MINDORO STATE UNIVERSITY

Victoria, Oriental Mindoro 5203 Philippines

universitypresident@minsu.edu.ph www.minsu.edu.ph +63 977 846 72 28

BAGONG PILIPINAS

December 2, 2025

Mindoro State University
RECEIVED-MCC
RECORDS OFFICE
12-02-25
3:56
25-12-710

DR. ENYA MARIE D. APOSTOL
SUC President III, Mindoro State University
Alcate, Victoria, Oriental Mindoro

Dear Dr. Apostol:

This is to request your good office to conduct an Outreach Project titled ***Pamaskong Handog for Indigenous Families in San Cristobal, Victoria, Oriental Mindoro.*** The Pamaskong Handog initiative seeks to provide grocery packs, as well as vitamins and basic medicines for babies and children, addressing both immediate nutritional needs and health concerns. By offering these essential items, MinSU aims to help improve the well-being of IP families while demonstrating genuine care and solidarity.

Attached is the Extension proposal.

Very truly yours,

CONSUELO M. UNTALAN, Ph.D.
Extension Services Focal Person

OFFICE OF THE PRESIDENT
RECEIVED
DATE:
TIME:
BY:

Noted:

STF - 1071
164-200-12-00708

FRANKIE M. AFABLE, DBMHM
Campus Executive Director

ELISA M. AGONCILLO
Director for Extension Services

Recommending Approval:

JOELENE C. LEYNES
Chief Administrative Officer – Finance

LEONEL C. MENDOZA, MSc
OIC-Vice-President for Research, Innovation, Technology and Extension

Approved:

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

2 0225

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VISION

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

MISION

The University commits to produce 21st – century skilled professionals and generate and commercialize innovative technologies by providing excellent and relevant services in instruction, research, extension, and production through industry-driven curricula, collaboration, internationalization, and continual organizational growth for sustainable development.

GOAL

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

OBJECTIVES

Strengthen the capabilities of the institution to:

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

1. PROGRAM PROFILE:

A. Title of the Project : Pamaskong Handog for Indigenous Families in San Cristobal, Victoria, Oriental Mindoro

B. Head of the Agency: DR. ENYA MARIE D. APOSTOL
SUC President III

B.1. Project Leader/Coordinator: ELISA M. AGONCILLO
Director for Extension

C. Cooperating Agency:
Barangay San Cristobal, Victoria, Oriental Mindoro

D. Implementers: DR. CONSUELO M. UNTALAN
MA. CHRISTINE MAE C. CULIS
SANTIAGO P. UNTALAN JR.

E. Program Cost: Php. 49,000.00 STF - 1071
164-200 - 12- 007 08

F. Project Site: MINSU-Main Campus, Victoria, Oriental Mindoro

G. Direct Beneficiaries: 45 Indigenous Families

G. Program Duration: December 2025

I. Funding Agencies: MINDORO STATE UNIVERSITY-Extension Unit Calapan City Campus

J. SDGs

SDG 1: No Poverty
SDG 2: Zero Hunger
SDG 3: Good Health and Well-being
SDG 4: Quality Education
SDG 10: Reduced Inequalities
SDG 17: Partnerships for the Goals

II. **Rationale:**

The Mindoro State University (MinSU), through its Extension Services Unit, remains committed to fostering inclusive community development and supporting marginalized sectors across Oriental Mindoro. In line with this mandate, the Pamaskong Handog Outreach Project is proposed to extend meaningful assistance to the indigenous communities of Barangay San Cristobal, Victoria, Oriental Mindoro, particularly the Hanunuo and Tadyawan Mangyan tribes, comprising approximately 45 families.

Indigenous peoples (IPs) continue to face persistent socio-economic challenges, including limited access to necessities, healthcare, nutrition, and educational opportunities. These constraints are especially evident among IP children and infants, who are at heightened risk of malnutrition, illness, and health-related vulnerabilities. As the Christmas season approaches, a time traditionally associated with generosity, community unity, and compassion, there is an opportunity to help ease these burdens through targeted support.

The Pamaskong Handog initiative seeks to provide grocery packs, as well as vitamins and basic medicines for babies and children, addressing both immediate nutritional needs and health concerns. By offering these essential items, MinSU aims to help improve the well-being of IP families while demonstrating genuine care and solidarity.

It also strengthens the university's partnership with indigenous communities and fosters greater awareness and sensitivity among MinSU faculty, staff, and student volunteers regarding the lived experiences of the Hanunuo and Tadyawan Mangyan groups.

Through this outreach effort, the Extension Service Unit envisions promoting inclusive development, nurturing a spirit of Bayanihan, and honoring the resilience and cultural heritage of the Hanunuo and Tadyawan Mangyan families. Ultimately, the project aspires to create a positive and lasting impact that extends beyond the holiday season, contributing to MinSU's broader mission of empowering communities and uplifting lives.

III. Objectives

General Objective

To provide essential support and promote the health, well-being, and inclusivity of the Hanunuo and Tadyawan Mangyan families in Barangay San Cristobal, Victoria, Oriental Mindoro through the distribution of grocery packs, vitamins, and basic medicines as part of the Pamaskong Handog Outreach Project.

Specific Objectives

1. To distribute grocery packs to 45 indigenous families to help address their immediate food and nutritional needs during the Christmas season.
2. To provide vitamins and basic medicines for babies and children to support their nutritional health, boost immunity, and reduce vulnerability to common illnesses.
3. To strengthen MinSU's partnership with the Hanunuo and Tadyawan Mangyan communities by fostering meaningful engagement and demonstrating institutional care and support.
4. To promote awareness, cultural sensitivity, and service-learning among MinSU faculty, staff, and student volunteers through direct involvement in outreach activities.
5. To help reduce health and socio-economic disparities faced by indigenous communities by extending assistance that supports their overall well-being.

IV. Methodology

1. **Coordination and Planning**.

a. Coordinate with local leaders and representatives of the Hanunuo and Tadyawan Mangyan communities and Barangay Captain in Barangay San Cristobal to ensure cultural sensitivity and proper scheduling.

2. **Resource Mobilization**
a. Identify required goods and materials such as grocery packs, vitamins and medicine.
b. Mobilize resources through institutional support, donations, and volunteer contributions.
c. Prepare procurement and packaging of goods, vitamins and medicine for 45 households.

3. **Volunteer Orientation and Task Assignment**
a. Conduct a briefing for student and faculty volunteers on cultural protocols, safety guidelines, and assigned tasks.
b. Assign committees such as logistics, documentation, distribution, and community engagement.

4. **On-site Implementation**
a. Transport goods and materials to the designated venue in Barangay San Cristobal.
b. Conduct the Pamaskong Handog activity, including distribution of grocery packs, vitamins and medicines short messages of solidarity, and simple community engagement activities.
c. Ensure respectful interaction aligned with cultural norms of the Hanunuo and Tadyawan Mangyan tribes.

5. **Monitoring and Documentation**

a. Document activities through photos, attendance, and narrative reports.
b. Gather brief feedback from beneficiaries and partner community leaders.

6. **Post-Activity Evaluation and Reporting**

a. Hold an internal evaluation among organizers and volunteers to assess strengths and areas for improvement.
b. Prepare a terminal report summarizing achievements, challenges, beneficiary feedback, and recommendations for future outreach initiatives.

VI. Expected Outputs

- **Forty-five (45) Christmas Food Packs Distributed**
  Each indigenous household (Hanunuo and Tadyawan) receives a complete food pack containing staple items and holiday essentials, vitamins and medicines.
- **Documented Outreach Activity**
  Photo and video documentation, attendance sheets, and narrative accounts of the entire event are compiled.
- **Community Engagement Activities Conducted**
  At least one interactive activity (e.g., short program, messages of solidarity, simple games for children) is successfully delivered.
- **Terminal Report Prepared and Submitted**
  A comprehensive project completion report including achievements, challenges, feedback, and recommendations is finalized and submitted to the Extension Unit and concerned offices.
- **Strengthened Partnership with IP Communities**
  A record of renewed commitments or agreements for future collaborative engagements is produced.
- **Feedback from Beneficiaries and Community Leaders**
  Collected verbal or written feedback documenting the community's response and suggestions for improvement.

VII. Budgetary Requirements

Grocery Items				
Unit	**Items**	**Quantity**	**Unit Price**	**Total**
Pack	Rice (5kg)	45	310.00	13,950.00
pack	Spaghetti (1.6 kg)	45	126.00	5,670.00

CamScanner

pack	Bihon (500g)	45	45.00	2,025.00
pack	Loaf Bread (400 g)	45	62.00	2,790.00
pack	Biscuit	45	68.00	3,060.00
can	Sardines (155 g.)	90	26.00	2,340.00
can	Corned Beef (150 g.)	45	38.00	1,710.00
can	Canned goods (155 g.)	90	37.75	3,397.50
sachet	Twin Pack Coffee (40g)	225	14.80	3,330.00
sachet	Powdered Milk (33g)	135	11.85	1,599.75
pack	Canton Noodles (80 g)	135	15.75	2,126.25
pack	Instant Noodle Soup (55g)	135	9.00	1,215.00
bottle	Soy Sauce (350 ml.)	45	20.70	931.50
bottle	Vinegar (350 ml.)	45	19.00	855.00
	Sub-Total			***45,000.00***
Medicines for Children				
Btl.	Multivitamins 60ml	25	28.00	700.00
Btl.	Ascorbic Acid syrup 60ml	25	28.00	700.00
Btl.	Ascorbic Acid drops 60ml	25	25.00	625.00
Btl.	Paracetamol 250mg/5ml.	25	25.00	625.00
Btl.	Carbocisteine syrup 100mg/5ml	25	28.00	700.00
Btl.	Carbocisteine drops100mg/5ml	25	26.00	650.00
	Sub-Total			***4,000.00***
	Grand Total			***49,000.00***

**The Budgetary expenditures will be shouldered by the Extension Services Office - MinSU - Calapan City Institutional Extension Activities under Other Maintenance and Operating Expenses).

Prepared by:

STF - 1071
164 -200 - 12 - 00708
5029999000

CONSUELO M. UNTALAN, Ph.D.
Extension Services Focal Person

Noted by:

FRANIE M. AFABLE, DBMHM
Campus Executive Director

ELISA M. AGONCILLO
Director for Extension Services

Certification of Availability allotment:

CAROL G. DIMAILIG
Budget Officer II

Recommending Approval:

JOELENE C. LEYNES
Chief Administrative Officer – Finance

LEONEL C. MENDOZA, MSc
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Approved:

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OFFICE OF THE PRESIDENT
RECEIVED
DATE: DEC 09 2025
TIME: 9:01 5752
BY: Maria Leiden V. Gaud

CONSUELO M. UNTALAN, Ph.D.
Extension Services Focal Person

Noted:

FRANIE M. AFABLE, DBMHM
Campus Executive Director

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164-200-12-00708

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Director for Extension

C. Cooperating Agency:
Barangay San Cristobal, Victoria, Oriental Mindoro

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	Grand Total			***49,000.00***

**The Budgetary expenditures will be shouldered by the Extension Services Office - MinSU - Calapan City Institutional Extension Activities under Other Maintenance and Operating Expenses).

Prepared by:

STF - 1071
164 -200 - 12- 00708
5029979000

CONSUELO M. UNTALAN, Ph.D.
Extension Services Focal Person

Noted by:

FRANIE M. AFABLE, DBMHM
Campus Executive Director

ELISA M. AGONCILLO
Director for Extension Services

Certification of Availability allotment:

CAROL G. DIMAILIG
Budget Officer II

Recommending Approval:

JOELENE C. LEYNES
Chief Administrative Officer – Finance

LEONEL C. MENDOZA, MSc
OIC-Vice-President for Research, Innovation, Technology and Extension

Approved:

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

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NARRATIVE REPORT

Quarter: 1 / 2 / 3 / **4**

Program Title (if applicable): _____
Extension Project Title: Pamaskong Handog for Indigenous Families in San Cristobal, Victoria, Oriental Mindoro
Proponent/s: Extension Services Office Calapan Campus
Venue/Location/Medium: San Cristobal, Victoria, Oriental Mindoro
Date Conducted: December 19, 2025
Total No. of Beneficiaries/Participants: 45
Profile of Beneficiaries/Participants: Indigenous Families
Number of Trainees Weighted by the length of training: _____
% of Partners who rate the activity as satisfactory or higher: _____

Personnel Involved:	College/Institute/Office	Position/Designation (if applicable)
1. 2. 3. 4. 5.		

