**Submit Accomplishment report 10 working days after LEAD implementation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| HRDO.png | **Received by** | **Received on** | **R**  **A**  **T**  **I**  **N**  **G** | **5** | 2 or more days early |
|  |  | **4** | 1 day early |
| **3** | On time |
| **2** | 1-2 days late |
| *Date and Time* | **1** | 3 or more days late |
| **\*\*\*Attachments (following the order)**  a. Attendance Sheet (Certified Photocopy) f. Copy of receipts  b. Program g. Memo/Letters related to the activity  c. Certificate to Participants and Speakers h. Approved Training Design  d. Copy of Modules / Hand-outs  e. Acknowledgement of Tokens and Honorarium, if any | | | | | |

**Title of Activity**:

**Date/s of Activity**:

**Venue**:

**Proponents (College /Office):**

**Number of Participants:** *Male* *Female:* *Total:*

1. **NARRATIVE REPORT (with photo documentations)**

**Summary of significant learning acquired from the LEAD INSET by participant/s:**

**Plans of participants on how to apply the significant learning:**

1. **EVALUATION RESULTS**

***Table 1: Initial Impact on Knowledge, Skills and Appreciation of the Participants***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TOPICS DISCUSSED** | **KNOWLEDGE** | | | **SKILLS** | | | **APPRECIATION** | | |
| **Pre- Activity** | **Post- activity** | **% of Change (Improvement/ Impact)**  **((Post Activity- Pre Activity)/ Pre- Activity) \*100)** | **Pre- Activity** | **Post- activity** | **% of Change (Improvement/ Impact)** | **Pre- Activity** | **Post- activity** | **% of Change (Improvement/ Impact)** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **General Average** |  |  |  |  |  |  |  |  |  |
| **Qualitative Interpretation** |  |  |  |  |  |  |  |  |  |

***Rating Legend:*** *1.75 & below- Very Low, 1.76-2.50- Fair, 2.51-3.25- Just Enough, 3.26- 4.00- High*

***Table 2: Learning Services Providers***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAMES OF LEARNING SERVICE PROVIDERS** | **CRITERIA** | | | **AVERAGE EVALUATION** | **QUALITATIVE INTERPRETATION (QI)** |
| Mastery of Topic | Presentation of Topic/ Strategy | Communication Skills |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Rating QI Legend:*** *1.75 & below- Beginner, 1.76-2.50- Developing, 2.51-3.25- Advanced, 3.26- 4.00- Superior*

***Table 3: Program Organization***

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **AVERAGE EVALUATION** | **QUALITATIVE INTERPRETATION** |
| **Topic/ Content** | | |
| Relevance/ Significance |  |  |
| Contribution to Knowledge |  |  |
| Contribution to Skills |  |  |
| Organization of Topics |  |  |
| **Activity Flow** | | |
| Appropriateness of Activities/ Strategies |  |  |
| Time is well-managed |  |  |
| Time allotted is enough |  |  |
| **Facilities** | | |
| Appropriateness of Venue |  |  |
| Sound System (if applicable) |  |  |
| Adequacy of lighting and ventilation |  |  |
| Use of multimedia materials |  |  |
| **Overall evaluation of the program** |  |  |

***Rating QI Legend:*** *1.00-1.80- Needs Improvement, 1.81-2.60- Slightly Below Expectations, 2.61-3.40- Satisfactory, 3.41- 4.20- Very Satisfactory, 4.21-5.00- Outstanding*

**VERBATIM COMMENTS/FEEDBACK**

**B.1 What significant learnings or insights did you gain from the activity?**

**B.2 How do you plan to apply it?**

**B.3 What other follow-up activities or training topics do you suggest?**

1. **BUDGETARY EXPENDITURES**

|  |  |  |
| --- | --- | --- |
| **ITEMS** | **APPROVED BUDGET** | **ACTUAL EXPENDITURES**  (as per OR/ cash-in-voice) |
| Meals and Snacks (AM/PM) |  |  |
| Function Room/Venue |  |  |
| Accommodation |  |  |
| Equipment Rental |  |  |
| Professional Fee/Honoria |  |  |
| Token/s |  |  |
| Materials and Supplies |  |  |
| Transportation |  |  |
| **TOTAL** |  |  |

Prepared by: Reviewed by

**COMPLETE NAME HEAD OF OFFICE**

Position Position / Designation