



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
College of Engineering and Information Technology



August 1, 2019

Hon. Roy Valdez
Barangay Chairman,
Barangay Malamote, Kabacan, Cotabato

Sir:

The College of Engineering and Information Technology extension team would like to conduct a Training Needs Assessment in your Barangay Councils, Workers and stakeholders. In addition, we would like to ask permission from you to allow us to attend in your Barangay Councils Meeting on August 9, 2019 to present the plan for the conduct of the extension project of the college entitled "RVG4ICT: Rural Villages on the Go for Information and Communication Technology.

Thank you very much.

Respectfully yours,

Elizabeth R. Genotiva
CEIT Extension Coordinator &
RVG4ICT Project Leader

RECEIVED:
AUG 1, 2019 : 3:00PM

Attendance Sheet for Every Activity Conducted



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan, Cotabato



COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

ATTENDANCE SHEET

Extension Activity: **Planning**

Place: Barangay Malamote, Kabacan, Cotabato

Date: August 9, 2019

Project Name: RVG 4 ICT: Rural Villages on the Go for Information Communication Technology

No.	Name	Position/Designation	Signature
1.	Rebecca F. Catbagan	Brgy Sec	[Signature]
2.	ROY L. VALDEZ	Punong Brgy	[Signature]
3.	JOEL D. PAJARILLO	Brgy Kgd	[Signature]
4.	JESSIE R. PERALTA	Brgy. Kgd.	[Signature]
5.	Edzie B. Nimer	Purok Proa	[Signature]
6.	Jaime B. Nimer	Brgy. Kgd.	[Signature]
7.	Virginia H. Delfin	Brgy Kgd.	[Signature]
8.	Nancy G. Nimer	" "	[Signature]
9.	MARTIN R. MANGUBAT	ENCODER	[Signature]
10.	Shere Ann H. Valdez	BNC	[Signature]
11.	Nancy C. Quinsin	Brgy. Treas.	[Signature]
12.	Catherine C. Mariano	Dat	[Signature]
13.	Elly L. Magsano	Brgy. Clerk	[Signature]
14.	Colinda P. Dela Cruz	[Signature]	[Signature]
15.	Julietta B. Sulay	Brgy	[Signature]
16.			
17.			

Extension Meeting

2019. 08. 12

9:00 AM

DCUS OFFICE

Attendance:

E. R. Genotiva	-	Present
N. M. Corpuz	-	
D. A. Flores	-	
A. S. Agbunag	-	
F. G. Ranjo	-	
J. M. Martin	-	
J. T. Piamonte	-	
J. P. Lunad	-	
J. P. Serquina	-	

[Handwritten signatures and initials]

Agenda:

1. Updates on Extension project
2. Schedule of Training- Workshop
3. Other Matters

The meeting held at DCUS office was started at 9:00 AM.

The extension Coordinator of CENCON₂ the project leader of RVG41ET, Ms. Genotiva announced that Prof. Ranjo attended the session of the Barangay Council of Barangay Malabate, Kabacan, Cotabato last Friday, August 9, 2019.

Prof. Ranjo informed the group that the Barangay Council & other participants are now ready & excited for the Training - workshop to be conducted at Malabate High School ICT laboratory since it is the accessible place for the participants.

Prof. Ranjo added that The Barangay Council will shoulder the snacks of the Faculty ~~Staff~~ & participants of the said training-workshop.

Engr. Martin added that the fuel to be used in transportation will be shouldered by the LGU, but the extension coordinator needs to write a solicitation letter addressed to the Municipal Concilor.

Engr. Segura asked a question regarding the schedule of the training-workshop.

Mr. Benito answered that the CLERSO component will be the first to conduct but the entire group is also encouraged to join in the conduct of the said activity.

Prof. Ranjo added that the conduct of the training will be conducted every Friday since it is also a working day.

Mr. Benito added that the Faculty of DCUS will serve as the Trainer & Facilitator for the conduct of the training-workshop.

