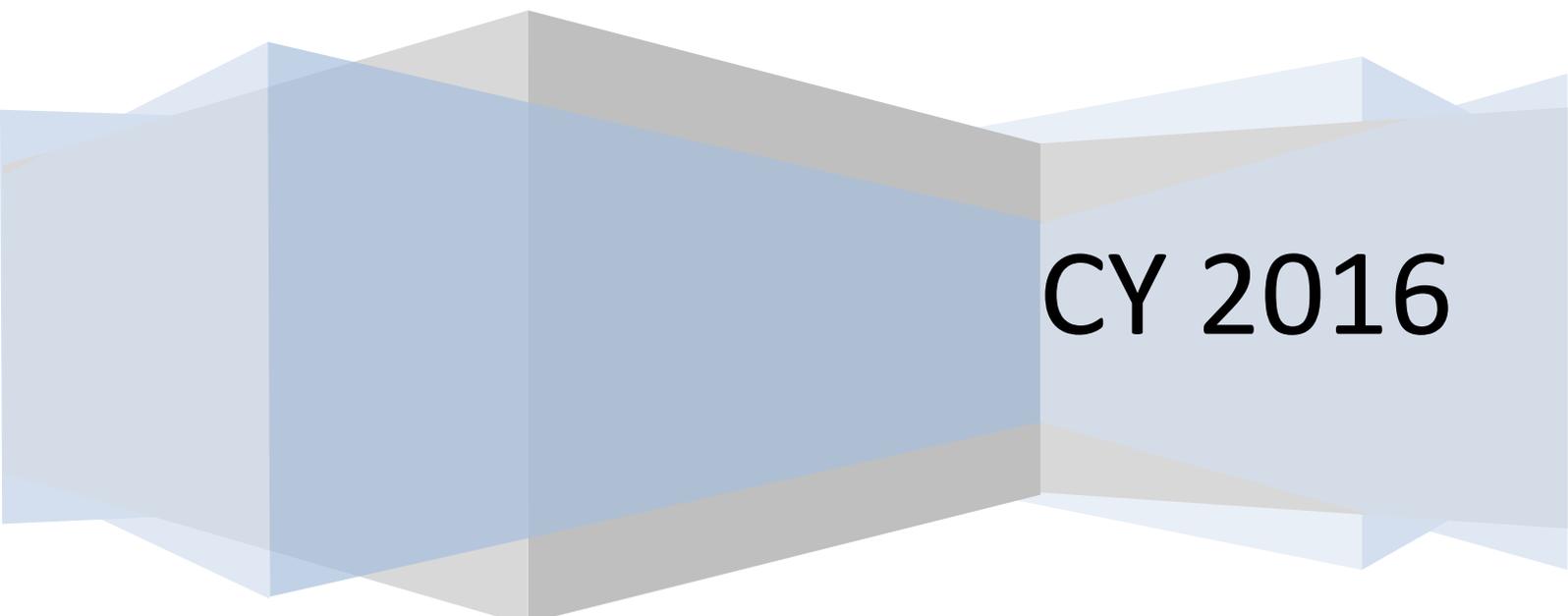


GUIDES AND PROCEDURES IN MONITORING

**RPMES Report Preparation and Field
Monitoring Visit**

NEDA-PMED



CY 2016

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FMV Form 02

A.1 Procedure in the Preparation of the Quarterly RPMEs Report

Once the Monitoring Plan is approved by the RPMC, the Secretariat can already start the conduct of field monitoring visits and initiate the preparation of the quarterly RPMEs report. The corresponding agencies from *Table 1 (List of Programs and Projects for Table Monitoring)* of the approved M&E Plan shall be the basis for coordinating with the concerned agencies from whom to gather the quarterly status of implementation reports.

At the 1st day of the month following the quarter under review, a letter will be forwarded to concerned agencies to solicit their respective quarterly accomplishment reports. Attached to the letter is a prescribed form as per RPMEs Manual for these agencies to input the required information (*refer to attached RPMEs Form 1*).

After the retrieval of all the reports, the Secretariat starts the drafting of the report. Should there be lacking information, the Secretariat shall coordinate with the agency concerned for clarification.

Upon completion of the 1st draft of the report, the same shall be subjected to the review of the Regional Project Monitoring Committee (RPMC) or its Technical Working Group (TWG), together with some agencies that are implementing high-impact projects. The RPMC consists of director level members from NEDA (Chair), DBM (Vice-Chair), DILG, OP-PMS, PIA, and Private Sector Representatives (PSRs). The comments and suggestions gathered during this activity shall be incorporated in the draft report which shall then be forwarded to the office of the Regional Director of NEDA for final review and comment.

Again, the comments and suggestions shall be incorporated in the report for finalization. The final quarterly RPMEs report will be forwarded to all concerned stakeholders on or before the 25th of the 2nd month of the succeeding quarter. The recipients of the report are Monitoring and Evaluation Staff (MES) of the NEDA-Central Office, RPMC members and provincial LGUs. The RPMEs report preparation is presented in a process flowchart shown in *Annex 1*.

B.1 Procedures in the Conduct of Field Monitoring Visits

This section will serve as a guide to the members of the Regional Project Monitoring Committee - Project Monitoring Team (RPMC-PMT) in the conduct of field monitoring visits.

The procedures for undertaking regular Field Monitoring Visits (FMVs) have been divided into three phases. The first phase deals with activities to be undertaken **prior to the visit**; the second with the **actual field monitoring** and the last phase tackles **post visit activities**.

a. Preliminary Activities

1. Identification of Projects

As mentioned in the earlier section, projects subjected to field monitoring are those that were already identified in *Table 2*. The timing and schedule of field monitoring consider the available resources/funds needed in the conduct of FMV as well as the availability and workloads of the RPMC-PMT members but to be conducted at least once a quarter.

2. Provision of Relevant Project Information

Two (2) weeks prior to the FMV, the RPMC Secretariat shall prepare the relevant information about the project, its profile and project status (*FMV Forms 1 and 2*). This will help the RPMC-PMT in assessing and validating the performance of the project. The consolidated project information will be provided to the members of the RPMC-PMT a week ahead of the said FMV or during the pre-FMV meeting. This information will give each member of the PMT an idea on what to look for and what to ask during the field visit.

3. Coordination with Project Implementing Office(s) and RPMC-PMT members

In order that the field monitoring visits would be conducted smoothly, it is imperative that the concerned Project Implementing Offices (PIOs) are informed prior to the conduct of the FMV. Coordination with these PIOs would help facilitate the conduct of field validation and ocular inspection of a specific project. Likewise, this is to ensure that pertinent facts (outside of the regular project status report) regarding project implementation are gathered from the implementers and from the project beneficiaries.

The RPMC Secretariat will write to formally inform the RPMC members and the PSRs of the scheduled FMV. It is necessary to confirm their attendance to the FMV prior to the preparation of travel documents and other necessary logistics and for the information of the project proponent.

4. Preparation of FMV Documentary Requirements

All documentary requirements for the conduct of field monitoring visits should be approved **a week ahead** of the scheduled visit in order that the necessary logistics are released on time. It is incumbent upon the Secretariat of the RPMC (NEDA-PMED) to prepare all the necessary project and travel documents as per schedule.

5. Conduct of Pre-FMV Meeting (*optional*)

If necessary, the members of the PMT will meet prior to the scheduled FMV to discuss their observations and concerns regarding the projects to be visited based on the information gathered. Results of these discussions will then be used as the starting point in conducting their ocular inspection of the project. Aside from this, the PMT would deal with the distribution of work during the FMV to avoid work duplication and to expedite the monitoring of the project.

Likewise, during this step, sequence of questions to be asked during the FMV shall be formulated. Questions shall be made/asked on a per project basis, e.g. indicators, beneficiaries, etc. The sequencing of questions should provide a logical approach to the information that the interviewer wants to draw out.

b. Actual Field Monitoring Visit

1. Conducting Inspections. Inspections are made to validate if the project implementers or contractors have implemented the project based on the standards and specifications contained in the Program of Work (POW) and if the reported project accomplishments have really been attained. Any deviation from the POW should be noted and included in the field monitoring report. Likewise, a photograph should be taken to serve as evidence that there was a deviation from the POW.
2. Conducting Interviews. Interviews are conducted in order to elicit information that were not included in the POW and Project Accomplishment Report such as benefits accruing to the project, problems encountered by the project, among others. The following should serve as interviewees: local officials, residents within the vicinity of the project site, project beneficiaries, the project engineer or contractor and project employees or construction workers.
3. Results Monitoring and Evaluation (RME). (*For programs/projects subjected for RME/impact evaluation*). The monitoring team shall also look into how the projects (either ongoing or nearly completed) have attained or are likely to attain their desired development impacts. Likewise, look into the likelihood of attaining the expected sectoral outcome (infrastructure, social, etc.) *Refer to Annexes-RME Forms*.
4. Photo Documentation. When conducting field monitoring visits, inspections, interviews, and pictures of these activities should be taken to give proof that they actually happened. Likewise, a photograph of the project's progress or level of accomplishment should be taken and dated.
5. Wearing RPMC-PMT Identification Cards. It is important that members of the PMT wear their identification cards during the conduct of FMVs. The

wearing of the I.D. will identify the members of the RPMC–PMT who have the authority to monitor and evaluate programs and projects in the region.

c. Post-FMV Activities

1. Conduct of FMV Assessment Meeting

Three days after every FMV, the RPMC-PMT would meet as a group to discuss how the visit fared in terms of the problems that were encountered and the things that worked out well. Likewise, the meeting shall serve as means of validating the observations and findings of the PMT.

2. Preparation of Field Monitoring Reports

The RPMC-PMT is given **three days** (after the Assessment Meeting) to prepare and submit their respective sectoral field monitoring reports to the Secretariat of the RPMC for consolidation. The said reports should contain the basic information regarding the project and the findings of the PMT as well as the impact or the benefits that would be derived from the project. All field monitoring reports should follow the specified format shown in *Annex 3*. The said report should at least contain the following information, to wit:

- a. Brief Project Information (Project Title, Proponent, Cost, Fund Source, Location, Starting Date, Expected Completion Date, Name of Contractor)
- b. Brief Project Description and Objectives
- c. Actual Accomplishment vis-à-vis Projected Accomplishment based on the POW or Project S-Curve.
- d. Reasons for deviation or slippages or problems encountered in the implementation of the project.
- e. Actions taken by the proponent or contractor to resolve such problems (if any) and recommendation for action.
- f. Expected benefits when the project is completed.

Note: Project Exception Reports are only used if the project is problematic or way ahead of schedule.

3. Consolidation of Field Monitoring Reports

The RPMC Secretariat is given **five (5) working days** to consolidate all field monitoring reports. In the consolidation of the said reports, the Secretariat should see to it that the agreements reached during the FMV Assessment Meeting has been adhered to and should see to it that the figures included in the field monitoring report are true and correct.

The consolidated field monitoring reports are then submitted to the Chairperson of the RPMC for consideration within **2 working days** after all reports have been consolidated.

4. Coordination with Project Implementing Office (PIO) Regarding Field Monitoring Results and Recommendations

To ensure that the PIOs or implementing agency would be informed and would act upon the recommendations made by the RPMC, it is vital that they should be furnished with a copy of the Field Monitoring Report (FMR) for their respective projects **a week after** the RPMC Chairperson has concurred with the findings of the RPMC-PMT. It is also important that proponent agencies whose projects are on track or ahead of schedule be given a copy of the FMR as a form of validation that the accomplishment reports submitted to them by their implementers, monitoring officers or contractors reflect the actual situation.

5. Follow-Through of FMV Recommendations

A month after a copy of the FMR has been received by the proponent/implementing agency, the concerned RPMC-PMT member should coordinate with the said agency in order to be apprised on the actions that were undertaken on the recommendations made by the RPMC. The said measures that were implemented should be noted and verified during the succeeding FMV.

V. IMPLEMENTATION ARRANGEMENTS

During each year, the RPMC Secretariat shall prepare an annual Monitoring and Evaluation (M&E) Plan providing the list of programs and projects to be enrolled in the quarterly RPMEs report and for Field Monitoring Visits. The draft annual M&E Plan shall be presented for review and approval by the RPMC members during the last quarter meeting of the current year.

During the preparation of quarterly RPMEs Reports, the Project Monitoring Team shall meet to provide additional inputs and recommendations prior to the

finalization of the report. Part of the report shall be the output of the PMT during the conduct of its quarterly field monitoring activity. Implementing agencies of major infrastructure projects in the region shall likewise be invited to validate the entries made in the draft report. This is undertaken as part of the process flow of the quarterly RPMES report; it being one of the ISO enrolled processes of the Secretariat and to ensure that all entries made are valid and correct. The Secretariat shall forward the final RPMES to NEDA CO, RPMC members, provincial LGUs, Congressmen of the region and other concerned stakeholders for their information, reference and required action.

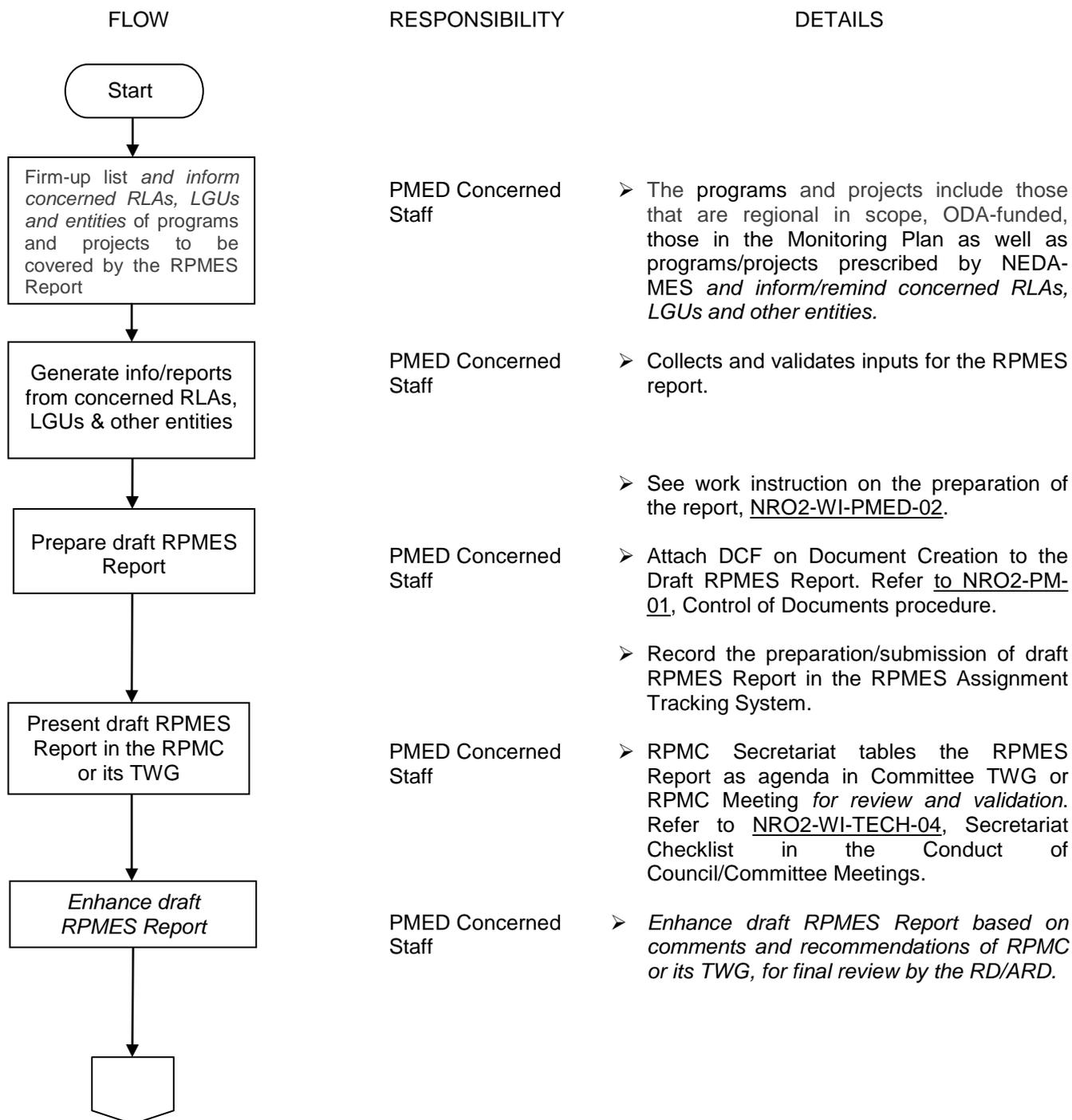
Part of the quarterly RPMES report is a survey form to gather information from the stakeholders on the utility and other suggestions for the improvement of the report. The retrieved survey forms shall be consolidated by the Secretariat and suggestions shall be considered in the preparation of the succeeding quarterly RPMES reports.

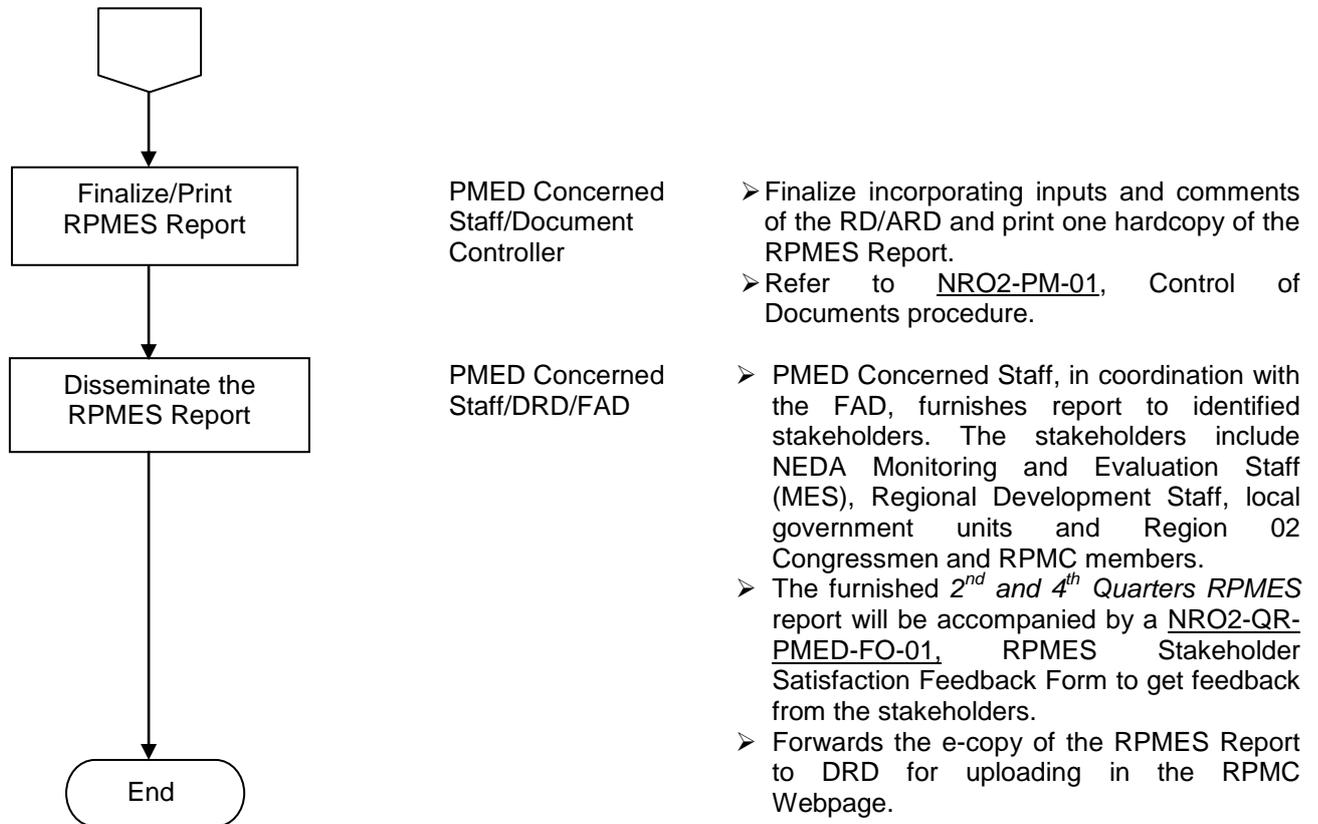
List of Acronyms

ADB	Asian Development Bank
ARISP	Agrarian Reform Infrastructure Support Project
CEZA	Cagayan Economic Zone Authority
DA	Department of Agriculture
DAR	Department of Agrarian Reform
DepEd	Department of Education
DENR	Department of Environment and Natural Resources
DILG	Department of the Interior and Local Government
DOE-PNOC	Department of Energy - Philippine National Oil Company
DOH	Department of Health
DOT	Department of Tourism
DPWH	Department of Public Works and Highways
DSWD	Department of Social Welfare and Development
FMV	Field Monitoring Visits
FTMR	Farm-to-Market Road
ICRMP	Integrated Coastal Resource Management Project
JICA	Japan International Cooperation Agency
KOICA	Korea International Cooperation Agency
LF	Local Fund
LGU	Local Government Unit
LWUA	Local Water Utilities Administration
MES	Monitoring and Evaluation Staff
MP	Monitoring Plan
NEDA	National Economic and Development Authority
NGP	National Greening Program
NIA	National Irrigation Administration
NIS	National Irrigation System
ODA	Official Development Assistance
PIO	Project Implementing Office
PPP	Public-Private Partnership
PSIP	Public School Infrastructure Project
PSR	Private Sector Representative
RbME	Results-based Monitoring and Evaluation
RME	Results Monitoring and Evaluation
RPMC	Regional Project Monitoring Committee
RPMC PMT	Regional Project Monitoring Committee Project Monitoring Team
RPMES	Regional Project Monitoring and Evaluation System
SRA	Sugar Regulatory Administration
SRIP	Small Reservoir Irrigation Project
WB	World Bank

ANNEXES
Process Flowcharts
And
Monitoring Forms

RPMES REPORT FLOWCHART





RPMES REPORT FORMAT AND CONTENT

I. MAIN REPORT

A. Introduction

State how many and what are the projects covered by the Report, by major category (ODA-funded, funded by the NG, privately-funded, provincial projects). Indicate also summary of projects by status of implementation.

B. Status of Implementation

1. Projects Ahead of Schedule

State how many and what are the projects that are ahead of schedule. Discuss also the reasons why these projects are experiencing a smooth implementation. Summarize in table form, to include the name of projects, project costs, target and actual physical accomplishments and their corresponding positive slippages.

Include brief description of a project that you wish to highlight, normally the one with the highest positive slippage.

2. Projects that are Behind Schedule

State how many and what are the projects that are behind schedule. Discuss also the reasons why these projects are experiencing delays in implementation. Summarize in table form, to include the name of projects, project costs, target and actual physical accomplishments and their corresponding negative slippages.

Include brief description of a project that you wish to highlight, normally the one with the highest negative slippage.

3. Projects On Track

State how many and what are the projects that are on track. Summarize in table form, to include the name of projects, project costs, target and actual physical accomplishments and their corresponding negative slippages.

Include brief descriptions of projects that fall under this cluster.

C. Provincial Inputs

Summarize in tabular form the major provincial programs and projects.

II. INDIVIDUAL PROJECT PROFILE

A. Brief Project Information

Project Title:

Proponent:

Location:

Project Cost:

Duration:

Brief Project Description:

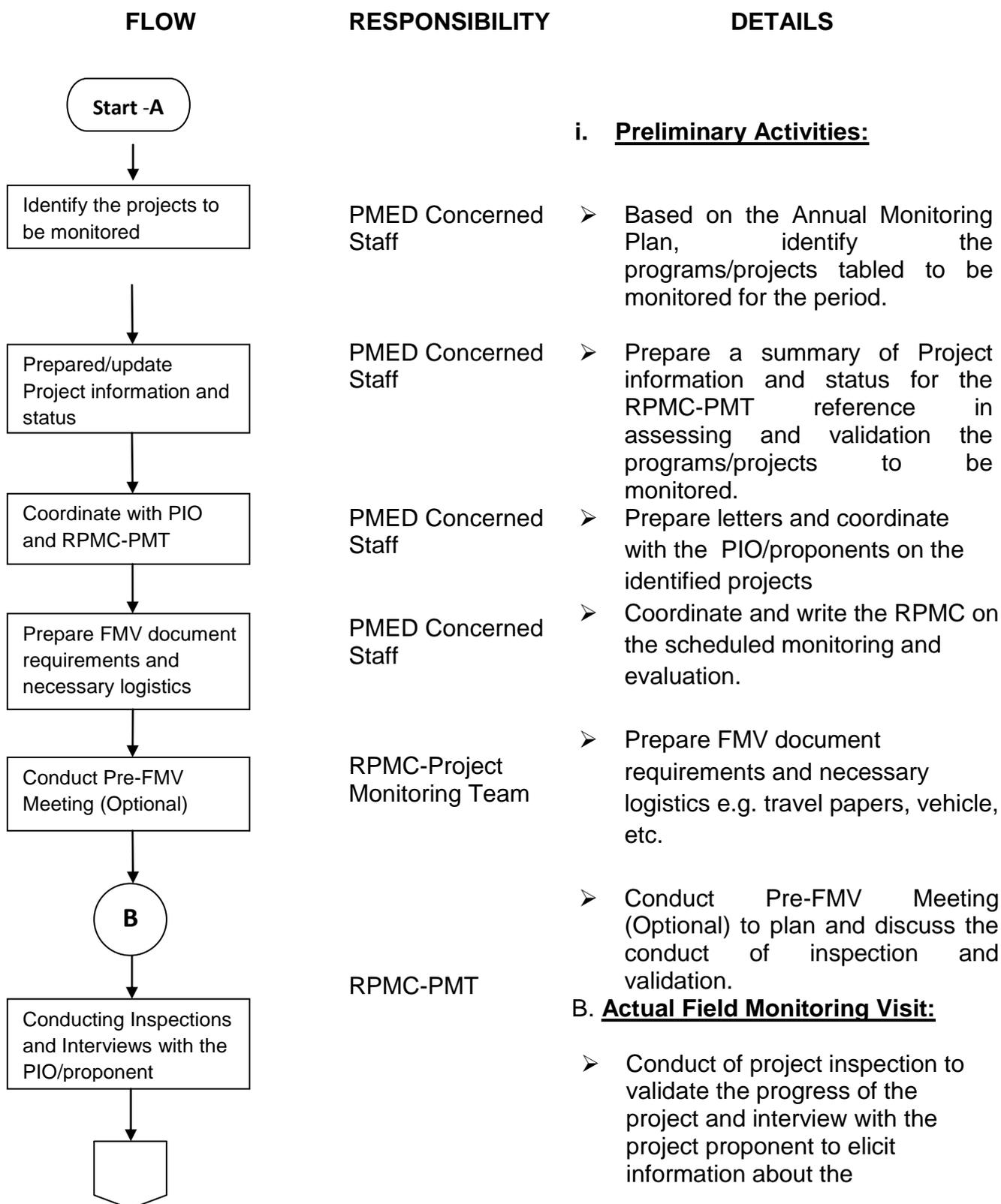
B. ____ QUARTER STATUS

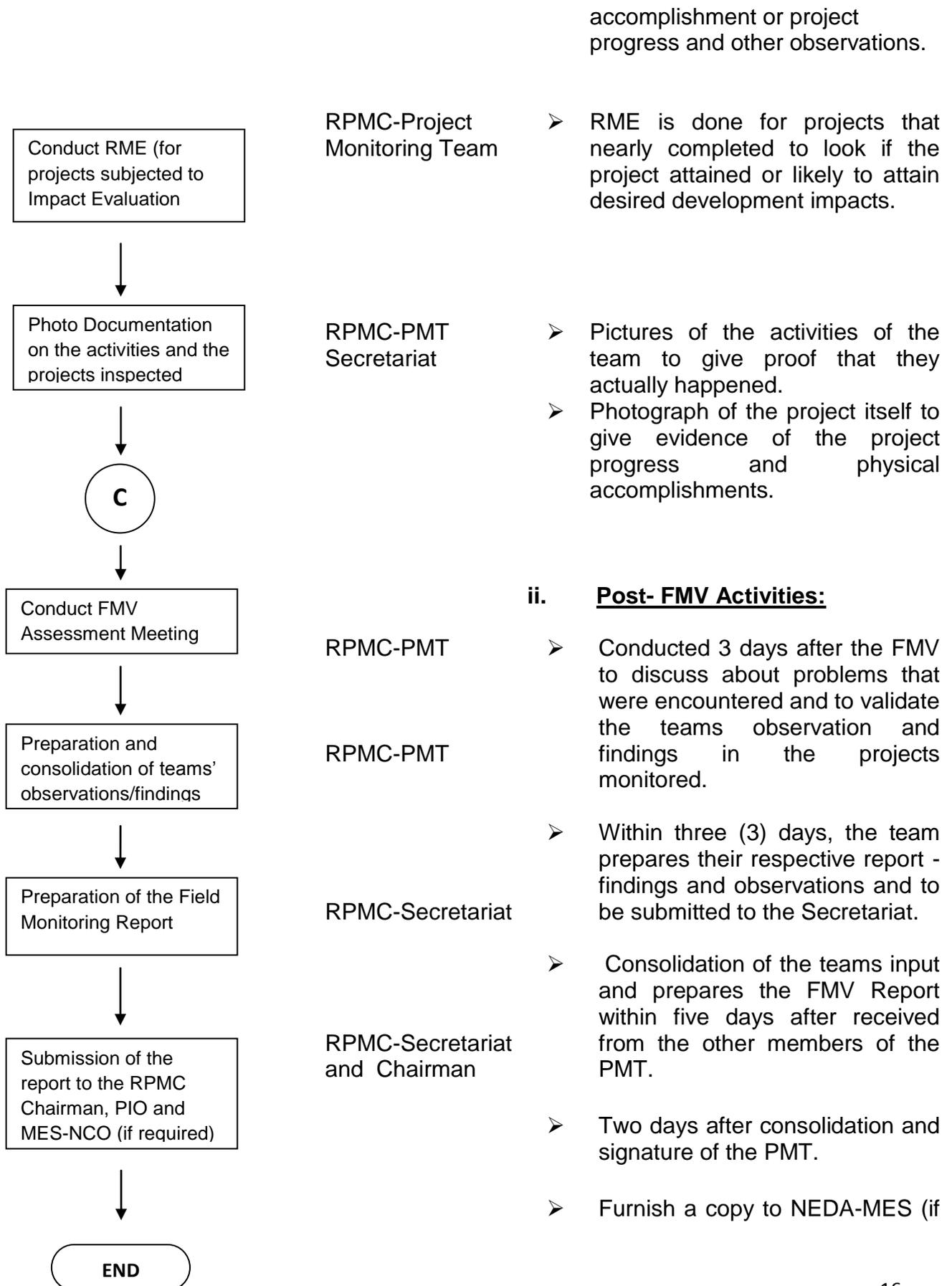
C. EXPECTED BENEFITS/RESULTS

D. RECOMMENDATIONS

Specifically for projects experiencing delays, give recommendations on how to facilitate the pace of project implementation.

FIELD MONITORING VISIT FLOWCHART





required) and to the PIO/proponent for their actions on the recommendations.

- (The report will also serve as input to the quarterly RPMES report particularly on the project status of the projects monitored).

FIELD MONITORING VISIT REPORT

- A. Programs and Projects Monitored
- B. Dates of Visit
- C. RPMC-Project Monitoring Team
- D. Activities Undertaken
- E. Brief Project Information/Description (Project Title, Proponent, Cost, Fund Source, Location, Starting Date, Expected Completion Date, Name of Contractor, Expected benefits when the project is completed).
- F. Project Status
 - 1. Actual Accomplishment vis-à-vis Projected Accomplishment based on the POW or Project S-Curve.
 - 2. Reasons for deviation or slippages or problems encountered in the implementation of the project.
 - 3. Actions taken by the proponent or contractor to resolve such problems (if any) and recommendation for action.
- G. RPMC-PMT Findings/Observation and Recommendations
- H. Photo Documentation

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
INITIAL PROJECT REPORT
Physical and Financial Targets for Ongoing Programs and Projects
FY 2016

Implementing Agency: _____

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

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

Noted by: _____
 Agency Head

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

Implementing Agency: _____

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

Submitted by: _____

Designation/Office: _____

Date: _____

Note
d by: _____
Agency Head

Regional Development Council 2
Regional Project Monitoring Committee

PROJECT INFORMATION AND STATUS

FMV FORM

As of _____

Name/Components of Project	Location	Total Proj. Cost	Implementation Status (%)			Remarks
			Target	Actual	Slippage	
1.						
2.						
3.						

Implementing Agency:

Fund Source:

Project Description:

Regional Development Council 2
Regional Project Monitoring Committee

PROJECT FIELD MONITORING GUIDE

Name of Project:
Implementing
Agency:

Project / Details	Outcome / Indicator	Deviations / Status	Reasons for Deviations	Agency Measures	Observations / Findings	Recommendations
1.						
2.						