



## Center for Governance

(Center)

### [2016] PROJECT ACCOMPLISHMENT REPORT

#### I. Project Information

Project Code: CPPPK

Project Title: Course on the Basic Monitoring and Evaluation Batch 3

Project Start: March 11, 2016

Project End: May 16, 2016

Project Price: P 445,050.00

Client Organization: NGAs and GOCCs 1

#### II. Project Team

Project Manager: Mary Ann D. Fajardo

Team Members: Evelyn E. Morales  
Ma. Czarina Krisha M. De Leon

Joebert D. Sayson

Dianne Jennifer S. Manaois

Aya Caraphina S. Abraham

Supervising Fellow: Gilbert E. Lumantao

Consultants/Resource Persons: Violeta S. Corpus

Rey O. Macalindong

Imelda C. Caluen

Gilbert E. Lumantao

Clarito U. Cairo, Jr.

Leonardo C. Reynoso

Clarinda L. Berja

Adelina H. Velasco

#### III. Project Details

Project Description:

The three-day training on Basic Monitoring and Evaluation aims to equip government employees with necessary skills and knowledge on monitoring and evaluation of programs and projects. It will enable the participants to perform quantitative assessment of their programs and projects using various tools. The course will use a combination of methodologies that include lecture-discussions, group workshops, and output presentation and critiquing.

Project Objective:

At the end of the training, participants will be able to:

- Articulate essential concepts and principles of monitoring and evaluation (M&E);
- Identify the steps in developing an M&E system for public programs and projects; and,
- Identify tools for conducting M&E that would help analyze the results of their programs and projects.

Focus Area: Monitoring and Evaluation (M&E)

Project Type: Training, Public Offering

Number of Participants: 50

Project Beneficiary:

1. Department of Transportation and Communications (2)
2. Philippine Public Safety College (2)
3. Philippine Regulatory Commission (2)



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4. DA-National Meat Inspection Services (4)
5. Department of Education (4)
6. Commission on Audit (1)
7. DA-Bureau of Agriculture and Fisheries Standards (1)
8. Insurance Commission (2)
9. Local Water Utilities Administration (2)
10. Department of Justice (1)
11. Philippine Health Insurance Corporation (7)
12. Development Academy of the Philippines (1)
13. Department of Agriculture (3)
14. Tourism Promotions Board (2)
15. Philippine Deposit Insurance Corporation (1)
16. Philippine National Police (4)
17. Social Security System (2)
18. Department of Labor and Employment (3)
19. Land Registration Authority (2)
20. Bureau of Soils and Water Management (2)
21. Local Government Unit of Bantayan Island-Cebu (1)
22. Department of Environment and Natural Resources (1)

Regional Coverage: National Coverage

#### IV. Project Accomplishments

##### Key Activities Implemented:

1. Project Mobilization and Preparation
  - Project Team Meeting
  - Invitation of Resource Persons and Preparation of Letter of Invitations (LOIs)
  - Meeting with Selected RPs for the Enhancement of the Course Outline
  - Designing of Pre-Test and Post-Test
  - Preparation of Course Materials (e.g. hand-outs, supplies, IDs, food, etc.)
  - Marketing of the Course
2. Project Implementation
  - Conduct of Training Course
3. Project Closure
  - Project Accomplishment Report
  - Training Report

Major Outputs: Training Report

##### Project Impact:

- Enhanced participants' capacity in conducting basic monitoring and evaluation of their programs and projects; and,
- Improvement on the level of awareness and knowledge of the participants regarding basic monitoring and evaluation.

##### Lessons Learned:

1. Ensure that there will be no more than five (5) participants from one agency that will be accepted in the training course.
2. There is a need to manage number of participants to ensure that the training is conducive for learning and so that RPs will be able to handle the batch very well. A maximum of 35 participants should be the ideal number of participants for a training course.





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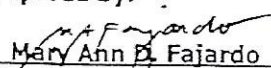
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3. The letter of invitation sent to agencies should emphasize the following:
  - Reservation of slot to the training is on a first come, first served basis
  - Reservation of slot to the training should only be made upon submission of the accomplished reservation form of the participants signed by the Nominating Officer
  - The project team has the right to close the training once target number of participants is met
  - Interested agencies should call our office first before making the payment.
4. The project manager should send a formal acceptance letter thru e-mail to those participants who will be able to reserve their slots even if the payment has not been settled prior the date of the training.
5. Improve the Reservation Form based on the following suggestions:
  - Emphasize the need for the Name and Signature of Nominating Officer and Date signed to be accomplished;
  - Emphasize the need to inform the project team once the payment has been settled
6. Ensure that the all the evaluation forms given to the participants every day should be submitted to the project team before leaving the training venue in order to gather all the opinions of the participants on the training course and RPs.
7. Ensure that the number of topics and activities set for the training course is enough for the target number of days of the training so that the RPs won't be in a hurry discussing their respective topics and be able to accomplish what is expected from them.
8. Be strict in setting limitations on the time given for the presentation of group outputs as well as the number of participants that will be entertained to give clarifications and questions so as not to affect the time for the next topic or activity.

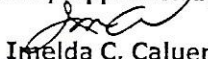
**V. Attachments**

- Summary of Evaluation for Course and Resource Person

Prepared by:

  
Mary Ann B. Fajardo  
Project Manager

Noted / Approved by:

  
Imelda C. Caluen  
Center Head

13 MAY 2016

**Notes:**

1. Project details on Section I-III can be generated thru PMIS based on PMs Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections(I-III) based on actual data