



Department of Agriculture  
**BUREAU OF PLANT INDUSTRY**

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June 13, 2024

**MEMORANDUM ORDER**

No. 172  
Series of 2024

**SUBJECT: IMPLEMENTATION OF PERFORMANCE MONITORING AND COACHING SESSIONS**

In the interest of the service in view of the implementation of the Bureau of Plant Industry (BPI) Strategic Performance Management System (SPMS), all BPI officials, Division/Center and Section Chiefs and Unit Heads are hereby directed to perform Monitoring and Coaching Sessions to address performance gaps and or identify significant individual accomplishments of each employee or group of employees.

Attached is the Performance Monitoring and Coaching Procedure Manual for your guidance and other performance monitoring forms.

This order shall take effect immediately and shall supersede all other orders inconsistent herewith.

  
**GERALD GLENN F. PANGANIBAN, Ph.D.**  
Director



Bureau of Plant Industry  
**PROCEDURES MANUAL**

Document No.: BPI-QMS-HRS-OP10

Preparation Date: June 14, 2024

Revision No.: 0

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Operating Unit: Human Resources Section

Subject: Performance Monitoring and Coaching

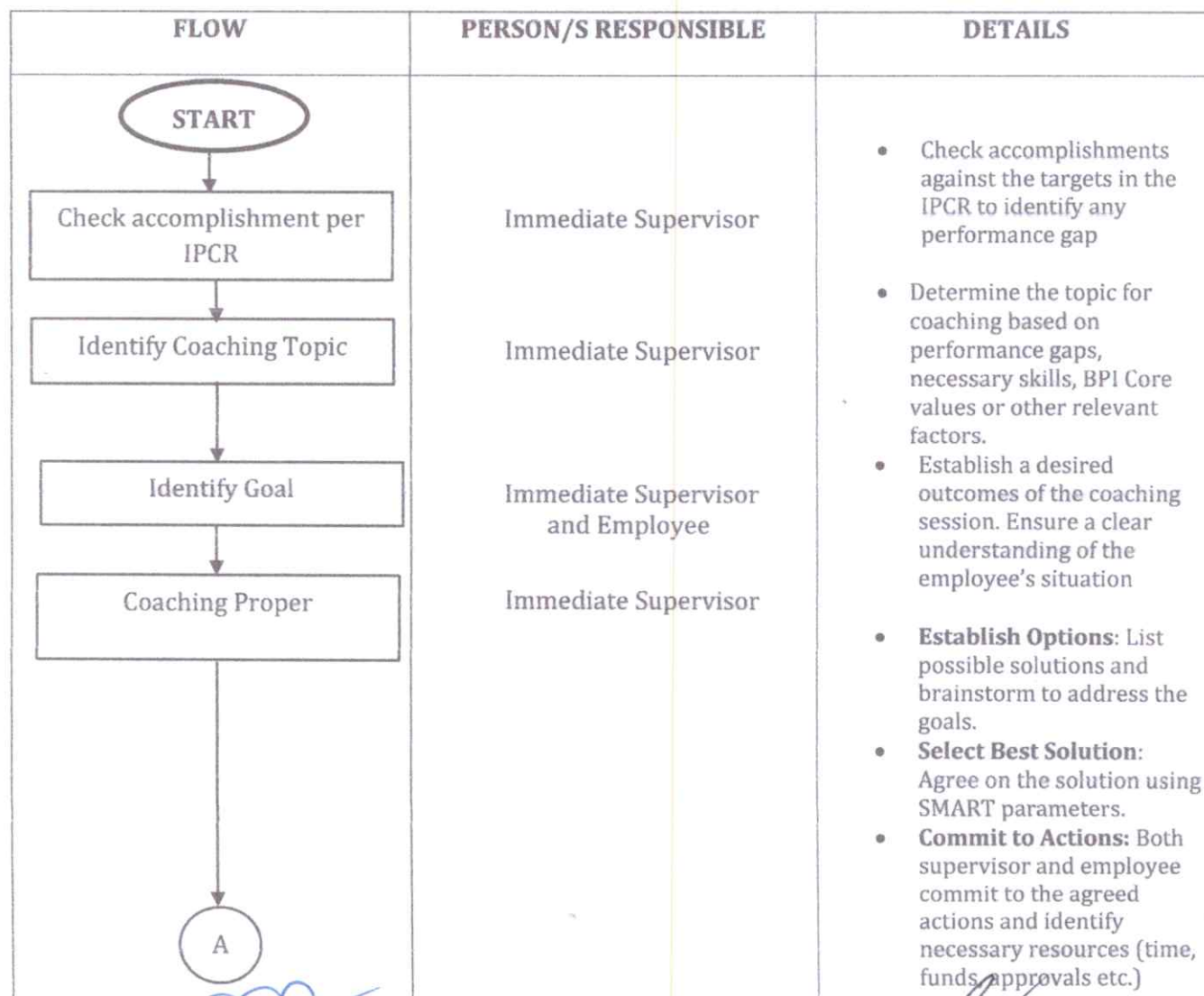
**1.0 Objective** - To address performance gap, teach necessary skills, impart knowledge for duty performance and inculcate the Bureau's Core Values and work behaviors.

