



BUSINESS ADMINISTRATION DEPARTMENT

TERMINAL REPORT



I. GENERAL INFORMATION

Activity: Activity: Capability Building for Entrepreneurial Livelihood of Underprivileged in Mountain Province cum Marketing Promotion of the BSBA Program

Date & Time of Activity: June 14-17, 2021 (8:00am-5:00pm)

Venue of Activity: Mabato, Bacarri Paracelis, Mountain Province

Proponents: Business Administration Department
Graduate School
MPSPC Extension Unit
Department of Labor and Employment, MPFO

Facilitators: Dr. Darwin Philip C. Alera
Mr. Marshall N. Pachingel

Participants: BOD, Officers and Members of the Mabato Farmers' Agricultural Cooperative

Budget: P 33,900.000

Source of Fund: DOLE Project Fund (P 390,000.00)
LGU-Paracelis Fund P 25,700.00
MPSPC Extension Fund P 8,200.00

II. NARRATIVE REPORT

On June 14, 2021, the Business Administration, Graduate School and DOLE extension workers, comprised of Mr. Vadim Viktor C. Ananayo, Dr. Genevieve L. Sagandoy, Mr. Marshall N. Pachingel and Dr. Darwin Philip C. Alera travelled to Paracelis, Mountain Province to conduct seminar workshop with the Mabato Farmers' Agricultural Cooperative in barangay Mabato, Bacarri, Paracelis. The extension activity was in-lined with extension project on the Capability Building on Entrepreneurial Livelihood Management in Mountain Province.

To improve or sustain the livelihood projects, the Department of Labor and Employment in partnership with the Mountain Province State Polytechnic College particularly the Business Administration Department and the Graduate School adopted and implemented training programs for the entrepreneurial livelihood projects in order to improve the entrepreneurial management practices and together minimize or eliminate the problems being encountered by the beneficiaries. Through the Memorandum of Agreement between MPSPC and DOLE-CAR, collaborative capability building activities for the entrepreneurial livelihood projects are undertaken. Training needs assessments are also conducted to further understand the needs of these livelihood enterprises, thus continuing capability will be undertaken in the future.

The team arrived in Poblacion, Paracelis and immediately visited the Office of the Municipal Mayor for a courtesy call. The team was assisted by Mr. Arnold Ayao-oa, the PESO Officer of Paracelis.

On June 15, 2021, the team travelled to Mabato, Bacarri, Paracelis where the seminar was held instead at MPSPC Bacarri due to the distance the participants would travel.

The seminar started at 9:00 am., Mr. Ernesto Gunday, a member of the board, of the Mabato Farmers' Agricultural Cooperative welcomed the participants. Mr. Arnold Ayao-ao, PESO Paracelis delivered a message in behalf of the mayor. Dr. Darwin Philip C. Alera, started the seminar with the presentation of an overview of the Capability Building on Entrepreneurial Livelihood Management in Mountain Province, which is being implemented to beneficiaries of livelihood projects to address failure of many of the livelihood projects, due to poor organizational management, lack of knowledge on financial and marketing management of the livelihood enterprises are some of the problems encountered that have affected the implementation and sustainability of the livelihood projects. He proceeded to discussed on the objectives of the seminar.



Further, Dr. Alera discussed Topic 1- Goal Setting and Basics of Entrepreneurial Management. Question and answer activity were employed to encourage participants on how to set goals attuned to their vision and mission. Basic management was also discussed to improve their management skills because of the participants were members of the board and officers of the cooperative. The Mabato Farmers' Agricultural Cooperative was first formed as an association in 2010 and in 2017 the association decided to transform and registered as a cooperative in the Cooperative Development Authority.

In the afternoon, Topic 2-on Basic Marketing for Micro and Small Enterprises was discussed by Mr. Vadim Viktor Scott C. Ananayo. He dealt on the principles of marketing. Mr. Ananayo presented various documentary videos of successful agricultural associations transformed into cooperatives on how they applied the principles of marketing in their enterprises. Question and answer followed.

On June 16, 2021, Dr. Genevieve L. Sagandoy discussed on Topic 3-Basic Bookkeeping and Financial Management. She emphasized the need for proper records of finances in all types of business activity. Dr. Sagandoy presented step-by-step on how to record basic financial activities of the livelihood enterprise. She gave a brief workshop for the participants.

In the afternoon, Mr. Marshall Pachingel discussed Topic 4-Occupational Health and Safety in the Workplace. He emphasized that due to poverty farmers are one of the most affected sectors when it comes to occupational health and safety due to the use of insecticides. He discussed ways how the farmers can be protected from the adversities in framing with the use of insecticides. After Topic 4, Dr. Alera made a short marketing promotion of the BSBA program. This was followed by an open forum, conduct of the TNA and evaluation of the seminar conducted.

III. PHOTO DOCUMENTATION



The team visited the office of Mayor Marcos Ayangwa for courtesy call. They were assisted by Mr. Arnold Ayao-ao, PESO Paracelis.



(L-R) Mr. Ernesto Gunday, BOD-MFAC, gave his welcome remarks; and Mr. Arnold Ayao-ao, PESO Paracelis delivered the message of the municipal mayor.



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



Dr. Alera presented an overview of the Capability Building for Entrepreneurial Livelihood Management in Mountain Province and further discussed Topic 1- Goal Setting and Basics of Entrepreneurial Management.



Mr. Ananayo discussed Topic 2- Basic Marketing for Micro and Small Enterprises.



Dr. Genevieve L. Sagandoy discussed on Topic 3-Basic Bookkeeping and Financial Management.



