



**CY 2014**

# **RDC 02-RPMC MONITORING PLAN**



**RPMC Secretariat**

**PMED-NEDA Region 02**

**REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM  
(RPMES)  
MONITORING PLAN CY 2014**

**TABLE OF CONTENTS**

---

	<b>Page</b>
I Introduction	
1. Rationale	3
2. Objectives	4
3. Scope and Coverage	4
II Modes of Monitoring and Evaluation	
A. Table Monitoring	
1. Procedure in the Preparation of RPMES Report	5-6
2. Table 1-Programs and Projects for Table Monitoring	7-14
B. Field Monitoring Visits	
1. Procedures in the Conduct of Field Monitoring Visits	15-20
2. Table 2 - Programs and Projects for Field Monitoring	21-22
III Implementation Arrangement	23
IV List of Acronyms	24

Annexes:

- Annex 1 - RPMES Process Flowchart
- Annex 2 - RPMES Report Format and Content
- Annex 3 - Field Monitoring Visits (FMV)
- Annex 3 - Field Monitoring Report

Project Monitoring Forms:

- PMC Form 0-1
- PMC Form 1-1
- PMC Form 1-2
- PMC Form 1-3
- RME Form 3-A
- RME Form 4-A

## I. INTRODUCTION

### 1. Rationale

Monitoring and Evaluation is one of the mandates and major functions of the National Economic and Development Authority (NEDA) and the Regional Development Council (RDC). The Regional Project Monitoring & Evaluation System (RPMES) was established through EO 376 dated 2 November 1989, primarily to facilitate project implementation, monitoring and evaluation. The system presents the processes and procedures in monitoring and evaluating programs and projects at the national, regional and local/provincial levels and the generation of information on the overall status of project implementation.

The Regional Project Monitoring Committee (RPMC) is tasked to monitor and evaluate programs and projects implemented at the regional and provincial levels. The member agencies of the RPMC are NEDA, DBM, DILG, PMS, 3 Private Sector Representative (PSRs) and the Provincial Planning and Development Coordinators (PPDCs) of the five (5) provinces of the region.

NEDA being the Secretariat of the RPMC prepares the quarterly RPMES Reports. The RPMES report provides the status of implementation of programs and projects implemented in the region. These programs/projects include all foreign-funded projects/ODA-funded projects (loan or grant); interprovincial projects implemented in two or more provinces in the region, all area development projects, nationally-funded projects implemented in the region and other projects considered critical by the Office of the President (OP) and the Regional Development Council (RDC).

Another focus of regional monitoring and evaluation are critical and high-impact projects implemented by Provincial LGUs that support the development thrusts and priorities of the region.

The RPMC likewise has a Project Monitoring Team (PMT) whose members are the designated staff of the member agencies and the three (3) PSRs. The RPMC-PMT shall be responsible in the conduct of monitoring and evaluation of programs and projects particularly with high regional impact, alarming negative slippage and with good implementation practices that are worth replicating.

To commence the process, the RPMC Secretariat prepares an annual **Monitoring Plan (MP)** during the end of the preceding year for implementation in the succeeding year. The MP provides the list of priority programs and projects to be covered in the quarterly RPMES report and monitored and evaluated during each year. The MP also provides the guide for the RPMC-PMT in the conduct of monitoring and evaluation activities in the region.

## **2. Objectives**

Specifically, this CY 2014 Monitoring Plan aims to:

- a. Provide a list and brief profiles of programs and projects for Table Monitoring and Field Monitoring Visits during the current year;
- b. Present the schedule of monitoring and evaluation activities for the year; and
- c. Provide a guide and procedure for the RPMC-PMT in the conduct of monitoring and evaluation activities.

## **3. Scope and Coverage**

This Monitoring Plan covers all programs and projects implemented at the regional and provincial levels during the current year including those carried-over from the previous year. It also involves development programs and projects considered critical and with high-impact by the Regional Development Council. These programs and projects are further classified into two (2) modes of monitoring and evaluation, as follows:

- a. Table monitoring; and**
- b. Field Monitoring Visits (FMV)**

All programs and projects classified under Table and Field Monitoring are also grouped into the following:

- a. Foreign-assisted or Official Development Assistance (ODA)-funded projects;
- b. Major Nationally-Funded Programs/Projects;
- c. Major Infrastructure Support Projects;
- d. Agriculture Development Projects;
- e. Anti-Poverty and Livelihood Programs; and
- f. Provincial Government Programs/Projects with high regional impact

## II. MODES OF MONITORING AND EVALUATION

### A. Table Monitoring

The programs and projects classified for **Table Monitoring** are those priority programs/projects in support to the development thrusts and priorities of the region. These programs/projects are being administered and implemented by the different regional line agencies. These programs/projects are being enrolled in the quarterly RPMES Report prepared by the RPMC Secretariat, the NEDA Region 02.

The Regional Project Monitoring and Evaluation System (RPMES) Report is a document that presents the status of implementation of regional and selected provincial programs and projects on a quarterly basis. As an enhancement, the report now includes critical and high-impact projects that are implemented by the provincial Local Government Units in the region.

### 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 in *Table 1 (List of Programs and Projects for Table Monitoring)* of the approved MP shall provide the required accomplishment report of programs/projects which will be the basis in the preparation of quarterly RPMES reports.

On the 1<sup>st</sup> day of the 1<sup>st</sup> month of the quarter succeeding the quarter under review, a letter will be forwarded to concerned agencies to solicit their respective quarterly accomplishment reports. Attached to the letter is the prescribed form as per RPMES Manual for these agencies to input the required information (*see PMC Form 0-1*).

