



## TERMINAL REPORT FORM

### BASIC INFORMATION

- I. Title of the Proposal
- II. Proponent/s
- III. Agency/College/Department
- IV. Research Site
- V. Duration
- VI. Budgetary Requirements  
Budget: (PS, MOOE and CO)
- VII. Funding Agency

### PROJECT DETAILS

- I. Introduction
- II. Objectives
- III. Review of Literature
- IV. Methodology
- V. Results and Discussion
- VI. Conclusion and Recommendation
- V. References
- VI. Appendices (Instruments, etc.)
- VII. Work Plan (see attached sample of Gantt Chart)
- VIII. Proposed Budget
  - a. Personnel Services (PS)
  - b. MOOE
- IX. List of Personnel
- X. Cooperating Agencies/College
- XI. Signature of Proponent/Members and Date of Submission

N.B. Other subsection of the proposal/terminal report may be added as necessary

### ENDORSEMENT

College Dean and College Research Coordinator

### ATTACHMENT

Curriculum Vitae (Principal Proponent/Study Leader)