



**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
Effective Date:	
Revision No.:	
Page No.:	

**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: \_\_\_\_\_