



COMMUNITY DISASTER PREPAREDNESS TRAINING (PART II) & GAD SEMINAR: WOMEN'S ROLE IN COMMUNITY DEVELOPMENT

May 30, 2025

Sitio Padungsol, Basao Gattaran, Cagayan





Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Palm St., CSU Carig Compound, Carig Sur
Tuguegarao City, Cagayan 3500

OFFICE OF THE CAMPUS EXECUTIVE OFFICER

OFFICE OF THE CAMPUS EXECUTIVE OFFICER
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
TUGUEGARAO CITY

RELEASED
DATE: 5/30/25
TIME: 4:30 PM
FAM

VISION
CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

MISSION
Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

CORE VALUES
Competence
- Critical Thinker
- Creative Problem-Solver
- Competitive Performer
Nationality
Regionally and Globally

Social Responsibility
- Sensitive to Ethical Demands
- Steward of the Environment for Future Generations
- Social Justice and Economic Equity Advocate

Unifying Presence
Unifying Theory and Practice
- Unifying Strata of Society
- Unifying the Nation, the ASEAN Region and the world
- Unifying the University and the community.

OFFICE ORDER

No. OCEO-25006-OO-2025-05-311
May 23, 2025

**AUTHORITY TO CONDUCT EXTENSION PROJECT
AND DISBURSMENT OF FUNDS**

In line with our commitment to community engagement, this office hereby authorizes the conduct of extension project titled, "**Resource Support Development under Paggurufunan para ta Progreso**" through a seminar workshop activity titled; "**Community Disaster Preparedness Training and Evacuation Drill (Part II)**" and "**Lecture on Women's Role in Community Development**" on **May 30, 2025**, at **Sitlo Padungsol, Basao, Gattaran, Cagayan**, organized by the College of Engineering

Further, disbursement of project fund amounting to **Eighteen Thousand Nine Hundred pesos (Php 18,900)** is hereby granted for the purpose of the same, subject however, to pertinent accounting and auditing rules and regulations.

Issued in the best interest of service. All orders and other issuances contrary hereto are hereby rescinded or modified accordingly.

Engr. ROGER P. RUMPON, M.Sc.
Campus Executive Officer



Website: <http://www.cagayansu.edu.ph/>
Official FB Page: [facebook.com/CARIGCAMPUS](https://www.facebook.com/CARIGCAMPUS)
Email Address: campusinfo@cagayansu.edu.ph
Telephone No.: 078-395-2782 Local No. 014



Conditionalities : The travel is on **OFFICIAL TIME**

A report should be submitted upon the termination of the mission for which this Authority to Travel was issued.



Engr. ROGER P. RUMPON, M.Sc.



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Unifying Presence
- Uniting Theory and Practice
- Uniting Strata of Society
- Unifying the Nation, the ASEAN Region and the World
- Enriching the Community and the Environment



Date: May 29, 2025

Travel Order No.: **OCEO-25007-TO-2025-05-233**

RELEASED
DATE: 5/29/25
TIME: 4:10 PM
BY: J.M.P. / J.M.P.

AUTHORITY TO TRAVEL

Applicant/s:
Position/Rank/
Status:

: **ENGR. JOHN MICHAEL CASIBANG, Dean, COEA**
DR. MARY JANE CALAGUI
DR. RUTH MAGUDDAYAO
DR. LEONORA UDAUNDO
PROF. NARCISA LAGGUI
ENGR. TERESA LEAN ROMA SUMER
ENGR. CAESAR LLAPITAN
ENGR. MARIA NIÑA DIOCETH SALES
ENGR. NATALIO PELLOVELO
ENGR. JOWEL JOHN JOHN TALOSIG
ENGR. GILBERT CALUBAQUIB
ENGR. RALPH ESTILLER
Faculty

Office

: College of Engineering and Architecture

Purpose:

: To conduct seminar workshop on Community Disaster Preparedness and Evacuation Drill (Part II) and GAD Seminar on Womens Role in community development.

Duration

: May 30, 2025 (Inclusive of Travel Time)

Destination

: Sitio Padungsol, Barangay Basao, Gattaran, Cagayan.

Vehicle

: N/A

Conditionalities

: The travel is on **OFFICIAL TIME**

A report should be submitted upon the termination of the mission for which this Authority to Travel was issued.

Approved

: **Engr. ROGER P. RUMPON, M.Sc.**
Campus Executive Officer

Date Signed:

5/29/25



EXECUTIVE SUMMARY

Date: May 28, 2025

VISION

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- Steward of the Environment for Future Generations
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Unifying Presence

- Uniting Theory and Practice
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- Uniting the University and the community

Requesting Party	Name: ENGR. RALPH ANGELO ESTILLER College/Office: College of Engineering and Architecture																					
Subject	Request for the issuance of a Travel Order for the Faculty Extensionists (see attached list)																					
Background	The College of Engineering and Architecture will be conducting the following activities as part of the extension project "Resource Support Development under Paggurufunan para ta Progreso": 1. Community Disaster Preparedness Training and Evaluation Drill (PART II); 2. Lecture on Women's Role in Community Development; 3. Conduct Data Gathering (baseline data) for the impact study of completed project (potable water supply); 4. Assessment and maintenance of other extended technologies (solar power system, manually operated pump, etc.)																					
Particulars	Inclusive Date: May 30, 2025 (inclusive of travel) Location: Sitio Padungsol, Basao Gattaran Cagayan SO No. : OP-5005-SO-2024-05-444 page 2, line 3 Requested Budget: 18,900.00 Remaining Budget: 29,800.00																					
Recommended Executive Committee Action	For Approval																					
Attachment(s) / Complete Staff Work Requirements	Request Letter, and copy of SO, Parents waiver, Training Design, Training Request Forms, (KRA 4) 4.3.1 –Training activity conducted																					
Recommending Approval	Name: ENGR. EMER T. QUEZON Designation: Campus Director for RDE																					
Executive's Action	<table><thead><tr><th colspan="2">Action</th><th>Remarks</th></tr></thead><tbody><tr><td>☒</td><td>Approved</td><td></td></tr><tr><td>☐</td><td>Noted</td><td></td></tr><tr><td>☐</td><td>For Endorsement</td><td></td></tr><tr><td>☐</td><td>Returned for Corrections/Revision</td><td></td></tr><tr><td>☐</td><td>For the review of the ExeCom</td><td></td></tr><tr><td>☐</td><td>Disapproved</td><td></td></tr></tbody></table> ENGR. ROGER RUMPON, MSc Campus Executive Officer	Action		Remarks	☒	Approved		☐	Noted		☐	For Endorsement		☐	Returned for Corrections/Revision		☐	For the review of the ExeCom		☐	Disapproved	
Action		Remarks																				
☒	Approved																					
☐	Noted																					
☐	For Endorsement																					
☐	Returned for Corrections/Revision																					
☐	For the review of the ExeCom																					
☐	Disapproved																					

AMBISYON
NATIN 2040
ambisyon: magnificence at parang sa buong



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Carig Sur, Tuguegarao City, Cagayan, Philippines

COEA-25774-IC-2025-05-132

May 28, 2025

ENGR. ROGER P. RUMPON, MS-Physics
Campus Executive Officer
CSU-Carig Campus

Through: **ENGR. EMER T. QUEZON, PhD**
Campus Director for RDE

Sir:

Extension is one of the core functions of higher education institution that derives its plans and programs for the delivery of community services from community needs assessment and research outputs. The College of Engineering and Architecture extension and community engagement programs are geared toward empowering communities to achieve sustainability through various applications of engineering programs and solutions.

In this light, the College of Engineering and Architecture will be conducting Seminar Workshop on **Community Disaster Preparedness and Evacuation Drill (Part II)**, and **GAD Seminar on the Womens' Role in Community Development** on **May 30, 2025** at **Sitio Padungsol, Barangay Basao, Gattaran, Cagayan**. In addition, **Collection of baseline data for an Impact Study** will also be conducted.

The aforementioned activities are part of the COEA extension project entitled **Resource Support Development** under the **Paguruffunan para ta Progreso**.

Anent this, may we request for the issuance of an Office Order for the following faculty extensionists.

1. Engr. John Michael Casibang	7. Engr. Caesar Llapitan
2. Dr. Mary Jane Calagui	8. Engr. Maria Niña Dioceth Sales
3. Engr. Oliver Doctolero	9. Engr. Natalio Pellovelo
4. Dr. Ruth Maguddayao	10. Engr. Jowell Talosig
5. Dr. Leonora Udaundo	11. Engr. Gilbert Calubaquib
6. Prof. Narcisa Laggui	12. Engr. Ralph Angelo Estiller
7. Engr. Teresa Lean Roma Sumer	

Attached is the training design and copy of lectures for your reference and perusal.

Thank you and we expect to receive your positive response with regard to this matter.

Respectfully yours,


RALPH ANGELO ESTILLER, MCRSDM
Project Proponent


JOHN MICHAEL CASIBANG, MSc
University Dean



Training Design



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I. BASIC INFORMATION

Program: Resource Support Development under Paggurufunan para ta Progreso

Title of Training/Seminar: Community Disaster Preparedness Training and **GAD**
Seminar (continuation...)

- A. Flood Preparedness and Response (*Pre-and Post-typhoon activities*)
- B. Women's Role in Community Development

Theme: "*Komunidad na laging handa, tiyak na malayo sa disgrasya*"

Training Provider/Proponent

Civil Engineering Department
College of Engineering and Architecture
Municipal Disaster Risk Reduction and Management Council

Target Participants:

The participants of this seminar are the barangay officials and members of the Agta Community of Sitio Padungsol, Basao Gattaran Cagayan.

Number of Participants

No. of Participants	Barangay
30	Members of Agta Community
15	Barangay Officials



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Venue: Sitio Padungsol, Brgy. Basao, Gattaran Cagayan

Committees:

Committee	Person-In-Charge
Programme Invitation Certificates Tokens	Engr. Ralph Angelo Estiller Engr. Jowell John Talosig Engr. Cristopher Capili
Registration and Evaluation Committee	Prof. Leonora Udaundo Prof. Narcisa Laggui Engr. Caesar Llapitan
Emcee	Engr. Mary Jane Calagui
Documentation	Engr. Natalio Pelovello Engr. Oliver Doctolero Engr. Ma. Nina Dioceth Sales Prof. Ruth Maguddayao
Overall In-charge	Engr. John Michael Casibang Engr. Ralph Angelo Estiller Engr. Mary Jane Calagui

II. RATIONALE

Disaster preparedness is a critical component of building resilient communities capable of withstanding and recovering from natural and human-induced hazards. As the frequency and intensity of disasters increase due to climate change, urbanization, and other global trends, the need for comprehensive preparedness strategies becomes even more pressing.

Preparedness empowers communities to anticipate, respond to, and recover from disasters more effectively. It involves planning, training, and resource allocation, which help reduce vulnerabilities and enhance response capabilities. Communities that are well-prepared experience fewer casualties, less infrastructure damage, and faster recovery times. This not only saves lives but also minimizes economic losses and disruption to daily life.



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Furthermore, disaster preparedness promotes awareness and education. It encourages individuals to take proactive steps, such as creating emergency kits, developing evacuation plans, and understanding local risks. When citizens are informed and involved, collective action becomes more efficient and effective.

Investing in preparedness also strengthens social cohesion. It fosters collaboration between government agencies, non-governmental organizations, and local residents. This cooperation builds trust and ensures that efforts are coordinated before, during, and after a disaster.

Cagayan Valley, located in the northeastern part of Luzon in the Philippines, is a region highly vulnerable to various natural disasters. Its geographical location and topography make it prone to typhoons, floods, landslides, and droughts. Bordered by the Sierra Madre mountain range and major river systems like the Cagayan River—the country's longest and largest river—the region often experiences significant weather-related hazards.

One of the most frequent and devastating disasters in the area is typhoons. Cagayan Valley lies along the usual path of tropical cyclones entering the Philippine Area of Responsibility (PAR). These typhoons bring intense rainfall, strong winds, and widespread flooding. Notably, Typhoon Ulysses (Vamco) in 2020 caused massive flooding in the region, submerging towns and displacing thousands of residents.

Flooding is a recurring issue due to the overflowing of rivers and inadequate drainage systems, especially during the rainy season. The Cagayan River Basin, while vital for agriculture and livelihood, can also become a source of destruction when water levels rise rapidly. Landslides are also common in mountainous and deforested areas, particularly after heavy rains.

Aside from hydrometeorological disasters, Cagayan Valley faces occasional droughts that threaten agricultural productivity—an essential part of the region's economy. Earthquakes, while less frequent, are also a risk due to the presence of nearby fault lines.



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Empower Local Leadership

To equip local leaders and volunteers with the knowledge and confidence to coordinate and respond effectively during emergencies.

Promote a Culture of Safety and Resilience

To instill values of preparedness, proactive behavior, and resilience within the community to reduce vulnerabilities and ensure quicker recovery after a disaster.

III. MECHANICS/METHODOLOGY

To facilitate conceptual understanding and application of learning and to gauge how much the participants have learned/understood with the use of combined methodologies:

1. Lecture Presentations and Interactive Discussions
2. Conduct of community evacuation drills

IV. EXPECTED OUTPUT

The participants are expected to be equipped with basic knowledge on disaster preparedness.



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V. TRAINING TOPICS AND RESOURCE PERSONS

Topic	Resource Person	Contents	Time allotment	Training Requirements from participants
Flood Preparedness and Response (Pre-and Post-typhoon activities)	Engr. RALPH ANGELO ESTILLER <i>Faculty, Civil Engineering Department</i>	- What is flooding? - What are the pre-activities during typhoon? - Dos and Don't's during typhoon - Role of communities in disaster response	1 hour	Attendance Morning and Afternoon Evaluation
LUNCH				
Women's Role in Community Development	Prof. LEONORA UDAUNDO <i>Faculty, Civil Engineering Department</i>	- Women's Role in the Family - Women's Empowerment programs of the Government	1 hour	Attendance Morning and Afternoon Evaluation
Evacuation Drill				



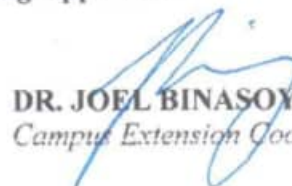
Republic of the Philippines
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Carig Sur, Tuguegarao City, Cagayan, Philippines

Noted:


ENGR. CRISTOPHER CAPILI
College Extension Coordinator


ENGR. JOHN MICHAEL CASIBANG
University Dean

Recommending Approval:


DR. JOEL BINASOY
Campus Extension Coordinator


DR. EMER T. QUEZON
Campus Director, Research for Development and Extension

Approved:


ENGR. ROGER P. RUMPO, MSc
Campus Executive Officer

COMMUNITY DISASTER PREPAREDNESS TRAINING AND GAD SEMINAR: WOMEN'S ROLE IN COMMUNITY DEVELOPMENT

Sitio Padungsol, Basao,
Gattaran, Cagayan

May 30, 2025

8:00 am-8:30 am

REGISTRATION

8:30am- 8:35 am

INVOCATION

8:35 am- 8:40 am

NATIONAL ANTHEM

8:40 am-8:50 am

WELCOME REMARKS
HON. GILBERT GUILLERMO
BARANGAY CHAIRMAN, BASAO, GATTARAN

8:50 am- 9:00 am

ENGR. JOHN MICHAEL CASIBANG
UNIVERSITY DEAN, COEA

9:00 am- 9:30 am

CEREMONIAL MOA SIGNING

9:30 am- 9:40 am

RATIONALE OF THE TRAINING WORKSHOP
ENGR. CHRISTOPHER CAPILI
COLLEGE EXTENSION COORDINATOR

9:40 am- 12:00 nn

FLOOD PREPAREDNESS AND RESPONSE
ENGR. RALPH ANGELO ESTILLER
CE FACULTY

12:00 nn-1:00 pm

LUNCH

1:00 pm-3:00 pm

WOMEN'S ROLE IN COMMUNITY DEVELOPMENT
PROF. LEONORA UDAUNDO
COEA FACULTY

3:00 pm- 4:30 pm

CEREMONIAL TURNOVER OF THE TREE OF LIGHT

4:30 pm- 5:00 pm

CLOSING REMARKS (OLIVER DOCTOLERO)

Narrative Report



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NARRATIVE REPORT

Community Disaster Preparedness Training (Part II) and GAD Seminar: Women's Role on Community Development

Basao, Gattaran Cagayan

May 30, 2025

Heeding to the universal call to capacitate vulnerable communities in disaster preparedness and response, the Cagayan State University through its College of Engineering has launched series of training in Community Disaster Preparedness which aims capacitate the AGTA community of Basao Gattaran in case of disaster. This series of training consists of three (3) parts namely; 1) Introduction to Disaster Preparedness 2) Flooding Disasters: What to do before, during and after 3) Post Disaster activities and Recovery.

Extension is one of the core functions of higher education institution that derives its plans and programs for the delivery of community services from community needs assessment and research outputs. The College of Engineering and Architecture extension and community engagement programs are geared toward empowering communities to achieve sustainability through various applications of engineering programs and solutions.

This activity is part of the said series partnering with the Local Government Unit of Gattaran, the College of Engineering and Architecture delivered the second part of the training series catering the community members of the Agta Community and some barangay officials. Signing of the Memorandum of Agreement (MOAs) was also conducted along with the ceremonial turnover of the "TREE OF LIGHT" project.



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During the opening program, Hon. Gilbert Guillermo, thanked the CSU-COEA for launching such project and choosing their barangay to be the beneficiary and stressed out the importance of disaster preparedness training on their barangay since they have experienced flooding several times due to their location.

The training proper started right after the opening program and signing of MOAs where participants listened attentively to the lecture of Engr. Ralph Angelo Estiller, a CE faculty as he highlights the importance of Community Disaster Preparedness and what to do before, during and after a disaster. This is followed by a lecture on Women's Role in Community Development delivered by Dr. Leonora Udaundo, a member of the EE Faculty, as she highlights the integral role of the indigenous women in their community building.

After the lecture, Engr. John Michael Casibang, the college dean thanked the participants, the resource speakers, and the barangay officials as he deliver the closing remarks. He particularly highlighted the importance of these activities in the community development and the strong and vibrant partnerships we have built with the local communities.

Prepared by:


ENGR. CHRISTOPHER CAPILI
College Extension Coordinator

Noted by:


JOHN MICHAEL CASIBANG, MSc
Dean, College of Engineering and Architecture



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DOCUMENTATIONS:



Dr. Udaundo and Prof. Laggui, both belonging to the Registration Committee, conducts interview and profiling of the participants.



The College Dean, witnessed the signing of the Memorandum of Agreement (MOA) between the different Academic Departments of the College represented by the Department Chairs and the Barangay Basao represented by its barangay Chairman.



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Engr. Estiller, one of the proponents of the Paguruffunan para ta Progreso extension project, explains the contents of the MOA to the participants while the MOA signing is on-going.



Engr. Estiller, delivers his lectures before the participants who actively shares their experiences during the onslaught of typhoon Ulysses way back 2020 that caused severe flooding in Basao, Gattaran for several days.

Participant's Profile



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Carig Campus

Title of Training:

Community Disaster Preparedness Training Part II and Gender and Development (GAD) Seminar

Venue:

BCY. BASAO BARANGAY HALL, BASAO, GATTARAN, CAGAYAN

Date:

May 30, 2025

PARTICIPANTS PROFILE

No.	Name	Sex	Civil Status	Religion	Age	Date of Birth	Educational Attainment	Agency	Position	Contact Number	Membership to Organization	Signature
1	Adela N. Mabag	F	M	R.C		5-25-69	H.S. grad		BHW			Anmabag
2	Irene D. Regalario	F	S	R.C		7-8-87	Tesda		BHW	09957652895		Regalario
3	Ana Grace A. Taepan	F										A. Taepan
4	Rehilda R. Buller	F	M	B.T.C.	59	11-09-65	High School		BHW			Buller
5	Judy Ann Alambat	F	M		18		Elementary					J.A
6	Rizza Ancheta	F	M		19	01-02-2006	High School					R. Ancheta
7	Jerym Antonio	M	M									JA
8	Jesica Alambat	F										JA
9	Edwin Capino	M										E. Capino
10	Brenda Modigior	F	M	C.O.M	33	06-01-91	Elementary level					Brandy
11	Adelina Flores	M										A.F
12	Sagani Alambat	M										S.A
13	Darilyn Flores	F										D.F
14	Edwardo Modigior	M		cofc			Elementary level					EM
15	Karylle Bacilig	F										K.B

No.	Name	Sex	Civil Status	Religion	Age	Date of Birth	Educational Attainment	Agency	Position	Contact Number	Membership to Organization	Signature
16	Wilma Gonzales	F	M	CofC		1964	ALS					WG
17	Myline Capino	F										M. Capino
18	Eleanor Amor	F	M	CofC		04/10/57	Grade 3					EA
19	Juanito Alviar	M										gtian
20	Liza Tuliao	F	M	CofC	31	11/19/1993						LT
21	Domador Flores	M	M		45	05/10/1980	Grade 4					D.F
22	Angel Ancheta	F										A.A
23	Rovelyn Simplicio	F		CofC	48	02/02/1977	Grade 1					R.S
24	Darwin Cariaga	M										DARWIN
25	Jomar Tumalivan	M	M	CofC		05/24/85			3rd yr. HS			J. Tumalivan
26	Jonathan Mondragon	M										J.M
27	Malvin Ancheta	M										M.T
28	Jane Capino	F										J. Capino
29	Randy Flores	M										RF
30	Dowlene Flores	F			17							D.I
31	Lila Gonzales	M										gtian
32	Darwin Cariaga	M										D Cariaga
33	Rizalyn Tuliao	F										Rizalyn
34	Jesselle Capin	F										J.C.
35	RUBY-APW SIMPLICIO	F										R.S

[illegible]

Attendance Sheet



ATTENDANCE SHEET

Activity:	Community Disaster Preparedness Training PART II, GAD Seminar-Women's Role in Community Development	Reference No.:	
Implementing Office:	COLLEGE OF ENGINEERING & ARCHITECTURE	Office Code:	
Proponent/s:		Date:	May 30, 2025
Venue:	Sillo Padungsol, Basao Gattaran, Cagayan	Page	1 of 6

SN	Name of Attendee	Agency/Organization/ College/Section	Designation/Position	Nature of Participation	Sex		Contact Number	E-mail address	Signature
					M	F			
1.	Brenda Mondajar			Participant		✓			B. Mondajar
2.	Mylene Capino			Participant		✓			M. Capino
3.	Eleanor Alvarez			Participant		✓			EA
4.	Liza Tulio			Participant		✓			L +
5.	Adura Flores			Participant		✓			A. F.
6.	Dominador Flores			Participant	✓				D. F.
7.	Rabilyn Simplicio			Participant		✓			R. S.
8.	Angel Ancheta			Participant		✓			N/O 1/10
9.	Inanito Alvarez			Participant	✓				J. Alvarez
10.	Wilma Gonzales			Participant		✓			WG

All personal information collected herein are protected under Data Privacy Act of 2012 (RA 10173), and under the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713).



CSU VISION

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CSU MISSION

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

CSU QUALITY POLICY

The Cagayan State University upholds a global stature by consistently providing excellent services through total quality management.



ambisyon, magkaisap, magkaisap ang pagtatag ng bukas

No.	Name	Sex	Civil Status	Religion	Age	Date of Birth	Educational Attainment	Agency	Position	Contact Number	Membership to Organization	Signature
16	Wilma Guzman	F	M	CofC		1966	ALS					W.G.
17	Mylene Capino	F										M. Capino
18	Eleana Arer	F	M	CofC		04/10/57	Grade 3					EA
19	Juanito Alviar	M										J. Alviar
20	Liza Tuliao	F	M	CofC	31	11/19/1993						L.T.
21	Domènica Flores	M	M		45	05/10/1948	Grade 4					D.F.
22	Angel Ancheta	P										A.A.
23	Rovelyn Simplicio	F		CofC	48	02/02/1977	Grade 1					R.S.
24	Darwin Cariaga	M										DARWIN
25	Jomar Tumalivan	M	M	CofC		05/24/85		3rd yr. HS				J. Tumalivan
26	Jonathan Mondejar	M										J.M.
27	Malvin Ancheta	M										M.T.
28	Jane Capino	F										J. Capino
29	Randy Flores	M										RF
30	Dorene Flores	F			17							
31												D.T.
32												
33												
34												
35												



ATTENDANCE SHEET

Activity:	Community Disaster Preparedness Training PART II: GAD Seminar Women's Role in Community Development	Reference No.:	
Implementing Office:	COLLEGE OF ENGINEERING & ARCHITECTURE	Office Code:	
Proponent/s:		Date:	May 30, 2025
Venue:	Silio Padungsol, Basao Gattaran, Cagayan	Page	2 of 6

SN	Name of Attendee	Agency/Organization/ College/Section	Designation/Position	Nature of Participation	Sex		Contact Number	E-mail address	Signature
					M	F			
11.	Edwanto Mondigen Jr.			Participant	✓				EM
12.	Darwin Caringa			Participant	✓				PARLIN
13.	Jonas Tumalisan			participant	✓				Stumalisan
14.	Katville Bacig			participant		✓			K. D
15.	Darlyn Flores			participant		✓			D. F
16.	Edwanto Mondigen Jr.			participant	✓				E. M
17.	Jonathan Mondigen			participant	✓				J. M
18.	Marvin Ancheta			participant	✓				M A
19.	Rizalyn Tuliao			participant		✓			Rizalyn
20.	Jessabelle Capira			participant		✓			Ryesebel

All personal information collected herein are protected under Data Privacy Act of 2012 (RA 10173), and under the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713).



CSU VISION

CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

CSU MISSION

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

CSU QUALITY POLICY

The Cagayan State University upholds a global stature by consistently providing excellent services through total quality management.



mulatag, maghanda at sumatag na buhay



ATTENDANCE SHEET

Activity:	Community Disaster Preparedness Training PART II, GAD Seminar-Women's Role in Community Development	Reference No.:	
Implementing Office:	COLLEGE OF ENGINEERING & ARCHITECTURE	Office Code:	
Proponent/s:		Date:	May 30, 2025
Venue:	Sillo Padungsol, Basao Gattaran, Cagayan	Page	3 of 6

SN	Name of Attendee	Agency/Organization/ College/Section	Designation/Position	Nature of Participation	Sex		Contact Number	E-mail address	Signature
					M	F			
21.	Ruby-ann Simplicio			participant		/			R. S.
22.	Emelyn Capino			participant		/			E. C
23.	Dayna Flores			participant		/			D. F
24.	Darlene Flores			participant		/			h. f.
25.	Riza Ancheta			participant		/			R. Ancheta
26.	Myline Capino			participant		/			M. Capino
27.	Verica Alambert			participant		/			JA
28.	Judy Ann Alambert			participant		/			J. Alambert
29.	JANE CAPINO			participant		/			J. Capino
30.	Randy Flores			participant	✓				R. F

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matatag, mapaghiwalay at mapagkakiusap na buhay





ATTENDANCE SHEET

Activity:	Community Disaster Preparedness Training PART II, GAD Seminar: Women's Role in Community Development	Reference No.:	
Implementing Office:	COLLEGE OF ENGINEERING & ARCHITECTURE	Office Code:	
Proponent/s:		Date:	May 30, 2025
Venue:	Stilo Padungsol, Basao Gattaran, Cagayan	Page	4 of 6

SN	Name of Attendee	Agency/Organization/ College/Section	Designation/Position	Nature of Participation	Sex		Contact Number	E-mail address	Signature
					M	F			
31.	Em Casibang	CSU	Dean		/				
32.	Narcisa C. Lagani	CSU	Faculty			/			
33.	LEONORA C. MADRINO	CSU	faculty			/			
34.	Maria Nina Doreeth P. Sales	CSU	faculty			/			
35.	OLIVER J. PROCTOR	CSU	Faculty		/				
36.	Gilbert C. S.	CSU	"		/				
37.	Theresa T. Sumner	CSU	"			/			
38.	Carson P. Lapitan	CSU	Faculty		/				
39.	Natalio G. Peluvela	CSU	Faculty		/				
40.	May Jane Calogui	CSU	Faculty			/			

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masatag, maginhawa, at masatag na buhay



CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Tuguegarao City, Cagayan 3500

ATTENDANCE SHEET

Activity:	Community Disaster Preparedness Training PART II: GAD Seminar-Women's Role in Community Development	Reference No.:	
Implementing Office:	COLLEGE OF ENGINEERING & ARCHITECTURE	Office Code:	
Proponent/s:		Date:	May 30, 2025
Venue:	Sitio Padungsol, Basao Gattaran, Cagayan	Page	5 of 6

SN	Name of Attendee	Agency/Organization/ College/Section	Designation/Position	Nature of Participation	Sex		Contact Number	E-mail address	Signature
					M	F			
41.	Ralph Estillor	CSU							
42.	Jewel Talarig	CSU							
43.									
44.									
45.									
46.									
47.									
48.									
49.									
50.									

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magtatag, maghahanda at pumapalig sa bukas

Copy of Lectures

Community Disaster Preparedness Seminar

ENGR. RALPH ANGELO ESTILLER
Assistant Professor, Cagayan State University

Stages of Disaster

Disaster work is often viewed in three distinct stages:

- * *Preparedness*
- * *Response*
- * *Recovery*



PREPAREDNESS

This stage of planning includes the drafting of plans and forms needed in the event of a disaster.

Advance planning and preparations help minimize the potential damages, loss of lives and properties.

Pre-disaster activities may include interactions with community organizations, internal meetings, the drafting of special disaster procedures and other activities that help to ensure that the foundation and community are adequately prepared for a disaster.



RESPONSE

This stage refers to events that take place directly preceding or following a disaster, including the evacuation, sheltering, feeding and caring for disaster victims.

Response efforts are controlled and directed by government officials, often with assistance from nonprofit response organizations like the Red Cross and Salvation Army.

The response stage may last from a few days to a number of weeks.



RECOVERY

This is the final and longest stage of a disaster. This includes both the physical reconstruction of the community and the psychological, financial and emotional support needed to heal a community in the wake of a disaster. These efforts may take weeks, months or years.

DISASTER RECOVERY



Preparing for a disaster

Disaster preparedness includes all of the activities that need to be carried out prior to a disaster to ensure that disaster response activities run as smoothly as possible.

This typically means that disaster and business continuity plans are in place, understood and ready to be used.

Special paperwork needed in a disaster is approved and printed, and conversations take place between parties needing to work together in a disaster relief scenario.

Steps to Consider:

- Develop a Disaster Plan outlining what actions the community will take in a disaster.
- Identify special needs groups or populations in your area that might require specific services or care beyond general "mass care" type operations.
- Establish relationships with Local MDRRMC responsible for assessing the immediate needs of each specific disaster.
- Distribute staff directories with home phone and contact information for all employees.
- Delineate a chain of command in responding to a disaster.
- Identify leading agencies and organizations that will respond to any disaster.

Disaster Response

Most emergency situations are handled by local authorities and governmental agencies, but when there is a major incident, help may be needed from other jurisdictions, as well as private organizations.

Response steps:

Advance Assessment

First responders go to the disaster area to assess the situation and the damages to make decisions for the Disaster Response Effort.

Staging Site

Setting up a staging area for both equipment and volunteers.

Response Teams

Mobilize response teams who will go in to the disaster area to provide emergency care, help evacuate survivors, provide counseling and other care team services.

Disaster Recovery

Disaster Recovery is the longest stage of disaster, lasting from a period of days to many years, depending on the scale of the disaster.

The very broad range of recovery activities might include rebuilding homes and businesses, replacing lost or damaged goods and equipment, dealing with lost revenue for individuals, businesses and nonprofits, as well as addressing the emotional damage that disasters create.

Disaster Recovery is the coordinated process of restoring systems, infrastructure and basic services required to support the community.

The recovery period has two stages: The first stage is to provide immediate relief to survivors. The Second stage of recovery is long term recovery, which may take weeks, months and sometimes years.

Long Term Recovery is needed when survivors do not have the sufficient resources to meet their needs.

Recovery stages include:

- ▶ Sheltering
- ▶ Feeding
- ▶ Providing essential supplies like clothing, furniture, etc.
- ▶ Financial assistance
- ▶ Rebuilding homes
- ▶ Reestablishing the community's infrastructure
- ▶ Rebuilding lives

Prepared by:


Engr. Ralph Angelo Estilera
Faculty

Summary of Evaluation



TRAINING EVALUATION SUMMARY

Title of Seminar: Community Disaster Preparedness Training & GAD Seminar: Women's
Role in Community Development

Venue: Multi-Purpose Hall, Basao, Gattaran

Date: May 30, 2025

The Training conducted was evaluated by thirty-seven (37) participants who attended the training. The participants rated the **Course Content** as outstanding with a mean score of **5.0**. This reflects the relevance of the topics discussed in the present day-to-day life of the beneficiaries giving them new insights and skills that may improve their status of living. In addition, the participants also rated the **Training Schedule** as outstanding with a mean score of **5.0**. This score reflects the commitment of the organizers in adhering precisely to the planned timings, activities, and sequence of events outlined in the schedule. It implies a high level of discipline and a commitment to following the program as designed. Lastly, with a mean score of **5.0**, the participants viewed this training as very timely (**Timeliness**) since in a few weeks, the PAGASA will be announcing the start of rainy seasons that will surely cause flooding once again low lying areas of Cagayan. Overall, the participants displayed a positive view on the conduct of this training and with this result, the College intends to conduct more of this kind of training in the future.

Prepared by:


ENGR. RALPH ANGELO ESTELLER
Project Proponent

Community Disaster Preparedness Training &

GAD Seminar

Venue Multi-Purpose Hall, Basao, Gattaran, Cagayan

Number of Participants: 37

Date: May 30, 2025

A. COURSE CONTENT						
	5	4	3	2	1	Mean Score
1. The training is very relevant to present needs of the community and the country as a whole	37	0	0	0	0	5.00
2. The topics /workshop gave me new insights/ideas about how I should do my work.	37	0	0	0	0	5.00
3. The topic/workshop gave me new skills that will improve my efficiency/productivity.	37	0	0	0	0	5.00
4. The topics/workshop will enhance my dealings with the members of my community.	37	0	0	0	0	5.00
						5.00
B. TRAINING SCHEDULE						
1. The sessions started and ended according to the set schedule	37	0	0	0	0	5.00
2. The schedule for the training was conducive to learning	37	0	0	0	0	5.00
3. The time allotted for the topic was sufficient to ensure maximum learning	37	0	0	0	0	5.00
4. The time allotted for the breaks was sufficient	37	0	0	0	0	5.00
						5.00
C. TIMELINESS						
1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project.	37	0	0	0	0	5.00
						5.00
D. RESOURCE SPEAKERS						
A. ENGR. LEOMAR JULIANO						
1. The resource persons showed mastery of the subject matter	37	0	0	0	0	5.00
2. The resource persons spoke clearly	37	0	0	0	0	5.00
3. The resource persons presented the topics in an organize manner	37	0	0	0	0	5.00
4. The resource persons exhibited the enthusiasm in delivering their lecture	37	0	0	0	0	5.00
5. The resource persons used various methods to make the presentations interesting and lively	37	0	0	0	0	5.00
6. The resource persons encouraged group participation	37	0	0	0	0	5.00
						5.00
A. ENGR. EULOGIO MALILLIN						
1. The resource persons showed mastery of the subject matter	37	0	0	0	0	5.00
2. The resource persons spoke clearly	37	0	0	0	0	5.00
3. The resource persons presented the topics in an organize manner	37	0	0	0	0	5.00
4. The resource persons exhibited the enthusiasm in delivering their lecture	37	0	0	0	0	5.00
5. The resource persons used various methods to make the presentations interesting and lively	37	0	0	0	0	5.00
6. The resource persons encouraged group participation	37	0	0	0	0	5.00
						5.00

Copy of Training Evaluation Forms



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.

Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Good 1 - Poor

Title of Training/Seminar:

Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development

Date: May 30, 2025

A. Course Content

1. The training is very relevant to present needs of the community and the country as a whole. 1 2 3 4 5
2. The topics/workshop gave me new insights/ideas about how I should do my work. 1 2 3 4 5
3. The topics/workshop gave me new skills that will improve my efficiency/productivity. 1 2 3 4 5
4. The topics/workshop will enhance my dealings with the members of my community. 1 2 3 4 5

B. Training Schedule

1. The sessions started and ended according to the set schedule. 1 2 3 4 5
2. The schedule for the training was conducive to learning. 1 2 3 4 5
3. The time allotted for the topic was sufficient to ensure maximum learning. 1 2 3 4 5
4. The time allotted for breaks was sufficient. 1 2 3 4 5

C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 5

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. The resource persons showed mastery of the subject matter.					/					/					
2. The resource persons spoke clearly.					/					/					
3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

Amma
ADELA N. MABAG

Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Good 1 - Poor

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Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development

Date: May 30, 2025

A. Course Content

1. The training is very relevant to present needs of the community and the country as a whole. 1 2 3 4 (5)
2. The topics/workshop gave me new insights/ideas about how I should do my work. 1 2 3 4 (5)
3. The topics/workshop gave me new skills that will improve my efficiency/productivity. 1 2 3 4 (5)
4. The topics/workshop will enhance my dealings with the members of my community. 1 2 3 4 (5)

B. Training Schedule

1. The sessions started and ended according to the set schedule. 1 2 3 4 (5)
2. The schedule for the training was conducive to learning. 1 2 3 4 (5)
3. The time allotted for the topic was sufficient to ensure maximum learning. 1 2 3 4 (5)
4. The time allotted for breaks was sufficient. 1 2 3 4 (5)

C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 (5)

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. The resource persons showed mastery of the subject matter.					/					/					
2. The resource persons spoke clearly.					/					/					
3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

Regalario
IRENE D. REGALARIO

Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

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PART II, GAD Seminar-Women's Role in
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4. The topics/workshop will enhance my dealings with the members of my community. 1 2 3 4 (5)

B. Training Schedule

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C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 (5)

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
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3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

ANA GRACE A. TAE PAN

Signature over Printed Name



TRAINING EVALUATION FORM

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Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Good 1 - Poor

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PART II, GAD Seminar-Women's Role in
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Date: May 30, 2025

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B. Training Schedule

1. The sessions started and ended according to the set schedule. 1 2 3 4 (5)
2. The schedule for the training was conducive to learning. 1 2 3 4 (5)
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6. The resource persons encouraged group participation.					/					/					

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Evaluated by:

RECHILDA R. GUILLERMO

Signature over Printed Name



TRAINING EVALUATION FORM

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Date: May 30, 2025

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4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
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6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

J.A
JUDYANN ALAMBAT

Signature over Printed Name



TRAINING EVALUATION FORM

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4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

R. Ancheta
RIZZA ANCHETA

Signature over Printed Name



TRAINING EVALUATION FORM

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1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 (5)

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. The resource persons showed mastery of the subject matter.					/					/					
2. The resource persons spoke clearly.					/					/					
3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

JA
JERYME ANTONIO
Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Good 1 - Poor

Title of Training/Seminar:

Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development

Date: May 30, 2025

A. Course Content

1. The training is very relevant to present needs of the community and the country as a whole. 1 2 3 4 (5)
2. The topics/workshop gave me new insights/ideas about how I should do my work. 1 2 3 4 (5)
3. The topics/workshop gave me new skills that will improve my efficiency/productivity. 1 2 3 4 (5)
4. The topics/workshop will enhance my dealings with the members of my community. 1 2 3 4 (5)

B. Training Schedule

1. The sessions started and ended according to the set schedule. 1 2 3 4 (5)
2. The schedule for the training was conducive to learning. 1 2 3 4 (5)
3. The time allotted for the topic was sufficient to ensure maximum learning. 1 2 3 4 (5)
4. The time allotted for breaks was sufficient. 1 2 3 4 (5)

C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 (5)

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. The resource persons showed mastery of the subject matter.					/					/					
2. The resource persons spoke clearly.					/					/					
3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

^{JA}
JESSICA ALAMPAT

Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.

Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Good 1 - Poor

Title of Training/Seminar:

Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development

Date: May 30, 2025

A. Course Content

1. The training is very relevant to present needs of the community and the country as a whole. 1 2 3 4 (5)
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3. The topics/workshop gave me new skills that will improve my efficiency/productivity. 1 2 3 4 (5)
4. The topics/workshop will enhance my dealings with the members of my community. 1 2 3 4 (5)

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4. The time allotted for breaks was sufficient. 1 2 3 4 (5)

C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 (5)

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. The resource persons showed mastery of the subject matter.					/					/					
2. The resource persons spoke clearly.					/					/					
3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

E. Capino
EDWIN CAPINO

Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Good 1 - Poor

Title of Training/Seminar: Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development Date: May 30, 2025

A. Course Content

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3. The topics/workshop gave me new skills that will improve my efficiency/productivity. 1 2 3 4 (5)
4. The topics/workshop will enhance my dealings with the members of my community. 1 2 3 4 (5)

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C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 (5)

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. The resource persons showed mastery of the subject matter.					/					/					
2. The resource persons spoke clearly.					/					/					
3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

BRENDA B. MODIGAR
Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Good 1 - Poor

Title of Training/Seminar:

Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role In
Community Development

Date: May 30, 2025

A. Course Content

1. The training is very relevant to present needs of the community and the country as a whole. 1 2 3 4 (5)
2. The topics/workshop gave me new insights/ideas about how I should do my work. 1 2 3 4 (5)
3. The topics/workshop gave me new skills that will improve my efficiency/productivity. 1 2 3 4 (5)
4. The topics/workshop will enhance my dealings with the members of my community. 1 2 3 4 (5)

B. Training Schedule

1. The sessions started and ended according to the set schedule. 1 2 3 4 (5)
2. The schedule for the training was conducive to learning. 1 2 3 4 (5)
3. The time allotted for the topic was sufficient to ensure maximum learning. 1 2 3 4 (5)
4. The time allotted for breaks was sufficient. 1 2 3 4 (5)

C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 (5)

D. Resource Speakers

Resource Persons/ Speakers	Engr. Rq/ph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. The resource persons showed mastery of the subject matter.					/					/					
2. The resource persons spoke clearly.					/					/					
3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

A.F.
ADERNO FLORES

Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Good 1 - Poor

Title of Training/Seminar:

Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development

Date: May 30, 2025

A. Course Content

1. The training is very relevant to present needs of the community and the country as a whole. 1 2 3 4 5
2. The topics/workshop gave me new insights/ideas about how I should do my work. 1 2 3 4 5
3. The topics/workshop gave me new skills that will improve my efficiency/productivity. 1 2 3 4 5
4. The topics/workshop will enhance my dealings with the members of my community. 1 2 3 4 5

B. Training Schedule

1. The sessions started and ended according to the set schedule. 1 2 3 4 5
2. The schedule for the training was conducive to learning. 1 2 3 4 5
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4. The time allotted for breaks was sufficient. 1 2 3 4 5

C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 5

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. The resource persons showed mastery of the subject matter.					/					/					
2. The resource persons spoke clearly.					/					/					
3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

S.A.
SAGANI ALAMBAT

Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.

Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Good

1 - Poor

Title of Training/Seminar:

Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development

Date: May 30, 2025

A. Course Content

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3. The topics/workshop gave me new skills that will improve my efficiency/productivity. 1 2 3 4 5
4. The topics/workshop will enhance my dealings with the members of my community. 1 2 3 4 5

B. Training Schedule

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2. The schedule for the training was conducive to learning. 1 2 3 4 5
3. The time allotted for the topic was sufficient to ensure maximum learning. 1 2 3 4 5
4. The time allotted for breaks was sufficient. 1 2 3 4 5

C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 5

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. The resource persons showed mastery of the subject matter.					/					/					
2. The resource persons spoke clearly.					/					/					
3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

D.F
DARILYN FLORES

Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Good 1 - Poor

Title of Training/Seminar:

Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role In
Community Development

Date: May 30, 2025

A. Course Content

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4. The topics/workshop will enhance my dealings with the members of my community. 1 2 3 4 5

B. Training Schedule

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4. The time allotted for breaks was sufficient. 1 2 3 4 5

C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 5

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. The resource persons showed mastery of the subject matter.					/					/					
2. The resource persons spoke clearly.					/					/					
3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

EDUARDO MONDEJAR

Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Good 1 - Poor

Title of Training/Seminar: Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development Date: May 30, 2025

A. Course Content

1. The training is very relevant to present needs of the community and the country as a whole. 1 2 3 4 (5)
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3. The topics/workshop gave me new skills that will improve my efficiency/productivity. 1 2 3 4 (5)
4. The topics/workshop will enhance my dealings with the members of my community. 1 2 3 4 (5)

B. Training Schedule

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4. The time allotted for breaks was sufficient. 1 2 3 4 (5)

C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 (5)

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. The resource persons showed mastery of the subject matter.					/					/					
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3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

KARYLLE BACLIG
Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.

Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Good

1 - Poor

Title of Training/Seminar:

Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role In
Community Development

Date: May 30, 2025

A. Course Content

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C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 (5)

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
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2. The resource persons spoke clearly.					/					/					
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4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

WG
WILMA GONZALES

Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Good 1 - Poor

Title of Training/Seminar: Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development Date: May 30, 2025

A. Course Content

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C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 (5)

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
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5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

M. Capino
MYLINE CAPINO

Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Good 1 - Poor

Title of Training/Seminar: Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development Date: May 30, 2025

A. Course Content

- 1. The training is very relevant to present needs of the community and the country as a whole. 1 2 3 4 5
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C. Timeliness

- 1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 5

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5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

ELEAN ALVIAR
Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Good 1 - Poor

Title of Training/Seminar: Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development Date: May 30, 2025

A. Course Content

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3. The topics/workshop gave me new skills that will improve my efficiency/productivity. 1 2 3 4 (5)
4. The topics/workshop will enhance my dealings with the members of my community. 1 2 3 4 (5)

B. Training Schedule

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C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 (5)

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3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

gabriel
JNANETO ALVIAR

Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Good 1 - Poor

Title of Training/Seminar:

Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development

Date: May 30, 2025

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C. Timeliness

1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 5

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
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4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

Lt
LIZA TULIAO

Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Good 1 - Poor

Title of Training/Seminar: Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development
Date: May 30, 2025

A. Course Content

- 1. The training is very relevant to present needs of the community and the country as a whole. 1 2 3 4 5
- 2. The topics/workshop gave me new insights/Ideas about how I should do my work. 1 2 3 4 5
- 3. The topics/workshop gave me new skills that will improve my efficiency/productivity. 1 2 3 4 5
- 4. The topics/workshop will enhance my dealings with the members of my community. 1 2 3 4 5

B. Training Schedule

- 1. The sessions started and ended according to the set schedule. 1 2 3 4 5
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- 3. The time allotted for the topic was sufficient to ensure maximum learning. 1 2 3 4 5
- 4. The time allotted for breaks was sufficient. 1 2 3 4 5

C. Timeliness

- 1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project. 1 2 3 4 5

D. Resource Speakers

Resource Persons/ Speakers	Engr. Ralph Angelo Estiller					Dr. Leonora Udaundo									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. The resource persons showed mastery of the subject matter.					/					/					
2. The resource persons spoke clearly.					/					/					
3. The resource persons presented the topics in an organized manner.					/					/					
4. The resource persons exhibited the enthusiasm in delivering their lecture.					/					/					
5. The resource persons used various methods to make the presentations interesting and lively.					/					/					
6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:
D.F.
DOMINADOR FLURES
Signature over Printed Name



TRAINING EVALUATION FORM

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PART II, GAD Seminar-Women's Role in
Community Development
Date: May 30, 2025

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6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by: R.S.
ROVELYN SIMPLICIO
Signature over Printed Name



TRAINING EVALUATION FORM

This form is designed to draw out your reaction/perception after attending the training.
Please answer TRUTHFULLY all items by using the scale below:

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Title of Training/Seminar: Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role In
Community Development Date: May 30, 2025

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6. The resource persons encouraged group participation.					/					/					

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Evaluated by: *ANG*
ANGEL ANCHETA
Signature over Printed Name



TRAINING EVALUATION FORM

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PART II, GAD Seminar-Women's Role in
Community Development Date: May 30, 2025

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6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

DARIN
DARIN CARIAGA

Signature over Printed Name



TRAINING EVALUATION FORM

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Please answer TRUTHFULLY all items by using the scale below:

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PART II, GAD Seminar-Women's Role In
Community Development Date: May 30, 2025

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6. The resource persons encouraged group participation.					/					/					

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Evaluated by: J. Tumalivan
JOMAR TUMALIVAN
Signature over Printed Name



TRAINING EVALUATION FORM

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Please answer TRUTHFULLY all items by using the scale below:

5 - Outstanding

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Title of Training/Seminar:

Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development

Date: May 30, 2025

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On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:

J. M.
JONATHAN MONDIAR

Signature over Printed Name



TRAINING EVALUATION FORM

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6. The resource persons encouraged group participation.					/					/					

On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by:
MARVIN ANCHETA
Signature over Printed Name



TRAINING EVALUATION FORM

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Title of Training/Seminar: Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development Date: May 30, 2025

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D. Resource Speakers

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On the space below, please write your comments or observations that may not have been covered or included in this evaluation.

Evaluated by: DYBELLE CAPINO
DYBELLE
Signature over Printed Name



TRAINING EVALUATION FORM

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Title of Training/Seminar: Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
Community Development Date: May 30, 2025

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Evaluated by:

P.F.
DAYNA FLORES

Signature over Printed Name



TRAINING EVALUATION FORM

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Evaluated by:

J. Capino
JANE CAPINO

Signature over Printed Name



TRAINING EVALUATION FORM

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Title of Training/Seminar:

Community Disaster Preparedness Training
PART II, GAD Seminar-Women's Role in
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Date: May 30, 2025

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Evaluated by:

bf
DARLENE FLORES

Signature over Printed Name



TRAINING EVALUATION FORM

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Evaluated by:

R. F.
RANDY FLORES

Signature over Printed Name



TRAINING EVALUATION FORM

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Evaluated by:

P-F
DONLENE FLORES

Signature over Printed Name



Republic of the Philippines
Cagayan State University
College of Engineering and Architecture
Carig Campus



College Research Development & Extension Office

presents this

Certificate of Appreciation

to

Dr. Mary Jane Calagui, ASEAN Engr.
Faculty Member, College of Engineering & Architecture

In grateful appreciation of her support as a **FACILITATOR** for the **COMMUNITY DISASTER PREPAREDNESS TRAINING AND GAD SEMINAR ON WOMEN'S ROLE IN COMMUNITY DEVELOPMENT** held on May 30, 2025 at Sitio Padungsol, Basao Gattaran, Cagayan.

Given this 30th day of May, 2025 at Basao, Gattaran, Cagayan

ENGR. EMEI T. QUEZON, Ph.D.
Campus Director for Research Development & Extension



Republic of the Philippines
Cagayan State University
College of Engineering and Architecture
Carig Campus



College Research Development & Extension Office

presents this

Certificate of Appreciation

to

Engr. Oliver J. Doctolero

Faculty Member, College of Engineering & Architecture

In grateful appreciation of his support as a **FACILITATOR** for the **COMMUNITY DISASTER PREPAREDNESS TRAINING AND GAD SEMINAR ON WOMEN'S ROLE IN COMMUNITY DEVELOPMENT** held on May 30, 2025 at Sitio Padungsol, Basao Gattaran, Cagayan.

Given this 30th day of May, 2025 at Basao, Gattaran, Cagayan

ENGR. EMIR T. QUEZON, Ph.D.

Campus Director for Research Development & Extension



Republic of the Philippines
Cagayan State University
College of Engineering and Architecture
Carig Campus



College Research Development & Extension Office

presents this

Certificate of Appreciation

to

Prof. Narcisa Laggui

Faculty Member, College of Engineering & Architecture

In grateful appreciation of her support as a **FACILITATOR** for the **COMMUNITY DISASTER PREPAREDNESS TRAINING AND GAD SEMINAR ON WOMEN'S ROLE IN COMMUNITY DEVELOPMENT** held on May 30, 2025 at Sitio Padungsol, Basao Gattaran, Cagayan.

Given this 30th day of May, 2025 at Basao, Gattaran, Cagayan

ENGR. EMER T. QUEZON, Ph.D.

Campus Director for Research Development & Extension



Republic of the Philippines
Cagayan State University
College of Engineering and Architecture
Carig Campus



College Research Development & Extension Office

presents this

Certificate of Appreciation

to

Engr. Maria Nina Dioceth Sales

Faculty Member, College of Engineering & Architecture

In grateful appreciation of her support as a **FACILITATOR** for the **COMMUNITY DISASTER PREPAREDNESS TRAINING AND GAD SEMINAR ON WOMEN'S ROLE IN COMMUNITY DEVELOPMENT** held on May 30, 2025 at Sitio Padungsol, Basao Gattaran, Cagayan.

Given this 30th day of May, 2025 at Basao, Gattaran, Cagayan

ENGR. EMEF T. QUEZON, Ph.D.

Campus Director for Research Development & Extension



Republic of the Philippines
Cagayan State University
College of Engineering and Architecture
Carig Campus



College Research Development & Extension Office

presents this

Certificate of Appreciation

to

Engr. Caesar P. Llapitan

Faculty Member, College of Engineering & Architecture

In grateful appreciation of his support as a **FACILITATOR** for the **COMMUNITY DISASTER PREPAREDNESS TRAINING AND GAD SEMINAR ON WOMEN'S ROLE IN COMMUNITY DEVELOPMENT** held on May 30, 2025 at Sitio Padungsol, Basao Gattaran, Cagayan.

Given this 30th day of May, 2025 at Basao, Gattaran, Cagayan

ENGR. EMER T. QUEZON, Ph.D.

Campus Director for Research Development & Extension

Training Request Forms



REQUEST FORM

to serve as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5); or Participation in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

Name of Employee	:	Mary Jane C. Calagui
Office / College	:	CDEA
Employment Status	:	☒ Permanent ☐ Contract of Service ☐ Temporary Permanent ☐ Job Order ☐ Casual
Faculty Rank / Plantilla Position	:	Prof. V
Designation	:	Chair - ChE Dept / QA Coor
Attachment/s (pls. check appropriate box)	:	☐ Short-Term Consultant/Expert (specify) ☐ Resource Person / Convener / Facilitator/ Moderator / Keynote Speaker / Plenary Speaker / Panelist ☒ Participant ☐ Paper Presenter
Program/Project/Activity (PPA)	:	
Sponsoring Agency	:	
Objective/s of the PPA	:	
(Use separate sheet if necessary)	:	
Period Covered (Specific Date & Time)	:	May 30, 2025
Destination and Venue	:	Bacao, Gattaran Cagayan
Attachment/s (pls. check appropriate box)	:	☐ Official Invitation ☒ Copy of the Presentation ☒ Program ☒ Copy of the Lecture ☐ Others (pls. specify)
Expected Output/s	:	
(Use separate sheet if necessary)	:	

CERTIFICATION

- ☒ I attest that all information contained in this request is true, accurate, and complete.
- ☒ I hereby certify that if this request is approved;
- It is my duty to re-echo the activity to be scheduled by the CEO, CDAA, CDAF, CRDE, CPRM or Training & Scholarship Office and submit a copy of the following after the termination of the mission for which the Authorization was issued:

Services as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); as Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5)

- ☒ Narrative / Terminal Report with documentation
- ☒ Certificate of Appearance
- ☒ Certificate of Appreciation / Recognition (whichever is applicable)
- ☐ Contract of Service or Appointment or any similar document
- ☐ Output or Copy of project report submitted to and received by the organization
- ☒ Attendance Sheet or a Group photo of the participants (/Resource Person/Convener Facilitator/Moderator/Keynote Speaker/Plenary/Speaker/Panelist)

Participant in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

- ☐ Narrative / Terminal Report with documentation
- ☐ Certificate of Appearance
- ☐ Certificate of Participation
- ☐ Lecture Notes, Brochures, and other learning materials

I understand that failure to comply with the abovementioned conditions shall invalidate the Authorization issued and all expenses authorized therein shall be disallowed and reimbursed. Further, the same shall be a ground for the denial of similar future requests.

Mary Jane C. Calagui
(Signature Over Printed Name of the Employee)
Date Signed: 27 May 2025

Reviewed by:

MS. ARMELA JOYCE BRATA-LUCZON

Training & Scholarship Coordinator

Recommended by:

Concerned Campus Director

TO BE FILLED IN BY THE CAMPUS EXECUTIVE OFFICER

- | | | |
|--------------------------------------|--|---------|
| ☐ Approved | ☐ For Endorsement | Remarks |
| ☐ Disapproved | ☐ Returned for Corrections/Revision | |

ENGR. ROGER P. RUMPON

QC Campus Executive Officer



REQUEST FORM

to serve as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5); or Participation in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

Name of Employee	:	JOWEL JOHN TALDIE
Office / College	:	CDA
Employment Status	:	☐ Permanent ☒ Contract of Service ☐ Temporary Permanent ☐ Job Order ☐ Casual
Faculty Rank / Plantilla Position	:	
Designation	:	Faculty
Attachment/s (pls. check appropriate box)	:	☐ Short-Term Consultant/Expert (specify) ☐ Resource Person / Convener / Facilitator/ Moderator / Keynote Speaker / Plenary Speaker / Panelist ☐ Participant ☐ Paper Presenter
Program/Project/Activity (PPA)	:	
Sponsoring Agency	:	
Objective/s of the PPA (Use separate sheet if necessary)	:	
Period Covered (Specific Date & Time)	:	May 30, 2025
Destination and Venue	:	Basao Gattaran, Cagayan
Attachment/s (pls. check appropriate box)	:	☒ Official Invitation ☐ Copy of the Presentation ☐ Program ☐ Copy of the Lecture ☐ Others (pls. specify)
Expected Output/s (Use separate sheet if necessary)	:	

CERTIFICATION

- ☒ I attest that all information contained in this request is true, accurate, and complete.
- ☒ I hereby certify that if this request is approved;
It is my duty to re-echo the activity to be scheduled by the CEO, CDAA, CDAF, CRDE, CPRM or Training & Scholarship Office and submit a copy of the following after the termination of the mission for which the Authorization was issued:

Services as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); as Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5)

- ☒ Narrative / Terminal Report with documentation
- ☒ Certificate of Appearance
- ☒ Certificate of Appreciation / Recognition (whichever is applicable)
- ☐ Contract of Service or Appointment or any similar document
- ☐ Output or Copy of project report submitted to and received by the organization
- ☒ Attendance Sheet or a Group photo of the participants (/Resource Person/Convener Facilitator/Moderator/Keynote Speaker/Plenary/Speaker/Panelist)

Participant in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

- ☐ Narrative / Terminal Report with documentation
- ☐ Certificate of Appearance
- ☐ Certificate of Participation
- ☐ Lecture Notes, Brochures, and other learning materials

I understand that failure to comply with the abovementioned conditions shall invalidate the Authorization issued and all expenses authorized therein shall be disallowed and reimbursed. Further, the same shall be a ground for the denial of similar future requests.

JOWEL JOHN TALDIE
(Signature Over Printed Name of the Employee)

Date Signed:

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON

Training & Scholarship Coordinator

Recommended by:

Concerned Campus Director

TO BE FILLED IN BY THE CAMPUS EXECUTIVE OFFICER

- | | |
|--------------------------------------|--|
| ☐ Approved | ☐ For Endorsement |
| ☐ Disapproved | ☐ Returned for Corrections/Revision |

Remarks

ENGR. ROGER P. RUMPON

OTC-Campus Executive Officer



REQUEST FORM

to serve as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5); or Participation in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

Name of Employee	:	JOHN MICHAEL CASIBANG
Office / College	:	COEA
Employment Status	:	☒ Permanent ☐ Contract of Service ☐ Temporary Permanent ☐ Job Order ☐ Casual
Faculty Rank / Plantilla Position	:	
Designation	:	Dean
Attachment/s (pls. check appropriate box)	:	☐ Short-Term Consultant/Expert (specify) _____ ☐ Resource Person / Convener / Facilitator/ Moderator / Keynote Speaker / Plenary Speaker / Panelist ☒ Participant ☐ Paper Presenter
Program/Project/Activity (PPA)	:	
Sponsoring Agency	:	
Objective/s of the PPA (Use separate sheet if necessary)	:	
Period Covered (Specific Date & Time)	:	May 30, 2015
Destination and Venue	:	Basco Satteran, Cagayan
Attachment/s (pls. check appropriate box)	:	☐ Official Invitation ☒ Copy of the Presentation ☒ Program ☒ Copy of the Lecture ☐ Others (pls. specify) _____
Expected Output/s (Use separate sheet if necessary)	:	

CERTIFICATION

- ☒ I attest that all information contained in this request is true, accurate, and complete.
- ☒ I hereby certify that if this request is approved;
It is my duty to re-echo the activity to be scheduled by the CEO, CDAA, CDAF, CRDE, CPRM or Training & Scholarship Office and submit a copy of the following after the termination of the mission for which the Authorization was issued:

Services as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); as Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5)

- ☒ Narrative / Terminal Report with documentation
- ☒ Certificate of Appearance
- ☒ Certificate of Appreciation / Recognition (whichever is applicable)
- ☐ Contract of Service or Appointment or any similar document
- ☐ Output or Copy of project report submitted to and received by the organization
- ☒ Attendance Sheet or a Group photo of the participants (/Resource Person/Convener Facilitator/Moderator/Keynote Speaker/Plenary/Speaker/Panelist)

Participant in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

- ☐ Narrative / Terminal Report with documentation
- ☐ Certificate of Appearance
- ☐ Certificate of Participation
- ☐ Lecture Notes, Brochures, and other learning materials

I understand that failure to comply with the abovementioned conditions shall invalidate the Authorization issued and all expenses authorized therein shall be disallowed and reimbursed. Further, the same shall be a ground for the denial of similar future requests.

JOHN MICHAEL B. CASIBANG
(Signature Over Printed Name of the Employee)

Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON

Training & Scholarship Coordinator

Recommended by:

Concerned Campus Director

TO BE FILLED IN BY THE CAMPUS EXECUTIVE OFFICER

- | | |
|--------------------------------------|--|
| ☐ Approved | ☐ For Endorsement |
| ☐ Disapproved | ☐ Returned for Corrections/Revision |

Remarks

ENGR. ROGER P. RUMPON

OIC-Campus Executive Officer



REQUEST FORM

to serve as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5); or Participation in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

Name of Employee	:	CAESAR P. LLAPITAN
Office / College	:	COEA
Employment Status	:	☒ Permanent ☐ Contract of Service ☒ Temporary Permanent ☐ Job Order ☐ Casual
Faculty Rank / Plantilla Position	:	
Designation	:	
Attachment/s (pls. check appropriate box)	:	☐ Short-Term Consultant/Expert (specify) _____ ☐ Resource Person / Convener / Facilitator/ Moderator / Keynote Speaker / Plenary Speaker / Panelist ☒ Participant ☐ Paper Presenter
Program/Project/Activity (PPA)	:	
Sponsoring Agency	:	
Objective/s of the PPA	:	
(Use separate sheet if necessary)	:	
Period Covered (Specific Date & Time)	:	May 30, 2025
Destination and Venue	:	Basal Gataran, Cagayan
Attachment/s (pls. check appropriate box)	:	☒ Official Invitation ☒ Copy of the Presentation ☐ Program ☒ Copy of the Lecture ☐ Others (pls. specify) _____
Expected Output/s	:	
(Use separate sheet if necessary)	:	

CERTIFICATION

- ☒ I attest that all information contained in this request is true, accurate, and complete.
- ☒ I hereby certify that if this request is approved;
It is my duty to re-echo the activity to be scheduled by the CEO, CDAA, CDAF, CRDE, CPRM or Training & Scholarship Office and submit a copy of the following after the termination of the mission for which the Authorization was issued:

Services as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); as Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5)

- ☒ Narrative / Terminal Report with documentation
☒ Certificate of Appearance
☒ Certificate of Appreciation / Recognition (whichever is applicable)
☒ Contract of Service or Appointment or any similar document
☒ Output or Copy of project report submitted to and received by the organization
☒ Attendance Sheet or a Group photo of the participants (/Resource Person/Convener Facilitator/Moderator/Keynote Speaker/Plenary/Speaker/Panelist)

Participant in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

- ☐ Narrative / Terminal Report with documentation
☐ Certificate of Appearance
☐ Certificate of Participation
☐ Lecture Notes, Brochures, and other learning materials

I understand that failure to comply with the abovementioned conditions shall invalidate the Authorization issued and all expenses authorized therein shall be disallowed and reimbursed. Further, the same shall be a ground for the denial of similar future requests.

CAESAR P. LLAPITAN
(Signature Over Printed Name of the Employee)
Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON
Training & Scholarship Coordinator

Recommended by:

Concerned Campus Director

TO BE FILLED IN BY THE CAMPUS EXECUTIVE OFFICER

- | | |
|--------------------------------------|--|
| ☐ Approved | ☐ For Endorsement |
| ☐ Disapproved | ☐ Returned for Corrections/Revision |

Remarks

ENGR. ROGER P. RUMPON
OIC-Campus Executive Officer



REQUEST FORM

to serve as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5); or Participation in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

Name of Employee	:	<u>OLIVER J. DOCTOLERO</u>
Office / College	:	<u>COEA</u>
Employment Status	:	☒ Permanent ☐ Contract of Service ☐ Temporary Permanent ☐ Job Order ☐ Casual
Faculty Rank / Plantilla Position	:	<u>ASSO. PROF III</u>
Designation	:	<u>DEPT. CHAIR - GE</u>
Attachment/s (pls. check appropriate box)	:	☐ Short-Term Consultant/Expert (specify) _____ ☐ Resource Person / Convener / Facilitator/ Moderator / Keynote Speaker / Plenary Speaker / Panelist ☐ Participant ☐ Paper Presenter
Program/Project/Activity (PPA)	:	_____
Sponsoring Agency	:	_____
Objective/s of the PPA	:	_____
(Use separate sheet if necessary)	:	_____
Period Covered (Specific Date & Time)	:	<u>May 30, 2025</u>
Destination and Venue	:	<u>Barao Gattaran, Cagayan</u>
Attachment/s (pls. check appropriate box)	:	☐ Official Invitation ☒ Copy of the Presentation ☒ Program ☒ Copy of the Lecture ☐ Others (pls. specify) _____
Expected Output/s	:	_____
(Use separate sheet if necessary)	:	_____

CERTIFICATION

- ☒ I attest that all information contained in this request is true, accurate, and complete.
- ☒ I hereby certify that if this request is approved;
- It is my duty to re-echo the activity to be scheduled by the CEO, CDAA, CDAF, CRDE, CPRM or Training & Scholarship Office and submit a copy of the following after the termination of the mission for which the Authorization was issued:

Services as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); as Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5)

- ____ Narrative / Terminal Report with documentation
☒ Certificate of Appearance
☒ Certificate of Appreciation / Recognition (whichever is applicable)
____ Contract of Service or Appointment or any similar document
____ Output or Copy of project report submitted to and received by the organization
☒ Attendance Sheet or a Group photo of the participants (/Resource Person/Convener Facilitator/Moderator/Keynote Speaker/Plenary Speaker/Panelist)

Participant in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

- ____ Narrative / Terminal Report with documentation
____ Certificate of Appearance
____ Certificate of Participation
____ Lecture Notes, Brochures, and other learning materials

I understand that failure to comply with the abovementioned conditions shall invalidate the Authorization issued and all expenses authorized therein shall be disallowed and reimbursed. Further, the same shall be a ground for the denial of similar future requests.

OLIVER J. DOCTOLERO
(Signature Over Printed Name of the Employee)
Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON
Training & Scholarship Coordinator

Recommended by:

Concerned Campus Director

TO BE FILLED IN BY THE CAMPUS EXECUTIVE OFFICER

- | | |
|--------------------------------------|--|
| ☐ Approved | ☐ For Endorsement |
| ☐ Disapproved | ☐ Returned for Corrections/Revision |

Remarks

ENGR. ROGER P. RUMPON
OIC-Campus Executive Officer



REQUEST FORM

to serve as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5); or Participation in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

Name of Employee	:	LEONORA C. WDAUNDO
Office / College	:	CDA
Employment Status	:	☒ Permanent ☐ Contract of Service ☐ Temporary Permanent ☐ Job Order ☐ Casual
Faculty Rank / Plantilla Position	:	
Designation	:	ASST. PROF. I
Attachment/s (pls. check appropriate box)	:	☐ Short-Term Consultant/Expert (specify) _____ ☒ Resource Person / Convener / Facilitator/ Moderator / Keynote Speaker / Plenary Speaker / Panelist ☒ Participant ☐ Paper Presenter
Program/Project/Activity (PPA)	:	
Sponsoring Agency	:	
Objective/s of the PPA	:	
(Use separate sheet if necessary)	:	
Period Covered (Specific Date & Time)	:	May 30, 2025
Destination and Venue	:	Basco Bataran
Attachment/s (pls. check appropriate box)	:	☐ Official Invitation ☒ Copy of the Presentation ☒ Program ☒ Copy of the Lecture ☐ Others (pls. specify) _____
Expected Output/s	:	
(Use separate sheet if necessary)	:	

CERTIFICATION

- ☒ I attest that all information contained in this request is true, accurate, and complete.
- ☒ I hereby certify that if this request is approved;
- It is my duty to re-echo the activity to be scheduled by the CEO, CDAA, CDAF, CRDE, CPRM or Training & Scholarship Office and submit a copy of the following after the termination of the mission for which the Authorization was issued:

Services as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); as Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5)

- ☒ Narrative / Terminal Report with documentation
☒ Certificate of Appearance
☒ Certificate of Appreciation / Recognition (whichever is applicable)
☐ Contract of Service or Appointment or any similar document
☐ Output or Copy of project report submitted to and received by the organization
☒ Attendance Sheet or a Group photo of the participants (/Resource Person/Convener Facilitator/Moderator/Keynote Speaker/Plenary/Speaker/Panelist)

Participant in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

- ☐ Narrative / Terminal Report with documentation
☐ Certificate of Appearance
☐ Certificate of Participation
☐ Lecture Notes, Brochures, and other learning materials

I understand that failure to comply with the abovementioned conditions shall invalidate the Authorization issued and all expenses authorized therein shall be disallowed and reimbursed. Further, the same shall be a ground for the denial of similar future requests.

LEONORA C. WDAUNDO
(Signature Over Printed Name of the Employee)
Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON
Training & Scholarship Coordinator

Recommended by:

Concerned Campus Director

TO BE FILLED IN BY THE CAMPUS EXECUTIVE OFFICER

- | | |
|--------------------------------------|--|
| ☐ Approved | ☐ For Endorsement |
| ☐ Disapproved | ☐ Returned for Corrections/Revision |

Remarks

ENGR. ROGER P. RUMPON
OIC-Campus Executive Officer



REQUEST FORM

to serve as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5); or Participation in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

Name of Employee	:	NARCISA C. LAGGUI	
Office / College	:	COEA	
Employment Status	:	☐ Permanent	☐ Contract of Service
	:	☐ Temporary Permanent	☐ Job Order
	:	☐ Casual	
Faculty Rank / Plantilla Position	:	ASST. PROF. II	
Designation	:		
Attachment/s (pls. check appropriate box)	:	☐ Short-Term Consultant/Expert (specify) _____	
	:	☐ Resource Person / Convener / Facilitator/ Moderator / Keynote Speaker / Plenary Speaker / Panelist	
	:	☐ Participant	
	:	☐ Paper Presenter	
Program/Project/Activity (PPA)	:		
Sponsoring Agency	:		
Objective/s of the PPA	:		
(Use separate sheet if necessary)	:		
Period Covered (Specific Date & Time)	:		
Destination and Venue	:		
Attachment/s (pls. check appropriate box)	:	☐ Official Invitation	☐ Copy of the Presentation
	:	☐ Program	☐ Copy of the Lecture
	:	☐ Others (pls. specify) _____	
Expected Output/s	:		
(Use separate sheet if necessary)	:		

CERTIFICATION

☐ I attest that all information contained in this request is true, accurate, and complete.

☐ I hereby certify that if this request is approved;

It is my duty to re-echo the activity to be scheduled by the CEO, CDAA, CDAF, CRDE, CPRM or Training & Scholarship Office and submit a copy of the following after the termination of the mission for which the Authorization was issued:

Services as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); as Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5)

- ____ Narrative / Terminal Report with documentation
- ____ Certificate of Appearance
- ____ Certificate of Appreciation / Recognition (whichever is applicable)
- ____ Contract of Service or Appointment or any similar document
- ____ Output or Copy of project report submitted to and received by the organization
- ____ Attendance Sheet or a Group photo of the participants (/Resource Person/Convener Facilitator/Moderator/Keynote Speaker/Plenary/Speaker/Panelist)

Participant in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

- ____ Narrative / Terminal Report with documentation
- ____ Certificate of Appearance
- ____ Certificate of Participation
- ____ Lecture Notes, Brochures, and other learning materials

I understand that failure to comply with the abovementioned conditions shall invalidate the Authorization issued and all expenses authorized therein shall be disallowed and reimbursed. Further, the same shall be a ground for the denial of similar future requests.

NARCISA C. LAGGUI
(Signature Over Printed Name of the Employee)
Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON
Training & Scholarship Coordinator

Recommended by:

Concerned Campus Director

TO BE FILLED IN BY THE CAMPUS EXECUTIVE OFFICER

- | | |
|--------------------------------------|--|
| ☐ Approved | ☐ For Endorsement |
| ☐ Disapproved | ☐ Returned for Corrections/Revision |

Remarks

ENGR. ROGER P. RUMPON
OIC-Campus Executive Officer



REQUEST FORM

to serve as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5); or Participation in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

Name of Employee	:	<u>Ruth N. Maguddayao</u>	
Office / College	:	<u>COEA</u>	
Employment Status	:	☐ Permanent	☐ Contract of Service
		☐ Temporary Permanent	☐ Job Order
		☐ Casual	
Faculty Rank / Plantilla Position	:		
Designation	:		
Attachment/s (pls. check appropriate box)	:	☐ Short-Term Consultant/Expert (specify) _____	
		☐ Resource Person / Convener / Facilitator/ Moderator / Keynote Speaker / Plenary Speaker / Panelist	
		☐ Participant	
		☐ Paper Presenter	
Program/Project/Activity (PPA)	:		
Sponsoring Agency	:		
Objective/s of the PPA	:		
(Use separate sheet if necessary)	:		
Period Covered (Specific Date & Time)	:	<u>May 30, 2025</u>	
Destination and Venue	:	<u>Basao Gattaran</u>	
Attachment/s (pls. check appropriate box)	:	☐ Official Invitation	☐ Copy of the Presentation
		☐ Program	☐ Copy of the Lecture
		☐ Others (pls. specify) _____	
Expected Output/s	:		
(Use separate sheet if necessary)	:		

CERTIFICATION

☒ I attest that all information contained in this request is true, accurate, and complete.

☒ I hereby certify that if this request is approved;

It is my duty to re-echo the activity to be scheduled by the CEO, CDAA, CDAF, CRDE, CPRM or Training & Scholarship Office and submit a copy of the following after the termination of the mission for which the Authorization was issued:

Services as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); as Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5)

- ☒ Narrative / Terminal Report with documentation
- ☒ Certificate of Appearance
- ☒ Certificate of Appreciation / Recognition (whichever is applicable)
- ☒ Contract of Service or Appointment or any similar document
- ☒ Output or Copy of project report submitted to and received by the organization
- ☒ Attendance Sheet or a Group photo of the participants (/Resource Person/Convener Facilitator/Moderator/Keynote Speaker/Plenary/Speaker/Panelist)

Participant in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

- ☐ Narrative / Terminal Report with documentation
- ☐ Certificate of Appearance
- ☐ Certificate of Participation
- ☐ Lecture Notes, Brochures, and other learning materials

I understand that failure to comply with the above-mentioned conditions shall invalidate the Authorization issued and all expenses authorized therein shall be disallowed and reimbursed. Further, the same shall be a ground for the denial of similar future requests.

RUTH N. MAGUDDAYAO
(Signature Over Printed Name of the Employee)

Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON

Training & Scholarship Coordinator

Recommended by:

Concerned Campus Director

TO BE FILLED IN BY THE CAMPUS EXECUTIVE OFFICER

- | | |
|--------------------------------------|--|
| ☐ Approved | ☐ For Endorsement |
| ☐ Disapproved | ☐ Returned for Corrections/Revision |

Remarks

ENGR. ROGER P. RUMPON
OIC-Campus Executive Officer



REQUEST FORM

to serve as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5); or Participation in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

Name of Employee	:	MARIA NINA DIOCETH P. SALES
Office / College	:	
Employment Status	:	☒ Permanent ☐ Contract of Service ☐ Temporary Permanent ☐ Job Order ☐ Casual
Faculty Rank / Plantilla Position	:	ASSISTANT PROF IV
Designation	:	
Attachment/s (pls. check appropriate box)	:	☐ Short-Term Consultant/Expert (specify) _____ ☐ Resource Person / Convener / Facilitator/ Moderator / Keynote Speaker / Plenary Speaker / Panelist ☐ Participant ☐ Paper Presenter
Program/Project/Activity (PPA)	:	
Sponsoring Agency	:	
Objective/s of the PPA	:	
(Use separate sheet if necessary)	:	
Period Covered (Specific Date & Time)	:	May 30, 2025
Destination and Venue	:	Gatheran, Cagayan
Attachment/s (pls. check appropriate box)	:	☐ Official Invitation ☐ Copy of the Presentation ☐ Program ☐ Copy of the Lecture ☐ Others (pls. specify) _____
Expected Output/s	:	
(Use separate sheet if necessary)	:	

CERTIFICATION

- ☒ I attest that all information contained in this request is true, accurate, and complete.
- ☒ I hereby certify that if this request is approved;
- It is my duty to re-echo the activity to be scheduled by the CEO, CDAA, CDAF, CRDE, CPRM or Training & Scholarship Office and submit a copy of the following after the termination of the mission for which the Authorization was issued:
- Services as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); as Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5)**
- ☐ Narrative / Terminal Report with documentation
 - ☒ Certificate of Appearance
 - ☒ Certificate of Appreciation / Recognition (whichever is applicable)
 - ☐ Contract of Service or Appointment or any similar document
 - ☐ Output or Copy of project report submitted to and received by the organization
 - ☒ Attendance Sheet or a Group photo of the participants (/Resource Person/Convener Facilitator/Moderator/Keynote Speaker/Plenary/Speaker/Panelist)
- Participant in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities**
- ☐ Narrative / Terminal Report with documentation
 - ☐ Certificate of Appearance
 - ☐ Certificate of Participation
 - ☐ Lecture Notes, Brochures, and other learning materials

I understand that failure to comply with the abovementioned conditions shall invalidate the Authorization issued and all expenses authorized therein shall be disallowed and reimbursed. Further, the same shall be a ground for the denial of similar future requests.

MARIA NINA DIOCETH P. SALES
(Signature Over Printed Name of the Employee)
Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE VRATA-LUCZON
Training & Scholarship Coordinator

Recommended by:

Concerned Campus Director

TO BE FILLED IN BY THE CAMPUS EXECUTIVE OFFICER

- | | |
|--------------------------------------|--|
| ☐ Approved | ☐ For Endorsement |
| ☐ Disapproved | ☐ Returned for Corrections/Revision |

Remarks

ENGR. ROGER P. RUMPON
OIC-Campus Executive Officer



REQUEST FORM

to serve as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5); or Participation in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

Name of Employee	:	Theresa Lean Romo T. Sumor
Office / College	:	CDEA
Employment Status	:	☐ Permanent ☒ Contract of Service ☐ Temporary Permanent ☐ Job Order ☐ Casual
Faculty Rank / Plantilla Position	:	Lecturer
Designation	:	
Attachment/s (pls. check appropriate box)	:	☐ Short-Term Consultant/Expert (specify) ☐ Resource Person / Convener / Facilitator/ Moderator / Keynote Speaker / Plenary Speaker / Panelist ☒ Participant ☐ Paper Presenter
Program/Project/Activity (PPA)	:	
Sponsoring Agency	:	
Objective/s of the PPA	:	
(Use separate sheet if necessary)	:	
Period Covered (Specific Date & Time)	:	
Destination and Venue	:	
Attachment/s (pls. check appropriate box)	:	☐ Official Invitation ☐ Copy of the Presentation ☐ Program ☐ Copy of the Lecture ☐ Others (pls. specify)
Expected Output/s	:	
(Use separate sheet if necessary)	:	

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☐ I hereby certify that if this request is approved;

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Services as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); as Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5)

- Narrative / Terminal Report with documentation
- Certificate of Appearance
- Certificate of Appreciation / Recognition (whichever is applicable)
- Contract of Service or Appointment or any similar document
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Participant in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

- Narrative / Terminal Report with documentation
- Certificate of Appearance
- Certificate of Participation
- Lecture Notes, Brochures, and other learning materials

I understand that failure to comply with the abovementioned conditions shall invalidate the Authorization issued and all expenses authorized therein shall be disallowed and reimbursed. Further, the same shall be a ground for the denial of similar future requests.

TERESA LEAN ROMO T. SUMOR

(Signature Over Printed Name of the Employee)

Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE NRATA-LUCZON

Training & Scholarship Coordinator

Recommended by:

Concerned Campus Director

TO BE FILLED IN BY THE CAMPUS EXECUTIVE OFFICER

- | | |
|--------------------------------------|--|
| ☐ Approved | ☐ For Endorsement |
| ☐ Disapproved | ☐ Returned for Corrections/Revision |

Remarks

ENGR. ROGER P. RUMPON

OIC-Campus Executive Officer



REQUEST FORM

to serve as Short-Term Consultant/Expert (KRA 3, Criterion B, 1.3); Resource Person/ Convener/ Facilitator/ Moderator/ Keynote Speaker/ Plenary Speaker/ Panelist (KRA 3, Criterion B, 1.5); or Participation in conferences, seminars, workshops, industry immersion (KRA 4, Criterion B, 2) and other similar activities

Name of Employee	:	<u>NATALIO PELOVELLO</u>	
Office / College	:	<u>CDA</u>	
Employment Status	:	☒ Permanent	☐ Contract of Service
		☐ Temporary Permanent	☐ Job Order
		☐ Casual	
Faculty Rank / Plantilla Position	:	<u>ASST. PROF. I</u>	
Designation	:	<u>FACULTY</u>	
Attachment/s (pls. check appropriate box)	:	☐ Short-Term Consultant/Expert (specify)	
		☐ Resource Person / Convener / Facilitator/ Moderator / Keynote Speaker / Plenary Speaker / Panelist	
		☒ Participant	
		☐ Paper Presenter	
Program/Project/Activity (PPA)	:		
Sponsoring Agency	:		
Objective/s of the PPA	:		
(Use separate sheet if necessary)	:		
Period Covered (Specific Date & Time)	:		
Destination and Venue	:		
Attachment/s (pls. check appropriate box)	:	☐ Official Invitation	☐ Copy of the Presentation
		☐ Program	☐ Copy of the Lecture
		☐ Others (pls. specify)	
Expected Output/s	:		
(Use separate sheet if necessary)	:		

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- ☐ Certificate of Appearance
- ☐ Certificate of Participation
- ☐ Lecture Notes, Brochures, and other learning materials

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NATALIO PELOVELLO
(Signature Over Printed Name of the Employee)
Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON
Training & Scholarship Coordinator

Recommended by:

Concerned Campus Director

TO BE FILLED IN BY THE CAMPUS EXECUTIVE OFFICER

- | | |
|--------------------------------------|--|
| ☐ Approved | ☐ For Endorsement |
| ☐ Disapproved | ☐ Returned for Corrections/Revision |

Remarks

ENGR. ROGER P. RUMPON
OIC-Campus Executive Officer