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QUEZON CITY BRANCH

**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT  
EXTENSION MANAGEMENT OFFICE  
AND  
PUP QUEZON CITY BRANCH  
IN COOPERATION WITH  
GRAIN FOUNDATION FOR PWD'S INC.**

**Health Awareness, Digital Literacy,  
and Enhancing Work Productivity:  
Towards an Equipped Filipino Worker  
in the Midst of the Pandemic**

In Partnership With:

**Commit Society** & **PWD CHRS**

First Batch May 17, 2021 - June 19, 2021  
Second Batch August 2, 2021 - August 28, 2021  
via Zoom-Cloud Meeting Room

# **Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic**

**May 17, 2021 – June 11, 2021**

**9:00 am – 12:00 pm**



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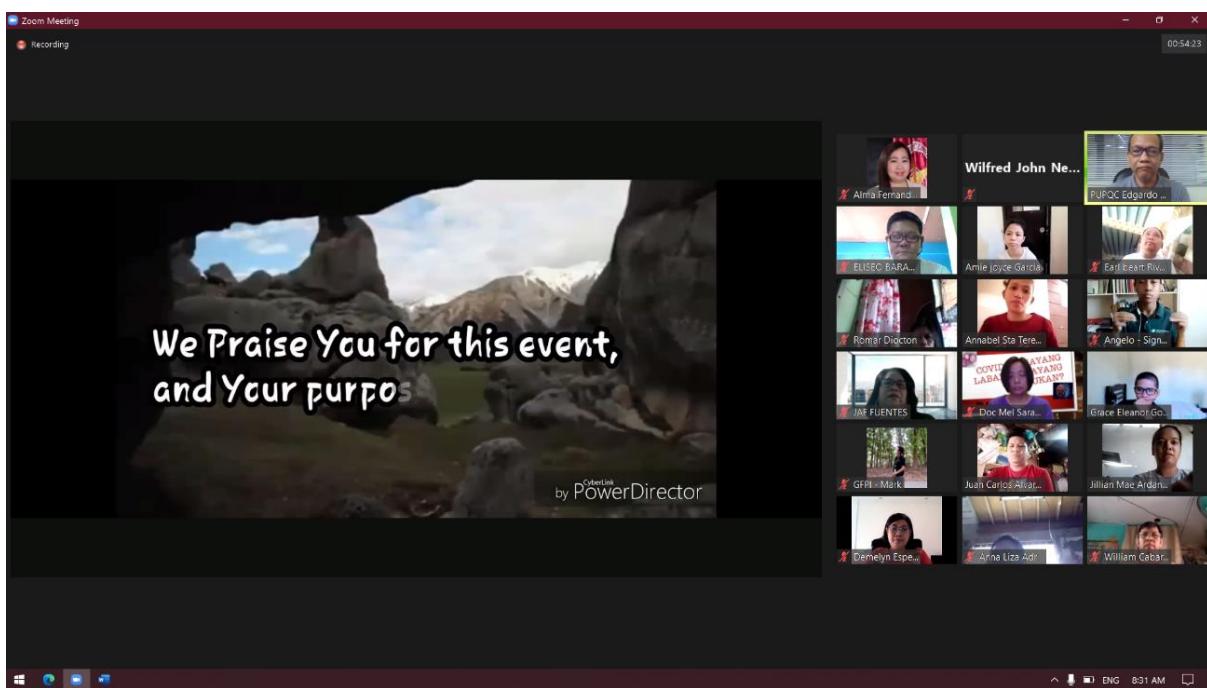
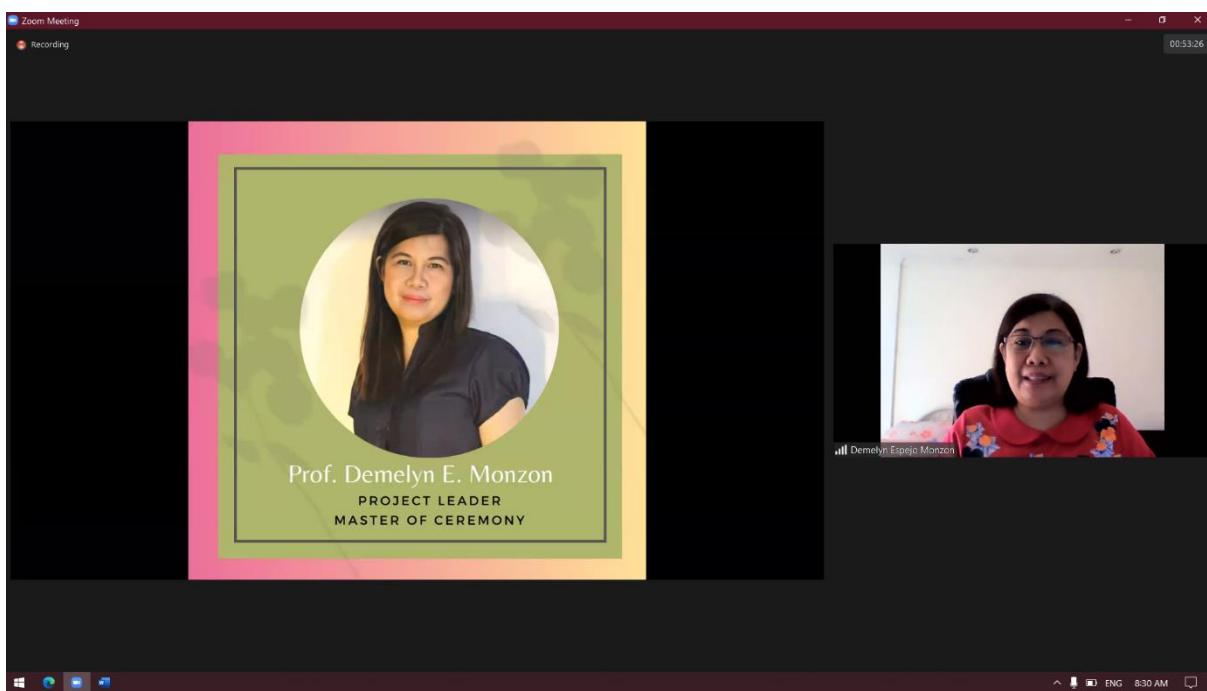
## DAY 1

# Opening, How to Cope up with the Pandemic, and Mental Health Awareness

(May 17, 2021)



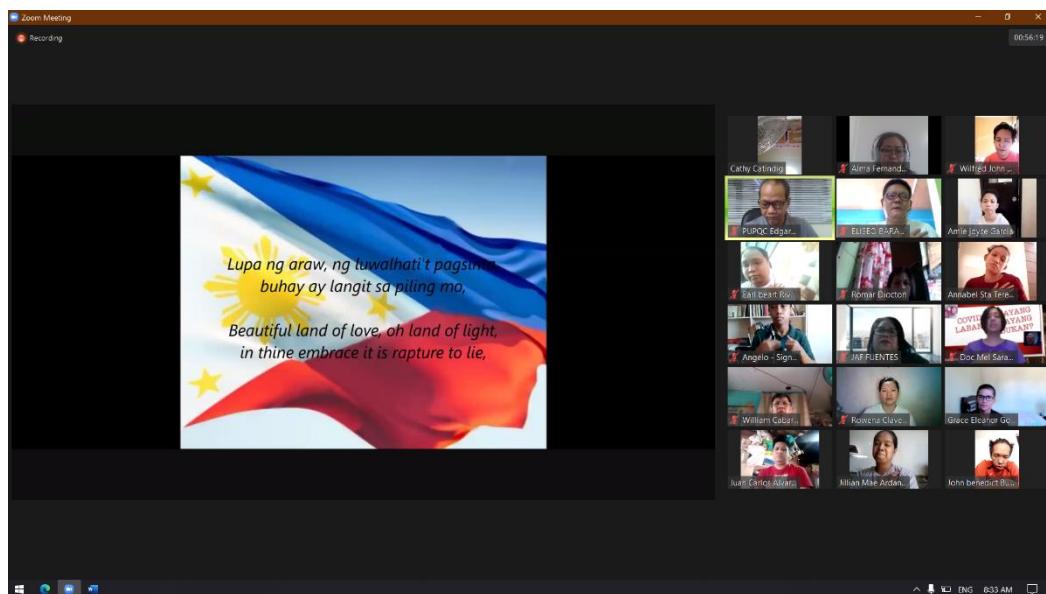
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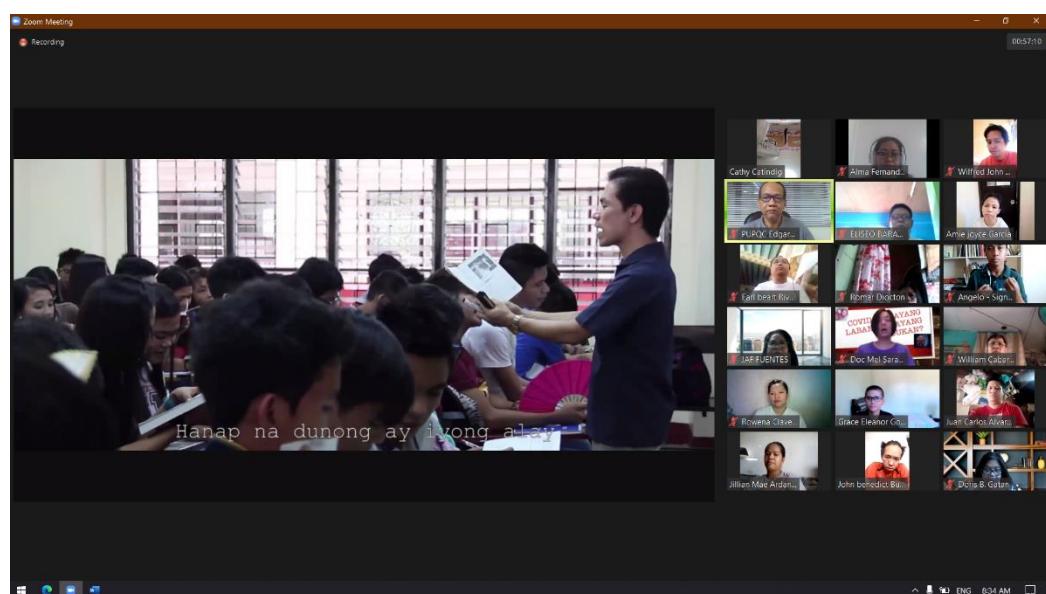
On the Part 1 of the Seminar-Training proper started at exactly 8:30 in the morning hosted by the Master of Ceremony Prof. Demelyn E. Monzon, followed by a prayer, The Philippine National Anthem, and Imno ng PUP.



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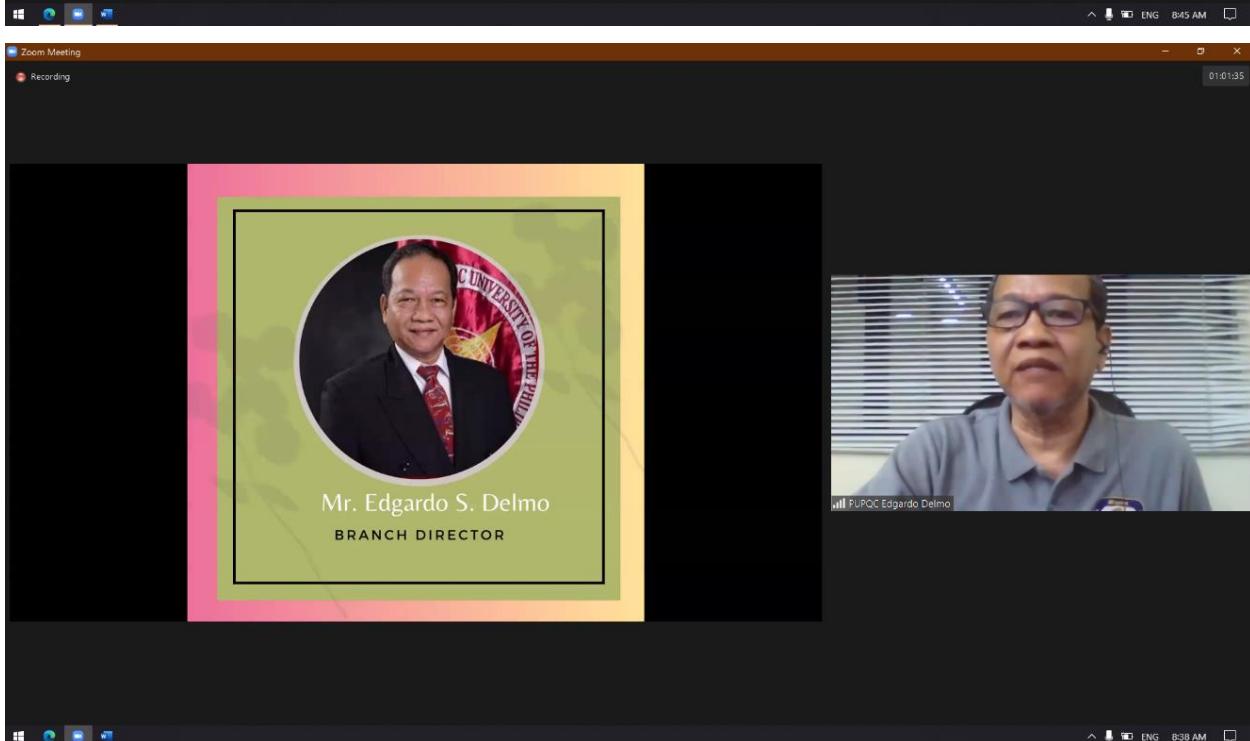
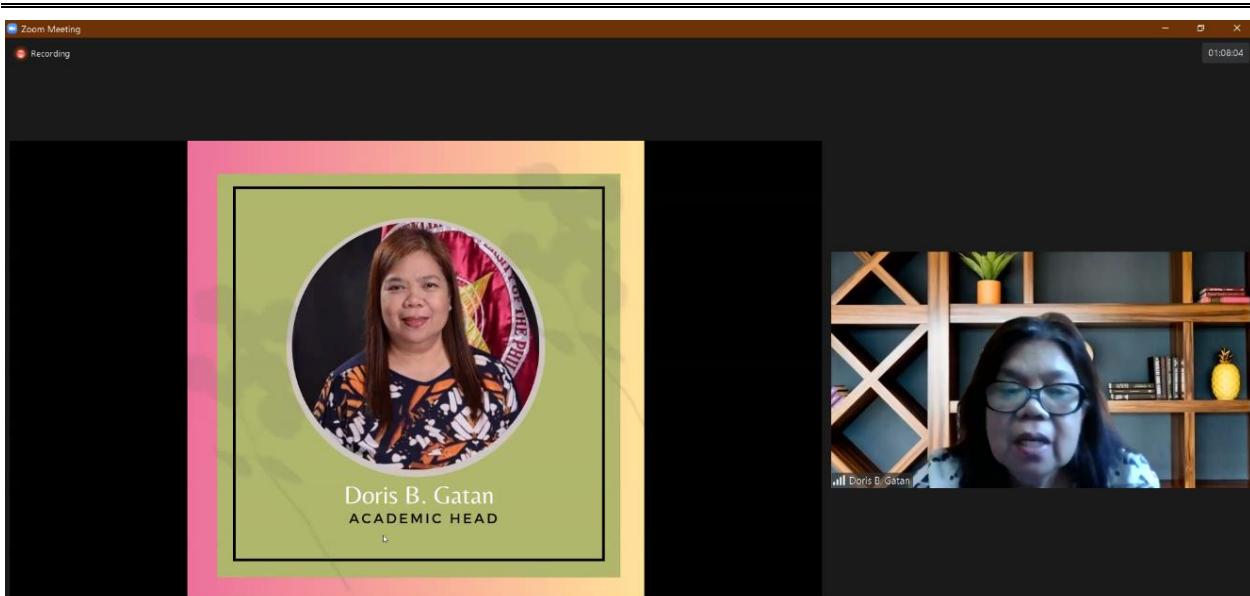
Audio-Visual presentation of The Philippine National Anthem



Audio-Visual presentation of Imno ng PUP



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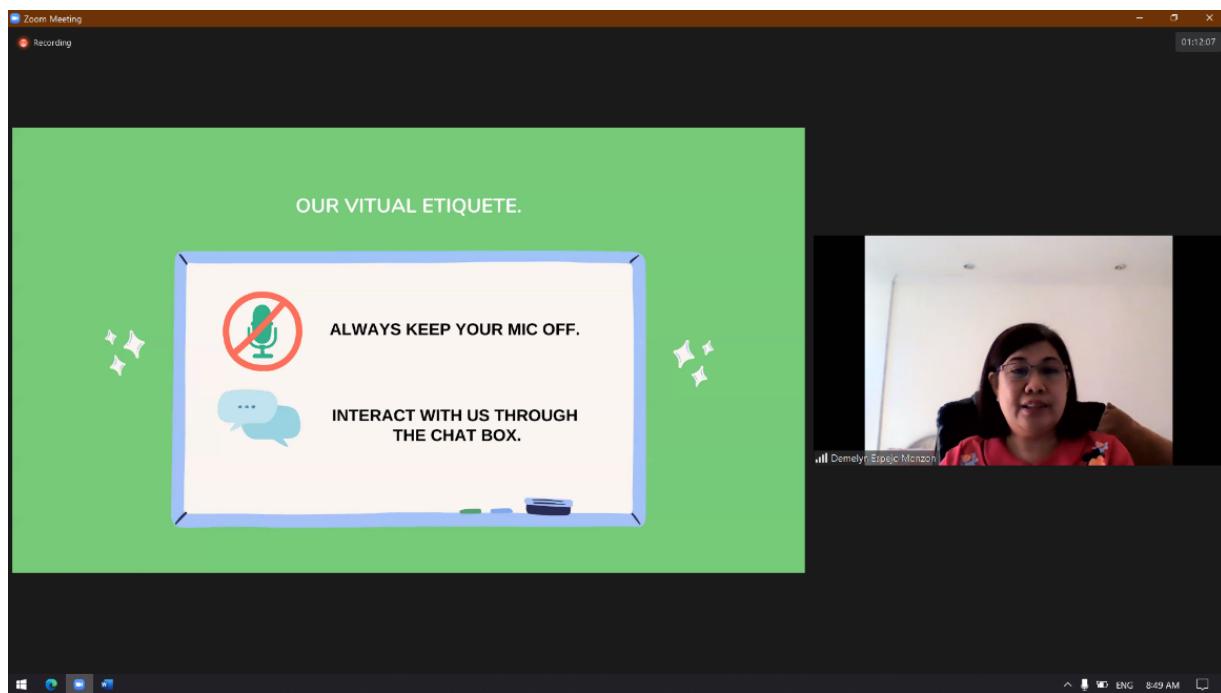


A heart-warming opening remarks was delivered by the PUP QC Branch Director Dir. Edgardo S. Delmo and acknowledge all the participants, staff, students from PUPQC, and officials of Grain Foundation. Followed by the Branch Academic Head Prof. Doris B. Gatan.



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The Introduction, house rules / virtual etiquette, schedule, and the objectives of Seminar- Training is discussed by Prof. Demelyn E. Monzon.



*House rules/ virtual etiquette*

**PART 1**

1.Mental Health Awareness	Prof. Melanie F. Bactasa	May 17, 2021
2.How to Cope up with the Pandemic	Dr. Melissa Puno-Sarapuddin	May 17, 2021
3.Information Comm. Technology Literacy	Prof. Demelyn E. Monzon	May 18, 2021
4.MS Word	Prof. Alma C. Fernandez	May 19-21, 2021
5.MS Excel	Prof. Iryne P. Gatchalian	May 24 - 26, 2
6.MS PowerPoint	Prof. Cherry Doromal	May 27 - 28, 2021

Demelyn Espio Monzon

*Schedule of Seminar-Training Part 1*



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The screenshot shows a Zoom meeting interface. On the left, there's a green slide titled "PART 2" listing seminar topics and dates, each associated with a professor. To the right of the slide is a cartoon illustration of a boy sitting cross-legged and reading a book. On the far right, a video feed of a woman with glasses and a red shirt is visible, likely the host or a participant. The bottom of the screen shows the Windows taskbar.

Topic	Date	Professor
1. Media and Information Literacy	Ventura June 7, 2021	Prof. Aries Brylle Julian
2. Google Drive	Ventura June 7, 2021	Prof. Aries Brylle Julian
3. Google Docs/Forms	June 8, 2021	Prof. Alma C. Fernandez
4. Google Slides	June 9, 2021	Prof. Alma C. Fernandez
5. Google Sheets	June 10, 2021	Prof. Alma C. Fernandez
6. Google Sites	June 11, 2021	Prof. Alma C. Fernandez

*Schedule of Seminar-Training Part 2*

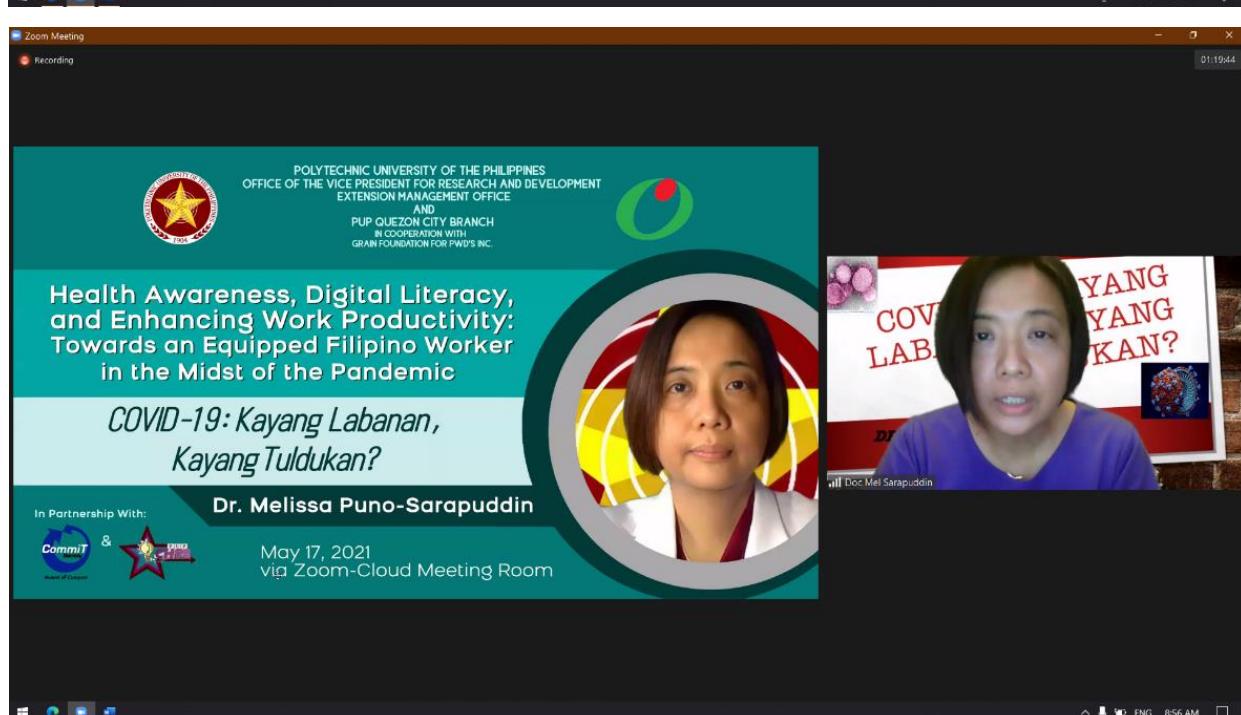
The screenshot shows a Zoom meeting interface. On the left, there's a green slide titled "PART 3" and "Part IV" listing seminar topics and dates, each associated with a professor. To the right of the slide is a grid of video feeds showing multiple participants. The bottom of the screen shows the Windows taskbar.

Part	Topic	Date	Professor
Part 3	1. English Communication Skills	June 14-15, 2021	Prof. Asuncion V. Gabasa
	2. Work Ethics	June 17, 2021	Prof. Roseller M. Malabanan
	3. Personality Development	June 18, 2021	Prof. Melanie F. Bactasa
	4. Career Orientation	June 19, 2021	Prof. Melanie F. Bactasa
Part IV			
1. Time Management	June 16, 2021	Prof. Karl Christian Abalos	
2. Work Ethics	June 17, 2021	Prof. Roseller M. Malabanan	
3. Personality Development	June 18, 2021	Prof. Melanie F. Bactasa	
4. Career Orientation	June 19, 2021	Prof. Melanie F. Bactasa	

*Schedule of Seminar-Training Part 3 and 4*



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Introduction of the 1<sup>st</sup> Speaker Dr. Melissa Puno- Sarapuddin

The 1<sup>st</sup> guest speaker topic entitled, COVID- 19: Kayang Labanan, Kayang Tuldukan. She discussed the objectives of the topic.



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**PINAGKUNAN NG IMPORMASYON:**

- WORLD HEALTH ORGANIZATION
- CENTERS FOR DISEASE CONTROL AND PREVENTION
- DEPARTMENT OF HEALTH
- PHILIPPINE SOCIETY OF MICROBIOLOGY AND INFECTIOUS DISEASES
- RELIABLE INSTITUTION/EXPERT(S) FROM
  - AUSTRALIA
  - UK
  - PGH

Dr. Melissa Puno- Sarapuddin stated that the resources of the topics came from the different organizations, and the participants will expect a reliable information. During the discussion Mr. Angelo is the Sign Language Interpreter for the PWD participants.

Human coronavirus name	Illness
SARS-CoV-2	COVID-19
SARS-CoV	Severe acute respiratory syndrome (SARS)
MERS-CoV	Middle East respiratory syndrome (MERS)
HCoV-NL63	
HCoV-229E	
HCoV-OC43	Usually mild respiratory illness
HKU1	

The first discussion is about the important information of COVID-19, the history and the effects of the virus to a person or an individual. The current status of the COVID- 19 in the Philippines and the importance of the vaccination program in the Philippines.



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The screenshot shows a Zoom meeting interface. On the left, a presentation slide titled "Face Covering and Mask to Minimise Droplet Dispersion & Aerosolisation" is displayed, with "Source:UNSW" at the bottom. To the right, there are two video feeds: one of a woman speaking in front of a banner that reads "COVID-19 YANG LABAN KAN?", and another of a sign language interpreter named Angelo. The Zoom interface includes standard controls like "Zoom Meeting", "Recording", and a timer.

The screenshot shows a Zoom meeting interface. On the left, a video from UNSW illustrates the dispersion of droplets from a person's mouth. The video is labeled "Source:UNSW". To the right, a grid of 16 participant video feeds is shown, each with a name label below it. The names include Doc Mel Sarapuddin, Angelo - S..., William Catar..., Rowena Clave..., ELISEO BARA..., JAF FUENTES, Grace Eleanor Gou, Erlina Fabulan, Demelyn Esp... And Isabel Sta Tere..., Anna Liza Adri..., Amie Joyce Garcia, Cathy Cilindig, Alma Fernand..., Wilfred John n..., Gem Batan, Cindy Denice ..., and John benedict B.... The Zoom interface includes standard controls like "Zoom Meeting", "Recording", and a timer.

In the middle of discussion, she presented a video about the dispersion of droplets in different types of masks and face covering, it shows the important of using proper mask to prevent the spread of Corona Virus.



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Before the discussion end, she gave a reminder to all participants about how a person can be a victim, ways that it can be prevented and the good practice in terms of proper hygiene, as well as the health protocols that could prevent them from having the COVID-19.

Participants (45)

- Iva Freyritz Erika B... (Co-host, me)
- Alma Fernandez (Host)
- Demelyn Espejo Monz...
- Doc Mel Sarapuddin (Co-host)
- ZM 2-2 Modelo, Richard (Co-host)
- JC John Chris Cayetano (Co-host)
- Kim John Defiesta (Co-host)

Chat

i use my laptop but no work cam. extra my phone is one interpreter for me listen...

From JAF FUENTES to Everyone: 10:20 AM

Good am po. Makakahawa po ba ang mga foot prints, kasi po nag disinfect pa kami ng mga semento pag may lumabas ng Bahay gamit ang zonrox.

To: Everyone

After the discussion of the 1<sup>st</sup> Guest Speaker, the participants were given a chance to ask questions to the speaker that is related to the topic, and she answer it prior to her knowledge.



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The screenshot shows a Zoom meeting interface. The main content area displays a presentation slide for a workshop titled "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". The slide includes the logos of the Polytechnic University of the Philippines, the Office of the Vice President for Research and Development Extension Management Office, and PUP Quezon City Branch, along with GRAIN Foundation for PWD's Inc. It also mentions partners like CommitT and PWD's Inc. The slide provides dates for the first and second batches and specifies the meeting room. On the right side of the screen, a grid of participant thumbnails shows multiple users, each with their names displayed below their respective video feeds. The top status bar indicates it's a "Zoom Meeting" and "Recording", with a timestamp of 02:48:38.

After the question and answer with the 1<sup>st</sup> Guest Speaker, there is a 15 minute break before the 2<sup>nd</sup> Guest Speaker begin the discussion.

The screenshot shows a Zoom meeting interface. The main content area displays a presentation slide for a workshop titled "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". The slide includes the logos of the Polytechnic University of the Philippines, the Office of the Vice President for Research and Development Extension Management Office, and PUP Quezon City Branch, along with GRAIN Foundation for PWD's Inc. It also mentions partners like CommitT and PWD's Inc. The slide provides the date of May 17, 2021, and specifies the meeting room. On the right side of the screen, a video feed of a guest speaker, Prof. Melanie F. Bactasa, is shown. The top status bar indicates it's a "Zoom Meeting" and "Recording", with a timestamp of 03:05:47.



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The next speaker is Prof. Melanie F. Bactasa. The topic assigned to Prof. Bactasa is "Mental Health in this Time of Pandemic. As the coronavirus pandemic spreads across the globe, it is causing widespread fear, worry, and concern among the general public, as well as specific groups such as older adults, care providers, and people with underlying health conditions. This topic aims to equip participants with practical skills to help cope with stress specially during this time of COVID19 pandemic.

The screenshot shows a Zoom meeting interface. On the left, a slide titled "Kumusta ka na?" displays the "Behavioral Health Continuum". The continuum ranges from "HEALTHY" on the left to "ILLNESS" on the right, with "REACTION" and "AILING" in the middle. A vertical scale on the right rates mental health from 1 (Terrible) at the bottom to 10 (Excellent) at the top, with "Healthy" at the top and "Crisis" at the bottom. Between the scale and the continuum, there's a section titled "SEEK ADDITIONAL HELP FROM HEALTH PROFESSIONALS & SCHOOL". The slide lists symptoms for each category. Two video feeds are visible on the right: one of Prof. Melanie Bactasa and another of an interpreter named Angelo. The chat window on the right shows messages from participants.

The first activity is to learn about each other's feelings during this pandemic. The speaker invites a volunteer to share his or her feelings with us. Mr. Mark Badoy, one of the participants, says he gives himself a 4-5 rating on a scale of 1 to 10 (10 being the highest).

The screenshot shows a Zoom meeting interface. On the left, a slide titled "Breathe out" features a large blue circle with a smaller blue dot inside, labeled "Breathe out" and "Breathe exercise". To the right is a grid of 25 participant video feeds, each with a name label below it. The names include: Melannie Bactasa, Angelic S., Almira Fernanda, Juan Cagayahan, Jillian Mae Ardanza, William Cabar, ELISEO BARA, JAF FUENTES, Anna Liza Adan, Amie Joyce Garcia, Rowena Clave, Cathy Catindig, Annabel Sta Tere, Cindy Denice, Romar Diocenio, Ryan diestro, Grace Eleanor Go, John Benedict Bu, Fatima Olimau, and wilfred john neyra. The meeting has 47 participants in total.

Also, there are other participants contributes to the discussion in the chat box by sharing their thoughts.



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The slide features four icons: Functional (person at desk), Adaptable (person reading book), Healthy Relationship (two people talking), and Productive (person working on laptop). Below the icons is a bulleted list:

- ✓ Individual realizes his or her own potential;
- ✓ Can cope with the normal stresses of life;
- ✓ Can work productively and fruitfully; and
- ✓ Able to make a contribution to her or his community.

Prof. Melanie begins a new activity known as "Bubble Breath Exercise." It allows others to have peace of mind and breath for a minute, and it also allows us to calm down and relieve stress even for a short period of time. Everyone appears to be participating in this activity. Background music that is calming and soothing also aids in our relaxation.

The slide title is "How to identify an individual with Mental Health Issues???" (DSM 5). The main heading is "Remember the 4Ds". Below it is a 2x2 grid diagram:

DYSFUNCTIONAL	DISTRESS
4Ds in ABNORMALITY	
DEVIANC	DANGEROUSNESS

Characteristics of Mentally Healthy Individuals, Sadness vs Depression, Signs and Symptoms of Depression, and other topics are also discussed. "Accept your flaws and imperfections because that makes us human," some words of wisdom from Professor. Bactasa. "Extend kindness and compassion to yourself" is another piece of advice our speaker offers. "All of these, without a doubt, assist us from time to time when we are under stress.



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The screenshot shows a Zoom meeting interface. At the top, it says "Zoom Meeting" and "Recording". The title of the meeting is "Self-hug Activity". On the left, there is a slide with the title "SELF-HUG" and three steps: 1. Self-Hug, 2. Deep Breaths, 3. Positive Comment. To the left of the slide is a drawing of a butterfly. On the right side of the slide, there is a grid of 16 video feeds showing participants. The bottom of the screen shows the Windows taskbar and system tray.

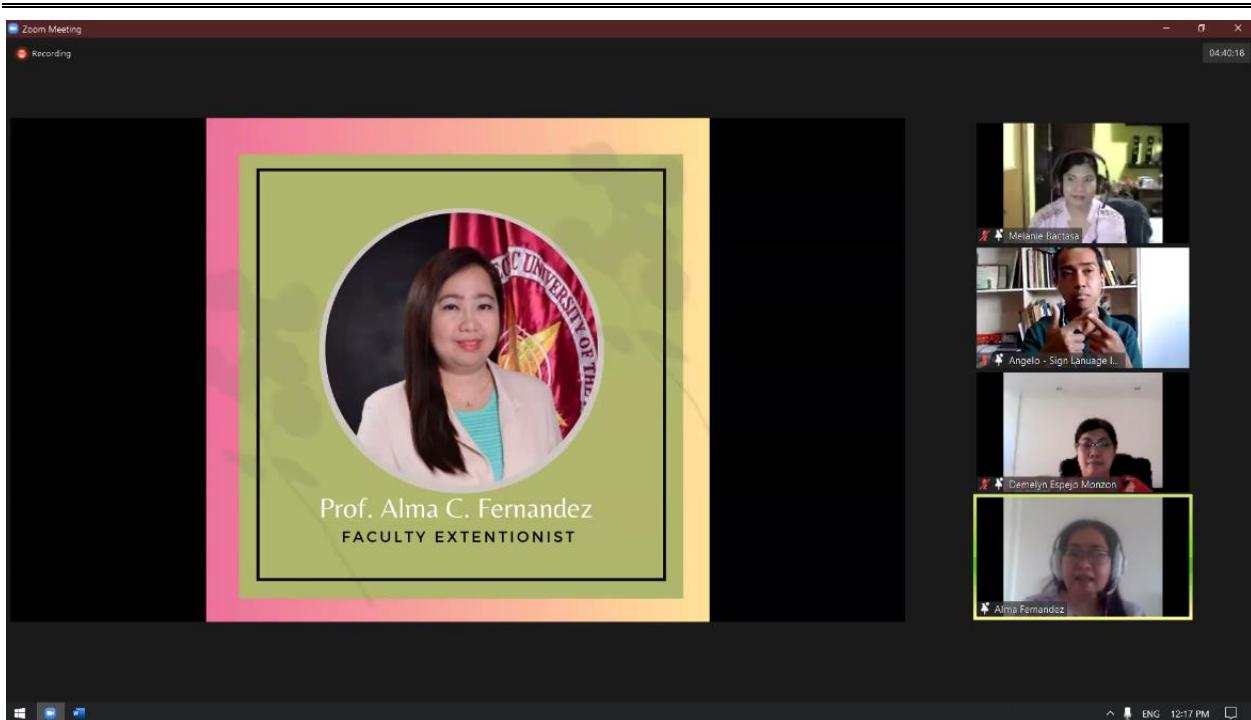
### Self-hug Acitivity

This screenshot shows a Zoom meeting with a large grid of participants. There are 4 rows and 6 columns of video feeds. Each feed shows a different person's face. The names of some participants are visible next to their respective feeds. The top bar of the Zoom window indicates "Zoom Meeting", "Recording", and the time "04:26:16". The bottom of the screen shows the Windows taskbar and system tray.

On the last activity, which is the “Self-hug Activity”, the speaker instructs the participants to hug themselves tightly, deep breath, and say positive comments. Self-love encourages you to make good decisions in life. You're more likely to choose things that nurture your well-being and serve you well if you hold yourself in high regard. We can see that everyone is participating in all of our activity and we can see on their faces the enthusiasm when doing it. It's just wonderful to witness such joy on their faces.



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After the 2<sup>nd</sup> Guest Speaker's discussion and activity, the closing remarks is delivered by the Faculty Extensionist Prof. Alma C. Fernandez, she acknowledge all the participants who actively participated during the seminar-training, as well as the guest speakers who imparted their knowledge throughout the seminar-training.



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Picture taking with the participants.



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## DAY 2

Digital Literacy

and

Introduction to Computing

(May 18, 2021)



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The screenshots show a Zoom meeting with 38 participants. The top slide features a scenic mountain landscape with the text "Thank You for every seat that has been filled here, today." by PowerDirector. The middle slide displays the event details: "POLYTECHNIC UNIVERSITY OF THE PHILIPPINES OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT EXTENSION MANAGEMENT OFFICE AND PUP QUEZON CITY BRANCH IN COOPERATION WITH GRAIN FOUNDATION FOR PWD'S INC." and "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". The bottom slide is titled "OUR VIRTUAL ETIQUETTE." with instructions: "ALWAYS KEEP YOUR MIC OFF." and "INTERACT WITH US THROUGH THE CHAT BOX." The right side of each screenshot shows the participant list and a chat window with messages from attendees.

The webinar started at 9:00 am with a few reminders of rules/virtual etiquette in maintaining peace and order during the session and it was followed by a doxology. After doxology, the recap about the previous topics entitled "COVID-19: Kayang Labanan, Kayang Tuldukasn?" presented by Dr. Melissa Puno-Sarapuddin and "Mental Health in this Time of Pandemic" presented by Professor Melanie F. Bactasa has been done.



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A screenshot of a Zoom meeting interface. The main video feed shows a presentation slide with a pink and orange abstract background. The title 'Activity' is prominently displayed in large, bold, black font, with 'REGARDING COVID' in smaller white font below it. In the top right corner of the video feed, there is a small thumbnail of another participant. The Zoom control bar at the bottom includes options like Unmute, Start Video, Security, Participants (38), Chat, Share Screen, Pause/Stop Recording, Reactions, More, and Leave.

A screenshot of a Zoom meeting interface. The main video feed shows a presentation slide with a pink background featuring various school-related icons like a ruler, paperclips, and crayons. The title 'activity about mental health' is written in a cursive font, with 'IN THIS TIME OF PANDEMIC' in smaller capital letters below it. In the top right corner of the video feed, there is a small thumbnail of another participant. The Zoom control bar at the bottom includes options like Unmute, Start Video, Security, Participants (41), Chat, Share Screen, Pause/Stop Recording, Reactions, More, and Leave.

To recall the previous topics and measure the gained knowledge of the participants, 2 sets of activities have given to them. The first activity was all about the topic "COVID-19: Kayang Labanan, Kayang Tuldukasn?" discussed by Dr. Melissa Puno-Sarapuddin, and the activity was called Picture Quiz where each participant will guess the 2 pictures showed on their screen with some words on it. The second activity was multiple choice, all about "Mental Health in this Time of Pandemic" discussed by Professor Melanie F. Bactasa. The excitement of each participant is undeniable and the conducted activities truly shows that they have learned something regarding with the previous topics.



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The screenshot shows a Zoom meeting interface. On the left, a presentation slide is displayed with the following details:

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OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT  
EXTENSION MANAGEMENT OFFICE  
AND  
PUP QUEZON CITY BRANCH  
IN COOPERATION WITH  
GMA FOUNDATION FOR PWD'S INC.

**Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic**

*Digital Literacy and Introduction to Computing*

**Prof. Demelyn E. Monzon**

In Partnership With: &

May 18, 2021  
via Zoom-Cloud Meeting Room

On the right, the "Participants (40)" list is shown, displaying several participant thumbnails and names. The "Chat" section below shows a few messages from participants.

The activities were followed by the introduction of the speaker, Professor Demelyn E. Monzon. Professor Demelyn Monzon gave her introduction regarding with the coverage topics about Digital Literacy and Introduction to Computing, where she stated that the topics to be discuss are very significant when pursuing the world of Information Technology.



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TOPICS

- 1.DIGITAL LITERACY
- 2.INTRO TO COMPUTING
- 3.COMPUTER APPLICATIONS
- 4.FUTURE OF COMPUTING
- 5.10 COMMANDMENTS OF COMPUTER USE

QUESTION:

**DO YOU FIND YOURSELF A DIGITAL LITERATE OR A DIGITAL CITIZEN?**

As Professor Demelyn E. Monzon continues with her introductions, she started presenting the topics to be discuss namely Digital Literacy, Introduction to Computing, Computer Applications, Future of Computing, and lastly the 10 Commandments of Computer Use. During her discussion with the Digital Literacy, she asked the participants with the question "Do you find yourself a Digital Literate or a Digital Citizen?". The majority of the participants confidently find themselves as a digital literate and digital citizen.

She also leaves a quote "Your attitude is like a price tag, it shows how valuable you are" at the end of her discussion about the 10 Commandments of Computer Use. Professor Demelyn E. Monzon did a well discussion and offered valuable information and tips throughout her presentation that participants find it highly informative and useful.



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The screenshots show a Zoom meeting interface with three panels:

- Top Panel:** Shows a large "QnA" graphic with question marks and speech bubbles. Two participants are visible in video feeds: Demelyn Espejo and Lyndsay Anne Ricamara.
- Middle Panel:** Shows a grid of participant thumbnails. In the main video feed, two participants are visible: Angelo - Sign Language Interpreter and Lyndsay Anne Ricamara. The chat sidebar shows messages from participants like "yes po" and "oo po".
- Bottom Panel:** Shows a grid of participant thumbnails. In the main video feed, three participants are visible: Alma Fernandez, Demelyn Espejo Monzon, and another participant whose name is partially visible. The chat sidebar shows messages from participants like "itself po?", "QUESTION, EXPLAIN US WHAT IS QR CODE/SCAN THRU NEW SYSTEM EX. APPS- GOVT AND FINANCE? SO WHY?", and "Does having a computer make life more complicated or less complicated?".

After the presentation of Professor Demelyn E. Monzon, the platform was given to the participants for the question-and-answer portion of the webinar with the help of Professor Alma C. Fernandez. The attentiveness of the participants to the discussions has been clearly seen as they put an effort and engaged themselves to ask questions connected with the discussions. The participants are very grateful as their questions have been clearly answered.



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The image consists of two screenshots of a Zoom meeting. The top screenshot shows a 5x1 grid of participant video feeds. The first four slots are smaller video feeds, and the fifth slot is a larger central video feed of Alma Fernandez, who is highlighted with a yellow border. The bottom screenshot shows a 5x5 grid of participant video feeds, with the central column labeled "Earl beart Rivo". Both screenshots include a "Participants" list on the right side, a "Chat" section at the bottom right, and various Zoom control buttons at the bottom.

End of the Webinar

After the Q and A portion of the webinar, Professor Alma C. Fernandez gave her closing remarks and the webinar ended with the participants gained more knowledge or ideas regarding with the topic Digital Literacy and Introduction to Computing, discussed by Professor Demelyn E. Monzon.



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# **DAY 3**

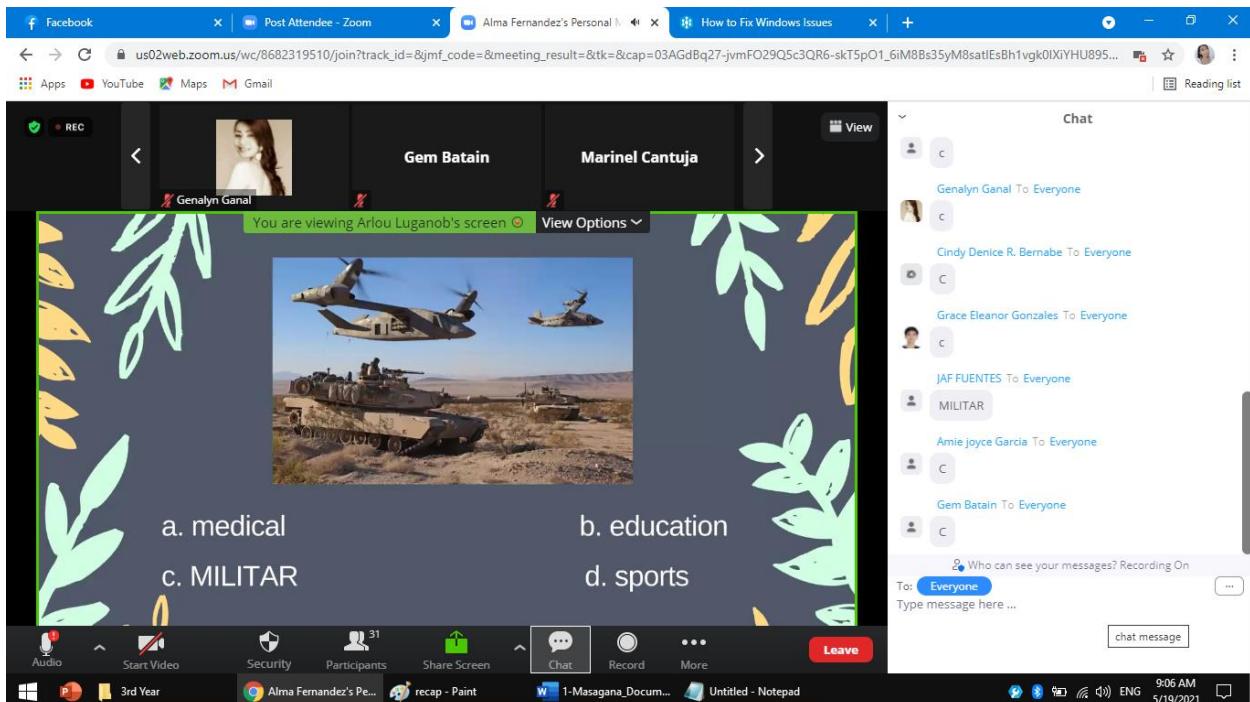
## Microsoft Word:

## From Basic to Advanced

## (May 19, 2021)



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The seminar proper started with a prayer followed by the recap of the previous topics which are Digital Literacy and Introduction to Computing, discussed by Prof. Demelyn Monzon. The host of the seminar gave an activity to test their learnings from the previous topics.



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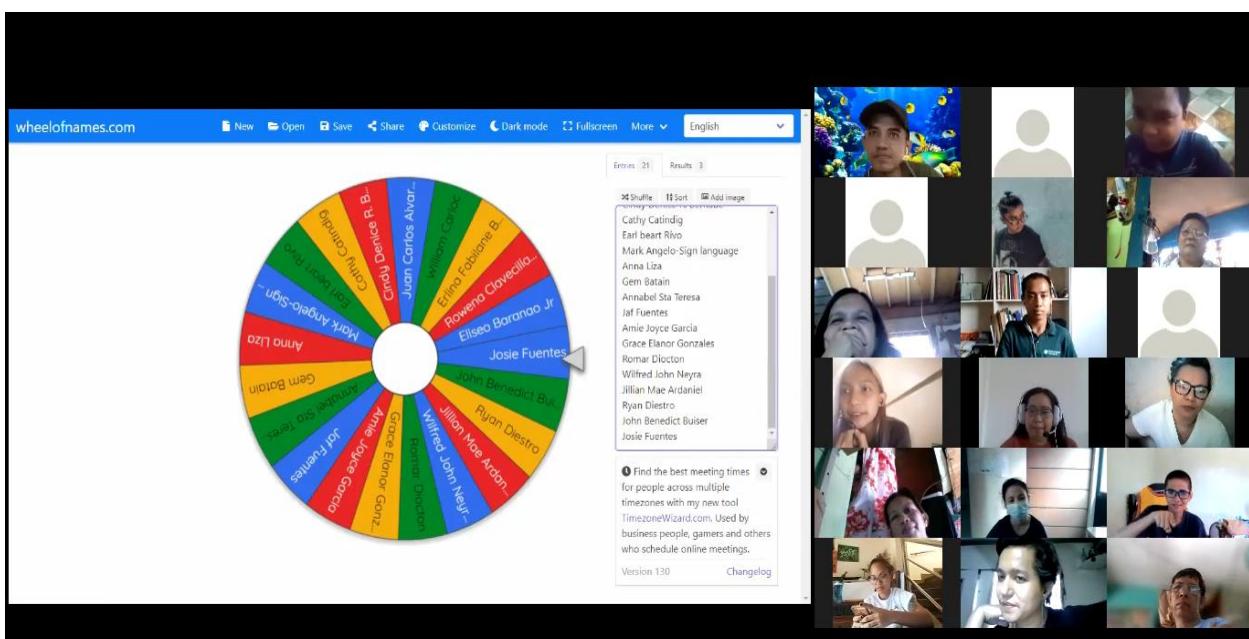
Day 3 of the seminar happened on May 19, 2021, Wednesday from 9:00 am to 12:00nn. It was led by Prof. Alma Fernandez who discussed MS Word from Basic to Advanced.

After the discussion for lesson 1, Prof. Alma Fernandez gave an activity for the participants to determine their understandings of the lesson, and which later on allowed them to check their own answers.

After all the discussion of the lessons, organizers played a spin the wheel on which three winners had been chosen and will have 50 pesos load. The winners of the spin the wheel is Annabel Sta Teresa, William Carloc and Wilfred John Neyra. Also, the host announced the winners for acquiring a lot of correct answers on the given activities.



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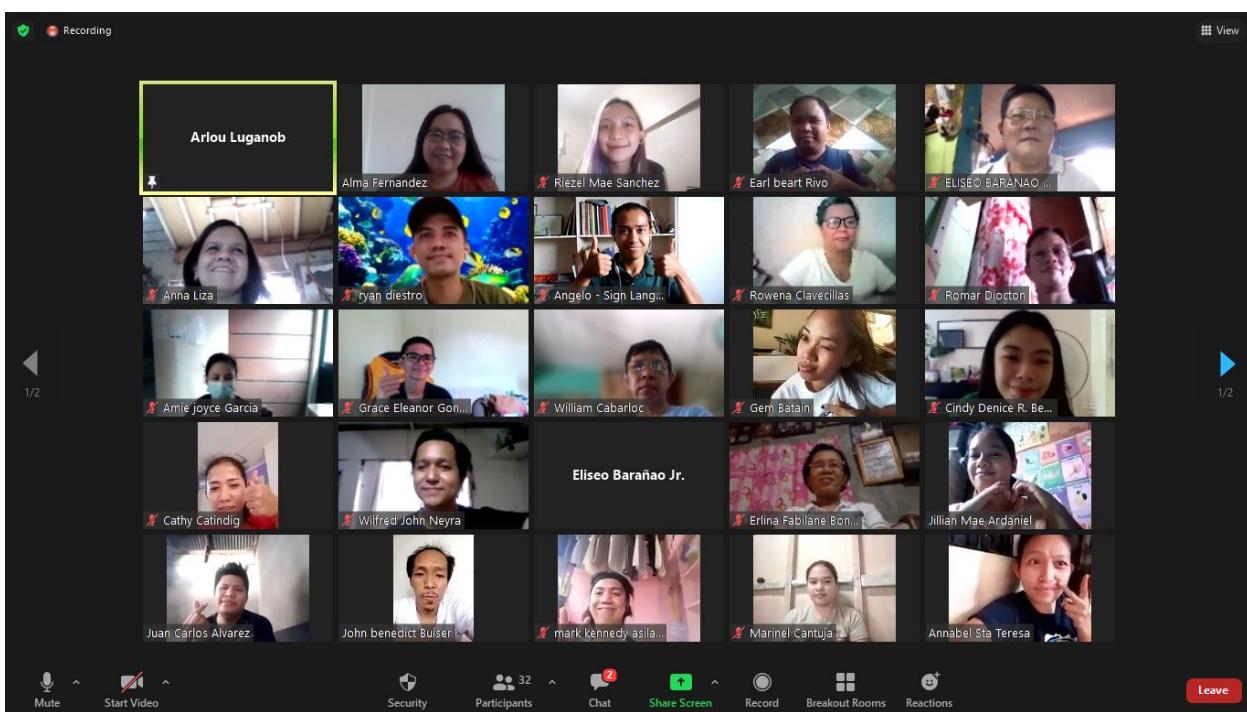
End of Seminar



The seminar ended with the participants gained new knowledge and ideas on the topic that Prof. Alma Fernandez discussed. And also, participants have an assignment on which they will explore and show their creativity in using MS Word.



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The participants together with Prof. Alma Fernandez and organizers had their group picture at the end of the seminar.



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## DAY 4

# Microsoft Word: From Basic to Advanced (May 20, 2021)



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The extension project continued on May 20, 2021, Thursday from 9:00 am to 12 pm. The meeting formally started with an opening prayer followed by introducing Professor Alma Fernandez as the speaker and giving a quick reminder for the participants while attending the meeting. Prof. Fernandez gave a brief introduction to highlight the details of the previous session and today's lesson about MS Word from Basic to Advanced.

The screenshot shows the Zoom meeting invitation for the extension project. It features the Polytechnic University of the Philippines Quezon City Branch logo at the top left. The title of the meeting is "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". Below the title, the subtitle is "MS Word from Basic to Advanced". The host is listed as "Prof. Alma C. Fernandez". The meeting date is "May 19 – 21, 2021 via Zoom-Cloud Meeting Room". Logos for "CommiT Society" and "PWD INC." are shown as partners. A portrait of Prof. Alma C. Fernandez is displayed on the right side. The Zoom interface includes a participant list at the top and various control buttons at the bottom.

The host organized an activity to recap the recent lesson. The participants must identify the parts of the MS Word and winners who respond first will be presented with a prize at the end of the session. Overall, they respond appropriately and voluntarily to the questions and proceed to the formal discussion.

The screenshot shows a Zoom meeting in progress. At the top, there is a participant list with names like Rowena Clav... and ELISEO BARA... visible. The main screen displays a slide with the title "ACTIVITY" at the top, followed by "MS WORD" in large bold letters, "FROM BASIC TO" in smaller bold letters, and "ADVANCED" in bold letters below it. The slide has a light blue background with a grid pattern. The Zoom interface includes standard controls like Unmute, Start Video, Security, Participants (30), Chat, Share Screen, Pause/Stop Recording, Breakout Rooms, Reactions, and a Leave button at the bottom right.



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The image shows a Zoom meeting interface. At the top, it displays the Polytechnic University of the Philippines logo and text indicating the user is viewing 2-1 Kim John Defiesta's screen. It also shows that Alma Fernandez is talking. The main content of the slide is titled "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". The slide features several icons related to health, technology, and work. At the bottom, it mentions "In Partnership With: Commit Society & PUP CHIPS". The Zoom control bar at the bottom includes options like Unmute, Start Video, Security, Participants (27), Chat, Share Screen, Record, Breakout Rooms, Reactions, and Leave.

The image shows a Zoom meeting interface where a Microsoft Word document is being shared. The document has a grid pattern and contains text from 1 to 21. Four specific parts of the document are labeled with letters: 'a. scroll bar' (pointing to the vertical scrollbar on the right), 'b. tab' (pointing to the horizontal tabs at the top), 'c. RULER' (pointing to the ruler at the top left), and 'd. document' (pointing to the main content area). On the right side of the screen, there is a chat window showing messages from various participants. The messages include:

- From Annabel Sta. Ier... to Everyone: 09:11 AM
- C
- From Rowena Clavecillas to Everyone:
- D
- From Amie joyce Garcia to Everyone:
- D
- From Grace Eleanor Gonzales to Everyone:
- C
- From Erlina Fabilane Bonaobra to Everyone:
- a
- From Jillian Mae Ardaniel to Everyone:
- b
- From JAF FUENTES to Everyone:
- C

To: mark aslan (Direct Message)

Type message here...

During the Lesson, Prof. Fernandez explains this will help the participants to learn the basics of MS Word that can be used for business related projects in the future. Addition to this, it can be an advantage to their preparation for their chosen field of work. Hence digital literacy is essential.



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The screenshot shows a Microsoft Word document with a presentation slide. The slide has a light blue background with a faint graphic of a staircase. The title 'SOFTWARE TESTING AND AUTOMATION' is at the top, followed by 'BSIT ELECTIVE 2'. On the left, there's a navigation pane with a tree view of chapters: Chapter 1 TESTING FUNDAMENTALS, Chapter 2 TYPES OF TESTING, and Chapter 3 TEST CASE DEVELOPMENT. Each chapter has several lesson items listed under it. The Word ribbon is visible at the top, and the status bar at the bottom indicates 'Recording...'.

This is a screenshot of a messaging interface, likely from a video conferencing platform. It shows a list of messages from various participants:

- From Gem Batain to Everyone: SIR ANGELO, PLEASE MOVE YOUR SIGN LANGAUGE CENTER . I CANT SEE YOUR HANDS BEC CLOSE YOUR CAM. THANK YOU. (09:38 AM)
- From JAF FUENTES to Everyone: majority po ng office memo hindi gumagamit ng indentation, tama po ba ang ganitong format? (09:43 AM)
- From Cindy Denice R. Bernabe to Everyone: In what ways you can see the difference between two similar documents? (09:45 AM)
- From JAF FUENTES to Everyone: pag naka auto indent po ang set up , paano po aalisin ang auto set up? nahirapan po kasi ang nag encode tulad ko.. (09:53 AM)
- From Cathy Catindig to Everyone: sorry Ako ay may sakit na ngayon (09:59 AM)
- From Gem Batain to Everyone: HOW ABOUT PDF SAME MS WORD LIKE RESUME? (10:04 AM)
- From JAF FUENTES to Everyone: pag naka auto indent po ang set up , paano po aalisin ang auto set up? nahirapan po kasi ang nag encode tulad ko.. - alam ko na po kung paano... drag lang yung indent stop palabas ng ruler po.. (10:06 AM)

To: mark asilan (Direct Message)  
Type message here...

Participants: Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions Leave

After discussing the lesson, Professor Alma Fernandez ask if there are any questions they have in mind. She went on to explain it in detail one at a time until no further questions were raised.

Moving on, she offered a 30-minute break for the participants to relax for a while.



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Following the 30-minute break, she proceeded with the discussion. Before wrapping up the session, she prepared a raffle game for the participants and thanked them for patiently listening to the seminar.

The screenshot shows a Microsoft Teams video call with 33 participants. In the center of the screen is a "Wheel of Names" application. A large arrow points to the name "Ryan diestro" on the wheel, which is highlighted in blue. The wheel also features other names like "Wilfred John Neyra", "John Benedict bul...", "Amele Joyce Quatrid", "Angelo - Sign Lora", "Angelo Iiza", "Brent errol jtom...", "Chidy O nice R.B.", "Elaine arlene", "Enilia malaluan", "Fatima", "John batain", "Jouge in", "Grace eleanor gon...", "Gem batain", "Rowena clavecilla...", "Romar diocton", "Yaf fuentes", "Cathy catindig", "William cabarloc", "Jillian marie ardanil", "Juan carlos alvarez", "John benedict busier", "Wilfred John Neyra", and "Cathy catindig". To the right of the wheel is a results list with 23 entries, and a video feed of a participant named Angelo - Sign Language Interpreter. The Teams interface includes standard controls for Unmute, Start Video, Security, Participants (33), Chat, Share Screen, Record, Breakout Rooms, and Reactions. A message at the top left says "We try to display only legitimate and honest ads. Click here to report an inappropriate ad." and a note at the bottom right says "Version 1.31" and "Changelog".



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A screenshot of a video conference interface showing 33 participants in a grid layout. The participants are identified by their names and profile pictures. The interface includes standard video conferencing controls at the bottom: Unmute, Start Video, Security, Participants (33), Chat, Share Screen, Record, Breakout Rooms, Reactions, and a Leave button.

A second screenshot of a video conference interface, likely from a different session or a different camera angle, showing the same 33 participants. The layout and controls are identical to the first screenshot.

*End of the Seminar*



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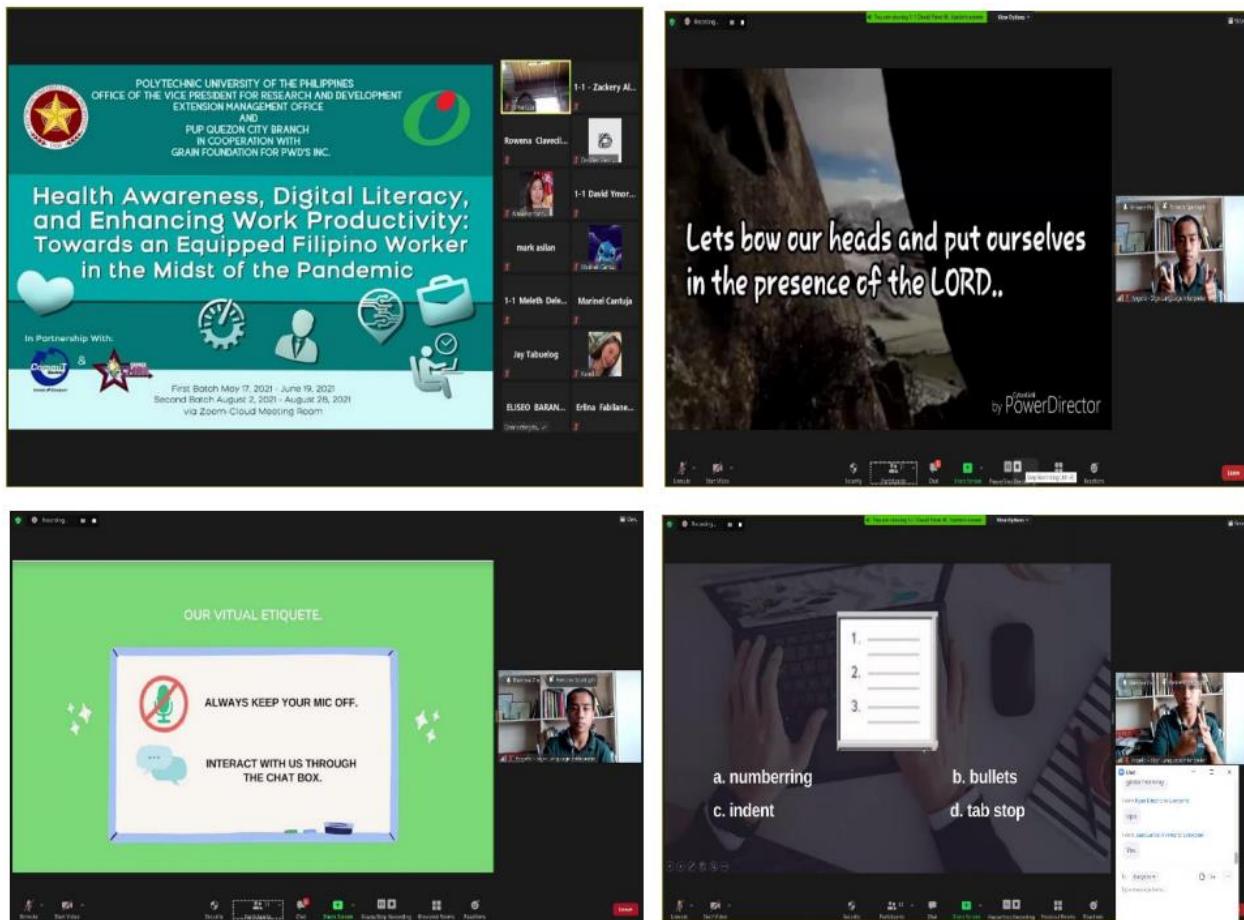
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## DAY 5

# Microsoft Word: From Basic to Advanced (May 21, 2021)



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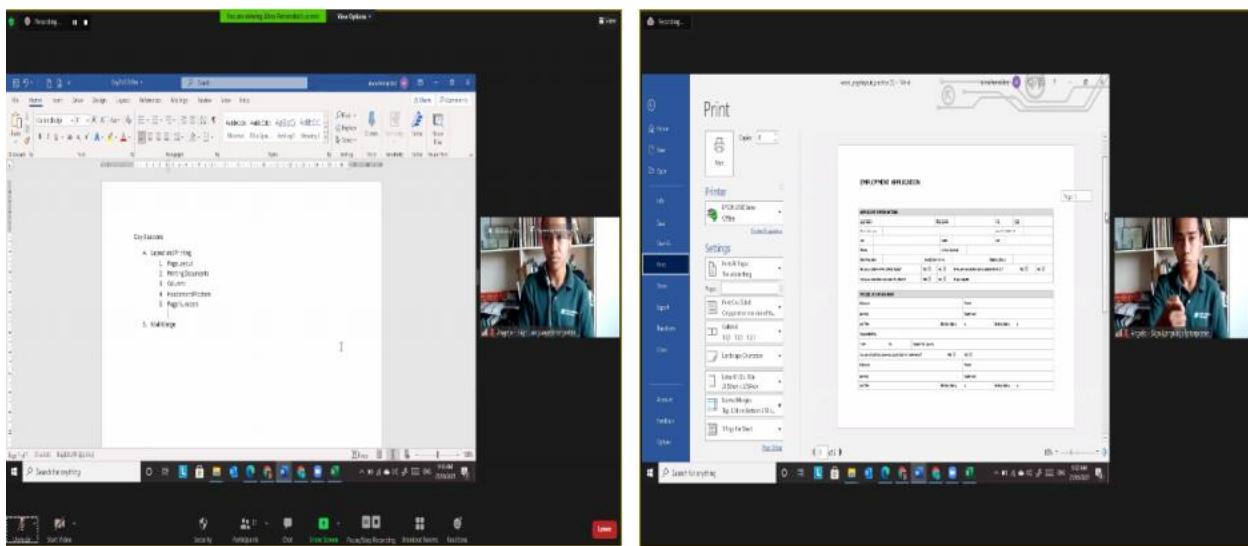
The extension project continued on May 21, 2021, Friday from 9:00 am to 12 pm. The meeting formally started with the opening remarks followed by the house rules. The prayer started at 9:09 followed by an activity recap of what Professor Alma Fernandez discussed yesterday. The activity followed by introducing the speaker Professor Alma Fernandez and introducing her topic for MS Word.



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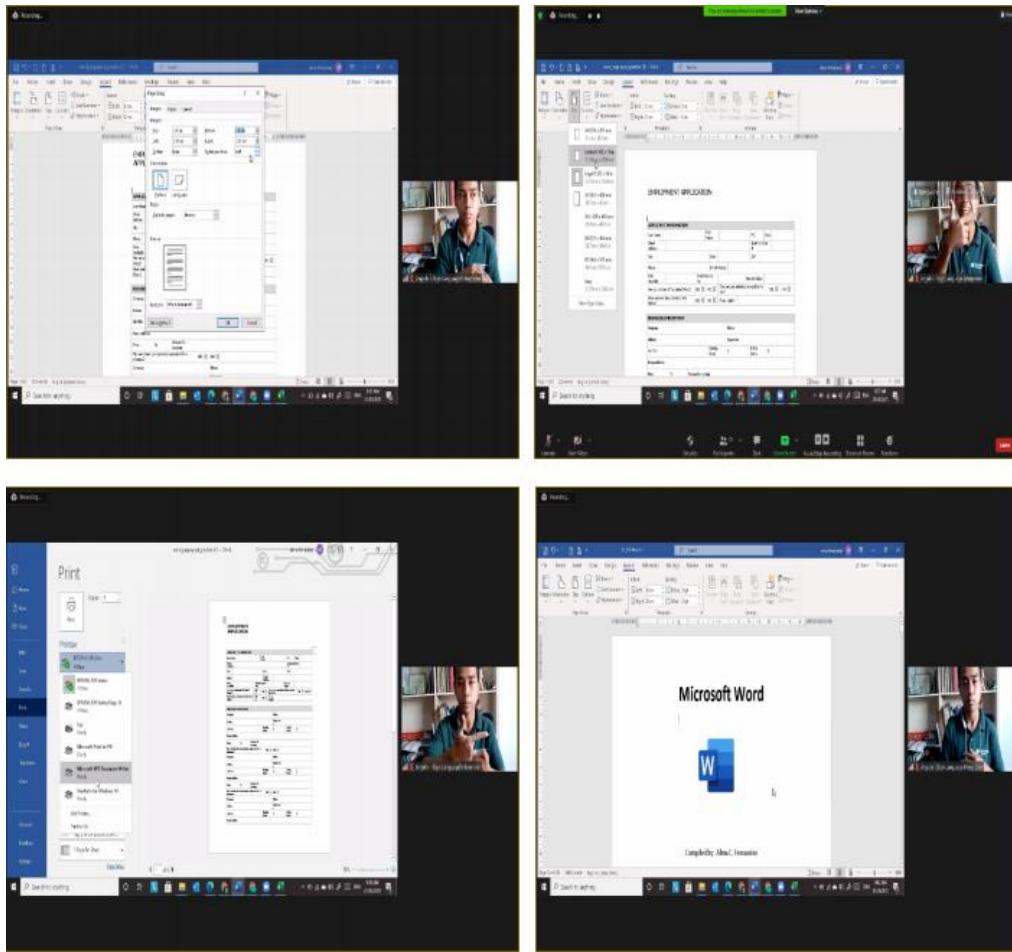


Prof. Alma Fernandez explains her new topic for today which is MS Word from Basic to Advance. She also explained the importance of this discussion to every participant that it will be an advantage to them for their work or business. Prof. Alma started her discussion by explaining the page layout and printing documents.





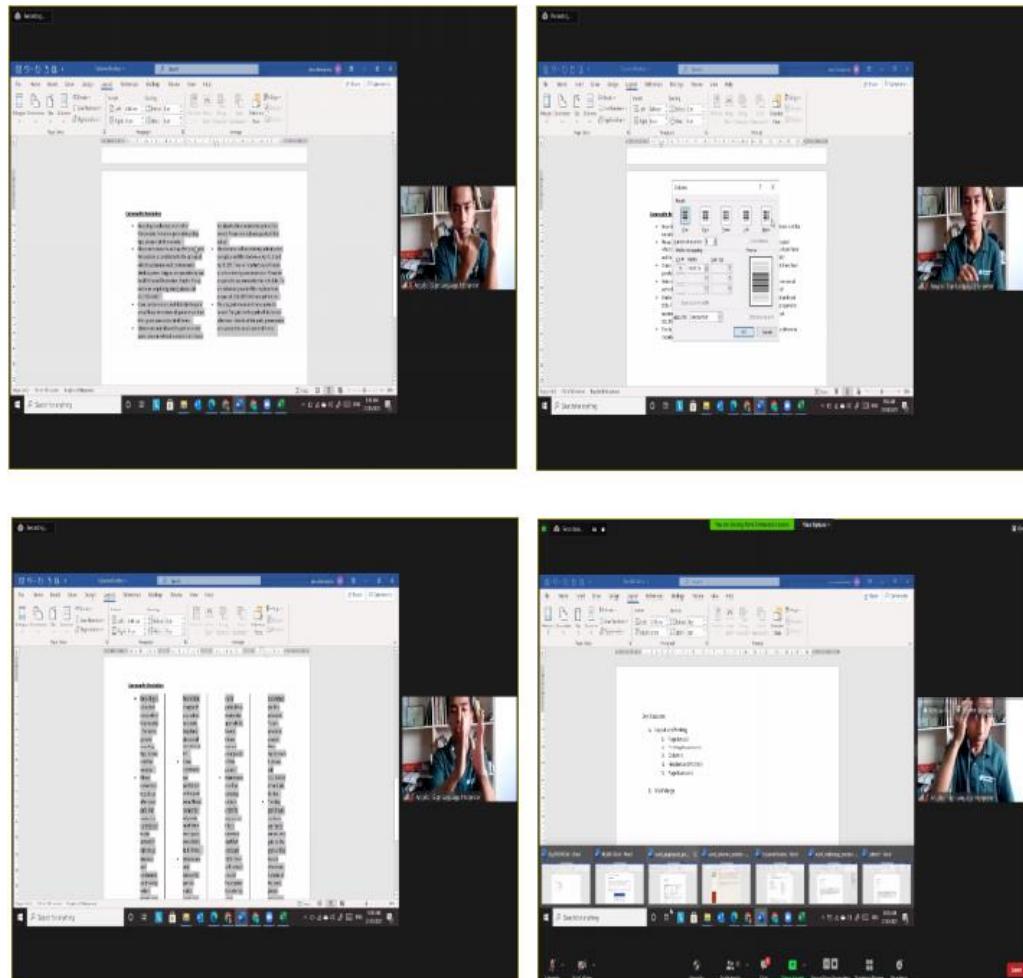
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After Prof. Alma discussed the page layout and printing document, she also discussed about the columns.



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During the discussions in columns, Prof. Alma asked everyone if they have any questions about the topic, when no one answered, she then continued the discussion to another topic which is the headers and footers. In the middle of discussion, Prof. Alma's internet connection became unstable, so her presentation stopped. While waiting for Prof. Alma, the president of COMMITS Mark Kennedy Asilan and Sir Angelo (the sign language interpreter) agreed to take a break and continue the discussion when Prof. Alma come back.



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A composite image showing a Microsoft Teams meeting interface. On the left, a grid of 16 video feeds shows various participants. On the right, another grid of video feeds is visible. Below the video feeds, a presentation slide is displayed. The slide has a teal header with the text "POLYTECHNIC UNIVERSITY OF THE PHILIPPINES", "OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT EXTENSION MANAGEMENT OFFICE AND PUP QUEZON CITY BRANCH IN COOPERATION WITH GRAIN FOUNDATION FOR PWD'S INC.", and a yellow star logo. The main content of the slide is titled "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". It includes icons for a heart, gears, a person, a briefcase, and a laptop. At the bottom, it says "In Partnership With: Commonwealth &amp; GRAIN FOUNDATION FOR PWD'S INC." and "First Batch: May 17, 2021 - June 19, 2021 Second Batch: August 2, 2021 - August 26, 2021 via Zoom, Cloud Meeting Room".

After the break, Prof. Alma came back again and continue her discussion about the header. Prof. Alma also answered a question on the chat box on how to put image in header. She then, emphasized the way on how to put the image in header and also explained the footer. Prof. Alma ask again if anyone have a question in their minds and no one raised a question to her again.

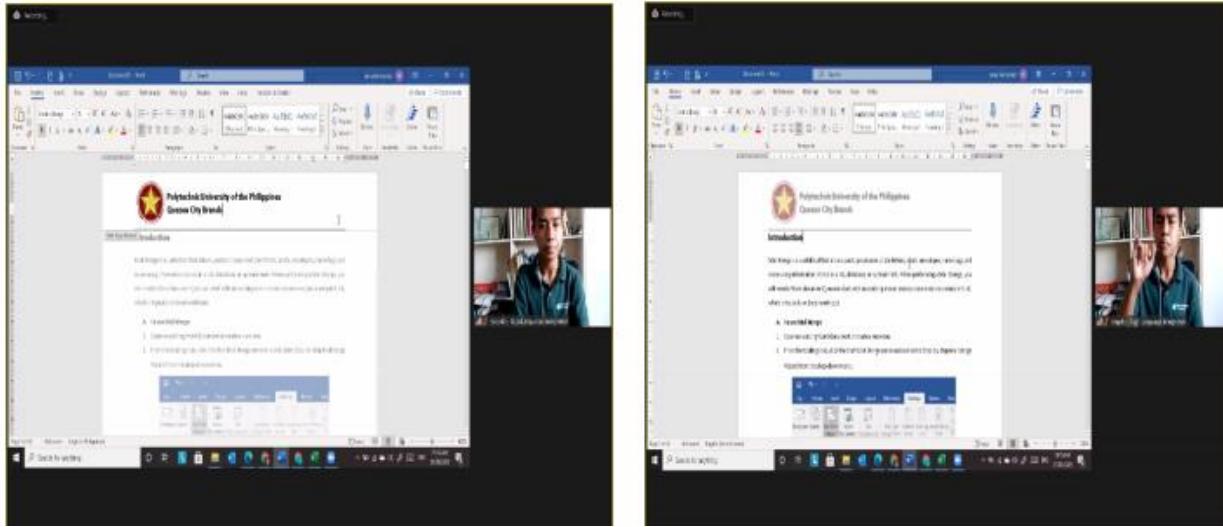


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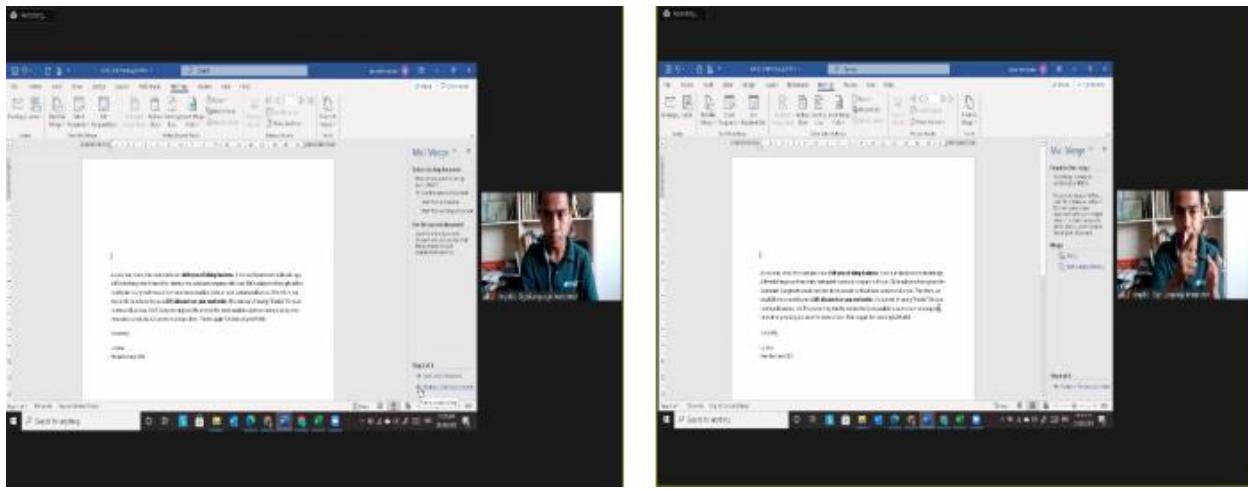
From JAF Fuentes to Everyone:

10:19 AM

Mam, pwede po bang mag insert ng pictures sa header or footer?



As she continued, Prof. Alma discussed her last topic which is mail-merge. She started to explain on how mail-merge can do using the MS Word to every participant. She also processed it step-by-step so that every participant can understand it rightfully.

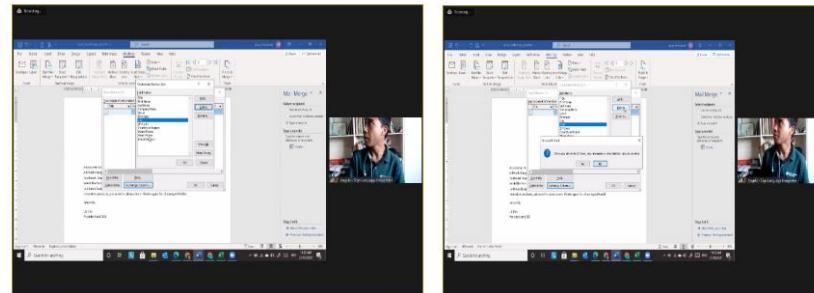


During the discussion, one of the participants raised a question again and Prof. Alma answered and explained it. She explained it in detail and gave some tips about mailmerge on how to do it easily for everyone.

From JAF Fuentes to Everyone:

11:45 AM

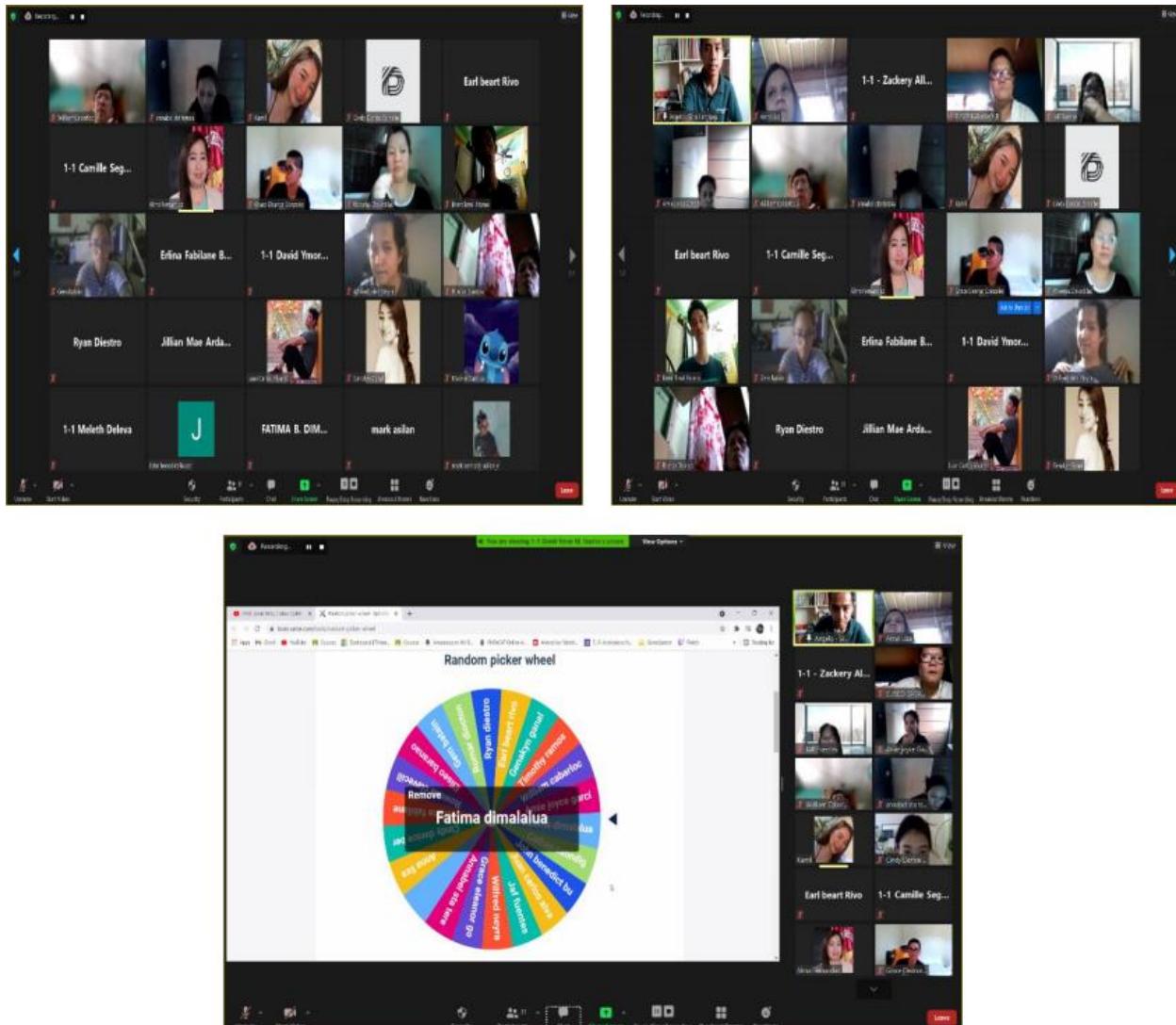
Mam, pwede din po yan sa email ,  
add lang ang email add?





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Prof. Alma Fernandez ended the discussion, and the emcee takes her lead to announce the winner in the recap activity earlier. The winner Ms. Rowena won 50 pesos load together with Ms. Fatima who were very lucky to win in the game spin-the-wheel.



Most of the participant gave their appreciation for the speaker in the chat box. Before the meeting ended, the emcee asked everyone to open their camera for a group picture and everyone participate and gave their best smiles.



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From Amie joyce Garcia to Everyone:

okey

thank you po

From Brent Errol Jitomo to Everyone:

Thanks again

From Gem Batain to Everyone:

THANK YOU MAAM. NEW TO  
ME ABOUT MAILING. NOW I  
LEARN.



From annabel sta teresa to Everyone:

thank you



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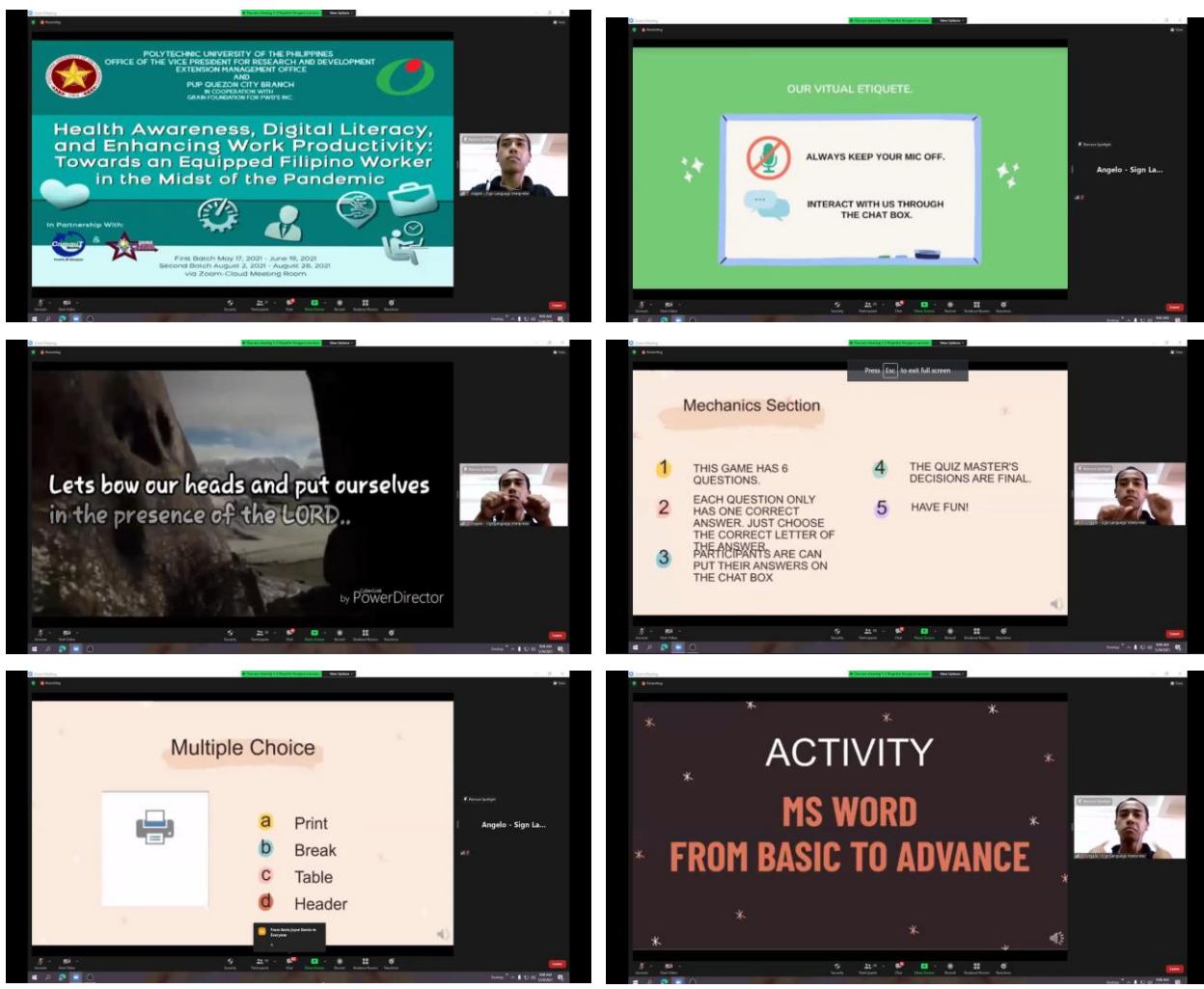
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## DAY 6

# Microsoft Excel: From Basic to Advanced (May 24, 2021)



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Before the program proper, the emcee reminded the participants of the proper etiquette during the webinar and also, he made sure that he was heard loud and clear. After it was the opening prayer. To recall what the participants learned last meeting, the emcee prepared an activity – a multiple choice; the one who will accumulate most of the points will be rewarded. Gladly, the participants participated well.



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EXTENSION MANAGEMENT OFFICE  
AND  
PUP QUEZON CITY BRANCH  
IN COOPERATION WITH  
GRAIN FOUNDATION FOR PWD'S INC.

**Health Awareness, Digital Literacy,  
and Enhancing Work Productivity:  
Towards an Equipped Filipino Worker  
in the Midst of the Pandemic**

***MSExcel from Basic to Advanced***

In Partnership With:

**Prof. Iryonne P. Gatchalian**

May 24 – 26, 2021  
via Zoom-Cloud Meeting Room

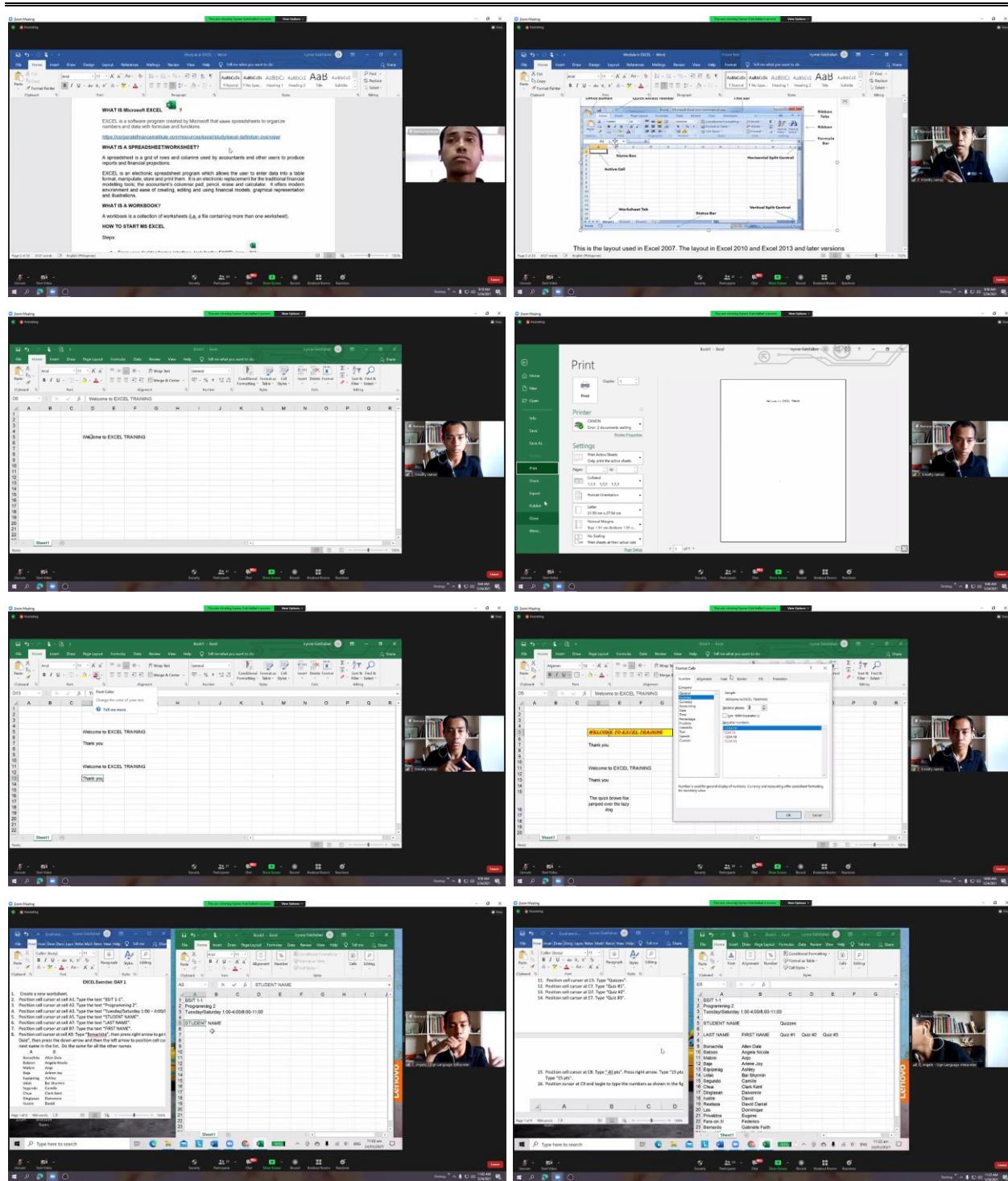


Today's topic was all about MS Excel, which was entitled "MS Excel from Basic to Advanced" and Professor Iryonne P. Gatchalian was the one who discussed it. She taught the participants how to create, navigate, save, and open a worksheet. Also, she taught them how to format cells and sorting a data.





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The first day of MS Excel lecture has ended. Participant were very attentive and surely they gained a lot of knowledge from Professor Iryyne P. Gatchalian with the topic she discussed.



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Zoom Meeting

Recording

Speaker View

2/2

2/2

Mute Start Video Security Participants Chat Share Screen Record Reactions Leave

Recording

Speaker View

1/2

1/2

Mute Start Video Security Participants Chat Share Screen Record Reactions Leave



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## **DAY 7**

# **Microsoft Excel: From Basic to Advanced (May 25, 2021)**



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The screenshot shows a Zoom meeting interface. At the top, it says "Zoom Meeting" and "Recording...". In the center, there's a green banner for the webinar titled "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". The banner includes logos for the Polytechnic University of the Philippines, Office of the Vice President for Research and Development, Extension Management Office, PUP Quezon City Branch, and GRAIN Foundation for PWD's Inc. Below the banner, it says "In Partnership With: Comptech & PUP". It also specifies "First Batch May 17, 2021 - June 19, 2021" and "Second Batch August 2, 2021 - August 28, 2021 via Zoom-Cloud Meeting Room". On the right side, there's a "Participants (33)" list with names like Joan Diamola (Co-host, me), Alma Fernandez (Host), 3-1 Lance D. ... (Co-host), Lyndsay Anne Ricamara (Co-host), 3-1-Vanessah Bue... (Co-host), Elric Robillos (Co-host), Iryenne Gatchalian (Co-host), Marinel Cantuja (Co-host), Amie joyce Garcia, A. Angelo - Sign Language Interpr..., anna liza's iPhone, annabel sta teresa, and Brent Errol Jitomo. Each participant has a small video thumbnail next to their name. At the bottom, there are standard Zoom control buttons for Unmute, Start Video, Security, Participants (33), Chat (with 10 messages), Share Screen, Pause/Stop Recording, Reactions, More, and Leave.

The screenshot shows a continuation of the Zoom meeting. The main screen displays a slide with a green background and white text that reads "OUR VIRTUAL ETIQUETTE." Below this, there's a blue-bordered box containing two instructions: "ALWAYS KEEP YOUR MIC OFF." with a red microphone icon and "INTERACT WITH US THROUGH THE CHAT BOX." with a speech bubble icon. On the right side, the "Participants (33)" list is visible, showing the same names as the previous screenshot. The names listed are Joan Diamola (Co-host, me), Alma Fernandez (Host), 3-1 Lance D. ... (Co-host), Lyndsay Anne Ricamara (Co-host), 3-1-Vanessah Bue... (Co-host), Elric Robillos (Co-host), Iryenne Gatchalian (Co-host), Marinel Cantuja (Co-host), Amie joyce Garcia, A. Angelo - Sign Language Interpr..., anna liza's iPhone, annabel sta teresa, and Brent Errol Jitomo. Each participant has a small video thumbnail next to their name. At the bottom, there are standard Zoom control buttons for Unmute, Start Video, Security, Participants (33), Chat (with 10 messages), Share Screen, Pause/Stop Recording, Reactions, More, and Leave.

The continuation of webinar, started at 9:00 am with important reminders about virtual etiquettes to maintain peace and order during the session.



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Zoom Meeting You are viewing 3-1 Lance D. Honorio's screen View Options

Participants (32)

Unmute Start Video Security Participants Chat Share Screen Pause/Stop Recording Reactions More Leave

Chat ENG 9:05 am

Zoom Meeting Recording...

Participants (32)

Unmute Start Video Security Participants Chat Share Screen Pause/Stop Recording Reactions More Leave

Chat ENG 9:06 am

Next to reminders was the opening prayer as guidance for the whole session. After doxology, it was followed by a recap about the previous discussions entitled "MS Excel from Basic to Advanced" discussed by Professor Iryonne P. Gatchalian.



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The screenshot shows a Zoom meeting interface. On the left, a slide titled "Direction" is displayed with the following steps:

- 01 Photos will be flash on the screen.
- 02 Choose the letter of the correct answer.
- 03 Type your answers on the chat box
- 04 The one who got the most of the correct answers will be the winner.
- 05 Enjoy!

On the right, the "Participants" list shows 32 users, including Joan Diamola (Co-host, me), Alma Fernandez (Host), 3-1 Lance D... (Co-host), Lyndsay Anne Ricamara (Co-host), 3-1-Vanessah Bue... (Co-host), Elric Robillos (Co-host), and others. The "Chat" section contains messages like "yes po" and "Who can see your messages? Recording On". The system status bar at the bottom indicates "Everyone" and "ENG 9:08 am".

The screenshot shows a Zoom meeting interface. On the left, a Microsoft Excel spreadsheet is open, displaying a multiple choice question:

1 MULTIPLE CHOICE

A. WRAP TEXT
B. ACTIVE CELL
C. NUMBERS
D. AUTO SUM

The question in the spreadsheet is: "A wise old owl lived in an oak / The more he saw the less he spoke / The less he spoke the more he heard, / Why can't we all be like that wise old bird?"

On the right, the "Participants" list shows 33 users, including 3-1-Vanessah... (Co-host, me), Alma Fernandez (Host), and others. The "Chat" section contains messages like "a", "A", and "A". The system status bar at the bottom indicates "Everyone" and "ENG 9:08 am".

There was a quick activity prepared for the participants to recall the previous discussions and measure their gained knowledge. As the activity goes on, the excitement of each participant is undeniable, and the prepared activity truly shows that they have learned and remembered the previous discussions of Professor Irynette about the basics of MS Excel.



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Zoom Meeting Recording...

Participants (32)

Find a participant

Joan Diamola (Co-host, me)     
Alma Fernandez (Host)     
3-1 Lance D... (Co-host)     
Lyndsay Anne Ricamara (Co-host)     
3-1-Vanessah Bue... (Co-host)     
Elric Robillos (Co-host)     
Invite Mute All ...

Chat

yes po

From Earl heart Rivo to Everyone:

Yes

Who can see your messages? Recording On

To: Everyone  ...

Type message here...

01 Photos will be flash on the screen.  
02 Choose the letter of the correct answer.  
03 Type your answers on the chat box  
04 The one who got the most of the correct answers will be the winner.  
05 Enjoy!

Direction

02

Angelo - Si...  
Lyndsay Anne ...

Windows taskbar: File, Start, Task View, Internet Explorer, File Explorer, Mail, Control Panel, Task Manager, Power, Network, ENG, 9:08 am

Zoom Meeting Recording...

Participants (33)

Find a participant

3-1-Vanessah... (Co-host, me)     
Alma Fernandez (Host)     
Invite Mute All ...

Chat

a

From Juan Carlos Alvarez to Everyone:

A

From Amie joyce Garcia to Everyone:

A

From Rowena Clavecillas to Everyone:

A

To: Everyone  ...

Type message here...

1 MULTIPLE CHOICE

A. WRAP TEXT  
B. ACTIVE CELL  
C. NUMBERS  
D. AUTO SUM

A wise old owl lived in an oak  
The more he saw the less he spoke  
The less he spoke the more he heard.  
Why can't we all be like that wise old bird?

File Home Insert Page Layout Data Review

Cut Copy Paste Format Painter Alignment Merge & Center

A1 A B C D E F

There was a quick activity prepared for the participants to recall the previous discussions and measure their gained knowledge. As the activity goes on, the excitement of each participant is undeniable, and the prepared activity truly shows that they have learned and remembered the previous discussions of Professor Irynné about the basics of MS Excel.



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The screenshot shows a Zoom meeting interface. At the top, it says "Zoom Meeting" and "Recording...". Below that, the title of the presentation is displayed: "POLYTECHNIC UNIVERSITY OF THE PHILIPPINES OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT EXTENSION MANAGEMENT OFFICE AND PUP QUEZON CITY BRANCH IN COOPERATION WITH GRAN FOUNDATION FOR PMD's INC. Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". The speaker is listed as "Prof. Iryonne P. Gatchalian". The date and location are "May 24 – 26, 2021 via Zoom-Cloud Meeting Room". The participants list shows 33 participants, including co-hosts and hosts. The chat section is visible at the bottom.

The activity was followed by the introduction of the speaker, Professor Iryonne P. Gatchalian. Professor Iryonne gave her warm greetings to the participants and start her discussion with a short recap about the things they have done on the previous discussions about the basics of MS Excel.



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Creating Formula in Excel

1. Adding cell values  
Format: =([cell number1] + [cell number2]+ ... + [cell number])
2. Subtracting cell values  
Format: =[cell number1] - [cell number2]- ... - [cell number]
3. Product of cell values  
Format: =[cell number1] \* [cell number2]
4. Quotient of cell values  
Format: =[cell number1] / [cell number 2]
5. Create your own formula  
Format: =([cell number1]+[cell number 2]) / 2

Fruits	Pieces
Apple	20
Pomelo	10
Orange	20
Mango	30
Jackfruit	2

Introduction to Functions

Functions in Excel will allow you to perform mathematical operations.

1. Summing / Adding up values

a. Using the **SUM** function

Format is **=SUM([begin cell]:[end cell])**. Note that begin and end cell is separated by a colon.

Fruits	Pieces
Apple	20
Pomelo	10
Orange	20
Mango	30
Jackfruit	2

The formula **=SUM(B3:B7)** is highlighted in yellow, showing the range from B3 to B7.

As Professor Iryinne continues with her introductions, she proceeded with her discussion about the commonly used math functions in MS Excel. She stated that through MS Excel, they can create their own formula in which she added that there are long ways in creating formula in MS Excel through manual input, and also short ways in creating formula through functions, which allows them to perform mathematical operation easily. Professor Iryne elaborated her discussion through examples that made the participant grasp the knowledge very well.



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The screenshots show a Zoom meeting interface with three participants visible in the video feed area. The main window displays Microsoft Excel spreadsheets with data tables and formulas.

**Screenshot 1:** Shows a table titled "EXCEL Exercise 2" with columns for LAST NAME, FIRST NAME, and GRADE. A formula bar at the top shows =AVERAGE(D1:F1). The table includes rows for students like Arlene Joy, Angelo, Bernardo, etc., with grades ranging from 14 to 40.

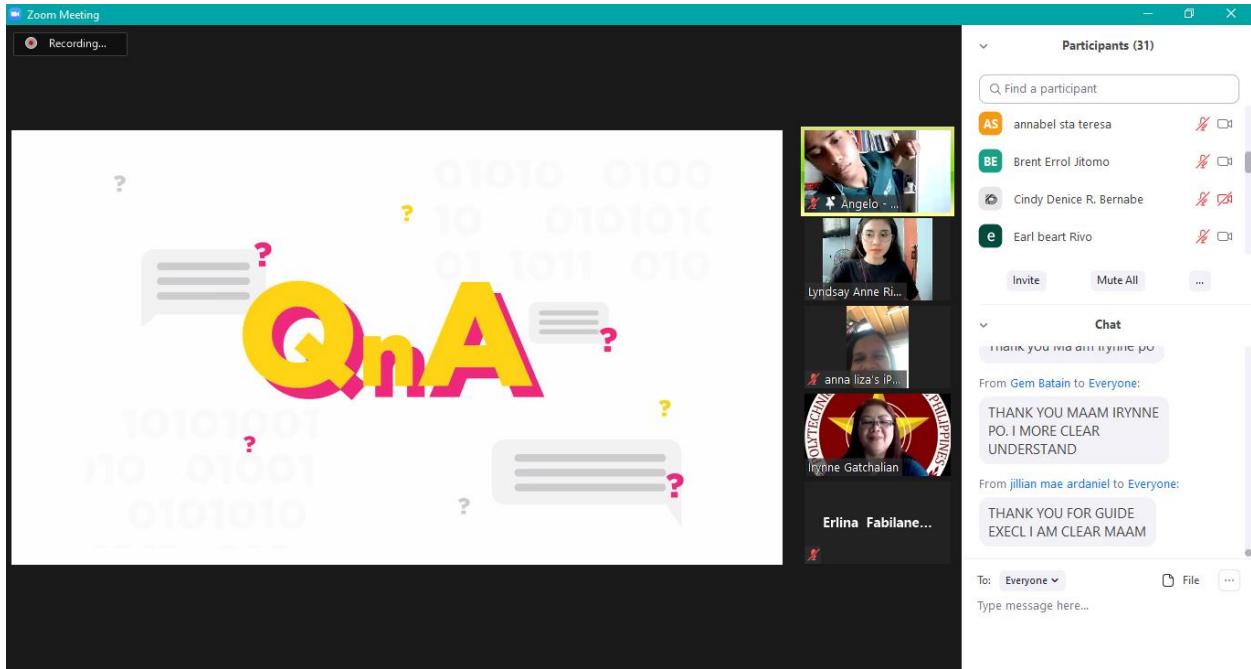
**Screenshot 2:** Shows a table titled "EXCEL Exercise 2" with columns for LAST NAME, FIRST NAME, and GRADE. A formula bar at the top shows =AVERAGE(D1:F1). The table includes rows for students like Arlene Joy, Angelo, Bernardo, etc., with grades ranging from 14 to 40.

**Screenshot 3:** Shows a table titled "EXCEL Exercise 2" with columns for LAST NAME, FIRST NAME, and GRADE. A formula bar at the top shows =AVERAGE(D1:F1). The table includes rows for students like Arlene Joy, Angelo, Bernardo, etc., with grades ranging from 14 to 40.

Professor Iryonne did make sure that the participants will fully understand the discussion by giving them exercises in which she patiently guided the participants thoroughly. After the exercises, it can be seen that the participants truly engaged themselves in learning MS Excel as they have followed the instructions and finished the exercises that Professor Iryonne given to them.



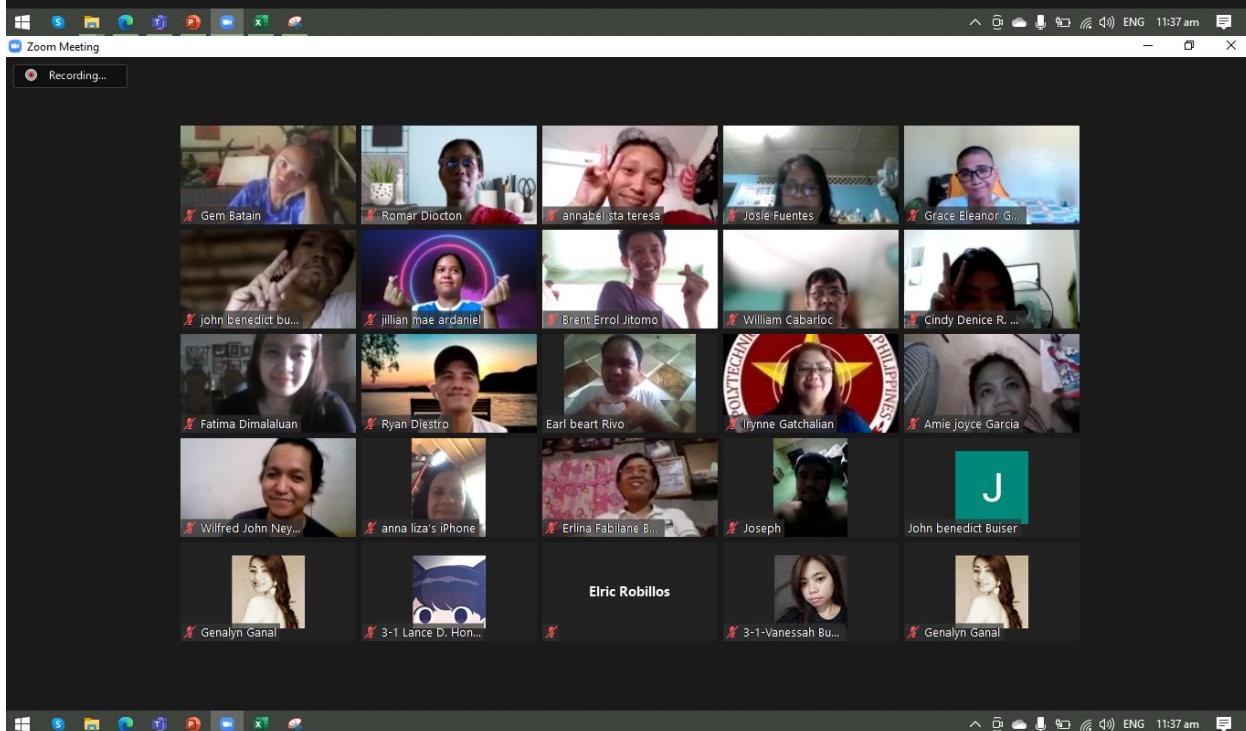
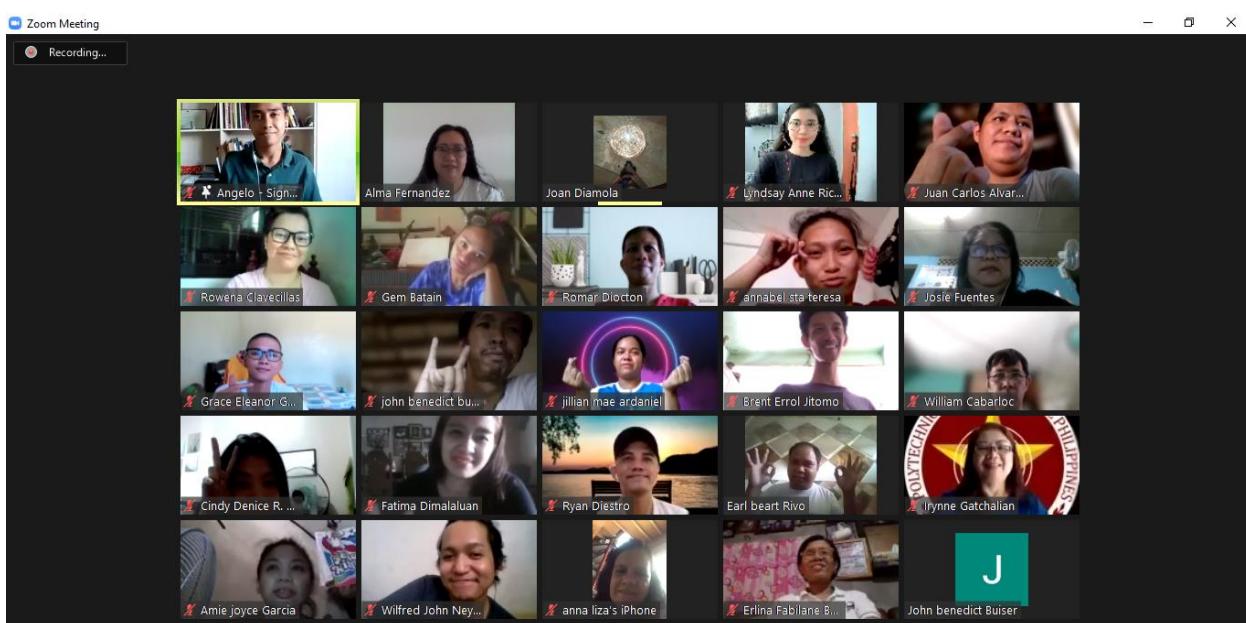
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After the discussion of Professor Irynette, the platform was given to the participants for the question-and-answer portion of the webinar. Surprisingly, there are no questions from the participants as they have confidently stated that they've fully understand the discussion of Professor Irynette. The participants are very grateful as their learnings about MSExcel improved a lot.



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End of the Webinar

After the Q and A portion of the webinar, Professor Iryynne gave her appreciation for the participants as they have cooperated throughout the discussion. Afterwards, Professor Alma C. Fernandez gave reminders and some announcements to the participants before the end of webinar. The webinar ended with the participants gained again another knowledge and improved their skills in using MS Excel.



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## **DAY 8**

# **Microsoft Excel: From Basic to Advanced (May 26, 2021)**



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The seminar proper started with a prayer followed by the recap of the previous topic, which is about MS Excel from Basic to Advanced, discussed by Prof. Iryyne Gatchalian. Before the participants continued their lessons, they had an activity first to determine their learnings from the previous lessons.



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The screenshot shows a Zoom meeting interface. At the top, there's a header with the PUP Quezon City Branch logo and text: "POLYTECHNIC UNIVERSITY OF THE PHILIPPINES OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT EXTENSION MANAGEMENT OFFICE AND PUP QUEZON CITY BRANCH IN COOPERATION WITH GRAIN FOUNDATION FOR PWD'S INC.". Below this, the title of the seminar is displayed: "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". To the right of the title is a circular portrait of Prof. Iryonne P. Gatchalian. The seminar details are listed: "In Partnership With: Commit & PUP", "May 24 – 26, 2021 via Zoom-Cloud Meeting Room". On the far right, the Zoom chat window shows messages from various participants. The Windows taskbar at the bottom includes icons for Search, Start, Task View, File Explorer, Edge, File Explorer, Task View, File, and a system tray with battery and signal indicators.

Day 8 of the seminar happened on May 26, 2021, Tuesday from 9:00 am to 12:00nn. It was led by Prof. Iryonne P. Gatchalian who continued her discussion about MS Excel from Basic to Advanced.

The screenshot shows a Zoom meeting interface. The main video feed is of Prof. Iryonne P. Gatchalian. The screen is titled "Module in EXCEL - Word". A Microsoft Word ribbon menu is visible at the top. In the center, there is a slide titled "DAY 3 CREATING CHARTS" with the text: "Charts allow you to view your data graphically. There are different kinds of chart types in Excel." Below the text is a screenshot of the Microsoft Word ribbon showing the "Insert" tab selected, with the "Chart" icon highlighted. A dropdown menu for "Insert Chart" is open, showing various chart types like Clustered Column, Line, Bar, Area, XY (Scatter), and Radar. The Windows taskbar at the bottom includes icons for Search, Start, Task View, File Explorer, Edge, File Explorer, Task View, File, and a system tray with battery and signal indicators.

Prof. Iryonne Gatchalian discussed about creating charts in MS Excel from a given data in an excel sheets.



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After the discussion, she gave an exercise for them to do within the 30 minutes break. Then afterwards, she demonstrates how the exercise should be done.

5. Change the Series Names to "Quiz#1", "Quiz#2", "Quiz#3" and "Average" respectively.  
Left-mouse click on the chart, and left-mouse click on the Chart Filters [T].

Series	Quiz #1	Quiz #2	Quiz #3	Average
Series1	40	14	13	22.33
Series2	40	15	14	23.00
Series3	40	15	15	23.33
Series4	32	9	13	18.00
Chua, Clark Kent	32	12	11	18.33
Dinglasan, Daivennie	40	15	14	23.00
Equipe lag, Ashley	40	13	15	22.67
Fara-on III, Federico	40	10	15	21.67
Ilustre, David	25	14	13	17.33
Las, Dominique	32	10	15	19.00
Mabini, Anjo	32	13	11	18.67
Peralta, Jahziel	40	13	10	21.00

STUDENT NAME	Quizzes			
	Quiz #1	Quiz #2	Quiz #3	AVERAGE
Baja, Arlene Joy	40	14	13	22.33
Batcon, Angela Nicole	40	15	14	23.00
Bernardo, Gabriele Faith	40	15	15	23.33
Bonachita, Allen Dale	32	9	13	18.00
Chua, Clark Kent	32	12	11	18.33
Dinglasan, Daivennie	40	15	14	23.00
Equipe lag, Ashley	40	13	15	22.67
Fara-on III, Federico	40	10	15	21.67
Ilustre, David	25	14	13	17.33
Las, Dominique	32	10	15	19.00
Mabini, Anjo	32	13	11	18.67
Peralta, Jahziel	40	13	10	21.00

While Prof. Gatchalian discussed creating charts in an excel sheet, someone ask question in the chat box which she answered immediately, she explained how the company use charts in visualizing the trends of their company. Also, she gave students grades as other example on where charts can be used.

After all the discussion, Prof. Iryonne Gatchalian gave an assignment to the participants. The first three who will submit the assignment will have a cash prize from her.



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Zoom Meeting

Hannah Joy Ul...

Iryne Gatchalian

Ryan Diestro

Recording

File Home Insert Draw Page Layout Formulas Data Review View Help Tell me what you want to do

Font Alignment Number Conditional Formatting Styles Insert Delete Format Cells Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
6	WORSHIP	DISCIPLESHIP	EVENTS	SUNSHINE	MEN'S	LADIES	YA	TD / KR	CHILDREN	DIACONAL	PRAYER	MISSIONS	SEED	BBM	expenses		
7	Jan	7500	2000		2000	8000	500	3400	1775	2500	500	2500	2600	100000	???		
8	Feb	1400	2000	5000	5000		250	500	4400	1775		2500	2600	???			
9	Mar	8000	2000	2000	1000		250	500	1550	1775		8000	2500	2600	???		
10	Apr	1500	3000	3000	5000		10000	500	2100	1775	15000		2500		???		
11	May	3300	1500	3000			250	500	15900	1775		1000	2500		???		
12	Jun	1500		2000			250	500	1950	1775			2500	1500	???		
13	Jul	2500		20000	7000		250	500	1900	1775	2500	1000	2500	2600	???		
14	Aug	1900					250	500	4200	1775			2500	2600	???		
15	Sep	1500		2000			250	500	1950	1775	5000		2500	2600	???		
16	Oct	17500	1500	15000			250	500	700	1775	1000	1000	2500	2600	???		
17	Nov	400					250	500	4200	1275			2500	2600	???		
18	Dec	6500		5000	1000		250	500	1950	1275	1000		2500	2600	???		
19	TOTALS	???	???	???	???	???	???	???	???	???	???	???	???	???	???		
20		2020 Expenses		Income&Expense 2020	CHART												
21																	
22																	

What to do:

Ready

Type here to search

Search the web and Windows

File Home Insert Draw Page Layout Formulas Data Review View Help Tell me what you want to do

General

Wrap Text

Merge & Center

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Cells

Sort & Filter

Select

Editing

Chat

mam please repeat po

From Ryan Diestro to Everyone: 10:36 AM

yes mam

From Genalyn Ganal to Everyone: 10:36 AM

pasensiya na po kkaabukas ko po kc pc

From Juan Carlos Alv... to Everyone: 11:00 AM

Please repeat

From jillian mae arda... to Everyone: 11:13 AM

where left average?

From Brent Errol Jito... to Everyone: 11:14 AM

How to Average with number

From GEM Batain to Everyone: 11:16 AM

repeat

Who can see your messages? Recording On

To: Everyone

File

Type message here...

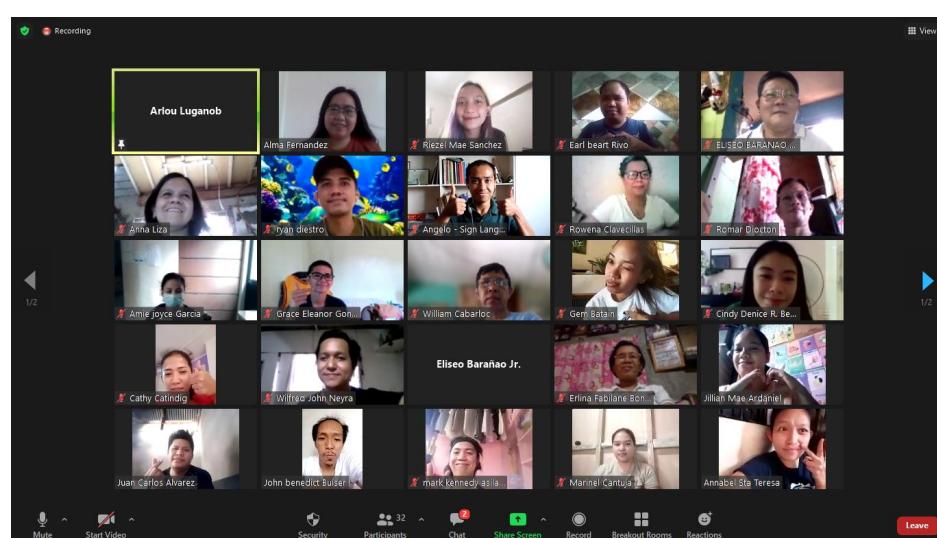
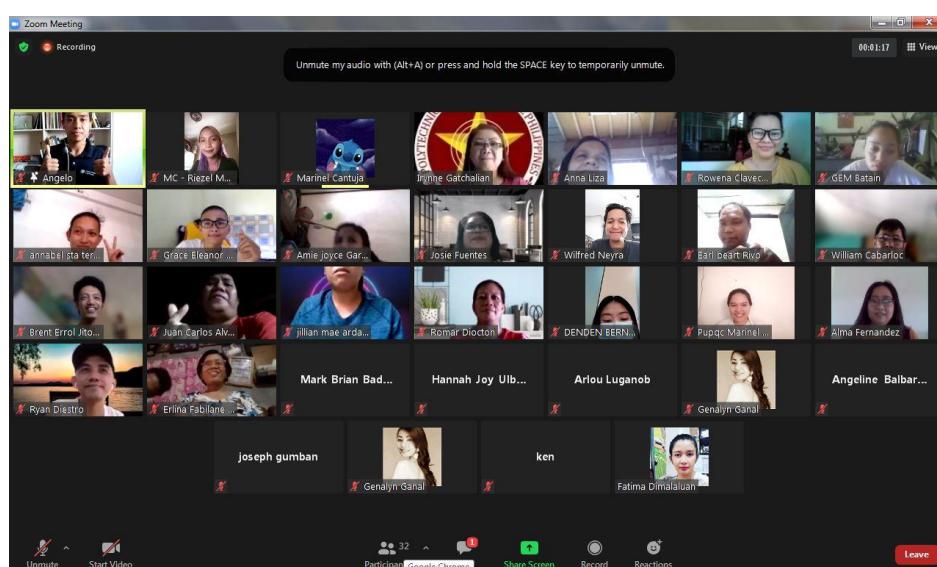
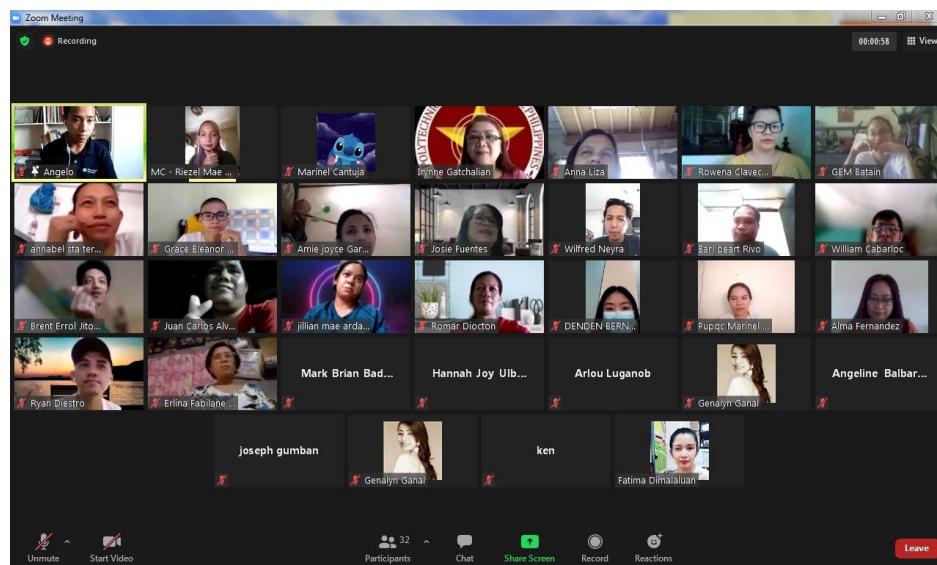
11:19 AM 5/26/2021

End of Seminar

The seminar ended with the participants gained new knowledge and ideas on how to create charts in an excel spreadsheet.



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The participants together with Prof. Iryonne P. Gatchalian, Prof. Alma Fernandez and BS-IT 3-2 organizers had their group picture at the end of the seminar.



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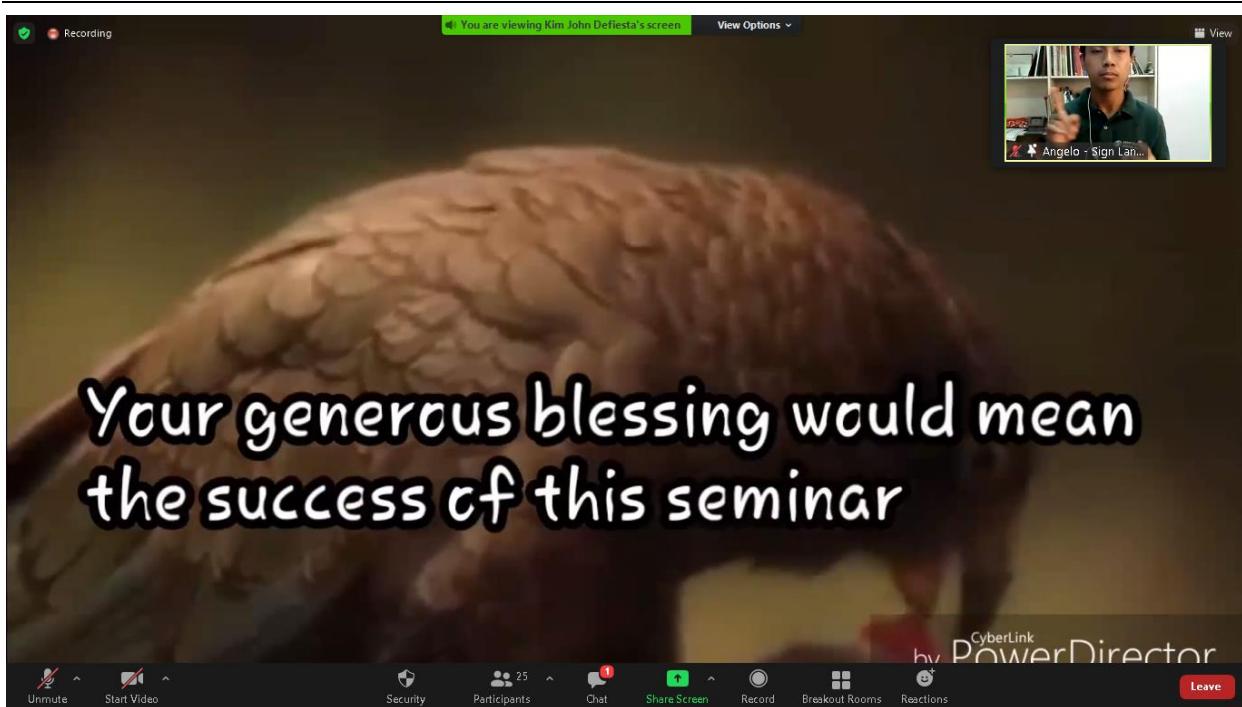
## **DAY 9**

# Media and Information Literacy

## (June 03, 2021)

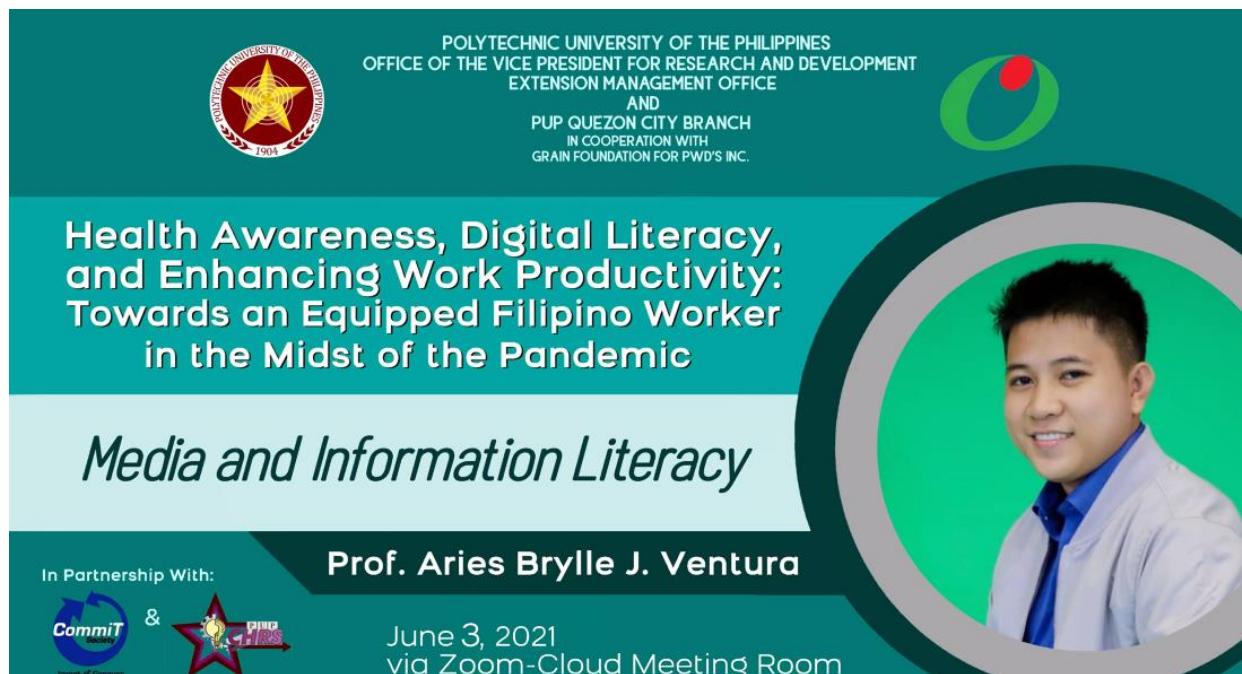


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The extension project continued on June 3, 2021, Thursday from 9:00 am to 12 pm. The meeting formally started with an opening prayer followed by introducing Professor Aries Brylle Ventura as the speaker of the day.

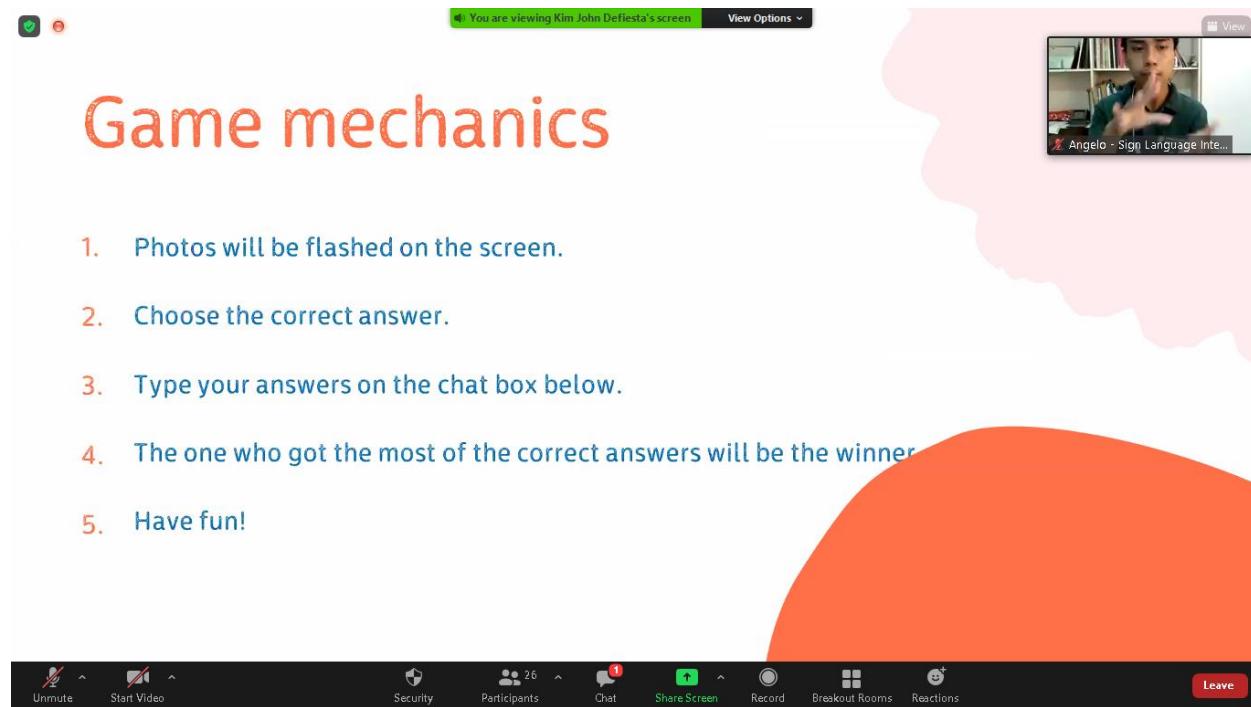
Prof. Ventura starts a brief introduction to highlight the details of today's lesson about Internet Media and Information Literacy.





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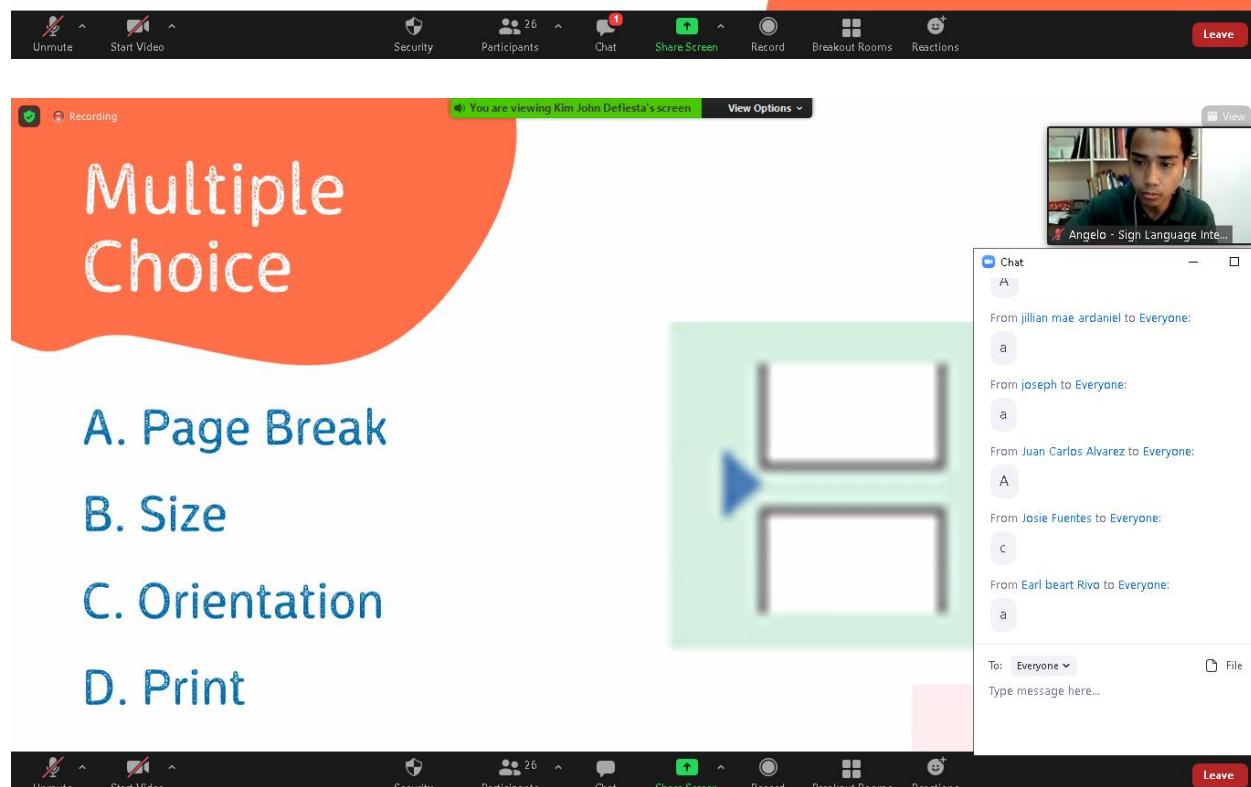
The host organized an activity to recap the recent lesson. Overall, they respond willingly and enjoyed answering the questions and proceed to the formal discussion.



You are viewing Kim John Defiesta's screen View Options

## Game mechanics

1. Photos will be flashed on the screen.
2. Choose the correct answer.
3. Type your answers on the chat box below.
4. The one who got the most of the correct answers will be the winner.
5. Have fun!



You are viewing Kim John Defiesta's screen View Options

## Multiple Choice

A. Page Break  
B. Size  
C. Orientation  
D. Print

Recording

Unmute Start Video Security Participants 26 Chat Share Screen Record Breakout Rooms Reactions Leave

Chat A From jillian mae ardaniel to Everyone: a From joseph to Everyone: a From Juan Carlos Alvarez to Everyone: A From Josie Fuentes to Everyone: c From Earl beart Rivo to Everyone: a To: Everyone File Type message here...



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A screenshot of a Zoom meeting interface. The main title on the slide is "What is Communication?". Below it is a definition: "+ **Communication** is simply the act of transferring information from one place, person or group to another. Every **communication** involves (at least) one sender, a message and a recipient." On the right side of the screen, there is a video grid showing six participants: Grace Eleanor, GFPI Marj, Romar Diocion, Gem Batain, Ma. Denice G. A..., and Anna Liza. The participant names are listed next to their respective video feeds. The Zoom control bar at the bottom includes options like Unmute, Start Video, Security, Participants (26), Chat, Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The system tray at the very bottom shows standard Windows icons.

During the Lesson, Prof. Ventura explains that this lesson will help the participants to learn the basics that can be used for business related projects in the future. Addition to this, it can be an advantage to their preparation for their chosen field of work. Hence digital literacy is essential.

A screenshot of a Zoom meeting interface. The main title on the slide is "Technology Savvy". Below it is a statement: "+ They are **capable and effectively use technology and new media** in a highly advantageous way for the purpose of their communication." On the right side of the screen, there is a video grid showing four participants: Angelo - Si..., Joseph, Ma. Denice G. A..., and Anna Liza. The participant names are listed next to their respective video feeds. The Zoom control bar at the bottom includes options like Unmute, Start Video, Security, Participants (26), Chat, Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The system tray at the very bottom shows standard Windows icons.



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The screenshot shows a Zoom meeting window. At the top left, it says "Zoom Meeting" and "Recording...". The main content area has a yellow-to-pink gradient bar at the top. Below it, the title "Demo Items" is displayed. To the right, there is a video grid with five participants: Angelo - Si..., Joseph, Ma. Denice G. A..., Anna Liza, and Aries Brylle Ven... . The bottom of the screen shows the Windows taskbar with various icons and the time 9:34 AM.

- + Create Account
- + Access Google Drive
- + Google Drive Interface
- + Creating New Files
- + Uploading Files and Folders
- + Managing Files (Search, Sort, Rename, Create Folder, Move Folder, Delete File)
- + Sharing a File
- + Downloading Files

Prof. Ventura showed the participants on how to make and execute things properly and give some examples for their reference.

After discussing the lesson, Professor Aries Ventura ask if there are any questions they have in mind. He went on to explain it in detail one at a time until no further questions were raised and offered a 30-minute break for the participants to relax for a while.

The screenshot shows a Zoom meeting window. At the top left, it says "Zoom Meeting" and "Recording...". The main content area features a large, stylized graphic of wavy lines in light blue and green on a white background, with the word "Questions?" centered in a bold, dark font. To the right, there is a video grid with five participants: Angelo - Si..., Joseph, Ma. Denice G. A..., Anna Liza, and Aries Brylle Ven... . The bottom of the screen shows the Windows taskbar with various icons and the time 9:30 AM.

Moving on, they give a 30-minute break for the participants to relax for a while.



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Following the 30-minute break, Prof. Aries Ventura continued the discussion. Before wrapping up the session, He prepared an activity for the participants to know if they can do it on their own and hopefully to know if they have learned something.

Following the 30-minute break, Prof. Ventura continued the discussion and eventually gave an activity for the participants to experience it and to know if they have understood the lesson well.

The screenshot shows a Zoom meeting interface. At the top left, there's a 'Recording...' indicator. The main content area displays a presentation slide with a yellow-to-red gradient background. The title 'Activity' is centered in bold black font. Below it is a bulleted list of instructions:

- + Create a Folder and name it **Google Drive Activity**
- + Create a document File.
- + Name the created file to **File A**
- + Share the Google Drive Activity folder to your friends, [ariesbryllebms@gmail.com](mailto:ariesbryllebms@gmail.com) and [acffernandez@pup.edu.ph](mailto:acffernandez@pup.edu.ph).
- + Open the **File A** and make some changes.
- + Download the updated file.
- + Upload any file to Google Drive Activity
- + Rename the Uploaded file to **File B**

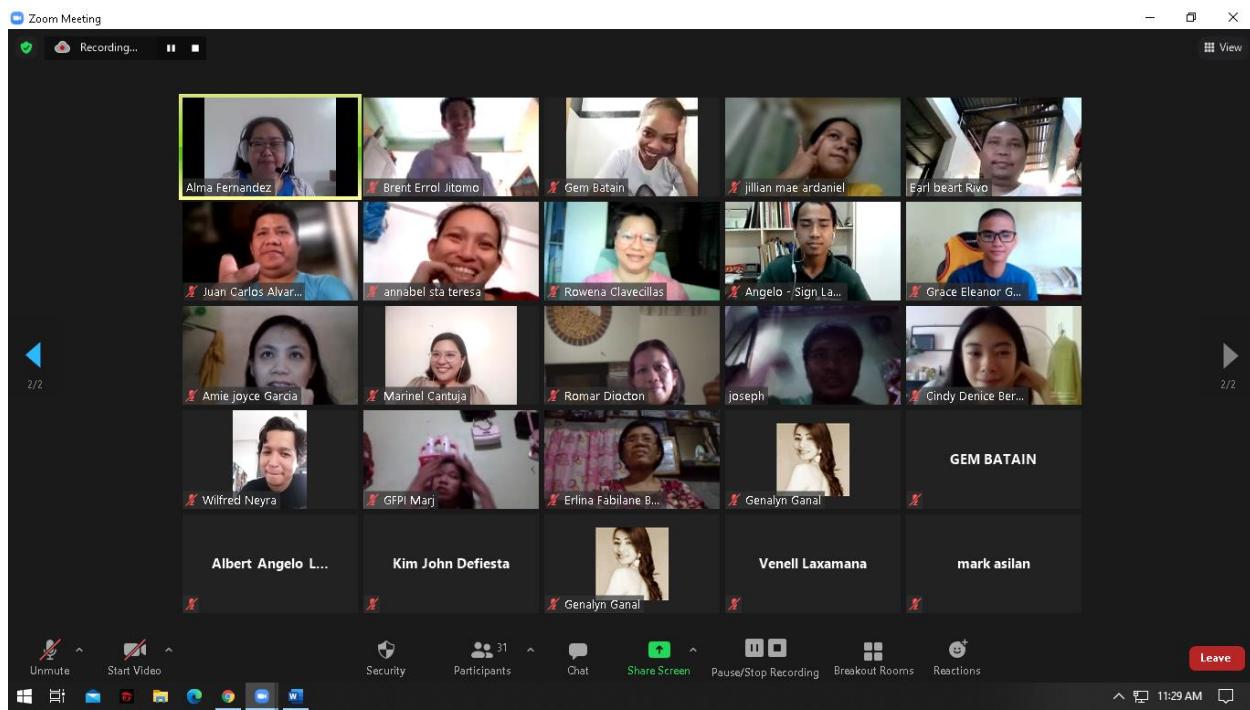
On the right side of the slide, there are five video feeds of participants: Angelo, Anna Liza, Ma. Denice G. A., Aries Brylle Ven..., and Alma Fernandez. The bottom of the screen shows the Windows taskbar with various icons and the time 10:42 AM.

This screenshot shows a Zoom meeting interface with a 'Recording...' indicator at the top left. The main window displays a Google Drive folder named 'Google Drive Folder 1'. Inside the folder, there is a single item: 'My First Document - Renamed'. The right panel shows detailed information about this file, including its owner (me), last modified date (10:41 AM me), and creation date (9:46 AM by me). A message from Cindy Denice Bernabe is pinned to the bottom of the screen, reading: 'From Cindy Denice Bernabe to Everyone Thanks'. The bottom of the screen features the standard Zoom control bar with options like Unmute, Start Video, Security, Participants, Chat, Share Screen, Pause/Stop Recording, Breakout Rooms, Reactions, and a Leave button.



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The seminar ended with a group photo. Participants gained a greater understanding about Internet Media and Information Technology.



*End of the Seminar*



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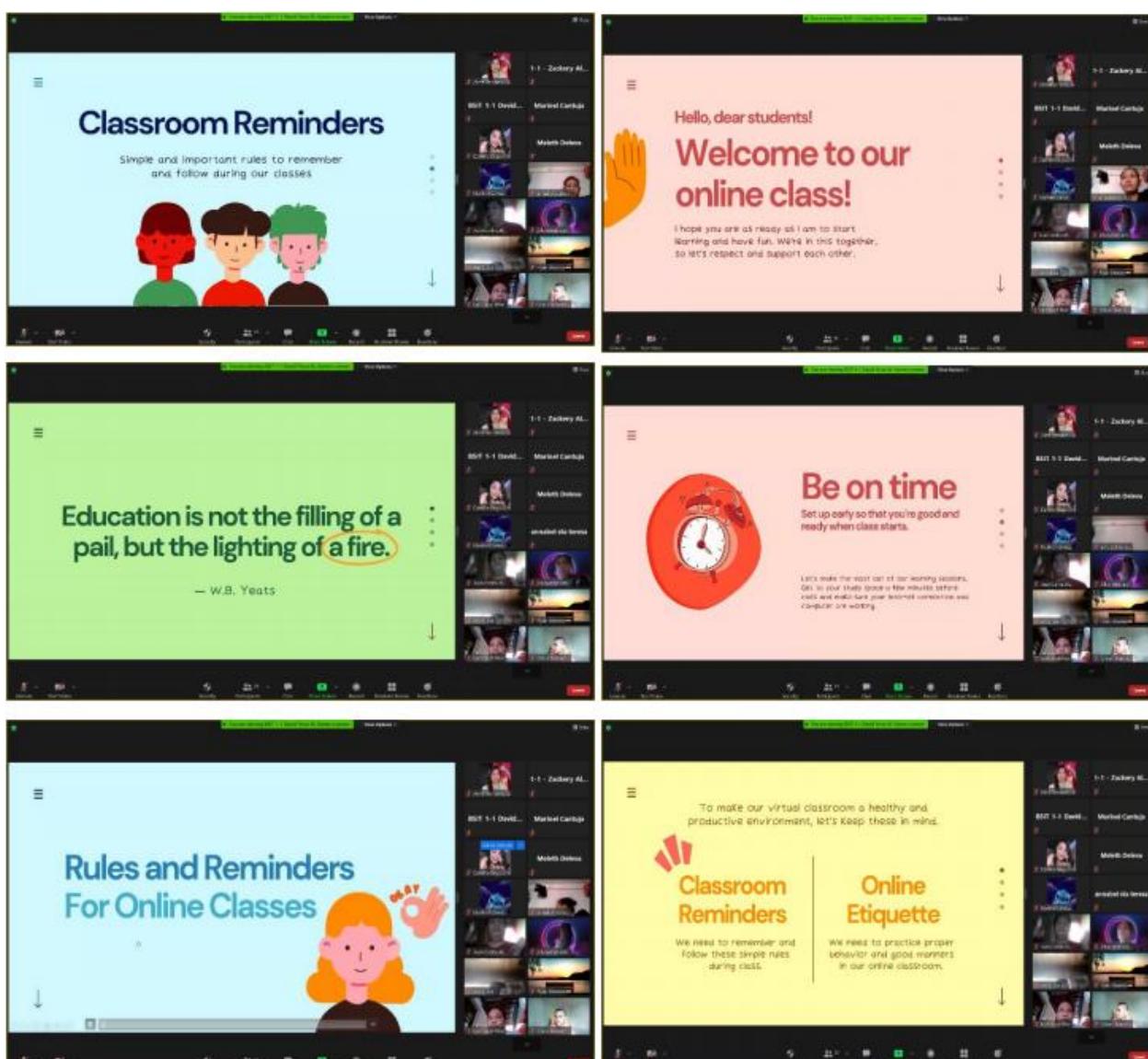
## **DAY 10**

### Google Documents

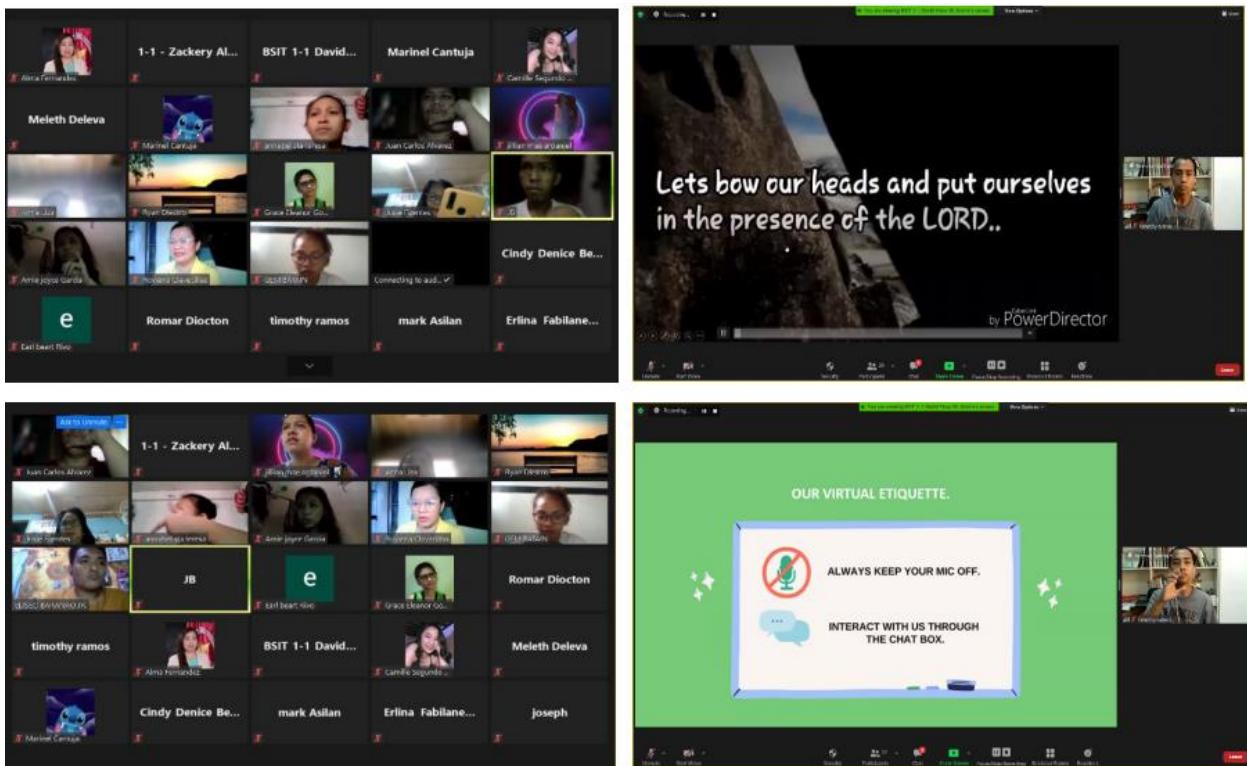
(June 04, 2021)



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The extension project continued on June 4, 2021, Friday from 9:00 am to 12 pm. The meeting formally started with the house rules and reminders. The emcee took her lead to start the meeting by allowing everyone to open their camera for the doxology.





