




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

I, **MA. EVELYNE A. FRANCISCO**, Manager of the **BUSINESS DEVELOPMENT DEPARTMENT** 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 - December 2020**.

Approved by:


JETRO NICOLAS FLOZADA
 ACOO-Assets Management Sector


MA. EVELYNE A. FRANCISCO
 Manager, Business Development Department
 Date: **03 September 2020**

Rating Scale: 5 - Outstanding 2 - Unsatisfactory
 4 - Very Satisfactory 1 - Poor
 3 - Satisfactory

STRATEGIC OBJECTIVES/FUNCTIONS	SUCCESS INDICATORS	Alloted Budget	Division Accountable	Actual Accomplishments	RATING				REMARKS
					Q1	E2	T3	A4	
SO 4: Achieved Financial Viability and Sustainability of TIEZA Assets	1. Contributed the amount of P0.375M to P0.500M to the overall revenue of TIEZA Operating Properties by December 11, 2020		Sales Division						
CORE FUNCTION: Entities' Promotions Program	1. Participation and Sponsorship in Tourism/Travel Trade / Corporate Events approved by the ACOO w/in 3rd submission & signed w/in 3 working days		Sales Division						
CORE FUNCTION: Formulation of Marketing Plan	2. 2021 Marketing Plan of Banaue Hotel / Balicasag Island Dive Resort/Gardens of Malasag Eco Tourism Village/ Zamboanga Golf Course & Beach Park/Club Intramuros Golf Course and Rizal's Bagumbayan Light and Sound Museum approved by the ACOO by Dec 14, 2020 upon 4th submission.		Sales Division						



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STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Alloted Budget	Division Accountable	Actual Accomplishments	RATING				REMARKS
					Q1	E2	T3	A4	
CORE FUNCTION: Investment Promotions Program	3. Report & recommendation on the Market Sounding conducted, acted upon by ACOO-AMS upon 3rd submission.		Business Research and Development Division (BRDD)						
CORE FUNCTION: Formulation of Business Plan	4. Business Plan approved by ACOO - AMGT Sector by Dec. 27, upon 4th submission		Business Research and Development Division (BRDD)						
CORE FUNCTION: Appraisal of TIEZA Assets	5. Memo and Purchase Request (PR) of properties to be appraised, recommended by ACOO for AMGT Sector by Sept. 30 upon 3rd submission for approval of COO		Business Research and Development Division (BRDD)						
	6. Memo endorsement to BAC for the procurement on the appraisal of assets thru bidding approved by ACOO for AMGT by Dec. 3 upon 3rd submission		Business Research and Development Division (BRDD)						
CORE FUNCTION: Administrative Titling of Properties	7. Proposed Action Plan for Titling approved by ACOO-AMGT Sector by Sept. 23, acted upon 4th submission		Business Research and Development Division (BRDD)						



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CATEGORY		RATING			
		Q1	E2	T3	A4
Strategic Objective					
SO 4: Achieved Financial Viability and Sustainability of TIEZA Assets					
1) Contributed the amount of P0.375M to P0.500M to the overall revenue of TIEZA Operating Properties by December 11, 2020					
Core Function					
1) Participation and Sponsorship in Tourism/Travel Trade/Corporate Events approved by the ACOO within 3rd submission and signed within 3 working days					
2) Marketing Plan of Banaue Hotel/Balicasag Island Dive Resort/ Gardens of Malasag Eco Tourism Village/Zamboanga Golf Course & Beach Park/Club Intramuros Golf Course and Rizal's Bagumbayan Light and Sound Museum approved by the ACOO-AMS by Dec 14,2020 upon 4th submission.					
3) Report & recommendation on the Market Sounding conducted, acted upon by ACOO-AMGT Sector upon 3rd submission.					
4) Business Plan approved by ACOO-AMGT Sector by Dec. 27, upon 4th submission					
5) Memo and Purchase Request (PR) of properties to be appraised, recommended by ACOO for AMGT Sector by Sept. 30 upon 3rd submission, for approval of COO					
6.) Memo for endorsement to BAC for the procurement on the appraisal of assets thru bidding approved by ACOO for AMGT Sector by Dec. 3 upon 3rd submission					
7) Proposed Action Plan for Titling approved by ACOO-AMGT Sector by Sept. 23, acted upon 4th submission					
Total Overall Rating					
Final Average Rating					
Adjectival Rating					
Assessed by:		Final Rating by:			
FRANCIS RANDY J. HORTELANO OIC, Corporate Planning Department		ATTY. JOY M. BULAUTAN Chairperson, Performance Management Team			
		POCHOLO D. PARAGAS Chief Operating Officer			

