**FRANCIS RANDY J. HORTELANO**  
Department Manager, Corporate Planning Department  
Date: \_\_\_\_\_

			Rating Scale :		5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory		2 - Unsatisfactory 1 - Poor			
STRATEGIC OBJECTIVES/ FUNCTIONS		SUCCESS INDICATORS		Allotted Budget	Division Accountable	Actual Accomplishments	RATING			Remarks
CORE FUNCTIONS  Research and analysis; Formulation of plans and programs		Review report on Office Policies and TWGs outputs within 10 working days; submitted within 10 working days from receipt			Strategic Planning Division	Review report on Office Policies and TWGs outputs within 10 working days; submitted within 10 working days from receipt				
Monitoring/evaluation of organizational performance: 1. Balance Score Card (BSC) 2. Office Performance Commitment and review (OPCR)		Review monitoring and evaluation report within 10 working days; submitted within 10 working days from receipt			Monitoring and Evaluation Division	Reviewed monitoring and evaluation report within 10 working days; submitted within 10 working days from receipt				
Monitoring/evaluation of External Stakeholders Satisfaction Survey		Review memos, letters and summary of Travel Tax ARTA Monitoring within 5 working days; submitted within 5 working days from receipt			Monitoring and Evaluation Division	Reviewed memos, letters and summary of Travel Tax ARTA Monitoring within 5 working days; submitted within 5 working days from receipt				
Monitoring/Preparation/evaluation submission of GCG Quarterly Performance Scorecard		Review submission of GCG Quarterly performance within a month from the day the need of arises			Monitoring and Evaluation Division	Reviewed submission of GCG Quarterly performance within a month from the day the need of arises				
Monitoring and evaluation of Risk Register		Review monitoring and evaluation of Risk Register within 5 working days; submitted within 5 working days from receipt			Monitoring and Evaluation Division	Reviewed monitoring and evaluation of Risk Register within 5 working days; submitted within 5 working days from receipt				
Project Review/ Evaluation		Review Evaluation and recommendation within 8 working days; submitted within 8 working days from receipt			Monitoring and Evaluation Division/ Strategic Planning Division	Reviewed Evaluation and recommendation within 8 working days; submitted within 8 working days from receipt				



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STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division / Individuals Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
<b>SUPPORT</b>  Preparation of reports, minutes of meetings, correspondences and memos	Review Reports/minutes of meeting, within 9 working days; submitted within 9 working from receipt		Monitoring and Evaluation Division/ Strategic Planning	Reviewed Reports/minutes of meeting, within 9 working days; submitted within 9 working from receipt					
	Review Letters/ memos within 5 working; submitted within 5 working days from receipt of request		Monitoring and Evaluation Division/ Strategic Planning	Reviewed Letters/ memos within 5 working; submitted within 5 working days from receipt of request					
	Prepare notice of meeting/requirements within 1-3 working days upon instruction; submitted within 1-3 working days		Manager, Corporate Planning Department	Prepared notice of meeting/requirements within 1-3 working days upon instruction; submitted within 1-3 working days					
	Provides secretariat services for MANCOM		Manager, Corporate Planning Department	All requirements noted by PMT within 3 working days from submission					
Provides secretariat services for PMT	All requirements noted by PMT within 3 working days from submission		Manager, Corporate Planning Department	All requirements noted by PMT within 3 working days from submission					

**AVERAGE RATING**

CATEGORY	RATING			
	Q1	E2	T3	A4
<b>Core Function</b> Research and analysis; Formulation of plans and programs Monitoring/evaluation of organizational performance: 1. Balance Score Card (BSC) 2. Office Performance Commitment and review (OPCR) Monitoring/evaluation of Travel Tax Customer Satisfaction Survey Monitoring/Preparation/evaluation submission of GCG Quarterly Performance Scorecard Monitoring and evaluation of Risk Register Project Review/ Evaluation Sustainable Framework for World Heritage Sites				
<b>Support Function</b> Preparation of reports, minutes of meetings, correspondences and memos Provides secretariat services for MANCOM Provides secretariat services for PMT				
<b>Total Overall Rating</b>				
<b>Final Average Rating</b>				
<b>Adjectival Rating</b>				

<b>Assessed by:</b>		<b>Final Rating by:</b>	
FRANCIS RANDY J. HORTELANO Department Manager, Corporate Planning Department		ATTY. JOY M. BULAUTAN Chairperson, Performance Management Team	POCHOLO J.D. PARAGAS Chief Operating Officer