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| **Project Director:** |
| **Project Title:** |
| **Project Duration (No. of Months:** | **Date Started:** | **Projected Date of Completion:** |
| **Report for the Month of:** |
| **I. Target Activities/Tasks** | **Original Target Date of Completion** | **Percent of Completion** | **Projected Completion Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **II. Utilization of Funds** | **Original Plan** | **Funds Spent to Date** | **Variance and Comments** |
|  |  |  |  |
| **Problem/s encountered, if any:** |
| **Assistance needed, if any:** |
| **Submitted by:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Proponent/Project Director****(Signature over Printed Name)****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date** | **Noted by:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Immediate Supervisor****(Signature over Printed Name)****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date** |