

**Annex E. Prescribed Reports Format as per the
Regional Project Monitoring and Evaluation System (RP MES) Manual**

PMC FORM I-1

INITIAL PROJECT REPORT

Physical & Financial Targets for Capital Investments Programs/Projects

IMPLEMENTOR > _____

(A) NAME OF PROJECT (B) LOCATION (C) SECTOR/SUBSECTOR (D) FUNDING SOURCE (E) FORCE ACCOUNT/PAKYAW/ NAME OF CONTRACTOR (F) PROJECT SCHEDULE	TOTAL PROJECT TARGET (2)	C Y _____ PHYSICAL/FINANCIAL TARGET												TOTAL (15)
		JAN (3)	FEB (4)	MAR (5)	APR (6)	MAY (7)	JUN (8)	JUL (9)	AUG (10)	SEP (11)	OCT (12)	NOV (13)	DEC (14)	
1.	FS % OI EG													
2.	FS % OI EG													
3.	FS % OI EG													

FS - financial schedule % - overall physical target in percent OI - output indicator/targets EG - employment generated

PREPARED BY : _____
 DESIGNATION : _____
 DATE : _____

NOTED : _____
 AGENCY HEAD

TITLE: INITIAL PROJECT REPORT (PMC Form I-1)
Physical and Financial Targets for Capital Investment
Programs/Projects

PURPOSE: This report is used to record the basic information on capital investment programs/projects 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 and the physical and financial targets for the year.

RESPONSIBILITY: Implementing Agencies/GOCCs/LGUs

FREQUENCY: To be submitted at the beginning of the year or at the start of the project and updated annually for multiyear projects.

SUBMISSION DATE: After the project has been bidden or awarded/contracted out or at the start of the project.

DISTRIBUTION: 1 copy - Project Monitoring Committee

DEFINITION OF ENTRIES:

Implementor - Name of agency/GOCC/LGU that implements the project

For Column (1), indicate the following:

- (A) Name of Project - Title of project as found in the approved program of work, loan or grant agreement. For reporting of subprojects (i.e. contracts, components) indicate reference to mother project title
- (B) Location - Barangay/municipality/city/province/region where project is implemented
- (C) Sector-Subsector - Refers to the sector and subsector of the project (e.g., infrastructure - roads; social development - education; agriculture - crops, etc.) Refer to Annex C for sector/subsector listing
- (D) Funding Source - Indicate source of fund for the project, whether: Internal Revenue Allotment Share, Calamity Fund, National Government Appropriations, Corporate funds of GOCCs, Foreign-Assisted Loan or Grant (e.g. ADB, WB, OECF, JICA, etc.)
- (E) Force Account/Pakyaw/
Name of Contractor - Indicate whether project work will be implemented by force account, *pakyaw* or if by contract, state name of contractor

(F) Project Schedule (Start/End) - Month, day and 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 (at most 5 items), overall percent completion in percent and employment generated) covering the implementation of the whole project

Columns (3 - 14) - Correspond to the physical and financial targets for the twelve (12) months of the year. For these columns, indicate the following:

Financial Schedule (P000) - Amount programmed for activities scheduled for implementation for the month;

Physical Targets in Percent (%) - Equivalent target in percent (as a percentage of total project) that is scheduled for implementation for the month;

Output Indicator/Targets - Indicate selected major project activities / milestone (at most 5) where accomplishment is to be measured expressed in terms of physical units (e.g. hectares to be irrigated, no. of classrooms to be constructed, kms. of roads to be constructed, trainings to be conducted, children to be vaccinated, etc.) with corresponding targets for the month; and

Employment Generated (in man-days) - Employment targeted to be generated by the project, expressed in man-days for the month.

Columns 15 (Total) - Represents the total targets (sum of col. 3-14) for the calendar year

At the end of report, indicate the NAME, DESIGNATION and OFFICE of the person who prepared the report and the DATE the report was prepared. Said report should be noted by the Head of the Agency at that given level.

