



SAVING RESOURCES, BETTER PUBLIC SERVICES

Guidelines in filling out the Moneywise Solution Entry Form (MSEF)

General Instructions:

1. Download the Moneywise Solution Entry Form (MSEF): Go to File > Download > Microsoft Word
2. Complete the MSEF: Fill in all sections. Mark non-applicable sections as 'N/A.'
3. Convert to PDF: Once completed, save the MSEF in PDF format.
4. Submit via Google Form: Use the provided [link](#) to upload the PDF, along with required supporting documents (Means of Verification)

Objective: The 2026 Moneywise Challenge encourages agencies to promote operational efficiency and cost-effectiveness through smarter systems, technology, and reforms. It highlights fostering innovation and accountability in the management of public resources.

Eligibility: The challenge is open to the following public sector organizations

- National Government Agencies (NGAs), including their attached and regional offices
- Government-Owned or -Controlled Corporations (GOCCs)
- State Universities and Colleges (SUCs)
- Local Government Units (LGUs), including their offices or departments

Eligible Submissions:

- Initiatives that have resulted in **measurable cost savings** in operations, utilities, resource use, or service delivery. Ideally related to transportation, MOOE, warehousing, personnel/consultants, electricity, and other costs that are considered extra expenditures.
- Savings initiatives implemented between **January 2025** and **August 2026** that are currently active.
- Multiple entries are allowed. Submit one Moneywise solution per entry.

Completing the Moneywise Solution Entry Form (MSEF)

Title: Provide a concise and clear title for the initiative

Description: Describe the previous practice that led to higher costs, the identified problem, steps taken, and achieved improvements in terms of cost savings, efficiency, transparency, and productivity

Computation: Present and explain the calculations for a **12-month period** (i.e. January 2025 to January 2026) providing the **actual realized or expected savings in pesos**. Include here a detailed breakdown of data used, along with relevant description.

Means of Verification (MOV) / Documentary Evidence

- Proof of implementation (e.g., memoranda, special orders, system installation records, announcements, etc.)
- Testimonials from clients, user feedback form, or client satisfaction measurement results to demonstrate other quantifiable benefits of the initiative.
- Additional documents supporting the savings claimed (i.e. transactions, receipts, etc.)



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Moneywise Solution Entry Form

Name of Agency	
Implementing Office	
Focal Person	
Contact Number (Mobile & Office Direct Line)	
Office Email Address	
Name of Immediate Supervisor	
Signature of Immediate Supervisor / Date	

I. DETAILS OF THE MONEYWISE SOLUTION

Title of the Moneywise Solution

[Sample: Scalable Capacity Building via Virtual and Hybrid Training]

Start Date of Implementation

[Sample: Since 18 January 2025]

Description

Detail the previous spending practice, the identified problem, the steps taken, and the achieved improvements in terms of savings, efficiency, transparency, and productivity. Also include the qualitative benefits of this initiative, with a short explanation for each.

[Sample: Previously, the agency conducted all training sessions in person, requiring significant expenses for venue rentals, meals, and travel reimbursements.

The agency shifted 70% of its capacity-building programs to **virtual and hybrid formats** using government-approved online platforms beginning 2024. This reduced training-related expenses by ₱4.5 million annually while enabling broader participation from regional staff. The shift also improved accessibility, reduced travel time, and promoted environmentally sustainable practices.

Qualitative Benefits

- **Wider Reach and Inclusion** – Regional staff who previously struggled with travel constraints can now join trainings more easily, resulting in higher participation and inclusivity.
- **Transparency and Accountability** – Digital platforms provide built-in attendance logs, recordings, and certificates, ensuring verifiable participation.
- **Scalability and Replicability** – The model can be replicated across others.



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II. COMPUTATION OF MONEY SAVED

Specify and explain the calculations for **actual realized or expected savings in a 12-month period**. Include here a detailed breakdown of data used along with relevant description. Additional quantifiable information like percentage reduction may be added, as necessary.

[Sample]

Cost before the initiative:

- Venue rental for trainings: ₱15,000 per session × 40 sessions = ₱600,000
- Meals/catering: ₱500 per person × 80 participants × 40 sessions = ₱1,600,000
- Travel reimbursements (transport & lodging): ₱5,000 per person × 50 regional participants × 40 sessions = ₱10,000,000
- **Total Baseline Annual Cost = ₱12,200,000**

Cost after the initiative:

- Online platform license: ₱200,000 annual subscription
- Minimal meals/venue for hybrid sessions (10 face-to-face): ₱15,000 × 10 = ₱150,000
- Limited travel reimbursements for hybrid: ₱5,000 × 20 participants × 10 sessions = ₱1,000,000
- **Total New Annual Cost = ₱1,350,000**

Savings realized (PHP):

₱12,200,000 – ₱1,350,000 = **₱10,850,000 saved annually**

% Reduction in Cost:

(₱10,850,000 ÷ ₱12,200,000) × 100 = **89% cost reduction**

III. ACTION PHOTOS

Please upload here a **clickable link** of your collated action photos and/or videos of your initiative. Ensure that the link is shared for viewing with the email: productivitychallenge@dap.edu.ph. This may include a screen capture of the initiative homepage, stakeholders making use of the initiative, office meetings discussing the moneywise solution initiative.

[Sample]

Link: bit.ly/MSEFinitiative