GOJUST Human Rights Project

2018 Second Quarter Report

Signed:

JOSE LUIS MARTIN C. GASCON
Chairperson, CHR

The PROJECT MANAGEMENT DIVISION
Office of the Chairperson
Commission on Human Rights

Table of Contents

Executive Summary ---------- p. 2

Milestone Summary ---------- 3

Roster of Service Providers Engaged ---------- 6

Financial Summary ---------- 10

Participant Summary ---------- 11

Engagement with the CSOs ---------- 12

Project Steering Committee ---------- 12

Project Management Division ---------- 12

Photo Highlights ---------- 13

Executive Summary

The period from April to June 2018 is continuously progressing with the significant number of approved activity request forms (ARFs) and implementation of several activities.

Several key activities in the three (3) Intermediate Outcomes were undertaken. Under Intermediate Outcome 1, the CHR carried on with the vision to establish cooperation and coordination mechanisms with the Regional Human Rights Commission (RHRC) through the conduct of the Joint Project Steering Committee (PSC) meeting. The CHR also exerted effort in working closely with the Office of the Ombudsman for effective and appropriate conduct of joint investigation on cases of human rights violations involving members of the State. Institutional strengthening through the advancement of work environment at the CHR likewise contributed significantly during the quarter as well as the reengineering of business processes.

For Intermediate Outcome 3, the second quarter of 2018 continuously served as opportunity to engage further with the civil society organizations (CSOs). The partnership building sought to reinforce the human rights promotion and protection role of the CSOs through the "stone soup" conceptual framework that aims to address the continuing and emergent documentation needs of the CHR amid the performance of its mandate. This is supported by and informally shared with the civil society, including grassroots organizations, non-government organizations, human rights defenders, academe, and media.

Under Intermediate Outcome 4, concept for knowledge management system and the proposed organizational development plan in view of the establishment of the Human Rights Observatory were developed by the team contracted to undertake the required tasks. Human rights indicators for the annual situation report are likewise developed and proposed for approval and adoption. The CHR constantly worked for significant progress in strengthening the human rights monitoring and data management in the Philippines.

REPORT HIGHLIGHTS

- **Institutional strengthening through various activities focused on establishing cooperation and coordination mechanisms with other institutions;**
- **Advancing the CHR's work environment;**
- **Reengineering CHR's business processes;**
- **Partnership building with civil society, including grassroots, non-government organizations, human rights defenders, academe, and media; and**
- **Strengthening the human rights monitoring and data management in the Philippines through the continuous effort in establishing the Human Rights Observatory.**

GOJUST Human Rights Project
2018 Second Quarter Report

This report presents significant implementation points from April to June 2018. It likewise showcases the outputs accomplished and results per Intermediate Outcome from the commencement of project implementation in the last quarter of 2016 until the second quarter of 2018.

MILESTONE SUMMARY

From April to June 2018, the Project Management Division (PMD) was able to facilitate the preparation and approval of eighteen (18) activity request forms (ARFs). These provided for the implementation of more activities under the GOJUST Human Rights Project.

The usual close coordination of the PMD and the GOJUST Technical Assistance Team (TAT) with the CHR's concerned implementing offices (IOs) in finalizing ARFs for appropriate approval contributed in the on-going progress for the second quarter. Likewise, the PMD ensured that once ARFs were approved, proper notification, facilitation, coordination, and monitoring for timely and effective implementation were undertaken. The IOs were continuously provided with appropriate technical and administrative guidance.

TABLE 1. SUMMARY OF MILESTONES ACCOMPLISHED FROM APRIL TO JUNE 2018

OUTCOME	PROGRAMMED OUTPUT PER AWFP	ACTUAL OUTPUT AS OF 30 JUNE 2018	RESULTS AS OF 30 JUNE 2018
1	1.1 Human resource management reengineered	• For implementation of programmed activities per approved ARFs	• For follow up with concerned IO
	1.2 CHR personnel competency updated in key areas	• For implementation of programmed activities per approved ARFs	• For follow up with concerned IO
	1.3 Business processes reengineered	• Draft indicators and tools of CHR's Results-based Monitoring, Evaluation, and Learning (RbMEL) Framework and System based on the workshop conducted on 28 May to 1 June 2018 (includes the two-day consultation with CSOs)	• Enhanced and updated CHR's key result areas (KRAs) and key performance indicators (KPIs) • CHR personnel applying knowledge and skills in carrying out appropriate, effective, and efficient means to monitor and evaluate cases of human rights violations
	1.4 Cooperation and coordination mechanisms with key government institutions established	• Draft memorandum of agreement (MOA) between the CHR and the Office of the Ombudsman on the conduct of joint investigations on cases of human rights violations perpetrated by State duty bearers	• MOA Signing scheduled July 17, 2018; • Laid down mechanism for cooperation and collaboration between the CHR and Office of the Ombudsman
	1.5 Capacity for protection services upgraded	• For implementation of programmed activities per approved ARFs	• For follow up with concerned IO

1	1.6 Interim National Preventive Mechanism (INPM) operationalized	• Approved ARF and TOR for the organization of the INPM members and secretariat	• Operationalization of INPM taking place for eventual institutionalization
	1.7 Policy work capacity of CHR developed	• For ARF preparation	• For follow up with concerned IO
	1.8 Human rights modules for incorporation in school curriculum (K-12)	• For discussion with the Human Rights Education and Promotion Office as IO	• For implementation in 2019
	1.9 Work environment upgraded	• Signed MOA between the CHR Regional Office in CARAGA and the Department of Public Works and Highways (DPWH) last 4 May • Conducted groundbreaking ceremony at CHR Regional Office 1 in San Fernando, La Union last 29 May • One (1) photocopier, three (3) inkjet printers, two (2) projectors, four (4) external hard drives procured in May • Draft engineering design of the media lounge and KMC	• Improvements at CHR's work environment presently being undertaken, including preparations and design for the media lounge and knowledge management center (KMC) as well as the customization of a media outside broadcast vehicle
	1.10 Mechanism for donor support established	• For conceptualization of possible forum to be conducted within the year	• For guidance and approval of the Focal Commissioner for the GOJUST Human Rights Project
	1.2.1.10 Administrative Cost	• Documentation reports/minutes of meetings conducted within the quarter	• Accomplishment of several objectives or targeted outputs
3	3.1 Multi-sectoral-wide strategic alliances for social advocacy, social mobilization, and social action operationalized	• Four (4) regional launch with media activity conducted in Nueva Vizcaya (April), Cavite, Bacolod, and Quezon City (May) • Two (2) consultative activities conducted in Laguna (April) and Bacolod (end of March) • Jump-off partnership activity with statement of unity conducted in Cagayan de Oro City (May) • Youth leadership activity conducted in Navotas (April) • Two (2) barangay consultations conducted in Caloocan (April) • Training of trainors conducted in Quezon City (June)	• Other CSOs expressed interest in reinforcing their support for human rights promotion and protection by signing in the statement of unity • Expansion of human rights networks through the participation of various sectors in consultative partnership-building activities • Human rights awareness of communities increased through the conduct of social advocacy and mobilization activities
	3.2 University-based human rights promotion established	• Two (2) SOWs drafted on undertaking youth camps among Filipino youth and students, and building partnership with artists, youth and students	• Will monitor result of outputs accomplished once contracted
	3.3 Partnership for documentation of human rights violations established	• For contracting of the Documentation and Database Specialist • Hired photojournalists as part of the documentation process	• Will monitor result of outputs accomplished once contracted • Initial documentation reports forwarded
	3.4 Response mechanisms to EJKs and other critical human rights concerns expanded	• Approved SOWs on psycho-social first aid support for EJK victims and conduct of psycho-social healing camps	• Several CSOs expressed their interests in providing CHR with victim support, such as on psycho-social counseling

4	4.1 Human rights observatory set up	• Developed demo site at www.hrobservatory.com for the Human Rights Observatory Knowledge Management System (HRO-KMS)	• Will monitor once the HRO-KMS is approved, adopted, and institutionalized • Aligned with existing internal data management systems being utilized
	4.2 Partnership with key sources of data and resource materials established	• Initiated engagements with the National Commission on Indigenous Peoples (NCIP), Indigenous Peoples' International Centre for Policy Research and Education (Tebtebba), United Nations Development Programme (UNDP) (DevLive, Governance Index), RHRC-Autonomous Region in Muslim Mindanao (ARMM), Asia Pacific Aid Programs (APAP), Department of Interior and Local Government (DILG), Philippine Statistics Authority (PSA), and links with the Danish Human Rights Institute • Explored partnership with research institutions, such as the National Commission for the Culture and the Arts (NCCA), Philippine Social Science Council (PSSC), and National Research Council of the Philippines (NRCP)	• Partnerships with key sources of data and resource materials being initiated for formal establishment
	4.3 Data collection, management and monitoring system established and initial data collected	• Summary data tables tabulated from the public inquiry hearings representing data from 66 consulted tribes • Pilot community indigenous navigator data from Tebtebba • Knowledge Management System (incorporating the Human Rights Observatory Online Database System development, 2018 National Situation Report, Geomapping Development in the Human Rights Observatory Online Database System-Extra-Judicial Killing Geomap)	• Enhanced capacity of CHR to collect and manage data for appropriate monitoring system
	4.4 Human rights situation report published	• Finalized version of the 2017 National Inquiry on IP rights • Draft general guidelines for the preparation of the 2018 Annual Human Rights Situational Report • Draft framework for the proposed CHR Knowledge Management System	• Advanced capability of CHR to produced human rights situation reports and publish the same for wide dissemination as well as increase public awareness and solicit support from policy makers for appropriate and effective remedies and/or human rights-based mechanisms
	4.5 Research on thematic human rights areas conducted (for Observatory)	• Finalized scope of work (SOW) to initiate the implementation of the migrant workers' rights baseline inquiry process • Pilot mapping of referral mechanisms and researches for three (3) regions	• The SOW, once accomplished, will lead to the establishment of the Migrant Rights Observatory • Interested CSOs on migrants advocacy are now reached out
	4.6 Relevant GOJUST HR outputs turned over to Human Rights Observatory	• For ARF preparation	• For follow up with concerned IO

From Table 1, it can be assessed that the CHR continuously worked for the accomplishment of the programmed outputs per the project's logical framework and/or work and financial plan. Likewise, commendable results were achieved as of 30 June 2018. It is deemed that when activities are implemented in the next quarters of the year, there will be more outputs and significant results.

ROSTER OF SERVICE PROVIDERS ENGAGED

In accordance with the interim guidelines, service providers/specialists were engaged following the government rules and regulations. A contract of service has to be made official with the requirements and budget reflected in the approved ARF and TOR.

TABLE 2. SUMMARY OF SERVICE PROVIDERS ENGAGED FROM APRIL TO JUNE 2018

OUTCOME	NAME OF SERVICE PROVIDER	DESIGNATION	CONTRACT PERIOD	CONTRACT AMOUNT (PhP)	TARGETED DELIVERABLE/S
1	Benedicto G. Antazo	Organization Development Specialist	1 April to 30 June 2018	147,000.00	- Project activity plan - Harmonized internal structure - Revised functional statements and functional linkages - Draft policy guidelines for the implementation of the harmonized structure - Change management plan - Assessment report
	Julian Inah Anunciacion	Activity Coordinator	1 April to 30 June 2018	126,000.00	- Media plan - Timeline of documents - Database of contacts
	Raymund Martin Trofeo	Facilities Specialist	1-15 April 2018	22,500.00	- Equipment requirement and guidelines on the use of the CHR multi-media room and media lounge
	Minerva Gonzales	Technical Analyst	1 April to 30 June 2018	147,000.00	- Data gathering design - Report on alleged human rights violations in relation with climate change
	Trisha Isabelle Fernandez	Legal Analyst	30 April to 30 June 2018	98,000.00	- Legal proceedings/reports on human rights violations in view of climate change
	Shyne Meryl O. Policarpio	Engineering Specialist	7 May to 30 June 2018	80,000.00	- Recommendation on appropriate set up and related engineering works
	Marie Lousa P. Leviste	Gender and Development Specialist 1	15 May to 30 June 2018	67,500.00	- Implementation plan - Proposals for the conduct of gender audit, development of knowledge products, conduct of capacity building

1	Maritess D. Cruz	Gender and Development Specialist 2	15 May to 30 June 2018	67,500.00	- Design for the gender audit and capacity building - Tools and modules for the conduct of the gender audit and capacity building
	Rowena A. Laguilles-Timog	Gender and Development Specialist 3	15 May to 30 June 2018	67,500.00	- Draft report for the conduct of gender audit in Mindanao - Data analysis report
			SUBTOTAL	*PhP823,000.00*	
3	Gina C. dela Cruz	Social Mobilization Coordinator	1 April to 31 May 2018	130,000.00	- Documentation for C4HR - Draft ARF and SOWs - Work plan for expanding networks
	Resurreccion Lao	Victim Support and Referral System Coordinator	1 April to 30 June 2018	195,000.00	- Map of service providers - Referral system for victims - Work and financial plan for Output 3.4 - Review of proposals from CSOs - Draft ARF and SOWs
	Sixto Donato C. Macasaet	Outcome 3 Overall Coordinator	1 April to 30 June 2018	225,000.00	- Work and financial plan for Outcome 3 - Draft ARF and SOWs - Review of Outcome 3 reports and proposals
	Marie Grace M. Nuñez	Deputy Coordinator	1 April to 30 June 2018	210,000.00	- Documentation reports/proceedings - Coordination with CSOs, Outcome 3 Project Team, and concerned CHR IOs - Monitoring of progress of activities
	Vincent Go	Technical Specialist 1	1 April to 16 June 2018	112,500.00	- Incident documentation/ narratives
	Rafael Lerma	Technical Specialist 2	1 April to 16 June 2018	112,500.00	- Incident documentation/ narratives
	Arnel Galgo	CSO Mapping Specialist	1 April to 30 June 2018	147,000.00	- Work plan - Directory/profile of church and school-based human rights organizations
	Felipe S. Ramiro, Jr.	Fund Development Specialist	16 April to 30 June 2018	122,500.00	- Draft concept paper of the funding mechanism for human rights - Fund-raising strategy - After activity/event reports

