



Republic of the Philippines
DAVAO DEL NORTE STATE COLLEGE
New Visayas, Panabo City
Davao del Norte, Philippines 8105
www.dnsc.edu.ph / Tel. 63 84 6284301; 63 84 6288203

Special Order No. 70

September 17, 2016

Series 2016

TO:	REIR ERLINDA E. CUTAD	Project Leader <i>[initials]</i>
	MARIANNIE A. REBORTERA	Component 1 Leader <i>[initials]</i>
	JEYMAR ALFARERO	Member
	LAARNI CANTERO	Member <i>[initials]</i>
	SOUCI HANNAH S. BEDOYA	Member
	ARIEL O. GAMAO	Component 2 Leader <i>[initials]</i>
	HAZEL A. GAMENG	Member
	GERLYN OTERO	Member <i>[initials]</i>
	REIR ERLINDA E. CUTAD	Component 3 Leader
	IAN JAY T. PADIOIS	Member <i>[initials]</i>
	JONILYN TEJADA	Member <i>[initials]</i>

SUBJECT: **APPOINTMENT AS PROJECT LEADER, COMPONENT LEADERS AND MEMBERS**

You are hereby appointed as Project Leader, Component Leaders and Members of the Project entitled "**Capability Building in Information and Communication Technologies**" with a total funding of Sixty Thousand Pesos (60,000.00 Php) charged to **DNSC**. As such, you are directed to implement the project from September 2016 to August 2017 to comply with its deliverables.

In the implementation of the project, see to it that it is consistent with the project proposal and COA rules and regulation. In addition, you are required to submit quarterly and terminal reports to the REP Office and to present the status of the project during the Annual Agency-In-House-Review (AIHR). Please refer to the TOR of Project implementers (REP Manual Chapter III, Article 7-9).

Before implementing the project, kindly coordinate and secure permits from concerned agencies.

Please comply accordingly.

[Signature]
JONATHAN A. BAYOGAN
College President

Funds Available:

[Signature] *[Initials]*
MARIA BONJAEVEM G. LABOR
Finance Director



Republic of the Philippines
DAVAO DEL NORTE STATE COLLEGE
New Visayas, Panabo City
Davao del Norte, Philippines 8105
www.dnsc.edu.ph
Tel. 63 84 6284301

BASIC INFORMATION

Extension Program: IMPLEMENTING ICT SOLUTIONS TO COMMUNITIES AND EMPOWER OUT-OF- SCHOOL YOUTH (OSY), EDUCATORS AND LGU PERSONNEL THROUGH RELEVANT ICT TRAININGS

Project Title # 2: CAPABILITY BUILDING IN INFORMATION AND COMMUNICATION TECHNOLOGIES

Components # 1:
EMPOWERING OUT-OF- SCHOOL YOUTH (OSY) THROUGH RELAVANT TRAININGS IN INFORMATION AND COMMUNICATION TECHNOLOGIES

Leader: MARIANNIE REBORTERA

Members:
JEYMAR ALFARERO
LAARNI CANTERO
SOUCI HANNAH BEDOYA

Duration: Continuing Extension Project

Project Cost: P40, 000.00

Venue/ Location: DAVAO DEL NORTE STATE COLLEGE

Target Beneficiaries: OUT-OF- SCHOOL YOUTH (OSY)

I. Introduction

ICT has become an integral and accepted part of everyday life for many people. It is increasing in importance in people's lives and it is expected that this trend will continue, to the extent that ICT literacy will become a functional requirement for people's work, social, and personal lives. Though, ICT has a rampant effect on the society, many are still unaware of its appropriate use. Part of that portion are those students who dropped out from school, and those who dare not dream of entering a school.

Nowadays, government is creating policies to raise levels of educational achievement which can be realize by raising the performance of the lowest achievers and of those with the lowest level of qualifications. Policies that specifically target low achievers and those with few formal qualifications have a special relevance to two groups outside the education system: youth who have dropped out of school without having completed a secondary education qualification, and low-skilled adults (Wagner, D. A. & Sweet, R., 2006).

In Philippines, Department of Education (DepEd) has started to equip the out-of school youth through ICT on Alternative Learning System (ALS) program. An ICT component is being tested using the radio-based approach where learning modules are aired in selected provinces. The programs are either implemented by staff (through mobile teachers) or contracted to private service providers. These have resulted in increased adoption of ICT across the education system (DepED ICT4E Strategic Plan, 2015).

In order to respond to the needs of the society and to support the advocacy of DepEd, the Institute of Information Technology initiated to engage in an extension program that will offer diverse ICT related project and activities that are relevant to the out-of-school youth, engage partnership with IT students and collaborate with extension programs of other Institute to uphold the research and extension agenda of the College.

Objectives

The project aims to enhance the capabilities of the Out-of-School Youth (OSY). Specifically it aims to:

1. Assess the level of ICT knowledge and Skills of the Out-of-School Youth of the Local Government Unit (LGU) of Panabo City;
2. Develop and conduct relevant ICT training programs designed for Out-of-School Youth of the Local Government Unit (LGU) of Panabo City.

II. METHODOLOGY

Strategies and Approaches

The Institute of Information Technology has proposed a program to focus on the Out-of-School Youth of the Local Government Unit (LGU) of Panabo City, where the team is being assigned. The target beneficiaries shall undergo two project components: namely, Office Productivity Tools; and multimedia.. Based on the result of the pre-assessment, the team will craft two sets of training courses: namely, Computer and Internet Literacy Course (CILC); and Multi-Media Training Course (MMTC). The CILC will be designed to cater those beneficiaries that have minimum skills and knowledge of the ICT. After completing the CILC, the same group of beneficiaries will proceed to undergo the MMTC.

All trainings shall be conducted at the Computer Laboratories of the Institute of Information Technology, Davao Del Norte State College. The team will conduct pre-test and post-test for every training course to measure the effectiveness of the training courses. The duration per training depends on the training designs. This project will conduct evaluations every after a particular training is completed.

Complementation and Collaboration

This project will be a partnership between the Institute of Information of Technology (IIT) and the Local Government Unit (LGU) of Panabo City. The IIT Students will also be part of this endeavor through the Information Technology Society (ITS). The responsibility of the IIT will be to conduct relevant trainings based on the results of the needs and assessment to be conducted prior to the conduct of the trainings. The institute will also request necessary budget for food (AM&PM snacks) during the conduct of the training.

The team will make sure to seek full commitments from the target beneficiaries through a signed Memorandum of Agreement (MOA) with the Local Government Unit (LGU) of Panabo City. The target beneficiaries will have their mandates to participate in the conduct of the trainings to be imposed the LGU of Panabo City.

Evaluation and Monitoring

The project team members are responsible for the evaluation per training conducted and assessment of the impact of trainings to the personnel in terms of improvement of their productivity at work.

III. Expected Outcomes

The expected outcomes of this project would be to see the employability of each participant through the learned knowledge and skills from both CILC and MMTC.

Appendices

A. Work Plan / Schedule of Activities

Activities	Deliverable(s)	Months
1. Conduct of Needs Assessment	Results of the needs assessment	1 month
2. Development of Training Designs	Approved training design	2 weeks
3. *Conduct of trainings	Actual trainings	10 days July 2016 – April 2017
4. evaluation, monitoring and assessment		

Table 1. Work Plan of the Project

* Training schedule depends on the availability of the participants and school laboratory

B. Budgetary Requirements

I. BUDGETARY REQUIREMENTS:

Quantity	Unit	Particulars	Unit Price	Amount
A. Supplies and Materials				
3	Ream	Short bond Paper	150.00	450.00
20	Pack	Photo Paper	50.00	1,000.00
B. Meals				
		Meals/ snacks for meeting		1,990.00

25		Meals and snacks during trainings	100	26,000.00
C. Salaries				
33	days	per day	320	10,560.00
TOTAL				40,000.00

C. Work and Financial Plan

Duration: *Continuing Extension Project

*Program activities and duration depends upon the result of the assessment needs of the participants

Major Activities	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Data Gathering	2,450									
project Analysis		2,000								
Actual Training				30,000						
Evaluation and Monitoring					5,550					

Table2. Work and Financial Plan

D. Project Activities, Outputs and Outcomes

Objectives	Activities	Outputs	Verifiable Indicators	Outcomes
Train the Out-of-School Youth on basic and intermediate computer literacy;	Actual Training Assessment	Soft copy of Training output of the participants	Conform with the activity requirements given by the resource speaker	Employ the basic and intermediate computer literacy in creating documents and reports
Familiarize and apply the basic tool of Photoshop;	Actual Training Assessment	Soft copy of Training output of the participants	Conform with the activity requirements given by the resource speaker	Use and apply the basic tool of Photoshop
Design and print event invitations such as weddings and birthdays;	Assessment Production of event invitations	Event Invitations	Exhibit of outputs of the participants and be rated according to the set criterion	Produce event invitations such as weddings and birthdays
Design and print business cards, tarpaulin and other advertising materials.	Assessment Production of business cards, tarpaulin and other advertising materials	Business cards, tarpaulin, other advertising materials	Exhibit of outputs of the participants and be rated according to the set criterion	Produce business cards, tarpaulin and other advertising materials

