



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

TERMINAL REPORT

Training Title : **SEMINAR ON MANAGEMENT OF MEETINGS AND COMPLETED STAFF WORK**

Extension Component : Seminar – Workshop

Extension Program : Continuing Education for Professionals

Cooperating Agency : LGU NATONIN

Implementing Department : Graduate School (MPA), BSOA

Trainers/Speakers : Trinidad G. Pasong
: Liberty A. Tudlong

Actual No. of Participants : 50

Actual Venue : Municipal Hall, Natonin, Mountain Province

Actual Date of Implementation : November 21-23, 2017

No. of Training Days : 3

Source of Fund MPSPC : Extension Fund

Total Budget Requirement : P 42, 392

Executive Summary

Management of meetings and completed staff work are seen as very significant matters in the world of management, leadership, administration and also in the academe. This is strongly believed to be as such and supported by the LGU of Natonin (unit heads and Barangay Officials) during the conduct of the training needs analysis and focus group discussion with them. It is from this training needs analysis done by the RDE Sector and the Bachelor Science in Office Administration Department that leadership and management came out as one of the most significant trainings which they really need. Thus, the conduct of the Seminar on Management of Meetings and Completed Staff Work on November 22, 2017. This activity was in close coordination with the LGU of Natonin, particularly with the Office of the Municipal Mayor.

Ms. Filipina D. Fialiwan, the Municipal Administrator, warmly welcomed the guest, resource persons and participants.

Mr. Elmer Pakipac, the Extension Unit Director opened the activity. In his remarks, he presented the same activity conducted in the Municipality of Sadanga last February 2017 wherein he stated that the said activity contributed knowledge to the participants which is strengthened the partnership of MPSPC and Municipality of Sadanga. He presented that such activity will also strengthen the partnership of MPSPC with the Municipality of Natonin. He further stated that he is confident that all will greatly benefit from this seminar as adequate knowledge and practice on completed staff work and management contribute to each one's efficiency and effectiveness.

Resource Speaker was Ms. Liberty Tudlong. She first tackled on management of meetings where he had a fruitful discussion with the participants on the following topics:

1. The Meeting, Importance, and Categories of Meetings
2. The Planning of Meetings
3. The Call and Notice of Meetings
4. The Meeting Agenda
5. The Quorum
6. The Set-Up Room Lay Out for Meetings and Events
7. Practical Tips in Chairing Meetings
8. Voting and Elections in Deliberative Bodies
9. The Minutes of Meetings

She further gave a sample of minutes of meetings to the participants.

The next topic was presented and discussed by Ms. Trinidad Pasong on Completed Staff Work (CSW). She profoundly discussed and explained the following:

1. The Doctrine
2. The Completed Staff Work Process
3. Other Considerations

After their presentations and discussions, giving of impressions followed where representatives from the different groups/barangays gave their say regarding the conducted seminar. All extended their gratitude for the conduct of the activity and expressed that they indeed learned from this. One stated that they were enlightened and educated in even the basic things; though basic, this is very important and need to be looked into. Another expressed that such an activity be sustained.

Hon. Mateo L. Chiyawan, Natonin Municipality Mayor, gave a message emphasizing the importance of said activity since although they do conduct meetings and are actually doing completed staff work, there are still a lot of things (even the simple/basic ones) that are being taken for granted; that there are still a lot of things that each of them needs to know, needs to be well-informed of and needs to be constantly be reminded of.

Mr. Pakipac in his closing remarks, he thanked all for their support to the endeavours of the College.

The seminar ended successfully with the distribution of the book of Dr. Rexton F. Chakas entitled *The Doctrine of Completed Staff Work*.

Recommendation:

- For the College to sustain Continuing Education for Professionals activities and other extension activities to the Municipality of Natonin as expressed by the participants themselves.

Attachments of the terminal report

1. Attendance sheet/Participants directory
2. Photo documentation
3. Certificates
4. Approved Activity design
5. Evaluation summary

Prepared by:


EMMIE P. AROY
Extension Staff

Noted by:


ELMER D. PAKIPAC
Extension Director



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

ACTIVITY DESIGN

I. ACTIVITY IDENTIFICATION

Training Title: **Effective Office Efficiency: A Seminar on Management of Meetings**

Extension Component: (please check appropriate box)

- ☐ Training/seminar/workshop
- ☐ Technology Transfer and utilization
- ☐ Technical assistance and advisory services
- ☐ Information dissemination
- ☒ Community involvement/outreach activities

Extension Program: (please check appropriate box)

- ☐ Agricultural Extension
- ☐ Technical/Vocational
- ☒ Continuing Education for Professionals
- ☐ Others

Implementing Department : Bachelor Science in Office Administration
Department

Training Coordinator : **Trinidad G. Pasong**

Resource Person/Extensionist : **Rexton F. Chakas**

Venue : Natonin, Mountain Province

Date : September 28, 2017

Budget Requirement : Php 42,392

Source of Fund : Extension Fund

II. RATIONALE:

Effective management of meetings and following the doctrine of completed staff work are vital views of management. It is a truism that meetings in workplaces, when properly managed, engender productivity. All organizations have a need to conduct meetings. People need to communicate in groups to get things done. When people get to communicate through meetings, they get to ask questions, voice comments, process information, and ultimately make better decisions. Effective meetings help develop a sense of commitments to organizations, as well as having a feeling of contribution to something worthwhile.

