



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
National Highway, Bgy. Alfonso XIII, Quezon, Palawan
Email: cenroquezon@denr.gov.ph

March 30, 2022

MEMORANDUM

FOR : The Provincial Environment and
Natural Resources Officer
Sta. Monica, Puerto Princesa City

FROM : The Community Environment and
Natural Resources Officer
Quezon, Palawan

SUBJECT : **SUBMISSION OF COACHING PLAN AND COACHING
FORMS OF THREE (3) SELECTED PERSONNEL OF
CENRO QUEZON, PALAWAN**

Respectfully forwarded the Memorandum dated March 28, 2022 of Engr. Rosita F. Castulo – Development Management Officer IV regarding the above-mentioned subject.

Hence, submitted are the Coaching Plans and Coaching Forms of the three (3) selected personnel of CENRO Quezon, Palawan. The coaching session of individual is covering the period from April to September 2022 and the monitoring time will be on the last week of September 2022.

For his information and record.




LEONARD T. CALUYA



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
National Highway, Bgy. Alfonso XIII, Quezon, Palawan
Contact No.: 0917-160-4920
Email: cenroquezon@denr.gov.ph

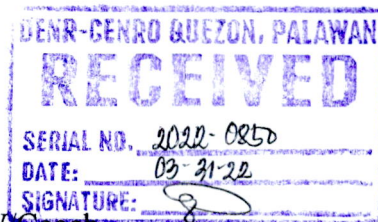
March 28, 2022

MEMORANDUM

FOR : The Community Environment and Natural Resources Officer

FROM : The Development Management Officer IV/Coach

SUBJECT : **SUBMISSION OF COACHING PLANS AND COACHING FORMS OF (3) THREE SELECTED PERSONNEL OF CENRO QUEZON, PALAWAN**



In compliance with the instructions from Chief, HRDS, MIMAROPA Region, during the conducted orientation on coaching dated March 17 & 18, 2022, forwarded herewith are the Coaching Plans and Coaching Forms of (3) three selected personnel of our office; namely Park Maintenance Foreman Anita S. Llorca, Forest Technician I Mercy T. Mate, and Forest Ranger Edgar H. Panizales in prescribed template.

Moreover, giving careful attention to the coachees Individual Development Plan (IDP), they have an agreement with the undersigned, to submit their monthly report for monitoring and coaching, particularly on the aspects of writing and speaking effectively, basic computer and database management skills.

Target completion/date of coaching session from April-September 2022 and the monitoring time will be on the last week of September 2022.

For his information, records and evaluation.


ENGR. ROSITA F. CASTULO

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING PLAN FOR FISCAL YEAR 2022**

A. OFFICE PROFILE

SUPERVISOR/DIVISION CHIEF	ENGR. ROSITA F. CASTULO	OFFICE	PLANNING AND SUPPORT UNIT	Number of Plantilla positions	Number of Filled Plantilla Positions
				68	67

B. COACHING TARGETS

Employees	Position/Designation	Development Targets	Target Completion (Date of Coaching Session)	Monitoring	Status
ANITA S. LLORCA	PARK MAINTENANCE FOREMAN SG-8	CO6-Writing Effectively Able to prepare report with two or more errors in grammar or errors in content	April –September 2022	Last week of September 2022	
		CO7- Speaking Effectively Able to disseminate right, genuine and updated DENR laws, policies and right information during the conduct CEPA activities	April – September 2022	Last week of September 2022	
MERCY T. MATE	FOREST TECHNICIAN I SG-6	CO6- Writing Effectively Able to prepare report correctly, concise and complete of data/ information with two or	April to September 2022	Last week of September 2022	



		more errors in grammar of content.			
		FC2-Database Management Able to encode data and information using the downloaded template. Able to prepare format or template	April up to September 2022	Last of week of September 2022	
EDGAR H. PANIZALES	FOREST RANGER SG-4	FC1- Basic Computer Skills Able to operate computer by encoding, printing and others	April to September 2022	Last week of September 2022	
		Able to prepare (draft) memorandum, invitations, reports, etc. with two or more lapses or errors in grammar/content	April to September 2022	Last week of September 2022	

Prepared by:

ENGR. ROSITA F. CASTULO
(Supervisor/Division Chief)

Noted by:

LEONARD T. CALUYA
(Director/Head of Office)

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR 2022**

A. PROFILE

NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
EDGAR H. PANIZALES	F	FOREST RANGER SG-4	MONITORING AND ENFORCEMENT SECTOR AND PLANNING AND SUPPORT UNIT	ENGR. ROSITA F. CASTULO

B. COACHING TARGETS

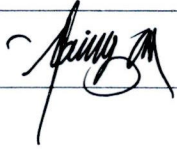
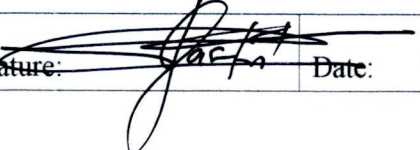
DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
FC1- Basic Computer Skills Able to operate computer by encoding and printing reports.	Coachee agreed during the coaching to operate/ use computer in the encoding, and printing of reports for monitoring.	Submit monthly report on the 30 th of every month from April to September 2022	Last week of September 2022	
CO6- Writing Effectively Able to prepare (draft) memorandum, invitations and others reports with two or more lapses or errors in grammar and contents.	Coachee shared to her coach his desire to become effective in technical writing, he will prepare memorandum (draft) invitations and submit monthly reports to	Submit report on the last Friday of the month starting April to September 2022	Last week of September 2022	




	verify minimum errors in grammar and contents.			
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C. SIGNATURES

I, Edgar Panizales 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: February 28, 2022	Supervisor Signature: 	Date: .
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**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR 2022**

A. PROFILE

NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
MERCY T. MATE	F	FOREST TECHNICAL I	PLANNING SUPPORT UNIT	ENGR. ROSITA F. CASTULO

B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
CO6- Writing Effectively Able to prepare report correctly, concise and complete with two or more errors in grammar or content.	Coachee agreed during the coaching, that she will prepare monthly report to the coach to monitor correctness, conciseness and completeness of data and information with minimum errors in grammar and contents.	Submit monthly report from April 30 to September 30, 2022	Last week of September 2022	
FC2-Database Management Able to encode data and information using the downloaded template.	Coachee shared her desire to enhance database management skills, through encoding data and information from	Submitted report every month from April 30 to September 30, 2022	Last week of September 2022	



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<p>Able to prepare format or template.</p> <p>Able to prepare format or template</p>	<p>downloaded template with minimum errors.</p> <p>Will secure assistance from personnel with know how in preparing format or template</p>			
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C. SIGNATURES

I, Mercy T. Mate 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: February 28, 2022	Supervisor Signature: 	Date:
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**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR 2022**

A. PROFILE

NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
ANITA S. LLORCA	F	PARK MAINTENANCE/ SG-8	CONCERVATION DEVELOPMENT UNIT	MICHELLE J. SEBIDO

B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
CO6-Writing Effectively Able to prepare report with two or more errors in grammar or errors in content	Coachee agreed during the coaching time to, that she will prepare her monthly report and submit to the coach, to monitor minimum errors in grammar and contents.	Submit monthly report from April 30 to September 30,2022	Last week of September 2022	
CO7- Speaking Effectively Able to disseminate right, genuine and updated DENR laws, policies and right information during	Coachee shared to the coach, her desire to enhance speaking in public hence, she will join the IEC team, who	Submit report on conducted IEC (1) report per quarter	Last week of September 2022	

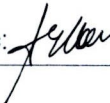
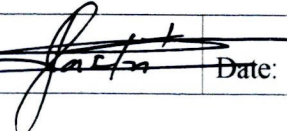
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the conduct of CEPA activities in the Barangays.	conducted CEPA activities.			
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C. SIGNATURES

I, Anita S. Llorca 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: February 28, 2022	Supervisor Signature: 	Date:
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