No other matters were discussed & the meeting adjourned at 10:20 in the morning.

Prepared by:

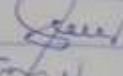
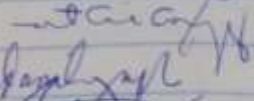
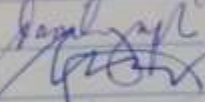
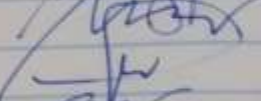
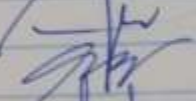
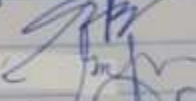
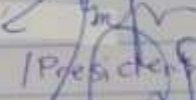


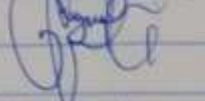
Narciso M. Corpuz
Project Staff
DCU Faculty

Extension Meeting

July 8, 2019

3:00 PM Accreditation Room

Attendance

1. Genotiva, E.R. - Project leader / Extension Coordinator 
2. Corpuz, N.M. - Project staff 
3. Flores, D.A. - Project staff 
4. Arellano, A.C. - Dean 
5. Agbunag, A.S. - Project Staff 
6. Ranjo, E.G. - Project Staff 
7. Guimel, A. - PSITS officer 
8. Tugamay, B. - PSITS officer / President 
9. Salcedo, A. - PSITS officer 
10. Obpon, T. - PSITS Officer 

The meeting presided by the Dean of the College, Engr. Alberto C. Arellano. It was started at 3:20 PM,

Dean Arellano gave thanks to the students leaders who responded to the meeting. He added that the students have role to do in the extension activities of the College. However, the Office of the Student Affairs requiring the students who will be out for extension activity to submit requirements the same with OJT and Field Trips.

Engr. Arellano also added that there are too many requirements to comply for a one day activity of the extension.

Prof. Ranjo agreed to Engr. Arellano and he added that students can be part of the extension project in preparation of the presentations to be used in the training-workshop.

Ms. Tugamay, President of PSITS committed that they will do the slide presentation preparation & help in the processing of collected data (Tally) on the Survey.

Ms. Genotiva, the college extension coordinator gave thanks to the student leaders. She also asks the Dean for the support (financial) to the extension project.

Engr. Arellano responded to Ms. Genotiva request. He added

that he will provide fuel & lunch for the faculty who will serve in the extension project.

Mr. Tugamay added in the other matters, the schedule of the FOSS Day.

The meeting was adjourned at 3:55 PM.

Prepared by:

Danielyn A. Flores
Danielyn A. Flores

Project staff / DELIS Faculty

Project Title: **RVG4ICT: Rural Villages on the GO for Information and Communication Technology**

Training Needs Assessment / Baseline Data

Table 1 shows that the 17 or 70.83% respondents were female. It also shows that majority of them were married and an Ilocano/Ilocana in tribe. They were diverse in terms of religion. Most of them were high school graduate and it further shows that the respondents have below 20,000 their income annually were 9 or 37.50%.

Table 1. Socio Demographic Profile of the respondents.

Characteristics	Respondents	Percentages
Gender:		
Male	7	29.17%
Female	17	70.83%
Marital Status:		
Single	1	04.17%
Married	19	79.17%
Widow	4	16.67%
Age:		
20-30	2	08.33%
31-40	6	25.00%
41-50	6	25.00%
51-60	7	29.17%
61 above	3	12.50%
Tribe		
Ilocano/Ilocana	22	91.67%
Ilonggo/Ilongga	2	08.33%
Religion		
Roman Catholic	12	50.00%
Protestant	9	38.00%
Camacop	1	04.00%
Church of Christ	2	08.00%
Educational Attainment		
Elementary	1	04.17%
High School Graduate	14	58.33%
College Graduate	9	37.50%
Annual Income		
Below 20,000	9	37.50%

20,001 – 40,000	8	33.33%
40,001 – 60,000	0	0.00%
60,001 – 80,000	5	20.83%
80,001 – 100,000	1	04.17%
100,000 Above	1	04.17%

Table 2 shows that 18 out of 24 or 75% of the respondents have no computer and only 5 out of 24 or 20.83% were using internet and have an email address. It further shows that only 4 or 16.67% of the respondents were internet for to search any topics.

