



Republic of the Philippines

**Mountain Province State Polytechnic College**

(Bontoc), Mountain Province

## **HOSPITALITY MANAGEMENT/TOURISM MANAGEMENT**

### **TERMINAL REPORT**

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

Activity: Departmental Extension Service at Barlig on "Local Guiding with Organization"

Date & Time of Activity: March 8-9, 2019

Venue of Activity: Barlig, Bontoc Mountain Province

Proponents: Liezel Y. Soliven

Facilitators: Edgar B. Cue

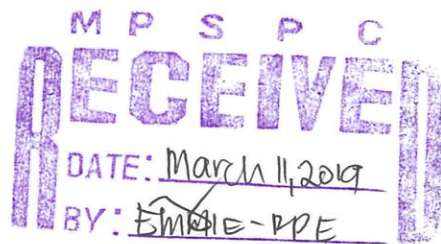
Greay Enoch Butz

Fenerlyn Comafay

Participants: Tourguides, BETGO organization

Budget: P 14, 740.5

Source of Fund: Research and Extension Fund



#### **II. NARRATIVE REPORT**

The Activity of March 8-9, 2019 on "Local guiding with Organization" was postponed due to in celebration of "Womens Day" at Barlig. Likewise, according to one of the Tour guides in barlig, he mentioned that it would be better to conduct the training on the day of Thursday and Friday and the training venue will be at Kadaclan, barlig Mountain Province.

Therefore, the department targeted to conduct the training on March 28-29, 2019.

#### **III. PHOTO DOCUMENTATION**

#### **IV. RECOMMENDATIONS**

Based from the positive result of the department extension service conducted, the following are recommended:

#### **V. ATTACHMENTS**

Documentation,  
Attendance sheet,  
Receipt,

Prepared by:  
FLEMINGTON M. COMICHO

Noted:

KAREN B. CUE, MBA  
Adviser/Unit Head



**RESEARCH DEVELOPMENT AND EXTENSION SERVICES**

| ATTENDANCE SHEET   |      |        |       |   |                        |           |
|--|------|--------|-------|---|------------------------|-----------|
| Title of Activity: Training on Local Tour Guiding with Organizational Protocol |      |        |       |   |                        |           |
| Date & Time: March 28-29, 2019   |      |        |       |   |                        |           |
| Venue: Kadaclan, Barlig  |      |        |       |   |                        |           |
| No.  | NAME | GENDER |       |   | UNIT/OFFICE/DEPARTMENT | SIGNATURE |
|  |      | F      | LGBTQ | M |                        |           |

|     |                      |   |  |   |     |  |
|-----|----------------------|---|--|---|-----|--|
| 1.  | KIEGIE F. FINSOCNA   |   |  | ✓ |     |  |
| 2.  | ROMADEL F. LAGTO     | - |  |   |     |  |
| 3.  | BRAYAN A. FIAROLAT   |   |  | ✓ |     |  |
| 4.  | DEBILYN T. KINOMON   | - |  |   |     |  |
| 5.  | Virga L. Dingaron    | ✓ |  |   |     |  |
| 6.  | ROLEY M. TIGCANGAY   |   |  | ✓ |     |  |
| 7.  | Benedicto P. Labunat |   |  | ✓ |     |  |
| 8.  | Terjinal J. Lomas-e  |   |  | ✓ |     |  |
| 9.  | ✓ IDAL PULAGAN       |   |  | - |     |  |
| 10. | Emma Sijata          |   |  |   |     |  |
| 11. | CLARENCE C. REATED   | - |  |   |     |  |
| 12. | SEVELIE C. MANGAT-AT | ✓ |  | ✓ |     |  |
| 13. | DAVID C. FOROSAN     | - |  | - |     |  |
| 14. | INES L. AYAWAN       | - |  |   |     |  |
| 15. | Zenaida D. Tarawan   | ✓ |  |   |     |  |
| 16. | JERALYN F. MACHOLI   | ✓ |  |   |     |  |
| 17. | FELY F. SACYAB       | ✓ |  |   |     |  |
| 18. | GILBERT B. ARSI      |   |  | - |     |  |
| 19. | LOURDES L. TAWIYON   | ✓ |  |   |     |  |
| 20. | PATRICK A. PULAGAN   |   |  | ✓ |     |  |
| 21. | BENHUR O. SIN-OD     |   |  | ✓ |     |  |
| 22. | ANOT S. FANUSHEL     |   |  | ✓ |     |  |
| 23. | EMMIE P. AROY        | - |  |   | RPE |  |
| 24. | Lianh Sulvan         | - |  |   | tu  |  |
| 25. | Jestoni Cukungan     | - |  | ✓ | tu  |  |

**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





**RESEARCH DEVELOPMENT AND EXTENSION SERVICES**

| ATTENDANCE SHEET   |                |        |       |   |                            |           |
|--|----------------|--------|-------|---|----------------------------|-----------|
| Title of Activity: Training on Local Tour Guiding with Organizational Protocol |                |        |       |   |                            |           |
| Date & Time: March 28-29, 2019   |                |        |       |   |                            |           |
| Venue: Kadaclan, Barlig  |                |        |       |   |                            |           |
| No.  | NAME           | GENDER |       |   | UNIT/OFFICE/<br>DEPARTMENT | SIGNATURE |
|  |                | F      | LGBTQ | M |                            |           |
| 26.  | Hynes Pangaden |        |       | - | HM                         | File      |
| 27.  |                |        |       |   |                            |           |
| 28.  |                |        |       |   |                            |           |
| 29.  |                |        |       |   |                            |           |
| 30.  |                |        |       |   |                            |           |
| 31.  |                |        |       |   |                            |           |
| 32.  |                |        |       |   |                            |           |
| 33.  |                |        |       |   |                            |           |
| 34.  |                |        |       |   |                            |           |
| 35.  |                |        |       |   |                            |           |

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End-User



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|  |      | F      | LGBTQ | M |                        |           |

|     |                      |   |  |   |     |  |
|-----|----------------------|---|--|---|-----|--|
| 1.  | KLEGIE F. FINSOCNA   |   |  | ✓ |     |  |
| 2.  | BRIAN A. FLAROKAT    |   |  | ✓ |     |  |
| 3.  | PONABEL F. LAGTO     | - |  |   |     |  |
| 4.  | DEBILYN F. KINOMON   | - |  |   |     |  |
| 5.  | Virga L. Digaron     | ✓ |  |   |     |  |
| 6.  | ROLEN M. TICCANGAY   |   |  | ✓ |     |  |
| 7.  | Benedicto P. Labana  |   |  | ✓ |     |  |
| 8.  | Ferdinand F. Tomas   |   |  | ✓ |     |  |
| 9.  | ✓ IDAL PULAGAN       |   |  | ✓ |     |  |
| 10. | Emma Espineta        |   |  |   |     |  |
| 11. | CLARENCE C. NGATED   | - |  |   |     |  |
| 12. | SEVELIE C. MANGAY-AT | ✓ |  |   |     |  |
| 13. | DAVID C. FOROSAN     | ✓ |  | ✓ |     |  |
| 14. | INES L. AYAWAN       | ✓ |  |   |     |  |
| 15. | Zenaida D. Tarawan   | ✓ |  |   |     |  |
| 16. | JERALYN F. MACHOLI   | ✓ |  |   |     |  |
| 17. | FELY F. SACYAB       | ✓ |  |   |     |  |
| 18. | GILBERT B. ARSI      |   |  | ✓ |     |  |
| 19. | LOURDES L. TAWAYAN   | ✓ |  |   |     |  |
| 20. | PATRICK A. PUL-AGAN  |   |  | ✓ |     |  |
| 21. | ALBERT C. PANLASEL   |   |  | ✓ |     |  |
| 22. | BENHUR O. SIN-OD     |   |  | ✓ |     |  |
| 23. | Emmie P. Aray        | - |  |   | RDE |  |
| 24. | Liezl Schuren        | - |  |   | TM  |  |
| 25. | Jestoni Culbungen    |   |  |   | TM  |  |

