PROCESO GESTIÓN DEL TALENTO HUMANO

FORMATO INFORME MENSUAL EJECUCIÓN CONTRACTUAL

Bogotá y 19 de julio de 2022

Señor
ROBERTO MARTINEZ CASTRO
SUPERVISOR(A) CONTRATO No. **CO1.PCCNTR.3362916**
Coordinador Académico Jornada Madrugada
Dependencia Jornada Madrugada
Bogotá

Asunto: Informe mensual de ejecución contractual
Mes julio del año 2022

Referencia: No. **CO1.PCCNTR.3362916** del año 2022

OSCAR DAVID RODRIGUEZ BERNAL, identificado con la cédula de ciudadanía No. 1.033.719.197 de Bogotá, en mi calidad de Contratista del SENA, en Jornada Madrugada, en cumplimiento del Contrato de Prestación de Servicios de la referencia, a continuación presento el Informe de actividades realizadas en el mes objeto de cobro.

Valor y forma de Pago: El valor total del presente contrato asciende a la suma de TREINTA Y NUEVE MILLONES QUINIENTOS MIL CIEN PESOS ($39.500.100) COP, incluido IVA (de conformidad con el régimen tributario a que pertenezca el contratista). Esta suma será pagada por el SENA al contratista de la siguiente manera: a.) UN (1) primer pago correspondiente al mes de FEBRERO de 2022, por valor de TRES MILLONES CIENTO SESENTA MIL OCHO PESOS ($ 3.160.008) COP. b.) NUEVE (9) pagos iguales correspondientes a los meses de MARZO a NOVIEMBRE de 2022, por valor de TRES MILLONES NOVECIENTOS CINCUENTA MIL DIEZ PESOS ($3.950.010) COP. cada uno. c.) UN (1) pago final correspondiente al mes de DICIEMBRE de 2022, por valor de SETECIENTOS NOVENTA MIL DOS PESOS ($790.002) COP..

Plazo: Será hasta el 06 de Diciembre de 2022.

OBJETO:
Prestar servicios personales de carácter temporal para orientar la Formación Profesional Integral programada por el Centro de Gestión Administrativa en su sede principal, subsede y organizaciones, para la ejecución de acciones de Formación Titulada y/o Complementaria presencial de la red de conocimiento Gestión Administrativa y Financiera, en las áreas temáticas de Bibliotecas, Gestión Administrativa, Gestión Documental y Talento Humano; en las jornadas diurna, nocturna, madrugada y fines de semana.

Obligaciones Especificas:

No	Obligaciones	Acciones realizadas	Evidencias
1	Orientar Formación Profesional Integral a los aprendices según programación de fichas.	Guías, talleres, actividades en plataforma virtual, estrategias didácticas activas y Socializar.	Plataforma Sofía plus. Documentos de calidad en drive, territorium.

2	Acompañamiento a los aprendices en el desarrollo de procesos formativos y/o productivos.	Guías, talleres, actividades en plataforma virtual, estrategias didácticas activas y Socializar.	Plataforma Sofía plus. Documentos de calidad en drive, territorium.
3	Actualizar contenidos y tecnologías en las diversas competencias del programa de formación.	Guías, talleres, actividades en plataforma virtual, estrategias didácticas activas y Socializar.	Plataforma Sofía plus. Documentos de calidad en drive, territorium.
4	Elaboración y entrega de formatos y documentos requeridos en el proceso académico administrativo.	Guías, talleres, actividades en plataforma virtual, estrategias didácticas activas y Socializar.	Plataforma Sofía plus. Documentos de calidad en drive, territorium.

A continuación relaciono los desplazamientos que realicé previo a la presentación de este informe. Una vez finalizado cada desplazamiento presenté al ordenador del gasto el informe en el Formato Informe Legalización Desplazamiento Contratista GTH-F-087, en el que se describieron las actividades desarrolladas y los resultados de cada desplazamiento. Cada informe cuenta con el visto bueno del Supervisor.

Se lista a continuación el soporte de la legalización de los desplazamientos realizados, los cuales forman parte integral del presente informe de ejecución contractual.

ITEM	No DE LA ORDEN DE VIAJE	LUGAR DE DESPLAZAMIENTO	FECHAS DE DESPLAZAMIENTOS	
			INICIO	FINALIZACIÓN
1.				
2.				

Nota 1: *Por cada desplazamiento que haya realizado el contratista, adjuntará el respectivo informe que la soporte. En caso de haber realizado el desplazamiento en fecha posterior a la presentación del informe de ejecución contractual, deberá reportarlo en el siguiente informe de ejecución contractual.*

Para el trámite de la cuenta me permito adjuntar: Documentos electrónicos enunciados como evidencias del cumplimiento de las obligaciones contractuales y los desplazamientos realizados y el No. **7840887822** de la planilla, operador SOI y periodo junio. (Decreto Ley 2106 de 2019 – " *Decreto Ley Antitrámites"*)

Declaración bajo la gravedad de juramento.

Me permito declarar **bajo la gravedad de juramento** que durante el periodo objeto de cobro SI____NO_X_ he suscrito otro u otros contratos con entidade(s) del Estado el (los) cual(es) se encuentra(n) en ejecución; la anterior declaración de acuerdo con lo establecido en el numeral 5º de la Directiva Presidencial No. 001 de 2022, a fin de identificar potenciales conflictos de interés y hacer la gestión del riesgos para la toma de decisiones dentro del principio de la debida diligencia frente a la ejecución de los contratos de prestación de servicios profesionales o de apoyo a la gestión.

Nota: En el evento de señalar **SI,** el análisis efectuado por el supervisor y ordenador de pago deberá quedar documentado y publicado en el SECOP II en los documentos relacionados en el archivo Gestión Contractual GC_ del periodo objeto de cobro.

Evidencias en (2) folios

Cordialmente,

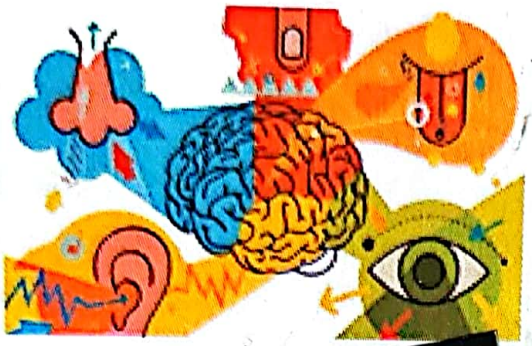
Firma
Oscar David Rodríguez Bernal
Contratista
C.C. No. 1.033.719.197

Recibí a satisfacción:

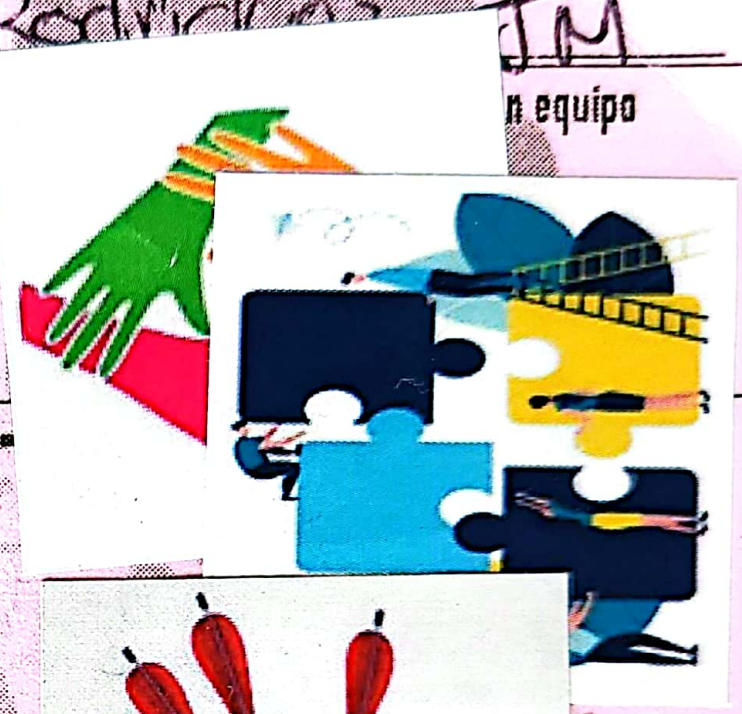
Firma
ROBERTO MARTINEZ CASTRO
Supervisor Contrato CO1.PCCNTR.3362916 de 2021
Coordinador Académico Jornada Madrugada

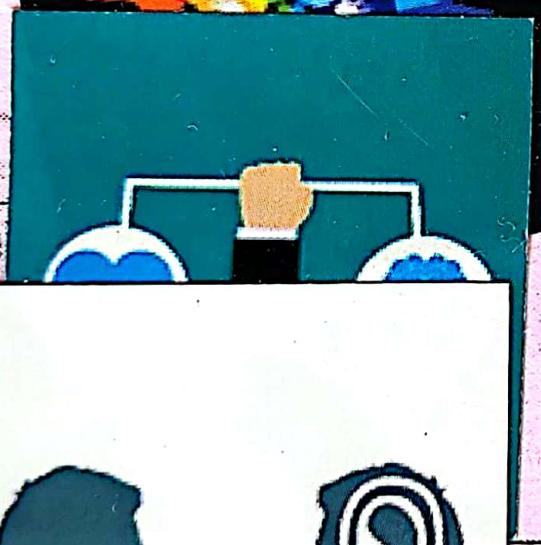
ATERNIDAD SENA 2022

efectiva en equipos de trabajo"

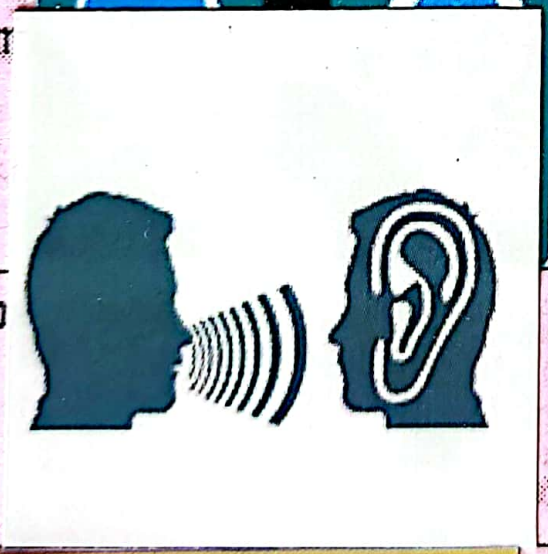




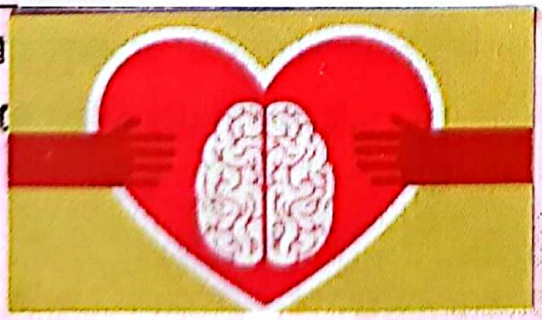














Escaneado con CamScanner

	PROGRAMA DE FORMACIÓN: Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

To work
In this week, we are going to practice all the tenses in differents activities, using the vocabulaby previously seen. **GOOD LUCK**

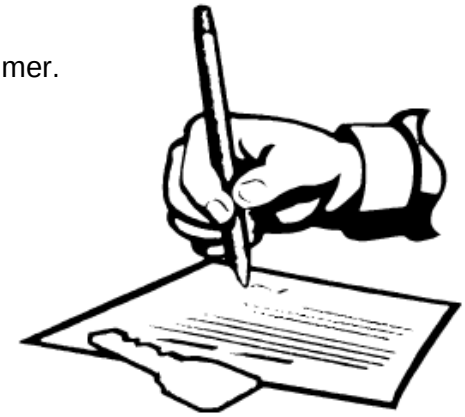
Final Activity

Name: _____ Course:_____

1) Complete the sentences using the correct simple tense. (present, past or future simple)



1. What time _____ (Jane / come) back from school every day?
2. Sarah _____ (spend) her last summer holidays in England. She _____ (learn) so many new things.
3. Maybe I _____ (bake) some cakes later.
4. I _____ (see) you in the street yesterday. Who _____ (was) that handsome man with you?
5. Why _____ (you / not / take) a few days off. You _____ (need) a break.
6. In the future, the robots _____ (do / not) my homework.
7. The Taylors _____ (sometimes / visit) us on weekends.
8. Kim _____ (be) very angry with David yesterday. He _____ (break) her homework and he _____ (not / apoligize).
9. It _____ (rain / not) tomorrow.
10. My grandma _____ (make) a delicious salad for my last birthday, two weeks ago.
11. Jean _____ (rarely / do) her shopping in the supermarket . She _____ (prefer) a corner shop.
12. I think I _____ (travel) to U.S the next summer.



SENA	**PROGRAMA DE FORMACIÓN:** Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada



2) Select the correct answer **(a, b, c, d)**

1) Emma usually _____ by bus.

A) Went
C) Goes
B) Go
D) Will go

2) I _____ a big breakfast yerterday morning.

A) Eat
C) Eats
B) Ate
D) Will eat

3) David _____ very angry yesterday.

A) Was
C) Were
B) Is
D) Be



4) San Andrés Always _____ very hot.

A) Was
C) Were
B) Is
D) Are

5) We _____ our grandma last week.

A) Visit
C) Visited
B) Were visit
D) Visitied

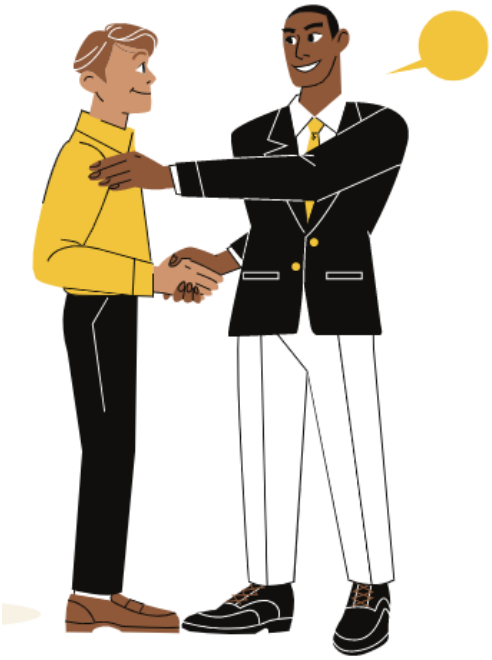
6) They _____ soccer , when they _____ children.

A) Played - Were
C) Played - Was
B) Play - Were
D) Play – Are

7) English [ ] so popular in 2050.

A) Will **C)** Was

B) Is **D)** Won't be



8) We [ ] our exmans two months ago.

A) Are pass **C)** Passed

B) Will pass **D)** Pass

9) Tim and Bill rarely [ ] to work.

A) Walks **C)** Will walk

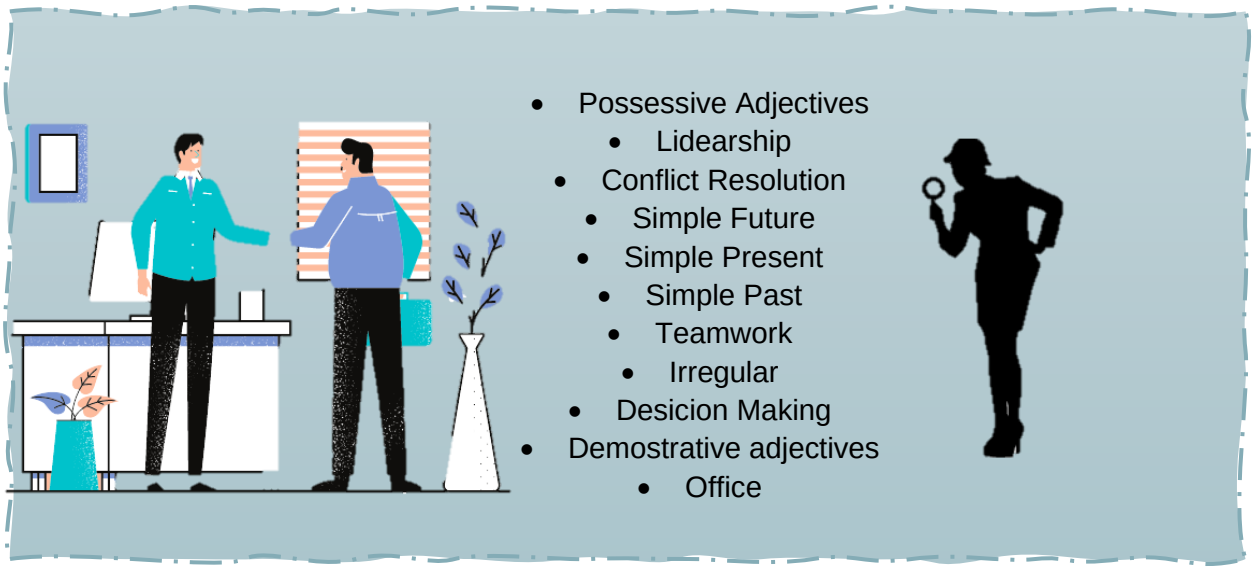
B) Walked **D)** Walk

10) Chinese and Portuguese [ ] very important in the future.

A) Won't became **C)** Become

B) Became **D)** Will become

3) Complete the crossword by deciphering the names of the following topics.

