TERMINAL REPORTS

Information Technology Department

2017

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

Extension Unit

CONTENTS

TERMINAL REPORT

on

TRAINING ON IMAGE EDITING: ENHANCING TEACHERS' CAPABILITY ON INSTRUCTIONAL MATERIAL DEVELOPMENT

SEPTEMBER 1-3, 21, 25, 2017

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

Extension Unit

ACTIVITY
REPORT

TERMINAL REPORT

Training/ Activity Title : Training on Image Editing: Enhancing Teachers' Capability on Instructional Material Development

Cooperating Agency : DepEd-Sadanga District

Implementing Department : IT Department

Coordinator : Derine Aguid

Trainers/ Speakers : Philip Balagtey
Christian Sumeg-ang
Gomer Hazim Pangod
Ibrahim Hanbal

Facilitators : Sheila Disierto
Susan Lopez
IT Department Officer

Actual Date of Implementation: September 1-3, 21,25,2017

Actual No. of Participants : 46

Actual Venue : Sadanga Central School
Betwagan National High School
Betwagan Elementary School

No. of Training Days : 5

Source of Fund MPSPC : Extension Unit

Executive Summary

The Information Technology Department of MPSPC is mandated to "pursue a dynamic, competent and spirited core of IT educators to brainchild the development of a unique but sensible instructional component vital to pilot the transformation of would be IT professionals that are equally competitive and innovative". Relative to this mission, the IT department undertakes programs in instruction, research and extension.

The training on Photo editing using Photoshop was conceptualized to capacitate DepEd Teachers in Sadanga District particularly in preparation of Instructional

Materials. This activity is in collaboration with the TED department who are responsible in mentoring teachers of Sadanga District on instructional material development.

The activity started with an opening program. Mr. Elmer Pakipac, the Extension Director, graced the occasion and he challenged the participants to come up with instructional materials which are enhanced with the knowledge and skills gained from the activity. The participants were also asked to rate their skills in photo editing prior to the activity. Immediately after the opening program, the participants proceeded to the computer laboratory rooms for the lectures and hands-on activities. The IT faculty members where assigned to the different rooms and discussed how to use photo shop. Some other faculty members and the IT departmental officers were on hand to assist the teachers in their activities. For those who brought their laptops with them, the Photo Shop portable edition was installed so that they can do their assignment using their own device. After two weeks, the IT faculty members went to Sadanga Central School to mentor the participants. The teachers who attended the activity had their work checked and their queries addressed. Parallel lectures and mentoring were also conducted in the upland and riverside clusters for the teachers to further enhance their mastery of the skill.

There were 46 Dep-Ed teachers who attended the three-day training, however only 20 completed the mentoring stage. Based on the pre and post evaluation it was found that, there is an increased on the level of knowledge and skills of the trainees as indicated by the grand mean of 1.26 to 2.54 respectively. The means connotes that the trainees gain knowledge in the training from their current status of limited knowledge on photo shop to have gain workable knowledge on the photo shop which they can used in there works. Moreover, the knowledge and skills were reflected on the enhanced pictures integrated in instructional materials of the trainees.

Reflections

1. IT training or workshops to be conducted should be specific on the requisite skills that the participants should possess before they can attend. This is to ensure homogenous grouping of participants. It was noticed during this activity that there were those participants who cannot relate with what is being discussed because they are not well versed with the fundamental skills of ICT.
2. For an activity which is done in several phases, it is suggested that the participants should attend the first activity to the last and not just attend whenever they like.
3. Mentoring as a strategy for extension should be strengthened. It was observed that with mentoring the participants are able to ask their mentors the things which they might not be able to ask during the workshop.

Prepared by:

PHILIP L. BALAGTEY
Extension Coordinator, IT

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

Extension Unit

PHOTO DOCUMENTATION

Photo-documentation

Extension Director Elmer Pakipac, pictured above, gives a brief message during the opening program for the Photoshop seminar at the MPSPC AVR.

