



## C.1. Evidence of community participation in the planning and implementation of extension projects/activities.

### ➤ Minutes of Meeting during the conduct of planning

**Project Title:** Strengthening Mother-Tongue Based Education of Elementary Teachers in DepEd Cotabato through Instructional Materials Development and Validation

**Date:** November 10, 2023

**Time:** 10:00 AM

**Venue:** Dean's Office

#### Attendance

- Philip Lester Benjamin
- Sandra Nanding
- Arnel Toledo
- Jennifer Pama
- Leorence Tandog
- Debbie Marie Verzosa
- Leonard Paleta
- Jupiter Pilongo
- Anna Jean Garcia
- Daryl Mae Mamon
- Roel Valenton
- Rowel Madio
- Lawton John Yabes
- Jeaneth Licaros
- Meriam Rubio
- Florie Jane Tamon

#### Agenda

1. Schedule of Field Visit to Nangaan Elementary School
2. Preparation of Materials for the Activity
3. Food and Transportation Arrangement

#### Discussion

- The team agreed to visit Nangaan Elementary School on November 16, 2023 (morning) to conduct pre-test activities and interviews with teachers.
- Learning materials such as instructional comics and project orientation program will be finalized and printed.
- Pre-test instruments for teachers will also be prepared.
- Arrozcaldo will be served to the pupils during the activity.
- Packed lunch will be provided for participating teachers.
- Two cars will be used for the field visit to accommodate team members and materials.

**Meeting end at 12:30PM**

**Prepared by:**

  
**SANDRA NANDING**  
Project Member



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**Project Title:** *Strengthening Mother-Tongue Based Education of Elementary Teachers in DepEd Cotabato through Instructional Materials Development and Validation*

**Date:** November 16, 2023

**Time:** 9:00 AM

**Venue:** Nangaan Elementary School

**Attendance:**

- Philip Lester Benjamin
- Sandra Nanding
- Arnel Toledo
- Jennifer Pama
- Leorence Tandog
- Leonard Paleta
- Jupiter Pilongo
- Anna Jean Garcia
- Daryl Mae Mamon
- Jeaneth Licaros
- Meriam Rubio
- Florie Jane Tamon
- Romina Tacuken
- Bhai Magunto
- Muhaima Balayman
- Mona Alon
- Sarah Lumambas
- Amelaida Kasan
- Roshaida Kamensa
- Fatima Afdal
- Sarah Jean Sarapudin
- Mikko Angela Eliyas

**Purpose of Meeting**

To formally introduce the extension project to Nangaan Elementary School, establish collaboration, and gather input for the design and implementation of instructional materials in mathematics.

**Discussion**

- The school principal expressed appreciation and full support, sharing that it was the first time the school received this kind of external support.
- Teachers shared that they experience difficulty understanding and teaching math, particularly fractions.
- They expressed the need for new strategies and techniques for teaching challenging math topics in a way that is easy for students to understand.
- The project team proposed a training session on Instructional Materials (IM) development, which was warmly welcomed by the teachers.
- Teachers agreed to collaborate in refining existing IMs, ensuring that materials are relevant, useful, and aligned with their classroom needs.
- A training session for teachers on how to develop and implement localized IMs will be scheduled soon.
- It was agreed that a group chat (GC) will be created to ensure smooth coordination and faster updates regarding training and other activities.

**Meeting end at 11:00 AM**

**Prepared by:**

  
**SANDRA NANDING**  
Project Member



Minutes of Meeting

Date: March 28, 2025

Time: 10:00 AM

**MEETING on Math Dept Extension**

**INITIAL PLANNING**

✓ MOA w/ Deptd [do Main Debate] @ 2 ✓

Schedule

**Capacity building [April 4, 2025]**

GS to join Summer Institute in Linguistics

- to attend
- training design
- laminate materials

withdraw  
not voted

i) **Needs assessment** - interview teachers  
do Bryan Flores those topics that hindi natuto

ii) **Capacity building**  
2 days  
Workshop  
speaker: lecturer online  
topics: mathematics teaching  
Im development  
non-routine problems

