



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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March 12, 2024

THE OFFICER-IN-CHARGE
Office of the University President
This University

MINDORO STATE UNIVERSITY Victoria, Oriental Mindoro, 5205 Philippines	
RECEIVED	
RECORDS OFFICE	
BY: _____	_____
DATE: <u>3/12/24</u>	<u>1</u>
TIME: <u>2:35</u>	
CONTROL # <u>750</u>	<u>263</u>

Sir :

Greetings!

This is to respectfully submit a proposal for a need assessment titled "*Need Assessment for Community Organization at Melgar, Naujan, Oriental Mindoro: An Activity Design*" to be conducted on *March 15, 2024*. The activity is in response to the attached invitation sent to your office from the Chairperson.

The proposed activity will be having a projected cost of **Php. 10,590.00.**

Looking forward for your approval on this proposed activity.

Thank you and God bless!

Very truly yours, /

LOURDES V. ICALLA, DVM
Director for Extension, Knowledge and Technology Transfer

Recommending Approval:

PROF. JOELENE C. LEYNES
VP for Administration and Finance

Approved: _____

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
OIC- University President

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



VISION

The Mindoro State University is a center of excellence in agriculture and fishery, science, technology, culture, and education of globally competitive lifelong learners in a diverse yet cohesive society.

MISION

The University commits to produce 21st – century skilled professionals and 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.

GOAL

Provide and broaden the access to quality education responsive to an ever growing and dynamic society.

OBJECTIVES

Strengthen the capabilities of the institution to:

1. Offer quality education.
2. Provide opportunities for the youth to develop their potential as human being and as productive members of society.
3. Expand financial assistance to poor but deserving student toward greater access to education.
4. Maximize productivity to sustain income generation and;
5. Intensify research and extension services, which are relevant to the needs of the community.

1. PROGRAM PROFILE:

A. Cluster Program: **AGRICULTURE – FISHERIES SCIENCE AND TECHNOLOGY BASED ENTERPRISES**

B.1. Head of the Agency:

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
OIC - University President

B.2. Project Leader/ Proponent /Coordinator:

DR. LOURDES V. ICALLA
Director for Extension, Knowledge and Technology Transfer

Project Title: **NEEDS ASSESSMENT FOR COMMUNITY ORGANIZATION AT MELGAR NAUJAN, ORIENTAL MINDORO: AN ACTIVITY DESIGN**

B.3 Cooperating Agencies: MINSU & Community Organization at Melgar, Naujan, Oriental Mindoro

C. Implementers: Ms. Sheryl Regaspi
EXTENSION UNIT & All Programs

E. Project Cost: Php 10,590.00

F. Project Site: Melgar Barangay Hall

G. Participants/Direct Beneficiaries: SB Members and Community Organization Members
MINSU Faculty

Activity Duration: 1 days (March 15, 2024)

I. Funding Agency: **MinSU-Extension Unit**

II. RATIONALE:

A. Basic Information:

As a mission of Mindoro State University to address the of societal transformation through extension services is reflected through Republic Act 7722, by the Commission on Higher Education. The objective is to serve the poorest of the poor, the less privileged, the deprived and the oppressed (Elman, 1998). Most extension programs and services are demand driven and community-based. It encompasses the main functional needs and demands to promote the general wellbeing of the rural and urban communities. Implementation must be complementing to the curricular offerings of the University. Moreover, extension programs must provide opportunities for the target clientele to improve their standard of living and uplift the quality of their lives. Programs are designed primarily to increase the security of livelihood, alleviate poverty, reduce illiteracy, improved health and nutrition, promoting and preserving the environment and creating the system of governance that promotes human development for the community.

B.1 Background of the Activity:

A letter dated January 4, 2024 was sent to the Head of the Agency i.e. Dr. Christian Anthony C. Agutaya, OIC University President, requesting assistance from the University in improving the tourism aspect of the community situated at Melgar B, Naujan, Oriental Mindoro. The area consists of a household population of 1,437 broken down into 356 households or an average of 4.04 members per household (2015 Census). Its population as determined by the 2020 Census was 1,617 representing 1.48% of the total population of Naujan.

However, MINSU could not just move along the idea of extending services without assessing the immediate needs of the community, thus a need assessment is designed. This will serve as a jumpstart in developing an extension proposal. Moreover, the activity should be undertaken to prioritize the programs or projects that will be implemented to the community.

III. Methodology:

Upon receipt of the letter by the Extension Unit, coordination was made at once to the Chairperson of the concerned barangay. Such coordination was to properly inform the concerned about the initial steps to be made before the conduct of extension services. It was then agreed that the need assessment and site visit will be conducted on March 15, 2024. During the activity, presentation of the Extension Agenda of the University will also be presented before the focus group discussion.

As a recipient of the University Extension Services, a site visit to DAO Waterlily Park will also be made to let the participants explore other opportunities for extension services.

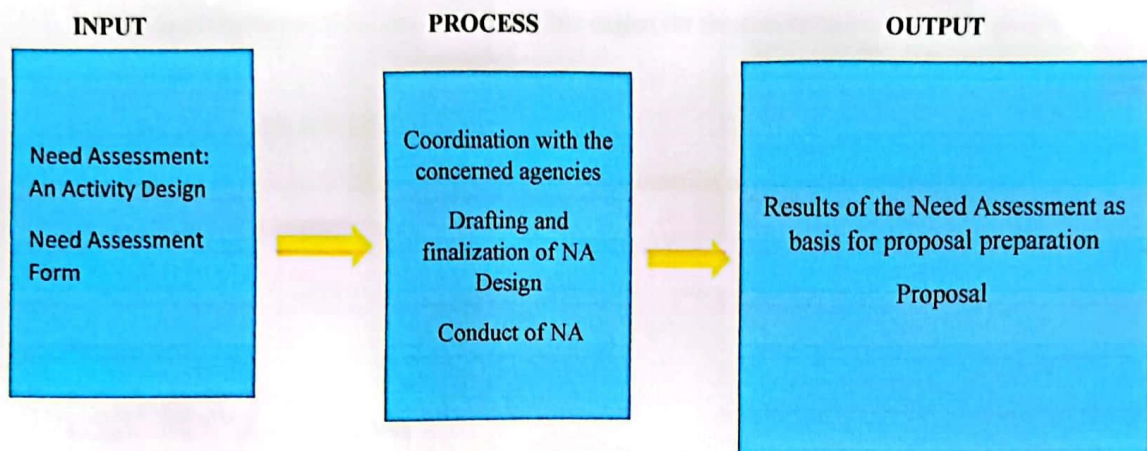
III.1 Objectives of the Need Assessment:

Generally: to assist the community in prioritizing their needs in improving the livelihood programs.

Specifically:

1. To gather information about the community pertaining to their livelihood programs.
2. To identify the different community services that the University could provide through environmental scanning.
3. To prioritize the needs of the community according to what the University could offer.

Conceptual Framework:



Activities:

Date	Activities	Remarks
March 11 – 12 ,2024	Coordination with the concerned agencies re; program, accommodation, invitation, tarpaulin for the training, transportation and other logistics Preparation/Approval of the activity design.	To determine all the necessary preparations for the smooth delivery of the need assessment/
March 14 , 2024	Finalization and preparation of needed materials & logistics	
March 15, 2024	Conduct of the Need Assessment through focus group discussion Prioritization Presentation of Extension Agenda Evaluation	

V. Projected Cost

Unit	Item Description	Qty	Unit Cost	Total Cost
Meals & Snacks				
	One snacks (am) and lunch i.e. snacks 70 Php snacks and meal – 100 Php	27	170.00	4,590.00
Transportation				
Mini bus rental	to fetch and convey participants	One day rental for a mini bus	6,000.00	6,000.00
Subtotal				10,590.00

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VI. EXPECTED OUTPUT:

Results of the Needs Assessment as a tangible output for the conceptualization of proposals.

VII. SUSTAINABILITY PLAN:

A proposal will be conceptualized for the implementation of extension services in improving the livelihood of the community.

Prepared by:

LOURDES V. YALLA, DVM
Director for Extension, Knowledge and Technology Transfer

Allotment Available:

MS. ROVELYN P. ROXAS
Budget Officer III

Recommending Approval:

PROF. JOELENE C. LEYNES
VP for Administration and Finance

Approved:

CHRISTIAN ANTHONY C. AGUTAYA, PhD
VP for Research, Extension and Development
OIC – Office of the University President



Republika ng Pilipinas
Lalawigan ng Oriental Mindoro
Bayan ng Naujan
BARANGAY MELGAR B

RECEIVED	
RECORDS OFFICE	
BY:	
DATE:	1/25/24
TIME:	12/10
CONTROL #	101

Enero 24, 2024

DR. CHRISTIAN ANTHONY C. AGUTAYA
OIC University President
Mindoro State University (Main Campus)
Victoria Oriental Mindoro

Sir Christian Anthony Agutaya;

Pagbatil!!!

Ang Sangguniang Barangay ng Melgar B at ang Melgar B Cottages Association ay humihiling na mapagkalooban ng pagsasanay na mas makapagpapaunlad ng turismo sa Barangay.

Ang paggawa ng mga souvenir items katulad ng bags, pouch, coin purse at iba pa ay hindi lamang makakaagapay sa pang-araw-araw na pamumuhay ng mga kasapi ng asosasyon kundi maging ng iba pang mamamayan ng Barangay.

Isa sa ipinagmamalaki ng Bayan ng Naujan ay ang malinis na dalampasigan ng Melgar B, kung kaya ito ay binabalik-balikan ng mga panauhing nagmumula sa kung saan mang lugar., Dinarayo ito ng libo-libong tao sa buong taon.

Umaasa po ang Sangguniang Barangay at ang Melgar B Cottages Association na inyong maipagkakaloob ang aming kahilingan para narin mapaunlad pa ang turismo ng aming Barangay.

Nawa'y pagpalain pa kayo ng ating Poong Maykapal.

Sumasainyo,

LITO M. PALOMERA
Punong Barangay

CESSIE N. FEDELICIO
Pangulo ng Asosasyon



March 15, 2024

- Needs Assessment for Community Organization at Melgar B, Naujan, Oriental Mindoro

Persons Involved:

- Dr. Lourdes V. Icalla-Director for Extension, Knowledge and Technology Transfer
- Dr. Erwin L. Icalla- Asso. Prof V, CAAF
- Elisa M. Agoncillo- Asso. Prof. III, CAAF
- Dr. Jessie Ray Mangundayao- Asst. Prof. III, CTE
- Dr. Evelyn A. Leynes,-Asso. Prof V, CTE
- Michelle Vergara- Instructor III, CTE
- Joan Politico-Asst. Prof. I, CTE
- Dr. Wilma Lontoc- Asso. Prof, CTE
- Josefa Laudencia,-Asst. Prof III,CTE
- Flordemae V. Ines- Instructor III, CBM
- May Ann Mangurali- Instructor I, CBM
- Arleth Atienza, Instructor I, CBM
- Noelyn Roxas-Instructor, CBM
- Prime Gilbert Rieta- Instructor I, CBM
- Anjanette A lot- Instructor I, CBM
- Michelle Claveria- Instructor I, CBM
- Ms. Liezel M. Romantico-Asst. Prof. I,PC-BSTM
- Lannie Enriquez- Asst. Prof. I, LHS
- Marionne Josef Enriquez-Instructor I, LHS
- Marinel Liwanag-Instructor I, LHS
- Ronalyn Guevarra, Instructor, LHS
- Bernadeth Cayaos-Instructor I, LHS
- Melvin Aguba-Instructor III, CTE
- Sheryl B. Regaspi-Extension Staff
- Junathaniel Umak-Extension Staff



Registration of the participants



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The Needs Assessment activity was successfully conducted on March 15, 2024 at Melgar-B, Naujan with the assistance of the faculty from different colleges.

Ms. Anjanette A lot led the prayer followed by the singing of National Anthem led by Ms. Marinel Liwanag. Welcome messages delivered by one of the members of Sanguniang Barangay of Melgar, Hon. Lanie M. Malubag. Ms. Arlhet Atienza and Ms. Liezel Romantico introduced the participants. Dr. Lourdes V. Icalla presented the extension Agenda followed by the Focus Group Discussion. Hon. Lito M. Palomara, Barangay Captain was also present in the activity.



The activity was facilitated by the faculty involved and the Extension Office.

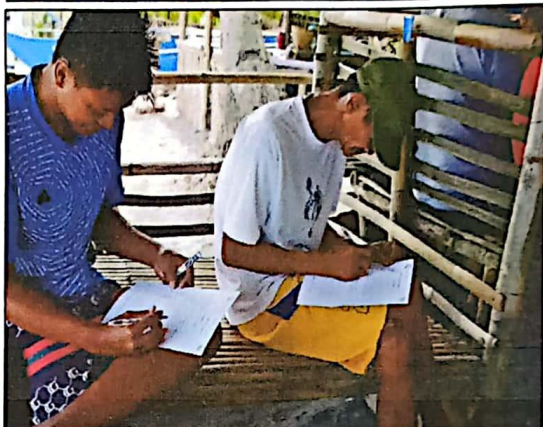
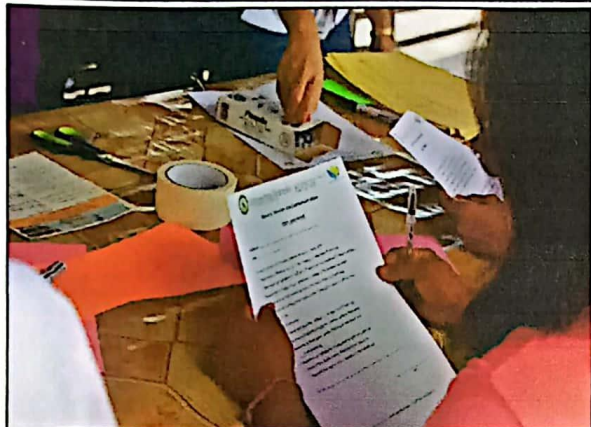
•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit Calapan City



Faculty from different colleges assisted the Director for Extension, KTT in conducting the Focus group discussion (fgd) together with the members of the cottages organization.



Needs Assessment form was filled up also by the members of the organization.



Group pictures together with the DEKTT, Faculty and the members of the organization.



NEEDS ASSESSMENT FOR COMMUNITY ORGANIZATIONS AND ENVIRONMENTAL SCANNING AT MELGAR NAUJAN, ORIENTAL MINDORO

ATTENDANCE

March 15, 2024

Name/Pangalan	Designation/ Katungkulan	Agency/Address/Lugar	Contact No.	Signature/Lagda
1. LOWHEN N. DIAZ	VICE PRESIDENT			
2. CESSIO N. FEDLICID	PRESIDENT			
3. RUBEN MAGNAYE JR	MEMBER			
4. DOLORES MANALO				
5. DIONISIO MANICA SR.				
6. LEDDEVEN CELESTINO				
7. JOEDE SARABIA				
8. JUSTINO SARABIA				
9. BERNARD SARABIA				
10. ROLANDO FEDLICID SR				



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ATTENDANCE

March 15, 2024

Name/Pangalan	Designation/ Katungkulan	Agency/Address/Lugar	Contact No.	Signature/Lagda
11. SONFY CASTILLO	MEMBER			
12. DAN CARRY MACARAIG				
13. VIRGILIO FEDERICO				
14. REBECCA SARABIA				
15. RANDOLPH FEDERICO				
16. VICKY IDEA				
17. VNN PERMEJO JR				
18. KESTER TRANSMONTE				



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ATTENDANCE

March 15, 2024

Name/Pangalan	Designation/ Katungkulan	Agency/Address/Lugar	Contact No.	Signature/Lagda
19. EDGARDO P. IDEA	TRASURER			
20. FLORENTINA MORTILLA				
21. LAMIE S. MALUBOG	KAGAWAD			
22. MAY M. JARABE	KAGAWAD			
23. MATT Del Rosario	KAGAWAD			
24. Ma. Lahi Lacda Celestrin				tin
25. Meddy Carabia				
26. LITO M. PALOMERA	BRGM. CAPT.			
27. KIMUEL PAUL E. GIDA	SK CHAIRPERSON			
28. Bryan Mahagnay	BHW			

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



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ATTENDANCE

March 15, 2024

Name/Pangalan	Designation/ Katungkulan	Agency/Address/Lugar	Contact No.	Signature/Lagda
29. MICHELLE M VERGARA	Instructor III	MI		
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NEEDS ASSESSMENT FOR COMMUNITY ORGANIZATIONS AND ENVIRONMENTAL SCANNING AT MELGAR NAUJAN, ORIENTAL MINDORO

ATTENDANCE

March 15, 2024

Name/Pangalan	Designation/ Katungkulan	Agency/Address/Lugar	Contact No.	Signature/Lagda
39. Anjanette G. Abot	Instructor I			
40. LIEZEL M. ROMANTICO	Assi. Prof. I			
41. FLORDEMAE V. INES	Instructor III			
42. RONALYN A. GUEVARRA	INSTRUCTOR I			
43. BERNADETH E. CAYASOS	INSTRUCTOR - I			
44. Michelle Claveria	Instructor I			
45. Noelyn P. Roxas	Instructor I			
46. Rina Gilbert T. Diez	Instructor I			
47. Elia M. Agmillo	Asso. Prof. II			
48. Jessie Ray B. Mangundaya	Asst Prof II			



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29. MICHELLE M. VERGARA	Instructor			
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ATTENDANCE

March 15, 2024

Name/Pangalan	Designation/ Katungkulan	Agency/Address/Lugar	Contact No.	Signature/Lagda
49. May-Ann M. Mangumil	Instructor I			/ n
50. Arlet Kienza	Instructor I			
51. Wilma Lontoc	Assoc Prof. II			
52. Josefa L. Lomoben	Assoc Prof			/
53. Luanag, Maribel	Instructor I			
54. Enriquez, Lannie L.	Asst Prof I			
55. Rosibel Marquez	Press.			
56. Lorna Leuterio	member			
57. Sara Gausad	auditor			
58. melody aguna	member	mel mangumil		aguna



NEEDS ASSESSMENT FOR COMMUNITY ORGANIZATIONS AND ENVIRONMENTAL SCANNING AT MELGAR NAUJAN, ORIENTAL MINDORO

ATTENDANCE

March 15, 2024

<i>Name/Pangalan</i>	<i>Designation/ Katungkulan</i>	<i>Agency/Address/Lugar</i>	<i>Contact No.</i>	<i>Signature/Lagda</i>
59. Rufina Salazar	member			
60. Agnes anounuevo	P.I.O.			
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March 12, 2024

TRAVEL ORDER

In the interest of the service and with duly approved request for an authority to travel with Control No. 03-050 the following personnel, is hereby authorized to travel on March 15, 2024 to conduct need assessment survey as requested by the SB member of Bry. Melgar at Naujan, Oriental Mindoro.

1	DR. LOURDES V. ICALLA	Director for Extension, KTTO	RDE/Extension Unit
2	DR. ERWIN L. ICALLA	ASSO. PROF V	CAAF
3	ELISA M. AGONCILLO	ASSO. PROF III	CAAF
4	DR. JESSE RAY MANGUNDAYAO	ASST. PROF III	CTE
5	DR. EVELYN A. LEYNES	ASSO. PROF. V	CTE
6	MICHELLE VERGARA	INSTRUCTOR III	CTE
7	JOAN POLITICO	ASST. PROF I	CTE
8	DR. WILMA LONTOC	ASSO. PROF.III	CTE
9	JOSEFA LAUDENCIA	ASST. PROF.III	CTE
10	KATHERINE R. TORRES	ASSO. PROF I	CBM
11	FLORDEMAE INES	INSTRUCTOR III	CBM
12	MAY ANN MANGURALI	INSTRUCTOR I	CBM
13	ARLHET ATIENZA	INSTRUCTOR I	CBM
14	NOELYN ROXAS	INSTRUCTOR I	CBM
15	PRIME GILBERT RIETA	INSTRUCTOR I	CBM
16	ANJANETTE A LOT	INSTRUCTOR I	CBM
17	MICHELLE CLAVERIA	INSTRUCTOR I	CBM
18	LIEZEL ROMANTICO	ASST. PROF I	CBM
19	LANNIE ENRIQUEZ	ASST. PROF I	LHS
20	MARIONNE JOSEF ENRIQUEZ	INSTRUCTOR I	LHS
21	MARINEL LIWANAG	INSTRUCTOR I	LHS
22	ROSS CHRISTIAN MANUEL	INSTRUCTOR I	LHS
23	RONALYN GUEVARRA	INSTRUCTOR I	LHS
24	BERNADETH CAYAOS	INSTRUCTOR I	LHS
25	MELVIN AGUBA	INSTRUCTOR III	CTE
26	SHERYL REGASPI	EXTENSION STAFF	RDE/Extension Unit



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27	JUNATHANIEL UMAK	EXTENSION STAFF	RDE/Extension Unit
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- Vehicle to be used: : Regular Transportation
- Date & Time of Departure : March 15, 2024: 8:00 am
- Expected Date & Time of Return : March 15, 2024: _____

In this regard, you are authorized to claim traveling and other incidental expenses chargeable against appropriate funds subject to rules and regulations provided in Executive Order (EO) No. 77 and MinSU Office Memorandum No. 001 series of 2020.

The Vice President for Research, Extension and Development, Academic Affairs and Administration and Finance of this University shall supervise the proper implementation of this order.

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
OIC- Office of the University President