

ANNUAL REPORT TEMPLATE

- I. Cover Letter**
- II. Table of Contents**
- III. General Overview of the Community Development Program of the Faculty/College**
- IV. Summary of Terminal Reports (in table)**
 - a. Proponent(s)
 - b. Title of the Project
 - c. Identify the nature of the project according to HELPS
 - d. Project Area
 - e. No. of Beneficiaries
 - f. Thomasian Involvement (No. of Students, Administrators, Faculty, Support Staff, and Alumni)
 - g. Date of Implementation
 - h. Documents (Terminal and Expense Report) that they submitted
 - i. Documents (Terminal and Expense Report) that they failed to submit
 - j. Student organizations who did not submit any report but was able to conduct community development projects
 - k. Student organizations who did not organize any community development projects
- V. Individual Terminal Reports (Per Project)**
 - A. General Project Information**
 - a. Title of the Project:
 - b. Project Objectives:
 - c. Project Duration:
 - d. Project Area:
 - e. Project Proponent(s):
 - B. Planned Activities** *(based on the proposal)*
 - C. Actual Activities**
 - D. Participants**
 - E. Beneficiaries**
 - F. Overall evaluation of the project implemented**
 - G. Learning (student perspective) derived from the experience**
 - H. Recommendation for future project/s in the community**
 - I. Expense Report**
 - J. Photo Documentation** *(with captions of every aspect of project implementation)*

****Submit two hard copies (Ring bound with transparent cover) of the Annual Report (one for the UST-SIMBAHAYAN Community Development Office and one for the Dean's Office)***

****Send a softcopy of the Annual Report to ovrrasimbahayan@yahoo.com.ph.***

paper size: short

margin: 1" each side

font style: Arial

font size: 12

line spacing: 1.15