**PERFORMANCE MONITORING AND COACHING JOURNAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUARTER** | | | |
| 1st | 2nd | 3rd | 4th |
|  |  |  |  |

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Department/College/ Unit/Office :** |  |
| **Head :** |  |
| **Number of Personnel In The Department/**  **College/ Unit/ Office :** |  |

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| --- | --- | --- | --- | --- | --- |
| **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/coaching was conducted**

|  |  |  |  |
| --- | --- | --- | --- |
| **Conducted By:** | **Date:** | **Noted By:** | **Date:** |
| **Name of Personnel/Designation** | **Immediate Supervisor/Designation** |

***Note:***

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| --- | --- |
| ***Schedule of Performance Monitoring & Coaching*** | |
| ***Monitoring by:*** | ***Schedule*** |
| *University President* | *Per Semester* |
| *Vice Presidents* | *Per Quarter* |
| *Directors/Heads of Office* | *Monthly* |
| *Section Heads* | *Weekly* |
| *Individual* | *Weekly* |

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| Form No.: TSU-HRD-SF-174 | Revision No.: 01 | Effectivity Date: April 14, 2023 | Page 1 of 1 |

**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 reviewing the progress of targetsset inIPCR/ and DPCR. According to CSC PRIME HR, monitoring and providing feedback is done regularly (weekly, monthly, quarterly, and semestral). Please refer to the table below for sample of monitoring format.

*Example for Non-Teaching Staff*

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| **MAJOR FINAL OUTPUT /**  **PERFORMANCE INDICATOR** | **TASK** | **RESPONSIBLE PERSON** | **DURATION** | **TASK STATUS** | | | | | **REMARKS** |
| **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** |
| General Administration and Support Services | | | | | | | | | |
| **Conduct Learning and Development Programs** | Conduct 4 In-house training | Training Head | 1 month | 1 | 1 | 1 | 1 | 1 | Completed |

*Example for Teaching Staff*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MAJOR FINAL OUTPUT /**  **PERFORMANCE INDICATOR** | **TASK** | **RESPONSIBLE PERSON** | **DURATION** | **TASK STATUS** | | | | | **REMARKS** |
| **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** |
| **SUC Levelling Compliance** | | | | | | | | | |
| Center of Excellence (COE) Programs | Participate in the preparation of COE accreditation | Staff A | 1 month | Constructing request letters | Gathering of Documents | Gathering of Documents | Gathering of Documents | Organizing Documents | Completed |
| Center of Development (COD) Programs | Participate in the preparation of COD accreditation | Staff B | 1 month | Constructing request letters | Gathering of Documents | Gathering of Documents | Gathering of Documents | Organizing Documents | Completed |

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 wholistic in approach
* 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). It will be attached to 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 office order 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, please mention in this column.
5. **Remarks.** These are theImportantdetails that are necessary to take note but cannot be categorized under other columns.

**EXAMPLE:**

**PERFORMANCE MONITORING AND COACHING JOURNAL**

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| --- | --- | --- | --- |
| **QUARTER** | | | |
| 1st | 2nd | 3rd | 4th |
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Date:March 31, 2023

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| **Department/College/ Unit/Office :** | **HRDMO** |
| **Head :** | **MR. JUAN. DELA CRUZ, Director** |
| **Number of Personnel In The Department/**  **College/ Unit/ Office :** | **20 ( JO-5, Temporay-5 ,Permanent-10)** |

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| **Activity** | **Mechanism / s** | | | | **Remarks** |
| **Meeting** | | **Memo** | **Others**  **(Pls. Specify)** |
| **One-on-One** | **Group** |
| **Monitoring** | **Date**: March 30, 2023  Agenda: Monitoring of processed requests | March 30, 2023:  Monitoring of processed requests | Memo No. Circular \_\_\_, series of\_\_\_. | n/a | Issues and concerns were discussed |
| **Coaching** | **Date**: March 30, 2023  **Coachee**: Mr. Juan Dela Cruz  **Coach:** Maria Dela Cruz  **Subject**: Accomplishing Training Request Form | n/a | n/a | On the spot | Please see attached  Coaching and Mentoring Form (TSU-HRD-SF-114). |

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

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| **Conducted By:**  **MR. JUAN DELA CRUZ /DIRECTOR** | **Date:**  **04/01/2023** | **Noted By:**  **MS. MARIA DELA CRUZ/VPAF** | **Date:**  **04/01/2023** |
| **Name of Personnel/Designation** | **Immediate Supervisor/Designation** |