|  |  |
| --- | --- |
| **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