**MINDANAO STATE UNIVERSITY
ILIGAN INSTITUTE OF TECHNOLOGY**
OFFICE OF THE VICE CHANCELLOR FOR PUBLIC AFFAIRS
WE CARE OFFICE

**TERMINAL REPORT   FOR
PROGRAM/PROJECT**

Program   Title:

_____

Project Title: _____

Project Leader: _____S.O. Nos. _____

Inclusive Date: _____ to _____

I.   Introduction, Rationale, Objectives and Beneficiaries of the Project
(Please refer to the approved project proposal)

II.   Results and Discussion of the project outputs/outcomes
(Pls discuss a detailed discussion on the outputs/outcomes based on the log frame for each objective of the project. Outputs are goods and   services produced)

III.   The Theory of Change: Outcomes and Learnings
(Pls discuss the problem/obstacles/hurdles met during implementation, issues raised during community visits, explanatory notes for deviation(s) in targets and accomplishments, changes in dates of implementation, etc.)

IV.   Proof of the Conduct of the Project
(Pls provide good resolution photographs taken during the conduct of the project.)

V.   Concluding Remarks/Summative Reflection

Additional guidelines:

1. Paper size: 8 x 11" (Short).
2. Font size: 12 pt
3. Font style: Arial

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4. This form should be submitted together with Quarterly Report (Form 06A)

5. Email also the report to: ovcre.de@g.msuiit.edu.ph

6. Upload your report in Research and Extension Information System **(REIS)** found in your My.IIT account. To do so: Click **Extension** under *Human Resource* at the very left side of your **My.IIT** account, then click **Internally Funded Research**. It will direct you to the record of your research projects.
It's okay not to send it to our email if you have already uploaded your report.

7. Quarterly reports are due on the 5th of the succeeding month (i.e., for the quarter Jan-March, the report must be submitted on April 5).