

Mountain Province State Polytechnic College



Bontoc, Mountain Province

EXTENSION UNIT

and

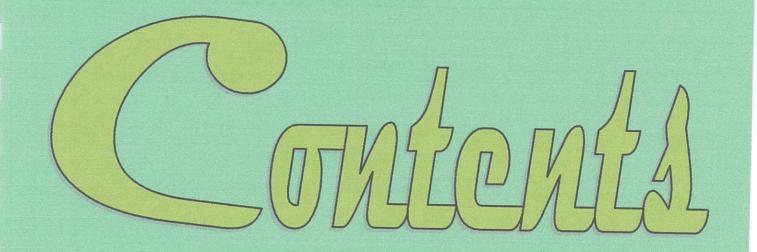
MUNICIPALITY OF SADANGA Sadanga, Mountain Province

Seminar on Management of

Meetings and Completed

Staff Work

Oelivery



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Delivery



TERMINAL REPORT

Training Title

: SEMINAR ON MANAGEMENT OF MEETINGS AND

COMPLETED STAFF WORK

Extension Component

: Seminar - Workshop

Extension Program

: Continuing Education for Professionals

Cooperating Agency

: LGU SADANGA, DepEd

Implementing Department

: Graduate School (MPA/Ed.D), BSOA, LA

Trainers/Speakers

: Dr. REXTON F. CHAKAS

Actual No. of Participants

Actual Venue

: MSWDO BLDG., Sadanga, Mountain Province

Actual Date of Implementation : February 24, 2017

No. of Training Days

: 1

Source of Fund MPSPC : Extension Fund (Snack & Supplies)

Sadanga Municipality: Lunch and Amenities

Total Budget Requirement

: P 44, 066.4

Executive Summary

Management of meetings and completed staff work are seen as very significant matters in the world of management, leadership, administration and also in the academe. This is strongly believed to be as such and supported by the LGU of Sadanga (unit heads and SB members) and the different Sadanga School heads (principals, TICs and head teachers both in the elementary and secondary level) during the conduct of the training needs analysis and focus group discussion with them. It is from this training needs analysis done by the RDE Sector that leadership and management came out as one of the most significant trainings which they really need. Thus, the conduct of the Seminar on Management of Meetings and Completed Staff Work on February 4, 2017. This activity was in close coordination with the LGU of Sadanga, particularly with the Office of the Municipal Mayor.

Dr. Annie Grail F. Ekid, Vice President for Research Development and Extension Sector, warmly welcomed all the participants as she opened the activity. In her remarks, she presented that such activity will further strengthen the partnership of MPSPC with the Municipality of Sadanga. She further stated that she is confident that all will greatly benefit from this seminar as adequate knowledge and practice on

completed staff work and management contribute to each one's efficiency and effectiveness.

Hon. Jose A. Limmayog, Jr., Sadanga Municipality Mayor, gave a message where aside from welcoming the guests, resource speaker and participants, he also emphasized on the importance of said activity since although they do conduct meetings and are actually doing completed staff work, there are still a lot of things (even the simple/basic ones) that are being taken for granted; that there are still a lot of things that each of them needs to know, needs to be well-informed of and needs to be constantly be reminded of.

Resource Speaker was Dr. Rexton F. Chakas, MPSPC President. He first tackled on management of meetings where he had a fruitful discussion with the participants on the following topics:

- 1. The Meeting, Importance, and Categories of Meetings
- 2. The Planning of Meetings
- 3. The Call and Notice of Meetings
- 4. The Meeting Agenda
- 5. The Quorum
- 6. The Set-Up Room Lay Out for Meetings and Events
- 7. Practical Tips in Chairing Meetings
- 8. Voting and Elections in Deliberative Bodies
- 9. The Minutes of Meetings

He further gave a sample of minutes of meetings to the participants.

The next topic which he presented and discussed was on Completed Staff Work (CSW). He profoundly discussed and explained the following:

- 1. The Doctrine
- 2. The Completed Staff Work Process
- 3. Other Considerations

After his presentation and discussion, workshop on management of meetings and completed staff work ensued where the participants were grouped according to areas of work in general. Each group presented their outputs where everybody gets to listen to each group's problems, suggested solutions and suggestive/comments from the participants. This was facilitated by the resource speaker.

Giving of impressions followed where representatives from the different groups/sectors gave their say regarding the conducted seminar. All extended their gratitude for the conduct of the activity and expressed that they indeed learned from this. One stated that they were enlightened and educated in even the basic things; though basic, this is very important and need to be looked into. Another expressed that such an activity be sustained.

In his closing remarks, he also thanked all for their continued support to the endeavours of the College. He assured the participants that there will be other activities to be conducted in the Municipality of Sadanga not only to the group but to the different communities/barangays as well.

The seminar ended successfully with the distribution of the book of Dr. Rexton F. Chakas entitled *The Doctrine of Completed Staff Work*.

Recommendation:

For the College to sustain <u>Continuing Education for Professionals</u> activities and other extension activities to the Municipality of Sadanga as expressed by the participants themselves.

Attachments of the terminal report

- 1. Attendance sheet/Participants directory
- 2. Photo documentation
- 3. Certificates
- 4. Approved Activity design
- 5. Evaluation summary

Prepared by:

KARYL A. PO-OR

GEMMA C. LANGNGAG

Noted by:

Extension Director

Delivery



Mountain Province State Polytechnic College Research Development and Extension Sector

Bontoc, Mountain Province



and

Municipality of Sadanga Sadanga, Mountain Province

ACTIVITY DESIGN

I. ACTIVITY IDENTIFICATION

Training Title:

Seminar on Management of Meetings and Completed

Staff Work

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 Department:

Graduate School (MPA/Ed.D), BSOA, LA

Faculty Extension Worker:

Dr. Rexton F. Chakas

Coordinator:

Dr. Annie Grail F. Ekid

Participants:

45 participants (Municipal Officials, Division Heads,

School Principals)

5 Research and Extension Staff

Venue:

DSWD Building, Sadanga

Date:

February 24, 2017

Source of Fund

A. MPSPC

Extension Fund (Snack & Supplies)

B. Sadanga Municipality

Lunch and Amenities

Total Budget Requirement:

P 44,066.4

II. Rationale

Effective management of meetings and following the doctrine of completed staff work are vital tenets of management. It is a truism that meetings in workplaces, when properly managed, engender productivity. Most organizations have a need to conduct meetings. People need to communicate in groups to get things done. When people get to communicate through meetings, they get to ask questions, voice comments, process information, and ultimately make better decisions. Effective meetings help develop a sense of commitment to organizations, as well as having a feeling of contribution to something worthwhile.

Completed staff work, on the other hand, stresses the crucial responsibility of any staff to identify the problem or issue requiring decision by some higher authority. These principles complement each other and serve the major purpose of increasing engagement of the staff and superiors' time, energy, skills and creativity for the success of the organization.

These management essentials were also identified as the felt need of the MPSPC partners in Sadanga. In an earlier survey done by the Extension sector in 2016, leadership and management seminars were identified as the need of the community members. In response to such training need and in a vigorous effort to sustain the extension activities of the college with its adopted municipality, this seminar, a joint venture between MPSPC and Sadanga municipality, is being undertaken.

III. Objectives

At the end of the seminar, the participants are expected to:

- Be able to facilitate, guide and conduct meetings effectively
- Raise the awareness of the staff of their roles in implementing completed staff work
- Save time and work more effectively through skilled management of meetings

IV. **Expected Output**

1. Enhanced knowledge of participants on management of meetings and CSW

2. At least 70% of expected participants attended

V. Flow of Activities

Preliminaries

8:00-8:30

Registration c/o RDE Staff

8:30-9:00

Opening Program

Opening Prayer

DR. JOHNNY P. CAYABAS, Jr. OIC Dean, Graduate School

Pambansang Awit

EMMIE P. AROY Staff, Extension Unit

Opening Remarks

DR. ANNIE GRAIL F. EKID

VP for RDE

Message

HON. JOSE A. LIMMAYOG, JR.

Sadanga Mayor

Introduction of the Resource Speaker

KARYL A. PO-OR

Science Research Analyst

Seminar Proper

DR. REXTON F. CHAKAS

Resource Speaker

9:00 -12:00

Management of Meetings

1. The Meaning, Importance, and Categories of Meetings

- A. Meeting
- B. Importance of Meetings
- C. When Meetings are not needed
- D. The Categories and Kinds of Meetings

2. The Planning of Meetings

- A. The Importance and Purposes of Planning Meetings
- B. The Fundamental Steps in Planning Meetings
- C. Common Mistakes and Lapses in Planning Meetings

3. The Call and Notice of Meetings

- A. The Call to Meeting
- B. The Notice of Meeting
- C. Some General Rules in Writing the Notice of Meeting

4. The Meeting Agenda

- A. Parts of the Order of Business
- B. Structure of Format of an Agenda
- C. Practical Steps in Developing an Effective Agenda

5. The Quorum

- A. The Importance and Meaning of a Quorum
- B. The Constitution of a Quorum
- C. The Effects of Walkouts on the Quorum
- D. The Presumption of the Existence of a Quorum
- E. Questioning the Existence of a Quorum

6. The Set-Up Room Lay Out for Meetings and Events

- A. The Kinds of Room Arrangements
- B. The Arrangement Checklist

7. Practical Tips in Chairing Meetings

- A. The Roles of the Chairman or Presiding Officer
- B. The Personal Competencies in Chairing Meetings
- C. The Techniques in Equalizing Participation
- D. Common Mistakes and Lapses in Planning Meetings
- E. Proposed Checklist for the Chairman

8. Voting and Elections in Deliberative Bodies

- A. The Importance of Voting
- B. Classes of Votes
- C. Putting the Question
- D. Methods of Voting

9. The Minutes of Meetings

- A. The Meaning and Importance of Minutes of Meetings
- B. The Types of Minutes of Meetings
- C. Tips for Recorders and Secretaries
- D. Some General Rules in Writing the Minutes of Meetings

12:00 - 1:00

Lunch Break

1:15 - 4:15

Completed Staff Work

1. The Doctrine

The Definition of the Doctrine
The Development of the Doctrine
Decision Making and the Doctrine

2. The Completed Staff Work Process

The Statement of the Problem
The Background and Other Information
Presentation and Assessment of Alternatives
Considerations in Laying Out Courses of Action
The Recommendation

3. Other Considerations

Marks of a CSW Output

4:15 - 4:30

Impression/ Evaluation

4:30 - 4:50

Distribution of Certificates/ Photo op

Closing Remarks

MR. ELMER D. PAKIPAC Director, R&D Unit

Closing Prayer

Rochelle Ann C. Dalay-on Staff, Research Development Unit

V. Budgetary Requirements

Particulars	Quantity	Unit Cost	MPSPC	Sadanga-
			Counterpart	Municipality
			•	Counterpart
Meals and Snacks				
Lunch	50	100		5,000.00
Snacks	100	80	8,000.00	
		Sub-total	8,000.00	5,000.00
Supplies and Materials				
CSW Books	43 copies	624.8	26,866.4	
Paper for Certificates	1 pack	50.00	500.00	
Tarpaulin (48" x 96"	1 pcs.	40.00/ft.	1,200.00	
Certificate Frame	2 pcs.	250.00	500.00	
Venue and Amenities				2,000.00
		Sub-total	29,066.4	, , , , , , ,
	GR	RAND TOTAL	37,066.4	7,000.00

Reviewed and Endorsed by:

ELMER D. PAKIPAC Director, Extension Unit

Funds Available:

IMELDA'D. GUIDANGEN

Accountant IIL

JENNIFER G. FARONG-EY

Accountant

Recommended by:

ANNIE GRAIL FAKID, Ed.D.

Vice President for RDE

APPROVED:

REXTON F. CHAKAS, Ph.D.

President, MPSPC

JOSE A. LIMMA OF, JR. Municipal Mayor, Sadanga

Delivery



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

Bontoc. Mountain Province

ATTENDANCE SHEET

			ATTEND	ANCE SE	HEET		
		9	Seminar on Manageme	nt of Meeting	16	Check	Meeting
				_	J S	Specify Type	Training
1			and Completed St	all WOFK		Туре	Orientation
]	DA	TE	February 24,2017				
		R	NAME	DESIGNATION/ POSITION/ DEPARTMENT	Male	Female	Signature
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	3.	-	VICTORIA F. YAFAK	SB Sec.		-	Tyskal-
	4.		CORNELIA C SIBLAGANI	Dep. Ed Demeng		~	
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1	9.	-	Bernadette S. Marcaras				
	10.	/	A. Armit	Deptd. P.			Blokes
	11.	. /	Remma Langragon	OMM-Private Ser.		1	
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	16.	/	J. BAUUANIAN JOHATHAN	53	1		10
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1	18.	-	Anthony A. Manton	Deptd. Bothagan HH	8 1		- Amuga
-	19.	1	CAGGARAO-CEAGAR Agravac	SB Member			CAL
-	20.	-	SIMMY K. GALTINGAN	1PX12-Jadenga			
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F	23.		Julia G. Payling	SSP- Sodryugy 45		/	7
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	34.	/	PATRICK GANLGAMGAY	Dep Ed	V		down
_	35.	-	GED CHEPUN	SBO		/	Lewis .
L	36.	/	JOSE B. NALIGAD JR.	MPSPC			87 1
_	37.	/	GASPAR G. MONOTEN	UE/Lan	/		Garm/hut
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	39.		Jeline Arae-Fatima Paras	Leu/MBV	XX	/	July
	40. 41.	1	PAULA T. TALLANDES	H7-1'			Halley
_	41.		José Faraden	MPSPC			
L	72.	/	ENINBETH C. SIXU6-HO	PSCA		V	All anaces



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

Bontoc. Mountain Province

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44. Annie GTAILF EXID	ent		_	10
45. Elmer D. Palcipac	RME			
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47. Emmic P. Anny	RNE		_	non
48. / Kiny A. Po-or	RDE			Alway
49. Rexton F. Chakas	DV			1 4 hours
50. Minim Cladys & Comayort	TI- Sachet WHT		-	
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CERTIFICATION

This is to CERTIFY that the above is the true and correct attendance list of the participants/facilitators/secretariat of the above-mentioned activity.

This is to certify further that the meals/snack claimed for payment by the caterer was served to the above participants.

Vice President for RDE

Delivery



Opening prayer led by Mr. Elmer Pakipac.



Dr. Annie Grail F. Ekid warmly welcomes the participants.



Mayor Jose A. Limmayog welcomes the guest, resource speaker and participants.



Ms. Beatrece Farong-ey introduces the resource speaker.



The resource speaker, Dr. Rexton F.
Chakas, discusses his lectures on
Management of Meetings





The participants join in an ice breaker.



WORKSHOP







PRESENTATION OF OUTPUTS







Impressions & Evaluation









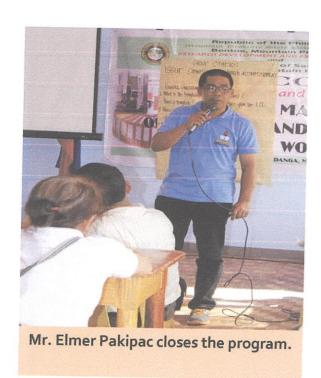
Awarding of Certificate & Photo op













Closing prayer led by Mr. Joel C. Faroden

SUCCESSFUL Delivery

	GROUP ONE		
1	SSUE: REFUSAL TO DULY RECEIVE THE ANY CLIENT COMING TO 1		
Q	UESTIONS:		
1.	What are the functions of Brgy. Secretary?	•	Local government code
2.	What is the reason why the Brgy. Secretary refuse to receive the complaint?	•	Minutes of meetings
3.	When did the Brgy. Secretary refuse the receive the complaint?	•	Logbook
4.	Can the Brgy. Secretary be removed/ suspended from office?	• Co	Local government code
5.	Is there substantial evidence to prove the admin offense of simple neglect of duty?	•	Investigations/affidavit

	GROUP TWO		
	ISSUE: BRIGADA ESKWI	ELA	
QI	JESTIONS:		
1.	What are the areas to be addressed?	•	BE Form 1, EBEIS, E-SIP, NSBI
2.	What are the available resources?	•	MOOE, Canteen, SEF, Inventory
3.	What are the additional resources needed?	•	Resource mobilization from (BE Form 3)
4.	How shall we generate additional resources?	•	RMP
5.	What are the skill needed?	•	School community profile

	GROUP OTHER	S	
1	SSUE: SUBMISSION OF ANNUAL ACCO	MPL	ISHMENT REPORT
PC	DSSIBLE QUESTION ASKED:		
1.	What is the template/ Is there a template?	•	Memo 1
2.	When is the deadline of submission of the report?	•	Notice from the LCE
3.	What will be the sanction for non- compliance?		
4.	Who should prepare the report?		

Delivery



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

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

Title of Activity:

Seminar on Management of Meetings and Completed Staff Work

Date Conducted:

February 24, 2017

Venue: MSWDO, Sadanga, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop:

1 – Poor (1.00-1.50); 2 – Fair (1.51 – 2.50); 3 – Satisfactory (2.51 – 3.50)

4 – Very Satisfactory (3.51 - 4.50); **5** – Excellent (4.51 - 5.00)

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Objectives and Relevance	1	2	3	4	5
a. Clarity and relevance					-
b. Attainment of the activity objectives	1	1	1		1
c. Usefulness of the activity/topics to the participants	1		1		-
d. Timeliness and immediate applicability					-
2. Organization and preparation; Venue					
a. Planning and implementing activity					-
 b. Preparation and organization of the activities 				-	-
c. Ventilation, lighting, equipment and facilities in the venue		1		1	-
d. Appropriateness of the venue of the activity	1		1	+	-
e. Time allotment per activity/topic		X			
3. Speaker/Facilitator					
	-				_
and the state of t					
c. Keenness and interest in the conduct of training					_
d. Stimulation of the participants' interest	-	-		-	_
4. Involvement of Participants					
a. Enthusiasm and interest shown			1	M Manual Con	
b. Level of involvement of participants				-	
5. Food		X			
6. Overall Evaluation On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your	1	2	3	4(5
7. Please write your valuable comments/suggestions for the improvements	ont a	مل باء			1: .

activities/seminars/programs. What training/s would you suggest for future activities?

1. Mosarketrores he request for more seminars such as protocols. More time should have been alloted for each topic.



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	b.	Objectives	1				
	C.	Usefulness of the activity/topics to the participants	1	+			
	d.	Timeliness and immediate applicability	1		1		
			1				+
2.	Or	ganization and preparation; Venue					
	a.	Planning and implementing activity					Carp Area
	b.	Preparation and organization of the activities	1				
	c.	Ventilation, lighting, equipment and facilities in the venue	1				
	d.	Appropriateness of the venue of the activity	1		_		
	e.	Time allotment per activity/topic		1			+
C. 400.00	X Secretaria					1	-
3.	Sp	eaker/Facilitator					
	a.	Mastery of the subject matter/content			10000		
	b.	Use of effective means of communicating ideas			1	1	1
	C.	Keenness and interest in the conduct of training		1		+	-
	d.	Stimulation of the participants' interest					+
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4.		olvement of Participants					
	a.	Enthusiasm and interest shown				1	
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6	Ove	rall Evaluation					
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of	the	a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	5
355	essn	activity by encircling the number that corresponds to your				/	
W. J. J.	-221					1	
7. F	Pleas	se write your valuable comments/suggestions for the improvements/seminars/programs What training/s would vary the improvements	ent	of the	ne su	ıccee	dins

es/seminars/programs. What training/s would you suggest for future activities?

