

JOINT DAR-NLSF MEMORANDUM CIRCULAR NO. 26
Series of 1997

**SUBJECT : IMPLEMENTING POLICIES AND GUIDELINES FOR THE
JOINT DAR-NLSF LIVELIHOOD CREDIT ASSISTANCE
PROGRAM FOR ARCs**

I. BACKGROUND / RATIONALE

Section 37, RA 6657 recognizes support services to agrarian reform beneficiaries (ARBs) as a critical component of the Comprehensive Agrarian Reform Program (CARP) in order to enhance productivity of agricultural lands and improve farmers' income. Among these support services are institutional development, credit and linkages with institutions concerned with rural development.

To facilitate rural development, the Department of Agrarian Reform (DAR) advocates the principle of agrarian reform communities (ARCs) as convergence areas for all development interventions. Cooperation and collaboration with the different sectors of the government, the NGOs/POs, LGUs and the business sector is being promoted to create more impact on the efforts and interventions being introduced.

Among others, the National Livelihood Support Fund (NLSF), a fund administered by Land Bank of the Philippines (LBP) was tapped to become a partner towards the attainment of total development of the ARCs. This Partnership was formalized through a Memorandum of Agreement (MOA) signed by both Secretary Ernesto D. Garilao and LBP President and Chairman of the NLSF Executive Committee Jesli A. Lapus. Under the said MOA, both parties agreed to implement a joint program known as the "Livelihood Assistance Program for ARCs."

II. PROGRAM OBJECTIVES

The Program seeks to improve the economic and social conditions in ARCs through credit assistance and institutional development services to members of the ARCs through organized groups and entities.

Specifically the Program aims to:

- A. Support the comprehensive development plan of the ARCs based on a strong partnership/tie-up among NLSF, DAR, program partners and target beneficiaries;

- B. Enhance the socio-economic development of the ARCs by providing credit funds and institutional services to beneficiaries through credit conduits; and ,
- C. Strengthen the capability of program implementors and their conduit organizations operating in the ARCs for them to effectively deliver credit and other support services to qualified beneficiaries.

III. THE PROGRAM FUND

A. Credit Fund

1. Internally Sourced Fund

Subject to its credit policies, the NLSF shall make available the credit funds to qualified lending conduits to finance the requirements of the livelihood or income-generating activities of the target beneficiaries in the ARCs.

2. Externally Sourced Fund

Resource mobilization shall be undertaken by both the DAR & NLSF to adequately service the credit demands of the ARBs. Sources may include the following:

- Additional allocation from Agrarian Reform Fund (ARF)
- LGUs, CDF, and other GOs
- ODA/foreign funding
- Other Local Sources

This fund shall be kept in a separate account and shall be subject to the terms and condition stipulated in the agreement between the source of the fund and NLSF/DAR.

B. Institutional Development Fund

1. The DAR shall take the lead role in the sourcing and provision of institutional development fund.
2. Funds for this component may come from other government agencies and from the ODA or foreign bilateral/multilateral assistance intended for support services delivery for the ARCs.
3. Fund allocation/withdrawals for institutional development and capability building purposes (activities, programs and projects) shall first be approved by the PMC as recommended by the TWG with supporting details, budget and justifications.

C. Organization and Management Fund

1. This fund shall be used for activities relative to the administration, management and supervision of the Program.
2. The DAR and NLSF shall pool their resources on a 50-50 sharing basis to sufficiently cover the required budget based on approved Work and Financial Plan as agreed by both parties.
3. The fund shall be administered and managed by the NLSF and shall be disbursed in accordance with government accounting and Commission on Audit rules and regulations.
4. Disbursements shall be based on approved Work and Financial Plan as recommended by the TWG and approved by the PMO.

IV. ORGANIZATION & MANAGEMENT

As an institutional partnership between the DAR and NLSF, the program management shall utilize the parties' existing resources which shall include manpower and logistics. The following structures shall be established to ensure effective program implementation.

A. Program Management Committee (PMC)

The PMC shall be formed to serve as the policy-making body of the program. It shall be composed of the following:

- | | |
|-------------------------------------------------------------------------------|----------------|
| • Assistant Secretary, DAR-Support Services Office SSO | Chairperson |
| • Executive Director, National Livelihood Support Fund (NLSF) | Co-Chairperson |
| • Deputy Executive Director, (NLSF) ** | Member |
| • Director DAR-Bureau of Agrarian Reform Beneficiaries Development (BARBD) | Member |
| • Director DAR-Project Development and Management Service (PDMS) | Member |
| • Head, Cooperative Lending Department (CLD)-
Land Bank of the Philippines | Member |

The PMC shall have the following functions:

1. Set the policies and define the priority thrust of the Program.

**** "Deputy Executive Director or other NLSF official as may be designated by NLSF"**

2. Make representation with their respective agencies for the provision of the required manpower and financial support for the Program.
3. Identify and solicit funding and technical assistance from external sources including training needs of the technical staff of DAR, NLSF and program partners or conduits.
4. Coordinate and synchronize program implementation with their respective agencies priorities.
5. Resolve issues or matters pertaining to program implementation submitted by the Technical Working Group.

B. Technical Working Group (TWG)

The TWG shall also be organized to oversee the program implementation. It shall be composed of the following:

- Representative, DAR-SSO
- Representative, DAR-BARBD
- Representative, DAR-PDMS
- Head, Account Management and Livelihood Development Group, NLSF
- Head, Institutional Development Group, NLSF
- Head, Information and Publications Department, NLSF
- Representative, Cooperative Lending Department (CLD)-LBP

The TWG shall perform the following functions:

1. Prepare the implementing guidelines and procedures of the program for the approval of the PMC.
2. Prepare the program strategies, plans and timetable in coordination with other partners/conduits.
3. Undertake the necessary coordination among the key players in the area/ARCs (i.e. DAR's Development Facilitators, NLSF personnel, conduits, other program partners, etc.) to facilitate the implementation of development assistance/interventions in specific ARCs.
4. Prepare the necessary instruments in data gathering, project monitoring and impact assessment of the program.
5. Performs other functions that may be assigned by the PMC.

C. Program Secretariat (PS)

The Social Entrepreneurship and Enterprise Development Division (SEEDD) of BARBD shall compose the PS. It shall perform the following functions:

1. Monitor processing of applications and coordinate closely with PMC and TWG regarding the status of applications and provide feedback to the applicants.
2. Coordinate with NLSF and DAR field offices regarding the monitoring of the program status.
3. Provide Secretariat support to the PMC and TWG during its regular meeting.
4. Prepare and submit quarterly status reports to the PMC through the TWG.

D. DAR Provincial Office

The DAR Provincial Office shall perform the following functions:

1. Initially screen prospective conduit applicants based on NLSF policies and guidelines.
2. Endorse applications deemed qualified to the NLSF, copy furnished (endorsement letter) to the DAR Regional Office and the Program Secretariat.
3. Ensure that systems for effective program implementation and monitoring are established at the conduit level.
4. Assist the NLSF field staff in the evaluation and monitoring of the programs of conduits with approved funding.
5. Assist program partners/conduits in the identification and delivery of appropriate institutional development services to the target beneficiaries.
6. Provide technical assistance to program partners/conduits in project development and documentation for funds drawdown.
7. Ensure that administrative and logistics support are provided for the program implementation and monitoring, and
8. Prepare and submit quarterly status reports to the PS, copy furnished regional office concerned.

E. DAR Municipal Office

The Development Manager/MARO and the Development Facilitator (DF) will be the direct link and implementing arm of the program at the ARC level. They shall perform the following functions:

1. Assist the applicant-organization in complying with the program documentary requirements;
2. Ensure that sub-projects for funding are consistent with the ARC Development Plan;
3. Assist the NLSF in program validation;
4. Prepare and submit quarterly status report on on program implementation to DARPO.

POLICY GUIDELINES

A. AREA COVERAGE

The program shall cover the Agrarian Reform Communities (ARCs).

B. ELIGIBLE PROGRAM PARTNERS

1. People's Organizations
2. Non-Government Organizations
3. Rural Financial Institutions

C. ACCREDITATION CRITERIA

NGOs/POs

1. Must be duly registered with the Securities and Exchange Commission, Cooperative Development Authority, or Department of Trade and Industry.
2. Must have a satisfactory credit record, if applicable.
3. Must have a track record of at least three (3) years of satisfactory/ profitable operations in livelihood lending. In case of newly-formed organizations with less than three (3) years track record, a program partner must have successfully undertaken community projects and the members of management must have adequate experience in livelihood development and lending.
4. Must have sufficient manpower for the program capable of handling financial and lending transactions.
5. Must have acceptable and well established internal control, accounting and documentation system.
6. Must have a bookkeeper/accountant and cashier/treasurer. For cooperatives, the officers must not be related within the second (2nd) degree of consanguinity or affinity.
7. Must not have a past due ratio of more than 25.0% in its lending operations.

8. Must have at least a permanent working capital of P 100,000.00. However, in case of NGOs/POs in ARCs, a reduced amount may be considered on a case to case basis provided there is a savings mobilization and capital build-up program that will meet the capital deficiency in one year.
9. Other criteria that may be deemed necessary by NLSF management

PARTICIPATING FINANCIAL INSTITUTIONS (PFIs)

1. Must satisfy criteria from 1 to 5 under NGO/PO
2. Must be of good standing/with no major exceptions per Bangko Sentral ng Pilipinas audit.
3. Must have at least ten percent (10.0%) capital to risk asset ratio
4. Must not have a past due ratio in its loan portfolio which exceed the following percentages at the time of application:

Commercial Bank	-	15.0%
Rural Financial Institutions	-	25.0%
5. Must have no legal reserve deficiencies for the last four (4) weeks at the time of application.

D. TARGET BENEFICIARIES

1. Wives and dependents of farmers in ARCs
2. Other non-farmer households in ARCs
3. Small farmers for non-traditional crop production and off-farm projects

E. SERVICES

1. CREDIT

a. Relending

One (1) year revolving credit line (for relending) to Program Partners (PP) shall be based on credit evaluations, program plans and type/number of beneficiaries with loan limits of P 25,000.00 each but not to exceed PP's total asset base. However, in case of LBP's accredited financial institutions, an automatic credit line may be granted equivalent to one-third (1/3) of its credit line with LBP.

The actual drawdown shall be based on the amount of sub-PNs of individual borrowers approved for financing or rediscounting.

Batches of availments/drawdowns shall be co-terminus with the underlying loans/PNs of beneficiaries but not to exceed 3 years. The amortization payment to NLSF shall follow the beneficiaries' terms which shall depend on the type of project of the end user, however, in case of daily, weekly or monthly terms to end-beneficiaries, the Program Partner shall pay NLSF quarterly.

Maximum loan per sub-borrower : P 25,000.00

b. Soft Loan for Conduit's Program Operations and Training of End-Beneficiaries

The loan amount shall depend on the needs of the Program Partners as assessed by NLSF but not to exceed 10.0% of credit line.

The purpose of the soft loan is to finance the start-up costs (first year of operation) of the Program Partner in launching the NLSF - funded credit program while awaiting the streams of income cash flows from the build-up of its loan portfolio, to be used as follows:

- a. For administrative expenses such as: salaries of staff directly involved in NLSF lending program (the number depending on the manpower requirement of the program) and training/community organizing costs of the NLSF target beneficiaries. The operational expenses which are regular in nature are excluded.
- b. For logistic support expenses as allowed by NLSF depending on its assessment of the needs of the Program Partners.

- c. Other administrative and logistic support expenses which maybe subsequently approved by NLSF management

Soft loan portion for asset acquisition maybe released simultaneously with but not ahead of the credit loan fund.

2. *NON-CREDIT*

- Institution/capability building of conduits

This component will cater to the trainings, workshops, skills development seminars, systems installation that will be actually required/needed by the program partners and the end-beneficiaries relative to the implementation of the Program. This is the non-credit component of the Program.

F. **FINANCIAL CHARGES**

1. *ONE (1) YEAR REVOLVING CREDIT LINE:*

To Conduit/Program Partners - 12%

From Conduit to End-Beneficiaries - to be jointly determined by partner and NLSF to cover all costs with reasonable spread. The actual maximum rate to be allowed requires NLSF approval.

2. *SOFT LOAN*

3.0% per annum

Loan duration shall depend on the nature of the soft loan utilization but not to exceed five (5) years.

Note: Interest rates to conduits/program partners are subject to NLSF's periodic review which may increase or decrease. However, there shall be no retroactive escalation/descalation of interest of existing PNs/sub-borrowers' PNs.

G. AVAILMENT TERMS FOR CREDIT LINE

Depending on the financial requirements of the end-beneficiaries specified in the loan proposal, fund releases shall be undertaken on credit line availment basis. Initial releases shall be made only after full compliance by the program partner with the guidelines, policies and documentary requirements of NLSF.

The subsequent releases may be availed from the credit line provided that the credit line has not yet expired and that there are no past due notes/amortization/s.

In cases where the program partner has failed to undertake a drawdown from the credit line within ninety (90) days from date of approval, the line shall be automatically cancelled.

H. RELENDING PERIOD

The NLSF funds must be fully relented to end-beneficiaries within thirty (30) days from date of receipt of the fund. Unreleased funds after this period must be returned to NLSF including the interest due it.

I. PAST DUE LOANS

The following instances shall constitute default and shall make the loan due and demandable:

1. Quarterly - non-payment of two (2) consecutive amortizations
2. Semi-Annual - non-payment of one (1) amortization, however, a
and Annual 30-day grace period is granted

J. PENALTY

Up to 12% per annum with 30 days grace period.

K. COLLATERALS

1. All promissory notes and underlying collaterals of end-beneficiaries and assets financed by soft loan shall be assigned to NLSF on a continuing basis.

2. Joint and several signatures (JSS) of at least three (3) key officers of the program partner which shall operate in case of default due to diversion/misappropriation of funds, misrepresentation, fraud and gross negligence.

L. POLICY ON PROGRAM PARTNERS' RELENDING

NLSF shall provide loans through wholesale lending to accredited Program Partners in the form of a one-year revolving credit line. These program partners shall relend the NLSF fund to members of self-help groups (SHGs).

Types of projects to be funded by the program partners include short-gestating income-generating activities and other short-term crop production projects except those traditional crop production projects being financed by LandBank. This, however, shall depend on the needs and capabilities of the beneficiaries to manage.

The following guidelines must be followed in determining the type of project for the end-beneficiaries:

1. Viable and has a ready market for the products or services
2. Able to generate income for the target beneficiaries within a short period of time
3. Within the capability of the end-beneficiaries to manage
4. Must be able to generate savings for the beneficiaries
5. Must comply with all the existing government rules and regulations
6. Must be in accordance with or consistent to the over-all ARC development plan

M. SAVINGS MOBILIZATION

The program partners shall be required to establish a savings mobilization scheme to ensure the continuity of the livelihood development activities of the SHGs even after the full-payment of the beneficiary loan to the Program Partners. It may be used as a future capital or as a mutual guarantee fund of the SHGs/sub-borrowers when they organize themselves into formal organizations. However, the program partner shall have mobilized borrowers savings of at least ten percent (10.0%) of the total loan releases during the loan term.

N. CREDIT LINE RENEWALS/INCREASES

Credit line renewals/increases maybe granted subject to NLSF evaluation of the program partners' credit line availment performance and implementation of the NLSF livelihood program.

However, automatic credit line renewals/ increases maybe granted by NLSF subject to Program Partners' satisfactory availment and repayment performance as well as attainment of Program objectives in its area of operations with updated data bank.

O. BOOKS OF ACCOUNTS

The program partner shall maintain a separate set of subsidiary records or books of account for NLSF transaction/loans to facilitate identification/monitoring of the NLSF assisted program. A data bank of borrowers profile and loan records shall be maintained at all times for ready reference of NLSF.

P. AUDIT AND PROJECT APPRAISAL

The program partners shall submit annual financial statements duly certified/audited by an independent CPA and program accomplishment and status report. NLSF reserves the right to conduct any time after due notice an examination of books and records, inspection of individual projects reported as financed under the program and appraisal of program status and accomplishments.

Q. LOAN RESTRUCTURING

The NLSF loan is a liability of the Program Partner and should be paid regardless of the status of the individual loans of beneficiaries. However, in case of adversities caused by force majeure or unexpected events that greatly affect its financial condition, a restructuring of loan terms maybe allowed subject to acceptable remedial and repayment plan.

In no case shall restructuring be allowed if cause of defaults is diversion of loan funds and collection proceeds. The JSS provision shall apply.

R. DOCUMENTATION AND SAFEKEEPING

Loan documents to be used shall be in accordance with NLSF forms. All necessary taxes/ fees as required by law relative to the documentation of the approved loan shall be for the account of the Program Partner. Individual sub-PNs being financed shall be kept in custody by the program partner for safekeeping in a well secured vault on behalf of NLSF.

S. APPLICATION REQUIREMENTS

1. Accomplished NLSF Application Form
2. Registration and Incorporation Papers
3. Board Resolution to Borrow
4. Personal Data Sheet of Board of Directors and Principal Officers and 2" x 2" pictures with signatures at the back
5. Audited Financial Statements for the last three (3) years, if applicable and latest Interim Financial Statements.
6. Other requirement/s that may be deemed necessary by NLSF management.

VI. PROCEDURAL GUIDELINES
(See Appendix A for the Process Flow)

<u>ACTIVITY</u>	<u>PARTY RESPONSIBLE</u>
A. IDENTIFICATION OF PROSPECTIVE PROGRAM PARTNERS	
Undertake an information drive on the program through holding of orientation/workshops	NLSF/DAR
B. LOAN EVALUATION AND PROCESSING	
1. Accomplishes and submit the NLSF Pre-Evaluation Questionnaire (PEQ) to MARO for endorsement to DAR's Provincial office (PARO) (See Form 1)	Prospective Program Partner with the assistance of DF
2. Reviews the PEQ and submits to the PARO	DF/MARO
3. Assists in pre-evaluating the PEQ following the NLSF accreditation/eligibility criteria	PARO
4. Submits NLSF application requirements upon passing the program's eligibility criteria to PARO for endorsement to NLSF (See ITEM 5.19)	Prospective Program Partner
5. Reviews completeness of submitted documents prior to endorsement to NLSF	PARO
6. Upon receipt of loan application documents, validates the applicant-organization's qualification and capability through the conduct of an organizational assessment (See Form 2)	NLSF/DAR
7. If results of OAA is positive, undertakes credit/background investigation. If there are certain deficiencies in the organization, management and operations, the proposal together with the OAA is endorsed to the Institutional Dev't. Group. Please	NLSF

refer to Step 6.3 for processing of institutional development requirements

- | | |
|----------------------------------------------------------------------------------------------------------------------|------|
| 8. Notifies applicant-organization of validation findings and recommendation copy furnished the PARO/MARO concerned. | NLSF |
|----------------------------------------------------------------------------------------------------------------------|------|

C. PROCESSING OF INSTITUTIONAL DEVELOPMENT REQUIREMENTS

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1. Evaluates and determines what specific type of training and other institutional development interventions are needed to be undertaken based on the OAA. | TWG |
| 2. Informs PARO on the specific institutional development interventions for inclusion in the ARC action plan. | TWG |
| 3. If institutional development intervention identified are within the resources and expertise of the PARO, PARO conducts training/institutional development and submits status/completion report to PS. | PARO |
| 4. If institutional development intervention is not within the capability of the PARO (either in resources, technical capability or both), the request is transmitted to TWG for appropriate action. | PARO |
| 5. Undertakes the training/institutional development activities. | NLSF/DAR
Resource
Institution |
| 6. Issues certification on the institutional development interventions undertaken addressing the deficiencies of the applicant-organization. | NLSF/DAR
Resource
Institution |

D. LOAN APPROVAL

- | | |
|-----------------------------------------------------------------------------------------------------------------------------|------|
| 1. Prepares credit facility proposal and submits/presents to NLSF Credit Committee and Executive Committee for deliberation | NLSF |
|-----------------------------------------------------------------------------------------------------------------------------|------|

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------|------|
| 2. If approved, notifies applicant-organization of approval and requirements for loan availment copy furnished the PARO/MARO/PS concerned | NLSF |
|-------------------------------------------------------------------------------------------------------------------------------------------|------|

E. LOAN DOCUMENTATION

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 1. Submits request for fund release with the list of qualified beneficiaries certified by DF/MARO concerned, type of projects, and individual loan amount | Program
Partner/
DF/MARO |
| 2. Conducts pre-release validation | NLSF/DF |
| 3. Signs loan documents | Program
Partner |
| 4. Reviews as to legal sufficiency and completeness of documents/requirements and safeguards | NLSF |

F. FUND RELEASE/DRAWDOWN

- | | |
|---------------------------------------------------------------------------------------------------|------|
| 1. Releases loan via fund transfer to Program Partner's deposit account with concerned LBP branch | NLSF |
| 2. Notifies program partner on the fund release, copy furnished PARO/MARO/PS concerned | NLSF |

G. LOAN MONITORING/SUPERVISION

- | | |
|-----------------------------------------------------------------------------------------------|--------------------------------|
| 1. Conducts post-release validation to check end-borrowers' loan and financed projects | NLSF/
DF/MARO |
| 2. Reviews post-release requirements of Program Partner | NLSF |
| 3. Submits semi-annual Program Status Report (See Form 3) copy furnished PARO/MARO concerned. | Program
Partner/
DF/MARO |

H. COLLECTION

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1. Send billing letter/notice to Program Partner thirty (30) days before due date of loan amortization, copy furnished PARO/MARO concerned | NLSF |
| 2. Remits amortization payment via Program Partner's account with designated LBP branch | Program Partner |

This Memorandum Circular shall take effect immediately upon approval and shall remain in force unless modified or repealed by subsequent Memorandum Circular.

July 22, 1997


JESLI A. LAPUS
President, Land Bank of the Philippines
and Chairman, NLSF Executive Committee


ERNESTO D. GARILAO
Secretary, Department of Agrarian
Reform

APPENDIX "A" PROCESS FLOW

PROGRAM PARTNER

DAR-MARO

DAR-PARO

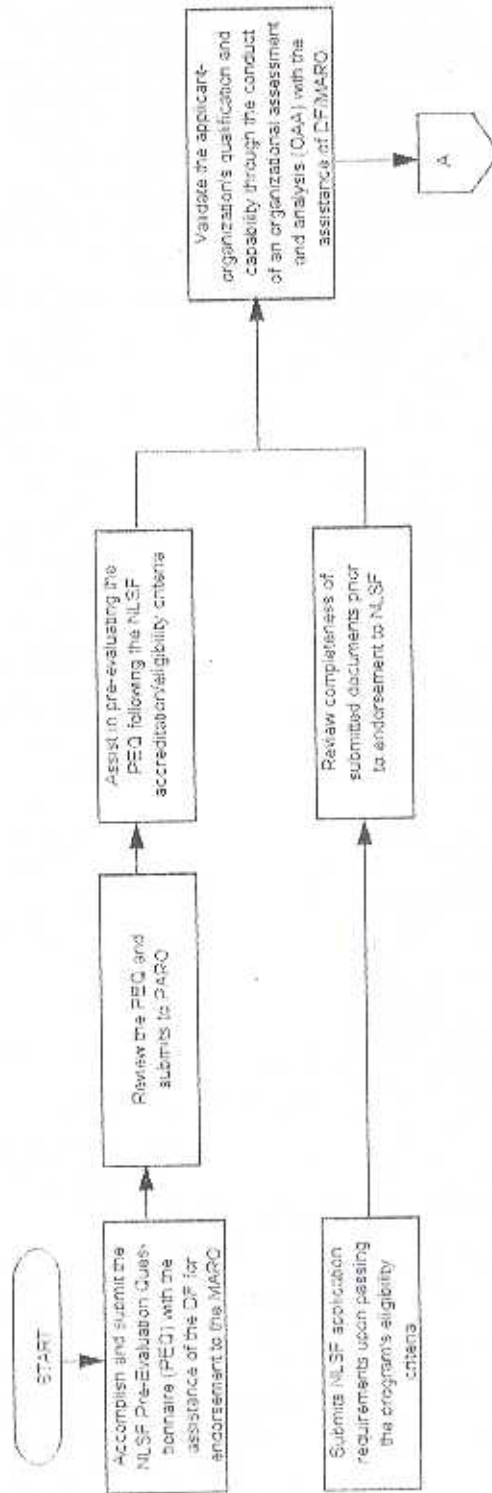
NLSF

TWG

A. IDENTIFICATION OF PROSPECTIVE PROGRAM PARTNERS

Undertake an information drive on the program through holding of orientation/workshops

