



Republic of the Philippines
CEBU TECHNOLOGICAL UNIVERSITY
 MAIN CAMPUS

M. J. Cuenco Avenue Cor. R. Palma Street, Cebu City, Philippines
 Website: <http://www.ctu.edu.ph> E-mail: thepresident@ctu.edu.ph
 Phone: +6332 402 4060 loc. 1137



OFFICE OF THE UNIVERSITY PRESIDENT

November 22, 2022

CTU MEMORANDUM

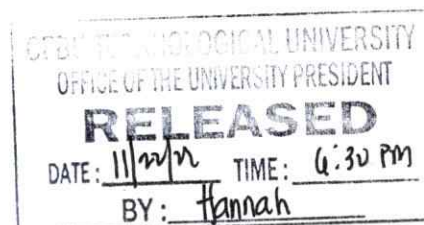
No.: PK22 - 695, s. 2022

**TO: UNIVERSITY DIRECTOR FOR SHARED FACILITIES
 CAMPUS USF DIRECTORS**
(Please see attached list of participants)

SUBJECT: RESEARCH CAPABILITY TRAINING

1. The Office of the University Director for Shared Facilities under the Office of the Vice President for Research and Development will be conducting a Research Capability Training for all campus USF Directors on **December 1-2, 2022 at the Hagnaya Beach Resort in San Remegio, Cebu.**
2. In this connection, you are hereby authorized to convene for the abovementioned intention on **Official Business, subject to the compliance of TSCAR and ROLDA forms.**
3. Travel and all other incidental expenses incurred during the said activity shall be chargeable against local funds of the campus concerned, subject to usual COA Accounting and Auditing rules and regulations and by Executive Order No. 298, and subject finally, to compliance with the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) protocols.
4. This is for your information and guidance.


ROSEIN A. ANCHETA, JR., ASEAN PE, D.M., Ph.D.
 SUC President IV





**REQUEST FOR ORGANIZING LEARNING AND DEVELOPMENT
 ACTIVITIES (ROLDA) FORM**

Name of Organizer: Maria Elena A. Aparante Position/Designation: University Director for USF
 Title of L & D Activity: Research Capability Training for USF University Director & all CTU USF Directors
 Target Participants: 27 Participants Implementation Date: December 1-2, 2012

Instruction:

The following supporting L & D documents must be compiled for the conduct of the activity, to wit:

- I. Before the conduct of the activity
 - I.1 Collated and analyzed Learning & Development Needs Assessment (LDNA)
 - I.2 Learning & Development Plan
 - I.3 Training Design
 - I.4 Training Activity Plan
 - I.5 Approved and pre and post test tools
 - I.6 Facilitator's Guide
 - I.7 Profile of internal/external learning service provider (LSP)

Pursuant to Board of Regent (BOR) Approved Resolution No. 44, s. 2017 on the "resolution Approving the Implementing Guidelines for the Career Development Program (CDP) for the Faculty and Non-Teaching Personnel". The LSP/Speaker(s)/Facilitator(s) shall be invited or selected based on the following criteria:

- Relevant Expertise
- Educational Qualification
- Experience/Skills
- Profile of previous learning and development activity conducted

This is to certify that the above requirements are completely complied.

JANE GLORIA F. ALBERINO, Rev. Ed., RGC
 University/Campus HRMO

EMMA R. MACAN, MPA
 Budget Officer/Campus Admin. Officer

II. After the conduct of the activity

- II.1 Assessment of Training Effectiveness Set A and the Learning Activity Evaluation (collated with analysis and interpretation)
- II.2 Results of Pre and Post Tests conducted (collated with analysis and interpretation)

FUNDS AVAILABLE:
 For the Release of Budget:

University/Campus HRMO

University/Campus Accountant

APPROVED:

VP Admin. & Finance/CAO/Campus Director



Operation Year : FY 2022

Office: University Director for University Shared Facilities

Annual Plan of Activities 2022

Months	University Shared Facilities	Budget	Total
	Activities		
January	Discussed and reviewed what has been done from the last year's of operation for each SF offices . Mentoring and continuous improvements of our SF operations for the year round.	10,000.00	10,000.00
February	1. Conduct Strategic planning for 2022-2023 and crafting proposals in line with DBM priorities. 2. Benchmarking in BENRC (Biodiversity , Environment, Natural Resources Center) and Hinablon sa Cebu in Argao Campus for the USF-FIC and USF-Tahi facilities . Gearing to possible collaboration of projects and producing and formulating of Utility Models (UMs).	256,000.00	334,000.00
		39,000.00	
March	Continue to monitor and mentor all SF office for their needs. Conduct meeting and submission of quarterly report.	68,000.00	68,000.00
April	1. Training workshop on how to published aticles and avail external grants. 2. Coordination Meeting with BENRC as follow-up activity last February 15-16, 2022 on collabration of some projects with grants and published articles. 3. Benchmarking on other state university with a shared facilities (FabLab, FIC, Sewing)	45000 332640	377,640.00
May	Crafting and submits project proposal for GAA funding and for possible external grants	100,000.00	100,000.00
June	Capacity Building on what is your role and plans for your SF office. Preparation and submission of quarterly report.	329,000.00	329,000.00
July	Capacitate all SF Directos to lay-out their plans in every area of concerns	163,000.00	163,000.00
August	Conduct seminar workshop on scientific publication for SF Office	70,200.00	70,200.00
September	Monitoring and submission for scientific publication on all finished research projects implemented and completed from the previous and all year round. Meeting and submission of quarterly reports.	100,000.00	100,000.00
October	Conduct an Information drives to all campuses the importance and usage of all SF Office. Conduct 2nd round project proposals for GAA and Grants.	67,500.00	67,500.00


November	1. Training and writeshop on Patent drafting and utility models. 2. To send some directors on crash courses re on their areas of responsibilities.	215,600.00 561,000.00	776,600.00
December	Monitoring . Conduct a team building activity to acknowledge all the the efforts done for that fiscal year of operation for all SF office. Preparaion of annual report for USF office.	263,250.00	263,250.00

Prepared:



ENGR. MARIA ELENA A. APARENTE
UD-University Shared Facilities

Noted:



DR. ADRIAN P. YBAÑEZ
VP- RESEARCH & DEVELOPMENT
Date: January 15, 2022



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OFFICE OF THE UNIVERSITY DIRECTOR FOR SHARED FACILITIES

TRAINING DESIGN

- Title:** : Research Capability Training for University Shared Facilities University Director and all CTU USF Directors
- Participants** : University Director for Shared Facilities and all CTU USF Directors
- Dates** : December 1-2, 2022
- Venue** : Hagnaya Beach Resort and Restaurant San Remegio, Cebu

Rationale:

Strengthening the bonds between members of an organization is needed in efficiently achieving the constitution's goal. It is also an important in achieving CTU's mission, vision and goal. To strengthen the bonds of each member of the USF University Director and all CTU USF Director, Capability training is needed to build a better relationship, communication skills, maximizing specialized skills to produce a better output addressing the efforts of different campuses leading by a leader in maximizing the best aspects and skills in different areas.

With this, the University Shared Facilities under the Research and Development would like to conduct a Research Capability Training for this purposes.

Objectives:

The activity generally aims to strengthen the trust, between all the CTU USF Directors, Brainstorming possible solutions addresses to the certain problem, can easily communicate, feel the presence of a support system and stress lessens. Workers that identify as a valued member of the team feel a strong sense of belonging. Kind, respectful coworkers create a healthy and positive work environment which leads to more productive outputs, gaining more engagement to the organization, to develop teamwork competencies such as communication, compromise, and collective reasoning. These exercises reframe success in terms of group outcomes, and encourage teammates to adopt a team mindset even after the activities end.

Participants: University Shared Facilities University Director and ALL CTU USF Directors

Fund Source:

The expenses incurred shall be charged to the research funds of the CTU Main Campus under University Shared Facilities subject to the usual COA rules and regulations and in accordance with Executive Order No. 298.

Description:

The activity is mainly facilitated by the CTU University Shared Facilities Directors under the Office of the Vice-President for Research and Development.



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OFFICE OF THE UNIVERSITY DIRECTOR FOR SHARED FACILITIES

Research Capability Training for University Director for Shared Facilities University Director and All CTU USF Directors

December 1-2, 2022

Hagnaya Beach Resort and Restaurant

San Remegio, Cebu

List of Participants

NAMES	CAMPUS	DESIGNATION
1. Mary Ellen Camarillo	CTU- Argao	SF - FABLAB
2. Siefried Mendoza	CTU - Tuburan	SF - FABLAB
3. Romelito N. Bayno Jr.	CTU-Danao	SF - FABLAB
4. Roberto Lamayo	CTU-Carmen	SF - FABLAB with Specialized Machine
5. Romeo P. Montecillo	CTU-Main Campus	SF - FABLAB with Specialized Machine
6. Maria Esther Medalla	CTU-Main Campus	SF-Sewing
7. Margie Aller	CTU-Barili	SF-Sewing
8. Catherine Terana	CTU-Danao	SF-Sewing
9. Roberto Lamayo	CTU-Carmen	SF-Sewing
10. Arden Malinao	CTU-Daanbantayan	SF-Sewing
11. Girlie F. Fariola	CTU-Bantayan	SF-Sewing
12. Arliezl D. Mancio	CTU-Tuburan	SF-Sewing
13. Rolina Colegado Paran	CTU-Tabogon	SF-Food Innovation Center
14. Lovella Christianne A. Gulle	CTU-Daanbantayan	SF-Food Innovation Center
15. Alona Ordoña	CTU-Tuburan	SF-Food Innovation Center
16. Marivel B. Go	CTU-Moalboal	SF-Food Innovation Center
17. Marjorie L Zanoria	CTU-Bantayan	SF-Food Innovation Center
18. Rhoda L. Larga	CTU-San Remegio	SF-Food Innovation Center
19. Lomera Niñamae Cañas	CTU-San Francisco	SF-Food Innovation Center
20. Maria Elena A. Aparente	CTU-Main	UD for University Shared Facilities
21.	CTU-Main	Staff
22.	CTU-Main	Staff



VISION
 CTU as a premier, inclusive, globally-recognized research and innovation, smart, community-responsive, and sustainable technological university.

MISSION
 The University shall primarily provide leading-edge degree programs, innovative professional, entrepreneurial, and technical instruction as well as research and extension programs that address both the needs of the region and the nation in the context of the global knowledge economy, Fourth Industrial Revolution, and sustainability.