PMC FORM 1-2

PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT FOR CAPITAL INVESTMENT PROGRAMS/PROJECTS

As of _____

IMPLEMENTOR > _____
 REGION > _____
 PROVINCE > _____

a) NAME OF PROJECT b) DATE STARTED c) TARGET COMPLETION DATE	Location (City/ Municipality)	FINANCIAL STATUS (P 000)				PHYSICAL STATUS				EMPLOYMENT GENERATED To Date (Man-Days)	REMARKS 1) Problems/Issues of implementation 2) Recommendations
		a) Program b) AA Issued CY _____	a) Program b) AA Issued To Date	EXPENDITURE		Output Indicator	TARGET To Date	ACTUAL This Month	ACTUAL To Date		
				UNPAID OBLIGATIONS To Date	DISBURSEMENT To Date						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

PREPARED BY : _____
 DESIGNATION : _____
 DATE : _____

 AGENCY HEAD

**TITLE: PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT FOR
CAPITAL INVESTMENT PROGRAMS/PROJECTS (PMC Form I-2)**

PURPOSE: This report will provide information on the status of implementation of projects in the specific areas on a monthly basis. It involves reporting on the status of the overall physical accomplishment and financial status for the month and as of the reporting period. Also reflected in the report are the problems encountered by the implementing agency that impede project implementation.

RESPONSIBILITY: Implementing Agencies/GOCCs/LGUs

FREQUENCY: To be submitted monthly

SUBMISSION DATE:

Municipal/City/Provincial Level:

On or before the 30th day of the month under report.

Regional Level:

Not later than two (2) weeks after reference quarter.

DISTRIBUTION: 1 copy - Project Monitoring Committee

DEFINITION OF ENTRIES:

As of - Refers to the reference month

Implementor - Name of implementing agency, GOCC or LGU implementing the project(s)

Region - Region where projects are being implemented

Province/City - Province or city where projects are being implemented

Column (1) Name of Project - Title of project as found in the approved program of work

Date Started - Month, day and year when project actually started

Target Completion Date - Date when the project is scheduled to be completed

Column (2) Location - Municipality/City where project is being implemented

FINANCIAL STATUS (P000) (Columns 3-6)

- Column (3) a) Program (Calendar Year) - Cumulative total amount of funds required during the year based on the approved program of work
- b) AA Issued (Calendar Year) - Cumulative total Advices of Allotment issued by DBM to the project firm from start of the calendar year
- Column (4) a) Program to Date - Cumulative amount of funds required from start of project to reporting date based on the approved program of work (covers annual and multi year projects)
- b) AA Issued To Date - Cumulative total Advices of Allotment issued by DBM from start of project to reporting date
- Column (5) Expenditure (Unpaid Obligations to Date) - Total accounts committed to be paid for services rendered and/or work accomplished
- Column (6) Expenditure (Disbursement to Date) - Actual cash payments made through the issuance of Treasury Warrants and/or checks to the project, cumulative from start of project implementation up to reporting date

PHYSICAL STATUS (%) (Column 7-9)

- Column (7) Output Indicator - Refers to project activities/milestones where accomplishment is to be measured. Output indicator no. 1 should reflect overall project target and accomplishment in percentage from start of project to reporting period with succeeding output indicators to indicate selected major indicators and their corresponding targets and accomplishments
- Column (8) Target to Date - Work scheduled to be accomplished from start of project implementation up to the reporting period
- Column (9) Actual this Month - Actual work accomplished for the month
- Column (10) Actual to Date - Actual work accomplished from start of implementation up to the reporting period
- Column (11) Employment Generated - Employment generated by the project from start of the project to reporting period expressed in terms of man-days
- Column (12) Remarks - Additional information on the project, such as problems encountered that impede project implementation, remedial measures taken, etc.

At the end of the report, indicate the NAME, DESIGNATION and OFFICE of the person who accomplished the form and the DATE the report was prepared. Said report should be noted by the Head of Agency at the particular level.

**PMC FORM 1-3
PROJECT EXCEPTION REPORT**

Name of Project: _____

Location: _____

Sector/Subsector: _____

Implementing Agency: _____

Implementation Status : ☐ Ahead ☐ Behind-Schedule ☐ On-Schedule

FINDINGS	POSSIBLE REASONS/CAUSES	RECOMMENDATIONS

PREPARED BY.: _____

OFFICE : _____

DESIGNATION : _____

DATE .

TITLE: PROJECT EXCEPTION REPORT (PMC Form I-3)

PURPOSE: This report is used when implementation problems needing immediate action by the Project Monitoring Committee/ 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: Nongovernment Organizations, Concerned Citizens and Agencies

FREQUENCY: To be submitted as the need arises

DISTRIBUTION: 1 copy - Project Monitoring Committee

DEFINITION OF ENTRIES:

Name of Project - Title of project as found in the approved program of work

Sector/Subsector - Sector or subsector to which the project falls (Refer to Annex C for Listings)

Location - Municipality/City/Province/Region where project is being implemented

Implementing Agency - Name of agency implementing the project

Implementation Status - Physical accomplishment of the project and indicate whether the project is ahead of schedule, behind-schedule, or on-schedule. Mark appropriate status

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

At the end of the report, indicate the NAME, DESIGNATION and OFFICE of the person who prepared the report and the DATE the report was prepared.

ANNEX B

PMC FORM 0-1

REPORT ON THE STATUS OF PROJECTS ENCOUNTERING PROBLEMS IN IMPLEMENTATION

As of _____

NAME OF PROJECT/PROGRAM	LOCATION	IMPLEMENTING AGENCY	IMPLEMENTATION STATUS (%)			ISSUES	SOURCE OF INFORMATION	ACTION TAKEN/ RECOMMENDATION
			Target	Actual	Slippage			
(1)	(2)	(3)	(4)	(5)	(6)=(5)-(4)	(7)	(8)	(9)

PREPARED BY : _____
 DESIGNATION : _____

OFFICE : _____
 DATE : _____

TITLE: REPORT ON STATUS OF PROJECTS ENCOUNTERING PROBLEMS IN IMPLEMENTATION (PMC FORM O-1)

PURPOSE: This report will provide information on the various problems encountered by ongoing projects that impede their implementation. Remedial measures to improve progress and other recommended courses of action are likewise reflected in the report.

RESPONSIBILITY: Project Monitoring Committee

Municipal Level

Frequency: To be prepared and submitted monthly

Distribution: 1 copy - Municipal Development Council
1 copy - Provincial Project Monitoring Committee

Submission Date:

Municipal Development Council - On the 7th day of the month following the reference month

Provincial PMC - Not later than two (2) weeks after reference month.

Provincial/City Level

Frequency: To be prepared and submitted monthly to the Provincial/City Development Council; quarterly to the Regional Project Monitoring Committee

Distribution: 1 copy - Provincial/City Development Council
1 copy - Regional Project Monitoring Committee

Submission Date:

Provincial/City Development Council - On the 7th day of the month following the reference month.

Regional PMC - Not later than two (2) weeks after reference month.

Regional Level

Frequency: To be prepared and submitted quarterly

Distribution: 1 copy - Regional Development Council
1 copy - NEDA Central Office

Submission Date:

Regional Development Council - On the third week after reference quarter

President/Cabinet/NEDA Board - On or before the 30th day of the month after reference quarter

DEFINITION OF ENTRIES:

As of - End of reporting period

Column (1) Name of Project- Title of project encountering implementation problems

Column (2) Location - Region, province, city or municipality where project is being implemented

Column (3) Implementing Agency - Name of agency implementing the program/project

Column (4) Implementation Status (Target)- Expected amount of work in percent to be accomplished as of report date

Column (5) Implementation Status (Actual) - Actual work accomplished as of report date

Column (6) Slippage - Difference between actual (column 5) and target (column 4). It may be positive (which means that the project is ahead of schedule), negative (behind-schedule) or zero (on-schedule)

Column (7) Issues - Operational constraints/concerns observed during project implementation

Column (8) Source of Information - Name of agency/NGO/PVO or concerned citizens reporting the problems/issues

Column (9) Action Taken/Recommendations - Remedial measures taken/ being recommended to improve work progress or to commend outstanding performance

At the end of the report, indicate the NAME, DESIGNATION and OFFICE of the person who accomplished the form and the DATE the report was prepared.

PMC FORM 0-2

FINANCIAL AND PHYSICAL STATUS OF CAPITAL INVESTMENT PROGRAMS/PROJECTS

As of _____

REGION/PROVINCE/MUNICIPALITY _____

a) Project Title b) Agency c) Location	SCHEDULE a) Start b) Completion Date	FINANCIAL (P000)							PHYSICAL (%)				Employment Generated (Man-Days)	Remarks
		Program	AA Issued To Date	Funding Support (%)	EXPENDITURE			Expenditure Rate (%)	Target	Actual	Slippage	Performance		
					Unpaid Obligation	Disbursement	Total							
(1)	(2)	(3)	(4)	(5)=(4)/(3)x100	(6)	(7)	(8)=(6)+(7)	(9)=(8)/(3)x100	(10)	(11)	(12)=(11)-(10)	(13)=((11)/(10))x100	(14)	(15)

PREPARED BY : _____
DESIGNATION : _____

OFFICE : _____
DATE : _____

TITLE: FINANCIAL AND PHYSICAL STATUS OF CAPITAL INVESTMENT PROGRAMS/PROJECTS (PMC FORM O-2)

PURPOSE: This report will provide information on the financial and physical status of ongoing capital investment programs/projects in a specific area/location. It will contain the titles of ongoing projects, implementing agency, location, schedules (may be original or revised), the financial and physical performance of each project and problems encountered in implementation.

RESPONSIBILITY: Project Monitoring Committee

Municipal Level

Frequency: To be prepared and submitted monthly

Distribution: 1 copy - Municipal Development Council
1 copy - Provincial Project Monitoring Committee

Submission Date:

Municipal Development Council - On the 7th day of the month following the reference month

Provincial PMC - Not later than two (2) weeks after reference month.

Provincial/City Level

Frequency: To be prepared and submitted monthly to the Provincial/City Development Council; quarterly to the Regional Project Monitoring Committee

Distribution: 1 copy - Provincial/City Development Council
1 copy - Regional Project Monitoring Committee

Submission Date:

Provincial/City Development Council - On the 7th day of the month following the reference month.

Regional PMC - Not later than two (2) weeks after reference month.

Regional Level

Frequency: To be prepared and submitted quarterly

Distribution: 1 copy - Regional Development Council
1 copy - NEDA Central Office

Submission Date:

Regional Development Council - On the third week after reference quarter

President/Cabinet/NEDA Board - On or before the 30th day of the month after reference quarter

DEFINITION OF ENTRIES:

As of - End of reporting period

Region/Province/City/Municipality - Area or level where projects are being implemented

Column (1) Project Title - Title of project as found in approved program of work

Agency - Name of agency implementing the project (IA, GOCCs, LGUs)

Location - Exact location of the project

Column (2) Schedule (Start/Completion Dates) - Date when the project started and will be completed in month, day and year

FINANCIAL STATUS (P000)

Column (3) Program - Total amount of funds required from the start of project implementation to reporting date, based on the approved program of work

Column (4) AA Issued - Cumulative total Advices of Alloment issued by DBM to the program/project from start of implementation to reporting date

Column (5) Funding Support (%) - Total AA issued (Column 4) divided by Program (Column 3)

Column (6) Expenditure (Unpaid Obligation) - Accounts committed to be paid for services rendered and/or work accomplished as of report date

Column (7) Expenditure (Disbursement) - Actual cash payments made through the issuance of Treasury Warrants and/or checks to the project as of report date

Column (8) Expenditure (Total) - Sum of unpaid obligation (Column 6) and disbursement (Column 7)

Column (9) Expenditure Rate - Total expenditure (Column 8) divided by Program (Column 3), multiplied by 100

PHYSICAL STATUS (%)

Column (10) Target - Expected amount of work to be accomplished in percentage from the start of project implementation up to the report date

Column (11) Actual - Actual work accomplished in terms of percentage to total target of the whole project from start of implementation up to report period

Column (12) Slippage - Difference between Actual (Column 11) and Physical Target (Column 10). It may be positive (which means that the project is ahead of schedule), negative (behind-schedule), or zero (on-schedule)

Column (13) Performance - Actual physical (Column 11) divided by target (Column 10) multiplied by 100.

Column (14) Employment Generated - Employment generated by the project in man-days

Column (15) Remarks - Additional information on the project, such as problems encountered that impede project implementation, remedial measures taken, etc.

At the end of the report, indicate the NAME, DESIGNATION and OFFICE of the person who accomplished the form and the DATE the report was prepared.

