

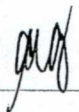
The Office of the R, D & E Deputy Administrator / OIC shall immediately prepare the certificates of OPSI training participation to be signed by the following officers:

1. MDO who conducted / organized the training
2. Administrator
3. In the absence of the Administrator, the R, D & E Deputy Administrator / OIC shall sign in behalf of the Administrator

The Office of the R, D & E Deputy Administrator shall mail the original copies of the certificates signed by the Administrator to concerned MDOs or the certificates be picked up by the MDOs in SRA Quezon City or Bacolod City offices, whichever is more practical. The MIS unit of the Planning, Policy and Special Projects Department shall maintain a database of OPSI participants which shall be stored in the SRA main server and should be made available when needed by SRA management. An information system of OPSI participants shall be developed by MIS so that demographics of farmers and validity date will be reflected in the report generated by the system.

For your reference, attached is the attendance sheet template. OPSI training certifications shall be valid for three (3) years in order to update the knowledge of the farmers on any technological advancement in sugarcane farming after 3 years.

Cooperation of all concerned are enjoined to ensure that those issued with certificates of participation have actually attended OPSI trainings, relieve any external pressures for the issuance of training certifications and maintain a centralized database of farmers and participants.



ATTENDANCE SHEET

**OUTREACH PROGRAM FOR THE SUGAR INDUSTRY (OPSI) TRAINING – 1st LEVEL
SUGAR REGULATORY ADMINISTRATION**

Mill District: _____

Venue: _____

Date Conducted: _____

Names	Residence Address (Sitio/Barangay/Municipality)	Farm Location/s (Barangay/Municipality)	Size/s of Farm, Has.	AGE	GENDER (Pls Check)		SIGNATURE
					Male	Female	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Certified True & Correct:

Name & Signature of SRA MDO