



Autonomous Region in Muslim Mindanao  
Office of the Regional Governor  
Records Division  
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MEMORANDUM

Order No. 309

Series of 2017

TO : ALL HEADS OF CONCERNED ARMM-HUMANITARIAN AND  
DEVELOPMENT ASSISTANCE PROGRAM (ARMM-HDAP)  
IMPLEMENTING AGENCIES (DILG, DSWD, CHED, TESDA, DPWH,  
BFAR, DAF, DENR, DOH, DepEd, DOT, DAR, DOST, and ARMM-  
HEART)

SUBJECT : SEARCH FOR THE BEST PERFORMING ARMM-HDAP AGENCY

DATE : May 2, 2017

1. Please be informed that the Autonomous Regional Government (ARG) through the Autonomous Region in Muslim Mindanao-Humanitarian and Development Assistance Program (ARMM-HDAP) Project Management Office (PMO) will be conducting **Search for the Best Performing Agency** in the implementation of the ARMM-HDAP to give recognition to their achievements and contribution to the successful implementation of the program.
2. The Search shall be composed of 3 categories namely:
  - a. Over-All Best in Project Implementation
  - b. Most Active and Progressive in Project Execution
  - c. Best Documentation
3. All concerned agencies are encouraged to join the Search and directed to submit a regular monthly physical and financial report as well as the documentation of the best practices for evaluation.
4. The awarding of the winners for the Search shall be done during the Program Review proposed to be conducted by the ARMM-HDAP PMO.
5. Please see attached Criteria for Judging.
6. For information and strict compliance.

BY AUTHORITY OF THE REGIONAL GOVERNOR  
MUJIV S. HATAMAN:

ATTY. LAISA MASUHUD-ALAMIA  
Executive Secretary

ORG-ARMM RD-AMS  
AAA060714



Autonomous Region in Muslim Mindanao  
Office of the Regional Governor  
OFFICE OF THE EXECUTIVE SECRETARY  
RELEASED  
Name: [Signature]  
Office: [Signature]  
Date: 5/2/2017  
Time: 4:05 pm  
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"Matuwid na Pamamahala Tungo sa ARMM na Masagana't Mapayapa"

## Criteria and Rating Score

<b>1. Over-All Best in Project Implementation</b>	
a) Project implemented according to approved Work and Financial Plan (WFP) and project profile.	15 percent
b) Implementation supports and abides with the ARMM-HDAP implementing guidelines.	15 percent
c) Prompt in submitting periodic physical and financial status report with narrative.	10 percent
d) Project/s exemplify/ies significant outcomes and impact to the community.	20 percent
e) Working towards long term benefits and sustainability of the project.	20 percent
f) Exhibits practices that can serve as a model for replication.	20 percent
	<b>100 percent</b>
<b>2. Most Active and Progressive in Project Execution</b>	
a) Sets effective time management with realistic deadlines in completing tasks based on given timeline.	40 percent
b) Delivers quality assurance in project implementation and abides with project specifications.	30 percent
c) Smooth project implementation without any issues or if there is, proper resolution/action is provided immediately.	30 percent
	<b>100 percent</b>
<b>3. Best Documentation</b>	
a) Comprehensive documentation of the approaches and best practices in the implementation of the program supported with well-captured photo/video compilation.	40 percent
b) Use of typography to make the structure of information clear and the use of alternative to prose- pictures, charts, tables and lists.	30 percent
c) Attractiveness and approachability of the documents' overall appearance.	30 percent
	<b>100 percent</b>