

ANNEX L

PROJECT EVALUATION/APPRAISAL SHEET FOR GROUP PROJECT

Department of Labor and Employment
DOLE Regional Office ____

PROJECT EVALUATION/APPRAISAL TEMPLATE FORM FOR GROUP PROJECT

A. PROFILE

PROJECT TITLE	
PROJECT ACP	
PROJECT COST	
DOLE	
Proponent	
FUND SOURCE	

B. MINIMUM REQUIREMENT

MINIMUM CRITERIA	FINDINGS	RECOMMENDATIONS
Documentary Requirements		
Target Beneficiaries		
Need to be Addressed		
Purpose/Objective		
Eligibility of the Proponent- ACP/Proponent-Beneficiary • Equity • Liquidation of cash advances		

C. TECHNICAL AND FINANCIAL EVALUATION

BUSINESS ASPECTS	FINDINGS	RECOMMENDATIONS
Marketing Plan • Potential market • Market share • Buying habits • Quality and affordability of products/services • Pricing strategy • Competitiveness in terms of price, quality, appearance • Promotion strategy		

BUSINESS ASPECTS	FINDINGS	RECOMMENDATIONS
• Distribution channel • Competitive advantage		
Production Plan • Production details • Source of raw materials • Equipment, tools, materials required • Location, size and lay-out of production area • Proportion of workers vis volume of production • Safety and health measures		
Organization and Management Plan • Project Management Team (PMT) • PMT duties and responsibilities • Assignment of tasks to production/service workers • Operational and managerial skills • Training needs • Commitment from stakeholders • Compensation/salary methods • Profit sharing scheme		
Financial Plan • Working capital • Cost estimates • Total project cost • Financial statements (Income Statement, Cash Flow, Balance Sheet) • Cash/working capital for operations		
Financial Viability • Realistic projections • Break-even/Positive Rate of Return		

BUSINESS ASPECTS	FINDINGS	RECOMMENDATIONS
Sustainability of operations		

EQUALLY IMPORTANT FACTORS TO CONSIDER	FINDINGS	RECOMMENDATIONS
Social Acceptability Acceptability to the community, family members and other stakeholders		
Environmental Friendliness Inflict, minimal or no harm at all to the environment		
Gender Sensitiveness Recognize issues and problems on stereotyping and discrimination		
Sustainability Ability to maintain its operations, services and benefits during its projected lifetime		

D. OVERALL EVALUATION

Criteria	Percentage (%)	Rating
I. Relevance - Purpose/Objectives - Priority Beneficiaries	25%	
II. Effectiveness - Marketing Plan - Production Plan - Management Plan - Financial Plan	25%	
III. Efficiency - Financial Viability - Financial Projection - Positive Return of Investment - Sustained Operations	25%	
IV. Impact Potential effect to the target beneficiaries and other stakeholders	25%	
TOTAL SCORE	100%	

E. RECOMMENDATION

Reviewed/Evaluated By:

Date:

Position/Designation

Noted By:

Date:

PO/FO Head
