|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Implementing Office**  **& Focal Person / Director** |  | | | | | | | |
| **ARF Series Number** |  | **Outcome No.**  *(Budget Line Item)* | |  | | | | |
| **Title of Approved ARF** |  | | | | | | | |
| **DESIGNATION** |  | | | | **Monthly Rate:** |  | | |
| **PRONOUN** *(to be identified by the personnel)* | **HE / HIM** | **SHE / HER** | **THEM / THEIR** | |
| **NAME OF CONTRACTED PERSONNEL** |  | | | | **No. of months:** |  | **Starting Date** |  |
| **Ending Date** |  |

**LIST OF REQUIREMENTS & ACKNOWLEDGMENT SHEET**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\*[ ] COS/TOR** | | **\*[ ] PEF** | **\*[ ] LOI** | | **\*[ ] CV** | | **\*[ ] NDA** | | **\*[ ] TIN #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **\*[ ] GOV’T. ID**  **\_\_\_\_\_\_\_\_\_** |
| **PERIOD** | **REQUIRED DOCUMENTS** | | | | | | | **REMARKS/COMMENTS** | | **ACKNOWLEDGMENT** | |
| Month 1 | Notice of Engagement *(\*to be communicated by IO)* | | | | | | |  | | *I have fully understood the* ***terms and conditions*** *required of me as Technical Specialist/Expert hired under the*  *\_\_\_\_\_\_\_\_\_\_\_ Project, within the period stipulated in the contract.*  *I also acknowledge receipt of* ***orientation materials*** *provided by the PMD.*  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  **NAME & SIGNATURE**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date** | |
| Terms of Reference *(\*to be prepared by IO and facilitated by PMD)* | | | | | | |  | |
| Personnel Endorsement Form *(\*to be prepared by IO)* | | | | | | |  | |
| Orientation on Process Flows and Project Requirements  *(\*to be conducted by PMD)* | | | | | | |  | |
| Detailed Work Plan with Timeframe / Monthly Target Output *(\*to be submitted by the Specialist)* | | | | | | |  | |
| Progress Report with Output/s / Deliverables  *(\*to be submitted by the Specialist)* | | | | | | |  | |
| Certificate of Acceptance  *(\*to be prepared by IO and facilitated by PMD)* | | | | | | |  | |
| 1st Tranche Voucher *(\*to be prepared by IO and facilitated by PMD)* | | | | | | |  | |
| Notice of Check Availability *(\*to be prepared by PMD)* | | | | | | |  | |
|  |  | | | | | | |  | |
| Month 2 / Succeeding months | Progress Report *(\*to be submitted by the Specialist)* | | | | | | |  | |
| Monthly Target Output / Deliverables  *(\*to be submitted by the Specialist)* | | | | | | |  | |
| Certificate of Acceptance  *(\*to be prepared by IO and facilitated by PMD)* | | | | | | |  | |
| 2nd Tranche Voucher *(\*to be prepared by IO and facilitated by PMD)* | | | | | | |  | |
| Notice of Check Availability *(\*to be prepared by PMD)* | | | | | | |  | |
|  |  | | | | | | |  | |
| Month 3 /  Last Month | Final/Terminal Report *(\*to be submitted by the Specialist)* | | | | | | |  | |
| Final Output/s and deliverables per TOR/COS  *(\*to be submitted by the Specialist)*  1.  2.  3…. | | | | | | |  | |
| Certificate of Completion  *(\*to be prepared by IO and facilitated by PMD)* | | | | | | |  | |
| Certificate of No Pending Accountability  *(\*to be prepared by PMD)* | | | | | | |  | |
| Certificate of Engagement *(\*to be prepared by PMD)* | | | | | | |  | |
| Final Voucher *(\*to be prepared by IO and facilitated by PMD)* | | | | | | |  | |
| Notice of Check Availability *(\*to be prepared by PMD)* | | | | | | |  | |
| SATISFACTION RATING  *(Kindly check appropriate box)* | | | | ☺ | | ☹ | | *We value your comment/recommendation:* | | | |

Facilitated by: Noted by:

**NAME PRINCESS S. MOLLENO**

Outcome \_\_\_ Focal, PMD Chief, PMD