

Republic of the Philippines

Mountain Province State Polytechnic College

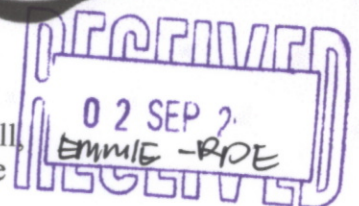
Bontoc, Mountain Province



*Seminar-Workshop on  
Fundamentals of Cooperative with  
Highlight on  
Preparation of Reportorial Requirements*



**May 18-19, 2021**  
All Saints Mission Parish Hall,  
Bontoc, Mountain Province



**ACCOUNTANCY  
DEPARTMENT**





*Republic of the Philippines*

# Mountain Province State Polytechnic College

Bontoc, Mountain Province



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**ACCOUNTANCY  
DEPARTMENT**







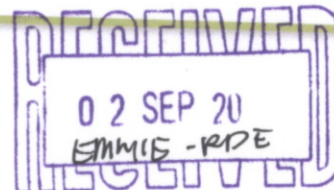
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**Mountain Province State Polytechnic College**

Bontoc Campus, Mountain Province

**ACCOUNTANCY DEPARTMENT**

**TERMINAL REPORT**



**I. GENERAL INFORMATION**

Activity: **Fundamentals of Cooperative with Highlight on Preparation of Reportorial Requirements**

Date & Time of Activity: **May 18-19, 2021**

Venue of Activity: **All Saints Mission Parish Hall, Poblacion, Bontoc, Mountain Province**

Proponent: **Jenifer N. Damayan, Accountancy OIC-Chairperson  
Rachel F. Fagyan-Posot, BSA Faculty Member  
Daniela W. Paspas, BSA Faculty Member  
Rodeline V. Yadyadoc, BSA Faculty Member**

Facilitators: **Jenifer N. Damayan, Accountancy OIC-Chairperson  
Jayson E. Imatong, BSA Faculty Member  
ADSO Officers  
PCO staff**

Participants: **Members, Staff, Committees and Officers of Small and Micro Cooperative in Bontoc, Mountain Province**

Budget: **25,270.00**

Source of Fund: **15,500.00 PROVINCIAL COOPERATIVE (PCO)  
9,770.00 (MPSPC)**

**II. NARRATIVE REPORT**

Fundamentals of Cooperatives with Highlights on Preparation of Reportorial Requirements commenced on May 18 and 19 of 2021. The first day of the seminar-workshop started with registration of the participants this was composed of the Members, Staff, Committees and Officers of Small and Micro Cooperative in Bontoc; PCO Officers; BSA Faculty Members and BSA Students.

Around 9:30 a.m. Mr. Darwin Kimakim from PCO, opened the program by introducing the participants and giving details on how the program will flow. The activity proper started with a talk by Mr. Kimakim on the Fundamentals of Cooperatives. He stressed on the 7 principles of cooperative; purposes of cooperative; officers and committees; qualifications and procedural steps for membership; obligations, rights and privileges of members.

Ms. Daniela W. Paspas, a faculty member of the Accountancy Department discussed on the topic: Preparation of Reportorial Requirements. The session focused on the chart of accounts for cooperatives and the reports to be submitted to Bureau of Internal Revenue (BIR) and Cooperative Development Authority (CDA) for compliance by the participating cooperatives. The discussions were accompanied by several workshops and participants also raised their questions regarding the compliance with BIR along with their experiences upon complying to such requirements.



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The afternoon session was on the COOP-PESOS discussion. To further the appreciation of concept, the participants were asked to compute some P.E.S.O.S ratios and interpreted based on the standards of the CDA. The data of one of the participant cooperative were used as a sample.

The BSA Faculty members also assisted the participants on the preparation of the Cooperative Annual Performance Report (CAPR) and Financial Statements.

On the second day, the seminar proper started at 9:00 a.m. with an opening prayer followed by the presentation regarding the Social Audit and Performance Audit by Ms. Rachel F. Posot, another faculty member of the Accountancy Department. Ms. Posot thoroughly discussed the topics on Social Audit and Performance Audit and how are these done by the cooperatives. Templates as prescribed by the CDA were also presented and one representative cooperative from among one of the group has presented their Social Audit and Performance Audit. Since majority of the participants were newly registered cooperative their compliance to this reports have not yet started. This makes the activity forward looking on what will be expected from them most especially on the reportorial requirements at year end.

An open forum was also facilitated by Mr. Kimakim wherein some of the participants had shared their insights, suggestions and the things that they had learned from the seminar. Some participants also asked some advices for the changes and additions to be included in their compliance papers to be submitted to the CDA and BIR.

With the presence of Ms. Mirasol Lafasne, the Mountain Province area coordinator from the CDA- CAR regional office, it gave the chance for her to share some of the updates in terms of the CDA reportorial requirements. Further, she added that their office is very much welcome to accommodate the issues and concerns that needs to be addressed by the start-up cooperatives.

To monitor the progress of the activity, evaluation forms had been distributed to all the participants by the Accountancy Department Student Organization (ADSO) officers and facilitated by Mr. Francis Dimas Komicho, the ADSO governor.

Before the seminar ended Ms. Milagros Pangesfan, the executive officer of the Mountain Province Cooperative Union shared the products and services of the MPCU. She highlighted their efforts to work on deloading the tax obligations of the cooperatives particularly on the documentary stamp tax on loan services to members. The seminar ended with the awarding tokens of appreciation to the two speakers from MPSPC. The participants went home with learnings and excitement to join the next training session to be scheduled by the MPCU and PCO.





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### III. PHOTO DOCUMENTATION



Two heads are better than one! This is also true when it comes to conducting extension activities as MPSPC Accountancy Department partners with the Mountain Province Provincial Cooperative Office and the Mountain Province Cooperative Union in providing a 2-Day Seminar on Fundamentals of Cooperative with Highlights on Preparation of Reportorial Requirements.



The MPPCO served as the activity facilitator and secretariat for the event







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The participants are ready to learn from the 2-Day activity.

Mr. Darwin Kimakim of the Provincial Cooperative Office giving the welcome address to the participants and an overview on what to expect in the two day activity.



Mr. Kimakim also gave a talk on the Fundamentals of Cooperative highlighting the basic concepts of cooperativism which differentiate cooperatives from other forms of organization.





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**LECTURE PROPER : DAY 1**

DANIELA W. PASPAS, CPA of the Accountancy Department



Lecture sessions and question and answer of the Day 1 extension activity.



**Workshop Time!**

Ma'am Daniela and Ma'am Rachel of the Accountancy Department as well as Ma'am Milagros Pangesfan of MPCU assisted the participants during the workshop.







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Last technical session of Ma'am Daniela on P-E-S-O-S ration computation and analysis where the group computed analysed and shared their ideas on how had the sample cooperative performed.

**LECTURE PROPER : DAY 2**

RACHEL FAGYAN-POSOT, CPA, MBA, REA of the Accountancy Department



Lecture sessions of Ms. Rachel Fagyan-Posot on the basics of Social Audit. The session reiterated the socio-economic roles of cooperatives in the society. Among the discussion was the dissemination of the research output on the Socio-Economic Contributions of the All Saints Credit Cooperative to its Stakeholders, a collaborative research between Ms. Posot and the BSA student diplomats.







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The ABC's of conducting  
Performance Audit with  
highlights on using the  
CDA templates.



The heat is on as the participants raised  
their dilemma and concerns on the  
reportorial compliance of cooperatives  
most especially on training of officers.



During the workshop  
session on the  
accomplishment of the  
Social Audit Report and  
Performance Report  
shared by one cooperative  
participant.





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Sir Jude Mango and Ma'am Daniela Paspas as they package the CDs to be distributed to the cooperative participants containing the learning material soft copies for use by the cooperatives in their respective cooperative.

Ma'am Rachel ending her technical session disseminating the MPSPC-BSA extension services that can be availed of by the cooperative sector and the business sector. Further, the BSA extension facebook page and the college VMGO were also presented.



Ma'am Mirasol Lafasne of the CDA-CAR Regional Office sharing some updates on the CDA portal regarding online filing system. She added that online submission is necessary. However, hard copies are still required to be submitted at the regional office.





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Ma'am Daniela Paspas and Ma'am Rachel Posot during the awarding of token to speakers given by Provincial Cooperative Office representative Mr. Darwin Kimakim and the Executive Officer of the Mountain Province Cooperative Union Ma'am Milagros Pangesfan.

#### **IV. RECOMMENDATIONS**

Communication on the change of venue should be done by the PCO to the participants and the speakers. This will allow early start of the activity.

#### **V. ATTACHMENTS**

(approved activity design, attendance sheet)

Prepared by:

Noted:

  
**RACHEL FAGYAN-POSOT**  
Extension Project Leader

  
**ELMER D. PAKIPAC**  
Extension Director





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## RESEARCH DEVELOPMENT AND EXTENSION SERVICES

### ATTENDANCE SHEET

Title of Activity: Fundamentals of Cooperative with Highlight on Preparation of Reportorial Requirements

Date & Time: May 18-19, 2021

Venue: Multi-Purpose Hall, Provincial Plaza, Bontoc, Mountain Province

No.	NAME	GENDER			UNIT/OFFICE/DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	ARICAIL JEAN P. DOLIPAS	-			MPCECC	Jed
2.	Jeffrey F. Pursen			-	BTC	[Signature]
3.	William P. XOMANG			-	ITJSC	[Signature]
4.	JOHN C. BALALAO				ATC	[Signature]
5.	Hazel Nel Baloken	-			ATC	[Signature]
6.	ROHIMBA L. ORTE	-			MPCECC	[Signature]
7.	Jocelyn T. Sigcop	-			PCO Staff	[Signature]
8.	Floria A. Fakat	-			PCO Staff	[Signature]
9.	Batnag, Leonor	-			MPCECC	[Signature]
10.	Comicho, Francis Dimas			-	MPSPC	[Signature]
11.	Helinda L. Lagasi	-			RIC	[Signature]
12.	Junelia A. Lacwin	-			TOBECCO	[Signature]
13.	Narlin S. Obanan	-			TOBECCO	[Signature]
14.	Marion P. Gonzal	-			TOBECCO	[Signature]
15.	VENUS S. NGANNU	-			TOBECCO	[Signature]
16.	Carmelita Lengua	-			TOBECCO	[Signature]
17.	Rosanna Koragen	-			TOBECCO	[Signature]
18.	Jocelyn Songduran	-			TOBECCO	[Signature]
19.	Fredernic P. Buland	-			MPCECC	[Signature]
20.	Agusta K. Alkang	-			TOBECCO	[Signature]
21.	GNATHIN THUESDAY ANN	-			TOBECCO	[Signature]
22.	Milagros Paingerfan	-			MPCA	[Signature]
23.	Estrella Africano	-			PCO	[Signature]
24.	RACHEL FAGIAN-POSOT	-			MPSPC	[Signature]

### 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.

JENIFER N. DAMAYAN  
OIC-CHAIRPERSON - BSA





### RESEARCH DEVELOPMENT AND EXTENSION SERVICES

#### ATTENDANCE SHEET

Title of Activity: Fundamentals of Cooperative with Highlight on Preparation of Reportorial Requirements

Date & Time: May 18-19, 2021

Venue: Multi-Purpose Hall, Provincial Plaza, Bontoc, Mountain Province

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
25.	Theodore C. Atwag			✓	ATC	
26.	Clarence K. Kienew					
27.	Angelika D. Constantero	✓			BSA Student	
28.	Joan P. Partida	✓			BSA Student	
29.	Blemon R. Bahang	✓			MPSPC	
30.	Augustin F. Carlos			✓	BTC	
31.	Joseph K. Peckley			✓	BTC	
32.	Darrin Kimakin			✓	PCO	
33.	NIRASOL L. VAMAN	✓			CDA	
34.	Jude F. Mango			✓	MPSPC	
35.	Jenifer N. Damayan	✓			MPSPC	
36.	Daniela W. Paspas	✓			MPSPC	
37.	Vony Rae F. Manao	✓			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.





