|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | |