Vocational Training (Lifelong Learning)

Ad hoc

1. SMU JTHMAP and JPIA Candle-Making and Financial Literacy Workshop
2. Barista 101 Training: 1st Coffee Convention and Coffee Exposition 2025
3. Seminar on Leading with Impact: Practical Executive Strategies for MSME's Greater Success
4. Service-Learning on Product Label Development and Pricing Strategy
5. Tulungan sa Teknolohiya: Introduction to Arduino
6. Tulungan sa Teknolohiya: Excel, Word, and Powerpoint

Programmed

1. TESDA-accredited National Certificate (NC) Programs under SMU's Equivalency and Technical Vocational Assessment Office (ETVAO)
    a. Successful Completion of the National Conduct of Assessment for Caregiving NC II (CGV NC II) scholars

Ad Hoc

1. SMU JTHMAP and JPIA Candle-Making and Financial Literacy Workshop

SMU Junior Philippine Institute of Accountants's Post

SMU Junior Philippine Institute of Accountants
April 29, 2025 ·

SMU JTHMAP and JPIA conduct candle-making and financial literacy workshop

The JTHMAP-SMU Chapter, under the leadership of Miss Almyra Garcia, BS Tourism Management 3 and Governor, recently organized a candle-making workshop for the Mongkul Ladies Association of Mangkelleb, Villaverde, Nueva Vizcaya. This initiative was a collaborative effort that brought together TESDA trainers, the Junior Philippine Institute of Accountants-SMU Chapter (JPIA), and SMU-HTM students, aiming to empower the local community with both technical skills and financial knowledge. TESDA Vizcaya is the official partner of SMU-HTM through JTHMAP for this kind of training.

See full story: https://smu.edu.ph/smu-jthmap-and-jpia-conduct-candle.../

Written by: Nicole Ann Belmil (JTHMAP-SMU Chapter Vice Governor for External Affairs)
Photo by: SAB

#InspiredByMission
#DrivenByExcellence



2. Barista 101 Training: 1st Coffee Convention and Coffee Exposition 2025

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	EOMS-QAO-FO-010, Rev. 00
Effectivity Date	2024/12/08
Page/s	Page 1 of 7

NARRATIVE REPORT

SDG: **4, 8, 9, 11**

Title of Activity: Barista 101 Training
Name of Event: **1st Coffee Convention and Coffee Exposition 2025**
Theme: **AROMA:** Advancing Rich Opportunities in Masteing the Art of Coffee

Date/Time: May 21-22, 2025

Venue: GdB Function Hall and UB Park

Organizers: Second Year Tourism Management Students enrolled in Introduction to MICE 2025 under the supervision of Mr. John Rey C. Piñera (Instructor)

Objectives: **Barista Training**

1. Learn basic coffee knowledge and bean origins.
2. Master espresso making and milk steaming.
3. Practice various brewing methods.
4. Improve customer service skills.
5. Maintain cleanliness and equipment care.

Coffee Exposition

1. Promote coffee education and culture.
2. Support local and global coffee producers.
3. Connect industry professionals and enthusiasts.
4. Showcase new coffee trends and tools.
5. Engage visitors with tastings and demos.

Beneficiaries (if any): None

Participants: **Mr. John Michael C. Ibarra, Mr. John Rey C. Piñera, Mrs. Jesusa Ana Maria F. Jacalne, and Mr. George Rawson A. Guiab**

Coffee Shops/café owners, barista, coffee enthusiast, students from other schools, faculty and staff of SMU and other schools

A. Highlights of the Activity:

Coffee Convention and Exposition 2025: A Celebration of Coffee, Culture, and Collaboration

Staging the first ever coffee convention and coffee exposition is very challenging on the part of student organizers of Introduction to MICE but it went well. Coffee shop owners who sell their products at the UB park made it profitable while the coffee convention on Barista 101 is meaningful to all attendees and completer. Participants gained coffee knowledge (for the first timer) while those baristas working in the different coffee shops honed more their skills in latte art.

