



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

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Terminal Report





Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

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 : 50

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 Continuing Education for Professionals 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:


ELMER D. PAKIPAC
Extension Director



Activity Design





Republic of the Philippines
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

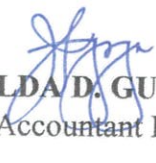
V. Budgetary Requirements

Particulars	Quantity	Unit Cost	MPSPC Counterpart	Sadanga-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	
GRAND TOTAL			37,066.4	7,000.00

Reviewed and Endorsed by:



ELMER D. PAKIPAC
 Director, Extension Unit

Funds Available:


IMELDA D. GUIDANGEN
 Accountant III

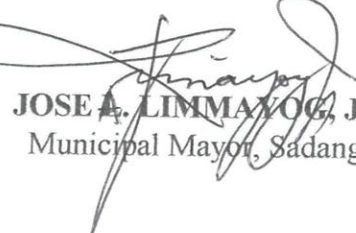

JENNIFER G. FARONG-EY
 Accountant

Recommended by:


ANNIE GRAIL F. ESKID, Ed.D.
 Vice President for RDE

APPROVED:


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


JOSE A. LIMMAYOG, JR.
 Municipal Mayor, Sadanga



Attendance Sheet



ATTENDANCE SHEET

Seminar on Management of Meetings and Completed Staff Work

Check
Specify
Type

Meeting

Training

Orientation

DATE February 24, 2017

NR	NAME	DESIGNATION/ POSITION/ DEPARTMENT	Male	Female	Signature
1.	Linda P Angpeo	DepEd - School Head Belwang NHS		✓	
2.	VICTORIA F. YATAK	SB Sec.		✓	
3.	CORNELIA C. SIBLAGAN	Dep. Ed. Demery		✓	
4.	MARY D. GALINGAN	Dep. Ed.		✓	
5.	VALENTINA D. MORAPONG	DepEd / MC		✓	
6.	Cristy Carnebine Pitok	LCU - LDRRMO		✓	
7.	CORY D. CASH	AT - OMAG		✓	
8.	Jennifer Fanning G.	LCU - SADRANGA		✓	
9.	Bernadette S. Morapong	DepEd - P.		✓	
10.	A. Schmitz	MCU		✓	
11.	Kemma Langgao	OMM - Private Sec.		✓	
12.	ROMEO WILHELM	Mun. Mayor	✓		
13.	LOURDES M. KADATOR	MCR - LCU		✓	
14.	Aurora Fimban (Aurora A. Filawan)	Exec. Asst		✓	
15.	Jace Limmayoy Jr.	Mun. Mayor	✓		
16.	J. GAGUA (JOHANNAN GAGUAN)	SB	✓		
17.	MATTHEW C. PANAO	SB MEMBER	✓		
18.	Anthony A. Manik	DepEd - Belwang NHS	✓		
19.	CAGCARAO - CESAR Agcarao	SB Member	✓		
20.	LIMMY K. GALINGAN	IPMR - Belwang	✓		
21.	Albert Limmayoy	Foral person / Belwang	✓		
22.	Julia B. Payson	SSP - Belwang NHS		✓	
23.	ROSAH C. Fatack	LRCD II - SADRANGA		✓	
24.	IRENE C. LIMMAYOY	MDV, LCU		✓	
25.	JOSEPH APOPOY	LCU	✓		
26.	Dante Fatack				
27.	NAPOLION PSARRANG-EX	SB		✓	
28.	Beatrice A. Fanning-uy	MSWD		✓	
29.	Gadeliva B. Geronimo	SB		✓	
30.	Filomena Jomakchong (Edna Jomakchong)	SB	✓		
31.	Gubertina Chinalpa	S.B.		✓	
32.	JOSEPHINE F. Taringao	SBO		✓	
33.	JAMES R. FICHTENBERGAS	DepEd	✓		
34.	PATRECK GALBANGANAY	Dep Ed	✓		
35.	GED CHERIN	SBO		✓	
36.	JOSE B. NALICAO JR.	MPSFC	✓		
37.	GASPAR S. MONOTEN	ME/LCU	✓		
38.	Gloria T. Tait	S.B.	✓		
39.	Julie - Fatack - Fatima Paras	LCU / MBV	✓	✓	
40.	PAULA T. FALUYEN	HT-1		✓	
41.	Joel Fatack	MPSFC	✓		
42.	ENILIBETH C. SIMBAGAO	QSCA		✓	



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

			Male	Female	
43. ✓	Luzlyn Aguilang	RDE		—	gn
44. ✓	Annie Grail F. Ekid	RDE		—	gn
45. ✓	Elmer D. Palapac	RDE	—		
46. ✓	Shane Mangachob	OP		—	mf
47. ✓	Emmie P. Arroy	RDE		—	gn
48. ✓	Karyl A. Po-or	RDE		—	gn
49. ✓	Rexon F. Chakas	OP	—		
50. ✓	Miriam Gladys L. Lemaypat	TI-Sachet NHT		—	gn

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.

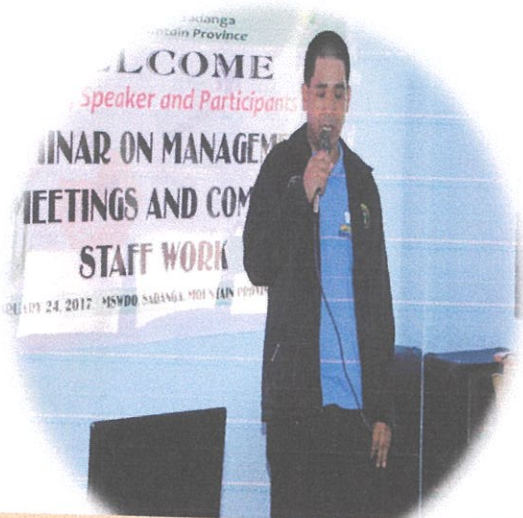
This is to certify further that the meals/snack claimed for payment by the caterer was served to the above participants.

ANNIE GRAIL F. EKID
Vice President for RDE



Photo Documentation

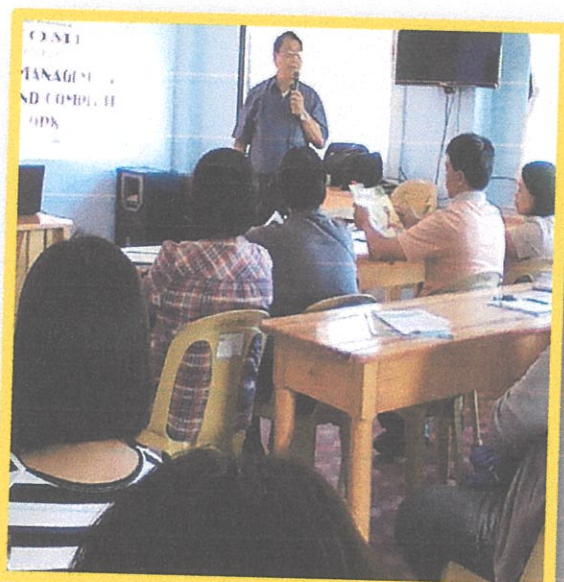
The background of the page features a collage of faint, semi-transparent images. These include a group of people, a sign that reads 'FORMED JUDGEMENT', a sign that says 'Precise MM'S', a thumbs-up icon, and a red octagonal sign that says 'SUCCESSFUL Delivery'.



Opening prayer led by Mr. Elmer Pakipac.



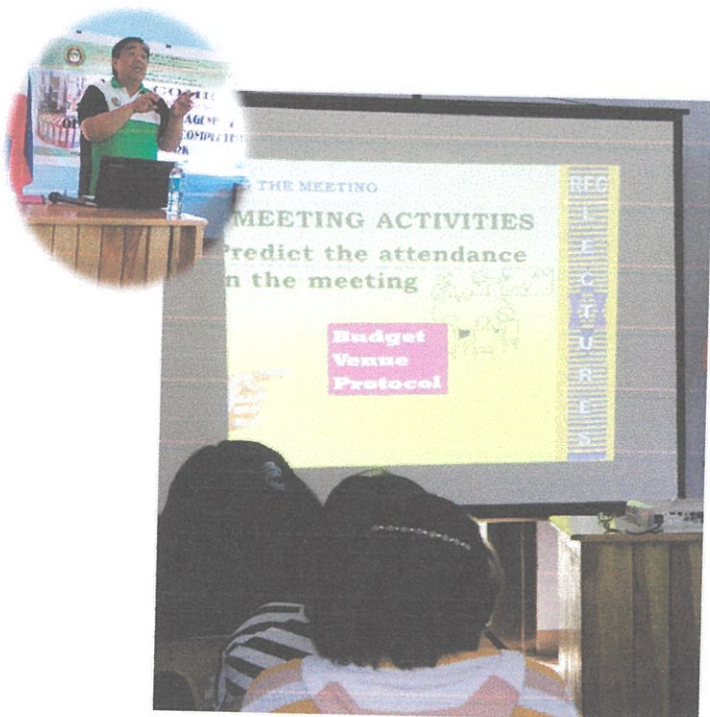
Dr. Annie Grail F. Ekid warmly welcomes the participants.



