



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 10, 2021

OFFICE MEMORANDUM

No. - **000369** 2021

To: Schools Division Superintendents
(Divisions of Biliran, Eastern Samar, Leyte,
Northern Samar, Southern Leyte, and Samar)
All Others Concerned

**CONSULTATIVE MEETING AND DATA REPORTING ON THE PROJECTS RELATIVE TO THE
POVERTY REDUCTION, LIVELIHOOD, AND EMPLOYMENT CLUSTER (PRLEC)**

- Attached is a copy of the electronic mail from the Technical Education and Skills Development Authority (TESDA) Region VIII, requesting for the submission of accomplishment reports relative to the projects of the Poverty Reduction, Livelihood, and Employment Cluster (PRLEC) under the Regional Task Force to End Local Communist Armed Conflict (RTF-ELCAC).
- In view thereof, this Office, through the Curriculum and Learning Management Division (CLMD), shall hold a Consultative Meeting and Data Reporting on PRLEC Projects on August 16, 2021 at 1:00 p.m. via Google Meet.
- The participants to the activity are the Regional and Division Focal Persons of the Alternative Learning System (ALS) and the Senior High School (SHS) Program who are considered members of the Provincial TESDA-PRLEC, District Supervisors, and School Heads/School Senior High School Coordinators of the schools situated in or close to the following barangays where there are PRLEC projects implemented by TESDA, to wit:

| Division | Project Location |
|----------------|---|
| Biliran | Brgy. Cabungaan, Naval |
| Eastern Samar | Brgy. Pandol, Can-avid |
| Leyte | Brgy. Daja Daku, San Isidro |
| Northern Samar | Brgy. Rebong, Las Navas Brgy. San Miguel, Las Navas Brgy. Osang, Catubig Brgy. Hitapian, Catubig |

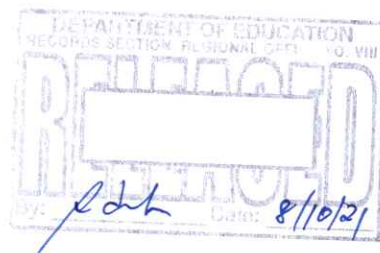


| | |
|----------------|--|
| | Brgy. Calantion, Bobon Brgy. Quezon, Catarman |
| Samar | Brgy. Guimbanga, Calbiga |
| Southern Leyte | Brgy. Milagroso, Sogod |

4. The Division ALS and SHS Program Focal Persons are advised to do the following:
 - a. conduct an initial data gathering through the ALS Mobile Teachers, District Supervisors, and School Heads/ School SHS Coordinators on the status of the PRLEC projects in the above-mentioned barangays;
 - b. bring with them the list of PRLEC beneficiaries in the respective barangay who may be potential ALS and/or SHS learners; and
 - c. accomplish the Google Sheets on the needed data re: PRLEC Reports.
5. The templates shall be shared via Google Sheets and shall be submitted on or before August 18, 2021.
6. The Schools Division Superintendents shall ensure 100 percent attendance of the expected participants in order to come up with the needed data.
7. The link to the activity shall be shared via Group Chat a day before the activity to the concerned Division Focal Persons.
8. Immediate dissemination of and compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director *18*

CLMD-GCM




 005631
 Department of Education Region VIII <region8@deped.gov.ph>

RECEIVED

Submission of the CY 2021 2nd Quarter and Semi-Annual Accomplishment PRLEC Report