Resource Person/s	Agency/Organization	Position/Designation (if applicable)
1. 2.		

Introduction

The Pamaskong Handog for Indigenous Families was conducted as a social responsibility and outreach initiative aimed at extending assistance, compassion, and holiday cheer to marginalized communities. The activity was held in San Cristobal, Victoria, Oriental Mindoro, and benefited forty-five (45) indigenous families. The program sought to promote inclusivity, strengthen community relations, and provide support to indigenous households, especially during the Christmas season.

The initiative emphasized the spirit of giving and solidarity, recognizing the importance of acknowledging and supporting indigenous communities while respecting their culture, dignity, and way of life. Through this activity, the organizers aimed to foster goodwill, compassion, and a sense of shared humanity among beneficiaries and stakeholders.

Knowledge or Learning Acquired

Through the activity, both organizers and beneficiaries gained a deeper appreciation of the value of community outreach and social responsibility. The beneficiaries were reminded of the importance of unity, cooperation, and mutual support within the community, especially during challenging times.

The activity also increased awareness among participants and volunteers on the cultural sensitivity required when engaging with indigenous communities. It highlighted the importance of respect, empathy, and understanding in delivering assistance programs that are meaningful and dignified.

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Observations

During the conduct of the activity, the indigenous families actively participated and showed appreciation for the assistance provided. The distribution of goods was orderly and respectful, ensuring that all 45 families were served fairly and efficiently.

It was observed that the activity created a warm and positive atmosphere, strengthening the bond between the organizers and the community. The presence of families, including children and elders, fostered a sense of togetherness and holiday spirit, reinforcing the impact of the initiative beyond material support.

Recommendation/s

It is recommended that similar outreach activities be continued and expanded to reach more indigenous communities, particularly during special occasions and times of need. Sustained engagement can help build long-term relationships and trust between institutions and indigenous groups.

Coordination with local leaders and indigenous representatives is also recommended to ensure that future activities remain culturally appropriate and responsive to the actual needs of the community. Additionally, incorporating complementary support such as livelihood assistance, health services, or educational programs may further enhance the long-term impact of future initiatives.

Photo Documentation

Sets of photos taken which include pre-conduct of the activity (i.e. planning, meeting, etc.), training/extension proper (i.e. activities conducted), and conduct of post-evaluation (i.e. rating/conduct of evaluation survey. Provide brief captions describing the picture (or set of pictures).








FAMILY DAY 2025




FAMILY DAY

Prepared by:

MA. CHRISTINE MAE C. CULIS
Science Research Assistant

Checked & Verified by:

_____
Project/Extension Leader

Reviewed by:

_____
Extension Staff

Noted:

ELISA M. AGONCILLO
OIC - Director for EKTT

Comments:

_____
_____
_____
_____
_____
_____.

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28

BAGONG PILIPINAS

PAMASKONG HANDOG FOR INDIGENOUS FAMILIES

San Cristobal, Victoria, Oriental Mindoro
December 19, 2025

MMC-EXT-04-003

No.	Pangalan	Kasarian		Edad	Tribo			Tirahan	Pirma
		Lalaki	Babae		Alangan	Hanunuo	Iba pa (pakisulat)		
1	Rossel A Manggubat		✓				tadyawan	Sitio 4	
2	Mylyn Mangubat		✓				tadyawan		
3	CAREN Macapuno		✓				tadyawan	Sitio 4	
4	ROWENA		✓				tadyawan	Sitio 4	
5	Toto A Mangubat	✓					tadyawan		
6	Rufino M. Salamat	✓					tadyawan	Sitio 4	
7	Nene M. Salamat		✓				tadyawan	Sitio 4	
8.	Ronaly Casigig		✓				tadyawan	sitio 4	
9	Roger Manalo		✓				tadyawan	vitio 4	
10	RODELYN M. ABA		✓				tadyawan	SITIO 4	
11	Carol Larico		✓				cuta	Sitio 4	
12	Leo B Garachico	✓					tadyawan	Sitio 3	
13	Sibella R. Garachico		✓				tagalog	Sitio 3	

