



# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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May 13, 2024

**THE OFFICER-IN-CHARGE**  
This University

Sir:

Greetings!

|                                                                          |         |
|--------------------------------------------------------------------------|---------|
| MINDORO STATE UNIVERSITY<br>Victoria, Oriental Mindoro, 5205 Philippines |         |
| <b>RECEIVED</b>                                                          |         |
| RECORDS OFFICE                                                           |         |
| BY:                                                                      |         |
| DATE:                                                                    | 5/15/24 |
| TIME:                                                                    | 10:07   |
| CONTROL #                                                                | 1435    |

This to officially submit the Training Design on the **Inclusive Literacy: Bridging the Gap for Indigenous Learners** under the project "S&T Community-based for Inclusive Development (STC4iD) Program on Livelihood Improvement of Mangyan Communities in Mindoro through Science and Technology (S&T) Interventions."

Through this training, the Indigenous People (IPs) of the selected communities will be capacitated to develop foundational literacy skills, to enhance the participant's reading, writing and comprehension abilities and to qualify the IP learners in the Alternative Learning System (ALS) Assessment.

The projected cost for the activity amounts to a total of **Php 210,000.00** for this year, 2024 (Year 2), covering the representation expenses for the training.

Attached here is the training proposal for your reference.

Looking forward to your approval on this matter.

Thank you.

Very truly yours,

**ERWIN L. ICALLA, PhD**  
Project Leader

Recommending Approval:

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

Approved: /

**CHRISTIAN ANTHONY C. AGUTAYA, PhD**  
OIC-Office of the University President



## 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 21<sup>st</sup> – 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.

## I. PROJECT PROFILE:

### A. Title of the Project

**Inclusive Literacy: Bridging the Gap for Indigenous Learners**

*(A Project under the S&T Community-Based for Inclusive Development STC4iD)*

### B.1. Head of the Agency

**CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.**

OIC, Office of the University President

Mindoro State University

### B.2. Project Leader

**Pinky B. Carig**

Associate Professor V

### B.3. Project Implementers/Coordinators

Dr. Eva V. Brinosa

Ms. Janeth D. Linga

Mellany A. Tolentino

### C. Resource Persons

Dr. Marinel V. Burgos

Liann Camille D. Perez

Enrique T. Magalay Jr.

Jessamae V. Recto

Reymark D. Fran

Lyries K'zandra G. Angeles

Gladys P. Comia

Dr. Dionisio E. Briñosa

Lorie Jane R. Delos Santos

Hilbert S. Perez

Pamela Arzaga Labisto

Emmanuel S. Pineda

Dr. Gerolyn B. Javier





**D. Cooperating Agency**

Department of Education (Schools Division of Oriental Mindoro)

**E. Project Cost**

Php 210,000.00

**F. Project Site**

Canaan, Victoria, Oriental Mindoro

Bayang, Lisap, Bongabong, Oriental Mindoro

Liguma, Lisap, Bongabong, Oriental Mindoro

Atoy, Lisap, Bongabong, Oriental Mindoro

Buong Lupa, Bungkarot, Gloria, Oriental Mindoro

**G. Direct Beneficiaries**

Indigenous People (Young and Adult Mangyans in the municipality of Victoria, Bongabong and Gloria)

**H. Project Duration**

Three (3) Years 2023 – 2025

**I. Funding Agency**

Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD)

Mindoro State University



## **Inclusive Literacy: Bridging the Gap for Indigenous Learners**

### **Rationale**

Literacy skills empower individuals by providing them with the ability to understand, interpret, and communicate effectively. To continually develop the reading and writing skills of the indigenous people learners in Canaan Victoria, Buong Lupa Gloria, and Lisap Bongabong, the training on basic literacy for the Mangyan communities will be implemented. Aimed at enhancing the personal autonomy of the Mangyans to actively participate in community activities for societal progress, economic growth, and the overall well-being of Mangyan communities, the project will be implemented as a fundamental investment in human capital and community resilience.

Adult learners, school dropouts, and out-of-school youths are the identified beneficiaries of the project. Having limited access to educational facilities in the area and being largely confined to rearing children and participating in livelihood activities, target beneficiaries have poor access to education and employment opportunities. Being the ones left behind in the community they have spare time to learn and participate in the project.

With this, the intervention is seen to empower them to break the cycle of poverty and promote sustainable development. A literacy intervention project that will capacitate them to be functionally literate and numerate can bring about change and engage them in worthwhile activities as they learn to read, write, and do basic mathematics skills required in enhancing transactional skills for personal and community development.

### **Site of Implementation**

Municipality of Victoria, Gloria, and Bongabong, Oriental Mindoro

### **Objectives**

Generally, this training will educate the 100 selected Mangyans on basic literacy.

Specifically, the training aims:

1. To develop foundational literacy skills among Indigenous people;
2. To enhance participants' reading, writing, and comprehension abilities;
3. To ensure the training content is culturally relevant and respects Indigenous traditions; and
4. To qualify the IP learners in the Alternative Learning System Assessment





## Expected Output

1. Development of foundational literacy skills among the IP learners.
2. Enhancement of the participants' communication and comprehension skills in English and Filipino.
3. Development of contextualized instructional materials aligned with ALS Basic Education curriculum.
4. Accreditation of IP learners in Alternative Learning System.

## Training Strategy

The training will be implemented by adopting various instructional approaches, methods, and strategies. There will be a series of teaching and demonstrations to the participants to impart the necessary knowledge and skills in reading, writing, and comprehension. Faculty members with specialization in language and other related areas will serve as facilitators of the teaching-learning process.

IP learners will be taught according to their learning category and reading and writing ability. Following the Alternative Learning System K to 12 Basic Education Curriculum (ALS K to 12 BEC), participants will be categorized according to their level of competency. The content and performance standards, competencies, and skills in the different learning strands will be sequenced from the simplest to the most complex. This is intended to provide the learners opportunities to experience success in developing their ability to access, critically process, and effectively make use of available information in a variety of media and express their ideas and feelings clearly and effectively in both oral and written forms. The gradual increase in scope and difficulty will help the learners develop self-confidence in using their communication skills at every level.

In the same manner, instructional materials will be developed following the ALS approach and competencies. The faculty shall ensure that the content of the instructional materials is contextualized and aligned to the Alternative Learning System Learning strands and competencies. Learning modules and activity sheets will be prepared and used during the training.



## Date and Place of the Activity

### *Canaan, Victoria, Oriental Mindoro*

| Date        | Title of Training                                                                                                                                                        | Number of Participants |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| May 6       | Enhancement of the Macro Skills in Communication (listening, speaking, reading, and writing) for the lower elementary, advanced elementary and junior high school level. | 25                     |
| June 3      |                                                                                                                                                                          |                        |
| July 1      |                                                                                                                                                                          |                        |
| August 12   |                                                                                                                                                                          |                        |
| September 2 |                                                                                                                                                                          |                        |
| October 12  |                                                                                                                                                                          |                        |
| November 11 |                                                                                                                                                                          |                        |
| December 9  |                                                                                                                                                                          |                        |

### *So. Bungkarot, Buong Lupa, Gloria, Oriental Mindoro*

| Date        | Title of Training                                                                                                                                                        | Number of Participants |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| May 10      | Enhancement of the Macro Skills in Communication (listening, speaking, reading, and writing) for the lower elementary, advanced elementary and junior high school level. | 25                     |
| June 7      |                                                                                                                                                                          |                        |
| July 5      |                                                                                                                                                                          |                        |
| August 2    |                                                                                                                                                                          |                        |
| September 6 |                                                                                                                                                                          |                        |
| October 11  |                                                                                                                                                                          |                        |
| November 8  |                                                                                                                                                                          |                        |
| December 6  |                                                                                                                                                                          |                        |

### *So. Bayang, Lisap, Bongabong, Oriental Mindoro*

| Date        | Title of Training                                                                                                                                                        | Number of Participants |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| May 7       | Enhancement of the Macro Skills in Communication (listening, speaking, reading, and writing) for the lower elementary, advanced elementary and junior high school level. | 25                     |
| June 4      |                                                                                                                                                                          |                        |
| July 2 & 16 |                                                                                                                                                                          |                        |
| September 3 |                                                                                                                                                                          |                        |
| October 8   |                                                                                                                                                                          |                        |
| November 5  |                                                                                                                                                                          |                        |
| December 3  |                                                                                                                                                                          |                        |





***So. Liguma, Lisap, Bongabong, Oriental Mindoro***

| Date         | Title of Training                                                                                                                                                        | Number of Participants |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| May 8        | Enhancement of the Macro Skills in Communication (listening, speaking, reading, and writing) for the lower elementary, advanced elementary and junior high school level. | 25                     |
| June 5       |                                                                                                                                                                          |                        |
| July 3, & 17 |                                                                                                                                                                          |                        |
| September 4  |                                                                                                                                                                          |                        |
| October 9    |                                                                                                                                                                          |                        |
| November 6   |                                                                                                                                                                          |                        |
| December 4   |                                                                                                                                                                          |                        |

***So. Atoy, Lisap, Bongabong, Oriental Mindoro***

| Date        | Title of Training                                                                                                                                                        | Number of Participants |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| May 9       | Enhancement of the Macro Skills in Communication (listening, speaking, reading, and writing) for the lower elementary, advanced elementary and junior high school level. | 25                     |
| June 6      |                                                                                                                                                                          |                        |
| July 4      |                                                                                                                                                                          |                        |
| August 1    |                                                                                                                                                                          |                        |
| September 5 |                                                                                                                                                                          |                        |
| October 10  |                                                                                                                                                                          |                        |
| November 7  |                                                                                                                                                                          |                        |
| December 5  |                                                                                                                                                                          |                        |

**Team Meetings**

| Date               | Title of Activity | Number of Participants |
|--------------------|-------------------|------------------------|
| June 11, 2024      | Team Meetings     | 25                     |
| September 30, 2024 |                   |                        |

**Resource Persons**

Resource Persons from the College of Teacher Education and Bachelor of Arts in English Language with the relevant education, skills, and training will conduct lectures and training for the Mangyan participants.



## Budgetary Requirement

| Description      |           | Unit Price | Total Price |
|------------------|-----------|------------|-------------|
| Meals and Snacks | 1,050 pax | 200.00     | 210,000.00  |
|                  |           |            |             |
| Total            |           |            | 210,000.00  |

TF -1054

401-200

05-179

Prepared by:

**PINKY B. CARIG**  
Project Staff

Noted:

**ERWIN L. ICALLA, Ph.D.**  
Project Leader

Recommending Approval:

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

Approved:

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





## ACTIVITY REPORT

**Title of Activity:** Training on Basic Literacy and Numeracy Skills Development

**Date:** September 24, 2024

**Venue:** Sitio Bayang, Lisap, Bongabong, Oriental Mindoro

### I. Activities

- Review of the previous lessons .
- Reading, and identifying letters of the English Alphabet.

### II. Participants

Mangyan community members of Sitio Bayang, Lisap.

### III. Facilitators

STC4iD Team Bayang (Dr. Mylene C. Briñosa, Mr. Reymark D. Fran, Ms. Jessamae V. Recto, Ms. Rochelle Ann U. Raynon, Ms. Sheily C. Montiel)

### IV. Objectives

This week's activity aims to:

- a. Review and recall last meeting's activities/lessons.
- b. Read, and identify letters of the English alphabet
- c. Evaluate the progress of participants literacy skills through activities.

### V. Activity Proper

The team left the campus at exactly 9:00 in the morning and arrived Sitio Bayang at around 10:30 in the morning. Because we were late, majority of our participants already left for their works. According to them, they thought that we will no longer be able to meet them at that time.

But since, there are still some who were there, we continued our plan of activities for them that day. We started the activity with greetings then review of their past activity and then ask if they were able to finish their assignments.

After the review, Ms. Jessamae Recto started again teaching other letters of the English alphabet for those who are beginners. For the others who are in advanced group, the team just give them some exercises like writing sentences and paragraphs.

Mr. Fran and Ms. Montiel also helped Ms. Recto in facilitating the participants who are beginners. They taught them individually for them to be able to cope with other participants.

While the activity is on-going, I and Ms. Raynon facilitated the checking of attendance and then later distributed their merienda. Ms. Raynon brought some used clothes and she distributed it to the participants.



To assess the day's activities, we realized that for us to be able to meet all our participants, it is better if we come earlier. In terms of our participants, we are grateful because the determination of our participants to learn, especially those who are beginners, is very observable. They are very participative and determined. Thus, we can say that despite our shortcomings in terms of time, still it was a productive and blessed day for everyone.

## **VI. Expectations/Outcomes**

The program concluded that the participants demonstrated improved literacy skills, and they were eager to continue their learning journey. The facilitators also achieved a sense of satisfaction and accomplishment as they observed the development made by the community members.

Prepared by:

**MYLENE C. BRIÑOSA, Ed.D.**  
Team Leader, Bayang Group





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Mobile: +63 977 846 72 28



### Photos taken during the said activity

**The facilitators of Team Bayang**







**Mindoro State University**

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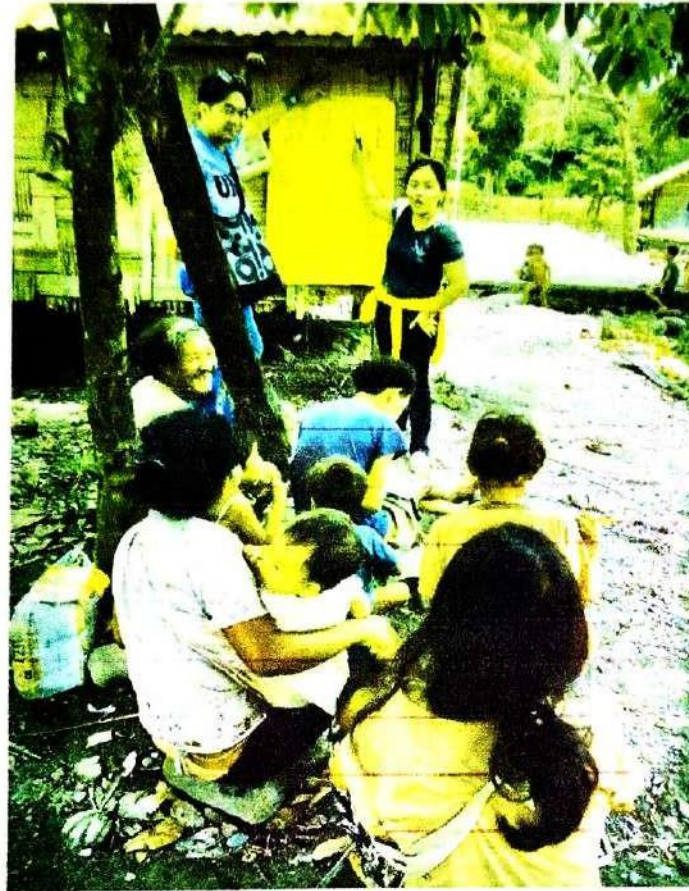
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**Literacy activities - Participants while doing their activities**







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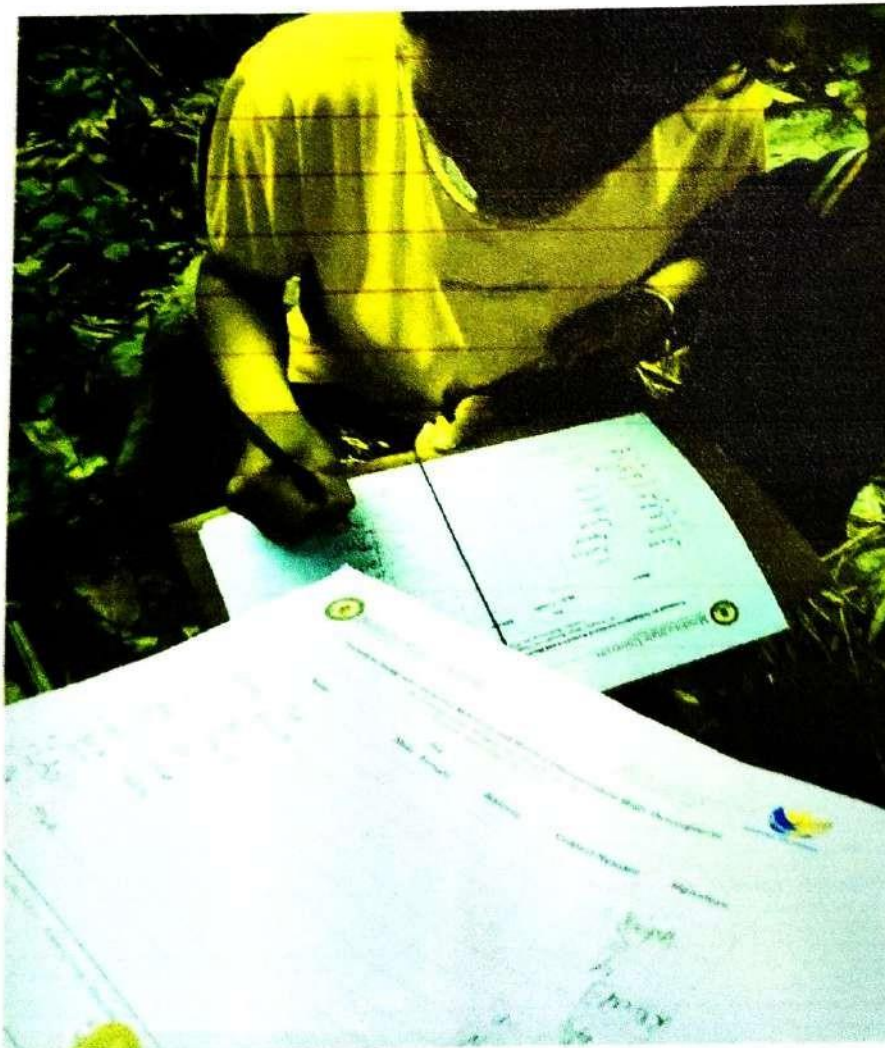
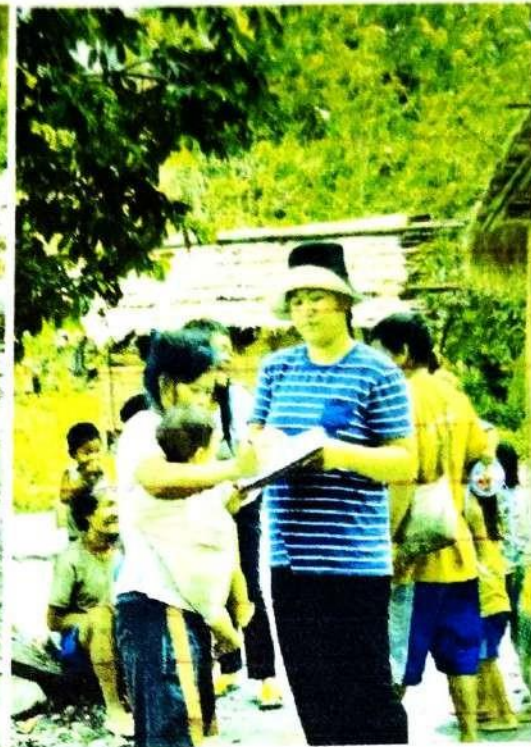
### Distribution of used clothes







## Checking of Attendance







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Victoria, Oriental Mindoro 5205 Philippines



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**Training on Indigenous-Centered Numeracy and Macro Communication Skills Development**

So. Bayang, Iisap, Bongabong, Oriental Mindoro

Tuesday, September 24, 2024

| Name               | Sex  |        | Address | Contact Number | Signature |
|--------------------|------|--------|---------|----------------|-----------|
|                    | Male | Female |         |                |           |
| 1. Maligay Yaan    |      |        |         |                |           |
| 2. Saring Mayen-ay |      |        |         |                |           |
| 3. Ignay Mayon-ay  |      |        |         |                |           |
| 4. Emnay Yagan-ay  |      |        |         |                |           |
| 5. Nida Yaan       |      |        |         |                |           |
| 6. X Unis Ignaya   |      |        |         |                |           |
| 7. Nag-ay Inya-ay  |      |        |         |                |           |
| 8. Beling          |      |        |         |                |           |
| 9. LAYHO           |      |        |         |                |           |
| 10. Elly Grayan    |      |        |         |                |           |





**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

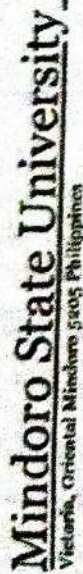
Email: [universitypresident@minsu.edu.ph](mailto:universitypresident@minsu.edu.ph)  
Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)  
Mobile: +63 977 846 7228



**Training on Indigenous-Centered Numeracy and Macro Communication Skills Development**  
So. Bayang, Lisap, Bongabong, Oriental Mindoro  
Tuesday, September 24, 2024

| Name                 | Sex  |        | Address | Contact Number | Signature |
|----------------------|------|--------|---------|----------------|-----------|
|                      | Male | Female |         |                |           |
| 11) Ening            |      |        |         |                | -9x       |
| 12) Adrian M. Gayen  |      |        |         |                |           |
| 13) Daniel Dawayan   |      |        |         |                |           |
| 14) Luca Yagay       |      |        |         |                |           |
| 15) Ahtaw haglinay   |      |        |         |                |           |
| 16) Me-an Am-ay      |      |        |         |                |           |
| 17) A+ay, Yonayana   |      |        |         |                |           |
| 18) BIL0 MADANAY     |      |        |         |                |           |
| 19) Ening            |      |        |         |                |           |
| 20) Imelda G. Yam-an |      |        |         |                |           |





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# Training on Indigenous-Centered Numeracy and Macro Communication Skills Development

So. Bayang, Lisap, Bongabong, Oriental Mindoro  
Tuesday, September 24, 2024

[illegible]

Main Campus, Alcala, Victoria





**VISION**

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The University commits to produce 21<sup>st</sup> - 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 member of society.
3. Expand financial assistance to poor but deserving student toward greater access to education.
4. Maximize productivity to sustain income generation and intensify research and extension services, which are relevant to the needs of the community.

March 11, 2024

**DR. CHRISTIAN ANTHONY C. AGUTAYA**  
OIC-President  
This University

|                                                                         |                      |
|-------------------------------------------------------------------------|----------------------|
| MINDORO STATE UNIVERSITY<br>Victoria, Oriental Mindoro 5205 Philippines |                      |
| <b>RECEIVED</b>                                                         |                      |
| <b>RECORDS OFFICE</b>                                                   |                      |
| BY: _____                                                               | DATE: <u>4/11/24</u> |
| TIME: _____                                                             | TIME: <u>2:38</u>    |
| CONTROL # _____                                                         | CONTROL # <u>261</u> |

Dear Sir,

We are thrilled to present our extension proposal titled "Unlocking the World of Words: Empowering Readers in Grade 4 through Reading Intervention at Sigkuran Mangyan School." This program is designed to enrich the learning experience of Grade 4 Pupils at Sigkuran Mangyan School by focusing on enhancing their reading skills.

In this initiative, our main goal is to offer specific assistance and specialized teaching to help pupils enhance their reading skills. Through personalized interventions, we strive to empower these students with the essential resources to excel academically. Additionally, we plan to incorporate gift-giving as a gesture of gratitude for the students' active participation.

The GS Stat Class will be responsible for the financial commitment amounting to Php 7,800.00. This entails costs associated with necessary items to support the extension activity organized by GS Stat Class.

Your endorsement and approval of this project are critical to its success and widespread impact. Your support is crucial in empowering these Grade 4 students to become confident and proficient readers. Together, we can unlock the world of words for these young minds and foster a love for reading that will benefit specially the Indigenous People for years to come.

Thank you and God bless!

Sincerely,

**WILMA C. DE LOS SANTOS**  
Project Leader

Recommending Approval:

**LOURDES V. ICALIA, DVM**  
Director for Extension

Approved:

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







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## EXTENSION PROPOSAL (GIFT GIVING CUM EDUCATION CAMPAIGN)

### I. BASIC INFORMATION

- |    |                                                                                                                                             |                                                                                                                                                                                                                                                                                                                   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. | Title of the Project: "Unlocking the World of Words: Empowering Readers In Grade 4 through Reading Intervention at Sigkuran Mangyan School" |                                                                                                                                                                                                                                                                                                                   |
| b. | Project Leader:                                                                                                                             | <b>ENGR. WILMA C. DE LOS SANTOS,</b><br>Professor GS Stat 200                                                                                                                                                                                                                                                     |
| c. | Head of the Agency:                                                                                                                         | <b>DR. CHRISTIAN ANTHONY</b><br>OIC President                                                                                                                                                                                                                                                                     |
| d. | Project Coordinator:                                                                                                                        | <b>DR. LOURDES V. ICALLA</b><br>Director for Extension, Knowledge<br>and Technology Transfer                                                                                                                                                                                                                      |
| e. | Facilitators:                                                                                                                               | Rhona A. Maravilla<br>Cecille T. Bathan<br>Jay R T. Solares<br>Glenn Jahred Guatno<br>Abegail P. Arban<br>Angelus Genterola<br>Jessica G Saludez<br>Jojo Cruzat<br>Lorelei Medina<br>Leah May Montiano<br>Lemery Ann Sales<br>Mary Joy Pelayo<br>Aljon Jeff G. Magluyan<br>Clark Owen J. Cabuhat<br>Mildred Nubog |
| f. | Implementation:                                                                                                                             | Second Semester 2023-2024                                                                                                                                                                                                                                                                                         |
| g. | Target Participants:                                                                                                                        | Grade 4 Pupils from Sigkuran<br>Mangyan School                                                                                                                                                                                                                                                                    |
| h. | Project Cost:                                                                                                                               | PhP 11,300.00                                                                                                                                                                                                                                                                                                     |
| i. | Implementing Agency:                                                                                                                        | MinSU Main Campus<br>Graduate Studies                                                                                                                                                                                                                                                                             |







## II. RATIONALE

This program aims to provide targeted support and instruction to help these students improve their reading abilities and ultimately succeed academically. By implementing a Reading Intervention program, Sigkuran Mangyan School can identify students who require additional support and tailor instruction to meet their specific needs. This can include focused interventions such as small group instruction, one-on-one tutoring, or the use of specialized reading materials and strategies. The program also aims to prevent reading difficulties from escalating and impacting students' overall academic progress. By providing early intervention and support, students can develop the necessary skills and strategies to become proficient readers. Furthermore, a Reading Intervention program can help foster a positive reading culture within the school community. It can promote a love for reading, improve reading comprehension, and enhance overall literacy skills among students.

This extension program entitled, **"Unlocking the World of Words: Empowering Readers in Grade 4 through Reading Intervention at Sigkuran Mangyan School"** This project highlights the goal of the intervention program to unlock the world of words for students and empower them to become confident and grade ready readers. It also emphasizes the specific context of an IP school, indicating that the program is tailored to the needs of students in this unique educational setting.

## III. OBJECTIVES

By the end of this program, the participants will:

1. enhance their reading comprehension level through the use of CBA approach in reading;







2. display increased interest, engagement, and motivation in reading activities after exposure to CBA approach; and
3. learn new and effective strategies for comprehending text.

#### **IV. METHODOLOGY**

The participants will undergo reading comprehension treatment through the use of CBA approach. Fifteen participants from the grade 4 pupils of Sigkuran Mangyan School will be given a pre-test, then, they will be provided with reading materials through guided instruction facilitated by the teacher using CBA approach and participants will undergo posttest, right after.

To test the effectiveness of the treatment, the researcher will use t-test to correlate if there is a significant difference between the scores of the pre-test and post-test of the pupils.

#### **V. EVALUATION**

The study design for the reading comprehension treatment using the CBA approach with grade 4 pupils from Sigkuran Mangyan School is straightforward and focused. By administering pre-tests and post-tests and implementing guided instruction with reading materials in between, it aims to assess the impact of the intervention on the participants' comprehension skills.

The decision to use a t-test to analyze the data and determine the significance of the difference between pre-test and post-test scores is appropriate for this type of study. The t-test will provide statistical evidence to evaluate the effectiveness of the treatment in improving the participants' reading comprehension abilities.

The study's clear structure and choice of statistical analysis method suggest a well-planned approach to measuring the effectiveness of the







reading comprehension treatment using the CBA approach. The purpose of this is to ensure the effectivity of the program.

#### VI. LOGISTIC SCHEME and REQUIREMENT

| LOGISTIC                                             | MInSU            | GS Stat 200 Class |
|------------------------------------------------------|------------------|-------------------|
| Incentive for Resource and Person and Project Leader | 3,500            |                   |
| Food and Venue                                       |                  | 3,300.00          |
| Materials                                            |                  | 2,630.00          |
| Gift Giving                                          |                  | 1,870.00          |
| Sub-Total                                            | 3,500            | 7,800.00          |
| <b>Total Cost</b>                                    | <b>11,300.00</b> |                   |

#### EXPENSES

##### FOODS AND OTHERS

Snacks (morning and afternoon snacks for 15 persons for 1 day (30.00 per head X 2 - PhP 900.00

Lunch (30 trainers / facilitators for 1 day @ 80.00 per head) - PhP 2,400.00

**Sub-total = 3,300.00**

##### Materials

| Item Description                | Quantity | Unit Cost | Total Cost                   |
|---------------------------------|----------|-----------|------------------------------|
| Board Paper Short               | 10       | 60.00     | 600.00                       |
| Long Bond paper (substance 20)  | 1        | 250.00    | 250.00                       |
| Short Bond paper (substance 20) | 1        | 210.00    | 210.00                       |
| Universal Ink (B, C, Y and M)   | 4        | 150.00    | 600.00                       |
| Pencil                          | 10       | 7.00      | 70.00                        |
| Expanded Envelope (Green)       | 15       | 15.00     | 225.00                       |
| Notebook                        | 15       | 25.00     | 375.00                       |
| Paper                           | 15       | 20.00     | 300.00                       |
| <b><u>Sub-Total</u></b>         |          |           | <b><u>TOTAL 2,630.00</u></b> |

**Sub-total Gift Giving - PhP 1,870.00**





Total = 7,800.00

**VII. OUTPUT**

At the end of this program extension, it is anticipated that students will showcase notable progress in their ability to comprehend written texts. The expected output includes a tangible improvement in their reading skills, as demonstrated by a comparison of their pre-test and post-test results. Students are expected to display enhanced proficiency in understanding, interpreting, and analyzing written content, indicating a positive impact of the intervention on their reading comprehension capabilities.

As a token of appreciation for their active involvement in the completed extension project, the students received a modest gift. This gesture acknowledges their dedication and participation throughout the program, reinforcing the value of their efforts in achieving progress in their reading abilities.

Prepared:

**WILMA C. DE LOS SANTOS, MSDRRM**  
Project Leader

Noted:

**LOURDES V. ICALTA, DVM**  
Director for Extension

Recommending Approval:

**NEMESIO H. DAVALOS, Ph.D.**  
Vice President for Academic Affairs

Approved:

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

Extension Proposal

Page 4







**Appendix 3:**

**PROGRAMME**

|           |   |                                                                      |
|-----------|---|----------------------------------------------------------------------|
| Sponsor   | - | MinsU Graduate Studies (Statistics 200 students)                     |
| Clientele | - | Selected Grade 4 Students of Sigkuran Mangyan School                 |
| Date      | - | March 2024                                                           |
| Venue     | - | Sigkuran Mangyan School<br>Villa Cerveza, Victoria, Oriental Mindoro |

| Time         | Topic/Activity                                                                                                                            | Person Responsible                                                                   |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 7:30 - 8:00  | Registration of Participants                                                                                                              | Ms. Leah May Montiano                                                                |
| 8:00-8:30    | Prayer                                                                                                                                    | Ms. Abegail Arban                                                                    |
|              | National Anthem                                                                                                                           | Ms. Jessica Saludez                                                                  |
|              | Purpose and significance of Extension in Resilience                                                                                       | Engr. Wilma C. De Los Santos, GS Stat 200 Professor                                  |
|              | Short Message                                                                                                                             | Ms. Rhona A. Maravilla                                                               |
| 8:30-9:00    | Pre-test                                                                                                                                  | Mr. Glenn Jahred S. Guatno/Mr. Jay R T. Solares                                      |
| 9:00 - 12:00 | Intervention (Small group instruction, one-on-one tutoring, Use of specialized reading materials and strategies)                          | Speaker:<br>Ms. Cecille T. Bathen<br>Aljon Jeff G. Magluyan<br>Clark Owen J. Cabuhat |
| 12:00 - 1:00 | <b>LUNCH BREAK</b>                                                                                                                        |                                                                                      |
| 1:00-3:00    | Intervention (Small group instruction, one-on-one tutoring, Use of specialized reading materials and strategies)<br><b>(CONTINUATION)</b> | Ms. Lai Medina<br>Ms. Lemery Ann Sales<br>Ms. Angelus Genterola<br>Ms. Mildred Nubog |
| 3:00 - 4:00  | Post-test and Administering of Extension Satisfaction Survey Form                                                                         | Ms. Mary Joy Pelayo/Mr. Jojo Cruzat                                                  |







## **NARRATIVE REPORT**

(Research and Extension Program)

**"Unlocking the World of Words: A CBA Reading Intervention to Empower  
Grade 4 Pupils at Sigkuran Mangyan School"**

Quality education is the fourth Sustainable Development Goal (SDG) of the United Nations Development Programme (UNDP). Achieving inclusive and quality education for all reaffirms the belief that education is one of the most powerful and proven vehicles for sustainable development. This goal ensures that all girls and boys complete free primary and secondary schooling by 2030. With this in mind, the group 1 of the Statistics 200 class under the leadership of Engr. Wilma C. De Los Santos conducted the extension program entitled "Unlocking the World of Words: Empowering Readers in Grade 4 through Reading Intervention at Sigkuran Mangyan School" last April 28, 2024. The intervention program is a ray of hope for the IP community it serves. The program focuses on providing a targeted English reading intervention.

Sigkuran Mangyan School is in Brgy. Villa Cerveza, Victoria, Oriental Mindoro. Established last April 24, 2010, and currently headed by Mr. Ronald C. Velasco. The school has a total of 105 students, 92% of whom proudly identified as Mangyans and 5 teachers. As an elementary school that primarily caters to the Mangyan community of the barangay, reading and comprehension among the students is such a challenge among the teachers. These students have faced significant barriers to accessing high-quality education due to financial difficulties, language hurdles, and remote locations.

The opening program started with an opening prayer, national anthem, and an opening message by Engr. De Los Santos. Various games were also







facilitated by the group for all the children in the community. The activity proper commenced with a short discussion of the extension program. A pre-test was conducted among the selected fifteen grades four and five students. They were given two sets of short stories followed by a set of questions to test the level of their reading and comprehension. After the pre-test, the participants have undergone reading comprehension intervention using the CBA approach. Reading materials were given and a guided instruction was facilitated by the group which acted as teachers for each student participant. To assess the impact of the intervention on the student participants' comprehension skills, a post test was conducted. The same sets of short stories with questions were given.

Positive impacts of the intervention were observed among the student participants' reading comprehension capabilities while conducting the post-test such as their enhanced proficiency in understanding, interpreting, and analyzing in the given materials. Remarkable increase in their scores from pretest were also noted specifically, a 62% increase in the scores was recorded. In turn, each participant also expressed their appreciation through the post activity feedback form. They also expressed their gratitude with warm words such as "*Maraming salamat po*", "*Masaya po kami*" and "*Madami po kaming natutunan*". While Ms. Evelyn D. Logdat, the teacher assigned to the students participants, expressed her gratitude to the group emphasizing that the extension program is very helpful and relevant to the needs of pupils when it comes to education; these programs aim to address the unique needs of indigenous communities, promote awareness and appreciation of indigenous knowledge, and support the rights of indigenous peoples in accordance with their culture and tradition.

The activity ended with a distribution of gifts including school supplies among the student participants as a token of appreciation for their active







involvement in the completed extension project. In addition, the researchers had the privilege of celebrating the rich cultural legacy of the Mangyan community by cooking and serving classic meals like "sopas" with the students and their families.

It was indeed a very meaningful activity. The group were able to achieve the program's objectives which include enhancing the students reading comprehension level through the use of CBA approach in reading; a display of increased interest, engagement, and motivation in reading activities after exposure to CBA approach were observed among the participants; and students have learned new and effective strategies for comprehending text.

The true measure of the extension program impact is not the scale of the work, but the happiness and inspiration the extension bring to people's lives. The grateful emotions of the families enjoying the comforting flavors of sopas and the dazzling faces of the Mangyan children holding their new school supplies reminds that true empowerment stems from the quality of the community, caring, and compassion cultivated.

This activity proved that in our own little way, we all have the power in achieving the goal of inclusive and quality education for our children specially in our Mangyan children. After all, "it takes a village to raise a child".



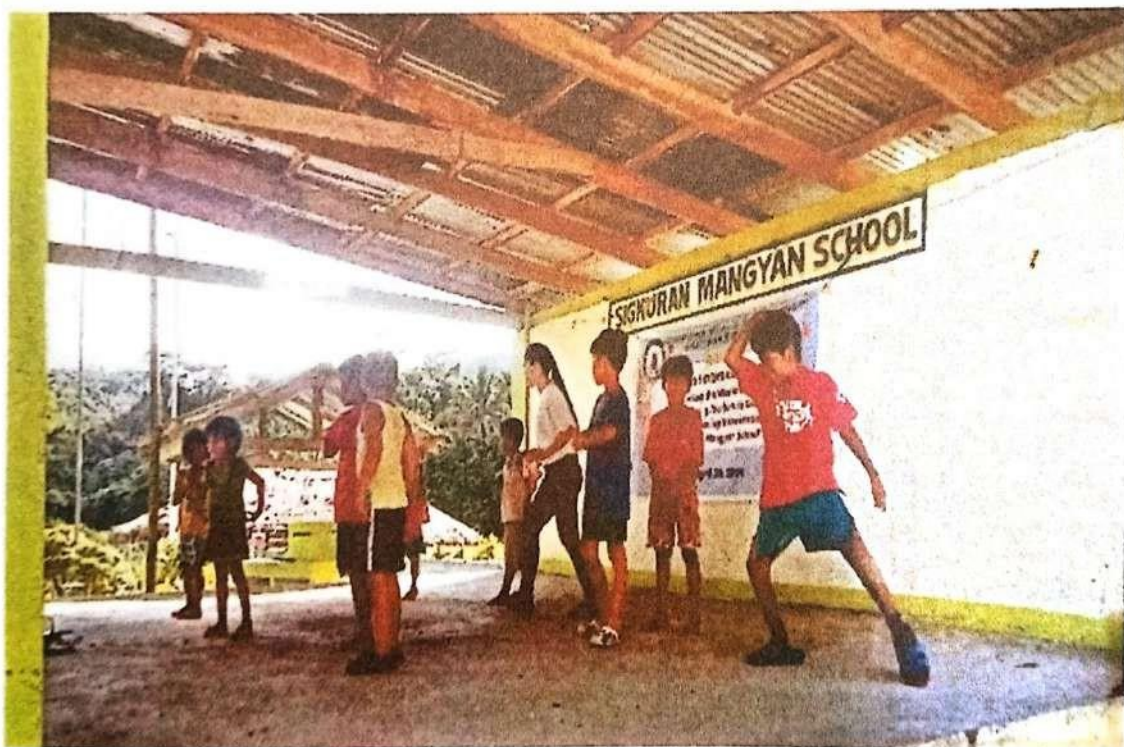




After the energetic "Hep Hep Hooray" game, the GS STAT 200 students transitioned into the next activity - conducting a pretest for the Grade 4 pupils of the Sigkuran Mangyan School.

The university students distributed the pretest papers and explained the directions to the pupils in a clear and engaging manner. They made sure every effort to make the students feel comfortable and encourage them to do their best.

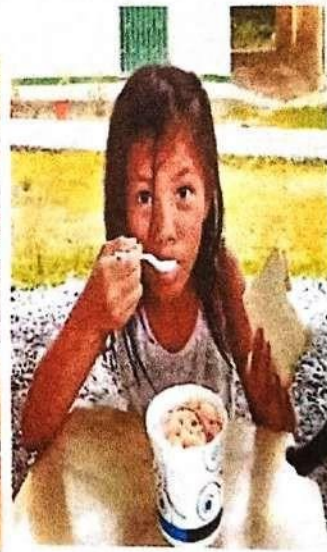
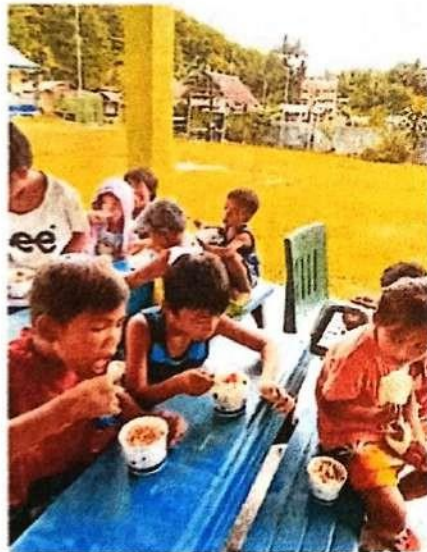
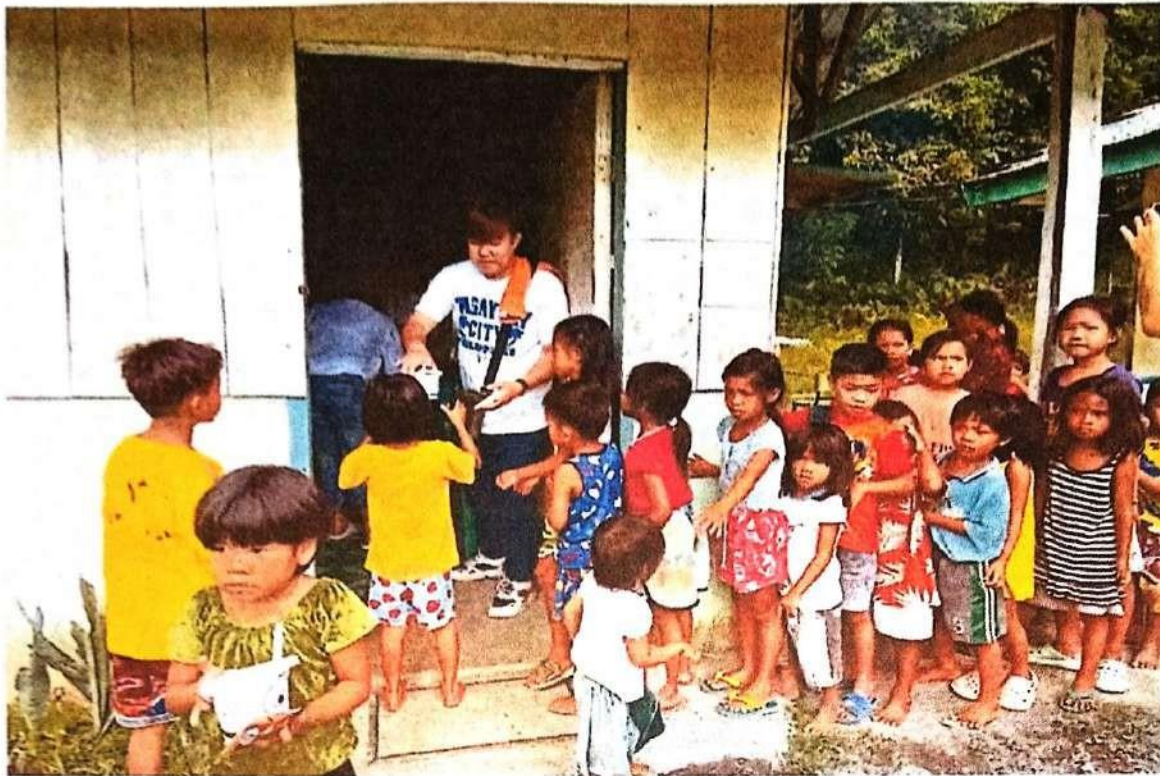




After the opening remarks, the group transitioned into a lively "Hep Hep Hooray" game, encouraged everyone to participate in an energetic and interactive team-building exercise. Laughter and cheers fill the courtyard as the learners of Sigkuran Mangyan School and community members engage in the playful activity.



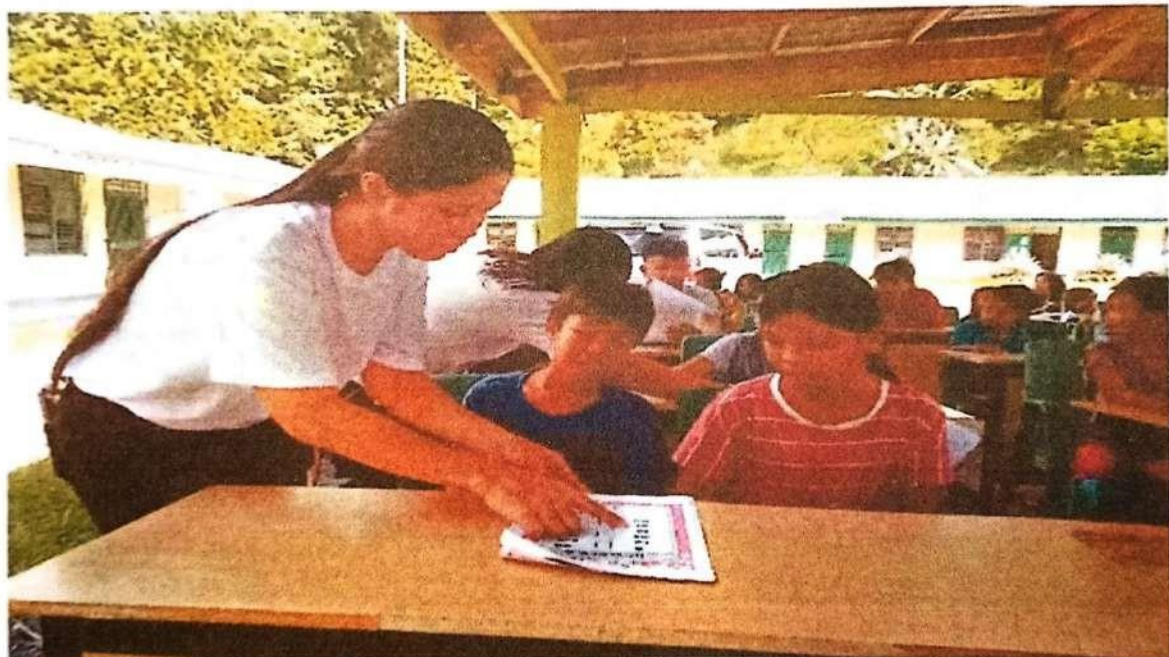
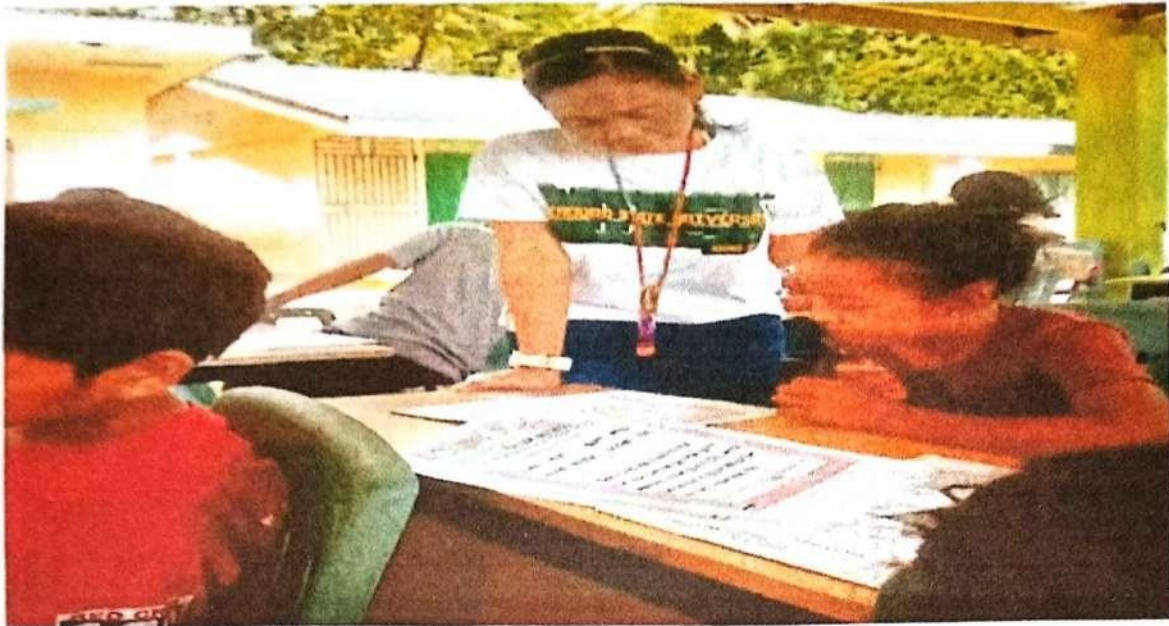




After a couple of hours of focused tutoring in English reading, the GS STAT 200 university students and the Grade 4 Sigkuran Mangyan pupils took a well-deserved break.

The university students who had been previously preparing the sopas (Filipino noodle soup) and tinapay (bread) in the school's kitchen, now brought out the freshly cooked dishes and begin to serve them to the entire group.





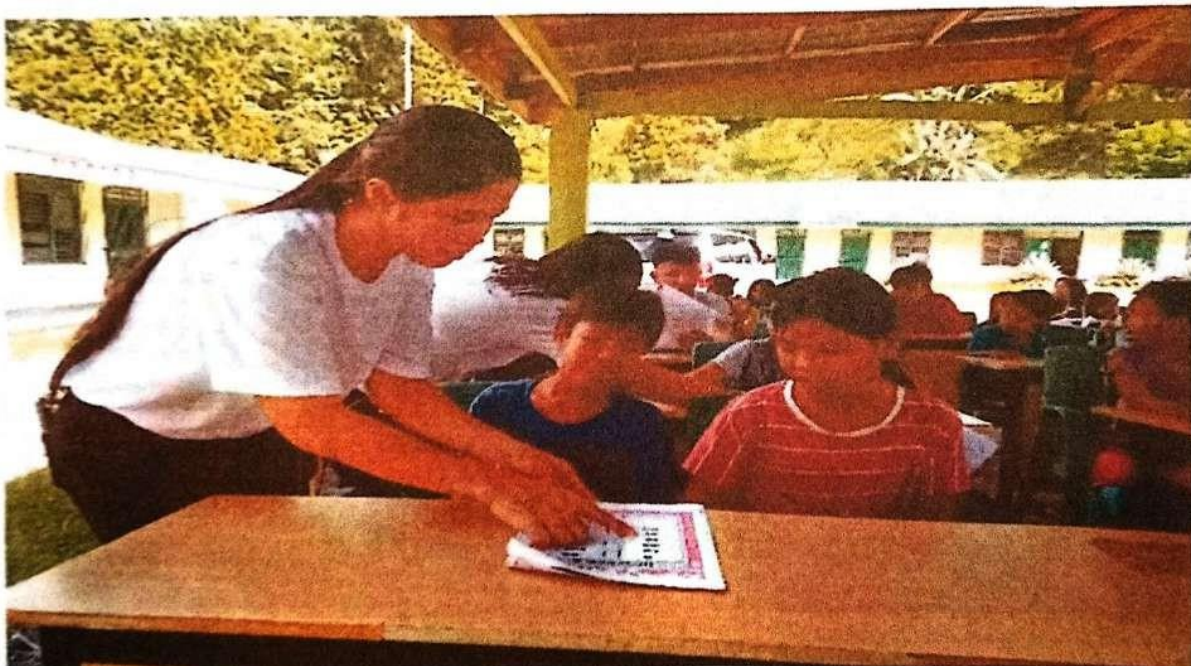
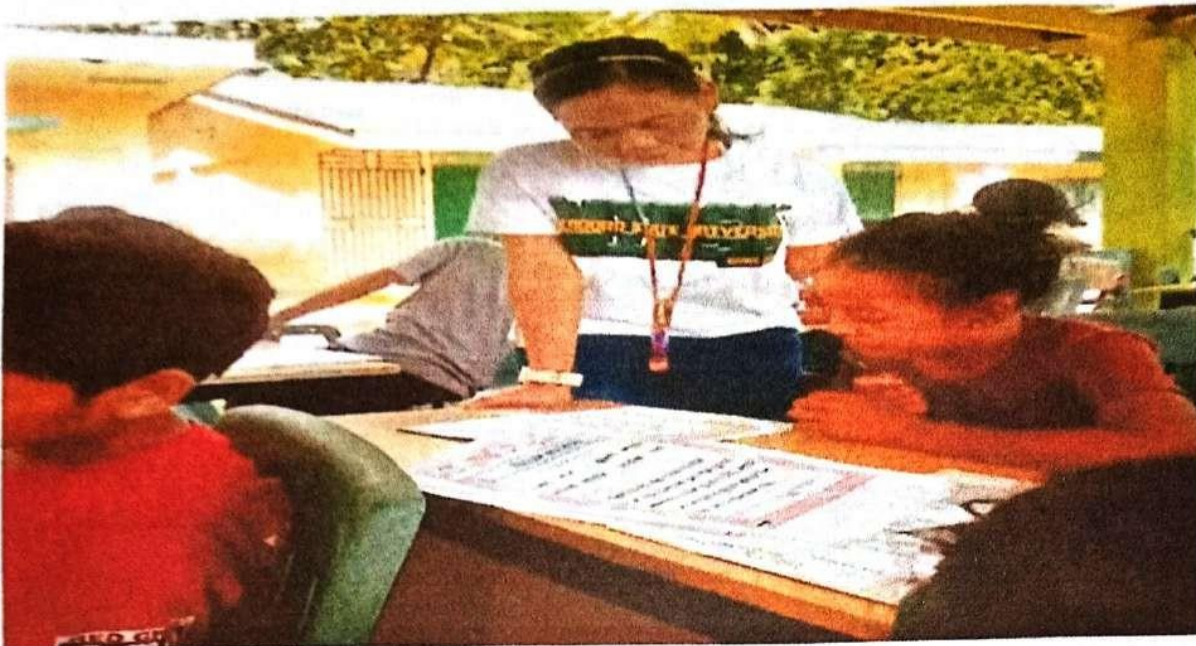
After the Grade 4 pupils completed the pretest, the GS STAT 200 university students collected the answer sheets and checked and reviewed the results.

They carefully analyzed the students' performance, identifying areas of strength and areas that require additional support.

After analyzing the pretest results, the GS STAT 200 university students immediately shifted their focus to providing targeted tutoring in English reading for the Grade 4 pupils of the Sigkuran Mangyan School.







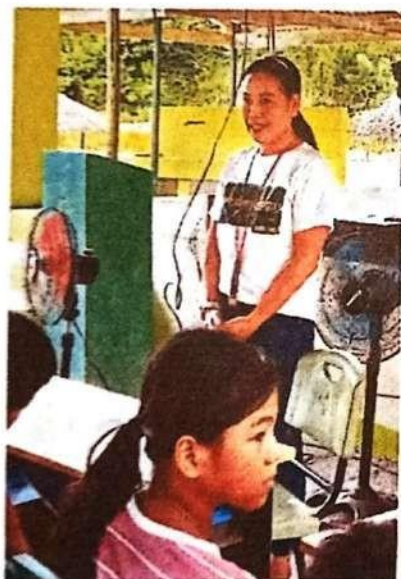
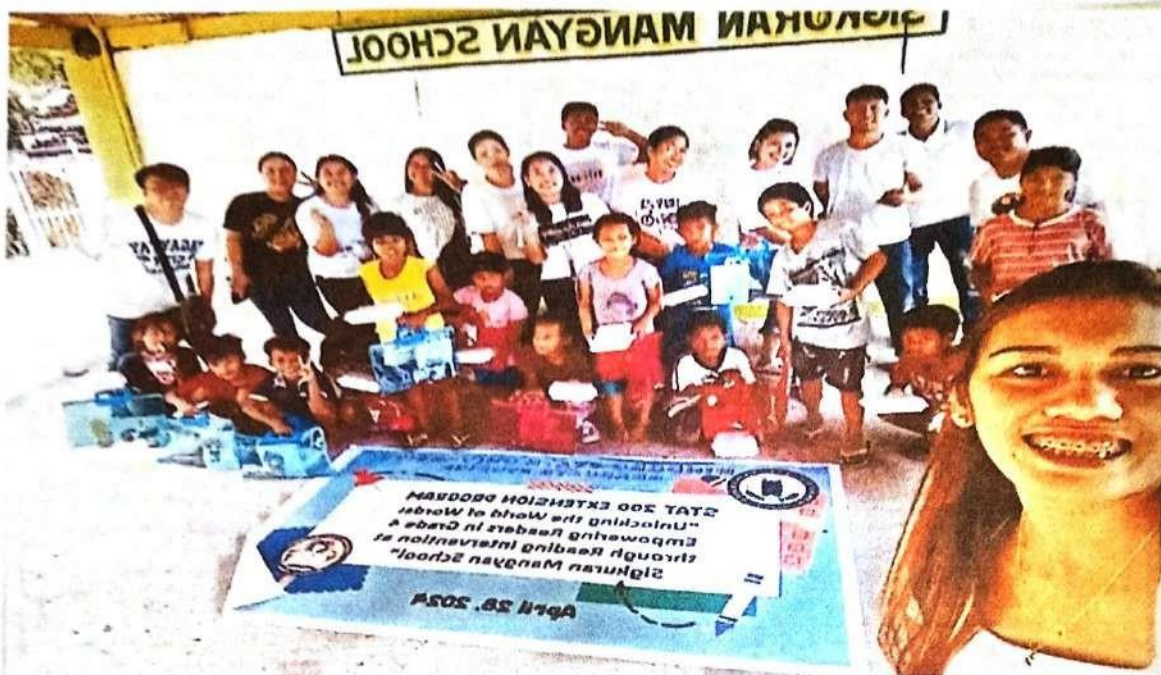
After the Grade 4 pupils completed the pretest, the GS STAT 200 university students collected the answer sheets and checked and reviewed the results. They carefully analyzed the students' performance, identifying areas of strength and areas that require additional support.

After analyzing the pretest results, the GS STAT 200 university students immediately shifted their focus to providing targeted tutoring in English reading for the Grade 4 pupils of the Sigkuran Mangyan School.



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After the gift giving and the distribution of lunch packs, the GS STAT 200 students and their professor, Engr. Wilma C. Delos Santos bid their farewell and expressed their gratitude to the Sigkuran Mangyan School, to the pupils and to the whole community who shared and participated to the extension program.







## EXTENSION PROGRAM

(GIFT GIVING CUM EDUCATION CAMPAIGN)

**"Unlocking the World of Words: Empowering Readers in Grade 4 through Reading  
Intervention at Sigkuran Mangyan School"**

**April 28, 2024**

## ATTENDANCE SHEET

| No. | Name                    | Signature |
|-----|-------------------------|-----------|
| 1.  | MARY JOY C. PELAYO      |           |
| 2.  | JAY-R T. SOLAREI        |           |
| 3.  | Guatno, Glenn Jahnel    |           |
| 4.  | CRISTIAN, CLARK OWEN J. |           |
| 5.  | MAGLUYAN, ALDON JEFF G. |           |
| 6.  | RHONA A. MARAVILLA      |           |
| 7.  | JOSE A. CRUZAT          |           |
| 8.  | LEMERY ANN F. SALES     |           |
| 9.  | ANGELUS G. GENTEROLA    |           |
| 10. | Jessica G. Saludez      |           |
| 11. | ADEGAIL PUNZALAN ARBAN  |           |
| 12. | LEAH MAY R. MONTIANO    |           |
| 13. | CECILLE T. BATHAN       |           |
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## EXTENSION PROGRAM

(GIFT GIVING CUM EDUCATION CAMPAIGN)

**"Unlocking the World of Words: Empowering Readers in Grade 4 through Reading  
Intervention at Sigkuran Mangyan School"**

April 28, 2024

## ATTENDANCE SHEET

| No. | Name                    | Signature |
|-----|-------------------------|-----------|
| 1.  | Ma. Krystal B. Mayote   |           |
| 2.  | M-jay L. Arago          |           |
| 3.  | Lizander B. Dampitan    |           |
| 4.  | Eduardo B. Dampitan     |           |
| 5.  | Eric B. Rodan           |           |
| 6.  | Arnel Jay M. Jorlucor   |           |
| 7.  | Sara M. Culapo          |           |
| 8.  | Ray A. Efriga           |           |
| 9.  | Emmanuel R. Bilog       |           |
| 10. | Jannick L. Morente      |           |
| 11. | Karl Ethan R. Malabanan |           |
| 12. | Finay M. Amante         |           |
| 13. | Josephine L. Padinaun   |           |
| 14. | Vee S. Cabudot          |           |
|     |                         |           |
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## EXTENSION PROGRAM

(GIFT GIVING CUM EDUCATION CAMPAIGN)

**"Unlocking the World of Words: Empowering Readers in Grade 4 through Reading  
Intervention at Sigkuran Mangyan School"**

**April 28, 2024**

## ATTENDANCE SHEET

| No. | Name                 | Signature |
|-----|----------------------|-----------|
| 21. | Judith A. Manday     |           |
| 22. | Raquel C. Semen      |           |
| 23. | Ruth M. Kulapo       |           |
| 24. | Mark Angelo T. Duran |           |
| 25. | Kenzo D. Tupas       |           |
| 26. | Julian D. Tupas      |           |
| 27. | Lyka May N. Tupas    |           |
| 28. | Robert G. Cabradok   |           |
| 29. | Jaymark ace d. Tupaz |           |
| 30. | Nico H. Padinarn     |           |
| 31. | Rommel B. Roldan     |           |
| 32. | Ednell F. Duran      |           |
| 33. | Haydie Dikoy         |           |
| 34. | Jasmin T. Kalayagan  |           |
| 35. | Angela Dampilan      |           |
| 36. | Samon Dikoy          |           |
| 37. | Dagpin Villetza      |           |
| 38. | Jill Morente         |           |
| 39. | Jay-ar R. Arago      |           |
| 40. | Gabriel P. Pilos     |           |
| 41. | Dex K. Cabato        |           |











Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF ORIENTAL MINDORO  
SIGKURAN MANGYAN SCHOOL  
TADYAWAN CENTRO, VILLA CERVEZA, VICTORIA, ORIENTAL MINDORO



# CERTIFICATE OF APPRECIATION

PROUDLY PRESENTED TO :

**WILMA C. DELOS SANTOS, MSDRM**

for conducting an Extension Program entitled, "Unlocking the  
**World of Words: Empowering Readers in Grade 4 through  
Reading Intervention at Sigkuran Mangyan School**" held on  
April 28, 2024 at Sigkuran Mangyan School, Tadyawan Centro,  
Villa Cerveza, Victoria, Oriental Mindoro.

