



Republic of the Philippines  
**DEPARTMENT of AGRARIAN REFORM**

MEMORANDUM CIRCULAR

No. 22

Series of 1999

**SUBJECT: AMENDMENT OF MC No. 08, SERIES OF 1996: FORMS FOR MONITORING AND EVALUATION OF ARB INFORMATION AND EDUCATION PROGRAMS<sup>1</sup>**

**I. PREFATORY STATEMENT:**

The Memorandum Circular No. 10, Series of 1999 which took effect on 17 May 1999 was issued as a support mechanism in the implementation of the expanded framework for ARC development.

The MC aims to provide directions and synchronize all the information and education interventions that will lead to the desired outcome in the three (3) modalities of expanded agrarian reform communities which is functional organizations/institutions able to manage their own area-based rural enterprises to increase farm productivity and income.

In order to generate accurate information on how the information and education programs have been carried out and based on the needs of the ARBs in each ARC model, the monitoring and evaluation system for the information and education/training programs for ARBs stated in MC 08, Series of 1996 was revised. However, the structure, accountabilities and schedule/reporting systems from the field level to the central office level stated therein shall still be enforced.

**II. BACKGROUND:**

The Education/Training Program for ARB Forms 1-3 (ETPARB 1-3) is the monitoring report prescribed under MC 08, Series of 1996. The data generated under this monitoring report format had been limited to the title of training, number of participants attended, number of batches conducted and sources of fund. The training output, follow-through activities and the contribution of the education/training programs to the other components of the ARC are not clearly defined in the said instrument. Likewise, the said MC does not include data on the IEC materials developed, accessed and distributed for program implementation.

The Manual on the Operationalization of the Information and Education Program for ARBs which was developed for the operationalization of MC 10, Series of 1999, requires the municipal, provincial, regional and central officers to institute the monitoring and evaluation for the ARB I and E program implementation in three (3) levels.

The first level shall be undertaken during the actual conduct of the I and E training/activity which ensures that the I and E intervention is delivered based on the agreed design and result of the training needs assessment (TNA). The ARB Training Officers may adopt the suggested training evaluation formats presented in the said manual or may develop their own evaluation instrument. This shall determine the learning level of the participants after the training and guide the improvement of the trainings conducted.

<sup>1</sup> Congruent with the Manual on the Operationalization of the ARB I and E Programs and MC #10, Series of 1999.

The second level of M and E system focuses on the application of the learnings and implementation of the follow-through activities. The basis of monitoring shall be the re-entry plan/s prepared during the education/training activity. It ensures that follow-through activities are carried out and learnings/skills acquired are fully adopted.

The third level of M and E shall determines how the ARB I and E program is integrated to the overall direction of the ARC development program. Three (3) types of instruments shall be prepared and consolidated in order to come-up with the provincewide, regionwide and nationwide status report of the ARB I and E program implementation in the three models of the ARCs.

To come up with a common understanding on the data to be generated, the description or instructions on how to fill-up the M and E forms for ARB I and E program implementation is hereunder presented.

### **III. INSTRUCTIONS ON HOW TO FILL-UP THE FORMS FOR M&E SYSTEM OF ARB I & E PROGRAM IMPLEMENTATION**

**The following forms shall be used in the monitoring of the ARB I and E program implementation.**

#### **1. Education/Training Program for Agrarian Reform Beneficiaries (ETPARB Forms 1-3) (Annex A)**

1.1 The ETPARB shall be the quarterly report for the education and training programs conducted in the ARCs. Aside from the information required under MC 8 Series of 1996, training output/s, follow-through activities and source and amount of funds are included in the instrument. These information shall facilitate the monitoring of the application of learnings as well as the utilization of ARBD and ARIE funds. Three (3) types of ETPARB forms shall be used:

ETPARB Form 1: shall be prepared by the Development Facilitators (DFs) and certified by the concerned MAROs. This accomplishment report shall be submitted to the provincial office every 5th day of the succeeding month of every quarter, e.g. the First Quarter Report (January - March 2000) shall be submitted on 05 April 2000.

ETPARB Form 2: shall be the consolidation of the education and training programs conducted in the ARCs reported in the ETPARB Form 1. It shall be prepared by the Provincial ARB Training Officer/s and certified by the CARPO for BDCD. This provincial consolidated accomplishment report shall be submitted to the regional office every 10th day of the succeeding month of every quarter with ETPARB Form 1 as supporting document, e.g. the First Quarter Report (January - March 2000) shall be submitted on 10 April 2000.

ETPARB Form 3: shall be the regional consolidation of the education and training programs conducted in the ARCs. It shall be prepared by the Regional ARB Training Officers/s and certified by the CARPO for SSD. This regional consolidated accomplishment report shall be submitted to BARBD every 15th day of the succeeding month of every quarter together with ETPARB Form 2 as supporting documents, e.g. the First Quarter Report (January - March 2000) shall be submitted on 15 April 2000.

1.2 BARBD shall prepare the national consolidation and management report of the education and training programs on a quarterly basis.

1.3. Below is the guide on how to fill-up ETPARB Forms 1-3:

ARC Level:

<b>TITLE</b>	Education and Training Program for Agrarian Reform Beneficiaries Form No. 1 (ETPARB Form 1): ARC Level Education and Training Activities Conducted for ARBs in the ARCs
<b>Date Covered</b>	Quarterly
<b>COLUMN</b>	<b>DESCRIPTION</b>
Column 1	refers to the title of training/s conducted under each component of the ARB I and E Program implementation: I and E in Support to Land Tenure Improvement (LTI), Social Infrastructure and Local Capability Building (SILCAB), Sustainable Area-based Rural Enterprise Development (SARED) and Basic Social Systems Development (BSSD).
Column 2	refers to the name of organization/unit/office who provided the funds or contributed to the funds utilized in the conduct of the training/s indicated in column 1.  If the training/s conducted is/are internally funded, specify the source of fund (i.e ARBD Fund, ARIE fund, others.)
Column 3	refers to total amount of fund utilized in the conduct of specific training/s mentioned in column 1.  If the training/s conducted are jointly funded with partner organizations/ offices, specify the amount of counterpart fund of each organization/office involved.
Column 4	refers to the name of the organizations/offices who conducted and managed the training program/activity.
Column 5	refers to the number of batches conducted per training activity mentioned in column 1.
Column 6	refers to the specific dates of training/s conducted per batch.
Column 7	refers to the name of barangay/s where the participants per batch of training came from.
Column 8	refers to the name of organization/cooperative where the participants are members.
Column 9	refers to the number of ARB male participants from each organization/cooperative mentioned in column 8 who attended the specific batch of training.
Column 10	refers to the number of ARB female participants from each organization/cooperative mentioned in column 8 who attended the specific batch of training.
Column 11	refers to the number of non-ARB male participants from each organization/ cooperative mentioned in column 8 who attended the specific batch of training.
Column 12	refers to the number of non-ARB female participants from each organization/ cooperative mentioned in column 8 who attended the specific batch of training.



Provincial Consolidation

<b>TITLE</b>	<b>Education and Training Program for Agrarian Reform Beneficiaries Form No. 2 (ETPARB Form 2): Provincial Consolidation</b>  <b>Education and Training Activities Conducted for ARBs in the ARCs</b>
Date Covered	Quarterly
<b>COLUMN</b>	<b>DESCRIPTION</b>
Column 1	refers to the title of trainings conducted under each component of the ARB I and E Program implementation: I and E in Support to Land Tenure Improvement (LTI), Social Infrastructure and Local Capability Building (SILCAB), Sustainable Area-based Rural Enterprise Development (SARED) and Basic Social Systems Development (BSSD).
Column 2	refers to the name of the organization/unit/office who provided the funds or contributed to the fund utilized in the conduct of the course trainings indicated in column 1.  If the training/s conducted is/are internally funded, specify the source of fund, (i.e ARBD Fund, ARIE fund, others.)
Column 3	refers to the total amount of fund utilized in the conduct of specific training/s mentioned in column 1.  If the training is jointly funded with partner organizations/offices, specify the counterpart fund of each organization/office involved.
Column 4	refers to the name of the organizations/offices who conducted and managed the training program/activity.
Column 5	refers to the number of batches conducted per training activity mentioned in column 1.
Column 6	refers to the specific dates for each batch of training conducted.
Column 7	refers to the name of ARCs covered for each batch of training/s.
Column 8	refers to the name of barangay/s under each ARC mentioned in column 7 where the participants of each batch of training came from.
Column 9	refers to the name of organization/cooperative where the participants are members.
Column 10	refers to the number of ARB male participants from each organization/cooperative mentioned in column 9 who attended the specific batch of training.
Column 11	refers to the number of ARB female participants from each organization/cooperative mentioned in column 9 who attended the specific batch of training.
Column 12	refers to the number of non-ARB male participants from each organization/cooperative mentioned in column 9 who attended the specific batch of training.
Column 13	refers to the number of non-ARB female participants from each organization/cooperative mentioned in column 9 who attended the specific batch of training.



Regional Consolidation

<b>TITLE</b>	<b>Education and Training Program for Agrarian Reform Beneficiaries Form No. 3 (ETPARB Form 3): Regional Consolidation</b>  <b>Education and Training Activities Conducted for ARBs in the ARCs</b>
Date Covered	Quarterly
<b>COLUMN</b>	<b>DESCRIPTION</b>
Column 1	refers to the title of trainings conducted under each component of the ARB I and E Program implementation: I and E in Support to Land Tenure Improvement (LTI), Social Infrastructure and Local Capability Building (SILCAB), Sustainable Area-based Rural Enterprise Development (SARED) and Basic Social Systems Development (BSSD).
Column 2	refers to the name of the organization/unit/office who provided the funds or contributed to the fund utilized in the conduct of the training courses mentioned in column 1.  If the training/s conducted is/are internally funded, specify if the source of fund is ARBD Fund, ARIE fund, others.)
Column 3	refers to total amount of fund utilized in the conduct of specific training mentioned in column 1.  If the training is jointly funded with partner organizations/offices, specify the counterpart fund of each organization/office involved.
Column 4	refers to the name of the organizations/offices who conducted and managed the training program/activity.
Column 5	refers to the number of batches conducted per training activity mentioned in column 1.
Column 6	refers to the name of province which conducted the training.
Column 7	refers to the number of ARCs from the province mentioned in Column 6 where the participants of each batch of training came from.
Column 8	refers to the number of barangay/s under each ARC mentioned in column 7 where the participants of each batch of training came from.
Column 9	refers to the number of organizations/cooperatives where the participants are members.
Column 10	refers to the number of ARB male participants from each organization/cooperative mentioned in column 9 who attended the specific batch of training.
Column 11	refers to the number of ARB female participants from each organization/cooperative mentioned in column 9 who attended the specific batch of training.
Column 12	refers to the number of non-ARB male participants from each organization/cooperative mentioned in column 9 who attended the specific batch of training.
Column 13	refers to the number of non-ARB female participants from each organization/cooperative mentioned in column 9 who attended the specific batch of training.

TITLE	<b>Education and Training Program for Agrarian Reform Beneficiaries Form No. 3 (ETPARB Form 3): Regional Consolidation</b>  <b>Education and Training Activities Conducted for ARBs in the ARCs</b>								
COLUMN	DESCRIPTION								
Column 14	refers to the total number of ARB and non-ARB male participants from each organization/cooperative mentioned in column 9 who attended the specific batch of training.								
Column 15	refers to the total number of ARB and non-ARB female participants from each organization/ cooperative who attended specific batch of training.								
Column 16	refers to the immediate result of the training based on its objective/s and expected output/s.  Example: <table border="0" data-bbox="624 808 1240 875" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;"><u>Title of Training</u></td> <td><u>Training Output/s</u></td> </tr> <tr> <td>Integrated Farming Systems</td> <td>Farm Plan and Budget</td> </tr> </table>			<u>Title of Training</u>	<u>Training Output/s</u>	Integrated Farming Systems	Farm Plan and Budget		
<u>Title of Training</u>	<u>Training Output/s</u>								
Integrated Farming Systems	Farm Plan and Budget								
Column 17	refers to the post-training activities to be implemented by the DFs and ARB Training Officers to ensure the application of the learnings gained and implementation of the training output/s by the parcipants.  Example: <table border="0" data-bbox="581 1039 1339 1592" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;"><u>Title of Training</u></td> <td style="padding-right: 20px;"><u>Training Output/s</u></td> <td><u>Follow-Through Activities</u></td> </tr> <tr> <td>Integrated Farming Systems</td> <td>Farm Plan and Budget</td> <td> <ul style="list-style-type: none"> <li>- Ensure re-echo of activity to concerned org. for assistance and replication</li> <li>- Coordinative activities for capital accessing</li> <li>- Provide technical assistance in the implementation of the plan.</li> <li>- Coordinate with IMAO for marketing requirements.</li> </ul> </td> </tr> </table> <p style="margin-left: 40px;">This will be the basis of the SSD in identifying specific I and E program in support to the conducted training programs or to enhance the learnings gained by the participants</p>			<u>Title of Training</u>	<u>Training Output/s</u>	<u>Follow-Through Activities</u>	Integrated Farming Systems	Farm Plan and Budget	<ul style="list-style-type: none"> <li>- Ensure re-echo of activity to concerned org. for assistance and replication</li> <li>- Coordinative activities for capital accessing</li> <li>- Provide technical assistance in the implementation of the plan.</li> <li>- Coordinate with IMAO for marketing requirements.</li> </ul>
<u>Title of Training</u>	<u>Training Output/s</u>	<u>Follow-Through Activities</u>							
Integrated Farming Systems	Farm Plan and Budget	<ul style="list-style-type: none"> <li>- Ensure re-echo of activity to concerned org. for assistance and replication</li> <li>- Coordinative activities for capital accessing</li> <li>- Provide technical assistance in the implementation of the plan.</li> <li>- Coordinate with IMAO for marketing requirements.</li> </ul>							
Column 18	refers to additional information pertinent to the report/data presented.								



