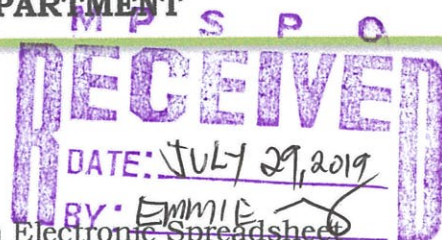




**INFORMATION TECHNOLOGY DEPARTMENT**

**TERMINAL REPORT**



**I. GENERAL INFORMATION**

Activity: Training Workshop on Electronic Spreadsheet and Power Point Presentation  
Date & Time of Activity: March 28 - 29, 2019 – 8:00-5:00 PM  
Venue of Activity: Lolo Ped's Function Hall, Barlig, Mountain Province  
Proponents: Information Technology Department  
Facilitators: RDE- Extension Unit Staff  
Participants: LGU- Barlig Employees  
Budget: Php 44,680.00  
Source of Fund: Extension Fund – 23,080.00;  
LGU Fund: - Php 21,600.00

**II. NARRATIVE REPORT**

In response to the requests of Barlig's Local Government Unit (LGU) relative to Information and Communication, the activity entitled *Training Workshop on Electronic Spreadsheet and Power Point Presentation* were conducted at Lolo Ped's Function Hall, Barlig on the 28<sup>th</sup> to the 29<sup>th</sup> of March, 2019 participated by employees from the different departments of LGU- Barlig.

On the first day (March 28), the proponents and facilitators of the activity made a courtesy call to the Mayor of the LGU to build rapport and discuss about ground rules. Afterwards, they were escorted at Lolo Ped's function hall where they set-up and double checked equipment and other materials to use for the said event. Once everything and everyone was ready, participants were encouraged to register and to get a copy of the program and training hand-outs while preparing their own laptops. A prayer led by Mr. Philip Balagtey officially started the program, followed by Ms. Derine Aguid's opening remarks and introduction to the speakers. Then, Mr. Christian Sumeg-ang tackled the first topic of the training workshop on the *Basics of Electronic Spreadsheet*. After the discussion of the 1<sup>st</sup> topic on the *Basics of Electronic Spreadsheet*, the speaker and participants proceeded with the 1<sup>st</sup> workshop and then went for a brief snack/ break time. When break time was over, they continued with the 2<sup>nd</sup> topic on *Formulas* tackled by Mr. Philip Balagtey and did a corresponding workshop before taking a lunch break. Next, they moved on to the 3<sup>rd</sup> topic on *Functions* (with workshop) and finally, discussed a topic on *Data Analysis* which was ended with a practice application.

On the second day, proponents Ms. Sheila A. Desierto and Mr. Gomer K. Pangod followed the same procedure as they made a courtesy call upon starting the 2<sup>nd</sup> Day of the extension activity. Afterwards, the preliminaries and the introduction of the first lecturer were set and were preceded by the first topic on *How to make good Powerpoint Presentation* discussed by Ms. Desierto. Then she continued the discussion on the second topic entitled *The Basics (Formatting) of Powerpoint Presentation* with a corresponding workshop. After lunch break, the second speaker Mr. Hazim Gomer Pangod tackled topics on *Multimedia Objects (Images, clip arts, smart arts, graphs)* and *Transition and Animation Effects* with related workshops.

Speakers from both days of the extension activity challenged the attendees with a homework which they are to present during their mentoring schedule. The participants, on the other hand, extended their gratitude to the facilitators and assistants for helping them develop their ICT skills.





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### III. PHOTO DOCUMENTATION



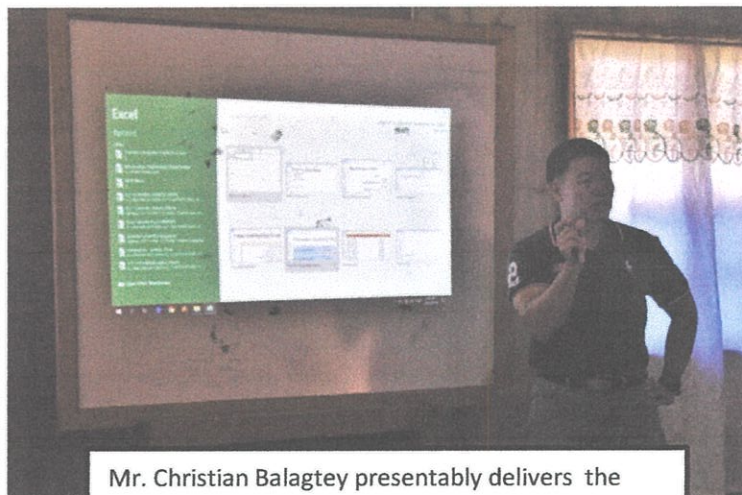
The early birds of the events are taking turns in listing their names on the attendance sheet.



Mr. Philip Balagtey officially opening the activity through a solemn prayer.



Ms. Derine Aguid introducing the speakers listed on the program paper after a motivational opening remarks.



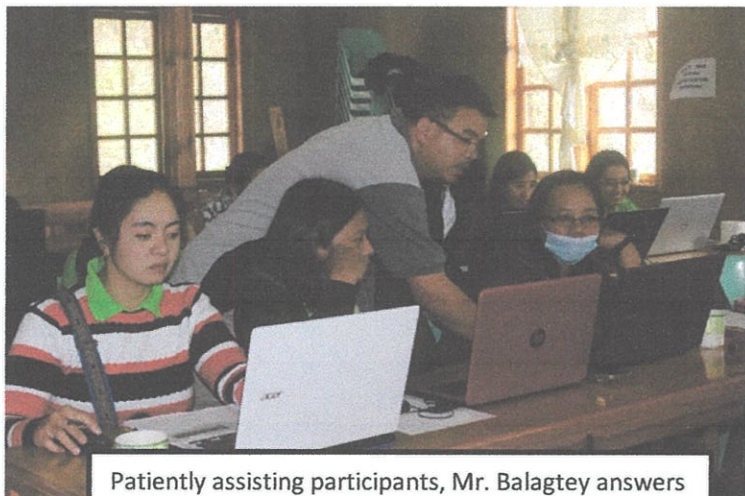
Mr. Christian Balagtey presentably delivers the first topic on *Basics of Electronic Spreadsheet*.



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Patiently assisting participants, Mr. Balagtey answers one of the attendees question.



Ms. Derine Aguid and Ms. Maricel Mapalad catering to participants' questions and clarifications.

#### **IV. RECOMMENDATIONS**

- More training workshop on other ICT related skills
- Clear and certain scheduling of activity in terms of both participants and facilitators


#### **V. ATTACHMENTS**

- ( -approved activity design
- attendance sheet

Prepared by:

Noted:

  
**PHILIP L. BALAGTEY**  
Extension Coordinator, BSIT

  
**ELMER D. PAKIPAC**  
Adviser/Unit Head





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Mountain Province State Polytechnic College

Bontoc, Mountain Province

**RESEARCH DEVELOPMENT AND EXTENSION UNIT**

**ATTENDANCE SHEET**

Title of Activity: Training-Workshop on Electronic Spreadsheet

Date & Time: March 28, 2019

Venue:

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	GIRLIE M. MATIB	/			MPDO	<i>[Signature]</i>
2.	FLORENDA C. MANAGAT	-			ACCTG.	<i>[Signature]</i>
3.	CRISANTA M. NATENTEM	-			Assessment	<i>[Signature]</i>
4.	ANGELO L. VICENTE			/	PNP	<i>[Signature]</i>
5.	KHATZUMI F. COFIN	-			PNP	<i>[Signature]</i>
6.	GINA FLORENCE N. WATYAC	-				<i>[Signature]</i>
7.	JEREMIAH P. CHAROPANG			/	Agriculture	<i>[Signature]</i>
8.	CHRISTINA JEAN N. ABAY	-			Treasury	<i>[Signature]</i>
9.	Daisy Lou D. Bayangan	/			Tourism	<i>[Signature]</i>
10.	MYGAT N. AYETA	/			MDO	<i>[Signature]</i>
11.	Raula Fomams	/			BIR	<i>[Signature]</i>
12.	Sherrylae N. Cawayan	/			Engineering	<i>[Signature]</i>
13.	Vivly C. Matib	/			Assessment	<i>[Signature]</i>
14.	Analiza K. Chocanza	/			Engineering	<i>[Signature]</i>
15.	Audione Elizabeth C. Bando	/			RDE	<i>[Signature]</i>
16.	RESLIE A. CHIL-ANG	/			Mayor's	<i>[Signature]</i>
17.	MARGIE E. OBONAN	/			Mayor's	<i>[Signature]</i>
18.	ROMEO LANATON		/		Mayor's	<i>[Signature]</i>
19.	Rachelle A. Camide	-			Mayor's	<i>[Signature]</i>
20.	PHILIP L. BALAGREN			-	MPSPC	<i>[Signature]</i>
21.	Christich Sumeg-ang			/	MPSPC	<i>[Signature]</i>
22.	Aspiros, Kim Clark F.			/	MPSPC	<i>[Signature]</i>
23.	Maricel P. Mapalad		/		MPSPC	<i>[Signature]</i>
24.	DERINE D. AGUID	/			MPSPC	<i>[Signature]</i>
25.						