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Bontoc, Mountain Province

**EVENTS MANAGEMENT OFFICE**

**ACTIVITY EVALUATION FORM RESULT**

Title of Activity: **FUNDAMENTALS OF COOPERATIVE WITH HIGHLIGHTS ON PREPARATION OF REPORTORIAL REQUIREMENTS**

Proponent: **BSA**

Date Conducted: **MAY 18-19, 2021**

Venue: **ALL SAINTS PARISH HALL**

Scale:

**1** – Poor (1.00-1.80); **2** – Acceptable (1.81 – 2.60); **3** – Satisfactory (2.61 – 3.40)  
**4** – Very Satisfactory (3.41 – 4.20); **5** – Excellent (4.21 – 5.00)

Indicators	Rating	Descriptive Equivalent
<b>1. Objectives and Relevance</b>		
a. Clarity and relevance		Excellent
b. Attainment of the activity objectives	4.52	Excellent
c. Usefulness of the activity/topics to the participants	4.45	Excellent
d. Timeliness and immediate applicability	4.55	Excellent
	4.41	Excellent
<b>2. Organization and preparation; Venue</b>		
a. Organization of activities		Excellent
b. Ventilation, lighting, equipment and facilities in the venue	4.45	Excellent
c. Appropriateness of the venue of the activity	4.21	Excellent
d. Time allotment per activity/topic	4.24	Excellent
e. Pacing of the activities	4.34	Excellent
	4.41	Excellent
<b>3. Speaker/Facilitator</b>		
a. Mastery of the subject matter/content		Excellent
b. Use of effective means of communicating ideas	4.62	Excellent
c. Keenness and interest in the conduct of training	4.55	Excellent
d. Stimulation of the participants' interest	4.55	Excellent
	4.52	Excellent
<b>4. Involvement of Participants</b>		
a. Enthusiasm and interest shown during the activity		Excellent
b. Level of involvement of participants	4.48	Excellent
	4.38	Excellent
<b>5. Overall Evaluation</b>	<b>4.58</b>	<b>Excellent</b>





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**6. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs.**

- Continous training and partnership
- Consider the audience in using language, better use local language for better understanding. Keep up!
- The speaker are expert on giving their lesson.
- Very good conduct.
- The topics are very useful especially for our group-newly registered cooperative.
- Satisfied and expert on the topics.
- Very Good.
- Good job!
- Can you please explain further thru means of manila paper to the participation of the participants.
- Very much interesting training/seminar.
- The speaker are expert on giving their lesson. Thank you for sharing ma'am both of you.

**7. What training/s would you suggest for future activities?**

- BIR, DOLE, TESDA, DTI partnership[ training where they will orient about their service and program.
- Book keeping.
- Audit Management.
- Seminar for taxation for cooperative-BIR.
- Simplified recordings of financial statements.
- Governance and Management System.
- Taxation on cooperative.

Prepared: *fi.*

CAROLYNE DALE CASTANEDA-IGUID  
Events Management Coordinator

Conforme:

*Jenifer N. Damayan*  
JENIFER N. DAMAYAN  
Chairperson, BSA Department

Date received(Filled out Activity Evaluation Form): July 14, 2021

Date released (Activity Evaluation Result): August 30, 2021





OFFICE OF THE COLLEGE PRESIDENT

ACTION SLIP

Date	From	To	Remarks
10 MAY 2019	DOXTAL	MR. JENNIFER M. DANTAN	MADAM: PLEASE SEE IF THE PROPOSED FACULTY MEMBERS CAN RECOMMEND THE BEST.  Thank you. 

