



PROPOSED EXTENSION PROJECT

I. BASIC INFORMATION

- A. Project Title: **Baking Brilliance: Crafting Excellence in Bread and Pastry Production**
- B. Proponent: BTVTEd - Food and Service Management Faculty
- C. Project Leader: **RONIE F. MAGSINO**
- D. Project Implementers: **MENA A. CAOLI**
ARLYN R. DIMAANO
JESSEL M. ABATA
- E. Project Duration: April – May 2023
- F. Project Location: MINSU – Baking Laboratory
- G. Target Beneficiaries: 40 Senior High School Students
- H. Contact Person/ Contact No: **RONIE F. MAGSINO**

II. RATIONALE

Bread and Pastry Production NC II (also known as Baking and Pastry Production NC II) is a technical-vocational program that develops the skills of students in preparing and producing bakery/pastry products, cakes and desserts. Students of the Bread and Pastry Production NC II program are trained in using modern baking techniques, equipment, tools and utensils and other baking appliances. Students are also taught about different presentation methods, sanitation and safety. The department proposed an extension project entitled ***Baking Brilliance: Crafting Excellence in Bread and Pastry Production***

The project is designed for 20 days, during which the extension - immersion students of Bucayao National High School (BNHS) and Pedro V. Panaligan Memorial National High School (PVPMNHS) will be given intensive lectures about the training plan for bread and pastry production. This training is designed to enhance the knowledge, skills and attitude in bread and pastry production to prepare and present desserts; prepare and display petits four in accordance with industry standards.

III. OBJECTIVES

General: Students of baking will gain knowledge of pastry-specific approaches and apply traditional culinary skills to the world of baking about training plan - Bread and Pastry Production.

Specific: After the training, the participants are able to:

1. Identify the market problem to be solved or the marked need on baked goods to be met;
2. Identify different packaging materials and labeling intended for baking;
3. Propose solutions in terms of baked products and services;
4. Analyze the market need and baked goods; and,
5. Determine the possible baked products or services that will meet the needs.

IV. PROGRAMCOMPONENTS

It covers core competencies namely: 1) prepare and produce bakery products; 2) prepare and produce pastry products; 3) prepare and present gateau, tortes and cakes; 4) prepare and display petit fours and 5) present deserts.

V. TRAINING METHODOLOGY

Planning Stage:

Needs Assessment will be conducted in Bucayao National High School (OMNHS) and Pedro V. Panaligan Memorial National High School (PVPMNHS) Immersion Students. Once the Needs Assessment Result is confirmed and calidated Bucayao National High School (OMNHS) and Pedro V. Panaligan Memorial National High School (PVPMNHS) together with MCC – Extension Services Unit will hold the signing of Memorandum of Agreement in order to facilitate the training plan - Bread and Pastry Production.



Memorandum of Agreement will be focusing/offering the following options.

1. **MinSU BTVTEd** will provide the following:

- a.) Resource Person
- b.) Training facility for training program
- c.) Certificates of completion for the immersionists who successfully meet all the requirements in the program.

2. **Bucayao National High School (BNHS) & Pedro V. Panaligan Memorial National High School (PVPNMHS)** will provide the following:

- a. 40 Immersion Students that qualify local screening process
- b. Consumable materials such as bond papers and other raw materials for the implementation of the program.
- c. Certificates to the lecturers, facilitators and students of the University for the implementation of the immersion program.

Project Implementation Stage:

After which, the beneficiaries will undergo specific number of days in the training course which will make use of lecture- discussions, practical exercise actual proposal presentation, portfolio assessment and institutional assessment. Participants will be evaluated based on their performance during the 20 - day training program. A certificate of completion will be given to each participants after successfully completing the training course requirements.

Project Evaluation Stage:

After the implementation, an evaluation process will be facilitated in order to assess the strengths and the areas for improvement of the program component such as:

- resource person/lecturer/facilitator competency
- schedule and program of training
- venue of completion ceremony

VI. GHANT CHART

Activities	2023									
	Jan	Feb	Mar	Apr	May	Jun	Jun	Oct	Nov	Dec
Presentation of Draft Proposal for Approval										
Finalization of Approved Proposal										
Drafting of MOA										
Finalization and Signing of MOA										
Requesting of Materials										
Implementation of the project										
Completion Ceremony										
Submission of Narrative Report										
Monitoring										
Evaluation										



The Budgetary expenditures will be shouldered by **Bucayao National High School, Baco National High School and Pedro V. Panaligan Memorial National High School.**

VII. EXPECTED OUTPUT

The number of students who will pass the NC II assessment in Bread and Pastry will contribute to the extension impact of the University; thus, it would promotes additional linkages with other agencies for extension projects.

Prepared by:

Sgd
MA. CHRISTINE MAE C. CULIS
Extension Staff

Noted:

Sgd
CONSUELO M. UNTALAN
Coordinator for Extension Services, MCC

Sgd
MA. ARLYN M. REDUBLO, Ph. D.
Campus Executive Director, MCC

Recommending Approval:

Sgd
LOURDES V. ICALLA, DVM
*Director, Extension Services,
Knowledge Management & Technology Transfer*

Sgd
CHRISTIAN ANTHONY C. AGUTAYA, Ph. D.
Vice President, Research, Development Extension

Approved: Sgd
LEVY B. ARAGO, JR., Ph. D.
University President



NARRATIVE REPORT

Bread and Pastry Production NC II

On our first day of work immersion at MinSU, we met our trainer in Bread and Pastry Production, Sir Ronie Magsino, and some of the first-year college students who were in the room with us.

On the first day, he discussed the ingredients and how to convert them into grams, kilograms, and so on. That's when I realized that it is very important, especially when making bread. There are many different ingredients that can be used, but you have to be good at choosing them so that the final product is better. I also learned some of the origins of the ingredients we use, such as wheat, and why different countries are prosperous because of the ingredients they have and how they developed them.

Our trainer is good at teaching, and he even said that the most effective way to convey knowledge properly is to look directly into the eyes of the students. He is talkative and has extensive knowledge because he worked in different types of places before deciding to teach so as not to be far from his family. From everything that sir said, there was one thing that stuck in my mind that day: people are not satisfied even if they are successful; sometimes success is not enough, but it is a triumph of how they worked hard for something to win.