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The image consists of four separate screenshots from a Zoom video conference. Each screenshot shows a different slide or activity. Top-left: A slide titled 'Activity' featuring a person carrying boxes and a speech bubble that says 'Internet Media and Information Literacy and Google Drive'. Top-right: A slide titled 'Game Mechanics' with a list of four steps: 1. Photos or questions will be flashed on the screen. 2. Choose the correct answer. 3. Type your answers on the chat box below. 4. The one who got the most of the correct answers will be the winner. Bottom-left: A slide with the text '\_\_\_ refers to facts, figures, and values.' followed by four options: DATA, MEDIA, TERM, and LEVEL. Bottom-right: A slide defining communication as 'the ability to read, write, speak, and listen in a way that lets individual communicate effectively.' followed by four categories: LITERACY, INFORMATION, ANALIZATION, and COMMUNICATION.

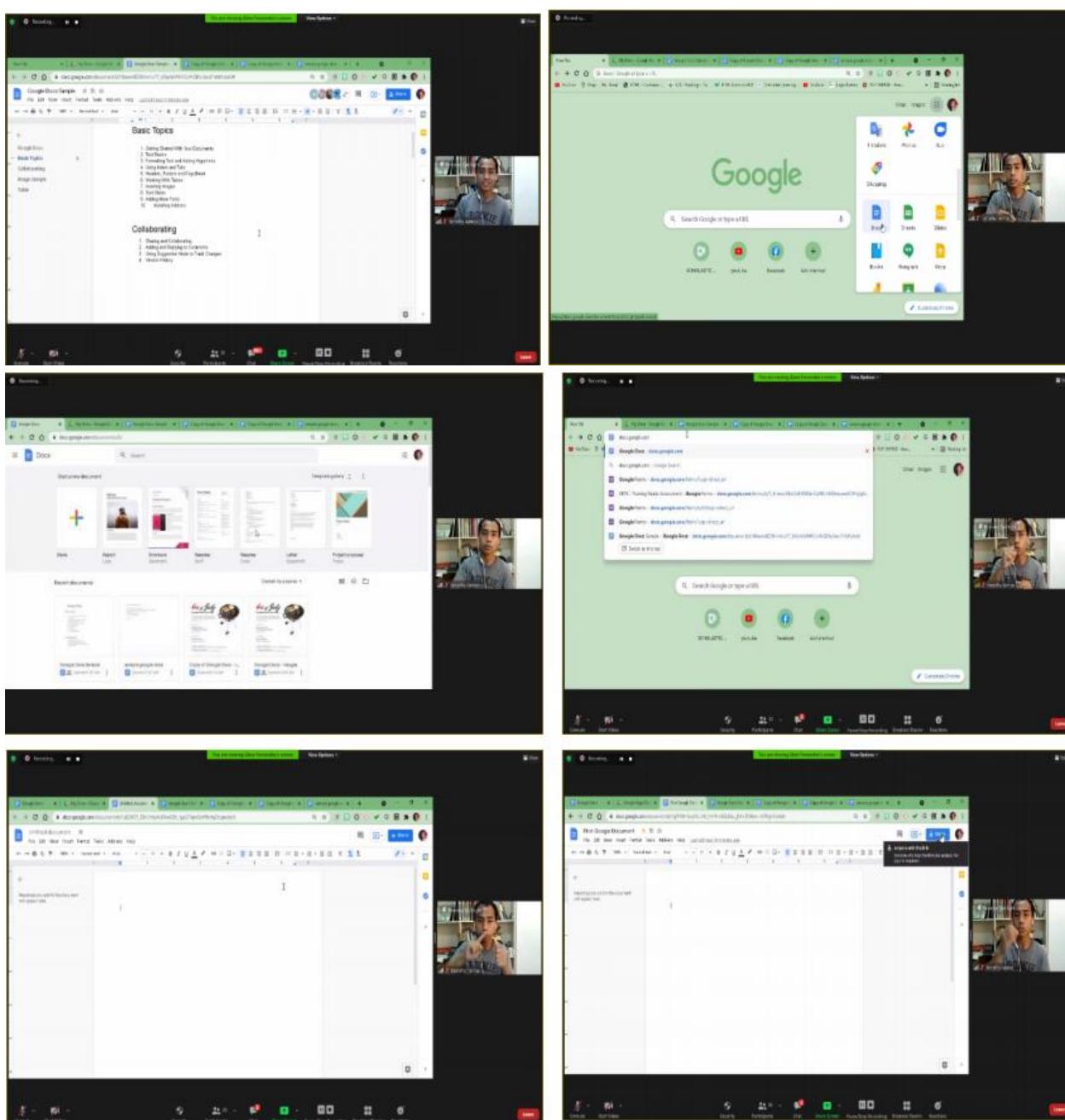
After the doxology, a short recap has been made with regards to the recent discussion. The topics mentioned during the recap were about google drive, internet media & information literacy. This was followed by a quick activity regarding the recent topic.

A screenshot of a Zoom meeting interface. The title bar indicates 'Recording...'. The main content area features the Polytechnic University of the Philippines logo and text: 'POLYTECHNIC UNIVERSITY OF THE PHILIPPINES OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT EXTENSION MANAGEMENT OFFICE AND PUP QUEZON CITY BRANCH IN COOPERATION WITH GRAIN FOUNDATION FOR PWD'S INC.'. Below this, the title 'Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic' is displayed. A large portrait of Prof. Alma C. Fernandez is shown on the right. The footer of the slide includes 'In Partnership With: Commit & PUP', the date 'June 4, 2021 via Zoom-Cloud Meeting Room', and standard Zoom control buttons like 'Leave' and 'Participants'.

Right after the activity recap, Prof. Alma Fernandez was introduced by the emcee. She imparts her knowledge regarding the new topic, Google Documents. She has tackled about applying collaborating tools in Google Documents. Before she started discussing anything about how the application works, she introduced the different ways on how to access it. Using the Google Chrome web browser, she taught the audience how to navigate Docs through Google app icon, address bar, and Google Drive.



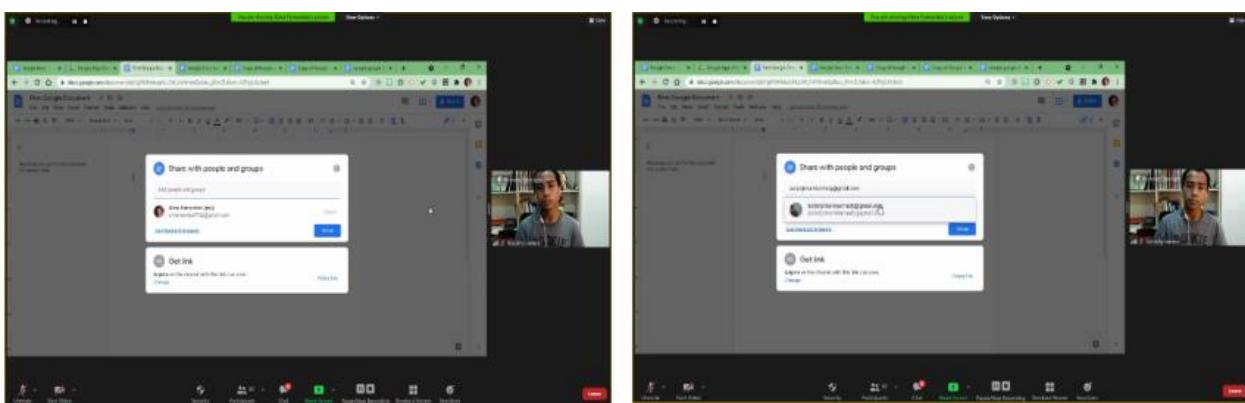
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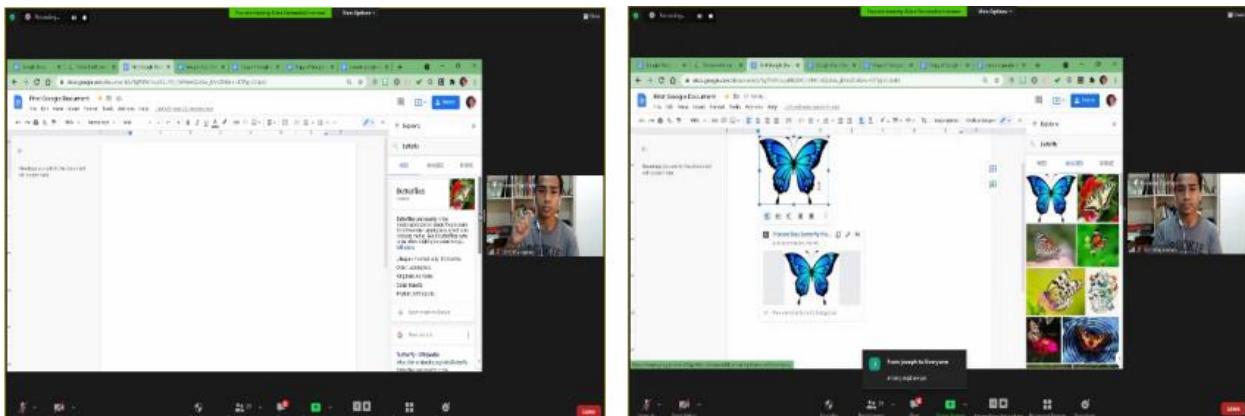
Prof. Fernandez has mentioned that in learning applications, specifically productivity tools such as Google Docs, it is important for one to familiarize themselves in the environment of it. With that being mentioned, she discussed the different parts of a Google document. These parts were explained in detail on how they function on the application. Some of the things that have been discussed were the toolbars, the version history, and the comment history. Different ways to save the file were also discussed, since Google Docs is known for its feature of having their online documents saved automatically through a user's Google Drive. Prof. Alma has mentioned that automatic saving on Google Docs is very beneficial to users.



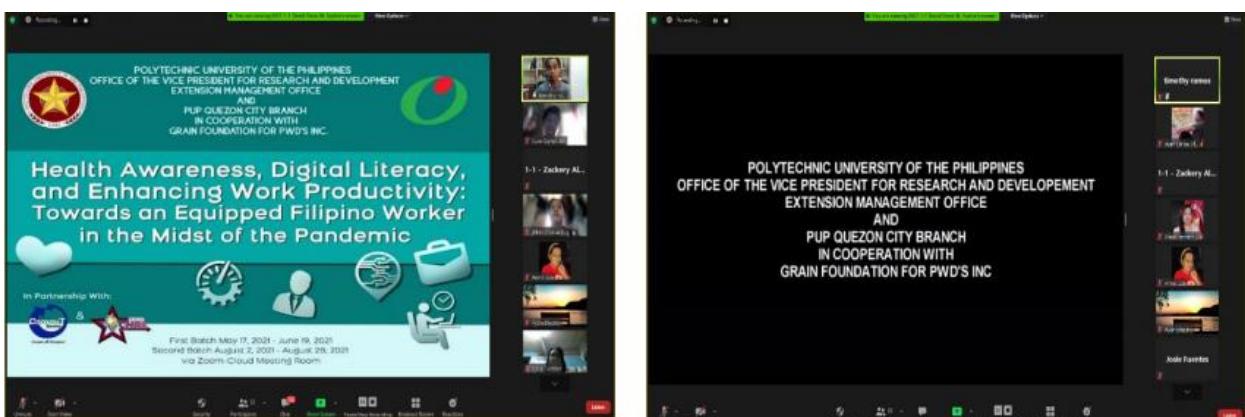
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During the discussion, it was mentioned by Prof. Fernandez that collaboration tool is the powerful tool of Google Docs. Through Gmail, the document could be shared to people and groups. She explained that Google applications are connected, the reason why documents on Google Docs could be shared through Gmail.



Another feature of Google Docs that has been mentioned was Explore. This feature allows users to search the web for photos, texts, and other things without switching on other tabs. Discussion about the page setup, printing documents, and free publication of documents were also tackled. After discussing the first part of her talk, Prof. Fernandez told the audience that they could ask questions regarding the topic. Questions asked were answered after the 30-minute break that has been given for the audience.

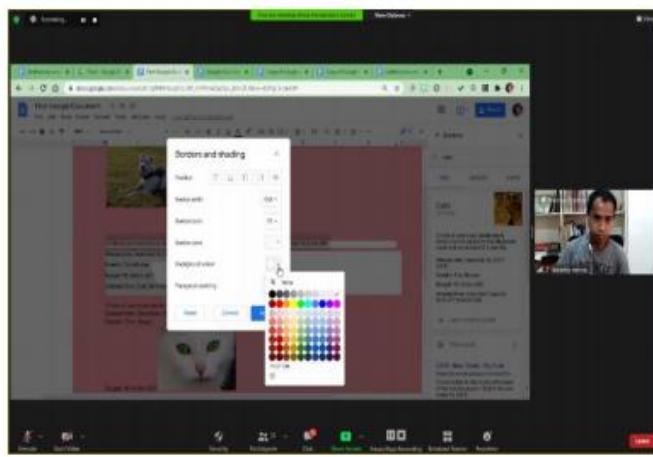
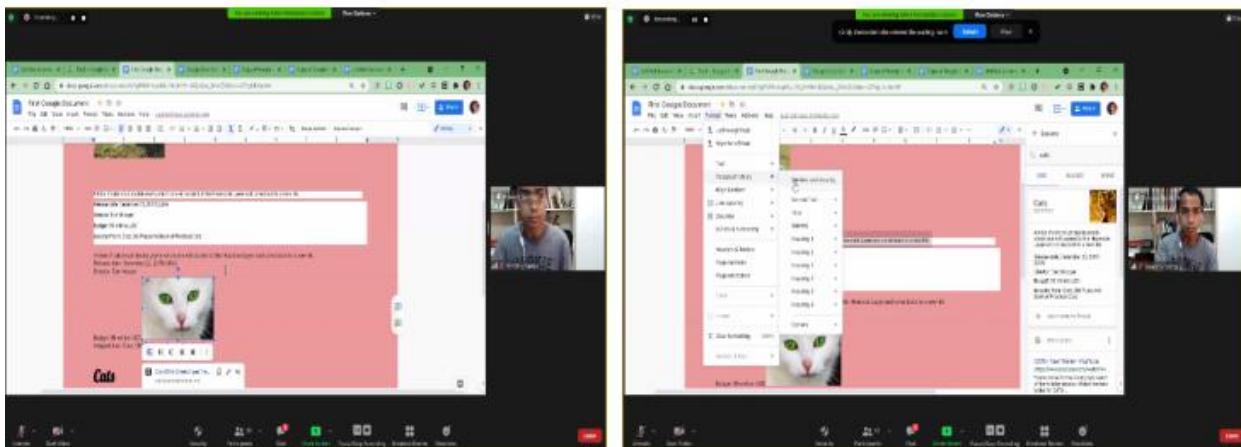
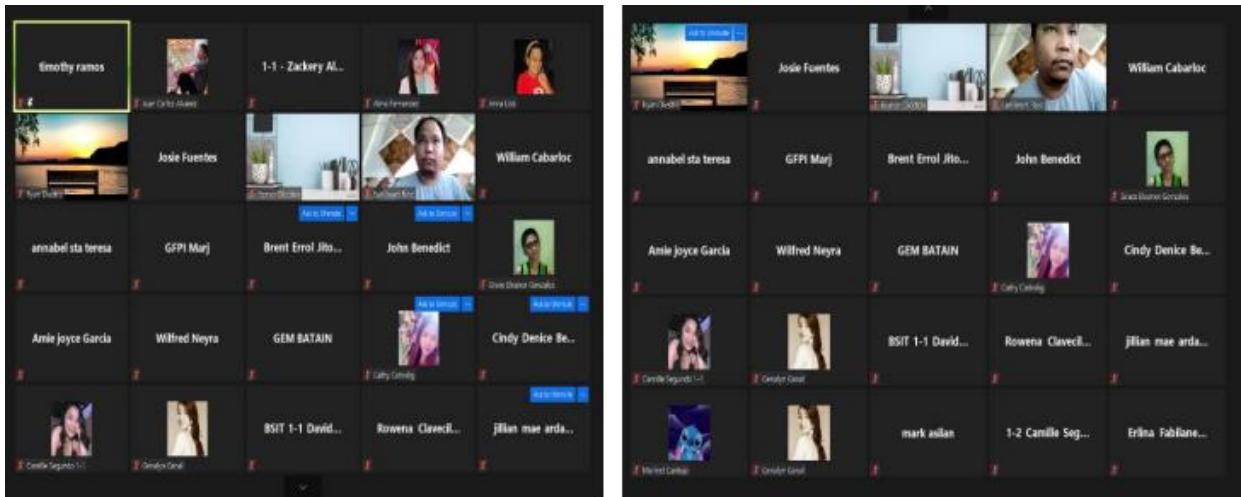


After the break, short clip of the seminar "Sex Education: Personal Safety and Space Etiquette at Work" was shown. Photos from the meeting was seen on the clip.



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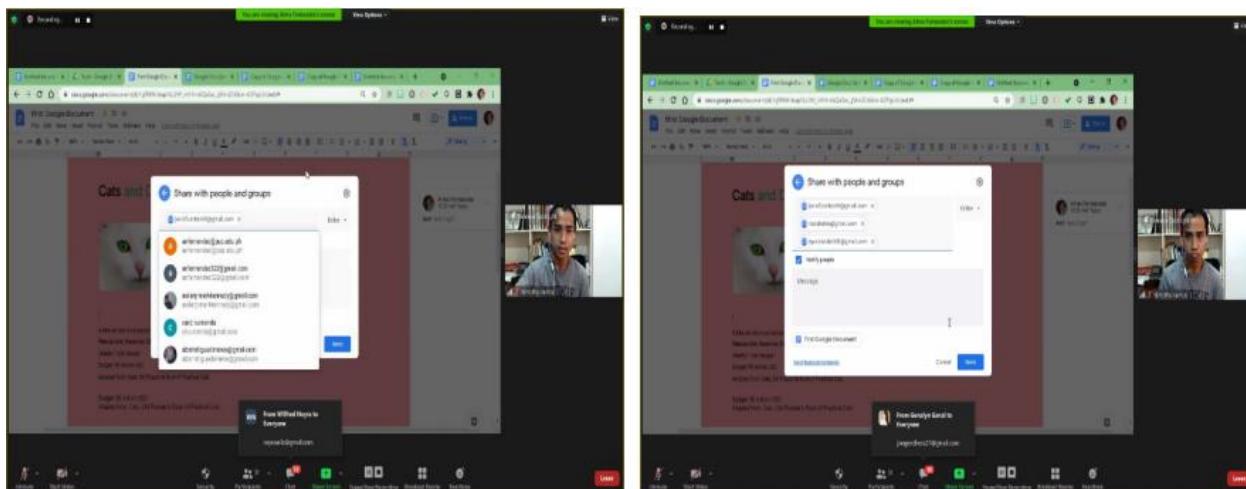
Continuation of the discussion.



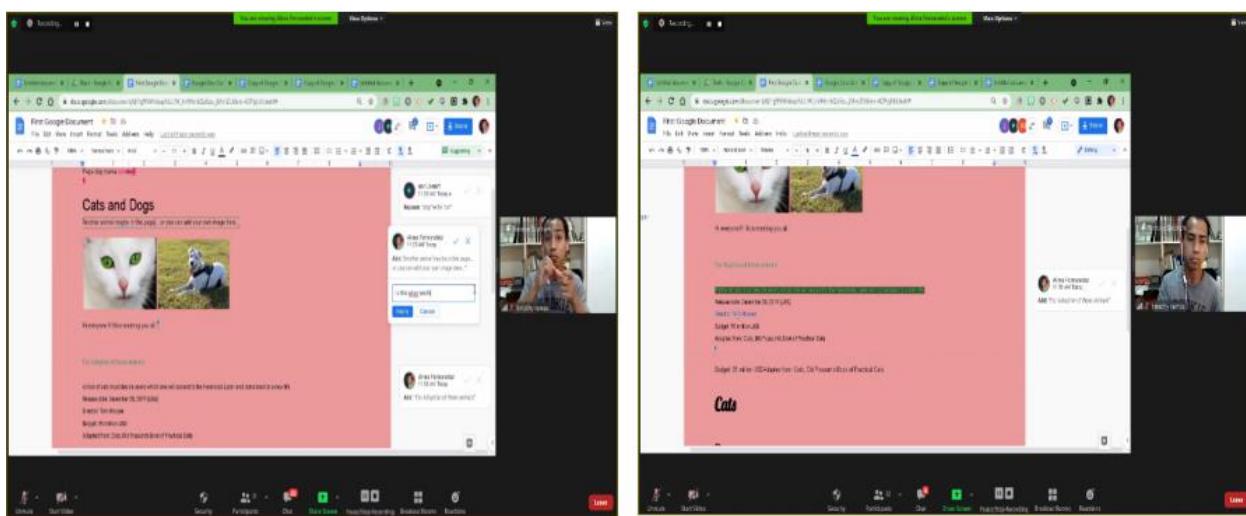


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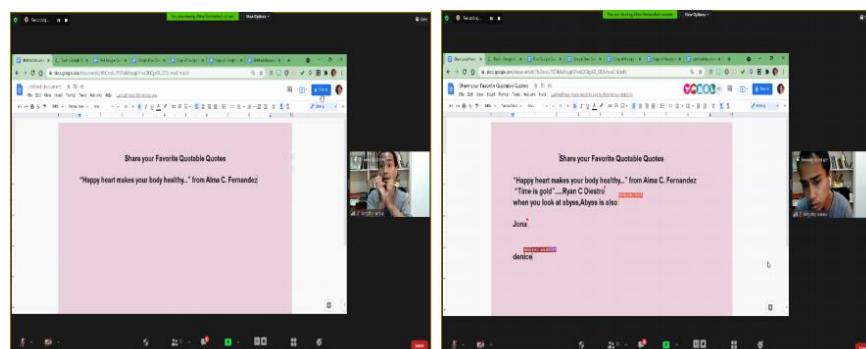
The continuation of Prof. Fernandez' talk started with her answering the audience's questions about Google Docs. Most of them were asking about the page setup and where to find it, since they became curious on how the color of the entire page have changed.



The second part of the talk has been more specific with the details of the collaboration feature of Google Docs. Prof. Fernandez explained in detail the use of commenter, viewer, and editor options when adding other collaborators.

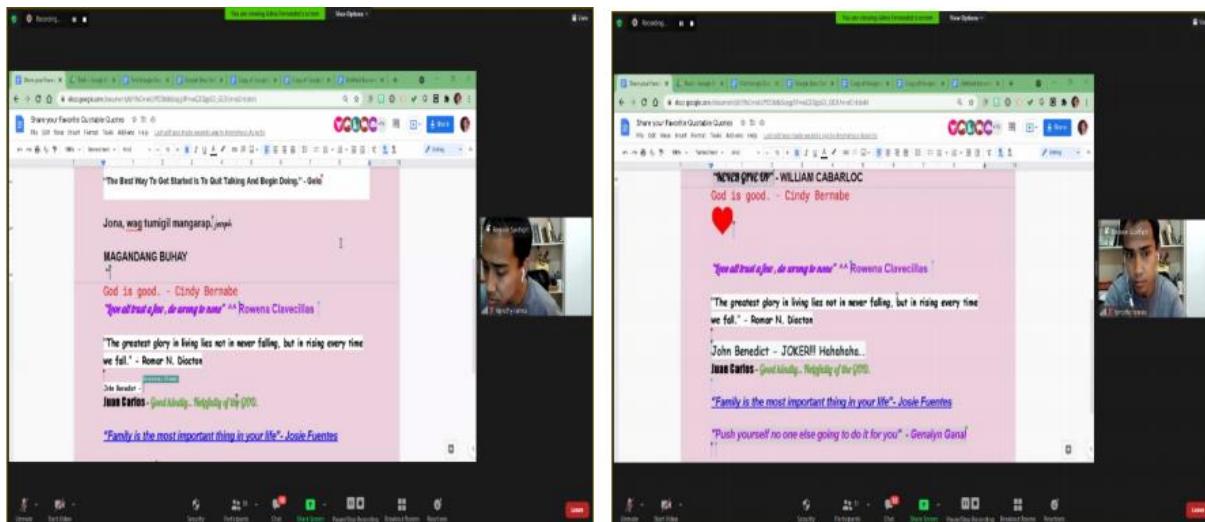


Prof. Alma discussed the difference between colored and black texts the collaborators were typing on the document. They were differentiated as the colored texts, being the 'suggestion' that needs to be approved by the editors; and the black texts, which are the texts that have already approved and officially added by the other collaborators on the file.

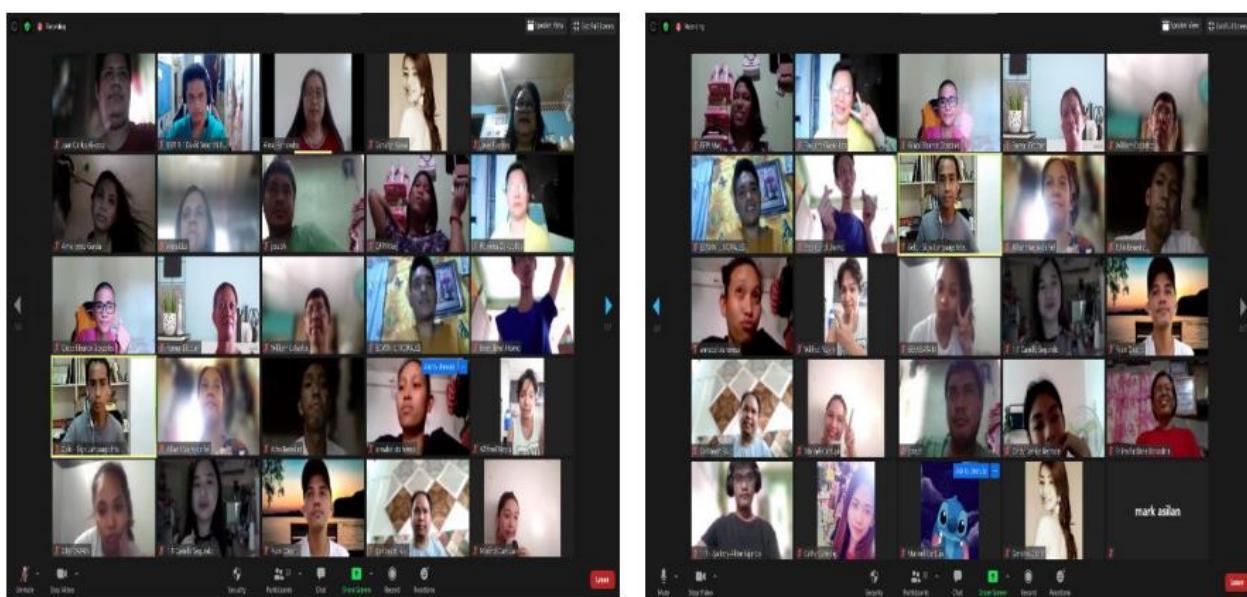




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After discussing the collaboration feature of Google Docs, Prof. Fernandez gave a short activity to the audiences. They were asked to share their favorite quotable quotes through editing the collaborated document with her. The people put up their quotes in different colors and fonts.



After the activity, the discussion about the topic has already been ended. Prof. Fernandez announced that there will be another activity to be given to the people with regards to Google Docs. After the announcement, the emcee thanked the speaker for the discussion. Before the event being officially ended, the emcee asked the participants for picture taking. After the screenshot taken, the emcee thanked everyone for attending the webinar.



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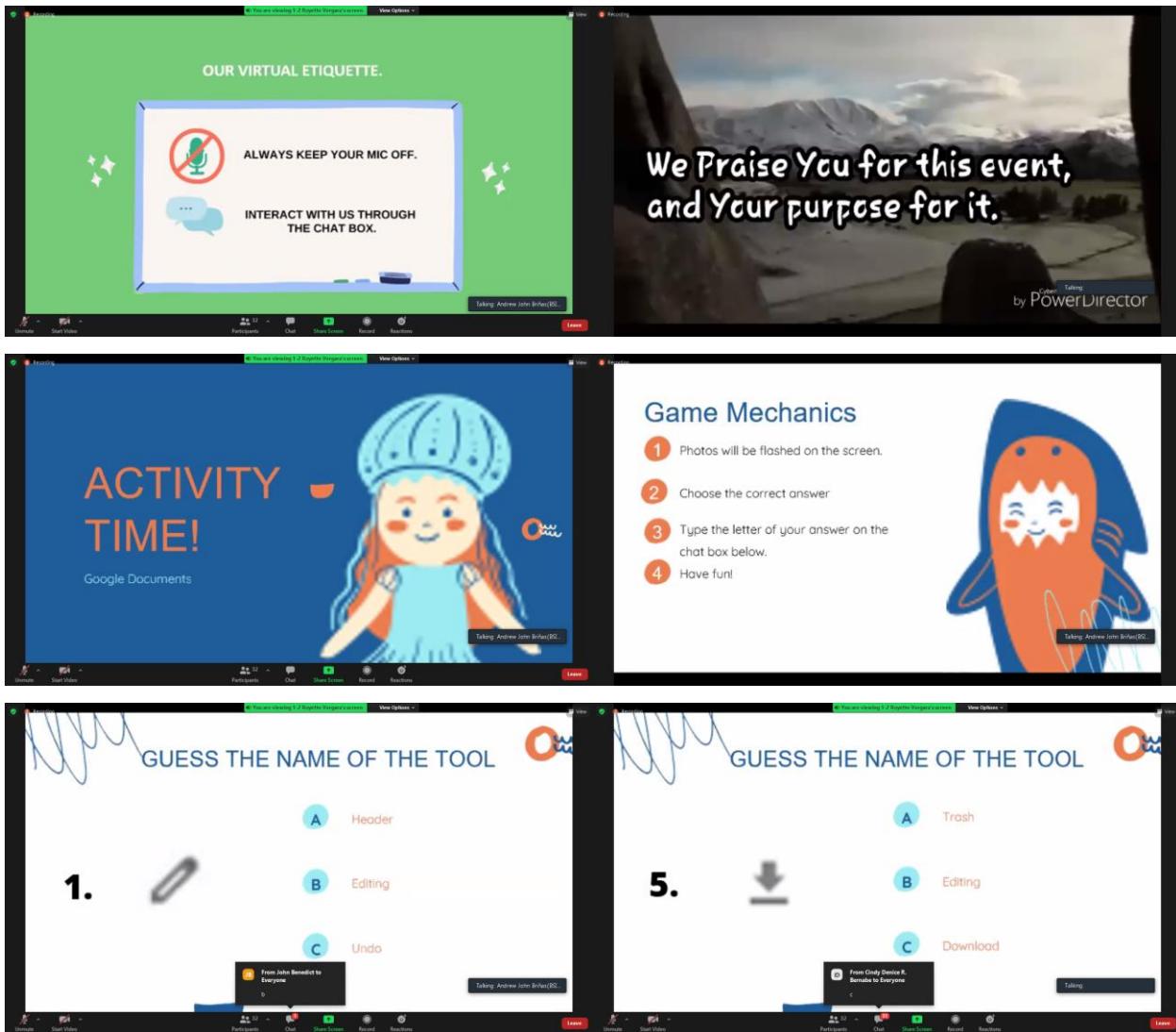
## **DAY 11**

# Google Forms & Google Slides

(June 07, 2021)



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Before the program began, the emcee reminded the participants of proper webinar etiquette and ensured that he was heard loud and clear. It was followed by the opening prayer. The emcee prepared a multiple-choice activity to help participants remember what they learned at the previous meeting.



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OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT  
EXTENSION MANAGEMENT OFFICE  
AND  
PUP QUEZON CITY BRANCH  
IN COOPERATION WITH  
GRAIN FOUNDATION FOR PWD'S INC.**

**Health Awareness, Digital Literacy,  
and Enhancing Work Productivity:  
Towards an Equipped Filipino Worker  
in the Midst of the Pandemic**

**Google Forms**

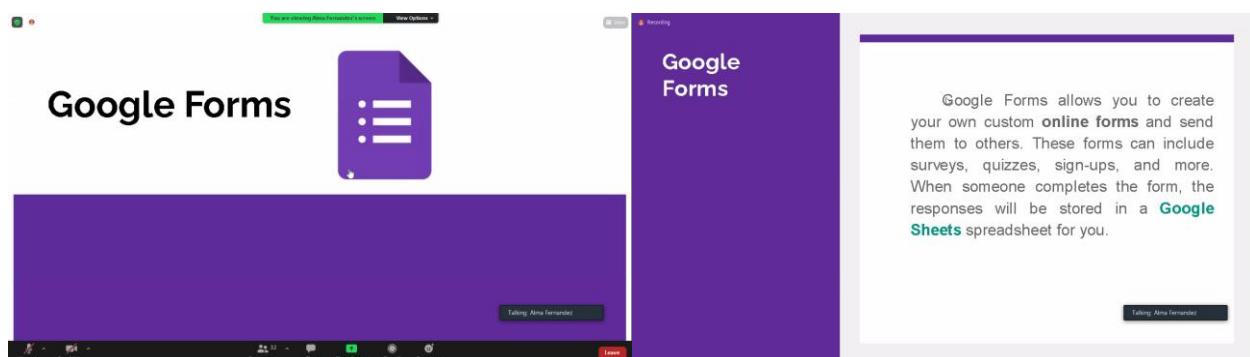
In Partnership With:

**Prof. Alma C. Fernandez**

June 7, 2021  
via Zoom-Cloud Meeting Room



Today, the participants were taught how to make Google Forms and Professor Alma C. Fernandez was the first speaker for today's webinar. Professor Alma explained what Google Form is, its uses, different types of forms, how to add images, and format the text.



Google Forms allows you to create your own custom **online forms** and send them to others. These forms can include surveys, quizzes, sign-ups, and more. When someone completes the form, the responses will be stored in a **Google Sheets** spreadsheet for you.



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The screenshots illustrate various features of Google Forms:

- Uses of Google Forms:** A slide titled "Uses of Google Forms" listing three main applications: Personal (for events), Work (for businesses), and Education (for teachers creating quizzes and worksheets).
- Google Drive:** A screenshot showing a "Blank form" being created from a template in Google Drive.
- Event Registration:** A screenshot of a completed Google Form for event registration, showing fields for Name and Email.
- Registration for a Webinar:** A screenshot of a Google Form titled "Registration for a Webinar" with a question about a required field.
- PUP School Tour:** A screenshot of a Google Form for a school tour, featuring a photo of a student and a question about age.
- Age Distribution:** A screenshot showing a pie chart response for the age question from the PUP School Tour form.



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GRAIN FOUNDATION FOR PWD'S INC.

**Health Awareness, Digital Literacy,  
and Enhancing Work Productivity:  
Towards an Equipped Filipino Worker  
in the Midst of the Pandemic**

**Google Slides**

In Partnership With:

**John Criz Cayetano**

June 7, 2021  
via Zoom-Cloud Meeting Room



The next speaker was Mr. John Criz Cayetano, whom discussed and demonstrated how to use the Google Slides. A Google Slide is the same as Powepoint but this can only be accessed with the use of an internet. Along with his discussion, he taught the participant the parts of the Google Slides, its buttons and functions.



It is mainly used for Presentations

**Google Slides**

The app allows users to create and edit presentation files online while collaborating with other users in real-time.

Text    Image    Audio    Video    Animation





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The collage consists of several screenshots of the Google Slides interface:

- Top Left:** A slide titled "Use of Google Slides" with a bulleted list:
  - Use to make Tutorials
  - As a Digital Portfolio
  - Use as a Photo Slideshow
  - Business presentation
- Top Right:** A screenshot of the Google Slides homepage showing the template gallery, recent presentations, and saved works.
- Middle Left:** A screenshot of a slide being edited, showing the slide navigation pane, notes section, and various editing tools.
- Middle Right:** A screenshot of the Google Slides interface with annotations pointing to the "Present to a Meeting" button, "Open Comment History" button, "Start Present" button, and "Share" button.
- Bottom Left:** A screenshot of the Google Slides interface with annotations pointing to the "Shortcut Toolbar" and various drawing tools like "New Slide", "Undo", "Redo", "Print", "Paint Format", "Zoom", "Add Comment", "Select", "Text Box", "Insert Image", "Shape", and "Lines".
- Bottom Right:** A screenshot of a slide titled "My Dog Presentation" with text "Today i'll present my favorite Dog" and a small image of a dog.
- Bottom Center:** A screenshot of a slide titled "MY DOG PRESENTATION" with text "Today i'll present my favorite Dog" and "By John Chris Cayetano".
- Bottom Far Right:** A screenshot of a slide titled "Husky" with text about the Siberian Husky breed and a collage of several Husky images.

The first day of the Google Slides lecture has come to an end. Participants were very attentive, and they undoubtedly learned a lot from the two speakers. The Google Slide tutorial will be continued at the next meeting.



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A screenshot of a video conference interface showing a grid of 34 participant thumbnails. The participants are arranged in a 7x5 grid. The first row contains Angelo - Sign L., Andrew John Brifas(B...), 1-2 Mejela Gojol, John Chris Cayetano, and William Cabarlot. The second row contains Josie Fuentes, Juan Carlos Alvarez, Jona Tanalgo, Annabel sta teresa, and Brent Jitomo. The third row contains Amie joyce Garcia, Grace Eleanor Gon..., Jillian Mae Ardanil, John Benedict, and EDWIN L MORALES. The fourth row contains Romar Diocion, Gem Batain, Rowena Clavecillas, Wilfred John Neyra, and Ryan Diestro. The fifth row contains Earl beart Rivo, Anna Liza, Marinel Cantuja, Cindy Denice R. Be..., and Alma Fernandez. The sixth row contains Brent Jitomo, Amie joyce Garcia, Grace Eleanor Gon..., Jillian Mae Ardanil, and John Benedict. The seventh row contains EDWIN L MORALES, Romar Diocion, Gem Batain, Rowena Clavecillas, and Wilfred John Neyra. The eighth row contains Ryan Diestro, Earl beart Rivo, Anna Liza, Marinel Cantuja, and Cindy Denice R. Be... (partially visible). The ninth row contains Alma Fernandez, FATIMA DIMALALU..., Marinel Cantuja, 1-2 Royette Vergara, and 1-2 Mary Rose... (partially visible). The tenth row contains Cody Recto, GEM GEM, 4-1 Venell Laxa..., joseph, and mark asilan (partially visible). The interface includes standard video conference controls at the bottom: Unmute, Start Video, Participants (34), Chat (6 messages), Share Screen, Record, Reactions, and a red Leave button.

A screenshot of a video conference interface showing a grid of 34 participant thumbnails. The participants are arranged in a 7x5 grid. The first row contains Brent Jitomo, Amie joyce Garcia, Grace Eleanor Gon..., Jillian Mae Ardanil, and John Benedict. The second row contains EDWIN L MORALES, Romar Diocion, Gem Batain, Rowena Clavecillas, and Wilfred John Neyra. The third row contains Ryan Diestro, Earl beart Rivo, Anna Liza, Marinel Cantuja, and Cindy Denice R. Be... (partially visible). The fourth row contains Alma Fernandez, FATIMA DIMALALU..., Marinel Cantuja, 1-2 Royette Vergara, and 1-2 Mary Rose... (partially visible). The fifth row contains Cody Recto, GEM GEM, 4-1 Venell Laxa..., joseph, and mark asilan (partially visible). The interface includes standard video conference controls at the bottom: Unmute, Start Video, Participants (34), Chat (6 messages), Share Screen, Record, Reactions, and a red Leave button.



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## DAY 12

Google Slides &

Google Sheets

(June 08, 2021)



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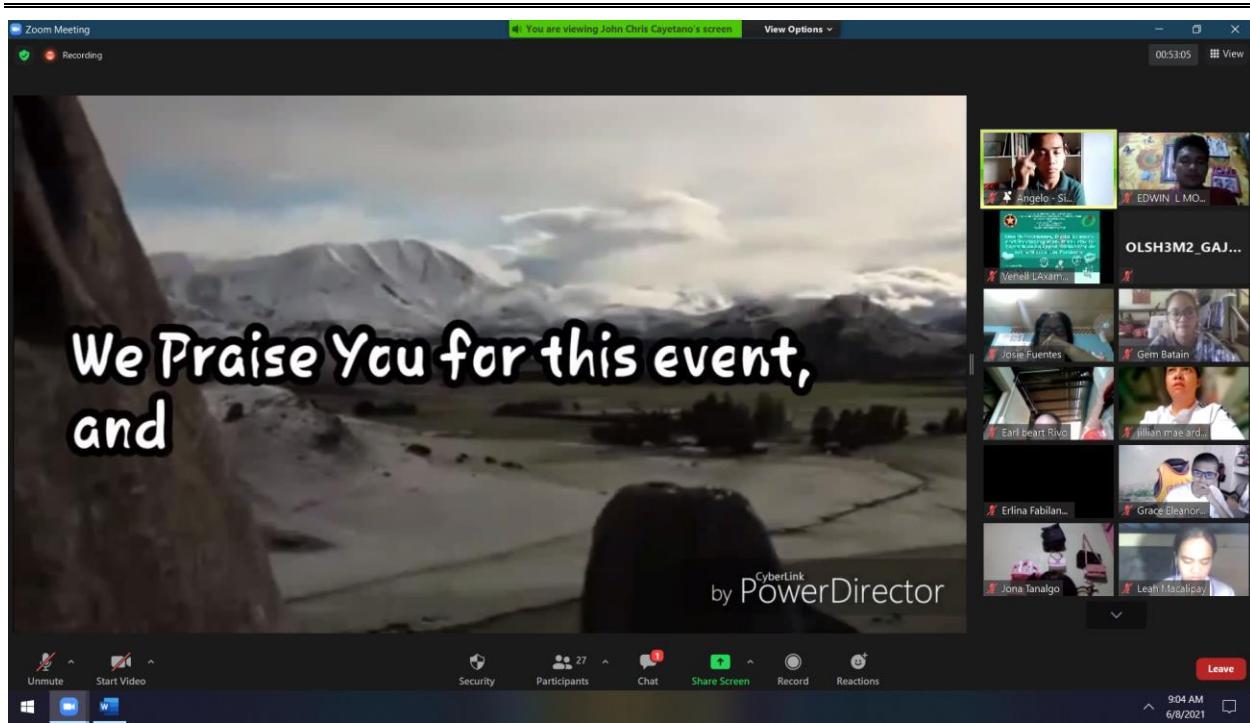
A screenshot of a Zoom meeting interface. On the left, a slide with a pink background features a large yellow hand icon, the text "Hello, dear students!", and "Welcome to our online class!". Below this, a message reads: "I hope you are as ready as I am to start learning and have fun. We're in this together, so let's respect and support each other." On the right, a grid of participant thumbnails shows various users, with one user, "Angelo - Sign L...", highlighted with a yellow border.

A screenshot of a Zoom meeting interface. On the left, a slide with a green background displays the title "OUR VIRTUAL ETIQUETTE." Below it is a white rectangular box containing two pieces of advice: "ALWAYS KEEP YOUR MIC OFF." with a microphone icon, and "INTERACT WITH US THROUGH THE CHAT BOX." with a speech bubble icon. On the right, a grid of participant thumbnails shows various users.

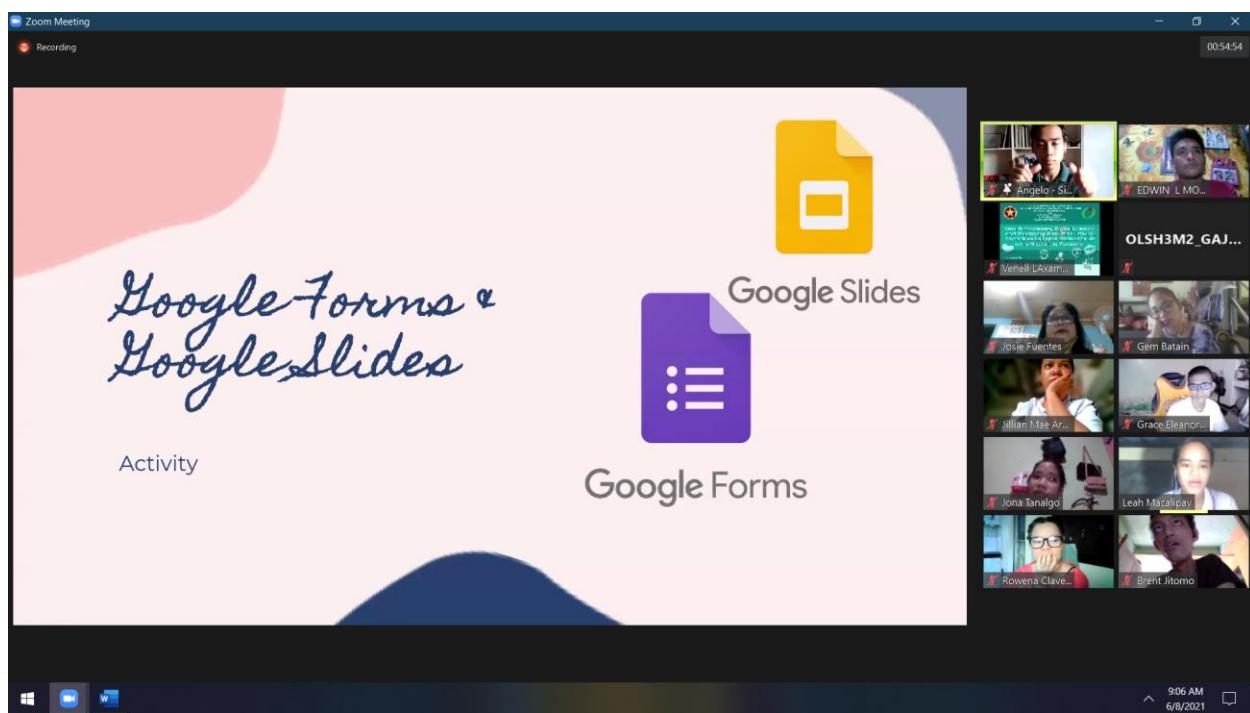
Day 12 of the seminar- training program started at exactly 9:00 in the morning, and the Virtual Etiquette was discussed by the host Ms. Leah Macalipay followed by the doxology.



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The host gave a recap activity to the participants from the previous seminar – training about Google Forms and Google Slides part 1.





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A screenshot of a Zoom video conference interface. The main window shows a presentation slide titled "1. In Google Forms, Fields with Asterisk (\*) means .. Sample". The sample shows a "What is your name\*" field with a red arrow pointing to the asterisk and a red circle around it. Below the field is a cartoon cat. On the right side of the screen is a "Chat" window displaying messages from various participants. The top status bar indicates "Zoom Meeting" and "Recording". The bottom status bar shows the date and time as "9:07 AM 6/8/2021".

A screenshot of a Zoom video conference interface. The main window shows a presentation slide titled "2. In Google Forms, this is for ..". It features a large green plus sign icon with a hand cursor pointing at it, and a small cartoon cat icon. To the right is a list of options: A. Choosing template. B. Creating blank form. C. Moving file to drive. On the right side is a "Chat" window showing messages from participants. The top status bar indicates "Zoom Meeting" and "Recording". The bottom status bar shows the date and time as "9:07 AM 6/8/2021".

Recap activity with the participants actively participated.



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Zoom Meeting Recording 00:56:27

### 3. Guess the button name

- A. Customize theme.
- B. Add text.
- C. View.



Leah Macalipay  
OLSH3M2\_GAJ...  
Josie Fuentes  
Gem Batain

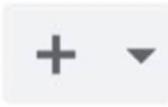
From Earl beart Rivo to Everyone:  
C  
From Cindy Denice R. Bernabe to Everyone:  
a  
From Brent Jitomo to Everyone:  
A  
From Josie Fuentes to Everyone:  
a  
From Jillian Mae Ardaniel to Everyone:  
AAAAAA  
From Juan Carlos Alvarez to Everyone:  
A  
From Earl beart Rivo to Everyone:  
a  
From Grace Eleanor Gonzales to Everyone:  
a

To: Everyone File ... Type message here... 9:08 AM 6/8/2021

Zoom Meeting Recording 00:56:50

### 4. In Google slides, this button is for ..

- A. Creating new file.
- B. Choosing template.
- C. Adding new slide with layout.



Leah Macalipay  
OLSH3M2\_GAJ...  
Josie Fuentes  
Gem Batain

From Gem Batain to Everyone:  
C  
From annabel sta teresa to Everyone:  
C  
From Juan Carlos Alvarez to Everyone:  
C  
From Earl beart Rivo to Everyone:  
C  
From Cindy Denice R. Bernabe to Everyone:  
C  
From Juan Carlos Alvarez to Everyone:  
C  
From Jona Tanalgo to Everyone:  
C  
From Rowena Clavecillas to Everyone:  
C

To: Everyone File ... Type message here... 9:08 AM 6/8/2021

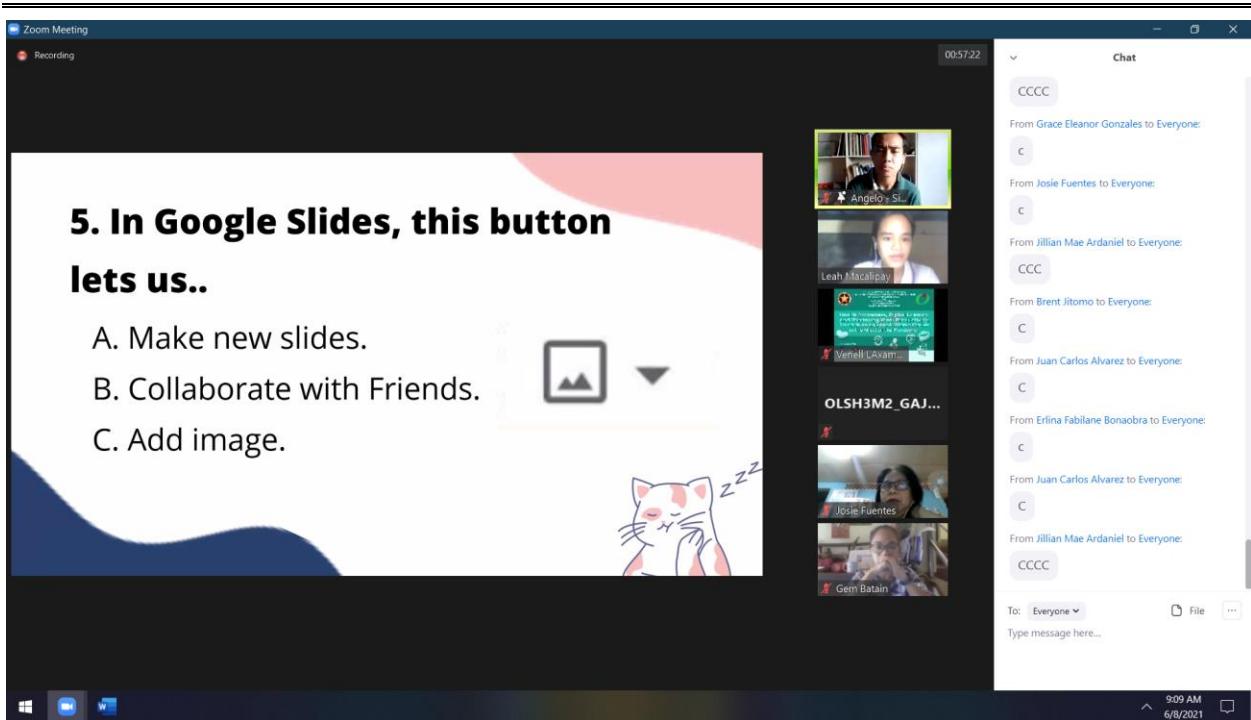


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Zoom Meeting Recording 00:57:22

**5. In Google Slides, this button lets us..**

- A. Make new slides.
- B. Collaborate with Friends.
- C. Add image.



Chat

CCCC

From Grace Eleanor Gonzales to Everyone:

C

From Josie Fuentes to Everyone:

C

From Jillian Mae Ardaniel to Everyone:

CCC

From Brent Jitomo to Everyone:

C

From Juan Carlos Alvarez to Everyone:

C

From Erlina Fabilane Bonaobra to Everyone:

C

From Juan Carlos Alvarez to Everyone:

C

From Jillian Mae Ardaniel to Everyone:

CCCC

To: Everyone

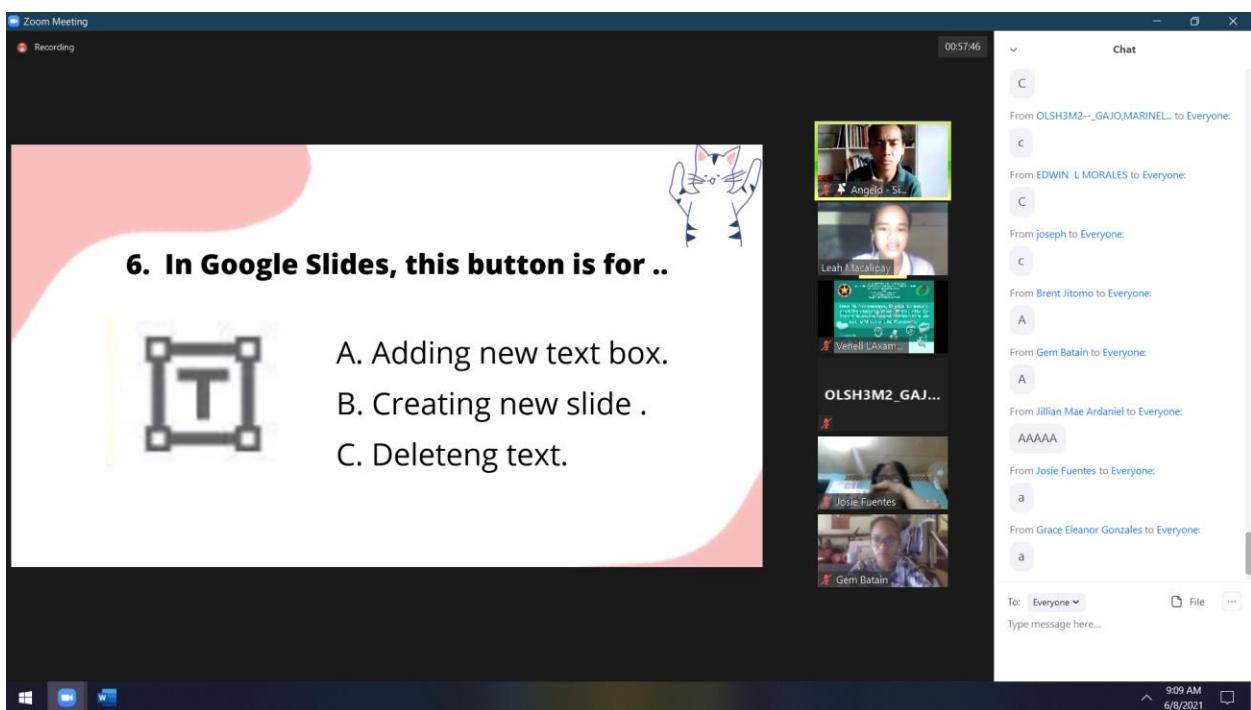
File

Type message here...

9:09 AM 6/8/2021

Zoom Meeting Recording 00:57:46

**6. In Google Slides, this button is for ..**



Chat

C

From OLSH3M2--GAJO/MARINEL to Everyone:

c

From EDWIN L MORALES to Everyone:

C

From joseph to Everyone:

C

From Brent Jitomo to Everyone:

A

From Gem Batain to Everyone:

A

From Jillian Mae Ardaniel to Everyone:

AAAAA

From Josie Fuentes to Everyone:

a

From Grace Eleanor Gonzales to Everyone:

a

To: Everyone

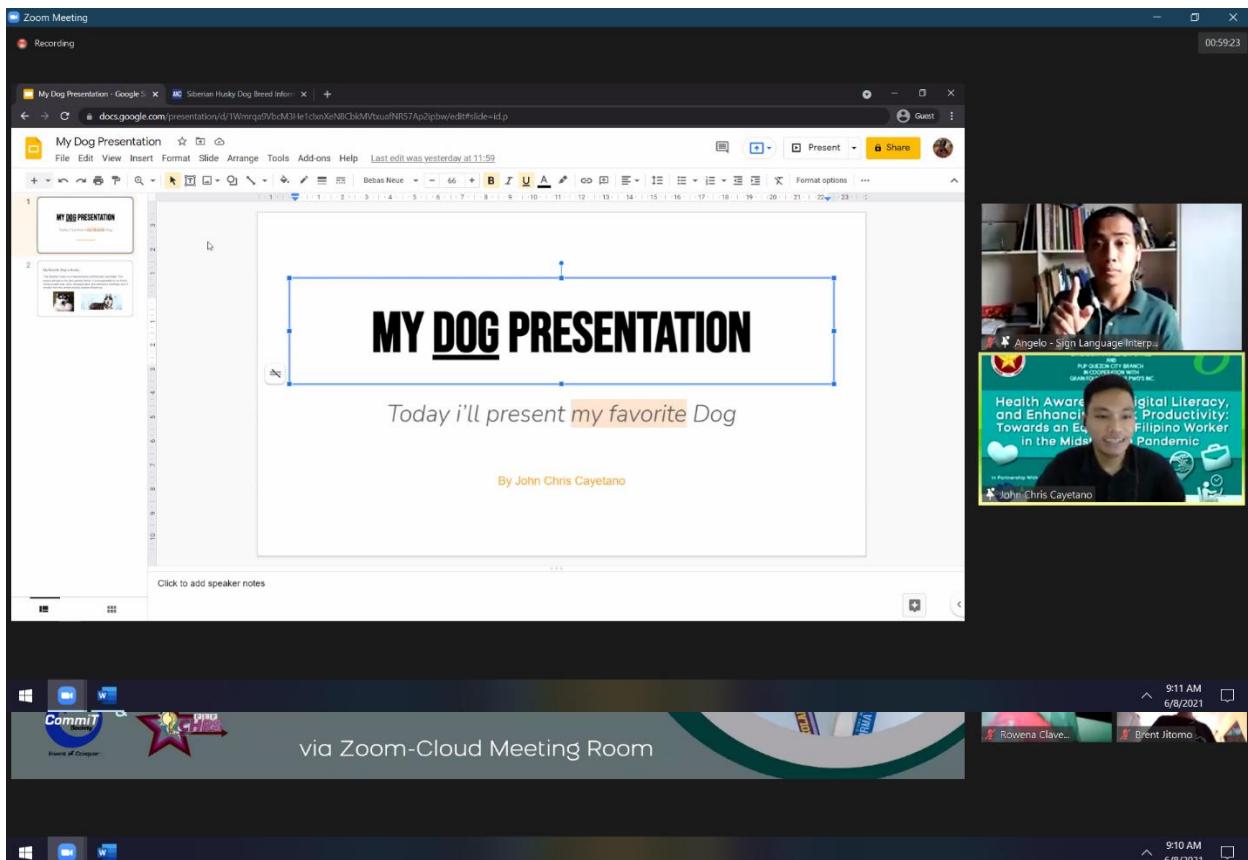
File

Type message here...

9:09 AM 6/8/2021



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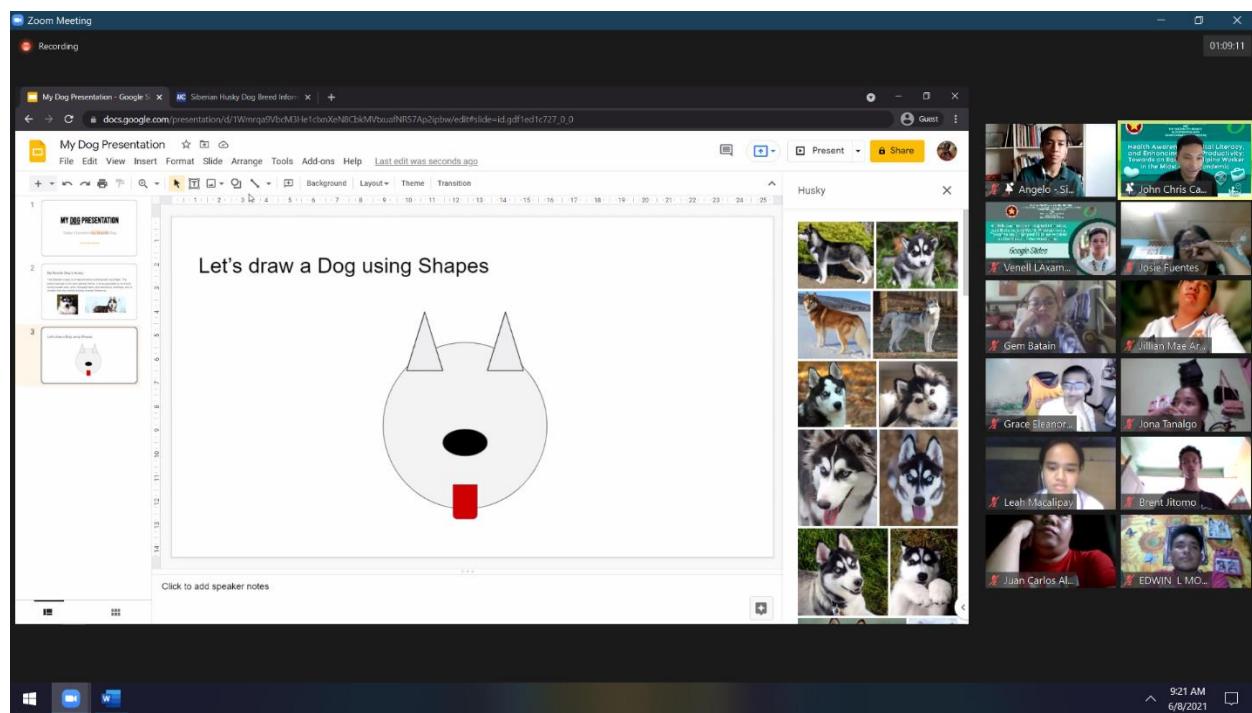
The recap activity contains 5 questions with multiple choices about Google Forms and Google Slides part 1. Participants actively participated the recap activity and shows that they have learned a lot from the previous topic.

The first speaker is Mr. John Chris Cayetano, an IT student from PUPQC. His topic is about Part 2 of the Google Slides. This discussion covers the beginner's guide and basic functions and features of Google Slides like adding text, editing background, adding sounds, shapes, etc. This discussion will undoubtedly assist everyone in creating their own Google Slides presentation.



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Mr. Cayetano discusses various approaches to text editing. Adding a text box to a document is a great way to highlight important information, such as a pull quote, while also allowing you to easily move it around. It covers how to bold, italicize, change the font style, and size of text. It's also a good idea to add some decorations and animations to your slide. Mr. Cayetano explain it to us in more detail. He makes a distinction between animations and transitions.



Mr. Cayetano also talks about how to put shapes on the slide. He shows how to make and draw a dog out of different shapes. Everyone is eager to learn and enjoys listening, as we can see. Sound and video were also discussed. There are those who ask questions about something they want to learn more about or something to explain to them in more detail.



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The screenshot shows a Zoom meeting interface. On the left, a presentation slide titled "My Dog Presentation" is displayed, featuring a section about the Siberian Husky breed. On the right, a video feed shows multiple participants in a grid layout. The chat window on the right side of the screen contains messages from various participants, such as "I'M AM GO TO CR", "saan Makita ng motion, nawalan ako ulit", and "sir pag wala si animation san po sa ribbon siya makikita". The bottom right corner of the screen shows the time as 10:07 AM and the date as 6/8/2021.

After the discussion of the first speaker there is 30 mins break before the second speaker introduced.

The screenshot shows a Zoom meeting interface. A presentation slide on the left displays text about the Polytechnic University of the Philippines, Office of the Vice President for Research and Development, Extension Management Office, and PUP Quezon City Branch, in cooperation with GRAIN Foundation for PWD's Inc. On the right, a video feed shows multiple participants. The chat window on the right contains messages like "Yes sir Angelo", "YES I AM CLEAR", "ok po.. Thanks", "Thank you Sir JC.", "thank u sir..dami natutunan po godbless", "Thank you JC", "thank you sir john.. I like easy slide", "THANK YOU, SIR JC", and "Thank you sir JC". The bottom right corner shows the time as 10:12 AM and the date as 6/8/2021.



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The screenshot shows a Zoom meeting interface. At the top, it says "Zoom Meeting" and "Recording". The title of the meeting is "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". Below the title, there is a photo of Prof. Alma C. Fernandez. On the left, there is a sidebar with "In Partnership With: Commit & PUP". The main content area shows a grid of participant video feeds. The bottom of the screen shows the Windows taskbar with icons for File Explorer, Task View, and Microsoft Word.

The second speaker was introduced, and it is all about Part 1 of the Google Sheets' formatting and its interface presented by Prof. Alma C. Fernandez.

The screenshot shows a Zoom meeting interface. The main focus is a Google Sheets spreadsheet titled "Family Budget". The spreadsheet contains a single sheet named "Sheet1" with data for a monthly family budget. The data includes categories like Food, Medicine, Toiletries, and various bills, with amounts listed next to them. The spreadsheet is open in a browser window, and the URL is visible at the top. On the right side of the screen, there is a grid of participant video feeds. The bottom of the screen shows the Windows taskbar with icons for File Explorer, Task View, and Microsoft Word.

Prof. Alma C. Fernandez started to discuss the different menus, toolbars, and commands inside the Google Sheets and how to insert a text, sort, and change the color inside of each cell. She explained the difference of Google Sheets from MS Excel on how they differ when it comes to formatting each cell.



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**Family Budget**

Category	Amount
Water bill - Manila water	700.00
Internet	1,600.00
Medicine	2,000.00
Pag-ibig Bahay	2,000.00
Electric bill - Meralco	3,300.00
Miscellaneous	5,000.00
Food	15,000.00
	29,600.00

**Family Budget**

Amount vs. Category

Category	Amount
Water bill - Manila water	700.00
Internet	1,600.00
Medicine	2,000.00
Pag-ibig Bahay	2,000.00
Electric bill - Meralco	3,300.00
Miscellaneous	5,000.00
Food	15,000.00
	29,600.00

Prof. Alma C. Fernandez elaborates the different types of chart can be used in the Google Sheets as well as the tools to change the format of each content inside the chart in detailed.



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The screenshot shows a Zoom meeting interface. On the left, a Google Sheets document is open with the title 'Family Budget' for the month of June. The sheet contains a table with columns for Category and Amount, and a 3D pie chart titled 'Family Budget for the month of June' showing the distribution of the budget. The chart has several slices with percentages: 50.7%, 11.1%, 16.9%, 6.8%, and 6.8%. The meeting interface on the right shows a grid of participant video feeds.

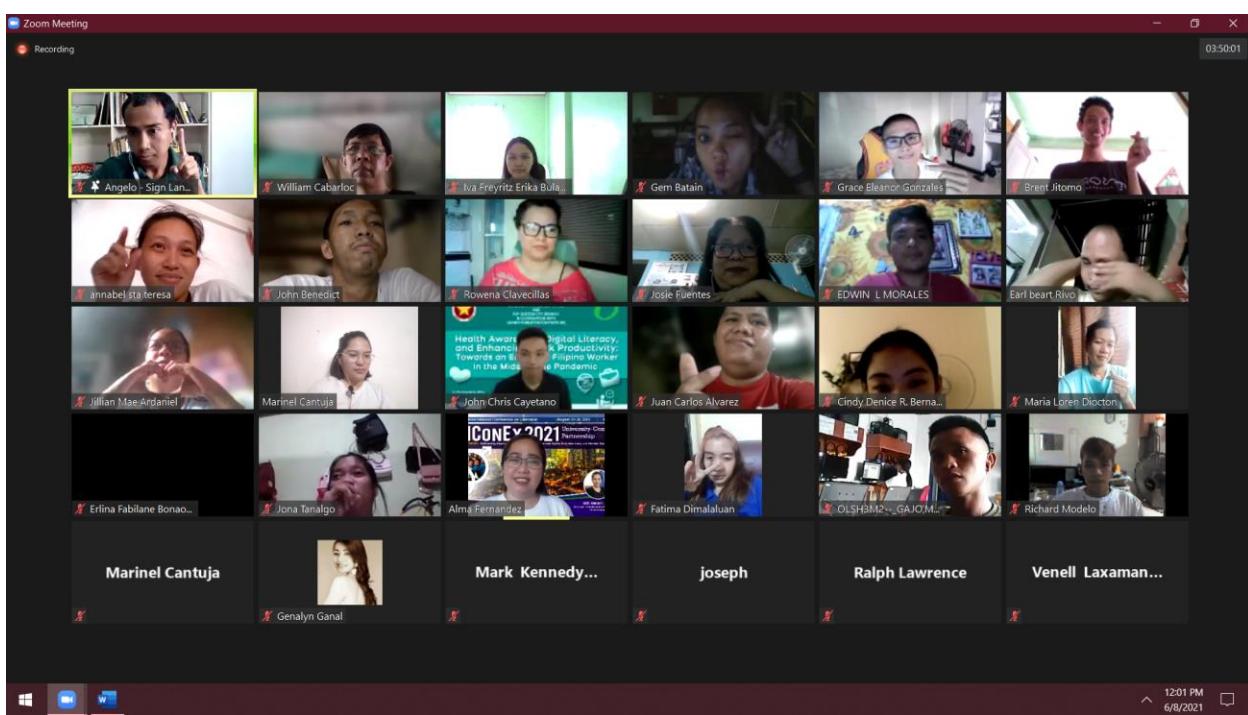
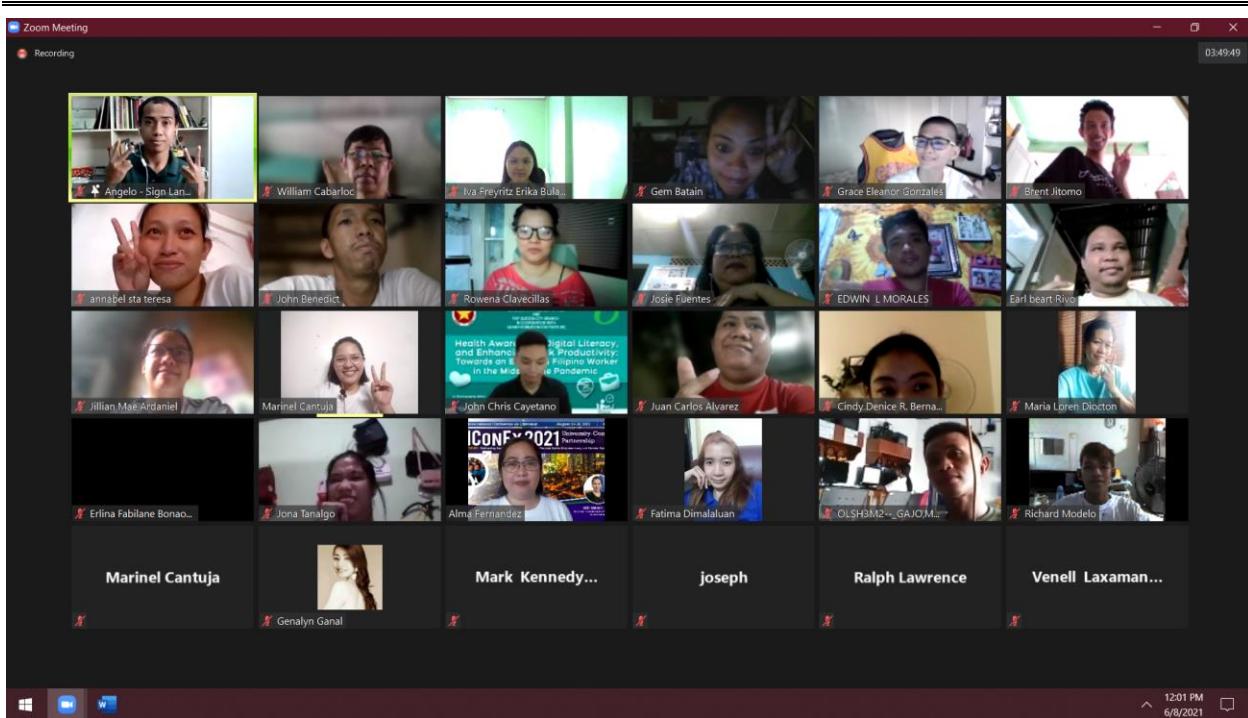
She explains how to transform or create a chart of a cell, and she elaborates the different functionality of each tool or commands like how to change the Font size and style and even the data inside the chart.

The screenshot shows a Zoom meeting interface. On the left, a Google Sheets document is open with the title 'Family Budget' for the month of June. The sheet contains a table with columns for Category and Amount, and a 3D pie chart titled 'Family Budget for the month of June' showing the distribution of the budget. The chart has several slices with percentages: 50.7%, 11.1%, 16.9%, 6.8%, and 6.8%. The meeting interface on the right shows a grid of participant video feeds, and a chat window on the right side of the screen.

After the discussion of the 2<sup>nd</sup> speaker, she briefly asked the participants about how they measure their knowledge and the difficulty between Microsoft Excel and Google Sheets.



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The Day 12 of seminar – training was ended at 12:01 in the afternoon with the photo opportunity of the speakers, and participants.



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## DAY 13

Google Sheets &

Google Sites

(June 09, 2021)



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QUEZON CITY BRANCH

Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic

Office of the Vice President for Research and Development Extension Management Office  
PUP Quezon City Branch  
The GMA Foundation for PWD's Inc.

First Batch May 17, 2021 - June 19, 2021  
Second Batch August 2, 2021 - August 28, 2021  
via Zoom-Cloud Meeting Room

OUR VIRTUAL ETIQUETTE.

ALWAYS KEEP YOUR MIC OFF.  
INTERACT WITH US THROUGH THE CHAT BOX.

Let's bow our heads and put ourselves in the presence of the LORD..

Activity

Google Slides & Google Sheets

Google Slides Google Sheets

Game Mechanics

1. Photos will be flashed on the screen.  
2. Choose the letter of the correct answer.  
3. Type your answers in the chat box below.  
4. Have Fun!

1. Google Slides

GUESS THE NAME OF THE BUTTON

Arrange To

A. Lines  
B. Shapes  
C. Chart  
D. Text

5. Google Sheets

THIS TYPE OF CHART IS..

1 to 100 Employees

Category	Percentage
1 to 100 Employees	44.5%
20%	20%
12.5%	12.5%
7.5%	7.5%

A. Pie Chart  
B. Line Chart  
C. Area Chart  
D. Column Chart

It was another fantastic morning to begin the day with knowledge. The webinar began with the speaker reminding the participants of proper etiquette, which was followed by an opening prayer. To see what the participants understood yesterday, the emcee prepared a multiple-choice activity, similar to what was done in previous webinars.



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OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT  
EXTENSION MANAGEMENT OFFICE  
AND  
PUP QUEZON CITY BRANCH  
IN COOPERATION WITH  
GRAIN FOUNDATION FOR PWD'S INC.**

**Health Awareness, Digital Literacy,  
and Enhancing Work Productivity:  
Towards an Equipped Filipino Worker  
in the Midst of the Pandemic**

**Google Sheets**

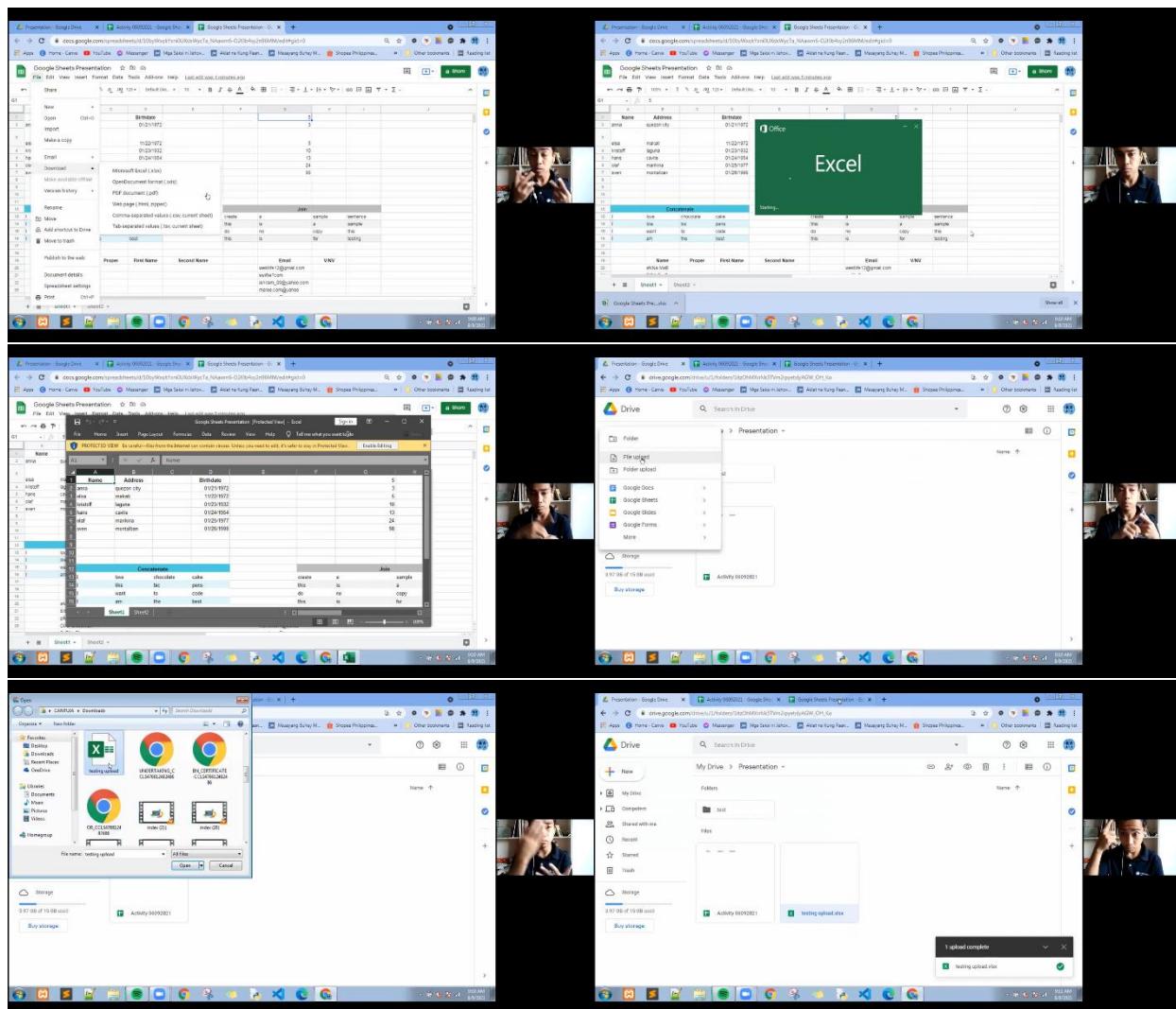
**In Partnership With:** Commit & Connect & PUP GHS

**Marinel Cantuja**

via Zoom-Cloud Meeting Room



On today's webinar, Ms. Marinel Cantuja will be the one discussing the remaining topics about Google Sheets which are the functions and formulas. She pointed out that Google Sheets can be downloaded to so that it can be edited through MS Excel with or without internet connection. She also taught the participants how to edit an excel file in Google Sheet.



The screenshots show the following content:

- Top-left: A screenshot of a Google Sheets document titled "BIRTHDATE". It shows a table with columns "Name" and "Address" and rows for "elia", "input", "hans", "input", "jane", "input", and "even", "input". A video call interface is visible on the right.
- Top-right: A screenshot of a Google Sheets document titled "Excel". It shows a table with columns "Name", "Proper", "First Name", "Second Name", "Email", and "VNA". A video call interface is visible on the right.
- Middle-left: A screenshot of a Google Sheets document titled "PROTECTED VIEW". It shows a table with columns "Name", "Address", and "Birthdate". A video call interface is visible on the right.
- Middle-right: A screenshot of a Google Drive folder named "Presentation". It shows a file named "Activity 0090021" and a video call interface on the right.
- Bottom-left: A screenshot of a computer desktop showing a file named "testing uploaded.xls" being uploaded to Google Drive. A video call interface is visible on the right.
- Bottom-right: A screenshot of a Google Drive folder named "Presentation". It shows a file named "Activity 0090021" and a video call interface on the right.



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The image displays a 4x3 grid of screenshots from a computer monitor. Each screenshot shows a different Google Sheets document or a video call interface.

- Row 1:** Two screenshots of Google Sheets documents. The left one is a simple table with columns Name, Address, Birthdate, etc. The right one is a more complex table with multiple rows and columns, including a column for "Comments".
- Row 2:** Two screenshots of Google Sheets documents. The left one lists names, addresses, and birthdates. The right one is a table with columns Name, Address, Birthdate, etc., and includes a "Comments" column.
- Row 3:** Two screenshots of Google Sheets documents. The left one lists names, addresses, and birthdates. The right one is a table with columns Name, Address, Birthdate, etc., and includes a "Comments" column.
- Row 4:** Two screenshots of Google Sheets documents. The left one lists names, addresses, and birthdates. The right one is a table with columns Name, Address, Birthdate, etc., and includes a "Comments" column.
- Row 5:** Two screenshots of Google Sheets documents. The left one lists names, addresses, and birthdates. The right one is a table with columns Name, Address, Birthdate, etc., and includes a "Comments" column.
- Row 6:** Two screenshots of Google Sheets documents. The left one lists names, addresses, and birthdates. The right one is a table with columns Name, Address, Birthdate, etc., and includes a "Comments" column.
- Row 7:** Two screenshots of Google Sheets documents. The left one lists names, addresses, and birthdates. The right one is a table with columns Name, Address, Birthdate, etc., and includes a "Comments" column.
- Row 8:** Two screenshots of Google Sheets documents. The left one lists names, addresses, and birthdates. The right one is a table with columns Name, Address, Birthdate, etc., and includes a "Comments" column.
- Row 9:** Two screenshots of Google Sheets documents. The left one lists names, addresses, and birthdates. The right one is a table with columns Name, Address, Birthdate, etc., and includes a "Comments" column.
- Row 10:** Two screenshots of Google Sheets documents. The left one lists names, addresses, and birthdates. The right one is a table with columns Name, Address, Birthdate, etc., and includes a "Comments" column.
- Row 11:** Two screenshots of Google Sheets documents. The left one lists names, addresses, and birthdates. The right one is a table with columns Name, Address, Birthdate, etc., and includes a "Comments" column.
- Row 12:** Two screenshots of Google Sheets documents. The left one lists names, addresses, and birthdates. The right one is a table with columns Name, Address, Birthdate, etc., and includes a "Comments" column.



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**Google Sites**

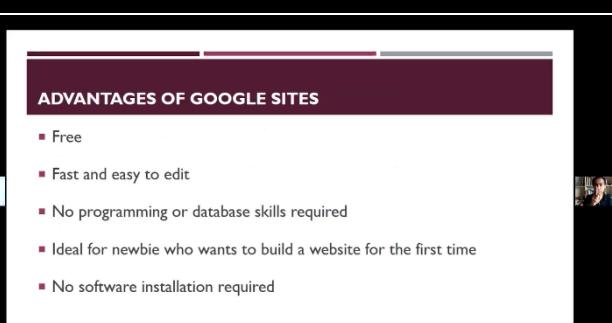
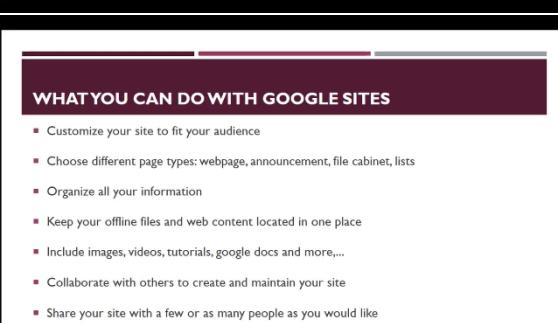
**In Partnership With:** Commit & PWD

**Romualdo Lagon**

**via Zoom-Cloud Meeting Room**



Mr. Romualdo Lagon was the next speaker, he discussed and demonstrated how to use Google Sites. A Google Site is a free app that anyone can use; it has advantages and disadvantages, just like any other app. Google Site allows a user to create his or her own website with or without coding or programming knowledge.





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The grid displays the following content:

- Top Left:** A slide titled "DISADVANTAGES OF GOOGLE SITES" listing:
  - Limited functionality compared to other website builders
  - Not really good website for business - not enough customization
  - Apps only limited to Google apps only. Apps outside Google apps may be inapplicable
  - The site URL must begin with "sites.google.com/site/" which is too long for a website
- Top Right:** A slide titled "PARTS OF GOOGLE SITES" showing the "HOME PAGE" interface with annotations for the "Navigation Bar", "Previous/Publish Site", and "Insert Menu/Pages".
- Middle Left:** A slide titled "PARTS OF GOOGLE SITES" showing the "INSERT MENU" interface with annotations for various menu items.
- Middle Right:** A screenshot of a Google search results page with a video call overlay.
- Bottom Left:** A screenshot of the Google Sites dashboard showing recent sites and a "Start your first site" button.
- Bottom Middle:** A screenshot of the Google Drive interface showing files and folders.
- Bottom Right:** A screenshot of a Google Sites page titled "Untitled site" with a "Your page title" placeholder.
- Second Row, Left:** A screenshot of the Google Drive interface showing a context menu open over a folder.
- Second Row, Right:** A screenshot of the Google Sites editor showing an image upload dialog.
- Third Row, Left:** A screenshot of the Google Sites editor showing a text box with "Ham and Cheese" and an image of a dish.
- Third Row, Right:** A screenshot of the Google Sites editor showing two images of dishes.



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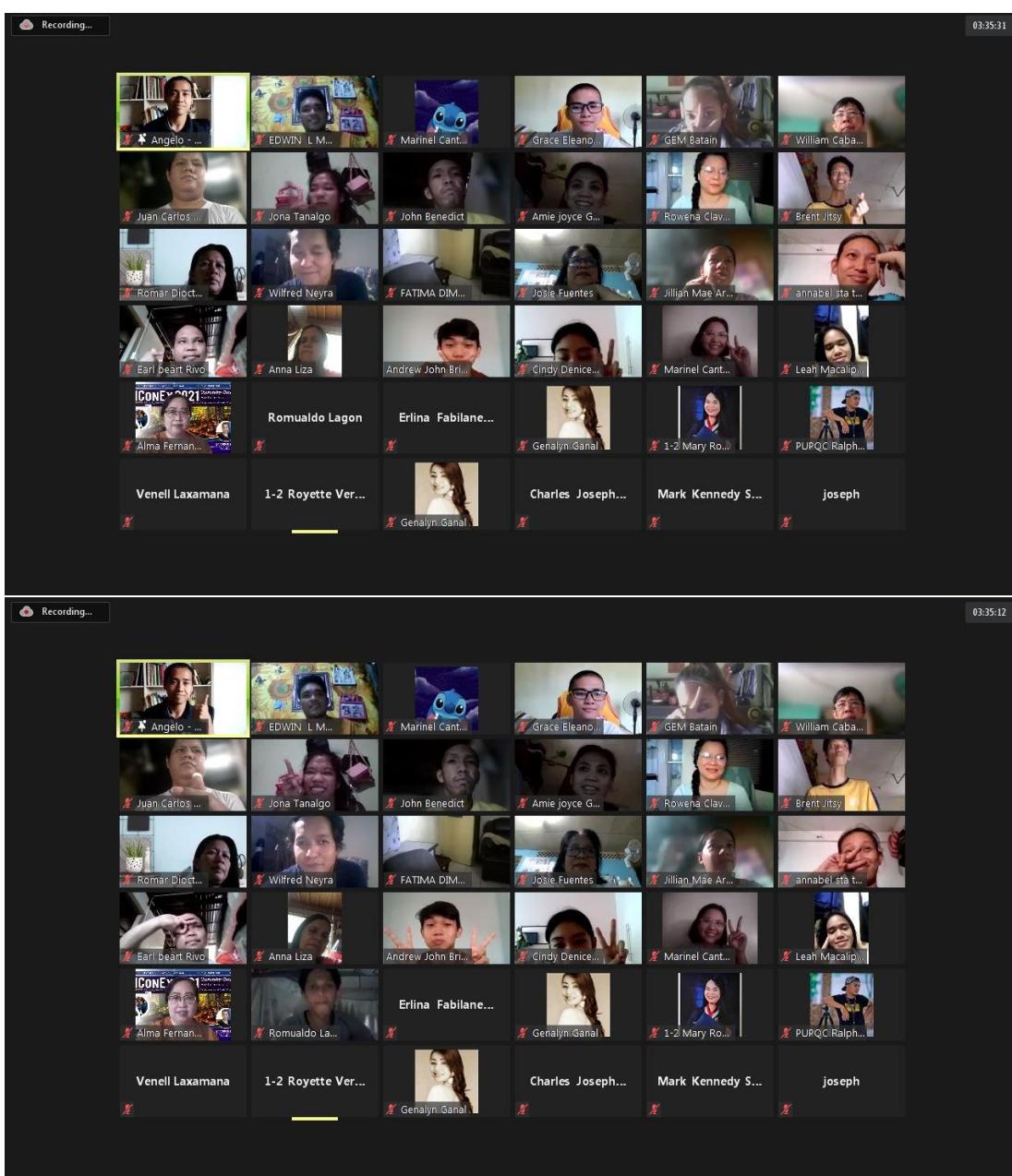
The collage consists of eight screenshots illustrating the website's creation:

- Screenshot 1:** A Microsoft OneNote page titled "ACE TAKOYAKI" featuring two images of takoyaki, a heading, and a table with "REGULAR SQUID" details.
- Screenshot 2:** The same OneNote page with a "New link" dialog open, showing a link to "REGULAR SQUID INFO".
- Screenshot 3:** A Microsoft OneNote page titled "ACE TAKOYAKI" containing a video thumbnail and a "Embed from the web" dialog.
- Screenshot 4:** The final "ACE TAKOYAKI" website homepage with a large "TAKOYAKI" banner and a "FOR EMBED" button.
- Screenshot 5:** A Facebook profile for "Romualdo Lagon" showing a post about a waffle iron.
- Screenshot 6:** A screenshot of the "FACEBOOK for Developers" documentation for the JavaScript SDK.
- Screenshot 7:** The "ACE TAKOYAKI" website featuring a video thumbnail of a waffle iron.
- Screenshot 8:** The "ACE TAKOYAKI" website's file management section titled "FILE COMPILE" showing files like "VS.vbg" and "UltimateLame.jpg".



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The webinar for today has concluded. Participants were active, and they definitely learned a great deal from the two speakers.





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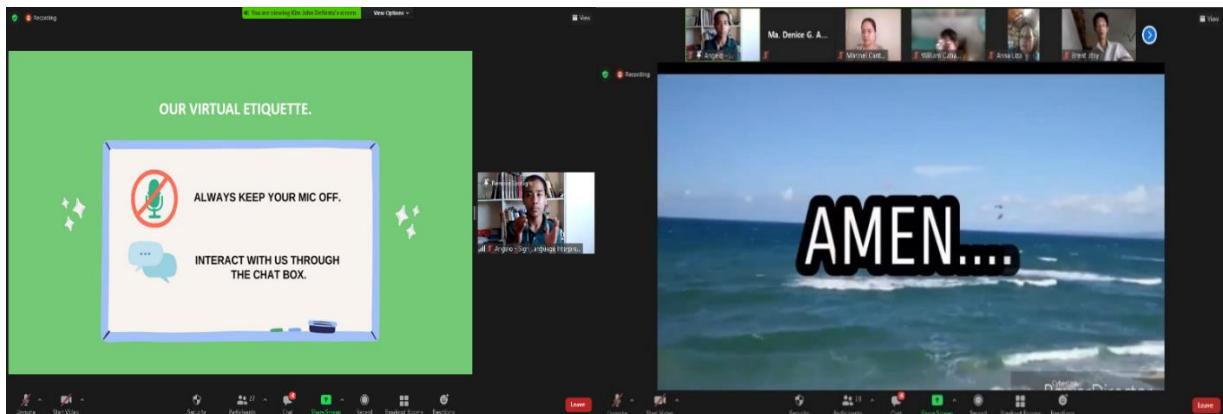
## **DAY 14**

# Microsoft PowerPoint: From Basic to Advanced

(June 10, 2021)



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The extension project continued on June 10, 2021, Thursday from 9:00 am to 12 pm. The meeting formally started with an opening prayer followed by introducing Sir Ralph Lawrence Tarlac; a BSIT graduating student of PUP Quezon City branch as the speaker. Sir Tarlac gave a brief introduction to highlight the details of the previous session and today's lesson about MS Power Point from Basic to Advanced.

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**Health Awareness, Digital Literacy,  
and Enhancing Work Productivity:  
Towards an Equipped Filipino Worker  
in the Midst of the Pandemic**

**MS PowerPoint from Basic to Advance**

**Ralph Lawrence Tarlac**

In Partnership With:

via Zoom-Cloud Meeting Room

The host organized an activity to recap the recent lesson. The participants must be able to answer the questions. They respond appropriately and voluntarily to the questions and proceed to the formal discussion.



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Zoom Meeting Recording Chat

## 1. Google Sheets

What will be the output

	A	B	C	D
1	Name	Address	Course	
2	Christine San Juan	Makati City	BSIT	=Concatenate(A2, " ", B2, " ", C2)
3				
4				=Concatenate(A2, " ", B2,

A. Makati City, BSIT Christine San Juan  
B. Christine San Juan Makati City BSIT  
C. BSIT Makati City San Juan Christine

To: Everyone File Type message here... 9:04 AM

Zoom Meeting Recording Chat

## 2. Google Sheets

What will be the output

	A	B
1	English	Tagalog
2	Hello	=googletranslate(A2,"EN","TL")

A. Kamusta  
B. Gracias  
C. Hi

To: Everyone File Type message here... 9:04 AM

During the Lesson, Sir Lawrence Tarlac explains this will help the participants to learn the basics of MS PowerPoint that can be used for business related projects in the future. Addition to this, it can be an advantage to their preparation for their chosen field of work. Hence, digital literacy is essential.



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A screenshot of a video conference interface. At the top, it says "Recording" and "You are viewing Ralph Lawrence's screen". The main content is a PowerPoint slide with a large orange circle containing a white "P". The slide title is "PowerPoint GETTING STARTED". In the bottom right corner of the slide, the name "Marinel Cantuja" is visible. The video call interface includes a participant video feed of a man, control buttons for Unmute, Start Video, Share Screen, Record, Breakout Rooms, and Reactions, and a "Leave" button.

A screenshot of a video conference interface, similar to the one above. It shows a PowerPoint slide titled "PowerPoint TEXT BASICS". The slide features a large orange circle with a white "P". On the left side of the slide, there is a vertical list of slide thumbnails. The video call interface at the top includes "Recording", "You are viewing Ralph Lawrence's screen", "View Options", and "Ralph Lawrence Tarlac" in the video feed. The video feed shows a man named Angelo. The interface also includes control buttons for Unmute, Start Video, Share Screen, Record, Breakout Rooms, and Reactions, and a "Leave" button.

After discussing the lesson, Sir Lawrence Tarlac ask if there are any questions they have in mind. He went on to explain it in detail one at a time until no further questions were raised.

Moving on, he offered a 30-minute break for the participants to relax for a while.



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Chat

From Genalyn Ganal to Everyone:

Ganal\_powerpoint\_slidebasics\_practice.pptx  
7.04 MB

From joseph to Everyone:

Mechanical presentatin.pptx  
704.00 KB

From Juan Carlos Alvarez to Everyone:

powerpoint\_slidebasics\_practice-JC\_Alvarez2.pptx  
7.40 MB

From Jillian Mae Ardaniel to Everyone:

Ardaniel\_powerpoint\_slidebasics\_practice.pptx  
7.56 MB

From Earl heart Rivo to Everyone:

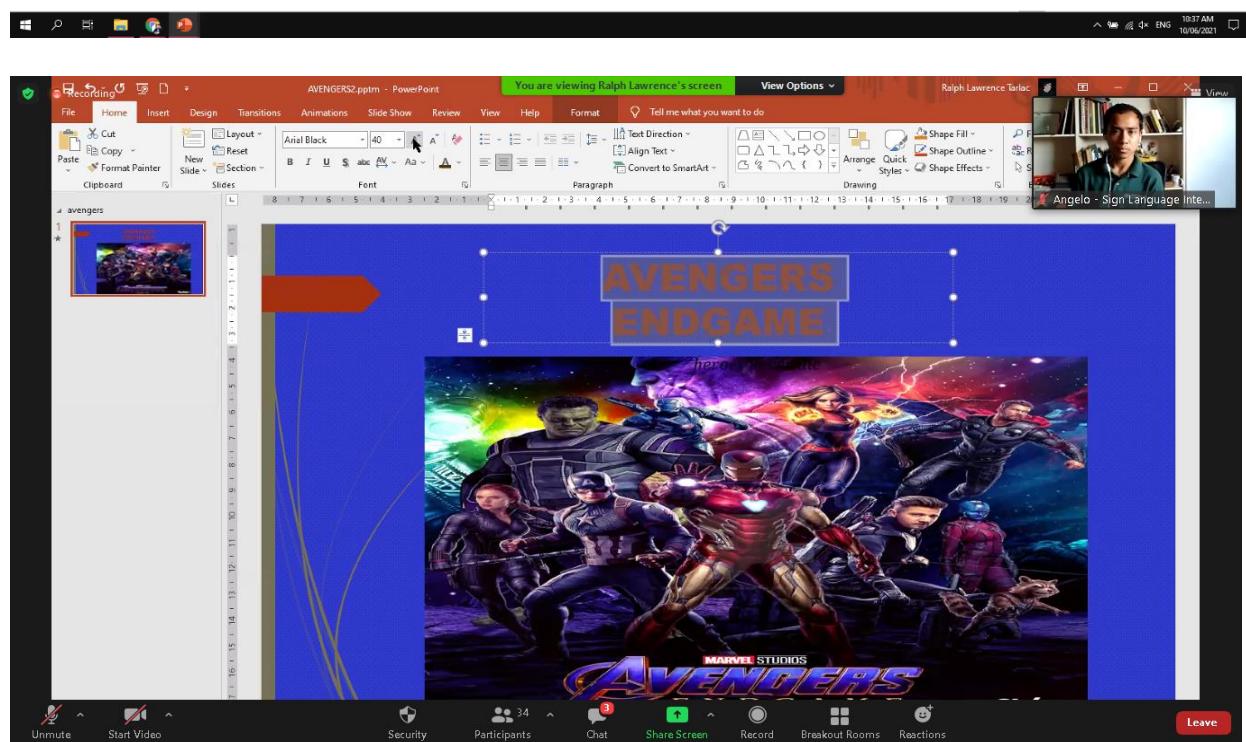
nawala net ko

From joseph to Everyone:

Mechanical presentatin.pptx  
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To: Everyone

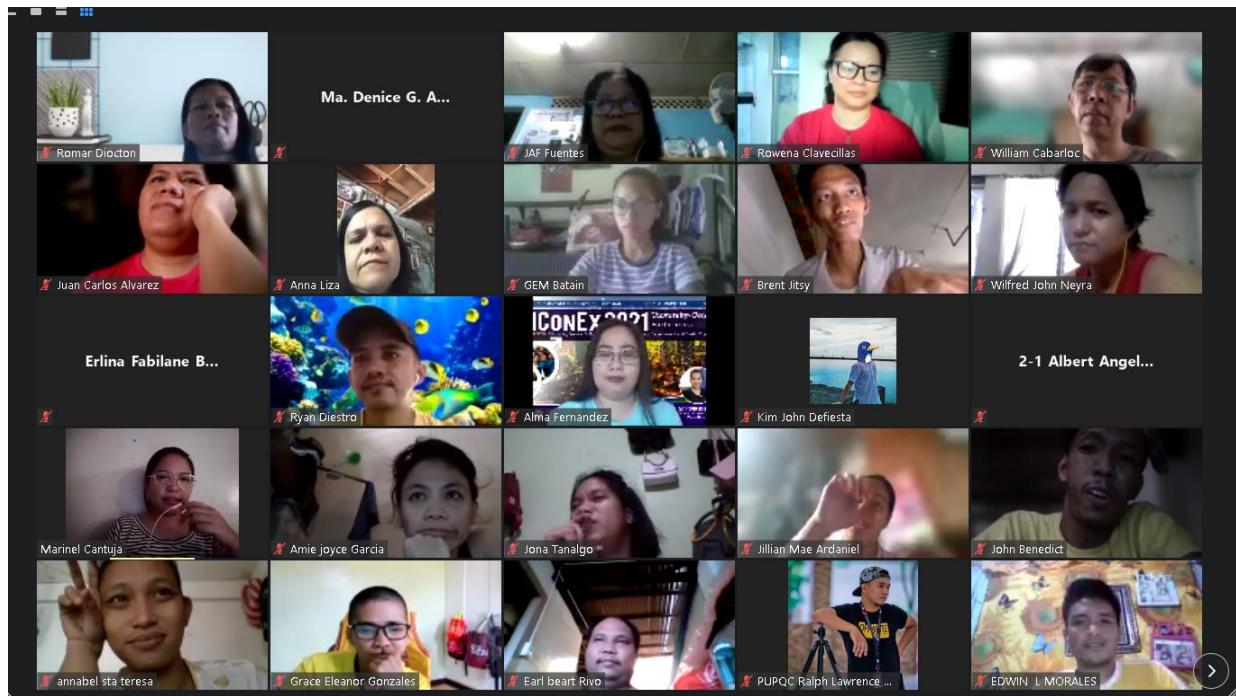
Type message here...



