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PHASES

Early Adolescence

- 12-13 years old
- Rapid physical growth
- Self perception
- Peer Acceptance

Middle Adolescence

- 14-17 years old
- New thinking skills
- Independence
 - Impulse control
 - Vocational / professional goals
- Self Reliance
- Crushes & Dating
 - Attractions & Insecurities
 - Adult support becomes important

Late Adolescence

- 18-21 years old
- Final preparation for adult responsibilities
 - Sense of identity
 - Solidify vocational / professional goals
 - Physiological independence
- Self confidence & personal security
 - Shift to adulthood is complete
- Physical developments are stable
 - Self acceptance and personal comfort

DOMAINS

Cognitive

Early

“Formal Operations” are marked by:

- Abstract thinking
- Hypothetical deductions
- Analysis of verbal opinion
- Meta cognition

Middle

- Formal operations continue to develop
- Personal “code of ethics”
- Curate systematic or long term goals
- Reasoning is philosophical and future-oriented
- Determine their identity
- Actively influencing their relationships with others

Late

- Personal philosophy, analytical skills & hypothetical deductions strengthen
- Empathy heightens
- Problem-solving strategies become systemized
- Social sensitivity increases

Physiological

Female	Male
Voice is firmer and fuller	
Adrenarche (Hair development)	
Thelarche (Breast enlargement)	Gonadarche (Testes enlargement, penis enlargement a year after)
Menarche (1st menstruation, 10-16 yrs old)	Spermarche (Nocturnal Ejaculation / Wet Dreams, 10-14 yrs old)
Hips are more defined	Adam's apple becomes prominent
	Acne by 15

Socio-emotional

Social and emotional development during adolescence are effectively intertwined.

Childhood socializations are restricted within school spaces and neighborhoods. The scope of socialization expands to organizations, discerning acquaintances and friendships.

Cognitive advancements deepen and improve the quality of interpersonal relationships. Varying degrees of intimacy need a balance of time, energy and attention.

Spiritual

Spiritual awakening happens and faith is put into practice

Clubs and organizations become a means to build a greater understanding of their faith
Parental leadership makes it likely for a child to retain their parents' faith

ADOLESCENT DEVELOPMENTAL TASKS

Activities an individual should be engaging in by a certain age, described as developmental tasks by

Robert Havighurst (1900-1991)

1. Adjust to new physical changes
2. Adjust to new intellectual abilities
3. Adjust to higher cognitive demands in school
4. Adjust to higher demand for verbal communication skills
5. Develop a personal sense of identity
6. Establish vocational goals
7. Establish emotional and psychological independence from parents
8. Develop stable peer relationships
9. Manage sexuality
10. Adopt a personal value system
11. Manage speech properly

Becoming Responsible Adolescents

1. Focus on school tasks
2. Relate properly with others
3. Eat a balanced diet
4. Exercise regularly
5. Avoid illicit drugs
6. Sleep Adequately
7. Visit the doctor for medical advice
8. Observe good hygiene
9. Maintain a positive attitude
10. Read books and online resources about being a responsible adolescent.

Resilience

Ability to bounce back from adversity

Not a solitary work

PROTECTIVE FACTORS

Interpersonal

- Reading

Social & Emotional Support

- Nurturing Environment

Environmental Context

- Access to services in the local government
- Access to appropriate mental health services
- Volunteering opportunities
 - Meaningful participation & communal belonging

RISK FACTORS (TRIFECTA)

Individual

- Vulnerabilities for stress & mood problem
- Poor health & nutritional choices
- Problematic use of substances
- Illnesses
- Physical Inactivity

Family & Relationship

- Social exclusion
- Lack of family support

Environmental

- Low socio-economic status
- Lack of access to support services
- Limited access to mental health services
- Stigma and discrimination
- Language differences / barriers

Personal Gentleness

GENERAL CHALLENGES

Sexual Relationships

- Inadequate information about sex

Peer adjustment

- Social inadequacy / difference

Intellectual Maturation

- New attitudes may be beneficial or detrimental

Vocational Choice

- Aligns with aptitude & interest

Emotional Maturity

- Vulnerable to impulsivity
- Taking responsibility

CAPABLE ADOLESCENT

Choose & nurture their friends wisely

- Checking emotions, words, and reactions

Open affection

- Through words and touch

Unconditional love

- Give to give, not because you expect them to give back

Join youth groups and organizations

- Enhance skills and potential

Stay close to home

- Closer to wisdom and security

Engage in healthy & fun activities

- Identity exploration
- Experiment with many activities

Focus on school & studies

Reflect on spiritual health

Have authenticity & integrity

Love yourself

Gratitude

Self Belief

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STRESS

- A feeling that people experience when
 - they are overloaded
 - Not able to cope with demands
- A state of psychological imbalance
- A response to a condition that threatens one's capability to adjust to inner and outer demands

EUSTRESS

- Positive, beneficial form of stress
- Motivates people to perform at their best
- Perceives a challenge to be manageable, they have the capabilities to overcome it

DISTRESS

- Negative form of stress that arises when demands exceed an individual's perceived ability to cope
- May interfere with emotional well-being, decision-making, relationships & daily functioning.

STRESSORS

Any factors that induce stress

CATAclysmic EVENTS

- Affect many people simultaneously
- Strong, sudden, neutral
- Commonly natural disasters

PERSONAL STRESSORS

- Major events in a person's life

POSTTRAUMATIC STRESS DISORDER

- Experienced when a person faces significantly traumatizing events with long lasting effects such as vivid dreams and hallucinations

CONSEQUENCES

Direct

- Elevated blood Pressure
- Decrease in immune system functioning
- Increase hormonal activity
- Psychophysical condition

Harmful behaviors

- Increased smoking
- Alcohol use
- Increase in drug use

Indirect Health Related behaviors

- Decreased compliance with medical advice
- Increase delays in seeking medical advice
- Decreased likelihood of seeking medical advice

COPING

An active effort to eliminate stress or reducing its effects

PROBLEM-FOCUSED

Dealing with the stressor itself, it includes reducing, modifying, or eliminating the sources of stress

EMOTION-FOCUSED

Efforts to modify the unpleasant emotional consequences of stress

PROACTIVE COPING

Anticipating some stressful situations and taking active measure to avoid or minimize its consequences

MENTAL HEALTH

- Capacity to think rationally & logically to cope with life's transitions, stress, & trauma
- State of emotional & psychological well-being

MANIFESTATIONS OF POOR MENTAL HEALTH

- Emotionally unstable & easily upset
- Self-critical, reinforced with feelings of guilt
- Failure in setting a proper level of aspiration
- Apprehensive, suspicious, & insecure
- Lack of self-confidence & will power
- Unrealistic attitude towards life & people

MENTALLY HEALTHY ADOLESCENT

- Can sustain close relationships with other people
- Applies value in themselves
- Can perform duties and responsibilities

FACTORS AFFECTING MENTAL HEALTH

- Physical Health
- Self-esteem
- Feeling Loved
- Family Breakup or loss ($\frac{1}{2}, \frac{1}{3}, \frac{1}{4}, \frac{1}{5}$)

ACHIEVING PSYCHOLOGICAL WELLNESS

- Having positive regard for self
- Understand & accept one's personality
- Maintain a growth-oriented perspective
- Embracing meaningful universal human views

TECHNIQUES FOR EMOTIONAL REGULATION

1. Breathing Exercises
 - Box Breathing, Bubble Breathing
2. Progressive muscle relaxations (PMR)
 - Systematically tensing and relaxing muscles
3. Journaling
 - Increase self-awareness
4. Grounding Techniques (5-4-3-2-1 Method)
 - Regain focus on the present
5. Physical Activity
 - Stretching, walking, dancing.
6. Self-Affirmations
 - Defeating thoughts with realistic, encouraging, and constructive thoughts.
7. Creating a calm corner
 - Where an individual can take a short break to relax
8. Practicing mindfulness and meditation
 - Attention of the present moment with openness and without judgement
9. Develop healthy sleeping habits
 - Essential for emotional regulation, cognitive functioning, and overall well-being

FITNESS

State of complete physical, mental, & social well-being (WHO)

EXERCISE

- Planned, structured, repetitive & intentional movement routine
- Intended to improve or maintain physical fitness

PHYSICAL EXERCISE

Variety of physical activities that are performed consistently overtime

REGULAR EXERCISE

Helps improve blood circulation so it can consistently pump oxygen and nutrients to vital organs

TYPES OF EXERCISE

AEROBIC

- Cardio Exercise
- Aerobic means “with oxygen”
- Cycling, Jogging, Walking/Trekking
- BENEFIT
 - Improves cardiovascular health

RESISTANCE

- Weight Training
- Focuses on development of muscle strength
- Working against a weight or force
- Planking, pushup, situp
- Usually everyday activities
- BENEFIT
 - Maintain muscle tissue
 - Increased strength & bone health

STRETCHING

- Development of flexibility
- Specific muscle group is being targeted
- Different from warmup
 - Increases body temp
- Static
 - Joints & muscles held in a specific form
- Ballistic
 - Bouncing movement

- Dynamic
 - Movements based type, specific direction
- BENEFITS
 - Increased range of motion
 - Movement coordination
 - Correct muscle imbalance