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





RELEASED

May 5, 2021

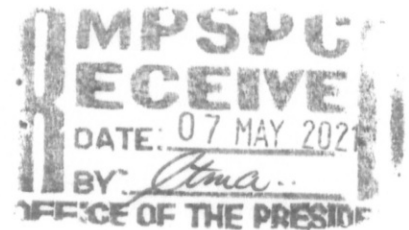
**REXTON F. CHAKAS**

President

Mountain Province State Polytechnic College  
Poblacion, Bontoc, Mountain Province

MPSPC-RECORDS OFFICE

BY: \_\_\_\_\_  
DATE: 10 MAY 2021



**GREETINGS:**

The two-days seminar, **Fundamentals of Cooperative with Highlight on the Preparation of Reportorial Requirements**, which is a collaborative effort of the stakeholders to include MPSPC and PLGU-Mountain Province will be conducted on **May 18-19, 2021**. It was originally scheduled on March 24-25, 2021 but was deferred due to lockdowns/work suspensions/quarantine orders.

On this collaborative endeavor, may we again request for the technical expertise of **Ms. Rachel Fagyan-Posot** and **Ms. Daniela Paspas** from the Accountancy Department of your college to serve as resource persons for the two-days seminar.

We hope, that in the furtherance of our partnership, we can strengthen and professionalize the newly registered cooperatives in the province.

Yours truly,

**BONIFACIO C. LACWASAN, JR.**

Provincial Governor *for*

*Alfonso Sison*  
www.mountainprovince.gov.ph  
mpgov@yahoo.com  
tel: (0999)887-1716





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**Mountain Province State Polytechnic College**

Bontoc, Mountain Province

**RESEARCH DEVELOPMENT AND EXTENSION UNIT**

May 10, 2021

**DR. REXTON F. CHAKAS**

*College President*

Mountain Province State Polytechnic College

RECEIVED

MPSPC-RECORDS OFFICE

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Sir:

This is to transmit the activity design of the extension activity on **"Fundamentals of Cooperative with Highlight on Preparation of Reportorial Requirements"** by the Accountancy Department in partnership with the Provincial Cooperative Office and the Mountain Province Cooperative Union on May 18-19, 2021. The venue of the activity will be at the Multi-Purpose Hall, Provincial Plaza, Bontoc, Mountain Province. This activity was initially scheduled last March 24-25, 2021 but due to inevitable circumstances caused by the COVID-19, thus the need to reschedule the said activity.

Thank you very much and we are hoping for your approval of the conduct of this activity.

Respectfully yours,

**RACHEL F. FAGYAN-POSOT**

Faculty, Accountancy Department

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





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**Mountain Province State Polytechnic College**

Bontoc, Mountain Province

## **RESEARCH DEVELOPMENT AND EXTENSION UNIT**

### **ACTIVITY DESIGN**

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

Activity:	<b>Fundamentals of Cooperative with Highlight on Preparation of Reportorial Requirements</b>
Date & Time of Activity:	<b>May 18-19, 2021</b>
Venue of Activity:	<b>Multi-Purpose Hall, Provincial Plaza, Bontoc, Mountain Province</b>
Proponent:	<b>Jenifer N. Damayan, Accountancy OIC-Chairperson Rachel F. Fagyan-Posot, BSA Faculty Member Daniela W. Paspas, BSA Faculty Member Rodeline V. Yadyadoc, BSA Faculty Member</b>
Facilitators:	<b>Jenifer N. Damayan, Accountancy OIC-Chairperson Jayson E. Imatong, BSA Faculty Member Suzzaine Gaqui, Accountancy Student ADSO Officers PCO staff</b>
Participants:	<b>Members, Staff, Committees and Officers of Small and Micro Cooperative in Bontoc, Mountain Province</b>
Budget:	<b>25,270.00</b>
Source of Fund:	<b>15,500.00 PROVINCIAL COOPERATIVE (PCO) 9,770.00 (MPSPC)</b>

#### **II. RATIONALE**

Cooperatives are generally organized based on a common bond of interest. Individuals with common background and needs come together with the intention of cooperating themselves and working together to satisfy their needs. This is spelled out in the 7 fundamental cooperative principles of cooperativism. Knowledge and appreciation of these principles are important consideration on how the cooperative officers will be running their cooperative operation. For the members, appreciation of these concepts will be important on how they will be take part in the successful operations of their cooperative as a member-patron.

