



University of the Immaculate Conception

Father Selga Street, Davao City 8000, Philippines
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COLLEGE OF COMPUTER STUDIES

ACTIVITY PLAN

I. Name of Activity: College of Computer Studies Freshmen Kickoff

II. Date: July 19, 2024 (7:30AM - 8:30AM)

III. Venue: Information Technology Resource Center (ITRC)

IV. Introduction:

The College of Computer Studies Freshmen Kickoff is a specially organized event by the college officers to welcome our new batch of freshmen. This event will provide an opportunity for incoming students to know their college officers, gain valuable insights about the college, meet their fellow students, and begin building a sense of camaraderie within the college community.

V. Rationale and Outcomes:

The Freshmen Kickoff event is essential for ensuring a smooth transition for new students into the College of Computer Studies. By facilitating connections with college officers and peers, the event provides crucial information about college resources, expectations, and opportunities. This initiative aims to foster a supportive and collaborative environment and discover the exciting events and achievements of the college, laying a strong foundation for academic and social success within the college community.

Outcomes: After the event, the freshmen students of Computer Studies students should be able to:

1. Gain a clearer understanding of academic expectations and opportunities within the College of Computer Studies.;
2. Discover the events and achievements initiated and achieved by the college.
3. Develop a sense of belonging and camaraderie within the college community.

CHED Full Autonomous Status • PAASCU Accredited, Institutional Accreditation Status
Bureau of Immigration Accredited • Deputized to offer ETEEAP • Science Resource Center, DENR Recognized

MEMBER: Catholic Educational Association of the Philippines (CEAP) • Association of Catholic Universities of the Philippines (ACUP) • ASEAN University Network (AUN-QA, Associate Member) • University Mobility in Asia and the Pacific (UMAP) • Association of Southeast and East Asian Catholic Colleges and Universities (ASEACCU)



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OUTCOME SATISFIED	GRATITUDE ATTITUDES	INSTITUTIONAL LEARNING OUTCOME
ILO 2	Information Competent	Utilize media and technology to inform students about the college.
ILO 4	Effective Communication	Provide students with an avenue to engage with their peers, share experiences, and build a cohesive college community.

VI. Provisions:

- 1.) The CCS Officers shall conduct meetings to plan the agenda of the activity in coordination with the dean.
- 2.) The P.I.O shall be responsible for informing the CCS Students about the said activity.
- 3.) The CCS Secretary and CCS Public Information Officer (PIO) shall be responsible for hosting the event.
- 4.) The CCS Officers shall prepare the venue, facilitate the registration of students, and distribute and collect the evaluation form.

VII. Shared Responsibilities:

- 1.) Registration and Minutes of the Assembly – CCS Secretary and CCS Assistant Secretary
- 2.) Setting up Venue/Program Preparation – CCS Vice Governor Internal and Vice Governor External
- 3.) Hosts– CCS Secretary and CCS PIO
- 4.) Technical – CCS Program Officers
- 5.) Documentation – CCS Technical Team



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VIII. Program Flow:

TIME	What	PERSON INVOLVED
7:30 AM	Call Time/Registration	All CCS Students
8:00 AM	Preliminaries: 1. Opening Prayer 2. National Anthem	AVP
8:05 AM	Opening Remarks	Sir Hizon Caja (CCS Moderator)
8:10 AM	Presentation of CCS Officers AY 2024 – 2025	AVP
8:20 AM	Introduction of CCS Faculty	AVP
8:25 AM	Introduction of GDSC & SITES, and Presentation of Previous Events AY 2023 – 2024	AVP
8:30 AM	Q and A	CCS Faculty

IX. Evaluation Form:

UNIVERSITY OF THE IMMACULATE CONCEPTION
College of Computer Studies
CHED Center of Development for IT in Region XI
PAASCU Level II Accredited
CCNA Local Academy

Below are the items that will serve as criteria for evaluation. Please encircle the number which describes the activity accurately.

Rating:

5 – Strongly Agree 4 – Agree 3 – Undecided 2 – Disagree
1 – Strongly Disagree

Instruction: Encircle the number that corresponds to your rating of the area descriptions.

Content	Organized, well - planned, clear, and understandable.	5	4	3	2	1
	Organized, well - planned, clear, and understandable.	5	4	3	2	1
	Applicable to the participants in terms of performing their	5	4	3	2	1



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	individual work instructions/ job description.					
Process	Appropriate, timely and relevant	5	4	3	2	1
	Clear and easy to follow.	5	4	3	2	1
	Facilitated learning for both the participants and the organizers.	5	4	3	2	1
	Directed towards the objectives set.	5	4	3	2	1
Speakers / Facilitator	Displayed a thorough knowledge of subject matter	5	4	3	2	1
	Delivered a well-planned and organized talk.	5	4	3	2	1
	Able to draw the interest of the participants.	5	4	3	2	1
Overall Impression of the activity	Worth the time and effort.	5	4	3	2	1
	Relevant and timely.	5	4	3	2	1
	Facilitated learning experiences that encouraged reflective thinking.	5	4	3	2	1

Comments/Suggestions:

Prepared by:

Mr. Nash T. Golosino

Secretary, College of Computer Studies Officers

Noted by:

Ms. Jasmine Rose Quitoras

Governor, College of Computer Studies Officers



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COLLEGE OF COMPUTER STUDIES


Mr. Hizon B. Caja

Moderator, College of Computer Studies Officers


Mr. Michel B. Bolo

Academic Coordinator, College of Computer Studies

Recommending Approval:


Mr. Ceasar Ian P. Benablo

Dean, College of Computer Studies

Approved by:


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