DILG MC 2020-070
dated April 7, 2020

RECONSTITUTION OF PROJECT MONITORING COMMITTEES (PMCs) IN PROVINCES, MUNICIPALITIES, CITIES AND ORGANIZATION OF **PROJECT MONITORING AND EVALUATION COMMITTEEs (PMECs) IN BARANGAYS** IN SUPPORT OF THE **RETOOLED COMMUNITY SUPPORT PROGRAM (RCSP)**

March 18-20, 2025

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1. BACKGROUND

Executive Order No. 70 series of 2018 aims to **prioritize** and **harmonize the delivery of basic services** and **social development packages in:**

✔ **conflict-affected areas and conflict-vulnerable communities**,
✔ **facilitate societal inclusivity**, and
✔ **ensure active participation of all sectors of society**

In the pursuit of the country's peace agenda.

DILG MC 2020-070 Reconstitution of PMCs in Provinces, Municipalities, Cities and Organization of (PMECs) in Barangays in Support of the RCSP

1. BACKGROUND

Section 8.3 of DILG MC 2019-169 dated October 11, 2019, or the **"Guidelines on the Implementation of the Retooled Community Support Program (RCSP)"** provides for the implementation of Priority Programs, Projects, and Activities (PPAs) based on the **development and governance gaps** identified in the second phase of this program.

DILG MC 2020-070 Reconstitution of PMCs in Provinces, Municipalities, Cities and Organization of (PMECs) in Barangays in Support of the RCSP

1. BACKGROUND

To monitor the implementation of these PPAs, a monitoring mechanism must be organized if not yet established or reconstituted if already existing, in areas, identified by the **National Task Force Focus Geographical Areas (FGAs)** for RCSP immersion.

DILG MC 2020-070 Reconstitution of PMCs in Provinces, Municipalities, Cities and Organization of (PMECs) in Barangays in Support of the RCSP

1. BACKGROUND

A similar mechanism already exists in Provinces, Cities, and Municipalities provided by **DILG MC 2019-188** or the **"Organization or Reconstitution of Sub-Regional Project Monitoring Committees (PMCs),"** wherein local government officials are enjoined to organize LPMCs in their respective areas of jurisdiction if not yet established, or reconstitute said LPMCs if already existing.

1. BACKGROUND

To achieve a Whole-Of-Nation and Whole-Of-Government approach highlighted in EO 70, the same mechanism should also be established in the barangay level.

2. PURPOSE

1. Reiterate the organization or reconstitution of LPMCs;

2. Enjoin local government officials in the barangay level to organize Barangay Project Monitoring and Evaluation Committees (BPMECs) in their respective areas of jurisdiction if not yet established, or reconstitute said BPMECs if already existing;

2. PURPOSE

3. Inform BPMECs of their functions and responsibilities;

4. Ensure the functionality and organization of BPMECs; and

5. Harmonize efforts in all levels as highlighted by the whole-of-nation and whole-of-government approach mainstreamed in EO 70.

3. COVERAGE

- Provincial Governors;
- City and Municipal Mayors;
- Punong Barangays of **all barangays identified by the National Task Force Focus Geographic Areas (FGAs) as target for RCSP immersion.**

DILG MC 2020-070 Reconstitution of PMCs in Provinces, Municipalities, Cities and Organization of (PMECs) in Barangays in Support of the RCSP

4. POLICY CONTENT AND GUIDELINES

4.1 Local Project Monitoring Committees (LPMCs)

4.1.1 Through the issuance of an EO 376, LPMCs at the provincial, city, and municipal levels shall be created and mobilized if they are not yet established or if already existing, reactivate or reconstitute. The composition, roles and responsibilities of which are specified under DILG Memorandum Circular 2019-188.

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4. POLICY CONTENT AND GUIDELINES

4.1 Local Project Monitoring Committees (LPMCs)

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

4. POLICY CONTENT AND GUIDELINES

4.1 Local Project Monitoring Committees (LPMCs)

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

RCSP Core Team

Chairperson: DILG City/Municipal Local Government Operation Officer (C/MLGOOs)

Members: Liga ng Barangay President (LnB)
        SK Federation President
        CPDC/MPDC or City/Municipal Administrator
        AFP Battalion Commander
        PNP Chief of Police in the City/Municipality
        BFP City/Municipal Fire Marshal
        Mandatory Representative from NCIP, if necessary
        Former Rebel (Cadre Level)

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4. POLICY CONTENT AND GUIDELINES

4.2 Barangay Project Monitoring Committees

4.2.1 Composition

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

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4. POLICY CONTENT AND GUIDELINES

4.2 Barangay Project Monitoring Committees

BPMEC members:

✔ Punong Barangay;

✔ Sangguniang Barangay Member on Appropriations on Ways and Means;

✔ At least 3 CSOs/NGOs belonging to the Agrarian Reform, Women, Farmers, or Fisherfolks Sectors;

✔ School Principal of the Elementary School in the Barangay; and

✔ Sangguniang Kabataan Chairman.

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4. POLICY CONTENT AND GUIDELINES

4.3 Roles and Responsibilities

1. Provide the list and schedule of all projects supported by the RCSP;

2. Assist the **RCSP Core Team** in monitoring and evaluating their programs, projects, and activities.

3. Collect and process reports of implementers and NGO monitors on the status of project implementation for the Barangay Development Council (BDC) and next higher level PMC.

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4. POLICY CONTENT AND GUIDELINES

4.3 Roles and Responsibilities

4. Determine problems related to the implementation of programs and projects and verify information to be submitted for analysis and action of the BDC;

5. Provide feedback on the remedial actions of the BDC and follow-up implementation; and

6. Elevate to higher level bodies issues and problems which are not resolved at the BPMEC level.

Monitoring/Problem-Solving Feedback Mechanism Flow

Higher Level PMC

Barangay Development Council (BDC)

BPMEC

Consolidated Reports

Problem-Solving Session (PSS)

Escalate unresolved issues

Submit Issues

identified

Solved Issues

NGOs

Project Implementer

Feedback on the remedial actions

Legend:
- Consolidated Report
- Issues Identified
- Solved Issues
- Unresolved Issues

DILG MC 2020-070 Reconstitution of PMCs in Provinces, Municipalities, Cities and Organization of (PMECs) in Barangays in Support of the RCSP

5. REFERENCES

5.1   Executive Order No. 70, or the "Institutionalizing the Whole-Of-Nation Approach in attaining Inclusive and Sustainable Peace, Creating a National Task Force to End Local Communist Armed Conflict, and directing the adoption of National Peace Framework"

DILG MC 2020-070 Reconstitution of PMCs in Provinces, Municipalities, Cities and Organization of (PMECs) in Barangays in Support of the RCSP

5. REFERENCES

5.2 DILG Memorandum Circular 2019-169, or the "Guidelines on the Implementation of the Retooled Community Support Program (RCSP)"

5.3 DILG Memorandum Circular 2019-188 or the "Organization or Reconstitution of Sub-Regional Project Monitoring Committees (PMCs)

Thank You!

MONITORING AND EVALUATION

Flow of Presentation

I. PROJECT DEVELOPMENT CYCLE

II. LEGAL BASIS

III. RATIONALE

IV. SPECIFIC OBJECTIVES

V. BASIC CONCEPTS OF M AND E

VI. RPMES REVISED OPERATIONAL GUIDELINES, FRAMEWORK

VII. FUNCTIONS OF THE PPMCs and RPMCs

VIII. RPMES FORMS

IX. REQUISITES FOR THE CONDUCT OF MONITORING

X. MAINSTREAMING HGDG IN MONITORING

XI. SIMPLE GUIDE TO MONITORING

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

PROJECT DEVELOPMENT CYCLE

Planning

PPAs

Investment Programming

Revenue Generation

PDIP/ AIP

Project Evaluation and Development

Implementation Monitoring and Evaluation

WE ARE HERE

Locally funded projects

Budgeting

Expenditure Management
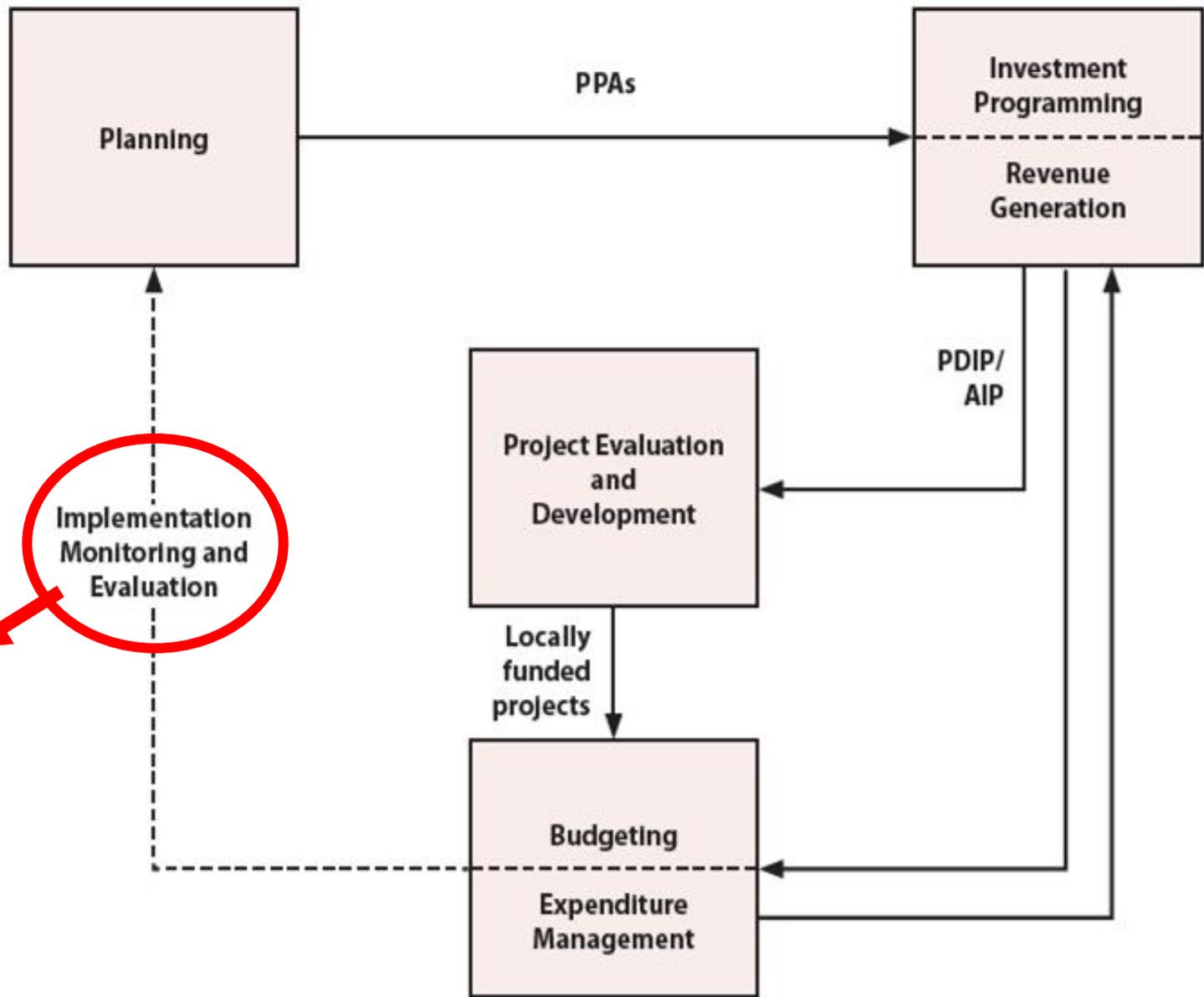
LEGAL BASIS

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY XII

- **Article X Section 14 of the 1987 Philippine Constitution** for purposes of administrative decentralization to strengthen the autonomy of the units
- **Executive Order No. 308 (1987)**
  - **Reorganization of RDCs to coordinate project implementation, M&E**
- **Memorandum Order No. 175 (May 1988)**
  - **Creation of PMCs at the Provincial, City, and Municipal Levels**
- **Republic Act No. 7160 (1991)**
  - **Devolution of Monitoring Functions of LGUs**

LEGAL BASIS

- ❑ **Executive Order No. 376 (November 1989)**
  - − Establishing the Regional Project Monitoring and Evaluation System (RPMES) setting forth its objectives, defining its scope and coverage, requiring the formulation of a manual of operations, and for other similar purposes

- ❑ **Executive Order No. 93 (June 1993)**
  - - Amending Executive Order No. 376 (series of 1989) "Establishing the Regional Project Monitoring and Evaluation System (RPMES) and for other purposes"
  - - Establishment of the NPMC to oversee the implementation of the RPMES

LEGAL BASIS

❑ **DILG Memorandum Circular (MC) No. 2004-78, s. 1994** to facilitate organization and reconstitution of PMCs nationwide

❑ **DILG MC No. 2019-188 dated 4 November 2019** to ensure functionality of the local PMCs in coordinating, and in the M&E of project implementation at the sub-regional levels

❑ **DILG MC 2020-070 dated 7 April 2020** to enjoin the organization of Barangay Project Monitoring and Evaluation Committee (BPMEC) under the Barangay Development Council (BDC). Pursuant to EO 70, s. 2018 which institutionalized the whole-of-nation and whole-of-government approach in attaining inclusive and sustainable peace.

BASIC CONCEPTS ON M&E

Monitoring

❏ Monitoring is defined as a continuing function that uses systematic collection of data on specified indicators to provide management and the main stakeholders of an ongoing development intervention with indications of the extent of progress and achievement of objectives and progress in the use of allocated funds.

❏ It is meant to anticipate problems before they occur which helps avoid delays in program/project implementation.

What is Monitoring?

Involves the collection of routine data that measure progress towards achieving set objectives

Used to track changes in program performance over time

Allows stakeholders to make informed decisions

An ongoing, continuous process

Requires the collection of data at multiple points throughout the program cycle

Can be used to determine if activities need adjustment to improve desired outcomes

MONITORING ANSWERS THE FOLLOWING KEY QUESTIONS

How well has the program been implemented?

How much does implementation vary from site to site?

Did the program benefit the intended people? At what cost?

Examples of program elements that can be monitored

Number of vaccine doses administered monthly

Number of kilometers of roads constructed

Number of health facilities built

Number of trainings conducted
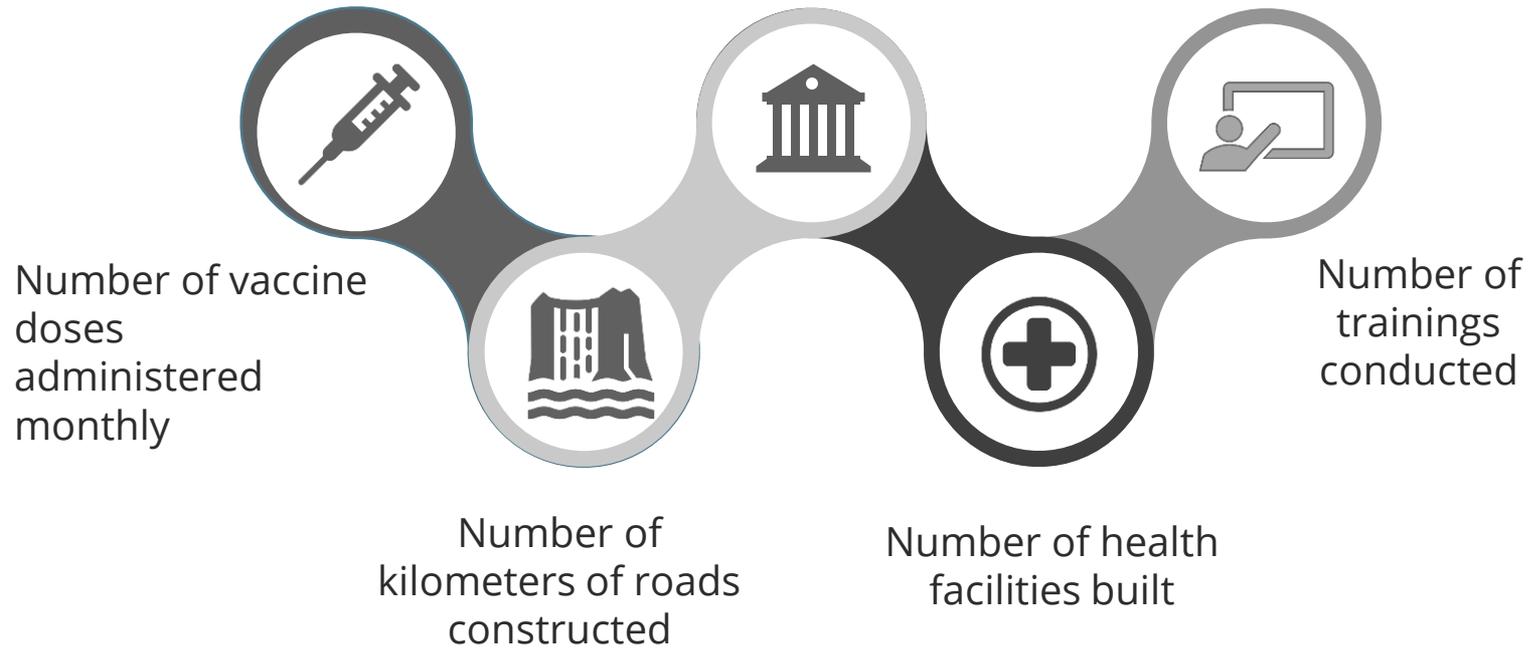
Types of Monitoring

1. Desk Monitoring

a) Regional Economic Situationer

b) Regional Development Report

c) RPMES Forms 5-11. This is usually done by the PPMC or RPMC; and,

2) Project Monitoring

Field visits conducted in the project site

Evaluation

- A systematic and objective assessment of an ongoing or completed program, project, or policy, its design, implementation and results aimed to determine the relevance and fulfillment of objectives, coherence with other interventions, efficiency, effectiveness, impact and sustainability.

- should provide information that is credible and useful, enabling the incorporation of lessons learned into the decision–making process of both recipients and donors.

What is Evaluation?

Measures how well the program activities have met expected objectives and/or the extent to which changes in outcomes can be attributed to the intervention

The difference in the outcome of interest between having or not having the program or intervention is known as its "impact,"

It is a fundamental exercise to help decision makers understand how, and to what extent a program is responsible for measured results

Evaluation Requirements

03
Well Planned Study Design
To assess the extent to which the program is having or has had the desired impact

02
Control/ Comparison Group
To measure whether the changes in outcomes can be attributed to the program

01
Baseline Data
Data collection at the start of a program

01

02

03
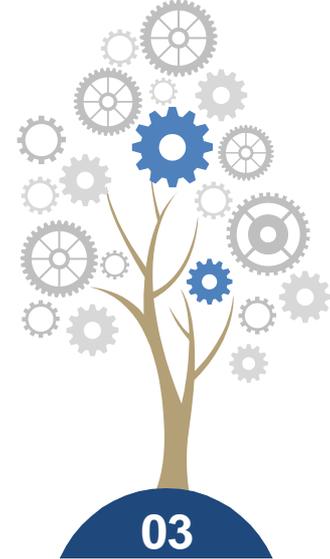
DEVELOPMENT RESULTS

School Feeding Program

MONITORING

EVALUATION

INPUTS
Financial, Human & Material resources
(Rice and Feeding kits)

OUTPUT
Products and service produced
(365 children below 12 years old are fed and their weights monitored)

IMPACT
Children are able to attend school regularly and are able to finish their studies

RESOURCES

RESULTS

What should be produced?

GOAL:
Long term improvement to society
Reduce malnutrition among school children and improve their academic performance

ACTIVITIES
Tasks and actions undertaken to transform inputs to outputs
(Distribution of feeding kits to children below 12 years old, monitoring of weight)

OUTCOME
Intermediate effects on efforts (short-medium term)
(Children are healthier, less sickness reported)

Why are we doing this?

Why this should be implemented?

What outcomes do we expect from this investments?

National Evaluation Policy Framework (NEPF)

❏ for the purposive conduct of evaluations of programs and projects being implemented by all government entities and instrumentalities.

❏ An accompanying set of guidelines is issued to standardize the content and quality of evaluation products, outline and streamline the process for each stage of evaluation, and define the roles and responsibilities of key institutional and individual stakeholders. PMCs shall adhere to standards and processes set forth in the said guidelines in carrying out evaluation of programs and projects.

Overall Objective

Ensure that new program or project proposals come with a costed evaluation plan, including the collection of baseline data

Use evaluation results to support decisions on whether to continue, expand, or terminate programs and projects, or to improve their design or implementation

Outline the proposed approach for evaluating any initiatives submitted for consideration as part of the budget process, using evaluation approaches that are appropriately designed to reflect the size, risk, and priority of the proposed initiative

Identify appropriate resourcing requirements, including the estimated cost, of the evaluation where it is deemed necessary or is given a high priority by the government

Incorporate the evaluation of newly-funded initiatives into an agency's operational plan.

Benefits of Evaluation to Stakeholders

Stakeholder	Potential benefits
Government	■ Information to assist decision-making ■ Improved ability to achieve government priorities ■ Efficient resource allocation ■ Highlights achievements and opportunities to strengthen performance ■ Encourages greater public trust in government
Agencies	■ Stronger basis for informing government priorities and resource allocation ■ Improved service delivery and client satisfaction ■ Builds an agency's reputation for innovation and continuous improvement
Public Servants	■ Develops new skills and broadens experience ■ More opportunity to shape public policy ■ Fosters a more dynamic and creative work environment ■ Recognizes and rewards efforts to improve performance
Community	■ Better government services ■ Informative government reporting ■ Transparent and accountable government ■ Public monies used more efficiently ■ Greater confidence in activities of government

RATIONALE

The RPMES Guidelines was established to:

❑ to ensure the effective and efficient implementation of the RPMES by the PMCs at the regional, provincial, and city/municipal levels responsible for the M&E of programs/projects under their respective jurisdictions;

❑ provides the basic framework for monitoring and evaluating programs/projects, such as the general process flow, responsibilities of entities involved, input and output monitoring forms, and procedures for accomplishing the forms

NATIONAL ECONOMIC AND
DEVELOPMENT AUTHORITY XII

The RPMES Guidelines was established to:

❑ facilitate generation of information on overall status of project implementation at each level;

❑ detect problems that impede implementation and undertake remedial actions at the level nearest the project sites, and at the earliest time possible

Overall Objective

Regional Project Monitoring and Evalaution System (RPMES)

To facilitate project implementation, devolve project facilitation, problem–solving, monitoring and evaluation to the Regional Provincial, City, Municipal and Barangay levels with extensive participation of various agencies, LGUs and NGOs/CSOs.

Specific Objectives:

❑ Provide a system for the integration, coordination and linkage of all monitoring activities in the region;

❑ Provide up-to-date information and relevant information on the overall status of project implementation at each level for timely program/project adjustments, planning, and budget allocation;

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

Specific Objectives:

❑ Institutionalize problem-solving session as a mechanism to address issues and concerns related to the implementation of programs and projects;

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

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

❑ Provide a venue for greater participation of Civil Society Organizations (CSOs) in public sector management.

Scope and Coverage

a) For Regular Monitoring

◉ Specified that the programs and projects for regular monitoring should include those provided in the following:

- Public Investment Program (PIP)
- Regional Development Investment Program (RDIP)
- Local Development Investment Program (LDIP)
- Priority list of the President/Administration
- Those funded by ODA, National Tax Allocation, locally-generated revenues of LGUs, and through Public-Private Partnerships (PPPs)
- Special shares in the proceeds of national taxes
- Other public goods and services outside the above-cited categories.

Scope and Coverage

a) For Regular Monitoring

◉ Regular field monitoring on select programs/projects should also be conducted based on an M&E plan, especially those encountering issues on implementationand/or identified to be problematic

- **What are these development projects?**

a) capital forming and contributing directly to the country's productive capacity;

b) pre-investment studies, research and development, and institutional development activities; and

c) pro-poor and other similar projects under direction and special programs of the President through Presidential Management Staff (PMS) and other cabinet offices.

- **Specifically:**

  ◉ Those under the GAA for the current fiscal year;

  ◉ Approved National Infrastructure Program;

  ◉ Undertaken by GOCCs with or without subsidy or equity contribution from the National Government; and

  ◉ Those implemented by LGUs, with or without budgetary assistance from the national government, specifically those funded from the 20% IRA share for development projects.

Scope and Coverage

- **Projects to be monitored and evaluated at the regional level**

❑ all foreign assisted projects (loan or grant funded)

❑ inter-provincial projects

❑ area development projects

❑ nationally-funded projects

❑ other projects considered critical by the Office of the President and the Regional Development Councils/Planning Boards, which are implemented in the region.

▪ **Projects to be monitored and evaluated at the PROVINCIAL/CITY/ MUNICIPAL level:**

◉ all foreign and nationally-funded projects, including development projects funded from the Internal Revenue Allotment (IRA) share of LGUs or supported by funds released directly to the province/city/municipality . The Provincial PMC shall monitor projects implemented or located in 2 or several municipalities in the province (provincial projects and/or inter-municipal projects) or implemented or located in the city/municipality;

◉ Other projects implemented at the provincial/city /municipal level with funding from provincial/city/municipal sources;

b) For Ad Hoc Monitoring

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

RPMES Framework

National Economic an[d] [De]velo[pment]

Criteria in Selecting Projects
for RPMC XII Field Monitoring Visit

1 High priority/high impact projects endorsed/adopted by RDC XII that are supportive of the RDP (20 pts.);

2 Included in the NPMC list of on-going programs/projects in the Public Investment Program 2023 – 2028 for Priority Monitoring (20 pts.); and

Criteria in Selecting Projects
for RPMC XII Field Monitoring Visit

3 From the list of identified high impact/priority projects, prioritization will be done based on the following:

a) Projects with significant or double digit slippage. The order of priority are as follows (15 pts.)

- First priority - 15% and above (7 pts)
- Second priority - 10% to 15% (5 pts)
- Third priority - 5% to 10% (3 pts)

b) Cost of project (15 pts.)

- First priority - projects costing above Php 100 Million (7 pts.)
- Second priority – projects costing Php 50 to 100 Million (5 pts.)
- Third priority – projects costing less than Php 50 Million (3 pts.)

Criteria in Selecting Projects
for RPMC XII Field Monitoring Visit

c) **Impact/significance of the project (15 pts.)**

c.1) Coverage

- First priority – inter-regional (6 pts)

- Second priority – inter-provincial/city (4 pts)

c.2) Target Beneficiaries

- First priority – covers multi-sectoral groups (3 pts)

- Second priority – focus on a specific basic sector group (2 pt)

d) **Accessibility and peace and order condition in the project site to be visited (15 pts.)**
*Must be cleared by security forces

Sources of Information in Selecting Projects:
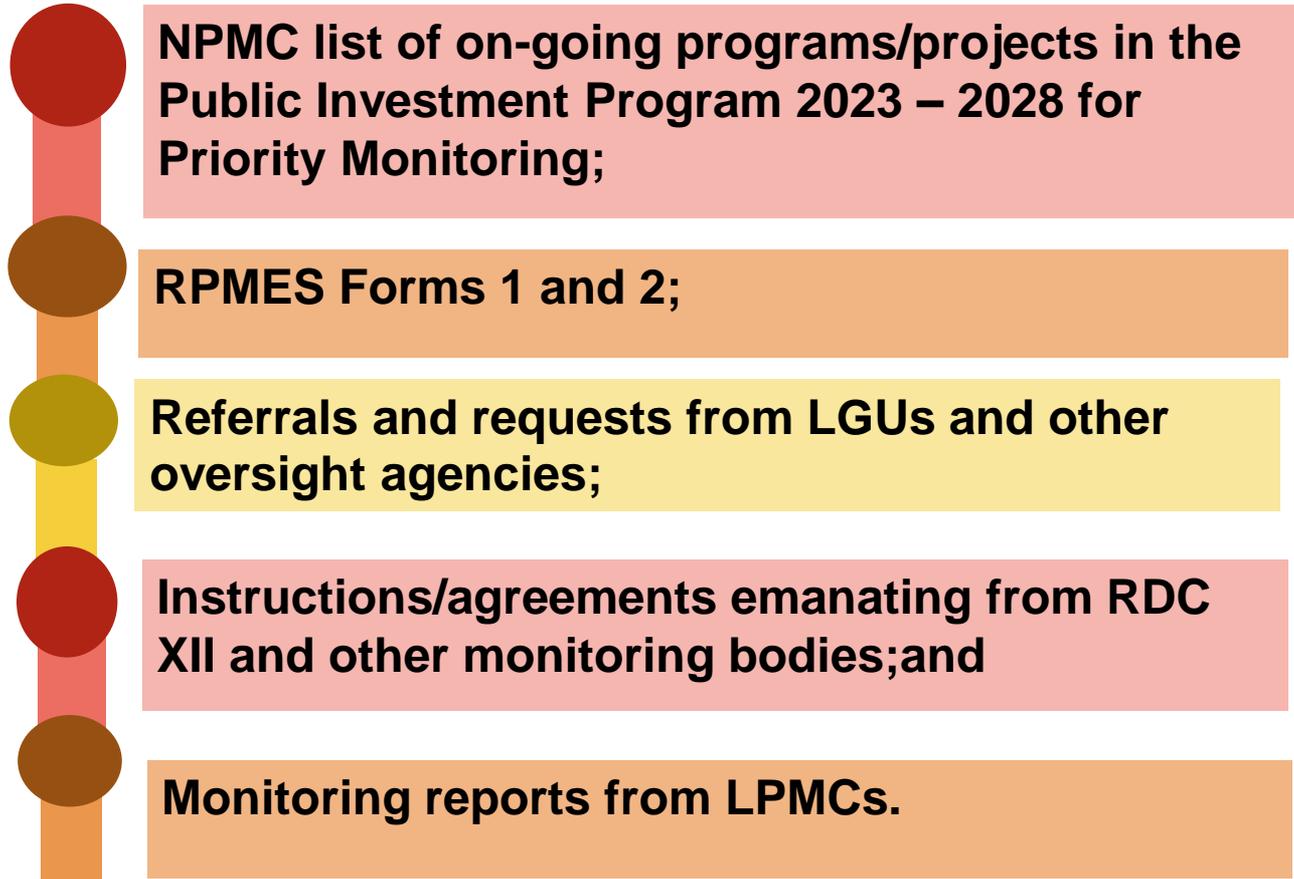
NPMC list of on-going programs/projects in the Public Investment Program 2023 – 2028 for Priority Monitoring;

RPMES Forms 1 and 2;

Referrals and requests from LGUs and other oversight agencies;

Instructions/agreements emanating from RDC XII and other monitoring bodies;and

Monitoring reports from LPMCs.

R P M E S

NPMC

NEDA, DBM, DILG, OP-PMS (NEDA-MES as
Secretariat)

RPMC

NEDA, DBM, DILG, OP-PMS, PSR/NGO
(NEDA as Secretariat)

Provincial PMCs

DILG, PSR/NGO,
Selected Members of LDC

Municipal/City PMCs

DILG, PSR/NGO,
Selected Members of LDC
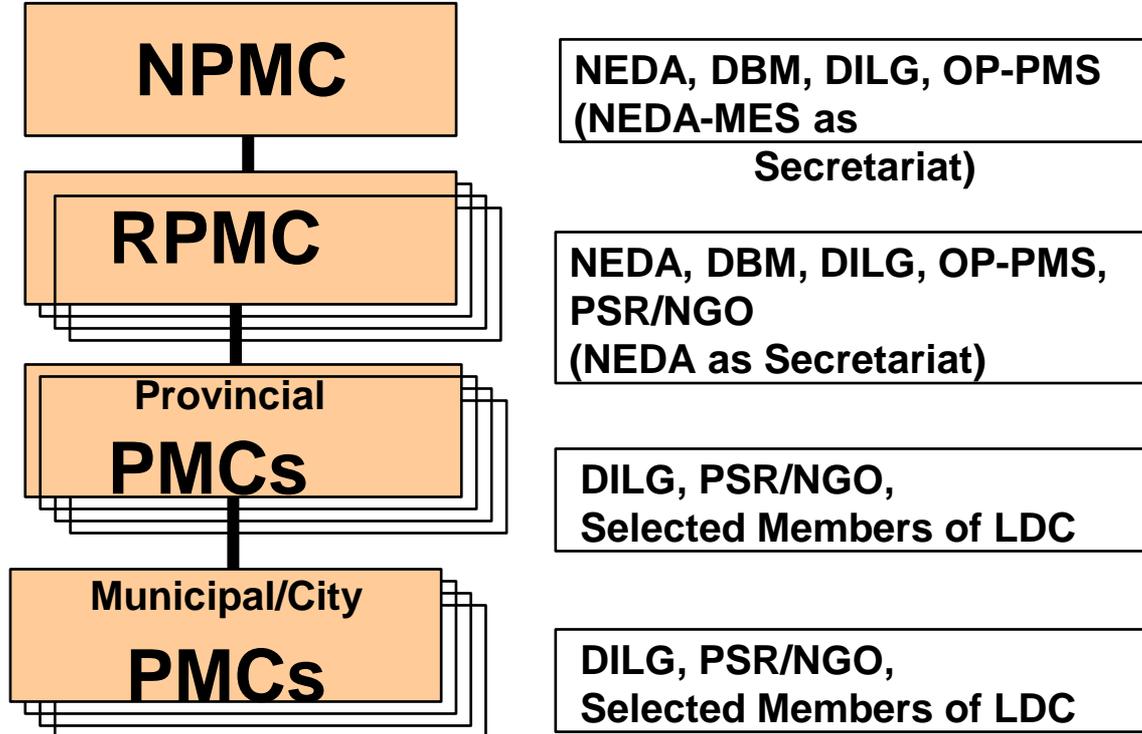
NPMC

- ➤ NEDA DDG – Chair
- ➤ DBM Undersecretary – Co-Chair
- ➤ PMS-OP Head – Member
- ➤ DILG Undersecretary – Member

NEDA-MES shall serve as Secretariat to the NPMC

RPMC

- ➤ NEDA RD – Chair
- ➤ DBM RD – Co-Chair
- ➤ DILG RD – Member
- ➤ PMS-OP Regional Team Leader – Member
- ➤ RDC-PSR Representative (1) – Member
- ➤ NGO Representatives (2) – Members

NRO shall serve as Secretariat to the RPMC

Provincial/City/Municipal PMC

Composition of local PMCs left to discretion of LDC subject to inclusion of mandatory members:

- DILG Representative or Provincial/City/Local Government Officer assigned in the area
- NGO/PO Representative (1)
- Representative of NGO members in LDC (1)
- PMC members appointed by LCE from the nominees of LDC (4)

The Chairman will be appointed by the LCE from among nominees of the LDC nominated out of the 7 PMC members

PDO shall serve as Secretariat to the LPMC

Barangay-level PMC
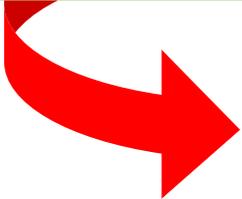
- ❑ Punong Barangay
- ❑ Sangguniang Barangay Member on Appropriations on Ways and Means
- ❑ At least three CSOs/NGOs belonging to the Agrarian Reform, Women, Farmers, or Fisherfolk Sectors School Principal of the Elementary School in the Barangay
- ❑ Sangguniang Kabataan Chairperson

Source: DILG MC No.2020-070

Creation of PMCs

Region

- RPMC Chair, Co-Chair and members shall initiate creation of PMC thru an organizational meeting
- NGO representatives shall recommend persons who will be nominated to RPMC

Province/City/Municipality

- Province/City/Municipality council shall initiate creation of PMC by deciding its composition and procedure for appointing members of PMC and calling an organizational meeting
- NGO representatives shall recommend nominees to PMC who shall sit as LDC-NGO members

Selection and Appointment of NGO Members

Regional

NGO nominees must meet the ff qualifications

✓Must be Filipino citizen

✓Must be a member of good standing

✓Must be nominated by the NGO member of the RDC

Term shall be one year w/o prejudice to reappointment or a maximum of three years

Selection and Appointment of NGO Members

Province/City/Municipality

All NGO/PO nominees shall meet the ff basic qualiifications

✓ Member of good standing

✓ Must be Filipino citizen

✓ Must not be related by affinity or consanguinity up to the 4th degree to the LCE concerned

✓ Must be nominated by the NGO/PO members

Term shall be one year without prejudice to reappointment

Functions of MDC

❑ formulate long-term, medium-term, and annual socioeconomic development plans and policies

❑ formulate the medium-term and annual public investment programs

❑ appraise and prioritize socioeconomic development programs and projects

❑ formulate local investment incentives to promote the inflow and direction of private investment capital

❑ coordinate, monitor, and evaluate the implementation of development programs and projects

❑ perform such other functions as may be provided by law or competent authority

Functions of MDC

❑ supervise and coordinate activities of the LPMCs

❑ assess problems encountered in project implementation and provide possible remedial action at their levels or refer problems/issues to appropriate units or development council

❑ evaluate the implementation of projects and derive lessons for future planning and project implementation

❑ provide policy direction in planning and budget allocation based on the overall status of project implementation

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

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

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

Functions of MPMC

- ❑ provide the list and schedule of all projects to be monitored to NGOs involved in project monitoring
- ❑ collect and process reports of implementers and NGO monitors on the status of project implementation for the information of the LDC and next higher level project monitoring committee (i.e., RPMC)
- ❑ determine problems related to the implementation of programs and projects and verify information to be submitted for analysis and action of the LDC
- ❑ provide feedback on the remedial actions of the LDC and follow up implementation
- ❑ prepare and disseminate periodic project monitoring report on the status of project implementation to the RPMC
- ❑ elevate to higher level bodies (i.e., to the RPMC) problems/ issues which are not resolved at their level
- ❑ initiate facilitation meetings and/or problem-solving sessions as the need arises to immediately address issues and concerns related to the implementation of programs and projects
- ❑ facilitate/assist in the conduct of field monitoring visits

RPMES Forms 1-11

Agency/NGOs/ Concerned CitizensInput Forms

Initial Project Report
(RPMES Form No. 1)

Physical and Financial Accomplishment Report
(RPMES Form No. 2)

Project Exception Report
(RPMES Form No. 3)

Project Results
(RPMES Form No. 4)

RPMC Output Forms

Summary of Financial and Physical Status
(RPMES Form No. 5)

Report on Status of Projects Encountering Implementation Problems
(RPMES Form No. 6)

Project Inspection Report
(RPMES Form No. 7)

Problem-Solving Session / Facilitation Meetings Conducted
(RPMES Form No. 8)

Training/Workshops Conducted/ Facilitated/ Attended by the RPMC
(RPMES Form No.9)

RPMC and RDC Resolutions Related to the Implementation of the RPMES
(RPMES Form No. 10)

Key Lessons Learned from Issues Resolved and Best Practices
(RPMES Form No. 11)

NPMC Output Forms

Issues Elevated to the NPMC
(NPMC Form No. 1)

Project Inspections/Field Visits
(NPMC Form No. 2)

Problem-Solving Session/ Facilitation Meeting
(NPMC Form No. 3)

Training/Workshop Conducted/ Facilitated/ Attended by the RPMC
(NPMC Form No. 4)

Key Lessons Learned from Issues Resolved and Best Practices
(NPMC Form No. 5)

National Ec

REPORTS: RPMES Forms

Agency/NGOs/ Concerned Citizens Input Forms

Initial Project Report
(RPMES Form No. 1)

Physical and Financial Accomplishment Report
(RPMES Form No. 2)

Project Exception Report
(RPMES Form No. 3)

Project Results
(RPMES Form No. 4)

RPMC Output Forms

Summary of Financial and Physical Status
(RPMES Form No. 5)

Report on Status of Projects Encountering Implementation Problems
(RPMES Form No. 6)

Project Inspection Report
(RPMES Form No. 7)

Problem-Solving Session / Facilitation Meetings Conducted
(RPMES Form No. 8)

Training/Workshops Conducted/ Facilitated/ Attended by the RPMC
(RPMES Form No.9)

RPMC and RDC Resolutions Related to the Implementation of the RPMES
(RPMES Form No. 10)

Key Lessons Learned from Issues Resolved and Best Practices
(RPMES Form No. 11)

NPMC Output Forms

Issues Elevated to the NPMC
(NPMC Form No. 1)

Project Inspections/Field Visits
(NPMC Form No. 2)

Problem-Solving Session/ Facilitation Meeting
(NPMC Form No. 3)

Training/Workshop Conducted/ Facilitated/ Attended by the RPMC
(NPMC Form No. 4)

Key Lessons Learned from Issues Resolved and Best Practices
(NPMC Form No. 5)

Agency/NGOs/Concerned Citizens Input Forms

Initial Project Report
(RPMES Form No. 1)

Physical and Financial
Accomplishment Report
(RPMES Form No. 2)

Project Exception Report
(RPMES Form No. 3)

Project Results
(RPMES Form No. 4)

1. <u>Implementing Agencies</u> shall accomplish the following reports:

   a) *Initial Project Report (RPMES Form No. 1)*
   b) *Physical and Financial Accomplishment Report (RPMES Form 2)*
   c) *Project Results (RPMES Form No. 4)*

2. <u>NGOs and Concerned Citizens/ Agencies</u> may accomplish:

   a) *Project Exception Report (RPMES Form No. 3)*

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
INITIAL PROJECT REPORT
CY [Year]

Implementing Agency: _____

Pro-gram/ Pro-ject Title	Com-ponent Details	Fund Sour ce	Fun-ding Age-ncy	Mod e of Impl eme ntati on	Total Pro-gram/ Project Cost (PHP)	Sector	Location			Start Date (mm-dd-yy)	End date (mm-dd-yy)	Re m-arks	Target Employment Generated		Output Indicators	Month	Financial Targets	Physical Targets (in %)	Targets of Output Indicator 1	Targets of Output Indicator 2	Targets of Output Indicator 3	Targets of Output Indicator 4	Targets of Output Indicator 5
							Pro-vince	City/ Munici-pality	Ba-ranga y				M	F									
Project 1	Compo nent 1... Compo nent 2...														Output Indicator 1: Km of road constructed Output Indicator 2: Ha. Of irrigation service area generate Output Indicator 3: No. of houses constructed Output Indicator 4: No. of farmers trained in agro-business Output indicator 5: No. of pupils provided with school supplies	Total Target for the Year							
																January							
																February							
																March							
																April							
																May							
																June							
																July							
																August							
																September							
																October							
																November							
																December							

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

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

Implementing Agency: _____

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

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

Program/Project Title	Total Program/Project Cost (PHP)	Weight	Physical Accomplishment						Output Indicator	End-of-Project Target
			Target OWPA to date (%)	Weighted Target	Actual OWPA to date (%)	Weighted Actual	Slippage	Weighted Slippage		
Surallah-Tboli-San Jose							0		*Output Indicator*	
									Output Indicator	
									Output Indicator	
									...	
Component 1							0			
Construction of Road 1	900	0.69	75	51.92	62.5	43.27	-12.5			120
Bridge construction	400	0.31	92.86	28.57	64.29	19.78	-28.57			28
	1300	1.00		80.50		63.05		- 17.44		

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

PROJECT RESULTS

As of _____ [Year]

Implementing Agency: _____

Program/Project Title	Program/Project Objectives	Results/Outcome Indicator/Target	Observed Results/Outcome/Impact
School Feeding Program	*Reduce malnutrition among school children and improve their academic performance*	365 children below 12 years old are fed and their weights monitored	Children are able to attend school regularly and are able to finish their studies

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

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)

PROJECT EXCEPTION REPORT

As of [Month] [Year] (Quarterly)

Implementing Agency/NGOs/Concerned Citizens: _____

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

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

Issue Status	Indicate whether the issue is "current" or "resolved" as of end of the reporting period (applicable only to issues)
Reasons	Indicate events, incidents, etc. that have caused the problems or factors, practice or strategies that contributed to the outstanding performance or facilitated smooth implementation

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

Actions Taken	Indicate key remedial measures taken from the time when the issue was reported until the end of the reporting period. Include corresponding status of actions taken as of end of the reporting period (applicable only to issues)
Actions to be Taken	Indicate specific actions to be carried out by the concerned agencies and stakeholders, and corresponding timeline (only applicable to issues)

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
SUMMARY OF FINANCIAL AND PHYSICAL ACCOMPLISHMENTS
As of [Month] [Year] (Quarterly)

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

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

Physical Accomplishment		
Target OWPA to date (%)	Actual OWPA to date (%)	Slippage

➢ **Target Overall Weighted Physical Accomplishment (OWPA) to date (%)** – Work scheduled to be accomplished from start of project implementation up to the reporting period (refer to Appendix D for the computation of OWPA)

➢ **Actual OWPA to date (%)** – Actual work accomplished from start of implementation up to the reporting period in percentage

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

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
REPORT ON THE STATUS OF PROJECTS ENCOUNTERING IMPLEMENTATION PROBLEMS
As of [Month] [Year] (Quarterly)

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

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

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

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

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

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

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

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

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
TRAINING/WORKSHOP CONDUCTED/FACILITATED/ATTENDED BY THE RPMC
In [Year]

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

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

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEMS (RPMES)

RPMC AND RDC RESOLUTIONS RELATED TO IMPLEMENTATION OF THE RPMES

Resolutions Passed in [Year]

Resolution Number	Resolution Title	Date Approved	Resolution	Link to the Resolution

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

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEMS (RPMES)
KEY LESSONS LEARNED FROM ISSUES RESOLVED AND BEST PRACTICES
In [Year]

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

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

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

Frequency and Reporting Timelines

Type of Report	Frequency of Reporting	Report Timelines	Prepared by	Submitted to
Initial Project Report (RPMES Form No. 1)	Annual (at the beginning of the year)	1st Quarter	Implementing Agency/ Unit	LPMC/ RPMC
Physical and Financial Accomplishment Report (RPMES Form No. 2)	Quarterly	1 month after the reporting quarter	Implementing Agency/ Unit	LPMC/ RPMC
Project Exception Report (RPMES Form No. 3)	Quarterly	1 month after the reporting quarter	Implementing Agency or Unit/ NGOs/ Concerned Citizens	LPMC/ RPMC
Project Results (RPMES Form No. 4)	Annual	January 31 of each year	Implementing Agency/ Unit	LPMC/ RPMC

Monitoring Guide for PMCs

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

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

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

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

5. Analyze submitted M&E information and prepare summary reports

6. Conduct regular inspection at project sites

7. Report findings and recommendations to the appropriate body

8. Conduct an evaluation of programs/projects

onomic and Developmen

The following documents are pre-requisites to make all systems work across all levels.

a)   Work and Financial Plan (WFP)
b)   Monitoring Plan (MP)
c)   Monitoring Work Program (MWP)

Work and Financial Plan (WFP)

-covers the activities of the regional and provincial/city/ municipal PMCs during the calendar year. The WFP will be prepared by each Regional PMC following the guidelines set by the DBM as basis for the allocation of funds for operating requirements of the Regional PMCs.

JANUARY - DECEMBER 2022 WORK AND FINANCIAL PLAN

Name of Office: **REGIONAL DEVELOPMENT COUNCIL XII**

Program/ Activities/ Projects Per the General Appropriat	Specific Activity/Project of Staffs/Unit/Project (2)	Expense Item		QTY/	Financial Plan												
		-3			-4												
Appropriat		Acccount Name	Sub-Object	SIZE	J	F	M	A	M	J	J	A	S	O	N	D	TOTAL
	RPMC FUND																
	REGULAR ACTIVITIES																0.00
	a. RPMC XII Meeting																0.00
	Provision of Meals	Representation Expenses	50299030-00			12,325.00	4,300.00			952.50			16,250.00		16,250.00		50,077.50
					0.00	12,325.00	4,300.00	0.00	0.00	952.50	0.00	0.00	16,250.00	0.00	16,250.00	0.00	50,077.50
	b. RPMC XII Monitoring	Traveling Expenses - Local	50201010-00	(2 drivers, 3NGOs, 5 Tech Staff @ PHP 1500 x				5,250.00	30,750.00	4,200.00		37,500.00	7,500.00	37,500.00	7,500.00		130,200.00
	Provision of Meals	Representation Expenses	50299030-00							950.00		4,000.00	2,000.00	4,000.00	2,000.00		12,950.00
	Fuel and Lubricant	Fuel, Oil and Lubricants Expenses	50203090-00					7,000.00	8,000.00			10,000.00	5,000.00	10,000.00	5,000.00		45,000.00
	Communications	Telephone Expenses-Mobile	50205020-01			2,000.00			2,000.00								4,000.00
					0.00	2,000.00	0.00	12,250.00	40,750.00	5,150.00	0.00	51,500.00	14,500.00	51,500.00	14,500.00	0.00	192,150.00
	c. Quarterly RPMES Rep	Traveling Expenses - Local	50201010-00														0.00
	Provision of Meals	Representation Expenses	50299030-00														0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. TA to BARMM (RPMES)																
		Traveling Expenses - Local	50201010-00	(1 driver 5Tech Staff, RD and ARD @ PHP 750 x 2days)	-						12,000.00						12,000.00
					0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	-	-	-	0.00	0.00	12,000.00
	e. Capacity Building for	Traveling Expenses - Local	50201010-00	(7 tech staff, 1 driver, 1NGO @ PhP 1500 x 1.5days)	.		.	.		.	.		16,500.00				16,500.00

Monitoring and Evaluation Plan

list of projects to be covered by the RPMES during the year, and the corresponding schedules of implementation

Areas to be Visited	Projects	Project Implementer	Date
Sarangani Province and Gen. Santos City	❖ Road and Bridges along Malandag-Miasong Roads, Package A and B; Demoloc-Little Baguio Alabel Road; Sarangani-Sultan Kudarat Coastal Road; ❖ Logistics Support for Mindanao Activities (LOGISTICS) ❖ Senior High School Support Program ❖ ROLL-IT Projects ❖ TRIP Projects	❖ DPWH XII ❖ MinDA ❖ DepEd XII ❖ DTI XII ❖ DOT XII ❖ DPWH XII ❖ TESDA XII	May 11-13 2022 and May 18-20 2022

Areas to be Visited	Projects	Project Implementer	Date
Cotabato and Sultan Kudarat	❖ Roads and Bridges (SNA-Lebak-Kalamansig Road Projects); ❖ Bridge Replacement Projects along Awang-Upi-Lebak-Kalamansig-Palimbang Sarangani Road ❖ Bypass Roads ❖ Kabulnan 2 Irrigation and Power Project ❖ ROLL-IT Projects ❖ Flood Control Projects along Ala River ❖ Evacuation Centers ❖ Central Mindanao Airport Projects	❖ DPWH XII ❖ DPWH XII ❖ DAR XII ❖ NIA XII ❖ DTI XII ❖ DPWH XII ❖ OCD XII ❖ DOTr	October 19-21, 2022 and October 26-28

3rd QUARTER REGULAR MONITORING

Areas to be Visited	Projects	Project Implementer	Date
South Cotabato and Koronadal City	❖ **Roads and Bridges (Lake Sebu-Maitum Road and Banga-Tupi Road Projects);** ❖ **SGH** ❖ **By-Pass Roads (Koronadal City** ❖ **Off Carriageway** ❖ **ROLL-IT Projects** ❖ **Flood Control Projects along Ala River** ❖ **Evacuation Centers**	❖ **DPWH XII** ❖ **DPWH XII** ❖ **DTI XII** ❖ **DPWH Sot Cot DEO** ❖ **OCD XII**	**August 22-25, 2023**

Other projects

Areas to be Visited	Projects	Project Implementer	Date
	Any project which may be recommended by RDC XII SeComs, LGUs/LPMCs or oversight agencies for monitoring		

CY 2025
RPMC XII
WORK PROGRAM

CY 2025 Work Program

MAJOR ACTIVITIES	EXPECTED OUTPUT	TIMEFRAME				REMARKS
		Q1	Q2	Q3	Q4	
A. Project Field Monitoring/RPMC XII Technical Level PSS						
1. Conduct of RPMC XII technical level PSS on major/priority/critical programs/projects	4 RPMC XII technical level PSS conducted					
▪ 1st Quarter Field Monitoring/Technical Level PSS	RPMC XII technical level PSS conducted on programs/projects in the Province of Cotabato and Kidapawan City	X				March 1, 2025
▪ 2nd Quarter Field Monitoring	RPMC XII monitoring activity conducted on programs/projects in the Province of Sarangani and General Santos City and Sultan Kudarat and Tacurong		X			May 11-13, 2025 and May 18-20, 2025

CY 2024 Work Program

MAJOR ACTIVITIES	EXPECTED OUTPUT	TIMEFRAME				REMARKS
		Q1	Q2	Q3	Q4	
▪ 3rd Field Monitoring	RPMC XII technical level PSS conducted on programs/projects in the Province Cotabato & Kidapawan City and South Cotabato & Koronadal City			X		Aug. 17-19, 2025 and5
▪ 4th Field Monitoring/ Technical Level PSS	Field monitoring visits conducted in the Provinces of Cotabato and Sultan Kudarat				X	October 19-21, 2025 and October 26-28
2. Conduct post-monitoring meetings	4 post monitoring meetings conducted by the RPMC XII Secretariat	X	X	X	X	Every after monitoring activity

REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

Harmonized Gender and Development Evaluation Checklist

HGDG Project Monitoring and Evaluation Checklist
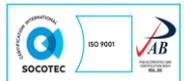
Legal Basis

Legal Basis	Description
Article II Section 14 of the 1987 Constitution	• also known as the "Women in Development and Nation Building Act" • empowers women by **ensuring their equal opportunity** to participate in and contribute to development • mandates the **integration of women's perspectives** in all aspects of development, which require gender-responsive planning and implementation in all development projects.
Republic Act 7192 s. 1992	• "The State recognizes the role of women in nation-building, and shall ensure the fundamental equality before the law of women and men." • reinforces the goals of the HGDG by establishing the mandate for gender equality, thereby shaping policies and programs to be more inclusive, fair, and balanced in addressing the different needs and priorities of women and men.

❑ Article II Section 14 of the 1987 Constitution- "The State recognizes the role of women in nation-building and shall maintain the fundamental equality of women and men before the law."

❑ Republic Act 7192, s. 1992-Women in Development and Nation Building Act

Republic Act 7192: Women in Development and Nation Building Act

AN ACT PROMOTING THE INTEGRATION OF WOMEN AS FULL AND EQUAL PARTNERS OF MEN IN DEVELOPMENT AND NATION BUILDING AND FOR OTHER PURPOSES.

Section 1. Title. – This Act shall be cited as the **"Women in Development and Nation Building Act."**

Sec. 2. Declaration of Policy. – The State recognizes the role of women in nation building and shall ensure the fundamental equality before the law of women and men. The State shall provided women rights and opportunities equal to that of men.

To attain the foregoing policy:

(1) A substantial portion of official development assistance funds received from foreign governments and multilateral agencies and organizations shall be set aside and utilized by the agencies concerned to support programs and activities for women;

(2) All government departments shall ensure that women benefit equally and participate directly in the development programs and projects of said department, specifically those funded under official foreign development assistance, to ensure the full participation and involvement of women in the development process; and

(3) All government departments and agencies shall review and revise all their regulations, circulars, issuances and procedures to remove gender bias therein.

SUSTAINABLE DEVELOPMENT **GOALS**

8 DECENT WORK AND ECONOMIC GROWTH

8.5- By 2030, achieve full and productive employment, decent work for all men and women and equal pay for work and of equal value

Harmonized Gender and Development Guidelines

for Project Development, Implementation, Monitoring and Evaluation

Third Edition
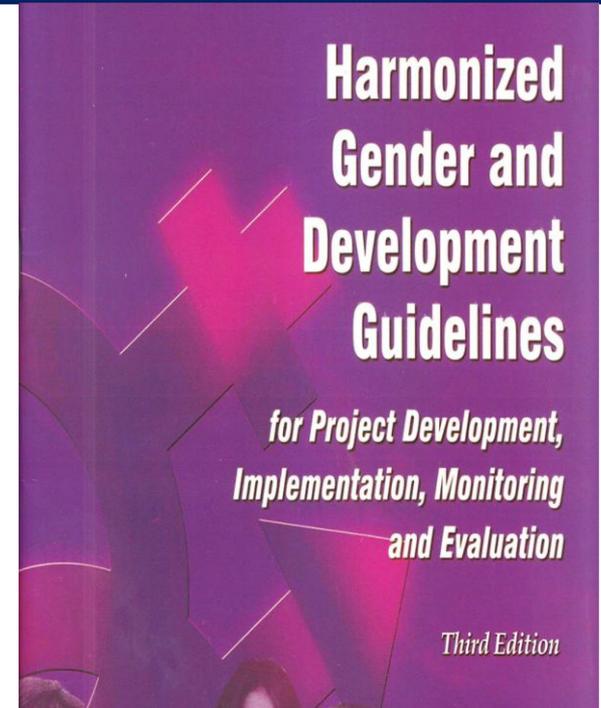
We have made significant gains in our advocacy on the use of the HGDG as demonstrated by the growing interests in developing more sectoral checklists and in the increasing demand for capacity building. We call for the continuous support of all the government agencies and our development partners in the utilization and promotion of the Guidelines with the goal of fulfilling women's human rights and achieving gender equality and development for all.

EMMANUEL F. ESGUERRA
Secretary of Socioeconomic Planning
and NEDA Director-General

REMEDIOS IGNACIO-RIKKEN
Chairperson
Philippine Commission on Women

Objectives

- Promote the **twin goals of gender equality** and women's empowerment;

- Provide institutions with a **common set of analytical concepts and tools** for integrating gender concerns into development programs and projects;

- **Awareness on gender equality** in, and empowering women through programs and projects;

- Advocate for the **use and integration of the HGDG monitoring checklist** in monitoring activities.
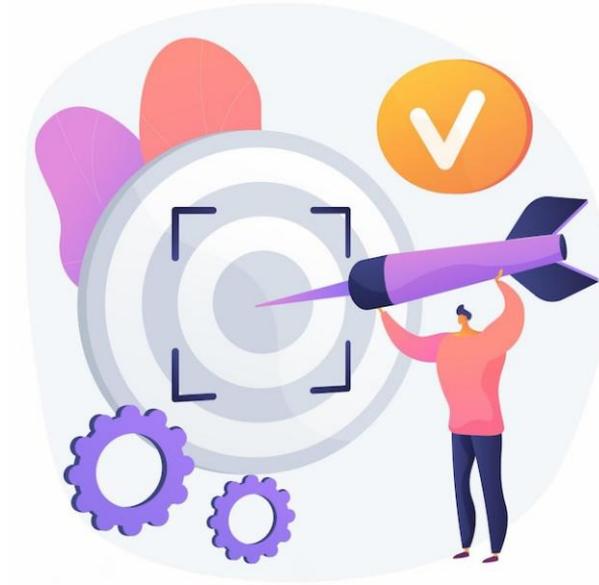
Considerations in the Implementation, Monitoring and Evaluation of Programs and Projects

Considerations in the Implementation, Monitoring and Evaluation of Programs and Projects

A. GAD Mainstreaming	B. Ensuring Post-Project Sustainability of GAD Initiatives and Results
• Support of project leadership; • Staff commitment and technical competence in implementing the GAD's strategy and willingness to tap external GAD's expertise in developing GAD capacity; • Enforcement of procedures and processes that promote gender's equality and empowerment	• Involving regular agency personnel in the implementation of gender equality activities; • Developing the capacity of agency officials and personnel for undertaking GAD initiatives, and; • Incorporating the project's GAD strategies in the agency's GAD plans

- Relevant gender issues have been identified.
- The identified gender issues have been addressed in the project design.

HGDG Project Monitoring and Evaluation Checklist
Considerations in the Implementation, Monitoring and Evaluation of Programs and Projects

National Economic and Development Authority

Sample Forms

Project Management

- Is the project leadership supportive of GAD or gender equality goals?

- Does the project require the presence of women and men in the project implementation team?

- Has the agency included the project's GAD efforts in its GAD plans?

- Does the project have an operational GAD strategy?

- Does the project involve women and men in various phases of subprojects?

Element and guide question (col. 1)	Response (col. 2)			Score for the item or element (col. 3)
	No (2a)	Partly yes (2b)	Yes (2c)	
1.0 **Supportive project management** (max score: 2; for each item, 1.0)				
1.1 Is the project leadership (project steering/advisory committee or management) supportive of GAD or gender equality goals? For instance, has it mobilized adequate resources to support strategies that address gender issues or constraints to women's and men's participation during project implementation? (possible scores: 0, 0.5, 1.0)				
2.2 Has adequate gender expertise been made available throughout the project? For example, are gender issues adequately addressed in the project management contract and scope of services? (possible scores: 0, 0.5, 1.0)				
2.0 **Technically competent staff or consultants** (max score: 2; for each item, 0.67)				
2.1 Are the project staff members technically prepared to promote gender equality or integrate GAD in their respective positions/locations? OR, is there an individual or group responsible for promoting gender equality in the project? OR, has the project tapped local gender experts to assist its staff/partners in integrating gender equality in their activities or in project operations? (possible scores: 0, 0.33, 0.67)				
2.2 Does the project require the presence of women and men in the project implementation team? (possible scores: 0, 0.33, 0.67)				
2.3 Does project require its monitoring and evaluation team (personnel or consultants) to have technical competence for GAD evaluation? (possible scores: 0, 0.33, 0.67)				
3.0 **Committed Philippine government agency** (max score: 2; for each item, 1)				
3.1 Are regular agency personnel involved in implementing project GAD initiatives? OR, are agency officials or personnel participating in GAD training sponsored by the project? (possible scores: 0, 0.5, 1.0)				
3.2 Has the agency included the project's GAD efforts in its GAD plans? (possible scores: 0, 0.5, 1.0)				
4.0 **GAD implementation processes and procedures** (max score: 2; for each item, 0.5)				
4.1 Do project implementation documents incorporate a discussion of GAD concerns? IF APPLICABLE: Are subproject proposals required to have explicit GAD objectives and to have been supported by gender analysis? (possible scores: 0, 0.25, 0.50)				
4.2 Does the project have an operational GAD strategy? Alternately, has the project been effective in integrating GAD into the development activity? (possible scores: 0, 0.25, 0.50)				
4.3 Does the project have a budget for activities that will build capacities for doing GAD tasks (gender analysis, monitoring, etc.) (possible scores: 0, 0.25, 0.50)				
4.4 Does the project involve women and men in various phases of subprojects? (possible scores: 0, 0.25, 0.50)				
TOTAL GAD SCORE – PROJECT MANAGEMENT				

Project Monitoring and Evaluation Checklist

- Does the project require gender-sensitive outputs and outcomes?

- Have sex-disaggregated data been collected on the distribution of project resources to women and men, and on the participation of women and men in project activities and in decision making?

- Has women's welfare and status been improved as a result of the project?

Element and guide question (col. 1)	Response (col. 2)			Total score for the element (col. 3)
	No (2a)	Partly yes (2b)	Yes (2c)	
1.0 Project monitoring system being used by the project includes indicators that measure gender differences in outputs, results, and outcomes. (max score: 2; for each item, 1)				
1.1 Does the project require gender-sensitive outputs and outcomes? (possible scores: 0, 0.5, 1.0)				
1.2 Does the project monitor its activities, inputs, outputs, and results using GAD or gender equality indicators? (possible scores: 0, 0.5, 1.0)				
2.0 Project database includes sex-disaggregated and gender-related information. (max score: 2; for each item, 0.5)				
2.1 Does the project support studies to assess gender issues and impacts? OR, have sex-disaggregated data been collected on the project's impact on women and men in connection with welfare, access to resources and benefits, awareness or consciousness raising, participation, and control? (possible scores: 0, 0.25, 0.50)				
2.2 Have sex-disaggregated data been collected on the distribution of project resources to women and men, and on the participation of women and men in project activities and in decision making? IF APPLICABLE: Does the project require its subprojects to include sex-disaggregated data in their reports? (possible scores: 0, 0.25, 0.50)				
2.3 Do project and subproject reports include sex-disaggregated data or cover gender equality or GAD concerns, initiatives, and results (that is, information on gender issues and how these are addressed)? (possible scores: 0, 0.25, 0.50)				
2.4 Are sex-disaggregated data being "rolled up" from the field to the national level? (possible scores: 0, 0.25, 0.50)				
3.0 Gender equality and women's empowerment targets are being met. (max score: 4)				
3.1 Has women's welfare and status been improved as a result of the project? (possible scores: 0, 1.0, 2.0)				

Examples of indicators:
- The project has helped in raising the education levels and health status of disadvantaged groups of women.
- Women's access to productive resources, employment opportunities, and political and legal status has improved.
- The project has created new opportunities or roles for women and men.
- Men and women have been sensitized to gender issues and women's human rights.
- The project has supported or instituted strategies to overcome any adverse effects on women.
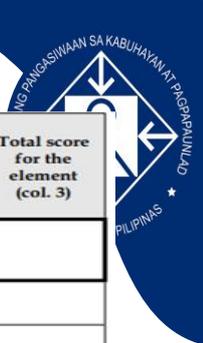
Project Monitoring and Evaluation Checklist

- Has the project responded to gender issues that were identified during project implementation?

- Examples of identified gender issues

- Have women and men been involved in or consulted on the assessment of the gender impacts of the project?

Element and guide question (col. 1)	Response (col. 2)			Total score for the element (col. 3)
	No (2a)	Partly yes (2b)	Yes (2c)	
• The project has introduced follow-up activities to promote the sustainability of its gender equality results. • There are project initiatives to ensure that improvements in the status of women and girls will be sustained and supported after project completion.				
3.2 Has the project helped in developing the capacity of the implementing agency for implementing gender-sensitive projects? (possible scores: 0, 1.0, 2.0)				
4.0 *Project addresses gender issues arising from or during its implementation.* (possible scores: 0, 1.0, 2.0) Has the project responded to gender issues that were identified during project implementation or M&E? OR: Has the project addressed gender issues arising from its implementation?				
Examples of gender issues: • Negative effects on the gender relationship as a result of new roles or resources created for women • Additional workloads for women and men • Displacement of women by men • Loss of access to resources because of project rules				
5.0 *Participatory monitoring and evaluation processes* (max score: 2; for each item, 1)				
5.1 Does the project involve or consult woman and man implementors during project monitoring and evaluation? Does it involve woman and man beneficiaries? (possible scores: 0, 0.5, 1.0)				
5.2 Have women and men been involved in or consulted on the assessment of the gender impacts of the project? (possible scores: 0, 0.5, 1.0)				
TOTAL GAD SCORE – MONITORING AND EVALUATION				
TOTAL GAD SCORE – PROJECT MANAGEMENT (from box 16)				
TOTAL GAD SCORE –PROJECT IMPLEMENTATION				

National Economic and Development Authority

Designing and Evaluating ICT Projects

- Has the situation analysis considered the possible constraints to women's and men's participation in the activities and benefits of the proposed project?

- Do the strategies match the gender issues and gender equality goals identified?

- Have the needs of women and men been considered in the formulation and design of the project?

Dimension and question (col. 1)	Response (col. 2)			Score for the item/ element (col. 3)	Result or comment (col. 4)
	No (2a)	Partly yes (2b)	Yes (2c)		
3.2.2 Has the situation analysis covered the causes of gender gaps in resources, particularly ICT resources? (possible scores: 0, 0.17, 0.33)					
3.3 *Constraints* (possible scores: 0, 0.33, 0.67) Has the situation analysis considered the possible constraints to women's and men's participation in the activities and benefits of the proposed project?					
Project design					
4.0 *Gender equality goals, outcomes, and outputs* (max score: 2; for each question, 1)					
4.1 Do the project objectives explicitly refer to woman and man clients, workers, and officials of the ICT sector as beneficiaries of the project? (possible scores: 0, 0.5, 1.0)					
4.2 Does the project set gender equality outputs and outcomes in terms access, participation, and control? (see examples in the text) (possible scores: 0, 0.5, 1.0)					
5.0 *Matching of strategies with gender issues* (possible scores: 0, 1.0, 2.0) Do the strategies match the gender issues and gender equality goals identified? That is, will the project eliminate or at least reduce gender gaps and inequities?					
6.0 *Gender analysis of the designed project* (max score: 2; for each item, 0.67)					
6.1 *Gender division of labor* (max score: 0.67; for each question, 0.22)					
6.1.1 Have the needs of women and men been considered in the formulation and design of the project? (possible scores: 0, 0.11, 0.22)					
6.1.2 Will the new ICT facility or service address issues related to the displacement or deskilling of woman and man workers? (possible scores: 0, 0.11, 0.22)					
6.1.3 Does the project provide measures to avoid or reduce the negative effects of the introduction of the ICT facility or service on the division of labor? (possible scores: 0, 0.11, 0.22)					
6.2 *Access to and control of resources* (max score: 0.67; for each question, 0.22)					
6.2.1 Does the project ensure that opportunities for training and scholarships which may be provided by the project are equally accessible to women and men? (possible scores: 0, 0.11, 0.22)					

REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

Simple Guide to Project Monitoring

Regional Project Monitoring
and Evaluation System (RPMES)
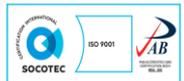
Preparation Phases/ Stages

I. **Pre-Project Monitoring Activities**
   I. Technical Aspect
   II. Administrative Aspect

II. **During Project Monitoring Activities**
   I. Technical Aspect
   II. Financial Aspect
   III. Economic Aspect
   IV. Administrative Aspect

III. **Post Monitoring Activities**
   I. Technical Aspect
   II. Administrative Aspect

IV. **Ethical Behavior**

Pre-Monitoring Activities

Pre-Monitoring Activities

Technical Aspect
1. **Determine Management Desires**

2. **Prepare List of Projects**
   • By **Sector** - Infrastructure, Agriculture, Social Development, etc.
 	
   • By **Priority -** Project Cost, Funding Source, Project Impact, Problematic Projects, High Negative Slippage

Pre-Monitoring Activities

Criteria in Selecting Projects for RPMC XII Field Monitoring Visit

1 High priority/high impact projects endorsed/adopted by RDC XII that are supportive of the RDP (20 pts.);

2 Included in the NPMC list of on-going programs/projects in the Public Investment Program 2023 – 2028 for Priority Monitoring (20 pts.); and

Criteria in Selecting Projects for RPMC XII Field Monitoring Visit

3 From the list of identified high impact/priority projects, prioritization will be done based on the following:

a) Projects with significant or double digit slippage. The order of priority are as follows (15 pts.)
- First priority - 15% and above (7 pts)
- Second priority - 10% to 15% (5 pts)
- Third priority - 5% to 10% (3 pts)

b) Cost of project (15 pts.)
- First priority - projects costing above Php 100 Million (7 pts.
- Second priority – projects costing Php 50 to 100 Million (5 p
- Third priority – projects costing less than Php 50 Million (3 p

Criteria in Selecting Projects for RPMC XII Field Monitoring Visit

c) Impact/significance of the project (15 pts.)

c.1) Coverage
- First priority – inter-regional (6 pts)
- Second priority – inter-provincial/city (4 pts)

c.2) Target Beneficiaries
- First priority – covers multi-sectoral groups (3 pts)
- Second priority – focus on a specific basic sector group (2 pt)

d) Accessibility and peace and order condition in the project site to be visited (15 pts.)
*Must be cleared by security forces

Pre-Monitoring Activities

Technical Aspect

3. **Organize the inspection team**
  • Assignment of technical staff (relevant expertise)
  • Tasking

4. **Finalize the schedule of the monitoring**   • Consider local holidays, celebrations, weather forecast

5. **Familiarize yourself with technical aspects of the projects**
  • Plans, Specifications, POW
  • PERT/CPM, Gantt Chart
  • Agency Reports, Consultant's Report
  • Previous Monitoring Reports
  • Feasibility Study and Newspaper clippings

Pre-Monitoring Activities

Technical Aspect
6. **Request for project briefing from the implementing agencies and/or consultants**
7. **Ask from the implementing agency the following:** • Names and designation of contact persons in the field • Means of transportation and its alternatives (find out accessibility of the project area) • Affordable accommodation in the project area • Peace and order condition/ Safety precautions (validate from other sources) • Agency representative/s to accompany the monitoring team

Pre-Monitoring Activities

Technical Aspect

8. **Initially prepare Field Monitoring Report with the basic information about the project:**
- Name of Project
- Location
- Implementing agency
- Contractor
- Project Cost and Contract Cost
- Source of Fund
- Project Schedule
- Mode of Implementation
- Physical Target
- Brief Description

Regional Development Council XII
REGIONAL PROJECT MONITORING COMMITTEE (RPMC)

Field Monitoring Report	Date of Visit:
Name of Project	
Location	

Implementing Agency	
Mode of Implementation	
Contractor	
Contract Cost	
Contract Schedule	Date of Start: Contract Duration: Target Date of Completion:

Physical Target:

Implementation Status

Findings

Recommendations:

Photo Documentation:

Pre-Monitoring Activities

Administrative Aspect
1. **Send formal communication to implementing agencies**
2. **Send official communication to agency-member of the monitoring team**
3. **Prepare local travel orders**
4. **Ensure availability of transportation for mobility of the team**
5. **Ensure availability of documentation equipment:** • Digital camera, video, voice recorder
6. **Prepare the following:** • ID, monitoring forms, road map/location map, attendance sheet, notebooks, first aid kit, personal effects, etc.

During Project Monitoring Activities

During Project Monitoring Activities

Technical Aspect
1. **Actual Work Accomplishment vs. Scheduled Accomplishment**
2. **Identify which components are encountering delay**   Example: • Construction of PCCP due to inadequate supply of cement, no detour/alternate road, etc.   • Installation of roofing due to unavailability of materials in the local market (C-purlins)
3. **Ascertain delays in project implementation are justifiable or not**   • (RROW, inclement weather, peace and order problems, lack of manpower and equipment, inadequate supply of materials, etc.)
4. **Measures taken in the field to mitigate problems**   • RROW / Peace and Order Problems – coordinated with LGUs and other agencies   • Lack of equipment/manpower – issued warning to contractor and instructed to submit catch up plan

During Project Monitoring Activities

Technical Aspect
5. Investigate any deviation from the approved conditions, plans and specifications • (i.e., change in design/specification, additional works to be done)
6. Determine whether deviations are authorized or not • (i.e., approved variation order)
7. Assess Quality of Work
8. Identify best practices or factors that contribute to outstanding performance
9. Interview with Field Personnel, Beneficiaries and Community Leaders

During Project Monitoring Activities

Technical Aspect

7. **Assess Quality of Work**

Presence of potholes

3.35 M

Constructed PCCP must conform with the approved POW/design

During Project Monitoring Activities

Technical Aspect

7. Identify "best" practices or factors that contribute to outstanding perf~~...~~

Appropriate, well-placed signages

Wears safety gear/PPEs

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During Project Monitoring Activities

Technical Aspect

8. **Identify "best" practices or factors that contribute to outstanding performance**

Wears safety gear/PPEs

During Project Monitoring Activities

9. **Interview with Field Personnel, Beneficiaries and Community Leaders**

Members of the team maybe assigned to focus on a specific aspect or concern to cover concerns about the project

During Project Monitoring Activities

Technical Aspect

10. For completed projects:

- Verify completion report, final inspection report and certificate of acceptance/turn-over
- Assess the lessons or insights drawn in the course of project implementation and make this available to project planners
- Assess the attainment of project goals and outcomes/objectives

During Project Monitoring Activities

Financial Aspect

1. **Value of work accomplished vs. Disbursements**
2. **Problems with regard to Funding**
3. **Interviews (workers, beneficiaries, etc.)**
   • Salary/wages and other benefits for workers
   • Payment of RROW
   • Payment/downloading of working capital

During Project Monitoring Activities

Financial Aspect

Wages of workers must **conform with the approved RTWPB wage order** and in case wages given are below the minimum set in the region.

If the contractor provides free meals and bunk houses, the contractor must also **apply for facility evaluation with the RTWPB** for review/approval

During Project Monitoring Activities

Economic Aspect

1. **Identify causes of delays or problems due to economic conditions prevailing:**
   - Inflation
   - Price increase
   - Fuel increase

2. **Amendments to existing policies and implementation of new rules and regulations may impinge on project economic viability**

During Project Monitoring Activities

Administrative Aspect

1. **Organizational structure of the implementor**
2. **Backgrounds and expertise of the people manning the project**
3. **Adequacy of equipment**
4. **Other administrative support**
   - financial capability of the contractor
   - presence of safety officer and/or trained first aider
   - presence of first aid kit

Post-Project Monitoring

Post-Project Monitoring Activities

Financial Aspect

1. **Exit conference with implementing agency**
2. **Organize all materials and data collected**
3. **Conduct post monitoring meeting with monitoring team**
4. **Prepare Field Monitoring Report**
     • Findings: brief description, status of project (physical/financial), employment generated
     • Problems encountered in implementation or factors that contribute to outstanding performance
     • Causes of such problems
     • Recommendations
     • Photographs, etc.

Post-Project Monitoring Activities

Administrative Aspect
1. **Secure Certificate of Appearance** 2. **Prepare liquidation papers and submit to concerned units** 3. **Send out reports to development council, next level PMC and concerned agencies**

Post-Project Monitoring Activities

Ethical Considerations
1. Abide by the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713).
2. Abide by the principles, norms, and standards spelled out in section of these guidelines.
3. Monitoring team shall be accountable for their performance and their products.
4. Shall be sensitive to the cultural, social, and economic environment of all stakeholders
5. Conduct in a manner that is fair and appropriate to this environment
6. Respect the implementing agencies' and individuals' right to provide information in confidence
7. Ensure the impartial conduct of monitoring and evaluation to maximize objectivity and minimize the potential for bias.

Guide for Conducting Monitoring Activities

What to Prepare

1. Latest financial reports/status;
2. List of equipment/machines/tools which were purchased from the proceeds of the fund;
3. Proof of construction/installation of infrastructures like awards to the contractor, contract of work, pictures, completion report (in cases of roads, bridges, building, etc.);
4. Reports on the status of implementation (training, medical clinic operation, agricultural production, water installation, etc.);
5. Documents, official receipts representing payments on purchases made;
6. Copy of the project proposal;
7. Reports previously submitted to funding agency;
8. Education and information materials produced;
9. Business plan (for farm tractor operation), if any.

Pointers

What to Look into During Monitoring

1. Latest financial reports/status;
2. List of equipment/machines/tools which were purchased from the proceeds of the fund;
3. Proof of construction/installation of infrastructures like awards to the contractor, contract of work, pictures, completion report (in cases of roads, bridges, building, etc.);
4. Reports on the status of implementation (training, medical clinic operation, agricultural production, water installation, etc.);
5. Documents, official receipts representing payments on purchases made;
6. Copy of the project proposal;
7. Reports previously submitted to funding agency;
8. Education and information materials produced;
9. Business plan (for farm tractor operation), if any.

Pointers

Sample: Construction of infrastructure (road, bridges, etc)

1. How many kilometers?
2. How many barangays were directly served by the projects/estimated number of families who benefited from the project?
3. Effect: Does the area become more accessible to the residents in terms of marketing their agricultural products? Has this brought easy access from the barangay to the town proper and other areas?
4. The kind and number of transportation that passes through the road as against the time when the project has not been implemented yet.
5. Cost of transportation before and after the project.
6. Time for travelling before and after the projects

Pointers

Sample: Building/Community facilities for training, post harvest facilities, health facilities

1. Size of the building, objective of constructing the building;
2. Number of trainings conducted therein, the kind of training and number of graduates;
3. What happened to the trainees/graduates, impact of the trainings to the farmers/ families especially along new technology on agricultural production;
4. Other technical assistance/assistance being to the farmers and the mechanics of provision of such;
5. Number of residents served (for post harvest facilities), terms for use of the facilities, has these facilities been regarded as part of the income generating projects of the organization, up to what extent (as against target beneficiaries)?;
6. Increase of income for the farmers;
7. Who manages the use of the facilities, and mechanics for the use including monitoring and maintenance?;
8. Extent of delivery of health services as a result of the health facilities constructed and the different health services being offered;
9. Other services being offered, the mechanics and who manages the project;
10. Number of families/households served.

Pointers

Sample: Installation of Water Facilities

1. Savings of the residents (comparative figure on how much they spent a day before and after the installation of the water facilities);
2. Time spent in fetching water as against time saved now that they have their own water connection;
3. Availability of potable water for the residents (estimated number of gallons of water/ capacity;
4. General impact of the installation of water facilities both for domestic use and for their agricultural production;
5. Number of households/families served;
6. Savings on the part of the LGUs (monetary and otherwise)

Key Provisions of
Republic Act 6685

Title

AN ACT REQUIRING PRIVATE CONTRACTORS TO WHOM NATIONAL, PROVINCIAL, CITY AND MUNICIPAL PUBLIC WORKS PROJECTS HAVE BEEN AWARDED UNDER CONTRACT TO HIRE AT LEAST FIFTY PERCENT OF THE   UNSKILLED AND AT LEAST THIRTY PERCENT OF THE SKILLED LABOR REQUIREMENTS TO BE TAKEN FROM THE AVAILABLE BONA FIDE RESIDENTS IN THE PROVINCE, CITY OR MUNICIPALITY IN WHICH THE PROJECTS ARE TO BE UNDERTAKEN, AND PENALIZING THOSE WHO FAIL TO DO SO

I. Rationale

- **Provision in 1987 Philippine Constitution**:
  - ➢ affirms **Labor** as a primary social economic force and, therefore, protects the rights of workers and promote their welfare;

- **Section 16 of the Local Government Code of 1991**
  - ➢ authorizes LGUs to exercise its powers for efficient and effective governance, and the promotion of the general welfare;
  - ➢ directs LGUs to maximize the exercise of all its powers by way of the legislative authority thru Sanggunians, to secure and promote full employment among their residents, peace and order, etc.;

- **Republic Act No. 6685** has further reinforced the foregoing provisions of the Constitution and the Local Government Code of the Philippines
  - ☐ enacted on December 12, 1988 during the Eighth Congress

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Section 1. Contractor Requirement

- All private contractors, including subcontractors, to whom awards are made for the undertaking of national and local public works projects funded by either the National Government or any local government unit, including foreign-assisted projects must hire at least **fifty percent (50%)** of the **unskilled** and **thirty percent (30%)** of the **skilled labor** requirements from the unemployed bona fide and actual residents in the province, city and municipality who are ready, willing and able as determined by the governor, city mayor or municipal mayor concerned where the projects are to be undertaken:

  - ✓ Provided, That labor (unskilled) used or to be used for the manufacture of prefabricated construction materials and other materials premade outside the place of project implementation and skilled manpower utilized or to be utilized for the preparation of engineering designs and project plans and layouts shall be exempted from the labor requirements herein imposed;

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- **Public works projects** referred to include
  - ✓ national, provincial, city, municipal, and barangay projects,
  - ✓ including but not limited to roads, schools, power and water systems, piers, airports and similar projects.

1
2
3

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Section 3. Excluded Projects

- Any **scientific project** of a **highly technical nature**,
- **all defense and military installations which fall under security requirements**,
- **any public works project that may be assigned to and which can be undertaken by the engineering battalions of the   Armed Forces of the Philippines shall be excluded:**

✓ Provided, That where such strategic   projects are to be undertaken by private contractors, the same shall require the clearance and   permission of the Chief of Staff of the Armed Forces of the Philippines and/or the Secretary   of the Department of Science and Technology, and the provisions of Section 1 shall apply.

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Section 4. Notice of Labor Requirements

- The contractor and/or subcontractor **shall post in conspicuous areas** to be specified and designated by proper district, provincial, city or municipal authorities, **a notice** in either Filipino, English or the local dialect, that local residents are needed for the project;

- Applicants shall bring their **voter's identification card** or any reliable document of identification or submit a verification from the barangay captain or any other member of the barangay council in the absence of the barangay captain,
  - ✓ to prove that they are bona fide and actual residents of the locality where the project will be undertaken.

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- Furthermore, **applicants shall pass reasonable performance requirements** of the contractor.

Section 5. Certificate of Compliance

- The contractor and/or subcontractor shall submit to the   district, provincial or city engineer, among the requirements for every progress billing,
  - ✓ a **certificate of compliance** with the above requirements duly sworn to, including a list of names of residents hired from the locality where the project was undertaken.

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Section 6. Penalty

- Failure without good cause by the contractor or subcontractor to comply with the requirements of Sections 1, 4 and 5 of this Act shall be penalized by

  - ✓ a fine of Twenty thousand pesos (P20,000) for the first offense; suspension for one (1) year from participating in public works bidding for the second offense; and perpetual disqualification from participating in public works bidding for the third offense.

- The penalty clause as provided for in this Act shall be included in all contracts to be entered into by and between   the national, provincial, city and municipal governments and the contractor upon approval of   this Act.

DO 51, Series of 1990

"GUIDELINES FOR THE IMPLEMENTATION OF THE PROVISIONS OF RA NO. 6685"

IRR or key provisions of DO 51

1. **The Mandatory minimum percentage of 50% of _unskilled_ labor shall be recruited as follows:**

1.1 First priority shall be recruited from unemployed bona fide residents of the locality where the project is located, willing as determined and certified by the City or Municipal Mayor concerned.

National Economic and Development Authority

1.2 If the unskilled labor requirement is not fully met, then the deficiency shall be recruited from the neighboring barangays of the city/municipality, willing as determined and certified by the City/Municipal Mayor.

1.3 – If still the unskilled labor requirement is not fully satisfied after the recruitment pursuant to 1.1. & 1.2, then the deficiency shall be from the unemployed bona fide residents of the province where the project is being undertaken, willing as determined and certified by the Governor.

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2. The mandatory minimum 30% of the _skilled labor_ requirement shall be recruited as follows:

2.1 - First priority shall be recruited from unemployed bona fide residents of the locality where the project is located, willing as determined and certified by the City or Municipal Mayor concerned.

2.2 If the ~~skilled labor requirement is not fully met, then the~~ deficiency shall be recruited from the neighboring barangays of the city/municipality, willing as determined and certified by the City/Municipal Mayor.

2.3 – If still the skilled labor requirement is not fully satisfied after the recruitment pursuant to 1.1. & 1.2, then the deficiency shall be from the unemployed bona fide residents of the province where the project is being undertaken, willing and as determined/certified by the Governor.

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3 – In case of a project traversing 2 or more barangays / municipalities / cities / provinces, the labor requirement shall be recruited proportionately from the localities traversed by the project.

4 – Th IO (DPWH RO/DEO City Engineer's Office shall upon publication of the Invitation for Prequalification to Bid, advise the concerned City/Municipal Mayor or Governor of the project to be bid and the labor requirements thereof and shall likewise advise them to submit a list of qualified and willing laborers (Unskilled ad skilled) in their respective localities, from which listing, the contractor shall select for employment.

"The list of laborers shall be submitted and made available to the contractor upon award of the contract and before the NTP is issued. In case of non-submission of the list within the period, the Contractor has the option to employ the labor requirements, preferably from the barangay or locality where the project is located"

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5 – The IO shall see to it that the Instructions to Bidders and Tender Documents include a provision for strict compliance of RA 6685 and that the penalty clause provision thereof is included in the Conditions of the Contract

6. In the pre-bid conference, the Prequalification Bids an Awards Committee shall discuss and disseminate to all prequalified Bidders the provisions of RA 6685 and emphasize that the Organization Chart for the project shall accompany the bid proposal must indicate the total number of skilled and unskilled labor requirement of the project in which the mandatory minimum 50 – 30% local labor recruitment shall be based.

7 – Upon award of contract and after the contractor has signed the contract and submitted the requirement for the approval of the contract, the conytractor shall inform the concerned DOLE RO – Community Employment Center (CEC) of the manpower requirements of the project sso that DOLE-CEC can provide recruitment assistance to the contractor. The contractor shall then cause the posting of the **"Notice of Labor Requirements"**

8 – **"Certificate of Compliance"** under oath to be submitted by the contractor as among the requirements for every progress billing, pursuant to Section 5 of RA

D.O. NO. 210, Series of 1990
(MONITORING OF COMPLIANCE TO THE PROVISIONS R.A. NO. 6685, REQUIRING EMPLOYMENT OF LOCAL LABOR)

Additional instructions of D.O. No. 51, Series of 1990:

> The IOs shall include all DPWH Regional, District, City, and Project Management Offices.

> All Ios shall submit a quarterly Summary Report to the PMO-Central Labor-Based Unit (CLBU) to be received not later than one week after the end of quarter, indicating therein, the Names of the Contractor & their Awarded Projects, and the number of laborers employed among the bona fide residents of the Barangay, Municipality, and Province where the project is located using the attached format

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NAME AND LOCATION OF PROJECT	CONTRACTOR'S NAME AND CONTRACT COST	BARANGAY AND CORRESPONDING NUMBER OF RESIDENTS EMPLOYED	REMARKS
Aglao Bridge, San Marcelino, Zambales	Juan Diaz, Inc. P 250,000	Aglao – 6 Pob. San Marcelino – 5	Insufficient number of laborers in Barangay Aglao.

CY 2024 COMMUNITY-BASED EMPLOYMENT PROGRAM (CBEP) MONITORING FORM

ACCOMPLISHMENT MONITORING SYSTEM

Name of Agency: Department of Public Works and Highways - Sultan Kudarat 1st District Engineering Office, Isulan, Sultan Kudarat

NO.	NAME			ADDRESS				AGE	GENDER	OCCUPATION/ SKILL	DURATION OF EMPLOYMENT	CBEP ENROLLED PROGRAMS/PROJECTS		REMARKS
	LAST	FIRST	MI	STREET/BRGY	DISTRICT	MUNICIPALITY/ CITY	PROVINCE					NAME	NATURE	
1	Villanueva	Job	T	Poblacion	SK 1st	Lambayong	Sultan Kudarat	44	Male	Foreman	85 CD	Improvement of Intersection - Dulawan -Marbel Rd (S00741MN) - K1750 + 800	GAA	
2	Salvador	Justine	G	Poblacion	SK 1st	Lambayong	Sultan Kudarat	49	Male	Safety Officer	85 CD		GAA	
3	Acmad	Jerson	F	Poblacion	SK 1st	Lambayong	Sultan Kudarat	50	Male	H.E.O	85 CD		GAA	
4	Arciaga	Randy	R	Poblacion	SK 1st	Lambayong	Sultan Kudarat	48	Male	H.E.O	85 CD		GAA	
5	Sepnio	Jany	E	Poblacion	SK 1st	Lambayong	Sultan Kudarat	43	Male	Driver	85 CD		GAA	
6	Selidio	Emmerson	K	Poblacion	SK 1st	Lambayong	Sultan Kudarat	41	Male	Driver	85 CD		GAA	
7	Corbita	Tham	L	Poblacion	SK 1st	Lambayong	Sultan Kudarat	38	Male	Skilled	85 CD		GAA	
8	Balbutin	Junie	L	Poblacion	SK 1st	Lambayong	Sultan Kudarat	35	Male	Skilled	85 CD		GAA	
9	Abalos	Gerundio	A	Poblacion	SK 1st	Lambayong	Sultan Kudarat	36	Male	Laborer	85 CD		GAA	
10	Zailan	Phyllis	A	Poblacion	SK 1st	Lambayong	Sultan Kudarat	45	Male	Laborer	85 CD		GAA	
11	Sampayan	Kent	E	Poblacion	SK 1st	Lambayong	Sultan Kudarat	30	Male	Laborer	85 CD		GAA	
12	Dastol	Patrick	C	Poblacion	SK 1st	Lambayong	Sultan Kudarat	29	Male	Laborer	85 CD		GAA	

D.O. NO. 130, Series of 2016

(Guidelines for the implementation of the Provisions of RA No. 6685 and RA No. 9710 or Magna Carta on Women)

> The mandatory minimum percentage of 50% of the unskilled labor requirement shall be recruited and be EQUALLY ACCESSIBLE TO BOTH WOMEN AND MEN...

Authority

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LOCATION/ CONTRACTOR	IMPLEMENTING AGENCY	DATE OF PROJECT INSPECTION	MAJOR FINDINGS	EMPLOYMENT GENERATED BY TYPE		RECOMMENDATION OF INSPECTOR	ACTION TAKEN/ TO BE TAKEN BY RO
				Male	Female		
			No. of unskilled workers hired- No. of skilled workers hired Total number of workers hired for the project				

National Economic and Development Authority

Thank you