To ensure successful operation of every cooperative is the presence of various monitoring agencies or offices that checks into the compliance of the cooperatives to the mandates of what a cooperative is. One among the various agencies is the Cooperative Development Authority (CDA) which promotes the viability and growth of the co-operatives as an instrument for social justice and economic development. One of the ways on how CDA monitors the affairs of the cooperatives is through requiring submission of various reportorial requirements. These are aimed to ensure that the cooperatives are operating smoothly to the best interest of the members. The current reportorial tool in monitoring cooperative activities is the Cooperative Annual Performance Report (CAPR). The said report is supplemented by the Performance Audit Report, Social Audit Report, List of Training Attended/Undertaken by Co-operative Officers, TIMTA, and the Audited Financial Statements. It is worth mentioning that all of the aforementioned tools are uniformly applied to all cooperatives regardless of classification whether they are micro, small, medium or large cooperatives.

Though, the identified monitoring tools is used for the best intention of ensuring the sustainability of the cooperatives and protect the interest of the cooperative members, compliance thereto becomes a challenge most especially to





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small and micro cooperatives considering the background of the staff, and officers; and the level of their resources which limits them in employing a more knowledgeable and skilled manpower. Further, with the present situation as caused by the pandemic, compliance to these reports becomes more challenging as submission of reports are mostly done through online, which provided complication in the performance of the officers' functions.

With that as a set-up, cooperative officers and staff needs to be reminded with the cooperative principles, philosophies governing laws, policies and programs of a cooperative operation to encourage them in the continuance of their operation; and to be guided in their compliance with the mandatory reportorial requirements as set forth by the CDA.

To this end, the Department of Accountancy was topped by the Provincial Cooperative Office (PCO) to partner in the conduct of a seminar-workshop on the Fundamentals of Cooperatives with Highlights on the Reportorial Requirements. Since this is also a compliance seminar for cooperatives, the triangular partnership of MPSPC, PCO and the Mountain Province Cooperative Union (MPSPC) who is the accredited training provider for cooperatives will work collaboratively. As these three agencies are sharing the same vision for the cooperative sector as this activity is in lined with the Accountancy Department's extension program on the Professionalization of Cooperatives, and the Provincial Cooperative Office as well as MPCU on their advocacy of strengthening the cooperative sector through relevant trainings and seminar, the three groups plans then to fill the mentioned gap. This seminar-workshop specifically aims to remind the participants with the fundamentals of cooperative and to give the participants the working knowledge on the different reportorial requirements of cooperatives.

### **III. OBJECTIVES**

At the end of the activity, the participants should be able to:

- a. relate the origins, philosophies and concepts of cooperative to their respective cooperative operation;
- b. identify the different reportorial requirements applicable to their cooperative operation;
- c. identify the proper individuals responsible in the preparation of these requirements; and
- d. acquire knowledge on the completion of these reports.

### **IV. EXPECTED OUTPUT**

At the end of the activity, the participants should have:

- a. related the origins, philosophies and concepts of cooperative to their respective cooperative operation and their reportorial requirements (through sharing);
- b. identified the different reportorial requirements applicable to cooperatives(through sharing);
- c. accurately identified the proper individuals responsible in the preparation of these reports (through sharing); and,
- d. applied the acquired knowledge on the completion of these report (through workshop and sharing).