Mr. Marshall Pachingel Topic 4-On Occupational Health and Safety in the Workplace.



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province



The participants from the Mabato Farmers Agricultural Cooperative

IV. RECOMMENDATIONS

The Mabato Farmers Cooperative must be revisited after a year of implementation of the livelihood project provided by DOLE and conduct further trainings based on the Training Needs Assessment.

V. ATTACHMENTS

See approved activity design

Prepared by:


DARWIN PHILIP C. ALERA

Noted:


CHRISTIE LYNNE C. CODOD
Executive Dean



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

ATTENDANCE SHEET

Title of Activity: *Capability Building for Entrepreneurial Livelihood Management in Mountain Province*

Date & Time: *June 15, 2021*

Venue: *Mabato Farmers Agricultural Cooperation*

No.	NAME	GENDER			UNIT/OFFICE/DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	Villia N. Camangay	✓				<i>Camangay</i>
2.	Josic B. Lang-ayan	✓				<i>Lang-ayan</i>
3.	Elizabeth N. Bacud	✓				<i>Bacud</i>
4.	Leonora N. Corpuz	✓				<i>Corpuz</i>
5.	Abelina B. Naraq	✓		✓		<i>Abelina</i>
6.	Jaine M. Naraq			✓		<i>Jaine</i>
7.	Evangelyn A. Lang-ayan	✓				<i>E. A. Lang-ayan</i>
8.	Lapaz G. Lang-ayan	✓				<i>Lapaz G. Lang-ayan</i>
9.	Cornelio B. (Gunday) Lang-ayan			✓		<i>Gunday</i>
10.	Elena C. Gunday	✓				<i>Gunday</i>
11.	Ernesto B. Gunday			✓		<i>Ernesto</i>
12.	Ewake Gunday			✓		<i>Ewake</i>
13.	Junior G. Lang-ayan			✓		
14.	Lucia Baawa	✓				<i>L. C.</i>
15.	Mindoro Baawa			✓		<i>M. B.</i>
16.	Maricel A. Guliquy	✓				<i>Maricel Guliquy</i>
17.	Rogelio B. Guliquy			✓		<i>Rogelio</i>
18.	Daisy L. Gunday	✓				
19.	Grace Chungawen					
20.	(Ch) Cromwell G. Lang-ayan			✓		
21.	Sany B. Medina			✓		<i>Sanny Medina</i>
22.	(Joylee) Palangdao, Norlee Joy	✓				
23.	Silverio Simangon			✓		<i>Simangon</i>
24.	Honesto G. Naraq	✓		✓		<i>Honesto</i>
25.	Christopher B. Bulaay			✓		
26.	Abigail A. Gusimat	✓				<i>Abigail A. Gusimat</i>

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.

[Signature]
End-User



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

ATTENDANCE SHEET						
Title of Activity: <i>Capability Building for Entrepreneurial Livelihood Management in Mountain Province</i>						
Date & Time:						
Venue:						
No.	NAME	GENDER			UNIT/OFFICE/DEPARTMENT	SIGNATURE
		F	LGBTQ	M		

27.	<i>Benigno B. Gusimat</i>			<i>/</i>		<i>Duy</i>
28.						
29.						
30.						
31.						
32.						
33.						
34.						
35.	<i>11.</i>					
36.						
37.						
38.						
39.						
40.						
41.						
42.						
43.						
44.						
45.						
46.						
47.						
48.						
49.						
50.						
51.						
52.						

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



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

ATTENDANCE SHEET

Title of Activity: Capability Building for Entrepreneurial livelihood
Management in Mountain Province.Date & Time: June 16, 2021

Venue:

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	Villia H. Canangay	✓				Canangay
2.	Josie B. lang-ayan	✓				lang-ayan
3.	Elizabeth H. Bacud	✓				Bacud
4.	Leonora H. Corpuz	✓				Corpuz
5.	Abelina G. Narag	✓				Narag
6.	Jaime M. Narag			✓		Narag
7.	Evangelyn A. lang-ayan	✓				lang-ayan
8.	Lapaz G. lang-ayan	✓				Lapaz G. lang-ayan
9.	Cornelio L. lang-ayan			✓		lang-ayan
10.	Elena C. Gunday	✓				Gunday
11.	Ernesto B. Gunday			✓		Gunday
12.	Ewake Guringad - (Fresh) double			✓		Guringad
13.	Junior G. lang-ayan			✓		lang-ayan
14.	Lucia Baawa	✓				Baawa
15.	Mindoro Baawa			✓		Baawa
16.	Maricel A. Guligney	✓				Guligney
17.	Regelio B. Guligney			✓		Guligney
18.	Daisy L. Gunday	✓				Gunday
19.	Grace Changawen	✓				Changawen
20.	Cromwell G. lang-ayan			✓		lang-ayan
21.	Sany B. Medina			✓		Medina
22.	(Joy/ce) Palangdao, Norlee Joy	✓				Palangdao
23.	Silverio Simangon			✓		Simangon
24.	Honesto G. Narag			✓		Narag
25.	Edoardo B. Guringad					Guringad
26.	Christopher D. Bulaag			✓		Bulaag

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



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

ATTENDANCE SHEET						
Title of Activity:						
Date & Time:						
Venue:						
No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		

27.	Abigail A. Gusinat	✓				Abigail A. Gusinat
28.	Benigno B. Gusinat			✓		Benigno B. Gusinat
29.						
30.						
31.						
32.						
33.						
34.						
35.						
36.						
37.						
38.						
39.						
40.						
41.						
42.						
43.						
44.						
45.						
46.						
47.						
48.						
49.						
50.						
51.						
52.						

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.



End - User