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End-User





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| No.  | NAME           | GENDER |       |   | UNIT/OFFICE/<br>DEPARTMENT | SIGNATURE   |
|  |                | F      | LGBTQ | M |                            |   |
| 26.  | Ayner Pangader |        |       | - |                            |  |
| 27.  |                |        |       |   |                            |   |
| 28.  |                |        |       |   |                            |   |
| 29.  |                |        |       |   |                            |   |
| 30.  |                |        |       |   |                            |   |
| 31.  |                |        |       |   |                            |   |
| 32.  |                |        |       |   |                            |   |
| 33.  |                |        |       |   |                            |   |
| 34.  |                |        |       |   |                            |   |
| 35.  |                |        |       |   |                            |   |

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\_\_\_\_\_  
End-User

**SUMMARY OF EVALUATION**  
**TRAINING ON TOUR GUIDING WITH ORGANIZATIONAL PROTOCOL**  
**March 28-29, 2019**

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | TOTAL | MEAN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|-------|------|
| 1. Objectives and Relevance                                     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |       |      |
| a. Clarity and relevance  | 5 | 5 | 5 | 3 | 3 | 4 | 4 | 4 | 5 | 4 | 5 | 5 | 5 | 5 | 4 | 3 | 69    | 4.31 |
| b. Attainment of the activity obejctives                        | 5 | 5 | 5 | 3 | 3 | 4 | 4 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 3 | 71    | 4.44 |
| c. Usefulness fo the activity/topics to the participants        | 5 | 5 | 5 | 3 | 3 | 0 | 4 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 3 | 67    | 4.19 |
| d. Timeliness and immediate applicability                       | 5 | 5 | 5 | 3 | 3 | 0 | 0 | 5 | 4 | 4 | 5 | 5 | 5 | 5 | 5 | 4 | 63    | 3.94 |
| 2. Organization and preparation; venue                          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |       |      |
| a. Planning and implementing activity                           | 5 | 5 | 5 | 3 | 3 | 4 | 4 | 4 | 5 | 4 | 5 | 5 | 5 | 4 | 4 | 4 | 69    | 4.31 |
| b. Preparation and organization of the activities               | 5 | 5 | 5 | 3 | 3 | 4 | 4 | 4 | 5 | 5 | 4 | 5 | 5 | 4 | 4 | 4 | 69    | 4.31 |
| c. Ventilation, lighting, equipment and facilities in the venue | 5 | 5 |   | 3 | 4 | 0 | 5 | 4 | 4 | 5 | 4 |   |   | 4 | 4 | 3 | 65    | 4.06 |
|   |   |   | 5 |   |   |   |   |   |   |   |   | 5 | 5 |   |   |   |       |      |
| d. Appropriateness of the venue of the activity                 | 5 | 5 | 5 | 3 | 3 | 0 | 4 | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 3 | 3 | 65    | 4.06 |
| e. Time allotment per activity                                  | 5 | 5 | 5 | 3 | 4 | 3 | 4 | 5 | 5 | 3 | 5 | 5 | 5 | 4 | 4 | 3 | 68    | 4.25 |
| 3. Speaker/Facilitator  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |       |      |
| a. Mastery of the subject matter/content                        | 5 | 5 | 5 | 4 | 3 | 4 | 4 | 5 | 5 | 4 | 5 | 5 | 5 | 5 | 4 | 3 | 71    | 4.44 |
| b. Use of effective means of communicating ideas                | 5 | 5 | 5 | 4 | 3 | 3 | 4 | 5 | 5 | 4 | 5 | 5 | 5 | 5 | 4 | 3 | 70    | 4.38 |
| c. Keenness an interest in the conduct of training              | 5 | 5 | 5 | 4 | 3 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 73    | 4.56 |
| d. Stimulation of the participants' interest                    | 5 | 5 | 5 | 4 | 3 | 3 | 5 | 5 | 5 | 4 | 5 | 5 | 5 | 4 | 4 | 3 | 70    | 4.38 |
| 4. Involvement of participants                                  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |       |      |
| a. Enthusiasm and interest shown                                | 5 | 5 | 5 | 4 | 3 | 3 | 4 | 5 | 4 | 4 | 4 | 5 | 5 | 4 | 4 | 4 | 68    | 4.25 |
| b. Level of invovlement of participants                         | 5 | 5 | 5 | 4 | 3 | 3 | 4 | 5 | 4 | 4 | 4 | 5 | 5 | 4 | 4 | 4 | 68    | 4.25 |
| 5. Food   |   |   | 5 | 4 | 3 | 5 | 5 | 4 | 4 | 4 | 4 | 5 | 5 | 4 | 5 | 4 | 61    | 3.81 |
| 6. Overall Evaluation   | 5 | 5 | 5 | 4 | 4 | 4 | 4 | 5 | 5 | 4 | 5 | 5 | 5 | 4 | 4 | 3 | 71    | 4.44 |

Prepared by:

**LIEZL SOLIVEN**

HRMT Department Extension Worker



**SUMMARY OF EVALUATION**  
**TRAINING ON LEMORANGE PIE MAKING**  
**March 6, 2019**

|   |   |   |   |   |   |   |   |   |   |   |   | TOTAL | MEAN |
|---|---|---|---|---|---|---|---|---|---|---|---|-------|------|
| <b>1. Objectives and Relevance</b>                              |   |   |   |   |   |   |   |   |   |   |   |       |      |
| a. Clarity and relevance  | 4 | 4 | 4 | 4 | 5 | 4 | 4 | 4 | 4 | 4 | 5 | 46    | 4.18 |
| b. Attainment of the activity objectives                        | 4 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 50    | 4.55 |
| c. Usefulness fo the activity/topics to the participants        | 4 | 4 | 4 | 4 | 5 | 4 | 4 | 4 | 4 | 5 | 5 | 47    | 4.27 |
| d. Timeliness and immediate applicability                       | 3 | 4 | 5 | 5 | 5 | 3 | 4 | 4 | 4 | 3 | 5 | 45    | 4.09 |
| <b>2. Organization and preparation; venue</b>                   |   |   |   |   |   |   |   |   |   |   |   |       |      |
| a. Planning and implementing activity                           | 4 | 4 | 4 | 5 | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 48    | 4.36 |
| b. Preparation and organization of the activities               | 3 | 4 | 4 | 5 | 5 | 3 | 4 | 4 | 4 | 3 | 5 | 44    | 4.00 |
| c. Ventilation, lighting, equipment and facilities in the venue | 3 | 4 | 4 | 4 | 5 | 5 | 4 | 4 | 4 | 3 | 4 | 44    | 4.00 |
| d. Appropriateness of the venue of the activity                 | 3 | 4 | 4 | 4 | 5 | 5 | 4 | 4 | 4 | 3 | 4 | 44    | 4.00 |
| e. Time allotment per activity                                  | 3 | 4 | 4 | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 4 | 43    | 3.91 |
| <b>3. Speaker/Facilitator</b>                                   |   |   |   |   |   |   |   |   |   |   |   |       |      |
| a. Mastery of the subject matter/content                        | 5 | 4 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 4 | 5 | 50    | 4.55 |
| b. Use of effective means of communicating ideas                | 5 | 4 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 4 | 5 | 50    | 4.55 |
| c. Keenness an interest in the conduct of training              | 5 | 4 | 4 | 5 | 5 | 5 | 4 | 4 | 4 | 4 | 5 | 49    | 4.45 |
| d. Stimulation of the participants' interest                    | 5 | 4 | 4 | 5 | 5 | 5 | 4 | 4 | 4 | 4 | 5 | 49    | 4.45 |
| <b>4. Involvement of participants</b>                           |   |   |   |   |   |   |   |   |   |   |   |       |      |
| a. Enthusiasm and interest shown                                | 4 | 5 | 4 | 4 | 5 | 5 | 4 | 4 | 5 | 5 | 5 | 50    | 4.55 |
| b. Level of invovlement of participants                         | 4 | 3 | 4 | 5 | 5 | 5 | 4 | 4 | 4 | 5 | 5 | 48    | 4.36 |
| 5. Food   | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 44    | 4.00 |
| 6. Overall Evaluation   | 4 | 4 | 4 | 5 | 5 | 4 | 4 | 4 | 4 | 5 | 5 | 48    | 4.36 |

Prepared by:

**FLEMINGTON M. COMICHO**  
HMT Extensin Coordinator