

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Extension Unit

TERMINAL REPORT

INFORMATION TECHNOLOGY DEPARTMENT



Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
INFORMATION TECHNOLOGY DEPARTMENT
Bontoc, Mountain Province

TERMINAL REPORT

*Seminar- Workshop on
MS Publisher and
Photo Editing*

April 6, 2015
Computer Laboratory



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

Extension Form 1

TERMINAL REPORT

I. ACTIVITY IDENTIFICATION

Training Title: **Seminar- Workshop on Microsoft Office Publisher and Photo Editing**

Extension Component: (please check appropriate box)

- ☒ Training/seminar/workshop
- ☐ Technology Transfer and utilization
- ☐ Technical assistance and advisory services
- ☐ Information dissemination
- ☐ Community involvement/outreach activities

Extension Program: (please check appropriate box)

- ☐ Agricultural Extension
- ☐ Technical/Vocational
- ☐ Continuing Education for Professionals
- ☐ Others

Implementing Dept./Unit : Extension Unit/Information Technology Department

Resource Persons :

Mr. Christian C. Sumeg-ang
Mr. Hailey T. Chakas
Mr. Tyre F.I Faniswa
Mr. Charlo S. Kiat-ong
Mr. Philip L. Balagtey

Participants : Teachers and School Heads of Sadanga National High Schools

Venue : MPSPC Computer Lab. Rm. 310,311
Date : April 6, 2015
Budget Requirement : P 3,900.00
Source of Fund :

EXECUTIVE SUMMARY

Knowledge in computer programs and computer operations is a need especially in the educational sector and for the teachers to be well versed on Microsoft Office Publisher and in photo editing which they can use in developing instructional materials which is why the department conducted a training – workshop for MS Publisher and Photo Editing at the computer rooms of the College last April 6,2015. Participants of the said training were the teachers of the different partner schools in Sadanga.

At exactly 9 o'clock in the morning, the lecture on MS Publisher started followed immediately by a workshop on Publisher. After the lunch break, the participants continued on their works. Lecture on the Introduction to Photoshop for photo editing was also given after the workshop on publisher. Speakers for the said activity are Mr. Philip Balagtey, Mr. Christian C. Sumeg-ang, Mr. Tyrel Faniswa, Mr. Charlo Kiat-ong and Mr. Hailey Chakas. After the lecture and workshop, the group had an assessment of the just concluded activity and the problem that came up is the lack of time. They are requesting for an extension of the activity which they hope to be scheduled soon.

A total of 31 participants attended the activity. Certificates for the participants and the speakers are being prepared by the department.

PREPARED BY :



CHARISSE L. KEEG
Extension Staff

REVIEWED AND NOTED:



CHRISTIAN C. SUMEG-ANG
Department Extension Coordinator, IT

MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Seminar – Workshop on Microsoft Office Publisher and Photo Editing
April 6, 2015

AM

| Name | School | Signature |
|--------------------|----------------------|------------|
| GABINA C. SEGUNDO | Betwagan - NHS | GC |
| MARY E. BANDO | Sadanga - NHS | Yue Bando |
| EDNA S. GANGGANGAN | Sadanga - NHS | Ganggangan |
| EDITHA T. LENGWA | Betwagan NHS | Editha |
| GLORY A. FARYOWEN | Saclit NHS | GF |
| MYLENE F. DULAG | Betwagan Elem-school | Mylene |
| JEMO C. DULAG | Sadanga NHS | Jemo |
| DEWIA A. CUMEG-ANG | SAYAPIT E/C | Devia |

MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Seminar – Workshop on Microsoft Office Publisher and Photo Editing
April 6, 2015

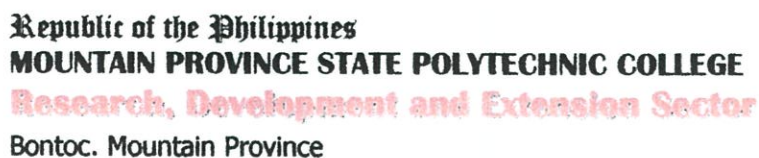
AM

| | Name | School | Signature |
|----|---------------------------|----------------|-----------|
| 1 | Helmi E. Galungan | Stalanga - NHS | |
| 2 | MAM K. BALDAZAN | Sadanga - NHS | |
| 3 | Linda P. Angpas | Saclit NHS | |
| 4 | Jovey Grail F. Banggangan | Belwagan NHS | |
| 5 | Gloria A. Abragan | Saclit NHS | |
| 6 | Jacqueline X. Enimang | Belwagan NHS | |
| 7 | Marilyn C. Chomenuey | Sadanga NHS | |
| 8 | Allen C. Tagmud | Belwagan NHS | |
| 9 | Anthony A. Manisim | Belwagan NHS | |
| 10 | Harold X. Angas | Belwagan NHS | |
| 11 | Iuz KALADEN | Belwagan NHS | |
| 12 | JULIANA E. WINNIE | Belwagan NHS | |
| 13 | ANACITA K. PADYALOS | Belwagan NHS | |
| 14 | Grace A. Minger | Belwagan NHS | |
| 15 | REUF C. FENGTAZEN | Belwagan NHS | |

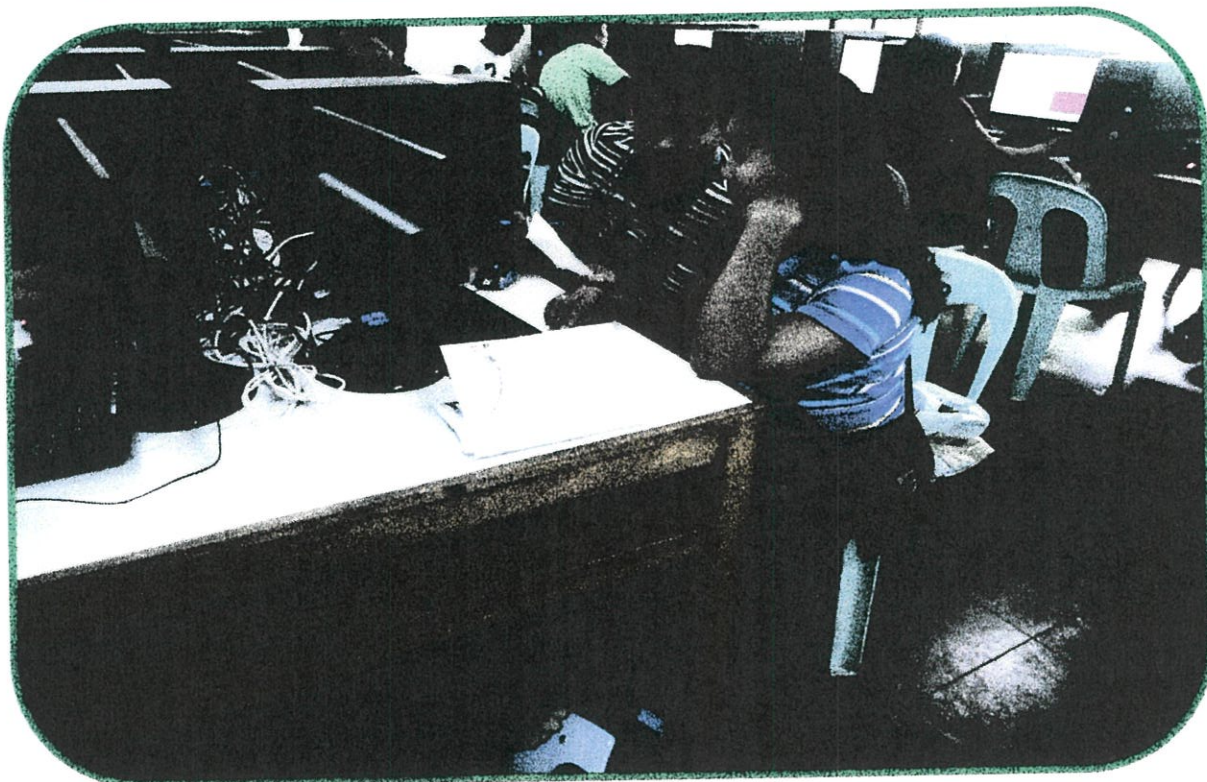
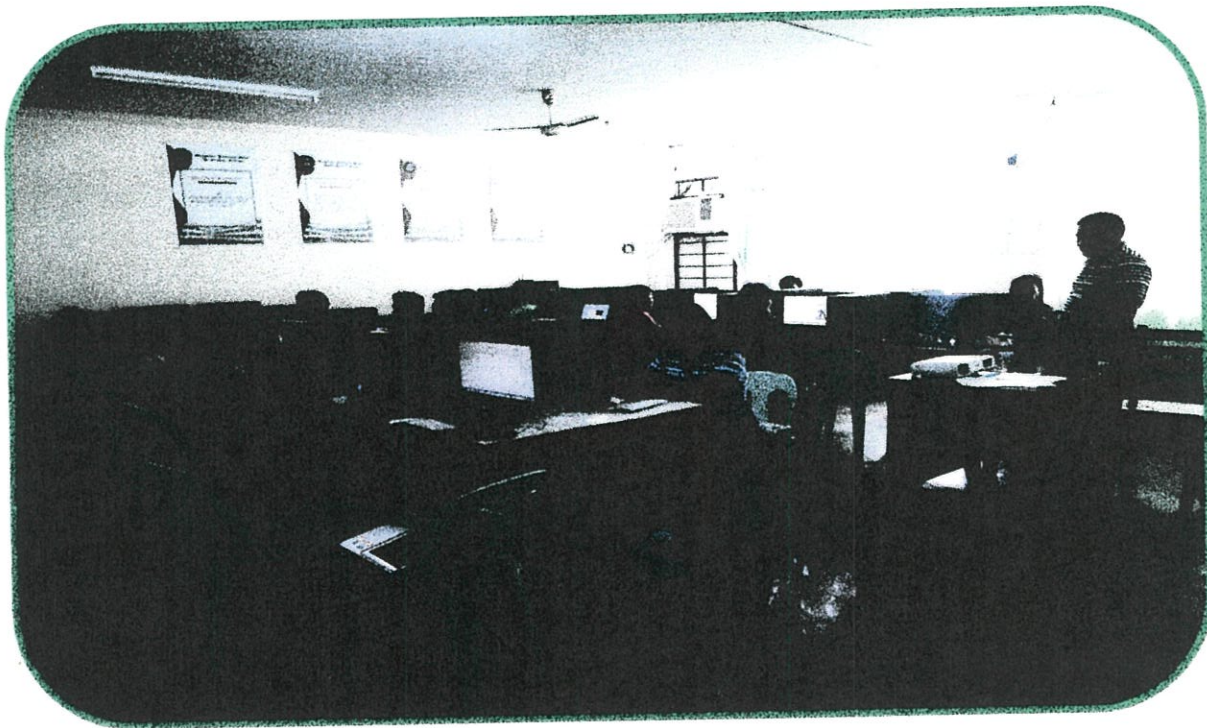


Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Research, Development and Extension Sector
Bontoc, Mountain Province

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Seminar-Workshop on
MS Office Publisher and Photo Editing
April 06, 2015 (MPSPC computer
laboratory rooms)

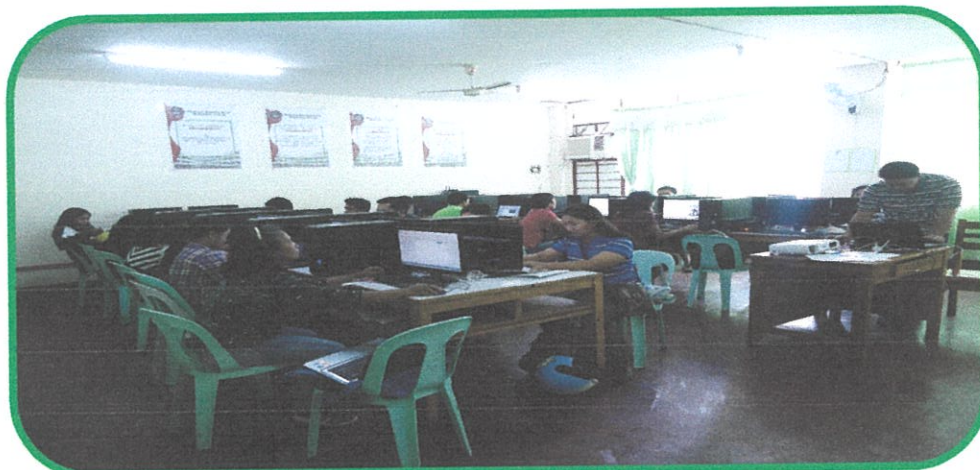


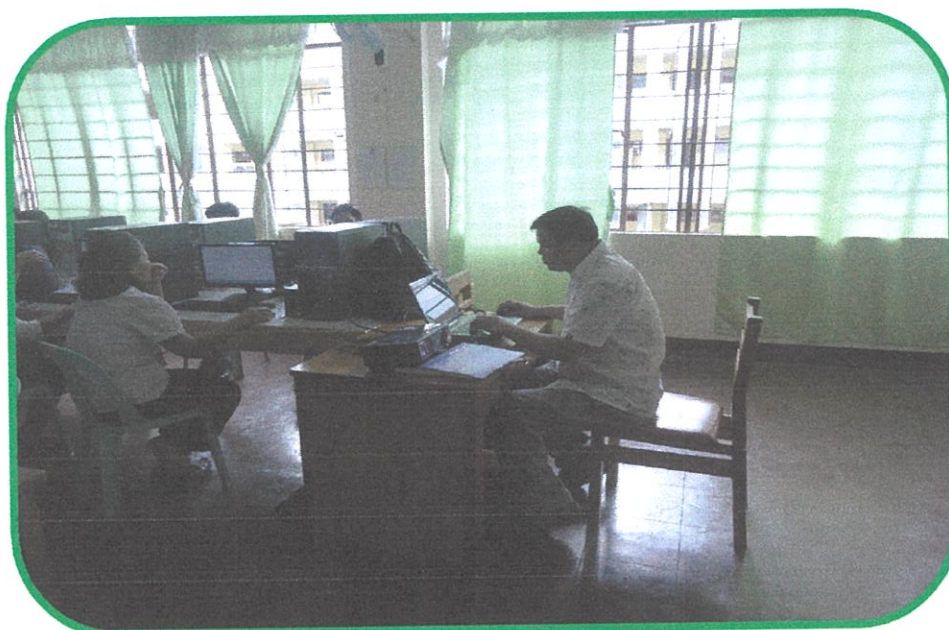
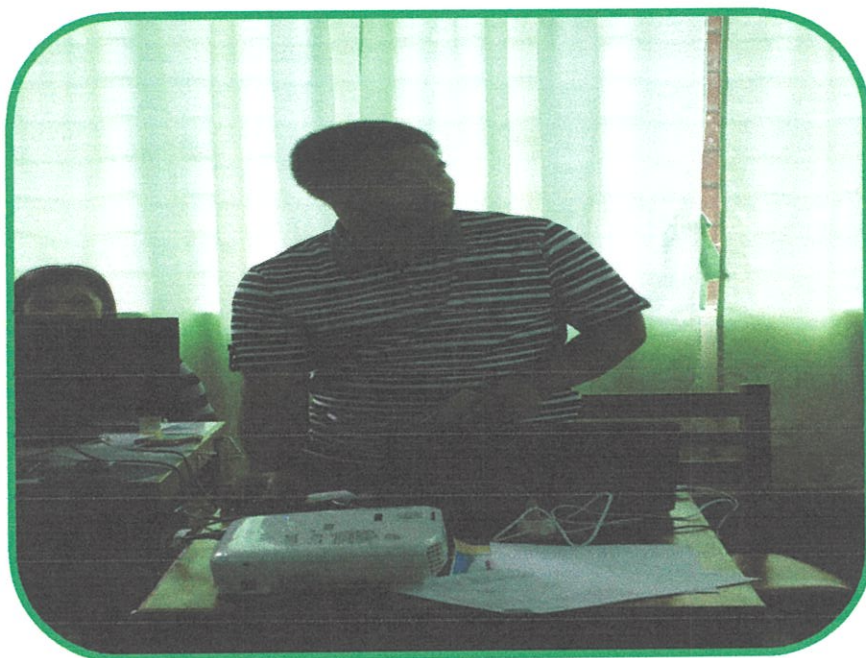
Mr. Christian C. Sumeg-ang lecturing on MS Publisher regarding the techniques in designing a certificate, program, and newsletter.

Seminar-Workshop on MS Office Publisher and Photo Editing April 06, 2015 (MPSPC computer laboratory rooms)



Mr. Christian C. Sumeg-ang lecturing on MS Publisher regarding the techniques in designing a certificate, program, and newsletter.





Team teaching on MS Publisher regarding the techniques in designing a certificate, program, and newsletter with Mr. Tyrel F. Faniswa and Mr. Philip L. Balagtey as speakers.

