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.3. The College/Academic Unit of Accountancy sources out the following from other agencies:

1.3.1. additional funding; and

1.3.2. technical assistance and service inputs.

University of Southern Mindanao
EXTENSION SERVICES OFFICE
Kabacan, North Cotabato

BUDGET SUMMARY

Project Title: **KABALANSE:** Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment
Proponents: **USM-CBDEM**
Source of Fund: **Extension Fund and PRRM**

ITEM	Year 1				Counterpart	Total
	Q1	Q2	Q3	Q4	PRRM	
Personnel Services (PS)						
A. Salaries and Wages						
B. Honoraria						
C. Others						
Sub-total for PS						
Maintenance and other Operating Expenses (MOOE)						
A. Travel						
B. Communications						
C. Supplies		7,600.00	7,600.00			15,200.00
D. Representation		9,900.00	9,900.00			19,800.00
E. Others						
a. Training & Seminars					50,000.00	50,000.00
b. Training supplies/materials	15,000.00					15,000.00
c. Pakyaw/JO						
d. Contingencies						
Sub-total for MOOE	**15,000.00**	**17,500.00**	**17,500.00**		**50,000.00**	**100,000.00**
TOTAL	**15,000.00**	**17,500.00**	**17,500.00**		**50,000.00**	**100,000.00**

USM-EXT-F03-Rev.3.2021.01.26

Source of Funds:	Amount	% of Utilization	Remarks
USM Extension	50,000.00	50.00	Utilized
Islamic Relief	50,000.00	50.00	Utilized
Total	100,000.00	100.00	Completed

UNIVERSITY OF SOUTHERN MINDANAO
College of Business, Development Economics, and Management
Accountancy Department
Kabacan, Cotabato
August 27, 2024

ROSANNA P. ALAVE
Project Coordinator
Philippine Rural Reconstruction Movement (PRRM) – Cotabato
Kidapawan City, Cotabato

Dear Ms. Alave,

I trust this letter finds you well.

In line with our continuing efforts to build sustainable and resilient communities through capacity development, we are pleased to inform you of our upcoming training initiative titled **"KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment."** This two-day seminar will be conducted on September 11–12, 2024, at the Spottswood Methodist Center, Quezon Boulevard, Kidapawan City.

The activity will gather twenty-three (23) participants, composed of members of PRRM-assisted associations from the municipalities of Kabacan, M'lang, and Tulunan. The overarching goal of this seminar is to strengthen the participants' capacity in managing micro-enterprises by enhancing their knowledge and skills in financial literacy, basic bookkeeping, and entrepreneurial development.

The seminar will cover the following components:

1. Enterprise Development
2. Bookkeeping and Financial Literacy Workshop
3. Adopt-a-Micro-Enterprise and Distribution of Bookkeeping Materials

In view of the foregoing, we respectfully request the assistance of your esteemed office in providing qualified personnel from PRRM Cotabato to serve as facilitators during the sessions, particularly in the areas of enterprise development and community-based financial literacy. Given PRRM's established expertise and long-standing commitment to grassroots empowerment, we are confident that your involvement will greatly contribute to the quality and success of this undertaking.

We would be honored to partner with PRRM Cotabato for this endeavor and hope for your favorable consideration of our request. Should you require further details or supporting documents, please feel free to reach us through 09087616346 or saabangcaya@usm.edu.ph.

Thank you very much for your kind attention and continued support.

Sincerely yours,

SANDRA ANGELA A. BANGCAYA
Project Leader / Department Chairperson
College of Business Development, Economics and Management
University of Southern Mindanao

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Request Letter for a Facilitator from PRRM

UNIVERSITY OF SOUTHERN MINDANAO
College of Business, Development Economics, and Management
Accountancy Department
Kabacan, Cotabato
August 29, 2024

HON. EVANGELINE P. GUZMAN
Municipal Mayor
Local Government Unit of Kabacan
Kabacan, Cotabato

Dear Mayor Guzman,

Greetings of peace and development!

The Accountancy Department of the University of Southern Mindanao is pleased to inform you of an upcoming capacity-building activity aimed at empowering community-based organizations in our region. The training, titled **"KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment,"** will be held on September 11–12, 2024 at the Spottswood Methodist Center in Kidapawan City.

This two-day seminar is designed to enhance the financial management and entrepreneurial skills of selected members from partner organizations across Kabacan, M'lang, and Tulunan. The sessions will focus on foundational business concepts, practical bookkeeping, and basic financial literacy to help participants sustain and grow their micro-enterprises. The activity will also include the distribution of bookkeeping kits and one-on-one guidance through our "Adopt-a-Micro-Enterprise" mentoring approach.

In light of this, we earnestly request the support of your good office through the provision of a vehicle that can assist in transporting the Kabacan-based participants to and from the venue. Your assistance will not only help ensure their full participation but will also affirm the LGU's commitment to grassroots livelihood development.

We are hopeful that you will consider this request favorably. We assure you that the use of the vehicle will be properly coordinated and handled with utmost responsibility.

Thank you very much for your continued support and partnership in advancing inclusive local development.

Respectfully yours,

SANDRA ANGELA A. BANGCAYA
Project Leader / Department Chairperson
Accountancy Department
University of Southern Mindanao

Noted by:

IRVING T. FAJARITO, JR
College Dean
College of Business, Development Economics, and Management
University of Southern Mindanao

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Request Letter for Transportation Assistance from LGU-Kabacan