B. LOAN EVALUATION AND PROCESSING



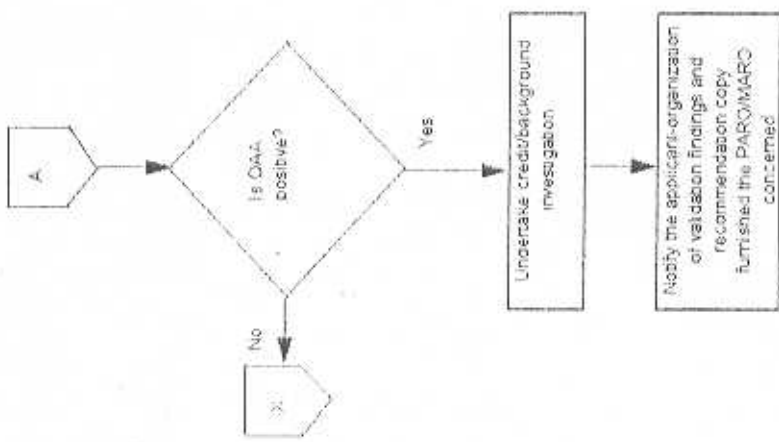
PROGRAM PARTNER

DAR-MARO

DAR-PARO

NLSF

TWG



PROGRAM PARTNER

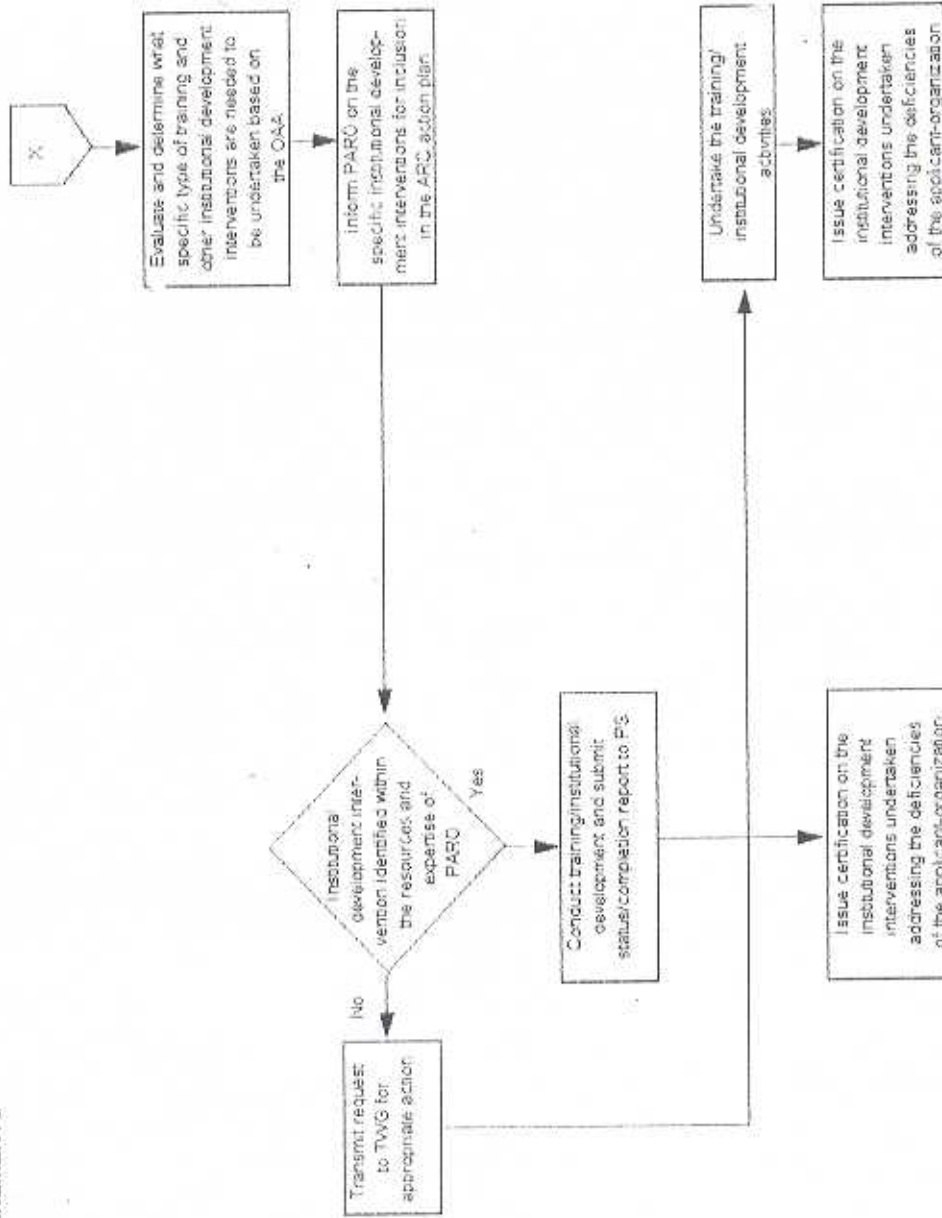
DAR-MARO

DAR-PARO

NLSF

TWG

C. PROCESSING OF INSTITUTIONAL DEVELOPMENT REQUIREMENTS



PROGRAM PARTNER

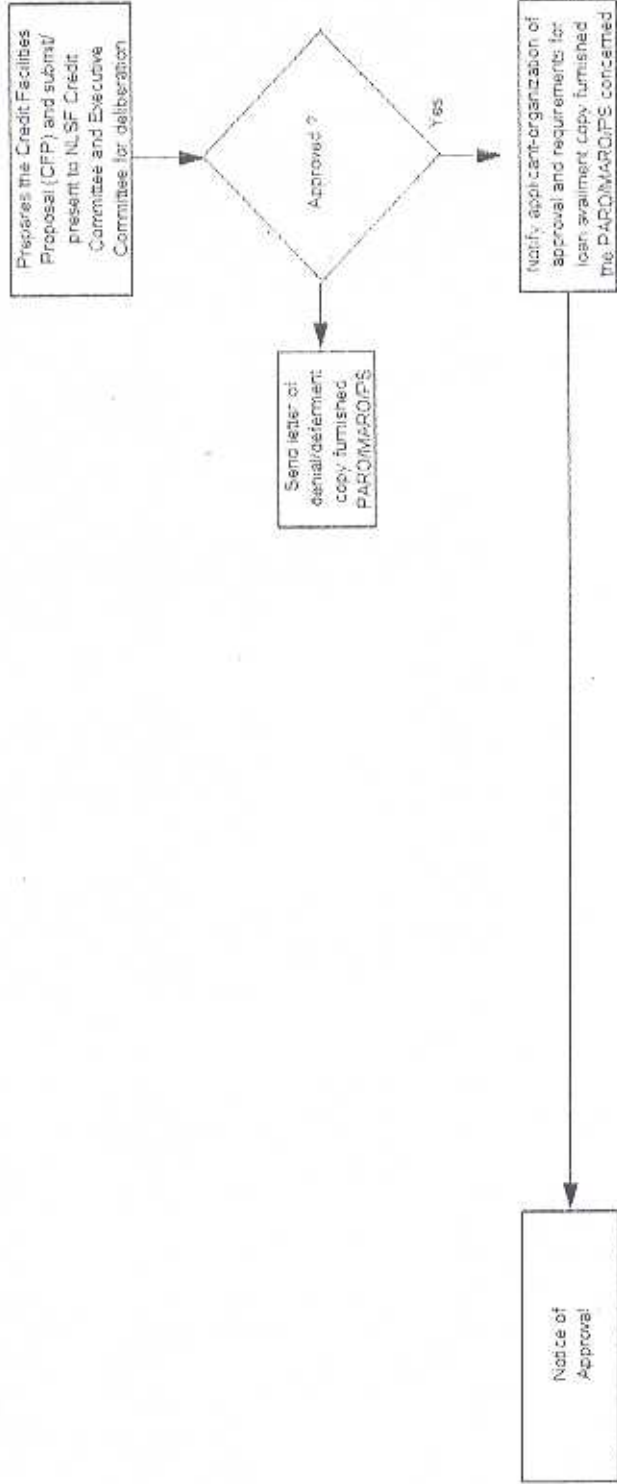
DAR-MARO

DAR-PARO

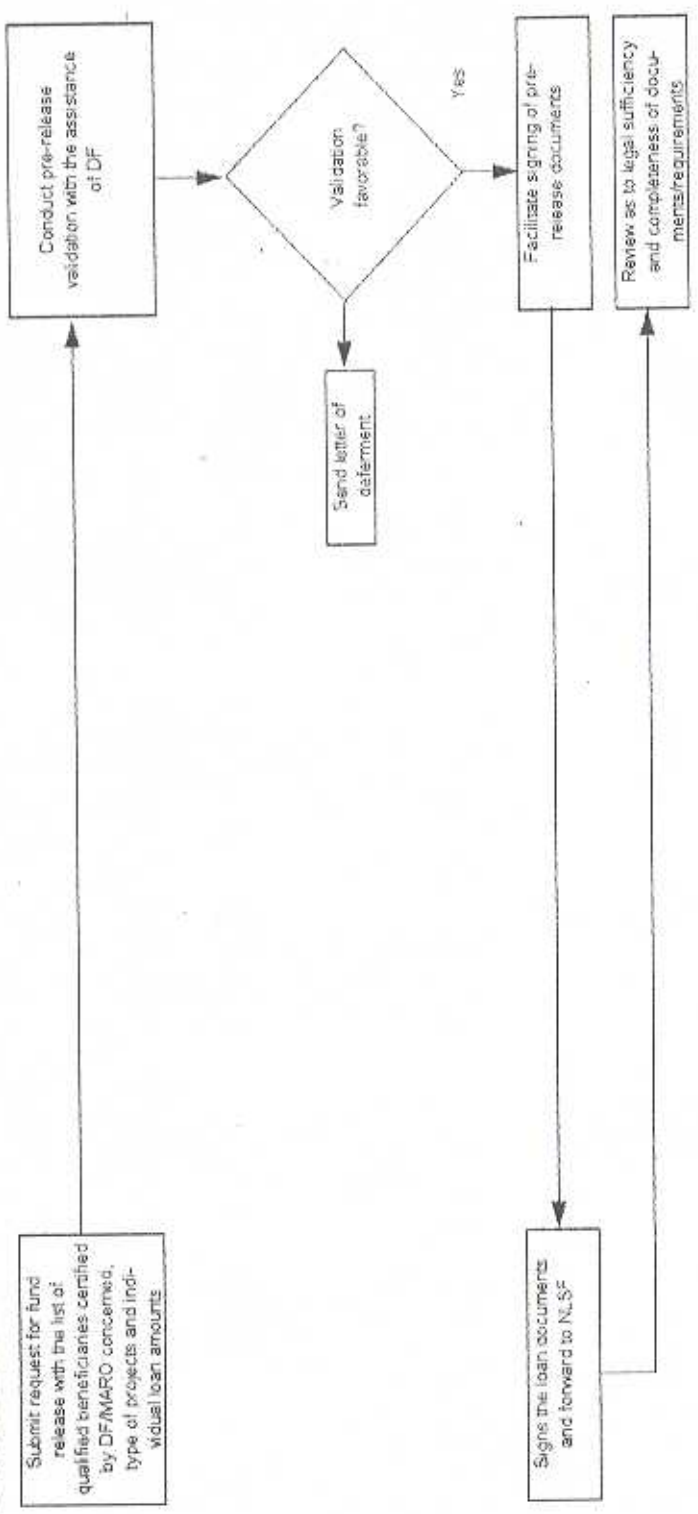
NLSF

TWG

D. LOAN APPROVAL



E. LOAN DOCUMENTATION



PROGRAM PARTNER

DAR-MARO

DAR-PARO

NLSF

TWG

F. FUND RELEASE/DRAWDOWN

Release loan via fund transfer to Program Partners' deposit account with concerned LSP branch

Notify Program Partner on the fund release, copy furnished PAROMARO/PS concerned

Acknowledge receipt of fund and submit post-release documents

G. MONITORING/SUPERVISION

Conduct post-release validation to check end-borrowers' loan financial projects with the assistance of DF/MARO

Review post-release requirements of Program Partner

Prepare/submit quarterly Program Status Report to NLSF, copy furnished PAROMARO concerned

PROGRAM PARTNER

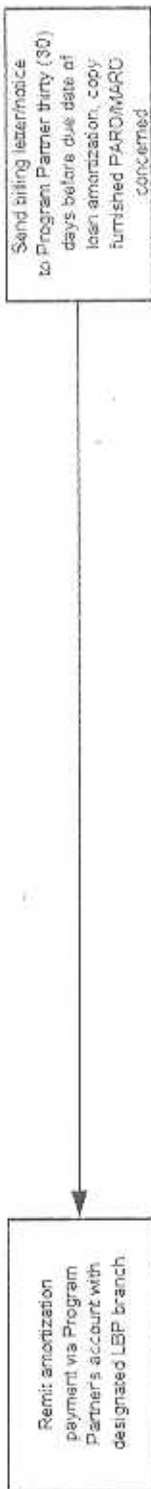
DAR-MARO

DAR-PARO

NLSF

TWG

H. COLLECTION



4. If you are engaged in relending, what are the types and terms of loans and projects already funded/financed by your organization?

	Max/Min. Loan Per Borrower	Payment Term	Total Interest & other Charges	# of Borrowers Served	Collection Rate
() Vending					
— Vegetable/Fish/Meat	_____	_____	_____	_____	_____
— Food/Beverages	_____	_____	_____	_____	_____
