



RESEARCH DEVELOPMENT AND EXTENSION SERVICES

TERMINAL REPORT

I. GENERAL INFORMATION

| | |
|--------------------------|---|
| Activity: | Capability Building of Barangay Officials and Organizations on Leadership, Completed Staff Works, Management of Meeting and Records Management |
| Date & Time of Activity: | December 21-23 and 28, 2020 |
| Venue of Activity: | ALBAGO |
| Proponents: | BSOA, GS-MPA |
| Facilitators: | Extension Unit |
| Participants: | Barangay and Community Organizations Officials |
| Budget: | Php 179, 329.50 |
| Source of Fund: | Extension Fund |

II. NARRATIVE REPORT

Extension is the one of the mandates of Mountain Province State Polytechnic College as a State College. As the extension and community arm of the College, the Extension Unit guides and assists departments in the conceptualization and conduct of their extension services. The Bachelor of Science in Office Administration (BSOA) and Graduate School in its program Master in Public Administration (MPA) as accredited programs in the College recognizes such mandates, thus, regularly conducts extension and community services.

With the BSOA Extension Program, Key Skills on Office Management and the Graduate School Extension Programs, Enriching Leadership, Administrative and Managerial Proficiency for Rural Development (E-LAMP 4RD), the two departments came together to conduct a capability building for Barangay Officials and Organizations on Leadership, Completed Staff Work, Management of Meetings and Records Management. The activity was originally scheduled to be conducted on December 21-23, 2020 but since some of the MOA Signatories were not available on the said dates, the signing of MOA was moved on December 28, 2020.

On the first day, the opening programs was held with the singing of the Lupang Hinirang, then Prayer and opening remarks given by the School Principal of ALBAGO National High School. It was followed by the overview of the activities and introduction of resource persons. After which, the training proper started with a pre-test administered by the facilitators. Then the first topic was delivered by MPA faculty member, Dr. William Aspilan for the morning session. In the Afternoon, the topic on Completed Staff Work was delivered by the College President and MPA Faculty Member, Dr. Rexton F. Chakas. After the two topics, the activity was wrapped up with reminders for the topics for the next day.

On the second day, the continuation of the activity was started with and invocation and a review of the previous topics where the participants were asked what they learned the previous day. The morning session was composed of the topics Management of Meetings and Records Management delivered by Ms. Liberty A. Tudlong and Ms. Trinidad G. Pasong, both faculty members of BSOA. For the afternoon session, Filing System and Indexing Rules were discussed by Dr. Vilma Sapol and Febie Liza Lengwa from the BSOA department while the topic on Social Graces and protocols was discussed by Ms. Genevieve Sagandoy, MPA Faculty.

On the third day, workshop activities were conducted. This was followed by a post-test and evaluation of the activity. Finally, the closing program was conducted and the ways forward will be the conduct of other trainings identified by the participants.

III. PHOTO DOCUMENTATION



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

Pictorials from the three-day training.



IV. RECOMMENDATIONS

V. ATTACHMENTS

(attendance sheet, approved activity design)

Prepared by:

Noted:

MAY CRISTINE V. GUMIHID
Community Affairs Officer, Extension Unit

ELMER D. PAKIPAC
Director, Extension Unit

**RESEARCH DEVELOPMENT AND EXTENSION SERVICES**

Confirmation of attendance

Title of Activity: **Capability Building of Barangay Officials and Organizations on Leadership, Completed Staff Works, Management of Meeting and Records Management Day 1**

Date & Time: December 23, 2020/ 8:30AM-5:00PM

Venue: Alab Proper, Alab Oriente, Balili, and Gonogon, Bontoc, Mountain Province

| No. | NAME | GENDER | | | UNIT/OFFICE/ DEPARTMENT | SIGNATURE |
|-----|--------------------------|--------|-------|---|----------------------------|-----------|
| | | F | LGBTQ | M | | |
| 1. | Jeanilyn I. Langpawen | ✓ | | | Brgy. Gonogon | |
| 2. | Prestine fac b. Gawayan | ✓ | | | Brgy. Gonogon | |
| 3. | Jean Mae A. Gawayan | ✓ | | | Brgy. Gonogon | |
| 4. | Elena B. Elwas | ✓ | | | Brgy. Gonogon | |
| 5. | EUGENIA B. DODAY | ✓ | | | Brgy. Gonogon | |
| 6. | CHARLYNE D. MALECDAN | ✓ | | | Brgy. ALAP | |
| 7. | JULIA CAROLINE M. BAGAWI | | ✓ | | ALAB ORIENTE | |
| 8. | Julcane Palcyan | ✓ | | | Alab Oriente | |
| 9. | Mathias Kingawan | | | | ALBAGO NHS | |
| 10. | Allan P. L. Bannami | | | | Gonogon | |
| 11. | ANASTACIO BASIMTAO | | | | GONOGON | |
| 12. | TERESITO M. Gawayan | | | | GONOGON | |
| 13. | REXTON P. CHARRAS | | | | MPSPC | |
| 14. | Elmer Palcyan | | | | MPSPC | |
| 15. | William A. Aspran | | | | MPSPC | |
| 16. | Ceraldine L. Magaña | ✓ | | | MPSPC | |
| 17. | Annie G. G. G. G. | ✓ | | | MPSPC | |
| 18. | GERALDINE L. SKANON | ✓ | | | MPSPC | |
| 19. | JOHN M. M. M. | ✓ | | | MPSPC | |
| 20. | DALIS DEMFLOYD L. | | | | Brgy Gonogon | |
| 21. | IGNACIO PELLA | | | | ALBAGO | |
| 22. | Dilan D. Calabias | F | | | Balili | |
| 23. | Eloa C. Hill | ✓ | | | Alab | |
| 24. | Annie Lauri M. Padilan | ✓ | | | Balili | |
| 25. | Enrollin P. Awingan | ✓ | | | Balili | |
| 26. | VERNICE AWING | ✓ | | | Balili | |
| 27. | Felix Langcas | | | | Balili | |
| 28. | MAY CRISLINE V. GUMTAP | ✓ | | | MPSPC | |
| 29. | Trinidad Pasong | ✓ | | | MPSPC | |
| 30. | JAMES WOREZ | | | | MPSPC | |

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.

ELMER D. PAKIPAC
Extension Director



RESEARCH DEVELOPMENT AND EXTENSION SERVICES

| Confirmation of attendance | | | | | | |
|--|----------------------|--------|-------|---|------------------------|-----------|
| Title of Activity: Capability Building of Barangay Officials and Organizations on Leadership, Completed Staff Works, Management of Meeting and Records Management Day 1 | | | | | | |
| Date & Time: December 21 st , 2020/ 8:30AM-5:00PM | | | | | | |
| Venue: Alab Proper, Alab Oriente, Balili, and Gonogon, Bontoc, Mountain Province | | | | | | |
| No. | NAME | GENDER | | | UNIT/OFFICE/DEPARTMENT | SIGNATURE |
| | | F | LGBTQ | M | | |
| 31. | ULYSIS LANGRAN | | | / | OP | |
| 32. | JUSTINE COMAFAT | | | / | GSO | |
| 33. | Gordon A. Bagri Jr. | | | / | GSO | |
| 34. | MALESIQ G. PASOXIG | | | / | GSO | |
| 35. | Ed. Aguilera | | | / | GSO | |
| 36. | Vilma C Sapil | | | / | BSOA | |
| 37. | Daisy B. Pang-etan | / | | | Balili org. | |
| 38. | Gloria C Dolacbol | / | | | Alab Proper KALAPI | |
| 39. | Shoungy G. Buasen | / | | | Balili Youth | |
| 40. | VICTORIA JOY PEREZ | / | | | ALAB PROPER KALAPI | |
| 41. | AIRALYNE D. MALECDAN | / | | | ALAB PROPER | |
| 42. | Vilma P. Bonbon | / | | | Balili | |
| 43. | JOAN S. BONBON | / | | | Balili Youth | |
| 44. | Nerrig Atame | / | | | Balili Kalipi | |
| 45. | KHALLA LANGCABO | / | | | Balili Youth | |
| 46. | Alex Beclangon | / | | | Alab Proper KALAPI | |
| 47. | Lilia Bagangan | / | | / | Balili | |
| 48. | Rita Daligis | / | | | Balili | |
| 49. | Hagala Paki | / | | | Balili Women's Org. | |
| 50. | Betsy Ann T. Paulz | / | | | Balili ECW | |
| 51. | Lorely G. Buswila | / | | | Balili | |
| 52. | JOLIE ANN A. DEXISAO | / | | | BALILI | |
| 53. | Estefania Bugagao | / | | | Balili | |
| 54. | Alma Cayadi | / | | | Balili | |
| 55. | Dominga Calabias | / | | | Balili | |
| 56. | AYAB, JUDYLIN | / | | | Nagwab, Balili | |
| 57. | Buswila Claudine | / | | | Natungdo Balili | |
| 58. | Errollin Awingan | / | | | Nagwab Balili | |
| 59. | P. Salesan | / | | | " " | |
| 60. | Mercas wasawar | / | | | Natungdo, " | |

