

CITIZENS' CHARTER- Monitoring and Evaluation:

1. Data/Information Dissemination on the Status of Programs, Projects, Activities Completed and Implemented by the Province

The Monitoring and Evaluation Division is mandated to prepare and collate monthly, quarterly and annual report and prepare and submit the same to national, local and other stakeholders. These data are regularly (monthly and quarterly) collected from various national and department offices of the province. The reports collected are carefully analysed and consulted/coordinated with concerned offices. The findings in the reports are utilize in decision-making processes and also in development planning processes such as short- and long-term planning and budgeting.

Office or Division:	Provincial Planning and Development Office/Monitoring and Evaluation Division			
Classification:	Simple			
Type of Transaction:	G2C; G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter from requesting party (1 original)			Prepared by requesting party and hand carried to PPDO Administrative Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the request letter at the receiving section (Administrative Section)	Receive and facilitate the request	None	2 minutes	<i>Admin Aide IV; Admin Officer V</i>
2. Requesting party shall be directed to the concerned staff of the Division	The Division shall provide the requested data either/or: 1. Hard copy 2. Electronic copy	None	8 minutes	<i>Project Evaluation Officer II; Project Evaluation Officer III</i>
TOTAL:		None	10 minutes	