



**ZAMBOANGA PENINSULA
POLYTECHNIC STATE
UNIVERSITY**



**SCHOOL OF BUSINESS
ADMINISTRATION**

Area VI: Extension and Community Involvement

**BACHELOR OF
SCIENCE IN**

**HOSPITALITY
MANAGEMENT**

LEVEL 2



IMPLEMENTATION

I.1. The Administration, faculty, students and other stakeholders of the college academic unit of Hotel and Restaurant Management/TM/HM/TrM participate in the planning and organization of Extension Program.



Republic of the Philippines
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
Tel. No. 991-3815/extensionoffice@zcspc.edu.ph

INTER-OFFICE MEMORANDUM

FOR/TO : Concerned Participants

SUBJECT : ATTENDANCE TO THE THREE-DAY SEMINAR-WORKSHOP ON PLANNING AND MANAGEMENT OF EXTENSION PROGRAMS
(November 16 – 18, 2020)

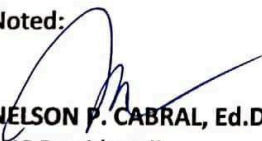
DATE : November 11, 2020

The Three-Day Seminar-Workshop on Planning and Management of Extension Programs is scheduled on November 16-18, 2020. The first day of the seminar-workshop will be held at the ZCSPC Gymnasium while the second day and third day will be held at the CTE Session Hall.

This aims to capacitate the extension coordinators, and selected faculty of the different colleges/units in planning and implementing sustainable extension programs in lined with the institution’s extension agenda, CHED mandates, AACUP recommendations, and Major Final Output (MFO) indicators for Extension Services.

Your attendance is enjoined as this will contribute to the success of the different extension programs of the institution. *(Please see attached List of Participants.)*


MARIE JOY B. ALVAREZ
Director, ZCSPC Extension

Noted:

NELSON P. CABRAL, Ed.D.
SUC President II

**List of Participants of the Three-Day Seminar-Workshop on
Planning and Management of Extension Programs**

College/Unit	Participants
College of Teacher Education (CTE)	Dr. Roberto S. Eyo II, <i>Research and Extension Coordinator</i> Jonathan L. delos Santos, <i>Asst. Extension Coordinator</i> Mark Anthony Mejares, <i>Asst. Research Coordinator</i>
College of Engineering and Technology (CET)	Omar D. Ramdi, <i>Research and Extension Coordinator</i> Cellyn A. Verallo, <i>Asst. Extension Coordinator</i> Ma. Ruthie S. Borja, <i>Asst. Research Coordinator</i>
College of Arts, Humanities, and Social Sciences (CAHSS)	Jenette R. Cabalbag, <i>Extension Coordinator</i> Jolly Mae Francisco, <i>Faculty</i>
College of Maritime Education (CME)	Engr. Ranulfo G. Galvez, <i>Extension Coordinator</i> Engr. Marvelino Rene Jacoba Jr., <i>Faculty</i> Engr. Jennifer Fernandez, <i>Faculty</i>
College of Technical Education (CTechEd)	Leody A. Bentoy, <i>Extension Coordinator</i> Darwisa M. Subahani, <i>Faculty</i>
School of Business Administration (SBA)	Marita Adjarani, <i>Faculty</i> Lucia Jalalon, <i>Faculty</i> Fatima Alyannah Ingkoh, <i>Faculty</i>
Graduate School	Manuelito B. Tibor Jr., <i>Extension Coordinator</i> Amada R. Tahl, <i>Faculty</i> Annabelle F. Mortera, <i>Faculty</i>
Senior High School (SHS)	Kristino Carlo A. Villanos, <i>Research and Extension Coordinator</i> James Florence A. Cabral, <i>Faculty</i> Romenick A. Molina, <i>Faculty</i>

Day 1 (November 16, 2020)				
7:30 am – 8:00 am	Registration		3:00 pm – 3:45 pm	Session VII – Non-Government Organization (NGO) ZABIDA <i>Resource Speaker: Dr. Grace Rebollos</i>
8:00 am – 8:10 am	Opening Program		3:45 pm – 4:30 pm	Open Forum
Doxology	AVP		4:30 pm – 5:00 pm	Session VIII- Presentation of ZCSPC Extension Organization Structure and Proposed Extension Services Manual
National Anthem	AVP			
Zamboanga Hermosa Hymn	AVP			
Opening Remarks	Dr. Nelson P. Cabral, President <i>SUC President II</i>			
Statement of Purpose	Marie Joy B. Alvarez <i>Director, ZCSPC Extension</i>			
8:10 am – 8:30 am	Session I – Presentation of the AACUP Recommendations & Orientation on the AACUP Accreditations <i>Resource Speaker: Professor Vanny Cornello</i>		Day 2 (November 17, 2020)	
8:30 am – 10:00 am	Session II – Orientation on CHED Extension Program Mandates and Requirements <i>Resource Speakers: Engr. Joseph Lou Sta. Teresa Dr. Rody P. Garcia</i>		8:00 am – 9:30 am	Session IX – Situational Analysis (Historical Timeline)
10:00 am – 10:30 am	Open Forum		9:30 am – 10:30 am	Session X – Environmental Appraisal (Looking Out)
10:30 am – 11:15 am	Session III – Government Agency Office of the City Planning and Development <i>Resource Speaker: Jessie Christopher B. Lapinid</i>		10:30 am – 12:00 pm	Session XI – Organizational Appraisal (Looking In)
11:15 am – 12:00 pm	Session IV – Government Agency Office of the City Social Welfare and Development <i>Resource Speaker: Darick S. Fabian</i>		12:00 pm – 1:00 pm	Lunch
12:00 pm – 12:30 pm	Open Forum		1:00 pm – 2:00 pm	Session XII- VMGO Formulation Exercise
12:30 pm – 1:30 pm	Lunch		2:00 pm – 3:00 pm	Session XIII – Identification of Key Strategic Issues
1:30 pm – 2:15 pm	Session V – Bureau of Corrections/ San Ramon Prison and Penal Farm <i>Resource Speaker: CTSO3 Aimee Arevalo</i>		3:00 pm – 5:00 pm	Session XIV – Strategy Formulation <ul style="list-style-type: none"> • Organizational Strategy • Functional Strategy • Business Strategy
2:15 pm – 3:00 pm	Session VI – Local Government Unit Barangay Manicahan <i>Resource Speaker: Hon. Crisencio Natividad</i>		Day 3 (November 18, 2020)	
			8:00 am – 10:00 am	Session XV – Action Plans
			10:00 am – 12:00 pm	Session XVI – Performance Tracking and Control
			12:00 pm – 1:00 pm	Lunch
			1:00 pm – 4:30 pm	Session XVII – Presentation of Outputs per College <ul style="list-style-type: none"> • CET, CTE, CME, CAHSS, CTechEd, SB Graduate School, Senior High School
			4:30 pm – 5:00 pm	Closing Program
			*Day 2 and Day 3 (Resource Speaker/ Workshop Facilitator) <ul style="list-style-type: none"> • Prof. Emerita Basilio 	



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 Region IX, Zamboanga Peninsula
 RT. Lim Boulevard, Baliwasan Zamboanga City

SEMINAR-WORKSHOP ON PLANNING AND MANAGEMENT OF EXTENSION PROGRAM

ZCSPC GYMNASIUM
November 16-18,2020
8:00 - 5:00 pm



SEMINAR-WORKSHOP ON PLANNING AND MANAGEMENT OF EXTENSION PROGRAMS
Attendance Sheet

Date: November 16, 2020

Venue: ZCSPC Gymnasium

Time: 8:00 am -12:00 & 1:00 p

	Name (First Name, Middle Initial, Last Name)	College/ Department	Address	Contact No.	Sex	AM
1	Ponel S. Peromingan	DPE	Cabatangan	09066024922	M	
2	Sammy C. Pomingan Jr.	DPE	Tamaya Pr., Z.C.	0917 301 513	M	
3	Jenette R. Cabalban	CAHSS	Tala, Lumbangan, Z.C.	0927 945 2290	F	
4	Jonathan L. Delos Santos	CTE	Southcom Vill. Z.C.	0917-188-1084	M	
5	Robert S. Eyo II	CTE	Sta. Maria, Z.C.	09171420260	M	
6	MARK ANTHONY A. MEUREO	CTE	PASONANCA, Z.C.	09153730836	M	
7	MARKY CORNELIO	CTE	PASONANCA, Z.C.	09357706422	M	
8	Leody A. Bentoy	CTE-Ed	Manicahan Z.C.	09777619442	M	
9	ROMENICK A. MOLINA	SHS	PASONANCA Z.C.	09171163066	M	
10	Jennifer Fernandez	CME	Cenivlar, Z.C.	0994676278	F	
11	Galvez, Ranulfo G.	CME	Pulit, Z.C.	09386210280	M	
12	Arnel R. Tabil	Graduate	Upper Calarian Z.C.	09057716056	F	
13	MANUELITO B. TIBOR, JR.	G.S.	Gulutan, Z.C.	0926-905-7005	M	
14	Montea, A.F.	GS	Tugbangan Z.C.	09061385072	F	

10	Joel S. Eyo II	CTE	Sta. Maria, Z.C.	0991920600	M	
11	Luzia T. Jablon	SBA	Talaban Z.C.	0936639987	F	
12	Ingron, Fatima Anyanna R.	SBA	Tallon, Z.C.	09658642179	F	
13	Adjarani, Marita	SBA	Pasonanca	09175388478	F	

15	MA. RUTHIE S. BORJA	CET	Ayala Z.C.	09778198424	F	
16	Fatima Anyanna R. Ingron	SBA	Tallon, Z.C.	09658642179	F	
17	Ceclyn A. Valler	CET	Cabatangan, Z.C.	09755014460	F	
18	R. Villanor	SHS	San Juan, Gulutan	09058699123	M	
19	Jubalan, Dennis A.	CTE-Ed	Talayan Sub.	0927-121-8967	F	
20	ALBERTA, NITEL A.	CME	SANLAP	09060002177	M	
21	Jablon, Luzia T.	SBA	Talaban Z.C.	0936639987	F	
22	Adjarani, Marita C.	SBA	Pasonanca	0917-538-8478	F	
23	Ingron Fatima Anyanna R.	SBA	Tallon, Z.C.	09658642179	F	
24	Jaruba Jr. Marchito Rene D.	CME	Tumaga Z.C.	091651984464	M	
25	Cabral, James Florence A.	SHS	Tumaga Z.C.	09	M	
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Different stakeholders were invited during the first day of the Three-Day Seminar-Workshop on Planning and Management of Extension Programs conducted last November 16 to 18, 2020 to provide relevant information that will be essential in the planning of extension programs of the different colleges/units of the institution. Resource speakers from CHED, City Planning and Development Office, City Social Welfare and Development Office, Bureau of Corrections- San Ramon Prison and Penal Farm, Barangay Manicahan, and ZABIDA had a 45-minute presentation each and a 15-minute open forum. The three-day seminar-workshop was attended by the extension coordinators and extensionists of the different colleges/units.



Dr. Rody P. Garcia, OIC Director of CHEDRO IX, and Engr. Joseph Lou Sta. Teresa presented the CHED Extension Program mandates and requirements and other relevant information that would serve as bases for the creation of extension programs of the different colleges or departments of ZCSPC.



Jessie Christopher B. Lapinid, Project Evaluation Officer IV of the City Planning and Development Office, presented the updated information of the 98 barangays in Zamboanga City in terms of the sanitation poverty, health and nutrition, employment poverty, barangays with the highest proportion of households below food threshold, barangays with highest proportion of poor households, and other relevant information that would serve as bases for the creation of extension programs of the different colleges or departments of ZCSPC which aim to address the needs of the community.



