



Department of Agriculture

**Bureau of Agricultural Research**

RDMIC Bldg, Elliptical Rd cor Visayas Ave, Diliman, Quezon City -1104

Landlines: +632 461 2900; 461 2800 ● Fax: +632 927 5691

Email: [rd@bar.gov.ph](mailto:rd@bar.gov.ph) ● Website: <http://www.bar.gov.ph>

## **PROGRESS REPORT FORMAT**

### **A. BASIC INFORMATION**

1. Title of the Project
2. Proponent (s)
  - 2.1. Name and Signature
  - 2.2. Designation
  - 2.3. Institution
  - 2.4. Address
  - 2.5. Telephone Number (s)
  - 2.6. Fax Number
  - 2.7. Email Address
3. Implementing Agency
  - 3.1. Lead Agency
  - 3.2. Collaborating Agency (s)
4. Project Duration
5. Project Covered by This Report
6. Project Location
7. Project Funding
  - 7.1. Total Approved Budget
  - 7.2. Amount Approved for the Year
  - 7.3. Actual Released Budget
  - 7.4. Balance for the Year
  - 7.5. Actual Expenses
  - 7.6. Budget Requirement for the Following Year

### **B. TECHNICAL DESCRIPTION**

1. Rationale
2. Objectives
3. Methodology
4. Activities Undertaken
5. Accomplishments and Major Findings
  - 5.1. Previous years
  - 5.2. Year under review
6. Problems Encountered, Action Undertaken and Recommendations



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7. Action Plan for the Coming Year

### **C. PROJECT MANAGEMENT**

1. Justification for Continued Implementation
2. Annual Financial Status Report
3. Approval of the following: (if applicable)
  - Project Extension
  - Budget Realignment