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TERMINAL REPORT

RESEARCH DEVELOPMENT AND EXTENSION SERVICES

#### I. GENERAL INFORMATION

Activity:

Empowering DepEd Teacher on Records

Management

Date & Time of Activity:

April 29-30 and May 1, 2021

Venue of Activity:

Betwagan National High School, Betwagan Elementary

School and Anabel Elementary School

Proponents:

Bachelor of Science in Office Administration; RDE

Facilitators: Research

Research Development and Extension Staff; BSOA

Students; BSOA Alumni

Participants:

Deped-Sadanga District (Riverside Cluster) P50,195.00

Budget: Source of Fund:

Extension Fund= P32,195.00 Sadanga District = P18,000.00

#### II. NARRATIVE REPORT

Mountain Province State Polytechnic College (MPSPC) regularly conducts extension services as part of its mandate. Through the years, the College aims to serve various communities and clientele through its diverse expertise to reinforce community development and empowerment. Moreover, in the achievement of such purpose, the creation of departmental programs enabled demand-based extension services. The Office Administration Department, with its extension program: Key Skills in Office Management (KSOM) strives to assist communities, local governments, and other organizations with its core Services-Records Management, Management of Meetings and Completed Staff Work.

We all rely on information to work effectively and to build the knowledge for ourselves and the organizations we are in. Records Management refers to efficient and systematic control of creation, receipt, storage, maintenance, use and disposition of records, including processes for the capture and maintenance of evidence of and information about business activities and transactions in the form of records.

This activity is conceptualized in response to the request from the Sadanga-District for assistance in organizing and managing their school records.

On the first day, the opening programs was held with the singing of the Lupang Hinirang, then Prayer and opening remarks given by the School Principal of Betwagan National High School. It was followed by the overview of the activities and introduction of resource persons. After which, the training proper started with a pretest administered by the facilitators. Then the first topic was delivered by an Alumni Ms. Laire S. Ligligen on Classification of Filing, followed by the presentation of BSOA faculty member, Ms. Febie Liza L. Lengwa on Indexing system. On the afternoon session, Ms. Liberty Tudlong, a faculty member also of the department discussed Records life cycle, wherein she discussed how records and filing started and as to where filing starts and ends, creation and disposing properly. After her topic, a workshop was facilitated by the extension staff and the speakers wherein participating schools has their SWOT analysis, after which, their strengths and weaknesses were identified. After the workshop, planning for the second day activity was done.

On the second day, the scheduled activity was to conduct hands-on assessment on the recent filing of partner schools. First, the team went to Anabel Elementary School wherein upon arrival, the teachers were disposing non-permanent files that were filed years ago. The School head then showed us their filing cabinets and we were able to identify misfiled documents and the mis labelled ones. We then suggested that they may file their documents per area such as, Finance files containing PR's, OBR's,



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## Mountain Province State Polytechnic College

### (Bontoc, Mountain Province

Statement of Accounts and Budget files. Personnel files also may contain form 121 of employees, PDS, application letters, promotions, and files that are concerned with personnel. Lastly, files for their SBM were identified and placed on one shelf for easy accessibility. In the afternoon, Betwagan Elementary School was attended for their hands on assessment. Upon arrival, we witnessed the teachers fixing their files as they just transferred to the new building. They sorted their files one after another and we checked on how they arranged files according to subject. The files were not arranged from recent files to files from 5 years ago, so we helped them file them properly. They also shared their sentiments on filing, records keeping that they, as teachers cannot attend to these most of the time because they are loaded with modules and other requirements for their teaching. Therefore, we suggested that they should have one administrative staff to serve as their record keeper.

**On the third day,** we allotted it for the closing program. School heads gave their observations and recommendations. It was followed by post-test and evaluation of the activity. The closing program then ended with the closing remarks of the Extension Director, Mr. Elmer Pakipac. Picture taking followed afterwards.

#### PHOTO DOCUMENTATION

Pictorials from the three-day training.







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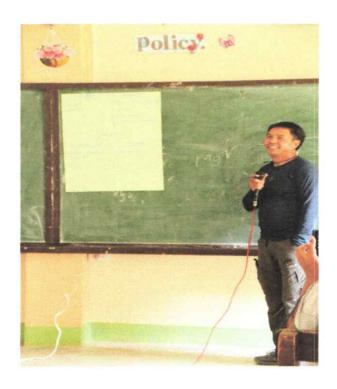




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## Republic of the Philippines Alountain Province State Polytechnic College (Bontoc, Mountain Province











## Republic of the Philippines Alountain Province State Polytechnic College (Bontoc, Mountain Province









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## (Bontoc, Mountain Province



#### III. RECOMMENDATION

IV. ATTACHMENTS

(attendance sheet, approved activity design)

