



**NATIONAL CENTER FOR MENTAL HEALTH
PERFORMANCE MANAGEMENT TEAM
PERFORMANCE INDICATOR TRACKING TOOL - A
(FOR ROUTINE TASKS/WORKS)**

PRF PI Tracking A
Rev. 0
19 Jun 2023

Division: _____
 Section/Unit: _____
 Chief of Section _____
 No. of Personnel*: _____

	1 st	QUARTER
	2 nd	
	3 rd	
	4 th	

**For Unit Heads, Include the direct reports only (i.e., those under your immediate supervision).*

TASKS/ OUTPUT	ASSIGNED EMPLOYEE	PERIOD/ DURATION	TASK STATUS				REMARKS
			Week 1	Week 2	Week 3	Week 4	
SGO#1:							
1. Task #1							
2. Task #2							
SGO#2:							
1. Task #1							
SGO#1:							
1. Task #1							
2. Task #2							
3. Task #3							

<i>Conducted by:</i>	Date	<i>Noted by:</i>	Date
Supervisor		Next-Higher Supervisor	

REMINDER: This tracking tool shall serve as basis for Section's/Division's performance and must be submitted to the Division Chief on the first week of every succeeding month. The Division Chief must consolidate them as basis for accomplishing the Quarterly Monitoring of Accomplishment.

<i>Received by:</i>	Date
Representative, Quality Management Office	