Table 2. Computer Ownership and Internet Usage.

Questions	YES	Percentage	No	Percentage
Do you have a personal computer?	6	25.00%	18	75.00%
Are you using Internet?	5	20.83%	19	79.16%
Do you have email account?	5	20.83%	19	79.16%
Have you ever done an internet search for any topics?	4	16.67%	20	83.33%

Table 3 shows the frequency of the respondents in using computer. It shows that out of 13 respondents who answer the question, only 5 or 38.46% uses computer everyday. There were 3 or 23.07% uses computer once a week, 2 or 15.38% uses computer 2 or 3 times a week and 3 or 23.07% use computer once a month.

Table 3. Frequency of using computer.

Frequency	Respondents	Percentage
Everyday	5	38.46%
Once a week	3	23.07%
2 to 3 times a week	2	15.38%
Once a month	3	23.07%

Table 4 shows the applications or programs that the respondents use. It further shows that out 10 respondents who answer the question, 8 or 80.00%

use MS Word. Only 1 or 10.00% respondent who use both the MS Excel and MS Powerpoint.

Table 4. Which you have worked with at least a little?

Programs/Applications	Respondents	Percentage
MS Word	8	80.00%
MS PowerPoint	1	10.00%
MS Excel	1	10.00%

Table 5 shows the consolidated responses of the respondents on their skills on computer basics. It further shows that the respondents have minimum knowledge in the following skills: open, close and resize windows, use scroll bar, use a mouse, power / shutdown properly, printing documents, use the menu bar, open an application, save a file, make a new folder, rename a file and rename a folder.

On the other hand, the respondents have no knowledge on the save or retrieve from a flash drive, save or retrieve from the hard drive and rename a disk.

Therefore, the respondents have only minimum knowledge as the overall mean of 0.64.

Table 5. Consolidated responses of the respondents on their skills on computer basics.

Skills:	Mean	Verbal description
Do you know how to:		
open, close and resize windows	1.00	Minimum Knowledge
use the scroll bar	1.08	Minimum Knowledge
use a mouse	0.83	Minimum Knowledge
power/shutdown properly	1.08	Minimum Knowledge
print a document	1.00	Minimum Knowledge
use the menu bar	0.58	Minimum Knowledge
open an application	0.50	Minimum Knowledge

save or retrieve from a flash drive	0.46	No Knowledge
save or retrieve from the hard drive	0.42	No Knowledge
save a file and then know where it is saved	0.69	Minimum Knowledge
make a new folder	0.54	Minimum Knowledge
rename a file	0.50	Minimum Knowledge
rename a folder	0.50	Minimum Knowledge
rename a disk	0.42	No Knowledge
Overall	0.64	Minimum knowledge

Legend:

- 0 – 0.49 – No knowledge
- 0.50 – 1.49 – Minimum Knowledge
- 1.50 – 2.49 – I use Regularly
- 2.50 – 3.0 – I am Proficient

Conclusions:

Based on the results of the conducted survey on the basic knowledge and skills of the respondents, it shows that they only have minimum knowledge in using computers. Therefore, the training – workshop to be conducted will cover the following topics:

I. Working on Computers

- a. Hardware components
 - ✓ Input devices
 - ✓ Output devices
 - ✓ Storage devices
 - ✓ Processing devices
 - ✓ Telecommunication devices
- b. Power on / off the computer
- c. Keyboard parts and shortcuts
- d. Operation of the mouse

II. Word Processing (MS Word)

- a. Perform copy and paste, move the characters, word, paragraph, files and folders.
- b. Formatting characters (size, colors, style).
- c. Formatting paragraph (margins, indentions, tabs and spacing)
- d. Applying borders and columns and using bullets and numbering
- e. Working with tables
- f. Inserting shapes and images

- g. Printing documents (all pages, selected pages, number pages, collate)

III. Working with Spreadsheets (MS Excel)

- a. Moving around the worksheet
- b. Entering and editing data in the worksheet
- c. Formatting numbers
- d. Applying shades and borders
- e. Using formulas and functions
- f. Applying graphs and charts
- g. Printing (all and selected cells)

IV. PowerPoint Presentation

- a. Using templates
- b. Inserting slides, pictures, sound, video
- c. Applying animations
- d. Using timeline
- e. Packaging presentation

Based on the comments and suggestions on the survey conducted, some of the respondents wants to learn more on the following topics:

Local Area Network (wired connection)

- a. What is computer network?
- b. Components of LAN
- c. Steps on how to setup a LAN
- a. CMS appreciation
- d. Configuring and assigning IP address

Wireless Network Connection

- a. basic concept and information of LAN, WAN and internet distribution
- b. wireless broadband access
- c. configuration of simple point-to-point communication link
- d. crimping and IP addressing.

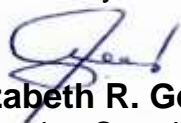
Geovisualization

- a. google earth
- b. mapping

Web Content Management

- b. Choosing template
- c. Uploading content on the platform
- d. Web hosting



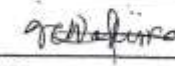
Prepared by:






Elizabeth R. Genotiva

Extension Coordinator &
RVG4ICT Project Leader

Participants Information Sheet

		University of Southern Mindanao EXTENSION SERVICES CENTER Poblacion, Kabacan, Cotabato Telefax: (064) 572-2517			
PARTICIPANT INFORMATION SHEET					
Name	Imelda C. Nadyro				
Home Address	Purok 4A				
Contact Number	09074279163				
Civil Status	Married	Sex	Female		
Birthdate	03-25-74	Birthplace	South Cot-		
Religion	Wesleyan				
Dialects Spoken	Tagalog, Ilonggo, Ilocano				
Highest Educational Attainment	H.G				
Degree/s obtained	0				
Training Courses Attended (last 3 years)					
Title of Training	Date	Venue	Sponsor/s		
For Community Participants only (farmers, fisherfolks, women, youth)					
No. of family member	Kelipi				
Main source of income	BIC				
Other source of income	BAW				
Membership in organizations					
Name of Organization	Position				
Signature: 					

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		University of Southern Mindanao EXTENSION SERVICES CENTER Poblacion, Kabacan, Cotabato Telefax: (064) 572-2517			
PARTICIPANT INFORMATION SHEET					
Name	RAY L. VADEZ				
Home Address	MALAMOTE, KABACAN, COTABATO				
Contact Number	09127610623				
Civil Status	MARRIED	Sex:	MALE		
Birthdate	DEC. 9, 1977	Birthplace	Gangsa, Igbo, Ilocano		
Religion	church of Christ				
Dialects Spoken	Ilocano				
Highest Educational Attainment	COLLEGE GRADUATE				
Degree/s obtained	MAED (UNIT)				
Training Courses Attended (last 3 years)					
Title of Training	Date	Venue	Sponsor/s		
RALDO (Budgeting)	JAN. 2019	Mindanao	COA / DBM		
For Community Participants only (farmers, fisherfolks, women, youth)					
No. of family member	3				
Main source of income	FARMING				
Other source of income					
Membership in organizations					
Name of Organization	Position				
BLGU - Malamote	Punang Pagh				
USA y NSA Sarangay	secretary				
Signature: 					

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University of Southern Mindanao
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PARTICIPANT INFORMATION SHEET

Name	Minda C Castada		
Home Address	Malamote Kab. cot.		
Contact Number	09204744232		
Civil Status	married	Sex:	F
Birthdate	10-6-1972	Birthplace	malamote
Religion	Wesleyan		
Dialects Spoken	Ilocano, tagalog		
Highest Educ'l Attainment	High school		
Degree/s obtained			

Training Courses Attended (last 3 years)

Title of Training	Date	Venue	Sponsor/s

For Community Participants only (farmers, fisherfolks, women, youth)

No. of family member	3
Main source of income	Farmer Farmer
Other source of income	

Membership in organizations

Name of Organization	Position
Kalipi	

Signature: M Castada

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University of Southern Mindanao
EXTENSION SERVICES CENTER
Poblacion, Kabacan, Cotabato
Telefax: (064) 572-2517



PARTICIPANT INFORMATION SHEET

Name	Juliefa B. Sunsay		
Home Address	Purok 4-B Malamote		
Contact Number	09129726101		
Civil Status	Married	Sex:	Female
Birthdate	04-27-69	Birthplace	Malamote kab
Religion	Catholic		
Dialects Spoken	Ilocano / Tagalog		
Highest Educ'l Attainment	H-G		
Degree/s obtained			

Training Courses Attended (last 3 years)

Title of Training	Date	Venue	Sponsor/s
BHW Training DOTS	10-5/6	Kab. R.H.U	DOH

For Community Participants only (farmers, fisherfolks, women, youth)

No. of family member	5
Main source of income	
Other source of income	

Membership in organizations

Name of Organization	Position
Kalipi RIC BHW	PIO member

Signature: JB Sunsay

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University of Southern Mindanao
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PARTICIPANT INFORMATION SHEET

Name	Melita R Nimer		
Home Address	Purok 2 malamote Kabacan m cot		
Contact Number	09187141850		
Civil Status	MARRIED	Sex:	F
Birthdate	7-10-64	Birthplace	Upper Paatan kab
Religion	Anchor bay		
Dialects Spoken	Ilocano tagalog		
Highest Educ'l Attainment	3rd highschool		
Degree/s obtained			

Training Courses Attended (last 3 years)

Title of Training	Date	Venue	Sponsor/s

For Community Participants only (farmers, fisherfolks, women, youth)

No. of family member	3
Main source of income	Farmer
Other source of income	

Membership in organizations

Name of Organization	Position
(mediatex)	
Kalipi	
RIC	

Signature:

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PARTICIPANT INFORMATION SHEET

Name	Nancy C. Quinones		
Home Address	Prk 3, Malamote, Kab. Cot		
Contact Number	09106493501		
Civil Status	Married	Sex:	Female
Birthdate	12-28-59	Birthplace	Malamote, Kab.
Religion	Protestant (CAMACOP)		
Dialects Spoken	Ilocana, Tagalog		
Highest Educ'l Attainment	College Graduate		
Degree/s obtained			

Training Courses Attended (last 3 years)

Title of Training	Date	Venue	Sponsor/s
ROLBO C. Budgeting	11-27-29-19	Malamote	COA/DBM

For Community Participants only (farmers, fisherfolks, women, youth)

No. of family member	3
Main source of income	Farming
Other source of income	

Membership in organizations

Name of Organization	Position
CAMACOP	Church Auditor
RIC	member
LGU-Treasurer Org.	member

Signature:

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University of Southern Mindanao
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PARTICIPANT INFORMATION SHEET

Name	MARILYN R. MANGUPAT		
Home Address	PRK. 1P, MALAPUTE, KABACAN, COTABATO		
Contact Number	09109667865		
Civil Status	MARRIED	Sex:	FEMALE
Birthdate	DEC-4, 1973	Birthplace	PLANG, COTABATO
Religion	R. CATHOLIC		
Dialects Spoken	IDOCANO, ILONGGO, CEBUANO		
Highest Educ'l Attainment	COLLEGE GRADUATE		
Degree/s obtained	BACHELOR OF SCIENCE IN COMMERCE		

