

KLAREX NGA EDUKASYON EXTENSION PROGRAM (KEEP)

A Project under the Klarex nga Serbisyo sa Baryo
Program of Mayor Rolando “Klarex” A. Uy



cagayan
deOro
city of golden friendship





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Republic of the Philippines
City of Cagayan de Oro
CITY COLLEGE OF CAGAYAN DE ORO
Extension and Outreach Office



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EXECUTIVE SUMMARY

I. Vision & Mission of City College Cagayan de Oro

A. Vision

A City College that nurtures and produces global citizens supported by cutting-edge technologies for innovation and excellence by 2033.

B. Mission

Our mission is to provide transformative and inclusive learning driven by cutting-edge technologies, including artificial intelligence that equip the institution and the community to create innovative, relevant, and data-driven solutions for local and global impact.

We are committed to addressing the needs of the Cagayan de Oro youth and of the indigenous peoples' communities by respecting and incorporating culture and tradition to address societal challenges and drive positive change.

We actively contribute to sustainable development goals by forging strategic partnerships, engaging relevant research and extension, and equipping our graduates with professionally aligned competencies.

II. Overview of the Klarex nga Edukasyon Extension Program (KEEP)

The **Klarex nga Serbisyo sa Barrio (KSB)** is a landmark initiative of the City Government of Cagayan de Oro, championed by Hon. Mayor Rolando "Klarex" A. Uy, aimed at bringing essential government and development services closer to the grassroots every Saturday. Designed to uplift underserved communities through regular, accessible, and responsive public service delivery, the KSB has become a defining model of participatory governance and community empowerment.

In synergy with this initiative, the **City College of Cagayan de Oro (CCDO)** institutionalizes its involvement through the **Klarex nga Edukasyon Extension Program (KEEP)**—a dedicated framework under the Extension and Outreach Office. KEEP serves as the College's formal contribution to the KSB by integrating education-focused services, values formation, skills training, and capacity-building interventions into the weekly Saturday outreach, thereby transforming KSB into a platform for inclusive and lifelong learning.



Anchored in CCCDO's mission to deliver transformative and inclusive learning driven by innovation, sustainability, and community relevance, this engagement aligns with the RISE CDO Development Agenda and the College's Institutional Development Plan (IDP) 2024–2029. KEEP-KSB affirms the College's role as a local academic partner in social development—mobilizing faculty, staff, and students across campuses to serve as front liners of learning, development, and public service.

By embedding educational interventions in the City's barangay-level outreach program, the College champions a holistic service-learning model that not only responds to community needs but also shapes students to become mission-driven professionals, ethical leaders, and engaged contributors to nation-building. Through this manual, the City College formally outlines its mechanisms for active participation, service delivery, and sustainability within KSB.

Ultimately, this collaboration between the City College and the Mayor's Office reflects a shared commitment: to empower every Kagay-anon through accessible education, responsive extension services, and dignified public service—one barrio at a time.

III. Core Values and Goals

A. School Goals

Academic Excellence and Innovation: Establish a culture of academic excellence and innovation by integrating cutting-edge technologies, including artificial intelligence, into the curriculum.

Establish a culture of academic excellence and innovation by integrating cutting-edge technologies, including artificial intelligence, into the curriculum.

Inclusivity and Cultural Sensitivity: Foster inclusivity and cultural sensitivity to address the needs of both the local youth and indigenous communities.

Community Engagement and Impact: Actively contribute to sustainable development goals and drive positive change within the local community.

Transparency, Openness, and Ethical Conduct: Uphold an environment of transparency, integrity, mutual respect, and ethical conduct in all aspects of the institution's operations.

Environmental Stewardship: Pursue environmental sustainability and responsible development.



B. Core Values

Adaptive

We embrace change and possess the flexibility to navigate evolving landscapes, a changing society, and the diversity of people, for advancing quality learning and preparing students for the 21st century and upliftment of the community.

Innovative

We push boundaries and explore new ideas that will lead to new and innovative solutions to poverty, social inequality, unemployment, digital divide, and climate change.

Mission Driven

We commit to a shared vision of making a meaningful difference and contributing to the greater good by providing and maintaining a student-centered campus experience where everyone is respected and empowered.

Honest

We uphold an environment of transparency, integrity, and ethical conduct in all aspects of curriculum, instruction, research, and community engagements.

Inclusive

We celebrate diversity and promote inclusivity in all aspects of our institution. We value unique backgrounds, experiences, and perspectives of our students, faculty, and staff. We strive to create an inclusive and welcoming environment that respects and appreciates the contributions of every individual, ensuring equal opportunities for growth and success.

God-Fearing

We deeply acknowledge the profound importance of spirituality and moral grounding in our institution. Guided by principles of faith, compassion, and justice, we strive to cultivate a nurturing environment that fosters personal and collective growth.

Humane

We recognize and value the inherent dignity and worth of every individual. We are dedicated to treating everyone with respect, empathy, and understanding. We strive to treat everyone with empathy, kindness, and compassion, both within our organization and in our interaction with the wider community.



Excellence

We pursue continuous improvement and set high standards for ourselves, pushing beyond mediocrity to achieve exceptional results in environmental stewardship, sustaining life, and responsible development.

Respect

We cultivate an environment of mutual respect, where diverse perspectives are valued, and differing opinions are heard. We place a premium on open-dialogue, professionalism, empathy, ethical conduct, and personal growth. We foster a sense of belonging, collaboration, and well-being for all members of our community.

IV. Summary of Strategic Objectives

Integral to the attainment of its Vision and Mission, City College of Cagayan de Oro commits itself to:

1. To provide accessible, community-based educational and technical services to underserved barangays by integrating literacy support, skills training, and values formation into the weekly KSB outreach, thereby addressing local learning and development needs.
2. To promote student civic engagement and experiential learning through structured service-learning activities that enable students to apply academic knowledge in real-world community contexts, fostering volunteerism, leadership, and social responsibility.
3. To strengthen institutional collaboration with the City Government and local stakeholders by co-delivering responsive outreach services aligned with the RISE CDO development agenda and the City College's mission of transformative and inclusive education.
4. To establish an impact-driven extension framework that ensures systematic planning, implementation, and evaluation of KSB participation through the Extension and Outreach Office, using evidence-based tools and community feedback.

V. Organizational Structure

To ensure effective, structured, and collaborative implementation of the Klarex nga Serbisyo sa Barrio (KSB) under the Klarex nga Edukasyon Extension Program (KEEP), the following organizational structure outlines the roles and responsibilities of assigned committees per activity day.



A. KSB Activity Coordinator

Role: The KSB Activity Coordinator serves as the overall lead of the outreach implementation per deployment.

Key Responsibilities:

- Provide strategic and operational direction for the activity.
- Serve as the primary liaison with the City Mayor's Office and local barangay partners.
- Oversee all logistics, communication, and coordination among teams.
- Ensure the safety, discipline, and readiness of participants and volunteers.
- Conduct pre-deployment briefings and post-deployment evaluations.

B. Technical Trainers/ Main Facilitators Committee

Role: This committee is responsible for delivering technical content and education-based training sessions to community participants.

Key Responsibilities:

- Prepare and deliver thematic training modules aligned with identified community needs.
- Facilitate hands-on demonstrations, technical briefings, or lecture-based sessions.
- Provide resource materials and post-training support to beneficiaries.
- Coordinate with barangay officials and cluster leads for smooth delivery of content.

C. Assessment Committee

Role: This committee is in charge of managing the assessment forms and evaluation instruments during the KSB activities.

Key Responsibilities:

- Administer pre- and post-evaluation tools to program participants.
- Guide beneficiaries through feedback forms and learning assessments.
- Document responses and submit data to the Monitoring, Evaluation, and Learning (MEL) focal team.
- Support reflection activities or focus group discussions when necessary.



D. Secretariat Committee

Role: The Secretariat is responsible for the documentation of attendance, registration processing, and issuance of certificates and logistical materials.

Key Responsibilities:

- Facilitate on-site registration of participants, guests, and volunteers.
- Manage attendance sheets and ensure data accuracy.
- Prepare and distribute event-related documentation, including certificates of participation.
- Oversee logistical preparations such as materials, forms, tarpaulins, and identification items.

E. Documentation Committee

Role: This committee ensures comprehensive photo and video documentation of all activities and outcomes during the KSB deployment.

Key Responsibilities:

- Capture high-resolution photos and video coverage of all program segments.
- Conduct interviews or testimonials from key beneficiaries, partners, and volunteers.
- Organize and submit media files for reporting and archival purposes.
- Coordinate with the Promotions Committee for the development of creative content.

