

## **DISOP Philippines Report format (Yearly, quarterly)**

### **1. Cover letter:**

### **2. Introduction:**

Mention the general situation of the beneficiaries from the beginning of the year based on the recent result of the project / POs year-end OCSAT result and briefly explains the need for the activities of the project.

### **3. Executive Summary:**

1 or 2 pages!

### **4. Partner's coordinates:**

Always update any new phone numbers or bank account numbers.

### **5. Human Resources involved in the project during the year:**

All staff involved, voluntary or paid by the project with the period of time they worked for the project.

### **6. Financial summary and explanation of variances by budget line:**

No variation can be over or under 15% by budget line item. Any variation over 2% has to be explained!

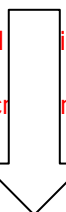
**7. Planned activities & targets versus accomplishment & results:**

See example below. Adjust the results and indicators according to your specific project.

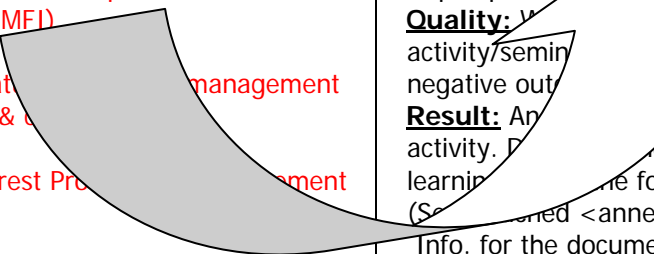
<p><b>ACTIVITIES &amp; TARGET</b> (Please follow the sequence according to the Results and Indicators of your Table of Evolution &amp; Measurable Indicators attached to the MOA 2003)</p>	<p><b>ACCOMPLISHMENT &amp; RESULTS</b> (In this column, please report the summarized result of the activities that your project conducted. Pls. See sample below.)</p>
<p><b>R.1. e.g. TRAINING &amp; SEMINARS</b></p>	
<p style="text-align: center;"><b>INDICATOR OF THE RESULT:</b></p> <ul style="list-style-type: none"> <li>- Average maturity level of the coop/asso. is ≥1</li> <li>- %age increase of CBU contribution of each association is 100%</li> <li>- 50% learning application of the participants of all training &amp; seminars conducted.</li> </ul>	
<p><i>R1 A.1 Organizational Mgt. Training</i></p>	
<p>A.1.1 Four (4) –this year- Leadership training seminar</p> <p>Two (2) this quarter (for quarterly report)</p>	<p><b>-Quantity:</b> How many activities conducted based from your target in the left column; Date conducted; No. of pax participated; venue; resource person.</p> <p><b>Quality:</b> What were the results of the activity/seminars? Mention the positive and negative outcome of the activity (if any) on it.</p> <p><b>Result:</b> Analysis and observation of the activity. Did the participants apply the learning's from the formation?</p> <p>(See attached &lt;annexes ex. a &gt; relevant Info. for the documentation of the activity.)</p>
<p>A.1.2 Five (5) Simple bookkeeping seminars</p>	<p><b>Note:</b> (If the activity targeted in the activities &amp; target column is not yet or not conducted, please mention "not yet conducted . . . and to be conducted on. . . or not conducted" and give reasons why it was not conducted.</p> <p><b>- Quantity:</b> How many activities conducted based from your target; Date conducted; No. of pax participated; venue; resource person.</p> <p><b>Quality:</b> What were the results of the activity/seminars? Mention the positive and negative outcome of the activity (if any) on it.</p> <p><b>Result:</b> Analysis and observation of the activity. Did the participants apply the</p>

<p>A.1.3 Fourteen (14) Values formation</p>	<p>learning's from the formation? (See attached &lt;annexes ex. a &gt; relevant Info. for the documentation of the activity.) <b>Conclusion/Analysis:</b> _____ _____</p>
---	---

**R1 A.2 Livelihood/Technical Skills Training**

<p>A.2.1 One (1) Rattan furniture making training</p> <p>A.2.2 One (1) Wood furniture making training</p> <p>A.2.3 Six (6) Handicraft training</p> <p>A.2.4 Three (3) Food processing training</p> <p>A.2.5. One (1) Honeybee production training</p> 	<p>- <b>Quantity:</b> How many activities conducted based from your target; Date conducted; No. of pax participated; venue; resource person. <b>Quality:</b> What were the results of the activity/seminars? Mention the positive and negative outcome of the activity (if any) on it. <b>Result:</b> Analysis and observation of the activity. Did the participants apply the learning's from the formation? (See attached &lt;annexes ex. a &gt; relevant Info. for the documentation of the activity.) <b>Conclusion/Analysis:</b> _____ _____</p>
---	---

**R1 A.3 Managerial/Technical skills training**

<p>A.3.1 Two (2) CEFE training (for BDS &amp; MFI)</p> <p>A.3.2 One (1) Business improvement course (for BDS &amp; MFI)</p> <p>A.3.3 Two (2) Natural resource management (For CBFM &amp; ...)</p> <p>A.3.4 One (1) Forest Product Management Seminar</p> <p>A.3.5 One (1) Project proposal making seminar</p> 	<p>- <b>Quantity:</b> How many activities conducted based from your target; Date conducted; No. of pax participated; venue; resource person. <b>Quality:</b> What were the results of the activity/seminars? Mention the positive and negative outcome of the activity (if any) on it. <b>Result:</b> Analysis and observation of the activity. Did the participants apply the learning's from the formation? (See attached &lt;annexes ex. a &gt; relevant Info. for the documentation of the activity.) <b>Conclusion/Analysis:</b> _____ _____</p>
--	---

**CONCLUSION / ANALYSIS for the (Result 1) training & seminars component )**

In this area, highlight the activities, which you think were very important that achieved the result or, on the contrary, explain why some planned activities were not realized or not completely realized or changed to an other activity.  
Analyze the achievement of each result and comment. **Don't forget the relevant attachments for each activity.**

- See attached relevant expected output on this result/component: e.g.:
- Summary of the Year-end OCSAT, SES results of the associations/cooperatives (Year-end report only)
  - General assy. Proceedings/resolutions of the associations or cooperatives (if available to date)
  - Proceedings of the monthly meeting of the associations / cooperative
  - Monthly cash-book and quarterly financial statements; yearly FS of the associations/cooperative

- formulated policies of the associations/cooperatives
- Skills & technology application/adoption results/rate of all training participants
- Financial statements of individual enterprises created & or strengthened by the project
- Business plans (individuals and groups)
- project proposals

**Result 2 LIVELIHOOD & ENTERPRISE DEVELOPMENT**

INDICATOR OF THE RESULT	
- 20% of assisted entrepreneurs apply the standard business management	-
-	-
-	-

R2 A.1	
R2 A.2	
R2 A.3	

**CONCLUSION / ANALYSIS** for the (Result 2)

**Result 3 LINKAGES & NETWORKING**

INDICATOR OF THE RESULT	
-	
-	
-	

R3 A.1	
R3 A.2	
R3 A.3	

**CONCLUSION / ANALYSIS** for the (Result 3)

**Result 4 CONSERVATION OF NATURAL RESOURCES IN THE PROTECTED AREAS**

INDICATOR OF THE RESULT:	
-	
-	
-	

R4 A.1	
R4 A.2	
R4 A.3	
<b>CONCLUSION / ANALYSIS</b> for the <b>(Result 4)</b>	

For the training/seminar activities please fill up also the table below:

Name of the training/seminar	Date	Resource person	# of participants and from what association.	Place of the venue

**8. Analysis: evolution of the project toward achieving the Specific Objective. (for every result or component of the project)**

- How do you see the perspectives in reaching your Specific Objective indicators in the logical framework at the end of the project?
- Is there any new factors (internal or external), which influence positively or negatively for the impact of the project?

**9. General conclusions and recommendations for the next year implementation.**

**10. Action Plan for the next year.**

Table of activities  
Detailed Budget.