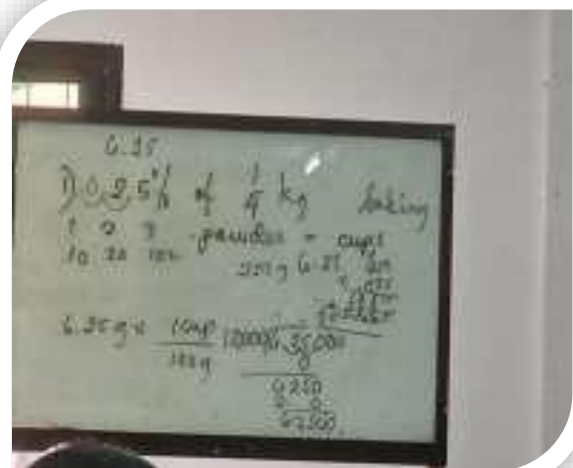
April 28, 2023

Our second day of work immersion with Sir Ronie Magsino and his college students.

Sir made us solve the ingredients to be converted to grams, kilos, and so on so that we could get used to it and make it easier to measure the ingredients.

I showed my answer to sir, and what I did was correct, so sir ordered me to help each of my classmates make it easier to measure the ingredients the next time we meet so that we can bake and prepare immediately. He gave us the ingredients and made us convert them to grams, and we also calculated the weight, unit price, and cost of the ingredients to know how much it costs and how much the exact quantity of the ingredients is needed for each one or by pair for our first bake.

Direct variable costs and indirect variable costs were also discussed. If we want to do business and sell, then we can calculate our markup on the product. It was a memorable day. I didn't expect that day to be all about solving math problems and such, but I enjoyed it a lot.





May 5, 2023

Today, we went to MinSU. We went straight to the second floor to spend some time with Madam Merie. We then went to the baking area.

The first thing we did was get and measure the ingredients we needed. Sir Ronie is busy with the first year of college, for we have the same time in baking, and the place is too small for all of us to fit. But with the help of college students, we make it and divide the ingredients with the right measurements. Then we put the dry ingredients first in a clean bowl. We have mixed the dry ingredients and are only waiting for the first-year college students to finish their baked product. And that's when we started kneading the bread. I was happy, for it was my first time kneading and slapping the dough on the table, and it was fun—until I got tired. Then Sir Ronie arrived and taught me how to use the rolling pin and how to put the hotdog inside the dough.

After that, we went to the bake shop to put the bread in the oven. While it was in the oven, we first cleaned the area. We all cleaned up the things we used. Finally, I had my log in roll pastry, and we wrapped it with plastic because we had no packaging. My two teachers finished the kitchen and put the bread in the oven. While it was in the oven, we first cleaned the area. We all cleaned up the things we used. Finally, I had my log in roll pastry, and we wrapped it with plastic because we had no packaging. I gave two of my finished products to my two teachers, and I was so excited to come home and taste them with my family.





May 12, 2023

On our fourth day at MinSU for our work immersion, we will bake a cream puff.

It wasn't easy for me because I didn't know what kind of bread it was because it was our trainer's own recipe, but it wasn't that difficult either because of the first-year college students who never tire of guiding and helping me.

There was a lot to do, the process was long, a lot of money was spent, and there were also a lot of missing ingredients because everyone took their own and didn't seem to think about how the others didn't have the ingredients to make a cream puff. But despite this, the first-year students can easily be relied upon to buy the missing ingredients, and those who have baked can make something new that doesn't rise while the others are still burnt.

As time passed, the cream puff I made finally turned out well, and I filled it with the most stuffing at the bottom. I immediately gave it to the teacher and put it in the packaging. After that, I talked to Sir about the last thing we would bake for our graduation, and it went well.





May 16, 2023

We arrived at MinSU early and gathered on the second floor before going to work. Ma'am Merie reminded us because we have things to do first, like baking, and in the afternoon our graduation will be held for our work immersion at MinSU.

Our baguette baking went well; a lot of processes and ingredients were used, and large equipment was also used to speed up the mixing of the ingredients. I was assigned to divide the necessary ingredients for Sir.

When it was finished, it was distributed to me, but only a few followed because the others took a lot and squeezed it right away, and I was also the last because I was ahead of them. We also finished baking, and everything went well, even when the bread I made tripped.

We arrived at the venue of our graduation carrying our baked bread. Our dancing was peaceful, even though not much at the same time, and we were given our certificate for work immersion. The most anticipated moment came when I would share what I had learned and what to do, and it went well to the satisfaction of me and my teacher.





Training on Bread and Pastry Production NC II
Pedro V. Panaligan Memorial National High School



Student – immersionists gain knowledge on Bread and Pastry Production at MinSU - Calapan City Campus Baking Laboratory.



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March 03, 2023

DR. LEVY B. ARAGO, JR.
*University President
This University*

Sir:

Greetings!

Work Immersion Training is a senior high school curriculum component that tries to instruct and orient students about work and their future careers. It is a sort of skill development in which a worker learns how to execute the job through on-the-job training. On Work Immersion Training is a way in which students are exposed to various job situations in order to offer them the opportunity to experience and apply the ideas and methods that they have studied in school. It also assists students in acquiring important information and abilities via performance in a real job situation. The undersigned is requesting your good office to allow us to propose an extension activity entitled "Computer System Servicing (Extension Project with Baco National High School)"

Attached herewith is the Proposed Project Proposal, Calendar of Activities and Program which we are planning tentatively to be held on March 30 – May 11 (10 days).

Thank you so much in anticipation of your favorable response.

Truly yours,

Sgd

FRANKLIN M. LOPEZ
Extension Program Leader

Noted:

Sgd

CONSUELO M. UNTALAN
Coordinator for Extension Services, MCC

Sgd

MA. ARLYN M. REDUBLO, Ph. D.
Campus Executive Director, MCC

Recommending Approval:

Sgd

LOURDES V. ICALLA, DVM
*Director, Extension Services,
Knowledge Management & Technology Transfer*

Sgd

CHRISTIAN ANTHONY C. AGUTAYA, Ph. D.
Vice President, Research, Development & Extension

Approved:

Sgd

LEVY B. ARAGO, JR., Ph. D.
University President



EXTENSION PROJECT

I. BASIC INFORMATION

- A. Project Title: Computer System Servicing (Extension Project with Baco National High School)
- B. Proponent: CCS Faculty
- C. Program Leader: Franklin M. Lopez
- D. Project Leader: Jesus M. Baustista
- E. Project Implementers and Coordinators: Elmer H. Festijo
Epie F. Custudio
Ma. Christine Mae C. Culis
- F. Project Duration: March 30 – May 11 (10 days)
- G. Project Location: IT Building, MinSU Calapan City Campus
- H. Contact Person/Contact No.: Franklin M. Lopez

II. RATIONALE

Computer servicing is the process of maintaining and repairing computers and computer peripherals. It can involve anything from malware removal and software updates to hardware repairs and troubleshooting. Servicing is often performed by IT professionals.