— Others (Specify) _____	_____	_____	_____	_____	_____
() Trading					
— Sari-sari Store/Dry Goods	_____	_____	_____	_____	_____
— Agri-Inputs	_____	_____	_____	_____	_____
— Others (Specify) _____	_____	_____	_____	_____	_____
() Livestock Production					
— Poultry	_____	_____	_____	_____	_____
— Piggery	_____	_____	_____	_____	_____
— Others (Specify) _____	_____	_____	_____	_____	_____
() Crop Production					
— Palay/Corn	_____	_____	_____	_____	_____
— Vegetable	_____	_____	_____	_____	_____
() Others					
— Service Concern	_____	_____	_____	_____	_____
— Providential/Emergency/ All-Purpose	_____	_____	_____	_____	_____
TOTAL				=====	

5. In percent, please classify your borrowers/beneficiaries (check if applicable)

() Fixed earners/employees	_____ %	() Market vendors/stallholders	_____ %
() Landless Farmworkers	_____ %	() Drivers/skilled laborers	_____ %
() Small Business Entrepreneurs	_____ %	() Others	_____ %

6. What are the sources of funds of your organization?

- () Membership Fees/Contributions
 () Savings Mobilizations
 () Capital Contributions
 () From outside sources, e.g. grants, loans, etc.
 () Others (Please Specify): _____

If from outside sources, please indicate the following:

NAME OF INSTITUTION	AMOUNT	INTEREST RATE	NATURE/PURPOSE	STATUS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

7. What is the financial status of your operations for the last three (3) years?
(Please attach a copy of the latest financial statements)

	Audited Financial Statements as Dec. 31			Interim
	19__	19__	19__	As of ____
TOTAL ASSETS	_____	_____	_____	_____
TOTAL LIABILITIES	_____	_____	_____	_____
TOTAL EQUITY/CAPITAL	_____	_____	_____	_____
NET INCOME	_____	_____	_____	_____
WORKING CAPITAL FOR:				
CREDIT OPERATIONS	_____	_____	_____	_____
TRADING OPERATIONS	_____	_____	_____	_____
OTHER PROJECTS	_____	_____	_____	_____
On relending operations:				
TOTAL LOAN PAYABLES	_____	_____	_____	_____
TOTAL LOAN RECEIVABLES	_____	_____	_____	_____
WITH COLLATERALS	_____	_____	_____	_____
WITHOUT COLLATERALS	_____	_____	_____	_____
TOTAL NO. OF BORROWERS	_____	_____	_____	_____
COLLECTION RATE	_____	_____	_____	_____
PAST DUE RATE	_____	_____	_____	_____

8. Positions, qualifications, and number of staff handling credit/livelihood lending operations

NAME /POSITION	STATUS			HIGHEST EDUCATIONAL ATTAINMENT	WORK EXPERIENCE AND LENGTH OF SERVICE
	Full- Time	Part- Time	Volun- teer		
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

9. Major stockholders and officers of your organization

NAME	POSITION	HIGHEST EDUCATIONAL ATTAINMENT	WORK EXPERIENCE AND LENGTH OF SERVICE	OTHER BUSINESS INTEREST/S
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

10. Strength/s of your organization

- | | |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Leadership and management capability of the officers | <input type="checkbox"/> Good contacts and linkages |
| <input type="checkbox"/> Written credit policies, rules and regulations | <input type="checkbox"/> Internal Control and Accounting System |
| <input type="checkbox"/> Financial Stability/Liquidity | <input type="checkbox"/> Savings Mobilization |
| <input type="checkbox"/> Complete Records and Documentation | <input type="checkbox"/> Capital Build-Up |
| <input type="checkbox"/> Account Management and Collection Strategies | <input type="checkbox"/> Others, Pls. Specify: _____ |

11. Has your organization undertaken a community project? () Y () NO
If "YES", please indicate the following:

NAME OF PROJECT	DESCRIPTION	PROJECT COST	FUNDING SOURCE	TYPE OF ASSISTANCE (e.g. loan or grant)	STATUS/ RESULTS
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

12. Are there any organizations/agencies which your office coordinate or in partnership with?
() YES () NONE If "YES", please indicate the following:

NAME OF ORGANIZATION/ENTITY	ROLE AND COMMITMENT	PROJECT DURATION/ EXPIRY
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. Please list down according to priority the potential project/s which your organization or your beneficiaries in your area/community would like to undertake or expand, your target beneficiaries (per Item 5), and estimated funds required

14. Relevance of the above projects to the total community improvement and living conditions of the beneficiaries

15. In a separate sheet, draw your organizational structure showing the functional units and number of staff per unit/committee

It is hereby understood that the above information can be subjected to validation by NLSF for further clarification.

CERTIFIED TRUE AND CORRECT:

SIGNATURE OVER PRINTED NAME
(RESPONDENT)

POSITION

DATE ACCOMPLISHED

NATIONAL LIVELIHOOD SUPPORT FUND
ORGANIZATIONAL ASSESSMENT AND ANALYSIS FORM

I. BACKGROUND INFORMATION

Name of Borrower : _____

Type of Borrower : ☐ NGO ☐ RFI ☐ Cooperative
☐ Peoples' Organization ☐ Others _____

Address : _____

Name of Respondent : _____

Position : _____

Type of Income Generating Activity (Please Check)

- ☐ Credit : Loan Extension
☐ Producers : Production/Procurement of inputs and marketing of produce
☐ Marketing : Buying and Selling
☐ Consumer : Operation of Consumer/Sari-sari Store
☐ Service : Extension of services like milling, hauling, etc.
☐ Multi-Purpose : Any combination of the above activities
☐ Others : Specify _____

Areas of Operations/Coverage

- ☐ Barangay-Wide ☐ Region-Wide
☐ Municipality-Wide ☐ Nationwide
☐ Province-Wide

Registering Agency : _____

Date of Registration : _____

Registration No. : _____

II. ORGANIZATIONAL ASPECTS

(Note : Secure a copy of the organizational structure)

1. Total number of members at time of registration : _____
2. Present membership and committees _____

Total	Regular		Non- Regular	Male	Female	No. of Small Farmers
	Active	Inactive				

Note : Items 1 and 2 are for PO only

3. Key Officers and (Employees)

POSITION	STATUS /NO.			HIGHEST EDUCATIONAL ATTAINMENT	WORK EXPERIENCE/ TRAININGS & SEMINARS ATTENDED	COMPEN- SATION
	FULL- TIME	PART- TIME	VOLU N TEER			

4. Benefits Given to Employees/Officers : _____

5. Meetings Conducted

Weekly Monthly Quarterly Others Minutes
on File

Board Meeting
Committee Meeting
General Assembly/Meeting
Special Meeting for: _____
Others : _____

6. Name of Federation/Union Affiliated with: _____

III. ACCOUNTING AND FINANCIAL ASPECTS

A. *FINANCIAL CONDITION (Based on submitted financial statements)*

As of (mo/day/year)

1. Authorized Paid -up Capital _____
2. Paid-up Capital _____
3. Assets/Liabilities/Networth: _____

	As of _____	Average for the last 3 years
<u>Total Assets</u>	_____	_____
Loan Receivables	_____	_____
Other Current Assets	_____	_____
Fixed Assets	_____	_____
Other Assets	_____	_____
<u>Total Liabilities</u>	_____	_____
Current Liabilities	_____	_____
Long-term Liabilities	_____	_____
<u>Equity</u>		
Members' Equity	_____	_____
Donated Capital	_____	_____
Total Reserves	_____	_____
<u>Total Revenue/Income</u>		
Relending	_____	_____
Trading	_____	_____
Other Income	_____	_____

Total Costs & Expenses

Personnel Expense (wages)

Other Expenses

Net Income

Interest on Share Capital

Loans and Savings

Total deposit (member savings)

Total Outstanding Loans

From outside sources (See IV.B)

- Short Term

- Medium /Long Term

On Lending Operations

Past Due Rate

Collection Rate

4. Schemes Adopted to Mobilize Savings and Build-Up Capital from Members:

B. RECORDS MANAGEMENT

1. Check if the following accounting records are properly maintained?

- ☐ Without accounting record
- ☐ Improvised recording system (notebooks, worksheets, etc.)
- ☐ Maintain General Ledger /General Journal only
- ☐ Maintain complete books of accounts as required by the business (e.g. Cash Receipts Book, Cash Disbursement Book, General Journal, Petty Cash Book, Check Register, General Ledgers, Subsidiary Ledgers)
- ☐ Books improperly maintained

2. Check if the following are being issued/used for applicable transactions:

- ☐ Official Receipts by bonded Cashier/Treasurer
- ☐ Stock Certificates for stockholder's investment
- ☐ Promissory Notes for loans to borrowers
- ☐ Passbooks for loans to borrowers and repayments made
- ☐ Passbooks for members' savings and capital build-up
- ☐ Checks for all kinds of disbursements (except petty cash expenses)

3. Who assisted in setting up the accounting system? _____
4. Is the entity subject to annual independent audit?
☐ Yes ☐ No
5. Date of latest financial statements prepared and filed: _____
6. Are financial and internal control systems installed and implemented? with written guidelines? (Please check all relevant items)
- | | With Written Guidelines | Installed & Implemented |
|------------------------------------------|---------------------------------------------------|---------------------------------------------------|
| Accounting System | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| Credit Systems (Policies and Procedures) | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| Budget System | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| Savings Promotion/Mobilization System | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| Cash Operations System | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| Audit/Internal Control System | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| Approving and Signing Authority | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| Accounts Documentation Procedure | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
7. How do you undertake safekeeping of documents? _____

IV. BUSINESS OPERATION AND CREDIT MANAGEMENT

A. BUSINESS OPERATION

1. If cooperative, what is the major agricultural product of the coop? (Please indicate estimated tonnage and sales in the last year's (1995) operations.) *(What is the answer?)*

Product	Volume Sold (tonnage)	Amount Sold (P '000)
Grain (e.g., rice, corn, soybean, others)	_____	_____
Fruits	_____	_____
Vegetables	_____	_____
Livestock (e.g. hog, cattle, etc.)	_____	_____
Dairy Product	_____	_____
Marine Product	_____	_____
Export Product	_____	_____
(e.g. sugar, coconut, coffee, cotton, rubber, tobacco, others)	_____	_____

B. SOURCES OF FUNDS

What are the sources of funds of your organization?

Name of Institution	Type of Accomodation	Collateral	Amount (P '000)	Interest Rate (%)	Purpose
TOTAL					

C. CREDIT MANAGEMENT

1. Loan requirement for sub-borrowers

a. Who are the eligible borrowers?

b. Do you require the following for a loan? ☐ Yes ☐ No

Collateral

Type of Collateral _____

Loan/Collateral Ratio _____

Maximum Amt. of Loan _____

Guarantee _____

Co-Maker _____

c. What documents would the borrower have to submit for a loan to be processed? (Please check all relevant answers.)

☐ Accomplished Loan Application Form

☐ Sworn Statement of Guarantors

☐ Original Title of Property

☐ Others (specify) _____

d. Do you conduct credit/background investigation on your borrower?

☐ Yes ☐ No

e. Who approves and disapproves a loan?

☐ Manager

☐ Credit Committee

☐ Board

☐ Others (specify) _____

f. If Credit Committee, indicate its composition.

g. How often does your Credit Committee meet?

(Note: Request for copies of resolution/minutes of discussion of Credit Committee)

h. What is the loan range for each approving authority?

Amount (P)

Manager

Credit Committee

Board

Others (specify)

i. If the loan was disapproved, what were the reasons for disapproval?
(Please check all relevant answers.)

- ☐ Collateral not sufficient
- ☐ Documents submitted were incomplete
- ☐ No crop/livestock insurance
- ☐ Project not viable
- ☐ Local business activity is down
- ☐ Borrower has bad background
- ☐ Project is too risky
- ☐ Share capital is not enough to cover the loan
- ☐ The applicant has an existing loan in the coop/organization of similar nature
- ☐ Others, specify

j. In the past year, what is the percentage of loans being disapproved?
Remarks : _____

2. Loan charges

a. How is interest rate on the loan computed?

Type	Straight Line Basis	Declining Balance	Others (Specify)
Short Term			
Medium/Long Term			

b. Interest rates and other charges collected from the borrower

Charges	Rate or Amount (P)	Manner of Collection *				Type of Loan
		1	2	3	4	
Interest rate						
Doc. stamp						
Insurance fee						
Notarial fee						
Service fee						
Others (specify)						

- * 1 - deducted immediately from the principal
 2 - at the end of loan period
 3 - amortized or period payment
 4 - others (specify)

c. Considering that all documents are complete, how long does it take to approve a loan?

No. of days from time of application to approval _____

No. of days from loan approval to release _____

d. What are the factors that delay APPROVAL of a loan? (Please rank according to importance. Rank 1 is the most important)

Rank

- [] incomplete documentation _____
 [] delay of approval of guarantee for guaranteed loans _____
 [] legal problems on collateral submitted _____
 [] legal problems on business being financed _____
 [] others specify _____

e. What are the factors that delay RELEASE of loan? (Please rank according to importance. Rank 1 is the most important.)

Rank

- [] funds not readily available _____
 [] none because release is automatic once loan is approved _____
 [] others (specify) _____

f. What factors do you consider for appraising the collateral and the project submitted for the loan?

The CollateralThe Project

- | | |
|---------------------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/>] convertibility to cash | <input type="checkbox"/>] profitability |
| <input type="checkbox"/>] legal title of property | <input type="checkbox"/>] practicability |
| <input type="checkbox"/>] capability of the organization to dispose or sell it | <input type="checkbox"/>] time period |
| <input type="checkbox"/>] fair market value | <input type="checkbox"/>] quality of project implemented |
| <input type="checkbox"/>] others, specify _____ | <input type="checkbox"/>] others, specify _____ |

g. Who conducts the appraisal of the project, the collateral, and the pertinent documents? (State his educational attainment and years of experience.)

Person InvolvedEducational AttainmentYears of Experience

- | | | |
|----------------------------------------------|-------|-------|
| <input type="checkbox"/>] Loan Investigator | _____ | _____ |
| <input type="checkbox"/>] Appraiser | _____ | _____ |
| <input type="checkbox"/>] Loan Officer | _____ | _____ |
| <input type="checkbox"/>] Manager | _____ | _____ |
| <input type="checkbox"/>] Others | _____ | _____ |

h. What are the criteria used for the appraisal of the collateral and project?

For CollateralFor Project

- | | |
|----------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/>] fair market value | <input type="checkbox"/>] proper documentation |
| <input type="checkbox"/>] legal title of property | <input type="checkbox"/>] potential earnings |
| <input type="checkbox"/>] convertibility to cash | <input type="checkbox"/>] belongs to the target market of the Program Partner |
| <input type="checkbox"/>] others _____ | <input type="checkbox"/>] actual earnings from the property |
| | <input type="checkbox"/>] others _____ |

i. Who makes the final decision on the appraisal process?

- | |
|-----------------------------------------------------------------------------------|
| <input type="checkbox"/>] Appraiser himself |
| <input type="checkbox"/>] His immediate supervisor. Indicate position _____ |
| <input type="checkbox"/>] Appraisal committee |
| <input type="checkbox"/>] Decision is subject to consultation with local leaders |
| <input type="checkbox"/>] Others _____ |

j. Do you give interest rebate for prompt payment? If YES, what are your bases? ☐] Yes ☐] No

3. Collection

a. Is the collector bonded?

☐ Yes

☐ No

4. Repayment/Delinquency

a. Categories of beneficiaries in terms of repayment

	<u>No. of Borrowers</u>	<u>Percentage to Total Loan Portfolio</u>
Paid in Advance	_____	_____
Able to pay on time	_____	_____
In arrears	_____	_____
Not able to pay anything	_____	_____
Others	_____	_____

b. State/cite main reasons for delinquency

☐ Mismanagement

☐ Marketing problem

☐ Inadequate/poor technology

☐ Natural calamities

☐ Unwilling to pay

☐ Corruption

☐ Others, specify

c. Mode of payment/repayment schedule

☐ daily ☐ monthly ☐ yearly

☐ weekly ☐ quarterly ☐ others, specify

Is there a grace period provided?

☐ Yes

☐ No

If yes, how many months? _____

d. Manner of collection

☐ In the field (harvest time)

☐ Brought to Coop/RFI/NGO

☐ Through Collectors/Field Assistants

☐ Through marketing tie-ups

☐ Salary deduction

☐ During regular meetings

☐ Payment in kind

☐ Others, specify _____

e. Source/s of loan repayments

☐ income from project (financed)

☐ income from other projects

☐ OCW

☐ employed kin

☐ informal sources (usurers, 5-6, etc.)

☐ others, specify

f. Do you relend to borrowers who have defaulted on their loan with you?

☐ Yes ☐ No

Reason/s :

g. Do you relend to borrowers who have defaulted on their loans with other lenders?

☐ Yes ☐ No

Reason/s :

h. Do you monitor your loans and their collections? How?

☐ Yes _____ We have a formal monitoring unit/person in charge
_____ We check the loan portfolio/performance from time to time
_____ We only check as the need arises (When there is a potential problem)
_____ Others, _____

☐ No

i. Do you monitor loan delinquency and arrears?

☐ Yes ☐ No

E. ORGANIZATIONAL NETWORKING

1. Are there other organizations/agencies which you coordinate/tie-up with in the operation of your business? (Indicate below the details of the tie-up relationship.)

NAME OF ORGANIZATION/ENTITY	NATURE/TYPE OF SERVICE	FREQUENCY OF COORDINATION
1.		
2.		
3.		
4.		
5.		

(Note : Include also tie-up programs with government agencies for other services to your members.)

