

Alma



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Department of Environment and Natural Resources  
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13 May 2011

MEMORANDUM


TO : FASPO DIVISION CHIEFS  
FROM : EDWIN G. DOMINGO  
Overall Director, FASPO  
SUBJECT : **Guidelines on the preparation of Quarterly Project Status Report**

In order to ensure timely submission of project status reports to DENR/FASPO officials, please be guided by the following:

- 1) The quarterly reporting format has been simplified and will now be called the Project Status Report or PSR (See Attachment A).
- 2) The responsibility for preparing the PSR will be spread out to all designated Action/Project Officers (See Attachment B).
- 3) The Division Chief of the staff assigned to prepare the PSR shall ensure that the report is prepared and submitted on a timely basis, i.e. within 30 days after the end of the Quarter (See Attachment C).
- 4) For UNDP funded projects, which are also required to submit quarterly progress reports to UNDP, a separate PSR may no longer be prepared as the UNDP report could already serve the purpose of the PSR.
- 5) In as much as PMED/MIS will also be responsible for preparing status reports for the entire ODA Portfolio, MIS shall be furnished copies of all PSRs/UNDP reports.
- 6) Considering that the project financial status is an integral part of the PSR and other ODA reports, PAMD shall ensure that the required financial data are provided on a monthly basis.

Please disseminate these guidelines to your respective staff.

For compliance.

  
**EDWIN G. DOMINGO**  
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Cc: Asst. Secretary Analiza R. Teh

DENR Foreign assisted & Special Projects Office  
**PROJECT STATUS REPORT**  
 As of \_\_\_\_\_

<b>I. PROFILE</b>						
Project Title:						
Fund Source/s:						
Loan No.:						
Grant No.:						
Total Project Cost:						
Loan Amount:			FOR LOAN PROJECTS:			
Grant Amount:			Interest Rate (%):			
GOP:			Service Charge (%)			
Signing Date:			Commitment Charge			
Effectivity Date:			Maturity Period			
Completion Date (physical):			Grace Period			
Closing Date (loan closing):			Cancellations			
Original			Amount Cancelled:			
Revised			Date cancelled:			
Executing/Implementing Agency:						
Region(s):						
Province (s):						
Beneficiaries:						
Objectives:						
<i>(Write the purpose/target outcome of the project. Be brief which is about 6 lines)</i>						
Description:						
<i>(Enumerate the components of the project and brief statements of the project strategy and approach - about 8 lines)</i>						
<b>II. PHYSICAL AND FINANCIAL STATUS AT ____% TIME ELAPSED</b>						
PHYSICAL ACC. <sup>1</sup>		____% accomplishment of weighted target for the period <sup>2</sup>				
▪ ANNUAL		____% accomplishment of cumulative weighted target <sup>3</sup>				
▪ CUMULATIVE						
BUDGET UTILIZATION		Allotment Released	Obligated	Disbursed	Liquidation	% Util.
▪ ANNUAL						
LP						
GP						
GOP						
▪ CUMULATIVE						
LP						
GP						
GOP						
LOAN AVAILMENT <sup>4</sup>						

III. ACHIEVEMENT OF TARGET OUTPUTS/MILESTONES FOR CY 2011 <sup>5</sup>		
Target Outputs/ Milestones	Progress of Achievement (indicate % accomplishment, if applicable)	Remarks (reasons for backlogs, actions being taken)
IV. STATUS OF AGREED ACTIONS ON OUTSTANDING ISSUES FROM REVIEW MISSIONS AND OTHER EVOLVING ISSUES		
Issues/Concerns	Agreed Actions and Timeframe	Status
V. ADDITIONAL COMMENTS/REMARKS		

<sup>1</sup> For grant projects, if weighted physical accomplishment is not possible, express in other ways that will give an overview of physical progress, e.g. no. or % of actual output indicators accomplished vs. no. of target output indicators; no. or % of activities on-schedule/ behind schedule, etc.

<sup>2</sup> From start of the year to the period being reported, i.e. Actual weighted physical accomplishment/ Target weighted physical accomplishment x 100

<sup>3</sup> From start of project to the period being reported, i.e. Cumulative actual weighted physical accomplishment /Cumulative target weighted physical accomplishment x 100

<sup>4</sup> Cumulative actual loan disbursements as a percentage of cumulative scheduled disbursement (includes initial amount advanced by the Bank in the Special Account and the loan draw downs).

<sup>5</sup> Level of achievement of target outcomes to be included in the year-end report.

### Reporting Flow within FASPO and Timelines for Submission of Quarterly Project Status Reports

