

PERFORMANCE MONITORING & COACHING JOURNAL

√	1st	Q U A R T E R
√	2nd	
	3rd	
	4th	

Name of Employee: THELMA P. APAS

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advise to attend training-workshop on the application of computer program/software commonly use in generating office documents and attendance to online meeting				
Coaching	One-on-one tutorial in the use of computer software/applications to generate required documents and attendance to online meetings				Needs more time to familiarize the use of computer software and other applications

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted:



ELIZABETH S. QUEVEDO
Immediate Supervisor

MA. THERESA P. LORETO
Next Higher Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

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Name of Employee: NORBERTO MANAGBANAG

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advise to attend training-workshop on the application of computer program/software commonly use in the office				
Coaching	One-on-one tutorial in the use of computer to access files to generate required documents				Needs more time to familiarize the use of computer

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted:



ELIZABETH S. QUEVEDO
Immediate Supervisor

MA. THERESA P. LORETO
Next Higher Supervisor

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Name of Employee: JANE M. ABAPO

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advise to attend training-workshop on the application of computer program/software commonly use in generating office documents; Take the PRC board/licensure examination for chemists/chemical technician; Apply for chemist/chemical technician license without examination				Needs time to review for the PRC board licensure examination
Coaching	One-on-one tutorial in the use of computer software/applications to generate required documents and attendance to online meetings;				Needs more time to familiarize the use of computer for various applications

Note: Please indicate the date in the appropriate box when the monitoring was conducted

Conducted by:

Noted:



ELIZABETH S. QUEVEDO
Immediate Supervisor

MA. THERESA P. LORETO
Next Higher Supervisor

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Name of Employee: JANE M. ABAPO

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advise to attend training-workshop on the application of computer program/software commonly use in generating office documents; Take the PRC board/licensure examination for chemists/chemical technician; Apply for chemist/chemical technician license without examination				Needs time to review for the PRC board licensure examination
Coaching	One-on-one tutorial in the use of computer software/applications to generate required documents and attendance to online meetings;				Needs more time to familiarize the use of computer for various applications

Note: Please indicate the date in the appropriate box when the monitoring was conducted

Conducted by:

Noted:



ELIZABETH S. QUEVEDO
Immediate Supervisor

MA. THERESA P. LORETO
Next Higher Supervisor