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

O.1. The Extension Program is well-planned, implemented, monitored, evaluated and disseminated.

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



Photo Opportunity of Resource Persons and Participants during the conduct of the training



Photo Documentation of Participants while taking pre-test and post-test

As shown in Table 1, the pre-test results revealed that most participants (17 out of 23) demonstrated only a fair level of knowledge, with 2 participants classified under poor and 4 under satisfactory. Notably, none of the participants fell within the very satisfactory or excellent categories prior to the seminar, indicating limited prior exposure to formal bookkeeping principles. Post-training results, however, showed a remarkable improvement. A significant number of participants progressed to higher levels of understanding, with 11 participants achieving very satisfactory scores and another 11 attaining the excellent level. Only 1 participant remained at the satisfactory level, and none fell in the fair, poor, or no knowledge categories.

Table 1. Pre-test and Post-test Results of Bookkeeping Seminar

Level of Knowledge	Pre-test (N=23)	Post-test (N=23)
No Knowledge	-	-
Poor	2	-
Fair	17	-
Satisfactory	4	1
Very Satisfactory	-	11
Excellent	-	11

Legend: The scores are interpreted as follows: No knowledge (0), Poor (1-3), Fair (4-6), Satisfactory (7-9), Very Satisfactory(10-12), Excellent (13-15)



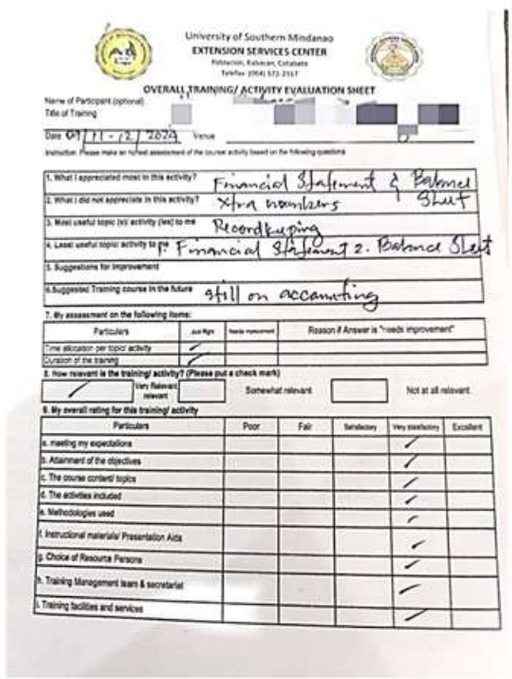








Photo Documentation of Participants and their output during the training.



University of Southern Mindanao
EXTENSION SERVICES CENTER
Poblacion, Kabacan, Cotabato
Telefax: (064) 572-2167

OVERALL TRAINING/ ACTIVITY EVALUATION SHEET

Name of Participant (optional) [redacted]
Title of Training [redacted]
Date 07 / 11 - 12 / 2029 Venue [redacted]
Instruction: Please make an honest assessment of the course activity based on the following questions

1. What I appreciated most in this activity? Financial Statement & Balance Sheet
2. What I did not appreciate in this activity? Xtra numbers
3. Most useful topic (s) activity (ies) to me Recordkeeping
4. Least useful topic/ activity to me Financial Statement 2. Balance Sheet
5. Suggestions for improvement
6. Suggested Training course in the future still on accounting
7. My assessment on the following items:

Particulars	Just Right	Needs improvement	Reason if Answer is "needs improvement"
Time allocation per topic/ activity	✓		
Duration of the training	✓		

8. How relevant is the training/ activity? (Please put a check mark)

Very Relevant	Somewhat relevant	Not at all relevant
✓		

9. My overall rating for this training/ activity

Particulars	Poor	Fair	Satisfactory	Very satisfactory	Excellent
a. meeting my expectations				✓	
b. Attainment of the objectives				✓	
c. The course content/ topics				✓	
d. The activities included				✓	
e. Methodologies used				✓	
f. Instructional material/ Presentation Aids				✓	
g. Choice of Resource Persons				✓	
h. Training Management team & secretariat				✓	
i. Training facilities and services				✓	

Sample of Evaluation Form of Training Activity

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

Component 1: Enterprise Development Seminar and Workshop
Component 2: Bookkeeping Seminar and Workshop

EVALUATION OF THE EXTENSION ACTIVITIES

The KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment seminar, held on September 11–12, 2024, at Spottswood Methodist Center, Kidapawan City, was organized for the assisted associations of the Philippine Rural Reconstruction Movement (PRRM). The evaluation results indicate a highly successful and well-received training event.

Evaluation of Training Activity
The training and workshop for component 1 and component 2 were evaluated by the participants using the ISO Form. The respondents indicated that the time allocation per topic/activity of the training, as well as the duration of the training was just right. In addition, the participants also indicated that the trainings were very relevant to them.

In Table 3, the overall training effectiveness was rated across several areas. The overall mean score was 4.31 which implies that the training was excellent. All mean scores ranged from 4.26 to 4.38, which fall under the "Excellent" category based on the legend provided. These ratings reflect a uniformly positive experience across content quality, delivery, trainer effectiveness, and logistical arrangements.

Table 3. Overall rating of the participants on the training

Statements	Mean	Qualitative Description
a. Meeting expectations	4.54	Excellent
b. Attainment of objectives	4.31	Excellent
c. Course content and topics	4.46	Excellent
d. Activities and methodologies used	4.38	Excellent
e. Use of instructional materials	4.38	Excellent
f. Competence of resource persons	4.38	Excellent
g. Training management	4.46	Excellent
h. Facilities and services	4.31	Excellent
Overall	**4.41**	**Excellent**

Legend: The mean is interpreted as follows: Poor (1.00-1.79); Fair (1.80-2.59); Satisfactory (2.60-3.39); Very Satisfactory (3.40-4.19); Excellent (4.20-5.00)

Table 3. Overall rating of the participants on the training

Statements	Mean	Qualitative Description
a. Meeting expectations	4.54	Excellent
b. Attainment of objectives	4.31	Excellent
c. Course content and topics	4.46	Excellent
d. Activities and methodologies used	4.38	Excellent
e. Use of instructional materials	4.38	Excellent
f. Competence of resource persons	4.38	Excellent
g. Training management	4.46	Excellent
h. Facilities and services	4.31	Excellent
Overall	**4.41**	**Excellent**

Legend: The mean is interpreted as follows: Poor (1.00-1.79); Fair (1.80-2.59); Satisfactory (2.60-3.39); Very Satisfactory (3.40-4.19); Excellent (4.20-5.00)