Darick S. Fabian, Division Chief of the City Social Welfare and Development Office (CSWDO) presented the different programs of CSWD to the various sectors of the community. The information is vital in the possible partnership with the different colleges or departments of ZCSPC.



Aimee Arevalo, Assistant Penal Superintendent for Administration of Bureau of Corrections- San Ramon Prison and Penal Farm (SRPPF), presented the different programs to include the education and skills training intended for the reformation of the inmates and other relevant information that would serve as bases for the creation of extension programs of the different colleges or departments of ZCSPC, where it could be of optimal assistance to the inmates of SRPPF.



Hon. Crisencio E. Natividad, Barangay Chairman of Manicahan, and Loreta R. Sta. Teresa, Barangay Kagawad, presented the programs, projects, and activities of the barangay for the succeeding years and other relevant information that would serve as bases for the creation of extension programs of the different colleges or departments of ZCSPC which aim to address the needs of the community.



Dr. Grace Rebollos, President of Zamboanga-Basilan Integrated Development Alliance, INC (ZABIDA), presented the different programs of ZABIDA, which cater the needs of the various communities in Zamboanga. The information is be vital in the possible partnership with the different colleges or departments of ZCSPC.

Head	Name	Educational Qualification	Specialization	No. of Years of Extension Experience
1. Institution's Extension Head	Marie Joy B. Alvarez	<ul style="list-style-type: none"> • Doctor of Philosophy in Education Major in Curriculum and Supervision (Universidad de Zamboanga – Year Graduated 2020) • Master of Arts in Mathematics (Ateneo de Zamboanga University – Year Graduated 2018) • Bachelor of Secondary Education Major in Mathematics (Ateneo de Zamboanga University – Year 2015) 	<ul style="list-style-type: none"> • Mathematics • Curriculum and Supervision 	<ul style="list-style-type: none"> • 11 months as Director of ZCSPC Extension (January 6, 2020 – present) • 5 years Barangay Kagawad (2013-2018) • 3 years Sangguniang Kabataan Chairperson (2010-2013)
2. Academic Unit's Extension Head	Joseph Doroja SBA Coordinator Daisy May DR. Reamico SBA Assistant Coordinator	<ul style="list-style-type: none"> • Master in Business Administration (Zamboanga A.E. College-1996) • Bachelor of Science in Commerce Major in Accounting (Ateneo De Zamboanga -1984) • Bachelor of Science in Commerce Major in Management (Zamboanga A.E. College-1994) • Master of Arts in Education Major in Home Economics (Zamboanga State College of Marine Sciences and Technology -2019) • Bachelor of Science in Hotel and Restaurant Management (Western Mindanao State University -2016) 	<ul style="list-style-type: none"> • Management and Sales and Marketing (as Former PLDT Sales Territory Manager) • Events Management • Cookery 	<ul style="list-style-type: none"> • 4 years in Zamboanga City State Polytechnic College - BSENTREP • 2 years in Zamboanga City State Polytechnic College ZCSPC -BSHRM
3. Extensionist's	SBA FACULTY CHRISTINE MARIE B. FERNANDEZ Dean Marialyn B. Vicente SBA, Program Coordinator	<ul style="list-style-type: none"> • Doctor of Development Management Major in Business Administration (Ateneo de Zamboanga University, Zamboanga City- 2017 ongoing) • Master in Business Administration (Ateneo de Zamboanga University, Zamboanga City- 2016) • Bachelor of Science in Commerce Major in Entrepreneurship • Master in Business Administration (University De Zamboanga-2015) • Bachelor of Science in Hotel , Restaurant and Resort Management (Zamboanga State College of Marine Sciences and Technology-2011) 	<ul style="list-style-type: none"> • Cookery • Restaurant and Catering Operations • Bakery and Bake Shop Operations • Cookery • Baking 	<ul style="list-style-type: none"> • 3 years as CBA extension program coordinator of ZSCMST (2017- 2020) • 7 years as CBA-BSHRRM Extensionist at ZSCMST

I.2. The Administration, faculty and students are involved in the implementation and dissemination of extension programs

In the planning and implementation of Extension programs and activities, the ZPPSU and its partner communities adopted a collaborative participatory approach. The school gives technical expertise and training materials, while the partner communities, through their Local Government unit, supply their counterparts such as venue, transportation, and so on.

	Project/Activity	Nature of Involvement/Participation
1. Administration	Extension Activities	Planning and Approval of the proposed Extension. Funding for the project.
2. Faculty	Skills Training	Planning, Implementing, Teaching Contributions to Extension proposal and planning. Assist with implementation, training, and technical expertise. Assist the Dean and the Extension Coordinator in the completion of the program. Contribute to the program's development.
3. Students	Skills Training	Facilitating and Training Participate in the extension program's implementation. Contributions to the proposed extension plans.
4. Stakeholders	Skills Training	Planning, Implementing, Teaching Lead the organization in the implementation of local program settings. Help the program proponent complete their extension program, please. Assist the advocate in presenting the program's results.

I.3. The extension projects and activities served varied clientele.

Name of Project	Faculty Involved	Students Involved	Others Involved	Clientele/Beneficiaries	Duration/Time Frame
Mobilizing and Upskilling of JUANAs for Economic Resiliency (MUJER)	Jason V. Chavez Marialyn B. Vicente		Extension Management Office	Local Government of Barangay Baliwasan	

Research Title	Researcher/s	Technology/Knowledge Generated	Extension Project/Activity/Where Applied	Location/Site	No. of Clientele

Women's Mental Health and Economy: Coping and Responding during Pandemic	<ul style="list-style-type: none"> • Jason V. Chavez • Mary Fe M. Dela Cruz • Collin C. Ceneciro 		MUJER (Mobilizing and Upskilling JUANAS for Economic Resiliency	Barangay Baliwasan, Zamboanga City	30
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Pool of Consultants/Experts

Name of Consultant/Experts	Specialization	Specific Expertise Extended	Extension Project/Activity Served	Location/Site
1.Marialyn B. Vicente	<ul style="list-style-type: none"> • Cookery • Baking 	<ul style="list-style-type: none"> • Advanced Cookery 	Training on Livelihood for Mi Trabajo Mi Negosyo Extension Program of College of Business Administration, ZSCMST. Training on Advanced Cookery in upskilling Filipino recipes to expands their knowledge and skills to develop their own recipes as Dabung, Nangka, Sari Sari Vegetables and Kamote.	Barangay Sta. Catalina.
1. Jocely T. Almonte	<ul style="list-style-type: none"> • Finance 	<ul style="list-style-type: none"> • Finance 	Training on Small Business Management for Mi Trabajo, Mi Negosyo. Entrepneurship: Aking Kaalaman, Aking paghusayan at dagdagan.	Barangay Sta. Catalina.

I.4. The conducted extension projects and activities is sustainable

The memo of agreement between the LGU-Baliwasn and BLGU-San Jose Gusu as well as the rest of the agreement span for 5 years (2020-2025) with this it is assured that the extension activities done in the communities (barangays) will undergo a scaffold system.

Scaffold means after the Hospitality Management train the women (MJUER) of the barangay with baking pastries, the next training has something to do with teaching them how to manage their income (financial literacy) from the sales of the goodies that they bake.




Zamboanga City State Polytechnic College
RT Lim Boulevard, Baliwasan, Zamboanga City

GENDER and DEVELOPMENT Office and EXTENSION Office
in coordination with
Research Facilitations Office and Planning and Development Office

Project MUJER (Mobilizing and Upskilling JUANAS for Economic Resiliency)

I. Preliminary Conversation and General Information Gathering with Hon. Ma. Jamiely Czarina N. Cabato, Barangay Chairperson of Barangay Baliwasan, Zamboanga City conducted last September 23, 2020

Letter to Barangay Chairperson of Baliwasan, Zamboanga City



Republic of the Philippines
Zamboanga City State Polytechnic College
RT Lim Boulevard, Zamboanga City

September 23, 2020

MA. JAMIELY CZARINA N. CABATO
Barangay Chairperson
Baliwasan, Zamboanga City

Honorable Cabato:

Greetings!

A research and extension project: **MUJER or Mobilizing and Upskilling JUANAs for Economic Resiliency** is in the works to realize the recommendation of the study on **Women's Mental Health and Economy: Coping and Responding during Pandemic**. Based on the preliminary conversation and general information-gathering, we have arranged the conduct of a survey among selected women constituents who were economically impacted by the current crisis to dig deeper on their needs.

We would like to request from your good office to allow the following persons to conduct the survey on September 25, 2020 at 8:30AM:

Jason V. Chavez	Director, Research Facilitation Office
Mary Fe M. Dela Cruz	GAD Focal Person
Collin C. Ceneciro	Director, Planning and Development Office
Marie Joy B. Alvarez	Director, Extension Services
Marialyn B. Vicente	Coordinator, Extension Service, School of Business Administration
Cellyn Revallo	Assistant Coordinator, Extension Services, College of Engineering and Technology

We would also like to seek permission and approval on the use of school service for this purpose.

We are hoping for your favorable response to this request as it will greatly contribute to the success of the project. Thank you and more power!

Memorandum of Agreement Signing last September 29, 2020 between Barangay Baliwasan Chairperson Hon. Ma. Jamiely Czarina N. Cabato (Pic 2) and Dr. Nelson P. Cabral (Pic 2)



PICTURE 1



PICTURE 2

DEMONSTRATION



RETURN DEMONSTRATION / PRODUCTION





I.5. Techno
target client
systems.

order to prepare them to improve and perform their mandate, utilizing the acquired technical skills and become productive individuals;

WHEREAS, BALIWASAN BARANGAY COUNCIL, has offered its constituents, who wish to be trained by ZCSPC Trainers/Instructors, a series of training in preparation for their sustainable livelihood.

WHEREAS, BALIWASAN BARANGAY COUNCIL, offers to provide a venue for the production and marketing area of the organized group of women in the barangay who are part of the Extension Program MUJER.

OBJECTIVES:

The Extension Program MUJER aims to:

- 1. mobilize economically displaced women in Barangay Baliwasan for a livelihood training program; and
- 2. transfer knowledge, and competencies of healthy food production among economically displaced women of Barangay Baliwasan.

At the end of the Extension Program MUJER, the beneficiaries should be able to:

- 1. apply knowledge and financial literacy on their livelihood; and
- 2. develop entrepreneurial skills on basic sales and marketing.

NOW THEREFORE, for and in consideration of the foregoing premises and stipulation herein set forth, the parties consensually and reciprocally bound and agreed as they hereby bind and agree between themselves as follows:

- 1. **ZCSPC** shall be responsible in the screening and selection of trainees and shall enroll not less than 15 or more than 30 trainees per training course.
- 2. **ZCSPC** shall provide the training venue and amenities, like chairs, tables, potable water, electric power, etc., for the series of training.
- 3. **BALIWASAN BARANGAY COUNCIL** shall provide trainees transportation to and from the training venue;
- 4. **ZCSPC and BALIWASAN BARANGAY COUNCIL** shall finalize the preparations at least

I.6. Extension activities are documented in the form of pamphlets; flyers; bulletins; newsletters and electronic resources.



E-flyer - Facebook



ZPPSU Extension · Follow

July 19, 2021 · 🌐

"Behind Every Successful woman is herself".

This is the mantra of the Project MUJER (Mobilizing and Upskilling JUANAS for Economic Resiliency) a product of collaboration of the different offices in the University, namely GAD Office, ZCSPC Extension Management Office, Planning and Development Office, and School of Business Administration.

Its aim is to mobilize economically displaced women in the barangay by conducting a livelihood training program, transfer knowledge and competencies for healthy food production.

The six (6) day Training Program will run from July 17,18,24,25,31 to August 1, 2021. Twenty (20) participants from Barangay Baliwasan will serve as pilot trainees and are expected to apply the knowledge and financial literacy on their livelihood as well as develop entrepreneurial skills on basic sales and marketing at the end of the training.

"Very important training because this is an additional income for the family, pwede na kaming mag online selling, mag accept ng mga order, magiging helpful sa income ng family. Kung merong mga sponsors magbigay ng kagamitan iaaccept po namin para at least matulungan natin Yung mga family, mga women na pwede tumulong sa Asawa nila Lalo na ngayong pandemya, kailangan tulong-tulong sa paghahanap buhay" as expressed by one of the participants.

#July 17, 2021



I.7. Periodic monitoring and evaluation of extension projects and activities are conducted.

Appendix 6

SAMPLE OF MONITORING INSTRUMENT

1. Name of Project/Activity _____

2. Duration of the Project _____ Date Started _____ Venue _____

3. Sponsoring Agency/Agencies _____

4. Persons Involved

 a. Implementers: _____

 b. Partners/Clients/Beneficiaries: _____

 c. Linkages/ Collaborations: _____

5. Status Report: (Narrative 1 to 2 paragraphs)

 1. Status Report (Specific)

 A. Objectives: _____

Accomplishment

B. Activities (Enumerate)	Accomplishment in Percent
Ex. 1. Community Organizing	
2. <u>Advocacy</u> /Meeting with the Barangay Officials	
2.1 Project Launching/Information drive	
3. Class Meeting – (1) –	
Instructor _____	
No. of Students _____	
Topic: _____	
4. Others: _____	
C. <u>Financial Status:</u>	
1. Budget Allocation _____	
2. Amount Spent _____	
3. Balance _____	
D. <u>Significant Observations:</u>	
E. <u>Recommendations:</u>	
a. Extension Faculty	
a. University Extension Office	

Submitted by: _____

Date Reported: _____

Appendix 7

PROJECT TERMINAL REPORT FORMAT

- I. Project Title
- II. Implementing/Cooperating Entity
- III. Situationer & Problem Statement (Cost Benefit Analysis, Risk Assessment)

I.8. Results of monitoring and evaluation are disseminated and discussed with concerned stakeholders.



Every first Friday of the month the extension management office calls for a regular meeting with extension coordinator as representative from colleges and units of the university. It is during this meeting that concern plans and other endeavors related to extension programs of the university are discussed.

I.9. Re-planning of activities based on feedback is conducted

I.10. Accomplishment and terminal reports are filed and submitted on time.

<i>Title of Training</i>	<i>No. of Trainees</i>	<i>Weight</i>	<i>No. of Trainees Weighted by the Length of Training</i>
1. SKILLS TRAINING PROGRAM FOR PERSONS DEPRIVED OF LIBERTY (STP-PDL) (SHIELDED METAL ARC WELDING)	20	1.5	30
2. MOBILIZING AND UPSKILLING JUANAs FOR ECONOMIC RESILIENCY (MUJER) (GAD CAPACITY BUILDING & SCHOOL OF BUSINESS ADMINISTRATION)	20	1	20
3. MOBILIZING AND UPSKILLING JUANAs FOR ECONOMIC RESILIENCY (MUJER) (PASTRY PRODUCTION)	20	2	40
4. MOBILIZING AND UPSKILLING JUANAs FOR ECONOMIC RESILIENCY (MUJER) (SEMINAR ON FINACIAL LITERACY AND BASIC SALES AND MARKETING)	20	1	20
5. HEALTHY FOOD PRODUCTION II (BAKING AND FOOD PROCESSING)	15	1.5	22.5
6. INFORMATION AND COMMUNICATION TECHNOLOGY UPSKILLING TRAINING PRGRAM FOR CANELAR ELEMENTARY SCHOOL TEACHERS (BASIC ICT TRAINING)	20	2	40
7. SKILLS TRAINING PROGRAM IN INDUSTRIAL TECHNOLOGY: FOOD TECHNOLOGY (BAKING)	20	2	40