



Republic of the Philippines

**Mountain Province State Polytechnic College**

Bontoc, Mountain Province

**Information Technology Department**

**TERMINAL REPORT**



**I. GENERAL INFORMATION**

Activity: Training-Workshop on Creating Video Lessons

Date & Time of Activity: June 9-11, 2021

Venue of Activity: Betwagan National High School

Proponents: Philip L. Balagtey

Facilitators: Faculty of the Information Technology Department and Extension Staff

Participants: School Teachers of Betwagan National High School, Betwagan Elementary School and Anabel Elementary School

Budget: Php 7,500.00

Source of Fund: Partner Schools and Extension Unit

**II. NARRATIVE REPORT**

The Information Technology Department, conducted a training-workshop on creating video lessons to the school teachers of Betwagan National High School, Betwagan Elementary School and Anabel Elementary School.

The extension activity of the department was conceptualized to capacitate DepEd teachers from the said schools on how to create video lesson using some of the latest applications specifically PowerDirector.

The activity started with a program. Mr. Allen C. Pagronod representing the school head of Betwagan National High School challenged the participants to come up with a video lesson material which are enhanced with the knowledge and skills gained from the activity.

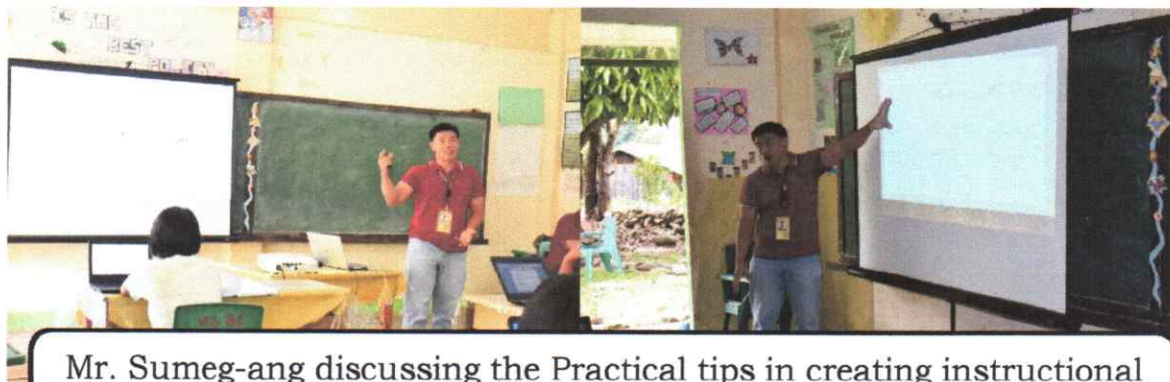
Immediately after the opening program, the faculty of the IT Department started their lectures on the following topics:

1. Practical tips in creating instructional videos by Mr. Christian Sumeg-ang
2. Storyboarding with workshop by Mr. Christian Sumeg-ang
3. How to install PowerDirector by Ms. Jackielou Malot
4. Introduction to video editing and familiarization of PowerDirector by Mr. Hazim Gomer Pangod.
5. Process of Video Editing by Philip Balagtey
6. Compression and Conversion of Video Files by Mr. Sumeg-ang

Workshop was facilitated by the IT faculty members together with the staff of the Extension Unit.

**III. PHOTO DOCUMENTATION**

Training-Workshop Proper



Mr. Sumeg-ang discussing the Practical tips in creating instructional video lessons.



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Ms. Jakielou Malot discussing the system requirement of the PowerDirector. She conducted a workshop on how to install the application



Ms. Naty Wanawan gave a recap on the topics that was discussed on the first day of the training



Mr. Gomer Pangod introducing the PowerDirector to the participants

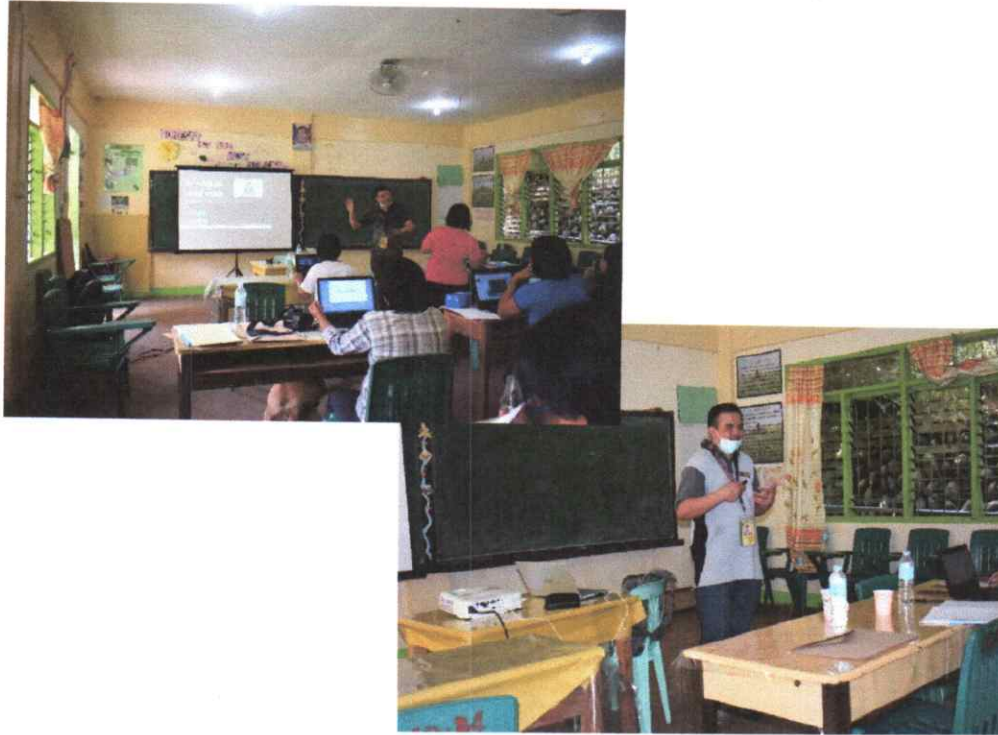




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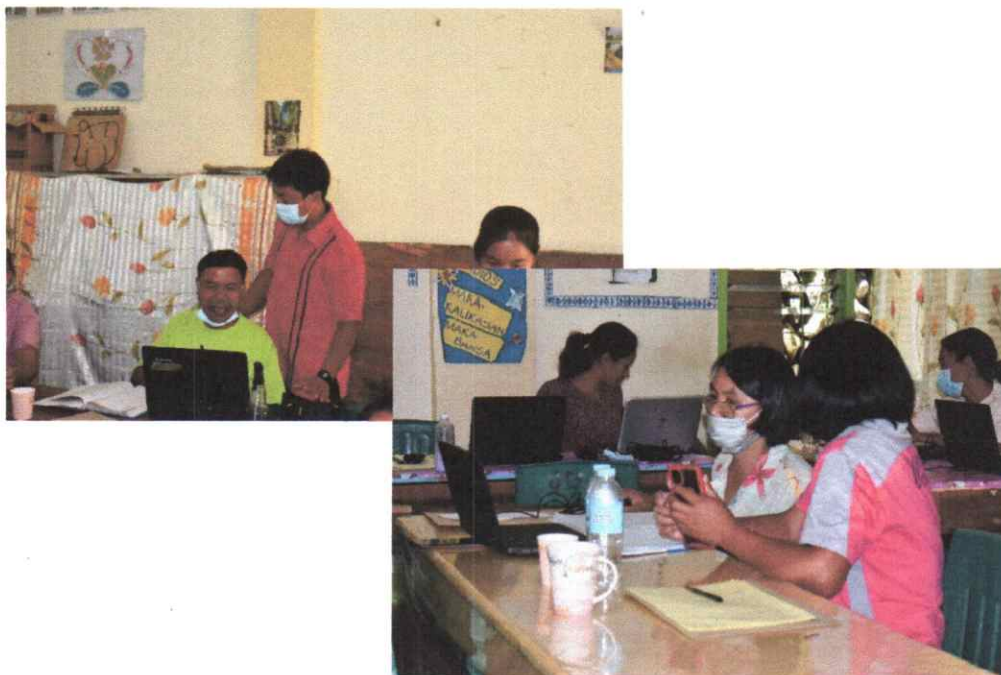
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Mr. Philip Balagtey lecturing on the process of video making.

## WORKSHOP

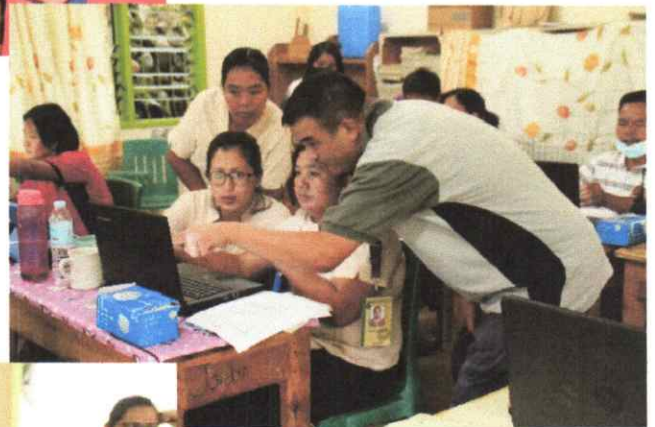
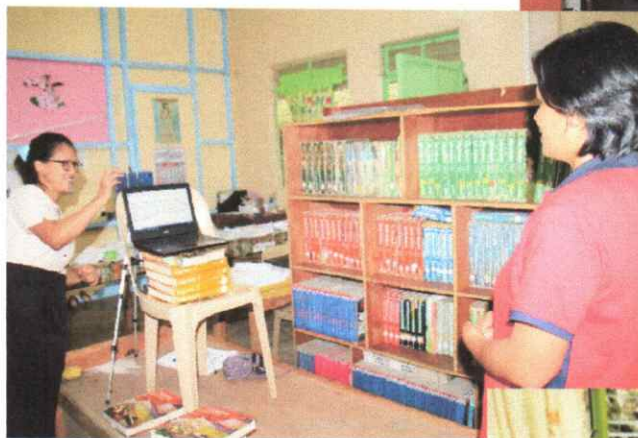




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**IV. RECOMMENDATIONS**

1. IT training or workshop to be conducted should be specific on the requisite skills that the participants should possess before they attend.
2. Mentoring should be conducted.

**V. ATTACHMENTS**

(Please see attached approved activity design, attendance sheet, sample certificate/ photocopy of certificate)

Prepared by:

  
**PHILIP L. BALAGTEY**  
IT, Faculty

Noted:

  
**HAZIM GOMER K. PANGOD**  
IT, Chairperson



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

**NAME OF OFFICE**

May 27, 2021

**DR. REXTON F. CHAKAS**

*College President*

Mountain Province State Polytechnic College

Bontoc, Mountain Province

RECEIVED

MPSPC-RECORDS OFFICE

BY:

DATE: 28 MAY 2021

Sir:

Warm greetings.

This is to respectfully submit the activity design for the Training-Workshop on on June 2 – 4, 2021.

Said training – workshop will respond to the requests of the teachers from Betwagan National High School, Betwaga Elementary School and Anabel Elementary School relative to Video Editing/Making. It will be conducted at the Betwagan National High School, Betwagan, Sadanga, Mountain Province.

The activity is part of the Extension Program of the Information Technology Department and Teacher Education Department.

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

Respectfully yours,

**HAZIM GOMER K. PANGOD**

Chairperson

cc: VPAA (faculty and student activity design)  
Executive Dean (faculty and student activity design)  
VPAD (staff)  
VPRDE (for RDE activities)  
VPRGL (for RGL activities)  
SSDO (for student activities)  
Events Management Office



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

## ACTIVITY DESIGN

### I. GENERAL INFORMATION

Activity: **Training-Workshop on Creating Video Lessons**

Date & Time of Activity: **June 2-4, 2021**

Venue of Activity: **Betwagan National High School**

Proponents: **IT Faculty**

Facilitators: **IT Faculty**

Participants: **Teachers from Betwagan National High School, Betwagan Elementary School and Anabel Elementary**

Budget: **52,815.00**

Source of Fund: **24,750.00 (Counterpart from partner schools)**  
**28,065.00 (Extension Fund)**

### II. RATIONALE

As the COVID-19 pandemic runs its course, the government implemented measures that limit people from congregating in public places. Such measures have disrupted the normal operation of schools and universities. Because the length of such measures has been extensive – and is likely to remain for a certain time until vaccines become available – leaders of public and private education institutions have put in place alternative methods for students and teachers to continue with their lessons when attending school is not possible and are working on methods that will make schools fit for working in a safe environment.

According to Schools Division of Mountain Province, schools of Mountain Province has used modular learning as an Alternative Delivery Mode for first two quarters and none so far in all the learning areas has used blended delivery.

Based on this observation, this prompted the Information Technology Department and the Teacher Education Department to conduct a three-day training-workshop on Instructional Video Making.

### III. OBJECTIVES

- To equip targeted participants with the required skills in order to develop quality video learning resources.
- To enhance the development and production of the quality video learning resources based on school learning resources needs.

### IV. EXPECTED OUTPUT

At the end of the activity, the participants should be able to create effective video learning materials

### V. RESOURCE REQUIREMENTS:

A. Budgetary Requirements:

Item	Description	Quantity	Unit Cost	Total Cost	Source of Fund
1	Meals 3 meals, 3 days	165 pax	150.00	24,750.00	Partner's counterpart
2	Snacks 6 snacks, 3 days	330 pax	80	26,400.00	Extension Fund
3	Supplies and Materials				



	Yellow ruled pad	6	75	450	Extension Fund
	Ballpen	45	20	900	Extension Fund
	Folder	45	7	315	Extension Fund
			<b>Grand Total</b>	<b>52,815.00</b>	

B. Human Resources

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

Committee/ Task	Number of Persons required	People Responsible/ Members
Lecturers	5	Hazim Gome K. Pangod Christian C. Sumeg-ang Jackielou Malot Philip L. Balagtey Susan A. Lopez
Facilitator	3	Sheila A. Desierto
Driver	1	GSO
Documentation	2	Extension Unit

C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
LCD Projector, white screen	June 2-4, 2021
1 laptop, extension cord	June 2-4, 2021
Vehicle	June 2-4, 2021

VI. PROGRAM:

Day 1 –June 2, 2021	Activity	Facilitator
7:30 - 8:00	Registration	
8:00 - 9:00	Pambansang Awit Prayer Opening Remarks Message Overview of the Training	
9:00 - 10:00	Practical tips in creating Instructional Videos	Christian Sumeg-ang
10:00-12:00	Storyboarding with workshop	Christian Sumeg-ang
1:00-2:30	Installation of software (workshop)	Jackielou Malot
2:30 - 4:00	Introduction to video editing Familiarization of Cyberlink Powerdirector interface	Hazim Gomer K. Pangod
Day 2 – June 3, 2021		
8:00-9:00	Theoretical Consideration on Instructional Material	Susan A. Lopez
8:00-3:00	Video editing process Workshop	Philip L. Balagtey
3:00 - 4:00	Compression and conversion of video files to different sizes and formats.	Christian Sumeg-ang
Day 3 – June 4, 2021		
8:00-10:00	Finalization of output	
10:00-12:00	Presentation of output	



Prepared by:

  
**PHILIP L. BALAGTEY**

Faculty, Information Technology Department

Noted:

  
**CAROLYNE CASTAÑEDA-IGUID**

Coordinator, Events Management

Reviewed:

  
**HAZIM GOMER K. PANGOD**

Chairperson, Department

  
**CHRISTIE LYNN C. CODOD**

Executive Dean, Bontoc/

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. For activities to be conducted at Tadian but the activity design is processed in Bontoc, please furnish the Tadian Executive Dean a copy of the approved activity design before the conduct of the event.
2. Furnish the Events Management Office a copy of the approved activity design for advertisement and publication of the event.
3. If Activity Design is prepared by a faculty member, the Department Chairperson shall affix his/ her initials on the reviewed before the Executive Dean shall sign



# RESEARCH DEVELOPMENT AND EXTENSION SERVICES

## ATTENDANCE SHEET

Title of Activity: Training-Workshop on Creating Video Lessons

Date & Time: June 9-11, 2021

Venue: Betwagan National High School

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	Jermilyn C. Angao-an	-			Betwagan NHS	Angao-an
2.	NATIVIDAD A. WARRAWAN	-			Betwagan NHS	Warrawan
3.	Miriam Gladys E. Gomayat	-			Betwagan NHS	Gomayat
4.	Jacqueline A. Guimong	-			Betwagan NHS	Guimong
5.	ANACITA K. PADYA-OS	-			Betwagan NHS	Padya-os
6.	JEAN T. LANATON	-			Betwagan NHS	Lanaton
7.	Editha T. Lengua	-			Betwagan NHS	Lengua
8.	Marissa L. Lam-ao	-			Betwagan NHS	Lam-ao
9.	HAZIM GOMER K. PANGOD			-	IT	Pangod
10.	Allen L. Fagrons d			-	Betwagan NHS	Fagrons d
11.	M. TALIAO			-	GED	Taliao
12.	Mary K. Pong-iyun			-	Betwagan NHS	Pong-iyun
13.	Magasa L. Fano	-			Betwagan NHS	Fano
14.	PHILIP BALAGTEX			-	IT	Balagtex
15.	JACKIEAN P. MALOT	-			IT	Malot
16.	Christon Suragang			-	IT	Suragang
17.	MAY CRISLINE CUMAND	-			APC	Cumand
18.	JANE F. UGUGEN	-			APC	Ugugen
19.	Mamara A. Salupio	-		-	Betwagan NHS	Salupio
20.	PATRICK JR P GARCERABAY			-	Betwagan ES	Garcera Bay
21.	ALEX C. KINGI			-	Betwagan ES	Kingi
22.	CARINA E. AMANAN	-			Betwagan ES	Amanan
23.	JULIE ANN A. LICHINGAN	-			Betwagan ES	Lichingan
24.	Gina L. Lumatao	-			Betwagan	Lumatao

### 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.

HAZIM GOMER K. PANGOD  
Department Chair, BSIT



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

Title of Activity: Training-Workshop on Creating Video Lessons

Date &amp; Time: June 9-11, 2021

Venue: Betwagan National High School

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
25.	LOLITA F. FOLKUL	✓			Betwagan E/S	<i>[Signature]</i>
26.	Emilia L. Ananay	-			Betwagan E/S	<i>[Signature]</i>
27.	NANCY L. ALISTAC	-			Betwagan E/S	<i>[Signature]</i>
28.	LOURDE C. MAKCHONG	✓			Betwagan E/S	<i>[Signature]</i>
29.	ROSITA P. FAD-ANAH	✓			Betwagan E/S	<i>[Signature]</i>
30.	LILIAN F. WANAWAN	-			Betwagan E/S	<i>[Signature]</i>
31.	NORA C. SITAREN	✓			Betwagan E/S	<i>[Signature]</i>
32.	RUFINA L. KAYANG-O	✓			Anabel E/S	<i>[Signature]</i>
33.	DOMINGA M. CALAONA	-			Betwagan NHC	<i>[Signature]</i>
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**HAZIM GOMER K. PANGOD**  
Department Chair, BSIT





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

# awards this Certificate of Participation to

for having actively participated in the Seminar-Workshop on Creating Video Lessons at the Betwagan National High School on June 9-11, 2021.  
Given this 11th day of June in the year of our Lord 2020 at Betwagan National High School.

REXTON F. CHAKAS, Ph.D.  
SUC President III