Given this 28th day of April, 2024 at Sigkuran Mangyan School,  
Tadyawan Centro, Villa Cerveza, Victoria, Oriental Mindoro.

  
**Ronald A. Velasco**  
Head Teacher I





**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

Email: [universitypresident@minsu.edu.ph](mailto:universitypresident@minsu.edu.ph)  
Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)  
Mobile: +63 977 846 72 28



April 25, 2024

### TRAVEL ORDER

In the interest of the service and with duly approved request for an authority to travel with Control No.04-R159 **ENGR. WILMA C. DELOS SANTOS** is hereby authorized to travel on April 28, 2024 to conduct extension activity at Sigkuran Mangyan School, Victoria, Oriental Mindoro.

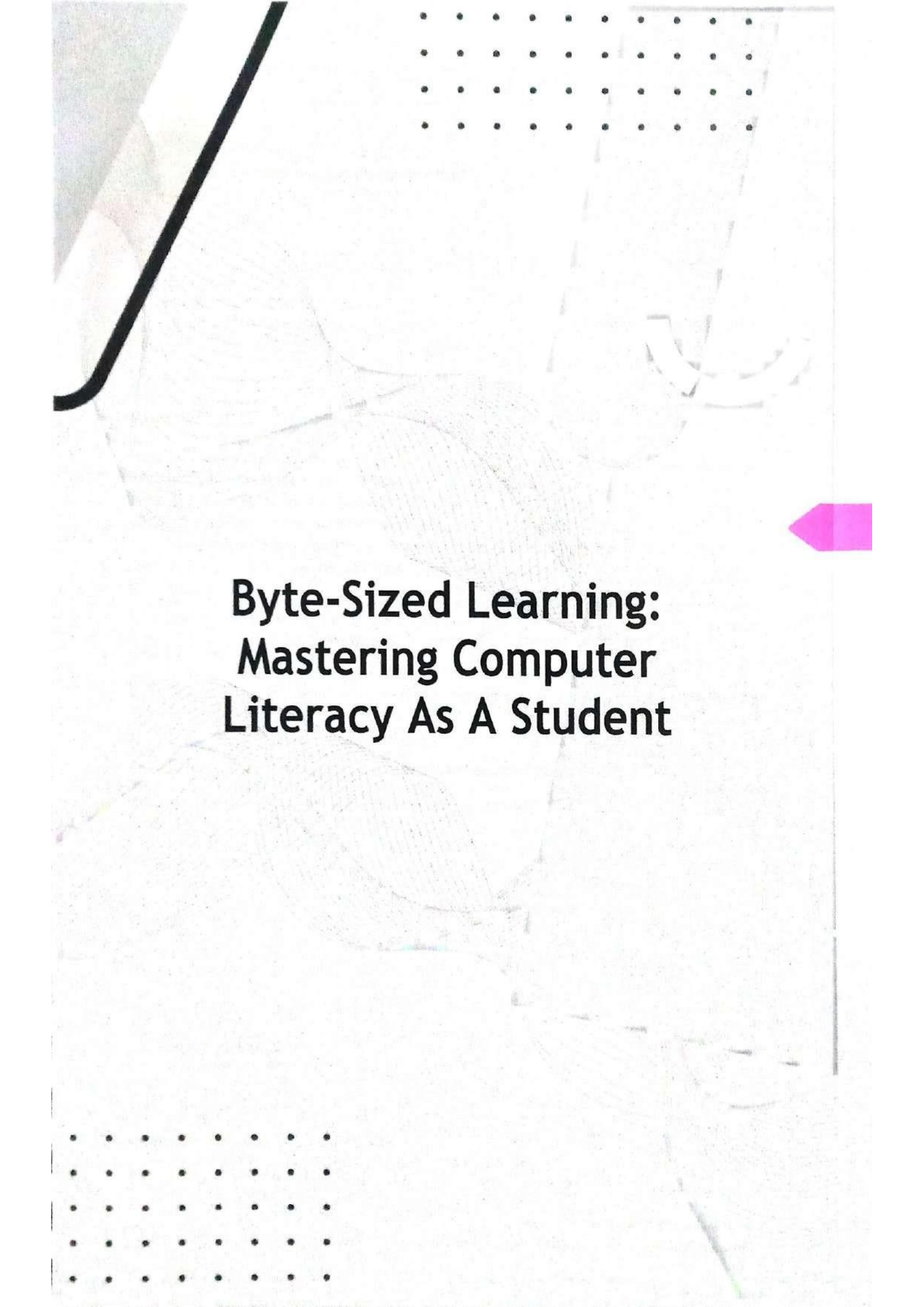
- |                                  |   |                         |
|----------------------------------|---|-------------------------|
| ▪ Vehicle to be used:            | : | Regular Transportation  |
| ▪ Date & Time of Departure       | : | April 28, 2024; 8:00 am |
| ▪ Expected Date & Time of Return | : | April 28, 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 Development and Extension of this University shall supervise the proper implementation of this order.

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





# **Byte-Sized Learning: Mastering Computer Literacy As A Student**





**Mindoro State University**

Victoria, Oriental Mindoro 5205 Philippines



**JOHN EDGAR S. ANTHONY, MSIT**  
College Dean

2/F Physical Science Building  
MinSU Main Campus  
Alcate, Victoria, Oriental Mindoro

Email: minscatccsdean@gmail.com  
Mobile: +63 917 716 97 07



**College of Computer Studies**

May 13, 2024

**DR. CHRISTIAN ANTHONY C. AGUTAYA**

OIC- Office of the University President  
This University

Dear **Sir President**,

Warm Greetings!

Based on the survey research conducted entitled: **"Byte-Sized Learning: Mastering Computer Literacy as a Student"**, they are in need to have training on Basic Computer Skills. This training aims to cater to the needs of Felimon M. Salcedo Sr. Memorial National High School Grade 7-8 students in basic computer education. Also, the training will provide knowledge and skills in Computer Technology and Microsoft application, give orientation on responsible using of social media, through Digital Citizenship. This, in general, hopes to see a Student who is competent and are lovers of computers.

Graduate School is planning to conduct **Byte-Sized Learning: Mastering Computer Literacy as a Student** for Secondary Students of **Felimon M. Salcedo Sr. Memorial National High School** to extend computer literacy among 311 Students of the above-mentioned school. It will be held on May 20-21, 2024, at FM High Computer Laboratory.

In this regard may we request your approval in conducting such program and be of great help in repining the knowledge that they have in the computer program. Likewise, may we ask for financial assistance in support of the extension program?

Attached herewith are the budget proposal, proposal, and extension program/activities.

We are looking forward to your kind consideration and approval regarding this matter. More power and God bless!

Thank you very much!

Very truly yours, , , ,

**JOHN EDGAR S. ANTHONY**  
Dean, College of Computer Studies

Recommending Approval:

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

Approved: , , ,

**CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.**  
Vice President for Research, Development & Extension/  
OIC- University President







## 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.

## MISSION

The University commits to produce 21<sup>st</sup> – 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.

## I. PROGRAM PROFILE:

### A. Cluster Program: **INFORMATION COMMUNICATION & TECHNOLOGY**

#### B.1. Head of the Agency:

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

#### B.2. Project Leader/ Proponent /Coordinator:

**JOHN EDGAR S. ANTHONY**  
Dean, College of Computer Studies

Project Title: **BYTE-SIZED LEARNING: MASTERING COMPUTER LITERACY AS A STUDENT**

#### B.3 Cooperating Agencies: MINSU

#### C. Implementers:

Graduate Studies and College of Computer Studies (CCS)

#### D. Resource Persons:

Ms. Claire C. Santos, Ms. Christine Viel R. Valdez, Ms. Sheryl Delos Reyes

#### E. Project Cost: PHP 5,025.00

**F. Project Site:** Sta. Maria, Salcedo, Bansud Oriental Mindoro, Felimon M. Salcedo Sr. Memorial National High School, FMSSMNHS Activity Hall

**G. Participants/Direct Beneficiaries:** Grade 7, 8 and 9 Students of Felimon M. Salcedo Sr. Memorial National High School and MINSU

#### H. Activity Duration: May 20-21, 2024

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





## I. RATIONALE

In the modern era, computer literacy has transitioned from being a mere advantage to an absolute necessity for students across all disciplines. The rapidly evolving digital landscape demands not only familiarity but also proficiency in various digital tools and technologies. The proposed work extension, titled "Byte-Sized Learning: Mastering Computer Literacy as a Student," is designed to address this critical need by providing a structured approach to learning computer literacy skills.

Many students come from diverse backgrounds with varying levels of exposure to technology. By adopting a byte-sized learning approach, complex computer literacy concepts can be broken down into smaller, more digestible units, making them accessible to learners with varying levels of expertise. This promotes inclusivity and ensures that all students, regardless of their prior knowledge or experience, have the opportunity to develop essential digital skills.

Traditional methods of teaching computer literacy often involve lengthy lectures or dense textbooks, which can be overwhelming for students. Byte-sized learning offers a more interactive and engaging alternative, leveraging multimedia resources, interactive tutorials, and gamified learning platforms to capture students' interest and facilitate better retention of information. By presenting information in bite-sized chunks, students can focus on mastering one concept at a time, leading to deeper understanding and retention of knowledge.

Every student has unique learning preferences and pace. Byte-sized learning provides flexibility by allowing students to progress through the material at their own pace and revisit topics as needed. This personalized approach accommodates different learning styles and ensures that each student can tailor their learning experience to suit their individual needs and preferences. Additionally, the modular nature of byte-sized learning enables educators to customize learning pathways based on students' interests, goals, and prior knowledge.

The proposed work extension emphasizes the practical application of computer literacy skills in real-world contexts. Rather than focusing solely on theoretical concepts, byte-sized learning incorporates hands-on activities, case studies, and real-world examples to demonstrate the relevance of computer literacy skills in various academic and professional settings. By connecting theoretical knowledge to practical applications, students gain a deeper appreciation for the importance of mastering computer literacy in today's digital society.

The digital landscape is constantly evolving, with new technologies emerging at a rapid pace. By mastering computer literacy skills as students, individuals are better prepared to adapt to future technological advancements and navigate the complexities of the digital world with confidence. Byte-sized learning equips students with the foundational skills and critical thinking abilities necessary to tackle future challenges and thrive in a technology-driven society.

Overall, the proposed work extension, "Byte-Sized Learning: Mastering Computer Literacy as a Student," offers a compelling rationale for adopting a structured and student-centered approach to teaching computer literacy skills. By promoting accessibility, engagement, flexibility, practical application, and preparation for the future, this extension aims to empower students with the essential digital skills needed for academic success, career readiness, and lifelong learning in the digital age.

## II. OBJECTIVES

By the end of this program, the participants will:





## College of Computer Studies

1. To prepare students for future technological advancements: Equip students with foundational computer literacy skills and the ability to adapt to future technological changes, ensuring they are well-prepared to thrive in a rapidly evolving digital landscape.
2. To empower students to become responsible digital citizens: Instill ethical considerations, online safety practices, and responsible use of technology in students, promoting digital citizenship and responsible behavior in the digital world.
3. To promote practical application of computer literacy skills: Incorporate hands-on activities, case studies, and real-world examples to demonstrate the relevance of computer literacy skills in academic, professional, and everyday contexts.

### III. METHODOLOGY

The participants will be allotted twenty-four (24) hours for training. Training will include tutorial lessons, exercises lectures, hands-on and written exam on the following:

1. **Topic 1. Basic Parts of The Computer (2.5 hours)** This topic consists of discussion and hands-on activities with the use of computer.
2. **Topic 2. How to Use Microsoft Office (2.5 hours)**. This topic consists of discussion and hands-on activities with the use of Microsoft Office Program.
3. **Topic 3. Digital Citizenship (2.5 hours)** This module consists of a discussion about responsible use of social media platforms.

#### Resources:

Felimon M. Salcedo Sr. Memorial National High School commits the free use of its activity hall and computer facility and the other equipment's use in the training.

### IV. EVALUATION

Pre-test and post-test will be administered before and after the training. To further evaluate the effectiveness of the program, we will monitor the participants social media accounts if they are using it responsibly. And ensure to integrate the use of technology devices in our class.

### V. EXPECTED OUTPUTS

The level of computer proficiency of the beneficiaries will be identified and developed. At the end of the program, most of the students will improve their skill levels in the Basic ICT Skill Category. The beneficiaries will become competent in using Microsoft Programs, and will be a responsible digital citizen and improve their skills in basic operation of computer unit

### VI. TRAINERS/FACILITATORS

- Mrs. Claire C. Santos – Basic Parts of the Computer
- Mrs. Christine Viel R. Valdez – How to use the Microsoft Office Programs
- Mrs. Sheryl B. Delos Reyes – Digital Citizenship





## BYTE-SIZED LEARNING: MASTERING COMPUTER LITERACY AS A STUDENT

|           |   |                                                                           |
|-----------|---|---------------------------------------------------------------------------|
| Sponsor   | - | MinSU Main Campus College of Computer Studies & Graduate Studies          |
| Clientele | - | Grade 7, 8, and 9 of Felimon M. Salcedo Sr. Memorial National High School |
| Date      | - | May 20-21, 2024                                                           |
| Venue     | - | Computer Lab of Felimon M. Salcedo Sr. Memorial National High School      |

### PROGRAM

May 20, 2024

| Time          | Topic/Activity                                                 | Person Responsible                    |
|---------------|----------------------------------------------------------------|---------------------------------------|
| 7:30 – 8:00   | Registration of Participants/Pre-Test                          | Claire C. Santos<br>Teacher 1         |
| 8:00 – 10:30  | Lecture about Basic Parts of The Computer and its uses.        | Claire C. Santos<br>Teacher 1         |
| 10:30 – 11:00 | Break                                                          |                                       |
| 11:00 – 12:00 | Lecture on How to Use Microsoft Office Program                 | Christine Viel R. Valdez<br>Teacher 1 |
| 12:00 – 1:00  | Lunch Break                                                    |                                       |
| 1:00 – 2:30   | Continuation of Lecture on How to Use Microsoft Office Program | Christine Viel R. Valdez<br>Teacher 1 |
| 2:30 – 4:30   | Lecture on Digital Citizenship                                 | Sheryl B. Delos Reyes<br>Teacher 1    |

May 21, 2024

| Time          | Topic/Activity                                                      | Person Responsible                    |
|---------------|---------------------------------------------------------------------|---------------------------------------|
| 7:30 – 8:00   | Recapitulation                                                      | Sheryl B. Delos Reyes                 |
| 8:00 – 9:30   | Actual experience of handling and identifying the parts of Computer | Claire C. Santos<br>Teacher 1         |
| 9:30 – 10:30  | Break                                                               |                                       |
| 10:30 – 12:00 | Actual use of Microsoft Programs                                    | Christine Viel R. Valdez<br>Teacher 1 |
| 12:00 – 1:00  | Lunch Break                                                         |                                       |
| 1:00 – 3:00   | Activities about Digital Citizenship                                | Sheryl B. Delos Reyes<br>Teacher 1    |
| 3:00 – 4:30   | Awarding                                                            |                                       |





## BUDGET PROPOSAL

Training : 2 Consecutive Days and Graduation Day

Date : May 20-21, 2024

Clients : 311 students - participants

Trainers /Facilitators: 3

### Expenses

Tarpaulin - P 1,000.00

### Certificates and Certificates Holder/Training Kits

For Participants, Facilitators and Organizers - P 4,025.00

| Item Description                 | Quantity | Unit Cost | Total Cost      |
|----------------------------------|----------|-----------|-----------------|
| Certificates Holder (Short) Blue | 3        | 65.00     | 195.00          |
| Long Bond paper (substance 20)   | 5        | 250.00    | 1,250.00        |
| Short Bond paper (substance 20)  | 3        | 210.00    | 630.00          |
| Universal Ink (B, C, Y and M)    | 4        | 150.00    | 600.00          |
| Electricity                      | -        | -         | 1,000.00        |
| Ballpen                          | 5        | 70.00     | 350.00          |
| <b>TOTAL</b>                     |          |           | <b>4,025.00</b> |

**TOTAL**

**P 5,025.00**

Prepared by:

JOHN EDGAR S. ANTHONY  
Dean, College of Computer Studies





## **NARRATIVE REPORT EXTENSION PROGRAM 2024**

### **Introduction**

On May 20-21, 2024, a **BYTE-SIZED LEARNING: MASTERING COMPUTER LITERACY AS A STUDENT** on 2-Day Training Program/ seminar-workshop on computer education was conducted at the Session Hall of Felimon M. Salcedo Sr. Memorial National High School. This event aimed to enhance the computer literacy and digital skills of educators, students, and IT professionals. It brought together 310 participants from Grade 7 to Grade 9 and featured three speakers who shared their expertise about computer education.

### **Objectives**

The primary objectives of the seminar-workshop were:

1. To update participants on the latest trends and advancements in computer education.
2. To provide hands-on training on new software and tools.
3. To discuss strategies for integrating technology into the curriculum.
4. To foster collaboration among educators and IT professionals.

### **Day 1: May 20, 2024**

#### **Morning Session: WORKSHOP 1**

The seminar workshop began at 7:30 AM with a Registration of Participants. At exactly 8:00 in the morning the first speaker Ma'am Claire C. Santos, Teacher I of Felimon M. Salcedo Sr. MNHS, and one of the conductors of extension services delivered the topic about Basic Parts of the computer and its uses. Ma'am Christine Viel R. Valdez the second speaker delivered the topic about how to use Microsoft Office Program.

#### **Afternoon Session: WORKSHOP 2**

On the afternoon of the same date, Ma'am Sheryl B. Delos Reyes, a TLE teacher of FMSSMNHS, delivered the topic about Digital Citizenship. She discussed emerging technologies such as artificial intelligence, machine learning, and blockchain, and their potential impact on computer education. She highlighted how to respond to computer programs and how to manage the computer with self-discipline and being a responsible individual. Ma'am Christine Viel R. Valdez, a Junior High School contributed a big impact on the students. All speakers shared insights and best practices for effectively incorporating technology into teaching. Participants learned to harness the power of Excel for various applications.

### **Day 2: May 21, 2024**

#### **Morning Session: WORKSHOP 3:**

The second day of the workshop began with recapitulation and was followed by hands-on activities or actual handling and identifying the parts of the computer. The three conductors or experts led a workshop on the fundamental uses of the computer. Participants learned about common threats, security measures, and best practices for protecting digital information.

#### **Afternoon Session: WORKSHOP 4:**

In the last part before the awarding of certificates of participation, Ma'am Sheryl facilitated the actual activities about Digital -Citizenship and she also presented on the use of multimedia in education. She demonstrated tools for creating engaging presentations and interactive content, and participants created their multimedia projects.

The seminar workshop on computer education was a resounding success. Participants gained valuable knowledge and skills, network with peers, and left inspired to integrate new technologies into their educational practices. The event underscored the importance of ongoing professional development in keeping pace with the rapidly evolving field of computer education. The seminar workshop ended up with the awarding of certificates to all participants from every grade level.





**Day 2 : March 21, 2024**



**Day 2 : March 21, 2024**

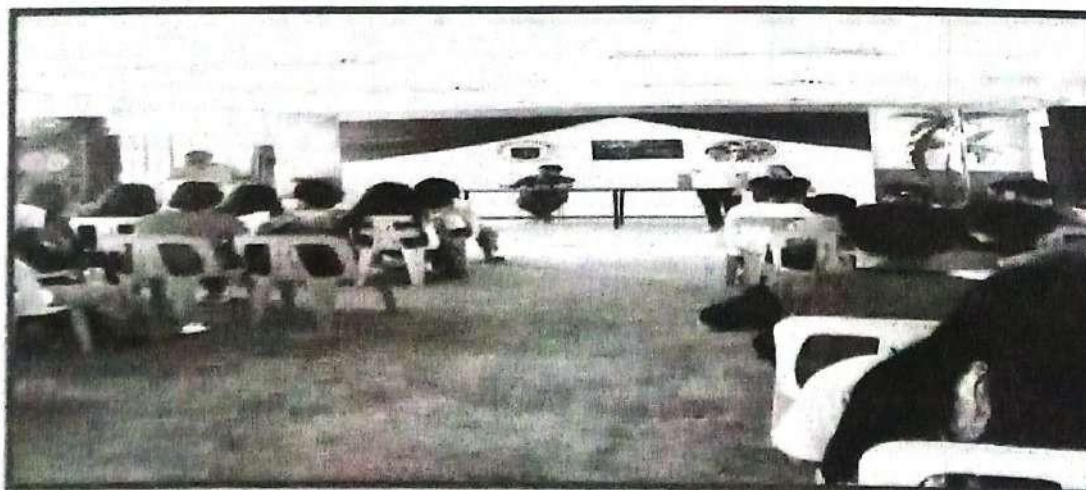






## PHOTO DOCUMENTATION

Day 1 : March 20, 2024







Department of Education  
Region IV-B MIMAROPA  
**DIVISION OF ORIENTAL MINDORO**  
**FELIMON M. SALCEDO SR. MEMORIAL NATIONAL HIGH SCHOOL**  
SALCEDO, BANSUD



BYTE-SIZED LEARNING  
MASTERING COMPUTER LITERACY AS A STUDENT  
GS MATIYAGA\_ATTENDANCE

| no. | STUDENTS NAME                   | May 20, 2024 | May 21, 2024 |
|-----|---------------------------------|--------------|--------------|
| 1   | ALICPALA, AR-JAY ENOT           |              |              |
| 2   | AMARO, JOHN LIONEL J. TASARRA   |              |              |
| 3   | CARUMBA, E JAY CALINGASAN       |              |              |
| 4   | DE TORRES, ALEXANDER ROMULO     |              |              |
| 5   | DIAZ, CALDEN KYLE VERGARA       |              |              |
| 6   | PILLARCA, NICO ESCAVILLA        |              |              |
| 7   | FURJES, JOHN DANIEL             |              |              |
| 8   | GOÑO, ANGELO                    |              |              |
| 9   | HERNANDEZ, JAMES LAWRENCE M     |              |              |
| 10  | HERNANDEZ, JAYSON PACIA         |              |              |
| 11  | JALAC, DENMARK RECTO            |              |              |
| 12  | LANTIN, GENARO JR. GAYETA       |              |              |
| 13  | MENDOZA, MARK JERALD AZUL       |              |              |
| 14  | ORENSE, E JAY RELOX             |              |              |
| 15  | RELOX, ERNIE GUY DOCTOR         |              |              |
| 16  | SAN GABRIEL, JOHN MICHAEL BALA  |              |              |
| 17  | YLAGAN, DHEANZIEL HARVEY M      |              |              |
| 18  | AL MAREZ, JERALZA MARIE CATIPON |              |              |
| 19  | AMISTAD, ANGEL BRAVO            |              |              |
| 20  | APERUCHO, ASHLYNN JOY           |              |              |
| 21  | APERUCHO, PRINCESS              |              |              |
| 22  | BALONTONG, JOWELYN MARASIGAN    |              |              |
| 23  | CALINGASAN, SHERALYN MORILLA    |              |              |
| 24  | GARAZA, IRISH MAE COMLA         |              |              |
| 25  | HIPOLITO, ARA JEL GREGORIO      |              |              |
| 26  | JALAC, AXCEL SHANE ROBISO       |              |              |
| 27  | REANO, ALLYZA LONTOC            |              |              |
| 28  | RIBOT, ALVYNIA ALLYSON R        |              |              |
| 29  | RIOFLORIDO, DANIELLA MAJEJA     |              |              |
| 30  | ROELO, NICKA JANE               |              |              |
| 31  | ROSAS, CHRISTINE JOY DIMAILIG   |              |              |
| 32  | RUBIA, HANNAH DANIELLA CASPE    |              |              |
| 33  | RUGAS, JESSICA MOREAL           |              |              |
| 34  | SAN GABRIEL, AYANNA KIM B       |              |              |
| 35  | TATLONGHARI, AIREFN MANALON     |              |              |
| 36  | VENTURA, ANICA GABLA            |              |              |
|     |                                 |              |              |
|     |                                 |              |              |
|     |                                 |              |              |





Department of Education  
Region IV-B MIMAROPA



**DIVISION OF ORIENTAL MINDORO**  
**FELIMON M. SALCEDO SR. MEMORIAL NATIONAL HIGH SCHOOL**  
SALCEDO, BANSUD

BYTE-SIZED LEARNING  
MASTERING COMPUTER LITERACY AS A STUDENT  
G8 MASIGASIG\_ATTENDANCE

| NO. | STUDENTS NAME                    | May 20, 2024 | May 21, 2024 |
|-----|----------------------------------|--------------|--------------|
| 1   | ALMAREZ, JUSTINE VINCENT BULSECO |              |              |
| 2   | ARCANGEL, ANGELO ATIENZA         |              |              |
| 3   | ASI, DENMARC FERRIER             |              |              |
| 4   | DOLFO, JESTONY GABALES           |              |              |
| 5   | DUENAS, MAX VINCENT ALO          |              |              |
| 6   | FERNANDEZ, FRAIM MANASES Y       |              |              |
| 7   | GARCERA, MC EDSEL ALMAREZ        |              |              |
| 8   | MANGAO, ROLAND BERNARD MERLIN    |              |              |
| 9   | MASILUNGAN, RICH D PRIETO        |              |              |
| 10  | MENIXZA, RICKY SANTOS            |              |              |
| 11  | MUAJE, AERON JED ALMONICAR       |              |              |
| 12  | RIZADO, DEELAN CLOUD L.          |              |              |
| 13  | RELOX, REX AREN CAMPOS           |              |              |
| 14  | SAGUID, JONARD S                 |              |              |
| 15  | SAJUL, GILANN ALMAREZ            |              |              |
| 16  | TALACSAN, MARK VENUS             |              |              |
| 17  | TEANILA, RICO ANGELO DULOT       |              |              |
| 18  | ALAPAR, MIKAELA ALO              |              |              |
| 19  | ARADO, KIM CYRELL FRANCISCO      |              |              |
| 20  | BENOSA, ZITYRE IAL -             |              |              |
| 21  | COLOMA, LORENA CANDELARIA        |              |              |
| 22  | CUEVAS, CHARIZ MANTIS            |              |              |
| 23  | FRANCISCO, JOVELYN MANOBO        |              |              |
| 24  | GARCERA, FIONA CHIN ALMAREZ      |              |              |
| 25  | MAGO, RHEA MIEA R.               |              |              |
| 26  | ONTANGCO, KRYZ ANNE B.           |              |              |
| 27  | OSTONAL, DAHLIA ALMIROJ          |              |              |
| 28  | PALCESO, KYLA MAGRAMO            |              |              |
| 29  | RADA, PRINCESS MAXENE SANTIAGO   |              |              |
| 30  | RELOX, JOAN DOMDOM               |              |              |
| 31  | ROMERO, BIEA MENES               |              |              |
| 32  | SALIBIO, JEZZA PAIGAO            |              |              |
| 33  | SANDRO, FAITH LAICELIN RELOX     |              |              |
| 34  | TORRES, YZHELLE MAY ABDON        |              |              |
| 35  | UCHI, IZZY CALINGASAN            |              |              |
| 36  | URSOA, CHRISTIA MAE S.           |              |              |
|     |                                  |              |              |
|     |                                  |              |              |
|     |                                  |              |              |





Department of Education  
Region IV-B MIMAROPA



**DIVISION OF ORIENTAL MINDORO**  
**FELIMON M. SALCEDO SR. MEMORIAL NATIONAL HIGH SCHOOL**  
SALCEDO, BANSUD

BYTE-SIZED LEARNING  
MASTERING COMPUTER LITERACY AS A STUDENT  
G8 MAAGAP\_ATTENDANCE

| no. | STUDENTS NAME                     | May 20, 2024 | May 21, 2024 |
|-----|-----------------------------------|--------------|--------------|
| 1   | ALICPALA, JOHN JOSEPH A.          |              |              |
| 2   | ESPINA, CHRIS DARRYL O.           |              |              |
| 3   | GONZALES, JAMES MIGUEL F.         |              |              |
| 4   | HULLON, JACOB N.                  |              |              |
| 5   | LAYLAY, CYRUS JAMES S.            |              |              |
| 6   | LAYLAY, MATEO H.                  |              |              |
| 7   | LICAYAN, EARON BRYLE D.           |              |              |
| 8   | LUMAGUE, PATRICK M.               |              |              |
| 9   | MACALALAD, RWIN ROSS S.           |              |              |
| 10  | MAHRIE, PATRICK R.                |              |              |
| 11  | MARCELO, JENARD D.                |              |              |
| 12  | MASANGKAY, PRINCE IVAN BRIN D.    |              |              |
| 13  | MONTON, NITEL B.                  |              |              |
| 14  | PRESENTACION, RAYMART S.          |              |              |
| 15  | RELOX, JOE PRING R.               |              |              |
| 16  | RUGAS, RON-ROD J.                 |              |              |
| 17  | YLAGAN, JAYRALD R.                |              |              |
| 18  | ALICPALA, CATHLEEN ROSE R.        |              |              |
| 19  | ANGLO, KIM ASHLY C.               |              |              |
| 20  | ISLANO, HEBRAICA M.               |              |              |
| 21  | BENOSA, LOUCIEN AMETHYST MARIE P. |              |              |
| 22  | CAPELL, ALYNNAIL C.               |              |              |
| 23  | CELIS, EMILIE JADZ G.             |              |              |
| 24  | DALUMPINES, ALEXA DENISE D.       |              |              |
| 25  | FACUN, JANELLE R.                 |              |              |
| 26  | GARCIA, PHOEBE REANNA CHEVONNE B. |              |              |
| 27  | GEGA, SHANE D.                    |              |              |
| 28  | LAGARDE, IRISH JOY P.             |              |              |
| 29  | MORATA, CLARIS MAE A.             |              |              |
| 30  | PALAGANAS, LYKA V.                |              |              |
| 31  | RAFOL, CIESKA CAMILLE G.          |              |              |
| 32  | RAFOL, JENYLYN M.                 |              |              |
| 33  | RETEL, MARISSA E.                 |              |              |
| 34  | RELOX, SHANELLE LORAIN D.         |              |              |
| 35  | RELOX, ROSEPEL L.                 |              |              |
| 36  | VITTO, JANELLE A.                 |              |              |
|     |                                   |              |              |
|     |                                   |              |              |
|     |                                   |              |              |



# CERTIFICATE OF PARTICIPATION

This certificate is proudly presented to

***Alea Rose R. Rodelas***

In recognition of his/ her active participation and successful completion of the BYTE-SIZED LEARNING MASTERING COMPUTER LITERACY AS A STUDENT on 2-Day Training Program held on May 20- 21 2024 at Felimon M. Salcedo Sr. Memorial National High School Session Hall.

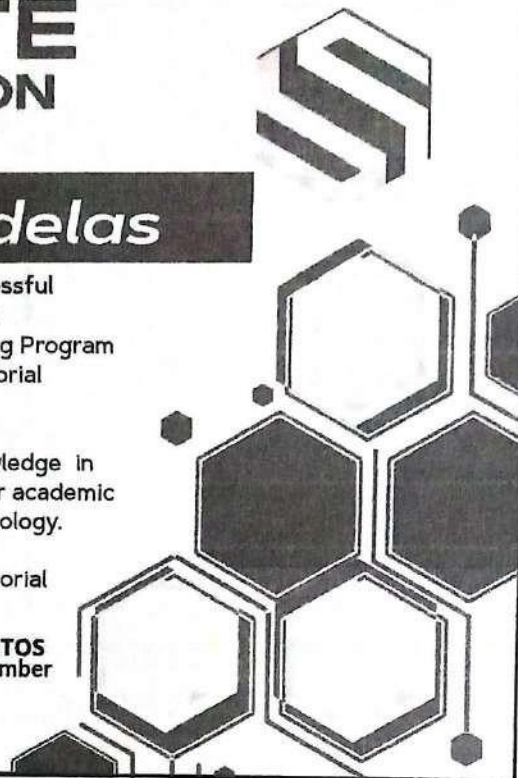
This intensive program provided essential skills and knowledge in computer literacy, empowering students to enhance their academic and personal productivity through effective use of technology.

Given this 21st day of May at Felimon M. Salcedo Sr. Memorial National High School, Salcedo Bansud, Oriental Mindoro.

**SHERYL B. DELOS REYES**  
Conductor/Member

**CLAIRE C. SANTOS**  
Conductor/ Member

**CHRISTINE VIEL R. VALDEZ**  
Conductor/ Member





# Digital Citizenship



Start Page

## Why Digital Citizenship

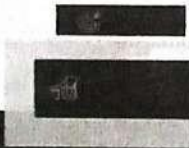
Responsible Digital Citizenship



Makes It Possible To Acquire Knowledge, Attribute It, Apply It As Well As Critique It

## Digital Citizenship

Digital Citizenship as the successful and positive engagement with digital technologies that allows individuals and communities to cultivate values, skills, attitudes and knowledge. They develop in different ways as part of a process of lifelong learning.



## Why Digital Citizenship

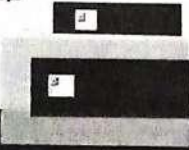
2. A Good Digital Citizen



Can Use Digital Technology To Not Only Lead A Secure And Smart Life Themselves But Also Encourage Others To Do So

## Digital Citizenship

A good digital citizen is one who's able to identify the critical need for digital citizenship in a virtually connected world and take steps towards learning and re-learning their own role in society as a digital citizen.



## Why Digital Citizenship

3. Responsible Digital Citizenship



Can Reduce Discrimination And Bring People From Different And Diverse Backgrounds To Work Together



## Why Digital Citizenship

4. Digital Citizenship: For Students



has The Potential To Transform Education By Making Learning More Analytical, Interactive And Immersive

## Elements of Digital Citizenship



1 Digital Access      2 Digital Etiquette

## Why Digital Citizenship

3. Responsible Digital Citizenship/ Elements Of Digital Citizenship



Build Closer And More Connected Communities That Are More Aware Of What Unites Them

## Elements of Digital Citizenship



3 Digital Commerce      4 Digital Rights and Responsibilities

## Strategy For Digital Marketing

01 First Strategy Business      02 Second Strategy Business      03 Third Strategy Business

Description 01: These resources are typically used as...

Description 02: These resources are typically used as...

Description 03: These resources are typically used as...

## Elements of Digital Citizenship



4 Digital Literacy      5 Digital Law





# COMPUTER HARDWARE

Part 1: Hardware

Prepared by:  
Claire C. Santos

## Monitor

It converts familiar data as visual form which can only be seen. The images it displays are where the user gets information.



Back

## External Components



Back

## Keyboard

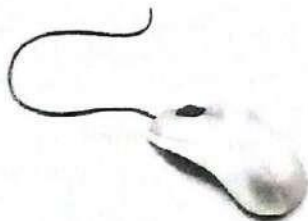
This contains set of keys that are used to input characters (letters, numbers) and control signals into the computer.



Back

## Mouse

The mouse is a pointing device that sends control signals into the computer. It tracks a mouse that performs only a single action (click) and (ii) performs click action.



Back

## Automatic Voltage Regulator

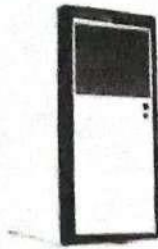
It protects the computer from changes in the electricity that may damage the computer components. It regulates the voltage that goes to the computer.



Back

### System Unit

It is the main component of the computer system. It contains the CPU, RAM, and other internal components.



Back

### Power Supply Unit

It converts the main alternating current into low-voltage direct current that is supplied to other parts.

A power supply unit has its own fan.



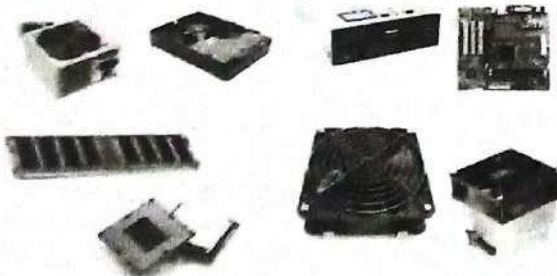
## THE INTERNAL COMPONENTS

### Hard Disk Drive

It is the main storage device of the computer. It is where most of the files of the computer (such as the ones found in Desktop) are stored.



### Internal Components



### Optical Disc Drive

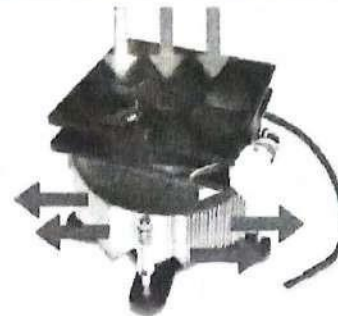
It reads or writes data into optical discs (CD, DVD, Blu-ray Disc).





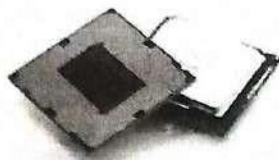
### Random Access Memory Module

It is the temporary storage device of the computer. It holds the data that is being used by the computer at that time. The two types of RAM are DRAM and SRAM.



### Central Processing Unit

This is referred to as the computer's brain as it does the processing of the data. This means that it is responsible for manipulating the data.



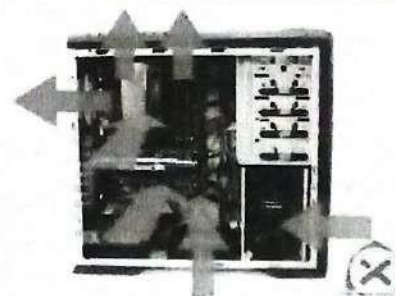
### System Fan

This is found at the left side panel and the back panel of the system unit. It directs the flow of air in the system unit.



### CPU Fan and Heatsink

These two components work together in keeping the CPU from overheating. The metal is called the heatsink and it draws heat away from the CPU while the fan helps to cool the heatsink. You will need to know the size of the fan.



### Motherboard

The main circuit board that connects all the parts of the computer.



### RAM Slots

These are where the RAM modules are installed.



## PARTS OF THE MOTHERBOARD

### Northbridge

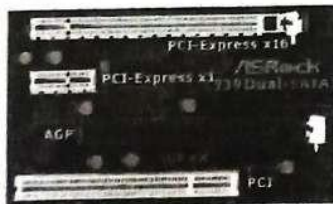
Located between the CPU socket, Expansion slots, and RAM slots.

It coordinates the flow of data between the CPU, graphics card, and RAM.



### Expansion Slots

These are where the expansion cards, such as network and sound cards, are installed. There are different types of slots.



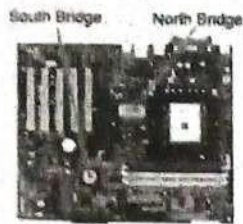
### Southbridge

Located below the expansion slots, the Southbridge handles all of the computer's input/output functions.





### The location of the two Chipsets



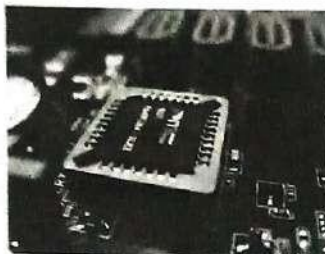
### CMOS Battery

It provides the power used by the CMOS RAM so that even when the computer is off, the CMOS RAM can still keep date and time information and state will not be reset.



### BIOS Chip

It controls the Basic Input/Output System. It contains the program that all the services to know of the computer's hardware (memory).



### Back Panel Ports

Located at the back of the motherboard. This is where most of the computer peripherals are connected. These peripherals include the keyboard, mouse, and printer.



### CMOS RAM

It is the area that holds data used by the BIOS for Operating System's. These data include time, date, BIOS password.



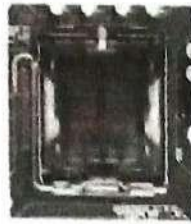
### Front Panel Headers

It is mostly located at the left and front side of the motherboard. Most computers have three front panel headers: system panel headers, audio headers, USB headers.

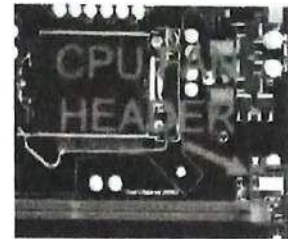


**CPU Socket**

It is where the CPU is connected.

**CPU Fan Header**

It is where the CPU fans are connected to get their power.

**20+4 Pin ATX Main Power Connector**

It is where the 20+4 Pin ATX Main Power Connector of the PSU is connected.

**4 Pin ATX 12V Power Connector**

It is where the 4 Pin ATX 12V Power Connector of the PSU is connected.







Email: [universitypresident6@minsu.edu.ph](mailto:universitypresident6@minsu.edu.ph)  
Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)  
Mobile: +63 977 846 72 28

## EVALUATION SUMMARY

### Evaluation Form - Byte-Sized Learning: Mastering Computer Literacy as a Student

Name \_\_\_\_\_

Paksa p Serbisvong Kaitangan

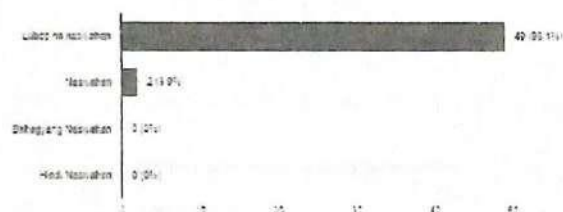
P0115

Byte-Sized Learning: Mastering Computer Literacy as a Student Evaluation   2 11/19/2016 11:01:10 AMQuestions Responses **5** Settings

Paglilipat ng isang pahinang naglalaman sa inyong saloobin sa mga susunod na katanungan.

<sup>1</sup> Is it a way to do and pass away from the mind and passion?

SI 11007501

Byte-Sized Learning: Mastering Computer Literacy as a Student Evaluation   4 - Project Management 2014Questions Responses **9** Settings

2. Naging maayos ba ang delay ng programa?

4. 2005.25.100



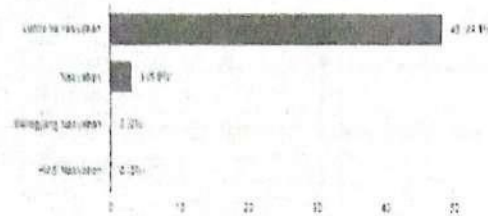


Byte-Sized Learning: Mastering Computer Literacy as a Student Evaluation

Questions Responses Settings

3. Nagpang-muayon, may nawala ang pagpapaliwanag ng tagapagtatasa ayon sa tema?

0 responses



Byte-Sized Learning: Mastering Computer Literacy as a Student Evaluation

Questions Responses Settings

4. Nalipigyang din ba ang tema sa katibayan ng palatuntunan?

0 responses

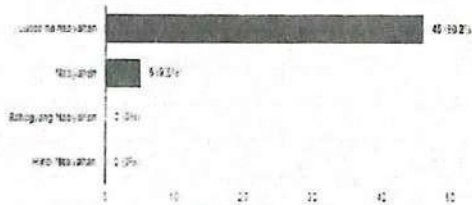


Byte-Sized Learning: Mastering Computer Literacy as a Student Evaluation

Questions Responses Settings

5. Mayyos at malinis ba ang lugar na pinagkasun ng palatuntunan?

0 responses

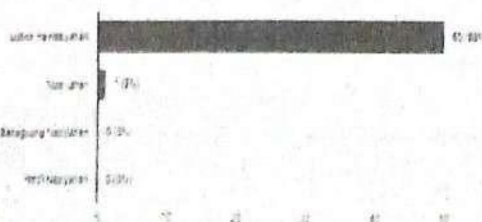


Byte-Sized Learning: Mastering Computer Literacy as a Student Evaluation

Questions Responses Settings

6. Lutas ba ang kabalasipakmahing sa bawat isa ang nasabing seminar?

0 responses







**Empowering College  
Students with Technology:  
Professional Development  
in Computer Education**



# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



**JOHN EDGAR S. ANTHONY, MSIT**  
College Dean

2/F Physical Science Building  
MinSU Main Campus  
Alcate, Victoria, Oriental Mindoro

Email: minscatccsdean@gmail.com  
Mobile: +63 917 716 97 07



**College of Computer Studies**

May 9, 2024

**DR. CHRISTIAN ANTHONY C. AGUTAYA**

OIC- Office of the University President  
This University

Dear **Sir President**,

Warm Greetings!

Based on the survey research conducted in St. Mark Arts and Training Institute, Inc. to first year college students, they are in need to have enhancement training of computer skills. The trainings are aims to enhance their skills in computer hardware, software and utilizing computer electronic media.

College of Computer Studies and Graduate School is planning to conduct **Empowering College Students with Technology: Professional Development in Computer Education** first year tourism leading to maritime – steward and tourism leading to HRM students of St. Mark Arts and Training Institute, Inc. to enhance their skills in computer education. It will be held on May 10, 11 and 12, 2024 for 3-day trainings and on May 18, 2024 for their graduation ceremony.

In this regard, may we request your approval in conducting such program and be of great help in repining the knowledge that they have in the computer program. Likewise, may we ask for financial assistance in support of the extension program?

Attached herewith are the budget proposal, proposal, and extension program/activities.

We are looking forward to your kind consideration and approval regarding this matter. More power and God bless!

Thank you very much!

Very truly yours,

**JOHN EDGAR S. ANTHONY**  
Dean, College of Computer Studies

Recommending Approval:

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

Approved:

**CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.**  
Vice President for Research, Development & Extension/  
OIC- University President







## 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.

## MISSION

The University commits to produce 21<sup>st</sup> - 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: **INFORMATION COMMUNICATION & TECHNOLOGY**

#### B.1. Head of the Agency:

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

#### B.2. Project Leader/ Proponent /Coordinator:

**JOHN EDGAR S. ANTHONY**  
Dean, College of Computer Studies

Project Title: **EMPOWERING COLLEGE STUDENTS WITH TECHNOLOGY: PROFESSIONAL DEVELOPMENT IN COMPUTER EDUCATION**

#### B.3 Cooperating Agencies: MINSU

#### C. Implementers:

Graduate Studies and College of Computer Studies (CCS)

#### D. Resource Persons:

Ms. Kristine O. Padua, Mr. Abraham S. Manuel

#### E. Project Cost: PHP 19,300.00

**F. Project Site:** St. Mark Arts and Training Institute, Inc. (SMARTII)  
J.P. Rizal St., Camilmil, Calapan City, Oriental Mindoro

**G. Participants/Direct Beneficiaries:** First Year Tourism Leading to Maritime – Steward and First Year Tourism Leading to HRM of SMARTII and MINSU

#### H. Activity Duration:

May 10, 11, 12 & 18, 2024

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





## I. RATIONALE

The Mindoro State University Graduate Studies are committed to provide extension programs that will help the communities within the province. It helps the graduate studies students to extend their expertise in their different field of specializations. It gives opportunity for the graduate studies students to engage their self for continuous improvement of every individuals.

To assure that every individuals nowadays must equip with technology, the Graduate Studies Computer Education Students are offering different literacy program that will help the students and teachers to enhance their skills in computer education.

With the vision of promoting and enhancing computer skills of the students, the Graduate studies and with the help of Mr. John Edgar S. Anthony, MAEd professor and Dean of College of Computer Studies, the persons involved Ms. Kristine O. Padua and Mr. Abraham S. Manuel conducted survey in St. Mark Arts and Training Institute, Inc. They surveyed first year tourism leading to maritime and HRM college students about their knowledge in computer. As the results of the survey, it showed that the students has a minimal knowledge about computer parts and computer applications. It also revealed that the students has low skills level in utilizing Microsoft Office (e.g. Microsoft Word, Excel and PowerPoint), and utilizing computer (utilizing electronic media).

The training aims to help the students to level up their basic skills in computer hardware and software. Aims to improve their skills in utilizing electronic media for their professional growth.

The target of this training are the first year tourism leading maritime – steward and tourism leading to HRM college students of St. Mark Arts and Training Institute, Inc. they will be exposed in tutorial lessons, exercises lectures, hands-on and written exam about computer hardware, software and utilizing computer electronic media.

## II. OBJECTIVES

By the end of this program, the participants will:

1. To increase computer literacy among the participants by providing training in basic computer skills;
2. To promote lifelong learning and continuous improvement in computer skills; and
3. To encourage participants to use technology for personal development, education and professional growth.

## III. METHODOLOGY

The participants will be allotted twenty-four (24) hours for training. Training will include tutorial lessons, exercises lectures, hands-on and written exam on the following:

1. **Module 1. Hardware Basics (8 hours)**  
This module consists of discussion and hands-on about the basics of computer.
2. **Module 2. Software Basics (8 hours)**  
This module consists of discussion and hands-on activities with the use of different computer applications.
3. **Module 3. Utilizing a Computer (8 hours)**  
This module consists of discussion and hands-on activities on utilizing a computer included the electronic media used for facilitating learning.





To further engage the participants, their outputs will be printed and compiled.

### Resources:

St. Mark Arts and Training Institute, Inc. learning area.

## IV. EVALUATION

Pre-test and post-test will be administered before and after the training. For further evaluation of the effectiveness of the program, we will observe changes in computer skills of the students based on their classes.

## V. EXPECTED OUTPUTS

The level of computer proficiency of the beneficiaries will be identified and developed. At the end of the program, most the students will be having a high understanding of basic computer hardware and software components. The students will be level up in their proficiency in using computer applications especially the use of Microsoft Office. The students will have their ability to navigate and utilize electronic media that they can use to facilitate learning.

## VI. TRAINERS/FACILITATORS

- Ms. Kristine O. Padua – Introduction and Hardware Basics
- Mr. Abraham S. Manuel – Software Basics and Utilizing a Computer
- SBO – Hands-on Activities



## College of Computer Studies

### EMPOWERING COLLEGE STUDENTS WITH TECHNOLOGY: PROFESSIONAL DEVELOPMENT IN COMPUTER EDUCATION

|           |   |                                                                                                                                              |
|-----------|---|----------------------------------------------------------------------------------------------------------------------------------------------|
| Sponsor   | - | MinSU Main Campus College of Computer Studies & Graduate Studies                                                                             |
| Clientele | - | First Year Tourism Leading to Maritime – Steward and First Year Tourism Leading to HRM students of St. Mark Arts and Training Institute Inc. |
| Date      | - | May 10, 11, 12 and May 18, 2024                                                                                                              |
| Venue     | - | St. Mark Arts and Training Institute, Inc. – SHS Building                                                                                    |

#### PROGRAM

##### May 10, 2024

| Time         | Topic/Activity                                                | Person Responsible                                             |
|--------------|---------------------------------------------------------------|----------------------------------------------------------------|
| 7:30 – 8:00  | Registration of Participants/Pre-Test                         | SBO Officers                                                   |
| 8:00 - 12:00 | Lecture about Hardware Basics                                 | Ms. Kristine O. Padua<br>Mr. Abraham S. Manuel                 |
| 1:00 – 5:00  | Hands-on - Demonstration of different basic parts of computer | Ms. Kristine O. Padua<br>Mr. Abraham S. Manuel<br>SBO Officers |

##### May 11, 2024

| Time         | Topic/Activity                        | Person Responsible                                             |
|--------------|---------------------------------------|----------------------------------------------------------------|
| 7:30 – 8:00  | Registration of Participants/Pre-Test | SBO Officers                                                   |
| 8:00 - 12:00 | Lecture about Software Basics         | Ms. Kristine O. Padua<br>Mr. Abraham S. Manuel                 |
| 1:00 – 5:00  | Hands-on – Utilizing Microsoft Office | Ms. Kristine O. Padua<br>Mr. Abraham S. Manuel<br>SBO Officers |

##### May 12, 2024

| Time         | Topic/Activity                                        | Person Responsible                                             |
|--------------|-------------------------------------------------------|----------------------------------------------------------------|
| 7:30 – 8:00  | Registration of Participants/Pre-Test                 | SBO Officers                                                   |
| 8:00 - 12:00 | Lecture about Utilizing Computer and Electronic Media | Ms. Kristine O. Padua<br>Mr. Abraham S. Manuel                 |
| 1:00 – 5:00  | Hands-on – Utilizing Computer and Electronic Media    | Ms. Kristine O. Padua<br>Mr. Abraham S. Manuel<br>SBO Officers |

##### May 18, 2024

| Time        | Topic/Activity                             | Person Responsible                             |
|-------------|--------------------------------------------|------------------------------------------------|
| 7:30 – 8:00 | Registration                               | SBO Officers                                   |
| 8:00 – 8:30 | Answering Extension Evaluation & Post Test | Ms. Kristine O. Padua<br>Mr. Abraham S. Manuel |
| 8:30-11:00  | Graduation Ceremony                        | All Person Involved & MinSU Key Officials      |





**BUDGET PROPOSAL**

**Training** : 3 Consecutive Days and Graduation Day  
**Date** : May 10, 11, 12 and May 18, 2024  
**Clients** : 50 Students - participants  
**Trainers /Facilitators** : 10

**Expenses**

**Foods**

Snacks (morning and afternoon snacks for 60 persons for 4 days (30.00 per head X 2) - P 10, 800.00  
Lunch (10 trainers / facilitators for 4 days @ 100.00 per head) - P 4,000.00  
Graduation Program (snacks for trainers, guests & teachers 65 persons @ 50.00 per head) - P 3,250.00

**Tarpaulin** - P 500.00

**Certificates and Certificates Holder/Training Kits**

For Participants, Facilitators and Organizers - P 750.00

| Item Description    | Quantity | Unit Cost | Total Cost                 |
|---------------------|----------|-----------|----------------------------|
| Board Paper Short   | 5 packs  | 60.00     | 300.00                     |
| Vellum Board        | 7 packs  | 50.00     | 350.00                     |
| <b>TOTAL</b>        |          |           | <b>750.00</b>              |
| <b><u>TOTAL</u></b> |          |           | <b><u>P 19, 300.00</u></b> |

Prepared

**JOHN EDGAR S. ANTHONY**  
Dean, College of Computer Studies



## **NARRATIVE REPORT**

### **EXTENSION PROGRAM 2024**

**Theme: "Empowering College Students with Technology: Professional Development in Computer Education"**

Using technology to empower college students is one way to acknowledge how the environment is changing. We need to be prepared to identify strategies to support children in light of the fact that their learning environments and styles are changing quickly. At St. Mark Arts and Training Institute, Inc., we, as educators, look for ways to support college students and offer extension programs that will benefit them in their professional lives.

Kristine O. Padua was designated as the facilitator for multimedia utilization on the first day of our extension program. She provided a pre-test so that we could determine the students/participants' level of computer usage knowledge before we talked about the components needed to use electronic media. After that she talked about the four main parts of setting up electronic media, which are the laptop, projector, Bluetooth speaker, and wireless microphone with receiver. In addition to the four main parts, she talked about all of the cables that should be used, such as power cords, extension wires, and speaker and microphone cords.

Following a discussion of all the requirements for using electronic media, Ma'am Padua demonstrated how to use it step-by-step. She asked all of the participants and students to use electronic media for their performances after completing her demonstration. She gave them time to study the parts and allowed them to become acquainted with them. She then gave each participant a list of their personalized performance schedules for using electronic media, recognizing that they were ready.

Mr. Abraham S. Manuel was designated as the documenter for the first day while Ma'am Padua completed her task. Due to a conflicting schedule, Ma'am Shaina G. Garcia was unable to attend the first day of our extension program.

Mr. Abraham S. Manuel was designated as the hardware basics facilitator on the second day. However, we went over the last day's lesson on using electronic media before he talked about his presentations. Following that, Ma'am Shaina G. Garcia administered a pre-test for the fundamentals of hardware and software that were covered that day. Ma'am Padua was designated as documenter of the day.

Mr. Manuel covered every aspect of hardware fundamentals. All of the hardware for storage, inputs, and outputs. He also went over every network gear that will be used to connect to the internet. Following a thorough discussion of each topic that would be covered with the participants, he led group exercises designed to gauge their level of learning.

Ma'am Shaina G. Garcia was designated as the facilitator for software basics, specifically the Microsoft software applications, Microsoft Word, Excel, and PowerPoint.

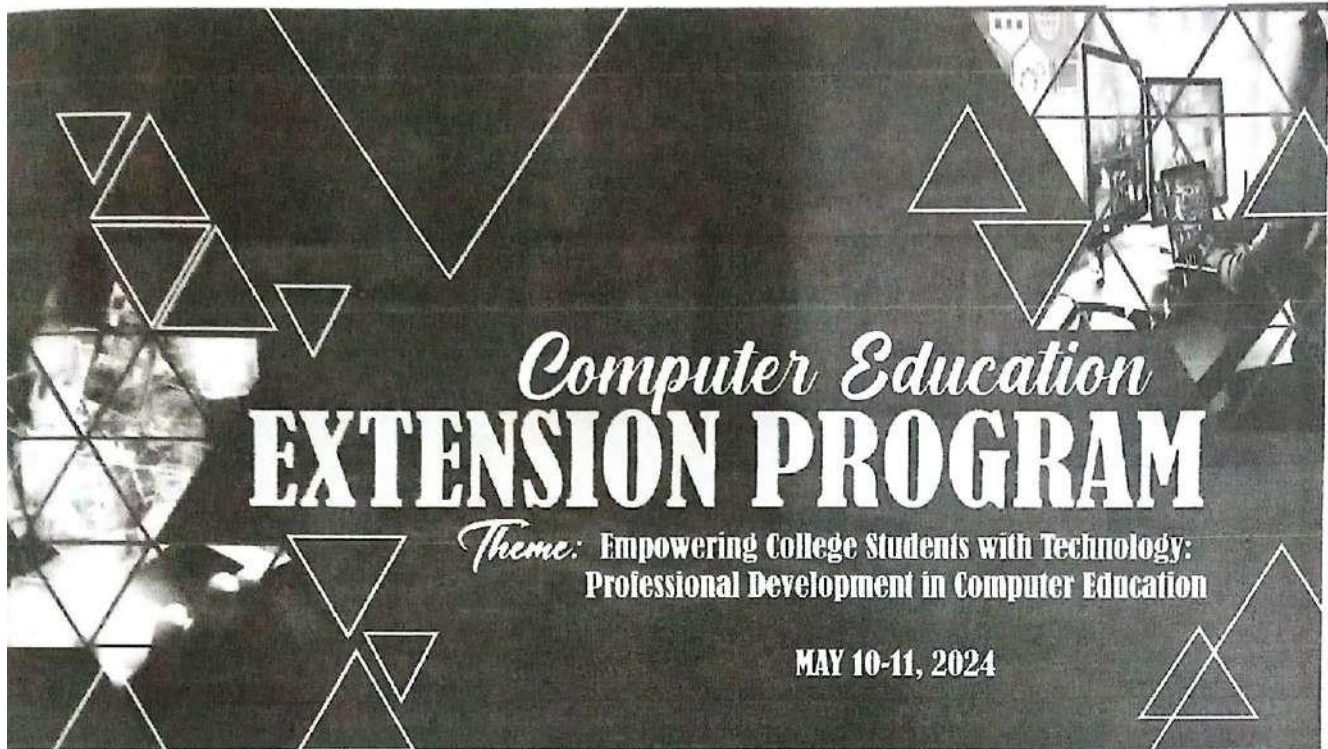
Following the conclusion of all of the topic discussion, we ended our extension program. The dean of the College of Computer Studies and our professor, Mr. John Edgar S. Anthony, was able to attend our closing ceremony and express his gratitude for the accomplishments of the St. Mark Arts and Training Institute, Inc. extension program. Following our professor's speech, we thank the attendees and awarded them with participation certificates.



EXTENSION POSTER

EXTENSION PROGRAM 2024

Theme: "Empowering College Students with Technology: Professional Development in Computer Education"





## EXTENSION PROGRAM 2024

**Theme: "Empowering College Students with Technology: Professional Development in Computer Education"**

### PHOTO DOCUMENTATION







**DAY 1 (UTILIZING ELECTRONIC MEDIA)**

Pictures of some students demonstrating how to Utilize Electronic Media.









## DAY 2 (HARDWARE AND SOFTWARE BASICS)

Pictures of discussion of hardware and software basics and motivational activity and group activity.



## DAY 2 (PHOTO OPPORTUNITY AND AWARDING OF CERTIFICATE)

Photo opportunity with our professor Mr. John Edgar S. Anthony after awarding of certificate of participation to the participants.

## EXTENSION PROGRAM

MAY 10, 2024

| NO. | NAME<br>(Last Name, Given Name, Middle Initial) | COURSE        | ADDRESS | CONTACT NUMBER | SIGNATURE |
|-----|-------------------------------------------------|---------------|---------|----------------|-----------|
| 1   | ADFA JACKLYN BERNADETTE F                       | TLM - STEWARD |         |                |           |
| 2   | Aguila Ashley Marie E.                          | TLM - STEWARD |         |                |           |
| 3   | Arduenevo Diana Jane Clarar                     | TLH - HRM     |         |                |           |
| 4   | Asio, Zyrak M.                                  | TLM - STEWARD |         |                |           |
| 5   | BANAAG FAYE AVEA BANAAG                         | TLH - HRM     |         |                |           |
| 6   | Bangis Mary Rose                                | TLH - HRM     |         |                |           |
| 7   | Bansara Nazema M.                               | TLH - HRM     |         |                |           |
| 8   | Barcelona Deenz Apollinar                       | TLH - HRM     |         |                |           |
| 9   | Bautista Jacqueline Dawn G.                     | TLM - STEWARD |         |                |           |
| 10  | BERSOTO JHON PAULO OPALEC                       | TLH - HRM     |         |                |           |
| 11  | Bundoquin John Lloyd Coberfo                    | TLM - STEWARD |         |                |           |
| 12  | Cagaanan, Gerskie Gil L.                        | TLH - HRM     |         |                |           |
| 13  | Caguele, Kim Margarette D.                      | TLM - STEWARD |         |                |           |
| 14  | Calderon, Cindy O.                              | TLH - HRM     |         |                |           |
| 15  | Calla, Sherilyn Gasco                           | TLH - HRM     |         |                |           |
| 16  | Carra, Lorence S.                               | TLH - HRM     |         |                |           |
| 17  | CARINGAL, CARLA GAMBOA                          | TLM - STEWARD |         |                |           |
| 18  | Comia, Russelle Mae A.                          | TLH - HRM     |         |                |           |
| 19  | Corlez, Renee Missy V.                          | TLM - STEWARD |         |                |           |
| 20  | Elmenzo Jonel D                                 | TLM - STEWARD |         |                |           |
| 21  | Francisco Regine P.                             | TLM - STEWARD |         |                |           |
| 22  | Gallardo Abigail Fomadico                       | TLM - STEWARD |         |                |           |
| 23  | Ical, Ma. Angela Soriano                        | TLM - STEWARD |         |                |           |
| 24  | Ingal Edrei Magmanlac                           | TLM - STEWARD |         |                |           |
| 25  | Layson, Lytha Jean, G.                          | TLM - STEWARD |         |                |           |
| 26  | Ligaya, Jacquelyn, C                            | TLM - STEWARD |         |                |           |
| 27  | LUPADIT ARON L.                                 | TLH - HRM     |         |                |           |
| 28  | MACALALAD, ROSECHELLE ANN REY                   | TLM - STEWARD |         |                |           |
| 29  | Macaraig, Darien Kleth Constantino              | TLH - HRM     |         |                |           |
| 30  | Magbas Jayson Clark A.                          | TLH - HRM     |         |                |           |



|    |                                           |               |
|----|-------------------------------------------|---------------|
| 31 | de la Cruz, Juan Carlos Ocampo            | TLM - STEWARD |
| 32 | Mangum, Alicia Katherine M.               | TLM - STEWARD |
| 33 | Mariano, Joann S.                         | TLM - STEWARD |
| 34 | Martinez, Lloyd Andriel Cataquis          | TLH - HRM     |
| 35 | Martinez, Darlene B.                      | TLM - STEWARD |
| 36 | Martinez, Juliana Elaine M.               | ILM - STEWARD |
| 37 | Medina, Marion Rodan                      | TLM - STEWARD |
| 38 | Mistola, Joshua S.                        | TLH - HRM     |
| 39 | Morandine, Jackie Kenrick                 | TLM - STEWARD |
| 40 | Mosca, Jenelyn E.                         | TLH - HRM     |
| 41 | Parada, Fatima Alice S.                   | TLH - HRM     |
| 42 | Positano, Danielle Anne O.                | TLM - STEWARD |
| 43 | Perez Francine Monseneros                 | TLM - STEWARD |
| 44 | Renledo, Charisse May F.                  | TLM - STEWARD |
| 45 | Sergio, Alexa Francine Cassandra Marie P. | TLH - HRM     |
| 46 | Templaza, Charisse G.                     | TLH - HRM     |
| 47 | Tiengo, Anne Lea Fe D.                    | TLH - HRM     |
| 48 | Vasquez Erika G.                          | TLH - HRM     |
| 49 | Villena, Cristyl Jade L.                  | TLM - STEWARD |
| 50 | Zacarias, Diane B.                        | TLM - STEWARD |
| 51 | Saadon, Charice A.                        | TLH - STEWARD |
| 52 | Berna, Christine Jo I.                    | TLM - HRM     |
| 53 | Murphy, Karen E.                          | TLH - HRM     |
| 54 | Bridanza, Elizabeth Angulo                | TLH - HRM     |
| 55 | Urbel, Mary Thole P.                      | TLH - HRM     |
| 56 | Urbel, Mary Thole P.                      | TLH - HRM     |
| 57 | Urbel, Mary Thole P.                      | TLH - HRM     |
| 58 | Urbel, Mary Thole P.                      | TLH - HRM     |
| 59 | Urbel, Mary Thole P.                      | TLH - HRM     |

## EXTENSION PROGRAM

MAY 11, 2024

| NO. | NAME<br>(Last Name, Given Name, Middle Initial) | COURSE        |
|-----|-------------------------------------------------|---------------|
| 1   | ADEVA JACLYN BERNALDETT                         | ILM - STEWARD |
| 2   | Agudo, Ashley Marie E.                          | TLM - STEWARD |
| 3   | Advenceno Diana Irene Clarior                   | TLH - HRM     |
| 4   | Asilo, Zyrin M.                                 | TLM - STEWARD |
| 5   | SANAAG, FAYE AVEA, SANAAG                       | TLH - HRM     |
| 6   | Bangis Mary Rose                                | ILH - HRM     |
| 7   | Bansato, Nazema M.                              | TLH - HRM     |
| 8   | Barcelona Deenz Aquino                          | TLH - HRM     |
| 9   | Bautista Jacqueline Dawn G.                     | TLM - STEWARD |
| 10  | BERSOTO, JHON PAULO OPALAC                      | TLH - HRM     |
| 11  | Buncod John, and Cabero                         | TLM - STEWARD |
| 12  | Cagaoran, Gersie's Gil                          | TLH - HRM     |
| 13  | Caguete, Kim Margarethe D.                      | TLM - STEWARD |
| 14  | Calaszon, Cindy O.                              | TLH - HRM     |
| 15  | Callo, Sherilyn Gasco                           | TLH - HRM     |
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| 30  | Magbos Jayson Clark A.                          | TLH - HRM     |

TOTAL 30



|    |                                           |               |
|----|-------------------------------------------|---------------|
| 31 | Mondragon, Onen Ocampo                    | TLM - STEWARD |
| 32 | Mangusan, Ma. Kamela M.                   | TLM - STEWARD |
| 33 | Moranan, Jiroon S.                        | TLM - STEWARD |
| 34 | Marquez, Lloyd Andrei Colaculis           | TLH - HRM     |
| 35 | Masangkay, Dallerie B.                    | TLM - STEWARD |
| 36 | Motagay, Julianne Shaine M.               | TLM - STEWARD |
| 37 | Medina, Marion Rodan                      | TLM - STEWARD |
| 38 | Mistola, Joshua B.                        | TLH - HRM     |
| 39 | Merandante, Jade Kendrick                 | TLM - STEWARD |
| 40 | Orosco, Jenelyn E.                        | TLH - HRM     |
| 41 | Parada, Fatima Alcille S.                 | TLH - HRM     |
| 42 | Pastora, Danielle Anne O.                 | TLM - STEWARD |
| 43 | Perez, Francine Manseneras                | TLM - STEWARD |
| 44 | Renieco, Charisse May, F.                 | TLM - STEWARD |
| 45 | Sergio, Alexa Francine Cassandra Marie P. | TLH - HRM     |
| 46 | Templanza, Charisse G.                    | TLH - HRM     |
| 47 | Tiengo, Anne Lea Fe D.                    | TLH - HRM     |
| 48 | Vasquez, Erika G.                         | TLH - HRM     |
| 49 | Villera, Cristyll Jade L.                 | TLM - STEWARD |
| 50 | Zacarias, Diane B.                        | TLM - STEWARD |

TLM - STEWARD

TLH - HRM

TLH - HRM

TLH - HRM

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TLH - HRM

TLH - HRM

TLH - HRM

TLH - HRM

Sacdan, Doreen T.

Munoz, Andre G.

Garcia, Christine Joy J.

Ordoñez, Carl Anuelo

Jabal, Mary Thale P.

Coronado, Carmel Angela A.

Uson, Clarence M.

Ramones, Tania M.

Buena, Violeta M.



## PROGRAM:

This program will include tutorials lessons, exercises lectures, hands-on and written exam on the following:

**MODULE 1:  
HARDWARE  
BASICS**

**MODULE 2:  
SOFTWARE  
BASICS**

**MODULE 3:  
UTILIZING  
ELECTRONIC  
MEDIA**

## COMPUTER HARDWARE

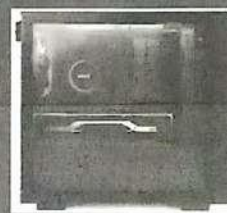
Computer hardware refers to the **physical** components that make up a computer system.

There are many different kinds of hardware that can be installed inside, and connected to the outside, of a computer.

Computer hardware may sometimes be seen abbreviated as **computer hw.**

## LIST OF COMPUTER HARDWARE

The **computer case** serves mainly as a way to physically mount and contain all the actual components inside a computer.



## LIST OF COMPUTER HARDWARE



The **motherboard** (also known as a logic board in other devices) coordinates all of the other hardware.

## LIST OF COMPUTER HARDWARE

The **CPU** interprets and executes most of your computer's commands.





### LIST OF COMPUTER HARDWARE



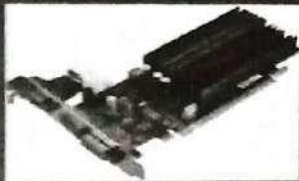
**RAM** is the memory your computer uses to work; it's different from the storage that holds your files and programs.

### LIST OF COMPUTER HARDWARE

The **PSU** is the means through which your computer draws power. It's usually a cord that plugs into the wall and a "power brick."



### LIST OF COMPUTER HARDWARE



This component handles drawing graphics in games and displaying videos.

### LIST OF COMPUTER HARDWARE

An **HDD** is an older version of the hard drive; it stores information like apps and documents on a physical disc that your computer reads with an arm that travels across it.



### LIST OF COMPUTER HARDWARE



Newer **SSDs** store information on chips. They're faster, quieter, and more expensive than HDDs, though both do the same job.

### LIST OF COMPUTER HARDWARE

**Optical disk drive** (e.g., BD/DVD/CD drive): This feature is less common in newer computers, but they provide a place to enter a music, movie, or data disk for your computer to read.



## LIST OF COMPUTER HARDWARE



**Card reader (SD/SDHC, CF, etc.):** Your computer uses these to read from portable storage like SD cards.

## LIST OF COMPUTER HARDWARE CONNECTED TO THE OUTSIDE OF A COMPUTER

**Monitor:** This is a display device; it shows you what's on your computer.



## LIST OF COMPUTER HARDWARE CONNECTED TO THE OUTSIDE OF A COMPUTER



**Keyboard:** You use this to enter text into apps and programs.

## LIST OF COMPUTER HARDWARE CONNECTED TO THE OUTSIDE OF A COMPUTER

**Mouse:** The mouse lets you select items on your monitor.



## LIST OF COMPUTER HARDWARE CONNECTED TO THE OUTSIDE OF A COMPUTER



**Uninterruptible Power Supply (UPS):** Otherwise known as a battery backup, this optional device lets your computer keep running even when you have an interruption to your main supply.

## LIST OF COMPUTER HARDWARE CONNECTED TO THE OUTSIDE OF A COMPUTER

**Flash drive:** A flash drive is a small temporary storage device that lets you move files from your computer and take them elsewhere.





#### LIST OF COMPUTER HARDWARE CONNECTED TO THE OUTSIDE OF A COMPUTER



**Printer:** Printers create hard copies of documents and photos.

#### LIST OF COMPUTER HARDWARE CONNECTED TO THE OUTSIDE OF A COMPUTER

**Speakers:** Your computer likely has internal speakers, but external ones can provide a better sound.



#### LIST OF COMPUTER HARDWARE CONNECTED TO THE OUTSIDE OF A COMPUTER



**External hard drive:** An external hard drive is like a flash drive, but they're larger and have more storage capacity.

#### LIST OF COMPUTER HARDWARE CONNECTED TO THE OUTSIDE OF A COMPUTER

**Pen tablet:** Tablets are good choices for artists and designers. You can "draw" on the screen, and the image will appear in an app.



#### LIST OF NEWEST COMPUTER HARDWARE



**Sound card:** The sound card handles audio for your computer, processing and sending it to the speakers.

#### LIST OF NEWEST COMPUTER HARDWARE

**Network Interface Card (NIC):** NICs usually add an Ethernet port that you can use to connect your computer to the internet. They may also provide Wi-Fi access.



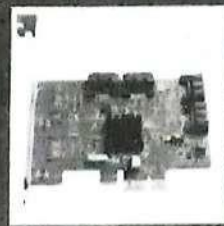
### LIST OF NEWEST COMPUTER HARDWARE



**Expansion card** (FireWire, USB, etc.): These, like NICs, add functionality to your computer. You use them to add more ports to connect things like external hard drives.

### LIST OF NEWEST COMPUTER HARDWARE

**Hard drive controller card:** Also known as a disk controller, this device communicates between internal storage and the CPU.



### LIST OF NEWEST COMPUTER HARDWARE



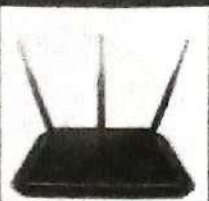
**Scanner:** A scanner lets you digitize documents and images.

### LIST OF NEWEST COMPUTER HARDWARE

**Floppy disk drive:** CD- and DVD-ROMs replaced floppy drives as ways to read software.



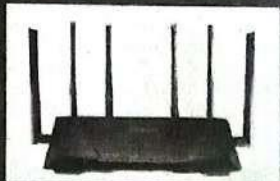
### LIST OF NETWORK HARDWARE



**Digital modem** (e.g., cable modem, DSL modem, etc.): A system component that enables communication over digital access facilities with a remotely located system connected to the public network over analog facilities.

### LIST OF NETWORK HARDWARE

**Router:** A router is an important part of a Wi-Fi network. It takes the wired connection from a modem and converts it into a wireless one.





### LIST OF NETWORK HARDWARE

**Network switch:** A network switch also connects to the router and provides multiple Ethernet ports for additional wired connections (for example, to a game console).

### LIST OF NETWORK HARDWARE

**Access point:** A wireless access point is similar to a router; it also transmits a wireless network signal, but it does so without a dedicated modem.



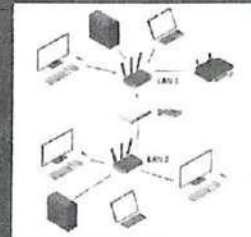
### LIST OF NETWORK HARDWARE

**Repeater:** A repeater, like a wireless extender, expands the range of a Wi-Fi signal.



### LIST OF NETWORK HARDWARE

**Bridge:** You may not have much personal use for a bridge, but in business settings, they link multiple physical networks to cover a wider area.



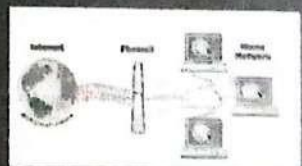
### LIST OF NETWORK HARDWARE

**Print server:** Print servers manage jobs you've told to print. It's the software that goes between your computer and the printer.



### LIST OF NETWORK HARDWARE

**Firewall:** Firewalls are security elements that stop unauthorized users from accessing your computer.



### LIST OF AUXILIARY HARDWARE



**Fan (CPU, GPU, Case, etc.):** Fans move hot air from inside your computer case to stop components from overheating.

### LIST OF AUXILIARY HARDWARE

**Heat sink:** Heat sinks also absorb heat, usually channeling it to a fan to be sent outside the computer.



### LIST OF AUXILIARY HARDWARE



**Data cable:** These physically transmit information between, for example, a modem and a router.

### LIST OF AUXILIARY HARDWARE

**Power cable:** This hardware transmits power, typically from a wall socket to a piece of hardware.



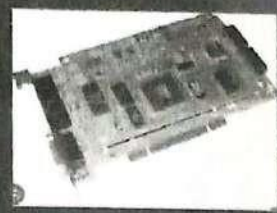
### LIST OF AUXILIARY HARDWARE



**CMOS battery:** These batteries hold a very small amount of information that's necessary to run your computer.

### LIST OF AUXILIARY HARDWARE

**Daughterboard:** A daughterboard works to expand the functionality of the motherboard; it also works with sound and graphics cards.





## COMPUTER SOFTWARE

**Software**, instructions that tell a computer what to do. Software comprises the entire set of programs, procedures, and routines associated with the operation of a computer system.

## TWO MAIN TYPES COMPUTER SOFTWARE

**System software** controls a computer's internal functioning, chiefly through an operating system, and also controls such peripherals as monitors, printers, and storage devices.

**Application software**, by contrast, directs the computer to execute commands given by the user and may be said to include any program that processes data for a user.

## APPLICATION SOFTWARE

**Microsoft Word** is a word processing program that allows for the creation of both simple and complex documents.

**Microsoft Excel** is a program in the Office 365 suite typically used to store, sort, and manipulate data.

**Microsoft PowerPoint** is a presentation program.

## MICROSOFT WORD

What can you do with Microsoft Word Docs?

- Use the traditional options like copy, cut and paste.
- Add headers and footers, and page formatting.
- Use Mail merge for letters, envelopes and labels.
- Access add-ons like dictionaries, mail chimp, and Fax.
- Open and edit PDF files.
- Insert pictures from your hard drive or from the web right from the Microsoft Word Insert Tool Bar.

## MICROSOFT EXCEL

What Is Microsoft Excel Used For?

Microsoft Excel is a spreadsheet program consisting of cells organized by lettered columns and numbered rows. This grid pattern allows for easy data manipulation and conversion of data into mathematical formulas.

## MICROSOFT EXCEL

What Is Microsoft Excel Used For?



## MICROSOFT POWERPOINT

Here are seven reasons why you still need PowerPoint.

1. PowerPoint Keeps Meetings on Topic
2. PowerPoint Boosts Presenter Confidence
3. PowerPoint Enables Quick Communication of Complex Ideas
4. PowerPoint Makes Your Presentation and Presenting Better
5. PowerPoint Is perfect for Visual Messaging
6. PowerPoint Allows the Audience to Be 'In The Moment'
7. PowerPoint Helps You Deliver a More Memorable Message





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Mobile: +63 977 846 72 28



BAGONG PILIPINAS

## CERTIFICATE OF PARTICIPATION





## SUMMARY OF EVALUATION RESULTS

### COMPUTER EDUCATION EXTENSION PROGRAM EVALUATION

(51 Responses)

#### Directions:

Provide your feedback on the computer education extension program by answering the following questions. For each question, select the response that best reflects your experience and opinion.

5 - Excellent

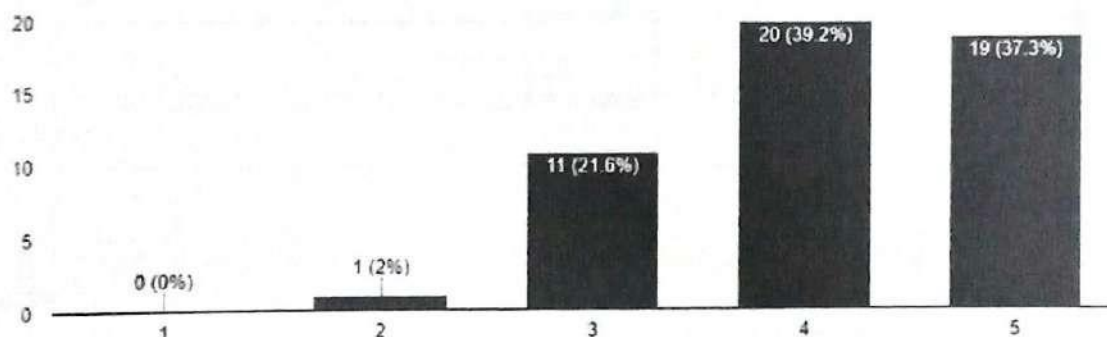
4 - Good

3 - Average

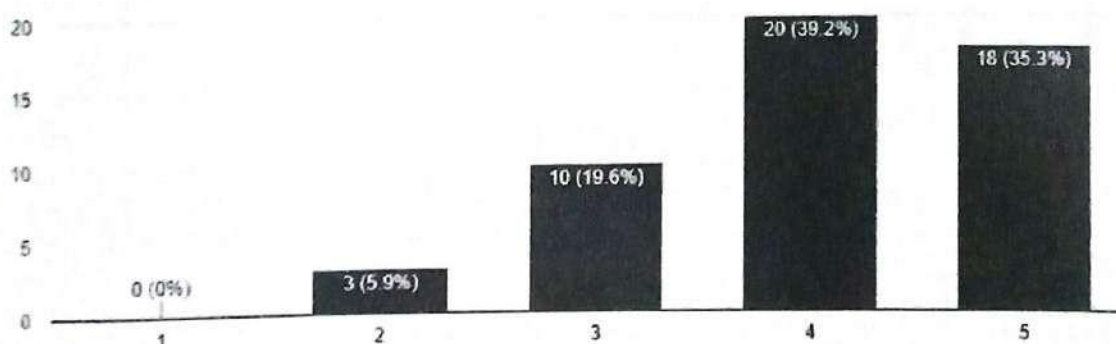
2 - Fair

1 - Poor

1. How would you rate your understanding of computer hardware components?



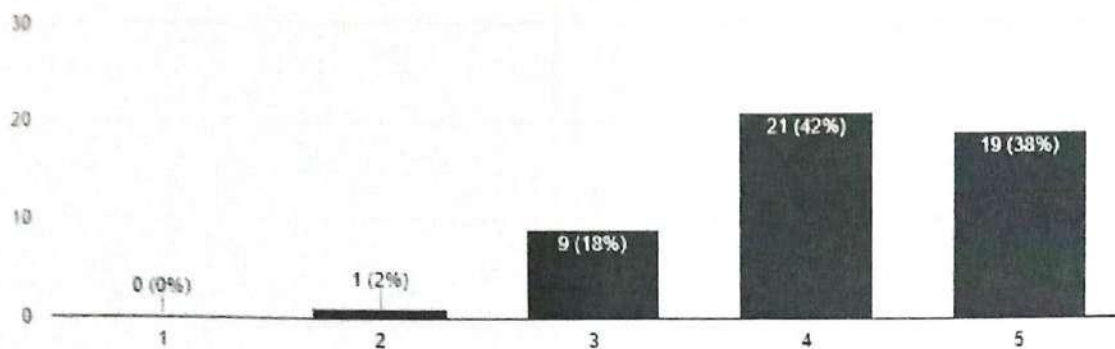
2. To what extent did the program help you learn how to maintain computer hardware?



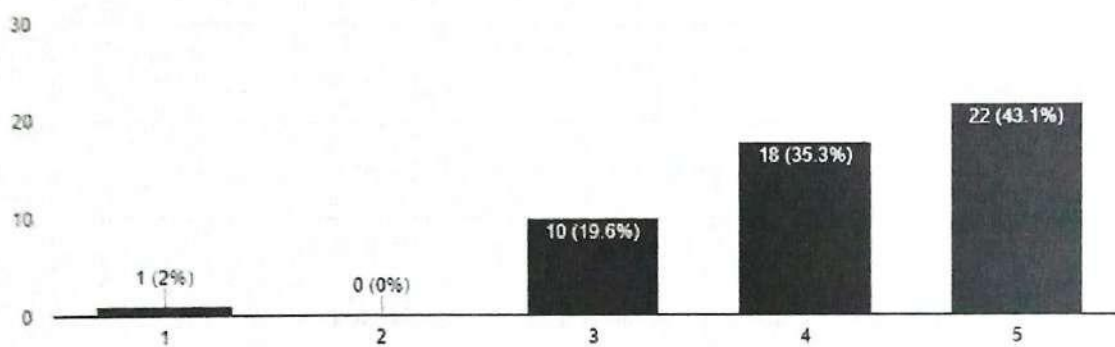




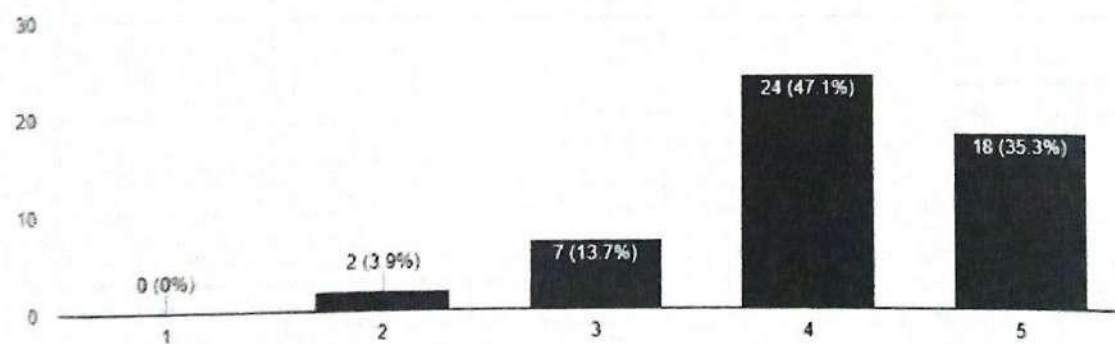
3. How confident are you in your ability to select appropriate hardware for different computing needs?



4. How would you rate your proficiency in using common productivity software?

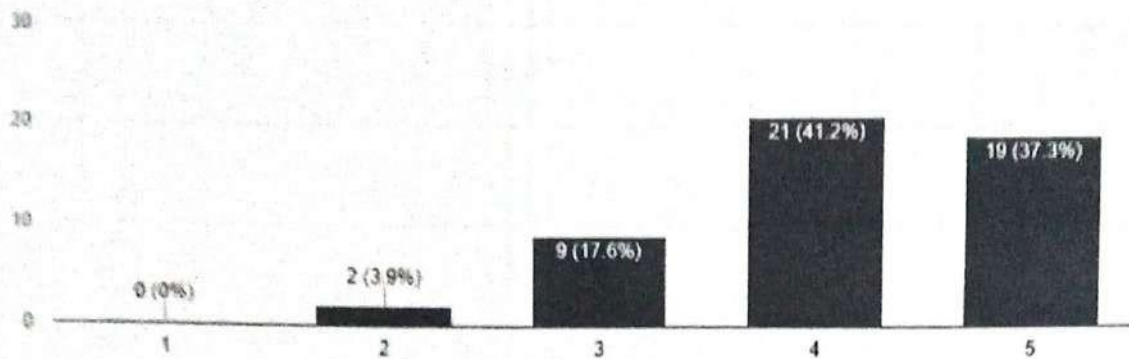


5. To what extent did the program help you learn about different operating systems and their features?

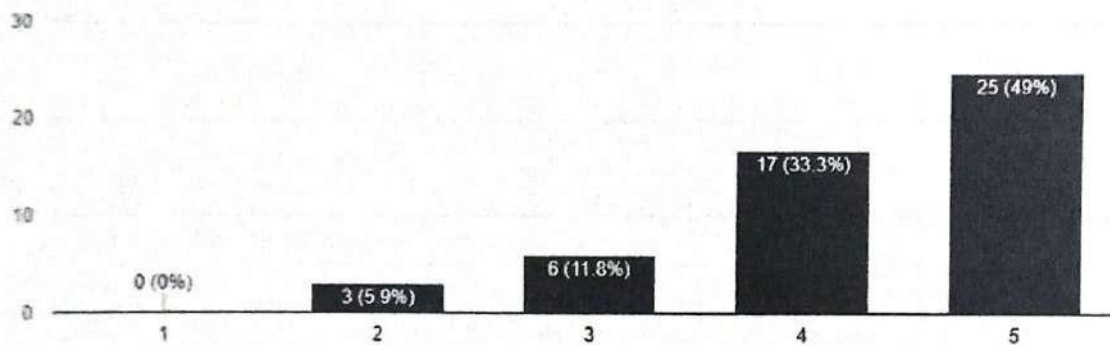




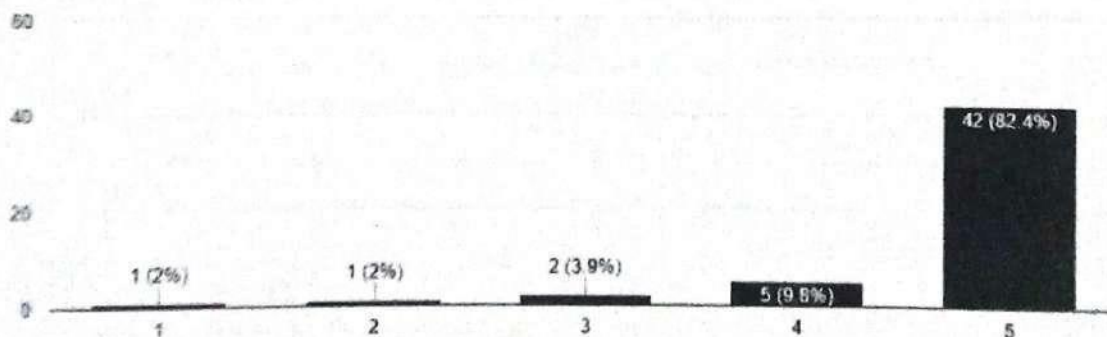
6. How confident are you in your ability to install, configure, and manage software applications?



7. To what extent did the program help you learn about effective use of electronic media for learning?



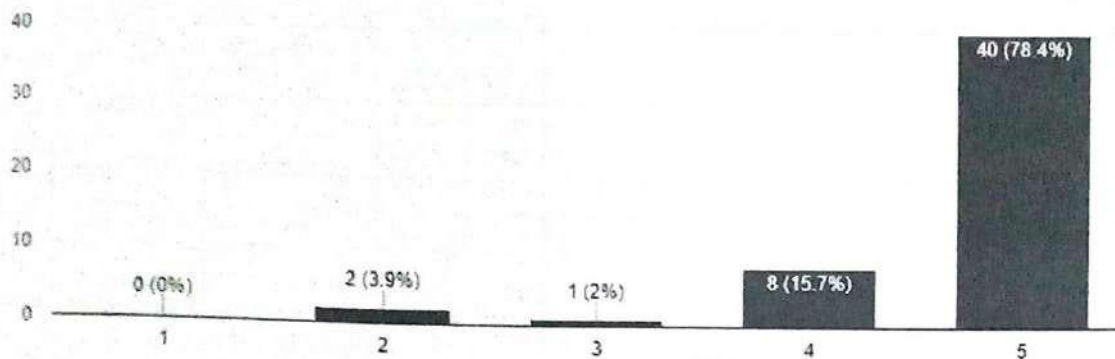
8. How would you rate the speakers' knowledge and expertise on the topics?







9. How effectively did the program manage the time allocated?



10. What additional feedback and suggestions do you have?

- None
- N/A
- Good
- NA
- Very Informative
- No
- Thank you for the information
- Na
- Improve more
- Thank you
- This program si effective
- Very Informative and Thank you
- magkaroon sana ng training about computer program
- Inhance computer learning
- Having great job, flexible with projects and working hard to support
- Mgkaroon ng computer education ang mga bata, para matuto Silang gumamit ng computer
- Is there any programs about computer software and hardware installation?
- The program is good and excellent it can encourage people



**ICT Literacy for Millennial  
Farmers of Mary Help of  
Christians School (Mindoro), Inc.**





**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**JOHN EDGAR S. ANTHONY, MSIT**  
College Dean



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Alcate, Victoria, Oriental Mindoro

Email: minscatccsdean@gmail.com  
Mobile: +63 917 716 97 07

May 9, 2024

**DR. CHRISTIAN ANTHONY C. AGUTAYA**  
OIC- Office of the University President  
This University

|                                                                         |         |
|-------------------------------------------------------------------------|---------|
| MINDORO STATE UNIVERSITY<br>Victoria, Oriental Mindoro 5205 Philippines |         |
| <b>RECEIVED</b>                                                         |         |
| <b>RECORDS OFFICE</b>                                                   |         |
| BY:                                                                     | _____   |
| DATE:                                                                   | 5/15/24 |
| TIME:                                                                   | 2:21    |
| CONTROL #:                                                              | 1444    |

Dear **Sir President**,

Warm Greetings!

We, the students of Master of Science in Agriculture major in Crop Science of Mindoro State University are intended and required to conduct a seminar entitled "**ICT Literacy for Millennial Young Farmers of Mary Help of Christians School (Mindoro), Inc.**" on **May 16-19, 2024** as part of our academic requirements for the subject Computer Education 210.

This seminar will empower young farmers by providing them with the knowledge and skills to effectively navigate and utilize digital technologies. This empowerment enables them to participate more actively in modern society, access information, and engage in decision-making processes. Moreover, it will enable them to participate more fully in the digital age while preserving their unique identities and culture.

In this regard, may we request your approval to conduct such program and be of great help in repining the knowledge that they have in our campaign of digital literacy. Likewise, may we ask for financial assistance in support of the extension program?

Attached herewith are the budget proposal, proposal, and extension program/activities.

We thank you in advance and we are looking forward for your favorable and considerable response regarding this matter.

Thank you and God Bless!

