|  |  |  |  |
| --- | --- | --- | --- |
| Document Code: | QF-OES-07 | Revision Number: | 03 |
| Effectivity Date: | June 20, 2023 | Page 1 of 1 | |

*.*

*Please Note: Accomplishment Report has to be submitted within twenty working (20) days after the conduct of the Activity. Non-compliance may result to non-approval or non-endorsement of succeeding extension activities.*

**BASIC INFORMATION:**

1.Title of Extension Activity: {title}

2.Date and Venue: {dateAndVenue}

3.Clientele [Type and Number]: {clientelTypeAndNumber}

4.Estimate Cost: {estimatedcost}

5.Fund Source: {fundSource}

Internal Fund External Fund

6.Proponents/Implementors: {proponents}

7.Cooperating Agency/ies/Unit/s: {cooperatingAngency}

**REPORT:**

1.Rationale:

2.Objectives:

3.Clientele [Type and Number]:

4.Methodology:

5.Brief Summary of Accomplishment [*Please include photos of the Activity with caption*]:

6.Actual Financial Report:

7.Highlights of Evaluation *(paragraph form):*

8.Problems Met:

9.Recommendation:

**BUDGETARY EXPENDITURES**

|  |  |  |
| --- | --- | --- |
| **ITEMS** | **APPROVED BUDGET** | **ACTUAL EXPENDITURES**  (as per OR/ cash-in-voice) |
| {#actualExpenditures} **{type}** {item} | {approvedBudget} | {actualExpenditure} {/} |
| **TOTAL** |  |  |

Prepared by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature over Printed Name]

Proponent

Endorsed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature over Printed Name]

Extension Coordinator/Department Chairperson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature over Printed Name]

Dean/Director

Noted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature over Printed Name]

Director, Office of Extension Services

*To be accomplished by OES Personnel*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Received by | Received on | Accomplishment report received | 5 | 2 days early/earlier |
|  |  | 4 | 1 day early |
| 3 | on time |
| 2 | 1-2 day late |
| 1 | 3 or more days late |

Attachments: a. Approved Activity Design e. Summary of Evaluation

b. Attendance Sheet f. At least 10% of Accomplished Evaluation forms

c. Memo/Letters related to the activity *(if applicable)*

d. Copy of modules/ Handouts/Materials *(if applicable)*