



DOST Form 6
EXECUTIVE SUMMARY FOR THE SEMI-ANNUAL PROGRESS REPORT
Attach DOST Forms 8, 11 and 12)

(1) Program Title: Project Title: Enhancement of SMAARRDEC ICT Infrastructure Project Leader/Gender: Rey M. De Leon/Male Agency: University of Southeastern Philippines (USEP) Address/Telephone/Fax/Email: 0999-5461205/ rey.deleon@usep.edu.ph				
(2) Cooperating Agencies <div style="margin-left: 40px;">USEP – Obrero Davao City BPI-DNCRDPC – Bago Oshiro, Davao City PCA-DRC – Bago Oshiro DENR-ERDB-ARDEC – Tagum City UPMin – Bago Oshiro, Davao City DSSC – Davao del Sur DNSC – Panabo City DdOSC – Compostela Valley, Davao de Oro DORSU – Davao Oriental SPAMAST – Davao Occidental DOST XI</div>				
(3) Site/s of Implementation : Multiple sites within Region 11 (CMIs) Base Station: University of Southeastern Philippines (USEP) Site/s of Implementation: Multiple sites within Region 11 (CMIs)				
(4) Project Duration (number of months): 12 Months		(5) Project Start Date: July 1, 2024		(6) Project End Date: June 30, 2025
(7) Major Accomplishments				
A. Actual accomplishment of the project (via-a-vis the objectives)				
OBJECTIVES	ACCOMPLISHMENTS			
	TARGET	ACTUAL	PERCENTAGE (%)	
			FOR THE PERIOD	CUMULATIVE (FROM START)
Establish a video conferencing and recording facility in the base agency of SMAARRDEC	Procurement of video conferencing equipment	Procurement is now in the process of issuing the Notice to Proceed (NTP) to the winning bidder.	20%	30%
Procure basic video conferencing equipment for distribution to selected CMIs	Procurement of video conferencing equipment	Procurement is now in the process of issuing the Notice to Proceed (NTP) to the winning bidder.	20%	30%

Capacitate 11 ICT focal persons of involved CMIs in the usage of the facilities, including video production.	11 ICT focal persons trained	0 (The procurement of the equipment needed for the training is still in process.)	0%	0%
Establish a portable Internet backup facility to assure Internet connectivity at the hub, or wherever Internet connectivity is needed during field activities of the consortium	Portable Internet installed	Procurement is now in the process of issuing the Notice to Proceed (NTP) to the winning bidder	20%	30%
Establish a drone technology facility to capture stunning aerial photographs and videos in making IECs and documentations. It can also be used for data acquisition, aerial mapping, environmental monitoring, and other research applications that require remote sensing and visual documentation.	Drone is procured.	Procurement is now in the process of issuing the Notice to Proceed (NTP) to the winning bidder	20%	30%
B. Catch-up Plan: Speed-up the pre-procurement planning, Improved coordination with the BAC and streamline meetings with BAC to ensure timely deliberations and award decisions. Plan procurement activities to avoid critical periods like holidays or peak workloads.				
C. Expected Outputs / 6Ps (Expected Outputs should be measurable.)				
	EXPECTED OUTPUTS	ACTUAL OUTPUTS		
Publications	1 manual for videography and photography using DSLR camera 1 manual for the conduct of seamless video conferencing using the video conferencing equipment with Zoom and Google Meet	On-going (The procurement of the equipment needed as the basis for this output is still in process.)		
Patents/IP	N/A	N/A		
Products	11 videos on project activities in institution promotional activities	On-going (The procurement of the equipment needed for these activities is still in process)		
People Services	11 ICT personnel trained on Use of technology, Content development, Video development and Maintenance	On-going (The procurement of the equipment needed for the training is still in process.)		
Places and Partnerships	11 CMIs with sustained partnership	On-going (The procurement of the equipment needed as the basis for this output is still in process.)		
Policy	1 policy on data privacy and security guidelines for access	On-going (The procurement of the equipment needed as the basis for this output is still in process.)		

	1 policy on facility usage for monitoring and evaluation	
<p>(8) Problems/Concerns: The finalization of equipment specifications was delayed due to price changes and difficulties in identifying retailers who could meet the required standards. Additionally, the Bids and Awards Committee faced challenges in awarding the winning bidder, as certain items required further verification, and the bidder's responses were slow. Some items also received no bids, necessitating a rebidding process. Furthermore, the timeline was disrupted by holidays, which further slowed the overall progress of the procurement activities.</p>		
<p>(9) Suggested solutions to the above concerns: Implement stricter deadlines for bidder responses and establish penalties for non-compliance. Break down the procurement process into smaller packages to attract more bidders for specific items. Conduct weekly status meetings with the Bids and Awards Committee to track progress and resolve issues promptly. Request an extension of the project timeline, if feasible, to accommodate the delays while ensuring project quality and compliance.</p>		

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EXECUTIVE SUMMARY FOR THE SEMI-ANNUAL PROGRESS REPORT
(Attach DOST Forms 8, 11 and 12)

I. General Instruction: Submit through the DOST Project Management Information System (DPMIS), <http://dpmis.dost.gov.ph>, this form together with the semi-annual progress report for each of the whole program (if applicable) and component projects within one month at the end of each semester of the program/project implementation. Attach DOST Form No. 8 (Semi-annual Financial Report), DOST Form No. 11 (List of Personnel Involved), and DOST Form No. 12 (List of Equipment Purchased including Property Acknowledgement Receipt (PAR)). Also, submit four (4) printed copies of the report and its supporting documents. Use Arial font, 11 font size.

