



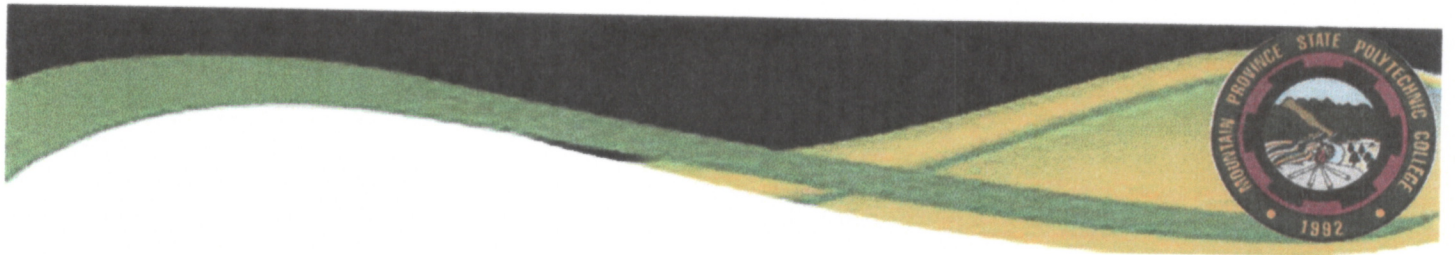
# Mountain Province State Polytechnic College

Bontoc, Mountain Province

## PROGRESS REPORT

CONTINUING EDUCATION FOR SECURITY  
GUARDS





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



**DEPARTMENT OF CRIMINOLOGY**

Progress report

November-December 2014

The good attendance of the Provincial Security Guards in the extension program lectures shows their willingness to learn and this inspires the facilitators and trainers. On November 8, 2014, Mrs. Lourdes T. Bandas and Mrs. Claire Kaplaan P. Lafadchan discussed on the use of past tense in writing investigation reports. Both lecturers stressed that all reports must be written using past tense since the event already happened. They also reminded the participants to write their reports as it happened so that they will not forget important details.

On November 22, Mrs. Jocelyn F. Licadang discussed to the participants the guiding tools in writing investigation report. She told the PSGs that ticklers and logbooks are very essential in investigating since information written there will aid the investigator in writing his/her report.

Activities on report writing were continued to be given to the PSGs for them to apply and remember the lessons they heard from the lecturers.

Prepared by:

  
**CLAIRE KAPLAAN P. LAFADCHAN**  
Facilitator

Noted:

**ROMMEL O. FECHA**  
Extension Coordinator

Reviewed:

  
**ELMER PAKIPAC**  
Extension Director





Republic of the Philippines  
Mountain Province State Polytechnic College  
**Bontoc Campus**  
Bontoc, Mountain Province  
**DEPARTMENT OF CRIMINOLOGY**



Progress report  
September-October 2014

After the launching of the extension program on the "Continuing Education for Security Guards" on September 9, 2014, the lecture proper started on September 13. The topic on Fundamentals of Technical Report Writing was discussed by Mrs. Lourdes T. Bandas at the congressional hall of the provincial capitol. She also gave an activity on report writing to the participants for her to determine the type of activity they will make for the next lecture.

On September 27, the importance of Technical Report Writing was emphasized to the participants. After the lecture, the activity on the construction of short and simple sentences was given to the participants and was later checked by the lecturer Mrs. Claire Kaplaan P. Lafachan. A set of activities were also given to the participants regarding subject-verb agreement.

On October 11, Mrs. Gina L. Lacaben discussed on deciphering the characteristics of paragraph and the impact of misspelled words in report writing. She emphasized on the importance of correct spelling on report writing and she gave an activity on synonyms and antonyms.

Mrs. Lacaben also discussed on different punctuation marks and its uses. On October 25, the participants had an activity regarding punctuation marks where the participants were asked to identify the proper punctuation mark to be used in the given sentences.

The participants' module on report writing continued and submitted on October 28, 2014. It was checked by the Mrs. Jocelyn F. Licadang, Mrs. Lourdes T. Bandas and Mrs. Claire Kaplaan P. Lafadchan.

Prepared by:

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Facilitator

Noted:

**ROMMEL O. FECHA**  
Extension Coordinator

Reviewed:

**ELMER PAKIPAC**  
Extension Director





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



## DEPARTMENT OF CRIMINOLOGY

Progress report

January 2015

As part of the "Continuing Education Program for the PSGs" extension activity, the participants gathered at the congressional hall last January 10, 2015 to hear the discussion on Gun Safety which was delivered by Mr. Dario F. Guinayen being the trainor for the topic.

Mr. Guinayen lectured on the basic protocols of handling a gun and the proper discipline while inside the firing range. He reminded the provincial security guards to always bear in mind "safety first" before firing a gun.

On the following day, January 11, 2015, the activity on Marksmanship and Combat shooting was held in advance due to conflict of schedule on the part of the participants and the schedule of gun ban. The firing was held at Baniyas Firing Range. All participants, including three facilitators from the Criminology Department fired a gun while observing protocols of the firing range.

After the activity, Mr. Robert Toctocan, the Provincial Security Officer, announced to the participants that all modules should be submitted on February 6, 2015 for the facilitators to check. It was also agreed upon that the scheduled date for the Closing Program will be followed.

Prepared by:

  
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Facilitator

Noted:

  
**ROMMEL O. FECHA**  
Extension Coordinator

Reviewed:

  
**ELMER PAKIPAC**  
Extension Director





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**DEPARTMENT OF CRIMINOLOGY**

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**CLAIRE KAPLAN P. LAFADCHAN**  
Facilitator

Noted:

  
**ROMMEL O. ROCHA**  
Extension Coordinator

Reviewed:

  
**ELMER PAKIPAC**  
Extension Director





Republic of the Philippines  
PROVINCIAL GOVERNMENT OF MOUNTAIN PROVINCE  
BONTOC

ATTENDANCE SHEET

TITLE OF TRAINING / MEETING / PROGRAM:		CONTINUING EDUCATION FOR SECURITY GUARDS	
VENUE: CONGRESS HALL		Check specify type. /	Meeting Training Orientation
DATE: OCT. 11, 2014			
TIME:			

PLEASE PRINT YOUR NAME LEGIBLY

NO.	PRINTED NAME OF PARTICIPANT	AGENCY/OFFICE	GENDE		CONTACT NO.	SIGNATURE
			M	F		
1	VICTOR KORTICHO	PSSO	✓			
2	GERTPOL BRAGADO	PSSO / SSD	✓			
3	AWICHEN MAXIMO SR.	PGO / SSD	✓			
4	FECKLENG A.	- DO -	✓			
5	Kaya, Edwin Jr. T.	PSSO / MPSPC	✓			
6	Galing, Raimie L.	PSSO / MPSPC	✓	✓		
7	JOEY SILVERNO	PSSDO	✓			
8	Ray Pabai	PSSO	✓			
9	JAYSON G. BADERAO	PSSO	✓			
10	JOHN UFL, Ayan VERN	PSSO - PSSO	✓			
11	Eugenio Chummar	PSSO	✓			
12	Gamsawen, Jeron T.		✓			
13	JOHN F. SKIPEN		✓			
14	MORARENG, GEORGE	PSSO	✓			
15	TYRONE PELEN	SSDO	✓			
16	AUBERT F. FULANGEN JR	SSDO	✓			
17	LO MARIO JR	SSDO	✓			
18	Gilbert Lafadchan	- DO -	✓			
19	STANISLAW, GRAYSON D.	PSSO	✓			
20	SCHUYER ARJAY		✓			
21	CONSTANCO M. FILOY	PSSO	✓			
22	CRISELDA MARAGCAY	PSSO	✓			
23	DOMINIC MAX-DO	PSSO	✓			
24	MARVIN CHILAM	PSSO	✓			
25	Jimmy M. Charaychag	PSSO	✓			
26	JAIME M. PALANGDOSAN	PSSO	✓			
27	CHUMACOG, MAUEL	PSSO	✓			
28	PAWID, ROWEL		✓			
29	KAPLAAN P. LAFADCHAN	MPSPC	✓	✓		
30	DARIO F. GUINANON	MPSPC	✓		09183391688	

CERTIFICATION

This is to certify that the above is true and correct attendance list of the participant/s/facilitator/s secretariat/s of the CONTINUING EDUCATION FOR SECURITY GUARDS

This is to certify further that the meals/snacks being claimed for payment were served to above participants.