Ian Garcia (online) / Flor Francisco  
 Delaine Verzosa  
 Leovince Tandog }  
 Jearon Livao } Ro-echo ICME@Ateneo

Tentative Date: May 30-31, 2025 [Fri & Sat]  
 Venue: Graduate School



- Ask in SP Register ID, 12, HRMAN about official receipts

Output of the seminar:

DepEd endorsement - to process @ Koronadal  
Apply for CPD units

- Validation during workshop
- Template that they will use to enhance their IMs
- Action research [Puyos / Dr. Bill]

Topics: [SEMINAR]

1.) Development of representation approach -  
learning materials [Debbie Verzosa]

May 30, 8:30 - 10am / GS Hall

2.) Writing good math problems [Ivan Garcia w/ Razel Madrid]

May 30, 10:30am - 12pm / GS Hall based

3.) Workshop  
1 - 3 pm

4.) a. Action research [Aurea Puyos]

May 30, 3pm / GS Hall

b. Design-based research [Lorenna Tarloos w/ Jeanette Licaros]

May 31, 8:30 am - 10am

5.) Workshop

Time: 10:30am



### Committee:

Instructional Design / Application form / Eval Form - [Ruel  
Anne  
Sandara]  
Compile CVs in PRC template - Lawton Jupiter  
Financial projection - Daryl Mamon  
Certificates - Lawton / Jupiter -  
Pub Mat - Benjamin  
Program of activities - Ruel

Deadline: MONDAY [March 31, 2025]

Registration: Php 2,000

Registration form: "I commit to attend"

Conference Chair: Benjamin / Tarkog

Title:

Documentation: Manuel Lisondra /  
completion  
report  
MST and PhD students



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**GRADUATE SCHOOL**



**Planning Meeting for the 2025 Training-Workshop**





## Minutes of Meeting

**Date:** May 24, 2025

**Time:** 4:00 PM – 5:00 PM

**Venue:** Google Meet (Online)

## Agenda

1. Final preparations for the May 30–31 training-workshop
2. Distribution of tasks and responsibilities

## Attendance:

- |                          |                     |                       |
|--------------------------|---------------------|-----------------------|
| ○ Philip Lester Benjamin | ○ Leonard Paleta    | ○ Jeaneth Licaros     |
| ○ Sandra Nanding         | ○ Jupiter Pilongo   | ○ Jead Macalisang     |
| ○ Arnel Toledo           | ○ Anna Jean Garcia  | ○ Fitzmee Ann Tamulak |
| ○ Jennifer Pama          | ○ Daryl Mae Mamon   | ○ Hannah Jane Palmos  |
| ○ Leorence Tandog        | ○ Roel Valenton     | ○ Jaymark Diaya       |
| ○ Debbie Marie Verzosa   | ○ Rowel Madio       | ○ Normaila Putong     |
|                          | ○ Lawton John Yabes | ○ Dominic Carajay     |

## Discussion

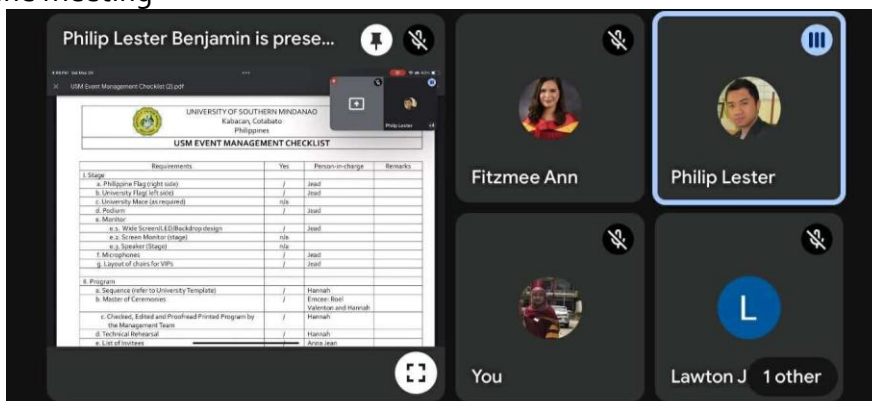
### A. Task Checklist and Assigned Persons

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Venue Setup           <ul style="list-style-type: none"> <li>✓ TV screen at the back</li> <li>✓ White screen for projection</li> <li>✓ Laptop assigned per TV screen</li> </ul>           In-charge: Jead Macalisang         </li> <li>2. Audio Equipment           <ul style="list-style-type: none"> <li>✓ wireless microphones( 2 for speakers, 2 for audience, 1 for emcee)</li> </ul> </li> <li>3. Backup batteries for mics</li> </ol> | <ol style="list-style-type: none"> <li>4. 2 electric fans (in case air-conditioning fails)</li> <li>5. Training Materials           <ul style="list-style-type: none"> <li>✓ Markers, Bond paper, Manila paper, Ballpens</li> </ul>           In-charge: Fitzmee Ann Tamulak         </li> <li>6. Restroom Check           <ul style="list-style-type: none"> <li>✓ Ensure comfort rooms (CR) are functioning and accessible</li> </ul>           In-charge: Jay Mark Diaya         </li> </ol> |
|--|---|

B. All team members agreed to finalize preparations by May 29, 2025.

C. A short final coordination briefing will be scheduled prior to the workshop day.

## Screenshot of online meeting





➤ **Programs conducted**

**UNIVERSITY OF SOUTHERN MINDANAO**  
**COLLEGE OF SCIENCE AND MATHEMATICS**  
 Kabacan, Cotabato

## EXTENSION PROJECT

STRENGTHENING MOTHER-TONGUE BASED EDUCATION  
 OF ELEMENTARY TEACHERS IN DEPED COTABATO  
 THROUGH INSTRUCTIONAL MATERIALS DEVELOPMENT  
 AND VALIDATION

**November 16, 2023 | 12:30 PM**  
 Nangaan, Kabacan, Cotabato

### PROGRAM

12:30PM – 1:00PM	Registration
1:00PM – 2:00PM	Presentation of Extension Project Overview and Team Members (Florie Jane Tamon)
2:00PM – 2:15PM	Open Forum
2:15PM-4:00PM	Conduct Needs Assessment/ Pre-Test
4:00PM-4:15PM	Evaluation
4:15PM-4:30PM	Closing Remarks (Leonard M. Paleta)

**Facilitators**

Philip Lester P. Benjamin  
 Leonard M. Paleta  
 Jonald L. Pimentel  
 Jupiter G. Pilongo  
 Florie Jane Tamon  
 Anna Jean S. Garcia  
 Roel S. Valenton  
 Meriam M. Rubio  
 Sandra A. Nanding  
 Jeaneth R. Licaros  
 Rowel P. Madio  
 Arnel B. Toledo  
 Leorence C. Tandog  
 Debbie Marie B. Versoza  
 Honey Vincent V. Valle  
 Daryl Mae C. Mamon  
 Jennifer R. Pama

**UNIVERSITY OF SOUTHERN MINDANAO**  
**COLLEGE OF SCIENCE AND MATHEMATICS**  
 DEPARTMENT OF MATHEMATICS AND STATISTICS

## EXTENSION PROJECT

STRENGTHENING MOTHER-TONGUE BASED EDUCATION  
 OF ELEMENTARY TEACHERS IN DEPED COTABATO  
 THROUGH INSTRUCTIONAL MATERIALS DEVELOPMENT  
 AND VALIDATION

**April 22, 2024 | 7:30 AM**  
 GS Hall, USM

### PROGRAM

- 7:30 AM – 8:00 AM  Registration
- 8:00 AM – 8:15 AM  Welcoming Remarks by Dr. Philip Lester Benjamin
- 8:15 AM – 8:45 AM  Presentation of Pre-test Result by Dr. Leorence Tandog
- 8:45 AM – 11:45 AM  IM Development Speaker: Dr. Debbie Marie Verzosa
- 11:45 AM – 12:00 PM  Evaluation
- 12:00 PM – 1:00 PM  Lunch
- 1:00 PM – 2:00 PM  Validation of IMs

**Roel S. Valenton**  
Emcee

Time (Day/Time Duration)	Topic/Activity (Title of the Lecture/Discussion)	Speakers/Presentors/Personnel
<b>May 30, 2025 (Friday)</b>		
7:30 - 8:30 AM	Arrival/Settling In/Registration	Secretariat
8:30 - 9:00 AM	Opening Program Welcome Remarks Inspirational Message Overview of the Seminar Workshop	GS Students Dr. Philip Lester P. Benjamin Dr. Jonald L. Pimentel <i>SUC President IV</i> Dr. Leorence C. Tandog
9:00 - 10:15 AM	<b>Lecture 1: Action Research</b>	<b>Speaker: Ms. Aurea Puyos</b> Senior Instructor, Notre Dame of Kidapawan College  <b>Moderator: Prof. Roel S. Valenton</b> Associate Professor, USM
10:15 - 10:45 AM	Break	
10:45 - 12:00 PM	<b>Lecture 2: Writing Good Math Problems (Online Mode)</b>	<b>Speaker: Dr. Ian June L. Garces</b> Associate Professor, Ateneo de Manila  <b>Moderator: Prof. Rowel P. Madio</b> Associate Professor, USM
12:00 - 1:00 PM	Lunch Break	
1:00 - 2:15 PM	<b>Lecture 3: Development of Representation Approach - Learning Materials</b>	<b>Speaker: Dr. Debbie Marie B. Versoza</b> Professor, USM  <b>Moderator: Dr. Leonard M. Paleta</b> Associate Professor, USM
2:15 - 2:30	Break	
2:30 - 3:40 PM	WORKSHOP	Facilitators: MST and PhD students
3:40 - 4:40 PM	Paper Presentation: ➤ Bridging Ethnomathematical Practices of Obo Manobo Tahiti Farmers and Mathematics Education (Phase 2): Designing Mathematical Problem and Exploring Teachers' Perception ➤ THE APPLICATION OF ENHANCED DAMATH IN LEARNING OPERATIONS ON INTEGERS AND DEVELOPING STRATEGIC THINKING ➤ The Effect of PowToon to the Proficiency Level in General Mathematics of Grade 11 Students in Bacongco National High School	<b>Presentors: Wendrell Juntilla</b> <b>Cherrylee Buhay</b> <b>Elaine Grace H. Adto</b>  <b>Moderator:</b> <b>Prof. Fitzmee Ann D. Tamulak</b> Instructor, USM

Time (Day/Time Duration)	Topic/Activity (Title of the Lecture/Discussion)	Speakers/Presentors/Personnel
<b>May 31, 2025 (Saturday)</b>		
8:00 - 8:15 AM	Arrival/Settling In	Secretariat Participants
8:15 - 8:30 AM	Recap of the Previous Day Activities	Participants
8:30 - 10:00 AM	<b>Lecture 4: Design-Based Research</b>	<b>Speakers: Dr. Leorence C. Tandog</b> Professor, USM <b>Prof. Anna Jean S. Garcia</b> Associate Professor, USM  <b>Moderator: Prof. Sandra A. Nanding</b> Instructor, USM
10:00 - 10:30	Break	
10:30 - 12:00 PM	WORKSHOP	Facilitators: MST and PhD students
12:00 - 1:00 PM	Lunch Break	
1:00 - 2:00 PM	Group Presentation & Feedbacking	Participants
2:00 - 2:15 PM	Break	
2:15 - 3:15 PM	Paper Presentation: ➤ The Role of Manipulatives and Low-Floor High-Ceiling Tasks on the Six Trigonometric ratios MATHEMATICAL CONCEPTS EMBEDDED IN THE SYMMETRIC PATTERNS OF MAGUINDANAAGS' WOVEN TEXTILES ➤ Automated Formative Feedback for Learning Statistics and Cultivating Growth Mindset among College Students	<b>Presentors: Apple Mae Valencia</b> <b>Jeric Raquel</b> <b>Bernadeth L. Bañados</b>  <b>Moderator: Dr. Paul John B. Ongcoy</b> Associate Professor, USM
3:15 - 4:00 PM	Closing Program/Awarding of Certificates Evaluation of Speakers/Conference	Dr. Philip Lester P. Benjamin Secretariat



➤ **Community Involvement**



Inception meeting and conduct of needs assessment



This photo was captured during our visit to Nangaan, Kabacan, Cotabato, where we conducted a needs assessment and held an inception meeting. Prior to our activities, we sought permission from the Barangay Captain as a courtesy. Our visit aimed to understand the community's needs and gather insights.





**Training session on instructional material development led by Dr. Verzosa, held at the GS Hall, USM.**



**Group photo with Teachers of Nangaan Elementary School and USM - Math & Stat Faculty**





**Picture 1.**



Lecture on instructional design using representation approach by Dr. Verzosa

**Picture 2.**



Participants collaborate actively during the hands-on workshop session

**Picture 3.**



Workshop participants present their collaborative output to the group

**Picture 4.**



Group photo with participants and training facilitators from USM



Courtesy meeting with the new principal of Salvacion High School.



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Orientation meeting with Salvacion HS teachers.



PhD Ed and MST math students during deployment and implementation of LMs



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➤ Attendance sheet

University of Southern Mindanao  
 EXTENSION SERVICES CENTER  
 Kabacan, Cotabato  
**ATTENDANCE SHEET**

ACTIVITY: strengthening mother-tongue based education of elementary teachers in peped Cotabato through instructional materials development and validation

VENUE: GS Hall, USM DATE: APRIL 23, 2024

SPONSORS: \_\_\_\_\_

No.	Name	Gender	Designation/ Affiliation	Office/ Unit/ Organization	Mobile Number/ Email Address	Signature
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9.	DARYL Mae Namon	F	Math	Math	09504463259	[Signature]
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11.	Romina P. Tacunan	F	Teacher - I	MBHE - BARMM	0975250803	[Signature]
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14.	Muhaima M. Palapanon	F	T-III	MBHE - BARMM	09852411398	[Signature]
15.	MONA L. ANON	F	T-I	MBHE - BARMM	0946152546	[Signature]

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24.	Lawrence Tandang	F	Prap VI	GS/CSM		[Signature]
25.	Jonald L. Pimentel	M	Prof VI	Math & Stat.		[Signature]
26.	MARCOS J. ANACACION JR	M	Assoc I	Math & Stat		[Signature]
27.	Sarah B. Lumarobal					
28.	ARNEZ B. Tolosa			Math + Stat		
29.	ROSEL MARIC	M	Assoc Prof 4	Math & Stat		[Signature]
30.	PAUL EDUARDO ROMANAN	M	Assoc Prof 5	Math & Stat		[Signature]

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ATTENDANCE SHEET

Date:	May 30, 2023
Venue:	GS Hall, USM
Unit:	
[ ] Training [ ] Meeting	
Participants:	
Coordinator:	
Resource Speaker/s:	

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**ATTENDANCE SHEET**

Date:	
Venue:	
Unit:	
[ ] Training [ ] Meeting	
Participants:	
Coordinator:	
Resource Speaker/s:	

No.	Name	Office	Email Address/Contact No. (optional)	Signature
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 Kabacan, Cotabato  
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**ATTENDANCE SHEET**

Date:	
Venue:	
Unit:	
[ ] Training [ ] Meeting	
Participants:	
Coordinator:	
Resource Speaker/s:	

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63.	CAPRENA, Phillip S.	DOST SCHOLAR		<i>[Signature]</i>
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