



PAMANA MNLF PROJECT MANAGEMENT OFFICE

MEMORANDUM

Order No. 087
 Series of 2016

TO : PAMANA MNLF Project Management Team
 THRU : Provincial Social Welfare Officer
 SUBJECT : Delayed Submission of Profiling Results, Pre-Feasibility Documents and Project Proposals



It has come to the attention of the undersigned that some PAMANA MNLF staff have been remiss of their job and repeatedly failed to submit output on time which have caused unnecessary delay in our project. Such behaviors cannot be tolerated by this office.

Looking at the project timeline, we are now behind deadlines in submitting all the required data to our partner implementing agencies.

Given this, the PPMTs are hereby ordered to submit the following documents on or before April 15, 2016:


Document	Format	% to be Complied and Submitted to RPMO
Individual Profiling	Using the format given by the Regional IT and in soft copy.	70%
Family Profiling		70%
Pre-Feasibility	Using the Pro-porma given by the Livelihood Specialist with complete signatories and attachments.	70%
Project Proposals		70%

The remaining 30% set of these data must be submitted to RPMO on or before April 20, 2016.

It is very crucial that we should avoid missing deadlines again in order to catch up with our program implementation schedules. Therefore, please be guided with these set of deadlines.

By way of this memorandum, for other requirements in the future, we would also like to remind all PAMANA MNLF Staff that if you anticipate delay in meeting set deadlines, consult the Regional Office a week before the given date to obtain further direction or if possible do necessary adjustments. Otherwise, it is our expectation that you will make all of the necessary arrangements to meet the agreed deadline.

Let us help one another to ensure success of our program implementation.


RAHIMA DATUMANONG-ALBA
 Regional Secretary and
 Concurrent PAMANA Program Manager - Designate