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

**I. ACTIVITY PROFILE**

|  |  |
| --- | --- |
| Title |  |
| Purpose |  |
| Legal Bases  *(Regulatory / Statutory)* |  |
| Date/s of Activity |  |
| Venue |  |
| Participants |  |
| No. of Target Participants |  |
| Learning Service Providers |  |
| Expected Outputs |  |
| Fund Source |  |

**II. RATIONALE with GAD Perspective**

**III. OBJECTIVES**

**IV. PROGRAM OF ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Responsible Person** |
| **Date and Title** | | |
|  |  |  |
|  |  |  |
|  |  |
|  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |
|  |  |  |

**V. COMMUNICATION PLAN**

**VI. EQUIPMENT AND MATERIALS**

**VII. BUDGETARY REQUIREMENTS**

| **Budget Item** | **Per Head/Per Day** | **Total** |
| --- | --- | --- |
| Meals and Snacks (AM/PM) |  |  |
| Function Room/Venue |  |  |
| Accommodation |  |  |
| Equipment Rental |  |  |
| Professional Fee/Honoria |  |  |
| Token/s |  |  |
| Materials and Supplies |  |  |
| Transportation |  |  |
| TOTAL |  |  |

**Prepared/Requested by:**