

EXTENSION/DEVELOPMENT TERMINAL REPORT

A. BASIC INFORMATION

1. (a) Program/Project/Activity Title:

This form is only for extension program (with projects and activities) or Projects (with several activities) or one-shot activities. If it's a program, present the entire program using this form (form 16) and attach Activity Accomplishment Report (form 15) in the appendices.

2. Activity/Project Implementers

Name*	Role/Involvement in the Extension/Development Activity/Project (Program leader, Project Leader, Study Leader, Project Staff)	Position/Designation and Affiliation (Department or Office/College or Unit)

*List according to extent of involvement (include everyone involved from SSU and cooperating agencies)

3. (a) Implementing unit(s)

Name of lead implement unit (where the proposal originated)	Address
(b) Research & Extension Center/Other SSU Division/Office/Unit (The office where the extension/development project/activity was recognized. E.g. Extension activity implemented by SWDS for OSY may be under RCCSI)	

(c) Other Collaborating Unit/Agency

Name of external collaborating unit or agency	Address

4. Project duration and location

Date of project started	Date completed	Location

5. Project funding

a. Approved Budget

Particulars	UI	GAA	SSU Total	External*	Total
Personnel Services (PS)					
Maintenance and Other Operating Expenses (MOOE)					
Capital Outlay					
Sub Total					

b. Actual Expenditure

Particulars	UI	GAA	SSU Total	External*	Total
Personnel Services (PS)					
Maintenance and Other Operating Expenses (MOOE)					
Capital Outlay					
Sub Total					

*Write also source of external fund, say DOST-PCAARD or LGU of ___. For researches without funding write the equivalent cost in conducting the research (i.e. time spent in doing the research during office hours multiplied with your hourly rate is equivalent cost for PS; equivalent rental cost for using office space and equipment like computers as well as laboratory fees if experiments were conducted by external laboratories are examples of MOOE cost)

B. TECHNICAL DESCRIPTION	
Abstract	
I. Introduction	
II. Objectives	
III. Project Outputs <i>(exhaustive presentation of outputs with discussions; guide are the MDGs, GAD concerns, 6Ps of DOST, Other Government Targets like Ambisyon Natin 2040, and SSU Strategic Targets)</i>	
IV Conclusions	
V. Recommendations	
VI. References	
C. OUTPUTS*	
Publication/s	
Patents	
Products	
People Services	
Policies	
Partnerships	
<i>* List down potential outputs that can be derived from the submitted research. Write NA of none.</i>	
D. PPA OUTPUTS IMPLICATIONS	
MDGS	
GAD	
SSU Strategic Goals	
Other Prevailing Government Targets <i>(i.e Ambisyon Natin 2040)</i>	
E. ENDORSEMENTS	
<i>To be filled-up by the proponents:</i>	
Submitted by:	
Proponent’s Name and Signature	Designation

