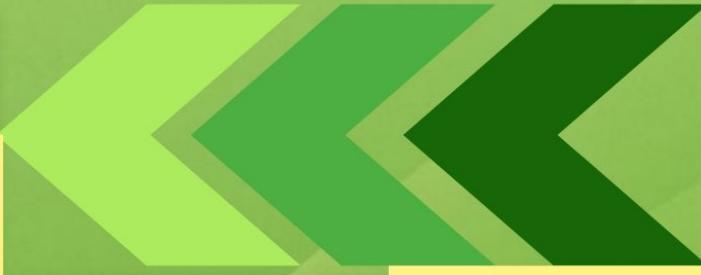




CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS



Bachelor of Secondary Education



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias , Cavite

BACHELOR OF SCIENCE IN SECONDARY EDUCATION MAJOR IN ENGLISH

PRELIMINARY SURVEY VISIT

**AREA VI.
EXTENSION AND COMMUNITY
INVOLVEMENT**

B. Planning

B.1 Evidence of extension planning sessions



Planning session with faculty members of BSE Program



Planning session campus extension coordinators



NO.	NAME	AGENCY/OFFICE	DESIGNATION	CONTACT NUMBER	SIGNATURE	
					DSWD	DSWD
1	DR. JUANITA R. GONZALES	POO 1/CITY LINK	ASST. SECY.	09175266791		
2	MICHAEL C. CRISTOBAL	POO 1/CITY LINK	SECY.	09175267552		
3	MR. G. A. AGUSTIN	CACI	CACI II	09175267330		
4	MARICELLE MELL MAMALA	LEPO	LEPO	09175267331		
5	EDILMA BOLIVAR	Budget Officer	Budget Officer	09175267332		
6	WILDA M. PAGULAN	DOPO	DOPO	09175267333		
7	ANGELICA M. ALVAREZ	CPO	CPO	09175267334		
8	JEREMY B. HORN	DSWD 1/CITY LINK	DSWD 1/CITY LINK	09198515716		
9	ANNETTE B. LIGANDO-ZE	CACI	CACI	09175267335		
10	Roselyn A. Plaza	POO 1/CITY LINK	POO 1/CITY LINK	09175267337		
11	RAMA C. MAMALA	LEPO	LEPO	09175267338		
12	DEBORA CALAFAN	DOPO	DOPO	09175267339		
13	EMILIA B. CALAFAN	CPO	CPO	09175267340		
14	ATTY. KAREN JANE F. MABON	DOPO	DOPO	09175267341		
15	YONA ANN BAGUMBOL	CITY LINK/CITY LINK	CITY LINK	09175267342		
16	GILBERT A. MONTAÑA	POO 1/CITY LINK	POO 1/CITY LINK	09175267343		
17	TERESA B. LAMANAO	DSWD	CWU-CWU	09175267344		
18	KATE ANN C. MONTAÑA	POO	POO	09175267345		
19	GIL R. ROSARIO	AGRICULTURE	Senior Agribusiness	09175267346		
20	PAUL ARNOLD P. LAUREL	ENGINEERING OFFICE	ENGR I	09057210115		
21	PTYL CONSTRUCTION, COMPLIANCE	CSO	CSO	09175267347		



NO.	NAME	AGENCY/OFFICE	DESIGNATION	CONTACT NUMBER	SIGNATURE	
					DSWD	DSWD
22	ERICKA L. T. GARCIA	CSO	CSO	09175267348		
23	DR. JENNIFER T. BARRON	POO 1/CITY LINK	SECY.	09175267349		
24	DR. JENNIFER A. SABALDO	POO 1/CITY LINK	Ref. Officer	09175267350		
25	JAYNE POLICE E. SABALDO	POO 1/CITY LINK	Ref. Officer	09175267351		
26	PATRICIA A. UYBAL	POO 1/CITY LINK	Ref. Officer	09175267352		
27	ROSEMARIE Z. CAMPOMA	POO	Ref. Officer	09175267353		
28	EDGARNE LIMA T. YU	POO	Ref. Officer	09175267354		
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PREPARED BY:

MARIA IRIS A. NICAP / MARY ANN C. ARCADIO
POO 1/CITY LINK CITY LINK

Inter-Agency Meeting with DSWD 4Ps Facilitators. One of the Agenda of the Meeting was to discuss the CvSU-General Trias City Campus proposed Extension Program for their 4Ps members



**Consultative and planning meeting with
4Ps City Link Coordinators and DSWD
Social Welfare Attendant at the Campus**



Republic of the Philippines
CAVITE STATE UNIVERSITY
General Trias City Campus

Brgy. Vibora, General Trias City, Cavite

 (046) 509-4148

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CAMPUS EXTENSION SERVICES UNIT

MINUTES OF THE MEETING

June 8, 2022, 9AM-10:15 AM

Attendees:

Program Extension Coordinators

1. Alexa Jean Q. Colocado
 2. Kaycelyn Marjorie Gambon
 3. Michael Pareja
 4. John Dave Manalo
 5. Keith Angelica Avila
 6. Cleafere L. Nocon

Campus Extension Coordinator

- ## 1. Roncesvalle J. Caipang

Campus Administrator

- ## 1. Lauro B. Pascua, EdD

DSWD 4Ps Coordinators

1. M' Ghing Hicap
 2. S' Neil
 3. Mam Sarah

The meeting started at 9:15 in the morning at the Campus Administrator's Office. Ms. Ghing, Ms. Sarah and Sir Neil came to the office to discuss their concerns on the extension programs of the campus to the 4Ps members as target beneficiaries of the CvSUlong Extension Project of the Campus Extension Services Unit. The following concerns were raised:

1. Qualification of the prospect participants such as age limit, if allowance shall be provided and venue of the training.
 2. Monitoring of the 4Ps attendees through registration. They've requested to include in the registration link the preferred trainings of the participants, household number written on this format, 9 digits-xxxx-5 last digit. S' Neil asked to send them the registration link once modified right after the meeting.
 3. The following schedule of activities was also agreed upon.
June 26, 2022, the deadline of registration of the training participants.
June 29, 2022, conduct of the F2F orientation in the campus of the mechanics of the training and the raining proper schedules.

