

“Essential Computer Skills Training for
Barangay Mckinley, Guihulngan City
Personnel (Phase 2)”

TERMINAL REPORT

Submitted to

EDWIN F. ROMANO, JR., Ph.D.

Vice President for Research, Innovation, Development,
and Extension

Submitted by


ROGER S. MALAHAY, Ed.D.

Campus Extension Coordinator
Negros Oriental State University
Guihulngan City Campus



NEGROS ORIENTAL STATE UNIVERSITY

VISION

A dynamic, competitive and globally responsive state university.

MISSION

The University shall provide excellent instruction, relevant and responsive research and extension services, and quality assured production through competent and highly motivated human capital.

QUALITY POLICY

NORSU commits itself to the provision of quality instruction, research, extension services and production as well as compliance to applicable regulatory requirements and continual improvement of its management system.

CORE VALUES

S – spirituality
A – accountability
P – professionalism
P – patriotism
H – harmony
I – integrity
R – respect
E – excellence

Our Pride, Our Hope, Our Future!



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June 25, 2004

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GUIHULNGAN CITY CAMPUS

COLLEGE OF ARTS AND SCIENCES

VISION

The College of Arts and Sciences provides multi-disciplinary educational program for the holistic development and professional advancement of every student.

MISSION

The College of Arts and Sciences is committed to the total development of the student in any field of Arts and Sciences making him/her an intellectually, morally, physically, and socially competent human resource equipped with competitive, scientific and technological skills responsive to the needs of the society.

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TERMINAL REPORT

I. EXECUTIVE SUMMARY

Project Title	Essential Computer Skills Training for Barangay Mckinley, Guihulngan City Personnel (Phase 2)
Extension Program	A Need-Based Extension Program
Project Description	A Barangay Capability-Building Extension program on essential computer skills
Proponents	Bachelor of Science in Computer Science Department, College of Arts and Sciences Negros Oriental State University – Guihulngan City Campus
Program Beneficiaries/Address	Barangay Mckinley, Guihulngan City, Negros Oriental <ul style="list-style-type: none"> • Barangay Officials • Barangay Office Employees • Barangay health workers and; • Other stakeholders Total Number of Beneficiaries: 19
Project Duration	June 1, 2024 to July 6, 2024
Project Budgetary Requirements	Php 31,400.00
Source of Fund	GAA/STF

II. DETAILS OF ACCOMPLISHMENT (*Outputs*)

- The Barangay Officials, employees, and barangay health workers are equipped with additional basic and advanced word processing skills, Microsoft Excel, and PowerPoint presentation skills
- The acquired computer skills can be used by the beneficiaries in the preparation of office reports, and the presentation of data/information during meetings

III. IMPLICATION OF THE EXTENSION SERVICE/PROJECT (*Outcome*)

The barangay employees/personnel have increased their level of computer literacy skills that can be used in their respective work as barangay office employees, barangay health workers, day care worker, and barangay councilors

IV. PROBLEMS ENCOUNTERED AND CORRECTIVE MEASURES

Restraining forces that may hinder the successful implementation of project activities and achievement of project outputs are the following:

- Conflicting schedules of participants and/or trainers/facilitators
- Waning interest of the participants
- Extreme/incremental weather conditions
- Delayed budget releases

To cushion the disadvantageous effect/s of the above-mentioned forces, the following measures were undertaken:

- Committed to the full implementation and sustainability of the project through the MOA citing therein the specific and clear roles and responsibilities of the LGU.
- Made an official covenant between the training participants and NORSU inking each party's commitment for the successful implementation of the project.
- Barangay Council adopted the project through a Barangay Resolution and for the Barangay Chairman to issue an Executive Order to the effect of making official the participants' attendance in specific training;
- Selected safe and weather-friendly training venues.

V. CUSTOMER FEEDBACK

Table 1: Day 1 Customer Feedback Result

EVALUATION	EXCELLENT	BETTER	GOOD	FAIR	POOR	N/A	AVERAGE
1. Objectives, Learning Content							
a. Attainment of the Objectives	2	7	1			4.1	4.4
b. Completeness of the topics/information provided	8	1	1			4.7	
c. Relevance and usefulness of the activity/knowledge gained	5	4	1			4.4	
2. Learning Tools and Materials, Activities							
a. Learning tools and materials used to impart learning/demonstrate	6	3	1			4.5	4.6
b. Activities conducted to impart learning	7	3				4.7	
3. Resource Person/Consultant							
Name:							
a. Master of the topics	8	1	1			4.7	4.675
b. Clarity of discussion	7	2	1			4.6	
c. Teaching methodologies/strategies used	8	1	1			4.7	
d. Courtesy of the service provider	8	1	1			4.7	
4. Logistics							
a. Venue	5	5				4.5	4.5
b. Food	5	5				4.5	
5. Others							
a. Effectiveness of training/seminar/consultancy in meeting personal objectives	7	2	1			4.6	4.57
b. Timeliness of delivery	6	3	1			4.5	
c. Overall quantity of the service provided	7	2	1			4.6	
OVER ALL							4.55

Office of the Campus Extension Coordinator

Table 2: Day 2 Customer Feedback Result

EVALUATION	EXCELLENT	BETTER	GOOD	FAIR	POOR	N/A	AVERAGE
1. Objectives, Learning Content							
a. Attainment of the Objectives	3	6	1			4.2	4.40
b. Completeness of the topics/information provided	7	2	1			4.6	
c. Relevance and usefulness of the activity/knowledge gained	6	2	2			4.4	
2. Learning Tools and Materials, Activities							
a. Learning tools and materials used to impact learning/demonstrate	8	1	1			4.7	4.7
b. activities conducted to impart learning	7	3				4.7	
3. Resource Person/Consultant							
Name:							
a. Master of the topics	9	1				4.9	4.725
b. Clarity of discussion	8	1	1			4.7	
c. Teaching methodologies/strategies used	7	2	1			4.6	
d. Courtesy of the service provider	8	1	1			4.7	
4. Logistics							
a. Venue	6	4				4.6	4.4
b. Food	4	4	2			4.2	
5. Others							
a. Effectiveness of training/seminar/consultancy in meeting personal objectives	6	2	2			4.4	4.50
b. Timeliness of delivery	7	2	1			4.6	
c. Overall quantity of the service provided	6	3	1			4.5	
OVER ALL							4.55

