



RESEARCH DEVELOPMENT AND EXTENSION SERVICES

TERMINAL REPORT

I. GENERAL INFORMATION

Activity:	Training-Workshop on Resolution Making
Date & Time of Activity:	May 13-15, 2021
Venue of Activity:	Barangay Hall of Gayang, Sabangan
Proponents:	Liberal Arts Department
Facilitators:	Extension Unit
Participants:	Barangay and SK Officials
Budget:	32,400
Source of Fund:	Extension Fund/Barangay Counterpart

II. EXECUTIVE SUMMARY

Extension is one of the mandates of Mountain Province State Polytechnic College as a State College. As the extension and community arm of the College, the Extension Unit guides and assists departments in the conceptualization and conduct of their extension services. The Liberal Arts Department in line with the Mountain Province State Polytechnic College thrusts on excellent researches and relevant extension programs undertakes the lead in providing technical skills in the realization of the latter's vision, mission and thrust along with the department's mission and objectives to cater to the delivery of research outputs that are relevant though functional utilities.

With the Liberal Arts extension program LAGPaS which stands for leadership, administration, governance, policies, and statutes, the department is focused in conducting information education and communication activities on policies and statutes for stakeholder as well as training on leadership and governance; parliamentary procedures; resolutions, ordinance and project proposal making, thereby, helping the partakers and community members responsible citizens and agents in achieving for the development of the community.

Relevant to this, the Faculty, Students and Alumnus of Liberal Arts department initiated a possible partnership with the community by conducting training-workshop on resolution making to the barangay officials and SK members of Gayang, Sabangan on May 13-15, 2021. This activity aimed in contributing for the realization of the goal of both the college and the department in providing efficient and effective services to their clients. Furthermore, this activity was requested by the barangay officials to be equipped with knowledge in resolution making.

On the first day, the opening programs were held with the singing of the Lupang Hinirang, prayer and opening remarks given by the Barangay captain of Gayang, Sabangan. It was followed by the overview of the activities and introduction of resource persons. After which, the training proper started. Ms. Lydia L. Budod, Liberal Arts Department Chairperson, discussed the overview of ordinance and resolution while Mr. Dexter C. Lingbanan and Ms. Liza Mae Acofo, both A.B. Political Science alumni, discussed the parts and process of Resolution. After the topic, Mr. Dexter C. Lingbanan, A.B. Political Science alumni and College Planning Officer, facilitated the first workshop that was graciously enjoyed by the participants. Subsequently, Mr. Sean Camelon A. Liglisen, L.A. Faculty member facilitated the second activity in which the participants constructed their own resolution that will cater to the needs of the community. Nevertheless, the presentation and critiquing of outputs was in the second day to give ample time for the participants to prepare.

On the second day, the continuation of the activity was started with invocation, recap and review of the previous topics where the participants were asked what they learned the previous day. The morning session was the presentation and critiquing of outputs by the participants. Mr. Dexter C. Lingbanan, Ms. Lydia L. Budod and Ms. Liza Mae Acofo gave their comments, suggestions and appreciation to the outputs of the participants. In the afternoon, the team went on a site visit to the site of what they need to improve. After the visit, the arising inquiry was the project proposal since the site is very huge and some funding agency needs a comprehensive project proposal. As a



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result, it was been agreed that the topic for the following day will be the Project Proposal Making.

On the third day, the activity was started with an invocation and a recap of yesterday's activity. Then Ms. Lydia L. Budod discussed the parts, process and importance of a project proposal. Afterward, an initial workshop activity was conducted and was suggested by the barangay captain that there should be a follow up activity regarding this matter while the SK members request for a leadership and capability building training. As a result, a draft MOA was prepared for the possible partnership, so that MPSPC will continuously monitor, coach and conduct trainings that will cater the needs of the barangay. Finally, the closing program was conducted and the ways forward will be the conduct of other trainings identified by the participants.

III. PHOTO DOCUMENTATION

Pictorials from the three-day training.

Preliminaries



Resource Speakers and Facilitators





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Participants





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(Bontoc, Mountain Province)

Presentation and Critiquing of Outputs



Ocular Visit



IV. RECOMMENDATION

1. There should be a regular coaching and mentoring between the college and the Barangay-LGU regarding this matter
2. The Memorandum of Agreement (MOA) should be finalized and Utilized
3. There should be a leadership and capability building activity for the youth of barangay Gayang. (requested by the SK members during the training-Workshop held last May 13-15, 2021)

V. ATTACHMENTS

- Attendance sheet
- Approved activity design



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(Bontoc, Mountain Province)

Prepared by:


SEAN CAMELON A. LIGLIGEN
L.A. Faculty Member

Noted:


LYDIA L. BUDOD
L.A Department Chairperson


ELMER D. PAKIPAC
Director, Extension Unit

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

Title of Activity: Training on Resolution Making

Date & Time: May 13-15, 2021

Venue: Gayang, Sabangan

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	Dionisio B. Inguay					H. Inguay
2.	MAURICA L GORD	/				M. Gord
3.	Gloria C. Pulano	/				G. Pulano
4.	Leah P. Tudlong	/				L. Tudlong
5.	Lolita C. Baling	/				L. Baling
6.	Nestor O. COLEDAN			/		N. COLEDAN
7.	ARSENIO L. CLACANBAN			/		A. CLACANBAN
8.	FRANCIS O PLACIDO			/		F. PLACIDO
9.	Jv Ceroza			/		J. Ceroza
10.	BENBA, BRIENDALYN B.	/				B. BRIENDALYN
11.	Clara For B. Tudlong	/				C. Tudlong
12.	APPLES GENEBLAZO	/				A. GENEBLAZO
13.	Chlebd Bumakil	/				C. Bumakil
14.	Faith Subila	/				F. Subila
15.	Demi Kilaren		/			D. Kilaren
16.	Lee Bagking		/			L. Bagking
17.	Charles Tomlay			/		C. Tomlay
18.	MELCHOR BAYDO			/		M. BAYDO
19.	Rohym Minong			/		R. Minong
20.	Trankz Briones			/		T. Briones
21.	Dyke Japz Colealan			/		D. Colealan
22.	Phonel Pengla					P. Pengla
23.	MARIZA B. BRIONES	/				M. BRIONES
24.	FE Gokro	/				F. Gokro

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.


LYDIA L. BUDOD

Chairperson, LA Department



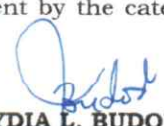
RESEARCH DEVELOPMENT AND EXTENSION SERVICES

ATTENDANCE SHEET						
Title of Activity: Training on Resolution Making						
Date & Time: May 13-15, 2021						
Venue: Gayang, Sabangan						
No.	NAME	GENDER			UNIT/OFFICE/DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
25.	ERENIA DONGLA	/				EDongla
26.	Ahmeltyn TS ABAD	-				Abad
27.	Christylyn B. Tagtag	-				Tagtag
28.	Taethel A. Biangalen	/				Bbiangalen
29.	RHUFIA B. BAGUIWEN	-			LA	Baguiwen
30.	AUGUSTO B. CACAY			/		Cacay
31.	DORIS C. LAGABANAN			/	LA	Lagabanan
32.	LIZA MAE T. ACUFO	/				Acufo
33.	SEAN UGUGEN			/	LA	Ugugen
34.	Lydia L. Budod	/			LA	Budod
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LYDIA L. BUDOD
Chairperson, LA Department



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

LIBERAL ARTS DEPARTMENT

May 4, 2021

DR. REXTON F. CHAKAS

College President

Mountain Province State Polytechnic College

RECEIVED

MPSPC-RECORDS OFFICE

BY: _____

DATE: 10 MAY 2021

Dear Sir,

Warm greetings from the Liberal Arts Department!

We would like to inform you that the Liberal Arts Department in coordination with the Extension Unit will be conducting Training-Workshop on Resolution making on May 13-15, 2021 at Gayang, Sabangan, Mountain Province. This activity has been requested by the community to be equipped with adequate knowledge on resolution making and able to utilized in acquiring budget for proposed project for the development of the community. In addition to this, this activity serve as an initial output for possible partnership.

Attached herein is the activity design for your perusal and approval.

Looking forward for your favorable action.

Thank you very much.

Very truly yours,

Sean Camelon A. Ligligen

Faculty, LA Department

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



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

LIBERAL ARTS DEPARTMENT

ACTIVITY DESIGN

I. GENERAL INFORMATION

Activity: **Training-Workshop on Resolution Making**

Date & Time of Activity: May 13-15, 2021

Venue of Activity: Gayang, Sabangan, Mountain Province

Proponent/s: Augusto B. Cacap/ Sean Camelon A. Ligligen

Facilitators: Liberal Arts Department Faculty Members and Extension Unit Staff

Participants: Barangay Officials/ SK Officials

Budget: 82,400.00 *CAH*

Source of Fund: Extension Fund - 21,600.00

Barangay Counterpart: 10,800.00

II. RATIONALE

The Liberal Arts Department in line with the Mountain Province State Polytechnic College thrusts on excellent researches and relevant extension programs undertakes the lead in providing technical skills in the realization of the latter's mission, vision and thrust along with the department's mission and objectives to cater to the delivery of research outputs that are relevant though functional utilities.

With the Liberal Arts extension program LAGPaS which stands for leadership, administration, governance, policies and statutes, the department is focused in conducting information education and communication activities on policies and statutes for stakeholders as well as trainings on leadership and governance; parliamentary procedures; resolution, ordinance and project proposal making, thereby, helping the partakers and community members responsible citizens and agents in achieving for the development of the community.