Very truly yours, \_\_\_\_\_

**JOHN EDGAR S. ANTHONY**  
Dean, College of Computer Studies

Recommending Approval: \_\_\_\_\_

**LOURDES V. JALIA, DVM**  
Director for Extension, Knowledge & Technology Transfer

Approved: \_\_\_\_\_

**CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.**  
Vice President for Research, Development & Extension/  
OIC- University President



## 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 21<sup>st</sup> – 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: **INFORMATION COMMUNICATION & TECHNOLOGY**

B.1. Head of the Agency:

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

B.2. Project Leader/ Proponent /Coordinator:

**JOHN EDGAR S. ANTHONY**  
Dean, College of Computer Studies

Project Title: **ICT LITERACY FOR MILLENIAL YOUNG FARMERS OF MARY HELP OF CHRISTIANS SCHOOL (MINDORO), INC.**

B.3 Cooperating Agencies: MINSU

C. Implementers:

Graduate Studies and College of Computer Studies (CCS)

D. Resource Persons:

Ms. Karen T. Vicente, Mr. Ryan G. Balauro,  
Ms. Divine B. Blanco

E. Project Cost: PHP 20,000.00

F. Project Site: Mary Help of Christians School  
- Mindoro Inc., Parang, Calapan City, Oriental Mindoro

G. Participants/Direct Beneficiaries:

Students and Trainers of Mary Help of Christians School

H. Activity Duration: May 16-19, 2024

I. Funding Agency: MinSU-Extension Unit





## I. RATIONALE

As we stand at the crossroads of technological advancement and agricultural evolution, it becomes increasingly evident that embracing digitalization is not merely an option but a necessity. ICT proficiency empowers agriculture students especially those belong in Indigenous People (IPs) community with tools and technologies that enhance overall productivity. From precision farming techniques to data-driven decision-making, our young farmers can leverage these innovations to optimize crop yields, minimize resource wastage, and ensure sustainable agricultural practices.

Sharing the same goal and vision of this institution in advancing the agriculture industry's adoption of more advanced forms of technology in farming as well as to complement the digitalization, it is deemed necessary to first capacitate the young farmers about the basic knowledge on operating emerging technologies.

Mary Help of Christians School-Mindoro Inc. is a non-government organization administer by Salesian Sisters of St. John Bosco which educates their students who are mainly members of Indigenous People (IPs) and out-of-school youth. It is also a certified Agricultural Training Institute-Learning Site of Agriculture (ATI-LSA) and a Farm School of Technical Education and Skills Development Authority (TESDA). Up to date, they also train their students with organic agriculture principles and technologies.

This training will make use of the DFP modules and incorporate the promotion of rice-related agriculture applications and tools such as the Rice Crop Manager, AgriDOC App, Binhing Palay, Rice Doctor, and Pinoy Rice Knowledge Bank among others.

Hence, this training will empower young farmers by providing them with the knowledge and skills to effectively navigate and utilize digital technologies. This empowerment enables them to participate more actively in modern society, access information, and engage in decision-making processes. Moreover, it will enable them to participate more fully in the digital age while preserving their unique identities and culture.

## II. OBJECTIVES

By the end of this program, the participants are expected to:

1. Navigate the parts and functions of smart phone;
2. Discuss the importance of internet safety basics;
3. Design social media content for posting on different social media platforms; and
4. Enumerate and demonstrate the use of basic and advance agriculture applications.

## III. METHODOLOGY

### Pre-Training Phase

Upon approval of the proposal, other necessary documents and communications will be prepared including the communication letter and pre/post diagnostic questionnaires. Moreso, the proponents will create a private Facebook group for the participants. Participants will be added to the group before the training schedule. The Facebook group will serve as the major communication channel before and after the training to raise and address the concerns of the participants.



### During Training Phase

Participants are expected to arrive at the venue before the start of the training. The training includes participatory discussions, workshops, and hands-on activities. The visual aids and practical handouts including training materials and relevant references used during the activities will be provided to the participants.

### Post- Training Phase

The TMT will administer the Post Diagnostic Questionnaire and Post-test after the lectures. All participants will be given evaluation forms at the end of the training to immediately assess and gauge the effectiveness and limitations of the course. Only participants who have completely submitted evaluation forms will receive Certificate of Completion..

The participants will be allotted eight (8) hours for training. Training will include tutorial lessons, exercises lectures, hands-on and written exam on the following:

1. **Module 1. Smartphone 101, File Sharing App, Accessing the Internet, Internet Safety Basics, Basic Agriculture Applications, Introduction to Social Media Marketing (16 hours)** This module consists of discussion and hands-on about the basics of Digital Farmer Program.
2. **Module 2. Advanced Agriculture Applications, Advance Social Media Marketing, e-Commerce Platforms, Mobile Banking (16 hours)** This module consists of discussion and hands-on activities with the use of different mobile applications.

## IV. EVALUATION

For the improvement of the training the following evaluation tools will be adopted.

### During training:

#### Level 1: Reaction Level

Expectation Setting

Resource Person Evaluation and Overall Training Evaluation Forms

#### Level 2: Learning Level

Pre- and Post-test and

Daily Recapitulation

### Post training:

#### Level 3: Behavior Level

Expression of learnings and insights





# Mindoro State University

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Mobile: +63 917 716 97 07



**College of Computer Studies**

## **V. EXPECTED OUTPUTS**

Following the completion of the digital literacy training program, participants will be equipped with fundamental skills essential for navigating the digital landscape. They will demonstrate proficiency in basic and advanced mobile applications. Additionally, participants will possess the knowledge and understanding necessary to engage safely and responsibly in online environments, employing best practices for data security and privacy protection.

## **VI. TRAINERS/FACILITATORS**

- Ms. Karen T. Vicente – Smartphone, Internet Safety Basics
- Mr. Ryan G. Balauro – Agriculture Mobile Applications
- Ms. Divine B. Blanco – e-Commerce and Social Media Marketing



## ICT LITERACY FOR MILLENIAL YOUNG FARMERS OF

### MARY HELP OF CHRISTIANS SCHOOL

|           |   |                                                                  |
|-----------|---|------------------------------------------------------------------|
| Sponsor   | - | MinSU Main Campus College of Computer Studies & Graduate Studies |
| Clientele | - | Students and Trainers of Mary Help of Christians School Mindoro  |
| Date      | - | May 16-19, 2024                                                  |
| Venue     | - | Mary Help of Christians School, Calapan City, Oriental Mindoro   |

### PROGRAM OF ACTIVITIES

| Date       | Time                            | Activity                                                                                                                                                                                                                          | Person Responsible |
|------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 05-16-2024 | 7:00am-8:30am<br>8:30am-10:00am | Registration<br>- Opening Program<br>- Prayer<br>- National Anthem<br>- Acknowledgement of Participants<br>- Welcome Message<br>- Opening Message                                                                                 |                    |
|            | 10:00am-12:00nn                 | <ul style="list-style-type: none"> <li>• Pre-test</li> <li>• ICT Literacy – Overview</li> <li>• Anatomy of a Digital Young Farmer and Facilitator</li> </ul>                                                                      |                    |
|            | 1:00pm-3:00pm                   | <ul style="list-style-type: none"> <li>• Smartphone 101</li> </ul>                                                                                                                                                                |                    |
|            | 3:00pm-5:00pm                   | <ul style="list-style-type: none"> <li>• Accessing the Internet</li> <li>• Internet Safety Basics</li> </ul>                                                                                                                      |                    |
| 05-17-2024 | 8:00am-9:00am                   | <ul style="list-style-type: none"> <li>• Recap</li> </ul>                                                                                                                                                                         |                    |
|            | 9:00am-5:00pm                   | <ul style="list-style-type: none"> <li>• Basic Agri Applications (Payong Pagasa, GPS Field Area Measure, e-Learning for Agriculture and Fisheries, Rice Crop Manager, Pinoy Rice Knowledge Bank, PhilRice Text Center)</li> </ul> |                    |
| 05-18-2024 | 8:00am-9:00am                   | <ul style="list-style-type: none"> <li>• Recap</li> </ul>                                                                                                                                                                         |                    |
|            | 9:00am-                         | <ul style="list-style-type: none"> <li>• Social Media Marketing</li> </ul>                                                                                                                                                        |                    |





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Mobile: +63 917 716 97 07

|            |                |                                                                                                                                                                                           |  |
|------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|            | 12:00nn        |                                                                                                                                                                                           |  |
| 05-19-2024 | 1:00pm-5:00pm  | <ul style="list-style-type: none"> <li>Advanced Agri Applications (QR Code Technology, SPIDTECH app, Rice Doctor Beta, Binhing Palay, e-Damuhan, MOET app, PRIME, AgriDOC app)</li> </ul> |  |
|            | 8:00am-9:00am  | <ul style="list-style-type: none"> <li>Recap</li> </ul>                                                                                                                                   |  |
|            | 9:00am-12:00nn | <ul style="list-style-type: none"> <li>Advanced Social Media Marketing (Social Media Content Creation using Canva, Social Media Marketing Plan)</li> </ul>                                |  |
|            | 1:00pm-4:00pm  | <ul style="list-style-type: none"> <li>Digital Transactions/Online Payment</li> </ul>                                                                                                     |  |
|            | 4:00pm-5:00pm  | Closing Program<br>Reminders and Announcements                                                                                                                                            |  |



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Mobile: +63 917 716 97 07



**College of Computer Studies**

## BUDGET PROPOSAL

**Training** : ICT Literacy for Millennial Young Farmers of  
Mary Help of Christians School (Mindoro), Inc.

**Date** : May 16 - 19, 2024

**Clients** : 50 students/trainers of MHCS (Mindoro), Inc.

**Trainers /Facilitators** : 3 MSA students

### Expenses

#### Food

|                                                                |   |            |
|----------------------------------------------------------------|---|------------|
| AM and PM snacks for 55 persons for 1 day (75.00 per head x 2) | - | P 8,250.00 |
| Lunch (55 persons x 100.00 per head)                           | - | P 5,500.00 |
| Dinner (55 persons x 100.00 per head)                          | - | P 5,500.00 |
| Tarpaulin                                                      | - | P 750.00   |

**P 20,000.00**

### Certificates and Certificates Holder/Training Kits

For Participants, Facilitators and Organizers - ATI Counterpart

| Expenditure Item                                               | Amount (in Pesos)    | Assumptions / Remarks                                                            |
|----------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------|
| Food Supplies for 1 day<br>(AM Snack, Lunch, PM Snack, Dinner) | Php 19,250.00        | Food supplies for 50 participants and facilitators (Php 350.00 x 55 pax x 1 day) |
| Tarpaulin                                                      | Php 750.00           | Remaining materials that will be used in the activity will be ATI's counterpart. |
| <b>Total</b>                                                   | <b>Php 20,000.00</b> |                                                                                  |

Prepared by: \_\_\_\_\_

**JOHN EDGAR S. ANTHONY**  
Dean, College of Computer Studies





**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**GS**

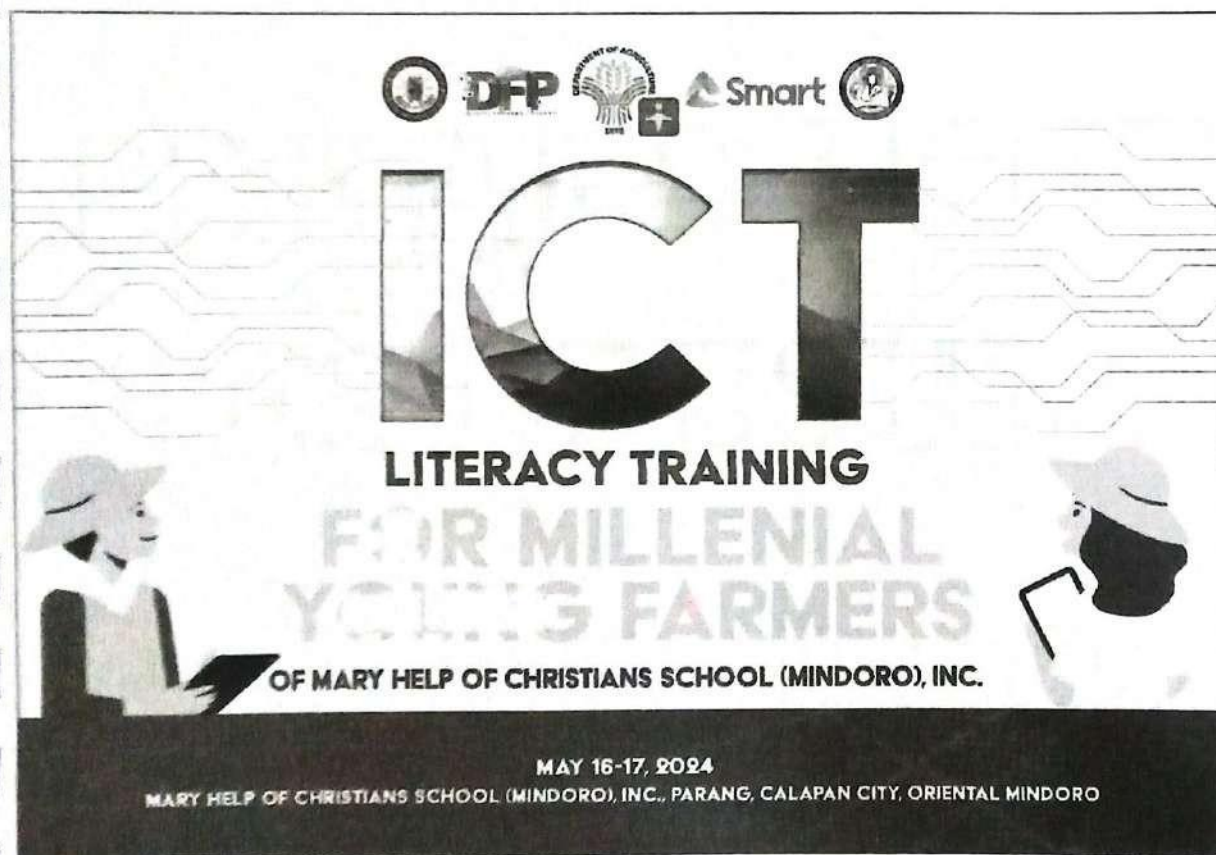
**GRADUATE SCHOOL**

## ACCOMPLISHMENT REPORT

**TITLE OF TRAINING:** ICT Literacy Training for Millennial Young Farmers of Mary Help of Christians School (Mindoro), Inc.

**DURATION:** May 16-19, 2024

**VENUE:** Mary Help of Christians School (Mindoro), Inc., Calapan City, Oriental Mindoro





**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**GRADUATE SCHOOL**

# **PRE AND POST TEST RESULT**





# **I. PRE AND POST TEST RESULT**

| <b>No.</b>                                                    | <b>Name of Participants</b> | <b>Pre test Score</b> | <b>Post test Score</b> | <b>Remarks (Passed or Failed)</b> |
|---------------------------------------------------------------|-----------------------------|-----------------------|------------------------|-----------------------------------|
| 1                                                             | Acosta, Ian Jay             | 19                    | 25                     | Passed                            |
| 2                                                             | Agayhay, Marbito            | 20                    | 25                     | Passed                            |
| 3                                                             | Aguilar, Gener              | 16                    | 24                     | Passed                            |
| 4                                                             | Alanga, Pagal               | 18                    | 25                     | Passed                            |
| 5                                                             | Bonrino, Irma               | 22                    | 25                     | Passed                            |
| 6                                                             | Dagasanga, Wilson           | 21                    | 25                     | Passed                            |
| 7                                                             | Delgado, Dondon             | 16                    | 25                     | Passed                            |
| 8                                                             | Delgado, Willy              | 20                    | 25                     | Passed                            |
| 9                                                             | Dimayuga, Leonardo          | 17                    | 25                     | Passed                            |
| 10                                                            | Gawid, Anjelyn              | 18                    | 25                     | Passed                            |
| 11                                                            | Ginaw, Manilyn              | 21                    | 25                     | Passed                            |
| 12                                                            | Herrera, Hanny              | 21                    | 25                     | Passed                            |
| 13                                                            | Ingayan, John Bille         | 23                    | 25                     | Passed                            |
| 14                                                            | Lauro, Alvera               | 17                    | 25                     | Passed                            |
| 15                                                            | Lisigan, Wilbert            | 18                    | 25                     | Passed                            |
| 16                                                            | Marasigan, Joan             | 24                    | 25                     | Passed                            |
| 17                                                            | Mayayusan, Dyeri            | 20                    | 25                     | Passed                            |
| 18                                                            | Morada, Lalyn Haryet        | 15                    | 25                     | Passed                            |
| 19                                                            | Pampilo, Analyn             | 17                    | 25                     | Passed                            |
| 20                                                            | Panday, Marvin              | 18                    | 25                     | Passed                            |
| 21                                                            | Pangginan, Ador             | 19                    | 25                     | Passed                            |
| 22                                                            | Pulyon, Alvina              | 19                    | 25                     | Passed                            |
| 23                                                            | Pulyon, Angelina            | 22                    | 25                     | Passed                            |
| 24                                                            | Silaan, Eric                | 16                    | 22                     | Passed                            |
| 25                                                            | Sinduraan, Darwin           | 12                    | 19                     | Passed                            |
| 26                                                            | Sinduraan, Sally Jane       | 17                    | 21                     | Passed                            |
| 27                                                            | Tugas, Totoy                | 15                    | 21                     | Passed                            |
| 28                                                            | Usting, Lester Hans         | 21                    | 25                     | Passed                            |
| <b>Number of participants passing the Post-test</b>           |                             |                       |                        | <b>28</b>                         |
| <b>Number of participants that have increased in learning</b> |                             |                       |                        | <b>28</b>                         |



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**GRADUATE SCHOOL**

# ATTENDANCE





**Mindoro State University**

Victoria, Oriental Mindoro 5205 Philippines



**GS**

**GRADUATE SCHOOL**

**ATTENDANCE SHEET**

**TITLE OF TRAINING:** ICT Literacy Training for Millennial Young Farmers of Mary Help of Christians School (Mindoro), Inc.

**DURATION:** May 16-17, 2024

**VENUE:** Mary Help of Christians School (Mindoro), Inc., Calapan City, Oriental Mindoro

| Name                       | Address | Signature               |                         |
|----------------------------|---------|-------------------------|-------------------------|
|                            |         | (May 16, 2024)<br>Day 1 | (May 17, 2024)<br>Day 2 |
| 1. Irma M. Donrino         | Bo      |                         |                         |
| 2. Joan Noriega            | N       |                         |                         |
| 3. Analyn M. Pampilo       | I       |                         |                         |
| 4. Sally Jane Sindurao     | I       |                         |                         |
| 5. Micaela A. Laurel       |         |                         |                         |
| 6. Alder M. Pangasinan     | B       |                         |                         |
| 7. Anissa L. Fingon        | Bo      |                         |                         |
| 8. JHNBILLE L. INGAYAN     | P       |                         |                         |
| 9. Liza M. Willet          | N       |                         |                         |
| 10. Marilyn M. Giraw       | I       |                         |                         |
| 11. Crisnel M. Aguilera    | P       |                         |                         |
| 12. Degeri G. Mayasubon    | P       |                         |                         |
| 13. Ian Say P. Acosta      | P       |                         |                         |
| 14. Jander S. Delgado      | P       |                         |                         |
| 15. Jordan C. Sindurao     | P       |                         |                         |
| 16. Eric L. Silan          | -       |                         |                         |
| 17. Mearin A. Pandey       |         |                         |                         |
| 18. Lalyn Haryet S. Morada | P       |                         |                         |
| 19. Anyelyn L. Gaud        | P       |                         |                         |
| 20. Wilton G. Dingsaran    |         |                         |                         |

**ATTENDANCE SHEET**

**TITLE OF TRAINING:** ICT Literacy Training for Millennial Young Farmers of Mary Help of Christians School (Mindoro), Inc.

**DURATION:** May 16-17, 2024

**VENUE:** Mary Help of Christians School (Mindoro), Inc., Calapan City, Oriental Mindoro

| Name                       | Address | Signature               |                         |
|----------------------------|---------|-------------------------|-------------------------|
|                            |         | (May 16, 2024)<br>Day 1 | (May 17, 2024)<br>Day 2 |
| 21. Yotoy L. HIGAS         |         |                         |                         |
| 22. LUPITO C. BUSTOS       |         |                         |                         |
| 23. Leonardo A. Dimayuga   |         |                         |                         |
| 24. LESTER M. LUTAN        |         |                         |                         |
| 25. Arnelio P. Fulgar      |         |                         |                         |
| 26. Harry Espinosa Herrera |         |                         |                         |
| 27. PAGAL DELUNA ALANGA    |         |                         |                         |
| 28. Willy P. Peralta       |         |                         |                         |
| 29. Eric Silan             |         |                         |                         |
| 30. Alvera Lauro           |         |                         |                         |
| 31. Lima M. Bonrino        |         |                         |                         |
| 32.                        |         |                         |                         |
| 33.                        |         |                         |                         |
| 34.                        |         |                         |                         |
| 35.                        |         |                         |                         |
| 36.                        |         |                         |                         |
| 37.                        |         |                         |                         |
| 38.                        |         |                         |                         |
| 39.                        |         |                         |                         |
| 40.                        |         |                         |                         |





**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**GS**

**GRADUATE SCHOOL**

**ATTENDANCE SHEET**

**TITLE OF TRAINING:** ICT Literacy Training for Millennial Young Farmers of Mary Help of Christians School (Mindoro), Inc.

**DURATION:** May 18-19, 2024

**VENUE:** Mary Help of Christians School (Mindoro), Inc., Calapan City, Oriental Mindoro

| Name                          | Address | Signature               |                         |
|-------------------------------|---------|-------------------------|-------------------------|
|                               |         | (May 18, 2024)<br>Day 3 | (May 19, 2024)<br>Day 4 |
| 1. JOHN BILLE INGAYAN         |         |                         |                         |
| 2. ARBITO IGATHAN             |         |                         |                         |
| 3. TOTOY TUGAS                |         |                         |                         |
| 4. Myra A. Laurel             |         |                         |                         |
| 5. Sally Jane Sinduram        |         |                         |                         |
| 6. ADOR M. PAUGSTIAN          |         |                         |                         |
| 7. Irwin Sinduram             |         |                         |                         |
| 8. Marlyn Ginan               |         |                         |                         |
| 9. <del>Arnel</del> M. Uebert |         |                         |                         |
| 10. Arnelyn Gavid             |         |                         |                         |
| 11. <del>Arnel</del> Dagupan  |         |                         |                         |
| 12. Irma M. Bonrino           |         |                         |                         |
| 13. Juan Norangin             |         |                         |                         |
| 14. Arnelyn Pampilo           |         |                         |                         |
| 15. Dyeri Mayayuan            |         |                         |                         |
| 16. Marlin Pomday             |         |                         |                         |
| 17. Wilson G. Dagupan         |         |                         |                         |
| 18. Ardon Delgado             |         |                         |                         |
| 19. Ima Jay Acosta            |         |                         |                         |
| 20. Lorna Hingot Mayador      |         |                         |                         |



Mindoro State University

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GRADUATE SCHOOL

ATTENDANCE SHEET

TITLE OF TRAINING: ICT Literacy Training for Millennial Young Farmers of Mary Help of Christians School (Mindoro), Inc.

DURATION: May 18-19, 2024

VENUE: Mary Help of Christians School (Mindoro), Inc., Calapan City, Oriental Mindoro

| Name                   | Address | Signature               |                         |
|------------------------|---------|-------------------------|-------------------------|
|                        |         | (May 18, 2024)<br>Day 3 | (May 19, 2024)<br>Day 4 |
| 21. Leonarda Bimayuga  | 1       |                         |                         |
| 22. Lester Hino Usting | Bs      |                         |                         |
| 23. Alina Pulyon       | Bs      |                         |                         |
| 24. Pagal Alanga       | b       |                         |                         |
| 25. Angelina Pulyon    | b       |                         |                         |
| 26. Hanny Herrera      | Bs      |                         |                         |
| 27. Willy Delgado      | P       |                         |                         |
| 28. Eric Gilacin       | P       |                         |                         |
| 29.                    |         |                         |                         |
| 30.                    |         |                         |                         |
| 31.                    |         |                         |                         |
| 32.                    |         |                         |                         |
| 33.                    |         |                         |                         |
| 34.                    |         |                         |                         |
| 35.                    |         |                         |                         |
| 36.                    |         |                         |                         |
| 37.                    |         |                         |                         |
| 38.                    |         |                         |                         |
| 39.                    |         |                         |                         |
| 40.                    |         |                         |                         |





## II. ACTIVITY OUTPUT

Samples of social media content using Canva edited by participants as output of the training.



## III. EVALUATION/SURVEY

| No. | Name of Participants | Objective | Methodology | Content | Speaker/<br>Facilitator | Time<br>Allocation | Venue and<br>Facilities | Overall Level<br>of Satisfaction |
|-----|----------------------|-----------|-------------|---------|-------------------------|--------------------|-------------------------|----------------------------------|
| 1   | Acosta, Ian Jay      | 5         | 5           | 5       | 5                       | 5                  | 5                       | 5                                |
| 2   | Agayhay, Marbito     | 5         | 5           | 5       | 5                       | 5                  | 5                       | 5                                |
| 3   | Aguilar, Gener       | 5         | 5           | 5       | 5                       | 5                  | 5                       | 5                                |
| 4   | Alanga, Pagal        | 5         | 5           | 5       | 5                       | 5                  | 5                       | 5                                |
| 5   | Bonrino, Irma        | 5         | 5           | 5       | 5                       | 5                  | 5                       | 5                                |
| 6   | Dagasanga, Wilson    | 5         | 5           | 5       | 5                       | 5                  | 5                       | 5                                |
| 7   | Delgado, Dondon      | 5         | 5           | 5       | 5                       | 5                  | 5                       | 5                                |
| 8   | Delgado, Willy       | 5         | 5           | 5       | 5                       | 5                  | 5                       | 5                                |
| 9   | Dimayuga, Leonardo   | 5         | 5           | 5       | 5                       | 5                  | 5                       | 5                                |
| 10  | Gawid, Anjelyn       | 5         | 5           | 5       | 5                       | 5                  | 5                       | 5                                |
| 11  | Ginaw, Manilyn       | 5         | 5           | 5       | 5                       | 5                  | 5                       | 5                                |



|                |                       |   |   |   |   |   |   |   |
|----------------|-----------------------|---|---|---|---|---|---|---|
| 12             | Herrera, Hanny        | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 13             | Ingayan, John Bille   | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 14             | Lauro, Alvera         | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 15             | Lisigan, Wilbert      | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 16             | Marasigan, Joan       | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 17             | Mayayusan, Dyeri      | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 18             | Morada, Laly Haryet   | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 19             | Pampilo, Analyn       | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 20             | Panday, Marvin        | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 21             | Pangginan, Ador       | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 22             | Pulyon, Alvina        | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 23             | Pulyon, Angelina      | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 24             | Silaan, Eric          | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 25             | Sinduraan, Darwin     | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 26             | Sinduraan, Sally Jane | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 27             | Tugas, Totoy          | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 28             | Usting, Lester Hans   | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| Average rating |                       | 5 | 5 | 5 | 5 | 5 | 5 | 5 |

#### IV. PHOTO DOCUMENTATION



From left to right: Ms. Karen T. Vicente; Mr. Ryan Balauro; and Ms. Divine Blanco discussing their assigned topic







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Group picture of facilitators/speakers with Dr. John Edgar S. Anthony and Sr. Ailyn P. Cayan



Message of Appreciation of Sr. Ailyn Cayan during Closing Program



Awarding of Certificate of Completion to the participant of ICT Literacy Training



Group picture of participants of Digital Literacy Training for Millennial Young Farmers of Mary Help of Christians School (Mindoro), Inc. together with the Resource Persons and Guests



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Victoria, Oriental Mindoro 5205 Philippines



**GRADUATE SCHOOL**

# **NARRATIVE REPORT**





### V. NARRATIVE REPORT

Mary Help of Christians School-Mindoro Inc. is a non-government organization administered by Salesian Sisters of St. John Bosco which educates their students who are mainly members of Indigenous People (IPs) and out-of-school youth. It is also a certified Agricultural Training Institute-Learning Site of Agriculture (ATI-LSA) and a Farm School of Technical Education and Skills Development Authority (TESDA). Up to date, they also train their students with organic agriculture principles and technologies.

The training will make use of the DFP modules and incorporate the promotion of rice-related agriculture applications and tools such as the Rice Crop Manager, AgriDOC App, Binhing Palay, Rice Doctor, and Pinoy Rice Knowledge Bank among others.

Hence, this training will empower young farmers by providing them with the knowledge and skills to effectively navigate and utilize digital technologies. This empowerment enables them to participate more actively in modern society, access information, and engage in decision-making processes. Moreover, it will enable them to participate more fully in the digital age while preserving their unique identities and culture.

The opening program was held at exactly 9:00 AM. It started with an opening prayer led by one of the participants, Ms. Analyn Pampilo, and followed by the singing of the National Anthem led by Alvera Lauro.

During her opening message, Sr. Ailyn Cayanan, *Technical Directress*, emphasized the importance of and the long-term impact of this training. *"Maswerte tayo na mabibigyan tayo ng libreng pagsasanay na magagamit natin sa pag-aaral at sa pagsasaka. Napapanahon ang pagsasanay na ito sapagkat gamit na gamit na sa panahon ngayon ang smartphone at social media. Bukod sa magagamit natin ito sa mas kapaki-pakinabang na paraan, makakatulong din ito upang hubugin ang bawat isa na madagdagan ang digital literacy"*, she said.

The leveling off of expectation was also done to assess the expectations of participants. The activity started with a question, "Why are you here?". The facilitators chose participants to answer the question. Some of them said that they are interested to learn the modules included in the Digital Farmers Program as well as familiarize themselves with the use of the digital platforms to help them make better farming decisions which could contribute to increasing yields and improved livelihoods.

Engr. Karen A. Tulay, Project Officer, discussed the Overview of the Training which includes the objectives, course content, schedule of activities, and expected output. She also explained that this training was part of the requirements of Computer Education subject under their Master of Science in Agriculture class. More so, she explained that this training was developed in partnership with Smart Communications, Inc. to incorporate the promotion of rice-related agriculture applications and tools such as the Rice Crop Manager, AgriDOC App, Binhing Palay, Rice Doctor, and Pinoy Rice Knowledge Bank among others.





Before the start of the training proper, a Pretest was administered by the TMT to assess the current level of the participants' knowledge of digital tools and technologies. The training proper includes lectures, workshops, and hands-on activities. The training was designed to deliver 20% lectures and 80% hands-on demonstrations. The TMT used the visual aids such as PowerPoint and audio-video presentations (AVPs) during the training. Also, the participants were provided with practical handouts including training materials such as DFP Toolkit and other relevant references.

The following were topics and resource persons of the training:

**DAY 1 (May 16, 2024 @ 10:30 AM-4:30 PM):**

- Smartphone 101 – Ms. Karen T. Vicente
- Accessing the internet – Ms. Karen T. Vicente
- Internet Safety Tips – Ms. Karen T. Vicente
- Basic Agri ICT Tools – Mr. Ryan G. Balauro
- Basic Social Media Marketing – Ms. Divine B. Blanco

**DAY 2 (May 17, 2024 @ 9:00 AM-4:00 PM):**

- Agri Apps on Rice – Mr. Ryan G. Balauro / Ms. Karen T. Vicente
- Advance Social Media Marketing – Ms. Divine B. Blanco
- e-Commerce platforms – Ms. Divine B. Blanco
- Digital Transactions/Online Payment – Ms. Divine B. Blanco

At the end of the training, the participants were able to navigate the parts and functions of smart phone; discuss the importance of internet safety basics; and design social media content for posting on different social media platforms using Canva application.

Moreover, the participants learned about accessing the internet, and utilizing various web-based ICT tools and agriculture-based applications such as the Binhing Palay App, Rice Crop Manager, Minus One Element Technique, and Leaf Color Computing App. Also, they gained experience in creating social media content and posters to promote agricultural products and maximizing the use of e-Commerce platforms like Facebook Page, Lazada, and Shopee; as well as online/digital transactions through Maya and GCash.

According to the participants, they realized that this training is necessary, especially for farmers. They mentioned that all the knowledge they gained in the training is useful in their farm practices. They recognized that farmers should utilize ICT tools and other digital platforms in farming to make their work easier and increase farm productivity. In hopes of enhancing the digital skills of students and preparing them for the digital world, the participants are expected to share this knowledge and these skills in their respective areas.

The training was participated by 28 students of MHCS (Mindoro), Inc. composed of scholars who are mainly out-of-school youth and IPs.





**VI. CERTIFICATES**

 **Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines 

**CERTIFICATE**  
**OF PARTICIPATION**

Is hereby awarded to

***Sally Jane Sinduraan***

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro) Inc.

Given this 17th day of May 2024.

**John Edgar S. Anthony, Ph.D.**  
Subject Professor, GS Faculty

 **Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines 

**CERTIFICATE**  
**OF PARTICIPATION**

Is hereby awarded to

***Analyn M. Pampilo***

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro) Inc.

Given this 17th day of May 2024.

**John Edgar S. Anthony, Ph.D.**  
Subject Professor, GS Faculty

 **Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines 

**CERTIFICATE**  
**OF PARTICIPATION**

Is hereby awarded to

***Joan G. Marasigan***

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro) Inc.

Given this 17th day of May 2024.

**John Edgar S. Anthony, Ph.D.**  
Subject Professor, GS Faculty

 **Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines 

**CERTIFICATE**  
**OF PARTICIPATION**

Is hereby awarded to

***Irma M. Bonrino***

for actively participating during the ICT Literacy Training held on  
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Given this 17th day of May 2024.

**John Edgar S. Anthony, Ph.D.**  
Subject Professor, GS Faculty

 **Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines 

**CERTIFICATE**  
**OF PARTICIPATION**

Is hereby awarded to

***Alvera A. Lauro***

for actively participating during the ICT Literacy Training held on  
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Given this 17th day of May 2024.

**John Edgar S. Anthony, Ph.D.**  
Subject Professor, GS Faculty

 **Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines 

**CERTIFICATE**  
**OF PARTICIPATION**

Is hereby awarded to

***Ma. Glecyl Fe A. De Rosales***

for actively participating during the ICT Literacy Training held on  
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Given this 17th day of May 2024.

**John Edgar S. Anthony, Ph.D.**  
Subject Professor, GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**GS**

**GRADUATE SCHOOL**



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

**CERTIFICATE  
OF PARTICIPATION**

Is hereby awarded to

***Wilson V. Dagasanga***

for actively participating during the ICT Literacy Training held on  
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Subject Professor - GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

**CERTIFICATE  
OF PARTICIPATION**

Is hereby awarded to

***Pagal D. Alanga***

for actively participating during the ICT Literacy Training held on  
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Subject Professor - GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

**CERTIFICATE  
OF PARTICIPATION**

Is hereby awarded to

***Gener D. Aguilar***

for actively participating during the ICT Literacy Training held on  
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Given this 17th day of May 2024.

**John Edgar S. Anthony, Ph.D.**  
Subject Professor - GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

**CERTIFICATE  
OF PARTICIPATION**

Is hereby awarded to

***Marbito G. Agayhay***

for actively participating during the ICT Literacy Training held on  
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Given this 17th day of May 2024.

**John Edgar S. Anthony, Ph.D.**  
Subject Professor - GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

**CERTIFICATE  
OF PARTICIPATION**

Is hereby awarded to

***Ian Jay P. Acosta***

for actively participating during the ICT Literacy Training held on  
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Given this 17th day of May 2024.

**John Edgar S. Anthony, Ph.D.**  
Subject Professor - GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

**CERTIFICATE  
OF PARTICIPATION**

Is hereby awarded to

***John Bille L. Ingayan***

for actively participating during the ICT Literacy Training held on  
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Given this 17th day of May 2024.

**John Edgar S. Anthony, Ph.D.**  
Subject Professor - GS Faculty





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Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE**

**OF PARTICIPATION**

Is hereby awarded to

**Alvina L. Pulyon**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024.

John Edgar S. Anthony, Ph.D.  
Surgeon Professor, GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE**

**OF PARTICIPATION**

Is hereby awarded to

**Ador M. Pangginan**

for actively participating during the ICT Literacy Training held on  
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Given this 17th day of May 2024.

John Edgar S. Anthony, Ph.D.  
Surgeon Professor, GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE**

**OF PARTICIPATION**

Is hereby awarded to

**Dondon S. Delgado**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024.

John Edgar S. Anthony, Ph.D.  
Surgeon Professor, GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE**

**OF PARTICIPATION**

Is hereby awarded to

**Totoy L. Tugas**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024.

John Edgar S. Anthony, Ph.D.  
Surgeon Professor, GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE**

**OF PARTICIPATION**

Is hereby awarded to

**Darwin C. Sindulaan**

for actively participating during the ICT Literacy Training held on  
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Given this 17th day of May 2024.

John Edgar S. Anthony, Ph.D.  
Surgeon Professor, GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE**

**OF PARTICIPATION**

Is hereby awarded to

**Erick S. Silaan**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024.

John Edgar S. Anthony, Ph.D.  
Surgeon Professor, GS Faculty



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Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE  
OF PARTICIPATION**

is hereby awarded to

**Angelina P. Pulyon**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024.

John Edgar S. Anthony, Ph.D.  
Sargento Professor, GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE  
OF PARTICIPATION**

is hereby awarded to

**Marvin A. Panday**

for actively participating during the ICT Literacy Training held on  
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Given this 17th day of May 2024.

John Edgar S. Anthony, Ph.D.  
Sargento Professor, GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE  
OF PARTICIPATION**

is hereby awarded to

**Lalyn Haryet S. Morada**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024.

John Edgar S. Anthony, Ph.D.  
Sargento Professor, GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE  
OF PARTICIPATION**

is hereby awarded to

**Dyeri V. Mayayusan**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024.

John Edgar S. Anthony, Ph.D.  
Sargento Professor, GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE  
OF PARTICIPATION**

is hereby awarded to

**Wilbert U. Lisigan**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024.

John Edgar S. Anthony, Ph.D.  
Sargento Professor, GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE  
OF PARTICIPATION**

is hereby awarded to

**Hanny E. Herrera**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024.

John Edgar S. Anthony, Ph.D.  
Sargento Professor, GS Faculty





**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**GS**  
**GRADUATE SCHOOL**



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE  
OF PARTICIPATION**

is hereby awarded to

**Manilyn M. Ginaw**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024

John Edgar S. Anthony, Ph.D.  
Subject Professor: GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE  
OF PARTICIPATION**

is hereby awarded to

**Anjelyn L. Gawid**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024

John Edgar S. Anthony, Ph.D.  
Subject Professor: GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE  
OF PARTICIPATION**

is hereby awarded to

**Leonardo A. Dimayuga**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024

John Edgar S. Anthony, Ph.D.  
Subject Professor: GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE  
OF PARTICIPATION**

is hereby awarded to

**Willy S. Delgado**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024

John Edgar S. Anthony, Ph.D.  
Subject Professor: GS Faculty



**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**CERTIFICATE  
OF PARTICIPATION**

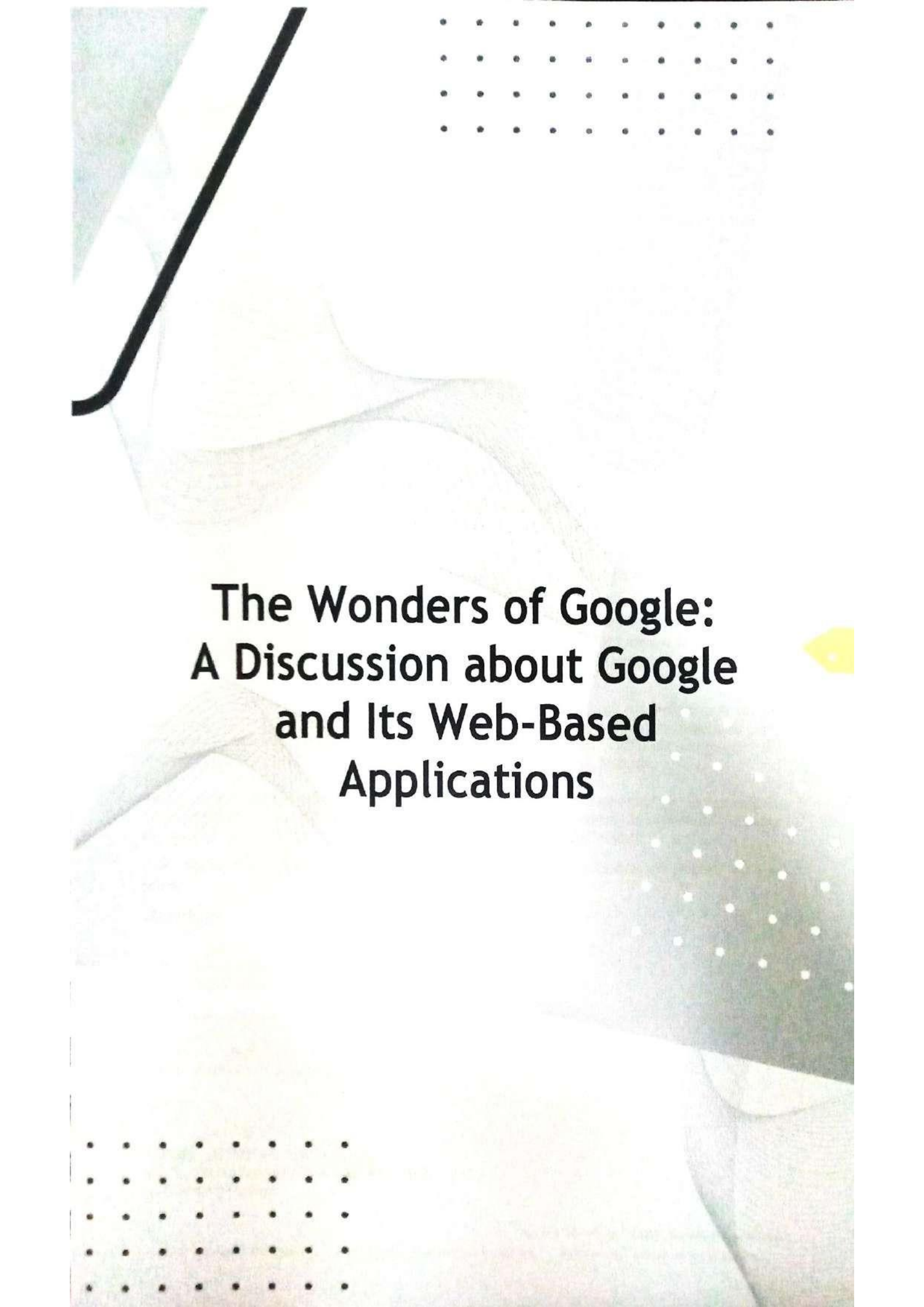
is hereby awarded to

**Lester Hans S. Usting**

for actively participating during the ICT Literacy Training held on  
May 16-17, 2024 at Mary Help of Christians School (Mindoro), Inc.

Given this 17th day of May 2024

John Edgar S. Anthony, Ph.D.  
Subject Professor: GS Faculty



# **The Wonders of Google: A Discussion about Google and Its Web-Based Applications**





# Mindoro State University

Victoria, Oriental Mindoro 5203 Philippines



**JOHN EDGAR S. ANTHONY, MSIT**  
College Dean

2/F Physical Science Building  
MinSU Main Campus  
Alcate, Victoria, Oriental Mindoro

Email: [munscatccsdean@gmail.com](mailto:munscatccsdean@gmail.com)  
Mobile: +63 917 716 97 07



**College of Computer Studies**

May 6, 2024

**DR. CHRISTIAN ANTHONY C. AGUTAYA**

OIC- Office of the University President  
This University

Dear **Sir President**,

Warm Greetings!

The undersigned would like to request the approved for proposed extension program titled **"The Wonders of Google: A Discussion about Google and Its Web-Based Applications."** This program aims to equip students of **Pinamalayan Maritime Foundation and Technological College, Inc. (PMFTCI)** with valuable digital literacy skills essential for academic success and future career prospects.

In today's digital landscape, proficiency in online tools is crucial. PMFTCI students stand to benefit significantly from a deeper understanding of Google's applications, which have the potential to revolutionize their learning experience and prepare them for the modern workforce.

This four-day webinar workshop will utilize a blended learning approach, combining informative presentations with interactive elements like Q&A sessions and breakout rooms. The program will address the functionalities of various Google applications like Docs, Sheets, Slides, Forms, and others, focusing on their practical uses in academic and professional settings.

By the end of the workshop, participants will demonstrate increased knowledge and proficiency in Google applications, leading to enhanced academic skills, improved research and collaboration capabilities, and increased confidence in applying these skills in a professional environment. Additionally, the program will promote responsible online behavior and social etiquette when using Google products.

We are confident that this program aligns with the school's mission to equip students with the necessary skills for success in an increasingly digital world. Your approval and financial support will be instrumental in making this program a reality and empowering PMFTCI students to thrive in the 21st century.

Thank you for your time and consideration. We welcome the opportunity to discuss this proposal with you further.

Very truly yours,

**JOHN EDGAR S. ANTHONY**  
Dean, College of Computer Studies

*Pinamalayan, Marikina*

**LOURDES V. ICAÑA, DVM**  
Director for Extension, Knowledge & Technology Transfer

Approved.

**CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.**  
Vice President for Research, Development & Extension/  
OIC- University President



## 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 21<sup>st</sup> – 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

## I. PROGRAM PROFILE:

### A. Cluster Program: **INFORMATION COMMUNICATION & TECHNOLOGY**

#### B.1. Head of the Agency:

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

#### B.2. Project Leader/ Proponent /Coordinator:

**JOHN EDGAR S. ANTHONY**  
Dean, College of Computer Studies

Project Title: **THE WONDERS OF GOOGLE: A DISCUSSION ABOUT GOOGLE AND ITS WEB-BASED APPLICATION**

#### B.3 Cooperating Agencies: MINSU

#### C. Implementers:

Graduate Studies and College of Computer Studies (CCS)

#### D. Resource Persons:

Ms. Kristine Joy M. Cudiamat, CPA,  
Ms. Mary Kathleen Quiroz

#### E. Project Cost: PHP 2,000.00

**F. Project Site:** Pinamalayan Maritime Foundation and Technological College, Inc. – Annex Building

**G. Participants/Direct Beneficiaries:** Student of Pinamalayan Maritime Foundation and Technological College, Inc., Calapan City College and MINSU

#### H. Activity Duration: May 23, 2024

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





## I. RATIONALE

In today's digital landscape, equipping students with essential digital literacy skills is no longer a privilege, but a necessity. This extension program, titled "The Wonders of Google" webinar, addresses this critical need by focusing on Google's versatile suite of web-based applications.

PMFTCI students, like all learners, stand to gain significantly from a deeper understanding of Google's applications. These tools have the potential to revolutionize their academic experience and prepare them for the demands of the modern workforce.

- **Academic Enhancement:** Google Docs, Sheets, Slides, and Forms offer students powerful tools for note-taking, collaborative projects, presentations, and data organization. Mastering these applications can significantly improve their study habits, research capabilities, and communication skills, leading to academic excellence.
- **Workforce Readiness:** In today's job market, proficiency in digital tools is a highly sought-after skill. By equipping students with expertise in Google applications, this program empowers them to seamlessly integrate into a digital work environment, increasing their employability.
- **Promoting Responsible Digital Citizenship:** The program doesn't stop at technical skills. It also emphasizes the importance of responsible online behavior and proper social etiquette when using Google products. This fosters ethical and respectful use of technology, preparing students to be responsible digital citizens.

This program recognizes the potential existence of a digital divide among PMFTCI students. By offering a comprehensive introduction to Google applications, we aim to bridge this gap and ensure all students have the opportunity to develop the digital literacy skills essential for success in today's world.

In conclusion, the "The Wonders of Google" webinar program offers a compelling rationale. By empowering PMFTCI students with valuable digital skills and fostering responsible online behavior, this program equips them for academic achievement and prepares them to thrive in the digital workplace.

## II. OBJECTIVES

By the end of this program, the participants will:

1. Demonstrate a strong understanding of the functionalities and applications of various Google web-based tools, including Docs, Sheets, Slides, Forms, and others relevant to their academic needs.
2. gain the ability to utilize Google applications effectively for tasks like note-taking, research collaboration, creating presentations, and managing data for improved academic performance.
3. develop the confidence to apply these skills in real-world academic scenarios, fostering a more efficient and productive learning experience.
4. recognize the value of Google applications in preparing for the workforce, understanding their potential applications in various professional settings.
5. practice responsible online behavior while using Google products, adhering to principles of social etiquette and ethical online conduct.

## III. METHODOLOGY

This two-day webinar workshop will utilize a blended learning approach, combining informative presentations with interactive elements to ensure an engaging and effective learning experience for PMFTCI students.





### Schedule:

- Morning Session (8:30 AM - 11:30 AM):
  - Opening Remarks and Introductions (30 minutes)
  - Interactive Presentation on Google Applications (60 minutes per topic):
    - The presenters will deliver a comprehensive discussion of the different web-based applications of Google, focusing on their functionalities and real-world applications for students.
    - Engaging visuals, demonstrations, and screen sharing will be used to enhance understanding.
  - Q&A Session (30 minutes):
    - Participants will have the opportunity to ask questions and clarify any doubts regarding the presented information.
- Lunch Break (1 hour and 30 minutes)
- Afternoon Session (1:00 PM - 3:30 PM):
  - Interactive Presentation on Google Applications (60 minutes per topic):
    - The presenters will deliver a comprehensive discussion of the different web-based applications of Google, focusing on their functionalities and real-world applications for students.
    - Engaging visuals, demonstrations, and screen sharing will be used to enhance understanding.
  - Wrap-up and Q&A (30 minutes):
    - Key takeaways from the day's session will be summarized.
    - Participants will have a final opportunity to ask questions and address any remaining concerns.

### Technology Platform:

The workshop will be conducted using Google Meet, a user-friendly platform that allows for seamless online presentations, interactive features like Q&A, and breakout rooms for collaborative activities.

### Presenters:

Two presenters will facilitate the workshop, each with expertise in specific Google applications and educational technology. This ensures a comprehensive and informative learning experience for the participants.

### Assessment:

Pre- and post-webinar assessments will be conducted to gauge the effectiveness of the program. A short quiz or survey can be used to assess participants' knowledge of Google applications before and after the workshop. This will help evaluate the program's success in achieving its learning objectives. This methodology fosters an interactive and engaging learning environment, allowing participants to acquire valuable digital skills and gain confidence in utilizing Google applications for academic success and future career prospects.

## IV. EVALUATION

Evaluation plays a crucial role in assessing the effectiveness of this extension program and identifying areas for improvement in future iterations. We will employ a mixed-methods approach that combines quantitative and qualitative data collection to obtain a comprehensive picture of the program's impact.

### Evaluation Methods:

- **Pre- and Post-Webinar Assessment:**
  - A short online quiz or survey will be administered before and after the workshop.
  - The pre-assessment will gauge participants' existing knowledge of Google applications.





## College of Computer Studies

- The post-assessment will measure the improvement in their understanding and skillset after the workshop.
- This data will be analyzed to determine the program's effectiveness in achieving its learning objectives.
- **Participant Feedback Survey:**
  - An anonymous online survey will be distributed to participants after the workshop.
  - This survey will gather feedback on various aspects of the program, including the presenters' effectiveness, the clarity of the information presented, the usefulness of the exercises, and the overall learning experience.
  - Analyzing this qualitative data will provide valuable insights into participant satisfaction and potential areas for improvement.

### Evaluation Timeline:

- Pre-assessment: Distributed one week before the workshop.
- Post-assessment: Distributed immediately after the workshop's conclusion.
- Participant feedback survey: Distributed within a week after the workshop.

### Evaluation Outcomes:

The collected data will be analyzed to evaluate the program's success in achieving the following:

- **Increased Knowledge:** Assess the improvement in participants' understanding of Google applications and their functionalities.
- **Skill Development:** Evaluate participants' ability to utilize Google applications for academic and professional purposes.
- **Engagement and Satisfaction:** Gauge participant satisfaction with the program's format, content delivery, and overall learning experience.

The evaluation results will be documented in a report summarizing key findings and recommendations for improvement. This information will be instrumental in refining future iterations of the "The Wonders of Google" webinar workshop, ensuring it continues to equip PMFTCI students with valuable digital literacy skills.

## V. EXPECTED OUTPUTS

This extension program aims to achieve the following key outputs:

- **Increased Digital Literacy:** By the end of the workshop, participants will demonstrate a significant improvement in their understanding and proficiency in utilizing Google applications like Docs, Sheets, Slides, Forms, and others relevant to their academic needs.
- **Enhanced Academic Skills:** Participants will gain the ability to leverage Google applications effectively for tasks like note-taking, research collaboration, creating impactful presentations, and managing data, leading to improved academic performance.
- **Developed Confidence for the Workplace:** The program will equip participants with the confidence to apply their newly acquired skills with Google applications in professional settings, enhancing their future employability.
- **Responsible Digital Citizens:** Participants will gain awareness of the importance of responsible online behavior and social etiquette when using Google products. This promotes ethical and respectful use of technology.
- **Increased Program Awareness:** Through effective promotion and outreach, the program aims to raise awareness about the importance of digital literacy skills among PMFTCI students and faculty.

### Measurable Outcomes:

To demonstrate the success of these expected outputs, the program will utilize the following measurable outcomes:



## College of Computer Studies

- **Pre- and Post-Assessment Results:** The improvement in participants' scores on the pre- and post-assessment quizzes will quantify the increase in their knowledge of Google applications.
- **Participant Feedback Survey:** Positive feedback regarding the program's effectiveness in equipping them with valuable digital skills will further support the program's success.

### Long-Term Impact:

The expected outputs of this program will have a long-term impact on PMFTCI students by:

- Empowering them to become more independent and effective learners.
- Equipping them with essential digital skills sought after in today's job market.
- Preparing them to thrive in a digital workplace environment.
- Promoting responsible and ethical use of technology.

By achieving these expected outputs, the "The Wonders of Google" webinar workshop will contribute significantly to PMFTCI students' academic success and prepare them for a promising future in the digital world.

## VI. TRAINERS/FACILITATORS

- Kristine Joy M. Cudiamat, CPA – *"Taking Charge of Your Finances: A Guide to Financial Literacy"*
- Speaker 2
- Mary Kathleen M. Quiroz – Facilitator





**Mindoro State University**

Victoria, Oriental Mindoro 5205 Philippines



**College of Computer Studies**



**JOHN EDGAR S. ANTHONY, MSIT**  
College Dean

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MinSU Main Campus  
Alcate, Victoria, Oriental Mindoro

Email: minscatccsdean@gmail.com  
Mobile: +63 917 716 97 07

### **The Wonders Of Google: A Discussion About Google And Its Web-Based Applications**

|           |   |                                                                            |
|-----------|---|----------------------------------------------------------------------------|
| Sponsor   | - | MinSU Main Campus & Graduate Studies                                       |
| Clientele | - | Student of Pinamalayan Maritime Foundation and Technological College, Inc. |
| Date      | - | May 21-24, 2024                                                            |
| Venue     | - | Online (webinar through Google Meet)                                       |

#### **PROGRAM**

##### **May 21, 2024 (Tuesday)**

| <b>Time</b>   | <b>Topic/Activity</b>         | <b>Person Responsible</b>                          |
|---------------|-------------------------------|----------------------------------------------------|
| 8:00 – 8:30   | Registration of Participants  | Mary Kathleen M. Quiroz / Kristine Joy M. Cudiamat |
| 8:30 – 9:00   | Opening Program / Pre-Test    | All Persons Involved                               |
| 9:00 – 10:00  | Introduction to Google        | Kristine Joy M. Cudiamat                           |
| 10:00 – 11:00 | MS Office vs Google Workspace | Kristine Joy M. Cudiamat                           |
| 11:00 – 11:30 | Question and Answers          | All Persons Involved                               |
| 11:30 – 1:00  | <b>LUNCH BREAK</b>            |                                                    |
| 1:00 – 2:00   | Google Docs                   | Kristine Joy M. Cudiamat                           |
| 2:00 – 3:00   | Google Sheets                 | Kristine Joy M. Cudiamat                           |
| 3:00 – 3:30   | Question and Answers          | All Persons Involved                               |

##### **May 22, 2024 (Wednesday)**

| <b>Time</b>   | <b>Topic/Activity</b>      | <b>Person Responsible</b> |
|---------------|----------------------------|---------------------------|
| 8:30 – 9:00   | Opening Program / Pre-Test | All Persons Involved      |
| 9:00 – 10:00  | Gmail                      | Kristine Joy M. Cudiamat  |
| 10:00 – 11:00 | Google Drive               | Kristine Joy M. Cudiamat  |
| 11:00 – 11:30 | Question and Answers       | All Persons Involved      |
| 11:30 – 1:00  | <b>LUNCH BREAK</b>         |                           |
| 1:00 – 2:00   | Google Meet                | Speaker 2                 |
| 2:00 – 3:00   | Google Calendar            | Speaker 2                 |
| 3:00 – 3:30   | Question and Answers       | All Persons Involved      |

##### **May 23, 2024 (Thursday)**

| <b>Time</b>   | <b>Topic/Activity</b>      | <b>Person Responsible</b> |
|---------------|----------------------------|---------------------------|
| 8:30 – 9:00   | Opening Program / Pre-Test | All Persons Involved      |
| 9:00 – 10:00  | Google Keep                | Speaker                   |
| 10:00 – 11:00 | Google Jamboard            | Speaker                   |
| 11:00 – 11:30 | Question and Answers       | All Persons Involved      |
| 11:30 – 1:00  | <b>LUNCH BREAK</b>         |                           |
| 1:00 – 2:00   | Google Photos              | Speaker 2                 |
| 2:00 – 3:00   | Google Forms               | Speaker 2                 |
| 3:00 – 3:30   | Question and Answers       | All Persons Involved      |



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May 24, 2024 (Friday)

| Time          | Topic/Activity             | Person Responsible                                 |
|---------------|----------------------------|----------------------------------------------------|
| 8:30 – 9:00   | Opening Program / Pre-Test | All Persons Involved                               |
| 9:00 – 10:00  | Gemini                     | Speaker 2                                          |
| 10:00 – 11:00 | Google Lens                | Speaker 2                                          |
| 11:00 – 11:30 | Question and Answers       | All Persons Involved                               |
| 11:30 – 1:00  | <b>LUNCH BREAK</b>         |                                                    |
| 1:00 – 1:30   | Post-test                  | Mary Kathleen M. Quiroz / Kristine Joy M. Cudiamat |
| 1:30 – 3:00   | Awarding of Certificates   | All Persons Involved                               |

### BUDGET PROPOSAL

|          |   |                   |
|----------|---|-------------------|
| Training | : | Four Days         |
| Date     | : | May 21 - 24, 2024 |
| Clients  | : | 50 Students       |

### Expenses

|                                       |   |                  |
|---------------------------------------|---|------------------|
| Token - For speakers and facilitators | - | 1,000.00         |
| Prizes - For participants             | - | 1,000.00         |
| <b>Total</b>                          |   | <b>P2,000.00</b> |

Prepared by:

**JOHN EDGAR S. ANTHONY**  
Dean, College of Computer Studies





### **The Wonders of Google:**

#### *A Discussion about Google and Its Web-Based Applications*

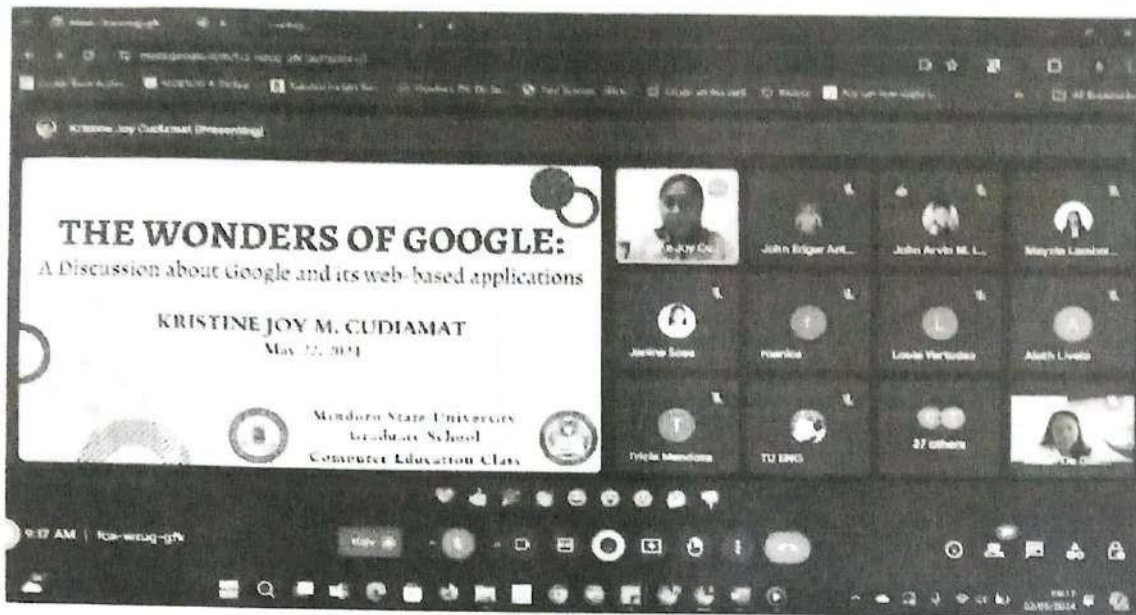
The webinar began with preliminary remarks and a welcome remark coming from Mr. John Edgar Anthony, who set a cheerful and lively tone for the webinar. In his introductory remarks, Mr. Anthony thanked his students for organizing the webinar. He also acknowledges the presence of the audience who make their selves available for the webinar and also mentions the speakers who will be discussing important matter about google. After the preliminaries and welcome remarks, the host no longer prolong the event and introduce the first speaker in the morning sessions of the webinar.

Ms. Cudiamat delivered the first session, which included a full introduction to Google. She discussed Google's history, progress, and the wide range of services it offers. Following that, Ms. Cudiamat discussed Google Drive's features, benefits, and how it can be used for both personal and professional purposes. She gave the audience an introduction of Google's history and mission, as well as comprehensive features of Google Drive such as storage, file sharing, and collaboration capabilities. She also gave the audience recommendations for effectively organizing and managing files on Google Drive. For Ms. Cudiamat interactive activities – she first opens the floor for an open forum and to make the atmosphere more collaborative she facilitated a fun game and allowed the attendees to clarify doubts and gain deeper insights into using google drive. The host ended the morning session with an awarding of certificates to the speaker and a photo opportunity.

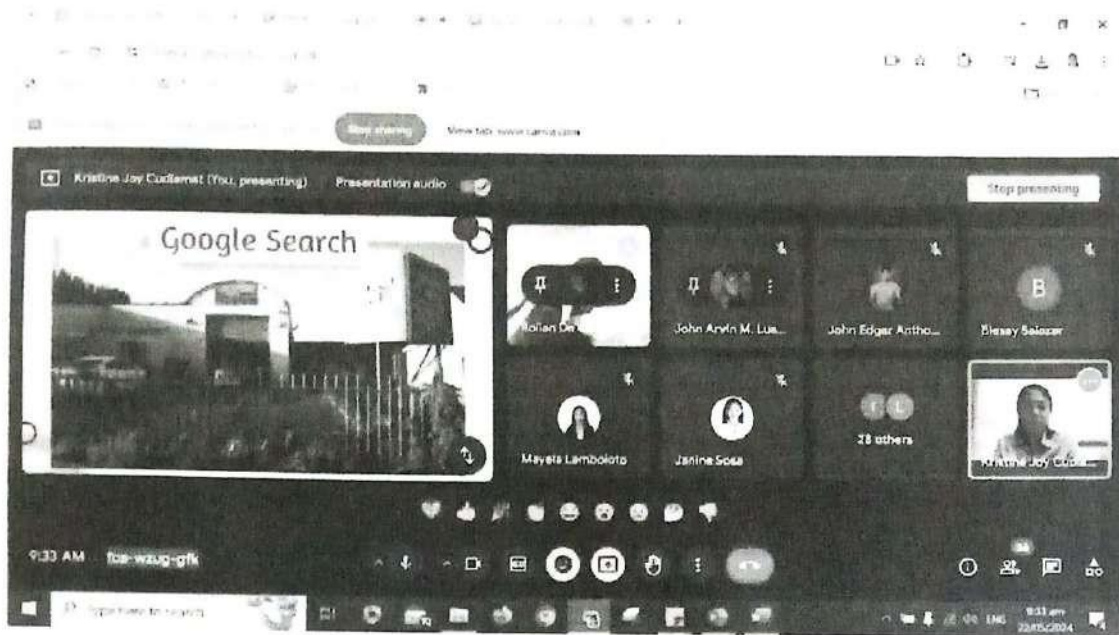
For the continuation of the first day webinar, in the afternoon session, Mr. Jabat took the stage to discuss the practical applications of Google Drive and Google sheets in our everyday work scenarios. His session was designed to equip participants with advanced skills and techniques to maximize their productivity. Mr. Jabat discussed the advanced functionalities of Google Drive, such as the integration with other Google services and third-party applications. He also discussed how to utilize google sheets for data management, analysis, and visualization and some real-worl examples of google Drive and Sheets can streamline business processes. After the discussion, Mr. Jabat opened the floor for some questions and answer portion. The host ended the morning session with an awarding of certificates to the speaker and a photo opportunity.

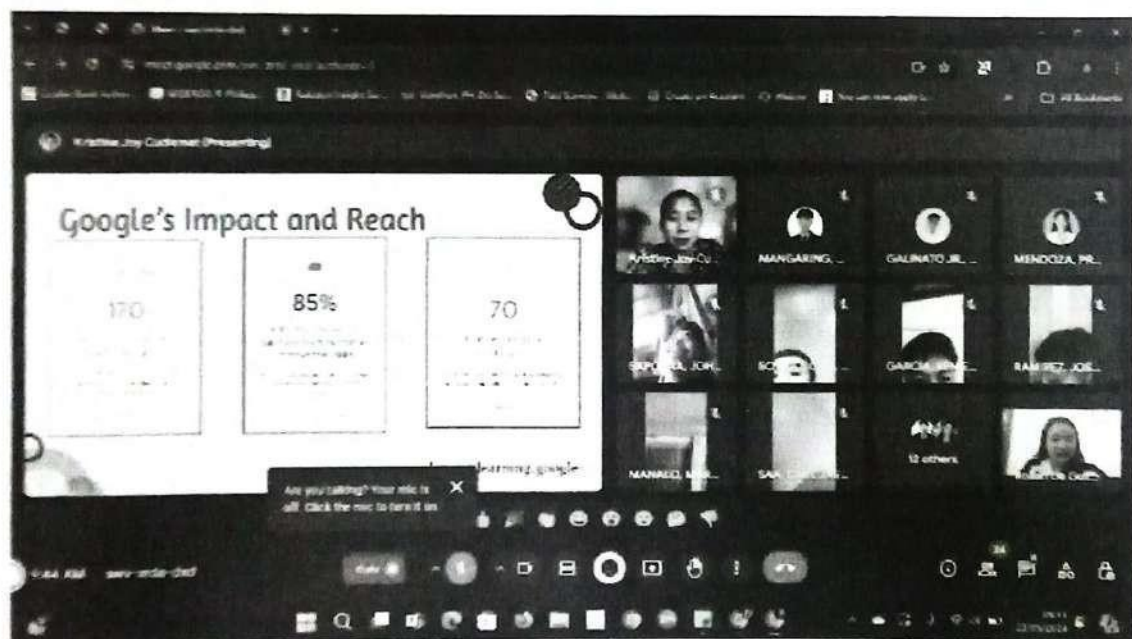
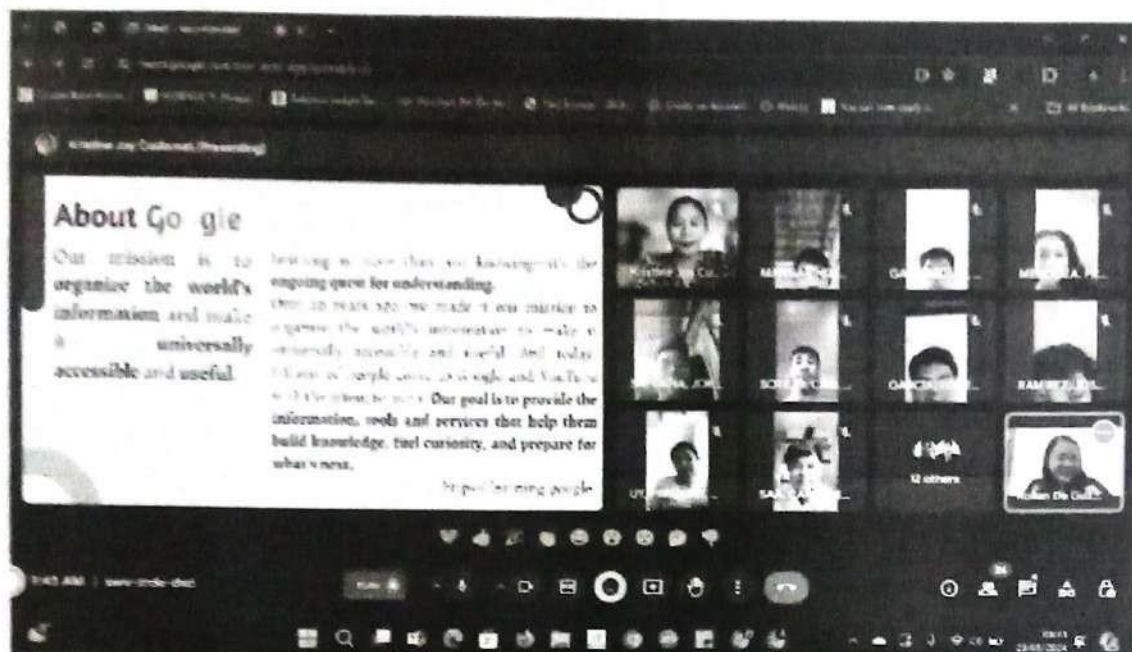
For the second day of the webinar session – both the speaker again discussed their topic to the new set of attendees. The two-day webinar titled "The Wonders of Google: A Discussion About google and Its Web-based Applications" was a huge success. Participants departed with a better understanding of Google's resources and how to use them for personal and professional development. The interactive style, along with expert insights from Ms. Cudiamat and Mr. Jabat, guaranteed that the participants were not only informed, but also engaged and driven to put what they had learned into actions. The webinar even highlighted the Google's applications' revolutionary power in boosting productivity, encouraging collaboration, and optimizing workflows in the digital age. The host also hope that the conducted 2 day seminar will be beneficial to all its attendee and can be in better use for their academic and personal workloads.















## ATTENDANCE OF THE PARTICIPANTS

The Wonders of Google (Webinar) - Registration Form

Questions Responses 45 Settings

Which category do you belong?

45 responses

College Student  
Senior High School  
BNS Faculty  
College Faculty  
Others

The Wonders of Google - Attendance Day 1 (May 22, 2024) Mornin

Questions Responses 45 Settings

What is your key takeaway in today's discussion

35 responses

Use Google in a good way

I've been a user of google for a very long time, and I just realized that there are still a lot of functions and applications to explore. There are a lot of applications of google and a broad way of things to do. So I learned a lot from this webinar.

Learning is more than just knowing it's the ongoing quest for understanding !!

Mission of google, what is the word behind google if I am not mistaken. basta po googol yun mga techniques po paano gamitin yung google search

Google is not just used for searching, marami din applications with different functions na pwedeng gamitin for us to work easily

How to use google properly and those tips how to use it quickly, we also should take an advantage from it because it's made for us, just use it wisely

The Wonders of Google - Attendance Day 1 (May 22, 2024) Afternoon

Questions Responses 18 Settings

What is your key takeaway in today's discussion

18 responses

I learn about accessing files, videos, documents from one device to another easily. It was really helpful

Google drive can restore anything

importance of using google drive and google sheets

Google drive is a free service from Google which allows you to store files online and they can be access anywhere

Be organized, use shortcuts, use NEW in creating new files and use copy in google drive

Google sheet is a web based app that enables users to create, update and modify spreadsheets and share the data online in real time.

Different tricks and tips of Google Drives like it should be organized, using of shortcuts and so on, also the importance of google drive and how useful the application is

That there are more to explore. To learn and use about Google Drive and Google sheets, as this is making the work easy and more accessible



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Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)  
Mobile: +63 977 846 72 28



## PROGRAM'S INVITATION



# THE WONDERS OF GOOGLE:

A discussion about Google and its web-based applications

Expand your horizon



May 22- 23, 2024  
09.00 AM



Via Google Meet

Speaker:

**Kristine Joy M. Cudiamat**  
**John Aerol P. Jabat**  
**Jamil Dela Torre**







## WEBINAR'S PROGRAM



Mindoro State University  
Graduate School  
Computer Education Class



### THE WONDERS OF G O G L E: A discussion about Google and its web-based applications

DAY 1 | May 22, 2024

#### Opening Program

- 9:00 Prayer
- 9:05 Welcome Remarks

#### Discussion Proper

- 9:15 Introduction to Google  
(Kristine Joy M. Cudiamat)
- 10:00 Google Drive (Kristine Joy M. Cudiamat)
- 11:00 Question and Answer
- 11:30 LUNCH BREAK
- 1:00 Leveraging Google Drive and Google Sheets  
in Everyday Work (Mr. John Aerol P. Jabat)
- 2:00 Question and Answer
- 2:30 Awarding of Certificates
- 2:45 Photo Opportunity
- 3:00 Closing Remarks

**MARY KATHLEEN QUIROZ**  
Master of Ceremony



Mindoro State University  
Graduate School  
Computer Education Class



### THE WONDERS OF G O G L E: A discussion about Google and its web-based applications

DAY 2 | May 23, 2024

#### Opening Program

- 9:00 Prayer
- 9:05 Welcome Remarks

#### Discussion Proper

- 9:15 Introduction to Google  
(Kristine Joy M. Cudiamat)
- 10:00 Google Drive (Kristine Joy M. Cudiamat)
- 11:00 Question and Answer
- 11:30 LUNCH BREAK
- 1:00 Gen AI (Mr. Jamil Dela Torre)
- 2:00 Question and Answer
- 2:30 Awarding of Certificates
- 2:45 Photo Opportunity
- 3:00 Closing Remarks

**MARY KATHLEEN QUIROZ**  
Master of Ceremony



**Mindoro State University**

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Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)

Mobile: +63 977 846 72 28



BAGONG PILIPINAS

## CERTIFICATES OF SPEAKERS



# CERTIFICATE OF APPRECIATION



This certificate is proudly presented to:

*John Aerol P. Tabat*

for sharing his precious time, knowledge and resources during the conduct of a webinar activity with the theme **"The Wonders of Google: A discussion of Google and its web-based applications"** held on May 22-23, 2024 via Google Meet.

Given this day 22nd of May, 2024 at Mindoro State University

**JOHN EDGAR ANTHONY**  
Professor



# CERTIFICATE OF APPRECIATION



This certificate is proudly presented to:

*Kristine Joy M. Cudiamat*

for sharing her precious time, knowledge and resources during the conduct of a webinar activity with the theme **"The Wonders of Google: A discussion of Google and its web-based applications"** held on May 22-23, 2024 via Google Meet.

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Professor





# CERTIFICATE

## OF APPRECIATION



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# THE WONDERS OF GOOGLE:

A Discussion about Google and its web-based applications

KRISTINE JOY M. CUDIAMAT

May 22, 2024

Mindoro State University  
Graduate School  
Computer Education Class

## INTRODUCTION TO GOOGLE

"Gugol mo!"



### Why Google?

"We chose our systems name, Google, because it is a common spelling of **googol**, or 1 followed by 100 zeros and fits well with our goal of building very large-scale search engines."



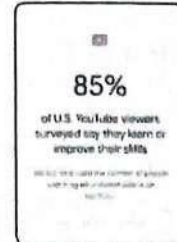
### About Google

Our mission is to **organize the world's information** and make it **universally accessible and useful**.

Learning is more than just knowing—it's the **ongoing quest for understanding**. Over 20 years ago, we made it our mission to organize the world's information to make it universally accessible and useful. And today, billions of people come to Google and YouTube with the intent to learn. **Our goal is to provide the information, tools and services that help them build knowledge, fuel curiosity, and prepare for what's next.**

- <https://learning.google/>

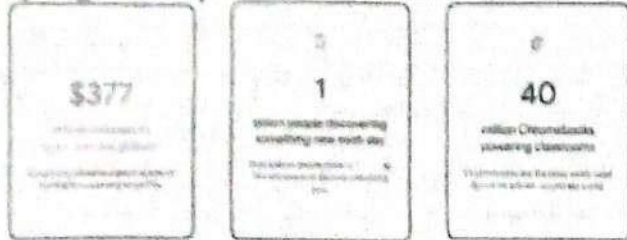
### Google's Impact and Reach



- <https://learning.google/>



## Google's Impact and Reach



<https://learning.google/>

## Google's Impact and Reach



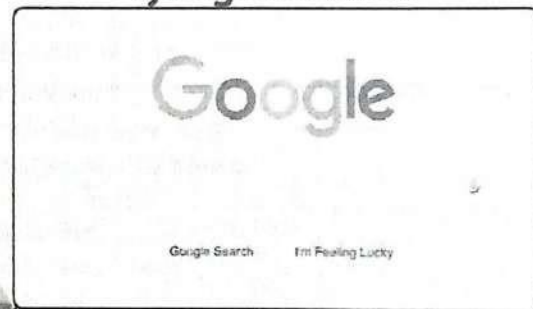
<https://learning.google/>

## All of Google, working for you

- Helps you
  - Android
  - Works better for you
  - Stay connected across internet
- Built for you
  - Instant access
  - Privacy controls
  - A safe place for your info
- Protects you
  - Built-in security
  - Security check-up
  - Google password manager



## Google Search



## Google Search

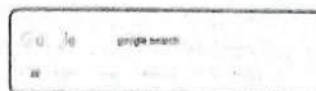
happens when you  
a Google search?



## Google Search Tips to Google like a Pro

[www.lifehacks.org](http://www.lifehacks.org)

### 1. Use Tabs



### 2. Use Quotes

"Puppy Dog Sweaters"

## Google Search Tips to Google like a Pro

• [www.lifehacks.org](http://www.lifehacks.org)

### 3. Use hyphen to exclude words

Mustang -cars

### 4. Use a colon to search specific sites

Sidney Crosby site:nhl.com

## Google Search Tips to Google like a Pro

• [www.lifehacks.org](http://www.lifehacks.org)

### 5. Find a page that links to another page

link:nytimes.com

### 6. Use the asterisk wildcard

"Come \* right now \* me"

## Google Search Tips to Google like a Pro

• [www.lifehacks.org](http://www.lifehacks.org)

### 7. Find sites that are similar to other sites

related:amazon.com

### 8. Use Google search to do math

- $8 * 5 + 5$
- Planck's Constant

## Google Search Tips to Google like a Pro

• [www.lifehacks.org](http://www.lifehacks.org)

### 9. Search for multiple words at once

- "Best ways to prepare for a job interview" OR "How to prepare for a job interview"
- chocolate OR white chocolate

### 10. Search a range of number

- What teams have won the Stanley Cup ..2004
- 41..43

## Google Search Tips to Google like a Pro

• [www.lifehacks.org](http://www.lifehacks.org)

### 11. Keep it simple

Pizza places nearby

### 12. Gradually add search terms

- First try: job interviews
- Second try: prepare for job interviews
- Third try: how to prepare for a job interview

## Google Search Tips to Google like a Pro

• [www.lifehacks.org](http://www.lifehacks.org)

### 13. Use words that websites would use

- "I have a flat tire" could be replaced by "repair a flat tire."
- "My head hurts" could be replaced by "headache relief."

### 14. Use important words only

- Don't use: Where can I find a Chinese restaurant that delivers.
- Instead try: Chinese restaurants nearby.
- Or: Chinese restaurants near me.



## Google Search Tips to Google like a Pro

• [www.lifehacks.org](http://www.lifehacks.org)

### 15. Google search has shortcuts

- Weather "zip code"
- Define "word"
- Time "place"
- 8\*5+5

### 16. Spelling doesn't necessarily matter

"Nver Gna Gve Yo Up"

## Google Search Tips to Google like a Pro

• [www.lifehacks.org](http://www.lifehacks.org)

### 17. Use descriptive words

Instead of "My computer isn't working right.", use "Blue screen error Windows 10".

### 18. Find a specific file

"Search term here" filetype:pdf

## Google Search Tips to Google like a Pro

• [www.lifehacks.org](http://www.lifehacks.org)

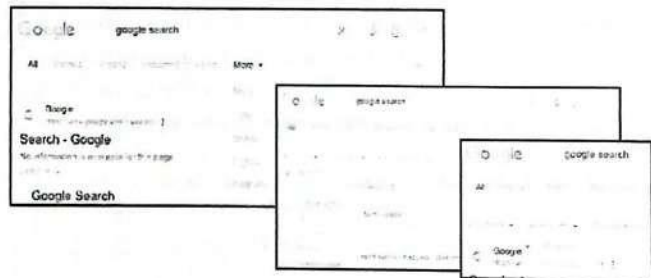
### 19. Money and unit conversions

- miles to km
- USD to British Pound Sterling

### 20. Track your packages

## Narrow your search results with filter!

### Add or remove filters



## Types of Search Tools

### Web

- Publish date
- Verbatim
- Dictionary
- Personal
- Nearby
- Recipes
- Applications
- Patents

### Image

- Size
- Color
- Type
- Time
- Usage Rights

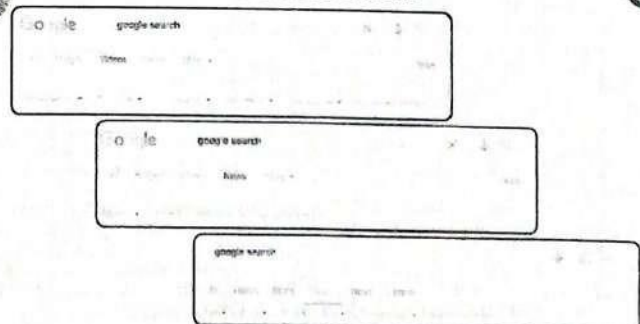
### Video

- Duration
- Time
- Quality
- Closed captioned
- Source

### Place

- Your past visits
- Rating
- Cuisine
- Price
- Hours

## Search Tools



## Exploring Google!



## Bookmark!



## GOOGLE DRIVE

### Google Drive

A free service from Google that allows you to **store files online** and **access them anywhere** using the cloud. Google Drive also gives you access to **free web-based applications** for creating documents, spreadsheets, presentations, and more.

*A cloud-based system, often known as cloud computing, is a broad term for anything that involves the **delivery of hosted services via the Internet***

## Why use Google Drive?

- Create
- Share
- Manage documents

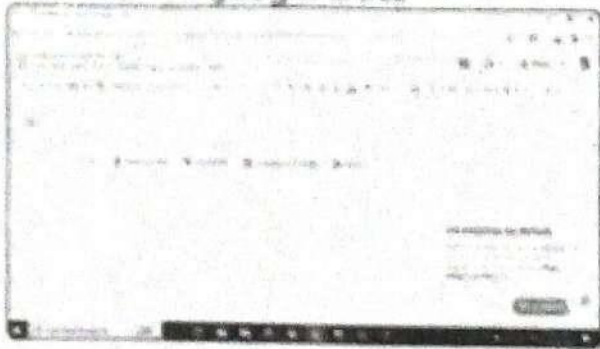


## Google Drive





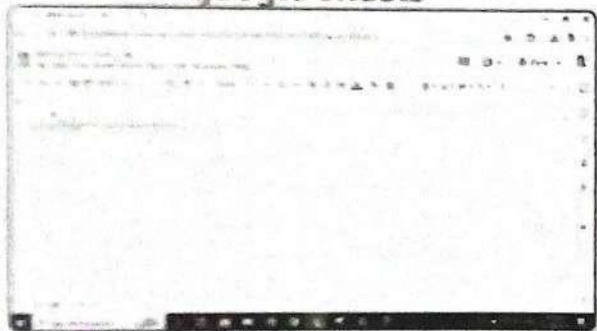
## Google Docs



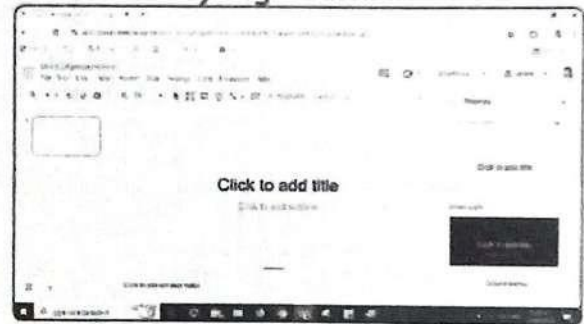
## Google Forms



## Google Sheets

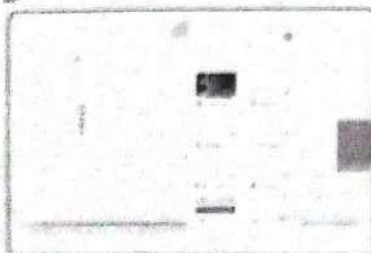


## Google Slides



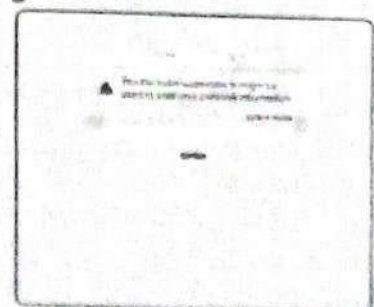
## Features of Google Drive

- Easy and secure access to your content



## Features of Google Drive

- Built-in protections against malware, spam, and ransomware



## Features of Google Drive

- People-first collaboration apps to supercharge teamwork



## Features of Google Drive

- Integration with the tools and apps your team is already using.



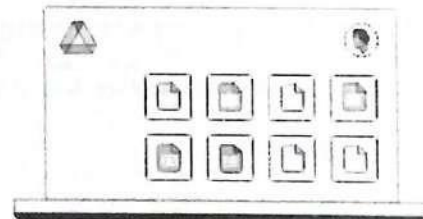
## Features of Google Drive

- Google's Search and AI technology helps your team move faster



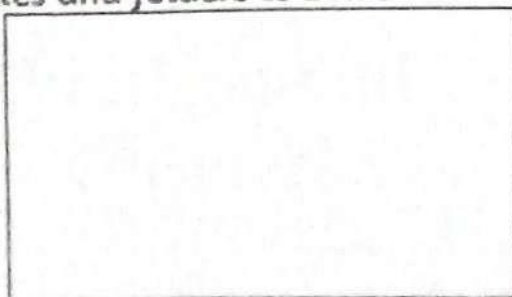
## What you can do with Drive

- Store your files securely
- Open or edit them from any device

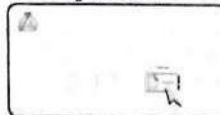


## Add files and folders to Drive

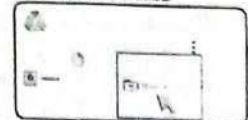
- Create
- Upload
- File
- Folder



### • Open Files



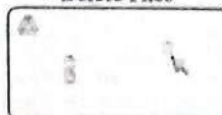
### • Move Files



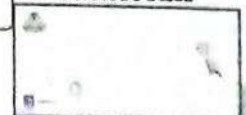
### • Search Files



### • Delete Files

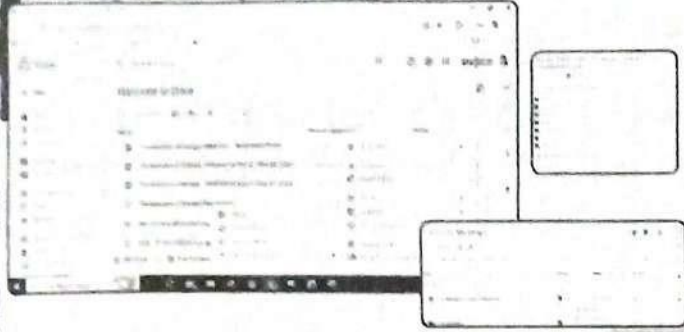


### • Restore Files





## Move, Delete, Search, Restore



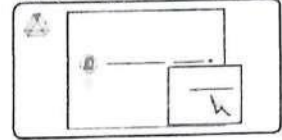
## Share files and folders to Drive

- Share a file in Drive
- Share a link to a file in Drive
- Change permissions on your files in Drive
- Stop sharing your files in Drive

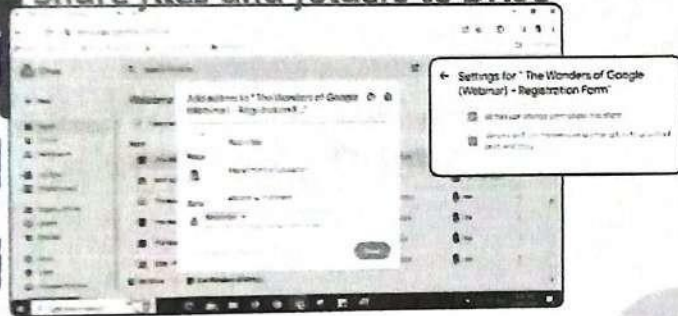
### Share a file in Drive



### Share a link to a file in Drive



## Share files and folders to Drive



*Our future growth relies on competitiveness and innovation, skills and productivity... and these in turn rely on the education of our people.*

- Julia Gillard  
Former Prime Minister of Australia

**Question and Answer!**

*Thank you*



1. Give at least five (5) applications provided by Google.

2. What is the story behind the name Google?



3. What are the benefits of using Google Drive?

4. Give at least 4 search tips for an effective search result.



5. What is the mission of Google?

*Thank you*





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Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)  
Mobile: +63 977 846 72 28



## The Wonders of Google: A Discussion about Google and Its Web-Based Applications Evaluation Form

## Normen

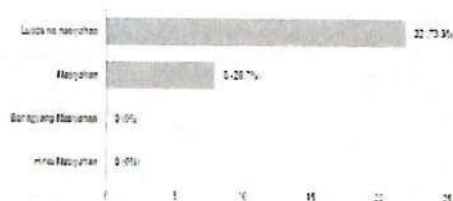
Palmas o Serbisang Kilangan

Part 3

Evaluation Form: The Wonders of Google   [4/20/2015 11:54:12 AM](#)

Questions  Settings  
 Function for Custom

1. Ikinigawa ba ang pagpapalawig ayon sa tirakdang panahon?  
30 mg points



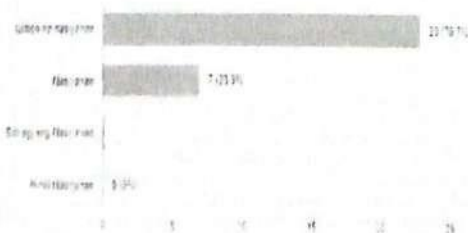
## 2. Mapping matrices based on binary programs

Evaluation Form: The Wonders of Google   [Feedback](#)

Questions: 0 / 0 Settings

2. Najing mawon ba ane da pyng chogima?

03 January



5. Following migration, most\* will be using channels having no time dependence, even in terms of

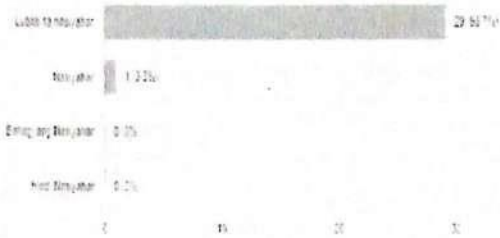


Evaluation Form: The Wonders of Google ☐  [Feedback](#) [Send](#)

Questions [Responses](#) [Settings](#)

3. Nagpapagkatatag ang mga pagpapagkatatag ng pagpapagkatatag sa pamamagitan ng mga katuturan?

22 responses

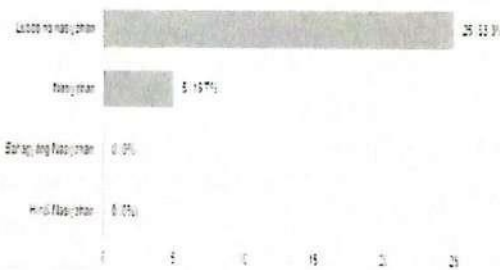


Evaluation Form: The Wonders of Google ☐  [Feedback](#) [Send](#)

Questions [Responses](#) [Settings](#)

4. Nagpapagkatatag ang mga katuturan ng pagpapagkatatag sa pamamagitan ng mga katuturan?

21 responses

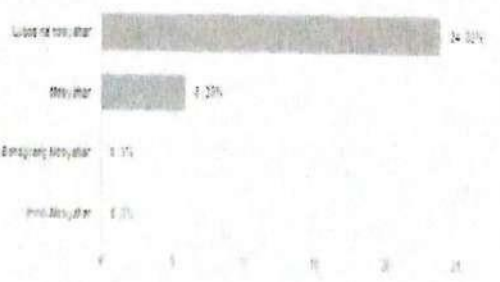


Evaluation Form: The Wonders of Google ☐  [Feedback](#) [Send](#)

Questions [Responses](#) [Settings](#)

5. Mayroon akong katuturan sa pagpapagkatatag ng pagpapagkatatag sa pamamagitan ng mga katuturan?

21 responses







Evaluation Form: The Wonders of Google

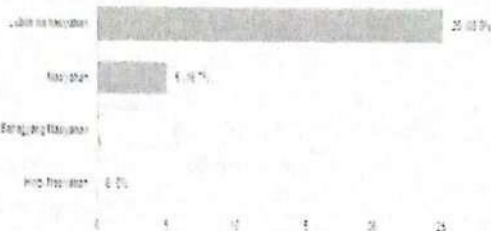
https://forms.gle/...

Send

Questions 1 2 3 4 5 6

Is it so being happy in working as a student as a working person?

12 responses



Evaluation Form: The Wonders of Google

https://forms.gle/...

Send

Questions 1 2 3 4 5 6

Is it so being happy in working as a student as a working person?

12 responses

- Like as a student
- Not sure
- Being a student
- Not a student
- Thank you so much
- Thanks so
- Being a student
- Not a student
- Thank you
- Thank you