



20 August 2018

**MEMORANDUM NO. 312**

Series of 2018

**T O: All Vice Presidents/Directors, Department and Office Heads Concerned**

**R E: Preparation of Required Performance Management Forms**

During the series of orientations to the PRIME-HRM, it was noted that there are three (3) Performance Management forms which almost all supervisors and heads of units have not used. These forms, which are required as evidence for compliance to PRIME-HRM indicators on Performance Monitoring (PM) and providing performance support:

1. Tracking Tool for Monitoring Targets (to be used to monitor unit targets)
2. Performance Monitoring and Coaching Journal, and
3. Performance Monitoring Forms (for providing support to individual employees)

All Heads of Units and Supervisors are therefore requested to use these forms for the rating period, January – June 2018 and submit these to PRPEO not later than August 30, 2018. This will give enough time for PRPEO to completely package the PM documents for submission to CSC prior to the on-site assessment on September 24-25, 2018.

Attached are copies of the PM forms. E-copies can be secured from Ms. Miriam de la Torre of PRPEO.

For compliance.

  
**EDGARDO E. TULIN**  
President *dlc*  
*8/20/18*

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: \_\_\_\_\_

Head of Office: \_\_\_\_\_

Number of Personnel: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching					

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

Conducted by:

Noted by:

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
MFO 1. Compliance to CSC Rules & Regulations								
PI 1. Percentage of appointment w/ zero	1. Prepares supplemental plantilla for DBM approval	Name of Staff A	Jan 5-10					
	2. Distributes appointment form	Name of Staff B	Jan 5-10					
	3. Retirees & Checks supporting documents	Name of Staff B	Jan 13-16					
	4. Prepares appointment forms	Name of Staff A	Jan 15-20					
MFO 2. Compliance to RA 9485								
PI 1. Number of Service Rendered to Client	1. Prepares the assessments/ permits of students	Name of Staff C	Jan 15-31					
	2. Issues assessment	Name of Staff C	Feb 3-8					
	3. Collects payments from students	Name of Staff D	Feb 11-15					
	4. Issues Permits	Name of Staff E	Feb 11-16					

Prepared by:

\_\_\_\_\_  
Unit Head

Note: Entries are sample only

PERFORMANCE MONITORING FORM

Name of Employee: \_\_\_\_\_

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1								
2								
3								
4								
5								
6								
7								

\* Either very impressive, impressive, needs improvement, poor, very poor  
\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by: \_\_\_\_\_

\_\_\_\_\_  
Unit Head