HENRY A. EBFANI  
COORDINATOR





Republic of the Philippines  
PROVINCIAL GOVERNMENT OF MOUNTAIN PROVINCE  
BONTOC

ATTENDANCE SHEET

TITLE OF TRAINING / MEETING / PROGRAM:		CONTINUING EDUCATION FOR SECURITY GUARD		
VENUE:		Check specify type. /	Meeting	
DATE:			Training	
TIME:			Orientation	

PLEASE PRINT YOUR NAME LEGIBLY

NO.	PRINTED NAME OF PARTICIPANT	AGENCY/OFFICE	GENDE		CONTACT NO.	SIGNATURE
			R	F		
1	Petray, Warren	MPSPC	/		09128016404	
2	BACOLO, ALBERT	MPSPC	-			
3	CHILEM, Diana	PSSD			09205563194	
4	Kawarna, Grace	MPSPC	-		09373140042	
5	HENRY A. ERFAN	PSSD	/			
6	VICTOR ROMILITO	PSSD				
7	PAWES, ROWEL M	MPSPC	/			
8	Galing, Milme J.	PSSD/MPSPC		/		
9	Keya, Edwin Jr. I.	PSSD/MPSPC	/			
10	Basongan, Jeff P.	OST MPSPC	/			
11	GIMA L. LACBER	MPSPC		/	0939384039	
12	Nourarang, George	SG III	/			
13	Urban, Edwin	SG III	/			
14	Gamparan, JENIA	SSPC	/			
15	BRENT GOMEZ	SECURITY	/			
16	Tecapog, Albion	SG III	/			
17	Jayme, Jantoy	SG III	/			
18	LAFADCHAN, GIFFET	PSSD	/			
19	Arangyan, Bruce C.	Comm. Intern	/			
20	SOMORAY ARJAY	PSSD	/			
21	KAPLAAN P. LAFADCHAN	MPSPC	/			
22	DARID F. GUINAN	"	/			
23	Chumacog, Manuel	PSSD	/			
24						
25						
26						
27						
28						
29						
30						

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Republic of the Philippines  
PROVINCIAL GOVERNMENT OF MOUNTAIN PROVINCE  
BONTOC

ATTENDANCE SHEET

TITLE OF TRAINING / MEETING / PROGRAM:		CONTINUING EDUCATION FOR SECURITY GUARDS	
VENUE: CONGRESS HALL		Check specify type. /	Meeting Training Orientation
DATE: OCT. 18, 2014			
TIME:			

PLEASE PRINT YOUR NAME LEGIBLY

NO.	PRINTED NAME OF PARTICIPANT	AGENCY/OFFICE	GENDE		CONTACT NO.	SIGNATURE
			M	F		
1	MARION BARTOLO	PSSO	✓			
2	JAIME PALANGDOSAN	PSSO	✓			
3	MARYIN A. CHILAM	PSSO	✓			
4	JIMMY M. CHARAYCHAY	PSSO	✓			
5	Ballan Ray Fat	PSSO	✓			
6	DAUGI WEN FREERLAND	PGO-SSD	✓			
7	Tracy Getty Pl	PGO-SSD	✓			
8	AWICHEN MAXIMAND SR.	PGO-SSD	✓			
9	PELEW TYRONE	PG	✓			
10	AKILIS FE EKLENA	PGO-SSD	✓			
11	SILVANO, JL	PSSDO	✓			
12	Gilbert Lafanchan	- d -	✓			
13	Antonio Chakas	"	✓			
14	JAKAK CAMILO S	"	✓			
15	JO MARIO JR	"	✓			
16	SALAGAY E	PGO	✓			
17	DEHINUEL, VIFAN	PGO-WDO	✓			
18	GOMOMAC CORRIAN	SSDO	✓			
19	FULANGEN, ALBERT JR. F.	SSDO	✓			
20	GALING DANNY	SSDO	✓			
21	DOOLIXIC MAX-AD	SSDO	✓			
22	CONSTANCIO M. FICOL	SSDO	✓			
23	CRISOLDA M. MARAGCAY	PSSD	✓			
24	Fairlane Amongan	PSSD	✓			
25	JOSEPH PONATO	PSSO	✓			
26	JOHN F. SAIPEN	"	✓			
27	PHEDMAN SANCHEZ	"	✓			
28	Eugene Chumawat	"	✓			
29	JOHN T. BOMOWEY	"	✓			
30	ROXND KHAYAD	"	✓			

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COORDINATOR





PROVINCIAL GOVERNMENT OF MOUNTAIN PROVINCE  
Bontoc, Mountain Province

ATTENDANCE SHEET

Title of Program/Training/Meeting: CONTINUING EDUCATION FOR SECURITY GUARDS			Check specify type	Meeting Training Orientation
Date: OCT. 18, 2014		Time:	Venue: CONGRESSIONAL HALL	
Printed Name of Participant	Position/Title	Unit/Agency Represented	Signature	
1. ANENGAYAO, BRUCE C.	Intern	MPSPC		
2. JAYONG, JAINYTHE T.	Intern	MPSPC		
3. CAEL, CLARENCE M.	Intern	MPSPC		
4. BACOCO, ALBERT B.	Intern	MPSPC		
5. DARIO F. GUINAYEN	INSTRUCTOR	"		
6. FALLANG, JONAS J.	Intern	MPSPC		
7. ANRDES, J. BANDAS	Instructor	MPSPC		
8. CAMALON, LORNA S.	Intern	MPSPC		
9. FALLANG, WARREN B.	INTERH	MPSPC		
10. GALING, ROLIME L.	Intern	MPSPC		
11. FEONTON, MAY-RO F.	Intern	MPSPC		
12. GALING, BRYAN F.	Intern	MPSPC		
13. KAWONA, GRACE F.	Intern	MPSPC		
14. CALONG, DOMAS L.	Intern	MPSPC		
15. CLAIRE KAPLAN J. LAFADCHAN	Instructor	MPSPC		
16. CHAMAYAN, ROSELBY F.	Intern	MPSPC		
17. LUCAS, EDGAR I.	INTERH	MPSPC		
18. TAGAY, CONSTANCIO	SG III	PSSO		
19. ALLEN, TAYLOR W.	SG II	PSSO		
20. VICTOR COMICHO	PG	"		
21. ARNOLD C. CASPUS	Intern	MPSPC		
22. TAGAY, CONSTANCIO	SG III	PSSO		
23. REJI T. CABBAN	Intern	MPSPC		
24. KOMICHO, VICTOR	SG	PSSO		
25. JAMES J. BACOCO	WM III	PSSO		
26. GILBERT J. LAFADCHAN	SG III	PSSO		
27. JAYONG, WILLIAM	SG III	PSSO		
28. CAOL, DELON A.	Intern	MPSPC		
29. CHAPLAIN, ALBERT G.	Intern	MPSPC		
30. CHAPLAIN, ALBERT G.	SG III	PSSO		
31. CHAMAYAN, EDWARD S.	SG III	PSSO		
32. PAWID, ROWEL M.	INTERH	MPSPC		
33. CHAMAYAN, MANUEL	SG III	PSSO		
34. CANGONG, FAUSTINO M.	Intern	MPSPC		
35. HENRY A. EBFAN	WM III	PSSO/PGO		

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This is to certify further that the meals/snacks being claimed for payment by the caterer were served to the above participants.

