



REPORT ON THE COMPLETION OF THE CPHSAA-USA PROJECT

**Submitted to: Dr. Augustine S. Tatus
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This report is to confirm the completion of the One Hundred and Thirty (130) armchairs in addition to library chairs, mini library tables, and shelves, done as a refurbishment of the Cape Palmas High School Library.

The project was successfully implemented by Mr. Radford Jackson along with individuals of his wood workshop. The project began in the early 2019 and got completed in May 2019. The project was officially turnover to the Cape Palmas High School Administration on Wednesday, July 10, 2019.

During the turning over ceremony, Mr. Brohdonyen, County Education Officer (CEO), cut the ribbon for the opening of the refurbished library and admonished the students to make use of the library in enhancing their learning. Earlier, the students were caution during my turning over remarks to use the armchairs in a more civil manner to avoid damaging the chairs. Further, I extended my thanks and appreciation to the contractors for completing the tasks as specified in the agreement.

The program was attended by representatives of the Harper City Corporation (HCC), Office of the Development Superintendent (Maryland County), the CEO and Staff Members of the County Education Office (CEO), CPHS Alumni Chairperson and Members in Maryland County, the Principal, Administrative Staff, and Teachers, as well as the Student Government Association (SGA) and the General Student body of the Cape Palmas High School (CPHS).

In response, Sis. Annie Slewion, Principal, of the Cape Palmas High School (CPHS) administration, extended her appreciation to the CPHSAA-USA members for their contribution to CPHS especially in such a needy time. She also asked the students to utilize the items with care to enable incoming future students benefit from the facility. The turning over ceremony was concluded with a walk through at the library.

Finally, the projected cost of USD \$2, 518.00 estimated to complete the project was utilized. Kindly be informed also of the contribution in the amount of USD \$75.00 by Dr. Moses Geply. This amount was used to help facilitate the movement of armchairs (Transportation & Labor Cost).

Besides, there was no amount allocated to cover transportation of materials. Both the contractor and the school administration neglected the responsibility. A total of USD \$117.00 was used to complete the transportation and labor cost of the materials to support the project. Presently, there's a balance of USD \$42.00 outstanding of which USD \$32.00 is due the contractors.

Recommendations:

1. That CPHSAA-USA members do consider taking up **renovation work** on the roof that hosting the library to protect the investment done due to leakages of that portion.
2. That representatives recommended to perform project tasks **fully participate** during its implementation stage.
3. That extra allowances consider as **incidental cost** be projected during such projects to avoid embarrassment and full participation.
4. That the CPHSAA-USA Alumni members recommend to the Cape Palmas High School administration to institute an **Alumni Day Activities** each academic year to encourage and educate present students the values of being an alumni member.

Thanks.

Sincerely,

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