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| 1. Title of Activity: Dance Contest   Schedule / Venue: September 23, 2025 / campus gym |
| 1. Rationale:   sample rationale |
| 1. Objectives:   sample objectives |
| 1. Contents / Subject Matter:   Session 1: sample session 1  Session 2: sample session 2 |
| 1. Methodology / Process:   sample methodology |
| 1. Participants:   All Students |
| 1. Resource Persons and Facilitators:   sample |
| 1. Materials Needed:   speaker |
| 1. Budget Allocation:   Source of Fund: Training Expenses - ₱20,000.00  Total Amount: ₱2,000.00 |
| 1. Training Evaluation and Final Outcomes:   sample eval |

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| Prepared by: |  | Funds Available: |  | Recommending Approval: |
| John Doe  <Position>  Date:  \_\_September 24, 2025\_\_ |  | <Name & Signature>  <Position>  Date: \_\_\_\_\_\_\_\_\_\_ |  | <Name & Signature>  <Position>  Date: \_\_\_\_\_\_\_\_\_\_ |
| Approved by: | | | | |
| Campus Level: |  | Remarks: | | |
| <Name & Signature>  <Position>  Date: \_\_\_\_\_\_\_\_\_\_ |
| University Level: |  | Remarks: | | |
| <Name & Signature>  <Position>  Date: \_\_\_\_\_\_\_\_\_\_ |