

DEPARTMENT PERFORMANCE MENTORING AND COACHING JOURNAL³
(ATTACHMENT TO ANNEX C.1)

Division/Department: _____

Department Manager: _____

No. of Personnel in the division: _____

	1 st	Quarter
	2 nd	
	3 rd	
	4 th	

Activity	Mechanism/s			Remarks	
	Meeting		Memo		Others (Pls specify)
	One-on-One	Group			
Monitoring					
Coaching					

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

Conducted by: _____	Date:	Noted by: _____	Date:
Department Manager		Administrator	

³ To be accomplished quarterly at the minimum