

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON AT KULTURA  
(DEPARTMENT OF EDUCATION AND CULTURE)  
Manila

October 20, 1975

DEPARTMENT MEMORANDUM  
No. 175, s. 1975

GENERAL SURVEY OF SOCIO-ECONOMIC PROJECTS

To the: Bureau Directors  
Regional Directors  
Coordinator, State Colleges  
and Universities

1. To enable this Office to be posted on recent developments on the field implementation of socio-economic projects of the Department of Education and Culture, and to have up-to-date records as basis for future actions, Regional Directors, Presidents of State Colleges/Universities and other school officials concerned are requested to take close note of those projects within their respective regions or administrative jurisdictions. A qualified personnel should be assigned to coordinate them.
2. In this connection, it is earnestly requested that copies of quarterly reports, using the enclosed form, be submitted to the Project Development and Evaluation Division, Planning Service (PDED), DEC for consolidation and up-to-date recording on or before the 15th of the months of April, July, October and January. Said reports will serve as a guide for this Office in organizing a "Project Monitoring Unit" that will assist field officials in the development and evaluation of existing socio-agro-industrial projects. As the project progresses, good pictures, of 5" x 7", should be taken and submitted to the PDED for record purposes.
3. Suggestions for the improvement of the enclosed data-gathering form will be appreciated.
4. Other existing projects under your administrative supervision not indicated in the enclosures should likewise be reported to the PDED, Planning Service, DEC.
5. Preferential attention to this matter is assured.

(SGD.) NARCISO ALBARRACIN  
Acting Secretary of Education and Culture

Incls.:

As stated

SOCIO-AGRO-INDUSTRIAL PROJECTS

1. Vegetable Seed Production - MEC, USAID, CARE, NFAC, RFI
2. Dairy Development Project - MEC, BAI, UPLB-DTRI
3. Rice and Corn Production - MEC-SEA
4. FFP-PARP - Supervised Farming Projects - MEC, GENERAL BANK

PROJECTS UNDER PNB ADMINISTRATION

1. Establishment of an Educational Development Center, J.F. Campus
2. Establishment of Regional Science Teaching Center
3. Establishment of Two Regional Agricultural Colleges
4. Establishment of Two Social Extension Laboratories
5. Establishment of Barrio Development Schools
6. Establishment of Agricultural Radio Stations
7. Assistance to Experimental Agricultural High Schools
8. Establishment of Technician Institute
9. Establishment of Regional Manpower Training Centers
10. Establishment of a Network of Curriculum Development Centers
11. Establishment of a Network of Regional Staff Development Centers
12. Establishment of a Network of Development High Schools
13. Establishment of Additional Regional Agricultural Schools
14. Establishment of Training Institute for Fishery Technicians
15. Establishment of Rural Training Centers

OTHER BEC PROJECTS

1. BEC Green Revolution Project
2. Establishment of Non-Formal Education Program in all Divisions
3. BEC Applied Nutrition Project
4. Evaluation of Tutorial High Schools
5. Preparation of SLE's Including Grateful Expansion of the Tryout for Finalization and Full Implementation
6. Preparation of Instructional Materials (Modules) for Project IMPACT.
7. Bilingual Education - Joint In-Service Education in English and Filipino
8. Observation of Population Education Classes and Evaluation of Curricular Materials
9. Research Study on the Physical Status of Children and Evaluation of Existing Sports Facilities
10. Construction of Various Instructional Facilities in Complete Elementary Schools
11. Population Education Program

To be accomplished in 3 copies and submitted within a week after each report period.

STATUS REPORT ON ON-GOING SOCIO-ECONOMIC PROJECTS

Date \_\_\_\_\_

Report Period: 1st, 2nd, 3rd, 4th  
Quarter

Due Date: April 15, July 15,  
Oct. 15, Jan. 15

1. Project Title: \_\_\_\_\_

2. Implementing Agency(ies): \_\_\_\_\_

3. Coordinating Agency(ies): \_\_\_\_\_

4. Scope of Project:  National  Regional  Provincial  
 Others (Specify)

5. Location of Project: \_\_\_\_\_ Region: \_\_\_\_\_  
(Barrio, Municipality, Province)

6. No. of Personnel Involved: \_\_\_\_\_

7. Project Description and Objectives: (Separate Sheet)

8. Nature of Assistance

- experts/consultants
- capital outlay (construction of bldg., lab., etc.)
- fellowships/grants
- equipment/commodities
- research

Name of Granting Agency: \_\_\_\_\_

9. Project Duration:

a. Starting Date \_\_\_\_\_

b. Completion Date \_\_\_\_\_

10. Funding:

a. Source	b. Total Project Cost/ Amt. of Assistance	c. Fund Allocation	
		This Qrt.	To Date
<input type="checkbox"/> Local: _____	P _____	P _____	P _____
<input type="checkbox"/> Foreign:			
<input type="checkbox"/> Grant _____	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> Loan _____	\$ _____	\$ _____	\$ _____

d. Amount Released		e. Project Expenditure		f. Project Balance	
This Qrt.	To Date	This Qrt.	To Date	This Qrt.	To Date
P _____	P _____	P _____	P _____	P _____	P _____
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



11. Project Income/Output:

a. This Quarter: Gross Production \_\_\_\_\_ Kilos; value of Cash Sales \_\_\_\_\_ P.

b. To date: Gross Production \_\_\_\_\_ Kilos; Value of Cash Sales \_\_\_\_\_ P.

12. Accomplishments (Use separate sheet when necessary)

Project Activities or Particulars	Status (Completed/behind schedule)	Target/Output		Accomplishments		Remarks
		This Qrt.	To Date	This Qrt.	To Date	
a.						
b.						
c.						
d.						

13. Problems or Delays Encountered:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Reasons for Delays:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Remedial Measures Taken/ Recommendations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Comments and other matters pertaining to overall performance and accomplishments of the project - as they affect the ultimate goals or objectives:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by:



GUIDELINES FOR REPORTING THE STATUS OF ON-  
GOING SOCIO-ECONOMIC PROJECTS

1. Definition of an On-Going Project

A project is classified as "On-going" from the time the funds or loan for the project has been declared effective even before actual implementation commences. If the project is financed purely from local sources, it is classified as on-going once actual implementation commences.

2. Report Period

The report period covers one (1) quarter or three (3) calendar months starting from the first day up to the last day of the third calendar month. The quarterly report for all projects should be submitted to the FEED, Planning Service, DRC, Manila within a week after each report period, through the agency representative. Encircle the quarter corresponding to the report period.

3. Scope of Project

Indicate with a check (✓) or an (x) the corresponding category to which the project belongs.

4. Location of Project

Indicate the area(s) where the project is located.

5. Project Description and Objectives

This should be included in the initial report and for the succeeding reports it may not be included anymore, if the objectives or description remain the same. However, any subsequent changes in project objectives or description should be reported in this item.

6. Nature of Assistance

Should be specified whether it is in form of experts/consultants; equipment/commodities; fellowship/grants; research and construction of building(s), and include name of granting agency.



7. Source of Funding

The corresponding small box before the type of project funding should be marked with a check (✓) or an (x) and the source should correspondingly be specified.

8. Project Income/Output

This is applicable to earning projects such as piggery, poultry, handicraft and other vocational projects which resulting products or output may be for home use or for sale. Indicate quantity produced and/or proceeds.

9. Accomplishments

The status column in iter No. 12, should be filled up by indicating whether the activity(ies) is (are) on-schedule, ahead of schedule, behind schedule, or delayed. Targeted accomplishments should be in accordance with the project timetable submitted with the initial report of the project. The total target sub-column refers to the over-all or total target for such activity for the entire duration of the project. This should not be confused with the To-Date sub-column which is an accumulation of the quarterly outputs as the project is being implemented.

The remarks column should always be filled up to explain the items in the preceding sub-columns.

10. Measures of Effectiveness

Item No. 16 should always be filled as it is the most important item of the report. This item refers to the qualitative and/or quantitative measures by which the project could be gauged as to how effective it is in terms of realizing the ultimate goals or objectives.

11. Separate sheets should always be provided whenever necessary.