Table 3: Day 3 Customer Feedback Result

EVALUATION	EXCELLENT	BETTER	GOOD	FAIR	POOR	N/A	AVERAGE
1. Objectives, Learning Content							
a. Attainment of the Objectives	3	2	2			4.1	4.3
b. Completeness of the topics/information provided	4	2	1			4.4	
c. Relevance and usefulness of the activity/knowledge gained	4	2	1			4.4	
2. Learning Tools and Materials, Activities							
a. Learning tools and materials used to impact learning/demonstrate	5	1	1			4.6	4.65
b. activities conducted to impart learning	5	2				4.7	
3. Resource Person/Consultant							
Name:							
a. Master of the topics	5	1	1			4.6	4.55
b. Clarity of discussion	4	2	1			4.4	
c. Teaching methodologies/strategies used	5	1	1			4.6	
d. Courtesy of the service provider	5	1	1			4.6	
4. Logistics							
a. Venue	4	3				4.6	4.6
b. Food	4	3				4.6	
5. Others							
a. Effectiveness of training/seminar/consultancy in meeting personal objectives	4	2	1			4.4	4.37
b. Timeliness of delivery	3	3	1			4.3	
c. Overall quantity of the service provided	4	2	1			4.4	
OVER ALL							4.49

Table 4: Day 4 Customer Feedback Result

EVALUATION	EXCELLENT	BETTER	GOOD	FAIR	POOR	N/A	AVERAGE
1. Objectives, Learning Content							
a. Attainment of the Objectives	1	3	2	1		3.6	3.83
b. Completeness of the topics/information provided	3	1	3			4	
c. Relevance and usefulness of the activity/knowledge gained	1	4	2			3.9	
2. Learning Tools and Materials, Activities							
a. Learning tools and materials used to impact learning/demonstrate	2	4	1			4.1	4.2
b. activities conducted to impart learning	3	3	1			4.3	
3. Resource Person/Consultant							
Name:							
a. Master of the topics	3	2	2			4.1	4.3
b. Clarity of discussion	3	4				4.4	
c. Teaching methodologies/strategies used	3	4				4.4	
d. Courtesy of the service provider	3	3	1			4.3	
4. Logistics							
a. Venue		7				4	4
b. Food		7				4	
5. Others							
a. Effectiveness of training/seminar/consultancy in meeting personal objectives	2	5				4.3	4.30
b. Timeliness of delivery	1	5	1			4	
c. Overall quantity of the service provided	4	3				4.6	
OVER ALL							4.13

Table 5: Day 5 Customer Feedback Result

EVALUATION	EXCELLENT	BETTER	GOOD	FAIR	POOR	N/A	AVERAGE
1. Objectives, Learning Content							
a. Attainment of the Objectives		5				4	3.93
b. Completeness of the topics/information provided	1	3	1			4	
c. Relevance and usefulness of the activity/knowledge gained		4	1			3.8	
2. Learning Tools and Materials, Activities							
a. Learning tools and materials used to impact learning/demonstrate		5				4	4.1
b. activities conducted to impart learning	1	4				4.2	
3. Resource Person/Consultant							
Name:							
a. Master of the topics		4	1			3.8	3.9
b. Clarity of discussion		4	1			3.8	
c. Teaching methodologies/strategies used	1	3	1			4	
d. Courtesy of the service provider	1	3	1			4	
4. Logistics							
a. Venue	1	4				4.2	4.1
b. Food	1	3	1			4	
5. Others							
a. Effectiveness of training/seminar/consultancy in meeting personal objectives	1	4				4.2	4.13
b. Timeliness of delivery	1	4				4.2	
c. Overall quantity of the service provided		5				4	
OVER ALL							4.03

Table 6: Day 6 Customer Feedback Result

EVALUATION	EXCELLENT	BETTER	GOOD	FAIR	POOR	N/A	AVERAGE
1. Objectives, Learning Content							
a. Attainment of the Objectives	2	4	1			4.1	4.23
b. Completeness of the topics/information provided	3	3	1			4.3	
c. Relevance and usefulness of the activity/knowledge gained	3	3	1			4.3	
2. Learning Tools and Materials, Activities							
a. Learning tools and materials used to impact learning/demonstrate	3	3	1			4.3	4.35
b. activities conducted to impart learning	4	2	1			4.4	
3. Resource Person/Consultant							
Name:							
a. Master of the topics	3	3	1			4.3	4.325
b. Clarity of discussion	2	4	2			4.6	
c. Teaching methodologies/strategies used	3	3	1			4.3	
d. Courtesy of the service provider	2	4	1			4.1	
4. Logistics							
a. Venue	2	5				4.3	4.2
b. Food	2	4	1			4.1	
5. Others							
a. Effectiveness of training/seminar/consultancy in meeting personal objectives	3	3	1			4.3	4.33
b. Timeliness of delivery	3	3	1			4.3	
c. Overall quantity of the service provided	3	4				4.4	
OVER ALL							4.29

The over-all evaluation rating of the completed extension program is **4.34** or **Excellent.**

VI. OPPORTUNITIES FOR IMPROVEMENTS AND RECOMMENDATIONS

There is need to improve the methods of evaluation employed by the trainer and the availability of training materials.



**Essential Computer Skills Training for Barangay Mckinley,
Guihulngan City Personnel (Phase 2)**
Barangay Mckinley, Guihulngan City
June 1 – July 6, 2024
(6 Saturdays)

Matrix of Activities

SCHEDULE OF ACTIVITIES	HOURS	LECTURERS
DAY 1 Launching	8	NORSU Officials and Trainers, Barangay Officials, Participants
DAY 2 Basic Microsoft Word Processing Skills	8	<ul style="list-style-type: none"> • Engr. Maelyn C. Sabanal • Ms. Angel O. Nacion • Mr. Daniel C. Helegan • Mr. Nico B. De La Cruz • Mr. Christian A. Carcuevas • Engr. Petmar M. Saing • Mr. Jed Christian L. Cece
DAY 3 Advanced Microsoft Word Processing Skills	8	<ul style="list-style-type: none"> • Engr. Maelyn C. Sabanal • Ms. Angel O. Nacion • Mr. Daniel C. Helegan • Mr. Nico B. De La Cruz • Mr. Christian A. Carcuevas • Engr. Petmar M. Saing • Mr. Jed Christian L. Cece
DAY 4 Basic PowerPoint Presentation/Design Skills	8	<ul style="list-style-type: none"> • Engr. Maelyn C. Sabanal • Ms. Angel O. Nacion • Mr. Daniel C. Helegan • Mr. Nico B. De La Cruz • Mr. Christian A. Carcuevas • Engr. Petmar M. Saing • Mr. Jed Christian L. Cece
Day 5 Advanced Power Point Presentation/Design Skills	8	<ul style="list-style-type: none"> • Engr. Maelyn C. Sabanal • Ms. Angel O. Nacion • Mr. Daniel C. Helegan • Mr. Nico B. De La Cruz • Mr. Christian A. Carcuevas • Engr. Petmar M. Saing • Mr. Jed Christian L. Cece
Day 6 Culmination	8	<ul style="list-style-type: none"> • Engr. Maelyn C. Sabanal • Ms. Angel O. Nacion • Mr. Daniel C. Helegan • Mr. Nico B. De La Cruz • Mr. Christian A. Carcuevas • Engr. Petmar M. Saing • Mr. Jed Christian L. Cece

**REPORT
ATTACHMENTS**



Office of the Director of Community Extension Services

VISION

A dynamic, competitive and globally responsive state university.

MISSION

The University shall provide excellent instruction, relevant and responsive research and extension services, and quality-assured production through competent and highly motivated human capital.

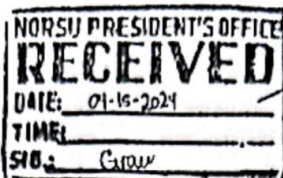
QUALITY POLICY

Negros Oriental State University commits itself to provide quality instruction, research, extension services and production as well as to comply with applicable regulatory requirements and continual improvement of its management system.

01 April 2024

JOEL P. LIMSON, Ph.D.
 University President
 NORSU

SIR:



Approved
 APR 16 2024

I am writing to request approval for the community extension proposal of the College of Arts and Sciences NORSU Guihulngan Campus titled "Essential Computer Skills Training for Brgy McKinley, Guihulngan City - Phase 2", spearheaded by Dr. Richard Osumo, Campus Administrator and Mr. Jed Christian T. Cece, Project Leader.

This initiative aims to empower ten Barangay office staff and Health workers with fundamental computer skills crucial for socio-economic advancement.

This Extension Project is anchored on the UNSDG (United Nations Sustainable Development Goals) specifically targeting No Poverty, Quality Education, Gender Equality, and Partnership for the Goals

With a budget of P31,400, P5,000 of which is contributed by the barangay. The proposed budget is to cover Meals and Snacks for 6 days for 20 pax Php 16,600, Training Materials and Supplies amounting to Php. 9,800.

Attached to this letter, please find the extension proposal with a detailed breakdown of the proposed budget amounting to Thirty one thousand four hundred pesos only (Php. 31,400.00), along with the letter of the Campus Extension Coordinator, for your review and consideration.

Thank you very much.

Respectfully yours,

[Signature]
GUILBERT NICANOR A. ATILLO, DPA
 Director, Community Extension

Approved in Concept
 BOR No. 8, 2018
 Embodied in ISO
 9001:2015
 (27-8-2018);
 ISO 9001:2015
 Internalization
 (30-10-2019)
 ISO 9001:2015
 Registration
 (27-05-2019)
 Remote Surveillance
 Certification
 (05-08-2020)

Noted:

[Signature]
MERIVIC G. CATADA, Ph.D.
 VP - RIDE

Correspondence ID	DRC - OTUP - DRC - CD21 - DRC			Page 1 of 1
Issue Date	02-04-24	Issue Status	12	
Reviewed & Authorized by	OTUP	Approved by	OTUP	



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QUALITY POLICY

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1st Endorsement

April 1, 2024

Respectfully submitted for the approval of the University President, HON. JOEL P. LIMSON, Ph.D., is the proposed extension program of the College of Arts and Sciences NORSU Guihulngan Campus I, entitled "Essential Computer Skills Training for Barangay McKinley, Guihulngan City Phase II" spearheaded by Dr. Richard Osumo, Campus Administrator and Mr. Jed Christian T. Cece, project leader.

This Extension Project is anchored on the UNSDG (United Nations Sustainable Development Goals) specifically targeting No Poverty, Quality Education, Gender Equality, and Partnership for the Goals.

The proposed budget, as outlined in the proposal, is Thirty-one thousand four hundred pesos only (Php. 31,400.00), covering meals and snacks for twenty (20) participants over six (6) days (Php. 16,600.00), as well as training materials and supplies (Php. 9,800.00). Within this budget, Five thousand pesos (Php. 5,000.00) from the Barangay is allocated for meals and snacks for the entire project duration.