The seminar ended with a group photo. Participants gained a greater understanding of MS Power Point. In addition to that, Sir Lawrence Tarlac said that all of the things they are curious about and want to make using PowerPoint will be for tomorrow's activity before he introduces another topic.



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*End of the Seminar*



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## DAY 15

# Microsoft PowerPoint: From Basic to Advanced

(June 11, 2021)



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Another day of Extension program, while waiting for other participant to come in. The technical team presented some of the Rules and Reminders for the discussion.

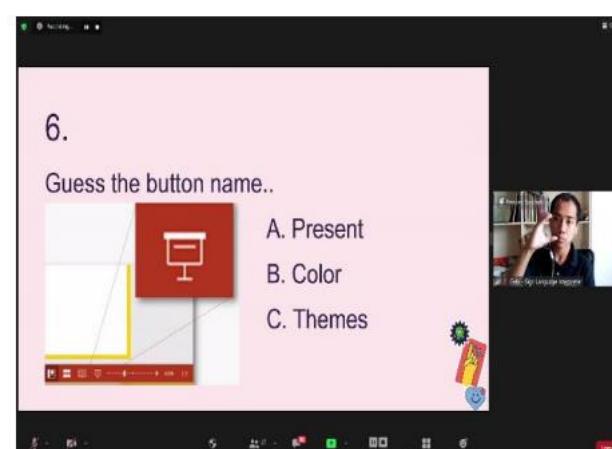
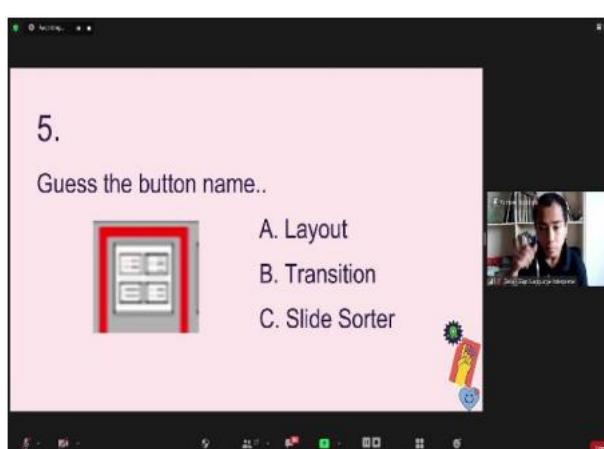
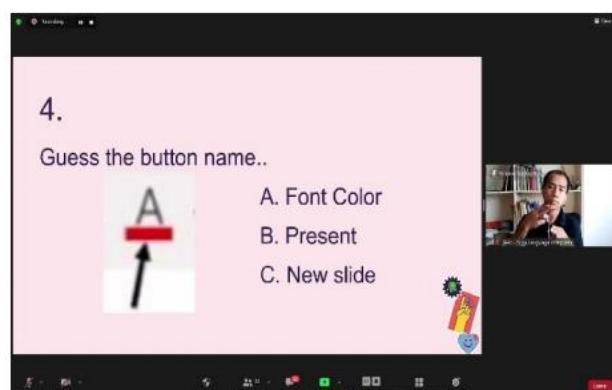
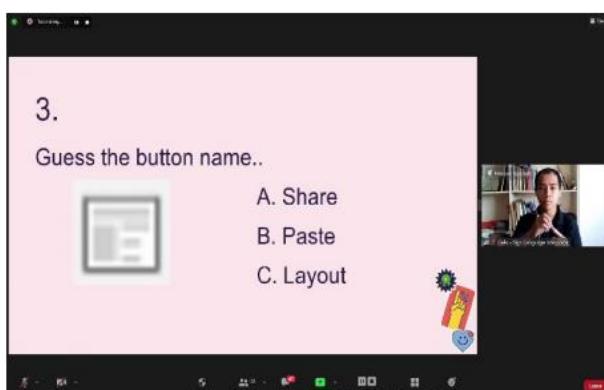
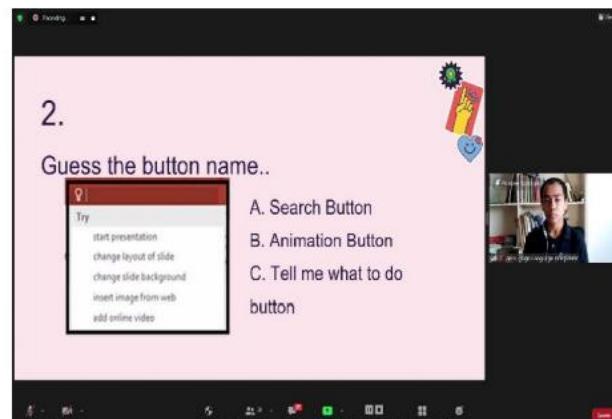
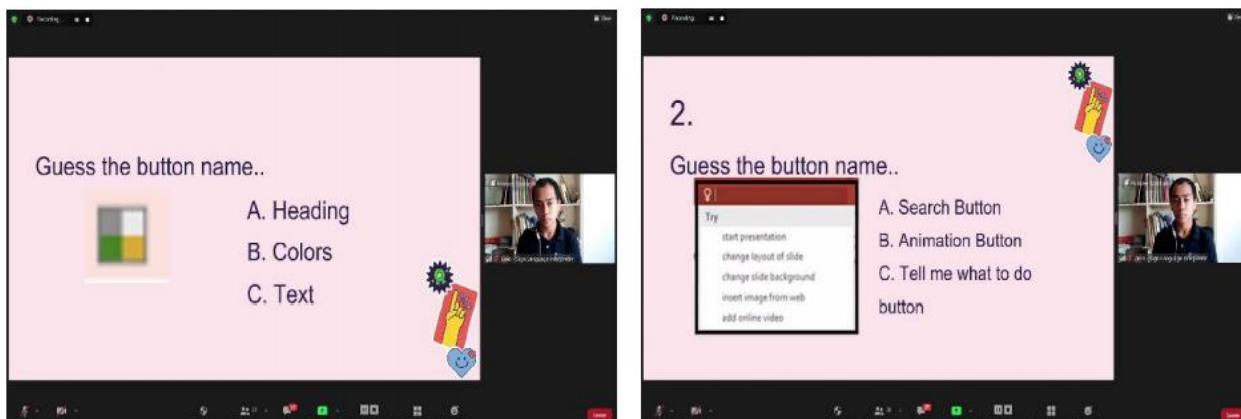
The image displays a 3x3 grid of screenshots from a video conference, likely Zoom, illustrating various online class reminders:

- Top Left:** "Rules and Reminders For Online Classes". It features a cartoon character with orange hair and a hand making a peace sign. The text includes: "Don't play games or your phone. Keep your desk mess or drink water. Focus on your lessons, take notes and participate in class. Also, avoid constantly moving away from your study area because that may be distracting to your teacher who observes."
- Top Middle:** "Hello, dear students! Welcome to our online class!". It includes a pink background, a yellow hand icon, and the text: "I hope you are as ready as I am to start learning and have fun. We're in this together, so let's respect and support each other."
- Top Right:** "Be fully present". It features a cartoon character with orange hair and a hand making a peace sign. The text includes: "Pay attention and participate actively."
- Middle Left:** "Other Classroom Reminders". It lists several points: "Don't be afraid to ask questions", "Submit assignments correctly", "Be courteous and polite", "Take breaks from being online", "Keep up with lessons and homework", and "Support each other".
- Middle Middle:** "Be prepared for class". It features a stack of books and the text: "Have everything you need within reach. Make sure you have all the required materials with you before class starts. Prepare your books, homework, notebook, pencils and anything else you may need so you can easily follow in class."
- Middle Right:** "Be respectful". It features two hands (one yellow, one brown) and the text: "Respect your teacher and classmates. Listen attentively to your teacher and follow instructions. Raise your hand when you want to speak and wait to be called before speaking. Listen quietly when someone else is speaking."
- Bottom Left:** "OUR VIRTUAL ETIQUETTE". It shows a whiteboard with the text: "ALWAYS KEEP YOUR MIC OFF." and "INTERACT WITH US THROUGH THE CHAT BOX." A small video window shows a person in a video conference.
- Bottom Middle:** A video frame showing a person in a video conference. Overlaid text reads: "Let's bow our heads and put ourselves in the presence of the LORD..". The video is水印 by PowerDirector.



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The meeting formally started with the house rules and reminders. The emcee took her lead to start the meeting by allowing everyone to open their camera for the doxology. The emcee welcomed every participant who are very enthusiastic to cooperate and listened in this extension program.

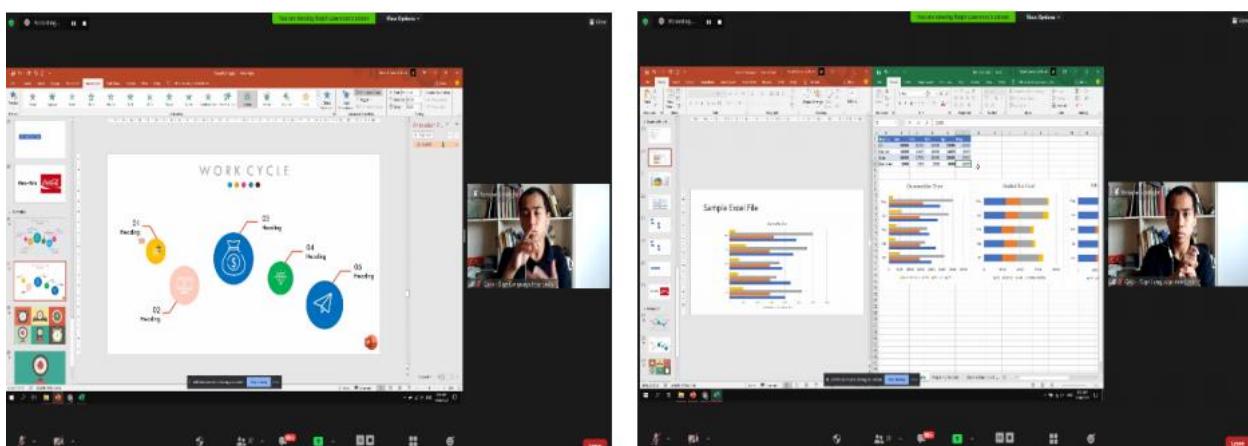
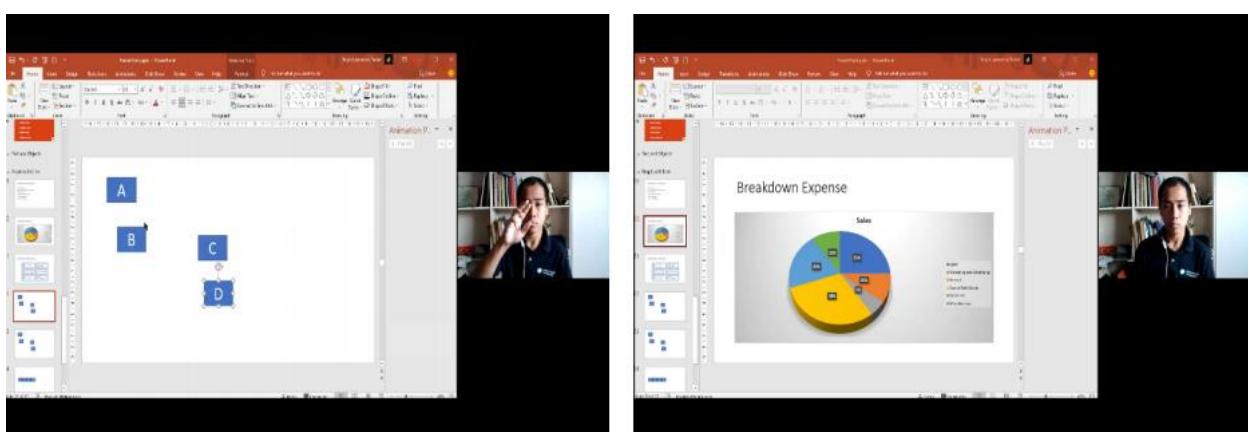


After welcoming every participant, a short recap has been made with regards to the recent discussion. The topics mentioned during the recap were about the PowerPoint presentation and its components. This was followed by a quick activity recap regarding the recent topic. Most of the participant answered through the chat box. After the activity, the emcee takes her lead to introduce the speaker, Mr. Ralph Lawrence Tarlac and his topic.



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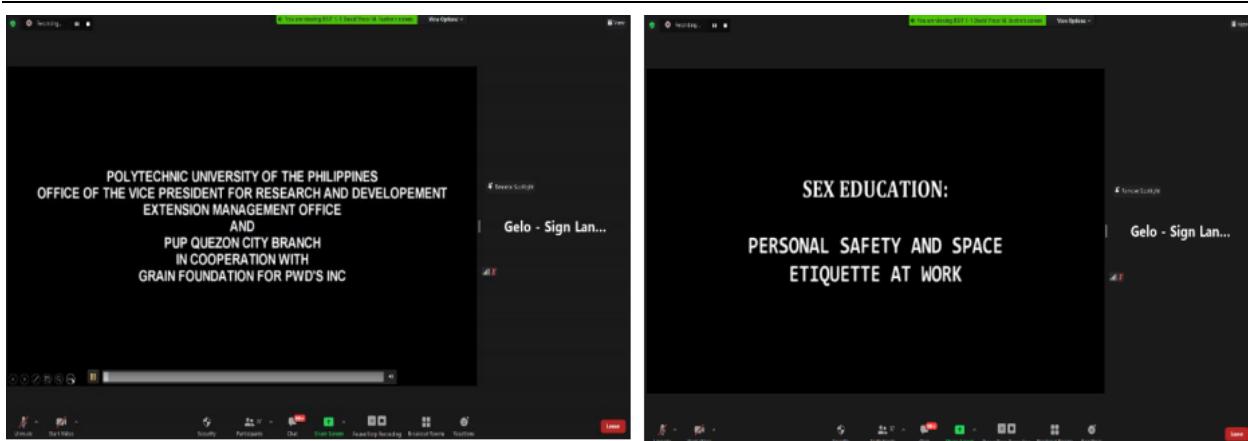
The screenshot shows a Zoom meeting interface. The main title slide features the Polytechnic University of the Philippines logo, the Office of the Vice President for Research and Development Extension Management Office, and the PUP Quezon City Branch. The title of the seminar is "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". Below this, it says "MS PowerPoint from Basic to Advanced" and "Ralph Lawrence Tarlac". It also mentions "In Partnership With: CommIT & PUP". The speaker's profile picture is shown in a circular frame. A participant named "Gelo - Sign Language Interpreter" is visible in a video window. The Zoom control bar at the bottom includes options like Unmute, Start Video, Security, Participants, Chat, Share Screen, Pause/Stop Recording, Breakout Rooms, Reactions, and Leave.



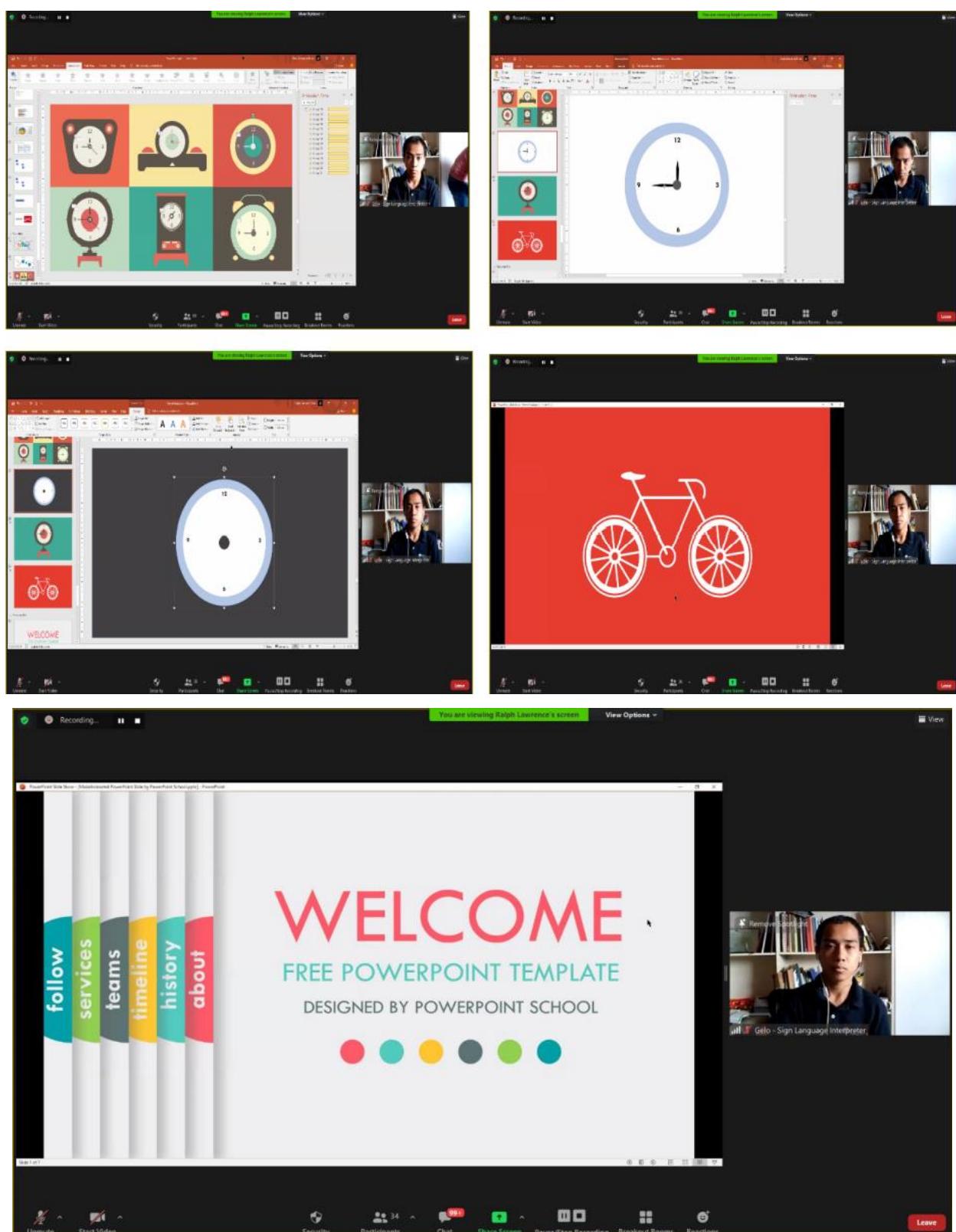
The speaker discussed about the power point presentation and its components and he also mentioned about the animation in power point presentation. The speaker taught every participant on how to create an animation like the moving-object presented above. Later on, the speaker announced to have a 30 minutes short break for everyone. After the break, short clip of the seminar "Sex Education: Personal Safety and Space Etiquette at Work" was shown. Photos from the meeting was seen on the clip.



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After the break, the speaker continued to discuss the animation.



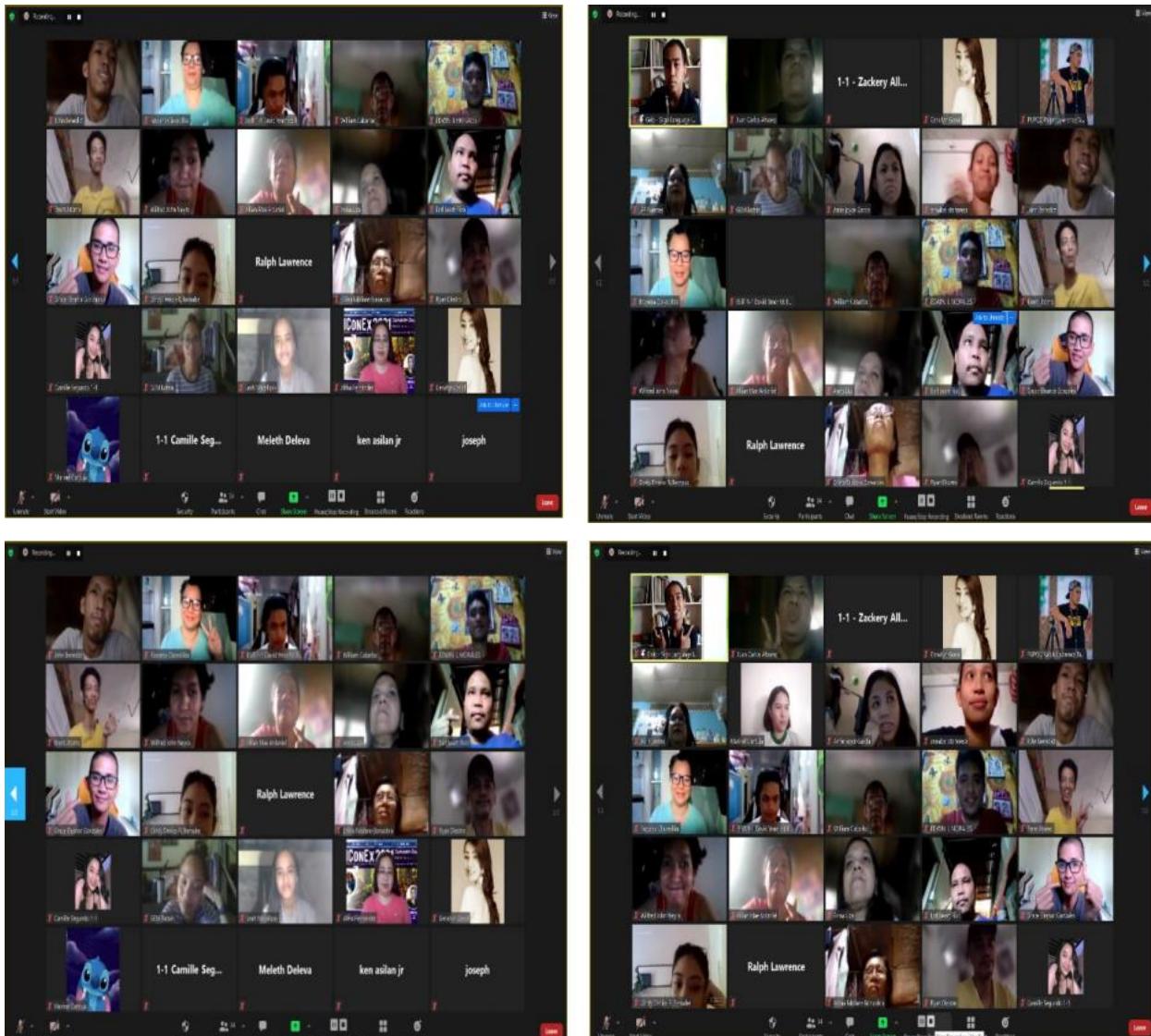
PUP Quezon City Branch, Don Fabian St., Commonwealth Quezon City Phone: (Direct Lines) 9527817; 428914; 9577817 Email: [commonwealth@pup.edu.ph](mailto:commonwealth@pup.edu.ph) Website: [www.pup.edu.ph](http://www.pup.edu.ph)

“THE COUNTRY’S 1<sup>ST</sup> POLYTECHNICU



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The speaker ended his discussion about the power point presentation and the emcee takes her lead to ask every participant if they have a question in their mind. The speaker answered few questions and the emcee asked everyone to open their camera for a group picture.



The emcee gave a closing remarks to everyone and thanked them for participating in this extension program.



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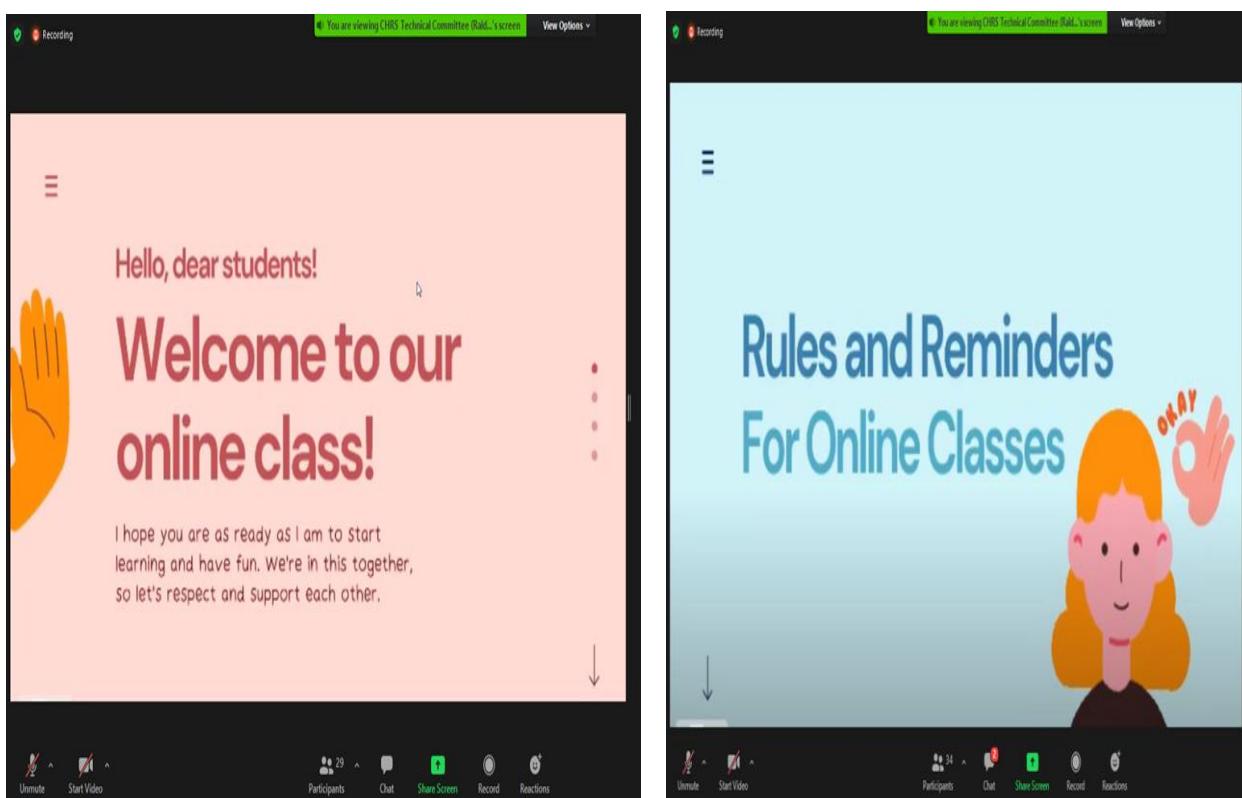
## DAY 16

# The Power of Grammar in the Real World

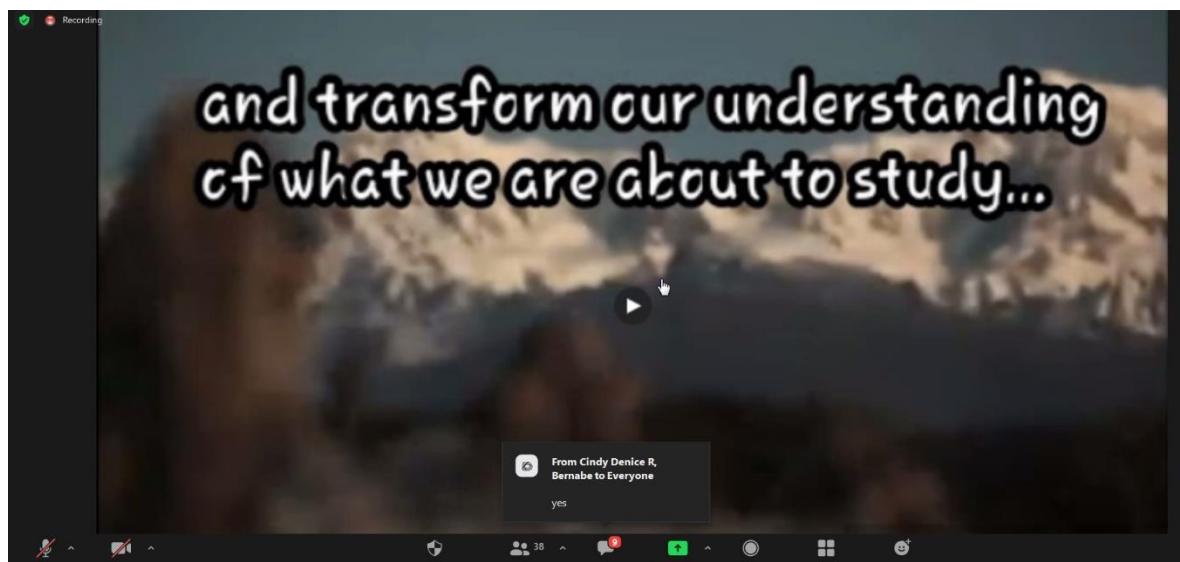
(June 14, 2021)



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The program started at 9:00 in the morning. Technical team played an audio-visual etiquette to remind the participants.



Opening Prayer



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**1**

MS Powerpoint Presentation  
From Basic to Advanced

RECAP ACTIVITY

**2**

Are you ready?  
Let's Start!

**3**

To make your animation start as you click your mouse, you should choose..

A Start with Previous.  
B Start on Click.  
C Start after Previous.

**4**

The animation pane allows us to..

Animation Pane

A See the animations we used and to change the timing of the animation.  
B View the presentation.  
C Select shapes to use.

**5**

These are the ..

Layout Lines Animations

**6**

The Animation painter allows us to..

Animation Painter

A Copy the animation effects of one object to another object.  
B Remove Background.  
C Add new animation.

**7**

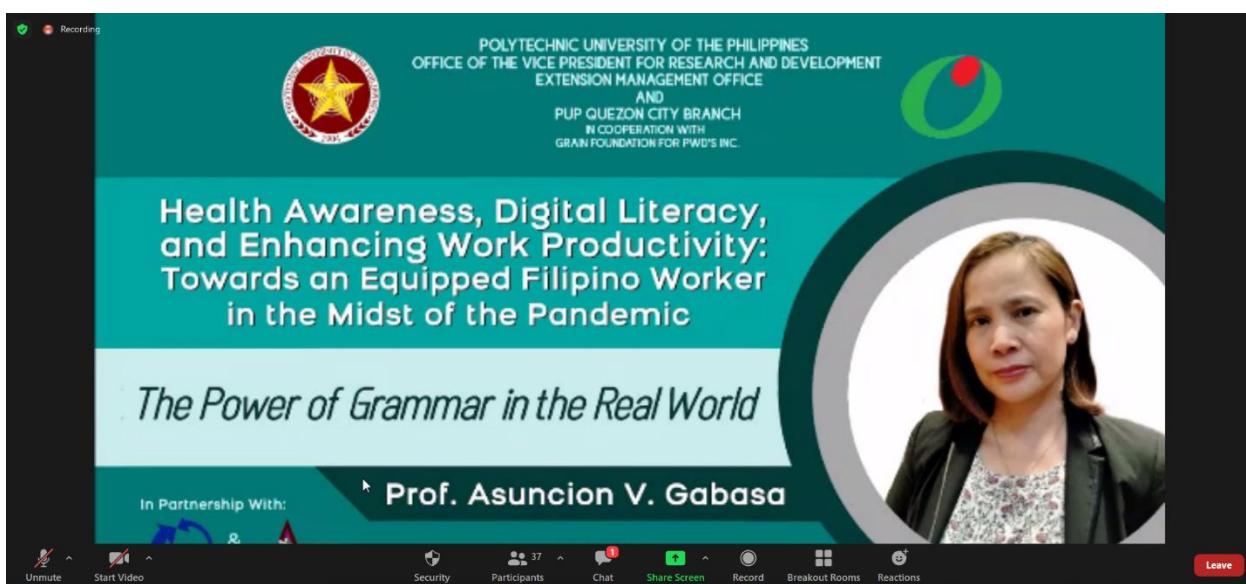
This button is a ..

Layout Rotate Button Group Button

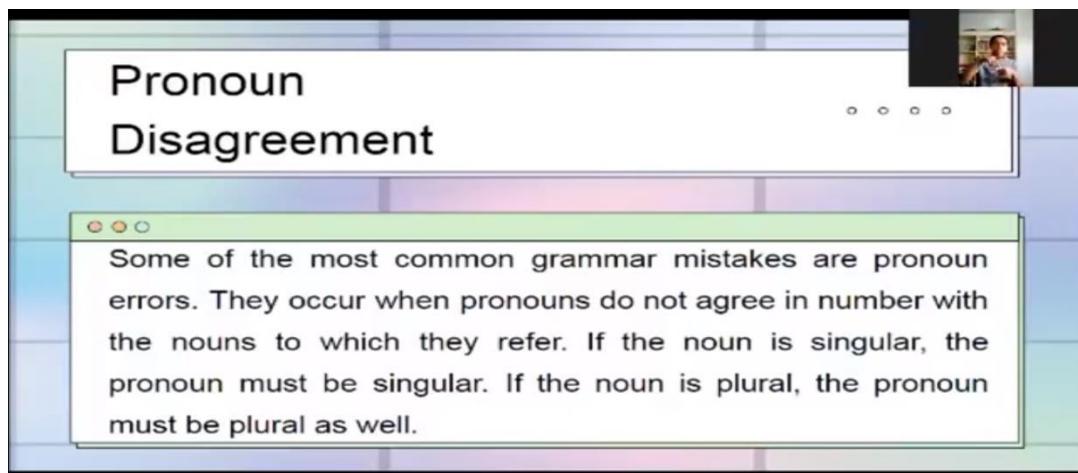
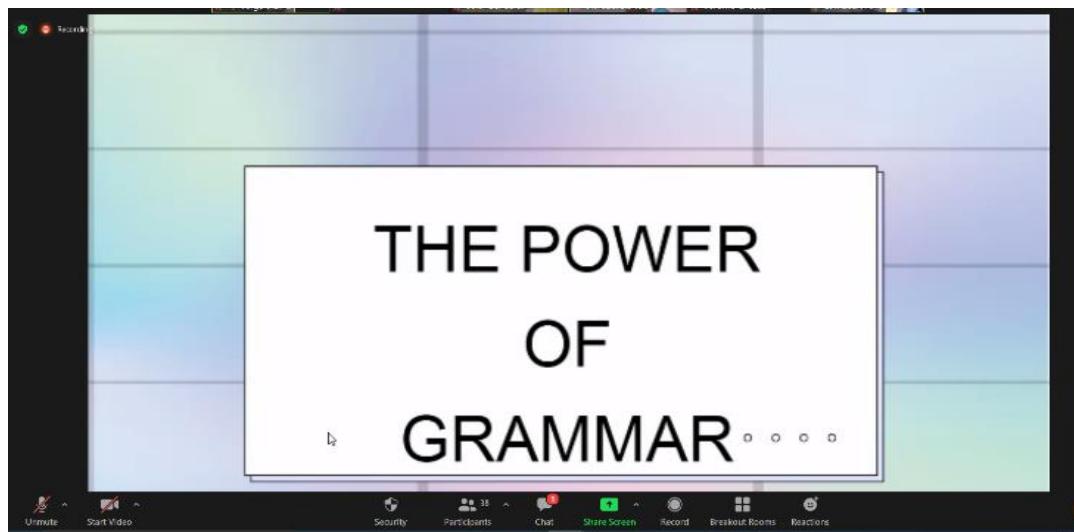
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Prof. Asuncion V. Gabasa is a professor of PUP Quezon City Branch, a graduate of PUP with the degree of Master of Arts in Language teaching. She has been connected in the institution for 16 years.





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Mixing Up Possessives and Plurals

People often get confused when adding an “s” to the end of a word. When do you need an apostrophe? In general, you use an apostrophe before an “s” to show possession or as a contraction, like “that’s” for “that is.” If you’re just trying to say something is plural, you don’t need the apostrophe. Like most rules in the English language, this has some variation.

Comparisons That Are Incomplete

When you use a word that has a comparative aspect, you need to compare it to something else. These common grammatical errors may appear in advertisements or market slogans, but it does not work well in papers or other writing. If the word requires a comparison, you should always provide it.

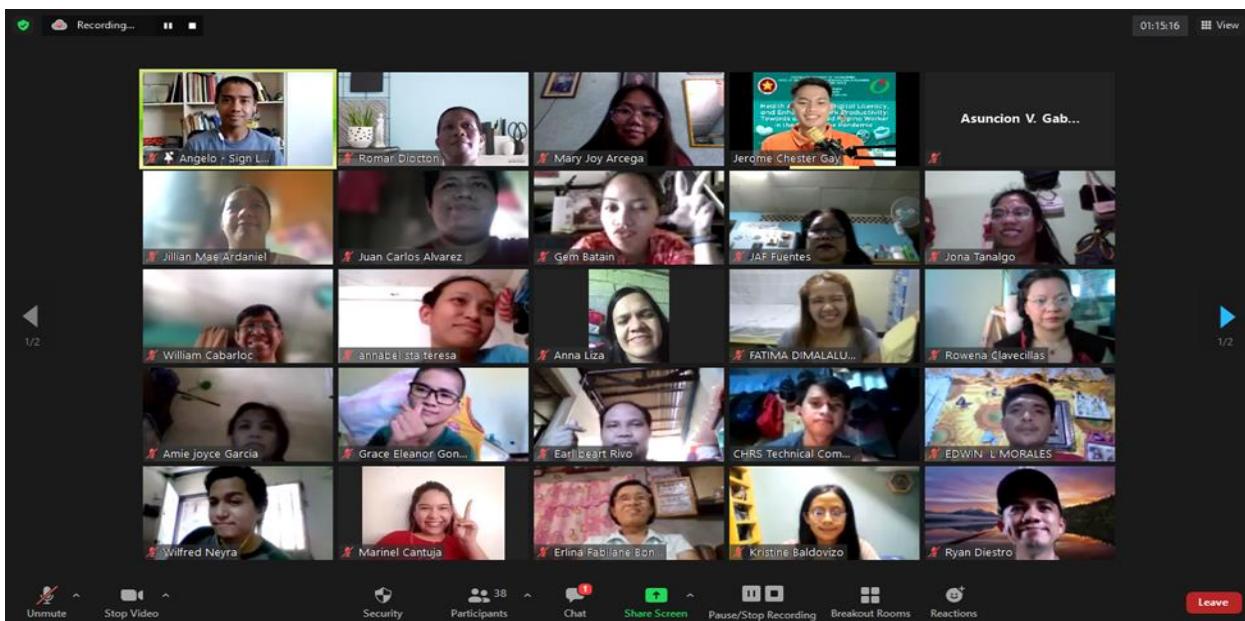
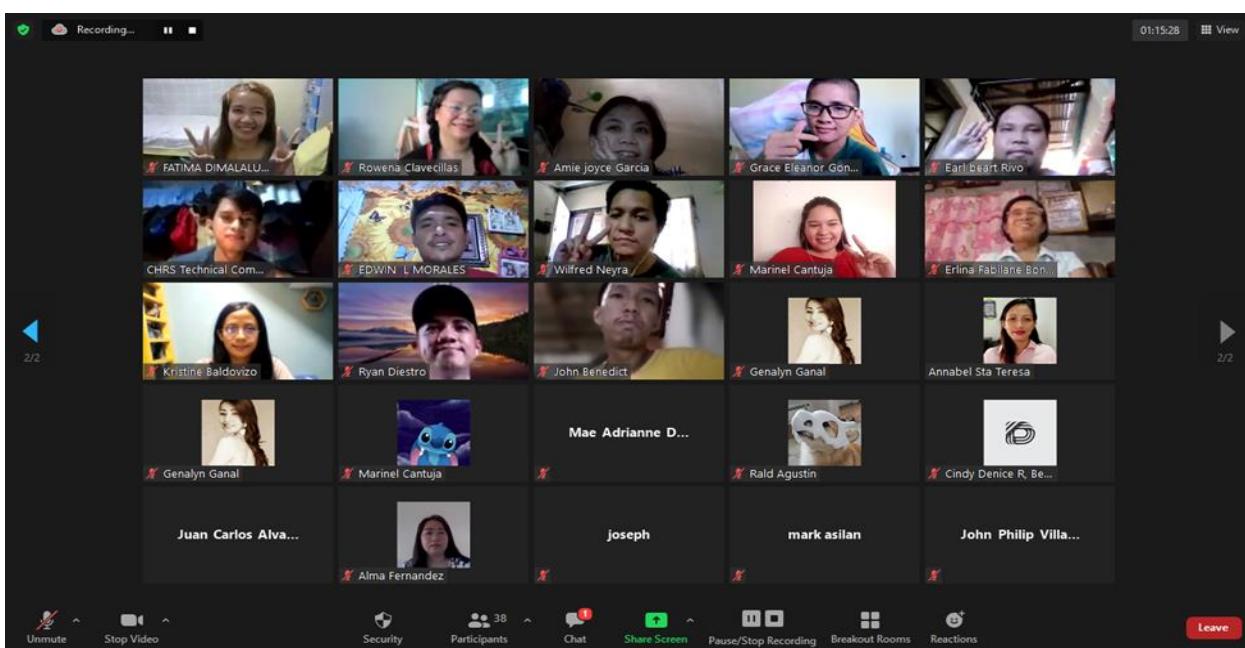
Title Capitalization Problems

Knowing when to capitalize the words in a title can be very confusing. In general, you should capitalize the first and last words, all nouns and pronouns, all verbs, and all adjectives and adverbs. However, there are specific title capitalization rules depending on the style you are using.

Prof. Gabasa tackled the “The Power of Grammar in the Real World”. Whereas she shared the proper way of using of noun, pronoun, adverb and adjectives, the subject word agreement, the proper way of capitalizing the words and sentences. Also, she added to her discussion the correct usage of the mixed words.



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The speaker ended her discussion about The Power of Grammar in the Real World and the emcee takes his lead to ask every participant if they have a question in their mind. The speaker answered few questions and the emcee asked everyone to open their camera for a group picture.



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# **Time Management in the Context of the New Normal**

(June 15, 2021)



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## THE POWER OF GRAMMAR

RECAP ACTIVITY →



01

## GAME MECHANICS

- Correct the mistake in the sentence.
- Choose the letter of the correct answer.
- Type the letter of your answer on the chat box
- Have FUN!

06-16-21.mp4  
12:42 / 1:39.05

**1. The wedding was beautiful, we celebrated for several hours.**

A. The wedding was beautiful, and we celebrated for several hours.  


B. The wedding, was beautiful and we celebrated for several hours.  


C. The wedding was beautiful and we, celebrated for several hours  
→  
08

**2. The other team was not very good my brother's team won the ball game.**

A. The other team, was not very good so my brothers team won the ball game.  


B. The other team was not very good so mg brother's team, won the ball game.  


C. The other team was not very good, so my brother's team won the ball game.  
→  
11

**3. I study in the library every tuesday afternoon.**

A. I study in the library every Tuesday afternoon.  


B. I study in the Library every tuesday afternoon.  


C. I study in the Library every Tuesday Afternoon.  
→  
05

**4. My classmate is from Sweden.**

A. My Classmate is from Sweden.  


B. My classmate is from sweden.  


C. My classmate is from Sweden.  
→  
14

A short recap has been made with regards to the recent topic. The topics mentioned during the recap were about the Power of Grammar. This was followed by a quick activity recap regarding the recent topic. Most of the participant answered through the chat box.



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The screenshot shows a Zoom video conference interface. At the top, the Polytechnic University of the Philippines logo and the text "POLYTECHNIC UNIVERSITY OF THE PHILIPPINES OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT EXTENSION MANAGEMENT OFFICE AND PUP QUEZON CITY BRANCH IN COOPERATION WITH GRAIN FOUNDATION FOR PWD'S INC." are displayed. The main title of the seminar is "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". Below the title, the subtitle "Time Management in the Context of the New Normal" is shown, along with the name "Prof. Karl Christian Abalos". The date "June 16, 2021" is also visible. On the right side of the screen, there is a circular profile picture of Prof. Karl Christian Abalos. The bottom of the screen shows the standard Zoom control buttons for Unmute, Start Video, Security, Participants (35), Chat (76), Share Screen, Record, Breakout Rooms, and Reactions. A red "End" button is located in the bottom right corner.

Prof. Karl Christian D. Abalos is currently a Senior Economic Development Specialist at the National Economic Development Authority (NEDA) – the premier government agency for socioeconomic planning. He is also currently a faculty at the Polytechnic University of the Philippines. He has 7 years of experience in capacity, project, resource and operations development. He has a degree of AB Philosophy and is currently taking his Masters Degree on Women and Development at the University of the Philippines.

The screenshot shows a presentation slide titled "time managemEnt exPectxne" in large, bold, black and blue letters. Below the title, it says "Mx. KC Abalos | 16 June 2021 PUPQC Extension Services". The slide is displayed in a Zoom video call window, with the standard Zoom controls at the bottom.

Prof. Abalos imparted his knowledge to the participants by sharing on how the individual will manage his time during this pandemic. He also shares that individual should be spending his time wisely because of this time, we should know what our priority is.

The screenshot shows a presentation slide titled "Objectives" in large, bold, black letters. Below it, the subtitle "Foundational versus a practical discussion" is shown in smaller blue text. A numbered list of four objectives follows:

1. Assess ability to manage time
2. Identify causes of wasted time
3. Rationalize the "managing" aspect of time
4. Describe the conditions in managing expectations

The slide is displayed in a Zoom video call window, with the standard Zoom controls at the bottom.



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DIRECTIONS: For each question, choose the number that best describes you then add your total.

Questions	Never	Seldom	Sometimes	Often	Always
How often do you plan in an effort to keep life from running out of control?	1	2	3	4	5
Do you put daily plans on paper?	1	2	3	4	5
Do you allow flexibility in your plans?	1	2	3	4	5
How often do you accomplish all you plan for a given day?	1	2	3	4	5
How often do you plan time for what matters most to you?	1	2	3	4	5
How often is your daily plan destroyed by urgent interruptions?	5	4	3	2	1

## Time management self-assessment Interpretation

- **6-10: Terrible Planner.** Consider using new tools and processes to help you plan effectively.
- **11-15: Below average planner.** Has a planning system, but is ineffective.
- **16-20: Average planner.** Planning system is working, but needs help focusing on priorities, dealing with urgent interruptions or writing your daily plan.
- **21-25: Above-average planner.** Planning system is working well - sustain it.
- **26-30: Excellent planner - or candidate for burnout?** Mastered planning and should experience the serenity that comes from taking charge of your life. But make sure you're in control of your planning rather than letting it control you.

Prof. Abalos prepared an activity to determine how the participants are managing their time, based on the given questionnaire and score basis, it will show if they are taking their time wisely.



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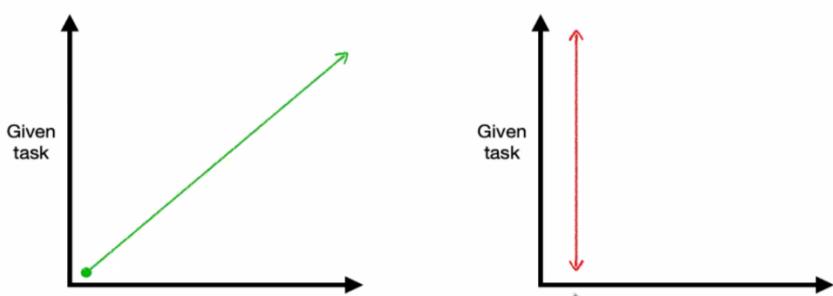
Recording

16June21\_PPT on Time Management GRAIN FDTXN\_KDA (page 5 of 15) — Edited

AaI

## Expectations versus reality

The MORE task, the LESS time we have



Given task

Time

Given task

Time

Participants 33 Chat Share Screen Record Reactions Leave

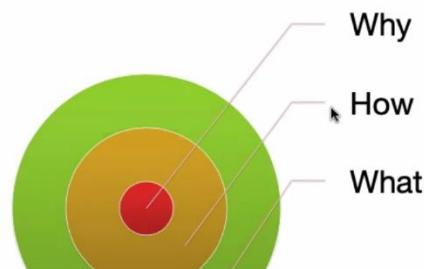
Recording

16June21\_PPT on Time Management GRAIN FDTXN\_KDA (page 6 of 15) — Edited

AaI

## We're focused on WHAT instead of WHY

Awareness of the WHY is the core to understanding



Why

How

What

Simon Sinek

Participants 33 Chat Share Screen Record Reactions Leave

Zoom Meeting

You are viewing NEDA Karl Christian Abalos' screen

View Options

Recording

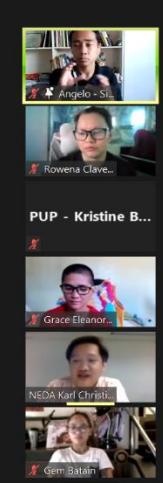
16June21\_PPT on Time Management GRAIN FDTXN\_KDA (page 7 of 15) — Edited

AaI

## Time “wasters”

Which of the following have you experienced?

- Procrastination and conscious delaying
- Intermittent interruptions
- Lack of delegation
- Meetings without a purpose
- Not saying “No”
- Implementation without analyzing
- Unrealistic time expectations
- Micro-management
- Lacking priorities and goals
- Mismatched capacity with the task
- Poor leadership



Participants 33 Chat Share Screen Record Reactions Leave

Type here to search

Unmute Start Video

9:41 AM 16/06/2021

After the activity, Prof. Abalos shared his knowledge to the participants regarding the Time Management.



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Zoom Meeting Recording View

181540

1/2 1/2

Unmute Stop Video Security Participants Chat Share Screen Record Breakout Rooms Reactions Leave

Type here to search 10:38 AM 16/06/2021

Zoom Meeting Recording View

Juan Carlos Alvarez entered the waiting room Admit View

2/2 2/2

Grace Eleanor Gonzales Earl beart Rivo Gem Batain JAF Fuentes John Benedict

Amie joyce Garcia William Cabarloc Jillian Mae Ardaniel Annabel Sta Teresa Cindy Denice Bernabe

Rowena Clavecillas Roman Diocion Wilfred John Neyra Jona Tanalgo Anna Liza

Erlina Fabilane... Genalyn Ganal CHRS Technical Com... Ryan Diestro Alma Fernandez

FATIMA DIMALALUAN PUP - Kim John Defies... Kristine joseph ken asilan

Unmute Stop Video Security Participants Chat Share Screen Record Breakout Rooms Reactions Leave

Type here to search 10:38 AM 16/06/2021

Photo Opportunity with the Speaker and Participants



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# **Strengthening Personality and Character amid the Crisis**

(June 17, 2021)



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PRESENT ON JUNE 17 - PowerPoint (Not Responding)

PUP QC June 17, 2021

## OUR VIRTUAL ETIQUETTE

ALWAYS KEEP YOUR MIC OFF.

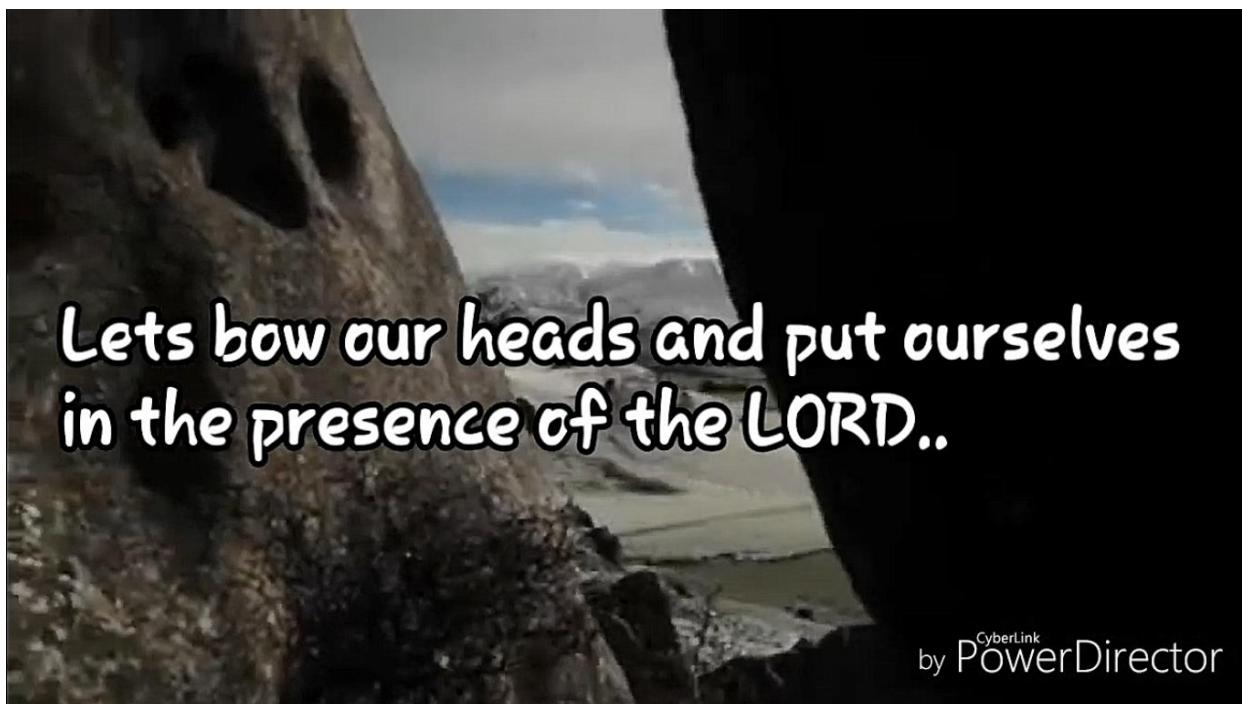
INTERACT WITH US THROUGH THE CHAT BOX.

To make our virtual classroom a healthy and productive environment, let's keep these in mind.

**Classroom Reminders**  
We need to remember and follow these simple rules during class.

**Online Etiquette**  
We need to practice proper behavior and good manners in our online classroom.

The program started at 9 in the morning by reminding the participants the online etiquette.



Followed by the opening prayer



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PUP QC

June 17, 2021

## Time Management Expectations

Recap Activity

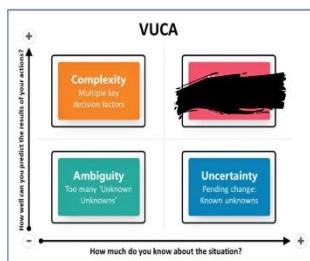


## Game Mechanics

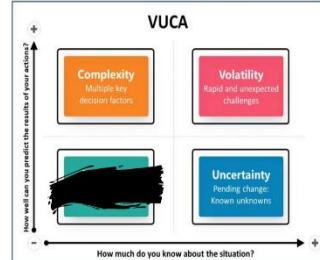
- Correct the mistake in the sentence.
- Choose the right answer.
- Type the right answer in the chat box.
- Have FUN!

ARE YOU READY GUYS?  
LET'S START!

2. \_\_ is a rapid and unexpected challenges



1. \_\_ Too many "Unknown Unknowns"



3. \_\_ Consider using new tools and processes to help you plan effectively.



4. \_\_ Mastered planning and should experience the serenity that comes from taking charge of your life. But make sure you're in control of your planning rather than letting it control you.

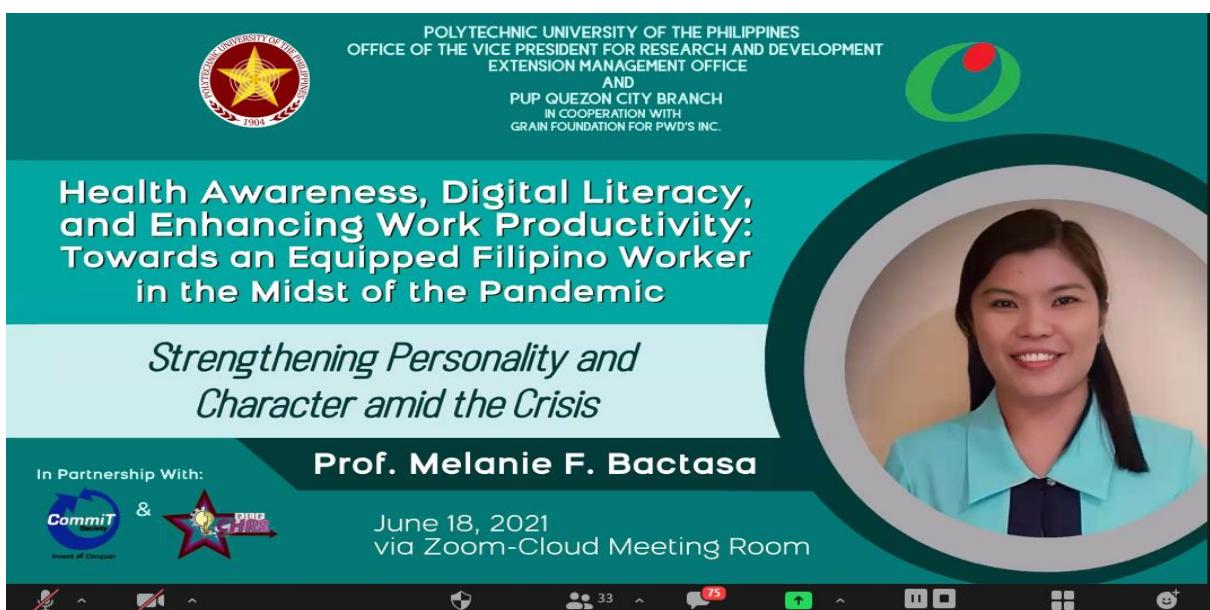
5. \_\_ Planning system is working but needs help focusing.



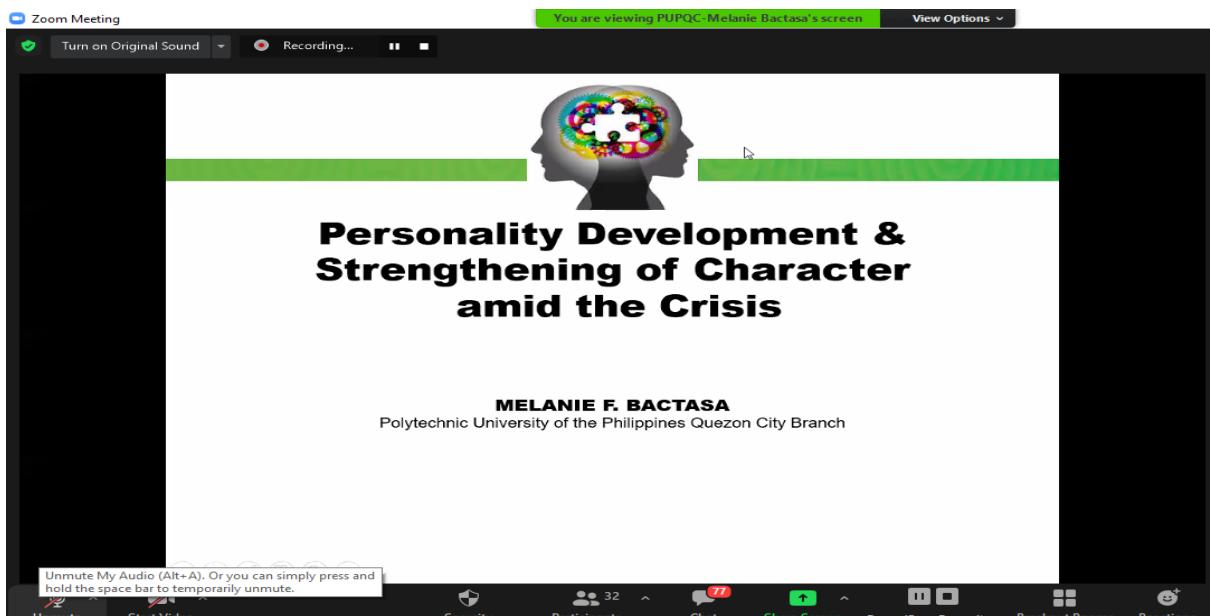
A short recap has been made with regards to the recent topic. The topics mentioned during the recap were about the Time Management in the Context of New Normal. This was followed by a quick activity recap regarding the recent topic. Most of the participant answered through the chat box.



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Prof. Melanie Bactasa is a Guidance Counselor of PUP QC and she is a full time faculty of the university.



Prof. Bactasa tackled the topic of Strengthening Personality and Character amid the Crisis, whereas she discussed the different types of personality and how will you identify your personality, the characteristics of personality, determinants of personality, optimal and well-being personality, inner personality and Prof. Bactasa teach us on how to love ourselves despitess of having differences and flaws.



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The image consists of four vertically stacked screenshots from a video conferencing platform, likely Zoom, showing different self-reflective activities. Each screenshot includes a green header bar with the activity title and a central image or text, followed by a standard video conference control bar at the bottom.

- SELF-REFLECTIVE ACTIVITY 1:** A green header bar with the title. Below it is a black box containing the text "If you are a song for today, what is your song title?". Underneath is another black box with the quote "Music is the soundtrack of your life." attributed to Dick Clark.
- SELF-REFLECTIVE ACTIVITY 2:** A green header bar with the title. Below it is a photograph of a torn piece of paper with the text "Tell Me About Yourself" written on it.
- SELF-REFLECTIVE ACTIVITY 3:** A green header bar with the title. Below it is a composite image: on the left, a dark purple square with the text "how well do you know yourself"; on the right, a silhouette of a head containing a tree, with a magnifying glass over the tree labeled "INNER SELF".
- SELF-REFLECTIVE ACTIVITY 4:** A green header bar with the title. Below it is a list of questions with checkmarks:
  - ✓ Who are you?
  - ✓ What are you good at?
  - ✓ What are your weaknesses, fears, innermost strengths and desire?
  - ✓ Your purpose in life?Three speech bubbles are shown: one orange bubble says "Who am I?", a blue bubble says "How can I best project myself?", and a yellow bubble says "What are my strong and weak areas?".

Prof. Melanie Bactasa prepared an activity for the personality development. It aims to know how well do you know yourself.



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## Personality

- (Latin word persona- public masks)
- Pattern of **relatively permanent traits** and **unique characteristics** that give both **consistency and individuality** to the person's behavior (Feist, 2013)
- Personality is the **dynamic organization within the individual** of those psychophysical systems that **determine his unique adjustments to his environment** (Allport, G)

## CHARACTERISTICS OF PERSONALITY

Personality is organized and consistent. We tend to express certain aspects of our personality in **different situations** and our responses are generally stable.

Influenced by the environment. For example, while your personality might lead you to be shy in social situations, an emergency might lead you to take on a more outspoken and take-charge approach.

Personality causes behavior to happen. You react to the people and objects in your environment based on your personality. From your personal preferences to your choice of a career, every aspect of your life is affected by your personality.

## DETERMINANTS OF PERSONALITY

The diagram illustrates the five determinants of personality as numbered arrows pointing towards a central point:

- 1 BIOLOGICAL FACTORS
- 2 CULTURAL FACTORS
- 3 FAMILY FACTORS
- 4 SOCIAL FACTORS
- 5 SITUATIONAL FACTORS

## OPTIMAL WELL BEING & PERSONALITY

The diagram shows a central circle labeled "Person" surrounded by four interconnected circles: Physical, Emotional, Cognitive, and Spiritual.

## Inner Personality

**Internal perspective:** Processes within an individual that explain why he or she behaves in characteristic ways.

The diagram shows a Venn diagram with three overlapping circles: Thoughts, Feelings, and Actions. To the right is a large circle divided into sections:

- Things OUTSIDE My Control
- I CAN Control
- Other People's Actions
- Other People's Words
- Other People's Play
- Other People's Behavior
- Other People's Mistakes
- Other People's Feelings
- Other People's Ideas
- My Words + My Actions
- My Ideas + My Play
- My Efforts + My Mistakes
- My Behavior

## Look at this glass...Is it half empty or half full?

The diagram shows a glass partially filled with water. Two speech bubbles appear:

- Half Empty
- Half Full

#Perspective  
A perspective can change the way we look at life.  
It can be a turning point. It can be a triggering point.



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The image displays four separate Zoom meeting screens arranged in a 2x2 grid, each showing a different slide from a presentation.

- Top Left:** A flowchart titled "Individual Differences in the Workplace". It shows "Individual Differences" (Personality, Ability and Skills, Attitudes) leading to "Work Behavior" (Productivity, Creativity, Performance). "Perception" also influences "Ability and Skills".
- Top Right:** A slide titled "Embrace your Uniqueness & Respect Individual Differences" featuring a green silhouette of a person holding a flower. A box on the right defines "self-love" as "an appreciation of one's own worth or virtue" and "proper regard for and attention to one's own happiness or well-being". It also states that self-love is the ability to extend kindness and compassion to yourself. A quote from Maharaj & April (2013) is included: "Self-love is the sense of wholeness born from knowing who you truly are; the courage to accept yourself in light and shadow; the joy to be who you are; the spiritual understanding of the interconnectedness of creation to transcend yourself to love others; and the wisdom to continue to evolve through growth and development".
- Bottom Left:** A slide titled "Square Breathing Exercises (Box Breathing)". It shows a diagram of a square with arrows indicating the breathing cycle: "breathe in for 4 seconds", "hold for 4 seconds", "breathe out for 4 seconds", and "hold for 4 seconds". An illustration of hands is shown at each stage.
- Bottom Right:** A slide titled "Square Breathing Exercises (Box Breathing)" showing a forest scene with a large number "4" overlaid, indicating the hold phase of the breathing exercise. The "CONSCIOUSWORKS" logo is visible in the bottom right corner of the slide area.



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The screenshots show a series of slides from a presentation titled "THE WORKPLACE PERSONALITIES" using the OCEAN model.

- Extraversion:** A diagram showing a spectrum from Extraversion (left) to Introversion (right). Labels include: Sociable, Talkative, Energized by social interaction; Energized by being alone; Reserved, Tentative.
- Agreeableness:** A diagram showing a spectrum from High Agreeableness (left) to Low Agreeableness (right). Labels include: Gentle, Good-natured, Understanding, Forgiving; Irritable, Short-tempered, Uncooperative, Antagonistic.
- Neuroticism:** A slide showing two women looking stressed or angry, illustrating the trait.
- To sum up---OCEAN IN THE WORKPLACE:** A diagram mapping personality traits to OCEAN dimensions:
  - O (Openness): Practical, conventional, prefers routine → Curious, wide range of interests, independent
  - C (Conscientiousness): Impulsive, careless, disorganized → Hardworking, dependable, organized
  - E (Extraversion): Quiet, reserved, withdrawn → Outgoing, warm, seeks adventure
  - A (Agreeableness): Critical, uncooperative, suspicious → Helpful, trusting, empathetic
  - N (Neuroticism): Calm, even-tempered, secure → Anxious, unhappy, prone to negative emotions
- Sources of Negative Emotions:** A list of 10 sources including toxic situations, negative perceptions, and management stress.
- Emotional intelligence:** A slide defining emotional intelligence and its components: Self-awareness, Self-management, Social skills, Empathy, Motivation.



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The image consists of six screenshots arranged in a 3x2 grid, showing a video conference interface with various slides and interactive elements.

- Top Left:** A slide titled "Let's start....improving Outer Personality" featuring four stylized human figures in white and orange colors jumping or cheering.
- Top Right:** A slide titled "Outer Personality" defining "External perspective" as how the individual is perceived by others. It includes a cartoon illustration of two people talking, one labeled "SIX" and the other "NINE", with a quote: "Just because you are right, does not mean I am wrong. You just haven't seen life from my side."
- Middle Left:** A slide titled "What can you see in the picture?" showing a drawing of a tree with many branches and a thick trunk.
- Middle Right:** A slide titled "Personality Development" illustrating the relationship between Values, Attitudes, and Behaviour. It shows three boxes: "Values" (Freedom, Responsibility, Honesty), "Attitudes" (Time, Work, Cultural change), and a central box where they interact.
- Bottom Left:** A slide titled "Identify your character strengths" featuring a collage of illustrations related to virtues like Humanity, Wisdom, Courage, Transcendence, Temperance, and Justice.
- Bottom Right:** A slide titled "Identify your character strengths" asking "What are your top strengths?" and displaying a grid of 24 icons representing various character strengths such as Creativity, Curiosity, Judgment, Perspective, Bravery, Perseverance, Zest, Honesty, Social Intelligence, Kindness, Love, Leadership, Fairness, Teamwork, Forgiveness, Love of Learning, Gratitude, Spirituality, Self-regulation, Humility, Appreciation of Beauty, Prudence, Hope, and Humor.



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**CHARACTER GIFT GIVING**

Introduce a colleague , friend , ...

"My friend's name is ..... and she brings the gift of sensitivity."  
"My friend's name is ..... and he brings the gift of patience."  
"My colleague's name is ..... and she brings the gift of a sense of humour."  
"My co-worker's name is ..... and he brings the gift of sincerity."  
"My officemate's name is ..... and she brings the gift of wisdom  
"My colleague's name is ..... and he brings the gift of passion."

**SELF-DEVELOPMENT**

**Have a growth mindset**

**GROWTH MINDSET**  
Is Freedom  
Preserves in the face of failures  
Effect is required to build new skills  
Find inspiration in others success  
Embrace challenges  
Accept setbacks  
Desire for more  
Build abilities

**FIXED MINDSET**  
Is Limiting  
Avoid challenges  
Give up easily  
Threatened by others success  
Desire for little success  
Effect is fruitless  
Ignore feedback  
Fixed abilities

**SELF-DEVELOPMENT**

**Live a flourishing life**

**P E R M A**

Positive Emotion  
Engagement  
Positive Relationships  
Meaning  
Accomplishment/Achievement

**WORK - LIFE BALANCE**

Family, Career, Health, Money, Vocation

Workplace, Friends, Business

**GRATITUDE JOURNAL- A NOTE TO SELF**

When was the last time you said...

"How are you self?"  
"Thank you self"  
"I love you self"  
"I'm sorry self"

**LOVE.**



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A screenshot of a video conference interface showing a grid of 33 participant thumbnails. The participants are arranged in a 6x5 grid (with the last column having only 3 thumbnails). Each thumbnail includes a small profile picture and a name label below it. The interface has a dark theme with various control buttons at the bottom.

Mute Stop Video Security Participants Chat Share Screen Pause/Stop Recording Breakout Rooms Reactions Leave

A screenshot of a video conference interface showing a grid of 33 participant thumbnails. The participants are arranged in a 6x5 grid (with the last column having only 3 thumbnails). Each thumbnail includes a small profile picture and a name label below it. The interface has a dark theme with various control buttons at the bottom.

Mute Stop Video Security Participants Chat Share Screen Pause/Stop Recording Breakout Rooms Reactions Leave



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# **Strengthening Personality and Character amid the Crisis**

(June 18, 2021)



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A screenshot of a video conferencing interface. The main screen displays a presentation slide with the title "Rules and Reminders For Online Classes" in large blue text. To the right of the title is a cartoon illustration of a girl with orange hair, smiling and making an "OKAY" hand gesture. The video conferencing controls at the bottom include "Unmute", "Start Video", "Participants" (showing 31), "Chat", "Share Screen", "Record", "Breakout Rooms", "Reactions", and a "Leave" button. A status bar at the top indicates "Recording" and "You are viewing Mae Adrienne Dalmacio's screen". The timestamp is 01:20:02.

A screenshot of a video conferencing interface. The main screen shows a slide with a quote in white text: "Let's bow our heads and put ourselves in the presence of the LORD." The background of the slide is a photograph of a person's head and shoulders against a landscape with mountains and water. On the right side, there is a vertical column of six small video thumbnails of participants, each with their name below it: Gelo - Sig., EDWIN L.M., Mary Joy Arc., Anna Liza, Mars Pamisa, and Earl Beatti Rico. The video conferencing controls at the bottom are identical to the first screenshot. A watermark "CyberLink PowerDirector" is visible in the bottom right corner of the slide. A status bar at the top indicates "Recording" and "You are viewing Mae Adrienne Dalmacio's screen". The timestamp is 01:31:57.



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Personality Development  
and Strengthening of  
Character amid the Crisis  
Recap Activity

ARE YOU READY GUYS?  
LET'S START!

1. It is the warm, likeable, gentle,  
cooperative characteristic.

A. Extraversion  
B. Agreeableness  
C. Conscientiousness  
D. Emotional Stability.

2. It is the Relaxed, free from anxiety,  
depression, negative emotionality.

A. Extraversion  
B. Agreeableness  
C. Conscientiousness  
D. Emotional Stability.

3. It is the creative, cultured, intellectual,  
and perceptive.

A. Extraversion  
B. Agreeableness  
C. Openness to Experience  
D. Emotional Stability.

4. It is the orderly, dependable,  
industrious, disciplined.

A. Extraversion  
B. Agreeableness  
C. Conscientiousness  
D. Emotional Stability.



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5. A belief that no one can perform a specific task successfully.

A. Self-Efficacy  
B. Growth Mindset  
C. Growth Mindset  
D. Fixed Mindset

Thank you for participating!

The past is always tense,  
the future is perfect.  
- Zadie Smith

Recording You are viewing Mae Adrienne Dalmacio's screen View Options 01:38:44 View

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OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT  
EXTENSION MANAGEMENT OFFICE  
AND  
PUP QUEZON CITY BRANCH  
IN COOPERATION WITH  
GRAN FOUNDATION FOR PWD'S INC.

Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic

Personal Career Development Amid the Crisis: Turning Challenges into Opportunities

Prof. Melanie F. Bactasa

In Partnership With: Commit & PING

June 19, 2021 via Zoom-Cloud Meeting Room

Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions Leave

You are viewing PUPQC-Melanie Bactasa's screen View Options 01:43:00 View

PERSONAL CAREER DEVELOPMENT AMID THE CRISIS: TURNING CHALLENGES INTO OPPORTUNITIES

MELANIE F. BACTASA  
Polytechnic University of the Philippines Quezon City Branch



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You are viewing PUPQC-Melanie Bactasa's screen View Options 01:47:24 View

Recording

Activity: Kindly chat ... YES - if it tells about you

## In love...



Unmute Start Video Security Participants 32 Chat Share Screen Record Breakout Rooms Reactions Leave

Gelo - Sig... John Benedict Mary Joy Arc... Mars Pamisa PUPQC-Melanie... mark asilan

You are viewing PUPQC-Melanie Bactasa's screen View Options 01:45:11 View

Recording

Activity: Kindly chat ... YES - if it tells about you

## Talent in dancing or singing



Unmute Start Video Security Participants 33 Chat Share Screen Record Breakout Rooms Reactions Leave

Gelo - Sig... John Benedict Mary Joy Arc... Mars Pamisa PUPQC-Melanie... mark asilan

You are viewing PUPQC-Melanie Bactasa's screen View Options 01:43:32 View

Recording

Activity: Kindly chat ... YES - if it tells about you

## Slept well last night



Unmute Start Video Security Participants 32 Chat Share Screen Record Breakout Rooms Reactions Leave

Gelo - Sig... Anna Liza Mary Joy Arc... Mars Pamisa PUPQC-Melanie... mark asilan



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Activity: Kindly chat ... YES - if it tells about you

### Happily married



Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions

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Activity: Kindly chat ... YES - if it tells about you

### Lives outside Commonwealth, QC



Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions

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Activity: Kindly chat ... YES - if it tells about you

### 5 to 10 years now in Grain Foundation



Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions

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Activity: Kindly chat ... YES - if it tells about you

### Willing to learn for today's webinar



Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions

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Activity 2: I am grateful...

### Today, I am grateful/thankful/blessed because...



Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions

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### Career & Career Development

**Career-** (Oxford English Dictionary)  
A person's course or **progress through life**.  
It also pertains to his occupational or profession that usually involves special training or formal education and is considered to be a **person's lifework**.

**Career development**  
An ongoing process of gaining knowledge and improving skills that will help an individual to establish a career plan.

Career development is an ongoing and formalized effort that focuses on developing enriched and more capable employees.



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## What's the difference???

work	job	career
we use it for more general comments about the activities that you do; we cannot use it in the plural	we use it for a particular employment role or position (lawyer, accountant or teacher)	we use it to refer to the progress and actions you have taken throughout your working years
I go to work by bus. I finish work at 5 pm. I have too much work to do.	I've got a few jobs to finish before Friday. Peter started his new job last week.	He began his career in design in 2016. He was devoted to his career.

Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions

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## CHARACTERISTICS OF CAREER DEVELOPMENT

- ❑ It is an **ongoing process**,
- ❑ It **develops and shares transferability of skills and competencies**,
- ❑ It **aligns individual goals with organizational goals** for increased satisfaction of employees,
- ❑ It helps individual **to develops skills and competencies** required to fulfil present and future leadership roles within an organization ,
- ❑ It **strengthen professional work culture in the organization**.

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## Why Career Development ?

- ❑ Never plan for the future.
- ❑ Follow the crowd
- ❑ Choose by influence of others.
- ❑ Accept the parent's verdict(decision) by force
- ❑ Get tempted by current trends
- ❑ Jump into any career
- ❑ Lack motivation
- ❑ Fail to "discover their lives"

Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions

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## Why Plan for our Career?

- ❑ We are unique. (e.g. Fingerprint)
- ❑ We are born only once.
- ❑ We spend almost 40 years on our work.
- ❑ A total over 80,000 hours , we work.
- ❑ Now ask yourself: How you will spend these 80,000 hours before you die???????

Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions

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## Career Panning

is a deliberate process of knowing WHO you are so that you can be sure of WHERE you want to go or WHAT you want to be at some defined point in the future.

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## Steps in Career Planning

1. Self-Assessment
2. Explore Work/Career Options
3. Narrow Down List of Work/Career Options
4. Decide or Choose the Best Option
5. Set a Career Goal



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The image consists of six screenshots from a Microsoft Teams video conference. Each screenshot shows a different slide related to career development:

- Career Decision Making Process:** A circular diagram with five steps: Discovering Yourself (pink arrow), Exploring Options (yellow arrow), Making a Decision (orange arrow), Taking Action (blue arrow), and Evaluating the Decision (green arrow).
- Discovering Yourself:** A list of questions:
  - ✓ What are my interests? Values? Skills?
  - ✓ Personality preferences? Strengths?
  - ✓ What are three careers that interest me?
  - ✓ What are three college majors that I want to explore?
- Self-assessment:** Text: "Knowing and understanding of self better to know if you are in the right job/career or you want to go to another job." A list of self-assessment items:
  - ✓ Attitude
  - ✓ Interests
  - ✓ Personality
  - ✓ Needs
  - ✓ Values
  - ✓ SkillsA diagram of the RIASEC model (Realistic, Investigative, Social, Enterprising, Artistic, Conventional) represented as a hexagon.
- Self -assessment:** Three bullet points:
  - ❑ Individuals and job traits can be matched
  - ❑ Those close matches are positively correlate with job success and satisfaction.
  - ❑ People tend to choose a career that is reflects their personality. Because people tend to be attracted to certain jobs, the environment then reflects the personality of the person.
- Life Career Rainbow by Donald Super:** A circular diagram showing life roles across different ages and stages of life. Stages include Exploration, Establishment, Maintenance, Decline, and Crisis. Life roles include Home-maker, Spouse, Parent, Worker, Citizen, Leisure, Student, Child, and Life roles.
- Work/Career Exploration:** Text: "Matching and aligning what you want to do on one hand, and with the various opportunities, on the other." A graphic of a person looking through a magnifying glass labeled "CAREER EXPLORATION". Text: "Where to explore???" and "Look at opportunities within your organization".



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You are viewing PUPQC-Melanie Bautista's screen | View Options

## Narrow Down List of Work/Career Options

List down career options that is match with your interest, personality, needs, values and skills, on one hand and the opportunities and limitations, on the other.

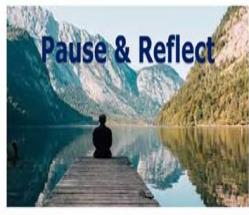


Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions

You are viewing PUPQC-Melanie Bautista's screen | View Options

## Evaluating the Decision

- ✓ Is my decision a realistic option?
- ✓ Is there anything preventing me from achieving this goal? What would it mean if I didn't have any barriers?
- ✓ Who in my support system can assist me with achieving this goal?



Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions

You are viewing PUPQC-Melanie Bautista's screen | View Options

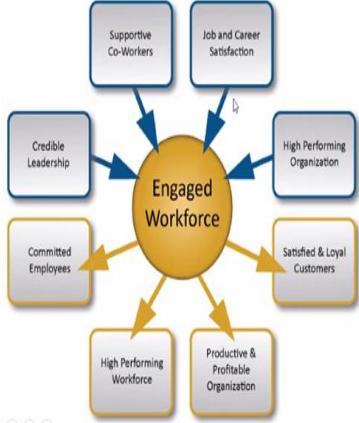
## Self-reflective Activity... Have you found your life purpose?



Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions

You are viewing PUPQC-Melanie Bautista's screen | View Options

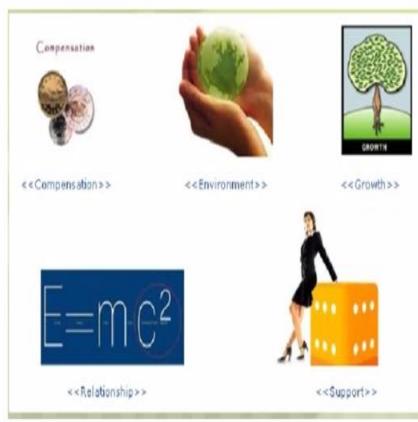
## Employee Engagement



Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions

You are viewing PUPQC-Melanie Bautista's screen | View Options

## Employee Engagement



Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions

You are viewing PUPQC-Melanie Bautista's screen | View Options

## Why employee stay



Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions



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**Teamwork**

Together Achieves TEAM Everyone More

TEAM WORK

**Tips for Better Teamwork**

- Team understands the goals and is committed to attaining them
- Communication is open, honest, and respectful
- Creativity, innovation, and different viewpoints are expected
- People are comfortable taking reasonable risk
- Members of the team make high-quality decisions together
- Find the balance

**How to get along with co-workers**

- Get to know others
- Don't try to change everything
- Be honest
- Don't gossip
- Be positive and supportive
- Show appreciation
- Share credit when deserved
- Return favours
- Ask for help/advise when needed
- Avoid battles
- Follow group standards
- Take interest in co-workers' jobs

**Self-management Skills**

These skills are related to the control you have over your life. Employers look for these skills and value employees who display them.

Examples:

- Arrive on time
- Follow instructions
- Get along with others
- Come to work every day
- Get things done
- Work hard and be self-motivated

**Customer Service Skills**

- Clear Communication
- Listening Skills
- Self-Control
- Positive attitude
- Assertiveness
- Conflict Resolution
- Empathy
- Depersonalization
- Taking Responsibility
- A sense of humor

**Thank you!**

—“—

Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do.

— Steve Jobs



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A screenshot of a video conference interface showing a grid of 33 participant thumbnails. The participants are arranged in a 6x5 grid (with the last column having only 3 thumbnails). Each thumbnail includes a small profile picture and a name label below it. The names visible include Gelo - Sign Lan..., PUPQC-Melanie Ba..., Mary Joy Arcega, Grace Eleanor Gon..., EDWIN L MORALES, Mars Pamisa, Anna Liza, Rowena Clavecillas, Amie Joyce Garcia, Earl beart Rivo, Jona Tanalgo, Brent Jitsy, JAF Fuentes, Annabel sta teresa, Jillian Mae Ardaniel, Gem Batain, Juan Carlos Alvarez, Cindy Denice R. Be..., William Cabarloc, John Benedict, Romar Diestron, Marinel Cantuja, Kristine Baldovizo, Ryan Diestro, and Genalyn Ganal. The interface includes standard video conference controls at the bottom: Mute, Stop Video, Security, Participants (33), Chat, Share Screen, Pause/Stop Recording, Breakout Rooms, Reactions, and a red Leave button.

A second screenshot of a video conference interface, similar to the first, showing a grid of 33 participant thumbnails. The participants are arranged in a 6x5 grid. The names visible include Amie joyce Garcia, Earl beart Rivo, Jona Tanalgo, Brent Jitsy, JAF Fuentes, Annabel sta teresa, Jillian Mae Ardaniel, Gem Batain, Juan Carlos Alvarez, Cindy Denice R. Be..., William Cabarloc, John Benedict, Romar Diestron, Marinel Cantuja, Kristine Baldovizo, Ryan Diestro, Genalyn Ganal, Mae Adrienne D..., John Philip Villa..., mark asilan, and joseph. The interface includes standard video conference controls at the bottom: Mute, Stop Video, Security, Participants (33), Chat, Share Screen, Pause/Stop Recording, Breakout Rooms, Reactions, and a red Leave button.



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(June 19, 2021)



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DOCUMENTATION- JUNE 19, 2021

SUBMITTED BY: SHIELA MONERA AND ROELLA SOMBELLON – BSBA-HRM CM1-1

The screenshot shows a Zoom video conference interface. At the top, it says "Recording" and "You are viewing CHRS Technical Committee (Rald...)'s screen". The timestamp is 01:03:33. On the right, there is a small video thumbnail of a participant named "Gelo - Sign Lang...". The main content area features the PUP Quezon City Branch logo and text about the seminar's purpose: "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". It also mentions "In Partnership With: Commit & Win". Below the title, it specifies "First Batch May 17, 2021 - June 19, 2021" and "Second Batch August 2, 2021 - August 28, 2021 via Zoom-Cloud Meeting Room". The bottom of the screen shows standard Zoom controls for Unmute, Start Video, Participants (49), Chat (4 messages), Share Screen, Record, Reactions, and Leave.

The screenshot shows a Zoom video conference interface. At the top, it says "Recording" and "You are viewing CHRS Technical Committee (Rald...)'s screen". The timestamp is 01:11:13. On the right, there is a small video thumbnail of a participant named "Gelo - Sign Lang...". The main content area features large white text on a teal background reading "PRAYER, NATIONAL ANTHEM, AND PUP HYMN". The bottom of the screen shows standard Zoom controls for Unmute, Start Video, Participants (49), Chat (4 messages), Share Screen, Record, Reactions, and Leave.



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A screenshot of a video conference interface. At the top, it says "Recording" and "You are viewing CHRS Technical Committee (Rald...)'s screen". There are "View Options" and a timestamp "01:11:32". On the right, there is a small video window showing a man speaking. The main content area displays a large white text slide with the following message:

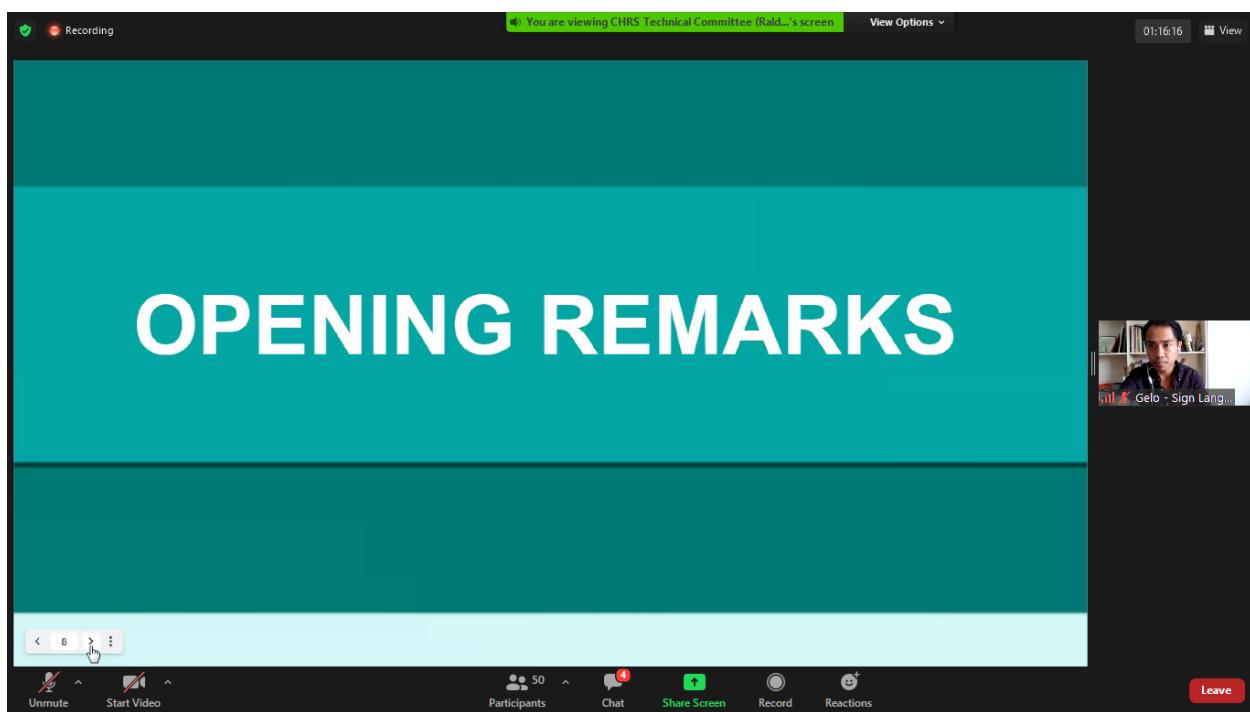
You let us experience  
again, the marvel  
of a new day

The interface includes standard video controls at the bottom: Unmute, Start Video, Participants (49), Chat (4 messages), Share Screen, Record, Reactions, and Leave.

A screenshot of a video conference interface. At the top, it says "Recording" and "You are viewing CHRS Technical Committee (Rald...)'s screen". There are "View Options" and a timestamp "01:14:42". On the right, there is a small video window showing a man speaking. The main content area shows a group of students in uniform standing in two rows, reciting the Pledge of Allegiance with their hands over their hearts. The interface includes standard video controls at the bottom: Unmute, Start Video, Participants (50), Chat (0 messages), Share Screen, Record, Reactions, and Leave.



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A screenshot of a video conference interface. At the top, it says "Recording" and "You are viewing CHRS Technical Committee (Rald...)'s screen". There are "View Options" and a timestamp "01:16:25". On the right, there's a small video thumbnail of a participant named "Gelo - Sign Lang...". The main video frame shows a man in a suit, identified as "Prof. Zandro T. Estella, DIRECTOR, EXTENSION MANAGEMENT OFFICE". The background of the video frame is a green and yellow graphic with the university's name. The bottom of the screen has control buttons for Unmute, Start Video, Participants (50), Chat (4 messages), Share Screen, Record, Reactions, and Leave.

A screenshot of a video conference interface. At the top, it says "Recording" and "You are viewing CHRS Technical Committee (Rald...)'s screen". There are "View Options" and a timestamp "01:19:31". On the right, there's a small video thumbnail of a participant named "Gelo - Sign Lang...". The main video frame displays a presentation slide with a teal background and white text that reads "SUMMARY OF THE EXTENSION PROJECT". The bottom of the screen has control buttons for Unmute, Start Video, Participants (53), Chat (5 messages), Share Screen, Record, Reactions, and Leave.



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You are viewing CHRS Technical Committee (Rald...)'s screen View Options 01:19:50 View

Recording

Prof. Demelyn E. Monzon  
PROJECT LEADER  
MASTER OF CEREMONY

Part 1 of Seminar-Training Hosted by  
Prof. Demelyn Monzon

Unmute Start Video Participants Chat Share Screen Record Reactions Leave

You are viewing CHRS Technical Committee (Rald...)'s screen View Options 01:20:21 View

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AND  
PUP QUEZON CITY BRANCH  
IN COOPERATION WITH  
GRAN FOUNDATION FOR PWD'S INC.

Health Awareness, Digital Literacy,  
and Enhancing Work Productivity:  
Towards an Equipped Filipino Worker  
in the Midst of the Pandemic

Mental Health in this  
Time of Pandemic

Prof. Melanie F. Bactasa

In Partnership With:

May 17, 2021  
via Zoom-Cloud Meeting Room

Unmute Start Video Participants Chat Share Screen Record Reactions Leave



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You are viewing CHRS Technical Committee (Rald...)'s screen View Options 01:24:11 View

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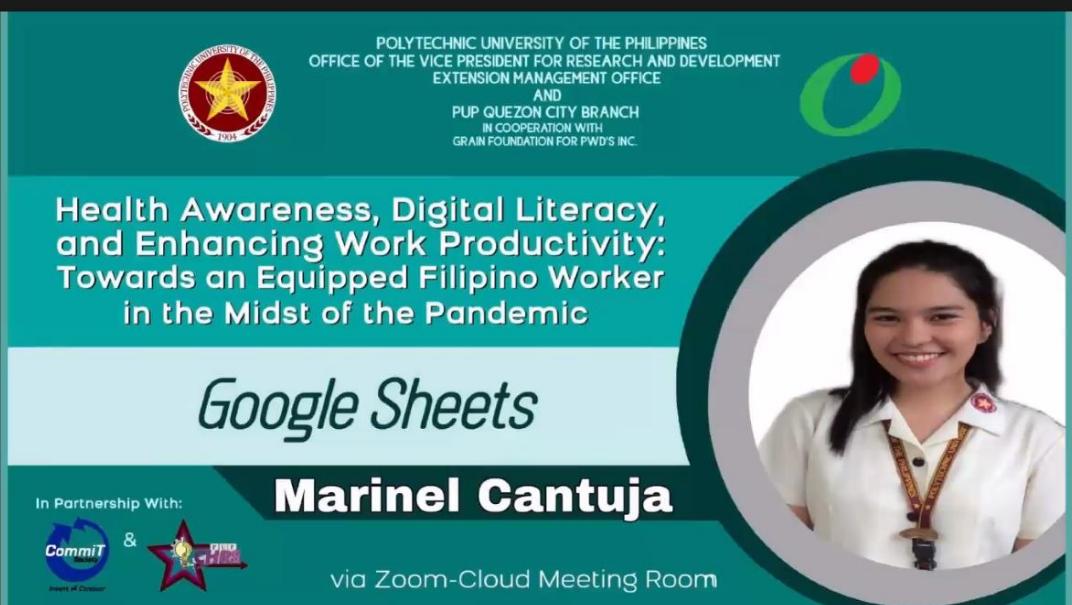
**Health Awareness, Digital Literacy,  
and Enhancing Work Productivity:  
Towards an Equipped Filipino Worker  
in the Midst of the Pandemic**

*Google Sheets*

In Partnership With: **Marinel Cantuja**

via Zoom-Cloud Meeting Room

Unmute Start Video Participants Chat Share Screen Record Reactions Leave



You are viewing CHRS Technical Committee (Rald...)'s screen View Options 01:23:00 View

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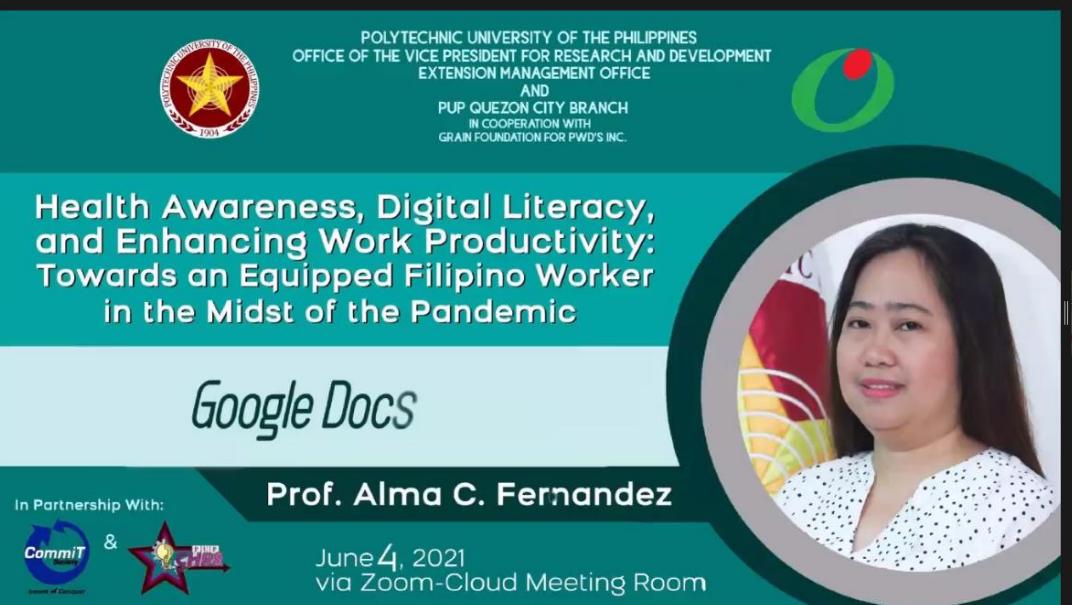
**Health Awareness, Digital Literacy,  
and Enhancing Work Productivity:  
Towards an Equipped Filipino Worker  
in the Midst of the Pandemic**

*Google Docs*

In Partnership With: **Prof. Alma C. Fernandez**

June 4, 2021 via Zoom-Cloud Meeting Room

Unmute Start Video Participants Chat Share Screen Record Reactions Leave





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The image shows a Zoom meeting interface. At the top, it says "Recording" and "You are viewing CHRS Technical Committee (Rald...)'s screen". The time is 01:22:37. On the right, there's a small video thumbnail of a participant named "Gelo - Sign Lang...". The main content area features the PUP Quezon City Branch logo and text about the event: "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". Below this, it says "Google Drive" and "Prof. Aries Brylle J. Ventura". It also mentions "In Partnership With: Commit & PWD". The date is June 7, 2021, via Zoom-Cloud Meeting Room. The bottom of the screen shows standard Zoom controls for Unmute, Start Video, Participants (54), Chat (5 messages), Share Screen, Record, Reactions, and Leave.

The image shows a Zoom meeting interface. At the top, it says "Recording" and "You are viewing CHRS Technical Committee (Rald...)'s screen". The time is 01:24:42. On the right, there's a small video thumbnail of a participant named "Gelo - Sign Lang...". The main content area features the PUP Quezon City Branch logo and text about the event: "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". Below this, it says "MS PowerPoint from Basic to Advanced" and "Ralph Lawrence Tarlac". It also mentions "In Partnership With: Commit & PWD". The date is via Zoom-Cloud Meeting Room. The bottom of the screen shows standard Zoom controls for Unmute, Start Video, Participants (53), Chat (5 messages), Share Screen, Record, Reactions, and Leave.



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You are viewing CHRS Technical Committee (Rald...)'s screen View Options 01:21:41 View

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**Health Awareness, Digital Literacy,  
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Towards an Equipped Filipino Worker  
in the Midst of the Pandemic**

**MSEExcel from Basic to Advanced**

In Partnership With: **CommiT** & **PUP**

May 24 – 26, 2021  
via Zoom-Cloud Meeting Room

Participants 54 Chat Share Screen Record Reactions Leave

Unmute Start Video



You are viewing CHRS Technical Committee (Rald...)'s screen View Options 01:20:48 View

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EXTENSION MANAGEMENT OFFICE  
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PUP QUEZON CITY BRANCH  
IN COOPERATION WITH  
GRAN FOUNDATION FOR PWD'S INC.