Susan Lopez, one of the facilitators, is pictured above discussing the tool for skill assesment that will be admnistered before and after the training to assess the effectiveness of the training.

wo of the resource speakers, Philip Balagtey (left) and Ibrahim Hanbal (right), are shown discussing the basics of Photoshop. Philip Balagtey is discussing some of the most commonly used shortcuts in Photoshop and Ibrahim Hanbal is assisting one of the participants as they work on their given activity.

Some of the resource speakers, Ibrahim Hanbal (left) and Philip Balagtey (right), are shown handling the first mentoring for the Photoshop seminar. Ibrahim Hanbal is discussing some of the issues in photo editing to the participants and Gomer Pangod (below) is assisting one of the participants as they work on their given activity.

Ibrahim Hanbal is assisting one of the participants as she works on her given activity.

The resource speakers together with the school teachers from Sacasacan Elementary School and Demang Elementary School

ATTENDANCE SHEET

Title of the Program/ Training/Meeting: **TRAINING ON IMAGE EDITING: ENHANCING TEACHERS' CAPABILITY ON INSTRUCTIONAL MATERIALS DEVELOPMENT**		Check Specify Type			Meeting
				✓	Training
					Orientation

Date: September 2, 2017 Venue: I.T Computer Lab. Rm.309,310,311, MPSPC, Bontoc, Mountain Province

Printed Name	Designation/ Position/ Department	GENDER		Signature
		M	F	
1. MARY K. PMG-IYEN	T3		✓	
2. CLARITA T. KEYA	T2		✓	
3. LORENA C. TUBAO	T1		✓	
4. CORIA-EN, GANET G.	T3		✓	
5. JUDITH A. WADWADAN	T-1		✓	
6. GHANT T. FOTTAR	Applicant		✓	
7. SYLVIA B. DALWIT	T-1 /student		✓	
8. JUDITH F. FARONG-EY	Substitute teacher		✓	
9. GRACE A. MINGER	T-2		✓	
10. SALVADOR T. SEBIO	T-1	✓		
11. JEMO C. DULAG	T-3	✓		
12. ALVIN P. TAR-ODAN	SUB. TEACHER	✓		
13. EVELYN F. PASINO	T3		✓	
14. MARIETA T. XHONGOL	T-2		✓	
15. GLORIA ROMANA ISIDAJA	student		✓	
16. Sarah C. Pais	student		✓	
17. MIGUELA C. CHUMPING	HT-1		✓	
18. ELSIE L. GOMATAT	T-2		✓	
19. BASILIA C. ANDONG	T-1		✓	
20. MARIBEL S. CARFEO	T1		✓	
21. Emilia L. Ananay	T-3		✓	
22. ELIZA D. SARANG-EY	T-3		✓	
23. CAREN M. GALINGAN	Applicant		✓	
24. JEAN S. TAYDA	T-1		✓	
25. MOISES SARANG-EY	applicant	✓		
26. ALEX C. KINCI	T-3	✓		
27. Allen C. Fagrmod	T-2	✓		
28. Eric A. Lazaw	T-2	✓		
29. Genevieve T. Xllab	T-1		✓	
30. Helen E. Golingam	T1		✓	
31. GODELIVA L. ASPILAN	T2		✓	
32. LEA F. PANGOD	T3		✓	
33. THEODORA A. CACAREU	T-3		✓	
34. MARTINA C. PONG-ET	T-3		✓	
35. JOYLEN A. AGMEYENG	T-1		✓	
36. AGNES P. MONOTEN	T-2		✓	
37. MARILYN F. FILOGAN	T-2		✓	
38. LEOMA W. BANOSAN	T-3		✓	
39. Preliza S. Winnie	T-1		✓	
40. LILIAN F. WANAWAN	T-3		✓	
41. RUFINA L. KAYANG-O	T-2		✓	
42. EDNA A. PILEY	T-2		✓	