21 NOV 2014

HENRY A. EBFAN  
Coordinator





OFFICE OF THE PROVINCIAL GOVERNOR

Tel/Fax Number: (074) 462 - 4310  
Email address: mpgov@yahoo.com

ATTENDANCE SHEET

Title of the Program/ Training/Meeting:		Check Specify Type	Meeting	
CONTINUING EDUCATION FOR PROVINCIAL SECURITY GUARDS			<input checked="" type="checkbox"/> Training	<input type="checkbox"/> Orientation
Date : OCT-25	Time:	Venue: CONGRESS HALL		
	Position	Office/Agency	Signature	
1 Jimmy Charayclay	SG III	PSSO		
2 Marlon G. Baderao	SG III	PSSO		
3 JOEY L. SILVERIO	SG III	-do-		
4 FREELAND A. DANGILAN	SG II	PCO - SSD		
5 TYRONE E. P. PELEY	- DO -	- DO -		
6 KAYASTEN, RUDY	SG II	SSD		
7 MARAGCAY, CRISGLA	SG I	SSD		
8 DOMINIC MAY-AD	SG III	SSD		
9 CONSTANCIO M. PINGA	SG II	SSD		
10 JOSEPH B. MACANING	PSG II	SSP		
11 PRINCE, ARAN SEAN	SG I	SSD		
12 FALAGAY, I	SG II	SSD		
13 ALBERT TULANGAN JR.	SG I	"		
14 JOHN T. BOMOWEY	SG III	SSDO		
15 HENRY A. EBFAN	WM III	PSSO		
16 Antonio Chakas	SG III	PSSD		
17 FRANCISCO FANESI	SG III	-do-		
18 GERRY BRACADO	SG III	do		
19 DARIO F. GUINAYEN	INSTRUCTOR	MPSPC		
20 Claire Kaplaan P. Lafadchan	Instructor	MPSPC		
21 Arnoldes J. Bantas	Instructor	MPSPC		
22 Fairlane Amongan	SG II	PSSO		
23 PUYO, Angelo G.	V/lt II	SSD		

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HENRY A. EBFAN  
Coordinator





PROVINCIAL GOVERNMENT OF MOUNTAIN PROVINCE  
Bontoc, Mountain Province

ATTENDANCE SHEET

Title of Program/Training/Meeting: CONTINUING EDUCATION FOR SECURITY GUARDS			Check specify type	Meeting Training Orientation
Date:	Time:	Venue:		
Printed Name of Participant	Position/Title	Unit/Agency Represented	Signature	
1 OLIVER B. SAGACA	Guard II	PSSO/GSO		
2 ROBERT L. TOCTOCTAN	PSSO	PSO		
3 Joseph Fantiyae	SG III	PSSO		
4 JOSEPH D. DONATO	PSSO	PSSO		
5 ALLEN TAMING	PSSO	PSSO		
6	SG III	PSSO		
7				
8 TAY-G Condoncia	SG III	PSSO		
9 Joseph Fantiyae	SG III	PSSO		
10 JUAN MIGUEL	SG III	PSSO		
11	SG III	PSSO		
12	SG III	PSSO		
13 ELLYN CLARI	SG III	PSSO		
14 MORAREME GECGE	SG III	PSSO		
15	"	"		
16	"	"		
17 MAIVIL CHILAM	SG III	PSSO		
18 S. Mangapang	SG II	PSSO		
19 Layang, Janythia T.	MPSPC	MPSPC		
20 Cameron, Jona	Intern	MPSPC		
21	"	"		
22 MARIO LO	SG II	PSSO		
23 Mangapang Emilio	SG II	"		
24	"	"		
25 YAKAK	"	"		
26 GAMONNAC, GRAYSON	"	PSSO		
27				
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HENRY A. FISON  
Coordinator





PROVINCIAL GOVERNMENT OF MOUNTAIN PROVINCE  
Bontoc, Mountain Province

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Title of Program/Training/Meeting: CONTINUING EDUCATION FOR SECURITY GUARD			Check specify type	Meeting Training Orientation
Date: NOVEMBER 8, 2014 Time:		Venue:		
Printed Name of Participant	Position/Title	Unit/Agency Represented	Signature	
1. <del>DEAN DELA PENA</del>	<del>SG I</del>	<del>PSSO</del>	<del>[Signature]</del>	
2. <del>CONSTANCIA M. FILAG</del>	<del>SG III</del>	<del>PSSO</del>	<del>[Signature]</del>	
3. <del>MOLLYN GARCIA</del>	<del>SG III</del>	<del>PSSO</del>	<del>[Signature]</del>	
4. <del>FRANCISCO KANISI</del>	<del>SG III</del>	<del>PSSO</del>	<del>[Signature]</del>	
5. <del>GILBERT LITADJHAN</del>	<del>WM III</del>	<del>PSSO</del>	<del>[Signature]</del>	
6. <del>ANTONIO CHACAS</del>	<del>SG III</del>	<del>PSSO</del>	<del>[Signature]</del>	
7. <del>MARIO MARIO LO</del>	<del>SG II</del>	<del>PSSO</del>	<del>[Signature]</del>	
8. <del>ELIGIY ERICA</del>	<del>SG II</del>	<del>PSSO</del>	<del>[Signature]</del>	
9. <del>MARVIN CHILAM</del>	<del>WM III</del>	<del>PSSO</del>	<del>[Signature]</del>	
10. <del>Thyrod Winsor William</del>	<del>SG III</del>	<del>PSSO</del>	<del>[Signature]</del>	
11. <del>DANGLAW FREOLAND</del>	<del>SG II</del>	<del>- DO -</del>	<del>[Signature]</del>	
12. <del>PELEW TYRONE</del>	<del>SG III</del>	<del>PSSO</del>	<del>[Signature]</del>	
13. <del>DOMINIC MAY-RO</del>	<del>SG I</del>	<del>PSSO</del>	<del>[Signature]</del>	
14. <del>CRISelda MARAGCAY</del>	<del>SG II</del>	<del>PSSO</del>	<del>[Signature]</del>	
15. <del>MARLON BARRERA</del>	<del>SG I</del>	<del>PSSO</del>	<del>[Signature]</del>	
16. <del>ALBERT FULANBON JR.</del>	<del>SG I</del>	<del>PSSO</del>	<del>[Signature]</del>	
17. <del>BERNALDO LIMOG</del>	<del>SG II</del>	<del>PSSO</del>	<del>[Signature]</del>	
18. <del>CHUMAR EUGENE L.</del>	<del>SG II</del>	<del>PSSO</del>	<del>[Signature]</del>	
19. <del>HENRY EBFAN</del>	<del>WM III</del>	<del>PSSO</del>	<del>[Signature]</del>	
20. <del>RECTOROCHON</del>	<del>PSSO</del>	<del>PSSO</del>	<del>[Signature]</del>	
21. <del>JOEY L. SILVERIO</del>	<del>SG III</del>	<del>- do -</del>	<del>[Signature]</del>	
22. <del>AWICHER MAXIMO</del>	<del>WM III</del>	<del>PSSO</del>	<del>[Signature]</del>	
23. <del>REAGADO CERRERA</del>	<del>SG III</del>	<del>PSSO</del>	<del>[Signature]</del>	
24. <del>Chumawar, Edward Jr</del>	<del>SG III</del>	<del>PSSO</del>	<del>[Signature]</del>	
25. <del>JOCELYN F. LICADANG</del>	<del>Instructor</del>	<del>MPSPC</del>	<del>[Signature]</del>	
26. <del>Gundes Jimapang Bomas</del>	<del>Instructor</del>	<del>MPSPC</del>	<del>[Signature]</del>	
27. <del>Clare Kaplaan P. Litadchan</del>	<del>Instructor</del>	<del>MPSPC</del>	<del>[Signature]</del>	
28. <del>Bernice L. Pockly</del>	<del>Instructor</del>	<del>MPSPC</del>	<del>[Signature]</del>	
29. <del>DAVID G. FAGKANGAN</del>	<del>INSTRUCTOR</del>	<del>MPSPC</del>	<del>[Signature]</del>	
30. <del>FANAD ALBAN</del>	<del>INSTRUCTOR</del>	<del>"</del>	<del>[Signature]</del>	
31. <del>FECHA, KOUNDA O.</del>	<del>"</del>	<del>"</del>	<del>[Signature]</del>	
32. <del>Fallon, Roy</del>	<del>"</del>	<del>"</del>	<del>[Signature]</del>	
33. <del>JOSEPH O. DONATO</del>	<del>WM III</del>	<del>PSSDO</del>	<del>[Signature]</del>	
34. <del>ALLEN TAYNIN</del>	<del>SG II</del>	<del>PSSDO</del>	<del>[Signature]</del>	
35. <del>JOHN F. SATPEN</del>	<del>"</del>	<del>"</del>	<del>[Signature]</del>	

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HENRY A. EBFAN  
Coordinator





PROVINCIAL GOVERNMENT OF MOUNTAIN PROVINCE  
Bontoc, Mountain Province

ATTENDANCE SHEET

Title of Program/Training/Meeting: CONTINUING EDUCATION FOR SECURITY GUARD			Check specify type	Meeting Training Orientation
Date:	Time:	Venue:		
Printed Name of Participant	Position/Title	Unit/Agency Represented	Signature	
1 GRHAM PACHADEN JR		PGO - PDRMO		
2 TX-09, Constancia	SG III			
3 [unclear] Constancia	SG II	PSSC		
4 Galang Danny	SG II			
5 WILLIAM THAKICAP	SG III	PSSO		
6 TIO TIKYAPEN	SG IV	PSSO		
7 YAKAK GAMKO	W III	PSSO		
8 EDWIN CLOAN	SG III	PSSC		
9 CAMONNAC, G.D.	SG II	PSSO		
10 JOHN F. SAIPEN	SG III	PSSO		
11 Macad Julia	Wm	PSSO		
12 Joseph Fentiza	Wm	PSSO		
13 ROLAND KIZAYAN		PSSO		
14 JUV U DALASON		PSSO		
15 J.M. CETAIZA-CEYAY	SG III	PSSO		
16 POYAO, Angelo G.	SG II	PSSO		
17/18/19 11:30 AM				
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CERTIFICATION

This is to certify that the above is the true and correct attendance list of the participants/facilitators/secretariat of the CONTINUING EDUCATION FOR SECURITY GUARDS.