SPORTS

- “Desporter” means to amuse, please, or play
- Since 15th century
- Athletic activities that involve physical exertion, skills & organized competition

TYPES

INDIVIDUAL SPORTS

- One participant on each side

DUAL SPORTS

- Two competing pairs

TEAM SPORTS

- Competition between 3 people in teams

Before playing, learn & understand

- Facilities & equipment
- Technical & tactical skills
- Rules of the sport/game

BENEFITS

- Provides adolescents with critical physical, mental, and social benefits
- Regular exercise builds healthy muscles and bones while boosting cardiovascular health
- Provides release of stress

TRENDS

- Wearable & Data-driven
 - Aura rights, smart watches
- Longevity & Low-Impact
 - Focus mobility, joint health, and core strength
- Real-World/Community Fitness
 - Driven by desire to lose time on social media
- Exercise as mental health
 - Features stress-relief and mindfulness as core goals
- Exercise Snacks
 - Time pressed, 10-15 minutes

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FOUR DOMAINS

ACADEMIC

- Include intellectual growth & relationships with people at school
- Responsibilities and growth of a learner
- Time Management, Study Habits, Manage Academic Pressure, Goal Setting, Critical Thinking

PERSONAL & SOCIAL

- Personal
 - Relationship with yourself
 - Self-awareness, personal values, self-acceptance, emotional regulation
- Social
 - Focus on outer world
 - Effective communication, empathy, conflict, and resolution when interacting with others

DIGITAL

- Manage impulse & emotion when using technology
- Self-regulation, managing screentime, avoid online drama, use technology for learning and connection

CAREER AND VOCATIONAL

- All aspects of an individual's working life, professional growth, and future employment
- Combines technological knowledge with personal readiness
- Career selection, teamwork, professionalism, handling workplace pressure, continuous skill development

NATURE AND DYNAMIC OF SOCIAL RELATIONSHIPS

SOCIAL PERCEPTION

- How people interpret each other
- Process of observing, interpreting, and forming impressions about other people and social situations
- When interacting, we also ask:
 - What do they mean?
 - How does this person feel?
 - How do I respond?

Good social perception

- Avoids premature judgements
- Involves considering context
- Recognizes that your interpretation may not always be correct

SOCIAL INFLUENCE

- How people affect each other
- Natural, not a weakness
- Negative social influence pressures, while positive encourages
- Adolescents should be able to recognize when influence is occurring

SOCIAL INTERACTION

- How people communicate & respond with each other
- Contextual, can be affected by perception
- Can be:
 - Verbal/Nonverbal
 - Online/F2F
 - Individual/Group-based
 - Formal/Informal

COOPERATION

- Social process in which individuals or groups work hard toward common goal/purpose
- Effective cooperation is built on effective communication
- Understanding others, interacting with them, informing one another, positively.

TYPES

Primary Cooperation

- Close, personal, and relatively intimate

Secondary Cooperation

- For a specific task, objective, or organizational goal

Tertiary Cooperation

- Longer/More socially diverse groups, organizations, or institutions
- Broader goal/common concern

IMPORTANCE OF SOCIAL PROCESSES

- Improves the way we interact
- Recognize the influence people have on one another
- Prepares for cooperation
- Develops responsible participation in groups and communities

LEADERSHIP

Mindsets & behavior that aligns people in a collective location

TRAITS

1. Visionary
2. Brave
3. Honest
4. Humble
5. Strategic
6. Focused

THEORIES

1. Trait
 - Based on Traits
2. Behavioral
 - Identify behaviors
3. Charismatic Leadership
 - A leader is envisioning, empathetic, and empowering (charismatic).
4. Transactional Leadership
 - Punishment and reward
5. Transformational Leadership
 - Inspires followers with visions and personality to change expectations
6. Followership
 - Peace and productivity come from good followers
 - Effective followers:
 - ❖ Gets tasks done
 - ❖ Willingness to collab, open-minded
 - ❖ Passion for self-growth

CONFLICT

- Situation in which individuals disagree because of different interests/values
- Connected to social processes

MAJOR TYPES

Intrapersonal

- Person vs Self

Interpersonal

- Person vs Person

Intragroup

- Member vs Member

Intergroup

- Group vs Group

Inter = between

Intra = within

EFFECT OF CONFLICT

POORLY MANAGED	CONSTRUCTIVE
Misunderstanding	Better Understanding
Anger & Frustration	Clear Communication
Stress & Tension	Problem-solving
Damaged Relationship	New perspective
Poor Teamwork	Stronger cooperation

COMMON CAUSES OF CONFLICT

1. Opinion
2. Goals
3. Values
4. Needs
5. Resources
6. Workstyles
7. Expectations

CONSTRUCTIVE RESPONSE

1. Pause
2. Clarify
3. Listen
4. Express
5. Focus
6. Find Common Ground
7. Act on common ground

CONFLICT RESOLUTION PATH

1. Pause
2. Understand
3. Communicate
4. Solve
5. Agree

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Physics

Branch of science that studies matter, energy, motion, forces, and their interactions

MAJOR TOPICS

Motion

- Change in the position of an object over time, relative to a reference point

Forces

- Push or pull acting on an object
- Can change its motion, shape, or direction
- May cause an object to start moving, speed up, slow down, or change direction.

Energy

- Ability to do work or cause change
- Mechanical, thermal, electrical, chemical, light, sound, & nuclear energy

Matter

- Anything that has mass & occupies space
- Made up of tiny particles like atoms

Heat

- Transfer of thermal energy from an object with a higher temperature to one with a lower temperature

Sound

- Form of energy produced by vibrating objects
- Travels through a medium as mechanical waves, cannot travel through vacuum

Light

- Form of electromagnetic energy that enables us to see objects
- Travels through waves and can travel through vacuum
- Can also behave as photons

Atoms

- Smallest units of matter that retain the properties of an element
- Consists of a nucleus containing protons and neutrons, surrounded by electrons.

Physics is an experimental science

Through experiments, physicists can:

- Observe natural phenomena
- Form hypotheses
- Conduct investigations
- Analyze data
- Develop scientific theories

Studying physics helps us:

- Think logically & analytically
- Develop critical thinking skills
- Solve real-world problems
- Make reasonable assumptions
- Construct mathematical models
- Apply scientific principles to everyday life

BRANCHES OF PHYSICS

CLASSICAL

Mechanics

- Motion, forces, & effects of forces on objects

Thermodynamics

- Heat, temperature, energy, & converting energy to work

Optics

- Light's properties, behaviour, & interactions with matter

Acoustics

- Sound waves' production, transmission, properties, and application.

Electromagnetism

- Electric charges, fields, magnetic fields, and their interactions.

MODERN PHYSICS

Quantum Mechanics

- Matter & energy at the atomic & subatomic levels

Atom Physics

- Structure & behaviour of atoms, particularly their electrons

Nuclear physics

- Atomic nucleia & nuclear reactions

Relativistic Physics

- Space, time, mass & energy at speeds approaching speed of light

Astrophysics

- Stars, galaxies, planets, black holes, & the universe

Particle Physics

- Smallest known particles that make up matter

Plasma Physics

- Ionized gases (plasma), often found in stars & fusion reaction

Condensed Matter Physics

- Solids, liquids, semi conductors, superconductors, and advanced materials.

MODERN	CLASSICAL
Before 20th century	After 20th century
Everyday objects	Atoms & subatomic particles
Ordinary speeds	Near speed of light
Macroscopic	Microscopic & high energy phenomena

TECHNOLOGY

Tools

- Tangible / Intangible items that help perform specific tasks
 - Lab equipment, computers, software apps

Processes

- Systematic methods used to transform raw materials into useful products
 - Robotics, 3d printing, manufacturing

Products

- Final outputs created through use of tools and processes
 - Smartphones, medical devices, electric vehicles

MECHANICS

- Motion of an object
- Motion with other physics concepts.
- Change in an object's position relative to a reference point

Rotational

- Spinning / Rotating.

Transitional

- Linear notion, straight line.

Statics

- Forces on objects at rest

Kinematics

- Description of motion
- Speed = d/t

Dynamics

- Causes of motion

One dimensional motion

- Simplest case of motion
- Considering objects travel along a flat & narrow straight line

Reference frame

- System for specifying the precise location of an object in space and time.

Distance

- X
- Scalar quantity, how much space has it taken up in total

Displacement

- $\Delta x = x_f - x_i$
- How far out of place an object is
- Pythagorean theorem (?)
- Vector, has a direction

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MACHINE

- Mechanical device that transfers energy & force from one point to another to perform work
- Core function:
 - Machines make work easier by multiplying applied force, increasing distance/speed or changing force direction
- Key Rule:
 - A machine never reduces the total work required ($W = F \times d$) It only changes how force is applied.