Table 3. Project Activities, Outputs and Outcomes

E. Credentials of Key Personnel/ Staff involve

Study Leader: MARIANNIE REBORTERA
Master in Information Technology

Study Members: JEYMAR ALFARERO
Bachelor of Science in Information Technology

LAARNI CANTERO
Master in Engineering Program (9 units)

SOUCI HANNAH BEDOYA
Bachelor of Science in Computer Science



Republic of the Philippines
DAVAO DEL NORTE STATE COLLEGE
New Visayas, Panabo City
Davao del Norte, Philippines 8105
www.dnsc.edu.ph
Tel. 63 84 6284301

BASIC INFORMATION

Extension program:	IMPLEMENTING ICT SOLUTIONS TO COMMUNITIES AND EMPOWER OUT-OF SCHOOL YOUTH (OSY), EDUCATORS AND LGU PERSONNEL THROUGH RELEVANT ICT TRAININGS.
Project Title # 2:	CAPABILITY BUILDING IN INFORMATION AND COMMUNICATION TECHNOLOGIES
Components # 2:	EMPOWERING EDUCATORS THROUGH RELAVANT ICT TRAININGS
Leader:	ARIEL O. GAMAO
Members:	HAZEL A. GAMENG GERLYN OTERO
Duration:	Continuing Extension Project
Project Cost:	20,000
Venue/Location:	IIT LABORATORY, DNSC
Target Beneficiaries:	SELECTED PUBLIC ELEMENTARY AND SECONDARY SCHOOL TEACHERS IN THE DEPARTMENT OF EDUCATION - PANABO CITY DIVISION

I. INTRODUCTION

Information and Communications Technology (ICT) is considered nowadays as a potential tool that provides educational opportunities in both formal and non-form always. In the teaching-learning process, ICTs can increase the learner's motivation and engagement in classroom learning. It equips learners with digital age literacy, inventive thinking, higher-order thinking and sound reasoning, effective communication, and high productivity Correos, 2014 cited Tinio (2002).

The success of the integration of Information and Communications Technology (ICT) into the teaching is largely dependent on the level of teacher's ICT competence, the actual utilization of ICT in the language classroom and factors that challenge teachers to use it in language teaching (Corres, 2014).

Teacher attitudes toward computer technology may be a significant factor in the use of computers in education. Computer literate individuals will reap greater benefits than their counterparts who lack that knowledge. To promote computer literacy of both teachers and students, the government is investing considerably (Satharasinghe, 2006).

Rodrigo (2003) defines Information and communication technologies (ICTs) usage in education falls into three broad categories: ICTs as objects under study, ICTs as support tools, and ICTs as catalysts for transformation. Teaching methodologies in the advent of the ICT in education varies from one teacher to the other depending as to where they are comfortable. In addition, there is still an apparent evidence of the digital divide among public school teachers.

With this, being a Higher Education Institution in the city of Panabo, the team would like to explore the level of ICT knowledge and skills of the different public elementary and secondary school teachers in the Department of Education - division of Panabo City. After the needs assessment, sustainable and relevant ICT trainings shall be formulated to train the said public school teachers in Panabo City.

Objectives of the project

This project aims to enhance and empower the Public Elementary and Secondary School Teachers in the Department of Education – Panabo City Division. Specifically, it aims to:

1. Assess the level of ICT knowledge and Skills of the different Public Elementary and Secondary School Teachers in the Department of Education - Panabo City Division ;
2. Develop relevant ICT training programs designed for public school teachers in the Department of Education – Panabo City Division;
3. Conduct train-the-trainers' training using developed relevant training package.

