



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Order No. 0675
Series of 2022

TO : ALL OFFICES, DIVISIONS, SPECIAL PROGRAMS AND ATTACHED OFFICES
Office of the Chief Minister
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : REVISED GUIDELINES ON THE SUBMISSION OF MONTHLY, QUARTERLY, SEMI-ANNUAL, AND ANNUAL ACCOMPLISHMENT REPORTS

DATE : 30 RABI'UL-AKHIR 1444 | 24 NOVEMBER 2022

I. PURPOSE

- A. This memorandum order is being issued to prescribe the guidelines and procedures for the periodic submission of Accomplishment Reports for offices/divisions, Special Programs, Attached Offices, and Attached Offices with fiscal autonomy under the Office of the Chief Minister which aims to assess and evaluate the office performance in relation to the approved Work and Financial Plan (WFP).
- B. Further, in compliance to COA Circular No. 2013-004, also known as "Information and Publicity on Programs/Projects/Activities of Government Agencies", these guidelines shall serve as reference in preparation of Report on Government Programs/Activities/Projects (PAPs) that shall be submitted quarterly to the Commission on Audit, and other reports that may be required by the top management.

II. GENERAL GUIDELINES

A. OCM Proper Offices, Special Offices, and Attached Offices

- a.1 All offices shall prepare the Monthly, Quarterly, Semi-Annual, and Annual Accomplishment Report and Narrative Report enclosed with photo documentation.
- a.2 The Monthly Accomplishment Report shall contain the programs, projects and activities, output indicator, target physical accomplishment, actual physical accomplishment, percentage of physical accomplishment and weighted physical accomplishment with corresponding remarks in each PAP, if necessary.

a.3 The monthly, quarterly, semi-annual, and annual Accomplishment Reports shall contain additional columns that will show the variance between the target physical accomplishment and the actual physical accomplishment.

a.4 The remarks column is intended for the issues/concerns encountered in implementing or conducting each PAP and the recommendations to address the same.

a.5 The special programs and attached offices with extended appropriations shall also prepare the Monthly, Quarterly, Semi-Annual, and Annual Catch-up Plan Accomplishment Report and narrative report.

a.6 All offices shall provide additional attachment for the Means of Verification (MOVs), i.e., the actual proof of performance, based on the predetermined list of MOVs provided in the justification of the approved WFP.

B. Attached Offices with fiscal autonomy

b.1 Paragraph 5 of Legal Opinion No. 2022-094 dated July 25, 2022, issued by the Bangsamoro Attorney General's Office, provides that *the legal relationship between the ministry or its equivalent and attached agency is limited to policy and program coordination only*. Stated further that, *"the coordination may be accomplished by having the attached agency comply with a system of periodic reporting which shall reflect the progress of PPAs. Meanwhile, matters of day-to-day administration or those pertaining to internal operations shall be left to the discretion of the head of agency."*

As such, all Attached Offices with fiscal autonomy shall also prepare the Quarterly, Semi-Annual, and Annual Accomplishment Report and Narrative Report with attached photo documentation. The report will only include the PAPs under the Operations sans PAPs under the General Administration and Support (GAS) and Support to Operations (STO).

III. PROCEDURES

The following serves as guide in filling out each column of the Monthly, Quarterly, Semi-Annual, and Annual Accomplishment Report form, templates of which are attached for reference.

- A. Programs, Activities and Projects (PAPs) – Indicate the PAP based on the budget execution documents approved by the Ministry of Finance, Budget and Management (MFBM) and the WFP by cost structure approved by the Senior Minister or head of office. If there are PAPs that are not included in the approved WFP, place it on the PAPs column under **"Other PAPs"**.
- B. Output Indicator – Indicate the output indicator that measures quantitatively the approved PAPs that have been implemented as planned.
- C. Physical Target - Indicate the target quantity of PAPs based on the approved Work and Financial Plan.
- D. Actual Physical Accomplishment (APA) - Indicate the actual accomplished physical quantity of each PAP. Physical accomplishment beyond the target must be reflected to note the negative or positive variance.

- E. Percentage of Physical Accomplishment – Indicate the percentage accomplished versus the physical targets for each PAP using the following formula:

$$\% \text{ PA} = \frac{\text{APA}}{\text{PT}} \times 100\%$$

%PA= Percentage of Physical Accomplishment
 APA= Actual Physical Accomplishment
 PT= Physical Target

Note: The physical accomplishment shall be computed on the actual month of implementation irrespective of the schedule on the approved WFP. Otherwise stated, the accomplishment of a particular PAP should be reflected on the month that it was conducted.

The computation for an accomplishment that does not fall under the targeted schedule shall be automatically computed as 100% under Percentage of Physical Accomplishment column.

Justification for either the positive or negative variance must be reflected in the remarks portion of the template.

- F. **PERCENTAGE WEIGHTED PHYSICAL ACCOMPLISHMENT** – Indicate the weight of physical accomplishment for each PAP versus total physical target.

Formula:

$$\% \text{ WPA} = \frac{(\% \text{ PA} \times \text{PT})}{\sum \text{PT}}$$

%WPA= Percentage Weighted Physical Accomplishment
 %PA= Percentage of Physical Accomplishment
 PT= Physical Target
 ΣPT= Sum of all Physical Target

- G. **PERCENTAGE ALLOCATION PER COST STRUCTURE (PACS)** – The percentage allocation per cost structure (GAS, STO, OPS) is in consonance with the Memorandum Order No. 0462, s. 2022 re: Performance Evaluation Guidelines for SPMS implementation.

Cost Structure	Percentage Allocation
General Administration and Support (GAS)	10%
Support to Operations (STO)	15%
Operations (OPS)	70%
OTHER PAPs	5%

If there are no Other PAPs:

Cost Structure	Percentage Allocation
GAS	10%
STO	20%
OPERATIONS	70%

PACS= Percentage Allocation x %PA

Note: This column shall only be included in Quarterly, Semi-Annual, and Annual Accomplishment Report Form.

H. Variance - This column represents the difference between the Physical Target minus the Physical Accomplishment. The variance could be any of the following:

- i. zero (0) if the physical target is met 100%
- ii. positive (+) if the actual accomplishment exceeded the physical target
- iii. negative (-) if the physical target is either not met or only partially met

I. Remarks - This column elaborates the justification for either the negative or positive variance in accomplishing the physical targets.

IV. Signatories for Accomplishment Reports

The following are the authorized signatories for the approval of the Accomplishment Report:

Prepared by: **Designated Monitoring and Evaluation Officer**

Reviewed by: For Executive Offices, other OCM Offices, Office of Service Directors and Special Programs:

Immediate Supervisor

For division under services, and attached offices:

Chief of the Division

Approved by: For Executive Offices, other OCM Offices, Office of Service Directors, Attached Offices and Special Programs:

Head of Office/Oversight Officer

For divisions under services:

Service Director

V. Narrative Report - This contains the narration of the whole process and conduct of the office's program, activities, and projects. The narration elaborates the content of the **numerical value of accomplished output indicator of each PAP.**

Format:

Paper Size:

For Accomplishment Report Form: Folio (8.5 x 13 inches)

For Narrative Report: A4 Size

Font Style: Times New Roman

Font Size: 16 (Heading)

12 (Body)

Photo Documentation- This will serve as one of the Means of Verification of the accomplished PAPs. The photos shall have a caption that contains the brief description of the activity. A maximum of two (2) photos shall be attached per PAP accomplished.

Note: The sex disaggregated data of participants/beneficiaries must be obtained during the implementation of PAPs and must be reflected in the narrative report.

VI. SUBMISSION

All offices/divisions including the Special Programs, attached offices, and attached offices with fiscal autonomy shall submit an editable electronic copy of the Accomplishment Report Forms to M&E Section through the TMS Planning official e-mail, tmsplanning@bangsamoro.gov.ph and signed hard copy of AR form and its corresponding narrative report, every 2nd Wednesday of the succeeding month and an Annual Accomplishment report on the 2nd Wednesday of January of the following fiscal year.

VII. SANCTIONS

Offices with late submission shall be recorded with the following sanctions:

First Offense:	Issuance of 1st Notice of Late Submission or Non-Submission.
Second Offense:	Issuance of 2nd Notice of Late Submission or Non-Submission and an additional Letter of Explanation addressed to the Office of the Senior Minister concerning non-compliance, furnishing the TMS-Planning and Management Division with a copy of the same.
Third Offense:	List of Offices will be brought before the top management during the Management Committee Meeting

VIII. DESIGNATED MONITORING AND EVALUATION OFFICER

To ensure compliance to these guidelines, Heads of Offices/Directors and Division Chiefs are hereby directed to designate a Monitoring and Evaluation Officer through issuance of an office order, furnishing the TMS-PMD with a copy.

The following details must be included in the office order:

- a. Name of the designated Monitoring and Evaluation Officer
- b. Position
- c. Contact Number
- d. Duties and Responsibilities, such as but not limited to:
 - i. Preparation of Accomplishment Reports and Narrative Reports;
 - ii. Attendance to quarterly meeting of Monitoring and Evaluation Officers under OCM;
 - iii. Participation to activities requiring the attendance of Monitoring and Evaluation Officers;
 - iv. Coordination with TMS-Planning and Management Division and FMS-Budget Division

Any other concerns related to the preparation and finalization of WFP not specifically stipulated in these guidelines shall be resolved by the TMS-Planning and Management Division and the FMS-Budget Division, subject to the approval of the Office of the Senior Minister.

IX. EFFECTIVITY

This order shall take effect immediately and shall supersede Memorandum Order 132, series of 2022.

For guidance and compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABDULRAOF A. MACACUA
Senior Minister ♀

OCM-BARMM IRD-AMS
AAA136253



Bangsamoro Autonomous Region in Muslim Mindanao
Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
Name: ABDUL AZIS LUALI
Date: DEC 12 2022 Time: 9:10 AM

Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
Records Division - AMS
RELEASED
BY : Bhai Elham M. Hadji Guialil
DATE : 12 DEC 2022
TIME : 6:59 AM

RECEIVED FOR ROUTING

By: hanan

Date: 12 DEC 2022

Time: 10:55 AM

MONTHLY ACCOMPLISHMENT REPORT

For the Month of August

2021 Accomplishment Report
2022 Accomplishment Report

OFFICE: **Planning and Management Division-TMS**

DATE SUBMITTED: _____

No.	Program/Project/Activities	Output Indicator	Target Physical Accomplishment	Actual Physical Accomplishment	Percentage Physical Accomplishment (%)	Weighted Physical Accomplishment (%)	Remarks
A. WFP PAPS							
I. General Administration and Support (GAS)							
Records Management							
a.	Receiving and Routing of Documents	Number of documents received and routed	30	30	100.00%	9.26%	
b.	Releasing and Routing of Documents	Number of documents released and routed	15	15	100.00%	4.63%	
c.	Maintenance of Communication Matrix	Number of updates done	2	2	100.00%	0.62%	
d.	Filing of Documents	Number of documents coded and filed	45	35	77.78%	10.80%	
e.	Management of PMD's official email						
	i. Printing or Posting of Received email in PMD's official GC	Number of posts or printing done	20	25	125.00%	7.72%	
	ii. Acknowledgment of emails received	Number of acknowledgment done	20	25	125.00%	7.72%	
II. Support to Operations (STO)							
Capacity Building for PMD Personnel							
a.	Training on Analytics Project Management	Number of modules completed	1	1	100.00%	0.31%	

III. Operations (OPS)						171	118	69.01%	36.42%
A. Division									
a.	Attendance to BARMM Government-wide Committees/Activities representing OCM	Number of committee activities participated	3	5	166.67%	1.54%	Attended 2 RLUC, 1 RPMEC, and 2 BEDC activities		
b.	Provision of Secretariat Services Team		1	1	100.00%	0.31%			
i.	Personnel Development Committee	Number of activities provided with secretariat services	1	1	100.00%	0.31%			
ii.	Strategic Performance Management Review Team		1	1	100.00%	0.31%			
B. Planning Section									
Preparation and Finalization of Annual Budget Proposal									
a.	i. Provision of technical assistance for Budget Preparation and Finalization	Number of technical assistance provided	20	41	205.00%	12.65%	12 OCM offices, 5 services, 15 attached agencies, and 7 special programs sought assistance for Budget Preparation and Finalization		
b.	Provision of technical assistance to the offices under OCM on planning concerns	Number of technical support to the OCM offices coordinated and conducted.	10	5	50.00%	1.54%			
c.	Collection and Review of EOPCR, SPCR and DPCR of OCM Proper	# of PCR contracts reviewed	31	31	100.00%	9.57%			
C. Monitoring and Evaluation Section									
a.	Conduct meeting with Monitoring and Evaluation Officers of OCM's special programs	No. of meetings conducted	1	1	100.00%	0.31%			
b.	Monitoring and evaluation of OCM flagships programs	Number of projects and program monitored and evaluated	70	2	2.86%	0.62%			
c.	Collection of OCM offices, special programs, and attached offices' Accomplishment report	Number of reports consolidated	33	30	90.91%	9.26%			
TOTAL:						324	251	77.47%	77.47%
						Total Physical Accomplishment (%)			

Prepared by:

Reviewed by:

Approved by:

HAIFA A. ORLASAN
Project Evaluation Officer II

ALMUHANDEZ D. OMAR
Project Evaluation Officer III

LO IVAN R. CASTILLO
Planning Officer V

QUARTERLY ACCOMPLISHMENT REPORT

____ Quarter

2020 Accomplishment Report
2021 Accomplishment Report

USE THIS FORM IF THERE ARE "NO OTHER PAPs"
ACCOMPLISHED

OFFICE: _____ DATE SUBMITTED: _____

No.	Program/Project/Activities	Output Indicator	Physical Target	Actual Physical Accomplishment	Percentage Physical Accomplishment (%)	Weighted Physical Accomplishment (%)	Percentage Allocation per Cost Structure	Remarks
A. (WFP PAPs)								
	General Administrative Support (GAS) (10%)	Sub-total	15	12	80.00%	37.50%	8.00%	
	PAP 1		5	5	100.00%	15.63%		
	PAP 2		10	7	70.00%	21.88%		
	Support to Operations (STO) (20%)	Sub-total	12	8	66.67%	25.00%	13.33%	
	PAP 1		5	3	60.00%	9.38%		
	PAP 2		7	5	71.43%	15.63%		
	Operations (70%)	Sub-total	5	3	60.00%	9.38%	42.00%	
	PAP 1		3	2	66.67%	6.25%		
	PAP 2		2	1	50.00%	3.13%		
B. (Other PAPs)								
	TOTAL:		32	23				
				Total Physical Accomplishment (%)		71.88%	63.33%	

Prepared by: _____ Reviewed by: _____ Approved by: _____
Designated M&E Officer/Focal Person Supervisor/Division Chief Service Director/Head of Office

QUARTERLY ACCOMPLISHMENT REPORT

— Quarter —

USE THIS FORM IF THERE ARE "OTHER PAPS"
ACCOMPLISHED

2020 Accomplishment Report	2021 Accomplishment Report

OFFICE: _____ DATE SUBMITTED: _____

No.	Program/Project/Activities	Output Indicator	Physical Target	Actual Physical Accomplishment	Percentage Physical Accomplishment (%)	Weighted Physical Accomplishment (%)	Percentage Allocation per Cost Structure	Remarks
A. (WFP PAPS)								
	General Administrative Support (GAS) (10%)	Sub-total	15	12	80.00%	35.29%	8.00%	
	PAP 1		5	5	100.00%	14.71%		
	PAP 2		10	7	70.00%	20.59%		
	Support to Operations (STO) (15%)	Sub-total	12	8	66.67%	23.53%	10.00%	
	PAP 1		5	3	60.00%	8.82%		
	PAP 2		7	5	71.43%	14.71%		
	Operations (70%)	Sub-total	5	3	60.00%	8.82%	42.00%	
	PAP 1		3	2	66.67%	5.88%		
	PAP 2		2	1	50.00%	2.94%		
	Other PAPS (5%)	Sub-total	2	2	100.00%	5.88%	5.00%	
	PAP 1		1	1	100.00%	2.94%		
	PAP 2		1	1	100.00%	2.94%		
	TOTAL:		34	25		73.53%	65.00%	

Prepared by: _____

Reviewed by: _____

Approved by: _____

M&E Officer/Focal Person

Supervisor/Division Chief

Service Director/Head of Office

SEMI-ANNUAL ACCOMPLISHMENT REPORT

_____ Semester

2020 Accomplishment Report
2021 Accomplishment Report

OFFICE: _____ DATE SUBMITTED: _____

No.	Program/Project/Activities	Output Indicator	Physical Target	Actual Physical Accomplishment	Percentage Physical Accomplishment (%)	Weighted Physical Accomplishment (%)	Percentage Allocation per Cost Structure	Remarks
A. (WFP PAPs)								
General Administrative Support (GAS) (10%)		Sub-total	15	12	80.00%	37.50%	8.00%	
	PAP 1		5	5	100.00%	15.63%		
	PAP 2		10	7	70.00%	21.88%		
Support to Operations (STO) (20%)		Sub-total	12	8	66.67%	25.00%	13.33%	
	PAP 1		5	3	60.00%	9.38%		
	PAP 2		7	5	71.43%	15.63%		
Operations (70%)		Sub-total	5	3	60.00%	9.38%	42.00%	
	PAP 1		3	2	66.67%	6.25%		
	PAP 2		2	1	50.00%	3.13%		
B. (Other PAPs)								
TOTAL:			32	23				
Total Physical Accomplishment (%)						71.88%	63.33%	

Prepared by: _____

Reviewed by: _____

Approved by: _____

M&E Officer/Focal Person

Supervisor/Division Chief

Service Director/Head of Office

ANNUAL ACCOMPLISHMENT REPORT

F.Y. _____

2020 Accomplishment Report
2021 Accomplishment Report

OFFICE: _____

DATE SUBMITTED: _____

No.	Program/Project/Activities	Output Indicator	Physical Target	Actual Physical Accomplishment	Percentage Physical Accomplishment (%)	Weighted Physical Accomplishment (%)	Percentage Allocation per Cost Structure	Remarks
A. (WFP PAPs)								
General Administrative Support (GAS) (10%)		Sub-total	120	150	125.00%	76.14%	12.50%	
	PAP 1		50	45	90.00%	22.84%		
	PAP 2		70	105	150.00%	53.30%		
Support to Operations (STO) (20%)		Sub-total	50	55	110.00%	27.92%	22.00%	
	PAP 1		30	28	93.33%	14.21%		
	PAP 2		20	27	135.00%	13.71%		
Operations (70%)		Sub-total	27	24	88.89%	12.18%	62.22%	
	PAP 1		15	14	93.33%	7.11%		
	PAP 2		12	10	83.33%	5.08%		
B. (Other PAPs)								
		TOTAL:	197	229		116.24%	96.72%	
		Total Physical Accomplishment (%)		Total Physical Accomplishment (%)		116.24%	96.72%	

Prepared by: _____

Reviewed by: _____

Approved by: _____

M&E Officer/Focal Person

Supervisor/Division Chief

Service Director/Head of Office



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NARRATIVE REPORT

As of _____

I. EXECUTIVE SUMMARY

- Brief summary of the progress report.

II. PROGRESS/DETAILS OF ACTIVITIES

- List down the accomplished PAPs and their important details (i.e. what, when, who, why, and how).
- This can be in bullet form.

Sample:

A. General Administrative and Support Services (GAS)

1. Conduct of Monthly Meeting

One (1) general meeting was conducted on August 12, 2022. (Indicate agenda)

B. Support to Operations (STO)

1. Attend to training-workshop

This month of August 2022, the following training-workshops have been conducted by our office, to wit:

a. Workshop on Technical Writing

The Workshop on Technical Writing was conducted on August 1, 2022 at Cren Cuisine, Cotabato City. The activity was conducted and facilitated by the Technical Management Service - Research and Development Division. Twenty (20) TMS personnel have participated with ten (10) males and ten (10) females. The workshop's objectives were to enhance the technical writing skills of the TMS employees' and to develop them better in crafting guidelines, policies, and doing research papers for the betterment of the Office of the Chief Minister's governance to the Bangsamoro people. The Workshop on Technical Writing's resource person was none other than the Chief Administrative Officer of the Technical Management Service - Planning and Management Division, Lo Ivan R. Castillon, Ph.D.

b. Workshop on Statistical Analysis

C. Operations

- ##### **1. Provision of technical assistance to the offices under OCM on planning concerns**



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III. ISSUES AND CHALLENGES

- List down the unmet PAPs and why they are difficult to accomplish. Do not include the office's internal issues and challenges (e.g. lack of supplies, lack of manpower).

IV. RECOMMENDATIONS

Prepared by:

M&E Officer/Focal Person

Reviewed by:

Immediate Supervisor/Chief of Division

Reviewed by:

Director/Head of Office