**2.0 Scope** - This procedure covers the monitoring of target deliverables agreed upon in the Individual Performance Commitment and Review Form (IPCR). It includes coaching sessions if performance gaps are identified, and subsequent coaching sessions to address the gap/s and achieve the agreed deliverables in the IPCR.

**3.0 Definition of Terms:**

**IPCR** - Individual Performance Commitment and Review Form  
**SMART** - Specific, Measurable, Achievable, Relevant, Time-Bound

**4.0 Procedures**



Prepared by: **ELLAINÉ T. MOLON**  
OIC, Human Resources Section

Approved by: **GERALD GLENN F. PANGANIBAN, Ph.D.**  
Date Signed: **06-19-24** Director



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FLOW	PERSON/S RESPONSIBLE	DETAILS
<p>Diagram illustrating the flow of the coaching session:</p> <pre>graph TD; A((A)) --&gt; B[Schedule of next coaching session]; B --&gt; C((END))</pre>	Immediate Supervisor and Employee	<ul style="list-style-type: none"><li>Agree on the timing for the next coaching session and outline the way forward.</li></ul>

### 5.0 Forms Used and Records Generated

Individual Performance Commitment Review (IPCR)  
Performance Monitoring and Coaching Journal  
Coaching Report Form

### 6.0 Reference

Department of Agriculture Dept. Order No. 5 s. 2019 – DA SPMS  
Department of Agriculture Memo. Order No. 31 s. 2021 Personnel Development

### 7.0 Effectivity

The effectivity date of this document shall be five (5) working days after the approval by the authorized signatory.



Prepared by: **ELLAINE T. MOLON**  
OIC, Human Resources Section

Approved by: **GERALD GLENN F. PANGANIBAN, Ph.D.**  
Date Signed: **06-19-24** Director



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### COACHING REPORT FORM

Date	
Name of Coach	
Name of Employee	
Attendance (If Group Coaching)	

#### Coaching Agenda

Coaching Goal	
Reality of Problem Situation/Issue	
Options/Opportunity	



<b>Committed Actions</b>	
<b>Who will do?</b>	
<b>Resources Needed (time, funds, approval etc.)</b>	
<b>Date that the Coachee or Team commits to</b>	

*Note: Always start with the sharing or follow-up of commitments from the previous coaching session. Please use extra forms if there are more than one agenda item discussed.*

Agreed next meeting is on: \_\_\_\_\_

**Key Points of What Was Shared:**

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**Process observation of the Coach (Observable Behavior of the Coachee/Team being coached, General Disposition, Changes in Attitude since the last coaching, Level of Coping with the Demands of Work)**

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## PERFORMANCE MONITORING AND COACHING JOURNAL

Office: \_\_\_\_\_  
Office Head: \_\_\_\_\_  
Number of Personnel in the Office: \_\_\_\_\_

	1 <sup>st</sup>	Q U A R T E R
	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:
Immediate Supervisor		Office Head	