



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
b. Female	29
TOTAL	50

2. By Category

a. Student	3
b. Farmer	1
c. Fisherfolk	1
d. Agricultural Technician	1
e. Government Employee	1
f. Private Employee	1
g. Others	1
TOTAL	9

3. For technical, vocational, and livelihood trainings only

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

IV. Evaluation

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

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
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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



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	Audio Visual Presentation
National Anthem	Audio Visual Presentation
Cavite Hymn	Audio Visual Presentation
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	
CvSU Hymn	Participants
	Mr. Joshua A. Guevarra RDE Coordinator, Dept. of Computer Studies
	Mr. Paolo M. Rodriguez In-charge of Ceremonies
	Audio Visual Presentation

Recording LIVE on Facebook ▾

Paolo Rodriguez

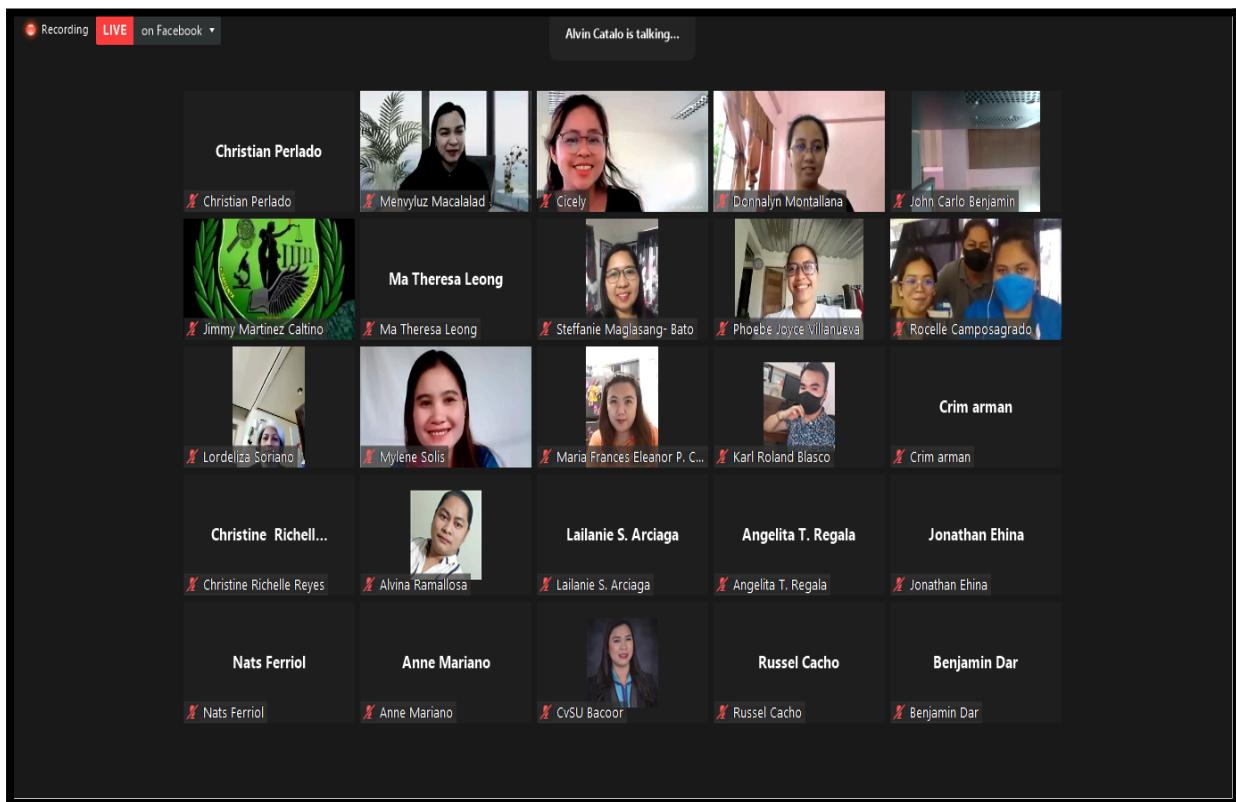
Alvin Catalo

Christian Perlado

Menvyluz Macalalad

Cicely

Ma Theresa Leong



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

Training Coordinator

Date

Verified by:

Extension Coordinator

Date