



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

May 3, 2021

**OFFICE MEMORANDUM**

No. **000164** 2021

To: Regional Office Division Chiefs  
RO Section and Unit Heads  
All Others Concerned

**REMINDERS ON EMPLOYEES' PERFORMANCE MONITORING AND COACHING**

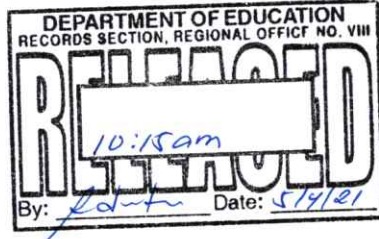
1. As part of the processes and mechanisms for tracking individual and team performance and facilitating the achievement of targets, this Office, through the Performance Management Team (PMT), reminds all the Regional Division Chiefs and Section/Unit Heads on the year-round performance monitoring and coaching to all their respective employees.
2. As stipulated in DepEd Order No. 2, s. 2015 (Guidelines on the Establishment and Implementation on the Results-Based Performance Management System (RPMS) in the Department of Education), the performance monitoring and coaching shall commence after the rater and the ratee commit on the Key Result Areas (KRAs), Objectives, and Performance Indicators, and have signed the Office Performance Commitment and Review Form (OPCRF) and the Individual Commitment and Review Forms (IPCRFs).
3. Moreover, the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission (CSC) requires all government agencies to develop and utilize individual and unit performance tracking tools and processes, and to monitor the applications of these tools and processes in the office.
4. Relative to this, all Regional Division Offices are reminded to accomplish the following performance coaching and monitoring templates (Attached) as bases for the conduct of performance monitoring and coaching. Soft copies of these templates have been sent to your email addresses last January 13, 2021:
  - a. Monthly Employees' Performance Monitoring Tool
  - b. Performance Management System Coaching Tool (Quarterly)
5. All accomplished performance coaching and monitoring templates shall be checked by the PMT during the Mid-Year (July) and Year-End (December) Review and Evaluations as Means of Verifications (MOVs) for the OPCR and IPCRs.



6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director 

PMT-ICC





**MONTHLY EMPLOYEE'S PERFORMANCE MONITORING TOOL**

Month: \_\_\_\_\_

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

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendations

Sample Descriptions: \*Very Impressive (VI), Impressive (I), Needs Improvement (NI), Poor (P), Very Poor (VP)  
 \*\* Outstanding (O), Very Satisfactory (VS), Satisfactory (S), Unsatisfactory (US), Poor (P)

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

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 Immediate Head

Note: The Immediate Head could be the Immediate Superior (Person with the next higher position), an Education Program Supervisor, a Section or Unit Head, or the Division Chief.





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**PERFORMANCE MANAGEMENT SYSTEM COACHING TOOL**  
(The Grow Model)

Name of Coachee/Employee: \_\_\_\_\_

Position : \_\_\_\_\_

Division/Section/Unit : \_\_\_\_\_

Date of Coaching : \_\_\_\_\_

Goal	
Reality	
Options	
Will	

Prepared by:

Conforme:

\_\_\_\_\_

Coach

\_\_\_\_\_

Coachee/Employee

Noted:

\_\_\_\_\_

Division Chief

*Notes: The Coach could be an Immediate Superior/Supervisor, a Section or Unit Head, a Peer, or the Division Chief. This shall be done quarterly. However, the Employee's Performance Monitoring shall be done monthly. Use the separate template for this.*



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