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| BASC LOGO | **BULACAN AGRICULTURAL STATE COLLEGE**  **Research, Extension Production and Development Office**  Pinaod, San Ildefonso, Bulacan 3010 | *Document No.:*  BASC-RO-QSF-13 |
| *Revision No.: 00* |
| *Title:*  **DETAILED TERMINAL REPORT FORMAT** | *Effectivity Date:*  04/01/19 |

RETP logo

1. **BASIC INFORMATION**
2. Title of the Project
3. Proponent (s)
   1. Name
   2. Designation
   3. Institute
   4. Address
   5. Telephone Number (s)
   6. Email Address
4. Implementing Agency
   1. Lead Agency
   2. Collaborating Agency (s) (if there is any)
5. Project Duration
6. Project Location
7. Total Budget Requested
   1. Budget Requested
   2. Agency Counterpart
   3. Other Sources
8. **TECHNICAL DESCRIPTION**
9. Abstract

* This is a single-paragraph summary of the topic, methods, and main findings of the work which should not exceed 250 words. A maximum of five keywords should follow.

1. Introduction
2. Brief description of the problem and its importance
3. Short survey of relevant literature
4. Objectives or aims of the research
5. Methodology
6. Conceptual Framework – optional for experimental research

* contains basic explication of the meaning of the variables in the study, presented in schematic and textual forms, merging the theories discussed in which the study was anchored.

1. Research design or type of study
2. Sources and materials
3. Intervention/s done/used
4. Data collection techniques, sampling procedure
5. Statistical analysis
6. Results and Discussion

* The arrangement of this section depends upon the order of objectives and the nature of the research, and therefore rests with the author. The breaking up of the section into subheadings should be done to make reading easier and avoid confusion.
  1. Include summary tables, graphs or pictures of significant results; no redundancy of data presentation (choose only the best form – table, graph, picture, etc). Clarity of argument and brevity must be observed in discussing the results.
  2. Highlight salient findings supported by literature. Cite references in the text as author (year). Writing of et al. in text is allowed, but complete author names should be indicated in the literature cited. Citations to institutional works should use acronyms or short titles where practicable.

1. Conclusion and Recommendations

* Highlight new discovery (if any) that is obtained in the study, something that contributes to new knowledge. This section supports or negates previous conclusions, validates theory used, and/or generates new theory.
* Recommendations is optional, allowed only when results warrant a recommendation.

1. Acknowledgment (optional)

* This should be brief, to the point, and should include only those directly involved in the research. Write the source of funding here.

1. Literature Cited

* It contains only the works cited in the text. As much as possible, use references whose publication date is within 10 years; arrange using APA format.

1. Attachments
   * 1. Photodocumentation
     2. Attachment Tables (Statistical tables, if applicable)
     3. Survey questionnaire/s (if applicable)
     4. Laboratory results (if applicable)
     5. Other pertinent documents (MOA, notice to proceed, worplan, budget plan, project summary, etc., if applicable)
2. General Guidelines
   1. Spell out acronyms or unfamiliar observations when these are used for the first time in the text.
   2. Write the scientific names of species completely with author when it is first mentioned in the text and without the name of the author in succeeding references. Scientific names should be written in italics or bold face.
3. **Paper Format**

* Use folio-sized paper (8.5 x 13 in.).
* Font style must be Arial and font size is 11.
* Text must be single-spaced with no spaces between paragraphs. Leave two spaces before and after subheadings.
* Page numbers should be located at the upper right-hand corner of the page
* Left margin must be set to 1.5 inches, while the right, top and bottom margins are 1.0 inch each.
* Text must be of justified alignment.