



TERMINAL REPORT

[Insert high-quality photograph representing the project]

[Title of Project/Activity]

[Month/Year] to [Month/Year]



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I. Purpose of the Terminal Report

(Provide a description of the purpose of the terminal report, the audience of the report and how the results are anticipated to be used.)

II. Executive Summary

(Provide a brief overview of the project, and the summary of the content and recommendations in the report – what is accomplished, findings, conclusions, lessons learned, etc. Best to keep under one page.)

III. Project Details

Title:

Proponent/s:

Locale of the Project:

Cooperating Units/Agencies:

Implementation Date/Duration:

Project Beneficiaries:

Source and Budgetary Requirement:

Introduction and Rationale:

Project Objectives:

Expected Outputs:

IV. Activities Undertaken and Accomplishments

V. Documentation of Extension Program/Activities Undertaken *(Please include captions for pictures presented in this section.)*



- VI. Findings, Results and Lessons Learned**
(What were the major findings and results? Do they align with the expected outputs, outcomes, and impacts? Were the project activities implemented/completed on time? Was the project relevant to the needs of the beneficiaries? How was the quality of the project management? What are the lessons learned? Present the findings in different formats – narratives, graphs/charts, maps, etc.)
- VII. Conclusions and Recommendations**
- VIII. Annexes**
(Add additional reference materials relevant to your report, including log frames, ToR/MOA, letters, data collection tools, etc.)

Prepared by:

Certified:

[Position/Designation]

[Dean/Director]