

**DEPARTMENT PERFORMANCE MENTORING AND COACHING JOURNAL<sup>3</sup>**  
**(ATTACHMENT TO ANNEX C.1)**

Division/Department: \_\_\_\_\_

Department Manager: \_\_\_\_\_

No. of Personnel in the division: \_\_\_\_\_

	1 <sup>st</sup>	Quarter
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

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	

<sup>3</sup> To be accomplished quarterly at the minimum