# ADB RETA 6445: Strengthening Citizens Involvement in Mitigating Governance Risks in Local Government Units in the Philippines

## Sub-Project Completion Report

### Developing and Strengthening Capacities of Local Government Unit and Citizen's Groups towards Institutionalization of a Monitoring and Evaluation System for Government Programs and Projects or Tubod Project

**PHILDHRRA (Mindanao)**

PARTNERSHIP FOR TRANSPARENCY FUND

**Asian Development Bank**

**ADB RETA 6445**
**Strengthening Citizen Involvement in Mitigating Governance Risks in Local Government Units In the Philippines**

**SUB-PROJECT COMPLETION REPORT**
**As of December 31,2015**

**CSO Name:** PHILDHRRA (Mindanao)

**Subproject Title:***Developing and Strengthening Capacities of Local Government Unit and Citizen's Groups towards Institutionalization of a Monitoring and Evaluation System for Government Programs and Projects or Tubod Project*

## I. Summary of Progress Report To-date

Preparatory activities wereundertaken during the first quarter of the project (July–August 2014). These include (a) inception planning involving the partner LGU, PhilDHRRA and SCCI; (b) signing of the Memorandum of Agreements between PhilDHRRA and SCCI; (c)signing of Memorandum of Understanding (MOU) between and among the three partners - Tubod LGU, PhilDHRRA and SCCI; (d) identification and profiling of potential members of the Volunteer Citizens' Group (VCG) with the help of a representative of the LGU partner.

The project team agreed that the VCG should primarily be composed of interested retired individuals, professionals and other key stakeholders residing in the municipality. Along the process of identification, it was agreed that the selection of the potential members of the VCG should be based on the following criteria:

1) Has no credibility issues
2) CSO Representative who has membership experience with MDC, LPRAT, etc.
3) Professionals (retired or still working)
4) Representative of faith-based organizations
5) Retired government employees
6) Willing to actively participate in the programs and activities of the VCG
7) Willing to advocate transparent and accountable governance; and
8) Not a member of any political party or no intention to run for elective position

Potential members of the VCG underwent an orientation about the Tubod Project, leveled-off expectations and briefed them about the LGU-CSO engagement. The LGU of Tubod has expressed desire to engage the CSOs in identifying, implementing and monitoring government-funded infrastructure project, particularly funded under the GPBP. The project is viewed as a beneficial tool for the LGU to enhance the participation of the citizens in the municipality. In the 1st VCG orientation, only 7 (1 male 6 females) out of 14 initially identified potential VCG members attended the project orientation. We were informed that most of the identified VCG members were reluctant to join since they might be misconstrued as "finding faults" against the current administration of Tubod Municipality, and their businesses might be affected. This concern was immediately responded through the participants who attended the orientation. Municipal Councilor and Acting Municipal Administrator also expressed apprehension in actively involving himself in the project for being misinterpreted as someone who is preparing for the next election. The project orientation was facilitated by PhilDHRRA with Hon. Eludo as an invited Resource Person who gave the situationer and SCCI as documenter. *(See Annex I-Project Orientation Design).*

A Monitoring and Evaluation Framework Formulation Training-Workshop was conducted with a total of 27 (12 males and 15 females) participants to develop the knowledge and skills of the potential volunteers in monitoring and evaluation of infrastructure and other development programs of the government. Resource speakers from the Department of Local and Interior Government (DILG), Ms. Lydia Apatan, Tubod MGLU, Engr. Ernesto Cabachete and a representative from the Concerned Citizens of Abra for Good Governance (CCAGG), Engr. Rene Brazuela were invited as resource persons. The G-Watch Social Accountability Model in Monitoring Government Infrastructure Projects was introduced to the participants. This tool promotes and strengthens transparency and accountability towards effective governance through constructive engagement

of the citizen groups and government in performing monitoring. This G-Watch approach is characterized by a joint citizen-government monitoring engagement and enhances community participation making the outputs as community-based and requires data as back up evidence. PhilDHRRA also introduced the NAPC Citizens-Led Monitoring Project as a tool in monitoring government infrastructure projects.

After the two-days training workshop, an actual demonstration of the Monitoring and Evaluation tools was undertaken by the participants for them to apply their knowledge learned from the training. The ongoing construction of "Marga-National Highway" in Tubod was used as the practicum/demonstration site. The contractor of the said construction site was invited and interviewed by the participants. After the practicum, the participants were able to give their quick assessment of and insights on the performance of the said project.

The potential VCG members also convened on the third day of the training workshop to discuss the remaining topics and elect their governing board. Seven (7) Board of Trustees were then elected by the participants namely: Mr. Mario L. Eludo (Retired Government official), Mr. Giles Adlao (Retired Architect), Mr. William Lariosa (Professional), Mr. Dante Tado (Former Municipal Administrator), Mr. Francisco B. Taripe, Jr. (Retired Government employee), Mrs. Mansueta B. Aceron (Retired Teacher) and Mrs. Teodora Dumadag (Retired Professional). The facilitators and participants agreed to meet on September 27, 2014 to finish the remaining items. *(Annex II- M & E Workshop Documentation Report).*

The elected officers convened again on September 27, 2014 to elect officers who will be occupying positions in the VCG. This also became the avenue for the first VCG meeting to address the issues concerning the VCG. The following were the elected officials of the VCG:

| | |
|---|---|
| Chairperson: | Mr. Mario L. Eludo |
| Vice Chairperson: | Mr. Giles A. Adlao |
| Treasurer: | Mr. William P. Lariosa |
| Secretary: | Mr. Dante M. Tado |
| Auditor: | Mrs. Mansueta B. Aceron |
| Board of Directors: | Mr. Francisco B. Taripe, Jr. |
| | Mrs. Teodora B. Dumadag |

This meeting was also supplemented by the inputs from Mr. Engwan So, DILG Regional Representative of the LPRAT, by sharing his expertise in community organizing and how CSO engagement enhances government processes. He further expounded how important the participation coming from the CSO and Private Sector to ensure transparency in the government. He also responded to the issue why 2014 GPBP projects are not yet implemented in Tubod Municipality. He told the body that he will elevate the matter to the Regional Poverty Reduction Action Team (RPRAT), considering that he is also a member of RPRAT-Caraga.

It was also decided later on that the organization will have its organizational name depending on the approval of the Security and Exchange Commission. The following are the suggested names of the present VCG members:

1. AGGoS, Inc.-Alliance on Good Governance for Sustainability, Inc.
2. POWeRS, Inc. – People Organized for the Welfare of Rural Sectors, Inc.
3. TuVoD, Inc – Tubod Volunteers for Devt', Inc.

To have a clear direction of the organization, the VCG drafted the Monitoring and Evaluation Framework on the same date. (*Annex III- M & E Framework Plan).*

The Municipal Mayor of Tubod, Hon. Hemady Arcillas, formally inducted the VCG Board of Trustees on October 3, 2014 during her annual State of the Municipal Address.

A member of POWERS offered the POWERS an office space free of use.

Another workshop of the VCG was conducted on October 24-25, 2014 to craft the Vision, Mission and Goals (VMG) of the newly organized Volunteer Citizens' Group (VCG). (*Annex IV – VMG Documentation Report*).

The VMGwas useful particularly in obtaining legal personality of the VCG with the Securities and Exchange Commissions (SEC) with approved name "POWERS", which stands for People Organized for the Welfare of Rural Sector, instead of the first choice, which was AGGos.

While waiting for the downloading of funds to the LGU for the BuB-funded projects to be monitored, the PhilDHRRA project team assisted the POWERS in finalizing the monitoring tools using the NAPC Citizens' Led Monitoring Project (CLMP) Manual. The group also organized the Community Monitoring Teams (CMTs). The POWERS also conducted courtesy calls with the line agencies (DA, NIA, DENR, DILG) with 2014 GPBP-funded projects with the LGU to check the status of the project funds. The POWERS was informed that the project funds from DA and NIA are expected to be downloaded within the first quarter of 2015.

Some members of the POWERS participated in the Civil Society Organizations (CSO) Assembly on GPBP. Some members of POWERES were elected as members of the Local Poverty Reduction Action Team (LPRAT) for the 2016 BuB Process. In fact, the Secretary of POWERS was elected as the LPRAT Co-Chairperson, the CSO counterpart of the Local Chief Executive of Tubod.

During the first quarter of 2015 POWERS conducted (1) follow-up downloading of BuB project funds from various NGAs intended for Tubod LGU; (2) gathering of pertinent project documents as reference for monitoring; (3) preparatory meetings with LGUs, concerned NGAs prior to project implementation; (4) identification of additional members of the CMT from among the direct project beneficiaries; (5) formulation of the Monitoring Action Plan (MAP).

