



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

August 14, 2023

OFFICE MEMORANDUM

HRDD-2023- 491

**COACHING PLAN, MONITORING AND EVALUATION DOCUMENTATION,
AND COMPLETION REPORT TEMPLATES**

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the Training and Advocacy Team (TAT) and the Human Resource Development Division (HRDD), informs all concerned on the use of the Coaching Plan, Monitoring and Evaluation Documentation, and Completion Report Templates.
2. Attached are the official templates for reference.
3. Immediate dissemination of and compliance with this Memorandum are desired.

FR
EVELYN R. FETALVERO, CESO IV
Regional Director *J*

HRDD-RVR





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Department of Education
 REGION VIII - EASTERN VISAYAS

COACHING PLAN

Terminal Objective:

(State what coachee will be able to do by the end of the entire coaching intervention.)

Session /Time	Session Objectives	Means of Verification	Topic/Content	Highlights Process	Resources
Indicate start and end time for each coaching session.	State what coachee will be able to do by the end of each session.	Indicate specific output that coachee is expected to produce or behavior to be demonstrated (if any) by end of each session.	List down topics to be covered in each session.	Indicate specific methodologies that will be employed during coaching session; e.g., one-on-one discussion; guided activity, etc.	List down equipment, technologies, supplies, delivery and learning materials, and other resources needed during coaching.
Session 1					
Session 2					



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Session 3				
Coach	Signature	Coach	Signature	Position/RO Division
	Name		Name	
	Position/RO Division		Position/RO Division	



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COACHING MONITORING AND EVALUATION DOCUMENTATION

Terminal Objective: <i>(State what coachee will be able to do by the end of the entire coaching intervention.)</i>	Success indicators: <i>Identify the criteria to be used to show whether the Terminal Objective has been achieved, e.g., completion of an output, behaviors to be demonstrated by the coachee.)</i>	Result: <i>(Based on the Terminal Objective and Success Indicators, state what has been achieved or not achieved. This section is filled up only at the end of the entire coaching intervention.)</i>
Coaching Plan		
Session/ Time <i>Indicate start and end time for each coaching session.</i>	Session Objectives <i>State what coachee will be able to do by the end of each session.</i>	Means of Verification <i>Indicate specific output that coachee is expected to produce or behavior to be demonstrated (if any) by end of each session.</i>
Remarks <i>Record highlights of the discussion, such as: significant learning from the session; what went well and what did not go so well about the session; agreements on next steps; application of learning on the job; observed improvements in demonstration of competency; what helped or hindered application of learning on the job; any impromptu coaching that occurred in between planned sessions; and others.</i> <i>The notes in this column will help later on in putting together the report at the completion of the coaching intervention.</i>		



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Session 1					
Session 2					
Session 3					
Coach	Signature Name Position/RO Division	Coach	Signature Name Position/RO Division	Signature	Signature Name Position/RO Division
				Name	
				Position/RO Division	



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COACHING COMPLETION REPORT

Coachee	Name:
	Position:
	Office:
Coach	Name:
	Position:
	Office:
Date of Report	

Coaching Report

Situation Prior to Coaching:

(Describe the specific performance challenge and/or competency gap that triggered the need for coaching. You may refer to the validated needs assessment.)

Coaching Period:

(Indicate inclusive dates of coaching intervention.)

Terminal Objective:

(What is the coachee expected to do better by the end of the coaching intervention? Cull this from the Coaching Design.)

Success Indicators:

(What criteria are used to show whether the Terminal Objective has been achieved? Cull this from the Coaching Design.)

Results:

(Based on the Terminal Objective and Success Indicators, state what has been achieved by the coaching intervention, i.e., describe what the coachee is now able to do better in the workplace; cite any contribution of improved competency and performance to the work of the office or school. Include unintended or unplanned results, if any.)



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Coaching Report

Facilitating Factors:

(What factors helped in achieving coaching objectives?)

Hindering Factors:

(What factors did not help in achieving coaching objectives, and what actions were taken to address them?)

Lessons Learned:

(What were your most significant learning from the coaching intervention? Or if you were to have another coaching intervention, what would you do differently and why?)

Coach	Signature		Coachee	Signature	
	Name			Name	
	Position/ RO Division			Position/ RO Division	

