



**EUMB - EPMPD**  
**Quality Management System**  
**ANNUAL REPORT FORM**  
**(ANNEX D)**

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## REPORT

I. Summary of Operation for C.Y. 20\_\_

No. of trainings conducted	: _____
No. of graduates	: _____
No. of Trainor/Instructor	: _____

II. Executive Summary

III. Recognized Training Institution Background / Introduction

IV. Organizational Chart

V. List of Trainor/Instructor with CV

VI. Training Plan

VII. Accomplishment for the Calendar Year (Report per training conducted)

VIII. Profile of Trainees/Graduates

IX. Annexes

