



Report MISONBDP-AIP

Progress & Action Plan March 2006

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1 Introduction

The report briefly discusses the activities undertaken with respect to the MISonBDPAIP pilot testing and institutionalisation in March 2006, particularly in the three selected LGUs that were targeted for the comprehensive Land Use based planning and scheme implementation. This is a joint report by the M&E Specialist (international) and the MIS Operations and Trainer Specialist (national) who worked closely together. Both consultants were assisted by the PMED Data Controller.

2 Activities undertaken

- Visits to Alabel, Taragona, Lake Sebu, Mati, and Tupi:
 - Assess data encoding progress and issues – discussion with MPDCs, Mayor (Taragona only), Accountant (Alabel) and Encoders
 - Updating the MIS application and the database
 - Meetings with LGU Office Heads/Representatives: Taragona, Lake Sebu and Alabel: demo of system and discussion on possibilities for data exchange and use of the system.
- Visits to Provincial Planning Offices of Davao Oriental, Sarangani, and South Cotabato:
 - Discussion about (i) possible provincial role in providing services and support to municipalities in using the MIS and (ii) use of the system by the province for monitoring their own AIPs and for having a consolidated database of the Barangay profiles that enables the PPDC to view data at the aggregated Province level.
 - Demo of current system (Sarangani, South Cotabato)
 - Installation of the MIS for testing (Sarangani, South Cotabato)
- Updating of the system/programming (M&E/MIS Specialist):
 - Make the encoding of sub-projects optional (this required major changes to the MIS user interface, database structure and analysis functions)
 - Introduced Automatic saving of data instead of forcing the user to confirm whether he wants to save or cancel
 - Link obligations to disbursements
 - Make a number of other small improvements.

3 Status of MIS encoding

- **Alabel:** Only data for 1 barangay (Paraiso) and basic data for AIP 2005 were encoded. In fact, nothing was done since our previous visit in December. The MPDC blamed the lack of progress on constraints with regard to hardware (computer) and manpower. The only available computer is apparently provided by Unicef and being used for various other activities. The data is encoded by the Planning Officer who has other duties. Due to lack of funds and high priority given to the construction of market facility project, the MLGU cannot provide additional resources. A clerk will be assigned to do some additional data encoding starting from April.

- **Lake Sebu:** Only data for 1 barangay were encoded as no data from other BDPs were available yet. With regard to AIP, the database only contains basic data for AIP 2005 and not yet for AIP 2006. The encoder was on leave and could not be interviewed. Unfortunately, due to a brown out the consultants could not assess the database with the MPDC.
- **Taragona:** 3 Barangay profiles and 1 BDP were encoded, as well as basic data for AIP 2006 (names of projects and appropriated budget). The LGU also experienced hardware and manpower problems. However, a new computer was recently purchased, specifically for MIS/GIS purposes. The encoder will be on maternity leave but a temporary replacement was found who will be responsible for data encoding.
- **Other LGUs (remaining 5 from original pilot scheme):** Only Tupi and Mati were visited and the database of Laak was also assessed. In terms of data encoding some of these LGUs perform better than the ones participating in the comprehensive scheme. The databases of Tupi and Laak clearly show that good efforts were made in encoding other data than just the AIP project names and overall budgets.

4 Demonstration of MIS & discussion with Office Heads

One of the major bottlenecks for encoding and use of the MIS on BDP-AIP is the lack of involvement of other LGU offices than the MPDO. This particularly affects the AIP as most of the project-related data, especially for monitoring, are only available at the various “technical” offices that are directly involved in the project support and implementation, such as MOA for agriculture, MENRO for infrastructure, etc. The objectives of the meetings held in the 3 selected municipalities were therefore to inform the offices about the MIS, to get feedback on their assessment of the system and to discuss possibilities and protocols for data exchange.

The results of the meetings were mixed in all LGUs, with some office representatives clearly appreciating the system and others showing less enthusiasm probably because the introduction of systematic monitoring and reporting signifies a change to the routine ways of doing things, with more focus on monitoring of physical progress and project outputs.

The different options for data exchange are:

- Direct encoding by each office – only possible if LGU has a LAN
- Encoding of certain aspects of the MIS by some offices, such as disbursements by Accounts Section, and then import in the MPDO’s computer
- Manual reporting on fill out forms that the offices give to the MPDC for encoding.

As most offices do not have reliable computers and none of the LGUs have a LAN, the third option is preferred. It was agreed that UDP will develop some template report forms that are based on the fields that of the MIS data entry screens.

The best option is to create some template reporting forms in the Reports Generator, which the MPDC can print out and give to the respective offices to fill out. Four types of report templates should be designed:

- **Project background and plan:** to define specific data that are usually not included in the AIP lists: particularly *expected outputs*

- **Project quarterly progress:** observations/remarks and achieved outputs
- **Project visits**
- **Obligations/disbursements**

The following issues were discussed:

- The AIP module duplicates somehow the financial modules (e.g. obligations, disbursement transactions) in case an accounts package such as e-NGAS is used. It would be very helpful if a link to the systems of ECPAC and COA could be made.
- Concerns were raised about the financial functions of the MIS as the entered data might conflict with the real accounts figures. The consultants clearly explained that the purpose of the financial modules is just to facilitate project monitoring and to relate physical performance with expenditures. The MIS, however, is not a system for financial control as it does not support the closing of books and data can always be modified. However, the data should be accurate.
- The MPDC of Alabel argued that expenditures should not be entered until the end of the year as continuous changes are made to the specific budget allocation and actual use. However, the consultants do not believe that this is a valid argument against periodic encoding as the disbursements made are factual and represent the real expenses made. Second, the system allows editing and changing of budgets throughout the year.

5 Involvement of the Provincial Government

The MIS was demonstrated to the PPDOs of Sarangani and South Cotabato. Both showed great interest in the system for their own use and for deployment in other MLGUs in the province. Six officers from the PPDO Sarangani attended the provincial and the Alabel meeting. Both want to test the system for encoding their AIPs for 2006. The following changes should be made to the system:

- AIP: include one more level for encoding of programmes as the the Province structure comprises 3 levels: programmes – projects – sub-projects/activities. This is a relatively easy task.
- BDP: consolidation of municipality databases that enables the analysis of data at the aggregated level. This could be done in 1-2 weeks.

The Provincial Planning Officer of Davao Oriental showed interest in the system but no demonstration and discussion could be held during this mission. This will have to be organized in the near future.

6 Issues

The following constraints might hamper the implementation and adoption of the MIS:

- Hardware problems – especially for replication LGUs that were not provided with a computer (Alabel, Lake Sebu).
- Manpower shortage for encoding. Most LGUs resolved this somehow through the contracting of temporary encoders. However, these have to be trained again.
- Weak conceptual AIP framework with a major focus on financial aspects rather than on result-oriented planning and monitoring. This might be a real constraint for the full adoption of the system. For this reason, a M&E

- workshop will be organized in June for main LGU offices to increase their M&E capacity and to demonstrate the linkage between M&E and the MIS.
- Duplication of data encoding of financial aspects. The possibility for linking the e-NGAS systems (ECPAC, COA) with the AIPMIS must be further explored. This would merely entail the linking of project codes used in e-NGAS to the MIS and to make a facility for data transfer from their tables to the MISonBDP-AIP. Such facility would really enhance the adoption of the system.

7 Action Plan for the Next Quarter (2nd Quarter 2006)

As a result of several activities undertaken, the consultants identified sets of activities that have to be undertaken in relation to the establishment of the comprehensive MIS on BDP-AIP in selected P/MLGUs. Also, it will be worth applying some of the planned activities to the rest of the piloted municipalities since it was noted that these municipalities have even better capacity to use the system.

The following action plan was discussed with GIS/MIS consultant and PMED Chief in which case shall be implemented during the 2nd quarter of 2006 (April – June 2006):

7.1 Further system adjustments/refinements (programming works, required and recommended by the P/MLGUs)

- MIS on BDP concerns
 - Develop additional functionality for PLGU-use such as aggregation of data at the Province level thus provides viewing and generation of reports consolidated at the Province level
 - Review the usefulness and appropriateness of the existing chart/graph types of reports for the P/MLGUs to use and appreciate these reporting function of the system
 - Standardize the exit commands/buttons (closing of opened windows) in the entire system to avoid confusion and problems in the operation
 - Integration of GIS (simple display of data in the map)
- MIS on AIP concerns
 - Develop additional feature for PLGU-use, specifically recommended by Sarangani PPDO to be able to accommodate the structure of AIP of the Province using another higher level of classifying project/activities such as program/ projects/ sub-projects/ detailed budget item. Current classification provided in the system is projects/ sub-projects/ detailed budget items levels only.
 - Refinements/ adjustments to the Query Builder and Report Builder functionalities of the system, which were affected by the rectified functionality that allows optional encoding of sub-projects
 - Provide an option to print the “Project Progress” fill-up form directly from the system to be able to capture basic information of the project and the rest of the sections (progress data section) shall be filled-up manually by the concerned MLGU offices
 - Establish a possible link to e-NGAS Accounting System (ECPAC and/or COA editions) for those P/MLGU using these accounting

system. This function shall avoid redundancy in encoding financial transactions and reduce manual data encoding as well

- General concerns
 - Updating the On-line Help facility of the MIS-AIP and the User's Manual (document) for both BDP and AIP programs
 - Writing of a service program that will automatically apply the necessary changes in the database structure to work with the latest version of the programs (executable files, as of 31 March 2006)

7.2 Conduct M&E/MIS Workshop (2 batches, for Region XI and Region XII)

- Tentative schedule is 1st and 2nd week of June 2006
- 41 expected participants per batch coming from different offices of the pilot MLGUs, PLGUs and service providers
- Preparation for the Workshop, such as
 - Letters to the Governors, Mayors and service providers
 - Programme of the Workshop
 - MIS on BDP-AIP Information materials
 - Administrations, etc.