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No.	Pangalan	Kasarian		Edad	Tribo			Tirahan	Pirma
		Lalaki	Babae		Alangan	Hanunuo	Iba pa (pakisulat)		
14	Joe Boy Puya	✓					Ata	Sitio 1	
15	Francing Agoba		✓				tadyawan	sitio 3	
16	Roan Colorado		✓				tadyawan	sitio 3	
17	~~San Yucan~~								
18	Judith Macapuno		✓				tadyawan	sitio 4	
19	Sonia Bernabe		✓				tadyawan	Sitio 3	
20	MIMFA		✓				tadyawan	sitio 3	
21	Carlo Larico		-				aeta	Sitio 4	
22	Rhoda del Mundo		✓					sitio 4	
23	Mami Riduma		✓						
24	Kathlyn Margubat		✓				tadyawan		
25	Trixie Loraine		✓						
26	Rybian C. Gempes	✓						sitio 2	

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San Cristobal, Victoria, Oriental Mindoro
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		Lalaki	Babae		Alangan	Hanunuo	Iba pa (pakisulat)		
27	Belbie	✓		[illegible]					[illegible]
28	Noemi		✓	[illegible]					[illegible]
29	Madel		✓	[illegible]					[illegible]
30	Sebeng		✓						
31	Tiya		✓						
32	Angga	✓		[illegible]			tagyawan		[illegible]
33	ROBEN								[illegible]
34	Maricor Rico		✓					San cristobal	[illegible]
35	Megvin Atyo	✓		[illegible]			tadyawan		
36	Mytene Mangubal		✓						[illegible]
37	Raymon Bernabe	✓		[illegible]			Hanunuo	San cristobal	[illegible]

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BAGONG PILIPINAS

PAMASKONG HANDOG FOR INDIGENOUS FAMILIES

San Cristobal, Victoria, Oriental Mindoro
December 19, 2025

MMC-EXT-04-003

No.	Pangalan	Kasarian		Edad	Tribo			Tirahan	Pirma
		Lalaki	Babae		Alangan	Hanunuo	Iba pa (pakisulat)		
1.	Ayto R. Macapumo		✓				tadyawan	San cristobal	A
2.	Babylyn M. Manggubat		✓				tadyawan	San cristobal	
3.	Melanie M. Larico		✓				tadyawan	San cristobal	
4.	Riabyn M. Manggubat		✓				tadyawan	San cristobal	alyn
5.	ariel R. macapuno		✓				tadyawan	San cristobal	a
6.	Ima k. Manggubat		✓				tadyawan	San cristobal	
7.	Raynalyn M Casidsid		✓	2			hanunoo	San cristobal	Ra alyn
8	Mai M. Cruzado		✓	1			Tadyawan	San cristobal	
9.	REVELYN RAMAT		✓	5				San Cristobal	
10	Alma Villamen		✓	7			tadyawan	San Cristobal	
11	Judy M Villamin		✓	2			tadyawan	San Cristobal	—
12	Allan M. Villamin	✓					tadyawan	San Cristobal	—
13	Julios M. Villamin	✓					tadyawan	San Cristobal	Ul os

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		Lalaki	Babae		Alangan	Hanunuo	Iba pa (pakisulat)		
	Mirna Manggubat		✓				Tadyawan	San Cristobal	
	Rowenn Manalo		✓	4			Buhid	San Cristobal	R [illegible]eno
	CLARICE LARICO		✓	1			TADYAWAN	San CRISTOBAL	[illegible]ao
	Marina Kabulo		✓	6			Tadyawan	San Cristobal	
	Princess Shiela Kabulo		✓				Tadyawan	San Cristobal	

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