



REGIONAL DEVELOPMENT COUNCIL 2
Regional Project Monitoring Committee

CY 2017

MONITORING AND EVALUATION (M&E) PLAN



Monitoring and Evaluation (M&E) Plan CY 2017

REGIONAL PROJECT MONITORING COMMITTEE 02
MONITORING AND EVALUATION PLAN
CY 2017

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RPMC 2 MONITORING AND EVALUATION PLAN CY 2017

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 and Evaluation System (RPMES) was established through Executive Order (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 provincial levels and the generation of information on the overall physical and financial status of programs and projects' implementation.

The Regional Project Monitoring Committee (RPMC) was created and is tasked to implement the RPMES on programs and projects implemented at the regional and provincial levels. The NEDA Regional Director serves as Chair of the RPMC while the member-agencies include DBM, DILG, OP-PMS, and 3 Private Sector Representative (PSRs), as per EO 376. The RDC2 included the Local Chief Executives of the five (5) provinces of the region as well as the Philippine Information Agency (PIA) as additional members of the RPMC2.

NEDA, being the Secretariat of the RPMC, prepares the quarterly RPMES Reports. The report provides the status of implementation of major programs and projects implemented in the region. These programs/projects include 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 is 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 or projects experiencing implementation problems and those with good implementation practices that are worth replicating.

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

2. Objectives

Specifically, this CY 2017 Monitoring and Evaluation (M&E) Plan aims to:

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

3. Scope and Coverage

This M&E 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), as follows:

- a. Programs and projects for table monitoring (RPMES report); and
- b. Programs and projects for field monitoring visits (FMV).

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

- a. Foreign-assisted/ODA-funded Programs and Projects;
- b. Agriculture Development Programs and Projects;
- c. Social Development Programs and Projects;
- d. Environment Programs and Projects;
- e. Infrastructure Development Programs and Projects;
- f. Industry and Services Programs and Projects; and
- g. Provincial Government Major Programs and Projects

II. PROGRAMS AND PROJECTS FOR MONITORING AND EVALUATION

A. Table Monitoring

The programs and projects classified for **Table Monitoring** are those major programs and projects in support to the development thrusts and priorities of the region. These interventions are being administered and implemented by the different Program/Project Implementing Agencies (IAs) where most of these programs and projects are covered in the quarterly RPMES Report prepared by the RPMC Secretariat.

The RPMES Report is a document that presents the financial and physical status of implementation of foreign-funded, national, regional and major provincial programs and projects on a quarterly basis. As an enhancement, the report includes critical and high-impact projects that are implemented by the provincial Local Government Units in the region. Regular updates of the status of all programs and projects covered in the RPMES report will be obtained from the monthly reports of implementing agencies and processed by the RPMC Secretariat.

For CY 2017, the programs and projects with the corresponding details and considered for **table monitoring** under each category are presented in **Table 1**. This does not limit, though, implementing agencies and provincial LGUs in enrolling new programs and projects to be considered for monitoring for CY 2017.

B. Field Monitoring Visits (FMV)

From the list of programs/projects for table monitoring (Table 1) for the current year, the RPMC shall identify programs and projects for **Field Monitoring Visits (FMV)** or validation/inspection and prepares the schedule of field visits for a particular period.

Considering the large number of programs and projects implemented in the region, the RPMC2 selects priority programs/projects to be visited from the list subjected to table monitoring. The following are the basic considerations and prioritization criteria:

- a. ODA-funded projects with regional components;
- b. Programs/Projects with investment cost of more than PHP1 billion (a basic consideration);
- c. Locally-funded/GAA considered by the OP or RDC as programs/projects with high regional impact;
- d. Projects encountering implementation problems;
- e. Programs/projects incurring negative 15% and above physical slippage; and
- f. Projects with good implementation practices worth replicating.

For purposes of uniformity in the implementation and enforcement of rules, including among others, Presidential Decree No. 1870, series of 1983, DPWH Department Order No. 193 s. 2016, and other similar issuances, the RPMC2 adopts the negative 15% and above physical slippage in the selection of priority programs and projects to be visited.

Negative slippage of 15% or more is considered to be the “terminal” stage of an infrastructure project wherein intensified on-site supervision and intervention shall be conducted. The same rule is being applied for the other sector development undertakings. The conduct of FMVs primarily aims to validate the physical status of projects, determine the causes of delays, ascertain whether these are justifiable or not, and provide remedial action and/or recommendations to implementers to fast track program/project completion.

Field monitoring visits shall be conducted by the RPMC-PMT at least once in every quarter in consideration of the workload of team members. At least five (5) priority projects are scheduled quarterly. Visits to other project locations shall be undertaken and synchronized with the visit of major/flagship projects in each of the five provinces of the region.

The list of priority programs and projects considered for Field Monitoring Visits (FMV) for CY 2017, under each category is presented in *Table 2 (List of Programs and Projects for Field 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.

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

PROGRAM/PROJECT TITLE	IMPLEMENTING PARTNER/PROPONENT	BRIEF DESCRIPTION	FUNDING SOURCE & TOTAL PROJECT COST	LOCATION/COVERAGE/BENEFICIARIES	IMPLEMENTATION PERIOD / PHYSICAL STATUS As of September 30, 2016 / REMARKS
A. Foreign-assisted or Official Development Assistance (ODA)-funded projects					
1. Agrarian Reform Infrastructure Support Project Phase III (ARISP III)	DAR, DPWH, NIA, DA	The project involves the construction/rehabilitation of (44) sub-infrastructure projects such as irrigation facilities, 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 Vizcaya – 3 and Quirino – 3.	CY 2008-2014 / 97.87% (with 1 remaining sub-project, not yet started)
2. Pasa Small Reservoir Irrigation Project (Pasa SRIP)	NIA, LGU, KOICA	The project is part of the overall program on Adapting to Climate Change Impacts Through the Construction of Water Impounding Facilities in the Philippines, a Grant under the Korea International Cooperation Agency (KOICA). It is located in Ilagan City, Isabela and will be supplying irrigation water to five (5) barangays with a service area of 980 hectares. The project involves the construction of a 36.70 meter-high earth-filled dam across Pasa River with a reservoir having an active storage of 4.28 MCM. It also includes the construction of irrigation facilities with a main canal of about 5.93 km and lateral canals of 16.20 km and the improvement of 4,187 meters of farm-to-market roads.	KOICA=PH P935.680 Million / GOP= PHP93.413 Million Total Project cost = PHP1.03 Billion	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 / 61.31%

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PROGRAM/PROJECT TITLE	IMPLEMENTING PARTNER/PROPONENT	BRIEF DESCRIPTION	FUNDING SOURCE & TOTAL PROJECT COST	LOCATION/COVERAGE/BENEFICIARIES	IMPLEMENTATION PERIOD / PHYSICAL STATUS As of September 30, 2016 / REMARKS
3. Philippine Rural Development Program (PRDP)	DA	This is a six-year (6) project designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Key infrastructure, facilities, technology, and information that will raise income, productivity and competitiveness in the countryside will be provided.	World Bank, GOP, LGU / PHP 434.42 Million	Batanes, Cagayan, Isabela, Nueva Vizcaya & Quirino	CY 2014-2020 / 40.79%
4. Participatory Irrigation Development Program (PIDP)	NIA	Each of the 16 projects under the WB-PIDP involves Irrigation Management Transfer (IMT) activities aimed at capacitating the Irrigators' Associations (IAs) in the target areas and Civil Works (CWs) which are primarily provision of infrastructure facilities such as dams and irrigation canals, among others.	World Bank - PHP1.046 Billion	Cagayan, Isabela, Nueva Vizcaya	CY 2010 - CY 2015 / 81.99%
5. Forestland Management Project (FMP)	DENR	The Forestland Management Project (FMP) of the Department of Environment and Natural Resources is a ten-year project (2012-2022) assisted by the Japan International Cooperation Agency (JICA). This foreign-assisted project aims to strengthen forestland management in three critical river basins through the implementation of collaborative and comprehensive Community-Based Forest Management strategies. The project covers watershed areas of CAR, Region 2, 3 and 6 and major river basins namely Upper Magat and Cagayan River Basin, Upper Pampanga River Basin and Jalaur River Basin. In Region 2, the nine sub-watershed	JICA - PHP38.29 Million (as of December 2016-Region 02 component) / Total Project Cost for the 4 regions- CAR, Region 2, 3, and 6: PHP 5.87	Nueva Vizcaya and Quirino	March 2012-March 2022 / New RPMS inclusion 2nd Qtr.2016 58.23%

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		areas of the Provinces of Nueva Vizcaya and Quirino are covered by the project.	Billion		
B. Agriculture Development Programs and Projects					
1. CY 2015 Rice Program-Small Scale Irrigation Project (SSIP)	DA	The construction and rehabilitation of 39 Small Water Impounding Projects (SWIP) and Diversion Dam (DD) projects form part of the Irrigation Development Services of DA Region 02.	PHP 391.51 Million	Cagayan, Isabela, Nueva Vizcaya and Quirino / The project irrigates a total of 2,075 hectares of agricultural lands benefitting around 1,852 farmers.	CY 2015 - 2016 / 85.80%
2. CY 2016 Rice Program-Small Scale Irrigation Project (SSIP)	DA	The SSIP 2016 involves the construction and rehabilitation of 48 SWIP/DDs. Construction activities started in early part of CY 2016 and targeted for completion until early 2017.	PHP409.54 Million	Cagayan, Isabela, Nueva Vizcaya and Quirino	CY 2016-2017 / 46.81%
3. CY 2013 Farm-to-Market Road (FMR) Development Program	DA	This project involves the concreting and rehabilitation of 85 FMRs with an aggregate length of 44.777 kilometers.	PHP 337.60 Million	Batanes, Cagayan, Isabela, Nueva Vizcaya, Quirino / The immediate benefit of these projects is the generation of 6,546 jobs for the required manpower in the implementation of the projects. It will provide road access to remote agricultural lands regionwide.	CY 2013 / 98.55%

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4. CY 2014 Farm-to-Market Road Development Program	DA	This program covers the construction, rehabilitation, improvement and concreting of 110 FMRs.	PHP 629.77 Million	Batanes, Cagayan, Isabela, Nueva Vizcaya, Quirino / These projects are expected to provide 80.939 km road access to remote agricultural lands nationwide.	CY 2014 / 97.14%
5. CY 2015 Farm-to-Market Road Development Program under GAA Fund Directly Downloaded to DPWH	DA	This Farm –to-Market Road Development Project involves construction of a total of 52.312 kilometers of FMRs in the five provinces of the region. These 115 FMR projects still form part of the Farm-to-Market-Road Development Program of the DA Region 02 funded in CY 2014 from the GAA Fund amounting to PHP390.00 Million and is directly downloaded to DPWH Region 02 for implementation.	PHP390 Million	Batanes, Cagayan, Isabela, Nueva Vizcaya, Quirino / These projects are expected to provide a 47.137 kilometers of FMRs in the five provinces of the region	CY 2015-CY 2016 / 88.80%
6. CY 2016 Farm-to-Market Road Development Program under GAA Fund Directly Downloaded to DPWH	DA	The CY 2016 FMR Development Program involves the concreting and rehabilitation of 117 FMRs nationwide. The fund amounting to PHP470 Million was directly downloaded to DPWH Regional and District Offices as the implementing agency.	GAA / PHP470 Million	Batanes, Cagayan, Isabela, Nueva Vizcaya, Quirino	CY 2016-CY 2017 / 41.55%
7. National Irrigation Project	NIA	This project is composed of 13 specific projects which are expected to service a total of 68,411 hectares of agricultural lands. Of this total, about 51,749 hectares or 75% will be newly irrigated areas while the remaining 16,662 hectares will be restored/rehabilitated irrigated ricelands.	GAA / PHP9.70 Billion	Regionwide	CY 2011 – CY 2014 / 78%

Table 1: Programs and Projects for Table Monitoring and RPMES Reporting

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8. Land Tenure Services (LTS)	DAR	LTS component seeks to secure the tenurial status of the farmers and farm workers in the lands they till. LTS is operationalized either through land acquisition and distribution (LAD) or leasehold operations.	PHP 161.957 M (CY 2016)	Cagayan, Isabela, Nueva Vizcaya	CY 2016
9. Agrarian Legal Services	DAR	One of the Major Final Outputs of DAR is the Agrarian Legal Services (ALS). This is complemented with two programs, namely: agrarian legal assistance (ALA) under the Bureau of Agrarian Legal Assistance (BALA) and adjudication of agrarian cases under the Department of Agrarian Reform Adjudication Board (DARAB).	PHP 34.448 M (CY 2016)	Regionwide	CY 2016
10. Technical Advisory Support Services (TASS)	DAR	TASS is an agrarian reform component that aims to capacitate Agrarian Reform Beneficiaries (ARBs) and provide them access to necessary support services to make their land productive.	PHP 38.838 M (CY 2016)	Regionwide	CY 2016
C. Social Development Programs and Projects					
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 potential of the poorest households.	Continuing appropriation	Cagayan, Isabela, Nueva Vizcaya and Quirino <i>poorest households</i> in the four provinces in Region 02	CY 2008 – present / 93.16%

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2. Sustainable Livelihood Program (SLP)	DSWD	This 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.	Continuing appropriation	Cagayan, Isabela, Nueva Vizcaya, & Quirino	CY 2015 -Onwards / 12.24%
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.	PHP 140.40 M (CY 2016)	Batanes, Cagayan, Isabela, Quirino and Nueva Vizcaya / 10,957 beneficiaries	CY 2016-Onwards / 90.37%
4. Social Pension Program for Indigent Senior Citizens	DSWD	The program aims to improve the living condition of indigent senior citizens to meet their daily subsistence and medical requirements and to reduce the incidence of hunger among this social sector group. A monthly stipend of P500.00 is given to qualified senior citizens aged 65 years old and above nationwide.	PHP 476.06 M (CY 2016)	Regionwide / 79,344 indigent senior citizens	CY 2016 -Onwards / 103.07%
5. Disaster Risk Reduction Management Program	DSWD	This program was established as a continuing intervention to assist the 4Ps household grantees and their families as well as other disaster-affected families in the different provinces. The assistance shall be provided in different forms, namely: (1) relief assistance to the affected families by typhoons Ferdie and Carina; (2) Food and Cash for Work for affected farmers of the El Niño Phenomenon experienced during the first semester of this year; and (3) Climate Change Adaptation and Mitigation, as well as Emergency Shelter Assistance.	PHP 72.87 Million	Regionwide / 47,030 disaster-affected families	CY 2016 -Onwards

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6. Integrated Livelihood Enhancement 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. It targets the members of cooperatives/ associations & aims to improve the quality of life of the beneficiaries.	PHP 45.64 M	Batanes, Cagayan, Isabela, Nueva Vizcaya and Quirino / Beneficiaries are members of cooperatives/ associations	CY 2015 / 42.88%
7. Special Program for Employment of Students (SPES)	DOLE	The Special Program for Employment of Students (SPES) is mandated under Republic Act No. 9547 otherwise known as "An Act To Help Poor But Deserving Students Pursue Their Education By Encouraging Their Employment During Summer and/or Christmas Vacations, Through Incentives Granted to Employers, Allowing Them to Pay Only Sixty Per Centum of Their Salaries or Wages and The Forty Per Centum Through Education Vouchers To Be Paid By the Government, Prohibiting and Penalizing The Filing of Fraudulent and Fictitious Claims, and For Other Purposes".	GOP / PHP40.55 Million (as of September 2016)	Regionwide / Around 15,000 students	CY 2016 (continuing) / 97.45%
8. Sagana at Ligtas na Tubig Para sa Lahat (SALINTUBIG) Program	DILG	This program is designed to supply water systems for waterless municipalities, barangays, health centers and resettlement sites; and enhance the capacity of LGUs/water service providers in the planning, implementation and operation of water supply facilities.	PHP 88.07 M	Regionwide / This program provides improved access to safer water through the provision of accessible water supply	CY 2012-2016 / 59.24%

Table 1: Programs and Projects for Table Monitoring and RPMES Reporting

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9. Assistance to Disadvantaged Municipalities (ADM) Program	DILG	The ADM Program is designed to assist local government units (LGUs) in strengthening their ability to deliver basic services.	PHP 1.324 Billion	Regionwide	New project
D. Environment Development Programs and Projects					
1. National Greening Program (NGP)	DENR	The NGP is a massive introduction of forest tree species and fruit-bearing trees in open areas within private and public lands.	PHP92.58 M(2016)	Batanes, Cagayan, Isabela, Nueva Vizcaya and Quirino	CY 2011- 2016 / 102%
2. Patent Processing and Issuance Program	DENR	The program aims to accelerate the distribution of public lands to the poor and marginalized farmers to make these lands more productive. This project is funded under: 1) CARP and 2) Residential Free Patent Act (RFPA).	CARP and RFPA funded	Batanes, Cagayan, Isabela, Nueva Vizcaya and Quirino	CY 2016 / 1. CARP 144% 2. RFPA 79%
E. Infrastructure Development Programs and Projects					
1. CY 2014 Regular Infrastructure Program	DPWH	The Regular Infrastructure Program implemented by the Department of Public Works and Highways involves the construction and rehabilitation of 304 infrastructure projects located in the five provinces of Region 2. These projects include national roads and bridges, flood control and drainage systems, school buildings, hospitals and other infrastructure facilities.	PHP6.29 Billion	Batanes, Cagayan, Isabela, Nueva Vizcaya, Quirino	CY 2014- 2015 / 92.18%

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

PROGRAM/PROJECT TITLE	IMPLEMENTING PARTNER/PROPONENT	BRIEF DESCRIPTION	FUNDING SOURCE & TOTAL PROJECT COST	LOCATION/COVERAGE/BENEFICIARIES	IMPLEMENTATION PERIOD / PHYSICAL STATUS As of September 30, 2016 / REMARKS
2. CY 2015 Regular Infrastructure Program	DPWH	The Regular Infrastructure Program implemented by the Department of Public Works and Highways involves the construction and rehabilitation of 784 infrastructure projects located in the five provinces of Region 2. These projects include national roads and bridges, flood control and drainage systems, school buildings, hospitals and other infrastructure facilities.	PHP9.17 Billion	Batanes, Cagayan, Isabela, Nueva Vizcaya, Quirino	CY 2015 - CY 2016 / 96.40%
3. CY 2016 Regular Infrastructure Program	DPWH	The Regular Infrastructure Program implemented by the Department of Public Works and Highways involves the construction and rehabilitation of 871 infrastructure projects located in the five provinces of Region 2. These projects include national roads and bridges, flood control and drainage systems, school buildings, hospitals and other infrastructure facilities.	PHP13.52 Billion	Batanes, Cagayan, Isabela, Nueva Vizcaya, Quirino	CY 2016 - CY 2017 / 65.04%
4. CY 2015 DOT-DPWH Convergence Program	DPWH	This program involves the construction of 13 road projects leading to different tourist destinations in the five provinces of Region 02.	PHP605.89 Million	Batanes, Cagayan, Isabela, Nueva Vizcaya, Quirino	CY 2015-CY 2016 / 94.63%
5. CY 2016 DOT-DPWH Convergence Program	DPWH	This program involves the construction of 17 road projects leading to different tourist destinations in the five provinces of Region 02.	PHP 703.42 Million	Batanes, Cagayan, Isabela, Nueva Vizcaya, Quirino	CY 2016 / 73.72%

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

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6. Cagayan North International Airport Project	CEZA & Cagayan Land Property Dev't Corp. (CLPDC)	This project involves the development of a fully operational international airport that is able to accommodate large aircrafts and international flights. Also, it will be a vital component in the operation of the CSEZFP as an instrumental link to all types of air-industrial facilities to a single, worldwide coordinated network that facilitates efficient and rapid delivery of goods and eventually increase tourist arrivals.	GOP & Private PHP1.657 Billion (CEZA, 691M - 42%; Private, 966M - 58%)	Lal-lo, Cagayan	CY 2009 -2010 / 93.14%
7. Flood Risk Management Project (FRIMP) for Cagayan River	DPWH-UPMO	<p>The project aims to mitigate flood damage in selected core areas in Cagayan River Basin by 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.</p> <p>Other components of the project, which are funded by the GPH are:</p> <p>a. Cagayan River Slope Protection and Foot Protection (Upstream Side of Cataggaman, Tuguegarao City) – PHP127.189 Million</p> <p>b. Cagayan River Excavation Project (Brgy. Lanna, Enrile, Cagayan) – PHP 84.189 Million</p>	JICA-PHP 3.162 Billion	Three (3) sites along the Cagayan River: 1. Cataggaman Section in Tuguegarao City, 2. Alibagu and Junction Sections in Enrile, Cagayan.	October 2010— December 2018 / 1.192%
8. Health Facilities Enhancement Program (HFEP)	DOH & DPWH	The project covers rehabilitation and upgrading of the major hospitals in the region, including the acquisition of improved hospital facilities and the construction and improvement of RHUs and BHSs in all the 5 provinces in the region.	CY 2012-PHP 77.360M; CY 2013–PHP 280.97M; CY2014— 234.805M	Regionwide / Rural folks/poor communities in the region	Continuing /HFEP 2014 83.63%

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

PROGRAM/PROJECT TITLE	IMPLEMENTING PARTNER/PROPONENT	BRIEF DESCRIPTION	FUNDING SOURCE & TOTAL PROJECT COST	LOCATION/COVERAGE/BENEFICIARIES	IMPLEMENTATION PERIOD / PHYSICAL STATUS As of September 30, 2016 / REMARKS
9. Public-Private Partnership (PPP) for School Infrastructure Project Phase II (PSIP II)	DEPED	The project involves the design, financing and construction of 547 classrooms in 322 project sites, including furniture and fixtures, in various sites in the region. The project aims to supplement the current program of the Department of Education in reducing classroom backlog.	GOP - PHP433.29 Million	Regionwide	CY2014-2016
F. Industry and Services Sector					
1. Small Enterprise Technology Upgrading Program (SET UP)	DOST	SETUP is a nationwide strategy to encourage and assist SMEs to adopt technological innovations to improve their operations and thus boost their productivity and competitiveness. The program enables firms to address their technical problems through technology transfer and technological interventions to improve productivity through better product quality, human resources development, cost minimization and waste management, and other operation related activities.	PHP 63.75 M	Regionwide	CY 2016 / 112.12%
G. Typhoon Ferdie and Lawin Rehabilitation Plan	Inter-agency	The Plan details development interventions addressing the impacts of Typhoon Ferdie and Lawin in affected areas in the region.		Batanes (Typhoon Ferdie) and Cagayan and Isabela (Typhoon Lawin)	CY 2017
H. Provincial Government Programs/Projects					
BATANES	PLGU				
a. Construction of Three (3) Storey OR/DR Building-Phase I and Sewage Treatment Plant (STP) of Batanes General Hospital		The completion of the project will eventually improve the provision of health-related services in the entire province of Batanes which is in conformity with Department of Health (DOH) standard for Hospital Set-up.	P 62.81 M	Basco, Batanes	CY 2013-2014/ 99%

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

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b. 15KV Underground Primary Distribution System of BATANELCO		The project consists of the supply & installation of cable and sectionalizing equipment for the conversion of BATANELCO primary overhead line from NPC to Basco and Imnajbu with a total linear circuit length of roughly 34.5kms.	P 141.61 M	Province-wide	CY 2013-2014/ 96.32%
c. Construction of Various Health Facilities - Batanes General Hospital		The project requires the construction of water reservoir and fire safety and protection system; repair and renovation of main building; construction of the 3-storey OPD/Ward building perimeter fence; construction of cistern and rehabilitation of deep well and oxygen generating plant with housing.	PHP 151 M - DOH-HFEP	Basco, Batanes	360 calendar days / 90.34%
d. Excavation of National Road Shoulders for the Installation of Underground Cables		The project is expected to benefit all constituents of Batan Island including visitors/tourists. Once completed, there will be a more reliable and safe power supply for the four (4) municipalities in Batan Island.	P 38.5 M	Batan Island, Batanes	CY 2014-2015
2. CAGAYAN	PLGU				
Construction of Multi-Purpose Centers (Evacuation Centers)		Various multipurpose buildings are constructed in vulnerable areas in the province which will serve as evacuation sites in times of disasters and calamities.	PHP5.0 Million	Baggao, Cagayan (65%) Camalaniugan, Cagayan (61.14 as of March 31, 2016)	CY 2016 / 65%

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

PROGRAM/PROJECT TITLE	IMPLEMENTING PARTNER/PROPONENT	BRIEF DESCRIPTION	FUNDING SOURCE & TOTAL PROJECT COST	LOCATION/COVERAGE/BENEFICIARIES	IMPLEMENTATION PERIOD / PHYSICAL STATUS As of September 30, 2016 / REMARKS
3. ISABELA					
a. BRO Programs	PLGU	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 13 components focusing on agriculture, health, education, environment and administrative management.	EDF/General Fund / PHP283.84 as of September 30, 2016	Provincewide	CY 2010-Continuing
b. DRRM Projects	PLGU, DILG	This project involves the construction of Evacuation Centers designed to accommodate residents and displaced families affected by calamities. The centers can also be utilized as venue for trainings and seminars.	DILG-BUB, PG-Isabela-Calamity Fund/EDF PHP66.97 Million (4 Centers)	Provincewide	CY 2015-2017 / 92.30%
c. KALSADA Projects	PLGU, DILG	The Konkreto at Ayo na Lansangan ang Daan Tungo sa Pangkalahatang Kaunlaran (KALSADA) is an innovative devolution program that aims to institutionalize good governance by enabling and shepherding local government units on Local Road Management.	PLGU/DILG-Kalsada / PHP118.55 4 as of September 30, 2016	Various locations within the province	CY 2016-2017 96.08%
d. Rehabilitation of Ilagan-Divilacan Road	PLGU	The project aims to repair an 82-kilometer road connecting three towns of Palanan, Divilacan and Maconacon. The Ilagan-Divilacan Road will start in Barangay Sindon Bayabo in Ilagan City and end in Barangay Dicitian in Divilacan town, providing access to the three coastal towns of Palanan, Divilacan and Maconacon.	DBP Loan/DA/worldBank/D SWD/DILG/PLGU / PHP1.382 Billion	Palanan, Divilacan and Maconacon	CY 2015-2021 / 25.22%

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

PROGRAM/PROJECT TITLE	IMPLEMENTING PARTNER/PROPONENT	BRIEF DESCRIPTION	FUNDING SOURCE & TOTAL PROJECT COST	LOCATION/COVERAGE/BENEFICIARIES	IMPLEMENTATION PERIOD / PHYSICAL STATUS As of September 30, 2016 / REMARKS
4. NUEVA VIZCAYA					
Provincial Road Network Development Plan (PRNDP) / KALSADA Project	PLGU	The project aims to improve access and mobility within the province of Nueva Vizcaya and consequently the economic activities in the province. Three (3) road projects are underway in three remote areas in the province connecting at least three barangay per project.	20% DF / KALSADA	Bagabag, Quezon, Villaverde, Nueva Vizcaya	CY 2016-2017 / 89.70%
5. QUIRINO	PLGU				
a. Quirino Water Sports and Tourism Complex		The project occupies a 2.7-hectare land within the Capitol Compound of the province of Quirino. It is the latest tourism project of the provincial government which aims to boost the tourism industry of Quirino and its nearby provinces.		Provincial capitol	CY 2013– 2014
b. Quirino Integrated Agricultural Development Project (QIADP)		The QIADP is a project funded by KOICA which aims to contribute to the alleviation of poverty by increasing farmers' income in Quirino province. It has five components, namely: Pilot Program for Agro-forestry, Road Development/Construction, Animal Feed mill facility, Mushroom Spawn Production and Establishment of Quirino Agricultural Credit.	US\$ 5 Million / Grant aid from KOICA	Province-wide	CY 2014 -onwards

Table 2. Programs and Projects for Field Monitoring

PROGRAM/PROJECT TITLE	IMPLEMENTING AGENCY	FUNDING SOURCE	SCHEDULE (TENTATIVE)				REMARKS
			Mar.	June	Sept.	Nov.	
A. FOREIGN-ASSISTED OR OFFICIAL DEVELOPMENT ASSISTANCE (ODA)-FUNDED PROJECTS							
1. Agrarian Reform Infrastructure Support Project Phase III (ARISP III)	DAR, DPWH, NIA, DA	JICA					For PSS on the remaining sub-project; and RME on the completed projects.
2. Pasa Small Reservoir Irrigation Project (Pasa SRIP)	NIA, LGU, KOICA	KOICA/ GOP					
3. Philippine Rural Development Program (PRDP)	DA	World Bank, GOP, LGU					
4. Forestland Management Project (FMP)	DENR	JICA					
5. Participatory Irrigation and Development Program (PIDP)	NIA	World Bank					
B. AGRICULTURE DEVELOPMENT PROGRAMS AND PROJECTS							
1. CY 2015 Rice Program-Small Scale Irrigation Project (SSIP)	DA	GAA					
2. CY 2016 Rice Program-Small Scale Irrigation Project (SSIP)	DA	GAA					
3. CY 2013 Farm-to-Market Road (FMR) Development Program	DA	GAA					
4. CY 2014 Farm-to-Market Road Development Program	DA	GAA					
5. CY 2015 Farm-to-Market Road	DA	GAA					

PROGRAM/PROJECT TITLE	IMPLEMENTING AGENCY	FUNDING SOURCE	SCHEDULE (TENTATIVE)				REMARKS
			Mar.	June	Sept.	Nov.	
Development Program under GAA Fund Directly Downloaded to DPWH							
6. CY 2016 Farm-to-Market Road Development Program under GAA Fund Directly Downloaded to DPWH	DA	GAA					
7. National Irrigation System (NIS) Restoration/Rehabilitation and Extension Project	NIA RO2	World Bank / GAA					
C. SOCIAL DEVELOPMENT PROGRAMS AND PROJECTS							
1. Pantawid Pamilyang Pilipino Program (4Ps)	DSWD						For RME
2. Sustainable Livelihood Program (SLP)	DSWD						
3. Disaster Risk Reduction Management Program	DSWD RO2	GAA					
4. Integrated Livelihood Enhancement Program	DOLE R02	GAA					
5. Sagana at Ligtas na Tubig Para sa Lahat (SALINTUBIG) Program	DILG RO2	GAA					
6. Support to Bottom-Up Budgeting (BuB) Process Program and Empowerment Fund	DILG	GAA					
D. ENVIRONMENT PROGRAMS AND PROJECTS							
1. National Greening Program (NGP)	DENR	GAA					

PROGRAM/PROJECT TITLE	IMPLEMENTING AGENCY	FUNDING SOURCE	SCHEDULE (TENTATIVE)				REMARKS
			Mar.	June	Sept.	Nov.	
E. INFRASTRUCTURE DEVELOPMENT PROGRAMS AND PROJECTS							
1. CY 2014 Regular Infrastructure Program	DPWH RO2	GAA					
2. CY 2015 Regular Infrastructure Program	DPWH RO2	GAA					
3. CY 2016 Regular Infrastructure Program	DPWH RO2	GAA					
4. CY 2015 DOT-DPWH Convergence Program	DPWH RO2	GAA					
5. CY 2016 DOT-DPWH Convergence Program	DPWH RO2	GAA					
2. Cagayan North International Airport Project	CEZA & (CLPDC)	GOP / Private					
4. Flood Risk Management Project (FRIMP) for Cagayan River	DPWH-UPMO	JICA					
3. Health Facilities Enhancement Program (HFEP)	DOH & DPWH	GAA					
4. Public-Private Partnership (PPP) for School Infrastructure Project Phase II (PSIP II)	DEPED	GOP / Private					
F. INDUSTRY AND SERVICES SECTOR							
Small Enterprise Technology Upgrading Program (SET UP)	DOST	GAA					
G. TYPHOON FERDIE AND LAWIN REHABILITATION PROJECTS							
	Inter-agency	GOP					

PROGRAM/PROJECT TITLE	IMPLEMENTING AGENCY	FUNDING SOURCE	SCHEDULE (TENTATIVE)				REMARKS
			Mar.	June	Sept.	Nov.	
H. PROVINCIAL GOVERNMENT PROGRAMS/PROJECTS							
Batanes	LGU						
Cagayan	LGU						
Isabela	LGU						
Nueva Vizcaya	LGU						
Qurino	LGU						

GUIDES AND PROCEDURES IN MONITORING

*RPMES Report Preparation and
Field Monitoring Visit*



CY 2017

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1. Introduction

This document supplements the Annual Monitoring and Evaluation (M & E) Plan prepared that provides the list of programs and projects covered in the Regional Project Monitoring System (RPMES); monitored and evaluated each year.

The procedures were prepared in order to guide the members of the Regional Project Monitoring Committee (RPMC) and its Secretariat in the preparation of RPMES Report and the RPMC-Project Monitoring Team in the conduct of field monitoring visits.

2. 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 Program/Project Implementing Agencies (IAs) to solicit their respective monthly project accomplishment reports as input to the RPMES report. Attached to the letter are the prescribed forms as per RPMES Operational Guidelines for these agencies to input the required information and financial and physical performance of the projects they implement. (*Refer to attached RPMES Forms 1 & 2*).

After the retrieval of all the reports, the Secretariat starts the drafting of the report, using RPMES Form 5 and 6 or output forms. Should there be lacking or vague information, the Secretariat shall coordinate with the agency concerned for clarification. The consolidated agency report is validated by selected implementing entities in a validation/consultation meeting to ensure that their respective reports are accurately captured in the draft RPMES report and in the same manner the secretariat verifies correctness and consistencies of the status reports submitted.

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). The RPMC consists of director level members from NEDA (Chair), DBM (Co-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 released to all concerned

stakeholders on or before the 30th of the 2nd month following the reference quarter. The recipients of the report are Monitoring and Evaluation Staff (MES) of the NEDA-Central Office, RPMC members, Region 02 members of the House of Representatives, and provincial LGUs. The RPMS report preparation is presented in a process flowchart shown in *Annex 1*.

3. Procedures in the Conduct of Field Monitoring Visits

This section serves 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 Program/ Project Implementing Agencies (IAs) and RPMC-PMT

In order that the field monitoring visits would be conducted smoothly, it is imperative that the concerned Program/ Project Implementing Agencies (IAs) are informed prior to the conduct of the FMV. Coordination with these IAs 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

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 and 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.)

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

Whenever necessary, three days after the conduct of 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 (Form 3) 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 Program/ Project Implementing Agencies (IAs) Regarding Field Monitoring Results and Recommendations

To ensure that the IAs are informed and will act upon the recommendations made by the RPMC, it is vital that they are 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.

4. 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 Report to NEDA-CO, RPMC members, provincial LGUs, Congressmen of the region and other concerned stakeholders for their information, reference and required action.

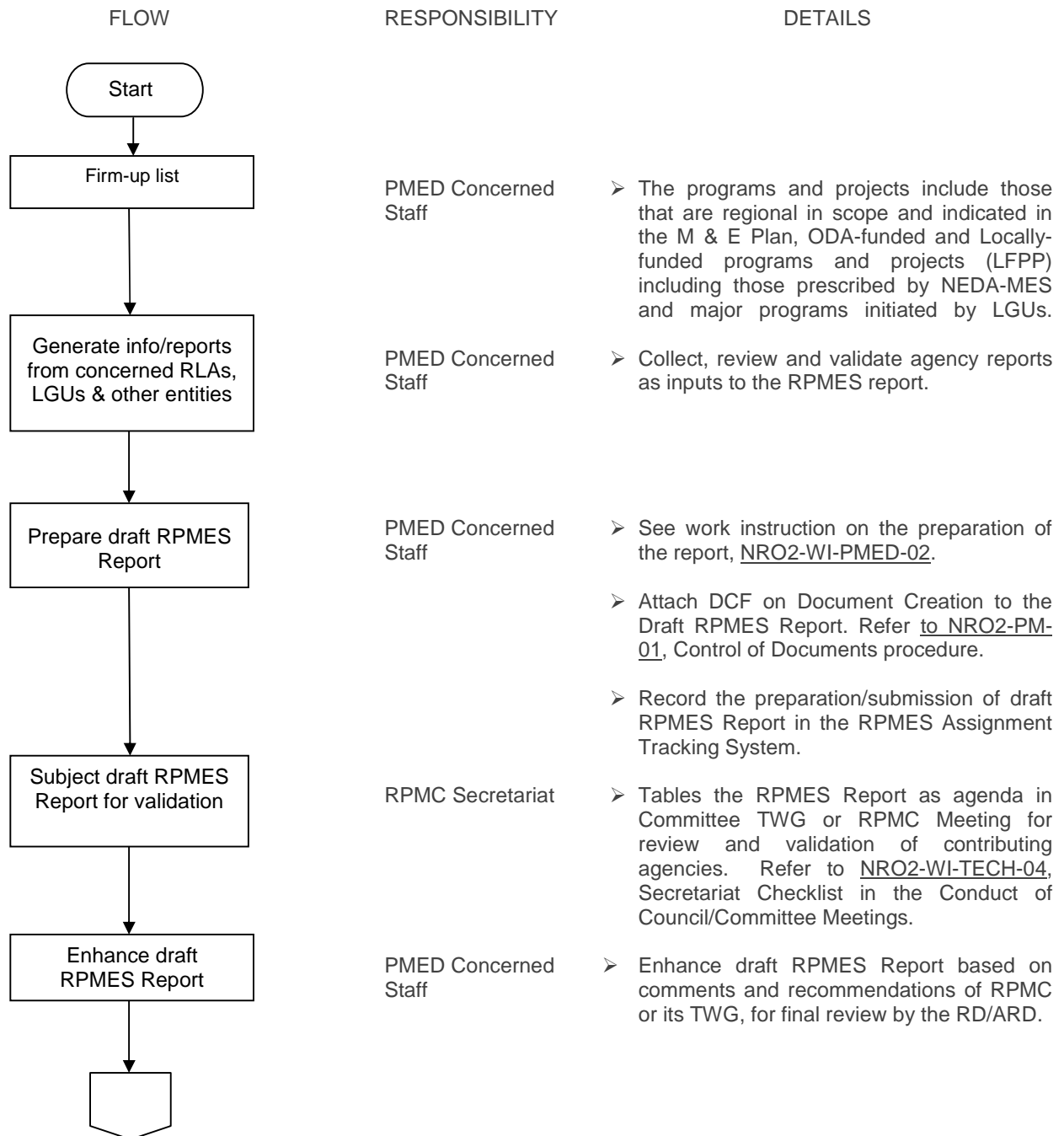
Part of the quarterly RPMES report is a survey form to gather information from the stakeholders on the utility and other suggestions for the improvement of the report. The retrieved survey forms shall be consolidated by the Secretariat and suggestions shall be considered in the preparation of the succeeding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

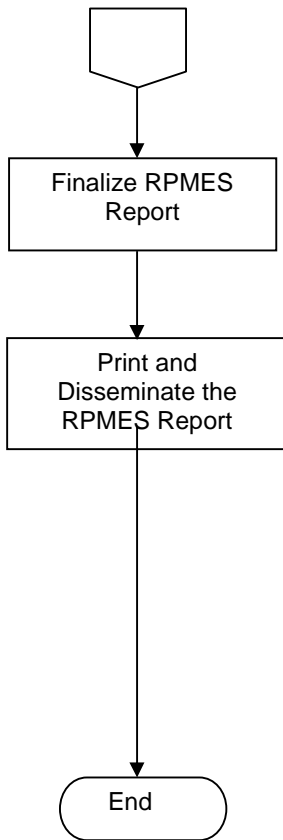
List of Acronyms

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
FMR	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
IA	Implementing Agency
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





PMED Concerned Staff/Document Controller

- Finalize the report by incorporating inputs and comments of the RD/ARD and print one hardcopy of the RPMES Report.
- Refer to NRO2-PM-01, Control of Documents procedure.

PMED Concerned Staff/DRD/FAD

- PMED Concerned Staff, in coordination with the FAD, furnishes report to identified stakeholders. The stakeholders include RPMC members, NPMC through NEDA Monitoring and Evaluation Staff (MES), Regional Development Staff, local government units and Region 02 Congressmen.
- The 2nd and 4th Quarters RPMES report will be accompanied by a NRO2-QR-PMED-FO-01, RPMES Stakeholder Satisfaction Feedback Form to get feedback from the stakeholders.
- Forward the e-copy of the RPMES Report to DRD/FAD for uploading in the RPMES Webpage.

RPMES REPORT FORMAT AND CONTENT

A. Format of the RPMES Report

A. Introduction

Provide a brief background and the objective of the RPMES Report. State the programs and projects covered by the Report by major category (ODA-funded, locally-funded/GAA funded, public-private-partnership projects and provincial projects).

B. Summary Status of Programs and Projects

Provide the summary of implementation status of the programs and projects covered by the Report. Enumerate and identify the programs and projects that are **ahead of schedule**, **on track**, and **behind schedule**.

For programs and projects ahead of schedule, discuss the reasons for the smooth implementation or outstanding performance of these projects, if any.

For programs and projects behind schedule, discuss the factors causing the delay in project implementation and completion. Include RPMC interventions such as the conduct of Problem-Solving Sessions (PSS) and Field Monitoring Visits (FMVs) to facilitate their implementation.

C. Highlights of Programs and Projects' Accomplishments

In this part of the Report, present the programs and projects by sector. State the program or project title and provide a brief description of the program or project including project cost, duration, location and other vital information. Based on the accomplished RPMES Form No. 5, state the program/project's fund utilization and performance rate.

Under each sector program and project, discuss the notable results or outcomes particularly on completed components of programs and projects and their consistency with the targets specified in the Result Matrices of the Regional Development Plan.

The Major Programs and Projects implemented by the Provincial Government are also presented in this part of the report. Summarize the major programs and projects submitted by each province and highlight initial observable results derived from the implementation of the program and/or project, if any.

D. Recommendations

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

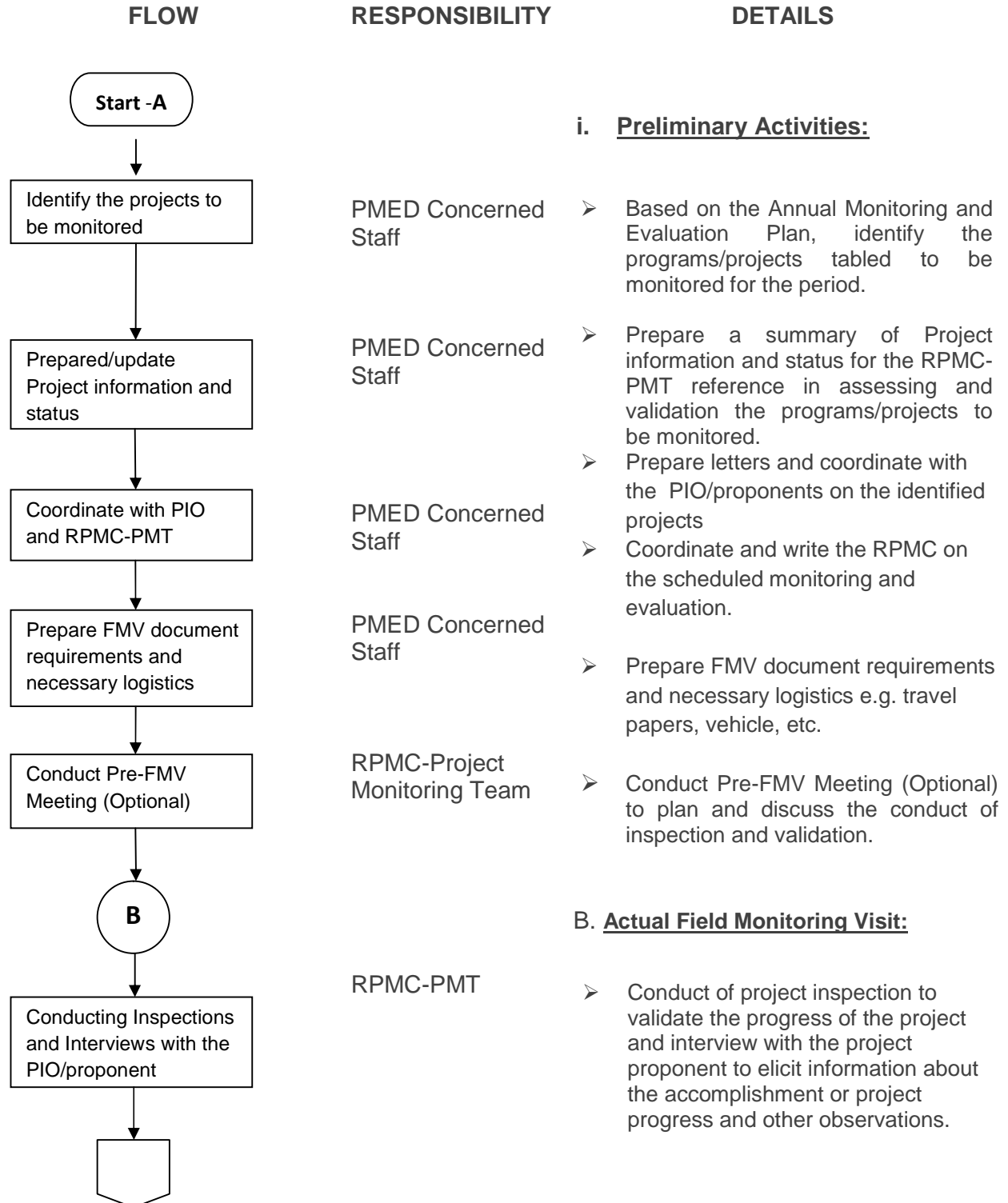
B. Annexes

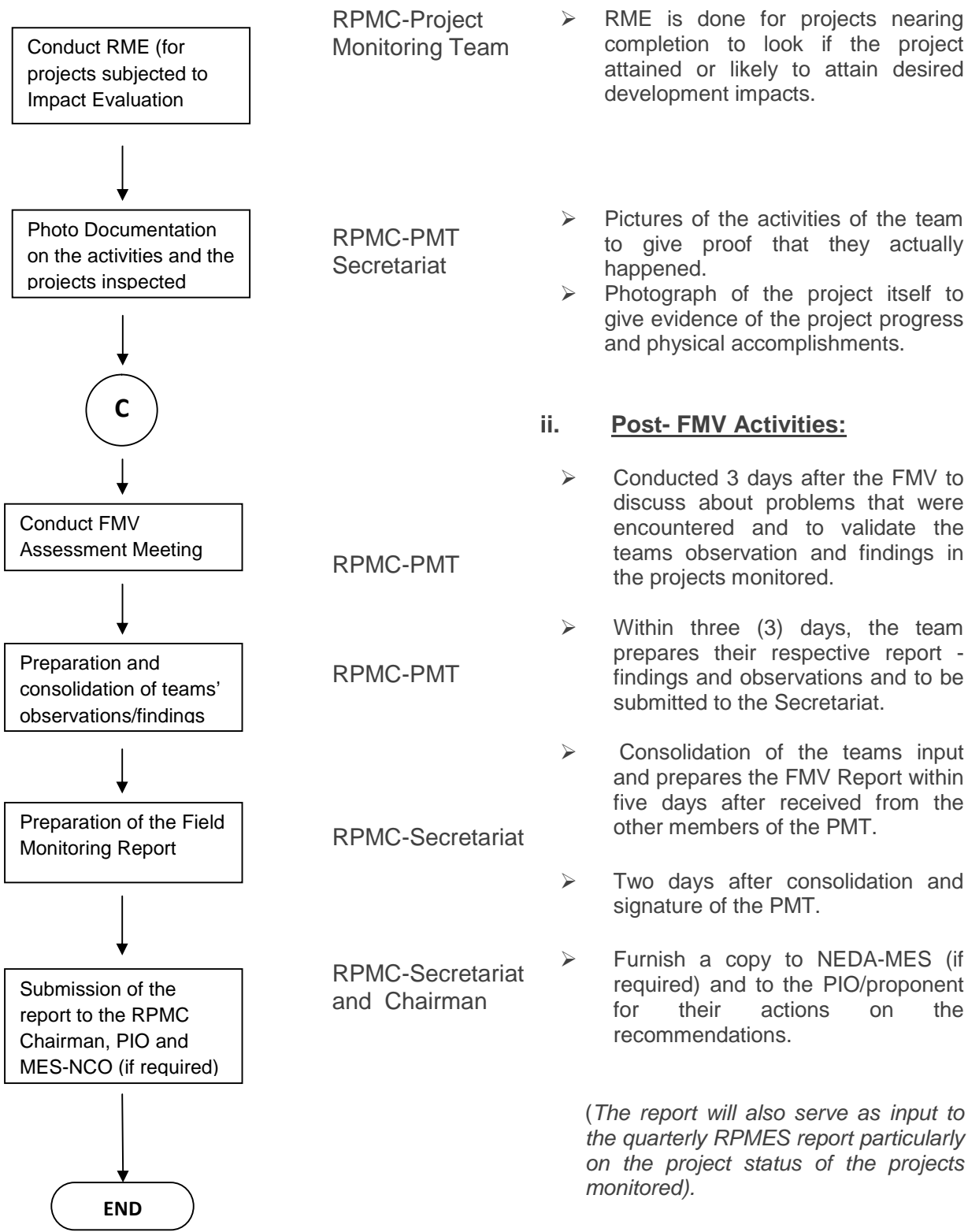
ANNEX A Agency/Project Reports

This part supplements the RPMES report. This contains the reports prepared and submitted by the project implementing agencies using the reportorial forms prescribed under the Revised RPMES Operational Guidelines. It also includes the forms prepared by the RPMC or its Secretariat. These forms are classified into two types namely, a) **Input Forms** which shall be accomplished by IAs, NGOs, and concerned citizens to be submitted to the RPMC; and b) the **Output Forms** which are consolidated monitoring forms prepared by the RPMC through its Secretariat to be submitted to the stakeholders, including the NPMC Secretariat and other higher level bodies. These report forms are enumerated and described below:

Type of Report	Description
Input Forms	
(RPMES Form No. 1) Initial Project Report	This report is used to record the basic information on program/projects – both ODA and locally-funded – that are being implemented by the agency, GOCC or LGU. It will contain such information as name of project, funding source, location, total project cost, project schedule, mode of implementation, physical and financial targets for the year, budget requirement, and simplified logical framework highlighting intended results. This report shall be accomplished by implementing agencies.
(RPMES Form No. 2) Physical and Financial Accomplishment Report	This report is used to document status of program/projects – both ODA and locally funded – that are being implemented by the agency, GOCC, or LGU. It shall contain the following information: <ul style="list-style-type: none"> a. Physical – actual progress of programs/projects against the target/scheduled accomplishments, including information on employment generated, initial observable results, problems encountered and measures taken/to be taken in order to address such issues; and b. Financial – actual expenditures made by the project against releases (funds utilization) or actual expenditures made against the total program amount for the project (funding support). Financial report shall also account for reasons(s) behind low disbursements, if any.
Output Forms	
(RPMES Form No. 5) Summary of Physical and Financial Accomplishments (By Area, Sector and Agency) including Project Results	This includes the output report of the RPMC on financial and physical status of project implementation by area (in the region, province/city or municipality), sector, and agency. It contains the project title, funding source, project schedules (original or revised), financial and physical performance, problems encountered in implementation, and the employment generated by the project in man-days. This likewise includes a discussion on the initial observable results derived from the implementation of the project.

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

**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
	OI													
	EG													
2	FS													
	%													
	OI													
3	EG													
	FS													
	%													
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 Reporting Period	For the Month	As of Reporting Period	For the Month	As of Reporting 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: _____

Noted by: _____
 Agency Head

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

PMC: _____

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

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

Noted by: _____
 Agency Head

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

Name of Project/Program Components	Location	Implementing Agency	Funds Utilization	Physical Status (%)			Issues	Source of Information	Action
				Target	Actual	Slippage			
Project 1									
Component 1									
Component 2									
Component 3									

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

Noted by: _____
 Head of Agency

Regional Development Council 2
Regional Project Monitoring Committee

PROJECT INFORMATION AND STATUS

FMV FORM

As of _____

Name/Components of Project	Location	Total Project 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.						
.						
.						
.						

Field Monitoring and Evaluation Guide Questions

I. Guide for Field Monitoring Visits:

1. What are the actual activities undertaken at the project site at the time of the visit?
2. Based on the Program of Work (POW) and agency reports, is the project on track or behind schedule?
 - a. If the project is delayed, what are the reasons/justifications for the implementation delay?
 - b. Is the delay in project implementation justifiable or not?
3. Are there deviations from the approved conditions, plans and specifications?
 - a. Are deviations authorized?
 - b. Are they covered by a Change (Variation) Order, Extra Work Order or Suspension Order?
4. What are the actions taken by the proponent or contractor to resolve such problems, if any and the corresponding recommendation for action?
5. Are there feedbacks from laborers, local officials and concerned citizens/beneficiaries on the project and its implementation?
6. What are the expected benefits when the project is completed?

II. Interview with the Beneficiaries/Target Groups (for Results Monitoring and Evaluation):

1. How long have you known about the project?
2. What were the activities undertaken during the implementation of the project in your area? Were you involved in any of these activities?
3. How often did the implementers undertake work in your community?
4. Do you think that the program/project benefits the community? In what way?
5. Are there changes that took place in your community after the project has been completed? What are these?
6. Do you know of any occasion/circumstance when the project has affected private properties? Are they compensated 'properly'? Please describe.
7. What do you think are other benefits the project brings to the community?
8. Why do you think the project has been implemented here on the first place?
9. Do you have any other comments or suggestions on the projects?

References

RPME Operational Guidelines (2016)

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