C. Appendices

1. **Attendance Sheet (scanned)**
2. **Program of Activities**

This pioneering event was organized by second-year Bachelor of Science in Tourism Management students enrolled in the *Introduction to Meetings, Incentives, Conferences, and Exhibitions (MICE)* course, under the guidance of course instructor Mr. John Rey C. Piñera. It was conducted in partnership with the Junior Tourism and Hospitality Management Association of the Philippines (JTHMAP) – SMU Chapter, with key leadership from Mr. Gian Carlo E. Barboza (Vice Governor for Academic Affairs and focal person for JAHAME CORPORATION), Miss Nicole Ann A. Belmil (Vice Governor for External Affairs), and Miss Almyra Joy B. Garcia (Chapter Governor).

The event marked the first-ever Coffee Convention and Exposition hosted at SMU and was made possible through the generous support of sponsors from across Nueva Vizcaya. Six distinguished cafés—Marian Café, Café Juan, Mysterious Café, Kape Salazar, Scenery Café, and Dash Coffee—from Sta. Fe, Aritao, Bambang, Bayombong, and Solano participated by showcasing their signature drinks and offering complimentary beverages to selected guests. This initiative fostered a sense of community while celebrating local coffee artistry.

One of the main highlights was the **Barista 101 Seminar** held at the GdB Function Hall, attended by 98 participants including students, local business owners, and aspiring baristas. Conducted by professional trainers and guest speakers from JAHAME Corporation, the seminar covered essential topics such as the *History of Coffee, Basics of Coffee Preparation, Barista-Customer Service Relations,* and *Ethical Coffee Sourcing*. The seminar concluded with a return demonstration, offering attendees valuable hands-on experience and practical skills for the coffee and hospitality industry.

From early morning setup to post-event wrap-up, the student organizers demonstrated outstanding commitment, professionalism, and teamwork. Their efforts ensured a seamless and impactful event that successfully bridged the academic and business sectors.

The Coffee Convention and Exposition 2025 not only left a lasting impression on its participants but also set a new benchmark for student-led initiatives in the field of tourism and hospitality. The Hospitality and Tourism Management Department remains committed to excellence, guided by its new tagline: **Inspire. Innovate. Influence.**



3. Photo Documentation



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	EOMS-QAO-FO-010, Rev. 00
Effectivity Date	2024/12/08
Page/s	Page 6 of 7









3. Seminar on Leading with Impact: Practical Executive Strategies for MSME's Greater Success

NARRATIVE REPORT

SDG: SDG 4: Quality Education, SDG 17: Partnership for the Goals
Title of Activity: Seminar with the theme, "Leading with Impact: Practical Executive Strategies for MSME's Greater Success"
Date/Time: May 3, 2025, 8:00 am-12:00 Noon
Venue: AVR-1, John Van Bauwel Building, SMU, Bayombong, Nueva Vizcaya
Organizers: COM 334 Professor (Dr. Mayvelyn S. Covita) and Students (Precila Recile Ceril-Baclig, Sheryl A. Adducul-Baria, Genevieve E. Corpuz, Angela C. Garra and Marianne B. Malingan) enrolled during the 2nd Sem, SY 2024-2025
Objectives: To be able to share practical tips on maintaining good leadership management among MSMEs
Beneficiaries (if any): MSMEs of Nueva Vizcaya
Participants: MSMEs of Nueva Vizcaya

A. Highlights of the Activity

COM 334 (Executive Leadership and Management) students with Professor Dr. Mayvelyn S. Covita conducted a lecture-seminar with the theme, "Leading with Impact: Practical Executive Strategies for MSMEs Greater Success" last May 3, 2025 at AVR 1, John Van Bauwel Building attended by fifteen (15) owners/representatives of MSMEs in Nueva Vizcaya from 8:00 am to 12 noon. The objective of the said activity is to share practical tips on maintaining good leadership management among MSMEs.

Mrs. Angela C. Garra, PhD Commerce student shared comprehensive ideas on "Innovation and Adaptation in Philippine Local Enterprises". Her presentation emphasized the critical role of innovation in driving growth and competitiveness among MSMEs. She highlighted the importance of fostering a culture of continuous improvement, where all employees are encouraged to contribute ideas and seek regular enhancements in processes, products, and services. Mrs. Garra also introduced practical tools for MSME innovation, such as design thinking and customer journey mapping, which can help businesses identify pain points and develop practical solutions.

Another resource speaker, Ms. Sheryl A. Adducul, also a PhD Commerce student, delivered a compelling lecture on "Effective Resource Management for MSMEs", focusing on the unique challenges these enterprises face in today's dynamic economic landscape. Ms. Adducul underscored the significance of MSMEs and their contribution to global businesses and employment worldwide. However, she pointed out that these enterprises often struggle with limited access to capital, difficulties in talent acquisition, and higher operational costs. She outlined key strategies for sustainable financial management, including cash flow monitoring, revenue diversification, and performance metrics. She further discussed various budgeting techniques, such as zero-based budgeting and expense audits, which can enhance cost control and financial awareness.

The audience actively engaged during the open forum session and they were able to share their experiences and insights about their respective businesses. Together, the insights from the speakers provide a comprehensive framework for MSMEs to innovate, adapt, and thrive in a challenging economic environment.

The seminar was part of the Graduate Initiatives for Training, Empowerment and Development (GIFTED) Project, organized by the PhD Commerce students under the Executive Leadership and Management course, facilitated by Dr. Mayvelyn S. Covita. Overall, the seminar has realized its purpose and ended comprehensively well.

B. Summary of the Activity Evaluation

1. Evaluation of the Aspects of the Training

Criteria	1	2	3	4	5	N/A	Mean
A. Relevance of the Topics							
1. Innovation and Adaptation	0	0	0	3	10	0	**4.77**
2. Effective Resource Management	0	0	0	2	11	0	**4.85**
B. Effectiveness of the Speakers							
1. Angela C. Garra	0	0	0	3	10	0	**4.77**
2. Sheryl A. Adducul-Baria	0	0	0	2	11	0	**4.85**
C. Effectiveness of the Facilitators							
1. Promptness	0	0	0	2	11	0	**4.85**
2. Friendliness	0	0	0	2	11	0	**4.85**
3. Use of Gender Sensitive Language	0	0	0	2	11	0	**4.85**
D. Effectiveness of Event Logistics							
1. Venue or Online Platform	0	0	0	2	11	0	**4.85**
2. Meals	0	0	0	2	11	0	**4.85**
3. Time Management	0	0	0	3	10	0	**4.77**
4. Transportation (for cultural visit participants)							
E. Overall Impression	0	0	0	2	11	0	**4.85**

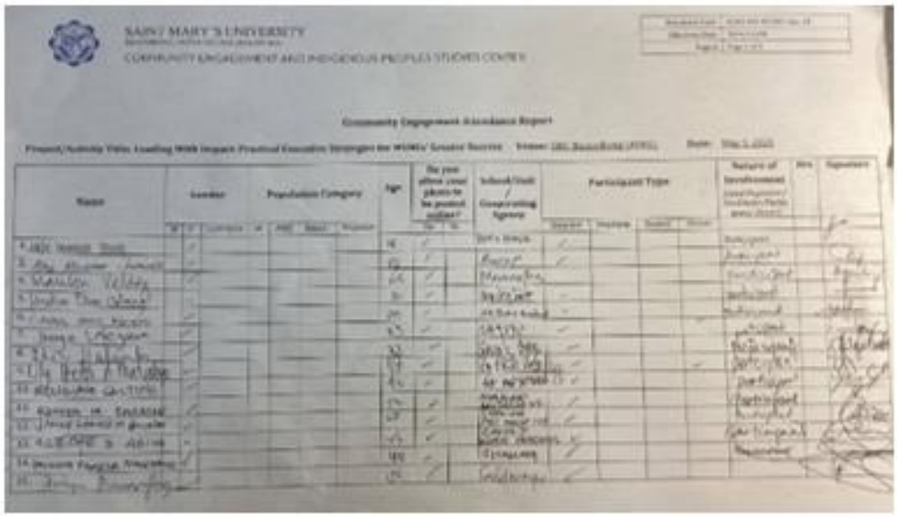
Legend: 1 – lowest, 5 – highest

The evaluation results show that the event was very well-received, with average scores between 4.77 and 4.85 out of 5. Participants found the topics "Innovation and Adaptation" and "Effective Resource Management," highly relevant, indicating that the content met their needs and interests.

Speakers Angela C. Garra and Sheryl A. Adducul-Baria were praised for their strong delivery, and the facilitators were commended for being prompt, friendly, and gender-sensitive. Event logistics, such as the venue, meals, and time management, were also rated highly. Overall, the high scores across all areas suggest that the event was well-organized and left a strong positive impression on attendees. Moreover, the overall impression of the mean 4.85 shows that the execution of the seminar is outstanding.

C. Appendices

1. Attendance Sheet (scanned)



2. Program of Activities





3. Photo Documentations









The MSMEs owners/ representatives listen intently to the presentations of the speakers.





Prepared and Submitted by COM 334 Students:

Precila Recile Ceril-Baclig
Sheryl A. Adducul-Baria
Genevieve E. Corpuz
Angela C. Garra
Marianne B. Malingan

4. Service-Learning on Product Label Development and Pricing Strategy

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
COMMUNITY ENGAGEMENT AND INDIGENOUS PEOPLES STUDIES CENTER

Document Code	SOMS-EIP-F0-007, Rev. 00
Effectivity Date	2024/12/08
Page/s	1 of 3

Narrative/Documentation Report

Project Title:	Service-Learning on Product Label Development and Pricing Strategy
Date:	April 30, 2025
Time:	7:30AM-12:00NN
Team Composition:	
Lead Organizer:	Mrs. Claire Lunag-Guinomon
Project Staff/Members:	**MM104Ba Class** **MM206a class**

Narrative

The School of Accountancy and Business, particularly the Business Administration, Office Administration and Entrepreneurship department (BOEA) conducted a service-learning on product label development and pricing strategies to the Masina Women Wine Production at Sitio Masina, Barethet, Bagabag, Nueva Vizcaya on April 30, 2025, from 7:30 in the morning until 12:00 noon. The extension activity was conducted to support community empowerment by emphasizing the role of women organization in uplifting and supporting local communities, fostering pride and advocacy. Fifty-two (52) students enrolled in Product Management and Advertising were tapped to discuss product labels and pricing strategies to the community partners.

Seven (7) students represented the class at the venue, they presented the product labels and discussed their importance and how to make them. Another group also explained to the participants pricing strategies. The participants were all women, 14 in total with 1IP and 2 pregnant women. They expressed their gratitude and appreciation to the group for our support to their community.

Documentation





Students discuss Product Label Development





SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
COMMUNITY ENGAGEMENT AND INDIGENOUS PEOPLES STUDIES CENTER

Document Code	SUMS-EIP-FO-007, Rev. 00
Effectivity Date	2024/12/08
Page/s	2 of 3











Student discussing Pricing Strategies



Group picture with the participants

Prepared by:	*Mrs. Claire Lunag-Guinomon*
Date Submitted:	*May 6, 2025*

5. Tulungan sa Teknolohiya: Introduction to Arduino

Narrative/Documentation Report

Project Title:	Tulungan sa Teknolohiya: Introduction to Arduino
Date:	October 2, 2024
Time:	7:30AM – 5:00PM
Team Composition:	
Lead Organizer:	Engr. Paulina Marzan
Project Staff/Members:	8 School of Engineering, Architecture and Information Technology Faculty and Staff 14 Computer Engineering Students 7 Electronics Engineering Students

Narrative

To help the younger generation keep up with the fast-paced motion of today's technology, the Computer Engineering department collaborated with the Electronics Engineering department assisted by the lab assistant of the EE, ECE, and CpE laboratory, Engr— Elizabeth Ramos to provide the needed kits for the students to use during the activity. This demand resulted from the success of the previously held outreach from April 2024 by the computer engineering department at BNHS.

The outreach objectives aim to introduce the High School Students of Bintawan National High School (BNHS) to the Arduino Microcontroller and give them hands-on activities to help them improve their logic and critical thinking for the said technological topic. The outreach activity was held at the laboratory room E203.

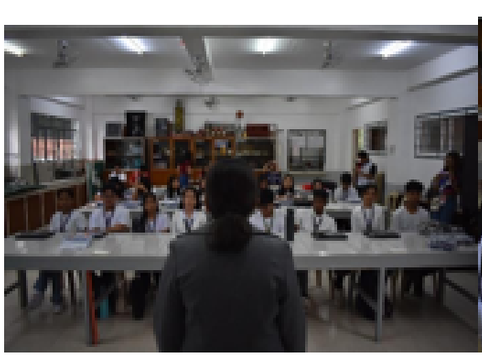
The proponents ranged from grades 9-12, aging from 14-18 years old with the senior high school students being from the ICT and STEM Strand of BNHS. There are five male and 14 female recipients.

Guided by the expertise of Engr. Kenosis Waichina as the main speaker and the students from both departments who assisted the beneficiaries along the way, they managed to complete 5 sets of activities, bridging the gaps between theoretical knowledge and real- world application.

The day ended on a successful note, with the young innovators hoping to come back to learn more about Arduino Technology.

Documentation

Introductory: University Prayer and Introduction to Speaker





Some students managed to bring their own laptops and kits.



Their laptops had to be manually installed with the software by the student facilitators. Student facilitators also provided some kits and laptops to the proponents who could not bring theirs.



Throughout the day, student assistance is deemed necessary to ensure the young learners' involvement and is guided every step of the way. This is to guarantee not just the safety of the proponents but to make sure that they finished their respective activities while fully understanding the concept of such complicated technology.



Prepared by:	***Neil Turqueza***
Date Submitted:	*December 16, 2024*

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

6. Tulungan sa Teknolohiya: Excel, Word, and Powerpoint

Narrative/Documentation Report

Project Title:	Tulungan sa Teknolohiya: Excel, Word, and Powerpoint
Date:	October 9, 2024
Time:	1:00PM– 5:00PM
Team Composition:	
Lead Organizer:	Rogie Taborda
Project Staff/Members:	3 School of Engineering, Architecture and Information Technology Faculty and Staff 17 Computer Engineering Students 38 Information Students Grades 4, 5, 6 pupils of Busilac Elementary School

Narrative

On identifying tech transfer activities and problems, pupils in Busilac Elementary School are learning about Microsoft software. Specifically, Word, Excel, and Powerpoint for Grades 4,5, and 6 respectively. However, their ICT Coordinator Sir Alger Costales stated that these pupils lack the right environment to learn these basic software programs. Hence, they humbly requested for an initiative to provide a boost in their learning curve for the tech-transfer program.

On October 9, 2024, a collaborative effort between 4th year IT students, MICRO Officers, and 4th year CPE students brought the **Tulungan sa Teknolohiya and Alay Kapwa** outreach program to Busilac Elementary School.

The outreach objective is to empower Grade 4, 5, and 6 students with foundational knowledge in Microsoft Word, Excel, and PowerPoint with hands-on activities providing them the right environment for learning such topics.

