**OVPRE\_ Report Form 4.2[[1]](#footnote-1)**

**MMSU RESEARCH PROGRAM/PROJECT**

Semi-Annual Report Form

(January 2013 Edition)

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| 1. **BASIC INFORMATION**
 |
| 1. **Research Title**
 | 1. Progress Report No. \_\_\_\_\_\_\_ (*indicate if no. 1, 2, 3 or so on*)
 | 1. Period covered by the report \_\_\_\_\_\_\_\_\_\_\_
 |
| 1. **Author(s) of the report (***Please list according to order of authorship)*
 |
| Name | Role/Involvement in the Research *(Program leader, Project Leader, Study Leader, Project Staff)* | Department or Office/College or Unit |
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| 1. **List of assisting technical and non-technical personnel**
 |
| Name | Duties | Compensation given |
|  |  |  |
|  |  |  |
| 1. **Cooperating agency(ies), if any**
 |
| Name of Unit/Agency | Address |
|  |  |
|  |  |
| 1. **Date of implementation**
 |
| Date of project started | Expected date of completion |
| 1. **Project funding**
 |
| Amount approved for the year (Ph P) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Amount released (Ph P) | Amount disbursed (Ph P) | Current balance (Ph P) |
| 1. **TECHNICAL DESCRIPTION**
 |
| 1. **Project Background**
 |
| 1. **Objectives and percent accomplishment for the entire project duration**
 |
| Objectives of the Study *(itemize specific objectives as approved by the UREvC)* | Percent accomplishment *(indicate overall accomplishment in terms of percentage on each objective)* |
| 1. **Methodology *(State procedures, conceptual framework, and/or methodology used including research design, instruments used, sampling procedures/techniques among others)***
 |
| 1. **Accomplishments and major findings** *(includes an exhaustive narrative report supported by relevant tables and figures)*
 |
| 1. **Project summary**
 |
| **Specific Objective** | **Activity** | **Output/Milestone** | **Date accomplished** | **Budget (PhP)** |
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| 1. **Plan of activities for the ensuing six months**
 |
| **Major Activities** | **Planned start** | **End date** | **Duration** | **Gantt Chart/month** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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| 1. **Original workplan**
 |
| **Major Activities** | **Planned start** | **End date** | **Duration** | **Gantt Chart/Month** |
| **1** | **2** | **3** | **4**  | **5**  | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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| 1. **PROJECT MANAGEMENT**
 |
| 1. Last year’s comments of evaluators and action taken, if applicable
 |
| Comment | Action taken |
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| 1. Problems encountered and recommendations *(state encountered problems related to processes, research implementation, equipment, infrastructure*, etc. Recommendations include constructive comments on how to improved research implementation and monitoring)
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| Problem | Recommendation |
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| 1. **ENDORSEMENTS**
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| *To be filled-up by the proponents:* |
| Submitted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Proponent’s Name and Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |
| *To be filled-up by the immediate supervisor:* |  |
| Endorsed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor’s Name and Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |
| *To be filled-up by the College Dean or Directorate’s Director* |
| Endorsed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dean’s/Director’s Name and Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |
| *To be filled-up by Office of the Vice President for Research & Extension (OVPRE)* |
| Received by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name and Signature of Receiving Clerk OVPRE |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |

1. This form is to be used in preparing and submitting semi-annual or annual report of a study funded under the Fund 101 and Fund 164. One hard copy of the report must be submitted to the OVPRE and the e-copy must be submitted on-line to the R&D Directorate (rddirectorate@gmail.com). Submission of the hard copy of the report and photo e-files must be coursed through the Director of Research. [↑](#footnote-ref-1)