

CLASS D

Exhibit 1



LANDE BANK COUNTRYSIDE DEVELOPMENT FOUNDATION, INC.
2015 TRAINING CALENDAR

SAMPLE

MODULES FOR BANK ASSISTED COOPERATIVES	NO. OF BATCHES	AREAS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MODULES														
LEP MODULES														
Self Risk Assessment and Management (3 days)	31	12 NCL 3 SLB 5 VIS 11 MIN		Feb. 16-18/ 19-21	Mar. 16-18 Mar. 10-12 Mar. 24-26 Mar. 3-11	Apr. 9-10/14-16/21-22 Apr. 21-23 Apr. 29-30 Apr. 20-22/23-25	May 11-13/ 14-16 May 5-7 May 12-14 May 4-6/7-9/14-16	Jun 1-3/5-7/18-20/22-24						
Account Management and Credit Administration (2 days)	6	2 NCL 2 SLB 2 VIS 2 MIN		Feb. 26-27	Mar. 26-27	Apr. 14-15 Apr. 17-18	May 20-21	Jun 24-25						
Basic Accounting for Non-Accountants (Bookkeeping) (3 days)	5	1 NCL 1 SLB 1 VIS 2 MIN			Mar. 2-4 Feb. 3-5	Apr. 13-15	May 12-14	Jun 30-July 2						
Bookkeeping (2 days)	4	1 NCL 1 SLB 1 VIS 3 MIN		Feb. 6-7/ 17-18				Jun 25-26	Jul 8-9					
CIBI and Collateral Appraisal (2 days)	1	1 NCL 1 SLB 1 VIS 1 MIN			Mar. 10-11									
Cooperative Management and Good Governance (3.5 days)	7	2 NCL 3 SLB 1 VIS 1 MIN	Jan. 20-23 Jan. 26-29	Feb. 12-15 Feb. 24-27		Apr. 14-17		Jun 15-18	Jun 2-5					
Entrepreneurial and Business Management (3.5 days)	3	2 NCL 2 SLB 1 VIS 1 MIN			Mar. 17-20		May 26-29	Jun 16-19						
Financial Management (3.5 days)	3	2 NCL 1 SLB 1 VIS 1 MIN		Feb. 10-13	Mar. 17-20		May 27-30							
Internal Control (3 days)	6	2 NCL 1 SLB 1 VIS 2 MIN	Jan. 21-23	Feb. 3-5	Mar. 13-21/ 25-27		May 21-23							
Policy and Rule Formulation (2 days)	5	2 NCL 1 SLB 1 VIS 1 MIN			Mar. 5-6 Mar. 24-25	Apr. 29-30		Jun 2-3 Jun 23-24						
Strategic Planning (2.5 days)	4	2 NCL 1 SLB 1 VIS 1 MIN	Jan. 26-28 Jan. 20-22	Feb. 9-11		Apr 16-18								
Remedial Management (2 days)	2	1 NCL 1 SLB 1 VIS 1 MIN		Feb. 20-21	Mar. 12-13									
TOTAL TRAININGS	77		5	14	15	14	12	15	2	0	0	0	0	0
GRAND TOTAL	77		5	14	15	14	12	15	2	0	0	0	0	0



LANDBANK Countryside Development Foundation, Inc.
Training for LANDBANK Borrowing Cooperatives (BCs)

Training Request Form

Name of Requesting Lead Cooperative: _____

Complete Address: _____

Telephone Numbers: _____ Fax No. _____

Training Title/Course: _____

Preferred Date/Venue of training: _____
(8:00AM-5:00PM per day)

Alternate Date/Venue: _____

List of Participating Cooperatives:

<u>Name of Coops</u>	<u>Name/Position of Participants</u>
1.	
2.	
3.	
4.	
5.	

**Please use additional paper if necessary. Minimum of 20 participants and maximum of 50 participants per batch of training.*

The Lead Cooperative, (Name of Cooperative), commits to undertake all related training expenses indicated in the LCDFI quotation based on the above request.

NOTES:

- LCDFI shall submit quotation one (1) week upon receipt of this training request.
- All training expenses such as RS honorarium, training materials and supplies shall be included in the quotation.
- Requesting Cooperative may have the option to directly shoulder expenses for training meals and venue. Otherwise, this shall be included in the quotation submitted by LCDFI.
- For further inquiries, please contact LCDFI Capacity Building Unit (CBU), at telephone nos. (02) 551-2200/522-0000 local 2063 or direct line (02) 8567488.

Prepared by:

Noted by:

Designated Representative of Lead Coop
(Signature over Printed Name)

Chairman/General Manager
(Signature over Printed Name)

Date Signed: _____

Date Signed: _____

Please fax to LCDFI Telefax No. (02) 892-5286 or email at lcdfi@pltdsl.net.
Thank you!



CAPACITY BUILDING PROGRAM FOR LANDBANK BORROWING COOPERATIVES (BCs)**ACTIVITY PROPOSAL****LCDFI TRAINING FOR LANDBANK BORROWING COOPERATIVES (BCs):**

Objective : To conduct training for LANDBANK Borrowing Cooperatives (BCs)

Title :

Date/Venue :

Resource Speaker :

Proposed Budget PER Batch:

PARTICULARS for _____ pax	TOTAL
Food & Venue: ____ Pax (Pxxx.xx/pax/day)	xx,xxx.xx
Food & Lodging: LCDFI Resource Speaker	xx,xxx.xx
Per Diem: LCDFI Staff	xx,xxx.xx
RS Honorarium (xxxx.xx/day x 1 RS)	xx,xxx.xx
Transportation (Airfare & Inland)	xx,xxx.xx
Training Manuals, Materials & Supplies	xx,xxx.xx
Postage of Manuals, Materials & Supplies	xx,xxx.xx
Contingencies	xx,xxx.xx
TOTAL	xxx,xxx.xx

Note: Subject to liquidation per accounting / auditing rules and regulations.

Prepared by:

Recommended by:

Approved by:

CBU Officer

CBU Director

Executive Director

Date: _____

CAPACITY BUILDING PROGRAM FOR LANDBANK BORROWING COOPERATIVES (BCs)



LANDBANK Countryside Development Foundation, Inc.

TITLE OF TRAINING

DATE/VENUE/RESOURCE SPEAKER

REGISTRATION FORM

	NAME OF PARTICIPANT	DESIGNATION	NAME OF COOP & ADDRESS	SIGNATURE	
				Date (Day1)	Date (Day 2)
1					
2					
3					

	OTHERS/ALTERNATE PARTICIPANT	DESIGNATION	NAME OF COOP & ADDRESS	SIGNATURE	
				Date (Day1)	Date (Day 2)
1					
2					
3					

CAPACITY BUILDING PROGRAM FOR LANDBANK BORROWING COOPERATIVES (BCs)



LANDBANK COUNTRYSIDE DEVELOPMENT FOUNDATION, INC. TRAINING EVALUATION SHEET

TRAINING COURSE: _____

DATE OF TRAINING: _____

VENUE OF TRAINING: _____

NAME & POSITION OF PARTICIPANT: _____

NAME OF COOPERATIVE: _____

WE WELCOME YOUR FEEDBACK!

Instruction: Please encircle the number corresponding to your rating for the different aspects of the training program. The equivalent of each number is as follows:

- 1 - Poor 3 - Above Average
2 - Below Average 4 - Excellent

AREAS OF EVALUATION	RATING (4= Highest, 1= Lowest)			
I. COURSE CONTENT				
a. The presentation was adequate for your purposes	4	3	2	1
b. The information is relevant to your current work situation	4	3	2	1
c. The content was organized and easy to follow	4	3	2	1
d. The information have a practical application	4	3	2	1
e. The learning methods used were appropriate and helpful	4	3	2	1
f. I will be able to apply the knowledge learned in our institution	4	3	2	1
II. RESOURCE SPEAKER: <i>Mr. Gerardo Kinilitan Jr.</i>				
a. Achievement of Training Objectives	4	3	2	1
b. Coverage of Course Content	4	3	2	1
c. Knowledge of Subject Matter	4	3	2	1
d. Effectiveness of Delivery	4	3	2	1
e. Effective Communication Skills	4	3	2	1
f. Rapport/Interaction with Participants	4	3	2	1
g. Ability to Answer Questions of Participants	4	3	2	1
III. RESOURCE KIT				
a. Relevant to the discussions	4	3	2	1
b. Adequate	4	3	2	1
c. Overall physical quality of handout materials	4	3	2	1
IV. SECRETARIAT				
a. Efficiency	4	3	2	1
b. Courtesy	4	3	2	1
c. Helpfulness	4	3	2	1
V. VENUE				
a. The venue was conducive to learning	4	3	2	1
b. Audio / Sound system	4	3	2	1
c. Food	4	3	2	1

... please see back page

CAPACITY BUILDING PROGRAM FOR LANDBANK BORROWING COOPERATIVES (BCs)

OVERALL EVALUATION

A. Please list major learning benefit (s) you received from the training program that can be applied to your current position and institution?