RO 8 ROD TESDA <region8.rod@tesda.gov.ph>

Wed, Jul 28, 2021 at 11:52 AM

To: recentes72@gmail.com, pppenaredondo@gmail.com, BFAR <bfarreight@yahoo.com>, BFAR8-ELCAC <BFAR8ELCAC@gmail.com>, r8 cda <r8@cda.gov.ph>, IDS DA 8 <ids.da8@gmail.com>, DARFO 8 ORED <da8ored1@gmail.com>, Leyte Lending Center <leyte-lc@dbp.ph>, Denr Region VIII <ored8@yahoo.com>, pca regionviii <regionVIII@pca.gov.ph>, Region VIII Eastern Visayas <region8@deped.gov.ph>, DOLE Tacloban <doletacloban@yahoo.com>, DOLE TSSD <dolero8tssd@gmail.com>, PIA Region 8 <pia_ev@yahoo.com>, DOT 8 <dot8@tourism.gov.ph>, DOT RO8 Eastern Visayas <dotreg8@yahoo.com>, Ruperto Kangleon <rprcd_pro8@yahoo.com.sg>, PNP ELCAC <pro8.elcac.pnp@gmail.com>, DPWH <dpwhr8@gmail.com>, DPWH Region 8 <dpwhro8@yahoo.com>, NIA Region8 <nia8ro@gmail.com>, niaro8@gmail.com, Adam Stephen Baldota <stephenshann001@gmail.com>, Dswd FieldOffice8 <dswdfieldoffice08@gmail.com>, Ramil Uy <ramiluy@region8.dost.gov.ph>, DOST8 ORD <dost8ord@gmail.com>, nica8@gov.ph, REGION 8 OCD <region8@ocd.gov.ph>

Hi Sir/Ma'am,



Good day!

This has reference to the National Task Force to End Local Communist Armed Conflict (NTF-ELCAC) Joint Memorandum Circular (JMC) No. 01, Series of 2019: Guidelines on the Operationalization of Executive Order No. 70 (s. 2018) and NTF-ELCAC Memorandum Circular No. 20200617-001.

In this regard, we are sending herewith the subject request and its attachments.

To ensure uniformity of reports and facilitate easy consolidation, **please use the attached monitoring report forms prescribed in the JMC** [i.e. Regional Project Monitoring and Evaluation System (RPMES) forms 1-4, Regional Task Force 8-ELCAC monthly progress monitoring form (for March and April), and list of identified PPs for RTF8-ELCAC]. We would highly appreciate receiving your accomplished report **on or before July 30, 2021**.

Thank you,

Regional Operations Division
TESDA Regional Office No. VIII
 Abucay, Tacloban City
 (053) 832-4472

3 attachments

- TEMPLATE - RTF-ELCAC RPMES Forms 1-4.xlsx**
31K
- Template of Annex 3.xlsx**
146K
- Template of Annex 4.xlsx**
131K

 email
 7/28/21

**REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPIMES)
INITIAL PROJECT REPORT
Physical and Financial Targets for Ongoing Programs and Projects
FY _____**

Implementing Agency: _____

| | | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) |
|-------------------------|----------------------------|--|----------------------|-----|-----------------------|-----|-----|-----|-----|-----|------|---------------------------|------|------|------|-------|
| | | (a) Name of Project | Total Project Target | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
| 1. | (b) Location | FS (PhP M) | | | | | | | | | | | | | | |
| | (c) Sector/Subsector | % | | | | | | | | | | | | | | |
| | (d) Funding Source | OI | | | | | | | | | | | | | | |
| | (e) Mode of Implementation | EG: Male | | | | | | | | | | | | | | |
| | (f) Project Schedule | Female | | | | | | | | | | | | | | |
| 2. | (a) a) | FS (PhP M) | | | | | | | | | | | | | | |
| | b) | % | | | | | | | | | | | | | | |
| | c) | OI | | | | | | | | | | | | | | |
| | d) | EG: Male | | | | | | | | | | | | | | |
| | e) | Female | | | | | | | | | | | | | | |
| 3. | a) | FS (PhP M) | | | | | | | | | | | | | | |
| | b) | % | | | | | | | | | | | | | | |
| | c) | OI | | | | | | | | | | | | | | |
| | d) | EG: Male | | | | | | | | | | | | | | |
| | e) | Female | | | | | | | | | | | | | | |
| | f) | | | | | | | | | | | | | | | |
| FS - Financial Schedule | | % - Overall Physical Target in Percent | | | OI - Output Indicator | | | | | | | EG - Employment Generated | | | | |

Submitted by: _____
 Designation/Office: _____
 Date: _____

Noted by: _____

| | |
|--|---|
| Form No. | RPMES Form 1 |
| Form Title | Initial Project Report |
| Purpose | Physical and Financial Targets for On-going Programs and Projects This report will be used to record the basic information on on-going program/projects—both ODA and locally funded—that are being implemented by the agency, GOCC or LGU. It will contain such information as name of project, funding source, location, total project cost, project schedule, mode of implementation, physical and financial targets for the year, budget requirement, and simplified logical framework highlighting intended results. This report shall be accomplished by implementing agencies. |
| Responsibility | Implementing Agency |
| Definition of Entries | |
| Implementing Agency | Name of Agency/GOCC/LGU that implements the project |
| Name of Project | Title of project as found in the approved program of work, loan or grant agreement. |
| Location | Barangay/Municipality/City/Province/Region where project is implemented |
| Sector/Subsector | Refers to the sector and subsector of the project (e.g., infrastructure—roads; social development—education; agriculture—crops) |
| Funding Source | Indicate source of fund for the project (e.g., ODA loan or grant, GAA, calamity fund, etc.) |
| Mode of Implementation | Indicate how the project will be implemented; if by contract, state name of contractor |
| Project Schedule | Month, day, year when the project is expected to start and to be completed |
| Total Project Target | Indicate project targets (amount programmed, physical outputs of major activities, overall percent completion, employment generated) covering the implementation of the whole project |
| Monthly Targets | |
| Financial Schedule | Amount programmed for activities scheduled for implementation for the month |
| Physical Targets (in %) | Equivalent target in percent (as a percentage of total project) that is scheduled for implementation for the month |
| Output Indicator | Indicate selected major project activities/milestone (atmost 5 outputs) where accomplishments are to be measured with corresponding targets for the month |
| Employment Generated | Target employment to be generated by the project expressed in number of persons disaggregated by sex |
| Total | Represents the total targets for the calendar year. |
| <i>At the end of the report, indicate the name, designation, and office of the person authorized to submit the report, including the date of submission, and should be noted by the Head of the Agency</i> | |

**REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT
As of 1st Quarter 2021**

RPMES FORM 2

Implementing Agency: _____

| | (1) | (2) Financial Status (in Php M) | | | | (3) Physical Status (%) | | | | (15) Employment Generated | (16) Remarks | | | | | | | | |
|---------------------|---|---------------------------------|--------------|--------------------|------------------------|-------------------------|------------------------|---------------|------------------------|---------------------------|------------------------|------------------|------------------|----------------|---------------------|---------------------|--------|--------|---------|
| | | Allocation | | Releases | | Obligations | | Disbursements | | | | Output Indicator | Target to Date | Actual to Date | Actual to the Month | Male | Female | | |
| (a) Name of Project | (b) Date Started | (c) Target Completion Date | (d) Location | (e) Funding Source | As of Reporting Period | For the Month | As of Reporting Period | For the Month | As of Reporting Period | For the Month | As of Reporting Period | For the Month | Output Indicator | Target to Date | Actual to Date | Actual to the Month | Male | Female | Remarks |
| 1 | a) Project Title b) Month/Day/Year c) Month/Day/Year d) Region/Province/City/Municipality e) Funding Source | | | | | | | | | | | | | | | | | | |
| 2 | a) Project Title b) Month/Day/Year c) Month/Day/Year d) Region/Province/City/Municipality e) Funding Source | | | | | | | | | | | | | | | | | | |
| 3 | a) Project Title b) Month/Day/Year c) Month/Day/Year d) Region/Province/City/Municipality e) Funding Source | | | | | | | | | | | | | | | | | | |

