



Philippine Coconut Authority
Program Management Office
Documentation Handbook

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PHILIPPINE COCONUT AUTHORITY PROGRAM MANAGEMENT OFFICE DOCUMENTATION HANDBOOK

Philippine Coconut Authority

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Philippine Coconut Authority

Dr. Dexter R. Buted

Administrator/Chief Executive Officer

Foreword Written by: CHAIR, GOVERNING BOARD

Acknowledgments

We would like to extend our sincere gratitude to the Philippine Coconut Authority Board for granting us the opportunity of creating this handbook as a means of enhancing quality of service. We extend our sincere gratitude to the key individuals affiliated with this organization, including its staff, the implementing agencies, and the industry stakeholder and Filipino coconut farmers who motivated us to complete this work.

Philippine Coconut Authority

Preface

The Philippine Coconut Authority's Program Management Office (PMO) Documentation Handbook is created as the result of brainstorming and discussion among the newly appointed leadership and PMO personnel. This department ensures that all tasks, projects, programs, and activities are appropriately accomplished, implemented, evaluated, monitored, and documented.

The manual is organized into sections that include job roles and responsibilities, document and record processes, an inventory of documents and records, documentation process flow, and some current forms and templates for frequent use.

The PCA-PMO is in responsible of this manual's content and modification, which is coordinated with the Quality Management System (QMS). Every form may be used by Philippine Coconut Authority offices when it is appropriate. The QMS executes its usage and encourages all departments to make the most of it. This Documentation Manual is the department's original guidebook or bible, and any recommendations for continuous development are valued. The PMO and the QMS Office may conduct a revision once a year with due consideration on the provisions of the Coconut Farmers and Industry Development Plan (CFIDP) identifying it as the lead office in-charge of the program coordination, monitoring, and evaluation of interventions written therein.

Foreword

I was astounded by the output produced by PCA-PMO since every detail is organized by grouping job roles and responsibilities, document and record processes, inventory of documents and records, documentation process flow, and certain commonly used forms and templates. They are all part of the the manual. I congratulate the newly appointed *Administrator, Dr. Dexter R. Buted*, and the Program Management Office (PMO) Team on excellent material. It will help everyone do their tasks in a methodical, organized, and responsible way. In partnership with the QMS, I am certain that this manual will be performed and applied effectively. PMO was created under the Memorandum Order No. 2022-01 under the PCA organizational structure to handle the implementation of Coconut Famers and Industry Development Plan (CFIDP).

My congratulations to the manual's organizers, and I look forward to seeing more comprehensive outputs and successes.

HON. FRANCISCO TIU LAUREL, JR.
Head, Governing Board

Message from the Administrator/Chief Executive Officer of Philippine Coconut Authority



As the Administrator, I am pleased to announce that PCA has already started using the *PMO Documentation Manual* and that it will be continuously updated and reviewed to meet our shared objective of continuous improvement. The vision and purpose of this department have been developed, and the process manual for appropriate documentation has started. It is anticipated that this office, working with the Quality Management System (QMS), would provide additional outputs and publications.

The quality statement, "Document what you do, and do what you document," is promoted in this documentation manual. This is the current trend in quality assurance, and our agency has to be prepared to follow it. This manual therefore acts as a guide for categorizing such documents and records and gives information on what documents and records a particular department must have, as well as how these documents and records are structured, maintained, stored, and archived. Lastly, it is meant to be simple to use and customizable.

With pleasure, I offer you this guide, which will help with all the additional work we have to do to maintain quality procedures, paperwork, and continuous improvement.

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Section 1

The Program Management Office

Introduction

The Program Management Office (PMO) is a department-level unit reporting directly to the Administrator and coordinates with the PCA Governing Board, the PCA Deputy Administrators, the PCA Regional Managers, the Trust Fund Management Committee (TFMC), the Trust Fund Manager, the partner agencies as identified in R.A. no. 11524, and other concerned agencies and oversight committees. It handles the overall coordination of the programs approved for implementation under the Coconut Farmers and Industry Development Plan (CFIDP), coordinates the documentation and reporting of outcomes to the PCA Administrator, manages the accountability requirements with the implementing agencies and generally ensures compliance with Republic Act No. 11524 (GCG Memorandum Order No. 2022-01).

