**ELC Form 3 (Revised 7 July 2017)**

# **OFFICE OF THE VICE CHANCELLOR**

### FOR RESEARCH AND DEVELOPMENT

# **OFFICE OF EXTENSION COORDINATION**

# **University of the Philippines Diliman**

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**Date Accomplished: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_**

day month year

**Academic Year: \_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_**

(for which ELC is granted)

**PROGRESS / FINAL REPORT**

**Extension Load Credit (ELC)**

(ACCOMPLISH ONE FORM PER PROJECT)

**Instructions:**

1. Please submit hard and electronic copies of progress and/or final report certified by the Dean/Head of unit at the end of the semester for which ELC is granted.
2. Submit electronic copy of report (in PDF format) via email to [oec.upd@gmail.com](mailto:oec.upd@gmail.com) and one original hard copy to Office of Extension Coordination, OVCRD.
3. Only reports with the signed endorsement of Dean/Unit Heads will be accepted.

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| **I. FACULTY INFORMATION**     |  |  |  |  | | --- | --- | --- | --- | | **Name:** |  |  | **Sex**: \_\_\_Male \_\_\_Female |  |  |  |  |  | | --- | --- | --- | --- | | **College/ Unit:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Inst./ Dept./ Div.:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **II. EXTENSION WORK/PROJECT INFORMATION**     |  |  |  |  | | --- | --- | --- | --- | | **Report Type:** |  | 1 Progress Report | 2 Final Report |  |  |  | | --- | --- | | **Project Title:** |  |  |  |  |  |  | | --- | --- | --- | --- | | **Date Started:** |  | **Date of Expected Completion:** |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Expected Output:** |  |  | **Percent of Work Accomplished:** (if continuing) |  | % | | 1 - End of project narrative report  3 - Paper/presentation in conference/colloquium/proceedings  5 - National policy, regulation, bill, or law w/ public  acknowledgment | | | 2 - Training manual or modules developed  4 - Feature article regarding the project  6 - Software or computer program developed from the project | | | | 7 - Academic paper | | | 8 - Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

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| **III. INFORMATION ON COLLABORATING ORGANIZATIONS** (if applicable)   |  |  | | --- | --- | | **Full Name of Collaborating Institution** | **Nature of Collaboration** (e.g., funding, co-implementer, client/partner, etc) | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | |

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| **IV. PROJECT ACCOMPLISHMENTS, OUTCOMES AND LESSONS LEARNED**  (You may enclose together with this form the latest report submitted to the funding/collaborating institution) |
| a. Describe actual activities undertaken compared to the project objective/s. |
| b. Discuss significant results and/or outcomes. |
| c. Cite issues encountered and how these were addressed. Include activities not accomplished, if any, and the reasons why these were not done. |
| d. Discuss lessons learned and future directions. |
| e. Provide sample pictures or any proof of extension work, where applicable. |

*Note: OVCRD has the right to subject the report to peer evaluation.*

**CERTIFICATION:**

I certify that all information /data in this report are true to the best of my knowledge. I further certify that I have no overdue accountabilities for OVCRD-funded and/or managed projects.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Signature of ELC Grantee  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |  |

**ENDORSEMENTS:**

I certify that I have reviewed this ELC Report entitled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Signature of Dept. Chair/Director  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Signature of Dean of College/ Unit Head  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |