

	<b>CORDILLERA CAREER DEVELOPMENT COLLEGE</b> Buyagan, Poblacion, La Trinidad, Benguet	
	<b>HUMAN RESOURCE OFFICE</b>	
	<b>CCDC VISION</b> The center of quality education for culturally diverse and global learners.	<b>CCDC MISSION</b> Deliver quality education and services through holistic, accessible, and inclusive learning experiences sustaining culturally sensitive and responsible global citizens and leaders.
<b>ATTACHMENT 02.</b> <b>ACTIVITY TASK FORCE</b>		

ACTIVITY	PERSON-IN-CHARGE
Activity Design, provision of attendance sheets, distribution of post-activity feedback report, summary of feedback results, and compilation of activity documentation.	Julien Joy C. Calong Mark Joseph C. Dizon
Listing of participants, scouting of: Master of ceremonies and other personnel who can take charge of the parts of the program, scouting of working committee personnel	Mark Joseph C. Dizon Corazon L. Ocden
Venue physical arrangement arrangement of tables and chairs sound system and LCD projector	Mike Jezel C. Andizo Tessie Dyan P. Dorot
Master of Ceremonies	Corazon L. Ocden
Coordination tasks for the provision of food: Lunch, Drinking Water, Snacks and Coffee	Wenilyn R. Mateo Mike Jezel C. Andizo
On-site Registration	Julien Joy C. Calong Mark Joseph C. Dizon
Photo-documentation activities	Ronnie Ville S. Valdez
Coordination of transportation for participants	Julie Ann B. Olila
Coordination of transportation for guests / trainors	Corazon L. Ocden
Token for guests / trainors	Faye S. Aranca

PERSON-IN-CHARGE	ACKNOWLEDGEMENT
Corazon L. Ocden	
Faye S. Aranca	
Julie Ann B. Olila	
Julien Joy C. Calong	
Mark Joseph C. Dizon	
Mike Jezel C. Andizo	
Ronnie Ville S. Valdez	
Tessie Dyan P. Dorot	
Wenilyn R. Mateo	