Annex B
How to Fill Out the Monthly Progress Report (FSP Form 01)

Basic Information

Enter first the basic information to identify the project site: the **Region** where the subproject is located, the **Name of the Sub-Project,** and the **Location** of the sub-project/sub-location in terms of the barangay, municipality and province. Then put a check mark on the appropriate space to indicate if the site is a watershed or mangrove project area.

I. Community Organizing/Capability Building

Before proceeding to the milestones, enter the following data:

Start of CO – the date when the Notice to Proceed (NTP) was issued to the <u>first CO contractor</u>, irrespective of whether the contract was completed or eventually terminated. This date is just to indicate the actual start of CO activities in the community. This entry will remain the same in every monthly report.

Current AO/AP – the name of the NGO/AO/AP currently providing assistance to the community. This data element serves to inform the user of the repot if and what type of external assistance is currently available to the PO.

CO Time Elapsed – the period that has elapsed since the start of CO. This is computed by dividing the number of months that have passed since the start of CO (original AO contract) by the total number of months from the start of CO up to the end of FSP (i.e., end of 2003). This allows the user of the report to make a quick analysis as to the pace of CO and determine if the expected CO/capability building results can still be attained within the

remaining period. A simple Excel worksheet will be introduced to the SUSIMO for the automatic computation of the time elapsed.

A. Status of CO Milestones

From the list of CO milestones/key results listed and defined in the table below, identify those which will be given priority during the year. List them in the first column of the form. At the end of each month, describe in the second column the activities of the AO, AP and SUSIMO corresponding to the identified milestone. Include in the description important dates such as date of the CBFMA, date of PO registration, and date of training. If a milestone is completed during the month, enter "Milestone completed" and maintain such entry in the succeeding months.

Many of the milestones are the results of a process of training/coaching (e.g., system for info dissemination, financial reporting, forest protection plan and organization) so it may take some time after the training for it to be accomplished. The SUSIMO is to exercise judgment in determining if the desired result/milestone has in fact been achieved (and not just started).

PO Organization and Structure	
Pre-membership training and orientation on CBFM	The conduct of pre-membership training and orientation on CBFM for potential members of the PO
Written VMGO	The formal statement of the PO's vision, mission, goals and objectives, which is usually expressed in the local dialect. The VMGO is part of the requirements for registration.
PO Registration	The formal registration of the PO organized (or registered, if previously organized but not registered) under the project with the SEC,

	BRW or CDA. If the PO is pre-existing and has previously been registered (i.e., not organized under the project), this should be so indicated and the date of the original registration should be noted in the report.
Written and updated organizational and functional chart	The drawing of the current organizational structure of the PO with the composition and functions of every unit clearly defined.
PO Committees formed	The PO committees which exist, i.e., with members elected/appointed and with meetings held.
Election of officers	The conduct of the election of officers in accordance with the PO's by-laws. This milestone should be reported every time an election is held.
General assembly	The conduct of a general assembly as required in the PO's by-laws (e.g., annually, quarterly, or six-monthly) This milestone should be reported every time the regular general assembly is held. The participation rate should be indicated for every general assembly is reported.
Membership development and continuing education/ training plan	A written plan to promote PO membership and the continuing training/orientation of members on organizational development and forest management.
Forest Resource Management	
Approved CSD Plan	The three-year plan and budget for the development of the CSD area as approved by DENR RED and covered by a CSD contract between the PO and the DENR.
Pre-project land use map (CSD area)	A properly scaled map of the CSD area showing land uses before the implementation of the CSD.

Plantation register/ record	The record being maintained by the PO to document work done in the plantation areas. There must be a specific person/persons assigned to update the plantation register. This record will be the basis for reporting the status of the CSD.
Operations/progress map	The map of the CSD area showing the location and progress of site development activities. This map should be the same in scale and configuration as the pre-project land use map.
CBFMA	The CBFMA issued to the PO by the DENR. Indicate the area (hectares) covered by the CBFMA and the date of issuance.
Existing land use map (CBFMA area)	A properly scaled map showing the existing land uses within the whole CBFMA area. This should indicate the areas under CSD. This map is to be part of the CRMF.
Proposed land use map (CBFMA area)	The proposed land use map of the CBFMA area indicating the areas proposed for various forest management interventions, including the CSD. This map is to be part of the CRMF.
Prepared CRMF	The completed draft of the CRMF prepared by the PO with assistance from DENR and the AO. The draft is ready for submission to the DENR.
Affirmed CRMF	The CRMF affirmed by the DENR. Cite the date of affirmation.
Prepared RUP/AWP	The draft of the AWP with the RUP attached as prepared by the PO with assistance from DENR and the AO. The draft is ready for submission to the DENR.
Affirmed RUP/AWP	The RUP/AWP affirmed by the DENR. Indicate the date of affirmation.

