

<b>Document Code No.</b>
<b>FM-MSU-IIT-WE CARE-006B</b>

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

**QUARTERLY PROGRESS  
REPORT**

Program Title: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Leader: \_\_\_\_\_

Period Covered: \_\_\_\_\_ of \_\_\_\_\_ Quarters

Inclusive Dates: \_\_\_\_\_ to \_\_\_\_\_

- I. Introduction, Rationale and Objectives**  
*(Please refer to the approved project proposal)*
- II. Results and Discussion**  
*(Pls discuss a detailed outputs/outcomes based on the log frame for each objective of the project)*
- III. Problems/Difficulties Encountered**  
*(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.)*

Additional guidelines:

1. Paper size: 8 x 11" (Short).

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pt

Arial

2. Font size: 12

3. Font style:

4. This form

should be submitted together with Quarterly Report (Form 06A)

5. Email also the report to: [ovcre.de@g.msuiit.edu.ph](mailto: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 5<sup>th</sup> of the succeeding month (i.e., for the quarter Jan-March, the report must be submitted on April 5).