#	Name				Signature
43.	Elrie P. Salagma	T1		✓	
44.	Rosita P. Fao-anas	T?		—	
45.	Cecilia M. Fa-ed	T1		✓	
46.	Corazin F. Sae-sien	T-3		✓	
47.	Norma L. Ngis-eban	T-11		✓	
48.	Thelma M. Carandog	applicant		✓	
49.	R. Cayod				
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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 **TRAINING ON IMAGE EDITING: ENHANCING TEACHERS' CAPABILITY ON INSTRUCTIONAL MATERIALS DEVELOPMENT**. 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, RDE Sector

ATTENDANCE SHEET

TRAINING ON IMAGE EDITING: ENHANCING TEACHERS' CAPABILITY ON INSTRUCTIONAL MATERIAL DEVELOPMENT	Check Specify Type	Meeting
		Training
		Orientation

DATE	September 21, 2017	Venue: Sadanga, Mountain Province			

NR	NAME	DESIGNATION/ POSITION/ DEPARTMENT	Male	Female	Signature
1.	PAULA T. FALCHWEG	T-1		✓	
2.	ELIZA D. SARANG-GI	T-3		✓	
3.	MARIBEL V. CABFEO	T-1		✓	
4.	CAREN M. OLINGAN			✓	
5.	BASILIA C. ANDONG	T-1		✓	
6.	JEMO C. DULAG	T-3	✓		
7.	ALVIN P. TAB-ODAW	SUB.	✓		
8.	Helen E. Galingan	T-1		✓	
9.	Salvador T. Sebio	T-1	✓		
10.	SHANE T. PETTIR	Applicant		✓	
11.	Eric A. Lazaro	T-1	✓		
12.	CHEPEE F. DANGIWAN	T		✓	
13.	MARILYN F. FILOWAN	T		✓	
14.	Preliza S. Winnie	T-1		✓	
15.	ELSIE C. GOMAYAT	T-2		✓	
16.	CLARITA T. KEYA	T-2		✓	
17.	MIGUELA C. CHURPING	HT-1		✓	
18.	CRISELDA L. CHOROSEN	T-2		✓	
19.	MYLENE F. DULAG	T-2		✓	
20.	JANET G. CORIA-EN	T-3		✓	
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ATTENDANCE SHEET

TRAINING ON IMAGE EDITING: ENHANCING TEACHERS' CAPABILITY ON INSTRUCTIONAL MATERIAL DEVELOPMENT	Check Specify Type	Meeting
		Training
		Orientation

DATE	September 25, 2017	Venue: Betwagan National High School

NR	NAME	DESIGNATION/ POSITION/ DEPARTMENT	Male	Female	Signature
1.	AGNES P. MONOTEH	T-2		✓	Amonoteh
2.	LILIAN F. WANAWAN	T-3		✓	Wanawan
3.	ELVIE P. SALAGMA	T-1		✓	Salgma
4.	MARY K. PING-NEW	T-3		✓	
5.	Allen C. Fagrowd	T-11	✓		
6.	JEAN S. TAYAB	T-1		✓	
7.	Emilia L. Drango	T-3		✓	Drango
8.	ALEX C. KING	T-3	✓		
9.	Rufina L. Kayang-o	T-2		✓	Kayango
10.	Cecilia M. Fa-ed	T-1		✓	Fapel
11.	EDNA A. PIL-EY	T-2		✓	Eppil-ey
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ACTIVITY EVALUATION

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

ACTIVITY EVALUATION FORM

Title of Activity: **Training on Image Editing: Enhancing Teachers' Capability on Instructional Material Development**

Date Conducted: **September 1-3, 21, 25, 2017** Venue: **MPSPC, Sadanga Central School, Betwagan National High School and Sacasacan Elementary School**

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	
	Mean	**DE**
1. Objectives and Relevance		
a. Clarity and relevance	4.16	VS
b. Attainment of the activity objectives	4.20	VS
c. Usefulness of the activity/topics to the participants	4.54	E
d. Timeliness and immediate applicability	4.24	VS
2. Organizational and preparation		
a. Planning and implementing activity	4.27	VS
b. Preparation and organizations of the activities	4.24	VS
c. Ventilation, lightning, equipment and facilities in the venue.	4.29	VS
d. Appropriateness of the venue of the activity	4.28	VS
e. Time allotment per activity/topic	4.16	VS
3. Speakers/Facilitators		
a. Mastery of the subject matter/content	4.44	VS
b. Use of effective means of communicating ideas	4.68	E
c. Keenness and interest in the conduct of training	4.62	E
d. Stimulation of the participant's interest	4.60	E
4. Involvement of Participants		
a. Enthusiasm and interest shown	4.48	VS
b. Level of involvement of participants	4.48	VS
5. Overall Evaluation		
On a scale of 1 (lowest) to 5 highest, please indicate you're overall rating of the seminar by encircling the number that corresponds to your assessment.	4.45	VS
Qualitative Assessment		
6. Please write your valuable comments/suggestion for the improvement of the succeeding activity/seminar/program.		
a. Updated and timely training for teaching and learning process.		
b. The seminar/activities are very much relevant to our teaching job.		
c. Thumbs up! More ICT programs to be extended to our district.		
d. Longer days.		
e. I suggest that there should be one on one assistance to those participants who are slow in catching up with the hands on activities.		
f. Very good services. Carry on.		
7.What trainings would you suggest for future activities?		
a. I would like to suggest that you conduct seminar on animating and inserting sounds and videos on powerpoint slides;		
b. Use of publisher, movie-making; and		
c. How to make a business plan.		

Result of the Pre-test/Post-test administered

	Pre-test Mean	Post-test Mean
Working extensively with the Healing Brush, Spot Healing Brush and Patch Tools	1.08	2.79
Using the CS5 Clone Source panel to rotate, align, and create up to 5 Clone sources	1.12	2.70
Eliminating red eye in a photograph with the Red Eye Tool	1.10	3.04
Cropping and Transformations	1.46	3.04
Straightening a crooked image using the Ruler Tool	1.25	2.30
Correcting the tonal range of a too dark/light image using the dodge/burn tool	1.13	2.29
A look at the different selection tools	1.33	2.92
Scanning	1.56	2.55
Choosing the resolution you need	1.24	2.54
Resize vs. Resample	1.18	2.86
Saving	2.44	3.30
Introduction to Layers and the Adjustment Panel	1.23	2.71
Apply the Target Adjustment tool to visually manage color adjustments	1.30	2.46
Vibrance vs. Saturation	1.13	2.17
Image Correction with Curves & how they differ from Levels	1.11	2.26
Methods of Color Correcting	1.18	2.46
Selections in depth	1.08	2.20
Saving/loading selections	1.63	2.87
Combining selections, converting selections into a layer mask	1.18	2.63
Introduction to basic Layer Masks	1.13	2.67
Using an Adjustment Layer to effect only a portion of the image with a Layer Mask	1.13	2.46
Creating Textures with Blending Modes	1.05	2.43
Editing Text with Blending Modes	1.05	2.70
PSD's Vector paths	1.05	2.26
Making text in PSD	1.13	2.57
Creating and editing a text layer	1.51	2.43
Font style, size, and color	2.05	2.88
Combining layer effects and type	1.36	2.43
Drawing a custom shape layer	1.21	2.25
Selecting and formatting a paragraph	1.22	2.33
Creating text along a path	1.27	2.50

Drawing with shape outlines	1.39	2.16
Combining vector-based shapes	1.16	2.08
Preparing text for commercial output	1.14	2.26
Combining Multiple Images	1.21	2.58
Making a Realistic Composition	1.11	2.44
Compositing a Person into a new environment	1.10	2.57
Creative Layer Composite	1.08	2.33
Grand Mean	**1.26**	**2.54**

