

## PERFORMANCE MONITORING AND COACHING JOURNAL


√	1 <sup>st</sup>	Q U A R T E R
√	2 <sup>nd</sup>	
√	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office : College of Forestry and Environmental Science  
Head of Office : Dr. Dennis P. Peque  
Number of Personnel : 2 Administrative Staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>					
CFES Staff Consultation	Logbook				As need arises
Office Attendance				Log book; DTR's, work from home planned outputs for those on WFH	CFES Staff (July-December 2021). Accomplishment report for WFH employee
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, certificates	July-December 2021
Leaves (SL, VL, CDO, etc.)				Application for Leave form	
Following-up documents	Utility workers/ Office Clerks			Scheduled	Daily
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03	
<b>Coaching</b>					
Filing management, administrative related works, utility works	Staff Consultation			Coaching for faculty and staff logbooks	July-December 2021

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

Conducted by:

  
**DENNIS P. PEQUE**  
Immediate Supervisor

Noted by:

**BEATRIZ S. BELONIAS**  
Next Higher Supervisor