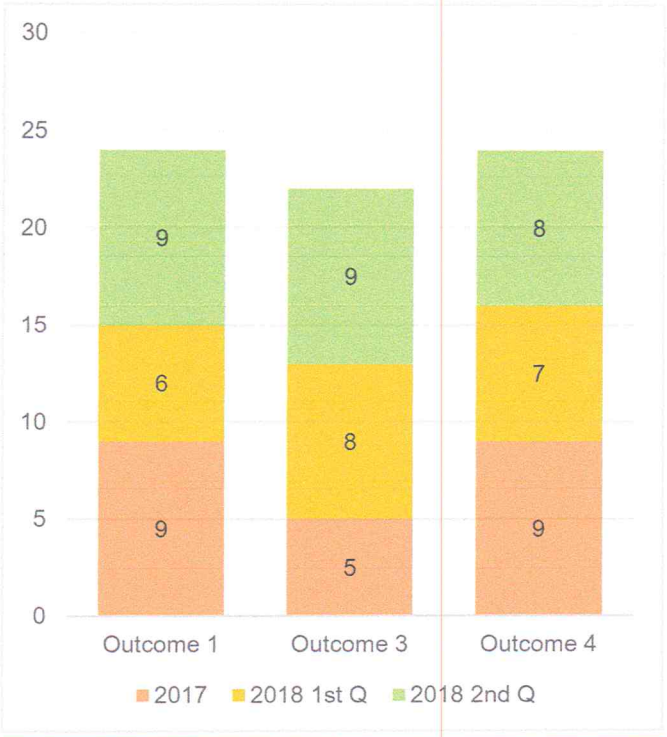
3	Odina Batnag	Legal Analyst	15-30 June 2018	32,500.00	- Systematic documentation of incidents from partner CSOs
			SUBTOTAL	*PhP1,287,000.00*	
4	Randy Simon Osiba	Community Coordination and Administrative Support Specialist	1-15 April 2018	17,500.00	- Research, documentation, analysis for the FGDs and IP immersion - Summary report on the key informant interview
	Roy Jerusalem Cabonegro	Human Rights Observatory Specialist	1 April to 30 June 2018	150,000.00	- Human rights observatory framework and mechanism for migrants, climate justice, environmental rights, gender equality, and children's rights
	Ida May de Jesus Lao	Policy Research and Advocacy Specialist	1 April to 30 June 2018	120,000.00	- Policy guidelines on the Human Rights Observatory, including partnership with state duty bearers, CSOs, academe, and other stakeholders
	Albert Alejo, SJ	Indigenous Peoples' Rights Advocacy Specialist	1-30 April 2018	45,000.00	- IP Human Rights Observatory development plan for 2018 – 2019 - Substantive comments to the 2017 IP National Inquiry Report - Popular version of the 2017 IP National Inquiry Report - Summary data matrices as baseline information on IP rights
	Ma. Rosalyn G. Mesina	Project Coordinator for Referral Mechanisms Mapping	1 May to 30 June 2018	98,000.00	- Research design on referral mechanisms mapping in view of gender-based violations - Monitoring and evaluation system and tool applying human rights-based approach (HRBA)
	Nancy E. Parreno	Social Research Specialist for Gender	2 May to 30 June 2018	91,600.00	- Research design and tools on gender
	Jowima Ang Reyes	Social Research Specialist for Children	2 May to 30 June 2018	91,600.00	- Research design and tools on children
	Dwight D. Sabio	Database and Knowledge Management Specialist	8-30 June 2018	45,000.00	- Knowledge management plan
			SUBTOTAL	*PhP658,700.00*	
			GRAND TOTAL	**PhP2,768,700.00**	

Based on Table 2, it can be assessed that both Intermediate Outcomes 1 and 3 have equal number of service providers/specialists contracted. Out of the total twenty-six (26) service providers/specialists who committed to work under the GOJUST Human Rights Project for the second quarter of 2018, there were nine (9) individuals each engaged to undertake various concerns and activities under Intermediate Outcomes 1 and 3. Under Intermediate Outcome 4, eight (8) service providers/specialists were contracted.

