



Document Code:	QF-HRDO-28	Revision Number:	01
Effectivity Date:	January 5, 2023	EAF - 2023 - 015	

EMPLOYEES' ACTIVITY FORM

For HRDO Personnel	
Received by:	ACCOMPLISHMENT REPORT due on:
Date & Time:	

I. ACTIVITY PROFILE

Title	ENVIRONMENTAL CARE/ FOREST PROTECTION ACTIVITY
Purpose	To conduct an Environmental care/ Forest protection activity.
Legal Bases (Regulatory / Statutory Standards)	Executive Order No. 193, s. 2015, Expanding the Coverage of the National Greening Program.
Date of Activity	May 23, 2023
Venue	BSU Lot 3, Gayasi, Wangal, La Trinidad, Benguet
Participants	Girl Scouts of the Secondary Laboratory school and BSU faculty & Staff.
No. of Target Participants	50 participants.
Learning Service Providers	Land Reservation Office & Gender and Development Office
Expected Outputs	To contribute to the National Greening Program through planting of assorted seedlings.
Fund Source	GAD

II. RATIONALE

The National Greening program of the government has been expanded until 2028, with this as a government institution it is our role to contribute through protecting our existing forest reserve and to add more trees to help sustain our environment. In coordination with the College of Forestry, seedlings will be requested from their Nursery to be planted at Gayasi, Wangal, La Trinidad, Benguet, Lot 3 of the University land reservation.

With the function of the Land Reservation Office to conduct regular ocular inspection within university lands and the BSU-Gender and Development Office's goal to Promote gender-transformative approach to improve health and wellness the activity was crafted. The environmental care activity will serve as a site inspection of the University lot and a wellness activity for the participants through cleaning and tree planting. The activity will aid in protecting the land reservation through establishing ownership over the area.

In the promotion of health and wellness of the participants, women are encouraged to take part in the activities. Based on RA9710, Magna Carta of Women under Sec. 17. Women's Right to Health; healthy lifestyle activities are encouraged and promoted through programs and projects as strategies in the prevention of diseases. The series of environmental care/forest protection activities will benefit not just the University but also the participants regardless of their gender.



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III. OBJECTIVES

The activity aims to:

1. To contribute to the government's National Greening Program.
2. To promote health and wellness through caring for the environment.

IV. PROGRAM OF ACTIVITIES

Time	Activity	Responsible Person/s
7:30-7:45AM	Assembly	Secretariat
8:45-9:15	Preview of the Activity	Land Reservation Office
9:16-onwards	Tree Planting Activity	ALL

V. COMMUNICATION PLAN

TASKING:

GAD Focal

- Facilitate communications and invitations
- Facilitate food/ snacks of participants

Facilitator

- Preparation of venue
- Prepare liquidation reports
- Prepare programs
- Registration

Publication

- Photo documentation

VI. EQUIPMENT AND MATERIALS

Equipment	Items	Source
Seedlings (200 coffee, 100 assorted)	300	College of Forestry Nursery
Shovel	Bring your own tools.	
Bolo		

VII. BUDGETARY REQUIREMENTS

Budget Item	Per Head/Per Day	Total
Meals and Snacks (AM/PM)	AM Snacks: Php.60.00 x 50pax Lunch: Php.180.00 x 50pax	Php.3,000.00 Php.9,000.00
Function Room/Venue	N/A	
Accommodation	N/A	
Equipment Rental	N/A	
Professional Fee/Honoraria	N/A	
Token/s	N/A	
Materials and Supplies	N/A	
Transportation	c/o BSU Motorpool	
TOTAL		Php.12,000.00



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EMPLOYEES' ACTIVITY FORM


Prepared/Requested by:


CONRADO C. BAO-IDANG
Director, LRO


Reviewed by:


MARICRIS P. LAD-EY – NEYNEY
AOV, HRDO


Reviewed/ Funds Appropriated:


ESTRELLITA M. DACLAN
Director, GAD GAA GAD 114
Supervising Administrative Officer, Budget Office
2023-05-83

Funds Available:


IMELDA B. GALINATO
Accountant IV
Accounting Office

Recommending Approval


ALLAN C. SACPA
VP for Admin. & Finance

Approved



FELIPE SALAING COMILA
University President



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**Learning and Development (LEAD)
 ACCOMPLISHMENT REPORT**

Submit Accomplishment report 10 working days after LEAD implementation

	Received by	Received on	R A T I N G	5	2 or more days early
	<i>tw</i>	<i>6.8.23</i>		4	1 day early
	Date and Time		3	On time	
			2	1-2 days late	
			1	3 or more days late	

*****Attachments (following the order)**

a. Attendance Sheet (Certified Photocopy)	f. Copy of receipts
b. Program	g. Memo/Letters related to the activity
c. Certificate to Participants and Speakers	h. Approved Training Design
d. Copy of Modules / Hand-outs	
e. Acknowledgement of Tokens and Honorarium, if any	