## 2. Monitoring and Evaluation for Training Modules and IEC Materials Development/Production and Distribution (Annex B)

2.1 This monitoring tool intends to track down the activities undertaken for massive information campaign to increase awareness and generate support for program implementation using training modules and IEC materials developed and distributed at all levels.

2.1 This semestral report shall be prepared at the provincial, regional and national levels using the same form.

The ARB Training Officers shall prepare the report in coordination with and countersigned by the designated Provincial Information Officer (PIO). The report shall be certified by the BDCD CARPOs and submitted to regional office every 10th day of the succeeding month of every semester, e.g. the First Semestral Report (January - June 2000) shall be submitted on 10 July 2000 .

At the regional office, two (2) types of report shall be prepared: 1) consolidation of reports submitted by the provincial offices; and 2) activities solely undertaken by the region in coordination with its Regional Information Officers. The report shall be countersigned by the Regional Information Officer (RIO) and certified by the CARPO for SSD for submission to BARBD every 15th day of the succeeding month of every semester, e.g. the First Semestral Report (January - June 2000) shall be submitted on 15 July 2000.

2.3 BARBD shall prepare the national consolidation of the training modules and IEC materials development/production and distribution on a semestral basis.

2.4 Below is the description on how to fill-up the said instrument.

TITLE	Monitoring and Evaluation for Training Modules and IEC Materials Development/Production and Distribution
Date Covered	Semestral
<b>COLUMN</b>	<b>DESCRIPTION</b>
Column 1	Forms/Kinds of training modules/IEC materials refer to: <ul style="list-style-type: none"> <li>• printed materials such as leaflets, posters, comics, or illustrated stories, newsletters, pamphlets, etc.</li> <li>• Audio-visual materials, radio and/or television programs/advertisements, video presentations, jingles, etc.</li> <li>• Instructional materials such as fact sheets/posters, self-teaching manuals, primers, film strips, learning modules, etc.</li> </ul>
Column 2	refers to the title, theme or/and content messages of the IEC materials mentioned in column 1.
Column 3	refers to the ARC organizations where the IEC materials mentioned in column 1 were distributed for dissemination to the other members of the ARCs.
Column 4	refers to the national, regional, provincial and other local based-non-government organizations (NGOs) where the IEC materials mentioned in column 1 were distributed to form part of their campaign materials for agrarian reform and rural development.

TITLE	<b>Monitoring and Evaluation for Training Modules and IEC Materials Development/Production and Distribution</b>
Column 5	refers to the other government organizations (GOs) where the IEC materials mentioned in column 1 were distributed to form part of their campaign materials in the development of programs and projects.
Column 6	refers to the academe, state colleges and universities and other institutions where the IEC materials mentioned in column 1 were distributed to be part of their campaign materials for agrarian reform and rural development.
Column 7	refers to the total number of copies reproduced for distribution per type of IEC materials mentioned in column 1.
Column 8	refers to the number of training modules and IEC materials reflected in Column 1 which were accessed from different ARCs
Column 9	refers to the number of training modules and IEC materials reflected in Column 1 which were accessed from NGOs relative to the agrarian reform and rural development
Column 10	refers to the number of training modules and IEC materials reflected in Column 1 which were accessed from GOs relative to the agrarian reform and rural development
Column 11	refers to the number of training modules and IEC materials reflected in Column 1 which were accessed from other organizations/ institutions relative to the agrarian reform and rural development
Column 12	refers to the total number of training modules and IEC materials distributed out of the total number of materials accessed and reproduced per type
Column 13	refers to the dates (month and year) when the training modules and IEC materials were distributed.
Column 14	refers to comments/reactions of the recipients and end-beneficiaries on the materials distributed.