V. INSTITUTIONAL STRENGTHENING/SUPPORT SERVICE

A. TRAINING ACTIVITIES FOR MEMBERS, OFFICERS, AND MANAGEMENT STAFF

1. Training Conducted for Members:

	Frequency *	Conducted by
Pre-Membership Educ. Seminar (PMES)	_____	_____
Ownership/Membership educ. seminar	_____	_____
Savings mobilization seminar	_____	_____
Others (specify) _____	_____	_____

* monthly, quarterly, semestral, yearly, others

2. Training Programs attended by the Officers and Members of the Board in the last two (2) years. (Please specify)

3. Training Programs attended by Management /Staff in the last two years. (Please specify)

B. TECHNICAL ASSISTANCE TO BORROWERS

- [] Preparation of feasibility study
- [] Preparation of loan documents
- [] Seminar on Credit Programs/How to borrow
- [] Extension services (e.g. veterinary, production, etc.)
- [] Marketing of products of borrowers
- [] Others, _____

C. AREAS FOR IMPROVEMENT

1. What suggestions can you give to improve the present organizational structure/leadership (if need be)? (Please rank 1-5 according to the degree of their importance with no. 1 being the highest.)

- _____ The functions of the officers should be clearly spelled out
- _____ The officers should know more about the members and the nature of the organization which they serve.
- _____ The officers should know more of the community within which the organization operates.

_____ There should be more opportunities for interaction between officers and members

_____ Others, please specify _____

2. What training/seminars do the officers/members need to improve the function of the organization? (Please rank 1-5 according to the degree of their importance with no. 1 being the highest.)

_____ Leadership and Value Re-Orientations

_____ Project Identification, Formulation, and Selection

_____ Financial Management

_____ Bookkeeping

_____ Savings Mobilization

_____ Others, specify _____

VI. EVALUATION

A. Organizational Aspects

Strengths : _____

Weaknesses : _____

B. Accounting and Financial Aspects

Strengths : _____

Weaknesses : _____

C. Business Operations and Credit Management

Strengths : _____

Weaknesses : _____

D. Institutional Strengthening/Support Service

Strengths : _____

Weaknesses : _____

VII. CONCLUSION

VIII. RECOMMENDATION

Prepared by:

Account Officer

Date : _____

Noted by:

OSCAR B. BATHAN
OIC, AMLDG

Date : _____

ORGANIZATION
PROGRAM STATUS REPORT
AS OF JUNE 30 / DECEMBER 31, ____

	THIS REPORT Jan - June Jan. - Dec.
I. NLSF Fund Status:	
1.1 Amount of Credit Line	P _____
1.2 Total Availments/Drawdowns (As of June 30/Dec. 31 ____)	P _____
II. Loan Releases to Sub-borrowers using NLSF Funds (Jan - June or Jan - Dec.)	No. of Accounts/ Sub-borrowers Amount
II.1 Purpose of Loans/Projects Funded	P
11.1.1 A. Handicrafts	P
1. RTW Manufacturing	
2. Rug - making	
3. Basket Weaving	
4. X'mas decor	
5. Flower making	
6. Furniture making	
7. Wood Curving Decor	
8. Others (pls. specify)	
Sub-total	
11.1.2 B. Food Production/Processing	P
1. Meat Processing (Tocino, Longanisa)	
2. Candy Making	
3. Bakery	
4. Preserving of fruits & vegetables	
5. Balut/Red Egg Processing	
6. Others (pls. specify)	
Sub-total	
11.1.3 C. Trading	P
1. Market Vending	
2. Sari - Sari Store	
3. Carinderia	
4. RTWs	
5. Others (pls. specify)	
Sub-total	

		No. of Accounts/ Sub-borrowers	Amount
11.1.4	D. Services (pls. specify)		
	1.Barber/Beauty Shop	P	
	2.Repair Shop (Specify)		
	3.Others (pls. specify)		
	Sub-total		
11.1.5	E. Production Loan Crops		
	1. Abaca Prodn.	P	
	2. Coconut Prodn.		
	3. Corn Prodn.		
	4. Fiber Crops Prodn.		
	5. Fruits & Nuts Prodn.		
	6. Palay		
	7. Sugar Cane Prodn.		
	8. Vegetable Prodn.		
	9. Tobacco Prodn.		
	10. Agricultural crops. prod. (cacao, coffee, rubber, sorghum, etc.)		
	11. others (pls. specify)		
	Sub-total		
11.1.6	F. Livestock/Poultry (Broiling Layer)		
	1. Ducks	P	
	2. Catlles		
	3. Piggery		
	4. Fattening		
	5. Breeding		
	6. Others (pls. specify)		
	Sub-total		
11.1.7	G. Fishery		
	1. Fishing accessories		
	Boat	P	
	Fishing Gears		
	Working Capital		
	Others (pls. specify)		
	Sub-total		
	2. Inland fishing		
	Fish pen		
	Tilapia	P	
	Bangus		
	Others (pls. specify)		
	Sub-total		
	Fish pond		
	Tilapia	P	
	Bangus		
	Prawn		
	Others (pls. specify)		
	Sub-total		

		No. of Accounts/ Sub-borrowers	Amount
11.1.8 H. Loan Maturity Types			
1. Short term – up to two years			P
2. Medium Term – 3 – 5 yrs.			
3. Long Term – 6 – 10 yrs.			
11.1.9 I. Securities Held			
1. Unsecured (Group Guaranty/Co-Maker)			P
2. Chattel			
3. Real			
4. Others (pls. specify)			
Total Loan Releases (should tally with Loan Releases in II above)			P
III. Outstanding Loans Data (As of June 30/Dec. 31 ____)			
III. a Status of Loan		No. of Accounts	Amount of Loan Outstanding June 30/Dec. 31
1. Current			P
2. Restructured			
3. Past Due			
4. Items in Litigation			
5. Others (pls. specify)			
Total			
III. b Beneficiaries			
Number (Based on Outstanding June 30 or Dec. 31)		No. June 30/Dec. 31	
1.1 Individual			
1.2 SHGs			
1.2.1 No. of Groups			
1.2.2 Total Membership			
III. c Profile		No.	Amount of Loan Outstanding June 30/Dec. 31
Small farmers/dependents			
Fisherfolks/dependents			
Landless farmworkers			
Share Croppers			
Cultural Minorities			
Rural artisans (handicrafts)			
Unemployed women			
Upland/Forest Area Dwellers			
Out-of-school youth			
Disabled			
Others, pls. specify			
Total			

IV. SOFT LOAN

IV.1 Fund Status	Purposes	Amount
------------------	----------	--------

Amount of Soft Loan Approved _____

Total Releases _____

1st Release - _____ (date) _____

2nd Release - _____ (date) _____

3rd Release - _____ (date) _____

4th Release - _____ (date) _____

IV.2 Purpose

Target no. (increase) of Beneficiaries to be served

(over and above existing beneficiaries as of _____)

Actual no. of Beneficiaries served _____

Variance (if any) _____

IV. Reason for Variance

V. Repayment rate of the beneficiaries (as of this semester)

$\frac{\text{Total amount (principal only) collected}}{\text{Total amount (principal only) due and collectible}} \times 100\% = \text{_____} \%$

VI. Trainings conducted (for this semester, if any) (Use sheet if necessary)

DESCRIPTION	PARTICIPANTS No. of Persons/ Beneficiaries/Officers/Staff	PERIOD COVERED	
		Initial Training (Description)	Repeat Training (Description)

VII. Problems encountered in program implementation (if any)

VIII. Benefits/Positive Impacts on Operations/Officers—Staff/Beneficiaries

IX. Areas covered (Municipalities/Province/s)

X. ACCOMPLISHMENT/PERFORMANCE/HIGHLIGHTS FOR THE YEAR
(aside from the trainings conducted)

XI. ASSESSMENT OF LIVELIHOOD PROGRAM IMPLEMENTATION

1. Strengths

2. Weaknesses

3. Opportunities

4. Threats

XII COMMENTS, SUGGESTIONS, ASSISTANCE REQUESTED FROM NLSF

Prepared by:

Approved by:

Signature Over Printed Name

Signature over Printed Name