



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

OPERATIONAL GUIDELINES

Regional Project Monitoring and
Evaluation System (RPMES)

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM

Operational Guidelines



Republic of the Philippines
National Economic and Development Authority
2016

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Foreword

After successive legal issuances, the Regional Project Monitoring and Evaluation System (RPMES) has become the primary institutional mechanism for the monitoring and evaluation (M&E) of programs and projects. The RPMES has been instrumental in facilitating project implementation, undertaking problem-solving sessions, and enhancing M&E capacities of various stakeholders. It also provided useful, timely information and feedback to policymakers, planners, and managers—particularly on improving future design of development interventions.

In the achievement of the national development agenda, the government has placed greater emphasis on the achievement of higher-order results or outcomes and impact through the delivery of lower-order results or outputs.

This enhanced focus on results has amplified the need to conduct M&E, beyond the traditional approach of determining project efficiency and effectiveness, towards determining the achievement of social and economic development objectives contributing to the national development goals.

In this light, the RPMES underwent a review of its processes and protocols to better respond to the broader results agenda. With more than two decades of operational and institutional experience, these set of revised guidelines collectively represent our blueprint to appropriately respond to challenges and opportunities in M&E.

We hope that this revised document will continue to serve as a guide to our various M&E committees at the national and sub-national levels, as we continue to undertake meaningful M&E at the various levels of government.

Margarita R. Songco

Deputy Director-General

National Economic and Development Authority
and Chairperson

National Project Monitoring Committee

Acronyms

CDC	City Development Council
CPMC	City Project Monitoring Committee
CSO	Civil Society Organization
DBM	Department of Budget and Management
DILG	Department of Interior and Local Government
EO	Executive Order
ExeCom	Executive Committee
GAA	General Appropriations Act
GOCCs	Government Owned and Controlled Corporations
ICC	Investment Coordination Committee
LDC	Local Development Council
LGU	Local Government Unit
M&E	Monitoring and Evaluation
MDC	Municipal Development Council
MES	Monitoring and Evaluation Staff
MO	Memorandum Order
MPMC	Municipal Project Monitoring Committee
NEDA	National Economic and Development Authority
NGO	Non-Government Organization
NPMC	National Project Monitoring Committee
NRO	NEDA Regional Office
ODA	Official Development Assistance
OECD-DAC	Organization for Economic Cooperation and Development - Development Assistance Committee
OP-PMS	Office of the President- Presidential Management Staff
PDC	Provincial Development Council
PDP	Philippine Development Plan
PIP	Public Investment Program
PMC	Project Monitoring Committee
PO	People’s Organization
PPMC	Provincial Project Monitoring Committee
PSR	Private Sector Representative
RDC	Regional Development Council
RDP	Regional Development Plan
RM	Result Matrix
RPMES	Regional Project Monitoring and Evaluation System
WFP	Work and Financial Plan

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Section 1

GENERAL

1.1 *Rationale*

In line with the government's policies on decentralization and administrative delegation, the Regional Development Councils (RDCs) were reorganized and strengthened through Executive Order (EO) No. 308, wherein the RDCs' task is to coordinate project implementation, monitoring and evaluation, among others. Moreover, Memorandum Order (MO) No. 175 was issued on May 25, 1988 creating the Project Monitoring Committees (PMCs) 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, monitoring and evaluation (M&E) at the regional and sub-regional levels, the Regional Project Monitoring and Evaluation System (RPMES) was established through EO 376 dated November 2, 1989. The system 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 (LGUs) and non-government organizations (NGOs) at all levels.

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 level nearest the project sites, at the earliest time possible.

This manual has been developed primarily for the PMCs at all levels (regional, provincial, and city/municipal) responsible for the M&E of programs/projects under their jurisdiction. It provides the basic framework for monitoring and evaluating projects at all levels, such as: the general process flow, responsibilities of units involved, input and output forms, and procedures for filling up the forms. With the passage of Republic Act (RA) No. 7160, otherwise known as the Local Government Code of 1991, monitoring of projects has devolved to the LGUs. However, there is still a need to coordinate project implementation, monitoring, and evaluation at the regional and national levels.

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, city, and municipal levels. The reports suggested in the manual are the minimum required to provide basic information that will consolidate information on the implementation status of development projects. This is necessary to evaluate performance and resolve implementation problems at all levels.

The updating of the Manual of Operations is necessary to make it consistent with the evolving monitoring functions of the local governments, and with various reform initiatives of the Philippine Government. The National Project Monitoring Committee (NPMC), which was established pursuant to EO 93, was mandated to update and make revisions on the manual as necessary. This operational guideline is the first attempt of the NPMC to enhance the RPMES Manual of Operations.

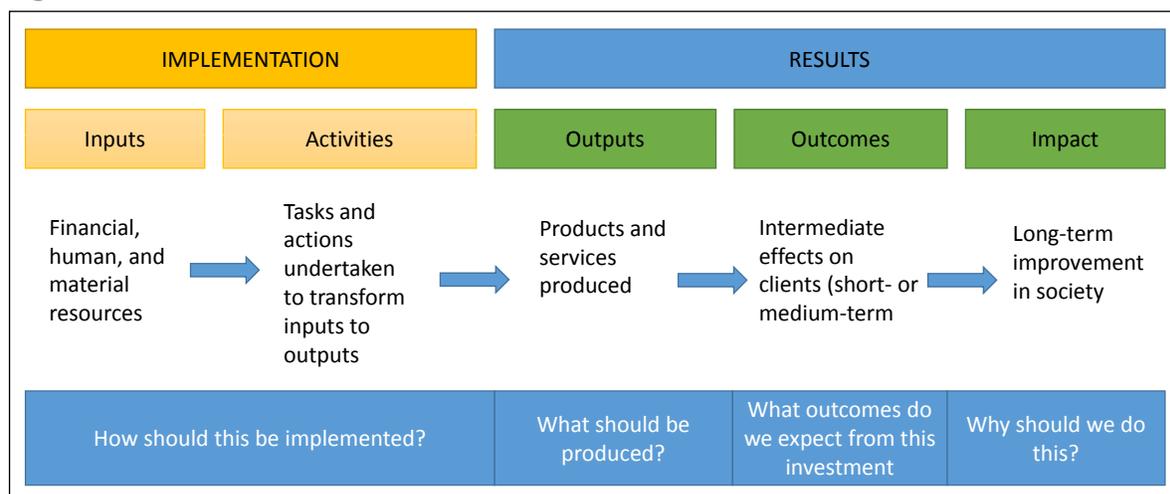
1.1.1 *Achievement of Development Results*

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. Outcomes are more likely or achieved short-term 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.¹

¹United Nations Development Program (UNDP). 2002. *Results Based Management: Concepts and Methodology*. Available at

Figure 1. Results Chain



Source: PDP-RM 2011-2016

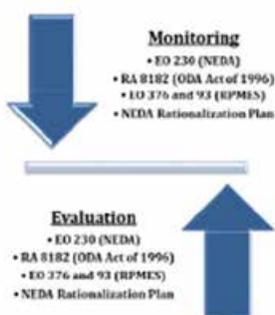
1.1.2 Monitoring and Evaluation

Monitoring and evaluation are complementary activities with distinct functions. Shown in the succeeding figure are several definitions of the M&E by the Organization for Economic Cooperation and Development-Development Assistance Committee (OECD-DAC), including the legal mandates of National Economic and Development Authority (NEDA), the Department of Budget and Management (DBM), and implementing agencies on the conduct of M&E.

Figure 2. Definitions of M&E and Legal Mandates of NEDA

Monitoring and Evaluation

M&E Definition



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 & progress in the use of allocated funds.

Systematic and objective assessment of an on-going or completed project, programme or policy, its design, implementation and results.



Source: OECD-DAC

1.1.3 Results Framework

The results framework shows the link between the outputs of programs and projects to the achievement of major final outputs, organizational outcome, sector outcome and of societal goals. At each level in the results chain, various documents and M&E reports are being produced.

M&E information is important in tracking the progress in the achievement of results (outputs, outcomes, and impact)

1.1.4 Institutional Context

To mainstream the M&E culture in the government, various mechanisms were introduced at various levels. Following are milestones leading to the development of the RPMES including its Manual of Operations.

Legal Basis	Description
EO 308 (1987)	Reorganization of RDCs to coordinate project implementation, M&E
MO 175 (May 1988)	Creation of PMCs at the provincial, city, and municipal levels
EO 376 (November 1989)	Establishment of RPMEs including its manual of operations
RA 7160 (1991)	Devolution of monitoring functions to LGUs
EO 93 (June 1993)	Establishment of the NPMC to oversee the implementation of the RPMEs

The introduction of these subsequent issuances further tightened the results orientation in the government:

Legal Basis	Description
PDP-RM (June 2011)	Accompanying document of the Philippine Development Plan that contains statements of results to be achieved with corresponding indicators, baseline information, end-of-plan targets, and responsible agencies.
National Budget Circular (NBC) 532 (November 2011)	Review of Agency Major Final Outputs and Performance Indicators, Restructuring of Programs, Projects, and Activities
Administration Order AO 25 (December 2011)	Creation on Inter-Agency Task Force on the Harmonized National Government Performance Monitoring, Information and Reporting Systems
EO 80 (July 2012)	Introduction of Performance-Based Incentive System
General Appropriations Act (GAA) 2014	Introduction of Performance Indicators in the National Budget

1.2 The Regional Project Monitoring and Evaluation System Objectives

The RPMEs primarily aims to facilitate program and project implementation, and devolve project facilitation, problem-solving, monitoring, and evaluation to the regional, provincial, city and municipal levels.

