



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc Campus, Mountain Province

ACCOUNTANCY DEPARTMENT

TERMINAL REPORT

I. GENERAL INFORMATION

Activity: **Capability Building on Cooperative Financial Management**

Date & Time of Activity: **April 25, 2021, 8:00am - 5:00pm**

Venue of Activity: **Provincial Multi-Purpose Hall, Bontoc, Mountain Province**

Proponent: **Rachel F. Fagyan-Posot, BSA Faculty Member
Daniela W. Paspas, BSA Faculty Member**

Facilitators: **Mel A. Co, BSA Faculty Member
Fremalyn A. Dacanay, BSA Faculty Member
Nestor A. Mataag, BSA Faculty Member
Randy A. Aronchay, ADSO Governor
Hancy F. Langbisan, ADSO Congressman**

Participants: **Officers and Members of Cooperatives in Mountain Province**

Partner Agency: **Mountain Province Cooperative Union
Mountain Province Provincial Cooperative Office**

Budget: **22,897.00**

Source of Fund: **MPSPC Extension Fund- 10,897.00
MPCU Fund – 12,000.00**

II. NARRATIVE REPORT

The COVID-19 pandemic really brought a challenge to humanity in all walks of life even in the cooperative sector. Since the lockdown last March 17, 2020 it had stopped the movement of the people and badly hurt the economic activity of the country. In the cooperative sector one of the impacts that the pandemic brought about is the hold over capacity of all the elected and appointed officers of the cooperative for 2020 and held the same office for another year in 2021. With restrictions being relaxed given the Cordillera Administrative Region being in Alert level 1, it paved the way for the community to conduct their most awaited general assembly. With this, new elected officers joined the new sets of officers in their respective group. With the newbies coming in, capacitating them is really a need since running a cooperative is very unique as compared to the regular private sector group. This makes the extension activity relevant to the target groups.

The Capability Building on Cooperative Financial Management was a one day activity held last April 25, 2022. It was attended by various cooperative officers mainly by the newly elected cooperative board of directors and cooperative management staffs coming from cooperatives in Mountain Province such as those coming from Bauko, Bontoc, Sagada, and Sabangan. A total of 40 participants were trained who attended the event excluding the MPSPC extension team.

The activity proper started at 9:00am after registration which opened 8:00am. To keep the energy high, Mr. Mel A. Co, BSA faculty members, who served as the activity emcee acknowledged the participants per cooperative. Singing of the national anthem was conducted by Ms. Hancy F. Langbisan, a BSA student and the current ADSO congressman. This was then followed by an opening prayer led by Ms. Fremalyn A. Dacanay, one of the faculty members of the Accountancy Department. Ms. Jenifer N. Damayan, the OIC-Chairperson of the Accountancy Department opened the activity with her welcome remarks reiterating the current desire of the college to become a university. After presenting the faculty members of the Accountancy Department, she asked the group to proceed with the activity as equally important activities for the university hood is simultaneously being



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc Campus, Mountain Province

conducted at MPSPC thus the College President cannot attend the said extension activity. The preliminary activities was sealed with the cooperative yell or chant given by the cooperatives as their cooperative names were again acknowledged.

The training proper started with the first speaker Ms. Rachel F. Posot, a faculty member of the Accountancy Department with her lecture of the scope, sources, and uses of financial management. Refreshment then broke the technical session and the discussion continued with the tools and techniques on financial analysis. A group dynamics on horizontal analysis was given to the group where they are asked to compute for the peso and percentage change of the liabilities and equity section of the financial statement of one cooperative. Since it was already lunch, the group decided to have the lunch break first.

The group enjoyed the lunch served while sharing stories and experiences of their respective cooperative with their group mates. This allowed them to learn more from the other officers of different cooperatives. After the lunch break, presentation of outputs then followed where a representative from each group presents their output and further sharing commenced after that. The last section of the training session was given particularly on vertical analysis and ratio analysis. Her session was ended with a short True or False Quiz.

The second speaker, Ms. Daniela W. Paspas, also a BSA faculty member, proceeded with the second technical session on cooperative budgeting. She discussed the budgeting processes and the two main ways of budgeting. She also discussed implementation and monitoring of plans and budgets. A group dynamics on the identification of needs and wants was also given to the participants to emphasize items for budgeting with due consideration whether these items are important or not.

The activity ended with the evaluation of the activity, there being no more questions from the participants. Photo documentation was also done. The one day activity was successfully implemented with the three groups collaborating: the MPSPC, MPCU, and PCO. The representative of the CDA-CAR Regional Office was present during the activity as part of her monitoring activities of the cooperatives in Mountain Province.

Among the challenges encountered on this activity is the power interruption in the locality which prompted the group to reschedule the said event from April 21, 2022 to April 25, 2022. However, there were some participants coming as far as Paracelis who came last April 21, 2022 who accordingly was not informed by MPCU on the said changes on the schedule. This hindered these participants to travel again on the 25th. Another one was the abrupt change in the venue. The initial venue of the activity was supposedly at the MPSPC Admin Hall, however since there is an assessment of the university hood, this prompted the extension team to collaborate with PCO to avail of the Provincial Multi-Purpose Hall. Luckily, the strong partnership of MPSPC, PCO, and MPCU made things possible.

III. PHOTO DOCUMENTATION



Registration of participants with MPSPC and PCO as secretariats.



Mr. Mariano Bell Banno, BSA Alumni and currently working as the ASCCO Accountant was one of the participants





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



Ms. Jenifer N. Damayan (OIC-Chairperson, BSA) giving her welcome remarks.

ASCCO team, the coop with most number of participants giving their chant/ yell during the acknowledgment of participants



Participants from the Cooperative Bank of Mountain Province and the Bontoc-Abatan-Bauko Transport Cooperative





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

Ms. Rachel F. Posot, CPA, MBA, REA
(BSA Faculty) during her technical
session lecture on Scope of
Financial Management and
Financial Statement Analysis.



Workshop and presentation of output





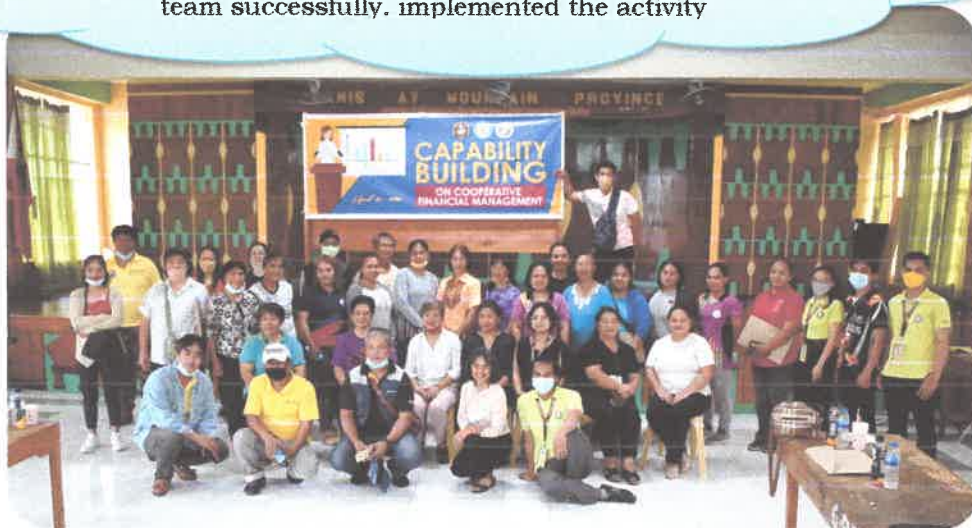
Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc Campus, Mountain Province



Ms. Daniela W. Paspas, CPA (BSA Faculty) during her technical session on Budgeting Process, Implementation and Monitoring.