Training Courses Attended (last 3 years)

Title of Training	Date	Venue	Sponsor/s
BIGY. NEW ELECTED OFFICIAL (BNEO)		8TH AVENUE, KAB. COTABATO	MLGU

For Community Participants only (farmers, fisherfolks, women, youth)

No. of family member	2
Main source of income	BIGY. WORKER HONORARIUM
Other source of income	

Membership in organizations

Name of Organization	Position
KALAPI	MEMBER
RIC	MEMBER

Signature: *M. Mangupat*

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University of Southern Mindanao
EXTENSION SERVICES CENTER
Poblacion, Kabacan, Cotabato
Telefax: (064) 572-2517



PARTICIPANT INFORMATION SHEET

Name	MARK ANTHONY G. NIMON		
Home Address	PRK. 14 BIGY. HONORARIO, KAB. COTABATO		
Contact Number	09072550673		
Civil Status	M	Sex:	
Birthdate	NOV-27-1984	Birthplace	
Religion	ROMAN CATHOLIC		
Dialects Spoken	IDOCANO, ILONGGO, CEBUANO, TAGALOG		
Highest Educ'l Attainment	COLLEGE UNDERGRADUATE		
Degree/s obtained	BACHELOR OF ANIMAL SCIENCE		

Training Courses Attended (last 3 years)

Title of Training	Date	Venue	Sponsor/s
BNEO -		8 AVENUE KAB. COTABATO	MLGU

For Community Participants only (farmers, fisherfolks, women, youth)

No. of family member	4
Main source of income	FARMING DRIVING
Other source of income	BIGY. KAB. HONORARIO

Membership in organizations

Name of Organization	Position
DRO	MEMBER
KABAG	MEMBER

Signature: *[Signature]*

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University of Southern Mindanao
EXTENSION SERVICES CENTER
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PARTICIPANT INFORMATION SHEET

Name	CATHERINE C. MARIANO		
Home Address	Prk 3 Malamate, Kabacan, Cot.		
Contact Number	09308547851		
Civil Status	married	Sex:	Female
Birthdate	09-07-1985	Birthplace	Manukuan, Mal. Cot.
Religion	Protestant		
Dialects Spoken	Ilocano		
Highest Educ'l Attainment	College Grad.		
Degree/s obtained	Bachelor of Science in Food Technology		

Training Courses Attended (last 3 years)

Title of Training	Date	Venue	Sponsor/s
National Early Learning Curriculum (NELC)	4-22/2-19	Twilight Budget Hotel Kabacan, Cot.	DSWD LGU

For Community Participants only (farmers, fisherfolks, women, youth)

No. of family member	4
Main source of income	Eng. Workers / Honorarium
Other source of income	-

Membership in organizations

Name of Organization	Position
kalipi	member
RIC	member

Signature:

USM-EXT-F02



University of Southern Mindanao
EXTENSION SERVICES CENTER
Poblacion, Kabacan, Cotabato
Telefax: (064) 572-2517



PARTICIPANT INFORMATION SHEET

Name	Rebecca F. Catbagan		
Home Address	Prk. 4B, Malamate, Kab. Cot		
Contact Number	09079611190		
Civil Status	Widow	Sex:	Female
Birthdate	03-04-19	Birthplace	Malamate, Cot
Religion	CANACOP		
Dialects Spoken	Ilonggo + Ilocano		
Highest Educ'l Attainment	College		
Degree/s obtained	Bachelor of Science in Commerce		

Training Courses Attended (last 3 years)

Title of Training	Date	Venue	Sponsor/s
Brig. New Elected official (BNEO)		8th Avenue	MLGU

For Community Participants only (farmers, fisherfolks, women, youth)

No. of family member	1
Main source of income	Honorarium -
Other source of income	None

Membership in organizations

Name of Organization	Position
KATIPU	Member

Signature:

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