Forest protection plan and organization	A written plan detailing the forest protection measures to be undertaken by the PO and the forest protection team, organized and trained. Ideally, the forest protection plan should cover the whole CBFMA area. In upland areas, the forest protection plan should include a fire protection and suppression component. There must be a written plan detailing measures to be undertaken by the PO to prevent and suppress forest fires within the CBFMA area. The PO must have organized and trained its fire protection crew.
Internal monitoring group for site development	A group organized by the PO to monitor the implementation of site development activities, essentially to check if CSD outputs meet set standards for seedling quality, plant spacing, plantation maintenance, infra construction, etc. In some sub-projects, this group is called the IQIS.
Community Forestry Development Fund	A fund established by the PO in accordance with DAO 96-27. The fund is to be used specifically for future forest management and livelihood activities of the PO.
Management Systems Development and Installation	
Written and ratified membership policy	A written policy on membership requirements and the obligations of members. The policy should be accepted/approved through a general assembly.
Written and ratified capital build-up policy	A written policy on membership requirements and the obligations of members. The policy should be accepted/approved through a general assembly.

Written and ratified policy on participation of members in the CSD	A written policy on the criteria for the selection of PO members who will participate in CSD, the obligation of the members and the terms of compensation. The policy should be accepted/approved through a general assembly.
Written and ratified policy on benefit sharing	A written policy on the equitable sharing among members of the benefits derived from the CSD and other economic enterprises of the PO. The policy should be accepted/approved through a general assembly.
Written and ratified policy on conflict resolution	A written policy specifying the procedures and methods in the resolution of conflicts among members of the PO. The policy should be accepted/approved through a general assembly.
Updated membership records	Updated records on all PO members, from which can be derived a membership profile. There must also be an agreed system for updating the records.
Bank account and agreed system for withdrawal of funds from the account	An account with a commercial or rural bank in the name of the PO, with duly designated signatories, irrespective of the amount currently in the account. The PO must have a clear system/policy re the withdrawal of funds.
Book of accounts established	A record where PO financial transactions are regularly recorded. These records will be the basis for preparing the financial reports.
Regular book keeper/accountant	Trained person, designated or hired, member or non-member, to maintain the book of accounts of the PO and prepare the required financial reports.
Financial reports	Financial reports (balance sheets, financial

	statement, statement of cash availability) regularly prepared by the PO for reporting to the BOD.
External financial audit	Audit conducted by an external group or individual of the financial records of the PO to determine the correctness of recording procedures, the completeness of financial reports and compliance with accounting and auditing rules. The results of the audit should be indicated.
System for documenting meeting	System for documenting the attendance, proceedings and decisions/resolutions in BOD, committee and general assembly meetings. The system includes the proper filing of these documents.
System for disseminating info to PO members	System for reporting the status of CSD and other PO-initiated activities to the Board and general membership. The specific methods used to disseminate information, (e.g., meetings, bulletin board, newsletter, etc) should be noted.
Livelihood	
Livelihood development plan	A written plan indicating the types of enterprises that the PO plans or considers to invest in, over the medium to long term, based on their assessment of the opportunities in the region and the resources of their area.
Completed feasibility studies	The completed feasibility study on a particular business enterprise indicating its investment requirements, risks and returns to investments.
Investment in livelihood projects	A specific income-generating enterprise in which the PO has made an investment, with the expectation of generating profits in the future. For each project started, indicate when

	such was started, the start-up capital used and the number of members directly benefiting from the project.
Organized management group	Trained personnel who are responsible for the day-to-day operations of the business activity of the PO. Each livelihood activity must have an organized management group even if some of the persons involved are the same.
System for monitoring employment and income generation	System for documenting the number of employment and amount of income generated by any business activity. The system for doing this must be described.
Organized marketing system	System and support facilities for the marketing of the products of the PO, which may include such support facilities as warehouses and storage areas, and a market information system.
CBU Fund/CRM	A fund established and maintained for eventual investment in an economic enterprise, irrespective of the current amount of the fund. This is known in some sites as Community Resource Fund (CRF) which is also called "sweet funds" as such are taken (as a percentage) from the wages of PO members who work in the project. Part of the CFDF that is earmarked for livelihood activities is equivalent to the CBU Fund.

