



# Davao de Oro State College

## DOCUMENTED PROCEDURES MANUAL

Document Code No.			
DPM-DDOSC-OCP-EXT-002			
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DOCUMENT TITLE	MONITORING/EVALUATION OF PROGRAM/PROJECTS	
<b>DEFINITION</b>	<ul style="list-style-type: none"> <li>Monitoring and evaluation (M&amp;E) of ongoing and completed programs/projects refers to a systematic process of collecting, analyzing, and using information to assess the progress and impact of an approved extension program or project of the college. The process also helps to assess the effectiveness, efficiency, and sustainability of the project outcomes.</li> </ul>	
<b>SCOPE</b>	<ul style="list-style-type: none"> <li>This procedure covers the quarterly progress reporting, monitoring of program/project implementation, submission of terminal report, and conduct of impact evaluation/assessment.</li> </ul>	
<b>QUALITY OBJECTIVE/S</b>	<ul style="list-style-type: none"> <li>100% of ongoing and completed extension programs/projects are monitored and evaluated.</li> </ul> <p>KPI: Number of ongoing and completed extension programs/projects monitored and evaluated</p>	
<b>PROCESS OWNER</b>	<ul style="list-style-type: none"> <li>Director for Extension Services and Unit Head (Main Campus) <i>(responsible for the oversight and improvement of the process)</i></li> </ul>	
<b>PROCESS IMPLEMENTERS</b>	<ul style="list-style-type: none"> <li>Extension Services Unit Head (for campuses outside the certification scope) <i>(implement the procedure within their respective campuses in alignment with institutional QMS implementation)</i></li> </ul>	
<b>FORM/S</b>	<ul style="list-style-type: none"> <li>Semi-Annual Progress Report</li> <li>Monitoring and Evaluation</li> <li>Terminal Report</li> </ul>	FM-DDOSC-OCP-EXT-003 FM-DDOSC-OCP-EXT-004 FM-DDOSC-OCP-EXT-005

PROCESS FLOW/DETAILS		RESPONSIBLE PERSON/OFFICE	RECORDS/EVIDENCES
Semi Annual Progress Reporting	Note 1	Proponents	Semi Annual Progress Reports
↓			
Monitoring of Progress/Project Implementation	Note 2	Monitoring & Evaluation (M&E) Committee	Monitoring and Evaluation Reports
↓			
Submission of Terminal Report	Note 3	Proponents	Terminal Report
↓			
Impact Evaluation / Assessment	Note 4	Evaluation Team	Impact Assessment Report

### NOTE 1: Semi-Annual Progress Reporting

- The proponent through the extension services unit (branch) will submit a semiannual progress report to the Extension Services Division (ESD). The ESD consolidates and reviews Quarterly

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Progress Reports to track the status of ongoing programs and projects. These reports provide insights into accomplishments, challenges, and areas for improvement.

### NOTE 2: Monitoring of Progress/Project Implementation

1. A Monitoring and Evaluation Team/Committee conducts monitoring after the progress report submission, generating Monitoring and Evaluation Reports that document observations, assess compliance with project objectives, and provide recommendations for improvement.

### NOTE 3: Submission of Terminal Report

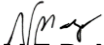

1. Upon project completion, the Proponents prepare and submit a Terminal Report to the Extension Services Division, summarizing key activities, achievements, and challenges encountered during implementation.

### NOTE 4: Impact/Evaluation Assessment

1. 3-5 years after the program/project completion, the Evaluation Team conducts a comprehensive review of project outcomes through an Impact Assessment Report, evaluating the program's effectiveness, sustainability, and long-term benefits to the target beneficiaries.

### DOCUMENTS/RECORDS GENERATED:

- Semi-Annual Progress Report FM-DDOSC-OCP-EXT-003
- Monitoring and Evaluation FM-DDOSC-OCP-EXT-004
- Terminal Report FM-DDOSC-OCP-EXT-005
- Narrative Report

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