

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Graduate School

Head of Office: Anabella B. Tulin

Number of Personnel: 6 employees

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo/Notice	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. Student admission, enrollment, continuing graduate student program related requirements, graduating graduate students requirements		X	OGS Memo on deadline schedules in the compliance of student requirements	Posting on the GS website regarding student requirement; provision of GS forms; citizen's charter	95% compliance
2. Implementation of graduate program related policies	X	X	Communication/meetings/cooperation	Graduate student orientation program; Graduate Student Handbook; GS code	95% compliance
3. Implementation of approved graduate curricular programs/proposed graduate curricular programs	X	X	Communication/Coordination	Info bulletin; individual graduate program brochures/curriculum Guide OP/ QAC communication	100% implemented/subject for the lifting of CHED memo on the offering of new graduate curricular programs
4. Preparation of required documents needed for program/office accreditation	X	X	OP Memo on program AACUP accreditation/office ISO/notice of meetings	CHED/OVPPRGEA communication/ Internet Protocol	100% compliance
5. Compliance/submission of required documents to concerned offices/agencies (CHED-BAR/BED requirements)	X		Coordination/cooperation	Posting on the GS website regarding GS publication	100% compliance