	TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES Ayala Blvd., Ermita, Manila, 1000, Philippines Tel No. +632-301-3001 local 409 Fax No. +632-521-4063 Email: ues@tup.edu.ph Website: www.tup.edu.ph	Index No.	F-UES-4.2-DEP
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I. PROJECT TITLE:

- Format reflects the main idea.
- Brief and serves as an abstract
- Captures the essence of the project with an impact that facilitates understanding.
 1. begin with a noun.
 2. use the present participle form of an action verb.
 3. most important words should come first
- Written bold, neatly centered headings, arrange and readable

II. PROPONENT:

- Those who propose and
- Prepare the details of the program.

III. DURATION:

- Date & length of conducting the program

IV. VENUE:

- Place /location

V. CO-SPONSOR:

- Partner Agency

VI. TARGET GROUP:

- End /ultimate users of the project
- OSY, Adults, Professionals, Farmers, Technicians, etc.

VII. JUSTIFICATION:

- Benefits expected
- Significance and importance of the project/training
- Relation, current & desired conditions, core problems, issues, and needs.
- Who benefited, what benefits, and what is the extent of benefits?
- How does the project address the needs?
- How objectives are identified


VIII. OBJECTIVES:

- Reflects the purpose /aims of the program
- Client-centered
- Consider domains
- SMART (Simple, Measurable, Attainable, Realistic and Time-bound)
- Stated in short term and long term since the impact of many projects can be realized after several years

IX. DESCRIPTION:

- Background
 - Describe briefly the underlying issues that have influenced the identification of the project.
 - The number of paragraphs is dependent on the issue affecting the project.
 - At least 3 major issues/problems are covered /cited which are realistic, serious, and general occurrences.

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Signature	

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- Major areas/component
- Brief methodology
- Outcomes of the projects

X. RESOURCES NEEDED:

a. Manpower/Staff

- Position & number
- Duties & responsibilities
- Scope of work

b. Budgetary Requirements

- Classify by:
 - a. Code (Personnel Services, MOOE, Communication, Other services, Transportation, etc...)
 - b. Sources
- Realistic
- Available

XI. PROGRAM SPECIFICS: (detailed Schedule of activities)

- Specify contents
- Schedule/time/date
- Persons responsible
- Length per component

Submitted By:

< BOLD LETTERS >
Program/Project Leader

Noted by:

< BOLD LETTERS >
Department Head

MA. VICTORIA M. CAMENTO
Head, Extension Services

LAARNIE D. MACAPAGAL, D.M.S
Assistant Director of Research and Extension Services

DR. REXMELLE F. DECAPIA JR., Ph.D
Campus Director


Recommending Approval:

Approved by:

ENGR. BENEDICTO N. FORTALEZA
Director, UES

DR. EMMANUEL L. FERRER, Ph. D
Vice President for Research and Extension

Transaction ID	
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