More framing on capability building such as Leadership fraigning + often



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objectives and Relevance a. Clarity and relevance b. Attainment of the activity objectives	1	1 2	2 2	, ,	
b. Attainment of the activity objectives		The second second		3 4	
b. Attainment of the activity objectives					2
c llcofulness of the state of			1		
c. Usefulness of the activity/topics to the participants					-
d. Timeliness and immediate applicability					-
Organization and preparation; Venue					
a. Planning and implementing activity					
b. Preparation and organization of the activities	-	-	-	-	-
c. Ventilation, lighting, equipment and facilities in the venue	-	-	-	-	+
d. Appropriateness of the venue of the activity		-	-	-	
e. Time allotment per activity/topic					1
Speaker/Facilitator					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas	-	-	-	-	
c. Keenness and interest in the conduct of training	-	-	-		/
d. Stimulation of the participants' interest	-	+	-		-
				1	
Involvement of Participants					
a. Enthusiasm and interest shown					1
b. Level of involvement of participants					1
Food					1
Overall Evaluation					
On a scale of 1 (lowest) to 5 highest, please indicate your overall rating the activity by encircling the number that corresponds to your essment. Please write your valuable comments/suggestions for the improvements/suggestions.		2	3	4	5



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-	b.	and decivity objectives			1	+	/
	С.	to the delivity/topics to the participants					/
-	d.	Timeliness and immediate applicability					
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2.		ganization and preparation; Venue					
-	a.	Planning and implementing activity					V
-	b.	Preparation and organization of the activities					/
	С.	Ventilation, lighting, equipment and facilities in the venue					/
	d.	Appropriateness of the venue of the activity					/
	e.	Time allotment per activity/topic					1/
2	Cn						1
3.	-	eaker/Facilitator					
	a. b.	Mastery of the subject matter/content					V
		Use of effective means of communicating ideas					V
	C.	Keenness and interest in the conduct of training					V
-	d.	Stimulation of the participants' interest					/
4.	Inv	olvement of Participants					
	a.	Enthusiasm and interest shown				No.	
	b.	Level of involvement of participants	-	+	-	-	V
5.	Foo			-	-	-	· ·
				-	-	+	+
6.		all Evaluation					
	On	a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	_	_		1
of	the	activity by encircling the number that corresponds to your	1	2	3	4	(5)
ass	essm	nent.					
	10						
7. 1	Pleas	e write your valuable comments/suggestions for the improvements	ent o	of th	e su	iccee	ding
acti	ivitie	s/seminars/programs. What training/s would you suggest for future a	ectivi	ities?			



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

Title of Activity:

Seminar on Management of Meetings and Completed Staff Work

Date Conducted:

February 24, 2017

Venue: MSWDO, Sadanga, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop:

1 - Poor (1.00-1.50); 2 - Fair (1.51 - 2.50); 3 - Satisfactory (2.51 - 3.50)

4 - Very Satisfactory (3.51 - 4.50); 5 - Excellent (4.51 - 5.00)

			T		Rat	e	
1.	Ol	pjectives and Relevance	1	2	3	4	5
	a.	Clarity and relevance				1	-
	b.	Attainment of the activity objectives			1	1	1
	c.	Usefulness of the activity/topics to the participants				1	
	d.	Timeliness and immediate applicability				1	
					1	8	
2.	Or	ganization and preparation; Venue				9	
	a.	Planning and implementing activity	T			1	
	b.	Preparation and organization of the activities				1	
	c.	Ventilation, lighting, equipment and facilities in the venue					
	d.	Appropriateness of the venue of the activity	1			1	
	e.	Time allotment per activity/topic				1	-
					1	160	
3.	Sp	eaker/Facilitator					
	a.	Mastery of the subject matter/content					1
	b.	Use of effective means of communicating ideas					1
	c.	Keenness and interest in the conduct of training			1		1
	d.	Stimulation of the participants' interest					1
							,
4.	Inv	olvement of Participants		E SE			
	a.	Enthusiasm and interest shown				1	
	b.	Level of involvement of participants				1	
5.	Fo	bd				1	
6.	Ove	rall Evaluation				1	
	Or	a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	(A)	5
of	the	activity by encircling the number that corresponds to your		-	,	0	,
ass	essi	ment.					
7.	Plea	se write your valuable comments/suggestions for the improvements	ent o	of th	e su	cceec	ling
act	iviti	es/seminars/programs. What training/s would you suggest for future	activi	ities?			

ACTIVITY EVALUATION FORM

Title of Activity:

Seminar on Management of Meetings and Completed Staff Work

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February 24, 2017

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Using the scale below, please rate the following features of the seminar-workshop:

1 - Poor (1.00-1.50); 2 - Fair (1.51 - 2.50); 3 - Satisfactory (2.51 - 3.50)

4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

			Rate				
1. (Objectives and Relevance	1	2	3	4	L	
ā	a. Clarity and relevance						
t	Attainment of the activity objectives					-	
	Usefulness of the activity/topics to the participants	1				1	
(d. Timeliness and immediate applicability					-	
2. (Organization and preparation; Venue				No Barrier	8 8/8	
	. Planning and implementing activity		10//25				
b		+		-	+-	1	
C		+	+	+	-	-	
C		+-	-	+		/	
е		-		+	-	+	
2 6						Ĺ	
THE RESERVE OF THE PARTY OF THE	peaker/Facilitator						
a						~	
b	or continuational fucus					1	
C.	and meet est in the conduct of training					-	
d	. Stimulation of the participants' interest					/	
4. Ir	avolvement of Participants				S CONTRACTOR		
	Enthusiasm and interest shown		1000	10,000		1	
b.	Level of involvement of participants	1	-	-	-	/	
	bod					/	
OV	erall Evaluation						
Colors Application	n a scale of 1 (lowest) to 5 highest, please indicate your overall rating						
of th	e activity by encircling the number that corresponds to your	1	2	3	4	5	
sses	sment.						
. Ple	ase write your valuable comments/suggestions for the improvements	ent (of th	0 511	ccacı	ling	
ctivit	ies/seminars/programs. What training/s would you suggest for future a	ctivi	tios?	c su	CCEE	mig	



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

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Seminar on Management of Meetings and Completed Staff Work

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1 - Poor (1.00-1.50); 2 - Fair (1.51 - 2.50); 3 - Satisfactory (2.51 - 3.50)

4 – Very Satisfactory (3.51 – 4.50); **5** – Excellent (4.51 – 5.00)

	01	7- 17- 10-1	Rate				
1.	UL	pjectives and Relevance	1	2	3	4	5
	a.	Clarity and relevance					1
-	b.				1		1
	C.	Usefulness of the activity/topics to the participants			1	1	1
	d.	Timeliness and immediate applicability			1		1
							+
2.	Or	ganization and preparation; Venue					
	a.	Planning and implementing activity			550 (CIO)	1	
	b.	Preparation and organization of the activities	+		1	1	
	c.	Ventilation, lighting, equipment and facilities in the venue	+	1	-	1	-
	d.	Appropriateness of the venue of the activity	1		+		-
	e.	Time allotment per activity/topic	+		-	1	
				1		-	
3.	Spe	eaker/Facilitator					
	a.	Mastery of the subject matter/content					V
	b.	Use of effective means of communicating ideas		1	+	-	
	c.	Keenness and interest in the conduct of training		-	+	-	~
	d.	Stimulation of the participants' interest		1	1	-	/
			-	+	+	1	X
4.	Invo	olvement of Participants					
	a.	Enthusiasm and interest shown	TOP-THE SECTION			1	
	b.	Level of involvement of participants				1	
5.	Foo	d		1		1	
						~	
6.		rall Evaluation					
	On	a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	3	_
of	the	activity by encircling the number that corresponds to your		-)	4	5
ass	essm	nent.					
	-1						į
7. 1	Pleas	se write your valuable comments/suggestions for the improvements	ent o	of th	e su	cceed	ing
acti	vitie	s/seminars/programs. What training/s would you suggest for future a	activi	ities?			
							- 1



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4 - Very Satisfactory (3.51 - 4.50); 5 - Excellent (4.51 - 5.00)

E pain				Rat	e	
1.	Objectives and Relevance	1	2	3	4	E
	a. Clarity and relevance					V
	b. Attainment of the activity objectives			1		1
	c. Usefulness of the activity/topics to the participants					1~
	d. Timeliness and immediate applicability					V
2.	Organization and preparation; Venue					
	a. Planning and implementing activity			2000000		V
	b. Preparation and organization of the activities					v
	c. Ventilation, lighting, equipment and facilities in the venue		1			V
	d. Appropriateness of the venue of the activity				~	
	e. Time allotment per activity/topic				V	
3.	Speaker/Facilitator				10000	
	a. Mastery of the subject matter/content	15027.00		Calconomic Control		~
	b. Use of effective means of communicating ideas	1	+	1	1	-
	c. Keenness and interest in the conduct of training				1	~
	d. Stimulation of the participants' interest					/
1.	Involvement of Participants					
	a. Enthusiasm and interest shown		WEST-012	3 2 2 2 2 2		V
	b. Level of involvement of participants		1	+	1	1./
	Food				N	Da
167	Overall Evaluation					
f	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating the activity by encircling the number that corresponds to your essment.	1	2	3	4	5
			1			V

activities/seminars/programs. What training/s would you suggest for future activities?