4 - 3.26 - 4.00 - I am confident to use this and able to teach others

3 - 2.51 - 3.25 - I have workable knowledge which can be used in my work

2 - 1.76 - 2.50 - I know a little about this but not confident to use it

1 - 1.00 - 1.75 - I don't know about this

Comparison of the pre- and post-test on the different topics of photo editing shows a slight improvement in the perceptions of the teachers about their knowledge. Prior to the training, the teachers say they don't know about the photo editing skills enumerated except for saving and font styles, size and color. These two skills were rated as 2 which is described as "I know a little about this but not confident to use it". This is because the two skills enumerated are actually skills which are common to productivity software. They are using these already in word processing, presentation software as well as electronic spreadsheet. After the training and mentoring workshop, the teachers said they can at least use the skills they gained in their work. This was manifested by some of the outputs that they were able to produce such as posters and instructional materials.

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

Extension Unit

APPROVED

ACTIVITY

DESIGN

ACTIVITY DESIGN

I. ACTIVITY IDENTIFICATION

Activity Title: **Training on Image Editing: Enhancing Teachers' Capability on Instructional Materials Development**

Implementing Dept./Unit: Bachelor of Science in information Technology Department

Resource Persons : Ibrahim Hanbal
Philip Balagtey
Gomer Pangod
Susan Lopez
Christian Sumeg-ang
Sheila Desierto
Derine Aguid

Participants : School Teachers of Sadanga
(estimate – 60 participants)

Venue : MPSPC Laboratory Room 311, 310, 309

Date : August 26-28, 2017

Budget Requirement : **Php 27,320 (MPSPC Counterpart)**
Php 54,960 (Participants' Counterpart)

Source of Fund : Extension Fund and Participants

II. RATIONALE:

Part of the responsibilities of a teacher is to ensure the delivery of quality instruction to their students. One way of doing this is to prepare instructional materials to augment the meager instructional materials provided by the Department of Education.

In the training needs analysis of the teachers in Sadanga District being partner schools, one of the identified needs of teachers is on image editing for enhancement the quality of their SIM. With the collaborative effort of the institution to consolidate its pool of expert in addressing the needs of its partners through its extension services, the IT Department was tapped in this endeavor.

Thus, the IT department prepared this activity design in response to the needs of clients for skill enhancement through their extension services. Moreover, this activity is an integral part the mandate of the Department in helping the College attain its VMGO and the HERITAGE thrust of the current administration.

Henceforth, the conceptualization of this training on image editing is to address the needs of the teachers in Sadanga district as well as an avenue for the extension of the expertise of the IT department.

III. OBJECTIVES:
At the end of this 6-day session, the participants should be able to:
1. Utilize the toolbars of the application software in image correction
2. Apply techniques for image correction
3. Manipulate images, text and shapes
4. Prepare a user friendly instructional materials using the techniques learned in image editing
5. Poster gender sensitivity among participants

IV. Methodology
The training activity will be output oriented in nature wherein participants are obliged to produce output at the end of the training per session. The venue for the training proper will be conducted at the MPSPC Bontoc Campus because of the completeness of facilities for the training. Coaching will follow at the respective campuses. Moreover gender sensitivity will be integrated/ observed during the entire duration of the activity.

IV. EXPECTED OUTPUT:

1. Edited Pictures which can be used in their SIM of participants
2. User friendly instructional material for image editing
3. Enhance knowledge of participants on gender issues

V. Budgetary Requirement

Particulars	MPSPC Counterpart	Participants Counterpart	Total
Training Proper (2 days)			
Meals and Snacks 68 pax 2 meals for 2 days@ PhP 120 6 snacks for 6 days At Php 60	16,320 8,160		16,320 8,160
Transportation @ 100 back & forth		6,000	6,000
Office Supplies			
Certificates @ 100/rim Bond paper (A4)2 @ 300/rims Board marker (1 box)@ 300/box	100 600 300		1,000
Coaching (4 Days)			
68 pax Meals Snack Gas & Oil	2,100	32,640 16,320	32,640 16,320 2,100
Sub-Total	**Php 27,320**	**Php 54,960**	
Grand Total	**Php 82,280**		