TYPES

LEVER

- A rigid bar that rotates around a pivot (fulcrum)
- Uses rotational motion to lift or move loads
- Efficiency depends on position of effort and load

PULLEY

- A wheel with a rope or cable used to lift loads
- Changes the direction of force or reduces effort
- Used in flagpole, crane, and elevator system

WEDGE

- A double inclined plane used to split or cut materials
- Converts applied force into outward forces
- Used in knife, axe, chisel

WHEEL AND AXLE

- Rotational motion to translational
- Large wheel connected to a smaller axle
- Used in vehicles and machinery

INCLINED PLANE

- Reduces force needed by increasing distance
- Flat surface on an angle used to raise or lower objects

SCREW

- Holds things together or lifts objects
- Inclined plane wrapped around cylinder
- Rotational motion into linear

COMPOUND MACHINE

- Combination of two or more simple machines
- More complex but more efficient for tasks
- Motion is transferred through multiple components

MECHANICAL ADVANTAGE

$$MA = (\text{Output} / \text{Input})$$

MA Value	Meaning
= 1	No advantage
>1	Work is easier
<1	Work is harder

PROPERTIES OF EFFICIENCY

1. Minimize friction
 - Reduce unwanted friction between moving parts
2. Reduce energy loss
 - More input energy into useful output energy
 - Energy can be lost as:
 - Heat
 - Sound
 - Vibration
3. Produce greater useful output

4. Durable and safe
 - Last longer
 - Withstand repeated use
 - Protect users from injury
5. Easy to operate
 - User friendly
 - Require less effort
 - Be convenient to use

FLUID MECHANICS

- Effects of forces & energy on liquids & gases

FLUID STATICS

- Fluid at rest
- AKA Hydrostatics
- No relative motion between fluid particles

TOPICS COVERED

- Density
- Buoyancy
- Pressure
- Surface Tension
- Archimedes' Principle
- Pascal's Principle

FLUID DYNAMICS

- Fluid in motion
- Several subdivisions
 - Aerodynamics
 - Hydrodynamics

TOPICS COVERED

- Bernoulli's Principle
- Viscosity

Biometrics - Biomimicry

- Machines take inspiration from the biology of animals

FLUID

- Fluere/Flow
- No definite shape

CHARACTERISTICS

- Compressibility
 - Water is hardly compressible
 - Gases are compressible
- Shape & Volume
 - Liquid takes the shape of container and forms horizontal surface
 - Gas expands to fill a container
- Viscosity
 - Measure of resistance to flow
 - Internal friction of fluid

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- Molecular spacing

DENSITY

- Measure of the compactness of matter
- How much mass occupies a given space
- Denoted by ρ / ρ

Formula:

Mass/Volume = m/V

SI: kg/m^3

Other density units:

SOLID g/cm^3

LIQUID g/mL

GAS g/L

ρ_{water}

1000 kg/m^3

1 g/cm^3

1 g/mL

1 kg/L

SPECIFIC GRAVITY / RELATIVE DENSITY

- Unitless
- Density for any substance is relative to the density of pure water

$\rho_g = \rho_{\text{material}} / \rho_{\text{water}}$

An object floats or sinks based on density and not weight

BUOYANCY

- Apparent loss of weight experienced by objects submerged in fluid

Law of Buoyancy

$F_b = W$

Archimedes' principle

- Immersed object is buoyed up by a force equal to the amount of fluid it displaces

$\rho_{\text{obj}} > \rho_{\text{liquid}}$	Sink
$\rho_{\text{obj}} < \rho_{\text{liquid}}$	Float
$\rho_{\text{obj}} = \rho_{\text{liquid}}$	Suspended

$$F_b = mfg$$

$$W = mg$$

ELECTRICITY

Electric charge is from:

Electron

- Negative

Neutron

- Neutral

Proton

- Positive

Nucleus

- Proton and Neutron

Electrons and protons are always equal in numbers

Law of conservation of charge

- No electrons are created nor destroyed

CONDUCTION

- Transfer of electrons/charges
- Opposite electric fields attract, same repels

ATOMIC STRUCTURE

- Schrodinger's electron cloud model where atoms are mostly empty space

Sea of electrons

- Displays the random motion

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KASAYSAYAN

- Pag-aaral ng mga pangyayari sa nakaraan
- Tinutulungan tayong maunawaan ang kasalukuyan at paghahanda sa hinaharap
- Mahalaga ito sa panahon ng impormasyon at disimpormasyon
- Sinusuri ang sanhi, bunga, at kabuluhan ng mga pangyayari
- Gumagamit ng ebidensya
 - Dokumento
 - Larawan
 - Artifact
 - Primarya at sekundaryang sanggunian

Ang kasaysayan ay...

Apolinario Mabini

- Guro ng buhay

Edward Hallett Carr

- Ugnayan ng nakaraan at kasalukuyan

Peter Stearns

- Tumutulong satin maunawaan ang mundo at lipunan

Kahalagahan

- Magiging gabay sa pag-aaral ng kasaysayan
- Humuhubog ng kritikal na pag-iisip
- Gumagamit ng mapagkakatiwalaang ebidensya
- Inuugnay ang aral ng nakaraan sa kasalukuyan

KAMALAYAN

- Pagkakaroon ng kaalaman at pag-unawa
- Pagiging mulat sa pangyayari
- Kakayahang magsuri at magpasya
 - Sinusuri muna ang impormasyon bago paniwalaan

Kamalayang pangkasaysayan

- Pagunawa at pagsusuri sa nakaraan
- Nakabatay sa mapagkakatiwalaang ebidensya
- Inuugnay ang nakaraan sa kasalukuyan at hinaharap
- Ginagamit ang aral ng kasaysayan sa pagpapasya

Kahalagahan

- Natututo mula sa nakaraan
- Pinatitibay ang pambansang pagkakakilanlan
- Nahuhubog ang mapanuring pag-iisip
- Nagiging gabay sa paggawa ng responsableng desisyon
- Paglinang ng pananagutang panlipunan

Katangian ng tao sa isang tao na may kamalayan pangkasaysayan

1. Mapanuri sa impormasyon
2. Malalim ang pag-unawa sa konteksto
3. May paggalang sa kultura at pamanang bayan
4. Aktibo sa diskursong pangkasaysayan
5. May malasakit sa kapwa at lipunan (empathy)
6. Nakikita ang ugnayan ng nakaraan, kasalukuyan, at hinaharap
7. May pagpapahalaga sa katotohanan at ebidensya

Kasaysayan sa mga Historiographer

Renato Constantino

- Ang kasaysayan mula sa pananaw ng Pilipino

Teodoro Agoncillo

- Kasaysayan ng karaniwang mamamayan

Zeus A. Salazar

- Pantayong Pananaw

Amboth R. Ocampo

- Kasaysayan bilang kwento tao

HISTORICAL THINKING

- Mapanuring pag-iisip

Historical Significance / Kahalagahang

Pangkasaysayan

- Nagdudulot ng pagbabago

Evidence / Ebidensyang Pangkasaysayan

- Sinusuri ang pinagmulan at kredibilidad ng impormasyon
- Primarya at sekundaryang sanggunian

Continuity & Change / Pagpapatuloy at

Pagbabago

- Sinusuri kung ano ang nananatili at nababago sa paglipas nang panahon

Cause & Consequence / Sanhi at Bunga

- Sinusuri ang sanhi at bunga

Historical Perspectives / Pananaw

Pangkasaysayan

- Pagunawa sa pananaw ng mga tao batay sa kanilang panahon
- Isinasaalang-alang ang konteksto bago humusga

Ethical Dimension / Etikal na Dimensyon

- Pagkuha ng aral at pagpapatulang moral mula sa kasaysayan
- Ginagabayan ang responsableng pagpapasya

UGNAYAN NG HEOGRAPIYA AT KULTURA

Nakakaapekto sa:

- Pamumuhay
- Kabuhayan
- Paniniwala
- Tradisyon
- Wika

Dahil arkipelago ang Pilipinas, umusbong ang iba't-ibang kultura at pangkat etnolinggwistiko

HEOGRAPIYA

- Galing sa salitang Griyego
 - Geo (Mundo)
 - Graphia (Pagsulat)
- Sistematikong pag-aaral
 - Pisikal na katangian ng daigdig
 - Kapitaligiran
 - Interaksyon ng tao at kalikasan

Pag-aaral ng:

- Lokasyon
- Klima
- Anyong Lupa at tubig
- Likas na yaman
- Kaugnayan ng tao at kapaligiran

ELEMENTO

- Lokasyon
 - Absoluto
 - Relatibo
- Lugar
 - Tumutukoy sa mga katangiang nagbibigay ng pagkakakilanlan sa isang pook.
- Ugnayan ng tao at kapaligiran
 - Naaangkop at maaring mababago nang tao ang kapaligiran ayon sa pangangailangan
- Paggalaw
 - Paggalaw ng tao, ideya, produkto, at kultura
 - ❖ Kalakalan
 - ❖ Paglalayag
 - ❖ Migrasyon (Migration)
- Rehiyon
 - Angkat ng mga lugar na may magkatulad na katangian

Elemento	Halimbawa
Wika	Filipino, Cebuano
Paniniwala	Paniniwala sa diyos
Tradisyon	Pasko, Flores de Mayo
Kaugalian	Pagmamamano
Sining	Paghahabi ng tela
Institusyon	Paaralan, Simbahan

KAHALAGAHAN NG ELEMENTO

Nauunawaan ang pagbuo ng pamayanan, pag-unlad ng kapwa, at pagbabago ng kasaysayan.

KULTURA

URI

- Materyal
 - Tangible
 - ❖ Bahay Kubo
 - ❖ Kasuotan
 - ❖ Kagamitan
- Di-materyal
 - Intangible
 - ❖ Bayanihan
 - ❖ Epiko
 - ❖ Awiting Bayan

✓ PKLP S2

EPEKTO NG HEOGRAPIYA

Ang bundok ay:

- Hamon sa transportasyon
- Proteksiyon laban sa pananakop
- Nakakatulong sa pagpapanatili ng
 - Wika
 - Tradisyon
 - Pagkakakilanlan

IGOROT

- Cordillera Administrative Region (CAR) / Luzon
- Napanatili ang kultura dahil sa lokasyon
- Binubuo ang kultura sa iba't-ibang etnolingwistiko

KULTURA

Paniniwala

- Nakabatay sa animismo
- Naniniwala sa
 - Espiritu ng kalikasan
 - Mga ninuno (anito)
 - Mga ritwal
 - Cañao
 - Begnas
- Layunin ng ritwal
 - Pagpapasalamat
 - Paghingi ng pagpapala
 - Pagdiriwang ng mahalagang okasyon

Pananaw sa lupa

- Pamana ng ninuno
- Pinagmumulan ng kabuhayan
- Bahagi ng kanilang kultura
- Pinahahalagahan nila ang:
 - Pangangalaga sa kalikasan
 - Balanse ng tao at kapaligiran

ILAYA

- Upstream

PAMUMUHAY

- Pagsasaka
- Pangangaso
- Paggamit ng yamang gubat

BINUKOT

- Pinakamagandang babae sa komunidad
- Inihihwalay sa ibang tao
- Hindi pinapaarawan
- Hindi pinapalabas ng bahay

TUNGKULIN

- Isaulo ang mga epiko
- Umawit
- Maging tagapagkuwento na kasaysayan

LOKASYON

- Panay Island
 - Capiz
 - Iloilo
 - Antique

AMBAG SA KULTURA

- Pagpapanatili ng epiko
- Pag-awit ng tradisyunal na awitin
- Pagsayaw sa ritwal
- Paglahok sa seremonya ng pagtatanim

PANINIWALA

Ang pag-awit ng Binukot ay:

- Nagpapasigla sa lupa
- Nagbibigay ng masaganang ani

ILAWOD

- Malapit sa dagat, downstream ng ilug
- Matatag puan sa:
 - Baybayin
 - Dalampasigan
 - Tabing-dagat

LOKASYON

- Sulu
- Tawi-Tawi
- Basilan
- Zamboanga Peninsula
- Lanao del sur

PAMUMUHAY

- Pangingsda
- Paglalayag
- Pangangalakal
- Paggawa ng Bangka

MORO

- Mga Muslim na naninirahan sa Mindanao
- May sariling pamahalaan bago dumating ang mga Espanyol
- Kilala sa matatag na pagtatanggol sa kanilang lupain

Mga Sultanato

- Sultanato ng Sulu
- Sultanato ng

ETNOLINGGUWISTIKONG GRUPO

Grupo	Lokasyon
Tausug	Sulu
Maranao	Lanao Del Sur at Lanao Del Norte
Maguindanaon	Maguindanao
Yakan	Basilan
Sama	Tawi-Tawi at Sulu
Iranun	Lanao at Maguindanao

KABUHAYAN

- Perlas
- Tela
- Pampalasa
- Produktong agrikultural
- Kagamitang Metal
- Yamang-dagat
- Pangingsda at paglalayag

VINTA

- Tradisyunal na bangka ng mga Moro
- May makulay na layag
- Karaniwang may disenyo ng okir
- Gamit
 - Paglalayag
 - Pangingsda
 - Pangangalakal

KULTURA AT TRADISYON

Pananampalatayang Islam

Humuhubog sa:

- Batas
- Edukasyon
- Kaugalian

Pamahalaan at Edukasyon

Sistemang Sultanato

- Pinuno: Sultan
- Tungkulin
 - Pampolitika
 - Panrelihiyon
 - Militar

Madrasah (Paaralan)

- Itinuturo ang:
 - Quar'an
 - Shari'ah
 - Wikang Arabe
 - Kasaysayang Islamiko

Sining at Panitikan

- Okir
 - Masining na dekorasyon at ukit na makikita sa gusali
- Kulintang
 - Tradisyunal na instrumentong pangmusika na binubuo ng maliliit na gong na pinatutunog bilang ensemble
- Darangen
 - Epikong pasalita ng mga Maranao na naglalahad ng kanilang kasaysayan, kultura, paniniwala at mga pagpapahalaga

PAGPAPAHALAGA SA KALAYAAN

Katangian

- Matapang na ipinagtanggol ang kanilang lupain
- May matatag na pagkakaisa
- Mahusay sa pakikidigma

Bunga

- Nabuo ang konsepto ng Bangsamoro
 - Bansa o lupain

BADJAO

- Sama-Badjao/Sama Dilaut
 - Dilaut means dagat
- Sea Nomads, Sea gypsies

LOKASYON:

- Sulu
- Tawi-Tawi
- Palawan
- Basilan
- Zamboanga

PAMUMUHAY

- Lepa-Lepa
- Pangingisda
- Paninisid ng Perlas
- Pangunguha ng kabibe
- Paglalayag

Natatanging kasaynayan sa Free-diving

PANINIWALA

Animismo & Islam

- Umagad
 - Tagapagbantay ng karagatan
 - Espiritu ng dagat

MAHALAGANG KULTURA

- Musika, Awit, Sayaw
- Ritwal
- Akalammuh
 - Kadalisan at dignidad ng babae
- Asammal
 - Panliligaw

HAMON

- Kahirapan
- Armadong tunggalian
- Pagkasira ng yamang-dagat
- Kakulangan ng kabuhayan

SULIRANIN

- Walang permanenteng tirahan
- Limitadong serbisyon pangkalusugan
- Limitadong edukasyon
- Diskriminasyon
- Pagkawala ng ilang tradisyon

 PKLP TE

DIMENSYON NG BUHAY

- Di lamang pisikal nairal
- Mahalaga na balanse ang katawan, isip, damdamin, espiritu, ugnayan sa kapaligiran

Panloob na lakas o diwa ng buhay/spirit

- Nag bibigay kalagahan upang makiramdam, mag-isip, kumilos, at makipag-ugnayan sa iba
- Lakas buhay
- Balanse, kapanatagan, kagalingan
- Katawan, Isip, damdamin, espiritu

Pagnawalan ng ginhawa

- Karamdaman
- Alitan sa kapwa
- Matinding Emosyon
- Pagkagambala sa kapaligiran

Hiyas ng buhay

- Sigla
- Katatagan
- Tapang
- Lakas upang harapin ang pagsubok

ANTING-ANTING AT AGIMAT

- Ang bisa nito ay iniuugnay ng ilang paniniwala sa mabuting pamumuhay at pagtupad sa panata.
- Anyo na:
 - Bato
 - Medalya
 - Papel na may orasan
 - Ukit o simbolo

Para sa mga naniniwala mahalaga ang:

- Pananalig
- Pag-asa
- Kahulugan ng buhay
- Bisa ay iniugnay ng ilang paniniwala sa mabuting pangyayari at iba pa

LOOB AT LAKAS-LOOB

Lakas ng loob

- Kayang harapin ang pagsubok nang may tapang, panindigan, tiwala sa sarili, katatagan
- Damdamin, intensyon, pagpapahalaga, hangarin

Ang mabuting loob ay nagpapakita sa:

- Malasakit, paggalang, mabuting hangarin

UGNAYAN SA KAPWA

- Ang ginhawa ay di lamang sa sarili
- Mahalaga ang maayos na relasyon sa kapwa
- Napapakita sa:
 - Pagtutulungan
 - Malasakit
 - Pakikiramdam
 - Bayanihan
- Kagalingan ng sa kaugnayan sa pamilya at komunidad

PANATA AT PANANAGUTAN

- Pagpapakita ng pananampalataya at disiplina
- May kaakibat itong pananagutan sa sariling buhay at pakikitungo sa iba
- Kabilang ang:
 - Mabuting kilos, paggalang, pagtupad sa pangako, tamang pamumuhay

DIMENSYON NG BUHAY SA KASALUKUYAN

- Pangangalaga sa sarili
- Paghahanap ng balanse
- Kapanatagan ng isip
- Mabuting relasyon sa kapwa
- Suporta ng pamilya

Ang ginhawa ay pwedeng mauunawaan bilang kabuuang kagalingan ng tao

Mga ritwal sa libing at pagdadalamhati

BAGO ANG LIBING

- Inihahanda ang katawan ng yumao
- Isinasagawa ang mga seremonya bilang pagpapakita ng paggalang
- May mga iniwang kagamitan o alay

PANAHON NG PAGLAMAY

- Pagbantay sa yumao
- Pagdarasal
- Pagbibigay ng suporta sa pamilya
- Sama-samang pagdadalamhati

SINAUNANG PARAAN NG PAGLILIBING

PRIMARY BURIAL

- Buong katawan ang nililibing
- Maari may kasamang personal na kagamitan

SECONDARY BURIAL

- Muling inililibing ang mga labi matapos mabulok ang katawan
- Karaniwang nilalagay ang mga bato sa banga (jar) o espesyal na lalagyan

JAR BURIAL

- Inilalagay ang labi ng yumao
- Ginagawa ng Ilawon

HANGING COFFINS

- Ginagawa ng Igorot at Sagada

KAMATAYAN AT KABILANG BUHAY

- Paniniwala ng sinaunang Pilipino ay ang namamatay ay hindi katapusan ng buhay
- Makikita ito sa ritwal, paraan ng paglibing, paggalang sa mga ninuno, at paniniwala sa espiritu

KONSEPTO NG KABILANG BUHAY

- Paglalakbay ng kaluluwa tungo sa kabilang buhay
- Naniniwala ang sinaunang pamayanan na:
 - May espirital na bahagi ang tao
 - Nagpapatuloy ang ugnayan ng buhay at yumao
 - Maaring gumabay o mag protekto ang mga ninuno

PAGLALAKBAY NG KALULUWA

- Ang kaluluwa ng yumao ay dumaraan sa paglalakbay patungo sa kabilang daigdig
- Sinasagawa ang ritwal upang:
 - Igalang ang yumao
 - Gabayan ang kaluluwa
 - Ipakita ang pagmamahal sa namatay
 - Matulungan ang pamilya sa pagdadalamhati

PANINIWALA SA MGA ANITO

- Ang anito ay tumutukoy sa mga espiritung kaugnay ng mga ninuno sa ilang katutunong paniniwala

MANUNGGUL JAR

- Isang mahalang arekolohikal na ebidensya ng sinaunang paniniwala tungkol sa kamatayan
- Palawan
- Pigurang sakay sa bangka, simbolo ng paglalakbay ng kaluluwa

PANINIWALA AT PANANAMPALATAYA NG KALINANGANG PILIPINO

- Mahalaga sa pagkakakilanlang Pilipino
- Bahagi ng tradisyon, kultura, at pamumuhay

DIMENSYON NG PANINIWALA

Personal

- Impluwensiya ng pamilya at sarili

Panlipunan

- Kolektibong pagtanggap sa tradisyon

PAANO NABUBUO ANG PANINIWALA

Kinalakihan

- Impluwensiya ng pamilya at kapaligiran

Karanasan

- Batay sa sariling karanasan at pag-unlad

Pagpapasiya

- May kalayaan ang tao para pumili ng sariling paniniwala

EBOLUSYON NG PANAMPALATAYA

Sinauna

- Paganism, pagsamba sa kalikasan

Espanyol

- Katolisismo

Amerikano

- Protestantismo at demonisyon
- Lima lang:
 - Judaismo
 - Hinduism
 - Christianity
 - Buddhism
 - Islam

Dekada 70

- Batas Militar at karapatang pantao

Ngayon

- Internet at social media
- Masmalaya na ipakita ang relihiyon

RELIGIOUS SYCRETISM

- Pagsasanib ng paniniwala sa bagong panahon

DIREKTONG EPEKTO SA ISYUNG PANLIPUNAN

- SOGIE bill
- Abortion
- Divorce
- Contraceptives

✓ MabKom S1

WikaKulNan

Wika

Kultura

Lipunan

Henry Gleason

- Wika ay masistemang balangkas
- Kailangan maayos ang komunikasyon
- Paraang arbitraryo, base sa lipunan o lugar

Charles Darwin

- Isang sining tulad ng paggawa ng serbesa o pagluluto
- May proseso

Noam Chomsky

- Natatanging kakayahang pangkaisipan ng tao na nagbibigay daan

Instrumento ng komunikasyon

- Nagpapakita ng Identidad
- Nagpapahayag ng damdamin

Sinasalitang Tunog

- a+k+o

Bahagi ng kultura

- Endemic / sa Pilipinas lang
- Bitin, tutong, kanin, bigas

ELEMENTO

Tagapagpadala / Sender

Mensahe

Daluyan

Tagatanggap

Tugon

ANTAS

Intrapersonal

- Sarili, loob ng sarili

Interpersonal

- May kausap

Pampublikong komunikasyon

- Maraming nakikinig

Pangmasang komunikasyon

- Technology, mass media

Ingay / Noise

URI

Berbal

- Pananalita
 - Pag-uulat
 - Panayam
 - Talumpati
- Pasulat
 - Email
 - Sanaysay
 - Papel pananaliksik
- Sangkop:
 - Bokabularyo
 - Tono
 - Gramatika

Di berbal

- Kinesics
 - Galaw ng katawan
- Pagtitig o pakikipag tinginan
- Proxemics
 - Distansya
- Haptics
 - Paghawak
- Appearance
 - Ekspresyon ng Mukha

Dell Hymes

- Kailangan alamin ang kailan, saan, paano, kanino at ano ang sasabihin
- Amerikanong linggwista at antropologo malaking ambag sa larangan ng komunikasyon

SPEAKING MODEL

Setting

- Saan nag-uusap

Participants

- Sino ang kausap

Ends

- Layunin sa pag-uusap

Act Sequence

- Daloy ng usapan

Key

- Pormal o impormal

Instrumentalities

- Daluyan/Midyum

Norms

- Paksa ng usapan

Genre

- Nagsasalaysay o nakikipagtalo

✓ MabKom S2

KOMUNIKASYONG INTRAPERSONAL

- Proseso ng pakikipag-usap sa sarili

Socrates

- Know thyself/Kilalanin mo ang iyong sarili
- Kailangan kilalanin ang sarili

Plato

- Silent dialogue of the soul with itself
- Tama ba ito? Ano ang maaaring mangyari? Ano ang nararapat kong gawin?

Aristotle

- Human beings are rational beings
- Ang tao ay gumagamit ng isip at katwiran bago kumilos at magpasya

PROSESO

1. Pag-iisip (Thinking)
 - Iniisip at inaalang natin ang impormasyon, sitwasyon at ang posibleng mangyari
2. Pagdaramdam (Feeling)
 - Emosyon at damdamin tungkol sa sitwasyon
3. Pagpapasya (Decision Making)
 - Batay sa ating pag-iisip at damdamin, gumagawa ng desisyon
4. Pagninilay (Reflection)
 - Tignan at natututo galing sa resulta ng desisyon at kilos

HALAGA

1. Nakikilala natin ang ating sarili
2. Nakakatulong sa paggawa ng tamang desisyon
3. Nakokontrol ang emosyon
4. Napauunlad ang kumpiyansa sa sarili

HALAGA - MENTAL

1. Pamamagitan ng pagninilay (Reflecting deeply, journaling)
2. Pagkilala sa ating damdamin
3. Positibong pakikipag-usap sa sarili
4. Mas nagiging handa at matatag tayo sa pagharap sa mga hamon ng buhay

INTRAPERSONAL AT ONLINE WORLD

- Paglinang ng digital resilience
- Paggalang sa kapwa

✓ MabKom TE

INTERPERSONAL COMMUNICATION

- Aktibong palitan ng mensahe at impormasyon, araw-araw ugnayan sa ibang tao
- Mahalaga ito sa pagbuo ng mabuting relasyon
- Dalawa o higit pang tao

HALAGA

- Palitan ng impormasyon
- Paglutas ng suliranin

EPEKTIBONG KOMUNIKASYON

- Makinig nang mabuti
- Magsalita nang malinaw
- Magpakita ng paggalang
- Gumamit ng angkop na kilos at ekspresyon
- Emapiya

PAMPUBLIKONG KOMUNIKASYON

- Nakatuon sa masmalaking bilang ng tagatanggap
- Mass media, signage, speeches
- Isang nagsasalita

KATANGIAN

- Malalaking bilang ng tagapagkinig
- Pormal ang pagpapahayag
- Nangangailangan ng maingat ang paghanda
- Maaring gumamit ng ibang medya o teknolohiya

KOMUNIKASYONG SIBIKO

- Layuning Sibiko
- Interaction

KATANGIAN

- Kalagayan ng komunidad
- Pagsusulat ng liham sa opisyal

KAHALAGAHAN

- Paglakas ng demokrasya
- Nagtataguyod ng pasagutan
- Nakakatulong ng paglutas ng suliranin

KOMUNIKASYONG PANGKULTURA

- Nagpapahayag at pagpapanatili ng kultura
- Napapahayag ang:
 - Wika
 - Paniniwala
 - Pagpapahalaga
 - Kasotan
 - Kaugalian
 - Tradisyon
 - Sining
 - Musika at Sayaw

✓ OrgMan S1

Managing is the process of planning, decision making, leadership, organizing human resource and monitoring, controlling financial, physical, informational resources of an organization to reach goals efficiently and effectively.

Efficiently

- Maximizing resources w/o hindering quality

FUNCTIONS

Planning

- Setting objectives to reach goals
- Koontz, "Planning is deciding in advance"

Organizing

- Henri Fayol
- To organize a business is to provide it with everything useful or functioning
- Raw materials, tools, capital, personnel

Staffing

- Finding people who specialize in the task given
- Koontz & O'Donnell "Managerial function of staffing involves monitoring the organization through proper and effective selection, appraisal, and development."
- Motivating through rewards
- Tangible
 - HMO
 - Insurance
 - Salary
- Intangible
 - Promotion
 - Development
 - Appraisal

Leading

- Guiding through communication
- Setting / delegating the staff

Controlling

- Monitoring & solving / correcting problems

TYPES

Autocratic

- One-way management, single authority
- Employees follow orders

Persuasive

- Persuades employees before decisions
- One-way management

Consultative

- Consults staff and gets ideas
- Management gets the final say / choice

Participative

- Participation of management & employees of all levels
- Democratic

MANAGER SKILLS

Interpersonal

- Resolving conflicts
- Understanding and having empathy for the people around you

Technical

- Knowledge and ability in the things you do, with marketing, finance, etc.