Submitted by: _____
Designation/Office: _____
Date: _____

Noted by: _____
Date: _____

| | |
|---|---|
| Form No. | RPMES Form 2 |
| Form Title | Physical and Financial Accomplishment Report |
| Purpose | This report will be used to document status of on-going program/projects—both ODA and locally funded—that are being implemented by the agency, GOCC, or LGU. It shall contain the following information: a. Physical — actual progress of programs/projects against the target/scheduled accomplishments, including information on employment generated, initial observable results, problems encountered and measures taken/to be taken in order to address such issues; and b. Financial — actual expenditures made by the project against releases (funds utilization) or actual expenditures made against the total program amount for the project (funding support). Financial report shall also account for any reason behind low disbursements, if applicable. |
| Responsibility | Implementing Agency |
| Definition of Entries | |
| Implementing Agency | Name of Agency/GOCC/LGU that implements the project |
| Name of Project | Title of project as found in the approved program of work, loan or grant agreement |
| Date Started | Month, day, year when the project started |
| Target Date of Completion | Month, day, year when the project is expected to be completed; include revised completion date, if applicable |
| Location | Barangay/Municipality/City/Province/Region where project is implemented |
| Funding Source | Indicate source of fund for the project (e.g., ODA loan or grant, GAA, calamity fund, etc.) |
| Financial Status | |
| Allocation | |
| As of Reporting Period For the Month | Cumulative amount approved from start of the project up to the end of reporting period, in PHP million Amount approved for the month, in PHP million |
| Releases | |
| As of Reporting Period For the Month | Cumulative amount of releases for the implementation of the project, in PHP million Actual releases for the reporting period, in PHP million |
| Obligations | Liabilities legally incurred and committed to be paid by the agency either immediately or in the future to the sub-borrowers |
| As of Reporting Period For the Month | Cumulative obligations incurred from the start of the project up to the end of reporting period, in PHP million Obligations incurred by the project for the reporting period, in PHP million |
| Disbursements | Settlement of government obligations and/or accounts payable by cash; movement of cash from the Bureau of Treasurer from an authorized disbursing officer to the final recipient; term "disbursements" is synonymous with liquidation/settlement/payment of an obligation; in PHP million |
| As of Reporting Period For the Month | Cumulative actual amount expended/utilized by the project from the start of the project up to the end of reporting period, in PHP million Actual amount expended/utilized by the project for the reporting period, in PHP million |
| Physical Status | |
| Output Indicator | Refers to project activities/milestones where accomplishment is to be measured |
| Target to Date | Work scheduled to be accomplished from start of project implementation up to the reporting period |
| Target for the Month | Work scheduled to be accomplished for the month |
| Actual to Date | Actual work accomplished from start of implementation up to the reporting period |

| | |
|---|---|
| Actual for the Month | Actual work accomplished for the month |
| Employment Generated | Employment generated by the project from start of the project to reporting period expressed in number of persons disaggregated by sex |
| Remarks | Additional information on the project, such as problems encountered that impede project implementation, remedial measures taken, initial observable results, etc. |
| At the end of the report, indicate the name, designation, and office of the person authorized to submit the report, including the date of submission, and report should be noted by the Head of the Agency | |

| | |
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| Form No. | RPMEs Form 3 |
| Form Title | Project Exception Report |
| Purpose | This report is used when implementation problems needing immediate action by the PMC or Development Council are encountered or when project implementation has been outstanding. It records the critical problems that would result in delays in project implementation outside the tolerable limits, in the case of the former, and the factors that contribute to outstanding performance in the case of the latter. |
| Responsibility | NGOs, Concerned Citizens and Agencies |
| Definition of Entries | |
| Name of Project | Title of project as found in the approved program of work, loan or grant agreement. |
| Sector/Subsector | Refers to the sector and subsector of the project (e.g., infrastructure—roads; social development— education; agriculture—crops) |
| Implementation Status | Indicate whether the project is Ahead, On, or Behind Schedule |
| Findings | Problems encountered in project implementation or outstanding performance of a project |
| Possible Reasons/Causes | Events, incidents, etc. that may have caused the problems (e.g., delayed release of funds, contractors' poor performance) or factors that contribute to the outstanding performance |
| Recommendations | Suggestions to improve work progress or to commend outstanding performance |
| <i>At the end of the report, indicate the following: name, designation, and office of the person who prepared the report; the date the report was prepared</i> | |

| | |
|---|---|
| Form No. | RPMES Form 4 |
| Form Title | Project Results |
| Purpose | This form shall provide information on the initial benefits resulting from the project. These results should be based on the indicators in the logical framework. |
| Responsibility | Implementing Agency |
| Definition of Entries | |
| Implementing Agency | Name of Agency/GOCC/LGU that implements the project |
| Name of Project | Title of project as found in the approved program of work, loan or grant agreement |
| Project Objective/s | Consists of the Goal, Purpose and Output as indicated in the project's logical framework (ICC PE Form 6); the objectives (if there are many objectives) that will be assessed are those which can be achieved during the evaluation period |
| Results Indicator/Target | Results refer to the project objective as stated in the narrative summary of the project's logical framework (ICC PE Form 6); these are new conditions or qualities achieved when beneficiaries adopt/utilize the project outputs |
| | Indicators which will measure/indicate in concrete, observable and objectively verifiable terms, to what extent the expected results have been achieved; should have Quality, Quantity, Time, Area and |
| | Beneficiaries dimensions |
| Observed Results | Maybe either proxy or logical framework indicators; proxy indicators may lead as "stand in" for the logical framework indicators (as indicated in the project's logical framework (ICC PE Form 6) whenever the latter is still not available/appreciable but nevertheless may provide early evidence that project results will be or will not be achieved |
| <i>At the end of the report, indicate the name, designation, and office of the person authorized to submit the report, including the date of submission; report should be noted by the Head of the Agency</i> | |

RTF-ELCAC PROGRESS REPORT MONITORING FORM

For the Month of July 2021

| LoE/Task Group Poverty Reduction, Livelihood and Employment Cluster | | Agency TESDA | | |
|---|-----------------------------------|------------------------|----------------------------|---|
| OBJECTIVE (1) | TARGET/ EXPECTED OUTPUT (2) | ACCOMPLISHMENTS (3) | GAPS/ CHALLENGES (4) | RECOMMENDATIONS TO ADDRESS IMPLEMENTATION GAPS/CHALLENGES (5) |
| | | | | |

Prepared by:

LoE Task Group/LTF Focal

Endorsed by:

Head of Office/Local Chief Executive

Date Submitted:

06/10/2021

| Column | Fields | Data Types | Description | Required? | Sample Input | |
|--------|------------------|---------------------------|---|---------------------------------------|-------------------------|-------------|
| 1 | ProjectCode | Alphanumeric | Agency-specific unique project identifier, if any | No | DILG-0001 | |
| 2 | Project Location | Region | Official place names in accordance with the | Yes | Region I | |
| 3 | | Province | Philippine Standard Geographic Code (PSGC) | Yes | Pangasinan | |
| 4 | | Municipality / City | Alphanumeric | | Yes | San Quintin |
| 5 | | Barangay | Alphanumeric | | Yes | Baligayan |
| 6 | | Latitude | Geographic coordinates, at least up to 3 decimal | No | 15.946112 | |
| 7 | | Longitude | places | No | 120.72885 | |
| 8 | | Agency | String | Abbreviation of implementing agencies | Yes | DILG |
| 9 | | Project Type | Project classification such as road, bridge, | Yes | Water | |
| 10 | | Project Title | Full name of the project according to official | Yes | Construction of Potable | |
| 11 | | Project Cost | Number | Budget allocated to the project | Yes | ₱1,000.00 |
| 12 | Project Status | Status | a. Preparatory -project approval and | Yes | On-going | |
| 13 | | If on-going, Percentage | According to Program of Works, how far along | No | 55% | |
| 14 | Validation | If completed, Date | Date completed | No | N/A | |
| 15 | | Date Last Validated | Date that the project has last been validated | No | May 4, 2019 | |
| 16 | | Date of Photo/s Submitted | Date the photo submitted was taken | No | July 1, 2019 | |
| 17 | | Date of Geo-tagged Files | Date of the actual geo-tagging | No | July 1, 2019 | |
| 18 | Remarks | Alphanumeric | Any additional information relevant to the | No | | |