Regional Project Monitoring and Evaluation System

Operational Guidelines

2023

Regional Project Monitoring and Evaluation System Operational Guidelines

Table of Contents

List of Tables

List of Figures

List of Boxes

01
BACKGROUND

1.1 Legal Bases/Institutional Context

Article X Section 14 of the 1987 Philippine Constitution provided for the creation of the Regional Development Councils (RDC) composed of local government officials, regional heads of departments and other government offices, and representatives from non-government organizations (NGO) within the regions for purposes of administrative decentralization to strengthen the autonomy of the units therein and to accelerate the economic and social growth and development of the units in the region. Further, in line with the government's policies on decentralization and administrative delegation, the RDCs were reorganized and strengthened through Executive Order (EO) No. 325, s. of 1996, wherein the RDCs were mandated to coordinate program/project implementation, monitoring and evaluation (M&E). To expedite project implementation through decentralization and administrative delegation, Memorandum Order (MO) No. 175 was issued on May 25, 1988 creating the Project Monitoring Committees (PMC) at the regional, provincial, city, and municipal levels, to monitor local government projects funded from national and local government funds.

In support of these policies and to facilitate project implementation and M&E at the regional and sub-regional levels, the Regional Project Monitoring and Evaluation System (RPMES) was established through EO 376, s. of 1989. Through the said EO, the Regional Project Monitoring Committee (RPMC) was also established under the RDC in addition to the PMCs created through MO No. 175, as amended. To further streamline and delineate the specific roles and responsibilities of and the operating procedures to be observed by the PMCs, EO 93, s. of 1993 was issued amending EO 376, s. 1989. Through the said EO, the National Project Monitoring Committee (NPMC) was established to oversee the implementation of the RPMES at the national level.

The RPMES provides a scheme for monitoring and evaluating projects at the national, regional, provincial, and city/municipal levels, with the extensive and active participation of various government agencies, local government units (LGU), and NGOs. Through RPMES, generation of information on the overall status of project implementation at each level and the problems that impede implementation will be facilitated. As a result, actions can be undertaken at the earliest possible time at the level wherein implementation issues are being experienced.

With the passage of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, monitoring of projects has been devolved to the LGUs. However, there is still a need to coordinate project implementation and M&E at the regional and national levels. Hence, the Department of Interior and Local Government (DILG) issued Memorandum Circular (MC) 2004-78, s. 2004 to facilitate organization and reconstitution of PMCs nationwide and to further strengthen the roles of said committee in ensuring transparency and accountability in project implementation. In order to strengthen the alignment of development thrusts and priorities across different levels of government, DILG MC No. 2019-188 dated November 4, 2019, was promulgated to ensure functionality of the local PMCs in coordinating, monitoring, and evaluating project implementation at the sub-regional levels.

Pursuant to EO 70, s. 2018 institutionalizing the whole-of-nation and whole-of-government approach in attaining inclusive and sustainable peace, the DILG issued MC 2020-070 dated April 7, 2020, which enjoins the organization of the Barangay Project Monitoring and Evaluation Committee (BPMEC) as a functional committee under the Barangay Development Council (BDC).

The impact of the Supreme Court ruling on the Mandanas-Garcia cases significantly increased the share of LGUs in the national revenue. With LGUs now having additional resources, the functions, services, and facilities indicated under Section 17 of RA 7160 and other existing laws shall be fully devolved from the national government to the LGUs. The concomitant changes brought about by this transition amplify the relevance of M&E systems to support the devolution in the delivery of public good and services, and strengthen results orientation at the local level, as further solidified through the issuance of EO 138, s. 2021 in support of strengthening the autonomy and empowerment of LGUs.

1.2 Rationale for the Issuance of the RPMES Operational Guidelines

Pursuant to EO 376, s. 1989, the RPMES Operational Guidelines has been developed to ensure the effective and efficient implementation of the RPMES by the PMCs at the regional, provincial, and city/municipal levels responsible for the M&E of programs/projects under their respective jurisdictions. It provides the basic framework for monitoring and evaluating programs/projects, such as the general process flow, responsibilities of entities involved, input and output monitoring

forms, and procedures for accomplishing the forms. Decision parameters are also included to address specific/common implementation problems. Expansion of the system to include additional data inputs and output reports will depend upon the various development councils at the regional, provincial, and city/municipal levels. The types of report suggested in the manual are the minimum required to provide basic information that will consolidate information on the implementation status of development programs/projects. This is necessary to evaluate performance and resolve implementation problems at all levels.

Pursuant to EO 93, s. 1993, the NPMC is mandated to update and revise the manual, as necessary. The updating of the operational guidelines is necessary to make it consistent with the evolving M&E functions of the national and local governments, and with various reform initiatives of the Philippine Government. This version is the second revision to enhance the RPMES Operational Guidelines.

1.3   Conceptual Framework
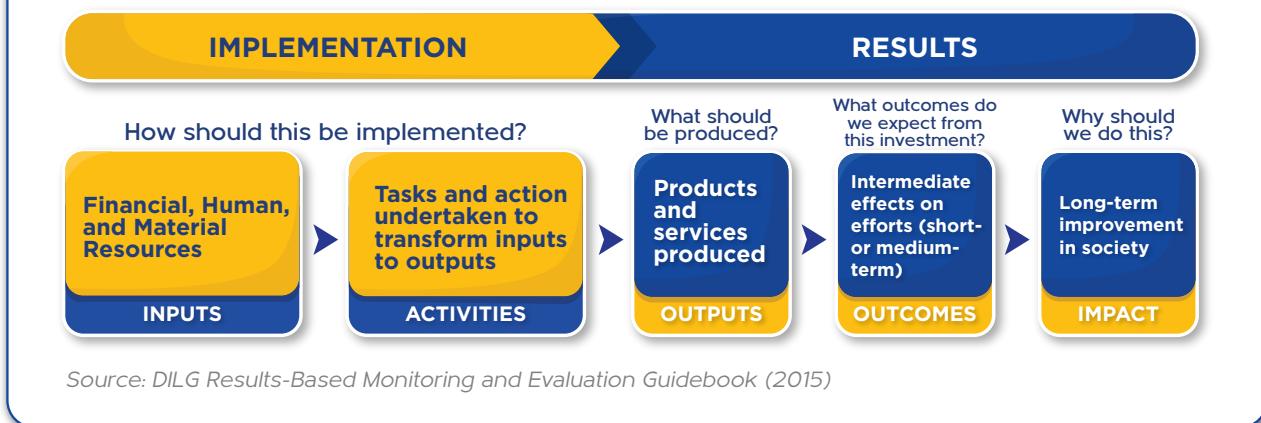
Development Results

Development results, or simply results, are outputs, outcomes, or impacts of a development intervention. Outputs are the products, capital goods, and services resulting from a development intervention. On the other hand, outcomes are more likely to achieve short- and medium-term effects of an intervention's outputs. These are the observable behavioral and institutional changes, usually the result of coordinated short-term investments in individual and organizational capacity building for key development stakeholders. Lastly, impacts are the positive and negative, primary and secondary long-term effects–both intended and unintended– produced directly or indirectly by development interventions.

The transition of development results from outputs to outcomes, specifically between completion of output and achievement of impact, is then a change in developmental condition. As the notion of causality suggests, various inputs and activities logically lead to higher order of results (outputs to outcomes to impacts). These linkages are usually depicted in a results chain which firmly establishes the cause-and-effect relationships (Figure 1.1).

Figure 1.1 | Results Chain

Source: DILG Results-Based Monitoring and Evaluation Guidebook (2015)

Monitoring

In support of good governance, transparency, accountability, and evidence-based decision-making, monitoring is conducted throughout a program/project's life cycle. An effective monitoring system arises from the need to conduct continuous evaluation of the three critical areas in project implementation: time, cost, and performance.[1] Monitoring is defined as a continuing function that uses systematic collection of data on specified indicators to provide management and the main stakeholders of an ongoing development intervention with indications of the extent of progress and achievement of objectives and progress in the use of allocated funds.[2] Monitoring is also meant to anticipate problems before they occur which helps avoid delays in program/project implementation.

Evaluation

As part of its M&E functions, the PMCs and/or the PMC Secretariats may conduct or commission evaluation of priority programs and projects at different stages of the program/project life cycle to improve current and future programming of development interventions, support evidence-based decision-making, and ensure accountability on the use of public resources. Evaluation is defined as the systematic and objective assessment of an ongoing or completed program, project, or policy, its design, implementation and results aimed to determine the relevance and fulfillment of objectives, coherence with other interventions, efficiency, effectiveness, impact and sustainability.[3] An evaluation should provide information that is credible and useful, enabling the incorporation of lessons learned into the decision–making process of both recipients and donors.

---

[1] NEDA. 2005. Volume 1 Reference Manual on Project Development and Evaluation
[2] OECD. 2002. Glossary of Key Terms in Evaluation and Results Based Management
[3] OECD. 2002. Glossary of Key Terms in Evaluation and Results Based Management

In line with the government's continuing efforts to promote an evaluative culture and build a solid evidence base in the public sector, the NEDA and DBM issued the Joint Memorandum Circular (JMC) No. 2015-01 on the establishment of the National Evaluation Policy Framework (NEPF) which aims to provide a framework for the purposive conduct of evaluations of programs and projects being implemented by all government entities and instrumentalities. An accompanying set of guidelines shall be issued to standardize the content and quality of evaluation products, outline and streamline the process for each stage of evaluation, and define the roles and responsibilities of key institutional and individual stakeholders. PMCs shall adhere to standards and processes set forth in the said guidelines in carrying out evaluation of programs and projects.

Monitoring vis-à-vis Evaluation
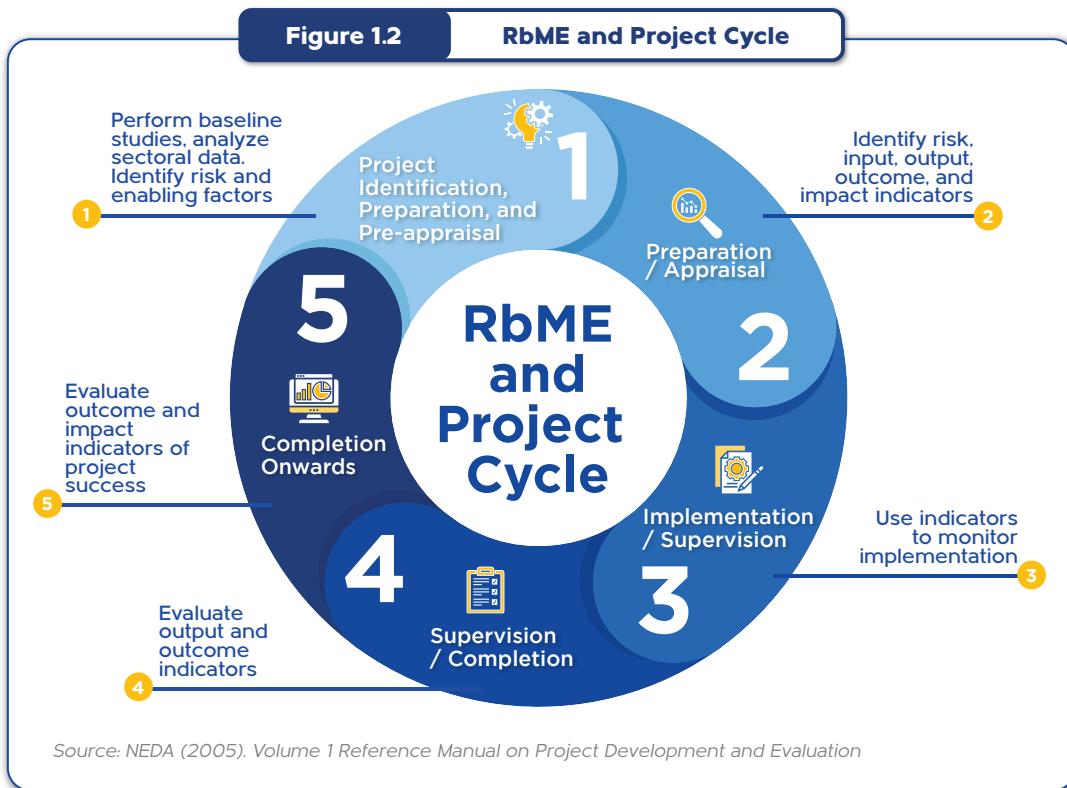
Monitoring and evaluation are complementary activities with distinct functions. The goal of monitoring is to keep track of the critical variables that could influence how successfully a project or program is implemented, and to provide reporting systems that enable timely correction or avoidance of implementation bottlenecks. On the other hand, evaluation focuses primarily on determining if the intervention's goals have been or are likely to be met as well as determining how the program/project will impact its stakeholders. Evaluation is usually conducted at the end of a project/program but nonetheless should be considered in the design at ex-ante since it relies on the data collected during implementation through regular monitoring.[4]

Results-based Monitoring and Evaluation

Results-based monitoring and evaluation (RbME) is a development management approach aimed at enhancing the likelihood of achieving the desired outcomes and longer-term impact of development programs/projects. The RbME process (Figure 1.2) encompasses the project development cycle explicitly linking one phase to another, and consistently focusing on planned results. At project identification/design stage, objectives are defined in terms of measurable targets on which performance indicators will be based. Indicators for measuring progress toward attaining each objective are developed during the appraisal stage. The indicators developed are thereafter monitored against the scheduled implementation phase during project implementation. After program/project implementation, the achievement of project objectives is evaluated using measurable indicators developed during the design stage.[5]

---

[4] NEDA. 2004. Manual for Project Monitoring
[5] NEDA. 2005. Volume 1 Reference Manual on Project Development and Evaluation

Figure 1.2 — **RbME and Project Cycle**

1 — Perform baseline studies, analyze sectoral data. Identify risk and enabling factors

2 — Identify risk, input, output, outcome, and impact indicators

3 — Use indicators to monitor implementation

4 — Evaluate output and outcome indicators

5 — Evaluate outcome and impact indicators of project success

RbME and Project Cycle

1 — Project Identification, Preparation, and Pre-appraisal

2 — Preparation / Appraisal

3 — Implementation / Supervision

4 — Supervision / Completion

5 — Completion Onwards

Source: NEDA (2005). Volume 1 Reference Manual on Project Development and Evaluation

To assess whether programs/projects will achieve the desired development objectives, the government has embarked on RbME pursuant to NEDA Board Resolution No. 14, s. 1999, which mandates the integration of RbME into the project approval process of the Investment Coordination Committee of the NEDA Board. In 2016, the Department of Budget and Management (DBM) introduced the Results-Based Monitoring, Evaluation, and Reporting (RBMER) Policy Framework aimed at strengthening, streamlining, and standardizing the M&E and reporting of results to support policy and program improvement, expenditure management, and local and national decision-making. These reforms further emphasized the government's commitment to instill results orientation in the public sector.

02

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM

2.1   Objectives

The Regional Project Monitoring and Evaluation System (RPMES) primarily aims to facilitate program and project implementation, and devolve project facilitation, problem-solving, monitoring, and evaluation to the regional and subregional levels (i.e., provincial, city, and municipal levels).

Specifically, RPMES aims to:

A.   Provide a system for the integration, coordination, and linkage of all monitoring and evaluation activities in the regional and sub-regional levels;

B.   Provide up-to-date and relevant information on the overall status of project implementation at each level for timely program/project adjustments, planning, and budget allocation, including employment generation of various programs/projects;

C.   Identify problems/issues which impede project implementation for remedial actions at the regional and sub-regional levels and to elevate unresolved issues and problems at the appropriate offices and institutions at the national level for resolution and final action;

D.   Institutionalize problem-solving sessions as a mechanism to address issues and concerns related to the implementation of programs and projects;

E.   Assess and ascertain whether development programs and projects implemented are delivering results in support of regional development goals and plans as well as national development thrusts and priorities;

F.   Provide information on lessons learned in project implementation for planning, budgeting, and implementation of future similar projects; and

G.   Provide a venue for greater participation of civil society organizations (CSO) in public sector management.

2.2   Scope and Coverage of the RPMES
(As stated in EO 376 s., 1989, EO 93 s., 1993, and DILG MC 2019-188)

The RPMES covers all development programs/projects undertaken by national government agencies, LGUs, state universities and colleges (SUC) and government-owned and controlled corporations (GOCC) at the regional, provincial, and city/municipal levels funded from the national government–inclusive of Official Development Assistance (ODA)–and locally-generated sources.

This manual distinguishes programs and projects for the purpose of monitoring and reporting in the RPMES. A program is a group of activities and/or projects that contribute to a common particular outcome. It differs from a project in which it may cut across sectors, themes, and/or geographic areas, involve more institutions than with a project, and be supported by different funding sources. Meanwhile, a project is a special undertaking carried out within a definite timeframe (i.e., with defined start and completion dates) and intended to result in some pre-determined measure of goods and services.[6]

2.2.1   Regular Monitoring

Programs and projects monitored regularly include those identified in the various investment plans such as the Public Investment Program (PIP), Regional Development Investment Program (RDIP), Local Development Investment Program (LDIP), those in the priority list of the President/Administration, those funded by ODA, National Tax Allocation (NTA),[7] locally-generated revenues of LGUs, and through public-private partnership (PPP), special shares in the proceeds of national taxes, and other public goods and services outside the above-cited categories. Regular field monitoring on select programs/projects should also be conducted based on the M&E plan, especially those encountering issues on implementation and/or identified to be problematic.

---

[6] DBM. 2019. Glossary of Terms
[7] Starting in the FY 2022 General Appropriations Act (GAA), the nomenclature in lieu of the term "Internal Revenue Allotment" (IRA) shall be "National Tax Allotment" (NTA) consistent with the Supreme Court Decision on the Mandanas-Garcia Case.

2.2.2 Programs and Projects for Priority Monitoring

For prioritization purposes, the NPMC Secretariat shall provide the RPMC Secretariats within the fourth quarter of each year with a list of programs and projects (including information on the corresponding regional/spatial coverage) for priority monitoring for the next calendar year. These are composed of the following:

- ODA-funded programs/projects that are: (a) loan-assisted; or (b) grant-assisted with GPH as the executing/implementing agency or the beneficiary;
- ICC-approved locally-funded programs/projects;
- PPP projects;
- Priority programs and projects of the President, including the flagship programs/projects identified by the current administration as priority for implementation and monitoring; and
- Other programs/projects identified for priority implementation and monitoring based on the directives of relevant authorities.

The list may be updated from time to time as new programs/projects are initiated. The RPMC Secretariats are required to capture the physical and financial accomplishments of these programs/projects as part of their RPMES reports for submission to the NPMC Secretariat.

Notwithstanding, the PMCs at the subnational levels may formulate their own criteria in determining projects that will be prioritized for monitoring in addition to those in the priority list provided by the NPMC Secretariat. Possible criteria include:

- Minimum program/project cost threshold;
- Specific priority sectors/development themes of the locality (e.g., climate change adaptation and mitigation, disaster risk reduction, emergency response, peace and order, tourism, gender and development); and
- Problematic projects identified by the PMCs.

PMCs may develop a standard methodology to identify problematic projects for priority monitoring. For instance, the NEDA-Monitoring and Evaluation Staff (MES) uses an alert mechanism to flag projects that require priority monitoring and facilitation (see Box 2.1 for details).

Box 2.1 NEDA-MES' Enhanced Alert Mechanism

The Enhanced Alert Mechanism[8] identifies and flags ongoing ICC-approved projects (ODA loan/grant-assisted, or locally-funded) that require priority monitoring and facilitation by classifying them into the following:

Alert Level	Description
Potential Problem Projects	Projects which breached an indicator in any of the following categories: **financial, physical, and cost overruns.**
Actual Problem Projects	Projects which breached an indicator in at least two of the following categories: **financial, physical, and cost overruns.** A project flagged as a Potential Problem Project as of end of a reporting quarter may be elevated to the Actual Problem Project status in the same quarter if the project is completing within a year as of end of the reporting quarter. Actual Problem Projects are further classified into two Alert Levels: ‣ Early Warning Stage (Level I) If a project that is not an Actual Problem Project in the previous quarter but flagged as Actual Problem Project during the current quarter, then it is considered to be at the Early Warning Stage. ‣ Critical Stage (Level II) An Actual Problem Project that stays in the Early Warning Stage for at least six months (i.e., two consecutive quarters) or a project in the Early Warning Stage but is completing within a year gets elevated to the Critical Stage.

The Enhanced Alert Mechanism uses four major categories: (a) financial; (b) physical; (c) cost overrun; and (d) stage of implementation (see **Appendix F** for the ten leading indicators under the four categories).

---

[8] Adopted by NEDA-MES during the 68th Project Implementation Officers' Meeting held on April 28, 2019.
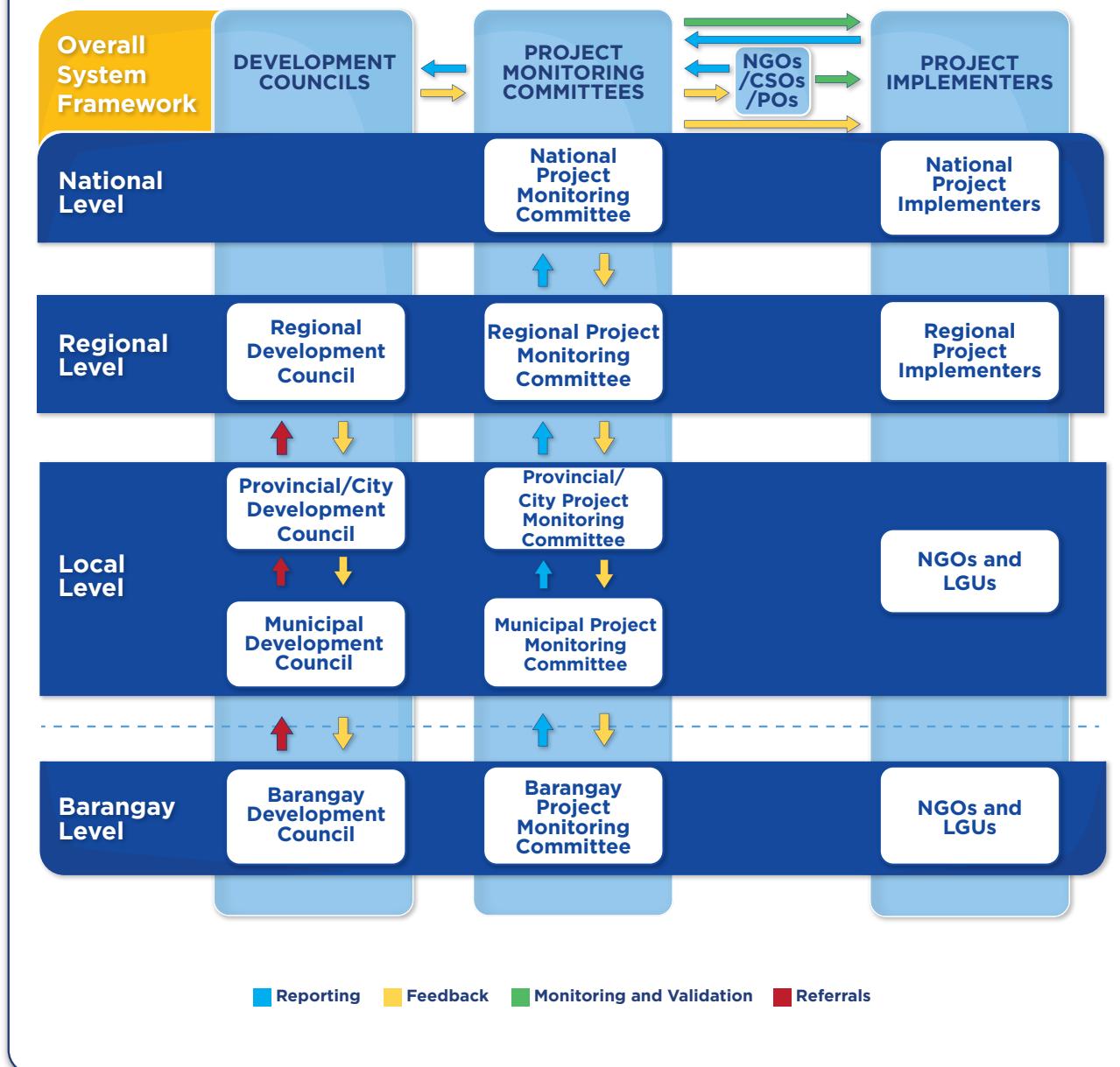
2.3 Overall System Framework

The underlying principle of the M&E system framework is its usefulness in enhancing the efficiency of program and project implementation at various levels. Hence, the M&E system at any level is primarily to expedite program and project implementation and resolution of issues/bottlenecks, and determine whether the objectives of the programs and projects are accomplished.

The overall system framework of the RPMES traces the reporting, monitoring and validation, feedback and referral flows within and among the various levels of M&E–national, regional, provincial, and city/municipal levels. For each level, the linkages are traced among the project implementers as the basic source of project information, the PMCs as coordinators and M&E units (with the assistance of authorized NGOs), and the development councils at various levels as decision-makers and problem-solving bodies. For instance, the Regional Development Council (RDC) acts as the highest decision-maker and problem-solving body at the regional level, while the Regional Project Monitoring Committee (RPMC) acts as its coordinating and monitoring unit.

Figure 2.1 illustrates the overarching process and systems framework on how the RPMES operates at different levels of government, showing the vertical and horizontal linkages among relevant entities at each level. However, it should be noted that the RPMES, as provided in EO 376, s. 1989 and as amended by EO 93, s. 1994, does not cover M&E activities at the barangay level. Nonetheless, the DILG MC 2020-070 dated April 7, 2020, provides that BPMEC are mandated to collect and process reports of implementers and NGO monitors on the status of project implementation for the next higher-level PMC, and elevate issues and problems which are not resolved at the BPMEC level.

