



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

22 May 2023

**DIVISION MEMORANDUM**

No. 176 s. 2023

**FORMAT OF THE TERMINAL REPORT FOR THE DEVELOPMENT  
RESOURCE GENERATION PROJECT**

To: Assistant Schools Division Superintendent  
Schools Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
Public Schools District Supervisors/District In-Charge  
School Heads of Elementary and Secondary Schools  
All others concerned

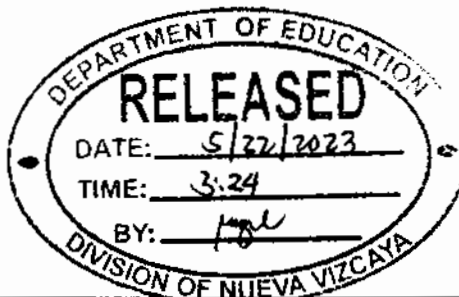
1. The Schools Division Office of Nueva Vizcaya wishes to announce the prescribed format in the preparation of the **Terminal Report** of every Development Resource Generation Project conducted.
2. The copy of the format is found in Annex A of this memorandum for your ready reference.
3. Immediate and widest dissemination of this memorandum is desired.

**For:**

**ORLANDO E. MANUEL, PhD, CESO V**  
Schools Division Superintendent

**By:**

**ATTY. JULIUS CAESAR G. DOMINGO**  
Attorney III  
Division Legal Officer



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Annex A. Format in the preparation of Terminal Report for every Development Resource Generation Project conducted.

**TERMINAL REPORT**

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Title of the Project

**I. Introduction**

A short introduction about the project is highlighted on this part.

**II. Accomplishment/ Narrative Report**

Discuss the accomplished activities, programs and projects based from the set objectives and planned timelines.

Present, analyze and summarize data gathered through tabulation or graphic presentation.

Include the pictorials with proper captions.

**III. Project Implementation Record**

**A. Pre-implementation Phase**

On this part, attach the following:

1. Approval Sheet (Permit to Conduct of the Project with Accreditation)
2. Filled out Evaluation Form
3. Original Project Proposal (with corrections)
4. Revised copy of the Project Proposal (suggestions and recommendations are incorporated)
5. Signed Memorandum of Agreement/Understanding (if applicable)
6. Approved Resolutions or Letters
7. Acknowledgment/Official Receipts
8. List of Recipients of the Project
9. Photo documentation
10. Minutes of Meeting/s
11. SDO-approved Annual Implementation Plan (AIP) where the project is incorporated



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**B. Actual Implementation**

Include on part the following:

1. Program or Ceremony for the Turnover of donations/items/materials
2. List of Donors with the donations
3. Program of Work (if applicable)
4. Profile of recipients with the items received
5. Photo documentation
6. Deed of Donation and Acceptance

**C. Post Implementation Phase**

The following documents should be attached here:

1. Project Monitoring Form (filled out)
2. Action Plan/Workplan
3. Photo Documentation