- GOALS**
- By the end of 2024, CTU will be globally recognized for its quality. Specifically, it will:
- o Obtain a Philippine university system status with a CHED SUC Level V recognition or equivalent;
 - o Be ranked among the Top 10 Universities in the Philippines;
 - o Be included in the list of internationally recognized ranking of universities (including Quacquarelli Symonds, Times Higher Education, Shanghai University Ranking, World University Impact Rankings);
 - o Pursue efforts to pave way for the development of new programs (including natural sciences and Doctor of Medicine) and Transnational Higher Education;
 - o Achieve world-class performance and excellence in total quality management; and
 - o Lead innovations in the Fourth Industrial Revolution.

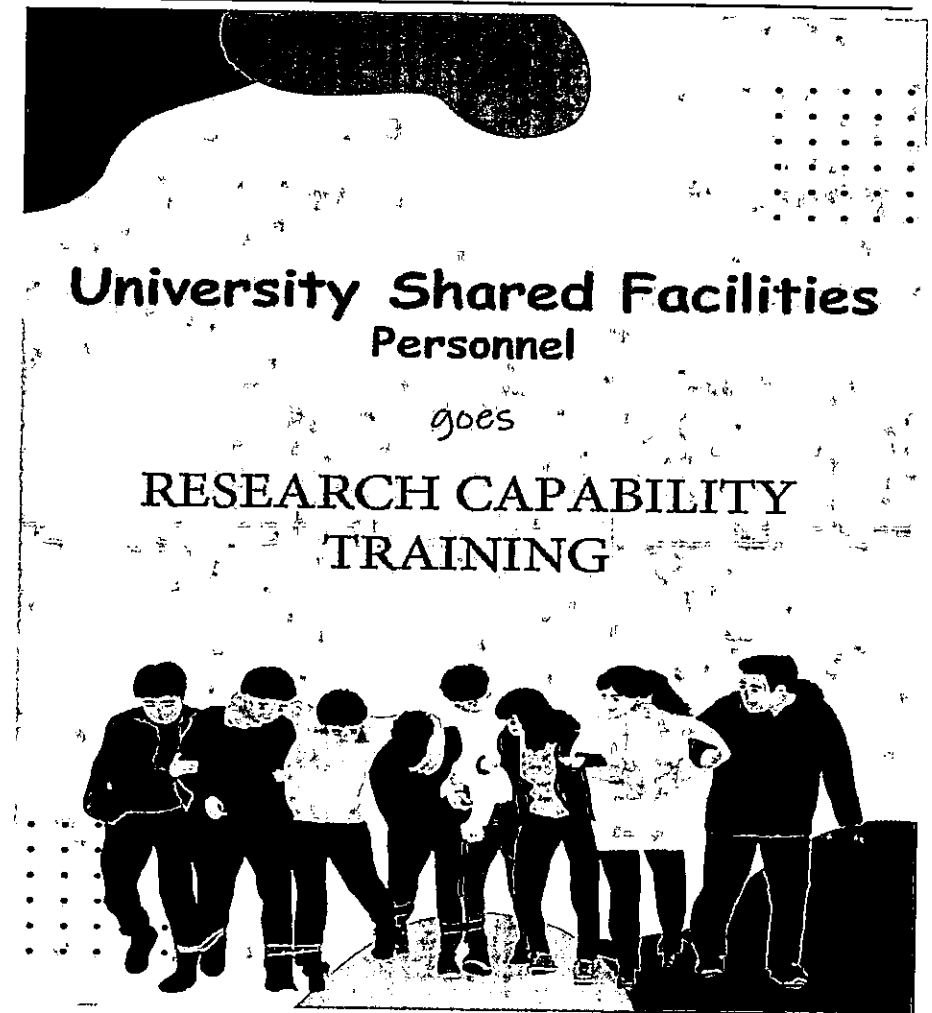
- OUTCOMES**
1. Ensure relevant, effective and quality education for sustainable growth.
 2. Increase access to quality education for the under privileged students.
 3. Produce relevant research for economic, environmental and sustainable development.
 4. Expanded community engagement.
 5. Strengthen effective and efficient management of resources.

QUALITY POLICY
 CTU in compliance with statutory and regulatory requirements is committed to provide quality instruction, research, extension and production toward customer satisfaction.

- CORE VALUES**
- C** - COMMITMENT to expand access to relevant, effective and quality education for all.
 - T** - TRANSPARENCY in implementing good governance for efficient management of resources.
 - U** - UNITY in harmonizing operations of the University with clear and strengthened industry and community collaboration.
 - P** - PATRIOTISM by giving appreciation and pride of country and people.
 - I** - INTEGRITY by embracing moral uprightness and having strong adherence to honesty and fairness.
 - E** - EXCELLENCE in developing CTU as a research-intensive university with a good academic reputation that creates solutions to improve lives, communities, and the world through research, innovation and extension across a spectrum of disciplines and in collaboration with the industry and community for sustainable development.
 - S** - Spirituality by cultivating truth, righteousness, peace, and love.



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DECEMBER 01-02, 2022
8:00AM - 5:00PM
Hagnaya Beach Resort and Restaurant
San Remegio, Cebu





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OFFICE OF THE UNIVERSITY DIRECTOR FOR SHARED FACILITIES

PRETEST TOOL

**Registration: Research Capability Training for University Shared Facilities University Director and all CTU USF Directors
 December 1-2, 2022**

Thank you for your interest in joining this face to face Research Capability Training scheduled on December 1-2, 2022 at Hagnaya Beach Resort and Restaurant San Remegio, Cebu. We will endeavor to make the activity to build strong Bonds and better relationships within the organization for developing team performance for CTU Main Campus research, development, and extension projects.

Please help us to understand the reasons why you would like to attend this Research Capability Training. The information that you will provide in this registration form will be kept confidential and will not be divulged to anyone except as a summary data that will not identify a specific person. The information will guide the organizing team in conducting this Capability Training as relevant and meaningful as possible.

Email: _____

Last Name: _____

First Name: _____

Middle Name: _____

Position / Designation: _____

Campus: _____

Please Check

Highest Educational Attainment:

- Doctorate
- Doctorate on-going
- Masters Graduate
- Masters on-going
- Bachelor's Degree Holder

Interested in attending Research Capability Training:

- Yes
- No
- Others





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Have you attended a Capability Training or any Research Capability Training Activity for University Shared Facilities University Director and all CTU USF Directors

- Yes
- No
-

When: _____

Where: _____

How will **Basic Gender Analysis (GA) and USE of GA Tools for Research, Development and Extension** help you in your present job assignment





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OFFICE OF THE UNIVERSITY DIRECTOR FOR SHARED FACILITIES

POST ACTIVITY

**Registration: Research Capability Training for University Shared Facilities University Director and all CTU USF Directors
 December 1-2, 2022**

Thank you for joining this face to face Research Capability training on December 1-2, 2022 at Hagnaya Beach Resort and Restaurant San Remegio, Cebu. We will endeavor to make the activity to build strong Bonds and better relationships within the organization for developing team performance for CTU Main Campus research, development, and extension projects.

Email: _____

Last Name: _____

First Name: _____

Middle Name: _____

Contact Number: _____

Current Academic Rank: _____

Position / Designation: _____

Department: _____

Campus: _____

Please select the number that signifies your degree of satisfaction with each item below
 (1 Very Dissatisfied; 2 Dissatisfied; 2 Neutral; 4 Satisfied; 5 Very Satisfied)

1. How satisfied are you with the registration?

- 1
- 2
- 3
- 4
- 5

2. How satisfied are you with the material process?

- 1
- 2
- 3



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- 4
 - 5
3. How satisfied are you with the facilitator?
- 1
 - 2
 - 3
 - 4
 - 5
4. Please select the number that signifies your rating for the length of training
- Too Right
 - Just about right
 - Too long
5. The contents of the research capability training were appropriate and informative?
- 1
 - 2
 - 3
 - 4
 - 5
6. The event was well organized?
- 1
 - 2
 - 3
 - 4
 - 5
7. The event staff were helpful and courteous
- 1
 - 2
 - 3
 - 4
 - 5





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What did you like most of the Research Capability training workshop?

What did you like least of the Research Capability Training workshop?

What topics would you like to suggest for future activity / event / seminar / workshop / training?



CURRICULUM VITAE



ALONA M. ORDOÑA

A. PERSONAL DATA

Home Address : 199 Burgos St. Tuburan Cebu
Contact Number : 0922-6120-840
E-mail Address : alona.ordonactu.edu.ph
Date of Birth : March 23, 1971
Citizenship : Filipino
Gender : Female
Status : Married
Number of Children : 2

B. EDUCATIONAL BACKGROUND

Post Graduate Studies : Doctor of Philosophy in Technology Management
Graduated: May 20, 2022
Cebu Technological University
Moalboal Campus

Master's in Vocational Education
Graduated March 2018
Cebu Technological University
Tuburan Campus

Master's in education major in Administration and Supervision
Graduated – March 2011
Cebu Technological University
Tuburan Campus

Tertiary Course : Certificate of Professional Education
CSCT-Tuburan Campus, 2004

Bachelor of Science in Commerce
major in Banking and Finance
Graduated – October 1992

Secondary : St. Anthony's Academy
Graduated – 1988
Tuburan Cebu

Elementary : Tuburan Central School
Graduated – 1984
Tubura Cebu

C. ELIGIBILITY : Licensure Examination for Teachers (LET)
Year Obtained – 2005

D. WORK EXPERIENCES

July 19, 2009 to present : Cebu Technological University
Tuburan Campus
Position : Instructor

