

# 2019 TERMINAL REPORT

## FINANCIAL LITERACY FOR SME'S

M P S P C  
**RECEIVED**  
DATE: JUL 17, 2019  
BY: EMMIE - PDE

April 11







Republic of the Philippines

**Mountain Province State Polytechnic College**

Tadian, Mountain Province

## **TEACHER EDUCATION DEPARTMENT**

### **TERMINAL REPORT**

#### **I. GENERAL INFORMATION**

Activity:	<b>Financial Literacy for SMEs</b>
Date & Time of Activity:	April 11, 2019
Venue of Activity:	Dacudac, Tadian, Mountain Province
Proponents:	Zaida B. Balcita Joyce D. Cuyangoan
Facilitators:	Zaida B. Balcita Joyce D. Cuyangoan Claire Camtugan Daisy Nabus (DSWD Staff)
Participants:	Business Owners, SLP Beneficiaries and 4Ps
Budget:	MPSPC – Php 2, 750.00 DSWD – Php 7, 200.00
Source of Fund:	MPSPC and DSWD

#### **II. NARRATIVE REPORT**

To help the associations organized under the Sustainable Livelihood Program (SLP) of DSWD and beneficiaries of 4Ps in Dacudac, Tadian, Mountain Province, Seminar on Financial Literacy was conducted on April 11, 2019. The team was composed of Zaida B. Balcita, Joyce D. Cuyangoan, Claire Camtugan, Daisy Nabus and Noel De Los Santos, the Campus Extension Coordinator. It was attended by 64 participants (see attached attendance sheet).

The activity was started by a prayer led by Rose Soliman, a beneficiary of 4Ps. Hon. Escobar Bilayan, the Barangay Captain opened the activity by highlighting the purpose of the activity. The group was then introduced to the participants and Joyce D. Cuyangoan gave a brief overview of the activity.

Joyce Cuyangoan discussed briefly SWOT analysis by defining and identifying its advantages. After such, the participants were grouped according to their businesses or organization. They were instructed to make a SWOT analysis of their organization which will be later be presented. The group without business or organization were asked to have a SWOT analysis on a personal level. After the activity, each group shared their SWOT Analysis. After the presentation, the activity was processed and identify possible remedies for the weaknesses, opportunities which can be taken advantage and threats which can be avoided. This activity was to guide the members evaluate their own organization on particular aspects and recommend solutions to identified issues and concerns.

To help the association in the financial aspect of their business, simple bookkeeping was discussed by Zaida B. Balcita. She emphasized on the importance and tips in managing the finances of the organization as well as personal finances. Journalizing was the main focus of the discussion. Journals for recording their business transactions were further distributed to the organizations. These journals will be later on collected and checked in the next visit in preparation for the preparation of financial statements particularly income statement.

After the queries were answered, announcements were given by the barangay secretary, some community members and reminders by Daisy Nabus. The activity was ended by a closing prayer.

The activity in afternoon to be conducted in Lenga, Tadian, Mountain Province was postponed as informed by Daisy Nabus.





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### III. PHOTO DOCUMENTATION







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#### **IV. RECOMMENDATIONS**

Since the activity conducted was the first phase in helping the organizations in fixing their books, it is recommended that the activity will have a follow up to monitor the performance of the group since the seminar requires series of activity. With this, the activity can have an impact to the community.

#### **V. ATTACHMENTS**

(Approved activity design, attendance sheet, sample certificate/ photocopy of certificate, summary of evaluation, lecture presentation)

Prepared by:

*for* *July 7/9/19*  
**ZAIDA B. BALCITA**  
*Extension Worker*

*[Signature]*  
**JOYCE D. CUYANGOAN**  
*Extension Worker*

Noted:

*[Signature]*  
**ELMER D. PAKIPAC**  
*Director, Extension*





## RESEARCH DEVELOPMENT AND EXTENSION SERVICES

### ATTENDANCE SHEET

Title of Activity: Financial Literacy for SMEs

Date & Time: April 11, 2019

Venue: Dacudac, Tadian, Mountain Province

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	Aurora Kaulid	/				Kaulid
2.	Yolanda Tegmuy	/				yogmuy
3.	Teresita Canzon	/				TC
4.	Carmina Obeduena	/				CO
5.	Florida Layong	/				FL
6.	Elizabeth Cuyanga-on	/				tayangan
7.	Jina Bentadon	/				Bentadon
8.	Celfina Asawa	/				A Asawa
9.	Felicitas Laguitan	/				F Laguitan
10.	Julie Libed	/				J. Libed
11.	Julia Garcia	/				JGarcia
12.	Jocelyn Sabado	/				jsabado
13.	Joan Labutan	/				J Labutan
14.	Rose Soliman	/				R Soliman
15.	Hany Hernandez	/				Hany Hernandez
16.	Maia			/		Maia
17.	Caridad Cawilli	/		H		Cawilli
18.	CHRISTOPHER DELIGAS			/		cdeligas
19.	Gina Patricia	/				Gp
20.	Mendel Damian			/		M. Damian
21.	Isabel Pe	/		/		IP
22.	Fernando Batucan			/		FB
23.	Roberto Soloman					Roberto Soloman
24.	Cynthia Moch	/				Cmoch
25.	Jathelyn Bag-isa	/				JBag-isa
26.	Marcela Deligas	/				MDeligas
27.	Adeliada Kikiyong	/				AKikiyong
28.	Maria Galeks	/				MGaleks
29.	Francisca Langoyan					FLangoyan
30.	Lolita Ngilin					L. ngilin
31.	Magdalena Alcaay	/		X		MAlcaay

### 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 that the meals/snacks claimed for payment by the caterer was served to the above participants.

  
**ZAIDA B. BALCITA**  
 Extension Worker





RESEARCH DEVELOPMENT AND EXTENSION SERVICES

ATTENDANCE SHEET

Title of Activity: Financial Literacy for SMEs

Date & Time: April 11, 2019

Venue: Dacudac, Tadian, Mountain Province

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
32.	Virginia L. Pe	/				<i>[Signature]</i>
33.	NORMA B. LANGATON	/				<i>[Signature]</i>
34.	Michael Gayaso			/		Michael Gayaso
35.	Angela Langat					Angela Langat
36.	Angela Langat	/				Angela Langat
37.	Sholis B. Doligas	/				S. Doligas
38.	Juda Pe	/				<i>[Signature]</i>
39.	Olivia Ayayac	/				<i>[Signature]</i>
40.	CUXANGAN Mildred	/				<i>[Signature]</i>
41.	Banaren, Armo Mz	/				Banaren
42.	Remedios Pias	/				<i>[Signature]</i>
43.	Corazon B. Langat	/				<i>[Signature]</i>
44.	BITAYAN, JANE	/				Jane Bitayan
45.	JOKA MADAGSEN	/				Jomobagsen
46.	Henn Langbayan	/				Langbayan
47.	Julia C. Tabutan	/				Tabutan
48.	Marilyn Batubato	/				MB
49.	Salita Dangpagan	/				Dangpagan
50.	Andrea Bartolo	/				A. Bartolo
51.	Nora Cambato	/				N. Cambato
52.	Mantra Pascha	/				<i>[Signature]</i>
53.	Nenita Bartolo	/				Bartolo
54.	Estrella Agsawal	/				Eagsawal
55.	Agusta Lingad	/				Alingad
56.	Solita Payagan	/				Solita
57.	M. Kiningan	/				M. Kiningan
58.	Mojo Cagay	/				<i>[Signature]</i>
59.	Janet Camilo	/				Camilo
60.	Maximo Abayan			/		Abayan
61.	Mario Bartolo					<i>[Signature]</i>
62.	Patricia Alboe	/				<i>[Signature]</i>
63.	Suzuminda Batagan	/				Batagan

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*[Signature]*  
**ZAIDA B. BALCITA**  
Extension Worker





RESEARCH DEVELOPMENT AND EXTENSION SERVICES

ATTENDANCE SHEET						
Title of Activity: Financial Literacy for SMEs						
Date & Time: April 11, 2019						
Venue: Dacudac, Tadian, Mountain Province						
No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
64.	Patricia Brado	/				P Brado
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ZAIDA B. BALCITA  
Extension Worker



**TEACHER EDUCATION DEPARTMENT****ACTIVITY DESIGN****(FACULTY)****I. GENERAL INFORMATION**

Activity: Financial Literacy for SMEs  
Date & Time of Activity: March 7, 2019  
Venue of Activity: Dacudac, Tadian, Mountain Province  
Lenga, Tadian, Mountain Province  
Proponents: Zaida B. Balcita  
Joyce D. Cuyangoan  
Facilitators: Claire Camtugan  
Participants: Business Owners and SLP Beneficiaries  
Budget: Php9,950.00  
Source of Fund: MPSPC (Php 2,750.00); DSWD (Php 7,200.00)

**II. RATIONALE**

Financial literacy is an important element in establishing and managing a business. Many government programs aim to empower members of the community to be self-reliant thru financial assistance in establishing their own businesses to improve their source of income. However, in most cases the start-up capital given to beneficiaries in starting their own businesses ceases to serve its purposes. Many SMEs in the locality was not able to sustain its operation because of lack of financial literacy.

Lenga and Dadudac are some of the beneficiaries of financial support from the government. From the evaluation and monitoring conducted to some SMEs it was find out that they lack literacy on how to manage the financial aspect of the business. They don't practice simple bookkeeping which gives them a hard time to analyze the performance of the business. With the extension program of Teacher Education Department on financial literacy for SMEs under the microenterprise program, it will equip SMEs in handling the financial aspect of the operation of the business.

This activity is a continuation of the extension activity on Microenterprise.