Ms. Ghing identified three possible training options of the 4Ps as relevant and priority needs of the members. These are Livelihood Training Program, Computer Literacy and the Alternative Learning System Program. She mentioned that they a total of 3000 existing members.

51 Ms. Caipang explained about the concern regarding the age limit. She said that in the
52 livelihood and computer literacy program, there is no age limit as long as capable to be trained,
53 but in the ALS program, only those who stopped high school can be accommodated since the
54 goal of the program is to enable OSY and OSA will gain admission to college. She also added
55 that no allowance will be provided since there is budget available yet she explained that once the
56 participants finished the training and proceed to put up their own business, a stimulus business
57 package will be provided to aid them to start a business.

58
59 Ms. Ghing suggested that the campus will provide just ingredients/materials instead of
60 cash. This suggestion was accepted and highly considered.
61

62 Ms. Caipang continued to discuss the possible set up of the extension trainings. For ALS,
63 it would be blended, online and modular which classes will be held every Friday or Saturday based
64 on the availability of the faculty members who will be the ALS teachers. For computer literacy,
65 this will be held in the campus since the computer units cannot be transported from one place to
66 another. However, the livelihood training can take place in area where it could be accessible to
67 the 4Ps beneficiaries.
68

69 Number of participants was also discussed where Ms. Caipang said that it would be by
70 batch depending on the registered participants and the training duration will take about
71 approximately 6 months.
72

73 After Ms. Caipang discussed the possible set up, Ms. Ghing and his companions
74 expressed their appreciation and their delighted to have heard about the great plans of the
75 campus extension services unit to their 4Ps members. Their hoping to be able to start the activity
76 the soonest time possible.
77

78 The meeting adjourned at 10:10 am with a photo opportunity.
79
80
81

82 Prepared by:
83
84 
85 **CLEAFERE L. NOCON**
86 Campus Extension Unit Secretariat
87
88

89 Noted:
90
91 
92 **RONCESVALLE J. CAIPANG**
93 Campus Extension Coordinator
94
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96
97 Approved:
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99 
100 **LAURO B. PASCUA, EdD**
101 Campus Administrator

B.2 Copy of the extension program, including relevant information



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CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus
Indang, Cavite
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EXTENSION PROJECT PROPOSAL

I. PROJECT DESCRIPTION	
Project Title:	CvSUlong Edukasyon: "Al-Sin ang Hadlang Upang Makatapos ng Pag-aaral"
Agenda Classification:	Societal Development and Equality
Proponents:	BSE Program headed by Mr. Victoriano P. Barliso (Program Coordinator) and Alexa Jean Q. Colocado (Program Extension coordinator), Roncesvalle J. Caipang (Department Chairperson)
College/Campus:	Cavite State University - General Trias City Campus
Collaborating Agencies:	DSWD, DepEd Als-Division of General Trias City, Cavite
Target Beneficiaries:	DSWD 4Ps Out of School Youth and Adult
Community Location:	City of General Trias, Cavite
Period of Implementation:	10 months- 1year
Budgetary Requirement (PhP):	Seventy Thousand pesos (70,000)

II. RATIONALE

According to the Department of Education, the Alternative Learning System or famously called ALS is a parallel learning system in the Philippines that provides a practical option to the existing formal instruction. When one does not have or cannot access formal education in schools, ALS is an alternative or substitute.

ALS includes both the non-formal and informal sources of knowledge and skills. Many Filipinos do not have a chance to attend and finish formal basic education (Grades 7-10) due to many reasons. Some drop out from schools while some do not have schools in their communities. Since every Filipino has a right to free basic education, the Government establishes ALS to provide all Filipinos the chance to have access to and complete basic education in a mode that fits their distinct situations and needs.

There are two major programs on ALS that are being implemented by the Department of Education, through the Bureau of Alternative Learning System (BALS). One is the Basic Literacy Program and the other is the Continuing Education Program – Accreditation and Equivalency (A&E). Both programs are modular and flexible. This means that learning can take place anytime and any place, depending on the convenience and availability of the learners.

Formal Education system is classroom-based, managed by trained formal school teachers.

ALS Non-formal Education happens outside the classroom, community-based, usually conducted at community learning centers, barangay multi-purpose hall, libraries or at home, managed by ALS learning facilitators, such as mobile teachers, district ALS Coordinators, instructional managers at an agreed schedule and venue between the learners and facilitators.

(All information taken *in toto* from DepEd)

In General Trias City, there are those who have undergone studying the ALS program and have eventually gone to college afterwards. There are many success stories related to ALS. This is what this extension is hoping to achieve as a means of help to the city where CvSU is located.

With the ALS program, CvSU in Gentrí will be able to help promote and raise literacy since the university adheres to excellence in the development of globally competitive individuals, aside from being morally upright as well.

III. OBJECTIVES

The following objectives shall be met in the course of implementing the project:

1. Be able to commit OSY or older learners to enroll in the ALS program;
2. Be able to monitor the growth of the ALS students through the CvSU Gen. Trias faculty and student staff who will be their teachers;
3. Be able to produce graduates in secondary or BLP Program
4. Be able to help the ALS students continue through college by means of monitoring their success step-by-step.

IV. STRATEGIES

- First step is to promote CvSU-Gen. Trias Campus as ALS Service provider by means of mapping the 4Ps beneficiaries as endorse by the DSWD and also barangays that Ms. Arellano (DepEd-Cavite ALS Coordinator) has identified where ALS learners are located. These are specifically barangays 1) Vibora, 2) Arnaldo, 3) 1896, and 4) Sta. Clara.
- Gather at least 30 students who would like to enroll in the ALS Program
- ALS has two programs available: 1) For ages 16 to 17 and above who have not yet graduated in Junior High School and 2) BLP (Basic Literacy Program) for “no-read-no-write” students.
- Registration starts in June 2022 and ALS classes will commence in August 2022.
- During enrollment, ask for the enrollees’ Philippine Statistics Authority’s (PSA) birth certificate and list their salient information such as Name, Birthday, etc.
- CvSU – Gen. Trias will provide teachers as staff while DepEd ALS will provide the soft copy of the modules. Gen. Trias will be the one to print the modules.
- ALS will notify CvSU – Gen. Trias for trainings in implementing ALS and in including the campus in a Caravan via FB.

V. EXPECTED OUTPUT / OUTCOME

6Ps/2Is	OUTPUT/OUTCOME
Publications	Publish the social and economic impact of this project
Patents/IP	
Products	
People Services	
Places and Partnerships	Increased participation of the local government partners in the endeavor to uplift the lives of their constituents
Policy	
Social Impact	Reduced number of high school drop-outs
Economic Impact	

Table 1. Work and Financial Plan

Project Title:	CySulong Edukasyon: "Al-Sin ang Hadlang Upang Makatapos ng Pag-aaral"							
Proponent:	Bachelor of Secondary Education Program							
Campus/College:	Cavite State University – General Trias City Campus / Department of Arts, Sciences, Education, and Technology							

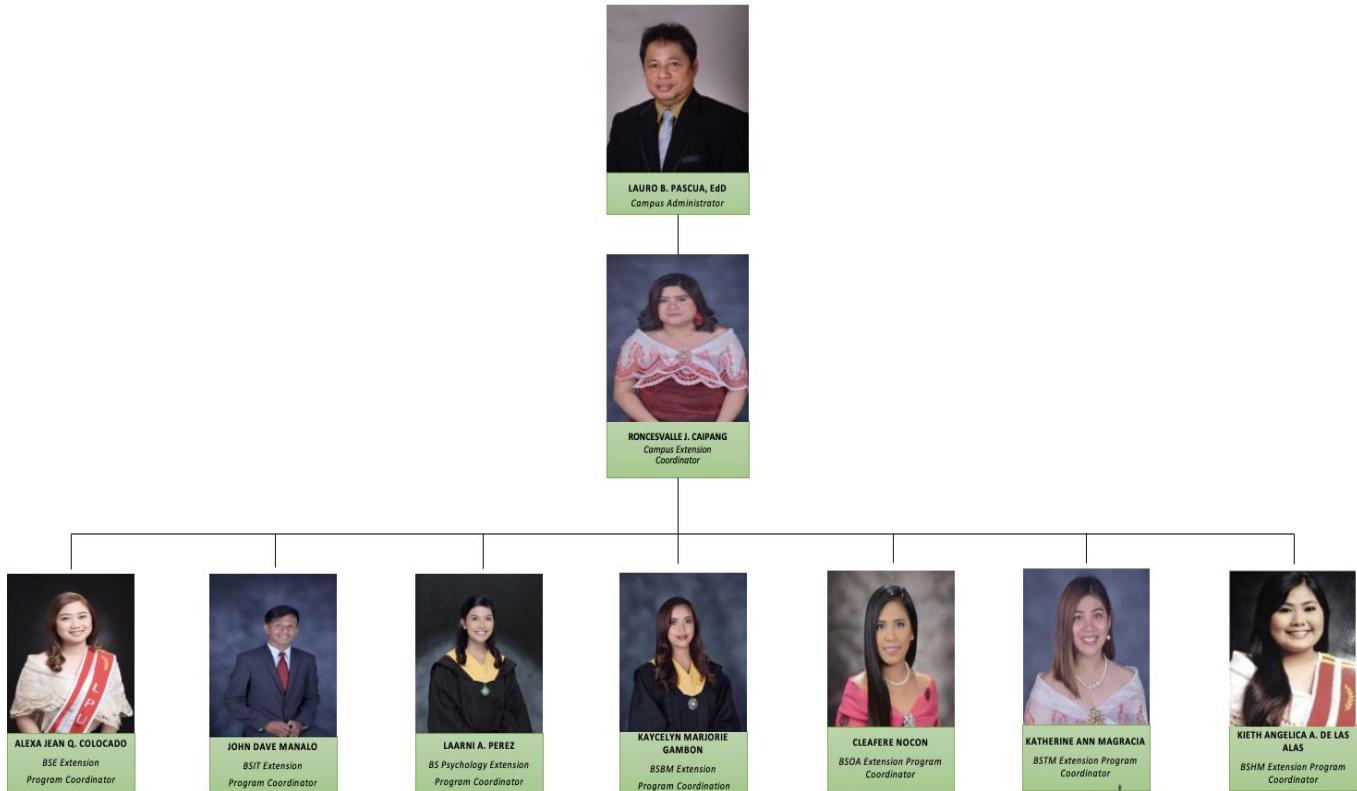
OBJECTIVES	ACTIVITIES	EXPECTED OUTPUT	YEAR 1			YEAR 2				BUDGET (PhP)	SOURCE
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
At the end of the activity, beneficiaries will be able to: 1. commit to the ALS program the 4Ps Out-of School youth and older learners	<ul style="list-style-type: none"> ● Registration of ALS participants ● Orientation on the implementation of the ALS 	<ul style="list-style-type: none"> ● 100 participants are enrolled in the ALS Program. 								<ul style="list-style-type: none"> ● Communication Expenses 2,000 ● Representation Expenses 5000 	MFO 4 Extension Services
At the end of the activity, beneficiaries will be able to: 1. acquire a certification as ALS Program Completer; and 2. graduate in secondary or BLP Program.	<ul style="list-style-type: none"> ● Start of ALS classes 	<ul style="list-style-type: none"> ● 100 participants will be able to take the ALS Accreditation and Equivalency Assessment; ● 100 participants obtain a Highschool diploma; and ● 100 participants can continue to study in Tertiary level. 							<ul style="list-style-type: none"> ● Learning materials 20,000.00 ● Teaching materials 10,000.00 ● Foods and Refreshments 15,000.00 ● ALS students' kit 20,000.00 ● Certificates 5,000.00 ● Personal Protective equipment/Sanitation supplies 5,000 	MFO 4 Extension Services	

B.3 Organizational Structure of the Extension Unit



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

EXTENSION SERVICES UNIT ORGANIZATIONAL STRUCTURE



Prepared by:

RONCESVALLE J. CAIPANG
Extension Coordinator

Approved:

LAURO B. PASCUA, EdD
Campus Administrator

B.4 Profile of the Unit Head and his/her staff.



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CAMPUS EXTENSION SERVICES UNIT

PROFILE OF EXTENSION UNIT HEAD AND STAFF

NAME	DESIGNATION	RANK	NATURE OF APPOINTMENT	HIGHEST EDUCATIONAL ATTAINMENT	FIELD OF SPECIALIZATION	UNIVERSITY	YEAR GRADUATED	YEARS IN CVSU
Dr. Lauro B. Pascua, EdD	Campus Administrator	Associate Prof III	Permanent	Doctor in Education major in Educational Management	Education/Industrial Technology	EARIST-Manila	2007	34 years
Roncесvalle J. Caipang, MSBio	Campus Extension Coordinator/ Department Chairperson/ Faculty, General Education	Instructor 1	Permanent	PhD Biology(cand)	General Biology	De La Salle University-Dasmariñas	On-going	11 years
Alexa Jean Q. Colocado	BSE Program Extension Coordinator	Instructor I	Job Order	Master of Arts in English as a Second Languange	Education	De La Salle University-Dasmariñas	On-going	4 years
John Dave Manalo	BSIT Program Extension Coordinator	Instructor I	Job Order	Master Science of in Information technology	Information technology	Cavite State University-Main	On-going	4 years

Laarni A. Perez	BSP Program Extension Coordinator	Instructor I	Job Order	Master of Arts in Psychology Major in Clinical PSychology	PSychology	De La Salle University-Dasmariñas	On-going	1 year
Kaycelyn Marjorie Gambon	BSBM Program Extension Coordinator	Instructor 1	Job-Order	Masters of Arts in Management	Business Management	Cavite State University-Main	On-going	3 years
Cleafere Nocon	BSOA Program Extension Coordinator	Instructor 1	Job Order	Master of Business Administration	Office Administration	Philippine Christian University-Dasmariñas	2020	4 years
Katherine Ann Magracia	BSTM Program Extension Coordinator	Instructor I	Job Order	Master Science of in Tourism Managementnt	Tourism Management	Philippine Women's Univerwity	2020	5 years
Keith Angelica A. <u>De Las ALAs</u>	BSHM Program Extension Coordinator	Instructor I	Job Order	Master of Arts in Education Management	Hospitality Managemnet	Philippine ChristianUniversity-Cavite	On-going	6 months

Prepared by:

RONCESVALLE J. CAIPANG, MSBio
Campus Extension Coordinator

Certified Correct:

LAURO B. PASCUA, EdD
Campus Administrator

B.5 Operational Plan of the Extension Program, with focus on implementation strategies

Extension Program Operational Plan

1 Profiling and Community Needs Assessment

Data Collection through surveys and records from the LGU's in the service area will be used to identify the target communities for the program. Once identified, consultation meetings will be held among barangay officials, representatives of the stakeholders for the assessment of their Needs .

2 Consultative Meetings with Stakeholders and Linkage Partners

- Consultative meetings will be conducted with our stakeholders for orientation, planning and implementation strategy of the extension activities. This is also to build rapport with them.

3 MOA Signing

- A Memorandum of Agreement (MOA) will be drafted and signed by different stakeholders involved in the conduct of such extension programs after presenting the outputs of community needs assessment and agreed upon on the planned projects and activities provided for them.

4 Planning and Preparation

- Extension Coordinator will call a meeting with the department chairpersons, program coordinators and faculty extension members to present the plan and extension programs to be spearheaded by each department. Proposals will be presented to the University Extension Council for funding and approval

5 Conduct of Extension Activities

- Upon the approval of the extension project and funds have been acquired, conduct of extension programs by department will begin.

6 Monitoring and Evaluation

- Monitoring and evaluation of extension projects and activities will be done by conducting interview from beneficiaries of the target communities. Extension coordinator is required to submit quarterly reports to the Extension Services Unit of the University.

7 Impact Assessment of Extension program

- After five years of implementation, the program will be assessed in terms of its economic, social, and environmental impact on its target communities. The impact evaluation will be done in two ways: by self-assessment of the implementer and by the assessment of the Extension Services Unit of the University. The conduct of impact assessment will be based on the target indicators set before the implementation of the program.

Table 1. Work and Financial Plan

Project Title: **CySUlong Edukasyon: "Al-Sin ang Hadlang Upang Makatapos ng Pag-aaral"**
 Proponent: Bachelor of Secondary Education Program
 Campus/College: Cavite State University – General Trias City Campus / Department of Arts, Sciences, Education, and Technology

OBJECTIVES	ACTIVITIES	EXPECTED OUTPUT	YEAR 1				YEAR 2				BUDGET (PhP)	SOURCE
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
At the end of the activity, beneficiaries will be able to: 1. commit to the ALS program the 4Ps Out-of School youth and older learners	<ul style="list-style-type: none"> ● Registration of ALS participants ● Orientation on the implementation of the ALS 	<ul style="list-style-type: none"> ● 100 participants are enrolled in the ALS Program. 									<ul style="list-style-type: none"> ● Communication Expenses 2,000 ● Representation Expenses 5000 	MFO 4 Extension Services
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Patents/IP	
Products	
People Services	
Places and Partnerships	Increased participation of the local government partners in the endeavor to uplift the lives of their constituents
Policy	
Social Impact	Reduced number of high school drop-outs
Economic Impact	

B.6 Roster/Experts for extension projects, if necessary.



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CAMPUS EXTENSION SERVICES UNIT

ROSTER/EXPERTS OF EXTENSION PROJECT

CvSUlong Eduksyon: ALSin ang HAdlang Upang Mkatapos ng Pag-aaral

NAME	DESIGNATION	RANK	NATURE OF APPOINTMENT	HIGHEST EDUCATIONAL ATTAINMENT	FIELD OF SPECIALIZATION	UNIVERSITY	YEAR GRADUATED	YEARS IN CVSU
Dr. Lauro B. Pascua, Ed.D	Campus Administrator	Associate Prof III	Permanent	Doctor in Education major in Educational Management	Education/Industrial Technology	EARIST-Manila	2007	34 years
Roncesvalle J. Caipang, MSBio	Campus Extension Coordinator/ Department Chairperson/ Faculty, General Education	Instructor 1	Permanent	PhD Biology(cand)	General Biology	De La Salle University-Dasmarias	On-going	11 years
Victoriano P. Barliso, Jr., LPT, MATSPED	Education Program Coordinator	Instructor 1	Permanent	PhD Curriculum and Instruction (cand)	Education	Philippine Norma University-Manila	On-going	4 years
Alexa Jean Q. Colocado	Extension Program Coordinator	Instructor	Job Order	Master of Arts in English as Second Language	Education	De La Salle University-Dasmarias	2019	4 years
Dr. Noel B. Manapnis, LPT	Faculty/	Assistant Prof 4	Permanent	PhD Applied Linguistics	Applied Linguistics	Philippine Normal University-Manila	2016	18 years

Glory Ann Utana	Faculty	Instructor 1	Job-Order	Bachelor of Secondary Education Major in English	Education		2018	3 years
Alelie B. Diato, LPT, MST	Faculty	Instructor 1	Permanent	PhD Educational Psychology	Education	De La Salle University-Manila	On-going	7 years

Prepared by:


RONCESVALLE J. CAIPANG, MSBio
Campus Extension Coordinator

Certified Correct:


LAURO B. PASCUA, EdD
Campus Administrator

B.7 Evidence of transfer of appropriate technology to the target cliente.

CvSUlong Edukasyon, ALS Extension Project of the BSE program just yet to start since the MOA with partnered institution (DepEd-Cavite) was just approved by the board last April 2022. ALS classes will begin on August 2022. No evidence of transfer yet to be shown here at this point.

Table 1. Work and Financial Plan

Project Title:	CvSUlong Edukasyon: "ALSin ang Hadlang Upang Makatapos ng Pag-aaral"							
Proponent:	Bachelor of Secondary Education Program							
Campus/College:	Cavite State University – General Trias City Campus / Department of Arts, Sciences, Education, and Technology							

OBJECTIVES	ACTIVITIES	EXPECTED OUTPUT	YEAR 1				YEAR 2				BUDGET (PhP)	SOURCE
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
At the end of the activity, beneficiaries will be able to: 1. commit to the ALS program the 4Ps Out-of School youth and older learners	<ul style="list-style-type: none"> ● Registration of ALS participants ● Orientation on the implementation of the ALS 	<ul style="list-style-type: none"> ● 100 participants are enrolled in the ALS Program. 									<ul style="list-style-type: none"> ● Communication Expenses 2,000 ● Representation Expenses 5000 	MFO 4 Extension Services
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B.8 Sample of packaged technologies/news/information disseminated to the cliente



CAVITE STATE UNIVERSITY General Trias City Campus

EXTENSION SERVICES UNIT

CvSUlong Sa Kaalaman, Kabuhayan at Kaunlaran

The Extension Program of
CvSU-General Trias City Campus

Address: Brgy. Vibora, City of General Trias, Cavite
☎ (046) 509-4148
www.cvsuextension@cmc.com



CvSU Mission

Cavite State University shall provide excellent, equitable and relevant educational opportunities in the arts, sciences and technology through quality instruction and responsive research and development activities. It shall produce professional, skilled and morally upright individuals for global competitiveness.

Ang Cavite State university ay makapagbigay ng mahusay, pantay at makabuluhang edukasyon sa sining, agham at teknolohiya sa pamamagitan ng kalidad na pagtuturo at tumutugon sa pangangailangang pananaliksik at mga gawing pangkaunlaran. Makalikha ito ng mga indibidwal ng dalubhasa, may kasaysayan at kagandahan-asal sa pundaigdigang kakayahan.



CvSU Vision

The premier university in historic Cavite recognized for excellence in the development of globally competitive and morally upright individuals.

Ang nangungunang pamantasan sa makasaysayang Kabilte na kinikilala sa kahusay na paghugob ng mga indibidwal na may pundaigdigang kakayahan at kagandahan asal.



Quality Policy

We Commit to the highest standards of education, Value our stakeholders, Strive for continual improvement of our products and services, and Uphold the University's tenets of Truth, Excellence, and Service to produce globally competitive and morally upright individuals.

The CvSUlong Extension Program of the campus aims to capacitate our beneficiaries and target communities with knowledge and skills that will help uplift the social and economic status through conduct of the following training courses:

1. CvSUlong Edukasyon: ALSin ang Hadlang upang Matapos ng Pag-aaral

Service Offered:

1. Alternative Learning System Program for Out-of-School Youth and Adult

Objectives:

1. enroll OSY and OSA to ALS Program
2. prepare and assist ALS learners to qualify for admission in college.

2. CvSUlong Ekonomiya: Business and Livelihood Opportunities and Training Services Offered:

1. Short training course on food processing (gourmet, canned Valencia, chips (banana, kangkong, mushroom)

2. Short training course on non-food processing (face masks, sanitizers, dishwashing and fab-conditioner, candle)

3. Training on product packaging and product marketing

Objectives:

1. develop skill in processing food products gourmet, canned Valencia, chips (banana, kangkong, mushroom)
2. develop skill in processing non food products (face masks, sanitizers, dishwashing and fab-conditioner, candle)
3. develop skills in product packaging,
4. develop skills in product marketing through online and traditional methods.

3. GTC IT Bootcamp for Beginners: A Computer Literacy Program

Service Offered:

1. Short training course on Microsoft office, graphic design, and computer and network troubleshooting.

Objectives:

1. gain knowledge in the basics of computer and applications.
2. develop skills in computer functions and applications.
3. increase by at least 10% the computer literacy rate in Cavite.

4. adopt the knowledge and skills learned through establishing own business (computer shops, graphic designing, etc.)
5. generate additional source of income

4. CvSUlong Sikolohiya

Service Offered:

1. Free review sessions for aspiring Psychometrists

Objectives:

1. Provide free review sessions and review materials for Psychometrician board takers.
2. Assess the readiness of the participants to take the board through the conduct of a mock board examination.

