

DISASTER PREPAREDNESS

PAGURUFFUNAN PARA TA PROGRESO





Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS

Carig Sur, Tuquegarao City, Cagayan, Philippines

Research for Dev't and Extension Office
Carig Campus

EXECUTIVE SUMMARY

Date: APRIL 30, 2025

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

Requesting Party	Name: ENGR. CRISTOPHER CAPILI College/Office: College of Engineering and Architecture	
Subject	Request for the Issuance of a Travel Order for the Faculty Extensionists, and Students (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 la Progreso": 1. Community Disaster Preparedness Training and Evaluation Drill; 2. Lecture on the Overview of Solar Power Systems; 3. Installation and Ceremonial Turn-over of a 30-foot solar-powered street light (Tree of Light)	
Particulars	Inclusive Date: May 06, 2025 (inclusive of travel) Location: Sitio Padungsol, Basao Gattaran Cagayan SO No. : OP-5005-SO-2024-05-444 page 2, line 3 Requested Budget: 19,700.00 Remaining Budget: 50,000.00 ✓	
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	
Recommending Approval	Name: DR. MARICEL CAMPAÑANO Designation: Campus Director for Academic Affairs Name: ENGR. EMER T. QUEZON Designation: Campus Director for RDE	Remarks Approved Budget - 50,000 Requested Budget - 19,700 Remaining Budget - 30,300
Executive's Action	Action ☒ Approved ☐ Noted ☐ For Endorsement ☐ Returned for Corrections/Revision ☐ For the review of the ExeCom ☐ Disapproved	Remarks

OFFICE OF THE CAMPUS EXECUTIVE OFFICER

CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
TUQUEGARAO CITY, CAGAYAN

RECEIVED
DATE: 5/1/25
TIME: 2:15 PM
BY: [Signature]

ENGR. ROGER RUMPON, MSc
Campus Executive Officer

AMBISYON MAY 2025
Initiating, Inspiring, Inspiring the Nation

RECEIVED
DATE: 5-1-25
TIME: May
BY: [Signature]





Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS

Palm St., CSU Carig Campus, Carig Sur
Tuguegarao City, Cagayan 5500

OFFICE OF THE CAMPUS EXECUTIVE OFFICER

RELEASED
DATE: 5/6/25
TIME: 1:05pm
BY: [Signature]

OFFICE ORDER

No. OCEO-25006-OO-2025-05-234
May 05, 2025

**AUTHORITY TO CONDUCT EXTENSION PROJECT THROUGH RESOURCE SUPPORT
DEVELOPMENT UNDER PAGGURUFFUNAN PARA TA PROGRESO AND
GRANT OF FINANCIAL ASSISTANCE**

Pursuant to our commitment to community engagement, this Office hereby grants authority to the following individuals from the College of Engineering and Architecture, to conduct the extension project entitled: "**Resource Support Development**" under the "**Pagguruffunan Para ta Progreso Program**" on **May 06, 2025, at Sitio Padungsol, Barangay Basao, Gattaran, Cagayan.**

NAME	POSITION
1. Engr. Eulogio Neil Mallillin	Faculty
2. Engr. Cristopher Capili	Faculty
3. Engr. Oliver Cagumbay	Faculty
4. Engr. Joseph Cabalbag	Faculty
5. Engr. Jowell John Talosig	Faculty
6. Engr. Leomar Juliano	Faculty
7. Engr. Angelica Coballes	Faculty
8. Engr. Louise Victoria Beltran	Student
9. Jay M. Agabin	Student
10. Karylle F. Cusipag	Student
11. Kyle F. Cusipag	Student
12. Angelika A. Tacuboy	Student
13. Marc Louie A. Allauigan	Student

In view of the involvement of a few students in the conduct of the said extension project, it is imperative that all requirements, procedures, and documentation prescribed under CHED Memorandum Order (CMO) No. 63, series of 2017, entitled "**Policies and Guidelines on Local Off-Campus Activities**," be strictly complied with.

Further, this Office approves the grant of financial assistance in support of the project implementation and is amounting to **Nineteen Thousand Seven Hundred pesos (P19,700)**, subject to prevailing 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



Training Design



TRAINING DESIGN

I. BASIC INFORMATION

Program Title:

Resource Support Development under Paggurufunan para ta Progreso

Title of Training/Seminar: *Community Preparedness Training, and Lecture on Overview on Solar Power Systems cum Installation of Solar-powered Street Light*

Theme:

One Light, One Community: Empowering Basao Together

Training Provider/Proponent:

Electronics Engineering Department
College of Engineering and Architecture
Carig Campus Research, Extension and Development Office

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

<i>No. of Participants</i>	<i>Nature of Participants</i>
70	Barangay residence and officials

Venue: Sitio Padungsol, Brgy. Basao, Gattaran Cagayan

Committees:

<i>Committee</i>	<i>Person-In-Charge</i>
Programme Invitation Certificates, Tokens	Engr. Oliver Cagumbay
Registration and Evaluation Committee	Engr. Eulogio Neil Mallillin
Documentation	JIECEP CSU Student Chapter
Emcee	Engr. Cristopher Capili
Overall In-charge	Engr. John Michael Casibang



II. RATIONALE

Basao is a barangay nestled within our province, and while it possesses a rich cultural heritage and a strong sense of community, it faces significant challenges in accessing basic utilities, particularly reliable electricity. Many households rely on traditional and often hazardous means of lighting, limiting their opportunities for education, livelihood, and overall well-being, especially during the evening hours. This lack of access also poses safety concerns and hinders the community's progress.

Our project directly addresses this critical need. It involves the installation of solar-powered lighting systems within the Basao community. Solar energy offers a sustainable, clean, and cost-effective solution that aligns well with the environmental consciousness often inherent in indigenous communities.

However, this project goes beyond mere installation. A crucial component is the comprehensive training we will provide to community members. This training will cover the fundamentals of the solar light systems, including their operation, basic troubleshooting, and, most importantly, the proper maintenance of the panels, batteries, and other components. Empowering the community with this knowledge ensures the long-term sustainability and functionality of the project.

Furthermore, the training will include essential aspects of safeguarding the installed systems. We will work collaboratively with the community to develop strategies for protecting the equipment from environmental factors, accidental damage, and potential theft. This participatory approach will foster a sense of ownership and responsibility towards the project.

We believe that the project will have a profound and lasting impact on the Basao community. This extension activity aligns perfectly with the Electronics Engineering Department's expertise in renewable energy and our commitment to applying our knowledge for the benefit of our wider community. It offers our students and faculty a valuable opportunity for hands-on experience in project implementation, community engagement, and the practical application of sustainable technologies.

We are confident that the extension activity will not only bring light to the homes of Basao but also ignite opportunities for a brighter future for its residents. We urge your support for this meaningful endeavor.

Objectives

This training and seminar aim to enhance the participant's knowledge and skills in key technological innovations that contribute to community resilience. Specifically, the objectives are:

1. To provide sustainable and reliable solar-powered lighting systems to the Aeta community of Basao, thereby improving their access to light during evening hours.
2. To equip participating households with the knowledge and skills necessary for the basic operation, maintenance, and troubleshooting of their installed solar lighting systems, as well as strategies for safeguarding the equipment, through comprehensive training sessions conducted.



3. To foster a collaborative partnership between the Electronics Engineering Department of CSU College of Engineering and Architecture and the Aeta community of Basao, evidenced by active participation in the project implementation and training, and to establish a framework for future sustainable technology initiatives within the community.

Mechanics/Methodology

The seminar will employ interactive and practical methodologies to ensure that participants gain both knowledge and hands-on experience. The following approaches will be used:

1. Involve community leaders, farmers, and barangay officials in the planning process. This ensures that the seminar addresses the specific needs and concerns of the community.
2. Conduct surveys or focus group discussions with the community and barangay officials to identify their knowledge gaps and expectations.
3. Provide opportunities for participants to ask questions and engage in discussions.
4. Use surveys and feedback forms to gather participants' opinions on the seminar's effectiveness.
5. Measure the success of the seminar through survey questionnaire.

Expected Output

By the end of the seminar, these are the anticipated outcomes:

1. Installation and operationalization of solar lighting systems.
2. A trained and empowered community on solar system maintenance and safeguarding.
3. Established collaborative partnership and framework for future initiatives.
4. Enhanced awareness and appreciation for sustainable energy.

Expected Outcomes/Impact

Engaging the Aeta community through this seminar can bring about substantial positive changes:

1. Extended daylight hours provided by solar lighting will enable adults to engage in income-generating activities for a longer duration into the evening. This could include traditional crafts, home-based businesses, or agricultural tasks, ultimately contributing to increased household income and economic self-sufficiency.
2. Well-lit homes and surroundings will contribute to a safer environment, reducing the risk of accidents, injuries, and potential crime during the night. This will enhance the overall sense of security and well-being within the community.
3. Access reliable lighting will reduce the reliance on traditional and often unhealthy lighting sources like kerosene lamps or open fires, which can cause respiratory problems and pose fire hazards. This will contribute to improved respiratory health and a safer living environment.



III. TRAINING TOPICS AND RESOURCE PERSONS

Topic	Resource Person	Contents	Time allotment	Training Requirements from Participants
Introduction to Solar Light	Engr. Oliver Cagumbay, Electronics Engineer	▪ Basic Parts and Components ▪ Basic Wiring and Installation	1 hour	▪ Attendance Morning ▪ Evaluation Assessment
Installation and Hands-on Training	Engr. Cristopher Capili, Electronics Engineer	▪ Basic Troubleshooting and Maintenance ▪ Hands on Training	1 hour	▪ Attendance Morning ▪ Evaluation Assessment



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PROGRAMME

PART 1: Opening Program	
Invocation	Audio Visual Presentation
National Anthem	Audio Visual Presentation
Welcome Remarks	Hon. GILBERT GUILLERMO <i>Barangay Chairman, Basao Gattaran</i>
Rationale of the of the Training Workshop	Engr. CRISTOPHER CAPILI <i>College Extension Coordinator</i>
Message	ENGR. JOHN MICHAEL CASIBANG <i>Dean</i>
Photo-Opportunity	All participants and Guests
PART 2: Training Proper	
Community Disaster Preparedness	ENGR. LEOMAR JULIANO <i>CE Faculty</i>
Evacuation Drill	
Lunch Break	
Overview of Solar Power Systems	Engr. EULOGIO MALILLIN <i>EcE Department Chairman</i>
Installation of Solar-powered Street Light (Tree of Light)	
Open Forum & Lunch Break	

VI. BUDGETARY REQUIREMENT

ITEM	Details/Description	Quantity	Unit Cost	Amount
1. Food	Lunch (DI)	70	140	9,800
	snack (AM and PM)	70	80	5,600
2. certificates	certificates	1	300	300
3. Transportation	Van/Jeepney rental	1	4000	4,000
Total				19,700.00

Prepared by:


ENGR. JOSEPH R. CABALBAG
Chairman, Civil Engineering Department

Noted:


ENGR. CRISTOPHER CAPILI
College Extension Coordinator


ENGR. JOHN MICHAEL CASIBANG
University Dean



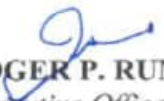
Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Carig Sur, Tuguegarao City, Cagayan, Philippines

Recommending Approval:


DR. JOEL BINASOY
Campus Extension Coordinator


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

Approved:


ENGR. ROGER P. RUMPON, MSc
Campus Executive Officer

Narrative Report



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Carig Sur, Tuguegarao City, Cagayan, Philippines

NARRATIVE REPORT

Community Disaster Preparedness Training and Lecture on Solar Power Systems

Basao, Gattaran Cagayan

May 06, 2025

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 partnership with the Local Government Unit of Gattaran, the College of Engineering and Architecture conducted a one-day Community Disaster Preparedness Training and Seminar on Solar Power Systems. This activity is part of the series of seminar-trainings which aims to capacitate the beneficiary community with knowledge on disaster preparedness and response.

During the opening program, Engr. Cristopher Capili, current College Extension coordinator, presented the rationale of the training. With an expression of enthusiasm and appreciation, 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.



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The training proper started right after the opening program where participants listened to the presentation of Engr. Leomar Juliano, a CE faculty as he highlights the importance of Community Disaster Preparedness and what to do before, during, and after a disaster.

Engr. Eulogio Malillin, the EcE Department Chair also lectured about the Solar Power systems as part of the "TREE OF LIGHT PROJECT" of which they donated a 30 foot solar powered street light to the agta community.

After the lecture, Engr. Christopher Capili, the college extension coordinator 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:



Engr. Leomar Juliano discussing the importance of disaster preparedness during the conduct of the seminar on Community Disaster Preparedness Training



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Photo opportunity with the participants after the seminar

Participant's Profile



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Cagayan State University
Carig Campus

Title of Training:
Venue:
Date:

Community Disaster Preparedness Training,
BRGY. BASAO BARANGAY HALL, BASAO, GATTARAN CAGAYAN
May 06, 2025

PARTICIPANTS PROFILE

No.	Name	Sex	Civil Status	Religion	Age	Date of Birth	Educational Attainment	Agency	Position	Contact Number	Membership to Organization	Signature
1	Jomar Tumaliuan	M	M	C.G.M.	38	5-4-1988	Elementary	Basao	Residence			JTumaliuan
2	George Alambat	M	M	C.G.M.	63	4-1-	Elementary	Basao	Residence			Jalant
3	Randy Flores	M	M	C.G.M.	15	April 2000	Elementary	Basao	Resident			Randy Flores
4	Lito Gonzales	M	M	C.G.M.	55	May 10, 1970	A.L.S.	Basao	Resident			Lito Gonzales
5	Robelyn Simplicio	F	S	CGM	52	Feb-02	Elementary	Basao	Resident			R.S.
6	Judy ANN Alambat	F	M	C.G.M.	18		Elementary	Basao	Resident			J.A.
7	Mylene Ancheta	F	M	C.G.M.	37	April 8, 1988	High School	Basao	Resident			Mancheta
8	Angel Ancheta	F	M	C.G.M.	20	April 20	High School	Basao	Resident			Angel
9	Brenda Motta	F	M	C.G.M.	33	June 1, 1991	Elementary	Basao	Resident			B. Motta
10	Mylene Capino	F	M	C.G.M.	30	May 28, 1995	Elementary	Basao	Resident			M. Capino
11	Jessica Alambat	F	M	C.G.M.	27		Elementary	Basao	Resident			JA
12	Riza Ancheta	F	M	C.G.M.	19	Jan. 16, 2006	High School	Basao	Resident			R.A.
13	Wilma Gonzales	F	M	C.G.M.	58		Elementary	Basao	Resident			WG
14	Lito Tomas	M	M									Lito Tomas
15	Gilbert Guillermo	M	M									Gilbert
16	Ricardo Dela Cruz	M	M									Ricardo
17	Peddy B mabag	M	S		61	12-7-64		Basao				Peddy
18	cherry Palactao	F	M		37	2-27-88	highschool	Basao				Cherry
19	Mylene Ancheta	F	M		37	04-08-88	Highschool					Mylene

20	Angel Ancheta	F	M		70	04-70-195	Highschool					OC
21	Mylene Capino	~~F~~	M		30	15-72-95	Elementary					N. Capino
22	JESSICA ALAMBAT	F	M		27		Elementary					J.A.
23	Risa Ancheta	F	M		~~27~~		Elementary					R.A.
24	Wilma Gonzales	F	M		58							W.G.
25	Mary Joy Columba	F	M	Mormons	39	11-06-90	College					Columba.

F-EXT 28207

No.	Name	Sex	Civil Status	Religion	Age	Date of Birth	Educational Attainment	Agency	Position	Contact Number	Membership to Organization	Signature
26	KAREN ABUN	F	M	Catholic	31	07/21/93	College	Basao				Abun
27	AIDA RUIZ	F	M	Catholic	68	09/30/65	High School			09054051959		Aring
28	MARINIC SALAGAN	F	M	Catholic	33	03/15/92	High School					Salagan
29	LENY OLINO	F		Catholic	42	09/05/82	High School	Basao		0955403563		Olino
30	NENE C. VIADO	F		Catholic	41	08/18/83	High School	Basao		0962237144		Viado
31	JEFFREY AGAMATA	M	M			09/21/81						Agamata
32	Leriza M. Mantua	F	M	Catholic	87	08-07-78	College Grad	Basao		09525291635		Mantua
33	MARILYN L. CORPUZ	F	M	Catholic	61	2-4-64	High School	Basao				M. Corpuz
34	MERCEDES ACACIA	F		R.C.	67	05-28-58	High School	Basao		09282797497		Acacia
35	EDITHA NATIVIDAD	F		Catholic	68	9-27-57						Natividad
36	REYNALYN VILLAR	F	M	R.C.	56	2-27-69	High School	Basao				R. Villar
37	CAROL L. VILLORIA	F	M	TGCM	54	12-6-70	High School			09367643934		CVilloria
38	FLOR DEUZA BAYAOA	F	M	Catholic	56	2-27-69	High School	Basao				Bayaoa
39	Wilma Capino	F	M	Catholic	49	1-24-75	High School	Basao		09557757645		Capino
40	ESTELITA M. LAZARO	F	M	INC	57	3-8-68	High School	Basao		09557757695		Lazaro
41	EDWIN CAPINO	M						Basao				Edwin Capino
42	Aiza Barit	F						Basao				Barit
43	Yoly B. Barit	F	M		31	10-18-93	Elementary	Basao		09675548490		Y. Barit
44	Joylin B. Zonilla	F	S		30	04-27-95	High School	Basao				Zonilla
45	Maricel DelaTore	F	M		48	09-03-76	College	Basao		09756961436		Delat
46	Thelma Agamata	F	M		60	12-04-64	High School	Basao		09679032420		Agamata

47	Arceli Laddaran	F	M		63	06-24-61	H.S.	Basao				Atkern
48	Milagros Pasion	F	M		63	03-17-67	Elem	Basao				Milagros Pasion
49	Betty Columba	F	M		69	03-11-61	Elem	Basao				B.C.
50	Remedios Bataraw	F	M		72	5-29-83	Elem	Basao				Remedios B.
51	Gilbert Guillermo	M	M		63	10-02-61	College					G.G.
52	Ricardo Dela Cruz	M	M		36	12-24-87	H.S.					R.D.
53	Gloria C. Ulep	F	M		48	6-20-78	H.S.	Basao				G.U.
54	Cherry Palattao	F	M		34	12-24-91	Elem.	Basao				Cherry P.
55	Teddy D. Mabag	M	M		61	7-31-89		Basao				T.M.

E-EXT 23/07

[illegible]

Attendance Sheet



participants only
at least 55

ATTENDANCE SHEET

Activity:	Community Disaster Preparedness Training and Lecture on Overview on Solar Power Systems...	Reference No.:	
Implementing Office:	COEA	Office Code:	
Proponent/s:	RALPH ANGELO ESTILLER, CRISTOPHER CAPILI, et.al	Date:	May 06, 2025
Venue:	Sitio Padungsol, Basao Gattaran Cagayan	Page	1 of 8

SN	Name of Attendee	Agency/Organization/ College/Section	Designation/Position	Nature of Participation	Sex		Contact Number	E-mail address	Signature
					M	F			
1.	Ma. Cristine Vicente	Basao				/			g Vicente
2.	Sarah Bayaca	Basao				/			g Bayaca
3.	Joeprey Agmata	Basao			/				g Agmata
4.	Jomar Tumaliuan	Basao	Residence		/				g Tumaliuan
5.	Yoly B. Barit	Basao				/			g Barit
6.	Joylin B. Zorilla	Basao				/			g Zorilla
7.	Thelma Agmata	Basao				/			g Agmata
8.	Gloria C. Ulep	Basao				/			g Ulep
9.	Marites M. Mabag	Basao				/			g Mabag
10.	Jomar Tumaliuan	Basao	Residence		/				g Tumaliuan

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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.





ATTENDANCE SHEET

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Implementing Office:	COEA	Office Code:	
Proponent/s:	RALPH ANGELO ESTILLER, CRISTOPHER CAPII, et.al	Date:	May 06, 2025
Venue:	Sitio Padungsol, Basao Gattaran Cagayan	Page	2 of 8

SN	Name of Attendee	Agency/Organization/ College/Section	Designation/Position	Nature of Participation	Sex		Contact Number	E-mail address	Signature
					M	F			
11.	Myrna Ancheta					/			J. A.
12.	Angel Ancheta					/			Manchet
13.	Mylene Capino					/			D. Man
14.	Marie JOY COLUMNA	BASAO				/	09557989393		Michelle
15.	KAREN Abun	Basao				/			ing
16.	AIDA Ruiz	Basao				/	09054057059		Heniz
17.	Marivic SANGAN	Basao				/			Suen
18.	Leni Olino	Basao				/	09554093563		Imakin
19.	Meme C. Viado	Basao				/	096223774		...
20.	Leiza Th. Martin	Basao				/	09525291635		...

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Proponent/s:	RALPH ANGELO ESTILLER, CRISTOPHER CAPILI, et.al	Date:	May 06, 2025
Venue:	Sitio Padungsol, Basao Gattaran Cagayan	Page	3 of 8

SN	Name of Attendee	Agency/Organization/ College/Section	Designation/Position	Nature of Participation	Sex		Contact Number	E-mail address	Signature
					M	F			
21.	Marilyn L. Corpuz	Basao				/			M Corpuz
22.	Editha Natividad	Basao				/			E Natividad
23.	Reynalyn Villar	Basao				/			R Villar
24.	Florideliza Bayron	Basao				/			F Bayron
25.	Lito Tomas				/				
26.	Gilbert Guillermo				/				
27.	Ricardo dela Cruz				/				
28.	Peddy B. Mabag				/				P. Mabag
29.	Cherry Palactao					/			cpalactao
30.									

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Venue:	Siteo Padungsol, Basao Gattaran Cagayan	Page	4 of 8

SN	Name of Attendee	Agency/Organization/ College/Section	Designation/Position	Nature of Participation	Sex		Contact Number	E-mail address	Signature
					M	F			
31.	JESSICA ALAMBATT					✓			J.A
32.	Riza Ancheta					✓			R.A
33.	Wilma Gonzales					✓			W.G
34.	Maung Jay Colmanan					✓			
35.									
36.									
37.									
38.									
39.	Marites M. Mabag	Preso				✓	097523891613		mmg
40.									

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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.





CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Tuguegarao City, Cagayan 3500

ATTENDANCE SHEET

Activity:	Community Disaster Preparedness Training, and lecture on solar power systems...	Reference No.:	
Implementing Office:	COEA	Office Code:	
Proponent/s:	RALPH ANGELO ESTILLER, CRISTOPHER CAPILI, et.al	Date:	May 06, 2025
Venue:	Sitio Padungsol, Basao Gattaran Cagayan	Page	5 of 8

SN	Name of Attendee	Agency/Organization/ College/Section	Designation/Position	Nature of Participation	Sex		Contact Number	E-mail address	Signature
					M	F			
41.	LITO GONZALES				/				<i>[Signature]</i>
42.	EDWIN CAPINO	BASAO			/				EC
43.	Aiza Parit	BASAO				/			<i>[Signature]</i>
44.	George Alambat				/				<i>[Signature]</i>
45.	Randy Flores				/				<i>[Signature]</i>
46.	Robelyn Simplicio					/			R.S.
47.	Judy Ann Alambat					/			J.A.
48.	Ronald Vicente	BASAO			/				<i>[Signature]</i>
49.	Alexander De Leon				/				
50.	Maidel Agag	BASAO				/			<i>[Signature]</i>

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masatag, maginhawa at panatag na buhay



**CAGAYAN STATE UNIVERSITY
CARIG CAMPUS**
Tuguegarao City, Cagayan 3500

ATTENDANCE SHEET

Activity:	Community Disaster Preparedness Training, and Lecture on Solar Power Systems...	Reference No.:	
Implementing Office:	COEA	Office Code:	
Proponent/s:	RALPH ANGELO ESTILLER, CRISTOPHER CAPILI, et.al	Date:	May 06, 2025
Venue:	Sitio Padungsol, Basao Gattaran Cagayan	Page	6 of 8

SN	Name of Attendee	Agency/Organization/ College/Section	Designation/Position	Nature of Participation	Sex		Contact Number	E-mail address	Signature
					M	F			
51.	Gilbert Guillermo				✓				
52.	Ricardo Dela Cruz				✓				
53.	Ronerson	Basao			✓				R. B. Estilla
54.	Chery Palattao	Basao				✓			
55.	Teddy D. Mabag	Basao			✓				
56.	Erinda Ferrer	Basao				✓	09752589613		Erinda
57.	Maricel Dela Torre	Basao				✓	09756961436		Maricel
58.	Arceji Laddaran	Basao				✓			Arceji
59.	Milagros Paston	Basao				✓			Milagros
60.	Betty Calurana	Basao				✓			Betty Calurana

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CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Tuguegarao City, Cagayan 3500

ATTENDANCE SHEET

Activity:	Community Disaster Preparedness Training, and Lecture on Solar Power Systems.	Reference No.:	
Implementing Office:	COEA	Office Code:	
Proponent/s:	RALPH ANGELO ESTILLER, CRISTOPHER CAPILI, et.al	Date:	May 06, 2025
Venue:	Sitio Padungsol, Basao Gattaran Cagayan	Page	7 of 8

SN	Name of Attendee	Agency/Organization/ College/Section	Designation/Position	Nature of Participation	Sex		Contact Number	E-mail address	Signature
					M	F			
61.	Remedios Batana	Basao				/			<i>Remedios Batana</i>
62.	Carol L. Villoria	Basao				/			<i>Carol Villoria</i>
63.	ESTELITA M. LAZARO	Basao				/			<i>Estelita M. Lazaro</i>
64.									
65.									
66.									
67.									
68.									
69.									
70.									

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Venue:	Sitio Padungsol, Basao Gattaran Cagayan	Page	8 of 8

SN	Name of Attendee	Agency/Organization/ College/Section	Designation/Position	Nature of Participation	Sex		Contact Number	E-mail address	Signature
					M	F			
71.									
72.									
73.									
74.									
75.									
76.									
77.									
78.									
79.									
80.									

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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.



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

In any disaster event, volunteers are needed

Before disaster happens- to help with mitigation and disaster preparedness education.

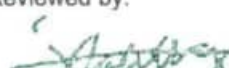
After a disaster happens- for rescue, recovery and immediate care.

For long term recovery- to help rebuild communities and restore lives.

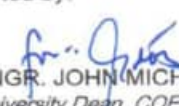
Prepared by:


ENGR. RALPH ANGELO ESTILLER
Assistant Professor, Cagayan State University

Reviewed by:


ENGR. JOSEPH R. CABALBAG
CE Department Chairman

Noted by:


ENGR. JOHN MICHAEL CASIBANG
University Dean, COEA

Summary of Evaluation



TRAINING EVALUATION SUMMARY

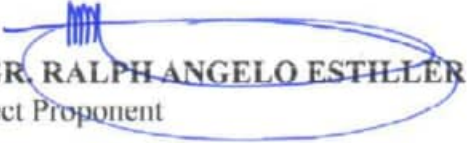
Title of Seminar: Community Disaster Preparedness Training & Lecture on the Overview
on Power Solar Systems...

Venue: Multi-Purpose Hall, Basao, Gattaran

Date: May 06, 2025

The Training conducted was evaluated by fifty-five (55) participants who attended the training. The participants rated the **Course Content** as outstanding with a mean score of **4.53**. 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 **4.52**. 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 **4.44**, the participants viewed this training as very timely (**Timeliness**) since in a few weeks, the PAGASA will be announcing the start of rainy seasons. 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 ESTILLER
Project Proponent

Community Disaster Preparedness Training & ~~Lecture~~ on Overview of the Solar Power Systems :

Venue Multi-Purpose Hall, Basao, Gattaran, Cagayan

Number of Participants: 55

Date: May 06, 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	35	16	4	0	0	4.56
2. The topics /workshop gave me new insights/ideas about how I should do my work.	30	21	4	0	0	4.47
3. The topic/workshop gave me new skills that will improve my efficiency/productivity.	32	18	5	0	0	4.49
4. The topics/workshop will enhance my dealings with the members of my community.	36	16	3	0	0	4.60
						4.53
B. TRAINING SCHEDULE						
1. The sessions started and ended according to the set schedule	28	23	4	0	0	4.44
2. The schedule for the training was conducive to learning	33	15	6	1	0	4.45
3. The time allotted for the topic was sufficient to ensure maximum learning	32	21	2	0	0	4.55
4. The time allotted for the breaks was sufficient	38	15	2	0	0	4.65
						4.52
C. TIMELINESS						
1. The topics discussed gave solutions to my present concerns related to my work/enterprise/project.	31	17	7	0	0	4.44
						4.44
D. RESOURCE SPEAKERS						
A. ENGR. LEOMAR JULIANO						
1. The resource persons showed mastery of the subject matter	36	13	6	0	0	4.55
2. The resource persons spoke clearly	35	15	4	0	1	4.51
3. The resource persons presented the topics in an organize manner	39	10	6	0	0	4.60
4. The resource persons exhibited the enthusiasm in delivering their lecture	36	14	4	1	0	4.55
5. The resource persons used various methods to make the presentations interesting and lively	41	9	5	0	0	4.65
6. The resource persons encouraged group participation	36	16	3	0	0	4.60
						4.58
A. ENGR. EULOGIO MALILLIN						
1. The resource persons showed mastery of the subject matter	33	14	8	0	0	4.45
2. The resource persons spoke clearly	34	19	2	0	0	4.58
3. The resource persons presented the topics in an organize manner	33	16	6	0	0	4.49
4. The resource persons exhibited the enthusiasm in delivering their lecture	34	16	5	0	0	4.53
5. The resource persons used various methods to make the presentations interesting and lively	35	15	4	1	0	4.53
6. The resource persons encouraged group participation	34	19	2	0	0	4.58
						4.53

Training Evaluation Forms



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

Community Disaster Preparedness Training, and
 Title of Training/Seminar: Lecture on Overview on Solar Power Systems Date: May 06, 2025
cum Installation of Solar-powered Street Light

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

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

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

Resource Persons/ Speakers	Engr. Leomar Juliano					Engr. Eulogio Malillin									
	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:

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, and
Lecture on Overview on Solar Power Systems Date: May 06, 2025
cum Installation of Solar-powered Street Light

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. Leomar Juliano					Engr. Eulogio Malillin									
	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:

EC 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, and
Lecture on Overview on Solar Power Systems cum Date: May 06, 2025
Installation of Solar-powered Street Light

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. Leomar Juliano					Engr. Eulogio Malillin									
	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:

AIZA BART

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

Title of Training/Seminar: Community Disaster Preparedness Training, and
Lecture on Advances in Solar Power Systems Date: May 06, 2025
cum Installation of Solar-powered Street Light

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. Leomar Juliano					Engr. Eulogio Malillin									
	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:

Signature
Signature M. Martinez
Signature over Printed Name



TRAINING EVALUATION FORM

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5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Good 1 - Poor

Title of Training/Seminar: Community Disaster Preparedness Training, and
Lecture on Overview on Solar Power Systems Date: May 06, 2025
cum Installation of Solar-powered Street Light

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. Leomar Juliano					Engr. Eulogio Mallillin									
	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:

MARVIN S. SALAGAN
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

Title of Training/Seminar: Community Disaster Preparedness Training, and
Lecture on Overview on Solar Power Systems Date: May 06, 2025
cum Installation of Solar-powered Street Light

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. Leomar Juliano					Engr. Eulogio Malillin									
	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:

R. Villar
Reynalyn L. Villar
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, and
Lecture on overview on Solar Power Systems Date: May 06, 2025
Installation of Solar-powered Street Light

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. Leomar Juliano					Engr. Eulogio Mallillin									
	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:

Jherdiza P. Bayasa
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, and
Lecture on Overview on Solar Power Systems Date: May 06, 2025
cum Installation of Solar-powered Street Light

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

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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. Leomar Juliano					Engr. Eulogio Malillin									
	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:

Marilyn L. 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, and
Lecture on Overview on Solar Power Systems Date: May 06, 2025
cum Installation of Solar-powered Street Light

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. Leomar Jullano					Engr. Eulogio Malillin									
	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:

LENY OLINDO

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, and
Lecture on Overview on Solar Power Systems Date: May 06, 2025
Installation of Solar-powered Street Light

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. Leomar Juliano					Engr. Eulogio Malillin									
	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.				/	W					/					

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

Evaluated by:

ESTHER M. RAZAO
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, and Lecture on Overview on Solar Power Systems cum Installation of Solar-powered Street Light Date: May 06, 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. Leomar Juliano					Engr. Eulogio Malillin									
	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:

Chilleria

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, and
Lecture on Overview on Solar Power systems Date: May 06, 2025
cum Installation of Solar-powered Street Light

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. Leomar Juliano					Engr. Evlogio Mallin									
	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. Natividad

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, and
Lecture on Overview on Solar Power Systems Date: May 06, 2025
cum Installation of Solar-powered Street Light

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. Leomar Juliano					Engr. Eulogio Malillin									
	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: Wilma Lawan
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, and
lecture on Overview on Solar Power Systems Date: May 06, 2025
and Installation of Solar-powered Street Light

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. Leomar Juliano					Engr. Eulogio Maillin									
	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:

MARICEL

DELA TORRE

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, and
Lecture on Overview on Solar Power Systems Date: May 06, 2025
even Installation of Solar-powered Street Light

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. Leomar Juliano					Engr. Eulogio Malillin									
	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:

Edma Segamat
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, and
Lecture on Overview on Solar Power Systems Date: May 06, 2025
cum Installation of Solar-powered Street Light

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. Leomar Juliano					Engr. Eulogio Malillin									
	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. Laddaran

Aneli Laddaran

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, and
Lecture on Overview on Solar Power Systems Date: May 06, 2025
cum Installation of Solar-powered Street Light

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. Leomar Juliano					Engr. Eulogio Malillin									
	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:

Milagros N Pasion MPasion
Signature over Printed Name



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



Certificate of Appreciation

IS PRESENTED TO:

Engr. Joseph R. Cabalbag

For his/her active participation as one of the **FACILITATORS** during the conduct of **COMMUNITY DISASTER PREPAREDNESS TRAINING & EVACUATION DRILL** training workshop under the Extension Project:
"RESOURCE SUPPORT DEVELOPMENT" under the extension program:

Paguruffunan para ta Progreso

Held on May 06, 2025 at Sitio Padungsol, Burayoc Gattaran, Cagayan

Given this 6th day of May 2025 at Barangay Basao, Gattaran, Cagayan

ENGR. JOHN MICHAEL B. CASIBANG, MSc
University Dean, College of Engineering and Architecture



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



Certificate of Appreciation

IS PRESENTED TO:

Engr. Oliver Cagumbay

*For his/her active participation as one of the FACILITATORS during the conduct of COMMUNITY DISASTER
PREPAREDNESS TRAINING & EVACUATION DRILL training workshop under the Extension Project:
"RESOURCE SUPPORT DEVELOPMENT" under the extension program:*

Paqurassunan para ta Progreso

Held on May 06, 2025 at Sitio Padungsol, Burayoc Gattaran, Cagayan

Given this 6th day of May 2025 at Barangay Basao, Gattaran, Cagayan


ENGR. JOHN MICHAEL B. CASIBANG, MSc
University Dean, College of Engineering and Architecture



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



Certificate of Appreciation

IS PRESENTED TO:

Engr. Cristopher Capili

For his/her active participation as one of the FACILITATORS during the conduct of COMMUNITY DISASTER PREPAREDNESS TRAINING & EVACUATION DRILL training workshop under the Extension Project: "RESOURCE SUPPORT DEVELOPMENT" under the extension program:

Paquraffunan para ta Progreso

Held on May 06, 2025 at Sitio Padungsol, Burayoc Gattaran, Cagayan

Given this 6th day of May 2025 at Barangay Basao, Gattaran, Cagayan


ENGR. JOHN MICHAEL B. CASBANG, MSc
University Dean, College of Engineering and Architecture

Training Request Forms



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Carig Sur, Tuguegarao City, Cagayan, Philippines

Control No.: 2025-05-430

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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>Ralph Angelo Estiller</u>
Office / College	:	<u>COEA</u>
Employment Status	:	☒ Permanent ☐ Contract of Service ☐ Temporary Permanent ☐ Job Order ☐ Casual
Faculty Rank / Plantilla Position	:	<u>Asst. prof I</u>
Designation	:	
Attachment/s (pls. check appropriate box)	:	☐ Short-Term Consultant/Expert (specify) ☒ Resource Person / Convener / <u>Facilitator/ Moderator/</u> 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 06, 2025</u>
Destination and Venue	:	<u>Basao Catteran</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.

Ralph Estiller
(Signature Over Printed Name of the Employee)
Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON
Training & Scholarship Coordinator

05/05/25

Recommended by:

EMER T. QUEZON, Ph.D. M.ASCE
Campus RDE Director
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



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Carig Sur, Tuguegarao City, Cagayan, Philippines

Control No.: 2025- 05-431

Document Code	Rev. No.	Eff. Date	Page
F-TRNG-23101	02	02.06.24	1 of 1

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	:	ANGEUCA COBALLES	
Office / College	:	CDA	
Employment Status	:	☐ Permanent	☐ Contract of Service
	:	☒ Temporary Permanent	☐ Job Order
	:	☐ Casual	
Faculty Rank / Plantilla Position	:	Instructor I	
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 06, 2025	
Destination and Venue	:	Basao Gattaran	
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.

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

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON
Training & Scholarship Coordinator

05/05/25

Recommended by:

EMER T. QUEZON, Ph.D., M.ASCE
Campus RDE Director
Concerned Campus Director

TO BE FILLED IN BY THE CAMPUS EXECUTIVE OFFICER

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

Remarks

ENGR. ROGER B. RUMPON
OIC-Campus Executive Officer



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Carig Sur, Tuguegarao City, Cagayan, Philippines

Control No.: 2025-05-472

Document Code	Rev. No.	Eff. Date	Page
F-TRNG-23101	02	02.06.24	1 of 1

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	:	JOWELL JOHN B. TALOSIC
Office / College	:	CEA
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 / <u>Facilitator/ Moderator /</u> 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 06, 2025
Destination and Venue	:	Bastu Gattaran
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.

JOWELL JOHN B. TALOSIC
(Signature Over Printed Name of the Employee)
Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON
Training & Scholarship Coordinator

05/05/25

Recommended by:

EMER T. QUEZON, Ph.D. M.ASCE
Concepcion R. 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



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Carig Sur, Tuguegarao City, Cagayan, Philippines

Control No.: 2025-05403

Document Code	Rev. No.	Eff. Date	Page
F-TRNG-23101	02	02.06.24	1 of 1

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	:	JOSEPH R. CARABAG
Office / College	:	COLLEGE OF ENG'G ARCHITECTURE
Employment Status	:	☒ Permanent ☐ Contract of Service ☐ Temporary Permanent ☐ Job Order ☐ Casual
Faculty Rank / Plantilla Position	:	ASST. PROF. I
Designation	:	DEPT. CHAIR
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 06, 2025
Destination and Venue	:	Basco Gattoran
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.

JOSEPH R. CARABAG
(Signature Over Printed Name of the Employee)
Date Signed:

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON
Training & Scholarship Coordinator

Recommended by:

EMER T. QUEZON, Ph.D. M.ASCE
Campus RPE 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



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Carig Sur, Tuguegarao City, Cagayan, Philippines

Control No.: 2025- 05-434

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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	:	LEOMAR D. JULIANO
Office / College	:	COLLEGE OF ENGINEERING AND ARCHITECTURE
Employment Status	:	☐ Permanent ☐ Contract of Service ☒ Temporary Permanent ☐ Job Order ☐ Casual
Faculty Rank / Plantilla Position	:	INSTRUCTOR I
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 06, 2025
Destination and Venue	:	Basco Gattaran
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.

LEOMAR D. JULIANO
(Signature Over Printed Name of the Employee)
Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON
Training & Scholarship Coordinator

Recommended by:

EMER T. QUEZON, Ph.D. M.ASCE
Campus RDE Director
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



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Carig Sur, Tuguegarao City, Cagayan, Philippines

Control No.: 2025-05435

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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>Eulogio Neil A. Mallillin</u>	
Office / College	:		
Employment Status	:	☒ Permanent	☐ Contract of Service
	:	☐ Temporary Permanent	☐ Job Order
	:	☐ Casual	
Faculty Rank / Plantilla Position	:	<u>Asst. Prof. 1</u>	
Designation	:	<u>Dept chair, ECE</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 06, 2025</u>	
Destination and Venue	:	<u>Busao Gattoran</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.

Eulogio Neil A. Mallillin
(Signature over Printed Name of the Employee)

Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON
Training & Scholarship Coordinator

Recommended by:

EMER T. QUEZON, Ph.D., M.A.S.C.F.
Campus Executive Officer

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



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Carig Sur, Tuguegarao City, Cagayan, Philippines

Control No.: 2025- 05-136

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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
Office / College
Employment Status

: Oliver P. Cagumtay
: COEA
: ☒ Permanent ☐ Contract of Service
☐ Temporary Permanent ☐ Job Order
☐ Casual
: Instructor III

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)
Destination and Venue

: May 06, 2025
: Basao Catheran

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.

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

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON
Training & Scholarship Coordinator

05/05/25

Recommended by:

EMER T. QUEZON, Ph.D. M.ASCE
Campus RPE 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



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Carig Sur, Tuguegarao City, Cagayan, Philippines

Control No.: 2025- 05-437

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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	:	CRISTOPHER R. CAPIU
Office / College	:	COEA
Employment Status	:	☒ Permanent ☐ Contract of Service ☐ Temporary Permanent ☐ Job Order ☐ Casual
Faculty Rank / Plantilla Position	:	ASSP. PROF 3
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 06, 2025
Destination and Venue	:	Basco, Baltoran
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.

CRISTOPHER R. CAPIU
(Signature Over Printed Name of the Employee)
Date Signed: _____

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON
Training & Scholarship Coordinator

Recommended by:

EMER T. QUEZON, Ph.D., M.ASCE
Campus RDE Director
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



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS
Carig Sur, Tuguegarao City, Cagayan, Philippines

Control No.: 2025- 65-433

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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	:	LOUISE VICTORIA C. BELTRAN
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 06, 2025
Destination and Venue	:	Barrio, Catteran
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.

LOUISE VICTORIA C. BELTRAN

(Signature Over Printed Name of the Employee)

Date Signed: 05/05/25

Reviewed by:

MS. ARMELA JOYCE URATA-LUCZON

Training & Scholarship Coordinator

Recommended by:

EMER T. ROEZON, Ph.D., M.ASCE

Campus RDE Director

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