In consonant with the university mission to generate and commercialize innovative technologies by providing excellent and relevant services in instruction, research, extension and production through industry-driven curricula, collaboration, internationalization and continual organizational growth for sustainable development, the department proposed the extension project entitled : Computer Servicing System (Extension Project with Baco National High School).

The project is designed for 10 days in which the immersion students of Baco National High School will be given with lectures such as **Installing the Operating System (OS), Peripheral Installation, Network Cable Planning, Network Materials Identification, Network Connectivity and Troubleshooting, User Folder Creation and Access Configuration, Network Services and Server Maintenance and Troubleshooting and Contingency Management.**

Computer servicing is important because it helps keep computers running smoothly and efficiently. It can also help to prevent major problems from occurring in the first place. By regularly servicing their computers, users can avoid costly repairs and downtime.

III. OBJECTIVES

General: To provide a venue for Immersion Students to access information and skills about Computer System.

Specific: After the training, the participants are able to:

1. Application of quality standards;
2. Computer operations;
3. Performing mensuration and calculation;
4. Preparation and interpretation of technical drawing;
5. The use of hand tools;
6. Terminating and connecting electrical wiring and electronics circuits; and,
7. Testing electronics components,



IV. PROGRAM COMPONENTS

Alternative Training Plan

This is an introductory course that leads to a Computer Systems Servicing National Certificate Level II (NC II). It covers four (4) core competencies, namely, 1) installing and configuring computer systems, 2.) Setting up computer networks, 3) setting up computer servers, and 4) maintaining and repairing computer systems and networks.

V. TRAINING METHODOLOGY

Planning Stage:

Needs Assessment will be conducted in Baco National High School Immersion Students. Once the Needs Assessment Result was confirmed and validated BNHS and MinSU- BTVTED will hold a signing of the Memorandum of Agreement in order to facilitate the Computer System Servicing (*Extension Project with Baco National High School Immersion Students*)

Memorandum of Agreement will be focusing/offering the following options.

1. MinSU BSIT will provide the following:

- a.) Resource Person (per training program/immersion program)
- b.) Training facility for training program
- c.) Provide Certificate of completion for the immersionist who successfully met all the requirements in the program.

2. BNHS will provide the following:

- a) 15-25 Immersion Students that qualifies local screening process.
- b) Will provide consumable materials such as bond papers and other housekeeping materials for the implementation of the program.
- c) Provided Certificate to the lecturers, facilitators and students to the University for the Implementation of the immersion program.

Project Implementation Stage:

After which, the beneficiaries will undergo specific number of days in the training course which will make use of lecture-discussions, practical exercises and actual proposal presentation, portfolio assessment and institutional assessment. Every participant will be evaluated based on their performance during the 10-day training program. A certificate of completion will be given to each participants after successfully completed the training course requirements.

Project Evaluation Stage:

After the implementation, an evaluation process will be facilitated in order to assess the strengths and areas for improvement of the program component such as:

- resource person/lecturer/facilitator competency
- schedule and program of training
- venue of training
- venue of completion ceremony



VI. CALENDAR OF ACTIVITIES

SCHOOL: Baco National High School	GRADE AND SECTION: Empathy	IMMERSION VENUE MinSU – Calapan Campus MIS
Strand/specialization: TVL – CSS	DURATION OF WORK IMMERSION: 80 Hours	WORK IMMERSION TEACHER: Leorick C. Miciano
COMPETENCIES	TASK/ACTIVITIES	TIME ALLOTMENT
✓ Orientation	- Receives orientation from the company/establishment on the nature of the business, description of the product/ services, target clientele, organizational structure, and rules and regulations. - To Familiarize the place - Discuss the possible safety measure. - Discuss the DO'S and DON'T'S of Institution	8hrs
Install operating system and drivers for peripherals/ devices.	Install Operating System (OS) in accordance with established installation procedures and to comply with end-user requirements	8 Hours
	Install peripherals/ devices in accordance with manufacturer's instructions and/ or OS installation procedures	8 Hours
Install network cables.	Plan cable routes in accordance with network design and actual installation site	8 Hours
	Plan cable routes in accordance with network design and actual installation site	8 Hours
	Identify necessary network materials in accordance with established procedures and check against system requirements	8 Hours
Set network configuration.	- Check network connectivity of each terminal in accordance with network design. - Diagnose and repair any problem or fault in the network system in line with standard operating procedures. - Configure Network Interface Card (NIC) in accordance with the network design	8 Hours
Set up user access.	- Create user folder in accordance with Network operating system features. - Configure user access level based on NOS features. - Establish network access policies/end user requirements. - Perform security check in accordance with established network access policies/end user requirements	8 Hours



Configure network services.	• Check normal server function in accordance with manufacturer's instructions. • Install and update required modules/add-ons on NOS installation procedures. • Confirm network services based on user/system requirements. • Check operation of network services based on user/system requirements	2 Hours
Diagnose faults of computer systems and networks	• Use appropriate personal protective equipment in line with standard procedures. • Diagnose faults or problems in the computer systems and networks according to requirements and in line with the standard procedures. • Manage contingency measures in accordance with established procedures	2 Hours

VII. Completion Ceremony/Program

Time	Activity	Involve
1:00-1:20 pm	Arrival and Registration of Participants	Project Leader and Facilitators, BNHS Students and Faculty members and MinSU Officials
1:30 -2:00 pm	Preliminaries	AVP
2:00-3:00 pm	Welcome Message	Dr. Ma. Arlyn M. Redublo Campus Executive Director
	Rationale of the Extension Program Conducted	Asst. Professor Mario A. De Castro Jr. (BTVTEd - Events Management Services) Mr. Elmer Festijo (BSIT- Computer Servicing System)
	Intermission Number	Events Management Services Student Completers
	Message	Associate Professor Consuelo M. Untalan –Coordinator for Extension and Public Information
	Awarding of Certificate of Completion	Dr. Ma. Arlyn M. Redublo, Assoc. Prof. Consuelo M. Untalan, Asst. Prof. Mario A. De Castro Jr.
		Events Management Services- Student Completers
		Computer Servicing System - Student Completers
	Intermission Number	Computer Servicing System - Student Completers



