



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SERVICES

February 4, 2020

DR. REXTON F. CHAKAS

College President

Mountain Province State Polytechnic College

Bontoc, Mountain Province

MPSPC RECORD'S OFFICE

RECEIVED

DATE: 2.5.20

BY: [Signature]

Sir:

This is to respectfully transmit to your office the activity design for the "Training on Management of Meetings and Completed Staff Work to be conducted at Barlig Municipal Hall on February 19 – 21, 2020 for your perusal and approval.

Thank you very much.

Respectfully yours,

[Signature]
FEBIE LIZA L. LENGWA
BSOA Extension Coordinator

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)



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc

RESEARCH DEVELOPMENT AND EXTENSION SERVICES

ACTIVITY DESIGN

I. GENERAL INFORMATION

Activity: Training on Management of Meetings and Completed Staff work

Date & Time of Activity: February 19, 20 & 21, 2020

Venue of Activity: Barlig - LGU

Proponent: BSOA Faculty

Facilitators: BSOA Faculty Members, Student & Extension Staff

Participants: Barlig LGU – Administrative Staff & Officials

Budget: ₱ 37,290.00

Source of Fund: Extension Fund - 22,890 -
LGU Contribution - 14,400 -

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.

In 2016, the extension unit in collaboration with the BSOA, TED and other departments piloted a project in Sadanga aimed to introduce the extension services which resulted in the increased awareness of the community on the research and extension services of the college. This inspiring result motivated the RDE sector to expand its services to other municipalities especially Natonin and Paracelis in 2017. And in 2018, after conducting Training needs assessment (TNA) in Barlig, Management of Meetings and Completed Staff Work are identified as one of the needs of the LGU Officials and other people's organizations offices. This activity is then designed to train LGU Officials and their staff on Management of Meeting and Completed Staff Work.

III. OBJECTIVES

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

1. be able to facilitate, guide and conduct meetings effectively
2. raise the awareness of the staff of their roles in implementing completed staff works
3. save time and work more effectively through skilled management of meetings

IV. EXPECTED OUTPUT

1. Enhanced knowledge of participants on Management of Meetings and CSW



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V. RESOURCE REQUIREMENTS:

A. Budgetary Requirements:

Item	Description	Quantity	Unit Cost	Total Cost
A. Completed Staff Works for November 19 – 20, 2019				
1	LGU Counterpart – Meals/Lunch	40 x 3	120	14,400
2	AM/PM Snack	80 x 3	60	14,400
3	Bond Paper	2 reams long	300	600
4	Manila Paper	15	10	150
5	Long Brown Envelop	30	10	300
6	Marker	15	20	300
7	Ballpen/Pencil	30 pcs	10	300
9	Certificate Paper	50 pcs	15	750
10	Gas & Oil			5,000
11	Contingency			1,090
			TOTAL:	37,290.00

B. Human Resources

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

Committee/ Task	Number of Persons required	People Responsible/ Members
Coordinator	1	Extension Unit/BSOA Faculty Members
Documenters	2	Extension Unit/BSOA Students
Resource Person	3	BSOA Faculty Members
Facilitators	5	Extension Unit/BSOA Students

C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
Projector	1
Laptop	2
Microphone	2
Camera	1
College Vehicle	1

VI. PROGRAM:

A. Completed Staff Works February 19-20, 2020		
TIME	ACTIVITY	RESOURCE PERSON
8:00-8:30 am	Registration of Participants	Facilitators
8:30-9:00 am	Preliminaries/Opening Program <ul style="list-style-type: none"> Invocation Acknowledgment of Participants Overview of the Activity Opening Remarks 	Facilitators/Coordinator
9:00-9:30 am	Surfacing of Expectation	
9:30-12:00 am	Session 1: Overview on what is Completed Staff Work	Speaker
12:00-1:30 pm	Lunch Break	
1:30 – 4:00 pm	Session 2: Workshop on Completed Staff Work Session 3: Presentation of Outputs	
B. Management of Meetings, February 21, 2020:		
8:00 – 8:30 am	Registration of Participants	Facilitators
8:30 – 9:00 am	Preliminaries/Opening Program <ul style="list-style-type: none"> Invocation Acknowledgment of Participants 	Facilitators/Coordinator s



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	<ul style="list-style-type: none">• Overview of the Activity• Opening Remarks	
9:00 – 9:30 am	Surfacing of Expectation	
9:30 – 12:00 Noon	Session 1: Overview on what is Management of Meetings	
12:00 – 1:30 pm	Lunch Break	
1:30 – 4:00 pm	Session 2: Workshop on Management of Meetings Session 3: Presentation of Outputs	

Prepared by:

Felie Lengwa
FEBIE LIZA L. LENGWA

Noted:

Elmer D. Pakipac
ELMER D. PAKIPAC
Extension Director

Reviewed:

Vilma C. Sapil 02/05/20
VILMA C. SAPIL
Coordinator, Learning and Development

Funds Available:

Rexon T. Damayan
REXON T. DAMAYAN
Accountant III

Recommending Approval:

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

Approved:

Rexton F. Chakas
REXTON F. CHAKAS
College President



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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



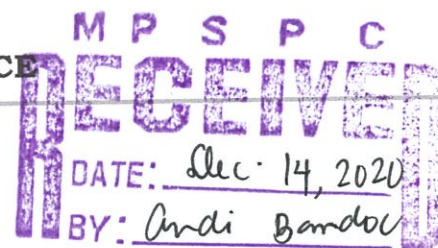
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Bontoc Campus, Bontoc, Mountain Province

DEPARTMENT/UNIT/OFFICE

TERMINAL REPORT



I GENERAL INFORMATION

Activity: **Training on Management of Meeting and Completed Staff Work**

Date & Time of Activity: February 19-21, 2020 8:00 AM to 5:00 PM
Venue of Activity: Barlig Municipal Hall, Barlig, Mountain Province

Proponents: BSOA Faculty

Facilitators: Febie Liza L. Lengwa
Liberty A. Tudlong
Vilma C. Sapil
BSOA Students
Extension Unit Staff

Participants: LGU Personnel (Municipality of Barlig)

Budget: P 37,290.00
Source of Fund: Extension Fund – 22,890.00
LGU Counterpart – 14,400.00

II NARRATIVE REPORT

MPSPC's Major Thrusts are well addressed through HERITAGE which refers to H – Hearty Approach to Management and Governance, & Transformational Leadership, E – Enriched Academic Programs, R – Relevant Student Services, Development, and Welfare Program, I – International and Local Linkages, T – Technology, Facilities, and Assets Enhancement Program, A – Aggressive Staff Development and Welfare Program, G – Gainful Resource Generation and Enterprise Development Program, & E – Excellent Researches and Relevant Extension Program. Under Excellent Researches and Relevant Extension Program are the mandates to conduct researches and based from outputs shall bring back to the community to address need-based challenges and facilitate uplifting of livelihood, socio-economic, well-being and the totality of life as a whole.

The Research Development and Extension Sector in collaboration with the Office Administration Department conducted a Training Needs Assessment (TNA) at the Local Government Unit of Barlig. Then and there, Management of Meetings and Completed Staff Work are identified as one of the needs of the said municipality.

Thus the Office Administration Department conducted a three day “Training on Management of Meeting and Completed Staff Work” at Barlig Municipal Hall, Barlig Mountain Province last February 19, 20 & 21, 2020. The activity aimed to train and share knowledge and expertise on the field of Management of Meeting and Completed Staff Work.

Under Completed Staff Work, the following topics were discussed:

1. Managing the Manager – talks about the art and science of managing your boss without getting fired.



2. Know your Superior
3. Learn the preferred modes of communication
4. Know what motivates your superior
5. Know what stresses your superior
6. The Concept and Principles of CSW
7. When to use CSW
8. The duty of the Staff
9. What is Incomplete Staff Work
10. CSW process
11. CSW Checklist
12. People involved in CSW
13. Principles of CSW

With regards to the topics discussed under Completed Staff Work, there were questions raised by the participants and was properly addressed by the facilitator of the said topic. The following are the questions raised by the participants:

1. Is there a proper time to contact your boss regarding work preferences? Even beyond the office hours.
2. Who is in-charge to review/oversee the work of the staff?
3. Who will be liable if the staff made a proposal then the superior affixed his/her signature on the proposal then that proposal undergone another processes and detected a minimal error. Who will be liable if the superior call for the staff and blame the fault to the staff?