Completed staff work, on the other hand, stresses the crucial responsibility of any staff to identify the problems or issue requiring decision by some higher authority. These principles complement each other and serve the major purpose of increasing engagement of the staff and superiors' time, energy, skills and creativity for the success of the organization.

Last August 2017, the extension unit conducted a Training Need Assessment (TNA) on the knowledge of personnel on management of meeting and completed staff work in the Municipality of Natonin and Paracelis. It was found that they are moderately knowledgeable on the management of meeting but limited knowledge of completed staff work. With these findings and with the expertise of the College on this area as evidence by the offering of Bachelor of Science in Office Administration (BSOA), extension services on these issues could enhance the knowledge of personnel and perhaps promote better office management and services to their clients. Moreover, it is the desire of the College to introduce and bring its programs closer to the service areas and partners for community development.

III. OBJECTIVES:

At the end of the seminar, the participants are expected to:

- a. Familiarized the concepts and protocols of meetings and;
- b. Enhance the level of knowledge of participants on the roles in implementing completed staff work.

Expected Output

- a. Enhanced level of knowledge of participants on management of meetings and completed staff work.
- b. Increased level of appreciation on the essence of management of meeting and completed staff work.

IV. BUDGETARY REQUIREMENT

Particulars	Quantity	Unit Cost	Municipal Counterpart	MPSPC
Traveling Expense				
Gas and Oil				5,000.00
Meals and Snacks				
Lunch	14 pax	120		1,680
Snacks	28 pax	60		1,680
Sub-Total				3,360
Activity proper				
Lunch	50 pax	120		6,000.00
Snacks	100 pax	60		6,000.00
Subtotal				12,000.00
Supplies and Materials				
CSW books	15 copies	624.8		9,482.00
Certificate Frame	2 pcs	250		500.00
Paper for Certificates	1 packs	50.00		50.00
Rent for the Venue			5,000.00	2,000.00
Subtotal				12,032.00
Contingency Fund				5,000.00
Grand Total			5,000	37,392

V. ACTIVITY SCHEDULE

Preliminaries	
8:00 - 8:30	Registration c/o RDE Staff and Mayor's Office
Opening Prayer	May Crisline V. Gumihid Extension Staff
National Anthem	Emmie P. Aroy Extension Staff
Welcome Remarks	Filipina D. Fialiwan Municipal Administrator
Opening Remarks	Dr. Annie Grail F. Ekid Vice President for RDE
Message	Hon. Mateo L. Chiyawan Municipal Mayor, Natonin, Mt. Province
Introduction of the Resource Person	Ms. Trinidad G. Pasong Extension Coordinator- BSOA Department
SEMINAR PROPER	Dr. Rexton F. Chakas Resource Person
9:00-12:00	Management of Meetings - Mo'am L. 65
1:00-4:15	Completed Staff Work - Mo'an thing
4:15-4:30	Impression/ Evaluation
4:30-4:50	Distribution of Certificates/ Photo op
Closing Remarks	Elmer D. Pakipac Director, Extension Unit
Closing Prayer	c/o participants

VI. RECOMMENDATION AND APPROVAL

Prepared By:


TRINIDAD G. PASONG
Activity Coordinator

Noted:


GLEN C. GAYAGAY
Campus Extension Coordinator

Reviewed by:


ELMER D. PAKIPAC
Director, Extension Unit

Funds Available:


 **IMELDA D. GUIDANGEN**
Accountant III +

Recommending Approval:


ANNIE GRAIL F. EKID
Vice President for RDE

Approved:


