

**Memorandum Reference No. M18-09-398**

**Guidelines on the Operationalization of the Regional Agriculture and Fisheries Extension Network Output Monitoring and Information System (RAFEN-OMIS)**

**August 29, 2018**

The memorandum provides baseline information on the AFE services implemented by stakeholders of the network. Monitoring and regular reporting of AFE outputs will be practiced both at the national level and at the regional level, which is essential in the monitoring and evaluation of the outcomes and impact of extension to agriculture and fisheries. It focuses on the major output indicators of AFE services that are listed in the AFE Results-Based Monitoring and Evaluation System (RBMES).

**Salient Extension Provisions**

I. Data Collection Data collection will involve the members of the National AFEN and Regional AFEN. Data capture is detailed in the annexed data collection process flow (Annex A).

A. Tool and Data to be Collected from Member Agencies

1. A report form (Annex B) will be disseminated to member-agencies in order to collect their data/information on AFE accomplishments. The PMEU of each RTC can collect the member-agencies reports either quarterly or semestral to coincide with the RAFEN meetings.
2. The form consists of 6 columns.

Column	Title	Content
1	Accomplished P/A/P	List of all the extension programs, projects and all related activities accomplished by the member agency
2	Description	A short description of what was listed in the first column, including the identified beneficiary/end-user of the P/A/P
3	Physical Accomplishment	Number of conducted/facilitated/ funded/established extension program, project, and activities
4	Fund by source	Funding agency or source of the budget for the program/project/activity mentioned
5	Amount	The amount allotted for the accomplished extension program/project/activity
6	Remarks	Additional information and highlights of the extension program/project/activity

B. Responsible Persons The designated report officers of the member-agencies will submit their approved accomplishment reports to the ATI (national and regional level). The assigned ATI M&E officers (national and regional level) who will be responsible for operating and maintaining the system will validate and encode the data on the OMIS.

C. Inputting of Data on the System

1. All RAFEN unit should have an official GMAIL account that will be given access to the system. The official GMAIL account should be submitted to the National Extension System Planning, Monitoring and Evaluation Section (NESPMES) of the Policy and Planning Division on or before September 15, 2018;
2. Since the RAFEN-OMIS is hosted by Google, the assigned staff should have secured internet connection during the inputting of accomplishments in the system;
3. The assigned staff from the PMEU should secure the submissions of the member agencies and institutions in their respective regions and should consolidate according to cluster (SUC, LGU, P0, and DA). Only approved/signed reports should be inputted in the system;
4. The OMIS worksheets have four (4) columns:

Column	Title	Content
1	Programs/Projects/Activities/ Indicators	List of Thematic Programs and Indicators
2	Physical Accomplishment	Number of accomplished activities per indicator

3	Budget Allocation	Amount of budget allocated for main indicators
4	Remarks	Highlights or any additional information regarding the accomplishments

The first worksheet will contain the consolidated RAFEN Unit's accomplishments, hence, it is locked, and only worksheets for each cluster is open for input.

5. The system will be opened every January of the succeeding year for the inputting of accomplishments. For FY 2018, input schedule will be on September 15 to October 31, 2018, and updating can be done on January 2019.

Source:

Retrieved from ATI Quality Management Systems Documents (Guidelines)