Workshop session and photo ops after the event. Smiles were evident as the participants completed the one day-seminar workshop and the MPSPC, PCO and MPCU team successfully implemented the activity





Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc Campus, Mountain Province

IV. RECOMMENDATIONS

The partner agency should enhance their communication with the target clients most especially on the changes on date and venue of the activity. This will allow participants to update their schedule and avoid unnecessary costs on travel and time. Participation from the administration must also be secured, in the event that there are simultaneous activity scheduled at the same time, a representative must be sent and must be at the venue on time so as not to delay the start of the activity.


V. ATTACHMENTS

(Approved activity design, attendance sheet, certificate of participants, facilitators and training speakers)

Prepared by:


RACHEL FAGYAN-POSOT
BSA Faculty

Noted:


JENIFER N. DAMAYAN
OIC Chairperson, Accountancy


ELMER D. PAKIPAC
Extension Director



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

ATTENDANCE SHEET

Title of Activity: Capability Building on Cooperative Financial Management

Date & Time: April 25, 2022

Venue: Multipurpose Hall

No.	NAME	GENDER			UNIT/OFFICE/DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	AGNES M. WAN/6DAI	-			BBTCCO/Bookkeeper	
2.	Renelyn A. Panac	-			BBTCCO/member	
3.	Bani-ing Charis M.	-			BBTCCO/member	
4.	PAULINE T. GOMEZ	-			LIMRH/EMPC	
5.	PAULINO L. MANOGAN	-			MPCEC/Member	
6.	MILDRED Q. ABAD	-			SAIP/member	
7.	JILARA M. GALAN	-			SAIP/member	
8.	ZICTICA, DEMERO T.	-			ASCCO (Chairperson)	
9.	PAGYAN, FEUE	-			ASCCO/Chairman	
10.	Grace Galacayan	-			ASCCO/Chairman	
11.	ARCHIE, GLORIA	-			ASCCO/BOB	
12.	Victoria F. Peel	-			ASCCO-BOB	
13.	ZENY BANTILAL	-			CBMP-intern	
14.	Cera Langpauren	-			CBMP-Clerk	
15.	Mary D. Bacwaden	-			ASCCO-BOB	
16.	Edephanie Totica	-			CBMP-INTERN	
17.	REGINALD F. KITONG	-			MPCEC/Member	
18.	Manano Ben L. Banno	-			ASCCO/Bookkeeper	
19.	Ligaya A. Porel	-			AFCC/BOB	
20.	RAY-AREN, HILLEN P.	-			LIMRH/EMPC-Bookkeeper	
21.	Penelope A. Domog D	-			MPCEC/Chair	
22.	JENNIFER N. DAMAYAN	-			MPSPC	
23.	JEREMY P. SIO-ANGAN	-			LIMRH-EMPC	
24.	RAMON JORCAN JR	-			BABTSC/Chairman	
25.	Agnes Kuduel	-			BABTSC BOB	
26.	MAGDALENA GATUDAN	-			BABTSC Treasurer	
27.	ARCHIE P. PETA	-			BABTSC BOB	
28.	BRANDO J. DAY-ONG	-			BABTSC - BOB	
29.	Rechelle B. Peanggo	-			RDE	
30.	Benny Manua	-			SBCC-Bookkeeper	

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 AKIPAC
End-User



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

ATTENDANCE SHEET

Title of Activity: Capabilize Building on Financial Management

Date & Time: April 29, 2022

Venue: Multipurpose Hall

No.	NAME	GENDER			UNIT/OFFICE/DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
31.	Hazel S. Faguan	/			MPCECC - BOD	
32.	Honey Lanesecan	/			SPMC	
33.	CLAIRE B. DECAN	/			SPMPC	
34.	Cheryl T. Ondang	/			BABIC/BK/keeper	
35.	Miriam B. Daoas	/			Sagada Pharmacy	
36.	DOMINICAL ORTIZ	/			PCO/Chair	
37.	Cesar C. Lansam		-		PCO staff	
38.	Jordyn T. Sigcop	/			PCO Staff	
39.	MIRAIL F. LAMMAN	/			CDA-MP	
40.	Emilda B. Lusdm	/			Lco manager	
41.	SHARIE P. BAN-ANG	/			LCC-BOOKKEEPER	
42.	ANICITA M. UNDALOS	-			PCO	
43.	Pestor A. Hufang			-	BSA - Faculty	
44.	Randy A. Arondang			-	BSA - STUDENT	
45.	Paspas, Daniela W	/			BSA - Faculty	
46.	Rachel F. Pasot	/			BSA - Faculty	
47.	Mel A. Co			/	BSA - Faculty	
48.	Langbisan, Honey F.	/			BSA Student	
49.	Fremalyn A. Dacanay	/			BSA - Faculty	
50.						
51.						
52.						
53.						
54.						
55.						
56.						
57.						
58.						
59.						
60.						
61.						
62.						
63.						
64.						

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

End - User

BAKIPAC



EVENTS MANAGEMENT OFFICE
ACTIVITY EVALUATION FORM RESULT

Title of Activity: **CAPABILITY BUILDING ON COOPERATIVE FINANCIAL MANAGEMENT**

Proponent: **RACHEL F. POSOT, DANIELA PASPAS**

Date Conducted: **APRIL 25, 2022**

Venue: **PROVINCIAL MULTI-PURPOSE 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
1. Objectives and Relevance		
a. Clarity and relevance	4.65	Excellent
b. Attainment of the activity objectives	4.59	Excellent
c. Usefulness of the activity/topics to the participants	4.70	Excellent
d. Timeliness and immediate applicability	4.57	Excellent
2. Organization and preparation; Venue		
a. Organization of activities	4.54	Excellent
b. Ventilation, lighting, equipment and facilities in the venue	4.16	Very Satisfactory
c. Appropriateness of the venue of the activity	4.49	Excellent
d. Time allotment per activity/topic	4.38	Excellent
e. Pacing of the activities	4.49	Excellent
3. Speaker/Facilitator		
a. Mastery of the subject matter/content	4.86	Excellent
b. Use of effective means of communicating ideas	4.65	Excellent
c. Keenness and interest in the conduct of training	4.86	Excellent
d. Stimulation of the participants' interest	4.65	Excellent
4. Involvement of Participants		
a. Enthusiasm and interest shown during the activity	4.54	Excellent
b. Level of involvement of participants	4.43	Excellent
5. Overall Evaluation	4.57	Excellent

CAPABILITY BUILDING ON COOPERATIVE FINANCIAL MANAGEMENT

- April 25, 2022

ACTIVITY EVALUATION RESULT

Page 1 of 2



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

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

- Please go with the program time: =)
- Thank you for the lively and understandable explanations of the topics!!!
- ENJOYABLE AND UNDERSTANDABLE
- More examples and workshop to understand it more.
- To the speakers you're such master of your subjects aside from CPA coop experts pa. Keep going spread the knowledge- to improve cooperatives
- Please improve ventilation
- Please be on time to maximize the time allotted.
- good Job Speakers =) More Seminar
- If the registration starts at 8:00 am, at least the activity should start at 8:30 am.
- I have learned to compute how does the percentage be calculated, Thanks for the invite hope to hear again from the speakers.
- Please sponsor these seminars for coops, as your added assistance especially to small coops who have to seek as much as we can. A token registration of P100 would be much appreciated instead of P500/pax. 1st speaker spent 1 1/2 hours mainly on investment which the majority of the participants now are not into it. I suggest more time is given to financial statement analysis because this is also necessary to know if the coop has money to invest.

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

- Training and seminars not only for the staffs but also for members interested like proper bookkeeping, Audit and others related too.
- Credit and Risk Management Seminar
- RISK MANAGEMENT
- Auditing
- Basic Accounting. Book keeping development
- Bookkeeping/Governance
- Risk Management
- Auditing Seminar please...Thank you so much!
- Audit Management :)
- Risk Management
- Governance
- Cooperative Risk Assessment
- How to use Excell or the computer
- Excell
- Any training related to coop, please thanx.
- Simple accounting for non-accountants. Governance
- Any training required by CPA.