7.3 Follow-up technical assistance, system updating and implementation monitoring

- Coaching/ training of newly assigned encoders (backup encoders) in the following municipalities
 - Alabel MPDO – (assigned additional backup encoder)
 - Tarragona MPDO – (hired new backup encoder)
- Software and database updates
 - Updates made as of 31 March 2006 (already applied to 3 MLGUs, still have to be applied in the remaining 5 LGUs)
 - Updates (as of May-June, if any)

Details and estimated timeframe to implement the action plan is shown in Table 1.

Table 1: 2nd Quarter 2006 Action Plan for MIS on BDP-AIP modelling

Activity	Timeframe, 2 nd Qtr. 2006												Responsible Person(s)
	April				May				June				
	w1	w2	w3	w4	w1	w2	w3	w4	w1	w2	w3	w4	
1. Further system refinements/adjustments¹ (programming works) (required and recommended adjustments by the P/MLGUs to the system)													
a. MIS on BDP concerns													
▪ Develop additional functionality for PLGU-use ²													Allan
▪ Review the usefulness or appropriateness of the existing charts/graphs types of reports													Krusty
▪ Standardize buttons/ commands for exit functions (i.e. closing of currently opened window)													Krusty
▪ Integration to GIS (simple data viewing on maps)													Krusty
b. MIS on AIP													
▪ Develop additional feature for PLGU-use ³													Henk
▪ Refinements/adjustments to the Query Builder and Report Builder functionalities ⁴													Henk
▪ Provide option to print a "Project Progress" fill-up form directly from the system ⁵													Henk
▪ Possible link to e-NGAS (ECPAC and COA editions) Accounting System for those P/MLGUs using these systems ⁶													Allan/ Henk
c. General													
▪ Update the On-line Hep of the MIS-AIP and User's Manual (document) for both BDP and AIP													Krusty/ Henk
▪ Write a service program that will automatically													Allan

¹ Required and recommended by the P/MLGUs

² Consolidation of municipality/barangay data thus provides provincial level aggregated data viewing and reports generation

³ Additional classification of projects/activities, particularly for Alabel PPDO, the current classification in the system is 2 levels only i.e. projects/sub-projects and the recommended additional higher level would be program/projects/sub-projects

⁴ The Query Builder and Report Builder features were affected by rectified functionality of the system to allow optional encoding of sub-projects

⁵ The "Project Progress" fill-up form shall be generated directly from the system to show basic information of the projects and the progress sections shall be filled-up manually by the concerned MLGU offices (i.e. Engineering, Agriculture, MSWD, etc.)

⁶ The link will avoid redundancy in the encoding of financial data such as obligations and disbursements thus also t reduce manual encoding of financial transactions

Activity	Timeframe, 2 nd Qtr. 2006												Responsible Person(s)
	April				May				June				
	w1	w2	w3	w4	w1	w2	w3	w4	w1	w2	w3	w4	
do the updating required in the database structure for the remaining 5 pilot municipalities (Lake Sebu, Mati, Laak, Kapalong and Malalag)													
2. Conduct M&E/MIS Workshop (2 batches, Region XI and Region XII) ⁷													
a. Preparation for the Workshop													MIS TAs/PMED/PMES
b. Conduct M&E/MIS workshop for batch 1													MIS TAs/PMED/PMES
c. Conduct M&E/MIS workshop for batch 2													MIS TAs/PMED/PMES
3. Follow-up technical assistance, system updating and implementation monitoring													
a. Coaching/ training for newly assigned encoder in Tarragona/ apply the system/database structure updates (as of 31 March 2006) in Mati													Sherds
b. Technical assistance in the installation of the system at Marbel, South Cotabato – PPDO, apply the system/database structure updates (as of 31 March 2006) in Lake Sebu													Allan/ Sherds
c. Coaching / training for newly assigned encoder in Alabel													Sherds
d. Apply the system/database structure updates (as of 31 March 2006) in Malalag, Laak and Kapalong													Sherds
e. Follow-up technical assistance after the conduct of the M&E/MIS Workshop													MIS TAs/ Sherds

⁷ Expected participants will come from PLGU-PPDO, MLGU Offices and Service Providers