



Department of Agriculture

**Bureau of Agricultural Research**

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

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## **TERMINAL REPORT FORMAT**

### **A. BASIC INFORMATION**

1. Project Title
2. Proponent (s)
3. Implementing Agency
  - 3.1. Lead Agency
  - 3.2. Collaborating Agency
4. Project Duration
5. Project Location
6. Project Funding
  - 6.1. Total Approved Budget
  - 6.2. Total Amount Released
  - 6.3. Actual Expenses

### **B. TECHNICAL DESCRIPTION**

1. Preliminaries
  - 1.1. Title Page
  - 1.2. Summary Sheet
  - 1.3. Acknowledgment
  - 1.4. Table of Contents
  - 1.5. List of Tables, Figures, etc.
  - 1.6. Abstract
2. Text
  - 2.1. Introduction
  - 2.2. Review of Literature
  - 2.3. Methodology
  - 2.4. Results and Discussion
  - 2.5. Summary and Conclusion
  - 2.6. Bibliography
  - 2.7. Appendices

### **C. PROJECT MANAGEMENT**

1. Summary of Yearly Comments of Evaluators and Actions Taken by Researcher
2. Problems Encountered and Recommendations
  - 2.1. Technical
  - 2.2. Administrative



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3. Summary of the Project
4. Audited Financial Report