



*please don't change font-style and size.

EXTENSION/DEVELOPMENT PROJECT ACCOMPLISHMENT REPORT

This form is used only for completed projects and activities under a program. If reporting a completed (terminal) program or a one-shot activity, use Extension/Development Terminal Report (Form 16)

A. BASIC INFORMATION

1. (a) Project Title:

(b) Program Title:

2. Activity Implementers

Name*	Role/Involvement (Program leader, Project Leader, Activity Leader, Project Staff)	Position/Designation and Affiliation (Department or Office/College or Unit)

*List according to extent of involvement (include everyone involved from SSU and cooperating agencies)

3. (a) Implementing unit(s)

Name of lead implement unit (where the proposal originated)	Address
(b) Research & Extension Center/Other SSU Division/Office/Unit (The office where the extension/development project/activity was recognized. E.g. Extension activity implemented by SWDS for OSY may be under RCCSI)	

(c) Other Collaborating Unit/Agency

Name of external collaborating unit or agency	Address

4. Project duration and location

Date started	Date completed	Location

5. Project funding

a. Approved Budget

Particulars	UI	GAA	SSU Total	External*	Total
Personnel Services (PS)					
Maintenance and Other Operating Expenses (MOOE)					
Capital Outlay					
Sub Total					

b. Actual Expenditure

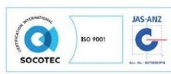
Particulars	UI	GAA	SSU Total	External*	Total
Personnel Services (PS)					
Maintenance and Other Operating Expenses (MOOE)					
Capital Outlay					
Sub Total					

*Write also source of external fund, say DOST-PCAARD or LGU of __. For researches without funding write the equivalent cost in conducting the research (i.e. time spent in doing the research during office hours multiplied with your hourly rate is equivalent cost for PS; equivalent rental cost for using office space and equipment like computers as well as laboratory fees if experiments were conducted by external laboratories are examples of MOOE cost)

B. TECHNICAL DESCRIPTION

Executive Summary (include where is this project in the entire program is found)

I. Introduction	
II. Objectives	
III. Project Outputs <i>(exhaustive presentation of outputs with discussions; guide are the MDGs, GAD concerns, 6Ps of DOST, Other Government Targets like Ambisyon Natin 2040, and SSU Strategic Targets)</i>	
IV Conclusions	
V. Recommendations	
VI. References	
C. OUTPUTS*	
Publication/s	
Patents	
Products	
People Services	
Policies	
Partnerships	
* List down potential outputs that can be derived from the submitted research. Write NA of none.	
D. PPA OUTPUTS IMPLICATIONS	
MDGS	
GAD	
SSU Strategic Goals	
Other Prevailing Government Targets <i>(i.e Ambisyon Natin 2040)</i>	
E. ENDORSEMENTS	
<i>To be filled-up by the proponents:</i>	
Submitted by:	
Proponent's Name and Signature	Designation
	Date
<i>To be filled-up by the immediate supervisor:</i>	
Endorsed by: *	
Supervisor's Name and Signature	Designation



	Date
To be filled-up by the Research Center Director	
Endorsed by:	
_____ Dean's/Director's Name and Signature	_____ Designation _____ Date
To be filled-up by Office of the Vice President for Research & Extension Services (OVPRES)	
Received by:	
_____ Name and Signature of Receiving Clerk OVPRE	_____ Date
* Dean/Director/Head of College/Campus/Office or Unit	
F. ANNEXES	
a. MOA (attach signed MOAs)	
b. Work Plan (actual)	
c. Logical Frameworks (actual: highlight where the project is found)	
d. Photo Documentation (Extension in action only, provide captions)	
e. General Tables (This includes extension evaluation tables, raw/unprocessed data derived from the activities must also be attached; if cannot be accommodated in this section; submit it in another file and provide note here it is submitted separately)	
f. Recognitions (Awards, commendation letters, certificate of recognitions)	
g. Extension Outcomes/Outputs Disseminations (Publication, certificate of presentations, flyers & EIC materials about the project, etc.)	
h. Other documents (i.e. list of actual beneficiaries and their addresses, certificates and awards, communications, publications/patents/UM, etc.)	