**CIVIC WELFARE TRAINING PROGRAM**

Second Semester, SY 2023-2024

**PORTFOLIO FORMAT**

1. **Cover:**

-Title of the activity

-Date of the activity

-Time of the Activity

-Place of the activity

-Names of the students (Alphabetical Order-Surname, First Name, MI)

1. **Table of Contents:**

* includes the parts of the portfolio
* with page number
* one page only

1. **Acknowledgement:**

* includes all the persons that the students wish to express a debt of gratitude

1. **Introduction:**

* includes the purpose of the project/objectives of the activity/program

1. **Community Background:**

* includes the name and location of the activity, number of students enrolled in the present school year (SCHOOL)
* includes the history, demographic profile, names of the barangay officials

(COMMUNITY)

1. **Narrative Reports:**

* includes summary of the activity conducted in the community

1. **Photo Documentation:**

* includes all the photographs of the activity which must be properly labeled or with citations.
* photographs taken should be segregated based on the day it was taken, and labeled as BEFORE, DURING and AFTER the activity

1. **Individual Reflection Paper:**

* includes the reflection paper of each member of the team (not less than 300 words)
* with the three parts – introduction, main body and conclusion
* the name of each member should be written at the right bottom part

1. **Attachment/Appendices:**

A – Activity Plan

B - Communication Letter (school/community)

C – Program/Invitation

D – Ice breaker/Mechanics of the Games

E – PPT/Pictures of the Visual Aids

F – Certificate of Appreciation/Participation with signatures

G – Attendance of Participants/Facilitators/Guests

H - Liquidation of Expenses (official/acknowledgement receipts, total computation of expenses, remaining balance)

* **Deadline of Submission:** a week after the activity/program
* **Format:** Short bond paper, Font style – Calibri, Font size – 12
* **Presidents:** Soft copy should be properly consolidated in your Class Google Drive, properly scanned and labeled by Team or Group number;

-Subject

-Team/Group No.

-Course

-Class Schedule

-Name of the CWTS Instructor

Example: NSTP-CWTS2/Group 1-BLIS/Monday 8:00-10:00 am/Rachel L. Saladaga

* **Team Leaders:** Final checking and filing of documents prior to submission to the President for consolidation
* **Late Submission:** The group will receive a passing grade of 75%
* **Individual uploading of documentation in your LMS is required**

Prepared by:

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CWTS Instructor

Noted by:

**MA. EVA LIZA DEL MAR**

NSTP Coordinator

Approved by:

**PRINCESS L. VARONA, MAED-SST**

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