This is to certify further that the meals/snacks being claimed for payment by the caterer were served to the above participants.

HENRY A. ERCAN  
Coordinator



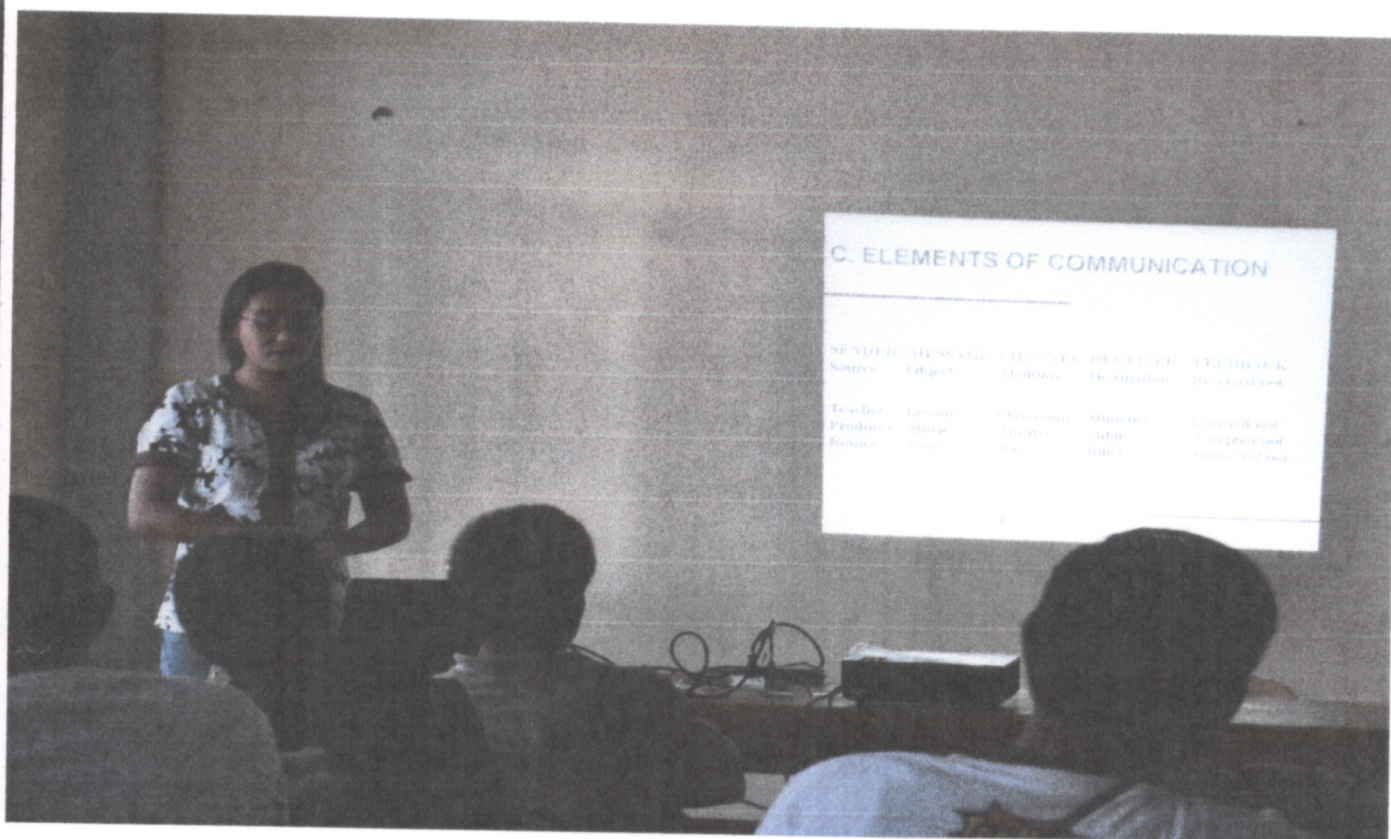


Republic of the Philippines  
Mountain Province State Polytechnic College  
Bontoc Campus  
Bontoc, Mountain Province  
DEPARTMENT OF CRIMINOLOGY



*"Continuing Education for PSGs Extension program"*

Mrs. Claire Lafadchan discusses on the importance of Technical Report Writing on September 27, 2014 at the Congressional Hall as part of the six months extension activity on "Continuing Education for the Provincial Security Guards."







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Mountain Province State Polytechnic College  
Bontoc Campus  
Bontoc, Mountain Province  
DEPARTMENT OF CRIMINOLOGY



*"Continuing Education for PSGs Extension program"*



PSGs are having there workshop activity on the Fundamentals of Technical Report Writing.

Despite the inconvenience in writing due to lack of tables or arm chairs, the PSGs are still making their reports.



Facilitators convene on what activities are to be done next.

The PSGs show their willingness to learn and to have their skills be further honed.



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*Mountain Province State Polytechnic College*  
**Bontoc Campus**  
Bontoc, Mountain Province  
**DEPARTMENT OF CRIMINOLOGY**



*"Continuing Education for PSGs Extension program"*

**Activity on Combat-shooting**

Final briefing. Mr. Robert Toctocan and Mr. Dario Guinayen remind the PSGs before the activity on combat shooting. They told the participants to apply what they learned about gun safety.





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*Mountain Province State Polytechnic College*  
**Bontoc Campus**  
Bontoc, Mountain Province  
**DEPARTMENT OF CRIMINOLOGY**

*"Continuing Education for PSQs Extension program"*



# Activity on Combat-shooting





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**Bontoc Campus**  
Bontoc, Mountain Province  
**DEPARTMENT OF CRIMINOLOGY**

*"Continuing Education for PSGs Extension program"*



# Activity on Combat-shooting





Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"  
Activity # 3

Subject-Verb Agreement

Name: Marageay Criselda

Instruction: Select the correct form of the verb to be used. Write the answer before the number.

are 1. There (is, are) three detectives assigned to follow-up the case.

were 2. Detective Acay, together with Detectives Baloy and Caloy, (was, were) assigned to monitor the operations of the Akyat Bahay gang.

is 3. One of the major causes of drug abuse (is, are) broken homes.

are 4. Everyone, including the officers (is, are) invited for symposium.

hates 5. The commander, as well as his staff (hate, hates) the report.

writes 6. Each investigator, unlike his officers, (write, writes) the report.

is 7. Everyone in the department who (is, are) qualified can be sent abroad for training.

is 8. One hundred pesos (is, are) chicken feed for gambling.

is 9. Either the defendant or the victims (is, are) convincing in giving testimony.

is 10. Neither the defendants nor the victim (is, are) convincing in giving testimony.



Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"

Activity # 1

Active and Passive Voice

Name: Antonio Chakas

Instruction: Determine and copy the verb in each sentence. Then label it ACTIVE or PASSIVE. Write your answers on the blanks before the number.

- |                         |   |
|-------------------------|---|
| <u>are guarded</u>      | <del>passive</del> 1. Some businesses are guarded at night by watchdogs.                  |
| <u>dry</u>              | <del>active</del> 2. Dry the dishes with a towel.   |
| <u>warms</u>            | <del>active</del> 3. The Gulf Stream warms the west coast of Europe.                      |
| <u>left</u>             | <del>active</del> 4. The dog left a stream muddy foot print.                              |
| <u>can be shattered</u> | <del>passive</del> 5. Jade can be shattered by a sharp blow.                              |
| <u>is always called</u> | <del>passive</del> 6. Jim is always called J.J. by his family.                            |
| <u>was played</u>       | <del>passive</del> 7. The lead part was played by Jane.                                   |
| <u>will be finished</u> | <del>passive</del> <sup>passive</sup> 8. My report on solar energy will be finished soon. |
| <u>followed</u>         | <del>active</del> 9. A terrible thunderstorm followed the rain.                           |
| <u>were made</u>        | <del>passive</del> 10. The wedding vows were made by the couple.                          |



Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"

Activity # 2

Active and Passive Voice

Name: Antonio Chakas

10

Instruction: Rephrase the sentences from passive to ACTIVE voice. Write your answers on the blank below the number.

1. ~~The bark of the trees were chewed by the deer.~~  
The deer chewed the bark of the trees.
2. ~~A wonderful speech was given by Ned.~~  
Ned gave a wonderful speech.
3. ~~The concert was enjoyed by everyone.~~  
Everyone enjoyed the concert.
4. ~~The warrant of arrest was issued by the judge.~~  
The judge issued the warrant of arrest.
5. ~~Shabu paraphernalia was recovered by the police from the suspect.~~  
The police recovered shabu paraphernalia from the suspect.
6. ~~The report was written by SPO2 Robinsons last night.~~  
SPO2 Robinson wrote the report last night.
7. ~~Instructions were given by the chief of police.~~  
The chief of police gave instructions.
8. ~~Religious freedom was promised to the settlers by William Penn.~~  
William Penn. promised religious freedom to the settlers.
9. ~~The case was filed by the victim's son.~~  
The victim's son filed the case.
10. ~~Spanjards were defeated by them.~~  
They defeated the Spaniards.



Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"  
Activity # 3

Subject-Verb Agreement

Name: Antonio C. Alatas

10

Instruction: Select the correct form of the verb to be used. Write the answer before the number.

Are 1. There (is, are) three detectives assigned to follow-up the case.

Was 2. Detective Acay, together with Detectives Baloy and Caloy, (was, were) assigned to monitor the operations of the Akyat Bahay gang.

Is 3. One of the major causes of drug abuse (is, are) broken homes.

Is 4. Everyone, including the officers (is, are) invited for symposium.

hates 5. The commander, as well as his staff (hate, hates) the report.

Writes 6. Each investigator, unlike his officers, (write, writes) the report.

Is 7. Everyone in the department who (is, are) qualified can be sent abroad for training.

Is 8. One hundred pesos (is, are) chicken feed for gambling.

Are 9. Either the defendant or the victims (is, are) convincing in giving testimony.

Is 10. Neither the defendants nor the victim (is, are) convincing in giving testimony.



Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"

Activity # 1

Active and Passive Voice

Name: SGT BOMANEY

Instruction: Determine and copy the verb in each sentence. Then label it ACTIVE or PASSIVE. Write your answers on the blanks before the number.

are guarded

Passive 1. Some businesses are guarded at night by watchdogs.

Dry

active 2. Dry the dishes with a towel.

warms

active 3. The Gulf Stream warms the west coast of Europe.

Left

active 4. The dog left a stream muddy foot print.

is shattered

Passive 5. Jade can be shattered by a sharp blow.

is called

Passive 6. Jim is always called J.J. by his family.

was played

Passive 7. The lead part was played by Jane.

Will be finished

active 8. My report on solar energy will be finished soon.

Followed

active 9. A terrible thunderstorm followed the rain.

was made

Passive 10. The wedding vows were made by the couple.



Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"

Activity # 2

Active and Passive Voice

10

Name: SGT Bomoney

Instruction: Rephrase the sentences from passive to ACTIVE voice. Write your answers on the blank below the number.

1. ~~The bark of the trees were chewed by the deer.~~  
The deer chewed the bark of the trees.
2. ~~A wonderful speech was given by Ned.~~  
Ned gave a wonderful speech.
3. ~~The concert was enjoyed by everyone.~~  
Everyone enjoyed the concert.
4. ~~The warrant of arrest was issued by the judge.~~  
The judge issued the warrant of arrest.
5. ~~Shabu paraphernalia was recovered by the police from the suspect.~~  
The Police recovered Shabu paraphernalia from the suspect.
6. ~~The report was written by SPO2 Robinsons last night.~~  
SPO2 Robinsons wrote the report last night.
7. ~~Instructions were given by the chief of police.~~  
The chief of Police gave the instructions.
8. ~~Religious freedom was promised to the settlers by William Penn.~~  
William Penn promised a religious freedom to the settlers.
9. ~~The case was filed by the victim's son.~~  
The victim's son filed the case.
10. ~~Spaniards were defeated by them.~~  
They defeated the spaniards.



Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"  
Activity # 3

Subject-Verb Agreement

10

Name: SG Bomoway

Instruction: Select the correct form of the verb to be used. Write the answer before the number.

Are 1. There (is, are) three detectives assigned to follow-up the case.

was 2. Detective Acay, together with Detectives Baloy and Caloy, (was, were) assigned to monitor the operations of the Akyat Bahay gang.

is 3. One of the major causes of drug abuse (is, are) broken homes.

is 4. Everyone, including the officers (is, are) invited for symposium.

hates 5. The commander, as well as his staff (hate, hates) the report.

writes 6. Each investigator, unlike his officers, (write, writes) the report.

is 7. Everyone in the department who (is, are) qualified can be sent abroad for training.

is 8. One hundred pesos (is, are) chicken feed for gambling.

are 9. Either the defendant or the victims (is, are) convincing in giving testimony.

is 10. Neither the defendants nor the victim (is, are) convincing in giving testimony.



## MPSPC

### REPORT WRITING FOR PROVINCIAL SECURITY GUARDS

SEPTEMBER 9, 2014

Multipurpose Hall

9:00 AM to 12:00

CONTINUING EDUCATION FOR PROVINCIAL GUARD

at about 8 o'clock in the morning of September 9, 2014  
ON OR BEFORE WE START THE SEMINAR  
we the participants of the continuing education program have  
registration and before the opening remarks prayer was  
led by MS. Lafadchan.  
PRAYER OF MRS. Lafadchan.

Then the opening talk of SIR ROBERT  
Tocotan for the seminar. BEFORE THE PRE assessment,  
SIR DARWIN MAYAEN had given an overview of the activity.  
SEMINAR about our work as (PSG's) Provincial Security  
GUARD then closing remarks BEFORE the GOVERNOR  
hon. LEONARDO MAYAEN came for a short talk.

Governor Leonardo Mayan gave his  
short message before the closing remarks  
was given by Mr. Elmes Pakipac, the  
Extension Director of MPSPC.



At about 0930 H, the Launching of Continuing Education for Provincial Security Guards Seminar ~~were~~ began and Sir Dario Guinayen was the first speaker.

Sir Guinayen ~~talk~~<sup>spoke</sup> about his observation regarding the task of the P.S.G. ~~and~~ and had given <sup>us</sup> the Number one problems w/c are commonly arising during our tour of duty like for example: we PSG are lack of Seminar, trainings, courtesy and discipline, First Aid and other <sup>important</sup> tasks.



September 5, 2014

TO Whom it may concern,

at about 0830hrs of same date,  
the prov'l. scdy. guards started arriving  
to attend the scheduled launching of  
continuing education for prov'l. scdy.  
guards extension program at the multi-  
purpose, Bontoc, Mt. Prov.

The program commence at about  
0930hrs in the presence of staffs of  
MPSPC headed by Mr. David P.  
Guinagan. <sup>Simultaneously</sup> Simultaneously, Mr. Rommel  
O. Fecha, the master of ceremony, started  
the recce basing on the program schedule;  
Such as the opening prayer by Miss  
Claire Kaplaam P. Lafalcan, the welcome  
remarks of Mr. Robert P. P. P. P., followed  
the overview of the activity by

- more on the back page -



09 September, 2014 The Continuing Education for Prov'l Security Guards was launched. It was attended by 31 prov'l Security Guards with MPSPC extension program Pres. Mr. Elmer Palipak, vice pres for Ext. Susan A. Lopez, Mr. Dario Guinoyan from the Criminology Department & Romel Fecha as master of Ceremony.

Though the launching was done a little bit late, for unknown reasons, it still went done well after which <sup>the Governor</sup> finished his message on or about 10:30 A.M.

Lastly, The Provincial Security Guards who attended the launching made/wrote a simple assessment on what they observed <sup>on the activity</sup> (that transpired). (during the launching)

The writer pray that most if not 100% of the PSG will attend the incoming days for the Continuing Education program for the Prov'l Security Guards.



house, Mt. Grove.

on or about; 0900 of 09-09-14, at the  
Multi-Purpose Hall, The Launching of "Continuing  
Education for B.S.C." extension program was held.  
The speakers of this program were members of  
MPSPC led by Mr Davis Greeneyes, and the Poet  
Govt. by Gov. Leonard G. Mayan.

This program is to enhance the civil Guard  
on how to make report writing.

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## MEMORANDUM

To : **Mrs. Lourdes T. Bandas**  
**Mrs. Jocelyn F. Licagang**

From : **Henry A. Ebfan**

Subject : **Narrative report**

Date : **September 13, 2014**

---

At 0735H Mesdames Lourdes T. Bandas and Jocelyn F. Licagang arrived at the Capitol for the continuation of the seminar conducted last August 30, 2014 at the Multi-purpose Building.

The seminar started at 930H after the registration. It was held at the Congressional Hall, Capitol, Bontoc, Mountain Province. Madam Lourdes Bandas explained the basic principles of report writing using the 5W's (Why, what, who, where and when) and 1H (how).

The seminar was attended by 35 Provincial Guards of the Provincial Government of Mountain Province. It ended at 1200H.

  
**HENRY A. EBFAN**  
Watchman III  
SSD-PGO



## NARRATIVE REPORT

NAME: MARIO R. LO JR.

occupation: PROVINCIAL security GUARD II

topic: Fundamental of technical report writing.

speaker: Lourdes Tumapang, Bandas

DATE and time: SEPTEMBER 13, 2014 at 9:00 AM to 12:00 H

venue: congressional hall

### I. INTRODUCTION:

WE the PROVINCIAL security group had a seminar about Fundamental of technical Report writing. Our security officer ORGANISED a seminar FOR US. They Invited speaker's FROM The CRIMINOLOGY department of M.P.S.P.C. In this Day of seminar OUR topic is about 'fundamental of technical report writing'.

### II Knowledge / Learning ACQUIRED

I Have knowledge in Fundamental of technical report writing. Because we USED it in our daily work. When we are <sup>THE</sup> PROVINCIAL security guards, but honestly when I heard The topic that the speaker discussed, I was not Really familiar with ~~the~~ topic. Based on what I learned Fundamental of technical report writing is virtually is to make a good spot report or incident report by using of the (S)w and (I)h and proper USED OF past TENSE, punctuation marks, capital LETTER'S and CORRECT spelling and etc....



I have learned that by the use of the Fundamental of technical report writing, you can make a good report for the readers to easily understand what the report is talking about.

Like the speaker said that many of us should be having this seminar so that we security guards and police will be common to our technical errors in making a reports.

### III observation:

DURING OUR seminar, I observed that our speaker have enough knowledge about the topic, she is discussing. I also observed that she has FREEBIES FOR US participants to participate in her discussion and question answer portion. I observed that we the participants are interested to the topic participating with the speaker and listen enough to learn.

### IV recommendation & suggestions

I suggest that they provide a hand outs for us the participants of the seminar so that, we the participants have notes to be compile and use it while the seminars going on so that we don't need to copy. Instead we the participants will focused on listening to the speaker.



## REPORT WRITING

At about 9:00 AM, September 13, 2014, I and CO-Provincial Security Guards were at Congressional Hall to have our lecture on "FUNDAMENTALS OF TECHNICAL REPORT WRITING!"

Our lecturer Ma'am Lourdes T. Bandaz with Ma'am Jocelyn Licadang showed us first how an Iceberg was compared to a life of a person.

PSG III Jimmy Chanaychan led a prayer to start the program proper. Ma'am Lourdes T. Bandaz lectured us properly on the "FUNDAMENTALS OF TECHNICAL REPORT WRITING", then we have our break.

We continued our program extracting I.W.'s and I.H. from a given report. We adjourned after having lunch.

by:  



Subject : Fundamentals of Technical Report Writing  
From : September 13, 2014

At around 9:00 A.M., September 13, 2014, The Prov'l. Security Guard ~~were~~ gathered to attend the training at the Congressional Hall Capitol Building Bontoc, Mountain Province.

The program started with a prayer by Mr. Jimmy Charaychay, after the prayer Mrs Lourdes T. Bardas, an instructor from MPSPC started her lecture she discussed the Basic principles of report writing, after finish explaining and discussing she gave us a report where we are given time to identify the 5 W's and 1 H. then coffee was served, after snack she gave us another paper to grade her on how she taught us we passed our paper then she instructs us to write a report on what happen on the meeting. but the guards agreed that they will pass it next meeting, at around 11:40 AM lunch was served at the Capitol, after lunch we departed on our own ways.

to be continued.



SUBJECT: FUNDAMENTAL OF TECHNICAL REPORT WRITING

AT ABOUT 8:00 A.M. OF SEPTEMBER 13, 2014 I AND MY CO PROVINCIAL SECURITY GUARD WERE AT THE CONGRESSIONAL HALL TO ATTEND FIRST DAY OF THE SEMINAR ON TECHNICAL REPORT WRITING. DURING THE LECTURE PRESENTED BY MA'AM LOURDES T. BANDAS ASSISTED BY MA'AM JOCELYN F. UCAJANG, SHE SHOWED A POWER POINT PRESENTATION REGARDING HOW AN ICEBERG COMPARES TO A LIFE PERSON. AFTER PRESENTATION WE HAVE A SHORT PRAYER CONDUCTED BY PSG III SIR JIMMY CHANACHAY, TO START THE LECTURE PROPER.

MA'AM LOURDES T. BANDAS START THE LECTURE ON THE FUNDAMENTAL OF TECHNICAL REPORT WRITING. SHE DISCUSS THE ACCURACY, HOW TO USE PAST TENSE, USAGE OF NOUNS. MA'AM BANDAS PROPERLY PRESENTED HER LECTURE THEN HAVE A SHORT BREAK.

MA'AM LOURDES CONTINUED HER LECTURE ON HOW TO ANSWER THE 5W AND 1H, AFTER WE MAKE AN EXERCISE ON HOW TO ANSWER THE 5W AND 1H. AFTER THAT WE SUBMIT TO MA'AM JOCELYN F. UCAJANG AND DISMISS AT AROUND 11:30 A.M.

PREPARED BY:

A.T.L. 



September 13, 2014

Subject. Narative report

On about 9.30 am of September 13 2014 I and my co Provincial Security Guard attained the first day of seminar on fundamental technical report writing us sponsored by the Criminology department headed by sir Dario Guinayen. The first lecture rendered by Mam Lourdes T. Bandas, her topic about the uses of pronoun, noun, verb, past tense, present tense, accuracy, the purpose of report writing. The second topic is how to answer the 5 w and 1 h and we do an report on how to construct and answer 5 w and 1 h then we submited to my mam Bandas. on 11:30 am we have a lunch and instructed us to sbment on monday.

Pep

Submited.by

R.F.P



SEPTEMBER 13, 2014

AT about 0900h, September 13, 2014, the MPSPC Lecturer under the criminology Department "Mam Lourdes T. Bandas taught us the technique and importance of report writing in making a good report and we were given an exercise, extracting the 5 W and 1H from an given report.

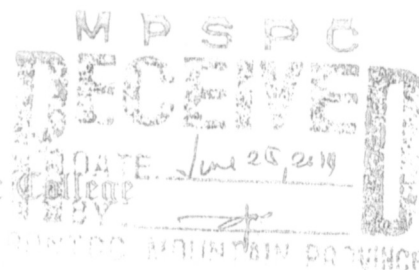
Submitted by.

Awichem M.





Mountain Province State Polytechnic College  
Bontoc Campus  
Bontoc, Mountain Province



## Activity Design

- I. PROGRAM TITLE: PUBLIC SAFETY, SECURITY AND JUVENILE DELINQUENCY
- Activity Title: Continuing Education for Security Guards
- Implementing Agency: MPSPC –Criminology Department
- Venue: Provincial Capitol, Bontoc, Mt Prov.
- Proponents: Criminology Department
- Participants: Provincial Security Guards
- Source of Fund: MPSPC Extension
- Duration: (for confirmation)

## II. INTRODUCTION

### A. Rationale:

Security, implies a stable, relatively predictable environment in which an individual or group may pursue its end without disruption or harm, and without fear of such disturbance and injury (Dulipas and Peckley, 2008).