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ELMER D. PAKIPAC
Extension Director

**RESEARCH DEVELOPMENT AND EXTENSION SERVICES**

Confirmation of attendance

Title of Activity: **Capability Building of Barangay Officials and Organizations on Leadership, Completed Staff Works, Management of Meeting and Records Management Day 1**

Date & Time: December 21-23, 2020/ 8:30AM-5:00PM

Venue: Alab Proper, Alab Oriente, Balili, and Gonogon, Bontoc, Mountain Province

| No. | NAME | GENDER | | | UNIT/OFFICE/ DEPARTMENT | SIGNATURE |
|-----|---------------------|--------|-------|---|----------------------------|-----------|
| | | F | LGBTQ | M | | |
| 59. | Rowena F. Boyagao | - | | | Balili, KALAPI | |
| 60. | HARLEY BANNAWI | | | | ALAB ORIENTE SK | |
| 61. | Perez, Andrea S. | - | | | Balili | |
| 62. | WANAWAN, MYFANUT M. | - | | | BALILI / SK | |
| 63. | WANAWAN, JHONA M. | ✓ | | | BALILI / SK | |
| 64. | VERNICE AWING | - | | | Balili, Kalipi | |
| 65. | JAMEC LOPEZ | | | ✓ | MPSPC | |
| 66. | HYE. BELLANG | | | | ALAB PROPER | |
| 67. | KIS-ING, MARLON | | | | ALAB ORIENTE | |
| 68. | Terjasta Indongson | - | | | Proper Alab | |
| 69. | Angelita Todyg | | | | Alab proper | |
| 70. | VERLON XWANGSON | - | | | Alab proper | |
| 71. | Bon Papiy | | | | ALAB ORIENTE | |
| 72. | pandita kibongson | - | | | Alab, proper | |
| 73. | Harley Bannawi | X | | | alab proper | |
| 74. | ALAB PROPER | | | | ALAB PROPER | |
| 75. | Palmer Grace | | | | ALAB PROPER | |
| 76. | Richard Ayongson | | | | KAB PRO | |
| 77. | Berlyn Dawl | - | | | Alab Proper | |
| 78. | Quiso Tao-ay | | | | Alab proper | |
| 79. | Erinda Quabis | | | | " " " | |
| 80. | Pilar D. Calabias | | | | Balil - | |
| 81. | Acida W. Boyagao | - | | | Balili | |
| 82. | Melody Awing | - | | | Balili | |
| 83. | Freddie Awing | | | | Balili | |
| 84. | Mammy C. Awing | - | | | Balili | |
| 85. | Emelda Bulalit | - | | | Balili | |
| 86. | Elpidio Baldo | | | | GONOGON | |
| 87. | RICARDO CABAY | | | ✓ | Gonogon | |
| 88. | OSCAR DAO-AGA | | | ✓ | Gonogon | |

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ELMER D. PAKIPAC
Extension Director



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SERVICES

December 14, 2020

RECEIVED

MPSPC-RECORDS OFFICE

BY: _____

DATE: 18 DEC 2020

DR. REXTON F. CHAKAS

College President

Mountain Province State Polytechnic College

Bontoc, Mountain Province

Sir:

The Bachelor of Science in Office Administration and Master in Political Science faculty will be conducting a collaborative extension activity, *"Capability Building of Barangay Officials and Community Organizations on Leadership and Records Management and other related topics* at ALBAGO National High School, Ballili, Bontoc, Mountain Province on December 21 – 23, 2020. In this regard, may we request for your approval to the said activity.

Thank you very much and we look forward for your favorable action.

Respectfully yours,


TRINIDAD G. PASONG
BSOA Department Chair


GERALDINE L. MADJACO
Dean, Graduate School

cc: VPAA (faculty and student activity design)
VPAD (staff)
VPRDE (for RDE activities)
VPRGL (for RGL activities)
GAD (for GAD appropriated activities)
SSDO (for student activities)
Record's Office (file)



RESEARCH DEVELOPMENT AND EXTENSION SERVICES

ACTIVITY DESIGN

I. GENERAL INFORMATION

Activity: "Capability Building of Barangay Officials and Organizations on Leadership, Completed Staff Works, Management of Meeting and Records Management."

Collaborating Department: LEAD under the E-LAMP-4D of the graduate school

Date & Time of Activity: December 21, 22 & 23, 2020

Venue of Activity: Barangay Alab – Alab, Bontoc, Mountain Province

Proponent: BSOA Faculty and MPA Faculty

Facilitators: BSOA Faculty Members, MPA Faculty & Extension Staff

Participants: Barangay officials of Gonogon, Balili and Alab

Budget: ₱ 179, 329.50

Source of Fund: Extension Fund

II. RATIONALE

Barangay is the basic unit of government, it served as training ground of future leaders and should be the foundation of community development. One of the common problems in the barangay is leadership and completed staff works, skill on management of meeting and Efficient record management. These three areas are very crucial in managing barangay affairs which lead to community development.

The Municipality of Bontoc consist of 16 barangays including ALBAGO, a clustered barangays located at the southern part of the municipality. Barangay officials are replaced every three years through election thus, new leaders need trainings to enhancing their skills. Though DILG conducted meetings as preparatory for new leaders, management of meeting is one of the issues forwarded by barangay officials and other organizations within the community. Moreover, the community people always encountered problems of retrieval of documents in the barangays. These issues and problems greatly affects leaderships which affects community development.

Effective leadership is one of the qualities of barangay officials and organizations to advance development in their communities. As they always good leaders are innate qualities but effectiveness is honed through education and experiences. Capacity building contribute immensely in the development of good leaders. This is one of the function of the academe like MPSPC to share its expertise in developing good leaders in the community. The department of Bachelor of Science in Office Administration and Graduate school are among the academic programs that have this expertise and willing to share to community leaders via their Key Skills for Office Management (KSOM) and E-LAMP-4D extension programs of the Graduate School particularly the Master's in Public Administration (MPA).

This training is designed to provide learning opportunities about leadership, management of meetings and office management that is crucial in managing the barangay or organizations.

**III. OBJECTIVES**

1. To capacitate barangay officials and leaders' various organizations in barangays Alab, Balili and Gonogon (ALBAGO) on:
 - a. Leadership & Completed Staff Work;
 - b. Management of meeting; and
 - c. Record management.

IV. EXPECTED OUTPUT

1. Enhanced knowledge of participants on Leadership and CSW, Management of Meetings and Records Management.
2. Signed at least four Memorandum of Agreement (MOA)

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

| Item | Description | Quantity | Unit Cost | Total Cost |
|---------------------------------|---|-----------------------|-----------|--------------------|
| A.SUPPLIES AND MATERIALS | | | | |
| 1 | Bond paper long | 3 reams | 350/ream | 1,050.00 |
| 2 | Manila Paper | 30 roll | 15/roll | 450.00 |
| 3 | Marker Permanent preferably black | 30pcs | 45/pc | 1,350.00 |
| 4 | Scotch tape 1 inch | 3 roll | 80/roll | 240.00 |
| 5 | Training kit 1 set (CSW and Management of Meeting) | 150 pcs | 500/set | 75,000.00 |
| | | Sub-total | | 78,090.00 |
| B.FOOD | | | | |
| Brgy. Alab | AM/PM Snacks | 90 pax | 80.00 | 14,400.00 |
| | Lunch | 90 pax | 150.00 | 13,500.00 |
| Brgy. Gonogon | AM/PM Snacks | 90 pax | 80.00 | 14,400.00 |
| | Lunch | 90 pax | 150.00 | 13,500.00 |
| Bry. Balili | AM/PM Snacks | 90 pax | 80.00 | 14,400.00 |
| | Lunch | 90 pax | 150.00 | 13,500.00 |
| | | Sub-total | | 83,700.00 |
| C. GASOLINE AND OIL | | | | 3,000.00 |
| D. COUNTERPARTS | | | | |
| | Utilities/hire of venue | | 500/day | 6,000.00 |
| | | Contingency Fund (5%) | | 16,909.5 |
| | | TOTAL: | | 179, 329.50 |

B. Human Resources

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

| Committee/ Task | Number of Persons required | People Responsible/ Members |
|-----------------|-------------------------------|---|
| Coordinator | 1 | Extension Unit/BSOA Faculty Members/MPA Faculty Members |
| Documenters | 2 | Extension Unit/Facilitators |
| Resource Person | 7 | Graduate School Faculty members specifically MPA program together with BSOA Faculty Members |
| Facilitators | 5 | Extension Unit/Facilitators |

C. Supplies, Property and Equipment Requirements



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc

| Property/ Venue/ Equipment | Date to be used |
|----------------------------|-----------------|
| Projector | 1 |
| Laptop | 2 |
| Microphone | 2 |
| Camera | 1 |
| College Vehicle | 1 |

VI. PROGRAM:

| A. Leadership and Completed Staff Work (Day 1) | | |
|---|--|-----------------------------------|
| TIME | ACTIVITY | RESOURCE PERSON |
| 8:00 – 8:30 am | Registration of Participants | Facilitators |
| 8:30 – 9:00 am | Preliminaries/Opening Program <ul style="list-style-type: none"> • Invocation • Acknowledgement of Participants • Overview of the Activity • Opening Remarks • Signing of Memorandum of Agreement | Facilitators / Graduate School |
| 9:00 – 9:30 am | Surfacing of Expectation Pre-test Evaluation | Facilitators |
| 9:30 – 12:00 am | Session 1: <ul style="list-style-type: none"> a. Overview on what is Leadership b. Workshop on Leadership c. Presentation of Outputs | Dr. William Aspilan MPA |
| 12:00 – 1:30 pm | Lunch Break | |
| 1:30 – 4:00 pm | Session 2: <ul style="list-style-type: none"> a. Overview on what is Completed Staff Work b. Workshop on Completed Staff Work c. Presentation of Outputs | Dr. Rexton F. Chakas MPA/BSOA |
| B. Management of Meetings (Day 2) | | |
| 8:00 – 8:30 am | Registration of Participants | Facilitators / BSOA |
| 8:30 – 9:00 am | Preliminary/Opening Program <ul style="list-style-type: none"> • Invocation • Acknowledgment of Participants • Overview of the Activity • Opening Remarks | Facilitators/Graduate School/BSOA |
| 9:00 – 9:30 am | Surfacing of Expectation | |
| 9:30 – 12:00 Noon | Session 1: Overview on what is Management of Meetings | Ms. Liberty A. Tudlong BSOA |
| 12:00 – 1:30 am | Lunch Break | |
| 1:30 – 4:00 pm | Session 2: Workshop on Management of Meetings Session 3: Presentation of Output | Facilitators/BSOA |
| C. Records Management (Day 3) | | |
| 8:00 – 8:30 am | Registration of Participants | Facilitators/Graduate School/BSOA |
| 8:30 – 9:00 am | Preliminaries/ Opening Programs <ul style="list-style-type: none"> • Invocation • Acknowledgment of Participants • Overview of the Activity • Opening Remarks | Facilitators/Graduate School/BSOA |
| 9:00 – 9:30 am | Surfacing of Expectation | |
| 9:30 – 10:30 noon | Session 1: <ul style="list-style-type: none"> a. Overview of what is Records Management b. Classification of Records c. Records Life Cycle | Ms. Trinidad G. Pasong BSOA |



Republic of the Philippines

Mountain Province State Polytechnic College


Bontoc

| | | |
|----------------|--|---------------------------|
| 1:30 – 3:00 PM | Session 3: Indexing Rules | Ms. Febie Liza L. Lengwa |
| 3:00 – 4:45 PM | Session 4: Social Graces and Protocols | Ms. Genevieve L. Sagandoy |
| 4:45 – 5:00 PM | Post test evaluation | Facilitators |
| | Closing | Participants |

Prepared by:


FEBIE LIZA L. LENGWA

Noted:


TRINIDAD G. PASONG
Chairperson, BSOA


GERALDINE L. MADJACO
Dean, Graduate School


ELMER D. PAKIPAC
Extension Director

Reviewed:


VILMA C. SAPIL
Coordinator, Learning and Development

Funds Available:


REXON T. DAMAYAN
Accountant III

Recommending Approval:


ANNIE GRAIL F. EKID
Vice-President for Research Development and Extension

Approved:


REXTON F. CHAKAS
College President