



Department of Agriculture  
Bureau of Agricultural Research  
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## COMPLETION REPORT FORMAT

### A. BASIC INFORMATION

1. Project Title
2. Proponent (s)
3. Implementing Agency
  - 3.1. Lead Agency
    - Head of Agency
    - Name of Proponent(s)
    - Contact Details
  - 3.2. Collaborating Agency
4. Project Duration
  - 4.1 Approved Duration (Y/M)
  - 4.2 Actual Duration (Y/M)
  - 4.3 Start Date of Implementation
5. Project Site(s)
  - 5.1 Province
  - 5.2 City/Municipality
  - 5.3 Barangay
  - 5.4 Geocode
6. Project Funding
  - 6.1. Total Approved Budget
  - 6.2. Total Amount Released
  - 6.3. Agency Counterpart
  - 6.4. Actual Expenses
  - 6.5. Unliquidated Balance
- 7.RDE Agenda Addressed
- 8.Expected Technology or Information
- 9.Description of Technology/Information
10. Target Beneficiaries/Users
11. Tags/Keywords

### B. TECHNICAL DESCRIPTION

1. Preliminaries
  - 1.1. Title Page
  - 1.2. Acknowledgment
  - 1.3. Table of Contents
  - 1.4. List of Tables, Figures, etc.
  - 1.5. Abstract
2. Rationale



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- 2.1. Problem Statement
- 2.2. PESTLE or SWOT
3. Narrative Summary
  - 3.1. Potential Impact or Goal
  - 3.2. Outcome or General Objective/Purpose
  - 3.3. Expected Output or Specific Objectives
  - 3.4. Scope and Limitations/Constraints
4. Review of Related Literature
  - 4.1. Body Text
  - 4.2. References
5. Methodology per Objective
6. Results and Discussion per Objective
7. Summary of Findings
8. Appendices

### **C. PROJECT MANAGEMENT**

1. Updated Work Plan Schedule
2. Monitoring and Evaluation Report
3. Recent Evaluation from BAR
4. Audited Financial Report (BAR/QSF-B.01.05a)