



**OFFICE OF THE EXTENSION AND COMMUNITY SERVICES**

**EXTENSION PROJECT PROPOSAL**

Date: October 22, 2025

I. Extension Project Title: Digital Skills for the Modern Workplace: Mastering Google Workspace

Head of Extension: Dr. Agnes N. Coo  
Dr. Eriberto R. Astorga, Jr.  
Dr. Eric C. Mendoza

Proponents: BSCS and BSIT Faculty

Project Leader: Dr. Allan Q. Quismundo  
Dr. Yolanda A. Lara  
Rowee M. Marfil

Members:

Gerlyn M. Domingo	Catherine D. Dumpit	Melvin G. Eballe
Dr. Nancy G. Liwanag	John Rey Quinzon	Edru Leandre R. Soriano
CSTG Officers		

II. Implementing College/Agency/Barangay/Sector: State Universities and College  
College: EARIST CAVITE CAMPUS  
Barangay: Blk 4 Sampaloc Ave. Barangay Poblacion 2. GMA Cavite

III. Rationale and Objectives:

In today's increasingly digital work environment, efficiency and collaboration depend heavily on mastering essential productivity tools. This extension project, "Digital Skills for the Modern Workplace: Mastering Google Workspace," aims to empower Barangay Officials and Sangguniang Kabataan leaders of Barangay Poblacion 2 with vital digital competencies.

By enhancing their proficiency in Google Workspace tools such as Gmail, Google Docs, Sheets, Slides, and Drive, the program seeks to improve governance efficiency, document management, communication, and community project coordination.

**Objectives:**

- Introduce the fundamentals of Google Workspace and its applications in professional settings.
- Train participants to create, manage, and share digital documents, spreadsheets, and presentations.
- Develop digital collaboration and productivity skills relevant to administrative and community functions.
- Foster digital literacy and confidence among barangay officials and youth leaders for smarter governance and communication..

IV. Project Beneficiaries:

Barangay Officials and Sangguniang Kabataan of Barangay Poblacion 2, GMA, Cavite

**EARIST-QSF-ECS-002**

- V. Personnel Involved:  
 EARIST Cavite Faculty  
 CSTG Officers  
 Barangay Poblacion 2 Officials

VI. Strategies for Implementation:

1. Coordinate with Barangay Poblacion 2 officials for approval, venue, and scheduling.
2. Conduct an orientation on the objectives and relevance of Google Workspace in community governance.
3. Deliver hands-on training on key Google Workspace tools:  
 Session 1: Introduction to Google Workspace (Gmail, Drive, Docs)  
 Session 2: Advanced Collaboration Tools (Sheets, Slides, Forms, Calendar)
4. Facilitate guided exercises where participants create digital outputs relevant to barangay operations.
5. Collect feedback and evaluate participants' skill improvement and program effectiveness.

VII. Project Duration: December 7 and 14, 2025

VIII. Project Budgetary Requirement (including Counterpart contributions, Source of Funds):

- A. Personal services
- B. Maintenance and Other Operating Expenses
- C. Capital Outlay

**For Session 1 - December 7, 2025**

	Item	Qty	Amt	Total	
<b>Food</b>	Meals	40	78	3,120.00	
	<b>Total Amount</b>				3,120.00
<b>Tarpauline</b>	Tarpauline	1	260	260.00	260.00
<b>Certificates</b>	Bond paper long	1	290	290.00	
	Velum paper	4	30	120.00	
	ink black	2	296	592.00	
	Ink colored	2	308	616.00	
	<b>Total Amount</b>				1,618.00
<b>Grand Total</b>					4,998.00

**For Session 2 - December 14, 2025**

	Item	Qty	Amt	Total	
<b>Food</b>	Meals	40	78	3,120.00	
	<b>Total Amount</b>				3,120.00
<b>Certificates</b>	Bond paper long	1	290	290.00	

	Velum paper	4	30	120.00	
	ink black	2	296	592.00	
	Ink colored	2	308	616.00	
	<b>Total Amount</b>				1,618.00
<b>Grand Total</b>					4,738.00

IX. Work plan: Gantt chart for **Digital Skills for the Modern Workplace: Mastering Google Workspace**

Digital Skills for the Modern Workplace: Mastering Google Workspace												
Activity	October				November				December			
	1	2	3	4	1	2	3	4	1	2	3	4
Kick off Planning Meeting			x									
Stakeholder Coordination				x	x							
Team Orientation & Session Preparation						x	x	x	x			
Session 1: Introduction to Google Workspace(Gmail, Drive, Docs, Sheets, Slides, Forms, Calendar)										x		
Feedback & Reflection Session 1										x		
Session 2: Advanced Collaboration Tools (Sheets, Slides, Forms, Calendar)											x	
Feedback & Reflection Session 2											x	
Documentation & Reports												x

Prepared by:

  
**ROWÉE M. MARFIL**  
 Project Leader

Noted by:

**MR. BONIEBERT P. LUCIANO**  
 Extension Services, Program Chair

**DR. AGNES N. COO**  
 Campus Administrator, ECC

Recommending Approval:

**DR. ERIBERTO R. ASTORGA JR.**  
 Director

**Digital Skills for the Modern Workplace: Mastering Google Workspace**  
**Extension Program**  
**11:00 - 1:00**

- |      |                               |                           |
|------|-------------------------------|---------------------------|
| I.   | Doxology .....                | CSTG Officers             |
| II.  | National Anthem .....         | Audio Visual Presentation |
| III. | Opening Remarks .....         | Mrs. Gerlyn M. Domingo    |
| IV.  | Introduction to Speaker ..... | Dr. Nancy G. Liwanag      |
| V.   | Program proper                |                           |

December 7, 2025

Session 1: Introduction to Google Workspace (Gmail, Drive, Docs)

Understanding Google Workspace

Managing Files in Google Drive

Creating and Editing Documents in Google Docs

Email Management and Etiquette (Gmail)

December 14, 2025

Session 2: Advanced Collaboration Tools (Sheets, Slides, Forms, Calendar)

Data Management using Google Sheets

Presentation Techniques using Google Slides

Creating Digital Surveys and Reports using Google Forms

Using Google Calendar for Scheduling Barangay Activities

- |      |                          |
|------|--------------------------|
| VI.  | Guided Hands-on Practice |
| VII. | Closing Remarks          |

**List of Committee**

**Speakers:**

***Session 1: Introduction to Google Workspace (Gmail, Drive, Docs)***

Prof. Melvin G. Eballe

***Session 2: Advanced Collaboration Tools (Sheets, Slides, Forms, Calendar)***

Prof. Melvin G. Eballe

**Documentation and Communication:**

Dr. Nancy G. Liwanag

**Project Leader:**

Prof. Rowee M. Marfil

**Certification Committee:**

Catherine D. Dumpit

**Technical Committee:**

John Rey Quizon

**Master of the Ceremony**

Prof. Gerlyn M. Domingo & Edru Liandro Soriano