Box 1. The RPMEs and the levels of Project Monitoring Committees

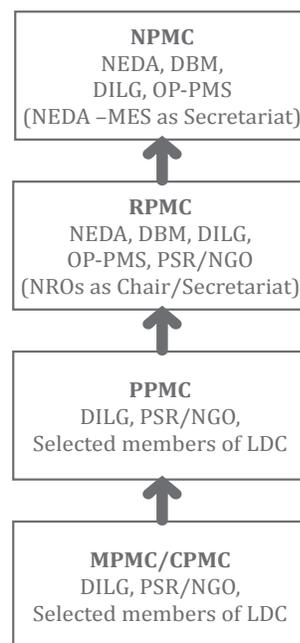
The RPMEs was established to facilitate project implementation, devolve project facilitation, problem solving and M&E to the regional, provincial, city, and municipal levels with the extensive participation of various agencies, LGUs and NGOs. The RPMEs covers all development projects—inclusive of Official Development Assistance (ODA) projects, undertaken by national government agencies, LGUs, state universities and colleges (SUCs) and government-owned and controlled corporations (GOCCs) at the regional, provincial, city, and municipal levels.

The National Project Monitoring Committee (NPMC), which consists of undersecretary level members, coordinates and oversees the implementation of RPMEs. NPMC is comprised of the NEDA, DBM, Department of the Interior and Local Government (DILG), the Office of the President-Presidential Management Staff (OP-PMS). The NEDA-Monitoring and Evaluation Staff (NEDA-MES) serves as Secretariat of NPMC.

The Regional of the Project Monitoring Committee (RPMC) consists of director level members of NEDA, DBM, DILG, and OP-PMS. It also includes a private sector representative (PSR) or an NGO. The respective NEDA Regional Office (NRO) serves as Chair and Secretariat of the RPMC.

The composition of the Provincial Project Monitoring Committee (PPMC), Municipal Project Monitoring Committee (MPMC) and City Project Monitoring Committee (CPMC) is left to the discretion of the local development council (LDC) with the exception of the mandatory members indicated on the chart. It is the task of the RPMC, PPMC, MPMC and CPMC to monitor the status of project implementation and conduct problem-solving sessions at their levels, among others.

The System is structured wherein lower level PMCs monitor, consolidate and validate project status for submission to higher level PMCs. While problem-solving sessions are being conducted for each level, problems and issues which are not resolved at their level are elevated to the next PMC level.



Specifically, RPMES aims to:

- a. provide a system for the integration, coordination, and linkage of all monitoring and evaluation activities in the region;
- 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;
- 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 session as a mechanism to address issues and concerns related to the implementation of programs and projects;
- e. provide information on lessons learned in project implementation for planning, budgeting, and implementation of future similar projects;
- f. 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; and,
- g. provide a venue for greater participation of civil society organizations (CSOs) in public sector management.

1.3 Institutional Arrangements

This section highlights the major responsibilities of the various units/organizations involved in implementation of the M&E system at the national and sub-national levels.

1.3.1 National Level

The principal institutions at the national level are the NEDA, DBM, DILG, and OP-PMS, with the following responsibilities:

Entity	Responsibility
NEDA	<ul style="list-style-type: none"> • provide overall direction and coordination of RPMES activities; • provide feedback to RPMCs on actions pertaining to issues raised to the Cabinet or the President; and, • conduct capacity development activities with other NPMC members on the operationalization of the RPMES.
DBM	<ul style="list-style-type: none"> • provide budget-related information (e.g., funds releases, allotments, obligations, and expenditures, among others) to PMCs as may be needed; • report on the budget performance of implementing agencies and its development programs and projects; and, • ensure the provision of budget for M&E activities.
DILG	<ul style="list-style-type: none"> • assist NEDA and other members of the NPMC in the conduct of training for the operationalization of RPMES; • ensure institutionalization of PMCs at the sub-national level with the issuance of appropriate directives; and, • report status of RPMES operationalization at the sub-regional level.
OP-PMS	<ul style="list-style-type: none"> • follow-up with cabinet members/agency heads actions or recommendations to expedite project implementation; • apprise the President and concerned Cabinet Secretaries on issues and problems that require action; and, • ensure that priority development programs and projects of the Office of the President are included in the M&E agenda of RPMES.

Entity	Responsibility
NPMC	<ul style="list-style-type: none"> 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 and municipal level (data gathering, report preparation, problem-solving); 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; and, prescribe the delineation of M&E responsibilities at the various PMC levels.
NPMC Secretariat (National Level)	<ul style="list-style-type: none"> recommend to 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; and, provide administrative support to the NPMC.

1.3.2 Sub-national Level

Entity	Responsibility
NEDA (Regional Offices)	<ul style="list-style-type: none"> provide overall direction and coordination of RPMC activities; provide feedback to sub-regional PMCs on actions made on issues raised to the Cabinet or the President; and, conduct capacity development activities with RPMC members for the operationalization of the RPMES.
DBM (Regional Offices)	<ul style="list-style-type: none"> provide budget-related information (e.g., funds releases, allotments, obligations, and expenditures, among others) to sub-regional PMCs as may be needed; report on the budget performance of development programs and projects of implementing agencies; and, ensure budget provision for M&E activities
DILG (Regional Offices)	<ul style="list-style-type: none"> assist NROs and RPMC members in the conduct of training for the operationalization of RPMES; ensure institutionalization of PMCs at the sub-regional level with the issuance of directives; and, report status of RPMES operationalization at the sub-regional level.
OP-PMS (Regional Field Units)	<ul style="list-style-type: none"> assist in facilitating critical programs and projects that need utmost attention; and, ensure that priority programs and projects of the President are regularly monitored for efficient implementation.

Entity	Responsibility
Development Councils (Regional, Provincial, City/Municipal)	<ul style="list-style-type: none"> supervise and coordinate activities of the PMCs; assess problems encountered in project implementation and provide remedial action possible at their levels or refer problems/issues to appropriate units or next higher development council; 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 PMCs of action taken on problems referred to appropriate units (i.e., Cabinet, Office of the President); and, disseminate information to the media and general public on the status of project implementation in their respective areas of coverage.
LGUs	<ul style="list-style-type: none"> provide the Regional Development Council (RDC), through the RPMC Secretariat, the monitoring reports of the Provincial, City, and Municipal Project Monitoring Committees; and, establish local PMCs and provide needed resources for operation and maintenance.
Project Monitoring Committees (RPMC, PPMC, CPMC, MPMC)	<ul style="list-style-type: none"> provide 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 development council and next higher level project monitoring committee; determine problems and verify information to be submitted for analysis and action of the development council; provide feedback on the remedial actions of the development council and follow up implementation; prepare and disseminate periodic project monitoring report on the status of project implementation; and, elevate to higher level bodies problems/ issues which are not resolved at their level.
RPMC Secretariat	<ul style="list-style-type: none"> prepare work and financial plan (WFP) to cover the activities of the regional PMCs which shall be endorsed by the RDC Chairman. The WFP will be the basis for the allocation of funds for the operating requirements of RPMCs; prepare the monitoring and evaluation work program to be undertaken by the PMCs during any given fiscal year, which will include, among others, the list of projects and schedule of implementation based on submission of implementing agencies; and, facilitate inter-agency, inter-governmental and field headquarters coordination, whenever necessary.
PMC Secretariat (Provincial, City, Municipal)	<ul style="list-style-type: none"> prepare the monitoring and evaluation work program to be undertaken by the 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; and, facilitate inter-agency, inter-governmental and field headquarters coordination, whenever necessary.

1.3.3 Project Implementers

In addition to the responsibilities of oversight agencies, the following are the responsibilities of project implementers (regular government agencies, non-financial GOCCs, SUCs, and LGUs) at various levels:

1.3.3.1 National Level

Furnish the NPMC Secretariat copies of the agency WFPs, through the NEDA-MES not later than two weeks after approval by DBM.

1.3.3.2 Regional, Provincial, City, and Municipal Levels

- Submit periodic reports to the monitoring committee on the status of project implementation based on suggested 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.
- Implement/institute remedial measures on problems/issues identified or as suggested by the development council.

1.3.3.3 Non-Government Organization as Authorized Monitors

- 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.

1.3.4 National and Regional Project Monitoring Committee Membership

The NPMC and RPMCs shall be composed of the following, as per EO 376:

National PMC:

- | | | |
|-------------------------|---|----------------|
| • NEDA Undersecretary | - | Chairperson |
| • DBM Undersecretary | - | Co-Chairperson |
| • OP-PMS Undersecretary | - | Member |
| • DILG Undersecretary | - | Member |

Regional PMCs:

- | | | |
|----------------------------------|---|----------------|
| • NEDA Regional Director | - | Chairperson |
| • DBM Regional Director | - | Co-Chairperson |
| • DILG Regional Director | - | Member |
| • OP-PMS Regional Team Leader | - | Member |
| • One (1) RDC-NGO Representative | - | Member |
| • Two (2) NGO Representatives | - | Members |

To better deliver/perform their functions, these PMCs may invite additional stakeholders (CSOs, private sector academe, among others) as non-voting members and/or observers to their respective committees.

