

IMPLEMENTING GUIDELINES IN PROJECT/PROGRAM DEVELOPMENT

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To systematize and facilitate project/program development the following procedures and documentation requirements should be followed and prepared by the project proponents:

1. All new programs/projects shall start with a concept paper especially if new funding is required.
2. Concept papers shall then be developed into project proposals following the NEDA format.
3. Implementing guidelines shall be prepared for the guidance and reference of the implementing units.
4. Such guidelines shall be reviewed by a Technical Review Panel for further inputs and improvements. The panel shall include representatives from the concerned bureaus and the field offices where the project shall be implemented.
5. Revised guidelines shall then be approved by the Executive Committee members after which the appropriate department order shall be issued.
6. Approved guidelines are then finalized as Department Order.

This Department Order shall be the basis for the Manual of Operations that concerned Bureau/Unit shall prepare after the completion of the project for dissemination to LGUs and NGOs for national implementation.

Please be guided accordingly.

Adopted: 29 March 1994

(SGD.) CORAZON ALMA G. DE LEON
Secretary

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