Equipment Needed:
LCD Projector
Laptop

SAMPLE OUTPUTS

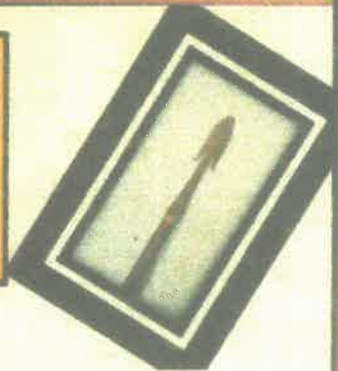# Science 6

Intervention ON The Circulatory System

Prepared & Submitted by:

Alvin P. Tar-odan
Belwang Elementary School

Math 6

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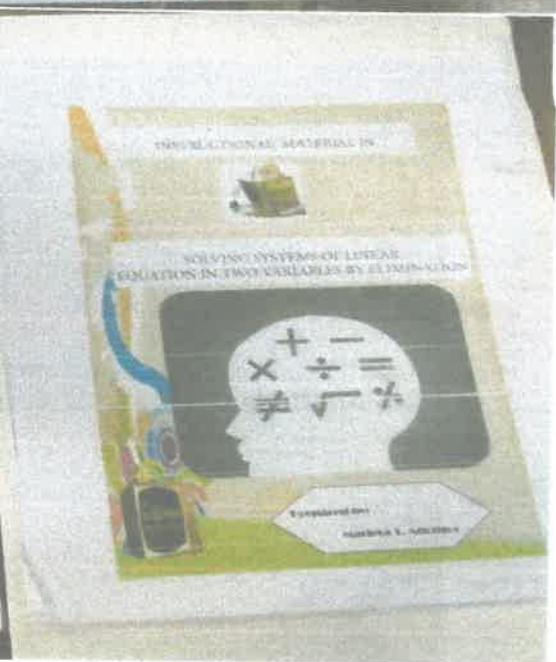
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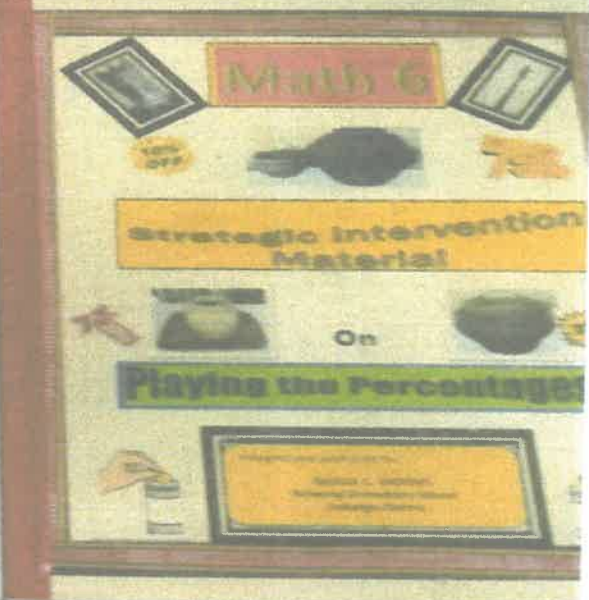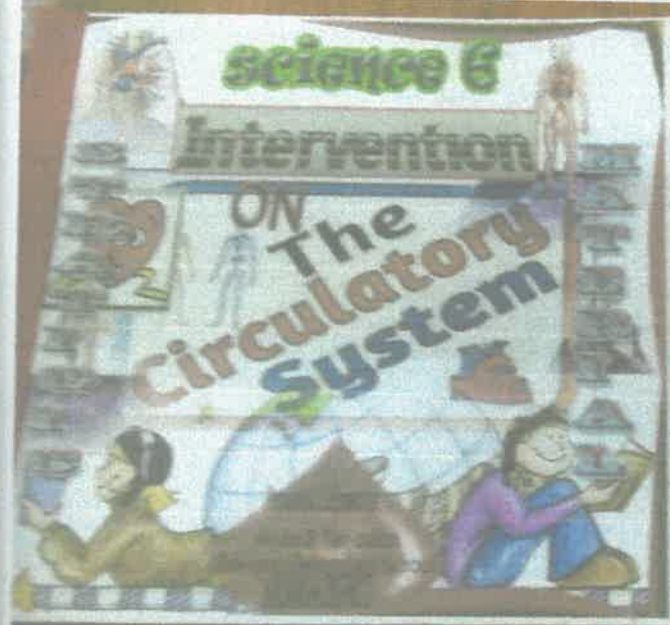
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Playing the Percentages

Prepared and submitted by:

BASILIA C. ANDONG
Belwang Elementary School
Sadanga District

Teacher: Mr. Salvador T. Sebio, MSt/JSC

Senate of the Philippines

PERFORMING MEASURATION AND CALCULATION

BY JEMO C. DULAG

Subject and Verb Do They Agree?

INSTRUCTIONAL MATERIAL IN

SOLVING SYSTEMS OF LINEAR EQUATION IN TWO VARIABLES BY ELIMINATION

MISSION

The Information Technology program shall pursue a dynamic, competent and spirited core of IT educators to brainchild the development of a unique but sensible instructional competent vital to pilot the transformation of would-be IT professionals that are equally competent and innovative.

GENERAL OBJECTIVE OF THE DEPARTMENT

The Bachelor of Information Technology endeavors to be the center of development for IT in the province equipped with a well-rounded faculty, state of the art laboratories and other related facilities.

MPSPC HYMN

Mountain Province State Polytechnic College ,
Noble seat of wisdom and knowledge;
Blessed gift from God's gracious hand,
To our dear and blest Igorot homeland.

Refrain : Hail to thee, MPSPC,
We all love thee, we honor thee;
And thy quest for truth will always be
For God and all humanity.

Oh, hail! Our dear Alma Mater,
All our minds, hearts and hands we offer;
We will always rally round thee,
May the good Lord ever bless thee.

Training on Digital Design and Photo Editing

Date: September 1-2, 8:00 AM to 5:00 PM
Venue: Room 309, 310 & 311 MPSPC, Academic Building

This serves as invitation

Registration	7:30 - 8:30

Opening Program	8:30 - 9:30

- **Opening Prayer** — Sir. Gomer Pangod
  IT Faculty

- **Pambansang Awit** — Ms. Kris Quinagoran
  IT Student

- **Opening Remarks** — Mr. Elmer Pakipac
  Director, Extension

- **Message** — Dr. Rexton F. Chakas
  President

- **Facilitating of Pre-test** — Dr. Susan A. Lopez

Training Proper

Session 1

Software Installation — Resource Speakers

Introduction to PSD Workspaces

Keyboard Shortcuts

Image Correction and Using the Toolbar

Session 2

Digital Imaging — Resource Speakers

Image Correction

Session 3

Masking — Resource Speakers

Blending Modes

Session 4

Text and Shape layers — Resource Speakers

Closing Program

Impressions — Selected Participants

Closing Remarks — Mr. Christian Sumeg-ang

Closing Prayer — IT Faculty

VI. RECOMMENDATION AND APPROVAL

Prepared by:

PHILIP L. BALAGTEY
Faculty, I.T Department

Noted:

DERINE D. AGUID
Chair, I.T Department

Funds Available:

IMELDA D. GUIDANGEN
Accountant III

Recommending Approval:

CHRISTIE LYNNE C. CODOD
Executive Dean-Bontoc Campus

GERALDINE L. MADJACO
VP for Academic Affairs

ELMER D. PAKIPAC
Extension Director

ANNIE GRAIL F. EKID
VPRDE

Approved:

REXTON F. CHAKAS
College President