



**NATIONAL CENTER FOR MENTAL HEALTH
PERFORMANCE MANAGEMENT TEAM
PERFORMANCE INDICATOR TRACKING TOOL - B
(FOR ASSIGNED TASKS/PROJECTS)**

*PRF PI Tracking B
Rev. 0
19 Jun 2023*

Division: _____
 Section/Unit: _____
 Chief of Section/Unit: _____

	1 st	QUARTER
	2 nd	
	3 rd	
	4 th	

TASKS ID ¹ No.	SUBJECT AREA ²	ACTION OFFICER	OUTPUT	DATE ASSIGNED	STATUS ³	DATE COMPLETED	REMARKS
1.							
2.							
3.							
4.							
5.							

<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	

¹ Task ID No. is the Document No. indicated in the form or Task No. if taken from the Work and Financial Plan.
² Subject is the subject area of the task or the signatory of the document and Subject Area.
³ Status is the degree of accomplishment on the date the task or assignment is expected to be completed or performed. Tasks Status Codes: For uniformity in reporting, use the following abbreviations/acronyms. INIT = Initiation ongoing; EXEC = Execution of major tasks/assignments ongoing. MONC = Major tasks done, ongoing with monitoring and controlling; CLO = for closing; DONE = All tasks completed; ONH = Task progression on-hold; CANC = Project/program was cancelled. You may use the "REMARKS" column for other task status descriptions.