**PERFORMANCE MONITORING AND COACHING JOURNAL**

|  |  |  |
| --- | --- | --- |
|  | 1ST | Q  U  A  R  T  E  R |
|  | 2ND |
|  | 3RD |
|  | 4TH |

**DEPARTMENT/ UNIT/COLLEGE/ OFFICE**

**Number of Personnel in the Department/ Unit/College/ Office\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Mechanism / s** | | | | **Remarks** |
| **Meeting** | | **Memo** | **Others**  **(Pls. Specify)** |
| **One-on-One** | **Group** |
| **Monitoring** |  |  |  |  |  |
| **Coaching** |  |  |  |  |  |

**Please indicate the date in the appropriate box when the monitoring was conducted**

|  |  |  |  |
| --- | --- | --- | --- |
| **Conducted By:** | **Date:** | **Noted By:** | **Date:** |
| **Immediate Supervisor** | **Unit Head/Chairperson/Dean/Director/Vice President/OUP** |

**Guidelines in accomplishing the Performance Monitoring and Coaching Journal**

The Performance Monitoring and Coaching is the second stage in the SPMS Cycle. It is done regularly during the performance period by the heads of agency, planning office, division and office heads, and the individual. The focus is to create an enabling environment to improve team performance and develop individual potentials.It emphasizes the critical role of the Supervisors as the coaches and mentors. This phase is essential to ensure that timely and appropriate steps are taken towards meeting IPCR/DPCR targets.

1. **Monitoring.** This refers totracking and scrutinizing the progress of targetsset inIPCR/ and DPCR. According to CSC PRIME HR, monitoring and providing feedback is done regularly (weekly, monthly). Please refer to the table below for sample of monitoring format.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| MFO | Tasks | Assigned to | Duration | Task’s Status | | | | Remarks |
| Week 1 | Week 2 | Week  3 | Week 4 |
| General Administration and Support Services | Process requests for OTR | STAFF A | Within 3 working days | 9 | 15 | 12 | 17 | Processed within 3 working days |
|  | Conduct 4 In-house training | Training Head | Monthly | 1 | 1 | 1 | 1 |  |

Weekly and monthly monitoring form as attachment to Performance Monitoring and Coaching Journal is optional.

1. **Coaching.** InternationalCoach Federationdefines Coaching as “Partnering with employees in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.” During the conduct of coaching, remember to observe its 6 Golden Rules, namely:

* Coaching is founded on confidentiality & trust
* Coaching is about the whole person
* Solutions lie within the coachee
* The coach and the coachee are equal partners
* There is no judgment or fixed agenda, but there is an agreed goal
* Coaching looks to the future and next actions

For documentation, please use the Coaching and Mentoring Form (TSU-HRD-SF-114). This is a required attachment for Performance Monitoring and Coaching Journal.

1. **Meeting -One-on-one.** Monitoring and coaching conducted to only one employee that may be due to confidentiality, significance, limited number of staff, etc.
2. **Meeting -Group.** Monitoring and coaching conducted to two or more employees.
3. **Memo.** It pertains toformal memo used as the basis to conduct Performance Monitoring or Coaching and disseminated to concerned personnel.
4. **Others.** The notice/s utilized to conduct Monitoring or Coaching aside from the memo. For instance, notice via Office 365 Teams or phone call should be stated. If the monitoring or coaching is on the spot, it has to be mentioned in this column.
5. **Remarks.** These are theImportantdetails that are necessary to take note but cannot be categorized under other columns.

Please note:

* Accomplishment and submission of the Performance Monitoring and Coaching Journal is done every 6 months following the IPCR/DPCR/OPCR Rating Period. Thus, monitoring and coaching conducted for a certain rating period should be summarized and enumerated.

**Example:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Mechanism / s** | | | | **Remarks** |
| **Meeting** | | **Memo** | **Others**  **(Pls. Specify)** |
| **One-on-One** | **Group** |
| **Monitoring** | *(Write agenda here)*  **Ex***:* Monitoring of processed requests | **Ex:** Monitoring of processed requests | Office Memo or Announcement for the said meeting | Online platforms | Issues, concerns and agreed interventions |
| **Coaching** | **Ex**: Timely processing of requests | **Ex**: Timely processing of requests |  |  |  |