### **3. ARC I and E Program Monitoring for Outcome and Output Indicators (Annex C)**

3.1 This M and E instrument intends to measure the contribution of the I and E programs, to the overall implementation of the ARC development based on the activities reported in ETPARB and training modules and IEC material development and distribution monitoring report.

3.2 This semestral monitoring instrument shall be prepared at the provincial, regional and national levels using the same form including an analysis on how the I and E activities addressed the needs of the specific ARCs or in correlation to the level of development of these ARCs:

The Provincial ARB Training Officer shall prepare the report. The report shall be certified by the CARPO for BDCD and submitted to the regional office every 10th day of the month of the succeeding month of every semester. ( Example: The submission of the Semestral Report for January to June 2000 is on 10 July 2000.)

At the regional office, the Regional ARB Training Officer/s shall prepare the report. It shall be certified by the CARPO for SSD and submitted to BARBD every 15th day of the month of the succeeding month of every semester. ( Example: The submission of the Semestral Report for January to June 2000 is on 15 July 2000.)


3.3 The instruction on how to fill-up this monitoring report is explained below:

TITLE	ARC I and E Program Monitoring for Outcome and Output Indicators							
Date Covered	Semestral							
COLUMN	DESCRIPTION							
Column 1	the end goal indicated in this column is the over-all goal of viable ARCs measured in terms of ALDA where the I and E program implementation is anchored.							
Column 2	<p>the identified outcome indicators are the same indicators of under the ALDA.</p> <p>The number required in each outcome indicators shall be quantified based on the total target of the regions/province.</p> <p>Example:</p> <table border="0"> <thead> <tr> <th><u>End Goal</u></th> <th><u>Outcome Indicators</u></th> </tr> </thead> <tbody> <tr> <td>Land ownership and control and control of resources</td> <td><u>100</u> ARBs actually owning the land</td> </tr> </tbody> </table>		<u>End Goal</u>	<u>Outcome Indicators</u>	Land ownership and control and control of resources	<u>100</u> ARBs actually owning the land		
<u>End Goal</u>	<u>Outcome Indicators</u>							
Land ownership and control and control of resources	<u>100</u> ARBs actually owning the land							
Column 3	<p>are the I and E program indicators which measure the performance/output of the I and E program implementation.</p> <p>The number required in each performance/output indicators shall be quantified based on data indicated in the outcome indicators.</p> <p>Example:</p> <table border="0"> <thead> <tr> <th><u>End Goal</u></th> <th><u>Outcome Indicators</u></th> <th><u>Performance/Output Indicators</u></th> </tr> </thead> <tbody> <tr> <td>Land ownership and control of resources</td> <td><u>100</u> ARBs actually owning the land</td> <td><u>95</u> male/female ARBs trained on LTI related concerns</td> </tr> </tbody> </table>		<u>End Goal</u>	<u>Outcome Indicators</u>	<u>Performance/Output Indicators</u>	Land ownership and control of resources	<u>100</u> ARBs actually owning the land	<u>95</u> male/female ARBs trained on LTI related concerns
<u>End Goal</u>	<u>Outcome Indicators</u>	<u>Performance/Output Indicators</u>						
Land ownership and control of resources	<u>100</u> ARBs actually owning the land	<u>95</u> male/female ARBs trained on LTI related concerns						
Column 4	refers to the quantified target per performance/output indicator							
Column 5	refers to the accomplishment vis-a-vis the target							
Column 6	refers to the explanation on the target and accomplishment column.							

#### IV. EFFECTIVITY

The M and E forms shall be used by the concerned offices beginning fourth quarter of 1999 and supersedes all issuances inconsistent herewith.

