

**I. Project Information**

Project Code: CPRQV

Project Title: Course on Monitoring and Evaluation for DOST-Planning and Evaluation Service

Project Start: June 01, 2018

Project End: August 31, 2018

Project Price: P 1,732,355.52

Client Organization: Department of Science and Technology

**II. Project Team**

Project Manager: Elluz M. Macalinao

Team Members: Evelyn E. Morales  
Mardy S. Gonzales  
Roxanne Marie B. Tabor  
Stephanie P. Azarcon  
Andrea P. Conopio  
Jeannine L. Tan

Supervising Fellow: Gilbert E. Lumantao

Consultants/Resource Persons: Wilfredo M. De Perio  
Gilbert E. Lumantao  
Peter Dan B. Baon  
Jalton G. Taguibao  
Josefina V. Almeda  
Jansen M. Mayor  
Adelina H. Velasco**III. Project Details**

## Project Description:

As mandated by Executive Order No, 128, the Department of Science and Technology (DOST) is the executive department of the Philippine Government responsible for the provision of "central direction, leadership and coordination of scientific and technological efforts and ensure that the results therefrom are geared and utilized in areas of maximum economic and social benefits for the people." As part of the DOST's goal in becoming "a leading ASEAN Science, Technology and Innovation (STI) Hub," the DOST perceives the need to advance their key competencies, particularly on carrying out policy analysis and development, planning, and monitoring and evaluation in order to be adaptive and responsive to the challenges in science, technology and innovation, both in the local and international area. With respect to the Philippine Development Plan 2017-2022, the DOST has identified and cascaded performance targets down to its attached agencies and regional offices through the development of the DOST Strategic Plan 2017-2022, along with the success indicators. In relation to the plan, the DOST needs to monitor the implementation of their programs and projects to know if the target beneficiaries really benefited from such. In its mission to lead the scientific and technological efforts towards maximum economic and social benefits for the Filipino people, the DOST sought the assistance of the Development Academy of the Philippines-Center for Governance (DAP-CFG) to run a course that will build up the capability of its staff in monitoring and evaluation.

## Project Objective:

The "Course on Monitoring and Evaluation for the DOST" aims to equip the planning officers and project development officers of DOST Regional and Executive Offices and its attached agencies with the necessary skills in monitoring and evaluation (M&E), while fostering a common understanding on



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M&E concepts and theories, and updating their knowledge on the latest M&E trends and best practices. By the end of the course, the participants would be able to:

1. Understand the concepts and principles of M&E and appreciate its significance to their functions and their sector;
2. Demonstrate knowledge of procedures in designing, building and sustaining M&E system;
3. Select and use M&E methods appropriate to the needs of their agency or sector; and,
4. Apply M&E tools in formulating their agency's M&E plan.

#### **IV. Project Accomplishments**

##### Key Activities Implemented:

1. Course Design
  - Preparation and finalization of project mobilization documents
  - Preparation of proposal and course outline
  - Finalization and submission of course design
2. Preparation and Conduct of Training for Batch 1 and Batch 2
  - Project team meeting
  - Preparation and finalization of LOIs for RPs
  - Preparation of course materials
  - Conduct of training for Batch 1 (27-29 June 2018)
  - Conduct of training for Batch 2 (25-27 July 2018)
3. Submission of Training Report
  - Preparation and finalization of training report
  - Preparation and finalization of project closure documents

##### Major Outputs:

1. Course Design
2. Conduct of Batch 1 Training
3. Conduct of Batch 2 Training
4. Training Report

##### Project Impact:

1. Provide DOST participants with the necessary knowledge, tools, and skills in M&E that will help contribute to the achievement of their goal in becoming "a leading ASEAN Science, Technology and Innovation (STI) Hub"; and,
2. Update the participants with the latest trends, methods, and strategies in M&E to aid their offices and agencies in establishing and sustaining a sound and systematic M&E system that will monitor the implementation of the programs and projects identified under the Philippine Development Plan 2017-2022 and the DOST Strategic Plan 2017-2022.

##### Lessons Learned:

- A leveling-off meeting should have been scheduled with the resource speakers prior to the course, so that they would be able to formulate their presentations according to the sessions objectives and time allotment. This will also give them the opportunity to consult with the other resource speakers as to the content of their individual presentations to avoid repetition of slides and topics. Unfortunately, this meeting did not materialize for this project due to the resource speakers' unavailability and other prior engagements. They were only provided with the course design and session objectives via email. As a result, resource persons gave lengthy presentations with some of the content repeating across sessions. The allotted time for the sessions had to be extended to let the resource speakers finish their presentations, which affected the schedule of the succeeding lectures. This was reflected in the participants'



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evaluation of the course, noting the need for the team to improve on time management and course content.

## V. Attachments

- Certificate of Project Closure
- Certificate of Project Deliverable Accepted

Prepared by:

  
Elluz M. Macalinao

Project Manager

Noted / Approved by:

  
Imelda C. Caluen

Center Head

### 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