REXTON F. CHAKAS
College President

Photo Documentation

November 22, 2017

Registration



Welcome Remarks



Opening Remarks



The Participants



**Ms. Liberty
Tudlong**
discusses on
management
of meetings



**Ms. Trinidad
Pasong**
discusses on
Completed
Staff Work



Closing Remarks



SUMMARY OF EVALUTION
Seminar on Management of Meetings and Completed Staff Work

Respondents' Rating																		TOTAL	MEAN
1. Objectives and Relevance																			
a. Clarity and relevance	4	3	4	3	4	4	4	4	3	4	3	3	5	4	4	4	4	64	3.765
b. Attainment of the activity objectives	4	3	4	3	4	4	4	4	3	4	3	3	5	3	3	3	4	61	3.588
c. Usefulness of the activity/topics to the participants	5	3	4	3	4	4	4	4	3	4	3	3	5	3	3	4	4	63	3.706
d. Timeliness and immediate applicability	5	3	4	3	4	4	4	4	3	3	3	3	5	3	3	4	4	62	3.647
2. Organization and preparation; Venue																			
a. Planning and implementing of the activity	4	3	4	3	4	3	5	4	3	4	3	3	4	4	3	3	3	60	3.529
b. Preparation and organizations of the activities	4	3	4	4	4	4	4	4	3	3	3	3	5	3	3	3	4	61	3.588
c. Ventilation, lighting, equipment and facilities in the venue	4	3	4	3	4	3	4	4	4	3	3	3	5	3	3	3	3	59	3.471
d. Appropriateness of the venue of the activity	4	3	4	3	4	4	3	4	4	3	3	3	4	4	3	3	3	59	3.471
e. Time allotment per activity/topic	4	3	4	3	4	4	4	4	4	4	3	3	4	3	3	3	3	60	3.529
3. Speaker/Facilitator																			
a. Mastery of the subject matter/content	4	3	4	3	4	4	4	4	3	4	3	3	5	4	4	4	4	64	3.765
b. Use of effective means of communicating ideas	4	3	4	4	4	5	4	4	3	4	3	3	5	3	4	4	4	65	3.824
c. Keenness and interest in the conduct of training	4	3	4	3	4	4	4	4	3	4	3	3	5	3	3	4	4	62	3.647
d. Stimulation of the participant's interest	4	3	4	3	4	5	4	4	3	4	3	3	5	4	3	4	4	64	3.765
4. Involvement of Participants																			
a. Enthusiasm and interest shown	4	3	4	3	4	4	5	4	3	4	3	3	5	3	3	4	4	63	3.706
b. Level of involvement of participants	4	4	4	3	4	3	5	4	3	4	3	3	5	4	3	3	3	62	3.647
5. Food																		0	0
6. Overall Evaluation																		63	3.706

COMMENTS/RECOMMENDATIONS/SUGGESSTIONS

1. How to encourage participants to come on time?
2. Seminar-Training on Leadership
3. Stress Management Seminar
4. Training on Values of Works as Public Servant



ATTENDANCE SHEET

Effective Office Efficiency: A Seminar on Management of Meetings

Check
Specify
Type

Meeting
Training
Orientation

DATE November 22, 2017

Venue: Natonin, Mountain Province

NR	NAME	DESIGNATION/ POSITION/ DEPARTMENT	Male	Female	Signature
1.	Hazel B. Gawayen	R.O. I		✓	
2.	Rhea L. Adchang	SWO-I		✓	
3.	Felipina D. Fialiman	Mun. Admin		✓	
4.	Nancy L. Tindawan	bookkeeper I		✓	
5.	Remedios Bagilan	clerk IV		✓	
6.	Reganata M. Baraban	MR		✓	
7.	Eufemia L. Min-ri	Nurse		✓	
8.	Francis Kalang-ol	FI	✓		
9.	Lucille D. Montalban	LRCO I		✓	
10.	Kecia Vile Baraban	MHO		✓	
11.	Christina A. Magganga	Kagawad		✓	
12.	Winston A. Talsis	Kagawad	✓		
13.	Wilma Chugawan	clerk		✓	
14.	LILIAN M. AYDORA	Mun. Assessor		✓	
15.	AMBAS JALLET L	RAM I		✓	
16.	NENERIE B. MARWAGOT	FRMO II		✓	
17.	CECILIA M. CALSON	RCC I		✓	
18.	Ray Baguingan M.	clerk		✓	
19.	Feresita Mandatay	accty clerk		✓	
20.	Gina Langfayang	MA		✓	
21.	Revina Allabag	JO		✓	
22.	Agapita Basilan M.	JO		✓	
23.	Margurite M. Magsino	JO		✓	
24.	Carmel F. Langbisan	JO	✓		
25.	Solodad Baraban C.	ROI		✓	
26.	Jocelyn L. Panghuan	Mun. Treas.		✓	
27.	KERNARDE FORJASEN	MR	✓		
28.	ANN SHERWAYNE C. PUYAO	Probation-Treas		✓	
29.	Gemalya L. Mangarom	Alangon		✓	
30.	Reguline M. Batnog	LRSO		✓	
31.	ERIC W. GARNIER	Planning Officer	✓		
32.	MAYLANIE G. (AmB)	SWO II		✓	
33.	ESTRELLA B. LINGAYO	AAV		✓	
34.	Mildred Bagsao	TM II		✓	
35.	RODERICK D. LAAYON	TM I	✓		
36.	Emmie P. Anoy	RDE		✓	
37.	MAY CRISLINE V. GUNATHID	RDE-MPSPC		✓	
38.	Liberty Tichong	BDA		✓	
39.	LEAH M. MANGAROM	CLERK		✓	
40.	Edelinda Aswat			✓	
41.	MATEO L. CHIYAWAN	MUNICIPAL MAJOR	✓		
42.	Enna Chugawan	SB SU			
43.	MARVIC PANGOSIAN	PLANNING OFFICER I		✓	



