

Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

**BACHELOR OF SCIENCE
IN ACCOUNTANCY**

Terminal Report



Seminar on Business Recording and Bookkeeping

Kin-iway, Besao, Mountain Province

April 29, 2022



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

DEPARTMENT OF ACCOUNTANCY

TERMINAL REPORT

I. GENERAL INFORMATION

Activity:	Seminar on Business Recording and Bookkeeping
Date & Time of Activity:	April 29, 2022
Venue of Activity:	Kin-iway, Besao, Mountain Province
Proponents:	Accountancy Department
Budget:	P 13,750.00
Source of Fund:	P 8,400.00 - DTI
	5,350.00 - MPSPC

II. NARRATIVE REPORT

Every beginning of the year, business owners is required to submit reportorial requirements to supervising agencies. As a result of this activity, the DTI Business Counselor noted that most of the business owners classified as micro are in need of capability building. With this, the DTI in partnership with Mountain Province State Polytechnic College agreed to conduct seminar on Business Recording and Bookkeeping to capacitate interested business owners of Besao with basic recording.

The activity was started with opening activities such as registration, opening prayer and opening remarks by the DTI Business Counselor Mr. Efren Aguinaldo. After which, he introduced the speaker then turned over the floor.

Ms. Jenifer N. Damayan proceeded by presenting first the college VMGO, and the college THRUST where she highlighted the significance of conducting such activity to academic sectors. After which, she presented the overall objective of the activity. She used the presented objective as the map of the activity. First objective is the basic principles of bookkeeping or record keeping. This is where she explained the difference of bookkeeping and accounting. Then she introduced the concept of debit and credit and explained the basic elements of financial statements namely, asset, liability, equity, income and expenses where she showed a sample chart of accounts. The sample account titles in the chart of accounts given was explained one by one to reiterate the timing of utilization. After giving series of activities to make sure the participants are following, she introduced the books of accounts. She explained the difference of the books of the original entry and the final entry and identified related source documents to let the participants appreciate the reason behind securing and issuing of business transaction evidences when in the conduct of business.

On the afternoon, the seminar was started with an ice breaker led by Ms. Rodeline Yadyadoc to set the mood of the participants with the next lesson. This was followed by the review on the theory of bookkeeping which was followed by a short workshop on recording. The participants were given sample transactions, printed sample book of accounts and chart of accounts. One by one, the speaker explained the transaction, how it is recorded and where the transaction was recorded. Mr. Mel A. CO, Ms. Rodeline Yadyadoc, Ms. Trinidad Pasong and Mr. Efren Aguinaldo roam around to assist the other participants that were lost during the recording. Some questions on the recording were answered during this session. After



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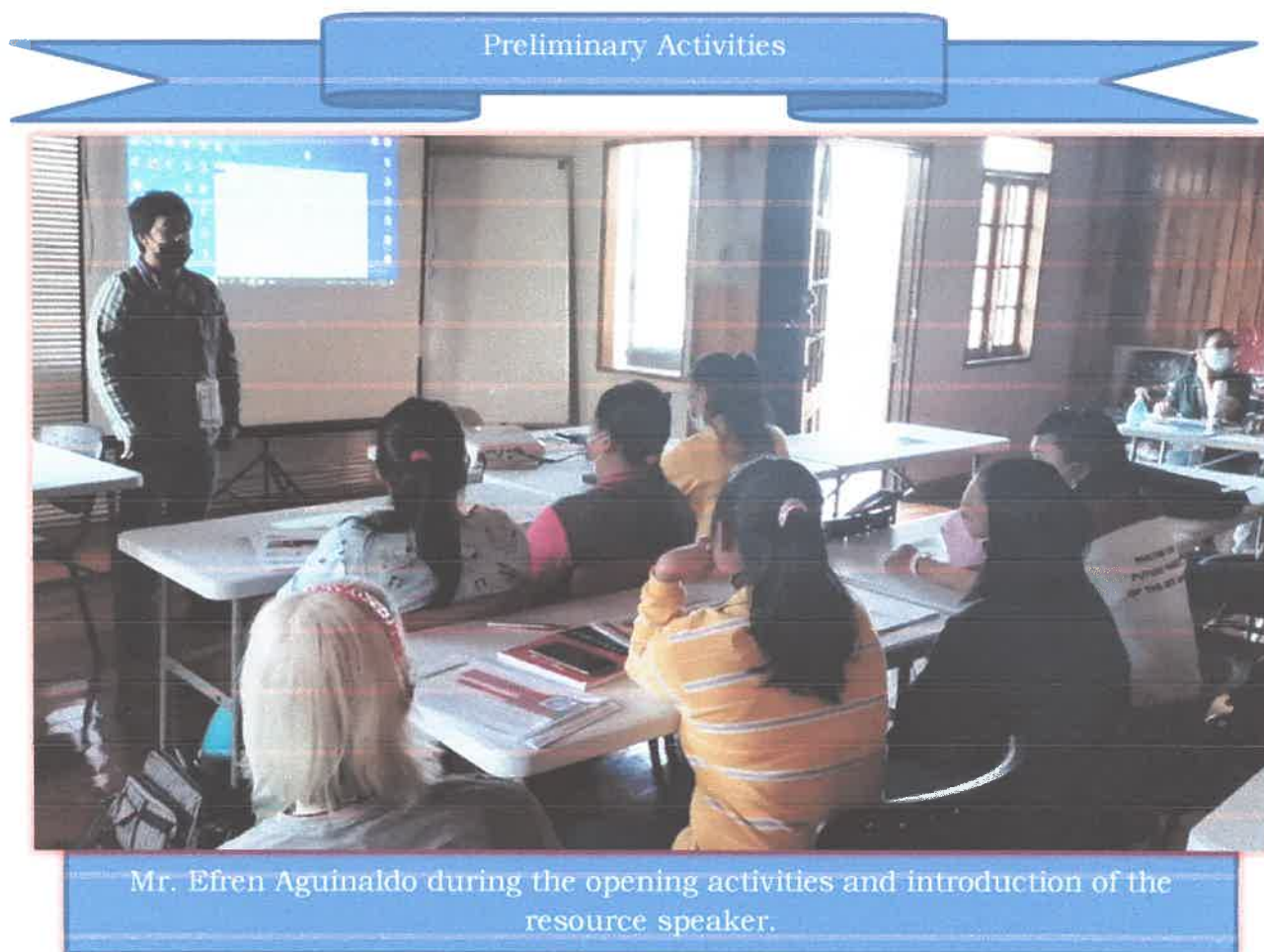
DEPARTMENT OF ACCOUNTANCY

recording, the speaker proceeded with her discussion. She presented trial balance, how is it done and why is it prepared. Then she provided an overview of the financial statement preparation. The time allotment cannot cater any activity related to FS preparation but Mr. Aguinaldo explained that this topic will be covered in the next seminar as this activity was only designed to provide overview of bookkeeping. With this, and after answering other questions raised, the participants shared their learnings and expressed their gratitude for the opportunity of learning the basics of bookkeeping. Although not all of the shared knowledge were absorbed as the participants shared, they have started appreciating the significance of bookkeeping and they are looking forward with the continuation of the said seminar.

The activity was concluded with evaluation and photo operation. Unfortunately, some of the participants rushed home just after the evaluation since they are being called for by the driver of the last trip going to their place.

Finally, this activity utilizes a total fund of P9,870.00. The P7,320.00 for the food and for the kit supplies was shouldered by the DTI and the P2,550.00 for the ink and bond paper which was used in the reproduction of handout and reports was shouldered by the institution.

III. PHOTO DOCUMENTATION





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Lecture Proper



Jenifer N. Damayan during the presentation of her topic on Business Recording and Bookkeeping.