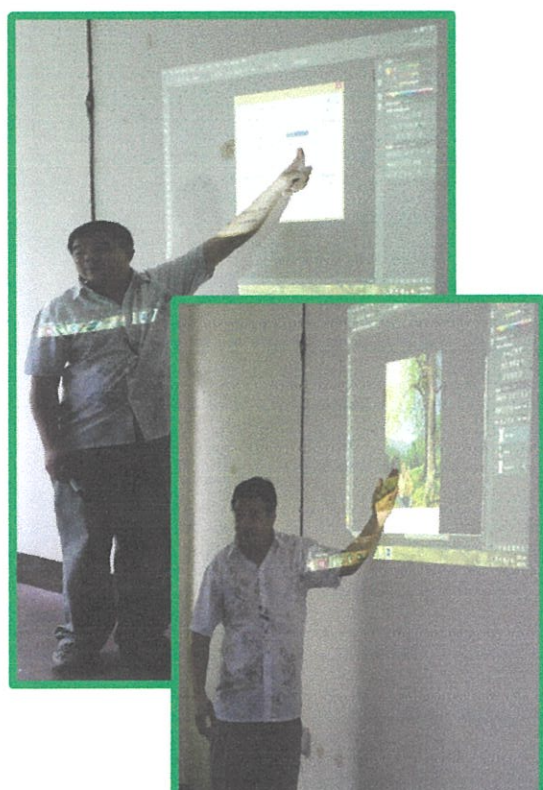


Mr. Charlo S. Kiat-ong and Mr. Hailley T. Chakas facilitating the participants.



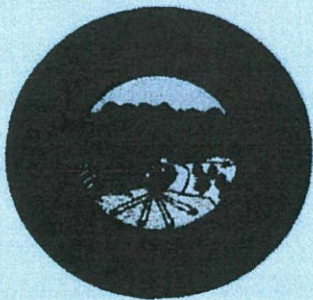


Mr. Tyrel F. Faniswa lecturing on the Basics of learning Adobe Photoshop CS6 and photo editing.

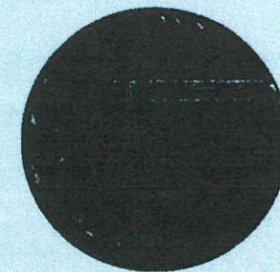


Mr. Philip L. Balagtey lecturing on the Basics of learning Adobe Photoshop CS6 and photo editing.





Republic of the Philippines
Cordillera Administrative Region Association of
State Universities and Colleges
Cordillera Administrative Region



Mountain Province State Polytechnic College

BONTOC CAMPUS
Bontoc, Mountain Province

Vision
To become a
vibrant and
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Philippine
Educational
center.

Mission
To provide
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accessible
education that
will
contribute to
a well-rounded
community
development

GOALS

1: Produce Locally
and Globally
Competitive
Graduates

2: Conduct
Needs-based
Researches

3: Sustain
Implementation of
Research-Based
Extension Programs
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the community

4: Advocate Sound
Resource
Management and
Systematic Delivery
of Support Services

Awards this

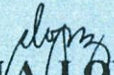
Certificate of Completion


to

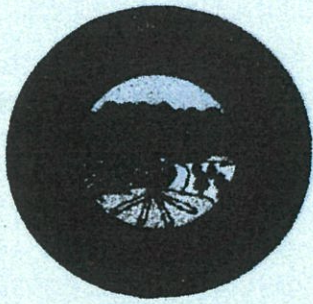
Alvin T. Keya

for having satisfactorily completed the "Seminar-Workshop on MS Office Publisher 2013 and Photo Editing" held at the Mountain Province State Polytechnic College, Bontoc Campus, Bontoc, Mountain Province on April 6, 2015.

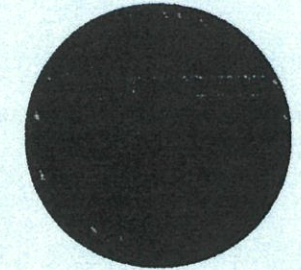
Given this 6th day of April, 2015 at the Mountain Province State Polytechnic College, Bontoc, Mountain Province.


SUSAN A. LOPEZ, Ph. D.
VP - RDE


REXTON F. CHAKAS, Ph. D.
College President



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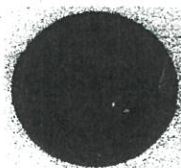
Certificate of Recognition to Christian C. Sumeg-ang

for his expert services rendered as a speaker-facilitator during the "Seminar-Workshop on MS Office Publisher 2013 and Photo Editing" held at the Mountain Province State Polytechnic College, Bontoc Campus, Bontoc, Mountain Province on April 6, 2015.

Given this 6th day of April, 2015 at the Mountain Province State Polytechnic College, Bontoc, Mountain Province.

Susan A. Lopez
SUSAN A. LOPEZ, Ph. D.
VP - RDE

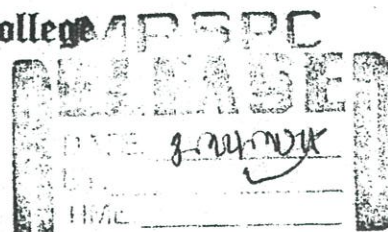
REXTON F. CHAKAS
REXTON F. CHAKAS, Ph. D.
College President



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

ACTIVITY DESIGN**I. ACTIVITY IDENTIFICATION**

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Participants : Teachers and School Heads of Sadanga National High Schools

Venue : MPSPC Computer Lab. Rm. 310,311

Date : April 6, 2015

Budget Requirement : P 3,900.00

Source of Fund :

II. RATIONALE:

Technology in education plays an important role in improving the educational skills and knowledge of the people. It is manifested through the use of computers. Schools and Local Government Units, as all other social institutions, are then rapidly embracing information and communication technologies. Therefore, knowledge in computer programs and computer operations is a need especially in the educational sector where teachers are expected to instruct their students. This is a great help for them not only in enhancing their instructional materials but also their strategies in teaching.

The MPSPC Extension Unit, in collaboration with the Information Technology Department of MPSPC and bound by its commitment to extend and share its expertise in different fields, conceptualized this training to help and assist those who are in the teaching industry most especially the high school teachers of Sadanga to be well versed on Microsoft Office Publisher and in photo editing which they can use in developing instructional materials and in lay-outing school papers, pamphlets, brochures and others, thereby developing and making their teaching more productive and competitive. One way of acquiring this knowledge is through seminar-workshop and demonstration. Hence this activity is hereby humbly proposed.

After the activity, certificates to the participants of the training on IM Development will also be awarded.

OBJECTIVES:

1. To train teachers and school heads of the different secondary schools of Sadanga on the use of Microsoft Office Publisher
2. To enrich the knowledge and skills of the participants on the use of publisher in instructional materials development
3. To enhance the knowledge of the participants in photo editing which they can use in preparing their instructional materials

III. METHODOLOGIES

- Lecture discussion
- Hands-on training

IV. BUDGETARY REQUIREMENT








| Particulars | Unit Price | Total |
|-------------|------------|----------|
| Snacks | 15x60 pax | 900.00 |
| Lunch | 15x120 pax | 1,800.00 |
| Snacks | 20x60 pax | 1,200.00 |
| Grand Total | | 3,900.00 |

V. ACTIVITY SCHEDULE

| Date | Topics | Person/s In- Charge |
|----------------------|--------------------------|---------------------|
| April 6, 2015 | | |
| 7:40-8:15 | Registration | Extension Staff |
| 8:15-9:15 | Opening Prayer | Ms. Joan Pating |
| 9:15-12:00 | Discussion on Publisher | IT Lecturer |
| 12:00-1:00 | -Workshop- | IT Lecturer |
| 1:00-2:00 | Lunch Break | |
| 2:00-3:00 | Lecture on Photo Editing | IT Lecturer |

| | | |
|------------|--|---|
| 3:00- 4:00 | Closing Program | Extension Unit |
| | Impressions | Participants |
| | Message | Ms. Gloria B. Buya-ao OIC Division Schools Superintendent. |
| | Awarding of Certificates for IM and Training Publisher Closing Remarks | Ms. Gloria B. Buya-ao to be assisted by Mr. Elmer Pakipac |

VI. RECOMMENDATION AND APPROVAL

| | |
|--|--|
| Prepared By:  CHARISSE L. KEEG RDE Staff | Reviewed:  CHRISTIAN C. SUMEG-ANG Department Extension Coordinator  BRUECKNER B. ASWIGUE Department Chairman |
| Noted:  ELMER D. PAKIPAC Extension Director | Funds Available:  IMELDA D. GUIDANGEN Accountant III |
| Recommending Approval:  SUSANA LOPEZ Vice President for RDE | Approved by:  REXTON F. CHAKAS College President |