UNIVERSITY OF SOUTHERN MINDANAO

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING





AACCUP LEVEL 1 ACCREDITATION

AREA VI

EXTENSION AND COMMUNITY INVOLVEMENT

I.1. The administration, faculty, students and other stakeholders of the College/Academic Unit of Accountancy participate in the planning and organization of Extension Program.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
College of Business, Development Economics and Management
Kabacan, Cotabato

Minutes of the Meeting

Date: August 23, 2024

Time Started: 9:00 AM

Time Ended: 11:00 AM

Venue: CBDEM Faculty Room

I. Attendees:

- CBDEM Faculty

II. Meeting Details:

This meeting was convened to discuss and plan the upcoming seminars and workshops under the KABALANSE project.

Project Details:

- **KABALANSE:** Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment

Seminar/Workshop Details:

- **Titles:**
  - Enterprise Development Seminar and Workshop
  - Bookkeeping Seminar and Workshop
- **Date:** September 11-12, 2024
- **Venue:** Spottswood Methodist Center, Quezon Boulevard, Kidapawan City
- **Partner-agency:** Philippine Rural Reconstruction Movement (PRRM)

III. Agenda and Discussions:

1. **Planning for the KABALANSE Seminars and Workshops:**

- The objectives and preliminary schedule for both the Enterprise Development Seminar and Workshop, and the Bookkeeping Seminar and Workshop were reviewed.
- Confirmation of the training dates (September 11-12, 2024) and venue (Spottswood Methodist Center, Quezon Boulevard, Kidapawan City) was made.
- The partnership with the Philippine Rural Reconstruction Movement (PRRM) for the implementation of the project was discussed.

2. **Coordination with PRRM:**
   - Discussions focused on the roles and responsibilities of both the CBDEM Faculty and PRRM in the successful execution of the seminars.
   - Rosanna P. Alave, Project Coordinator, PRRM Cotabato, was identified as the key contact person for coordination.

IV. Action Items:

- Finalize the detailed program and content for both the Enterprise Development and Bookkeeping seminars.
- Coordinate with Rosanna P. Alave, Project Coordinator, PRRM Cotabato, by August 27, 2024, to confirm logistical arrangements and participant lists.
- Distribute final invitations and pre-reading materials to participants by August 29, 2024.

V. Adjournment:

The meeting was adjourned at 11:00 AM.

Prepared by:



ANALYN A. GONZALES

ATTENDANCE:

CBDEM Faculty	Present/Absent
Analyn A. Gonzales	Present
Irving T. Fajarito, Jr.	Present
John Dave E. Llanto	Present
Victor C. Dapon	Present
Lian B. Bagonoc	Present
Niña S. Parparan	Present
Laurence Arjay T. Mamburam	Present
Sandra Angela A. Bangcaya	Present
Lorckan Dredd C. Pelarion	Present
Allen Shane C. Garcia	Present
Julhiana C. Cambang	Present
Jay-R G. Vildac	Present
Esmaira G. Gunsayan	Present
Jeannie U. Duka	Present
Jowhina Calabroso	Present
Lotis D. Cubin	Present
Mitzi Aileen M. Alba	Present
Carla B. Cayabyab	Present
Nerissa G. Dela Viña	Present
Jalaloden B. Marohom	Present
Rey L. Panaguiton	Present
Cheryl Y. Dulay	Present
Kathleen Ivy C, Bolataolo	Present
Romiel John P. Basan	Present
Helen A. Macailing	Present
Metche Anne C. Logronio	Present
Rhenalie N. Bello	Present
Mary Rodelyn A. Cariaga	Present
Roy B. Gacus	Present
Jennet R. Mag-aso	Present

Documentation:



Photo Documentation during the meeting for the upcoming event related to KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment