



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SERVICES

November 11, 2020

DR. REXTON F. CHAKAS

College President

Mountain Province State Polytechnic College

Bontoc, Mountain Province

Sir:

This is to transmit the activity design entitled **Capability Building for Entrepreneurial Livelihood of Underprivileged in Mountain Province** of the BSBA and Graduate School Departments in collaboration with the Department of Labor and Employment-Mountain Province (DOLE-MP) for your perusal and approval. The activity will be conducted on November 27, 2020 at Ankileng, Sagada, Mountain Province.

Thank you and more power.

Respectfully yours,


RUFINO S. PLAYAS

Community Affairs Assistant, Extension Unit

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:	Capability Enhancement for Entrepreneurial Livelihood of Underprivileged in Mountain Province
Date & Time of Activity:	November 27, 2020
Venue of Activity:	Ankileng, Sagada
Proponents:	MPSPC (Extension Unit, BSBA and Graduate School); LGU-Sagada; and DOLE-Mountain Province
Facilitators:	BSBA & Graduate School Faculty Members
Participants:	Members of Ankileng Rumang-ayan Organization, Sagada
Budget:	15, 150.00
Source of Fund:	Extension Fund-PHP 5, 850.00 LGU/DOLE- PHP 9, 300.00

II. RATIONALE

This collaborative activity with the Department of Labor and Employment is an off-shoot of a research conducted entitled “Entrepreneurial Management of the DOLE Kabuhayan Program”. This study was presented in local, regional and international research fora and garnered awards and appreciation for solid measures the study provided for the sustainability of entrepreneurial activities funded by the government to marginalized groups of beneficiaries.

Entrepreneurship is important to empowering the poor, enhancing production and as an impetus to innovation (Evangelista, 2013). Since entrepreneurship is a key driver of economic growth and job creation, it is very important component of a capital economy like the Philippines. It provides many people with career opportunities that better fit their preferences than waged employment. Entrepreneurship has become increasingly crucial as the Philippines struggles with economic challenge. Strong Filipino entrepreneurship is urgently needed. When entrepreneurs become successful, the nation is immensely benefited.

Pinoy Entrepreneurs (2016) reported that most of SMEs sell locally, to final consumers, usually individuals and households from poor and middle classes. Only a few sell to main outlets such as supermarkets, department stores and market services because of, among other reasons, the inability to meet volume buyers. Only few SMEs can reach inter-regional, national and foreign markets.

The 1987 Philippine Constitution recognizes entrepreneurship as an engine of economic growth. Article XII Section 1 highlights the role of private enterprises in supporting equitable distribution of income and wealth, sustaining production of goods and expanding productivity, therefore, raising the quality of life.

The Philippine Development Plan (PDP) further reinforces the thrust on entrepreneurship through trade and investment to achieve the government’s goal of economic development and job creation. Based on the plan, measures for macro-economic stability, employment, trade and investment, agribusiness, power sector reforms, infrastructure, competition, science and technology, anti-corruption are being pursued to strengthen Philippine’s competitiveness and contribute to job creation.

Committed to the same thrust, the Department of Labor of Employment (DOLE) seeks to pursue inclusive growth through its DOLE Integrated Livelihood Project (DILP). Popularly known as KABUHAYAN Program, it contributes to decent work outcomes



including enhanced employability of workers particularly *competitiveness of enterprises*. The KABUHAYAN Program aims to assist vulnerable workers such as self-employed, landless farmers, unpaid family workers, displaced workers, parents of child laborers, women, youth, fisher folks, former OFW's or returnees and low wage seasonal workers. Through this program, target beneficiaries are provided with livelihood opportunities which are expected to reduce their vulnerability and help them increase their incomes and to sustain their livelihood undertaking into a Community Enterprise Development (CED).

The findings of the study showed the problems encountered by DOLE KABUHAYAN Program beneficiaries that affected the operation and failure of many of the livelihood projects. This implies that the problems encountered have affected the implementation and sustainability of the livelihood projects.

To improve or sustain the livelihood projects of the DOLE KABUHAYAN Program, the study recommended that the Department of Labor and Employment in partnership with Mountain Province State Polytechnic College must adopt and implement proposed training program for the entrepreneurial livelihood projects in order to improve the entrepreneurial management practices; and together minimize or eliminate the problems being encountered by the beneficiaries.

III. OBJECTIVES

1. To establish strong cooperation organization with goals aligned to a sustainable entrepreneurial projects;
2. To increase knowledge of participants on project proposal making;
3. To increase knowledge of participants on book keeping;
4. To increase knowledge of participants on basic marketing processes; and
5. To determine other training needs related to entrepreneurship.

IV. EXPECTED OUTPUT

1. The participants shall have established their goals of the business enterprise and prepared a simple strategic plan;
2. After the conduct of the seminar, the participants are expected to have learned the different parts of a project proposal and how to compose a proposal with desired results;
3. It is expected for the participants to have gained knowledge on basic marketing and to apply it to their future entrepreneurial activity;
4. The participants are expected to apply the principles of simple bookkeeping in their future business; and
5. To conduct further capability trainings based on results of the TNA.

V. RESOURCE REQUIREMENTS:

A. Budgetary Requirements:

Item	Description	Quantity	Unit Cost	Total Cost
MPSPC Counterpart				
A	SUPPLIES			
	Bond Paper, Long	1 ream	350.00	350.00
	Ball Pen, Ordinary	5 boxes	300.00	1, 500.00
	Tarpaulin (5X^)	1	1,000.00	1,000.0
B.	Gasoline and Oil			3, 000.00
Subtotal				5, 850.00
LGU/DOLE Counterpart				
C.	FOOD			
	AM/PM Snacks	60 pax	80.00	4, 800.00
	Lunch	30 pax	150.00	4, 500.00
Subtotal				9, 300.00
			GRAND TOTAL:	P15, 150.00



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B. Human Resources

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

Committee/ Task	Number of Persons required	People Responsible/ Members
Coordinators	1	DOLE-MP
Secretariat/ Facilitators	5	BSBA and Graduate School Faculty Members
Driver	1	c/o GSO

C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
1 Vehicle	November 27, 2020
DLP Projector	
Camera	
Laptop	

VI. PROGRAM:

Date	Activity	In-charge	Materials Needed
November 23, 2020	Goal Setting and Strengthening the Basic Entrepreneurial Skills of the KABUHAYAN Beneficiaries (2-hours lecture)	BSBA & Graduate School Faculty Members	Attendance Sheet, Training Kit, Evaluation Form and TNA Tools
	Project Proposal Making (1 hour lecture, 2 hours workshop)		
	Basic Marketing (2 hours lecture)		
	Simple Bookkeeping (1 hour lecture)		
	Conduct Training Needs Assessment (30 minutes)		

Prepared by:


RUFINO S. PIAYAS
Community Affairs Assistant, Extension Unit

Noted:


DARWIN PHILIP C. ALERA
BSBA Chairperson


GERALDINE L. MADJACO
OIC-Dean, Graduate School


MARCIAL N. PACHINGEL
LEO III, DOLE-Mountain Province

Reviewed:

VILMA C. SAPIL
Coordinator, Learning and Development



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Mountain Province State Polytechnic College

Bontoc, Mountain Province

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

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



RESEARCH DEVELOPMENT AND EXTENSION SERVICES

TERMINAL REPORT

I. GENERAL INFORMATION

Activity: Capability Building for Entrepreneurial Livelihood of Underprivileged in Mountain Province

Date & Time of Activity: November 27, 2020; 8:30AM-5:00PM

Venue of Activity: Ankileng, Sagada, Mountain Province

Proponents: DOLE-MP, and MPSPC (BSBA, Graduate School, and Extension Unit)

Facilitators: Extension staff

Participants: Rumang-ayan Organization Members

Budget: PhP. 15,150.00

Source of Fund: Extension Fund –PhP. 5,850.00

LGU/DOLE PhP. 9,300.00

II. NARRATIVE REPORT

The activity was a result of the signed MOA between the Department of Labor and Employment-Mountain Province and the College. The College shall provide expert services to the beneficiaries of the Pangkabuhayan Program of the DOLE in Mountain Province.

The personnel of MPSPC and DOLE traveled to Ankileng from Bontoc at 8am in the morning of November 27, 2020. Among the personnel from the college are Dr. Darwin Philip Alera, the BSBA Chairperson, Ms. Megan R. Matias, faculty of the BSBA, Dr. Genevieve Sagandoy and Mr. Emerson B. Olod, Faculty of the Graduate School, Mr. Rufino S. Piayas, Extension staff, and Mirasol Sumerbang, MIS staff. Mr. Marshall Pachingel from DOLE-Mountain Province was also present.

The Barangay Captain of Ankileng, Domingo Salicob gave his welcome remarks expressing his gratitude for such services and assistance being extended to them. Dr. Darwin Philip Alera, gave an overview of the activity, explaining the collaboration of the College with the DOLE in implementing its Livelihood Program. He mentioned that based on a research conducted, it came out that the people's organization in Mountain Province receiving assistance from government funding agencies mostly does not prosper because of the lack of capabilities to sustain. He mentioned that, with the desire of the DOLE to minimize this issue, partnership with MPSPC was forged to provide expert services to capacitate the beneficiaries.

The first speaker of the activity was Mr. Emerson B. Olod. He highlighted in his discussion what a goal and goal setting are and why an individual or especially an organizations must have a clear goals. He explains that setting goals is the first step in turning the invisible to visible. He further explains to the participants how to have and set their goals for short term and long term. Next to lecture was Ms. Megan R. Matias on Basic marketing. She elaborated the things to consider in what to begin with in establishing a business. She then point out the important of having a business plan. Further she discusses the format in making a business plan. Questions from the participants were entertained after her discussions.

In the afternoon, Dr. Genevieve L. Sagandoy lectures on Simple Book keeping. On her discussion, she emphasizes the importance of record keeping in all transactions made or entered into by the organizations. This is to be used as basis for accounting purposes and clear picture of activities performed inside



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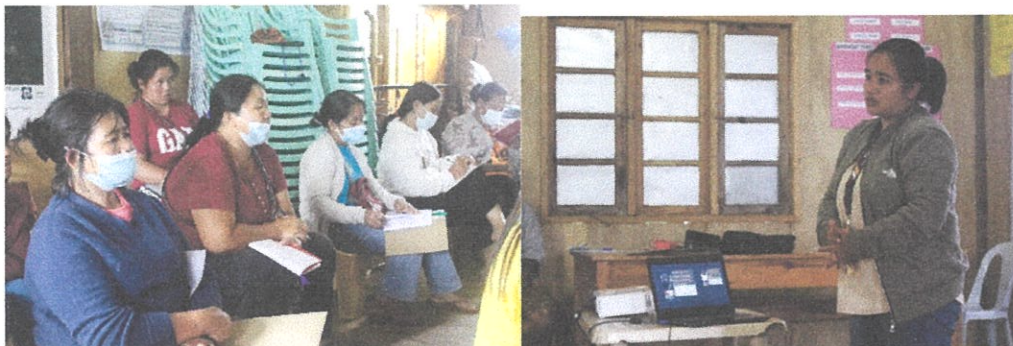
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a business unit, she added. She also discussed on the methods of book keeping.

Mr. Marshall N. Pachingel from the DOLE speaks on occupational safety. Also he name the different programs of the DOLE in which the Livelihood Program extended to the beneficiaries is just one of its program. He then said that DOLE aims to provide job for the underprivileged groups as one way of poverty alleviation effort of the government.

Lastly, Evaluation was floated to the participants afterwards. Training Needs Assessment was also conducted to identify other trainings they needed as a basis for follow up trainings.

III. PHOTO DOCUMENTATION





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IV. RECOMMENDATIONS

1. Sustain the implementation of the Pangkabuhayan Program

V. ATTACHMENTS

(Approved activity design, attendance sheet, sample certificate/ photocopy of certificate)

Prepared by:

Noted:

RUFINO S. PIAYAS

Community Affairs Assistant

ELMER D. PAKIPAC

Extension Unit Director



RESEARCH DEVELOPMENT AND EXTENSION SERVICES

Confirmation of attendance						
Title of Activity: Capability Building for Entrepreneurial Livelihood of Underprivileged in Mountain Province						
Date & Time: November 27, 2020						
Venue: Ankileng, Sagada, Mountain Province						
No.	NAME	GENDER			UNIT/OFFICE/DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	Agustina Bomogao	/			Ankileng ARO	agustina bomogao
2.	NANNETTE JOY DOLGAS	/			ANKILENG ARO	Nannette Joy Dolgas
3.	Beate Tolentino	/			ANK - ARO	Beate Tolentino
4.	NORMA DAPING	/			Ankileng ARO	N. Daping
5.	DAISY BANNAWI	-			Ankileng ARO	D. Bannawi
6.	ROSE TIAGONAN	-			Ankileng ARO	Ricogonan
7.	Charly Akian	/			Ankileng ARO	akian
8.	Domingo Dax	/			Ankileng ARO	abian
9.	Jennifer Layan	/			Ankileng ARO	Jennifer Layan
10.	Fouder K. Mangada	/			Ankileng ARO	Fouder K. Mangada
11.	RUPINO S. RAYAS	/		/	MPSPC Extension Rumanagayas.org	Rupino S. Rayas
12.	LUSA A. Muntola	/			ARO	Lusa A. Muntola
13.	Edore Laajan	/			ARO	Edore Laajan
14.	Mila Pasoyang	-			ARO	Mila Pasoyang
15.	Sydia Matias	/			RIC	Sydia Matias
16.	Theresa Duclan	/			ARO	Theresa Duclan
17.	Nora Pangdas	/				Nora Pangdas
18.	Beatrice Dagui-a	-				Beatrice Dagui-a
19.	ANN RANGSAY	/			ARO	Ann Rangsay
20.	Elizabeth Tindawan	/			ARO	Elizabeth Tindawan
21.	Sumerbang Mirasol	/			MPSPC	Sumerbang Mirasol
22.	GENEVIEVE C. GEMMA	/			MPSPC	GENEVIEVE C. GEMMA
23.	MEGAN R. MATIAS	/			MPSPC	Megan R. Matias
24.	FABIAN CALADALOS			-	ARU	Fabian Caladalo
25.	Domingo Salicab			/	P.B	Domingo Salicab
26.	MARCEL C. Tolentino			-	DOCE - MPSPC	Marcel C. Tolentino
27.	Darwin Philip C. Noa			-	MPSPC	Darwin Philip C. Noa
28.	Emerson B. Olud			/	MPSPC	Emerson B. Olud
29.	SHARON L. Dagui-a	/			ARO	Sharon L. Dagui-a
30.	GEMMA B. SITAN	/			ARO	Gemma B. Sitan

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.


End user