



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

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Annex S: Coop Dynamics Seminar

The Business and Accountancy Cluster of the School of Graduate Studies, particularly the Advanced Entrepreneurship Management, Current Issues and Trends in Cooperative Management, and Strategic Management classes, organized a one-day seminar-workshop entitled: "Navigating Cooperative Dynamics: Empowering Cooperatives through Entrepreneurship, Strategy, and Governance" on Saturday, May 18, 2024 as part of the GIFTED (Graduate Initiatives For Trainings, Empowerment and Development) Program. This event aimed to equip participants with the knowledge, skills, and strategies necessary to effectively navigate the complexities of cooperative organizations. By leveraging principles of entrepreneurship, strategic management, and governance, the seminar sought to empower cooperatives for sustainable growth and social impact.

Mr. Arturo A. Palafox, Supervising Cooperative Development Specialist of the Provincial Cooperative and Enterprise Development Office, delivered an inspirational message to the attendees. The seminar was attended by representatives from various cooperatives in the province, including 10 cooperative officers and members from San Luis OFW Family Circle Agricultural Cooperative, 3 from Lower Addawan Agricultural Cooperative, 4 from Timpuyog ti Babbalasang idi Kalman, 2 from Immaculate Conception parish Multi-purpose Cooperative and 5 from Highland Agro-forestry Agriculture Cooperative, and 1 from Magapuy Farmers Multi-purpose Cooperative. The following topics were discussed:

- Cultivating Essential Competencies for Collective Success (Mr. Neil Jansen O. Reginalde, MBA student)
- Designing Cooperative Futures: Applying Design Thinking for Collective Innovation (Mr. Jesus P. Cacho, MBA student)
- Strategic Planning for Cooperative Growth and Resilience (Ms. Grace Marianne R. Mania, MSA student)
- Strategic Harmony: Aligning Internal Capacities with External Realities for Optimal Business Strategies (Ms. Rhodilet B. Valdez, MSA student)
- Cooperative Governance: Fostering Member Participation and Effective Models (Ms. Sheryl A. Baria, PhD Commerce student)
- Sustainability Strategies: Enhancing Cooperative Management Practices (Mrs. Angela C. Garra, PhD Commerce student)

Dr. Mavvelyn S. Covita (leftmost), Graduate Programs Cluster Department Head, Business and Accountancy presented the GIFTED program of the School of Graduate Studies and facilitated the planning for possible extension collaboration.





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Legal Aid and Consultation for PWDs

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|--|--|
| Project Title: | Legal Aid and Consultation for PWDs |
| Date: | April 26, 2024 |
| Time: | 9:00AM -12:00 PM |
| Team Composition: | |
| Project Leader: | |
| Project Staff/Members: | Christopher Allen S. Marquez Vince Errol Lucas Heidee L. Lamoste Laurice Kaye Laguinday Ruthie Mae Padilla |
| Narrative | |
| <p>In celebration of the Linggo ng Lingkod at Likha week on April 26, 2024 the Linkod Maria Community and Development Center in collaboration with the Commission on Human Rights Region 2 spearheaded an activity entitled "Legal Aid and Consultation for PWDs" inviting Local Government Unity of the different municipalities in Nueva Vizcaya. The purpose of the event was to empower the PWD community by ensuring their access to rights and equal opportunities, emphasizing the importance of inclusivity and accessibility in our society. The event brought together legal experts and professionals who volunteered their time and expertise to support the PWD community.</p> <p>The event began with a heartfelt welcome to all attendees. While waiting for other participants coming from a distance, the set of available legal counselors, Atty. Rory Valera and Atty. Cecilia Melad-Lazaro set up their tables on the side of the venue started their consultations and catered to the concerns of the community simultaneously. The moderator in the name of Miss Laurice Kaye P. Laguinday had her introductions of the title of the event and its aim followed by a prayer in multimedia presentation and the national anthem. Rev. Fr. Philip A. Yu, Jr., CICM, Vice President for Mission and Identity, delivered the welcome remarks. His words set a tone of compassion and commitment to justice, highlighting the event's alignment with the mission of inclusivity and support for</p> | |

*Inspired by Mission,
Driven by Excellence*

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all individuals, regardless of their abilities. After which Atty. Jimmy P. Baliga, CPA, Director of the Commission on Human Rights Region 02, took the stage to share his insights. His message underscored the importance of awareness of rights and responsibilities, inspiring attendees to actively participate in fostering a more inclusive society introducing the availability and accessibility of the Commission on Human Rights in addressing particular issues concerning the PWD communities and their rights in society.

Atty. Cecilia Melad-Lazaro presented an enlightening seminar on the rights and privileges of PWDs, providing valuable information and clarifying legal frameworks that support PWDs. The seminar sparked engaging discussions and questions from the audience, particularly regarding government-provided privileges and how to access these benefits. Dr. Allen Marquez, LMCDAC Director, concluded the formal proceedings by honoring the guest speakers with tokens and certificates. Miss Ruthie Mae Padilla led the closing prayer, encapsulating the collective gratitude and hopes of all attendees.

The event was a resounding success, marked by active participation and a shared commitment to justice and inclusivity. It was a powerful reminder of the importance of supporting the PWD community and ensuring that everyone has access to the legal aid and consultation services they need. The organizers expressed their heartfelt thanks to all the guest speakers, participants, and volunteers who made the event possible.

Documentation



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III. Communion

A. Linkages

a. International Linkages

a.1 International Visits

a.2 Foreign Visitors

a.3 List of International Linkages

a.4. Operationalization of International Linkage Programs

b. National Linkages

A meeting was requested by Atty. Marinella A. Guansing, Staff Lawyer of Direct Legal Services of the Legal Rights and Natural Resources Center (LRC) in Quezon City, with Dean Atty. Epifanio Delbert G. Galima III, on March 2024 at 9:00 a.m. The purpose of the meeting was to discuss a potential partnership between their organizations regarding extension services for Indigenous communities. Additionally, Dr. Christopher Allen S. Marquez, Director of LMC-DAC, was invited to provide an overview of the services that Saint Mary's University offers to Indigenous Cultural Communities (ICCs) through his office.

During the meeting, Atty. Guansing introduced the LRC. Founded on December 7, 1987, and commencing operations in February 1988, the LRC is a non-stock, non-profit, non-partisan organization focused on cultural, scientific, and research endeavors. Its mission is to advocate for the recognition and protection of the rights of indigenous peoples and upland rural poor communities concerning land and environmental issues. The LRC aims to bridge the gap between the informal aspirations of these marginalized communities and the formal, technical, bureaucratic, and legal language used by the state.

To achieve its goals, the LRC operates through three main programs: Policy Development, Direct Legal Services, and Advocacy and Campaigns Support.

In this initial meeting, the discussion covered the nature of the proposed partnership, potential areas of collaboration, and the personnel involved. Atty. Guansing noted that she would present the matter to the Board, and the next meeting would likely include the Advisory Body to advance the partnership further.

b. Retention Rate (c/o OUR)

c. Average Graduation Rate (c/o OUR)

d. Graduate Data



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c. Local Partnerships
c.2. PLGU

PLGU-PENARO and SMU-CNS Environmental Stewardship Collaboration

Pursuant to Ordinance No. 2013-084: An Ordinance locally adopting Republic Act No. 9512 otherwise known as the Environmental Awareness and Education Act of 2008 Declaring the month of November of each year as Environmental Awareness Month, the Provincial Local Government Unit of Nueva Vizcaya through the Provincial Environmental Awareness and Education Team (PEAE) with its lead offices, the Provincial Environment and Natural Resources Office in cooperation with the Department of Education Schools Division of Nueva Vizcaya - Youth Formation Unit conducted contested activities involving the public and private secondary schools in the province with the theme "*Balon ng Buhay: Pahalagahan, Pagbabago ng Klima, Ating Tugunan.*"

Dr. Elsa L. Cajucom, the elected Chairperson of PEAET TWG and the team members organized the contested activities of this year's Environmental Awareness cum YES-O Month! (1) Sayawit para sa Kalikasan, (2) tiktoKalikasan, and (3) Pasiklaban ng mga Proyektong MakaKalikasan. PEAET thru the full support of PENARO under the headship of For. Tito Tanguilig proposed a PhP 500, 000.00 for the cash incentives of winners and consolation prizes to the non-winners. The budget was approved and been granted by the Office of the Governor Jing V. Gambito. The culmination program was conducted on November 30, 2023, at the NV Convention Center, Capitol, Bayombong, Nueva Vizcaya.





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NARRATIVE REPORT

| | |
|----------------------------------|---|
| 1. Title of Activity | Training on Instrumentation and Improvisation in Science & Mathematics Teaching and Learning |
| 2. Date | October 13-15, 2023 |
| 3. Venue | Marco Paulo Hotel, Cauayan City |
| 4. Objectives of the Activity | To conduct training for the DepED Region 2 Science and Math teachers as part of the DOST-SEI Project STAR (Science Teachers Academy for the Regions). |
| 5. Participants | 100 teachers (50 Science + 50 Math) of DepEd Region 02 |
| 6. Speakers | Dr. Arlene L. Tabaquero Dr. Melanie G. Gurat Dr. Analyn Gevara Dr. Elsa Cajucom Mr. Gerome Bautista Mrs. Gloria Vicky Antonio |
| 7. Main Organizer/Project Leader | DOST-SEI |
| 8. Sub-project Leader | SMU |
| 9. Committee Members | DOST-SEI |

Proceedings:**SGS FACULTY CONDUCTED A TRAINING FOR THE DEPED REGION 02 SCIENCE & MATH TEACHERS UNDER THE PROJECT STAR OF DOST-SEI**

The six faculty of the School of Graduate Studies, including the SGS Dean, who are trainers under the Project STAR (Science Teachers Academy for the Regions), conducted the training on Instrumentation and Improvisation in Science & Mathematics Teaching and Learning to 100 teachers (50 Science + 50 Math) of DepEd Region 02. The training was held on October 13-15, 2023 at the Marco Paulo Hotel in Cauayan City.

The STAR trainers from SMU who have been implementing trainings in the region since 2017 are Dr. Analyn A. Guevara, Dr. Melanie G. Gurat, Mr. Gerome Bautista, Dr. Elsa Cajucom, Mrs. Gloria Vicky Antonio and, the Dean of the SGS, Dr. Arlene L. Tabaquero.



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EXCELLENCE HIGHLIGHTS: CAPACITY BUILDING

SGS FACULTY CONDUCTED A TRAINING FOR THE DEPED REGION 02 SCIENCE & MATH TEACHERS UNDER THE PROJECT STAR OF DOST-SEI

The six faculty of the School of Graduate Studies, including the SGS Dean, who are trainers under the Project STAR (Science Teachers Academy for the Regions), conducted the training on Instrumentation and Improvisation in Science & Mathematics Teaching and Learning to 100 teachers (50 Science + 50 Math) of DepEd Region 02. The training was held on October 13-15, 2023 at the Marco Paulo Hotel in Cauayan City.

The STAR trainers from SMU who have been implementing trainings in the region since 2017 are Dr. Analyn A. Guevara, Dr. Melanie G. Gurat, Mr. Gerome Bautista, Dr. Elsa Cajucum, Mrs. Gloria Vicky Antonio and, the Dean of the SGS, Dr. Arlene L. Tabaquero.





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REGIONAL TRAINING ON & INSTRUMENTATION IMPROVISATION IN SCIENCE MATHEMATICS TEACHING LEARNING

OCTOBER 13-15, 2023
MARCO PULIDO-CABE AND HERFORDIAN-GARMAJALITE

DAY 1 (Oct. 13, 2023)

8:00-8:30AM REGISTRATION

8:30-9:00AM OPENING PROGRAM
Prayer
National Anthem
Words of Welcome
Dr. DARY HADJI
Dean, Graduate Implementation Division
Saint Mary's University

Message
Dr. JESYNO CABALAG
Faculty Member

Statement of Objectives
Ms. APRIL VELDEZ
Division Office & Research & Innovation
Science, Education and Technology Division

9:00-9:30AM

9:30-10:00AM PLENARY 1: The TRAC Framework in Teaching and Learning Science and Mathematics
PROF. GEROME H. BARTERA
Faculty Member
Saint Mary's University

10:00-10:30AM PLENARY 2: Improvisation and Developing an Improvisational Method
DR. ELZA CALUMON
Faculty Member
Saint Mary's University

10:30-11:00AM LUNCH

11:00-11:30AM PLENARY 3: Improvisation and Design Thinking for Science and Mathematics Teaching
DR. MARLYN A. GUTYON
Faculty Member
Saint Mary's University

11:30-12:00PM WORKSHOP 1: Design Thinking in Instrumentation and Improvisation
DR. ELZA CALUMON
Faculty Member
Saint Mary's University

12:00-12:30PM **DR. MELBIE DEBAT**
Faculty Member
Saint Mary's University

DAY 2 (Oct. 14, 2023)

8:00-8:30AM MANAGEMENT OF LEARNING (MOL)
Division of Learning

8:30-9:00AM WORKSHOP 2: Using Instrumentation and Improvisation in Inquiry-Based Learning
DR. ELONOR RICKY S. ANTONIO
Faculty Member
Saint Mary's University

9:00-9:30AM **PROF. GEROME H. BARTERA**
Faculty Member
Saint Mary's University

9:30-10:00AM WORKSHOP 3: Developing STEM skills through Student-led Improvisation
DR. ARDIE L. MARABES
Faculty Member
Saint Mary's University

10:00-10:30AM **DR. MELBIE C. DEBAT**
Faculty Member
Saint Mary's University

10:30-11:00AM LUNCH

11:00-11:30AM WORKSHOP 4: The Use of Instruments and Improved Materials in Assessment
DR. ARDIE L. MARABES
Faculty Member
Saint Mary's University

11:30-12:00PM **DR. MARLYN GUTYON**
Faculty Member
Saint Mary's University

12:00-12:30PM HEALTH BREAK

12:30-1:00PM WORKSHOP 5: Preparing Lessons Using Instruments and/or Improved Materials
MS. CLARISA DELVEN
Faculty Member
Saint Mary's University

1:00-1:30PM **DR. WILSON VILLARERA**
Faculty Member
Saint Mary's University

DAY 3 (Oct. 15, 2023)

8:00-8:30AM MANAGEMENT OF LEARNING
Division of Learning

8:30-9:00AM Presentation and Critiquing of Lessons (Part I)

9:00-9:30AM LUNCH

9:30-10:00AM Presentation and Critiquing of Lessons (Part II)

10:00-10:30AM Action Planning and Evaluation

10:30-11:00AM CLOSING CEREMONIES
Prayer
Remarks
Awarding of Certificates

Science Teacher Education for the Future

Engineering and Technology

Health and Wellness



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Computer Literacy Training to Ipil-Cuneg Brgy. Officials

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| Project Title: | Computer Literacy |
| Date: | February 17, 2024, at Barangay Ipil-Cuneg |
| Time: | 1:30-5:00 PM |
| Team Composition: | EDTech Team |
| Project Leader: | Mr. Jerson Mar A. Mendoza |
| Project Staff/Members: | Mr. Mark Ian Billedo, Pedelina D. Bulligan, Mr. Chot Reyonin Dela Cruz, Mr. Lawrence Santiago, |
| Narrative | |
| <p>The major goal of the computer literacy workshop held on February 17, 2024, at Barangay Ipil-Cuneg was to provide participants with critical digital skills, with a special emphasis on the use of Microsoft Word. The session's goal was to teach participants, especially Barangay Council members, how to use MS Word efficiently for a variety of activities such as inserting images, tables, and formatting.</p> <p>The session began with an introduction by Mr. Jerson Mar A. Mendoza and Mr. Mark Ian Billedo, with the support of three (3) ICT-12 students, who played an important role in its success. Their effort to strengthen the community via education and technology demonstrates their commitment to inclusive development, emphasizing the importance of computer literacy in today's digitally connected environment. The facilitators stressed the necessity of learning fundamental digital skills to improve productivity and communication.</p> <p>The computer literacy class got a favorable response from participants, who expressed gratitude for the opportunity to improve their digital abilities. Participants indicated increased confidence in their abilities to navigate Microsoft Word and use its features efficiently. There were 8 participants, 1 male, 7 female.</p> <p>In today's digitally-driven world, computer literacy has become a fundamental skill set necessary for personal, academic, and professional success. A computer literacy program is essential to equip individuals with the knowledge and skills required to navigate and utilize technology effectively. The rationale behind such a program encompasses several key points:</p> <ol style="list-style-type: none">1. to equip participants with the fundamental skills necessary to navigate, use, and understand the features and functionalities of Microsoft Word and Excel. | |



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2. to enable participants to create, edit, format, and manage various types of documents efficiently using Microsoft Word
3. to teach participants how to create, organize, and manipulate data using Microsoft Excel, including tasks such as data entry, formulas, and basic calculations.

The participants were given a task using MS Word, and the facilitators were faced with some challenges:

1. Participants often have varying levels of familiarity with technology and MS Word, requiring tailored instruction to accommodate both novices and more experienced users.
2. MS Word offers a multitude of features and functions, which can overwhelm users, especially those new to the software. Simplifying complex concepts and providing clear guidance is essential.
3. Some participants may feel intimidated or anxious about using technology, leading to reluctance or resistance. Creating a supportive learning environment is crucial to overcoming these barriers.
4. Without regular practice, participants may struggle to retain newly learned skills. Providing ample hands-on practice and follow-up support is necessary for skill reinforcement.
5. Participants with disabilities or diverse learning needs may face barriers in navigating MS Word. Ensuring accessibility features are utilized and providing alternative learning formats is essential for inclusivity.

Documentation

The computer literacy class got a favorable response from participants, who expressed gratitude for the opportunity to improve their digital abilities. Participants indicated increased confidence in their abilities to navigate Microsoft Word and use its features efficiently.





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| Prepared by: | <i>Mr. Jerson Mar A. Mendoza</i> |
| Date Submitted: | <i>April 18, 2024</i> |



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|--------------|-------------------|-------------------|------------------|
| 00 | July 1, 2022 | July 1, 2022 | Initial Issue |
| 01 | November 17, 2022 | November 17, 2022 | Change in header |

NARRATIVE/DOCUMENTATION REPORT

| | |
|------------------------|---|
| Project Title: | Capacitation Seminar for SK Candidates |
| Date: | October 14 |
| Time: | 8:00-12:00 A.M. |
| Team Composition: | Ernest Esmeralda Diwata Donato Rheena Niña Salinas Jones Liwan |
| Project Leader: | Erwin Naval |
| Project Staff/Members: | |

| |
|--|
| Narrative |
| <p>We consulted our partner agencies as our initial activities. In September, we had consultations with Atty. Wilma Dulnuan-Binbinon, COMELEC Officer of Bayombong, in our plan to conduct a capacitation seminar for the candidates for SK positions during the election period. She agreed with our project proposal. She also informed us that no COMELEC rules and election laws will be violated in the conduct of the activity. After that, we also proposed the project activities to Mrs. Karla Rollan, the Municipal Local Government Operations Officer of Bayombong. The MLGOO suggested that we propose these activities to Miss Jerlyne Marie Mendoza, the Local Youth Development Officer of this municipality. We had a short meeting with them as part of the planning. During the meeting, two important decisions were made. First, the topics and speakers were identified, such as the history of the SK, leadership and decision-making, ethics and standards for SK, and Election laws, regulations, and updates. Secondly, we explored sources of funding for the capacitation seminar scheduled October 14, 2023, held at Sacred Heart Center of Saint Mary's University. Mayor Antonio Sergio Bagasao pledged to provide the snacks for the participants. The expenses for tarpaulin, certificate holder, tokens for the speakers, and air condition fees for the venue were paid by the team members.</p> <p>There were 82 candidates for SK positions who attended the capacitation seminar collaboratively organized by COMELEC, MLGOO, LYDO, and SMU, particularly the Social Sciences and Philosophy Department of the School of Teacher Education and Humanities. Dr. Erwin Naval and Mr. Ernest Esmeralda from DSSP were chosen to speak on the history of SK leadership and decision making respectively. Mr. Jayson Fajardo talked about ethics in SK while Atty. Wilma Dulnuan-Binbinon talked about election laws, regulations, and updates on COMELEC issuances for the Barangay and Sangguniang Kabataan Elections (BSKE). Mayor Antonio Sergio Bagasao of the municipality gave an inspirational message to the SK aspirants. In his inspirational message, he highlighted the importance of placing high standards on selecting leaders to change the result of governance. He said: "If we wanted to change the result of governance, then we have to change the processes. We have to change the traditional process of electing our leaders".</p> |



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| Prepared by: | ERWIN D. NAVAL |
| Date Submitted: | November 28, 2023 |

Note:

- *Append the list of extensionists/participants
- *Append the list of donors



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 **Mayor Tony G. Bagasao - TGB** November 13, 2023 · 🌐

Rona Ordoñez Naval and 3 others

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 Comment as Erwin Naval

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