01 December, 1999, Quezon City

  
**CONRADO S. NAVARRO**  
 Acting Secretary

ETPARB FORM 1  
ARC LEVEL

ANNEX A: EDUCATION AND TRAINING PROGRAMS/ACTIVITIES CONDUCTED FOR ARBs IN THE ARCs  
For the Period of \_\_\_\_\_

REGION: \_\_\_\_\_  
 PROVINCE: \_\_\_\_\_  
 MUNICIPALITY: \_\_\_\_\_  
 NAME OF ARC: \_\_\_\_\_

ARC COMPONENT/COURSE/TRAINING TITLE (1)	FUNDS		CONDUCTED BY (4)	NO. OF BATCHES CONDUCTED (5)	DATE CONDUCTED (6)	NAME OF BARANGAYS COVERED (7)	NAME OF COOPS/ ORGS. (8)	NO. OF PARTICIPANTS				TRAINING OUTPUTS (15)	FOLLOW-THROUGH ACTIVITIES TO BE CONDUCTED (16)	REMARKS (17)	
	SOURCE (2)	AMOUNT (3)						ARBS MALE (9)	ARBS FEMALE (10)	NON-ARBS MALE (11)	NON-ARBS FEMALE (12)				TOTAL MALE (13)
1. I and E in Support to Land Tenure Improvement															
2. I and E in Support to Social Infrastructure and Local Capability Building															
3. I and E in Support to Sustainable Area-based Rural Enterprise Development															
4. I and E in Support to Basic Social Systems Development															

This document shall be submitted to DARPO every 5th day of the succeeding month of every quarter.

Prepared by: \_\_\_\_\_ DF

Certified Correct by: \_\_\_\_\_ MARO

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ETPARB FORM 2  
Provincial Consolidation

ANNEX A: EDUCATION AND TRAINING PROGRAMS/ACTIVITIES CONDUCTED FOR ARBs IN THE ARCS  
For the Period of \_\_\_\_\_

REGION: \_\_\_\_\_  
PROVINCE: \_\_\_\_\_

ARC COMPONENT/COURSE/TRAINING TITLE	FUND SOURCE	FUND	CONDUCTED BY	NO. OF BATCHES CONDUCTED	DATE CONDUCTED	NAME OF ARCS COVERED	NAME OF BRGY./S COVERED	NAME OF COOPS/ORGS COVERED	NO. OF PARTICIPANTS				TRAINING OUTPUT/S	FOLLOW-THROUGH ACTIVITIES TO BE CONDUCTED	REMARKS		
									ARBs	NON-ARBs	TOTAL						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	MALE (10)	FEMALE (11)	MALE (12)	FEMALE (13)	TOTAL (14)	FEMALE (15)	(16)	(17)	(18)
Land E in Support to Land Tenure Improvement																	
Land E in Support to Social Infrastructure and Local Capability Building																	
Land E in Support to Sustainable Area-based Rural Enterprise Development																	
Land E in Support to Basic Social Systems Development																	

This document shall be submitted to DA/PRO every 10th day of the succeeding month of every quarter together with ETP-ARB Form 1 (per /RC-ARCS) as supporting documents

Prepared by: \_\_\_\_\_  
Provincial ARB Training Officer

Certified Correct by: \_\_\_\_\_  
CARPO-BDCD

Date: \_\_\_\_\_

ANNEX A : EDUCATION AND TRAINING PROGRAMS/ACTIVITIES CONDUCTED FOR ARBs IN THE ARCs  
For the Period of \_\_\_\_\_

REGION: \_\_\_\_\_

ARC COMPONENT/COURSE/TRAINING TITLE (1)	FUNDS SOURCE AMOUNT (2)	CONDUCTED BY (4)	NO. OF BATTCHES (5)	PROVINCE (6)	NO. OF ARCS COVERED (7)	NO. OF BRGYS. COVERED (8)	NO. OF COOPS/ORGS COVERED (9)	NO. OF PARTICIPANTS				TRAINING OUTPUTS/ACTIVITIES TO BE CONDUCTED (16)	FOLLOW-THROUGH ACTIVITIES TO BE CONDUCTED (17)	REMARKS (18)	
								ARBs		NON-ARBs					TOTAL
								MALE (10)	FEMALE (11)	MALE (12)	FEMALE (13)	MALE (14)	FEMALE (15)		
1. I and E in Support to Land Tenure Improvement															
2. I and E in Support to Social Infrastructure and Local Capability Building															
3. I and E in Support to Sustainable Area-based Rural Enterprise Development															
4. I and E in Support to Basic Social Systems Development															

This document shall be submitted to DARCO every 15th day of the succeeding month of every quarter with ETPARB Form 2 (Provincial/IE Consolidation) as supporting document.

Prepared by: \_\_\_\_\_  
Regional ARB Training Officer

Certified Correct by: \_\_\_\_\_  
CARPO-SSD

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEX B: MONITORING AND EVALUATION FORM FOR  
TRAINING MODULES AND IEC MATERIALS DEVELOPMENT/PRODUCTION AND DISTRIBUTION**

As of \_\_\_\_\_

Region: \_\_\_\_\_  
Province: \_\_\_\_\_

TYPE OF TRAINING MODULES/ IEC MATERIALS (1)	TITLE/THEME/ CONTENT (2)	NAME OF CHANNEL FOR INFORMATION AND DISSEMINATION				TOTAL NO. OF MATERIALS REPRODUCED (7)	TOTAL NO. OF MATERIALS ACCESSED				TOTAL NO. OF MATERIALS DISTRIBUTED (12)	DATES OF DISTRIBUTION (13)	COMMENTS/REACTIONS (14)	
		ARC ORIGINS (3)	NGOs (4)	GOs (5)	OTHERS (6)		ARC (8)	NGOs (9)	GOs (10)	OTHERS (11)				

*This form shall be submitted every semester.*

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

INFORMATION OFFICER,  
ARS TRAINING OFFICERS

\_\_\_\_\_  
CARPO SSD/ED/CD

Note: This same form shall be used for DARCO, DARRO, and DARPO.

**ANNEX C: ARC I AND E PROGRAM MONITORING FOR OUTCOME AND OUTPUT INDICATORS**  
 For the Period Covering \_\_\_\_\_ to \_\_\_\_\_

Region: \_\_\_\_\_  
 Province/s: \_\_\_\_\_

END GOAL (1)	OUTCOME INDICATORS (2)	PERFORMANCE OUTPUT INDICATORS (3)	TARGET (4)	ACCOMPLISHMENT (5)	REMARKS (6)
Land ownership and control of resources	No. of ARBs actually owning the land  No. of ARBs actually cultivating the land	No. of male/female ARBs trained on LTI-related concerns  No. of information campaigns conducted  No. of information materials developed  No. of sectoral federation members trained on LTI advocacy	(4)	(5)	(6)
No. of functional gender-sensitive ARC organizations	No. of ARC organizations with functional BOD members and committees  No. of ARC organizational with functional management staff	No. of BOD and committees (male/female) trained on organizational development trainings  No. of management staff (male/female) trained on basic training course			
	No. of ARC organizations with installed organizational and financial systems	No. of management staff (male/female) trained on advanced training course			
	No. of ARB and non-ARBs memberships in organizations	No. of prospective ARBs and non-ARBs (male/female) who attended the PMES			



END GOAL (1)	OUTCOME INDICATORS (2)	PERFORMANCE OUTPUT INDICATORS (3)	TARGET (4)	ACCOMPLISHMENT (5)	REMARKS (6)
No. of ARC organizations gainfully managing social enterprises	No. of women leaders in the organizations	No. of ARBs (male/female) trained on gender and devt.			
No. of ARC organizations gainfully managing social enterprises	No. of ARC households adopting livelihood skills training	No. of functional ARC Core Trainers (ACT)			
No. of ARC organizations gainfully managing social enterprises	No. of ARC organizations with established linkage (either marketing or investment linkage) with agribusiness firms	No. of ARC organizations trained on food processing technology			
Increase in farm productivity and income	No. of ARC households adopting appropriate and environment-friendly farming technology	No. of information materials developed and distributed on CBRM			
Enhance public support to CARP	No. of NGOs/line agencies/academe, etc. supportive to CARP	No. of male/female ARBs trained on CBRM			
Increase in farm productivity and income	No. of ARC households adopting appropriate and environment-friendly farming technology	No. of ARC households trained on various appropriate and environment friendly farming technology trainings			
Enhance public support to CARP	No. of information, education and communication materials distributed	No. of information, education and communication materials distributed			

(1) END GOAL	(2) OUTCOME INDICATORS	(3) PERFORMANCE OUTPUT INDICATORS	(4) TARGET	(5) ACCOMPLISHMENT	(6) REMARKS
Access to basic social services	No. of ARC organizations supporting CARP  No. of ARC households with access to basic social services	No. of fora/ symposium conducted No. of articles broadcasted on radio No. of ads aired on TV No. of ARC households trained on various basic services No. of ARC households trained on disaster management			

This document shall be prepared by the provincial and regional offices on semi-annual basis.

Prepared by:

ARB Training Officer

Noted by:

CARPO SSD/BDCCD