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



Ms. Beatrice Farong-ey introduces the resource speaker.



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

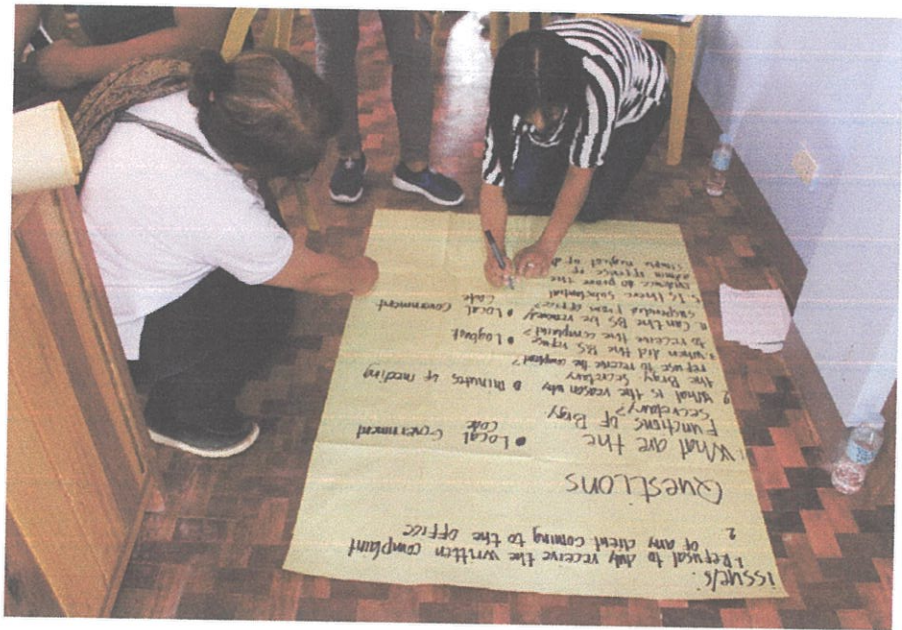


The participants

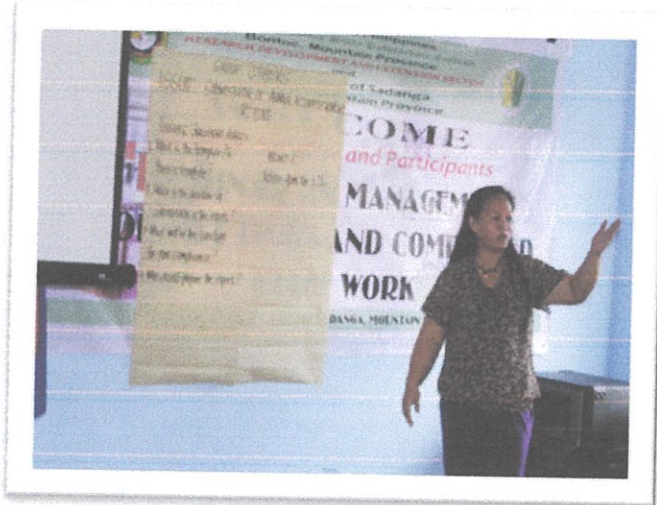
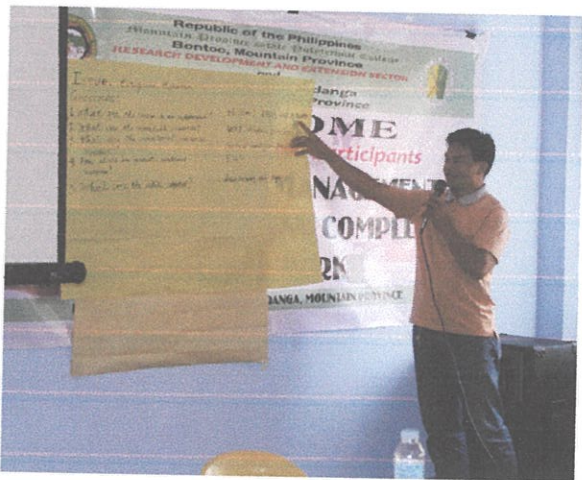
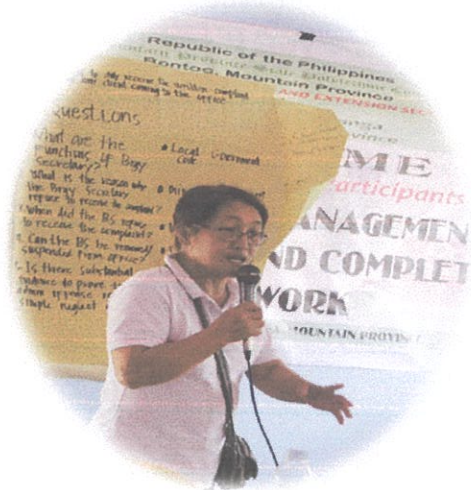
The participants join in an ice breaker.



WORKSHOP



PRESENTATION OF OUTPUTS



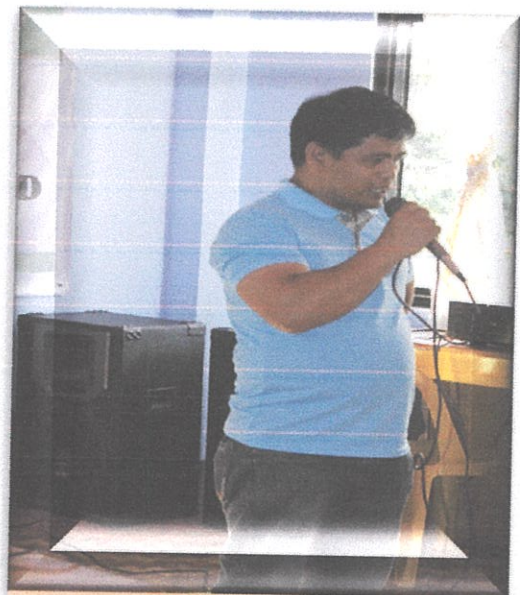
Impressions & Evaluation



Awarding of Certificate & Photo op



Mr. Elmer Pakipac closes the program.



Closing prayer led by Mr. Joel C. Faroden



Workshop



GROUP ONE	
ISSUE: REFUSAL TO DULY RECEIVE THE WRITTEN COMPLAINT OF ANY CLIENT COMING TO THE OFFICE	
QUESTIONS:	
1. What are the functions of Brgy. Secretary?	<ul style="list-style-type: none"> Local government code
2. What is the reason why the Brgy. Secretary refuse to receive the complaint?	<ul style="list-style-type: none"> Minutes of meetings
3. When did the Brgy. Secretary refuse the receive the complaint?	<ul style="list-style-type: none"> Logbook
4. Can the Brgy. Secretary be removed/ suspended from office?	<ul style="list-style-type: none"> Local government code Code of conduct
5. Is there substantial evidence to prove the admin offense of simple neglect of duty?	<ul style="list-style-type: none"> Investigations/affidavits minutes

GROUP TWO	
ISSUE: BRIGADA ESKWELA	
QUESTIONS:	
1. What are the areas to be addressed?	<ul style="list-style-type: none"> BE Form 1, EBEIS, E-SIP, NSBI
2. What are the available resources?	<ul style="list-style-type: none"> MOOE, Canteen, SEF, Inventory
3. What are the additional resources needed?	<ul style="list-style-type: none"> Resource mobilization from (BE Form 3)
4. How shall we generate additional resources?	<ul style="list-style-type: none"> RMP
5. What are the skill needed?	<ul style="list-style-type: none"> School community profile

GROUP OTHERS	
ISSUE: SUBMISSION OF ANNUAL ACCOMPLISHMENT REPORT	
POSSIBLE QUESTION ASKED:	
1. What is the template/ Is there a template?	<ul style="list-style-type: none"> Memo 1
2. When is the deadline of submission of the report?	<ul style="list-style-type: none"> Notice from the LCE
3. What will be the sanction for non-compliance?	
4. Who should prepare the report?	



