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Memorandum Circular No. 13
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**Subject: AMENDMENT OF MEMORANDUM CIRCULAR NO. 14- 2008
TERMS OF REFERENCE FOR THE CONDUCT OF
PROGRAM REVIEW AND EVALUATION WORKSHOP
(PREW)**

A. RATIONALE

The Department of Social Welfare and Development (DSWD) is mandated "to provide social protection and promote the rights and welfare of the poor, vulnerable and the disadvantaged individual, family and community to contribute to poverty alleviation and empowerment through Social Welfare and Development (SWD) policies, programs, projects and services implemented with or through Local Government Units (LGUs), Non-Governmental Organizations (NGOs), People's Organizations (POs), Government Organizations (GOs) and other members of civil society."

Given this mandate, the Social Reform Agenda which the Department will be pursuing in the next five (5) years have considered a monitoring and evaluation (M&E) system to provide the Department an empirically-based policy decisions. In institutionalizing the system, one of the mechanisms that will be strengthened is the conduct of Program Review and Evaluation Workshop (PREW) that will allow for a regular review of the programs and services to ensure effective and efficient program implementation.

Thus, this TOR is issued to provide guidance to all Bureaus, Project Management Office (PMO) and Field Offices (FOs) on the parameters and procedures in conducting this activity.

B. OBJECTIVES

1. To provide a venue for monitoring and assessing program/project accomplishments/outputs vis-à-vis planned activities, resolution of implementation issues and gaps and identification of tactical and strategic actions to improve performance;
2. To assess/review/evaluate extent of program implementation as regard to the achievement of the Major Final Outputs (MFOs), in particular and the program's contribution to the realization of the Medium Term Philippine Development Plan (MTPDP), in general;
3. To determine impact of the program/project as well as issues on program/project implementation as basis for policy decisions, development of social technologies, and further research/study; and

4. Identify and document best practices for institutionalization as well as expansion and/or replication.

C. DEFINITION OF TERMS

1. Program Review and Evaluation Workshop (PREW) – defined as an activity to review, assess and evaluate programs, projects and services to determine the extent of its implementation.
2. Major Final Outputs (MFOs) – are public goods and services that a department or agency is mandated to deliver to external clients.
3. Programs – refers to a homogenous group of activities maintained over a period of time necessary for the performance of a major purpose for which the Department is established.
4. Projects – refers to a component of a program designed to respond to certain needs and demands of specific sectors in society. It consists of inter-related activities/interventions/services geared towards attaining specific objectives for a specific geographic area and/or sectors within a well-defined timeframe and implementation within a specified amount of resources.
5. Services – refers to those organized activities that are primarily and directly concerned with the protection and development and/or improvement of human condition and welfare.

D. GENERAL POLICIES

1. Only DSWD Bureaus which are responsible for the planning, oversight, monitoring and reporting the implementation of DSWD programs shall be allowed to conduct the PREW.
2. PREW shall be conducted once a year only, either during end of the year or beginning of the year.
3. Conduct of PREW shall be coordinated with Social Welfare Institutional Development Bureau (SWIDB) to ensure appropriateness of the PREW design, modules, methodologies, schedule of activities and other workshop supplies and requirements.

The Policy Development and Planning Bureau (PDPB) shall review the PREW design coordinated with SWIDB for consistency check with the Department's Thrusts and Priorities and contribution to MTPDP. Actual conduct of the PREW and documentation thereof shall be the responsibility of the proponent Bureau.

4. Depending on the nature of the program, LGUs, NGOs and other stakeholders may be invited to participate in PREW activities.
5. Result of PREW shall be the bases for policy's program enrichment, expansion, replication or termination, as the case may be.

All PREW Executive Summary Report of Bureaus focusing on issues/concerns and recommendations shall be submitted to PDPB. The PDPB shall be in charge to analyze the PREW findings and shall be shared with SWIDB for knowledge products development and other relevant policies to help the Bureaus implement and evaluate the programs as well as utilize the results of PREW for future policy research of the Department.