**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.

*[Signature]*  
End-User





**RESEARCH DEVELOPMENT AND EXTENSION UNIT**

**ATTENDANCE SHEET**

Title of Activity: Training -Workshop on Powerpoint Presentation

Date & Time: March 29, 2019

Venue: LGU- Barlig, Mountain Province

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	CHRISMA JEAN N. ABEG	/			Treasury	
2.	SHERYLOU N. CAWAYAN	-			Eng'g. Office	
3.	ANALIZA R. CHOAYAG	/			Eng'g. Office	
4.	CRISANTA M. MATEMOT	/			Asst. Office	
5.	VICKY C. MATIB	-			"	
6.	FLORENDA C. MANALAT	-			ACCTG. OFFICE	
7.	MAGGIE W. AYEON	/			MP Office	
8.	R. FOMANOS	/			BIR OFFICE	
9.	DAISY LOU D. BAYANGAN	/			TOURISM	
10.	Abigail M. Cael	/			Eng'g. Office	
11.	CIRLIE M. MATIB	/			Planning Office	
12.	RESLIE A. CHIL-ANG	/			Mayor's Staff	
13.	Julie O. Lamba-	-			YICRO	
14.	JEREMIAN P. CHAROPANG				Agriculture	
15.	GINA FLORENCE N. WAYYAN	-			Mayor's	
16.	ANGELO L. VICENTE			/	PNP	
17.	RUSSEL A. KIPAS			/	MPSPC	
18.	HAZIM GOMER K. PAM/60D			/	MPSPC	
19.	BUGATTI, SHERRIE M.	-			MPSPC	
20.	Belenio, Mechille B	-			MPSPC	
21.	RENA A. DESUERTO	-			MPSPC	
22.	Andione Elizabeth C. Bantoc	/			MPSPC-RDE	
23.	JAY G. APILA			/	MPSPC GSO	
24.						
25.						

**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.

End - User



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Bontoc, Mountain Province

**INFORMATION TECHNOLOGY DEPARTMENT**

11 March 2019

**DR. REXTON F. CHAKAS**

*College President*

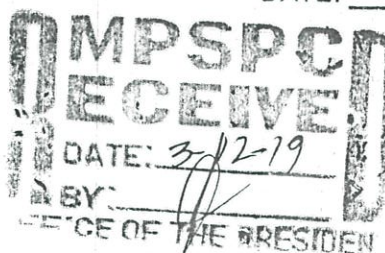
Mountain Province State Polytechnic College  
Bontoc, Mountain Province

**RECEIVED**

MPSPC-RECORDS OFFICE

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

DATE: 11 MAR 2019



Sir:

Warm greetings.

This is to respectfully submit the activity designs for the Training - Workshop on Electronic Spreadsheet [21, 28 - 29 March 2019] and Training - Workshop on PowerPoint Presentation [22, 28 - 29 March 2019].

Said training - workshops will respond to the requests of the Local Government Unit of Barlig relative to Information and Communication Technology. It will be conducted at Barlig, Mountain Province.

The activities form part of the Department's Extension Program "Bridging the Digital Divide in Mountain Province through i-Connect."

May we look forward to your favourable action and approval of said activities.

Respectfully yours.

  
**DERINE D. AGUID**

*Chairperson*

cc: VPRDE  
VPAA  
Campus Extension Coordinator  
GAD  
SSDO  
Record's Office (file)





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

## **INFORMATION TECHNOLOGY DEPARTMENT**

### **ACTIVITY DESIGN**

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

Activity: Training – Workshop on PowerPoint Presentation

Date & Time of Activity: 22, 28-29 March 2019

Venue of Activity: Barlig, Mountain Province

Proponents: Information Technology Department

Facilitators/Lecturers: Sheila A. Desierto, Hazim Gomer K. Pangod

Participants: LGU – Barlig Employees

Budget: P 46,120.00

[College Counterpart = P24,520.00; LGU-Barlig = P21,600.00]

Source of Fund: Extension Fund / GAD Fund

#### **II. RATIONALE**

The Information Technology Department is guided and strengthened by its Mission to pursue a dynamic, competent and spirited core of IT educators to brainchild the development of a unique but sensible instructional component vital to pilot the transformation of would-be IT professionals that are equally competitive and innovative. Coupled with this mission is the extension function of the department that mandates them to extend services to the community as spelled out in the HERITAGE thrust of the Chakas administration where E stands for excellent researches and relevant extension programs. Also, aligned with CHED Memorandum Order No. 1, s. 2015, the IT department adheres to promote GAD Responsive Extension Programs (GREP) that focus on bringing into the identified community trainings, seminars and/or workshops as well as technical services/advisories on ICT that are gender responsive.

For this year, the IT department chose the Local Government Unit of Barlig as their extension partner. A survey on training needs was earlier conducted to evaluate the level of Information and Communication Technology (ICT) skills of expected participants. Based on the survey conducted, the results show that employees of the said Local Government Unit need trainings and/or workshops on ICT. Included in the training – workshop is the profiling of Sex-Disaggregated Data for the agency.

The three-days training-workshop including the mentoring part is designed for Local Government Unit of Barlig employees who desire and endeavour to learn and develop skills on designing and creating effective PowerPoint presentations.

#### **III. OBJECTIVES**

This component of the training - workshop shall ensure that the participants shall be able to:

1. Create, edit, save, format and print presentations;
2. Create slide presentations that include text, graphics, animation, and transitions;
3. Use design layouts and templates for presentations;
4. Create and deliver an effective PowerPoint presentation; and
5. Establish disaggregated data in the agency.

#### **IV. EXPECTED OUTPUT**

At the end of the activity, the participants should be able to create effective presentations using Microsoft PowerPoint and establish disaggregated data in their agency.





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 Bontoc, Mountain Province

**V. RESOURCE REQUIREMENTS**

**A. Budgetary Requirements:**

Item	Description	Quantity	Unit Cost	Total Cost
<b>College Counterpart</b>				
1	Meals (8 pax, 3 meals, 3 days)	72	P 120.00	<b>P 8,640.00</b>
2	Snacks (8 pax, 2 snacks, 3 days)	48	60.00	<b>2,880.00</b>
3	Vehicle Rental	3	4,000.00	<b>12,000.00</b>
4	Contingency	1	1,000.00	<b>1,000.00</b>
<b>Subtotal</b>				
<b>LGU-Barlig Counterpart</b>				
1	Meals (15 pax, 3 meals, 3 days)	90	P 120.00	<b>P 16,200.00</b>
2	Snacks (15 pax, 2 snacks, 3 days)	90	60.00	<b>5,400.00</b>
<b>Subtotal</b>				
<b>Total</b>				

**B. Human Resources**

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

Committee/ Task	Number of Persons Required	People Responsible/ Members
Extension Coordinator	1	Philip L. Balagtey
Lecturers	2	Sheila A. Desierto Hazim Gomer K. Pangod
Facilitator	1	Derine D. Aguid
Documenter	1	Andione Elizabeth C. Bando
Secretariat / Training Assistants	2	Mechille B. Betenio Sherrie M. Bugatti
Driver	1	c/o GSO Director

**C. Supplies, Property and Equipment Requirements**

Property / Venue / Equipment	Date/s to be used
Vehicle	22, 28- 29 March 2019
Projector, Laptop, Extension Cord	

**VI. PROGRAM**

*Proposed Program of Activities*

Time	Activity	Speaker(s)
Day 1 (22 March 2019) Morning Session		
7:30 - 8:00	Registration	
8:00 - 9:00	Pambansang Awit Prayer Opening Remarks Message Overview of the Training	
9:00 - 12:00	Lectures / Training - Workshop (with working break)	Sheila A. Desierto Hazim Gomer K. Pangod
12:01 - 1:00	Lunch Break	
Afternoon Session		
1:01 - 5:00	Training - Workshop Assignments will be given (with working break)	Sheila A. Desierto Hazim Gomer K. Pangod
Day 2 (28 March 2019)	Mentoring Session Checking of assigned requirements	
Day 3 (29 March 2019)	Mentoring Session Checking of assigned requirements	





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Bontoc, Mountain Province

Prepared by:


  
**SHEILA A. DESIERTO**

  
**HAZIM GOMER K. PANGOD**

Noted:

  
**ELMER D. PAKIPAC**  
*Director, Extension*

Reviewed:

  
**VILMA C. SAPIL**  
*Coordinator, Learning and Development*

Funds Available:

  
**REXON T. DAMAYAN**  
*Accountant III*

Recommending Approval:

  
**ANNIE GRANL F. EKID**  
*Vice President for Research Development and Extension*

Approved:

  
**REXTON F. CHAKAS**  
*College President*

**NOTE:**

1. Funds Available portion of this form shall be initialled by the Director for Budget & Fiscal Planning before the Accountant signs.
2. For GAD appropriated activities, Noted by portion shall be initialled by the GAD Focal Person
3. For Faculty Members, Noted by portion shall be initialled by the Executive Dean





Republic of the Philippines

**Mountain Province State Polytechnic College**

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**Bontoc Campus**



**STUDENT ACTIVITIES**

**21-22, 28-29 March 2019**

**Name of Faculty: SHEILA A. DESIERTO**

SUBJECTS	DATE	TIME	DAYS	ROOM	ACTIVITIES
Discrete Mathematics	March 22, 2019	9:00-10:00	Friday	308	Seat work on set operations
Software Engineering (Lab)	March 22, 2019	11:00-12:00	Friday	311	Drafting of UML diagrams in the proposed system
Computer Applications	March 22, 2019	3:00-4:00	Friday	309	MS Excel Activity on Formulas
Fundamentals of Business Process Outsourcing 2 (Lec/Lab)	March 28, 2019	1:30-4:00	Thursday	309	Finalization and submission of the project proposal output
Service Culture	March 28, 2019	4:00-5:30	Thursday	308	Case analysis to be done in the library
Discrete Mathematics	March 29, 2019	9:00-10:00	Friday	308	Seat work on Venn Diagram
Software Engineering (Lab)	March 29, 2019	11:00-12:00	Friday	311	Finalization of UML diagrams in the proposed system
Computer Applications	March 29, 2019	3:00-4:00	Friday	309	MS Excel Activity on Chart

**Name of Faculty: PHILIP L. BALAGTEY**

SUBJECTS	DATE	TIME	DAYS	ROOM	ACTIVITIES
MIS	March 21, 2019	10:30-12:00	Thursday	309	Case Analysis
Programming 2 (Lec/Lab)	March 21, 2019	1:30-4:00	Thursday	311	Laboratory Activities
MIS	March 28, 2019	10:30-12:00	Thursday	309	Laboratory Activities
Programming 2 (Lec/Lab)	March 28, 2019	1:30-4:00	Thursday	311	Laboratory Activities

**Name of Faculty: HAZIM GOMER K. PANGOD**

SUBJECTS	DATE	TIME	DAYS	ROOM	ACTIVITIES
Ed Tech 2	March 22, 2019	1:00-2:00	Friday	309	Laboratory Activities
IT Elective (Lab)	March 22, 2019	3:00-4:00	Friday	310	Laboratory Activities
Integrated Software Apps	March 22, 2019	4:00-5:00	Friday	309	Laboratory Activities



Network Management (Lec/Lab)	March 28, 2019	8:00-10:30	Thursday	310	Laboratory Activities
Professional Ethics	March 28, 2019	10:30-12:00	Thursday	301	Case Study
Free Elective	March 28, 2019	4:00-5:30	Thursday	311	Case Study
Ed Tech 2	March 29, 2019	1:00-2:00	Friday	309	Laboratory Activities
IT Elective (Lab)	March 29, 2019	3:00-4:00	Friday	310	Laboratory Activities
Integrated Software Apps	March 29, 2019	4:00-5:00	Friday	309	Laboratory Activities

**Name of Faculty: CHRISTIAN C. SUMEG-ANG**

SUBJECTS	DATE	TIME	DAYS	ROOM	ACTIVITIES
Multimedia Systems (Lec/Lab)	March 21, 2019	8:00-10:30	Thursday	311	Reporting
Operating System Applications	March 21, 2019	10:30-12:00	Thursday	311	Research / Library
Multimedia Systems (Lec/Lab)	March 28, 2019	8:00-10:30	Thursday	311	Video Tutorials
Operating System Applications	March 28, 2019	10:30-12:00	Thursday	311	Unit Test
Capstone Project 1	March 29, 2019	9:00-10:00	Friday	311	To submit chapter 1
DBMS 1 (Lab)	March 29, 2019	11:00-12:00	Friday	309	Case study
Intro to HCI (Lab)	March 29, 2019	3:00-4:00	Friday	311	Group Discussion
Computer Applications	March 29, 2019	4:00-5:00	Friday	311	Laboratory Activity

Reviewed by:

  
**DERINE D. AGUID**  
 Department Chairperson

Approved:

  
**CHRISTIE LYNNE C. CODOD**  
 Executive Dean