



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

June 21, 2021

OFFICE MEMORANDUM

No. 028 , s. 2021

EMPLOYEES' PERFORMANCE MONITORING AND COACHING

To: OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs
Unit/Section Heads
All Others Concerned

1. Pursuant to DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation on the Results-Based Performance Management System (RPMS) in the Department of Education), the performance monitoring and coaching shall commence after the rater and the ratee commit on the Key Results Areas (KRAs), Objectives, and Performance Indicators, and have signed the Office Performance Commitment and Review Form (OPCRF) and the Individual Commitment and Review Forms (IPCRFs).
2. Furthermore, all government agencies are required by the Civil Service Commission (CSC) through its Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) to develop and utilize individual and unit performance tracking tools and processes as well as to monitor the application of these tools and processes in the office.
3. Relative to this, this Office, through the Performance Management Team (PMT), reminds all concerned on the year-round performance monitoring and coaching to all their respective employees as part of the processes and mechanisms for tracking individual and team performance and facilitating the achievement of targets.
4. The following/attached performance coaching and monitoring templates shall be accomplished by the Offices of the SDS, CID, and SGOD. Soft copies of these templates are available at the Office of the OIC-Assistant Schools Division Superintendent.
 - a. Monthly Employees' Performance Monitoring Tool
 - b. Performance Management System Coaching Tool (Quarterly)





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5. All accomplished performance coaching and monitoring templates shall be checked by the PMT during the Mid-Year (July) and Year-End (December) Review and Evaluation as Means of Verifications (MOVs) for the OPCR and IPCRs.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.


GORGONIO G. DIAZ JR., PhD, CESQ
Schools Division Superintendent 



MONTHLY EMPLOYEE'S PERFORMANCE MONITORING TOOL

MONTH: _____

Name of Employee: _____

Date: _____

Task No.	Task Description	Expected Output	Date Assigned	Expected Date Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1								
2								
3								
4...								

Sample Descriptions: *Very Impressive (VI), Impressive (I), Needs Improvement (NI), Poor (P), Very Poor (VP)

**Outstanding (O), Very Satisfactory (VS), Satisfactory (S), Unsatisfactory (US), Poor (P)

Prepared by:

Immediate Head

Note: The Immediate Head could be the Immediate Superior (Person with the next higher position), an Education Program Supervisor, a Selection or Unit Head, or the Division Chief





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PERFORMANCE MANAGEMENT SYSTEM COACHING TOOL
(The Grow Model)

Name of Coachee/Employee : _____
Position : _____
Division/Section/Unit : _____
Date of Coaching : _____

Goal	
Reality	
Options	
Will	

Prepared by:

Conforme:

Coach

Coachee/Employee

Notes: The Coach could be the immediate Superior/Supervisor, a Section or Unit Head, a Peer, or the Office Chief. This shall be done quarterly. However, the Employee's Performance Monitoring shall be done monthly. Use separate template for this.



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