On the area of "Management of Meetings" the following matters were discussed by the facilitators:

1. What is Meeting?
2. Golden Rules in Meeting
3. Planning a Meeting
4. The Call of Meeting
5. The Notice of Meeting
6. Effectiveness of Meetings using the BDA Strategies
7. The Order of Business
8. Role of the Chairman of Presiding Officer



Role of Secretary

10. Guidelines for taking minutes

The following questions were raised by the participants and was properly addressed by the facilitator of the said topic:

1. What is the difference of recess and adjournment?
2. If the presiding officer steps down will he/she appoint or apply the law of succession in choosing someone to take over his/her role as the presiding officer?
3. Does the secretary have the right to be involved/share ideas during the discussion of the meeting?
4. In the minutes of the meeting in the report/minutes of the secretary is it detail stating every name of contributor are being stated? What if the person who gives contribution during the meetings doesn't want his/her name be mentioned on the report?

Workshop are disseminated to have a clear understanding and proper application of the topics discussed during the training.

At the end of the three-day seminar, every query was addressed properly by the facilitators and at the same time the participants also shared their experiences back then related to Completed Staff Work and Management of Meeting.



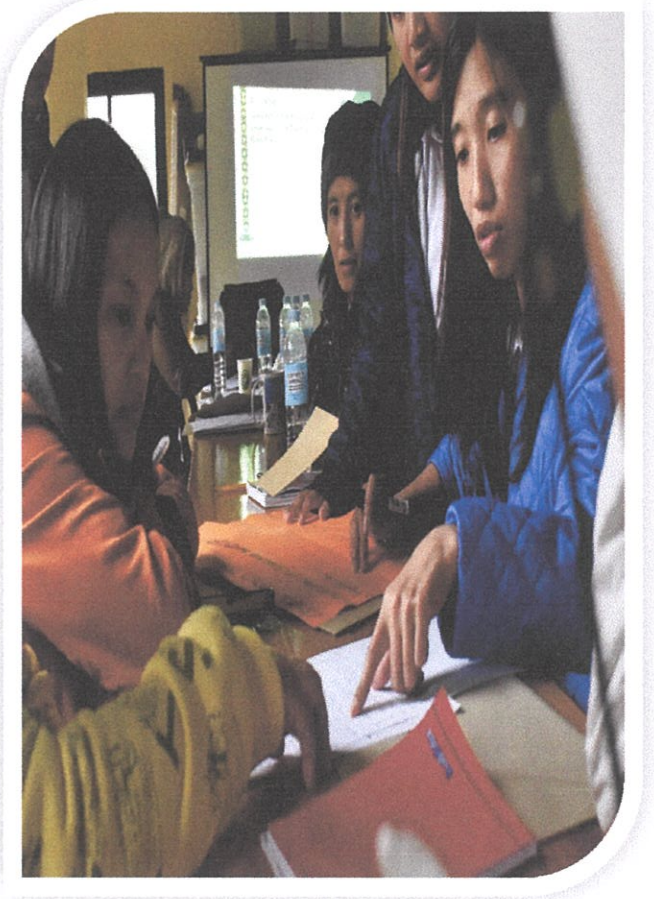
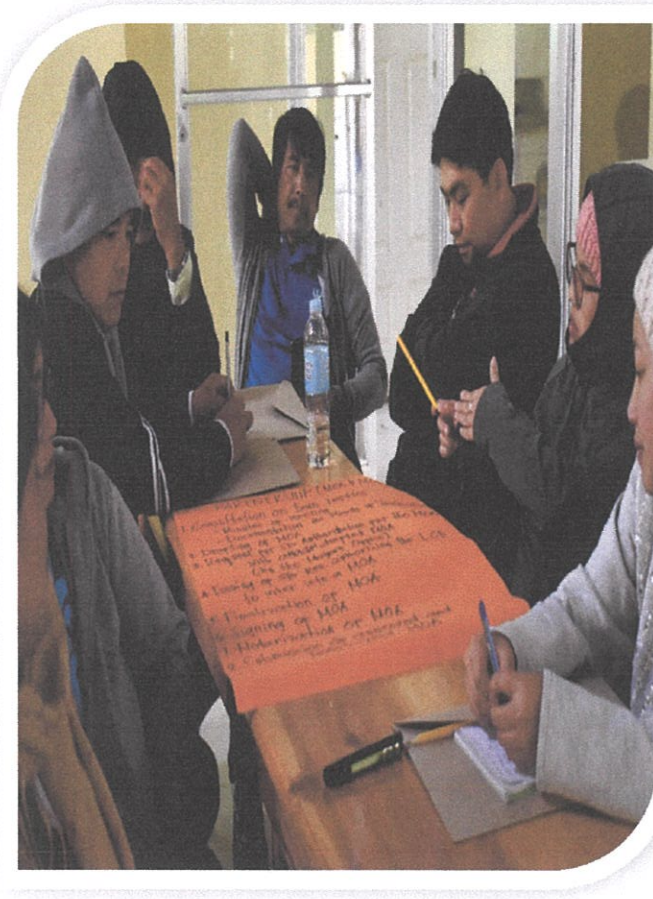
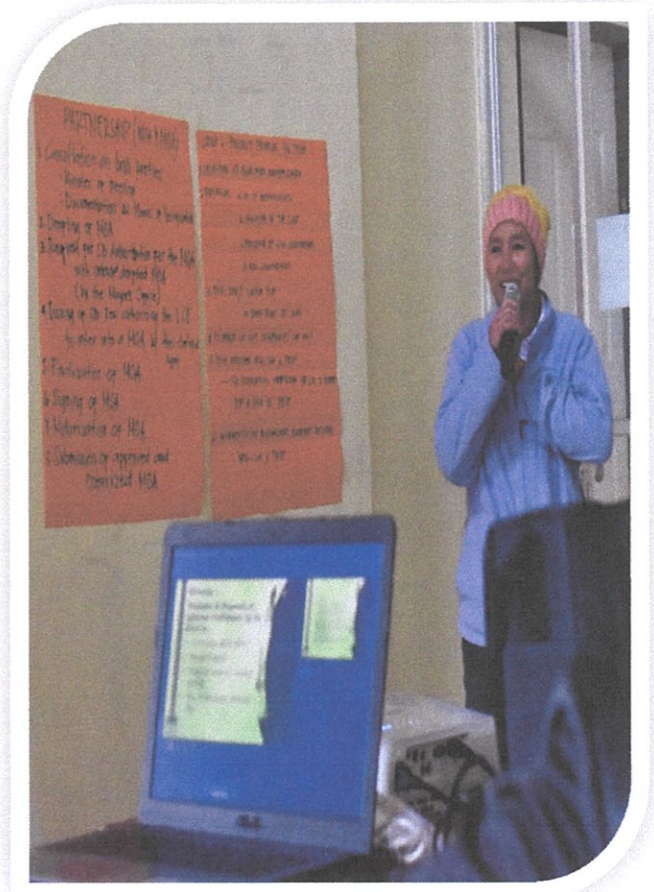
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III PHOTO DOCUMENTATION



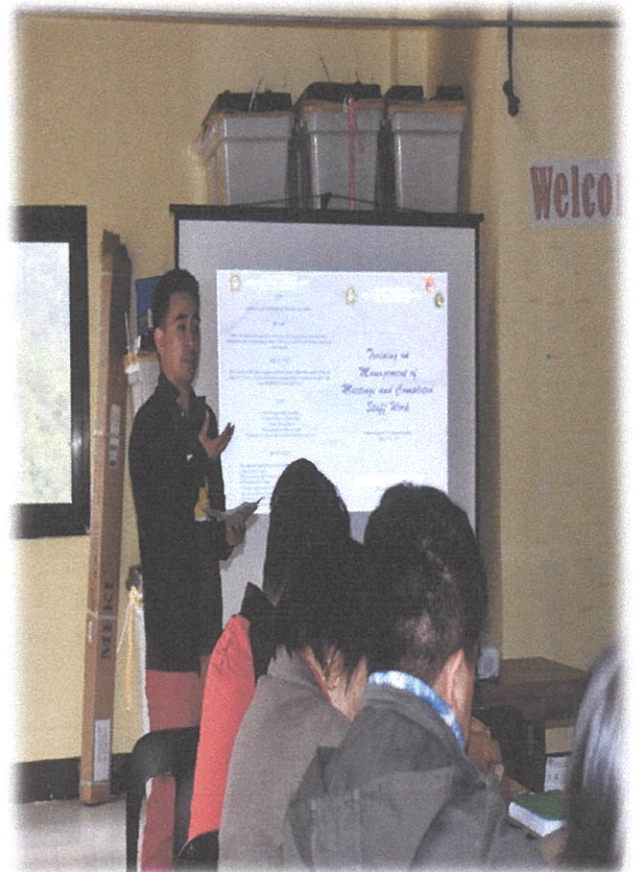
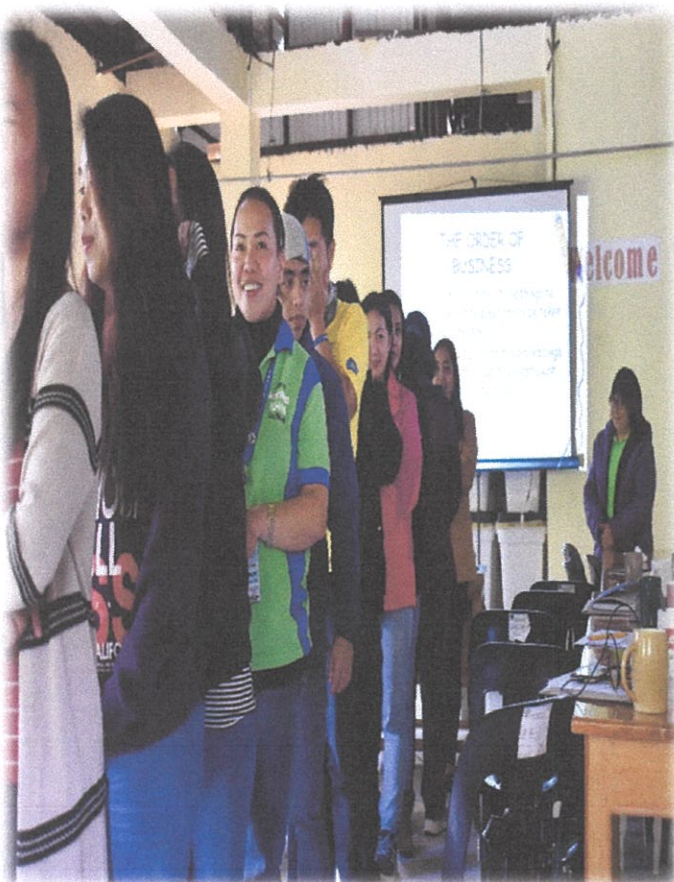




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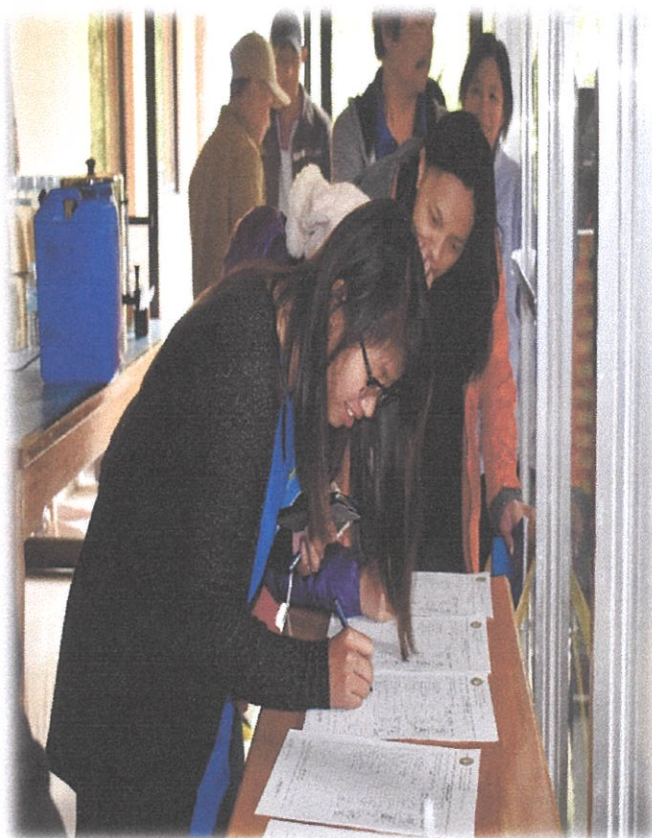




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IV ATTACHMENTS

(Approved activity design, attendance sheet, Summary of Evaluation with attached evaluation sheets)

Prepared by:


FEBIE LIZA L. LENGWA
Faculty, BSOA Department

Noted:


ELMER D. PAKIPAO
Director, Extension Unit



ATTENDANCE SHEET

Title of Activity: Training on Management of Meetings and Completed Staff Work

Date & Time: February 19-21, 2020

Venue: Barlig Municipal Hall, Barlig, Mountain Province

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	Val B. Tulsay			✓	M.T.O	
2.	CETERMO C. ORYAN			✓	AGRI	
3.	G. SALIMBUAT	✓			MSWD	
4.	ALICANDRA SALIMBUAT	✓			AGRI	
5.	EMYLE CASHARE K. NATA	✓			MCR	
6.	ADRIANA P. CAEL	✓			AGRICULTURE	
7.	R. Salimbuat			✓	IC	
8.	E. Chan			✓	CDPRMO	
9.	J. NATIB	✓			S.B	
10.	Analiza K. Chocayag	✓			Eng'g.	
11.	AE F. MANAGAT	✓			ACCOUNTING	
12.	Myrna P. Pakimud	✓			HRMO	
13.	Wendate Tubay			✓	ENG'G.	
14.	AGUSTA G. CHALLUS	✓			MPDO	
15.	Angira, JIL D.	✓			DCWD	
16.	Marygrace A. Banaag	✓			Mayor's	
17.	PIANCO, GARY A.			✓	DSOCP-CAR	
18.	Stenelyn G. Lamaton	✓			Accty.	
19.	Ruth Faith Masadiao	✓			RHU	
20.	MEDA V. FONINGOR	✓			RHU	
21.	Danielo R. Lucas			✓	MEO	
22.	Maryje E. Obregon	✓			MPDO	
23.	JULIA S. NICOLAS	✓			MPDO	
24.	MAGGIE W. AYON	✓			MBO	
25.	NAN V. DELA CRUZ			✓	MDPRMO	

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.

ELMER D. PAKIPAC
Director, Extension Unit



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Title of Activity: Training on Management of Meetings and Completed Staff Work

Date & Time: February 19-21, 2020

Venue: Barlig Municipal Hall, Barlig, Mountain Province

No.	NAME	GENDER			UNIT/OFFICE/DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
26.	CRISANTA M. MATEMTEM	✓			Asst. Office	
27.	GINA L. TUCAL	✓			CA Office	
28.	Judie Ann L. Canungo	✓			S.B. Office	
29.	Jessie Mathew F. Aboy			✓	Engg. Office	
30.	ROCKWILL S. DAKILLAY			✓	Comelac	
31.	MICHELLE C. CHALLO	✓			COMELEC	
32.	Remicio P. Chalway			✓	MPDO	
33.	Maureen P. Chapoyan	✓			Treasury Office	
34.	Jedalia K. Pag-a	-			SP Office	
35.	Gallardo Jhon Ann	-				
36.	Acloper, Sherydam Raven	-				
37.	Helmut Clyde P. Lingbanan			✓		
38.	Shirly Y. Tabora	✓				
39.	Ariel Joseph Y. Tantiyo			✓		
40.	Harriet Olong	✓				
41.	Liberty Tantiyo	-			AR/BSOA	
42.	Vilma C. Sapil	-			CSA/BSOA	
43.	Febie Liza L. Lengwa	-			BSOA	
44.	JOCELYN MARONG	-			DILG OFFICE	
45.	Kyla W. Murecho	-			Accounting	
46.	Ana Suzanne C. Lachara	-			BIR OFFICE	
47.	Aileen Marcelo	-			Mayor's Office	
48.	JEREMIAH CHAROPANG			✓	Agriculture	
49.	Gina Florence N. Nayanar	-			Accounting	
50.	Gina Rose C. Emaden	-				

51. Janeo Malampag

52. Jane M. Arboletas

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.

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ELMER D. PAKIPAC
Director, Extension Unit