

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

EVENTS MANAGEMENT OFFICE

May 03, 2021

DR. REXTON F. CHAKAS
College President
Mountain Province State Polytechnic College

RECEIVED

MPSPC-RECORDS OFFICE
BY: _____
DATE: 10 MAY 2021


SIR:

GREETINGS OF PEACE!

We are respectfully transmitting to your office this activity design entitled, **"INFOGRAPHIC SEMINAR FOR PNP-MOUNTAIN PROVINCE"** to be conducted on June 14-18, 2021 at the MPSPC Administration Conference Hall, Bontoc, Mountain Province.

Thank you very much.

Respectfully yours,


CAROLYN DALE CASTAÑEDA-IGUID
Events Management Coordinator

cc: VPAA (faculty and student activity design)
Executive Dean (faculty and student activity design)
VPAD (staff)
VPRDE (for RDE activities)
VPRGL (for RGL activities)
GAD (for GAD appropriated activities)
SSDO (for student activities)
Events Management Office



EVENTS MANAGEMENT OFFICE

ACTIVITY DESIGN

I. GENERAL INFORMATION

Activity: INFOGRAPHIC SEMINAR FOR PNP-MOUNTAIN PROVINCE
Date & Time of Activity: JUNE 14-18, 2021
Venue of Activity: MPSPC Admin. Conference Hall, Bontoc
Proponents: MPSPC-Criminology Department, MPPPO-PAC,
Facilitators: MPSPC MIS Unit, EMO and Information Technology Department, MPPPO-PAC
Participants: PNP-Mountain Province
Budget: P98, 800.00
Source of Fund: 52,800.00- Extension Fund
P46,000.00-PNP Counterpart

II. RATIONALE

Information graphics (Infographics) are traditionally viewed as visual elements such as charts, maps, or diagrams that aid comprehension of a given text-based content. It reveals the hidden, explain the complex and illuminate the obscure. Constructing visual representation of information is not merely translation of what can be read to what can be seen. It entails filtering the information, establishing relationships, discerning patterns and representing them in a manner that enables a consumer of that information construct meaningful knowledge.

During the conduct of the monthly Operation's Review of the Mountain Province Police Provincial Office (MPPPO), it was identified that distributed IEC materials are copied from other provinces and their target participants are having a hard time understanding these materials, members of the MPPPO-PAC then suggested for the designing of localized IEC materials using the mother tongue languages of the specific municipality.

The PNP and HEIs play a crucial role in moving constructive public safety efforts forward. The seminar of infographics for the PNP provides a tangible strategy to support them in their efforts to engage in productive dialogue, form strong partnerships, and provide meaningful solutions.

III. OBJECTIVES

- The main objectives of the activity is to:
 - A. produce and provide 10,000 localized IEC materials on terrorism and drug abuse and
 - B. train 50 police officers in designing IEC materials.

IV. EXPECTED OUTPUT

- Produced 10,000 localized IEC on terrorism and drug abuse (1000 IEC materials per municipalities of Mountain Province) and
- Trained 50 police officers stationed in Mountain Province in designing IEC materials.

V. RESOURCE REQUIREMENTS:

A. Budgetary Requirements:

Item	Description	Quantity	Unit Cost	Total Cost	Source of Fund
Meals and Snacks	June 14 Pm Snacks (Burger, Yoghurt Bottled Water)	60	80	4,800.00	Extension Fund
	June 15 Am Snacks (Coffee, Cake, Bottled Water)	35	80	2,800.00	Extension Fund
	Lunch (Rice, Chicken Fillet, Fruits, Vegetables, Soup, Water)	35	150	5,250.00	

Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

	PM Snacks (Coffee, Bread, Bottled Water)	35	80	2,800.00	
	June 16 Am Snacks (Coffee, Cake, Bottled Water)	35	80	2,800.00	Extension Fund
	Lunch (Rice, Fish Fillet, Fruits, Vegetables, Soup, Water)	35	150	5,250.00	
	PM Snacks (Coffee, Bread, Bottled Water)	35	80	2,800.00	
	June 17 Am Snacks (Coffee, Cake, Bottled Water)	35	80	2,800.00	Extension Fund
	Lunch (Rice, Buttered Chicken, Fruits, Vegetables, Soup, Water)	35	150	5,250.00	
	PM Snacks (Coffee, Bread, Bottled Water)	35	80	2,800.00	
	June 18 Am Snacks (Coffee, Cake, Bottled Water)	35	80	2,800.00	Extension Fund
	Lunch (Rice, Beef Steak, Fruits, Vegetables, Soup, Water)	35	150	5,250.00	
	PM Snacks (Coffee, Bread, Bottled Water)	35	80	2,800.00	
Supplies	Special Paper A4, cream/ pack, 120 gsm	6 packs	100	600.00	Extension Fund
	Bond Paper, Long	2 reams	500	1000.00	Extension Fund
	Certificate Holder	2	50	100.00	Extension Fund
	Tarpaulin	1 4x6ft	900	900.00	Extension Fund
Tokens to Speakers	Frosted Mugs And Inabel Product Bags With Gift bag (M)	2	1000	2,000.00	Extension Fund
Transportation	Fuel	10 mobile	1000	10,000.00	PNP Counterpart
Production of IEC	Bond Papers	20 reams	300	6,000.00	PNP Counterpart
	Ink	20 sets	1500	30,000.00	PNP Counterpart
			Grand Total	P98,800	
				52,800.00	Extension
				46,000.00	PNP

