



CHECKLIST OF REQUIREMENTS FOR THE APPROVAL OF PROJECT PROPOSALS

Project Title :
Location :
Cost & Source :
Period of implementation :
No. of Beneficiaries :
SYNOPSIS :

REQUIREMENTS	COMPLIED WITH?		REQUIRED ACTIONS
	YES	NO	
A. Required Format			
1. Format			
2. Provincial Evaluation			
3. Regional Validation			
B. Contents			
I. General Information			
II. Background and Rationale			
III. Objectives			
IV. Project Description: Inputs/Expected Outputs/Outcome/Impact			
V. Project Implementation and M&E Strategies			
VI. Sustainability Plan			
VII. Budgetary Requirements			
VIII. Attachments			
IX. Signatories			
C. Consistency with Priority Framework			
1. IPRA (4 BR and 36 specific rights)			
2. President’s Social Agenda			
3. PDP/PIP			
4. IP Master Plan			
5. Strategic Plan/ADSPPD			
6. Strategic Workflow Framework (SWF)			
7. 11 Building Blocks			
8. Strategic Directions			
9. PrExC			
10. SDG			
D. Completeness			
1. Signature			
2. Attachment			
a. Project Procurement Management Plan (PPMP)			
b. Project Implementation Plan/Gantt Chart			
c. Summary of Expenditures			
d. List of Beneficiaries			
e. Photocopy of the page of the Plan where the project is derived			
f. Plan, Bill of materials and Vicinity Map (Infra)			
g. Return on Investment for Livelihood and other similar projects			

For Completion by the Region/For Recommending Approval by the Executive Director:

Bureau Director