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**V. RESOURCE REQUIREMENTS:**

**A. Budgetary Requirements:**

Budgetary Requirements:				
Item	Description	Quantity	Unit Cost	Total Cost
1	Meals and Snacks (2 days)	25 pax	310.00	15,500.00
2	(PCO Counterpart) Sub-total			15,500.00
3	Meals for facilitators, and speakers (2 days)	6 pax	150.00	1,800.00
4	Snacks for facilitators, and speakers (2 days)	12 pax	80.00	1,920.00
5	Brown envelope (long)	25 pcs.	10.00	250.00
6	Stenographer Notebook) <i>✓ Petty cash</i>	25 pcs	25.00	625.00
7	Pencil <i>✓</i>	25 pcs	20.00	500.00
8	Epson ink #003 (one set)	1 set	1,500.00	1,500.00
9	Bond paper- long	3 reams	270.00	810.00
10	Whiteboard marker <i>black</i>	10 pcs		500.00
11	Manila paper <i>✓</i>	10 pcs	10.00	100.00
12	Special paper	35 pcs	9.00	315.00
13	Rewritable CD-ROM, (For the required report forms <i>✓ Petty cash</i> )	25 pcs	50.00	1,250.00
14	Certificate Holder <i>✓</i>	2 pcs	100.00	200.00
15	MPSPC Counterpart (Sub-total)			9,770.00
GRAND TOTAL :				25,270.00

**B. Human Resources**

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

Committee/ Task	Number of Persons required	People Responsible/ Members
Facilitators/ Secretariats	4	PCO staff (2) Jayson E. Imatong Jenifer N. Damayan
Documentation Committee	2	ADSO Officers RDE Staff
Speakers	2	Rachel F. Fagyan-Posot Daniela W. Paspas



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C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
One (1) Projector and Screen	May 18-19, 2021
One (1) Laptop	
One (DSLR)	

VI. PROGRAM:

May 18, 2021	
Time	Activity
8:00 a.m. – 8:30 a.m.	Registration
8:31 a.m. – 9:00 a.m.	Pambansang Awit Opening Prayer Welcome Remarks Acknowledgement of Participants Presentation of MPSPC VMGO
9:01 a.m. – 10:00 a.m.	Seminar-Workshop Proper:  <b>Overview of the Fundamentals of Cooperative</b>
10:01 a.m. – 12:00 noon	Seminar-Workshop Proper:  <b>Cooperative Annual Performance Report (CAPR) Preparation and Completion</b>
12:01 noon – 1:00 pm	Lunch Break
1:01 pm – 4:00 pm	Seminar-Workshop Proper Continuation:  <b>Compliance, Organization and Management, Operation, Plans and Program – Portfolio Quality, Efficiency, Stability, Operation and Structure of Assets (COOP-PESOS)</b>
4:01pm – 5:00pm	Workshop / Synthesis
May 19, 2021	
Time	Activity
8:00 a.m. – 8:30 a.m.	Registration
8:31 a.m. – 9:30 a.m.	Opening Prayer Recap of the previous topics
9:31 – 12:00 noon	Seminar-Workshop Proper Continuation:  <b>Conduct of Performance Audit and Social Audit</b>
12:01-1:00 p.m.	Lunch Break
1:01 p.m. – 3:00p.m.	Seminar-Workshop Proper Continuation:  <b>CDA Updates on Cooperative Reportorial Requirements</b>
3:01 p.m. – 4:00 p.m.	Workshop, Open Forum and Post Evaluation
4:01 p.m. – 5:00 p.m.	Closing Activities





Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

Prepared by:

  
**RACHEL F. FAGYAN-POSOT**

Faculty, Accountancy Department

Noted:

  
**CAROLINE CASTANEDA-IGUID**

Coordinator, Events Management

Reviewed:

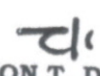
  
**CHRISTIE LYNNE C. CODOD**

Executive Dean, Bontoc Campus

  
**ELMER D. PAKIPAC**

Extension Director

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

Note:

1. For activities to be conducted at Tadian but the activity design is processed in Bontoc, please furnish the Tadian Executive Dean a copy of the approved activity design before the conduct of the event.
2. Furnish the Events Management Office a copy of the approved activity design for advertisement and publication of the event.
3. If Activity Design is prepared by a faculty member, the Department Chairperson shall affix his/ her initials on the reviewed before the Executive Dean shall sign.

