



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SERVICES

TERMINAL REPORT

I. GENERAL INFORMATION

Activity: **Seminar-Workshop on Fundamentals of Cooperative**
Date & Time of Activity: **November 30 – December 1, 2019**
Venue of Activity: **Poblacion, Sagada, Mountain Province**
Proponents: **Rachel F. Fagyan, Accountancy OIC-Chairperson**
Susan A. Lopez, GS Faculty Member
Megan R. Matias, BSBA Faculty Member
Rodeline V. Yadyadoc, Faculty Member
Daniela W. Paspas, BSA Faculty Member

Budget: **41,760.00**
Source of Fund: **23,000.00 (MPCU)**
18,760.00 (MPSPC)

II. NARRATIVE REPORT

Knowing the basics of cooperative is vital in the attainment of the cooperative's objectives. Thus, one of the mandatory training required by the Cooperative Development Authority (CDA) is the training on Fundamentals of Cooperative.

On November 30 to December 1 of the current year, through the collaboration of the Sagada Multipurpose Cooperative (SMPC), Mountain Province Cooperative Union (MPCU) and MPSPC-Accountancy Department a Seminar-workshop on Fundamentals of Cooperative at Poblacion, Sagada, Mountain Province was conducted. This two-day activity was attended by SMPC members, members of the board and committees and staffs.

The first day was started with the singing of the national anthem and prayer led by the participants. After which, Ma'am Venus Padayao, chairperson of the Education and Training Committee of SMPC, gave an opening remarks and the overview of the activity. This was followed by the introduction of the first speaker given by Ma'am Milagros Pangesfan from MPCU.

The first speaker was Ma'am Rachel F. Fagyan. She shared her knowledge on the basics of cooperative. She first discussed the basic concept and philosophies of cooperative. After the short discussion, the participants provided their learning on the topic which they believe could contribute much to the growth of their cooperative. After which, Ma'am Padayao provided a wrap-up on the first topic followed by lunch break.

The afternoon session covers the salient provisions of cooperative laws (RA 9520) and some of the latest issued memorandum circular from the CDA. After the discussion, an open forum was actively participated by the everyone. The highlight of these is the sharing of the participants on certain provisions which they appreciated much and they believed contributed much to their operation. As they say, Articles of Cooperation is their old testament and the by-laws as their new testament, and that, their policies should be cited in their by-laws and these should be updated.

The first day session ended with an announcement and a prayer.



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SERVICES

The second day started with a prayer and a recap given by the participants followed by the discussion of Ma'am Susan A. Lopez on Plans, Policies and Programs of Cooperative. She provided an introduction on the existence of cooperative then related it to planning. Thus, the first exercise is the internalization of the reason of the existence of cooperative. This way, the participants would be able to relate it to their vision. She discussed the importance of VMGO and related it to plans, programs and policy formulation. Then second activity was dissecting of the SMPC Vision. From the SMPC Vision, the participants chose a word then provided possible actions on how they could attain such chosen word. After the presentation, she proceeded on the discussion of the mission, goals and objective. After which, she presented how to craft a plan. From the plans are programs. The discussion was followed by a sharing on the thoughts of the participants on the SMPC VMGO. They tried to review the existing VMGO of their cooperative applying their learning during that day. Some of them suggested on the review of the SMPC mission for this are too long. Thus, it is difficult to memorize. The sharing was followed by the lunch break.

The afternoon session started with a short ice breaker then discussion on policy formulation followed. The what, why and how of policy formulation was discussed in detail. As an application, the final activity was given. The participants were tasked per group to formulate policy. They based it from the existing policy then provided a possible revision or they may formulate a new policy. After which, the output was presented. To complete the presentation, the speaker provided her insights. She also highlighted the importance of having a legal basis on every policy to be presented. Also, benchmarking may be considered.

After all the activity, Ma'am Padayao provided a wrap-up followed by awarding of the certificates then photo-ops.

III. PHOTO DOCUMENTATION





RESEARCH DEVELOPMENT AND EXTENSION SERVICES



Ma'am Rachel F. Fagyan sharing her insights on the basics of cooperative.