The Project Monitoring Teams of POWERS conducted monitoring visits to selected government projects using social accountability tools. The following are the results of the monitoring visits:

a) Catering Services (DTI) –During the first visit the project had not yet started since the PO (Timamana Bulawanong Kababaihan or TIMBULAK) recipient is required to install a Catering facility prior to release of the catering equipment. The PMT facilitated the signing of the Memorandum of Agreement (MOA) between TIMBULAK and the BLGU for the use government lot (16 square meters) to be allocated for the Catering facility.

b) Concreting of Irrigation Canal (NIA) – the PMT discovered that the budget allocated for the original design of the irrigation project is insufficient. A revision of the design of the project was necessary to fit with the approved budget. A LPRAT resolution was passed to support the amendment of the design, which was required by NIA.

c) Post Harvest Facilities (DA) – fund for this project was not yet downloaded to the LGU at the time of monitoring.

d) National Greening Program (DENR) – There was a change in the species to be planted from Bamboo and Falcata to Bamboo and Mahogany. An LPRAT resolution supporting the changes was passed and submitted to DENR. The change of plant species was subsequently approved. During monitoring, the PMT found out the budget allocated for planting and initial maintenance is only PhP3.00 per hill. Initially there was no taker of the project due to its very low budget. The POWERS identified an organization (TRISKELION) that has an environmental advocacy to do the tree planting. TRISKELION undertook tree planting along riverbanks, gullies and creek.

e) Pangasius Production (DTI) – Monitoring revealed that the project has not yet started, however, the Municipal Agriculture Office (MAO) has already identified sources of "Pangasius" fingerlings as a major input to production.

Immediate feedback meetings were held with concerned government agencies to feedback initial findings of the monitoring that need urgent attention. Likewise, an Interface meeting was held between POWERS and concerned NGAs to discuss the monitoring findings, get the responses of the NGA representatives and agree on relevant courses of action to address the issues and problems identified during the monitoring visits.

The PhilDHRRA project team undertook coaching and mentoring of the POWERS in undertaking the aforementioned activities. Minimal financial and material support was also extended to the Community Monitoring Teams (CMTs) during the actual conduct of monitoring activities.

POWERS with the assistance of PhilDHRRA also formulated the Communication and Advocacy Plan (CAP) that aims to promote transparent and accountable governance and share good practices of the Tubod Project to other areas/communities (Annex V – TUBOD CAP).

PhilDHRRA also facilitated the conduct of Citizen Satisfaction Report Card (CSRC), a social accountability tool used to assess local government performance in service delivery by the municipal CSOs. The CSRC results will also become basis in formulating the CSO Development Agenda to be presented to the aspiring political candidates running in May 2016 election and to the new LGU administration in 2016.

A Forum on Policy Advocacy and Sustainability was conducted jointly with TUBOD and PAG project partners/implementers. The forum aimed to present policy recommendations, share good practices of the subprojects and discuss plans to sustain the project beyond its term. A total of sixty-four (64) participants attended the forum with Local Chief Executive, Department Heads and Barangay Officials of the partner Municipalities, representatives from selected National Government Agencies, CBSS and AGAC members, selected leaders of CSOs and CSO network in Caraga Region.The Forum culminated with the presentation of the "Sustainability Plans" of each Barangay and Municipality covered by the TUBOD and PAG Projects (Annex VI – Policy Advocacy and Sustainability Form Documentation Report).

PhilDHRRA also commissioned a consultant to do a documentation of case studies on good practices titled "Exacting Social Accountability: A Knowledge & Learning Product of Good Practices on Citizens' Led Monitoring of Government Projects in the Municipality of Tubod, Surigao del Norte". The case study will be shared to Donors, CSOs, partner and other LGUs, NGAs, PhilDHRRA network members, etc. (Annex VII-Tubod Case Study Documentation).

To sustain the ADB RETA 6445 subproject initiative in Tubod, PhilDHRRA included Tubod Municipality as among the sites to be covered under the new EU-Governance project (which was approved) titled "Consolidating CSO Networks for Citizens' Engagement toward Participatory and Accountable Governance for Poverty Reduction", a 3-year project which aims to strengthen civil society capacity in mobilizing effective citizens' demand for transparency, accountability and Service Delivery (SD) performance of LGUs in pursuit of poverty reduction in selected poor municipalities.