6. Documentation of PREW conducted shall be submitted to Cluster Head within 15 days after the activity copy furnished PDPB.
7. The duration shall be based on the PREW design, but shall not exceed four (4) days excluding travel days.
8. The PREW shall be conducted taking into consideration the austerity measures of the Department.
9. Funding requirements shall be chargeable against the proponents' budget in accordance with their approved Work and Financial Plan (WFP). Initiated Central Office PREW entailing travel expenses (per diem, transportation) of invited FO participants, shall be charged to the concerned Office/Bureau at the CO. On the other hand, initiated Field Office PREW shall have to shoulder board and lodging of CO staff invited as resource person, while the traveling expense (per diem, transportation) shall be charged to the concerned Office/Bureau.
10. No PREW shall be conducted unless the report of the previous PREW was submitted in a timely manner to the Office of the Secretary.

E. SCOPE AND COVERAGE

Conduct of PREW may be initiated by the Bureaus on their respective programs/projects implemented. It shall cover/focus on the following areas:

1. Review of the program accomplishment vis-à-vis its program/project objectives, logical framework and target for the period.
2. Assessment of the implementation strategies to determine their appropriateness and relevance to the program objectives, including their effectiveness in responding to the needs of the project beneficiaries.
3. Facilitating or hindering factors as basis for policies and program enrichment.
4. Issues and gaps in the implementation which include but are not limited to administrative and logistic support; organizational structures, processes, policies and programs.
5. Possible courses of action that will translate policies to address the issues and gaps, i.e. research/study; policy review and facilitate achievement of program/project physical and financial targets.
6. Future actions/activities.

F. PROCEDURES

Proponent Bureaus shall be guided by the following procedures:

1. Pre-Conduct

- a. Prepare project proposal and PREW design as indorsed by PDPB and SWIDB.
- b. Project proposal shall be approved by the Cluster Head and endorsed to General Administration and Support Services Group (GASSG) Head to certify that PREW is funded based on the approved WFP. At the FO level, the project proposal shall be approved by the FO Director as to the content and availability of funds and ensuring compliance to cost saving measures.
- c. Coordinate with Administrative Service/unit relative to the procurement of venue, supplies and materials for the PREW.
- d. Coordinate with the Financial Management Service relative to the sub-allotment of funds to FOs for PREW involving FO participants.
- e. Prepare the following documents at least two (2) weeks before the scheduled PREW:
 - e.1 Consolidated operational/performance data by FOs
 - e.2 Accomplishment/status report of the program/project implementation
 - e.3 Analysis of quarterly statistical and narrative reports of FOs
- f. Package/reproduce required materials and documents for the PREW.

2. During

- a. Manage and facilitate the conduct of the PREW activities based on the approved modules for the workshop
- b. Document the proceedings of the activity. The documentation shall follow the outline provided below:
 - i. Background/Rationale – provides a background information/overview of the programs and/or projects which shall include program/project objectives, logical framework and targets for the period
 - ii. Highlights of Implementation – shall give emphasis on the assessment of the work and financial plan implementation, the hindering and facilitating factor of the program and/or project accomplishments, and how these have contributed in the attainment of the objectives

- iii. Issues and Concerns – includes issues and problems in the administrative and technical implementation of the programs and or projects as well as cross-cutting concerns with other clusters
- iv. Recommendations - includes inputs/comments/suggestions on how to improve the implementation of the programs and/or projects / strategies / interventions employed
- v. Future Action

3. Post-Conduct

- a. A report shall be submitted to the Secretary and Cluster Head, copy furnished PDPB within 15 days after the PREW. It will include information but not limited to:
 - programs/project's impact to concerned SWD sector;
 - contributions to achieving the development goals, objectives and targets;
 - assessment of performance and challenges of DSWD Bureaus, FOs and intermediaries along this concern;
 - recommended policies, strategies and measures; and
 - identification of priority programs and project to achieve target
- b. Transmit cross-cutting concerns to Bureaus/units concerned for their appropriate action
- c. Concerned Bureau/PMO shall act on the issues raised and provide feedback to Coach Monitor on action taken.

Issued in Quezon City, this 17th day of June, 2009.


DR. ESPERANZA I. CABRAL
Secretary *per*