	PALAWAN STATE UNIVERSITY EXTENSION SERVICES OFFICE FORM 006 (PSU ESO 006)	Doc. Ref No.:	PSU-ESO-488
		Effective Date:	
		Revision No.:	
	TITLE OF EXTENSION PROJECT:		

Name of Extension Workers:

Status of Extension Project:
____ On-going ____ % Completed:

Location of Extension Project:

Duration of Extension Project:

No. of Beneficiaries:


Date requested:

Date responded:

Short Description of Project Accomplishments:

DOCUMENTATION

Submitted by:

	PALAWAN STATE UNIVERSITY EXTENSION SERVICES OFFICE FORM 006 (PSU ESO 006) Extension Project Accomplishment Form University Extension Services Office (UESO)	Doc. Ref No.:	PSU-ESO-488
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Required attachments for the quarterly submission of extension report (all in hard and soft copy):

- 1. Extension Project Monitoring Form
- 2. Evaluation Form
- 3. Tallied evaluation form for the quality and timeliness of the extension activity
- 4. Attendance sheet
- 5. Program
- 6. Pictures with captions
- 7. Article of the extension program (*including the objectives, summary of proceeding, and highlight of the activity*)
- 8. Certificate of Recognition and other certificates (photocopy)
- 9. Copy of MOA/MOU, Certificates of recognition from LGUs or community, or other supporting document as proof of partnership
- 10. Assessment or request letter from the community to conduct such activity

Additional attachments for reimbursement:

- 11. Official receipts (original copy)
- 12. Job request (for meals)

Please check the available supporting documents for linkages/partnerships with the community **(required):**

- 1. ☐ Memorandum of Agreement
- 2. ☐ Certificate of Recognition from LGU or community
- 3. ☐ Other supporting documents, please indicate: _____