## II. Basic Subproject Data

1. Date Subproject Grant Signed: June 14, 2014
2. Date Subproject Implementation Commenced: June 17, 2014
3. Expected Date of Subproject Completion:
   A. Original: January 15, 2015
   B. Amended:December 31, 2015
4. Summary of Subproject Objectives:

   The objective of the project is to develop and strengthen capacities of LGU and Volunteer Citizens' Group (VCG) towards institutionalization of local-based monitoring and evaluation (M & E) system for government programs and projects implemented in Tubod municipality. This local M&E system will use social accountability approaches and tools.

## III. Implementation Progress (Based on Approved Deliverables)

| Planned Activity Deliverable | Brief Description of Activity, Emerging Problems and Remedial | Description and Justification of any | Supporting |
|---|---|---|---|

| | Actions | major change in the activity | Document(s) |
|---|---|---|---|
| 1. Inception Report and Financial Workplan | Detailed action plan, roles and responsibilities of partners were defined. (LGU Tubod, SCCI and PhilDHRRA) | As Planned | Detailed Plan and Budget |
| 2. MOU signing with LGU | • Defining the terms and conditions of PhilDHRRA's engagement with the LGU and SCCI as CO-implementer<br>• MOA signed between PhilDHRRA and SCCI<br>• MOU signed between Tubod LGU, SCCI and PhilDHRRA | As Planned | Signed MOA<br>Signed MOU |
| 3. M & E Systems Design | The POWERS formulated framework on Monitoring and Evaluating national government funded projects. | As Planned | M & E Framework |
| 4. Training Designs and Report | Formulated Training designs on VCG Orientation, M & E Framework Formulation and Vision, Mission, Goals (VMG) formulation | As Planned | Training Designs |
| 5. M & E Piloting of Select Government Projects | • M & E Pilot designs formulated<br>• Identified five (5) government projects for monitoring<br>• Organized five (5) Citizens Monitoring Teams (CMTs)<br>• Monitoring done to five government projects using the M & E framework | As planned | M & E Pilot design<br>List of projects monitored |
| 6. Communication and Advocacy Plan (CAP) | Formulated and Implemented Communication and Advocacy Plan (CAP) | As planned | Annex V - CAP |
| 7. Formation of Alliance | Prepared concept note for the formation of Municipal CSO Network and CSO strengthening, which was approved by the Mayor of Tubod.<br><br>Conducted Citizen Satisfaction Report Card (CSRC), a social accountability tool used to assess local government performance in Service Delivery (SD) by the municipal CSOs. The CSRC results will also become basis in formulating the CSO Development | As planned | |

| | | | |
|---|---|---|---|
| | Agenda to be presented to the aspiring political candidates running in May 2016 election and to the new LGU administration in 2016. Follow through intervention on this will be done in 1st quarter of 2016 with the EU Governance Project. | | |
| 8. K & L Products (Manuals, Case Study, Lessons Learned, Good Practices, etc.) | Prepared documentation of case studies on good practices titled "Exacting Social Accountability: A Knowledge & Learning Product of Good Practices on Citizens' Led Monitoring of Government Projects in the Municipality of Tubod, Surigao del Norte". The case study will be shared to Donors, CSOs, partner and other LGUs, NGAs, PhilDHRRA network members, etc. (Annex VII-Tubod Case Study Documentation). | As planned | |
| 9. Technical Proposal for Scaling Up | PhilDHRRA included Tubod Municipality as among the sites to be covered under the new EU-Governance project (which was approved) titled "Consolidating CSO Networks for Citizens' Engagement toward Participatory and Accountable Governance for Poverty Reduction", a 3-year project which aims to strengthen civil society capacity in mobilizing effective citizens' demand for transparency, accountability and Service Delivery (SD) performance of LGUs in pursuit of poverty reduction in selected poor municipalities. | | |

## IV. GAINS AND IMPACTS OF THE SUBPROJECT

Despite the short duration of the project, it has already achieved several gains and impact. The most considerable impact is the citizens' involvement in implementation and monitoring of government projects. This early, the participation of a volunteer citizens group in the monitoring of projects have contributed to bringing up certain in concerns to the authorities and facilitating the resolution of problems and concerns thus making possible the implementation of the projects as planned. The FGD participants sincerely expressed these gains and impact and these are quoted as follows:

- *"If POWERS was not formed, then we will not meet certain personalities during seminars".*

- *"Not all people work just for money. As a Filipino, you should also work and make it good to help other people."*

- *"POWERS was formed because there is a need for a third party monitoring but, the one who initiated this is PhilDHRRA and the Municipal Mayor. POWERS has 27 members from 3 out of 9 barangays of Tubod. POWeRS is SEC registered but, in the local body we are acknowledged but, not yet accredited since the accreditation process is after the election."*

- *"CSO objective is being addressed little by little, we have reached our goals. We cannot be perfect because we are still a new organization and there are projects that have issues, nonetheless we helped in the implementation of the projects. For example, one particular project had an issue because there is a structure that will be built, but there's no available lot. It's not allowed to put a government structure on a private property. There was a particular lot from a certain barangay, but there was no agreement. When the barangay captain hesitated to implement the project because of technicality, we did the documentation process so that the project will pushed through."*

- *"What we do was to check if what they did was according to design. We talk to the president of the project that we are monitoring. They cooperate because they agreed with the questions found in the form. Financial matter is included in the tool. We gather financial data of projects."*

*"There was a positive impact in our monitoring. An example is the irrigation project. Since the landowner did not allow the irrigation canal to pass through his land, the canal was directed through the boundary. So instead of a straight line, the canal passed through a crooked path, which resulted to shortage of 50 metersin length ofthe irrigation canal to reach the beneficiary-community. We reported our monitoring finding to NIA (implementing agency), of which the latter called us for a dialogue. The positive result, NIA added budget to extend an additional 50 meters more for the canal. The beneficiaries were happy of the result. If we did not monitor that, that irrigational canal could have been beneficial to the farmer-beneficiaries.*

## V. SUCCESS FACTORS

There are several factors that contributed to the success of the project. Foremost of which is the positive attitude and availability of the citizens involved in the project. The strict compliance to the criteria for the selection of project participants was therefore very crucial. Another very important factor that contributed to the project's success is the Municipal Mayor herself. It was noted from the start that the current Mayor is somebody who values the participation of civil society in local governance. Her support to the project implementation was very significant. The third factor is the presence of the NGOs, in this case, PhilDHRRA and SCCI, which provided the capacity building interventions and guidance to the project participants. The importance of the financial support extended by ADB through the PTF likewise cannot be discounted. Without this financial support, the provision of organizing and technical assistance from the partner NGOs and the conduct of the various training programs for the volunteer citizens and the formation and strengthening of the POWeRS would not have been possible.

The current officers and members of POWeRS are very confident that given enough time and

opportunity, they will be able to continue their journey as an informed and strong VCG and so Tubod's next generation will reap the fruits of their efforts - "Good Governance Practice". They proudly say their good practice is their "volunteerism" and their improved capacity to do monitoring and evaluation.

POWeRS expressed an overwhelming appreciation of PhilDHRRA's technical assistance specifically the conduct of capacity building interventions for the monitoring team. They appreciated the monitoring tool shared to them, useful because they were trained how to use it. They also learned how to relate/interact with the project implementers.

During the FGD, the participants shared narratives expressing their commendable experience while the project was in progress. They were quoted as follows:

- *"Prior to PhilDHRRA project, if you are the monitoring entity you become an enemy of project implementers. When PhilDHRRA arrived, perception was changed. We realized that we could monitor projects without becoming enemies with the project implementers. Before, people are not aware of the projects; we are not involved, nor consulted. Today, we are present during the bidding. There will be no bidding if there is no representative from civil society organizations (CSO). Two of our members in POWeRS are signatories of the Bids and Awards Committee (BAC). Three of POWeRS attend the BAC biddings, 1 of the 3 is observer only. If one cannot attend, somebody will substitute. There should be three present. Even during the conceptualization of projects, the CSO is invited. At the barangay level, CSOs are also invited. There are barangays who call for us, although there are still some who do not involve us."*

- *"PhilDHRRA introduced and trained POWeRS on the monitoring tool. "Actually the tool was obtained from the National Anti-Poverty Commission (NAPC) and was shared to us. That is what we are using. It is useful and an effective monitoring too. It can be easily understood because it is not highly technical. It is a 5-page monitoring tool plus another tool with 3 pages."*

- *"The monitoring outputs are consolidated by PhilDHRRA. Now that the project has ended, all consolidation will be with POWeRS. Two weeks ago, the municipal government has formed its own monitoring team. The one who leads the team is POWERS."*

## I. CHALLENGES

There are also challenges faced by POWeRS even in their own communities**.** Among the challenges met by POWeRS during the project implementation were as follows:

- Influencing other people to join POWeRS to increase membership for a stronger monitoring team is one constraint of the team. Many of their colleagues do not want to join them because of financial constraints and availability. No one yet expressed intention to join POWERS since it was formed. Other people are wondering why the volunteers do monitoring. Some even criticize and ridicule them. Some people are asking them why the members of POWeRS monitor the projects when in fact they do not have compensation.

- In every organization, financial constraint or the lack of mobilization fund is a normal problem. That automatically becomes a hindering factor in the sustainability of projects. The FGD participants expressed that it is really hard to implement the monitoring task because even if the volunteers are willing but if there is no money at

least for transportation then it becomes difficult. Since the nature of the work is voluntary, the organization does not collect membership fees, yet. To quote the statements made in the FGD:

*"Maybe in the future we can collect. As of now it is hard to collect membership fees since we are just volunteers. We even spend for our monitoring how much more if we would collect for membership fee. We cannot simply just ask for donations because what if the entity that gives financial donations has projects that we might monitor. Then that would create conflict of interest. If they feed us, then that is a favor received."*

## VI. POTENTIAL FOR REPLICATION

Uniqueness may not be a virtue of this project as this project can already be classified as a replication or an innovation of the best practices that happened in a few areas in the Philippines. However, it is very significant in the Municipality of Tubod. In fact the current Mayor expressed appreciation to PhilDHRRA for organizing and capacitating the volunteer citizens' group as it has paved the way for more active involvement of the civil society in local governance.

The FGD participants are quoted below as to their ideas of their project being unique:

- *"I don't know what is unique with us, but I believe we are a rare breed. Others would just say how could they join POWERS when we cannot get even a cent from our effort? Sometimes, we are the ones shelling out from our pockets for our expenses. We should not act as heroes but, at least we are aware of our environment and our principles*."

- *"The project is the first in Tubod but we also have a model in the Province of Abra. A person from Abra came over here and shared their experiences to us as one of the capacity building inputs of PhilDHRRA for POWERS.*

The members of POWeRS have engaged themselves in good practice of a "*Constructive Engagement-Citizens' Led Monitoring of Government Projects*". Their experience is worth replicating in other municipalities of Surigao del Norte and even in other parts of the country. They have expressed their confidence and enthusiasm in sharing their experience in the following quotations from them during the FGD:

- *"Yes! Definitely! We can show good practices to encourage other communities practice participatory governance through people empowerment!"*
- *"The fact that POWERS is authorized to look over projects of the government and to be part of the conceptualization is good governance practice."*
- *"On the ground we realized, our accomplishments are not yet enough. We wanted that all CSOs whether registered or not registered should have one goal and common development agenda. That we should lobby this and let it form part of our government programs and policies because this is what we need. We need to hear from the bottom. The CSOs are not yet united but we are on the process of achieving it. POWeRS pioneered in advocating for unification. We have nine barangays, only three barangays participated yet, that's why we need to expand."*
- *"To proceed, we now expect PhilDHRRA to provide advocacy materials. We can now help PhilDHRRA conduct capacity trainings in other areas. What we need are materials."*

- *"We are proud because at least we can help in the implementation of quality projects. We many learning such as monitoring of farm to market roads and the projects' actual cost.*
- *"We are willing to share our learning to other barangays or to other CSOs. We just need handouts. We want to improve the monitoring tool adaptable to situations. We can input narrative descriptions instead of just mere checking. There should be justification for our ratings."*

## VIII. SUBPROJECT EXPENDITURE REPORT

**Please refer to Attachment I for details.**

**PHILDHRRA - TUBOD PROJECT**
**SUBPROJECT EXPENDITURE REPORT**
**AS OF DECEMBER 31, 2015**

**ATTACHMENT I**

| Budget Line Item | TOTAL APPROVED BUDGET | | | ACTUAL EXPENDITURES | | |
|---|---|---|---|---|---|---|
| | No. of Units | Unit Cost (PhP) | Total Cost (PTF) (PhP) | TOTAL EXPENSES as of Dec. 31, 2014 (Php) | TOTAL EXPENSES Jan-December. 2015 | balance end |
| **Category 1 - Personnel (contract)** | | | **450,800** | **450,800** | **16,930** | **(16,930.00)** |
| Regional Coordinator (level of effort 15%) | 7 | 3,600 | 25,200 | 25,200.00 | 6,000.00 | (6,000.00) |
| Finance Manager (level of effort 20%) | 7 | 2,400 | 16,800 | 16,800.00 | 6,930.00 | (6,930.00) |
| Project Coordinator (level of effort 100%) | 7 | 35,000 | 245,000 | 245,000.00 | | - |
| Community Development Facilitator | 7 | 18,000 | 126,000 | 126,000.00 | | - |
| Bookkeeper (level of effort 30%) | 7 | 5,400 | 37,800 | 37,800.00 | 4,000.00 | (4,000.00) |
| **Category 2 - Operational Expenses** | | | **88,000** | **48,227** | **22,000** | **17,772.54** |
| Office supplies | 4 | 1,000 | 4,000 | 1,478.02 | | 2,521.98 |
| Communication | 7 | 1,000 | 7,000 | 2,619.44 | 2,000.00 | 2,380.56 |
| Document production | 4 | 2,000 | 8,000 | 330.00 | | 7,670.00 |
| Transportation expenses | 7 | 3,000 | 21,000 | | | 21,000.00 |
| Equipment rental (computer, printer, vehicle LCD, camera, etc.) | 4 | 12,000 | 48,000 | 43,800.00 | 20,000.00 | (15,800.00) |
| **Category 3 - Training -Worskhop Expenses/Meeting Expenses** | | | **410,635** | **188,627** | **80,467** | **141,541.31** |
| Hotel/Accommodation/Venue | 4 | 30,000 | 48,000 | 22,751.36 | 21,150.00 | 4,098.64 |
| Meals | 8 | 30,000 | 240,000 | 97,569.40 | 59,317.09 | 83,113.51 |
| Ground transportation | 8 | 12,000 | 96,000 | 56,303.09 | | 39,696.91 |
| Training materials and supplies | 6 | 4,000 | 26,635 | 12,002.75 | | 14,632.25 |
| **Category 4 - M&E Piloting** | | | **30,000** | **12,807** | **114,000** | **(96,807.00)** |
| Ground transportation | 3 | 5,000 | 15,000 | 4,807.00 | 84,000.00 | (73,807.00) |
| Meals/per diem | 3 | 5,000 | 15,000 | 8,000.00 | 30,000.00 | (23,000.00) |
| **Category 5 - Communication & Advocacy** | | | **71,000** | **2,326** | **40,000** | **28,674.00** |
| Forum/Planning/Interactive Meetings | 5 | 12,000 | 60,000 | 2,326.00 | 40,000.00 | 17,674.00 |
| Meals/per diem | 5 | 1,000 | 5,000 | - | | 5,000.00 |
| Ground transportation | 40 | 150 | 6,000 | - | | 6,000.00 |
| **Category 6 - Development of K & L Products** | | | **45,000** | **-** | **26,250** | **18,750.00** |
| Documentation Expenses (data gathering) | 1 | 20,000 | 20,000 | - | 26,250.00 | (6,250.00) |
| Production Expenses (including layout) | 100 | 250 | 25,000 | - | | 25,000.00 |
| **Category 7 - Contracts and Consultants** | | | **100,000** | **8,000** | **185,000** | **(93,000.00)** |
| Technical Consultancy (including case study documentation) | 1 | 100,000 | 100,000 | 8,000.00 | 185,000.00 | (93,000.00) |
| **DIRECT COST Sub-Total** | | | **1,195,435** | **710,787** | **484,647** | **0.85** |
| **INDIRECT COST Allowance (5% of Direct Cost)** | | | 68,872 | 127,566.00 | | (58,694.00) |
| **CONTINGENCY (4% of Direct Cost)** | | | 58,694 | | - | 58,694.00 |
| **PROJECT TOTAL** | | | **1,323,001** | **838,353** | **484,647** | **0.85** |

Prepared by:

ARLINE A. ULEP-GANOY
Admin & Finance Officer

Approved by:

GLENN S. BAIS
Regional Coordinator-Mindanao