The Philippine Coconut Authority (PCA)

The PCA holds significant responsibility for coordinating the CFIDP projects, providing policy recommendations, and ensuring the synchronization of various program components, as outlined in Section 4 RA 11524 and Section 2 of Executive Order No. 172, series of 2022. PCA as the lead agency in the implementation of CFIDP, the PCA's 12 regional offices and research centers serve as vital hubs for program implementation and oversight. These field offices play a crucial role in supervising extension staff, coordinating activities on the ground, and providing direct support to coconut farmer beneficiaries. Recognizing the pivotal role of field extension workers, the PCA underscores the importance of investing in capacity building, motivation, and professional development to ensure the success of CFIDP initiatives at the community level.

Moreover, the PCA Research and Development Branch (RDB) assumes responsibility for driving innovation and promoting good practices in both agricultural production and farm-level processing. Through the harmonized research agenda, this branch aims to address emerging challenges, identify opportunities for improvement, and equip stakeholders with the knowledge and tools needed to enhance productivity and value addition within the Philippine coconut industry.

With the PCA's crucial role in the implementation of the CFIDP, the Authority advocates for institutional strengthening and capacity-building measures to support its mandate effectively. This includes initiatives such as increasing the number of workforces, providing specialized training and capacity-building programs, and investing in infrastructure development to enhance operational efficiency and service delivery. In relation to this, existing PCA training facilities shall be prioritized and utilized to support CFIDP-related activities.

The PCA's central role in the CFIDP underscores its commitment to promoting the sustainable development of the Philippine coconut industry and improving the livelihoods of Filipino coconut farmers nationwide. Through strategic coordination, partnership-building, and targeted interventions, the PCA seeks to harness the full potential of the coconut sector, driving inclusive growth, and fostering resilience within coconut-growing communities.

Mission

To develop and implement sustainable programs utilizing relevant and appropriate technologies and policies that foster growth, modernization and inclusivity across the entire coconut value chain with utmost degree of excellence and professionalism.

Vision

The Philippine Coconut Authority: a proactive and competent institution steering the modernization of the coconut industry and the development

of other palm oil industries by 2028 towards the empowerment of its farmers and other industry stakeholders.

Core Values

Professionalism, Integrity, Transparency and Excellence

Quality Policy

The Philippine Coconut Authority commits to:

- Promote the development of the coconut and other palm oil industry;
- Ensure that programs and services are carried out in a transparent and accountable manner with utmost degree of commitment, honesty and competence;
- Conform to conform with 9001:2015; and
- Continually improve the Quality Management System and quality of services.

The Quality Policy is released as a stand-alone document as well, and is communicated and implemented in accordance with the scope of the QMS.

Section 2

Job Roles and Responsibilities

As stated in the *Memorandum Order No. 2022-01* “Creation of Program Management Office (PMO) in the Philippine Coconut Authority (PCA), the PMO was created under the PCA Organizational Structure to handle the overall coordination and monitoring of program approved for implementation under the Coconut Farmers and Industry Development Plan (CFIDP).

A. The PMO Personnel

The GCG has determined that it is in the best interest of the State and the public to create a PMO consisting of twenty-nine (29) *contractual plantilla* positions, coterminous with the CFIDP:

NO.	POSITION	SG	STATUS	RESPONSIBILITIES
1	Department Manager II	25	<i>Coterminus</i> (C)	<ul style="list-style-type: none"> • Exercises general direction and supervision in various functions of the department and its personnel including the Health Services Division. • Coordinates with PCA Board, PCA Management, the Trust Fund Committee, the Trust Fund Manager, partner/implementing agencies, and beneficiaries, monitors and documents planning and implementation of programs under the Development Plan, reports outcomes, and ensures compliance with accountability requirements of the programs and projects. • Submits project evaluation reports of implementation and

				<p>target achievement, including ultimate beneficiary quality of life outcomes.</p> <ul style="list-style-type: none"> • Ensures accuracy of all reports prior to submission to PCA approving authorities. • Recommends systems, policies, or actions to streamline, improve, make more transparent or remediate any weaknesses in project implementation, as necessary. • Reviews and endorses terminal and liquidation reports of implementing agencies. • Shares collected data to relevant PCA units. • Reviews and approves the Department's budget for final approval of the PCA-approving authorities. • Performs other related functions as may be assigned by the immediate supervisor.
4	Project Development Officer IV	22	C	<p>Project Management and Coordination</p> <ul style="list-style-type: none"> • Coordinates directly with implementing agencies in all activities of the project cycle (pre-implementation, implementation, post-implementation). • Prepares all documentation required on the side of PCA, including all accountability



				<p>requirements, of all assigned projects in all phases of the project cycle.</p> <ul style="list-style-type: none"> • Submits regular implementation reports which should include target accomplishments and resources balances. • Prepares position papers on issues affecting the implementation of projects • Monitors project implementation for compliance to laws, rules, and regulations; • Performs other related functions as may be assigned by the immediate supervisor.
1	Planning Officer IV	22	C	<p>Project Planning, Monitoring, and Evaluation</p> <ul style="list-style-type: none"> • Formulates plans, programs, and projects for integration in the Development Plan. • Works with the Project Evaluation Officer and Project Development Officers in the overall design of plans for implementation. • Assists the Department Manager in policy formulation, project planning, and packaging. • Reviews work assignments and outputs of the Project Evaluation Officer.



				<ul style="list-style-type: none"> • Performs other related functions as may be assigned by the Department Manager.
2	Project Evaluation Officer III	18	C	Project Planning, Monitoring and Evaluation <ul style="list-style-type: none"> • Monitors and evaluates projects and programs implemented under the Development Plan. • Reviews terminal reports and prepares evaluation reports of outcome and objective achievement. • Maintains a database of projects in support of knowledge management policies and systems of PCA. • Performs other related functions as may be assigned by the immediate supervisor.
2	Information System Analyst II	16	C	Information Technology <ul style="list-style-type: none"> • Reviews all technology resources requests of Department personnel against the actual needs of the Department. • Proposes technology solutions to streamline the project planning, monitoring, evaluation activities of the department. • Maintains the physical and software resources of the department and ensures zero

				<p>downtime of systems and equipment.</p> <ul style="list-style-type: none"> • Performs other related functions as may be assigned by the immediate supervisor.
1	Financial Analyst II	15	C	<p>Financial Management</p> <ul style="list-style-type: none"> • Reviews and evaluates proposed project financials and economics of projects implemented under the Development Plan. • Evaluates project financials for compliance with rules and regulations. • Submits basic actuarial studies for consideration in the formulation, revisions, adjustment of the development plans. • Reviews and analyzes financial results. • Performs other related functions as may be assigned by the immediate supervisor.
2	Administrative Officer II	11	C	<p>Administrative Support</p> <ul style="list-style-type: none"> • Provides general administrative and clerical support to the Department. • Maintains the records and record-keeping system of the Department. • Handles paperwork related to the requisition of resources for use by the Department.



				<ul style="list-style-type: none"> • Handles the coordination with other units in relation to the administrative, logistics, and communication needs of the Department. • Performs other related functions as may be assigned by the Department Manager.
1	Financial Analyst 1	11	C	Financial Management <ul style="list-style-type: none"> • Assists in the review and evaluation of proposed project financials and economics of projects implemented under the Development Plan. • Assists in the evaluation of project financials for compliance with rules and regulations. • Assists in the preparation of basic actuarial studies for consideration in the formulation, revisions, adjustments of the development plans. • Assists in the review and analysis of financial results. • Performs other related functions as may be assigned by the immediate supervisor.
HEALTH AND MEDICAL DIVISION				
1	Division Chief III	24	C	<ul style="list-style-type: none"> • Exercises general direction and supervision of the various functions and personnel of the Division.

				<ul style="list-style-type: none"> • Formulates, proposes, implements, monitors, and evaluates all plans and activities under the Health and Medical Services programs in the Development Plan that will benefit the coconut farmers and their families • Coordinates with external partners, providers, and the coconut farmers and their families • Proposes the Division's budget • Performs other related functions as may be assigned by the immediate supervisor.
1	Project Development Officer III	18	C	<ul style="list-style-type: none"> • Conducts research on the demographics, health services needs of the Division's beneficiaries. • Packages health services project proposals for approval. • Acts as overall coordinator and monitors all Administrative Officer II who are assigned to the Regional Offices. • Assists the Division Chief in coordinating with external partners, providers, and the coconut farmers and their families. <p>Performs other related functions as may be assigned by the Division Chief.</p>

1	Administrative Officer IV	15	C	<ul style="list-style-type: none"> • Provides general administrative and clerical support to the division. • Maintains the records and record-keeping system of the division. • Handles paperwork related to the requisition of resources for use by the Division. <p>Performs other related functions as may be assigned by the Division Chief.</p>
12	Administrative Officer II	11	C	<ul style="list-style-type: none"> • Coordinates with Regional Offices and sub-offices in the implementation of health services projects. • Submits regular reports on the implementation of projects. • Coordinates with partners, providers, and the coconut farmers and their families. • Proposes remedial measures during project implementation as necessary. <p>Performs other related functions as may be assigned by the immediate supervisor.</p>

B. Report Submission Process

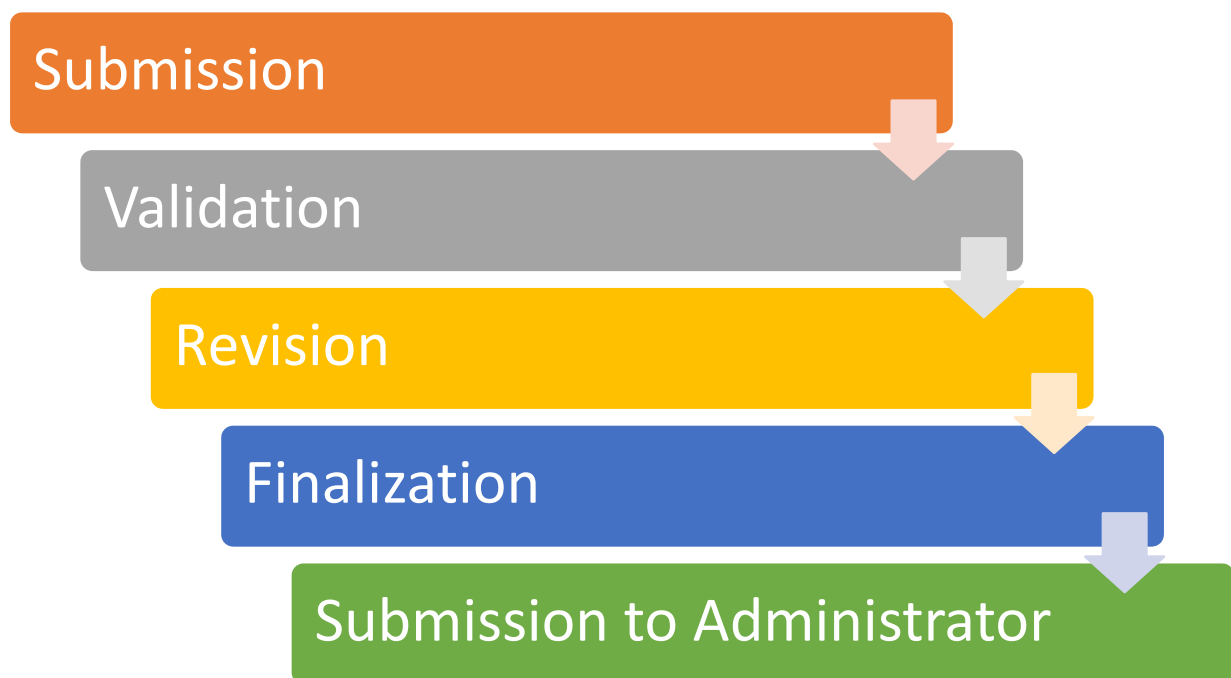


Figure 1: Report Submission Flow

1. All and the RA 11524 implementing agencies must provide reports to the PMO.
2. The PMO technical officers will evaluate the reports, take appropriate actions, and provide recommendations to the PMO Department Manager (DM).
3. The DM will further assess the report to ensure accuracy and consistency.
4. The reports will be sent to the originator if there is a need for a revision.
5. The reports will be finalized and revised, if necessary.
6. All CFIDP-related reports will be submitted and endorsed by the PMO DM to the PCA Administrator.

Section 3

Control of PMO Documents and Records

Significance of Document Control

Document control is the practice of controlling documents within an organization in a systematic and orderly way. It entails creating, storing, organizing, tracking, and disseminating documents to guarantee that the correct version is accessible to the appropriate people at the right time. Document control is critical for ensuring consistency, accuracy, and compliance with regulations and standards.

Differences of Document Control Vs Document Management

Document Management

The general process of managing documents at every stage of their existence, from production to storage, retrieval, and disposal, is referred to as *document management*. To guarantee that documents are well-organized, safe, and readily available to authorized users. The main objective of document management is to effectively and methodically handle documents. It encompasses a wide variety of tasks, including document storage, indexing, search functions, and collaborative elements, and it incorporates both digital and physical documents.

Document Control

Document control is a subset of document management that concentrates on managing important documents that affect the procedures, compliance, and quality control of an organization. Ensuring that documents are regulated at every stage of their lifecycle—from creation to review and approval to distribution and obsolescence—is the main objective of document control. It highlights the need of strict compliance with legal requirements and industry standards, as well as version control and change management.

Key Features of Document Control

1. **Document Creation:** This is to ensure that all documents are created in accordance with predetermined standards and templates, encouraging uniformity in both content and formatting. Before a document is sent to the PCA Administrator, the DM should ensure that it has been authorized at his or her level.

The Document Request Form (DRF) shall be used.

2. **Document Identification:** Assign unique identifiers (such as document numbers or codes) to each document to easily track and differentiate them. PMO has designed its own coding and identifiers based on QMS's standards.

All communications shall be filed accordingly in the active or inactive files.

All book format reports shall be submitted/applied to the *National Library of the Philippines (NLP)* for copyright registration and for documentation purposes.

All research and terminal reports shall be published in the *PCA-PMO Journal*.

The PCA-PMO Journal will be registered in the Bibliographic Division and Copyright Section of NLP.

3. **Document Storage:** Keeping documents in a central repository, either physical or digital, where they can be easily accessed and managed.

A cloud-based storage will be created by the PMO to ensure that all its team members have equal access to the documents.

Hard copies are controlled and managed by the designated document controller.

Software applications are controlled by IT personnel and giving access to PCA Administrator and other concerned units.

4. ***Version Control:*** A versioning system will help the unit keep track of the changes and updates that are made to a document over time. This keeps people from getting confused about which version is the most up-to-date.

The Document Controller will assign the version number for every document and coordinate with the QMS office for any addition, changes, and deletion of PMO's documents and records.

5. ***Document Review and Approval:*** The DM makes sure that an established workflow for reviewing and approving documents will meet quality standards and are available for use.

The ***Document Request Form*** shall be used.

6. ***Document Distribution:*** Controlling the distribution of documents to relevant stakeholders and providing unauthorized access is restricted. PMO is responsible for all documents sent or submitted to various Implementing Agencies (IAs) and ensure that each document are properly recorded.

The Master list of documents shall be created and regularly updated.

7. ***Document Retrieval and Access Control:*** This is to enable authorized personnel to retrieve and access documents efficiently while safeguarding sensitive or confidential information.

8. ***Document Retention and Disposal:*** The guidelines for document retention periods and proper disposal methods to comply with legal and regulatory requirements are stipulated in the QMS manual of procedures.
9. ***Document Training and Awareness:*** The DM ensures that employees within the PMO and the designated CFIDP Focals of the IAs are aware of document control procedures and required to follow them correctly, especially the use of forms and templates approved by the QMS.
10. ***Electronic Back-up:*** The IT team shall maintain and store all documentation on the network. It works closely with the document controller regarding this matter.
11. ***Document revisions:*** Documents are reviewed regularly by the QMS. Documents are updated as found necessary during these reviews. Documents are revised to update or clarify information using the Document Request form.

The Quality Management System Office

The QMS Office is the center of documentation process. It ensures that quality assurance is observed in the PMO by collecting documents and objective evidence from this unit. It has the following activities: planning, controlling, quality assurance, quality improvement, and documentation, implementation, and evaluation.

It also provides directives, guidelines, information, training of personnel on quality, documentation and the like for continual improvement.

The Document Controller

The DM shall assign or designate a document controller who will be in-charge of the documentation process. A Master list of Documents and Records shall be established, and she/he shall regularly provide updates to the PMO personnel regarding revisions or deletion of documents.

Hard copies are controlled by listing the distribution of the documents on the master list.