Relative to this, the Liberal Arts Department will be conducting Seminar-Workshop on Resolution Making on May 13-15, 2021 at Gayang, Sabangan, Mountain Province. This activity is aimed in contributing for the realization of the goal of both the College and the Department in providing efficient and effective services to their clients. In addition to this, this activity is an initial output for possible partnership.

III. OBJECTIVES

1. To equip the participants with adequate knowledge on Resolution Making , and;
2. The department and the participant have a collaboration regarding the preparation and processing of the Resolution.

IV. EXPECTED OUTPUT

1. Finalized their own Resolution ready for transmittal to the agency concerned, and
2. Drafted MOA for possible partnership



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V. RESOURCE REQUIREMENTS:

A. Budgetary Requirements:

Item	Description	Quantity	Unit Cost	Total Cost	Source of Fund
College Counterpart					
1	AM Snacks x 2 days	30	80	4,800.00	Extension
2	Lunch x 2 days	30	150	9000.00	Extension
3	PM Snacks x 2 days	30	80.00	4,800.00	Extension
4	Brown long envelopes	20	5.00	100.00	Extension
5	Long bond paper	2 reams	350.00	700.00	Extension
6	Black ball pen	20	35.00	700.00	Extension
7	Gas & oil x 3 days		1,500.00	1,500.00	Extension
			Sub total	21,600.00	
Community Counterpart					
1	Barangay Conference Room	1	500	1500	Barangay
2	AM Snack x 1 day	30	80	2400	Barangay
3	Lunch x 1 day	30	150	4500	Barangay
4	PM Snack x 1 day	30	80	2400	Barangay
			Sub Total	10,800.00	
			Grand Total	32,400.00	

B. Human Resources

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

Committee/ Task	Number of Persons required	People Responsible/ Members
Facilitators	6	Liberal Arts Faculty Members/Alumnus/Students
Documentation	4	Extension Unit Staff/MIS Unit/ Students

C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
Camera, Laptop, projector, College vehicle and Conference Room	May 13, 2021
Camera, Laptop, Projector, College Vehicle and Conference Room	May 14, 2021
Camera, Laptop, projector, College vehicle and Conference Hall	May 15, 2021

VI. PROGRAM:

May 13, 2021

Registration	8:00 – 8:30
Preliminary: Pambansang Awit: Student Representative Prayer: Dr. August B. Cacap Welcome Message: Barangay Captain	8:30 – 9:00
Session 1: Overview of the Ordinance and Resolution: Lydia L. Budod (L.A. Department Chairperson)	9:00-10:00
Health Break	10:00 – 10:15
Session 2: Parts and Process of Resolution: Ruffa Baguiwen (L.A. Faculty) and Dexter C. Lingbanan (L.A. Alumni)	10:15-11:12:00
Lunch Break	12:00-1:00
Open Forum and Workshop on the preparation of Resolution (coaching and mentoring): Faculty/Student/Alumni/Participants	1:00-5:00



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Mountain Province State Polytechnic College

Bontoc, Mountain Province

May 14, 2021

Registration and Preliminaries (Singing of the "Ang Bayan ko", Prayer and recap of the previous activity)	8:00-9:00
Session 3: Presentation and Critiquing of Prepared Resolution: Sean Camelon A. Ligligen	9:00-10:00
Health Break	10:00-10:15
Continuation of Session 3	10:15 - 12:00
Lunch Break	12:00-1:00
Session 4: Ocular visit of the two (2) expected location of project for resolution: Faculty/Student/Alumni/Participants	1:00 - 5:00

May 15, 2021

Registration and Preliminaries (Singing of the "ang Bayan ko", Prayer, and Recap of yesterday's activity)	8:00-9:00
Session 5: Finalization of the Prepared Resolution:	9:00-10:00
Health Break	10:00-10:15
Continuation of Session 5	10:15 - 12:00
Lunch Break	12:00-1:00
Session 6: Moving Forward Plan: Augusto Cacap	1:00 - 4:00
Closing Message: SK Chairperson	

Prepared by:

SEAN CAMELON A. LIGLIGEN
Faculty Member

Noted:

LYDIA L. BUDOD

Liberal Arts Department Chairperson

Reviewed:

CHRISTIE LYNNE C. CODOD
Executive Dean, Bontoc Campus

ELMER D. PAKIPAC
Extension Unit Director

Funds Available:

REXON T. DAMAYAN
Accountant III

Recommending Approval:

ANNIE GRAY F. EKID
Vice President for Research/Development and Extension

Approved:

REXTON F. CHAKAS
College President



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Mountain Province State Polytechnic College

Bontoc, Mountain Province

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*