Figure 2.1 — **RPMES Overall System Framework**

Overall System Framework	DEVELOPMENT COUNCILS	PROJECT MONITORING COMMITTEES	NGOs /CSOs /POs	PROJECT IMPLEMENTERS
National Level		National Project Monitoring Committee		National Project Implementers
Regional Level	Regional Development Council	Regional Project Monitoring Committee		Regional Project Implementers
Local Level	Provincial/City Development Council	Provincial/City Project Monitoring Committee		NGOs and LGUs
	Municipal Development Council	Municipal Project Monitoring Committee		
Barangay Level	Barangay Development Council	Barangay Project Monitoring Committee		NGOs and LGUs

Legend: ■ Reporting   ■ Feedback   ■ Monitoring and Validation   ■ Referrals

2.4 Institutional Arrangements

In accordance with EO 376, s. 1989, as amended by EO 93, s. 1993, the Local Government Code of the Philippines 1991, and DILG MCs No. 2019-88 and 2020-070, the various Development Councils and PMCs at each level shall be composed of the following:[9]

Table 2.1 Composition of Development Councils and PMCs

Level	Development Councils	PMC
National	N/A	▸ NEDA Undersecretary (Chairperson) ▸ DBM Undersecretary (Co-Chairperson) ▸ DILG Undersecretary ▸ Office of the President-Presidential Management Staff (OP-PMS) Undersecretary ▸ NEDA-MES (Secretariat) *Source: EO 376, s. 1989, as amended by EO 93, s. 1993*
Regional	▸ All provincial Governors ▸ All city Mayors ▸ Mayors of municipalities designated as provincial capitals ▸ All presidents of the provincial league of mayors ▸ Regional Directors of agencies represented in the NEDA Board[10]	▸ NEDA Regional Director (Chairperson) ▸ DBM Regional Director (Co-Chairperson) ▸ DILG Regional Director ▸ OP-PMS Regional Team Leader ▸ Three NGO/People's Organization (PO) members (at least one of whom shall be drawn from NGO/PO representatives in the RDC)

[9] As provided in EO 376, s., 1989, the RPMES only covers regional, provincial, and city/municipal levels.
[10] Provided that each Department or Agency shall be represented by only one Regional Director

	▸ Representatives of the private sector who shall comprise one-fourth of the members of the fully-constituted council *Source: EO 325, s. 1996*	▸ NEDA Regional Office (Secretariat) *Source: EO 376, s. 1989, as amended by EO 93, s. 1993*
Local (Provincial/City/ Municipal)	**Provincial/Highly-Urbanized Cities** ▸ Governor (Head) ▸ All mayors of component cities and municipalities ▸ The Chairperson of the committee on appropriations of the *Sangguniang Panlalawigan* ▸ The Congressman or his representative ▸ Representatives of NGOs operating in the province, who shall constitute not less than one-fourth of the members of the fully organized council **City/Municipal** ▸ Mayor (Head) ▸ All *Punong Barangays* in the city or municipality ▸ The chairperson of the committee on appropriations of the *Sangguniang Panlungsod* or *Sangguniang Bayan* concerned	▸ DILG representative or officer assigned in the locality ▸ One NGO/PO representative ▸ One NGO/PO representative that is also a member of the Local Development Council (LDC) ▸ Four PMC members appointed by the Local Chief Executive from among five nominees of the LDC ▸ Office of the Local Planning and Development Coordinator of the LGUs (Secretariat) **The Chairperson shall be appointed by the Local Chief Executive from among the LDC nominees or the PMC members. Other members of the Local PMC (LPMC) aside from the mandatory members mentioned shall be selected upon the discretion of the LDC.** *Source: DILG MC No. 2019-188*

	‣ The Congressman or his representative ‣ Representatives of NGOs operating in the city or municipality, as the case may be, who shall constitute not less than one-fourth of the members of the fully organized council *Source: The Local Government Code of the Philippines 1991*	
Barangay[11]	‣ *Punong Barangay* (Head) ‣ Members of the *Sangguniang Barangay* ‣ Representatives of NGOs operating in the Barangay, who shall constitute not less than one fourth of the members of the fully organized council ‣ A representative of the congressman *Source: EO 376, s. 1989, as amended by EO 93, s. 1993*	‣ *Punong Barangay* ‣ *Sangguniang Barangay* Member on Appropriations on Ways and Means ‣ At least three CSOs/NGOs belonging to the Agrarian Reform, Women, Farmers, or Fisherfolk Sectors ‣ School Principal of the Elementary School in *Barangay* ‣ *Sangguniang Kabataan* Chairperson *Source: DILG MC No. 2020-070*

---

[11] *Included for the purpose of describing the institutional arrangement at the barangay level based on DILG MC 2020-070 dated April 7, 2020. The RPMES, as provided in EO 376, s. 1989 and as amended by EO 93, s. 1994, does not cover M&E activities at the barangay level.*

2.5 Selection and Appointment of Non-Government Organization Members

The selection and appointment of NGO representatives to the RPMCs will be guided by a set of criteria prescribed under Section 4.2 of the DBM-NEDA Joint Circular 1-90, as amended.

2.5.1 Regional

A. Each RPMC shall be comprised of three NGO representatives/ private sector representatives (PSR), at least one of whom shall be drawn from the NGO representatives/PSRs of the RDC. The appointment of the two other NGO representatives shall be agreed upon by the RPMCs, provided that the NGO nominees meet the following basic qualifications:

- A Filipino citizen;
- A member in good standing of a civic, religious, or any other NGO preferably with chapters or extensions in all provinces and cities in the region; and
- Nominated by the NGO members of the RDC.

---

[12] *ADB. 2008. Civil Society Organization Sourcebook: A Staff Guide To Cooperation With Civil Society Organizations*
[13] *As provided in the Government Procurement Policy Board Resolution No. 12-2007*

B. Through the RPMC Chairperson and Co-Chairperson, all nominations shall be submitted to the RDC Chairperson and Co-Chairperson for selection and appointment. Nominations must be accompanied by the biodata of each nominee and certification of membership in good standing of the NGO with which the nominee is affiliated with.

C. The RDC Chairperson and Co-Chairperson, from among the nominees of the NGO members/ PSRs of the RDC, shall select and appoint the NGO members to the PMC following the qualification guidelines.

D. The term of appointment of NGO member/PSR to the PMC shall be a minimum of one year without prejudice to reappointment, or a maximum of three years membership in the PMC. As a general rule, if the NGO member/PSR of the RPMC is drawn from the existing NGO members/PSRs appointed in the RDC, the term of appointment shall be three years. The RPMCs also have the prerogative to approve a three-year term of membership of a non-RDC PSR ex-ante. The appointment may be terminated for cause at any time through the joint signatures of the RDC Chairperson and Co-Chairperson. Non-RDC NGO member/PSRs may not be re-appointed in the RPMC after its maximum three-year term. Meanwhile, RDC-appointed PSRs of the RPMC may be re-appointed after the expiration of their terms, subject to the reappointment of the same PSRs in the RDC.

E. An appointment may be made to fill up the unexpired term of an NGO member whose services have been terminated.

F. The NGO member of the RPMC shall be entitled to a honorarium with a rate not exceeding that of the regular RDC-NGO members under existing guidelines, and other budgeting and accounting rules and regulations.

2.5.2 Local (Provincial/City/Municipal)

Each LPMC shall be comprised of two NGO representatives, at least one of whom shall be drawn from the NGO representatives of the LDC. The guidelines on the selection and appointment of said NGO representatives shall be agreed upon by the respective LPMCs.

2.6   Functions and Responsibilities

The major functions and responsibilities of the various units/organizations involved in the implementation of the RPMES at the national and subnational levels are detailed in the succeeding tables.

Table 2.2   Functions and Responsibilities of the Development Councils and PMCs at the National Level

NATIONAL
NPMC
▸ Coordinate and oversee implementation of RPMES at the national level and issue directions/ instructions for efficient operation of the system
▸ Formulate policies, strategies and guidelines for the effective conduct of M&E activities at the regional, provincial, city, municipal and barangay level (data gathering, report preparation, problem-solving)
▸ Take action/propose resolutions to problems/issues elevated by the RPMCs for facilitation through coordination with concerned project implementers/ stakeholders at the national level
▸ Conduct problem-solving sessions, monitor implementation of recommendation and conduct field monitoring visits on selected projects
▸ Develop and maintain an information system to facilitate reporting from RPMCs, and generate reports
▸ Maintain up-to-date information on priority development programs and projects and prepare regular implementation reports
▸ Prescribe the delineation of M&E responsibilities at the various PMC levels

NPMC MEMBERS

Source: EO 376, s. 1989

1. NEDA

‣ Provide overall direction and coordination of RPMES activities

‣ Provide feedback to RPMCs on actions pertaining to issues raised to the Cabinet or the President

‣ Conduct capacity development activities with other NPMC members on the operationalization of the RPMES

2. DBM

‣ Jointly with NEDA, provide overall direction and coordination of RPMES activities

‣ Provide budget-related information (e.g., funds releases, allotments, obligations, and expenditures, among others) to PMCs, as may be needed, based on available reports

‣ Report on the budget performance of implementing agencies and their development programs and projects based on available reports

‣ Jointly with NEDA, ensure the operationalization[14] of the PMCs at the various levels, in coordination with the DILG

‣ Ensure the provision of budget for M&E activities, subject to the usual review and evaluation of budget proposals prescribed under the National Budget Call

3. DILG

‣ Assist NEDA and other members of the NPMC in the conduct of training for the operationalization of RPMES

‣ Ensure institutionalization and functionality of PMCs at the subnational level with the issuance of appropriate directives

‣ Report status of RPMES operationalization at the subregional level

---

[14] *Operationalization of PMCs, as one of the joint functions of NEDA with DBM, in coordination with DILG, involves establishing the necessary structures, procedures, and mechanisms to enable PMCs to operate and monitor projects in accordance with established guidelines issued by NEDA and DILG.*

4. OP-PMS

▸ Follow up with cabinet members/agency head's actions or recommendations to expedite project implementation

▸ Apprise the President and concerned Cabinet Secretaries on issues and problems that require action

▸ Ensure that priority development programs and projects of the Office of the President are included in the M&E agenda of RPMES

NPMC SECRETARIAT

▸ Recommend to the NPMC policies, strategies, and guidelines for the effective conduct of monitoring and evaluation activities at the national, regional, and local levels

▸ Provide assistance as may be required by the NPMC, including the coordination of the implementation of the RPMES at the national, regional, and local levels

▸ Provide feedback to RPMCs on actions taken related to issues raised at the national level

▸ Disseminate information on nationally-funded regional/local projects to the RPMCs

▸ Monitor and report on interregional and nationwide projects and undertake facilitative actions on problems encountered

▸ Develop and maintain up-to-date information system in support of RPMES

▸ Provide administrative support to the NPMC

Table 2.3   Functions and Responsibilities of the Development Councils and PMCs at the Regional and Local Levels

REGIONAL

RDC

- Supervise and coordinate activities of the RPMCs
- Assess problems encountered in project implementation and provide possible remedial action at their levels or refer problems/issue to appropriate units or development council
- Evaluate the implementation of projects and derive lessons for future planning and project implementation
- Provide policy direction in planning and budget allocation based on the overall status of project implementation
- Report on the status of project implementation to appropriate bodies (President, Cabinet, Congress, etc.) for information or action
- Inform RPMCs of action taken on problems referred to appropriate units (i.e., Cabinet, OP)

  Source: EO 376, s. 1989

- Conduct facilitation meetings and/or problem-solving sessions to address issues and concerns that are elevated by the PMCs or deemed needing further intervention

RPMC

- Provide list and schedule of all projects to be monitored by NGOs involved in project monitoring
- Collect and process reports of implementers and NGO monitors on the status of project implementation for the information of the RDC and the NPMC
- Determine problems and verify information to be submitted for analysis and action of the RDC
- Provide feedback on the remedial actions of the RDC and follow up implementation

- Prepare and disseminate periodic project monitoring report on the status of project implementation
- Elevate to higher level bodies (i.e., to the NPMC) problems/issues which are not resolved at their level

Source: EO 376, s. 1989

- Initiate facilitation meetings and/or problem-solving sessions as the need arises to immediately address issues and concerns related to the implementation of programs and projects
- Facilitate/assist the conduct of field monitoring visits

RPMC MEMBERS
Source: EO 376, s. 1989

1. NEDA

- Provide overall direction and coordination of RPMC activities
- Provide feedback to subregional PMCs on actions made on issues raised to the Cabinet or the President
- Conduct capacity development activities, along with other RPMC members, for LPMCs/LGUs, state universities and colleges (SUC), and implementing agencies, on the operationalization of the RPMES

2. DBM

- Provide budget-related information (e.g., funds releases, allotments, obligations, and expenditures, among others) to sub-regional PMCs, as may be needed, based on available reports
- Report on the budget performance of development programs and projects of implementing agencies based on available reports
- Ensure the provision of budget for M&E activities, subject to the usual review and evaluation of budget proposals prescribed under the National Budget Call

3. DILG

‣ Assist NROs and RPMC members in the conduct of training for the operationalization of RPMES

‣ Ensure institutionalization and functionality of PMCs at the sub-regional level with the issuance of appropriate directives

‣ Report status of RPMES operationalization at the sub-regional level

4. OP-PMS

‣ Assist in facilitating critical programs and projects that need utmost attention

‣ Ensure that priority programs and projects of the President are regularly monitored for efficient implementation

RPMC SECRETARIAT

‣ Prepare work and financial plan (WFP) to cover the activities of the regional PMCs which shall be endorsed by the RPMC and approved by the RDC. The WFP will be the basis for the allocation of funds for the operating requirements of RPMCs

‣ Prepare the M&E work program (or M&E plan, whichever is applicable) to be undertaken by the PMCs during any given fiscal year, which will include, among others, the list of projects containing programs/projects in the Regional Development Investment Program and schedule of implementation based on submission of implementing agencies

‣ Facilitate inter-agency, inter-governmental, and field headquarters coordination, whenever necessary

Local (Provincial/City/Municipality)

LDC

- Formulate long-term, medium-term, and annual socioeconomic development plans and policies

- Formulate the medium-term and annual public investment programs

- Appraise and prioritize socioeconomic development programs and projects

- Formulate local investment incentives to promote the inflow and direction of private investment capital

- Coordinate, monitor, and evaluate the implementation of development programs and projects

- Perform such other functions as may be provided by law or competent authority

Source: The Local Government Code of the Philippines 1991

- Supervise and coordinate activities of the LPMCs

- Assess problems encountered in project implementation and provide possible remedial action at their levels or refer problems/issue to appropriate units or development council

- Evaluate the implementation of projects and derive lessons for future planning and project implementation

- Provide policy direction in planning and budget allocation based on the overall status of project implementation

- Report on the status of project implementation to appropriate bodies (President, Cabinet, Congress, etc.) for information or action

- Inform LPMCs of action taken on problems referred to appropriate units (i.e., Cabinet, OP)

Source: EO No. 376, s. 1989

- Conduct facilitation meetings and/or problem-solving sessions to address issues and concerns that are elevated by the PMCs or deemed needing further intervention

LPMC

- Provide the list and schedule of all projects to be monitored to NGOs involved in project monitoring
- Collect and process reports of implementers and NGO monitors on the status of project implementation for the information of the LDC and next higher level project monitoring committee (i.e., RPMC)
- Determine problems related to the implementation of programs and projects and verify information to be submitted for analysis and action of the LDC
- Provide feedback on the remedial actions of the LDC and follow up implementation
- Prepare and disseminate periodic project monitoring report on the status of project implementation to the RPMC
- Elevate to higher level bodies (i.e., to the RPMC) problems/ issues which are not resolved at their level

  Source: DILG MC 2019-188

- Initiate facilitation meetings and/or problem-solving sessions as the need arises to immediately address issues and concerns related to the implementation of programs and projects
- Facilitate/assist the conduct of field monitoring visits

LPMC SECRETARIAT

- Prepare the M&E work program (or M&E plan, whichever is applicable) to be undertaken by the local PMCs during any given fiscal year, which will include the list of the projects and schedule of implementation based on submission of implementing agencies
- Provide provincial/city/municipal chief executives with information on the projects to be monitored by the local PMCs
- Facilitate inter-agency, inter-governmental, and field headquarters coordination, whenever necessary

  Source: DILG MC 2019-188

While not covered by the RPMES, the table below describes the major functions and responsibilities of entities in the monitoring of programs/projects at the barangay level.

Table 2.4   Functions and Responsibilities of the Development Councils and PMCs at the Barangay Level[15]

BARANGAY

BDC

- Mobilize people's participation in local development efforts
- Prepare Barangay development plans based on local requirements
- Monitor and evaluate the implementation of national or local programs and projects
- Perform such other functions as may be provided by law or competent authority

Source: The Local Government Code of the Philippines 1991

BPMEC

- Provide the list and schedule of all projects supported by Retooled Community Support Program (RCSP)
- Assist the RCSP Core Team in monitoring and evaluating their programs, projects, and activities
- Collect and process reports of implementers and NGO monitors on the status of project implementation for the BDC and next higher-level PMC
- Determine problems related to the implementation of programs and projects and verify information to be submitted for analysis and action of the BDC
- Provide feedback on the remedial actions of the BDC and follow up implementation
- Elevate to higher level bodies (NPMC, RPMC, LPMC) issues and problems which are not resolved at the BPMEC level

Source: DILG MC 2020-070

---

[15] *For information only. Not covered by RPMES.*

Other stakeholders such as the project implementers, LGUs and NGOs shall support their respective development councils and PMCs in the implementation of programs and projects. Specifically, their main responsibilities include the following:

A. Project Implementers

‣ Undertake programs/projects

‣ Submit M&E plan and periodic reports to the monitoring committee on the status of project implementation based on required reporting forms

‣ Provide authorized monitors (PMC members) assistance in getting access to more detailed information on project implementation (e.g., detailed work program)

‣ Submit reports on status of project implementation to the next higher-level office of line agency and the respective PMCs using the RPMES Input Forms 1 to 4 (refer to **Section 3** for details) with editable digital copy to facilitate processing and consolidation

‣ Implement/institute remedial measures on problems/issues identified or as suggested by the development council

‣ Designate a primary and alternate RPMES focal persons

‣ Provide to the PMCs the directory of the designated RPMES focal persons and update said directory as necessary

B. LGUs

‣ Submit to the PMCs the M&E plan and monitoring reports of programs and projects under their respective jurisdictions

‣ Establish local PMCs and provide needed resources for operation and maintenance
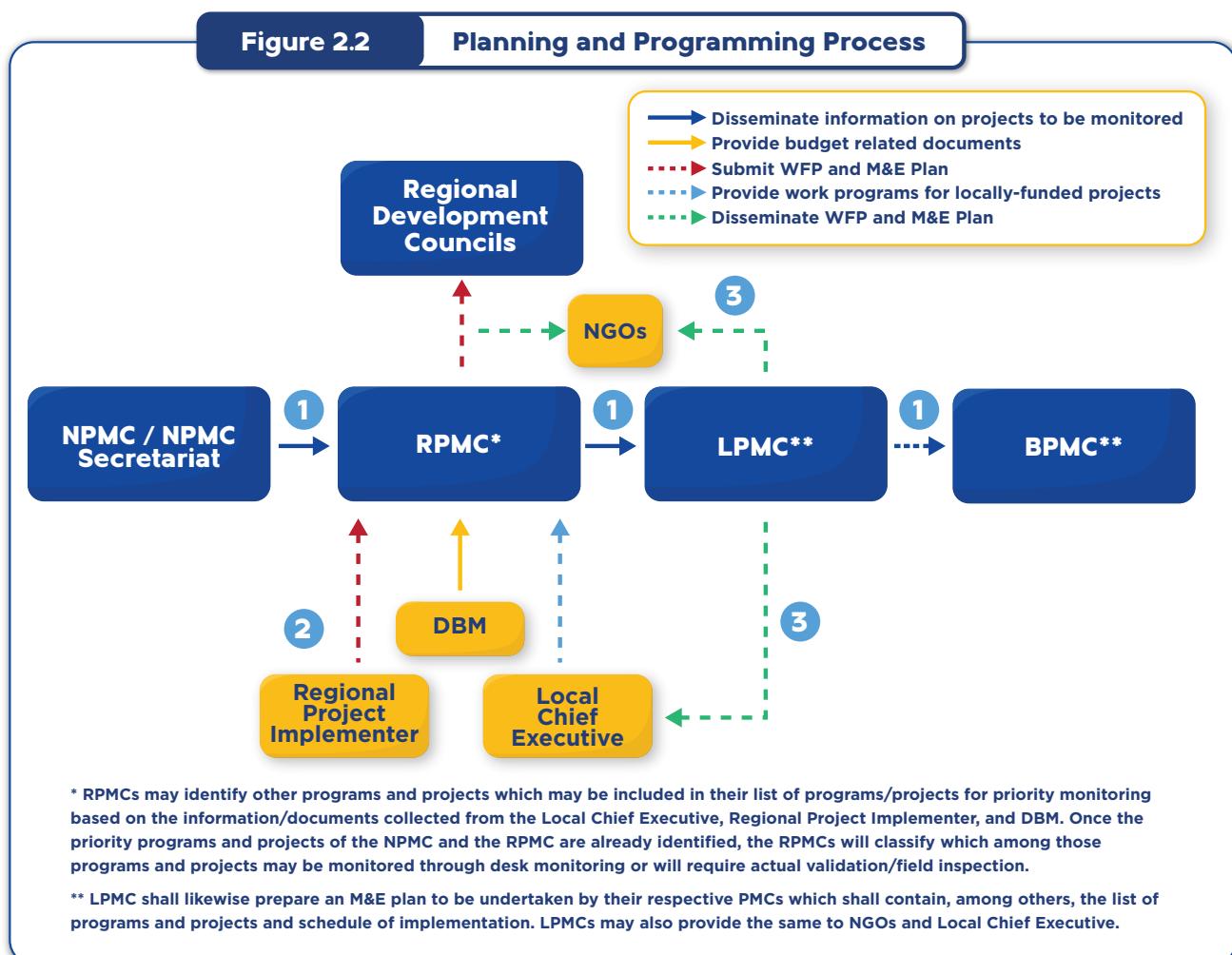
C. NGOs

‣ Assist the PMC or development council to monitor and evaluate projects by identifying implementation problems or outstanding performance through project exception reports

‣ Ensure effective and efficient implementation of projects through vigilant monitoring

‣ Act as government partners to ensure transparency in project implementation

2.7 Processes

The monitoring process starts with the planning, programming, and scheduling of activities to be undertaken by the respective PMCs for the year (see Figure 2.2). As part of the planning process, the following documents will be prepared by the PMCs:

Type of Report	Description
WFP	Covers the activities of the various PMCs during the calendar year. The WFP will be prepared by each PMC for its operating requirements. The WFP should be endorsed by the PMC and approved by the Development Councils.
M&E Plan	Includes the list of programs and projects to be covered by the RPMES during the year. The M&E plan will be prepared by PMC Secretariats based on the submission of implementing agencies. The scope of monitoring at each level will be guided by Section 2 of this manual.

Figure 2.2 — Planning and Programming Process

* RPMCs may identify other programs and projects which may be included in their list of programs/projects for priority monitoring based on the information/documents collected from the Local Chief Executive, Regional Project Implementer, and DBM. Once the priority programs and projects of the NPMC and the RPMC are already identified, the RPMCs will classify which among those programs and projects may be monitored through desk monitoring or will require actual validation/field inspection.

** LPMC shall likewise prepare an M&E plan to be undertaken by their respective PMCs which shall contain, among others, the list of programs and projects and schedule of implementation. LPMCs may also provide the same to NGOs and Local Chief Executive.

▸ Monitoring

Once all the necessary M&E documents have been prepared and submitted/disseminated accordingly, the PMCs may perform their monitoring functions (including problem-solving of implementation issues and providing feedback) following the process illustrated in Figure 2.3.

Figure 2.3 — **Monitoring/Problem Solving/Feedback Mechanism**

→ **Provide reports on the status of program and project implementation**

→ **Submit Project Exception Reports**

→ **Provide the (i) consolidated report on the status of program and project implementation based on data collected from project implementers and NGOs and results of the project visits; and (ii) problems/issues requiring development council intervention or action.**

→ **Provide feedback on the remedial actions taken/resolutions made after assessing the problems/issues identified (e.g., through the regular conduct of problem-solving sessions, referral to appropriate units/agencies/council/bodies, etc.).**

┅▸ **Elevate to the next level PMC the problems/issues which cannot be resolved at the level of the PMCs or by their respective development council.**

▸ **Evaluation**

PMCs may conduct or commission evaluation of priority programs and projects at different stages of the program/project life cycle. The evaluation process generally entails four main phases (refer to the NEPF Guidelines for more details):

Table 2.5   Phases of Evaluation

Phase	Description
Initiation	▸ Identifying an evaluation agenda, checking the evaluability or readiness for evaluation, and defining the scope and requirements through an evaluation plan
Preparation	▸ Agreeing on the management structure of the evaluation, and roles and responsibilities, including the establishment of an evaluation reference group, developing the evaluation Terms of Reference, procuring the evaluation consultant/s
Implementation	▸ Briefing and setting expectations with the evaluation team, reviewing the inception report prepared by the team through an evaluation reference group meeting, engaging the Evaluation Reference Group to review the draft evaluation report, finalization of the report
Utilization	▸ Preparing the management response and implementing follow-up actions, preparing and disseminating evaluation products and organizing knowledge-sharing events, and preparing for the design of future evaluations for the program or project

Source: NEPF Guidelines (2020)

Various types of evaluation can be classified based on timing and function. The following are the types of evaluation that may be carried out by the PMCs depending on the objective and intended use of evaluation findings (see Table 2.6).

Table 2.6   Types of Evaluation

Phase	Evaluation	Description
By Timing	**Ex-Ante**	‣ An evaluation that is performed before implementation of a development intervention.
	Mid-Term	‣ An evaluation performed towards the middle of the period of implementation of the intervention.
	Ex-Post	‣ An evaluation of a development intervention after it has been completed. In practice, an ex-post evaluation is conducted 2-3 years after project completion for impacts to take root. It may be undertaken directly after or long after completion. The intention is to identify the factors of success or failure, to assess the sustainability of results and impacts, and to draw conclusions that may inform other interventions.
By Function	**Formative**	‣ An evaluation intended to improve performance, most often conducted during the implementation phase of projects or programs. Formative evaluations may also be conducted for other reasons such as compliance, legal requirements or as part of a larger evaluation initiative.
	Process	‣ An evaluation of the internal dynamics of implementing organizations, such as policy instruments, service delivery mechanisms, management practices, and linkages.

Summative	‣ An evaluation conducted at the end of an intervention (or a phase of that intervention) to determine the extent to which anticipated outcomes were produced. Summative evaluation is intended to provide information on the worth of the program.
Meta	‣ Any evaluation designed to aggregate findings from a series of evaluations. It can also be used to denote the evaluation of another evaluation to judge its quality and/or assess the performance of the evaluators.

Source: NEDA Ex-Post Evaluation Manual (2015)

The PMCs may refer to the NEPF Guidelines which provides a step-by-step procedure/ process in conducting evaluation studies.

Programs and projects shall be evaluated based on the six criteria defined by the Organisation for Economic Co-operation and Development-Development Assistance Committee (OECD-DAC): relevance, coherence, sustainability, efficiency, effectiveness, and impact. The table below presents a range of possible questions per criterion that the PMCs may consider in an evaluation.

Table 2.7   Evaluation Criteria

Criteria	Evaluation	Description
1. Relevance	Responsiveness to Stakeholder Needs	▸ To what extent does the program address the urgent needs of the stakeholders? ▸ Did the project design and choice of outputs and activities properly reflect and address the needs of communities?
	Programmatic Alternatives	▸ Are there better ways to achieve the outcomes/impacts of programs projects, or for programs/projects to contribute to related national priorities?
	Project Design	▸ How valid is the Theory of Change? ▸ Were the planned and actual outputs and activities of the project consistent with the intended outcomes?
2. Coherence	Compatibility with other Interventions, may be Internal or External	▸ Do other interventions and policies support or undermine the program/project being evaluated, and vice versa?
	Internal Coherence	▸ To what extent is the program/project harmonized with the other interventions of the government? ▸ To what extent do program outcomes/impacts align with the achievement of national priorities and existing laws, including PDP sector outcomes?

		‣ How consistent is the intervention with the relevant international norms and standards adhered to by the government?
	External Coherence	‣ How consistent is the program/project with the interventions of other actors in the same context?
		‣ How relevant is the program/project with the international norms and standards adhered to by the government?
		‣ How does it complement, harmonize, and coordinate with such other actors' interventions?
		‣ Does the intervention add value without duplicating effort?
3. Sustainability	**Continuity of Benefits**	‣ How likely will the benefits of the project continue in the future?
		‣ To what extent did the benefits of a program continue after funding ceased?
	Success Factors	‣ What were the major factors that influenced the achievement or non-achievement or sustainability of the program?

4. Efficiency	**Efficient Delivery of Outputs**	‣ Were the activities cost-efficient?
		‣ Was the utilization of resources optimized in terms of the realization of the program objective?
		‣ To what extent was resource utilization minimized in relation to the delivery of outputs?
		‣ Are the variances between planned and actual expenditures justified?
	Operational Alternatives	‣ Are there better, more efficient ways to deliver program outputs?
	Timeliness	‣ Were the objectives achieved on time?
5. Effectiveness	**Achievement of Objectives**	‣ What intended outputs and outcomes/impacts (short-term outcomes, medium-term outcomes, and long-term impacts) were found, and to what extent can they be attributed to program activities?
		‣ How likely will the project/program contribute to the planned outcomes?
	Unintended Results	‣ What unintended outputs and outcomes/impacts were found, and to what extent can they be attributed to program activities?
	Coverage	‣ Is the project reaching the intended beneficiaries, rights holders, and duty bearers?
	Value Added	‣ What value has the implementing agency or the project/program added?