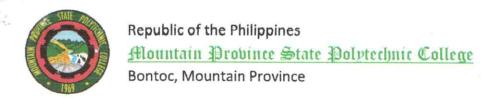
Prepared by:

Noted:

LAIRE S. LIGLIGEN

Research Assistant 1/ BSOA Alumni

ELMER D. PAKIPAC Director Extension Unit



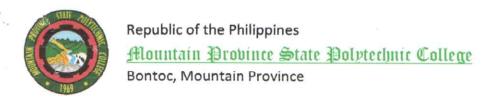
### RESEARCH DEVELOPMENT AND EXTENSION SERVICES

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Title	of Activity: Empowering Dep.Ed Teachers on	Records N	Managem	ent		
	& Time: April 29-30 and May 1, 2021					
	e: Betwagan National High School					
No.	NAME		GENDER	24	UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F   1	LGBQT	M		
1.	LENES P. MONOTEN				Anabel 5/s	Amondo
2.	ELVIE P. SALAGMA	/			Anabel ES	Jugma
3.	EDNA A. PIL. BY	V			Anabel Es	-Edopil-y
4.	JAMES M. FIDCHOXIGKAS	V		V	Anabel Es	-16C
5.	LOURDE C. MAKCHONG	V			BETWAGAN ET	make Refry
6.	ROSITH P- FAD-AMAM	r			Betwagants	Afron
7.	ESTELA X. MACABEO	v			Betweegan Es	
8.	JESSILYN C. TERPAKEN	V			Betwagan BS	Elizalin
9.	BETTY A. WAYYAS	~			Anabel Els	Doggoo
10.	JULIE ANN A. LICHINGAN	1			Betwagants	Lichingan
11.	LORY T. CAMADEG	_			Anabel Els	13
12.	CIMA L. LUMATAU	~			Betwagan Es	governan
13.	OTCILIA M. PA-ED	/			Anabe Es	defrel
14.	NAMCY L- LUSTAG				Botwagan 65	mtao
15.	ANNIE GRAIN T. CHINERAN				Betwagon ES	Lothurian
16.	Miriam Cladys t. Comayat				Betwagan NHS	Ŕ
17.	NORA C. SITAREN	-			Betwagan Es	why.
18.	Manista L. Lan-eo	~			Betwagan NHS	8th er
19.	Editha T. Lengwa	/			Betwagen UKS	eign
20.				r	BOJUXCENER	- Law
21.	EMELIA L-ANANAYD				Betwagen E/S Betwagen ES Fetwagen HHS	N
22.	LOLITA F. FOSAWIL	L	_	_	Betwagen Es	Mount
23.	JOAN T. LAMPTON	/			Betwagan XHs	Then
24.	ANACITA K. PADYA-OS				Betwagan 1045	Gadya a

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.

TRINIDAD G. PASONG
Chairperson, BSOA Department



### RESEARCH DEVELOPMENT AND EXTENSION SERVICES

	ATTEND	ANCI	E SHEET	7		
	of Activity: Empowering Dep.Ed Teachers on R	ecords	Managen	ent		
	& Time: April 29-30 and May 1, 2021					
	e: Betwagan National High School		CRWDDD			
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	2	F	LGBQT	M		
25.	DOMINGA M. CALADWA	/			Betwagan MYS	Modama
26.	Janet G. coria en	-			Betwagan & fr	poregien
27.	Milagrose L. Fanas	V			Betwegen NHK	fance
28.	Rita A. Swhon	r			Anabel Es	Linion
29.	LILLAN F. WANAWAN	1			Belwagen ES	Aparawa
30.	Jermilyn C. Ayaw-an	-			Betwagan NHC	Aga an
31.	Allen 2 Fagronud			/	Between NHS	<b>7</b>
32.	JACQUEVINE A. CMMONG	7			Betwagan N HO	
33.	NATIVIDAD & WANAWAN	-			polwagan NHS	So
34.	CHRISTINA F. AMAWAP	/			Behoogen Er	Coman
35.	JUDITH F. FARM 6-BY				Betwayan ES	N' N
36.	Rufina L. Kayango	~			Anabel 8/6	*
37.	Anthony A. Manjoin		150	/	Betwagen 1948	All
38.	JAMES M. FIDEHEALGKAS			V	Betwagen HHS -	#
39.	Mary K. Pong-yen	/			Betragen NBS	ayn
40.	PATRICH THP GANGGANGAN			~	Botwagon Es	Jan 200
41.	PIAYAS, RIFIND S.			/	MESEC	29
42.	Emmie A. Channas	/			MPSPC	X
43.	May Cristine V. Gumilia				hypspc (	The
44.	Laire S. Lydigen	/			Alumni/hyrop	
45.	Liberty A. Tudlong	/			mpspi	95
46.	Febie Liza L. Lengwa	/			mpipe	
47.	M-FRLIAO			V	MPSPC	Afe
48.	Epnl Balantin V-				MPSPC	VVOS

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TRINIDAD G. PASONG Chairperson BSOA Department



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Title	of Activity: Empowering Dep.Ed Teacher	rs on Records	Managen	nent		
Date	& Time: April 29-30 and May 1, 2021					
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No.	NAME		GENDER		UNIT/OFFICE/	SIGNATURE
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49.	Harriet Olana	/			MPSPC	Harrit
50.	DESINEE A. CASMERY	-	-		OSA	1

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TRINIDAD G. PASONG
Chairperson, BSOA Department

## Poblacion, Bontoc, Mountain Province PETRACEL B. BALOS - Prop. Non VAT Reg. TIN: 489-161-475-000 Sales Invoice Sold to: MPSPC Address\_ OSCA/PWD ID No .: SC/PWD Signature: **Business Style:** Qty. Unit Unit ARTICLES Amount Price umber SSPT **Total Sales Exempt Sales** Less: SC/PWD-Discount TOTAL AMOUNT DUE THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES' THIS INVOICE SHALL BE VALID FOR FIVE(5) YEARS FROM THE DATE OF ATP MCO PENTINALS & GRIL MOSS, TIR. 914-594-758-800 Nen VAI Poblacion East, Legerus, Plugeo Printer's Accreditation No. 912M72914900000001-1/83/2014 50 Bk/1s. (50x2) 001-2,500 Bk are No. 4AU0001945270 Data Legerus 04 17,10 Military 10.14 20001945270 Cashier/Authori

Date Issued 04-17-18: Valid until 04-18-23

Cashler/Authorized Representative

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Date Issued 02-28-19: Valid until 02-27-2024

**CHERWAY GROCERY** 

Poblacion, Bontoc, Mountain Province **MILDRED P. BALUSDAN - Proprietress** Non VAT Reg. TIN: 278-991-282-000

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## MARTHA OFO-OB GENERAL MERCHANDISE

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Poblacion, Bontoc, Mo. Province
PETRÂCEL B. BALOS - Prop.
Non VAT Reg. TIN: 489-161-475-000

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Poblacion, Bontoc, Mountain Province
PETRACEL B. BALOS - Prop.
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0261 4 Sales Invoice 04/29/2021 Date: Sold to: . TIN: Address. SC/PWD Signature: OSCA/PWD ID No .: \_ **Business Style:** Unit ARTICLES **Amount** Qty. Unit Price 400.00 10.00 43 hot. min. water 810.00 Ku-H red maceunini 135 270 660.00 Fruit cockstail 3 475.00 Big size 25 Dorsen J caus Newthe Cream 25 40.00 pus 600.00 Cas Eden Cheese 390.0 Ces lot Kaong 340.6 Ces hata de coco bot (e 96 540.0° big size Maism pus 720.00 Mayonnouse Cateplan DU Total Sales SSPT Less: SC/FWD-Discount **Exempt Sales** 2,519 YOTAL AMOUNT DUE

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Cashier/Authorized Representative

## FLORMAS FOODHAUS AND BAKESHOP

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Sold to Address OSCA/I Busine Qty 77  SSPI Exempt 9	EMPSE SS Pab PWD ID No SS Style: Unit bFL  Gales	Poblacion, Bu PETRACI Non VAT Reg Dice OLAMON BO  ARTI  WATER  NOT VALID FOR CLA	Intal Sales  Less: SC/FWD  TOTAL AMOUNT  TOT	Date Property of P	170) pd
Sold to Address OSCA/II Busine  Qty.  77  SSPT Exempt S INVOIT II III III III III III III III III I	Soles  EMPSE  Soles  Soles	Poblacion, Be PETIRACI Non VAT Reg  Dice  Laura Bo  O.:  ARTI  Luster  NOT VALID FOR CLA  E VALID FOR FIVE(5)  MDSE. TIM: 914 596, 758.444	Intal Sales Less: SC/PWD	Date Property of P	170) pd
Sold to Address OSCA/I Busine  Qty.  77  SSPI Exempt S Ricol Printe	Soles  SUMENT IS I CE SHALL BREEN ESTATION CE STALL BREEN ESTATION For Each Logowe, r's Accreditation in	Poblacion, Be PETIRACI Non VAT Reg  Dice  Laura Bo  O.:  ARTI  Luster  NOT VALID FOR CLA  E VALID FOR FIVE(5)  MDSE. TIM: 914 596, 758.444	Intal Sales Less: SC/FWD TOTAL AMOUNT MINING INPUT 1 YEARS FROM THE WAY MANUAL AMOUNT	Date Property of P	170) pd