5. Stenography 101. Stenography Training Course for Beginners

Service Offered:

1. Short training course for stenography or short handwriting to office workers, barangay secretaries, etc.

Objectives:

1. develop skills in quick written communication
2. improve essential traits and behavior patterns e.g. concentration, judgment, initiative
3. cultivate vocational skills for gainful employment in steno typing
4. prepare for gainful employment
5. teach participants to read and write shorthand rapidly and accurately in the shortest possible time.

These services are offered absolutely free!!

For interested participants, you may register using the link below:

www.bit.ly/3NgfAUd

Or contact us through the following:

Address: Brgy. Vibora, City of General Trias, Cavite

☎ (046) 509-4148

cvsuextension@gmail.com

Cavite State University - General Trias City Cavite

GENERAL'S IN ACTION:
Reaching Communities through Extension

**TOCINO
SIOMAY
TAPA(BAN)**
EMBUTIT

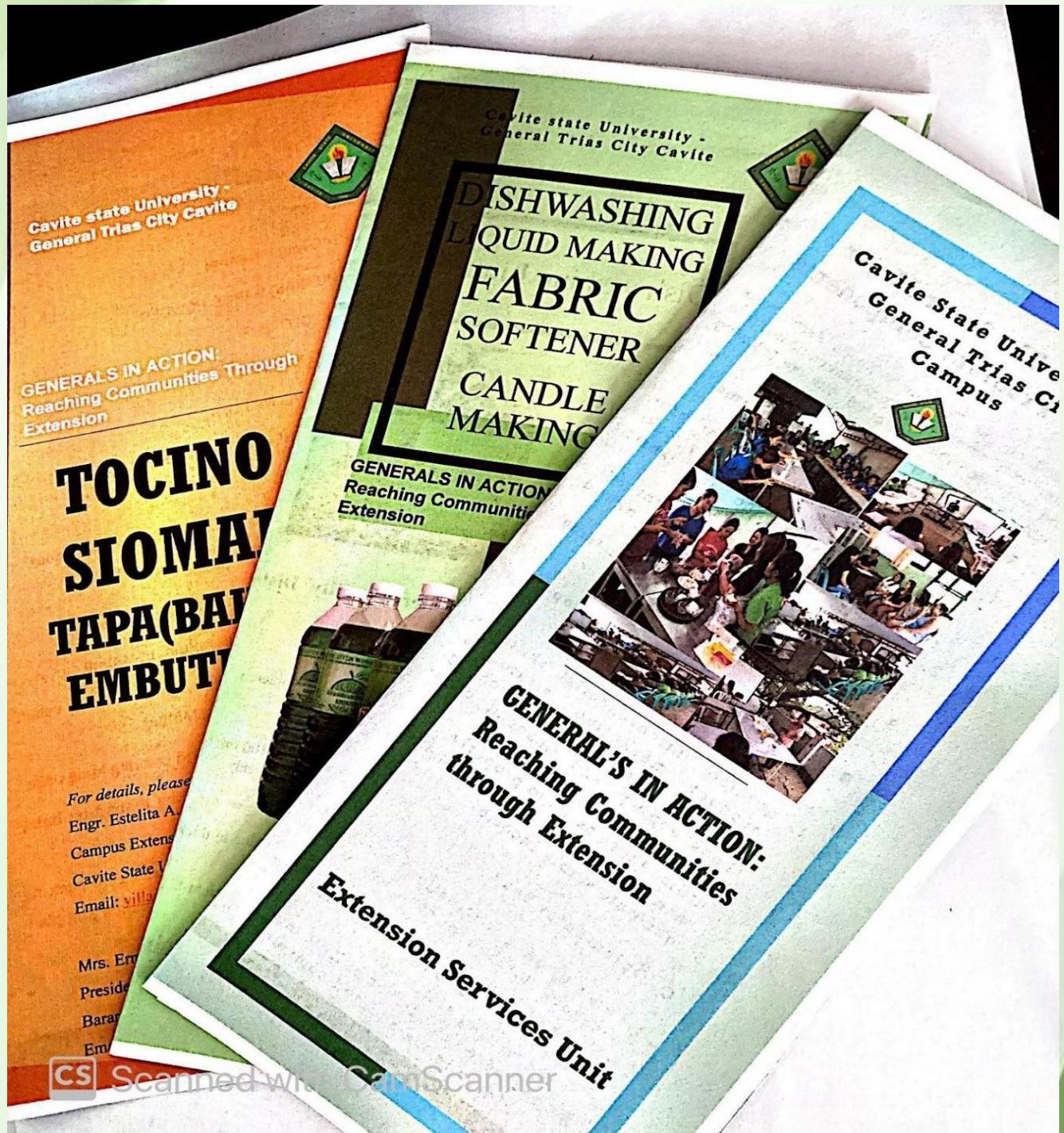
**DISHWASHING
LIQUID MAKING
FABRIC
SOFTENER
CANDLE
MAKING**

**GENERAL'S IN ACTION:
Reaching Communities through Extension**

Extension Services Unit

Cavite State University - General Trias City Cavite

Cavite State University - General Trias City Cavite Campus



Wednesday,
March 31,
2021

THE GENERALS HARBINGER

Quarterly News of Research and Extension Services: Cavite State University
General Trias City Campus

Issue #1

Research and Extension Services

Get to Know

Having a new set of coordinators, the Research and Extension Services unit had its first online meeting on March 1, 2021. The meeting was presided by Dr. Louziela Masana, head of Research and Extension who also introduced unit coordinators and discussed their expected roles and responsibilities.

With high hopes for the research and extension services of the campus, targets per unit were also conceptualized.

Some of the matters discussed are about orientation of roles, duties and responsibilities of being a unit coordinator. Here, it was reiterated that in every event there must be a documentation for the very purpose of producing great accomplishment reports.

Planning of activities, researches and extension services were also tackled. Overall, the outcome of the meeting was successful.

-LPMasana



The Research and Extension Services of Cavite State University - General Trias City Campus headed by Dr. Louziela P. Masana as Chair, Mr. Daniel C. Abuton as Knowledge Management Coordinator, Mr. Xenonlee E. Laynes as Student Research Monitoring and Evaluation Coordinator, Ms. April M. Goloso-Gile as GAD Coordinator and Ms. Alexa Jean M. Colocado as Extension Coordinator,

A Blast on Research and Extension Coordinators on Their First Meeting

Gist of the Meeting

The Research and Extension Services Coordinators had a simple yet meaningful meeting. It was initiated by Research and Extension chair, Dr. Louziela P. Masana.

