



Republic of the Philippines
CAVITE STATE UNIVERSITY
Bacoor City Campus
SHIV, Molino VI, City of Bacoor
☎ (046) 476-5029
✉ cvsu.bacoor@cvsu.edu.ph



Office of the Research, Development and Extension Services

TRAINING REPORT

Campus/College/Unit:	CvSU – Bacoor City Campus						
Title of Training:	CLASSES Consultative Meeting at Mambog Elementary School						
Related Degree/Program:	Department of Computer Studies in collaboration with the Campus Extension Services – BSIT/BSCS Program						
No. of days:	1 days						
Date conducted:	June 9, 2025						
Place:	3 rd Floor, CvSU Bacoor New Academic building						
Partner Agency/ies:	CANVA						
Part of a project:	<table><tr><td>Yes</td><td>No</td></tr></table>	Yes	No				
Yes	No						
Category of training:	<table><tr><td>Technical, vocational, livelihood</td><td>Agricultural and environmental trainings</td></tr><tr><td>Continuing education for professionals</td><td>Basic education</td></tr><tr><td>Gender and Development</td><td>Others</td></tr></table>	Technical, vocational, livelihood	Agricultural and environmental trainings	Continuing education for professionals	Basic education	Gender and Development	Others
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	10
b. 4	10
c. 3	10
d. 2	10
e. 1	10

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

none

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
Message
Canva for Beginners

Audio Visual Presentation
Audio Visual Presentation
Audio Visual Presentation
Ms. Janice A. Nealega, MBA
Campus Extension Coordinator
Ms. Menvyluz S. Macalalad, MBA
Campus Administrator
Cicely Frances D. Solano
Education Specialty
Creator for Canva

OPEN FORUM

DAY 2: Face-to-Face Setup

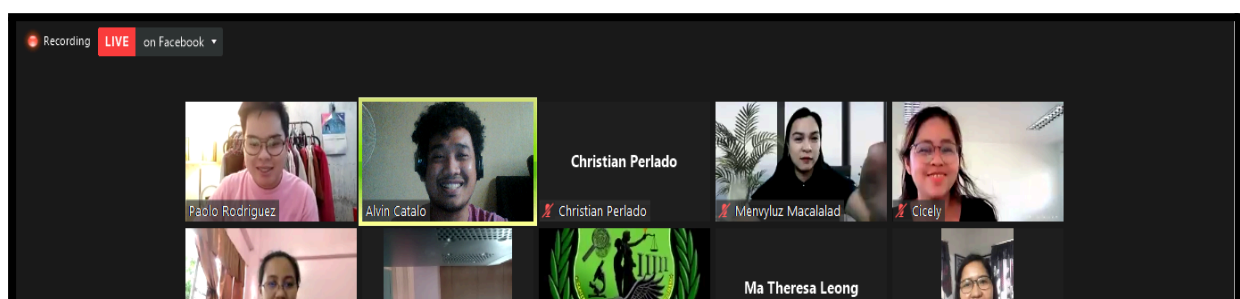
Registration
Recap of Day 1
Design Makeover with Canva
LUNCH BREAK
Sharing, Presenting and Collaborating with Canva
Awarding of Certificates
Closing Remarks
CvSU Hymn

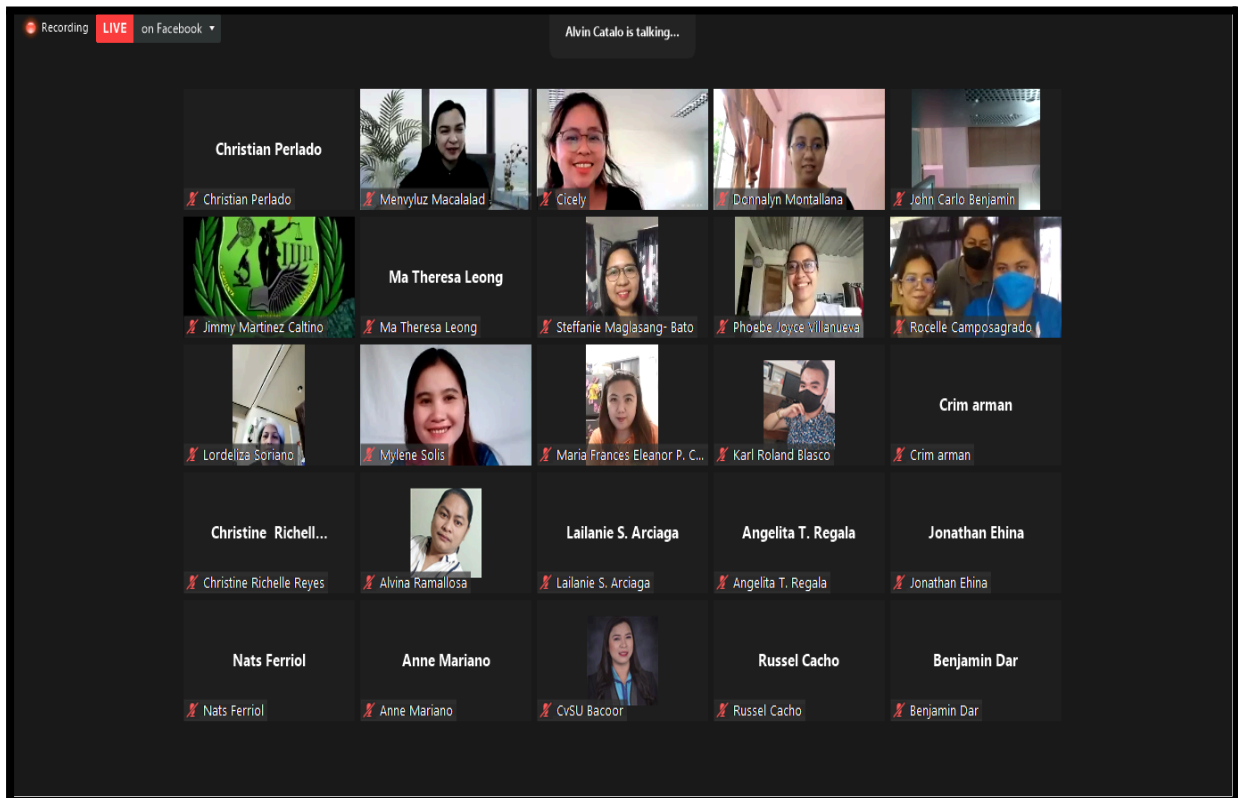
Ms. Christine Richelle B. Reyes
Instructor, Dept. of Arts & Sciences

Participants

Mr. Joshua A. Guevarra
RDE Coordinator,
Dept. of Computer Studies
Audio Visual Presentation

Mr. Paolo M. Rodriguez
In-charge of Ceremonies





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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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2. Rivaldo M. Cordero	✓			✓		Bacoor, Cavite	09161932056	rivaldo@cvsu.edu.ph	Rivaldo

Prepared by:

Training Coordinator

Date

Verified by:

Extension Coordinator

Date