Activity & Evaluation

The background features a collage of faint, semi-transparent images. At the top, there is a solid green rectangular area. Below it, a central image shows a group of people in white lab coats, with one person holding a blue sign that reads 'Informed JUDGEMENT'. To the left, a portion of an orange sign with the text 'Precise MM'S' is visible. To the right, a red octagonal sign with a white border contains the text 'SUCCESSFUL Delivery' and a small icon of a hand holding a device. The overall design is clean and professional, with a focus on healthcare or medical themes.



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	2	3	4	5					
1. Objectives and Relevance										
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		X								
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		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 assessment.	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?										
1. Masa activities we request for more seminars such as protocols										
2. more time should have been allotted for each topic.										



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ACTIVITY EVALUATION FORM

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

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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				/	
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 assessment.					
	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?					
More trainings on capability building such as Leadership training + others					



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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	2	3	4	5
1. Objectives and Relevance					
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					✓
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 assessment.	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?					



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)

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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					
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 assessment.	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?					



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Mountain Province State Polytechnic College
Bontoc, Mountain Province

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

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
a. Clarity and relevance				/	
b. Attainment of the activity objectives				/	
c. Usefulness of the activity/topics to the participants				/	
d. Timeliness and immediate applicability				/	
				8	
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				/	
				10	
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 of the activity by encircling the number that corresponds to your assessment.	1	2	3	4	5
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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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					✓
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 assessment.	1	2	3	4	5
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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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				✓	
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 assessment.	1	2	3	4	5
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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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				✓	✓
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 assessment.	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?					
- Provide detailed handouts					



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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**

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

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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					
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 assessment.	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?					



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

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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				/	
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 assessment.	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?					
Excellent! Very informative... Thank you.					



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

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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				/	
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 assessment.	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?					
The seminar on protocols please if it could be brought to us the soonest before the closing of the school year.					



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Bontoc, Mountain Province
RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

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

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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				✓	
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 assessment.	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?					



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RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

Title of Activity: *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)

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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					
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 assessment.	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?					
Very interested					



Republic of the Philippines

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

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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					✓
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 assessment.	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?

Suggest ko man ay wada follow up activities na semi-annual to monitor the application of knowledge acquired. Salamat sana agus u ay mang-extend sana serbisyo you



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

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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					/
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 assessment.	1	2	3	4	5
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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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				/	
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 assessment.	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?					
Another seminar					



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Date Conducted: **February 24, 2017** Venue: **MSWDO, Sadanga, Mountain Province**

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

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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					
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 assessment.	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?					



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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	2	3	4	5
1. Objectives and Relevance					
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					/
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 assessment.	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?					



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

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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				✓	
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 assessment.	1	2	3	4	5

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Thank you really, I learned a lot
It deserve another follow-up
training, wow!



Republic of the Philippines

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

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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				/	
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 assessment.	1	2	3	4	5
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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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					✓
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 assessment.	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?					
EXCELLENT!!! Sir, may we request a seminar of quasi-judicial functions of the SB.					



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

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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. Keeness 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 of the activity by encircling the number that corresponds to your assessment.	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?					
SIR, MAY I REQUEST A SEM. ON QUASI-JUDICIAL FUNCTIONS OF SB.					



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	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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					
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 assessment.	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?					
<p><i>Proposal making</i></p> <p>MATHEW C. FANAO</p>					



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	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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					
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 assessment.	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?	Seminar on quasi-judicial powers and functions of the SB.				



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

	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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				/	
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 assessment.	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?	Seminar on quasi-judicial power and functions of the SB..				



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	Rate									
	1	2	3	4	5					
1. Objectives and Relevance										
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										
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 assessment.	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?										
Thank you very much for enriching our knowledge on management of meeting and the DCSW for I gained much on how I will apply the skills in my school to facilitate actions and decision-making.										
God Bless MPSPC!										



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	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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				/	/
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 assessment.	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?	Excellent! - next try - (Quasi-judicial) Quasi-judicial Seminar				



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	Rate				
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1. Objectives and Relevance					
a. Clarity and relevance					/
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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					/
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C. AGCARAO - Another Seminar on
QUASI-JUDICIAL ..



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	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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					✓
6. Overall Evaluation					
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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.					



