**Month:**

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| Project Name | : |  |
| Project Code | : |  |
| Project Location | : |  |
| Agency/Client Name | : |  |
| Contract Period | : |  |
| Accomplishment cut-off date | : |  |
| Start Date | : |  |
| Target Completion Date | : |  |

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| **Cost Details** | **Project Expenditures** |
| Project cost: P \_\_\_\_\_\_\_\_\_\_  Cost change: P \_\_\_\_\_\_\_\_\_\_  ( ) Addition ( ) Deduction  Total Project cost: P \_\_\_\_\_\_\_\_\_\_\_ | Projected: P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Actual: P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Variance (+/-): P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Percentage Accomplishment** | **Project Duration** |
| Schedule: \_\_\_\_\_\_\_\_\_\_\_ %  Actual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ %  Variance (+/-): \_\_\_\_\_\_\_\_\_\_\_ %  Equivalent in days:  ( ) ahead: \_\_\_\_\_\_ days ( ) delay: \_\_\_\_\_\_ days | Contract: \_\_\_\_\_ days  Completed: \_\_\_\_\_ days  Remaining: \_\_\_\_\_ days  Granted time extension: \_\_\_\_\_ days |

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| **Activities Accomplished for the Month** | **Problems Encountered** | **Actions Taken** |
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| **Major Activities Next Month** | **Materials Needed** | **Remarks** |
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| **WORK ACCOMPLISHMENT:** | | | | | | | | |
| **Item No.** | **Work Description** | | | **Unit** | **Qty** | **Unit Cost** | **Amt** | **Weight (%)** | | **Accomplishment (Quantity)** | | | **Amount** | | | **Weight accomplished (%)** |
| **Prev** | **This period** | **To date** | **Prev** | **This Period** | **To Date** |
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| **TOTAL** | | | |  |  |  |  |  | |  |  |  |  |  |  |  |

Prepared by: Noted by:

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