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JAN 25 2021

MEMORANDUM

FOR/TO : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Heads of Office
All Division Chiefs

FROM : The OIC-Assistant Secretary
Administration and Human Resources

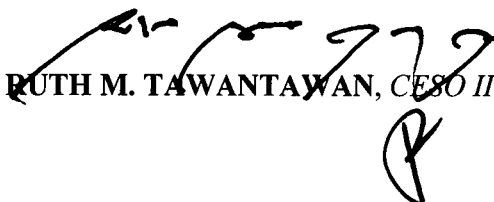
SUBJECT : SUBMISSION OF COACHING PLAN

Pursuant to Memorandum 2020-182, dated 21 February 2020, Guidelines in the Preparation of Coaching Plan and Coaching Form for All DENR Employees, all offices are required to submit a coaching plan (please see attached guidelines) on or before 28 February.

Coaching Plan is an important tool for the supervisors to develop learning opportunities for their subordinates based on the development targets identified during performance evaluation. Supervisors can also use the said plan for efficient monitoring of the coaching activities and the progress of the agreements identified during the coaching conversation.

All offices in the Central Office shall submit a copy of the Coaching Plan to the Human Resource Development Service, Training and Development Division on or before 28 February 2021 at hrds-tdd@denr.gov.ph.

For your information and appropriate action.


RUTH M. TAWANTAWAN, CESO II

MEMO NO.2021-64



Republic of the Philippines
Department of Environment and Natural Resources

**GUIDELINES ON THE PREPARATION OF THE COACHING PLAN AND
COACHING FORM OF DENR EMPLOYEES**

Coaching Plan plays a vital role in the relationship between supervisors and employees. Creating a coaching plan demonstrates the commitment of the supervisors to the professional success of the employees. Moreover, coaching plan should be viewed as an important element in identifying growth opportunities for the members of the Division/Section/Unit. Coaching Form, on the other hand, documents the targets and agreements between the supervisors and employees to achieve the desired development targets.

I. Accomplishing the Coaching Plan

The Coaching Plan is composed of three parts:

- Part I – Office Profile
- Part II – Coaching Targets
- Part III – Signatures

Part A – Office Profile

This portion consists of the name of the office/division, the name of the supervisor/division chief, number of plantilla positions as prescribed in E.O. 366, and the number of filled plantilla positions.

Office	Supervisor/ Division Chief	No. of Plantilla Positions	No. of Filled Plantilla Positions

Part B. Coaching Targets

The supervisor shall prepare the coaching plan for his/her subordinates for effective and efficient coaching session.

Employees	Position Designation	Development Targets	Target Completion (Date of Coaching Session)	Monitoring	Status

- A. **Employees** – list of names of employees targeted for coaching session. This should be arranged according to the salary grade.
- B. **Position/Designation** – current position/designation of employees with salary grade.

- C. **Development Targets** – these are the areas for development based on the result of competency assessment and/or performance review. Should specify the target competency. Supervisor/Division chief may use the updated DENR Competency-based System Manual for reference. Also, the target for development can also be other factors detracting effective performance e.g. unwanted behaviors. The development targets must begin with “able to.” Please refer to Annex B for example.
- D. **Target Completion** – this is the target date for the completion of the coaching session.
- E. **Monitoring** – the HRDS shall monitor the completion of the coaching plan. This should be filled out by the HRDS.
- F. **Status** – Upon monitoring, HRDS shall determine if the coaching target is accomplished. Otherwise, the HRDS focal person should cite the factors affecting the completion of the target.

Part C. Signatures

The coaching plan should be signed by the supervisor/division chief and shall be duly noted by the head of office.

II. Accomplishing the Coaching Form for DENR Employees

This portion consists of three parts, namely:

- Part A. Employee’s Profile
- Part B. Coaching Targets
- Part C. Signatures

Part A: Employee’s Profile

This portion consists of the employee’s full name, sex, current position and salary grade, division/office, and supervisor’s full name.

NAME (Last, First, MI)	SEX M/F	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR’S NAME

Part B. Areas for Development

- 1. **Development Targets** – these are the areas for development based on the competency assessment form and/or performance review. The target for development can also be other factors detracting effective performance e.g. unwanted behaviors. The development targets must begin with “able to.” Please refer to Annex B for example.

2. **Agreement** – should briefly discuss the key learning transferred to coachee, state the agreed actions needed to do or to perform and the appropriate/available resources to use in order to address the **areas for development**. It should state as well the target date for the completion of the identified targets.
3. **Success Indicators** – should cite the specific outcome(s) or evidence(s) which demonstrates completion of each action.
4. **Monitoring** – the Supervisor/Division Chief should track the development/progress of the employees in achieving the desired competencies/behavior. He/she must cite the date he/she will monitor the completion of the development targets base on the agreement with the employee.
5. **Remarks** – the Supervisor/Division Chief should determine if the coaching target is accomplished. Otherwise, the supervisor/division chief should cite the factors affecting the completion of the target.

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks

Part C. Signatures

The coaching form should be signed by the supervisor/division chief and the employee. This signifies as well that both parties, the employee and the supervisor/division chief, understand the information written in the coaching form. This should be signed in the actual date of coaching session.

Employee Signature:	Date	Supervisor Signature	Date
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III. Submission

As one of the enabling mechanisms of the Strategic Performance Management System, the coaching plan shall be submitted to the HRDS for monitoring of the learning and development interventions for all 1st level and 2nd level employees every 28th of February after the 2nd semester rating period.

The Supervisor/Division Chief may submit supplemental coaching plan until the 1st semester rating period to HRDS.

IV. Monitoring

The Human Resource Development Service and concerned HRD Service/Section/Unit shall monitor the progress and completion of the coaching plan and development targets every October of the year. The HRDS shall have a copy of the accomplished coaching form upon monitoring.

In case of new employees, promotion, or reassignment, an updated coaching plan shall be prepared by the supervisor and shall be submitted to HRDS within thirty (30) days upon assumption to duty.

The Human Resource Development Service shall submit the monitoring report to the Human Resource Development Committee (HRDC) on or before 30 November of every year. The same shall be observed to regions and bureaus.

The following documents are attached as follows: sample Coaching Plan (ANNEX C), sample updated Coaching Plan (ANNEX E), and sample accomplished Coaching Form (ANNEX D).

Concerned Heads of Offices shall coordinate with their respective HR Divisions/Sections/Units in formulating and monitoring of Coaching Plans.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING PLAN FOR FISCAL YEAR (____)**

A. OFFICE PROFILE

SUPERVISOR/DIVISION CHIEF		OFFICE		NUMBER OF PLANTILLA POSITIONS	NUMBER OF FILLED PLANTILLA POSITIONS

B. COACHING TARGETS

Employees	Position Designation	Development Targets	Target Completion (Date of Coaching Session)	Monitoring	Status

Prepared by : (Supervisor/Division Chief)

Noted by : (Director/Head of Office)

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR (____)**

ANNEX B

A. PROFILE

NAME (Last, First, MI)	SEX M/F	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME

B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks

C. SIGNATURES

I, (employee's name) , understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date	Supervisor Signature	Date
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**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING PLAN FOR FISCAL YEAR 2020**

ANNEX C

C. OFFICE PROFILE

SUPERVISOR/DIVISION CHIEF	DIVISION CHIEF A	OFFICE	TRAINING AND DEVELOPMENT DIVISION – HUMAN RESOURCE DEVELOPMENT SERVICE	NUMBER OF PLANTILLA POSITIONS	NUMBER OF FILLED PLANTILLA POSITIONS
				23	17

D. COACHING TARGETS

Employees	Position Designation	Development Targets	Target Completion (Date of Coaching Session)	Monitoring	Status
Employee A	Supervising Administrative Officer	Responsibility CC4 (Able to develop innovative strategies in TDD systems and processes)	May 31, 2020		
Employee B	Administrative Officer V	HR6 Learning Needs Assessment (Able to develop learning needs assessment tools)	March 6, 2020		
Employee C	Administrative Officer IV	HR11 Monitoring and Evaluation of L&D Programs Able to draft comprehensive monitoring and evaluation report of l and d activities of the DENR Central Office	March 20, 2020		

Prepared by : (Supervisor/Division Chief)

Noted by : (Director/Head of Office)

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR 2020**

ANNEX D

A. PROFILE

NAME (Last, First, MI)	SEX M/F	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
Employee D	M	Administrative Officer II/SG11	Training and Development Division	Division Chief A

B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
Monitoring and Evaluation of L&D Programs HR11 (Able to draft impact evaluation tool to determine behavioral changes in job performance)	The coach shared to coachee that identifying success indicators will help him developed a tool for monitoring and evaluation. Further, he shared that success indicators can be found in the objectives of the re-entry action plan. The coachee agreed to review the re-entry action plans of previous batch of ENR Management Course as reference. The draft impact evaluation tool for ENR Management Course will be submitted to the coach on or before May 20, 2020.	Level 4 monitoring and evaluation tool	June 2020	

C. SIGNATURES

I, (employee's name) , understand that all comments and ideas offered by my supervisor/division are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date	Supervisor Signature	Date
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**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING PLAN FOR FISCAL YEAR 2020**

ANNEX E

A. OFFICE PROFILE

SUPERVISOR/DIVISION CHIEF	DIVISION CHIEF A	OFFICE	TRAINING AND DEVELOPMENT DIVISION – HUMAN RESOURCE DEVELOPMENT SERVICE	NUMBER OF PLANTILLA POSITIONS	NUMBER OF FILLED PLANTILLA POSITIONS
				23	17

B. COACHING TARGETS

Employees	Position Designation	Development Targets	Target Completion (Date of Coaching Session)	Monitoring	Status
Employee A	Supervising Administrative Officer	Responsibility CC4 (Able to develop innovative strategies in TDD systems and processes)	May 31, 2020		
Employee B	Administrative Officer V	HR6 Learning Needs Assessment (Able to develop learning needs assessment tools)	March 6, 2020		
Employee C	Administrative Officer IV	HR11 Monitoring and Evaluation of L&D Programs Able to draft comprehensive monitoring and evaluation report of l and d activities of the DENR Central Office	March 20, 2020	October 2, 2020	Completed, M & E Report was submitted to OD HRDS for approval.

Prepared by : (Supervisor/Division Chief)

Noted by : (Director/Head of Office)