**Annex 4: Reportorial Requirements Matrix**

1. **Operations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Report** | **Responsible Unit/Office** | | **Due to** | **Remarks/Reference Document** |
| **Due From** | **Due Date/**  **Report Frequency** |
| **Internal Reports** | | | | |
| * 1. Monthly Regional Accomplishment Reports:  1. AWPB-based Progress Report 2. Narrative Report 3. Accomplished Data Capture Forms | RCU/PCUs | Monthly / every 5th of the following month) | NPCO | * RCUs to copy RGMS on reports and MOVs * Include submission of high resolution photos with captions * Cut-off date of accomplishments every 26th of the month |
| * 1. Monthly Consolidated Accomplishment Report  1. Progress Report in excel format 2. Progress Report in Powerpoint format 3. Narrative Report | NPCO | Monthly/ every 10th of the following month | ROG copy RGMS | * Reference documents: A.1.1 * Include submission of high resolution photos with captions and MOVs |
| * 1. Regional Quarterly Accomplishment Report:  1. Logframe Report 2. Overall Weighted Physical Accomplishment (OWPA) | RCU | Quarterly/every 5th of the quarter-end) | NPCO  Copy RGMS | * RCUs to copy RGMS on reports and MOVs * Reference document: A.1.1 |
| 1.4 Overall Quarterly Consolidated Accomplishment Report   1. Logframe Report 2. Project - Overall Weighted Physical Accomplishment (OWPA) | NPCO | Quarterly/every 10th of the quarter-end) | ROG copy RGMS | * RCUs to copy RGMS on reports and MOVs * Reference document: A.1.3 |
| 1.5 DIP Implementation Report | RCU | Semestral | NPCO copy RGMS | * Supported by data capture forms and FGD results |
| 1.6 Consolidated DIP Implementation Report | NPCO | Semestral | RGMS, ROG |  |
| * 1. Annual Accomplishment Report | NPCO | Last week of December (draft copy) | ROG copy RGMS | * Reference documents: A.1.2 and A.1.4 |
| **External Reports** | | | | |
| 2.1 NEDA Alert Mechanism | RGMS | Quarterly/every 15th of the quarter-end) | NEDA | * Reference documents: A.1.2, A.1.4 |
| 2.2 Annual ODA Portfolio Review Reports | RGMS | Mid (July 30) and Annual (January of succeeding year) | NEDA | * Reference documents A.1.4, A.1.5 |
| 2.3 Annual Report to IFAD | RGMS | Annually/March | IFAD | * Reference documents: A.1.4, 1.5 * With audited financial report |
| 2.4 Report on IFAD’s Development Effectiveness (RIDE) : Project Logframe with updated results | NPCO | Annually/February | ROG copy RGMS to IFAD | * Reference documents: A.1.4, A.1.5 |
| 2.5 Budget Proposal (BP) Forms | NPCO | Annually/ February | FS/RGMS | * Reference documents: A.1.4, A.1.5 |

1. **Financials**

| **Name of Report** | **Responsible Unit/Office** | | **Due to** | **Remarks/Reference Document** |
| --- | --- | --- | --- | --- |
| **Due From** | **Due Date/**  **Report Frequency** |
| 1. **Internal Reports** |  |  |  |  |
| 1.1 Global Work Plan and Budget | NPCO |  | RGMS/FS |  |
| 1.2 Annual Regional Work Plan and Budget | RCUs | Annually/ August | NPCO | * Input to Annual Planning and Budgeting Workshop |
| 1.3 Annual Work Plan and Budget | NPCO | Annually/ October | RGMS/FS | * Submission to PMS thru RGMS * Reference Document: B.1.2 |
| 1.4 Annual Procurement Plan | NPCO | Annually/October | HRAS/FS | * For submission to DTI Region 11 and for online submission to DBM * NPCO to submit hard copies to FS |
| 1.5 Contract Management Report | RCUs | Monthly | NPCO | * Online reporting/encoding by RCUs, NPCO, HO * Daily encoding by RCUs, NPCO, HO |
| 1.6 Project Procurement Mngt Plan | RCUs | Annually | NPCO | * For consolidation by NPCO |
| 1.7 Annual Procurement Plan Updates on Actuals | RCUs | Monthly/every 10th of the month | NPCO | * For consolidation by NPCO |
| * 1. Quarterly Financial Accountability Report (FAR) | RCUs | Quarterly/ every 7th of the month | NPCO | * For consolidation by NPCO |
| * 1. Statement of Expenditures | RCUs | Monthly/every 5th of the month | FS | * FS to consolidate and furnish copy to NPCO |
| * 1. Status of Funds |  |  |  | * Integrated in the SOE report. FS to prepare |
| 1. **External Reports (DBM, NEDA, DBM, DOF, IFAD)** |  |  |  |  |
| 2.1 Withdrawal Application | FS | Quarterly | IFAD | * NOTUS Uploading of application by FS * Reference document: B.1.8 |
| 2.2 Annual Work Plan and Budget | NPCO | Annually/October | IFAD/DBM | * NOTUS Uploading by NPCO with the Narrative copy RGMS * Reference document: B.1.3 (PSC-approved AWPB) |
| 2.3 BED Forms | NPCO | Annually/October | FS to DBM | * Must be submitted together with the AWPB |
| 2.4 Annual Procurement Plan | NPCO | Annually/October | IFAD | * NOTUS Uploading by NPCO * Reference document: B.1.4 |
| 2.2.5 Annual Procurement Plan Updates on Actuals | NPCO | Quarterly/every 10th of the month | IFAD | * NOTUS Uploading by NPCO * Reference document: B.1.7 |
| 2.2.6 Quarterly Financial Accountability Report (FAR) | NPCO | Quarterly/ every 30th of the month | FS to DBM copy RGMS |  |
| 2.2.7 Annual Financial Statement | FS | Annually/ first quarter of the following year | IFAD | * Reference document: NGAS, Annual FS * With audit report |