Forms and Records

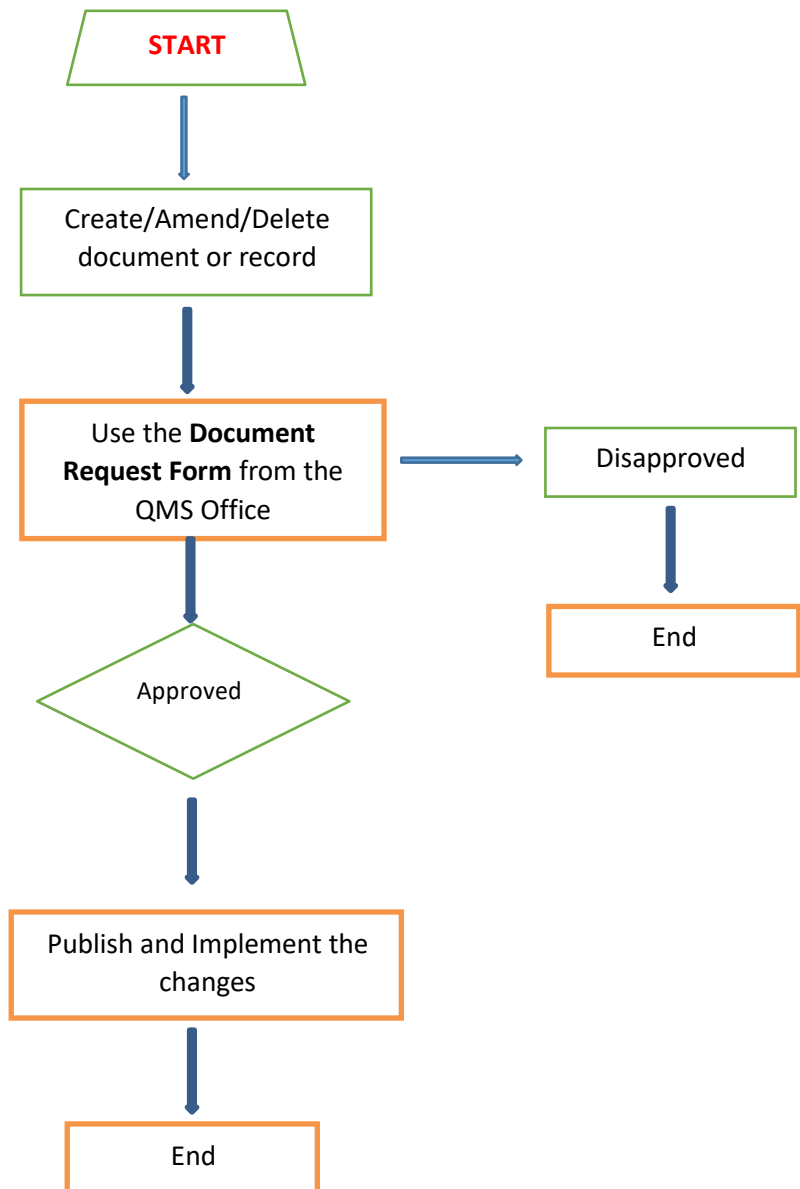
All forms must be properly coded and numbered. The following are the code samples of each department.

Department/Unit/Category	Code	Sample Document
PMO	PMO	FX-PMO-NNN
IMPLEMENTING AGENCY-UNIT	IA-LBP IA-DBP IA-CHED	

Forms should be easily accessible to all staff. External documents are segregated from internal documents to facilitate retrieval and archiving.

The Document Controller (DC) will notify the Department Manager (DM) of the status of any documents that have arrived at this unit.

In creating, amending, and deleting a document or record, the process flow is as follows:



The PMO Documents and Records

All common forms are under the custody of the Document Controller (DC). Filled-out forms may become records and must be kept and properly maintained by the DC.

Anyone is allowed to submit his/her recommendation to create, amend, and remove a certain document/record using the Document Request Form (DRF). This form is only available at the QMS. Common forms are determined by the Document Controller such as: FX-PMO-NNN. Templates of manuals and queries pertaining to the control of documents and records can be coursed directly to the QMS.

It is also advisable that the PMO must have the following documents and records (hard copies) such as:

ITEM	DESCRIPTION	PERSON-IN-CHARGE
Masterlist of Documents and Records	The Masterlist of documents and Records must include all papers created inside the unit as well as those obtained from other sources.	DC
Masterlist of Amendments	The Masterlist of Amendments' objective is to track the history of modifications and the version number of each document.	DC
Quality Policy/Procedures Manual	This might come from the QMS Office, which handles all of PCA's standards and processes.	QMS
Departmental Manual	This includes the Documentation Manual, which is used as a guide for every team.	PMO DM
Checklists	These are documents that must be generated before holding events or	PMO DM

	meetings to facilitate monitoring and evaluation.	
Blank Forms (eg. Meeting minutes, checklist, Meeting Attendance Form, etc.)	Blank forms are referred to as documents, and once filled out, they become records.	DC QMS
Employee Portfolio	Aside from the Human Resource record, each employee in this unit should keep their PDS and CV for reference only. It may also include proof of an employee's accomplishments and successes for reference purposes of this unit.	HR PMO DC
Minutes of Meetings (categorized accordingly)	Minutes serve as an authorized documentation of a meeting, encompassing deliberations, resolutions, allocated responsibilities, and specified time limits.	DM
List of Software	These are the software packages that the department/unit has officially implemented.	IT
Reports (Regional and National)	Annual and quarterly reports are organized and published within the department.	DM
Research-Based Reports	These reports have been analyzed and recommendations for further improvement have been included.	ALL ADMIN
Monitoring and Evaluation Forms	These are tools used to evaluate the projects monitored by PMO. The results of the evaluation are	DM ADMIN

	reported to the PCA Administrator for further improvement.	
National and International Scientific Conference Proceedings	These are yearly publications of PCA in collaboration with various implementing agencies (IAs).	PCA PMO
Implementing Agencies' Reports, Concerns, Issues, and Others	These are the reports, letters, concerns, problems, and plans about the programs/projects that are being implemented that the IAs provided to the PCA.	DM
Others		

Section 4

PMO Major Tasks and Processes

As specified in R.A. No. 11524, the PMO coordinates with the PCA Governing Board, the PCA Deputy Administrators, the PCA Regional Managers, the Trust Fund Management Committee, the Trust Fund Manager, and the Partner Agencies. It is responsible for reporting directly to the Administrator from the department-unit level. It ensures compliance of CFIDP program implementation with R.A. No. 11524 in general.

Specific procedures of these tasks are stipulated in the QMS manual.

CFID PROGRAM

- Ensures that the CFID programs meet its budgetary and performance obligations.
- This is monitored by the DM, Planning Officer, Project Development Officers (PDOs), Project Evaluation Officers (PEOs) and Financial Analysts (FAs).

LINES OF COMMUNICATION

- Ensure that the lines of communication between the PCA, the implementing agencies, and coconut farmer beneficiaries are well-maintained and accessible.
- This is monitored by the DM, PDOs, and PO.

STANDARDS IN PROGRAM EXECUTION

- Provide program management guidance, systems, tools, and standards in program execution.
- This is executed by the DM, PDOs, PEOs, and PO.

PROGRAM OPERATIONS MANUAL

- Develop and implement a Program Operations manual.
- This is developed and implemented by the DM, PDOs, and PO.

MONITORING AND EVALUATION SYSTEM

- Develop and maintain a Program Monitoring and Evaluation (M&E) system.
- This is maintained by PDOs, PEO, and Information System Analysts (ISAs).

PERIODIC PROGRAM MONITORING AND EVALUATION

- Perform periodic monitoring and evaluation and prepare required reports for submission to the:
 - a. TFMC
 - b. PCA Board
 - c. National Economic Development Authority (NEDA)
- This task is performed by DM, PDO, PEO, PO.

INTEGRATED INFORMATION SYSTEM

- Develop and maintain an Integrated Information System (IIS) for CFID Program Management, M & E, and Knowledge Management and Learning.
- This task is developed and maintained by the DM, PDOs, and PEO.

TECHNICAL, FINANCIAL, PROCUREMENT

- Monitor technical, financial procurement, and contract management responsibilities of implementing agencies.
- This task is facilitated by PEO, FAs, and Administrative Officers (AOs).

SECRETARIAT

- Acts as secretariat to the Program Steering Committee (PSC) and the National Inter-Agency Technical Committee (NIATC)
- This task is facilitated by DM, PDO, and PEO.

Health and Medical Division

- The Health and Medical Division is a unit under the PMO mandated to conceptualize, propose, plan, implement, monitor, review, and document the Health and Medical programs for coconut farmers and their families, in partnership with relevant public and private institutions and with various coconut farmer organizations and cooperatives – as may be provided in the CFIDP.

Section 5

Miscellaneous Information

The PMO completes additional relevant responsibilities as required by the PCA Administrator. This includes exhibitions, travel, and the implementation of CFIDP and department-related initiatives or activities. This Miscellaneous Information Section includes information on internal and external communications, meetings, and other activities or assignments of this office.

A. Internal Communications, Documents, and Records

- The department should maintain internal communication with transparency.
- All communication to the PCA Administrator's Office needs the DM's approval.
- Record all documents whether created, updated, or deleted using the Master list of Documents and Records.
- The Document Controller (DC) manages documents and records in the PMO.

