**Annex “A” - Template for Quarterly Status Report – Annual Work Plan Implementation (QSR-AWPI)**

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| **Quarterly Status Report – Annual Work Plan Implementation for <Quarter> <Year>** |
| **1 - Resource ID** | **2 - Region** | **3 - Project Proponent** | **4 - Host Beneficiary** | **5 - Type of Host Community** | **6 - Fund Type** |
| Alphanumeric | Alphanumeric | Alphanumeric | Alphanumeric | Alphanumeric | Alphanumeric |
|  |  |  |  |  |  |
| **EOF** |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **7 - Type of Project** | **8 - Project Title** | **9 - Brief Description of the Project and its Beneficiaries** | **10 - Total Project Cost** | **11 –** **Project Status** | **12 - Project Completion** | **13 - Further Information** |
| Alphanumeric | Alphanumeric | Alphanumeric | Numeric, 4 decimal places | Alphanumeric | Date in **yyyy-mm-dd** format | Alphanumeric |
|  |  |  |  |  |  |  |
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**Annex “A.1” - Guidelines in Filling-up QSR-AWPI Template**

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| **Column** | **Field Name** | **Description** | **Data Format** | **Data Requirement** |
| A | Resource ID | Corresponds to the User ID provided by the DEPDMS Administrator. EOF (End Of File) shall be placed after the last filled-up cell in column A. | Alphanumeric | Mandatory |
| B | Region | Corresponds to the Administrative Region (e.g., R1, CAR, and NCR) where the unit is located *as indicated in Appendix B*. | Alphanumeric | Mandatory |
| C | Project Proponent | Corresponds to the Name of Project ImplementorFor EF:1. Name of DUFor DLF/RWMHEEF1. Name of LGU Implementor (Usually the Host LGU)2. For Regional Share (Indicate the concerned NEDA RDC)  | Alphanumeric | Mandatory |
| D | Host Beneficiary | Corresponds to the Name of LGU Beneficiary (DLF/RWMHEEF) / Recipient of Project (EF)  | Alphanumeric | Mandatory |
| E | Type of Host Community | Corresponds to the Project Proponent type of host community as listed in *Appendix G.*  | Integer | Mandatory |
| F | Fund Type | Corresponds to the type of Fund used for the project. Kindly input "EF" for Electrification Fund, "DLF" for Development and Livelihood Fund, or "RWMHEEF" for Reforestation, Watershed Management, Health and/or Environment Enhancement Fund | Alphanumeric | Mandatory |
| G | Type of Project | Corresponds to the Type of Project base on predetermined previous DLF, RWMHEEF Projects of the LGUs and the EF projects provided under DC2018-08-0021 and its supplemental policy issuances as listed in *Appendix H.*  | Alphanumeric | Mandatory |
| H | Project Title | Corresponds to the Project Title by the LGUs/DUsFor EF Project title includes (No. of HHs, Location and Nature of Project, such as line extension, upgrading and the likes)"  | Alphanumeric | Mandatory |
| I | Brief Description of the Project and its Beneficiaries  | Corresponds to the brief description of the project and its target beneficiaries.For EF Projects, no of HH beneficiaries of the project  | Alphanumeric | Mandatory |
| J | Total Project Cost  | Corresponds to the total project cost allocated as provided in the validate AWP of the host LGUs, RDC and /or DUs  | Numeric, 4 decimal places | Mandatory |
| K | Project Status | Corresponds to the Project status by end of the quarter as listed in *Appendix I.* | Alphanumeric | Mandatory\*Input N/A if not applicable |
| L | Project Completion | Corresponds to Month and year of project completion (yyyy-mm-dd) | Date in **yyyy-mm-dd** format | Mandatory\*Input N/A if not applicable |
| M | Further Information | Correspond to the other key important remarks on the latest status of implementation report. | Alphanumeric | Mandatory\*Input N/A if not applicable |