B. In what specific way can this training program be improved?

C. What issues regarding the topics of this training program are you interested in but were not tackled very well?

D. Other Comments / Suggestions / Recommendations:

E. What other lecture topics would you be interested in?

Thank you for your feedback! ☺

Visit LCDFI Facebook page at
www.facebook.com/LandbankCountrysideDevelopmentFoundationInc

CAPACITY BUILDING PROGRAM FOR LANDBANK BORROWING COOPERATIVES (BCs)

ACTION PLAN

Name of Cooperative: _____

Date of Training: _____

Objectives of the Training: _____

OBSERVATIONS	ACTION PLAN	Implementation Date		PERSON RESPONSIBLE	REMARKS/STATUS
		Target	Actual		

Prepared by:

Approved by:

Name and Signature over Printed Name

Name and Signature over Printed Name

Position: _____

Position: _____

Date: _____

Date: _____

CAPACITY BUILDING PROGRAM FOR LANDBANK BORROWING COOPERATIVES (BCs)



LANDBANK COUNTRYSIDE DEVELOPMENT FOUNDATION, INC.

RESOURCE SPEAKER EVALUATION

RS NAME

TRAINING COURSE

DATE/PLACE

Please rate the lecturer according to the following aspects :
 (1 - Poor, 2 - Below Average, 3 - Above Average, 4 - Excellent)

Achievement of Training Objectives	1	2	3	4
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Coverage of Course Content	1	2	3	4
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Knowledge of Subject Matter	1	2	3	4
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Effectiveness of Delivery	1	2	3	4
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Effective Communication Skills	1	2	3	4
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rapport/Interaction with Participants	1	2	3	4
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ability to Answer Questions of Participants	1	2	3	4
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

How do you suggest the lecture presentations be improved? _____

Other Comments/Suggestions/ _____

Recommendations: _____

Evaluated By:

 Signature Over Name/Position

THANK YOU! :-)

CAPACITY BUILDING PROGRAM FOR LANDBANK BORROWING COOPERATIVES (BCs)



LANDBANK COUNTRYSIDE DEVELOPMENT FOUNDATION, INC.

RS FEEDBACK: PARTICIPANTS EVALUATION FORM

TRAINING COURSE

DATE/PLACE

What are the potentials/limitations of the learning capacity of your training participants?

What facilitated/hindered your capacity to transfer knowledge to participants?

What specific topics were *easily* understood/appreciated by the participants? Please state possible reason/s.

What specific topics were *difficult* for the participants to understand/appreciate? Please state possible reason/s.

In your assessment, did the participants achieve the objectives of the training?

Please identify at least three (3) participants who demonstrate the most potential in learning capacity, application of knowledge and leadership skills.

Other comments/suggestions/recommendations

Evaluated By:

Name and Signature of Resource Speaker

THANK YOU! :-)

CAPACITY BUILDING PROGRAM FOR LANDBANK BORROWING COOPERATIVES (BCs)

MODULE	
DATE/VENUE	
RESOURCE SPEAKER	

PARTICIPANTS

NAME OF COOPERATIVES	ENROLLED	ACTUAL
1.		
2.		
3.		
TOTAL		

Note/s:

TRAINING HIGHLIGHTS:

May include the ff:

- *Were the Training Objectives met*
- *Results of Pre-Test / Post-Test*
- *Any area or topics of concentration / focus*
- *Areas of difficulty: topics, RS rapport-pax, etc*
- *RS evaluation (by LCDFI staff) and Participants evaluation (based on evaluation of RS)*
- *ECORI results as submitted by DAD*
- *Action Plans generated*
- *Others: Any problems / issues arising from the training / topic / RS*
- *Suggestions / Reactions*

ATTACHMENTS:

1. Training Form No. 2: Registration Form
2. Training Form No. 3: Participants Profile Form
3. Training Form No. 6: RS Evaluation Form
4. Training Form No. 7: Participants' Evaluation Form
5. Training Form No. 9: Training Evaluation Form
6. Photo Documentation
7. Workshop Output
8. Action Plans

Prepared by

CBU Officer

Reviewed by:

CBU Director

Noted by:

Executive Director

CAPACITY BUILDING PROGRAM FOR LANDBANK BORROWING COOPERATIVES (BCs)



LANDBANK COUNTRYSIDE DEVELOPMENT FOUNDATION, INC.

PTE RESULT SUMMARY

TRAINING COURSE: _____

DATE OF TRAINING: _____

VENUE OF TRAINING: _____

1 - Poor (0 - 1.50)

2 - Below Average (1.51 - 2.50)

3 - Above Average (2.51 - 3.50)

4 - Excellent (3.51 - 4.00)

AREAS OF EVALUATION	Weighted Average	Result
I. COURSE CONTENT (40%)		
a. The presentation was adequate for your purposes		
b. The information is relevant to your current work situation		
c. The content was organized and easy to follow		
d. The information have a practical application		
e. The learning methods used were appropriate and helpful		
f. I will be able to apply the knowledge learned in our institution		
<i>average</i>	-	
<i>rating</i>	-	
II. RESOURCE SPEAKER (30%)		
a. Achievement of Training Objectives		
b. Coverage of Course Content		
c. Knowledge of Subject Matter		
d. Effectiveness of Delivery		
e. Effective Communication Skills		
f. Rapport/Interaction with Participants		
g. Ability to Answer Questions of Participants		
<i>average</i>	-	
<i>rating</i>	-	
III. RESOURCE KIT (10%)		
a. Relevant to the discussions		
b. Adequate		
c. Overall physical quality of handout materials		
<i>average</i>	-	
<i>rating</i>	-	
IV. SECRETARIAT (10%)		
a. Efficiency		
b. Courtesy		
c. Helpfulness		
<i>average</i>	-	
<i>rating</i>	-	
V. VENUE (10%)		
a. The venue was conducive to learning		
b. Audio / Sound system		
c. Food		
<i>average</i>	-	
<i>rating</i>	-	
OVERALL RATING	-	

CAPACITY BUILDING PROGRAM FOR LANDBANK BORROWING COOPERATIVES (BCs)

A. Please list major learning benefit (s) you received from the training program that can be applied to your current position and institution?

- 1
- 2
- 3
- 4
- 5
- 6

B. In what specific way can this training program be improved?

- 1
- 2
- 3
- 4
- 5
- 6

C. What issues regarding the topics of this training program are you interested in but were not tackled very well?

- 1
- 2
- 3
- 4
- 5
- 6

D. Other Comments / Suggestions / Recommendations:

- 1
- 2
- 3
- 4
- 5
- 6

E. What other lecture topics would you be interested in?

- 1
- 2
- 3
- 4
- 5
- 6

Prepared by:

Noted by:

CBU Officer

Executive Director

Reviewed by:

CBU Director

CLASS D

Exhibit 12

CAPACITY BUILDING PROGRAM FOR LANDBANK BORROWING COOPERATIVES (BCs)

<TITLE OF TRAINING>
Training for LANDBANK Borrowing Cooperatives (BCs)
<Date /Venue of Training>

TRAINING ACTUAL EXPENSE VS BUDGET

PARTICULARS	As Proposed For ___ Pax	Actual For ___ Pax	VARIANCE
Food and Venue: ___Pax (P___/pax/day)	xx,xxx.xx	xx,xxx.xx	xx,xxx.xx
Food & Lodging: LCDFI Resource Speaker	xx,xxx.xx	xx,xxx.xx	xx,xxx.xx
Per Diem: LCDFI staff	xx,xxx.xx	xx,xxx.xx	xx,xxx.xx
RS Honorarium	xx,xxx.xx	xx,xxx.xx	xx,xxx.xx
Transportation Expenses (RS & Facs)	xx,xxx.xx	xx,xxx.xx	xx,xxx.xx
- Airfare		xx,xxx.xx	
- Inland		xx,xxx.xx	
Training Materials/Manuals/Supplies	xx,xxx.xx	xx,xxx.xx	xx,xxx.xx
- Purchased through Cash Advance		-	
- LCDFI Withdrawal of Supplies		xx,xxx.xx	
Postage of Manuals, Materials and Supplies	xx,xxx.xx	xx,xxx.xx	xx,xxx.xx
Contingencies	xx,xxx.xx	xx,xxx.xx	xx,xxx.xx
TOTAL EXPENSES	xx,xxx.xx	xx,xxx.xx	xx,xxx.xx

*Note:

1. Actual financials does not include Direct Manpower expense (DME).

Prepared by:

Reviewed by:

CBU Officer

CBU Director

Date: _____

Noted by:

Executive Director