Prepared:


CAROLYN DALE CASTANEDA-IGUID

Events Management Coordinator

Conforme:


JENIFER N. DAMAYAN

BSBA, Department Chairperson

Date received(Filled out Activity Evaluation Form): **APRIL 28, 2022**

Date released (Activity Evaluation Result): **MAY 2, 2022**

CAPABILITY BUILDING ON COOPERATIVE FINANCIAL MANAGEMENT

- April 25, 2022

ACTIVITY EVALUATION RESULT

Page 2 of 2



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

ACCOUNTANCY DEPARTMENT

RECEIVED

MPSPC-RECORDS OFFICE

BY: P 3:10

DATE: 4-11-22

April 4, 2022

DR. REXTON F. CHAKAS

College President

Mountain Province State Polytechnic College



Dear Sir,

Respectfully submitting for your approval the activity design: **Capability Building on Cooperative Financial Management** on April 21, 2022 at the MPSPC Admin Hall from 8:00 am to 5:00 pm. This is among the extension activities with our collaborating agency – the Mountain Province Cooperative Union.

Thank you very much and we look forward to your usual support to Extension activities.

Respectfully yours,

RACHEL F. 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



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

ACCOUNTANCY DEPARTMENT

ACTIVITY DESIGN

I. GENERAL INFORMATION

Activity: **Capability Building on Cooperative Financial Management**

Date & Time of Activity: April 21, 2022

Venue of Activity: MPSPC Admin Hall

Proponents: Rachel F. Posot, BSA Faculty
Daniela W. Paspas, BSA Faculty

Facilitators: Fremalyn A. Dacanay, BSA Faculty
Mel A. Co, BSA Faculty
Randy A. Aronchay, ADSO Governor
Hancy F. Langbisan, ADSO Congressman
MPCU Staff

Participants: Cooperative officers and members in Mountain Province

Budget: 22,897.00

Source of Fund: MPSPC Extension Fund- 10,897.00

MPCU Fund – 12,000.00

II. RATIONALE

For all types of organization whether it is a profit oriented or not, financing issues are always common subject that presses an important consideration by the top management. The sources of funds and its utilization should be maximized towards the attainment of the organization's goals and objectives.

In order for the organization to keep a good track of their finances, a good understanding of the Financial Statement is very important. Further, knowledge on the tools and techniques on financial analysis is very vital. These tools will aid in the monitoring and implementation of the annual plans and budgets. In relation to this, budgeting skills should be considered by the management to properly allocate their funds along investing and operating activities in order to enhance the bottom line and ultimately achieve the company objectives.

The cooperative sector although not much of a proprietary institution needs to have a strongly financial management more so that the funds being utilized are the funds of the general assembly. Elected officers, working committee members, and the management team are entrusted to protect the members' interest through sound financial management. They are also held accountable on the flow, operation and management of the organization as a whole. To effectively carry out their functions, a continuous knowledge updating and skills enhancement should be given due significance for the cooperative to function well and to serve the best interest of its stakeholders. This is the reason why financial management is one of the mandatory training required by the Cooperative Development Authority through the MC No. 2015-09 for officers of cooperatives engaged in savings and credit with at least PHP 5,000,000.00 worth of deposit liabilities based on the latest audited financial statement.

Due to this, the Accountancy Department collaborated with the Mountain Province Cooperative Union to conduct a seminar-workshop to enhance the financial management knowledge, skills, and practices of the cooperative sector in Mountain Province. This training, aims to provide the top management and committees to understand better the financial reports, utilize various techniques to give light to the figures presented on these reports, provide timely feedbacks on the achievement of operational and strategic goals, and properly allocate the common funds of the cooperative.



III. OBJECTIVES

- At the end of the day activity, the participants should be able to:
- a. understand the concepts of cooperative financial management;
 - b. understand and apply the tools and techniques in performing financial statement analysis; and
 - c. appreciate the various methods on budget preparation.

