FM-PS F06
Rev 2/06-16-23

FOREST PRODUCTS RESEARCH AND DEVELOPMENT INSTITUTE

QUARTERLY ACCOMPLISHMENT REPORT

Division: _____

CY _____
_____ Quarter Accomplishment Report

Program Title : _____
Program Leader : _____
Project Title : _____
Project Leader : _____
Duration of the Project : _____
Budget (Balance as of
End of the Quarter : _____

Quarterly Target Activities as per OPLAN	Target of the Quarter (%)	Activities Undertaken (Actual Accomplishment/s)	% Accomplishment for the Quarter	Percent Accomplishment		Problems Encountered/ Action Taken/Catch up Plan
				% Accomplishment for the quarter	Cumulative Accomplishment (%)	
A	**B**	**C**	**D** (% Actual Accomplishment vs B)	**E** (E = D/B x 100)	**F** [F = D (Previous Qtr/s) + D (Present Qtr)]	

Prepared and Submitted by:	Reviewed and Evaluated by:		Approved by:
Project Leader	Section Chief	Program Leader	Division Chief / Deputy Director
Date:	Date:	Date:	Date: