

DENR Administrative Order

No. 99-38

August 28, 1999

SUBJECT : Revision of the Standard Operating Procedure (SOP) for Performance Monitoring Prescribed Under DAO 33 Series of 1992.

In the interest of the service and to further strengthen the existing performance reporting system of the Department, the revision of the Standard Operating Procedure (SOP) for Performance Monitoring under DAO No. 33, Series of 1992 is deemed necessary. With the revision, an improved monitoring and evaluation system that will ensure better performance, higher efficiency and efficacy in program implementation and consequently, greater project/program returns, is envisaged.

The Standard Operating Procedures (SOP) for Performance Monitoring shall continue to serve as the principal guide in the gathering, consolidation and reporting of Performance Monitoring data. Minor changes as enumerated below are introduced to further improve the system.

Stages of Monitoring

1. Identification of Key Result Areas (KRA). KRAs and indicators are defined by the planning group in consultation with the operating or field officers and sectoral bureaus and approved by top management. In addition to the KRAs, top management shall also determine the Presidential Commitments. These KRAs and commitments may vary each year depending on the thrusts, priorities and activities that will be undertaken as determined by the management echelon.

2. Measurement and reporting of actual performance. Operating units shall regularly report the outputs of all programs/projects including those with funding source other than the regular funds such as Congressional Development Fund, Congressional Initiative Allocation, Poverty Alleviation Fund (PAF), CARP and others.
3. Field validation of reported accomplishments. Designated validators shall inspect and verify in the field the reported outputs of variously operating units.

Reporting Format

Based on the SOP for Performance Monitoring, the following basic forms must be accomplished by the field offices and all concerned:

Form 06 (R) - Unit Physical Accomplishment Report
 (Reports the physical accomplishment of all operating Units/CENRO/PENRO/Division/Service /Region/Bureau/Attached Agency)

Frequency - Monthly
 Responsibility - Unit Head

Form 07 (R) - Sectoral Physical Accomplishment Report
 Breakdown by PENRO and by CENRO
 (Reports the sectoral physical performance of the PENROs and CENROs)

Frequency - Semi-Annually and Annually
 Responsibility - PMD, RO

Narrative Report Year-End Report shall be submitted not later than the 3rd week of January consisting of narrative report, tables of accomplishment

(by PENRO/CENRO) and necessary annexes.

Transmittal of Reports

Reports to Central Office may be sent by postal mail or electronic mail (E-mail) to reach PPSO on or before the prescribed cut-off dates.

Reporting Flow

1. Cut-off date of accomplishment reports is 25th day of the current month.
2. CENRO shall consolidate the unit reports of field implementors and project managers using Form – 06 (R). These reports shall be submitted to reach the PENRO not later than the 27th day of the current month.
3. PENRO and CENROs' accomplishments shall be submitted to reach the regional office not later than the 30th day of the current month. The CENRO's accomplishments should be attached to the accomplishments of the PENRO Office to facilitate consolidation by PMD, RO. PENRO may consolidate its CENROs' accomplishments for their own use/purpose.
4. Regional reports shall be submitted to reach the PPSO, Central Office not later than the 10th day of the ensuing month. Accomplishment reports may be sent through Electronic Mail or E-Mail, however, a hard copy shall be sent immediately after.
5. Sectoral bureaus, including the line Bureaus, and attached agencies shall submit monthly accomplishment reports using Form-06 (R) to reach PPSO not later than the 10th day of the following month.
6. PPSO shall consolidate and analyze regional reports and submit to the Secretary a summarized report not later than

the 15th day of the ensuing month, furnishing the sectoral bureaus a copy of the report.

Responsibilities

The heads of the operating units shall see to it that the reports submitted are as accurate as possible and must be on time. As the final recipient of the regional and sectoral reports, the Project Development and Evaluation Division of the Planning and Policy Studies Office shall consolidate all these reports and analyze their performance against the targets set. It shall also spearhead the evaluation of the projects/programs with respect to their sustainability and lasting effect/impact on the intended beneficiaries in coordination with the different sectoral bureaus and operating units.

The validation of regional reports shall be conducted annually. PDED shall coordinate its implementation and designated validators shall include representatives of sectoral Bureaus. Validation of the previous year's accomplishment shall be undertaken not later than the first quarter of the ensuing year.

Effectivity

All provisions of this Order shall take effect immediately upon approval and supersede all other Orders inconsistent herewith.

(Sgd.) ANTONIO H. CERILLES
Secretary