- Provide defailed franctouts



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

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Seminar on Management of Meetings and Completed Staff Work

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4 - Very Satisfactory (3.51 - 4.50); 5 - Excellent (4.51 - 5.00)

			Rate					
1.	Ot	pjectives and Relevance	1	2	3	4	5	
	a.	Clarity and relevance					V	
	b.	Attainment of the activity objectives				V		
	c.	Usefulness of the activity/topics to the participants				V		
	d.	Timeliness and immediate applicability				V		
2.	Or	ganization and preparation; Venue						
	a.	Planning and implementing activity					V	
	b.	Preparation and organization of the activities				V		
	c.	Ventilation, lighting, equipment and facilities in the venue					V	
	d.	Appropriateness of the venue of the activity				V		
	e.	Time allotment per activity/topic				V		
3.	Sp	eaker/Facilitator						
	a.	Mastery of the subject matter/content					V	
	b.	Use of effective means of communicating ideas					V	
	C.	Keenness and interest in the conduct of training				V		
	d.	Stimulation of the participants' interest					V	
4.	Inv	volvement of Participants						
	a.	Enthusiasm and interest shown				V		
	b.	Level of involvement of participants				V		
5.	Fo	od						
6.	Ove	rall Evaluation						
		a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	(5)	
of	the	activity by encircling the number that corresponds to your					9	
ass	essi	ment.						
		ise write your valuable comments/suggestions for the improvements			e su	cceed	ling	
act	iviti	es/seminars/programs. What training/s would you suggest for future a	activi	ties?				



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

		·	Rate							
1.	Ob	jectives and Relevance	1	2	3	4	5			
	a.	Clarity and relevance				1				
	b.	Attainment of the activity objectives					/			
	С.	Usefulness of the activity/topics to the participants					/			
	d.	Timeliness and immediate applicability					1			
2.	Or	ganization and preparation; Venue								
	a.	Planning and implementing activity					/			
	b.	Preparation and organization of the activities					1			
	C.	Ventilation, lighting, equipment and facilities in the venue					/			
	d.	Appropriateness of the venue of the activity					1			
	e.	Time allotment per activity/topic					1			
3.	Sp	eaker/Facilitator								
	a.	Mastery of the subject matter/content					1			
	b.	Use of effective means of communicating ideas					1			
	C.	Keenness and interest in the conduct of training					1			
	d.	Stimulation of the participants' interest					/			
4.	-	olvement of Participants								
		Enthusiasm and interest shown				/				
		Level of involvement of participants					/			
5.	Fo	bc			/					
6.		rall Evaluation					_			
_		a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	(5)			
		activity by encircling the number that corresponds to your				(
ass	sessi	ment.								
	DI.	ita a a a a a a a a a a a a a a a a a a		- £ +1-			11			
1.	7. Please write your valuable comments/suggestions for the improvement of the succeeding									

7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?

Excellent! Very intermative... Thank you.



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

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Seminar on Management of Meetings and Completed Staff Work

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4 - Very Satisfactory (3.51 - 4.50); 5 - Excellent (4.51 - 5.00)

			Rate					
1.	Ot	ojectives and Relevance						
	-	•	1	2	3	4	5	
	a.	Clarity and relevance	-	-	-	-	./	
	b.	Attainment of the activity objectives		-	-	ļ	1	
	С.	Usefulness of the activity/topics to the participants	-	-	-	-	1	
	d.	Timeliness and immediate applicability		-	-	-	/	
2	Or	ganization and preparation; Venue						
۷,	a.	Planning and implementing activity						
	b.	Preparation and organization of the activities			-		/	
	С.	Ventilation, lighting, equipment and facilities in the venue	-		-	-	-	
	d.	Appropriateness of the venue of the activity	-	-	-	/	_	
	e.	Time allotment per activity/topic	-	1	-	1		
	<u> </u>	Time unounert per activity/topic		-	-	-		
3.	Sp	eaker/Facilitator						
1	a.	Mastery of the subject matter/content	100000000000000000000000000000000000000	10000000	1		/	
	b.	Use of effective means of communicating ideas		-	1		/	
	C.	Keenness and interest in the conduct of training			-		/	
	d.	Stimulation of the participants' interest					1	
							-	
4.	Inv	volvement of Participants						
	a.	Enthusiasm and interest shown			/			
	b.	Level of involvement of participants			/			
5.	For	od				/		
6.	Contrary.	rall Evaluation						
		a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	(5)	
		e activity by encircling the number that corresponds to your				_	0	
ass	essi	ment.						
		ase write your valuable comments/suggestions for the improvements/suggestions for the improvements/suggestions/suggestio				cceed	ling	
act	activities/seminars/programs. What training/s would you suggest for future activities?							

The sominar on protocole plane if it could be brought to us the somest before the closing of the school year.



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

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	Rate						
Objectives and Relevance	1	2	3	4	5		
a. Clarity and relevance				/			
b. Attainment of the activity objectives					/		
c. Usefulness of the activity/topics to the participants				/			
d. Timeliness and immediate applicability							
2. Organization and preparation; Venue							
a. Planning and implementing activity				/			
b. Preparation and organization of the activities					/		
c. Ventilation, lighting, equipment and facilities in the venue				/			
d. Appropriateness of the venue of the activity					-		
e. Time allotment per activity/topic				/			
3. Speaker/Facilitator							
a. Mastery of the subject matter/content					/		
b. Use of effective means of communicating ideas					/		
c. Keenness and interest in the conduct of training					/		
d. Stimulation of the participants' interest					/		
4. Involvement of Participants							
a. Enthusiasm and interest shown					/		
b. Level of involvement of participants				1			
5. Food							
6. Overall Evaluation							
On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	(4)	5		
of the activity by encircling the number that corresponds to your							
assessment.							
		L					
7. Please write your valuable comments/suggestions for the improvements				cceec	ling		
activities/seminars/programs. What training/s would you suggest for future a	activi	ties?					



Mountain Province State Polytechnic College Bontoc, Mountain Province

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					Rate	:	
1.	Ob	jectives and Relevance	1	2	3	4	5
	a.	Clarity and relevance					V
	b.	Attainment of the activity objectives					-
	C.	Usefulness of the activity/topics to the participants					
	d.	Timeliness and immediate applicability					
-	during a se		100-00 to 100-00				
2.	Or	ganization and preparation; Venue					
	a.	Planning and implementing activity					4
	b.	Preparation and organization of the activities					1
	C.	Ventilation, lighting, equipment and facilities in the venue					
	d.	Appropriateness of the venue of the activity					
	e.	Time allotment per activity/topic					
3.	Sp	eaker/Facilitator					
	a.	Mastery of the subject matter/content					/
	b.	Use of effective means of communicating ideas					/
	C.	Keenness and interest in the conduct of training					
	d.	Stimulation of the participants' interest					
			-				
4.	Inv	olvement of Participants					
	a.	Enthusiasm and interest shown					
7710-2-20		Level of involvement of participants		-			
5.	For	bd					
0.000							
6.	tickly acres	rall Evaluation					
,		a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	5
		activity by encircling the number that corresponds to your					
ass	essi	ment.					
						1	

7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?

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Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

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				Rate		
1.	Objectives and Relevance	1	2	3	4	5
	a. Clarity and relevance					W
	b. Attainment of the activity objectives					V
	c. Usefulness of the activity/topics to the participants					V
	d. Timeliness and immediate applicability					V
						4,000
2.	Organization and preparation; Venue					
	a. Planning and implementing activity					1
	b. Preparation and organization of the activities					V
	c. Ventilation, lighting, equipment and facilities in the venue					V
	d. Appropriateness of the venue of the activity					V
	e. Time allotment per activity/topic					V
3.	Speaker/Facilitator					
	a. Mastery of the subject matter/content					1
	b. Use of effective means of communicating ideas					V
	c. Keenness and interest in the conduct of training					V
	d. Stimulation of the participants' interest					V
4.	Involvement of Participants					
	a. Enthusiasm and interest shown					V
	b. Level of involvement of participants					V
5.	Food					V
6.	Overall Evaluation					
	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	(5)
of	the activity by encircling the number that corresponds to your					
ass	sessment.					
			5			
	Please write your valuable comments/suggestions for the improvements			e su	ccee	ding
act	tivities/seminars/programs. What training/s would you suggest for future a	ICTIVI	ties:			
	Season & Vin and a land	11.	,			
`	Suggest Ko man ag wada to	110	U	up		
				4		
(activities na Seni-annual to 1	m	on	L7	Y	
	the andication se knowledge to	DE	QU.	ÚV.	eal	7
	The application of the country		0		1	0
-	the application of knowledge of Salamat sina aprus u ay v	na	ng.	- ex	flie	Y
	3 ma Serbistio 11 Ale					



Mountain Province State Polytechnic College Bontoc, Mountain Province

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					Rate		
1.	Ob	ejectives and Relevance	1	2	3	4	5
	a.	Clarity and relevance					/
	b.	Attainment of the activity objectives					/
	c.	Usefulness of the activity/topics to the participants					/
	d.	Timeliness and immediate applicability					/
2.	Or	ganization and preparation; Venue					
	a.	Planning and implementing activity					
	b.	Preparation and organization of the activities					1
	Ċ.	Ventilation, lighting, equipment and facilities in the venue					
	d.	Appropriateness of the venue of the activity					/
	e.	Time allotment per activity/topic					
3.	Sp	eaker/Facilitator					
	a.	Mastery of the subject matter/content					/
	b.	Use of effective means of communicating ideas					/
	c.	Keenness and interest in the conduct of training					//
	d.	Stimulation of the participants' interest					/
4.	and the same of the same of	volvement of Participants					
		Enthusiasm and interest shown					./
		Level of involvement of participants					
5.	Fo	od					/
6.		erall Evaluation					
		a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	5
of	the	e activity by encircling the number that corresponds to your					
ass	sess	ment.					
				£ +1-			din -
		ase write your valuable comments/suggestions for the improvements/suggestions for the improvements/suggestions for fitting			e su	ccee	Jing
act	ivit	es/seminars/programs. What training/s would you suggest for future	activi	ries:			