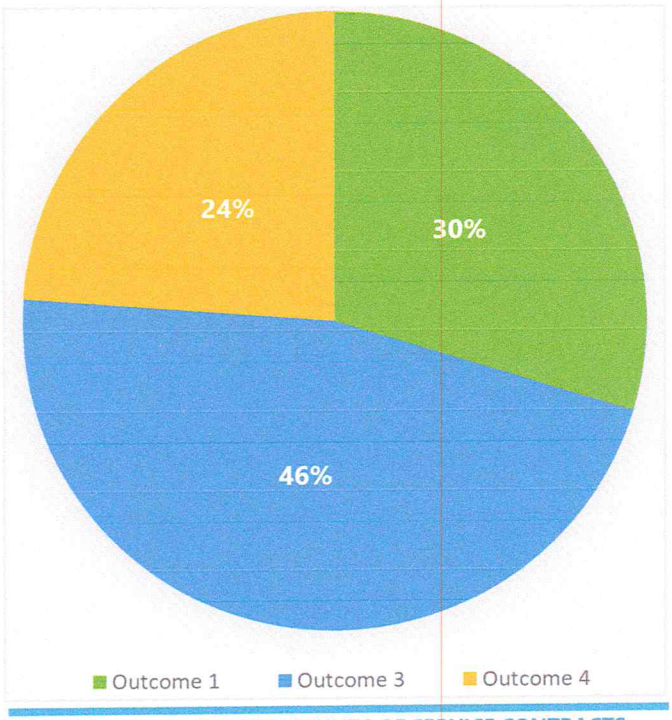
As a summation from 2017 to the second quarter of 2018, there is a total of seventy (70) service providers/specialists contracted under the GOJUST Human Rights Project for all the Intermediate Outcomes. However, several from the said number of service providers/specialists were either renewed or extended. There were only around nine (9) service providers/specialists who were newly contracted during the second quarter of 2018 for all the Intermediate Outcomes.

Graph 1 shows that there is a significant increase in the number of service providers/specialists contracted under all the Intermediate Outcomes for the second quarter of 2018. Contracting the concerned personnel was deemed necessary to provide technical expertise and/or other services as may be required to accomplish the set of objectives under each Intermediate Outcome.

Moreover, Graph 2 presents the respective percentages of amounts of service contracts per Intermediate Outcome from April to June 2018. Out of the total amount of PhP2,768,700.00 for the service contracts, it is clearly shown that Intermediate Outcome 3 has the highest share with 46% equivalent to PhP1,287,000.00 based on the figures presented in Table 2. Intermediate Outcome 1 comes in next with 30% equivalent to PhP823,000.00. Lastly, Intermediate Outcome 4 has the least share with 24% equivalent to PhP658,700.00.



GRAPH 1. SUMMARY OF SERVICE PROVIDERS/SPECIALISTS CONTRACTED PER OUTCOME FROM 2017 TO SECOND QUARTER OF 2018



GRAPH 2. SUMMARY OF AMOUNTS OF SERVICE CONTRACTS PER OUTCOME IN PERCENTAGE FROM APRIL TO JUNE 2018

FINANCIAL SUMMARY

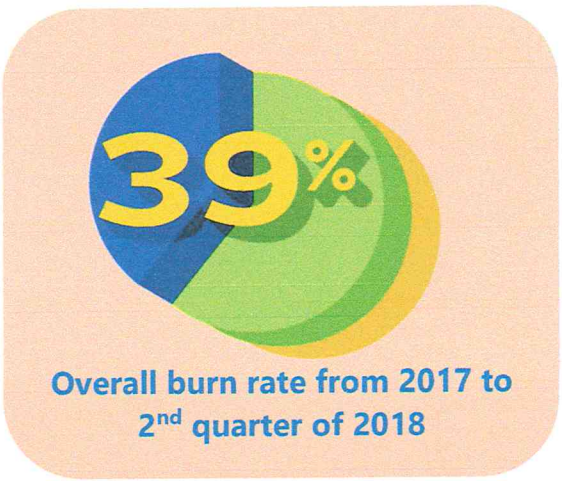
From April to June 2018, the PMD was able to record the following financial status:

TABLE 3. SUMMARY OF PROGRAMMED EXPENSES AND AMOUNT DISBURSED FROM APRIL TO JUNE 2018

OUTCOME	PROGRAMMED EXPENSES			AMOUNT DISBURSED		
	2017 + 2018 1st Q (PhP)	2nd Q 2018 (PhP)	TOTAL (PhP)	2017 + 2018 1st Q (PhP)	2nd Q 2018 (PhP)	TOTAL (PhP)
1	80,171,239.16	18,018,837.16	98,190,076.32	21,756,366.80	29,339,829.40	51,096,196.20
3	21,211,750.00	39,341,274.00	60,553,024.00	5,526,392.24	2,850,920.00	8,377,312.24
4	9,758,100.00	5,952,550.00	15,710,650.00	6,726,879.59	2,080,477.00	8,807,356.59
TOTAL	**111,141,089.16**	**63,312,661.16**	**174,453,750.32**	**34,009,638.63**	**34,271,226.40**	**68,280,865.03**

Given the above stated figures, the burn rate for the second quarter of 2018 is **54%** based on the total amount disbursed amounting to PhP34,271,226.40 over the programmed expenses equivalent to PhP63,312,661.16. Combining the 2017, first quarter, and second quarter of 2018 figures, the overall burn rate is **39%**. This is 8% higher from the overall burn rate from 2017 to the first quarter of 2018.

