

## PERFORMANCE MONITORING & COACHING JOURNAL

For signature → Attachment to  
Dr. Abelars IPCR  
To: OVPAF - OUDRM

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

Name of Office: Office of the University Disaster and Risk-Reduction Management

Head of Office: JULIUS V. ABELA

Number of Personnel: 46

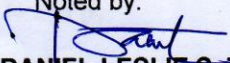
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	The OVPAF conducted on the spot follow-up observations of the field guard on different AOR. Performance of the office admin staff were also reviewed and monitored based on the assigned tasks.	Participation of the head and admin staff in different activities conducted by the VP offices and university.	'Top Management issued Memorandum was followed.	'LOI and verbal instructions of the University President and OVPAF	Instruction were given and encouragement to do much better.
Coaching	The SG's were informed of the outcome of the celebration especially concerning draw-backs on their assigned tasks. Advices were given to the concerned SG's. Security guards attended a command conference to iron out the preparations for the guarding of events and during this pandemic crisis	Negative feedbacks from the superiors and concerned individuals were discussed in the office meeting.			Staff concerned were given encouragement to do much better.

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

Conducted by:

**DANIEL LESLIE S. TAN**  
Vice President for Admin & Finance

Noted by:

  
**DANIEL LESLIE S. TAN**  
Vice President for Admin & Finance