F. Transportation Committee

Role: This committee handles the mobilization of vehicles, equipment, and personnel during the outreach activity.

Key Responsibilities:

- Provide transportation for teams and equipment to and from outreach locations.
- Ensure logistical efficiency in loading, unloading, and site preparation.
- Support emergency movement and backup transport, if needed.
- Liaise with the Secretariat to ensure route clarity and time management.



G. Promotions and Publicity Committee

Role: The Promotions Committee oversees visibility, branding, and distribution of promotional materials about the City College and its programs.

Key Responsibilities:

- Distribute information, education, and communication (IEC) materials to community members.
- Set up promotional booths and engage residents with relevant academic offerings.
- Facilitate community announcements and public address segments.
- Support the dissemination of materials through social and traditional media Platforms.

VI. Weekly Program Flow

Time	Activity	Lead
6:30-7:00 AM	Assembly and Mobilization	KSB Coordinator
7:00-8:00 AM	Travel to Barangay	Transportation Committee
8:00-8:30 AM	Arrival and Registration	Secretariat Committee
8:30-11:30 AM	Training Proper	Technical Trainers
	Distribution of Promotional Materials	Promotions Team
11:30-12:00 NN	Evaluation and Photo Opportunity	Assessment Committee
12:00-1:00 PM	Lunch & Departure	Transportation Committee

VII. Monitoring and Evaluation

The Monitoring, Evaluation, and Learning (MEL) framework is an integral component of the KSB program. It ensures that all outreach activities are systematically tracked, assessed, and enhanced for relevance, effectiveness, and sustainability. The MEL framework contributes to accountability, adaptive learning, and continuous improvement in the delivery of educational and community services.



5.1 Key MEL Indicators

The following indicators are used to measure the success and impact of KSB-KEEP activities across four domains: Outputs, Outcomes, Impact, and Learning.

A. Output Indicators

Indicator	Description	Source
Number of participants served	Disaggregated by age, sex, sector (e.g., OSY, solo parents, IPs)	Registration Forms
Number of volunteers mobilized	Faculty, staff, and students engaged in KSB activities	KSB Tracker
Number of services delivered	Literacy, training, health, IEC, and technical services	Activity Reports
Number of flyers distributed	City College promotional and educational materials	Promotions Logbook

B. Outcome Indicators

Indicator	Description	Source
Knowledge or skill improvement	% of participants who demonstrate increased knowledge or skill after the session	Pre/Post Test Scores, Evaluation Forms
Client Satisfaction	% of participants reporting satisfaction with the services received	Client Satisfaction Survey
Service-learning integration	% of student volunteers applying classroom concepts to community engagement	Reflection Logs, Faculty Reports

C. Impact Indicators

Indicator	Description	Source
Sustained community programs	Community-led initiatives resulting from KSB interventions	Barangay Reports, Focus Group Discussions



Institutional contribution to city development goals	Alignment with RISE CDO agenda and SDG contributions	Annual Reports, IDP Evaluation
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D. Learning and Adaptive Management Indicators

Indicator	Description	Source
Number of program improvements implemented	Adjustments based on MEL findings	MEL Reports, Action Plans
Frequency of reflection and review sessions	Learning sessions conducted by faculty and students	Reflection Reports, Debriefing Notes
Documentation of good practices and lessons learned	Institutional memory building for future scaling	Knowledge Products, Case Studies

5. 2 Reporting and Feedback Mechanisms

- Weekly Reports by each committee (facilitators, secretariat, documentation, etc.)
- Consolidated Monthly MEL Reports submitted to the Extension and Outreach Office
- End-of-Semester Review with stakeholders and internal committees
- Annual Outcome Presentation during the Extension and Outreach Summit



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Extension and Outreach Office



EST. 2023

C. Promotions and IEC Material Distribution Log

LINK: citycollegccdo.edu.ph/HEILeaflet and citycollegccdo.edu.ph/Tsti leaflet

CITY COLLEGE OF CAGAYAN DE ORO
AIM HIGHER

A PREMIER LGU-LED HIGHER EDUCATION INSTITUTION IN THE CITY

A Flagship Project of Mayor Rolando "Blarex" Uy

COURSES OFFERED

- Bachelor of Technical Vocational Teacher Education
- Bachelor of Technology and Livelihood Education
- Bachelor of Arts in Communication

SOON-TO-OFFER COLLEGE COURSES FOR AY 2025-2026

- Bachelor of Science in Social Work
- Bachelor of Special Needs Education - Generalist
- Bachelor of Science in Office Administration
- Bachelor of Science in Entrepreneurship

SCHOOL FACILITIES & AMENITIES

- Fully air-conditioned and smart classrooms
- Wifi-ready campus and more!

CONTACT US:

0917 777 2946 / admissionccdo@gmail.com
@oracitycollegeofficial
Zone 2, Barangay Agusan, CDOC
www.citycollegccdo.edu.ph

CCDO ADMISSION PROGRAM
PRE-REGISTER NOW!
www.citycollegccdo.edu.ph/ccat

Nangita ka ba ug LIBRE ug KALIDAD na edukasyon?
Hali ug magpa-enroll na sa City College of CDO!

LIBRE!

CITY COLLEGE OF CAGAYAN DE ORO
AIM HIGHER

TECHNICAL SKILLS AND TECHNOLOGY INSTITUTE

TESDA-REGISTERED PROGRAMS

PROGRAM	NO. OF DAYS
CONSTRUCTION SECTOR:	
ELECTRICAL INSTALLATION AND MAINTENANCE NCII (CTPP NO. 20181048100020121110)	25 DAYS
PLUMBING NCI (CTPP NO. 20201048100020121110)	21 DAYS
PLUMBING NCII (CTPP NO. 20201048100020121110)	26 DAYS
SHIELDED METAL ARC WELDING NCI (CTPP NO. 20181048100020121110)	34 DAYS
SHIELDED METAL ARC WELDING NCII (CTPP NO. 20181048100020121110)	34 DAYS
CARPENTRY NCII (CTPP NO. 20181048100020121110)	38 DAYS
TOURISM SECTOR:	
HOUSEKEEPING NCII (CTPP NO. 20181048100020121110)	55 DAYS
HEALTH CARE SECTOR:	
BARANGAY HEALTH SERVICES NCII (CTPP NO. 20201048100020121110)	58 DAYS

COMMUNITY-BASED TRAINING (CBT) - 10 Days

- Basic Carpentry (Cabinet Making)
- Basic Plumbing
- Basic Electrical Installation and Maintenance
- Basic Shielded Metal Arc Welding (Weld Carbon Steel Plate (Fill Welding))
- Basic Housekeeping

MOBILE TRAINING PROGRAM (MTP)

- SMAW NCI and NCII - 34 days
- Housekeeping NC II - 55 days
- Barangay Health Services NC II - 58 days

HOW TO ENROLL

Scan the QR code below to pre-register:

CONTACT DETAILS

registrar.citycollegccdo@gmail.com
@oracitycollegeofficial
0953 048 1375

Annex Campus: Zone 2, Brgy. Agusan, CDOC
Off Campus Training: City Engineer's Compound, Brgy. Kauswagan, CDOC

2025 SCHEDULE OF ENROLLMENT FOR TECH-VOC PROGRAMS

QUARTER 1 | January 20 - March 28, 2025
QUARTER 2 | April 14 - June 13, 2025
QUARTER 3 | July 14 - September 12, 2025
QUARTER 4 | September 22 - November 14, 2025

REQUIREMENTS TO SUBMIT for Tech-Voc Programs

- PSA Birth Certificate (2 pcs)
- Passport-sized picture with collar & white background (3 pcs)
- Fully accomplished enrollment form
- Photocopy of Form 137 / 138 (Report Card) or Certificate of Completion (for ALS Completers) / TOR
- Marriage Contract (for Married Women)
- Bring one (1) long brown envelope

ASSESSMENT FEES

HOUSEKEEPING NCII	Php 1,108.00
EIM NCII	Php 1,849.00
SMAW NCI	Php 2,234.00
SMAW NCII	Php 2,697.00
CARPENTRY NCII	Php 1,539.00
PLUMBING NCI	Php 1,609.00
PLUMBING NCII	Php 1,888.00
BHS NCII	Php 935.00

ENROLL NOW!



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EST. 2003

D. Pre-Test and Post-Test Templates

LINK: citycollegecdo.edu.ph/PrePostTest



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Extension and Outreach Office
Zone 2, Barangay Agusan, Cagayan de Oro City



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Extension and Outreach Office
Zone 2, Barangay Agusan, Cagayan de Oro City



PRE-TEST QUESTIONNAIRE
3-HOUR Basic Electrical Training

Name (Pangalan): _____ Date (Petsa): _____

Instructions: Choose the correct answer. Encircle the letter of your choice.
(Instruksyon: Piliang husto nga tubag. Lingini ang letra sa imong tubag.)

- What should be done before working on electrical equipment?
(Unsa ang buhaton nga bag-o mugamit sa electrical nga kagamitan?)
 - Turn off power (Palunga ang kuryente)
 - Pour water (Buboan ug tubig)
 - Clean the tools (Hinluan ang mga gamit)
 - Open the fuse (Ablihi ang fuse)
- Which PPE is most important when working with electricity?
(Asa nga PPE ang pinaka importante kung magtrabaho gamit ang kuryente?)
 - Rubber gloves (Goma nga gloves)
 - Sunglasses (Sheyds)
 - Helmet (Kalo)
 - Ear plugs (Plug para sa dalunggan)
- Which surface is safest to stand on during electrical work?
(Asa nga lapyahan ang pinaka luwas tamakan kung magtrabaho sa kuryente?)
 - Wet floor (Basa nga salog)
 - Wooden platform (Kahoy nga patunganan)
 - Metal table (Lamesa nga metal)
 - Concrete floor (Semento nga salog)
- Before replacing a light bulb what must be done?
(Unsa ang buhaton bag-o ilisdan ang suga?)
 - Turn off the light switch (I-off ang switch)
 - Wash hands (Hugasan ang kamot)
 - Shake the bulb (I-uyog ang suga)
 - Step on the chair (Musaka sa bangko)
- What happens if you use a bulb with too high wattage?
(Unsay mahitabo kung taas kaayo ang wattage sa suga?)
 - It will last longer (Molungtad ug dugay)
 - It will be dimmer (Mahimong mahayag)
 - It may overheat or cause fire (Ma-overheat ug mahimong hinungdan sa sunog)
 - Nothing will happen (Walay mahitabo)
- What is the safest material to handle a hot bulb?
(Unsa ang labing luwas nga materyales sa paghikap sa init nga suga?)
 - Towel (Tawel)
 - Plastic bag (Plastik nga supot)
 - Bare hand (Kamot ra)
 - Paper (Papel)
- What tool can help test if a bulb is still working?
(Unsa nga gamit ang makatabang sa pagsusi kung mugana pa ang suga?)
 - Screwdriver (Screwdriver)
 - Battery (Bateria)
 - Tester (Tester)
 - Hammer (Martelyo)
- What are the basic parts of an extension wire?
(Unsa ang mga basic nga parte sa extension wire?)
 - Battery, metal, pipe (Bateria, metal, tubo)
 - Plug, wire, outlet (Plug, wire, outlet)
 - Rope, wire, bag (Pisi, wire, bag)
 - Switch, hose, bulb (Switch, hose, suga)
- Why is electrical tape used?
(Ngano gamiton ang electrical tape?)
 - For decoration (Alang sa dekorasyon)
 - To prevent rust (Aron malikayan ang kalawang)
 - To insulate connections (Aron ma protektahan ang koneksyon)
 - To make wires stick together (Aron mupilit ang mga wire)
- When constructing extension cords, where should you start?
(Kung maghimo ka ug extension wire, asa ka dapat mag sugod?)
 - Attach the socket (Idugtong ang saksakan)
 - Connect the wire (Idugtong ang wire sa plug)
 - Wrap with tape first (Sapawi ug tape una)
 - Test before wiring (I-test bag-o mag wiring)

POST TEST QUESTIONNAIRE
3-HOUR Basic Electrical Training

Name (Pangalan): _____ Date (Petsa): _____

Instructions: Choose the correct answer. Encircle the letter of your choice.
(Instruksyon: Piliang husto nga tubag. Lingini ang letra sa imong tubag.)

- What should be done before working on electrical equipment?
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E. Client Satisfaction Survey Form

LINK: citycollegecd.edu.ph/CSS



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CONTROL NO. _____

HELP US SERVE YOU BETTER!