PMC FORM 0-3

SUMMARY OF FINANCIAL AND PHYSICAL ACCOMPLISHMENTS BY AGENCY

As of _____

REGION/PROVINCE/MUNICIPALITY _____

AGENCY	Number of Projects	FINANCIAL (P000)						Expenditure Rate (%)	PHYSICAL (%)				Employment Generated (Man-Days)	Remarks
		PROGRAM	AA Issued To Date	Funding Support (%)	EXPENDITURE				Target	Actual	Slippage	Performance		
					Unpaid Obligation	Disbursement	Total							
(1)	(2)	(3)	(4)	(5)=(4)/(3)x100	(6)	(7)	(8)=(6)+(7)	(9)=(8)/(3)x100	(10)	(11)	(12)=(11)-(10)	(13)=((11)/(10))x100	(14)	(15)
OVERALL > >														

PREPARED BY : _____
DESIGNATION : _____

OFFICE: _____
DATE : _____

TITLE: SUMMARY OF FINANCIAL AND PHYSICAL
ACCOMPLISHMENT BY AGENCY (PMC FORM 0-3)

PURPOSE: This report will provide a summary of the financial and physical accomplishment broken down by implementing agency. It will contain information on the number of projects and the overall financial and physical status of projects being implemented by each agency in the region, province, city or municipality. This report will likewise contain the overall performance for the area.

RESPONSIBILITY: Project Monitoring Committee

Municipal Level

Frequency: To be prepared and submitted monthly

Distribution: 1 copy - Municipal Development Council
1 copy - Provincial Project Monitoring Committee

Submission Date:

Municipal Development Council - On the 7th day of the month
following the reference month

Provincial PMC - Not later than two (2) weeks after reference
month.

Provincial/City/Level

Frequency: To be prepared and submitted monthly to the Provincial/
City Development Council; quarterly to the Regional Project
Monitoring Committee

Distribution: 1 copy - Provincial/City Development Council
1 copy - Regional Project Monitoring Committee

Submission Date:

Provincial/City Development Council - On the 7th day of the
month following the
reference month.

Regional PMC - Not later than two (2) weeks after reference month.

Regional Level

Frequency: To be prepared and submitted quarterly

Distribution: 1 copy - Regional Development Council
1 copy - NEDA Central Office

Submission Date:

Regional Development Council - On the third week after
reference quarter

President/Cabinet/ NEDA Board - On or before the 30th day of
the month after reference
quarter

DEFINITION OF ENTRIES:

As of - End of reporting period

Region/Province/City/Municipality - Specific area where projects are being
implemented

Column (1) Agency - Name of implementing agency

Column (2) No. of Projects - Total number of projects being implemented by
the agency in the specified area

FINANCIAL STATUS (POOO)

Column (3) Program - Total amount of funds required by the agency to
accomplish targets from start of project to reporting period

Column (4) AA Issued - Cumulative total Advices of Allotment issued by
DBM to the Agency from start of implementation to reporting
date

Column (5) Funding Support (%) - Total AA Issued (Column 4) divided by
Program (Column 3).

Column (6) Expenditure (Unpaid Obligation) - Total accounts committed to be paid for the services rendered and/or work accomplished by each agency as of reporting date

Column (7) Expenditure (Disbursement) - Total actual cash payments made by each agency through the issuance of Treasury Warrants and/or checks as of reporting date

Column (8) Expenditure (Total) - Sum of unpaid obligation (Column 6) and disbursement (Column 7) for each agency

Column (9) Expenditure Rate - Total expenditure (Column 8) divided by Program (Column 3), multiplied by 100

PHYSICAL STATUS (%)

Column (10) Target - Expected overall amount of work (in percentage) to be accomplished by each agency as of report date. Overall agency weighted target.

Column (11) Actual - Actual work accomplished by each agency (in percentage) as of reporting date. Overall agency weighted accomplishment

Column (12) Slippage - Difference between Actual (Column 11) and Target (Column 10). It may be positive (which means that the project is ahead of schedule), negative (behind-schedule), or zero (on-schedule)

Column (13) Performance - Actual (Column 11) divided by Target (Column 10), multiplied by 100

Column (14) Employment Generated - Employment generated by the ongoing projects of the agency expressed in man-days

Column (15) Remarks - Additional information on the project, such as problems that impede project implementation, remedial measures taken, etc.

At the end of the report, indicate the NAME, DESIGNATION and OFFICE of the person who accomplished the form and the DATE the report was prepared.

PMC FORM 0-4

SUMMARY OF FINANCIAL AND PHYSICAL ACCOMPLISHMENTS BY SECTOR

As of _____

REGION/PROVINCE/MUNICIPALITY _____

SECTOR	Number of Projects	FINANCIAL (P000)						Expenditure Rate (%)	PHYSICAL (%)				Employment Generated (Man-Days)	Remarks
		Program	AA Issued To Date	Funding Support (%)	EXPENDITURE				Target	Actual	Slippage	Performance		
					Unpaid Obligation	Disbursement	Total							
(1)	(2)	(3)	(4)	(5)=((4)/(3))x100	(6)	(7)	(8)=(6)+(7)	(9)=((8)/(3))x100	(10)	(11)	(12)=(11)-(10)	(13)=((11)/(10))x100	(14)	(15)
OVERALL > >														

PREPARED BY : _____
DESIGNATION : _____

OFFICE: _____
DATE : _____

TITLE: SUMMARY OF FINANCIAL AND PHYSICAL ACCOMPLISHMENT
BY SECTOR (PMC FORM O-4)

PURPOSE: This report will provide a summary of the financial and physical accomplishment by sector. It will contain information on number of ongoing projects and the overall financial and physical performance of the projects being implemented by each sector in the specific areas (region, province, city or municipality). The report will likewise contain the overall performance of projects implemented in the area.

RESPONSIBILITY: Project Monitoring Committee

Municipal Level

Frequency: To be prepared and submitted monthly

Distribution: 1 copy - Municipal Development Council
1 copy - Provincial Project Monitoring Committee

Submission Date:

Municipal Development Council - On the 7th day of the month following the reference month

Provincial PMC - Not later than two (2) weeks after reference month

Provincial/City Level

Frequency: To be prepared and submitted monthly to the Provincial City Development Council; quarterly to the Regional Project Monitoring Committee

Distribution: 1 copy - Provincial/City Development Council
1 copy - Regional Project Monitoring Committee

Submission Date:

Provincial/City Development Council - On the 7th day of the month following the reference month

Regional PMC - Not later than two (2) weeks after reference month

Regional Level

Frequency: To be prepared and submitted quarterly

Distribution: 1 copy - Regional Development Council
1 copy - NEDA Central Office

Submission Date:

Regional Development Council- On the third week after reference quarter

President/Cabinet/NEDA Board - On or before the 30th day of the month after reference quarter

DEFINITION OF ENTRIES

As of - End of reporting period

Region/Province/City/Municipality - Specific area where projects are being implemented

Column (1) Sector - Sector or category of projects

Column (2) No. of Projects - Total number of projects being implemented under the sector in the specified area

FINANCIAL STATUS (P000)

Column (3) Program - Total amount of funds required by the sector to accomplish targets as of the reporting period

Column (4) AA Issued - Cumulative total Advices of Allotment issued by DBM from start of implementation to reporting date

Column (5) Funding Support (%) - Total AA issued (Column 4) divided by Program (Column 3)

Column (6) Expenditure (Unpaid Obligation) - Total accounts committed to be paid for the services rendered and/or work accomplished by each sector as of reporting date

National Project Monitoring Committee

Column (7) Expenditure (Disbursement) - Total actual cash payments made by each sector through the issuance of Treasury Warrants and/or checks as of reporting date

Column (8) Expenditure (Total) - Sum of unpaid obligation (Column 6) and disbursement (Column 7) for each sector

Column (9) Expenditure Rate - Total expenditure (Column 8) divided by Program (Column 3), multiplied by 100

PHYSICAL STATUS (%)

Column (10) Target - Expected overall amount of work (in percentage) to be accomplished by each sector as of report date (weighted sectoral target in percent)

Column (11) Actual - Actual work accomplished by each sector (in percentage) as of reporting period (weighted sectoral accomplishment in percent)

Column (12) Slippage - Difference between Actual (Column 11) and Target (Column 10) physical accomplishment by sector. It may be positive (which means that the project is ahead of schedule), negative (behind-schedule), or zero (on-schedule)

Column (13) Performance - Actual (Column 11) divided by Target (Column 10), multiplied by 100.

Column (14) Employment Generated - Employment generated by the sector expressed in man-days

Column (15) Remarks - Additional information on the project, such as problems that impede project implementation, remedial measures taken, etc.

At the end of the report, indicate the NAME, DESIGNATION and OFFICE of the person who accomplished the form and the DATE the report was prepared.