**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 | | | | | | | | | | | | | |
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| 1. **Cooperating agency(ies), if any** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Unit/Agency | | | | | | | | | Address | | | | | | | | | | | | | | | | | |
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| 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** | | | | | | | | | | | | | | | |
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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) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Problem | | | | | | | | | Recommendation | | | | | | | | | | | | | | | | | |
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| 1. **ENDORSEMENTS** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *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)