

Specific Guideline for the preparation of Monthly AWPB by LGUs

PF-7 Form Guideline

Provincial AWPB

1. Indicate the applicable year for the AWPB
2. Indicate location by filling up the space after "Province"
3. This form will be accomplished and signed by the Provincial Planning and Development Coordinator who will be responsible for:
 - a) the correctness and accuracy of content
 - b) Consolidating the Municipal AWPBs into one Provincial AWPB.
4. It will be submitted to the PSO for consolidation into the Project AWPB; copies furnished through the PCO to the Project Support Office
5. To be submitted by the first week of September, every Project year

Provincial Annual Work Plan and Budget

Column

- | | | |
|----------|--------------------------------------|---|
| a | Component/Objective /Output/Activity | Planned outputs & activities for the current year categorized under the appropriate project components |
| b | Indicators | 1 project indicator: number, % , etc.
Please see attached AWPB format for appropriate component indicators
2 RIMS indicator: results indicators of given outputs
3 Location: Where the activity will be implemented
4 Status of sub-project: on-going (OG) or new |
| c | Responsible Unit/Staff | Lists who will accomplish/implement the given activity specified in (a) |
| d | Planned Annual Targets | Indicate the monthly targets for the activities for this semester with reference to the appropriate performance indicators |
| e | Unit Cost | This column identifies the unit cost of the physical target specified in Column (a) with reference to the Indicators in Column (b) |
| f | Planned Budget by month | Indicate the monthly schedule of budget required corresponding to physical target s(d) |