**TITLE OF THE ACTIVITY**

**PROJECT PROPOSAL**

1. **GENERAL INFORMATION**

| 1. **Title of the Activity** | : activity title |
| --- | --- |
| 1. **Department / Program** | : department / program |
| 1. **Banner Program** | : banner program |
| 1. **Target Beneficiaries** | : target beneficiaries, facilitators |
| 1. **Target Area** | : target area |
| 1. **Target Date of Activity** | : target date of activity |
| 1. **Activity Venue** | : activity venue |
| 1. **Budget Proposal** | : budget proposal |

1. **PROJECT DESCRIPTION (Approach)**

The *(name of the banner program)* is the banner program of the *(department / program)* where *(service for the community)* under *(title of the activity)* for *(target beneficiaries)* with the assistance of *(facilitators)* in which the project aims with the following objectives.

The *(target beneficiaries)* will be able to:

* *objectives*

The project expects to spend ₱ *(amount)*. This amount includes the *(usage of the money)* for the conduct of the said program. (Please see attached budget).

1. **DEPLOYMENT**

The *(department)* will implement the project in cooperation with *(partnership/s)*. The said activity will be facilitated by *(amount of faculty in words and numbers)* *(faculty)* with the help of *(amount of facilitator/s in words and numbers)* *(facilitator/s)*. And will be participated by *(amount of beneficiaries in words and numbers) (target beneficiaries)*.

The *(department / program)* provides *(service for the community)* under *(title of the activity)* for *(target beneficiaries)* to *(purpose)* specifically to;

The *(target beneficiaries)* will *(purpose)*;

The project will be implemented as a *(type of activity)* that will *(target date)*. This will be held via *(mode of communication)* from *(time of the activity)*. The activity will be facilitated by (facilitators). *(additional description of the activity on deployment)*.

1. **IMPLEMENTATION STRATEGY**

(figure of the implementation strategy)

1. **EVALUATION SCHEME**

(figure of the evaluation scheme)

1. **BUDGET PROPOSAL**

The *(department / program)* of UM Digos College will have a *(title of the activity)* *(target date)*, via *(mode of communication)* at *(time of the activity)*. This is under the banner program of *(banner program)*.

The said activity will be facilitated by *(faculty)* with the help of *(facilitator/s)* and participated by *(amount of target beneficiaries in words and numbers)* *(target beneficiaries)*.

In line with this, we would like to ask assistance from your good office, especially on the expenses to defray the said project's cost. We would really appreciate the extended support.

**BREAKDOWN OF EXPENSES**

*(full breakdown of all expenses)*

Prepared by:

**(NAME OF FOCAL PERSON) (NAME OF PROGRAM HEAD)**

*Dpt.*- Community Ext. Focal Person *Dpt.* - *Program* Program Head

Reviewed by:

**(NAME OF CEC HEAD)**

Head, Community Extension Center

Noted by: Approved by:

**TESSIE G. MIRALLES, Ph. D GLORIA E. DETOYA, CPA**

VP - Branch Operations Chief Operation Officer/DQMR