**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