

Mountain Province State Polytechnic College

Bontoc, Mountain Province

BACHELOR OF SCIENCE IN ACCOUNTANCY

Terminal Report



Seminar on Bookkeeping and Financial Management

Cable Cafe, Poblacion, BOntoc, Mountain Province
February 16, 2022



Mountain Province State Polytechnic College

Bontoc, Mountain Province

DEPARTMENT OF ACCOUNTANCY

TERMINAL REPORT

I. GENERAL INFORMATION

Activity:

Seminar on Bookkeeping and Financial Management

Date & Time of Activity: February 16, 2022; 8:00am-5:00pm

Venue of Activity:

Cable Café, Lower Locong, Poblacion,

Mountain Province

Proponent:

Accountancy Department

Budget:

P10,000.00

Source of Fund:

P 7,800.00 (OWWA) 2,200.00 (MPSPC)

II. NARRATIVE REPORT

Overseas Filipino Workers was one among the party affected by COVID pandemic the most. Some were terminated and were even repatriated. OWWA acted on this by providing livelihood assistance to all affected OFW and their families. To ensure that this assistance worked its purpose, the OWWA-DOLE with MPSPC conducted Seminar on Bookkeeping and Financial Management.

The activity started with registration followed by preliminary activities. Welcome remarks was given by Hon. Viola P. Okko, the Committee Chairman of Civic Society Organization of LGU Bontoc. Her remarks provided an inspiration to the participants to work as one towards the attainment of the organization's goals. This was followed by the overview of the activity and expectation setting BY Ms. Remedios Caceres, OWWOII and the Tulong PUSO Focal.

The lecture proper followed after preliminaries. Before proceeding with her lecture, Ma'am Jenifer N. Damayan shared the MPSPC VMGO. On this, she highlighted why the Department of Accountancy take off and granted the request of OWWA to be the resource speaker of the said seminar. After which, she proceeded with her first lecture. She presented general objectives of the seminar then proceeded with Financial Management. For the participants to appreciate more the lecture, she let them shared their initial knowledge on financial management. After presenting the overview of financial management, she facilitated the money raising game. This aims to let the participants appreciate outsourcing of funds. She then link the Do's and Don'ts of Financial Management to the game. This was followed by her lecture highlighting the importance of accounting system in the organization. The bulk of the lecture focused on the guides for better accounting system. The morning session ended with the question and answer portion covering the first lecture.

After lunch, the speaker proceeded with her lecture on Bookkeeping. She started by presenting the topic objective then iterated the importance of financial records keeping. After which, she explained the definition of accounting. From the definition, she cull-out the bookkeeping part. Then presented the processes of bookkeeping. For the participants to have a better understanding on bookkeeping, she presented the difference of



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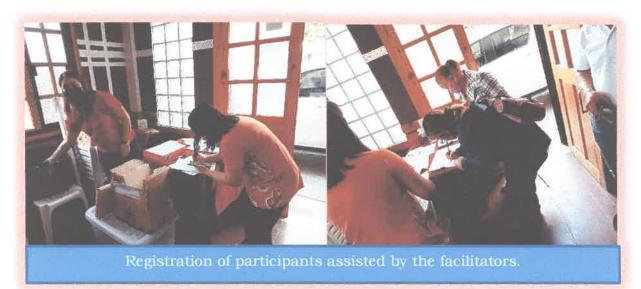
Bontoc, Mountain Province

DEPARTMENT OF ACCOUNTANCY

accounting from bookkeeping then presented various activities. The activities aimed to present the activities commonly met during their day-to-day transaction. After identifying the business transactions applicable to the organization, the speaker presented the different Books of Accounts. She explained one by one the proper use of the books. She then proceeded with the how's of recording. She used the transactions identified in the earlier activities in presenting how transactions are accounted for in the books of accounts and how these are summarized. After recording and summarizing, the speaker shared the inventory list form from the BIR. Inventory list are being submitted as one among the reportorial requirements to the Bureau after the end of the normal operating year. The speaker guided the participants on how to properly fill up the form. After which, she encourages questions and clarifications from the participants. After answering and where there are no more concerns, the floor was turned over to the facilitator Ms. Rodeline V. Yadyadoc for the evaluation of the activity.

Before the evaluation were conducted, Ms. Yadyadoc led a Thank You Clap for the speaker for sharing a relevant and timely knowledge. Evaluation followed. The evaluation tool was explained by the facilitator. Awarding of certificates by Ms. Remedios Caceres, OWWOII and the Tulong PUSO Focal Person followed after evaluation. Then closing remarks led by Ms. Jenelyn W. Caluza, MDO/PESO of Bontoc concluded the activity. However, service was not yet over. While some were rushing home, some of the participants stayed for some queries on auditing matters. MPSPC resource person and facilitator dismissed after answering their queries. Indeed, another fruitful activity was done!

III. PHOTO DOCUMENTATION

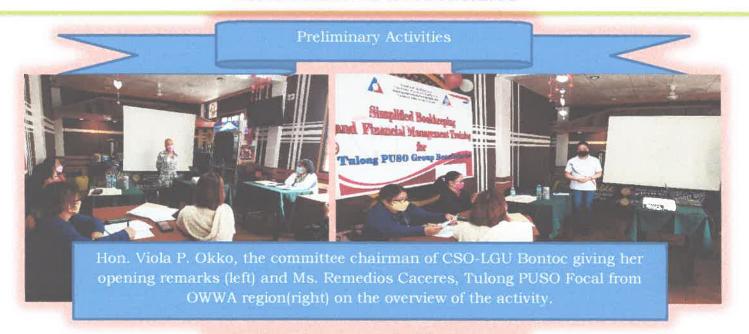




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DEPARTMENT OF ACCOUNTANCY



Lecture Proper



MS. Jenifer N. Damayan presenting her lecture on financial management and bookkeeping (up – left). She presented books of accounts and explain how it is being used (up – right). Further, she explained the step by step process of bookkeeping (down).





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certificates, closing remarks and group pictures.

IV. ATTACHMENTS

(Attendance sheet, Lecture notes, Summary of evaluation, Certificates and Approved Activity Design)

Prepared by:

Noted by:

RODELINE V. YADYADOC

BSA, Faculty Member

MPSPC-QMS-F-028/00/Sept. 3, 2018 Page **5** of **5** Director Exercision Unit



Republic of the Philippines Department of Labor and Employment

OVERSEAS WORKERS WELFARE ADMINISTRATION

Cordillera Administrative Region

Simple Bookkeeping/Records Keeping and Financial Management Course for Tulong PUSO Grant Availees

Venue: Cable Café, Lower Loc-ong, Poblacion, Bontoc, Mountain Province

Date: February 16, 2022

PROGRAM OF ACTIVITIES

TIME	ACTIVITIES	PERSON IN CHARGE
8:00 – 8:30 am	Registration	Facilitator
8:30-9:00 am	Preliminary Activities	Facilitator
	Welcome Remarks	Hon. Viola P. Okko Committee Chairman – CSO
	Overview of the Activity and Expectation Setting	Facilitator
9:00-12:00 nn	Presentation of MPSPC VMGO	Ms. Jenifer N. Damayan
	Lecture and Workshop: Financial Management	Resource Speaker
12:00-1:00pm	LUNCH BREAK	
1:00-4:00 pm	Lecture and Workshop: Simple Bookkeeping/Records Keeping	Ms. Jenifer N. Damayan Resource Speaker
4:00-4:60pm	Open Forum	Facilitator
4:30-5:00 pm	Awarding of Certificates	Ms. Remedios Caceres OWWO II/TULONG PUSO Focal
	Closing Remarks	MS. Jenelyn W. Caluza MDO/PESO of Bontoc

OWWA-CAR

2nd Floor, Gestdan Centrum, #80 Bokawkan Road corner, Upper P. Burgos, Baguio City Hotlines: 09175001294/09999949296

Landline: (074) 422-1809

Official Email: car@owwa.gov.ph

"Sa OWWA, ang miyembro protektado."