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	Rate				
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1. Objectives and Relevance					
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			/		am
b. Level of involvement of participants			/		am
5. Food				/	
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 assessment.	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? <i>Can you conduct the same seminar in our school (Baclet NHR)? Hehe. :-D</i> <i>It will be very helpful!</i>					



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	Rate				
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1. Objectives and Relevance					
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			/		
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 assessment.	1	2	3	4	5
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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	2	3	4	5
1. Objectives and Relevance					
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					
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 assessment.	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?					



Republic of the Philippines

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	Rate				
	1	2	3	4	5
1. Objectives and Relevance					✓
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					
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 assessment.	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?	Training on Counseling				



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	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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					/
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 assessment.	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?					

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

ACTIVITY EVALUATION FORM

Venue: MSWDO, Sadanga, Mountain Province

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

		Rate				
		1	2	3	4	5
1. Objectives and Relevance						
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.	Keeness 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 of the activity by encircling the number that corresponds to your assessment.		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?		Training on Public speaking				



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	Rate				
	1	2	3	4	5
1. Objectives and Relevance					
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					✓
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 assessment.	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?					
<i>Service excellently delivered! Thank you for the down to earth lecture and for your sacrifice for coming despite hectic schedule. Service indeed and inspiring leaders.</i>					



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	Rate									
	1	2	3	4	5					
1. Objectives and Relevance										
a. Clarity and relevance				✓	✓					
b. Attainment of the activity objectives					✓					
c. Usefulness of the activity/topics to the participants				✓						
d. Timeliness and immediate applicability			A	✓						
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										
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 assessment.	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?										
1. May I report on another seminar -										
2.										