1.3.5 Establishment of Sub-Regional Project Monitoring Committees

1.3.5.1 Membership

The composition of the sub-regional PMCs, through EO 93, shall be at the discretion of the Local Development Councils subject to inclusion of the following mandatory members:

- DILG representative or provincial/city/local government officer assigned in the area;
- one representative of NGO/PO;
- one representative of NGO members in the Local Development Council; and
- four PMC members appointed by the local chief executive from the nominees of the Local Development Council.

The local chief executive shall appoint the chairperson from among the LDC nominees or the members of the PMC. The respective planning and development offices of the LGUs concerned shall serve as secretariat to the local PMCs.

1.3.5.2 Creation

The Provincial/City/Municipal Development Council shall initiate the creation of the PMC by deciding on its composition and procedure for appointing its members. Each development council shall nominate, select, and appoint NGO representatives to their respective PMC. The guidelines on the selection and appointment of said NGO representatives shall be agreed upon by the respective PMCs at the sub-national level.

1.3.6 Participation of CSOs and other stakeholders

In line with efforts for greater transparency, accountability and good governance, the PMCs shall include CSOs and other development stakeholders in their M&E processes.

As a general rule, prior to the conduct of M&E activities, the roles and responsibilities of various stakeholders should be well-defined.

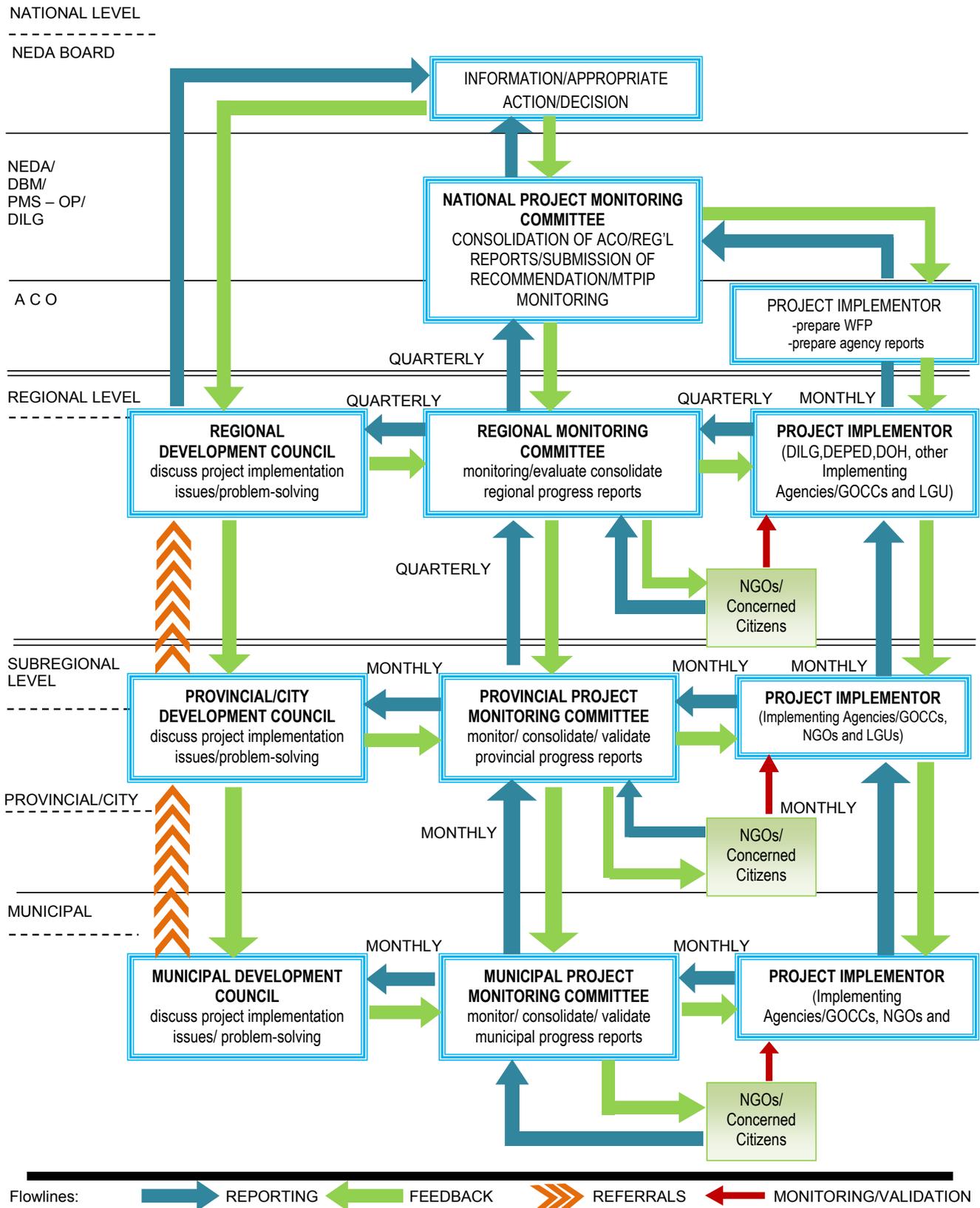
1.4 Systems Framework

The underlying principle of the M&E system framework is its usefulness in enhancing the efficiency of project implementation at various levels. Hence, the M&E system at any level is primarily to expedite project implementation and determine whether the objectives of the projects are accomplished. This is provided that next higher level development council with reports on the status of project implementation is only a secondary function.

The schematic diagram on the following page describes the overall framework for monitoring projects at each level under the RPMES. The diagram traces the reporting, feedback and referral flows within and among the various levels of M&E—national, regional, provincial/city, and municipal levels.

For each level, the linkages are traced among the project implementers as the basic source of project information, the Project Monitoring Committees as coordinators and monitors, authorized NGOs as project monitors, and the development councils at various levels as decision-makers and problem-solving bodies.

RPMES: OVERALL SYSTEM FRAMEWORK



ACO - Agency Central Office

Source: 1994 RPMES Manual of Operations

Section 2

SCOPE AND COVERAGE OF MONITORING AND EVALUATION

To facilitate monitoring and evaluation activities of the RPMES, the scope and coverage should be identified and agreed upon by the PMCs every start of the year.

2.1 *Monitoring*

2.1.1 *Regular Monitoring*

Programs and projects to be monitored regularly include program, project, and activities in the Priority Investment Plan (ODA, locally-funded, and private-public partnerships) and those in the priority list of the President.

The PMCs may likewise include progress monitoring of the Philippine Development Plan (PDP) and Regional Development Plans (RDPs).

Scope	Monitoring		
	Coverage	Frequency	Type of Information
PDP RDPs	Indicators committed in the Results Matrices or Regional Results Matrices	Annual	Achievement of results (impact and outcomes)
PIP	ODA-funded projects	Quarterly	Physical and financial accomplishments
	Locally-funded projects	Quarterly	Physical and financial accomplishments
	PPP projects	Quarterly	Physical and financial accomplishments
President's Priority Programs and Initiatives	Various projects	Quarterly	Physical and financial accomplishments; Achievement of results (impacts and outcomes)
Other public goods and services outside the above cited categories.	Various projects (e.g., electricity, disaster-related)	Quarterly	Physical and financial accomplishments

For prioritization purposes, the concerned PMC may provide their own criteria in determining projects that will be prioritized for monitoring. For example, the alert mechanism developed by NEDA-MES may be used as reference to determine problematic projects that should be monitored.

2.1.2 *Ad Hoc Monitoring*

Where warranted, additional monitoring activities outside of the regular scope may be undertaken by the PMCs. These may include efforts related to disaster rehabilitation and reconstruction and other possible emerging concerns.

The detailed monitoring procedures and guidelines on conducting problem solving sessions are discussed in Appendices A and B, respectively.

2.2 Evaluation

As part of its M&E functions, the PMCs may conduct evaluation of priority programs and projects. The following are the types of evaluation² that may be carried out by PMCs:

Types	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. 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

For ex-post evaluation activities, PMCs may refer to the NEDA Ex-Post Evaluation Manual.

²Glossary of Key Terms in Evaluation and Results Based Management, OECD 2002

Section 3

REPORTS

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 and 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.

<p><u>Agency/NGOs/ Concerned Citizens Input Forms</u></p> <p>Initial Project Report (RPMES Form No. 1)</p> <p>Physical and Financial Accomplishment Report (RPMES Form No. 2)</p> <p>Project Exception Report (RPMES Form No. 3)</p> <p>Project Results (RPMES Form No. 4)</p>	<p><u>RPMC Output Forms</u></p> <p>Summary of Physical and Financial Status of Programs and Projects including Project Results (RPMES Form No. 5)</p> <p>Report on Status of Projects Encountering Implementation Problems (RPMES Form No. 6)</p> <p>Project Inspection Report (RPMES Form No. 7)</p> <p>Problem-Solving Session/ Facilitation Meeting Conducted (RPMES Form No. 8)</p> <p>List of Training/Workshops Conducted (RPMES Form No.9)</p> <p>List of Resolutions Passed (RPMES Form No. 10)</p> <p>Key Lessons Learned (RPMES Form No. 11)</p>	<p><u>NPMC Output Forms</u></p> <p>Issues Elevated to the NPMC (NPMC Form No. 1)</p> <p>Project Inspections/Field Visits Conducted (NPMC Form No. 2)</p> <p>Problem-Solving Session/ Facilitation Meeting Conducted (NPMC Form No. 3)</p> <p>List of Training/Workshops Conducted (NPMC Form No. 4)</p> <p>List of Resolutions Passed (NPMC Form No. 5)</p> <p>Key Lessons Learned (NPMC Form No. 6)</p>
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Other reports and forms may be developed as necessary. To assist various PMCs, guidelines for the filling up of 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.