Communication and Motivation

- Part of leading
- Effective, understanding, formal

Organization and Delegation

- People and goal management

Conceptual

- Forward planning & strategic thinking
- Planning around problems

Commercial Awareness

- Being familiar with the target market, competitors, and the processes inside the organization

Mentoring

- Law of the LID
- Honing skills to mentor others / employees
- Having a wide range of skills

Management as Science

- Founded by different theories
- Series of different processes

Scientific Management theory

- Frederic W. Taylor
 - Proponent
 - Father of Scientific Management
- Step by step scientific methods to find out the best, efficient way to do a job with no waste
- Focuses on individual

Administrative

- Henri Fayol, managers manage
- Work division and specialization
- Focus on General

Bureaucracy

- Weber
- Step by step process

✓ OrgMan S2

ENVIRONMENTAL FORCES

An environment heavily influences how a business operates, and constantly changes

EXTERNAL ENVIRONMENT

- General Environment
 - Politics
 - Environment
 - Socio-Cultural
 - Technology
 - Legal
- Task Environment
 - Customers
 - Suppliers
 - Regulators

INTERNAL ENVIRONMENT

Found within an organization, under control of management

1. Resources
 - Assets used to achieve objectives
 - Human, financial, physical, technological, and information.
2. Production
 - Process of converting raw materials to products/services
3. Procurement
 - Acquiring raw materials
4. Research & Development
 - Activities involved in creating a new product.
 - Innovating and improving products
5. Products / Services
 - Products are tangible goods and services are intangible activities

ENVIRONMENTAL SCANNING

FUTURE BASED SCENARIOS

“What if?” Questions

BENCHMARKING

- Comparing your business to the standard
- SWOT Analysis
 - Strength, Weakness, Opportunities, Threats
 - SW are internal, OT are external

BUSINESS FORECASTING

Uses research to predict/anticipate the future.

STAGES OF DEVELOPMENT

1. Chaos
 - Starting point is unstructured
 - Unclear goals
2. Stability
 - Company becomes firm and has a clear goal
3. Growth
 - Expand & explore new opportunities
 - More resources and capabilities
4. High Performance
 - Innovation and strong profitability
 - At its best state
5. Renewal
 - Adapts to sustain & remain viable

NATURE OF THE FIRM

An organization that uses resources efficiently to produce products & services or turns input into output

ROLE OF THE FIRM

1. Economic
2. Employment Generation
3. Wealth Creation
4. Innovation & Development
5. Social Responsibility
6. Contributes to Welfare

TYPES OF BUSINESS (?)

SOLE PROPRIETORSHIP

- Most common & simplest form of business ownership
- You own and run the business yourself and there is no legal separation between you and the business

PROS

- Ease of formation & low cost
- Full control & decision making
- Direct tax benefits
- Simple record-keeping
- Flexibility

CONS

- Unlimited Personal Liability
- Limited Access to capital
- Burden on Owner
- Business continuity risks
- Limited expertise

BUSINESS PARTNERSHIP

- Owned by 2 or more persons who share in the profits or losses
- Partners contribute money, skills, and efforts
- Based on mutual trust

PROS

- Shared responsibilities
- Access to resources
- Tax benefits
- Flexibility
- No public financial statements

CONS

- Unlimited liability
- Potential conflicts
- Shared financial burden
- Limited Resources

CORPORATION

- Legal entity separate from owner
- Owned by shareholders
- Management separate from owner
- Sole purpose is to gain profit

PROS

- Limited liability
- Perpetual existence
- Easy to raise capital
- Separate management

CONS

- Complexity & compliance
- High costs
- Limited growth potential
- High risk

COOPERATIVE

- Member-owned organization that is democratically controlled by its members to meet their common economic, social, and cultural needs

PROS

- Member-owned organization
- Meets common needs
- Democratically controlled
- Shares benefits equally

CONS

- Limited access to capital
- Slow decision making
- Limited profit motive
- Complex regulators & compliance
- Management challenges

ECONOMIC DEVELOPMENT (QUALITY)

- Broader than simply producing more goods & services
- Improving people's lives
 - Aims to raise living standards through human capital (Quality of education, infrastructure, and other public welfare services)
- A total process
 - Considers social, political, cultural, & spiritual aspects of a country's growth.

SUSTAINABLE ECONOMIC DEVELOPMENT

- Present Needs
 - Meet needs of the current generation
- Without Harm
 - Does not endanger the ability of the future generation to meet their needs
- Quality of Life
 - Reduce poverty & living improve living standards

Sustainability is development that considers both the people of today and tomorrow

ECONOMIC GROWTH (QUANTITY)

- Increase in the value or amount of goods & services produced by a country over time
- Usually measured by year & adjusts for inflation

Basis	Econ.G	Econ.D
Focus	Economic	Economic and social
Nature of Change	Quantitative	Quantitative and Qualitative
Concern	Production and economic activity	QoL, opportunities and well being
Business connection	Expansion of output and business activity	Changes in markets, infrastructures, workforce, and technology

STAGES OF ECONOMIC DEVELOPMENT

Walt Whitman Rostow

1. Traditional Society
 - Historically associated
 - Economic policies are anchored to culture & tradition
 - Agriculture required intensive labor & was central to society
 - Trade was slow, costly, luxury more than a necessity
2. Preconditions for Take-Off
 - 1700s-1800s
 - Manufacturing
3. Take-Off
 - Innovation
 - Capital in banks
 - Economic shift
 - Agricultural to products and industry
4. Drive to Maturity
 - 60 year gap between Take-Off and Mass Consumption
 - Improving Technology

5. Age of Mass consumption
 - Quantity & Quality of products and services increase
 - Capitalist system is mass production & consumerism
 - Western-focused
 - Society can choose to emphasize military/security & quality/welfare or luxury goods for higher income

MILLENNIUM DEVELOPMENT GOALS (MDG)

1. Eradicate hunger & poverty
2. Achieve universal primary
3. Promote gender equality & empower women
4. Reduce child mortality
5. Improve maternal health
6. Treat HIV/AIDS, Malaria and other diseases
7. Ensure environmental sustainability
8. Develop global partnership for development

Philippine Development Plan (PDP)
2011-2016

ECONOMIC FORCES

- Government Influence
- International Transaction
 - Cross & On border activity
- Expectation & Speculation
- Supply & Demand
 - Changes in availability

IMPACT ON BUSINESS ENVIRONMENT

- Consumer demand
- Infrastructure
- Human Resources
- Technology
- Investment
- Markets

✓ OrgMan TE

PLANNING

MANAGEMENT THINKERS POV

Wehrich & Koontz

- Involves selecting missions and objectives and the actions to achieve them.

Newman

- Deciding in advance what has to be done

Henry Fayol

- Deciding the best alternatives among others to perform managerial operations and achieve predetermined goals

NATURE

Goal-Oriented

- Begins with a specific goal

Futuristic

- Anticipates a future course of action

Present in all managerial activities

- Primary function of all levels

Fact-based

- Uses facts and information

Flexible

- Plans are dynamic and adjustable

THREE ALIGNED LEVELS

CORPORATE

- Overall strategic direction
- Focus on the future/Where are we going?
- Mission, Vision, Grand strategy
- Senior leadership

BUSINESS

- Strategy within an industry/business
- Current positioning/How will we compete?
- Competition, resources, position
- Business-unit level

FUNCTIONAL

- Support functions/How will each function contribute?

- Human Resources
 - Development & employee-related
- Manufacturing
 - Production-related & operational support
- Marketing
 - Support marketing & customer-facing goals
- Finance
 - Financial activities that support strategies
- Department level

TYPES OF PLAN

STRATEGIC

- Overview of the entire business
- Long-term, coverage of 2-10 years
- Guides all managerial levels & influences their culture and customer interaction

COMPONENTS

- Vision
 - Where does the organization want to be?
- Mission
 - Why does the company exist?
- Values
 - How do you want to inspire the world?

TACTICAL

- Describes tactics used to achieve ambitions
- Short range, less than one year
- Breaks down broader mission into lower levels

OPERATIONAL

- Highly specific, focused on short term
- Single use or ongoing plan
- Responsibility of lower-level managers
- Tactical goals within a timeframe

CONTINGENCY PLAN

- Prepares for an unforeseen circumstance
- Business conditions can become complex, making this important

ORGANIZATION

- Process of managing resources to reach goal effectively & efficiently
- Managerial function that follows after planning, execution

PURPOSE

- Provides steps on completing our goals
- Division of labor/resources
- Execution of planning

How we should organize

1. Examine goals
2. Identify major task
3. Identify minor tasks
4. Allocate Resources
5. Evaluate Results

ORGANIZATIONAL STRUCTURE

Formal system of working relationships that separates and integrates tasks.