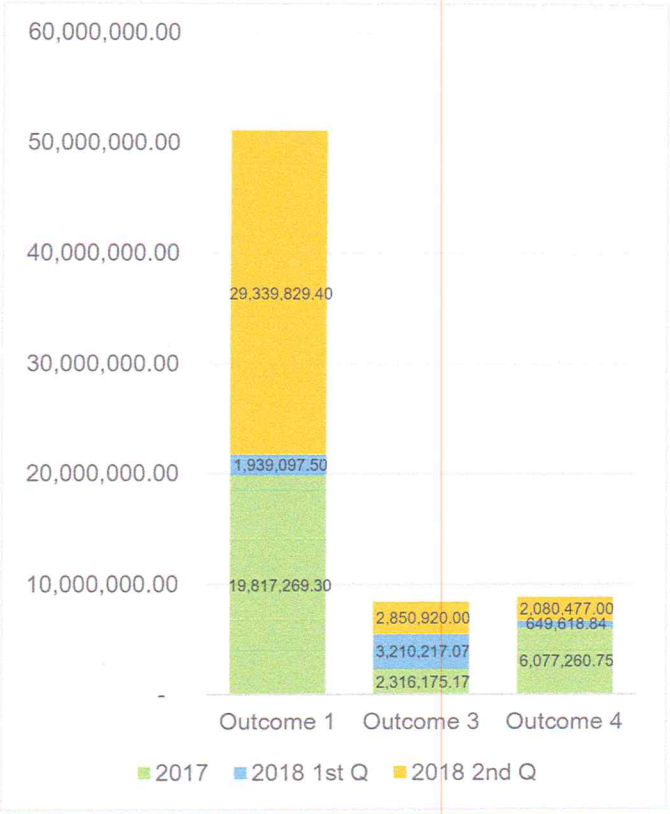
Based on Table 3 on the Summary of Programmed Expenses and Amount Disbursed from April to June 2018, the total amount of programmed expenses is PhP63,312,661.16. Intermediate Outcome 3 had the highest amount of programmed expenses amounting to PhP39,341,274.00, followed by Intermediate Outcome 1 with PhP18,018,837.16, and Intermediate Outcome 4 with PhP5,952,550.00.



GRAPH 3. PROGRAMMED EXPENSES FROM 2017 TO 2ND QUARTER OF 2018

From 2017 to the second quarter of 2018, the total amount of programmed expenses is PhP174,453,750.32. Referring to Graph 3, Intermediate Outcome 1 yielded the highest amount and percentage of programmed expenditures from 2017 (including the last quarter of 2016) to the second quarter of 2018 equivalent to PhP98,190,076.32 or 56%. Intermediate Outcome 3 came in next with PhP60,553,024.00 or 35%, and Intermediate Outcome 4 with PhP15,710,650.00 or 9%.

In terms of amount disbursed, from 2017 to the second quarter of 2018, the total amount is PhP68,280,865.03. Looking at Graph 4, Intermediate Outcome 1 had the highest amount and percentage of amount disbursed amounting to PhP51,096,196.20 which is 75% of the overall amount disbursed. Intermediate Outcome 4 came in next with PhP8,807,356.59 which is 13%, and Intermediate Outcome 3 with PhP8,377,312.24 which is 12% of the overall amount of expenditures from said period.