	Awarding of the Best Event Management Services Portfolio 2023	Dr. Ma. Arlyn M. Redublo, Assoc.Prof. Consuelo M. Untalan, Asst. Prof. Mario A. De Castro Jr. and Events Management Services-Student Awardees
	Awarding of the Most Competent Immersion Student 2023	Dr. Ma. Arlyn M. Redublo, Assoc. Prof. Consuelo M. Untalan, Asst. Prof. Mario A. De Castro Jr. Events Management Services- Student Awardee
		Computer Servicing System - Awardee
	Impression from the Completers	Events Management Services-Student
4:00 pm		Computer Servicing System - Student
	Awarding of Certificates to Extension Project Leaders and Facilitators	Baco National High school Key Officials and Immersion Coordinators
	Photo Opportunity	MinSU and BNHS
	Closing Message	Baco National High school

Prepared by:

Sgd

FRANKLIN M. LOPEZ
Extension Program Leader

Noted:

Sgd

CONSUELO M. UNTALAN
Coordinator for Extension Services, MCC

Sgd

MA. ARLYN M. REDUBLO, Ph. D.
Campus Executive Director, MCC

Recommending Approval:

Sgd

LOURDES V. ICALLA, DVM
Director, Extension Services, Knowledge Management & Technology Transfer

Sgd

CHRISTIAN ANTHONY C. AGUTAYA, Ph. D.
Vice President, Research, Development & Extension

Approved:

Sgd

LEVY B. ARAGO, JR., Ph. D.
University President



NARRATIVE REPORT IN WORK IMMERSION COMPUTER SYSTEM SERVICING NC II

Day 1: Orientation and Familiarization

During the first day of the work immersion, the company provided a thorough introduction to their business operations, products, services, target customers, organizational structure, and operational regulations. This orientation laid a solid foundation for understanding the company's background and objectives. Moreover, the immersionist gained familiarity with the physical layout of the establishment. Immersionist also engaged in discussions regarding safety measures and guidelines within the institution to ensure that the immersionist is fully informed about necessary precautions throughout my time there.

Day 2: Installing the Operating System (OS)

On the second day, the immersionist had the opportunity to engage in some hands-on tasks. One of these was installing the operating system (OS) on different computers. Following the prescribed installation procedures and considering end-user requirements, immersionist successfully installed the OS on multiple systems. Immersionist experience not only practice their technical skills but also comply with the company's protocols.

Day 3: Peripheral Installation

Continuing with the hands-on activities, immersionist learned how to install peripherals and devices based on specific manufacturer instructions and OS installation procedures. By successfully installing various peripherals, Immersionist gained valuable insights into hardware compatibility and realized the significance of following precise instructions for smooth functionality.

Day 4 and 5: Network Cable Planning

Over the course of these two days, Immersionist had the opportunity to explore the complexities of network design and cable routing. Immersionist gained valuable insights into planning cable routes that align with the network design and physical layout of the installation site. This experience underscored the importance of maintaining organized cable management and implementing efficient network architecture.

Day 6: Network Materials Identification

Immersionist became acquainted with the process of identifying the essential network materials in accordance with defined processes. Immersionist learnt how to cross-reference these resources with system requirements in order to guarantee that the network installation complies with technical specifications and standards.

Day 7: Network Connectivity and Troubleshooting

This day was devoted to verifying that each terminal was connected in accordance with the network architecture. In addition, Immersionist acquired hands-on experience diagnosing and correcting network system faults using standard operating procedures. In addition, Immersionist set up Network Interface Cards (NICs) in accordance with the agreed network design.



Day 8: User Folder Creation and Access Configuration

Immersionist took on increasingly difficult duties. Immersionist learnt how to make user folders using Network Operating System (NOS) capabilities. Immersionist also configured user access levels depending on NOS features, implemented network access regulations, and performed security checks to guarantee policy and user compliance.

Day 9: Network Services and Server Maintenance

During this day, Immersionist concentrated on ensuring that the server was operating normally in accordance with the manufacturer's instructions. On NOS installation processes, Immersionist learned about installing and upgrading needed modules/add-ons. Furthermore, Immersionist checked network services based on user and system needs and verified their operational state.

Day 10: Troubleshooting and Contingency Management

On the final day of work immersion, Immersionist worked on computer system and network troubleshooting. Immersionist practiced identifying flaws and issues in accordance with specifications and procedures. Immersionist also learnt how to manage contingency plans, which will help me deal with unforeseen scenarios efficiently.

During my 10-day work immersion, Immersionist acquired important hands-on experience in network installation, troubleshooting, and maintenance. These hands-on activities gave insights into the technical complexities of the IT profession and improved comprehension of academic concepts' real-world applicability. During this immersion experience, Immersionist glad for the opportunity to learn and contribute to the company's operations



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Mr. Elmer H. Festijo, one of the facilitator of the training demonstrates on how to troubleshoot computer specifically in hardware parts.

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City



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Immersionist acquires hands-on experience diagnosing and correcting network system faults using standard operating procedures.

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The completers shares their experiences and impressions during the completion ceremony at FPTDRC, MinSU- Calapan City Campus.

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City



PROGRAMME

ACTIVITY	PERSONS INVOLVED
Arrival and Registration of Participants.....	Project Leaders and Facilitators, BNHS Students and Faculty Members and MinSU Officials
Preliminaries.....	AVP
Welcome Message.....	Assoc. Prof. CONSUELO M. UNTALAN Coordinator, Extension Services
Rationale of the Extension Program Conducted.....	Asst. Prof. MARIO A. DE CASTRO JR. Head, Technology Department (BTVTEd - Events Management Services) Mr. ELMER H. FESTIJO Former Coordinator, MIS (BSIT - Computer Servicing System)
Intermission Numbers	Events Management Services Student Completers
Inspirational Messages	Dr. MA. ARLYN M. REDUBLO MCC Campus Executive Director Dr. SARLEN V. CASTILLO Principal III
Awarding of Certificates of Completion	Dr. MA. ARLYN M. REDUBLO, Dr. SARLEN V. CASTILLO, Assoc. Prof. CONSUELO M. UNTALAN, Asst. Prof. MARIO A. DE CASTRO JR.
Intermission Numbers.....	Computer Servicing System Completers
Messages.....	Mr. LEORICK C. MICIANO Teacher II/ Asst. Immersion Coordinator Mr. WENCESLAD P. PIGON Master Teacher II/ Immersion Coordinator
Awarding of the Best Event Management Services Portfolio 2023..... Awarding of the Most Competent Immersion Student 2023	Dr. MA. ARLYN M. REDUBLO, Dr. SARLEN V. CASTILLO, Assoc. Prof. CONSUELO M. UNTALAN, Asst. Prof. MARIO A. DE CASTRO JR. Events Management Services Student Awardee Computer Servicing System Awardee
Impression from the Completers.....	Events Management Services Students Computer Servicing System Students
Awarding of Certificates to Extension Project Leaders..... and Facilitators	Baco National High School Key Officials/Mindoro State University-Calapan City Campus and Immersion Coordinators
Closing Message.....	MARY ROSE D. DILAY Master Teacher II/ Senior High School Coordinator
Photo Opportunity.....	BNHS and MinSU



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Consuelo M. Untalan, Coordinator for Extension Services together with Mr. Franklin M. Lopez and Mr. Jesus M. Baustita participates in the Recognition Ceremony for Stakeholders of Baco National High School at Baco, Oriental Mindoro.

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City

Training on Computer Servicing System



Student immersionists acquire knowledge in Computer Servicing System from MinSU Extension facilitators.



PROPOSED EXTENSION PROGRAM

I. BASIC INFORMATION

- A. Project Title: **Eventful Appetites: Navigating Food Service Management in Event Planning**
- B. Proponent: BTVTEd - Food and Service Management faculty
- C. Project Leader: **MARIO A. DE CASTRO, JR.**
Title: **TRAINING ON EVENTS MANAGEMENT**
- D. Implementers: **JESSEL M. ABATA**
MARK T. EVANGELISTA
- E. Target Beneficiaries: 20 Senior High School Students
- F. Project Location: MinSU - Calapan City Campus
- G. Contact Person/Contact No. : **RONNIE F. MAGSINO**

II. RATIONALE

The Bachelor of Technical-Vocational Teacher Education offers various specializations in Food Service Management, Home Economics and Industrial Arts. Being the flagship program of the MinSU Calapan City campus, the department aims to continue its quality services not only in academics but also in community relation as the prime concern of public service and trust of the university.

In consonant with the university mission to generate and commercialize innovative technologies by providing excellent and relevant services in instruction, research, extension and production through industry-driven curricula, collaboration, internationalization and continual organizational growth for sustainable development, the department proposed the extension project entitled : **Eventful Appetites: Navigating Food Service Management in Event Planning** .This is an immersion - extension project intended to cater twenty – six (26) Senior High School students under Technology-Vocational Track.

The project is designed for 20 days in which the immersion students from Pedro V. Panaligan Memorial National High School (PVPMNHS) will be given intensive lectures about Food Processing, planning, budgeting and implementing various event such as academic, social and cultural program. Crafting of effective event proposal will be facilitated by competent faculty/experts with Trainers Methodology Certificate. Assessment will be done through proposal presentation and critiquing at the 9th week of the program. A culminating activity will be facilitated as an outcome-based proof thru completion ceremony.

This is a collaborative activity of the two High Schools and MCC - Extension Services Unit which is programmed for 20 days. The project will enable the immersionists to learn the basic to complex knowledge and skills in Food Processing technology and Events Management in accordance with TESDA and Food Innovation Center standards.

III. OBJECTIVES

General: To provide a venue for Extension - Immersion Students to access information and skills about Food Processing and Events Management Services NC II.

Specific: After the training on **Events Management**, the participants are able to:

1. Plan and Develop Event Proposal or Bid;
2. Develop an Event Concept;
3. Develop Event Program;
4. Select Event Venue and Site;
5. Develop and Update Event Management Services;
6. Provide On-site Event Management Services;
7. Manage Contractors for Indoors Events; and,
8. Develop and Update Knowledge on Protocol

Specific: After the training on **Food Processing**, the participants are able to:



1. Learn and practice the basic to complex knowledge and skills in various areas of food processing competencies;
2. Hone the food safety culture and interest to food processing as a livelihood opportunities for sustainable development; and,
3. Apply the knowledge gained and pass the test to be certified as NC II holder in food processing.

IV. PROGRAM COMPONENTS

It is a 20-day training program that consists of several lectures and practical exercises about Event Management with its application.

V. TRAINING METHODOLOGY

Planning Stage:

Needs Assessment will be conducted in Pedro V. Panaligan Memorial National High School (PVPNMHS) Immersion Students. Once the Needs Assessment Result was confirmed and validated BNHS and MinSU- BTVTEd will hold the signing of Memorandum of Agreement in order to facilitate the Eventful Appetites: Navigating Food Service Management in Event Planning

Memorandum of Agreement will be focusing/offering the following options.

1. **MinSU BTVTEd** will provide the following:

- a.) Resource Person (per training program/immersion program)
- b.) Training facility for training program
- c.) Certificate of completion for the immersionists who successfully meet all the requirements in the program.

2. **Pedro V. Panaligan Memorial National High School** will provide the following:

- a) 26 Immersion Students who qualify local screening process.
- b) Will provide consumable materials such as bond papers and other raw products/materials for the implementation of the program.
- c) Certificates to the lecturers, facilitators and students of the University for the Implementation of the immersion program.

Project Implementation Stage:

After which, the beneficiaries will undergo specific number of days in the training course which will make use of lecture-discussions, practical exercises and actual proposal presentation, portfolio assessment and institutional assessment. Participants will be evaluated based on their performance during the 10-day training program. A certificate of completion will be given to each participant after successfully completing the training course requirements. Special awards such as **Best Portfolio** and **Most Competent Immersion Student** will be given to outstanding students.

Project Evaluation Stage:

After the implementation, an evaluation process will be facilitated in order to assess the strengths and areas for improvement of the program component such as:

- resource person/lecturer/facilitator competency
- schedule and program of training
- venue of training
- venue of completion ceremony



VI. GHANT CHART

Activities	2023									
	Jan	Feb	Mar	Apr	May	Jun	Jun	Oct	Nov	Dec
Presentation of Draft Proposal for Approval										
Finalization of Approved Proposal										
Drafting of MOA										
Finalization and Signing of MOA										
Requesting of Materials										
Implementation of the project										
Completion Ceremony										
Submission of Narrative Report										
Monitoring										
Evaluation										

The Budgetary expenditures will be shouldered by **PVPMNHS**.

IX. EXPECTED OUTPUT

The number of students who will pass the NC II assessment in Events Management will contribute to the extension impact of the University; thus, it would promote additional linkages with other agencies for extension projects.

Prepared by: Sgd

MA. CHRISTINE MAE C. CULIS
Extension Staff

Noted:

Sgd

CONSUELO M. UNTALAN
Coordinator for Extension Services, MCC

Sgd

MA. ARLYN M. REDUBLO, Ph. D.
Campus Executive Director, MCC

Recommending Approval:

Sgd

LOURDES V. ICALLA, DVM
Director, Extension Services,
Extension
Knowledge Management & Technology Transfer

Sgd

CHRISTIAN ANTHONY C. AGUTAYA, Ph. D.
Vice President, Research, Development

Approved:

Sgd

LEVY B. ARAGO, JR., Ph. D.
University President



BTVTED

Food and Service Management

Events Management Services NC III Training Program **(An Extension Project in Partnership with Baco National High School Immersion Program)**

Day 1	March 30, 2023 – Orientation/Tour
Day 2	March 31, 2023 – Course Outline Discussion and Housekeeping
Day 3	April 13, 2023 – Logo, Profile, Map and Vision, Mission and Goal
Day 4	April 14, 2023 – Logo, Profile, Map and Vision, Mission and Goal
Day 5	April 20, 2023 – Event Concept, Proposal, Program and Floor Plan
Day 6	April 21, 2023 – Holiday
Day 7	April 27, 2023 – Event Concept, Proposal,
Day 8	April 28, 2023 – Program and Floor Plan
Day 9	May 4, 2023 – Presentation
Day 10	May 5, 2023 – Budgetary/ SWOT Analysis/ TOR/ MOU
Day 11	May 10, 2023 – Final Coaching and Submission of Portfolio Institutional Assessment
Day 11	May 11, 2023 - Culminating Activity/ Completion Ceremony

Prepared by:

Sgd

MARIO A DE CASTRO JR., MAT-FT

Assistant Professor II/BTVTED, Department Head



Events Management Services NC III Training Program **(An Extension Project in Partnership with Baco National High School** **Immersion Program)**

Day 1 March 30, 2023 – Orientation/Tour/Housekeeping

The Mindoro State University headed by the Coordinator for Extension, Asso. Prof. Consuelo M. Untalan, welcomed the immersionists and the Instructors from Baco National High School. Afterward, Mr. Mario A. De Castro Jr, the Project Leader oriented regarding the Events Management Services NC III Training Program and conducted a tour in the different offices and buildings inside the institution. The tour started at the administration building such as Human Resource Office, Campus Executive Director, Production and Business Office, Cashier, Accounting, Registrar's Office, Office of the Students Welfare and Services. Followed by the University Library, Bachelor of Technical- Vocational Teacher Education and Bachelor of Technology and Livelihood Department, and Clinic.





Day 2

March 31, 2023 – Course Outline Discussion and Housekeeping

Mr. Mario A. De Castro Jr., the Project Leader, discussed and distributed the course outline and the calendar of activities need to be done by the end of the duration time given to the immersionists. The activity will starts at in making Logo, Profile, Map and Vision, Mission and Goal . The Project Leader discussed and gave techniques and considerations on how to formulate the said activites. The activity will be performed by group. The class were divided into three groups. In the afternoon session , the immersionists conducted a general cleaning in the Food and Service Management Building.





Day 3 April 13, 2023 – Logo, Profile, Map and Vision, Mission and Goal

In the morning, each group of the immersionists prepared their Logo, Profile, Map and Vision, Mission and Goal of their Catering Establishment. The immersionists ‘experienced difficulty in producing Company name, and logo of their Catering. Each group was given an enough time to finish the activities. Mr. Mark Evangelista one of the facilitators guided the immersionist in making the designs and gave some ideas on how to create a creative logo for the company to make it catchy in the costumer or client.

In the afternoon, Mr. Mario A. De Castro and Mr. Evangelista checked and gave some comments regarding the presentations of Logo, Profile, Map and Vision, Mission and Goal of each group to be presented again once it is already enhanced.



Day 4 April 14, 2023 – Logo, Profile, Map and Vision, Mission and Goal



The immersionists presented the edited Logo, Profile, Map and Vision, Mission and Goal of their catering. Each group presented their output well and organized. The facilitators gave some comments to enhance more their outputs.

Day 5 April 20, 2023 – Event Concept, Proposal, Program and Floor Plan

The training started with the checking of attendance facilitated by one of the facilitators, Ms. Jessel M. Abata. The facilitator discussed and gave examples regarding the event concept, proposal, program and floor plan. After the discussion, the immersionists did their task given by the facilitators.

Day 7 April 27, 2023 – Event Concept, Proposal,

The immersionists presented regarding the event concept, and proposal. The facilitators gave comments and suggestions regarding the event concept and proposal made by the immersionists. There were some problems with regards to the grammar of the participants. But they did their best to enhance their output. After the presentation of the event concept and proposal, the immersionists, prepared also the program and floor plan.

Day 8 April 28, 2023 – Program and Floor Plan

The immersionists presented regarding the program and floor plan. The facilitators gave comments and suggestions regarding the program and floor plan made by the immersionists. The participants enjoyed doing their program and floor plan. The facilitators guided the immersionist while making the said activities.

Day 9 May 4, 2023 – Presentation

The presentations started with the checking of attendance. Mr. Mario A. De Castro Jr, the Program Leader, critique the outputs of the three groups. He gave comments and suggestions to the immersionists in order to improve their event concept, proposal, program and floor plan. He reminded that in doing such activities, they need to be careful because the output will be presented to the client/s. He also stated that they need to prepare the narrative report.

Day 10 May 5, 2023 – Budgetary/ SWOT Analysis/ TOR/ MOU



The training started with the checking of attendance facilitated by one of the facilitators, Ms. Arlyn R. Dimaano. The Project Leader, Mr. Mario A. De Castro Jr. discussed the Budgetary/ SWOT Analysis/ Terms of Reference or the Memorandum of Agreement. The immersionist experience in how to make and compute budgetary requirements. Ms. Jessel Abata, one of the facilitators gave the sample copy/ output of the Budgetary/ SWOT Analysis/ Terms of Reference or the Memorandum of Agreement for the participants to easily understand how to make the said documents.

**Day 11 May 10, 2023 – Final Coaching and Submission of Portfolio
Institutional Assessment**

In the morning the final coaching started with the checking of attendance. The facilitators conducted final coaching by asking questions to the participants in order for them to be ready in the institutional assessment. The participants take part during the coaching process. Coaching is a process that aims to improve performance and focuses on the ‘here and now’ rather than on the distant past or future. Each group submitted their portfolios to the Project Leaders.

In the Afternoon, the institutional assessment conducted by the Project Leader, Mr. Mario A. De Castro Jr. He interviewed and assessed the participants one by one. 98% passed the institutional assessment.

Day 12 May 11, 2023 - Culminating Activity/ Completion Ceremony

The completion ceremony started with the arrival of the Project Leader, facilitators, Baco National High School faculty, students, and MinSU official. The registration was facilitated by the secretariat headed by Ms. Christine Culis. The program formally commenced with the preliminaries via audio-visual presentations. Afterward, the coordinator for extension services, Associate Professor Consuelo Untalan welcomed the guests and participants by giving her message. The rationale for the conducted extension program was given by the Project Leaders Assistant Professor Mario A. De Castro Jr and Mr. Elmer Festijo. They acknowledged the efforts and dedication of the immersionists during their training. Also, they shared that they are very thankful because Baco National High School chose Mindoro State University to be one of their partner agencies. The Events Management Services immersionists shared their talents during their intermission number. Afterward, Ma'am Mary Rose Dilay gave her inspirational message to the completers, followed by the awarding of certificates of completion facilitated by the Project Leader, coordinator for extension services, and Baco National High School faculty. Mr. Leorick Micano and Mr. Wenceslao Pigon shared their messages to the partner institution and congratulatory messages to the completers. The Computer Services immersionists shared also their talents during their intermission number. followed by the awarding of Best Event Management Services Portfolio, and awarding of the Most Competent Immersion Students facilitated by the Project Leader, coordinator for extension services, and Baco National High School faculty.



Afterward, the completers shared their impressions during their training at Mindoro State University. Lastly the awarding of the certificates to the Project Leader and facilitators given by the Baco National High School faculty members. The closing remarks were given by Ma'am Mary Rose Dilay followed by the photo opportunity. The completion ceremony was hosted by one of the facilitators, Mr. Mark T. Evangelista.



Training on Events Management



Mr. Mario A. De Castro discusses to Baco National High School Students the importance of Events Management.



PROPOSED EXTENSION PROGRAM

I. BASIC INFORMATION

- A. Project Title: **Pouring Perfection: Elevating Food and Beverage Training for Hospitality Professionals**
- B. Proponent: College of Business Management
- C. Program Leader: **MARIANNE LEE B. LINESES**
- D. Project Leader: **DONNE FERNANDO A. GUERRERO**
Title: Advancing Food & Beverage Services: Embracing Innovation and Excellence
Implementers: **CLIMBER JOHN A. ROSALES**
RYAN G. TUGAS
- E. Project Leader: **EMMA VIDA R. LIWANAG**
Title: Innovating Taste: Advancing Food & Beverage Services with Excellence
Implementers: **GEE – LYN M. MANALO**
ANGELO PALMERO
- F. Project Duration: April – June 2023
- G. Project Location: MinSU – Library
- H. Target Beneficiaries: 43 Senior High School Students
- I. Contact Person/ Contact No: **MARIANNE LEE B. LINESES**

II. RATIONALE

The Training on Food and Beverages NC II Extension Project addresses the increasing demand for skilled workers in the food service industry. With the food and beverage sector playing a significant role in the local economy, it is essential to equip students with the necessary skills and knowledge to succeed in this field. By offering the Food and Beverages NCII certification, we aim to bridge the gap between theoretical learning and practical application, thereby enhancing students' employability and ensuring their contribution to the local workforce.

By implementing a training plan, the university aims to provide individuals with a comprehensive education in food and beverages enabling them to acquire the essential skills and knowledge required for success in this field. The plan offers a systematic approach to skill development, allowing trainees to start from the fundamentals and steadily enhance their abilities to become proficient bakers. The department proposed an extension project entitled **Pouring Perfection: Elevating Food and Beverage Training for Hospitality Professionals**.

The project is designed 10 days for the **PVMNHS** will be given intensive lectures about the training plan for Food & Beverage Services. Crafting an effective event proposal will be facilitated by competent faculty and experts with Trainers Methodology Certificates. Assessment will be done through a proposal presentation of the program. A culminating activity will be facilitated as outcome-based proof through a completion ceremony.

III. OBJECTIVES

General: To provide a venue for Extension - Immersion Students to access information and skills about Training on Food and Beverages NC II.

Specific: After the training, the participants are able to:

1. Provide students with comprehensive training in food and beverage services through the Food and Beverages NC II program.



2. Empower students with practical skills that prepare them for a career in the food service industry.
3. Foster a strong partnership PVP MNHS to local businesses, and the community.
4. Contribute to the development of a skilled workforce that meets the needs of the local food service sector.

IV. **PROGRAM COMPONENTS**

Alternative Training

V. **TRAINING METHODOLOGY**

Planning Stage:

Needs Assessment will be conducted in PVP MNHS Immersion Students. Once the Needs Assessment Result is confirmed and validated, the two schools together with MCC – Extension Services Unit will hold the signing of Memorandum of Agreement in order to facilitate the Training on Food and Beverages NC II.

Memorandum of Agreement will be focusing/offering the following options.

1. MinSU - CBM Faculty will provide the following:

- a.) Resource Person
- b.) Training facility for training program
- c.) Certificates of completion for the immersionists who successfully meet all the requirements in the program.

2. Pedro V. Panaligan National High School will provide the following:

- a. 43 Immersion Students that qualify local screening process
- b. Consumable materials such as bond papers and other food and beverages materials for the implementation of the program.
- c. Certificate to the lecturers, facilitators and students of the University for the Implementation of the Immersion program.

Project Implementation Stage

After which, the beneficiaries will undergo specific number of days in the training course which will make use of lecture- discussions, practical exercise actual proposal presentation, portfolio assessment and institutional assessment. Participants will be evaluated based on their performance during the 20 - day training program. A certificate of completion will be given to each participant after successfully completing the training course requirements.

Project Evaluation Stage:

After the implementation, an evaluation process will be facilitated in order to assess the strengths and the areas for improvement of the program component such as:

- resource person/lecturer/facilitator competency
- schedule and program of training
- venue of completion ceremony



V. GHANT CHART

Activities	2023									
	Jan	Feb	Mar	Apr	May	Jun	Jun	Oct	Nov	Dec
Presentation of Draft Proposal for Approval										
Finalization of Approved Proposal										
Drafting of MOA										
Finalization and Signing of MOA										
Requesting of Materials										
Implementation of the project										
Completion Ceremony										
Submission of Narrative Report										
Monitoring										
Evaluation										

The Budgetary expenditures will be shouldered by **Bucayao National High School and Baco National High School**.

VI. EXPECTED OUTPUT

The training program aims to equip participants with the knowledge, skills, and attitudes necessary to deliver exceptional dining experiences, delight guests, and contribute to the success of the hospitality establishment.

Prepared by:

Sgd

MA. CHRISTINE MAE C. CULIS
Extension Staff

Noted:

Sgd

CONSUELO M. UNTALAN
Coordinator, MCC Extension Services

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MA. ARLYN M. REDUBLO, Ph. D.
Campus Executive Director, MCC

Recommending Approval:

Sgd

LOURDES V. ICALLA, DVM
Director, Extension Services,
Knowledge Management & Technology Transfer

Sgd

CHRISTIAN ANTHONY C. AGUTAYA, Ph. D.
Vice President, Research, Development & Extension

Approved:

Sgd

LEVY B. ARAGO, JR., Ph. D.
University President



**Training on Food and Beverage NC II
Pedro V. Panaligan Memorial National High School**



A student – immersionist from Pedro V. Panaligan Memorial National High School demonstrates the correct way of napkin folding during the training.



PROPOSED EXTENSION PROJECT

I. BASIC INFORMATION

Project Title: Training on Refining for Creativity: Enhancing the Talents of City College Students

Proponent: Extension Services Office of Mindoro State University-Calapan City Campus (MCC) in collaboration with City College of Calapan

Address: MCC Nautical Highway, Brgy. Masipit, Calapan City

Contact Number: 09989830553

Email Address: untalanconsuelo@gmail.com

Program Leader: Mrs. Consuelo M. Untalan

Project Leader: Ma. Christine Mae C. Culis

Implementers: Glenn D. Jimenez & Santiago P. Untalan, Jr.

Project Duration: One Year

Contact Person: Mrs. Consuelo M. Untalan

II. RATIONALE

The City College of Calapan acknowledges key partners in Oriental Mindoro's history, arts and culture. Its Cultural Club aims in supporting arts and culture among their students through: (1) Supporting and implementing history, arts and cultural programs, activities and events; (2) Providing information about local history, arts and cultural endeavors; and, (3) Encouraging students to patronize and recognize local cultural facilities such as schools, colleges, universities, public libraries, local museums, galleries and performing arts centers.

The Office of the Extension Services of MCC desires to partner and collaborate with MinSU in supporting the advocacies of the City College which presently promotes the role and value of arts, culture and heritage in diverse and inclusive communities and to invest in local arts and cultural priorities.

This project is being proposed believing that educating the next generation of Mindoreños is the best avenue in promoting, inculcating and preserving Oriental Mindoro's rich cultural heritage. As the old saying goes, "Ang hindi lumigon sa pinanggalingan ay hindi makararating sa kanyang paroroonan" which means that anybody who does not know where he comes from, will never reach his/her destination. As requested by the City College of Calapan, the program leader, being a member of Pamanang Kwerdas of Oriental Mindoro and SAMAKAMI, (History, Culture and Arts Advocacy Group) will give lecture as resource speaker.

III. OBJECTIVES

The main objective of this extension project is to establish a collaborative effort which will support arts and cultural activities.

Specifically, it aims to:

- (1) Contribute the value of local cultural heritage to local communities;
- (2) Engage local communities in preserving the rich cultural heritage of the past; and,
- (3) Deliver priorities including encouraging safe and inclusive communities, building regions, stimulating economic growth, innovation and increasing workforce participation.



IV. PROJECT COMPONENTS

Planning Stage:

A one-(1) day Training is being proposed to be scheduled on March 2, 2023 at the City College Auditorium, Calapan City, Oriental Mindoro which will showcase students’ skills and talents.

Project Implementation Stage:

The implementation of this extension project activity which will be held on March 2, 2023. A lecture in the morning and cultural presentation will be implemented among the participants. Giving of certificates of recognition and participation will be awarded at the end of the activity.

Monitoring and Evaluation Stage:

This kind of activity will pave the way for the participants to strengthen their passion to preserve the rich cultural heritage of our province thru history, music and arts. The participants will be empowered to become passionate in encouraging other young generations of Mindoreños to embrace and preserve our cultural heritage instead of idolizing other cultural practices of foreign countries. Assessment of the performance will also be done at the end of the activity.

Training Management

The Office of the Extension Services of MCC and City College of Calapan shall provide general supervision and oversight of the training.

SCHEDULE OF ACTIVITIES

March 02, 2023		
Activity	Time	Persons Involved
Short Program/ Orientation	7:30-8:30 AM	Key Officials of the Institutions Resource Speaker Officers/Members of the Cultural Club
Lecture	8:30-10:30 AM	Resource Speaker & Participants
Workshop	10:30-11:30 AM	
Continuation of Lecture & Workshop	1:00-4:00 PM	
Short Program & Awarding of Certificates	4:00-5:00 PM	Key Officials of the Institutions, Resource Person & Participants

I. EXPECTED OUTPUT:

This kind of extension project will empower the participants to become advocates of the history, culture and the arts of the Province of Oriental Mindoro. Participants and advocates of this kind of project, will be encouraged to do cultural research studies by means of visiting museums and historical sites and participate in various local cultural activities nationwide. They will be encouraged also to establish a legacy for the next generation of Mindoreños to study, learn, love & embrace our country’s rich cultural heritage by means of respecting the rights of the indigenous people specifically our Mangyan Tribes who are the original settlers of the island province of Mindoro.



II. BUDGETARY PROPOSAL:

Training expenses will come from MCC and City College of Calapan.

Total Amount ₱ 10,000.00

Prepared by:

Sgd
CONSUELO M. UNTALAN
Coordinator for Extension Services, MCC

Noted:

Sgd
MA. ARLYN M. REDUBLO, Ph.D.
Campus Executive Director, MCC

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LOURDES V. ICALLA, DVM
Director, Extension Services,
Knowledge Management & Technology Transfer

Recommending Approval:

Sgd
CHRISTIAN ANTHONY C. AGUTAYA, Ph. D.
Vice President, Research, Development & Extension

Approved:

Sgd
LEVY B. ARAGO, JR., Ph. D.
University President



Training on Refining for Creativity: Enhancing the Talents of City College Students



Consuelo M. Untalan, Coordinator for Extension Services, acts as the resource speaker during the activity entitled: Refining Creativity: Enhancing the Talents of City College Students.