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Bontoc Campus, Mountain Province

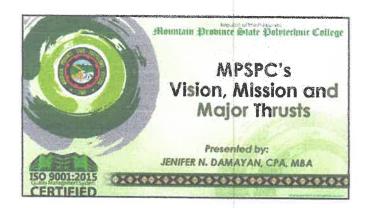
	ATTENDA	NCE SHEE	eT		
Title	of Activity: SEMINAR ON BOOKKEEPING R	- FINANCI	4L M	ANAGEMENT	
	& Time: PEBRURY 10, 2022 8:00 AM				
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16.	RODELINE V. JADTAPOU			MPSPC-Facilitator	78
17.	JENIFER D. DAMAYAN	/		MPSPC-RP	danayar
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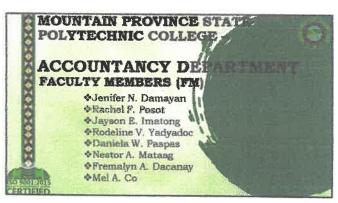
CERTIFICATION

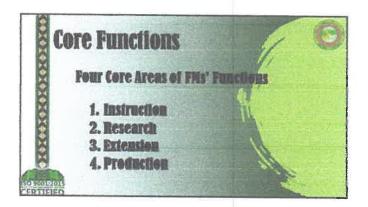
This is to CERTIFY that the above is the true and correct attendance list of the participants/facilitators/secretariat of the above-mentioned activity.

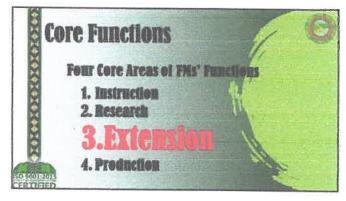
This is to CERTIFY that the meals/snacks claimed for payment by the caterer was served to the above participants.

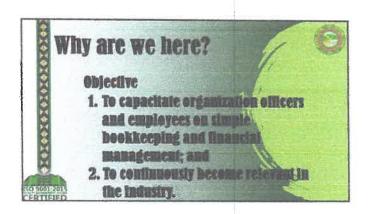
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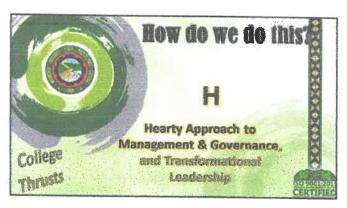


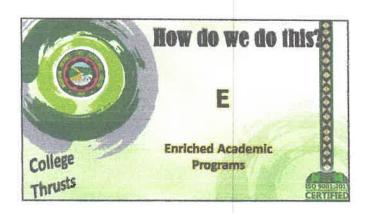


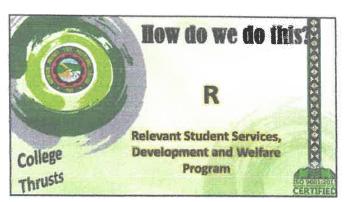


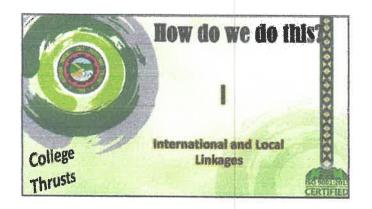








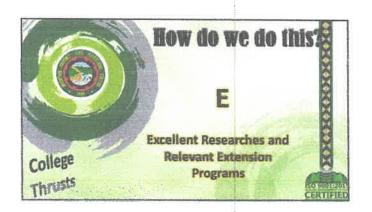




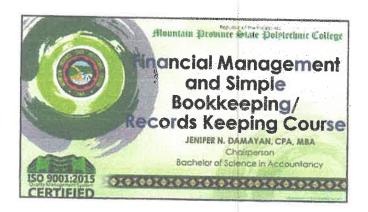


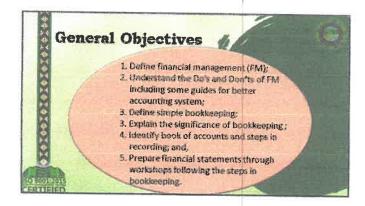






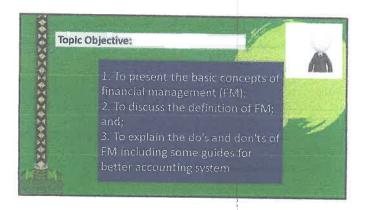








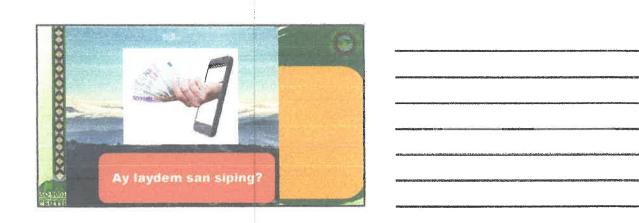






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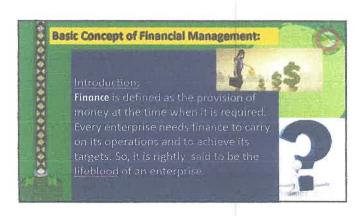




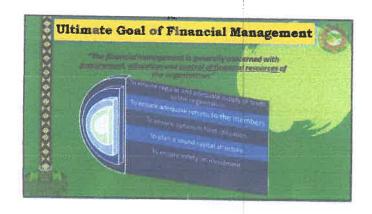


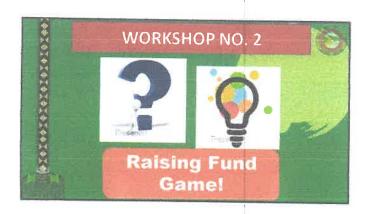


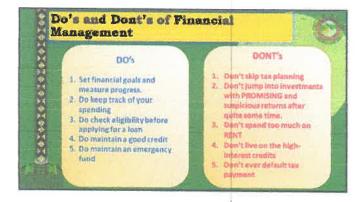






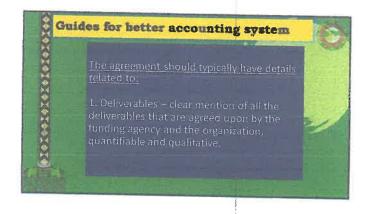






"The most important section of a financial management policy of an organization is the procedures for versuming. The accounting procedures describe the methods that the organization has adopted for mointsining daily accounts and corrying out day-to-day activities."

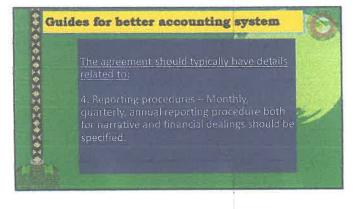
Accounting system of an organization should deal with the following:
A. Funding Agreement – agreement between the donor and the organization.



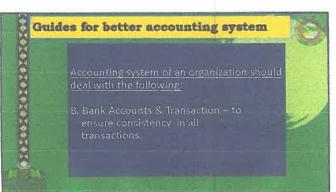
Gui	ides for better accounting system	
· · · · · · · · · · · · · · · · · · ·	The agreement should typically have details related to: 2. Budget Breakup – to clearly specify the funds allocated for individual activities to avoid over-expenditure	
*		

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0 0 0	The agreement should typically have details related to:
6 6 6 6 6	3. Deadlines All deadlines should be clearly mentioned in the agreement.

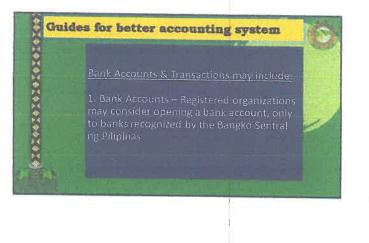
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Guid	es for better accounting system	(3)
** ** ** ** **	The agreement should typically have details related to:	
64 64 64 64 64 64 74	5. Clear demarcation of financial and non- financial aid	



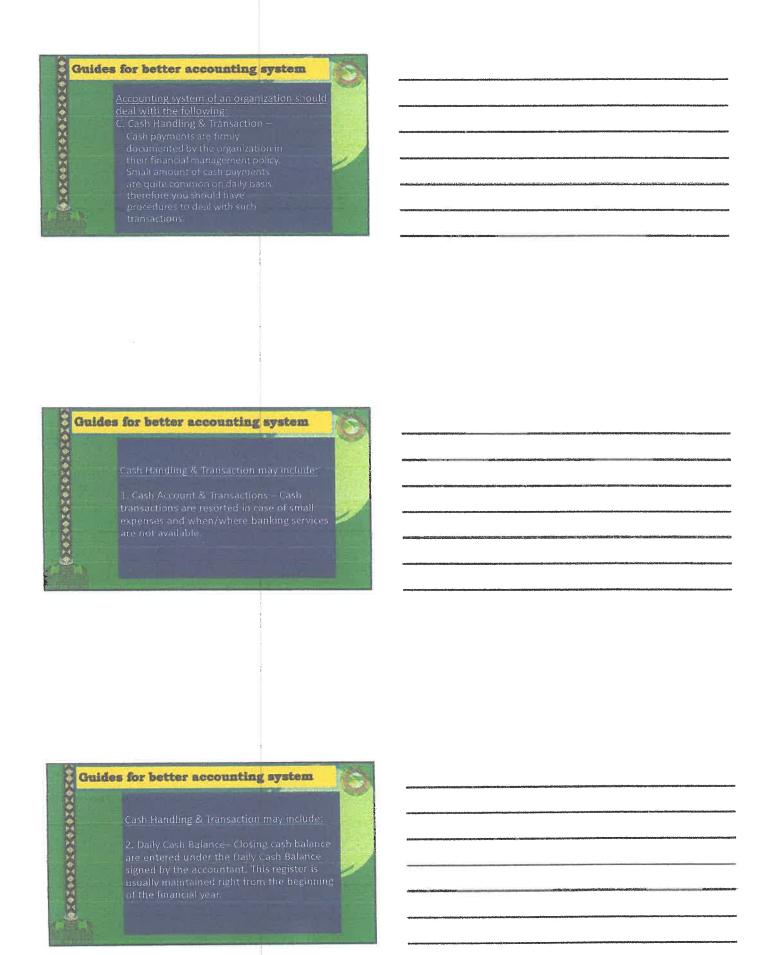
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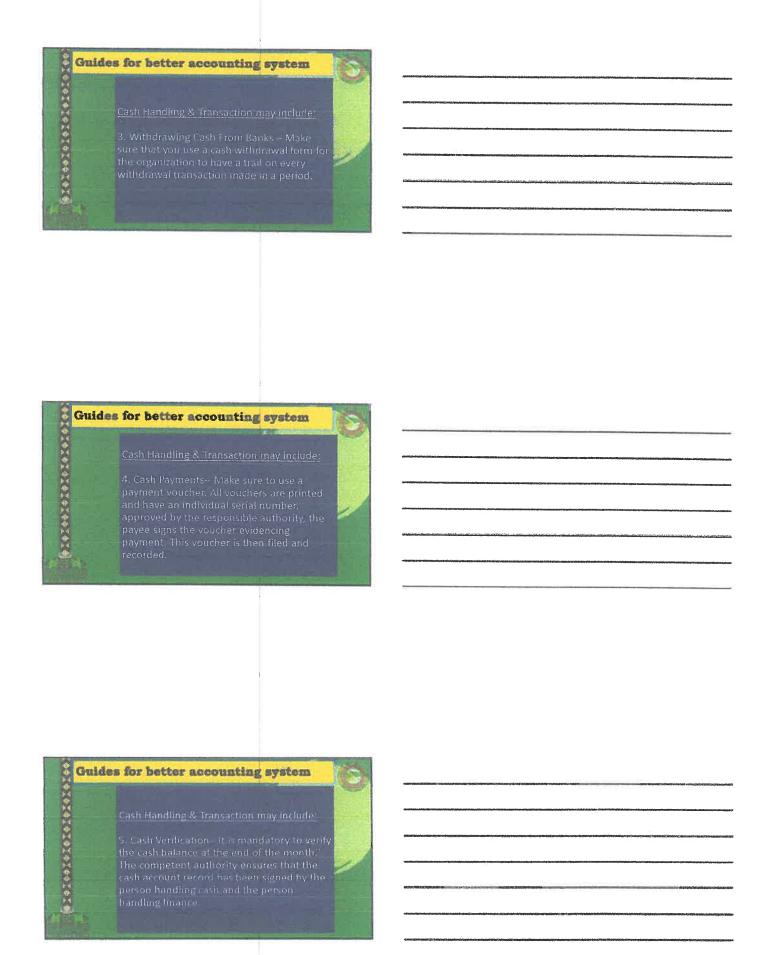


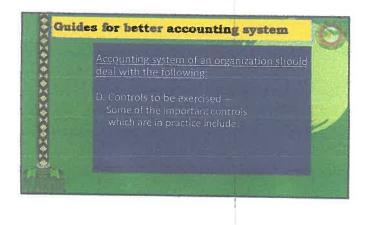
Guides	for better accounting system	3
	Bank Accounts & Transactions may include: 2. Authorized Signatories – The financial management policy of the organization shall clearly spells out who is the authorized signatory for all banking transactions.	7

Bank Accounts & Transactions may include:
3. Manage Bank Transactions – Consistency
of dates of deposit and the dates of receipt
shall clearly be presented. It shall also be
clearly mentioned in the policy the person for managing all bank
transactions.

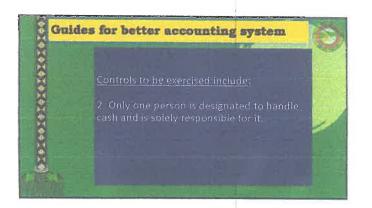
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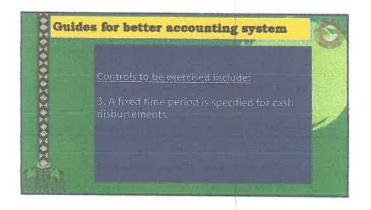


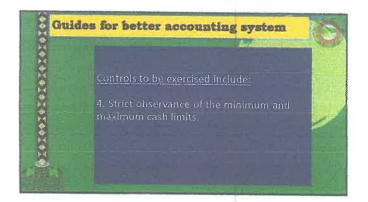


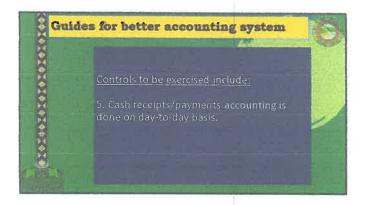
Guide	s for better accounting system	
1	Controls to be exercised include: 1. No access to third parties fowards the safe. Cash is only paid to third parties in front office.	

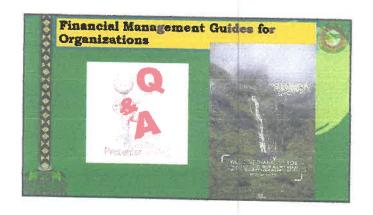


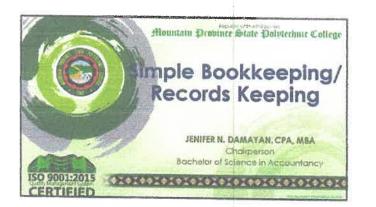
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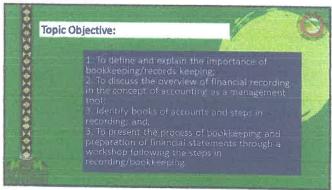


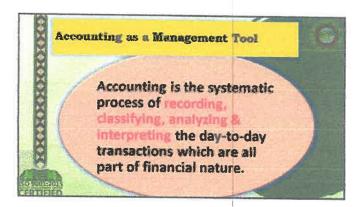


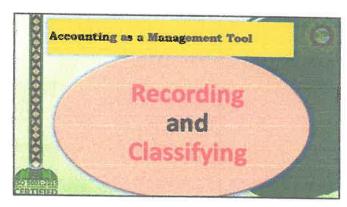




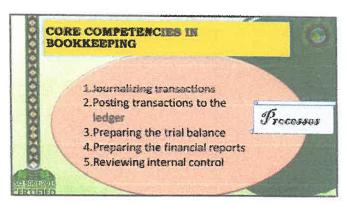


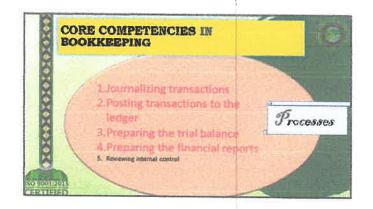


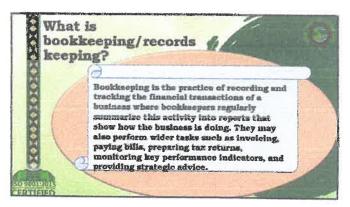




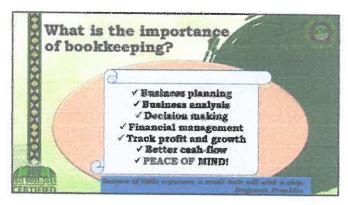


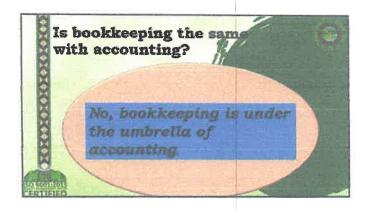




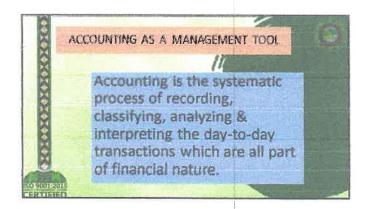


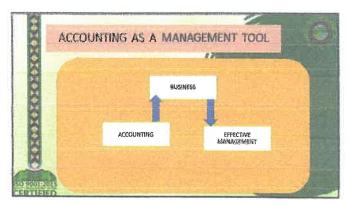


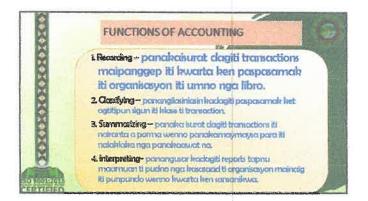


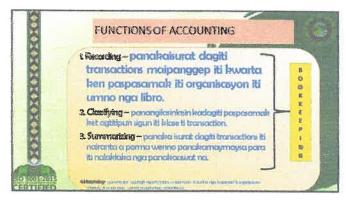


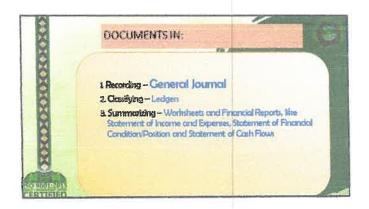


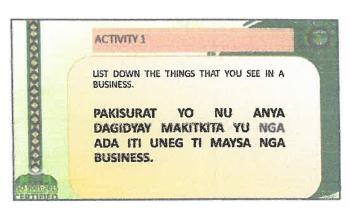


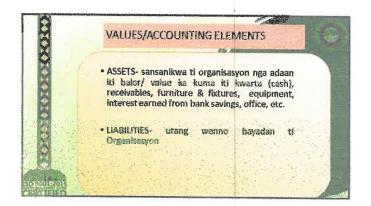


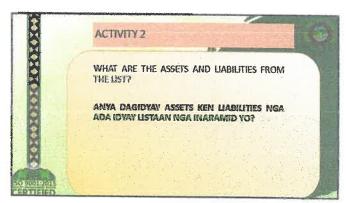


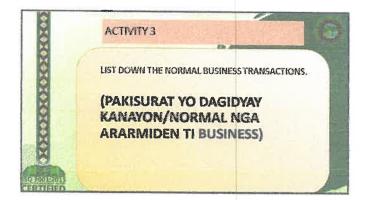


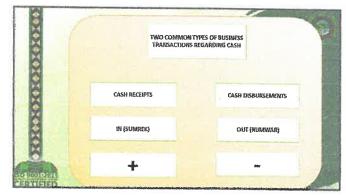


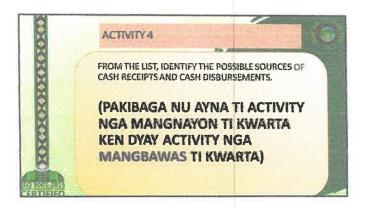


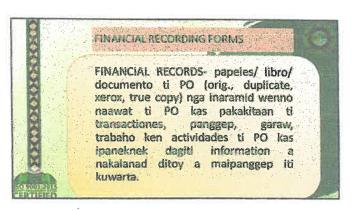


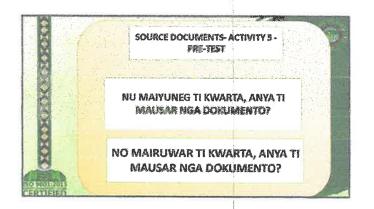


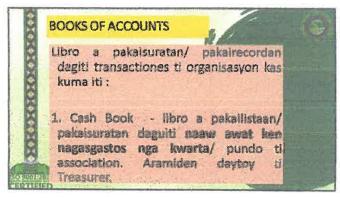


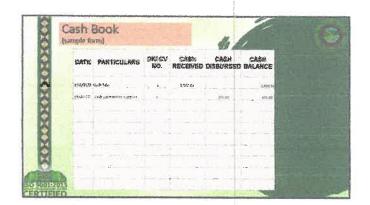




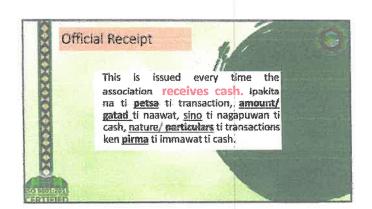


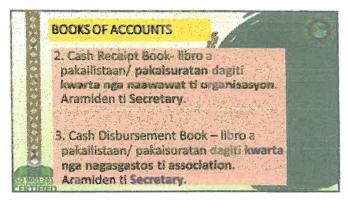


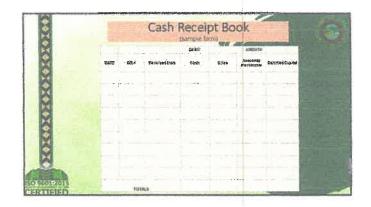


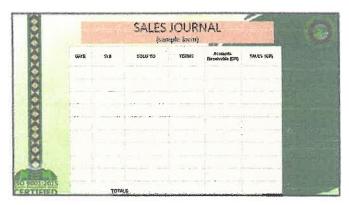


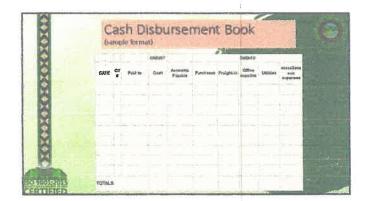




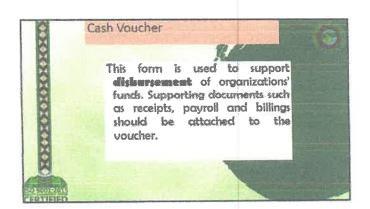


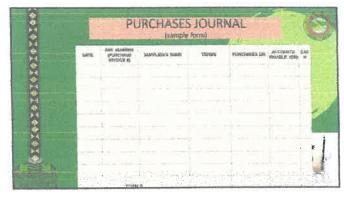


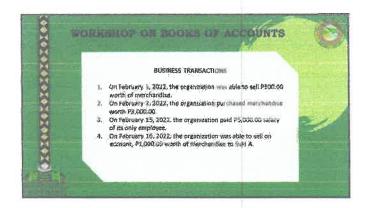


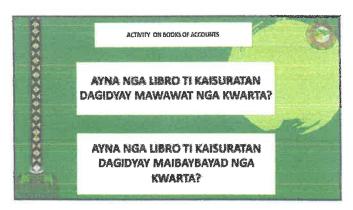




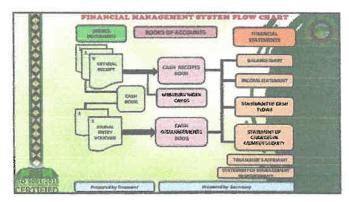


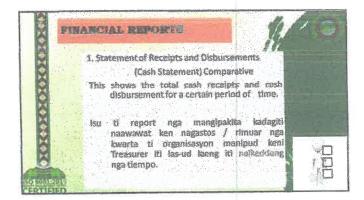


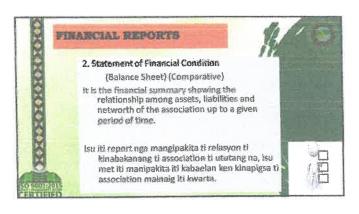


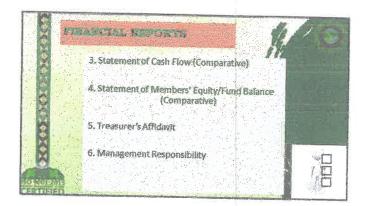




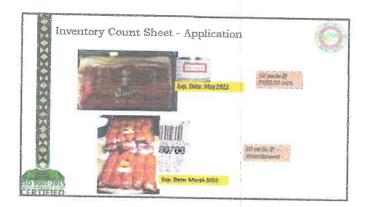


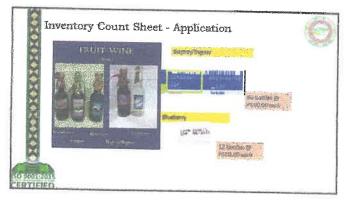


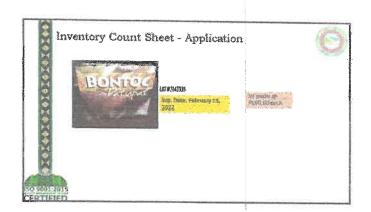


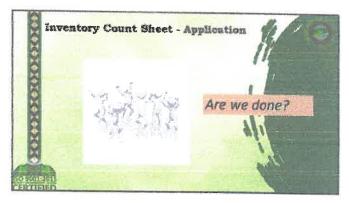












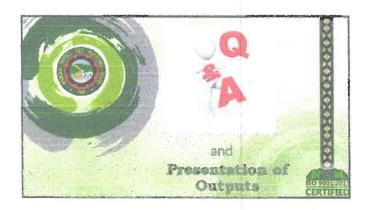






CHART OF ACCOUNTS

Account Code	Account Titles	1	Account Code	Account Titles
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	ASSETS			INCOME.
	Cash			Sales
120	Accounts Receivable		AND DESCRIPTION OF THE PERSON NAMED IN	Sales Returns and Allowances
130	Merchandise Inventory	200	430	Sales Discounts
140	Supplies.			
170	Equipment			EXPENSES
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DEPARTMENT OF ACCOUNTANCY

February 10, 2022

DR. REXTON F. CHAKAS

College President Mountain Province State Polytechnic College Bontoc, Mountain Province



Sir:

This is to transmit the activity design of the extension activity on the "Seminar on Bookkeeping and Financial Management" by the Accountancy Department with the Overseas Workers Welfare Administration - DOLE on February 16, 2022 at Poblacion, Bontoc Mountain Province for your perusal and approval.

Thank you very much and we are hoping for your approval of the conduct of this activity.

Respectfully yours,

RODELINE V. YADYADOC BSA Faculty Member

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

DEPARTMENT OF ACCOUNTANCY

ACTIVITY DESIGN

GENERAL INFORMATION

Activity:

Seminar on Bookkeeping and Financial Management

Date & Time of Activity:

February 16, 2022

Venue of Activity:

Poblacion, Bontoc, Mountain Province

Proponents:

Accountancy Department

Facilitators:

Rodeline V. Yadyadoc, BSA Faculty Member Jayson E. Imatong, BSBA Faculty Member

Participants: Budget:

Tulong Puso Program Beneficiaries

P 10,000.00

Source of Fund:

P 7,800.00 - OWWA 2,200.000 - MPSPC

II. RATIONALE

COVID 19 pandemic has brought everyone challenges. OFW for one felt the effect of this pandemic. Some were even repatriated. With this, the Overseas Workers Welfare Administration-DOLE acted and extended assistance through the Tulong PUSO Program. Tulong PUSO Program is a one-time group livelihood grant for registered OFW or group whose member OFWs were repatriated due to COVID 19. To ensure that the group maximizes the benefits received, OWWA intends to conduct an activity focusing on simple bookkeeping and financial management to provide essential knowledge and skills on managing and sustaining their group enterprise. Knowledge in financial management provides guidance on properly managing their resources. However, management is not complete without proper bookkeeping. Bookkeeping allows venturer to see the result of the business operation. It allows them to understand how the venture is going with the aid of the final output of bookkeeping which is the financial statements. These financial statements can be used by financial managers to analyze the business status and craft appropriate business strategies to maximize the business profit. Indeed, knowledge on financial management and bookkeeping is necessary when putting up a business.

On the other hand, Mountain Province State Polytechnic College, with its vision to be a preferred university with developmental culture and inclusive growth, has been extending its expertise to the community. Through the Financial Mentoring Hub, the extension program of the Accountancy Department, financial management and bookkeeping has been extended to its clientele. With the current expertise of the department and the current need of the community, OWWA and MPSPC-BSA agreed to conduct seminar on Bookkeeping and Financial Management.

OBJECTIVES

At the end of the activity, the participants should be able to:

- a. be oriented with the basic principles of financial management;
- b. be familiar with the significance of bookkeeping and bookkeeping process; and,
- c. be familiar with the BIR reportorial requirements applicable to the organization.

IV. **EXPECTED OUTPUT**

At the end of the activity, the participants should have:

- a. identified how the principles of financial management is applied to their organization (through sharing);
- b. understood the significance and process of bookkeeping (through workshop and sharing); and,
- c. identified BIR reportorial requirements applicable to the organization (through sharing).



Mountain Province State Polytechnic College

Bontoc, Mountain Province

V. RESOURCE REQUIREMENTS:

A. Budgetary Requirements:

Item	Description	Quantity	Unit Cost	Total Cost	Source of Fund
1	Meals and Snack	20 pax	310.00	6, 200.00	OWWA
2	Brown Envelope	20 pcs	10.00	200.00	OWWA
3	Notebook	20 pcs	25.00	500.00	OWWA
4	Ballpen	20 pcs	20.00	400.00	OWWA
5	Permanent Marker	5 pcs	50.00	250.00	OWWA
б	Manila Paper	5 pcs	10.00	50.00	OWWA
7	Special Paper	20 pcs	10.00	200.00	OWWA
8	Epson ink #008	1 set	1,500.00	1,500.00	MPSPC
9	Bond paper-long	2 reams	350.00	700.00	MPSPC
			Grand Total	10,000.00	(M. julianu)

B. Human Resources (Indicate committee members, coordinators, ushers/ usherettes, marshals, etc)

Committee/ Task	Number of Persons required	People Responsible/ Members
Coordinator/		OWWA staff
Facilitator	3	Rodeline V. Yadyadoc
		Jayson E. Imatong
Documentation		140
Committee	2	BSA Students
Speaker	part.	Jenifer N. Damayan

C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
Supplies Laptop	February 16, 2022
Projector	

VI. PROGRAM:

	February 16, 2022
Time	Activity
8:00 a.m 8:30 a.m.	Registration
8: 31 a.m. – 9:00 a.m.	Pambansang Awit
	Opening Prayer
	Welcome Remarks
	Acknowledgement of Participants
	Presentation of MPSPC VMGO
9:01 a.m. – 10:00 a.m.	Seminar-Workshop Proper:
	Introduction of Financial Management
10:01 a.m. – 12:00 noon	Seminar-Workshop Proper:
	Simple Bookkeeping / Records Keeping
12:01 noon – 1:00 pm	Lunch Break
1:01 pm - 4:00 pm	Seminar-Workshop Proper Continuation:
1.01 pm 4.00 pm	Simple Bookkeeping / Records Keeping
4:01 pm - 4:30 pm	Open Forum and Takeaways
4:31pm - 5:00pm	Closing Activities



Mountain Province State Polytechnic College

Bontoc, Mountain Province

Prepared by:

RODELINE V. YADYADOC
Accountancy Faculty Member

Noted:

CAROLYNE CASTANEDA-IGUID
Coordinator, Events Management

Reviewed:

CHRISTIE LYNNE C. CODOD

Executive Dean, Bontoc Campa

ELMER D PAKIPAC Extension Unit Director

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



Bontoc, Mountain Province

OFFICE OF THE COLLEGE PRESIDENT

ACTION SLIP

		ACTION SLIP	
Date	From	To	Remarks
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		M. ZADA B.	MY PAINING AN AMOUNTE.
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Oxightal copy of the Artista Stip will be submitted at the Records Office

MPSPC-REC-F-004/01/July 18, 2019 Page 1 of 1



Republic of the Philippines OVERSEAS WORKERS WELFARE ADMINISTRATION Department of Labor and Employment

January 21, 2022

REXTON F. CHAKAS, Ph. D.
SUC President III
Mountain Province State Polytechnic College

THRU: Ms. JENNIFER N. DAMAYAN
Faculty member
MPSPC-Bontoc Campus

Ms. ZAIDA B. BALCITA Faculty member MPSPC-Tadian Campus MPSPC ECENTE DAT. 24 JAN 2022

RECEIVED

MPSPC-RECORDS OFFICE

BY: DATE: 24 AN 2022

Dear President Chakas:

Greetings!

The Overseas Workers Welfare Administration (OWWA) intends to conduct a Simple Bookkeeping/Records Keeping and Financial Management Training on February 16, 2022 in Bontot, Mountain Province and February 17, 2022 in Tadian, Mountain Province from 9:00am-5:00pm for the Tulong PUSO Grant availees. The Tulong PUSO Program is a one-time group livelihood grant for registered OFW Organization or group whose member OFWs were repatriated due to COVID-19. The activity will enable the participants to have an essential knowledge and skills on how to manage and sustain their group enterprise and will eventually lead them to fully attain their objective to gain additional income for the members of the association and generate employment among its members.

In view of this, we respectfully request for a Resource Person from your good office to discuss "Simple Bookkeeping/Records Keeping and Financial Management" to help the OFWs and their dependents to properly manage their group livelihood project.

We would appreciate it very much if you could confirm your attendance on or before January 31, 2022 and should there be any clarification, please contact Ms. Jenelyn L. Ngolab at 09517070933(smart)/09151524599(globe), Family Welfare Officer of OWWA-Mountain Province field Office.

Your usual support is greatly appreciated.

Thank you and best regards.

Sincerely.

Officer n-charge, RWO-CAR

OWWA Center, 7th St. Cor. F.B. Hamson St. Pasay City 1300 P.O. Box, Manila Philippines Truskings 801 7601 to 74 L Fav. 854 8544



Republic of the Philippines OVERSEAS WORKERS WELFARE ADMINISTRATION Department of Labor and Employment

Simple Bookkeeping/Records Keeping and Financial Management Course for Tulong PUSO Grant Availees

Venue: To be identified (Bontoc, Mountain Province)

To be identified (Tadian, Mountain Province)

Date: February 16, 2022 (Bontoc, Mountain Province) February 17, 2022 (Tadian, Mountain Province)

PROGRAM OF ACTIVITIES

TIME	ACTIVITIES	PERSON IN CHARGE
8:30am-9:00am	Preliminary Activities	Facilitator
	Welcome Remarks Overview of the activity and Expectation Setting	Chief of Programs and Services Division
9;00am-10:00am	1. Financial Management (Do's and Don'ts) -planning -organizing -directing and controlling financial activities	Mountain Province State Polytechnic College
10:00am-11:00am	Simple Bookkeeping -introduction and significance -book of accounts -steps in recording	Mountain Province State Polytechnic College
11:00am-12:00nn	Simple bookkeeping/records keeping (Workshop on Journalizing & Preparation of Ledger)	Mountain Province State Polytechnic College
	Lunch	the state of the s
1:00pm-4:00pm	Continuation of Discussion Financial Statement -introduction and importance -workshop in preparation of financial statement	Mountain Province State Polytechnic College
	Presentation & Critiquing of Outputs	
4:00pm-4:30pm	Open Forum	Facilitator
4:30pm-5:00pm	Closing Remarks	Regional Director

OWWA Center, 7th St. Cor. F.B. Harrison St. Pasay City 1300 P.O. Box, Manila Philippines Trunkline: 891-7601 to 24 I Fax; 551-6641 Websits: www.owwa.gov.ph 24/7 Operation Center: 833-6992 Hotlines; 551-6641;551-1560

"Sa OWWA, ang miyembro protektado."



Mountain Province State Polytechnic College

ACTIVITY EVALUATION FORM RESULT

Title of Activity: Seminar on Bookkeeping and Financial Management

Date Conducted: February 16, 2022

Venue: Cable Café, Poblacion, Bontoc, Mountain Province

2- Fair (1.51 - 2.50); **1**-Poor (1.00 - 1.50);

3- Satisfactory (2.51 - 3.50) 5- Excellent (4.51-5.00)

4- Very Satisfactory (3.51 - 4.50);

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participants			1		1	1	+	\dashv	4	4	4	4					_
d. Timeliness and applicability of the activity	Ŋ	rC.	ro	r.	വ	υ Ω	ເດ	rv n)	rc rc	rv	ro.	ιΩ	rv.	70	2.00	Excellent	
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c. Appropriateness of the venue of the	ro	rC	rv	rv	ro	rV.	rv ,	4 3	ro.	r2	ro	ß	rv	69	4.93	Excellent	_
activity		-				1	+	+	4	_		4					_
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e. Pacing of the activities	2	ເດ	rS.	rV.	r.c	2	N.	4 5	5	S	4	Ŋ	N	89	4.86	Excellent	_

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Speaker/ Facilitator (to be answered only if there is a speaker, if there is none, kindly leave it blank	if the	re	888	peak	er, if	ther	e is i	lone	, kin	dly le	ave	t pl	ank)			
a. Mastery of the subject matter/content	rv	rv	rv	ıv	ro.	rv	ro ,	4	5 5	rv	3	2	ιΩ	69	4.93	Excellent
b. Use of effective means of communicating ideas	ro	ro	rv	ις	rv	rv	rv ,	4	5	rC	5	r.	r.	69	4.93	Excellent
c. Keenness and interest in the conduct of training	ro	ro	ഹ	ro	ro.	rv	rv ,	4	5	rV	5	5	ιΩ	69	4.93	Excellent
d. Stimulation of the participants' interest	rv	ro	ഹ	ro.	ഹ	rV.	ιυ ,	4	5 5	ιΟ	5	3	ις	69	4.93	Excellent
Involvement of Participants		V.														
a. Enthusiasm and interest shown during the activity	ις.	ro	ιC	ις	r.	5	rv ,	4	5	2	5	2	r.	69	4.93	Excellent
b. Level of involvement of participants	rv	ın.	r,	r2	Ŋ	S	5	4	5 5	5	5	5	5	69	4.93	Excellent
Overall Evaluation				D	ıs		מו	4	TO.			4	120	28	2.00	Fair
Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs	tions	for	the ir	npro	remer	of of	the s	acce	eding	activ	rities/	sem	inars	/program	·	

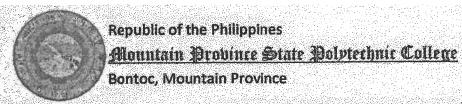
What training/s would you suggest for future activities?

Budget Management Budget and Planning Business Management Training

Auditing

Prepared by:

EMMIE A. CHANNAS Extension Staff

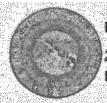


Title of Activity: UNIMA

ACTIVITY EVALUATION FORM

ON GOOLSTOING AND FINANCIAL MANAGEORDN

			Rate		
Objectives and Relevance	8	4.7	0		
a. Relevance of the activity	1				
b. Attainment of the activity objectives					
c. Usefulness of the activity/topics to the participants	1				
d. Timeliness and immediate applicability	/				
Greation and preparation: Venue		3.7		Trans.	
a. Organization of the activities	/				
b. Ventilation, lighting, equipment and facilities in the venue	/				
c. Appropriateness of the venue of the activity	1/				
d. Time allotment per activity/topic	/				
e. Pacing of activities	7	A CALL			T
Speaker/Pacificator (F) and following as special plantage of approaching the process of the contract of the co			10 300		
a. Mastery of the subject matter/content	17				٢
b. Use of effective means of communicating ideas	1				T
c. Keenness and interest in the conduct of training	7				H
d. Stimulation of the participants' interest	1				
	200		4.4.4		
a. Enthusiasm and interest shown					T
b. Level of involvement of participants	1				T
Rood	100			7	T
Please write your valuable comments/suggestions for the acceeding activities/seminars/programs.					
What training/s would you suggest for future activities? BMGGTING MANAGEMENT					

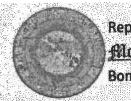


Mountain Province State Polytechnic College

Bontoc, Mountain Province

ACTIVITY EVALUATION FORM

Pitle of Activity: <u>SETIVAL OF PAROSTRU</u> US & FORDER OF PAROSTRUUS & Venue:	gi (7 1	Cli	{ \	M
Date Conducted: Z/(() Z \ Venue:		1_1	n N	Ą	
Jsing the scale below, please rate the following features of the activity: 1 - Poor (1.00-1.79); 2 - Fair (1.80 - 2.59); 3 - Satisfactory 4 - Very Satisfactory (3.40 - 4.19); 5 - Excellent (4.20 - 5.00)					1
			Rate		
. Objectives and Relevance	5		3	2	1
a. Relevance of the activity					
b. Attainment of the activity objectives	1				
c. Usefulness of the activity/topics to the participants	1,	7			
d. Timeliness and immediate applicability				A C	
Organization and preparation Venue	7	7.40	ve (1. 9)		
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d. Time allotment per activity/topic	/				
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Speaker/Pacilitator in a spilling in state in many a spaced of		8			
this of a more recoverable to blenck ?					
a. Mastery of the subject matter/content	.//				
b. Use of effective means of communicating ideas	1/2				
c. Keenness and interest in the conduct of training	1/				
d. Stimulation of the participants' interest	/_				
Liverbrench of Persistrates	3	4.			100
a. Enthusiasm and interest shown	1/				
b. Level of involvement of participants Road	/	l and it	6.4.		
5. Please write your valuable comments/suggestions for the succeeding activities/seminars/programs. 7. What training/s would you suggest for future activities?					
-Budgeling & Flagning					



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

ACTIVITY EVALUATION FORM

Date Conducted: File 16 21 22 22 23	2.60	- 3.			11 1 2
Jsing the scale below, please rate the following features of the activity: 1 - Poor (1.00-1.79); 2 - Fair (1.80 - 2.59); 3 - Satisfactory (2 4 - Very Satisfactory (3.40 - 4.19); 5 - Excellent (4.20 - 5.00) 2. Objectives and Relevance a. Relevance of the activity b. Attainment of the activity objectives c. Usefulness of the activity/topics to the participants d. Timeliness and immediate applicability c. Openization and preparation; Venue a. Organization of the activities b. Ventilation, lighting, equipment and facilities in the venue c. Appropriateness of the venue of the activity d. Time allotment per activity/topic	2.60	- 3.	39) Rate		2.0
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c. Usefulness of the activity/topics to the participants d. Timeliness and immediate applicability 2. Openization and preparation: Venue a. Organization of the activities b. Ventilation, lighting, equipment and facilities in the venue c. Appropriateness of the venue of the activity d. Time allotment per activity/topic					
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d. Time allotment per activity/topic					
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a. Mastery of the subject matter/content b. Use of effective means of communicating ideas					
c. Keenness and interest in the conduct of training	/				
d. Stimulation of the participants' interest	/				
Envolvement of Participants					
a. Enthusiasm and interest shown					
b. Level of involvement of participants	<u> </u>		10000		
5. Food	****		2.		
6. Please write your valuable comments/suggestions for the in	mpr	ove	men	t of	the
succeeding activities/seminars/programs.					

				Rate		
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	ness of the activity/topics to the participants	/				
The state of the second of the state of the second of	ess and immediate applicability	1				
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	zation of the activities	/				
	tion, lighting, equipment and facilities in th	e /				
	riateness of the venue of the activity	1				
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	y of the subject matter/content	/				
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A STATE OF THE STA	ess and interest in the conduct of training					-
	ation of the participants' interest					L
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	ite your valuable comments/suggestions for the	inas	rove	men	of	4

SIMPLE
Title of Activity: YEMWAN ON BOOKKEETING APD FINANCIAN MADAGEMENT

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10			Coi		200			2.7.	- 5	. 2	 - 11	27.13.	100	26	1 /	1 7	Mary 1			 	27.7	100		T .				W	111	m.	1		Y11	200	1 1	A) '	V.	4
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Using the scale below, please rate the following features of the activity:

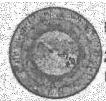
1 - Poor (1.00-1.79); 2 - Fair (1.80 - 2.59); 3 - Satisfactory (2.60 - 3.39) 4 - Very Satisfactory (3.40 - 4.19); 5 - Excellent (4.20 - 5.00)

a. Relevance of the activity b. Attainment of the activity objectives c. Usefulness of the activity/topics to the participants d. Timeliness and immediate applicability Creativation and preparation; Venue a. Organization of the activities b. Ventilation, lighting, equipment and facilities in the venue c. Appropriateness of the venue of the activity d. Time allotment per activity/topic e. Pacing of activities Speaker/Pacilitator a. Mastery of the subject matter/content b. Use of effective means of communicating ideas c. Keenness and interest in the conduct of training d. Stimulation of the participants' interest Involvement of Participants a. Enthusiasm and interest shown	4		•	
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d. Stimulation of the participants' interest				
4. Approprient of Paradopante				
a. Enthusiasm and interest shown				
b. Level of involvement of participants				
5 Pood				

6. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs.

- NO COMMENT, LOOKING FORWARD FOR MODE TIZALVINGS FROM YOU.

7. What training/s would you suggest for future activities?



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

ACTIVITY EVALUATION FORM

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Date Conducted	ı. Fe4	0 16-2	1022	V	enne A	et est	$\boldsymbol{\mathcal{C}}$
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Using the scale below, please rate the following features of the activity:

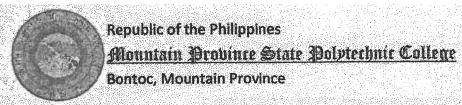
1 - Poor (1.00-1.79); 2 - Fair (1.80 - 2.59); 3 - Satisfactory (2.60 - 3.39) 4 - Very Satisfactory (3.40 - 4.19); 5 - Excellent (4.20 - 5.00)

			Rate		
1. Objectives and Relevance	-5			<u>1</u> 2.8	
a. Relevance of the activity		/			
b. Attainment of the activity objectives					
c. Usefulness of the activity/topics to the participants	/				
d. Timeliness and immediate applicability					
2. Emparition in New Comments in the Warting Street Comments in the Comments of the Comments o					
a. Organization of the activities					
 b. Ventilation, lighting, equipment and facilities in the venue 					
c. Appropriateness of the venue of the activity					
d. Time allotment per activity/topic					
e. Pacing of activities					
3. Speaker/Fedilitator : Saleson Sales Sal					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas	/				
c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest					
A purolyement of Participation () and the second					2/1
a. Enthusiasm and interest shown	1				
b. Level of involvement of participants	1				
5 Your	1				

succeeding activities/seminars/programs.

7. What training/s would you suggest for future activities?

Budgathing Management



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Using the scale below, please rate the following features of the activity: 1 - Poor (1.00-1.79); 2 - Fair (1.80 - 2.59); 3 - Satisfactory (2.60 - 3.39)4 - Very Satisfactory (3.40 - 4.19); 5 - Excellent (4.20 - 5.00)

		Rate	•	
1. Objectives and Relevance	5	3	2	1
a. Relevance of the activity	V			
b. Attainment of the activity objectives	/			
c. Usefulness of the activity/topics to the participants	\checkmark			
d. Timeliness and immediate applicability	\overline{V}			
2. Organization and preparation; Venue.				
a. Organization of the activities	V_			
b. Ventilation, lighting, equipment and facilities in the venue	V			
c. Appropriateness of the venue of the activity	V			
d. Time allotment per activity/topic	/			
e. Pacing of activities				
3. Speaker/Pacilitator (F) is subset from the constraint of the co				
a. Mastery of the subject matter/content	\mathcal{A}			
b. Use of effective means of communicating ideas	1 /			
c. Keenness and interest in the conduct of training	V	•		
d. Stimulation of the participants' interest	V			
4. Envolvement of Farticipants - Security - 1997				
a. Enthusiasm and interest shown	V			
b. Level of involvement of participants	1/			
5 Food	\checkmark			

6. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs.

7. What training/s would you suggest for future activities?

Business Management training

Republic of the Philippines Mountain Province State Polytechnic College

Bontoc, Mountain Province

ACTIVITY EVALUATION FORM

Title of Activity:	Seminar on Booktu	ung and tinancial	manage overal	
Date Conducted:	Feb. 16,2022	Venue:	Call Cak,	toc-009.
Using the scale belo	ow, please rate the followi	ng features of the activity: – 2.59); 3 – Satisfactory	Bontoc (2.60-3.39)	
4 – Very Sai	tisfactory (3.40 – 4.19);	5 – Excellent (4.20 – 5.00)		

			Rate		
A. Objectives and Rejevance	5	4		2	1
a. Relevance of the activity	/				
b. Attainment of the activity objectives					
c. Usefulness of the activity/topics to the participants					
d. Timeliness and immediate applicability					
22 Organization and arenavation. Vertue		1			
a. Organization of the activities		-			
 b. Ventilation, lighting, equipment and facilities in the venue 		/			
c. Appropriateness of the venue of the activity					
d. Time allotment per activity/topic					
e. Pacing of activities		/			
3. Speaker/Pacilitator The statement of the decision of the second persons and the second sec					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas					
c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest		/			
4 Involvement of Participants - Consider the Consideration of the Consid		12			an on
a. Enthusiasm and interest shown		/			
b. Level of involvement of participants					
5 Food		/			
				1	1

6. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs.

7. What training/s would you suggest for future activities?

(Business Train) Business Management Training

Title of Activity: SCMINAR and Bookkeeping and Ferancial management

Date Conducted: 62-16-7022

Venue: Cable Coffee

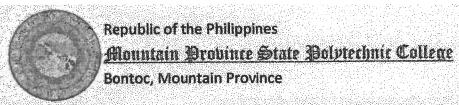
Using the scale below, please rate the following features of the activity:

1 - Poor (1.00-1.79); 2 - Fair (1.80 - 2.59); 3 - Satisfactory (2.60 - 3.39) 4 - Very Satisfactory (3.40 - 4.19); 5 - Excellent (4.20 - 5.00)

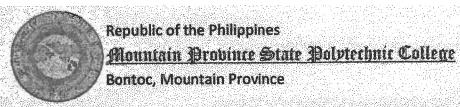
1. Objectives and Relevance a. Relevance of the activity b. Attainment of the activity objectives c. Usefulness of the activity/topics to the participants d. Timeliness and immediate applicability 2. Organization and preparation Venue				
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c. Usefulness of the activity/topics to the participants d. Timeliness and immediate applicability				
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 b. Ventilation, lighting, equipment and facilities in the venue 	•			
c. Appropriateness of the venue of the activity				
d. Time allotment per activity/topic	12			
e Pacing of activities	/			
3. Speaker/Pacilitator 17. 1. Bayes, A. S. T.				
a. Mastery of the subject matter/content				
b. Use of effective means of communicating ideas				
c. Keenness and interest in the conduct of training				
d. Stimulation of the participants' interest				
4 clowolvesinchi co Regionanta				
a. Enthusiasm and interest shown				
b. Level of involvement of participants				
5) Wood		1		T

succeeding activities/seminars/programs.

7. What training/s would you suggest for future activities?

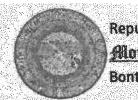


Title of Activity: 100 & keeping & thousand management.					
Date Conducted: 2-16-2027 Venue:	\mathcal{C}	431	丰	CA	FE
Using the scale below, please rate the following features of the activity: 1 - Poor (1.00-1.79); 2 - Fair (1.80 - 2.59); 3 - Satisfactory 4 - Very Satisfactory (3.40 - 4.19); 5 - Excellent (4.20 - 5.00)	(2.60	-3.	3 9) °		
			Rate		
1. Objectives and Relevance	5	:4:		2	1
a. Relevance of the activity	1				
b. Attainment of the activity objectives	/				
c. Usefulness of the activity/topics to the participants	V				
d. Timeliness and immediate applicability	/				
P. (a) Dipartization can be impartation. Volume					
a. Organization of the activities	/				
 b. Ventilation, lighting, equipment and facilities in the venue 	/				
c. Appropriateness of the venue of the activity	/				
d. Time allotment per activity/topic	/				
e. Pacing of activities					
3. Speaker/Pacilitator II et beliete de de de de la servicio de la production de la					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas	/				
c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest					
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a. Enthusiasm and interest shown	/				2.19.12
b. Level of involvement of participants					
5. Food	1 (1)				33.53
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6. Please write your valuable comments/suggestions for the succeeding activities/seminars/programs. 7. What training/s would you suggest for future activities?	imp		l men		
Budgeting					



Title of Activity: Samuel Add State Color to an Add State Color

Date Conducted: Venue: .	79.7			1	
Using the scale below, please rate the following features of the activity: 1 - Poor (1.00-1.79); 2 - Fair (1.80 - 2.59); 3 - Satisfactory 4 - Very Satisfactory (3.40 - 4.19); 5 - Excellent (4.20 - 5.00)	2.60	- 3.	39) ^		
			Rate		
Hale jaj ze kvastanti Refevance	5	4	16.2		1
a. Relevance of the activity	1,				
b. Attainment of the activity objectives	1				
c. Usefulness of the activity/topics to the participants					
d. Timeliness and immediate applicability					
2. Opponization and preparation; Venue	3.7%				
a. Organization of the activities					
 b. Ventilation, lighting, equipment and facilities in the venue 	/				
c. Appropriateness of the venue of the activity					
d. Time allotment per activity/topic					
e. Pacing of activities					
3. Speaker/Facilitator (F) to believe a start of the process was access					
Thursday december test of the section of the sectio					
a. Mastery of the subject matter/content	/				
b. Use of effective means of communicating ideas					
c. Keenness and interest in the conduct of training	1		4		
d. Stimulation of the participants' interest					100
4. involvement of Participarits	State		The P. P.		
a. Enthusiasm and interest shown					10.00
b. Level of involvement of participants					
5. Rood	100		VV.		
6. Please write your valuable comments/suggestions for the succeeding activities/seminars/programs.	inap)	rove	men	t of	the
6. Please write your valuable comments/suggestions for the succeeding activities/seminars/programs.	iceje)	rove	00 e 10	i of	i i
7. What training/s would you suggest for future activities? _ Cu	ωl	Lig	n de la companya de l		
			J		



Republic of the Philippines <u>Mountain Province State Polytechnic College</u> Bontoc, Mountain Province

ACTIVITY EVALUATION FORM

Title of Activity:	seminar	on Books	ping and	financial	Havage	neet
Date Conducted:	treb. U	1, 2027	Venue:	Loc-ong	Palfacion	Boxtoc
Using the scale below 1 – Poor (1.00	w, please rate t 0-1.79); 2 – F		es of the activity: 3 – Satisfactory	(2.60 – 3.39)		

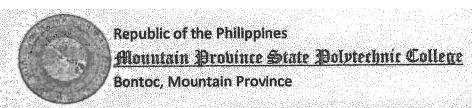
	Rate						
Dischives and Relevance	5	4	3	2	1		
a. Relevance of the activity							
b. Attainment of the activity objectives	/						
c. Usefulness of the activity/topics to the participants							
d. Timeliness and immediate applicability							
A Conspondential receives are policial forms Volume and the constant of the co							
a. Organization of the activities							
b. Ventilation, lighting, equipment and facilities in the venue		/					
c. Appropriateness of the venue of the activity							
d. Time allotment per activity/topic	/						
e. Pacing of activities		/					
3. Speaker/Pacilitator To a sublem to the land to the second seco							
a. Mastery of the subject matter/content	/						
b. Use of effective means of communicating ideas	/						
c. Keenness and interest in the conduct of training	/		4.				
d. Stimulation of the participants' interest	/						
3. ALL wolvement of Cartition with the San Section 2	r tu						
a. Enthusiasm and interest shown	/						
b. Level of involvement of participants	/						
5 Road	14.5						
		Tarana ya	# enclosed		47.		

6. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs.

Maan We want work farming

7. What training/s would you suggest for future activities?

fudgefts.



Title of Activity: Seminar on Brokkeeping & Financial Mrgl

ACTIVITY EVALUATION FORM

Rate 1. Objectives and Relevance a. Relevance of the activity b. Attainment of the activity b. Attainment of the activity objectives c. Usefulness of the activity/topics to the participants d. Timeliness and immediate applicability 2. Organization and preparation. Venue a. Organization of the activities b. Ventilation, lighting, equipment and facilities in the venue c. Appropriateness of the venue of the activity d. Time allotment per activity/topic e. Pacing of activities 3. Speaker/Facilitator 1. Stranger is a subject matter/content b. Use of effective means of communicating ideas c. Keemess and interest in the conduct of training d. Stimulation of the participants a. Enthusiasm and interest shown b. Level of involvement of participants 5. Food 7. What training/s would you suggest for future activities? TAMMY M. BAMATTA 1. What training/s would you suggest for future activities? TAMMY M. BAMATTA TAMMY M. BAMATTA						
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				Dans.		
	7. What training is mould may be sent for firture activities?					
	what training/s would you suggest for future activities?					



Mountain Province State Polytechnic College

Bontoc, Mountain Province

ACTIVITY EVALUATION FORM

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Venue: Cabli Cafe Date Conducted: 16/ 2022

Using the scale below, please rate the following features of the activity:

1 - Poor (1.00-1.79); 2 - Fair (1.80 - 2.59); 3 - Satisfactory (2.60 - 3.39)

4 - Very Satisfactory (3.40 - 4.19); 5 - Excellent (4.20 - 5.00)

	Rate								
II: (0) hechwes and Relevance	-5		130	4	1.				
a. Relevance of the activity									
b. Attainment of the activity objectives	7								
c. Usefulness of the activity/topics to the participants									
d. Timeliness and immediate applicability		No.							
2. Separation varies propagation, Venue				1,000					
a. Organization of the activities	/								
 b. Ventilation, lighting, equipment and facilities in the venue 	/								
c. Appropriateness of the venue of the activity									
d. Time allotment per activity/topic	/								
e. Pacing of activities	1								
3. Speaker/Racilitator P vs. Allen . see . 18 vs. compensors.									
a. Mastery of the subject matter/content	/								
b. Use of effective means of communicating ideas	1								
c. Keenness and interest in the conduct of training	1								
d. Stimulation of the participants' interest	1								
4. Eprovement of California and Park Line (1997)									
a. Enthusiasm and interest shown	/								
b. Level of involvement of participants									
5. Pood	() () () () () () () ()		1,10						

6. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. Yes

7. What training/s would you suggest for future activities?

Training for Bugiting, and



Republic of the Philippines Department of Labor and Employment OVERSEAS WORKERS WELFARE ADMINISTRATION Cordillera Administrative Region



Presents this

Certificate of Appreciation

to

<u>JENIFER N. DAMAYAN</u>

For sharing her invaluable knowledge and expertise as Resource Speaker during the training on "Simplified Bookkeeping and Financial Management for Tulong PUSO Grant Availees" in Mountain Province.

Given this 16th day of February 2022 at Cable Cafe, Loc-ong, Poblacion, Bontoc, Mountain Province.

LUZVIMINDA C. TUMALIUAN

OIC-Regional Director RWO-CAR



Republic of the Philippines Department of Labor and Employment OVERSEAS WORKERS WELFARE ADMINISTRATION

Cordillera Administrative Region

CERTIFICATE OF APPEARANCE

This is	to certify that _	RODELINE	V.	YAD-	IADOC	of	MPSPC						
	Cable Café, Lov					Mountain	Province	e on					
February 16,	2022 for the purp	ose of facilita	ating t	he " Sli	MPLIFIE	BOOKK	EEPING A	4ND					
FINANCIAL	MANAGEMEN	T" conducte	d by	the	Overse	as Work	ers Wel	fare					
Administrati	Administration, Mountain Province.												

Issued this 16th day of February 2022 at Cable Café, Lower Loc-ong, Poblacion, Bontoc, Mountain Province

CIC-Regional Director

Official Email: car@owwa.gov.ph