

**MEMORANDUM CIRCULAR**

**No. 02**

**TO :** All Assistant Secretaries Concerned  
Bureau Directors  
Service Chiefs  
Project Directors/Managers  
Division Chiefs concerned

**FROM :** The Undersecretary for Planning,  
Policy and Project Management  
  
The Undersecretary for Field Operations

**SUBJECT :** Institutionalization of a Regular Performance  
Review Meetings (One-on-One Meetings) of All  
Department Foreign Assisted Projects

In keeping with the agreements made during the Project Managers Meeting held last November 1988 for Project Implementing Units be provided regular access and interaction with the Department Officials, effective February 1989, this Office shall be conducting Regular Performance Review Meeting (one-on-one meetings) on a bimonthly basis. For purposes of maximizing the effectiveness of those one-on-one meetings and attain the desired objectives the different projects have been grouped into the following clusters:

CLUSTER 1	—	Central Operated Projects
CLUSTER 2	—	Region 1-5 FAPs
CLUSTER 3	—	Region 7-12 FAPs
CLUSTER 4	—	Coordinating, Monitoring and Finance Units (Central Office)

Attachement I details the Projects, units and personnel that will be involved in these meetings.

Further to ensure maximum interaction during the meetings, at least a week before the scheduled meeting all those concerned must submit reports to cover the topics listed as follows:

1. CLUSTER 1, 2 AND 3
  - 1.1 Review of Performance of Projects

- 1.2 Review of S curves: Bell curves: Gantt Charts of Project Activities
  - 1.3 Assessment of Work and Financial Plans
  - 1.4 Pending decisions at Central Office
  - 1.5 Funding, any delay in the release or disbursement shortfalls
  - 1.6 Other concerns that may affect project's operations
2. FOR CLUSTER 4
- 2.1 Review of Physical Status particularly Project Performance of all Projects
  - 2.2 Review of financial performance (specifically releases and disbursement procedures of all projects)
  - 2.3 Discussion and Problems/issues relating to project implementations as raised on the one-on-one meetings with the Project Managers and Directors
  - 2.4 Status of equipment/construction/consultancy management program
  - 2.5 Documents and/or payment under process in the Central Office incurring delays
  - 2.6 Other Operational concerns that may affect project's operations

To act as Secretariat to these meetings, the Project Coordination and Monitoring and Project Accounts Division (FASPO) shall designate personnel who shall comprise the Secretariat Group. The Secretariat shall be responsible in making the necessary preparations of the scheduled meetings and keep all records of the minutes transpiring from these meetings. For uniformity of all the submissions of the respective projects, we are attaching some of the sample documentations for your guidance and reference.

The first series of meetings will be on 20 February 1989 starting with Cluster 1. All concerned are thus enjoined to comply with this circular.

RICARDO M. UMALI

VICTOR O. RAMOS

Signed on Feb. 01, 1989

\* (Attached sample documents omitted)