



Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR CAMPUSES

SANTA ROSA CAMPUS

TERMINAL EXTENSION ACTIVITY REPORT

TITLE : Salin Kaalaman tungo sa Digitalisasyon ng mga Piling Barangay sa Lungsod ng Santa Rosa, Laguna

IMPLEMENTER : Bachelor of Science Information Technology – Faculty and Students

PROJECT TEAM : OWEN HARVEY BALOCON, Project Leader
EMY LOU G. ALINSOD, Facilitator
DOMINIC L. FERNANDEZ, Facilitator
EVA DJ. VILLANUEVA, Facilitator
CHRISTOPHER ALMODOVAR, Facilitator
KIMBERLY ECO, Facilitator
DR. LENY V. SALMINGO, Campus Director

TARGET GROUPS : Newly Appointed officials:
1. Sangguniang Barangay Secretary
2. Sangguniang Barangay Treasurer
3. Sangguniang Barangay Admin and Staff

EXECUTIVE SUMMARY

I. Abstract

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II. Background of the Extension Project

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II. Objectives:

General:

1. **Building Resilient Communities:** The project aligns with **SDG 4: Quality Education** and **SDG 11: Sustainable Cities and Communities** by **empowering beneficiaries through holistic support** that addresses essential needs, fosters resilience, and promotes self-sufficiency. This comprehensive approach equips individuals and families to overcome challenges and contribute to the well-being of their communities.
2. **Targeted Assistance:** The project focuses on providing **crucial support in specific areas** essential for holistic well-being, echoing **SDG 11's emphasis on building inclusive, sustainable, and resilient communities**. This targeted approach ensures that beneficiaries receive necessary resources tailored to their unique circumstances, maximizing the impact of the project's interventions.
3. **Empowering Individuals and Communities:** The project fosters **empowerment and collaboration** between beneficiaries, community organizations, and relevant government agencies, aligning with **SDG 17: Partnership for the Goals**. This collaborative approach prioritizes the needs of the community, leverages diverse strengths, and promotes long-term sustainability through joint efforts.
4. **Investing in Sustainable Development:** The project's emphasis on **holistic well-being, resilience, and community collaboration** contributes to achieving various Sustainable Development Goals, including **SDG 4, SDG 11, and SDG 17**. By addressing the immediate and long-term needs of the community, the project paves the way for a more sustainable and equitable future for all.

Specific:

1. Equip participants with proficiency in Word, Excel, PowerPoint, and essential features relevant to barangay administration.
2. Explore and utilize cloud-based productivity tools like Google Drive.

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3. Equip barangay secretaries, treasurers, sangguniang kabataan, and other staff members with essential computer and Microsoft Office skills.
4. Build on basic skills by introducing advanced Microsoft Office techniques like creating sophisticated forms, generating data-driven reports, and utilizing complex formulas.
5. Train participants on utilizing Excel tools to analyze data, identify trends, and generate meaningful insights.
6. Provide ongoing support and resources for participants beyond the initial training program.

III. Presentation of the Implementation of the Project

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IV. Summary

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V. Post Evaluation Results

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APPENDICES

Sample Appendices:

1. Documentations
2. Pictures
3. MOA/ MOU
4. Attendance with Signature
5. Sample Certificate of the Speaker/s and Participants

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