University of Santo Tomas	
UST-SIMBAHAYAN COMMUNITY DEVELOPMENT C)FFIC

Project Proposal No. ____

Project Proponent(s):

PROJECT PROPOSAL CHECKLIST

Date	e Received:
Date	e of Implementation:
Title	of the Project:
	Nith Vehicle Request
Pro	posed Budget: Budget Code:
0	Terminal and Expense Report Clearance
0	Attendance to CD Orientation Community/Institution Profile
0	Memorandum of Agreement or Understanding
0	Cover Letter with complete signatures from Project Proponent (s),
O	Adviser (For Faculty/College-based and University-wide Student
	Organizations), and CD Coordinator (For Faculty/College-based)
0	Project Proposal with complete signatures from Project Proponent,
	Adviser (For Faculty/College-based and University-wide Student
	Organizations), CD Coordinator, Dean, Asst. Dean/SWDB, and
	Regent (For Faculty/College-based)
	I. General Information (Indicate here the target number of
	beneficiaries)
	II. Project Rationale and Description
	a. Project Background
	b. Project Objectives
	c. Project Implementation Plan (Include budget for UST-
	SIMBAHAYAN Community Development Office Vehicle
	Request and Rentals (if needed)) III. Project Management/Mechanisms
	IV. Sustainability
0	Community Development Activity Evaluation Form (For
Ü	participants and beneficiaries
0	Attachments (Program, Lesson Plan, Module, Instrument, etc.)
0	Vehicle Reservation Form and List of Names of Participants and
	Adviser/Faculty Member (For Faculty/College-based and
	University-wide Student Organizations/Councils) (if needed)
THI	NGS TO DO:
Арр	roved Budget: Date:
	h Requisition Number: Date:
	UST:S040-00-F02

UNIVERSITY OF SANTO TOMAS
UST-SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE

Project Proposal No. ____

PROJECT PROPOSAL CHECKLIST

Project Proponent(s):				
Date Received:				
Date of Implementation: Title of the Project:				
With Vehicle Request				
Proposed Budget:	Budget Code:			
Terminal and Expense Repo	ut Classes			
Terminal and Expense Report Clearance Attendance to CD Orientation				
Attendance to CD Orientati Community/Institution Prof				
Memorandum of Agreemer				
_	gnatures from Project Proponent (s),			
	based and University-wide Student			
	dinator (For Faculty/College-based)			
	ete signatures from Project Proponent			
Adviser (For Faculty/College-	based and University-wide Student			
Organizations), CD Coordinat	or, Dean, Asst. Dean/SWDB, and			
Regent (For Faculty/College-ba	ased)			
V. General Information (Indi	cate here the target number of			
beneficiaries)				
VI. Project Rationale and De	•			
a. Project Background				
b. Project Objectives	N			
	Plan (Include budget for UST-			
	nity Development Office Vehicle			
Request and Rentals (it VII. Project Management/Med				
VIII. Sustainability	chanisms			
Community Development Ac	tivity Evaluation Form (For			
participants and beneficiarie				
Attachments (Program, Lesso	on Plan, Module, Instrument, etc.) nd List of Names of Participants and			
	anizations/Councils) (if needed)			
THINGS TO DO:				
Approved Budget:	Date:			

Cash Requisition Number: _____ Date: _____