With laptops and teaching materials provided by both departments, they managed to crest an engaging approach to young learners with activities that could help give them a general idea of the software.

On a separate program, to further aid the educators, the team donated essential supplies, including bond papers and chalk, ensuring that the benefits of the program extended beyond the day's activities to aid the educators.

Documentation













On a separate program called alay-kapwa, both departments provided bond papers and chalks to the educators using the sanction materials from the School of Engineering, Architecture, and Information Technology.



Prepared by:	***Neil Turqueza***
Date Submitted:	*December 16, 2024*

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

Programmed

1. **Successful Completion of the National Conduct of Assessment for Caregiving NC II (CGV NC II) scholars**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
Equivalency and Technical-Vocational Assessment Office

Successful Completion of the National Conduct of Assessment for Caregiving NC II (CGV NC II) scholars

The Caregiving NC II (CGV NC II) Batch 2024-2025 successfully concluded their national assessment by the Technical Education and Skills Development Authority (TESDA) – Nueva Vizcaya Provincial Office on December 20 and 23, 2025. The scholars from Saint Mary's University (SMU) under the Training for Work Scholarship Program (TWSP) of TESDA started their program during the Midyear Term S.Y 2024-2025 up to the First Semester SY. 2025-2026.

The conduct of the assessment marked a significant milestone for the TWSP scholars, as it served as the culminating evaluation of their competency-based training aligned with national standards. The assessment was carried out following TESDA's prescribed guidelines to ensure fairness, credibility, and integrity in certifying the competencies of the trainees.

The scholars were competently prepared and guided by their trainers, Ma'am Joan B. Taroma, MSN, RN, and Ma'am Thelma DC Delos Reyes, MSN, RN, RM, whose dedication, expertise, and commitment to quality training played a vital role in the scholars' successful performance. Through intensive skills training, values formation, and continuous coaching, the trainers ensured that the trainees were fully equipped both technically and professionally.

Out of **20 TWSP scholars** who underwent the National Conduct of Assessment, **19** successfully marked **competent**. This remarkable achievement reflects the effectiveness of the training program, the readiness of the scholars, and the strong collaboration between TESDA Nueva Vizcaya and its partner institution-SMU.

The successful completion of the CGV NC II assessment affirms TESDA's mission to provide quality technical vocational education and training that enhances employability and supports workforce development. With their **National Certificate II**, the competent scholars are now better prepared to pursue meaningful employment opportunities locally and abroad.

TESDA Nueva Vizcaya, together with **Saint Mary's University**, remains committed to producing globally competitive, skilled, and competent Filipino workers through accessible and high-quality training programs under the TWSP.

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
Equivalency and Technical-Vocational Assessment Office

LIST OF SCHOLARS

Qualification: **CAREGIVING NC II**
Date Started: **April 05, 2025**
Type of Scholarship: **Training for Work Scholarship Program (TWSP)**

No.	Name of Scholar		
	Last Name	*First Name*	*Middle Name*
1	REY	SK	TH	SO	
2	RAN	PRE		FO	LA
3	BUE	KAT		LU	
4	CIS(	FRI		SA	
5	MA(	NOI		PR	
6	MAI	AN(		AE	
7	BAL	SAR		PA	
8	TAR	AIZ		DA	
9	CAR	KIM		CA	
10	OCF	CHA		LA	
11	SIM	CEL	E	GA	
12	GAE	JOE		RU	
13	SIN	SHI	AE	VA	
14	COR	KIM		MA	
15	PAN	CAT	MICHELLE	SA	
16	BER	JOJI		AP	
17	FAJ	SEA		GU	AN
18	ENC	MO		TR	
19	SAN	KEL		.	
20	SIN	SER		MA	T

Prepared by:

MR. ANGELITO C. BUCCAHAN
TVET Focal

Noted by:

MRS. GAYLE R. MERCADO, MPA, MBA
AC Manager/Head, ETVAO



