



MEMORANDUM

FOR : All Regional Executive Directors

FROM : The Director

SUBJECT : SUBMISSION OF ACCOMPLISHMENT REPORTS FOR CY 2023 AND ONWARDS UNDER NATIONAL LAND TITLING PROGRAM (NLTP) FUNDS

DATE : 12 OCT 2023

In relation to the agreements during the Rapid Land Tenure Appraisal (RLTA) Assessment held in Luxent Hotel, Quezon City last 28 September 2023, this Office is requesting for the monthly submission of accomplishment under the National Land Titling Program (NLTP) Funds.

Please be informed, that the submission of Monthly Accomplishment Report must be based on the attached format, with the cut-off date of every end of the month to the Land Management Bureau (LMB) on or before the **5th day of the following month**. Also, please provide justifications for those activities with deviation. i.e. attaining an accomplishment rate of below 100% and over 130% under the "Remarks Column".

In addition, the Monthly Accomplishment Reports should be duly endorsed by the Regional Executive Directors (REDs) with corresponding Means of Verification (MOVs). All the MOVs must be uploaded to the google drive shared by the LMB-LPPD, to the Regional Offices.

For your information and appropriate action, please.

Emelyne V. Talabis
ATTY. EMELYNE V. TALABIS, CESO IV



PHYSICAL AND FINANCIAL PERFORMANCE FOR CY _____
for the month of _____

Office: _____

Office: _____																			
Program/Activities/Projects (P/A/P)	PERFORMANCE INDICATORS	OFFICE	PHYSICAL PERFORMANCE						Expense Class (Capital Ordry, MOOE, PS)	FINANCIAL PERFORMANCE								Remarks/ Justification for those activities with minor deviation: 70%-99% major deviation: below 70% over accomplishment: >100%	
			Target		Accomplishment		% Accomp			Absence	Obligation		Disbursement		% Budget Utilization Rate (BU/R)				
			Annual	To date	This Month	To date	To date	Annual			This Month	To date	This Month	To Date	(Obligation/ Allotment)*100	(Disbursement/ Obligation)*100	(Disbursement/ Allotment)*100		
1	2	3	4	5	6	7	8-7/5	9-7/4	10	11	12	13	14	15	16=(13/11)*100	17=(15/11)*100	18=(15/13)*100	19	
		Region																	
		Regional Office																	
		PERRO 1																	
		CENRO 1																	
		CENRO 2																	
		PERRO 2																	
		CENRO 1																	
		CENRO 2																	

Prepared by: _____

Approved by: _____

Head of Office