

**ACTION PLAN**  
**Risk Resiliency Program through Cash-for-Training and Work**  
for the Province of **Agusan del Norte**  
for FY 2024

NO	ACTIVITY	OBJECTIVE/PURPOSE	TIMEFRAME per LGU					RESPONSIBLE PERSON	RESOURCES NEEDED	EXPECTED OUTPUT
			Buenavista	Jabonga	Las Nieves	Santiago	Tubay			
1	Conduct of project site validation and feedbacking	To validate the viability of the identified project site	March 21 and 26	March 12-13	April -12	15-Mar-2024	April 15-17	RRP Focal, MATA, PDOII and PDOI assigned	Traveling expenses, MATA tool	Project sites are validated and findings are relayed to the concerned P/M/BLGUs
2	Submission of project site validation report/feedback report and TA tool	For information and appropriate action of FO	Submitted	Submitted	30-Apr-2024	Submitted	30-Apr-2024	PDO-II and PDO-I		Project site validation/feedback report and TA tool are submitted and approved
3	Submission of enrolment documents (Proposal revision summary, justification letter, breakdown of allocation, MER baseline data)	For approval of DRMB Central Office	30-Apr-2024	30-Apr-2024	30-Apr-2024	30-Apr-2024	30-Apr-2024	PDO-II		Enrolment documents were approved by DRMB Central Office
4	Submission of engagerment documents (MOA, SP Resolution)	To bind agreements between DSWD and PLGU	03-May-2024	03-May-2024	03-May-2024	03-May-2024	03-May-2024	PDO-II		MOA was signed and notarized as a binding agreement to guide parties
5	Submission of pre-implementation documents (Masterlist of potential beneficiaries & replacement-softcopy, PLGU endorsement, geotagged photos of proposed sites)	For confirmation of NHTS-PR and issuance of Notice to Proceed (NTP)	30-Apr-2024	30-Apr-2024	30-Apr-2024	30-Apr-2024	30-Apr-2024	PDO-I		Masterlist is confirmed by NHTS-PR and Notice to Proceed is issued for project implementation to commence
6	Submission of implementation documents (Masterlist of eligible beneficiaries-soft and signed copies)	For approval of DSWD Field Office and for issuance of Time Tally	First Week of July	Last Week of May	3rd week of July	3rd week of May	4th week of July	PDO-I		Masterlist of Eligible Beneficiaries (MEB) is approved and issued with Time Tally Sheet (TTS)
7	Implementation of Stage 1 - CFT		Third Week of July	Second Week of June	First Week of August	Last week of May	Second week of August	PDO-II, PDO-I and PDRMO Facilitators		
8	Implementation of Stage 2 - CFW		Aug-2024	Jun-2024	Aug-2024	Jun-2024	Aug-2024	PDO-II and PDO-I		
9	Implementation of Stage 3 - CFT		Sep-2024	Jul-2024	Sep-2024	Jun-2024	Sep-2024	PDO-II and PDO-I		
10	Conduct of Joint Project Monitoring and Feedbacking	To monitor progress of implementation	Aug-2024	June 2024	Aug-2024	Jun-2024	Aug-2024	RRP Focal, MATA, PDO II and PDOI assigned	Traveling expenses, MATA tool	Progress of implementation are monitored and findings are relayed to the concerned P/M/BLGUs
11	Submission of project monitoring report/feedback report and TA tool	For information and appropriate action of FO	Sep-2024	Jul-2024	Sep-2024	Jul-2024	Sep-2024	RRP Focal, MATA, PDOII and PDOI assigned	Traveling expenses, MATA tool	Project monitoring report/feedback report and TA tool are submitted and approved

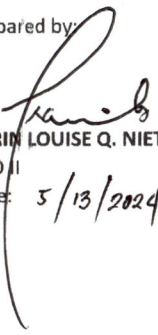
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12	Submission of post-implementation documents (Time Tally Sheet, Work Accomplishment Report, minutes, community action plan, geotagged implementation pictures-soft & hard copies, lot utilization & turn-over certifications)	For approval of DSWD Field Office, issuance of Notice of Payout (NOP) and processing of payment	Sep-2024	Jul-2024	Sep-2024	Jul-2024	Sep-2024	PDO-II and PDO-I		
13	Conduct of Payout		Sep-2024	Aug-2024	Sep-2024	Jul-2024	Sep-2024	PDO-II, PDO-I and Paymasters		
14	Submission of liquidation documents (Payroll, IDs)		October 2024	Aug-2024	October 2024	Aug-2024	Oct-2024	PDO-I		
15	Conduct of Qualitative Performance Assessment (QPA)	To assess the performance of the LGU based on the criteria set by DRMB Central Office	October 2024	October 2024	October 2024	October 2024	October 2024	PDO-II		
16	Preparation of QPA and Project Completion Report	For information and appropriate action of FO	October 2024	October 2024	October 2024	October 2024	October 2024	PDO Focal, Budget Focal		Physical and financial accomplishments, activities and good practices in the implementation are documented for consolidation and submission to DRMB Central Office
17	Conduct of Post Monitoring	To monitor the operation, maintenance and sustainability of the implemented projects, capture and document good practices and success stories	November 2024	November 2024	November 2024	November 2024	November 2024	RRP Focal, MATA, PDOII and PDOI assigned	Traveling expenses, MATA tool	Post-implementation activities are monitored; good practices are captured; success stories are documented
18	Submission of post monitoring report/feedback report and TA tool	For information and appropriate action of FO	November 2024	November 2024	November 2024	November 2024	November 2024	RRP Focal, MATA, PDOII and PDOI assigned		Post monitoring report/feedback report and TA tool are submitted and approved
19	Documentation and submission of good practices and success stories	To showcase photographs, good practices and success stories	November 2024	November 2024	November 2024	November 2024	November 2024	PDO-II, PDO-I and IO II		Good practices and success stories are showcased and compiled for Banwag/Coffee Table Book, and submitted to DRMB Central Office for pre-SONA

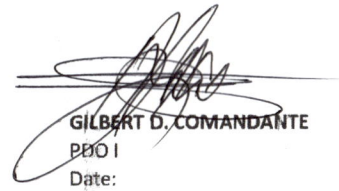
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20	Conduct of Program Implementation Review	To assess the overall performance in the implementation of the program, solicit recommendations to improve and recognize implementers of their exemplary performance	November 2024	November 2024	November 2024	November 2024	November 2024	RRP Workforce; DRMD Capbuild Team		Program Implementation Review conducted; awards provided

Prepared by:

  
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