



## RESEARCH DEVELOPMENT AND EXTENSION SERVICES

### TERMINAL REPORT

#### I. GENERAL INFORMATION

Activity:	<b>Empowering DepEd Teacher on Records Management</b>
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 Development and Extension Staff; BSOA Students; BSOA Alumni
Participants:	Deped-Sadanga District (Riverside Cluster)
Budget:	P50,195.00
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 pre-test 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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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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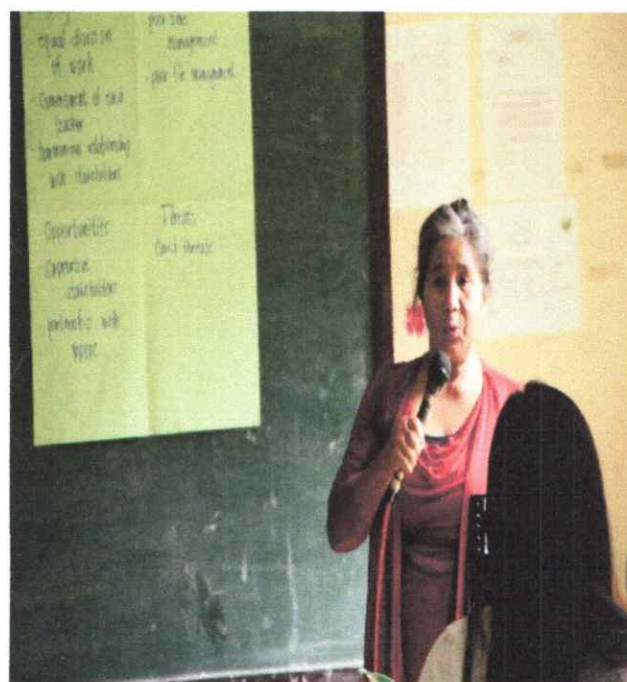




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### III. RECOMMENDATION

### IV. ATTACHMENTS

(attendance sheet, approved activity design)

Prepared by:

Noted:

**LAIRE S. LIGLIGEN**

Research Assistant 1/ BSOA Alumni

**ELMER D. FAKIPAC**

Director/ Extension Unit



### RESEARCH DEVELOPMENT AND EXTENSION SERVICES

#### ATTENDANCE SHEET

Title of Activity: Empowering Dep.Ed Teachers on Records Management

Date & Time: April 29-30 and May 1, 2021

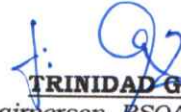
Venue: Betwagan National High School

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	AGNES P. MONOTEN	✓			Anabel E/s	Anabel
2.	ELVIE P. SALNEMAH	✓			Anabel ES	Elvina
3.	EDNA A. PIL-UY	✓			Anabel ES	Edna Pil-uy
4.	JAMES M. FIDCHOKIGKAS	✓		✓	Anabel ES	James
5.	LOURDES C. MAKORONG	✓			BETWAGAN ES	Lourdes
6.	ROSITA P. FAD-ANAN	✓			Betwagan ES	Rosita
7.	ESTELA X. MACABEO	✓			Betwagan ES	Estela
8.	JESSILYN C. TERPAKEN	✓			Betwagan ES	Jessilyn
9.	BETTY A. WAYYAS	✓			Anabel E/s	Betty
10.	JULIE ANN A. LICHINGAN	✓			Betwagan E/s	Julie Ann
11.	LORY T. CAMAREGO	✓			Anabel E/s	Lory
12.	GINA L. LUMATAU	✓			Betwagan ES	Gina
13.	CECILIA M. PAED	✓			Anabel ES	Cecilia
14.	NANCY L. AUSTAG	✓			Betwagan ES	Nancy
15.	ANNIE GRAY T. CHINERAN	✓			Betwagan ES	Annie
16.	Miriam Gladys E. Gomayat	✓			Betwagan NHS	Miriam
17.	NORA C. SITAREN	✓			Betwagan ES	Nora
18.	Marissa L. Ian-ed	✓			Betwagan NHS	Marissa
19.	Editha T. Lengwa	✓			Betwagan NHS	Editha
20.	ALYX C. KINCI			✓	Betwagan NHS	Alyx
21.	EMELIA L. ANANAYO	✓			Betwagan E/s	Emelia
22.	LOLITA F. FOSAWIL	✓			Betwagan ES	Lolita
23.	JOAN T. LAMATON	✓			Betwagan NHS	Joan
24.	ANACITA K. PADYA-OS	✓			Betwagan NHS	Anacita

#### 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.

  
**TRINIDAD G. PASONG**  
Chairperson, BSOA Department



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No.	NAME	GENDER			UNIT/OFFICE/DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
25.	DOMINGA M. CALADUA	-			Betwagan NHS	
26.	Janet G. Coria-en	-			Betwagan NHS	
27.	Milagrosa L. Farnao	-			Betwagan NHS	
28.	Rita A. Simon	-			Anabel ES	
29.	LILIAN F. WANAWAN	-			Betwagan ES	
30.	Jermilyn C. Ayao-an	-			Betwagan NHS	
31.	Allen C. Fagronod			-	Betwagan NHS	
32.	JACQUELINE A. GIMONG	-			Betwagan NHS	
33.	NATIVIDAD S. WANAWAN	-			Betwagan NHS	
34.	CHRISTINA F. ANAWAN	-			Betwagan ES	
35.	JUDITH F. PARANG-AY	-			Betwagan ES	
36.	Rufina L. Kayang-o	-			Anabel NHS	
37.	Anthony A. Manisim			-	Betwagan NHS	
38.	JAMES M. FIDCHONSKAS			-	Anabel ES	
39.	Mary K. Pang-yan	-			Betwagan NHS	
40.	PATRICK JWP GANBBANGAN			-	Betwagan ES	
41.	PIAYAS, RUFINO S.			-	MPSPC	
42.	Emmie A. Channas	-			MPSPC	
43.	May Crisline V. Gumihid	-			MPSPC	
44.	Laine S. Lughigan	-			Alumni/MPSPC	
45.	Liberty A. Tudlong	-			MPSPC	
46.	Febie Liza L. Lengwa	-			MPSPC	
47.	M-FALIAO			-	MPSPC	
48.	Evel Balantin V.				MPSPC	

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No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
49.	Harriet Olang	-			MPSPC	
50.	DESIMAE A. GASMINA	-			OSA	

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**TRINIDAD G. PASONG**  
Chairperson, BSOA Department

**"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"**  
THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE(5) YEARS FROM THE DATE OF ATP

Poblacion, Bontoc, Mt. Province  
Ofo-ob, Martha Macli-ing Prop.  
Non VAT Reg TIN: 148-846-353-000

Poblacion, Bontoc, Mountain Province  
**PETRACEL B. BALOS - Prop.**  
 Non VAT Reg. TIN: 489-161-475-000

## Sales Invoice

No. 5898

**SOLD TO:**

Date: 4/28/21

**TIN**

SC/PWD

**Address:**

**SC/PWD Signature:**

**Business Style:**

[illegible]

20 Blk/ta. (50x2) SN: 5001-5000 BIR ATP No. OCN4AU0002228892

Date Issued 07-23-23; Valid Until 07-22-24

Aljay's Market Inc. • 183-346-465-000 VAT

1st floor Chalky ~~Chalky~~ Polacion, Bontoc Mt. Prov.

Printers Accreditation No: 10MP2015000000001

Date Issued: 01-08-16; Valid Until: 01-08-20

THIS SALES INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP.  
"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"

By: \_\_\_\_\_  
Cashier/Authorized Representative

**DAY GROCERY**  
Poblacion, Bontoc, Mountain Province  
**PETRACEL B. BALOS - Prop.**  
Non VAT Reg. TIN: 489-161-475-000

## Sales Invoice

No 0261.

**Sold to:**

MPS PL

Date: 04/29/2021

**Address**

**TIN:**

OSCA/PWD ID No.:

SC/PWD Signature:

**Business Style:**

Qty.	Unit	ARTICLES	Unit Price	Amount
43	bot.	min. water	10.00	430.00
6	box	8 real maccaroni	135	810.00
3	can	Fruit cocktail	220	660.00
5	can	Doreen Big size	95	475.00
6	ps	Neutle Cream	75	450.00
10	ps	Eden Cheese	65	650.00
6	bot.	Kaong	65	390.00
6	bot.	Nata de Coco	65	390.00
6	ps	Natin big size	90	540.00
1	box	Mayonnaise Caterplan	720	720.00
SSPT			Total Sales	
Exempt Sales			Less: SC/PWD-Discount	
			TOTAL AMOUNT DUE	5,515

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MCQ PRINTHAUS & GEN. MDSE. TIN: 914-596-758-000 Mon VAT

**44** Poblacion East, Logawe, Ifugao

Printer's Accreditation No.: 012MF20140000000001: 1/03/2014

50 Rkltz (50x2) 001-2 500 RIR ATP No. 4AU0001945270

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

**BALUPTRAL**  
Cashier/Authorized Representative

Samoki, Bontoc, Mountain Province  
**FLORA B. ARMAS - Proprietress**  
 Non VAT Reg. TIN: 183-343-180-000

Received From: MPSPC Date: 9-30-2021  
TIN: \_\_\_\_\_ OSCA/PWD ID No.: \_\_\_\_\_  
Address: \_\_\_\_\_ SC/PWD Signature: \_\_\_\_\_  
Business Style: \_\_\_\_\_

Qty.		Unit	ARTICLES	Unit Price	Amount
50	pcs.		enseymada	35	\$1750
SSPT			Total Sales		
Exempt Sales			Less: SC/PWD-Discount		
<b>TOTAL AMOUNT DUE</b>				\$1750	

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Poblacion East, Lagawe, Ifugao

Printer's Accreditation No.: 012MP20140000000001: 1/03/2014

10 BkIts (50x2) 501-1000 BIR ATP No. 4AU0002072770

Date Issued 10-25-18: Valid until 10-25-2023

Cashier/Authorized Representative

No 0694

Poblacion, Bontoc, Mountain Province  
**PETRACEL B. BALOS - Prop.**  
Non VAT Reg. TIN: 489-161-475-000

№ 0255.

Sold to: MR IPL Date: April 30 2011  
Address: Poblacon Bontn me PrewIN:  
OSCA/PWD ID No.: \_\_\_\_\_ SC/PWD Signature: \_\_\_\_\_  
Business Style: \_\_\_\_\_

[illegible]

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**Poblacion East, Logawe, Ifugao**

Printer's Accreditation No.: 012MF20140000900001: 1/03/2014

50 Bk/lts. (50x2) 001-2,500 BIR ATP No. 4AU0001945270

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

Cashier/Authorized Representative