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Research, Development and Extension Sector
Bontoc, Mountain Province

44.	Angela P. Camaras	RCC II		-	
45.	D. FLORES	Prof. Esp.	/		
46.	J. CAMONAL			-	
47.	ARCADIO J. MADALANG SI.	Dent. Aide	-		
48.	Felicidad W. Fanguon	RHN			
49.	ARUN B. PABEREN	RHN			
50.	Julita C. Mangawit	Engg. Asst.		✓	
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CERTIFICATION

This is to CERTIFY that the above is the true and correct attendance list of the participants/facilitators/secretariat.
This is to certify further that the meals/snack claimed for payment by the caterer was served to the above participants.

ANNIE GRAIL F. EKID
VPRDE



ATTENDANCE SHEET

Effective Office Efficiency: A Seminar on Management of Meetings

Check
Specify
Type

Meeting
Training
Orientation

DATE November 22, 2017

Venue: Natonin, Mountain Province

NR	NAME	DESIGNATION/ POSITION/ DEPARTMENT	Male	Female	Signature
1.	Hazel B. Gawayan	R.O.I		-	
2.	Rhea L. Adchany	SWO-I		-	
3.	Hangay L. Tinpowen	Brookkeeper I		-	
4.	Filipina D. Fialinan	Mun. Admin		✓	
5.	EMERMA L. Manaly	Nurse I		✓	
6.	Regina M. Bartolan	NR		-	
7.	Remedios L. Bacilan	clerk IV		-	
8.	Francis Kalang-ed	GI	✓		
9.	Lucille D. Fontanilla	UICo I		✓	
10.	Kea Vile Barbaran	MHO		-	
11.	Cristeta Amaganga	Kagawad		-	
12.	WINSTON TANSIG	Kagawad	✓		
13.	Vilma Chiyawan	clerk		✓	
14.	LILIAN M. AYEONA	Mun. Assessor		✓	
15.	ANDAS JADET L.	RHU I		✓	
16.	MENETTE B. MARUNGOY	HRMD II		✓	
17.	CECUA M. CALSON	RCC I		✓	
18.	Kay Bagungan M.	clerk		-	
19.	Teresita Manantag	acctg clerk		-	
20.	Gina Lamayang	MA		-	
21.	Reyina Alavag	JO		✓	
22.	Agapita Basilan M.	JO		-	
23.	Marjane M. Magsino	JO		-	
24.	Cramvel F. Langbisan	JO	✓	-	
25.	Soledad C. Nasudman	R.O.I		-	
26.	Jocelyn L. Sanjuben	Mun. Trans.		-	
27.	JENN SHERWAYNE C. TURAU	POBACION - Treas		-	
28.	Emelyn L. Mangagon	Alunagon		-	
29.	Jacqueline K. Balmag	LLCO		✓	
30.	ERIC W. CASPISI	Purogong Purog	✓		
31.	BERNARDE FORKASEN	MPRE	✓		
32.	MAYLANE G. AMBA	SWO II		-	
33.	ESTRELLA B. LINAGAYO	AAV		-	
34.	Milard Bagrao	TH II		-	
35.	ROBERTICK D. LAYON	TH I	-		
36.	Emmie P. Ardy	RDE		-	
37.	MAY CRISLINE V. GUMHID	RDE - MRPC		-	
38.	LEAH MARGAGON	CLERK		-	
39.	Liberty Tulong			✓	
40.	Edydo ASWAT				
41.	MATED L. CHIYAWAN	Municipal Mayor	✓		
42.	Emna Chiyawan	SB Cu			
43.	MARMC DANGUSPIAN	TRAINING OFFICER		-	



Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Research, Development and Extension Sector
Bontoc, Mountain Province

42	44.	Angela P. Camarao	RCUT		✓	
43	45. X	B. Firog	Dr. Firog	✓		
44	46. X	SAP GAMONNAC -		✓		
45	47. X	ARCADIO J. MANTALANG JR.	Dem. Aide	✓		
46	48.	Felicidad W. Fansonon	RHU	-	-	
47	49.	CIRILO B. BASBASAN	RHU	✓		
48	50.	Julia B. Mangawit	Regy. Sec.		✓	
	51.					
	52.	45. BERNARD FIARQUE	Fiarogue			
	53.	XAP GAMONNAC				
	54.	ARCADIO J. MANTALANG JR.				
	55.	48. F. FANSONON				
	56.	49. CIRILO B. BASBASAN				
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