TYPES

Division of Labor

- Groups employees by their specialties

Departmentalization

- Groups activities by product, market, customer, or geographic area

Matrix

- Combines functional and project/product structures

Team

- Organize work around teams that collaborate to achieve shared goals

Virtual

- Uses technology and distributed relationships to coordinate work across locations

ELEMENTS

- Centralization & Decentralization
- Formalization
- Work Specialization
- Departmentalization
- Chain of Command
- Span of Control

FORMS

WEBER'S BUREAUCRACY

- Formalization
 - Position, duties, responsibilities
- Legitimate
 - Rules, policies, position
- Impersonal
 - Unbiased, objective procedures
- Hierarchy
- Standardized rules

TAYLOR'S SCIENTIFIC MANAGEMENT THEORY

Identifies the best way to do a job through scientific evaluation

1. Time & Motivation
 2. Employees & Selection
 3. Training & Development
 4. Standardization
- ^ Practices uniformity
1. Determine efficient ways to perform tasks
 2. Suited for the particular job
 3. Perform effectively
 4. Follow proven procedures

ELEMENTS OF ORGANIZATION STRUCTURE

- Authority
 - Power to make decision
- Span of control
 - No. of people under authority
- Unity of Command
 - Each employee has a supervisor
- Accountability
- Centralization & Decentralization
- Formalization

COMPONENTS OF AN ORGANIZATION

Division of labor

- Specialized Groups

Departmentalization

- Tasks

Delegation

- People

Coordination

STAFFING

- Appointing people into a position
- Putting effective & efficient people into a position
- Ensure development to reduce turnovers

HUMAN MANAGEMENT

Human Resource Management

- Concerned with recruitment, selecting, training & development of employees

Human Capital Management

- Invests in people for more profit/development
- Knowledge management
 - Availability of knowledge for successors
- Talent Management
 - Getting people who are qualified

Human Resource Development

- Making quality through training, succession, mentoring, and performance management

PROCESS OF STAFFING

1. Human Resource Planning & Job analysis
 - Demand & Supply of HR
 - Environmental Scanning
 - Forecasting
 - Gap Analysis
2. Recruitment & Selection
3. Placement & Orientation
4. Training & Development
5. Compensation & Appraisal

ELEMENTS OF JOB ANALYSIS

1. Task & Activities
2. Behaviors
3. Standards
4. Standards
5. Acquired Job Standards (Specific)
6. Work Conditions
7. Personal Characteristics

LEADERSHIP

TYPES

Autocratic

- Centralization

Democratic

- Consultation & Participation

Laissez-Faire

- Independency and Freedom

Transactional

- Reward & punishment

THEORIES

Greatman's Theory

- Born with skills, innate nature
- Exceptional qualities
- Inherited charisma, intelligence, confidence, and vision

Behaviorist Theory

- Based on Environmental Factors
- Condition, Reinforcement, Observation

Herzberg's Two Factor Theory

- Hygiene Factors
 - Intangible/Extrinsic
 - Prevents dissatisfaction but not long-term motivation
- Motivators
 - Tangible/Intrinsic
 - Job satisfaction and drives higher satisfaction

FUNCTIONAL AREAS OF MANAGEMENT

Human Resources

- Strategic approach to recruiting, selecting, hiring, motivating, & training

Marketing

- Organizational discipline

Operations

- Design, Plan, Control

Financial

ICT

- Security and governance in the digital aspect

✓ EffCom S1

Communication is a process

ELEMENTS

Sender

- Communicators, initiates the message
- Speaker

Message

- Info, idea, thoughts, being communicated through words & actions

Channel

- Means of which the message is delivered
- Medium

Receiver

- Recipient of the message or someone who decodes the message

Feedback

- Reactions, responses, information provided by the receiver

Context

- Environment where communication takes place

Noise

- Factors that interfere with the communication

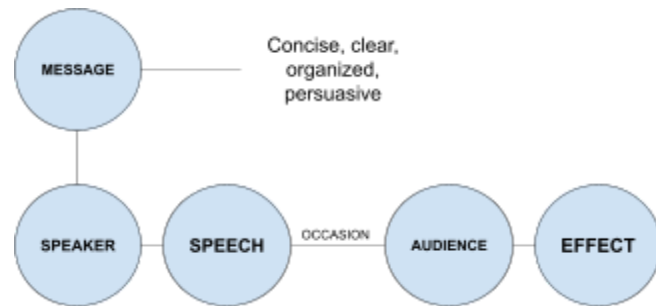
COMMUNICATION MODELS

Representation of a thing or process that identifies the key parts or elements & indicates how each element affects the operation of all other elements

Aristotle's Model

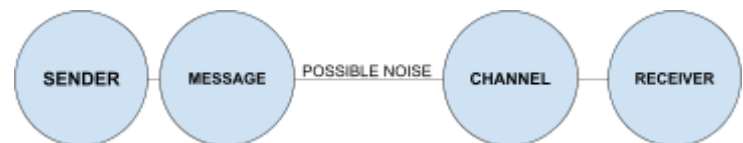
- No Feedback
- Effective speaker gathers logical, emotional, and ethical appeal (Logos, Pathos, Ethos)

- Organizes these and presents them clearly to the audience



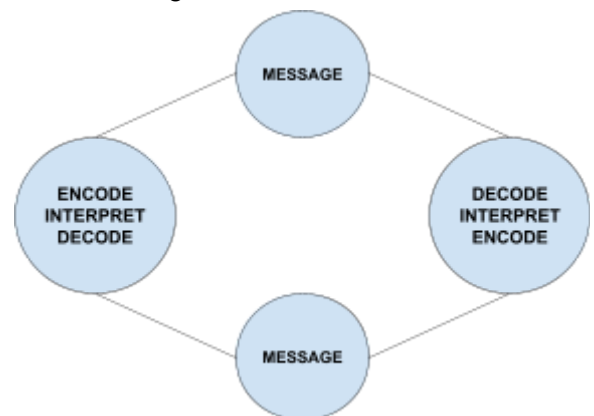
Berlo's model

- Linear communication, no feedback
- Source who encodes an idea or message, a receiver who decodes the message to understand the meaning
- Communication becomes effective when both parties interpret correctly
- Involves external factors / noise



Schramm's Model

- Interactive process
- Continuous feedback
- Both individuals take turns sending and receiving



✓ EffCom S2

PERSONAL LANGUAGE

- Express one's own thoughts
- First-person ("I" or "My")
- Speaker's inner world

INTERPERSONAL LANGUAGE

- Social interaction and communication
- Build relationships & complete tasks

PERSONAL CONTEXT

- Centered on an individual's thoughts
- Reflection on self

tone of language

- Emotional quality or attitude
- Affects how a message is interpreted
- Word choice, pitch, and context

Formal Tone

- Builds respect and professionalism
- Polite expressions, complete sentences, passive voice, jargon

Casual Tone

- Comfort and approachability
- Contractions, slang, short phrases, direct questions

Persuasive

- Motivates & convinces
- Strong verbs, rhetorical questions, emotional appeal

Neutral Tone

- Maintains clarity
- Objective statements, presents factual statements
- Avoids emotional words and personal opinion
- Center of conversation/conflict

Humorous

- Engages and entertains listeners
- Wordplay, exaggeration, irony, light sarcasm

Empathetic Tone

- Builds trust and emotional connection
- Soothing words, inclusive pronouns, gentle phrasing

Assertive Tone

- Establishes authority
- Confident statements, clear directives, firm without insulting

✓ EffCom TE

COMMUNICATION STRATEGIES

- Allows individuals to meet the goal of the conversation
- Plan and methods of communicating information successfully
- Ability to employ strategies ensures success & improvement of communication experience for both listener and speaker

NOMINATION

- Speaker introduces topic and sets purpose

RESTRICTION

- Refers to a limitation as a speaker

TURN-TAKING

- Speaker knows when to stop talking and gives other a chance
- Process by which people decide who takes conversational flow

TOPIC CONTROL

- Speaker leads the conversation by asking questions
- Keeps communication flowing without moving away from topic

TOPIC SHIFTING

- Appropriate for introducing a new topic
- Where speaker intentionally/unintentionally changes topic

REPAIR

- Fixes or resolves what has been broken down through clarification
- How speakers address problems they encounter in a conversation

TERMINATION

- Both speakers agree to conclude w/ verbal or non-verbal signs
- Sometimes brief, sometimes evaded by corrections or further questions

READING STRATEGY

- Technique/method used to understand text better

TYPES

SKIM

- Rapidly moving eyes over text to get only the main ideas & general overview of the content

SCANNING

- Finding specific information without reading the entire text
- 5Ws (What, who, where, when, why)

PHRASE READING

- Grouping different bits of information together
- Also called chunking

NONE PROSE READING

- Graphic aids & visuals
- Relies on layouts, symbols, numbers, and labels

DEEP READING

- Reading attentively & carefully to maximize understanding & enjoyment of a text
- Slow Reading
- Profound understanding of the content

SQ3R

- Survey, Question, Read, Recite, Review
- To improve reading comprehension of students