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Workshop and Presentation of
Outputs/Answers



Images of the participants captured while completing their activities.



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Closing Activities



Closing activities which includes open forum, sharing of learnings, conduct of evaluation and photo operation.

IV. ATTACHMENTS

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

Prepared by:


RODELINE V. YADYADOC
BSA, Faculty Member

Noted by:


ELMER D. PAKIPAC
Director, Extension Unit



Republic of the Philippines
Mountain Province State Polytechnic College

MPSPC's Vision, Mission and Major Thrusts

Presented by:
JENIFER N. DAMAYAN, CPA, MBA

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**MOUNTAIN PROVINCE STATE
POLYTECHNIC COLLEGE**

ACCOUNTANCY DEPARTMENT FACULTY MEMBERS (FM)

- ❖Jenifer N. Damayan
- ❖Rachel F. Posot
- ❖Rodeline V. Yadyado
- ❖Daniela W. Paspas
- ❖Nestor A. Mataag
- ❖Fremalyn A. Dacanay
- ❖Mel A. Co

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Core Functions

Four Core Areas of FMs' Functions

1. Instruction
2. Research
3. Extension
4. Production

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Core Functions

Four Core Areas of FMs' Functions

1. Instruction
2. Research
- 3.Extension
4. Production


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Why are we here?

Objective

1. To capacitate organization officers and employees on simple bookkeeping and financial management; and
2. To continuously become relevant in the industry.

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Why do we do this?

Vision Statement

A preferred university of developmental culture and inclusive growth

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Mission Statement

Why do we do this?

It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship and an environment that assumes major responsibility in cultural vitality and well-being of the community





College Goals

Why do we do this?

1. Attain and sustain quality and excellence for universityhood;
2. Promote relevance and responsiveness;
3. Broaden access and equity;
4. Enhance efficiency and effectiveness;
5. Develop harmony within the College, and with stakeholders and benefactors.






College Thrusts

How do we do this?

HERITAGE






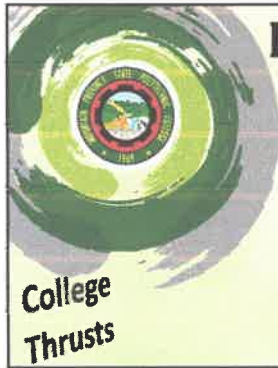
College Thrusts

How do we do this?

H

Hearty Approach to Management & Governance, and Transformational Leadership






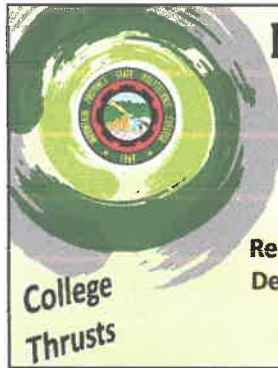
College Thrusts

How do we do this?

E

Enriched Academic Programs






College Thrusts

How do we do this?

R

Relevant Student Services, Development and Welfare Program



How do we do this?

International and Local Linkages

College Thrusts

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How do we do this?

Technology, Facilities, and Assets Enhancement Program

College Thrusts

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How do we do this?

Aggressive Staff Development and Welfare Program

College Thrusts

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How do we do this?

Gainful Resource Generation and Enterprise Development Program

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How do we do this?

Excellent Researches and Relevant Extension Programs

College Thrusts

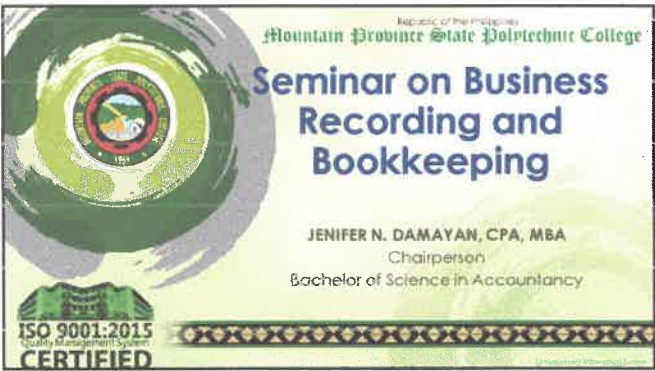
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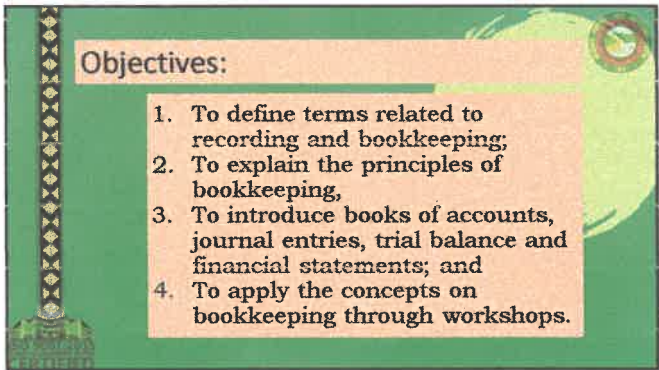
Thank you!

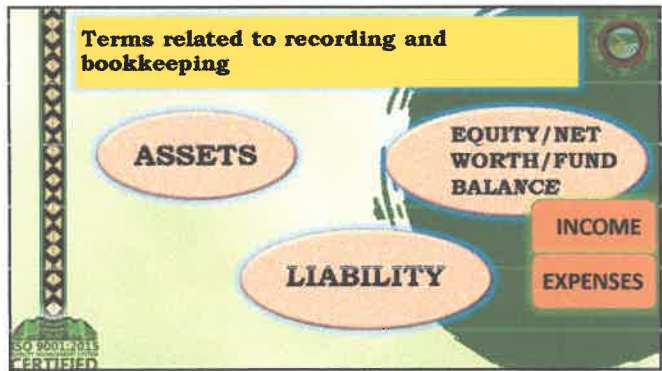
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Terms related to recording and bookkeeping

ASSETS

Resources owned and controlled by the Organization

Terms related to recording and bookkeeping

ASSETS

Classified as either
CURRENT or
NONCURRENT

Terms related to recording and bookkeeping

ASSETS

CURRENT
Resources used within the normal operations of the organization (within 12 months)

Terms related to recording and bookkeeping

ASSETS

CURRENT

>Cash

>Cash equivalents

>Accounts receivable

>Inventories

>Prepayments

Terms related to recording and bookkeeping

ASSETS

NONCURRENT

❖ Long-term assets being used beyond 12 months

❖ Not easily converted to cash within the accounting year

Terms related to recording and bookkeeping

ASSETS

NON-CURRENT

>Land

>Building

>Equipment

>Furniture and Fixtures

>Long-term investments

Terms related to recording and bookkeeping

LIABILITY

Present obligations which will require you to give up resources when settling them

Terms related to recording and bookkeeping

LIABILITIES

Classified as either
CURRENT or
NONCURRENT

Terms related to recording and bookkeeping

LIABILITIES

CURRENT

- Accounts payable
- Loans payable
- Income Tax payable
- SSS payable
- Medicare payable

Terms related to recording and bookkeeping

LIABILITIES

NONCURRENT

❖ Loans payable (payable beyond 12 months after the accounting period)

❖ Mortgage payable

Terms related to recording and bookkeeping

EQUITY/NET WORTH/FUND BALANCE

The difference between what you own and what you owe

The amount by which your assets exceed your liabilities.

Terms related to recording and bookkeeping

EQUITY ACCOUNTS

ACCOUNT TITLES

❖ Name of the owner, Capital

❖ Name of the owner, Withdrawal

Terms related to recording and bookkeeping

Income

This refers to the revenue received by an individual or business in exchange for providing labor, sale of goods, or through investing a capital.

Terms related to recording and bookkeeping

INCOME

ACCOUNT TITLES

- ❖ Sales/Revenue
- ❖ Sales Returns and Allowances
- ❖ Sales Discounts

Terms related to recording and bookkeeping

EXPENSES

This represents the costs, directly or indirectly contributing to the generation of revenue in doing business

Terms related to recording and bookkeeping

EXPENSES

ACCOUNT TITLES

- ❖ Cost of Goods Sold
- ❖ Salary expenses
- ❖ Rent expenses
- ❖ Advertising expenses
- ❖ Utilities expenses
- ❖ Insurance expenses
- ❖ Taxes and Licenses expense
- ❖ Interest expenses
- ❖ Depreciation expenses
- ❖ Miscellaneous expenses

Terms related to recording and bookkeeping

FINANCIAL STATEMENTS

These are written records that convey the business activities and the financial performance of the company/enterprise.

Terms related to recording and bookkeeping

FINANCIAL STATEMENTS (FS)

Five Basic FS

1. Statement of Financial Position (Balance Sheet)
2. Statement of Comprehensive Income (Income Statement)
3. Statement of Changes in Equity
4. Statement of Cash Flows
5. Notes to Financial Statements

Terms related to recording and bookkeeping

Statement of Financial Position/Balance Sheet

This statement provides the users an information on the financial status of the business as of a particular point in time by showing the details of the assets of the enterprise along with its liabilities and owner's capital.

Terms related to recording and bookkeeping

Statement of Comprehensive Income / Income Statement

This statement is an overall income statement that consolidates standard income statement, which gives details about the repetitive operations of the company. This statement presents the details of revenue and expenses of the business enterprise.

Terms related to recording and bookkeeping

Statement of Changes in Owner's Equity

This statement is shows the changes in the capital account of a sole proprietorship even in partnership type of business. These changes arise from contributions, withdrawals, and net income or loss.

Terms related to recording and bookkeeping

Statement of Cash Flows

This statement paints a picture as to how a company's operations are running, where its money comes from, and how money is being spent. Through this statement, we can see how much cash is available to the company to fund its operating expenses and pay down its debts.

Terms related to recording and bookkeeping

Notes to Financial Statements

This statement provides additional information pertaining to a company's operations and financial position and are considered to be an integral part of the financial statements. These are required by the full disclosure principle.

Terms related to recording and bookkeeping

Recording

This refers to the manner of inputting the financial data/record in the various books of accounts of the enterprise.

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Is recording the same with bookkeeping?

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If your answer is no, what might be their differences?

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Terms related to recording and bookkeeping

Recording

This can be further defined as the creation, collection, and management of records of a business

Terms related to recording and bookkeeping


Bookkeeping

The art of recording pecuniary or business transactions in a regular and systematic manner, so as to show their relation to each other, and the state of business in which they occur. The books commonly used are cashbook, cash receipts journal, cash disbursement journal, sales/revenue journal, general journal, and purchases journal.

QUESTIONS

ANSWERS

Objective #1




Republic of the Philippines
Mountain Province State Polytechnic College

Seminar on Business Recording and Bookkeeping


JENIFER N. DAMAYAN, CPA, MBA
Chairperson
Bachelor of Science in Accountancy

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Quality Management System
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Objectives:

1. To define terms related to recording and bookkeeping;
2. To explain the principles of bookkeeping;
3. To introduce books of accounts, journal entries, trial balance and financial statements; and
4. To apply the concepts on bookkeeping through workshops.




Principles of Bookkeeping



The history of bookkeeping can be traced as early as 6000 B.C.

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Principles of Bookkeeping



Clay tablets as evidences of some of the oldest written accounting records as traces of bookkeeping in the earlier times.

Source: Tyler, Christina. (n.d.). Clay Tablets Reveal Accounting Ancestors. [Clay Tablets Reveal Accounting Ancestors](#).
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Principles of Bookkeeping



Researchers have translated the ancient writing on the tablets, which were found to contain records of tax assessments and payments.

Source: Tyler, Christina. (n.d.). Clay Tablets Reveal Accounting Ancestors. [Clay Tablets Reveal Accounting Ancestors](#).
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Bookkeeping, defined



Bookkeeping is the practice of **recording and tracking the financial transactions** of a business where bookkeepers regularly summarize this activity into reports that show how the business is doing. They may also perform wider tasks such as invoicing, paying bills, preparing tax returns, monitoring key performance indicators, and providing strategic advice.

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To what companies do bookkeeping apply?

ALL COMPANIES!

Whether they are into merchandising, manufacturing or service industries



and whether they are micro, small, medium, or large companies



What is the importance of bookkeeping?



- ✓ Business planning
- ✓ Business analysis
- ✓ Decision making
- ✓ Financial management
- ✓ Track profit and growth
- ✓ Better cash-flow
- ✓ PEACE OF MIND!

*Beware of little expenses; a small leak will sink a ship.
Benjamin Franklin*



Is bookkeeping the same with accounting?

No, bookkeeping is under the umbrella of accounting.



What is accounting then?

Accounting is the systematic process of recording, classifying, summarizing, analyzing & interpreting the day-to-day transactions which are all part of financial nature.


What is accounting then?

Systematic Process of Recording, Classifying, and Summarizing = BOOKKEEPING

Questions ?
Answers ?

Source: Duplo, Datta.(n.d.). Answers To Your Questions
View More Questions - 365HA - Business Accounts

Objective 2




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Seminar on Business Recording and Bookkeeping


JENIFER N. DAMAYAN, CPA, MBA
Chairperson
Bachelor of Science in Accountancy

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Objectives:


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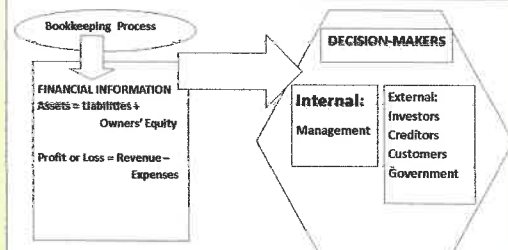
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REINFORCEMENT OF LEARNING



```
graph LR; A([Bookkeeping Process]) --> B[FINANCIAL INFORMATION  
Assets = Liabilities + Owners' Equity  
Profit or Loss = Revenue - Expenses]; B --> C[DECISION-MAKERS  
Internal: Management  
External: Investors, Creditors, Customers, Government];
```


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Steps to follow in Bookkeeping

1. Journalizing transactions
2. Posting transactions to the ledger
3. Preparing the trial balance
4. Preparing the financial reports
5. Reviewing internal control

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Direction: Write your answers in a manila paper.

What is your **business name**? and;
How long have you been operating in the industry?

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Do you already have Chart of Accounts?

Bookkeeping starts with the preparation of the Chart of Accounts.

Chart of Accounts is simply a list of account names that a business uses in its general ledger for recording various business transactions. It provides guidance to bookkeepers, accountants, or other relevant persons in using specific account names while entering transactions in journal and posting them to ledger.

Sample Chart of Accounts

CHART OF ACCOUNTS			
Account Code	Account Title	Account Code	Account Title
1000	Cash	2000	Accounts Payable
1010	Accounts Receivable	2010	Accounts Payable - Trade
1020	Accounts Payable	2020	Accounts Payable - Other
1030	Inventory	2030	Prepaid Expenses
1040	Fixed Assets	2040	Accumulated Depreciation
1050	Accumulated Depreciation	2050	Deferred Income Tax
1060	Intangible Assets	2060	Income Tax Payable
1070	Goodwill	2070	Income Tax Receivable
1080	Other Assets	2080	Other Income Tax
1090	Other Liabilities	2090	Other Income
2000	Equity	2100	Other Expenses
2010	Common Stock	2110	Other Liabilities
2020	Retained Earnings	2120	Other Equity
2030	Other Equity	2130	Other Assets
2040	Other Liabilities	2140	Other Liabilities
2050	Other Equity	2150	Other Equity
2060	Other Liabilities	2160	Other Assets
2070	Other Equity	2170	Other Liabilities
2080	Other Liabilities	2180	Other Equity
2090	Other Equity	2190	Other Assets
2100	Other Liabilities	2200	Other Liabilities
2110	Other Equity	2210	Other Equity
2120	Other Assets	2220	Other Assets
2130	Other Liabilities	2230	Other Liabilities
2140	Other Equity	2240	Other Equity
2150	Other Assets	2250	Other Assets
2160	Other Liabilities	2260	Other Liabilities
2170	Other Equity	2270	Other Equity
2180	Other Assets	2280	Other Assets
2190	Other Liabilities	2290	Other Liabilities
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2580	Other Equity	2680	Other Equity
2590	Other Assets	2690	Other Assets
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2620	Other Assets	2720	Other Assets
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2800	Other Assets	2900	Other Liabilities
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2820	Other Equity	2920	Other Assets
2830	Other Assets	2930	Other Liabilities
2840	Other Liabilities	2940	Other Equity
2850	Other Equity	2950	Other Assets
2860	Other Assets	2960	Other Liabilities
2870	Other Liabilities	2970	Other Equity
2880	Other Equity	2980	Other Assets
2890	Other Assets	2990	Other Liabilities
2900	Other Liabilities	3000	Other Equity
2910	Other Equity	3010	Other Assets
2920	Other Assets	3020	Other Liabilities
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2960	Other Liabilities	3060	Other Equity
2970	Other Equity	3070	Other Assets
2980	Other Assets	3080	Other Liabilities
2990	Other Liabilities	3090	Other Equity
3000	Other Equity	3100	Other Assets
3010	Other Assets	3110	Other Liabilities
3020	Other Liabilities	3120	Other Equity
3030	Other Equity	3130	Other Assets
3040	Other Assets	3140	Other Liabilities
3050	Other Liabilities	3150	Other Equity
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3080	Other Liabilities	3180	Other Equity
3090	Other Equity	3190	Other Assets
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3120	Other Equity	3220	Other Assets
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3140	Other Liabilities	3240	Other Equity
3150	Other Equity	3250	Other Assets
3160	Other Assets	3260	Other Liabilities
3170	Other Liabilities	3270	Other Equity
3180	Other Equity	3280	Other Assets
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3250	Other Assets	3350	Other Liabilities
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3370	Other Assets	3470	Other Liabilities
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3390	Other Equity	3490	Other Assets
3400	Other Assets	3500	Other Liabilities
3410	Other Liabilities	3510	Other Equity
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3450	Other Equity	3550	Other Assets
3460	Other Assets	3560	Other Liabilities
3470	Other Liabilities	3570	Other Equity
3480	Other Equity	3580	Other Assets
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3630	Other Equity	3730	Other Assets
3640	Other Assets	3740	Other Liabilities
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3660	Other Equity	3760	Other Assets
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3680	Other Liabilities	3780	Other Equity
3690	Other Equity	3790	Other Assets
3700	Other Assets	3800	Other Liabilities
3710	Other Liabilities	3810	Other Equity
3720	Other Equity	3820	Other Assets
3730	Other Assets	3830	Other Liabilities
3740	Other Liabilities	3840	Other Equity
3750	Other Equity	3850	Other Assets
3760	Other Assets	3860	Other Liabilities
3770	Other Liabilities	3870	Other Equity
3780	Other Equity	3880	Other Assets
3790	Other Assets	3890	Other Liabilities
3800	Other Liabilities	3900	Other Equity
3810	Other Equity	3910	Other Assets
3820	Other Assets	3920	Other Liabilities
3830	Other Liabilities	3930	Other Equity
3840	Other Equity	3940	Other Assets
3850	Other Assets	3950	Other Liabilities
3860	Other Liabilities	3960	Other Equity
3870	Other Equity	3970	Other Assets
3880	Other Assets	3980	Other Liabilities
3890	Other Liabilities	3990	Other Equity
3900	Other Equity	4000	Other Assets
3910	Other Assets	4010	Other Liabilities
3920	Other Liabilities	4020	Other Equity
3930	Other Equity	4030	Other Assets
3940	Other Assets	4040	Other Liabilities
3950	Other Liabilities	4050	Other Equity
3960	Other Equity	4060	Other Assets
3970	Other Assets	4070	Other Liabilities
3980	Other Liabilities	4080	Other Equity
3990	Other Equity	4090	Other Assets
4000	Other Assets	4100	Other Liabilities
4010	Other Liabilities	4110	Other Equity
4020	Other Equity	4120	Other Assets
4030	Other Assets	4130	Other Liabilities
4040	Other Liabilities	4140	Other Equity
4050	Other Equity	4150	Other Assets
4060	Other Assets	4160	Other Liabilities
4070	Other Liabilities	4170	Other Equity
4080	Other Equity	4180	Other Assets
4090	Other Assets	4190	Other Liabilities
4100	Other Liabilities	4200	Other Equity
4110	Other Equity	4210	Other Assets
4120	Other Assets	4220	Other Liabilities
4130	Other Liabilities	4230	Other Equity
4140	Other Equity	4240	Other Assets
4150	Other Assets	4250	Other Liabilities
4160	Other Liabilities	4260	Other Equity
4170	Other Equity	4270	Other Assets
4180	Other Assets	4280	Other Liabilities
4190	Other Liabilities	4290	Other Equity
4200	Other Equity	4300	Other Assets
4210	Other Assets	4310	Other Liabilities
4220	Other Liabilities	4320	Other Equity
4230	Other Equity	4330	Other Assets
4240	Other Assets	4340	Other Liabilities
4250	Other Liabilities	4350	Other Equity
4260	Other Equity	4360	Other Assets
4270	Other Assets	4370	Other Liabilities
4280	Other Liabilities	4380	Other Equity
4290	Other Equity	4390	Other Assets
4300	Other Assets	4400	Other Liabilities
4310	Other Liabilities	4410	Other Equity
4320	Other Equity	4420	Other Assets
4330	Other Assets	4430	Other Liabilities
4340	Other Liabilities	4440	Other Equity
4350	Other Equity	4450	Other Assets
4360	Other Assets	4460	Other Liabilities
4370	Other Liabilities	4470	Other Equity
4380	Other Equity	4480	Other Assets
4390	Other Assets	4490	Other Liabilities
4400	Other Liabilities	4500	Other Equity
4410	Other Equity	4510	Other Assets
4420	Other Assets	4520	Other Liabilities
4430	Other Liabilities	4530	Other Equity
4440	Other Equity	4540	Other Assets
4450	Other Assets	4550	Other Liabilities
4460	Other Liabilities	4560	Other Equity
4470	Other Equity	4570	Other Assets
4480	Other Assets	4580	Other Liabilities
4490	Other Liabilities	4590	Other Equity
4500	Other Equity	4600	Other Assets
4510	Other Assets	4610	Other Liabilities
4520	Other Liabilities	4620	Other Equity
4530	Other Equity	4630	Other Assets
4540	Other Assets	4640	Other Liabilities
4550	Other Liabilities	4650	Other Equity
4560	Other Equity	4660	Other Assets
4570	Other Assets	4670	Other Liabilities
4580	Other Liabilities	4680	Other Equity
4590	Other Equity	4690	Other Assets
4600	Other Assets	4700	Other Liabilities
4610	Other Liabilities	4710	Other Equity
4620	Other Equity	4720	Other Assets
4630	Other Assets	4730	Other Liabilities
4640	Other Liabilities	4740	Other Equity
4650	Other Equity	4750	Other Assets
4660	Other Assets	4760	Other Liabilities
4670	Other Liabilities	4770	Other Equity

Books of accounts in:

1. Recording – General Journal
2. Classifying – Ledgers
3. Summarizing – Worksheets and Financial Reports, like, Income Statement, Statement of Financial Condition/Position and Statement of Cash Flows

WORKSHOP 1!

