INDIVIDUAL PERFORMANCE MONITORING AND COACHING JOURNAL
(ATTACHMENT TO ANNEX D.1)

Employee Name: ________________________________
Division/Department: ____________________________
Department Manager: ____________________________
No. of Personnel in the division: ___________________

<table>
<thead>
<tr>
<th>Activity</th>
<th>Mechanism/s</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring</td>
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<tr>
<td>Coaching</td>
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</tbody>
</table>

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

Discussed with: ____________________________
Date: ____________________________
Conducted by: ____________________________
Date: ____________________________
Ratee ____________________________
Rater ____________________________

*To be accomplished quarterly at the minimum*
Summary List of Individual Ratings

Department: Department A  
Reviewed and Submitted by: Dept Manager A  
OPCR Rating: VS  
Date: 4/24/2013  
Review Period: Jan-Jun 2013

<table>
<thead>
<tr>
<th>EMPLOYEE NAMES</th>
<th>Numerical</th>
<th>RATING</th>
<th>Adjectival</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee 1</td>
<td>4</td>
<td></td>
<td>VS</td>
</tr>
<tr>
<td>Employee 2</td>
<td>5</td>
<td></td>
<td>O</td>
</tr>
<tr>
<td>Employee 3</td>
<td>3</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>Employee 4</td>
<td>4</td>
<td></td>
<td>VS</td>
</tr>
<tr>
<td>Employee 5</td>
<td>4</td>
<td></td>
<td>VS</td>
</tr>
<tr>
<td>No. of Employees = 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Ratings of Staff</td>
<td>20/5 = 4.0^5</td>
<td></td>
<td>VS</td>
</tr>
</tbody>
</table>

^ The average ratings of the staff (as indicated in their IPCRs) should be equivalent to the OPCR Rating.
Professional Development Plan

Employee Name: ____________________  Salary Grade: ______
Division/Department: ____________________  Period Covered: ______

A. Job Description⁶:

B. Summary of Accomplishments⁷:

C. Strengths of Employee⁸:

D. Development Areas of Employee⁹:

E. Plan of Action¹⁰:

Employee Signature: ____________  Date: ____________
Manager Signature: ____________  Date: ____________

⁶ Job Description to be filled up by the Individual before discussion with his immediate supervisor.
⁷ Accomplishments to be filled up by the Individual before discussion with his immediate supervisor.
⁸ Strengths to be filled up during discussion between the Individual and his immediate supervisor.
⁹ Development Areas agreements to be filled up during discussion between the Individual and his immediate supervisor.
¹⁰ Plan of Action agreements to be filled up during discussion between the Individual and his immediate supervisor.
XVI. Glossary of Terms

A. Strategic Performance Management System (SPMS) — a Results-Based Performance Management System incorporating a common set of performance scorecard linked with organizational performance down to the individual performance.

B. Performance Management Team (PMT) — See Item VII Sec. B

C. Office Performance Commitment and Review (OPCR) and Monitoring Report — departmental targets, performance measures, budget and responsibility centers.

D. Individual Performance Commitment and Review (IPCR) and Monitoring Report — individual targets, performance measures, budget and responsibility centers.

E. Professional Development Plan — form documenting agreements between the supervisor and employee on how an employee’s performance can be improved.

F. Effectiveness/Quality - The extent to which actual performance compares with targeted performance. The degree to which objectives are achieved and the extent to which targeted problems are solved. In management, effectiveness relates to getting the right things done.

G. Efficiency - The extent to which time or resources is used for the intended task or purpose. Measures whether targets are accomplished with a minimum amount or quantity of waste, expense or unnecessary effort.

H. Timeliness - Measures whether the deliverable was done on time based on the requirements of the law and/or clients/stakeholders. Time-related performance indicators evaluate such things as project completion deadlines, time management skills and other time sensitive expectations.

I. Competency – set of defined knowledge, skills, behaviors/strengths enabling an individual to do a job properly.

J. MWSS Core Competency – strength in multiple processes, technologies and skills that have added value to the industry and central to the organization. All employees must possess these.

K. MWSS Leadership and Management Competencies - strengths that all leaders/managers in the organization must possess.

L. MYSS Functional Competencies - strengths that employees in a particular department or division must possess. “Must” competencies (displayed sets of skills or multiple related process methods based skills) to be observed, by all employees in their groups, departments, divisions or sections/units. The competencies requirement shall apply depending on the nature of the job/function in the department as maybe determined by the Department Manager.

M. 360-degree feedback is feedback that comes from members of an employee’s immediate work circle. Feedback comes from an employee’s peers, subordinates, supervisors, customers as well as self-evaluation. The results from a 360-degree feedback are used to plan and map specific actions for their individual development.

N. Competency assessment using the 360 Degree Feedback tool is obtaining feedback on a person’s competencies as defined in Section X of this document.