

 <b>UNITED NATIONS DEVELOPMENT PROGRAMME PHILIPPINE COUNTRY OFFICE</b>		<b>ONE PAGE MISSION REPORT SUMMARY</b> <b>Date:</b> December 20, 2022	
<b>Name:</b> JUAN CARLOS B. ROMO	<b>Team:</b> Institutions and Partnerships	<b>Tel No.:</b> +63 995 513 7503	<b>Travel Authorization #:</b>
<b>Approved Mission Itinerary:</b> Cotabato City – Davao City – Cotabato City		<b>List of Annexes:</b> Approved Travel Authority	
<b>From:</b> Cotabato City	<b>To:</b> Davao City	<b>Date:</b> Nov 20, 2022	<b>Key Counterpart(s) in each location</b>  Abdullah Lingga, Chief, ISTMD —MILG 09560091781   <a href="mailto:abdullahlingga@gmail.com">abdullahlingga@gmail.com</a>
Davao City	Cotabato City	Nov 24, 2022	
<b>Type of Mission:</b> <input type="checkbox"/> Project Monitoring <input type="checkbox"/> Regional/Global Meeting <input type="checkbox"/> Advocacy and Outreach <input type="checkbox"/> Resource Person <input checked="" type="checkbox"/> Training <input type="checkbox"/> Others:		<b>Purpose/Objective of Mission:</b> Provide day-to-day admin, logistics support, management, and monitoring on 2023 AWP the UNDP-MILG 2023 AWP, M&E, Comms Planning Exercise.	
<b>Brief Summary of Mission Findings:</b> <ul style="list-style-type: none"> <li>The AWP Planning Workshop has captured its achievements, major takeaways, and lessons learned in the course of the implementation of the LeAPS program in 2022. To ensure that the 2023 AWP implementation will achieve its overall objective, the workshop focuses more on the overall SWOT analysis to address issues, and gaps and to find solutions on how to address these challenges in order the will efficiently and effectively deliver its targets.</li> </ul>			
<b>Next Steps:</b> <ul style="list-style-type: none"> <li>Critical Path Analysis is a good tool that it is highly recommended for PMO to use this tool in planning and quarterly learning review.</li> <li>Prepare certificates of appearance for the pax.</li> <li>Request for the billing statement from the hotel for preparation of payment request.</li> </ul>			<b>Distribution: (Copies to)</b>  PMO / I&P team

Prepared by:

DocuSigned by:  
  
20-Dec-2022  
E8761CA9258045B  
**Juan Carlos B. Romo**  
Project Associate

Noted by:

DocuSigned by:  
  
20-Dec-2022  
A8DCDE7713F24FE  
**Mitzi Anne Mendoza**  
LeAPS Program Manager

Approved by:

DocuSigned by:  
  
20-Dec-2022  
13F5B35EDDDE407...  
**Maria Luisa Isabel Jolongbayan**  
Team Leader, Institution and Partnerships