II. Operational Definition of Terms:

1. Title- the identification of the Program and the component project.

Program- refers to a group of interrelated or complementing S&T projects that require an interdisciplinary or multidisciplinary approach to meet established goal(s) within a specific time frame.

Project- refers to the basic unit in the investigation of specific S&T problem/s with predetermined objective/s to be accomplished within a specific time frame.

Project Leader- refers to the person who plans, organizes and supervises the overall activities of a project; indicate the gender whether a Male "M" or a Female "F."

Agency- the institution of the Project Leader.

2. Cooperating Agency/ies- refers to the agency/ies that support/s the project by participating in its implementation as collaborator, co-grantor, committed adopter of resulting technology, or potential investor in technology development or through other similar means.

3. Site/s of Implementation- location/s where the project will be conducted. Indicate the barangay, municipality, district, province, region, and country.

4-6. Project Duration and Project Start/End Date- refer to the grant period or timeframe that covers the approved start and completion dates of the project, and the number of months the project will be implemented.

7. Objectives- statements of the general and specific purposes to address the problem areas of the project.

Target Accomplishments- measurable and positive results of completing project activities.

Catch-up Plan- activities to be conducted to accomplish delayed targets as originally planned

Expected Outputs- deliverables of the project based on the 6Ps metrics (Publication, Patent/Intellectual Property, Product, People Service, Place and Partnership, and Policy).

a. Publication- published aspect of the research, or the whole of it, in a scientific journal for peer review.

b. Patent/Intellectual Property- proprietary invention or scientific process for potential future profit.

c. Product- invention with a potential for commercialization.

d. People Service- people or groups of people, who receive technical knowledge and training.

e. Place and Partnership- linkage forged because of the study.

f. Policy- science-based policy crafted and adopted by the government or academe as a result of the study.

8-9. Problems/Concerns and Suggested Solutions- obstacles met during project implementation, issues raised during field visits, explanatory notes for deviation in target from accomplishments (administrative or technical), change in date of implementation, etc. and actions to solve the problems/issues.

FORMAT OF THE SEMI-ANNUAL PROGRESS REPORT

General Instruction

Submit through the DOST Project Management Information System (DPMIS), <http://dpmis.dost.gov.ph>, the semi-annual progress report for each of the whole program (if applicable) and component projects within one month at the end of each semester of the program/project implementation. Attach DOST Form No. 8 (Semi-annual Financial Report), DOST Form No. 11 (List of Personnel Involved), and DOST Form No. 12 (List of Equipment Purchased including Property Acknowledgement Receipt (PAR)). Also, submit two (2) printed copies of the report and its supporting documents. Use Arial font, 11 font size.

Parts of the Semi-Annual Progress Report

A. Preliminary pages

1. **Title page** - should contain R&D title, names, of coordinator/leader, implementing and funding agencies and years of TR completion.
2. **Summary sheet**- should include title, project leader implementing and cooperating agencies duration of the project source of fund and total budget.
3. **List** of tables, figures, graph illustrations, and acronyms/abbreviations (if any)

B. Text

1. **Introduction** - a formally written declaration of the project and its idea and context to explain the goals and objectives to be reached and other relevant information that explains the need for the project and aims to describe the amount of work planned for implementation; refers to a simple explanation or depiction of the project that can be used as communication material.
2. **Review of literature** - refers to the following: (a) related researches that have been conducted, state-of-the-art or current technologies from which the project will take off; (b) scientific/technical merit; (c) results of related research conducted by the same Project Leader, if any; (d) Prior Art Search, and; (e) other relevant materials.
3. **Scientific Basis/Theoretical Framework** - other scientific findings, conclusions or assumptions used as justification for the research and the structure that summarizes concepts and theories that serve as basis for the data analysis and interpretation of the research data.
4. **Methodology** - discusses the following: (a) variables or parameters to be measured and evaluated or analyzed; (b) treatments to be used and their layout; (c) experimental procedures and design; (d) statistical analysis; (e) evaluation method and observations to be made, strategies for implementation (Conceptual/Analytical framework).
- 5A. **Discussion of Result and Findings** - presents data gathered, analysis, and interpretation of result supported by tables, graphs, pictures, maps, etc. Including the comparison of targeted actual research and development output.
- 5B. **Outputs (6Ps)** – refers to the resulting academic outputs such as: publications, patents filed, products developed, facilities and partnerships established, people trained and graduated, public service provided and science-based policies passed or prepared from the completion of projects (include under the Annexes the proof of 6Ps outputs such as copy of publication, patent application, signed MOU, policy issuances, among others).
- 5C. **Outcomes** – refers to the change in practices, behavior/skills/attitude, institutions, government policy and plans, and accessibility to programs (e.g., services) as a result of interventions or R&D outputs
- 5D. **Potential Impacts (2Is)**- cite the potential social and economic impacts of the project. (An important requisite is the incorporation of the theory of change to facilitate the determination of potential impacts as early as the proposal stage.)
6. **Literature Cited**- references listed alphabetically by author. Each source shall follow the following format, author, year, title, edition (if source is a book), place of publication, public (name of journal, if article), page number (if it an article).

7. **Appendices**- should include:

- a. Statistical formula & analysis
- b. Sample questioner/survey form/interview schedule
- c. Report of income generated
- d. Proof of 6Ps

8. **Problems**- cite all technical/administrative problems and recommended solution.

9. **Raw data** (to be submitted upon request of funding agency)- Results of lab analysis and survey questionnaires

10. **Attachments**

- a. DOST Form No. 8. Semi-Annual Financial Report
- b. DOST Form No. 11. List of Personnel Involved
- c. DOST Form No. 12. List of Equipment Purchased (include the PAR)

Note: For non-R&D projects, items that are not applicable do not need to be provided.