In Bontoc, Mountain Province, the Provincial Security Guards are doing all ways and means to secure and protect the properties of the provincial government and the interests of their clients. However, their jobs also require paper works of which all events observed must be reported.

However, it was found out in the study of Mr. Dario F. Guinayen titled "The Security Operations of Provincial Guards in Mountain Province" that the first problem being encountered by the said Provincial Guards is Lack of training on report writing. Thus, this activity design is being proposed by the Criminology Department with the main goal of guiding the Provincial Guards on report writing through seminar-workshops.

Security education and fundamentals of gun safety with combat shooting are also included in this activity with the purpose of giving updates to security guards which will be helpful in their field of profession.

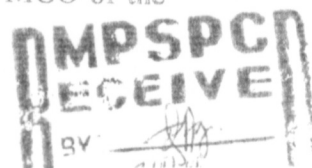
### B. General Situations

Report writing is very important because it contains facts that tell a story on what transpired in a given place at a given time. It is a skill that can be polished and perfected. However, not all Provincial Security Guards know the sequence of writing a report though they have been writing in their log books. It can be understood that the Provincial Security Guards are not all college graduates, thus, they need to refresh their minds on the mechanics of report writing so that they can appreciate the concept of writing a report and its importance to the government and the public.

They must also be made aware of the up to date issues and concerns regarding security guards here in the Philippines and be reminded of the basic gun safety measures and to refresh their marksmanship skills.

### C. Objectives:

1. Inform the participants on the different programs of the college as well as the VMGO of the institution;





2. Introduce the fundamentals of Technical Report Writing;
3. Instill the importance of Technical Report Writing;
4. Construct simple and short sentences;
5. To decipher the characteristics of paragraph and the impact of misspelled words in report writing;
6. Identify the different kinds and uses of punctuations;
7. Give emphasis on the use of past tense in writing investigation reports;
8. Discuss the guiding tools in writing a technical report;
9. Identify the classification, criteria, parts and format of reports;
10. Identify and differentiate the various written communications prepared and used by the Provincial Security Guards.
11. Identify and discuss the different types of security.
12. Enumerate and discuss the basic functions of security guards.
13. Discuss the basic security assessment and security plans.
14. Give emphasis on the importance of gun safety.
15. Adopt the basic rules of gun safety.

#### D. Significance of the Extension Activity

This activity or training is very important especially for the participants. This is for them to develop and increase self-confidence in their work. It also provide them an avenue of viewing the importance of report writing in a more positive perspective since the reports they make reflect their performance while on tour of duty. The activity will also enable the Provincial Security Guards to improve and hone their writing and marksmanship skills.

#### E. Instructor concerned of the extension Activity

Dario F. Guinayen – Criminology Instructor, Department Chairman

#### III. Procedure/Methodology

Before the actual seminar-workshop on report writing, an orientation will be conducted among the Provincial Security Guards to introduce the said activity and for them to be mentally prepared.

#### IV. Schedule of Activities (to be identified)

#### V. Proposed Budget

Quantity	Particulars	Unit Price	Total price
50	Opening Program Snack		
50	@ C2 Solo	12	600
50	@ Cup cake	12	600
50	Closing Program		
50	Snacks	12	600
50	@ C2 Solo	12	600
50	@ Cup cake		
3 reams	Long Bond paper	200	600
5 reams	Short Bond paper	185	925
50 pcs	Short envelope	6/pc	300
50 pcs	Ball pen	6/pc	300
2	Canon 810 black	800	160
2	Canon 811 color	800	160
60 pcs.	Parchment paper	45/10 pieces	270
60 pcs.	Short envelope	6/pc	360
600 pcs.	Ammunition (for marksmanship)	13/pc	7800
	<b>TOTAL</b>		<b>P13,275.00</b>

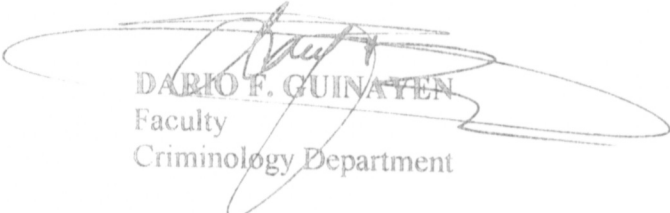


## VI. Program of Activities

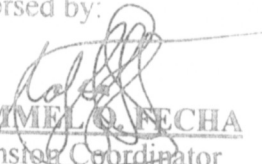
Activities	People Involve	Time Frame
1. Orientation of the participants	a. VP RDE b. Campus Extension Coordinator c. Executive Dean d. Chairman-Criminology e. Director, Extension f. Criminology Faculty Members	, 2014 8:00 AM
2. Training proper starts. Fundamentals of Technical Report Writing will be taught to the participants.	a. Trainer b. Participants- Provincial Security Guards	, 2014 10:00 AM
3. The importance of Technical Report Writing will be emphasized to the participants and the activity will start on the construction of short and simple sentences.	a. Trainer b. Assistant instructor c. Participants- Provincial Security Guards and Inmates	, 2014 8:00 - 5:00 PM
4. Participants will be guided on deciphering the characteristics of paragraph and the impact of misspelled in report writing.	a. Trainer b. Assistant instructor c. Provincial Security Guards	, 2014 8:00 - 5:00 PM
5. Continuation of workshop. Ask the participants to identify the different kinds and uses of punctuation marks.	a. Trainer b. Assistant instructor c. Provincial Security Guards	, 2014 8:00 - 5:00 PM
6. The trainer will discuss on the use of past tense in writing investigation report.	a. Trainer b. Assistant instructor c. Provincial Security Guards	, 2014 8:00 - 5:00 PM
7. Discussion and workshop on the guiding tools in writing a technical report.	a. Trainer b. Assistant instructor c. Provincial Security Guards	, 2014 8:00 - 5:00 PM
8. The participants will learn to identify and differentiate the various written communications prepared and used by the Provincial Security Guards.	a. Trainer b. Assistant instructor c. Provincial Security Guards	, 2014 8:00 - 5:00 PM
9. Updates on Security Education in the Philippines	a. Trainer b. Assistant instructor c. Provincial Security Guards	, 2014 8:00 - 5:00 PM
10. Gun Safety with Marksmanship and Combat shooting	a. Trainer b. Assistant instructor c. Provincial Security Guards	, 2014 8:00 - 5:00 PM
11. Closing Program	a. Provincial Governor b. VP RDE c. Campus Extension Coordinator d. Executive Dean e. Chairman-Criminology f. Director, Extension g. Criminology Faculty Members	, 2014 8:00-10:00 AM



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VP RDE

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from the supply  
office and go  
to Extension*

Approved:

  
JOSEPHINE M. NGODCHO  
OIC President/VPAA



Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"

Activity # 1

Active and Passive Voice

Name: Francis Kaini

8

Instruction: Determine and copy the verb in each sentence. Then label it ACTIVE or PASSIVE. Write your answers on the blanks before the number.

- |                         |  |
|-------------------------|--|
| <u>are guarded</u>      | <u>passive</u> 1. Some businesses are guarded at night by watchdogs. |
| <u>dry</u>              | <u>Active</u> 2. Dry the dishes with a towel.                        |
| <u>warms</u>            | <u>Active</u> 3. The Gulf Stream warms the west coast of Europe.     |
| <u>left</u>             | <u>Active</u> 4. The dog left a stream muddy foot print.             |
| <u>can be shattered</u> | <u>passive</u> 5. Jade can be shattered by a sharp blow.             |
| <u>is always called</u> | <u>passive</u> 6. Jim is always called J.J. by his family.           |
| <u>was played</u>       | <u>passive</u> 7. The lead part was played by Jane.                  |
| <u>will be finished</u> | <u>Active</u> 8. My report on solar energy will be finished soon.    |
| <u>followed</u>         | <u>Active</u> 9. A terrible thunderstorm followed the rain.          |
| <u>were made</u>        | <u>passive</u> 10. The wedding vows were made by the couple.         |



Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"

Activity # 2

Active and Passive Voice

Name: Francisco Fairsi

10

Instruction: Rephrase the sentences from passive to ACTIVE voice. Write your answers on the blank below the number.

