



**Republic of the Philippines**  
**Department of Social Welfare and Development**

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Memorandum Circular No. 14  
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**Subject: 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 disadvantaged individuals, families and communities 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 their implementation and impact.
2. Major Final Outputs (MFOs) – are public goods and services that a department or agency is mandated to deliver to external clients.
3. Programs – refer 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 – refer 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 – refer 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. 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.
2. Depending on the nature of the program, LGUs, NGOs and other stakeholders shall be invited to participate in PREW activities.
3. Results of PREW shall be the basis for policy and program enrichment, expansion, replication or termination, as the case may be.
4. The Program Management Bureau (PMB) shall serve as the Secretariat for the PREW. As such, it shall consolidate the proceedings and results of PREW conducted by the Bureaus, PMO and FOs.
5. Documentation of PREW conducted shall be submitted to the concerned Cluster Head within 15 days after the activity, copy furnished PMB.
6. The duration shall be based on the PREW design, but shall not exceed four (4) days excluding travel days.

7. The PREW shall be conducted taking into consideration the austerity measures of the Department.
8. 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 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.

#### **E. SCOPE AND COVERAGE**

Conduct of PREW may be initiated by the Bureaus, PMO or FO 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 identified issues and gaps (i.e. research/study; policy review); and
6. Future actions/activities.

#### **F. PROCEDURES**

Proponent Bureaus/PMO/FO shall be guided by the following procedures:

##### **1. Pre-Conduct**

- a. Prepare project proposal and PREW design
- 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 and submit the same to PMB. 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 – include 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 - include inputs/comments/suggestions on how to improve the implementation of the programs and/or projects / strategies / interventions employed
  - v. Future Action – include plan of action that will address identified issues and gaps

## **3. Post-Conduct**

- a. Submit feedback report to Cluster Head, copy furnished PMB with action taken and/or recommendations on the issues and gaps raised during the PREW

- 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.

#### G. FUNCTIONS OF PMB AS THE SECRETARIAT

1. The Secretariat shall be responsible in ensuring proper documentation and collection of the proceedings of the PREW from concerned Bureaus/PMO/Field Offices.
2. The Secretariat shall farm out to concerned Offices/Bureaus/FOs issues that need to be acted upon or to be followed-up.

Issued in Quezon City, this 7<sup>th</sup> day of November, 2008.

  
**DR. ESPERANZA I. CABRAL**  
Secretary 11/7

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As of May 5/May 26/June 2/July 31/Aug 13/Aug 20/Aug 21/Oct 13/Nov 3