This Client Service Satisfaction Survey is intended to assess clients' experiences interacting with the City College of Cagayan de Oro in relation to its government and academic services. Your feedback regarding your recent transaction will be invaluable in helping the respective office enhance its service delivery. Please be assured that your personal information will be treated with the utmost confidentiality. Participation in this survey is entirely voluntary, and you have the right to decline to answer any or all questions.

Type of Client: Parent Student Citizen Business Government (employee or another agency)

Sex: Male Female Prefer not to say Age: _____ Region of Residence: _____

Date: _____ Service Availed and Name of Office: _____

INSTRUCTIONS: Check the box that corresponds to your answer to the Citizen's Charter (CC) questions. The Citizen's Charter is an official document that reflects the services of a government agency/office, including its requirements, fees, and processing times, among others.

- CC1. Which of the following best describes your awareness of a CC?
- 1. I know what a CC is, and I saw this office's CC
 - 2. I know what a CC is, but I did NOT see this office's CC.
 - 3. I learned of the CC only when I saw this office's CC.
 - 4. I do not know what a CC is, and I did not see one in this office. (Answer N/A on CC2 and CC3)
- CC2. If aware of CC, would you say that the CC of this office was...?
- 1. Easy to see 4. Not visible at all
 - 2. Somewhat easy to see 5. N/A
 - 3. Difficult to see
- CC3. If aware of CC, how much did the CC help in your transaction?
- 1. Helped very much 3. Did not help
 - 2. Somewhat helped 4. N/A

INSTRUCTIONS: Please put a checkmark in the column that best corresponds to your answer.

Area of Evaluation	Strongly Disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly Agree (5)	Not Applicable
	☹	☹	☺	☺	☺	
SQD0. I am satisfied with the service that I have availed. <i>(Nalipay ko sa serbisyo nga akaang nasinatian.)</i>						
SQD1. I spent a reasonable amount of time on my transaction. <i>(Ang akong transaksyon dili kaayo dugay ug angayan ra ang panahon nga gigahin.)</i>						
SQD2. The office followed the transaction's requirements and steps based on the information provided. <i>(Gisunod sa opisina ang mga lakang ug rekisitos o panginahanglanon nga gipahibalo daan.)</i>						
SQD3. The steps I needed to do for my transaction were easy and simple. <i>(Sayon ug klaro ang mga lakang alang sa akong transaksyon.)</i>						
SQD4. I easily found information about my transaction from the office or its website. <i>(Sayon ra nako makuha ang impormasyon nga akong gikinahanglan, gikan man sa opisina o sa ilang website.)</i>						
SQD5. I paid a reasonable amount of fees for my transaction. <i>(If service was free, mark the N/A column)</i> <i>(Saktong kantidad ra sa bayad ang akong gibayran para sa akong transaksyon. (Kung libre ang serbisyo, i-check ang N/A nga kolum))</i>						
SQD6. I felt the office treated everyone fairly, with no special favors given. <i>(Nabati nako nga patas ang pagtratar sa tanan, walay pabor-pabor.)</i>						
SQD7. I was treated courteously by the staff, and <i>(if asked for help)</i> the staff was helpful. <i>(Ang mga staff matinahuron ug andam motabang kung kinahanglan.)</i>						
SQD8. I got what I needed, or if my request was denied, the reason was explained clearly. <i>(Nakuha nako ang akong gikinahanglan, o kung nadili, klaro ang rason sa pagdumili.)</i>						

Do you have any suggestions for how we can improve our services? (Optional)
(Unsa imohang ikasulti nga angay usabon aron mapamaayo amoang serbisyo?)

THANK YOU VERY MUCH!

AIM HIGHER



Zone 2, Brgy. Agusan, Cagayan de Oro City
Contact Number: +63 936 120 8946
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City of Cagayan de Oro
CITY COLLEGE OF CAGAYAN DE ORO
Extension and Outreach Office



F. Narrative Report

LINK: citycollegedco.edu.ph/NarrativeReport



Republic of the Philippines
City of Cagayan de Oro
CITY COLLEGE OF CAGAYAN DE ORO
Extension and Social Development Services
Zone 2, Barangay Agusan, Cagayan de Oro City



Narrative Report

KLAREX NGA EDUKASYON EXTENSION PROGRAM (KEEP)
[Date, Time & Venue]

I. NARRATIVE REPORT

Prepared by:

Signature Over-Printed Name

Reviewed by:

Signature Over-Printed Name

Noted by:

Signature Over-Printed Name



Zone 2, Brgy. Agusan, Cagayan de Oro City
Contact Number: +63 936 120 8946
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AIM HIGHER





G. Documentation Report

LINK: citycollegedco.edu.ph/DocumentationReport



II. DOCUMENTATION

Brief Caption	



Republic of the Philippines
 City of Cagayan de Oro
CITY COLLEGE OF CAGAYAN DE ORO
 Extension and Outreach Office



EST. 2003

H. Evaluation Form

[LINK:citycollegecdo.edu.ph/EvaluationForm](http://citycollegecdo.edu.ph/EvaluationForm)

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CITY COLLEGE OF CAGAYAN DE ORO
 Extension and Outreach Office
 Zone 2, Barangay Agusan, Cagayan de Oro City

Name: _____ Email: _____
 Office/Brgy: _____ Contact Number: _____

Evaluation Form

Thank you for attending. Your feedback is essential to help us improve future initiatives and events. Please take a few minutes to complete this evaluation form. Please rate the following aspects of the session on a scale of 1 to 5, where:

1 = Poor | 2 = Fair | 3 = Good | 4 = Very Good | 5 = Excellent

I. ACTIVITY	RATING				
	5	4	3	2	1
1. Relevance of Topics Covered					
2. Organizational Flow of Topics					
3. Appropriateness of Learning Methods Used					
4. Use of Technology and Aids					
5. Efficiency of Time used in conducting the activity					
II. SPEAKER/TRAINOR	RATING				
	5	4	3	2	1
1. Mastery of the Subject Matter					
2. Preparedness/Organization					
3. Ability to draw audience participation					
4. Ability to make the activity interesting					
5. Ability to handle the participants' questions					
6. Voice quality					
7. Speaker's/Trainer's use of visual aids or choice of activities					
III. How do you assess the venue used during the activity?	RATING				
	5	4	3	2	1
III. How do you assess the venue used during the activity?					
IV. Timeliness of Service Delivery					
V. Overall management of the activity					

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III. How do you assess the venue used during the activity?	RATING				
	5	4	3	2	1
III. How do you assess the venue used during the activity?					
IV. Timeliness of Service Delivery					
V. Overall management of the activity					

VI.

1. Which concept/information/activity do you find useful for you and/or your organization?

2. Which concept/information/activity do you find least useful for you and/or your organization?

3. Other comments or suggestions.

VI.

1. Which concept/information/activity do you find useful for you and/or your organization?

2. Which concept/information/activity do you find least useful for you and/or your organization?

3. Other comments or suggestions.

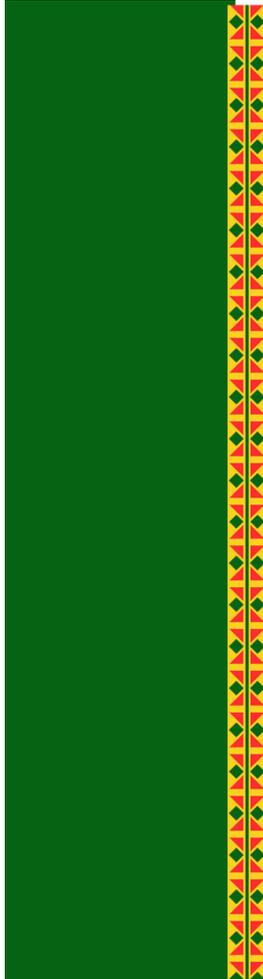


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I. Sample Certifications

LINK: citycollegecdo.edu.ph/KSBCert



CERTIFICATE OF PARTICIPATION

is given to

[Name]

in recognition of his valuable contribution as **facilitator** in the **4-hour Basic Electrical Skills Training** focusing on the Unit of Competency "**Install Electrical Protective Devices**" held in celebration of Women's Month. This event was organized by the City College of **Cagayan de Oro - Gender and Development (GAD)** in partnership with the **Technical Skills & Technology Institute (TSTI)**.

Given this 7th day of March 2025 at City College of Cagayan de Oro.


DR. JESTONI P. BABIA, LPT
College President





Republic of the Philippines
City of Cagayan de Oro
CITY COLLEGE OF CAGAYAN DE ORO
Extension and Outreach Office



Prepared by:

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Vice-President,

Extension and Social Development Services

Approved by:

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College President III