



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. 36 *391*
Series of 2023

TO : ALL OFFICES, DIVISIONS, SPECIAL PROGRAMS, AND ATTACHED AGENCIES UNDER THE OFFICE OF THE CHIEF MINISTER
Bangsamoro Autonomous Region in Muslim Mindanao

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

DATE : 25 Rabi Al-Thani 1445 AH | 09 November 2023

I. PURPOSE

This memorandum order is being issued to prescribe the guidelines and procedures for the periodic submission of accomplishment reports for offices/divisions, special programs, and attached offices including 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).

The performance of offices shall be utilized as a reference for the periodic submissions as prescribed by the Ministry of Finance, Budget Management (MFBM) Bangsamoro Budget Circular No. 2021-03 entitled "Guidelines on the budget and financial accountability reports starting FY 2021" and Commission on Audit COA-DBM Joint Circular No. 2013-004 entitled "Information and Publicity of on Programs/Projects/Activities on Government Agencies", and OCM Gender and Development (GAD) Policy.

II. GENERAL GUIDELINES

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

a.1 All offices shall prepare the monthly, quarterly, and annual accomplishment report and narrative with attached photo documentation.

a.2 The accomplishment report shall contain the programs, projects, and activities, output indicator, physical target, physical accomplishment, variance with corresponding narrative in each PAP, and a number of male-female - children involved, if applicable.

a.3 The special programs and attached offices with extended appropriations shall also prepare the Monthly, Quarterly, and Annual Catch-up Plan Accomplishment Report.

a.4 All offices shall provide additional attachments 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.

a.5 A detailed narrative report shall be submitted by the OCM Special Programs and Attached Offices as additional Means of Verification of accomplished PAPs quarterly along with the quarterly and annual accomplishment report as Annex B. The narration elaborates the content of the accomplished PAP/s in line with the approved Work and Financial Plan and Budget Execution Document.

B. Attached Offices with fiscal autonomy

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 and Annual Accomplishment 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 a guide in filling out each column of the monthly, quarterly, 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 MFBM and WFP by cost structure approved by the Senior Minister. If there are PAPs that are not included in the approved WFP, place it on the PAPs column under **“Other PAPs”**.
- B. COST STRUCTURE**– The percentage allocation per cost structure (GAS, STO, OPS) is in consonance with 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%

- C. OUTPUT INDICATOR (OI)** – Indicate the output indicator that measures quantitatively the approved PAPs that have been implemented as planned.
- D. PHYSICAL TARGET (PT)** - Indicate the target quantity of PAPs based on the approved Work and Financial Plan.
- E. PHYSICAL ACCOMPLISHMENT (PA)** - Indicate the actual accomplished physical quantity of each PAPs.
- F. VARIANCE** - This column represents the difference between the Physical Accomplishment minus the Physical Target. It could either be positive or negative slippage.

G. NARRATIVE – This column 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.**

H. GAD SDD (Gender and Development Sex Disaggregated Data) – In this column, provide number of male, female, and children in accomplished PAPs that involve individuals who participated in GAD and Learning & Development (L&D) related activities and/or beneficiaries of special programs, if applicable. This is in compliance with the Gender and Development of the Office of the Chief Minister.

I. SIGNATORIES FOR ACCOMPLISHMENT REPORTS

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

Prepared by: **Designated Monitoring and Evaluation Focal Person**

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 and Special Programs:

Service Director/Head of Office

For divisions under services, and attached offices:

Service Director/Head of Office

J. FORMAT:

Paper Size: Folio (8.5 x 13 inches)

Orientation: Landscape

Font Style: Times New Roman

Font Size: 9

K. 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. Two (2) photos shall be attached per PAP accomplished. Offices are encouraged to use Timestamp and Spotlens mobile application in capturing to ensure timeliness of the photos attached. This shall be attached as Annex A-1.

IV. SUBMISSION

A. Issuance of Notice of Submission for Accomplishment Reports shall be released every 1st regular day of the succeeding month.

B. Monthly submission shall cover months of January, February, April, May, July, August, October, and November. Moreover, submission of monthly report shall only be in a form of editable electronic copy.

C. Quarterly submission shall cover the consolidated accomplishments from January to March for the first quarter, April to June for the second quarter, July to September for the third quarter, and October to December for the fourth quarter

while annual submission shall cover the consolidated accomplishment from January to December of the fiscal year. In addition, submission of quarterly report and annual report shall be in editable electronic copy and hard copy signed by the authorized signatories.

- D. In accordance to Memorandum Order No 0242 s. 2023 entitled, "Guidelines on the submission of Post Activity Report (PAR)", which states that "The Post Activity Report must be accomplished within ten (10) working days after the conduct of activity. This shall be submitted to TMS-Planning and Management Division". Relative thereto, all offices shall submit Post Activity Report of the conducted PAP of approved activity proposals along with the accomplishment report/s, if applicable.
- E. Attached offices with fiscal autonomy shall only be required to submit editable electronic copy and signed hard copies of quarterly and annual accomplishment report/s.
- F. Special Programs and Attached Offices shall quarterly submit project or program data along with the accomplishment reports in order to track the progress of program or project implementation. This shall be incorporated to Annex B (Special Program / Attached Office Narrative Report).
- G. All offices/divisions including the special programs and attached offices shall submit an editable electronic copy of the monthly, quarterly, and annual accomplishment report forms to M&E section using office official email through the TMS Planning official e-mail, tmsplanning@bangsamoro.gov.ph and signed hard copy of quarterly, every 2nd Wednesday of the succeeding month and an annual accomplishment report on the 2nd Wednesday of January of the following fiscal year to the TMS-Planning and Management Division.

In sending accomplishment reports through email, the format stated below shall be used:

SUBJECT: Accomplishment Report – Name of Office – Month/Quarter - Fiscal Year

V. 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

VI. 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;
 - 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

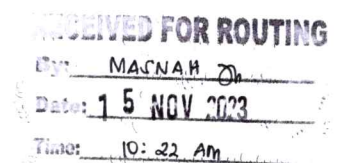
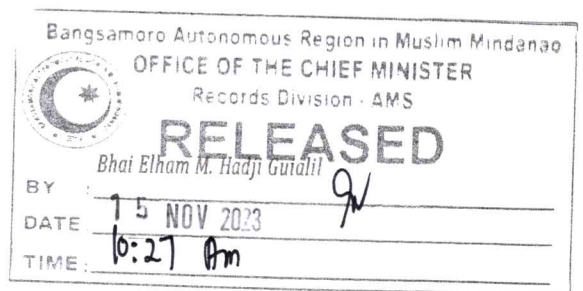
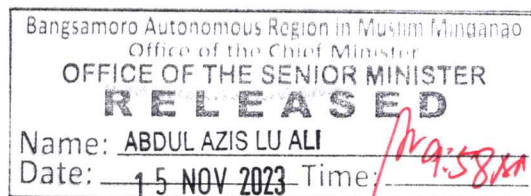
Any other concerns related to the preparation and finalization of WFP not specifically stipulated in these guidelines shall be resolved by the TMS-Planning and Management Division and the FMS-Budget Division, subject to the approval of the Office of the Senior Minister.

VII. EFFECTIVITY

This order shall take effect immediately and shall supersede Memorandum Order 0675, series of 2022.

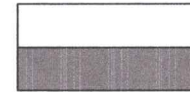
For guidance and compliance.


ABDULLAH M. CUSAIN
 Assistant Senior Minister
 Officer-In-Charge
 Office of the Senior Minister



ACCOMPLISHMENT REPORT

For the Month of _____



2022 Accomplishment Report
2023 Accomplishment Report

OFFICE: _____

DATE SUBMITTED: _____

PT = Physical Target ; PA = Physical Accomplishment ; V = Variance

No.	Program/Project/Activities	Output Indicator	PT	PA	V	Narrative	GAD SDD		
							M	F	C
WFP PAPs									
I. General Administration and Support (GAS)									
II. Support to Operations (STO)									
III. Operations (OPS)									

Prepared by:

Reviewed by:

Approved by:

M&E Officer/Focal Person

Supervisor/Division Chief

Service Director/Head of Office



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(NAME OF SPECIAL PROGRAM/ATTACHED OFFICE) NARRATIVE REPORT
____ Quarter

I. EXECUTIVE SUMMARY

-Summarized key points or highlights of major points of the report.

II. DETAILS OF THE ACCOMPLISHMENT

-In line with the approved **Work and Financial Plan (WFP) and Budget Execution Document (BED)**, list down the accomplished PAPs and significant milestones during the quarter and its important details that answer what, when, where, why, who.

-Include **project/program and beneficiary data** table to show its progress as well as photo/s, if applicable.

III. ISSUES AND/OR CHALLENGES W/CORRESPONDING RECOMMENDATION

-List down the unmet PAPs and elaborate why it was not accomplished and include its corresponding recommendation/s.

Prepared by:

Reviewed by:

M&E Officer/Focal Person

Immediate Supervisor

Approved by:

Project Manager/Head of Office