



Republic of the Philippines  
Bicol University  
EXTENSION MANAGEMENT DIVISION  
Legazpi City

**(Title)**

**PROJECT PROPOSAL**

## Project Proposal

### I. Identifying Information

Title:

Proponent/s:

Locale of the Project:

Cooperating Units/Agencies:

Duration of the Activity:

Number and Type of Participants:

Source and Budgetary Requirement:

BU	: P
LGU	: P
Partner NGO	: P

### II. Introduction and Rationale

(Why the need for the project: what is the prevailing situation that needs to be addressed; what should be done with the expertise of BU and the partner institutions; how will the prevailing issue/concern be addressed by the project/set of interventions).

### III. Community Profile

### IV. Brief Description of the Project

- a. Description of the Project (detailed but simple narrative description of the project)
- b. Project Components (the main steps with the description of the operation of the project per step; it should also consider monitoring and evaluation as the last step).
- c. Objectives  
General: (the main objective based on the over-all project thrusts)  
Specific: (the specific objectives that will be feasible to achieve per operational component)
- d. Expected Outcome (based on the objectives, what are the expected outcomes that need to be accomplished)

### V. Project Management

- a. Describe how will the project be managed
- b. State the roles and functions of the stakeholders and the partners
- c. Present the organizational structure

## VI. Monitoring and Evaluation

### A. M & E Plan

Component of the Program	Indicators	Instruments To be Used	Frequency of M & E	Person/s Responsible	Roles of M & E Persons

### B. M & E Logframe

Particular	Narrative Summary	OVI	MOV	Assumptions/Risks
Goal				
Purpose				
Outputs				
Activities				
Inputs				

## VII. Budgetary Requirement (can be modified depending on the resources)

Budgetary Item	Budgetary Counterpart, P		TOTAL
	BU	LGU/NGO/Partner	
1. Personal Services Project Leader Component Staff Resource Persons Professional Fee			
2. Supplies and Materials (specify)			
3. Communication & Documentation			
4. Review/Regular Meetings			
3. Travel (Gasoline, per diem)			
4. Capital Outlay (if required)			
5. Catering Services (for relevant activities, if applicable)			
6. Publication of materials (if applicable)			
7. Other Incidental Expenses			
Total			
( + Administrative Cost, 10% of total Cost)			
<b>Grand Total</b>			

## VIII. Implementation Plan

Objective	Activities	Output/Outcome	Resources Needed/Budget	Persons Responsible	Time Frame

**IX. Plan for Sustainability**

Action Points for Sustainability	Risk Factors (Constraints/ Limitations)	Mitigating Measures	Assumptions/ Remarks

**X. Approval Sheet**

Prepared by:

Conforme: (partner agency)

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Reviewed and Endorsed by College/Unit Extension Review Committee:

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Extension Coordinator

\_\_\_\_\_

Faculty/ Department Chair

\_\_\_\_\_

Faculty/ Department Chair

\_\_\_\_\_

Faculty/ Department Chair

\_\_\_\_\_

Dean/Director

Reviewed and Endorsed by BU Extension Review Committee:

**KALAYAAN C. TRIUNFANTE**  
Member, BUEMD Review Committee

**ROWENA F. ZOILO**  
Member, BUEMD Review Committee

**MA. CORAZON R. NAZ**  
Member, BUEMD Review Committee

Recommending Approval for Availability of Funds:

**JANET D. MANILA**  
Budget Officer, BUEMD

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Budget Officer, College/Unit

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Budget Officer/Treasurer (Partner Agency)

Recommending Approval:

**LESTER M. NARVAEZ, PhD**  
Chairperson, BUERC/  
Director, BUEMD

**RONNEL R. DIONEDA, Sr.**  
VP for Research, Development and Extension

Approved:

**ARNULFO M. MASCARIÑAS, PhD**  
SUC President IV

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Office Head/Partner