**University of the Philippines**

|  |  |  |
| --- | --- | --- |
|  | 1st | Quarter |
|  | 2nd |
|  | 3rd |
|  | 4th |

Please check appropriate quarter

UP SPMS Form 3

2014

**CU : \_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICE PERFORMANCE MONITORING**

**AND COACHING JOURNAL**

Unit : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Number of Employees : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Mechanism/s | | | | Remarks |
| Meeting | | Memo | Others (Pls. Specify) |
| One-in-One | Group |
| Monitoring |  |  |  |  |  |
| Coaching |  |  |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Conducted by:  Name and Signature of the Immediate Supervisor | Date: | Noted by:  Name and Signature of the Head of Office | Date: |

**University of the Philippines**

UP SPMS Form 4

2014

**CU : \_\_\_\_\_\_\_\_\_\_\_**

**INDIVIDUAL PERFORMANCE MONITORING**

**AND COACHING JOURNAL**

|  |  |
| --- | --- |
| Date |  |
| Name and Signature of Coach |  |
| Name and Signature of individual Coachee |  |
| Attendance (if Team Coaching) |  |

Coaching Agenda

|  |  |
| --- | --- |
| Coaching Goal |  |
| Reality or the Problem Situation/Issue |  |
| Options/Opportunities |  |
| Committed Action |  |
| Who will do? |  |
| Resources Needed (time, approvals, authorities, funds, etc.) |  |
| Date that Coachee/Team commits to |  |

Note: Always start with sharing or follow-through of commitments from the previous coaching session. Please use extra forms if there is more than 1 agenda discussed.

Agree Next Meeting is on : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 1 of 2

Key Points of what was shared

|  |
| --- |
|  |

Process Observations of the Coach (Observable Behaviors of the Coachee/Team/Group being coached. General Disposition, Changes in Attitude since the last Coaching, Level of Copy with the Demands of Work.

|  |
| --- |
|  |

Page 2 of 2

**University of the Philippines**

UP SPMS Form 5

2014

**CU : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STAFF DEVELOPMENT PLAN**

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

Unit : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period Covered : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Development Activity** | **Support Needed/Involvement of Others** | **Tracking Method/Completion Date** | | |
| **Planned/Expected Outcome** | **Accomplished** | |
| **Mid Year** | **Year End** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Signature | Date | Supervisor’s Signature | Date | Head of Office’ Signature | Date |
|  |  |  |  |  |  |
| Copy for | / / Employee / / Supervisor / / HRDO | | | | |