

**Day 3: Computer Literacy Training – Workshop for Barangay Councils of
Malamote and its Stakeholders**

NARRATIVE REPORT

Activity Date: September 14, 2019

**Activity Title: Training – Workshop on Computer Literacy for Barangay Officials
and Stakeholders of Barangay Malamote, kabacan, Cotabato.**

Three (3) faculty from the Department of Computing and Library Information Science of the College of Engineering and Information Technology, University of Southern Mindanao namely Danilyn A. Flores, Clarence Dave G. Galas, and Elizabeth R. Genotiva, who is also the College Extension Coordinator, went to



Barangay Malamote, Kabacan, Cotabato on September 14, 2019 to continue the Computer Learning for Barangay Officials (CLEBO) which is one of the components of the RVG 4 ICT: Rural Villages on the Go for Information Communication Technology.

The group left Kabacan at 8:00 in the morning utilizing the car of Ms. Flores fueled using an 8-liter gasoline slip from the Extension Services Center claimed at the Petron Gasoline Station along National Highway, Kabacan, Cotabato.

The group arrived at the Malamote High School around 8:30 in the morning. The Extension Coordinator distributed Participants Information Sheet to the participants for filling up while the resource speakers prepared for their topics.



The first topic, which was the continuation of the Excel lesson, was started by Mr. Galas at around 9:00 in the

Annex E

morning in the computer room of the school. There were around twenty (20) participants composed of barangay officials, day care workers, barangay nutrition scholars, and students. Mr. Galas demonstrated how to create a graph using Microsoft Excel and told the participants to follow each step. Ms. Genotiva and Ms. Flores facilitated the participants and their inquiries. At the end of the topic, the participants were able to create their graphs and save their document. The speaker emphasized that graphs are a good way to present data and the participants appreciated its importance. Snacks followed after the first activity for the day courtesy of the Barangay Captain Mr. Roy L. Valdez. While having snacks, the participants filled up the Resource Person Evaluation form and submitted the forms to the coordinator.

After the snacks, the topic creating a Powerpoint presentation was started by Ms. Danilyn A. Flores at around 10:30 in the morning. Ms. Flores discussed the steps to create a powerpoint presentation through a powerpoint presentation. The speaker emphasized that presentations are a good way to present information. The



participants appreciated and had ideas on when they will create and use such presentations. After the presentation, Ms. Flores then asked the participants to follow the steps starting with creating a powerpoint file. Ms. Genotiva and Mr. Galas as well as the speaker facilitated the

participants and their inquiries.

The participants had fun especially in adding slide transitions and animations to their presentations and slide showed their presentation a couple of times. The topic ended with the participants saving their files. The participants then filled up another Resource Person and Overall



Training Evaluation form and submitted it to the coordinator.

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The workshop ended almost 12:00 in the afternoon. The participants thanked the group for new learnings. The group went home and arrived at Kabacan around 12:30 pm.



Prepared by:

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