***FOR MONTHLY MONITORING***

**TRACKING TOOL FOR MONITORING TARGETS**

**SEMESTER: \_\_\_\_\_\_\_YEAR: \_\_\_\_\_\_\_\_\_**

**DEPARTMENT/COLLEGE/UNIT /OFFICE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MAJOR FINAL OUTPUT /**  **PERFORMANCE INDICATOR** | **TASK** | **RESPONSIBLE PERSON** | **DURATION** | **TASK STATUS** | | | | | | **REMARKS** |
| **Month 1** | **Month 2** | **Month 3** | **Month 4** | **Month 5** | **Month 6** |
| **MFO 1** | | | | | | | | | | |
| **PI 1** |  |  |  |  |  |  |  |  |  |  |
| **PI 2** |  |  |  |  |  |  |  |  |  |  |
| **MFO 2** | | | | | | | | | | |
| **PI 1** |  |  |  |  |  |  |  |  |  |  |
| **PI 2** |  |  |  |  |  |  |  |  |  |  |

*Note:*

|  |  |
| --- | --- |
| ***Schedule of Performance Monitoring*** | |
| ***Monitoring by:*** | ***Schedule*** |
| *University President* | *Per Semester* |
| *Vice Presidents* | *Per Quarter* |
| *Directors/Heads of Office* | *Monthly* |
| *Section Heads* | *Weekly* |
| *Individual* | *Weekly* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Conducted by: |  |  | Noted by: |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | <Position/Designation> |  |  | <Position/Designation> |
| Date: |  |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
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