IV. EXPECTED OUTPUT

- At the end of the day activity, the participants should be able to:
- 1. analyse the cooperative financial statement and utilize the data for financial decision making; and
 - 2. enhance their financial management practices along preparation of financial plans and budgets as well as allocation and fund utilization.

V. RESOURCE REQUIREMENTS:

A. Budgetary Requirements:

Item	Description	Quantity	Unit Cost	Total Cost	Source of Fund
1	AM and PM snacks for the participants	30	100.00	6,000.00	MPCU Fund
2	Lunch for the participants	30	200.00	6,000.00	
3	AM and PM snacks for the facilitators and speakers	16	100.00	1,600.00	MPSPC-Extension Fund
4	Lunch for the facilitators and speakers	8	200.00	1,600.00	
5	Long brown envelope	35	10.00	350.00	
6	Black ball pen	35	20.00	700.00	
7	Stenography notebook	35	25.00	875.00	
8	Tri-Color Ink, Epson 008	1	1,200.00	1,200.00	
9	Short Certificate with Certificate Holder	3	100.00	300.00	
10	Short Special paper for certificates	38	9.00	342.00	
11	500 mL Alcohol	1	600.00	600.00	
12	Permanent marker	6	35.00	210.00	
13	Advocacy Materials	2	1,000.00	2,000.00	
14	Manila Paper	6	20.00	120.00	
15	Packing Tape, 2 inches	1	100.00	100.00	
16	Tarpaulin	1	900.00	900.00	
			Grand Total	22, 897.00	



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

B. Human Resources
(Indicate committee members, coordinators, ushers/ usherettes, marshals, etc.)

Committee/ Task	Number of Persons required	People Responsible/ Members
Facilitators/ Secretariat	3	Fremalyn A. Dacanay ADSO Governor – Randy A. Aronchay MPCU Staff (1)
Documentation	2	MIS/ RDE Staff (1) ADSO Congressman – Hancy F. Langbisan
Master of Ceremony	1	Mel A. Co
Resource Speakers	2	Rachel F. Posot Daniela W. Paspas

C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
MPSPC Admin Hall	April 21, 2022
Camera, Laptop, Projector, Sound System	April 21, 2022
Long Tables	April 21, 2022
Mono block Chairs	April 21, 2022

VI. PROGRAM:

ACTIVITY SCHEDULE	
Time	Activity
8:00 a.m. – 8:30 a.m.	Registration
8: 31 a.m. – 9:30 a.m.	Singing of the National Anthem – Ms. Hancy Langbisan Opening Prayer – Ms. Fremalyn A. Dacanay Welcome Remarks – Ms. Jenifer N. Damayan Message by the College President – Dr. Rexton F. Chakas Acknowledgement of Participants – Mr. Mel A. Co
9:31a.m. – 12:00 noon	Concepts of Cooperative Financial Management: 1. Scope of Financial Management 2. Sources and Uses of Funds Financial Statement Analysis: 1. Reading the Financial Statement 2. Tools and Techniques of Financial Analysis
12:01-1:00 p.m.	Lunch Break
1:01 p.m. – 3:00p.m.	Budgeting Preparation, Implementation and Monitoring: 1. Budgeting Process 2. Implementation and Monitoring of the Plans and Budget
3:01 p.m. – 4:00 p.m.	Workshop, Open Forum and Post Evaluation
4:01 p.m. – 5:00 p.m.	Closing Activities: Awarding of Token and Certificate to Resource Speakers Closing Remarks- Ms. Milagros Pangesfan

Prepared by:


RACHEL F. POSOT

Faculty, Accountancy Department

Noted:


CAROLYNE CASTAÑEDA-IGUID
Coordinator, Events Management



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

Reviewed:

CHRISTIE LYNNE C. CODOD
Executive Dean, Bontoc Campus

ELMER D. PAKIPAC
Extension Unit, Director

Funds Available:

REXON T. DAMAYAN
Accountant III

Recommending Approval:

EPIPHANIA B. MAGWILANG
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