**III. OBJECTIVES**

The activity aims to:

- help the SMEs owners identify financial issues in the operation of their business and come up with solution on handling such matter;
- evaluate and monitor the financial condition of SMEs; and
- equipped participants in simple bookkeeping.

**IV. EXPECTED OUTPUT**

At the end of the activity:

- The participants must have been able to identify the business financial issues and possible solutions to resolve it; and
- The participants must have been able to prepare simple books for their business.

**V. RESOURCE REQUIREMENTS:****A. Budgetary Requirements:**

Item	Description	Quantity	Unit Cost	Total Cost
Transportation School Vehicle	To ferry speaker from Tadian to Dacudac and Lenga	1 day	Php 2,500.00	<b>Php 2,500.00</b>
Bond paper	Long	1 ream	Php250.00	<b>Php 250.00</b>





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		Dacudac and Lenga		
Bond paper	Long	1 ream	Php250.00	Php 250.00
Meals	Snacks and Lunch	40 pax	Php 180/pax	Php 7,200
			<b>Total:</b>	<b>Php 9,950</b>

B. Human Resources

(Indicate committee members, coordinators, ushers/ usherettes, marshals, etc)

Committee/ Task	Number of Persons required	People Responsible/ Members
Speaker and Coordinators	2	Zaida B. Balcita Joyce D. Cuyangoan
Facilitator, Documentor, assist during presentation	1	Claire Camtugan

C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
Projector	March 7, 2019

VI. PROGRAM:

Opening Prayer  
Opening Remarks  
Overview of the Activity  
Evaluation of Operation  
Simple Bookkeeping  
Workshop  
Critiquing of outputs  
Closing Prayer

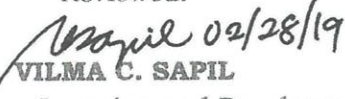
Facilitator  
Barangay Representative  
Facilitator  
Speaker  
Speaker  
  
Speakers  
Barangay Representative

Prepared by:   
**ZAIDA B. BALCITA**

Noted:

  
**ELMER PAKIPAC**  
Director, Extension

Reviewed:

  
**VILMA C. SAPIL**  
Coordinator, Learning and Development

Funds Available:

  
**REXTON T. DAMAYAN**  
Accountant III

Approved:

  
**REXTON F. CHAKAS**  
College President





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

### Summary of the Activity Evaluation

Title of the Activity: **Financial Literacy for SMEs**

Date Conducted: **April 11, 2019** Venue: **Dacudac, Tadian, Mt. Province**

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

1-Poor (1.00-1.50)

2-Fair (1.51-2.50)

3-Satisfactory (2.51-3.50)

4 – Very Satisfactory (3.51-4.50)

5-Excellent (4.51-5.00)

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# FINANCIAL LITERACY FOR SMES

DACUDAC, TADIAN MOUNTAIN PROVINCE

APRIL 11, 2019



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STRENGTH



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OPPORTUNITY



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WEAKNESSES



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THREAT

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OUR STRENGTHS	
Aspects	Strengths
Management	
Leadership	
Members	
Product	
Promotion	
Distribution/ Marketing	
Resources (Input products)	
Others:	

OUR WEAKNESSES	
Aspects	Strengths
Management	
Leadership	
Members	
Product	
Promotion	
Distribution/ Marketing	
Resources (Input products)	
Others:	

## OPPORTUNITIES AND THREATS

Opportunities

Threats

## PRESENTATION OF OUTPUTS



## **ROLE PLAYING**

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THINGS TO REMEMBER IN  
MANAGING THE FINANCES  
OF YOUR BUSINESS...

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### **1. Business as a separate entity**

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...keep your personal finances separately...

### **2. Cash not profit is king**

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### **3. Keep your record organized...**

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## 5. Keep track of your financial data on a monthly basis

- to keep records of **income** (money coming in) and **expenditure** (money spent) so that the profit or loss during a period of time can be easily worked out
- to keep records of **assets** (property and stock owned) and **liabilities** (bills or money still owing to others) so that the financial situation of the project or business can be worked out at any time.

Sheet No. \_\_\_\_\_ Account No: \_\_\_\_\_

TERM: \_\_\_\_\_ Name: \_\_\_\_\_

RATING: \_\_\_\_\_ Address: \_\_\_\_\_

CREDIT LIMIT: \_\_\_\_\_ Business: \_\_\_\_\_

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Sheet No. 001 Account No. \_\_\_\_\_

**PURCHASE / EXPENSE BOOK**

TERM: \_\_\_\_\_ Name: \_\_\_\_\_

RATING: \_\_\_\_\_ Address: \_\_\_\_\_

CREDIT LIMIT: \_\_\_\_\_ Business: \_\_\_\_\_

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Sheet No. 001 Account No: \_\_\_\_\_

**SALES BOOK**

TERM: \_\_\_\_\_ Name: \_\_\_\_\_

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CREDIT LIMIT: \_\_\_\_\_ Business: \_\_\_\_\_

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