6. Impact	Overall Effects of Intervention vis-à-vis Counterfactual	‣ What changes or effects has the program/project brought? ‣ What would have happened if the intervention had not taken place?
	Tangible Effects vis-à-vis Baselines	‣ What real difference has the intervention made to the intended beneficiaries? ‣ How do the changes fare from the initial state/situation of the beneficiaries?
	Effects to Stakeholders	‣ How many people have been directly and indirectly affected by the interventions?

Source: NEPF Guidelines (2020)

03

REPORTS

REPORTS

During the fourth quarter of each year, the PMCs shall identify the initial list of programs and projects for priority monitoring that will be reported for the entire duration of the succeeding year (see Section 2.2 for the related discussion). This may be updated upon receipt within the first quarter of the succeeding year of the Initial Project Report (RPMES Input form 1) from implementing agencies, which is based on their respective M&E plans for the said year.

New programs/projects shall be added to the said list for inclusion in the RPMES report of the PMCs starting the reporting quarter the program/project commenced. Closed/completed programs/projects will be continuously reported until the end of the reporting year and will only be delisted in the first quarter of the succeeding reporting year.

3.1   Types of Report

To facilitate M&E activities, there are two types of forms to be prepared: **input forms** shall be accomplished by implementing agencies, NGOs, and concerned citizens to be submitted to PMCs while **output forms** are the consolidated monitoring forms prepared by the PMCs to be submitted to development councils and higher-level PMCs.

Figure 3 — Types of RPMES Forms

Agency/NGOs/Concerned Citizens Input Forms

- Initial Project Report (RPMES Form No. 1)
- Physical and Financial Accomplishment Report (RPMES Form No. 2)
- Project Exception Report (RPMES Form No. 3)
- Project Results (RPMES Form No. 4)

RPMC Output Forms

- Summary of Financial and Physical Status (RPMES Form No. 5)
- Report on Status of Projects Encountering Implementation Problems (RPMES Form No. 6)
- Project Inspection Report (RPMES Form No. 7)
- Problem-Solving Session/Facilitation Meetings Conducted (RPMES Form No. 8)
- Training/Workshops Conducted/Facilitated/Attended by the RPMC (RPMES Form No. 9)
- RPMC and RDC Resolutions Related to the Implementation of the RPMES (RPMES Form No. 10)
- Key Lessons Learned from Issues Resolved and Best Practices (RPMES Form No. 11)

NPMC Output Forms

- Issues Elevated to the NPMC (NPMC Form No. 1)
- Project Inspections/Field Visits (NPMC Form No. 2)
- Problem-Solving Session/Facilitation Meeting (NPMC Form No. 3)
- Training/Workshop Conducted/Facilitated/Attended by the RPMC (NPMC Form No. 4)
- Key Lessons Learned from Issues Resolved and Best Practices (NPMC Form No. 5)

Other reports and forms may be developed as necessary. To assist various PMCs, guidelines for filling out the forms with the corresponding description and template (minimum information required) shall be disseminated. The NPMC shall regularly review the relevance of the forms and the efficiency of accomplishing the forms.

Table 3.1 Description of RPMES Forms

Type of Report	Description
Input Forms	
Initial Project Report (RPMES Form No. 1)	‣ This report is used to record the basic information on program/projects–both ODA and locally-funded–that are being implemented by the agency, GOCC, or LGU. It will contain the following information: name of project, component details, fund source, mode of implementation, total program/project cost, location, implementation schedule, overall physical and financial targets for the year and by month, output indicators and corresponding monthly targets, and employment generated by the project disaggregated by sex. This report shall be accomplished by implementing agencies.
Physical and Financial Accomplishment Report (RPMES Form No. 2)	‣ This report will be used to document the status of program/projects–both ODA and locally funded–that are being implemented by the agency, GOCC, or LGU. It shall contain the following information: ‣ **Physical** Actual progress of programs/projects against the target/scheduled accomplishments, including information on employment generated, initial observable results, problems encountered and measures taken or to be taken to address such issues. ‣ **Financial** Accounts for the appropriation, allotment, obligations, and disbursements. Financial report shall also account for reason/s behind low disbursements, if applicable.

Project Exception Report (RPMES Form No. 3)	‣ This form is used when implementation problems are encountered, especially when immediate action by the PMC or Development Council is needed; or when project implementation has been outstanding. ‣ **Issues** Problems encountered that affect/ contribute to the delays in project implementation. ‣ **Best Practice** Factors that affect/contribute to the outstanding performance and achievement of project outcomes and impact.
Project Results (RPMES Form No. 4)	‣ This form shall provide information on the initial results/outcomes derived from implementing the project. These results/outcomes should be based on the indicators in the logical framework (i.e., for ICC-approved projects – ICC PE Form 6), feasibility studies, and project proposal documents.

Type of Report	Description
Output Forms	
Summary of Financial and Physical Accomplishments (RPMES Form No. 5)	▸ Output report of the RPMC on the financial and physical status of project implementation by area (in the region, province, city/municipality), sector, and agency. It will contain the project title, funding source, implementation schedules (original or revised), financial and physical performance, and employment generated by the project disaggregated by sex. This form shall also discuss initial observable results derived from the implementation of the project.
Report on the Status of Projects Encountering Implementation Problems (RPMES Form No. 6)	▸ Output report of the RPMC on projects encountering delays indicating actions taken/to be taken, and requested action from the NPMC, as may be applicable.
Project Inspection Report (RPMES Form No. 7)	▸ This report shall provide the information gathered from field visits conducted by RPMCs/NPMCs.
Problem Solving Session/ Facilitation Meeting Conducted (RPMES Form No. 8)	▸ This form shall detail the important agreements reached during problem-solving sessions or facilitation meetings.
Training/Workshops Conducted/Facilitated/ Attended by the RPMC (RPMES Form No. 9)	▸ This output report shall provide details on the important information gathered from trainings/workshops that were conducted/facilitated/attended by the RPMC.
RPMC and RDC Resolutions Related to the Implementation of RPMES (RPMES Form No. 10)	▸ This output report shall detail the resolutions of the RPMC and the RDC related to the implementation of the RPMES.

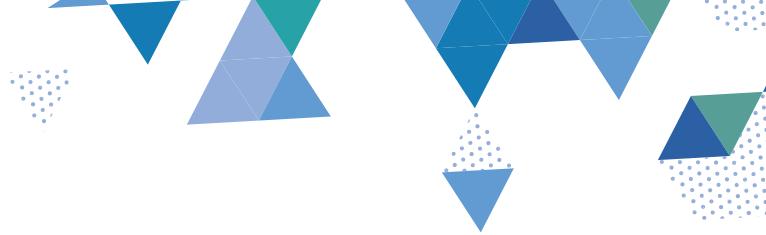|	
Key Lessons Learned from Issues Resolved and Best Practices (RPMES Form No. 11)	‣ This output form shall provide a summary of lessons learned and best practices from project facilitation activities that resulted from project monitoring.
Issues Elevated to the NPMC (NPMC Form No. 1)	‣ This report shall detail issues and updates elevated to the NPMC. It will also include actions requested from the NPMC and the corresponding actions taken from the request.
Project Inspections/ Field Visits (NPMC Form No. 2)	‣ This report shall contain important information gathered from field visits conducted by RPMCs/ NPMCs.
Problem-Solving Session/Facilitation Meeting Conducted (NPMC Form No. 3)	‣ This output form shall detail the important agreements reached during problem-solving session conducted by the RDC/RPMC.
Training/Workshops Conducted/Facilitated/ Attended by the RPMC (NPMC Form No. 4)	‣ This output report shall provide details on the important information gathered from trainings/ workshops that were conducted/facilitated/ attended by the RPMC.
Key Lessons Learned from Issues Resolved and Best Practices (NPMC Form No. 5)	‣ This shall contain summary of lessons learned and best practices from project facilitation activities that resulted from project monitoring.

The report templates, including the minimum information required for each report can be found in **Appendix E.**

3.2 Frequency, Reporting Timelines, and Report Dissemination

PMCs are tasked to disseminate information on the status of project implementation in their respective areas of coverage. Output reports from PMCs should be disseminated to implementing agencies, and lower-level PMCs for information and/or feedback. The PMCs may also opt to disseminate the contents of the reports to other concerned stakeholders through publication on existing communication channels of the PMCs (e.g., official websites) and conduct of conventions and fora, as applicable and subject to the existing rules and regulations.

The table below summarizes the RPMES reports/forms to be prepared, including frequency of reporting, timelines, and other recipients of the reports for information, reference, and appropriate action.

Table 3.2   Frequency of Reporting and Timelines

Type of Report	Frequency of Reporting	Report Timelines	Prepared By	Submitted To
Initial Project Report (RPMES Form No. 1)	Annual (at the beginning of the year)	1st Quarter	Implementing Agency/ Unit	LPMC/RPMC
Physical and Financial Accomplishment Report (RPMES Form No. 2)	Quarterly	1 month after the reporting quarter	Implementing Agency/ Unit	LPMC/RPMC
Project Exception Report (RPMES Form No. 3)	Quarterly	1 month after the reporting quarter	Implementing Agency or Unit/ NGOs/ Concerned Citizens	LPMC/RPMC
Project Results (RPMES Form No. 4)	Annual	January 31 of each year	Implementing Agency/ Unit	LPMC/RPMC
Summary of Financial and Physical Accomplishments (RPMES Form No. 5)	Quarterly	1.5 months after the reporting quarter	RPMC (with inputs from Forms 2 and 4)	NPMC, RDC, Implementing Agency/ Unit
Report on the Status of Projects Encountering Implementation Problems (RPMES Form No. 6)	Quarterly	1.5 months after the reporting quarter	RPMC (with inputs from Form 3)	NPMC, Implementing Agency/Unit (for validation)

Project Inspection Report (RPMES Form No. 7)	Quarterly	1.5 months after the reporting quarter	RPMC	NPMC, Implementing Agency/Unit
Problem Solving Session/Facilitation Meeting Conducted (RPMES Form No. 8)	Quarterly	1.5 months after the reporting quarter	RPMC	NPMC, Implementing Agency/Unit
Training/Workshops Conducted/ Facilitated/ Attended by the RPMC (RPMES Form No. 9)	Annual	February 15 of every year	RPMC	NPMC Chair through the NPMC Secretariat
RPMC and RDC Resolutions Related to the Implementation of RPMES (RPMES Form No. 10)	Annual	February 15 of every year	RPMC	NPMC Chair through the NPMC Secretariat
Key Lessons Learned from Issues Resolved and Best Practices (RPMES Form No. 11)	Annual	February 15 of every year	RPMC	NPMC Chair through the NPMC Secretariat
Issues Elevated to the NPMC (NPMC Form No. 1)	Quarterly	2 months after the reporting quarter	NPMC Secretariat	NPMC Chair and Members
Project Inspections/ Field Visits (NPMC Form No. 2)	Quarterly	2 months after the reporting quarter	NPMC Secretariat	NPMC Chair and Members
Problem-Solving Session/Facilitation Meeting Conducted (NPMC Form No. 3)	Quarterly	2 months after the reporting quarter	NPMC Secretariat	NPMC Chair and Members
Training/Workshops Conducted/Facilitated/ Attended by the RPMC (NPMC Form No. 4)	Annual	February 28 of every year	NPMC Secretariat	NPMC Chair and Members
Key Lessons Learned from Issues Resolved and Best Practices (NPMC Form No. 5)	Annual	February 28 of every year	NPMC Secretariat	NPMC Chair and Members

All reports from subregional PMCs should be submitted to higher-level PMCs. RPMCs may provide copies of RPMES reports to their respective subregional PMCs if needed. PMCs may also provide summary reports on the RPMES for the information of their respective development councils as may be deemed necessary.

Meanwhile, the RPMCs should likewise submit their duly cleared and signed RPMES output forms to the NPMC Secretariat to facilitate easy consolidation and analysis for consideration of the NPMC Chair and Members.

3.3 Integration of Program and Project Management Information Systems

All PMCs are enjoined to develop their own management information systems that facilitate the M&E of programs and projects in their respective jurisdictions. This shall allow the collection of data from the sub-national line agencies, automated analysis of data, and generation of RPMES reports for submission to the higher PMCs as required. Moreover, it will facilitate easier retrieval and real-time access to the latest project information to inform decision-making and promote transparency and accountability among stakeholders.

The design and protocols for the use of these systems may differ depending on the priorities/needs of established business processes by the PMCs. These management information systems shall also be integrated with existing digital platforms and data ecosystems relating to key government programs and projects at each level. More specifically, the systems to be developed by the RPMCs shall be linked with the digital platforms at the national level to facilitate sharing of project data.

RELEVANT ISSUANCES

MALACAÑANG
MANILA
MEMORANDUM ORDER NO. 175

PROVIDING GUIDELINES FOR THE IMPLEMENTATION OF LOCAL GOVERNMENT PROJECTS FUNDED FROM NATIONAL GOVERNMENT FUNDS AND FOR OTHER PURPOSES

WHEREAS, it is the policy of the government to expedite project implementation through decentralization and administrative delegation;

WHEREAS, as a consequence of said policy, local government units were authorized to participate in implementing the national infrastructure program and provided with greater authority to approve contracts to implement projects falling within their respective jurisdiction;

WHEREAS, to ensure that contracts to implement projects shall be entered into at the most economical and advantageous terms and implemented efficiently in accordance with specifications and timetable of completion;

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. <u>Creation of the Prequalification, Bids and Awards Committee</u>. — There is hereby established in each province and municipality a Prequalification, Bids and Awards Committee which shall be responsible for the conduct of prequalification of contractors, biddings, evaluation of bids and recommending awards of contracts. The Prequalification, Bids and Awards Committee for each municipality shall be composed of the following:

a. Mayor	Chairman
b. Three (3) Members of the Sangguniang Bayan to be designated by the Mayor	Members
c. Three (3) Representatives from non-government civic organizations	Members
d. One (1) Representative from the Philippine Institute of Certified Public Accountants or any practicing Certified Public Accountant from the private sector	Member

The Office of the Municipal Planning and Development Coordinator shall serve as the technical Secretariat of the PBAC.

The Prequalification, Bids and Awards Committee of each province shall be composed of the following:

a. Governor	Chairman
b. Three (3) Members of the Sangguniang Panlalawigan to be designated by the Governor	Members
c. Three (3) Representatives from non-government civic organizations	Members
d. One (1) Representative from the Philippine Institute of Certified Public Accountants or any practicing Certified Public Accountant from the private sector	Member

The Office of the Provincial Planning and Development Coordinator shall serve as the technical Secretariat of the PBAC.

A Department of Public Works and Highways and a Commission on Audit Representatives shall, in all cases, be invited as witnesses in the bidding, bid evaluation and award stages. The opening of bids shall be in the presence of the

provincial or municipal auditor or his duly authorized representative who shall identify and secure the copies of the bids and certify the abstract of the bidding.

The representatives from the non-government civic organizations and the representative from the Philippine Institute of Certified Public Accountants or any practicing certified public accountant from the private sector shall be selected by the Department of Local Government, the Department of Public Worksand Highways and the Department of Budget and Management.

SECTION 2. Creation of a Project Monitoring Committee. — There is hereby established in each province and municipality a Project Monitoring Committee.

The chairman of the Municipal Project Monitoring Committee shall be the Budget Officer of the Municipality concerned while the Chairman of the Provincial Project Monitoring Committee shall be the Budget Officer of the Province concerned.

The Members of both the Provincial and the Municipal Project Monitoring Committees shall be as follows:

    (a) A representative of the Commission on Audit;

    (b) The President of the Parents-Teachers Association or the duly authorized representative of thePTA Presidents to be selected in accordance with the provisions of this Section;

    (c) A representative of the Department of Local Government at the Municipal Level; and

    (d) A member of a civic and/or religious organization located in the Province, in case of provincesand, located in the Municipality concerned, in case of municipalities.

In cases where there are several Presidents of Parents-Teachers Associations in the Municipality or Province, said PTA Presidents shall select and designate from among themselves, their duly authorized representative in the Project Monitoring Committee.

The Provincial and Municipal Budget Officers shall organize their respective Project Monitoring Committees in coordination with the Regional Director of the Department of Budget and Management.

The Project Monitoring Committees shall monitor the implementation of projects and submit their reportto the Secretary of Budget and Management, copy furnished the Chairman, Commission on Audit and the Secretary of Local Government. The Secretary of Budget and Management shall determine the data and information requirements to be indicated in the Monitoring report.

SECTION 3. Publication of Call for Bids. — The call for bids shall be given the widest publicity possible, providing, by mail or otherwise, any known prospective participant in the locality, with copies of the call and by posting copies of the same continuously for a period of two (2) weeks in at least three (3) conspicuous locations in the municipal hall of the local government unit involved.

In addition to the above modes of publicity, the Notice of the bidding may be published for three times within a week in a newspaper of general circulation in the locality by the Prequalification, Bids and AwardsCommittee in order to obtain the lowest responsible and complying bid.

SECTION 4. Billboards. — The Chairman of the Prequalification, Bids and Awards Committees and the Chairman of the Project Monitoring Committees are hereby directed to post in a Billboard the name of the Project, the total project cost and the amount released for the Project, the starting and expected dates ofcompletion as well as the name of the Contractor.

A Billboard containing the above information shall be placed on the project site as well as the entrance ofthe Municipal Building, entrance to the Public Market and at the entrance of the church where most people congregate. The Billboard shall be placed in the aforementioned locations immediately upon award of the Contract and should be maintained up to the date of completion of the Project andacceptance by the local government units concerned.

SECTION 5. Honorarium. — The Chairman and members of the Prequalification, Bids and Awards Committee and the

Project Monitoring Committee shall be entitled to honorarium at rates to be determined by the Secretary of Budget and Management pursuant to the provisions of Letter of Instructions No. 565.

SECTION 6. <u>Transitory Provisions.</u> — Upon approval of this Memorandum Order, all local projects funded from National Government funds which are not yet awarded in accordance with existing rules and regulations shall be transferred to the Prequalification, Bids and Awards Committee created under this Order. Said transfer shall be accomplished and reflected in the manner and official form to be prescribedfor the purpose.

SECTION 7. <u>Implementing Rules and Regulations.</u> — The Secretary of Budget and Management jointly with the Secretary of Finance shall promulgate rules and regulations to effectively implement the provisions of this Memorandum Order.

SECTION 8. <u>Repealing Clause</u>. — All administrative issuances, rules and regulations which are inconsistent with the provisions of this Memorandum Order are hereby repealed or modified accordingly.

SECTION 9. <u>Effectivity.</u> — This Order shall take effect immediately.

Manila, May 23, 1988

(Sgd.) **CORAZON C. AQUINO**

By the President:

(Sgd.) CATALINO MACARAIG, JR.

Executive Secretary

MALACAÑANG
MANILA
EXECUTIVE ORDER NO. 376

ESTABLISHING THE REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES), SETTING FORTH ITSOBJECTIVES, DEFINING ITS SCOPE AND COVERAGE, REQUIRING THE FORMULATION OF A MANUAL OF OPERATIONS AND FOR OTHER SIMILAR PURPOSES

WHEREAS, in pursuit of the government's decentralization policy, efforts are directed to make institutions more effective and responsiveto the needs and conditions of local communities by bringing decision making and action at the local level;

WHEREAS, decentralization shall be effected meaningfully in all aspects of the plan implementation;

WHEREAS, it is imperative to synchronize planning, programming and budgeting and to complement the devolution effortsalready ongoing in the institutional processes for development planning and policy formulation, programming, and budgeting, with decentralization efforts in plan and project monitoring and evaluation;

WHEREAS, as a consequence of said policies on decentralization and administrative delegation, Executive Order (EO) No. 308, as amended, mandates the Regional Development Councils (RDCs) to monitor, evaluate, and formulate recommendations on theimplementation of development plans and programs in the regions;

WHEREAS, there is an urgent need to institutionalize a comprehensive and decentralized project monitoring and evaluation system with the kind of timeliness that is necessary in order to take a quick action on problems encountered in the implementation of projectsat the lowest level;

WHEREAS, this has been initially effected through the creation of Project Monitoring Committees in the provincial and municipal levelsunder Memorandum Order No. 175, as amended;

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Philippines, by virtue of the powers vested in me by the Constitution,do hereby order the establishment and adoption of the Regional Project Monitoring and Evaluation System (RPMES).

SECTION 1. Objectives. The RPMES primarily aims to expedite project implementation and devolve project facilitation, problem- solving, monitoring and evaluation to the regions and sub-regional levels, particularly to the provincial and municipallevels. More specifically, the RPMES aims to achieve the following objectives:

    a. To provide up-to-date information on the overall status of project implementation for planning and budget allocation, to include employment generation of the various programs/project expressed in man-days;

    b. To identify problems/issues which impede project implementation for remedial actions at the regional and sub-regional levels and to elevate unresolved issues and problems at these levels to the Cabinet or the President for resolution and final action;

    c. To integrate all monitoring activities in the region;

    d. To assess and ascertain whether projects implemented are supportive of regional development goals and plans aswell as national development thrusts and priorities;

    e. To provide information on lessons learned in project implementation for planning and implementation of futuresimilar project;

    f. To provide a venue for greater participation of non-government organizations (NGOs) in the development planning process.

SECTION 2. Scope and Coverage. The RPMES envisions to monitor and evaluate all development projects (economic, social, infrastructure and other development projects) at the regional, provincial, city and municipal levels. These development projects may be funded from national government and locally-generated resources.

At the national level, the monitoring and evaluation of the economic and physical performance of

government corporations shall, likewise, be undertaken by the Government Corporate Monitoring and Coordinating Committee (GCMCC) to validate capital expenditure programming by the corporations under it.

At the regional level, the projects to be monitored may include projects contained in the Regional Development Investment Program (RDIP), other foreign-assisted or nationally-funded projects implemented and managed at the regional level and the regional components of nationwide projects.

At the provincial, city and municipal levels, the scope of monitoring shall include projects implemented and managed at these levels with the NALGU funds released directly to the province/city/municipality, foreign and nationally- funded projects, and other funded from locally-generated resources.

SECTION 3. Organization. The RPMES shall be implemented by the development councils at the various levels (RDC, PDC, CDC and MDC). A Regional Project monitoring Committee (RPMC) shall be established under the RDC in addition to the Project Monitoring Committees (PMCs) created through Memorandum Order No. 175, as amended. At the national level, RPMES was implemented initially through the Cabinet Action Committee on Implementation Assistance (CACIA) with the NEDA Secretariat to serve as the Secretariat. At the national level, the participation of the Government Corporate Monitoring and Coordinating Committee (GCMCC) is hereby affected to monitor and evaluate corporate financial and physical performance of the government corporations under it.

The Presidential Management Staff (PMS), independent of the RPMC, shall focus on monitoring the President's commitments in the various regions.

The extensive participation of non- government organizations (NGOs) as project monitors shall be advocated at all levels. NGO membership in the provincial, city and municipal levels shall include, but shall not be limited to, representatives from either civic and/or religious groups.

At the regional level, the National Economic and Development Authority (NEDA) Regional Director shall be the Chairperson of the Regional Project Monitoring Committee (RPMC) with the Department of Budget and Management (DBM) Regional Director as Co-Chairperson. The Committee shall have representatives from the Department of Local Government (DLG) and non-government/religious organizations as members. The NEDA Regional Office shall serve as the Secretariat of the Regional PMC.

The PMCs created through Memorandum Order No. 175, as amended, to implement the RPMES at the sub-regional levels (province and municipality) will each be composed of representatives from the DLG, NGOs and the Parent-Teacher Association (PTA) President or PTA Federation representative. There shall likewise be established City Project Monitoring Committees with the same functions and membership, as applicable to the city. The Provincial/ City/ Municipal Budget Officer will be the Chairperson of the Committee with the Provincial/City/Municipal Development Coordinator as Co-Chairperson. Secretariat support to the sub-regional PMCs will be provided by the Provincial/City/Municipal Planning and Development Office.

The operationalization of the PMCs at the various levels shall be ensured by the DBM and NEDA in coordination with the DLG.

The Project Monitoring Committees may in their discretion, consult the Commission on Audit representatives assigned to their respective areas of jurisdiction on matters falling under the functional responsibility of the Commission on Audit.

SECTION 4.   Responsibilities of Entities. The specific roles and responsibilities of various units/organization involved in the RPMES are as follows:

Department of Budget and Management (DBM)

a.   Jointly with NEDA, provide over-all direction and coordination of RPMES activities;

b.   Provide the PMCs with information on project fund releases;

c.   Evaluate and report on the budget performance of implementing agencies; and

d. Operationalize the creation of Project Monitoring Committees at the Regional, Provincial, City and Municipallevels.

National Economic and Development Authority (NEDA)

a. Provide feedback to Regional PMCs on actions made on issues raised to the Cabinet or the President;

b. Provide the secretariat services as are here indicated; and

c. Conduct training for the operationalization of the RPMES, together with DBM.

Office of the Cabinet Secretary-OP

a. Include in the agenda of the monthly CORD-RDC Chairmen meeting with the President or other appropriatevenue, issues/problems raised through RPMES that require the action of the Cabinet/President;

b. Follow-up with the Cabinet member/agency heads actions on recommendations to expedite projectimplementation; and

c. Provide feedback to concerned CORD/RDC Chairperson on problem/issues raised for discussion.

Presidential Management Staff (PMS) – OP

a. Monitor compliance with President's commitments in the various regions, independently of the RPMC.

Government Corporate Monitoring and Coordinate Committee (GCMCC)

a. Monitor and evaluate financial and physical performance of government corporations under it.

Project Implementators (Regular agencies, non-financial government-owned /controlled corporations and local government units)

a. Submit list of projects for implementation during the year to the monitoring committees using suggested initialreport forms;

b. Submit periodic reports to the monitoring committee on the status of project implementation based on suggestedreporting form;

c. Provide authorized monitors access to more detailed information on project implementation (e.g., work program):

d. Submit to the next higher level of the line agency reports on status of project implementation; and

e. Implement/institute remedial measures on problems/issues identified as suggested by the development council.

NGO Authorized Monitors

a. Assist the PMC or development council in monitoring and evaluation of projects by identifying implementationproblems or outstanding performance through project exception reports;

b. Ensure effective/efficient implementation of projects through vigilance; and

c. Act as government partners in ensuring transparency in project implementation.

Project Monitoring Committee

a. Provide list of project to be monitored to NGOs involved in project monitoring;

b. Collect and process reports of implementors and NGO monitors on the status of project implementation for thedevelopment council and next higher level project monitoring committee;

c. Pinpoint problems, verify, information and recommend remedial measures to be submitted for analysis andaction of the development council;

d. Provide feedback on the remedial actions of the development council and follow-up their implementation;

e. Prepare and disseminate periodic (monthly or quarterly) project monitoring reports on the status of projectimplementation; and

f. Elevate the higher level bodies problems/issues which are not resolved at their level.

Development Councils (RDC, PDC, CDC)

- Supervise and coordinate activities of the PMCs;

- Assess problems encountered in project implementation and provide remedial action possible at their levels orrefer problems/issues to appropriate units or development council;

- Evaluate the implementation of projects and derive lessons for future planning and project implementation;

- Provide policy direction in planning and budget allocation based on the overall status of project implementation;

- Report on the status of project implementation to appropriate bodies President, Cabinet, Congress, etc.) forinformation or action; and

- Inform PMCs of action taken on problems referred to appropriate units (i.e., Cabinet, OP).

Department of Local Government

a. Coordinate with the DBM in creating and operationalizing the PMCs at the municipal, city and provincial levels;

b. Ensure expanded scope of monitoring and evaluation (provided by MO 175, as amended) to include otherdevelopment projects specified under this Executive Order; and

c. Assist the DBM and NEDA in the conduct of training for the RPMES.

The reports herein required shall include as part of its reporting formats employment generation of the variousprograms/ projects expressed in man-days.

SECTION 5. Implementing Rules and Regulations. The Secretary of Budget and Management jointly with the Director-General ofNEDA shall promulgate the rules and regulations to effectively implement the provisions of this Executive Order.

SECTION. 6. RPMES Manual of Operations. A Manual of Operations to implement the RPMES shall be formulated jointly by theDBM, NEDA, DLG and other concerned agencies for the effective and efficient implementation of the same for theguidance of all.

Trainings/Workshops on the use of the RPMES Manual of Operations shall be conducted within the next six months.

SECTION 7. Funding. Funds needed to implement the RPMES shall be made available from sources to be recommended by the DBM, with the approval of the President. Subsequent funding requirements of the RPMES such as granting of financial incentives to NGO monitors, training, capability- building and other administrative costs shall be provided in the General Appropriations Act under the Regional Development Fund. The funds for the RPMES shall be administered by the DBM.

SECTION 8. Rescission Clause. All orders issuances, rules and regulations or parts thereof inconsistent with this Executive Order are hereby revoked or modified accordingly. However, this Executive Order should complement Memorandum Order No. 175, as amended, which provides for, among others, the creation of Project Monitoring Committees.

SECTION 9. Effectivity. This Executive Order shall take effect immediately.

DONE in the City of Manila, Philippines, this 2nd day of November, in the year of Our Lord, nineteen hundred and eighty-nine.

(Sgd.) CORAZON C. AQUINO

By the President:
(Sgd.) CATALINO MACARAIG, JR.
Executive Secretary

MALACAÑANG
MANILA
EXECUTIVE ORDER NO. 93

AMENDING EXECUTIVE ORDER NO. 376 (SERIES OF 1989) "ESTABLISHING THE REGIONAL PROJECT MONITORINGAND EVALUATION SYSTEM (RPMES)" AND FOR OTHER PURPOSES

WHEREAS, there is a need to further delineate and streamline the specific roles and responsibilities of and operating procedures to be observed by the Project Monitoring Committees at the regional, provincial and municipal levels in view of the implementation of the Local Government Code of 1991;

WHEREAS, there is a need to expand the membership of Project Monitoring Committees in the national, regional, provincial, city andmunicipal levels to promote greater non-governmental organization (NGO) participation in and transparency of government programs;and

WHEREAS, there is a need to establish a Project Monitoring Committee at the national level to address and coordinate various RPMESmatters, to act on implementation issues and problems and to orchestrate RPMES activities and concerns in the regions.

NOW, THEREFORE, I, FIDEL V. RAMOS, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

Section 1.   The third and fourth paragraphs of Section 2 of Executive Order No. 376 (hereinafter referred to as "Order") arehereby amended to read as follows:

"At the regional level, the projects to be monitored shall include all foreign assisted projects (loan or grant funded),inter-provincial projects, area development projects, nationally-funded projects, and other projects considered critical by the Office of the President and the Regional Development Councils/Planning Boards, which are implemented inthe region.

"At the provincial, city and municipal levels, the scope of monitoring shall include all foreign and nationally-funded projects, including development projects funded from the Internal Revenue Allotment (IRA) share of LGUs or supported by funds released directly to the province/city/municipality, and projects funded from locally-generated resources, which are implemented within their respective areas."

Section 2.   Sec. 3 of said Order is hereby amended to read as follows:

"Sec. 3. Organization. The RPMES shall be implemented by the development counsels/planning boards at the variouslevels (RDC, PDC, CDC and MDC). A Regional Project Monitoring Committee (RPMC) shall be established underthe RDC in addition to the Project Monitoring Committees (PMCs) created through Memorandum Order No.175, as amended, and/or the Local Government Code of 1991. At the national level, a National Project Monitoring Committee (NPMC) shall be established to oversee implementation of the RPMES, with NEDA serving as its Secretariat.

"The Presidential Management Staff (PMS) shall, corollary to the efforts of the RPMCs, focus on monitoring the President's commitments in the various regions.

"The extensive participation of Non-Governmental Organizations (NGOs) and People's Organizations (POs) as project monitors shall be advocated at all levels, NGO/PO membership in the provincial, city and municipal levels shall include, but not be limited to representatives from civic and/or religious groups.

"At the national level, designated officials from the National Economic and Development Authority (NEDA), Department of Budget and Management (DBM), Department of the Interior and Local Government (DILG), and

PMS/OP shall compose the NMPC, with the NEDA and DBM representatives as Chairperson and Co-Chairperson, respectively.

"At the regional level, the NEDA and DBM Regional Directors shall act as Chairperson and Co-Chairperson, respectively, of the RPMC. The other members of the RPMC shall be the DILG, PMS/OP and three (3) NGO/OP representatives, at least one (1) of whom shall be drawn from the NGO representatives in the Regional Development Council (RDC). The NEDA Regional Office shall serve as the Secretariat of the RPMC.

"The PMCs created at the provincial, city, and municipal levels will have, as mandatory members, the DILG official assigned in the locality and two (2) NGO/OP representatives. The other four members of the PMC shall be appointed by the Local Chief Executive from among five nominees of the Local Development Council. The Chairperson shall be appointed by the Local Chief Executive from among the PMC members. The respective planning and development offices of the local government units. (LGUs) concerned shall serve as Secretariat to the Local PMCS."

Section 3.   The subtitle "Development Councils (RDC, PDC, CDC, MDC)" under Sec. 4 of said Order, is hereby reworded to read "Development Councils/Planning Boards (RDC, PDC, CDC, MDC)."

Section 4.   Sec. 7 of said Order is hereby amended to read as follows:

"Section 7. Funding. Funds needed to implement the RPMES, particularly the initial operations of the NPMC shall be made available from sources to be recommended by the DBM, with the approval of the President. Subsequent funding requirements of the RPMES at the national level shall be provided in the General Appropriations Act by the DBM. The funds for RPMES operations at the national level shall be administered by the NEDA Secretariat.

"The funding requirements of the RPMES at the regional, city and municipal levels, which shall include the granting of financial incentives to NGO monitors as well as training, capability-building and other administrative costs, shall be provided in the General Appropriations Act under the Regional Development Fund. The funds for RPMES at these levels shall be administered by the RDCs concerned. As the RPMC may deem essential, portions of the Regional Development Fund for monitoring and evaluation may be allotted to a local PMC to augment its budget."

Section 5.   The responsibilities of the Office of the Cabinet Secretary as provided under Sec. 4 of said Order is hereby transferred to and shall be assumed by the Presidential Management Staff (PMS).

Section 6.   The National Project Monitoring Committee (NPMC) is hereby authorized, from time to time, to update and make revisions to the Manual of Operations implementing the RPMES.

Section 7.   This Executive Order shall take effect immediately.

DONE in the City of Manila, this 1st day of June, in the year of Our Lord, Nineteen Hundred and Ninety-Three.

(Sgd.) FIDEL V. RAMOS

By the President:
(Sgd.) ANTONIO T. CARPIO
Chief Presidential Legal Counsel

<div align="center">

Republic of the Philippines
National Economic and Development Authority and
Department of Budget and Management

Joint Memorandum Circular No. 2015- 01
15 July 2015

</div>

FOR	**:**	**All Heads of Departments, Agencies, Bureaus, Offices, Commissions, State Universities and Colleges, Other Instrumentalities of Government and all Others Concerned**
SUBJECT	**:**	**NATIONAL EVALUATION POLICY FRAMEWORK OF THE PHILIPPINES**

1.0 BACKGROUND AND RATIONALE

In recent years, the National Economic and Development Authority (NEDA) and the Department of Budget and Management (DBM) have jointly and separately conducted reform initiatives to build on previous planning and budgeting initiatives (i.e., MTEF, OPIF, SEER processes) and existing processes (PDP formulation, PIP updating, NBC issuances).

NEDA, in crafting the Philippine Development Plan 2011-2016, coordinated the formulation of the Results Matrix (PDP-RM) which integrated the statement of results to be achieved by the various strategies, programs, and projects outlined in the plan. With the updating of the PDP, the achievement of development results was given greater focus particularly in priority sectors and also with spatial considerations.

For its part, DBM focused on results-based budgeting starting in 2011 with the review of the MFOs, PIs, and PAPs to ensure that all MFOs are consistent with the agencies' mandates. The initiative to improve the link between the planning and budgeting process were sustained in 2012 with NEDA and DBM ensuring coherence between the national targets/priorities (PDP-RM) and agency deliverables or Major Final Outputs (MFOs), so that budgeting for the latter is anchored on the RM objective and targets. Towards making the development budget more comprehensible, transparent, and accountable, the performance-informed budget (PIB) was adopted for the FY 2014 General Appropriations Act (GAA) showcasing both financial and nonfinancial performance information on each agency. A shift to the outcome-based PIB has been made in the FY 2015 Budget which would entail the development and enhancement of the organizational outcomes of the Agencies, and the crafting of the associated performance indicators and targets. The organizational outcomes (OOs) will link with the sectoral outcomes the societal goals in the PDP-RM, strengthening further the link between planning and budgeting.

As a complementary initiative, AO 25 was issued in December 2011 to address the deficiencies and duplications in the current performance monitoring systems of the government. An Inter-Agency Task Force (IATF) was subsequently formed to undertake the development of performance management systems for adoption across all departments and agencies within the Executive Branch of the government: (a) Results-Based Performance Management System (RBPMS); and (b) Government Executive Information System (GEIS). The RBPMS utilizes the RM and OPIF as underlying frameworks, which is then used by agencies with oversight functions in assessing and measuring performance of agencies.

To further sharpen the results focus of government, it is imperative that it be able to gather evidence whether its policies, projects, and programs are achieving their intended development results (outputs, outcomes, and impacts) and to adopt alternative strategies when evidence suggests that results are not being achieved. Effective development thus involves project/program planning and implementation characterized by evidence-based decisions, accountability, and learning which, in turn, are supported by systematic, rigorous, and impartial evaluation.

Hence, the need for an evaluation policy framework that would govern the practice of evaluation in the public sector.

2.0 POLICY FRAMEWORK STATEMENT

In line with government's continuing efforts to improve on all the components of the public sector management cycle (i.e., planning, budgeting, implementation, monitoring, and evaluation), NEDA and DBM developed a national evaluation policy framework which primarily aims to provide a framework for the purposive conduct of evaluations in the public sector in support of good governance, transparency, accountability, and evidence-based decision-making.

This Policy Framework is initially envisaged to apply to programs and projects being implemented by all government entities or its instrumentalities.

3.0 PURPOSE

This Joint Circular is being issued with the following objectives:

a. Support for Evidence-based Decisions. The Policy Framework supports the provision to various stakeholders of knowledge respecting project/program results enabling evidence-based decision-making related to current and future programming. This knowledge includes evidence respecting outcomes/impacts attributable to the project/program, the efficiency with which outcomes/impacts are achieved, and the extent to which outcomes/impacts align with national priorities.

b. Ensuring Program Improvement. The Policy Framework promotes the provision to project/program managers and other stakeholders of feedback and learning that can help improve current and future programming.

c. Ensuring Accountability. The Policy Framework enables the provision to the people of the Philippines, donors, and other interested parties of evidence-based findings, both positive and negative, regarding Government projects/programs.

4.0 COVERAGE

This Circular covers all agencies, State Universities and Colleges, Government-Owned and/or Controlled Corporations, Government Financial Institutions with budgetary support from the National Government, including those maintaining special accounts in the General Fund, and other instrumentalities of the national government. The Evaluation Task Force (to be created per Section 5.2) may include other entities as may be warranted.

5.0 KEY ELEMENTS OF THE EVALUATION POLICY FRAMEWORK

5.1 Scope

All projects/programs implemented by the above-mentioned entities supported by local and foreign funds are evaluated at least once at the end of their program/project life cycle or as frequent as necessary. This includes projects/programs executed by civil society organizations and other third parties under contract to a Government implementing agency.

5.2 Creation of an Inter-Agency Evaluation Task Force and its Secretariat

For the operationalization of the Evaluation Policy Framework, an inter-agency Evaluation Task Force and its Secretariat shall be established in accordance with DBM policies, rules, and regulations on organizational and staffing pattern changes.

5.3 Guiding Principles/Evaluation Standards

Evaluations shall be guided by the following:

a. evaluations to address, at a minimum, the following questions covering four areas (see also

Annex A):

    i. relevance (on alignment and consistency with national priorities and policies, on responsiveness to stakeholder needs, on complementation with other program/project, and on programmatic alternatives);

    ii. effectiveness (on achievement of objectives, on unintended results and on timeliness);

    iii. efficiency (on efficient delivery of outputs and on operational alternatives); and,

    iv. sustainability;

b. ensuring evaluation competencies (see also Annex B),
c. observing standards of ethics in undertaking evaluations (see also Annex C);
d. preparing evaluation plans in accordance with best practices (see also Annex D);
e. undertaking evaluations with due regard for impartiality (see also Annex E); and,
f. reporting, dissemination and use of evaluations (see also Annex F).

The Evaluation Task Force may issue additional directives as necessary.

6.0 RESPONSIBILITIES

The operationalization of the Policy Framework will be undertaken by various units and entities.

6.1 Implementing Agencies

6.1.1 Evaluation Agenda

Implementing agencies shall formulate and maintain a rolling (continuously updated) six-year evaluation agenda, to coincide with the timeframe of the Philippine Development Plan (PDP) and Public Investment Program (PIP), listing projects/programs to be evaluated during the first year and projects/programs to be evaluated in the subsequent five years.

6.1.2 Formation/Creation of Evaluation Units

Implementing agency heads are responsible for the establishment of a capable, neutral evaluation unit initially at the central level subject to existing DBM policies, rules, and regulations on organizational and staffing pattern changes. The head of the evaluation unit reports directly to the implementing agency head.

Responsibilities of the evaluation unit include:

- submission to the implementing agency head of the implementing agency's rolling six-year evaluation agenda;
- formulation of evaluation plans contained in project/program proposals;
- the conduct/management of evaluations ensuring that evaluations are undertaken with due regard for impartiality and in line with evaluation best practices (see also Annex D);
- management of the agency's evaluation budget and related activities;
- submission to the implementing agency head of findings and recommendations of evaluation activities;
- timely publication on the implementing agency's public website of all evaluation reports;
- submission of evaluation reports to the Evaluation Task Force in accordance with prescribed guidelines;
- serve as repository of all evaluation studies conducted/commissioned.

Guidelines in the formation of Evaluation Units shall be issued in subsequent DBM circulars.

6.1.3 Project/Program Proposals

All project/program proposals put forward for annual budgeting shall include an evaluation plan in accordance with the best practices.

The project/program proponent shall take into consideration results of previous evaluation of similar projects and make reference to relevant evaluation findings, recommendations, and resulting changes to the proposed project/program. In cases where recommendations were not followed, the proposal shall include an explanation.

6.1.4 Use of Evaluations

6.1.4.1 Management Response

Implementing agencies shall ensure appropriate management response, including follow through actions by concerned units to evaluation findings and recommendations.

6.1.4.2 Link to Planning

Implementing agencies shall ensure that results of evaluation are used as inputs to planning and budgeting processes and subsequent design of similar projects.

6.2 Evaluation Task Force and its Secretariat

To operationalize the Policy Framework further an Evaluation Task Force shall be created with a corresponding Secretariat.

6.2.1 Composition of the Evaluation Task Force

The Secretaries of NEDA and DBM shall act as Chairman and Co-Chair of the Evaluation Task Force. The other member of the Task Force shall be the Office of the President-Presidential Management Staff (OP-PMS). The Task Force may designate voting (e.g., other government agencies) and special non-voting members of the Task Force (e.g., civil society, academe, private sector).

6.2.2 Functions of the Evaluation Task Force

Among the responsibilities of the Evaluation Task Force are:

- provide overall policy direction and coordination on the evaluation agenda of the public sector;
- report to NEDA Board on all evaluations conducted in the public sector;
- authorize and commission the conduct of evaluations on top of those conducted by the implementing agencies;
- issue evaluation standards and guidelines;
- assess evaluation agenda of implementing agencies;
- adopt sanctions and incentives system; and,
- ensure the creation of appropriate institutional structures to mainstream the Policy Framework.

The Task Force shall meet as often as necessary but not less than once a semester.

The Evaluation Task Force may authorize the creation of a sub-cabinet level Technical Committee composed of the NEDA, DBM, OP-PMS and PSA. The Technical Committee may be tasked, among others, to review quality of evaluation reports. Regional level evaluation task forces may also be created as necessary.

The Evaluation Task Force will link with existing NEDA Board Committees and other relevant Committees (e.g., DBCC) for policy coherence.

6.2.3   Functions of the Evaluation Secretariat

The Evaluation Secretariat shall provide technical and administrative support to the Evaluation Task Force.

- recommends to the Task Force policies, strategies and guidelines for the effective implementation of the Policy Framework;
- prescribes the format and content of the evaluation plan;
- monitors and reports on progress and results of evaluation activities undertaken by implementing agencies;
- conducts capacity development activities jointly with NEDA and DBM for the operationalization of the Policy Framework;
- conducts/manages evaluation as authorized by the Evaluation Task Force;
- provides Secretariat support to the Evaluation Task Force;
- recommends sanctions and incentives;
- formulates criteria for evaluations to be endorsed for Evaluation Task Force approval; and,
- prepares a consolidated report of individual evaluations for consideration of the Evaluation Task Force (and/or the Technical Committee).

In the interim, the Director of the NEDA Monitoring and Evaluation Staff shall head the Evaluation Secretariat.

6.3 Interim Technical Working Group

In the interim, to ensure a smooth functional and organizational transition, a joint Technical Working Group (TWG) on the organizational adjustments shall be established through a separate issuance.

The TWG is given a timeframe of not more than a year from the date of the issuance of this Circular to manage the transition and prepare recommendations on proposed organizational changes to include the conduct of consultations, assessment of the institutional requirements (i.e., technical, financial and human resource) based on the strategic plan/agenda to be approved by the Task Force, among others.

Separate circulars shall be subsequently issued, providing detailed institutional responsibilities.

7.0 ADOPTION/IMPLEMENTATION OF THE POLICY FRAMEWORK

7.1 Implementing agencies shall allocate in their annual budgets adequate resources to ensure compliance with the provisions of this Policy Framework. This includes funds for:

  a. capacity development during the start-up phase of the Policy Framework;
  b. ongoing salaries, recruitment and training to ensure an adequate supply of internal personnel competent in evaluation;
  c. operations and maintenance; and,
  d. external professional service fees.

7.2 The Evaluation Secretariat shall be provided with adequate resources to be able to comply with the provisions of this Policy Framework, including funds for:

  a. capacity development during the start-up phase of the Policy Framework;
  b. ongoing salaries, recruitment and training to ensure an adequate supply of internal personnel competent in evaluation;

  c. operations and maintenance; and,

  d. external professional service fees.

 7.3 An orientation and training program on the adoption of the Policy Framework shall be conducted for relevant personnel of departments/agencies.

8.0 POLICY FRAMEWORK AMENDMENT

A formative evaluation of the Policy Framework on Evaluation shall be undertaken within the second full year following the effective date of the Policy Framework. The findings and recommendations of the formative evaluation shall inform amendments to the Policy Framework as warranted.

A summative evaluation of the Policy Framework on Evaluation shall be completed within the fifth full year following the effective date of the Policy Framework. The findings and recommendations of the summative evaluation shall inform amendments to the Policy Framework as warranted.

9.0 REPEALING CLAUSE

All policies and issuances or parts thereof inconsistent with the National Policy Framework on Evaluation are hereby repealed or amended accordingly.

10.0 EFFECTIVITY

This Joint Circular takes effect immediately.

(Sgd.)
ARSENIO M. BALISACAN
Secretary
National Economic and Development Authority

(Sgd.)
FLORENCIO B. ABAD
Secretary
Department of Budget and Management

<div align="center">

Republic of the Philippines
Government Procurement Policy Board

</div>

CIRCULAR 03-2019
8 March 2019

TO: Heads of Departments, Bureaus, Offices and Agencies of the National Government including State Universities and Colleges, Government Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units

SUBJECT: Guidance on Contract Termination Due to Fifteen Percent (15%) Negative Slippage By the Contractor in Infrastructure Projects

1.0 PURPOSE

     This Circular is issued to further guide procuring entities on the actions to be undertaken when contractors incurred negative slippage in the implementation of infrastructure projects.

2.0 SCOPE

     All Departments, Bureaus, Offices and Agencies of the National Government including State Universities and Colleges, Government- Owned and/or Controlled Corporations, Government Financial Institutions and Local Government Units.

3.0 CONTRACT TERMINATION DUE TO DEFAULT BY CONTRACTORS IN INFRASTRUCTURE PROJECTS

    3.1   The provisions for the grounds contract termination of on-going infrastructure project under GPPB Resolution No. 018-2004 remain effective and continue to be the basis by which both the procuring entities and contractors should be guided, thus:

           "2. In contracts for Infrastructure Projects:

           The Procuring Entity shall terminate a contract for default when any of the following conditions attend its implementation:

              a)   Due to the Contractor's fault and while the project is on-going, it has incurred negative slippage of fifteen percent (15%) or more in accordance with Presidential Decree 1870;[16]

4.0 GUIDELINES

    4.1   The provisions of the Guidelines on Termination of Contracts as embodied in GPPB Resolution No. 018-2004 remain to be the basis for contract termination in infrastructure projects.

    4.2   To ensure the timely implementation of infrastructure projects and effective management of the performance of contractors, the following calibrated actions in response to delays in the implementation of infrastructure projects are hereby adopted:

        4.2.1   Negative slippage of five percent (5%) –

            The contractor shall be given a warning and be required to:

            4.2.1.1 Submit a detailed "catch-up" program every two weeks in order to eliminate the slippage and to restore the project to its original schedule;

            4.2.1.2 Accelerate work and identify specific physical targets to be accomplished over a definite period of time; and

            4.2.1.3 Provide additional input resources such as the following: money, manpower, materials, equipment, and management, which shall be mobilized for this action. The Implementing Unit shall exercise closer supervision and meet the contractor every other week to evaluate the progress of work and resolve any problems and bottlenecks.

        4.2.2   Negative slippage of ten percent (10%) –

---

[16] Authorizing the Government's Take Over by Administration of Delayed Infrastructure Projects or Awarding of the Contract to other Qualified Contractors, issued on 12 July 1983.

The contractor shall be issued a final warning and be required to come-up with a revised detailed "catch-up" program with weekly physical targets together with the required additional input resources.

The implementing unit shall intensify on-site supervision and evaluation of the project performance to at least once a week and prepare contingency plans for a possible termination of the contract or take-over of the work by administration or contract.

4.2.3   Negative slippage of fifteen percent (15%) –

The implementing unit shall initiate termination of the contract or take-over of the work by administration or contract in accordance with Section 53.3 of the 2016 revised IRR of RA No. 9184 and the Revised Guidelines for the Implementation of Infrastructure Projects by Administration.

It shall likewise take proper transitory measures to minimize work disruptions, e.g., take-over by administration while negotiation or rebidding is on-going.

5.0 All procuring entities are enjoined to apply this Guidelines on all government infrastructure projects.

6.0 This Circular shall take effect fifteen (15) days after publication.

7.0 For guidance and compliance.

(Sgd.)
LAURA B. PASCUA
Alternate Chairperson

Republic of the Philippines
Department of the Interior and Local Government

ORGANIZATION OR RECONSTITUTION OF SUB-REGIONAL PROJECT MONITORING COMMITTEES (PMCs)

1. Background

Executive Order No. 376, Series of 1989, as amended by Executive Order No. 93, Series of 1993, provided for the establishment of the Regional Project Monitoring and Evaluation System (RPMES) as an institutional mechanism for monitoring and evaluating projects at the national, regional, provincial, and city/municipal levels. Multi- level project monitoring instituted through the RPMES provides a valuable source of inputs to budgeting and programming decisions that can maximize utilization of meagre resources and protect national and local investments for local development while facilitating greater participation of government agencies, local government units (LGUs), and non-governmental organizations (NGOs) at all levels. Said issuances mobilized the Project Monitoring Committees (PMCs), established through Memorandum Order No. 175, Series of 1988, to operationalize and implement the RPMES at the provincial, city, and municipal levels.

With the passage of Republic Act No. 7160 or the Local Government Code of 1991, monitoring and evaluation (M&E) of programs and projects have been devolved to LGUs. Consequently, DILG Memorandum Circular (MC) No. 2004-78, Series of 2004, was issued to facilitate organization and reconstitution of PMCs nationwide and to further strengthen the roles of said committee in ensuring transparency and accountability in the implementation of local development programs and projects. The updated Operational Guidelines for the RPMES was subsequently issued by the National Economic and Development Authority (NEDA) in 2016 to further guide the M&E Committee at the national and sub-regional level given the need to conduct M&E beyond the traditional approach towards placing greater emphasis on the achievement of results, outcomes, and impacts.

With the current emphasis on transparency, accountability, and initiative of the national government to strengthen alignment of development thrusts and priorities across different levels of government, there is a need to ensure functionality of PMCs particularly in coordinating, monitoring, and evaluating project implementation at the sub-regional levels.

2. Purpose

This MC intends to:

- Enjoin concerned local government officials to organize Local PMCs (LPMCs) in their respective areas of jurisdiction if not yet established, or reconstitute said LPMCs if already existing; and

- Inform LPMCs of their functions and responsibilities.

3. Legal Compliance

3.1. **Republic Act No. 7160** or the **Local Government Code of 1991 (LGC)**

3.2. **Executive Order No. 93, Series of 1993** *Amending Executive Order No. 376 (Series of 1989) "Establishing the Regional Project Monitoring and Evaluation System (RPMES)" and for Other Purposes,* dated 01 June 1993

3.3. **Executive Order No. 376, Series of 1989** *Establishing the Regional Project Monitoring and Evaluation System (RPMES), Setting Forth its Objectives, Defining its Scope and Coverage, Requiring the Formulation of* a *Manual of Operations and for Other Similar Purposes,* 02 November

1989

3.4. **Memorandum Order No. 175, Series of 1988** *Providing Guidelines for the Implementation of Local Government Projects Funded from National Government Funds and for Other Purposes,* dated 23 May 1988

4. **Scope/Coverage**

This MC covers all Provincial Governors, City/Municipal Mayors, Provincial/City/Municipal Development Councils (P/C/MDCs), Provincial/City/Municipal Planning and Development Coordinators (P/C/MDCs), DILG Regional and Provincial Directors, and others concerned.

5. **Policy Content and Guidelines**

5.1. Scope

Local PMCs shall monitor and evaluate programs and projects to include the following:

5.1.1. Programs and projects in the Local Development Investment Program (foreign-funded and GAA-funded) and those in the priority list of the President, including development projects funded from the Internal Revenue Allotment (IRA) share of LGUs or supported by funds released directly to the province/city/municipality; and

5.1.2. Projects funded from locally-generated resources which are implemented within their respective areas.

5.2. Composition

Through the issuance of an Executive Order, PMCs at the provincial, city, and municipal levels shall be created and mobilized.

5.2.1. The PMC will have, as mandatory members, the DILG representative or officer assigned in the locality; one (1) representative of NGOs/People's Organizations (POs); one (1) representative of NGO/PO members in the Local Development Council (LDC); and four (4) PMC members appointed by the Local Chief Executive from among five (5) nominees of the LDC.

NGO/PO membership at the provincial, city, and municipal levels shall include, but not limited to, representatives from either civic and/or religious groups.

5.2.2. Other members of the LPMC aside from the mandatory members mentioned in Section 5.2.1 shall be selected upon the discretion of the LDC.

5.2.3. The Local Chief Executive shall appoint the chairperson from among the LDC nominees or the members of the **PMC.**

5.2.4. The Office of the Local Planning and Development Coordinator (LPDC) concerned shall serve as secretariat to the LPMC.