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, funding source, location, total project cost, project schedule, mode of implementation, physical and financial targets for the year, budget requirement, and simplified logical framework highlighting intended results. This report shall be accomplished by implementing agencies.

Type of Report	Description
Physical and Financial Accomplishment Report (RPMES Form No. 2)	This report will be used to document 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: a. 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; and b. Financial—actual expenditures made by the project against releases (funds utilization) or actual expenditures made against the total program amount for the project (funding support). Financial report shall also account for reasons(s) behind low disbursements.
Project Exception Report (RPMES Form No. 3)	This report records the factors that result in an outstanding performance of a project or critical problems that cause delays in project implementation. This form shall be prepared and submitted by NGOs and/or concerned citizens and agencies.
Project Results (RPMES Form No. 4)	This form shall provide information on the benefits of the project. The results should be based on the logical framework indicators.
OUTPUT FORMS	
Summary of Physical and Financial Accomplishments (By Area, Sector and Agency) including Project Results (RPMES Form No. 5)	Output report of the RPMC on 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, project schedules (original or revised), financial and physical performance, problems encountered in implementation and employment generated by the project in man-days. This form shall also discuss initial observable results derived from the implementation of the project.
Report on Status of Projects Encountering Implementation Problems (RPMES Form No. 6)	Output report of the RPMC on projects encountering delays and actions taken or recommendations by the development council.
Project Inspection Report (RPMES Form No. 7)	This report shall provide the highlights of the project inspection, validation of the actual accomplishments provided in progress reports, and discussion of relevant issues encountered during the inspection. If needed, the report shall contain recommendations duly concurred/endorsed by the RPMC and RDC.
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.
List of Training / Workshops Conducted (RPMES Form No. 9)	This form shall include all training/workshops conducted by the NROs.
List of Resolutions Passed (RPMES Form No. 10)	This form shall include all resolutions passed by the RPMCs.
Key Lessons Learned from Issues Resolved at the RPMC Level (RPMES Form No. 11)	This shall provide a summary of lessons learned 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 Conducted (NPMC Form No. 2)	This report shall contain important information gathered from field visits, including major findings, and actions taken, as submitted by NROs.

Type of Report	Description
Problem Solving Session / Facilitation Meeting Conducted (NPMC Form No. 3)	This shall contain consolidated agreements reached during problem-solving sessions or facilitation meetings.
List of Training / Workshops Conducted (NPMC Form No. 4)	This shall contain consolidated training/workshops conducted by the NROs.
List of Resolutions Passed (NPMC Form No. 5)	This shall contain consolidated list of all resolutions passed by the RPMCs.
Key Lessons Learned (NPMC Form No. 6)	This shall contain summary of lessons learned 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 D.

3.2 *Frequency and Reporting Timelines*

Type of Report	Frequency of Reporting	Report Timelines
Initial Project Report	At the beginning of the year	1 st Quarter
Physical and Financial Accomplishment Report	Monthly	15 th day of the succeeding month
Project Exception Report	As the need arises	15 th day of the succeeding month
Project Results	Annual	1 st Quarter (to correspond with Socio-economic Report)
Summary of Physical and Financial Accomplishments (by Area, Sector and Agency)	Quarterly	1 month after the reporting quarter
Report on Status of Projects Encountering Implementation Problems	Quarterly	1 month after the reporting quarter
Project Inspection Reports	Quarterly	1 month after the reporting quarter
Problem-Solving Sessions/ Facilitation Meetings Conducted	Quarterly	1 month after the reporting quarter
List of Training/Workshops Conducted	Quarterly	1 month after the reporting quarter
List of Resolutions Passed	Quarterly	1 month after the reporting quarter
Issues Elevated to the NPMC	Quarterly	1.5 months after reporting quarter
Project Inspections/Field Visits Conducted	Quarterly	1.5 months after reporting quarter
Problem Solving Sessions/ Facilitation Meetings Conducted	Quarterly	1.5 months after reporting quarter
List of Training/Workshops Conducted	Quarterly	1.5 months after reporting quarter
List of Resolutions Passed	Quarterly	1.5 months after reporting quarter
Key Lessons Learned	Quarterly	1.5 months after reporting quarter

3.3 *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 table below summarizes the RPMES reports/forms to be prepared, including other recipients of the reports for information, reference, and appropriate action.

RPMEs Reports	Prepared by	Submitted to	Other Recipients of Reports
Initial Project Report	Agency	RPMC	NPMC
Physical and Financial Accomplishment Report	Agency	RPMC	
Project Exception Report	NGOs/Concerned Citizens and Agencies	RPMC	
Project Results	Agency	RPMC	
Summary of Financial and Physical Accomplishments including Project Results	RPMC (with inputs from Forms 2 and 4)	NPMC	Agency
Report on the Status of Projects Encountering Implementation Problems	RPMC (with inputs from Form 3)	NPMC	Agency (for validation)
Project Inspection Report	RPMC	NPMC	Agency
Report on Problem-Solving Session/Facilitation Meeting	RPMC	NPMC	Agency
NPMC Forms	NPMC Secretariat	NPMC Chair and Members	RPMC

All reports from sub-regional PMCs should be submitted to higher level PMCs. RPMCs may provide copies of RPMEs reports to their respective sub-regional PMCs if needed.

Section 4

PROCESS FLOW

4.1 *General*

The monitoring and evaluation process starts with the planning, programming, and scheduling of activities to be undertaken by the respective PMCs for the year. The following documents will be prepared:

Type of Report	Description
WFP	This plan covers the activities of the various PMCs during the calendar year. The WFP will be prepared by each PMC following the guidelines set by the DBM as basis for the allocation of funds, for the operating requirements of the PMCs. The WFP endorsed by the development council chairperson should be coursed through the DBM Regional Office for evaluation and endorsement, then to the DBM Central Office for approval.
M&E Plan	The 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 at the national and regional levels based on the submission of implementing agencies. The scope of monitoring at each level will be guided by Section 2 of this manual.
M&E Work Program	Serves as checklist on the sequence of activities required to achieve the objectives of the monitoring and evaluation. This shall contain adequate information and shall specify particular programs and projects for monitoring and evaluation.

4.2 *National and Regional Level*

The following outlines the specific processes in the conduct of monitoring and evaluation at the national and regional levels.

4.2.1 *National Level*

- The National Government Agencies shall submit to the NPMC relevant documents, including but not limited to WFP, M&E Plan and M&E Work Program.
- DBM shall provide relevant budget-related documents to the NPMC Secretariat.
- The NPMC Secretariat will disseminate information on projects to be monitored by the regional, provincial, city and municipal PMCs to the different RDCs. The RPMCs shall be responsible for disseminating information on projects to be monitored to the provincial, city and municipal levels.
- NPMC Secretariat will assess agency reports and conduct project visits for selected projects as may be identified based on established criteria.
- The NPMC Secretariat may include in the NPMC agenda issues and concerns not resolved at the regional level.
- The NPMC will evaluate problems, provide/formulate recommendations and submit these to the office of the President/Cabinet for appropriate action or may initiate problem-solving sessions with the Cabinet and the President.
- NPMC Secretariat will provide feedback to concerned implementers/RDCs/PMCs/LGUs/NGOs and other concerned agencies and follow up implementation of remedial measures.

4.2.2 *Regional Level*

- The RPMC, upon receipt of information on projects to be monitored, will classify projects which may be monitored, either through desk monitoring or actual validation/ocular inspection, at the provincial, city, and municipal levels.
- Information on projects to be monitored will come from the following sources:
 - ✓ WFP and initial project reports submitted by the Regional Offices of implementing agencies;
 - ✓ reports provided by DBM Regional Offices, such as list of projects with funding from the GAA and/or the Infrastructure Program; and
 - ✓ work programs for locally-funded projects submitted by the Local Chief Executives.
- The RPMC will prepare the WFP to cover the activities of the regional PMCs which shall be endorsed by the RDC Chairman to the DBM Regional Office, as basis for the allocation of funds for the operating requirements at the regional level PMCs.
- The RPMC Secretariat will prepare the M&E plan to be undertaken by the regional, provincial, city, and municipal PMCs which shall include, among others, the list of projects and schedule of implementation, based on the submission of implementing agencies.
- The RPMC Secretariat will provide the NGOs with the Regional M&E Plan, and the sub-regional PMCs and Chief Executives with information on projects to be monitored at their level.
- The RPMC will prepare its M&E work program for the calendar year.
- The project implementers will undertake projects and prepare and submit status reports of project implementation to the RPMC.
- NGOs (RPMC members or other independent NGOs/POs and concerned citizens) will submit project exception reports to the RPMC, copy furnished the implementers.
- RPMC will assess NGO and agency reports and conduct project visits for selected projects as may be identified based on established criteria.
- RPMC will process reports of various implementing agencies, provincial PMCs and provide RDC a consolidated report on status of project implementation.
- RPMC will evaluate problems and provide/formulate recommendations during its regular monthly or special meetings, and submit problems/issues requiring intervention to RDC, without prejudice to the resolution of problems/issues at the local level or lowest level possible.
- RPMC will elevate issues that need NPMC intervention or solution.
- RDC will assess reports and take proper action (problem-solving, referral to other agencies/council/bodies).
- RPMC will provide feedback to concerned implementers/LGUs/NGOs and other concerned agencies and follow up implementation of remedial measures.
- RPMC will forward status report on project implementation to the NPMC Secretariat and other higher level bodies.

