

PERFORMANCE MONITORING AND COACHING JOURNAL (2022)

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Name of the Office: **National Abaca Research Center**

Head of the Office: **Dr. Romel B. Armecon**

Number of Personnel: **40**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls specify)	
	One-one-one	Group			
I. Monitoring					
RDEI In-House Review	Faculty and Research Staff were reminded on their respective Project outputs	Conducted several meetings from July to Dec 2022		Notices of meetings	Six (6) research projects were presented during the In-House Review
Abaca Production and demo-farm areas	Person(s) In-Charge in these areas were always reminded for their respective tasks and responsibilities	During meetings, inquiries for updates were done		Notices of meetings	Well-maintained production and demo-farm areas
Research Projects	Project leaders are always checked monitored on their respective research activities				Research activities are on schedule and well implemented
Improvement of the new NARC Annex building	Laboratory in-charged were monitored for the installation of new facilities				Improvement and installation of facilities are still on-going
Maintenance of the Building and Facilities	Support staff were always reminded on the cleanliness and maintenance of office building and other facilities.	During meetings, inquiries for updates were done		Notices of meetings	Possible repair will be scheduled in the succeeding quarters