

INSTRUCTIONS IN FILLING-UP

Monitoring Form MF-1 CRITICAL ISSUES FOR ACTION

FORM TITLE	:	CRITICAL ISSUES FOR ACTION
PURPOSE	:	Immediate information on observed critical issues affecting project implementation needing appropriate action
FORM NO.	:	MF-1
FREQUENCY	:	AS NEEDED
RESPONSIBILITY	:	To be prepared by: 1. Provincial Coordination Officers (PCOs) 2. Component/Unit Coordinators 3. NCIP Regional Coordinators 4. Barangay Management Groups (BMGs) 5. Municipal Management Groups (MMGs) 6. Provincial Management Groups (PMGs)
NUMBER OF COPIES (IN PRINT)	:	2 copies
DISTRIBUTION	:	1 copy – Project Manager – Component/Unit/Office concerned – PME Unit 1 copy – Records/File
FILLING-UP Form MF-1		
Problems / Issues	:	This column presents the significant issues and relevant concerns that require remedial actions by the component, unit or office.
Actions/ Resolutions	:	This column presents the remedial measures and or initial actions undertaken by the concerned component/ unit, office/agency to address the identified issues and concerns.
Recommendations	:	This column presents the recommended course of action to fully resolve the problems and issues raised by the concerned component, unit or office.
SIGNATORIES		The document should be signed over printed name by the Project Staff or the Management Group Secretariat who prepared the report, and reviewed by the Component Coordinator/Unit Head, Head of Office or Agency/ Management Group Chairman.

INSTRUCTIONS IN FILLING-UP

Monitoring Form MF-2 BACK-TO-STATION REPORT

FORM TITLE	:	BACK-TO-STATION REPORT
PURPOSE	:	Immediate information on result of travel completed
FORM NO.	:	MF-2
FREQUENCY	:	Every after travel
SUBMISSION DATE	:	Immediately after the actual travel
RESPONSIBILITY	:	To be prepared by CHARM2 Project Staff who made the official travel
NUMBER OF COPIES (IN PRINT)	:	3 copies
DISTRIBUTION	:	1 copy – Project Manager 1 copy – PME Unit 1 copy – Records/File

FILLING-UP FORM MF-2

Location/Venue	:	This column identifies the place or site visited by the staff.
Persons Met	:	This column identifies name/s of key personnel, individuals or groups encountered during the official travel or visit.
Activity Undertaken	:	This column enumerates the specific tasks performed by the Project Staff in relation to his/her purpose of travel.
Findings/Result	:	This column presents the important data and relevant information gathered on field, actual status of projects during the duration of travel or visit, or the result of meetings, dialogues and consultations with concerned individuals, organizations or groups.
Actions Taken	:	This column enumerates the initiatives and actions undertaken by the Project Staff based on the result of his/her findings during the travel or project site visit.
Problems for Management Action	:	This column presents the relevant issues and concerns that came-up during the travel requiring remedial actions and decisions by Project Management.
SIGNATORIES	:	This report should be signed over printed name by the Project Staff who undertook the travel and prepared the report, the component/Unit Head and noted by the Project Manager.

INSTRUCTIONS IN FILLING-UP

Monitoring Form MF-3 MONTHLY ACCOMPLISHMENT REPORT

FORM TITLE	:	MONTHLY ACCOMPLISHMENT REPORT
PURPOSE	:	Immediate information on the Component's/Unit's accomplishment for the month in review as reference in preparing Project reports to oversight agencies
FORM NO.	:	MF-3
FREQUENCY	:	Monthly
SUBMISSION DATE	:	Day 1 of the 1st week following the month in review To be submitted together with <i>Form MF-1. Critical Issues for Action, form MF-6A Monthly Training Accomplishment Report and MF-6B After-Training/Terminal Report</i>
RESPONSIBILITY	:	To be prepared by: 1. CHARMP2 Provincial Coordinators 2. Component/Unit Coordinators 3. NCIP Regional Coordinators
NUMBER OF COPIES (IN PRINT)	:	3 copies
DISTRIBUTION	:	1 copy – Project Manager 1 copy – PME Unit 1 copy – Records/File

FILLING-UP FORM MF-3A

Component Output/Activity	:	This column identifies the tangible (easily measurable, practical), immediate and intended results to be produced by the component/unit as indicated in the Project documents - Annual Work Plan and Budget, and the Project Logical Framework.
Performance Indicator	:	This column identifies the unit of measure, quantitative or qualitative factor that provides a simple and reliable basis for assessing achievement or performance, considering gender-sensitive indicators.
Location	:	This column identifies the site or location of various project activities.
Target	:	This column presents the number of expected physical outputs/activities to be realized or achieved for the year, and the financial requirement needed to pursue target outputs and activities, to be indicated for the year and for the month.
Accomplishment	:	This column presents the cumulative and on the month physical accomplishment or the number of outputs/activities that were realized or achieved, and the cumulative and on the month financial performance of the component, subcomponent, unit or line agency.

Remarks : This column presents any significant data or information, constraint/problem faced or identified by the component/unit/office/agency that affects accomplishment of targets or impedes the efficient delivery of outputs.

SIGNATORIES : This document should be signed over printed name by the Project Staff who prepared the report, and by the Component Coordinator/Unit Head, head of office or agency who made a thorough review of the report.

ATTACHMENTS : **After-Training/ Activity and Terminal Reports** shall be attached to the **Monthly Accomplishment Report**

INSTRUCTIONS IN FILLING-UP

Monitoring Form MF-4 BMG/MMG/PMG MONTHLY ACCOMPLISHMENT REPORT

- FORM TITLE** : BMG/MMG/PMG MONTHLY ACCOMPLISHMENT REPORT
- PURPOSE** : Immediate information on accomplishments for the month in review
- FORM NO.** : MF-4
- FREQUENCY** : Monthly
- SUBMISSION DATE** : 25th day of the month in review for BMGs to be submitted to MMGs
27th day of the month in review for MMGs to be submitted to PMGs (with consolidated report from the BMGs)
30th day of the month in review for PMGs (with consolidated report from the MMGs)
- To be submitted together with *Form MF-1. Critical Issues for Action and Form MF-6 Follow-up Action Plan*
- RESPONSIBILITY** : To be prepared by:
1. Barangay Management Groups (BMGs)
2. Municipal Management Groups (MMGs)
3. Provincial Management Groups (PMGs)
- NUMBER OF COPIES (IN PRINT)** : 3 copies
- DISTRIBUTION** : 1 copy – Project Manager
1 copy – Component/PCO/PMG/PSC, MSC/MMG, BMG, Provincial or NCIP Field Office concerned
1 copy – Records/File

FILLING-UP FORM MF-3B

- Component Activity** : This column identifies the tangible (easily measurable, practical), immediate and intended results to be produced by the Management Group and the status of project activities of project components implemented in the project areas, as indicated in the AWPB.
- Performance Indicator** : This column identifies the unit of measure, quantitative or qualitative factor that provides a simple and reliable basis for assessing achievement or performance, considering gender-sensitive indicators.
- Location** : This column identifies the site or location of various project activities.
- Physical Target** : This column presents the number of expected outputs/activities to be realized or achieved, to be indicated in annual and monthly targets for each Project component.
- Physical Accomplishment** : This column presents the number of outputs/activities that were realized or achieved, to be indicated in annual, to date or cumulative accomplishment, and monthly accomplishment for each Project component.

Remarks : This column presents any significant data or information, constraint/problem identified by the component/unit/office/agency that affects accomplishment of targets or impedes the efficient delivery of outputs.

SIGNATORIES : This document should be signed over printed name by the Management Group Secretariat who prepared the report, and by the Management Group Chairman who made a thorough review of the report.

INSTRUCTIONS IN FILLING-UP

Monitoring Forms MF-5. BMG /MMG /PMG FOLLOW-UP ACTION PLAN

- FORM TITLE** : BMG /MMG /PMG FOLLOW-UP ACTION PLAN
- PURPOSE** : This form is to be filled up during BMG /MMG /PMG meetings as immediate plan to address issues and concerns in the implementation of Projects.
- FORM NOs.** : MF-5
- FREQUENCY** : Immediately after the Management Group Meeting
- SCHEDULE OF SUBMISSION** : 25th day of the month in review for BMGs
27th day of the month in review for MMGs
30th day of the month in review for PMGs
To be submitted together with *Form MF-1. Critical Issues for Action* and *Form MF-4. BMG/MMG/PMG Monthly Accomplishment Report*
- NUMBER OF COPIES (IN PRINT)** : 3 copies
- DISTRIBUTION** : 1 copy – Project Manager
– PME Unit
1 copy – MMG, PMG, PCO, Component/Unit concerned
1 copy – Records/File
- FILLING-UP Form MF-6, MF-7, MF-8**
- Critical Issues** : This column presents the significant issues and relevant concerns that remain unresolved at the LGU management group level, which require remedial actions.
- Agreed Actions/
Recommendations** : This column identifies the remedial measures or course of actions decided and agreed upon by the Provincial/Municipal/Barangay Management Groups to resolve identified issues and problems; or recommendations to higher level Project structures that leads to the resolution of the identified issues and concerns.
- Recommendation** : Management Group leading to the resolution of the identified issues and concerns.
- Responsible
Officer/Management Group/
Component/Unit** : This column identifies the main component, unit, office or agency in-charge or accountable for the desired actions agreed to be undertaken.
- SIGNATORIES** : This document should be signed over printed name by the assigned BMG/MMG/PMG Secretariat who prepared the report, and BMG/MMG/PMG Chairman who made a thorough review of the report.

INSTRUCTIONS IN FILLING-UP

Monitoring Form MF-6A MONTHLY TRAINING/ACTIVITY ACCOMPLISHMENT REPORT

- FORM TITLE** : MONTHLY TRAINING/ACTIVITY ACCOMPLISHMENT REPORT
- FORM NO.** : MF-6A
- FREQUENCY** : Monthly
- SUBMISSION DATE** : To be submitted together with Form MF-3 Monthly Accomplishment Report
- RESPONSIBILITY** : To be prepared by:
1. PCOs
2. Components/Units
3. NCIP Regional Office
- NUMBER OF COPIES (IN PRINT)** : 2 Copies
- DISTRIBUTION** : 1 copy – PME Unit
1 copy - Records/File

FILLING-UP FORM MF-4A

- Date/Duration** : This column indicates the actual date or period when the training/seminar/workshop and consultation/dialogue/forum/meeting was conducted
- Title** : This column indicates the title of training or activity as indicated in the Training or Activity Design that approved by Project Management.
- Venue** : This column states the place or venue where training or activity was conducted.
- No. of Participants (Male/Female)** : This column indicates the actual number of participants who attended the training, seminar, workshop or activity disaggregated into sex/gender of participants
- Cost** : This column indicates the actual cost/expenses incurred for the training activity
- Composition of Participants** : This column specifies the agency or group of participants, or unit represented such as farmers, LGU Staff, NGOs or Peoples Organization, etc. who attended the training or activity.
- Remarks** : This column provides further relevant information of the training or activity conducted
- SIGNATORIES** : This document should be signed over printed name by the Project Staff or Training Secretariat who prepared the report, and the Component/Unit Coordinator who made thorough review of the report.

ACTIVITY AND TRAINING FORMS

- 1. TRAINING DESIGN / ACTIVITY DESIGN**
- 2. MF-6A. MONTHLY TRAINING/ACTIVITY ACCOMPLISHMENT REPORT**
- 3. MF-6B. AFTER-TRAINING/TERMINAL REPORT**
- 4. MF-6C. AFTER-ACTIVITY REPORT**

INSTRUCTIONS IN FILLING-UP

Monitoring Form MF-7. QUARTERLY FINANCIAL ACCOMPLISHMENT REPORT

FORM TITLE : QUARTERLY FINANCIAL ACCOMPLISHMENT REPORT

FORM NO. : MF-7

FREQUENCY : Quarterly

SUBMISSION DATE : Every 30th of the Quarter in review

RESPONSIBILITY : To be prepared by the Budget/Finance Unit

NUMBER OF COPIES : 3 copies

DISTRIBUTION : 1 copy – Project Manager
1 copy – PME Unit
1 copy – Records/File

FILLING-UP FORM MF-5

Component : This column specifies the component and its categories as basis of the cost incurred

Approved Budget : This column indicates the budget allocation of the component for the year as approved by the Dept. of Budget and Management

Amount Released : This column indicates the amount of budget that has been released in relation with the outputs and activities of the Component

Amount Obligated : This column indicates the amount obligated to fund component outputs and activities

% Disbursement : This column indicates the percentage of disbursements made in relation to the budget approved and released, and actual amount spent for component outputs and activities

Remarks : This column identifies significant concerns affecting funding of project implementation or incurred slippage

SIGNATORIES : This document should be signed over printed name by the Budget Staff who prepared the report, the Budget Officer and Project Accountant who made a thorough review of the report

***NOTE** : *A narrative report shall be attached to the Quarterly Financial Accomplishment Report*