B. External Communication, Documents, and Records

- All the relevant external communications should be relayed to the PCA Administrator for transparency.
- External communications, documents, and records created, updated, or deleted should be documented and written in the Master list.

- The DC manages the external communication, documents, and records.

C. Meetings (Scheduled/unscheduled/others)

1. Before the meeting

- The Department Manager is in charge of the schedule of coordination meetings with CFIDP implementing agencies in collaboration with the Administrator.
- The PDOs coordinates with 15 Implementing Agencies to confirm attendance, provide details of the meeting, and coordinate documentary and reporting requirements needed in the meeting
- The PDOs ensures that attendance or representatives are similar to previous meeting attendees.

2. During the meeting

- Checks the attendance using the Meeting Attendance Form.
- The meeting adheres to the usual parliamentary procedure. (Prayer, Short Introduction, reading of the agenda, approval of the agenda, Reading of the previous meeting minutes, Approval of the previous meeting minutes, Business Arising, and the meeting proper)
- Records all the discussions and agreements.
- Prepares MOM for the Administrator and for filing purposes.

3. After the meeting

- Provides all the IAs a copy of the draft MOM for further correction and concurrence.
- Finalizes the MOM and submits the same to the Administrator and a copy for filing purposes.
- Highlights areas for improvement and recommendations to improve for monitoring and evaluation purposes.
- Informs the Administrator about critical discussions in the meeting which may affect the overall implementation of CFIDP

- Informs the Administrator with the updates or modifications that need to be addressed.

D.Future Plans and Projects for Documentation

Other plans and projects that need to be documented and standardized in the future are:

PLANS/PROJECTS	PURPOSE	STEPS TO DO
1. PCA Research Journal under the PCA Admin	In order to create a research publication for PMO, this PCA-PMO Research Journal contains mini-research, outputs, or findings conducted by PMO (example: CFIDP Impact Evaluation with a Third Party Evaluator).	1.Establish the name of the journal 2.Conduct research based on current data. 3.Create the Editorial Board/ Team. 4. Apply the ISSN from the National Library of the Philippines.
3. Standardized reports under the PMO Department Manager	In order to produce a standardized report for publication, a standardized format should be created for uniformity and consistency.	1.Apply the ISSN. 2.Register the report to Copyright Division of NLP.
4. Brochures/pamphlets under the PCA admin	To standardize production/publication of brochures and pamphlets	1.Apply the ISSN

		2. Register to the Copyright Division.
5. Quarterly Newsletter Under the PCA Admin	To keep abreast with PMO's accomplishments as well as plans and projects.	Create a committee to write the accomplishments.

ANNEXES

Meeting Minutes Template

MINUTES OF THE MEETING MOM NO. _____ FX-PMO-NNN		
PRELIMINARIES		
DATE: _____ Time Started: _____ Time Finished: _____		
Meeting Called by: _____		
Type of Meeting: Regular _____ Special _____ Urgent _____		
ATTENDEES		
PRESENT	POSITION/ DESIGNATION AND OFFICE	SIGNATURE
AGENDA		

MEETING PROPER AND DISCUSSION
AGENDA NO. 1 (TITLE)
DISCUSSION
DECISION
PERSON RESPONSIBLE FOR ACTION
DEADLINE
AGENDA NO. 2 (TITLE)
DISCUSSION
DECISION



PERSON RESPONSIBLE FOR ACTION
DEADLINE
ADJOURNMENT

Prepared by: _____

Reviewed by: _____

Approved by: _____

MEETING ATTENDANCE FORM MEETING NO.: _____

Type of Meeting: Regular _____ Special _____ Urgent _____

Meeting Called by: _____

Date and Time: _____

[illegible]

DOCUMENT REQUEST FORM

DRF NO.: 2024-_____

Date of Request: _____

Type of Document: ☐ Policy Manual ☐ Procedures Manual

☐

Others, please specify _____

Purpose of Request: ☐ Review ☐ Amend ☐ Remove ☐ Information

☐

Others, please specify _____

Document code/Name: _____

Reason/s of Request

Status of Request: ☐ Approved ☐ Disapproved (by AQAO)

PARTICULARS ON THE DOCUMENT

Description of Action	Decision Made
FROM	TO

This part is for the approval of content of any changes/addition/removal of any document or record:

Requested by:

Reviewed by:

Approved by:

Document Owner

Authorized Head

Immediate Supervisor/ Head



Philippine Coconut Authority (PCA)

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pcapublications@pca.gov.ph