Title of Activity: ENVIRONMENTAL CARE/ FOREST PROTECTION ACTIVITY
Date/s of Activity: May 23, 2023
Venue: BSU Lot 3, Gayasi, Wangal, La Trinidad, Benguet
Proponents (College /Office): Land Reservation Office & Gender and Development Office
Number of Participants: Male 26 Female: 24 Total: 50

I. NARRATIVE REPORT (with photo documentations)

The group departed at 8:00am and arrived at Gayasi, Wangal, La Trinidad, Benguet at 8:35. The group gathered and an overview was provided by Dr. Conrado C. Bao-idang regarding the Tree planting activity. After the short discussion, the participants proceeded to the planting area together with their tools and the seedlings for the cleaning of the surroundings followed by the planting of the seedlings. The seedlings planted are Alnus, Caliandra, Rensoni, Avocado, Langka and Guava. After planting and cleaning the participants had their lunch and returned to the Campus at 1:30pm.



Fig. 1 Dr. Conrado C. Bao-idang providing an overview to the participants.



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Fig. 2 Tree planting proper



Fig. 3 Tree planting proper



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**Learning and Development (LEAD)
 ACCOMPLISHMENT REPORT**



Fig. 4 Post activity photo

II. EVALUATION RESULTS

Table 1: Initial Impact on Knowledge, Skills and Appreciation of the Participants

TOPICS DISCUSSED	KNOWLEDGE			SKILLS			APPRECIATION		
	Pre-Activity	Post-activity	% of Change (Improvement/ Impact) ((Post Activity- Pre Activity)/ Pre-Activity) *100)	Pre-Activity	Post-activity	% of Change (Improvement/ Impact)	Pre-Activity	Post-activity	% of Change (Improvement/ Impact)
1. N/A									
2. N/A									
3. N/A									
4. N/A									
General Average									
Qualitative Interpretation									

Rating Legend: 1.75 & below- Very Low, 1.76-2.50- Fair, 2.51-3.25- Just Enough, 3.26- 4.00- High

Table 2: Learning Services Providers

NAMES OF LEARNING SERVICE PROVIDERS	CRITERIA			AVERAGE EVALUATION	QUALITATIVE INTERPRETATION (QI)
	Mastery of Topic	Presentation of Topic/ Strategy	Communication Skills		
1. N/A					
2. N/A					
3. N/A					
4. N/A					

Rating QI Legend: 1.75 & below- Beginner, 1.76-2.50- Developing, 2.51-3.25- Advanced, 3.26- 4.00- Superior

Table 3: Program Organization

CRITERIA	AVERAGE EVALUATION	QUALITATIVE INTERPRETATION
Topic/ Content		
Relevance/ Significance	N/A	
Contribution to Knowledge	N/A	



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Contribution to Skills	N/A	
Organization of Topics	N/A	
Activity Flow		
Appropriateness of Activities/ Strategies	N/A	
Time is well-managed	4.87	Outstanding
Time allotted is enough	4.37	Outstanding
Facilities		
Appropriateness of Venue	4.63	Outstanding
Sound System (if applicable)	N/A	
Adequacy of lighting and ventilation	N/A	
Use of multimedia materials	N/A	
Overall evaluation of the program	4.62	Outstanding

Rating QI Legend: 1.00-1.80- Needs Improvement, 1.81-2.60- Slightly Below Expectations, 2.61-3.40- Satisfactory, 3.41- 4.20- Very Satisfactory, 4.21-5.00- Outstanding

VERBATIM COMMENTS/FEEDBACK

B.1 What significant learnings or insights did you gain from the activity?

1. Planting trees is not enough; we have to take care of it.
2. Trees are significant to people's life
3. Learned how to plant trees
4. Learned how to properly care for the environment
5. Environmental care activities needs teamwork
6. Humans and environment have a special relationship

B.2 How do you plan to apply it?

1. Regular maintenance
2. Joining more activities and programs
3. Respect and take care of the fruit trees

B.3 What other follow-up activities or training topics do you suggest?

1. Other environmental benefiting-activities
2. Community/forest cleaning
3. Eco-walk
4. Clean-up drive activities
5. Plant more trees

III. BUDGETARY EXPENDITURES

ITEMS	APPROVED BUDGET	ACTUAL EXPENDITURES (as per OR/ cash-in-voice)
Meals and Snacks (AM/PM)	AM Snacks: Php.60.00 x 50pax Lunch: Php.180.00 x 50pax	Php.3,000.00 Php.9,000.00
Function Room/Venue	N/A	
Accommodation	N/A	
Equipment Rental	N/A	
Professional Fee/Honoraria	N/A	
Token/s	N/A	
Materials and Supplies	N/A	
Transportation	c/o BSU Motorpool	
TOTAL		Php.12,000.00

Prepared by:


MEGAN FRANCES M. VALDEZ
 Admin. Aide IV

Reviewed by:


CONRADO C. BAO-IDANG
 Director, Land Reservation Office



**Learning and Development (LEAD)
In-Service Training (INSET)
ACCOMPLISHMENT REPORT
FORM**

Document Code:	QF-HRDO-23	Revision Number:	00
Effectivity:	April 3, 2019		

Submit Accomplishment report 10 working days after LEAD INSET implementation

Proponents of LEAD INSET:

College / Institute / Division: GAD Office

Department / Office: GAD Office

Title of LEAD INSET: Environmental Care/ Forest Care

Date of LEAD INSET: April 14, 2023 Place / Venue: BSU Climate Smart Agriculture Center (CSAC)

No. of Participants: Female: 16 Male: 34 Total: 50 or No. of Recipients: Female: 16 Male: 34 Total: 50

Evaluation Rating:

Competency Development	Learning Service Provider/s (LSP) Rating	Program organization What is the overall rating of the LEAD INSET? 4.58 Outstanding <small>Rating Descriptive</small> <small>*40 rated</small>
1.Venue	LSP 1: 4.57	
2.Timeliness in Attendance		
2.a. Facilitators	LSP 2: 4.52	
2.b. Participants	LSP 3: 4.59	
3.Quality: Overall evaluation of the program	LSP 4: 4.63	
Total KSA	4.58	

*use the back page if there are more than 4 LSPs

Narrative Report:

The 2023 National Women's Month commemoration emphasizes the importance of the environment in the preservation of life. The Gender and Development Office organized an Environmental Care/ Forest Protection activity at the Benguet State University Climate Smart Agriculture Center (BSU-CSAC) in Talingguroy, Wangal, La Trinidad, Benguet as a part of the celebration.

The activity was in coordination with the Land and Reservation Office, headed by Director Conrado C. Bao-idang, the Philippine National Police Benguet 2nd Provincial Mobile Force Company, under the leadership of PLTCOL Rafael H. Tayaben, the Land and Reservation Office, College of Forestry, Office of the Vice President of Administration and Finance, Office of the Legal Affairs, and Landscaping.

Before starting the activity, members of the Lakas-Angkan Ministries Inc. group, led by Pastor Restie Del Rosario, delivered a message and a prayer. Afterward, Director Bao-idang gave a background about the site and explained why it is needed to be planted with bamboos.

The participants worked on the planting of bamboo trees to provide root support to the ground due to the earth-moving operations in the vicinity. They also built forest fire lines and cleaned up garbage mounds at the feet of the trees.

Summary of significant learning acquired from the LEAD INSET by participant/s:

During the activity, the participants acknowledged the importance of loving and safeguarding the forests since they are crucial for life on Earth, providing essential natural resources and sustaining local communities. We must all work together to reduce the forest threat caused by illicit logging, poor management, and growing demand.

Plans of participants on how to apply the significant learning:

The participants stated that they will apply their acquired learnings by volunteering to take part in tree planting activities and advocating for environmental conservation.

Actual Expenditures:	
Meals and Snacks	<u>Php 12,000.00</u>
	Php 12,000.00



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FORM**

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Prepared by: Syra T. Bangsail **GAD Intern**
Signature over printed name Position/Designation Date

Reviewed by: Feljorie R. Daulayan **GAD Staff**
Signature over printed name Position/Designation Date

Noted by: Estrellita M. Daclan **GAD Director**
Signature over printed name Dean/Director Date

	Received by	Received on	Accomplishment report received	5	2 days early/earlier
				4	1 day early
				3	On time
				2	1-2 days late
				1	3 or more days late

- ***Attachments:**
- a. Approved Training Design
 - b. Memo/Letters related to the activity
 - c. Copy of Modules/Hand-outs/Materials
 - d. Certifications of Tokens awarded, if any
 - e. Acknowledgement of Honorarium receipt, if any
 - f. Photos not included in the main report (esp outputs)
 - g. Attendance Sheet
 - h. Program
 - i. Copy of receipts



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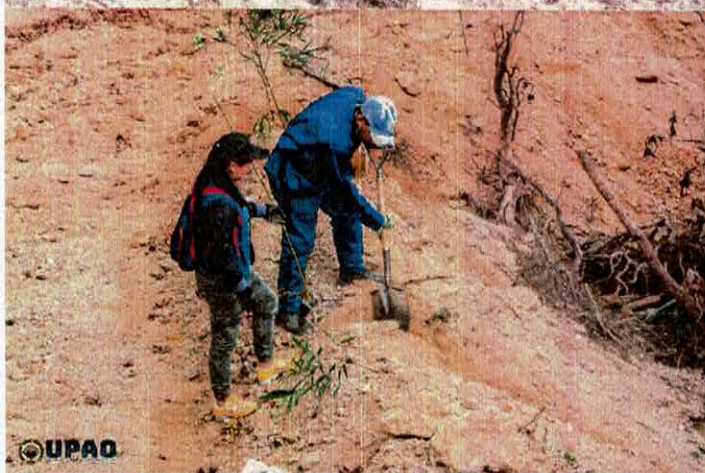


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11.4.7 Local Authority Collaboration