LIST DOWN THE THINGS THAT YOU SEE IN A BUSINESS.

PAKISURAT YO NU ANYA DAGIDYAY MAKITKITA YU NGA ADA ITI UNEG TI MAYSA NGA BUSINESS.

ASSETS AND LIABILITIES

- ASSETS - sansanikwa ti organisasyon nga adaan iti balor/ value ka kuma iti kwarta (cash), receivables, furniture & fixtures, equipment, interest earned from bank savings, office, etc.
- LIABILITIES - utang wenno bayadan ti business

WORKSHOP 2!

WHAT ARE THE ASSETS AND LIABILITIES FROM THE LIST?

ANYA DAGIDYAY ASSETS KEN LIABILITIES NGA ADA IDYAY LISTAAN NGA INARAMID YO?

Share your thoughts

We're listening

WORKSHOP 3!

LIST DOWN THE NORMAL BUSINESS TRANSACTIONS.

(PAKISURAT YO DAGIDYAY KANAYON/NORMAL NGA AR-ARMIDEN TI BUSINESS)

CASH RECEIPTS

CASH DISBURSEMENTS

Added (+)

Deducted (-)

IN (SUMREK)

OUT (MURWAR)

Source: Lakad Pilipinas Stories From the Philippines Plus

MOUNTAIN PROVINCE 1 Souvenir Hunting at Sagada - Lake

<https://www.lakadpilipinas.com/2010/04/sagada-souvenir-hunting.html>

WORKSHOP 4!

SOURCE DOCUMENTS

PRE-TEST

NU MAIYUNEG TI KWARTA, ANYA TI MAUSAR NGA DOKUMENTO?

NO MAIRUWAR TI KWARTA, ANYA TI MAUSAR NGA DOKUMENTO?

BOOKS OF ACCOUNTS

Libro a pakaisuratan/ pakairecordan dagiti transactiones ti business kas kuma iti :

1. Cash Book - libro a pakailistaan/ pakaisuratan daguiti naaw awat ken nagagastos nga kwarta/ pundo ti association. Aramiden daytoy ti Cashier.

Cash Book

(sample form)

DATE	PARTICULARS	OR/ CV NO.	CASH RECEIVED	CASH DISBURSED	CASH BALANCE
April 15, 2022	Balance Forwarded				P 14,000.00

Official Receipt

(sample form)

Sample Form

OFFICIAL RECEIPT

1

Official Receipt

This is issued every time the association receives cash. Ipakita na ti petsa ti transaction, amount/ gatad ti naawat, sino ti nagapuwan ti cash, nature/ particulars ti transactions ken pirma ti immawat ti cash.

2. Cash Receipt Book- libro a pakailistaan/ pakaisuratan dagiti kwarta nga naawawat ti business. Aramiden ti Cashier/Bookkeeper.

3. Cash Disbursement Book – libro a pakailistaan/ pakaisuratan dagiti **kwarta nga nagasgastos ti business**. Aramidén ti **Cashier/Bookkeeper**.

(sample form)

[illegible]

sample format?

[illegible]

This form is used to support **disbursement** of organizations' funds. Supporting documents such as receipts, payroll and billings should be attached to the voucher.

(sample format)

CASH VOUCHER	
Paid to: _____	
CV. No. _____	
Date: _____	
PARTICULARS	AMOUNT
Payment for:	P: _____
Approved: _____ Manager/Denier	Received from _____ in full payment of the amount described above. Payee

(sample form)

[illegible]

used for all sales on account

FINANCIAL STATEMENTS

2. Statement of Financial Condition
(Balance Sheet) (Comparative)

It is the financial summary showing the relationship among assets, liabilities and equity/networth of the business up to a given period of time.

Isu iti report nga mangipakita ti relasyon ti kinabaknang ti business ti sanikuwa ken utang na, isu met iti manipakita iti kabaelan ken kinapigsa ti business mainaig iti kwarta.

FINANCIAL STATEMENTS

3. Statement of Cash Flow (Comparative)

This shows the total cash receipts and cash disbursement for a certain period of time.

Isu ti report nga mangipakita kadagiti naawawat ken nagastos / rimuar nga kwarta ti business manipud ken Bookkeeper iti las-ud laeng iti naikeddeng nga tiempo.

4. Statement of Changes in Owner's Equity/Fund Balance (Comparative)

5. Notes to Financial Statement

Questions
Answers

Source: Dupis, Dans.(n.d.). *Answers To Your Top 100 Questions - BAHAG 1: Higitna Anghang* [https://www.bahag1.com/](#)

Objective
3 4

CHART OF ACCOUNTS				
Account Code	Account Titles		Account Code	Account Titles
100	ASSETS		400	INCOME
110	Cash		410	Sales
120	Accounts Receivable		420	Sales Returns and Allowances
130	Merchandise Inventory		430	Sales Discounts
140	Supplies			
170	Equipment		500	EXPENSES
			510	Purchases
200	LIABILITIES		520	Purchase Returns and Allowances
210	Accounts Payable		530	Purchase Discounts
220	Notes Payable		540	Freight in
			550	Advertising
300	Equity		560	Freight out
310	_____, Capital		570	Rent expense
320	_____, Drawings		580	Salaries
			590	Utilities
			600	INCOME SUMMARY

USE FOR THE PREPARATION OF FINANCIAL				
Account Code	Account Titles		Account Code	Account Titles
100	ASSETS		400	INCOME
110	Cash and cash equivalents		410	Sales
120	Accounts Receivable		420	Sales Returns and Allowances
130	Merchandise Inventory		430	Sales Discounts
140	Supplies			
170	Equipment		500	EXPENSES
			510	Purchases
200	LIABILITIES		520	Purchase Returns and Allowances
210	Accounts Payable		530	Purchase Discounts
220	Notes Payable		540	Freight in
			550	Advertising
300	Equity		560	Freight out
310	_____, Capital		570	Rent expense
320	_____, Drawings		580	Salaries
			590	Utilities
			600	INCOME SUMMARY

1 | General Journal

[illegible]

(sample form)





format)

[illegible]



This

CERTIFICATE of APPRECIATION

is given to

JENIFER N. DAMAYAN

for being the Resource Speaker during the

Seminar on Business Recording and Bookkeeping

held on April 29, 2022, 8:30am – 5:00pm at SAPALCI Seminar Hall, Kiniway, Besao, Mountain
Province

Given this 29th day of April 2022.


MABEL F. BANGGAWAN
Provincial Director



This

CERTIFICATE of APPRECIATION

is given to

RODELINE V. YADYADOC

for being the Resource Speaker during the

Seminar on Business Recording and Bookkeeping

held on April 29, 2022, 8:30am – 5:00pm at SAPALCI Seminar Hall, Kiniway, Besao, Mountain
Province

Given this 29th day of April 2022.