**Health Awareness, Digital Literacy,  
and Enhancing Work Productivity:  
Towards an Equipped Filipino Worker  
in the Midst of the Pandemic**

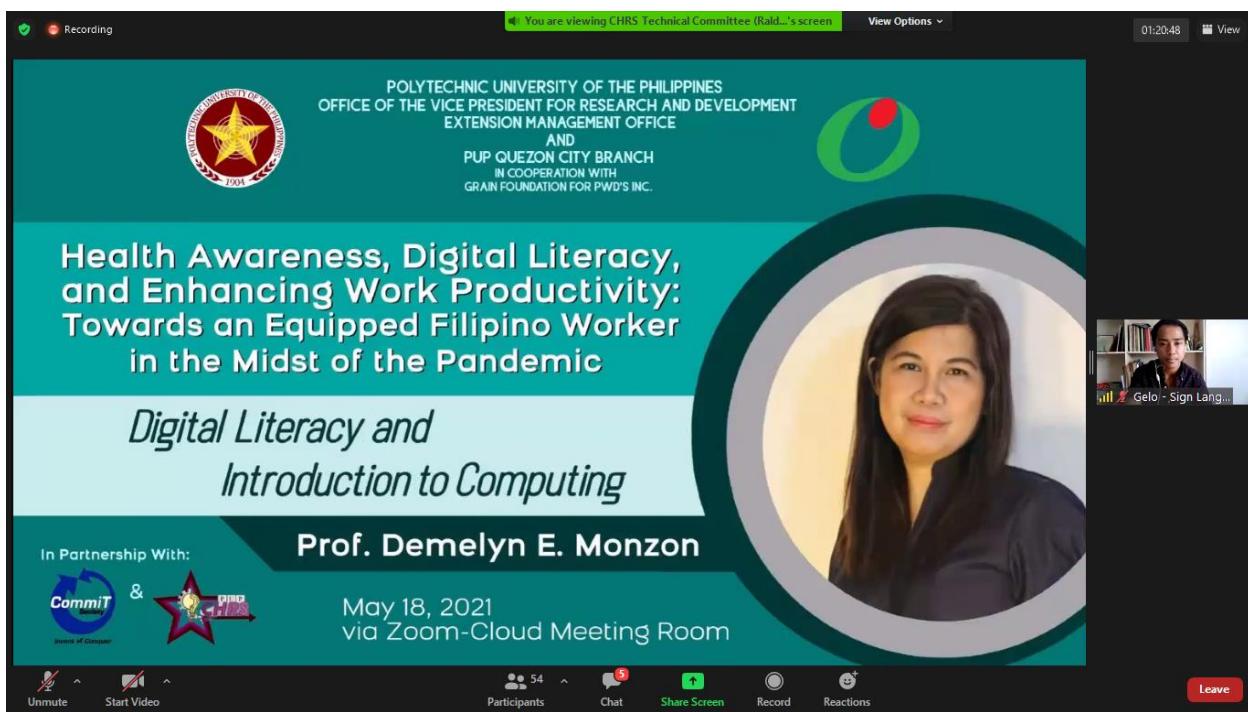
**Digital Literacy and  
Introduction to Computing**

In Partnership With: **CommiT** & **PUP**

May 18, 2021  
via Zoom-Cloud Meeting Room

Participants 54 Chat Share Screen Record Reactions Leave

Unmute Start Video





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You are viewing CHRS Technical Committee (Rald...)'s screen View Options 01:20:21 View

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GRAIN FOUNDATION FOR PWD'S INC.

**Health Awareness, Digital Literacy,  
and Enhancing Work Productivity:  
Towards an Equipped Filipino Worker  
in the Midst of the Pandemic**

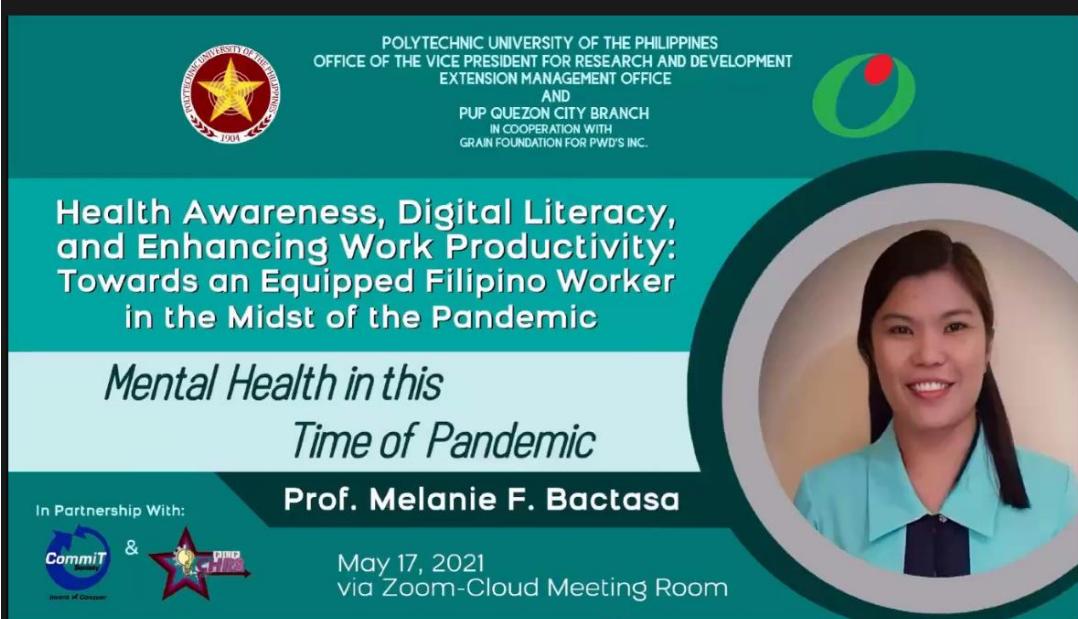
*Mental Health in this  
Time of Pandemic*

In Partnership With:

CommiT & PWD

May 17, 2021  
via Zoom-Cloud Meeting Room

Participants Chat Share Screen Record Reactions Leave



You are viewing CHRS Technical Committee (Rald...)'s screen View Options 01:26:27 View

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EXTENSION MANAGEMENT OFFICE  
AND  
PUP QUEZON CITY BRANCH IN COOPERATION  
WITH GRAIN FOUNDATION FOR PWD'S INC

**Certificate of Recognition**  
is being awarded to

**DR. MELISSA PUNO-SARAPUDDIN**

In grateful appreciation for her exemplary performance as  
**SPEAKER** in the webinar/training series entitled:

**"Health Awareness, Digital Literacy, and Enhancing Work  
Productivity: Towards an Equipped Filipino Worker in the  
Midst of the Pandemic"**

with the topic  
**"Covid-19: Kayang Labanan, Kayang Tuldukan?"**

held on May 17, 2021 via Zoom.  
Given this 19th day of June, 2021.

PROF. EDGARDO S.  
DELMO  
Director, PUP Quezon City Branch

PROF. ZANDRO T.  
ESTELLA  
Director, Extension Management Office

Participants Chat Share Screen Record Reactions Leave





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Recording 01:28:48

**Certificate of Recognition**  
is being awarded to  
**ALMA C. FERNANDEZ**

In grateful appreciation for her exemplary performance as **SPEAKER** in the webinar/training series entitled:  
**"Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic"**  
with the topic  
**"Google Docs"**

held on June 4, 2021 via Zoom.  
Given this 19th day of June, 2021.

PROF. EDGARDO S. DELMO  
Director, PUP Quezon City Branch

PROF. ZANDRO T. ESTELLA  
Director, Extension Management Office



Recording 01:28:27

**Certificate of Recognition**  
is being awarded to  
**ARIES BRYLLE J. VENTURA**

In grateful appreciation for his exemplary performance as **SPEAKER** in the webinar/training series entitled:  
**"Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic"**  
with the topic  
**"Media and Information Literacy"**

held on June 3, 2021 via Zoom.  
Given this 19th day of June, 2021.

PROF. EDGARDO S. DELMO  
Director, PUP Quezon City Branch

PROF. ZANDRO T. ESTELLA  
Director, Extension Management Office





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You are viewing CHRS Technical Committee (Raid...)'s screen View Options ▾ 01:27:26 View

The screenshot shows a Zoom video call interface. On the left, a large window displays a certificate titled "Certificate of Recognition" awarded to "MELANIE F. BACTASA". The certificate is from the "POLYTECHNIC UNIVERSITY OF THE PHILIPPINES OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT EXTENSION MANAGEMENT OFFICE AND PUP QUEZON CITY BRANCH IN COOPERATION WITH GRAIN FOUNDATION FOR PWD'S INC". It mentions her performance as a speaker on May 17, 2021, via Zoom, regarding "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". Two signatories are listed at the bottom: "PROF. EDGARDO S. DELMO" and "PROF. ZANDRO T. ESTELLA". On the right, a large video frame shows a woman with long dark hair, wearing a light blue polo shirt, smiling. In the bottom right corner of the video frame, there is a smaller inset showing a man in a dark shirt. The bottom of the screen shows standard Zoom controls: Unmute, Start Video, Participants (54), Chat, Share Screen, Record, Reactions, and Leave.

Recording 01:30:05

The screenshot shows a Zoom video call interface. On the left, a large window displays a certificate titled "Certificate of Recognition" awarded to "ASUNCION V. GABASA". The certificate is from the same issuing body as the previous one. It mentions her performance as a speaker on June 14 to 15, 2021, via Zoom, regarding "Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic". Two signatories are listed at the bottom: "PROF. EDGARDO S. DELMO" and "PROF. ZANDRO T. ESTELLA". On the right, a large video frame shows a woman with long brown hair, wearing a black blazer over a patterned top, looking directly at the camera. In the bottom right corner of the video frame, there is a smaller inset showing a man in a dark shirt. The bottom of the screen shows standard Zoom controls: Unmute, Start Video, Participants (28), Chat, Share Screen, Record, Reactions, and Leave.



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Recording You are viewing CHRS Technical Committee (Rald...)'s screen View Options 01:27:57 View

**Certificate of Recognition**  
is being awarded to  
**ALMA C. FERNANDEZ**

In grateful appreciation for her exemplary performance as **SPEAKER** in the webinar/training series entitled:  
**"Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic"**  
with the topic  
**"Ms Word from Basic to Advance"**  
held on May 19 to 21, 2021 via Zoom.  
Given this 19th day of June, 2021.

PROF. EDGARDO S. DELMO  
Director, PUP Quezon City Branch

PROF. ZANDRO T. ESTELLA  
Director, Extension Management Office



Leave

Recording You are viewing CHRS Technical Committee (Rald...)'s screen View Options 01:28:15 View

**Certificate of Recognition**  
is being awarded to  
**IRYNNE P. GATCHALIAN**

In grateful appreciation for her exemplary performance as **SPEAKER** in the webinar/training series entitled:  
**"Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic"**  
with the topic  
**"MS Excel from Basic to Advance"**  
held on May 24 to 26, 2021 via Zoom.  
Given this 19th day of June, 2021.

PROF. EDGARDO S. DELMO  
Director, PUP Quezon City Branch

PROF. ZANDRO T. ESTELLA  
Director, Extension Management Office



Leave



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You are viewing CHRS Technical Committee (Rald...)'s screen View Options 01:24:11 View

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT  
EXTENSION MANAGEMENT OFFICE  
AND  
PUP QUEZON CITY BRANCH  
IN COOPERATION WITH  
GRAIN FOUNDATION FOR PWD'S INC.

Health Awareness, Digital Literacy,  
and Enhancing Work Productivity:  
Towards an Equipped Filipino Worker  
in the Midst of the Pandemic

*Google Sheets*

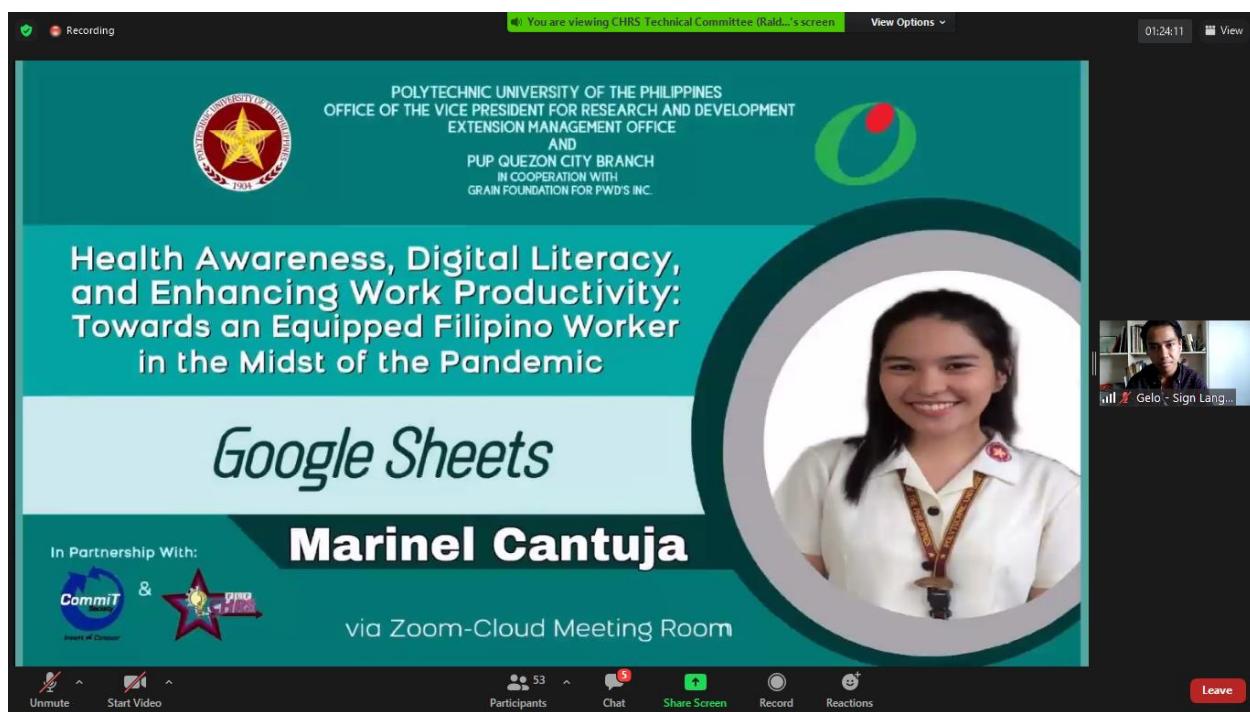
In Partnership With:

Marinel Cantuja

via Zoom-Cloud Meeting Room

Participants Chat Share Screen Record Reactions

Unmute Start Video Leave

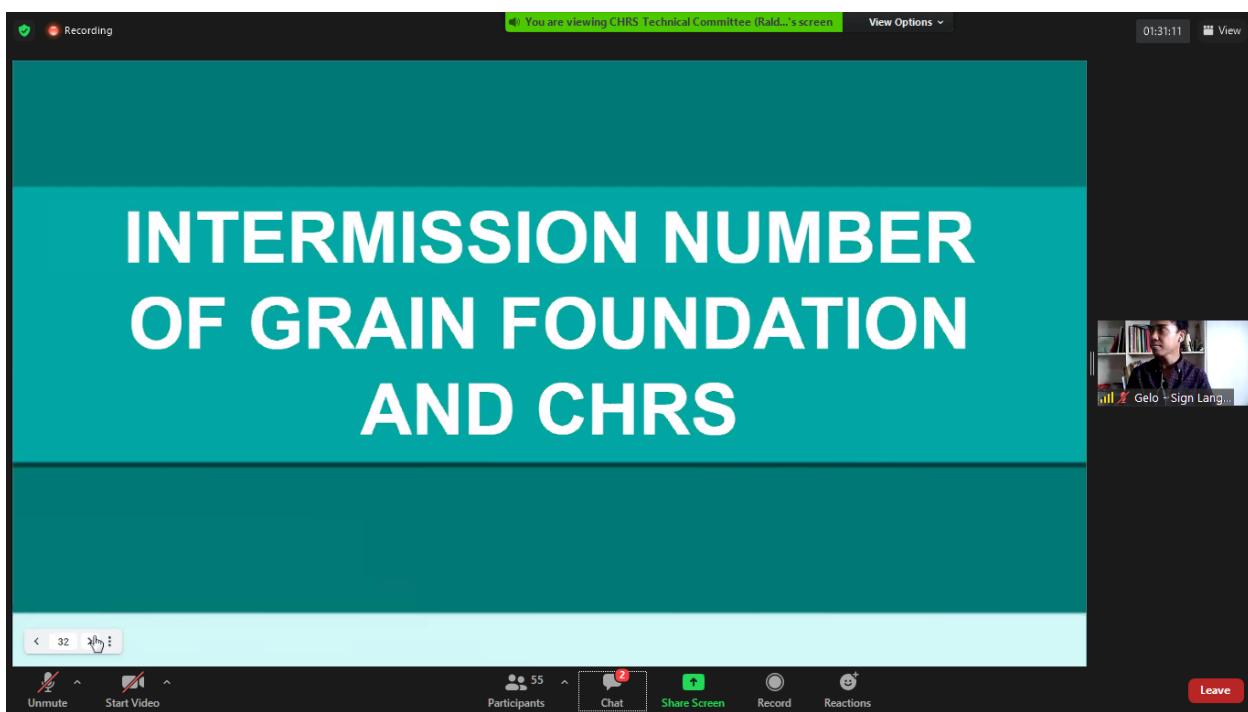


You are viewing CHRS Technical Committee (Rald...)'s screen View Options 01:31:11 View

INTERMISSION NUMBER  
OF GRAIN FOUNDATION  
AND CHRS

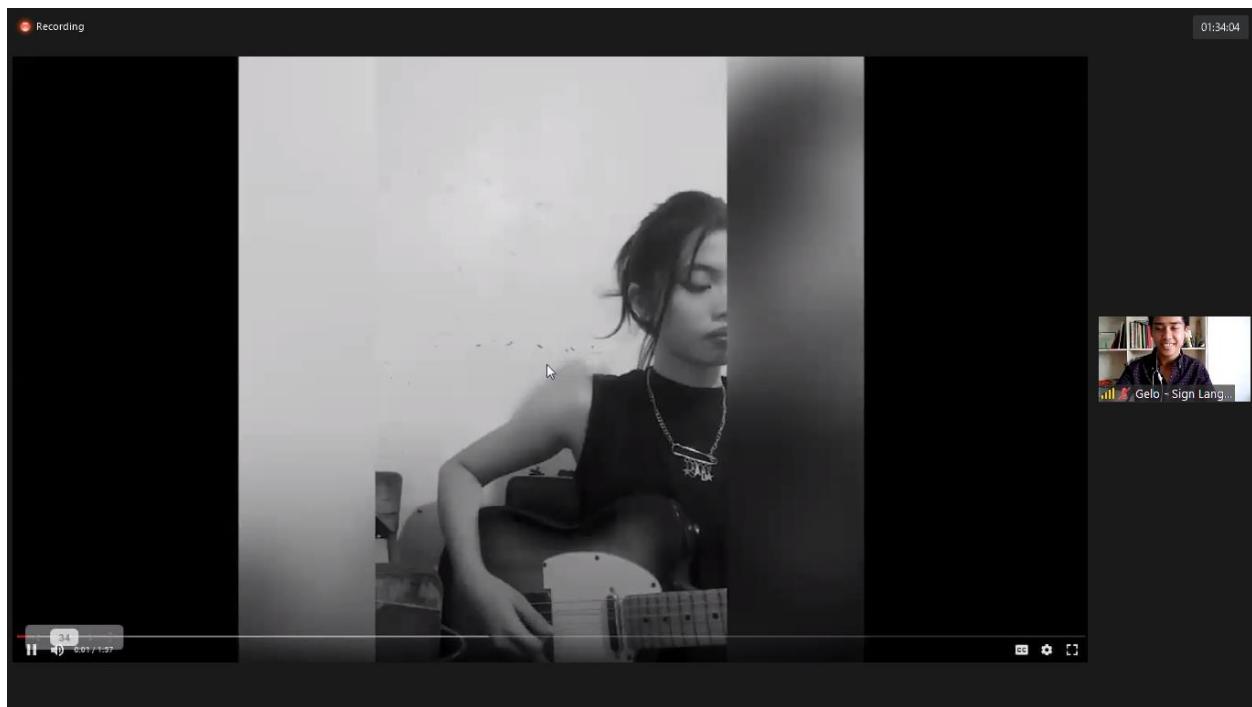
Participants Chat Share Screen Record Reactions

Unmute Start Video Leave



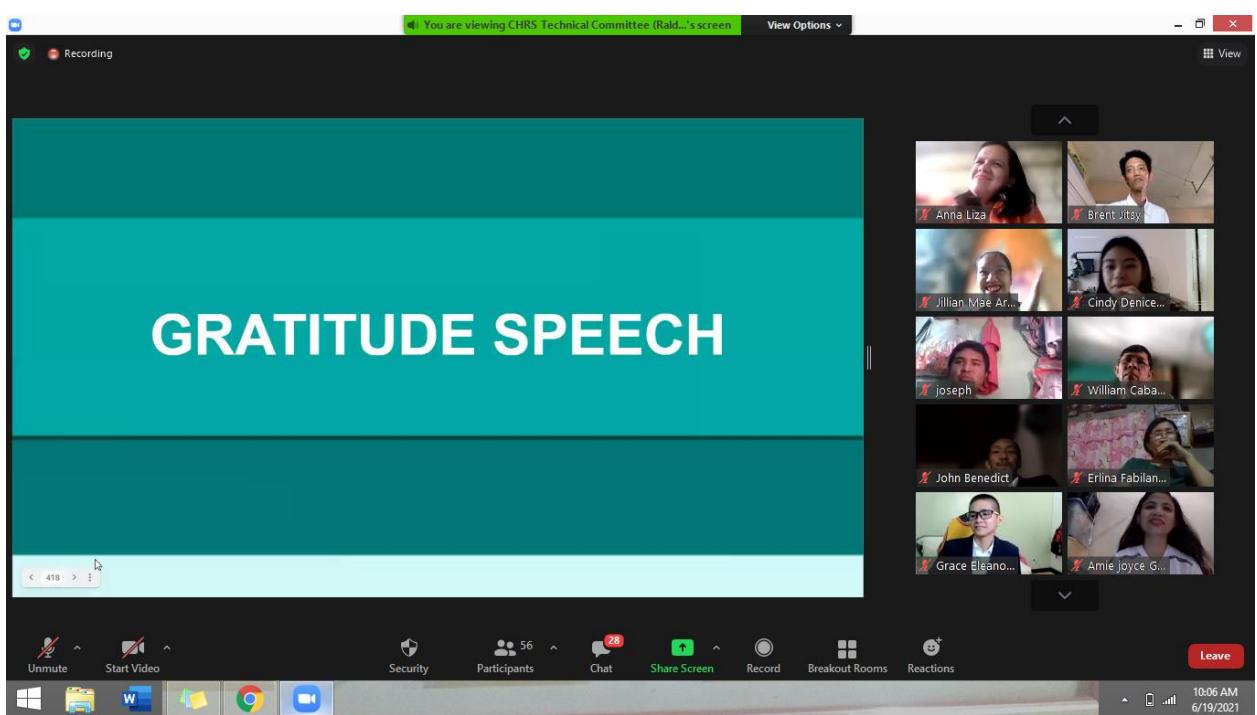
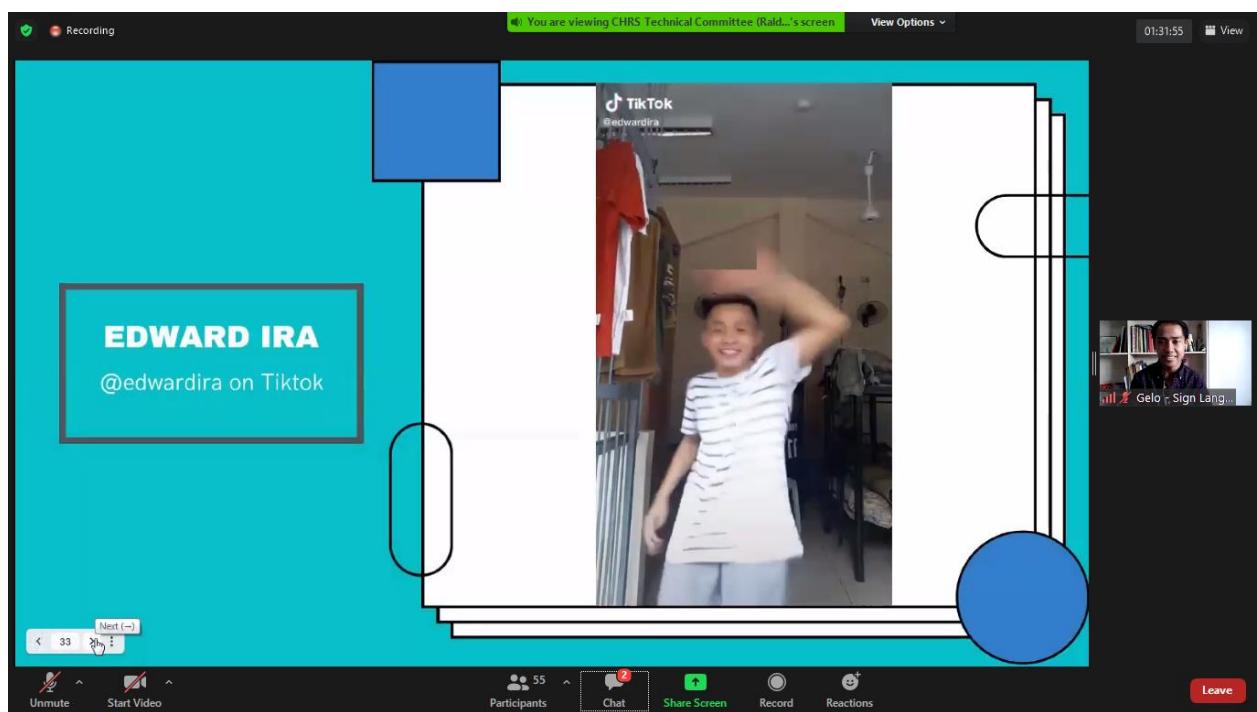


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A screenshot of a video conference interface. The main video frame shows a woman with long dark hair, identified as Prof. Alma C. Fernandez, wearing a white blazer over a blue top. She is speaking. Below her name is the text "FACULTY EXTENT". A small text box in the bottom right corner of the video frame says "From Zandro Estella - PUP to Everyone your most welcome Grain Foundation". The video conference interface includes a recording indicator, participant count (56), chat, share screen, and other controls. The date and time at the bottom right are 6/19/2021 10:06 AM.

A screenshot of a video conference interface. The main video frame displays a presentation slide with a teal background. The slide features text about "AND PUP QUEZON CITY BRANCH IN COOPERATION WITH GRAIN FOUNDATION FOR PWD'S INC." and "Health Awareness and Enhancing Productivity towards an Empowered Filipino Workforce in the Midst of Pandemic". Below the text is a circular logo with a circuit board design. The video conference interface includes a recording indicator, participant count (57), chat, share screen, and other controls. The date and time at the bottom right are 6/19/2021 10:08 AM.



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A screenshot of a video conference interface. The main screen displays a teal-colored slide with the text "AWARDING OF CERTIFICATES PARTICIPANTS" in white. To the right, a grid of participant video feeds shows 12 individuals. The bottom of the screen shows the Windows taskbar and a status bar indicating "Recording", "9:36 AM 6/19/2021", and a "Leave" button.

A screenshot of a video conference interface. The main screen displays a teal-colored slide with the title "Personal Career Development Amid the Crisis: Turning Challenges into Opportunities" and the name "Prof. Melanie F. Bactasa" along with the date "June 18, 2021". To the right, a grid of participant video feeds shows 12 individuals. The bottom of the screen shows the Windows taskbar and a status bar indicating "Recording", "9:36 AM 6/19/2021", and a "Leave" button.



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The screenshot shows a Microsoft Teams video conference. The main area displays a presentation slide with a teal background and a large white circle graphic. The title on the slide is "Strengthening Personality and Character amid the Crisis" and it is attributed to "Prof. Melanie F. Bactasa" on "June 18, 2021". The participant grid on the right shows 15 individual video feeds, each with a name label below it: Gelo - Sig., MC - Riezel, Roella Somb., josie Fuentes, Alexandra Paula..., PUP-Lyndsay..., Jillian Mae Ar..., Fatima Dimal..., Jocy Zambrona, and EDWIN L M... The Teams interface includes standard controls like Unmute, Start Video, Participants (55), Chat (26), Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The bottom taskbar shows icons for Windows, File Explorer, Word, Excel, and Google Chrome.

The screenshot shows a Microsoft Teams video conference. The main area displays a presentation slide with a teal background and a large white circle graphic. The title on the slide is "PART 4: Time Management in the Context of the New Normal" and it is attributed to "Prof. Karl Christian Abalos" on "June 16, 2021". The participant grid on the right shows 15 individual video feeds, each with a name label below it: Gelo - Sig., MC - Riezel, Roella Somb., josie Fuentes, Alexandra Paula..., Lyndsay Ann..., Jillian Mae Ar..., Fatima Dimal..., Jocy Zambrona, and EDWIN L M... The Teams interface includes standard controls like Unmute, Start Video, Participants (55), Chat (26), Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The bottom taskbar shows icons for Windows, File Explorer, Word, Excel, and Google Chrome.



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Recording

The Power of Grammar in the Real World

Prof. Asuncion V. Gabasa

June 14-15, 2021

Participants: 54

Unmute Start Video Security Chat Share Screen Record Breakout Rooms Reactions Leave

9:54 AM 6/19/2021

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Recording

PART 3: English Communication Skills

Participants: 54

Unmute Start Video Security Chat Share Screen Record Breakout Rooms Reactions Leave

9:54 AM 6/19/2021



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You are viewing CHRS Technical Committee (Rald...’s screen) View Options

Recording

Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions Leave

9:53 AM 6/19/2021

GOOGLE SITES  
ROMUALDO LAGON  
JUNE 9, 2021

Gelo - Sig... MC - Riezel  
Roella Somb... josie Fuentes  
Alexandra Paula... Lyndsay Ann...  
Jillian Mae Ar... Cindy Denice...  
Anna Liza EDWIN L M...

You are viewing CHRS Technical Committee (Rald...’s screen) View Options

Recording

Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions Leave

9:52 AM 6/19/2021

GOOGLE SHEETS  
PROF. ALMA C. FERNANDEZ  
MARINEL CANTUJA  
JUNE 8-9, 2021

Gelo - Sig... MC - Riezel  
Roella Somb... josie Fuentes  
Alexandra Paula... Lyndsay Ann...  
Jillian Mae Ar... Cindy Denice...  
Anna Liza EDWIN L M...



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A screenshot of a Microsoft Teams meeting interface. The main video feed shows a presentation slide titled "GOOGLE DOCS" with the names "PROF. ALMA C. FERNANDEZ" and "JUNE 4, 2021". To the right is a grid of participant thumbnails. The top row contains Ryan Diestro, Romar Diocton, Doris Gatan, and Alma Fernandez. The second row contains Aries Brylle Villegas and Angel Laxamana. The third row contains CHRS Technical Committee, Kristine, Marinel Cantuja, and Marinel Cantua. The bottom row contains Gelo - Sig, MC - Riezelle, Roella Somb, Josie Fuentes, Alexandra Paula, Lyndsay Ann, Jillian Mae Ar, Cindy Denice, Anna Liza, and EDWIN U. M. The Teams control bar at the bottom includes Unmute, Start Video, Security, Participants (55), Chat (23), Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The timestamp on the bottom right is 9:48 AM, 6/19/2021.

A screenshot of a Microsoft Teams meeting interface. The main video feed shows a presentation slide titled "GOOGLE SLIDES" with the names "JOHN CHRIS CAYETANO" and "JUNE 7-8, 2021". To the right is a grid of participant thumbnails. The top row contains Gelo - Sig and MC - Riezelle. The second row contains Roella Somb, Josie Fuentes, Alexandra Paula, and Lyndsay Ann. The third row contains Jillian Mae Ar, Cindy Denice, Anna Liza, and EDWIN U. M. The bottom row contains Gelo - Sig, MC - Riezelle, Roella Somb, Josie Fuentes, Alexandra Paula, Lyndsay Ann, Jillian Mae Ar, Cindy Denice, Anna Liza, and EDWIN U. M. The Teams control bar at the bottom includes Unmute, Start Video, Security, Participants (55), Chat (24), Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The timestamp on the bottom right is 9:50 AM, 6/19/2021.



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Recording

Ryan Diestro Romar Diocton

Doris Gatan Alma Fernan...

Aries Brylle V...

Angel Laxamana

CHRS Techni... Kristine

Marinel Cantuja

Marinel Cant...

MEDIA AND INFORMATION LITERACY

PROF. ARIES BRYILLE J. VENTURA JUNE 3, 2021

Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions Leave

9:47 AM 6/19/2021

This screenshot shows a Microsoft Teams video conference interface. The main window displays a presentation slide titled "MEDIA AND INFORMATION LITERACY" by "PROF. ARIES BRYILLE J. VENTURA" on "JUNE 3, 2021". The slide has a teal background with a large white circle graphic. The Teams control bar at the bottom includes icons for Unmute, Start Video, Security, Participants (showing 54), Chat (with 23 messages), Share Screen, Record, Breakout Rooms, Reactions, and Leave. The system tray at the bottom shows standard icons for Windows, file explorer, and browser, along with a battery level of 9:47 AM on 6/19/2021.

You are viewing CHRS Technical Committee (Rald...)'s screen View Options

Recording

Ryan Diestro Romar Diocton

Doris Gatan Alma Fernan...

Aries Brylle V...

Angel Laxamana

CHRS Techni... Kristine

Marinel Cantuja

Marinel Cant...

GOOGLE DRIVE

PROF. ARIES BRYILLE J. VENTURA JUNE 3, 2021

Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions Leave

9:47 AM 6/19/2021

This screenshot shows a Microsoft Teams video conference interface, similar to the one above. The main window displays a presentation slide titled "GOOGLE DRIVE" by "PROF. ARIES BRYILLE J. VENTURA" on "JUNE 3, 2021". The slide has a teal background with a large white circle graphic. The Teams control bar at the bottom includes icons for Unmute, Start Video, Security, Participants (showing 56), Chat (with 23 messages), Share Screen, Record, Breakout Rooms, Reactions, and Leave. The system tray at the bottom shows standard icons for Windows, file explorer, and browser, along with a battery level of 9:47 AM on 6/19/2021.



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A screenshot of a Microsoft Teams video conference. The main screen displays a presentation slide with a teal background and a large white circle graphic. The title on the slide is "PART 2: Media and Information Literacy and Google Apps". In the top right corner of the slide, there is a small text box stating "You are viewing CHRS Technical Committee (Rald...)'s screen". The Teams interface shows 54 participants in a grid view. The bottom of the screen shows the standard Microsoft Teams control bar with options like Unmute, Start Video, Security, Participants (54), Chat (23 notifications), Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The timestamp at the bottom right is 9:46 AM on 6/19/2021.

A screenshot of a Microsoft Teams video conference. The main screen displays a presentation slide with a teal background and a large white circle graphic. The title on the slide is "MS POWERPOINT FROM BASIC TO ADVANCED" and it includes the names "RALPH LAWRENCE TARLAC" and the date "JUNE 10,11 2021". In the top right corner of the slide, there is a small text box stating "You are viewing CHRS Technical Committee (Rald...)'s screen". The Teams interface shows 56 participants in a grid view. One participant's video feed shows a yellow hand icon. The bottom of the screen shows the standard Microsoft Teams control bar with options like Unmute, Start Video, Security, Participants (56), Chat (23 notifications), Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The timestamp at the bottom right is 9:45 AM on 6/19/2021.



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A screenshot of a Microsoft Teams video conference interface. The main screen displays a presentation slide titled "MS EXCEL FROM BASIC TO ADVANCED" by "PROF. IRYNNE P. GATCHALIAN" on "MAY 24,25,26 2021". The slide has a teal background with a large white circle graphic. On the right side of the screen, a grid of participant video feeds shows 16 individuals. The bottom of the screen shows the Teams control bar with options like Unmute, Start Video, Security, Participants (56), Chat (23), Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The system tray at the bottom indicates it's 9:44 AM on 6/19/2021.

A screenshot of a Microsoft Teams video conference interface. The main screen displays a presentation slide titled "MS WORD FROM BASIC TO ADVANCED" by "PROF. ALMA C. FERNANDEZ" on "MAY 19,20,21 2021". The slide has a teal background with a large white circle graphic. On the right side of the screen, a grid of participant video feeds shows 16 individuals. The bottom of the screen shows the Teams control bar with options like Unmute, Start Video, Security, Participants (56), Chat (23), Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The system tray at the bottom indicates it's 9:43 AM on 6/19/2021.



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A screenshot of a video conference interface. The main screen displays a presentation slide with a teal background and white text. The text reads: "COVID-19: KAYANG LABANAN, KAYANG TULDUKAN?", attributed to "DR. MELISSA PUNO-SARAPUDDIN MAY 17, 2021". To the right of the slide is a 4x3 grid of participant video feeds, showing 12 individuals. The interface includes standard video conference controls like Unmute, Start Video, Security, Participants (52), Chat (21), Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The date and time in the bottom right corner are 9:39 AM on 6/19/2021.

A screenshot of a video conference interface, similar to the one above. The main screen displays a presentation slide with a teal background and white text. The text reads: "MENTAL HEALTH IN THIS TIME OF PANDEMIC", attributed to "PROF. MELANIE F. BACTASA MAY 17, 2021". To the right of the slide is a 4x3 grid of participant video feeds, showing 12 individuals. The interface includes standard video conference controls like Unmute, Start Video, Security, Participants (55), Chat (21), Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The date and time in the bottom right corner are 9:37 AM on 6/19/2021.



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The screenshot shows a video conference interface. At the top, a message says "You are viewing CHRS Technical Committee (Rald...)'s screen". The main video feed displays a slide titled "INTERVIEW VIDEO PRESENTATION OF GRAIN PARTICIPANTS". A subtitle on the slide states: "Your default microphone has changed to Microphone (2- High Definition Audio Device) and will now be used." Below the main feed is a grid of participant thumbnails. The participants listed are: Gelo - Sig., MC - Riezel, Roella Somb..., josie Fuentes, Alexandra Pa..., PUP-Lyndsay ..., Jillian Mae Ar..., Fatima Dimal..., Jocy Zambrona, and EDWIN L M... . The interface includes standard video conference controls like Unmute, Start Video, Security, Participants (55), Chat (26), Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The date and time at the bottom right are 9:59 AM 6/19/2021.

The screenshot shows a video conference interface. The main video feed is split into two frames: one showing a man in a blue shirt and another showing a woman in a white shirt. Below this, a dark banner displays the text "Mr. Juan Carlos Alvarez" and "Trainee". To the right is a grid of participant thumbnails for the same group as the previous screenshot. The interface includes standard video conference controls like Unmute, Start Video, Security, Participants (55), Chat (26), Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The date and time at the bottom right are 9:59 AM 6/19/2021.



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A screenshot of a video conference interface. The main video frame shows a man with a mustache looking upwards. A text overlay identifies him as "Mr. Earl Beart Rivo" and "Trainee". The participant list on the right shows 11 other individuals, each with a small thumbnail and their name: Anna Liza, Brent Jitsy, Cindy Denice..., Joseph, William Caba..., John Benedict, Erlina Fabilan..., Grace Eleano..., Amie Joyce G., and Jona Tanalgo. The interface includes standard video controls like Unmute, Start Video, and a recording indicator. The bottom status bar shows the date and time as 10:03 AM, 6/19/2021.

A screenshot of a video conference interface. The main video frame shows two people: a woman on the left and a man on the right. A text overlay identifies them as "Ms. Gem Batain" and "Trainee". The participant list on the right shows 11 other individuals, each with a small thumbnail and their name: Anna Liza, Brent Jitsy, Cindy Denice..., Joseph, William Caba..., John Benedict, Erlina Fabilan..., Grace Eleano..., Amie Joyce G., and Jona Tanalgo. The interface includes standard video controls like Unmute, Start Video, and a recording indicator. The bottom status bar shows the date and time as 10:04 AM, 6/19/2021.



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A screenshot of a video conference interface. The main frame shows a woman with glasses and a floral shirt, identified as "Ms. Jaf Fuentes Trainee". The video is recorded, as indicated by the "Recording" status bar at the top. The participant list on the right shows 11 other users, each with a small thumbnail and their names: Gelo - Sig., MC - Riezel, Roella Somo..., Josie Fuentes, Alexandra Pa..., PUP-Lindsay ..., Jillian Mae Ar..., Fatima Dimal..., Jocy Zambrona, and EDWIN L M... . The interface includes standard video controls like Unmute, Start Video, and a toolbar with Security, Participants (55), Chat (27), Share Screen, Record, Breakout Rooms, and Reactions.

A screenshot of a video conference interface. The main frame displays a presentation slide with a teal background and white text that reads "SHORT MESSAGE FROM GRAIN FOUNDATION FOR PWD INC.". The video is recorded, as indicated by the "Recording" status bar at the top. The participant list on the right shows 12 other users, each with a small thumbnail and their names: GEM BATAIN, Earl Beart Rivo, Annabel sta t..., Josie Fuentes, Juan Carlos ..., Rowena Clav..., Iryne Gatch..., Edgardo Del..., Wilfred John ..., and Roman Dioc... . The interface includes standard video controls like Unmute, Start Video, and a toolbar with Security, Participants (56), Chat (47), Share Screen, Record, Breakout Rooms, and Reactions.



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A screenshot of a video conference interface. In the center, a participant named "Mr. Mark Morcen" is speaking. He is wearing a green polo shirt and a lanyard. The interface shows a grid of 16 smaller video feeds of other participants. At the bottom, there are various control buttons for the video call, including "Unmute", "Start Video", "Security", "Participants" (showing 56), "Chat" (with 47 messages), "Share Screen", "Record", "Breakout Rooms", and "Reactions". The timestamp at the bottom right is 10:16 AM, 6/19/2021.

A screenshot of a video conference interface. A large slide with a teal background and white text displays the words "CLOSING REMARKS". Below the slide, a message from "Alma Fernandez" to "Everyone" says "Thank you Chairman Kim". The video conference interface includes a grid of 16 participant video feeds. At the bottom, there are control buttons for the video call, including "Unmute", "Start Video", "Security", "Participants" (showing 56), "Chat" (with 48 messages), "Share Screen", "Record", "Breakout Rooms", and "Reactions". The timestamp at the bottom right is 10:19 AM, 6/19/2021.



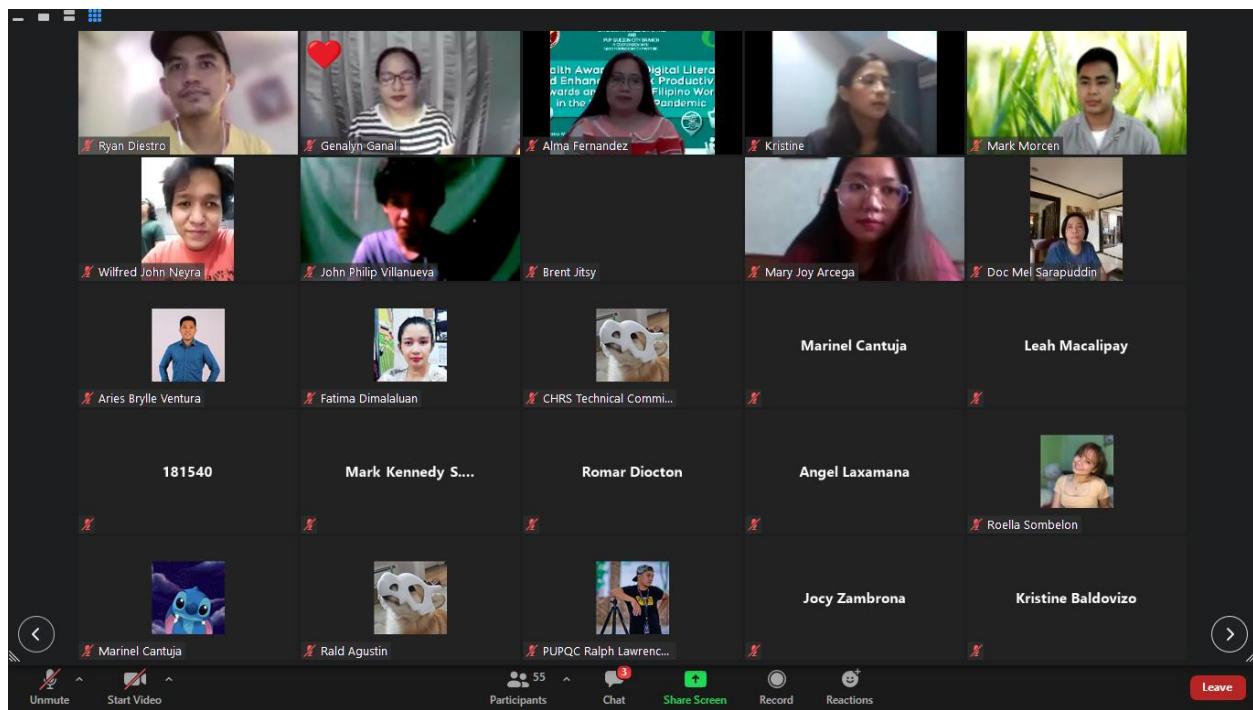
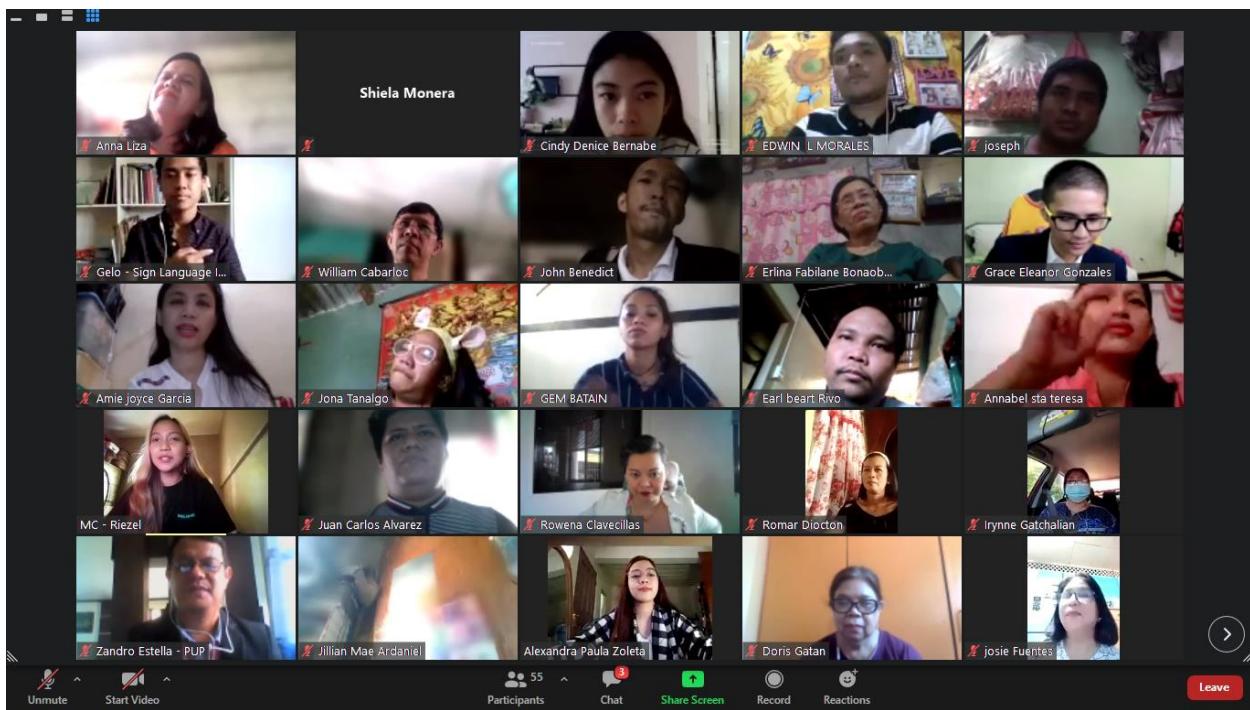
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A screenshot of a video conference interface. In the center, there is a portrait of Mr. Edgardo S. Delmo, Branch Director, with the text "Mr. Edgardo S. Delmo" and "BRANCH DIRECTOR" below it. A message box shows "RD From Romar Diocton to Everyone thank you po". On the right side, a grid of participant thumbnails shows various people, including Jona Tanalgo, GEM BATAIN, Earl beart Rivo, Annabel sta t..., Josie Fuentes, Juan Carlos ..., Rowena Clav..., Edgardo Del..., Romar Dioct..., and Irynn Gatch... . The interface includes standard video conference controls like Unmute, Start Video, Participants (56), Chat (50), Share Screen, Record, Breakout Rooms, Reactions, and a Leave button. The timestamp at the bottom right is 10:19 AM on 6/19/2021.

A close-up video frame of Mr. Edgardo S. Delmo, Branch Director, wearing glasses and a blue shirt. He is speaking. A dark overlay text box says "Talking: Edgardo Delmo". The video control bar at the bottom includes Unmute, Start Video, Participants (56), Chat (3), Share Screen, Record, Reactions, and a Leave button. The timestamp at the top right is 02:21:16.



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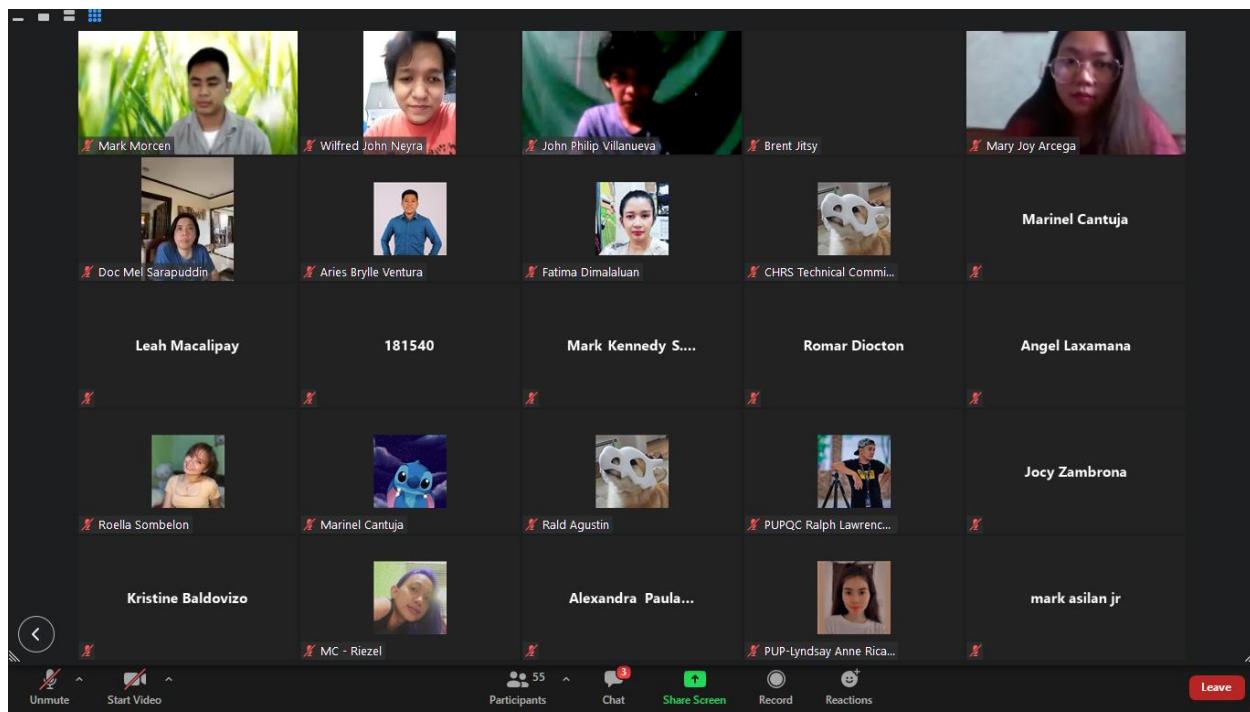


Photo Opportunity of the participants, speakers, faculty and admin