



EXTENSION SERVICE TERMINAL REPORT

I. Executive Summary

- A. Project /Service Title :
- B. Project Description :
- C. Proponent/s :
- D. Program Beneficiary/Address :
- E. Project Duration :
- F. Project Budgetary Requirement :
- G. Source of Funds :

II. Details of Accomplishments/Outputs

III. Implication of the Extension Service/Project (Outcome)

IV. Non-conforming service/ problem encountered, correction and corrective actions

V. Customer feedback, comment, commendation and recommendation

VI. Opportunities for improvement/ recommendations

VII. Report Attachments

- | | |
|--|--|
| <input type="checkbox"/> Need Analysis Data and Analysis | <input type="checkbox"/> Test reports, as applicable |
| <input type="checkbox"/> Approved Project Proposal | <input type="checkbox"/> Photos/ drawings |
| <input type="checkbox"/> Work plan and monitoring log* | <input type="checkbox"/> Photocopy of certificates |
| <input type="checkbox"/> Completed Travel Orders* | <input type="checkbox"/> Customer Satisfaction Survey* |
| <input type="checkbox"/> Special Order* | <input type="checkbox"/> Service Supplier Evaluation* |
| <input type="checkbox"/> Completed Training Kit | <input type="checkbox"/> Attendance Sheet |

**Mandatory attachments*

VIII. Service Conclusion: ☐ completed ☐ not completed ☐ needs follow up



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