December 1992-Feb. 2004 : Gaisano Group of Companies
Position : Accounting Clerk

SEMINARS AND TRAINING ATTENDED

Seminar/Training	Date from/to		No. of Hours	Type of Seminar/Training	Sponsor Agency
Food Processing Training in Montealegre Tuburan	6/5/2019	6/7/2019	24 hrs.	Trainer	DEPARTMENT OF TRADE AND INDUSTRY REGION 7
Hazard Analysis and Critical Control Points (HACCP)	10/29/2019	10/29/2019	8 hrs.	Managerial	DEPARTMENT OF SCIENCE AND TECHNOLOGY
Workbook Construction Seminar	12/3/2020	12/10/2020	16 hrs.	Instruction	CEBU TECHNOLOGICAL UNIVERSITY, TUBURAN CAMPUS
Pinas MunA: The Tourism Industry in the Face of Covid-19	12/10/2020	12/10/2020	8 hrs.	Instruction	UNIVERSITY OF THE EAST-MANILA COLLEGE OF ARTS & SCIENCES DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT
Events Management from Scratch	12/11/2020	12/11/2020	8 hrs.	Managerial	UNIVERSITY OF THE EAST-MANILA COLLEGE OF ARTS AND SCIENCES DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT
Webinar: Fast Tracking Internationalization: Research Production and Publication	12/12/2020	12/12/2020	3 hrs.	Instruction	PHILIPPINE ASSOCIATION OF RESEARCHERS FOR TOURISM & HOSPITALITY, INC.
Academic Internationalization through Research and Ethics in Tourism and Hospitality	12/12/2020	12/12/2020	3 hrs.	Instruction	PHILIPPINE ASSOCIATION OF RESEARCHERS FOR TOURISM & HOSPITALITY, INC.
National Seminar Workshop on Instructional Development Design and Assessment in a Flexible Learning Development	4/1/2021	4/1/2021	8hrs.	Managerial	PCPD TRAINING CENTER
National Seminar Workshop o Digital and Media Platforms for English, Science and Mathematics	4/2/2021	4/2/2021	8hrs	Managerial	PCPD TRAINING CENTER
National Training Workshop on Blended and Flipped instruction: Covid 19 Alternative Learning Modality	4/3/2021	4/3/2021	8hrs	Managerial	PCPD TRAINING CENTER

National Seminar Workshop on Improvised Games and Teacher Arts as Alternative Teaching Strategies	4/4/2021	4/4/2021	8hrs	Managerial	PCPD TRAINING CENTER
National Training Workshop on Localization and Contextualization in the k-12 Curriculum	4/5/2021	4/5/2021	8hrs	Managerial	PCPD TRAINING CENTER
International Webinar on 21st Century School Leadership and Management	4/6/2021	4/6/2021	8hrs	Managerial	PCPD TRAINING CENTER
Navigating Mental health for Teachers	4/5/2021	4/5/2021	8hrs	Managerial	PCPD TRAINING CENTER
Understanding the Ins and Outs of Homeschooling	4/4/2021	4/4/2021	8hrs	Managerial	PCPD TRAINING CENTER
Tourism Zoom or Tourism Soon: Creating a Difference by Redefining the Future of Tourism	4/10/2021	4/10/2021	8 hrs.	Managerial	TRINITY UNIVERSITY OF ASIA
Leadership and Investment: Focusing on Global Diversification and Sustainability of Hospitality and Tourism Industry	4/20/2021	4/10/2021	8 hrs.	Leadership	LYCEUM OF THE Phil. University-Batangas (Graduate School)
Google Classroom Hands-On Refresher	4/26/2021	4/26/2021	8 hrs.	Instruction	CEBU TECHNOLOGICAL UNIVERSITY, TUBURAN CAMPUS
Food Business and Budgeting	6/29/2021	6/29/2021		Resource Speaker	DEPARTMENT OF TOURISM

NATIONAL CERTIFICATION (NC-II)

NC II IN BREAD AND PASTRY PRODUCTION	Valid Until Nov. 30, 2022
NC II IN DRESSMAKING	Valid Until May 22, 2022
NC II IN HOUSEKEEPING	Valid Until Oct. 6, 2020
NC II IN FOOD AND BEVERAGE SERVICES	Valid Until June 10, 2020

MEMBERSHIPS

- Regular Member of **ASIAN SOCIETY OF TEACHERS FOR RESEARCH, INC.**
- Member of **CONFEDERATION OF FACULTY ASSOCIATION OF STATE COLLEGES AND UNIVERSITIES IN THE PHILIPPINES**
- Member of **PHILIPPINE ASSOCIATION OF TEACHERS AND EDUCATIONAL LEADERS INC.**
- Member of **PHILIPPINE INSTITUTE OF 21ST CENTURY EDUCATORS INC.**
- Member of **ASIA ASSOCIATION FOR ACADEMIC INTEGRITY**
- Member of **INDUSTRY 4.0 COMPREHENSIVE ORGANIZATION OF REVITALIZATION EDUCATORS INC.**


ALONA M. ORDOÑA

CURRICULUM VITAE



PERSONAL DATA

Name : Roda Lequigan Larga
Place of Birth : Placer, Masbate
Date of Birth : February 19, 1980
Civil Status : Married
Spouse : Noel Cuyos Larga
Children : Noel Ronn Czar and Rhiley Vronn L. Larga
Parents : Vidal Nugas Lequigan
Remedios Magallanes Reyes

EDUCATIONAL BACKGROUND:

❖ **GRADUATE STUDIES:** Master of Arts In Vocational Education
Cebu Technological University
Daanbantayan Campus
Agujo, Daanbantayan, Cebu
May 2019

Master in Education –33 Units
Major – Administration and Supervision
CSCST SYSTEM
DAANBANTAYAN CAMPUS
Daanbantayan, Cebu

- ❖ **TERTIARY:** Bachelor in Secondary Education (B.S.Ed.)
– T.H.E. & Math
CEBU STATE COLLEGE OF SCIENCE AND
TECHNOLOGY SYSTEM DAANBANTAYAN
CAMPUS
Daanbantayan, Cebu
March 17, 2004

- ❖ **SECONDARY:** San Remigio National High School
San Remigio, Cebu
March 1998

- ❖ **ELEMENTARY:** Argawanon Elementary School
Argawanon, San Remigio, Cebu
March 1994

