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NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
LOCAL RESOURCE MANAGEMENT PROJECT

INTEGRATED PROJECT INFORMATION SYSTEM MANUAL

December 1986

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December 16, 1986

Dr. Florian A. Alburo
Deputy Director General
NEDA sa Pasig, Metro Manila

Subject: Integrated Project Information System Manual
Local Resource Management Project

Dear Dr. Alburo:

Attached is the integrated Project Information System (PIS) manual as Phase 2 output of the PIS study. The manual contains the following: proposed organization structure conducive to effective implementation and decentralization of project operations to the regional and provincial levels; guidelines for management of the process documentation component; management information system; and our proposed integrated process flow which will help familiarize project actors with project processes and therefore contribute to improved project operations.

The first draft of the manual was validated with project actors at all levels, and their comments and suggestions have been incorporated in this manual.

We will be glad to discuss with you the contents of the manual.

Very truly yours,

Manuel A. Puno

MANUEL PUNO
Partner

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LIST OF EXHIBITS

LIST OF ANNEXES

ACRONYMS

BDC	-	Barangay Development Council
CDR	-	Comprehensive Documentation Report
CPF	-	Community Projects Fund
DRS	-	Daily Recording Sheet
ED	-	Executive Director
EX COM	-	Executive Committee
LPER	-	LRM Project Experience Report
LPO	-	Local Private Organization
LGUs	-	Local Government Units
MBM	-	Ministry of Budget and Management
MDC	-	Municipal Development Council
MFC	-	Municipal Finance Committee
MIS	-	Management Information System
MOF	-	Ministry of Finance
MPDC	-	Municipal Planning and Development Coordinator
MPDO	-	Municipal Planning and Development Office
NEDA	-	National Economic Development Authority
NGLA	-	National Government Line Agency
NRO-LRM	-	NEDA Regional Office - Local Resource Management
ORAD	-	Office of Rural and Agricultural Development, USAID
PBO	-	Provincial Budget Office
PD	-	Process Documentation
PDC	-	Provincial Development Council
PEO	-	Provincial Engineer's Office
PFC	-	Provincial Finance Committee
PPCC	-	Provincial Policy Coordinating Committee
PPDC	-	Provincial Planning and Development Coordinator
PPDO	-	Provincial Planning and Development Office
PMO	-	Project Management Office
PTO	-	Provincial Treasurer's Office
PVO	-	Private Voluntary Organization
RDC	-	Regional Development Council
RED	-	NEDA Regional Executive Director
RI	-	Resource Institution
RIR	-	Regional Integrated Report
RPCC	-	Regional Policy Coordinating Committee
RTWG	-	Regional Technical Working Group
SB	-	Sangguniang Bayan
SP	-	Sangguniang Panlalawigan
TAC	-	Technical Advisory Committee
TRI	-	Track Resource Institution
USAID	-	United States Agency for International Development

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INTRODUCTION

Objective

The integrated project information system (PIS) manual is a tool to provide the LRM organizational units continuously with reliable and meaningful information on the planning and implementation of the LRM project. As such, the objective of the PIS manual is to ensure that the feedback generated through PIS reports will be effective not only in managing and controlling project activities but also in further improving the strategies, processes, approaches, and implementation aspects of the project in the existing and future LRM operations.

Coverage

The PIS manual is based on LRM project objectives and concepts, the conceptual framework for the PIS submitted in August 1986, and the proposed organization structure for the project. The proposed organization structure is based on the PIS consultants' findings and was developed through continuous discussion with project actors at all levels.

The first draft of the manual was completed in October 1986 and the contents validated with project actors at all levels. The validation was done through informal regional workshops inthe three LRM regions. The workshop was attended by the following LRM project actors: staff members from the PMO, the three NRO-LRMs, and the seven PPDOs including the PPDCs; MPDOs of the LRM municipalities represented by the MPDCs; staff members from the ORAD and Controller's offices of the USAID; and representatives of the Track 3 TRIs. Their suggestions, which were analyzed and discussed with the PMO, have been incorporated in this revised manual.

The manual covers the following: objectives of PIS; major features of the PIS; proposed organization structure of the project and functions and responsibilities of the organizational units; learning process framework of PIS including proposed integrated processes of the LRM project; process documentation guidelines including objectives, coverage, and processing and management of the PD component; and the management information system including a reporting plan and type of reports used in the system.

MAJOR FEATURES OF PIS

1. The PIS manual addresses the information requirements of all project actors at the different organizational levels of the LRM project. In addition, the PIS manual presents a proposed organization structure which responds to NEDA requirements of decentralizing project operations to the regional level. The proposed structure and the functions and responsibilities of the various organizational units are set forth in the next section of the manual.

   As shown in the organization structure presented in Exhibit 1, the PIS management structure is headed by the Executive Committee (EX COM) and consists of the following groups at different levels of the project: the main operating groups consisting of beneficiary groups, MPDO, PPDO, NRO-LRM staff, PMO staff and TRIs; the management groups consisting of the BDC/beneficiary groups/Track 3 TRI at the barangay level, MDC/SB/mayor/CPF Committee at the municipal level, the PDC/PPCC/SP/Governor at the provincial level, the RPCC and the RED at the regional level, and the Executive Director at the national level; and the working groups consisting of RTWG and the TAC.

2. The manual proposes the use of an integrated process flowchart (Exhibit 3) of the project to further familiarize project actors at all levels with project activities and their relationships to each other. Accordingly, the inputs to and outputs from each activity are shown in the flowchart and in its narrative description. In addition, the flowchart will help project actors become more aware of their functions and responsibilities; consequently, project operations would be improved at all levels. Both process documentation and management information system components are based on the integrated processes and should be referred to by the preparers and users of the PIS reports.

3. As a learning tool, the PIS will not only provide information for decision-making and control aspects in the project, but also more important, capture the strategies, processes, and approaches utilized by all project actors. The captured learning experience will, in turn, provide the LRM project participants with valuable inputs for replication not only in the existing regions and provinces but also in other areas where the LRM project will be introduced in the future.

4. The PIS consists of two learning tools: (a) the management information system (MIS) component which will provide reports on regular operations of the project at a given point in time to control project activities and learn and (b) the process documentation (PD) component which will provide continuous documentation of processes,

approaches, and strategies used in the project to continuously monitor and evaluate these processes. Taken together, the PIS reports will provide answers on all aspects of LRM planning and operations. Specifically, the reports will provide the decision-making and learning entities with the following information: what activity was undertaken and to what extent, and its purpose (why); how (processes, strategies and approaches) was the activity undertaken; where was the activity undertaken and by whom; the interactions among various project actors involved in the activity; physical and financial status of LRM project components including deviations from planned performance; problems and issues and actions taken; and information on the behavior and perception of project actors during the undertaking of the activity, specially with respect to the expectations of the beneficiaries.

5. The MIS and PD components are interrelated and supportive of each other in order to enhance the learning and decision-making processes. The management of the learning process as proposed in Exhibit 2 shows that the process requires both components. The MIS component uses data and information from the PD reports as well as other sources in the preparation of the reports. The PD reports also alert the MIS report preparer on the activities that will be undertaken in the following week or month. The MIS component, on the other hand, familiarizes documentors with major problems (such as those related to financial and technical aspects of subprojects) which could affect other activities of the project and, therefore, the documentation of these activities.

6. The MIS reports provide information on the physical and financial status of different LRM activities, highlight deviations from planned activities, and identify the problems and causes of such deviations. The information is reported to appropriate project actors periodically. The PD reports, on the other hand, provide documentation of events and activities (refer to Exhibit 3) continuously. The contents of the report are then used by the project actors as bases for deliberations, for decision making, and overall, for generation of learnings from actual experiences as documented.

7. The PIS manual considers the decentralization of the LRM operations to the regional level. Therefore, most of the decision making will be made by the management groups at the provincial and regional levels. The overall process of learning for replication will, however, be managed by the Executive Committee with the assistance of the PMO.

8. The PIS manual provides guidelines for the management of the PD component including the objectives and underlying concepts of PD. The manual also identifies sources of data and information for preparing MIS reports and directs process documentors on activities to document. Detailed guidelines on the preparation, distribution, and usage of MIS and PD reports are likewise included.

ORGANIZATION STRUCTURE AND FUNCTIONS

The PIS manual is based on the proposed organization structure presented in Exhibit 1. The structure was developed on the basis of following: PIS Consultants' findings; NEDA and LRM project plans of decentralizing project operations to regional and provincial organizational units; LRM project manual of operations; and discussions with PMO and other project actors at different levels of the project. Although the organization structure generally follows the structure presented in the manual of operations, a number of important changes are proposed and the functions and responsibilities of organizational units or individuals are pinpointed and clarified.

The project has been testing on the most appropriate organization structure for the project. Consequently, adequate experiences have been gained during the last few years of operations and the project should now firm up an organization structure which would contribute to the effective implementation of the project. The proposed organization structure addresses the information generation, processing and utilization requirements of the PIS.

As seen in Exhibit 1, the organization structure is headed by the Executive Committee (EXCOM) at the national level. The remaining units and individuals from the barangay (lowest) level to the national level are classified into three groups - management, operating and working groups. The management groups at different levels are responsible for supervising project operations at their respective level of operation. The operating group is responsible for the day-to-day implementation of the project, while the working group is responsible for providing advisory assistance to the management and the operating groups.

The functions and responsibilities of the organizational units and/or individuals at various levels of project operations are presented below.

A. National Level

1. Executive Committee

The Executive Committee (EXCOM) is headed by the NEDA Director-General as chairman and the NEDA Deputy Director General (DDG) heading the Regional Development Office as Co-chairman. The DDG heading the National Development Office acts as Vice-Chairman. The other members of the EXCOM are as follows: Deputy Minister of the Ministry of Finance in charge of local government finance; Deputy Minister of the Ministry of Budget and Management (MBM) in charge of regional and local government budgeting; Deputy Minister of the Ministry of Local Government in charge of local government development; Deputy Ministers of the

Ministry of Agrarian Reforms and the Ministry of Natural Resources; Commissioner of the Commission on Audit (COA) in charge of local government audit; and the Director of USAID as Ex-officio member.

The EXCOM is responsible for the following tasks:

- o Properly execute and implement the provisions under Project Loan and Grant Agreements and other international project commitments;
- o Formulate and establish overall project policies in pursuit of LRM goals and objectives;
- o Provide overall direction to the LRM project operation;
- o Decide on issues effecting project operation at the ministerial level;
- o Recommend to the President the adoption of policy reforms to achieve more decentralized and locally responsive development action based on the LRM project experience;
- o Be responsible for the replication of the approaches in the other regions and provinces.

2. <u>Project Management Office</u>

The Project Management Office (PMO) is headed by the NEDA DDG in charge of the Regional Development Office as the Executive Director. He is assisted by the National Project Technical Coordinator (NPTC) and the technical staff. The NPTC and the technical staff serve as the central management and technical staff unit.

The PMO is responsible for the following tasks:

- o Recommend to the Executive Committee policy changes to improve efficiency and effectiveness of LRM project operation;
- o Recommend to the Executive Committee, on the basis of the LRM experiences, governmental policy reforms to enhance decentralized participatory development activity;
- o Execute project policies in pursuance and attainment of LRM goals and objectives;
- o Assist EXCOM in implementing provisions under Project Loan and Grant Agreements;
- o Provide directions with respect to project administration services and manage project operations;

- o Assist the Executive Committee in the documentation of LRM experience and its replication in other regions and provinces;
- o Orient all projects actors to the LRM concept and strategy;
- o Provide guidelines to the regions for the selection and administration of Track Resource Institutions; and
- o Review and evaluate the impact project components (inputs) including technical assistance, and recommend to the EXCOM changes in the thrust of these inputs.

3. Technical Advisory Committee

The Technical Advisory Committee (TAC), a working group at the national level, is headed by the NEDA DDG in charge of the Regional Development Office as the chairman. The Director of the Bureau of Local Government Finance of the MOF is the vice-chairman. Other members of the committee are as follows: Director of the Government Corporation Budget Operations office of the MBM; Director of Bureau of Land Acquisition, Development and Distribution of the Ministry of Agrarian Reform; Director of Bureau of Lands of the Ministry of Natural Resources; Manager in charge of local government audit and chief of the Office of Rural and Agricultural Development of the USAID.

The TAC is responsible for the following tasks:

- o Review contents of Comprehensive Documentation Report prepared by PMO; this report identifies up-to-date learnings and documents recommendation on policy issues;
- o Provide technical advise to the PMO on policy and other matters regarding improvements in project design, strategies, budgeting and programming of funds, and magnitude of investments under the project.
- o Formulate guidelines for effective implementation of recommendations on policy issues.

B. Regional Level

1. Regional Policy Coordinating Committee

The Regional Policy Coordinating Committee (RPCC) is a management group at the regional level appointed by the Regional Development Council (RDC). As such, RPCC has the legal authority to approve project operations at the regional level. The RDC Chairman is the Chairman of the RPCC while the NEDA Regional Executive Director functions as the Vice-Chairman. The members are the governors of the participating provinces and the regional directors/heads of specific line agencies as appointed by the RDC.

The RPCC is responsible for the following tasks:

- o Serve as the RDC Committee responsible for the overall management of the project in the region;
- o Decide on policy matters affecting project operations in the region;
- o Provide recommendations to the PMO and EXCOM on national policy matters affecting the LRM project;
- o Approve the policies and scheme for administration of CPF and endorse to the USAID for release of CPF funds.
- o Review and screen research and training proposals with the goal of maximizing effective utilization of research and training funds;
- o Approve and endorse (to the USAID) the research and training proposals for USAID funding;
- o Contract institutions which provide research, training and technical assistance services;
- o Account for research, training, and technical assistance funds;
- o Certify the performance and completion of technical assistance, research, and training conducted in the region; and
- o Review, approve, and implement recommendations of RTWG, NRO-LRM, and province with respect to management of TRIs.

2. Regional Technical Working Group

The Regional Technical Working Group (RTWG), a working group, is headed by the NEDA Regional Executive Director. The members of the RTWG are as follows: Project directors (or managers) of all TRIs providing assistance to the provinces in the region; Provincial Planning and Development Coordinator of the provinces receiving technical assistance; Regional Project Technical Coordinator; and a representative of the PMO.

The RTWG is responsible for the following tasks:

- o Resolve conflicts and issues regarding TRIs or the technical assistance inputs and make certain that the technical assistance services are completed in accordance with the TOR and technical assistance contracts;

- o Review the performance of the TRIs and provide recommendations to the RPCC on further improving the effectiveness of the technical assistance; and
- o Identify policy issues related to technical assistance and TRIs and recommend solutions to the RPCC;

3. NEDA Regional Office-Local Resource Management

The NEDA Regional Office - Local Resource Managemert (NRO-LRM) is headed by the NEDA Regonal Executive Director who is assisted by the technical staff. The technical staff is composed of Regional Project Technical Coordinator (RPTC) and a number of technical and administrative staff.

The NRO-LRM is responsible for the following tasks:

- o Provide administrative and technical support to the RPCC in planning, implementing, monitoring, and coordinating project activities in the region including the CPF;
- o Formulate research and training agenda in association with the provinces;
- o Provide directions to the TRIs and manage technical assistance, research and training activities in the region including their financial administration;
- o Provide recommendations to the RPCC on the selection of TRIs and research and training institutions and on other matters related to the technical assistance;
- o Assist the RPCC in developing guidelines and carrying out project policies for effective implementation of the project.

C. Provincial Level

1. Provincial Development Council

The Provincial Development Council (PDC) is a management group responsible for the following tasks: facilitate integration of NGLA priorities to those of the provincial governments; promote realignment of NGLA budgetary resources to address the financial requirements of the provincial development strategy; and facilitate mobilization of technical and manpower resources of NGLAs in the implementation of the provincial development strategy.

All other responsibilities of the PDC are handled by the Provincial Policy Coordinating Committee which was formed by the PDC specially for the LRM project.

2. Provincial Policy Coordinating Committee

The Provincial Policy Coordinating Committee (PPCC) is a management group at the provincial level appointed by the PDC. As such, the PPCC has the legal authority to approve project operations at the provincial level. The provincial governor is the Chairman of the PPCC while an elected member of the PDC appointed by the PDC Chairman serves as vice-chairman. The other members of the PPCC are as follows: mayors (or representatives) of municipalities participating in the project; heads of line agencies at the province as appointed by the PDC Chairman; a representative of the Sangguniang Panlalawigan (SP); and the RPTC as an ex-officio member.

The PPCC is responsible for the following tasks:

- o Serve as the SP/PDC committee which undertakes the overall management of the project in the province;
- o Provide recommendations to the RPCC on national policy matters affecting the LRM project;
- o Provide recommendations to the RPCC (and RDC) on improving project operations;
- o Review and approve documents prepared by the province, TRIs, or resource institutions (such as poverty study report, specific research reports, provincial development strategy document, and feasibility study reports);
- o Monitor and evaluate implementation of LRM project components using reports prepared by provincial and municipal project actors, training and resource institutions, and the TRIs;
- o Report regularly the status of LRM project implementation and make recommendations to the RPCC for improvements in guidelines, systems, and procedures;
- o Approve the policies and scheme for administration of CPF, which is prepared by the Track 3 TRI and reviewed by the PPDO. Endorse the scheme to the RPCC.

In addition to the foregoing responsibilities, the individual NGLA members of the PPCC, as heads of their respective agencies in the province, are responsible for making certain that their agencies assist the province, the municipality, and the beneficiary groups in the implementation of CPF and provincial subprojects.

3. Provincial Planning and Development Office (PPDO)

Because the province is the focal point of most of LRM project planning and implementation activities, the PPDO is responsible for most of these activities at the provincial and municipal levels. Specifically, the PPDO is responsible for the following tasks:

- Update poverty study report, originally prepared by local or national resource institution;
- Formulate provincial development strategy in close coordination with municipal government and NGLAs;
- Identify provincial subprojects, conduct feasibility study on the subprojects, and implement and manage subprojects;
- Monitor and evaluate implementation of the project components and provide recommendations to the PPCC/RPCC on improving project operations;
- Account for all provincial subproject funds;
- Supervise and assist in LRM project activities at the municipal level;
- Formulate research and training agenda in association with the NRO-LRM;
- Provide recommendations (in association with the NRO-LRM) to the RPCC on the selection of TRIs and research and training institutions;
- Review and endorse to the PPCC the policies and scheme for administration of CPF prepared by the Track 3 TRI; and
- Review relevant documents prepared by other project actors.

4. Resource Institutions

Resource institutions (RIs), an operating group, will be selected jointly by the province and the NRO-LRM to provide research and training services under the project. The RIs are responsible for continuously improving their capabilities so that local technical resources could be effectively utilized to achieve the objectives of the project.

5. Track Resource Institutions

The TRIs (operating group) are responsible for providing technical assistance to the provinces and municipalities and to undertake beneficiary organizing efforts. Specifically the TRIs are responsible for the following tasks:

- Assist the provinces in formulating provincial development strategy and in developing capability of the province in planning, implementing, monitoring, and evaluating Track 1 activities (Track 1 TRI);

- Assist and develop the financial management capability of the provinces and municipalities engaged in the project (Track 2 TRI); and

- Assist municipalities in the preparation of municipal and barangay profiles and in the formulation of municipal development strategy, organize and train beneficiary groups for participation in development activities, and establish linkage among municipal and provincial development efforts (Track 3 TRI).

5. Provincial Finance Committee

The Provincial Finance Committee (PFC) is an operating group at the provincial level. The PFC is composed of senior personnel from the PPDO, the Provincial Treasurer's Office, the Provincial Assessor's Office, and the Provincial Budget Office. The PFC is responsible for working jointly with the Track 2 TRI in improving the financial management capability of the province. The PFC will continue to operate as an inter-department coordinating body for financial management after the Track 2 TRI services are phased out. It is also responsible for assisting the Municipal Finance Committee in improving financial management at the municipal level.

D. <u>Municipal Level</u>

1. Municipal Government

The municipal government means management group consisting of either the Municipal Development Council (MDC), the Sangguniang Bayan (SB), or the Mayor. The municipal government is responsible for the following tasks:

- Assist province and resource institution in the conduct of poverty study;

- Formulate municipal development strategy with assistance of the Track 3 TRI;

- Assist and coordinate the activities of Track 3 TRIs pertaining to beneficiary organizing;

- o Screen CPF subprojects for financing and assist organized groups in planning, implementing, and monitoring the subprojects;

- o Assist province in identifying, implementing, and monitoring provincial subprojects; and

- o Assist local private organizations and local public structure (initial years) in administration of CPF.

2. CPF Committee

The Chairman of the CPF Committee is the team leader of Track 3 TRI in the province. The members of the committee are as follows: municipal mayor or a representative of the MDC; Municipal Planning and Development Coordinator; a representative of the local private organization responsible for administration of CPF; a representative of the affected beneficiary group; and Provincial Planning and Development Coordinator as an ex-officio member of the committee.

When the responsibility for administration of CPF is completely transferred to the local private organization, the head of the organization will be the chairman of the CPF committee, and the team leader of the Track 3 TRI will function as a member if the TRI is still operating in the project.

The CPF committee is responsible for the approval of individual CPF subprojects.

3. Municipal Finance Committee

The Municipal Finance Committee (MFC) is an operating group and the counterpart of the PFC at the municipal level. The MFC is composed of senior personnel from the MPDO, the Municipal Treasurer's Office, the Municipal Assessor's Office, and the Municipal Budget Office. The MFC is responsible for working jointly with the Track 2 TRI and the PFC in improving the financial management capability of the municipality. It will continue to operate as an inter-department coordinating body for financial management after the Track 2 TRI services are phased out.

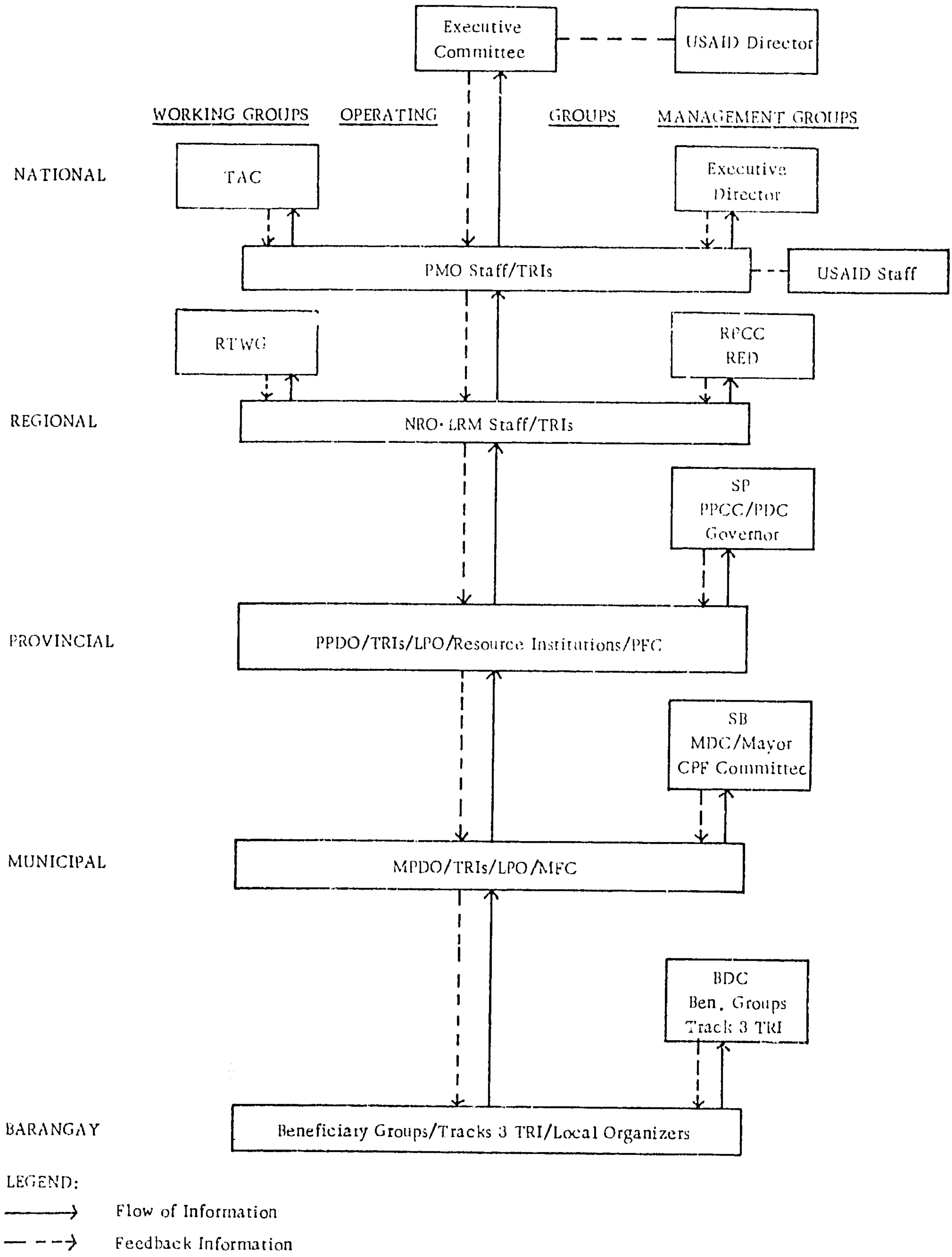
4. Local Private Organization

The local private organization (LPO) is an operating group (both at the municipal and provincial levels) responsible for administration of the CPF. The LPO could be a foundation, a cooperative, a local PVO, a province-wide federation of project beneficiaries, or any other legal private entity.

The LPO is also responsible for managing the CPF and for organizing beneficiary groups after the Track 3 TRI services are phased out from the province. Also, the LPO is responsible for linking beneficiary groups with national and local government services in addition to tapping private resources for use by the beneficiary groups.

EXHIBIT I

LRM PROJECT INFORMATION SYSTEM ORGANIZATION STRUCTURE



PIS LEARNING PROCESS FRAMEWORK

Learning Process

The proposed PIS learning process framework consists of the inputs, the conversion processes, and their resulting outputs (See Exhibit 2). As shown in Exhibit 2, the inputs are first converted to intermediate outputs through an initial conversion process. This development conversion process, which is documented with the use of the PD guidelines results in the development of processes, approaches, and strategies (intermediate outputs) for implementation of the project. These documented experiences and learnings are used by management groups at various levels in immediately correcting problems and in improving processes and project inputs. The intermediate outputs are tested during the implementation conversion process. During this second conversion process, the implementation results shown in the MIS reports and the experiences contained in the PD Reports are analyzed. The MIS and PD reports (prepared during conversion process) are also used in correcting problems. The final outputs of the learning process are the documentation of the learned approaches, strategies, and processes for replication in the future.

The activities for each LRM component shown in Exhibit 2 are not mutually exclusive. In other words, the information required to document the various activities in the implementation of the provincial development strategy is provided not only by Track 1 activities but also by other components such as Tracks 2 and 3, training and research components, and technical assistance inputs. To help project actors understand project activities, an integrated process flowchart is presented in Exhibit 3. This flowchart shows the various project processes and activities and their relationship with each other.

Most of the activities during the two conversion processes are documented, and the documentation contents are used for both decision making and learning. An example of how the learning process works is presented in the following paragraph.

Taking technical assistance for Track 1 activities as an example of inputs (See Exhibit 2), the documentation of the development conversion process should provide the project actors with information on processes and activities that took place in the development of approaches to and guidelines and methodologies in the conduct of the poverty study and in the formulation of the provincial development strategy. The intermediate output of this development conversion process is the approved provincial development strategy. During this process, the PD reports help the LRM project actors in immediately correcting problems through effective dialogue among themselves.

The longer-term benefits of the PD reports are the learnings provided through the documented experiences which help improve the conduct of the poverty study and the formulation of the provincial strategy in the future. The experiences in the implementation of the strategy consisting of various activities shown in Exhibit 2 are documented; results are reported periodically through PIS reports. Such learnings generated over a complete cycle of LRM interventions (from poverty study to fully operating provincial and CPF subprojects) from the present LRM provinces are then integrated, and the resulting documentation is used as a starting point in the process of introducing LRM in a new province or region.

<u>Integrated Process of LRM Project</u>

o Uses of process flowchart

The proposed process flowchart (Exhibit 3) and the narrative description of the processes presented in this section are intended to familiarize project actors with LRM project processes and how they interrelate and thus contribute to improved project implementation. They show the inputs to and outputs from each process. The integrated process flowchart is designed on the basis of experiences gained from past implementation activities and takes into account the project objective of decentralizing project planning, financing, and implementing activities to the regional and provincial levels. The uses of the flowchart and the narrative description are as follows:

- These primarily help the process documentor familiarize himself with the LRM processes and their inter-relationships, and thus guide him in documenting the processes.

- Because the flowchart and the narratives pinpoint responsibilities for each process or activity, project actors could use these to develop a better understanding of their functions and responsibilities.

- The documentor could gather additional information and data through interview of project actors responsible for a particular process thereby improving the contents of the documentation report.

- The flowchart helps project actors understand better the LRM project processes because it presents integrate processes involved in all project components. It will thus lead to further improvements in planning and implementation of the project.

- These may also be used to orient project actors and train LRM project staff at all levels.

o Guides on using process flowchart and narrative description

- Each process is shown in a box in the flowchart and is numbered. The number in the narrative corresponds to the box number.

- The numbers are not intended to show the time sequence of the implementation of the processes or activities as they may occur simultaneously. Only the flow of process will show the time sequence of activity.

- To appreciate the usefulness of the flowchart, the user should follow the flow of the processes as represented by the arrows, particularly the inputs to a specific process (box) as shown by converging arrows before the box. In the description, the inputs are identified by process number(s) in parenthesis immediately after the description of the process.

- The processes and their linkages will remain the same as presented in the flowchart irrespective of changes in project area coverage and or inputs. However, if such changes occur, the following recommendations should be considered in the implementation of the project processes as well as in the coverage of process documentation:

Coverage/Input	Recommendations
Project expands to new region	Start at Process no. 1.0
In pilot regions:	
Project expands to new province	Start at Process no. 2.2
Project expands to new municipality within pilot province	Start at Process no. 4.4
Project expands to new barangay within pilot municipality	Start at Process no. 5.2
Project expands to new beneficiary groups	Start at Process no. 9.1
Track 1 TRI assistance is discontinued	Consider that the responsibilities of the TRI are transferred to NRO-LRM and PPDO.

Coverage/Input	Recommendations
Track 2 TRI assistance is discontinued	Consider that the responsibilities of the TRI are transferred to the provincial finance committee or the municipal finance committee.
Track 3 TRI assistance is discontinued	Provincial government makes certain that the responsibilities of the TRI are transferred to a local entity.

Description of the Processes

1.0 Select the region(s) for participation in the expanded LRM project

NEDA, the Executive Committee (EX COM) of LRM, and the USAID review the project implementation and the learnings documented during implementation of the project in the pilot regions. Subsequently, they decide if the project is to be expanded to other regions. The process applies only to new regions.

EX COM selects new region(s) in consultation with the USAID and the RDCs of the regions. The inputs in the selection process are as follows:

- The latest Country Development Strategy Statement (CDSS) formulated by the USAID in consultation with the Philippine Government.

- Documented learnings and experiences resulting from the implementation of the project in the pilot regions.

- Capability of the RDCs and poverty data of the regions to be selected and their willingness to fully commit to the project.

2.0 Select the province(s) for participation in the project

2.1 RDC, with assistance from NRO-LRM and FMO, formulates criteria for the selection of the province. The criteria are discussed with all provinces within the region, and their comments are incorporated in the criteria if judged valid by the RDC.

RDC incorporates comments of EX COM in the criteria.

2.2 RDC and NEDA conduct an initial assessment of the capability of all the provinces in the region and rank them in terms of capability. The assessment is an input in the implementation of the criteria.

2.3 NRO-LRM, with assistance from the PFDO, collects provincial data and information on poverty required in the implementation of the criteria (Input: 2.1).

2.4 Using the criteria, NRO-LRM analyzes the capability and past performance of the provinces and the poverty situation. The results of their evaluation are presented to the RDC (inputs: 2.1, 2.2, 2.3).

RDC selects the participating province(s) using NRO-LRM evaluation on capability and the poverty situation and informs the provinces of their selection (Input: 2.4).

RDC secures the commitment of the selected province(s) to fully cooperate in the project.

Sangguniang Panlalawigan (SP) enacts a resolution adopting the project in the province.

RDC and the provincial government sign a memorandum of agreement which is the take-off point for the participation of the province in the LRM project (memorandum should specify the commitments of the provinces).

3.0 Select Track I TRI and orient provincial government and line agency officials

NRO-LRM and province identify prospective TRIs to provide technical assistance to the provinces on Track 1 activities. NRO-LRM and the PPDO formulate the terms of reference (TOR) for Track 1 technical assistance and the criteria for evaluation of the proposals submitted by the TRIs. RPCC approves the TOR and the evaluation criteria.

NRO-LRM and the PPDO jointly evaluate proposals submitted by the interested TRIs.

NRO-LRM and the province select Track 1 TRI, and RPCC approves. RPCC contracts Track 1 TRI.

Selected Track 1 TRI mobilizes its technical assistance team in the provinces.

4.0 Engage Resource Institution (RI) to conduct poverty research and prepare poverty study report, select poverty group(s), municipalities and barangays for initial intervention, and secure SB commitment for municipal participation

4.1 NRO-LRM and PPDO review poverty situation in the province from available research reports and review provincial priorities from planning documents such as socio-economic profile, provincial development investment program (PDIP), and other provincial documents.

4.2 NRO-LRM and PPDO prepare TOR for the study, evaluate proposals from RI(s), and select best proposal.

RPCC approves the selection and endorses best proposal to USAID for funding.

USAID releases research fund to RPCC. RPCC contracts RI.

RI conducts poverty research and prepares draft poverty study report.

NRO-LRM and PPDO monitor poverty research and evaluate study report with assistance from Track 1 TRI. The report must cover the entire province and contain the following minimum information:

- Identified poverty groups province-wide and their location; extent of their poverty on the basis of poverty indicators and the reasons for poverty; problems encountered by the poverty groups; types of economic activities being undertaken by the groups; capability of the municipal government and NGLAs operating in the areas; accessibility of credit, market, education and health facilities to poverty groups; organization and capability of poverty groups; other socio-economic data; and existing infrastructure in the area to support probable LRM intervention.

- Poverty groups for intervention in terms of priority

- Municipalities and barangays for intervention.

RI incorporates comments of PPDO and NRO-LRM and finalizes poverty study report.

4.3 PPCC selects poverty group(s), municipalities and barangays for intervention on the basis of poverty study report (Input: 4.2).

RPCC approves selected poverty group(s), municipalities, and barangays.

4.4 Province secures SB commitment to participate in LRM project.

Provincial and municipal government sign memorandum of agreement. NRO-LRM and the Province orient municipal government officials and local community leaders of the municipalities selected for initial intervention as recommended by the poverty study report.

5.0 Select Track 3 TRI and undertake initial activities on Track 3 component

5.1 NRO-LRM and province identify prospective Track 3 TRIs to provide technical assistance to the communities and to the municipal government and barangay officials. The NRO-LRM and the PPDO formulate the TOR and the criteria for evaluation of the proposals submitted by interested TRI. SB, MDC, and the SP approve the TOR and the evaluation criteria.

PPDO and NRO-LRM evaluate proposals submitted by interested TRIs. The proposal should include their approaches to Track 3 technical assistance.