APPENDICES

(Sourced from the 1994 RPMES Manual)

Appendix A

Monitoring Procedures

1. 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.
2. From the list of projects 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 work program 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.
3. Conduct initial appraisal of programs and projects to be monitored based on information obtained from the M&E plan and the initial project reports submitted by project implementers. If the project is undertaken by contract, secure if possible, Performance Bond and Notice to Proceed. If undertaken by administration, check whether the required “Authority to Undertake Project by Administration” has been issued.
4. Coordinate/establish linkage with project implementers to ensure timely submission of reports, accuracy of project evaluation and secure their cooperation and active participation throughout the monitoring process. 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.
5. Analyze project/activity accomplishment reports and project exception reports submitted by project implementers, and NGOs or people’s organizations, respectively.
6. Conduct regular ocular inspection at project sites on those projects which 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. This activity will involve the following:
 - a. conduct interviews with project engineer, laborers, barangay officials, and reputable residents of the locality to validate status of projects, reported problems/findings and to verify whether the project is being implemented in accordance with approved conditions, plans and specifications;
 - b. compare reported accomplishments against approved project schedules to determine whether the project is behind or ahead of schedule. Examine accomplishment chart/report or S-curve to detect slippage (difference between targeted/programmed accomplishment and actual accomplishment). If the slippage is positive, the project is ahead of schedule; if negative, it is behind schedule. Ascertain whether the delay in project implementation is justifiable or not. Some causes of delay are: (i) lack of materials; (ii) liquidity problems of contractor; (iii) delayed release of funds; (iv) force majeure (natural calamities); (v) right-of-way problems; and (vi) peace and order condition.
 - c. investigate any deviation from the approved conditions, plans and specifications. Some causes of deviation are: (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., maximum hiring of workers from the project site);
 - d. determine whether deviations are authorized or not, that is, they are covered by a Change Order, Extra Work Order, or Suspension Order;
 - e. assess 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;
 - f. obtain feedback from laborers, local officials, and concerned citizens to verify reported anomalies/irregularities.

7. Report findings and recommendations to the development councils or its Executive Committee (ExeCom) for deliberations/ resolution/action. 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.
8. Upon completion of the project, conduct an evaluation of selected projects to determine that the same is completed as per plans and specifications and if targets were achieved. Verify completion report, final inspection reports and certificate of acceptance/turn-over if in order. Make an assessment of the lessons and insights drawn in the course of project implementation and make this available to project planners.

Appendix B

Problem Solving Mechanisms

To operationalize the primary objectives of RPMES, regular problem-solving sessions should be conducted to obtain maximum benefit from the information made available by the M&E activity.

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

- a. PMC to discuss the project implementation issue/problem and submit recommendations to Development Council or its ExeCom depending on the urgency of the problem;
- b. Development Council or its ExeCom will include a problem-solving item in its agenda to discuss and resolve the problems/issues with the implementing agency during its meetings. All implementers of subject projects will be invited to attend this meeting; and
- c. Development Council or ExeCom will refer unresolved problems to higher bodies (next level Development Council).

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

Appendix C

Procedures for Measuring Project Performances

A. Physical Performance

$$\text{Percent Accomplishment} = \left(\frac{\text{Actual Physical Accomplishment}}{\text{Target Physical Accomplishment}} \right) \times 100$$

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

$$\text{Weight Per Component} = \left(\frac{\text{Total Component Cost}}{\text{Total Project Cost}} \right)$$

Component	Total Cost (PHP Million)	Computation (PHP Million)	Weight
PC1	3.5	3.5 / 7.0	0.50
PC2	2.0	2.0 / 7.0	0.29
PC3	1.5	1.5 / 7.0	0.21
Total	7.0		1.00

2. Compute for the percent accomplishment per component/activity.

$$\text{Component} \left(\frac{\text{Actual}}{\text{Target}} \right) \times 100 = \text{Accomplishment (\%)}$$

Component	Actual/Target	X	100	=	Accomplishment (%)
PC1	800 hectares/1,000 hectares	X	100	=	80
PC2	510 farmers/500 farmers	X	100	=	102
PC3	4,100 cavans/5,000 cavans	X	100	=	82

3. Determine the weighted accomplishment for each component.

Component	Weight	X	Accomplishment (%)	=	Weighted Accomplishment (%)
PC1	0.50	X	80	=	40.00
PC2	0.29	X	102	=	29.58
PC3	0.21	X	82	=	17.22

4. Compute the overall physical accomplishment by summing up the weighted accomplishments of all components / activities.

$$\text{Project Overall Weighted Physical Accomplishment (OWPA)(\%)} \\ = \text{Sum of all components weighted accomplishments}$$

$$86.80 = 40 + 29.58 + 17.22$$

5. Prepare the summary table for physical accomplishment/performance.

Component	Cost (PHP Million)	Weight	Target	Actual	Accomp. (%)	Wtd. Accomp. (%)
PC1	3.5	0.50	1,000 ha	800 ha	80	40.00
PC2	2.0	0.29	500 farmers	510 farmers	102	29.58
PC3	1.5	0.21	5,000 cavans	4,100 cavans	82	17.22
Total	7.0	1.00				86.80

The same procedure can be applied in computing for the overall weighted physical performance of a sector, an agency, and an area/location/region/province.

B. Financial Performance

- a. Funding Support = actual releases against the programmed amount (allotment).

$$\text{Funding Support} = \frac{\text{Funds released}}{\text{Programmed amount}} \times 100$$

Component	Releases/Allotment (PHP Million)	X	100 (%)	=	Funding Support (%)
PC1	3.0/3.5	X	100	=	85.7
PC2	1.5/2.0	X	100	=	75.0
PC3	1.0/1.5	X	100	=	66.7
TOTAL	5.5/7.0	X	100	=	78.6

- b. Funds utilization= actual disbursements or expenditures against the releases.

$$\text{Funds Utilization} = \frac{\text{Disbursements}}{\text{Releases}} \times 100$$

Component	Expenditure / Release (PHP Million)	X	100 (%)	=	Funds Utilization (%)
PC1	3.0/3.0	X	100	=	100.0
PC2	1.0/1.5	X	100	=	66.7
PC3	0.9/1.0	X	100	=	90.0
TOTAL	4.9/5.5	X	100	=	89.0

c. Summary of financial accomplishments/performance*

Component	Allotment (PHP Million)	Release (PHP Million)	Disbursed (PHP Million)	Funding Support (%)	Funds Utilization (%)
PC1	3.5	3.0	3.0	85.7	100.0
PC2	2.0	1.5	1.0	75.0	66.7
PC3	1.5	1.0	0.9	66.7	90.7
TOTAL	7.0	5.5	4.9	78.6	89.0

* The computation of a Project overall financial performance is not the same with Project overall weighted physical accomplishment (summing up the weighted performances of all components of the project). Computation of each component's financial performance may be done to determine each component performance. It is not accurate to sum up the performances of all components to come up with the project overall financial performance.

* To compute the Project's financial performance is to compare the "Totals" of all target and actual amounts within a reporting period.

Note: For ODA-funded projects, if data are available, absorptive capacity indicators may likewise be reported:

1. **Disbursement Rate** – actual disbursement against target disbursements reckoned for the reporting quarter.
2. **Availment Rate** – actual availment (or cumulative disbursements) reckoned from the start of the project up to the reporting period against the scheduled availment.
3. **Disbursement Ratio** – actual disbursement against the total available balance for the year.

C. Project Overall Financially Correlated Performance

$$\text{Overall Financially Correlated Performance \%} = \left(\frac{\text{Percent Physical Accomplishment}}{\text{Funds utilization}} \right) \times 100$$

or

$$\left(\frac{\text{Percent Physical Accomplishment}}{\text{Percent Funding support}} \right) \times 100$$

a. Component/activity financially correlated performance per component/activity:

(For Component 1)

$$= \left(\frac{\text{Percent Overall Weighted Physical Accomplishment}}{\text{Percent Funds utilization}} \right) \times 100$$

$$\left(\frac{80.0\%}{100.0\%} \right) \times 100 = 80.0\%$$

b. Project overall financially correlated physical performance (POFCPP)

$$= \left(\frac{\text{Percent Overall Weighted Physical Accomplishment}}{\text{Funds utilization}} \right) \times 100$$

$$\left(\frac{86.80\%}{89.00\%} \right) \times 100 = 97.50\%$$

c. Summary of projects' overall performance.

Project	OWPA (%)	Funds Utilization(%)	POFCPP (%)
Total	86.80	89	97.50

Appendix D

Report Templates

**REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
INITIAL PROJECT REPORT**

**Physical and Financial Targets for Ongoing Programs and Projects
FY _____**

Implementing Agency: _____

(1) (a) Name of Project (b) Location (c) Sector / Subsector (d) Funding Source (e) Mode of Implementation (f) Project Schedule	(2) Total Project Target	(3) JAN	(4) FEB	(5) MAR	(6) APR	(7) MAY	(8) JUN	(9) JUL	(10) AUG	(11) SEP	(12) OCT	(13) NOV	(14) DEC	(15) TOTAL
FS - Financial Schedule	% - Overall Physical Target in Percent	OI - Output Indicator										EG - Employment Generated		
1.														
2.														
3.														

Submitted by: _____
 Designation/Office: _____
 Date: _____

Noted by: _____
 Agency Head

Form No.	RPMES Form 1
Form Title	Initial Project Report Physical and Financial Targets for On-going Programs and Projects
Purpose	This report will be used to record the basic information on on-going program/projects—both ODA and locally funded—that are being implemented by the agency, GOCC or LGU. It will contain such information as name of project, funding source, location, total project cost, project schedule, mode of implementation, physical and financial targets for the year, budget requirement, and simplified logical framework highlighting intended results. This report shall be accomplished by implementing agencies.
Responsibility	Implementing Agency
Definition of Entries	
Implementing Agency	Name of Agency/GOCC/LGU that implements the project
Name of Project	Title of project as found in the approved program of work, loan or grant agreement.
Location	Barangay/Municipality/City/Province/Region where project is implemented
Sector/Subsector	Refers to the sector and subsector of the project (e.g., infrastructure—roads; social development—education; agriculture—crops)
Funding Source	Indicate source of fund for the project (e.g., ODA loan or grant, GAA, calamity fund, etc.)
Mode of Implementation	Indicate how the project will be implemented; if by contract, state name of contractor
Project Schedule	Month, day, year when the project is expected to start and to be completed
Total Project Target	Indicate project targets (amount programmed, physical outputs of major activities, overall percent completion, employment generated) covering the implementation of the whole project
Monthly Targets	
Financial Schedule	Amount programmed for activities scheduled for implementation for the month
Physical Targets (in %)	Equivalent target in percent (as a percentage of total project) that is scheduled for implementation for the month
Output Indicator	Indicate selected major project activities/milestone (atmost 5 outputs) where accomplishments are to be measured with corresponding targets for the month
Employment Generated	Target employment to be generated by the project expressed in number of persons disaggregated by sex
Total	Represents the total targets for the calendar year.
Report Deadline	By end of first quarter of each year
<i>At the end of the report, indicate the name, designation, and office of the person authorized to submit the report, including the date of submission, and should be noted by the Head of the Agency</i>	

**REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT**
As of Month Year (Quarterly)

Implementing Agency: _____

(1) (a) Name of Project (b) Date Started (c) Target Completion Date (d) Location (e) Funding Source	(2)	(3)			(4)			(5)			(6)			(7)			(8)			(9)			(10)			(11)			(12)			(13)			(14)			(15)		(16)
		Allocation			Releases			Obligations			Disbursements			Physical Status (%)			Employment Generated																							
		As of Reporting Period	For the Month	As of Reporting Period	For the Month	As of Reporting Period	For the Month	As of Reporting Period	For the Month	As of Reporting Period	For the Month	As of Reporting Period	For the Month	Target to Date	Target for the Month	Actual to Date	Actual for the Month	(M)	(F)	Remarks																				
1. Project Title Month/Day/Year Month/Day/Year Region/Province/City /Municipality																																								
2. Project Title Month/Day/Year Month/Day/Year Region/Province/City /Municipality																																								
3. Project Title Month/Day/Year Month/Day/Year Region/Province/City /Municipality																																								

Submitted by: _____
Designation/Office: _____
Date: _____

Noted by: _____
Agency Head

Note: This form was enhanced based on the existing RPMES form and Annual ODA Portfolio Review form. Adopted in 2015

Form No.	RPME Form 2
Form Title	Physical and Financial Accomplishment Report
Purpose	This report will be used to document status of on-going program/projects—both ODA and locally-funded—that are being implemented by the agency, GOCC, or LGU. It shall contain the following information: a. 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 b. Financial — actual expenditures made by the project against releases (funds utilization) or actual expenditures made against the total program amount for the project (funding support). Financial report shall also account for any reason behind low disbursements, if applicable.
Responsibility	Implementing Agency
Definition of Entries	
Implementing Agency	Name of Agency/GOCC/LGU that implements the project
Name of Project	Title of project as found in the approved program of work, loan or grant agreement
Date Started	Month, day, year when the project started
Target Date of Completion	Month, day, year when the project is expected to be completed
Location	Include revised completion date, if applicable
Funding Source	Barangay/Municipality/City/Province/Region where project is implemented
Financial Status	
Allocation	
As of Reporting Period	Cumulative amount approved from start of the project up to the end of reporting period, in PHPmillion
For the Month	Amount approved for the reporting period, in PHPmillion
Releases	
As of Reporting Period	Cumulative amount of releases for the implementation of the project, in PHPmillion
For the Month	Actual releases for the reporting period, in PHP million
Obligations	
As of Reporting Period	Liabilities legally incurred and committed to be paid by the agency either immediately or in the future to the sub-borrowers
For the Month	Cumulative obligations incurred from the start of the project up to the end of reporting period, in PHP million
For the Month	Obligations incurred by the project for the reporting period, in PHP million
Disbursements	
As of Reporting Period	Settlement of government obligations and/or accounts payable by cash; movement of cash from the Bureau of Treasury or from an authorized disbursing officer to the final recipient; term “disbursements” is synonymous with liquidation/settlement/payment of an obligation; in PHP million
For the Month	Cumulative actual amount expended/utilized by the project from the start of the project up to the end of reporting period, in PHP million
For the Month	Actual amount expended/utilized by the project for the reporting period, in PHP million
Physical Status	
Output Indicator	Refers to project activities/milestones where accomplishment is to be measured
Target to Date	Work scheduled to be accomplished from start of project implementation up to the reporting period
Target for the Month	Work scheduled to be accomplished for the month
Actual to Date	Actual work accomplished from start of implementation up to the reporting period
Actual for the Month	Actual work accomplished for the month
Employment Generated	Employment generated by the project from start of the project to reporting period expressed in number of persons disaggregated by sex
Remarks	Additional information on the project, such as problems encountered that impede project implementation, remedial measures taken, initial observable results, etc.
Report Deadline	15th day of the succeeding month
<i>At the end of the report, indicate the name, designation, and office of the person authorized to submit the report, including the date of submission, and report should be noted by the Head of the Agency</i>	

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
PROJECT EXCEPTION REPORT
As of Month Year (Quarterly)

Name of Project: _____

Location: _____

Sector/Subsector: _____

Implementing Agency: _____

Implementation: () Ahead of Schedule () On Schedule () Behind Schedule

1	2	3
Findings	Possible Reasons/Causes	Recommendations

Submitted by: _____

Designation/Office: _____

Date: _____

Form No.	RPMES Form 3
Form Title	Project Exception Report
Purpose	This report is used when implementation problems needing immediate action by the PMC or Development Council are encountered or when project implementation has been outstanding. It records the critical problems that would result in delays in project implementation outside the tolerable limits, in the case of the former, and the factors that contribute to outstanding performance in the case of the latter.
Responsibility	NGOs, Concerned Citizens and Agencies
Definition of Entries	
Name of Project	Title of project as found in the approved program of work, loan or grant agreement.
Sector/Subsector	Refers to the sector and subsector of the project (e.g., infrastructure—roads; social development—education; agriculture—crops)
Implementation Status	Indicate whether the project is Ahead, On, or Behind Schedule
Location	Barangay/Municipality/City/Province/Region where project is implemented
Implementing Agency	Name of Agency/GOCC/LGU that implements the project
Findings	Problems encountered in project implementation or outstanding performance of a project
Possible Reasons/Causes	Events, incidents, etc. that may have caused the problems (e.g., delayed release of funds, contractors' poor performance) or factors that contribute to the outstanding performance
Recommendations	Suggestions to improve work progress or to commend outstanding performance
Report Deadline	15th day of the succeeding month
<i>At the end of the report, indicate the following: name, designation, and office of the person who prepared the report; the date the report was prepared</i>	

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM
PROJECT RESULTS
As of December (Year)

Implementing Agency: _____

(1)	(2)	(3)	(4)
Name of Project	Project Objective/s (Based on LogFrame)	Results Indicator/Target (Based on LogFrame)	Observed Results

Submitted by: _____

Noted by: _____

Designation/Office: _____

Head of Agency

Date: _____

Note: This is a new form which was adopted from the Annual ODA Portfolio Review. Adopted in 2015.

Form No.	RPMES Form 4
Form Title	Project Results
Purpose	This form shall provide information on the initial benefits resulting from the project. These results should be based on the indicators in the logical framework.
Responsibility	Implementing Agency
<i>Definition of Entries</i>	
Implementing Agency	Name of Agency/GOCC/LGU that implements the project
Name of Project	Title of project as found in the approved program of work, loan or grant agreement
Project Objective/s	Consists of the Goal, Purpose and Output as indicated in the project's logical framework (ICC PE Form 6); the objectives (if there are many objectives) that will be assessed are those which can be achieved during the evaluation period
Results Indicator/Target	Results refer to the project objective as stated in the narrative summary of the project's logical framework (ICC PE Form 6); these are new conditions or qualities achieved when beneficiaries adopt/utilize the project outputs 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
Observed Results	Maybe either proxy or logical framework indicators; proxy indicators may lead as "stand in" for the logical framework indicators (as indicated in the project's logical framework (ICC PE Form 6) whenever the latter is still not available/appreciable but nevertheless may provide early evidence that project results will be or will not be achieved
Report Deadline	1st Quarter (to correspond with the Socioeconomic Report)
<i>At the end of the report, indicate the name, designation, and office of the person authorized to submit the report, including the date of submission; report should be noted by the Head of the Agency</i>	

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
SUMMARY OF FINANCIAL AND PHYSICAL ACCOMPLISHMENTS INCLUDING PROJECT RESULTS (BY AREA, SECTOR, AGENCY)
 As of Month Year (Quarterly)

PMC: _____

(1) "a) Name of Project and its Components b) Funding Source c) Project Schedule"	(2) Output Indicators	(3) Allocation			(4) Releases			(5) Obligations			(6) Disbursements			(7) Funding Support (%)	(8) Fund Utilization (%)	(9) Target to Date	(10) Actual Accomplishment to Date	(11) Slippage	(12) Performance	(13) Employment Generated		(14) Remarks
		As of Reporting Period	(M)	(F)																		
"Project 1 Fund Source mm/dd/yy - mm/dd/yy"																						
Component 1																						
Component 2																						
Component 3																						
"Project 2 Fund Source mm/dd/yy - mm/dd/yy"																						
Component 1																						
Component 2																						
Component 3																						

Submitted by: _____
 Designation/Office: _____
 Date: _____

Noted by: _____
 Agency Head

Note: This form was enhanced based on the existing RPMES form and Annual ODA Portfolio Review form. Adopted in 2015.

