**SPECIAL ORDER**

Date: May 6, 2023

Special Order No.\_\_\_\_\_\_, 2023

**LIGAYA B. DAMICOG**

Trainer

You are hereby designated as TRAINER effective May 6, 2023, for the Costing and Pricing Seminar. Hereunder are the details of your responsibilities, to wit:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Date/s** | **Expected Output** | **No. of Hours** |
| Lecture/Discussion for the Costing and Pricing of Coffee Production   1. Mitigation and Adaptation to Climate Change 2. Climate Change ASKI-related Activities | May 21, 2023 | Increased the knowledge and awareness of participants in the costing and pricing of their product especially in coffee production | 2 hrs. |
| Question and Answer Portion |  |  |  |

Prepared By:

**LIGAYA B. DAMICOG** Date: May 6, 2023

RET Chair, BSBA

Checked and Reviewed By:

**MARIVIC N. VILLEGAS, PhD** Date: May 6, 2023

Director, Extension Services Dept.

Recommending Approval: Availability of Funds:

**ABRAHAM A. PASCUA, CESO V** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Overseer Budget Officer

**RACHAEL R. MORALDE, PhD**

Vice President for Research, Extension & Training

Approved by:

**Engr. FELICIANA P. JACOBA, EdD**

SUC President

CONFORME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPECIAL ORDER FORM**

Date: May 6, 2023

Special Order No.\_\_\_\_\_\_, 2023

**MARY ROSE BAYACSAN**

Trainer

You are hereby designated as TRAINER effective May 6, 2023, for the Costing and Pricing of Coffee Production Hereunder are the details of your responsibilities, to wit:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Date/s** | **Expected Output** | **No. of Hours** |
| Lecture/Discussion for the Costing and Pricing of Coffee Production   1. Context of Climate Change 2. Causes and Effects of Climate Change | May 6, 2023 | Increased the knowledge and awareness of participants in costing and pricing of their product especially in coffee production | 1 hr. |

Prepared By:

**LIGAYA B. DAMICOG** Date: May 6, 2023

RET Chair, BSBA

Checked and Reviewed By:

**MARIVIC N. VILLEGAS, PhD** Date: May 6, 2023

Director, Extension Services Dept.

Recommending Approval:

**ABRAHAM A. PASCUA, CESO V**

Campus Overseer

**RACHAEL R. MORALDE, PhD**

Vice President for Research, Extension & Training

Approved by:

**Engr. FELICIANA P. JACOBA, EdD**

SUC President

CONFORME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPECIAL ORDER**

Date: May 6, 2023

Special Order No.\_\_\_\_\_\_, 2023

**TEE JAY G. UGOT**

Facilitator

You are hereby designated as FACILITATOR effective May 6,2023, for the Costing and Pricing of Coffee Production . Hereunder are the details of your responsibilities, to wit:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Date/s** | **Expected Output** | **No. of Hours** |
| Facilitate the Costing and Pricing of Coffee and Production | May 6, 2023 | Facilitate and document the learnings of participants by offering assistance in discussions, open forums, and evaluations. | 2 hrs. |

Prepared By:

**LIGAYA B. DAMICOG** Date: May 6, 2023

RET Chair, BSBA

Recommending Approval:

**ABRAHAM A. PASCUA, CESO V**

Campus Overseer

**MARIVIC N. VILLEGAS, PhD**

Director, Extension Services Department

Approved by:

**RACHAEL R. MORALDE, PhD**

Vice President for Research, Extension & Training

CONFORME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPECIAL ORDER**

Date: May 6, 2023

Special Order No.\_\_\_\_\_\_, 2023

**OLEN GRACE TOLENTINO**

Trainer

You are hereby designated as Trainer effective May 6 2023, for the Marketing and Strategies for Coffee Production. Hereunder are the details of your responsibilities, to wit:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Date/s** | **Expected Output** | **No. of Hours** |
| Lecture/Discussion for the Marketing and Strategies of Coffee Production | April 21, 2023 | . Increased the knowledge and awareness of participants by learning different strategies in marketing | 1 hrs. |

Prepared By:

LIGAYA B. DAMICOG Date: May 6, 2023

RET Chair, BSBA

Recommending Approval:

**ABRAHAM A. PASCUA, CESO V**

Campus Overseer

**MARIVIC N. VILLEGAS, PhD**

Director, Extension Services Department

Approved by:

**RACHAEL R. MORALDE, PhD**

Vice President for Research, Extension & Training

CONFORME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPECIAL ORDER**

Date: May 6, 2023

Special Order No.\_\_\_\_\_\_, 2023

**REAGAN F. FERRERIA**

Facilitator

You are hereby designated as FACILITATOR effective May 6,2023, for the Costing and Pricing of Coffee Production. Hereunder are the details of your responsibilities, to wit:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Date/s** | **Expected Output** | **No. of Hours** |
| Facilitate the Costing and Pricing of Coffee and Production | May 6, 2023 | Facilitate and document the learnings of participants by offering assistance in discussions, open forums, and evaluations. | 2 hrs. |

Prepared By:

**LIGAYA B. DAMICOG** Date: May 6, 2023

RET Chair, BSBA

Recommending Approval:

**ABRAHAM A. PASCUA, CESO V**

Campus Overseer

**MARIVIC N. VILLEGAS, PhD**

Director, Extension Services Department

Approved by:

**RACHAEL R. MORALDE, PhD**

Vice President for Research, Extension & Training