



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:	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	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

2. Amount charged to partner agency (PhP) (if there is no cash involve, include estimates/value) **none**

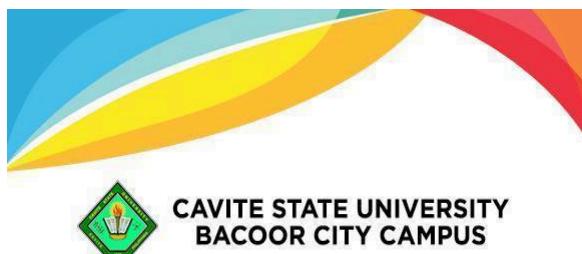
Line Item Budget

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



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

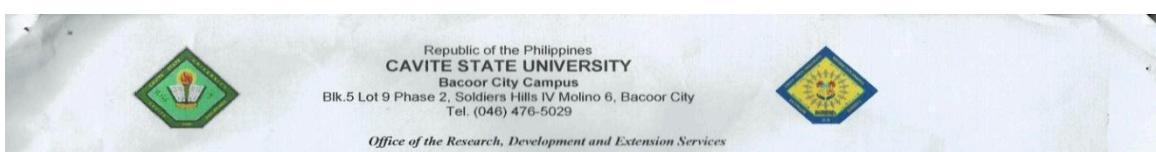
Programme	
DAY 1: via Zoom Meeting	
Invocation	Audio Visual Presentation
National Anthem	Audio Visual Presentation
Cavite Hymn	Audio Visual Presentation
Opening Remarks	Ms. Janice A. Nealega, MBA Campus Extension Coordinator
Message	Ms. Menvyluz S. Macalalad, MBA Campus Administrator
Canva for Beginners	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

Paolo Rodriguez	Alvin Catalo	Christian Perlado	Menvyluz Macalalad	Cicely
Ma Theresa Leong				

Recording LIVE on Facebook ▾

Alvin Catalo is talking...

Christian Perlado	Christian Perlado	Menyluz Macalalad	Cicely	Donnaly Montallana	John Carlo Benjamin
	Ma Theresa Leong				
Lorediza Soriano	Mylene Solis			Crim arman	
Christine Richell...		Lailanie S. Arciaga	Angelita T. Regala	Jonathan Ehina	
Christine Richelle Reyes		Alvina Ramalloa	Angelita T. Regala	Jonathan Ehina	
Nats Ferriol	Anne Mariano		Russel Cacho	Benjamin Dar	
Nats Ferriol	Anne Mariano	CvSU Bacoor	Russel Cacho	Benjamin Dar	



3rd floor, CvSU Bacoor New Academic Building							
NAME	DESIGNATION		SEX	ADDRESS	MOBILE NUMBER	EMAIL ADDRESS	SIGNATURE
	Faculty	Barangay Officials	Campus Officials	Femail	Males		
1. Steffanice M. Bato	✓		✓	Irrus City, Cavite BACOOR, Cavite	09567807074 093379362334	smbato@cvsu.edu.ph mariannebato.cavite@gmail.com	
2. Angelina Evaristo P. Cawabanan	✓		✓				

Prepared by:

Training Coordinator

Date

Verified by:

Extension Coordinator

Date