Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino delas Alas Campus
Indang, Cavite

TRAINING, SEMINAR/WEBINAR, OR ACTIVITY PROPOSAL

Training/Seminar/Webinar/Activity Title:

Achieve Digital Literacy through **S**ystematic Document Skills Training: Capability Enhancement Training on MS Word for Alternative Learning System (ALS) Teachers and Learners in Indang, Cavite

Proponent/s:

Department of Information Technology (DIT), College of Engineering and information Technology (CEIT)

I.   Rationale:

The ability to access and use of information through technology for lifelong learning and employability has become essential nowadays. This is recognized by the Department of Education's Alternative Learning System (ALS) – K to 12 Basic Education Program by including Strand 6: Digital Literacy in its curriculum, which aims to provide learners with skills in using digital tools. However, many ALS learners and teachers still facing different challenges such as inadequate training, limited access to digital tools, and effectively utilizing these resources, particularly word processing, which is important in creating reports, learning materials, and other professional documents.

Thus, to address these challenges, a training activity on the effective use of document processing software for ALS students and teachers is needed. This extension initiative aims to enhance the participants' digital skills and enable them to use MS Word effectively. This activity supports SDG 4 (Quality Education) through comprehensive learning opportunities; SDG 5 (Gender Equality) by empowering learners regardless of sex to have equal access to digital skills training that is crucial in employability (SDG 8: Decent Work and Economic Growth); SDG 9 (Industry, Innovation, and Infrastructure) by promoting use of technology and innovation; SDG 10 (Reduced Inequalities) by resolving the digital divide for marginalized learners; and SDG 17 (Partnerships for the Goals) by encouraging partnership among educational institutions, communities, and other stakeholders.

II.   Objectives:

At the end of this activity, the learners are expected to:

1. Develop skills in creating and managing document processing by applying basic and advanced features;
2. Apply practical techniques in document customization; and
3. Strengthen digital literacy by utilizing document-processing applications to create various documents that address personal, academic, and workplace needs.

III.   Mechanics of Implementation:

A. **Participants:** At least 40 ALS, Indang learners and teachers

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III. Mechanics of Implementation:

A. Participants: At least 40 ALS, Indang learners and teachers

B. **Venue/Platform:** CCL 304 and CCL 306, DIT Bldg., CEIT
C. **Date and Time:** October 10, 2025, 8:00 to 5:00 pm

IV. Budgetary Estimate:

The table below presents the budgetary estimates of the training.

Table 1. Budgetary estimates of the training

ITEM	AMOUNT (PhP)
AM Snack (55 pax x P125.00)	6,875.00
Lunch (55 pax x P250.00)	13,750.00
PM Snack (55 pax x P125.00)	6,875.00
(40 participants and 15 working committee)	
Total	**27,500.00**

V. Program Flow:

The training will be conducted on October 10, 2025 from 8:00 am to 5:00 pm at CCL 304 and CCL 305 DIT-CCL, DIT Bldg., CEIT.

To avoid any problem, like insufficient computer unit due to a possible computer downtime, the 40 participants will be divided into two groups. One group will be in CCL 304 and the other will be in CCL 306. A resource person will be assigned for each group.

Topics to be discussed are Document Processing Fundamentals, and Document Enhancement and Finalization. After each topic, an activity will be provided for the participants to work with. Selected participants will present their outputs after each session.

It is expected that at the end of the training, the participants shall be able to create various documents that address personal, academic, and workplace needs by utilizing document processing software like MS Word.

Table 2 presents the program activities while Table 3 presents the working committee.
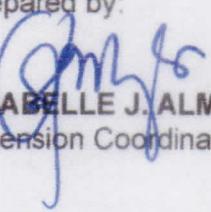
Table 2. Program of activities

	ACTIVITIES	PERSONNEL-IN-CHARGE
8:00 am	Ingress / Registration	Secretariat
8:30 am	Opening Program	
	Prayer	AVP
	National Anthem	AVP
	Welcome Remarks	Ms. Charlotte B. Carandang Chairperson, DIT
	Introduction of Resource Persons	Moderator
9:00 am	Session 1: Document Processing Fundamentals	Resource Person
10:30 am	Activity 1	Resource Person
12:00 pm	Lunch Break	
1:00 pm	Session 2: Document Enhancement and Finalization	Resource Person

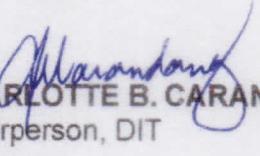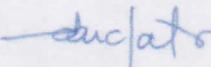|	ACTIVITIES	PERSONNEL-IN-CHARGE
3:00 pm	Activity 2	Resource Person
4:00 pm	Workshop Output : Presentation (Selected participants present their outputs)	Resource Person
4:30 pm	Awarding of Certificates	Moderator
4:50 pm	Closing Remarks / Photo Opportunity	Mr. Mark Philip M. Sy Unit Head, Information Technology
5:00 pm	Egress	

Table 3. Working committee

Project Leader Co-Project Leader	Anabelle J. Almarez Charlotte B. Carandang
Project Coordinator Program, Invitation, and Certificate:	Mark Philip M. Sy Simeon E. Daez
Project Facilitator Session Facilitator: CCL 304: CCL 306: Evaluation and Feedback: Moderator:	Jake R. Ersando Gladys G. Perey Marlon F. Cruzate Ace Amiel E. Malicsi James Angelo V. Aves Ria Clarisse M. Sy
Project Assistant Secretariat (Registration and Proceedings): Documentation and Promotion: Food and Venue:	Ezra Marie F. Ramos Marlon R. Perena Julie Ann C. Lontoc Joy M. Peji
Resource Person:	Vanessa G. Coronado Aiza E. Bihis

Prepared by:

ANABELLE J. ALMAREZ :
Extension Coordinator, CEIT

Recommending Approval:

CHARLOTTE B. CARANDANG
Chairperson, DIT

Approved:

WILLIE C. BUCLATIN, PhD, *ASEAN Eng*
Dean, CEIT

V02-2025-01-27