BUSINESS DEVELOPMENT DEPARTMENT RATING MATRIX
SALES DIVISION (July - December 2020)

STRATEGIC OBJECTIVE	DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
SO 4 Achieved Financial Viability and Sustainability of TIEZA Assets	Contributed the amount of P0.375M to P0.500M in the overall revenue of TIEZA Operating Properties by December 11, 2020		5 - above P0.500M	5 - by November 27, 2020	Contributed the amount of P0.375M to P0.500M in the overall revenue of TIEZA Operating Properties by December 11, 2020		5 - above P0.500M	5 - by November 27, 2020	Contributed the amount of P0.270 to P0.360M in the overall revenue of TIEZA Operating Properties by December 11, 2020		5 - above P0.360M	5 - by November 27, 2020
			4 - above P0.375M to P0.500M	4 - by December 4, 2020			4 - above P0.375M to P0.500M	4 - by December 4, 2020			4 - above P0.270 to P0.360M	4 - by December 4, 2020
			3 - P0.375M	3 - by December 11, 2020			3 - P0.375M	3 - by December 11, 2020			3 - P 0.270M	3 - by December 11, 2020
			2 below P0.375M	2 - by December 18, 2020			2 - below P0.375M	2 - by December 18, 2020			2 - below P0.270M	2 - by December 18, 2020
			1 - below P0.300M	1 - on December 29, 2020			1 - below P0.300M	1 - on December 29, 2020			1 - below P0.216M	1 - on December 29, 2020
					Contributed the amount of P0.052M to P0.070M in the overall revenue of TIEZA Operating Properties by December 11, 2020 through online bookings				Contributed the amount of P0.052M to P0.070M in the overall revenue of TIEZA Operating Properties by December 11, 2020 through online bookings		5 - above P0.070M	5 - by November 27, 2020
											4 - above P0.052M to P0.070M	4 - by December 4, 2020
											3 - P 0.070M	3 - by December 11, 2020
											2 - below P0.070M	2 - by December 18, 2020
											1 - below P0.042M	1 - on December 29, 2020
					Contributed the amount of P0.052M to P0.070M in the overall revenue of TIEZA Operating Properties by December 11, 2020 through group bookings				Contributed the amount of P0.052M to P0.070M in the overall revenue of TIEZA Operating Properties by December 11, 2020 through group bookings		5 - above P0.070M	5 - by November 27, 2020
											4 - above P0.052M to P0.070M	4 - by December 4, 2020
											3 - P 0.070M	3 - by December 11, 2020
											2 - below P0.070M	2 - by December 18, 2020
											1 - below P0.042M	1 - on December 29, 2020

STRATEGIC OBJECTIVE	DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
	SUCCESS INDICATORS	Description of Ratings for QUALITY	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
CORE FUNCTIONS: Sales Report			Sales Reports submitted to DIM. every 3rd Wed. of the following month & acted upon 3rd submission	5 - Acted upon by the DM upon 1st submission	5- Submitted every 3rd Monday of the following month	5- Submitted every 3rd Monday of the following month	Sales Reports submitted to DivM every 2nd Wed. of the following month & acted upon 3rd submission	5 - Acted upon by the DivM upon 1st submission	5- Submitted every 2nd Monday of the following month			
				4 - Acted upon 2nd submission	4-Tuesday	4-Tuesday/1 day after Mon		4 - Acted upon 2nd submission	4 - Acted upon 2nd submission			
				3 - Acted upon 3rd submission	3-Wednesday	3-Wednesday/2 days after Mon		3 - Acted upon 3rd submission	3 - Acted upon 3rd submission			
				2 - Acted upon 4th submission	2- Thursday	2- Thursday		2 - Acted upon 4th submission	2 - Acted upon 4th submission			
				1 - No submission	1-Friday or beyond	1-Friday or beyond		1 - No submission	1 - No submission			
CORE FUNCTIONS			Review and prepare semestral market data report of TIEZA operating properties, acted upon by the DM on 3rd submission, signed within 5 working days	5 - Acted upon by the DivM upon 1st submission	5- signed within 2 WD from submission	5- signed within 1-2 WD from submission	Review and prepare semestral market data report of TIEZA operating properties, acted upon by the DivM on 3rd submission, signed within 5 working days	5 - Acted upon by the DivM upon 1st submission	5- signed within 1-2 WD from submission			
				4 - Acted upon 2nd submission	4- signed within 3-4 WD from submission	4- signed within 3-4 WD from submission		4 - Acted upon 2nd submission	4- signed within 3-4 WD from submission			
				3 - Acted upon 3rd submission	3- within 5 WD	3- within 5 WD		3 - Acted upon 3rd submission	3- within 5 WD			
				2 - Acted upon 4th submission	2-acted upon 6-7 WD from submission	2-acted upon 6-7 WD from submission		2 - Acted upon 4th submission	2-acted upon 7 WD from submission			
				1 - Disapproval	1- signed more than 7 WD from submission	1- signed more than 7 WD from submission		1 - Disapproval	1- signed more than 7 WD from submission			

*ssaf/files/PCR 2020/2ndsem2020 match/9-7-2020

Endorsed by : 
EVA MARIE M. VICEDO

Date :

Approved by : 
MA. EVELYNE A. FRANCISCO

Date :



BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 2nd Semester 2020

STRATEGIC INITIATIVE	DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
Investment Promotions Program	Recommendation submitted to ACOO-AMS 11-14 days after submission by Division Manager and acted upon by ACOO for AMGT upon 3rd submission	5-Acted upon 1st submission 4-2nd 3-3rd 2-4th 1-Disapproved		5-Endorsed recommendation to ACOO for AMS 5 days or less from submission by Division Manager 4-6-10 days after 3-11-14days after 2-15-18 days after 1-beyond 18 days	Verified & validated recommendation submitted to DM 13-17 days after receipt of Report from PO, and endorsed by Dept. Manager to ACOO-AMGT upon 2nd revision or less	5-Verified and Validated Recommendation Endorsed by DM to ACOO upon 2nd submission or less 4-3rd submission 3-4th submission 2-5th submission and above 1-not endorsed		5- Submitted verified and validated recommendation to DM 7 days or less after submission of Market Sounding Report from PO 4-8-12 days after 3 - 13-17days after 2-20-22 days after 1 - beyond 22 days after	3 Market Sounding Conducted and Reported with recommendation within 16-20 days after market sounding to Division Manager	5- 5 or More Market Sounding Conducted and report submitted on time 4-4 Market Sounding Conducted and report submitted on time 3-3 Market Sounding Conducted and report submitted on time 2-2 Market Sounding Conducted and report submitted on time 1-1 or no Market Sounding Conducted and report submitted on time		5- Submitted Report to Division Manager 10 or less days after the conduct of market sounding 4- 11-15 days after 3 - 16-20 days after 2 - 21-25 days after 1 - beyond 25 days after
									Profile & Situational Analysis Report (PSAR) for Business Plan submitted to Bus. Dev't. Officer by Sept. 29, acted upon 3rd submission	5- PSAR acted upon 1st submission 4-upon 2nd submission 3 - upon 3rd submission 2 - upon 4th submission 1 - No submission		5- PSAR submitted by Sept. 25 4-Sept. 28 3-Sept. 29 2-Sept. 30 1-beyond Sept. 30
Core Function: Formulation of Business Plan									Environmental & Social Analysis Report for Business Plan submitted to Bus. Dev't. Officer by Oct. 2, acted upon 3rd submission	5- E & SA Report acted upon 1st submission 4-upon 2nd submission 3 - upon 3rd submission 2 - upon 4th submission 1 - No submission		5- E & SA Report submitted by Sept. 30 4-Oct. 1 3-Oct. 2 2-Oct. 5 1-Beyond Oct. 5



BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 2nd Semester 2020

STRATEGIC OBJECTIVE	DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
Core Function: Formulation of Business Plan									Financial Projection and Analysis Report for Business Plan submitted to Bus. Dev't. Officer by Oct. 29, acted upon 3rd submission	5- Financial Projection and Analysis Report acted upon 1st submission 4- upon 2nd submission 3- upon 3rd submission 2- upon 4th submission 1- No submission		5- Financial Projection and Analysis Report submitted by Oct. 27 4-Oct. 28 3-Oct. 29 2-Oct. 30 1- Beyond Oct. 30
									Mktg. Economic, Development/Operational Plan & Draft of the Business Plan submitted to Bus. Dev't. Chief by Nov. 9, acted upon 3rd submission	5- Mkt., Economic, Dev't./Operational Plan & Draft of the BDP acted upon 1st submission 4- upon 2nd submission 3- upon 3rd submission 2- upon 4th submission 1- No submission		5- Mkt., Economic, Dev't./Operational Plan & Draft of the BDP submitted by Nov. 5 4-Nov. 6 3-Nov. 9 2-Nov. 10 1- Beyond Nov. 10
Appraisal of TIEZA Assets	Business Plan approved by ACOO-AMS by Dec. 27, upon 4th submission	5-Approved upon 2nd submission 4-3rd 3-4th 2-5th 1-Disapproved		5-Approved by ACOO-AMS on or before Dec. 23 4-Dec. 26 3-Dec. 27 2-Dec. 28 1-beyond Dec. 29	Verified & validated Draft Business Plan submitted to the Department Manager & endorsed to ACOO-AMS by Dec. 21, acted upon 4th submission	5- Acted upon 2nd submission 4-3rd 3-4th 2-5th 1-no submission		5- Verified & Validated Draft BP submitted to DM on or before Dec. 17 4-Dec. 18 3-Dec. 21 2-Dec. 22 1-beyond Dec. 22	Draft of the BDP submitted to Division Manager by Dec. 15 upon 3rd submission	5-Draft of the BDP acted upon 1st submission 4-2nd 3-3rd 2-4th 1-no submission		5- Submitted to Div. M. by Dec. 11 4-Dec. 14 3-Dec. 15 2-Dec. 16 1-beyond Dec. 16
	PR for Properties to be Appraised endorsed by ACOO for AMS and approved by COO by Sept. 30, upon 3rd submission	5- Approved upon 1st submission 4-2nd 3-3rd 2-4th 1-Disapproved		5-PR endorsed by ACOO-AMS & approved by COO by Sept. 28 4-Sept. 29 3-Sept. 30 2-Oct. 1 1-Beyond Oct. 1	Verified & validated PR for Properties to be Appraised for approval of COO endorsed by DM to ACOO for AMS by Sept. 23, endorsed upon 3rd submission	5- endorsed upon 1st submission 4- upon 2nd submission 3- upon 3rd submission 2- upon 4th submission 1-not endorsed		PR endorsed by Sept. 21 4-Sept. 22 3-Sept. 23 2-Sept. 24 1-Beyond Sept. 24	Prepared PR for Properties to be Appraised for approval of COO submitted to Div Manager by Sept. 16, endorsed upon 3rd submission	5-Endorsed upon 1st submission 4-2nd 3-3rd 2-4th 1-not recommended by DivM		5- Prepared PR for Properties to be Appraised for approval of COO submitted to Div Manager by Sept. 14 4- Sept. 15 3-Sept. 16 2-Sept. 17 1-Beyond Sept. 17



