



Reference No.: BatStateU-REC-ESO-01

Effectivity Date: January 3, 2017

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Title:

MONITORING THE PROGRESS OF THE PROJECT

- I. Title of the Project
- II. Location
- III. Duration
- IV. Type of Community Extension Service
- V. Department Involved
- VI. Project Leader and Coordinators
- VII. Cooperating Agencies
- VIII. Beneficiaries
- IX. Project Status
 - 1. As to purpose (how far has the purpose been attained)
 - 2. Availability of materials
 - 3. Schedule of activities
 - 4. Financial report
 - 5. Problems encountered
 - 6. Actions taken to solve the problems encountered
 - 7. Suggestions and recommendations

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Prepared by: NAME OF EXTENSION COORDINATOR/HEAD Designation Date Signed:	Reviewed by: NAME Director, Extension Services Date Signed:
Approved: NAME Vice President for Research, Development and Extension Services Date Signed:	Remarks:

cc: (1) Office of the Executive Director; (2) College Dean