B. Human Resources

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

Committee/ Task	Number of Persons required	People Responsible/ Members
Program Facilitator	1	EMO
Program Coordinator	1	Carolyn Dale C. Iguid
Venue Preparation and Decoration	4	Events Management Office
Documetation	4	MPPPO, MIS

C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
MPSPC Admin. Conference Hall	June 14-18, 2021

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

Podium, Sound System, Tables, Chairs

VI. PROGRAM:

Day 1: Monday

1:30pm Registration
 2:00 pm Preliminaries
 National Anthem
 Opening Prayer
 Welcome Remarks

 Message

 Message

 Message

 Overview of the Activity

 Commitment from COPs
 Closing Remarks

Dr. Annie Grail F. Ekid
 MPSPC-VPRDE
 Dr. Rexton F. Chakas
 SUC President III
 PCOL Ruben B. Andiso
 MPPPO Acting Provincial Director
 Atty. Agosto C. Libang
 MPPPO-PAC Chairperson
 Carolyne Dale Castañeda-Iguid
 MPSPC Events Management
 Coordinator/PAC Member

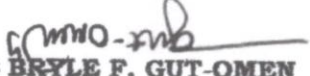
Program Facilitator: Mr. Eunark G. Andaya

Day 2-5: Tuesday-Friday

8:00 am Registration
 8:15am Opening Prayer
 Speaker 1 : Basic Photography
 Speaker 2: Infographics
 Workshop
 12:00nn Lunch
 1:00pm Continuation of the Activity
 4:00pm Presentation and Critiquing of Outputs
 5:00pm End
 Groupings:

Tuesday	Wednesday	Thursday	Friday
Besao	Bauko	Barlig	Bontoc
Sabangan	Sagada	Paracelis	MPPPO
Tadian	Natonin	Sadanga	

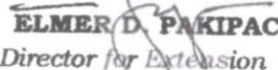
Prepared by:


NICOLE BRYLE F. GUT-OMEN
 Event Management Staff

Noted:


CAROLYNE CASTAÑEDA-IGUID
 Coordinator, Events Management


Reviewed:


ELMER D. PAKIPAC
 Director for Extension

Funds Available:


REXTON T. DAMAYAN
 Accountant III

Recommending Approval:


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

Approved:


REXTON F. CHAKAS
 College President



OFFICE OF THE COLLEGE PRESIDENT

ACTION SLIP

Date	From	To	Remarks
04/21 2021	prfe	Technical Extension	Please coordinate w/ Events Management on this! <i>X</i>
04/21 2021	extension unit	event management unit	kindly pre pass an activity design for this request. <i>ty</i>

Original copy of the Action Slip will be submitted at the Records Office



Republic of the Philippines
PNP-PROVINCIAL ADVISORY COUNCIL
MOUNTAIN PROVINCE POLICE PROVINCIAL OFFICE
Camp Lt. Geronimo F. Montes, Bontoc, Mountain Province



15 APRIL 2021

DR. REXTON F. CHAKAS

College President

Mountain Province State Polytechnic College

Bontoc, Mountain Province



SIR:

Greetings from the MPPPO-Provincial Advisory Council!

The objectives of the MPPPO-PAC are: (1) to advise and assist the Police Provincial Office (PPO) in identifying key priorities and strategic issues in accordance with the Philippine National Police Integrated Transformation Program-Performance Governance System (PNP-ITP-PGS) otherwise known as P.A.T.R.O.L. plan 2030, provide insights in aligning the PPOs policies, plans and programs with the political, socio-economic, cultural and moral development needs of the organization; (2) together with the Technical Working Group (TWG), the council will evaluate and revise the strategies for the implementation of the PGS in accordance with the PPO thrusts, programs, projects and advise on necessary amendment to the current and development of future programs, projects and activities; (3) to assist and advise the PPO on possible ways to generate additional enabling resources in order to support and sustain the PPO's present and future plans and programs; and (4) to perform other functions in furtherance to the attainment of the PNP's vision and mission.

In addition, there are three members of the council who are from MPSPC namely Mr. Eric L. Danglosi, Academe Sector Representative, Ms. Carolyn Dale Castañeda-Iguid and Mr. Nicole Bryie F. Gut-omen, both Youth Sector Representatives.

During the conduct of a Monthly Operation's Review of the MPPPO, it was identified that distributed IEC materials are copied from other provinces and their target participants are having a hard time understanding these materials, members of the PAC then suggested for the designing of localized IEC materials using the mother tongue languages of the specific municipality.

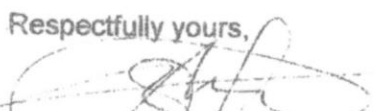
In this regard, we would like to request for a conduct of an Infographic Seminar from our Management Information System (MIS) Unit with the assistance of the Events Management Office. The target participants are the Police Officers stationed in the different ten (10) municipalities of the Province and personnel from the Provincial Office. The output would be a localized infographic material on terrorism and drug education. The localized IEC would be distributed to the different municipalities of the province.

Should you have queries, you may contact **Atty. Agosto C. Libang**, MPPPO-PAC Chairperson thru 0921-988-6768.

Thank you very much and we look forward to your favorable response.

God Bless!

Respectfully yours,


ATTY. AGOSTO C. LIBANG
MPPPO-PAC Chairperson

RELEASED

MPSPC-RECORDS OFFICE
BY: 
DATE: 21 APR 2021