5.3. Roles and Responsibilities

5.3.1. The roles and responsibilities of the Provincial/City/Municipal Project Monitoring Committee (P/C/MPMC) and Secretariat are hereby outlined as follows:

5.3.1.1. P/C/MPMC functions:
- Provide the list and schedule of all projects to be monitored to NGOs involved in project monitoring;
- Collect and process reports of implementers and NGO monitors on the status of project implementation for the information of the LDC and next higher level PMC;
- Determine problems related to the implementation of programs and projects

and verify information to be submitted for analysis and action of the LDC;
- Provide feedback on the remedial actions of the LDC and follow up implementation;
- Prepare and disseminate periodic project monitoring report on the status of project implementation to the Regional PMC (RPMC); and
- Elevate to higher level bodies (e.g. National PMC (NPMC), RPMC) issues and problems which are not resolved at the LPMC level.

5.3.1.2. P/C/MPMC Secretariat functions:
- Prepare the M&E work program to be undertaken by the PMC during any given fiscal year which will include the list of the projects and schedule of implementation based on submission of implementing agencies;
- Provide the Local Chief Executive with information on the projects to be monitored by the PMC; and
- Facilitate inter-agency, inter-governmental, and field headquarters coordination, if necessary.

5.3.2. The DILG Regional Office (DILG RO), through its field offices, shall assist the RPMCs by facilitating submission of required summary reports prepared by P/C/MPMCs, necessary in monitoring active LPMCs.

For reference, parameters in defining active LPMCs together with sample summary list is attached to this MC.

5.4. Funding

LGUs are advised to allocate resources to undertake M&E activities as part of their regular functions. However, as provided in Section 4 of Executive Order No. 93, Series of 1993, portions of the Regional Development Fund for M&E may be allotted to an LPMC to augment its budget as the RPMC may deem essential.

6. References

6.1. Regional Project Monitoring and Evaluation System Operational Guidelines, 2016

7. Effectivity

This MC shall take effect immediately.

8. Approving Authority

(Sgd)
Eduardo M. Año
Secretary

9. Feedback

Inquiries concerning this MC should be directed or addressed to the Department of the Interior and Local Government - Bureau of Local Government Development (DILG- BLGD) through any of the following: telefax numbers (02) 8929-9235 / (02) 8927-7852, e-mail at ldpd_blgd@yahoo.com, or through mail at 25th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City for resolution and appropriate action.

For queries and/or clarifications on the RPMES, an electronic copy of the RPMES Operational Guidelines is posted at the National Economic and Development Authority (NEDA) website at www.neda.gov.ph. The Regional Project Monitoring Committees (RPMCs) under the Regional Development Councils (RDCs) are also available to provide assistance in the implementation of the RPMES.

DILG

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City
www.dilg.gov.ph

MEMORANDUM CIRCULAR
No. 2020- 070

TO	:	**CONCERNED GOVERNORS, CITY/MUNICIPAL MAYORS, AND PUNONG BARANGAYS**
SUBJECT	:	**RECONSTITUTION OF PROJECT MONITORING COMMITTEES (PMCs) IN PROVINCES, MUNICIPALITIES, CITIES AND ORGANIZATION OF PROJECT MONTORING AND EVALUATION COMMITTEES (PMECs) IN BARANGAYS IN SUPPORT OF THE RETOOLED COMMUNITY SUPPORT PROGRAM**
DATE	:	**07 APR 2020**

1. BACKGROUND

This has reference to Executive Order No. 70 (EO 70) which aims to prioritize and harmonize the delivery of basic services and social development packages in conflict-affected areas and conflict-vulnerable communities, facilitate societal inclusivity, and ensure active participation of all sectors of society in pursuit of the country's peace agenda.

Further, Section 8.3 of DILG Memorandum Circular (MC) 2019-169, or the "Guidelines on the Implementation of the Retooled Community Support Program (RCSP)" provides for the implementation of Priority Programs, Projects, and Activities (PPAs) based on the development and governance gaps identified in the second phase of this program. To monitor the implementation of these PPAs, a monitoring mechanism must be organized if not yet established or reconstituted if already existing, in areas, identified by the National Task Force Focus Geographic Areas (FGAs) for RCSP immersion.

A similar mechanism already exists in Provinces, Cities and Municipalities (PCMs) provided by MC 2019-188 or the "Organization or Reconstitution of Sub-Regional Project Monitoring Committees (PMCs)," wherein local government officials are enjoined to organize Local PMCs (LPMCs) in their respective areas of jurisdiction if not yet established, or reconstitute said LPMCs if already existing. To achieve a whole-of-nation and whole-of-government approach highlighted in EO 70, the same mechanism should also be established in the barangay level. Thus, this Memorandum Circular.

2. PURPOSE

This MC intends to:
- Reiterate the organization or reconstitution of LPMCs as mentioned in MC 2019-188;
- Enjoin local government officials in the barangay level to organize Barangay Project Monitoring and Evaluation Committees (BPEMCs) in their respective areas of jurisdiction if not yet established, or reconstitute said BPMCs if already existing;
- Inform BPMCs of their functions and responsibilities;

- Ensure the functionality and organization of BPMCs; and
- Harmonize efforts in all levels as highlighted by the whole-of-nation and whole-government approach mainstreamed in EO 70.

3. COVERAGE

This MC shall cover Provincial Governors, City/Municipal Mayors, and Punong Barangays of all barangays identified by the National Task Force Focus Geographic Areas (FGAs) as target for RCSP immersion.

4. POLICY CONTENT AND GUIDELINES

4.1. LOCAL PROJECT MONITORING COMMITTEES

4.1.1. Through the issuance of an Executive order, LPMCs at the provincial, city, and municipal levels shall be created and mobilized if they are not yet established or if already existing, reactivate or reconstitute. The composition, roles and responsibilities of which are specified under Memorandum Circular 2019-188.

4.1.2. In addition to the roles and responsibilities cited in Memorandum Circular 2019-188, Local Government Units (LGUs) are also enjoined to strengthen their LPMCs and ensure the BPMECs; and

4.1.3. Coordinate with the RCSP Core Team in monitoring and evaluating RCSP related programs, projects, and activities.

4.2. BARANGAY PROJECT MONITORING COMMITTEES

4.2.1. COMPOSITION

Through the issuance of a barangay ordinance, all barangays are enjoined to organize their respective BPEMCs, as a functional committee under the Barangay Development Council (BDC), if they are not yet established, or if already existing, reactivate or reconstitute said BPMCs to include the following as members:

- Punong Barangay
- Sangguniang Barangay Member on Appropriations on Ways and Means
- At least 3 Civil Society Organizations (CSOs) / Non-Government Organization (NGOs) belonging to the Agrarian Reform, Women, Farmers, or Fisherfolk Sectors.
- School Principal of the Elementary School in the Barangay
- Sangguniang Kabataan Chairman

4.2.2. ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Barangay Project Monitoring Committee (BPMC) are hereby outlined, as follows:

- Provide the list and schedule of all projects supported by RCSP;
- Assist the RCSP Core Team in monitoring and evaluating their programs, projects, and activities;

- Collect and process reports of implementers and NGO monitors on the status of project implementation for the Barangay Development Council (BDC) and next higher level PMC;
- Determine problems related to the implementation of programs and projects and verify information to be submitted for analysis and action of the BDC;
- Provide feedback on the remedial actions of the BDC and follow-up implementation; and
- Elevate to higher level bodies (National PMC, Regional PMC, City PMC, or Municipal PMC) issues and problems which are not resolved at the BPMEC level.
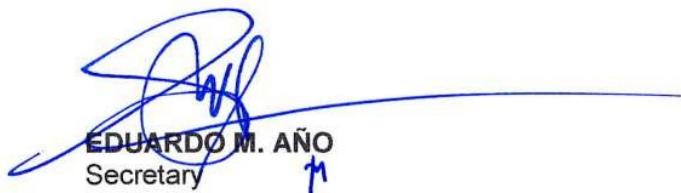
5. REFERENCES

5.1. Executive Order No. 70, or the "Institutionalizing The Whole-Of-Nation Approach In Attaining Inclusive And Sustainable Peace, Creating A National Task Force To End Local Communist Armed Conflict, And Directing The Adoption Of A National Peace Framework"

5.2 DILG Memorandum Circular No. 2019-169, or the "Guidelines on the Implementation the Retooled Community Support Program (RCSP)"

5.2. DILG Memorandum Circular No. 2019-188, or the "Organization or Reconstitution of Sub-Regional Project Monitoring Committees (PMCs)"

6. EFFECTIVITY

This MC shall take effect immediately.

7. APPROVING AUTHORITY

EDUARDO M. AÑO
Secretary

8. FEEDBACK

For queries and clarifications, kindly contact the Policy Compliance Monitoring Division (PCMD) under the Bureau of Local Government Supervision (BLGS), through Telephone No. 876-3454 loc. 4210/4211 or email at blgspcmd@gmail.com

DILG OSEC 03192020 015

MALACAÑAN PALACE

BY THE PRESIDENT OF THE PHILIPPINES
EXECUTIVE ORDER NO. 138

FULL DEVOLUTION OF CERTAIN FUNCTIONS OF THE EXECUTIVE BRANCH TO LOCAL GOVERNMENTS, CREATION OF A COMMITTEE ON DEVOLUTION, AND FOR OTHER PURPOSES

WHEREAS, Section 6, Article X of the Constitution provides that local government units (LGUs) shall have a just share, as determined by law, in the national taxes which shall be automatically released to them;

WHEREAS, in Mandanas, et al. v. Executive Secretary, et al. (G.R. Nos. 199802 and 208488) ("Mandanas"), the Supreme Court held that all collections of national taxes, except those accruing to special purpose funds and special allotments for the utilization and development of the national wealth, should be included in the computation of the base of the just share of LGUs;

WHEREAS, considering the prospective character of the Mandanas ruling, and in keeping with Section 284 of Republic Act (RA) No. 7160 or the "Local Government Code of 1991," which states that the share of LGUs in national taxes is based on the collections in the third year preceding the current fiscal year, the adjusted national tax allocations of LGUs shall only start in Fiscal Year (FY) 2022;

WHEREAS, given the revenue collections of the National Government in FY 2019, the total shares of the LGUs from the national taxes is expected to significantly increase starting FY 2022 in time with the implementation of the Mandanas ruling;

WHEREAS, the substantial increase in the shares of the LGUs from the national taxes will empower the LGUs in providing basic services and facilities to their constituents, and aid them in the effective discharge of other duties and functions devolved to them under Section 17 of RA No. 7160;

WHEREAS, Section 3 of RA No. 7160 provides the operative principles of decentralization that shall guide the formulation of policies and measures on local autonomy;

WHEREAS, Section 17(f) of RA No. 7160 provides that the National Government or the next higher level of LGU may provide or augment the basic services and facilities assigned to a lower level of LGU when such services or facilities are not made available or, if made available, are inadequate to meet the requirements of its inhabitants;

WHEREAS, under Section 24(a), Rule V of the Implementing Rules and Regulations of RA No. 7160, the provision for the delivery of basic services and facilities shall be devolved from the National Government to provinces, cities, municipalities and barangays so that each I-GU shall be responsible for a minimum set of services and facilities in accordance with established national policies, guidelines and standards;

WHEREAS, with the full devolution of the provision of basic services and facilities to the LGUs, national government agencies can assume more strategic and steering functions to address persistent development issues;

WHEREAS, Section 83 of the General Provisions of RA No. 11518 or the "General Appropriations Act of Fiscal Year 2021," directs heads of departments, bureaus, offices and instrumentalities under the Executive Branch to: (i) conduct a comprehensive review of their respective mandates, missions, objectives and functions, systems and procedures, and programs, activities and projects; and (ii) identify areas where improvements are necessary and more resources need to be rechanneled;

WHEREAS, Section 17, Article VI' of the Constitution provides that the President shall have control of all executive departments, bureaus and offices, and that he shall ensure the faithful execution of laws; and

WHEREAS, Section 4, Article X of the Constitution provides that the President shall exercise general supervision over local governments;

NOW, THEREFORE, l, RODRIGO ROA DUTERTE, President of the Republic of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

Section 1. *Policy*. The National Government (NG) is fully committed to the policy of decentralization enshrined in the Constitution and relevant laws which are aimed at (i) developing capabilities of local governments to deliver basic social services and critical facilities to their constituents, increase productivity and employment, and promote local economic growth; and (ii) ensuring accountability, competence, professionalism and transparency of local leaders through the development of institutional systems that uphold good governance and strengthen their capacities for managing public resources.

Section 2. *Guiding Principles*. Consistent with Sections 3 and 17 of RA No. 7160, all department secretaries and agency heads concerned shall, in pursuit of the full devolution of functions to the LGUs, conduct a functional and organizational review of their respective mandates guided by the following principles:

   a. The role of the NG is to set the national policy, development strategy, and service delivery standards, and to assist, oversee and supervise the LGUs, complementary to the stronger implementing role that the LGUs shall assume by reason of devolution;
   b. The devolution of the provision of basic services and facilities to the LGUs and the determination of the functional assignments between and among the different levels of government shall be guided by the following:
      i. Public services with little or no benefit spillover are best administered and financed by lower level governments, while public services with significant inter-jurisdictional externalities or benefit and cost spillovers are best assigned to higher levels of government;
      ii. The provision of public goods and services that involve economies of scale is best assigned to higher levels of government; and
      iii. Functions related to the redistributive role of government should be best assigned to the NC;
   c. The NG, in close collaboration with the LGUs through their respective Leagues, shall formulate and pursue an institutional development program to support the LGUs in order to strengthen their capacities and capabilities to fully assume the devolved functions based on RA No. 7160 and other relevant laws; and
   d. Except as otherwise provided in this Order, any ambiguity as to the interpretation of a power granted to an LGU shall be resolved and interpreted in favor of devolution.

Section 3. *Coverage*. This Order shall cover all LGUs, departments, agencies and instrumentalities of the Executive Branch whose functions are in line with the devolved functions of the LGUs under Section 17 of RA No. 7160, and other pertinent laws.

Section 4. *Functions, Services and Facilities for Full Devolution.* The functions, services and facilities which shall be fully devolved from the NG to the LGUs no later than the end of FY 2024, shall include those indicated under Section 17 of RA No. 7160 and other existing laws which subsequently devolved functions of the NG to LGUs.

Consistent with Section 17(e) of RA No. 7160, and for purposes of this Order, devolution shall pertain to the act by which the NG, as may be allowed by existing laws, confers power and authority to the various LGUs to perform specific functions and responsibilities.

Except those functions that shall continue to be shared with the NG pursuant to Section 2 of this Order, local governments shall be primarily and ultimately responsible and accountable for the provision of all basic services and facilities fully devolved to them in accordance with the standards for service delivery to be prescribed by the NG.

In accordance with Section 17(g) of RA No. 7160, the basic services and facilities fully devolved shall be funded from the share of the LGUs in the proceeds of national taxes and other local revenues. Local chief executives shall ensure that any fund or resource available for the use of their respective LGUs shall be first allocated for the provision of basic services or facilities devolved before applying the same for other purposes, in accordance with relevant laws and budgeting and auditing laws, rules and regulations.

Section 5. *Devolution Transition Plans.* The national government agencies (NGAs) concerned and all LGUs shall prepare their respective devolution transition plans (DTPs) which conform to the guidelines to be jointly issued by the Department of Budget and Management (DBM) and the Department of the Interior and Local Government (DILG).

There shall be only one (1) DTP for each department, which shall already cover the agencies and government-owned or -controlled corporations (GOCCs) under the control or supervision or attached to such department. The department secretaries shall lead and oversee the preparation and implementation of their DTPs. Agencies and instrumentalities not under the control or supervision or attached to a department shall prepare and implement their own DTPs in consultation and coordination with the DBM and DILG.

The NGA DTPs shall identify and clarify the functions and services devolved to the LGUs, by level of LGU, based on RA No. 7160 and other relevant laws, and the strategy for and phasing of devolution to the LGUs. They shall also include the definition of standards for the delivery of devolved services; strategy for the capacity development of the LGUs; framework for monitoring and performance assessment of the LGUs; and an organizational effectiveness proposal to strengthen the department/agency in assuming "steering functions" as part of the devolution efforts.

The NGAs concerned may consult and collaborate with the DILG, National Economic and Development Authority (NEDA), Department of Finance (DOF), Civil Service Commission (CSC), and the Development Academy of the Philippines (DAP), and other resource institutions for technical assistance in the preparation of their respective DTPs.

The DTP shall be submitted by the NGAs concerned to the DBM within one hundred twenty (120) days from the effectivity date of this Order, for evaluation and approval.

Section 6. *Committee on Devolution.* A Committee on Devolution (ComDev) is hereby created to be composed of the following:

Chairperson:	Secretary, DBM
Co-Chairperson:	Secretary, DILG
Members:	Socioeconomic Planning Secretary, NEDA;
	Secretary, DOF;
	Executive Secretary; and
	Presidents of the Leagues of Provinces, Cities and Municipalities of the Philippines, the Liga ng mga Barangay ng Pilipinas, and the Union of Local Authorities of the Philippines.

The ComDev Chairperson, Co-Chairperson and Members from the government sector shall designate, within fifteen (15) days from the effectivity date of this Order, a senior official within their respective departments, with a rank not lower than an Undersecretary or its equivalent, to act as their permanent representative in the ComDev and who shall be responsible for overseeing their respective agency's overall

efforts on the implementation of this Order. Alternates from the various leagues shall be endorsed by their organizational heads.

The DBM shall provide secretariat services to the ComDev.

Section 7. *Functions of the ComDev.* The ComDev shall perform the following functions:

a. Oversee and monitor the implementation of administrative and fiscal decentralization goals of this Order consistent with RA No. 7160, as amended;
b. Evaluate the status and monitor the implementation of the DTPs of NGAs and LGUs, and ensure compliance of NG officials or employees and local chief executives or personnel, and initiate appropriate action(s) as may be warranted;
c. Resolve issues and concerns that may arise in the implementation of this Order, without prejudice to the respective mandates of its member-agencies in individually resolving the same;
d. Ensure the elimination of any regulatory or fiscal controls on the automatic release of LGU shares on national taxes, in accordance with Sections 286 and 293 of RA No. 7160, unless such restrictions are warranted under relevant laws;
e. Adopt mechanisms to ensure continuous delivery of public services by the NGAs and the LGUs during the transition period to full devolution;
f. Develop a strong communications plan and pursue strategies to effectively inform the public, as well as other stakeholders, on the delineation of the functions between the NGAs and the LGUs, and their respective accountabilities. For this purpose, the ComDev may tap the Presidential Communications Operations Office and its attached agencies and offices, call upon all NGAs, both the oversight and the affected agencies, to designate focal officials and personnel who shall participate in this information drive, and ensure the integration of the ComDev's key messaging and communications plan to their respective agencies' communication efforts;
g. Issue rules and regulations for the effective implementation of this Order within thirty (30) days from its effectivity, and thereafter, such other supplementat guidelines as may be appropriate;
h. Submit to the Office of the President an annual report on the implementation of this Order. The report shall include the status of implementation of the DTPs, as well as the recommendations of the ComDev based on the annual assessments thereof; and
i. Call on any relevant department, agency or office of the Executive Branch for the fulfillment of its functions and the accomplishments of the objectives of this Order, and ensure convergence of all government efforts on the devolution program.

Section 8. *Growth Equity Fund.* A Growth Equity Fund (GEF) shall be proposed by the ComDev to Congress to address issues on marginalization, unequal development, high poverty incidence and disparities in the net fiscal capacities of LGUs. The amount constituting the GEF shall be included by the DBM in the National Expenditure Program starting FY 2022 and thereafter, to cover the funding requirements of programs, projects and activities of poor, disadvantaged and lagging LGUs to gradually enable the full and efficient implementation of the functions and services devolved to them.

The GEF shall be released to the LGUs in accordance with the implementing rules and regulations to be prescribed by the Development Budget Coordination Committee. It shall be subject to the mechanisms and guidelines for an equitable, performance-based, and time-bound allocation and distribution of the fund to the LGUs.

Section 9. *Capacity Development.* The DILG, through its Local Government Academy (LGA), shall oversee the provision of capacity development interventions for local governments, and shall develop the appropriate mechanisms to ensure efficient utilization of government resources on this effort. The LGA shall harmonize all capacity development interventions by the DBM, NEDA, DOF, other NGAs, DAP and third-party service providers for the LGUs. It shall optimize the potential of the Local Governance National and Regional Resource Centers as the convergence platform for capacity development.

Further, the DILG, DBM and the Bureau of Local Government Finance of the DOF shall include public financial management processes, such as local planning, investment programming, resource mobilization and budgeting, in the capacity development of the LGUs to ensure that the allocation of the revenue

allotment for basic services and facilities is in accordance with Section 17 of RA No. 7160 and other relevant laws.

Moreover, the DILG shall develop other capacity development strategies, facilitate institutionalization of performance standards, and develop performance incentive mechanisms under the Seal of Good Local Governance to promote excellence in local governance.

To ensure continuity in the efficient and effective delivery of services, capacity development interventions shall, as far as practicable, be offered preferably to career or permanent local government personnel as a means of institutional strengthening.

Section 10. *Role of LGUs.* Consistent with Section 5 of this Order, all LGUs shall likewise prepare their DTPs in close coordination with the NGAs concerned, especially with regard to devolved functions and services critical to them. The DTPs of LGUs shall be used as a guide in the monitoring and performance assessment of the LGUs by the DBM, DILG and NGAs concerned.

In view of the devolution of certain functions from the NGAs, the LGUs shall also formulate their respective Capacity Development Agenda based on the assessment framework and guidelines to be issued by the DILG-LGA. The capacity development agenda shall be guided by, among others, the strategy for capacity development of the LGUs as contained in the NGA DTPs, local development thrusts, and performance goals and objectives.

In accordance with Section 8(f) of this Order, all LGUs are highly encouraged to formulate their respective communications plans and strategies which are aligned and complementary to the communications plan formulated and approved by the ComDev.

Local programs and policies shall be integrated and coordinated towards a common national goal and shall abide by the policies, standards and strategies which the NG may establish pursuant to the Guiding Principles in Section 2 of this Order.

Section 11. *Strengthening Planning, Investment Programming and Budgeting Linkage and Monitoring and Evaluation (M&E) Systems.* The vertical and horizontal linkages across different levels of government in development planning, investment programming and budgeting shall be strengthened to align NG, regional and local priorities. The Regional Development Councils shall set the strategic direction for the faster development of the regions, especially in the lagging areas, and facilitate the alignment of the local development and the land use plans with the goals, objectives and targets in the Updated Philippine Development Plan and the respective regional development plans.

The regional development investment programs shall contain the proposed intra- and inter-regional programs, projects and activities (PPAs) of regional line agencies to be funded by the NG, while the provincial/local development investment program (P/LDIP) of provinces, cities and municipalities shall contain their prioritized list of PPAs for funding by the LGUs. The annual investment program of the LGUs to be funded through local funds, borrowings and public-private partnerships shall be sourced from their respective P/LDIPs.

Horizontal linkages shall be strengthened through the improvement in the coordination, synchronization, and joint execution of programs and projects between and among the LGUs. In line with this, provincial governments are reminded of their oversight and coordination functions in the provision of services and implementation of projects within their provinces that cut across city/municipal borders.

Relative to this, the DILG, DOF, NEDA and DBM shall update existing circulars, and recalibrate the synchronized local and regional planning and budgeting calendars accordingly.

Further, results-based M&E systems shall be in place in the DILG, DBM, DOF and other NGAs to ensure the purposive conduct of evaluations by the agencies concerned, and to guarantee that the LGUs have assumed the devolved functions and services effectively in support of good governance, transparency, accountability and evidence-based decision making.

Section 12. *Personnel Options.* To the extent authorized by civil service laws, rules and regulations, personnel hired on a permanent basis, who may be affected by the devolution, shall have the option to:

    a. Apply for transfer to other units/offices within the department/agency/GOCC concerned without reduction in pay;

    b. Apply for transfer to other departments/agencies/GOCCs in the Executive Branch without reduction in pay; or

    c. Avail the retirement benefits and separation incentives as provided under Section 13 of this Order and, subject to the discretion of the LGUs, apply to vacant positions therein, provided that their reemployment shall be considered as new entry to the civil service and that they shall be subject to the compensation system of the LGU concerned.

Affected employees occupying medical/allied-medical items may apply for transfer to a Department of Health-supervised hospital of their choice.

The DBM and DILG, in coordination with the CSC and with prior consultation with the LGUs through their respective Leagues, shall develop and issue the guidelines, as may be necessary, to ensure the fair, orderly, and transparent implementation of this provision; provided, that the NGAs are authorized to institute their respective internal operationalization guidelines, subject to existing CSC and DBM rules and regulations.

Section 13. *Retirement/Separation Benefits.* Affected personnel with permanent appointments who would opt to retire or separate from the service shall be given the option to avail the retirement benefits under existing laws, if qualified.

In addition to said retirement benefits, the affected personnel who would opt to retire or separate from the service shall be entitled to the following separation incentives:

Length of Service	Rate
Less than eleven (11) years of service	% of the actual monthly basic salary for every year of government service
Eleven (11) to less than twenty-one (21) years of service	% of the actual monthly basic salary for every year of government service, computed starting from the 1st year
Twenty-one (21) to less than thirty-one (31) years of service	actual monthly basic salary for every year of government service, computed starting from the 1st year
Thirty-one (31) years of service and above	1 1/4 of the actual monthly basic salary for every year of government service, computed starting from the 1st year

The actual monthly basic salary shall refer to the salary of the affected personnel as of the date of approval of the department/agency's revised organizational structure and staffing pattern by the DBM.

A minimum of five (5) years of government service is required in order for affected personnel to be entitled to avail of the separation incentives; Provided, that for the purpose of computing the total amount of separation incentives that affected personnel shall receive, only the government service up to the age of fifty-nine (59) and a fraction thereof shall be counted. Government service starting at the age of sixty (60) shall no longer be subject to the separation incentives provided herein; Provided, further, that for the purpose of complying with the required number of years of service under RA No. 8291 or the "The Government Service Insurance System (GSIS) Act of 1997," the portability scheme under RA No. 7699 (Portability Law) may be applied, subject to existing policies and guidelines.

The retirement gratuity benefit of affected personnel who are qualified and shall avail of RA No. 1616, as amended, shall be paid by the GSIS. The GSIS shall no longer pay the refund of retirement premiums, both personal and government shares, of the affected personnel who will opt to retire under RA No. 1616.

Section 14. *Other Benefits of Retired/Separated Personnel.* The affected personnel who retired or separated from the service shall, on top of applicable statutory benefits, be entitled to the following:

a. Refund of Pag-IBIG contributions, both personal and government shares, of all affected members, pursuant to existing rules and regulations of the Home Development Mutual Fund; and

b. Commutation of unused vacation and sick leave credits of the affected personnel in accordance with existing civil service rules and regulations.

Section 15. *Prohibition on the Rehiring of Personnel.* Without prejudice to existing laws and regulations, affected personnel with permanent appointments who retired/separated from the service as a result of the devolution efforts shall be prohibited from reemployment in any agency of the Executive Branch, for a period of five (5) years, except as teaching and medical staff in educational institutions and hospitals, respectively.

The reemployment of the retired/separated personnel in the Executive Branch within the prohibited period shall cause the refund of the separation incentives received by subject personnel under Section 13 of this Order, on a pro-rated basis.

It is understood that the prohibition on the reemployment of the affected personnel shall not apply in the other branches of the Government and in the local governments.

However, the affected personnel who will opt to be reemployed in the local governments shall be subject to the prevailing compensation system in the LGU concerned.

The engagement of consultancy services of government personnel who retired or separated from the service as a result of the devolution efforts shall be governed by Section 7 of RA No. 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees," and other pertinent laws, rules and regulations.

Section 16. *Funding.* The amount necessary for the first year of implementation of this Order shall be sourced from existing appropriations in the case of NGAs, and the respective corporate funds of GOCCs, subject to availability thereof, and existing budgeting, accounting, and auditing rules and regulations. The amounts necessary for subsequent years shall be included in the budget proposals of the agencies concerned.

The funds for the separation incentive of the affected personnel in regular government agencies shall be provided by the NG, subject to existing and applicable budgeting, accounting, and auditing rules and regulations. The separation incentives for the affected personnel of GOCCs shall be sourced from their respective corporate funds. In case of deficiency of funds of GOCCs not exempted from the Salary Standardization Law, the NG may provide assistance in the payment of the separation incentives.

Section 17. *Non-interruption of Government Service.* This Order, or any guidelines, rules or regulations issued in pursuance thereof, or any initiative towards the transition of devolved functions from the NGAs to the LGUs, shall not operate to suspend or exempt any government office or personnel from compliance with the provisions of RA No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018."

Section 18. *Construction and Interpretation.* Any conflict between and among the provisions of this Order, or any guidelines, rules or regulations issued in pursuance thereof, shall be resolved or construed liberally in favor of the interpretation that would prevent any impediment in the delivery of public services by the NGAs and the LGUs..

Section 19. *Separability.* Should any part or provision of this Order be held unconstitutional or invalid, the other parts or provisions not affected thereby shall continue to be in full force or effect.

Section 20. *Repeal.* Executive Order Nos. 48 (s. 1998), 444 (s. 2005), and all other orders, rules and regulations, issuances, or any part thereof, inconsistent with the provisions of this Order are hereby repealed, amended or modified accordingly.

Section 21. *Effectivity.* This Order shall take effect immediately following its publication in the Official Gazette or in a newspaper of general circulation.

DONE, in the City of Manila, this 1st day of June, in the year of the Lord Two Thousand and Twenty-One.

(SGD.) **RODRIGO ROA DUTERTE**

By the President:
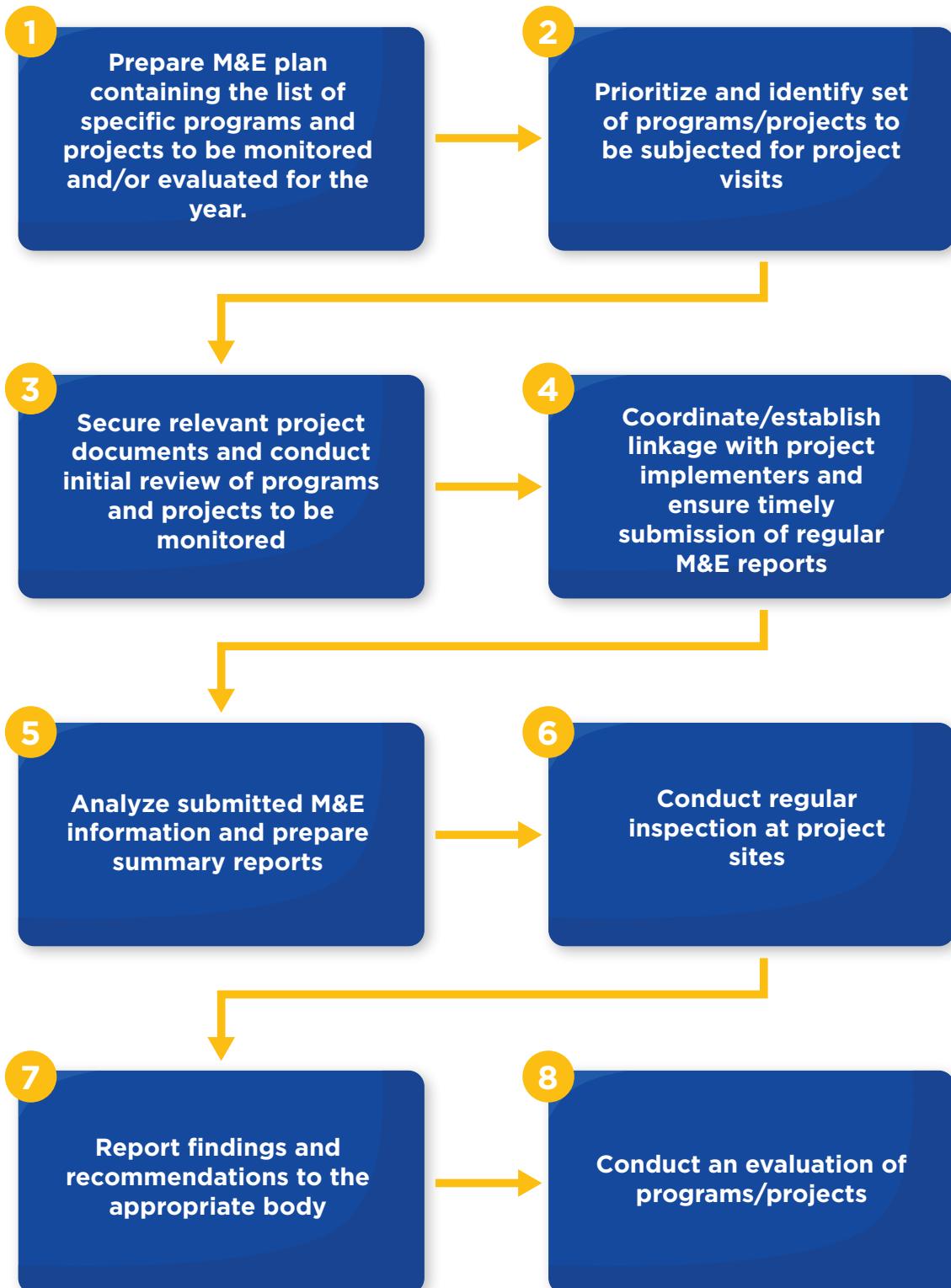
(SGD.) **SALVADOR C. MEDIALDEA**
Executive Secretary

MONITORING GUIDE FOR PROJECT MONITORING COMMITTEES

1 Prepare M&E plan containing the list of specific programs and projects to be monitored and/or evaluated for the year.

2 Prioritize and identify set of programs/projects to be subjected for project visits

3 Secure relevant project documents and conduct initial review of programs and projects to be monitored

4 Coordinate/establish linkage with project implementers and ensure timely submission of regular M&E reports

5 Analyze submitted M&E information and prepare summary reports

6 Conduct regular inspection at project sites

7 Report findings and recommendations to the appropriate body

8 Conduct an evaluation of programs/projects

01   PMCs must have their respective M&E plans prepared before the end of the preceding years as the basis for their regular monitoring. This plan should include specific programs and projects as defined in Section 2 of this manual for each level of PMCs. Regular updates of the status of said programs and projects should be obtained from the implementing agencies and processed by the PMCs.

02   From the list of projects[17] to be monitored and/or evaluated for the current year, the PMC should be able to schedule regular project field visits/inspections for a particular reporting period. This schedule of project visits will now be included in the M&E plan which the PMC will fund and visit in a particular period. Detailed programs of work on those projects to be visited must be secured prior to the actual visit.

03   Secure project documents such as feasibility studies, project approval/appraisal documents, project design matrix/logical framework, project M&E plan, contract documents, and operations manual, among others, and conduct initial review of programs and projects to be monitored based on information obtained from the said documents to ensure their readiness for regular M&E documents.

---

[17] *The PMCs at the sub-national levels may formulate their own criteria in prioritizing the programs/projects to be monitored/visited during regular field monitoring, in addition to those in the priority list provided by the NPMC Secretariat. Possible criteria include (a) minimum program/project cost threshold; (b) specific priority sectors/development themes of the locality (e.g., climate change adaptation and mitigation, disaster risk reduction, emergency response, peace and order, tourism, gender and development); and (c) problematic projects identified by the PMCs.*

04 Coordinate/establish linkage with project implementers, secure cooperation and active participation throughout the monitoring process, and ensure timely submission and accuracy of project reports/information, including the accomplished Harmonized Gender and Development Guidelines Project Implementation and Management, and Monitoring and Evaluation (HGDG PIMME) self-assessment checklist to ensure alignment with government's policies on gender equality. Such coordination/ linkage should include, among others, a briefing on the timing and scope of monitoring activities, courtesy call to local officials, and provision for a feedback mechanism on problems and issues encountered during project implementation.
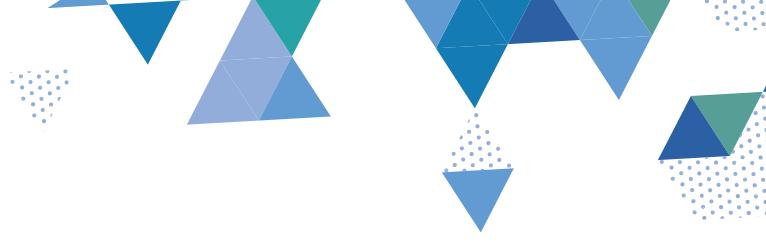
05 Analyze project/activity accomplishment reports and project exception reports submitted by project implementers, and NGOs or people's organizations, respectively. Prepare necessary summary M&E reports.

06 Conduct regular ocular inspection at project sites on those projects that have been programmed to be visited as well as those projects where verification or validation of reports is needed due to the magnitude of the delay and implementation issue/s being encountered. This activity will involve the following:

a. Coordination with counterparts from the concerned implementing agencies and local government units, and finalizing necessary arrangements days ahead of the planned inspection to ensure that the needed technical and logistical assistance will be provided by the aforementioned parties. This step is of paramount importance especially for inspections that may require additional security measures to be carried out such as those within conflict-affected territories or involving interventions related to peace and security.

b. Conduct of interviews with concerned project stakeholders, such as, project engineers, laborers, barangay officials, and residents of the locality, to validate the status of projects, reported problems/findings and to verify whether the project is being implemented in accordance with approved conditions, plans and specifications;

c. Comparison of reported accomplishments against approved implementation schedules to determine whether the project is behind or ahead of schedule. It also involves an examination of accomplishment chart/report or S-curve to detect slippage (difference between targeted/ programmed accomplishment and actual accomplishment). Ascertain whether the delay in project implementation is justifiable or not. Validate causes of delay which may include:

    i. lack of materials;
    ii. liquidity problems of contractors;
    iii. delayed release of funds;
    iv. force majeure (natural calamities);
    v. right-of-way problems; and
    vi. peace and order condition;

d. Investigation of any deviation from the approved conditions, plans and specifications. Some causes of deviation may include:

    i. modification/substitution of materials;
    ii. increase in the original quantities of any or all items of work;
    iii. reclassification of an existing item to another as provided for in the original contract;
    iv. decrease in the quantity of work due to under-runs or deletion of portions or sections of the project; and;
    v. non-adherence of contractor to the defined conditions in the contract (e.g., required number of personnel deployed on site);

e. Determination of whether deviations identified in Item d are authorized or covered by a Change Order, Extra Work Order, or Suspension Order;

f. Assessment of the quality of work whether it is in accordance with established engineering standards, quality control standards, or within the level of acceptability. Reference may be made to the results of the Materials/Quality Control Testing conducted by authorized personnel; and

g. Obtaining feedback from laborers, local officials, and concerned citizens to verify reported anomalies/irregularities.

07 Report findings and recommendations to the development councils or its Executive Committee (ExeCom) for deliberation/resolution/action based on desk review of monitoring reports and/or project inspections conducted. The ExeCom or RDC meeting should include a problem-solving item in its agenda. Problems and issues that cannot be resolved at the local levels shall be elevated to the next higher level or other appropriate bodies, as the case may be.

08 Secure project completion report, final inspection reports, and certificate of acceptance/turnover. Conduct an evaluation of selected completed projects which should contain an assessment of the lessons and insights drawn in the course of project implementation.

PROBLEM-SOLVING MECHANISMS

Development Councils/PMCs may initiate and conduct problem-solving sessions (PSS) at their level as the need arises to address issues and concerns related to the implementation of programs and projects. Problem-solving sessions may be conducted at the discretion of the Development Councils/PMCs based on the assessment of the implementation issue/s at hand. Nevertheless, the PMCs may develop their own standard methodology to determine programs/projects warranting the conduct of problem-solving sessions based on predetermined indicator/s which may include, but not limited to, the following:

a. negative physical slippage of at least 10 percent;[18]
b. persistence/recurrence of implementation issues for two consecutive quarters;
c. delays being experienced in its major ongoing activities in the critical path or in any ongoing component/deliverable;
d. presence of issues that may affect or pose a threat to the continuity of operations or service delivery, may result in legal sanctions or damage to the agency's or the PMO's reputation, or loss of public trust or confidence; and
e. as requested by the implementing agency/relevant stakeholder. Each Development Council/PMC shall exhaust all means to resolve the problems/issues at their level.

The following procedure should apply in the project facilitation activity at the regional, provincial, city, and municipal levels:

a. Once the projects to be subjected to PSS have been determined, the PMC shall assess implementation issue/s based on the information provided by implementing agencies and other involved parties through the submitted RPMES reports or other monitoring instruments, such as project inspection reports.

b. The PMC shall conduct a problem-solving session with the implementing agencies and concerned parties to discuss the causes of issues, provide/ formulate recommendations, and agree on the next steps to resolve the issue as immediate as possible. If the issues are left unresolved and

---

[18] *Per Section 4.2 of the GPPB Circular 03-2019 or the "Guidance on Contract Termination due to Fifteen Percent (15%) Negative Slippage by the Contractor in Infrastructure Projects", a contract incurring 10% slippage shall be issued a final warning and be required to come-up with a revised detailed "catch-up" program with weekly physical targets together with the required additional input resources. The implementing unit is also required to intensify on-site supervision and evaluation of the project performance to at least once a week and prepare contingency plans for a possible termination of the contract or take-over of the work by administration or contract.*

require further intervention, the PMC shall refer to said issues and submit the formulated recommendations to the Development Council or its Executive Committee (ExeCom).

c. The Development Council or its ExeCom shall include a problem-solving session as an agenda item in its meetings to discuss the problems/issues and agree on the next steps toward their resolution. All implementers of subject projects and stakeholders involved in the issue shall be invited to participate in this activity.

d. Agreements during the problem-solving session conducted by the Development Council or its ExeCom shall be documented and followed up to ensure actions are being taken by the identified responsible entities.

e. If unresolved, the Development Council or its ExeCom shall elevate the issue/s to the next higher Development Council/PMC.

Monitoring of the implementation of the remedial measures will be conducted by respective PMCs.

PROCEDURES FOR MEASURING PROJECT PERFORMANCES

A. PHYSICAL PERFORMANCE

The steps below provide a sample computation for the physical performance of a program/project with two components and each component having two output indicators.

Output indicators specify the key tangible goods and services the organization/intervention will deliver. Whether the output indicators pertain to hard/tangible outputs (e.g., roads constructed, pipelines laid, PMOs established) or soft outputs (e.g., training conducted, policy dialogues conducted, participating policymakers), the procedure for computing the physical performance is the same, as outlined in the succeeding steps.

1. Determine the weight per component by dividing the cost of each component by the total project cost. The sum of the weights of all components must be equal to 1.

$$\text{Weight per Component} = \frac{\text{Component Cost}}{\text{Total Project Cost}}$$

Component (a)	Component Cost (PHP M) (b)	Weight (c) = (b) /total of (b)
Component 1	1,300.00	0.56
Component 2	1,020.00	0.44
Total	2,320.00	1.00

2. Compute the target and actual physical accomplishment per component.

2.1 Since this program/project has multiple output indicators, compute first the target and actual physical accomplishment to date (in percentage) of each output indicator (highlighted in green); then compute the slippage (highlighted in yellow).

Component	Output Indicator	End-of-Project Target	Target as of End of Current Quarter	Actual as of End of Current Quarter	Physical Accomplishment as of End of Current Quarter (%)		
					Target	Actual	Slippage
(a)	(b)	(c)	(d)	(e)	(f) = (d)/(c) x100	(g) = (e)/(c) x100	(h) = (g)-(f)
Component 1							
	Output Indicator 1.1 (in unit x)	120.00	90.00	75.00	75.00	62.50	-12.50
	Output Indicator 1.1 (in unit y)	28.00	26.00	18.00	92.86	64.29	-28.57
Component 2							
	Output Indicator 2.1 (in unit z)	34.00	34.00	34.00	100.00	100.00	0.00
	Output Indicator 2.2 (in unit z)	4.00	1.00	2.00	25.00	50.00	25.00

3. Determine the weights per output (highlighted in green) and compute the weighted target and actual physical accomplishment to date per output.

3.1 Determine the sum of the weighted accomplishments of the outputs. This becomes the weighted target and actual physical accomplishment (in percentage) at the component level (highlighted in yellow).

Component	Output Indicator	Component Cost (PHP M)	Weight	Physical Accomplishment as of End of Current Quarter (%)		Weighted Physical Accomplishment at the Component Level as of End of Current Quarter (%)		
				Target	Actual	Target	Actual	Slippage
(a)	(b)	(c)	(d) = (c) / total of (c)	(e)	(f)	(g) = (e)x(d)	(h) = (f)x(d)	(i) = (h)-(g)
Component 1								
	Output Indicator 1.1 (in unit x)	900.00	0.69	75.00	62.50	51.75	43.13	-8.62
	Output Indicator 1.1 (in unit y)	400.00	0.31	92.86	64.29	28.79	19.93	-8.86
TOTAL		1,300.00	1.00			80.54	63.05	-17.48

Component	Output Indicator	Component Cost (PHP M)	Weight	Physical Accomplishment as of end of Current Quarter (%)		Weighted Physical Accomplishment at the Component Level as of end of Current Quarter (%)		
				Target	Actual	Target	Actual	Slippage
(a)	(b)	(c)	(d) = (c) / total of (c)	(e)	(f)	(g) = (e)x(d)	(h) = (f)x(d)	(i) = (h)-(g)
Component 2								
	Output Indicator 2.1 (in unit z)	995.00	0.98	100.00	100.00	98.00	98.00	0.00
	Output Indicator 2.2 (in unit z)	25.00	0.02	25.00	50.00	0.50	1.00	0.50
TOTAL		1,020.00	1.00			98.50	99.00	0.50

4. Given the computed weighted physical accomplishment at the component level, compute the weighted physical accomplishment of each component at the project level (highlighted in green) by applying the weight by component determined in step 1. Then sum up the weighted accomplishments of the components to arrive at the overall weighted physical accomplishment at the project level (highlighted in yellow).

Component	Component Cost (PHP M)	Weight	Weighted Physical Accomplishment at the Component Level as of End of Current Quarter (%)		Weighted Physical Accomplishment at the Project Level as of End of Current Quarter (%)		
			Target	Actual	Target	Actual	Slippage
(a)	(b)	(c) = (b) / total of (b)	(d)	(e)	(f) = (d)x(c)	(g) = (e)x(c)	(h) = (g)-(f)
Component 1	1,300.00	0.56	80.54	63.05	45.10	35.51	-9.79
Component 2	1,020.00	0.44	98.50	99.00	43.34	43.56	0.22
TOTAL	2,320.00	1.00			88.54	78.87	-9.57

B. FINANCIAL PERFORMANCE

Funding Support = actual allotment made against the appropriation for the project.

Component	Allotment/Appropriation (PHP M)	Funding Support (%)
Component 1	(900/1,300)*100%	69.23
Component 2	(980/1,020)*100%	96.08
TOTAL	**(1,880/2,320)*100%**	**81.03**

Funds Utilization = actual disbursements made by the project against allotment.

Component	Disbursement/Allotment (PHP M)	Funds Utilization (%)
Component 1	(690/900)*100%	76.67
Component 2	(820/980)*100%	83.67
TOTAL	**(1,510/1,880)*100%**	**80.32**

Summary of Financial Accomplishments/Performance

Component	Appropriation (PHP M)	Allotment (PHP M)	Disbursement (PHP M)	Funding Support (%)	Funds Utilization (%)
Component 1	1,300.00	900.00	690.00	69.23	76.67
Component 2	1,020.00	980.00	820.00	96.08	83.67
TOTAL	**2,320.00**	**1,880.00**	**1,510.00**	**81.03**	**80.32**

REPORT TEMPLATES

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

INITIAL PROJECT REPORT

CY [Year]

Implementing Agency: _____

Program/ Project Title	Component Details	Fund Source	Funding Agency	Mode of Implemen-tation	Total Program/ Project Cost (PHP)	Sector	Location			Start Date (mm-dd-yy)	End date (mm-dd-yy)	Remarks	Target Employment Generated		Output Indicators	Month	Financial Targets	Physical Targets (in %)	Targets of Output Indicator 1	Targets of Output Indicator 2	Targets of Output Indicator 3	Targets of Output Indicator 4	Targets of Output Indicator 5
							Province	City/ Municipality	Barangay				M	F									
Project 1	Component 1. Component 2.														Output Indicator 1: Km of road constructed	Total Target for the Year							
																January							
																February							
															Output Indicator 2: Ha. Of irrigation service area generate	March							
																April							
																May							
																June							
															Output Indicator 3. No. of houses constructed	July							
																August							
																September							
															Output Indicator 4: No. of farmers trained in agro-business	October							
																November							
															Output indicator 5. No. of pupils provided with school supplies	December							

Submitted by:	Approved by:
Designation/Office:	Head of Agency/Office
Date:	Date:

RPMES FORM 1

RPMES FORM 1

FORM TITLE
▸ Initial Project Report

PURPOSE
▸ This report is used to record the basic information on program/projects–both ODA and locally-funded–that are being implemented by the agency, GOCC or LGU. It will contain the following information, to wit: name of project, component details, fund source, mode of implementation, total program/project cost, location, implementation schedule, overall physical and financial targets for the year and by month, output indicators and corresponding monthly targets, and employment generated by the project disaggregated by sex. This report shall be accomplished by implementing agency/unit.

RESPONSIBILITY
▸ Implementing Agency/Unit

DEFINITION OF ENTRIES

Implementing Agency

▸ Name of Agency/GOCCs/LGUs/Provincial Project Monitoring Committees (PPMCs)/HUCs/State Universities and Colleges (SUCs), Regional Line Agencies (RLAs) that implements the program/project.

Program/ Project Title	‣	Title of program/project as found in the approved program of work, loan or grant agreement.
Component Details	‣	Components of the program/project as identified in program/project documents.
Fund Source	‣	Indicate source of fund for the project (e.g., ODA loan, ODA grant, ODA loan and grant, LFP, PPP, NTA, Local Development Fund).
Funding Agency	‣	Applicable to ODA-funded programs/projects only. Indicate the development partner (e.g., World Bank, Asian Development Bank, Japan International Cooperation Agency).
Mode of Implementation	‣	Indicate how the program/project will be implemented if:

- a. by administration;
- b. by contract (state name of contractor);
- c. implemented by the development partner/ funding agency (state the name of the funding agency); and
- d. coursed through NGOs/CSOs (state the name of the organization).

Total Program/ Project Cost (PHP, in exact figures)	‣	**For Projects** – Approved cost needed for the implementation of the project from start until the end (in exact PHP figures).
	‣	**For Programs** – Approved Appropriations for the current fiscal year may be used as the Total Program Cost.

Sector	Refers to the sector[19] of the program/project:	
	▸ **General Public Services** – All programs and projects that provide planning, financial, administrative, legal and legislative services to the front-line services of the LGU.	
	▸ **Social Services** – All programs and projects that promote the well-being and general welfare of constituents or people like education, health, public safety, and protection of the marginalized and disadvantaged members of the society, shall be classified within this sector.	
	▸ **Economic Services** – All programs and projects directed towards promoting growth in the economy, using all factors in production, like increasing productivity in agriculture and all other industries, generating employment and other livelihood projects.	
	▸ **Other Services** – All programs and projects that cannot be categorized in any of the sectors identified above.	
Location (Province)	▸ Province where the program/project is implemented	
Location (City/ Municipality)	▸ City/municipality where the program project is implemented	
Location (Barangay)	▸ Barangay where the program/project is implemented	

---

[19] *As provided in the Local Government Code and reflected in the Budget Operations Manual for Local Government Units (LGUs), specifically under the Local Budget Preparation Form No. 7 (Statement of Fund Allocation by Sector).*

Start Date	Date when the project is expected to start.
	‣ **For ICC-approved projects,** the approved start date should be reflected (based on latest approval).
	‣ **For non-ICC-approved projects,** start date is the first year it has appropriations.
	‣ **For purely-GPH funded projects,** they shall be considered ongoing upon commencement of the earliest project activity in any component, (e.g., civil works, procurement, DED, ROW acquisition, resettlement, capacity development, setting up of PMO, among others) when project budget is already available.
	For Programs – earliest program activity within the year when budget is already available.
End date	‣ Date when the project is expected to be completed. The latest approved completion date should be reflected.
Remarks	‣ Provide information on the previously approved end dates, if applicable. May also include information on the program/project beneficiaries disaggregated by sex, if available.
Targets of Output Indicator	‣ Target male employment to be generated by the program/project expressed in number of persons.
Target Employment Generated (Female)	‣ Target female employment to be generated by the program/project expressed in number of persons.

Output Indicator	▸ Indicate the unit of the major output indicators (at most 5) where accomplishment is to be measured as indicated in program/project documents (e.g., km, ha, beneficiaries, houses). For programs/projects with more than five available output indicators, selection of major output indicators to be listed in this form may be based on:
	a. degree of relevance/contribution to the program/project objectives and/or
	b. share in total program/project cost.
	▸ An output indicator specifies the key tangible goods and services the organization/intervention will deliver. They define the project management's terms of accountability that have to be achieved by the end of intervention period.

MONTHLY TARGETS

Financial Targets	▸ Amount programmed for implementation of the program/project with corresponding monthly targets for the year (in exact PHP amounts).
Physical Targets (in %)	▸ Monthly overall physical target of the program/project for the year in percent.
Targets of Output Indicator	▸ Monthly targets of the selected major outputs indicators (at most 5) expressed in the unit indicated in the Output Indicator column. For program/project with moving targets, kindly indicate "N/A."
Total Target for the Year	▸ Represents the total targets for the calendar year.
Frequency and Deadline	▸ Annual; For submission to the RPMC Secretariat by the end of first quarter of each year.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Head of the Agency/Office.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT

As of **[Month] [Year] (Quarterly)**

Implementing Agency: _____

Program/Project Title	Implementation Schedule		Fund Source	Funding Agency	Total Program/ Project Cost (PHP)	Financial Status (in PHP exact figures)						Output Indicator	End-of-Project Target	Target to date	Actual to date	Employment Generated		Remarks
	Start Date (mm-dd-yyyy)	End Date (mm-dd-yyyy)				Appropriations	Allotment	Obligations	Disbursements	Target OWPA to date (%)	Actual OWPA to date (%)	Slippage					M	F	

Submitted by:	Approved by:
Designation/Office:	Head of Agency/Office
Date:	Date:

RPMES FORM 2

RPMES FORM 2

FORM TITLE
▸ Physical and Financial Accomplishment Report

PURPOSE
This report will be used to document status of ongoing program/projects–both ODA and locally-funded–that are being implemented by the agency, GOCC, or LGU, etc. It shall contain the following information:

▸ **Physical** – Actual progress of programs/ projects against the target/scheduled accomplishments, including information on employment generated, initial observable results, problems encountered and measures taken/to be taken in order to address such issues; and

▸ **Financial** – Accounts for the appropriation, allotment, obligations, and disbursements. Financial report shall also account for reason(s) behind low disbursements, if applicable.

RESPONSIBILITY
▸ Implementing Agency/Unit

DEFINITION OF ENTRIES

Implementing Agency	▸ Name of Agency/GOCCs/LGUs/PPMCs/HUCs/State SUCs/RLAs that implements the project.
Program/ Project Title	▸ Title of project/program as found in the approved program of work, loan or grant agreement.

| **Implementation Schedule** | ‣ Month, day, year when the project is expected to start and to be completed (format: Month-Day-Year). |

Start Date

Date when the project is expected to start.

‣ **For ICC-approved projects,** the approved start date should be reflected (based on latest approval).

‣ **For non-ICC-approved projects,** start date is the first year it has appropriations.

‣ **For purely-GPH funded projects,** they shall be considered ongoing upon commencement of the earliest project activity in any component, (e.g., civil works, procurement, DED, ROW acquisition, resettlement, capacity development, setting up of PMO, among others) when project budget is already available.

For Programs – earliest program activity within the year when budget is already available.

End Date

‣ Date when the project is expected to be completed. The latest approved completion date should be reflected.

Fund Source

‣ Indicate source of fund for the project (e.g., ODA loan, ODA grant, ODA loan and grant, LFP, PPP, NTA, Local Development Fund).

Funding Agency

‣ Applicable to ODA-funded programs/projects only. Indicate the development partner (e.g., World Bank, Asian Development Bank, Japan International Cooperation Agency).

 Total Program/ Project Cost	‣ **For Projects** – Approved cost needed for the implementation of the project from start until the end (in exact PHP figures).	
	‣ **For Programs** – Approved Appropriations for the current fiscal year may be used as the Total Program Cost.	

FINANCIAL STATUS

Appropriations	An authorization pursuant to laws or other legislative enactment, hence, required Congressional action, directing the spending of public funds for a specific purpose, up to a specified amount under specified conditions (DBM, 2019). ‣ **Programs –** Total appropriations for the current fiscal year, in exact PHP figures (net of adjustments [transfer to other agencies] /reversions to the National Treasury). ‣ **Projects –** Total cumulative appropriations from the start of the project to the end of the reporting period, in exact PHP figures (net of adjustments/ reversions to the National Treasury).
Allotment	Authorization issued to an agency, permitting the agency to commit/incur obligation and/or pay out funds within a specified period of time within the amount specified (DBM, 2019). ‣ **Programs –** Total allotment for the current fiscal year, in exact PHP figures. ‣ **Projects –** Total cumulative allotment from the start of the project to the end of the reporting period, in exact PHP figures.

	Obligations	A commitment by a government agency arising from an act of a duly authorized official which binds the government to the immediate or eventual payment of a sum of money. (DBM, 2019).

▸ **Programs –** Total obligation for the current fiscal year, in exact PHP figures.

▸ **Projects –** Total cumulative obligations from the start of the project to the end of the reporting period, in exact PHP figures (net of adjustments / reversions to the National Treasury).

	Disbursements	Settlement/liquidation/payment of an obligation incurred in the current or prior years, involving cash or non-cash transactions and covered by disbursement authorities (DBM, 2019).

▸ **Programs –** Total disbursements for the current fiscal year, in exact PHP figures.

▸ **Projects –** Total cumulative disbursements from the start of the project to the end of the reporting period, in exact PHP figures.

PHYSICAL ACCOMPLISHMENT

	Target Overall Weighted Physical Accomplishment (OWPA) to date (%)	▸ Work scheduled to be accomplished from start of project implementation up to the reporting period (refer to Appendix D for the computation of OWPA).
	Actual OWPA to date (%)	▸ Actual work accomplished from start of implementation up to the reporting period in percentage.

| **Slippage** | ▸ Difference between actual accomplishment to date and target accomplishment as of reporting period; result may be positive (which means the project is ahead of schedule), negative (behind-schedule), or zero (on-schedule). |

| **Output Indicator** | ▸ Indicate the unit of the major output indicators (at most 5) where accomplishment is to be measured as indicated in program/project documents (e.g., km, ha, beneficiaries, houses). For programs/projects with more than five available output indicators, selection of major output indicators to be listed in this form may be based on:

  a. degree of relevance/contribution to the program/project objectives; and/or
  b. share in total program/project cost.

▸ An output indicator specifies the key tangible goods and services the organization/intervention will deliver. They define the project management's terms of accountability that have to be achieved by the end of intervention period. |

| **End-of-Project Target** | ▸ Target quantity to be accomplished by project completion as agreed between implementing agency and funding agency, if any. |

| **Target to Date** | ▸ Target accomplishment as of the reporting quarter which are expressed in units of respective output indicators. |

| **Actual to Date** | ▸ Actual accomplishment as of the reporting quarter which are expressed in units of respective output indicators. |

| **M** | ▸ Employment generated (expressed in number of males). |

| **F** | ▸ Employment generated (expressed in number of females). |

| **Remarks** | Additional/supporting information on the reported physical and financial accomplishment of the project, such as but not limited to the following:

- accomplishments, such as on number of subprojects/components/major outputs completed

- list of major works that are ongoing, suspended, or terminated;

- specify including whether the project is suspended or terminated;

- reasons for physical and financial performance;

- actions to be taken relative to the status of accomplishments (e.g., for site inspection, to be subjected to problem-solving session);

- previous approved end dates, if applicable; and

- limitations in reporting information required in the form (e.g., "No available disaggregation of employment generated by sex").

- information on the program/project beneficiaries disaggregated by sex, if available. |

| **Frequency and Deadline** | - Quarterly; For submission to the RPMC Secretariat 1 month after the reporting quarter. |

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Head of the Agency/Office.

RPMES FORM 3 REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

PROJECT EXCEPTION REPORT

As of [Month] [Year] (Quarterly)

Implementing Agency/NGOs/Concerned Citizens: _____

Program/Project Title	Implementing Agency	Sector	Location			Findings	Typology	Issue Status	Reasons	Actions Taken	Actions to be Taken
			Province	City/Municipality	Barangay						

Submitted by:		Approved by:	
Designation/Office:			Head of Agency/Office
Date:		Date:	

RPMES FORM 3

RPMES FORM 3

FORM TITLE
- Project Exception Report

PURPOSE
- This form is used when implementation problems are encountered, especially when immediate action by the PMC or Development Council is needed, or when project implementation has been outstanding.
  - **Issues** – Problems encountered that affects/ contribute to the delays in project implementation.
  - **Best practice** – Factors that affect/ contribute to the outstanding performance and achievement of project outcomes and impact.

RESPONSIBILITY
- Implementing Agency or Unit/GOCCs/LGUs/ PPMCs/HUCs/SUCs/RLAs that implement projects, NGO or concerned citizen.

DEFINITION OF ENTRIES

Implementing Agency/NGO/ Concerned Citizen	‣ Name of organization/entity that accomplishes the form
Program/Project Title	‣ The official title as indicated in official program/ project documents (e.g., loan/grant agreement for ODA, contracts, budget documents)

Implementing Agency	‣ Name of Agency/GOCC/LGU/PPMCs/HUCs/SUCs/ RLAs that implements the program/project.
Sector	Refers to the sector[20] of the program/project: ‣ **General Public Services** – All programs and projects that provide planning, financial, administrative, legal and legislative services to the front-line services of the LGUhe front-line services of the LGU. ‣ **Social Services** – All programs and projects that promote the well-being and general welfare of constituents or people like education, health, public safety, and protection of the marginalized and disadvantaged members of the society, shall be classified within this sector. ‣ **Economic Services** – All programs and projects directed towards promoting growth in the economy, using all factors in production, like increasing productivity in agriculture and all other industries, generating employment and other livelihood projects. ‣ **Other Services** – All programs and projects that cannot be categorized in any of the sectors identified above.
Location (Province)	‣ Province where the program/project is implemented .
Location (City/ Municipality)	‣ City/municipality where the program project is implemented.
Location (Barangay)	‣ Barangay where the program/project is implemented.

---

[20] *As provided in the Local Government Code and reflected in the Budget Operations Manual for LGUs, specifically under the Local Budget Preparation Form No. 7 (Statement of Fund Allocation by Sector).*

Findings	‣ Description of an **issue** (operational constraints/concerns observed during project implementation) or an **outstanding performance of a project** (note: allow only one finding per row).
Typology	For each finding, choose the applicable typology from the following (applicable to both issue and best practice):

‣ **Site Condition/Availability -** Issues on availability of site; inadequacy of existing site structures; unanticipated geological conditions; environmental contamination/liabilities; archaeological and cultural heritage discoveries; right-of-way, land acquisition, and resettlement; peace and order concerns.

‣ **Procurement -** Delays in procurement and pre-procurement activities (e.g., bidding failure, collapse in negotiations).

‣ **Government/Funding Institution Approvals -** Difficulties in obtaining Government or funding institution approvals or required clearances (e.g., issuance of Special Presidential Authority).ntial Authority).

‣ **Budget and Funds Flow -** Delayed or inadequate fund releases; adverse movement of interest or exchange rates; budgetary cuts, etc.

‣ **Design, Scope, Technical Specifications -** Faulty/inadequate design resulting in facilities which are substandard, unsafe, or incapable of delivering the services at anticipated cost and specified level of service. Includes low demand for outputs (e.g., credit facilities due to uncompetitive relending rates) and changes in scope and output specifications outside the agreed range.

‣ **Performance of Contractors/Consultants -** Failure of contractor/consultant to provide contracted services to specifications; financial demands on the contractor/consultant exceed its financial capacity.

- **Capacity of Project Management Unit and Other Implementing Partners -** Difficulties in recruitment; turnover of staff affecting program/project implementation; low technical capacity of the PMU to manage/implement the program/project.

- **Institutional Support -** Where the program/project relies on complementary government, NGO, CSO support, and such support is withdrawn, varied, or deemed inadequate, adversely affecting program/ project implementation.

- **Inputs and Costs -** Inputs are unavailable in required quantities or of inadequate quality, or inputs cost more than anticipated, which may be due to price escalation or the effects of inflation, among others.

- **Legal and Policy Issuances -** Where there is a statutory regulation involved, changes are imposed adversely affecting program/project implementation. There may also be a change in law/policy which has adverse consequences on the program/project.

- **Sustainability, Operations, and Maintenance -** Formal exit strategies (e.g., on O&M) are not formulated; organizational changes/inadequacies (including O&M budget and personnel) prevent continuity of work or program/project outputs/ services/benefits, among others.

- **Force Majeure -** Inability to meet service delivery caused by reason of force majeure events (e.g., earthquake, major typhoons).

- **Others -** Issues/concerns/aspects of project implementation which do not fall under any category cited.

Issue Status

- Indicate whether the issue is "current" or "resolved" as of end of the reporting period (applicable only to issues).

🔍 **Reasons**	‣	Indicate events, incidents, etc. that have caused the problems or factors, practice or strategies that contributed to the outstanding performance or facilitated smooth implementation.
👆 **Actions Taken**	‣	Indicate key remedial measures taken from the time when the issue was reported until the end of the reporting period. Include corresponding status of actions taken as of end of the reporting period (applicable only to issues.
⚙️ **Actions to be Taken**	‣	Indicate specific actions to be carried out by the concerned agencies and stakeholders, and corresponding timeline (only applicable to issues).
📅 **Frequency and Deadline**	‣	Quarterly; for submission to the RPMC one month after the reporting quarter.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Head of the Agency/Office.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

PROJECT RESULTS

As of December [Year]

Implementing Agency: _____

Program/Project Title	Program/Project Objectives	Results/Outcome Indicator/Target	Observed Results/Outcome/Impact

Submitted by:

	Approved by:	
Designation/Office		Head of Agency/Office
Date:	Date:	

RPMES FORM 4

RPMES FORM 4

FORM TITLE
‣ Project Results

PURPOSE
‣ This form shall provide information on the initial results/outcomes derived from implementing the project. These results/outcomes should be based on the indicators in the logical framework (i.e., for ICC approved projects – ICC PE Form 6), feasibility studies, and project proposal documents.

‣ For projects without a logical framework, the implementing agency/unit may adopt the objectives and results/outcome indicators/ targets of the program to which the project contributes/falls under based on the agency's Program Expenditure Classification (PREXC).

RESPONSIBILITY
‣ Implementing Agency or Unit/GOCC/LGU/ PPMCs/HUCs/SUCs/RLAs that implements the project.

DEFINITION OF ENTRIES

Implementing Agency
‣ Name of Agency/GOCC/LGU/PPMCs/HUCs/SUCs RLAs that implements the program/project.

Program/Project Title
‣ The official title as indicated in official program/ project documents (e.g., loan/grant agreement for ODA, contracts, budget documents).

Program/Project Objective/s	▸	Consists of the Goal and Purpose as indicated in the project's logical framework (ICC P Form 6), feasibility studies, and project proposal documents.
	▸	For projects without a logical framework, the implementing agency may adopt the objectives and results/outcome indicators/targets of the program to which the project contributes/falls under based on the agency's Program Expenditure Classification (PREXC).
Results Indicator/Target	▸	Indicators which will measure/indicate in concrete, observable and objectively verifiable terms, to what extent the expected results have been achieved; should have Quality, Quantity, Time, Area and Beneficiaries dimensions.
	▸	Results refer to the project objective as stated in the narrative summary of the project's logical framework (ICC PE Form 6), feasibility studies, and project proposal documents.
	▸	For projects without a logical framework, the implementing agency may adopt the objectives and results/outcome indicators/targets of the program to which the project contributes/falls under based on the agency's Program Expenditure Classification (PREXC).
Observed Results	▸	Actual results (outcome/goals) derived from implementation (cumulative as of end of the reporting period which may be based on the regular outcome monitoring or completed evaluation studies).
Frequency and Deadline	▸	Annual; for submission to the RPMC Secretariat on or before January 31 of every year.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Head of the Agency/Office.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

SUMMARY OF FINANCIAL AND PHYSICAL ACCOMPLISHMENTS

As of [Month] [Year] (Quarterly)

Program/ Project Title	Implementing Agency	Implementation Schedule		Sector	Fund Source	Funding Agency	Total Program/ Project Cost (PHP)	Financial Status (in PHP exact figures)						Physical Accomplishment			Employment Generated		Remarks
		Start Date (mm-dd-yyyy)	End Date (mm-dd-yyyy)					Appropriations	Allotment	Obligations	Disbursements	Funding Support (%)	Fund Utilization (%)	Target OWPA to date (%)	Actual OWPA to date (%)	Slippage	M	F	

Submitted by:

Designation/Office

Date:

Approved by:

Regional Director

Date:

RPMES FORM 5

RPMES FORM 5

FORM TITLE	‣ Summary of Physical and Financial Accomplishment including Project Results

PURPOSE	‣ This form is the report of the PMC on financial and physical status of project implementation. It will contain the project title, funding source, implementation schedules (original or revised), financial and physical performance, and employment generated by the project disaggregated by sex. This output shall likewise discuss initial observable results derived from the implementation of the project.

RESPONSIBILITY	‣ RPMC

DEFINITION OF ENTRIES

Program/Project Title	‣ Title of project/program as found in the approved program of work, loan, or grant agreement.
Implementing Agency	‣ Name of Agency/GOCC/LGU/PPMCs/HUCs/SUCs/RLAs that implements the program/project.
Implementation Schedule	‣ Month, day, year when the project is expected to start and to be completed (format: Month-Day-Year).

Start Date

Date when the project is expected to start.

- **For ICC-approved projects,** the approved start date should be reflected (based on latest approval).

- **For non-ICC-approved projects,** start date is the first year it has appropriations.

- **For purely-GPH funded projects,** they shall be considered ongoing upon commencement of the earliest project activity in any component (e.g., civil works, procurement, DED, ROW acquisition, resettlement, capacity development, setting up of PMO, among others) when project budget is already available.

For Programs – earliest program activity within the year when budget is already available.

End date

- Date when the project is expected to be completed. The latest approved completion date should be reflected.

Sector

Refers to the sector[21] of the program/project:

- **General Public Services** – All programs and projects that provide planning, financial, administrative, legal and legislative services to the front-line services of the LGU.

- **Social Services** – All programs and projects that promote the well-being and general welfare of constituents or people like education, health, public safety, and protection of the marginalized and disadvantaged members of the society, shall be classified within this sector.

---

[21] *As provided in the Local Government Code and reflected in the Budget Operations Manual for LGUs, specifically under the Local Budget Preparation Form No. 7 (Statement of Fund Allocation by Sector).*

- **Economic Services** – All programs and projects directed towards promoting growth in the economy, using all factors in production, like increasing productivity in agriculture and all other industries, generating employment and other livelihood projects.

- **Other Services** – All programs and projects that cannot be categorized in any of the sectors identified above.

Fund Source	‣ Indicate source of fund for the project (e.g., ODA loan, ODA grant, ODA loan and grant, LFP, PPP, NTA, Local Development Fund).
Funding Agency	‣ Applicable to ODA-funded programs/projects only. Indicate the development partner (e.g., World Bank, Asian Development Bank, Japan International Cooperation Agency).
Total Program/ Project Cost (PHP, in exact figures)	‣ **For Projects** – Approved cost needed for the implementation of the project from start until the end (in exact PHP figures). ‣ **For Programs** – Approved Appropriations for the current fiscal year may be used as the Total Program Cost (in exact PHP figures).

FINANCIAL STATUS

Appropriations

An authorization pursuant to laws or other legislative enactment, hence, required Congressional action, directing the spending of public funds for a specific purpose, up to a specified amount under specified conditions (DBM, 2019).

- **Programs –** Total appropriations for the current fiscal year, in exact PHP figures (net of adjustments (transfer to other agencies) /reversions to the National Treasury).

- **Projects –** Total cumulative appropriations from the start of the project to the end of the reporting period, in exact PHP figures (net of adjustments / reversions to the National Treasury).

Allotment	Authorization issued to an agency, permitting the agency to commit/incur obligation and/or pay out funds within a specified period of time within the amount specified (DBM, 2019).

▸ **Programs –** Total allotment for the current fiscal year, in exact PHP figures.

▸ **Projects –** Total allotment for the current fiscal year, in exact PHP figures.

Obligations	A commitment by a government agency arising from an act of a duly authorized official which binds the government to the immediate or eventual payment of a sum of money (DBM, 2019).

▸ **Programs –** Total obligation for the current fiscal year, in exact PHP figures .

▸ **Projects –** Total cumulative obligations from the start of the project to the end of the reporting period, in exact PHP figures (net of adjustments/reversions to the National Treasury).

Disbursements	Settlement/liquidation/payment of an obligation incurred in the current or prior years, involving cash or non-cash transactions and covered by disbursement authorities (DBM, 2019).

▸ **Programs –** Total disbursements for the current fiscal year, in exact PHP figures.

▸ **Projects –** Total cumulative disbursements from the start of the project to the end of the reporting period, in exact PHP figures.

Funding Support (%)	▸ Actual allotment against appropriations

Fund Utilization (%)	▸ Actual disbursements against actual allotment

PHYSICAL ACCOMPLISHMENT

Target Overall Weighted Physical Accomplishment (OWPA) to Date (%)	‣ Work scheduled to be accomplished from start of project implementation up to the reporting period (refer to Appendix D for the computation of OWPA).
Actual OWPA to Date (%)	‣ Actual work accomplished from start of implementation up to the reporting period in percentage.
Slippage	‣ Difference between actual accomplishment to date and target accomplishment as of reporting period; result may be positive (which means the project is ahead of schedule), negative (behind-schedule), or zero (on-schedule).
Employment Generated	‣ Employment generated by the project from start of the project to reporting period expressed in number of persons disaggregated by sex.
M	‣ Employment generated (expressed in number of males)
F	‣ Employment generated (expressed in number of females)

| **Remarks** | Additional/supporting information on the reported physical and financial accomplishment of the project, such as but not limited to the following:

- accomplishments, such as on number of subprojects/components/major outputs completed
- list of major works that are ongoing, suspended, or terminated;
- specify including whether the project is suspended or terminated;
- reasons for physical and financial performance;
- actions to be taken relative to the status of accomplishments (e.g., for site inspection, to be subjected to problem-solving session);
- previous approved end dates, if applicable;
- limitations in reporting information required in the form (e.g., "No available disaggregation of employment generated by sex"); and
- information on the program/project beneficiaries disaggregated by sex, if available. |

| **Frequency and Deadline** | - Quarterly; for submission to the NPMC Secretariat 1.5 months after the reporting quarter. |

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Regional Director.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

REPORT ON THE STATUS OF PROJECTS ENCOUNTERING IMPLEMENTATION PROBLEMS

As of **[Month] [Year] (Quarterly)**

Program/Project Title	Location	IA	Fund Utilization (%)	Physical Accomplishment (%)			Issue Details	Issue Typology	Issue Status	Source of Information	Actions Taken	Actions to be Taken	For NPMC Action (Y/N)	Requested Actions from the NPMC
				Target OWPA to date (%)	Actual OWPA to date (%)	Slippage								

Submitted by:		Approved by:	
Designation/Office			Regional Director
Date:		Date:	

RPMES FORM 6

RPMES FORM 6

FORM TITLE	‣ Report on the Status of Projects Encountering Implementation Problems
PURPOSE	‣ This output report shall provide details on projects encountering delays indicating actions taken/to be taken, and requested action from the NPMC, as may be applicable.
RESPONSIBILITY	‣ RPMC

DEFINITION OF ENTRIES

Program/Project Title	‣ The official title as indicated in official project documents (e.g., loan/grant agreement for ODA, contracts, budget documents).
Location	‣ Barangay/municipality/city/province where the project is implemented.
Implementing Agency (IA)	‣ Name of Agency/GOCC/LGU/PPMCs/HUCs/SUCs/ RLAs that implements the program/project.
Fund Utilization (%)	‣ Actual disbursements against actual allotment.

PHYSICAL ACCOMPLISHMENT

Target Overall Weighted Physical Accomplishment (OWPA) to Date (%)

▸ Work scheduled to be accomplished from start of project implementation up to the reporting period (refer to Appendix D for the computation of OWPA).

Actual OWPA to Date (%)

▸ Actual work accomplished from start of implementation up to the reporting period in percentage.

Slippage

▸ Difference between actual accomplishment to date and target accomplishment as of reporting period; result may be positive (which means that the project is ahead of schedule), negative (behind-schedule), or zero (on schedule).

Issue Details

▸ Details of operational constraints/concerns observed during project implementation (Note: allow only one issue entry in a row).

Issue Typology

Select the applicable issue category from the following:

▸ **Site Condition/Availability -** Issues on availability of site; inadequacy of existing site structures; unanticipated geological conditions; environmental contamination/liabilities; archaeological and cultural heritage discoveries; right-of-way, land acquisition, and resettlement; and peace and order concerns.

▸ **Procurement -** Delays in procurement and pre-procurement activities (e.g., bidding failure, collapse in negotiations).

- **Government/Funding Institution Approvals -** Difficulties in obtaining Government or funding institution approvals or required clearances (e.g., issuance of Special Presidential Authority).

- **Budget and Funds Flow -** Delayed or inadequate fund releases; adverse movement of interest or exchange rates; budgetary cuts, etc.

- **Design, Scope, Technical Specifications -** Faulty/inadequate design resulting in facilities which are substandard, unsafe, or incapable of delivering the services at anticipated cost and specified level of service. Includes low demand for outputs (e.g., credit facilities due to uncompetitive relending rates) and changes in scope and output specifications outside the agreed range.

- **Performance of Contractors/Consultants -** Failure of contractor/consultant to provide contracted services to specifications; financial demands on the contractor/consultant exceed its financial capacity.

- **Capacity of Project Management Unit and Other Implementing Partners -** Difficulties in recruitment; turnover of staff affecting program/project implementation; low technical of the PMU to manage/implement the program/project.

- **Institutional Support -** Where the program/project relies on complementary government, NGO, CSO support, and such support is withdrawn, varied, or deemed inadequate, adversely affecting program/project implementation.

- **Inputs and Costs -** Inputs are unavailable in required quantities or of inadequate quality, or inputs cost more than anticipated, which may be due to price escalation or the effects of inflation, among others.

- **Legal and Policy Issuances -** Where there is a statutory regulation involved, changes are imposed adversely affecting program/project implementation. There may also be a change in law/policy which has adverse consequences on the program/project.

- **Sustainability, Operations, and Maintenance -** Formal exit strategies (e.g., on O&M) are not formulated; organizational changes/inadequacies (including O&M budget and personnel) prevent continuity of work or program/project outputs/services/benefits, among others.

- **Force Majeure -** Inability to meet service delivery caused by reason of force majeure events (e.g., earthquake, major typhoons).

- **Others -** Issues which do not fall under any category cited above.

Issue Status	- Indicate whether the issue is "current" or "resolved" as of end of the reporting period.
Source of Information	- Name of agency/NGO/private volunteer organizations or concerned citizens reporting the problems/issues.
Actions Taken	- Indicate key remedial measures taken by the RPMC, concerned agencies and stakeholders from the time when the issue was reported until the end of the reporting quarter.
Actions to be Taken	- Indicate specific actions to be carried out by the RPMC, concerned agencies and stakeholders, and timeline.
For NPMC Action (Y/N)	- Indicate "Y" if issue should be elevated to the NPMC for action/resolution; or "N" if not (Note: only issue/s that cannot be resolved at the RPMC level shall be elevated to the NPMC).

Requested Actions from the NPMC	▸	Indicate the requested actions from the NPMC.
Frequency and Deadline	▸	Quarterly; for submission to the NPMC Secretariat 1.5 months after the reporting quarter.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Regional Director.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

PROJECT INSPECTION REPORT

As of **[Month] [Year] (Quarterly)**

Program/Project Title	Total Program/ Project Cost (PHP)	Location	IA	Date of Project Inspection	Details on Site(s) Inspected	Findings	Issues	Actions Taken	Actions to be Taken

Submitted by:

Designation/Office

Date:

Approved by:

Regional Director

Date:

RPMES FORM 7

RPMES FORM 7

FORM TITLE	▸ Project Inspection Report
PURPOSE	▸ This report shall provide the information gathered from field visits conducted by RPMCs/NPMCs
RESPONSIBILITY	▸ RPMC

DEFINITION OF ENTRIES

Program/Project Title
▸ The official title as indicated in official project documents (e.g., loan/grant agreement for ODA, contracts, budget documents).

Total Project Cost
▸ Total project cost of the project, in exact PHP figures.

Location
▸ Barangay/municipality/city/province where the project is implemented.

Implementing Agency
▸ Name of Agency/GOCC/LGU/PPMCs/HUCs/SUCs RLAs that implements the program/project.

Date of Project Inspection
▸ Month, day, year when the project inspection was conducted.

Details on Site(s) Inspected
▸ Indicate the location of the site/s inspected and exact project component/outputs/facilities covered and the corresponding details on:
  ▸ Date Started
  ▸ Completion Date
  ▸ Cost
  ▸ Physical Status
  ▸ Financial Status

Findings	‣ Indicate major observations during the project inspection, including latest physical status of the project (i.e., Ahead, On, or Behind Schedule), assessment on the completeness, condition, quality and compliance to design/standards of the components/outputs/facilities.
	‣ Findings may include observations on emerging outcomes, damaged outputs, lessons learned, and best practices which may be replicated by other implementing agencies.
Issues	‣ Operational concerns/constraints identified/observed/discussed during the site inspections causing the negative findings, which may have policy implications or needing action from concerned agencies and other stakeholders.
Actions Taken	‣ Remedial measures taken by the concerned agencies and stakeholder to address issues and improve work progress.
Actions to be Taken	‣ Indicate specific actions to be carried out by the RPMCs, concerned agencies and stakeholders, and timeline.
Frequency and Deadline	‣ Quarterly; for submission to the NPMC Secretariat 1.5 months after the reporting quarter.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Head of the Agency/Office.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

PROBLEM SOLVING SESSION/FACILITATION MEETING CONDUCTED

As of **[Month] [Year] (Quarterly)**

Program/Project Title	Issue Details	Issue Typology	Location	IA	Date of Meeting	Concerned Agencies	Agreements Reached

Submitted by:		Approved by:	
Designation/Office			Regional Director
Date:		Date:	

RPMES FORM 8

RPMES FORM 8

FORM TITLE	‣ Problem-Solving Session/Facilitation Meeting Conducted
PURPOSE	‣ This output report shall detail the important agreements reached during problem-solving sessions/facilitation meetings
RESPONSIBILITY	‣ RPMC

DEFINITION OF ENTRIES

Program/Project Title	‣ The official title as indicated in official project documents (e.g., loan/grant agreement for ODA, contracts, budget documents).
Issue Details	‣ Operational constraints/concerns observed during project implementation (Note: allow only one issue entry in a row).
Issue Typology	Choose the applicable issue type from the following: ‣ **Site Condition/Availability -** Issues on availability of site; inadequacy of existing site structures; unanticipated geological conditions; environmental contamination/liabilities; archaeological and cultural heritage discoveries; right-of-way, land acquisition, and resettlement; peace and order concerns. ‣ **Procurement -** Delays in procurement and pre-procurement activities (e.g., bidding failure, collapse in negotiations). ‣ **Government/Funding Institution Approvals -** Difficulties in obtaining Government or funding institution approvals or required clearances (e.g., issuance of Special Presidential Authority).

▸ **Budget and Funds Flow -** Delayed or inadequate fund releases; adverse movement of interest or exchange rates; budgetary cuts, etc.

▸ **Design, Scope, Technical Specifications -** Faulty/inadequate design resulting in facilities which are substandard, unsafe, or incapable of delivering the services at anticipated cost and specified level of service. Includes low demand for outputs (e.g., credit facilities due to uncompetitive relending rates) and changes in scope and output specifications outside the agreed range.

▸ **Performance of Contractors/Consultants -** Failure of contractor/consultant to provide contracted services to specifications; financial demands on the contractor/consultant exceed its financial capacity.

▸ **Capacity of Project Management Unit and Other Implementing Partners -** Difficulties in recruitment; turnover of staff affecting program/project implementation; low technical capacity of the PMU to manage/implement the program/project.

▸ **Institutional Support -** Where the program/project relies on complementary government, NGO, CSO support, and such support is withdrawn, varied, or deemed inadequate, adversely affecting program/project implementation.

▸ **Inputs and Costs -** Inputs are unavailable in required quantities or of inadequate quality, or inputs cost more than anticipated, which may be due to price escalation or the effects of inflation, among others.

▸ **Legal and Policy Issuances -** Where there is a statutory regulation involved, changes are imposed adversely affecting program/project implementation. There may also be a change in law/policy which has adverse consequences on the program/project.

- **Sustainability, Operations and Maintenance -** Formal exit strategies (e.g., on O&M) are not formulated; organizational changes/inadequacies (including O&M budget and personnel) prevent continuity of work or program/project outputs/ services/benefits, among others.

- **Force Majeure -** Inability to meet service delivery caused by reason of force majeure events (e.g., earthquake, major typhoons).

- **Others -** Issues which do not fall under any category cited above.

Location	- Barangay/municipality/city/province where the project is implemented.
Implementing Agency	- Name of Agency/GOCC/LGU/PPMCs/HUCs/SUCs/ RLAs that implements the program/project.
Date of Meeting	- Month, day, year when the problem-solving session/facilitation meeting was conducted.
Concerned Agencies	- Agencies who participated in the problem-solving session/facilitation meeting.
Agreements Reached	- Highlights of the agreements during the problem-solving session/facilitation meeting including details on the next steps and specific actions be taken, responsible entities and timeline.
Frequency and Deadline	- Quarterly; for submission to the NPMC Secretariat 1.5 months after the reporting quarter.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Regional Director.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

TRAINING/WORKSHOP CONDUCTED/FACILITATED/ATTENDED BY THE RPMC

In [Year]

Title of Training/ Workshop	Objective of the Training/ Workshop	Date	Conducted/ Facilitated/ Attended	Lead Office/ Unit	Participating Offices/ Agencies/ Organizations	Total No. of Participants			Results and Feedback
						M	F	Total	

Submitted by:

Designation/Office

Date:

Approved by:

Regional Director

Date:

RPMES FORM 9

RPMES FORM 9

FORM TITLE	‣ Trainings/Workshops conducted/facilitated/ attended by the RPMC
PURPOSE	‣ This output report shall provide details on the important information gathered from trainings/ workshops which were conducted/ facilitated/ attended by the RPMC.
RESPONSIBILITY	‣ RPMC

DEFINITION OF ENTRIES

Title of Training/ Workshop	‣ Title of the training/workshop conducted/facilitated/ attended by the RPMC.
Objective of Training/ Workshop	‣ Outcome of the training/workshop
Date	‣ Month, day, year when the training/workshop was conducted/facilitated/attended by the RPMC.
Conducted/ Facilitated/ Attended	‣ Indicate if the training/workshop was conducted, facilitated, or attended by the RPMC. Write **"C"** if conducted/organized by the RPMC, **"F"** if facilitated (served as resource person/facilitator only, etc.), or **"A"** if attended only.
Lead Office/Unit	‣ Name of the office/unit heading the training/ workshop

	Participating Offices/ Agencies/ Organizations	‣	Names of the offices/agencies/organizations participating in the training/workshop, as applicable.
	Total no. of Participants (M)	‣	Number of male participants in the training/ workshop, as applicable.
	Total No. of Participants (F)	‣	Number of female participants in the training/workshop, as applicable.
	Total No. of Participants	‣	Total number of participants in the training/ workshop, as applicable.
	Results and Feedback	‣	Rating of the participants to the training/workshop conducted/facilitated by the RPMC as measured by the training/workshop organizer, as applicable.
	Frequency and Deadline	‣	Annual; for submission to the NPMC secretariat on or before February 15 of every year.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Regional Director.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEMS (RPMES)

RPMC AND RDC RESOLUTIONS RELATED TO IMPLEMENTATION OF THE RPMES

Resolutions Passed in [Year]

Resolution Number	Resolution Title	Date Approved	Resolution	Link to the Resolution

Submitted by:

Designation/Office

Date:

Approved by:

Regional Director

Date:

RPMES FORM 10

RPMES FORM 10

FORM TITLE	‣ RPMC and RDC Resolutions Related to Implementation of RPMES
PURPOSE	‣ This output report shall detail the resolutions of the RPMC and the RDC related to the implementation of the RPMES
RESPONSIBILITY	‣ RPMC

DEFINITION OF ENTRIES

Resolution Number	‣ Number given to the resolution of the RPMC and RDC
Resolution Title	‣ Title of the resolution of the RPMC
Date Approved	‣ Month, day, year when the resolution was approved
Resolution	‣ Specific actions done by the RPMC, or additional information if the title does not sufficiently describe the resolution.
Link to the Resolution	‣ Online link to a copy of the resolution, if applicable.
Frequency and Deadline	‣ Annual; for submission to the NPMC secretariat on or before February 15 of every year.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Regional Director.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEMS (RPMES)

KEY LESSONS LEARNED FROM ISSUES RESOLVED AND BEST PRACTICES

In [Year]

Program/ Project Title	Location	Implementing Agency	Problem/ Issue		Strategies/ Actions Taken to Resolve the Problem/ Issue	Responsible Entity/ Key Actors and their Specific Assistance	Lessons learned and Good Practices that could be shared to the NPMC/ Other PMCs
			Nature	Details			

Submitted by:		Approved by:	
Designation/Office:			Regional Director
Date:		Date:	

RPMES FORM 11

RPMES FORM 11

FORM TITLE	▸ Key Lessons Learned from Issues Resolved and Best Practices
PURPOSE	▸ This output form shall provide a summary of lessons learned and best practices from project facilitation activities that resulted from project monitoring.
RESPONSIBILITY	▸ RPMC

DEFINITION OF ENTRIES

Program/Project Title	▸ The official title as indicated in official project documents (e.g., loan/grant agreement for ODA, contracts, budget documents).
Location	▸ Barangay/municipality/city/province where the project is implemented.
Implementing Agency	▸ Name of Agency/GOCC/LGU/PPMCs/HUCs/SUCs/ RLAs that implements the program/project.
Nature and Details of Problem/Issue	▸ Concise account of the problem/issue, what caused it, and how the problem/issue has affected the efficiency and effectiveness of the project implementation.

The following are proposed categories of problems/issues that impede project implementation:

‣ **Site Condition/Availability -** Pertains to the availability of site, adequacy of existing site structures, geological, environmental, archeological and cultural conditions, right-of-way, land acquisition, resettlement, and peace and order concerns.

‣ **Procurement -** Procurement and pre-procurement activities (e.g., bidding failure, collapse in negotiations, advance procurement).

‣ **Government/Funding Institution Approvals -** Difficulties in obtaining Government or funding institution approvals or required clearances (e.g., issuance of Special Presidential Authority).

‣ **Budget and Funds Flow -** Timeliness of fund releases; movement of interest or exchange rates; increase or decrease of budget, etc.

‣ **Design, Scope, Technical Specifications -** Refers to the adequacy of the project's scope and design which allow the delivery of outputs at anticipated cost and specified quality; includes demand for and utility of good and services under the intervention; also pertains to the use of technology including design, engineering, construction, equipment installation, and operation of the equipment and its compatibility with accomplishment of project objectives.

‣ **Performance of Contractors/Consultants -** The ability of the contractor/consultant to provide contracted services to specifications; financial demands on the contractor/consultant meeting or exceeding the project's financial capacity.

‣ **Capacity of Project Management Unit and Other Implementing Partners -** Refers to the adequacy or effectiveness of project management by the implementing unit in terms of technical and human resource competencies; difficulties in recruitment; and turnover of staff affecting program/project implementation.

- ‣ **Institutional Support -** Where the program/project relies on complementary government, civil society, or private sector support and that support is either withdrawn or strengthened, ultimately affecting program/project implementation.

- ‣ **Inputs and Costs -** Refers to the availability of inputs in required quantities and their quality; cost of inputs either more than anticipated due to price escalation or inflation, or reduced unit costs due to achieving economies of scale.

- ‣ **Legal and Policy Issuances -** Where there is a statutory regulation involved, changes are imposed which either adversely or favorably affect program/project implementation; change in law/policy which has consequences on program/project.

- ‣ **Sustainability, Operations and Maintenance -** Presence or absence of formal exit strategies (e.g., on O&M); organization structure/adequacies (including O&M budget and personnel) allowing or preventing continuity of work or program/project outputs/services/benefits, among others.

- ‣ **Force Majeure -** Inability to meet delivery of output caused by force majeure events (e.g., earthquake, major typhoons).

- ‣ **Peace and Order Situation -** Presence of peace and order situation in project sites/areas arising from acts of harassment, extortion, and destruction of equipment/facilities by lawless elements preventing delivery of services.

- ‣ **Others -** Issues which do not fall under any category cited above.

| **Strategies/ Actions Taken to Resolve the Problem/Issue** | ‣ Concise narrative of the results of the problem/issue as well as any strategy, action taken to resolve the problem/issue, and best practices. |

	Responsible Entities/ Key Actors and Their Specific Assistance	‣	Responsible entities involved in the resolution of the problem and the extent of their participation.
	Lessons Learned and Good Practices that could be Shared to the NPMC/ Other PMCs	‣	Realizations from actions taken to resolve issues encountered according to the stage of project development; other recommended action/s and practice/s to improve quality and progress of work which may be shared with other RPMCs and the NPMC as best practices to replicate and serve as guide in resolving similar problems/issues; indicate at which stage of project development the lesson is learned or applied (i.e., project planning, preparation, pre-implementation, implementation/ construction, monitoring and evaluation, or others).
	Frequency and Deadline	‣	Annual; for submission to the NPMC secretariat on or before February 15 of every year.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Regional Director.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

ISSUES ELEVATED TO THE NPMC

As of **[Month] [Year] (Quarterly)**

Program/Project Title	Issues	Issue Typology	Date Forwarded to the NPMC	Requested Actions from NPMC	Actions Taken by the NPMC

Submitted by:	Approved by:
Designation/Office	Head of Agency/Office
Date:	Date:

NPMC FORM 1

NPMC FORM 1

FORM TITLE
▸ Issues Elevated to the NPMC

PURPOSE
▸ This output report shall detail issues and updates elevated to the NPMC. It will also include actions requested from the NPMC and the corresponding actions taken from the request.

RESPONSIBILITY
▸ NPMC

DEFINITION OF ENTRIES

Program/ Project Title

▸ The official title as indicated in official project documents (e.g., loan/grant agreement for ODA, contracts, budget documents) .

Issue

▸ Operational constraints/concerns observed during project implementation (Note: allow only one issue entry in a row).

Issue Typology

Select the applicable issue category from the following:

▸ **Site Condition/Availability -** Issues on availability of site; inadequacy of existing site structures; unanticipated geological conditions; environmental contamination/liabilities; archaeological and cultural heritage discoveries; right-of-way, land acquisition, and resettlement; and peace and order concerns.

▸ **Procurement -** Delays in procurement and pre-procurement activities (e.g., bidding failure, collapse in negotiations).

▸ **Government/Funding Institution Approvals - ** Difficulties in obtaining Government or funding institution approvals or required clearances (e.g., issuance of Special Presidential Authority).

▸ **Budget and Funds Flow - ** Delayed or inadequate fund releases; adverse movement of interest or exchange rates; budgetary cuts, etc.

▸ **Design, Scope, Technical Specifications - ** Faulty/inadequate design resulting in facilities which are substandard, unsafe, or incapable of delivering the services at anticipated cost and specified level of service. Includes low demand for outputs (e.g., credit facilities due to uncompetitive relending rates) and changes in scope and output specifications outside the agreed range.

▸ **Performance of Contractors/Consultants - ** Failure of contractor/consultant to provide contracted services to specifications; financial demands on the contractor/consultant exceed its financial capacity.

▸ **Capacity of Project Management Unit and Other Implementing Partners - ** Difficulties in recruitment; turnover of staff affecting program/ project implementation; low technical capacity of the PMU to manage/implement the program/ project.

▸ **Institutional Support - ** Where the program/project relies on complementary government, NGO, CSO support, and such support is withdrawn, varied, or deemed inadequate, adversely affecting program/ project implementation.

▸ **Inputs and Costs - ** Inputs are unavailable in required quantities or of inadequate quality, or inputs cost more than anticipated, which may be due to price escalation or the effects of inflation, among others.

- **Legal and Policy Issuances -** Where there is a statutory regulation involved, changes are imposed adversely affecting program/project implementation. There may also be a change in law/policy which has adverse consequences on the program/project.

- **Sustainability, Operations and Maintenance -** Formal exit strategies (e.g., on O&M) are not formulated; organizational changes/inadequacies (including O&M budget and personnel) prevent continuity of work or program/project outputs/services/benefits, among others.

- **Force Majeure -** Inability to meet service delivery caused by reason of force majeure events (e.g., earthquake, major typhoons).

- **Others -** Issues which do not fall under any category cited above.

Date forwarded to the NPMC	‣ Month, day, year when the issue was elevated to the NPMC.
Requested Actions from NPMC	‣ Indicate the requested actions from the NPMC.
Actions Taken by the NPMC	‣ Indicate key remedial measures taken from the time when the issue was reported until the end of the reporting quarter. Include corresponding status of actions taken as of end of the reporting period.
Frequency and Deadline	‣ Quarterly; for submission to the NPMC two months after the reporting quarter.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Head of the Agency/Office.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

PROJECT INSPECTIONS / FIELD VISITS

As of [Month] [Year] (Quarterly)

Program/Project Title	Date/s of Project Inspections	Details on Site(s) Inspected	Findings	Actions Taken	Actions to be Taken	RPMC/NPMC Action

Submitted by: _____

Designation/Office _____

Date: _____

Approved by: _____

Head of Agency/Office

Date: _____

NPMC FORM 2

NPMC FORM 2

FORM TITLE	▸ Project Inspections/Field Visits
PURPOSE	▸ This output report shall detail important information gathered from field visits conducted by RPMCs/ NPMCs.
RESPONSIBILITY	▸ NPMC

DEFINITION OF ENTRIES

Program/ Project Title

▸ The official title as indicated in official project documents (e.g., loan/grant agreement for ODA, contracts, budget documents) .

Dates of Project Inspections

▸ Month, day, year when the project inspection was conducted

Details on Site/s Inspected

Indicate the location of the site/s inspected and exact project component/outputs/facilities covered and the corresponding details on:
- ▸ Date Started
- ▸ Completion Date
- ▸ Cost
- ▸ Physical Status
- ▸ Financial Status

Findings	‣ Indicate major observations during the project inspection, including latest physical status of the project (Ahead, On, or Behind Schedule), assessment on the completeness, condition, quality and compliance to design/standards of the components/ outputs/facilities.
	‣ Findings may include observations on emerging outcomes, damaged outputs, lessons learned, and best practices.
Actions Taken	‣ Remedial measures taken by the concerned agencies and stakeholder to address issues and improve work progress.
Actions to be Taken	‣ Indicate specific actions to be carried out by the RPMCs, concerned agencies and stakeholders, and timeline.
RPMC/NPMC Actions	‣ Actions done by the RPMC/NPMC.
Frequency and Deadline	‣ Quarterly; For submission to the NPMC two months after the reporting quarter.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Head of the Agency/Office.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

PROBLEM SOLVING SESSIONS/FACILITATION MEETINGS

As of **[Month] [Year] (Quarterly)**

Program/Project Title	Issues Discussed	Agreements Reached

Submitted by:

Designation/Office

Date:

Approved by:

Head of Agency/Office

Date:

NPMC FORM 3

NPMC FORM 3

FORM TITLE
▸ Problem-Solving Sessions/Facilitation Meetings

PURPOSE
▸ This output form shall detail the important agreements reached during problem-solving session conducted by the RDC/RPMC.

RESPONSIBILITY
▸ NPMC

DEFINITION OF ENTRIES

Program/Project Title
▸ The official title as indicated in official project documents (e.g., loan/grant agreement for ODA, contracts, budget documents).

Issues Discussed
▸ Specific issues discussed during problem-solving session/facilitation meeting (Note: allow only one issue entry in a row).

Agreements Reached
▸ Highlights of the agreements during the problem-solving session/facilitation meeting including details on the next steps and specific actions be taken, responsible entities, and timeline.

Frequency and Deadline
▸ Quarterly; for submission to the NPMC two months after the reporting quarter.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Head of the Agency/Office.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEMS (RPMES)

TRAINING/ WORKSHOP CONDUCTED/ FACILITATED/ ATTENDED BY THE RPMC

In [Year]

Title of Training/ Workshop	Objective of the Training/ Workshop	Conducted/ Facilitated/ Attended	Date	Lead Office/ Unit	Participating Offices/ Agencies/ Organizations	Total No. of Participants			Results and feedback
						M	F	Total	

Submitted by:		Noted by:	
Designation/Office			Head of Agency/Office
Date:		Date:	

NPMC FORM 4

NPMC FORM 4

FORM TITLE	▸ Trainings/workshops conducted/facilitated/ attended by the RPMC
PURPOSE	▸ This output report shall provide details on the important information gathered from trainings/ workshops which were conducted/ facilitated/ attended by the RPMC/NPMC.
RESPONSIBILITY	▸ NPMC

DEFINITION OF ENTRIES

Title of Training/ Workshop	▸ Title of the training/workshop conducted/facilitated/ attended by the RPMC.
Objective of Training/ Workshop	▸ Outcome of the training/workshop.
Date	▸ Month, day, year when the training/workshop was conducted/facilitated/attended by the RPMC.
Conducted/ Facilitated/ Attended	▸ Indicate if the training/ workshop was conducted, facilitated, or attended by the RPMC. Write **"C"** if conducted/organized by the RPMC, **"F"** if facilitated (served as resource person/facilitator only, etc.), or **"A"** if attended only.
Lead Office/Unit	▸ Name of the office/unit heading the training/ workshop.

	Participating Offices/ Agencies/ Organizations	‣	Names of the offices/agencies/organizations participating in the training/workshop, as applicable.
	Total no. of Participants (M)	‣	Number of male participants in the training/workshop, as applicable.
	Total No. of Participants (F)	‣	Number of female participants in the training/workshop, as applicable.
	Total No. of Participants	‣	Total number of participants in the training/workshop, as applicable.
	Results and Feedback	‣	Rating of the participants to the training/ workshop conducted/facilitated by the RPMC as measured by the training/workshop organizer, as applicable.
	Frequency and Deadline	‣	Annual; for submission to the NPMC or before February 28 of every year.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Head of the Agency/Office.

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEMS (RPMES)

KEY LESSONS LEARNED FROM ISSUES RESOLVED AND BEST PRACTICES

In [Year]

Program/ Project Title	Project Location	Implementing Agency	Problem/ Issue		Strategies/ Actions taken to Resolve the problem/ Issue	Responsible Entity/ Key Actors and Their Specific Assistance	Lessons learned and Good Practices that could be shared to the NPMC/ Other PMCs
			Nature	Details			

Submitted by:		Noted by:	
Designation/Office			Head of Agency/Office
Date:		Date:	

NPMC FORM 5

NPMC FORM 5

FORM TITLE
- Key Lessons Learned from Issues Resolved and Best Practices

PURPOSE
- This output form shall provide a summary of lessons learned and best practices from project facilitation activities that resulted from project monitoring.

RESPONSIBILITY
- NPMC

DEFINITION OF ENTRIES

Program/Project Title	▸	The official title as indicated in official project documents (e.g., loan/grant agreement for ODA, contracts, budget documents).
Project Location	▸	Where the project is located.
Implementing Agency	▸	Name of agency/GOCC/LGU/PPMCs/HUCs/SUCs/ RLAs that implements the program/project.
Nature and Details of Problem/Issue	▸	Concise account of the problem/issue, what caused it and how the problem/issue has affected the efficiency and effectiveness of the project implementation.

The following are the categories of problems/issues that impede project implementation:

▸ **Site Condition/Availability -** Pertains to the availability of site, adequacy of existing site structures, geological, environmental, archeological and cultural conditions, right-of-way, land acquisition, resettlement, and peace and order concerns.

▸ **Procurement -** Procurement and pre-procurement activities (e.g., bidding failure, collapse in negotiations, advance procurement).

▸ **Government/Funding Institution Approvals and Othe Precondition -** Difficulties in obtaining Government or funding institution approvals or required clearances (e.g., issuance of Special Presidential Authority).

▸ **Budget and Funds Flow -** Timeliness of fund releases; movement of interest or exchange rates; increase or decrease of budget, etc.

▸ **Design, Scope, Technical Specifications -** Refers to the adequacy of the project's scope and design which allow the delivery of outputs at anticipated cost and specified quality; includes demand for and utility of good and services under the intervention; also pertains to the use of technology including design, engineering, construction, equipment installation, and operation of the equipment and its compatibility with accomplishment of project objectives.

▸ **Performance of Contractors/Consultants -** The ability of the contractor/consultant to provide contracted services to specifications; financial demands on the contractor/consultant meeting or exceeding the project's financial capacity.

▸ **Capacity of Project Management Unit and Other Implementing Partners -** Refers to the adequacy or effectiveness of project management by the implementing unit in terms of technical and human resource competencies; difficulties in recruitment; turnover of staff affecting program/project implementation.

- **Institutional Support -** Where the program/project relies on complementary government, civil society, or private sector support and that support is either withdrawn or strengthened, ultimately affecting program/project implementation.

- **Inputs and Costs -** Refers to the availability of inputs in required quantities and their quality; cost of inputs either more than anticipated due to price escalation or inflation, or reduced unit costs due to achieving economies of scale.

- **Legal and Policy Issuances -** Where there is a statutory regulation involved, changes are imposed which either adversely or favorably affect program/project implementation; change in law/policy which has consequences on program/project.

- **Sustainability, Operations, and Maintenance -** Presence or absence of formal exit strategies (e.g., on O&M); organization structure/adequacies (including O&M budget and personnel) allowing or preventing continuity of work or program/project outputs/services/benefits, among others.

- **Force Majeure -** Inability to meet delivery of output caused by force majeure events (e.g., earthquake, major typhoons).

- **Peace and Order Situation -** Presence of peace and order situation in project sites/areas arising from acts of harassment, extortion, and destruction of equipment/facilities by lawless elements preventing delivery of services.

- **Others -** Issues which do not fall under any category cited above.

Strategies/ Actions Taken to Resolve the Problem/Issue	▸	Concise narrative of the results of the problem/issue as well as any strategy, action taken to resolve the problem/issue, and best practices.
Responsible Entities/Key Actors and Their Specific Assistance	▸	Responsible entities involved in the resolution of the problem and the extent of their participation.
Lessons Learned and Good Practices that could be Shared to the NPMC/Other PMCs	▸	Realizations from actions taken to resolve issues encountered according to the stage of project development; other recommended action/s and practice/s to improve quality and progress of work which may be shared with other RPMCs and the NPMC as best practices to replicate and serve as guide in resolving similar problems/issues; indicate at which stage of project development the lesson is learned or applied (i.e., project planning, preparation, pre-implementation, implementation; construction, monitoring and evaluation; or others).
Frequency and Deadline	▸	Annual; for submission to the NPMC on or before February 28 of every year.

At the end of the report, indicate the name, designation, office of the person who prepared the report, and the date the report was submitted. The report should be approved by the Head of the Agency/Office.

Appendix F.
ALERT MECHANISM INDICATORS

The Enhanced Alert Mechanism uses four major categories: (a) financial; (b) physical; (c) cost overrun; and (d) stage of implementation. The ten leading indicators under the four categories are as follows.

INDICATOR 1: FINANCIAL

1a
- Ratio of
  a. actual loan proceeds disbursements
  b. target loan proceeds disbursements is less than 70 percent

1b
- Ratio of
  a. actual grant proceeds disbursements
  b. target grant proceeds disbursements is less than 70 percent

1c
- Ratio of
  a. actual disbursements from the GPH Counterpart Fund
  b. target disbursements from the GPH Counterpart Fund is less than 70 percent

1d
- Difference between
  a. time elapsed
  b. ratio of cumulative actual disbursements to the ICC-approved project cost is more than 30 percent

1e
- Difference between
  c. ratio of cumulative actual disbursements to total ICC-approved project cost
  d. actual overall weighted physical accomplishment is more than 30 percent

INDICATOR 2: PHYSICAL

2a
- ▸ Negative physical slippage of at least ten percent

2b
- ▸ Project with
  - a. delays of more than six months being experienced in its major ongoing activities in the critical path or in any ongoing component/ deliverable, or
  - b. with some activities due for completion after the ICC-approval of the extension of implementation period/ loan or grant validity

INDICATOR 3: COST OVERRUN

3a
- ▸ Potential cost overruns of at least ten percent of ICC-approved cost

3b
- ▸ Actual cost overruns of at least Ten percent of ICC-approved cost (excluding cost overrun with NEDA Board confirmation of ICC approval)

INDICATOR 4: STAGE OF IMPLEMENTATION

4a
- ▸ Project is completing within a year (supplemental indicator only)

RELATED M&E PUBLICATIONS

RELATED M&E PUBLICATIONS

In the conduct of M&E, PMCs may refer to various M&E reference materials, including but not limited to the following publications:

- *OECD-DAC Network on Development Evaluation, 2001. Evaluation Feedback for Effective Learning and Accountability.*

- *OECD-DAC Network on Development Evaluation, 2006. Evaluation Systems and Use, a Working Tool for Peer Reviews and Assessments.*

- *World Bank, 2010. Handbook on Impact Evaluations.*

- *UNDP, 2009. Handbook on Planning, Monitoring and Evaluating for Development Results.*

- *NEDA, PCW, and ODA-GAD, 2016. Harmonized Gender and Development Guidelines, Third Edition.*

- *NEDA, 2008. Manual for Project Monitoring.*

- *World Bank, 1994. Monitoring and Evaluating Social Programs in Developing Countries.*

- *NEDA and DBM, 2020. National Evaluation Policy Framework Guidelines.*

- *NEDA, 2015. NEDA Ex-Post Evaluation Manual.*

- *OECD-DAC, 2002-2008. Glossary of Key Terms in Evaluation and Results Based Management.*

- *OECD-DAC Network on Development Evaluation, 2006. Guidance for Managing Joint Evaluations.*

- *OECD DAC, 1992. Principles for Effective Aid.*

- *OECD-DAC, 1991. Principles for the Evaluation of Development Assistance.*

- *OECD-DAC, 2010. Quality Standards for Development Evaluation.*

- *DILG, 2015. Results-Based Monitoring and Evaluation Guidebook.*

- *NEDA, 2005. Reference Manual on Project Development and Evaluation.*