Form No.	RPME Form 5
Form Title	Summary of Physical and Financial Accomplishment including Project Results
Purpose	Output report of the PMC on financial and physical status of project implementation by area (in the region, province /city or municipality), sector, and agency. It will contain the project title, funding source, project schedules (original or revised), financial and physical performance, problems encountered in implementation and employment generated by the project in man-days. This output shall likewise discuss initial observable results derived from the implementation of the project. The procedures for computing financial and physical accomplishment are detailed in Appendix C—Procedure for Measuring Performance.
Responsibility	PMC
Definition of Entries	
PMC	Concerned PMC
Name of Project and its Component(s)	Title of project as found in the approved program of work, loan or grant agreement; identify different components to determine the overall weighted physical accomplishment of the project
Funding Source	Indicate source of fund for the project (e.g., ODA loan or grant, GAA, calamity fund, etc.)
Project Schedule	Month, day, year when the project is expected to start and to be completed
Output Indicator	Refers to project activities/milestones where accomplishment is to be measured
Financial Status	
<i>Allocation</i>	
As of Reporting Period	Cumulative amount approved from start of the project up to the end of reporting period, in PHP million
<i>Obligations</i>	
	Liabilities legally incurred and committed to be paid by the agency either immediately or in the future to the sub-borrowers
As of Reporting Period	Cumulative obligations incurred from the start of the project up to the end of reporting period, in PHP million
<i>Releases</i>	
As of Reporting Period	Cumulative amount of releases for the implementation of the project, in PHP million
<i>Disbursements</i>	
	Settlement of government obligations and/or accounts payable by cash; movement of cash from the Bureau of Treasury or from an authorized disbursing officer to the final recipient; term “disbursement” is also synonymous with liquidation/settlement/payment of an obligation, in PHP
As of Reporting Period	Cumulative actual amount expended/utilized by the project from the start of the project up to the end of reporting period, in PHP
<i>Funding Support (%)</i>	Actual releases against Allocation
<i>Funds Utilization (%)</i>	Actual disbursements or expenditures against releases
Physical Status	
<i>Target to Date</i>	Work scheduled to be accomplished from start of project implementation up to the reporting period
<i>Accomplishment to Date</i>	Actual work accomplished from start of implementation up to the reporting period
<i>Slippage</i>	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)
<i>Performance</i>	Actual accomplishment to date divided by Target accomplishment as of reporting period
Employment Generated	Employment generated by the project from start of the project to reporting period expressed in number of persons disaggregated by sex
Remarks	Additional information on the project, such as problems encountered that impede project implementation, remedial measures taken, initial observable results, etc.
Report Deadline	1 month after the reporting quarter
<i>At the end of the report, indicate the name, designation, and office of the person authorized to submit the report, including the date of submission; said report should be noted by the Head of the Agency</i>	

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
PROJECT INSPECTION REPORT
As of Month Year (Quarterly)

Name of Project (Total Project Cost)	Location	Implementing Agency	Date of Project Inspection	Major Findings	Issues	Action Taken / Recommendation
Project 1 (TPC)						

Submitted by: _____
 Designation/Office: _____
 Date: _____

Noted by: _____
 Agency Head

Note. This is a new form based on the existing RPMES forms. Adopted in 2015.

Form No.	RPMES Form 7
Form Title	Project Inspection Report
Purpose	This report shall provide the highlights of the project inspection, validation of the actual accomplishments provided in progress reports, and discussion of relevant issues encountered during the inspection
Responsibility	PMC
Minimum Information Required	
Name of Project	Title of project as found in the approved program of work, loan or grant agreement.
Cost	Total project cost of the project, in PHP million
Location	Barangay/Municipality/City/Province/Region where project is implemented
Implementing Agency	Name of Agency/GOCC/LGU that implement the project
Date of Project Inspection	Month, day, year when the project inspection was conducted
Major Findings	Major observations during the project inspection, including latest physical status of the project (Ahead, On, or Behind Schedule)
Issues	Operational constraints/concerns observed during project implementation
Actions Taken/ Recommendation	Remedial measures taken/being recommended to improve work progress or to commend outstanding performance; include updates on agency actions; provide information if issues were elevated to NPMC, the requested actions, and the corresponding response from the NPMC
Report Deadline	1 month after the reporting quarter
At the end of the report, indicate the name, designation, and office of the person who prepared the report and the date the report was prepared	

**REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
PROBLEM SOLVING SESSION / FACILITATION MEETING CONDUCTED
As of Month Year (Quarterly)**

Name of Project / Issue Details	Location	Implementing Agency	Date of PSS / Facilitation Meeting	Concerned Agencies	Agreements Reached	Next Steps
Project						

Submitted by: _____
 Designation/Office: _____
 Date: _____

Noted by: _____
 Agency Head

Note. This is a new form based on the existing RPMES forms. Adopted in 2015.

Form No.	RPMES Form 8
Form Title	Problem-Solving Session/Facilitation Meeting Conducted
Purpose	This output report shall detail the important agreements reached during problem-solving session or facilitation meeting
Responsibility	PMC
Minimum Information Required	
Name of Project	Title of project as found in the approved program of work, loan or grant agreement; provide details of issues that need to be addressed
Location	Barangay/Municipality/City/Province/Region where project is implemented
Implementing Agency	Name of Agency/GOCC/LGU that implements the project
Date of Problem Solving Session	Month, day, year when the problem-solving session was conducted
Concerned Agencies	Agencies who participated in the problem-solving session
Agreements Reached	Highlights of the agreements during the problem-solving session
Next Steps	Specific actions to be carried out by concerned agencies as agreed during the problem-solving session
Report Deadline	1 month after the reporting quarter
<i>At the end of the report, indicate the name, designation, and office of the person who prepared the report and the date the report was prepared</i>	

Form No.	RPMES Form 11
Form Title	Key Lessons Learned from Issues Resolved at the RPMC Level
Purpose	This output form shall provide a summary of lessons learned 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, etc.)
Project Location	Where the project is located
Proponent/Implementing Agency	Which government agency is implementing the 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:	
1. <i>Government/Funding Institution Approvals and Other Preconditions</i>	Difficulties in obtaining government or funding institution approvals or required clearances (e.g., issuance of special power of attorney, environmental compliance certificate)
2. <i>Design, Scope, Technical</i>	Faulty/inadequate design resulting in facilities which are substandard, unsafe, or incapable of delivering the output as programmed (e.g., credit facilities due to uncompetitive relending rates)
3. <i>Procurement</i>	Delays in procurement and pre-procurement activities (e.g., failure in bidding, collapse in negotiations, etc.)
4. <i>Site Condition/Availability</i>	Issues on securing permits and clearances (e.g. local permits and environmental clearances); right-of-way acquisition; resettlement; unavailability of site; unanticipated geological conditions; environmental contamination/liabilities; and archaeological and cultural heritage discoveries
5. <i>Budget and Funds Flow</i>	Delayed fund releases; adverse movement of interest or exchange rates
6. <i>Inputs and Cost</i>	Inputs are unavailable in required quantities or of inadequate quality; inputs cost more than anticipated, which may be due to price escalation or the effect of inflation
7. <i>Contract Management/ Administration</i>	Failure of contractor/consultant to provide contracted services to specifications; financial demands on the contractor/consultant exceed its financial capacity; management issues of implementing a contract (i.e. weak monitoring and quality controls); and coverage of joint venture projects where government partner is also jointly accountable
8. <i>Project Monitoring Office/ Manpower Capacity/ Capability</i>	Difficulties in recruitment and turnover of staff affecting program/project implementation; low technical capacity/capability of the project monitoring office to manage or implement the program or project
9. <i>Institutional Support</i>	For program or project that relies on complementary Government/LGU, NGO, CSO support: support is withdrawn, varied, or deemed inadequate
10. <i>Legal and Policy Issuances</i>	Change imposed, which adversely affect or altogether cancels the program/project implementation, due to statutory regulations; changes in law policies which has adverse consequences on program/project

11. <i>Sustainability, Operations and Maintenance</i>	Formal operations and maintenance strategies are not formulated; organizational changes/inadequacies
12. <i>Force Majeure</i>	Inability to meet delivery of output caused by force majeure events (e.g., earthquake, major typhoons, etc.)
13. <i>Peace and Order Situation</i>	Inability to meet service delivery due to the peace and order situation in project sites/areas arising from acts of harassment, extortion and destruction of equipment/facilities by lawless elements, among others
14. <i>Others</i>	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 and action taken to resolve the problem/issue
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)
<i>At the end of the report, indicate the name, designation, and office of the person who prepared the report and the date the report was prepared</i>	

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
PROJECT INSPECTIONS / FIELD VISITS
Monitoring Visits conducted in ___ Quarter (Year)

Project Title / Location	Cost (PhP B) / Fund Source	Date/s of Field Inspections	Major Findings	Recommendations	Updates on Agency	RPMC Action

Submitted by:

Noted by:

Date:

Date:

Note: Note: This is a new form based on the content of RPMES Accomplishment Reports. Adopted in 2015.

Form No.	NPMC Form 2
Form Title	Project Inspections/Field Visits
Purpose	This output report shall detail important information gathered from field visits.
Responsibility	NPMC
Minimum Information Required	
Project Title/IA/Location	Name of the project, Name of the Implementing Agency, Barangay/Municipality/City/Province/Region where project is implemented
Cost/Fund Source	Cost of the Project, Source of funding of the project
Dates of Field Inspection	Month, day, year of the inspection
Major Findings	Major observations during the project inspection, including latest physical status of the project (Ahead, On, or Behind Schedule)
Recommendations	Suggestions to improve work progress or to commend outstanding performance
Updates on Agency actions	Remedial measures taken by the agency
RPMC Actions	Actions done by the RPMC
<i>At the end of the report, indicate the name, designation, and office of the person who prepared the report and the date the report was prepared</i>	

**REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
TRAINING / WORKSHOPS
Training / Workshops Conducted in the ___ Quarter (Year)**

Date	Title of Training / Workshops	Objective of Training / Workshop	Lead Office / Unit	Participating Offices / Agencies / Organizations	Total No. of Male Participants	Total No. of Female Participants

Submitted by:

Noted by:

Date:

Date:

Note: This is a new form based on the content of RPMES Accomplishment Reports. Adopted in 2015.

Form No.	NPMC Form 4
Form Title	Trainings/Workshops
Purpose	This output report shall detail important information gathered from trainings/workshops conducted.
Responsibility	NPMC
Minimum Information Required	
Date	Specific Issues discussed during problem-solving session
Title of Training/ Workshop	Title of the Training/Workshop being attended
Objectives of Training/ Workshop	Outcome of the Training/Workshop
Lead Office/Unit	Name of the Office/Unit heading the training/workshop
Participating offices/ Agencies/ Organizations	Names of offices/agencies/organizations participating in the training/workshop
Total No. of Male Participants	Number of male participants in the training/workshop
Total No. of Female Participants	Number of female participants in the training/workshop
<i>At the end of the report, indicate the name, designation, and office of the person who prepared the report and the date the report was prepared</i>	

Form No.	NPMC Form 6
Form Title	Key Lessons Learned from Issues Resolved at the RPMC Level
Purpose	This output form shall provide a summary of lessons learned 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, etc.)
Project Location	Where the project is located
Proponent / Implementing Agency	Which government agency is implementing the 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
<i>The following are proposed categories of problems/issues that impede project implementation:</i>	
15. <i>Government/ Funding Institution Approvals and Other Preconditions</i>	<i>Difficulties in obtaining government or funding institution approvals or required clearances (e.g., issuance of special power of attorney, environmental compliance certificate)</i>
16. <i>Design, Scope, Technical</i>	<i>Faulty/inadequate design resulting in facilities which are substandard, unsafe, or incapable of delivering the output as programmed (e.g., credit facilities due to uncompetitive relending rates)</i>
17. <i>Procurement</i>	<i>Delays in procurement and pre-procurement activities (e.g., failure in bidding, collapse in negotiations, etc.)</i>
18. <i>Site Condition/ Availability</i>	<i>Issues on securing permits and clearances (e.g. local permits and environmental clearances); right-of-way acquisition; resettlement; unavailability of site; unanticipated geological conditions; environmental contamination/liabilities; and archaeological and cultural heritage discoveries</i>
19. <i>Budget and Funds Flow</i>	<i>Delayed fund releases; adverse movement of interest or exchange rates</i>
20. <i>Inputs and Cost</i>	<i>Inputs are unavailable in required quantities or of inadequate quality; inputs cost more than anticipated, which may be due to price escalation or the effect of inflation</i>
21. <i>Contract Management/ Administration</i>	<i>Failure of contractor/consultant to provide contracted services to specifications; financial demands on the contractor/consultant exceed its financial capacity; management issues of implementing a contract (i.e. weak monitoring and quality controls); and coverage of joint venture projects where government partner is also jointly accountable</i>
22. <i>Project Monitoring Office/ Manpower Capacity/Capability</i>	<i>Difficulties in recruitment and turnover of staff affecting program/project implementation; low technical capacity/capability of the project monitoring office to manage/implement the program/project</i>
23. <i>Institutional Support</i>	<i>For program/project that relies on complementary Government/LGU, NGO, CSO support: support is withdrawn, varied, or deemed inadequate</i>
24. <i>Legal and Policy Issuances</i>	<i>Change imposed, which adversely affect or altogether cancels the program/project implementation, due to statutory regulations; changes in law policies which has adverse consequences on program/project</i>
25. <i>Sustainability, Operations and Maintenance</i>	<i>Formal operations and maintenance strategies are not formulated; organizational changes/inadequacies</i>
26. <i>Force Majeure</i>	<i>Inability to meet delivery of output caused by force majeure events (e.g., earthquake, major typhoons, etc.)</i>
27. <i>Peace and Order Situation</i>	<i>Inability to meet service delivery due to the peace and order situation in project sites/areas arising from acts of harassment, extortion and destruction of equipment/facilities by lawless elements, among others</i>
28. <i>Others</i>	<i>Issues which do not fall under any category cited above</i>

Strategies/Actions Taken to Resolve the Problem/ Issue	<i>Concise narrative of the results of the problem/issue as well as any strategy and action taken to resolve the problem/issue</i>
Responsible Entities/ Key Actors and Their Specific Assistance	<i>Responsible entities involved in the resolution of the problem and the extent of their participation</i>
Lessons Learned and Good Practices that could be Shared to the NPMC/ Other PMCs	<i>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)</i>
<i>At the end of the report, indicate the name, designation, and office of the person who prepared the report and the date the report was prepared</i>	

Appendix E

Relevant Issuances

MALACAÑANG MANILA

EXECUTIVE ORDER NO. 376

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

WHEREAS, in pursuit of the government's decentralization policy, efforts are directed to make institutions more effective and responsive to 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 efforts already 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 the implementation 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 projects at the lowest level;

WHEREAS, this has been initially effected through the creation of Project Monitoring Committees in the provincial and municipal levels under 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 municipal levels. 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 as well as national development thrusts and priorities;
 - e. To provide information on lessons learned in project implementation for planning and implementation of future similar 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 Chairman of the Regional Project Monitoring Committee (RPMC) with the Department of Budget and Management (DBM) Regional Director as Co-Chairman. 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 Chairman of the Committee with the Provincial/City/Municipal Development Coordinator as Co-Chairman. 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 Municipal levels.

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 appropriate venue, 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 project implementation; and
- c. Provide feedback to concerned CORD/ RDC Chairman 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 initial report forms;
- b. Submit periodic reports to the monitoring committee on the status of project implementation based on suggested reporting 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 implementation problems 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 the development council and next higher level project monitoring committee;
- c. Pinpoint problems, verify, information and recommend remedial measures to be submitted for analysis and action 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 project implementation; and
- f. Elevate the higher level bodies problems/issues which are not resolved at their level.

Development Councils (RDC, PDC, CDC)

- a. Supervise and coordinate activities of the PMCs;
- b. Assess problems encountered in project implementation and provide remedial action possible at their levels or refer problems/issues to appropriate units or development council;
- c. Evaluate the implementation of projects and derive lessons for future planning and project implementation;
- d. Provide policy direction in planning and budget allocation based on the overall status of project implementation;
- e. Report on the status of project implementation to appropriate bodies (President, Cabinet, Congress, etc.) for information or action; and
- f. 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 other development 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 various programs/ projects expressed in man-days.

SECTION 5. Implementing Rules and Regulations. The Secretary of Budget and Management jointly with the Director-General of NEDA 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 the DBM, NEDA, DLG and other concerned agencies for the effective and efficient implementation of the same for the guidance 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 MONITORING AND 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 and municipal 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 RPMES matters, 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”) are hereby 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 in the 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 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, 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 Chairman and Co-Chairman, respectively.

“At the regional level, the NEDA and DBM Regional Directors shall act as Chairman and Co-Chairman, 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 Chairman 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

Appendix F

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:

- Evaluation Feedback for Effective Learning and Accountability. OECD-DAC Network on Development Evaluation, 2001
- Evaluation Systems and Use, a Working Tool for Peer Reviews and Assessments. OECD-DAC Network on Development Evaluation, 2006
- Handbook on Impact Evaluations. World Bank, 2010
- Handbook on Planning, Monitoring and Evaluating for Development Results. UNDP, 2009
- Monitoring and Evaluating Social Programs in Developing Countries. World Bank, 1994
- NEDA Ex-Post Evaluation Manual. NEDA, 2015
- OECD-DAC Glossary of Key Terms in Evaluation and Results Based Management. OECD-DAC, 2002-2008
- OECD-DAC Guidance for Managing Joint Evaluations. OECD-DAC Network on Development Evaluation, 2006
- OECD-DAC Principles for Effective Aid. OECD DAC, 1992
- OECD-DAC Principles for the Evaluation of Development Assistance. OECD-DAC, 1991
- Quality Standards for Development Evaluation. OECD-DAC, 2010



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

OPERATIONAL GUIDELINES

Regional Project Monitoring and
Evaluation System (RPMES)