**ANNEX K**

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PROJECT EVALUATION/APPRAISAL SHEET FOR INDIVIDUAL PROJECT

Department of Labor and Employment

DOLE Regional Office \_\_\_

PROJECT EVALUATION/APPRAISAL SHEET FOR INDIVIDUAL PROJECT

1. **PROFILE**

|  |  |
| --- | --- |
| **PROJECT TITLE** |  |
| **PROJECT ACP** |  |
| **PROJECT COST** |  |
|  DOLE |  |
|  Proponent |  |
| **FUND SOURCE**  |  |

1. **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
 |  |  |

1. **TECHNICAL AND FINANCIAL EVALUATION**

| **BUSINESS ASPECTS** | **FINDINGS** | RECOMMENDATIONS |
| --- | --- | --- |
| **Marketing Plan*** Market
 |  |  |
| **Production Plan*** Source of raw materials

equipment, tools, materials required* Environmental friendliness
* Safety and health measures
 |  |  |
| **Profitability*** Sales/month
* Income/month
 |  |  |

1. **OVERALL EVALUATION**

| **Criteria** | **Percentage (%)** | **Rating** |
| --- | --- | --- |
| 1. **Relevance**
* Purpose/Objectives
* Priority Beneficiaries
 | 25% |  |
| 1. **Effectiveness**
* Marketing Plan
 | 25% |  |
| * Production Plan
 | 25% |  |
| 1. **Efficiency**
* Profitability
 | 25% |  |
| **TOTAL SCORE** | **100%** |  |

1. **RECOMMENDATION**

|  |
| --- |
|  |

Reviewed/Evaluated By: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Position/Designation

Noted By: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PO/FO Head