

TERMINAL REPORT TEMPLATE

I. General Project Information

- a. Title of the Project:
- b. Project Objectives:
- c. Project Duration:
- d. Project Area:
- e. Project Proponent(s):

II. Planned Activities *(based on the proposal)*

III. Actual Activities

- a. What activities were implemented?
- b. How were these activities implemented? Describe processes of project implementation.
- c. Were there variations from the planned and the actual activities? If so, what were the factors / reasons for these variations? Problems encountered, action taken.

IV. Participants

- a. Enumerate all students / administrators/ faculty members/ support staff/ alumni who actively participated in the project, from planning to evaluation.

V. Beneficiaries

- a. If possible (depending on the project) list the names or indicate the number of individual beneficiaries from the community/institution

VI. Overall evaluation of the project implemented

- a. Impact to the community
- b. Use the results gathered from the Evaluation Forms (for beneficiaries and participants).

VII. Learning (student perspective) derived from the experience

VIII. Recommendation for future project/s in the community

IX. Expense Report *(attach Expense Report Form)*

X. Photo Documentation *(with captions of every aspect of project implementation)*

XI. E-mail Submit the hardcopy of the Terminal Report to your respective Adviser while send the softcopy to ovrrasimbahayan@yahoo.com.ph. Please attach jpeg files of the best photos representative of the project to the e-mail or post them to the official Facebook Page of UST-SIMBAHAYAN Community Development Office.

****Submit the Terminal Report (with cover letter and complete signatures) and Expense Report two weeks after the implementation of the project.***

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