The first thing discussed are the targets for research that needs to be accomplished within the whole semester.

The department decided to produce one research output utilize by industry/beneficiaries. It also aims to have two completed faculty researches. They encouraged that at least 17% of the faculty should be able to publish a research. Participation to research conferences whether local, national or international are also given emphasis and hopefully be accomplished by the end of this semester.

Dr. Masana also gave thematic areas where the faculty could choose what type of research they would like to begin with.

In the extension services, Ms. Alexa Jean Colocado discussed the following activities to be executed by the unit. Some of the activities are as follows:

1. Training on Soap Making
2. Training Dish Gardening
3. Webinar: Tips on how to communicate with power and impact on office industry
4. Webinar: Tips on how to create a career portfolio
5. Webinar: Affordable business during pandemic
6. Webinar: Do's and don'ts on starting a small business
7. Testimonials of CvSU Gentri Students who started a small business during pandemic
8. Webinar: Social Media Marketing

Overall, the meeting became successful.

-DCAbuton

Get To Know More About The Latest By Following Us On Social Media

Cavite State University – General Trias City Campus



Facebook Page

Link Posted Below:

<https://www.facebook.com/CvSUGeneralTrias2012>



Gender and Development – Cavite State University GTC Campus



Facebook Page

Link Posted below:

<https://www.facebook.com/Gender-and-Development-Cavite-State-University-GTC-Campus-10248981901949>



CvSU GenTri Research and Extension Services



Facebook Page

Link Posted Below:

<https://www.facebook.com/cvsugentriRE>



Click this to see the file

Modules for ALS Learning

B.9 Copy of Extension Manual

Click this to see the file

CvSU Extension Manual



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias , Cavite

BACHELOR OF SCIENCE IN SECONDARY EDUCATION MAJOR IN ENGLISH

PRELIMINARY SURVEY VISIT

**AREA VI.
EXTENSION AND COMMUNITY
INVOLVEMENT**

B. Monitoring

B.10 Copy of the monitoring and evaluation instrument/s.



ACTIVITY EVALUATION

Activity: _____
 Date: _____
 Venue: _____
 Sex: _____ Male _____ Female Age: _____

Instruction: Encircle the corresponding number based on your evaluation on the activity conducted using the following scale:

1	2	3	4	5
Much less than expected	Less than expected	Matched expectations	Exceeded Expectations	Greatly exceeded expectations

I. Procedure and content

a. Attainment of the objective	1	2	3	4	5
b. Appropriateness of the topic/s to attain the objective	1	2	3	4	5
c. Appropriateness of the teaching method/s used	1	2	3	4	5

What topic/s do you think should be included in the discussion?

II. Suitability at the present time

a. Appropriateness of the topic/s in the present time	1	2	3	4	5
b. Usefulness of the topic/s discussed in the activity	1	2	3	4	5

III. Resource Speaker/Trainor

a. Knowledge about the topic/s	1	2	3	4	5
b. Teaching method/s used	1	2	3	4	5
c. Presentation and discussion	1	2	3	4	<input checked="" type="checkbox"/>
d. Teaching material/s used	1	2	3	4	5

IV. Venue and Food

a. Venue	1	2	3	4	5
b. Food and drinks served	1	2	3	4	5
c. Accommodation	1	2	3	4	5

V. Overall Evaluation

a. Relevance of the activity	1	2	3	4	5
b. Quality of the activity	1	2	3	4	5
c. Timeliness	1	2	3	4	5

What are your suggestions and comments to further improve the conduct of the activity?





PROJECT QUARTERLY PROGRESS REPORT

Campus/College/Unit:

Period Covered:

Program Title:

Project Title:

Project Leader:

Objectives	Target Activities for the Period	Actual Accomplishment	Percentage Accomplishment		Project Expenditure for the Period	Problem/s Encountered, Action/s Taken, and Recommendations
			For the period	Cumulative (From the start)		

I certify in my honor, to the correctness of the above information.

Prepared by:

Verified by:

Attested by:

Project Leader

Extension Coordinator

Dean/Administrator/Director

Date

Date

Date

B.11 Sample accomplishment and terminal reports.



EXTENSION SERVICES QUARTERLY REPORT

Campus/College/Unit: General Trias Campus

Period Covered: April 2021 - June 2021

I. Partnerships

1. No. of new partnership	None
2. No. of existing active partnership	2

Supporting documents:

1. Notarized copy of the Memorandum of Agreement/Understanding or Letter of Agreement
2. Copy of approved extension program/project proposal (if the partnership involves implementation of a new or on-going project)
3. Highlights and photo documentation of activities conducted in relation to the partnership

Attachment:

Please use Google Spreadsheet Table 1.

II. Extension Programs/Projects

1. No. of community needs assessment/benchmark survey conducted	None
2. <u>Internally funded program/project</u>	
a. No. of new extension program/project	None
b. No. of on-going extension program/project	1 extension programs (2 extension projects)
c. No. of completed extension program/project	None
3. <u>Externally funded project</u>	

Quarterly Accomplishments

File Edit View Insert Format Data Tools Add-ons Help Last edit was made on July 27 by Alexa Jean Colocado



SAMPLE COPY OF ACCOMPLISHMENT REPORT SUBMITTED TO THE UNIVERSITY EXTENSION UNIT

Click this to see the file

Compiled Accomplishment and Terminal Reports



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias , Cavite

BACHELOR OF SCIENCE IN SECONDARY EDUCATION MAJOR IN ENGLISH

PRELIMINARY SURVEY VISIT

AREA VI. EXTENSION AND COMMUNITY INVOLVEMENT

B. Funding and Other Resources

B.12 Copy of budgetary allocation for the extension program

Table 2. Budget Summary

Project Title: CvSULONG Edukasyon: "Al-Sin ang Hadlang Upang Makatapos ng Pag-aara!"
Proponent: Teacher Education Program
Campus/College: Cavite State University – General Trias City Campus / Department of Arts, Sciences, Education, and Technology

LINE-ITEM BUDGET	FUND SOURCE			TOTAL
Participant's learning materials <ul style="list-style-type: none">• Printing of modules• Internet connection fee			MFO 4 Extension Services	20,000.00
ALS students' kit <ul style="list-style-type: none">• Notebooks• Pens• Envelopes and folders• T-shirts			MFO 4 Extension Service	20,000.00
Teaching Materials <ul style="list-style-type: none">• Notebooks and Pen			MFO 4 Extension Services	10,000.00
Foods and refreshments			MFO 4 Extension Services	15,000.00
Communication Expenses			MFO 4 Extension Services	2,000.00
Representation Expenses			MFO 4 Extension Services	3,000.00
Certificates			MFO 4 Extension Services	5,000.00
TOTAL				75,000.00

BUDGET ALLOTED TO THE ALS PROJECT “Excerpt from the ALS Extension Project Proposal”

Click this to see the file

APPROVED FINANCIAL PLAN MFO4 EXTENSION SERVICES

FY 2021

FY 2020

B.13 Evidence of outsourcing for fund augmentation.

There were no external funding sources applied or sought after since there is provision of enough budget form the campus MFO 4 for extension activities

APPROVED PER BDR RESOLUTION
NO 52 SERIES OF 2020 DATED
18 DECEMBER 2020

Republic of the Philippines
CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

FY 2021 PROGRAM OF RECEIPTS AND EXPENDITURES
GENERAL TRIAS CITY CAMPUS

CATHERINE J. QUINONES
BOARD SECRETARY V

					Fund 164	Fund 101 (Trust Misc)	Total	
I. Estimated Income					22,236,635.00	29,250.00	22,265,885.00	
less 30% SUC WIDE COMMON FUND					2,384,631.30			
					19,852,003.70	29,250.00	19,881,253.70	
II. Total Estimated Income								
III. Estimated Expenses								
Program Project Activity (PPA)	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlay		Total			
			Equipment Outlay	Infrastructure				
GASS	470,250.00	623,782.06	4,999,350.00	100,000.00	6,193,382.06	6,164,132.06	29,250.00	6,193,382.06
STO	-	3,930,440.34	-	-	3,930,440.34	3,930,440.34	-	3,930,440.34
MFO1	-	7,372,800.00	-	-	7,372,800.00	7,372,800.00	-	7,372,800.00
MFO2	-	-	-	-	-	-	-	-
MFO3	-	794,877.10	-	-	794,877.10	794,877.10	-	794,877.10
MFO4	-	794,877.10	-	-	794,877.10	794,877.10	-	794,877.10
Mandatory Reserve						794,877.10		794,877.10
Total Estimated Expenses	470,250.00	13,516,776.60	4,999,350.00	100,000.00	19,086,376.60	19,852,003.70	29,250.00	19,881,253.70

GASS General Administration Support Services

STO Support to Operation

MFO1 Higher Education

MFO2 Advanced Education

MFO3 Research Services

MFO4 Technical Advisory Extension Services

Prepared by:


ESTELITA A. VILLA
Campus Budget Officer

Certified Correct:


NOEL A. SEDIGO, MSc
Administrator, General Trias Campus

Recommending Approval:


MA. AGNES P. NUESTRO, PhD
Vice President for Academic Affairs

Approved by:

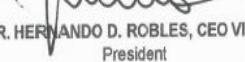

DR. HERNANDO D. ROBLES, CEO VI
President

Table 2. Budget Summary

Project Title:	<u>CvSUlong Edukasyon: “Al-Sin ang Hadlang Upang Makatapos ng Pag-aaral”</u>		
Proponent:	Teacher Education Program		
Campus/College:	Cavite State University – General Trias City Campus / Department of Arts, Sciences, Education, and Technology		

LINE-ITEM BUDGET	FUND SOURCE		
			TOTAL
Participant's learning materials • Printing of modules • Internet connection fee		MFO 4 Extension Services	20,000.00
ALS students' kit • Notebooks • Pens • Envelopes and folders • T-shirts		MFO 4 Extension Service	20,000.00
Teaching Materials • Notebooks and Pen		MFO 4 Extension Services	10,000.00
Foods and refreshments		MFO 4 Extension Services	15,000.00
Communication Expenses		MFO 4 Extension Services	2,000.00
Representation Expenses		MFO 4 Extension Services	3,000.00
Certificates		MFO 4 Extension Services	5,000.00
TOTAL			75,000.00

BUDGET ALLOTED TO THE ALS PROJECT “*Excerpt from the ALS Extension Project Proposal*”

B.14 Evidence of outsourcing for technical assistance and service inputs from other agencies.

The campus extension unit will provide and assign qualified teachers from the BSE program to teach subjects to ALS learners as stipulated agreement of the campus and the linkage partner (See *excerpt of this agreement on the MOA*)

I. SCOPE

This Memorandum of Agreement (MOA) pertains to the use of **CvSU-GENERAL TRIAS CITY CAMPUS** as extension partner for ALS learners for SY 2021-2022. **DepEd** may only use the module corner and ALS teachers for this purpose.

II. ROLES AND RESPONSIBILITIES

A. **PARTNER** shall:

1. Designate a focal person for all discussions and agreements regarding this Memorandum of Agreement.
2. Identify module corner within the campus accessible to the learners for learning materials pick up and output submission.
3. Assign qualified ALS teachers who will teach subjects to the ALS learners virtually.
4. Tour the **DepEd** focal person in the identified module corner prior to its utilization.
5. Prepare the module corner and not require learners and DepEd personnel to be engaged in the preparation of the **PARTNER** for this purpose.
6. Take charge of the management and maintenance of the module corner.
7. Provide measures to ensure the safety and security of the module corner. Ensure that students will not be exposed to hazardous materials and working environment throughout the duration of this Agreement.
8. Ensure compliance with the sanitation and health standards set by Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF), Department of Health (DOH), and Local Government Units (LGU) including disinfecting the module corner premises used and ensuring the use of required protective equipment.
9. Clean up and fumigate the module corner in accordance to the standards in case of contamination to COVID-19.
10. Ensure confidentiality of personal information of learners.