5.2 NRO-LRM and Province select Track 3 TRI in consultation with SB. RDC approves the selected TRI (Input: 5.1)

Track 3 TRI mobilizes its technical assistance team in the municipality(ies) selected for initial intervention.

5.3 Track 3 TRI identifies community leaders at the municipal and barangay levels. Track 3 TRI and province activate available legal entities in the municipalities and barangays.

Track 3 TRI and the PPDO conduct workshops to orient project actors (at municipal and provincial levels) to the following: TRI's approach to community organizing; benefits to local government units resulting from the technical assistance; the roles and functions of all project actors; work plans of the TRI synchronized with other Track activities.

5.4 Track 3 TRI secures approval of its revised work plan by the provincial and municipal governments through conduct of more workshops and orientation sessions.

5.5 Track 3 TRI, in consultation with barangay captains and local community leaders, recruits indigenous organizers (volunteers) to be assigned to the barangay levels and trains them. Track 3 TRI assists MDC in selecting and mobilizing local organizers (LOs) and trains the LOs. The TRI organizes project teams composed of TRI's personnel, community leaders, municipal and provincial government representatives, local personnel of NGLAs and the LOs.

6.0 Assess capability of the province and local resource institutions

6.1 Track 1 TRI and NRO-LRM assess the following: capability of the PPDO; receptiveness of the governor, other provincial executives, and SP members to PPDO recommendations; ability of the PDC to mobilize resources and the cooperation of NGLAs; and general capability of NGLAs to plan and implement rural projects. On the basis of the assessment, the TRI identifies training needs of the PPDO and the participating NGLAs and the need to further orient the provincial government and line agency officials to LRM concepts, processes, and systems and procedures.

6.2 Tracks 1 and 3 TRIs, NRO-LRM, and PPDO assess the capabilities of the RIs in conducting research activities. On the basis of recommendations in the poverty study, they also draw up a preliminary list of research needs of the province.

7.0 Start formulating municipal strategies

PPDO, in consultation with municipal government officials and with assistance from Track 1 TRI, starts formulating municipal strategies for municipalities not selected for initial intervention on the basis of the approved poverty study (Input: 4.1, 4.2, 4.3).

8.0 Select Track 2 TRI and undertake initial activities on Track 2 component

8.1 NRO-LRM and province identify prospective Track 2 TRIs to provide technical assistance on financial management to the provinces and the municipalities. The PPDO, together with other provincial government departments and with assistance from NRO-LRM, formulates the TOR and the criteria for evaluation of the proposals submitted by interested TRIs. The PPCC and the RPCC approve the TOR and the evaluation criteria.

8.2 NRO-LRM and the province jointly evaluate the proposals, including the TRI's approaches to improving local financial management, and select the TRI. The PPCC and the RPCC approve the selection (Input: 8.1).

RPCC contracts Track 2 TRI.

Selected TRI mobilizes its technical assistance team in the province and selected municipalities.

8.3 Track 2 TRI and the province form Provincial Finance Committee (PFC) to work with the TRI. The PFC also assists the TRI in the financial management study at the municipal level together with the Municipal Finance Committee (MFC), their municipal counterparts. The PFC is composed of senior personnel from the PPDO, Provincial Treasurer's Office, (PTO), Provincial Budget Office (PBO), and the Provincial Assessor's Office. Likewise, the MFC is composed of senior personnel from the corresponding municipal offices.

8.4 Track 2 TRI, NRO-LRM, PFC AND MFC assess the capabilities of the provincial and municipal offices responsible for planning, budgeting, and financial management. They also identify the training needs of these offices as well as the need to orient the municipal, provincial and NGLA officials on LRM concepts and processes dealing with Track 2 activities.

8.5 Track 2 TRI, NRO-LRM and the PFC assess the capabilities of RIs in conducting research activities in financial management and draw up a preliminary list of research needs of the province and municipality.

9.0 Start community organizing process, identify research and training needs, and train municipal government

9.1 Track 3 TRI starts the process of organizing community (beneficiary) groups at the barangay level through orientation, consultation, and training sessions on benefits of organizing, leadership, group building, organizational mechanics, community group management, etc. (Input: 5.1 thru 5.5).

9.2 Track 3 TRI and PPDO assess capability of local private organizations (LPOs), municipal government agencies, local NGLA offices, community leaders, etc. and identify training and research needs.

9.3 Track 3 TRI trains municipality in preparing poverty profiles.

10.0 Develop a scheme for the administration of the Community Project Fund (CPF) and approve the scheme

10.1 Track 3 TRI develops the CPF scheme through participation of NRO-LRM, local government units (LGUs), community leaders and beneficiary groups (Input: 9.1).

10.2 RPCC and USAID approve the scheme (Input: 10.1).

10.3. Track 3 TRI submits a tentative list of CPF subprojects and the corresponding budget request (Input: 9.1).

10.4 USAID releases CPF to Track 3 TRI on the basis of budget request (Input: 10.3).

11.0 Prepare municipal and barangay profiles

Track 3 TRI starts initial activities such as establishing rapport with barangay and community leaders, beneficiary groups, municipal and barangay officials, and NGLA personnel through formal and informal meetings. The TRI organizes municipal team(s) composed of municipal government personnel and others to gather data and prepare profiles (Input: 4.0, 5.0, 9.0).

Track 3 TRI and municipal government finalize approach to the study and prepare survey questionnaires; Track 3 TRI trains study teams.

The study teams with assistance from Track 3 TRI gather information on poverty through interviews, surveys, and consultation with residents.

The study teams analyze data and prepare municipal and barangay profiles with assistance from Track 3 TRI. Prior to the preparation, the TRI conducts consultation meetings with the study teams to uniformly apply the approaches in all barangays and to integrate the barangay profiles into the municipal profile.

The study team validate, with the assistance of Track 3 TRI, the poverty group, municipalities, and barangays which were recommended for intervention in the provincial poverty study report.

The municipal and barangay profiles are presented to the mayor, MDC, and the BDC for their approval.

12.0 Conduct training programs and formulate training and research agenda

12.1 Tracks 1 and 2 TRIs start training project actors at the municipal and provincial levels as required in their technical assistance contracts (Inputs: 3.0, 6.1, 8.4).

12.2 PPDO, with assistance from NRO-LRM and Track TRIs, formulates training and research agenda which will be funded under LRM project training and research funds. Subsequently, the agenda is finalized through conduct of workshops attended by NRO-LRM, PPDC and other provincial government agencies, NGLAs, Track TRIs and RIs (Inputs: 6.1, 6.2, 8.4, 9.1, 9.2).

13.0 Determine preliminary figures on funds available for implementing provincial strategy, review organization and systems and procedures for provincial financial management, and study policy matters related to local government financial management.

13.1 Track 2 TRI and PFC review financial operations of the province and determine preliminary figure on funds available for the provincial development strategy.

13.2 Province approves the projected availability of funds for implementing strategy (Input: 13.1).

13.3 Track 2 TRI and PFC review the organization for financial management and related systems and procedures.

13.4 Track 2 TRI and PFC review the national and regional policies affecting local government (provincial and municipal) financial management.

13.5 Track 2 TRI and PFC assist MFC and municipal government in preparing municipal financial profile.

14.0 Formalize beneficiary groups and formulate municipal development strategy

14.1 Track 3 TRI assists beneficiary groups in formulating their by-laws; Track 3 TRI registers organized beneficiary groups with government agencies (Input: 9.1).

14.2 Track 3 TRI trains municipal government and NGLA personnel in municipal development planning.

MPDO and Track 3 TRI gather more data and consult with NGLAs on their needs and priorities.

The municipal government, with assistance from Track 3 TRI and with participation of beneficiary groups, formulates municipal development strategy. The strategy is discussed with NGLAs (Input: 9.1, 11.0, 13.5).

MDC and SB approve the municipal development strategy.

15.0 Formulate provincial development strategy

15.1 Track 1 TRI trains PPDO, NRO-LRM and NGLA personnel on formulation of anti-poverty strategy.

PPDO, with assistance from Track 1 TRI and NGLAs, gathers more data (Input: 4.3).

PPDO, with assistance from Tracks 1 and 2 TRIs formulates provincial development strategy. The strategy is discussed with SP and NGLAs located at the provincial level, and their comments are incorporated in the strategy (Inputs: 7.0, 12.1, 13.1, 13.2, 14.2, 20.1).

15.2 The provincial development strategy is submitted to RPCC and PMO, and their comments are incorporated in the strategy. PPDO finalizes the provincial development strategy.

16.0 Discuss findings based on the review of provincial and municipal financial management.

Track 2 TRI, PFC, and MFC discuss with provincial and municipal government and NGLA officials their findings resulting from the review of organization, systems and procedures, and national and regional policies related to local government financial management (Input: 13.3, 13.4).

17.0 Identify and approve CPF subprojects, develop internal systems and procedures of beneficiary groups, and train beneficiary groups.

17.1 Track 3 TRI, provincial and municipal government offices, the BDC, and the NGLAs assist beneficiary groups in identifying priority subprojects to be funded under CPF and by the private sector. Beneficiary groups prepare a simple feasibility study on priority projects (Input: 10.3, 10.4, 14.2).

Track 3 TRI establishes linkage among beneficiary groups, provincial and municipal government, private sector, and NGLAs.

17.2 CPF committee approves priority CPF subprojects for immediate funding. Track 3 TRI notifies NRO-LRM and USAID of approved CPF subprojects (Input: 17.1).

17.3 Beneficiary groups, with assistance from Track 3 TRI, design organization and internal systems and procedures for the group and the CPF subprojects (Inputs: 14.1, 17.2).

17.4 Track 3 TRI trains beneficiary groups on the systems and procedures, and prepares and motivates the groups by helping them plan and implement smaller projects funded by the TRI itself. Track 3 TRI develops capability of the beneficiary groups so they would be able to implement the CPF and provincial subprojects later (Input: 17.3).

Track 3 TRI orients private sector and encourages them to finance subprojects for implementation by the beneficiary groups.

17.5 Track 3 TRI releases CPF to LPO or a local public structure. The LPO may be a local PVO, foundation, cooperative, a province-wide federation of project beneficiaries or any other legal private entity. The LPO is the fund conduit. During initial year(s), some Track 3 TRIs use a local public structure (such as MDC) as a fund conduit.

17.6 LPO or legal public structure releases funds to the beneficiary groups.

18.0 Identify longer-term CPF subprojects

Beneficiary groups, with assistance from Track 3 TRIs and in consultation with municipal government and the BDC, identify and prioritize longer-term CPF subprojects. The prioritized CPF subprojects are incorporated into the MYPP (Input: 14.2).

19.0 Approve provincial development strategy

19.1 PPCC endorses the revised provincial development strategy, and SP enacts a resolution approving the strategy (Input: 15.2)

19.2 RPCC approves the provincial development strategy and, through the individual RDC members, inform their national offices of the province's priorities. NRO-LRM establishes linkage among the NGLAs and the provincial and municipal governments.

20.0 Prepare a financial profile of the province

20.1 Track 2 TRI and PFC prepare a financial profile of the province containing an analysis of past financial trends of the province and a projection of provincial revenues and expenditures to determine funds available for future anti-poverty focused projects. All provincial sources and committed national government aid and grant funds are included in the revenue projections. In addition, the profile identifies separately the private sector financing for anti-poverty focused projects. The estimates are incorporated into the MYPP (Inputs: 13.2, 13.3, 13.4).

20.2 Track 2 TRI and PFC, together with provincial government agencies responsible for planning and financial management (such as the PTO, PBO, PEO and PPDO), validate assumptions used in the financial projections and estimates on projected revenues and expenditures (Input: 20.1).

21.0 Design improved organization and systems and procedures for financial management and develop recommendations for maximizing local resource mobilization.

21.1 Track 2 TRI and PFC design an improved organization for financial management at the province and the municipality. Also, improved systems and procedures for planning, budgeting and accounting are designed by the TRI and PFC within provincial and municipal rules and regulations (Inputs: 13.3, 16.0)

21.2 Track 2 TRI conducts familiarization sessions for provincial and municipal executives on the organization, and systems and procedures. Provincial and municipal government offices approve the organization and systems and procedures for implementation (Input: 21.1, 21.3).

21.3 Track 2 TRI and PFC develop recommendations for maximizing local resource mobilization. The recommendations cover ways to generate additional revenues for the provinces and municipalities through the following: possible imposition of additional local taxes within provisions of local tax code; improvement of efficiency in collection of taxes by the province and the municipality; improvement of assessment and collection of real property tax; revision and refinement of regional and national policies related to provincial and municipal financial management; ways to channel NGLA funds and increase national government aids and grants; and ways to increase private sector investment in the province (Inputs: 13.4, 16.0).

21.4 Track 2 TRI conducts workshops to familiarize project actors at the national, regional, provincial and municipal levels with the details of the recommendations, discusses viability for implementing the recommendations with them, and formulates schemes for implementing the recommendations (Input: 21.2, 21.3).

22.0 Implement CPF subprojects, train beneficiary groups, and revise CPF scheme

22.1 The beneficiary groups implement and operate CPF subprojects with the assistance of Track 3 TRI. Through TRI designed systems, the groups monitor and evaluate CPF subprojects (Inputs: 17.2, 17.4).

22.2 Track 3 TRI and local organizers continue beneficiary organizing and training activities (Input: 17.4)

Track 3 TRI establishes linkage among beneficiary groups, BDC, MDC, provincial government and NGLAs during the implementation, operation, and monitoring of CPF subprojects.

22.3 LPO managing CPF, in consultation with beneficiary groups and with assistance from Track 3 TRI, revises CPF scheme on the basis of experience in implementing CPF subprojects (Input: 22.1).

22.4 PPDO reviews revised CPF scheme. PPCC and RPCC approve the scheme (Input: 22.3).

22.5 Beneficiary groups identify CPF subprojects, and CPF Committee approves.

22.6 LPO releases funds to beneficiary groups. Because this is the second time that the funds are released to the beneficiary groups, LPO is the only fund conduit managing CPF (local public structure is not involved).

23.0 Realign priorities of NGLAs according to provincial strategy

23.1 PDC and RDC conduct conferences to facilitate integration of NGLA priorities with those of the provincial governments. The objective is to improve local resource mobilization at the provincial and municipal levels (Input: 19.1, 19.2, 21.4).

NGLAs earmark funds for provincial subprojects initiated under LRM project.

23.2 PMO and NRO-LRM inform the provinces of indicative funds available for provincial subprojects and for research and training components.

24.0 Identify provincial subprojects and prepare implementation plan for research and training projects

24.1 PPDO, with assistance from Track TRIs and with active participation of beneficiary groups and municipal government, identify provincial subprojects. PPDO consults NGLAs during the identification process (Inputs: 19.2, 22.2, 23.1).

Track TRIs establish linkage among beneficiary groups, BDC, MDC, provincial government, and line agencies.

24.2 NRO-LRM and PPDO, with assistance of Track TRIs and in consultation with LRIs and other project actors, prepare implementation plan for research and training projects (Input: 12.1, 12.2).

25.0 Train on and implement improved organization and systems and procedures for financial management and recommendations for maximizing local resource mobilization (Input: 21.2, 21.4).

Track 2 TRI and PFC train provincial and municipal government personnel in financial management.

Track 3 establishes linkage among project actors to facilitate implementation of recommendations.

Track 2 TRI, PFC, and provincial and municipal governments implement improved organization and systems and procedures for financial management. The TRI and the project actors, in consultation with NGLAs, also implement recommendations for maximizing local resource mobilization.

26.0 Formulate MYPP

26.1 PPDO and other provincial government offices formulate the MYPP with assistance from Track TRIs and the PVO responsible for managing CPF. PPDO consults with NGLAs and incorporates projects to be funded by them. All LRM project-funded provincial and CPF subprojects, and research and training components are incorporated in the MYPP. The inclusion of CPF subprojects in the MYPP is only for planning and for assistance to the PVO managing CPF in forecasting loan recovery from earlier CPF subprojects; the inclusion of CPF subprojects will lead to better and efficient management of the fund. The MYPP is not used for budgeting with respect to CPF subprojects because these are funded directly by the USAID and do not pass through the national or provincial government budgetary process. (Inputs: 18.0, 20.2, 23.2, 24.1, 24.2, 25.0)

26.2 SP and the RPCC approve the MYPP

Track TRIs establish linkage among all project actors at the provincial and regional levels.

27.0 Submit operating budget request

NRO-LRM submits to the PMO its operating budget requirements for the next year.

28.0 Submit the overall LRM project budget to the Ministry of Budget and Management (MBM)

28.1 PMO conducts planning session to formalize work plan for LRM project. The session is attended by PPDO and NRO-LRM management and senior staff of PMO.

PMO submits the overall LRM project budget to the MBM (Inputs: 26.1, 27.0)

28.2 The national government appropriates budget for the LRM project.

28.3 PMO informs the NRO-LRMs and the provinces of their LRM allocations

29.0 Conduct feasibility studies on provincial subprojects

29.1 PPDO, on the basis of funds allocated and with assistance from Track TRIs and NGLAs, prioritizes subprojects, conducts feasibility studies, and prepares study reports (Inputs: 26.2, 28.3)

29.2 PPCC and RPCC approve feasibility study reports (Input: 29.1)

30.0 Prepare work and financial plan and submit to MBM for release of funds

30.1 PPDO, with assistance from Tracks 1 and 2 TRIs, prepares work and financial plan for provincial subprojects. NGLAs are consulted if partial financing or technical assistance is provided by them (Inputs: 25.0, 29.2).

30.2 NRO-LRM reviews and endorses it to the PMO (Input: 30.1)

30.3 PMO incorporates NEDA (PMO and NRO-LRM) requests and provincial subproject requirements and submits total LRM funding requirements (excluding CPF, research and training funds) to the MBM. Any change in the requested amount is reflected in the PMO request (Input: 30.2)

30.4 MBM releases (excluding CPF) funds to NEDA and the provinces (Input: 30.3)

31.0 Evaluate training conducted by Track TRIs under technical assistance contracts

NRO-LRM and PPDO, with participation of beneficiary groups, municipal government, BDC, and NGLAs, evaluate training conducted by Track 3 TRIs as soon as the training session is completed (Inputs: 17.4, 22.2)

PMO and NRO-LRM, with participation of PPDO and other provincial government offices, NGLAs and the municipalities, evaluate training conducted by Tracks 1 and 2 TRIs as soon as the training session is completed (Input: 12.1)

32.0 Select and contract research and training institutions

32.1 NEDA allocates training and research funds to the regions on the basis of their prioritized research and training projects (Inputs: 12.2, 24.2)

NRO-LRM and PPDO evaluate research and training proposals submitted by LRIs and training institutions. On the basis of the recommendations of NRO-LRM and PPDO, RPCC selects training and research institutions and endorses decision to USAID.

32.2 USAID releases research and training funds to th RPCC.

32.3 NRO-LRM, PPDO, Track TRIs, and LRIs finalize research scope and the approach and methodology for the various research projects (Input: 32.1).

NRO-LRM, PPDO and Track TRIs conduct workshop to prepare RIs for undertaking specific research projects.

33.0 Evaluate the impact of Track 3 activities (Inputs: 22.1, 31.0)

NEDA and USAID finalize methodology for impact evaluation and, with assistance from the beneficiary groups, BDC, and municipal and provincial governments, collect impact data through interviews and questionnaires.

NEDA and USAID conduct impact evaluation of the following: community organizing efforts; CPF subprojects; research and training components funded under technical assistance contracts; and the overall effectiveness of the technical assistance component.

NEDA and USAID discuss results of impact evaluation with other projects actors and modify project components accordingly.

34.0 Develop capability of beneficiary groups to operate provincial subprojects

Track 3 TRI develops organization and internal systems and procedures of beneficiary groups in preparation for implementation and operation of provincial subproject (Inputs: 17.3, 22.2, 31.0).

Track 3 TRI develops capability of beneficiary groups to implement provincial subprojects through training and implementation of smaller projects funded by the TRI itself and using learnings from implementation of CPF projects earlier (Inputs: 17.4, 22.1).

Track 3 TRI and PPDO familiarize BDC, MDC, municipal government personnel, and NGLAs with provincial subprojects, and secure their commitment to cooperate in the implementation, operation, and monitoring later.

PMO and NRO-LRM familiarize Track 3 TRI personnel and train staff from PPDO and other provincial offices with the project information system which is the basis for monitoring provincial subprojects and other LRM components.

PPDO and Track TRIs train project actors involved on the preparation and use of LRM project information system at the municipal and barangay levels.

35.0 Implement, operate, monitor, and evaluate provincial subprojects, research and training components, and effectiveness of Tracks 1 and 2 technical assistance

PPDO, with assistance from beneficiary groups, BDC, municipal government, Track TRIs and NGLAs, implements provincial subprojects, and beneficiary groups operate subprojects with assistance from Track 3 TRI (Inputs: 29.2, 30.2, 30.4, 34.0).

PMO, NRO-LRM, and PPDO monitor and evaluate implementation and operation of provincial subprojects using LRM project information system.

RIs and training institutions conduct research and training, and NRO-LRM and PPDO monitor and evaluate these on the basis of project information system (Inputs: 12.2, 24.2, 32.1, 32.2). PPDO, with assistance from NRO-LRM and Track TRIs, establishes linkage among project actors at the barangay, municipal and provincial levels.

36.0 Evaluate impact of LRM components

NEDA and USAID develop approach and methodology for impact evaluation of LRM components.

NEDA and USAID evaluate the impact of the following: provincial subprojects, research and training components, technical assistance inputs, and linkage building activities (Inputs: 25.0, 35.0, major activities of Tracks 1 and 2 TRIs).

37.0 Learn through the use of PIS outputs and replicate useful processes (Input: all processes and activities)

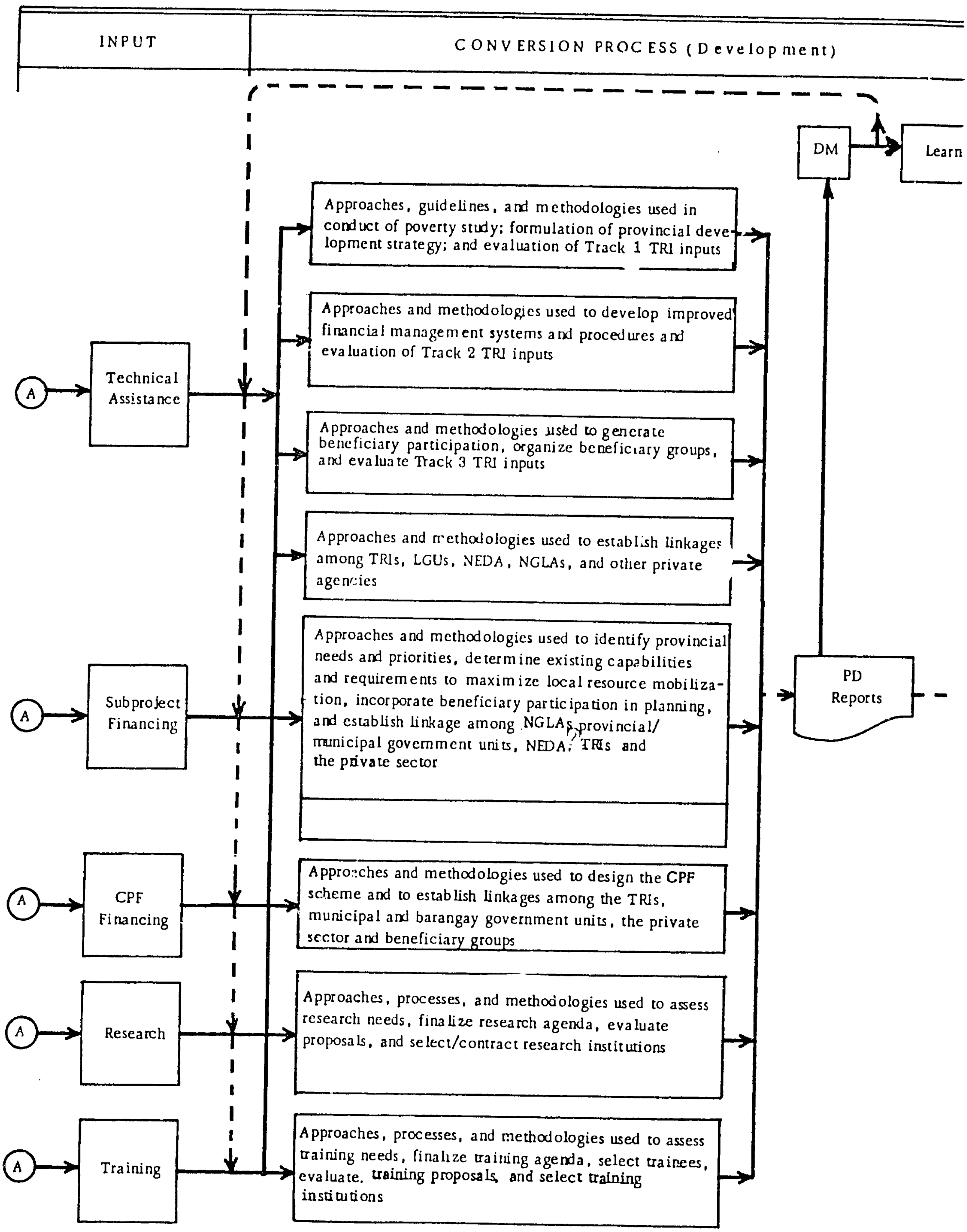
NRO-LRM, using the PIS, documents all processes and activities at selected provinces, municipalities, and barangays and the activities of selected beneficiary groups.

Track 3 TRI documents all activities and processes related to Track 3 component.

Project actors use PIS to monitor all components of LRM project. Each NRO-LRM prepares a periodic summary of LRM project processes, experience, and learnings in the region using the PIS reports and process documentation done by track 3 TRI.

PMO prepares the PIS - recommended comprehensive documentation report, which integrates experiences and learnings in the three pilot regions.

PMO produces a document after one complete cycle of LRM project planning and implementation. The document identifies detailed LRM approaches, processes and strategies for replication in other regions, provinces, municipalities, barangays, beneficiary groups and subprojects. The EX COM makes decisions to replicate the processes.


INPUT
CONVERSION PROCESS (Development)
DM
Learn
A
Technical Assistance
Approaches, guidelines, and methodologies used in conduct of poverty study; formulation of provincial development strategy; and evaluation of Track 1 TRI inputs
Approaches and methodologies used to develop improved financial management systems and procedures and evaluation of Track 2 TRI inputs
Approaches and methodologies used to generate beneficiary participation, organize beneficiary groups, and evaluate Track 3 TRI inputs
Approaches and methodologies used to establish linkages among TRIs, LGUs, NEDA, NGLAs, and other private agencies
A
Subproject Financing
Approaches and methodologies used to identify provincial needs and priorities, determine existing capabilities and requirements to maximize local resource mobilization, incorporate beneficiary participation in planning, and establish linkage among NGLAs, provincial/municipal government units, NEDA, TRIs and the private sector
PD Reports
A
CPF Financing
Approaches and methodologies used to design the CPF scheme and to establish linkages among the TRIs, municipal and barangay government units, the private sector and beneficiary groups
A
Research
Approaches, processes, and methodologies used to assess research needs, finalize research agenda, evaluate proposals, and select/contract research institutions
A
Training
Approaches, processes, and methodologies used to assess training needs, finalize training agenda, select trainees, evaluate, training proposals, and select training institutions

LRM PROJECT INFORMATION SYSTEM
PIS LEARNING PROCESS FRAMEWORK

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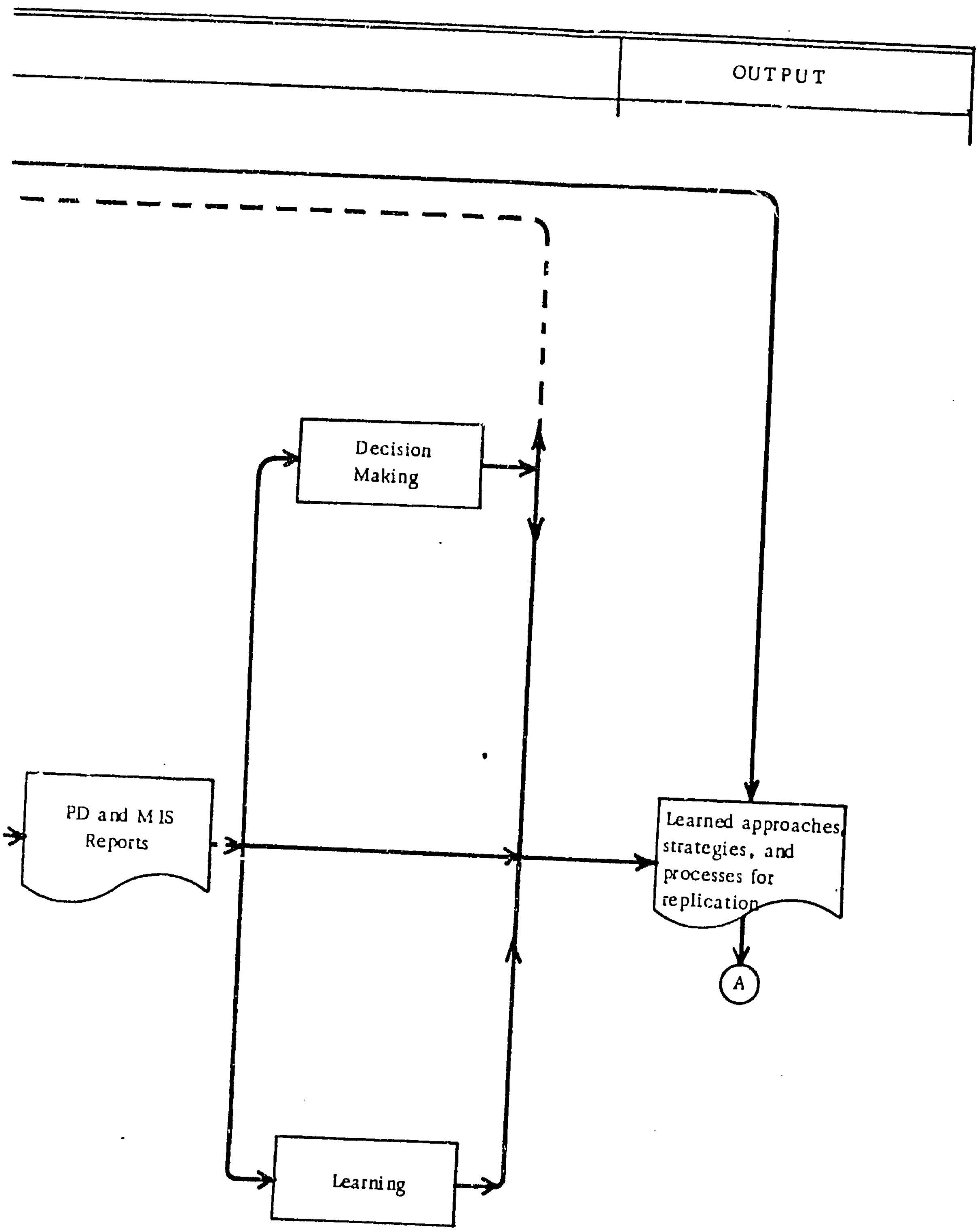
INTERMEDIATE OUTPUT	CONVERSION PROCESS (Implementation)
Poverty Study; Provincial Development Strategy; Contractor's Performance Evaluation Report (CPER)	PDIP; subproject monitoring and evaluation; periodic and impact evaluation of Track 1 TRI inputs
Provincial and municipal financial profiles; policies/guidelines/systems and procedures for improved financial management; CPER	Implementation of improved organization and systems and procedures; policies and recommendations on maximizing local resource mobilization; recommendations on national and regional policies related to local government finance; periodic and impact evaluation of Track 2 TRI inputs
Beneficiary organizing approach and strategies; implementation (Action) plan; CPER	Municipal/barangay profiles; municipal development plan; barangay action plan; beneficiary organizing; evaluation of Track 3 TRI inputs
Schemes for maximizing linkages among project actors	Participation and linkages among provincial, municipal and barangay government units, NGLA, NEDA, TRIs, the private sector and organized beneficiary groups; regular monitoring and evaluation; impact evaluation of linkage efforts
Indicative funds for subproject; approved MYFP; budgetary requirements; feasibility study reports; schemes for maximizing linkages among project actors	Subproject work and financial plan; MBM release of subproject funds; subproject, monitoring and regular evaluation; impact evaluation of subprojects; linkages among project actors in subproject implementation and monitoring
Approved CPF Scheme; list of identified CPF subprojects and estimated budget for the quarter; schemes for maximizing linkages among project actors	Release of CPF to Track 3 TRI; feasibility study preparation; CPF committee approval of subprojects; release of CPF to beneficiaries; monitoring and evaluation of CPF subprojects; impact evaluation of CPF implementation; linkages among project actors
Approved research agenda, proposals, and contracts with research institutions	Interaction between LRIs and project actors; research accomplishment and expenditures monitoring; research output assessment
Approved training agenda, proposals, and contracts with training institutions	Interaction between LRI and project actors through conduct of formal and informal training; documentation and evaluation of trainings conducted and expenditures incurred; training needs update; impact evaluation

EXHIBIT 2



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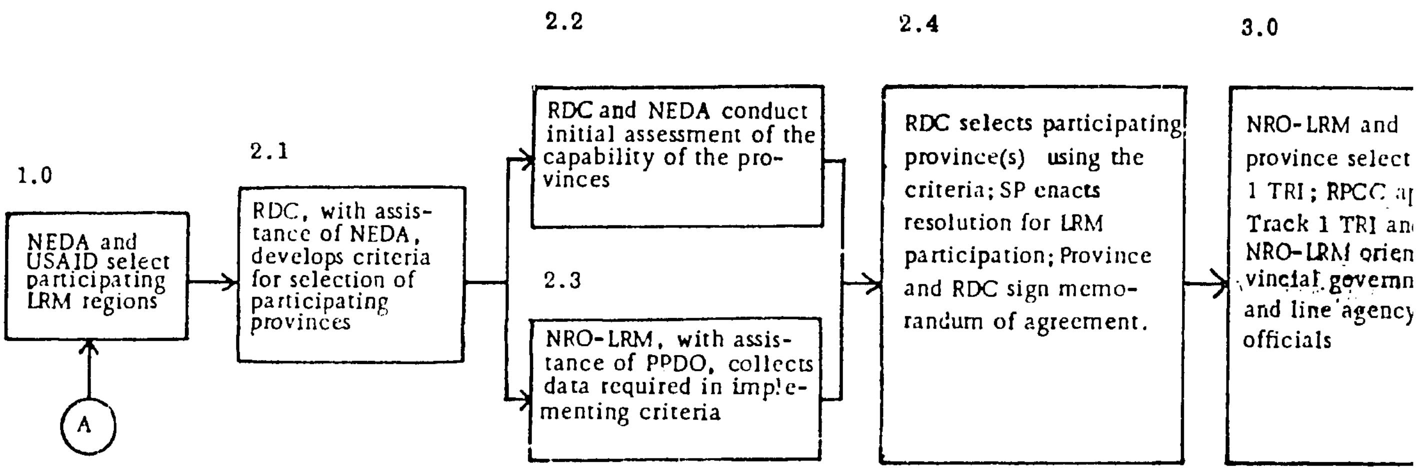
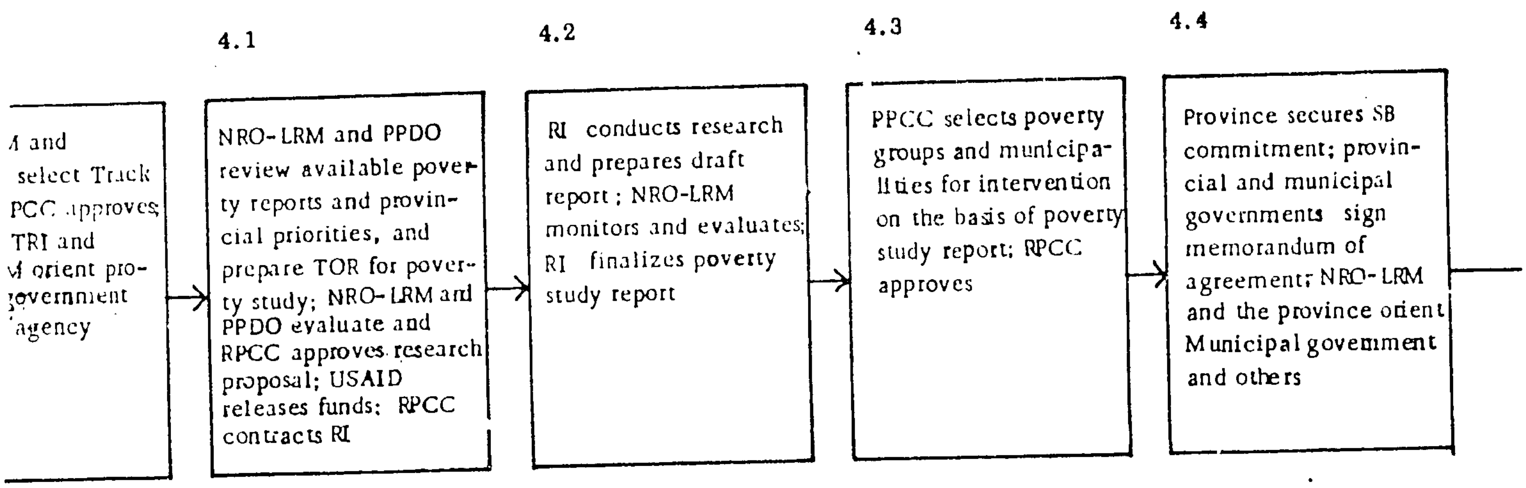
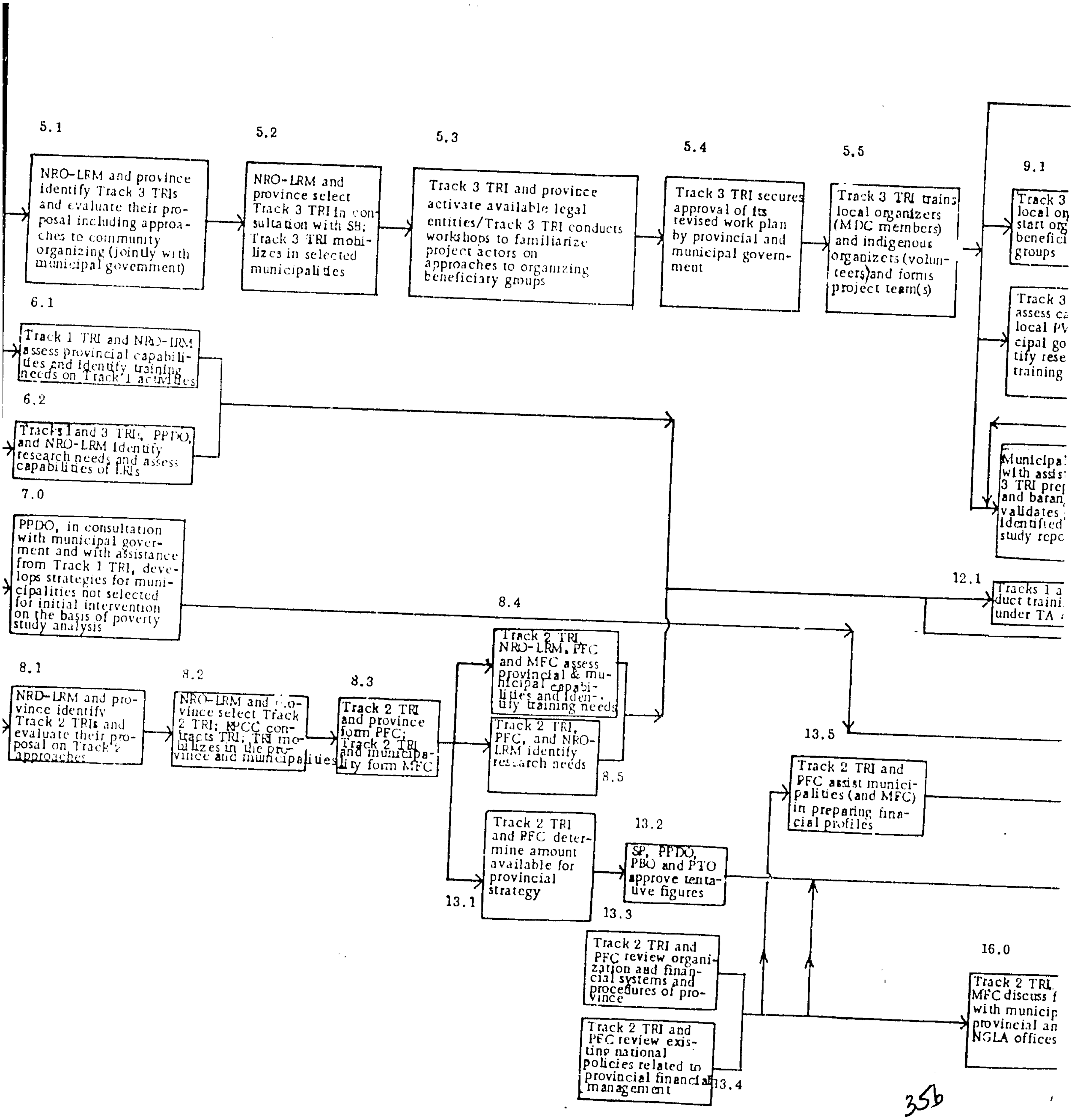
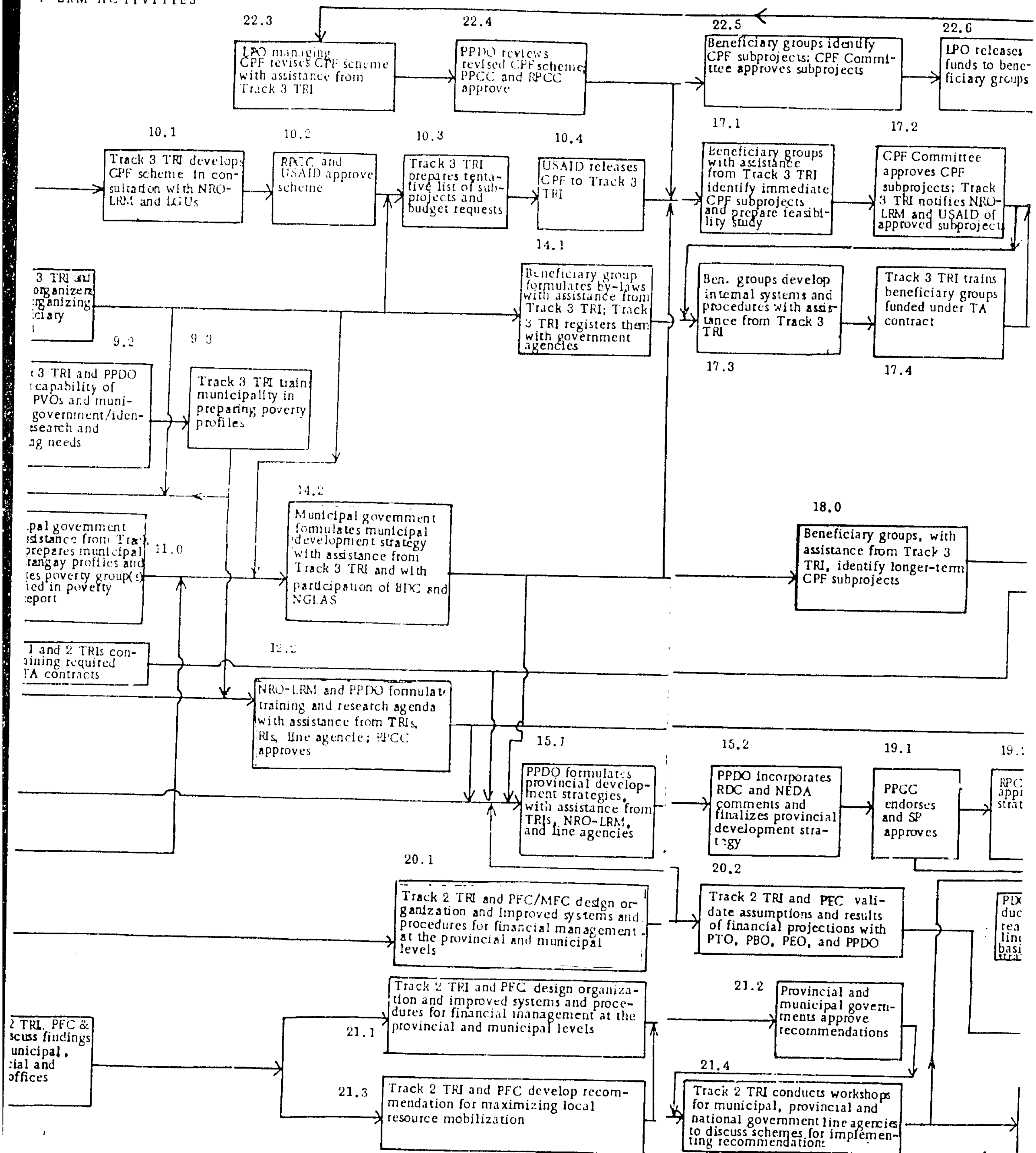

1.0
NEDA and USAID select participating LRM regions
A
2.1
RDC, with assistance of NEDA, develops criteria for selection of participating provinces
2.2
RDC and NEDA conduct initial assessment of the capability of the provinces
2.3
NRO-LRM, with assistance of PPDO, collects data required in implementing criteria
2.4
RDC selects participating province(s) using the criteria; SP enacts resolution for LRM participation; Province and RDC sign memorandum of agreement.
3.0
NRO-LRM and
province select
1 TRI ; RPCC a
Track 1 TRI an
NRO-LRM orien
vincial govern
and line agency
officials


...4 and ... select Track ... PCC approves; TRI and ... orient pro- ... government agency
4.1
NRO-LRM and PPDO review available pover-ty reports and provin-cial priorities, and prepare TOR for pover-ty study; NRO-LRM and PPDO evaluate and RPCC approves research proposal; USAID releases funds; RPCC contracts RI
4.2
RI conducts research and prepares draft report; NRO-LRM monitors and evaluates; RI finalizes poverty study report
4.3
PPCC selects poverty groups and municipa-lities for intervention on the basis of poverty study report; RPCC approves
4.4
Province secures SB commitment; provin-cial and municipal governments sign memorandum of agreement; NRO-LRM and the province orient Municipal government and others


5.1
NRO-LRM and province identify Track 3 TRIs and evaluate their proposal including approaches to community organizing (jointly with municipal government)
5.2
NRO-LRM and province select Track 3 TRI in consultation with SB; Track 3 TRI mobilizes in selected municipalities
5.3
Track 3 TRI and province activate available legal entities/Track 3 TRI conducts workshops to familiarize project actors on approaches to organizing beneficiary groups
5.4
Track 3 TRI secures approval of its revised work plan by provincial and municipal government
5.5
Track 3 TRI trains local organizers (MDC members) and indigenous organizers (volunteers) and forms project team(s)
9.1
Track 3 local or start org benefici groups
Track 3 assess ca local PV cipal go tify rese training
Municipal with assis 3 TRI pre and baran validates identified study repo
6.1
Track 1 TRI and NRO-LRM assess provincial capabilities and identify training needs on Track 1 activities
6.2
Tracks 1 and 3 TRIs, PPDO, and NRO-LRM identify research needs and assess capabilities of LRIs
7.0
PPDO, in consultation with municipal government and with assistance from Track 1 TRI, develops strategies for municipalities not selected for initial intervention on the basis of poverty study analysis
12.1
Tracks 1 a duct traini under TA
8.1
NRO-LRM and province identify Track 2 TRIs and evaluate their proposal on Track 2 approaches
8.2
NRO-LRM and province select Track 2 TRI; RPCC contracts TRI; TRI mobilizes in the province and municipalities
8.3
Track 2 TRI and province form PFC; Track 2 TRI and municipality form MFC
8.4
Track 2 TRI, NRO-LRM, PFC and MFC assess provincial & municipal capabilities and identify training needs
8.5
Track 2 TRI, PFC, and NRO-LRM identify research needs
13.5
Track 2 TRI and PFC assist municipalities (and MFC) in preparing financial profiles
13.1
Track 2 TRI and PFC determine amount available for provincial strategy
13.2
SP, PPDO, PBO and PTO approve tentative figures
13.3
Track 2 TRI and PFC review organization and financial systems and procedures of province
Track 2 TRI and PFC review existing national policies related to provincial financial management
13.4
16.0
Track 2 TRI, MFC discuss f with municip provincial an NGLA offices

35b

SYSTEM
F LRM ACTIVITIES



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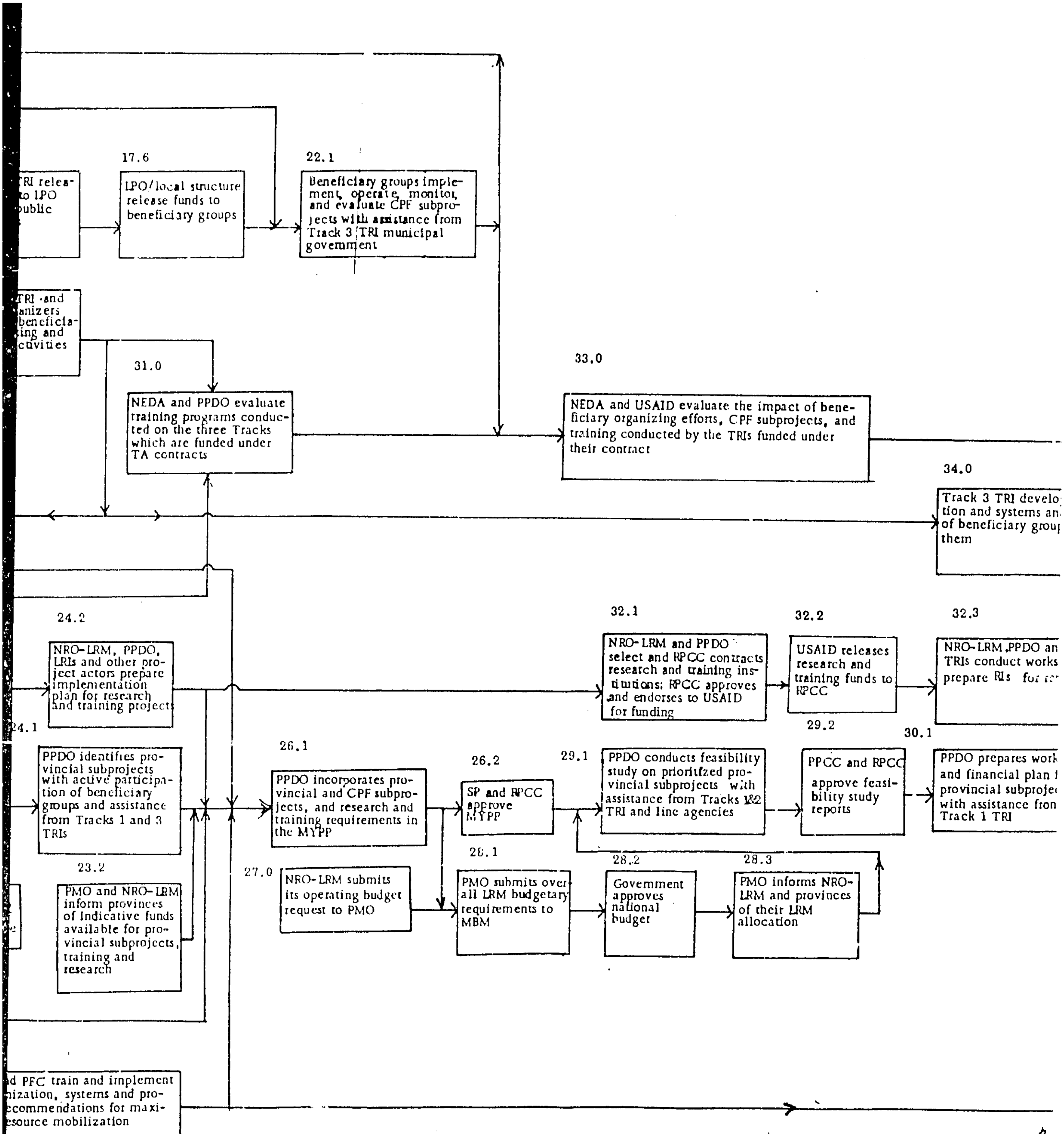
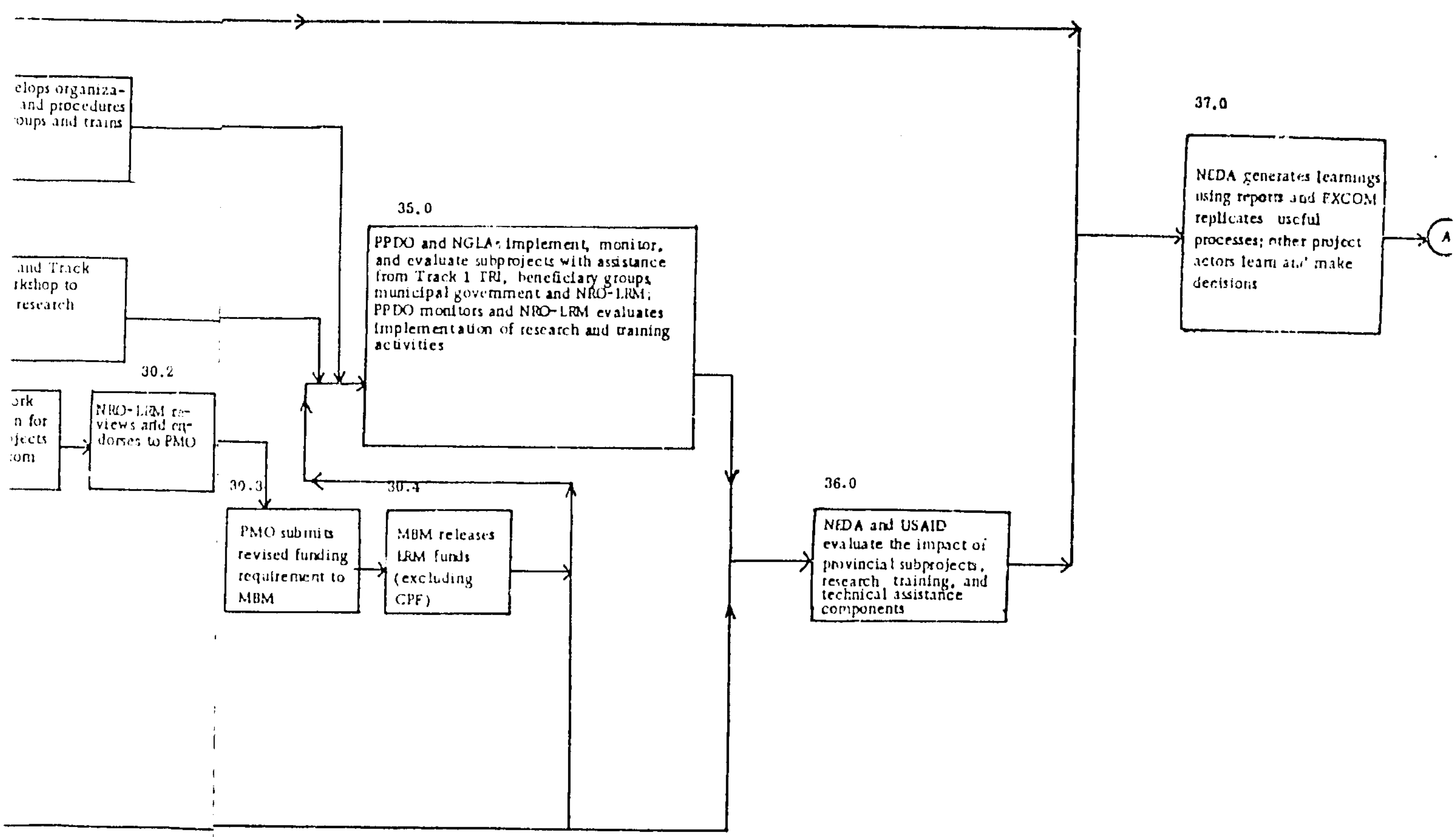

17.6
LPO/local structure release funds to beneficiary groups
22.1
Beneficiary groups implement, operate, monitor, and evaluate CPF subprojects with assistance from Track 3 TRI municipal government
31.0
NEDA and PPDO evaluate training programs conducted on the three Tracks which are funded under TA contracts
33.0
NEDA and USAID evaluate the impact of beneficiary organizing efforts, CPF subprojects, and training conducted by the TRIs funded under their contract
34.0
Track 3 TRI develo tion and systems an of beneficiary grou them
24.2
NRO-LRM, PPDO, LRIs and other project actors prepare implementation plan for research and training project
32.1
NRO-LRM and PPDO select and RPCC contracts research and training institutions; RPCC approves and endorses to USAID for funding
32.2
USAID releases research and training funds to RPCC
32.3
NRO-LRM PPDO an TRIs conduct works prepare RIs
4.1
PPDO identifies provincial subprojects with active participation of beneficiary groups and assistance from Tracks 1 and 3 TRIs
26.1
PPDO incorporates provincial and CPF subprojects, and research and training requirements in the MYPP
26.2
SP and RPCC approve MYPP
29.1
PPDO conducts feasibility study on prioritized provincial subprojects with assistance from Tracks 1&2 TRI and line agencies
29.2
PPCC and RPCC approve feasibility study reports
30.1
PPDO prepares work and financial plan provincial subproje with assistance from Track 1 TRI
23.2
PMO and NRO-LRM inform provinces of indicative funds available for provincial subprojects, training and research
27.0
NRO-LRM submits its operating budget request to PMO
28.1
PMO submits overall LRM budgetary requirements to MBM
28.2
Government approves national budget
28.3
PMO informs NRO-LRM and provinces of their LRM allocation
TRI release to LPO public
TRI and anizers beneficiaing and ctivities
d PFC train and implement ization, systems and proecommendations for maxiesource mobilization

3

35a

EXHIBIT 3



35e

PROCESS DOCUMENTATION GUIDELINES

Process documentation is a research and management tool used to record the processes and activities utilized in a project in converting inputs to outputs. As applied to the LRM project, PD may be defined as a tool to systematically document the processes, activities, and strategies utilized in the project in converting each input to an output.

As seen in the learning process framework in Exhibit 2, an input is first converted to an intermediate output through a conversion process. The intermediate outputs consist of developed approaches, strategies, guidelines, methodologies, and systems and procedures. The processes and activities through which the conversion takes place are documented with the use of PD guidelines. For example, guidelines, methodologies, and approaches used in the conduct of poverty study and in the formulation of provincial development strategy are documented.

The developed approaches contained in the intermediate outputs are then implemented, and the conversion process is documented through the use of PD guidelines. The final output is a document consisting of replicable approaches and processes and is developed through the use of PD reports generated during the two conversion processes.

Objective

The objectives of the PD component of the PIS are as follows:

- To regularly provide information for the monitoring and evaluation of LRM project operations so that project actors are informed of emerging issues and problems. Thus, PD enables them to learn from actual experience and accordingly make decisions to solve problems.

- To assist NEDA and USAID in developing replicable approaches and processes in accordance with LRM project objectives.

Description of Records and Reports Used in Management of PD

1. Daily Recording Sheet (DRS)

   The DRS is a sheet used by the documentor to record the daily activities of the LRM project. The DRS is used by the documentor only as the source of information in preparing PD reports either at the end of the week or the month. It is simply a diary kept by the documentor for his own purpose and is therefore not structured. It should be bound so that individual sheets may not be lost or damaged. The bound DRS should also help the documentor to refer to his earlier recordings while in the field.

The format for the DRS and the guidelines for accomplishing it are presented in Exhibit 5. A sample of the completed DRS for Track 1 activities at the municipality and the province and for Track 3 activities at the barangay and the municipality are presented in Annex 1.

2. PD Report

The PD report is the main source document used in the management of the PD component. The format for the report, together with guidelines for preparation and use of the report, is presented in Exhibit 6. All LRM project activities at the barangay, municipal, and provincial levels are recorded in the PD Report. This report is prepared by the documentor on the basis of the DRS. It covers one week for Track 3 activities at the barangay and municipal levels and for Tracks 1 and 2 activities at the municipal level; it covers a period of one month for Tracks 1 and 2 activities at the provincial level.

The PD Report should not contain an analysis of project activities as this may influence the report users toward the documentors' ideas and interpretations.

A sample of the PD reports for Track 1 activities at the Municipal level (weekly report) and the provincial level (monthly report), and a weekly PD report for Track 3 activities are presented in Annex 2.

3. Regional Integrated Report (RIR)

The RIR integrates the contents of all PD reports and covers a period of three months. The RIR is not a PD report but a summary of what transpired in the region over the three-month period. It should therefore present a comprehensive picture of LRM project processes, experiences and learnings in the province selected for implementation of PD guidelines, in other project provinces within the region, and in the region itself. The guidelines for the preparation and use of RIR are presented in Exhibit 7.

A sample of RIR is presented in Annex 3.

4. Comprehensive Documentation Report (CDR)

The CDR integrates the RIRs from the three regions and also covers a period of three months. The CDR should clearly identify the processes and confirm up-to-date learnings together with documentation of recommendations on policy matters and operations of the project. The guidelines for preparation and use of CDR are presented in Exhibit 8.

5. LRM Project Experience Report (LPER)

The LPER is prepared after one complete cycle of LRM project implementation. As shown in the process flowchart (Exhibit 3), one complete cycle consists of the following: selection of regions and provinces; conduct of poverty study; community organizing and preparation of municipal and barangay profiles; formulation of municipal and provincial development strategies; conduct of research and training as inputs; development of organization and systems and procedures for local government financial management; implementation of provincial and CFF subprojects; and evaluation of all LRM components. The report is used by the EX COM in replicating learnings in the pilot area or in areas to be expanded in the future. The guidelines for the preparation and use of LPER are presented in Exhibit 9.

Responsibility for Preparation of PD Reports

The responsibility for documenting the project activities at the barangay, municipal, and provincial levels will be assigned to two NRO-LRM staff members. One documentor will document Tracks 1 and 2 activities at the municipal and provincial levels, while the other will document Track 3 activities at the municipal and barangay levels. Suggested qualifications of the two documentors are presented in Exhibit 10. The two documentors will be responsible for preparing minutes of validation meetings and discussions, and for documenting decisions made by the various operating and management groups at the barangay, municipal and provincial levels. The two documentors will also be responsible for interviewing project actors to develop more comprehensive documentation as well as for validating their documentation. The documentor for Track 3 activities will also attend reflection sessions organized by Track 3 TRI for proper valiation of his PD outputs and will secure a copy of the minutes of the session prepared by Track 3 TRI.

The NRO-LRM will be responsible for the timely generation and distribution of reports. The PPDO may be involved in the preparation of PD reports; but the quality assurance of the contents of PD reports is the responsibility of the NRO-LRM.

Coverage of PD Component

1. PD should cover activities and processes presented in the integrated process flowchart (Exhibit 3). A description of the process flowchart is also presented in Exhibit 3 for easier understanding of the processes and their relationship. Because the PD guidelines will be implemented in the pilot provinces, the starting point for the documentation is the refinement of the poverty study (Process number 4.0 in the flowchart). However, coverage could be adjusted depending upon areas or activities of concern to project actors.

2. With respect to geographical coverage, PD should cover at least one province and one municipality (within the selected province) in each region. Documentation of Track 3 activities should cover at least one barangay in each of the selected municipalities.

3. For a broader learning experience, the documentation should cover one beneficiary group in each of the selected barangays, and the selected groups should be involved in different types of economic activities. Therefore, all activities related to the three beneficiary groups, including planning, implementation, operations, and monitoring and evaluation of CPF subprojects, should be included in the documentation.

4. The documentaton of the planning, implementaton, operations, and monitoring and evaluation of the provincial subprojects should likewise be confined to one subproject initiated by each of the three selected beneficiary groups in (3) above. However, if the groups have not initiated any provincial subproject, then the documentation should expand to other beneficiary groups. Also, the three provincial subprojects selected for documentation should be of different types (example, one agricultural subproject, one fishery subproject, and one rural infrastructure subproject).

Duration of PD Implementation

Ideally, the PD component should be implemented for at least one complete cycle of LRM project processes and interventions as shown in the integrated process flowchart (Exhibit 3). One cycle starts with the selection of regions and provinces and ends with impact evaluation of subprojects and other components of the project. The documentaion reports should then be used in learning and in identifying replicable approaches. However, the duration may not be limited to one cycle. The duration of PD implementation should be flexible enough to come out with documentation of learned processes and identification of approaches, processes and strategies which could be replicated.

Processing and Management of PD Component

Guidelines for the processing and management of the PD component is presented in Exhibit 4. The objectives of the guidelines are as follows:

- To identify project actors responsible for the preparation and use of PD and the resulting summary reports used in the management of PD component.

- To prescribe a system for processing of PD outputs starting with PD reports prepared by the NRO-LRM documentors and ending with the PMO prepared document titled "LRM Project Experience Report" which identifies replicable approaches.

D

RESPONSIBILITY FOR FIELD DOCUMENTATION	ACTIVITIES/ PD DURATION	BARANGAY/MUNICIPAL LEVEL	
		Responsibility/Deadline	PD Output (Submission Freque
NRO-LRM documentor at the Municipality and the province	Track I Documentation/ one week	o Documentor validates PD contents on poverty study field activities and subprojects monitoring through discussion with PPDO, Track I, TRI, MPDO, NRO/end of week o PPDO, Track I TRI, Mayor/MDC, NRO-LRM, Local Resource Institutions (LRIs), and national government line agencies (NGLAs) make decisions to solve problems/end of week o PPDO/PFCC, Track I TRI, MPDO, Mayor/MDC, NRO-LRM, LRIs and NGLAs learn from documentation/ continuous basis	Validated PD reports, mini of validation discussions in ding decision made to solv problems (four weekly PD reports for each Track acti vity and minutes of discussions sessions to be submitt within five days of the following month)
	Track 2 Documentation/ one week	o Documentor validates PD contents on municipal financial management (through discussions with provincial and municipal government offices represented by PFC and MFC, Track 2 TRI, NRO, documentor)/ end of week o SB makes decisions to solve problems on policy issues and MDC makes decisions on operations with assistance from MFC and Track 2 TRI/ end of week o Mayor, MDC, SB, Track 2 TRI, MFC, municipal government offices responsible for financial management, NGLAs learn from documentation/continuous basis	
NRO-LRM documentor at the Barangay/Municipality	Track 3 Documentation/ one week	o Documentor validates through Track 3 TRI organized reflection session and through discussions with MPDC, beneficiary group, PPDO, Track 3 TRI, NRO documentor/end of week o Beneficiary groups, BDC, Mayor, MDC, Track 3 TRI, MPDC make decisions to solve problems/end of week o Beneficiary groups, MDC, SB, Track 3 TRI, MPDO, PPDO, NGLAs learn from documentation/continuous basis	Integrated PD (extraction of pertinent documentation do by Track 3 documentor and integration with documentation ~~done~~ by NRO-LRM documentor) to be submitte to PPDO together with minutes of reflection and discussion sessions beginning of the week following the documentation period if needed); otherwise submitte within five days of the following month
Track 3 TRI documentor at the Barangay/Municipality	Track 3 documentation dealing with the particular barangay where NRO documentor is located/ one week		
			MIS reports on all LRM components

LRM PROJECT INFORMATION SYSTEM
DETAILED FRAMEWORK FOR MANAGEMENT OF PROCESS DOCUMENTATION COMPONENT

PROVINCIAL LEVEL

on Frequency)	Responsibility/Deadline	PD Output (Submission Frequency)	F
orts, minutes ussions. inclu de to solve eekly PD rack acti- of discus- e submitted f the	o PPCC and governor, review Tracks 1 and 2 PD at the barangay/ municipal level and make deci- sions on improving the processes and approaches/during the following month o PPC, SP, PPDO, Tracks 1 and 2 TRIs, NGLAs learn from docu- mentation/during the following month	**Submission to NRO-LRM** Tracks 1 and 2 Validated PD reports as follows: o Four weekly reports covering poverty study field activities and municipal finan- cial management with attached minutes of weekly discussions o Monthly report on Tracks 1 and 2 activities at the provincial level with minutes of weekly discussion sessions (To be submitted within five days of the following month) Track 3 Validated and integrated weekly PD report on Track 3 activities with attached minutes of reflection and discussion sessions (to be submitted within five days of the following month)	o NRO (RIR thre mini and a co expe the r regi on li link acto weel RIW RPC solut oper assis cove RPC reco toge of de polic made man natic one cove
	Documents Tracks 1 and 2 activi- ties at the provincial level. Submits to NRO-LRM at the end of the month o Documentor validates PD contents through discussions with PPDO, PFC, NRO-LRM, Tracks 1 and 2 TRIs / end of month o PPCC/SP make decision to solve problems with assistance from PPDO, Tracks 1 and 2 TRIs, NRO-LRM /end of month o PPCC, SP, PPDO, Tracks 1 and 2 TRIs, NRO-LRM, LRIs, NGLAs, provincial government offices responsible for financial management learn from documentation/continuous basis		
raction of tation done entor and ocumen- O-LRM submitted with on and beginning ing the iod if e submitted of the h	o PPCC, NGLAs, NRO-LRM learn from documentation/continuous basis o PPDO, PPCC and NGLAs make decision/continuous basis		
on ents		MIS reports on all LRM components	

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OMPONENT

REGIONAL LEVEL

)	Responsibility/Deadline	PD Output (Submission Frequency)	

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o NRO-LRM prepares Regional Integrated Report (RIR) which summarizes all activities over a three-month period using the PD reports, minutes of reflection and discussion sessions, and staff observations. The RIR should present a comprehensive picture of LRM processes, experiences and learnings in the province, the region, and other provinces within the region. The RIR should put special emphasis on linkages among the Track activities and linkages among all organizations and project actors/submitted to RPCC and RTWG two weeks after the period covered in the RIR

RTWG reviews RIR and recommends to the RPCC changes in technical assistance thrusts, solutions to other problems related to the TRI operation and management of technical assistance/ one month after the period covered in the RIR

RPCC reviews and validates RIR and RTWG recommendations, and endorses both to the PMO together with the following: documentation of decisions made by RPCC on regional policy matters related to LRM project; decisions made by RPCC on other LRM project management problems; recommendations on national policy matters affecting LRM project/ one and one-half month after the period covered in the RIR

Submission to Project Management Office

o Documentation of RPCC recommendations

o RTWG recommendation and RIR

o Weekly PD reports (for three months) covering Tracks 1,2 and 3 activities at the barangay and municipal levels

o Monthly PD reports (for three months) covering Tracks 1 and 2 activities at the provincial level

o Related minutes of reflection and discussion sessions.

Submission to PPCC/Track TRIs

o RIR and RTWG recommendations

o Documentation of RPCC decisions and recommendations

(To be submitted one and one-half month after the three month RIR period.)

Similar reports from other two regions

PMO

o Reviews al
regions an

o Validates
review pro

o Prepares C
RTWG rec
The CDR s
together w
activities,
the Executi
month PD

Technical Advi

o Reviews the
ments in pr
gramming
longer peri
one week a

Executive Comm

o Members of
mendations.

o Deliberates
to experienc

o Develops sol
government

o Over a longe
cycle of LRM
identifies de
barangays,
be used by t

MIS reports on all LRM components

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NATIONAL LEVEL

Responsibility/Deadline

PMO

- Reviews all reports covering PD at the provincial and regional levels (all three regions and provinces)/10 days after receiving reports
- Validates major contents through continuous field assessment/seven days after the review process
- Prepares Comprehensive Documentation Report (CDR) using RIR from the three regions, RTWG recommendations, all PD reports, and results of reviews and field assessments. The CDR should clearly identify LRM processes, confirmed up-to-date learnings together with documentation of recommendations on policy matters related to all LRM activities. A copy of the CDR is submitted to the Technical Advisory Committee, the Executive Director and the USAID/two and one-half month after the three month PD period.

Technical Advisory Committee (TAC)

- Reviews the CDR and advises the PMO on policy and other matters regarding improvements in project design and strategies, implementation guidelines, budgeting, programming of funds and magnitude of investments. TAC is also responsible (over a longer period) for confirming the learnings as identified in the CDRs for the period/ one week after receiving the CDR.

Executive Committee (EX COM)

- Members of EX COM individually review the CDR, and TAC and RTWG recommendations.
- Deliberates on issues regarding policies and confirms contents of CDR with respect to experiences and learnings.
- Develops solutions on all policy matters and secures approval of the national government
- Over a longer period (on the basis of a number of CDRs) of time covering one complete cycle of LRM planning and implementation, the PMO produces a document which identifies detailed LRM approaches, processes and strategies for replication in other barangays, municipalities, provinces, regions and projects. The document will be used by the EX COM in the replication process.

Replication through Learnings from PD and MIS after one complete cycle of LRM implementation

MIS reports on all LRM components

- o To show deadlines for preparation and submission of PD and the resulting summary reports, source information for preparation of PD reports, including the medium through which information will be gathered by the documentors, and the distribution of the reports.

These are presented in step-by-step procedure in the following pages for each level of reporting (refer to Exhibit 4).

Barangay/Municipal Level

1. The NRO-LRM documentor for tracks 1 and 2 activities records the activities and processes in the DRS daily or as needed. All activities related to Tracks 1 and 2 operations presented in the process flowchart (Exhibit 3) should be covered by the documentor.

   Bases for recording: observation of project activities at the municipal level; attendance of meetings and discussion sessions; interview of project actors to gather additional information; attendance of training and workshop sessions; observation of activities of Tracks 1 and 2 TRIs.

   Number of copies prepared: one (DRS is used only by the documentor in preparing PD Report).

2. The NRO-LRM documentor for Track 3 activities records the activities and processes in the DRS daily. The documentor should cover all activities related to Track 3 operations presented in the process flowchart (Exhibit 3).

   o Bases for recording: Observation of project activities at the municipal and barangay levels; attendance of meetings of beneficiary groups; interview of project actors including Track 3 TRI to gather additional information; observation of activities of Track 3 TRI; attendance of meetings and conferences.

   Number of copies prepared: One (DRS is used only by the documentor in preparing PD Report)

3. The two documentors prepare their respective PD reports at the end of the week (to cover one week) on the basis of the DRSs for the week. The report should cover the following:

   - What activity was undertaken and to what extent (refer to Exhibit 3 for type of activity).

- Why was the activity undertaken (purpose)
- How was the activity undertaken (approaches, processes and strategies)
- Where and when was the activity undertaken
- By whom was the activity undertaken
- Interactions and linkage among various project actors (discussions, meetings, conferences, etc.) and points emphasized by the main participants
- Linkage among activities and processes
- Information on the behavior and perception of project actors during the undertaking of the activity, specially with respect to the expectations of the beneficiaries
- Successful aspect of the activity
- Problems/issues and solutions planned or undertaken by project actors.

4. The two documentors validate the contents of their PD Reports through the following procedures:

   - Documentors discuss with individual project actors. The discussion sessions also serve as a forum for familiarizing project actors with problems and status of various activities so that responsible actors could learn and take immediate action to solve problems.
   - Track 3 documentor attends reflection sessions organized by Track 3 TRI
   - Track 3 documentor secures a copy of the weekly documentation done by the documentor of Track 3 TRI and incorporates pertinent information in his weekly PD Report. The Track 3 documentor should use only the documentation of the activities of the particular beneficiary group in the municipality where he is involved.

5. The two documentors submit one copy of their PD Report at the beginning of the following week to relevant project actors identified in Exhibit 4 if there are problems which require immediate decisions. Otherwise, the documentors submit the four validated weekly PD Reports within five days after the end of the month covered by PD together with minutes of discussion and reflection sessions.

- Distribution of PD Report/submission frequency

NRO-LRM:	One copy each of the four weekly PD Reports (validated) covering a period of one month with minutes of discussion and reflection sessions (NRO-LRM provides one copy (reproduced) to RPCC/within five days of the following month.
PPDO:	Same as for NRO-LRM (PPDO provides one copy to PPCC)/within five days of the following month.
Other project actors:	As needed in accordance with Procedure No. 5 above.

6. Project actors at the municipal and barangay levels review PD Reports, make decisions, and learn from the reports.

Provincial Level

7. Project actors at the provincial and regional levels review PD Reports covering activities at the municipal and barangay levels and the minutes and make decisions to correct problems.

8. NRO-LRM documentor for Tracks 1 and 2 activities records activities and processes in the DRS as needed. The documentor covers all activities related to Tracks 1 and 2 at the provincial level as presented in Exhibit 3.

Bases for recording:	Observation of project activities, specially at the PPDO; attendance of meetings and discussion sessions; interview of project actors to gather additional information; attendance of training and workshop sessions; observation of activities of Tracks 1 and 2 TRIs; attendance of activities related to formulation of research agenda and conduct of research by the LRIs.

Number of copies to be prepared:
One (DRS is used only by the documentor in preparing PD Report).

9. The NRO-LRM documentor for Tracks 1 and 2 prepares PD Report at the end of the month on the basis of DRSs for the whole month. The report covers documentation of all relevant aspects of the activity as elaborated in Procedure number 3 in the foregoing.

10. The documentor validates the contents of PD Reports on Tracks 1 and 2 activities at the provincial level through discussions with individual project actors. Any change resulting from the validation process should be incorporated in the final PD Report.

- o Distribution of PD Report/submission frequency

NRO-LRM:	One copy of the monthly PD Report with minutes of discussion sessions (NRO-LRM provides one copy to RPCC/within five days of the following month.
PPDO:	Same as for NRO-LRM (PPDO provides one copy to PPCC)/within five days of the following moth.

11. Project actors at the provincial and regional levels review monthly PD Reports covering Tracks 1 and 2 at the provincial level and make decisions to correct problems.

Regional Level

12. The NRO-LRM prepares the Regional Integrated Report (RIR) which summarizes and integrates activities related to the three Tracks over a three-month period using PD Reports, minutes of reflection and discussion sessions, and NRO-LRM staff members' observations. The RIR should present a comprehensive picture of project proceses, experiences, and learnings in the region to include experiences in the province selected for implementation of PD guidelines and NRO-LRM observations in the other pilot province(s).

- o Distribution of RIR/submission frequency

RPCC:	One copy/within two weeks after the period covered in the RIR
RTWG:	Same as for RPCC
PMO:	Same as for RPCC

13. RTWG reviews RIR and recommends to the RPCC changes in technical assistance thrusts, solutions to other problems related to TRI operatons and management of technical assistance.

- o Distribution of recommendations document/submission frequency

RPCC:	One copy/within one month after the period covered in the RIR
PPDO/Track TRIs:	Same as for RPCC/RDC

14. RPCC reviews and validates RIR and RTWG recommendations and makes decisions to correct problems. RPCC endorses RIR and RTWG recommendations to the PMO. Other outputs submitted to the PMO are the following: documentation of decisions made by RPCC on policy and operational problems; weekly PD Reports prepared by NRO-LRM documentors to cover all Track activities for three months at the municipal and barangay levels; monthly PD Reports (covering three months) for Tracks 1 and 2 activities (at the provincial level) prepared by NRO-LRM documentor; and minutes of reflection and discussion sessions.

   o Submission frequency: Within one and one-half month after the period covered in the RIR.

National Level

15. PMO technical staff members review the RIR and all other outputs submitted by the three pilot regions. PMO technical staff members review all PD Reports witin 10 days after receipt of the Reports.

16. PMO technical staff members validate major contents through field assessment within seven days after the review.

17. PMO technical staff members prepare Comprehensive Documentation Report (CDR). The CDR should clearly identify project processes and confirm up-to-date learnings together with documentation of recommendations on policy matters related to LRM activities.

   o Distribution of CDR/submission frequency: One copy each to the Technical Advisory Committee (TAC), Executive Director, EX COM members and USAID/within two and one-half month after the three-month PD period.

18. TAC reviews the CDR and advises the PMO on policy and other matters regarding improvements in project design and strategies, implementation guidelines, budgeting, programming of funds, and magnitude of investments. TAC submits report confirming learnings.

   o Distribution of TAC report/submission frequency

   PMO: One copy/one week after receiving the CDR.

19. EX COM reviews CDR, and TAC and RTWG recommendations. The EX COM members deliberate on issues regarding policies and confirm contents of CDRs with respect to learnings.

20. EX COM develops solutions on policy matters and secures approval of the national government.

21. PMO prepares LRM Project Experience Report (LPER) after one complete cycle of project implementation.

22. EX COM replicates learnings in other areas of pilot provinces or in regions where LRM project will be expanded.

EXHIBIT 5

LRM PROJECT INFORMATION SYTEM
DAILY RECORDING SHEET

Date: ______________________

A. Activity or Process

B. Notes and Observations

Guidelines for Preparation and Use of Daily Recording Sheet (DRS)

Use

The DRS is simply a diary kept by the process documentor to guide him in the preparation of PD Report at the end of the week (all Track activities at the municipal or barangay level) or at the end of the month (for Tracks 1 and 2 activities at the provincial level). Therefore, the DRS is used only by the documentor. The documentor takes notes and observations daily (as needed in case of provincial activities) during the activity. At the end of the week (or month), he will use the DRSs to prepare the PD Report.

Preparation of DRS (refer to DRS format)

A. The documentor first records the activity or process according to the integrated process flowchart presented in Exhibit 3.

B. The documentor then records others pertinent information. Because notes and observations recorded by the documentor in the DRS is the basis for the preparation of PD Report, the DRS should cover all the requirements of the PD Report (refer to Exhibit 6 for PD Report). The documentor takes notes and records observations through the following: observing project activities at the barangay, municipal and provincial levels; attending meetings and discussion sessions among project actors; interviewing project actors; and attending training and workshop sessions.

Maintenance of DRS

The DRS should be available with the documentors at all times. The NRO-LKM is responsible for maintaining an adequate supply of DRSs while the documentors are responsible for keeping DRSs up-to-date. The RPTC should occasionally check the DRS to make certain that the documentor is using it effectively.

The DRS should be bound and should have at least one month's supply in every bound booklet. Bound DRS will eliminate the possibility of losing or damaging individual sheets and will help documentor in easily referring to his earlier recordings. In addition, the documentor could use it as a diary to note the date and place of future activities.

A sample of the completed DRSs for Tracks 1 and 3 activities are presented in Annex 1.

EXHIBIT 6

LRM PROJECT INFORMATION SYSTEM
PROCESS DOCUMENTATION REPORT

Period Covered: ________________ to ________________ , 19____

Activity: T1 T2 T3

A. Activity/process and its purpose

B. Date and location

C. Project actors involved in the activity

D. Approaches and strategies used

E. Interaction and linkage among project actors

F. Linkage among activities and processes

G. Behavior and perception of project actors

H. Problems and issues

I. Solutions undertaken

J. Training and orientation sessions conducted during the activity

K. Learnings

(Documentor validates contents)

L. Output of validation sessions

Prepared by: ______________________________
Printed name and
signature of documentor

Date report completed: ________________

Guidelines for Preparation and Use of PD Report
(Refer to the attached format of PD Report)

Description and use

The PD Report is the main source document used in the management of the learning process in the LRM project. The report is prepared by the NRO-LRM documentors on the basis of the Daily Recording Sheet kept by the documentors. The report covers documentation of project operations for one week or one month depending upon whether the activities are taking place in the barangay and municipality or at the provincial level, respectively. One copy of the PD Report is submitted to the PPDO and the NRO-LRM at the beginning of the following week if problems documented require immediate action. Otherwise, four weekly PD Reports and the monthly PD Report (for provincial activities) are submitted to the PPDO and NRO-LRM within five days after the end of the month covered by PD.

The PD Report is used by project actors at all levels for both learning and decision making. In addition, NRO-LRM and PMO use the report to prepare the Regional Integrated Report and the Comprehensive Documentation Report, respectively. The RIR and CDR, and PD Reports are used in the management of the overall learning process.

Preparation

In general, the PD Report should cover activities and process presented in the integrated process flowchart (Exhibit 3). In case of pilot provinces, the coverage should start from updating of the poverty study.

The PD Report should not contain an analysis of project activities as this may affect the users of the report and make them biased toward the thinking of the documentor. It should contain facts which are either observed by the documentor or developed through interviews of project actors. Much of the information should be available in the DRS. However, the information in the DRS could be further expanded through meetings with project actors.

The PD Report should make reference to earlier reports if the activity being documented is related to the earlier activity.

The PD Report should not be pre-printed as the documentor may face space constraints under each item. Therefore, the documentor should use a blank sheet and start documenting according to the format presented here.

General guidelines for accomplishing each item in the PD Report are presented below.

Period Covered: State the period covered by the report (week or month)

Activity : Circle either T1, T2 or T3 depending on Track activities being documented.

A. Activity/process and its purpose

Describe the activity or process being documented and the extent to which the activity was accomplished. Refer to the process flowchart in identifying the activity and its relationships with other activities. (This will make the documentor aware of the implication of this activity on other activities and accordingly guide him in preparing a comprehensive report.) Also, state the purpose of the activity.

B. Date and location

State the date or duration of the activity and the physical location of the activity.

C. Project actors involved in the activity

Identify project actors involved in the activity and their roles in the activity.

D. Approaches and strategies used

Describe in detail the approaches and strategies used in undertaking the activity and the experiences of project actors in implementing the approaches and strategies.

E. Interactions and linkage among project actors

Describe the interactions among project actors in accomplishing the particular activity or in developing approaches and strategies. These are documented during meetings and conferences. Likewise document linkage among the project actors which facilitated implementation of approaches, recommendations, strategies, and others. Also, describe linkage among Track TRIs in coordinating, planning, and implementing a particular activity. Refer to the process flowchart for responsibilities of project actors and their involvement in a particular activity.

F. Linkage among activities and processes

Describe the linkages among activities and processes and how one activity affected others during the process. Refer to the process flowchart for the inputs to and outputs of a particular activity.

G. Behavior and perception of project actors

Describe the behavior and perception of project actors during the activity. Place special emphasis on the behavior and perceptions of the beneficiary groups regarding the LRM project concepts and objectives as well as their behavior and perceptions during the undertaking of the activity.

H. Problems and issues

Identify and document problems and issues related to the particular activity. Include technical, management and organizational aspects involved in the activity. Also describe the process by which the problems and issues were identified by the project actors.

I. Solutions undertaken

Describe how the project actors were able to develop and implement solutions to the problems or how the issues were addressed by them. Also, identify the effectiveness of the solutions undertaken. Since, in some instances, the effectiveness of the actions taken could only be seen after some time, make certain that this is covered during future documentation.

J. Training and orientation sessions conducted during the activity

Document training, workshop, and orientation sessions conducted to develop the capability of project actors including beneficiary groups. Include comments and suggestions of participants, their perceptions on LRM project, and other relevant aspects.

K. Learnings

Document the learnings in terms of approaches and strategies which were successful and those that did not have any adverse effect. Describe reaons why the approach was successful.

L. Output of validation session

Upon completing documentation report, validate the contents of PD Report through the following procedures:

- Interview of individual project actors

- Attendance of meetings and conferences

- Incorporation of relevant aspects of the documentation done by Track 3 TRI in the PD Report (only for Track 3 documentation)

Incorporate in the PD Report any change in the documentation and comments and suggestions of project actors. (Attach minutes of reflection and discussion sessions)

At the end, sign and specify the date when the report was completed.

A sample of the completed PD reports for Tracks 1 and 3 activities are presented in Annex 2.

EXHIBIT 7

LRM PROJECT INFORMATION SYSTEM
GUIDELINES FOR PREPARATION AND USE OF
REGIONAL INTEGRATED REPORT

Basis for Preparation

There is no specific format recommended for the Regional Integrated Report (RIR). The RIR is prepared by the NRO-LRM on the basis of the following: PD Report prepared by NRO-LRM documentors at the barangay, municipal and provincial levels (in one province); minutes of reflection and discussion sessions attached to the PD Reports; and observations of NRO-LRM staff on the province selected for implementation of PD guidelines and the remaining province(s) within the region.

Frequency of Preparation

The RIR covers a period of three months. The period covered should be clearly identified in the report. The report is prepared and submitted to the RPCC and RTWG within two weeks after the period covered in the RIR. The RPCC-validated report is submitted to PMO together with other reports (See Exhibit 4) one and one-half month after the three month PD period.

Description of RIR

The RIR should contain a summary of PD Reports received by the NRO-LRM. The RIR is not recorded by activity or process as in the case of PD Report. It should contain a summary of what transpired in the region over the three-month period. The approaches and strategies used in various activities and the experiences and learnings should be described. Issues and problems should be highlighted and recommendations to improve project processes or activities should be included. Because the RIR is not a PD Report, it should include analysis of various activities and processes.

Uses of RIR

The RIR is used by the RPCC and RTWG at the regional level to review the operations of the various components of the project and make decisions to further improve the approaches, strategies, and processes. The management and working groups at the regional level (see Exhibit 1) endorse to the PMO the RIR, together with recommendations on policy matters affecting LRM operations.

The PMO uses the RIR and the regional recommendations to monitor project operations in the region and make decisions accordingly. The PMO identifies replicable approaches using the PD Reports, RIR, and other documents submitted by regional actors.

A sample of completed RIR is presented in Annex 3.

LRM PROJECT INFORMATION SYSTEM
GUIDELINES FOR PREPARATION AND USE OF COMPREHENSIVE
DOCUMENTATION REPORT

Basis for preparation

There is no specific format recommended for the Comprehensive Documentaton Report. The CDR is prepared by the PMO staff on the basis of the following: PD Report prepared by all NRO-LRM documentors and attached minutes of reflection and discusion sessions; the RIRs and recommendations of a mangement groups at the regional level; PMO observations during field validation of the contents of RIRs and PD Reports.

Frequency of preparation and submission

The CDR covers the same three-month period as covered by the RIR and the coverage should be identified clearly in the report. The report is submitted to working and management groups at the national level two and one-half months after the three-month PD period.

Description of CDR

The CDR should contain a summary of what transpired in the project during the three-month period. The CDR should clearly identify the processes and confirm up-to-date learnings together with recommendations on national policy matters and operations of the project.

Uses of CDR

The CDR is used by the Technical Advisory Committee, the Executive Director and the EXCOM in developing recommendations on all policy matters affecting the project and in identifying learnings. The EX COM makes representations to the national government regarding the acceptance and implementation of recommendations to solve major problems.

EXHIBIT 9

LRM PROJECT INFORMATION SYSTEM
GUIDELINES FOR PREPARATION AND USE OF
LRM PROJECT EXPERIENCE REPORT

Basis for preparation

There is no specific format recommended for the LRM Project Experience Report (LPER). The LPER is prepared by the PMO staff on the basis of a number of CDRs covering one complete cycle of LRM project implementation.

Frequency for preparation and submission

The LPER is prepared as soon as the PMO is certain (based on CDRs) that adequate documentation exists to develop replicable approaches and strategies. The LPER is submitted to the EX COM.

Description of LPER

The LPER covers detailed LRM project approaches, processes, and strategies for replication in other barangays, municipalities, provinces, regions, and projects.

Uses of LPER

The EX COM uses the report to replicate in LRM project.

LRM PROJECT INFORMATION SYSTEM SUGGESTED MINIMUM QUALIFICATIONS FOR THE POSITION OF PROCESS DOCUMENTORS

Process Documentor for Tracks 1 and 2 Activities

The documentor is responsible for documenting Tracks 1 and 2 activities at the municipal and provincial levels. The individual selected for this position should be willing to live in a province and visit municipality regularly and should have the following minimum qualifications:

- o Should have a bachelor's degree in either economics, business administration, commerce, or development planning.
- o Should have some experience in local or national government financial management (Track 2 activities being more technical than Track 1 activities, exposure in Track 2 activities is more critical)
- o Should possess some writing skills.

The selected individual should be trained in Tracks 1 and 2 activities and the PIS manual and should be fully familiar with LRM project processes before he starts documenting.

Process Documentor for Track 3 Activities

The documentor is responsible for documenting Track 3 activities at the barangay and municipal levels. The individual selected should be willing to live in a rural barangay or municipality and should have the following minimum qualifications:

- o Should have a bachelor's degree in either community development, sociology, rural development, or economics
- o Should possess some writing skills
- o Should be able to communicate in local dialect
- o Should have some experience in rural community organizing.

The selected individual should be trained in Track 3 activities and the PIS Manual and be fully familiar with LRM project processes before he starts documenting.

MANAGEMENT INFORMATION SYSTEM

This section of the manual presents the set of MIS reports which will be generated for the different levels of management of the LRM Project.

Objectives

These reports are designed to meet the following objectives:

- To generate the core information needed by the various levels of LRM management and by external agencies to monitor and evaluate the physical and financial status of ongoing projects and other LRM components such as research and training.

- To standardize the reporting format of resource institutions to facilitate analysis as well as capturing of key information for other management reports.

- To serve as project status monitoring reports at the Project Officer level.

- To provide project actors with data for decision making and with learning experiences covering all aspects of the project.

Coverage

These reports cover the following major phases of the LRM project:

- Project planning and administration

- Subproject planning and administration

- Track consultants' activities

- Research activities

- Training activities

- Community project fund activities

Extraordinary events that occur in between reporting dates will be brought to the attention of the person responsible for project management through the use of the applicable progress report format contained in this manual.

Also, this section of the manual contains the particulars of each required report. These particulars include the following:

- o Title of report
- o Brief description of the report
- o Frequency of report
- o Deadline for submission
- o Basis for preparation
- o Report format
- o Definition of terms used

Finally, this manual contains the pro forma forms and guidelines (Annexes 4 to 10) of the following reports which are considered non-MIS but are equally necessary and useful to LRM operations:

- o Provincial Poverty Study Report
- o Provincial Development Strategy
- o Project Feasibility Study
- o Research Proposal
- o Research Completion Report
- o Training Proposal
- o Training Completion Report

CHART

LRM PROJECT INFORMATION SYSTEM
MANAGEMENT REPORTING PLAN

Title of Report	Frequency	Deadline for Submission	Prepared by	Bases for Preparation	No. of Copies	Distribution of Reports
A. Project Planning and Administration						
Multi-year Program Plan	Annually	12 months before implementation year (In January)	PPDO with assistance from PBO, PTO, PEO, NRO-LRM, MPDO, TRIs, RIs, and other government line agencies	Provincial Development Strategy and Poverty Study Reports	3	PMO NRO-LRM PPDO
NRO-LRM Financial Plan	Annually	12 months before implementation year (In January)	NRO-LRM	Prior year financial and Planning workshop reports	2	PMO NRO-LRM
Personnel Schedule	Annually	12 months before implementation year (In January)	NRO-LRM	Prior year financial and Planning workshop reports	2	PMO NRO-LRM
List of Proposed Capital Outlay	Annually	12 months before implementation year (In January)	NRO-LRM	Planning workshop reports	2	PMO NRO-LRM
PMO Financial Plan	Annually	11 months before implementation year (In February)	PMO	Project paper and planning workshop reports	1	PMO
Summary of Overall Budgetary Requests - BP 101	Annually	10 months before implementation year (In March)	PMO	Financial Plans of PPDOs, NRO-LRMs, and PMO	3	NEDA MBM MOF
Breakdown of Personal Services - Annex 1, BP 101	Annually	10 months before implementation year (In March)	PMO	Financial Plans of PPDOs, NRO-LRMs, and PMO	3	NEDA MBM MOF
Breakdown of Maintenance and Other Operating Expenses Annex II - BP 101	Annually	10 months before implementation year (In March)	PMO	Financial Plans of PPDOs, NRO-LRMs, and PMO	3	NEDA MBM MOF
Breakdown of Capital Outlays - Annex III - BP 101	Annually	10 months before implementation year (In March)	PMO	Financial Plans of PPDOs, NRO-LRMs, and PMO	3	NEDA MBM MOF
List of Equipment Outlay - Schedule III - A	Annually	10 months before implementation year (In March)	PMO	Financial Plans of PPDOs, NRO-LRMs, and PMO	3	NEDA MBM MOF

Title of Report	Frequency	Deadline for Submission	Prepared by	Bases for Preparation	No. of Copies	Distribution of Reports
PPDO Work Plan	Annually	4 months before implementation year (In September)	PPDO	Provincial Development Strategy and planning workshop reports	3	PMO NRO-LRM PPDO
NRO-LRM Work Plan	Annually	3 months before implementation year (In October)	NRO-LRM	Multi-year Program Plan and planning workshop reports	2	PMO NRO-LRM
PMO Work Plan	Annually	2 months before implementation year (In November)	PMO	Project paper and planning workshop reports	3	PMO USAID NRO-LRM
Work and Financial Plan	Annually	2 months before implementation year (In November)	PMO	Subproject Work and Financial Plan, NRO-LRM and PMO Financial Plans	2	PMO MBM
PPDO Progress Report	Quarterly	10 calendar days after the end of the quarter	PPDO	Work Plan, beneficiary group reports, PPDO monitoring reports, and PD reports	4	PMO NRO-LRM PPDO MPDO
NRO-LRM Financial Status Report	Quarterly	15 calendar days after the end of the quarter	NRO-LRM	Financial Plan, NRO financial records, and PD reports	3	PMO NRO-LRM USAID
NRO-LRM Progress Report	Quarterly	15 calendar days after the end of the quarter	NRO-LRM	Work Plan, PPDO progress reports, TRI progress reports, NRO-LRM monitoring reports, and PD reports	3	PMO NRO-LRM USAID
Consolidated Financial Status Report	Quarterly	20 calendar days after the end of the quarter	PMO	Financial plan, PMO financial records, and NRO-LRM financial reports	4	NEDA PMO USAID NRO-LRM
PMO Progress Report	Quarterly	20 calendar days after the end of the quarter	PMO	Work plan, NRO-LRM progress reports, TRI progress reports, PMO monitoring reports, and PD reports	3	NEDA PMO USAID
Quarterly Financial Status Report - Foreign Assisted Projects - Form C	Quarterly	20 calendar days after the end of the quarter	PMO	Financial Plan, PMO financial records, and NRO-LRM financial reports	3	NEDA MBM PMO
Physical Status of Project Activities - Form C-1	Quarterly	20 calendar days after the end of the quarter	PMO	PPDO and NRO-LRM Progress reports	3	NEDA MBM PMO

	Title of Report	Frequency	Deadline for Submission	Prepared by	Bases for Preparation	No. of Copies	Distribution of Reports
	Contractor Performance Evaluation Report	Quarterly	20 calendar days after the end of the quater	PPDO NRO-LRM PMO	Contractor's contract, contractor's progress report/terminal report and output	6	PMO NRO-LRM PPDO MPDO TRI USAID
B.	Subproject Planning and Administration						
	Subproject Work and Financial Plan	Annually	3 months before implementation year (In October)	PPDO with assistance from PBO, PTO, PEO and Track 1 and 2 TRIs	Project feasibility study reports	5	PMO NRO-LRM PPDO MPDO beneficiary Group
	Subproject Progress Report	Quarterly	10 calendar days after the end of the quarter	PPDO with assistance from Beneficiary groups	Subproject work and financial plan, beneficiary group records and reports, PPDO monitoring reports, and PD reports	6	NRO-LRM PPDO MPDO Beneficiary Group USAID PMO
	Subproject Income Statement	Quarterly	10 calendar days after the end of the quarter	Beneficiary group with assistance from PPDO, TRIs and MDC	Beneficiary group financial records	4	NRO-LRM PPDO MPDO Beneficiary Group
	Subproject Balance Sheet	Quarterly	10 calendar days after the end of the quarter	Beneficiary group with assistance from PPDO, TRIs and MDC	Beneficiary group financial records	4	NRO-LRM PPDO MPDO Beneficiary Group
	Project Completion Report	Upon completion of the project	20 calendar days after the end of the project	PPDO	PPDO monitoring reports, PTO and PEO records, and other line government agency records	5	PMO NRO-LRM PPDO MPDO Beneficiary Group

Title of Report	Frequency	Deadline for Submission	Prepared by	Bases for Preparation	No. of Copies	Distribution of Reports
C. Tract Consultant's Activities						
Consultant's Work Plan	Quarterly	21 calendar days before the start of the quarter	TRIs	Track Consultant's contract and results of meetings with NRO-LRM, PPDO and PMO	5	PMO NRO-LRM TRIs PPDO MPDO
Consultant's Progress Report	Quarterly	10 calendar days after the end of the quarter	TRIs	Work plan and PD reports	5	PMO NRO-LRM TRIs PPDO MPDO
Statement of Financial Expenditures	Quarterly	10 calendar days after the end of the quarter	TRIs	Track Consultant's contract and financial records	4	USAID PMO NRO-LRM TRIs
D. Research Activities						
Research Agenda	Annually	13 months before implementation year (In December)	PPDO with the assistance of Track 1 TRI	Provincial Development Strategy, Poverty study reports, programming workshops and results of meetings with PPDO, NRO-LRM, and PMO	3	PMO NRO-LRM PPDO
Research Progress Report	Quarterly	10 calendar days after the end of the quarter	Research Institution	Research contract and record of research institution	2	PMO NRO-LRM
Statement of Financial Expenditures	Quarterly	10 calendar days after the end of the quarter	Research Institution	Research contract and financial records of research institution	3	USAID PMO NRO-LRM
E. Training Activities						
Training Agenda	Annually	13 months before implementation year (In December)	PPDO with the assistance of the TRIs	Provincial Development Strategy, Programming workshop, poverty study reports and results of meetings with PPDO, NRO-LRM, and PMO	3	PMO NRO-LRM PPDO
Statement of Financial Expenditures	Quarterly	10 calendar days after the end of the quarter or after the training is completed	Training Institution	Training contract and financial records of training institution	3	USAID PMO NRO-LRM

Title of Report	Frequency	Deadline for Submission	Prepared by	Bases for Preparation	No. of Copies	Distribution of Reports
F. Community Project Fund Activities						
Summary Status Report of CPF Projects	Semi-Annual	20 calendar days after the end of the six-month period	Private Voluntary Organization	Planning documents, PVO records, Fund Conduit and Beneficiary group records and reports	6	USAID PMO NRO-LRM PPDO MPDO PVO
Community Project Fund Status Report	Semi-Annual	20 calendar days after the end of the six-month period	Private Voluntary Organization	Summary status report of CPF projects and PVO records	6	USAID PMO NRO-LRM PPDO MPDO PVO

EXHIBIT 11

LRM PROJECT INFORMATION SYSTEM
MULTI-YEAR PROGRAM PLAN
PROVINCE OF _______________ (1)
FOR FISCAL YEAR _______________ (2)

Date (3) _______________

Name/Location and Brief Description of Subproject and other related activities (4)	No. of Beneficiaries (5)	Funding Source (6)	Total Cost (₱'000) (7)	Annual Investments (₱'000) (8)			Subprojects/Activities Duration (9)		Implementing/Participating Agencies (10)
				Year 1	Year 2	Year 3	Start	Completion	

Submitted by (11) _______________

TITLE OF REPORT	:	Multi-Year Program Plan
BRIEF DESCRIPTION OF REPORT	:	This report shows the overall three-year development plan of the province. It includes a prioritized listing of provincial subprojects and CPF projects. It includes also the research and training requirements of the province.
FREQUENCY OF REPORT	:	Annually
DEADLINE FOR SUBMISSION	:	12 months before implementation year (In January)
BASES FOR PREPARATION	:	Poverty study report, research and training agenda reports, and planning workshop reports
PREPARED BY	:	PPDO with assistance from PBO, PTO, PEO, NRO-LRM, MPDO, TRIs, RIs, and other government line agencies.
RECIPIENTS	:	PMO NRO-LRM PPDO

TITLE OF REPORT : Multi-Year Program Plan

Item	Heading	Definition of Terms
1	Province of	This refers to the reporting province.
2	For Fiscal year	Self-explanatory
3	Date	This refers to the date when this report was actually submitted.
4	Name/Location and Brief Description of Subprojects and Other Related Activities	This refers to the listing (in priority order) of provincial subprojects and CPF subprojects. Also include the research and training requirements of the province.
5	No. of Beneficiaries	This refers to the number of beneficiaries for each subproject.
6	Funding Source	This refers to the source of funds for each subproject.
7	Total Cost	This refers to the total cost of each subproject, research and training activities.
8	Annual Investments	This refers to the annual cost of each subproject/activity covering a period of three years.
9	Subprojects/Activities Duration	This refers to the estimated date of starting and completing the implementation of each subproject/activity.
10	Implementing/Participating Agencies	This refers to the offices or agencies involved in the implementation of each activity/subproject.
11	Submitted by	This refers to the officer responsible for the management of LRM operations in the province.

EXHIBIT 12

LRM PROJECT INFORMATION SYSTEM
NRO-LRM FINANCIAL PLAN
NRO-LRM REGION ________ (1)
FOR FISCAL YEAR ________ (2)

DATE: ____________________ (3)

EXPENSE ACCOUNTS	CASH FLOW (5)				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
(4)					
Personal Services					
Maintenance and Other Operating Expenses					
Travelling					
Communication					
Rent					
Supplies and Materials					
Utilities					
Gasoline and Spare Parts					
Repair and Maintenance					
Other Expenses					
Total MOOE					
Capital Outlay					
Total NRO-LRM					
Add: Research Activities					
Training Activities					
GRAND TOTAL					

Submitted By: ____________________ (6)

Approved By: ____________________ (7)

TITLE OF REPORT	:	NRO-LRM Financial Plan
BRIEF DESCRIPTION OF REPORT	:	This report summarizes the quarterly financial requirements of the NRO-LRM in the implementation of the LRM project in the region.
FREQUENCY OF REPORT	:	Annually
DEADLINE FOR SUBMISSION	:	12 months before implementation year (In January)
BASES FOR PREPARATION	:	Prior year financial and Planning Workshop reports.
PREPARED BY	:	NRO-LRM
RECIPIENTS	:	NRO-LRM PMO

TITLE OF REPORT : NRO-LRM Financial Plan

Item	Heading	Definition of Terms
1	NRO-LRM Region	This refers to the number of the reporting region. Region V - For Bicol Region VI - For Western Visayas Region VIII - For Eastern Visayas
2	For Fiscal Year	This refers to the fiscal year covered by the financial plan.
3	Date	This refers to the date when this report was submitted.
4	Expense Accounts	This refers to the appropriate expense accounts including research and training activities.
5	Cash Flow	This refers to the quarterly cash requirement of the NRO-LRM.
6	Submitted by	This refers to the staff member responsible for financial management of the reporting region.
7	Approved by	This refers to the project officer responsible for the implementation of the LRM project in the region.

EXHIBIT 13

LRM PROJECT INFORMATION SYSTEM
PERSONNEL SCHEDULE
NRO-LRM REGION ______ (1)
FOR BUDGET YEAR ______ (2)

Title of Position/Name of Incumbent	Present Annual Rate	Proposed Annual Rate	Fringe Benefit	Total Budget	Remarks
(3)	(4)	(5)	(6)	(7,	(8)
TOTAL					

PREPARED BY: ______________________ (9)

APPROVED BY: ______________________ (10)

TITLE OF REPORT	:	Personnel Schedule
BRIEF DESCRIPTION OF REPORT	:	This report presents the annual salary of each personnel working under the project. It shows the total personnel budget for the fiscal year. The total amount derived from this report will be inputted in the financial plan of the region.
FREQUENCY OF REPORT	:	Annually
DEADLINE FOR SUBMISSION	:	12 months before implementation year (In January).
BASES FOR PREPARATION	:	Prior year financial and planning workshop reports
PREPARED BY	:	NRO-LRM
RECIPIENTS	:	NRO-LRM PMO

TITLE OF REPORT : Personnel Schedule

Item	Heading	Definition of Terms
1	NRO-LRM Region No.	This refers to the number of the reporting Region: Region V - for Bicol VI - for Western Visayas VIII - for Eastern Visayas
2	For Budget Year	This refers to the fiscal year covered by the report.
3	Title of Position and Name of Incumbent	This refers to the title of position with corresponding name of staff employed in the region.
4	Present Annual Rate	This refers to the present annual salary of the staff for each position.
5	Proposed Annual Rate	This refers to the proposed annual salary of the staff for each position.
6	Fringe Benefit	This refers to the allowance, bonus, and other fringe benefits proposed for each position.
7	Total Budget	This refers to the total of column (5) and column (6).
8	Remarks	This refers to the explanation/reason for each item.
9	Prepared by	This refers to the staff responsible for the preparation of this report.
10	Approved by	This refers to the officer responsible for the implementation of LRM project in the region.

LRM PROJECT INFORMATION SYSTEM
LIST OF PROPOSED CAPITAL OUTLAY
NRO-LRM REGION ______ (1)
FOR BUDGET YEAR _____ (2)

PARTICULARS	JUSTIFICATION	AMOUNT
(3)	(4)	(5)
Building and Structures Outlay (Specify)		
Equipment Outlay (Specify)		
	TOTAL	

Prepared by: __________ (6)

Approved by: __________ (7)

TITLE OF REPORT	:	List of Proposed Capital Outlay
BRIEF DESCRIPTION OF REPORT	:	This report shows the breakdown of the capital outlay needed in the operationalization of the LRM project in the region. The total amount derived from this report will be inputted in the financial plan of the region.
FREQUENCY OF REPORT	:	Annually
DEADLINE FOR SUBMISSION	:	12 months before implementation year (In January).
BASES FOR PREPARATION	:	Planning workshop reports
PREPARED BY	:	NRO-LRM
RECIPIENTS	:	NRO-LRM PMO

TITLE OF REPORT : List of Proposed Capital Outlay

Item	Heading	Definition of Terms
1	NRO-LRM Region No.	This refers to the number of the reporting Regions, as follows: Region V - for Bicol VI - for Western Visayas VIII - for Eastern Visayas
2	For Budget Year	This refers to the fiscal year covered by the report.
3	Particulars	This refers to the breakdown of the proposed capital outlay.
4	Justification	This refers to the importance of the materials to be utilized in the project.
5	Amount	This refers to the amount needed in the proposed capital outlay.
6	Prepared by	This refers to the staff member responsible for the preparation of the report.
7	Approved by	This refers to the officer responsible for the implementation of LRM project in the region.

EXHIBIT 15

LRM PROJECT INFORMATION SYSTEM
PMO FINANCIAL PLAN
PROJECT MANAGEMENT OFFICE
FOR FISCAL YEAR ________ (1)

DATE: __________ (2)

EXPENSE ACCOUNTS	CASH FLOW (4)				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL
(3)					
Personal Services					
Maintenance and Other Operating Expenses					
Travelling					
Communication					
Rent					
Supplies and Materials					
Utilities					
Gasoline and Spare Parts					
Repair and Maintenance					
Other Expenses					
Total MOOE					
Capital Outlay					
Total PMO					
Add: Reseach Activities					
Training Activities					
GRAND TOTAL					

Submitted By: ______________________ (5)

Approved By: ______________________ (6)

TITLE OF REPORT	:	PMO Financial Plan
BRIEF DESCRIPTION OF REPORT	:	This report summarizes the quarterly financial requirements of the Project Management Office in the implementation of the LRM Project.
FREQUENCY OF REPORT	:	Annually
DEADLINE FOR SUBMISSION	:	11 months before implementation year (In February)
BASES FOR PREPARATION	:	Project Paper and Planning Workshop reports
PREPARED BY	:	PMO
RECIPIENT	:	PMO

TITLE OF REPORT : PMO Financial Plan

Item	Heading	Definition of Terms
1	For Fiscal Year	This refers to the fiscal year covered by the financial plan.
2	Date	This refers to the date when this report was submitted.
3	Expense Accounts	This refers to the appropriate expense accounts as well as research and training activities that will require funding.
4	Cash Flow	This refers to the quarterly cash requirement of the Project Management Office.
5	Submitted by	This refers to the officer of the Project Management Office responsible for financial management.
6	Approved by	This refers to the project officer responsible for the implementation of the LRM project.

EXHIBIT 16

SUMMARY OF OVERALL BUDGETARY REQUESTS
(In Thousand Pesos)

Ministry of Budget and Management
BP 101

Ministry/Line Bureau/Attached Agency: ______________________

Function/Project	Allot-ment Class	1985 Actual	1986 Estimate	CY 1987 ESTIMATES										
				General Appropriations Act				Continuing Appropriations				Automatic Appro-priations	Special Account	Total
				FAPs		Regular	Total	FAPs		Regular	Total			
				GOP	Loan/ Grant Proceeds			GOP	Loan/ Grant Proceeds					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

Prepared by:

____
Budget Officer

____
Date

Approved by:

____
Head of Agency

____
Date

____
Minister

____
Date

BP 101 - SUMMARY OF OVERALL BUDGETARY REQUESTS

This form shall be accomplished by all national government agencies, including schools/state universities and colleges and hospitals, for the purpose of summarizing their CY 1987 budget proposals.

Col. 1 Describe each agency function/project to be pursued during the budget year. Functions refer to the regular or inherent activities of an agency as mandated by law creating it. Projects are specific undertakings or planned activities for a duration of time.

Col. 2 Each function/project shall have a breakdown by allotment class as follows:

100 - Personal Services
200 - Maintenance and Other Operating Expenses
300 - Capital Outlays

Col. 3 Indicate actual obligations for CY 1985.

Col. 4 The current year's program refers to the 1986 budget program (appropriation minus unprogrammed as of January 1, 1986).

Cols. 5, 6 and 7 Refer to the budget estimates to be reflected in the General Appropriations Act (GAA). Columns 5 and 6 shall reflect the peso counterpart and loan/grant proceeds of functions/projects with foreign assistance and col. 7 shall reflect the local (non-FAP) requirement.

Col. 8 Amount is equal to the sum of columns 5, 6 and 7.

Cols. 9, 10 and 11 Refer to the requirements of functions/projects funded from balances of continuing appropriations legally available for obligation i.e., infrastructure agencies. Columns 9 and 10 shall show the peso counterpart and loan/grant proceeds requirements of FAPs and col. 11, the local (non-FAP) requirement.

Col. 12 Amount is arrived at by adding figures in columns 9, 10 and 11.

Col. 13 Automatic appropriations refer to fixed expenditures and other mandatory expenses which are automatically appropriated.

Col. 14 Special accounts are those explicitly stated by law to be automatically appropriated and therefore are not included in the GAA.

Col. 15 Total is equal to the sum of figures in columns 8, 12, 13, and 14.

Separate summaries for functions/projects, as well as a General Summary (both functions and projects) shall be prepared together with their respective breakdown for PS, MOE and CO.

EXHIBIT 17

BREAKDOWN OF PERSONAL SERVICES
(In Thousand Pesos)

Ministry/Line Bureau/Attached Agency: ____________

Function/Project: ____________

Ministry of Budget and Management
Annex I, BP 101

EMPLOYMENT SUMMARY	CY 1987 ESTIMATES													
	General Appropriations Act					Continuing Appropriations					Automatic Appro-priations	Special Account	Total
	FAPs			Regular	Total	FAPs			Regular	Total			
	GOP	Loan/Grant Proceeds				GOP	Loan/Grant Proceeds						
		FCF	PCF				FCF	PCF					
100- Salaries of itemized filled positions (No. of filled positions ____)													
100-10 Wages													
Casual/Emergency													
Consultants													
Contractuals													
Total Salaries and Wages													
Other Compensation													
COLA													
Honoraria													
Salary Adjustment													
Merit Increases													
Rep./Transportation Allowance													
Others (specify)													
Total Other Compensation													
Gross Compensation													
Fixed Expenditures													
TOTALS TO BP 101													

Prepared by:

____
Budget Officer

____
Date

Approved by:

____________ Head of Agency ____________ Date

____________ Minister ____________ Date

ANNEX I, BREAKDOWN OF PERSONAL SERVICES

This form shall summarize the budgetary requirements of the personal services component of each agency function/project.

1.0 Salaries and wages refer to the sum of total salaries of filled positions as of June 30, 1986 (as appearing in the CY 1986 Personal Services Itemization document), and lump-sum amounts authorized for the employment of casuals and emergency employees, etc.

2.0 Other compensation pertains to items of personal services e.g. allowances, honoraria, subsistence, and other extra remuneration whether in cash or in kind translated in monetary terms. This shall also include salary adjustments and merit increases.

3.0 Fixed expenditures refer to the government share in GSIS retirement and life insurance premiums.

4.0 Total personal services shall equal the sum of salaries and wages, other compensation, and fixed expenditures.

BREAKDOWN OF MAINTENANCE AND OTHER OPERATING EXPENSES
(In Thousand Pesos)

Ministry/Line Bureau/Attached Agency: ______________________

Function/Project: ______________________

Ministry of Budget and Management
Annex II, BP 101

OBJECT CLASSIFICATION	CY 1987 ESTIMATES												
	General Appropriations Act					Continuing Appropriations					Automatic Appro-priations	Special Account	Total
	FAPs			Regular	Total	FAPs			Regular	Total			
	GOP	Loan/Grant Proceeds				GOP	Loan/Grant Proceeds						
		FCF	PCF				FCF	PCF					
02 Traveling expenses													
03 Communication services													
04 Repair and maintenance of National Government facilities													
05 Transportation services													
06 Other services													
07 Supplies and materials													
08 Rents													
09 Interests													
10 Grants, subsidies and contributions													
11 Awards and indemnities													
12 Loan repayments													
13 Losses/Depreciation													
14 Water, illumination and power services													
15 Social Security benefits and other claims													
16 Auditing services													
17 Maintenance of motor vehicles used for official travel of officials and employees													
18 Discretionary expenses													
19 Representation expenses													
20 Extraordinary/Contingency/Emergency expenses													
21 Taxes and licenses													
22 Trading/production													
TOTALS TO BP 101													

Prepared by:

____
Budget Officer

____
Date

Approved by:

____
Head of Agency

____
Date

____
Minister

____
Date

ANNEX II, BREAKDOWN OF MAINTENANCE AND OTHER OPERATING EXPENSES

This form shall summarize tne budgetary requirements of the maintenance and other operating expenses component of each agency function/project. The funding proposed for each function/project shall be reflected by object classification.

EXHIBIT 19

BREAKDOWN OF CAPITAL OUTLAYS
(In Thousand Pesos)

Ministry/Line Bureau/Attached Agency: ____________
Project: ____________
Central/Regional Office ____________

TYPE/DETAILED DESCRIPTION	LOCATION/AREA	FOREIGN-ASSISTED PROJECTS				NON-FAPs	JUSTIFICATION/REMARKS
		GOP	FCF	PCF	Total		
Land and Land Improvements							
Buildings and Structures Outlay							
Equipment Outlay							
Investments Outlay							
Loans Outlay							
TOTALS TO BP 101							

Prepared By:

____
Budget Officer

____
Date

Approved By:

____
Head of Agency

____
Date

____
Minister

____
Date

ANNEX III, BREAKDOWN OF CAPITAL OUTLAYS

This form shall disclose details of the agency proposal for the acquisition/purchase of equipment or the construction of permanent improvements and other types of capital outlays.

1.0 Indicate in the order of priority each type of capital outlay and list down specific projects to be undertaken. Describe the project stating, among other things:

1.1 Land and Land Improvements - (a) the land area to be acquired, and (b) the nature of land improvement to be introduced specifying kilometers of roads, perimeter of fence, length of canals to be constructed or cubic meter of ground to be filled.

1.2 Buildings and Structures Outlay - (a) the floor areas, (b) intended use, (c) phases of work, (d) whether to be undertaken by administration or by contractor, and (e) the period of completion.

1.3 Equipment Outlay - description of the item and its use/deployment.

1.4 Investments Outlay - (a) number and type of unit cost of breeding animal, (b) the nature of stock or bond to be acquired, and (c) par value.

1.5 Loans Outlay - (a) beneficiaries of the loans, (b) purpose, and (c) terms of the loan.

2.0 Specify the object class code.

3.0 Specify the region/province/city and municipality where the project is located.

4.0 Indicate status of the project, whether new, ongoing, or for completion. Whenever feasible if ongoing, state percentage of completion.

5.0 State justification in support of the outlay and other relevant data.

EXHIBIT 20

LIST OF EQUIPMENT OUTLAY
(In Thousand Pesos)

Ministry/Line Bureau/Attached Agency: ____________
Project: ____________
Central/Regional Office: ____________

TYPE/DESCRIPTION	Qty.	Unit Cost	Deployment	FAPs				Non-FAPs	JUSTIFICATION/REMARKS
				GOP	LP				
					FCF	PCF	Total		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
TOTALS TO ANNEX III									

Prepared By:

Budget Officer

Date

Approved by:

Head of Agency   Date

Minister   Date

SCHEDULE III-A - LIST OF EQUIPMENT OUTLAY

This form shall list agency proposals for the procurement of equipment by project and by office/region.

1.0 Enumerate in the order of priority the items proposed to be procured, together with the number of units and the corresponding unit cost.

2.0 Indicate under Column 4 the distribution of the units of equipment as requested.

3.0 For foreign-assisted projects (FAPs), indicate under Column 5, 6, 7, and 8 the cost requirement of the equipment to be procured and identify the GOP counterpart and the loan proceeds, which is further broken down into foreign cost financing (direct payment) and peso cost financing (local cost).

4.0 For non-FAPs, indicate under Column 9 the total cost requirement.

5.0 Justify under Column 10 each item proposed to be procured.

EXHIBIT 21

LRM PROJECT INFORMATION SYSTEM
PPDO-WORK PLAN
PROVINCE OF ________________ (1)
FOR FISCAL YEAR _____(2)

DATE: ________________ (3)

PLANNED MAJOR ACTIVITIES AND THEIR MEANINGFUL COMPONENTS	AGENCIES INVOLVED	TARGET DATE/DURATION	EXPECTED OUTPUT (Quantify, where applicable)
(4)	(5)	(6)	(7)

Prepared By: ________________ ________________ (8)

Approved By: ________________ (9)

TITLE OF REPORT	:	PPDO-Work Plan
BRIEF DESCRIPTION OF REPORT	:	This report presents the planned major activities of the PPDO to implement LRM project within a given period and serves as a guide in the actual implementation of these activities.
FREQUENCY OF REPORT	:	Annually
DEADLINE FOR SUBMISSION	:	4 months before implementation year (In September).
BASES FOR PREPARATION	:	Provincial Development Strategy and planning workshop reports.
PREPARED BY	:	PPDO
RECIPIENTS	:	PMO NRO-LRM PPDO

TITLE OF REPORT : PPDO Work Plan

Item	Heading	Definition of Terms
1	Province of	This refers to the name of the reporting province.
2	For Fiscal Year	This refers to the fiscal year covered by the work plan.
3	Date	This refers to the date when this report was actually submitted.
4	Planned Major Activities and their meaningful components	This refers to the planned activities to be accomplished during the fiscal year covered by the work plan. Include the objectives and quantifiable inputs in this column.
5	Agencies Involved	This refers to the name of other line agencies and/or private institutions involved in the implementation of the activities specified in the work plan.
6	Duration	This refers to the period when the activity is to be undertaken.
7	Expected Output	This refers to the results expected to be attained for each activity. Quantify the outputs, where applicable.
8	Prepared by	This refers to the staff member who is primarily responsible for the planning activities of the LRM project.
9	Approved by	This refers to the officer responsible for the management of the LRM project at the provincial level.

LRM PROJECT INFORMATION SYSTEM
NRO-LRM WORK PLAN
REGION NO. ______ (1)
FOR FISCAL YEAR __________ (2)

DATE: __________________________ (3)

PLANNED MAJOR ACTIVITIES AND THEIR MEANINGFUL COMPONENTS	AGENCIES INVOLVED	TARGET DATE/DURATION	EXPECTED OUTPUT (Quantify, where applicable)
(4)	(5)	(6)	(7)

Prepared By: ________________________________ (8)

Approved By: ________________________________ (9)

TITLE OF REPORT	:	NRO-LRM Work Plan
BRIEF DESCRIPTION OF REPORT	:	This report presents the planned major activities of the Region within a given period and serves as a guide in the actual implementation of these activities.
FREQUENCY OF REPORT	:	Annually
DEADLINE FOR SUBMISSION	:	3 months before implementing year (In October).
BASES FOR PREPARATION	:	PPDO Workplans, Multi-Year Program Plan, and planning workshop reports
PREPARED BY	:	NRO-LRM
RECIPIENTS	:	PMO NRO-LRM

TITLE OF REPORT : NRO-LRM Work Plan

Item	Heading	Definition of Terms
1	NRO-LRM Region No.	This refers to the name of the reporting region; Region V for Bicol, VI for Western Visayas, VIII for Eastern Visayas.
2	For Fiscal Year	This refers to the fiscal year covered by the work plan.
3	Date	This refers to the date when this report was actually submitted.
4	Planned Major Activities and their meaningful component	This refers to the planned activities to be accomplished during the fiscal year covered by the work plan. Include the objectives and quantifiable inputs.
5	Agencies Involved	This refers to the name of other line agencies and/or private institution involved in the implementation of the activities specified in the work plan.
6	Duration	This refers to the period when the activity is to be undertaken.
7	Expected Output	This refers to the results expected to be attained for each activity. Quantify the outputs, where applicable.
8	Prepared by	This refers to the staff member who is primarily responsible for the planning activities of the LRM project.
9	Approved by	This refers to the name and designation of the officer responsible for the management of the LRM project at the regional level.

LRM PROJECT INFORMATION SYSTEM
PMO WORK PLAN
PROJECT MANAGEMENT OFFICE
FOR FISCAL YEAR ________ (1)

DATE: ______________ (2)

PLANNED MAJOR ACTIVITIES AND THEIR MEANINGFUL COMPONENTS	TARGET DATE/DURATION	EXPECTED OUTPUT (Quantify, where applicable)
(3)	(4)	(5)

PREPARED BY: ______________________________ (6)

APPROVED BY: ______________________________ (7)

91

TITLE OF REPORT	:	PMO Work Plan
BRIEF DESCRIPTION OF REPORT	:	This report presents the planned major activities of the LRM project within a given period and serves as a guide in the actual implementation of these activities.
FREQUENCY OF REPORT	:	Annually
DEADLINE FOR SUBMISSION	:	2 months before implementation year (In November).
BASES FOR PREPARATION	:	Project paper and planning workshop reports
PREPARED BY	:	PMO
RECIPIENTS	:	PMO USAID NRO-LRM

TITLE OF REPORT : PMO Work Plan

Item	Heading	Definition of Terms
1	For Fiscal Year	This refers to the fiscal year covered by the work plan.
2	Date	This refers to the date when this report was approved.
3	Planned Major Activities and their meaningful component	This refers to the planned activities to be accomplished during the fiscal year covered by the work plan. Include the objectives and quantifiable inputs.
4	Duration	This refers to the period when the activity is to be undertaken.
5	Expected Output	This refers to the result expected to be attained for each activity. Quantify the output, where applicable.
6	Prepared by	This refers to the staff member who is primarily responsible for the planning activities of LRM project.
7	Approved by	This refers to the name and designation of the officer responsible for the management of the LRM project at the national level.

WORK AND FINANCIAL PLAN

EXHIBIT 24

WORK PLAN
FOR CALENDAR YEAR _____

Function: Project:

Purpose:

Ministry:			Agency/Bureau/Office:			Agency Code:		Fund Code:
Function/Project Component (1)	Objectives (2)	Output Specification (3)	Previous Year's Targets	OUTPUT TARGETS 1st Qtr. (4)	2nd Qtr. (5)	3rd Qtr. (6)	4th Qtr. (7)	Total (8)

2

I N S T R U C T I O N S

WORK PLAN FORM

This form shall be prepared for each budgetary Function/Purpose/ Project as reflected in the Appropriations Act and shall contain the following:

1.0 Column 1 (Function/Project Component) - This column shall contain the major components or sub-divisions of the Function/ Project.

Example:

Project: Program for Decentralized Educational Development (PRODED)

Components:

1. Staff Development
2. Curriculum Development
3. Provision of Basic Instructional Materials and Equipment
4. Establishment of Regional Educational Training Centers

2.0 Column 2 (Objectives) - This column shall contain the operational objectives of each Function/Project Component. The statements of objectives shall contain the following information:

a. The identified need or problem that need to be addressed
b. The scope and clients or beneficiaries of component operations including the total component targets
c. The length of time required to complete operations for projects with established time duration. Continuous/recurrent functions should be explicitly indicated.

Example:

Project: PRODED

Component 1: Staff Development

Objective : To update the qualifications and expertise of xxxxxxxx Elementary Grades Teachers all over the country in five (5) years

3.0 Column 3 (Output Specifications) - This includes the list and descriptions of intended output units.

V

Example:

Project : PRODED

Component : Staff Development

Output Specifications: Teachers trained in teaching methods prescribed for the new curriculum

4.0 Column 4 to 8 (Output Target) - This includes the intended quantity of outputs every quarter.

5.0 Outputs that cannot be accurately qualified shall be accompanied with descriptions of intended methodology and timetables and other relevant information necessary in determining the processing costs of intended outputs.

6.0 Work Plans for Projects shall be accompanied by the following information:

6.1 Date of actual start and date of expected completion

6.2 Multi-year project schedule

6.3 Status of implementation including percentage of total project targets accomplished.

C

FINANCIAL PLAN
FOR CALENDAR YEAR _____

Function: Project:

Purpose:

Date: ____________

Ministry: : Agency/Bureau/Office: : Agency Code: : Fund Code:

PARTICULARS	BUDGET PROGRAM												
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
PERSONAL SERVICES (100)													
Salaries (Itemized Positions)													
Casual/Emergency													
Consultants													
Contractuals													
Total Salaries and Wages													
COLA													
Honoraria													
Salary Adjustment													
Terminal Leave													
Representation/Transportation Allowance													
Others													
Total Other Compensation													
GROSS COMPENSATION													
FIELD EXPENDITURES													
TOTAL PERSONAL SERVICES													

2

Ministry: | Agency/Bureau/Office: | Agency Code: | Fund Code:

PARTICULARS	BUDGET PROGRAM												
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
MAINTENANCE AND OTHER OPERATING EXPENSES (200)													
02 Travelling Expenses													
03 Communication Services													
04 Repair & Maintenance of Government Facilities													
05 Transportation Services													
06 Other Services													
07 Supplies & Materials													
08 Rents													
09 Interests													
10 Grants, Subsidiaries and Contributions													
11 Award & Indemnities													
12 Loan Repayments													
13 Losses/Depreciations													
14 Water, Illumination & Power													
15 Social Security benefits and other claims													
16 Auditing Services													
17 Maintenance of motor vehicles used for official travel													
18 Discretionary Expense													
19 Representation Expenses													
20 Extraordinary Contingency/ Emergency Expenses													

C

Ministry: : Agency/Bureau/Office: : Agency Code: : Fund Code:

PARTICULARS	BUDGET PROGRAM												
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
21 Taxes & Licenses													
22 Trading/Production													
TOTAL MAINTENANCE & OTHER OPERATING EXPENSES													
TOTAL CURRENT OPERATING EXPENSES													
CAPITAL OUTLAYS (300)													
31 Land and Land Improvements													
32 Building and Structures													
33 Equipment Outlay													
34 Investments Outlay													
35 Loans Outlay													
TOTAL CAPITAL OUTLAYS													
TOTAL PROGRAM													

I N S T R U C T I O N S

FINANCIAL PLAN FORM

This form shall be submitted together with and in support of the Summary Financial Plan.

This form shall be prepared for each budgetary Function/Purpose/Project as reflected in the General Appropriations Act, and shall contain, according to objects of Expenditures, the details of the Personal Services, Maintenance and Other Operating Expenses, and Capital Outlays.

The descriptions of each object of expenditure are presented in Attachment A.

Descriptions of Objects of Expenditure

1. Personal Services

   a. Total salaries and wages - includes the total of all salaries of permanent positions as appearing or will appear in the Itemization of Personal Services as well as lump-sum amounts authorized the agency for the employment of casuals and emergency employees.

   b. Other compensation - pertains to other allowances, honoraria, subsistence and other extra remunerations whether in cash or in kind translated in monetary terms. This includes also salary adjustments and merit increases.

      b.1 Total other compensation - is the total of all items enumerated in (b).

   c. Gross compensation - is the total of (a and b).

   d. Fixed expenditures - refers to government share for GSIS retirement and life insurance premiums

   e. Total personal services - is the sum of Gross Compensation and Fixed Expenditures.

2. Maintenance and Operating Expenses
   The individual object of expenditures are defined as follows:

   02 - Travelling expenses- includes expenses incurred in the movement of persons, whether employed in the Government or not, such as transportation, subsistence, lodging and travel per diems; hire of guides or patrol; transportation of personnel and baggage or household effects, railroads, airline and steamship fares; tips; transfers, etc. of persons while travelling abroad; charter of boats, launches, automobiles, etc. and all other similar expenses.

   03 - Communication services - includes expenses for the communication of messages such as telephone, telegraph, wireless and cable charges and tolls, postage charges, rent of post-office boxes, and telegraph messenger services.

   04 - Repair and Maintenance of National Government Facilities - includes the cost of repairing and maintaining government facilities such as public buildings, roads, bridges, irrigation systems, river control and sea protection works, artesian wells, water, water supply systems, telegraph lines, radio stations, and other public structures.

05 - Transportation services - includes cost of transportation of things such as commercial transportation of mail, hauling charges, insurance of items sold by the government, hauling of government equipment or materials from one place to another, including cargadores and storage, if any.

06 - Other services - including the cost of all other services which are not otherwise classified under other accounts. Examples are: advertising and publication of notices in newspaper, repairs and maintenance of equipment (except motor vehicle used for official travels of officials and employees) when done by private contractors, fidelity bond premiums of government properties (including motor vehicles), printing and binding, subscriptions, money order fees, medical attendance, industrial costs and surveys, meal and transportation or motor vehicle allowance for overtime work, and election expenses.

Obligations, expenditures under Code 06 - other services should be broken down to show separately the obligations pertaining to printing activities as follows:

06.1 Publications
06.2 Forms
06.3 Documents
06.4 Others

07 - Supplies and materials - including the cost of all expendable commodities acquired or ordered for immediate use in connection with government operations. It also includes, but is not restricted to items (1) normally consumed within one year after being put into use, or (2) converted in the process of manufacture or construction.

08 - Rents - includes the fees for the use of facilities or equipment belonging to others and the cost of their alternations and improvements.

09 - Interests - includes charges for the use of funds belonging to others, such as interest on bonds, loans, overdrafts, treasury notes, certificates of indebtedness, and other interest-bearing obligations.

10 - Grants, subsidies and contributions - includes all aids and counterpart contributions in the form of cash or property provided to person, entity or organization for the purpose of furthering programs or policies adjudged to be in the interest of the government.

11 - Awards and indemnities - includes indemnities for destruction of property or injury to persons, awards by courts or by administrative bodies. Examples are: indemnities for persons injured or killed or property taken by the government; civil action, awards and compensation provided by laws.

12 - Loan repayment and sinking fund contribution - includes payments either directly or into a sinking fund established for the retirement of public debt and other long-term obligations.

13 - Losses/depreciation - includes losses of current assets due to deterioration of supplies and sales stock, uncollectible debts and losses of government funds or property for which relief is granted under Section 638 of the Revised Administrative Code and/or depreciation of fixed assets due to fair wear and tear, in accordance with approved schedule.

14 - Water, illumination and power services - includes the cost of water and electricity or gas for illumination, consumed in government facilities such as in office buildings, shops, and ground; streets, parks and monument; etc. in connection with government operations and projects.

15 - Social security benefits and other claims - includes all rewards and compensation or social security benefits and other claims for past services, whether paid to the employees or to dependents or beneficiaries.

16 - Auditing services - includes the amount remitted to the Commission on Audit for auditing services rendered to the national local government agency or corporation. Any other expenses of the Auditing unit, borne by the agency not remitted to COA, shall be recorded in the corresponding expenditures object, allocated to responsibility.centers.

17 - Maintenance of motor vehicles used for official travels of officials and employees - includes the cost of maintaining automobiles and other motor vehicles for official travels of officials and employees.

18 - Discretionary expenses - includes the cost of services, which are confidential in nature, rendered by persons who are temporarily employed by authorized administrative or executive officers to carry on successfully administrative activities; compensation of informers employed to detect the whereabouts of criminals or the existence of prohibited games, which compensation shall not exceed

ten per centum of the fines imposed upon the convicts, and expressly authorized confidential expenses for which appropriations have been approved specifically for the purpose.

19 - Representation expenses - includes the expenses for entertainments, memorials, flowers, and the like. The purpose of the expenses should be of public character, beneficial to the interests of the public service, in connection with the exercise of the powers and functions of the agency concerned. For the foreign service, the following expenses shall be added; gifts, club initiation fees and membership dues, and charitable contributions; promotional expenses for encouraging mutual, friendly and amicable relations among Filipino Communities; celebrations on the occasion of Philippine Independence Day, anniversaries and other holidays; and other expenses of similar character which are necessary in the opinion of the Minister of Foreign Affairs for the proper conduct of the foreign service.

20 - Extraordinary/contingency and emergency expenses - includes unforseen expenditures arising from the occurence of natural calamities or financial dislocation on account thereof which are chargeable against the appropriation reserve required by law.

21 - Taxes and licenses - includes payments and provisions for all taxes and licenses except income tax which are chargeable against the agency in accordance with law.

22 - Trading production - is for the exclusive use of agencies engaged in trading/production. Each agency shall supply the sub-account of expenditures peculiar to its business such as cost of sales, cost of production/manufacturing, direct cost, indirect cost, etc. with appropriate subsidiary ledgers.

3. Capital Outlays:

31 - Land and Land Improvement - includes the cost of rights to land ownership and the permanent improvements to land such as filling, grading, curbing, draining, surveying and planting of trees.

32 - Building and Structures Outlay - includes the cost of buildings and structures purchased or constructed and permanent improvements thereto.

33 - Equipment Outlay - includes furniture and equipment costing ₱500.00 or more regardless of economic life.

34 - Investments Outlay - includes cost of investments in breeding animals, stocks, bonds or other equipment.

K

Attachment to
Form No. 201-B

SUPPORTING SCHEDULE FOR CAPITAL OUTLAYS
CY 1987

Function/Purpose Project	Object Class Code and Description	Status Inventory	AGENCY REQUEST				
			Target/ Quantity	Unit Cost	Amount	Month(s) Needed	Justification Deployment Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

BUDGET FORM NO. 201-B Supplement
(Revised 1986)

I N S T R U C T I O N S

Supporting Schedule for Capital Outlays
(Attachment to Form No. 201-B)

This schedule shall be prepared to provide additional reference for the Work Plan and Financial Plan and shall contain the following:

1.0 Column 1 (Function/Purpose/Project) - This column shall contain the budgetary Function/Purpose/ Project as reflected in the GAA 1987.

2.0 Column 2 (Object Class Code and Description) - This column shall contain the specific object class code and a brief narrative statement of the Capital Outlay requested. For equipment requests, the technical specifications, if any, should be provided.

Example:

Object Class Code and Description

a) 300-33 - Purchase of the following equipment:

1. Micro-computer systems with the following features:

   a. Printer with tractor kit
   b. IBM PC/XT compatible with 640 KBM-RAM etc.

b) 300-32 - Construction of Building

3.0 Column 3 (Status/Inventory) - This column shall contain the status of implementation of capital outlay activities to date and/or inventory of operational equipment similar to items currently requested.

4.0 Column 4 to 7 (Request of Agency)

a) Column 4 - Target/Quantity - This column shall contain the intended output/accomplishment within the specified period and/or the quantity of equipment items requested.

b) Column 5 - Unit Cost - This column shall indicate the cost per unit of equipment requested.

c) Column 6 - Amount - This column shall contain the total amount requested for the year.

d) Column 7 - Month(s) Needed - This column shall refer to the preferred or requested timetable of the agency for the release of allotments to implement the capital outlays (construction, purchase of equipment etc.)

e) Column 8 - Justification/Remarks - This column shall contain any other relevant information to support the request for capital outlays.

TITLE OF REPORT	:	Work and Financial Plan
BRIEF DESCRIPTION OF REPORT	:	This report presents the over-all financial requirements of the LRM project broken down on a quarterly basis.
FREQUENCY OF REPORT	:	Annually
DEADLINE FOR SUBMISSION	:	2 months before implementation year (In November)
BASES FOR PREPARATION	:	Subproject work and financial plan, NRO-LRM and PMO financial plans.
PREPARED BY	:	PMO
RECIPIENTS	:	PMO MBM

EXHIBIT 25

LRM PROJECT INFORMATION SYSTEM
PPDO PROGRESS REPORT
PROVINCE OF ________ (1)
FOR QUARTER ENDING ________ (2)

Date: __________ (3)

Planned Major Activities and Their Meaningful Components	Completion Date		Output		Explanation of Variances
	Plan	Actual	Plan	Actual	
(4)	(5)	(6)	(7)	(8)	(9)

Revised and Updated Plan for Next Quarter

Planned Major Activities and Their Meaningful Components	Target Date/Duration	Expected Output
(10)	(11)	(12)

Prepared By: ______________________ (13)

Approved By: ______________________ (14)

TITLE OF REPORT	:	PPDO Progress Report
BRIEF DESCRIPTION OF REPORT	:	This report presents the actual accomplishment of the PPDO and reasons for deviations from planned performance. It also shows the revised and updated activities for the next period.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	10 calendar days after the end of the quarter
BASES FOR PREPARATION	:	Work plan, beneficiary group reports, PPDO monitoring reports, and PD reports.
PREPARED BY	:	PPDO
RECIPIENT	:	PMO NRO-LRM PPDO MPDO

TITLE OF REPORT : PPDO Progress Report

Item	Heading	Definition of Terms
1	Province	This refers to the reporting province.
2	For Quarter Ending	This refers to the period covered by the report.
3	Date	This refers to the date when the report was actually submitted.
4	Planned Major Activities and their meaningful components	This refers to the activities indicated in the PPDO Work Plan.
5	Plan - Completion Date	This refers to the planned completion date reported in the PPDO Work Plan.
6	Actual Completion Date	This refers to the date when each activity was accomplished.
7	Plan Output	This refers to the planned output reported in the PPDO Work Plan.
8	Actual Output	This refers to the actual results of each activity.
9	Explanation of Variances	This refers to the explanation of variations between planned and actual completion dates and outputs.
10	Planned Major Activities and their meaningful components	This refers to the revised planned activities for the next quarter.
11	Target Date/Duration	This refers to the completion date or duration of each planned activity.
12	Expected Output	This refers to the expected results of each planned activity.
13	Prepared by	This refers to the person responsible for the preparation of this report.
14	Approved by	This refers to the person responsible for the planning and implementation of the LRM Project.

EXHIBIT 26

LRM PROJECT INFORMATION SYSTEM
NRO-LRM FINANCIAL STATUS REPORT
REGION ______ (1)
FOR QUARTER ENDING ________ (2)

DATE: ________ (3)

EXPENSE ACCOUNTS	DISBURSEMENTS		Accounts Payable	Total Expenditures	BUDGET	ACTUAL IS (OVER)/UNDER BY	
	This Quarter	Year to Date			Year to Date	Amount	%
(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Personal Services							
Maintenance and Other Operating Expense:							
Travelling							
Communication							
Rent							
Supplies and Materials							
Utilities							
Gasoline and Spare Parts							
Repair and Maintenance							
Other Expenses							
Total Maintenance and Other Operating Expenses							
Capital Outlay							
Total NRO/LRM							
Add: Training Activities							
Research Activities							
GRAND TOTAL							
Cash Account (12)							
Balance, Beginning of Quarter							
Add: Total Cash Advances							
Total Cash Available							
Less: Total Disbursements							
Balance, End of Quarter							

Certified Correct By: ________________ (13)

Approved By: ________________ (14)

TITLE OF REPORT	:	NRO-LRM Financial Status Report
BRIEF DESCRIPTION OF REPORT	:	This report presents the overall financial status of the LRM project in the region. It compares the budget with the actual cost for the quarter and for the fiscal year to date.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	15 calendar days after the end of the quarter
BASES FOR PREPARATION	:	Financial Plan, NRO financial records, and PD reports.
PREPARED BY	:	NRO-LRM
RECIPIENTS	:	NRO-LRM PMO USAID

TITLE OF REPORT : NRO-LRM Financial Status Report

Item	Heading	Definition of Terms
1	Region No.	This refers to the number of the reporting regions, as follows: Region V - For Bicol Region VI - For Western Visayas Region VIII - For Eastern Visayas
2	For quarter ending	This refers to the current period covered by the report.
3	Date	This refers to the date when this report was submitted.
4	Expense accounts	This refers to the appropriate expense accounts as well as research and training activities for funding.
5	Disbursements this quarter	This refers to the current expenses incurred and paid during the quarter.
6	Disbursements Year to Date	This refers to the cumulative expenses incurred and paid from the start of the fiscal year to the end of the reporting period.
7	Accounts Payable	This refers to the unpaid obligations at the end the current quarter.
8	Total Expenditures	This refers to the sum of the cumulative disbursements (column 6) and accounts payable (column 7).
9	Budget year to date	This refers to the cumulative budget of the NRO-LRM from the start of the fiscal year to the end of the reporting period.
10	Actual is (over)/under by Amount	This refers to the difference between budget year to date (column 9) and total expenditures (column 8).
11	Actual is (over)/under by-%	Column 10 divided by Column 9 multiplied by 100.

Item	Heading	Definition of Terms
12	Cash Account	This refers to the cash accountability of the NRO-LRM.
13	Certified Correct by	This refers to the staff member responsible for the accuracy of the report.
14	Approved by	This refers to the project officer responsible for the implementation of the LRM project.

EXHIBIT 27

LRM PROJECT INFORMATION SYSTEM
NRO-LRM PROGRESS REPORT
NRO-LRM REGION ________ (1)
FOR QUARTER ENDING ________ (2)

Date: ________ (3)

Planned Major Activities and Their Meaningful Components	Completion Date		Output		Explanation of Variances
	Plan	Actual	Plan	Actual	
(4)	(5)	(6)	(7)	(8)	(9)

Revised and Updated Plan for Next Quarter

Planned Major Activities and Their Meaningful Components	Target Date/Duration	Expected Output
(10)	(11)	(12)

Prepared By: ________________ (13)

Approved By: ________________ (14)

TITLE OF REPORT	:	NRO-LRM Progress Report
BRIEF DESCRIPTION OF REPORT	:	This report presents a comparison of planned and actual accomplishment of the NRO-LRM and reasons for deviations from planned performance. It also shows the revised and updated activities for the next period.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	15 calendar days after the end of the quarter
BASES FOR PREPARATION	:	Work plan, PPDO progress reports, TRI progress reports, NRO-LRM monitoring reports, and PD reports.
PREPARED BY	:	NRO-LRM
RECIPIENT	:	PMO NRO-LRM USAID

TITLE OF REPORT : NRO-LRM Progress Report

Item	Heading	Definition of Terms
1	NRO-LRM Region	This refers to the reporting region.
2	For Quarter Ending	This refers to the period covered by the report.
3	Date	This refers to the date when the report was actually submitted.
4	Planned Major Activities and their meaningful components	This refers to the activities reported in the NRO-LRM Work Plan.
5	Plan - Completion Date	This refers to the planned completion date reported in the NRO-LRM Work Plan.
6	Actual Completion Date	This refers to the date when each activity was accomplished.
7	Plan Output	This refers to the planned output reported in the NRO-LRM Work Plan.
8	Actual Output	This refers to the actual results of each activity.
9	Explanation of Variances	This refers to the explanation of variations between planned and actual completion dates and outputs.
10	Planned Major Activities and their meaningful components	This refers to the revised planned activities for the next quarter.,
11	Target Date/Duration	This refers to the completion date or duration of each planned activity.
12	Expected Output	This refers to the expected results of each planned activity.
13	Prepared by	This refers to the person responsible for the preparation of this report.
14	Approved by	This refers to the person responsible for the planning and implementation of the LRM Project.

EXHIBIT 28

LRM PROJECT INFORMATION SYSTEM
CONSOLIDATED FINANCIAL STATUS REPORT
PROJECT MANAGEMENT OFFICE
FOR QUARTER ENDING ________ (1)

Date: ________________ (2)

Expense Accounts	Disbursements		Accounts Payable	Total Expenditures	Budget	Actual is (over)/under by	
	This Quarter	Year to Date			Year to Date	Amount	%
(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Personal Services							
Maintenance and Other Operating Expenses:							
Travelling							
Communication							
Rent							
Supplies and Materials							
Securities							
Gasoline and Spare Parts							
Repair and Maintenance							
Other Expenses							
Total Maintenance and Other Operating Expense							
Capital Outlay							
Total PMO							
Add: Training Activities							
Research Activities							
Costs per region:							
Region V							
Region VI							
Region VIII							
Grand Total							

Cash Account (11)	PMO	Region V	Region VI	Region VIII	TOTAL
Balance, Beginning of Quarter					
Add: Total Cash Advances					
Total Cash Available					
Less: Total Disbursements					
Balance, Ending of Quarter					

Certified Correct by: ______________________________ (12)

Approved by: ______________________________ (13)

TITLE OF REPORT	:	Consolidated Financial Status Report
BRIEF DESCRIPTION OF REPORT	:	This report presents the overall financial status of the LRM project. It compares the budget with the actual cost for the quarter and for the fiscal year to date.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	20 calendar days after the end of the quarter
BASES FOR PREPARATION	:	Financial plan, PMO financial records, NRO-LRM financial reports and PD reports.
PREPARED BY	:	PMO
RECIPIENT	:	NEDA PMO USAID NRO-LRM

TITLE OF REPORT : Consolidated Financial Status Report

Item	Heading	Definition of Terms
1	For quarter ending	This refers to the current period covered by the report.
2	Date	This refers to the date when this report was submitted.
3	Expense accounts	This refers to the appropriate expense accounts including research and training activities.
4	Disbursement this quarter	This refers to the current expenses incurred and paid during the quarter.
5	Disbursement year to date	This refers to the cumulative expenses incurred and paid from the start of the fiscal year to the end of the reporting period.
6	Accounts Payable	This refers to the unpaid obligations at the end of the current quarter.
7	Total Expenditures	This refers to the sum of the cumulative disbursements (column 6) and accounts payable (column 7).
8	Budget year to date	This refers to the cumulative budget of the PMO from the start of the fiscal year to the end of the reporting period.
9	Actual is (over)/under by-Amount	This refers to the difference between budget year to date (column 8) and total expenditures (column 7).
10	Actual is (over)/under by-%	Column 9 divided by Column 8 multiplied by 100.
11	Cash Account	This refers to the cash accountability of the PMO and the regions.
12	Certified Correct by	This refers to the staff member responsible for the accuracy of the report.
13	Approved by	This refers to the project officer responsible for the implementation of the LRM project.

EXHIBIT 29

LRM PROJECT INFORMATION SYSTEM
PMO PROGRESS REPORT
PROJECT MANAGEMENT OFFICE
FOR QUARTER ENDING ________ (1)

Date: ________ (2)

Planned Major Activities and Their Meaningful Components	Completion Date		Output		Explanation of Variances
	Plan	Actual	Plan	Actual	
(3)	(4)	(5)	(6)	(7)	(8)

Revised and Updated Plan for Next Quarter		
Planned Major Activities and Their Meaningful Components	Target Date/Duration	Expected Output
(9)	(10)	(11)

Prepared By: ________ (12)

Approved By: ________ (13)

TITLE OF REPORT	:	PMO Progress Report
BRIEF DESCRIPTION OF REPORT	:	This report presents a comparison of planned and actual accomplishment of the PMO and reasons for deviations from planned performance. It also shows the revised and updated activities for the next period.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	20 calendar days after the end of the quarter
BASES FOR PREPARATION	:	Work Plan, NRO-LRM progress reports, TRI progress reports, PMO monitoring reports, and PD reports.
PREPARED BY	:	PMO
RECIPIENTS	:	NEDA PMO USAID

TITLE OF REPORT : PMO Progress Report

Item	Heading	Definition of Terms
1	For quarter ending	This refers to the current period covered by the report.
2	Date	This refers to the date when the report was actually submitted.
3	Planned Major Activities and their meaningful components	This refers to the activities reported in the PMO Work Plan.
4	Plan - Completion Date	This refers to the planned completion date reported in the PMO Work Plan.
5	Actual Completion Date	This refers to the date when each activity was accomplished.
6	Plan Output	This refers to the planned output reported in the PMO Work Plan.
7	Actual Output	This refers to the actual results of each activity.
8	Explanation of Variances	This refers to the explanation of variations between planned and actual completion dates and outputs.
9	Planned Major Activities and their meaningful components	This refers to the revised planned activities for the next quarter.
10	Target Date/Duration	This refers to the completion date or duration of each planned activity.
11	Expected Output	This refers to the expected results of each planned activity.
12	Prepared by	This refers to the person responsible for the preparation of this report.
13	Approved by	This refers to the person responsible for the planning and implementation of the LRM Project.

QUARTERLY FINANCIAL STATUS REPORT
FOREIGN-ASSISTED PROJECTS
FOR THE PERIOD ENDING ____________
(In Thousand Pesos)

Form C

Name of the Project:	Source:	Loan No. / Grant No.	AMOUNT OF LOAN/GRANT		Date of Approval:	Date of Effectivity:
			As Originally Signed	As revised		

Implementing Agency:	GOP COUNTERPART		Project Implementation Date:
	As Originally Signed	As revised	

A. PROJECT FUNDS STATUS AS OF DECEMBER 31, 198 (Cumulative from the Start of Project)

Expense Class	GOP COUNTERPART			FOREIGN COUNTERPART					
	Total Amount	Cumulative Obligations	Balance	Total Amount	Cumulative Obligations	Balance	Cash Advance	Amount Reimbursed	Balance

B. CURRENT YEART STATUS FOR ______________________ QUARTER, 19 ____

P/P/A Code	Expense Class	COP COUNTERPART				FOREIGN COUNTERPART						
		Programmed Appropriations	Release	Obligations	Balance	Programmed Appropriations	Available Releases	Obligations	Balance	Cash Advance	Amount Reimbursed	Balance

P/P/A Code	Expense Class	GOP COUNTERPART				FOREIGN COUNTERPART						
		Programmed Appropriations	Releases	Obligations	Balance	Programmed Appropriations	Availments Releases	Obligations	Balance	Cash Advance	Amount Reimbursed	Balance

APPROVED BY:

Ministry/Agency Head/Project Manager

PREPARED BY:

Budget Officer

CERTIFIED CORRECT:

Chief Accountant

VERIFIED BY:

Resident Auditor

DATE:

NOTE:
a) This form is to be accomplished in triplicate.
b) Conversion rate: $1.00 : P
c) Deadline for submission: One month after the end of the quarter
d) To be forwarded to: The SPECIAL, PROJECTS DIVISION BUDGET TECHNICAL SERVICE, MINISTRY OF THE BUDGET.

EXHIBIT 31

PHYSICAL STATUS OF PROJECT ACTIVITIES
For the period ending ______________

Form C-1

NAME OF PROJECT: LOCATION OF PROJECT PROVINCE REGION:

NARRATIVE DESCRIPTION OF ACTUAL PHYSICAL ACCOMPLISHMENT: (Include Project Implementation Problems and Use Additional Sheet if necessary)

APPROVED BY:	PREPARED BY: DATE:
	______________ Project Manager
	CERTIFIED CORRECT:
______________ Ministry/Agency Head	______________ Planning Officer

EXHIBIT 32

LRM PROJECT INFORMATION SYSTEM
CONTRACTOR PERFORMANCE EVALUATION REPORT
NAME OF CONTRACTOR (1)
FOR QUARTER ENDING ____________ (2)

Date ____________ (3)

Evaluation Factors (4)	Check if applic-able	Performance Against Plan (5)			Remarks (6)
		Unsatisfactory	Satisfactory	Outstanding	
1. Understanding of project objective					
2. Effective/Responsive planning activities					
3. Staff of proper size					
4. Timely Deployment of staff					
5. Technically qualified staff					
6. Responsiveness to NEDA-LRM-PMO/NRO directions					
7. Adherence to work schedule					
8. Adherence to scope of work					
9. Contractor's central office support					
10. Good relationships with provinces and other line agencies/parties involved in the project					
11. Timely submission of required reports/outputs					
12. Usefulness of required reports/outputs					
13. Others, specify					
OVERALL EVALUATION: (Circle One)		Unsatisfactory	Satisfactory	Outstanding	

If overall rating is "unsatisfactory", describe underlying circumstances.

____

____

____

Prepared by: ____________ (7)

Approved by: ____________ (8)

TITLE OF REPORT	:	Contractor Performance Evaluation Report
BRIEF DESCRIPTION OF REPORT	:	The report shows an objective assessment of the performance of the contractor which may be a track resource institution, a local resource institution, a research institution, or a training institution.
FREQUENCY OF REPORT	:	Quarterly or end of contract period whichever occurs first.
DEADLINE FOR SUBMISSION	:	20 calendar days after the end of the quarter.
BASES FOR PREPARATION	:	Contractor's contract, contractor's progress report, and terminal report or output.
PREPARED BY	:	PPDO for province-level administered contract. NRO-LRM for region-level administered contract. PMO for national-level administered contract.
RECIPIENT	:	PMO NRO-LRM PPDO USAID MPDO (for Tracks 2 and 3 TRIs) TRI

TITLE OF REPORT : Contractor Performance Evaluation Report

Item	Heading	Definition of Terms
1	Name of Contractor	This refers to the identification of the contractor who may be a track resource institution, a local resource institution, a research institution, a training institution or a private voluntary organization.
2	For quarter ending	This refers to the three-month period covered by the report or the end of the contract period which ever occurs first.
3	Date	This refers to the date when this report was actually submitted.
4	Evaluation Factors	Self-explanatory.
5	Performance against plan	For each applicable evaluation factor, the evaluator objectively checks the applicable indicator.
6	Remarks	Indicate in this column the circumstances for each factor which is rated "unsatisfactory".
7	Prepared by	This refers to the responsible officer who may be the PPDC for the PPDO, the RPTC for the NRO-LRM or the NPTC for the PMO.
8	Approved by	This refers to the officer responsible for the over-all management of LRM operations in the province, region or national level.

EXHIBIT 33

LRM PROJECT INFORMATION SYSTEM
NAME OF SUBPROJECT (1)
SUBPROJECT WORK AND FINANCIAL PLAN
FOR FISCAL YEAR ________ (2)

Region: ______________(4) Province: ____________(5) Date ____________(3)

Activity/Expenditure Item	Unit of Measure	First Qtr.			Second Qtr.			Third Qtr.			Fourth Qtr.			Total
		J	F	M	A	M	J	J	A	S	O	N	D	
(6)														
1. Land Preparation - Areas in Ha.														
A. Personal Services	Man-days Pesos													
B. MOOE* (List each major item)	Pesos Bags/Unit													
2. Planting/Replanting-Areas in Ha. (List items to be planted)	Unit													
A. Personal Services	Man-days Pesos													
B. MOOE (List each major item)	Pesos Bags/Unit													
3. Care and Maintenance														
A. Personal Services	Man-days Pesos													
B. MOOE (List each major item)	Pesos Bags/Unit													

* MOOE – Maintenance and Other Operating Expenses

Activity/Expenditure Item	Unit of Measure	First Qtr.			Second Qtr.			Third Qtr.			Fourth Qtr.			Total
		J	F	M	A	M	J	J	A	S	O	N	D	
4. Harvesting/Post Harvesting (List items to be harvested)														
A. Personal Services	Unit Man-days Pesos													
B. MOOE	Pesos Bags/Unit													
5. Acquisition of Capital Equipment (List each major item)	Pesos Unit													
6. Administration/Monitoring														
A. Personal Services	Man-days Pesos													
B. MOOE (List each major item)	Pesos Bags/Unit													

Activity/Expenditure Item	Unit of Measure	First Qtr.			Second Qtr.			Third Qtr.			Fourth Qtr.			Total
		J	F	M	A	M	J	J	A	S	O	N	D	
Total in Pesos														
A. Personal Services	Pesos													
B. MOOE	Pesos													
C. Capital Outlay	Pesos													
GRAND TOTAL														
Sources of Funds: (7)														
LRM														
Provincial Government														
Beneficiaries														
Others														
GRAND TOTAL														

Submitted by: ______________________ (8)

TITLE OF REPORT	:	Subproject Work and Financial Plan
BRIEF DESCRIPTION OF REPORT	:	The objective of this report is to summarize the physical and financial plan for each major activity of a subproject.
FREQUENCY OF REPORT	:	Annually
DEADLINE FOR SUBMISSION	:	3 months before implementation year (In October).
BASES FOR PREPARATION	:	Project feasibility study reports
PREPARED BY	:	PPDO with assistance from involved officers such as the PBO, PTO, PEO, and Tracks 1 and 2 TRIs
RECIPIENT	:	NRO-LRM PPDO MPDO PMO Beneficiary Group

TITLE OF REPORT : Subproject Work and Financial Plan

Item	Heading	Definition of Terms
1	Name of Subproject	The title by which the project is officially known.
2	For Fiscal Year	Indicate the year of implementation of the subproject.
3	Date	This refers to the date when this report was actually submitted.
4	Region	Self-explanatory
5	Province	Self-explanatory
6	Activity/Expenditure Item	The major activities/expenditure items of the project and their corresponding units of measurement. Indicate opposite each item the monthly breakdown of the expected physical and financial requirements. The activities listed in the attached Subproject Work and Financial Plan apply to agricultural livelihood subprojects. For other types of subprojects, use the following activities: A. <u>Activities for bangus-fry subproject</u> 1. Community organization 2. Purchase of materials 3. Construction of building 4. Purchase of engine and fishing gear 5. Gathering of fry 6. Marketing of fry 7. Care and maintenance of boats 8. Administration/Monitoring B. <u>Activities for tuna hook and line fishing subprojects</u> 1. Acquisition/construction of pump boats 2. Acquisition/installation of fish shelter

Item	Heading	Definition of Terms
		3. Acquisition of engines, lamps, fishing lines, and other accessories 4. Operation and maintenance 5. Administration/Monitoring
		C. Activities for gill net fishing 1. Acquisition of pumpboats and bancas 2. Acquisition of engines, fishing nets, and other accessories 3. Operation and maintenance 4. Administration/Monitoring
		D. Activities for integrated farm for energy subproject 1. Site preparation 2. Procurement of carabaos 3. Construction of facilities 4. Land preparation 5. Planting/Replanting 6. Care and maintenance 7. Harvest/Post harvest 8. Administration/Monitoring
		E. Activities for carabao dispersal subproject 1. Procurement and distribution of animal stocks 2. Care and maintenance of animals 3. Administration/Monitoring
		F. Activities for school construction subprojects 1. Preparation of plans and specifications 2. Construction of building and ancilliary facilities 3. Procurement of furnitures, books, equipment, supplies, etc. 4. Recruitment of trainors/ instructors

Item	Heading	Definition of Terms

5. Development of school administrative systems and procedures, curriculum, etc.
6. Administration/Monitoring

G. <u>Activities for water system subprojects</u>

1. Preparation of plans and specifications
2. Bidding and contracting of contractor or supplier
3. Construction of facilities and monitoring
    a. Site preparation
    b. Earthworks
    c. Spring development
    d. Rehabilitation of storage tanks
    e. Pipe alignment and laying
4. Development of organization and systems and procedures for association.
5. Beneficiary training
6. Monitoring of operations

H. <u>Activities for road construction subproject</u>

1. Engineering surveys
2. Preparation of plans and specifications
3. Mobilization of PEO equipment and labor
4. Procurement of materials
5. Construction works
    a. Clearing, subgrading, and ditching
    b. Aggregate sub-base and base course
    c. Culverts
    d. Bridges
    e. Grouted rip-rap
6. Monitoring of Construction

Item	Heading	Definition of Terms
		I. Activities for "C" Block manufacturing subproject 1. Construction of office and production buildings 2. Procurement and installation of tools and equipment 3. Operation and maintenance 4. Administration/Monitoring
7	Sources of Funds	The financial institution or the type of funding from which would come the amount planned for the project. The amount of funds should be shown opposite each source.
8	Submitted by	This refers to the officer who is responsible for the planning and implementation of subprojects.

Note: Non-cash contribution should be shown as a footnote to the subproject work and Financial Plan.

LRM PROJECT INFORMATION SYSTEM
NAME OF SUBPROJECT (1)
SUBPROJECT PROGRESS REPORT
FOR THE QUARTER ENDING ________________ (2)

Region: ________________ (4) Province: ________________ (5)   Date: ________________ (3)
Start Date of Subproject: ________________ (6)
Completion Date of Subproject: ________________ (7)

CURRENT QUARTER				ACTIVITY/EXPENDITURE ITEM	UNIT OF MEASURE	YEAR TO DATE				CUMULATIVE COST SINCE START OF SUBPROJECT
Actual	Plan	Actual Better/ (Worse) Than Plan				Actual	Plan	Actual Better/ (Worse) Than Plan		
		Amount/Qty.	%					Amount/Qty.	%	
(8)	(9)	(10)	(11)	(12)		(13)	(14)	(15)	(16)	(17)
				1. Land Preparation – Areas in Hac.						
				A. Personal Services	Man-days Pesos					
				B. MOOE* (List each major item)	Pesos Bags/Unit					
				2. Planting/Replanting – Areas in Ha. (List items to be planted)	Unit					
				A. Personal Services	Man-days Pesos					
				B. MOOE (List each major Item)	Pesos Bags/Unit					

* MOOE -- Maintenance and Other Operating Expenses

CURRENT QUARTER				ACTIVITY/EXPENDITURE ITEM	UNIT OF MEASURE	YEAR TO DATE				CUMULATIVE COST SINCE START OF SUBPROJECT
Actual	Plan	Actual Better/ (Worse) Than Plan				Actual	Plan	Actual Better/ (Worse) Than Plan		
		Amount/Qty.	%					Amount/Qty.	%	
				3. Care and Maintenance						
				A. Personal Services	Man-days Pesos					
				B. MOOE (List each major Item)	Pesos Bags/Unit					
				4. Harvesting/Post Harvesting (List items harvested)	Unit					
				A. Personal Services	Man-days Pesos					
				B. MOOE (List each major Item)	Pesos Bags/Unit					
				5. Acquisition of Capital Equipment (List each major item)	Pesos					
				6. Administration/Monitoring	Unit					
				A. Personal Services	Man-days Pesos					
				B. MOOE (List each major Item)	Pesos Bags/Unit					

CURRENT QUARTER				ACTIVITY/EXPENDITURE ITEM	UNIT OF MEASURE	YEAR TO DATE				CUMULATIVE COST SINCE START OF SUBPROJECT
Actual	Plan	Actual Better/ (Worse) Than Plan				Actual	Plan	Actual Better/ (Worse) Than Plan		
		Amount/Qty.	%					Amount/Qty.	%	
				Total in Pesos						
				A. Personal Services						
				B. MOOE						
				C. Capital Outlay						
				GRAND TOTAL						
				Sources of Funds:						
				LRM						
				Provincial Government						
				Beneficiaries						
				Others						
				GRAND TOTAL						

Major implementation progress: (18)

Principal problems: (19)

Activities planned to address principal problems: (20)

Submitted by (21) ______________________________

TITLE OF REPORT	:	Subproject Progress Report
BRIEF DESCRIPTION OF REPORT	:	This report provides information on the status of implementation of a subproject for each quarter. It presents the financial status and physical progress of the subproject for the quarter and cumulative data from the start of the fiscal year and implementation of the subproject. It also includes implementation highlights, principal problems, and activities planned to address principal problems.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	10 calendar days after the end of the quarter
BASES FOR PREPARATION	:	Subproject work and financial plan, beneficiary groups records and reports, PPDO monitoring reports and PD reports
PREPARED BY	:	PPDO with assistance from beneficiary groups
RECIPIENTS	:	NRO-LRM PPDO MPDO Beneficiary group USAID PMO

Notes: 1. The PPDO can use this report to monitor the implementation of each subproject on a monthly basis.
2. Non-cash contributions can be shown as a footnote to this report.

TITLE OF REPORT : Subproject Progress Report

Item	Heading	Definition of Terms
1	Name of Subproject	The title by which the project is officially known.
2	For quarter ending	Indicate the end of the reporting period.
3	Date	This refers to the date when this report was actually submitted.
4	Region	Self-explanatory
5	Province	Self-explanatory
6	Start date of subproject	Month, date, year the project was started.
7	Completion date of subproject	The date the project is expected to be completed.
8	Actual (current quarter)	This refers to the actual accomplishment and cost of the project for the quarter.
9	Plan (current quarter)	This refers to the planned activities and cost of the project for the quarter being reported.
10	Amount/Quantity (current quarter)	Difference between column (8) and column (9).
11	% (percent)	Column (10) divided by Column (9) x 100
12	Activity/Expenditure Item	The major activities/Expenditure Items of the subproject and their corresponding units of measurement. The accomplishments during the quarter and the cumulative accomplishment from the start of the fiscal year to the end of the current reporting period should be indicated opposite each item.
13	Actual (year to date)	This refers to the cumulative actual accomplishment and cost from the start of the fiscal year to the end of the current report period.

Item	Heading	Definition of Terms
14	Plan (year to date)	This refers to the cumulative target accomplishment from the start of the fiscal year to the end of the current period.
15	Amount/Quantity (year to date)	Difference between column (13) and column (14).
16	% (percent)	Column (15) divided by Column (14) x 100.
17	Cumulative cost since start of subproject	Self-explanatory
18	Major implementation progress	This refers to the important activities implemented during the report period.
19	Principal problems	This refers to the important problems that hinder the implementation of the subproject.
20	Activities planned to address principal problems	This refers to planned actions to solve the identified problems.
21	Submitted by	This refers to the officer in charge of implementing the subproject.

EXHIBIT 35

LRM PROJECT INFORMATION SYSTEM
SUBPROJECT INCOME STATEMENT
NAME OF SUBPROJECT (1)
FOR QUARTER ENDING ____ (2)

Date: ____________________ (4)

CURRENT QUARTER		ITEM	YEAR TO DATE	
Actual	Budget		Actual	Budget
(5)	(6)	(7)	(8)	(9)
		Income:		
		Sales (List major products)		
		Other income		
		Total		
		Expenses:		
		Salaries and Wages		
		Fringe Benefits and Allowances		
		Cost of Fry		
		Freight and handling		
		Utilities		
		Rent		
		Supplies and materials		
		Repairs and maintenance		
		Amortization of pre-production cost		
		Depreciation of equipment		
		Depreciation of fishing boats		
		Interest		
		Concession Fee		
		Other		
		Total		
		Net Profit/(loss)		

Submitted by: ____________________ (10)

TITLE OF REPORT	:	Subproject Income Statement
BRIEF DESCRIPTION OF REPORT	:	The Income Statement shows the results of financial operations of a subproject for a given period. It presents the details of the revenues and expenses and the net income for the current quarter and cumulative to date in comparison with budget.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	10 calendar days after the end of the quarter
BASES FOR PREPARATION	:	Beneficiary Group Financial Records
PREPARED BY	:	Beneficiary Group with assistance from PPDO/TRIs
RECIPIENT	:	NRO-LRM PPDO MPDO Beneficiary Group

TITLE OF REPORT : Subproject Income Statement

Item	Heading	Definition of Terms
1	Name of Subproject	The title by which the project is officially known.
2	For month ending	Self-explanatory
3	Province	Self-explanatory
4	Date	Month, date, year of submission of the report.
5	Actual (Current Quarter)	This refers to the actual data applicable for the quarter.
6	Budget (Current Quarter)	This refers to the financial plan data of the project for the quarter being reported.
7	Item	This refers to the different categories of income and expense accounts. For agricultural subprojects, these are the following:

Income:

Sales
Other income

Expenses:

Labor
Planting materials
Freight and handling
Fertilizer
Pesticides
Allowances
Repairs and maintenance
Amortization of pre-production cost
Depreciation of equipment
Other

For fishing subprojects, the following accounts are applicable:

Income:

Sales (list major products)
Other income

Item	Heading	Definition of Terms
		Expenses: Salaries and Wages Fringe Benefits and Allowances Cost of Fry Freight and handling Utilities Rent Supplies and materials Repairs and maintenance Amortization of pre-production cost Depreciation of equipment Depreciation of fishing boats Interest Expense Concession Fee Other
8	Actual (year to date)	This refers to the cumulative data from the start of the fiscal year to the end of the current reporting period.
9	Budget (year to date)	This refers to the cumulative financial plan from the start of the fiscal year to the end of the current reporting period.
10	Submitted by	This refers to the officer of the subproject responsible for financial management.

EXHIBIT 36

LRM PROJECT INFORMATION SYSTEM
NAME OF SUBPROJECT (1)
BALANCE SHEET
DATE (2)

Date: ________ (5)

Region: ________ (3) Province: ________ (4)

Assets (6)

Current Assets: (7)

Cash
Receivables
Preproduction Cost
Less: Accumulated Amortization

Total Current Assets

Plant, Property and Equipment: (8)

Building
Less: Accumulated depreciation
Equipment
Less: Accumulated depreciation

Total Plant Assets

Total Assets

Liabilities and Capital (9)

Current Liabilities: (10)

Accounts Payable
Taxes Payable

Total Current Liabilities

Other Liabilities: (11)

Loans Payable - Local Government

Total Other Liabilities

Capital: (12)

Grant - LRM
Grant - Local government
Capital Investment of Members
Retained Earnings/(Loss)

Total Capital

Total Liabilities and Capital

Submitted by: ____________________ (13)

TITLE OF REPORT	:	Subproject Balance Sheet
BRIEF DESCRIPTION OF REPORT	:	The Balance Sheet shows the financial condition of a subproject as of a given date.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	10 calendar days after the end of the quarter
BASES FOR PREPARATION	:	Beneficiary Group Financial Records
PREPARED BY	:	Beneficiary group with assistance from PPDO.
RECIPIENTS	:	NRO-LRM PPDO MPDO Beneficiary Group

TITLE OF REPORT : Subproject Balance Sheet

Item	Heading	Definition of Terms
1	Name of Subproject	The title by which the project is officially known.
2	Date	This refers to the end of the quarter.
3	Region	Self-explanatory
4	Province	Self-explanatory
5	Date	This refers to the date when the report was actually submitted.
6	Assets	This refers to the properties owned by the subproject.
7	Current Assets	This refers to cash and other assets that will be converted into cash and used in the normal operations of the subproject.
8	Plant, property and equipment	This refers to properties that have a life of more than one year and are used in the operation of the subproject.
9	Liabilities and Capital	This refers to the equities of creditors and the investment in the subproject.
10	Current Liabilities	This refers to obligations that are payable within one year.
11	Other Liabilities	Loans payable to the local government
12	Capital	This refers to the grant received from the government plus accumulated income since the subproject started its operation.
13	Submitted by	This refers to the officer responsible for the implementation of the subproject.

EXHIBIT 37

LRM PROJECT INFORMATION SYSTEM
PROJECT COMPLETION REPORT
DATE (1)

Name and Location of the Project: ____________________ (2)

Province: ____________ (3) Region: ____________ (4)

Brief Description of the Project (5)

Project Cost (6)	Actual (7)	Budget (8)	Actual is (over)/under by Amount (9)	Actual is (over)/under by % (10)
Contract Cost (if contractual)				
Personal Services				
Maintenance and Other Operating Expenses				
Capital Outlay				
Total				

Project Timetable (11)	Planned (12)	Actual (13)
Data Started		
Project Duration		
Project Completion Date		

Project Accomplishment:

Components (14)	Unit of Measure	Accomplishment: Actual	Accomplishment: Target	Accomplishment: Variance	Accomplishment: Reasons

Submitted by: ____________________ (15)

TITLE OF REPORT	:	Project Completion Report
BRIEF DESCRIPTION OF REPORT	:	This report, which is prepared upon completion of a subproject, compares the actual results with the estimates. It also highlights the variances between actual and estimated figures, the explanations for material variances, and other information that may be used as reference for doing similar types of subprojects.
FREQUENCY OF REPORT	:	Upon completion of the subproject
DEADLINE FOR SUBMISSION	:	20 calendar days after the end of the project.
BASES FOR PREPARATION	:	PPDO monitoring reports, PTO and PEO records, and records of other line government agencies
PREPARED BY	:	PPDO
RECIPIENTS	:	PMO NRO-LRM PPDO MPDO Beneficiary Group

Note: A project is considered completed when all the required inputs have been acquired and accepted by the project proponents.

TITLE OF REPORT : Project Completion Report

Item	Heading	Definition of Terms
1	Date	This refers to the date when this report was actually submitted.
2	Name and location of the project	The title by which the project is officially known and the project's exact location.
3	Province	Self-explanatory
4	Region	Self-explanatory
5	Brief Description of the Project	A brief technical description of the completed project.
6	Project Cost	Composed of personal services, maintenance, and other operating expenses and equipment outlay
7	Actual	The cost incurred to complete the project.
8	Budget	The estimated cost of the project.
9	Amount	Difference between actual and budget.
10	% (percent)	Column (9) divided by Column (8) x 100.
11	Project Timetable	Self-explanatory
12	Planned	Self-explanatory
13	Actual	Self-explanatory
14	Components	This refers to the major activities of the project. Indicate opposite each activity, the targeted accomplishment and the actual accomplishment. Show the physical differences (variance) between the target/required and the actual; and state the reasons for discrepancies.
15	Submitted by	Name and designation of the official responsible for the accuracy of the data and timely submission of the report.

EXHIBIT 38

LRM PROJECT INFORMATION SYSTEM
CONSULTANT'S WORK PLAN
NAME OF TRACK RESOURCE INSTITUTION (1)
FOR ______________ QUARTER (2)

DATE: ______________ (3)

PLANNED MAJOR ACTIVITIES AND THEIR MEANINGFUL COMPONENTS	AGENCIES INVOLVED	TARGET DATE/DURATION	EXPECTED OUTPUT
(4)	(5)	(6)	(7)

Prepared By: ______________ (8)

Approved By: ______________ (9)

TITLE OF REPORT	:	Consultant's Work Plan
BRIEF DESCRIPTION OF REPORT	:	The Work Plan covers the major activities of the Track Resource Institution as stated in the contract between the NEDA and the Track Resource Institution.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	21 calendar days before the start of the quarter covered by the Work Plan
BASES FOR PREPARATION	:	Contract with the Track Resource Institution, terms of reference, and results of meeting with staff of NRO-LRM and PMO.
PREPARED BY	:	Track Resource Institution
RECIPIENTS	:	PMO NRO-LRM TRI PPDO MPDO

TITLE OF REPORT : Consultant's Work Plan

Item	Heading	Definit n of Terms
1	Name of Track Resource Institution	This refers to the name of the reporting institution.
2	For ____ Quarter	This refers to the quarterly period covered by the Work Plan.
3	Date	This refers to the date when this report was submitted.
4	Major Planned Activities	This refers to the identifiable activities to be accomplished during the quarter covered by the Work Plan. These activities can be taken from the terms of reference and contract with the resource institution. Include the objectives and quantifiable inputs.
5	Agencies Involved	This refers to the government line agencies and private sector which will be involved in the implementation of the planned activities.
6	Target Date/Duration	This refers to the specific date and the number of days required to accomplish each planned activity identified in Item No. 4.
7	Expected Output	This refers to the expected results or output for each planned activity.
8	Prepared by	This refers to the staff member of the resource institution who is primarily responsible for the planning activities for the LRM project.
9	Approved by	This refers to the project manager of the resource institution assigned to the LRM project.

EXHIBIT 39

LRM PROJECT INFORMATION SYSTEM
CONSULTANT'S PROGRESS REPORT
NAME OF TRACK RESOURCE INSTITUTION (1)
FOR QUARTER ENDING ________ (2)

Date: ____________ (3)

MAJOR PLANNED ACTIVITIES	COMPLETION DATE		OUTPUT		EXPLANATION OF VARIANCES
	Plan	Actual	Plan	Actual	
(4)	(5)	(6)	(7)	(8)	(9)

PREPARED BY: ____________________ (10)

APPROVED BY: ____________________ (11)

TITLE OF REPORT	:	Consultant's Progress Report
BRIEF DESCRIPTION OF REPORT	:	This report presents the actual accomplishments of the track resource institution and reasons for deviations from planned performance.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	10 calendar days after the end of the quarter
BASES FOR PREPARATION	:	Track consultant's work plan and process documentation reports
PREPARED BY	:	Track Resource Institution
RECIPIENTS	:	PMO NRO-LRM TRI PPDO MPDO for Track 3 TRI

TITLE OF REPORT : Consultant's Progress Report

Item	Heading	Definition of Terms
1	Name of Track Resource Institution	This refers to the name of the reporting institution.
2	For Quarter Ending	This refers to the period covered by the report.
3	Date	This refers to the date when the report was actually submitted.
4	Major Planned Activities	This refers to the activities indicated in the quarterly Work Plan.
5	Plan-Completion Date	This refers to the planned completion date reported in the Work Plan.
6	Actual-Completion Date	This refers to the date when each activity was accomplished.
7	Plan-Output	This refers to the planned output reported in the Work Plan.
8	Actual-Output	This refers to the results actually attained for each activity.
9	Explanation of Variances	This refers to the explanation for variations between planned and actual completion dates and outputs.
10	Prepared by	This refers to the staff of the Track Resource Institution involved in the LRM project.
11	Approved by	This refers to the project manager of the Track Resource Institution involved in the LRM project.

EXHIBIT 40

LRM PROJECT INFORMATION SYSTEM
STATEMENT OF FINANCIAL EXPENDITURES
NAME OF TRACK RESOURCE INSTITUTION (1)
FOR THE QUARTER ENDING ____________ (2)

DATE: ____________ (3)

PARTICULARS	Contract Amount	EXPENDITURES		Balance of Contract Amount
		Current Quarter	Cumulative Since Start of Contract	
(4)	(5)	(6)	(7)	(8)
Personnel Cost				
Travel and Transportation				
Communication				
Supplies/Materials				
Office Equipment Rentals and Maintenance				
Office Rental and Maintenance				
Vehicle Maintenance and POL				
Training Costs				
Others				
Overhead				
Total				
Summary of Cash Advances (9)				
Balance, Beginning				
Add: Cash Advances for current quarter				
Total				
Less: Expenditures current quarter				
Balance, End				

Certified Correct By: ____________ (10)

Approved By: ____________ (11)

TITLE OF REPORT	:	Statement of Financial Expenditures
BRIEF DESCRIPTION OF REPORT	:	This report presents the financial status of the Track Resource Institution for the current quarter, the cumulative costs from the start of the contract, and the unexpended balance of the contract amount. It also provides the summary of cash advances given to the Track Resource Institution.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	10 calendar days after the end of the quarter
BASES FOR PREPARATION	:	Contract and financial records of the Track Resource institution.
PREPARED BY	:	Track Resource Institution
RECIPIENTS	:	NRO-LRM PMO USAID TRIs

TITLE OF REPORT : Statement of Financial Expenditures

Item	Heading	Definition of Terms
1	Name of Track Resource Institution	Self-explanatory
2	For Quarter Ending	This refers to the quarterly period covered by the report.
3	Date	This refers to the date when this report was submitted.
4	Particulars	This refers to the type of expenses incurred in the implementation of track activities.
5	Contract Amount	This refers to the amount specified in the contract for each type of expense.
6	Current Quarter - Expenditures	This refers to the actual expenditures of the Track Resource Institution for the current quarter.
7	Cummulative Expenditure since the start of the Contract	This refers to the actual current expenditure for the quarter plus the cummulative expenditure of the preceding quarter.
8	Balance of Contract Amount	This refers to he unexpended balance of the contract amount equivalent to item 5 less item 7.
9	Summary of Cash Advances	This refers to the cash advances received by the Track Resource Institution less the total expenditures for the current quarter.
10	Certified Correct	This refers to the officer of the Track Resource Institution responsible for financial management.
11	Approved by	This refers to the officer responsible for the general management of the Track Resource Institution.

EXHIBIT 41

LRM PROJECT INFORMATION SYSTEM
RESEARCH AGENDA
NRO-LRM REGION No. _____ (1)
FOR FISCAL YEAR: _______ (2)

Date: ____________________ (3)

Priority No.	Nature and Type of Research	Objectives	Estimated Cost	Duration	Expected Output
(4)	(5)	(6)	(7)	(8)	(9)

Submitted by: ______________________________ (10)

TITLE OF REPORT	:	Research Agenda
BRIEF DESCRIPTION OF REPORT	:	The objective of this report is to provide prioritized topics on research needs covering poverty profile, planning and strategy formulation, implementation of subprojects, evaluation and impact assessment, and other relevant LRM activities. This report will provide research institutions with a basis for formulating research proposals for the project.
FREQUENCY OF REPORT	:	Annually
DEADLINE FOR SUBMISSION	:	13 months before implementation year (In December)
BASES FOR PREPARATION	:	Provincial Development Strategy; Poverty Study reports; programming workshops and results of meetings with PPDO, NRO-LRM, and PMO.
PREPARED BY	:	NRO-LRM
RECIPIENTS	:	PPDO NRO-LRM PMO

TITLE OF REPORT : Research Agenda

Item	Heading	Definition of Terms
1	NRO-LRM Region No.	This refers to the reporting region: Region V - For Bicol Region VI - For Western Visayas Region VIII - For Eastern Visayas
2	For Fiscal Year	This refers to the fiscal year covered by the Research Agenda.
3	Date	This refers to the date when this report was submitted.
4	Priority No.	Prioritized according to the importance of the research projects and needs of the province and the region.
5	Nature and Type of Research	This refers to the coverage and brief description of the research projects.
6	Objectives	This refers to the purpose and use of each research based on the emerging informational needs.
7	Estimated Cost	This refers to the estimated overall costs of the project up to its completion.
8	Duration	This refers to the expected number of months/days the research is to be undertaken.
9	Expected Output	This refers to the expected results for each type of research.
10	Submitted by	This refers to the staff member who is primarily responsible for preparing the Research Agenda.

EXHIBIT 42

LRM PROJECT INFORMATION SHEET
NAME OF RESEARCH INSTITUTION (1)
RESEARCH PROGRESS REPORT
FOR THE PERIOD ENDING ________ (2)

DATE: ________ (3)

RESEARCH ACTIVITIES		EXPLANATION FOR VARIANCES	MAJOR FINDINGS
Plan	Actual		
(4)	(5)	(6)	(7)

Submitted by: ________________________________ (8)

TITLE OF REPORT	:	Research Progress Report
BRIEF DESCRIPTION OF REPORT	:	This report presents the status of implementation of the research study. It identifies the major findings that are relevant to the objective of the research study.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	10 calendar days after the end of the Quarter
BASES FOR PREPARATION	:	Research contract and record of Research Institution
PREPARED BY	:	Research Institution
RECIPIENTS	:	NRO-LRM PMO

TITLE OF REPORT : Research Progress Report

Item	Heading	Definition of Terms
1	Name of Research Institution	Self-explanatory
2	For Period Ending	This refers to the quarterly period covered by the report.
3	Date	This refers to the date when this report was submitted.
4	Plan Research Activities	This refers to the planned activities stipulated in the approved contract with the Research Institution.
5	Actual Research Activities	This refers to the actual accomplishment of the Research Institution during the quarter.
6	Explanation for Variances	This refers to the reasons for differences between the planned and actual research activities.
7	Major Findings	This refers to the significant findings that are relevant to the objective of the research study.
8	Submitted by	This refers to the officer of the Research Institution responsible for the conduct of the research.

EXHIBIT 43

LRM PROJECT INFORMATION SYSTEM
STATEMENT OF FINANCIAL EXPENDITURES
NAME OF RESEARCH INSTITUTION (1)
FOR QUARTER ENDING ______ (2)

Date: ____________________ (3)

Particulars	Contract Amount	Expenditures		Balance of Contract Amount
		Current Quarter	Cumulative since start of Contract	
(4)	(5)	(6)	(7)	(8)
Personnel Costs				
Supplies/Materials				
Travel and Transportation				
Communication				
Office Equipment Rentals and Maintenance				
Office Rental and Maintenance				
Vehicle Maintenance and POL				
Others				
Overhead				
Total				
Summary of Cash Advances (9)				
Balance, Beginning				
Add: Cash Advances for current quarter				
Total				
Less: Expenditures current quarter				
Balance, End				

Certified Correct By: ____________________ (10)

Approved By: ____________________ (11)

TITLE OF REPORT	:	Statement of Financial Expenditures
BRIEF DESCRIPTION OF REPORT	:	This report presents the financial status of the Research Institution for the current quarter, the cumulative costs from the start of the contract, and the unexpended balance of the contract amount. It also provides the summary of cash advances given to the Research Institution.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	10 calendar days after the end of the quarter
BASES FOR PREPARATION	:	Research contract and financial records of the research institution.
PREPARED BY	:	Research Institution
RECIPIENTS	:	NRO-LRM PMO USAID

Note: This report is not applicable to "fixed cost" contract.

TITLE OF REPORT : Statement of Financial Expenditures

Item	Heading	Definition of Terms
1	Name of Research Institution	Self-explanatory
2	For Quarter Ending	This refers to the quaterly period covered by the report
3	Date	This refers to the date when this report was submitted.
4	Particulars	This refers to the type of expenses incurred in the implementation of training activities.
5	Contract Amount	This refers to the amount specified in the contract for each type of expense.
6	Current Quarter-Expenditures	This refers to the actual expenditures of the Research Institution for the current quarter.
7	Cumulative Expenditures since the start of the Contract	This refers to the actual current expenditures of the Institution for the quarter plus the cumulative expenditures of the preceding quarter.
8	Balance of Contract Amount	This refers to the unexpended balance of the contract amount equivalent to item 5 less item 7.
9	Summary of Cash Advances	This refers to the cash advances received by the Research Institution less the total expenditures for the current quarter.
10	Certified Correct	This refers to the officer of the Research Institution responsible for financial management.
11	Approved by	This refers to the officer responsible for the general management of the Research Institution.

EXHIBIT 44

LRM PROJECT INFORMATION SYSTEM
TRAINING AGENDA
NRO-LRM REGION No.___(1)
FOR FISCAL YEAR:_____(2)

Date: ____________________(3)

Priority No.	Nature and Type of Training	Objectives	No. and Target Participants	Duration/ Estimated Cost	Expected Benefit/Output
(4)	(5)	(6)	(7)	(8)	(9)

Submitted by: ____________________(8)

TITLE OF REPORT	:	Training Agenda
BRIEF DESCRIPTION OF REPORT	:	This report identifies the training needs of the staff involved with the LRM project assigned in the national, regional, and provincial offices. This report serves as a basis for formulating terms of reference for the identified training needs.
FREQUENCY OF REPORT	:	Annually
DEADLINE FOR SUBMISSION	:	13 months before implementation year (In December)
BASES FOR PREPARATION	:	Provincial development strategy, programming workshops, poverty study reports, and results of meeting with PPDO, NRO-LRM and PMO.
PREPARED BY	:	NRO - LRM
RECIPIENTS	:	PPDO NRO - LRM PMO

TITLE OF REPORT : Training Agenda

Item	Heading	Definition of Terms
1	NRO-LRM Region No.	This refers to the reporting Region, as follows: V - for Bicol VI - for Western Visayas VIII - For Eastern Visayas.
2	For Fiscal Year	This refers to the fiscal year covered by the Training Agenda.
3	Date	This refers to the date when this report was submitted.
4	Priority No.	Prioritized according to the importance of the training and need of the province and the region.
5	Nature and Type of Training	This refers to the coverage and brief description of the training.
6	Objectives	This refers to the purpose and use of each training program based on the identified training needs.
7	No. and Target Participants	This refers to the expected number and position titles of participants for training.
8	Duration/Estimated Cost	This refers to the expected number of months/calendar days for the training to be undertaken and estimated overall expenses of the project up to its completion.
9	Expected benefit/output	This refers to the expected results for each type of training.
10	Submitted by	This refers to the staff member who is primarily responsible for preparing the training agenda.

EXHIBIT 45

LRM PROJECT INFORMATION SYSTEM
STATEMENT OF FINANCIAL EXPENDITURES
NAME OF TRAINING INSTITUTION (1)
FOR THE QUARTER ENDING ______ (2)

Date. ________________ (3)

Particulars	Contract Amount	Expenditures		Balance of Contract Amount
		Current Quarter	Cumulative since start of Contract	
(4)	(5)	(6)	(7)	(8)
Personnel Costs				
Supplies/Materials				
Travel and Transportation				
Communication				
Office Equipment Rentals and Maintenance				
Office Rental and Maintenance				
Vehicle Maintenance and POL				
Others				
Overhead				
Total				
Summary of Cash Advances (9)				
Balance, Beginning				
Add: Cash Advances for current quarter				
Total				
Less: Expenditures current quarter				
Balance, End				

Certified Correct By: ________________ (10)

Submitted By: ________________ (11)

TITLE OF REPORT	:	Statement of Financial Expenditures
BRIEF DESCRIPTION OF REPORT	:	This report presents the financial status of the Training Institution for the current quarter, the cumulative costs from the start of the contract, and the unexpended balance of the contract amount. It also presents the summary of cash advances given to the Training institution.
FREQUENCY OF REPORT	:	Quarterly
DEADLINE FOR SUBMISSION	:	10 calendar days after the end of the quarter or after the training is completed.
BASES FOR PREPARATION	:	Training contract and financial records of the Training Institution.
PREPARED BY	:	Training Institution
RECIPIENTS	:	NRO-LRM PMO USAID

TITLE OF REPORT : Statement of Financial Expenditures

Item	Heading	Definition of Terms
1	Name of Training Institution	Self-explanatory
2	For Quarter Ending	This refers to the quarterly period covered by the report.
3	Date	This refers to the date when this report was submitted.
4	Particulars	This refers to the nature of expenses incurred in the implementation of training activities.
5	Contract Amount	This refers to the amount specified in the contract for each type of expense.
6	Current Quarter - Expenditures	This refers to the actual expenditures of the Institution for the current quarter.
7	Cummulative Expenditure since the start of the Contract	This refers to the actual current expenditure of the Institution for the quarter plus the cummulative expenditures of the preceding quarter.
8	Balance of Contract Amount	This refers to he unexpended balance of the contract amount equivalent to item 5 less item 7.
9	Summary of Cash Advances	This refers to the cash advances received by the Training Institution less the total expenditures for the current quarter.
10	Submitted by	This refers to the officer of the Training Institution responsible for financial management.

EXHIBIT 46

LRM PROJECT INFORMATION SYSTEM
SUMMARY STATUS REPORT OF CPF PROJECTS
NAME OF PRIVATE VOLUNTARY ORGANIZATION (1)
FOR THE SIX-MONTH ENDING ______ (2)
(In Thousand Pesos)

Date: ____________ (3)

SOURCES OF FUNDS NAME AND LOCATION OF PROJECT	No. of House-hold Benefi-ciaries	Date Started	Estima-ted Date of Com-pletion	% of Comple-tion	Total Esti-mated Cost	Total Fund Releases	EXPENDITURES TO DATE			Unexpen-ded Balance	INCOME EARNED TO DATE		REPAYMENTS TO DATE		
							Planned	Actual	% to Plan		Gross	Net	Planned	Actual	% to Plan
(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
TOTAL PER FUND CONDUIT/PVO (20)															

Submitted by: ____________________ (21)

TITLE OF REPORT	:	Summary Status Report of CPF Projects
BRIEF DESCRIPTION OF REPORT	:	This report presents the overall physical and financial status of each CPF project. It also shows the revenue earned by the beneficiaries and their repayment scheme. It also highlights the variances betwen actual and planned figures for expenditures and repayments.
FREQUENCY OF REPORT	:	Semiannual
DEADLINE FOR SUBMISSION	:	20 calendar days after the end of the of the six-month period.
BASES FOR PREPARATION	:	Planning documents, PVO records, Fund Conduit and Beneficiary group records and reports.
PREPARED BY	:	Private Voluntary Organizations
RECIPIENTS	:	PVO MPDO PPDO NRO-LRM PMO USAID

TITLE OF REPORT : Summary Status Report of CPF Projects

Item	Heading	Definition of Terms
1	Name of Private Voluntary Organization (PVO)	This refers to the reporting PVO.
2	For the six-month ending	This refers to the semiannual period covered by the report.
3	Date	This refers to the date when this report was actually submitted.
4	Sources of Funds/Name and location of Project	This refers to the name of the project and the barangay where the project is located. Also indicate the sources of funds for each project.
5	No. of Household Beneficiaries	This refers to the number of households benefited by the project.
6	Date Started	This refers to the month, date, and year the project was started.
7	Estimated Date of Completion	This refers to the month, day, and year the project was scheduled to be completed. The estimated date of completion for: a. loan funded projects will be at the time when the loan is completely repaid. b. for grant funded projects, will be at the time when all the inputs have been acquired by the project proponents.
8	% of completion	This refers to the percentage of completion based on overall physical status of the project.
9	Total Estimated Cost	This refers to the total financial requirements of the project up to its completion.
10	Total Fund Releases	This refers to the cumulative financial releases from the start of the project up to the end of the reporting period.

Item	Heading	Definition of Terms
11	Planned Expenditures to date	This refers to the cumulative planned expenditures from the start of the project up to the end of the reporting period.
12	Actual Expenditures to date	This refers to the cumulative actual costs incurred from the start of the project up to the end of the reporting period.
13	% to plan	Column (12) divided by column (11) multiplied by 100.
14	Unexpended Balance	This refers to the difference in amount between the actual expenditures and the total fund releases.
15	Income Earned to Date (Gross) or Sales	This refers to the cumulative gross income earned from the start of the project up to the end of the reporting period.
16	Income Earned to Date (Net)	This refers to the cumulative net profit earned from the start of the project up to the end of the reporting period.
17	Planned Repayments to Date	This refers to the amount of loan including interest that should have been repaid to date by beneficiaries according to schedule of payment.
18	Actual Repayments to Date	This refers to the cumulative amount actually repaid by the beneficiaries from the start of the project up to the end of the reporting period.
19	% to Plan	Column (18) divided by Column (17) multiplied by 100.
20	Total per Fund Conduit	This refers to the total of columns (5) to (19) representing the activities of each Fund Conduit.

Item	Heading	Definition of Terms
21	Submitted by	This refers to the officer of the PVO responsible for managing the Community Project Funds.

Note: Depending on the CPF scheme of the PVO, a fund conduit may be a:

a. Municipal Development Council,
b. Cooperative Association,
c. Rural Bank,
d. Federation of Beneficiary group associations,
e. Local PVO

EXHIBIT 47

LRM PROJECT INFORMATION SYSTEM
COMMUNITY PROJECT FUND STATUS REPORT
NAME OF PRIVATE VOLUNTARY ORGANIZATION (1)
FOR SIX-MONTHS ENDING ____________ (2)

Date: ______________ (3)

Fund Custodian/Conduit	Total Releases	EXPENDITURES		Unexpended Balance
		Current Period	Cumulative	
(4)	(5)	(6)	(7)	(8)
Listing of Fund Conduits (9)				
Sub-total				
Funds in the custody of the PVO (10)				
Grand Total (11)				

TITLE OF REPORT	:	Community Project Fund Status Report
BRIEF DESCRIPTION OF REPORT	:	The main objective of this report is to show the accountability of the reporting private voluntary organizaton (PVO) and the different fund conduits like the Municipal Development Councils (MDCs) involved in the implementation of CPF projects. This report shows the total amount of funds received from USAID, the amount released to the fund conduits, and the expenditures against such releases.
FREQUENCY OF REPORT	:	Semiannual
DEADLINE FOR SUBMISSION	:	20 calendar days after the end of the six-month period.
BASES FOR PREPARATION	:	Summary Status Report of CPF-projects and records of the reporting PVO.
PREPARED BY	:	PVO
RECIPIENTS	:	USAID PMO NRO-LRM PPDO MPDO PVO

TITLE OF REPORT : Community Project Fund Status Report

Item	Heading	Definition of Terms
1	Name of Private Voluntary Organization (PVO)	This refers to the PVO which is entrusted with community project funds.
2	For six-month ending	This refers to the six-month period covered by the report.
3	Date	This refers to the date when this report was actually submitted.
4	Fund Custodian or Conduit	This refers to the different fund conduits or the PVO as the fund custodian.
5	Total Releases	This refers to the amount of money released by the PVO to the different fund conduits. The subtotal of this column should equal the Total Fund Releases data reported in the Summary Status Report of CPF Projects.
6	Expenditures - Current Period	This refers to the expenditures for the current semiannual period and reported by each beneficiary group involved in the implementation of CPF projects.
7	Cumulative Expenditures	This refers to the accumulated expenditures incurred from the starting date of the implementation of CPF projects.
8	Unexpended Balance	This refers to the remaining funds that are not yet used by the individual CPF-projects or funds in the custody of the fund conduits or the PVO.
9	Listing of Fund Conduits	This refers to the fund conduits involved in the implementation of CPF projects.
10	Funds in the custody of the PVO	This refers to the remaining funds in the custody of the PVO and not yet released to the fund conduits.

Item	Title	Instructions
11	Grand Total	The amount reported in the Total Releases column should be equal to the total funds received from USAID.
12	Submitted by	This refers to the officer of the reporting PVO responsible for managing the Community Project Funds.

DAILY RECORDING SHEET
(At Municipal Level)
Date: May 10, 1985

A. Activity or Process

o Conduct of poverty study field activities

B. Notes and Observations

1. Mely (the RI coordinator) and Mike (a PPDO staff) went to the municipality of San Isidro to check on the progress of the survey activities of the RI researchers. Mely met with the researchers and reviewed their samples and sample procedures. The team had already covered four barangays of San Isidro; they estimated that the survey will last for another three weeks, since they will still survey seven more barangays.

2. Maring, the researcher/interviewer from the RI briefed Mely on the problems they encountered in conducting the survey. Their most common problem is finding their sample respondent; oftentimes, Maring said, the respondent (who is the household head) is busy working in his farm. To remedy the problem, the survey team has adjusted their working hours: they go to the respondents' houses in the evening when they are most likely to catch the respondents at home. Another problem that was voiced out by the team was the respondents' difficulty in answering the survey question on income. Respondents cannot quantify their income in monetary terms, as required in the questionnaire. They can only determine their share in the harvest, in terms of cavans of palay. Mely advised them to consider such response, and to disregard the monetary amount of income; she said this can be quantified later on. Mely told them to probe further if they are given vague answers.

DAILY RECORDING SHEET
(At Provincial Level)
Date: March 2, 1985

A. Activity or Process

o NRO-LRM and PPDO staff members review available poverty reports and provincial priorities

B. Notes and Observations

1. NRO-LRM and PPDO formed a study team to review available reports and documents on provincial poverty situation and priorities. The RPTC and the PPDC, in their 9 AM meeting at the Capitol agreed to assign their own staff to undertake the review. The lead agency is the PPDO. The RPTC agreed to send over two of his staff to a brainstorming session in the afternoon.

2. Study team is composed of two NRO-LRM technical staff (Dolly and Fe) and three PPDO staff (Jojo, Lito and Cely).

3. Brainstorming session was held at 2 PM at the PPDO Conference Room. The PPDC, Mr. Santos, presided over the session attended by the members of the study team. He explained the task expected of the team and why it was necessary to review the poverty situation documents and reports. It was agreed that the team would be working on the assignment for one week, ending March 8. The study team would formulate a TOR for the conduct of the poverty study.

DAILY RECORDING SHEET
Date: September 3, 1985

A. Activity or Process

o Track 3 TRI continues community-organizing activities at Barangay X.

B. Notes and Observations

1. Sally (local organizer) in Barangay X, together with Elvie and Manny (Track 3 TRI staff), held a meeting at the barangay hall from 9 am to 12 noon. Eighteen persons attended. This meeting is a continuation of last week's meeting on problem identification and prioritization of problems/needs, as follows: the need to construct a trail from Barangay X to Barangay Y; presently, the children from Barangay X who attend school in Barangay Y either takes the route along the shoreline (which becomes unsafe during high tide) or take a banca (dangerous) to go to school.

2. In the afternoon, the Local Organizer, Track 3 TRI staff and three volunteers from the community conducted a simple survey in the barangay to: (a) determine how many households will be directly benefited by the trail, and (b) determine how many households are willing to participate in the construction project. The "survey" team assigned themselves to areas based on the barangay spot map. They agreed to consolidate and discuss their findings tomorrow at 8:00 am during a meeting at Sally's place.

DAILY RECORDING SHEET
Date: September 4, 1985

A. Activity or Process

- Track 3 TRI continues organizing activities at Barangay X.

B. Notes and Observations

1. The meeting at Sally's house started at 9:30 am, 1 1/2 hours behind schedule. Everyone was present: Sally, Elvie, Manny plus the three volunteers. Results of their survey indicated that:

   - There is no school in Barangay X
   - 29 school children go to elementary in Barangay Y
   - 15 high school students also pass through Barangay Y to go to school in the Poblacion. Barangay Y is connected to the Poblacion by a gravel road

   20 households expressed willingness to contribute their labor in the construction of the trail, provided that they will be provided food while working on the project. These residents are subsistence landless farm workers and they said they cannot afford to lose a day's work in the farm.

2. The local organizer engaged the help of the three "survey" volunteers in informing the residents of Barangay X about a general meeting tomorrow to discuss plans for the trail project. The assembly was scheduled for 2 PM tomorrow at the barangay hall.

3. In the afternoon, a strategizing session was held by Sally, Elvie and Manny. They identified two critical concerns: (a) obtaining support for food provisions for residents who would work on the trail, and (b) obtaining right of way from Mr. Boy Policarpio, the landowner who owns the land through which the trail would pass. For the first concern, Manny said he knows that MSSD has a program that provides food for workers who work on a communal project. They agreed that they need more information on this; Manny promised to see the local MSSD office tomorrow morning. Getting a right of way permit from Mr. Policarpio may also be a big problem since Mr. Policarpio may have to sacrifice some of his citrus and banana trees planted along the way. In any case, they agreed to let the residents decide the best alternative for their project.

DAILY RECORDING SHEET
Date: September 5, 1985

A. <u>Activity or Process</u>

o Track 3 TRI continues community organizing activities at Barangay X.

B. <u>Notes and Observations</u>

1. Manny went to Poblacion in the morning to meet with MSSD staff.

2. Sally, the local organizer, visited the farm of Mang Nardo whom she was helping in the experimentation of planting tomatoes in his backyard. If this small project succeeds, Sally intends to share this technology with the other residents.

3. Elvie, the Track 3 TRI staff, spent her morning writing the monthly accomplishment report (for August to be submitted to the Manila Office).

4. The afternoon meeting started at 2:30. Sally presided over the assembly meeting. She outlined the issues to be discussed, then turned the floor over to Manny who reported on his MSSD meeting. He informed everyone that MSSD has a food-for-work program and there is a possibility that they will get assistance from MSSD if they organize. The MSSD assists only organized groups in their food-for-work program. The decision was left to the residents to think about. An open forum was held. The people said they knew nothing about forming an organization; they sought the help of Sally, Elvie, and Manny since they said they really want to push through their trail project.

5. The meeting lasted till 8:20 PM. The Track 3 TRI staff gave a "crash" orientation on the formation of an organization. By the end of the meeting, they had already formed a committee consisting of seven members who would draft the group's by-laws with the assistance of the organizer and Track 3 TRI. Also, they formed a three-man team who would talk to Mr. Policarpio on obtaining the right of way (ROW). In addition, a five-man team was elected to survey the area where the trail would pass and choose an alignment for the trail which would minimize the number of citrus and banana trees affected.

6. As a strategy, the Track 3 TRI staff and Sally assigned themselves to each of the teams formed. Elvie would assist the team on the drafting of the by-laws; Sally, the team who would talk to Mr. Policarpio; and Manny, the team who would survey the path of the proposed trail.

DAILY RECORDING SHEET
Date: September 6, 1985

A. Activity or Process

o Track 3 TRI continues community organizing activities at Barangay X.

B. Notes and Observations

1. Elvie's team on the formulation of by-laws, composed of seven members, met at 10 AM at the house of the Track 3 TRI staff to start work. They brainstormed on the salient points of the by-laws. Elvie assisted them in deciding on some important issues, such as membership and election procedures. By the day's end, they had finished the draft of the by-laws.

2. A meeting with Mr. Policarpio was set by Sally's team. The meeting transpired in Mr. Policarpio's house at 3 pm. The issue and request was presented to him. Mr. Policarpio was non-committal, although the group said he appeared sympathetic to the residents' problem. The most that was promised to the group was that he would think about it after he's seen how much of his land would be affected. Mr. Policarpio said that he is also apprehensive to grant them the ROW because once he opens his property, people may be tempted to pick fruits from his trees.

3. The "survey" team was not able to conduct its scheduled survey of the path of the trail because of the rains. The members postponed their activity for tomorrow.

DAILY RECORDING SHEET
Date: September 7, 1985

A. Activity or Process

o Track 3 TRI continues community organizing activities at Barangay X.

B. Notes and Observations

1. Elvie finished the typing of the draft of the by-laws before lunch. She worked on it last night.

2. Elvie and three members of her group decided to pay the local MSSD Office a visit. The residents thought that it would be best if MSSD staff could visit the barangay tomorrow and talk about the Food-for-Work Program in more detail dùring their scheduled assembly. They explained to MSSD that this would encourage the other residents to join their proposed project and thus hasten the forming of their organization. Evlie explained the LRM project in brief to the MSSD staff and their PVO's efforts in organizing beneficiary groups. The MSSD chief agreed to send two of her staff tomorrow to the assembly meeting at Barangay X. The staff will be fetched by banca from Barangay Y by the residents.

3. The survey team conducted their survey in the early morning. They were able to identify a path where the trail could pass, affecting only about 3 citrus trees and 5 banana trees. Also, they found a need to fence off the path from the rest of Mr. Policarpio's property so that the people who pass would not be tempted to pick fruits from the trees. Fencing off would mean additional work but they thought this is one way for them to be granted the ROW The survey team immediately met with Sally's group to discuss with them the proposed fencing. Sally's group visited Mr. Policarpio in the evening and they informed him of the survey results and the proposal to fence-off the path so that his trees would remain protected. Mr. Policarpio was convinced and immediately granted them their request.

DAILY RECORDING SHEET
Date: September 8, 1985

A. Activity or Process

o Track 3 TRI continues community organizing activities

B. Notes and Observations

1. Twenty (20) residents attended the 9 AM meeting. The 2 MSSD staff attended; they explained the Food-for-Work Program and said they were ready to furnish them the necessary assistance so they can avail of the benefits of the program.

2. The group on the formulation of the by-laws discussed the prepared draft; minor changes were incorporated and the by-laws were approved. Elections were held immediately. Ka Pitong was elected President; Ka Efren, VP; Ka Inciong is Secretary; and Aling Bebang, Treasurer. Other officers were elected as heads of transitory committees.

3. The President immediately presided over the rest of the meeting. They discussed the trail project in detail and the body was informed of Mr. Policarpio's permission for the ROW. Somebody from the assembly suggested that a team be sent to Mr. Policarpio to express the Association's appreciation of his cooperation. It was agreed that the officers would pay him a visit this evening.

4. A transitory 5-man committee was formed to take charge of the registration of the Association with the Bureau of Rural Workers. The MSSD said that it can immediately process the association's application for Food for Work assistance even if the Association is not yet registered. The staff said it would take about three days to process the request; funds will be provided for the group and these will be used to procure the food for the group who would be working on the trail. The women would have to participate since they need to prepare the food for workers. The MSSD would be monitoring the project regularly.

5. A schedule for the trail construction was drawn up. Work would start by clearing the path of vegetation. The beneficiary group organized themselves by teams and shifts, so that no one works continuously for days; this way, they can attend to their farms when not working on the trail. Some have been assigned to the fencing work. The women will assist in food preparation. They allotted two weeks for the work. Tentative work schedule starts on Saturday next week.

PROCESS DOCUMENTATION REPORT
(At Municipal Level)
Period Covered: May 7 to 13, 1986
Activity: T_1, T_2, T_3

Track I activities during the past week consisted mainly of the conduct of the poverty study field activities in the municipality of San Isidro. The survey started last April. This week, two barangays were covered by the RI survey team: Barangay Constancia and Barangay Sta. Fe. A total of four barangays have been surveyed. The specific activities held during the week include:

- Obtaining the list of names of household heads in Barangays Constancia and Sta. Fe from the Barangay captains
- Drawing the sample of respondents in both barangays
- Finalizing questionnaires and interviewing (April 7 to 13)
- Spot check by RI coordinator and PPDO staff

Four RI interviewers and researchers are assigned to the field survey in the town of San Isidro (Daisy, Menet, Baby and Lito). These researchers coordinate with the local municipal and barangay officials in carrying out their work. For example, the barangay officials help them in obtaining lists of the names of household heads and the researchers are also assisted in setting up the dates of interviews with the sampled respondents. The Barangay Captains have assigned some residents to accompany the researchers in locating the places of residence of the sampled respondents.

A spot check was made by Mely (RI coordinator) and Mike (a PPDO staff) on April 10. They checked on the progress of the team and reviewed some of the accomplished forms. They brought the accomplished forms back with them for tabulation and processing by another team based in the provincial capital; Mely also replenished the team's cash advance for expenses during the second half of the month.

Approaches and Strategies Used

- When the survey team enters a barangay, the members first pay a courtesy call to the Barangay Captain. The purpose and mechanics of the survey are explained to the Barangay captain and his assistants who then help the team in obtaining the list of names of household heads in the village. In Barangay Sta. Fe, the Barangay captain called for a barangay assembly meeting where the survey team explained to those present the purpose of the survey. This facilitated the team's work since they were already able to announce to the assembly the names of the sample respondents and the scheduled dates of the visit by the survey team. This procedure was not done in Barangay Constancia because the Barangay captain, who is not on good terms with his councilors, refused to call for an assembly meeting. He manifested a rather lukewarm attitude to the team but he nevertheless gave the team the go-signal to pursue the activity. He assigned a Kabataang Barangay member to assist the team in its activities.

- The interviewers found it hard to conduct interviews in the day because the respondents work in their farms; to remedy the situation, the interviews are scheduled in the evenings. They edit the questionnaires and check on their samples and substitute list during daytime.

Interactions and linkage among project actors

- The survey being conducted is most helpful in making the people aware of the LRM project. The LRI interviewers/researchers take time out to explain the project in detail to their interviewees. Aside from project awareness, rapport is likewise established.

- The PPDO maintains a close interest in the conduct of the poverty study; together with the RI coordinator, a PPDO staff regularly makes a spot check on the field survey activities.

Linkage among activities and processes

- The editing of the response to the questionnaires is done in the field so that when there are questionnable/vague responses, the interviewer can immediately consult the interviewee again. Edited questionnaires are sent to the RI's regional base office for processing.

Behavior and perception of project actors

- Some sampled respondents have said that the questions, especially on income, are difficult to answer since they have no fixed (source and amount) income.

- The barangay residents are impressed by the dedication of the field researchers who conduct interviews even at night.

Problems/issues and solutions

- To remedy the problem of finding the sampled respondents at home for interview, the researchers make their interviews at night or during odd hours (e.g., lunchtime) when they are most likely to catch the respondents at home. Sometimes, the researchers visit the respondents in their farms and the interviews is held while the respondent is resting from farm work.

Learning

- The research group has learned to adjust their working schedule to the farm schedule of barangay residents. They acknowledge the fact that they simply cannot force their own schedules/deadlines on the village residents. Survey work is simply dependent on the availability of respondents.

Prepared by:

____

Printed name and
signature of documentor

Date Completed:

May 14, 1986

PROCESS DOCUMENTARY REPORT
(At Provincial Level)
Period Covered: March 1-31
Activity: T1, T2, T3

Provincial-level Track I activities for the month of March consisted of the following:

- Review of the provincial poverty situation
- Formulation of TOR for the poverty study
- Submission of proposals by RIs.

The review of the provincial poverty situation was done jointly by the NRO and the PPDO, with the PPDO as lead. A study team was formed; this is composed of two NRO technical staff (Dolly and Fe) and three PPDO staff (Jojo, Lito and Cely). Work commenced immediately upon the team's formation (March 2). The output of the study group was a TOR on the conduct of poverty study, which it submitted to the PPDC on March 8. The basic document used in the review was the poverty study completed by the province in 1984. Other provincial documents were also used. The study team brainstormed on the kind of poverty study the province needs: content, duration of conduct of study, etc. A draft of the TOR was submitted for discussion on March 8. An NRO-PPDO meeting held on March 10 resulted in the finalization of the TOR. The document was finally released to resource institutions on March 12. Seven RIs signified their intention to undertake the conduct of the poverty study. A meeting was held at the PPDO Conference Room on March 12 with representatives of invited RIs. The LRM project was explained, and the details of the poverty study were discussed. The meeting started at 2 PM and lasted until 6 PM. The PPDC presented the TOR; then an open forum was held to discuss the details of the study. April 15 was set as the deadline for the initial submission of proposals. Another period will be set for the revision of proposals which pass the initial review. The final negotiation is scheduled to be held early May and RI will be fielded before the end of the month.

By March 30, only three proposals had been submitted: one from the state college, one from a local private university, and the third from a newly-established local foundation. Both the NRO and the PPDO decided not to give any deadline extensions. Preliminary assessment of the three submitted proposals indicate that they have satisfied the required scope specified in the TOR; minimal refinements, however, would still be made. From March 12 onwards, the PPDO staff made themselves available for consultation with RI representatives who wanted further clarifications on the LRM project and/or the poverty study.

Interventions and linkage among project actors

- o Most of the PPDO and NRO staff have friends with the regional-based RIs; thus it is easy to solicit proposals for the conduct of the poverty study.

- o The review of poverty study documents done jointly by the NRO and the PPDO served to enhance the working relationship between the staffs of both offices.

Problems/issues and solutions

- o The NRO and PPDO staff's primary concern was the lack of time in coming out with the TOR for the poverty study. Only a handful of documents were available for review. In order to come out with a TOR that is truly reflective of what the province wants in a poverty study, the study team held intensive brainstorming sessions.

Prepared By:

____

Date Completed: April 3, 1985

PROCESS DOCUMENTATION REPORT
Period Covered: September 3 to 8, 1985
Activity: T1, T2, T3

Track III activities for the week focused on problem prioritization, project planning, and strategizing. Specifically, these activities consisted of the following:

1. A Barangay meeting was held at the barangay hall of Barangay X on September 3 from 9-12 a.m. This was attended by 19 barangay residents. The meeting resulted in the prioritization of issues: there was a consensus on the need to construct a trail connecting Barangay X to Barangay Y.

2. The local organizer (LO), Track 3 TRI staff, and 3 volunteers conducted an informal spot survey to determine the number of households to be benefited directly by the trail and also the number of households willing to provide labor during construction.

3. A meeting with MSSD staff was held to obtain details about their Food for Work Program.

4. An assembly meeting was held on September 5 from 2:30 to 8:30 P.M. This meeting was held to discuss the residents' plan of action for their trail construction project. An important output of this meeting was their decision to form an organization. A committee was formed to draft their by-laws. Two other committees were formed: one, a team to survey the path of the proposed trail; and the other, a team to negotiate with Mr. Policarpio (the owner of the land through which the trail would pass) to obtain the ROW.

5. Preparation of the draft by-laws was completed on September 6.

6. An initial meeting was held with MSSD staff on September 7 to get details about the ministry's Food for Work Program.

7. Negotiation was made with Mr. Policarpio (September 6, 7).

8. Assembly meeting was held on September 8 to discuss the results of each of the committee's work. Two MSSD staff attended the meeting to explain to the body the details of the Food for Work Program. It was also announced that Mr. Policarpio had finally granted the RWO. The draft of the by-laws was unanimously approved by those present and they proceeded to elect the Association's Officers. Another important output of the meeting was the organization of beneficiaries into work teams and the firming up of the project schedule. They allotted a tentative two-week schedule for trail construction starting on September 15.

Project Actors

Sally, the local organizer, presided over the two assembly meetings held this week. Manny and Track 3 TRI staff initiated the establishment of contact with MSSD. The residents, themselves, however, followed up the negotiation with MSSD on September 7 with the assistance of Elvie, the Track 3 TRI staff. The beneficiaries also volunteered to assist the organizing team (Track 3 TRI staff and local organizer) in conducting an informal spot survey of the community; they also organized themselves into three committees.

Approaches and strategies

o As a follow-through, an informal survey to validate the identified priority need (trail construction) was conducted. The survey covered the entire household population of the barangay. The results of the survey confirmed the priority need identified in the assembly meeting. Likewise, this survey allowed the PVO Staff and the local organizer to assess the people's willingness to participate in the planned project.

o The beneficiaries decided to form committees; three special committees were formed to tackle three different issues. These committees worked independently on their assignments with a Track 3 TRI and a staff local organizer assisting them. The three committees are as follows:

  - Committee to draft the association by-laws
  - Committee to negotiate for ROW with Mr. Policarpio
  - Committee to survey the path of the trail

o Assembly meetings are presided over by the local organizer, Sally. The Track 3 TRI Staff said this is one way of developing the organizing skill of the local organizer. When the association had elected its officers, the elected president immediately presided over the discussions and assembly meetings.

o On the committee's work on the drafting of by-laws, the Track 3 TRI staff, Elvie, helped them formulate some of the provisions since the committee members had no experience in such matters; the general discussion of issues, however, was led by the beneficiaries themselves and they decided on the details of provisions they want incorporated in the draft.

Instructions and linkages among project actors

o The local organizer consults regularly with the Track 3 TRI staff. Informal discussions are held frequently in the evening after dinner.

- The Track 3 TRI staff (Manny) initiated the move to contact the local MSSD office; after he got preliminary information from MSSD, he shared these with the beneficiaries. The beneficiaries then decided to pursue the matter further with the MSSD; they sent their own representatives to the MSSD office to inquire about the details of the Food for Work Program and extended their request to the MSSD to visit their barangay and see the situation for themselves. They timed the MSSD visit during the scheduled assembly meeting on September 8.

- The Track 3 TRI staff coordinated with the municipal and provincial level staff and officials; the TRI staff member made it a point to inform the PPDO of their Track 3 activities in the barangay.

<u>Linkage among activities and processes</u>

- The Track 3 TRI staff's strategy of letting the local organizer facilitate assembly meetings and take the lead in most of the activities is their way of enhancing the LO's skills. when the TRI pulls out of the area, the LO would have to solely assume and sustain her organizing efforts.

- In undertaking the trail construction project, the community will have a chance to build group rapport and teamwork. Also, this gives them the experience of undertaking a project from the problem identification and planning stage up to project completion. This would prepare them for bigger community projects in the future.

- Linkage with a line agency office (MSSD) has been established by the beneficiaries; this would enable them to seek further assistance - on their own - in the future.

<u>Behavior and perception of project actors</u>

- The LO (Sally) has shown strong commitment to her work; this is manifested by her long hours of work and willingness to learn and enhance her skills in organizing. The Track 3 TRI staff recognize her efforts and since the LO's work is voluntary, the PVO staff are seeking ways by which the LOs can be given an incentive pay. Last week, the TRI staff met with the MPDC to assess the possibility of having the municipality allot a minimal amount for Sally's incentive pay; nothing has been agreed on so far. Talks will resume next week when the MPDC returns from his out-of-town trip.

- The beneficiaries appear enthusiastic about their new association; this is shown by their attendance and active participation in assembly meetings. Also, the committees formed by the beneficiaries did their assigned tasks on schedule. Some committee members even worked "overtime" just so they can finish the draft by-laws; others went out of their way to contact the MSSD office to inquire about the details of the Food for Work Program.

Problems/issues and solutions

- The TRI staff, the LO, and some of the barangay residents commented that the MPDC shows a very lukewarm attitude to the LRM project problems. This is manifested by his non-involvement in some project activities; in fact, they said that the MPDC has not yet visited the village even once. Oftentimes, he is on an out-of-town trip to either Manila or the Regional Center. The Track 3 TRI is aware of this problem; in fact, they themselves find it hard to work with the MPDC.

- Next week, the TRI staff intend to meet with the MPDC to discuss: (a) LO's incentive pay and (b) Track 3 ongoing activities. They hope to convince the MPDC to undertake a more active role in the project.

Learnings

- The conduct of regular strategy sessions with the local organizer is a most helpful strategy; problems are anticipated and therefore remedial solutions can at once be identified. Also, these sessions serve to make everyone aware of what is happening to the project at a particular time enabling each one to come out with a complete picture of the project.

Output of validation session

- The Track 3 TRI staff members suggested to add the names of the elected officers of the Association. They are:

Agapito Reyes	-	President
Efren Villa	-	Vice President
Venancio Santos	-	Secretary
Genoveva Garcia	-	Treasurer
Martin Cruz	-	PRO/Youth Sector

- Also, the TRI staff requested that the members of the transitory committee be included in this report. This transitory committee will work on the registration of the Association with the Bureau of Rural Workers. The members include:

Cecilia Ramos	-	Chairperson
Juanito Alcalde	-	member
Mariano Santiago	-	member
Dolores Santos	-	member
Nenita Juco	-	member

o The LO suggested to add to the <u>Problems/issues and Solutions</u> their difficulty in convincing Mr. Policarpio to grant them the ROW from the trail. An initial meeting with Mr. Policarpio yielded negative results; the beneficiaries then discussed among themselves ways on how to obtain Mr. Policarpio's permission. The team which surveyed the path of the proposed trail suggested the construction of a fence to prevent passers-by from picking fruits from Mr. Policarpio's trees. Also, they identified a path which would do minimal damage to Mr. Policarpio's crops. When they had firmed up these suggestions, they decided to see Mr. Policarpio for the second time. Mr. Policarpio got convinced by the group and the ROW was immediately granted.

Prepared by:

____
(Printed name and signature of documentor)

Date: September 10, 1985

REGIONAL INTEGRATED REPORT
July 1 to September 30, 1986

Summary of Activities

The poverty study of the province of Dasmarinas was completed and approved by both the SP and the RPCC during the second quarter; the poverty study of the province of Dimasalang is still undergoing final revisions.*

LRM activities in the province of Dasmarinas for the third quarter (July to September) were largely focused on the formulation of the provincial development strategy (PDS). Inputs from the three track activities were integrated to come out with the strategy. The Track 3 TRI validated the major poverty group (artisanal fishermen) identified in the poverty study. They conducted their own surveys and formulated municipal and barangay profiles. With these, they were able to validate the presence of a large number of artisanal fishermen in the municipalities of San Jose, San Fabian and Sta Cruz. These were the same municipalities identified in the poverty study as the concentration areas of the poverty group.

Both Tracks II and III TRIs concentrated their efforts in these three municipalities from July to September 1986. The Track II staff, together with the PFC provided assistance to the three municipalities in coming out with their respective financial profiles. The Track 3 TRI, on the other hand, intensified their community organizing work in selected barangays. In Barangay X, the residents completed the construction of a trail connecting their barangay to Barangay Y. This special project was undertaken by 20 residents who organized themselves into an association and sought funding support for the trail project from the MSSD under its Food-for-Work Program. This was the residents' first attempt at organized community endeavor. Work in the other barangays has similarly resulted in the identification and pursuit of other communal projects. For instance, Barangay Y, the beneficiaries started a communal vegetable garden in a half-hectare plot; proceeds of this project will be divided equally among the members and 20% of the net income will go into the association's fund. Other semi-organized groups in other barangays were encouraged to participate in the formulation of the municipal development strategy. The municipal development strategies were later incorporated into the provincial development strategy. The Track I TRI focused its efforts in helping the PPDO come out with the PDS. An intensive one-week training on strategy formulation was held for the PPDO staff. After the training,

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* The Regional Integrated Report presents what transpired in the two project provinces within the region during the quarter; in this sample RIR, the provinces of Dasmarinas and Dimasalang were hypothetically used.

municipal consultative dialogues were held from April 14 to May 9 in each of the province's 18 towns. The Track I TRI staff, PPDO staff, and NRO-LRM representative consulted each of the towns' mayors, SP members and line agency personnel assigned in the area. The holding of these dialogues is part of the TRI's strategy in enhancing the participation of municipal governments in the formulation of the PDS. Aside from eliciting municipal level participation, this also exposed the PPDO staff to the actual field situation thus enabling them to assume a broader perspective when they formulate the PDS. A PDS Consolidation Workshop was held from August 26 to 30, 1986. This workshop, organized by the Track 1 TRI called on various Tracks 2 and 3 TRI staff members, the provincial line agency heads/representatives, and the NRO-LRM and the PPDO staff members to consolidate each of the Track findings/studies (financial profiles, municipal/barangay profiles, dialogue results, etc.) for the formulation of the PDS. Brainstorming sessions were held to discuss the province's needs and priorities and to design development approaches and programs. These became the final inputs to the PDS. As of September 27, the PPDO was still preparing the final draft of the strategy. It is scheduled to be submitted to the RPCC and NEDA on October 7, 1986. After its approval, work on the identification of subprojects can proceed.

Some of the highlights/important activities for the second quarter are:

- o Training on strategy formulation held at the Villa Pansol Club from June 30 to July 4, 1986. Participants were 15 PPDO staff who would be involved in PDS formulation.

- o PDS consolidation workshop held at Dasmarinas Resort Inn from August 26 to 30, 1986. Participants were 15 PPDO staff, four Track 2 TRI staff, three Track 3 TRI staff, three NRO-LRM staff, and seven line agency heads.

- o Training on community organizing held from June 10 to July 7, 1986 at the Track 3 TRI office in Manila. This training was attended by nine Local Community Organizers from Dasmarinas and twelve from the province of Dimasalang.

- o Technical Writing Workshop held from September 9 to 11, 1986 at the Provincial Capitol. This Workshop was sponsored jointly by the Tracks 1 and 2 TRIs for the PPDO staff and the members of PFC, respectively.

<u>Issues</u>

1. The PFC found much difficulty in preparing the provincial financial profile. Before the mobilization of PFC, the Track 2 TRI staff gave them only a brief orientation on what will be done during the fieldwork; the TRI had assumed that since these PFC members (recommended by the heads of office) had already worked for several years in the Treasurer's, Assessor's and Budget Offices, they would already be knowledgeable in the preparation of

financial profiles. It was when the PFC was already preparing the profile that the problems surfaced. A substantial delay in the schedule resulted; as a remedial measure, the Track 2 TRI staff conducted an on-the-job training and closely monitored the PFC's work.

- The Track 2 TRI staff will conduct a formal, intensive training on the preparation of financial profiles next quarter. It has been tentatively set for October 21-25, 1986. This will equip the PFC with necessary skills for the preparation of the provincial financial profile.

2. The Track 3 TRI staff said during one of the periodic Track TRI meeting that they feel their work on community organizing is being rushed just to meet the deadline on the formulation of the PDS. They said that organizing is a slow process and although they recognize the importance of incorporating the beneficiary groups' needs and prioritities into the PDS, they also stressed that had they been given more time, the groups would have been better prepared to articulate their priorities. However, they felt they were rushed in their work because of the Track 1 activity deadline.

   - The NRO-LRM took this issue seriously and said that further deliberations on the matter will be held so that a more workable schedule could be set.

3. It was the consensus of the Track TRIs and the PPDO that the Governor of Dasmarinas needs to take a more active role in the LRM project. Since he is most of the time in Manila, his involvement in the LRM project has been very minimal. The PPDO staff said that he has not yet acted on their three-month old request for transportation allowance when they go out for fieldwork. On the other hand, the Governor of the Province of Dimasalang has been very supportive of the project to the extent that he even goes out with his staff when they conduct surveys.

   - The NRO-LRM coordinator and the PPDC have a scheduled meeting with the Governor of Dasmarinas on October 15 and this will be one of the issues to be discussed with him.

4. Two of Track 1 TRI staff members will be going on a three-month study leave starting October 7; this leaves Track I with only one staff member assigned in Dasmarinas. The need for temporary replacements was already relayed to their main office in Manila but there has been no response yet.

   - The NRO-LRM coordinator has arranged for one of the PPDO staff from Dasmarinas to be borrowed by the Track 1 TRI if no replacements could be found immediately. This was agreed to by the Project Manager of Track 1 TRI in the province.

LRM PROJECT INFORMATION SYSTEM
PROVINCIAL POVERTY STUDY REPORT
PROVINCE OF ____________________

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Date

Introduction

Chapter 1. Provincial Profile

This chapter consists of the necessary information and background on the province as a whole, such as the following:

A. History

B. Physical Features

C. Demographic Profile

D. Social Profile

1. Literacy and education
2. Health
3. Housing
4. Others

E. Economic Profile

1. Agriculture
2. Trade, Commerce and Industry
3. Tourism
4. Employment
5. Income

F. Infrastructure, Power and Utilities

1. Roads and Bridges
2. Ports and Airports
3. Transport
4. Power and Communication
5. Water Resources

Chapter 2. Poverty Profile

Poverty groups targeted for assistance as described in this chapter. This portion must include the following information:

A. Justification for selection of target beneficiaries, such as:

1. the size of selected poverty groups in relation to the total province population; and

2. the incidence of poverty within the selected groups based on income levels, food threshold, nutritional levels, and mortality rates.

B. Areas where prioritized poverty groups could be found; identify the municipalities where they reside.

C. Socioeconomic profile of targeted poverty groups.

D. Analysis of the dynamics of poverty as experienced by the targeted poverty groups including problems and difficulties they encounter.

E. Access of the targeted poverty groups to financial and physica' resources.

Chapter 3. Challenges and Priorities

This chapter should identify the roots of poverty in the province to provide a basis for identifying priority activities. In the identification of priorities, focus must be kept on the selected poverty groups.

TITLE OF REPORT	:	Provincial Poverty Study Report
BRIEF DESCRIPTION OF REPORT	:	This report shows the current overall socio-economic status of the province. Specifically, it presents the social, economic, and poverty profiles of the province and focuses on the selected poverty groups.
FREQUENCY OF REPORT	:	Every 5 years and to be updated at least once in 5 years.
DEADLINE FOR SUBMISSION	:	18 months before implementation year (In June)
BASES FOR PREPARATION	:	Data available in the offices of the provincial government and national line agencies located in the province and reports of TRIs and LRIs.
PREPARED BY	:	PPDO with assistance from PBO, PTO, PEO, NRO-LRM, MPDO, TRIs, and NGLAs. Resource Institutions may be contracted to prepare the initial poverty study report.
RECIPIENT	:	USAID PMO NRO-LRM PPDO

LRM PROJECT INFORMATION SYSTEM
PROVINCIAL DEVELOPMENT STRATEGY
PROVINCE OF ______________________

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Date

Introduction

Chapter 1. Poverty Analysis

This chapter describes in detail the poverty situation in the province - who the poor are, where they live, estimates of numbers, levels of poverty and trends, and priority groups and areas.

Chapter 2. The Strategy

This chapter must embody the general schemes and methodologies the province will adopt to improve the lot of the targeted poverty groups. It must include the following:

1. The rationale and objectives for adopting the strategy;

2. Survey of literature on related schemes and methodologies (if there are any);

3. Description of the strategy;

4. Expected social benefits to be derived.

Chapter 3. Operationalization of the Strategy

This chapter must describe in specific terms, the intervention area and activities that will implement the strategy in the next five (5) years. Participation of national line agencies, the provincial and municipal government, the private sector and the beneficiaries in the proposed intervention schemes must be explained in this chapter.

Chapter 4. Financing the Provincial Development Strategy

This chapter should contain the schemes for financing the province's proposed strategy. It should emphasize the following:

1. Provincial revenue generation scheme

2. Maximum and efficient utilization of funds by the province

3. Scheme for mobilization of resources from the agencies and private business establishments.

Chapter 5. Organizational Machinery for Implementing the Provincial Strategy

This chapter should discuss the organizational machinery required to implement the strategy. It must include the following:

1. The organization structures that will be set up to implement the provincial strategy.

2. The roles and functions of all involved actors including other government institutions and private sector.

Chapter 6. Management, Monitoring, and Evaluation Plan

This chapter should spell out the mechanism by which the organization implementing the strategy can conduct self-evaluation in order to improve its management process. Specifically, this chapter deals with the management, monitoring, and evaluation scheme to be adopted in the implementation of subprojects, research and training.

TITLE OF REPORT	:	Provincial Development Strategy
BRIEF DESCRIPTION OF REPORT	:	This report provides a general description of the approaches to local development. It serves as a planning document to identify provincial needs, challenges, and priorities relating to the alleviation of poverty in the province.
FREQUENCY OF REPORT	:	Every 5 years and to be updated at least once in 5 years.
DEADLINE FOR SUBMISSION	:	12 months before implementation year (In January)
BASES FOR PREPARATION	:	Poverty study report and reports of TRIs and LRIs and plans of line agencies.
PREPARED BY	:	PPDO
RECIPIENT	:	PMO NRO-LRM PPDO

ANNEX 6

LRM PROJECT INFORMATION SYSTEM
PROJECT FEASIBILITY STUDY
DATE: ______________________

I. Background

A. Project Title, and Description - brief description of the project, its location and its beneficiaries.

B. Rationale of the Project - the needs that the project meets.

C. Project Objectives - objectives to be attained.

D. Development Role - how the project can help develop the Municipality/Province and how it conforms to Municipality/Province plans.

II. Marketing Study (applies only to income-generating and livelihood subprojects)

A. Project and Target Market Segments - Product components, specifications, and uses and the market segments where the project aims to compete in.

B. Demand and Supply - Past consumption trends and supply availability.

C. Market Share - Future demand and supply gap to be filled by the project.

D. Market Scheme

III. Technical Viability

A. Project Design and Layout - plans and drawings of major structures and the physical layout of the site plus cost quotations.

B. Machinery and Equipment Requirement - the number, specifications, cost, and life of required machinery and equipment.

C. Timetable and Work Program - schedule of work completion and man-months.

IV. Organization and Management Plan - Management setup and staff requirements of the project including definition of duties and responsibilities.

V. Project Implementation Plan

A. Preimplementation/preparatory activities

B. Implementation schedule

VI. Financial Viability

A. Total Project Costs (including machinery, equipment, etc.)

- Initial Investment/Fixed Capital
- Variable Expenses/Other Expenses

B. Uses of Funds - project costs over time and in total.

C. Sources of Funds - sources selected for financing.

- LRM funding
- Local counterpart

D. Financial analysis

- Annual cash inflows/outflows
- Break-even analysis, Pay back period, net present value, rate of return on investment, etc.

E. Local Repayment Scheme (if applicable).

VII. Effects of the Project

A. Direct Benefits accruing to the targeted beneficiaries - increase in income/productivity

B. Indirect Effects of the Project

- Social acceptability of the project
- Spread effects
- Indirect beneficiaries
- Potential for capability-building at the local level
- Effect on social welfare (health, education)
- Political implication
- Environmental effects

<u>(Additional Information Needed for Infrastructure Projects)</u>

I. For Road Projects

A. Map Showing the following information - To determine if the position and location of the subproject will ade uately meet the needs of the targeted beneficiaries.

1. Existing road, national, provincial, barangay and private road.

2. Provincial and municipal boundaries.

3. Availability of natural resources along the proposed road.

4. Residential, agricultural, industrial, and institutional area.

B. Complete plan and specifications - it will serve as a checklist in actual implementation of the subproject. Plan and specifications of the subproject should conform to the standards set by the MPWH.

C. Detailed estimated cost of the subproject - reasonableness of cost.

D. Economic Analysis

II. For Water System

A. Map Showing the following information

1. Existing road

2. Existing water supply

3. Residential and institutional area

B. Complete plan and specification

C. Detailed estimated cost of the subproject

D. Economic Analysis

III. For Training Centers and Warehouses

A. Map showing the following information

1. Existing road, national, provincial, barangay, and private road

2. Residential, institutional, and industrial area

B. Adequacy of facilities in the proposed subproject

C. Adequacy of transportation

D. Complete plan and specifications

E. Detailed estimated cost of the subproject

TITLE OF REPORT	:	Project Feasibility Study
BRIEF DESCRIPTION OF REPORT	:	This report provides information on the viability of the project in terms of technical, organization and management, marketing and financial aspects. It also describes the direct/indirect benefits accruing to the target beneficiaries.
FREQUENCY OF REPORT	:	As need arises
DEADLINE FOR SUBMISSION	:	3 months before implementation year (In October)
BASES FOR PREPARATION	:	Provincial development strategy, line government agency data, and results of interviews.
PREPARED BY	:	PPDO with assistance from Track 1 TRI
RECIPIENTS	:	PMO NRO-LRM PPDO

ANNEX 7

LRM PROJECT INFORMATION SYSTEM
NAME OF RESEARCH INSTITUTION (1)
RESEARCH PROPOSAL
Date (2)

I. Summary of Proposal (3)

A. Research Title
B. Name and Address of Proponent
C. Brief Description of the Research
D. Total Research Cost
E. Time Frame

II. Technical Description (4)

A. Objectives and Significance of the Research
B. Survey of Past and Current Research on the Subject
C. Methodology

III. Work and Financial Plan (5)

A. Schedule of Activities
B. Research Personnel
C. Financial Plan

Submitted by ____________________ (6)

TITLE OF REPORT	:	Research Proposal
BRIEF DESCRIPTION OF REPORT	:	This report describes all the aspects of the study to be undertaken.
FREQUENCY OF REPORT	:	As need arises
DEADLINE FOR SUBMISSION	:	30 days calendar before the target date of submission of the Research Proposal
BASES FOR PREPARATION	:	Research agenda and request for proposal from PMO
PREPARED BY	:	Research Institution
RECIPIENTS	:	NRO-LRM PMO USAID

TITLE OF REPORT : Research Proposal

Item	Heading	Definition of Terms
1	Name of Research Institution	Self-explanatory
2	Date	This refers to the date when this report was submitted.
3	Summary of Proposal	This refers to the brief description of the highlights of the Research Proposal
4	Technical Description	This refers to the detailed description of the Research Proposal including objectives and significance of the research, survey of past and current research on the subject, and methodology.
5	Work and Financial Plan	This refers to the planned schedule of activities, number of research personnel, and budget of the Research Proposal.
6	Submitted by	This refers to the officer of the Research Institution responsible for the overall management of the research.

LRM PROJECT INFORMATION SYSTEM
NAME OF TRAINING INSTITUTION (1)
TRAINING COMPLETION REPORT
DATE (2)

I. EXECUTIVE SUMMARY (3)

II. STATEMENT OF FINDINGS AND RECOMMENDATIONS (4)

III. MAIN BODY OF THE REPORT (5)

IV. ANNEXES (6)

Submitted by ______________________________

TITLE OF REPORT	:	Training Completion Report
BRIEF DESCRIPTION OF REPORT	:	This report summarizes all the major activities undertaken during the training and the total expenditures incurred in the project by the training institution.
FREQUENCY OF REPORT	:	Upon completion of training contract
DEADLINE FOR SUBMISSION	:	15 calendar days after the end of the training
BASES FOR PREPARATION	:	Training contract and records of training institution
PREPARED BY	:	Training Institution
RECIPIENTS	:	NRO-LRM PMO USAID

TITLE OF REPORT : Training Completion Report

Item	Heading	Definition of Terms
1	Name of Training Institution	This refers to the name of reporting institution.
2	Date	This refers to the date when this report is submitted.
3	Introduction	Self-explanatory
4	Objectives	This refers to the specific knowledge to be acquired and/or abilities to be developed by the trainees through training.
5	Highlights of Sessions	This refers to the description of the main topics discussed during the training.
6	Issues and Recommendation	This refers to relevant issues and recommendations discussed by the participants.
7	Evaluation	This refers to the results of evaluation on the effectiveness of the training, the responsiveness of the participants, and the ability of resource persons.
8	Annexes	This refers to the appropriate documents used in the training such as list of participants, postevaluation tabulation, and others.
9	Submitted by	This refers to the staff member primarily responsible for preparing the training completion report.

ANNEX 9

LRM PROJECT INFORMATION SYSTEM
NAME OF TRAINING INSTITUTION (1)
TRAINING PROPOSAL
DATE (2)

I. Introduction (3)

   A. Title of Training
   B. Venue
   C. Duration
   D. Participants

II. Brief Description of the Nature and Type of Training (4)

III. Objectives (5)

IV. Training Specifications (6)

   A. Logistical Requirements
   B. Budgetary Requirements
   C. Approach/Methodology
   D. Outputs

V. Organizational Requirements (7)

VI. Schedule of Activities (8)

VII. Annexes (9)

TITLE OF REPORT	:	Training Proposal
BRIEF DESCRIPTION OF REPORT	:	This report describes all the aspects of the training to be undertaken under the project.
FREQUENCY OF REPORT	:	As need arises
DEADLINE FOR SUBMISSION	:	30 calendar days before the targeted starting date of the training
BASES FOR PREPARATION	:	Training agenda and request for proposal from PMO
PREPARED BY	:	Training Institution
RECIPIENTS	:	NRO-LRM PMO USAID

TITLE OF REPORT : Training Proposal

Item	Heading	Definition of Terms
1	Name of Training Institution	This refers to the name of the reporting institution.
2	Date	This refers to the date when this report was submitted.
3	Introduction	This refers to the title of the training, venue, duration, and target no. of participants to be trained.
4	Brief Description of the nature and type of training	This refers to the rationale for the training and problems that are addressed by the training.
5	Objectives	This refers to the specific knowledge to be acquired and/or abilities to be developed through training.
6	Training Specifications	This refers to the logistical and budgetary requirements as well as approach/methodology and expected output of the training.
7	Organizational Requirements	The organizational requirements of the training institution include staffing pattern and number of staff members needed to undertake the project.
8	Schedule of Activities	This refers to the expected number of months/calendar days the training activity is to be undertaken.
9	Annexes	the bio-data of resource persons and write-up on the Training Institution make up the annexes.

ANNEX 10

LRM PROJECT INFORMATION SYSTEM
NAME OF TRAINING INSTITUTION (1)
RESEARCH COMPLETION REPORT
DATE (2)

I. Introduction (3)

   A. Title of Training

   B. Venue and Duration

   C. Participants

   D. Resource Persons and Lecturers

II. Objectives (4)

III. Highlights of Sessions (5)

IV. Issues and Recommendations (6)

V. Evaluation (7)

VI. Annexes (8)

   List of Participants

   Postevaluation Tabulation

Submitted by ____________________

TITLE OF REPORT	:	Research Completion Report
BRIEF DESCRIPTION OF REPORT	:	This report shows the overall results of the research undertaken by the Research Institution.
FREQUENCY OF REPORT	:	Upon completion of research
DEADLINE FOR SUBMISSION	:	15 calendar days after the end of the research.
BASES FOR PREPARATION	:	Research contract, research progress report, and statement of financial expenditures.
PREPARED BY	:	Research Institution
RECIPIENTS	:	USAID PMO NRO-LRM PPDO

TITLE OF REPORT : Research Completion Report

Item	Heading	Definition of Terms
1	Name of Research Institution	Self-explanatory
2	Date	This refers to the date when this report was actually submitted.
3	Executive Summary	This refers to the statement of research objectives, findings, and recommendations.
4	Statement of findings and recommendations	This refers to the discussion of detailed findings and recommended policy changes.
5	Main body of the report	This includes a description of the context in which the research was developed and the facts that provide the bases for recommendations and conclusions.
6	Annexes	This may include the scope of work, description of methodology used, and other relevant data used in the research.
7	Submitted by	This refers to the person responsible for the research project.