Some of the captured moments of the participants sharing their thoughts





Republic of the Philippines

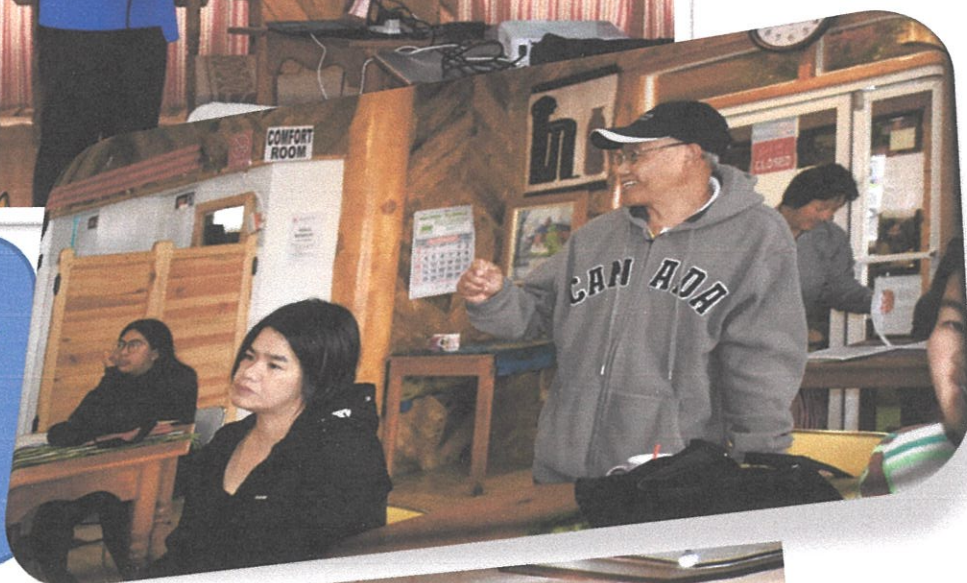
Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SERVICES

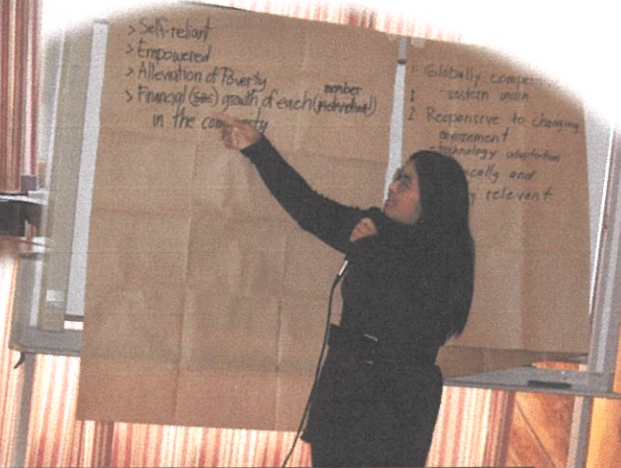
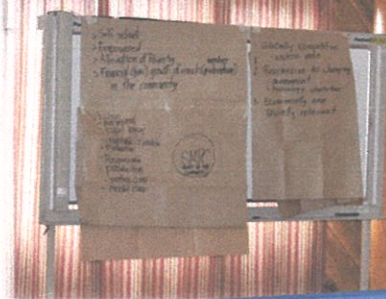


Ma'am Susan A. Lopez
on Plans, Policies and
Programs of the
Cooperative

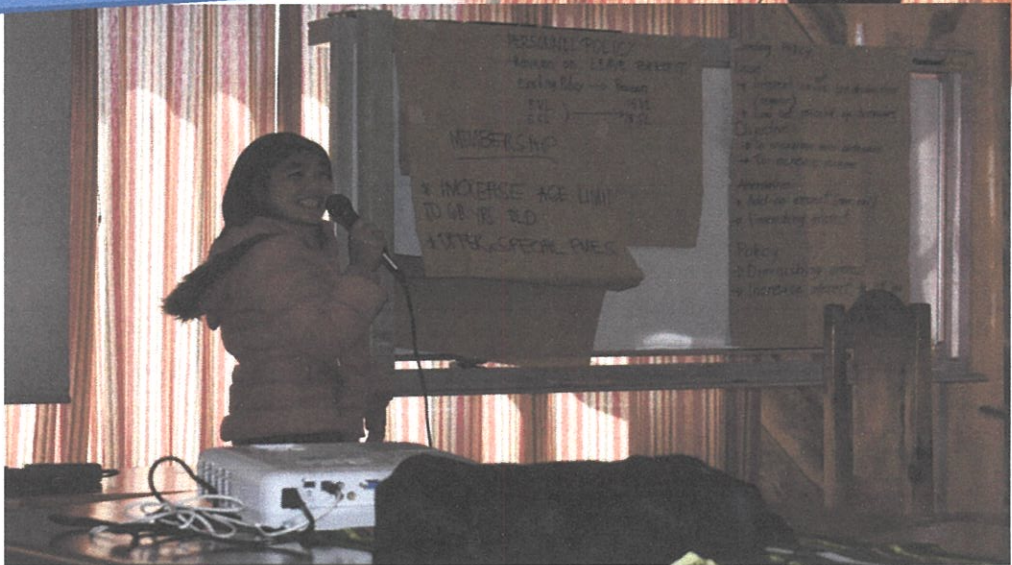




RESEARCH DEVELOPMENT AND EXTENSION SERVICES



Workshop and presentation of output





Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SERVICES



Awarding of certificate to speaker by Ma'am Milagros Pangesfan, assisted by Ma'am Venus Padayao (right-most) and SMPC Manager Ma'am Marilou Bolinget (left-most)



The survivors!!!

IV. ATTACHMENTS

(Attendance sheet, Lecture notes, Summary of evaluation and Approved Activity Design)

Prepared by:

Noted by:

R. Vadyadoc

RODELINE V. YADYADOC

BSA, Faculty Member

E. D. Pakipac

ELMER D. PAKIPAC

Director, Extension Unit

**RESEARCH DEVELOPMENT AND EXTENSION SERVICES****ATTENDANCE SHEET**

Title of Activity: Seminar-Workshop on Fundamentals of Cooperative

Date & Time: November 30 and December 1, 2019

Venue: Poblacion, Sagada, Mountain Province

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	WENDY K. PALPAL	/			SMPC	
2.	ISABEL T. PACE-ET	/				
3.	ALLY PONGAWI P. BAGANGAN	/				
4.	Rosita B. Bateg	/				
5.	JANE C. GUINDALOS	/				
6.	ELZA G. MAYAPIT	/				
7.	FELY D. CAMAY	/			SMPC	
8.	Christina Lagasi B.	/				
9.	Dangiyad S. Bolinget	/			SMPC	
10.	Norma A. Taguindodo	/			SMPC	
11.	Jose Gayagay			-		
12.	ALICE FAITH SIBAYAN	/			SMPC	
13.	Julie D. Pasiteng	/				
14.	Nancy A. Basaring	/			SMPC	
15.	Emelia B. Masliyan	/			SMPC	
16.	Gibany A. Lomas-c	/			SMPC	
17.	Dominga P. Langgacao	/			SMPC	
18.	NORMAN B. GALGALLA			/	SMPC	
19.	DOMINGA C. SANTONG	✓			SMPC	
20.	CIANO B. BALDO			✓	SMPC	
21.	Philip B. Lumbag			✓	SMPC	
22.	EUBERT L. PAILAY			✓	SMPC	
23.	Novo BRENT XRAD			✓	SMPC	
24.	RUBY A. DULATRE	✓			SMPC	
25.	JACQUELINE P. BASUNGIT	✓			SMPC	
26.	Venus O. Padayaw	✓			SMPC	
27.	MARION C. BUNGET	✓			SMPC	

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: Seminar-Workshop on Fundamentals of Cooperative						
Date & Time: November 30 and December 1, 2019						
Venue: Poblacion, Sagada, Mountain Province						
No.	NAME	GENDER			UNIT/OFFICE/DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
28.	THELMA G. BAKU	/			SMPC	
29.	Verani B. Dicaleng	/			SMPC	
30.	MARAN A. LOPEZ	/			UMPO	
31.	Milagros Pangeston	/			MPCN	
32.	Dewanie A. Cayabas	/			MPSPC	
33.	Suzaine L. Gaqui	/			MPSPC	
34.	Roderine V. Yadyador	/			MPSPC	
35.	RACHEL F. FAGYAN	/			MPSPC	
36.	BENJENT B. DOMAY-O			✓	SMPC	
37. *	Novo Bread Xban			✓	SMPC	
38.	DANIELA W. PASPAS	/			MPSPC	
39.						
40.						
41.						
42.						
43.						
44.						
45.						
46.						
47.						
48.						
49.						
50.						
51.						
52.						
53.						
54.						

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

SEMINAR-WORKSHOP ON FUNDAMENTALS OF COOPERATIVE
SUMMARY OF ACTIVITY EVALUATION
November 30 - December 1, 2019

		Respondent's Rating																					TOTAL	MEAN
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
1. Objectives and Relevance of the activity																								
a.	Clarity of objectives and relevance of activity to the participants	5	5	5	5	4	5	4	5	5	5	5	4	5	4	4	5	4	4	5	5	5	98	4.67
b.	Attainment of the activity objectives	5	5	4	5	4	5	4	5	5	5	5	4	4	4	4	5	4	4	5	4	5	95	4.52
c.	Usefulness of the activity/topics to the participants	5	4	5	5	4	5	4	5	5	5	5	4	5	5	4	5	4	3	5	5	5	97	4.62
d.	Timeliness and immediate applicability	5	4	4	5	4	5	4	5	5	5	5	4	5	5	4	4	4	4	5	4	5	95	4.52
2. Organizational and preparation																								
a.	Planning and implementation of the activity	5	5	4	5	4	5	4	5	5	5	4	4	4	4	4	5	4	4	5	4	5	94	4.48
b.	Preparation and organizations of the activities	5	5	4	5	3	4	4	5	5	5	4	4	5	5	4	4	4	4	5	5	5	94	4.48
c.	Ventilation, lighting, equipment and facilities in the venue	5	5	4	5	3	4	4	5	5	5	3	4	3	4	2	3	4	4	5	5	5	87	4.14
d.	Appropriateness of the venue of the activity	5	5	4	5	3	4	3	5	5	5	4	4	4	3	3	3	4	4	5	5	5	88	4.19
e.	Time allotment per activity/topic	5	5	5	5	4	5	4	5	5	5	5	4	5	4	4	5	4	4	5	5	5	98	4.67
3. Speakers/ Facilitators																								
a.	Mastery of the subject matter/ content	5	5	5	5	4	5	4	5	5	5	5	4	5	5	5	5	5	4	5	5	5	101	4.81
b.	Use effective means of communicating ideas	5	5	5	5	4	5	4	5	5	5	5	4	5	5	5	5	5	4	5	5	5	101	4.81
c.	Keeness and interest in the conduct of activity	5	5	5	5	4	5	4	5	5	5	5	4	5	5	5	5	5	4	5	5	5	101	4.81
d.	Stimulation of the participant's interest	5	5	5	5	4	5	4	5	5	5	5	4	4	4	5	5	5	5	5	5	5	100	4.76
4. Involvement of Participants																								
a.	Enthusiasm and interest shown	5	5	5	5	4	4	4	5	5	5	3	4	4	4	5	4	4	3	4	4	5	91	4.33
b.	Level of involvement of participants	5	5	4	5	4	5	4	4	5	5	4	4	4	4	4	4	4	2	4	5	5	90	4.29
5. Overall Evaluation																								
		5	5	5	5	4	5	4	5	5	5	4	4	5	4	4	4	4	5	5	5	5	98	4.67

DESCRIPTIVE EQUIVALENT: 4.51-5:00 = Excellent; 3.51 - 4.50 = Very Satisfactory; 2.51 - 3.50 = Satisfactory ; 1.51- 2.50 = Fair; 1.00-1.50 =
4.67 = EXCELLENT

Comments and Suggestions:

1. So far so good..Loud voice and clear.
2. Nice facilitators keep up!
3. Thank you for sharing your knowledge...more powers...
4. Good job!
5. livelihood seminar like baking
6. Requested trainings: Accounting for non-accountants; governance and management; parliamentary procedures; leadership and governance



Mountain Province State Polytechnic College

National Highway, Poblacion, Bontoc, Mountain Province



Mountain Province Cooperative Union (MPCU)

Foyayeng, Bontoc, Mountain Province

CDA Registration No. 9520-15003165/ CIN-02061 50001/ CDA Accreditation No. 068



Sagada Multi-Purpose Cooperative

Poblacion, Sagada, Mountain Province

Certificate of Appreciation

Is awarded to

Rachel F. Sagpan

For her invaluable service as **Resource Speaker** on the Topic: **Origins, Philosophies of Cooperative and Salient Provisions of Cooperative Laws** during the **Seminar-Workshop on "Fundamentals of Cooperative"** held this November 30 - December 1, 2019 at Sagada Homestay, Poblacion, Sagada, Mountain Province.

Given this 1st day of December, 2019 at Sagada Homestay, Poblacion, Sagada, Mountain Province.


REXTON F. CHAKAS, PH.D.
MPSPC College President


ATTY. FLORENCE N. TAGUIBA
MPCU BOD Chairperson


BENEDICT T. YODONG, JR., CPA
SMPC BOD Chairperson



Mountain Province State Polytechnic College

National Highway, Poblacion, Bontoc, Mountain Province



Mountain Province Cooperative Union (MPCU)

Foyayeng, Bontoc, Mountain Province

CDA Registration No. 9520-15003165/ CIN-02061 50001/ CDA Accreditation No. 068



Sagada Multi-Purpose Cooperative

Poblacion, Sagada, Mountain Province

Certificate of Appreciation

Is awarded to


Susan A. Lopez

For her invaluable service as **Resource Speaker** on the Topic: **Plans, Policies and Programs of Cooperative** during the **Seminar-Workshop on "Fundamentals of Cooperative"** held this November 30 - December 1, 2019 at Sagada Homestay, Poblacion, Sagada, Mountain Province.

Given this 1st day of December, 2019 at Sagada Homestay, Poblacion, Sagada, Mountain Province.


REXTON F. CHAKAS, Ph.D.
MPSPC College President


ATTY. FLORENCE N. TAGUIBA
MPCU BOD Chairperson


BENEDICT T. YODONG, JR., CPA
SMPC BOD Chairperson



Mountain Province State Polytechnic College

National Highway, Poblacion, Bontoc, Mountain Province



Mountain Province Cooperative Union (MPCU)

Foyayeng, Bontoc, Mountain Province

CDA Registration No. 9520-15003165/ CIN-02061 50001/ CDA Accreditation No. 068



Sagada Multi-Purpose Cooperative

Poblacion, Sagada, Mountain Province

Certificate of Participation

Is awarded to

Egbert R. Dailay

For actively participating in the Seminar-Workshop on "Fundamentals of Cooperative"
held this November 30 - December 1, 2019 at Sagada Homestay, Poblacion, Sagada, Mountain Province.

Given this 1st day of December, 2019 at Sagada Homestay, Poblacion, Sagada, Mountain Province.

REXTON F. CHAKAS, PH.D.
MPSPC College President

ATHY. FLORENCE N. TAGUIBA
MPCUBOD Chairperson

BENEDICT T. YODONG, JR., CPA
SMPC BOD Chairperson



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SERVICES

November 18, 2019

DR. REXTON F. CHAKAS

College President

Mountain Province State Polytechnic College

Bontoc, Mountain Province

RECEIVED

MPSPC-RECORDS OFFICE

BY: _____

DATE: 22 NOV 2019

Sir:

This is to transmit the activity design of an extension activity on **"Seminar-Workshop on Fundamentals of Cooperative"** by the Accountancy Department in collaboration with Business Administration and Information Technology Department as requested by the Mountain Province Cooperative Union on November 30 to December 1, 2019 at Poblacion, Sagada, Mountain Province for your perusal and approval.

Thank you very much and we are hoping for your approval of the conduct of this activity.

Respectfully yours,

RODELINE VILOG YADYADOC

BSA Faculty Member

cc: VPAA (faculty and student activity design)
VPAD (staff)
VPRDE (for RDE activities)
VPRGL (for RGL activities)
GAD (for GAD appropriated activities)
SSDO (for student activities)
Record's Office (file)



RESEARCH DEVELOPMENT AND EXTENSION SERVICES

ACTIVITY DESIGN

I. GENERAL INFORMATION

Activity:	Seminar-Workshop on Fundamentals of Cooperative
Date & Time of Activity:	November 30 to December 1, 2019
Venue of Activity:	Poblacion, Sagada, Mountain Province
Proponent:	Rachel F. Fagyan, Accountancy OIC-Chairperson Susan A. Lopez, BSIT, Faculty Member Megan R. Matias, BSBA Faculty Member Rodeline V. Yadyadoc, Faculty Member
Facilitators:	Daniela W. Paspas, BSA Faculty Member Megan R. Matias, BSBA Faculty Member Ambrose Miranda, Accountancy Student Suzaine Gacqui, Accountancy Student MPCU staff
Participants:	Cooperative members, staff, committees and officers
Budget:	41,760.00
Source of Fund:	23,000.00 (MPCU) 18,760.00 (MPSPC)

II. RATIONALE

Appreciating the principles of cooperativism is very important especially for aspiring cooperative officers as well as for the management staff. Knowing the why, what and how of the cooperative movement allows the cooperative to be directed towards the attainment of their purpose of existence. Cooperatives as compared to other economic institutions have its unique characteristics like its main reason for existence is to provide services to its member-patrons not discounting however it being a business entity as well. Though not a profit oriented entity, a progressive cooperative is appreciated more when it is able to realize a better income, allowing its member to enjoy a higher rate of dividends and patronage refund.

With that as a set-up, cooperative officers and staff needs to understand the cooperative principles, philosophies governing laws, policies and programs of a cooperative operation. Knowing the salient provisions of RA 9520 is very vital for them to be able to run their cooperatives properly. Further, no entity can ever survive not even cooperatives without a concrete vision and mission. These items define their existence coupled with the policies, plans and programs they aim to implement and achieve as they continue to unite their efforts and finances towards the attainment of a common objective.

To this end, the seminar-workshop aims to give the participants the working knowledge on cooperativism, the basic principle they need to know and to give them a working knowledge on how to come up with a strategic plan, programs and policies.

III. OBJECTIVES

At the end of the activity, the participants should be able to:

- explain the origins, philosophies and concepts of cooperative;
- appreciate the salient provisions of the Cooperative Laws; and
- applied the steps/tips in coming up with cooperative plans, programs and policies.



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

IV. EXPECTED OUTPUT

At the end of the activity, the participants should have:

- related the origins, philosophies and concepts of cooperative to their respective cooperatives through sharing;
- shared sample provisions of the Cooperative Laws they have complied and its benefit; and
- prepared sample cooperative plans, programs or policies following the steps or tips provided.

V. RESOURCE REQUIREMENTS:

A. Budgetary Requirements:

Item	Description	Quantity	Unit Cost	Total Cost
1	Meals and Snacks (2 days)	50 pax	230.00	23,000.00
2	(MPCU Counterpart) Sub-total			23,000.00
3	Meals for facilitators, speakers and driver (2 days)	9 pax	150.00	2,700.00
4	Snacks for facilitators, speakers and driver (2 days)	18 pax	80.00	2,880.00
5	Brown envelope (long)	50 pcs.	10.00	500.00
6	Stenographer Notebook)	50 pcs	25.00	1,250.00
7	Ballpen-black	50 pcs	20.00	1,000.00
8	Epson ink #003 (one set)	1 set	1,500.00	1,500.00
9	Bond paper-long	5 reams	270.00	1,350.00
10	Permanent marker	10 pcs		500.00
11	Manila paper	10 pcs	10.00	100.00
12	Special paper	60 pcs	9.00	540.00
13	Printing of Certificate	60 pcs	24.00	1,440.00
14	Gas and Oil (2 days)			5,000.00
15	MPSPC Counterpart) Sub-total)			18,760.00
			GRAND TOTAL:	41,760.00

B. Human Resources

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

Committee/ Task	Number of Persons required	People Responsible/ Members
Facilitators/ Secretariats	5	MPCU staff Daniela W. Paspas Megan R. Matias Rodeline V. Yadyadoc
Documentation Committee	2	Ambrose Miranda Suzaine Gacqui
Speakers	2	Rachel F. Fagyan Susan A. Lopez



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
School Vehicle with Driver	November 30, December 1, 2019
One (1) Projector and Screen	
One (1) Laptop	

VI. PROGRAM:

November 30, 2019	
Time	Activity
8:00 a.m. – 8:30 a.m.	Registration
8: 31 a.m. – 9:30 a.m.	Pambansang Awit Opening Prayer Welcome Remarks Acknowledgement of Participants Presentation of MPSPC VMGO
9:31a.m. – 12:00 noon	Seminar-Workshop Proper: Origin, Philosophy and Concept of Cooperative
12:01 noon – 1:00 pm	Lunch Break
1:01 pm – 4:00 pm	Seminar-Workshop Proper Continuation: Cooperative Laws; Salient Provisions of Cooperative Law Ra 9520, its IRR and Articles & By-Laws
4:01pm – 5:00pm	Workshop / Synthesis
December 01, 2019	
Time	Activity
8:00 a.m. – 8:30 a.m.	Registration
8:00 a.m. – 8:30 a.m.	Registration
8: 31 a.m. – 9:30 a.m.	Opening Prayer Recap of the previous topics
9:31 – 12:00 noon	Seminar-Workshop Proper Continuation: Cooperative VMGO Cooperative Strategic Plan
12:01-1:00 p.m.	Lunch Break
1:01 p.m. – 3:00p.m.	Seminar-Workshop Proper Continuation: Policies and Programs of the Cooperative
3:01 p.m. – 4:00 p.m.	Workshop, Open Forum and Post Evaluation
4:01 p.m. – 5:00 p.m.	Closing Activities

Prepared by:

Rodeline V. Yadyadoc

RODELINE V. YADYADOC

BSA, Faculty Member



Republic of the Philippines

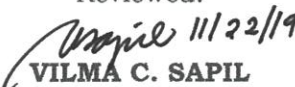
Mountain Province State Polytechnic College

Bontoc, Mountain Province

Noted:


ELMER D. PAKIPAC
Director, Extension Unit

Reviewed:


VILMA C. SAPIL
Coordinator, Learning and Development

Funds Available:


REXON T. DAMAYAN
Accountant III

Recommending Approval:


ANNIE GRAIL F. EKID
Vice-President for Research Development and Extension

Approved:


REXTON F. CHAKAS
College President

NOV 28 2019


NOTE:

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



OFFICE OF THE COLLEGE PRESIDENT

ACTION SLIP

Date	From	To	Remarks
XI. V. 2019	prfc	D. Alera	please attend this as speaker! 18 Refer to BSA for collaboration w/ BSBA 

*Original copy of the Memorandum for control number will be retained at the Records Office**



MOUNTAIN PROVINCE COOPERATIVE UNION

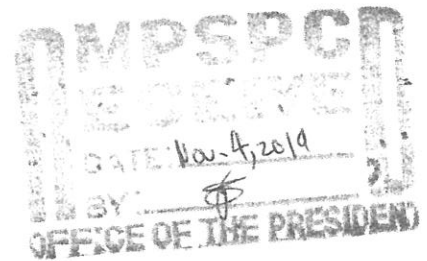
3rd Floor, Bacayan Building
Foyayeng, Bontoc, Mountain Province

November 4, 2019

DR. REXTON F. CHAKAS

President

Mountain Province State Polytechnic College
Bontoc, Mountain Province



SIR:

GREETINGS OF PEACE!

The Mountain Province Cooperative Union will be conducting Fundamentals of Cooperative for all duly registered Cooperatives in Sagada, Mountain Province to be scheduled on November 30 to December 1, 2019 at Poblacion, Sagada Mountain Province.


In this connection we are again requesting one or two of your faculty member/s to be our Resource Speaker/s on the said seminar.

Thank you very much for your continued support to our Union.

Very truly yours,


MILAGROS F. PANGESFAN
MPCU Executive Officer

RELEASED

MPSPC-RECORDS OFFICE
BY: 
DATE: 05 NOV 2019