MABEL F. BANGGAWAN
Provincial Director



Republic of the Philippines

Mountain Province State Polytechnic College

(Campus), Mountain Province

ACCOUNTANCY DEPARTMENT

ATTENDANCE SHEET

Title of Activity: Seminar on Business Recording and Bookkeeping

Date & Time: April 29, 2022

Venue: Kin-Iway, Besao, Mountain Province

No.	NAME	GENDER			UNIT/OFFICE/DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	Paula Ngolab	F			Tamdan SLPA V-S	
2.	Bernadyn S. Portaw	F			Tamdan SLPA V-S	
3.	Zachiel A. Sicuan	F			Tam-Dan SLPA V-S	
4.	Ngolab, Johnylyn	F			Intimate Store	
5.	Mary Jean D. Telagen	F			Lid-aw Saricari	
6.	MARY-ANNE BEYDEN	F			Beyden Coffee Farm	
7.	Johnlyn Oayangan	F			Siyosayan Sari Sari	
8.	THERNE Agpawan	F			TJ's cakes & Pastries	
9.	Kristel Jay Agpawan	F			Mr. M. cakes & Pastries	
10.	SALUD PERAS	/			Kin-Iway Besao	
11.	EUGENE LIWALIW				Pate & Panc Dinner	
12.	MILA D. SANGAREW	-			Pate & Panc Dinner	
13.	Efren Aguineldo			/	Dept. of Track & Field	
14.	Trinidad G. Pasong	/			MPSPC	
15.	Vane Liwan	/			Kalipi Women's Org	
16.	Elizabeth Payoyo	F			Tam-Dan SLPA V-S	
17.	Chona Payoyo	F			Tam-Dan SLPA V-S	
18.	MEL A. CO			/	MPSPC	
19.	Jenifer N. Damayan	/			MPSPC	
20.	Rodiline V. Gadgadoc	/			MPSPC	
21.						
22.						
23.						
24.						
25.						

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.

RODILINE V. GADGADOC
End - User


SEMINAR ON BUSINESS RECORDING AND BOOKKEEPING SUMMARY OF ACTIVITY EVALUATION

Date conducted: April 29, 2022
Venue: Kin-iway, Besao, Mountain Province

	Respondent's Rating														TOTAL	MEAN
	1	2	3	4	5	6	7	8	9	10	11	12	13	14		
1. Objectives and Relevance of the activity																
a. Clarity of objectives and relevance of activity to the participants	5	5	5	5	4	5	5	5	5	5	5	4	4	5	67	4.79
b. Attainment of the activity objectives	5	5	5	5	4	5	5	5	5	5	4	4	4	5	66	4.71
c. Usefulness of the activity/topics to the participants	5	5	5	5	4	5	5	5	5	5	5	5	4	5	68	4.86
d. Timeliness and immediate applicability	5	5	5	5	4	5	5	5	5	5	5	5	4	5	68	4.86
2. Organizational and preparation																
a. Planning and implementation of the activity	5	5	5	5	4	5	5	5	5	5	5	5	4	5	68	4.86
b. Preparation and organizations of the activities	5	5	5	5	4	5	5	5	5	5	5	4	4	5	67	4.79
c. Ventilation, lighting, equipment and facilities in the venue	4	4	5	5	4	5	5	5	5	5	5	3	4	5	64	4.57
d. Appropriateness of the venue of the activity	4	4	5	5	4	5	5	5	5	5	5	3	3	5	63	4.50
e. Time allotment per activity/topic	4	5	5	5	4	5	5	5	5	5	5	4	3	4	64	4.57
3. Speakers/ Facilitators																
a. Mastery of the subject matter/content	5	5	5	5	5	5	5	5	5	5	5	5	4	5	69	4.93
b. Use effective means of communicating ideas	5	5	5	4	5	5	5	5	5	5	5	5	4	5	68	4.86
c. Keenness and interest in the conduct of activity	5	5	5	5	4	5	5	5	5	5	5	5	4	4	67	4.79
d. Stimulation of the participant's interest	5	5	5	4	4	5	5	5	5	5	4	5	4	4	65	4.64
4. Involvement of Participants																
a. Enthusiasm and interest shown	5	5	4	5	4	5	5	5	5	5	5	5	4	5	67	4.79
b. Level of involvement of participants	5	5	4	4	4	5	5	5	5	5	5	5	4	4	65	4.64
5. Overall Evaluation	5	5	5	5	4	5	5	5	5	5	5	5	5	4	68	4.86
																4.86 = Excellent

DESCRIPTIVE EQUIVALENT: 4.51-5.00 = Excellent; 3.51 - 4.50 = Very Satisfactory; 2.51 - 3.50 = Satisfactory ;
1.51- 2.50 = Fair; 1.00-1.50 = Poor

- Comments and Suggestions:
1. More Bookkeeping trainings and seminar
 2. There should be follow-up training on financial statement
 3. Trainings should be 2 dys and more participants especially the storekeepers
 4. Looking forward to another seminar on Bookkeeping and financial statement related

Tallied by:

RODELINE V. YADYADOC
BSA Faculty Member



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping

Date Conducted: April 29, 2022

Venue: Kin-iway, Besao, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop:
1 – Poor (1.00-1.50); 2 – Fair (1.51 – 2.50); 3 – Satisfactory (2.51 – 3.50)
4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

	Rate				
	5	4	3	2	1
1. Objectives and Relevance					
a. Clarity and relevance	/				
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. Planning and implementing activity	/				
b. Preparation and organization of the activities	/				
c. Ventilation, lighting, equipment and facilities in the venue		/			
d. Appropriateness of the venue of the activity		/			
e. Time allotment per activity/topic		/			
3. Speaker/Facilitator					
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					
a. Enthusiasm and interest shown	/				
b. Level of involvement of participants	/				
5. Overall Evaluation On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.	5	4	3	2	1
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?					



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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

	Rate				
	5	4	3	2	1
1. Objectives and Relevance					
a. Clarity and relevance	/		x		
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. Planning and implementing activity	/				
b. Preparation and organization of the activities	/				
c. Ventilation, lighting, equipment and facilities in the venue		/			
d. Appropriateness of the venue of the activity		/			
e. Time allotment per activity/topic	/				
3. Speaker/Facilitator					
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					
a. Enthusiasm and interest shown	/				
b. Level of involvement of participants	/				
5. Overall Evaluation					
On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.	5	4	3	2	1
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?					



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	Rate				
	5	4	3	2	1
1. Objectives and Relevance					
a. Clarity and relevance	/				
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. Planning and implementing activity	/				
b. Preparation and organization of the activities	/				
c. Ventilation, lighting, equipment and facilities in the venue	/				
d. Appropriateness of the venue of the activity	/				
e. Time allotment per activity/ topic					
3. Speaker/Facilitator					
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					
a. Enthusiasm and interest shown	.	/			
b. Level of involvement of participants		/			
5. Overall Evaluation					
On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.	5	4	3	2	1
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?					



ACTIVITY EVALUATION FORM

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1 – Poor (1.00-1.50); 2 – Fair (1.51 – 2.50); 3 – Satisfactory (2.51 – 3.50)

4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

	Rate				
	5	4	3	2	1
1. Objectives and Relevance					
a. Clarity and relevance	/				
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. Planning and implementing activity	/				
b. Preparation and organization of the activities	/				
c. Ventilation, lighting, equipment and facilities in the venue	/				
d. Appropriateness of the venue of the activity	/				
e. Time allotment per activity/topic	/				
3. Speaker/Facilitator					
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					
a. Enthusiasm and interest shown	/				
b. Level of involvement of participants		/			
5. Overall Evaluation On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.	5	4	3	2	1
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities? MORE BOOKKEEPING TRAININGS and SEMINARS					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping

Date Conducted: April 29, 2022

Venue: Kin-iway, Besao, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop:

1 – Poor (1.00-1.50); 2 – Fair (1.51 – 2.50); 3 – Satisfactory (2.51 – 3.50)

4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

	Rate				
1. Objectives and Relevance	5	4	3	2	1
a. Clarity and relevance		/			
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. Planning and implementing activity		/			
b. Preparation and organization of the activities		/			
c. Ventilation, lighting, equipment and facilities in the venue		/			
d. Appropriateness of the venue of the activity		/			
e. Time allotment per activity/topic					
3. Speaker/Facilitator					
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					
a. Enthusiasm and interest shown		/			
b. Level of involvement of participants		/			
5. Overall Evaluation	5	4	3	2	1
On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.					
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?					



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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

	Rate				
	5	4	3	2	1
1. Objectives and Relevance					
a. Clarity and relevance	/	X			
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. Planning and implementing activity	/				
b. Preparation and organization of the activities	/				
c. Ventilation, lighting, equipment and facilities in the venue	/				
d. Appropriateness of the venue of the activity	/				
e. Time allotment per activity/topic	/				
3. Speaker/Facilitator					
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					
a. Enthusiasm and interest shown	/				
b. Level of involvement of participants	/				
5. Overall Evaluation					
On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.	5	4	3	2	1
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping

Date Conducted: April 29, 2022

Venue: Kin-iway, Besao, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop:

1 – Poor (1.00-1.50); 2 – Fair (1.51 – 2.50); 3 – Satisfactory (2.51 – 3.50)

4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

	Rate				
	5	4	3	2	1
1. Objectives and Relevance					
a. Clarity and relevance	/				
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. Planning and implementing activity	/				
b. Preparation and organization of the activities	/				
c. Ventilation, lighting, equipment and facilities in the venue	/				
d. Appropriateness of the venue of the activity	/				
e. Time allotment per activity/topic	/				
3. Speaker/Facilitator	/				
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	/				
a. Enthusiasm and interest shown	/				
b. Level of involvement of participants	/				
5. Overall Evaluation					
On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.	5	4	3	2	1
	/				
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?					
<div>Inventory management</div> <div>this should be follow-up training</div>					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping

Date Conducted: April 29, 2022

Venue: Kin-iway, Besao, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop:

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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

	Rate				
	5	4	3	2	1
1. Objectives and Relevance					
a. Clarity and relevance	/				
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. Planning and implementing activity	/				
b. Preparation and organization of the activities	/				
c. Ventilation, lighting, equipment and facilities in the venue	/				
d. Appropriateness of the venue of the activity	/				
e. Time allotment per activity/topic	/				
3. Speaker/Facilitator					
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					
a. Enthusiasm and interest shown	/				
b. Level of involvement of participants	/				
5. Overall Evaluation					
On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.	5	4	3	2	1
	/				
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?					
There should be follow up Training of Financial statement					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping
Date Conducted: April 29, 2022
Venue: Kin-iway, Besao, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop:
1 – Poor (1.00-1.50); **2** – Fair (1.51 – 2.50); **3** – Satisfactory (2.51 – 3.50)
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	Rate				
	5	4	3	2	1
1. Objectives and Relevance					
a. Clarity and relevance	/				
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. Planning and implementing activity	/				
b. Preparation and organization of the activities	/				
c. Ventilation, lighting, equipment and facilities in the venue	/				
d. Appropriateness of the venue of the activity	/				
e. Time allotment per activity/ topic	/				
3. Speaker/Facilitator					
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					
a. Enthusiasm and interest shown	/				
b. Level of involvement of participants	/				
5. Overall Evaluation					
On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.	5 /	4	3	2	1
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping
Date Conducted: April 29, 2022
Venue: Kin-iway, Besao, Mountain Province

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4 – Very Satisfactory (3.51 – 4.50); **5** – Excellent (4.51 – 5.00)

	Rate				
	5	4	3	2	1
1. Objectives and Relevance					
a. Clarity and relevance	/				
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. Planning and implementing activity	/				
b. Preparation and organization of the activities	/				
c. Ventilation, lighting, equipment and facilities in the venue	/				
d. Appropriateness of the venue of the activity	/				
e. Time allotment per activity/ topic	/				
3. Speaker/Facilitator					
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					
a. Enthusiasm and interest shown	/				
b. Level of involvement of participants	/				
5. Overall Evaluation On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.	(5)	4	3	2	1
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?					



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province
RESEARCH DEVELOPMENT AND EXTENSION SERVICES

ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping
Date Conducted: April 29, 2022
Venue: Kin-iway, Besao, Mountain Province

Using the scale below, please rate the following features of the seminar-workshop:
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4 – Very Satisfactory (3.51 – 4.50); **5** – Excellent (4.51 – 5.00)

	Rate				
	5	4	3	2	1
1. Objectives and Relevance					
a. Clarity and relevance	✓				
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. Planning and implementing activity	✓				
b. Preparation and organization of the activities	✓				
c. Ventilation, lighting, equipment and facilities in the venue	✓				
d. Appropriateness of the venue of the activity	✓				
e. Time allotment per activity/topic	✓				
3. Speaker/Facilitator					
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					
a. Enthusiasm and interest shown	✓				
b. Level of involvement of participants	✓				
5. Overall Evaluation On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.	5	4	3	2	1
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities? <i>Training should be 2 days and more participants especially the storekeepers.</i>					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping

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	Rate				
	5	4	3	2	1
1. Objectives and Relevance					
a. Clarity and relevance	/				
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. Planning and implementing activity	/				
b. Preparation and organization of the activities		/			
c. Ventilation, lighting, equipment and facilities in the venue			/		
d. Appropriateness of the venue of the activity			/		
e. Time allotment per activity/topic		/			
3. Speaker/Facilitator					
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					
a. Enthusiasm and interest shown	/				
b. Level of involvement of participants	/				
5. Overall Evaluation					
On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.	5	4	3	2	1
	/				
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?					
Looking forward to another seminar on Book keeping and Financial statement related. ♡					



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SERVICES

ACTIVITY EVALUATION FORM

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Date Conducted: April 29, 2022

Venue: Kin-iway, Besao, Mountain Province

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4 – Very Satisfactory (3.51 – 4.50); 5 – Excellent (4.51 – 5.00)

	Rate				
	5	4	3	2	1
1. Objectives and Relevance					
a. Clarity and relevance		✓			
b. Attainment of the activity objectives		✓			
c. Usefulness of the activity/topics to the participants		✓			
d. Timeliness and immediate applicability		✓	x		
2. Organization and preparation; Venue					
a. Planning and implementing activity		✓			
b. Preparation and organization of the activities		✓			
c. Ventilation, lighting, equipment and facilities in the venue		✓			
d. Appropriateness of the venue of the activity			✓		
e. Time allotment per activity/topic			✓		
3. Speaker/Facilitator		✓	x		
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		✓	x		
a. Enthusiasm and interest shown		✓			
b. Level of involvement of participants		✓			
5. Overall Evaluation					
On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.	5 ✓	4	3	2	1
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?					



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SERVICES

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	Rate				
	5	4	3	2	1
1. Objectives and Relevance					
a. Clarity and relevance	/	///			
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. Planning and implementing activity	/				
b. Preparation and organization of the activities	/				
c. Ventilation, lighting, equipment and facilities in the venue	/				
d. Appropriateness of the venue of the activity	/				
e. Time allotment per activity/topic		/			
3. Speaker/Facilitator	/				
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		/			
a. Enthusiasm and interest shown	/				
b. Level of involvement of participants		/			
5. Overall Evaluation					
On a scale of 1 (lowest) to 5 highest, please indicate your overall rating of the activity by encircling the number that corresponds to your assessment.	5	4	3	2	1
7. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs. What training/s would you suggest for future activities?					



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

DEPARTMENT OF ACCOUNTANCY

April 26, 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 Business Recording and Bookkeeping”** by the Accountancy Department with the Department of Trade and Industry on April 29, 2022 at Kin-iway, Besao, 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



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

DEPARTMENT OF ACCOUNTANCY

ACTIVITY DESIGN

I. GENERAL INFORMATION

Activity:	Seminar on Business Recording and Bookkeeping
Date & Time of Activity:	April 29, 2022
Venue of Activity:	Kin-iway, Besao, Mountain Province
Proponents:	Accountancy Department
Facilitators:	Rodeline V. Yadyadoc, BSA Faculty Member Department of Trade and Industry Representative
Budget:	P 13,750.00
Source of Fund:	P 8,400.00 – DTI 5,350.00 – MPSPC

II. RATIONALE

Bookkeeping is important in successfully managing daily operations of a business. Proper bookkeeping of business transactions will result to fair financial statements, the end product of accounting. These financial statements are used in coming up with significant business decisions which will ultimately contribute to the success of the venturers. However, not all of the business people are fully abreast and knowledgeable with records keeping and proper bookkeeping. For instance, most MSMEs in Besao had been struggling with their books at the beginning of the year when they were asked of their total net and gross income when renewing their business permits. With this, the Department of Trade and Industry designed a seminar on bookkeeping to assist the venturers. This course will provide an easy-to-understand way of recording business transactions. It aims to familiarize MSMEs with the basic accounting that will guide them in improving their businesses.

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, bookkeeping has been extended to its clientele. With the current expertise of the department and the current need of the community, DTI and MPSPC-BSA agreed to conduct seminar on Business Recording and Bookkeeping. At the end of the seminar, participants are expected to appreciate the importance of bookkeeping and to be able to use/accomplish their books.

III. OBJECTIVES

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

- understand the principles in business recording and bookkeeping;
- record business transactions in the proper books of accounts;
- prepare trial balance in good form and,
- be familiar with financial statements preparation.

IV. EXPECTED OUTPUT

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

- applied bookkeeping principles in recording business transactions in the proper books of accounts;
- prepared trial balance in good form; and,
- identified some procedures in financial statements preparation (through sharing).



V. RESOURCE REQUIREMENTS:

A. Budgetary Requirements:

Item	Description	Quantity	Unit Cost	Total Cost	Source of Fund
1	Meals and Snack – Extension workers	7 pax	400.00	2, 800.00	MPSPC
2	Meals and Snacks- participants	17 pax	400.00	6,800.00	DTI
3	Brown Envelope	20 pcs	10.00	200.00	DTI
4	Notebook	20 pcs	25.00	500.00	DTI
5	Ballpen	20 pcs	20.00	400.00	DTI
6	Permanent Marker	5 pcs	50.00	250.00	DTI
7	Manila Paper	5 pcs	10.00	50.00	DTI
8	Special Paper	20 pcs	10.00	200.00	DTI
9	Epson ink #003	1 set	1,500.00	1,500.00	MPSPC
910	Bond paper-long	3 reams	350.00	1,050.00	MPSPC
			Grand Total	13,750.00	

B. Human Resources

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

Committee/ Task	Number of Persons required	People Responsible/ Members
Coordinator/ Facilitator	2	DTI staff Rodeline V. Yadyadoc
Documentation Committee	2	Mel A. Co Cynthia Rosario Molina Erika Ticong
Speaker	1	Jenifer N. Damayan

C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
Supplies Laptop Projector	April 29, 2022
Vehicle with driver	


VI. PROGRAM:

April 29, 2022	
Time	Activity
8:00 a.m. – 8:30 a.m.	Registration
8: 31 a.m. – 9:20 a.m.	Pambansang Awit Opening Prayer Welcome Remarks Acknowledgement of Participants Presentation of MPSPC VMGO Introduction of Speakers Leveling of Expectations
9:21 a.m. – 10:00 a.m.	Seminar-Workshop Proper: Definition of Accounting Terms and Introduction to Bookkeeping
10:01 a.m. – 12:00 noon	Seminar-Workshop Proper: Journalizing in the Books of Accounts
12:01 noon – 1:00 pm	Lunch Break
1:01 pm – 4:00 pm	Seminar-Workshop Proper Continuation: Preparation of Trial Balance and Financial Statements
4:01 pm – 4:30 pm	Open Forum and Takeaways
4:31pm – 5:00pm	Closing Activities



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

Prepared by:


RODELINE V. YADYADOC
Accountancy Faculty Member

Noted:


CAROLYNE CASTAÑEDA-IGUID
Coordinator, Events Management

Reviewed:


CHRISTIE LYNNE C. CODOD
Executive Dean, Bontoc Campus


ELMER D. PAKIPAC
Extension Unit Director

Funds Available:


REXON T. DAMAYAN
Accountant III

Recommending Approval:


EPIPHANIA B. MAGWILANG
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

April 25, 2022

Dr. Rexton F. Chakas
College President
Mountain Province State Polytechnic College
Poblacion, Bontoc Mountain Province



Dear Sir:

The Department of Trade and Industry-Mountain Province will be conducting a **Seminar on Business Recording and Bookkeeping on the 29th of April 2022 at Kin-iway, Besao Mountain Province** which aims equip participants with the know-how on recording their business transaction, proper bookkeeping and to be competitive business owners.

In this regard, may we invite Ms. Jenifer N. Damayan, the Chairperson of the Department of Accountancy to be our resource person. With her knowledge and experiences, we are confident that she will extensively impart her knowledge to our participants.

We will be honored to have her and we would appreciate it, if we could retrieve the attached confirmation stub on or before **April 27, 2022.**

For queries and information, kindly contact Efren I. Aguinaldo, Negosyo Center – Besao, Business Counselor through this number 0938-371-0826. Thank you very much.

Sincerely yours,


MABEL F. BANGGAWAN
Provincial Director
Department of Trade and Industry
Poblacion, Bontoc Mountain Province

RELEASED

MPSPC-RECORDS OFFICE
BY: *BGSM*
DATE: 27 APR 2022

DTI-MT. PROVINCE-OUTGOING EXTERNAL COMM
20 22 : 046

MOUNTAIN PROVINCE PROVINCIAL OFFICE
Certified ISO 9001: 2015

2F Walter Clapp Centrum, Loc-ong, Poblacion,
2616 Bontoc, Mountain Province

(+63998) 862-4898
www.dti.gov.ph/car

(+63963) 791-2059
CAR.MountainProvince@dti.gov.ph



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

AT Number: 015B-01-2022
27 APR 2022

AUTHORITY TO TRAVEL

NAME: JENIFER N. DAMAYAN ; RODELINE V. YADYADOC ; MEL A. CO

OFFICIAL STATION: ACCOUNTANCY DEPARTMENT

DESTINATION: BRAO, MOUNTAIN PROVINCE

PURPOSE OF THE TRAVEL:

TO CONDUCT SEMINAR ON PE BUSINESS RECORDING and BOOKKEEPING

ESTIMATED EXPENSE: OFFICIAL TIME
CHARGEABLE AGAINST:

EXPECTED DATES OF TRAVEL: APRIL 29, 2022

Requested by:
JENIFER N. DAMAYAN RODELIN V. YADYADOC MEL A. CO
(Name of employee/officer)

Recommending Approval:
CHRISTIE WINNE C. CODD
Unit Head

Funds Available:

Ry
REXON T. DAMAYAN
Director for Accounting Services
(Accountant III)
04/27/22

Approved by:

REXTON F. CHAKAS, Ph.D.
College President

NOTE:

1. Recommending Approval portion of this form shall be initialed by the immediate supervisor of the employee/officer **when applicable**, before the Division Chief approves.
2. Funds Available portion of this form shall be initialed by the Director for Budget & Fiscal Planning before the Accountant signs.
3. Approval shall be initialed by the Chief of Staff (COS) of the Office of the President (OP) before the College President finally approves.