



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR : Office of the HEA/OSEC/COS
All Offices of the Undersecretaries and Assistant Secretaries
All Bureau Directors
All Regional Executive Directors
Heads of Attached Agencies (NAMRIA, NWRB, PCSDS)
All Service Directors, DENR Central Office
Executive Director, River Basin Control Office
Executive Director, Manila Bay Coordinating Office
National Coordinator, DENR-CARP National Coordinating Office
Executive Director, Pasig River Coordinating and Management Office
Executive Director, Task Force Tayo ang Kalikasan

FROM : The OIC Director for Policy and Planning Service

SUBJECT : **FINAL MONTHLY ACCOMPLISHMENT REPORT FORM**

DATE : 17 JUN 2022

It has been observed that some of the offices are still using the old accomplishment report form in submitting their monthly accomplishment reports.

In order to standardize and systematize the submission of monthly accomplishment report, we are furnishing you herewith a copy of the final monthly accomplishment report form (Final Form 1).

Please use the form in submitting your monthly accomplishment report. Kindly ensure that the activities, physical and financial targets including schedules, reflected in the form are in accordance with the approved Work and Financial Plan (WFP) of the Office.

Kindly submit the report to this Office, through the Program Monitoring and Evaluation Division (PMED), every 5th day of ensuing month.

Non-compliance with the standards may affect your Office Performance Commitment Review (OPCR) ratings.

For your information and consideration.


MELINDA C. CAPISTRANO

PHYSICAL AND FINANCIAL PERFORMANCE FOR CY 2022

Final Form 1, June 17, 2022

for the month of _____

DENR-Central Office Units, Bureaus, Attached Agencies

Office: _____

Programs/Activities/Projects (P/A/Ps)	PERFORMANCE INDICATORS	PHYSICAL PERFORMANCE						Expense Class (Capital Outlay, MOOE,PS)	Allotment	FINANCIAL PERFORMANCE						REMARKS/Justifications for those activities with minor deviation-70%-99% major deviation-below 70% over accomplishment- >130%	
		Target		Accomplishment		% Accompl.				Obligation		Disbursement		% Budget Utilization Rate (BUR)			
		Annual	To Date	This Month	To Date	To Date	Annual			This Month	To Date	This Month	To Date	(Oblig/Allot)* 100	(Disb/Allot)*100		(Disb/Oblig)* 100
1	2	3	4	5	6	7= 6/4	8= 6/3	9	10	11	12	13	14	15 = (12/10)*100	16 = (14/10)*100	17 = (14/12)*100	18

Prepared by:

Approved:

Head of Office

PHYSICAL AND FINANCIAL PERFORMANCE FOR CY 2022

Final Form 1, June 17, 2022

for the month of _____

Office: _____

Regions

Programs/Activities/Projects (P/A/Ps)	PERFORMANCE INDICATORS	OFFICE	PHYSICAL PERFORMANCE						Expense Class (Capital Outlay, MOOE,PS)	FINANCIAL PERFORMANCE							REMARKS/Justifications for those activities with minor deviation-70%-99% major deviation-below 70% over accomplishment- >130%		
			Target		Accomplishment		% Accompl.			Allotment	Obligation		Disbursement		% Budget Utilization Rate (BUR)				
			Annual	To Date	This Month	To Date	To Date	Annual			This Month	To Date	This Month	To Date	(Oblig/Allot)* 100	(Disb/Allot)*100		(Disb/Oblig)* 100	
1	2	3	4	5	6	7	8= 7/5	9= 7/4	10	11	12	13	14	15	16 = (13/11)*100	17 = (15/11)*100	18 = (15/13)*100	19	
	Indicator 1	Region Regional Office PENRO 1 CENRO 1 CENRO 2 PENRO 2 CENRO 1 CENRO 2																	

Prepared by:

Approved:

Head of Office