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## **GUIDELINES FOR EVALUATORS DURING REVIEW OF R AND E PROJECTS** (Revised, 2008)

### **A. In-house Review of Ongoing R and E Projects**

The in-house evaluation of R&E projects is conducted to review the project *vis-a-vis* the accomplishments and outputs, identify weak areas, and make suggestions to improve or develop the project.

1. The evaluators shall attend at least a whole evaluation session (i.e. morning or afternoon session) and shall come on time. In case an evaluator cannot attend the evaluation proper, the evaluator should inform the Project Monitoring and Evaluation Section (PMES) at least three (3) days before the scheduled evaluation.
2. The evaluators should read the reports to be reviewed before the presentation. The focus of the evaluation proper will be on the questions, comments and suggestions regarding the project being evaluated.
3. The evaluators should be guided by the following points:
  - Are the objectives attained through the activity/methodology undertaken?
  - Are the activities undertaken and plan of activities in accordance with the work plan? If there are some changes in the project, are the revisions justified and acceptable? Would you recommend changes in the methodology? Why?
  - Are the funds utilized in accordance with the scheduled activities?
  - Are there constraints in the implementation of the project? If the constraints in the project have been attended to, what are the actions taken?
  - Are there significant findings that may now be utilized by various clientele?
  - Are the potential impacts of the project relevant to the Philippines or community?
4. During evaluation, each presenter shall be given twenty (20) minutes to present his/her project outputs and fifteen (15) minutes for the open forum/discussion.
5. As team of evaluators, each member will review the projects during the evaluation session indicated in the schedule.
  - a. For each project to be evaluated, a chair/moderator among members will be chosen so that each member of the team can contribute to the evaluation process. The chair/moderator will consolidate the comments and suggestions, and settle any conflicting issue on the team's recommendations.
  - b. The Team may opt to give the members' individual comments and suggestions to OVCRE secretariat for consolidation after the presentation and oral discussion, and to meet separately should conflicting issue arises.

6. The evaluation team will recommend if a project is to be renewed, extended or terminated considering the objectives, accomplishments, and the relevance of the project.
7. The individual evaluation sheet, and the consolidated/summarized evaluators' comments, suggestions and recommendations used during the review should be submitted to OVCRE after every session or anytime within the day of evaluation.

## **B. In-house Review of Completed R and E Projects**

The in house evaluation of R&E projects is conducted to review the project *vis-a-vis* the accomplishments and outputs, identify weak areas, and make suggestions to improve or develop the project.

1. The evaluators should be guided by the following points:
  - Were the objectives attained through the activity/methodology undertaken?
  - Were the activities conducted in accordance with the work plan? If there were some changes in the project, were the revisions justified and acceptable?
  - Were the funds utilized in accordance with the scheduled activities?
  - Were there constraints in the implementation of the project? If the constraints in the project have been attended to, what were the actions taken?
  - Were there significant findings that may now be utilized by various clienteles?
  - Are the potential impacts of the project relevant to the Philippines or community?
2. During evaluation, each presenter shall be given twenty (20) minutes to present his/her project outputs and fifteen (15) minutes for the open forum/discussion.
3. As team of evaluators, each member will review the projects during evaluation session indicated in the schedule.
  - a. For each project to be evaluated, a chair/moderator among members will be chosen so that each member of the team can contribute to the evaluation process. The chair/moderator will consolidate the comments and suggestions, and settle any conflicting issue on the team's recommendations.
  - b. The Team may opt to give the member's comments and suggestions to OVCRE secretariat for consolidation after the presentation and oral discussion, and to meet separately should conflicting issue arises.
4. The evaluation team will recommend if a project is to be renewed, extended or terminated considering the objectives, accomplishments, and the relevance of the project.
5. The individual evaluation sheet, and the consolidated/summarized evaluators' comments, suggestions and recommendations used during the review should be submitted to OVCRE after every session or anytime within the day of evaluation.

## COMMENTS AND RECOMMENDATIONS

Title of Project:

Project/ Study Leader:

COMMENTS	RECOMMENDATIONS
<b>Evaluator:</b>  (Affix signature on top of printed name)	<b>Date:</b>