1. ~~The bark of the trees were chewed by the deer.~~  
The deer chewed the bark of the trees.
2. ~~A wonderful speech was given by Ned.~~  
Ned gave a wonderful speech.
3. ~~The concert was enjoyed by everyone.~~  
~~The judge~~ Everyone enjoyed the concert.
4. ~~The warrant of arrest was issued by the judge.~~  
The judge issued the warrant of arrest.
5. ~~Shabu paraphernalia was recovered by the police from the suspect.~~  
The police recovered shabu paraphernalia from the suspect.
6. ~~The report was written by SPO2 Robinsons last night.~~  
SPO2 Robinson wrote the report last night.
7. ~~Instructions were given by the chief of police.~~  
The chief of police gave instructions.
8. ~~Religious freedom was promised to the settlers by William Penn.~~  
William Penn promised religious freedom to the settlers.
9. ~~The case was filed by the victim's son.~~  
The victim's son filed the case.
10. ~~Spaniards were defeated by them.~~  
They defeated the Spaniards.



Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"  
Activity # 3

Subject-Verb Agreement

Name: Francisco Carino

10

Instruction: Select the correct form of the verb to be used. Write the answer before the number.

- are 1. There (is, are) three detectives assigned to follow-up the case.
- was 2. Detective Acay, together with Detectives Baloy and Caloy, (was, were) assigned to monitor the operations of the Akyat Bahay gang.
- is 3. One of the major causes of drug abuse (is, are) broken homes.
- is 4. Everyone, including the officers (is, are) invited for symposium.
- hates 5. The commander, as well as his staff (hate, hates) the report.
- writes 6. Each investigator, unlike his officers, (write, writes) the report.
- is 7. Everyone in the department who (is, are) qualified can be sent abroad for training.
- is 8. One hundred pesos (is, are) chicken feed for gambling.
- are 9. Either the defendant or the victims (is, are) convincing in giving testimony.
- is 10. Neither the defendants nor the victim (is, are) convincing in giving testimony.



"Continuing Education for PSGs"

Activity # 1

Active and Passive Voice

Name: MGB

Instruction: Determine and copy the verb in each sentence. Then label it ACTIVE or PASSIVE. Write your answers on the blanks before the number.

- |                         |  |
|-------------------------|--|
| <u>GUARDED</u>          | <del>PASSIVE</del> 1. Some businesses are guarded at night by watchdogs. |
| <u>DRY</u>              | <del>PASSIVE</del> 2. Dry the dishes with a towel.                       |
| <u>WARMAS</u>           | <del>ACTIVE</del> 3. The Gulf Stream warms the west coast of Europe.     |
| <u>LEFT</u>             | <del>ACTIVE</del> 4. The dog left a stream muddy foot print.             |
| <u>SHATTERED</u>        | <del>PASSIVE</del> 5. Jade can be shattered by a sharp blow.             |
| <u>CALLED</u>           | <del>PASSIVE</del> 6. Jim is always called J.J. by his family.           |
| <u>WAS PLAYED</u>       | <del>PASSIVE</del> 7. The lead part was played by Jane.                  |
| <u>WILL BE FINISHED</u> | <del>PASSIVE</del> 8. My report on solar energy will be finished soon.   |
| <u>FOLLOWED</u>         | <del>ACTIVE</del> 9. A terrible thunderstorm followed the rain.          |
| <u>WERE MADE</u>        | <del>PASSIVE</del> 10. The wedding vows were made by the couple.         |



Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"

Activity # 2

Active and Passive Voice

Name: MSB

10

Instruction: Rephrase the sentences from passive to ACTIVE voice. Write your answers on the blank below the number.

1. He bark of the trees were chewed by the deer.  
THE DEER CATEWED THE BARK OF TREES
2. A wonderful speech was given by Ned.  
NED GAVE A WONDERFUL SPEECH
3. The concert was enjoyed by everyone.  
EVERY ONE ENJOYED THE CONCERT
4. The warrant of arrest was issued by the judge.  
THE JUDGE ISSUED THE WARRANT OF ARREST
5. Shabu paraphernalia was recovered by the police from the suspect.  
THE POLICE RECOVERED SHABU PARAPHERNALIA FROM THE SUSPECT.
6. The report was written by SPO2 Robinsons last night.  
SPO2 ROBINSONS WROTE THE REPORT LAST NIGHT
7. Instructions were given by the chief of police.  
THE CHIEF OF POLICE GAVE INSTRUCTIONS
8. Religious freedom was promised to the settlers by William Penn.  
WILLIAM PENN PROMISED RELIGIOUS FREEDOM TO THE SETTLERS
9. The case was filed by the victim's son.  
THE VICTIM'S SON FILED THE CASE
10. Spaniards were defeated by them.  
THEY DEFEATED THE SPANIARDS



Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"  
Activity # 3

Subject-Verb Agreement

9

Name: MGB

Instruction: Select the correct form of the verb to be used. Write the answer before the number.

~~ARE~~ 1. There (is, are) three detectives assigned to follow-up the case.

~~WERE~~ 2. Detective Acay, together with Detectives Baloy and Caloy, (was, were) assigned to monitor the operations of the Akyat Bahay gang.

~~IS~~ 3. One of the major causes of drug abuse (is, are) broken homes.

~~IS~~ 4. Everyone, including the officers (is, are) invited for symposium.

~~HATE~~ 5. The commander, as well as his staff (hate, hates) the report.

~~WRITE~~ 6. Each investigator, unlike his officers, (write, writes) the report.

~~IS~~ 7. Everyone in the department who (is, are) qualified can be sent abroad for training.

~~IS~~ 8. One hundred pesos (is, are) chicken feed for gambling.

~~ARE~~ 9. Either the defendant or the victims (is, are) convincing in giving testimony.

~~IS~~ 10. Neither the defendants nor the victim (is, are) convincing in giving testimony.



Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"

Activity # 1

Active and Passive Voice

Name: MARAGCAY M. CRISelda

7  
↓

Instruction: Determine and copy the verb in each sentence. Then label it ACTIVE or PASSIVE. Write your answers on the blanks before the number.

- |                    |  |
|--------------------|--|
| <u>are guarded</u> | <u>Passive</u> 1. Some businesses are guarded at night by watchdogs.     |
| <u>dry</u>         | <u>active</u> 2. Dry the dishes with a towel.                            |
| <u>warms</u>       | <u>active</u> 3. The Gulf Stream warms the west coast of Europe.         |
| <u>left</u>        | <u>active</u> 4. The dog left a stream muddy foot print.                 |
| <u>shattered</u>   | <u>passive</u> <u>active</u> 5. Jade can be shattered by a sharp blow.   |
| <u>called</u>      | <u>passive</u> <u>active</u> 6. Jim is always called J.J. by his family. |
| <u>was played</u>  | <u>Passive</u> 7. The lead part was played by Jane.                      |
| <u>finished</u>    | <u>active</u> 8. My report on solar energy will be finished soon.        |
| <u>followed</u>    | <u>active</u> 9. A terrible thunderstorm followed the rain.              |
| <u>were made</u>   | <u>passive</u> 10. The wedding vows were made by the couple.             |



Mountain Province State Polytechnic College  
Bontoc Campus

"Continuing Education for PSGs"

Activity # 2

Active and Passive Voice

10

Name: Maragay Criselda

Instruction: Rephrase the sentences from passive to ACTIVE voice. Write your answers on the blank below the number.

1. He bark of the trees were chewed by the deer.  
The deer chewed the (trees) bark of the trees.
2. A wonderful speech was given by Ned.  
Ned give a wonderful speech.
3. The concert was enjoyed by everyone.  
Everyone enjoyed the concert.
4. The warrant of arrest was issued by the judge.  
The Judge issued the warrant of arrest.
5. Shabu paraphernalia was recovered by the police from the suspect.  
The Police recovered the Shabu paraphernalia from the suspect.
6. The report was written by SPO2 Robinsons last night.  
SPO2 Robinsons wrote the report last night.
7. Instructions were given by the chief of police.  
The chief of police give the instructions.
8. Religious freedom was promised to the settlers by William Penn.  
William Penn promised the religious freedom to the settlers.
9. The case was filed by the victim's son.  
The victim's son filed the case.
10. Spaniards were defeated by them.  
They defeated the Spaniards.