WORK EXPERIENCE:

- ❖ **Instructor I**
Cebu Technological University
Daanbantayan Campus
Agujo, Daanbantayan, Cebu
August 1, 2017 to present

 - ❖ **Admin Aide IV**
Cebu Technological University
Daanbantayan Campus
Agujo, Daanbantayan, Cebu
April 2015 to July 2017

 - ❖ **Admin Aide I**
Cebu Technological University
Daanbantayan Campus
Agujo, Daanbantayan, Cebu
May 16, 2008 to April 2015
-

❖ Job Order
CSCST SYSTEM
DAANBANTAYAN CAMPUS
Daanbantayan, Cebu
August 8, 2005 to May 15, 2008

❖ Teacher Volunteer
CSCST SYSTEM
DAANBANTAYAN CAMPUS
Daanbantayan, Cebu
June 28, 2004 to July 2005

RELEVANT TRAININGS AND SEMINARS ATTENDED:

NC II Certification – Cookery
ISHRM Training Center/TESDA

NC II Certification - Food and Beverage Services
ISHRM Training Center/TESDA

NC II Certification – Housekeeping
Center for Health Care Professions Cebu, Inc./TESDA

NC II Certification - Bread and Pastry Production
TESDA Center - Daanbantayan
Daanbantayan, Cebu

Enhancing Facilitation Skills
Civil Service Commission VII
June 8, 2017 – June 8, 2017

Training Program in Housekeeping NC II

Center for Health Care Professions Cebu, Inc.

November 28, 2016-January 23, 2017

Facilitator Guide

Activity 1: Blind Drawing

- ▶ **OBJECTIVE:** A very popular and effective team-building exercise, this activity is good for small groups. It helps develop communication, interpretation, and leadership skills.
- ▶ **TOOLS:** Pen, paper, and pictures. (To save paper, the person describing can have the picture on their phone)
- ▶ **TIME:** 10-15 minutes
- ▶ **PARTICIPANTS:** Multiple of 2
- ▶ **HOW TO PLAY:** Pair people into groups of two and have them sitting back-to-back. Provide one person with a picture and the other with paper and a pen. Ask the person with the picture to describe it to their partner without actually saying what's in the picture. For example, The picture shows a "dog eating ice cream." The person with the picture has to help her partner draw the picture without saying, "dog eating ice cream."
- ▶ **RESULT:** It helps build leadership skills in the person who is directing the person with the pen and paper to draw the picture. The way she gives direction will result in how well the "artist" understands and draws the picture perfectly. It also depends on the communication between the team members and how clearly do they understand and interpret each other.

Activity 2: Flip It Over

- ▶ **OBJECTIVE:** The objective is to help people working in groups acquire problem-solving, creativity, and strong communication skills.
- ▶ **TOOLS:** A tarp or piece of clothing the size of a tablecloth.
- ▶ **TIME:** 20 minutes
- ▶ **PARTICIPANTS:** 6-10
- ▶ **HOW TO PLAY:** A creative game, here you ask a group of 6-10 people to huddle around and stand on top of a tarp. The challenge is that they have to flip the tarp, standing on the other side of the cloth. The only condition is that they can only use their feet! They can't get off the fabric or let their feet touch the ground.
- ▶ **RESULT:** It forces the group to think of creative ways to work as a team and solve the problem without getting off the sheet. This is a great team-building game that urges the team members to make sure no one is getting off the sheet. This ensures that in a non-game situation too, they include everyone in the group and make everyone responsible for reaching the ultimate goal of the task.

Activity 3: Minefiled

- ▶ **OBJECTIVE:** Builds trust and collaboration among team members. The nature of the game also focuses on developing communication and active listening.
- ▶ **TOOLS:** Numerous soft objects without rough edges (cups, balloons, soft toys), few blindfolds.
- ▶ **TIME:** 20-30 minutes
- ▶ **PARTICIPANTS:** 10-14
- ▶ **HOW TO PLAY:** In an open space, place random objects or "mines" across the floor. Divide people into groups of two and put the blindfold on one of them. The other person has to direct his partner to go from one side of the space to the other without stepping on any objects. The person executing can only give verbal directions, and the blindfolded one cannot speak at all. Hold the competition between 5-6 teams, and the one who reaches the finish line without stepping on any of the "mines" the earliest wins the game.
- ▶ **RESULT:** It is a great team-building activity to foster trust between your employees. Because one of the members is blind and cannot talk, he/she has to put his entire trust and confidence into his partner. It is also an excellent activity for people who are not open to collaboration. It also increases concentration and urges your employees to pay attention.

Activity 4: Human Knot

- ▶ **OBJECTIVE:** One of the best team-building activities for work, human knot urges employees to communicate and cooperate. The objective is to solve the problem in a set time, cultivating skills like problem-solving and time management.
- ▶ **TOOLS:** No tools required
- ▶ **TIME:** 20-30 minutes
- ▶ **PARTICIPANTS:** 8-16
- ▶ **HOW TO PLAY:** A great exercise for a large group of employees, divide employees into groups of 6-12. Ask them to form a circle facing each other. Tell them to put their right hand in the air and grab someone's hand from across the circle. After that, ask everyone to put out their left hand and grab someone's hand from the circle. Set a timer for them and ask them to untangle the "knot" within the specified time. The first one to unravel wins.
- ▶ **RESULT:** The teams work to think of creative ways to complete the activity within a fixed period. This enables them to organize their work in a way that teaches them to get the work done on time.

Activity 5: Helium Stick

- ▶ **OBJECTIVE:** A great team-building exercise that aims to enhance teamwork and communication among mid-sized groups.
- ▶ **TIME:** 15-20 minutes
- ▶ **TOOLS:** A light-weight bamboo or plastic cane
- ▶ **PARTICIPANTS:** 8-10
- ▶ **HOW TO PLAY:** This game can be conducted with 8-10 people. Ask the team to split into two groups and stand facing each other. Ask them to hold their arms out in front of them and point their index fingers. Lay the cane down on their fingers. The stick has to be horizontal, and everybody's index fingers must be touching the cane at all times. The challenge is to lower the stick to the ground without dropping it and touching it only with the index finger. Teams will be disqualified if any team member tries to hold it with any other finger or removes their index finger.
- ▶ **RESULT:** This task can be accomplished only if teams have complete cooperation among themselves. Other outcomes that can be achieved are problem-solving in a group, communication, and leadership.

Activity 6: Tied Together

- ▶ **OBJECTIVE:** To get employees to focus on teamwork, problem-solving, and listen to each other's opinions.
- ▶ **TIME:** 20 minutes
- ▶ **TOOLS:** Shoelaces, cloth strips, or zip ties.
- ▶ **PARTICIPANTS:** 10-12
- ▶ **HOW TO PLAY:** Make all the participants stand in a circle facing inwards. Ask them to hold out their hands to their sides and tie them with their neighbor's hand. Alternatively, you can also tie ankles. Once everyone is tied up together, present them tasks that they must complete in a set time. Here are some ideas- Wrap a present Build a bridge Pour a cup of water for everyone in the room Group walk (if the ankles are tied together) Build a Lego structure
- ▶ **RESULT:** Some outcomes of this activity will be goal setting, leadership, collaboration, active listening, and problem-solving.

Activity 7: Suddenly

- ▶ **OBJECTIVE:** To get team members to think on their feet when new developments or problems suddenly arise in a project.
- ▶ **TIME:** 25-30 minutes
- ▶ **TOOLS:** None required
- ▶ **PARTICIPANTS:** 5 or more
- ▶ **HOW TO PLAY:** Ask everyone to gather in a circle. Start the game by narrating the first three lines of any story. After the three sentences, you have to say "suddenly," and the person sitting next to you must continue. He/she will make up another three sentences of the story on the spot and pass it on to the next person.
- ▶ **RESULT:** It will get everyone thinking and getting creative. Some wacky and wondrous versions of stories might come out.

Activity 8: Blindfold Challenge

- ▶ **OBJECTIVE:** To build trust, active communication, and collaboration among team members.
- ▶ **TIME:** 30-45 minutes
- ▶ **TOOLS:** A basket, blindfolds, and blunt objects like paper cups, water bottles, index cards, shoes, etc.
- ▶ **PARTICIPANTS:** 5-20
- ▶ **HOW TO PLAY:** In an outdoor or medium-sized indoor space, place the objects. Outline the space inside which the objects have been placed. Put a basket in the center of the space and spread out the objects around it. Divide participants into two groups of equal members. Take note that the number of objects is always twice the number of members in a team. Make both teams stand on opposite sides of the area. Ask them to choose one volunteer from each team to be blindfolded for the game. Put the blindfolds on both the volunteers. After the blindfolds have been put, teams need to call out objects for their teams. Then the game begins. The volunteer for each team has to pick up the objects called out by their team and put them in the basket in the center. Fix a time limit for this challenge (2-3 minutes). However, team members cannot call out objects by its name. They have to describe the object to their volunteer. For example- a water bottle can't be called by its name but described as a container, must-have drink in summer and so on. The team that first gets all of its objects into the basket wins.
- ▶ **RESULT:** It paves the way for employees to be more creative, think on their feet, and force them to work together. It focuses on building clear and precise communication among teams.

Activity 9: Team Emblem

- ▶ **OBJECTIVE:** To get team members to reflect on their greatest strengths as a team.
- ▶ **TIME:** 30 minutes or more
- ▶ **TOOLS:** Square cloths, acrylic/watercolors, markers, cardboard, and tape
- ▶ **PARTICIPANTS:** Smaller teams of 3-5
- ▶ **HOW TO PLAY:** Divide the team into small groups for this team bonding exercise. Each team must then collaborate to create an emblem, flag, or shield that represents what their team stands for and their identity.
- ▶ **RESULT:** This fun game is relaxing, encourages employees to express their creativity, and aids team members in practicing open communication.



**Cebu Technological University
MFO 3: RESEARCH AND DEVELOPMENT OFFICE**



ANNUAL PLAN AND BUDGET FOR CY 2022

Offices/Centers/ Research Units/ Item of expenses	Travelling	Trainings expenses	Office Supplies Expenses	Other Supplies	Water	Electricity	Internet Connection	Communication	Awards/ Rewards	Representation	OPS	Repair & Maint	Transportation	Membership	Printing and Binding	Total
1. Office of the VPRD & other offices	445.00	100.00	500.00	100.00	0.00	0.00	500.00	70.00	0.00	446.00	700.00	100.00	228.00	100.00	328.00	3,615.00
2. Research Projects for Funding University Wide																
Main and Extension Campuses																
Gen. Faculty Research	1,016.50	50.00	90.00	600.00	0.00	0.00	0.00	40.00	0.00	150.00	507.50	0.00	38.00	0.00	15.00	2,507.00
IMGPVD	310.00	50.00	0.00	300.00	0.00	0.00	0.00	10.00	0.00	30.00	300.00	0.00	0.00	0.00	0.00	1,000.00
CSI	13.00	0.00	40.00	0.00	0.00	0.00	0.00	10.00	0.00	30.00	100.00	0.00	0.00	0.00	0.00	193.00
IFSIT	95.00	0.00	10.00	100.00	0.00	0.00	0.00	10.00	0.00	30.00	80.00	10.00	7.00	0.00	2.00	344.00
CAMOR	46.00	50.00	20.00	50.00	0.00	0.00	0.00	10.00	0.00	30.00	80.00	5.00	7.00	0.00	2.00	300.00
USF-Sewing	51.00	10.00	10.00	50.00	0.00	0.00	0.00	5.00	0.00	30.00	80.00	5.00	7.00	0.00	2.00	250.00
USF-Print Productions	43.00	10.00	10.00	40.00	0.00	0.00	0.00	5.00	0.00	30.00	80.00	5.00	7.00	0.00	20.00	250.00
<i>sub-total</i>	1,574.50	170.00	180.00	1,140.00	0.00	0.00	0.00	90.00	0.00	330.00	1,227.50	25.00	68.00	0.00	41.00	4,844.00
Argao																
Gen. Faculty Research	227.00	50.00	20.00	300.00	0.00	0.00	0.00	15.00	0.00	70.00	500.00	0.00	12.00	0.00	6.00	1,200.00
BENRC	700.00	50.00	20.00	200.00	0.00	0.00	0.00	10.00	0.00	50.00	400.00	5.00	10.00	0.00	5.00	1,450.00
Climate Change Center and Resiliency	85.00	20.00	30.00	200.00	0.00	0.00	0.00	8.00	0.00	40.00	110.00	0.00	5.00	0.00	2.00	500.00
USF-SSF	0.00	20.00	10.00	28.00	0.00	0.00	0.00	8.00	0.00	30.00	47.00	0.00	5.00	0.00	2.00	150.00
<i>sub-total</i>	1,012.00	140.00	80.00	728.00	0.00	0.00	0.00	41.00	0.00	190.00	1,057.00	5.00	32.00	0.00	15.00	3,300.00
Barili																
Gen. Faculty Research	680.50	15.00	138.50	300.00	0.00	0.00	0.00	15.00	0.00	80.00	500.00	0.00	15.00	0.00	6.00	1,750.00
Center for Biotech	494.00	40.00	30.00	300.00	0.00	0.00	0.00	10.00	0.00	50.00	500.00	10.00	10.00	0.00	6.00	1,450.00
Poultry and Livestock Repair and Research station	300.00	0.00	400.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
COH	85.00	30.00	20.00	50.00	0.00	0.00	0.00	7.00	0.00	30.00	100.00	10.00	16.00	0.00	2.00	350.00
DRR	53.00	20.00	10.00	20.00	0.00	0.00	0.00	7.00	0.00	30.00	100.00	0.00	5.00	0.00	5.00	250.00
USF-Sewing	23.00	15.00	10.00	28.00	0.00	0.00	0.00	7.00	0.00	20.00	90.00	0.00	5.00	0.00	2.00	200.00
<i>sub-total</i>	1,635.50	120.00	608.50	998.00	0.00	0.00	0.00	46.00	0.00	210.00	1,290.00	20.00	51.00	0.00	21.00	5,000.00
Carmen																
Gen. Faculty Research	122.00	30.00	20.00	104.00	0.00	0.00	0.00	20.00	0.00	40.00	150.00	0.00	8.00	0.00	6.00	500.00
ICMRM	106.00	10.00	20.00	60.00	0.00	0.00	0.00	6.00	0.00	30.00	200.00	10.00	6.00	0.00	2.00	450.00
USF-SSF	22.00	10.00	10.00	30.00	0.00	0.00	0.00	6.00	0.00	30.00	35.00	0.00	5.00	0.00	2.00	150.00
<i>sub-total</i>	250.00	50.00	50.00	194.00	0.00	0.00	0.00	32.00	0.00	100.00	385.00	10.00	19.00	0.00	10.00	1,100.00
Daanbantayan																
Gen. Faculty Research	283.00	30.00	30.00	80.00	0.00	0.00	0.00	13.00	0.00	50.00	200.00	0.00	8.00	0.00	6.00	700.00
USF-Sewing	55.00	10.00	37.00	30.00	0.00	0.00	0.00	6.00	0.00	20.00	85.00	0.00	5.00	0.00	2.00	250.00
USF-FIC	245.50	10.00	90.00	30.00	0.00	0.00	0.00	13.00	0.00	30.00	74.50	0.00	5.00	0.00	2.00	500.00
<i>sub-total</i>	583.50	50.00	157.00	140.00	0.00	0.00	0.00	32.00	0.00	100.00	359.50	0.00	18.00	0.00	10.00	1,450.00
Bantayan																