Mountain Province State Polytechnic College Bontoc, Mountain Province

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		3.00,					
					Rate	2	
1.	Ob	pjectives and Relevance	1	2	3	4	5
	a.	Clarity and relevance					1
	b.	Attainment of the activity objectives					1
	c.	Usefulness of the activity/topics to the participants				/	11
	d.	Timeliness and immediate applicability					/
2.	Or	ganization and preparation; Venue					
	a.	Planning and implementing activity					1
	b.	Preparation and organization of the activities					1
	c.	Ventilation, lighting, equipment and facilities in the venue					/
	d.	Appropriateness of the venue of the activity					1
	e.	Time allotment per activity/topic					/
3.	Sp	eaker/Facilitator					
	a.	Mastery of the subject matter/content					
	b.	Use of effective means of communicating ideas					/
	c.	Keenness and interest in the conduct of training					/
	d.	Stimulation of the participants' interest					1
4.	Inv	volvement of Participants					
	a.	Enthusiasm and interest shown					/
	b.	Level of involvement of participants				1	/
5.	Fo	od				/	
6.		erall Evaluation a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	2	Λ	
	the	e activity by encircling the number that corresponds to your ment.		2	3	4	7
		ase write your valuable comments/suggestions for the improvements/seminars/programs. What training/s would you suggest for future at the seminars/programs.				ccee	ding



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

Title of Activity:

Seminar on Management of Meetings and Completed Staff Work

Date Conducted:

February 24, 2017

Venue: MSWDO, Sadanga, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop: 1 - Poor(1.00-1.50); 2 - Fair(1.51-2.50); 3 - Satisfactory(2.51-3.50)

4 – Very Satisfactory (3.51 – 4.50); **5** – Excellent (4.51 – 5.00)

				Rate	!	
1.	Objectives and Relevance	1	2	3	4	5
	a. Clarity and relevance					1
	b. Attainment of the activity objectives				V	
	c. Usefulness of the activity/topics to the participants					V
	d. Timeliness and immediate applicability				V	
2.	Organization and preparation; Venue					
	a. Planning and implementing activity					/
	b. Preparation and organization of the activities					V
	c. Ventilation, lighting, equipment and facilities in the venue					/
	d. Appropriateness of the venue of the activity					/
	e. Time allotment per activity/topic				/	
3.	Speaker/Facilitator					
	a. Mastery of the subject matter/content					/
	b. Use of effective means of communicating ideas					
	c. Keenness and interest in the conduct of training					
	d. Stimulation of the participants' interest					_
4.	Involvement of Participants					
	a. Enthusiasm and interest shown					1
	b. Level of involvement of participants					1
5.	Food					
6.	Overall Evaluation On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	5/
ass	the activity by encircling the number that corresponds to your sessment.	•			4	<i>3</i> ′
7.	Please write your valuable comments/suggestions for the improvements	ent (of th	e su	ccee	ling

activities/seminars/programs. What training/s would you suggest for future activities?



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

				Rate		
1.	Objectives and Relevance	1	2	3	4	5
	a. Clarity and relevance					/
	b. Attainment of the activity objectives					/
	c. Usefulness of the activity/topics to the participants					_
	d. Timeliness and immediate applicability					/
2.	Organization and preparation; Venue					
	a. Planning and implementing activity			/		
	b. Preparation and organization of the activities				/	
	c. Ventilation, lighting, equipment and facilities in the venue				/	
	d. Appropriateness of the venue of the activity					1
	e. Time allotment per activity/topic					
3.	Speaker/Facilitator			Chief		
	a. Mastery of the subject matter/content					/
	b. Use of effective means of communicating ideas					
	c. Keenness and interest in the conduct of training					
	d. Stimulation of the participants' interest					
					MANUAL COMM	Parameters.
4.	Involvement of Participants				7.34	0
	a. Enthusiasm and interest shown			-		B
	b. Level of involvement of participants			5		
5.	Food					
6.	Overall Evaluation				6	
	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	(4)	5
of	the activity by encircling the number that corresponds to your					
ass	essment.					
					1	

7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

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				Rate		
1.	Objectives and Relevance	1	2	3	4	5
	a. Clarity and relevance					1
	b. Attainment of the activity objectives					/
	c. Usefulness of the activity/topics to the participants					/
	d. Timeliness and immediate applicability					1
2.	Organization and preparation; Venue					
	a. Planning and implementing activity					
	b. Preparation and organization of the activities					(
	c. Ventilation, lighting, equipment and facilities in the venue				1	
	d. Appropriateness of the venue of the activity				1	/
	e. Time allotment per activity/topic				/	
3.	Speaker/Facilitator					,
	a. Mastery of the subject matter/content					1
	b. Use of effective means of communicating ideas					1
	c. Keenness and interest in the conduct of training					/
	d. Stimulation of the participants' interest					
			100000000			17/10/10/10
4.	Involvement of Participants					
	a. Enthusiasm and interest shown					_
	b. Level of involvement of participants					
5.	Food		-			
6.	Overall Evaluation					0
	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4 (5)
	the activity by encircling the number that corresponds to your				(
ass	sessment.					
	Please write your valuable comments/suggestions for the improvements	ant (of th	9 511	cceei	ding
7.	tivities/seminars/programs. What training/s would you suggest for future	activ	ities?	C Ju	cccc	21116
acı	tivities/selfilliars/programs. What training/s would you suggest for return	4000	,		0	P
	Thank you really, & lear	ne	d	α	X	VV
	It deserve another for					. 1
	training, wow!					



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

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Seminar on Management of Meetings and Completed Staff Work

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Venue: MSWDO, Sadanga, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop:

1-Poor (1.00-1.50); 2-Fair (1.51-2.50); 3-Satisfactory (2.51-3.50)

					Rate	<u>.</u>	
1.	Ot	ejectives and Relevance	1	2	3	4	5
	a.	Clarity and relevance					1
	b.	Attainment of the activity objectives					1
	c.	Usefulness of the activity/topics to the participants					<
	d.	Timeliness and immediate applicability					(
							1
2.	Or	ganization and preparation; Venue					
	a.	Planning and implementing activity					1
	b.	Preparation and organization of the activities					(
	c.	Ventilation, lighting, equipment and facilities in the venue					/
	d.	Appropriateness of the venue of the activity					1
	e.	Time allotment per activity/topic					/
							1
3.	Sp	eaker/Facilitator					52.5
	a.	Mastery of the subject matter/content					1
	b.	Use of effective means of communicating ideas					/
	C.	Keenness and interest in the conduct of training					1
	d.	Stimulation of the participants' interest					(
							1
4.	Inv	volvement of Participants					
	a.	Enthusiasm and interest shown					1
	b.	Level of involvement of participants					<
5.	Fo	od				/	
6.	100000000000000000000000000000000000000	erall Evaluation					
		a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	5
		e activity by encircling the number that corresponds to your					6
ass	ess	ment.					
	nI.	its and alumble comments louggestions for the improvement	ant	of th	10 511	1000	ding
		ase write your valuable comments/suggestions for the improvem- ies/seminars/programs. What training/s would you suggest for future				ICCEE	unig
act	.IVI	ies/seminars/programs. What daming/s would you suggest for future	U C CI V	,			



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

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				Rate		
1.	Objectives and Relevance	1	2	3	4	5
	a. Clarity and relevance					
	b. Attainment of the activity objectives					1
	c. Usefulness of the activity/topics to the participants					
	d. Timeliness and immediate applicability				/	
					v	
2.	Organization and preparation; Venue					
	a. Planning and implementing activity					/
	b. Preparation and organization of the activities					/
	c. Ventilation, lighting, equipment and facilities in the venue					
	d. Appropriateness of the venue of the activity					/
	e. Time allotment per activity/topic					/
3.	Speaker/Facilitator					
	a. Mastery of the subject matter/content				1	
	b. Use of effective means of communicating ideas					0
	c. Keenness and interest in the conduct of training					/
	d. Stimulation of the participants' interest					/
4.	Involvement of Participants					
	a. Enthusiasm and interest shown					
	b. Level of involvement of participants					
5.	Food					
62000						
6.	Overall Evaluation					
r		1	2	3	4	5
	the activity by encircling the number that corresponds to your					
ass	essment.					
7	Please write your valuable comments/suggestions for the improveme	nt c	of th	A SIII	ccear	ling
/·	ivities/seminars/programs. What training/s would you suggest for future a	ctivi	ties?	C 3U	cccc	11115
acc	ivities/seminars/programs. What training/s would you suggest for future a		CICD.			
	Sit, may we request a semirar	H	qu	451	1	
	Sit, may we request a semirar judicial functions of the SB.	U	/			
	Just Color Julion 1					



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

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4 - Very Satisfactory (3.51 - 4.50); 5 - Excellent (4.51 - 5.00)

				Rate	2	
1.	Objectives and Relevance	1	2	3	4	5
	a. Clarity and relevance					1
	b. Attainment of the activity objectives					
	c. Usefulness of the activity/topics to the participants					
	d. Timeliness and immediate applicability					/
2.	Organization and preparation; Venue					
	a. Planning and implementing activity					1
	b. Preparation and organization of the activities					1
	c. Ventilation, lighting, equipment and facilities in the venue					1
	d. Appropriateness of the venue of the activity					,
	e. Time allotment per activity/topic					,
3.	Speaker/Facilitator					
	a. Mastery of the subject matter/content					1
	b. Use of effective means of communicating ideas					/
	c. Keenness and interest in the conduct of training				,	
	d. Stimulation of the participants' interest				-	1
4.	Involvement of Participants					
	a. Enthusiasm and interest shown					1
	b. Level of involvement of participants					1
5.	Food					
6	Overall Evaluation					
of	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating the activity by encircling the number that corresponds to your sessment.	1	2	3	4	5

7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?

Gulitchide GNASI-JUDICIAL FUNCTIONS OF SB.



Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

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4 - Very Satisfactory (3.51 - 4.50); 5 - Excellent (4.51 - 5.00)

				Rate	<u>;</u>	
1.	Objectives and Relevance	1	2	3	4	5
	a. Clarity and relevance					V
	b. Attainment of the activity objectives					V
	c. Usefulness of the activity/topics to the participants					V
	d. Timeliness and immediate applicability					6
						V
2.	Organization and preparation; Venue					
	a. Planning and implementing activity					V
	b. Preparation and organization of the activities					7
	c. Ventilation, lighting, equipment and facilities in the venue					0
	d. Appropriateness of the venue of the activity					
	e. Time allotment per activity/topic					/
3.	Speaker/Facilitator					
	a. Mastery of the subject matter/content					~
	b. Use of effective means of communicating ideas					1
	c. Keenness and interest in the conduct of training					V
	d. Stimulation of the participants' interest					1
						J
4.	Involvement of Participants					
	a. Enthusiasm and interest shown					/
	b. Level of involvement of participants					/
5.	Food					
6.	Overall Evaluation			4		
	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	5
of	the activity by encircling the number that corresponds to your					
ass	sessment.					
		<u></u>				1:
7.	Please write your valuable comments/suggestions for the improvem	ent	of th	ie su	ccee	ding

activities/seminars/programs. What training/s would you suggest for future activities?

Proposal maling MATHEN C. FANAO



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

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Seminar on Management of Meetings and Completed Staff Work

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4 - Very Satisfactory (3.51 - 4.50); 5 - Excellent (4.51 - 5.00)

				Rate	:	
1.	Objectives and Relevance	1	2	3	4	5
	a. Clarity and relevance					/
	b. Attainment of the activity objectives					1
	c. Usefulness of the activity/topics to the participants					/
	d. Timeliness and immediate applicability					-
2.	Organization and preparation; Venue					
	a. Planning and implementing activity					-
	b. Preparation and organization of the activities					1
	c. Ventilation, lighting, equipment and facilities in the venue					/
	d. Appropriateness of the venue of the activity					-
	e. Time allotment per activity/topic					/
3	Speaker/Facilitator					
).	a. Mastery of the subject matter/content					1
	b. Use of effective means of communicating ideas					/
	c. Keenness and interest in the conduct of training					1
	d. Stimulation of the participants' interest					/
4.	Involvement of Participants					
1	a. Enthusiasm and interest shown					/
	b. Level of involvement of participants					/
5.	Food					
6	Overall Evaluation					
of	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating the activity by encircling the number that corresponds to your essment.	1	2	3	4/	(3)

7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?

Seminar on Quasi-judicial powers and functions of the SB.



Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

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1 – Poor (1.00-1.50); 2 – Fair (1.51 – 2.50); 3 – Satisfactory (2.51 – 3.50)

4 - Very Satisfactory (3.51 - 4.50); 5 - Excellent (4.51 - 5.00)

			Rate				
1.	Objectives and Relevance	1	2	3	4	5	
	a. Clarity and relevance					1	
	b. Attainment of the activity objectives					/	
	c. Usefulness of the activity/topics to the participants					1,	
	d. Timeliness and immediate applicability					/	
2.	Organization and preparation; Venue						
	a. Planning and implementing activity					/	
	b. Preparation and organization of the activities					1	
	c. Ventilation, lighting, equipment and facilities in the venue					/	
	d. Appropriateness of the venue of the activity					/	
	e. Time allotment per activity/topic					1	
3.	Speaker/Facilitator						
	a. Mastery of the subject matter/content					/	
	b. Use of effective means of communicating ideas					/	
	c. Keenness and interest in the conduct of training					/	
	d. Stimulation of the participants' interest					/	
4.	Involvement of Participants						
	a. Enthusiasm and interest shown					/	
	b. Level of involvement of participants					/	
5.	Food				/		
6.	Overall Evaluation		200				
	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	(5)	
	the activity by encircling the number that corresponds to your					9	
ass	sessment.						
			- £ +1-			ding	
7.	Please write your valuable comments/suggestions for the improvem	ent	or th	e su	ccee	uing	

activities/seminars/programs. What training/s would you suggest for future activities?

of the SB.

Seminar on quasi-judicoal power and Junctions



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

Title of Activity:

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Rate						
1. (Objectives and Relevance	1	2	3	4	5
č	. Clarity and relevance					1
ł	Attainment of the activity objectives					V
(. Usefulness of the activity/topics to the participants					V
(Timeliness and immediate applicability					1
2. (Organization and preparation; Venue					
č	. Planning and implementing activity					V
I	Preparation and organization of the activities					1
(. Ventilation, lighting, equipment and facilities in the venue					V
(Appropriateness of the venue of the activity				1	
(. Time allotment per activity/topic					V
3. 5	peaker/Facilitator					
3	. Mastery of the subject matter/content				-	V
1	Use of effective means of communicating ideas					V
(. Keenness and interest in the conduct of training					V
(d. Stimulation of the participants' interest					V
4.	nvolvement of Participants					
i	. Enthusiasm and interest shown					V
1	Level of involvement of participants				1	
5. 1	Food		-	-	-	
	verall Evaluation					0
	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	5
	he activity by encircling the number that corresponds to your					0
asse	ssment.					
						din or
7. P	ease write your valuable comments/suggestions for the improvem-	ent	OT TI	ie st	iccee	umg
activ	rities/seminars/programs. What training/s would you suggest for future	activ	nues:		0 0	
	Thank you very much for envicing or	nV	Yes	wh	Leon	e
17	Thank you very much for envicting or management of meeting and the DCSW	2	n/	20	purh	1
V	in the posto	7		0		
w	nuch on how & will apply the skill	تع ٥	· .	The same	y SU	hnl
				()	
R	acilitate actions and decision making	rey				
U		0				
	God Blue MPSPC!					



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

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4 - Very Satisfactory (3.51 - 4.50); 5 - Excellent (4.51 - 5.00)

			Rate				
1.	Ob	ejectives and Relevance	1	2	3	4	5
	a.	Clarity and relevance					/
	b.	Attainment of the activity objectives					1,
	c.	Usefulness of the activity/topics to the participants					/
	d.	Timeliness and immediate applicability					1
2.	Or	ganization and preparation; Venue					
	a.	Planning and implementing activity					1
	b.	Preparation and organization of the activities					1,
	c.	Ventilation, lighting, equipment and facilities in the venue					/
	d.	Appropriateness of the venue of the activity					/
	e.	Time allotment per activity/topic					1
3.	Sp	eaker/Facilitator					
	a.	Mastery of the subject matter/content		-			/
	b.	Use of effective means of communicating ideas		-		-	/
	c.	Keenness and interest in the conduct of training		-		!	1
	d.	Stimulation of the participants' interest		ļ		+	/
4.	Inv	volvement of Participants			1000		-
	a.			-	-	1	1
		Level of involvement of participants		-	-	1	
5.	Fo	od		-	-	/	-
01500		n = 1 ···					
6.		erall Evaluation n a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	(E)
of		e activity by encircling the number that corresponds to your		-	,	-1	6
		ment.					
				-6 11			dine
		ase write your valuable comments/suggestions for the improvem				ccee	allig

Excellent Meff try - Quesas - Judicial)

Quasi - Judicial Seminar



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

		Rate				
1.	Objectives and Relevance	1	2	3	4	5
	a. Clarity and relevance					/
	b. Attainment of the activity objectives					/
	c. Usefulness of the activity/topics to the participants					1
	d. Timeliness and immediate applicability					/
2.	Organization and preparation; Venue					
	a. Planning and implementing activity					/
	b. Preparation and organization of the activities					/
	c. Ventilation, lighting, equipment and facilities in the venue					()
	d. Appropriateness of the venue of the activity					1
	e. Time allotment per activity/topic					!
						III II
3.	Speaker/Facilitator					_
	a. Mastery of the subject matter/content				-	1
	b. Use of effective means of communicating ideas					1
	c. Keenness and interest in the conduct of training					//
	d. Stimulation of the participants' interest					/
4.	Involvement of Participants					
	a. Enthusiasm and interest shown		-		-	(
	b. Level of involvement of participants		-		1	/
5.	Food				-	
to users						
6.	Overall Evaluation				and the same of th	
	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	5/
	the activity by encircling the number that corresponds to your					1
ass	sessment.					-
			- £ + l-			d:

7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?

C. AGCARAO - Bhother Seminar on Quasi-Judicial.



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

				Rate		
1.	Objectives and Relevance	1	2	3	4	5
	a. Clarity and relevance				2	
	b. Attainment of the activity objectives				i	
	c. Usefulness of the activity/topics to the participants					-
	d. Timeliness and immediate applicability					~
2.	Organization and preparation; Venue					
	a. Planning and implementing activity					
	b. Preparation and organization of the activities					i
	c. Ventilation, lighting, equipment and facilities in the venue				/	
	d. Appropriateness of the venue of the activity				V	-
	e. Time allotment per activity/topic				~	
3.	Speaker/Facilitator					
	a. Mastery of the subject matter/content					
	b. Use of effective means of communicating ideas					V
	c. Keenness and interest in the conduct of training				-	/
	d. Stimulation of the participants' interest					1
						1
4.	Involvement of Participants					
	a. Enthusiasm and interest shown				-	-
	b. Level of involvement of participants				-	1
5.	Food				-	î/
6.	Overall Evaluation					
	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	(5)
of	the activity by encircling the number that corresponds to your					
as	sessment.					
1			1			1

7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?

Sir this is very much our need. Thanks (There should) We hope for another training like this. Thank you so much.



Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

Title of Activity:

Seminar on Management of Meetings and Completed Staff Work

Date Conducted:

February 24, 2017

Venue: MSWDO, Sadanga, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop:

1 - Poor(1.00-1.50); 2 - Fair(1.51 - 2.50); 3 - Satisfactory(2.51 - 3.50)

			Rate				
1.	Ob	jectives and Relevance	1	2	3	4	5
	a.	Clarity and relevance					/
	b.	Attainment of the activity objectives				/	
	C.	Usefulness of the activity/topics to the participants					_
	d.	Timeliness and immediate applicability				/	
2.	Or	ganization and preparation; Venue					
	a.	Planning and implementing activity					_
	b.	Preparation and organization of the activities					-
	c.	Ventilation, lighting, equipment and facilities in the venue					
	d.	Appropriateness of the venue of the activity					
	e.	Time allotment per activity/topic					
3.	Sp	eaker/Facilitator					
	a.	Mastery of the subject matter/content					_
	b.	Use of effective means of communicating ideas					_
	C.	Keenness and interest in the conduct of training					_
	d.	Stimulation of the participants' interest					_
4.	In	volvement of Participants					
	a.	Enthusiasm and interest shown			_		,aPAn
	b.	Level of involvement of participants			_		Ar
5.	Fo	od				_	-
6.	Ove	erall Evaluation					0
of	Oi th	n a scale of 1 (lowest) to 5 highest, please indicate your overall rating e activity by encircling the number that corresponds to your	1	2	3	4	(5)
		sment.					
				-			1.
ac	tivit (ase write your valuable comments/suggestions for the improvem ies/seminars/programs. What training/s would you suggest for future an usu consuct the same seminan in our actual (sacht but the way fulful!	ent activ H(r)	of thities?	e su che.	ccee ;-b	aing



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

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Title of Activity:

Seminar on Management of Meetings and Completed Staff Work

Date Conducted:

February 24, 2017

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Using the scale below, please rate the following features of the seminar-workshop:

1 - Poor (1.00-1.50); 2 - Fair (1.51 - 2.50); 3 - Satisfactory (2.51 - 3.50)

			Rate				
1.	Objectives and Relevance		1	2	3	4	5
	a. Clarity and relevance						/
	b. Attainment of the activity objectives					/	
	c. Usefulness of the activity/topics to the participants					1	
	d. Timeliness and immediate applicability					/	
2.	Organization and preparation; Venue						
	a. Planning and implementing activity					/	
	b. Preparation and organization of the activities					-	
	c. Ventilation, lighting, equipment and facilities in the venue					/	
	d. Appropriateness of the venue of the activity				1		
	e. Time allotment per activity/topic				1		
							Name of the last
3.							
	a. Mastery of the subject matter/content						-
	b. Use of effective means of communicating ideas						-
	c. Keenness and interest in the conduct of training						-
	d. Stimulation of the participants' interest			-		-	1
		NAME OF PERSONS ASSESSED.	ALC: Ziles				MEASURE NO
4.	Involvement of Participants						
	a. Enthusiasm and interest shown					-	-
	b. Level of involvement of participants					-	
5.	Food			-	/		
		NAMES TO A					
6.	Overall Evaluation					5	\
	On a scale of 1 (lowest) to 5 highest, please indicate your overall r	ating	1	2	3 (4	5
	f the activity by encircling the number that corresponds to	your			1		
as	ssessment.						
-	Please write your valuable comments/suggestions for the impr	roveme	nt	of th	IP 511	ccee	ding
7.	tivities/seminars/programs. What training/s would you suggest for f	inture a	ctiv	ities?			6
ac	.tivities/sentinals/programs. What daming/s Would you suggest for t						



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

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Seminar on Management of Meetings and Completed Staff Work

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February 24, 2017

Venue: MSWDO, Sadanga, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop:

 $1 - Poor \ (1.00 - 1.50); \quad 2 - Fair \ (1.51 - 2.50); \quad 3 - Satisfactory \ (2.51 - 3.50)$

		Rate								
1.	Objectives and Relevance	1	2	3	4	5				
	a. Clarity and relevance				V					
	b. Attainment of the activity objectives				L					
	c. Usefulness of the activity/topics to the participants					V				
	d. Timeliness and immediate applicability				V					
2.	Organization and preparation; Venue									
-	a. Planning and implementing activity				V					
	b. Preparation and organization of the activities				V					
	c. Ventilation, lighting, equipment and facilities in the venue				v					
-	d. Appropriateness of the venue of the activity				V					
	e. Time allotment per activity/topic				V					
						-				
3.	Speaker/Facilitator									
	a. Mastery of the subject matter/content					·V				
	b. Use of effective means of communicating ideas		-			V				
	c. Keenness and interest in the conduct of training			-		V				
	d. Stimulation of the participants' interest		-			V				
4.	Involvement of Participants									
1	a. Enthusiasm and interest shown				~					
	b. Level of involvement of participants				V					
5.	Food									
6	Overall Evaluation									
0.	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3/		E				
	the activity by encircling the number that corresponds to your sessment.		2	3	(4)	5				
7. ac	7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?									



Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

		Rate				
1.	Objectives and Relevance	1	2	3	4	5
	a. Clarity and relevance					/
	b. Attainment of the activity objectives				1	
	c. Usefulness of the activity/topics to the participants					~
	d. Timeliness and immediate applicability					/
2.	Organization and preparation; Venue					
	a. Planning and implementing activity					
	b. Preparation and organization of the activities					1
	c. Ventilation, lighting, equipment and facilities in the venue					
	d. Appropriateness of the venue of the activity					
	e. Time allotment per activity/topic			/		
						40000000000000000000000000000000000000
3.						
	a. Mastery of the subject matter/content					-
	b. Use of effective means of communicating ideas					-
	c. Keenness and interest in the conduct of training					-
	d. Stimulation of the participants' interest				-	
						Check Co.
4.	Involvement of Participants					-
	a. Enthusiasm and interest shown					-
	b. Level of involvement of participants			-	-	/
5.	Food				-	
6.	Overall Evaluation				/	1
	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	5
1	the activity by encircling the number that corresponds to your					
as	sessment.					
1						

7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?

Training on Counseling



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

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Date Conducted:

February 24, 2017

Venue: MSWDO, Sadanga, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop: 1 - Poor(1.00-1.50); 2 - Fair(1.51-2.50); 3 - Satisfactory(2.51-3.50)

		Rate				
1.	Objectives and Relevance	1	2	3	4	5
	a. Clarity and relevance					
	b. Attainment of the activity objectives					
	c. Usefulness of the activity/topics to the participants					/
	d. Timeliness and immediate applicability					/
2.	Organization and preparation; Venue					
	a. Planning and implementing activity					_
	b. Preparation and organization of the activities					
	c. Ventilation, lighting, equipment and facilities in the venue					
	d. Appropriateness of the venue of the activity					
	e. Time allotment per activity/topic					
3.	Speaker/Facilitator					
	a. Mastery of the subject matter/content					
	b. Use of effective means of communicating ideas					
	c. Keenness and interest in the conduct of training					
	d. Stimulation of the participants' interest					
						-
4.	Involvement of Participants					
	a. Enthusiasm and interest shown					
	b. Level of involvement of participants					-
5.	Food					
NAME OF TAXABLE PARTY.						
6.	Overall Evaluation					0
	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	(5)
	the activity by encircling the number that corresponds to your					
ass	sessment.					
	Please write your valuable comments/suggestions for the improvem	ant i	of th	9 511	ccee	ding
7.	rivities/seminars/programs. What training/s would you suggest for future	activ	ities?	C Ju	ccc	41116
act	ivities/seminars/programs. What training/s would you suggest for return	activ	101001			
	ı					



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

Title of Activity:

Seminar on Management of Meetings and Completed Staff Work

Date Conducted:

February 24, 2017

Venue: MSWDO, Sadanga, Mountain Province

Using the scale below, ple	ease rate the	following features	s of the seminar-	workshop:
1 - Poor (1 00-1	501. 2 - Fai	r (1 51 - 2 50).	3 - Satisfactory (251 - 350

1 – Poor (1.00-1.50); 2 – Fair (1.51 – 2.50); 3 – Satisfactory (2.51 – 3.50) 4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

		Rate				
1.	Objectives and Relevance	1	2	3	4	5
	a. Clarity and relevance				-	
	b. Attainment of the activity objectives				-	
	c. Usefulness of the activity/topics to the participants					1
	d. Timeliness and immediate applicability					1
2.	Organization and preparation; Venue					
	a. Planning and implementing activity				1	
	b. Preparation and organization of the activities				1	
	c. Ventilation, lighting, equipment and facilities in the venue				-	
	d. Appropriateness of the venue of the activity				/	
	e. Time allotment per activity/topic				/	
3.	Speaker/Facilitator					
	a. Mastery of the subject matter/content					/
	b. Use of effective means of communicating ideas					/
	c. Keenness and interest in the conduct of training					-
	d. Stimulation of the participants' interest					~
4.	Involvement of Participants		250		18.00	
	a. Enthusiasm and interest shown	1			1	
	b. Level of involvement of participants				/	
5.	Food				1	
6.	Overall Evaluation					0
	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	(5)
	the activity by encircling the number that corresponds to your					
ass	sessment.					
	Please write your valuable comments/suggestions for the improvem	ant	of th	10 511	ccee	ding
/.	rivities/seminars/programs. What training/s would you suggest for future	activ	ities?	ic 30	CCCC	41116
dCl	ivities/serimais/programs. vitat training/s would you suggest for future	activ	10103.			
	Training on Public speaking.					



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

Title of Activity:

Seminar on Management of Meetings and Completed Staff Work

Date Conducted:

February 24, 2017

Venue: MSWDO, Sadanga, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop: 1 - Poor(1.00-1.50); 2 - Fair(1.51-2.50); 3 - Satisfactory(2.51-3.50)

4 - Very Satisfactory (3.51 - 4.50); 5 - Excellent (4.51 - 5.00)

			Rate										
1.	Objectives and Relevance	1	2	3	4	5							
	a. Clarity and relevance					-							
	b. Attainment of the activity objectives					-							
	c. Usefulness of the activity/topics to the participants					1							
	d. Timeliness and immediate applicability					1							
2.	Organization and preparation; Venue												
	a. Planning and implementing activity					1							
	b. Preparation and organization of the activities					/							
	c. Ventilation, lighting, equipment and facilities in the venue					/							
	d. Appropriateness of the venue of the activity					/							
	e. Time allotment per activity/topic					/							
					1								
3.	Speaker/Facilitator												
	a. Mastery of the subject matter/content					-							
	b. Use of effective means of communicating ideas					~							
	c. Keenness and interest in the conduct of training					-							
	d. Stimulation of the participants' interest					-							
4.	Involvement of Participants												
	a. Enthusiasm and interest shown					•							
	b. Level of involvement of participants					/							
5.	Food					/							
6.	Overall Evaluation												
	On a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	(5)							
of	the activity by encircling the number that corresponds to your												
ass	sessment.												
						1,							
7.	Please write your valuable comments/suggestions for the improvements	ent (of th	e su	ccee	ding							
ac	ivities/seminars/programs. What training/s would you suggest for future a:	activities/seminars/programs. What training/s would you suggest for future activities?											

Lives excellently delivered! Thoma you for the down to earth fecture and for your proceipes for coming disports histor ashedde.



Mountain Province State Polytechnic College Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

Title of Activity:

Seminar on Management of Meetings and Completed Staff Work

Date Conducted:

21

February 24, 2017

Venue: MSWDO, Sadanga, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop:

1 - Poor (1.00-1.50); 2 - Fair (1.51 - 2.50); 3 - Satisfactory (2.51 - 3.50)

					2		
1.	Ob	jectives and Relevance	1	2	3	4	5
	a.	Clarity and relevance				1	
	b.	Attainment of the activity objectives					/
	С.	Usefulness of the activity/topics to the participants				/	
	d.	Timeliness and immediate applicability			A	/	
						, and the second	
2.	Or	ganization and preparation; Venue					
	a.	Planning and implementing activity				/	
	Ь.	Preparation and organization of the activities					/
	c.	Ventilation, lighting, equipment and facilities in the venue				6	
	d.	Appropriateness of the venue of the activity				1	
	e.	Time allotment per activity/topic					/
3.	Sp	eaker/Facilitator					
	a.	Mastery of the subject matter/content				/	
	b.	Use of effective means of communicating ideas				/	
	C,	Keenness and interest in the conduct of training					
	d.	Stimulation of the participants' interest				0	
						1	Diameter I and
4.	Inv	volvement of Participants				,	
	a.	Enthusiasm and interest shown				-	
		Level of involvement of participants				/	
5.	Fo	od					
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6.		erall Evaluation					
. r		a scale of 1 (lowest) to 5 highest, please indicate your overall rating	1	2	3	4	5
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7	Ple	ase write your valuable comments/suggestions for the improvements	ent o	of th	P 511	cceed	ling
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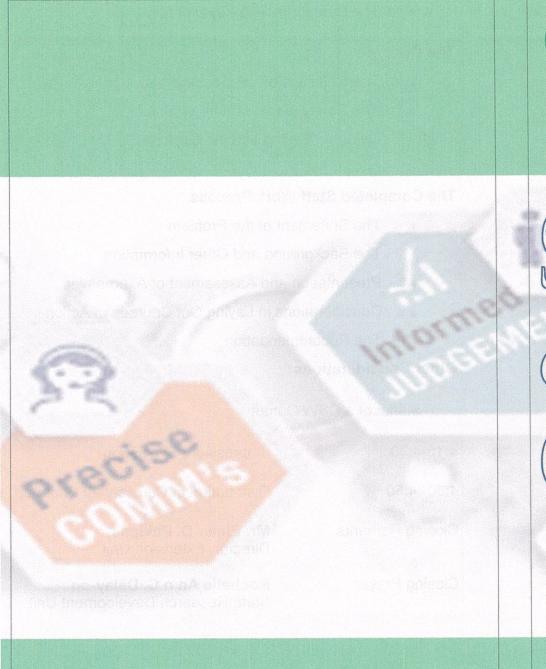
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100	Objectives and Relevance	Attainment of the activity objectives	c. Usefulness of the activity/topics to the participants	Timeliness and immediate applicability	Organization and preparation; Venue	 a. Planning and implementing of the activity 	 b. Preparation and organizations of the activities 	c. Ventilation, lighting, equipment and facilities in the venue	d. Appropriateness of the venue of the activity	Time allotment per activity/topic	peaker/Facilitator	a. Mastery of the subject matter/content	Use of effective means of communicating is	c. Keenness and interest in the conduct of training	Stimulation of the participant's interest	Involvement of Participants	Enthusiasm and interest shown	Level of involvement of participants	5. Food	
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Delivery

COMMENTS/ SUGGESTIONS

- 1. Request for more seminars such as protocols
- 2. More time should have been allotted for each topic
- 3. More training on Capability Building such as Leadership Training & others
- 4. Provide detailed hand-outs
- 5. To conduct follow-up activities to monitor application of knowledge acquired during the seminar.
- 6. Seminar on quasi-judicial functions of SB.
- 7. Proposal making
- 8. Seminar on Management of Meetings and Completed Staff Work in Saclit National High School.
- 9. Training on Counselling
- 10. Training on public speaking

Delivery





Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

EXTENSION UNIT



and
MUNICIPALITY OF SADANGA
Sadanga, Mountain Province

Seminar on Management of Meetings and Completed Staff Work

> February 24, 2017 MSWDO, Sadanga, Mountain Province

The Planning of Meetings

- The Importance and Purpose of Planning Meetings
- The Fundamental Steps in Planning Meetings
- Common Mistakes and Lapses in Planning Meetings

The Call and Notice of Meetings

- The Call to Meeting
- The Notice of Meeting
- Some General Rules in Writing the Notice of Meeting

The Meeting Agenda

- Parts of the Order of Business
- Structure of Format of an Agenda
- Practical Steps in Developing an Effective Agenda

The Quorum

- The Importance and Meaning of a Quorum
- The Constitution of a Quorum
- The Effects of Walkouts on the Quorum
- The Presumption of the Existence of a Quorum
- Questioning the Existence of a Quorum

The Set-Up Room Lay Out for Meetings and Events

The Kinds of Room Arrangements

The Arrangement Checklist

Practical Tips in Chairing Meetings

- The Roles of the Chairman or Presiding Officer
- The Personal Competencies in Chairing Meetings
- The Techniques in Equalizing Participation
- Common Mistakes and Lapses in Planning Meetings
- Proposed Checklist for the Chairman

Voting and Elections in Deliberative Bodies

- The Importance of Voting
- Classes of Votes
- Putting the Questions
- Methods of Voting

The Minutes of Meetings

- The Minutes and Importance of Minutes of Meetings
- The Types of Minutes of Meetings
- Tips for Recorders and Secretaries
- Some General Rules in Writing the Minutes of Meetings

12:00-1:00

Lunch Break

1:15-4:15

Completed Staff Work

OHITE ENTRE

Delivery



Mountain Province State Polytechnic College

Bontoc, Mountain Province

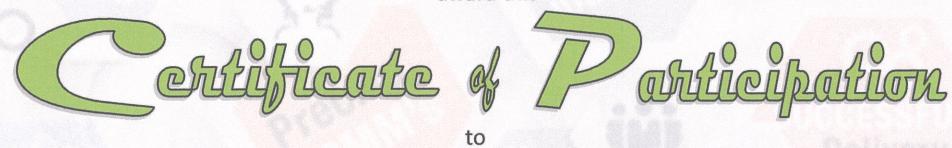
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MUNICIPALITY OF SADANGA

Sadanga, Mountain Province



award this



LINDA P. ANGPEO

for her active participation during the SEMINAR ON MANAGEMENT OF MEETINGS AND

COMPLETED STAFF WORK held at MSWDO, Sadanga, Mountain Province on February 24, 2017.

Given this 24th day of February, 2017 at MSWDO, Sadanga, Mountain Province.

REXTON F. CHAKAS

College President Mountain Province State Polytechnic College

JOSE A. LIMMAYOG, JR.

Municipal Mayor Sadanga, Mountain Province



MUNICIPALITY OF SADANGA

Sadanga, Mountain Province

award this



REXTON F. CHAKAS

in grateful recognition for his invaluable efforts and exemplary performance as **RESOURCE SPEAKER** during the

SEMINAR ON MANAGEMENT OF MEETINGS AND COMPLETED STAFF WORK

held at MSWDO, Sadanga, Mountain Province on February 24, 2017.

Given this 24th day of February, 2017 at MSWDO, Sadanga, Mountain Province.

JOSE A. LIMMAYOG, JR.

Municipal Mayor