

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

Dagdag, Sagada, Mountain Province

May 17, 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:	May 17, 2022
Venue of Activity:	Dagdag, Sagada, Mountain Province
Proponents:	Accountancy Department
Budget:	P 10,950.00
Source of Fund:	P 8,400.00 – DTI
	2,550.00 - MPSPC

II. NARRATIVE REPORT

Proper recording of business transaction is very important in every organization. This is evident by the continuous request of regulatory agencies for their clientele. Today's requested seminar on business recording and bookkeeping catered business owners classified as micro and small entities of Sagada through the Department of Trade and Industry.

The activity was started with opening activities such as registration, opening prayer led by Ms. Rubie Bas-o from the participants 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. She also added some of the extension services of the other department such as BSOA in relation to business undertakings. 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 speaker presented a 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. 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 recording, the speaker proceeded with her discussion. She presented trial balance, how is it done and why is it prepared. Then she provided an



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overview of the financial statement preparation. With this, open forum followed. Some questions were raised which was answered by the speaker. After which, the participants were given a chance to share their take-aways. After sharing, some requested if the DTI can extend funding for their business. With this, Mr. Aguinaldo explained and shared some of the programs of DTI for the business entities. He also encourages them to submit project proposal to different government agencies providing livelihood programs to communities such as DOLE and DSWD. With this, the participants requested a training on the preparation of project proposal. Business counselor Aguinaldo answered that the said training will be considered during their next planning.

The sharing was followed by the evaluation of the speaker and activity. Ms. Yadyadoc explained the contents of the evaluation. She also provided some information on the extension activities of the institution which includes project proposal preparation through the Business Administration Department. Finally, the activity was concluded with photo operation.

In totality, the said activity was implemented successfully and 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 Photo Operation



Images of the participants captured while completing their activities.



Beautiful faces of the participants, speaker and facilitators after the training.

IV. ATTACHMENTS

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

Prepared by:

Noted by:


RODELINE V. YADYADOC
BSA, Faculty Member


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. Yadyadoe
- ❖ 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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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

Mission Statement





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 Goals





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

College Thrusts






College Thrusts

How do we do this?

I

International and Local Linkages





College Thrusts

How do we do this?

T

Technology, Facilities, and Assets Enhancement Program






College Thrusts

How do we do this?

A

Aggressive Staff Development and Welfare Program






College Thrusts

How do we do this?

G

Gainful Resource Generation and Enterprise Development Program





College Thrusts

How do we do this?

E

Excellent Researches and Relevant Extension Programs





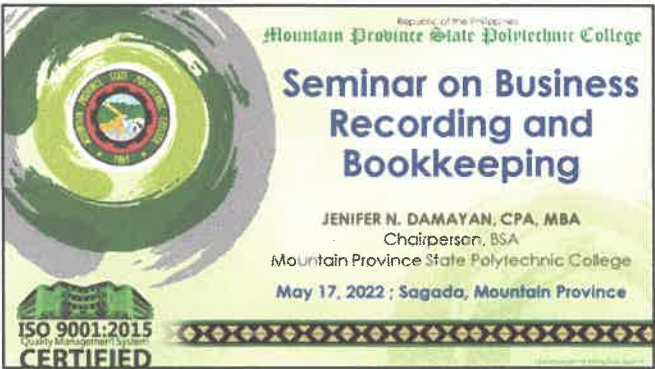
College Thrusts

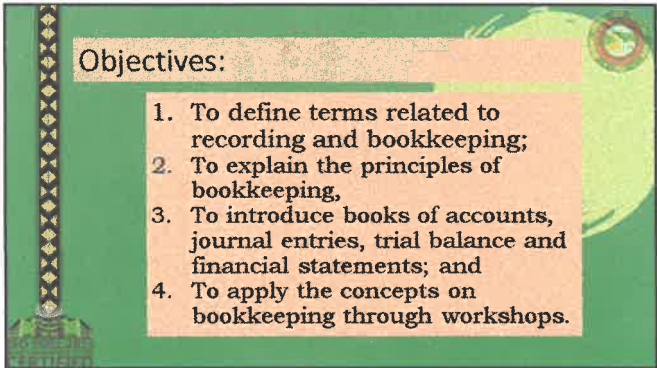
Thank you!

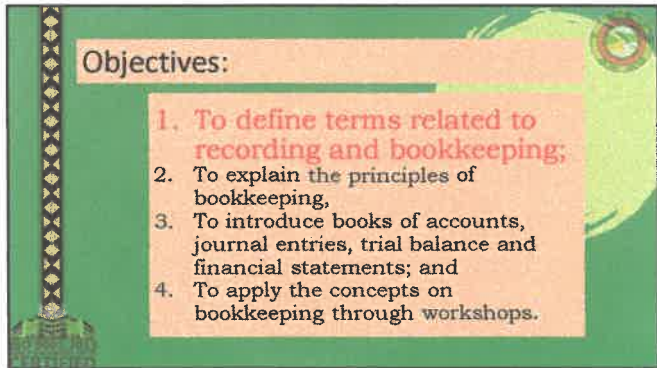


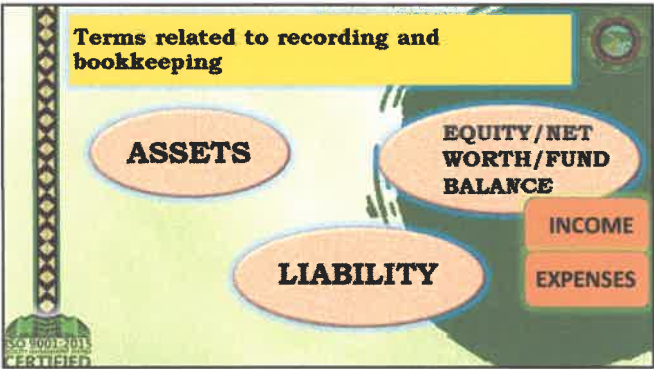
Mountain Province State University

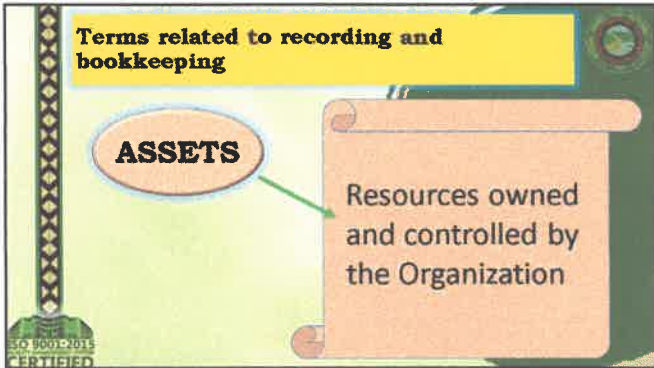


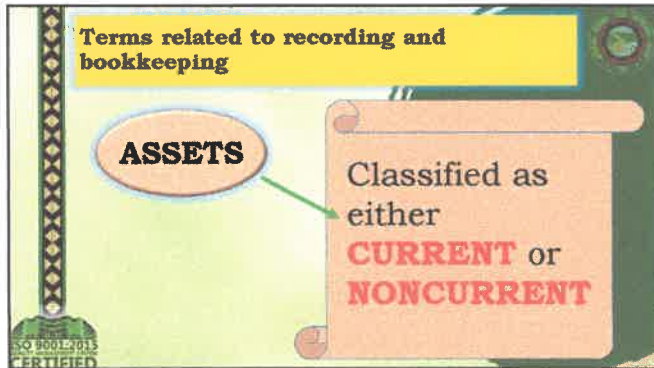












Terms related to recording and bookkeeping

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

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Terms related to recording and bookkeeping

LIABILITY

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

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Terms related to recording and bookkeeping

LIABILITIES

Classified as either **CURRENT** or **NONCURRENT**

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Terms related to recording and bookkeeping

LIABILITIES

CURRENT

➤Accounts payable

➤Loans payable

➤Income Tax payable

➤SSS payable

➤Medicare payable

➤Salaries 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

e.g. Juan, Capital

Juan, 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.

8

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.

Is recording the same with bookkeeping?

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

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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.

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May Tanong
Ka Ba?

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


May 17, 2022 ; SAGADA, MOUNTAIN PROVINCE

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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.


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 Revealed Accounting Surprises. [Clay Tablets Revealed Accounting Surprises](#)

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 Revealed Accounting Surprises. [Clay Tablets Revealed Accounting Surprises](#)

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.

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.

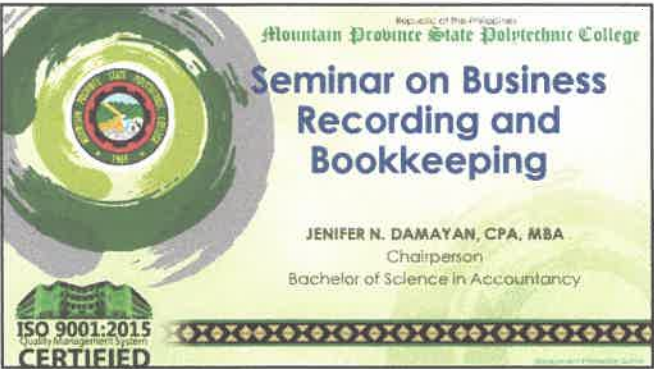
Areas of Bookkeeping from the Accounting Definition

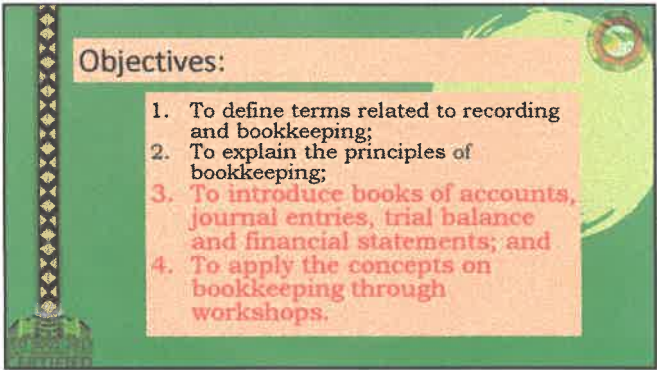
Systematic Process of Recording, Classifying, and Summarizing = BOOKKEEPING

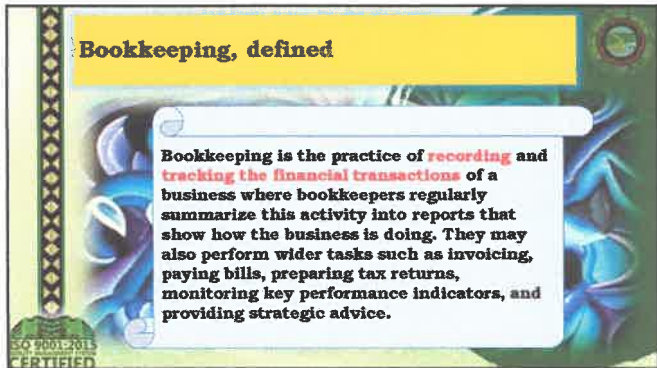
Questions ? Answers ?

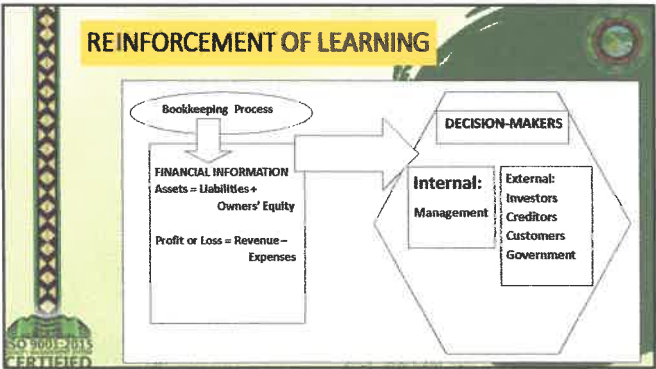
Source: Dupis, Dana. (n.d.). Answers To Your Top 100 Questions About Accounting. Retrieved from [https://www.dupis.com/answers-to-your-top-100-questions-about-accounting/](#)

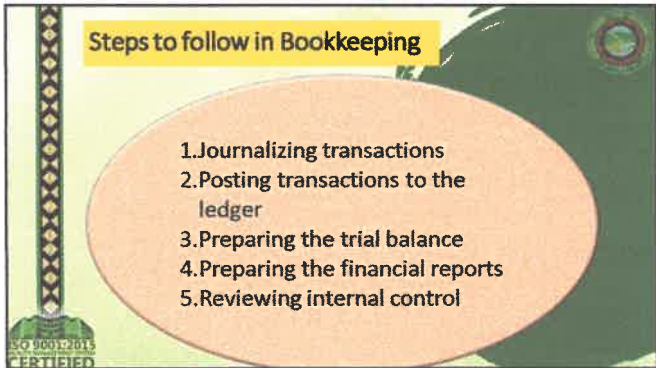
Objective 2


















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 Type
100	Assets	Assets
101	Cash	Assets
102	Accounts Receivable	Assets
103	Notes and Accounts Receivable	Assets
104	Inventory	Assets
105	Prepaid Expenses	Assets
106	Land	Assets
107	Buildings	Assets
108	Equipment	Assets
109	Vehicles	Assets
110	Investments	Assets
111	Other Assets	Assets
200	Liabilities	Liabilities
201	Accounts Payable	Liabilities
202	Notes and Accounts Payable	Liabilities
203	Long-Term Debt	Liabilities
204	Deferred Tax Liabilities	Liabilities
205	Other Liabilities	Liabilities
300	Equity	Equity
301	Common Stock	Equity
302	Retained Earnings	Equity
303	Other Equity	Equity
400	Income Statement	Income Statement
401	Revenue	Income Statement
402	Cost of Sales	Income Statement
403	Gross Profit	Income Statement
404	Operating Expenses	Income Statement
405	Non-Operating Expenses	Income Statement
406	Other Expenses	Income Statement
407	Net Income	Income Statement
500	Balance Sheet	Balance Sheet
501	Assets	Balance Sheet
502	Liabilities	Balance Sheet
503	Equity	Balance Sheet

When we record, we need books of accounts.

Books of Account



What are books of accounts for?



Books of accounts are for:

1. Recording – panakaisurat dagiti transactions maipanggep iti kwarta ken paspasamak iti organisasyon iti umno nga libro.

2. Classifying – panangikasinasin kadagiti paspasamak ket agtibipun sgun iti klase ti transaction.

3. Summarizing – panaka surat dagiti transactions iti nairanta a porma wenno panakamaysaya para iti nalaklaka nga panakawawak na.

4. Interpreting – panangusar kadagiti reports tapnu mamuan ti pudno nga leasasad ti organisasyon mainas iti pumunda wenno kwarta ken sananikwa.

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

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WORKSHOP 2!



WHAT ARE THE ASSETS AND LIABILITIES FROM THE LIST?

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

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Share
your
thoughts

We're
listening



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WORKSHOP 3!



LIST DOWN THE NORMAL BUSINESS TRANSACTIONS.

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

CASH RECEIPTS

IN (SUMREK)

Added (+)

CASH DISBURSEMENTS

Deducted (-)

OUT (MAYNAR)

Source: Lakad Pilipinas Stories From the Philippines Photo Bank

SAGADA PROVINCE | Souvenir Hunting at Sagada - Lakad Pilipinas

<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 nagasgastos nga kwarta/ pundo ti association. Aramiden daytoy ti Cashier.

[illegible]

[illegible]

Official Receipt

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

BOOKS OF ACCOUNTS

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

3. Cash Disbursement Book – libro a pakailistaan/ pakaisurahan dagiti kwarta nga nagasgastos ti business. Aramiden ti Cashier/Bookkeeper.

[illegible][illegible]

[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: _____	Received from _____ in full payment of the amount described above.
Manager/Owner	Payee

(sample form)


[illegible]

used for all sales on account

PURCHASES JOURNAL
(sample form)

DATE	REF. NUMBER (PURCHASE INVOICE #)	SUPPLIER'S NAME	TERMS	PURCHASES DR	ACCOUNTS PAYABLE (CR) CASH

used for all purchases on account

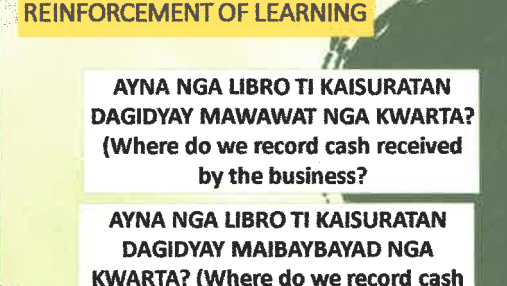


WORKSHOP 5!

WORKSHOP ON BOOKS OF ACCOUNTS

BUSINESS TRANSACTIONS

1. On April 16, 2022, the business was able to sell P10,000.00 worth of merchandise.
2. On April 20, 2022, the business purchased merchandise worth P3,000.00.
3. On April 25, 2022, the business paid P5,000.00 salary of its only employee.
4. On April 29, 2022, the business was able to sell on account, P2,000.00 worth of merchandise to Suki A.



REINFORCEMENT OF LEARNING

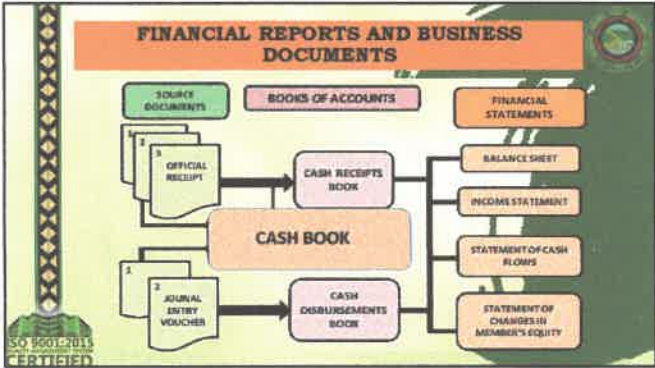
**AYNA NGA LIBRO TI KAISURATAN
DAGIDYAY MAWAWAT NGA KWARTA?**
(Where do we record cash received
by the business?)

**AYNA NGA LIBRO TI KAISURATAN
DAGIDYAY MAIBAYBAYAD NGA
KWARTA? (Where do we record cash
payments made)**

FINANCIAL REPORTS

These are the principle means of communication to inform about the financial status of the association for a specific period even without using long worksheets & forms.

Isu ti nasubok nga wagas nga panangipakaammu iti kasasaad ti association mainaig iti kabaelan na maipanggep ti kwarkwarta ken sanikwa na babaen ti uray ababa laeng nga reports.



FINANCIAL STATEMENTS

1. Income Statement

This shows the performance of the business . It provides details on total revenue and expenses for a particular period of time

Isu ti report nga mangipakita ti kasasaad ti business maipanggep iti ganansya na. Ditoy nga makita ti detalye nu manu ti revenue ken expenses ti business manipud keni bookkeeper iti las-ud laeng iti nalkeddeng nga tiempo.

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 keni 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: Dupla, Dana.(n.d.). *Answers To Your Questions*.
Shir: Esp 3 Foundations - GANZA - Buina Redena

Objective
3 4

WORKSHOP 5!



WORKSHOP ON BOOKS OF ACCOUNTS

BUSINESS TRANSACTIONS

1. On April 16, 2022, the business was able to sell P10,000.00 worth of merchandise.
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3. On April 25, 2022, the business paid P5,000.00 salary of its only employee.
4. On April 29, 2022, the business was able to sell on account, P2,000.00 worth of merchandise to Suki A.

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

[illegible]

used for all purchases on account

[illegible]

TOTALS





ISO 9001:2015
QUALITY MANAGEMENT SYSTEM
CERTIFIED



TOTALS





Cash Book

(sample form)

[illegible]

1 | General Journal

[illegible]

[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 May 17, 2022, 8:30am – 5:00pm at Pots and Pans Cafe, Dagdag, Sagada, Mountain
Province

Given this 17th day of May 2022.

A blue ink signature of Mabel F. Banggawan, written in a cursive style.

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 May 17, 2022, 8:30am – 5:00pm at Pots and Pans Cafe, Dagdag, Sagada, Mountain
Province

Given this 17th day of May 2022.

A blue ink signature of Mabel F. Banggawan, written in a cursive style.

MABEL F. BANGGAWAN
Provincial Director



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc Campus, Mountain Province

DEPARTMENT OF ACCOUNTANCY

ATTENDANCE SHEET

Title of Activity: Seminar on Business Recording and Bookkeeping

Date & Time: May 17, 2022

Venue: DAGDAG, UGADA, MOUNTAIN PROVINCE

No.	NAME	GENDER			UNIT/OFFICE/DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	Maryli Abeya	/			Domay's Homestay	
2.	Laura A. Baldo	/			Billy's Homestay	
3.	CAROL WELLS BATNAG	✓			Batnag's store	
4.	Lily Dugao	-			Lily's canteen	
5.	Margarette T. Langagan	/			Lagimay store	
6.	Eva Lyn B. Dawadao	/				
7.	Julie D. Pasiteng	-				
8.	CAROL S MADONZIT	-			Amatans unit - Dm	
9.	Eryl Hope B. Dato	-				
10.	Magdalena Bacayan	-			Tisocad's Rental House	
11.	HEPPIE ODLOS	-			PAF MPC	
12.	Fritz Sugam	-			PAF MPC	
13.	Nancy A. Rosaring	-			Boone electrical supplies	
14.	RUBIE A. BAS-O	/				
15.	Aginaldo Efran			-	DTI	
16.	Trinidad Pasong	-			MPSPC	
17.	Rodeline V. Yadyado	-			MPSPC	
18.	JENIFER N. DAMAYAN	/			MPSPC	
19.						
20.						
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.

JENIFER N. DAMAYAN

SEMINAR ON BUSINESS RECORDING AND BOOKKEEPING

SUMMARY OF ACTIVITY EVALUATION

Date conducted: May 17, 2022

Date Conducted: May 11, 2022																
	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	5	5	4	5	4	5	5	5	5	4	67	4.79
b. Attainment of the activity objectives	5	5	5	5	5	5	4	5	4	5	4	5	5	4	66	4.71
c. Usefulness of the activity/topics to the participants	5	5	5	5	5	5	5	5	4	5	5	4	5	4	67	4.79
d. Timeliness and immediate applicability	5	5	5	5	5	5	5	5	4	5	4	4	5	4	66	4.71
2. Organizational and preparation																
a. Planning and implementation of the activity	5	4	5	5	5	5	5	5	4	5	5	5	5	3	66	4.71
b. Preparation and organizations of the activities	5	4	5	5	5	5	5	5	4	5	5	5	5	4	67	4.79
c. Ventilation, lighting, equipment and facilities in the venue	5	4	5	5	5	5	4	5	4	4	4	5	5	4	64	4.57
d. Appropriateness of the venue of the activity	5	5	5	5	5	5	4	5	4	4	3	4	5	3	62	4.43
e. Time allotment per activity/topic	5	4	5	5	5	5	5	5	4	5	4	3	5	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	4	5	5	69	4.93
b. Use effective means of communicating ideas	5	5	5	5	5	5	5	5	5	5	5	5	5	5	70	5.00
c. Keenness and interest in the conduct of activity	5	5	5	5	5	5	5	5	5	5	5	4	5	4	68	4.86
d. Stimulation of the participant's interest	5	5	5	5	5	5	5	5	5	5	5	4	5	5	69	4.93
4. Involvement of Participants																
a. Enthusiasm and interest shown	5	5	5	5	5	5	5	5	4	5	5	4	5	4	67	4.79
b. Level of involvement of participants	5	4	5	5	5	5	5	5	4	5	5	4	5	4	66	4.71
5. Overall Evaluation																
	5	5	5	5	5	5	5	5	4	5	4	4	5	4	66	4.71
4.71 = 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. Suggest for FS Training
2. Time was very short. I suggest trainings for making financial statement. Longer Bookkeeping seminar
3. Great dynamic combination of the training & perfect timing for the newbie business registrant.
4. Very good
5. Well done and more seminars particularly from FS
6. Training for project proposal
7. Refresher seminar on Bookkeeping in the future
8. Training on FS preparation, computer literacy

Tallied by:



RODELINE V. YADYADOC

BSA Faculty Member



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping

Date Conducted: May 17, 2022

Venue: Dagdag, Sagada, 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.	/				
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?					
Suggest for FS training					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping

Date Conducted: May 17, 2022

Venue: Dagdag, Sagada, 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		
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?					
making time was very short. I suggest training for Financial Statement. longer Bookkeeping seminar.					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping
Date Conducted: May 17, 2022
Venue: Dagdag, Sagada, 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.	/				
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?					
Great Dynamic Combination of the training & perfect timing for the Newbie Business Registrant.					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping

Date Conducted: May 17, 2022

Venue: Dagdag, Sagada, 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.	/				
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? very good					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping

Date Conducted: May 17, 2022

Venue: Dagdag, Sagada, 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	X				
b. Attainment of the activity objectives	X				
c. Usefulness of the activity/topics to the participants	X				
d. Timeliness and immediate applicability	X				
2. Organization and preparation; Venue					
a. Planning and implementing activity	X				
b. Preparation and organization of the activities	X				
c. Ventilation, lighting, equipment and facilities in the venue	X				
d. Appropriateness of the venue of the activity	X				
e. Time allotment per activity/topic	X				
3. Speaker/Facilitator					
a. Mastery of the subject matter/content	X				
b. Use of effective means of communicating ideas	X				
c. Keenness and interest in the conduct of training	X				
d. Stimulation of the participants' interest	X				
4. Involvement of Participants					
a. Enthusiasm and interest shown	X				
b. Level of involvement of participants	X				
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.	X				
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?					
well done and more seminars particularly from BS					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping

Date Conducted: May 17, 2022

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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.					
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?					
Training for profit proposal					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping
Date Conducted: May 17, 2022
Venue: Dagdag, Sagada, 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.	/				
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?					
Training for Project Proposal					



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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.	/				
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?					
Fs prep					



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				
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					
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?					
refresher ^{symposium} on Bookkeeping in the future					



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: May 17, 2022

Venue: Dagdag, Sagada, 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				
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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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.		/			
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?					
Venue - distracting noise from the vehicles outside					
FS preparation, Computer literacy					



ACTIVITY EVALUATION FORM

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Date Conducted: May 17, 2022

Venue: Dagdag, Sagada, 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.		/			
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?					
Requesting for training of Basic Proposal					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping
Date Conducted: May 17, 2022
Venue: Dagdag, Sagada, 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.	/				
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? Training on BSA					



ACTIVITY EVALUATION FORM

Title of Activity: Seminar on Business Recording and Bookkeeping

Date Conducted: May 17, 2022

Venue: Dagdag, Sagada, 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.		✓			
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?					
TO BIR - Training for P/S					



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

DEPARTMENT OF ACCOUNTANCY

May 16, 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 May 17, 2022 at Dagdag, Sagada, 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:	May 17, 2022
Venue of Activity:	Dagdag, Sagada, Mountain Province
Proponents:	Accountancy Department
Facilitators:	Rodeline V. Yadyadoc, BSA Faculty Member Department of Trade and Industry Representative
Budget:	P 10,950.00
Source of Fund:	P 8,400.00 - DTI 2,550.00 - 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 contributes 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 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 in 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 providing expertise services 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).



Republic of the Philippines
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 Snacks-participants	17 pax	400.00	6,800.00	DTI
2	Brown Envelope	20 pcs	10.00	200.00	DTI
3	Notebook	20 pcs	25.00	500.00	DTI
4	Ballpen	20 pcs	20.00	400.00	DTI
5	Permanent Marker	5 pcs	50.00	250.00	DTI
6	Manila Paper	5 pcs	10.00	50.00	DTI
7	Special Paper	20 pcs	10.00	200.00	DTI
8	Epson ink #003	1 set	1,500.00	1,500.00	MPSPC
9	Bond paper-long	3 reams	350.00	1,050.00	MPSPC
			Grand Total	10,950.00	

B. Human Resources

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

Committee/ Task	Number of Persons required	People Responsible/ Members
Coordinator/ Facilitator	3	DTI staff Rodeline V. Yadyadoc Trinidad G. Pasong
Documentation Committee	2	Rodeline V. Yadyadoc Trinidad G. Pasong
Speaker	1	Jenifer N. Damayan

C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
Supplies Laptop Projector	May 17, 2022
Vehicle with driver	

VI. PROGRAM:

May 17, 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

RECEIVED

MPSPC-RECORDS OFFICE
BY: _____ 3:20Pr
DATE: 13 MAY 2022

MPSPC
RECEIVED
DATE: 12 MAY 2022
BY: _____
OFFICE OF THE PRESIDENT

May 11, 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 17th of May 2022 at Dagdag, Sagada 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 May 13, 2022.

For queries and information, kindly contact Efren I. Aguinaldo, Negosyo Center – Sagada, 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

MOUNTAIN PROVINCE PROVINCIAL OFFICE
Certified ISO 9001: 2015

2F Walter Clapp Centrum, Loc-ong, Poblacion,
2816 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: 0523B-05-2022
16 MAY 2022

AUTHORITY TO TRAVEL

NAME: RODELINE V. YADYADOC and JENIFER N. DAMAYAN; TRINIDAD G. PAGON

OFFICIAL STATION: ACCOUNTANCY DEPARTMENT

DESTINATION: SAGADA, MOUNTAIN PROVINCE

PURPOSE OF THE TRAVEL:

To provide TECHNICAL SERVICES as RESOURCE PERSON and FACILITATOR
on 'SEMINAR ON BUSINESS RECORDING and BOOKKEEPING

ESTIMATED EXPENSE: OFFICIAL TIME

CHARGEABLE AGAINST:

EXPECTED DATES OF TRAVEL: MAY 17, 2022

Requested by:

Rodeline V. Yadyadoc ; Jenifer N. Damayan ; Trinidad G. Pagon
(Name of employee/officer)

Recommending Approval:

CHRISTIE LYNN C. CODOD
Unit Head

Funds Available:

REXON T. DAMAYAN
Director for Accounting Services
(Accountant III)

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.