	TRAINING/ACTIVITY REPORT WEST VISAYAS STATE UNIVERSITY	Document No.	WVSU-EDC-SOI-01-F04
		Issue No.	1
		Revision No.	0
		Date of Effectivity	April 27, 2018
		Issued by:	UEDC
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I. Title of Training/Activity: Google Workspace Apps Training

Type of Training/Activity: (Please check)

- | | |
|---|--|
| <input type="checkbox"/> Agricultural Extension | <input type="checkbox"/> Tech/Voc |
| <input type="checkbox"/> Continuing Education for Professionals | <input checked="" type="checkbox"/> Others: (Specify): Virtual Extension Activities Orientation Program for Trainees |

II. Objectives of the Training/Activity

The challenges brought by Covid 19 had threatened our health and safety and disrupted the mode of learning, thus online learning/class is a must. With this new trend of learning, one of the most widely used and popular educational platforms which is Google Workspace Apps is in demand especially for teachers as a way to manage and conduct exam to their students. Moreover, the Faculty and Employees Association (FEA) of West Visayas State University Pototan Campus (WVSU-PC) have requested for a training on Google Workspace Apps to help equip teachers with the online skills and knowledge. In this connection, the School of Information and Communications and Technology comes up with a training for the FEA in using Google Workspace Apps.

This training aims to educate and enhance the skills of the faculty and personnel in using and managing Google Workspace Apps specifically the Gmail, Google Drive, Google Form, and Google Meet.

Specific Objectives for the Participants

At the end of the 8-hour virtual orientation activity the participants must have:

1. comprehend the contents of Google Workspace Apps and its usability;
2. created a Gmail account;
3. managed Google Drive;
4. managed and create basic Google Forms outputs;
5. familiarized the parts and the functions of Google Meet App;
6. managed and run Google Meet App.

III. COURSE/TRAINING CONTENT

Topic 1 : Gmail

Duration : 1 hour

Objectives : At the end of the session, the trainees must have:
Understood the basic principles of using Gmail, create and send Email.

Activities:

Conduct lecture-demonstration and video presentation:
On the principles, importance, and application of Gmail App.


Topic 2 : Google Drive

Duration : 2 hour

Objectives : At the end of the session, the trainees must have:
Understood the basic principles of using Google Drive, share & upload files.

Activities:

Conduct lecture-demonstration and video presentation:
On the principles, importance, and application of Google Drive.

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Topic 3 : Google Forms

Duration : 2.5 hour

Objectives : At the end of the session, the trainees must have:
Understood the basic principles of using Google Forms, create & set-up different forms.

Activities:

Conduct lecture-demonstration and video presentation:
On the principles, importance, and application of Google Forms.

Topic 4 : Google Meet

Duration : 2.5 hours

Objectives : At the end of the session, the trainees must have:
Understood the basic principles of using Google Meet, conduct & create meeting.

Activities:

Conduct lecture-demonstration and video presentation:
On the principles, importance, and application of Google Meet.

IV. Methodology/Operating Details


The RET Office will provide the resource person for the Google Workspace Apps Training. The facilitators will prepare the facilities, virtual platform, tools, materials, and provide food (Lunch, AM & PM snacks) for the faculty extensionists and lecturers. On the other hand, participants are encouraged to provide their own gadget, laptop or cellphone for the virtual webinar.

The activity will be a combination of on-site, blended and self-paced modality. Lecture-Discussion, Hands-on Activities, Experiential Learning and Self-Assessment may be applied. Controlled and regulated face-to-face activity with appropriate physical distancing and with proper health protocol shall be practice during the webinar training. All personnel shall observe proper health protocol, and use their own appropriate personal protective equipment during the activity.

- A. Nature of Participants (e.g. teachers, students, etc.): participants from FEA.
- B. No. of Participants: 65
- C. Date: July 21, 2021
- D. Venue: Host/Facilitator WVSU-POTOTAN CAMPUS School of Information and Communications Faculty
- E. Sponsoring Agencies:
WVSU-Pototan Campus RET Office, School of Information and Communications Technology

F. Faculty/ Staff Involved

<i>Name</i>	<i>Nature of Involvement</i>	<i>No. of Hours</i>
1. Prof. Lester L. Dela Cruz	Activity Leader/Program & Invitation/Speaker	8
2. Dr. Belenda P. Nufable	Campus Research Coordinator	8
3. Dr. Lauro E. Estecomen	Head, Research, Extension and Training	8
4. Dr. Rosie Jane P. Siosan	Project Leader/ Oversight	8
5. Engr. Marilyn P. Moncal	Coordinator	8
6. Dr. Rita L. Jaudian	Facilitator	8
7. Engr. Ma. Elena Grace A. Parcon	Program & Invitation	8
8. Mr. Rhenly Fango	Registration & Attendance	8
9. Prof. Bernadette T. Silvederio	Evaluation/Feedback	8
10. Mr. Alvin T. Villaruel	Documentation/Certificates/ Technical Assistant	8
11. Mr. Winston C. Corneja	Documentation/Speaker/ Technical Assistant	8

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12. Mrs. Jeany Rose P. Ignacio	Food/Snacks/Speaker	8
13. Mrs. Janet A. Francisco	Food/Snacks/Speaker	8
14. Prof. Genefer V. Va-ay	Virtual Assistants	8
15. Prof. Edison C. Silvestre	Virtual Assistants	8
16. Dr. Virginia B. Parreñas	Campus Administrator	8

V. Evaluation/Result/s of the Training/Activity:

Topic 1 : Gmail

Quality of Training:

61 or 93.85% of the participants rated the training as "Best".
 3 or 4.62% of the participants rated the training as "Better".
 1 or 1.54% of the participants rated the training as "Good".

Relevance of Training:

60 or 92.31% of the participants rated the training as "Best".
 4 or 6.15% of the participants rated the training as "Better".
 1 or 1.54% of the participants rated the training as "Good".

Timeliness of the Training:

62 or 95.38% of the participants rated the training as "Best".
 3 or 4.62% of the participants rated the training as "Better".

Professionalism and Courtesy of the Staff:

61 or 93.85% of the participants rated the training as "Best".
 3 or 4.62% of the participants rated the training as "Better".
 1 or 1.54% of the participants rated the training as "Good".

Topic 2 : Google Drive

Quality of Training:

62 or 95.38% of the participants rated the training as "Best".
 3 or 3.08% of the participants rated the training as "Better".
 1 or 1.54% of the participants rated the training as "Good".

Relevance of Training:


61 or 93.85% of the participants rated the training as "Best".
 3 or 4.62% of the participants rated the training as "Better".
 1 or 1.54% of the participants rated the training as "Good".

Timeliness of the Training:

62 or 95.38% of the participants rated the training as "Best".
 3 or 4.62% of the participants rated the training as "Better".

Professionalism and Courtesy of the Staff:

61 or 93.85% of the participants rated the training as "Best".
 3 or 4.62% of the participants rated the training as "Better".
 1 or 1.54% of the participants rated the training as "Good".

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Topic 3 : Google Form

Quality of Training:

59 or 90.77% of the participants rated the training as "Best".
5 or 7.69% of the participants rated the training as "Better".
1 or 1.54% of the participants rated the training as "Good".

Relevance of Training:

61 or 93.85% of the participants rated the training as "Best".
4 or 6.15% of the participants rated the training as "Better".

Timeliness of the Training:

62 or 95.38% of the participants rated the training as "Best".
3 or 4.62% of the participants rated the training as "Better".

Professionalism and Courtesy of the Staff:

63 or 96.92% of the participants rated the training as "Best".
1 or 1.54% of the participants rated the training as "Better".
1 or 1.54% of the participants rated the training as "Good".

Topic 4 : Google Meet

Quality of Training:

62 or 95.38% of the participants rated the training as "Best".
3 or 4.62% of the participants rated the training as "Better".

Relevance of Training:

60 or 92.31% of the participants rated the training as "Best".
4 or 6.15% of the participants rated the training as "Better".
1 or 1.54% of the participants rated the training as "Good".

Timeliness of the Training:

61 or 93.85% of the participants rated the training as "Best".
3 or 4.62% of the participants rated the training as "Better".
1 or 1.54% of the participants rated the training as "Good".

Professionalism and Courtesy of the Staff:

60 or 92.31% of the participants rated the training as "Best".
3 or 4.62% of the participants rated the training as "Better".
2 or 3.08% of the participants rated the training as "Good".

VI. Actual Expenditures

A. Food/Snacks 13,920.00

Total Expenses Php13,920.00

Prepared by:



LESTER L. DELA CRUZ, ME

SOICT Extension Coordinator

TOPIC 1 Google Workspace & Gmail							
Timestamp	Name, Middle Initial, Last	Age	Sex	Address	Email Address		
7/21/2021 7:52	RHENLY L. FANGO	30	Male	ABANGAY, POTOTAN, ILOILO	rhenly.fango@wvsu.edu.ph		
7/21/2021 9:06	Agustin H. Verzo	40	Male	Badiang, New Lucena, Iloilo	agustin.verzo@wvsu.edu.ph		
7/21/2021 9:33	Alma P. Huyaban	57	Female	Tigum, Pavia, Iloilo	alma.huyaban@wvsu.edu.ph		
7/21/2021 9:28	Anthony Q. Nograles	46	Male	Jaro, Iloilo City	anthonymnograles@wvsu.edu.ph		
7/21/2021 10:58	Aurine Joyce D. Pantalanun	31	Female	Jaro, Iloilo City	jpantalanun17@gmail.com		
7/21/2021 8:53	Belenda P. Nufable	58	Male	Iloilo	belenda.nufable@wvsu.edu.ph		
7/21/2021 8:24	Bernadette Teruel Silvederio	53	Female	City	beegee827@gmail.com		
7/21/2021 8:49	Celiz Dominique S. Gallego	27	Male	Deca Homes sta. Barbara	gallegocelizdominique@gmail.com		
7/21/2021 13:54	Celiz Dominique S. Gallego	27	Male	Deca Homes Sta. Barbara	gallegocelizdominique@gmail.com		
7/21/2021 11:24	Cherry arana perez	48	Female	Brgy. Cato-ogan Pototan, Iloilo	champany_17@yahoo.com		
7/21/2021 9:49	Christine Diane R. Advincula	22	Female	Tinocuan, Dingle, Iloilo	.ph		
7/21/2021 10:13	CRIS CERBAS	29	Male	Passi Passi City	cris.cerbas@wvsu.edu.ph		
7/21/2021 8:49	Edison C. Silvestre	45	Male	Brgy. Tolarucan, Mina, Iloilo	nosideinside@gmail.com		
7/21/2021 9:15	Edison C. Silvestre	47	Male	Brgy. Tolarucan, Mina, Iloilo	nosideinside@gmail.com		
7/21/2021 11:15	Eduard Pendilla	56	Male	Wvsu pc	epenpawid@gmail.com		
7/21/2021 9:32	EDWIN S. PUEYO	54	Male	F PARCON ST, POTOTAN	pototan.soit@wvsu.edu.ph		
7/21/2021 8:07	Elizabeth P. Hortillo	53	Female	Jardin St., Pototan, Iloilo	elizabeth.hortillo@wvsu.edu.ph		
7/21/2021 8:49	Erika Love Paniza Pachica	32	Female	Enrique Iloilo	erikalove.pachica@wvsu.edu.com		
7/21/2021 13:09	Eugene.tanedo@wvsu.edu.ph	57	Male	cecilia,batuan,pototan,iloilo	Eugene.tanedo@wvsu.edu.ph		
7/21/2021 8:05	Faith A. Aldamar	32	Female	Mina, Iloilo	faitharondain@gmail.com		
7/21/2021 10:26	Faith Aldamar	32	Female	Mina, Iloilo	faitharondain@gmail.com		
7/21/2021 9:16	Gail Louise G. Dondiego	42	Female	16 Dacudao St. Dingle, Iloilo	gailouise.dondiego@wvsu.edu.ph		
7/21/2021 8:24	Genefere V. Va-ay	48	Male	Leganes, Iloilo	genefere.va-ay@wvsu.edu.ph		
7/21/2021 9:23	GENELYN PASTERA	49	Female	CAU AYAN POTOTAN	genapstera@yahoo.com		
7/21/2021 8:49	Gianelli B. Vuelga	45	Female	Cabatuan Iloilo	gianelli.vuelga@wvsu.edu.ph		
7/21/2021 11:17	Gianelli B. Vuelga	45	Female	Cabatuan Iloilo	gianelli.vuelga@wvsu.edu		
7/21/2021 9:56	Grace R. Parcon	53	Female	Brgy. Malusgod, Pototan, Iloilo	Grace.parcon@wvsu.edu.ph		
7/21/2021 8:51	Grace T. Sullezan	45	Female	Sta. Barbara, Iloilo	grace.sulleza@wvsu.edu.ph		
7/21/2021 9:05	Harrace Gem A. Caver	31	Male	Balabag, Pavia Iloilo	harracegem.caver@wvsu.edu.ph		
7/21/2021 9:03	Herminio A paches	62	Male	iloilo city	herminio.paches@wvsu.edu		
7/21/2021 8:52	Honesty E. Aguirre	38	Female	City, Iloilo	honesty.aguirre@wvsu.edu.ph		
7/21/2021 9:20	Irene F. Tizon	41	Female	Pandan, Dingle, Iloilo	tizonirene28@gmail.com		

7/21/2021 9:55	Iver C. Panes	24	Male	Anilao, Iloilo	mquen960@gmail.com
7/21/2021 8:34	Janet Francisco	41	Female	Dorillo Street Passi City	janet.francisco@wvsu.edu.ph
7/21/2021 8:38	Jeany Rose P. Ignacio	36	Female	Rumbang, Pototan, Iloilo	jeanyrose.ignacio@wvsu.edu.ph
7/21/2021 10:36	Jenny Rose I. Casipe	30	Female	Iloilo	jennyrose.casipe@wvsu.edu.ph
7/21/2021 12:46	John Carlo R. Cabucos	27	Male	Davis, New Lucena	aymscared100123@gmail.com
7/21/2021 10:10	John Gilbert C. Amor	51	Male	Iloilo	johngilbertamor17@gmail.com
7/21/2021 12:30	John Gilbert C. Amor	51	Male	Iloilo	johngilbertamor17@gmail.com
7/21/2021 9:00	Josephine R. Lavilla	42	Female	Tuburan, Pototan, Iloilo	josephine.lavilla@wvsu.edu.ph
7/21/2021 8:57	Juliet M. Seniego	43	Female	Purog, Pototan, Iloilo	juliet.seniego@wvsu.edu.ph
7/21/2021 8:44	Lester Dela Cruz	43	Male	Brgy. Guihaman, Leganes	lester.delacruz@wvsu.edu.ph
7/21/2021 8:44	Lovelyn P Wee	30	Female	PERZSAL Building	wee.lovely@wvsu.edu.ph
7/21/2021 8:27	Lucy Mae P. Paracale	36	Female	155 P. Ledesma St. Pototan	lucymae.pescadera@wvsu.edu.ph
7/21/2021 11:57	Ma. Elena Grace Parcon	44	Female	Brgy. Cato-ogan, Pototan	meg.parcon@wvsu.edu.ph
7/21/2021 14:30	Ma. Jane Canag	43	Female	Brgy. Cato-ogan, Pototan, Iloilo	majane.canag@wvsu.edu.ph
7/21/2021 9:03	Ma. Jane P. Canag	43	Female	Iloilo	majane.canag@wvsu.edu.ph
7/21/2021 9:12	Ma. Chona P. Catedral	44	Female	Iloilo	machona.catedral@wvsu.edu.ph
7/21/2021 9:11	MAE B. ANGELES	43	Female	ILOILO	mae.angeles@wvsu.edu.ph
7/21/2021 10:19	MAE B. ANGELES	43	Female	ILOILO	mae.angeles@wvsu.edu.ph
7/21/2021 10:45	Mar John Noel F. Acanto	31	Male	Polot-an, Pototan, Iloilo	marjohnnoel.acanto@wvsu.edu.ph
7/21/2021 10:12	Marilou L. Lee	58	Female	116 Lamera St. Pob.A, Duenas	marilou.lee@wvsu.edu.ph
7/21/2021 10:53	Marilyn P. Moncal	56	Female	Abangay, Pototan, Iloilo	marilyn.moncal@wvsu.edu.ph
7/21/2021 9:30	Markel C. Galgo	24	Male	Bagacay, Pototan, Iloilo	markel.galgo@wvsu.edu.ph
7/21/2021 9:27	Marnel L. Peñaranda	33	Male	Brgy. Cau-ayan Pototan, Iloilo	marnelpenaranda@wvsu.edu.ph
7/21/2021 8:48	Mary Jane Gonzales	39	Female	City	jane.gonzales@wvsu.edu.ph
7/21/2021 9:33	Milagros P. Matillano	61	Female	pototan, iloilo	milagros.matillano@wvsu.edu.ph
7/21/2021 8:04	Naneth T. Anadon	40	Female	Abangay, Ptotan, Iloilo	naneth.anadon@wvsu.edu.ph
7/21/2021 8:53	Naneth T. Anadon	40	Female	Abangay, Pototan, Iloilo	naneth.anadon@wvsu.edu.ph
7/21/2021 9:38	NICHOLE P. GADONG	25	Female	ILOILO	npgadong@gmail.com
7/21/2021 13:27	Nieva P. Gonzales	59	Female	Purog, Pototan, Iloilo	pototan.rm@wvsu.edu.ph
7/21/2021 8:21	Noeme L. Robante	36	Female	Pototan, Iloilo	robante.noeme@gmail.com
7/21/2021 8:49	Nove D. Jalandoni	45	Female	127 Sumakwel St., Pavia, Iloilo	nove.jalandoni@wvsu.edu.ph
7/21/2021 8:52	Pablo L. Lauro	51	Male	Abangay, Pototan, Iloilo	lauropabzgmail.com
7/21/2021 8:51	Paul Ramsey C. Belencion	43	Male	Sohoton, Barotac Nuevo, Iloilo	h
7/21/2021 9:53	Pharlene M. Dormido	56	Female	F. Parcon St., Pototan, Iloilo	pototan.so@wvsu.edu.ph

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