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

Upon completion of the 1<sup>st</sup> draft of the report, the same shall be subjected to the review and validation of the Project Monitoring Team, together with some agencies implementing high-impact projects. Comments and suggestions gathered during the 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 25<sup>th</sup> of the 2<sup>nd</sup> month of the succeeding quarter. The recipients of the report are Monitoring and Evaluation Staff (MES) and Regional Development Staff (RDS) of NEDA-Central Office, Provincial Governors and their respective PPDCs, Congressmen of Region 02 and RPMC members which include the Private Sector Representatives (PSRs). The RPMES report preparation flowchart is presented in *Annex 1*.

For CY 2014, the programs and projects with the corresponding details and considered for **table monitoring** under each category are presented in ***Table 1***.

**Table 1: Programs and Projects for Table Monitoring and RPMS Reporting**

<b>PROGRAM/PROJECT TITLE</b>	<b>Implementing Partner/Proponent</b>	<b>Brief Description</b>	<b>Funding Source &amp; Total Project Cost</b>	<b>Location/Coverage &amp; Beneficiaries</b>	<b>Implementation Period</b>
<b>A. Foreign-assisted or Official Development Assistance (ODA)-funded projects</b>					
1. Integrated Coastal Resource Management Project (ICRMP)	DENR	This 6-year project introduces enterprise development to increase the income of the coastal communities. The development of relevant policies leading to the integration of ICRM in the LGU Development Plans including the identification and development of Marine Protected Areas (MPAs) will ensure the protection of coastal resources in the coastal municipalities of the Province of Cagayan.	ADB/Global Environment Facility US\$ 5.07Million	Sta. Ana, Gonzaga, Aparri, Sanchez Mira, Claveria, Abulug, Sta. Teresita, Buguey, Pamplona, Ballesteros, Sta. Praxedes and Calayan, Province of Cagayan/ 12 Coastal Municipalities of Cagayan	CY2007-2013
2. Agrarian Reform Infrastructure Support Project (ARISP) III	DAR, DPWH, NIA, DA	The project involves the construction/rehabilitation of rural infrastructure such as irrigation facilities, farm-to-market roads, post harvest facilities, rural water supply system and construction of farm-to-market roads and bridges.	JICA Php330 Million	The project will benefit eleven (11) ARCs distributed in the four (4) mainland provinces of Region 02: Isabela-2, Cagayan - 3, Nueva Viscaya – 3 and Quirino – 3.	CY 2008-2014
3. Flood Risk Management in Cagayan River/ DPWH	DPWH	The project aims to mitigate flood damage in selected core areas in Cagayan River Basin by	JICA P 3.16 Billion for Cagayan	Cagayan River Basin, along Enrile and Tuguegarao	

			implementing structural and non-structural measures against flood and thereby contribute to the sustainable and stable economic development and climate change adaptation in the targeted areas.	Project		
<b>B. Major Nationally-Funded Programs/Projects</b>						
1. Lallo International Airport Development	CEZA & Cagayan Land Property Dev't Corp. (CLPDC)	The Lallo International Airport Project is a joint venture between the CEZA and the Cagayan Land Property Development Corporation (CLPDC) that aims to facilitate the transportation needs of investors and tourists and to accelerate the development of the Freeport.	GOP & Private PhP1.657 Billion (CEZA, 691M - 42%; Private, 966M - 58%)	Lallo, Cagayan	CY2009 - 2010	
2. Breakwater Construction PHASE IVA	CEZA	Phase IV-A cover the construction of 150-meters breakwater structure. The expansion of the breakwater structure is being undertaken to fully protect the port from the destructive effects of sea waves. The expansion is intended to deepen the navigational channel to permit the safe entry and exit of large ships/vessels.	GOP PhP 901 M (150 meter)	Sta. Ana, Cagayan	October 2012- September 2013	
3. Government Hospital Upgrading/Rehabilitation Program	DOH & DPWH	The project covers rehabilitation and upgrading of the major hospitals in the region, including the acquisition of improved hospital facilities and the	GOP PhP393.989 M	Regionwide Rural folks/poor communities in the region	Continuing	



4. National Irrigation System (NIS) Restoration/Rehabilitation and Extension Project	NIA	construction and improvement of RHUs and BHSS in all the 5 provinces in the region. This project is composed of 28 specific projects which are expected to service a total of 75,412 hectares of agricultural lands. Of this total, about 51,266 hectares or 68% will be newly irrigated areas while the remaining 24,146 hectares will be restored/rehabilitated irrigated ricelands.	World Bank = 16 projects; GAA/GOP = 10 projects; and Private Sector = 2 projects Total Cost = PhP70.47 Billion	Regionwide A total of 50,040 farmers are expected to benefit from these irrigation projects.	CY 2011 - CY 2014
5. Pasa Small Reservoir Irrigation Project (PSRIP)	NIA, LGU KOICA	Adapting to Climate Change Impacts Through the Construction of Water Impounding Facilities in the Philippines is a Grant under Korea International Cooperation Agency (KOICA) located at Ilagan, Isabela which will be supplying irrigation water to five (5) barangays, with a service area of 980 Hectares. The water source is the Pasa River and with a proposition that a 36.70 m. height and 194.00 m. long Dam will be constructed.	KOICA= 935.680 GOP= 93.413 Total Project cost = <b>1,029.093</b>	Pasa, Ilagan City, Isabela Beneficiaries are Residents/farmers in five (5) barangays of Ilagan, Isabela- Pasa, Minabang, Morado, Sta. Victoria and Fuyo	CY 2012- 2016
6. National Greening Program	DENR	The National Greening Program (NGP) aims to plant 1.5 billion trees in some 1.5 million hectares	PhP44.55 M	Residents of the upland communities in Region 2	

			for 2011-2016 nationwide. The program aims to reduce poverty in the countryside while ensuring food security and biodiversity conservation and addressing climate change.			
<b>C. Major Infrastructure Support Projects</b>						
1. CY 2013 Basic Education Facilities Infrastructure Program	DPWH RO2	The CY 2013 DepEd/DPWH Basic Education Facilities Program is composed of one hundred eighty three ( <b>183</b> ) school building projects with 290 classrooms (178 for Elementary and 112 for High School).	GOP P235,125	Cagayan, Nueva Vizcaya, Quirino	Isabela, Nueva Vizcaya,	CY 2013
2. CY 2013 Regular Infrastructure Program	DPWH RO2	This program involves the construction and completion of 143 roads and bridges implemented by DPWH Region 02.	GOP P3.561 B	Batanes, Cagayan, Isabela, Nueva Vizcaya, Quirino		CY 2013
3. CY 2014 Regular Infrastructure Program	DPWH RO2	This 2014 Regular Infrastructure Program implemented by DPWH Region 02 involves the construction and rehabilitation of 326 infrastructure projects distributed in the five provinces of Region 2.	PHP 5.554 Billion	Batanes, Cagayan, Isabela, Nueva Vizcaya, Quirino		CY 2014
4. CY 2013 DPWH-DOT Convergence Program	DPWH	This program involves the construction of ten (10) road projects leading to different tourist areas of Region 02. Five (5) in Batanes, four (4) in Cagayan and one (1) in Isabela	P 242.40 M	Batanes, Cagayan, Isabela		CY 2013

<b>D. Agriculture Development Projects</b>					
1. Rehabilitation of Diversion Dams and Construction of SWIP Projects	DA/LGUs	The rehabilitation of diversion dam projects form part of the Irrigation Development Services of DA Region 02. The project will irrigate a total of 1,282 hectares of service area, benefitting 1,155 farmers in Region 02.	P 126.505 M	Cagayan, Isabela, Nueva Vizcaya and Quirino  1,155 Farmer-beneficiaries in Region 02	January 2013 - November 2013
2. Farm-to-Market Road Development Program	DA	These Farm to Market Roads (FTMRs) form part of the Farm-to-Market Road Development Program of the DA. There are 155 projects distributed in the 5 provinces in the region.	P 483.89 M	Batanes, Cagayan, Isabela, Nueva Vizcaya, Quirino	CY 2012 - CY 2013
<b>E. Anti-Poverty and Livelihood Programs</b>					
1. Pantawid Pamilyang Pilipino Program (4Ps)	DSWD	The Pantawid Program is the flagship poverty reduction program of the government aimed at reducing extreme poverty and increasing the human capital of the poorest households. It is a poverty strategy that provides cash grants to extremely poor households with pregnant women and/or children 0-14 years old, provided that they comply with specific conditionalities on health, nutrition and education.		Poorest households in Cagayan, Isabela, Nueva Vizcaya and Quirino	CY 2008 - CY 2013

2. Self Employment Assistance Kaunlaran (SEA-K)	DSWD	The SEA-K Program aims to help families cope with the changing times. Capital Seed Fund is provided to qualified beneficiaries for their income-generating projects to sustain their families' daily basic needs	P 3.5 M	Cagayan, Isabela, Quirino and Nueva Vizcaya 4Ps beneficiaries	Continuing
3. Supplementary Feeding Program	DSWD	This project is the provision of food in addition to the regular meals to currently enrolled children in day care as part of DSWDs contribution to the ECCD program of the government.	P 75.25 M	Cagayan, Isabela, Quirino and Nueva Vizcaya 60,855	Continuing
4. DOLE Integrated Livelihood Program	DOLE	This Program provides productive, gainful and secured employment to marginalized and unprotected workers in the informal sector. It integrates all livelihood programs of the DOLE such as CSS, MPSC, PBM, MPP, PPP and special projects.	P 6.06 M	Batanes, Cagayan, Isabela, Nueva Vizcaya and Quirino members of cooperatives/associations & improve the quality of life of the beneficiaries.	Continuing
<b>F. Public-Private-Partnership (PPP) Projects</b>					
1. Public-Private Partnership (PPP) for Public School Infrastructure Project (PSIP)II	DEPED		P 13.14 M Private Sector		

**G. Provincial Government Programs/Projects**

<p>1. BATANES  a. Concreting of Basco-  Mahatao- Ivana-Uyugan-  Imnajbu Road</p>		<p>This project covers the replacement of dilapidated concrete pavement to 23 cm x 6,000m Portland cement concrete pavement. Upon completion of the project, it will help reduce travel time and fuel for travelers and eventually increase tourists arrivals in the province.</p>		<p>Province of Batanes</p>	
<p>b. Improvement/Construction of Batanes General Hospital</p>		<p>The project covers the construction of a 3-storey OR/DR building and sewage treatment plant (STP). The completion of the project will eventually improve the provision health-related services in the entire province of Batanes.</p>			
<p>2. CAGAYAN  a. Provincial Government Employees Housing Program</p>		<p>The PGEHP was institutionalized through a Sangguniang Panlalawigan Provincial Ordinance No. 05-2009, an Ordinance approving the Provincial Government Employee Housing Program and providing funds therefore. The Program was launched on August 9, 2010.</p>		<p>Province of Cagayan</p>	

<p>3. ISABELA</p> <p>a. Major infrastructure projects and other programs/ projects</p> <p>b. BRO Program</p>		<p>The BRO Program is a flagship program of the Provincial Government of Isabela. This program caters to small farmers which constitute about 65% of the population and are tilling less than a hectare of land. It is composed of 11 components focusing on agriculture, health, education, environment and administrative management.</p>		<p>Province of Isabela</p>	
<p>4. NUEVA VIZCAYA</p> <p>a. Papaya-Cabinuangan-Runruno Road, Cabinuangan-</p> <p>b. Quezon Section Concrete Paving Project</p> <p>c. Quezon Section Improvement Project</p> <p>d. Kasibu Section Concrete Paving Project</p>		<p>These road projects will improve access and mobility within the province and will also improve the economic activities of the covered municipalities in the province. The road section is a newly registered provincial road in the municipality of Kasibu. It serves as an alternative access road to Malabing Valley, the citrus-producing barangays of Kasibu and to the Capisaan Cave, the famous cave system in the province.</p>	<p>P 500,000 - 20% Development Fund</p> <p>P 400,000 - 20% Development Fund</p> <p>P 500,000 - 20% Development Fund</p>	<p>Quezon and Kasibu, Nueva Viscaya</p>	<p>CY 2014</p>

## **B. Field Monitoring Visits (FMV)**

The programs and projects classified for **Field Monitoring Visits (FMV)** are likewise programs/projects with high regional impact particularly those with negative slippages. The programs/projects identified for regular FMV are Official Development Assistance (ODA)-funded projects and those projects that are of special concern to the RPMC.

In the identification of priority programs/projects subject for field monitoring for the year, project cost was the basic consideration. At least five (5) projects are scheduled for FMV per quarter in consideration of the workload of RPMC-PMT members.

Programs and projects that are about to end are likewise lined up for Results Monitoring and Evaluation (RME) or Impact Evaluation. For this year, at least one (1) project was scheduled to be subjected to Result Monitoring and Evaluation.

The list of priority programs and projects considered for FMV for CY 2014 under each category are presented in *Table 2 (List of Programs and Projects for Filed Monitoring Visits)*. The details of the project reflected in *Table 1* shall serve as basis of the PMT during the actual conduct of the quarterly monitoring visit.

### **Procedures in the Conduct of Field Monitoring Visits**

The procedures will serve as guide to the members of the Regional Project Monitoring Committee - Project Monitoring Team (RPMC-PMT) in the conduct of field monitoring visits. Furthermore, these procedures were divided into three phases; namely: *preliminary activities*, *actual field monitoring* and *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 identified in *Table 2*. The timing and schedule of field monitoring takes into consideration the available resources/funds needed in the conduct of FMV as well as the availability and workload of the RPMC-PMT members.

##### **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 (*PMC Form 0-1*). This will help the RPMC-PMT members in assessing and validating the performance of

the project. The consolidated project information will be provided to the members of the RPMC-PMT possibly a week ahead of the said FMV. This information will give each member of the PMT an idea on what to look for and what to ask during the actual 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. Their attendance shall be confirmed prior to the preparation of travel documents and other necessary logistics.

### 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 completed. This 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 of 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 outcomes (infrastructure, social, etc.) *Refer to Annex 4-RME Forms.*

### 4. Photo Documentation

When conducting field monitoring visits, inspections and interviews, 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 I.D. will identify the members of the Regional Project Monitoring Committee – 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 will 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 a 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 not only contain the basic information regarding the project and findings of the PMT but also the impact or benefits that would be derived from the project. All field monitoring reports should follow the specified format as 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 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 to act on 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 implementing 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 implementors, monitoring officers or contractors reflects 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.

**Table 2: List of Priority Programs and Projects for Field Monitoring Visits (FMV)**

Program/Project Title	Implementing Partner/Prop onent	Funding Source	Schedule				Remarks
			1st	2nd	3rd	4th	
<b>A. Foreign-assisted or Official Development Assistance (ODA)-funded projects;</b>							
1. Agrarian Reform Infrastructure Support Project (ARISP III)	DAR	ADB					
2. Pasa Small Reservoir Irrigation Project (PASA SRIP)	NIA RO2	KOICA					
3. National Irrigation System (NIS) Restoration/Rehabilitation and Extension Project	NIA RO2	WB					
4. Integrated Coastal Resource Management Project (ICRMP)	DENR	ADB					
5. Flood Risk Management Project (FRIMP) for Cagayan River	DPWH-PMO	JICA					
<b>B. Major Nationally-Funded Programs/Projects</b>							
1. Lallo International Airport Development	CEZA	GOP &Private					
2. Port Irene Rehabilitation & Development Project-Breakwater Cons. Phase 1-IV	CEZA	GOP					
6. National Greening Program	DENR	LF					
7. Government Hospital Upgrading/Rehabilitation Program	DOH & DPWH						
<b>C. Major Infrastructure Support Program/Projects</b>							
1. CY 2013-2014 DPWH-DOT Convergence Program	DPWH	GOP					
2. CY 2013 Basic Education Facilities –Infrastructure Program	DPWH	GOP					
3. DPWH CY 2013-2014 Infrastructure Program	DPWH	GOP					
<b>D. Agriculture Development Projects</b>							
1. Small Water Impounding and Diversion Dam Rehabilitation	DA	GOP					
2. Farm-to-Market Roads Projects	DA	GOP					
<b>E. Anti-Poverty and Livelihood Programs</b>							
1. Pantawid Pamilyang Pilipino Program (4Ps)	DSWD	GOP				For Impact Evaluation	

2. Integrated Livelihood Enhancement Program													
<b>F. Public-Private-Partnership (PPP) Projects</b>													
1. Public-Private Partnership (PPP) for Public School Infrastructure Project (PSIP)II													As necessary or requested
<b>G. Provincial Government Programs/Projects</b>													
Cagayan													
Isabela													
> Bio-Ethanol Project													
Nueva Viscaya													
Qurino													
Batanes													For CY 2015

## **V. IMPLEMENTATION ARRANGEMENTS**

During each year, the RPMC Secretariat shall prepare an annual Monitoring Plan providing the list of programs and projects to be enrolled in the quarterly RPMES report and for Field Monitoring Visits. The draft annual MP 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

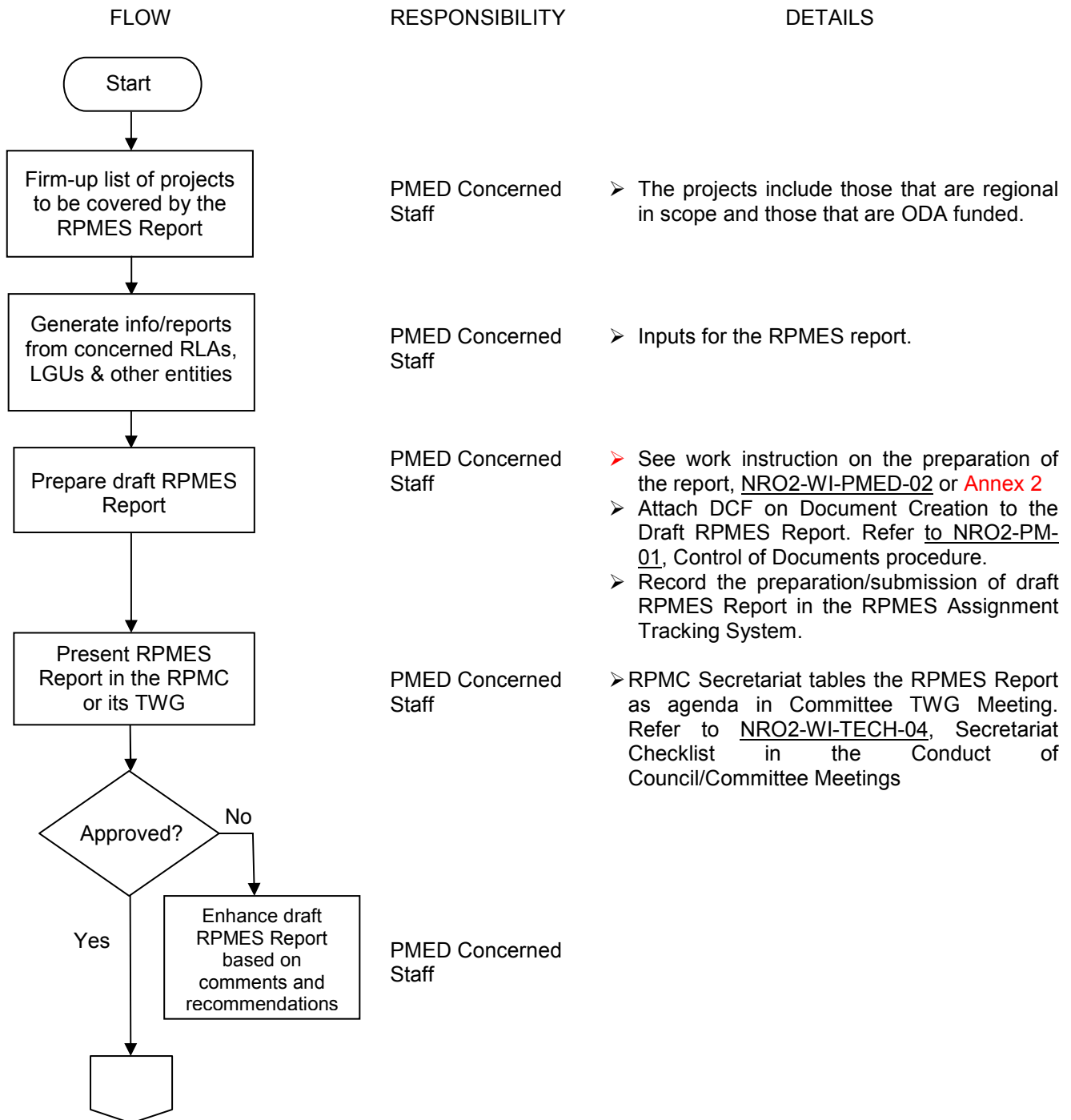
**ANNEXES**

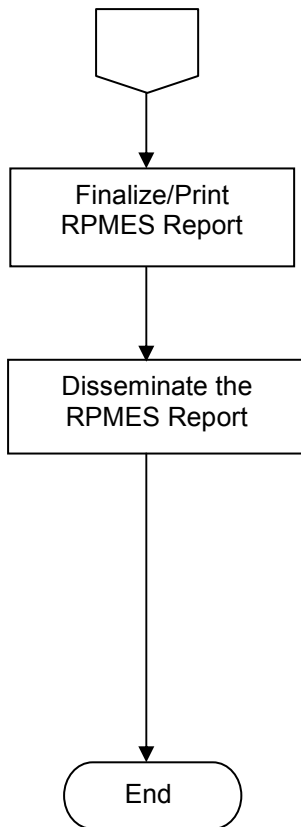
**And**

**PMC and RME MONITORING FORMS**



**RPMES REPORT FLOWCHART**





PMED Concerned Staff/Document Controller

- Finalize and print one hardcopy of the RPMES Report.
- Refer to NRO2-PM-01, Control of Documents procedure.

PMED Concerned Staff/KMD/OD

- PMED Concerned Staff, in coordination with the OD, furnishes report to identified stakeholders. The stakeholders include NEDA Project Monitoring Staff (PMS), local government units and Region 02 Congressmen.
- The furnished reports will be accompanied by a NRO2-QR-PMED-FO-01, RPMES Stakeholder Satisfaction Feedback Form to get feedback from the stakeholders.
- **DRD** uploads in RPMC Webpage the RPMES Report for dissemination to the public.

**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:

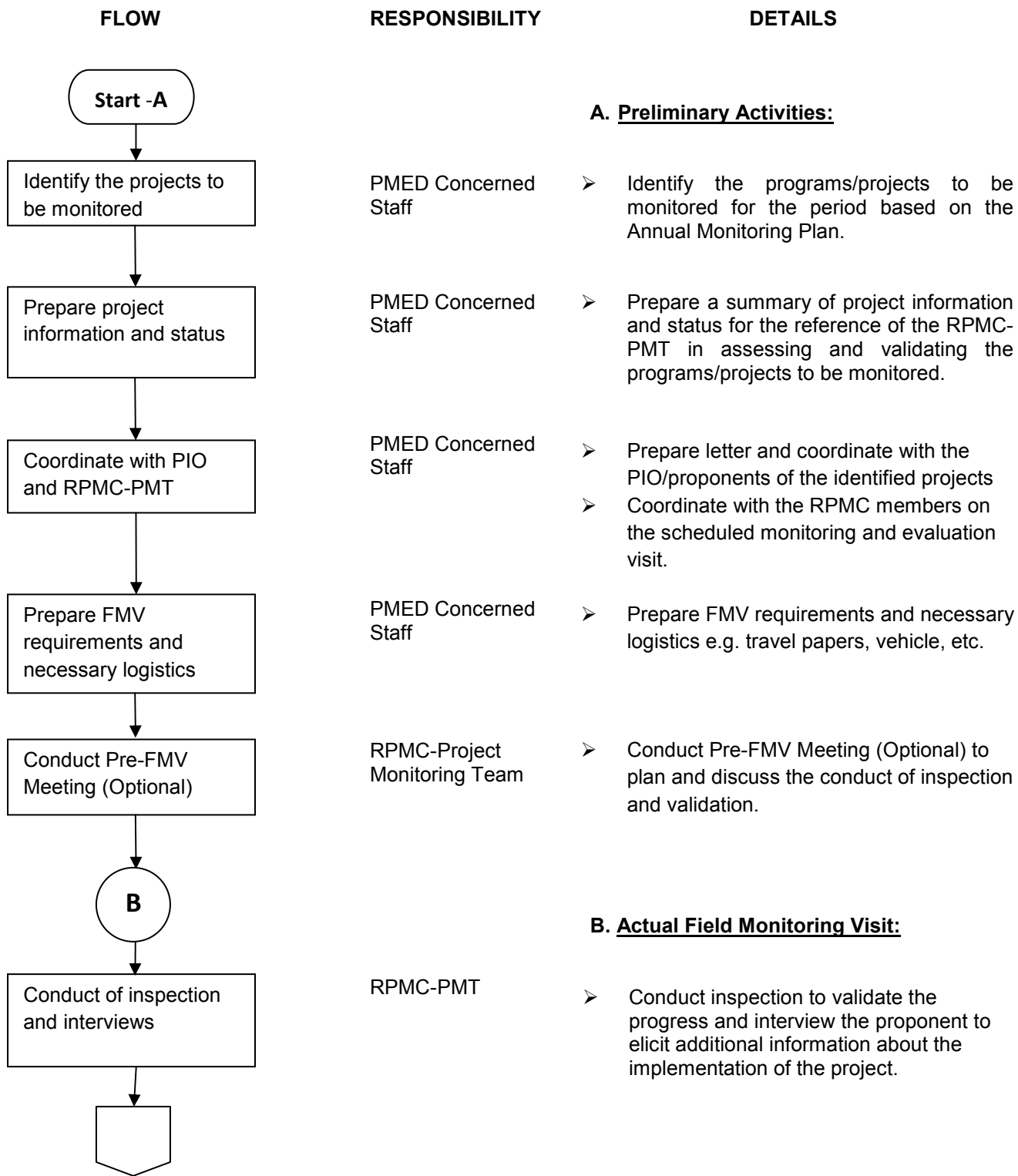
### **B. \_\_\_ QUARTER STATUS**

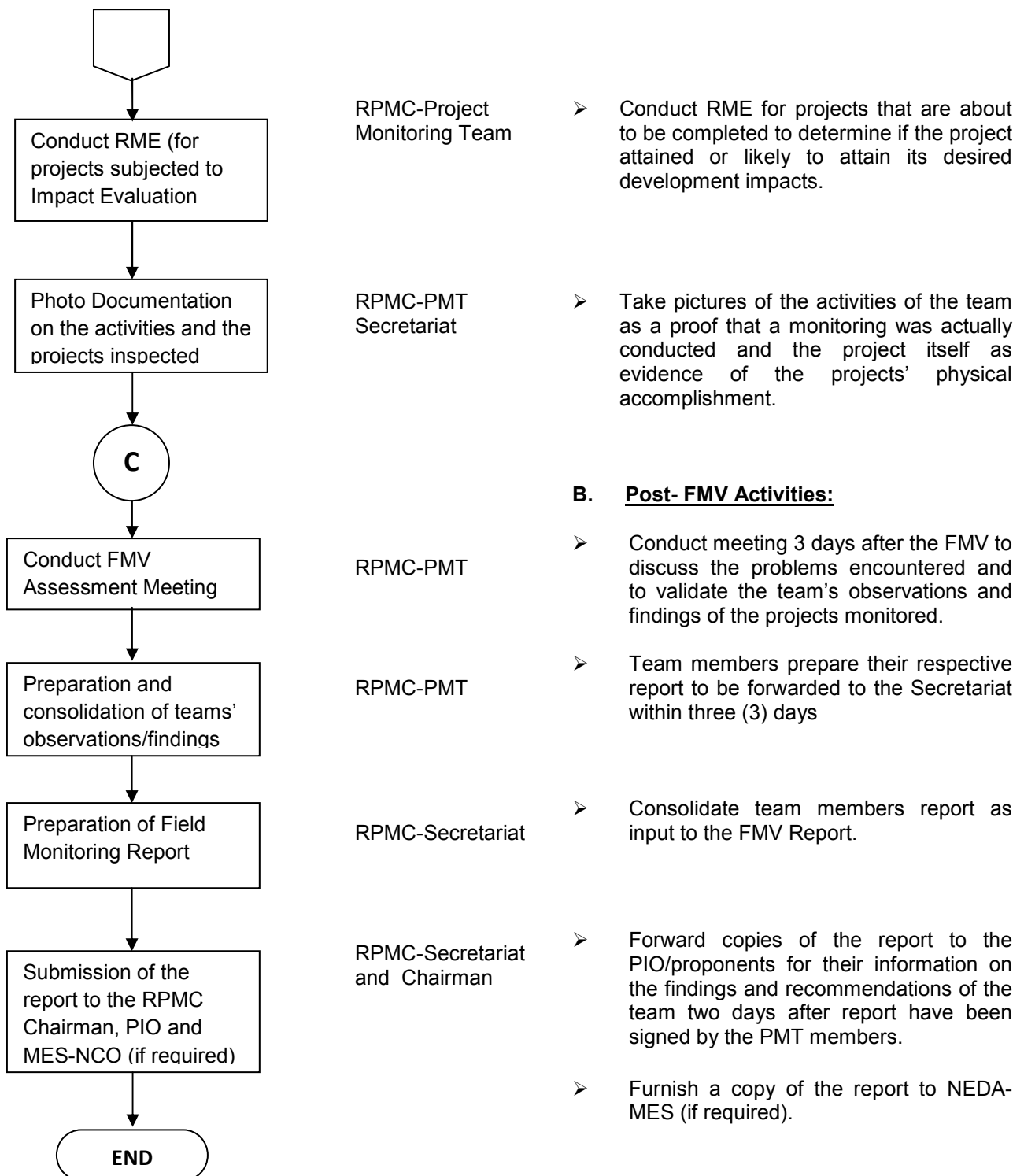
### **C. EXPECTED BENEFITS/RESULTS**

### **D. RECOMMENDATIONS**

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

**FIELD MONITORING VISIT FLOWCHART**





**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

**PMC FORM 0-1**  
As of \_\_\_\_\_

Name/Components of Project	Location	Project Cost	Implementation Status (%)			Remarks
			Target	Actual	Slippage	
(1)	(2)	(3)	(4)	(5)	(6)=(5)-(4)	(7)

**Definition of Entries:**

- (1) **Name/Components of Project** – Title of project
- (2) **Location** – Region, province, city or municipality where project is being implemented
- (3) **Project Cost** – Overall cost of project
- (4) **Implementation Status (Target)** – Expected amount of work in percent to be accomplished as of report date
- (5) **Implementation Status (Actual)** – Actual work accomplished as of report date
- (6) **Slippage** – Difference between actual (column 5) and target (column 4). It may be positive (which means that the project is ahead of schedule), negative (behind-schedule) or zero (on-schedule)
- (7) **Remarks** – Cause of the slippage



**Brief Project Information:**

Implementing Agency :  
Fund Source :  
Contract Start Date :  
Expected Completion Date :  
Contractor :

**Project Description:** Short description about the project and its components, etc.

PMC FORM 0-1

**REPORT ON THE STATUS OF PROJECTS ENCOUNTERING PROBLEMS IN IMPLEMENTATION**

As of \_\_\_\_\_

NAME OF PROJECT/PROGRAM (1)	LOCATION (2)	IMPLEMENTING AGENCY (3)	IMPLEMENTATION STATUS(%)			ISSUES (7)	SOURCE OF INFORMATION (8)	ACTION TAKEN/RECOMMENDATION
			Target (4)	Actual (5)	Slippage (6)=(5)-(4)			

PREPARED BY : \_\_\_\_\_

DESIGNATION : \_\_\_\_\_

OFFICE : \_\_\_\_\_

PMC FORM 1-1  
**INITIAL PROJECT REPORT**  
**Physical & Financial Targets for Capital Investments Programs/Projects**  
 IMPLEMENTOR > \_\_\_\_\_

(A) NAME OF PROJECT (B) LOCATION (C) SECTOR/SUBSECTOR (D) FUNDING SOURCE (E) FORCE ACCOUNT/PAKYAW/ NAME OF CONTRACTOR (F) PROJECT SCHEDULE=	TOTAL PROJECT TARGET  (2)	CS _____ PHISICAL/FINANCIAL TARGET														
		JAN (3)	FEB (4)	MAR (5)	APR (6)	MAY (7)	JUN (8)	JUL (9)	AUG (10)	SEP (11)	OCT (12)	NOV (13)	DEC (14)	TOTAL (15)		
1.	FS % OI EG															
2.	FS % OI EG															
3.	FS % OI EG															
FS- financial schedule		% - overall physical target			OI - output indicator/targets			EG - employment generated								

**PMC FORM 1-2  
PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT FOR CAPITAL INVESTMENT PROGRAMS/PROJECTS**

As of \_\_\_\_\_

IMPLEMENTOR > \_\_\_\_\_  
 REGION > \_\_\_\_\_  
 PROVINCE > \_\_\_\_\_

a.) NAME OF PROJECT b.) DATE STARTED c.) TARGET COMPLETION DATE	LOCATION (CITY/ MUNICIPALITY)	FINANCIAL STATUS (P 000)				PHYSICAL STATUS				EMPLOYMENT GENERATED To Date (Man-days)	REMARKS  1)Problems/Issues of implementation 2)Recommendations
		a.)Program b.)AA Issued To Date (4)	UNPAID OBLIGATIONS To Date (5)	EXPENDITURE		Output Indicator (7)	TARGET To Date (8)	ACTUAL This Month (9)	ACTUAL To date (10)		
				DISBURSEMENT To Date (6)							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

PREPARED BY : \_\_\_\_\_  
 DESIGNATION : \_\_\_\_\_  
 DATE : \_\_\_\_\_

\_\_\_\_\_ AGENCY HEAD

PMC FORM 1-3  
PROJECT EXCEPTION REPORT

Name of Project: \_\_\_\_\_ Location: \_\_\_\_\_  
 Sector/Subsector: \_\_\_\_\_ Implementation: \_\_\_\_\_  
 Implementation Status:  Ahead  Behind-Schedule  On-Schedule

FINDINGS	POSSIBLE REASONS/CAUSES	RECOMMENDATIONS

PREPARED BY: \_\_\_\_\_  
 DESIGNATION: \_\_\_\_\_

OFFICE: \_\_\_\_\_  
 DATE : \_\_\_\_\_

**RME Form 3-A**  
**M&E Plan - Annual Planned Targets for YYYY**  
**(Sub-National/Regional)**

Project Name: _____ Implementing Agency: _____ Monitoring Period for year <YYYY>	Prepared by: _____ Date Prepared: _____ Submitted by: _____ Date Submitted: _____	<b>OVI</b>				<b>MOV</b>	
Project Summary/ Narrative	Indicators	Baseline		Planned Overall Target	Planned Target for <YYYY>		Assumptions/Risks
		Old	New		1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem TOTAL	
<b>Higher Development Goal (HDG)</b> (if any)	<Indicators>						Goal to Higher Development Goal (HDG): (if any) <Indicators>
<b>Development Goal (DG)</b>	<Indicators>						<Indicators>
<b>Purpose (P)</b>	<Indicators>						Purpose to Goal: <Indicators>
<b>Output (O)</b> 1.	<Indicators>						Output to Purpose: <Indicators>
2... etc.							

## RME Form 4-A RME Assessment Report (Regional)

Project Name: _____ Implementing Agency: _____ Reporting Period: 1 <sup>st</sup> /2 <sup>nd</sup> Sem for YYYY		Sheet 1 of _____ Date Prepared: _____ Prepared by: _____ Date Submitted: _____ Submitted by: _____ (in behalf of the Agency Secretary)										
<b>OVI</b>												
Project Summary/Narrative	Indicators	Baseline	Planned Overall Target	Planned Target for YYYY		Accomplishment for YYYY		Deviations		Reasons for deviation	Assessment	Implications/Steering Measures
				1 <sup>st</sup> /2 <sup>nd</sup> Sem	Total	As of YYYY	Total	1 <sup>st</sup> /2 <sup>nd</sup> Sem	Total			
Higher Development Goal (HDG) if any	<Indicators>											
Development Goal (DG)	<Indicators>											
Purpose (P)	<Indicators>											
Output (O)	<Indicators>											
1.												
2... etc.												

Project Name: _____		Sheet 2 of _____				
Implementing Agency: _____		Prepared by: _____		Date Prepared: _____		
Reporting Period: 1 <sup>st</sup> /2 <sup>nd</sup> Sem for YYYY		Submitted by: _____		Date Submitted: _____		
(in behalf of the Agency Secretary)						
Assumptions/Risks (AS/R)	Indicators	Status	Deviations	Reasons for Deviation	Assessment	Implications/Steering Measures
Output (O) to Purpose (P)	<Indicators>					
Purpose (P) to Development Goal (DG)	<Indicators>					
Higher Development Goal (HDG) to Development Goal (DG)	<Indicators>					
Overall Assessment : (to be filled-up by National PMO)						
NRO/RPMC Concerns/Issues:				Recommended Actions:		



#### **RME Form 4-A Assessment Report for <YYYY> (Sub-national/Regional)**

The data of this form that has the same field with RME Form 3-A should be copied from the previous form. Assessment of Assumptions and Risks is on a separate sheet.

1. **Reporting Period** – specify the semester and the year.
2. **Planned Target for <YYYY>**- specifies the semester, total and cumulative target for the year. Target for each location can also be specified.
  - a. **1<sup>st</sup>.Sem/2<sup>nd</sup>.Sem** – in the heading, it indicate if the report is for 1<sup>st</sup>sem or 2<sup>nd</sup> sem. Below the heading, specify the value of indicators target based on the description of the heading.
  - b. **TOTAL**- the total target for the specified year (sum of 1<sup>st</sup> and 2<sup>nd</sup>sem target). If semester target could not be determined, then specify only the yearly target.
  - c. **As of <YYYY>** - in the heading, specify the reporting period based on year,. Below the heading, specify the cumulative target as of the year reported.
3. **Accomplishment for <YYYY>** - specifies the semester, total and cumulative accomplishment for the reporting year. Accomplishment for each location could also be specified.
  - a. **1<sup>st</sup>.Sem/2<sup>nd</sup>.Sem** – in the heading, indicate if the report is for 1<sup>st</sup>.sem or 2<sup>nd</sup>.sem.  
Below the heading, specify the value of indicator's accomplishment based on the description of the heading.
  - b. **TOTAL** – the total accomplishment for the specified year (sum of 1<sup>st</sup> and 2<sup>nd</sup>sem target). If semester accomplishment could not be determined, then specify the accomplishment for the year.
  - c. **As of <YYYY>** - in the heading, specify the reporting period based on year. Below the heading, specify the cumulative accomplishment as of the year reported.
4. **Deviations** – any positive or negative deviations.
  - a. **TOTAL** – total deviation reported yearly total accomplishment less yearly target of the year.
  - b. **As of <YYYY>** - this is the reported cumulative accomplishment less the cumulative target of the year.
5. **Reasons for Deviation** – specify the reason for positive or negative deviation.
6. **Assessment** – a narrative assessment based on the accomplishment of narrative statement (goal if any, purpose and output).
7. **Implications/Steering Measures** – specify the implication or steering measures to mitigate or resolve any issue or any negative deviation.

8. **Assessment of Assumptions and Risks** – statement of AS/R and its indicator should be taken from RME form 3.
  - a. **Status** – in narrative or in bullet form, specify the status of AS/R.
  - b. **Deviations** – specify any deviation from the AS/R in narrative or in bullet form.
  - c. **Reasons for Deviation** – specify any reasons for deviation in narrative or in bullet form.
  - d. **Assessment** – specify narrative assessment based on the status and deviation of AS/R.
  - e. **Implication/Steering Measures** – specify the implication or steering measures to mitigate any issues.
9. **Overall Assessment** – this should be filled-up by a Regional PMO if there is, otherwise by National PMO.
10. **NRO/ARMM/MMDA/RPMC's Concerns/Issues** – issues and concerns raised by the RPMC concerning project implementation.
11. **Recommended Action** – Any action or measure suggested by the NRO/RPMC to resolve the issue or problem. Recommended action should be coming from the NRO and counterparts (ARMM/MMDA) and RPMC's.