Summary of Evaluation



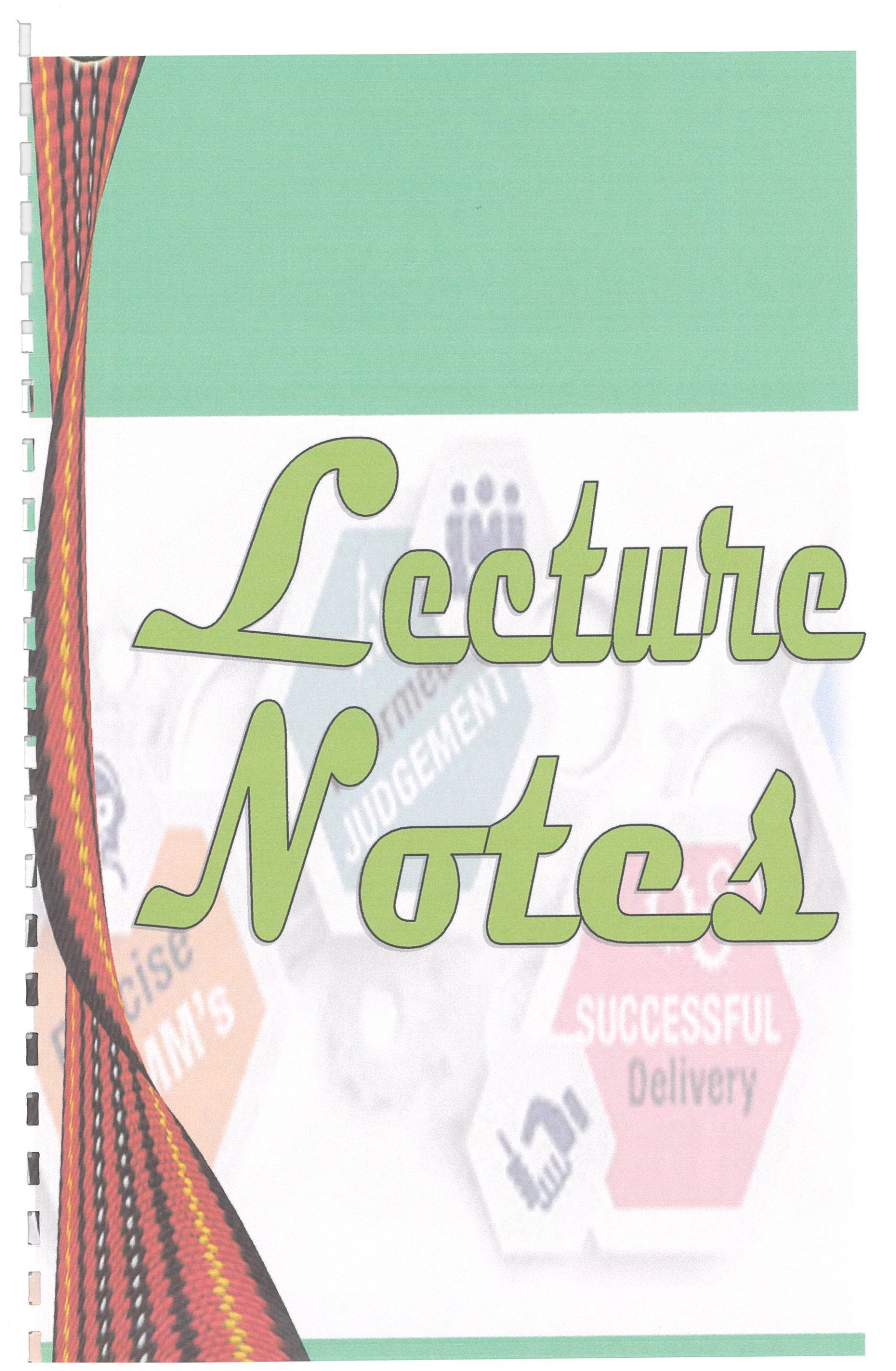
		Respondents' Rating																														TOTAL	MEAN
1. Objectives and Relevance																																	
a.	Clarity and relevance	5	4	5	5	4	5	5	5	5	4	5	5	5	5	5	5	5	5	5	5	4	5	5	4	5	4	177	4.784				
b.	Attainment of the activity objectives	5	4	5	5	4	5	5	5	5	4	5	5	5	5	5	5	5	5	5	5	4	5	5	4	5	5	5	175	4.73			
c.	Usefulness of the activity/topics to the participants	5	4	5	5	4	5	5	5	5	4	5	5	5	5	5	5	5	5	5	5	4.5	5	5	5	5	5	4	173.5	4.689			
d.	Timeliness and immediate applicability	5	4	5	5	4	5	5	5	5	4	5	5	5	5	5	5	5	5	5	5	5	4	4	5	5	5	3.5	169.5	4.581			
2. Organization and preparation; Venue																																	
a.	Planning and implementing of the activity	5	3	5	5	4	5	5	5	5	4	5	5	5	5	5	5	5	5	5	5	4	5	4	4	5	5	4	172	4.649			
b.	Preparation and organizations of the activities	5	4	5	5	4	5	4	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	177	4.784				
c.	Ventilation, lighting, equipment and facilities in the venue	5	4	5	5	4	5	5	5	5	4	5	5	5	5	5	5	5	5	5	5	5	4	5	4	5	4	169	4.568				
d.	Appropriateness of the venue of the activity	5	4	5	5	4	5	4	4	5	4	5	5	5	5	5	5	5	5	5	5	5	4	5	3	4	5	165	4.459				
e.	Time allotment per activity/topic	2	5	5	5	4	5	4	4	4	5	4	5	5	5	5	5	5	5	5	5	4	5	3	4	5	4	166	4.486				
3. Speaker/Facilitator																																	
a.	Mastery of the subject matter/content	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	183	4.946				
b.	Use of effective means of communicating ideas	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	184	4.973				
c.	Keeness and interest in the conduct of training	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	177	4.784				
d.	Stimulation of the participant's interest	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	183.5	4.959				
4. Involvement of Participants																																	
a.	Enthusiasm and interest shown	5	4	5	5	4	5	4	4	4	3	5	5	5	5	5	5	5	5	5	5	5	3	5	4	5	4	165	4.459				
b.	Level of involvement of participants	5	4	5	5	4	4	4	5	4	5	3	4	5	5	5	5	5	5	5	5	3	4	4	5	5	4	161	4.351				
5. Food		2	4	5	5	4	5	4	4		3	4	4	5	4	4	5		4		4	5	4	3		5	5	115	3.108				
6. Overall Evaluation		5	4	5	5	4	5	4	5	5	5	4	5	5	5	5	5	5	5	5	5	5	4	4	5	5	4	162	4.378				



Comments and Suggestions

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



Lecture Notes



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



Sample Certificate

SUCCESSFUL
Delivery



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province
RESEARCH DEVELOPMENT AND EXTENSION SECTOR
and
MUNICIPALITY OF SADANGA
Sadanga, Mountain Province



award this

Certificate of Participation

to

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



Republic of the Philippines
MUNICIPALITY OF SADANGA
Sadanga, Mountain Province

award this

Certificate of Recognition
to

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