



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Regional Office No. 09  
Zamboanga City

## **PROTOCOLS ON PROJECT PROPOSALS**

### **Generation, Evaluation, Implementation, Monitoring and Evaluation And Accreditation of ACPs**

In line with the renewed efforts of the Department towards employment generation in the formal and informal sectors, to ensure complete collection, correct analysis and timely feedback of field operations and regional performance of projects granted to our clients, and the need to gather accurate data for the purpose of determining the impact of our livelihood assistance in terms of beneficiaries' economics status necessitates streamlining of the operation. Likewise this is an attempt to provide basis for future policy making in improving efficient and effective generation and evaluation of project proposals.

It is imperative that all project proposals submitted to the Regional Office from the Field Offices shall be evaluated based on the viability, feasibility and sustainability of the proposed projects.

The following guidelines for the Generation, Evaluation, Implementation, Monitoring and Evaluation of Projects and Accreditation of Accredited Co-Partners are hereby issued:

#### **A. GENERATION:**

1. City / Provincial Offices should assist clients in the preparation of project proposals.
2. ACPs/Proponents shall officially forward/endorse project proposals to the City/Provincial Offices;
3. Complete documents shall be forwarded to the DOLE Regional Office within two (2) weeks from receipt thereof;
4. Proper documentation should be maintained by the Regional Office (IMSD and TSSD).

#### **B. EVALUATION:**

##### **1. City / Provincial Offices:**

- a) All project proposals shall be pre-evaluated by the field implementers and certified to be complete and in order by the Head of Office based on checklist for the purpose;

- b) City/Provincial implementers shall conduct site visitations to ensure that the project locations are feasible/suited for the proposed project;
- c) City/Provincial Offices Shall indicate in the covering letter all documents submitted to the Regional Office for reference and guidance (checklist);

**2. The DOLE IX Project Management and Technical Advisory Committee (DPMTAC) shall:**

- a) Validate the project proposal as to its feasibility, viability and sustainability;
- b) Act on project proposals within five (5) days upon receipt thereof;
- c) Check if the requirements are complete and in order. If not, shall inform the Office of the Regional Director through an evaluation report;
- d) Prepare validation report and submit recommendations together with the Approval/Disapproval Sheet to the Office of the Regional Director;
- e) Inform the TSSD the status of the project proposals with in two (2) days from receipt and submit report of the approved/disapproved proposal within one (1) week from receipt;
- f) Furnish the TSSD copy of the approved/disapproved project proposals within five (5) days after approval/disapproval of the Regional Director.

**3. TSSD shall:**

- a) Prepare matrix of approval from RO to beneficiaries through the City / Provincial Office concerned;
- b) Ensure that recommendations made by the DPMTAC be relayed to proponents and City / Provincial Offices for appropriate action ;

**C. IMPLEMENTATION:**

**PHASE 1 : City Provincial Field Offices**

- A. Shall supervise the actual conduct of the Capability building (TCP) ;
- B. Document the proceedings including pictures taken, video during the conduct of the activity;
- c. Shall submit report to the Regional Office not later than 5 days from the conduct of said activity;

- d. See to it that financial recording system is established and monitored; and
- e. Facilitate the liquidation of funds;

## **PHASE II: TSSD**

- a) TSSD shall consolidate all reports from the Field Offices and submit to the Office of the Regional Director;
- b) Shall maintain Data Base of all projects;
- c) Facilitate the submission of reports to Central Office and other agencies;
- d) Shall provide technical assistance, if necessary, for effective and efficient delivery of livelihood related services.

## **D. MONITORING:**

- a) City/Provincial Offices shall provide ongoing monitoring of projects;
- b) There must be a monitoring of projects within one (1) month of implementation to be undertaken by the TSSD in coordination with the City/Provincial offices in order:
  - to determine whether the funds has been used in accordance to the approved project proposal;
  - to assess the progress of the project and its performance;
  - to respond to any problems that may occur during the implementation of the project;
- c) To follow-up liquidation of funds (if necessary)
- d) DOLE should endeavor to examine the long-term impact of the project and special issues arising during the project implementation;

## **E. ACCREDITATION OF CO-PARTNERS (ACPs)**

1. City/Provincial Offices shall assist applicants in the preparation of documents;
2. The Regional Office (DPMTAC) shall evaluate the application for accreditation of NGO's, PO's Cooperatives and submit results within 5 days to the Office of the Regional Director for appropriate action;

3. Approval / Disapproval. The team shall immediately inform the applicants whether the application has been approved or disapproved. In instances of incomplete documents submitted, the team shall immediately inform the applicant through the Office of the Regional Director on the necessary documents to be submitted, the list of which shall be furnished to them.
4. Shall forward to the TSSD the approved application for the preparation of the Certification of Accreditation.
5. TSSD shall maintain a database of ACPs preferably listed by Province and by Congressional District.

These guidelines shall take effect immediately.

January 5, 2009, Zamboanga City.

(Original Signed)  
PONCIANO M. LIGUTOM  
Regional Director