*please don't change font-style and size.

EXTENSION ACTIVITY ACCOMPLISHMENT REPORT

A. BASIC INFORMATION

1. (a) Activity Title:

(b) Project Title:

(c) Program Title:

2. Activity Implementers

Name*	Role/Involvement *(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. Activity duration and location

Date started	Date completed	Location

5. Activity 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
Executive Summary *(include where is this project/activity in the entire program)*
I. Introduction
II. Objectives
III. Activity Outputs *(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)*
IV Conclusions
V. Recommendations
VI. References

C. OUTPUTS*

Publication/s	
Patents	
Products	
People Services	
Policies	
Partnerships	

* *List down potential outputs that can be derived from the submitted research. Write NA of none.*

D. PPA OUTPUTS IMPLICATIONS

MDGS	
GAD	
SSU Strategic Goals	
Other Prevailing Government Targets *(i.e Ambisyon Natin 2040)*	

E. ENDORSEMENTS

To be filled-up by the proponents:

Submitted by: _____ Proponent's Name and Signature	_____ Designation _____ Date

WURI Fourth Industrial Revolution | Rank 1 in the Philippines and in the World (2022 & 2023)
Rated 3 Stars | QS Ratings System for Excellence (2022)
Energy Efficiency Excellence Awardee (2022)
ASEAN Icons Awardee (2022)
Gawad Yamang Isip Awardee (2022)
1st Philippine Higher Education Internationalization Awardee (2021)
PQA | Level 2 | Recognition for Proficiency in Quality Management (2020)
Top Patent Filer (2009-2019)
PRIME-HRM (2018)

To be filled-up by the immediate supervisor:	
Endorsed by: * _____ Supervisor's Name and Signature	_____ Designation _____ Date
To be filled-up by the Research Center Director	
Endorsed by: _____ Dean's/Director's Name and Signature	_____ Designation _____ Date
To be filled-up by Office of the Executive Director for Extension (OEDE)	
Received by: _____ Name and Signature of Receiving Clerk OEDE	_____ Date
* *Dean/Director/Head of College/Campus/Office or Unit*	

F. ANNEXES

a. MOA *(attach signed MOAs)*
b. Work Plan *(actual)*
c. Logical Frameworks *(actual: highlight where the project is found)*
d. Photo Documentation *(Extension in action only, provide captions)*
e. General Tables *(This includes extension evaluation tables, raw/unprocessed data derived from the activities must also be attached; if cannot be accommodated in this section; submit it in another file and provide note here it is submitted separately)*
f. Recognitions (*Awards, commendation letters, certificate of recognitions)*
g. Extension Outcomes/Outputs Disseminations *(Publication, certificate of presentations, flyers & EIC materials about the project, etc.)*
h. Other documents *(i.e. list of actual beneficiaries and their addresses, certificates and awards, communications, publications/patents/UM, etc.)*