BUSINESS RESEARCH AND DEVELOPMENT DIVISION RATING MATRIX: 2nd Semester 2020

STRATEGIC OBJECTIVE	DEPARTMENT LEVEL				DIVISION LEVEL				INDIVIDUAL LEVEL			
	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS	SUCCESS INDICATORS	Description of Ratings for QUALITY	Description of Ratings for EFFICIENCY	Description of Ratings for TIMELINESS
Appraisal of TIEZA Assets	Prepared Memo for endorsement to BAC for the processing of procurement on the appraisal of Assets thru Bidding approved by ACOO for AMS by Dec. 3, upon 3rd submission	5- Approved upon 1st submission 4- 2nd 3- 3rd 2- 4th 1- Disapproved		5- Memo and endorsement to BAC approved by ACOO-AMS by Dec. 1 4-Dec. 2 3-Dec. 3 2-Dec. 4 1-Beyond Dec. 4	Verified & validated memo endorsement to BAC for the processing of procurement on the appraisal of Assets thru Bidding approved & endorsed by Dept. M. to ACOO for AMS by Nov. 26, upon 3rd submission	5- endorsed upon 1st submission 4- upon 2nd submission 3- upon 3rd submission 2- upon 4th submission 1- not endorsed	5- Memo endorsement to BAC endorsed by Nov. 23 4-Nov. 24 3-Nov. 25 2-Nov. 26 1-Beyond Nov. 26	Prepared Memo for endorsement to BAC for the processing of procurement on the appraisal of Assets thru Bidding submitted by Div Manager by Nov. 16 4- Nov. 17 3-Nov. 18 2-Nov. 19 1-Beyond Nov. 19		5- Endorsed upon 1st submission 4- 2nd 3- 3rd 2- 4th 1- not recommended by DivM		5- Prepared memo endorsement to BAC for the processing of procurement on the appraisal of Assets thru Bidding submitted to Div Manager by Nov. 16 4- Nov. 17 3-Nov. 18 2-Nov. 19 1-Beyond Nov. 19
	Proposed Action Plan for Tiling with recommended action approved by ACOO-AMGT by Sept. 23, acted upon 4th submission	5- Approved upon 2nd submission 4- upon 3rd submission 3- 4th submission 2- 5th submission 1- No submission		5- Approved by ACOO-AMGT by Sept. 21 4-Sept. 22 3-Sept. 23 2-Sept. 24 1-beyond Sept. 24	Verified & validated action plan report with recommended action approved & endorsed by Dept.M. to ACOO-AMS by Sept. 17, acted upon 4th submission	5- Acted upon 2nd submission 4- upon 3rd submission 3- 4th submission 2- 5th submission 1- No submission	5- Verified & validated Action Plan for Tiling approved & endorsed by Dept.M. to ACOO-AMS by Sept. 15 4-Sept. 16 3-Sept. 17 2-Sept. 18 1-beyond Sept. 18	Proposed Action Plan for titling with recommended action submitted to Division Manager & endorsed to Department Manager by Sept. 10, acted upon 4th submission		5- Acted upon 2nd submission 4- upon 3rd submission 3- 4th submission 2- 5th submission 1- No submission		5- Proposed Action Plan for Tiling submitted to Div.M. & endorsed to Dept.M. by Sept. 8 4-Sept. 9 3-Sept. 10 2-Sept. 11 1-beyond Sept.11
Core Function: Administrative Tiling of Properties					4 Verified and Validated Memo Updates from Project Officers Endorsed to the Dept. Manager by Year-end		5- 6 and more verified and validated Memo Updates endorsed to Dept. Manager on time 4- 5 3- 4 2- 3 1- 2 and less	5- Verified and validated memo updates 8 or less days after submission by PO 4-9 3- 10 2- 11 1- 12 or more days	1 Memo Update submitted to the Division Manager between November 27 to December 3		5- 3 or more Memo Updates submitted on time 4- 2 Memo Updates submitted on time 3- 1 Memo Update submitted on time 2- 3 or more Memo Updates submitted between December 4 to 17 1- Submitted on December 18 onwards	5- Submitted on or before November 12 4-Submitted between November 13 to 26 3- Submitted between November 27 to December 3 2- Submitted between December 4 to 17 1- Submitted on December 18 onwards
Core Function: Profile and Brief of TIEZA Assets												

[Signature]

MA. ZENAIDA R. QUIÑAHAN

Endorsed by:

Date:

[Signature]

MA. RHELYNE A. FRANCISCO

Approved by:

Date: