

Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-6626 to 29, (632) 929-6252
Website : <http://www.denr.gov.ph> / E-mail : web@denr.gov.ph

MEMORANDUM

FOR : All Directors
FMB, LMB, BMB, ERDB, EMB, MGB

FROM : The OIC Director for Policy and Planning Service

SUBJECT : **REQUEST FOR COMMENTS/RECOMMENDATIONS ON
THE DRAFT DEPARTMENT MEMORANDUM ORDER
(DMO) ENTITLED "PRESCRIBING AN INTEGRATED
DENR MONITORING AND EVALUATION (M&E)
SYSTEM**

DATE : 31 MAY 2022

Attached is the draft DMO entitled "Prescribing an Integrated DENR Monitoring and Evaluation System" which we are currently finalizing for deliberation of the Policy Technical Working group (PTWG).

Prior to this, however, may we request you to carefully examine the provisions of the said DMO. It already considered your recommendations on the issues and concerns such as on the review and evaluation of MOVs for the OPCR and monitoring and submission of performance and project status reports on foreign-assisted and special projects to the FASPS.

Should you have further comments and recommendations, please submit them, preferably *by Line Number and Section*, to the Program Monitoring and Evaluation Division (PMED) via email at ppso.pmed@denr.gov.ph not later than June 6, 2022. Non-receipt of feedback by this period would mean your concurrence to the entire draft policy.

For your preferential attention, please.


GLENN MARCELO C. NOBLE



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel. Nos. (02) 8920-0689 / 8925-8275 / 0917-885-3367 / 0917-868-3367
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

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8 **DENR MEMORANDUM ORDER**
9 **NO. 2022 - _____**

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12 **SUBJECT : PRESCRIBING AN INTEGRATED MONITORING AND**
13 **EVALUATION (M&E) SYSTEM**
14

15 Pursuant to Executive Order (E.O.) No. 192, s. 1987 or the Reorganization Act of the
16 Department of Environment and Natural Resources (DENR), E.O. No. 366 s. 2004 entitled
17 "Directing a Strategic Review of the Operations and Organizations of the Executive Branch
18 and Providing Options and Incentives for Government Employees who may be Affected by the
19 Rationalization of the Functions and Agencies of the Executive Branch," DENR
20 Administrative Order (DAO) No. 2014-01 entitled "Adopting the New DENR Organizational
21 Structure Pursuant to E.O. 366 and the Rationalization Plan duly Approved by the Department
22 of Budget and Management," and DAO No. 2018-18 entitled "Establishing a Centralized
23 Management and Coordinative Mechanism at the Regional Offices of DENR, MGB, and EMB,
24 and Designating the DENR Regional Director as the Regional Executive Director Providing
25 Overall Command of Regional Operations," an Integrated Monitoring and Evaluation (M&E)
26 System is hereby prescribed.
27

28 **SECTION 1. Basic Policy.** It is the policy of the State to ensure the sustainable use,
29 management, protection, conservation and enhancement of the country's environment and
30 natural resources, as well as to ensure equitable sharing of the benefits derived therefrom for
31 the welfare of the present and future generations. In pursuance thereof, the DENR is mandated
32 to formulate, implement and supervise the government's policies, plans and programs
33 pertaining to the management, conservation, development, use, licensing, regulation and
34 replenishment of the country's natural resources. Likewise, it shall promulgate rules and
35 regulations in accordance with the law governing the exploration, development, conservation,
36 extraction, disposition, use and such other commercial activities tending to cause the depletion
37 and degradation of our natural resources.
38

39 **SECTION 2. Objective.** This Order aims to rationalize and harmonize the M&E
40 Systems utilized by the various units of the Department to achieve economy, efficiency, and
41 effectiveness in the management and execution of its mandates.
42

43 **SECTION 3. Scope and Coverage.** This Order shall cover the M&E Systems
44 implemented in the whole Department, Line and Staff Bureaus and the Attached Agencies, to
45 include the Performance, Program/Project, Office Performance, Foreign-Assisted and Special
46 Projects, and the Outcome M&E Systems.
47

48 **SECTION 4. Definition of Terms.** As used in this Order, the following terms shall be
49 defined as follows:

- 50 4.1. Activity – a recurring work process that contributes to the implementation of a
51 program or sub-program
52
- 53 4.2 Cut-off Date – the set date that reports should be received by proper recipients
54
- 55 4.3. Evaluation – the systematic and objective assessment of ongoing or completed
56 programs and projects, or policy, including its design, implementation and results.
57 It aims to determine the relevance and fulfilment of objectives, developmental
58 efficiency, effectiveness, impact and sustainability.
59
- 60 4.4. Field Validation - is the verification of reported accomplishments by determining
61 the actual accomplishment through physical count and/or review/investigation of
62 source documents and other records which were basis of the reported
63 accomplishments
64
- 65 4.5. Implementing Unit – operating units directly receiving cash allocations, capable
66 of administering its own funds.
67
- 68 4.6. Monitoring – a continuous function that uses the systematic collection of data on
69 specified indicators to provide management and the main stakeholders of an
70 ongoing development intervention with indications of the extent of progress and
71 achievement of objectives and progress in the use of allocated funds.
72
- 73 4.7. Means of Verification (MOVs) – pertains to means of obtaining data and
74 information that will be used to verify the achievement and realization of
75 objectives.
76
- 77 4.8. Monitoring and Evaluation – the systematic process of gathering, processing,
78 analyzing, interpreting, and storing of data and information about the performance
79 thereby setting into motion a series of managerial actions, for the purpose of
80 ascertaining the realization of set objectives.
81
- 82 4.9. Office Performance and Commitment Review (OPCR)- review form which
83 summarizes the result of the evaluation and assessment of the Office Performance
84 based on the reported accomplishments of the Office against the success
85 indicators, and the allotted budget against the actual expenses.
86
- 87 4.10. Operating Unit – organizational units carrying out specific substantive functions
88 and directly implementing the programs/activities/projects
89
- 90 4.11. Outcome – any change, effect, or result brought about by an agency's programs
91 or strategies upon individuals, social structures, or the physical environment.
92
- 93 4.12. Performance Assessment – a periodic review of accomplishments against targets
94 objectives.
95
- 96 4.13. Plan – the most critical element of any M&E system, and contains the objectives,
97 targets and the necessary outputs that will bring about the desired result.
98

99 4.14. Program – a group of activities and projects that contribute to a common particular
100 outcome.

101
102 4.15. Project – A special undertaking carried out within a definite timeframe and
103 intended to result some pre-determined measure of goods and services.

104
105 4.16. Program/Activity/Project (PAP) – any work process or group of work processes
106 undertaken to realize the outputs and outcomes. This is represented by an item of
107 appropriation in the national budget.

108
109 4.17. Target – the goal or specific objective of a program/project.

110
111 4.18. Unit of Work Measurement (UWM) – a yardstick that will appropriately measure
112 the sum total of the predominant efforts used to achieve a particular work.

113
114 **SECTION 5. Adoption of the DENR M&E Framework.** The DENR M&E
115 Framework (Annex A) which shall provide guidance in the implementation and
116 execution of the DENR Integrated M&E System is hereby adopted.

117
118 **SECTION 6. Role of the M&E Implementing Units and Focal Persons.** To ensure
119 effective implementation of the DENR Integrated M&E System, the following focal persons
120 and units of the Department shall be vested with the corresponding functions:

121
122 6.1. Community Environment and Natural Resource Office (CENRO) Planning Focal
123 Person/Designated Planning Officer

124
125 He/she shall generate reports of performance and project status including
126 project/program outcome indicators reports. Further, he/she shall submit MOVs
127 of reported accomplishments on the programs/projects indicated in the annual
128 WFP and OPCR to the Provincial Environment and Natural Resources Office
129 (PENRO). All MOVs to be submitted should be in accordance with the approved
130 related guidelines and UWM.

131
132 6.2. **Monitoring Offices within the PENRO**

133
134 6.2.1. Planning Section

135
136 It shall consolidate, monitor, analyze and evaluate the performance and
137 project status reports generated from the CENROs' and PENROs'
138 divisions for submission to the PENRO Management and the Regional
139 Office. It shall also submit MOVs of reported accomplishments on the
140 programs/projects indicated in the annual WFP and OPCR to the Region.
141 All MOVs to be submitted should be in accordance with the approved
142 related guidelines and UWM.

143
144 6.2.2. Administrative and Finance Section

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146 It shall consolidate, monitor, analyze and evaluate financial performance
147 generated from the CENROs' and PENROs' divisions for submission to
148 the PENRO Management and the Regional Office.

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6.2.3. Technical Services Division

It shall monitor, analyze and evaluate program/project status including program results and outcome indicators, and provide the PENRO Monitoring Unit regular reports generated from the CENROs and within the PENRO Technical Divisions.

6.3. Monitoring Offices within the Implementing PENRO

6.3.1. Planning Section

It shall generate reports of performance and project status including project/program outcome indicators reports. It shall also consolidate, monitor, analyze and evaluate the performance and project status reports generated from the PENROs' divisions for submission to the PENRO Management and the Regional Office.

Further, the Planning Section shall submit MOVs of reported accomplishments on the programs/projects indicated in the annual WFP and OPCR to the Region. All MOVs to be submitted should be in accordance with the approved related guidelines and UWM.

6.3.2. Administrative and Finance Section

It shall generate reports of financial performance generated from the PENROs' divisions for submission to the PENRO Management and the Regional Office.

6.3.3. Technical Services Division

It shall monitor, analyze and evaluate program/project status including program results and outcome indicators, and provide the PENRO Monitoring Unit regular reports generated from the PENRO Technical Divisions.

6.5. Monitoring Offices within the Regional Office

6.5.1. Planning and Management Division (PMD)

It shall consolidate, evaluate and validate physical accomplishments including the means of verification from the PENROs and the Divisions of the Regional Office. The project status report and financial performance reports from the Technical Divisions of the Region, including those from the Foreign-Assisted and Special Projects-Regional Project Coordinating Office, shall be integrated into the evaluated performance report for submission to the Regional Management, i.e., Regional Executive Director (RED) and Assistant Regional Director (ARD) for Management Service, and the DENR Central Office-Policy and Planning Service (PPS).

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The PMD shall submit MOVs of reported accomplishments on the programs/projects indicated in the annual WFP to the concerned Staff Bureaus for their Program/Project Status Monitoring. On the other hand, the MOVs for Good Governance Conditions (GGC), General Administration and Support Services – Support to Operations (GASS-STO) and other non-sectoral indicators/activities (e.g., Environmental Management System or EMS, and Quality Management System or QMS) shall be submitted to the focal DENR- Central Office units, copy furnished PPS. All MOVs to be submitted should be in accordance with the approved related guidelines and UWM.

6.5.2. Finance Division

It shall consolidate and evaluate financial performance generated from the PENROs and the Divisions of the Regional Office. It shall also submit an evaluated financial performance report to the Regional PMD, and financial performance reports to the DENR-Financial and Management Service (FMS).

6.5.3 Technical Divisions Monitoring Unit

It shall monitor, analyze and evaluate program/project status including program results and outcome indicators, and provide the Regional Monitoring Unit regular reports generated from the PENROs and within the Regional Technical Divisions.

6.6. Monitoring Offices within the DENR-Central Office

Policy and Planning Service

PPS shall consolidate and evaluate physical and financial performance reports, including the report on the DENR program outcomes, generated from Regional Offices, Staff Bureaus, Central Office units (Services), and Attached Agencies for submission to the DENR Management and oversight agencies of the government such as the Department of Budget and Management (DBM), Commission on Audit (COA), National Economic Development Authority (NEDA), among others. The project status reports from the Line and Staff Bureaus and the DENR CO-FMS shall be an integral component of the evaluated project status reports.

Financial and Management Service

It shall submit an evaluated report on financial performance for all funds to the PPS.

Foreign Assisted and Special Projects Service (FASPS)

It shall monitor, analyze and evaluate performance and project status of foreign-assisted and special projects. It shall also submit an evaluated report to the PPS regularly, as well as end-of-project evaluation reports and/or project completion reports.

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Staff Bureaus

The Staff Bureaus shall monitor, analyze and evaluate performance of their operations, to include the status of projects. The reports of evaluated performances and project status shall be submitted to the DENR Central Office-PPS regularly. They shall also monitor, analyze and evaluate the sectoral outcomes of the programs/projects and submit report to the PPS.

Project Management Units (PMUs) - National and Region

The PMU-National shall monitor, analyze and evaluate foreign-assisted and special projects and submit evaluated accomplishment report to the FASPS.

The PMU-National and FASPS may jointly conduct the validation of foreign-assisted and special projects.

6.10. Line Bureaus

The Line Bureaus (EMB CO and MGB CO) shall monitor, analyze and evaluate performance of their operations, to include the status of projects. The reports of evaluated performances and project status shall be submitted to the DENR Central Office-PPS regularly, including status of foreign-assisted and special projects to FASPS, copy furnish the SPMO-Region. They shall also monitor and evaluate the status of outcomes of the programs/projects and submit report to the PPS.

6.11. Attached Agencies

The Attached Agencies shall monitor, analyze and evaluate performance of their operations, to include the status of projects. The reports of evaluated performances and project status shall be submitted to the DENR Central Office-PPS regularly, including status of foreign-assisted and special projects to FASPS. They shall also monitor and evaluate the status of outcomes of the programs/projects and submit report to the PPS.

6.12. DENR Central Office Services

The Services shall monitor, analyze and evaluate internal performances and submit performance reports to the PPS.

The Performance-Based Bonus (PBB) Focal Offices shall monitor, analyze, evaluate and submit report on the status of compliance to requirements relative to the Performance Based Incentive System (PBIS) – PBB to the PPS.

SECTION 7. Components of the Integrated M&E System

7.1. Monitoring and Reporting

299 7.1.1. Standard Operating Procedure (SOP)

300
301 7.1.1.1. Performance Reports shall be submitted to the Monitoring Units
302 at various levels of the Department for evaluation and reporting
303 to their respective management.
304

305 Monitoring of Performances (Physical and Financial
306 Accomplishments) shall be based on the approved annual WFP
307 of DENR Operating Units. All elements of the plan shall be
308 subject of the reports being generated from operating units at all
309 levels from the CENRO to PENRO, Regions, Staff and Line
310 Bureaus, Attached Agencies, and Central Offices to be submitted
311 to the PPS. Reports generated shall follow the prescribed
312 Performance Report format (Annex B). In the event that an online
313 reporting system for the monitoring of performance shall be
314 made available, the same form shall be used. The Bureaus and
315 FASPS are encouraged to develop and design an online reporting
316 system for the submission of project status reports.
317

318 The Bureaus shall develop an online ~~monitoring~~ **reporting**
319 system for Project Status Reporting independent from the
320 Performance Report System. Meanwhile, the current reporting
321 system being applied by the Bureaus shall continue to be in
322 operation until such time that an online system for project status
323 report is in place.
324

325 7.1.1.2. Program/Project Status Reports shall be submitted to the
326 Provincial and Regional Technical Offices for evaluation and
327 assessment and subsequently, Regional Program/Project status
328 reports shall be submitted directly to the Bureaus concerned,
329 copy furnished their respective monitoring units. The Bureaus, in
330 turn, shall submit to the PPS the evaluated report of project status.
331

332 7.1.1.3. Foreign-assisted and Special Projects Performance and Project
333 Status Reports shall be submitted to the respective Project
334 Management Unit (Bureau) for submission to FASPS, copy
335 furnished the Regional Office where the project is operating.
336 Subsequently, a comprehensive performance and project status
337 report shall be regularly submitted to PPS by the FASPS.
338

339 Under Items 7.1.1.2 and 7.1.1.3, monitoring of Program/Project
340 Status shall be the responsibility of the Bureaus for regular
341 programs and projects, and the FASPS for foreign-assisted and
342 special projects. The monitoring shall focus on the progress of
343 on-going programs/projects. This will reflect the current stage
344 (milestone) of the program/project. Reports generated under this
345 monitoring shall be submitted to the Management using the
346 prescribed reporting format attached as Annex C. The elements
347 of reports from the source to the Bureaus and FASPS shall
348 provide an information as to the current stage of project

349 implementation starting from its inception, to be defined by the
350 Bureaus and FASPS and shall be made available by _____
351 2022.

- 352
353 7.1.1.4. Outcome Monitoring Reports shall be submitted by the Regions
354 to the PPS and to the concerned Staff Bureaus for evaluation and
355 assessment. The outcome indicators are provided in the
356 program's/project's logical frameworks and General
357 Appropriations Act (GAA) Performance Information.
358

359 Monitoring of Outcome shall be the responsibility of the PPS and
360 the Bureaus. The sectoral evaluated outcome indicators shall be
361 reported by the Staff and Line Bureaus to the PPS. The PPS shall
362 prepare the national evaluated outcome report and provide
363 feedback to the Management and oversight agencies. The reports
364 generated under this monitoring activity shall be in a format
365 patterned in a framework (Annex D).
366

- 367 7.1.1.5. OPCR Accomplishment Reports shall be submitted by all
368 delivery units to PPS for review and evaluation.
369

370 Monitoring of OPCR shall be the responsibility of PPS and shall
371 be consistent with the approved Strategic Performance
372 Management System (SPMS) Guidelines.
373

374 The submission and review of MOVs shall be done quarterly and
375 annually, respectively, following the deadlines stipulated in the
376 SPMS Guidelines. All MOVs required by the OPCR and those
377 included in the approved WFPs shall be submitted to the PPS and
378 concerned DENR-CO units for GGC, GASS-STO, Agency
379 Accountabilities, and other non- sectoral indicators/activities
380 such as those required in the EMS and QMS. The review of
381 MOVs may be done in consultation with the Bureaus/FASPs.
382

383 The MOVs shall be based on the approved related guidelines and
384 UWM and shall be approved by the concerned Bureaus, FASPS
385 and DENR-CO Units.
386

- 387 7.1.1.6. Submission of Reports and MOVs. All reports, performance and
388 project. These reports should indicate their respective dates and
389 shall status reports including MOVs shall be submitted in hard
390 and electronic copies be duly approved and signed by the
391 concerned Head of Office. The review of the MOVs submitted
392 shall be undertaken by the bureau concerned and the PPS-PMED,
393 for evaluation of project status and performance as well as
394 OPCR, respectively.
395

- 396 7.1.1.7. Submission of Special Reports Required by the Management.
397 These are reports that are being required by the Management
398 from time to time, e.g., Status of Compliance to Presidential

399 Directives. This is beyond the regular reports that are being
400 submitted to the respective monitoring units. The deadlines for
401 these reports are flexible and depends upon the requesting office.
402 However, the generator of the report should strictly observe the
403 deadlines of submission.
404

405 7.1.1.8. There shall be a universal cut-off for all data and information that
406 should be reported as accomplishments and project status and
407 that reports shall be submitted on a standard deadline as
408 prescribed in Annex E.
409

410 7.1.1.9. The Operating Units shall furnish the Management copies of
411 monitoring reports by the Monitoring Units, for information and
412 assessment of operation at all levels of the Department. Attached
413 as Annex F is the process flow for the Reporting SOP or the
414 Framework of Reports.
415

416 7.2. Evaluation and Assessment 417

418 7.2.1. The evaluation and assessment of the Department and its units shall take
419 into consideration the elements of the delivery of services as planned, the
420 factors which brought about notable performances, and policy and
421 operational issues encountered in the implementation of the
422 program/project.
423

424 7.2.2. The evaluation of physical performance shall follow the upper and lower
425 limits of 130% and 70%, respectively. For financial performance, the
426 threshold shall be 100%. The justification for deviations in the thresholds
427 shall be required and shall only be contained in the Performance Report
428 as Remarks.
429

430 7.2.3. The evaluation and assessment of the program/project status shall focus
431 on the development of the projects as planned for the purpose of enabling
432 management to respond or to institute corrective policy action.
433

434 7.2.4. The evaluation made by the monitoring units shall be reported to the
435 Management for appropriate response and action.
436

437 7.2.5. The evaluation of performance to be done by the monitoring units shall
438 include feedback to the field offices.
439

440 7.2.6. Performance assessment shall be conducted semi-annually vis-à-vis the
441 annual WFP at all levels.
442

443 7.2.7. Program/project assessment shall be conducted annually, premised on the
444 achievement of program objectives and the attainment of their
445 programmed outcomes. The outcome monitoring reports shall provide
446 vital information on the assessment of program results and outcome
447 indicators, and outcomes.
448

449 7.2.8. An Initial Gains Evaluation or Mid-term Evaluation every three (3) years
450 of a project/program shall be done premised also on the achievement of
451 program objectives and the attainment of their programmed outcomes.
452

453 7.3. Field Validation

454
455 The Bureaus shall conduct field validation of their sector operations. On the other
456 hand, the Planning Units at all levels and the PPS shall conduct field validation
457 of ENR programs and projects, independently or jointly with the concerned
458 Technical Divisions and Bureaus, respectively, throughout the year as long as the
459 safety of the personnel is not compromised. The findings and observations on the
460 conducted validation shall be submitted to their respective Management through
461 channels.
462

463 7.4. Feedback Mechanism

464
465 Feedbacks are effective mechanisms for the reporting units to be aware of the
466 evaluation of their performance and management responses on issues and
467 concerns relative to the reports submitted. Feedbacks shall be provided by all
468 monitoring units at all levels of the Department.
469

470 Each monitoring unit shall submit a feedback report to the offices subject of the
471 monitoring and evaluation (Central Office to Regional Office, Bureaus and
472 Attached Agencies, Regional Office to PENRO, and PENRO to CENRO) before
473 the next reporting period upon receipt of the performance and project status
474 reports.
475

476 7.5. Monitoring and Reporting Accountability

477
478 The M&E system shall be an office accountability and embodied by its
479 Management. Any substantial and/or habitual lapses and deficiencies shall be
480 considered during the performance assessment of the office. The accounting of its
481 impact to the performance rating shall be defined by the various committees
482 concerned such as the Performance Management Group for the SPMS and the
483 Performance Management Team for PBIS-PBB. Separate guidelines on sanctions
484 and penalties shall be issued.
485

486 *Lapses and deficiencies of Reports.* The deficiencies in reports which manifest
487 inaccurate data/information shall not be corrected during the period covered.
488 However, said deficiencies shall be corrected in the next reporting, except in the
489 annual report. Late submission of reports during the year shall mean no
490 information was received from the reporting unit, except for annual reports. The
491 summation of all quarterly reports shall constitute the annual accomplishment
492 report.
493

494 **SECTION 8. Separability Clause.** If any provision of this Order shall be held invalid
495 or unconstitutional, the other portions or provisions hereof which are not affected shall continue
496 in full force and effect.

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SECTION 9. Repealing Clause. All Orders, Circulars and other similar issuances inconsistent herewith are hereby revoked, amended or modified accordingly.

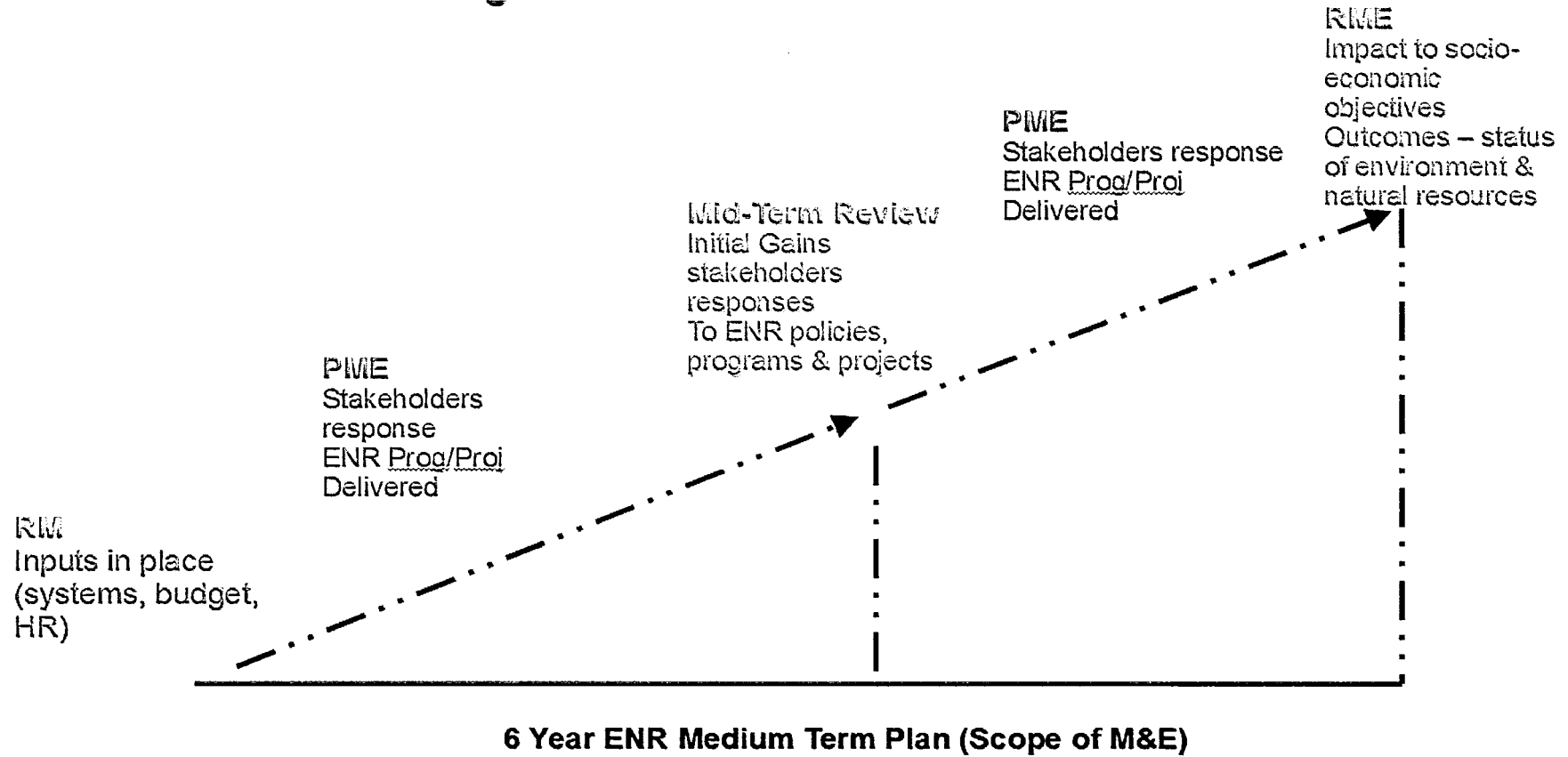
SECTION 10. Effectivity. This Order shall take effect immediately and remain in force until formally terminated.

JIM O. SAMPULNA
Acting Secretary

DRAFT

DENR MONITORING AND EVALUATION FRAMEWORK

ANNEX A



DENR M&E System

Monitoring and evaluation or M&E is one of the important mechanisms that will ensure efficiency and effectiveness of operations. The responsiveness and relevance of policies and strategies depend a great deal on the quality of information and insights provided by a monitoring and evaluation to management and staff alike. M&E, however, is a neglected function often manifested in management and staff being left to make decisions with very little information and insights about the results of initiatives previously undertaken. Thus, the need to set in place a monitoring and evaluation system that provides timely and accurate feedback mechanisms that will support the decision making and planning functions of management.

The DENR M&E System is a mechanism for governance. It provides the necessary processes for ensuring accountability, relevance and sustainability of benefits derive from ENR policies, programs and projects. It provides the necessary infrastructure that will integrate operational concerns with strategic initiatives and to ensure critical programs and projects continuously support ENR policies, objectives and goals. As a governance mechanism, M&E links the planning process the results, insights and feedback generated from program implementation. Specifically, M&E will serve as an integral support system to the implementation of the DENR's 6-Year Medium-Term Plan. This will help ensure a more relevant and responsive policies and programs.

The System will also be used to evaluate performance and enforce accountability to individuals in the organization. The main objective is to ensure continuous improvement. Performance are examined to identify the necessary support systems or processes that will improve performance.

The M&E System focuses on results and benefits. In support of governance, the system provides the infrastructure for evaluating, documenting and sharing of results and benefits. These will be used as input to improving ENR program designs especially in maximizing stakeholders' participation, adherence and compliance to ENR policies and guidelines.

PHYSICAL AND FINANCIAL PERFORMANCE FOR CY _____
for the _____ Quarter, CY _____

ANNEX B

Office: _____

Programs/Activities/ Projects (P/A/Pe) 1	PERFORMANCE INDICATORS 2	OFFICE 3	PHYSICAL PERFORMANCE							Expense Class 11	FINANCIAL PERFORMANCE							REMARKS 20		
			Target			Accomplishment		% Accompl.			Allotment 12	Obligation		Disbursement		% Budget Utilization Rate (BUR)				
			Annual 4	This Qtr 5	To Date 6	This Qtr 7	To Date 8	To Date 9= 8/6	Annual 10= 8/4			This Qtr 13	To Date 14	This Qtr 15	To Date 16	(Oblig/Allot) *100 17 = (14/12)*100	(Disb/Allot) *100 18 = (16/12)*100		(Disb/Oblig) *100 19 = (16/14)*100	
	Indicator 1	Region Regional Office PENRO 1 CENRO 1 CENRO 2 PENRO 2 CENRO 1 CENRO 2																		

Prepared by: _____

Approved: _____

 Planning Chief

 Finance Chief

 Head of Office

Note: Correction of previous report should be reflected at the end of this Report

Comments:

This Performance Report shall contain:

1. Evaluation Statements
2. Implementation issues including notable actions which resulted into outstanding performance and possible lapses in the implementation which results into poor performance
3. Policy issues and other comments

Thresholds for Performance

Physical Performance	Over 130%- justification and explanation is required
	100-130%
Major deviation	Below 100%- justification and explanation is required
	Below 70% - justification and explanation is required
Minor deviation	70-99% - justification and explanation is required
Financial Performance	100%

ANNEX C

PROJECT STATUS REPORT

(Sectoral Project Title)

Stages of the Project	Number of Projects
1. Project Started (Initiation Stage) a). Started for the month b). Cumulative total for the CY covered	
2. Second major stage (*)	
3. Third major stage (*)	
4. Fourth and succeeding (*) stages dependent on the project design	
5. Project Completed a). Project completed for the month b) Cumulative total for the CY covered	
6. Comments This shall contain the evaluation made by the monitoring unit and issues and concerns in project implementation and policy	

* All stages shall contain the number of projects which attained that particular stage
It should have Regional breakdown

SOP for Reporting

Annex E



Kind of Report	Frequency	Cutoff (Data Source)	PENRO	Deadline of Submittal			
				REGION/ Regional PMU	BUREAU/ PMU-National	FASPS	DENR CENTRAL
Performance Report <i>MOVs</i>	Quarterly	End of the quarter (Applies to all Reporting Unit)	10 days after the end of the Quarter	15 days after the end of the Quarter			15 days after the end of the Quarter
	<i>Semi-annual</i>	<i>End of Semester</i>		<i>10 days after the end of the semester</i>	<i>15 days after the end of the Semester</i>		<i>30 days after the end of Semester (Validated MOVs of Performances)</i>
	Annual	End of the Year	5 days after end of the year	15 days after end of the year	15 days after end of the year	15 days after end of the year	End of March every year
Program/Project Status	Quarterly (Bureaus to Central)	End of the quarter	To be set by the Bureau	To be set by the Bureau	20 days after the end of the of the quarter from the Bureaus		
Foreign Assisted and Special Project Accomplishment and Project Status Report <i>MOVs</i>	Quarterly	End of the quarter	5 days after the End of the Quarter	5 days after the End of the Quarter	10 days after the end of the Quarter (Line Bureaus & SPMO National)	12 days after the end of the Quarter (from the PMO)	15 days after the end of the Quarter
	<i>Semi-annual</i>	<i>End of Semester</i>		<i>10 days after the end of the semester</i>		<i>15 days after the end of the Semester</i>	<i>30 days after the end of Semester (Validated MOVs of Performances)</i>
OPCR	Semi-annual	End of the Semester		30 days after the end of the Semester	30 days after the end of the Semester	30 days after the end of the Semester	90 days after the receipt of the OPCR and MOVs
Outcome Monitoring Report	Quarterly (GAA Performance Information)	End of the Quarter	5 days after end of the Quarter	10 days after the end of the Quarter	15 days after the end of the Quarter	15 days after the end of the Quarter	20 days after the end of the Quarter
	Annual	End of the Year	30 days after end of the year	60 days after end of the year	60 days after end of the year	60 days after end of the year	End of April every year
	Medium-Term	Mid of 2028 and every 6 years thereafter	April 2028 and every 6 years thereafter	May 2028 and every 6 years thereafter	May 2028 and every 6 years thereafter	May 2028 and every 6 years thereafter	July 2028 and every 6 years thereafter

DENR M&E System - Framework of Reports

ANNEX F

Legend:

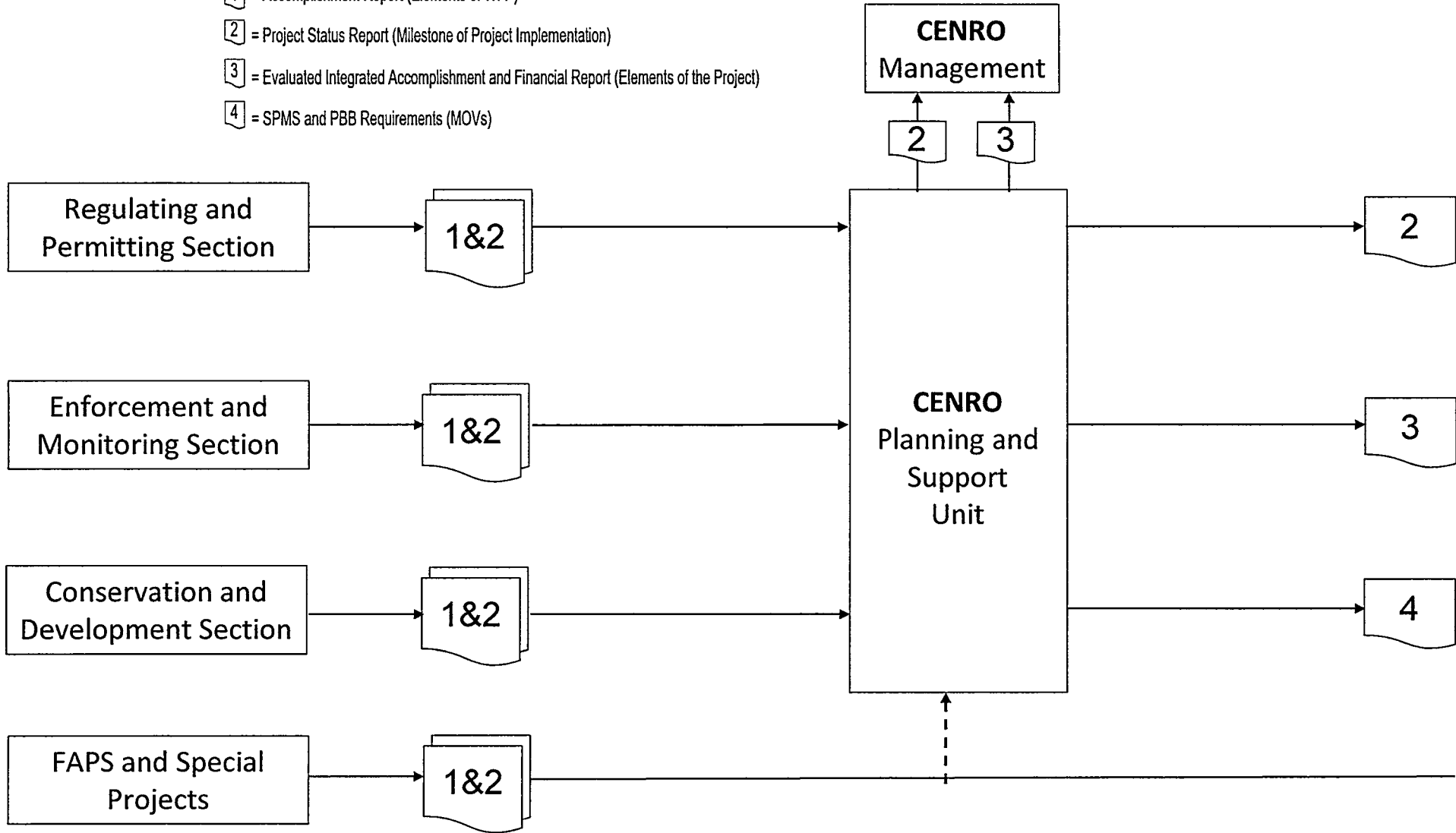
- 1 = Accomplishment Report (Elements of WFP)
- 2 = Project Status Report (Milestone of Project Implementation)
- 3 = Evaluated Integrated Accomplishment and Financial Report (Elements of the Project)
- 4 = SPMS and PBB Requirements (MOVs)
- 5 = Financial Report (per Unit)
- 6 = Other Admin and Support Services Accomplishment Report
- 7 = Division Accomplishment Report
- 8 = SPMS and PBB requirement (exclusive for the Division)
- 9 = Regionwide Financial Report
- 10 = Regional Admin and Support Division Accomplishment Report
- 11 = Bureau's/AAs Physical & Financial Accomplishment Report
- 12 = Integrated DENR Operation & Performance Report (Physical, Financial and Operation Issues)
- 13 = FASPs Integrated Accomplishment Report (including Financial)
- 14 = Service Accomplishment Report and Status of Projects
- 15 = Semi-Annual Validation Report
- 16 = Feedback report

Lines:  First Copy Report
 Copy Furnished



Legend:

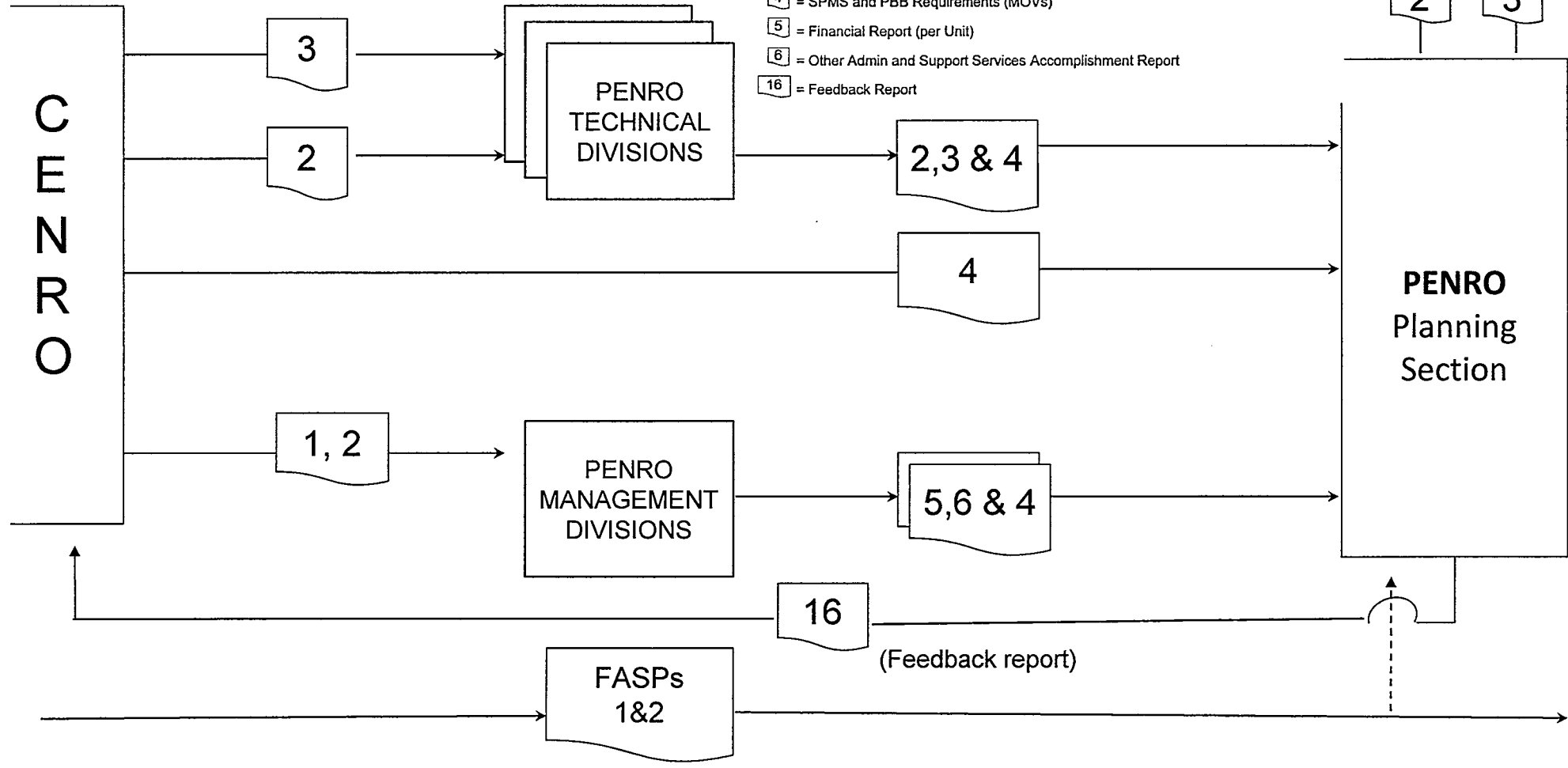
- 1 = Accomplishment Report (Elements of WFP)
- 2 = Project Status Report (Milestone of Project Implementation)
- 3 = Evaluated Integrated Accomplishment and Financial Report (Elements of the Project)
- 4 = SPMS and PBB Requirements (MOVs)



CENRO to PENRO

Legend:

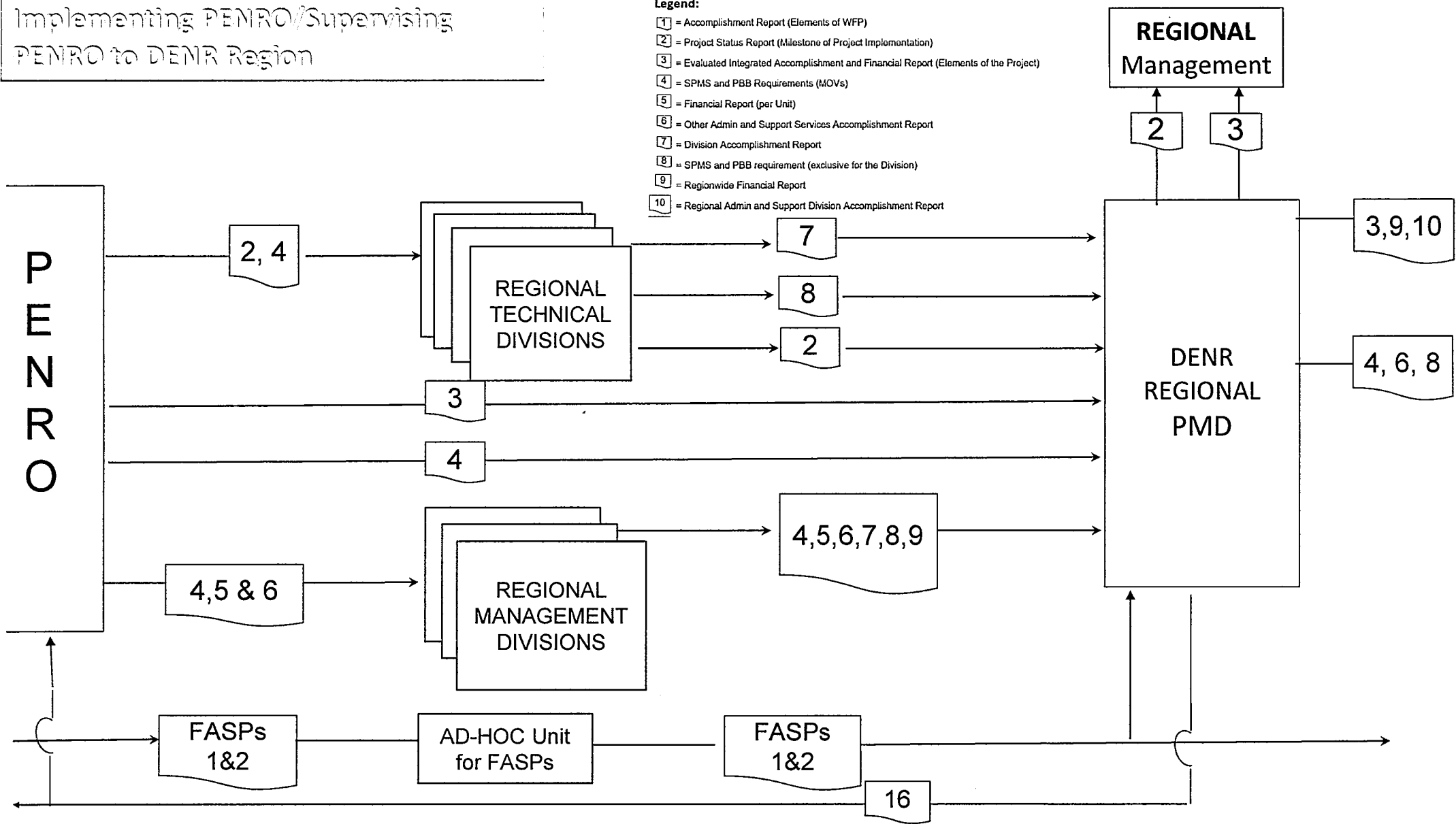
- 1 = Accomplishment Report (Elements of WFP)
- 2 = Project Status Report (Milestone of Project Implementation)
- 3 = Evaluated Integrated Accomplishment and Financial Report (Elements of the Project)
- 4 = SPMS and PBB Requirements (MOVs)
- 5 = Financial Report (per Unit)
- 6 = Other Admin and Support Services Accomplishment Report
- 16 = Feedback Report



Implementing PENRO/Supervising PENRO to DENR Region

Legend:

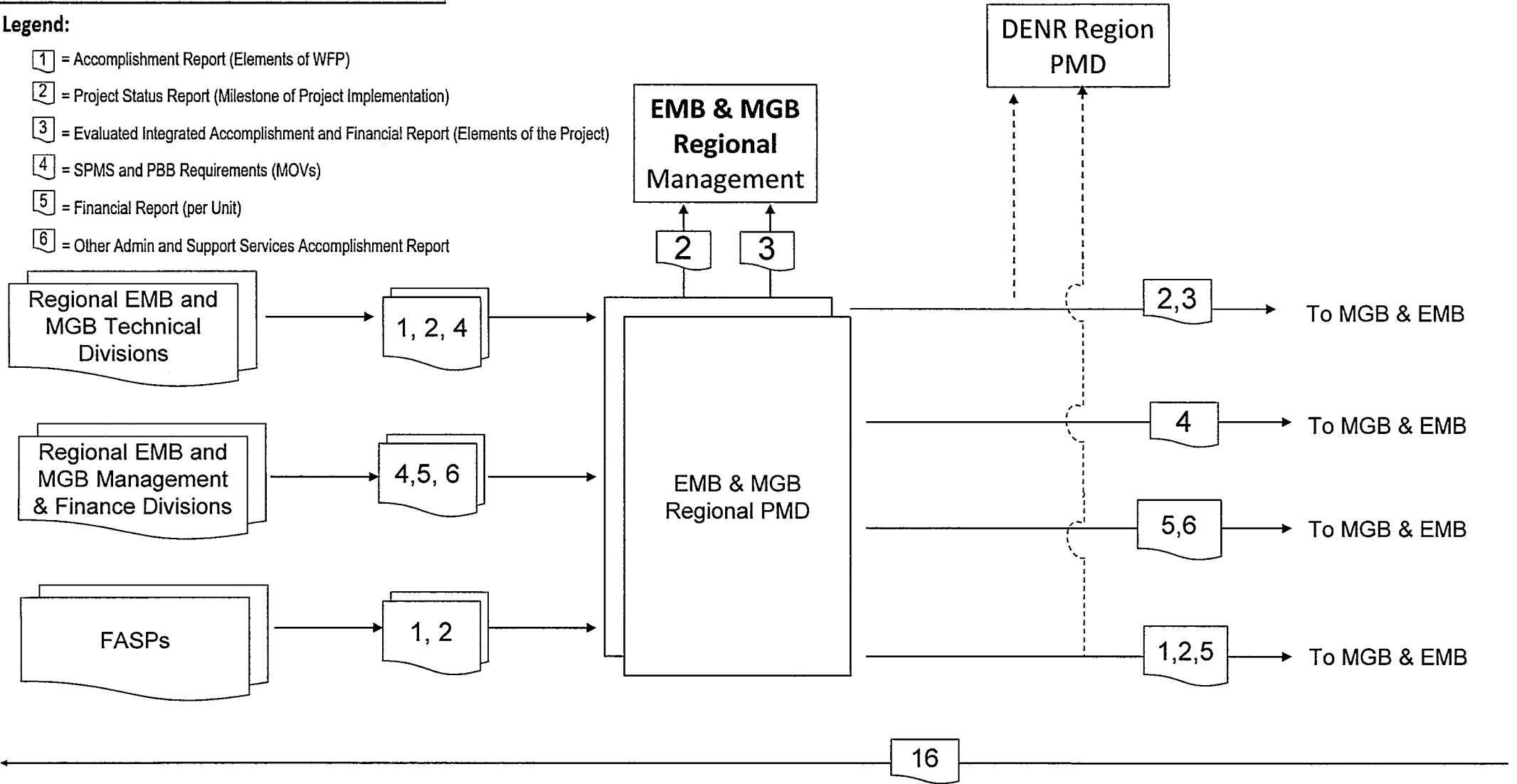
- 1 = Accomplishment Report (Elements of WFP)
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- 7 = Division Accomplishment Report
- 8 = SPMS and PBB requirement (exclusive for the Division)
- 9 = Regionwide Financial Report
- 10 = Regional Admin and Support Division Accomplishment Report



REGIONAL (LINE BUREAUS)

Legend:

- 1 = Accomplishment Report (Elements of WFP)
- 2 = Project Status Report (Milestone of Project Implementation)
- 3 = Evaluated Integrated Accomplishment and Financial Report (Elements of the Project)
- 4 = SPMS and PBB Requirements (MOVs)
- 5 = Financial Report (per Unit)
- 6 = Other Admin and Support Services Accomplishment Report



REGIONS, BUREAUS, & AAs to DENR-PPS