A

DR. GUILBERT NICANOR A. ATILLO
 Director, Community Extension Services

Recommending Approval:

MERIVIC G. CATADA, Ph.D.
 VP-RIDE

Approved in Concept
 BOR No. 8, 2018
 Embodied in ISO
 9001:2018
 (27-9-2018)
 ISO 9001:2018
 Internalization
 (30-10-2018)
 ISO 9001:2018
 Registration
 (27-05-2019)
 Remote Surveillance
 Certification
 (05-08-2020)

Correspondence ID	DPK-CUE-0001-0025-0000	Issue Status	6	Page 1 of 1
Issue Date	02-04-24	Approved by	DTUP	
Reviewed & Authorized by	DTUP			



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**RESEARCH, INNOVATION, DEVELOPMENT AND EXTENSION OFFICE
EXTENSION SERVICES APPRAISAL FORM**

A. Beneficiary / Client Information

Project Title: Essential Computer Skills Training for Brgy McKinley, Guabasan City, Negros Oriental
Project Location: Guabasan City
Target Beneficiary/Client: Brgy Office Staff & Health Worker
Number of Beneficiaries/Clients: 10
Sector: ☒ Government ☐ Private ☐ NGO ☐ Community ☐ Marginalized
Others, please specify: _____
Nature of Business/Organization/Community: _____
Address: _____
Contact Person: _____ Designation: _____
Contact Details: Tel No.: _____ Mobile: _____

For NORSU:

Project Leader: Joel Christian L. Goco MSIT
College/Campus: BSCS, DORON CAVITILAN

B. ☐ Research-Based ☒ Needs-Based ☐ Request

C. Service/s Requested

☒ Skills-Livelihood Training ☐ Professional Training/Seminar
☐ Technical Assistance ☐ Community Outreach
☐ Technical Consultancy ☐ Community Development Assistance
☒ Continuing Education ☐ Student Extension Experience
☐ Professional Services ☐ Voluntary Services

D. Results (17 Sustainable Development Goals)

The project will address the following:

☒ SDG 1 No Poverty (Poverty Alleviation) ☐ SDG 9 Industry, Innovation, and Infrastructure
☐ SDG 2 Zero Hunger ☐ SDG 10 Reduced Inequalities
☐ SDG 3 Good Health and Well-Being ☐ SDG 11 Sustainable Cities and Communities
☐ SDG 4 Quality Education ☐ SDG 12 Responsible Consumption and Production
☒ SDG 5 Gender Equality ☐ SDG 13 Climate Action
☐ SDG 6 Clean Water and Sanitation ☐ SDG 14 Life Below Water
☐ SDG 7 Affordable and Clean Energy ☐ SDG 15 Life on Land
☒ SDG 8 Decent Work & Economic Growth ☐ SDG 16 Peace, Justice Strong Institutions
☐ SDG 17 Partnership for the Goals

E. Specific Details of Service/s Requested

Computers Skills Training in basic and advanced word processing skills & power point presentation skills.

Preferred Date of Service Delivery: April 2021 - June 2021

I hereby certify the correctness of the above information.

Signed:

DR. GUILBERT N. ANOR A. ATILLO
OIC- Director, Extension Services

Noted:

DR. MERVIC G. CATADA
VP, RIDE



RA 9298
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1975 (1975)

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1975 (1975)

June 25, 2004



Agawan Avenue, Dumaguete City, Negros Oriental, Philippines 6200
Phone: (035) 225 8100 Fax: 225 4751 Email: postord@nonsu.edu.ph www.nonsu.edu.ph
GUIHULGAN CAMPUS

Office of the Campus Extension Coordinator

March 25, 2024

DR. MERIVIC G. CATADA
Vice President, RIDE
Negros Oriental State University

Through:

DR. GUILBERT NICANOR A. ATILLO
Director, Community Extension Services
Negros Oriental State University

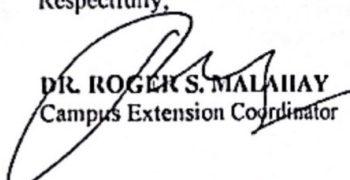
Dear Ma'am:

Greetings of peace and good will!


I am submitting in your good office the Phase 2 extension proposal of the College of Arts and Sciences entitled, "Essential Computer Skills Training for Barangay Mckinley, Guihuligan City Personnel (Phase 2)".

Thank you so much and more power.

Respectfully,


DR. ROGER S. MALALAY
Campus Extension Coordinator

Noted:


DR. RICHARD B. OSUNO
Campus Administrator



EXTENSION PROPOSAL ACTIVITY DESIGN

1. PROJECT SUMMARY

Title of the Project: Essential Computer Skills Training for Barangay Mckinley,
 Guihulngan City Personnel (Phase 2)
Project Locale: Guihulngan City, Negros oriental
No. of Training Hours: 32
No. of Beneficiaries: 10 (Barangay Office Staff and Health Workers)
Total Project Cost: 31,400.00
Implementing Campus/College/Department: Bachelor of Science In Computer Science

2. RATIONALE

A few decades ago, computer use was mostly relegated to a handful of professions. Not many people owned their own computers, and most computers were used as a tool on the job. These days, there is at least one computer in every household, and most people have active accounts on Facebook or Twitter or at least an email address. All government offices including the barangays are also using computers in doing transactions and communication purposes. Computers are ubiquitous in our society, so it stands to reason that more importance has been placed on computer literacy.

Further, Computer literacy enhances professionalism. A person using a computer is likely to be more organized when compared with someone who does not use a computer. Programs like word processors and bookkeeping software help in keeping a person professional. Being computer literate enough to access these sites means being able to better keep up with current events. In the modern world, it is easier to hear or read about the latest news through computer websites.

In this connection, this Essential Computer Skills Training Phase 2 Extension Project is proposed. This extension project is a continuation of the Basic Computer Skills Training Phase 1 conducted in 2022 in Barangay Mckinley, Guihulngan City, Negros Oriental. During the Phase 1, only the basic computer skills were taught. The beneficiaries/stakeholders have expressed the need for more training time and higher skills to improve their knowledge and skills in basic and advanced computer word processing skills and PowerPoint presentations.

Based on the results of the needs assessment and consultation with the Barangay officials and workers, they expressed the need to intensify their training in the following

a. basic word processing skills

- add text
- enter text
- format text: font, style, size, and color
- adjust line spacing
- Insert and format WordArt
- Insert and format clip art or picture file
- modify the text wrap of an object
- draw and format shapes
- scale, move, and rotate objects
- Insert a simple page border
- spell check a document
- print preview
- print a document
- cut, copy, and paste a selection
- copy formatting from a selection



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Bacolod City, Negros Oriental, Philippines 6110
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b. advanced word processing skills

- create graphic organizer
- insert headers and footers
- insert date and page numbers
- adjust character and paragraph spacing
- format text into columns
- insert and format tables
- bookmark a location in a document
- create hyperlink to bookmarked location
- group and align objects
- adjust page setup: margins, section breaks
- use, modify, and create styles
- use mail merge to create a form or letter
- generate mailing labels
- create a table of contents
- import chart data into Microsoft Word

c. basic PowerPoint skills

- Understand what kind of PowerPoint you're creating
- Use a template
- Format using master slides
- Use placeholders properly
- Apply fonts and colors sparingly
- Keep an eye on speaker notes
- Take advantage of different views and display modes

d. advanced PowerPoint skills

- Add and record audio.
- Insert music to time with slides.
- Add and record video.
- Inserting pictures.
- Inserting graphs and diagrams.
- Add sound effects to an animation or hyperlink.
- Inserting video files from your computer.
- Inserting a video from YouTube and other sites.

A. STATEMENT OF NEED

The Barangay Office of Mckinley, Guihulngan City has available computer units for their official use. However, office workers have limited knowledge and skills in basic computer skills and PowerPoint presentations. Hence, this extension program is deemed important to cater their needs for additional basic computer knowledge and skills.

B. RELEVANCE OF NEED

This training is highly relevant to cater to the needs of the barangay officials and employees and other stakeholders in word/document processing, preparation of reports, presentation of data/information during meetings



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Phone: (035) 725-8000 Fax: 725-8101 Email: president@nosu.edu.ph

18010000

C. Beneficiary Profile

The Barangay Officials, barangay Office Employees, and barangay health workers are the beneficiaries of the extension program.

D. Research Basis

Based on the results of the needs assessment and consultation with the Barangay officials and workers, they expressed the need to Intensify their training in basic word processing, particularly in creating and editing documents, customizing page layouts, automating tables of figures and indexes, adding watermarks to documents, and advanced PowerPoint skills, particularly in creating and using animations, customizing slide matters, and embedding multimedia elements, like audio and video

E. Proposed Solution

The conduct of the basic computer literacy program can help satisfy the needs of the barangay office employees and health in basic and advanced word processing skills and power point presentation skills.

3. GOALS/OBJECTIVES/INTENDED OUTCOMES (please pay attention to the sequence.)

President Bongbong Marcos delivered a 10-point agenda for economic renewal and long-term growth, restoring prosperity for all Filipinos. This plan will include immediate efforts to reopen the economy. One of the agenda is Digital Philippines. To achieve this, the government must Set up Broadband ng Masa for quick, reliable, and affordable Internet services, which will facilitate effective learning and efficient delivery of public services.

In view of this, the conduct of this computer skills training will help achieve the 10-point agenda of President Bongbong Marcos.

Goals	To capacitate the Barangay Officials, employees, and barangay health workers with essential computer word processing and PowerPoint skills
Objectives	<ol style="list-style-type: none">1. 100% of the barangay office workers will acquire basic and advanced computer word-processing skills2. 100% of the barangay office workers will acquire basic and advanced PowerPoint skills





4. Implementation Plan

Objective	Activities	Person Responsible	Jan	Feb	Mar	Apr	Jun	Jul	Aug	Sep	Status	Remarks
Objective 1. 100% of the barangay office workers will acquire basic and advanced computer word-processing skills	Launching of the extension program	• BSCS faculty • Barangay officials and participants					x	x				
	Training on the basic computer word processing skills:	• Engr. Maelyn C. Sabanal • Ms. Angel O. Nacion • Mr. Daniel C. Helegan • Mr. Nico B. De La Cruz • Mr. Christian A. Carcuevas • Engr. Petmar M. Saing • Mr. Jed Christian L. Cece					x	x				
	Training on the advanced computer word processing skills:	• Engr. Maelyn C. Sabanal • Ms. Angel O. Nacion • Mr. Daniel C. Helegan • Mr. Nico B. De La Cruz • Mr. Christian A. Carcuevas • Engr. Petmar M. Saing • Mr. Jed Christian L. Cece					x	x				
Objective 2 100% of the barangay office workers will acquire basic and advanced PowerPoint skills	Training on basic PowerPoint skills	• Engr. Maelyn C. Sabanal • Ms. Angel O. Nacion • Mr. Daniel C. Helegan • Mr. Nico B. De La Cruz • Mr. Christian A. Carcuevas					x	x				



NORSU
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Phone: (01) 291 0100 Fax: (01) 291 0101 Email: nrsu@norsu.edu.ph

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7. THE COMMUNITY EXTENSION TEAM