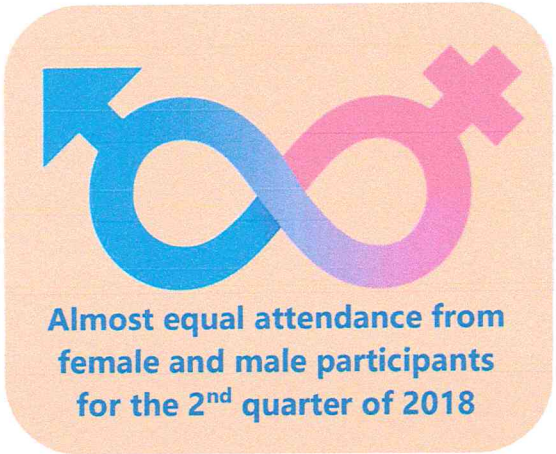


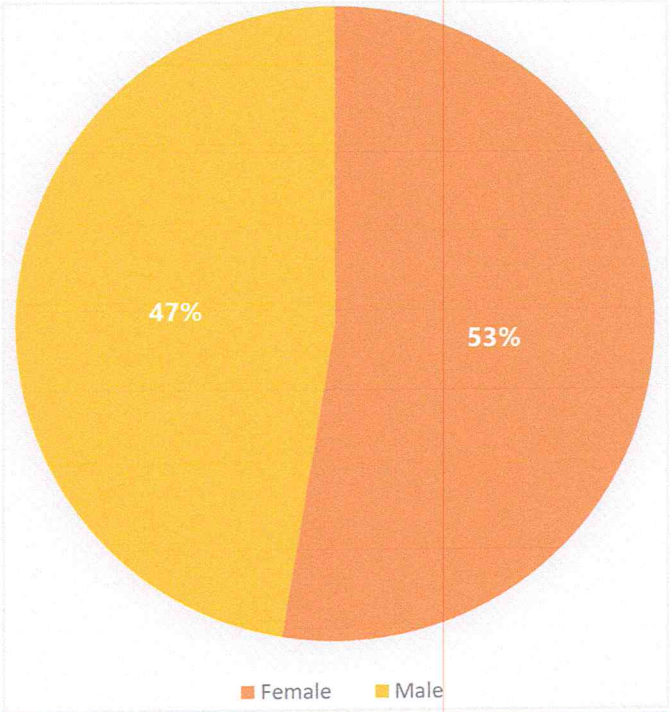
GRAPH 4. AMOUNT DISBURSED FROM 2017 TO 2ND QUARTER OF 2018

PARTICIPANT SUMMARY

The PMD continued to monitor and take cognizance of the attendance and profiles of the participants in GOJUST Human Rights Project-supported activities and/or endeavors.

Based on Graph 5, from April to June 2018, out of the total 446 participants, there were more female than male with 235 (53%) and 211 (47%), respectively.





GRAPH 5. SEX DISAGGREGATION OF PARTICIPANTS WHO ATTENDED GOJUST-RELATED ACTIVITIES FROM APRIL TO JUNE 2018

ENGAGEMENT WITH THE CIVIL SOCIETY ORGANIZATIONS

As of the second quarter of 2018, twenty-one (21) civil society organizations (CSOs) were accredited by the CHR as partners in various human rights promotion and protection endeavors. During the said period, draft proposals for additional activities were prepared. Some were approved and to be implemented in the next quarters of 2018.

It is expected that for the remaining quarters of 2018, more CSOs shall be contracted to implement activities under Intermediate Outcome 3 as well as Intermediate Outcome 4. The CHR recognized the valuable contribution of CSOs in performing human rights services and serving as force multipliers in pushing back attacks on the dignity of all.

PROJECT STEERING COMMITTEE

For the second quarter of 2018, a Joint Project Steering Committee (PSC) meeting was conducted on 11 April 2018 between the CHR and the Regional Human Rights Commission (RHRC) in Koronadal City, South Cotabato.

JOINT CHR-RHRC PROJECT STEERING COMMITTEE MEETING HELD IN KORONADAL CITY ON 11 APRIL 2018

It was during this meeting that the following were agreed upon:

- There is an area of cooperation between the CHR and the RHRC;
- The CHR is open for complementation for training of investigators;
- Both institutions will explore a joint framework and develop entry points for coordination;
- The CHR will share its training calendar with the RHRC as well as extending invitations for trainings;
- The CHR's Human Rights Observatory Team will meet with the RHRC and level off, including sharing of practices and/or tools on the Human Rights Observatory;
- Particular theme or human rights situation report for the ARMM may be developed;
- A coordination mechanism between the CHR and the RHRC as well as information sharing on detainee cases shall be created;
- The CHR and the RHRC will partner with law groups to resolve detainee cases; and
- The CHR and the RHRC will help organize Bangsamoro lawyers under Intermediate Outcome 3 of the GOJUST Human Rights Project to resolve detainee cases.

PROJECT MANAGEMENT DIVISION

The Project Management Division (PMD) continued engaging with the Focal Commissioner for the GOJUST Human Rights Project, implementing offices (IOs), the Technical Assistance Team, and the AECID for effective, appropriate, and timely implementation of activities. Likewise, the PMD warranted facilitating administrative and operational support to IOs. The PMD posted its second batch of core processes (accrediting CSOs and processing CSO contract of service) for information and guidance of all stakeholders.

Before the end of the second quarter, the PMD provided assistance to the external auditors contracted to look into the financial matters of the GOJUST Human Rights Project. This served as the mid-term financial audit that aimed at ensuring accountability for the management of the allocated funds and promoting a lesson-learning culture on financial management in development projects as well as throughout the organization.

PMD CORE PROCESS 3: Accrediting Civil Society Organization (CSO)

STEP	PROCESS	DURATION	REQUIREMENT/OUTPUT	FOCAL PERSON
1	Receipt and recording of submitted accreditation requirements	15 minutes	- Duly accomplished application form signed/ approved by Head/Authorized Signatory of CSO, and the documentary requirements - CSO logbook	Administrative/ Records Officer
2	Desk review of submitted requirements and drafting of endorsement notice to Outcome 3 Project Team	2 hours	- Complete and properly filled up/signed documentary requirements - Endorsement notice and checklist	PDO (Focal) PMD Chief
3	Transmittal of documentary requirements and endorsement notice to Outcome 3 Project Team	15 minutes	- Complete set of application and documentary requirements - Endorsement notice with checklist - CSO logbook	Administrative/ Records Officer
4	Receipt and recording of endorsed application, drafting of accreditation notice and matrix	1 hour	- Signed endorsement form - Complete set of application and documentary requirements - Accreditation notice and matrix - CSO logbook	Administrative/ Records Officer PDO (Focal)
5	Scheduling and presentation of accreditation matrix with documentary requirements to the Bids and Awards Committee – Public Bidding (BAC-PB)	Contingent	- Complete required forms for accreditation - Summary of requirements - Signed accreditation matrix	PDO (Focal) PMD Chief
6	Drafting of accreditation resolution and transmittal for signature of the BAC-PB Chairperson and members	One (1) day	- Draft BAC-PB accreditation resolution - Signed highlights of BAC presentation - Signed accreditation matrix - CSO logbook	PDO (Focal) Administrative/ Records Officer
7	Drafting and transmittal of Certificate of Accreditation (signed by BAC and CHR Chairperson), and posting of Public Notice of Accredited CSO (signed by PDO Focal and PMD Chief)	4 hours	- Signed BAC-PB accreditation resolution - Signed Certificate of Accreditation - Signed Public Notice of Accredited CSO	PDO (Focal) PMD Chief

Disclaimer: This process flow only covers the PMD functions. It does not cover the verification of external requirements.

PMD CORE PROCESS 4: Processing CSO Contract of Service (COS)

STEP	PROCESS	DURATION	REQUIREMENT/OUTPUT	FOCAL PERSON
1	Transmittal of Scope of Work (SOW) to the Procurement Division for posting in PhilGEPS	30 minutes	- Transmittal memo with procurement papers - Approved ARF - Approved SOW - PMD outgoing logbook	PDO (Focal) Administrative/ Records Officer
2	Receipt and recording of submitted sealed bid proposals from CSOs	15 minutes	- Bid proposals submitted on or before prescribed closing date and time	Administrative/ Records Officer
3	Drafting and transmittal of request notice for BAC-PB to meet for the opening of bid proposals	45 minutes	- Request notice for BAC-PB - Submitted project proposals from CSOs - PMD outgoing logbook	PDO (Focal) PMD Chief Administrative/ Records Officer
4	Opening and deliberation of the BAC-PB on the submitted bid proposals	Contingent	- Submitted project proposals from CSOs - Summary matrix of proposals - BAC-PB-approved winning bid proposal	PDO (Focal) PMD Chief
5	Presentation of the winning bid proposal to the Outcome 3 Project Team for post-qualification evaluation, drafting and transmittal of post-qualification evaluation memo for BAC-PB	Contingent	- Duly accomplished project proposal form - Post-qualification evaluation memo - Signed BAC-PB minutes of meeting - PMD outgoing logbook	PDO (Focal) PMD Chief Administrative/ Records Officer
6	Drafting and finalization of contract of service (COS), and transmittal of Notice of Award and Notice to Proceed for signature of Chairperson	4 hours	- Draft COS - Notice of Award - Notice to Proceed - CSO logbook	PDO (Focal)/ Administrative/ Records Officer
7	Transmittal of COS for signature of Chairperson, Head of CSO, and PMD Chief	30 minutes	- Signed COS - CSO logbook	Administrative/ Records Officer
8	Securing of notarial services (also for reporting in PhilGEPS)	4 hours	- Notarized COS	Administrative/ Records Officer
9	Monitoring of submission of deliverables from contracted CSO and processing of payment per tranche	Within 3 days before the end of tranche	- CSO monitoring matrix - Reporting forms/templates and matrix - Certificate of acceptance/completion signed by the Technical Review Committee - Reports submitted and signed by Head of CSO	PDO (Focal)

Disclaimer: This process flow only covers the PMD functions. It does not cover the functions of external agencies.

PHOTO HIGHLIGHTS

Intermediate Outcome 1 – Groundbreaking ceremony of CHR Regional Office 1 held last 29 May 2018 in San Fernando, La Union. The event was attended by three (3) CHR Commissioners (Karen S. Gomez-Dumpit, Leah C. Tanodra-Armamento, and Gwendolyn Ll. Pimentel-Gana), Executive Director Atty. Jacqueline Ann C. de Guia, Field Operations Director Atty. Homero Matthew P. Rusiana, and representatives from the local government units in the province.

Intermediate Outcome 3 – Partnership building activity in the National Capital Region conducted by the Coalition Against Trafficking in Women–Asia Pacific (CATW-AP) last 23 May 2018 in Quezon City. The event was attended by various representatives from the different sectors. The output of this activity is the signed unity statement locally dubbed as *"Pahayag ng Pagkakaisa: Pagkakaisa ng mga Laban ng Mamamayan para sa Karapatan (PUMALAG KA)"*.

Prepared by:

PRINCESS S. MOLLENO
Project Development Officer IV, PMD

Reviewed and Noted by:

ONESIMO L. CUYCO
Division Chief, PMD