



Republic of the Philippines
CAVITE STATE UNIVERSITY
Bacoor City Campus
SHIV, Molino VI, City of Bacoor
☎ (046) 476-5029
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Office of the Research, Development and Extension Services

TRAINING REPORT

Campus/College/Unit:	CvSU – Bacoor City Campus	
Title of Training:	CRIM Preliminaries and First Aid Training at Disaster Risk Reduction Management Office- Bacoor Government Center	
Related Degree/Program:	Department of Computer Studies in collaboration with the Campus Extension Services – DC Program	
No. of days:	5 days	
Date conducted:	December 1-5, 2025	
Place:	BJMP	
Partner Agency/ies:	BJMP	
Part of a project:	Yes	No
Category of training:	Technical, vocational, livelihood	Agricultural and environmental trainings
	Continuing education for professionals	Basic education
	Gender and Development	Others

I. Objectives of the Training

Upon the completion of the activity, the participants will be able to:

1. understand the basic principles of layout and design;
2. familiarized on the process of creating and designing visual contents using Canva; and
3. Create and present their own visual content designs.

II. Mode and Method of Training

Face-to-face learning and via zoom and FB live

III. Number of Participants

Faculty

1. By Sex

a. Male	21
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b. Female	29
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TOTAL	50
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2. By Category

a. Student	3
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b. Farmer	1
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c. Fisherfolk	1
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d. Agricultural Technician	1
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e. Government Employee	1
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f. Private Employee	1
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g. Others	1
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TOTAL	9
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3. For technical, vocational, and livelihood trainings only

a. No. of participants who are solo parents	2
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b. No. of participants with disabilities	3
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c. Type of disability	blind
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IV. Evaluation

1. No. of participants surveyed	50
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2. Client's rating on the training in terms of relevance	
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a. 5

30

b. 4

20

c. 3

0

d. 2

0

e. 1

0

3. Client's rating on the training in terms of quality

a. 5

10

b. 4

10

c. 3

10

d. 2

10

e. 1

10

4. Client's rating on the training in terms of timeliness

a. 5

10

b. 4

10

c. 3

10

d. 2

10

e. 1

10

V. Budget

1. Amount charged to CvSU (campus/college/unit)

P 31,500.00

2. Amount charged to partner agency (Php) (if there is no cash involve, include estimates/value)

12,000

Line Item Budget

ITEM	QUANTITY	UNIT PRICE	TOTAL
FOOD			
AM Snacks	50	P 200.00	P 10,000.00
Lunch	50	P 200.00	P 10,000.00
PM Snacks	50	P 100.00	P 5,000.00
Professional Services of Lecturer for Trainings	1	P 6,500.00	P 6,500.00
TOTAL			P 31,500.00

VI. Photos

Attachments:

1. Program




**CAVITE STATE UNIVERSITY
BACOR CITY CAMPUS**

***Train the Trainers:
Canva Workshop Series***

Hosted by: Department of Computer Studies

June 8-9, 2022 | 08:00 am - 05:00 pm
Day 1: via Zoom Meeting | Day 2: 3rd Floor New Academic Bldg.

2. Attendance sheet



Programme

DAY 1: via Zoom Meeting

Invocation
National Anthem
Cavite Hymn
Opening Remarks
Ms. Janice A. Nealega, MBA
Campus Extension Coordinator

Message
Ms. Menvyluz S. Macalalad, MBA
Campus Administrator

Canva for Beginners
Cicely Frances D. Solano
*Education Specialty
Creator for Canva*

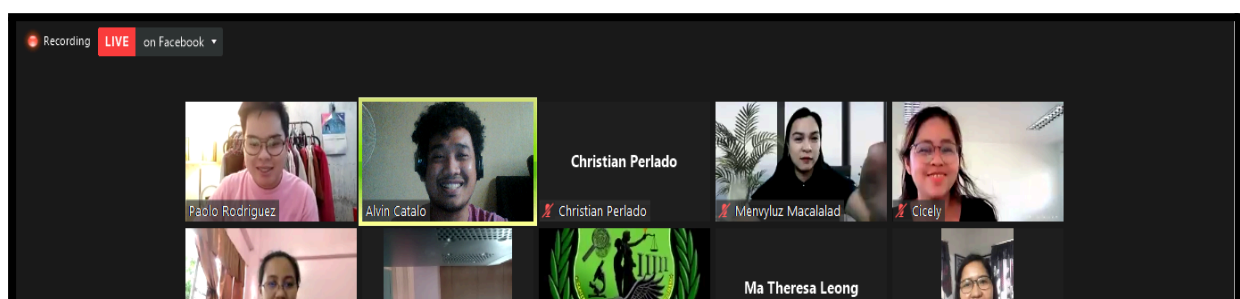
OPEN FORUM

DAY 2: Face-to-Face Setup

Registration
Recap of Day 1
Design Makeover with Canva
Ms. Christine Richelle B. Reyes
Instructor, Dept. of Arts & Sciences

LUNCH BREAK
Sharing, Presenting and Collaborating with Canva
Awarding of Certificates
Closing Remarks
Mr. Joshua A. Guevarra
*RDE Coordinator,
Dept. of Computer Studies*

CvSU Hymn
Mr. Paolo M. Rodriguez
In-charge of Ceremonies



Recording **LIVE** on Facebook

Alvin Catalo is talking...

Christian Perlado					
	Ma Theresa Leong				
					Crim arman
Christine Richell...			Lailanie S. Arciaga		Angelita T. Regala
					Jonathan Ehina
Nats Ferriol	Anne Mariano			Russel Cacho	Benjamin Dar

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TRAIN THE TRAINERS: CANVA WORKSHOP SERIES
June 9, 2022 (8:00A.M. - 5:00P.M.)
3rd floor, CvSU Bacoor New Academic Building

NAME	DESIGNATION			SEX		ADDRESS	MOBILE NUMBER	EMAIL ADDRESS	SIGNATURE
	Faculty	Barangay Officials	Campus Officials	Female	Male				
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Prepared by:

Training Coordinator

Date

Verified by:

Extension Coordinator

Date