Name	Role	Responsibility
1. Dr. Roger S. Malahay	Extension Coordinator Project Leader	<ul style="list-style-type: none"> Oversee the whole extension project Coordinate with the partner barangay Prepare the extension proposal Prepare terminal report
2. Mr. Jed Christian L. Cece	Project Leader	<ul style="list-style-type: none"> Oversee the whole extension project Coordinate with the partner barangay Document the entire extension activities
3. Engr. Petmar M. Salng	Lecturer	<ul style="list-style-type: none"> To give lecture/training on basic and advanced word processing skills and powerpoint
4. Mr. Nico B. De La Cruz	Lecturer	<ul style="list-style-type: none"> To give lecture/training on basic and advanced word processing skills and powerpoint
5. Engr. Maelyn C. Sabanal	Lecturer	<ul style="list-style-type: none"> To give lecture/training on basic and advanced word processing skills and powerpoint
6. Ms. Angel O. Nacion	Lecturer	<ul style="list-style-type: none"> To give lecture/training on basic and advanced word processing skills and powerpoint
7. Mr. Christian A. Carcuevas	Lecturer	<ul style="list-style-type: none"> To give lecture/training on basic and advanced word processing skills and powerpoint
8. Mr. Daniel C. Helegan	Lecturer	<ul style="list-style-type: none"> To give lecture/training on basic and advanced word processing skills and powerpoint

8. SUSTAINABILITY PLAN

The beneficiaries will continue to benefit from this extension project. NORSU-Guihulngan will continue to conduct needs analysis and assessment, to evaluate project effectiveness, disseminate results to the community and conduct reinforcement training if needed.

9. Work Plan

Work Plan		
Schedule	Activity	Persons Involved
Day 1	Launching	NORSU Officials and Trainers, Barangay Officials, Participants
Day 2	Basic Microsoft Word Processing Skills	Engr. Maelyn C. Sabanal



		Ms. Angel O. Nacion Mr. Daniel C. Helegan Mr. Nico B. De La Cruz Mr. Christian A. Carcuevas Engr. Petmar M. Saing Mr. Jed Christian L. Cece
Day 3	Advanced Microsoft Word Processing Skills	Engr. Maelyn C. Sabanal Ms. Angel O. Nacion Mr. Daniel C. Helegan Mr. Nico B. De La Cruz Mr. Christian A. Carcuevas Engr. Petmar M. Saing Mr. Jed Christian L. Cece
Day 4	Basic PowerPoint Presentation/Design Skills	Engr. Maelyn C. Sabanal Ms. Angel O. Nacion Mr. Daniel C. Helegan Mr. Nico B. De La Cruz Mr. Christian A. Carcuevas Engr. Petmar M. Saing Mr. Jed Christian L. Cece
Day 5	Advanced PowerPoint Presentation/Design Skills	Engr. Maelyn C. Sabanal Ms. Angel O. Nacion Mr. Daniel C. Helegan Mr. Nico B. De La Cruz Mr. Christian A. Carcuevas Engr. Petmar M. Saing Mr. Jed Christian L. Cece
Day 6	Culmination	NORSU Officials and Trainers, Barangay Officials, Participants

10. BUDGETARY REQUIREMENT

Particulars	Amount
Day 1: Launching (Trainers, NORSU RIDE, Personnel, Barangay Officials and Personnel) Lunch :20pax x 250 1 day=5,000	5,000



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Day 2 (Topic 1) 3 trainers Snacks (3 pax x 150 x2 snacks x 1 day= 900 Lunch (3 pax x 250 x 1 day=) 750 Total = 1,650	1,650
Day 3 (Topic 2) 3 trainers Snacks (3 pax x 80 x2 snacks x 1 day=480 Lunch (3 pax x 160 x 1 day=)480 Total = 1,650	1,650
Day 4 (Topic 3) 3 trainers Snacks (3 pax x 80 x2 snacks x 1 day=480 Lunch (3 pax x 160 x 1 day=)480 Total = 1,650	1,650
Day 5 (Topic 4) 3 trainers Snacks (3 pax x 80 x2 snacks x 1 day=480 Lunch (3 pax x 160 x 1 day=)480 Total = 1,650	1,650
Day 6 (Culmination) (Trainers, NORSU RIDE, Personnel, Barangay Officials and Personnel) Barangay Officials and Personnel) Lunch :20pax x 250 1 day=5,000	5,000
	16,600
Training Materials and Supplies/ Terminal Report Supplies	
✓ 2 pcs tarpaulin (launching and Culmination)	2 pcs x 1,600 = 3,200 ✓
✓ 1 boxes bond paper, white, long size (8.5" x 13")	1 bx x 1,500 = 1,500 ✓
✓ 3 boxes sign pen blue	3 boxes x 700 = 2,100 ✓
✓ 5 boxes pencil, lead with eraser 1 dozen per box	5 boxes x 200 = 1,000 ✓
✓ Canon Ink , 1 set	1 set x 2,000 = 2,000 ✓
	Total: 9,800
	9,800
NORSU Total Project Cost	26,400.00
Counter Part of the Barangay	5,000.00 (for the snacks of the participants)
Total Project Cost	31,400.00



NEGROS
ORIENTAL STATE UNIVERSITY

Republic of the Philippines
June 25, 2004



Agusan Avenue, Zamboanga City, Negros Oriental, Philippines 6700
Phone: 091-275-1000 Fax: 091-275-1001 Email: president@nosu.edu.ph www.nosu.edu.ph

REGISTRATION
12010000

6700

Commitment to the Extension Project

Name of Faculty Involved	Signature
1. Dr. Roger S. Malahay	
2. Mr. Jed Christian L. Cece	
3. Engr. Petmar M. Salng	
4. Mr. Nico B. De La Cruz	
5. Engr. Maelyn C. Sabanal	
6. Ms. Angel O. Nacion	
7. Mr. Christian A. Carcuevas	
8. Mr. Daniel C. Hellegan	

Prepared by:

JED CHRISTIAN L. CECE, MSIT
Project Leader

Reviewed and Verified:

ROGER S. MALAHAY, Ed.D.
Campus Extension Coordinator

Funds Availability:

RHONA MARIE M. PENARUBIA
Campus Budget Officer

JELONA G. ABO, CPA
Campus Accountant

Approved:

RICHARD B. OSUMO, Ph.D.
Campus Administrator

University Extension Remarks:

- ☐ Deferred
- ☐ For Revision
- ☐ Endorsed for Approval

MEMORANDUM OF AGREEMENT

ARTICLE I. PURPOSE

Page 1 of 6

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT (MOA) is signed on ____/____/2020

Between

The **BARANGAY MCKINLEY**, with office address at Barangay Mckinley, Guihulngan City, Negros Oriental, Philippines hereinafter represented by its Barangay Captain **HON. FREDDIE G. INDINO** hereinafter referred to as the **BARANGAY MCKINLEY**.

and

NEGROS ORIENTAL STATE UNIVERSITY (NORSU), in Dumaguete City, Philippines created under the Republic Act 9299 on June 25, 2004, whose main office address at Dumaguete City, represented by its President **JOEL P. LIMSON, Ph.D.**, hereinafter referred to as **NORSU**.
in particular

The **NEGROS ORIENTAL STATE UNIVERSITY (NORSU) - GUIHULNGAN CITY CAMPUS**, with office address at Poblacion, Guihulngan City, Negros Oriental, Philippines hereinafter represented by its Campus Administrator **RICHARD B. OSUMO, Ph.D.** hereinafter referred to as the **NORSU-GUIHULNGAN**.

NORSU and **Barangay Mckinley** are hereinafter referred to individually as "**Party**" and collectively as "**Parties**".

WHEREAS,

- A. **Barangay Mckinley** is a barangay in the City of Guihulngan, in the Province of Negros Oriental. Its population as determined by the 2015 Census was 2,394. This represented 2.49% of the total population of Guihulngan. Under R.A. 7160, the barangay serves as the implementing unit of government policies, plans, programs, projects, and activities in the community (provision of basic health at the community level; peace and order; dispute resolution; among others).
- B. **Negros Oriental State University** is mandated to provide advanced education, higher technological, professional instruction and training in the fields of arts, sciences, education, commerce, agriculture and forestry, and fishery and other related fields of study. It shall also promote research and extension services and provide progressive leadership in its areas of specialization (Republic Act 9299)
- C. **NORSU - Guihulngan City Campus**, one of the nine campuses of **NORSU System** provides quality instruction and effective training that will develop a progressive education for those who are deserving and to keep abreast with the changing times and apply latest technology and modern techniques to integrate ideas from the humanities, social sciences, and natural sciences—in ways that lead to innovation and prepare us for the challenges that tomorrow will bring.

NOW, THEREFORE, in recognition of their common interests and objectives, and in order to supplement and strengthen the existing understandings amongst the Parties with respect to cooperation in community development, the Parties confirm their mutual understanding on the following:

ARTICLE I. PURPOSE

- 1.1 The Purpose of this MOA is to provide livelihood skills and professional trainings, knowledge transfer and relevant seminars/symposiums for **Barangay McKinley**.
- 1.2 The purpose of this MOA is to conduct community outreach programs such as tree/mangrove planting, coastal clean-up, street clean-up, feeding program and the like for the community of **Barangay McKinley**.
- 1.3 The purpose of this MOA is establish mutual cooperation between NORSU-Guihulngan and Barangay McKinley, and is not intended to impose any legal obligation of any nature on either Party.
- 1.4 This MOA shall not in any manner supersede the existing understandings and other arrangements between the Parties.

ARTICLE II. SCOPE OF COOPERATION

Within the context of their respective mandates, objectives and procedures, the Parties shall cooperate in the following area:

- 2.1 Identifying and addressing jointly the community needs of priority;
- 2.2 Developing and implementing, as appropriate, joint programs and projects in mutually identified areas;
- 2.3 Organizing trainings/workshops, community outreach programs, seminars and meetings jointly; and
- 2.4 Exchanging analytical reports, publications, technical materials, expert services and other information related to the purposes of this MOA.

ARTICLE III. OBJECTIVES

Cooperation and partnership between the Parties under this MOA is based on the overarching mutual recognition of:

- 3.1 The need for long-term approach to inclusive and sustainable capacity-building programs, community building programs, livelihood/skills training programs, outreach programs, relevant seminars and symposiums to empower the people of **Barangay McKinley, Guihulngan City**;
- 3.2 The need for encouraging full participation of all stakeholders; and
- 3.3 The need for designing, implementing and maintaining sustainable community extension and outreach programs for community development.

ARTICLE IV. DUTIES AND RESPONSIBILITIES

With a view to achieving the purposes of the MOA, the parties hereby agree to the following:

4.1. NEGROS ORIENTAL STATE UNIVERSITY – Guihulngan City Campus assumes the following responsibilities:

- a. Provide training experts and resource persons from among the faculty members of NORSU-Guihulngan Campus;
- b. Conduct community outreach programs such as feeding, coastal clean-up, tree-planting and the like
- c. Provide funds for the relevant transportation costs, training materials, and food of the resource persons, facilitators, and support staff of the extension project;
- d. Organize a SECRETARIAT to consolidate all documentations of the proceedings of the extension project;

- e. Conduct periodic monitoring, evaluation, and impact assessments of the extension project;
- f. Coordinate with Barangay McKinley Officials and other parties involved in the project on pertinent matters;
- g. Submit written documentary report on the completion of the extension/outreach programs to the Office of the Vice –President for Research, Innovation, Development and extension and to Barangay Mckinley
- h. Convene periodic consultations with Barangay Mckinley to review the planned, ongoing, implemented, and achieved activities under this MOA, to evaluate the results of such activities and to explore and discuss new challenges, opportunities and problems related to the areas of cooperation under this MOA

4.2 BARANGAY MCKINLEY assumes the following responsibilities:

- a. Provide the training venue and training facilities such as blackboard, tables, chairs, sound system, and the like for the extension programs
- b. Disseminate to the constituents the conduct of the extension and outreach programs in the Barangay
- c. Provide the venue for the launching and culminating activities of the extension program;
- d. Provide security to the trainers and participants of the extension and outreach programs
- e. Provide the list of trainees for each training area;
- f. Coordinate with the trainees as to the schedule of the training activities
- g. Coordinate with the NORSU-Guihulngan Campus Administrator **DR. RICHARD B. OSUMO** on various matters pertinent to the extension program.
- h. Convene periodical consultations with NORSU-Guihulngan Campus to review the planned, ongoing, implemented, and achieved activities under this MOA, to evaluate the results of such activities and to explore and discuss new challenges, opportunities and problems related to the areas of cooperation under this MOA

ARTICLE V. FOCAL

For purposes of coordination and administration of this MOA, the Parties designate their respective contact/focal points as follows:

DR. MERIVIC G. CATADA
VP, Research Innovation, Development and Extension
Negros Oriental State University
Dumaguete City

DR. GUILBERT NICANOR A. ATHILO

OIC- Director

Community Extension Services

Contact Number: (035) 2259400 local 173

Email: rexilofice2@gmail.com

HON. FREDDIE G. INDINO

Barangay Captain

Barangay McKinley

Guihulngan City

Negros Oriental

DR. ROGER S. MALAHAY

Campus Extension Coordinator

NORSU - Guihulngan Campus

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ARTICLE VI. TERM AND REVIEW OF THE MOA

- a. This MOA shall be valid for an indefinite period, on the understanding that each Party is at liberty to terminate it at any time by giving 60 (sixty) days notice in writing to the other Parties.
- b. Should the MOA be terminated by one Party, steps shall be taken to ensure that the termination is not prejudicial to any program or activity undertaken within the framework of the MOA.
- c. This MOA may be amended at any time by mutual agreement of the Parties and the intention to amend any terms and/or conditions shall be communicated to the Parties in writing.

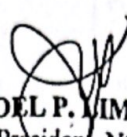
EXECUTION PAGE

IN WITNESS WHEREOF, The Parties, through their duly authorized representatives have hereunto set their hands below on the date and place indicated in the notarial acknowledgement.

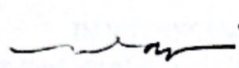
FOR AND ON BEHALF OF
BARANGAY MCKINLEY



HON. FREDDIE G. INDINO
Barangay Captain, McKinley

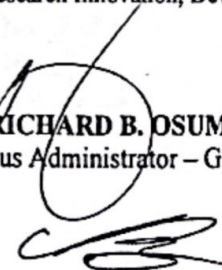
FOR AND ON BEHALF OF
NEGROS ORIENTAL STATE UNIVERSITY

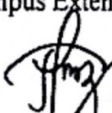

JOEL P. LIMSON, Ph. D.
President, NORSU


- Witnesses -

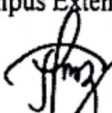

DR. MERIVIC G. CATADA
VP, Research Innovation, Development and Extension

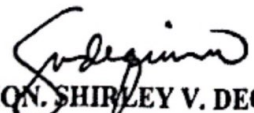

DR. GUILBERT NICANOR A. ATILLO
OIC- Director

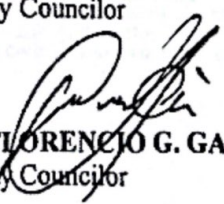

DR. RICHARD B. OSUMO
Campus Administrator - Guihulngan


DR. ROGER S. MALAHAY
Campus Extension Coordinator



HON. ROMULO E. FRANCES, JR.
Barangay Councilor



HON. FLOARA L. GIMAGAN
Barangay Councilor



HON. SHIRLEY V. DEQUINCO
Barangay Councilor


HON. FLORENCIO G. GARSULA, JR.
Barangay Councilor


HON. FLORENCIO M. TOQUERO
Barangay Councilor


HON. MA. FIDELIA G. BERMEJO
Barangay Councilor


HON. ROMY D. HANGALAY
Barangay Councilor


BJ ALLEN M. GIMERA
Chairman

ACKNOWLEDGMENT

Republic of the Philippines)
City of ~~SAN CARLOS CITY~~
NEGROS OCCIDENTAL S. S.

BEFORE ME, this SEP 03 2021, 2020, in ~~San Carlos City~~ ^{SAN CARLOS CITY}, Philippines,
personally appeared the following with their respective competent evidence and identity, to wit:

NAME	IDENTIFICATION NUMBER
DR. JOEL P. LIMSON	DRIVER'S LICENSE #: 802-89-02-27 78 DGETE . CITY
HON. FREDDIE G. INDINO	110-20-000904 - LICENSE

Known to me to be the same persons who executed the foregoing instrument signed by them together with their instrumental witness and acknowledged to me that same is their free act and voluntary deed.

This instrument, consisting of six (6) pages, including the page on which this ACKNOWLEDGMENT is written has been signed on the margins on each and every page thereof by the parties and their witness and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand this SEP 03 2021, 2020,
in the City of ~~SAN CARLOS CITY~~ ^{SAN CARLOS CITY}, Philippines.
NEGROS OCCIDENTAL

Doc. No. 235;
Page No. 48;
Book No. II;
Series of 2021

ATTY. MARY GRACE R. ANTIQUE

Notary Public for San Carlos City,
Escalante City, Caladava and Toboso
Until December 31, 2021/AN 2018-005 (N)
Roll No. 70944
IBP OR No. 149623/1-14-2021 (Neg Or.)
2021 PTR No.: 7705974/1-08-2021 (SCC)
MCLE Compliance No. VI-0028886/10.4.2019/Pasig City