II. Methodology

Strategies and Approaches

The project team has been assigned to conduct the Project 3 entitled "Empowering Educators through Relevant ICT Trainings to come-up with necessary training designs to empower the Public Elementary and High School Teachers in the Department of Education - Division of Panabo. The target beneficiaries shall be clustered according to needs. After the clustering the responses of the beneficiaries, the team will craft training designs based from the clustered needs. Based on the result of the pre-assessment, the team will craft two sets of training courses: namely, Computer and Internet Literacy Course (CILC); and Google Apps Training Course (GATC). The CILC will be designed to cater those beneficiaries that have minimum skills and knowledge of the ICT. The GATC will be designed to train the advanced learners.

In the conduct of the training, all trainings shall be conducted in the Computer Laboratories of the Institute of Information Technology, Davao Del Norte State College. The team will conduct pre-test and post-test for every training course to measure the effectiveness of the training. The duration per training depends on the training design. This project will conduct evaluations every after a particular training is completed.

Complementation and Collaboration

This project will be a partnership between the Institute of Information of Technology (IIT) and the Department of Education - Panabo City Division. The IIT Students will also be part of this endeavor through the Information Technology Society (ITS). The responsibility of the IIT will be to conduct relevant trainings based on the results of the needs and assessment to be

conducted prior to the conduct of the trainings. The institute will also request necessary budget for food (AM&PM snacks) during the conduct of the training.

The team will make sure to seek full commitments from the target beneficiaries through a signed Memorandum of Agreement with the Department of Education – Panabo City Division. The target beneficiaries will have their mandates to participate in the conduct of the trainings to be imposed from the Panabo City Division through their respective school principals.

III. Expected Output/Outcomes

This project aims to empower the Public Elementary and Secondary School Teachers in the Department of Education – Panabo City Division through the use of ICT. The team will craft relevant training designs based on results of the needs assessment. Each training design will be tailored-fit to cater personnel/professional needs of each beneficiary. After completion of every training, beneficiaries are expected to use the new technologies acquired from the said training.

Appendices

A. Work Plan / Schedule of Activities

I. Work plan and schedule of Activities

Activities		Timeframe	
Activity Number	Major Activities	Planned Start	Planned End
1.	Crafting and validation of needs assessment instrument	June 13	June 30
2.	Establishing partnership with the Department of Education – Panabo City Division	Aug 30	Sept 14
3.	Conduct of needs assessment to selected public elementary and secondary schools in the Department of Education – Panabo City Division	Sept 15	Oct 7
4.	Craft training designs based from needs assessment	Oct 10	Oct 14

5.	Conduct trainings to selected target beneficiaries	Oct 22	Nov 10
----	--	--------	--------

II. BUDGETARY REQUIREMENTS:

Quantity	Unit	Particulars	Unit Price	Amount
A. Supplies and Materials				
2	Ream	Short Bond Paper	150.00	300.00
10	Pack	Parchment certificate paper	50	500.00
10	Pcs	Ballpens	10	100.00
B. Meals				
50	Pax	40 - Selected Target Beneficiaries (@ P80.00/day for 3 days) 10- Project Team with selected ITS Laboratory Assistants meeting	240.00	12,000.00 1,020.00
C. Salaries				
19	19 days @ 320 per day			6,080.00
TOTAL				20,000.00



Republic of the Philippines
DAVAO DEL NORTE STATE COLLEGE
New Visayas, Panabo City
Davao del Norte, Philippines 8105
www.dnsc.edu.ph
Tel. 63 84 6284301

BASIC INFORMATION

Extension program: IMPLEMENTING ICT SOLUTIONS TO COMMUNITIES AND EMPOWER OUT-OF-SCHOOL YOUTH (OSY), EDUCATORS AND LGU PERSONNEL THROUGH RELEVANT ICT TRAININGS.

Project title # 2: CAPABILITY BUILDING IN INFORMATION AND COMMUNICATION TECHNOLOGIES

Components # 3:
EMPOWERING LGU PERSONNEL THROUGH RELEVANT TRAININGS IN INFORMATION AND COMMUNICATION TECHNOLOGIES

Leader: REIR ERLINDA E. CUTAD

Members:
IAN JAY PADIOS
JONILYN TEJADA

Duration: Continuing Extension Project (12 months)

Project cost: for FY 2016 only, as per MOA all cost will be paid by our Counterpart LGU of Compostela Valley

Venue/Location: Provincial Capitol of Compostela Valley

Target Beneficiaries: Personnel of the LGU of Compostela Valley

I. Introduction

Computers and the emerging information and communication technologies (ICT) have served as a catalyst in revolutionizing the different sectors worldwide. It offers various advantages to the society and is used across multiple disciplines including education, health, business and governance.

One of the significant ICT contributions to the public sector is the E-governance. E-governance is an advocacy which aims to improve the quality of service delivered to the citizen through the use of ICT (UNESCO, n.d.). E-governance service includes but not limited to information transparency by providing access citizen to information, improved service delivery transaction and increase citizen participation (E-Governance Capacity Building, 2005).

In Telangana State of India, government services provided by different government agencies were available at separate offices. Due to large crowds and manual operations, most services provided were slow and time consuming (E-Governance Capacity Building, 2005). To solve the problem, the government has established the e-Seva project, a website that primarily aims to simplify the delivery of services to the citizen. The services provided in e-Seva includes payment of utility bills, reservations of train tickets, filling of birth and death certificates, vehicle permits, driving licenses and transport department services (eSeva, n.d.). The project has improved the service provided the government significantly.

In the Philippines, ICT systems are utilized to make government processes and transaction more efficient. One of the most popular electronic services in the country is the Pag-IBIG/Home Development Mutual Fund (HDMF) Online Services which offers online membership and employer registration, contribution verification, housing loan application and housing loan verification (Pag-IBIG Fund Online Services, n.d.). The service has alleviated problems like long queues and inefficient processes. However, e-Government services in the country are still non integrative and only 37 percent of the Filipinos have internet access as of 2014 (Broadband Commission).

Significance of the Extension Program

The aim of the “Empowering LGU Personnel through relevant training in Information and Communication Technologies” is to promote E-governance and introduce free and open source ICT applications to local government units. The training, if conducted shall be beneficial to:

Local Government Unit. Most of the software to be introduced to the extension program are up-to-date and free. Thus, the LGU can save the budget for the employee's training and software purchases.

Participants. The participants can learn new knowledge and skills through the training. The ICT application that shall be introduced in the training can be utilized to simplify and automate office tasks.

Davao del Norte State College. The training will strengthen the harmonious relationship between the college and the local government units. It also harbors new research and extension programs in the future.

Proponents. The extension program can also channel new learning opportunities to the proponents. New knowledge and skills will earn by imparting knowledge to the participants.

Literature

According to Murray (2011), the term information and communication technology (ICT) is an extended term for information technology (IT) which integrates of communications and data technologies. It also refers to the convergence of audio-visual and telephone networks with computer networks through a single cabling or link system.

However, according to (Riley, n.d.) there is no universally accepted definition of ICT since the concepts, methods and applications involved in ICT are dynamically changing for almost daily basis. The term ICT is a general term that covers any product that stores, retrieve, manipulate, transmit or receive information digitally.

The use of ICT has a direct correlation to macroeconomic growth. It is a platform for solving some greatest economic, social and environmental challenge (World Economic Forum, 2009). Due to positive advantages, many economic sectors are starting use ICT applications for daily transactions.

One of the popular application of ICT is the E-governance. E-governance is a technique in governance that utilizes ICT tools to achieve good governance since it integrates people, processes, information, and technology in the service of governance initiatives. The expected benefits of such public sector reforms have been identified as an increase in the efficiency of government operations, strengthening democracy, enhancing transparency, and providing better services to citizens and businesses (Flak, Olsen, & Wolcott, 2005).

According to (United Nations, 2014), the type of ICT applications that can be utilized in order to improve government service include but not limited to counter (face-to-face service), telephone service and call centers, web portal, email, SMS and other messaging services, mobile ready website, mobile app, social media, public kiosks and intermediaries through public-private partnerships.

Objectives

The project aims to enhance the capabilities of the Local Government Units Personnel. Specifically, it aims to:

1. Update LGU personnel on the current trends and emerging technologies.
2. Enhance LGU personnel office productivity skills through a hand-on training on office productivity suite

3. Improve competencies of LGU personnel through a hands-on training on Desktop, Mobile and Web applications development using several framework and technologies such as those that are Free and Open-Source Software.

II. Methodology

A. Project Planning

In the year 2014 ,Information Technology Officer of ComVal province send a letter to the College requesting the IT faculty to provide trainings to their personnel particularly those in the IT department. This year the Memorandum of Agreement has been signed and approved. The LGU-ComVal will provide for the venue, facilities and materials needed per trainings conducted while the project team members will provide the trainers and laboratory assistants.

B. Selection of project activities

The Project team members and the Information Technology Officer (ITO) of ComVal province will conduct a needs assessment to LGU personnel in the province on ICT trainings. The results of the needs assessment will be utilized for the development of the training designs.

C. Selection of participants

It is the responsibility of the ITO of ComVal to select participants consistent with the criteria indicated in each training design. To ensure complete attendance, participants are release in their assignments during the conduct of the training.

D. Conduct of pre-test

A pre-test examination will be conducted before the start of training.

E. Conduct of post- test, evaluation and Monitoring

The project team members will conduct an evaluation and post-test of the completed trainings to measure its effectiveness. Furthermore, an impact assessment will be conducted to measure the impact in terms of improvement of their productivity at work.

III. Expected Outcomes

1. LGU personnel are trained on current trend and emerging technologies that are relevant to their work assignment.
2. Enhance the office productivity skills of the LGU personnel.
3. Improve the competencies of IT personnel in using Desktop, Mobile and Web framework and technologies that are free and open-source.

References:

- Broadband Commission. (n.d.). The State of Broadband 2014: Broadband for all. Geneva. Retrieved from <http://www.broadbandcommission.org/documents/reports/bb-annualreport2014.pdf>
- E-Governance Capacity Building. (2005). Retrieved from United Nations Educational, Scientific and Cultural Organization: http://portal.unesco.org/ci/en/ev.php-URL_ID=6616&URL_DO=DO_TOPIC&URL_SECTION=201.html
- eSeva. (n.d.). Retrieved from Government of Telangana: <http://www.esevaonline.telangana.gov.in/>
- Flak, L., Olsen, D., & Wolcott, P. (2005). Local E-Government in Norway. *Scandinavian Journal of Information Systems*, 41-48.
- Murray, J. (2011, December). *Cloud network architecture and ICT*. Retrieved from TechTarget: <http://itknowledgeexchange.techtarget.com/modern-network-architecture/cloud-network-architecture-and-ict/>
- Pag-IBIG Fund Online Services. (n.d.). Retrieved from Pag-IBIG: <https://www.pagibigfundservices.com/>
- Riley, J. (n.d.). *What is ICT?* Retrieved from tutor2u: <http://www.tutor2u.net/business/reference/what-is-ict>
- UNESCO. (n.d.). *E-Governance*. Retrieved from United Nations Educational, Scientific and Cultural Organization: http://portal.unesco.org/ci/en/ev.php-URL_ID=3038&URL_DO=DO_TOPIC&URL_SECTION=201.html
- United Nations. (2014). Retrieved from https://publicadministration.un.org/egovkb/portals/egovkb/documents/un/2014-survey/e-gov_complete_survey-2014.pdf
- World Economic Forum. (2009). *ICT for Economic Growth: A Dynamic Ecosystem Driving the Global Recovery*. Retrieved from http://www3.weforum.org/docs/WEF_IT_DynamicEcosystem_Report_2009.pdf

Appendices

A. Work Plan / Schedule of Activities

Activities	Deliverable(s)	Months
1. Conduct of Needs Assessment	Results of the needs assessment	2 weeks August 2016
2. Development of Training Designs	Approved training design	1 month Sept 2016
3. Conduct of pretest	Pre- test results	1 week before the start of each training Oct-Dec 2016
4. Training proper	Training	Depends on the needs assessment result Oct-Dec 2016
5. Conduct of post-test, evaluation and monitoring	Effectiveness and Impact assessment	Post- test is conducted after the training Impact assessment 6 months after the training July 2017

Table 1. Work Plan of the Project

B. Budgetary Requirements

For ComVal province implementation, all-expense paid by the LGU as per MOA.

C. Work and Financial Plan

Duration: 12 months

Major Activities	Aug	Sept	October -December								July
Conduct of Needs Assessment	XXX										
Development of Training Designs		XXX									

Conduct of pretest and training proper										XXX
Impact assessment										XXX

Table2. Work and Financial Plan

D. Project Activities, Outputs and Outcomes

Objectives	Activities	Outputs	Verifiable Indicators	Outcomes
Conduct of various Trainings	1. Needs assessment 2. Training Design	Completed trainings	Number of persons trained	Impact Assessment

Table 3. Project Activities, Outputs and Outcomes

Credentials of key personnel

Name	Educational qualification
REIR ERLINDA CUTAD	Master in Information Technology
IAN JAY PADIOSS	Candidate for Master in Information to graduate on July 2016
JONILYN TEJADA	Master in Information Technology (CAR) – thesis on-going