STAGES OF READING

1. Before
 - Prepare yourself for the text
 - Identify the purpose for reading
 - Activate what you already know
 - Figure out unfamiliar words
2. During
 - Understand information
 - Connect new information with what you already know
 - Make predictions
 - Monitor understanding
3. After
 - Think about what you learned
 - Connect with what you already know
 - Evaluate information
 - Decide whether you accept the information

DIGITAL FOOTPRINT

- Active posts, passive browsing history, and shared data.
- Recorded online behavior & history behind your words

ACTIVE DIGITAL FOOTPRINT

- Knowingly and intentionally shared online

PASSIVE DIGITAL FOOTPRINT

- Data collected automatically in the background without knowledge or intent

DIGITAL IDENTITY

- Online presence that accumulates across personal range of websites
- Electronic representation of who you are based on interactions

PUBLIC FACING TEXTS

- Written materials intended for a broad audience and reach ordinary readers
- Influence how readers think, feel, or act

TYPES

Blogs

- Personal experiences, opinions on social issues
- Often reflective or narrative

Commentaries

- Opinionated articles, often published in newspapers about current events
- Might critique unfair policy and highlight inequalities

Social Media Advocacy post

- To go viral or spread awareness
- Shorter, punchier, wittier texts

Core concepts

- Inclusivity
 - Create a safe space where everyone is respected
- Equity
 - Providing what each person needs to thrive
 - Acknowledges that people face different problems
- Social awareness
 - Ability to recognize issues that affect society

Characteristics

- Clarity
 - Easily understandable
- Accessibility
 - Conversational
- Persuasiveness
 - Logos, Pathos, Ethos
- Action Oriented
 - Inspire action
- Engagement
 - Grabs attention immediately

WRITING TECHNIQUES

- Hook your audience
- Balance emotion & evidence
- Call to Action

✓ GenMath S1

Triangular numbers

(Difference goes up by 1)

1, 3, 6, 10, 15, 21...

Square numbers

(Numbers multiplied by itself)

1, 4, 9, 16, 25, 36...

Pentagonal Numbers

(Difference goes up by 3)

1, 5, 12, 22, 35...

+1 side = +1 difference

(i.e. Hexagonal numbers have a difference that goes up by 4, since they have one more side than a pentagon)

Sequence

- Logical order / arrangement of values
- Defined by a general or nth term

Series

- Sum of terms in a sequence

Finite

- Has last term

Infinite

- No last term
- Ended with ellipses (...)

Fibonacci Sequence

Leonardo of Pisa AKA Fibonacci (Son of Bonacci), made this based on the speed of reproduction of rabbits

$F_1 \text{ \& } F_2 = 1$

$F_n = F_{n-1} + F_{n-2}$ where $n > 2$

General Formula

Method A

$a_n = an + b$

a = difference

$b = a_1 - d$

Method B (quadratic equation)

$a_n = an^2 + bn + c$

1. Make 3 equations
2. Make 2 more by finding difference between 1st & 2nd, 2nd & 3rd
3. Find values

2, 6, 8, 10, 12

3, 8, 15, 24

$$\begin{array}{l} 6-2 = 2 \\ 8-6 = 2 \\ 10-8 = 2 \end{array} \left. \vphantom{\begin{array}{l} 6-2 = 2 \\ 8-6 = 2 \\ 10-8 = 2 \end{array}} \right\} \begin{array}{l} \text{same} \\ \downarrow \end{array}$$

use method a

$$\begin{array}{l} 8-3 = 5 \\ 15-8 = 7 \\ 24-15 = 9 \end{array} \left. \vphantom{\begin{array}{l} 8-3 = 5 \\ 15-8 = 7 \\ 24-15 = 9 \end{array}} \right\} \begin{array}{l} \text{different} \\ \downarrow \end{array}$$

use method b

ARITHMETIC

Sequence

$a_n = a_1 + (n-1)d$

Series

$S_n = n/2 (a_1 + a_n)$

GEOMETRIC

Sequence

$a_n = a_1 \cdot r^{n-1}$

Series

$S_n = a_1 (1-r^n) / 1-r$

✓ GenMath S2

COMPOUND INTEREST

- One lump sum

ANNUITY

- Repeated payments/deposit

SIMPLE ANNUITY

- Payment interval & interest conversions are the same

GENERAL ANNUITY

- Payment interval & interest conversions are unequal

Payment interval

- Time in between payment

Term of annuity

- Interval between first and last payment

ORDINARY ANNUITY

- Pay at the end of the term

Compound interest

$$A = P \left(1 + \frac{r}{m} \right)^n$$

$n = mt$

Geometric Means

$$\sqrt[n+1]{\frac{a}{b}} \leftarrow \text{smaller number}$$

Annuity

$$PV = R \left[\frac{(1+i)^n - 1}{i(1+i)^n} \right]$$

$$FV = R \left[\frac{(1+i)^n - 1}{i} \right] \quad i = \frac{r}{m}$$

R = regular payment
i = interest rate per period (%)
n = number of payment
r = nominal rate (%)
m = number of conversion rate

✓ GenMath TE

m_i for interest
 m_n for n

DEFERRED INTEREST

$$PV_{def} = R \left[\frac{(1+i)^n - 1}{i(1+i)^{n+d}} \right]$$

d = no. of periods before the first payment

TYPES OF LOAN

BUSINESS LOAN

- To start, maintain, or expand a business
- Often flexible & can be long term
- Requires business plans, financial record, & credit history

CONSUMER LOAN

- Personal or household use
- Typically fixed and higher rates than business loans if unsecured
- Requires proof of income, employment, and credit history

TERM DEFINITIONS

Outstanding Balance

- Any remaining debt

Amortization Method

- Method of paying loan at installment method

Mortgage

- Secured by a collateral (item) & borrower is obliged to pay

MONTHLY AMORTIZATION

$$R = \frac{P \left(\frac{r}{m} \right)}{1 - \left(1 + \frac{r}{m} \right)^{-mt}}$$

OUTSTANDING BALANCE

$$B_k = R \left[\frac{1 - \left(1 + \frac{r}{m} \right)^{-k}}{\frac{r}{m}} \right]$$

SALARY & WAGES

	SALARY	WAGES
Definition	Fixed regular payment regardless of hours worked	Payment based on no. of hours, days or pieces worked
Basis of Pay	Monthly or Annual	Hourly, Daily, or output-based
Consistency	Fixed and regular	Depends on hours or output
Common for	Office workers and government employees	Laborers, part-time workers, factory workers
Example	25k per month	610 per day or 80 per hour

RATE MULTIPLIERS

OT on regular day	x1.25 (hourly rate)
Work on special holiday/rest day	x1.30 (daily rate)
Work on regular holiday	x2 (daily rate)
^ Ditto, simultaneous rest day	x2.60 (daily rate)
Night shift differential	x1.10 (No. of work hours between 10PM-6AM)

FUNCTION

- Relation where each input has only one output

DOMAIN & RANGE

DOMAIN

- All possible input values
- X values / Horizontal position

RANGE

- All possible output values
- Y values / Vertical position

NOTES

- Radicals with even indices cannot have negative radicands
- Denominators cannot equal to zero
- Not included
 - Hollow dot, no fill, use “()”
- Included
 - Solid dot, filled, use “[]”
- Infinity, use “()”

TYPES OF FUNCTIONS

General definitions, to be followed unless stated otherwise:

- x = input / horizontal values
- h = horizontal position of vertex
- k = vertical position of vertex
- a = direction and steepness

Linear Function

- $f(x) = mx + b$
- m = slope, b = y-intercept
- Straight line, highest degree/exponent is 1

Absolute Value Function

- $f(x) = a|x-h|+k$
- V-shape

Quadratic Function

- $f(x) = ax^2 + bx + c$
- VERTEX: $x = -b/2a$
- Parabola
- a cannot equal to 0, opening of the parabola, $a > 0 = \wedge$ & $a < 0 = \vee$
- b = position of parabola
- c = y-intercept
- x^2 is what makes it quadratic

Square Root Function

- $f(x) = a\sqrt{x-h}+k$,
- $x-h \geq 0$
- Includes square root
- $a > 0$ = extends right and up
- $a < 0$ = extends right and down
- $|a| > 1$ = steeper
- $0 < |a| < 1$ = flatter

Cube Root Function

- $f(x) = a\sqrt[3]{x-h}+k$
- $x-h \geq 0$
- Cube root, S-shaped curve
- $a > 0$ = curve rises left to right
- $a < 0$ = curve falls left to right
- $|a| > 1$ = steeper
- $0 < |a| < 1$ = flatter

Rational Function

Function in the form of $f(x) = \frac{a}{x-h} + k$, $x \neq 0$

- a = direction and steepness of the branches
 - h = vertical asymptote
 - k = horizontal asymptote
 - x = Input or horizontal value
- Asymptote** – a line that the graph approaches but does not reach
- Vertical Asymptote:** Vertical line $x = h$ that the graph approaches as x gets close to h .
- Horizontal Asymptote:** Horizontal line $y = k$ that the graph approaches as x becomes very large or small.

- $a > 0$ = branches are upper right and lower left
- $a < 0$ = branches are upper left and lower right
- $|a| > 1$ = branches are farther from asymptotes
- $0 < |a| < 1$ = branches are closer to the asymptotes

Quick Check!



^^ nakakatamad mag kopya

Tab 15

aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa