|  |  |
| --- | --- |
| For HRDO Personnel | |
| *Received by:*  *Date & Time:* | **ACCOMPLISHMENT REPORT due on:** |

**I. ACTIVITY PROFILE**

|  |  |
| --- | --- |
| Title | {title} |
| Purpose | {purpose} |
| Legal Bases  *(Regulatory / Statutory)* | {legalBases} |
| Date/s of Activity | {dateOfActivity} |
| Venue | {venue} |
| Participants | {participants} |
| No. of Target Participants | {numberOftargetParticipants} |
| Learning Service Providers | {learningServiceProviders} |
| Expected Outputs | {expectedOutputs} |
| Fund Source | {fundSource} |

**II. RATIONALE with GAD Perspective**

**III. OBJECTIVES**

**IV. PROGRAM OF ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Responsible Person** |
| **Date and Title** | | |
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**V. COMMUNICATION PLAN**

**VI. EQUIPMENT AND MATERIALS**

**VII. BUDGETARY REQUIREMENTS**

| **Budget Item** | **Per Head/Per Day** | **Total** |
| --- | --- | --- |
| {#budgetaryRequirements}**{type}**  {#items}{item} | Php{perItem} X {noItem} X {times} | Php{total}{/items}{/ budgetaryRequirements} |

**Prepared/Requested by:**