Under **Remarks**, enter comments on any aspect of the CO components that are important for NFDO to know and which are not covered in the section on milestones and problems.

B. Training Conducted

List in the table on training all training activities conducted on-site and off-site (e.g., site-visits, region-based training), which are attended by members of the PO. Data required are:

Date – the inclusive dates of the training (start date to end date)

Title – the complete title of the training which should indicate the subject matter of the training. Meetings should not be included in the list.

Venue – the place where the training was conducted.

Participants – the number of those who attended the training. The participants can be segregated into PO members, non-PO members, LGU officials, DENR staff, and NGO staff.

Trainers – the specific persons, group or organization that provided the training.

II. Comprehensive Site Development

Before filing out the CSD table, enter some basic information about the CSD contract:

Total area under contract – the area coverage of the CSD contract, in hectares. If the area has been revised, put "(Revised)" beside the entry. If the CSD contract is for the expansion area under the JBIC loan extension, put the expansion area and "(Expansion)" beside it. The new targets are not to be added to the old targets.

Contract period – the inclusive dates of the existing contract. If the contract period has been revised/extended, put "(Revised)" beside the entry. If the existing contract is a new contract for the

expansion area, put the inclusive dates of the new contract and "(Expansion)" beside it.

Contract amount – the amount indicated in the CSD contract. If the contract amount has been revised, put "(Revised)" beside the entries. If the existing contract is a new contract for the expansion area, put the amount of the new contract and "(Expansion)" beside it.

CSD elapsed time - the time that has elapsed since the CSD contract started. This is computed by dividing the number of months that have elapsed since the start of the contract by the total number of months of the contract. Express in % by multiplying by 100. The elapsed time is to allow the user of the report to make a quick comparison with the % accomplishments of key activities and thus determine if there is sufficient time to complete all the CSD targets. For the delayed CSD contracts, this will indicate the time slippage that is currently being experienced. The elapsed time for new contracts (expansion areas) will be based on the new contract period.

The CSD table will require the following data:

CSD Components/Activities – the components and major activities that will be undertaken in the site in accordance with the CSD Work and Financial Plans. Note that the form only serves as a summary so that only the aggregate levels are being required in the report (it is assumed that the SUSIMO will maintain a separate file containing the detailed Work and Financial Plan). The SUSIMO should be able to fit the activities in the CSD Work and Financial Plans into the form.

Only the components which are to be implemented in the site are to be included in the form.   The CSD components for watershed projects include:

-	Reforestation
-	Agroforestry
-	Rattan plantation
-	Bamboo plantation (not streambank planting)
-	Rubber
-	Streambank stabilization
-	Agro-silvipasture
-	ANR/enrichment planting

Following the revised Work and Financial Plan format, the following major activities are to be indicated under each component: seedling production, plantation establishment, protection and maintenance, and infrastructure. Protection and maintenance will include mainly four activities: ring weeding, fertilizer application, replanting and patrol works.

In the case of mangrove projects, the CSD components are the following:

-	Delineation and mapping
-	Reforestation (direct seedling)
-	Reforestation (with nursery operations)
-	Nipa plantation.

Similar to watershed projects, the major activities under the last three components are to include production/gathering of planting materials, plantation establishment, protection and maintenance, and infrastructure.

The components and activities identified at the start of the year should consistently be used up to the completion of the CSD contract, unless other major activities are added to the CSD WFP.

Original Targets – the activity targets for the duration of the CSD contract, as stipulated in the original or expansion area CSD contract. The units of measure to be used in presenting the various targets are found in the first column. If the targets for plantation establishment are expressed in number of seedlings, these are to be converted to hectares by SUSIMO, based on the prescribed spacing for planting.

Revised Targets – the revised activity targets for the duration of the CSD contract, as stipulated in the revised CSD contract. This is to include the actual accomplishments prior to contract revision. Ir there have been no revisions in the targets, reenter the original targets into the revised target column.

New Targets for the Year – targets for the year that have not been included in the targets reported in previous years.

Backlogs for the Year – targets for the year that constitute the unaccomplished targets in previous years.

Total (for the Year) – the sum of the new targets for the year and the backlogs from previous years.

Validated (Accomplishments) This Year – the actual CSD accomplishments from the start of the year up to the report month that have been validated by SUSIMO (e.g., if the report months is April, the validated accomplishments this year will be the reported accomplishments from January to April that have already been validated by SUSIMO).

Validated (Accomplishments) To Date – the actual CSD accomplishments from the start of CSD implementation up to the report month that have been validated by CIC (prior to the creation of SUSIMO) and SUSIMO. This will include all accomplishments that have been paid in the previous periods.

Unvalidated (Accomplishments) accomplishments reported by the PO but which have not yet been validated by the SUSIMO or are yet undergoing validation by the SUSIMO as of the end of the month.

Validated (To Date) as % of Revised Targets – the cumulative validated accomplishments to date divided by the revised target, expressed in %.

Balance – the remaining CSD targets that have yet to be accomplished. This is the difference between the revised targets and the total of the validated accomplishments to date and the unvalidated accomplishments.

Balance as % of Target – the balance of the targets, expressed as % of the revised targets.

III. Infrastructure

Enter the date when the infrastructure plan for a specific site has been submitted by the SUSIMO to the regional office for endorsement to the NFDO. If the plan is still under preparation, enter "Plan preparation ongoing" in the space provided. Until the plan is finally approved by the NFDO, put "plan approval pending" beside the indicated date of submission to the regional office.

When the detailed design is started, fill in the left portion of the table.

Type of infrastructure and target – list the type of infrastructure that have been approved for the site and the corresponding target, which can be in km for roads, lineal meters for bridges and wharf, ha for irrigation systems, and units for water supply.

Start date - put the date when the detailed design for the particular infrastructure commenced.

% Completion to Date – enter the overall cumulative % progress of the design work. At the completion of the detailed design, the entry should be 100%.

Completion Date – put the date when the design was finally completed.

At the start of construction, the right part of the table should be filled up, corresponding to the infra listed in the first column.

Start date – put the date when construction activities for the particular infrastructure commenced.

% Completion To Date – enter the overall cumulative % progress of construction. At the completion of its construction, the entry should be 100%.

Completion Date – put the date when construction was finally completed.

IV. Problems and Issues

Identify in the checklist below the problems that have occurred during the month. List in the first column of the form. Provide some details on these problems in the second column and present the actions taken at the site to resolve the issue. In the last column,

identify the actions that will be required of the Regional Office and the NFDO.

Problems/Issue	Description Details
1. Non-availability of quality planting materials/ insufficient seedling production by PO	Problems on availability of seeds/seedlings, either from the PO nursery or from external sources. Indicate the implications of this on CSD implementation.
2. Non-availability of area for planting	Cite the reasons for the lack of plantable areas and the implications of this on CSD implementation. Indicate implications of this on seedling production, if relevant (e.g., overgrown seedlings)
3. Occurrence of forest fire	The date when the forest fire occurred in any part of the CSD/CBFMA area. The cause of the fire, the area affected and the value of the damage should be indicated. This problem does not apply to mangrove areas.
4. Occurrence of pest and diseases	Pests and diseases observed in the plantations or any part of the CBFMA area. The type of the pest/disease, and the extent of actual and potential damage should be described.
5. Poor/insufficient maintenance activities by PO	Observations in the plantation areas that indicate poor maintenance and protection performance such as tall grasses, poor growth, yellowing of leaves, presence of stray animals, etc. The extent of the area where these are observed should be defined.
6. Unfavorable climatic conditions	The effects of unfavorable conditions on CSD implementation (e.g., impact of prolonged dry season or typhoons on the plantation)

7. PO organizational problems	Problems relating to the organization (e.g., leadership, PO policies) that are affecting CSD implementation and other PO activities
8. AO/AP problems	Lack or inappropriate actions/decisions of the AO/AP which have created problems in CO and CSD implementation. This could include their non-availability or limited availability on site.
9. DENR interventions/ limited support	Specific DENR actions (or inaction) or decisions that have brought about problems/difficulties in CO and CSD implementation.
10. Delayed payment of billings	Billings that have remained unpaid for at least three months.
11. Peace and order problems	Peace and order related incidents in the project area that have constrained or caused delays in CO and CSD implementation.
12. Political interventions	Specific actions of political leaders that have adversely affected CO and CSD implementation.
13. Others	Specify other problems not listed above.