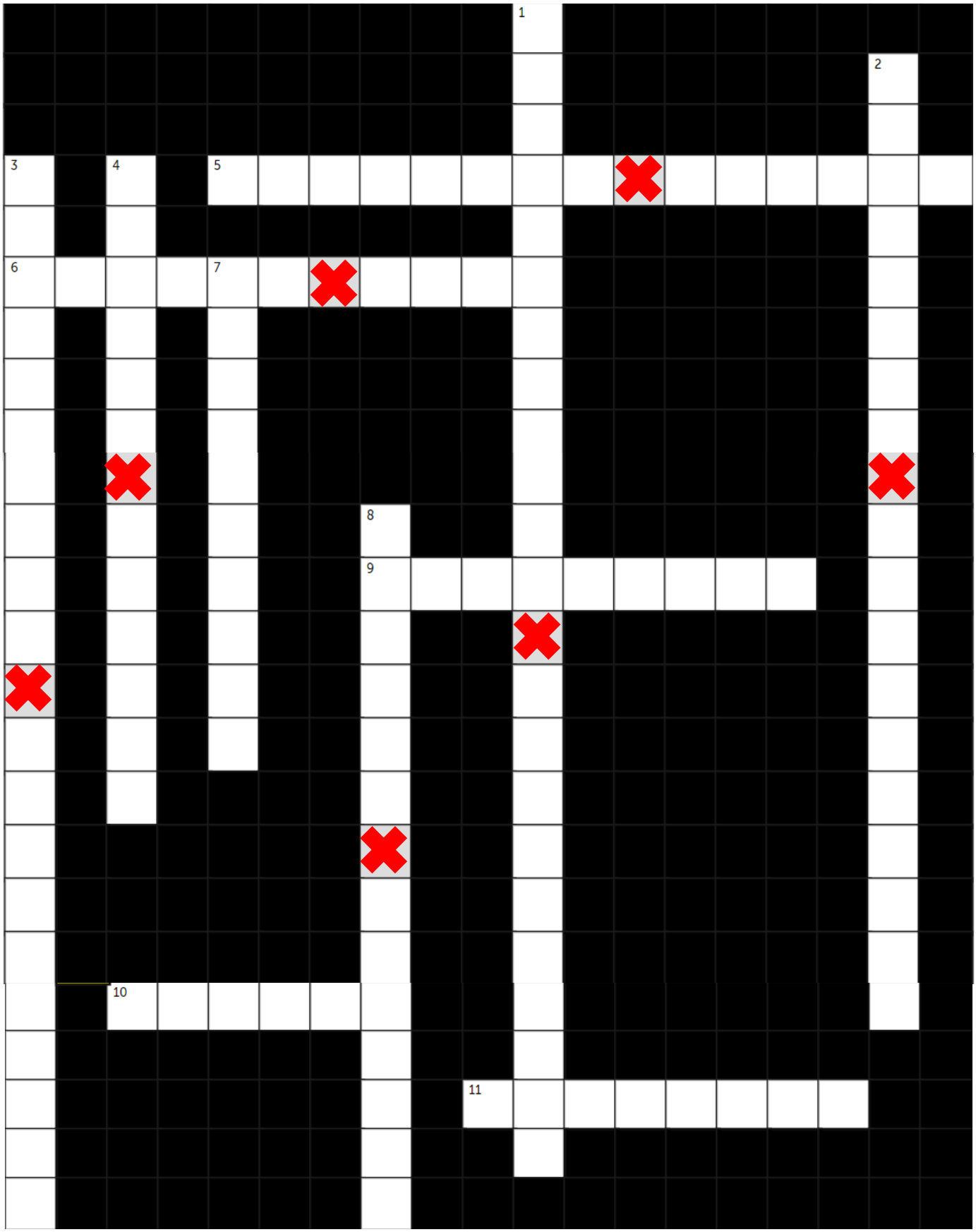


- Possessive Adjectives
- Lidearship
- Conflict Resolution
- Simple Future
- Simple Present
- Simple Past
- Teamwork
- Irregular
- Desicion Making
- Demostrative adjectives
- Office

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Crossword



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Across:

5. _____ _____is the process of making choices by identifying a decision, gathering information, and assessing alternative resolutions.

6. I bought a new car one year ago. In which verb tense is the sentence?

9. In the past simple there are two types of verbs, What kind of verbs are the following examples? Broke, began, was, were, drove , those are _____ verbs.

10. The computer, stapler, desk, chair are nouns in the _____

11. _____ means that people will try to cooperate, using their individual skills and providing constructive feedback, despite any personal conflict between individuals.

Down:

1. What is the name of the next topic? This ,That ,These and Those.

2. _____ _____ is the process by which two or more parties reach a peaceful resolution to a dispute.

3. Her, his,our, their, my , are _____ _____.

4. You use the auxiliar will in _____ _____.

7. What are these characteristics of?

- Creates an inspiring vision of the future.
- Motivates and inspires people to engage with that vision.
- Manages delivery of the vision.
- Coaches and builds a team, so that it is more effective at achieving the vision.

Those characteristics are about _____.

8. Do and does are the auxuliars of the _____ _____.

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To work
This week,we will practice one of the most important factors that is reading comprehension, using the topics previously seen. **GOOD LUCK !**

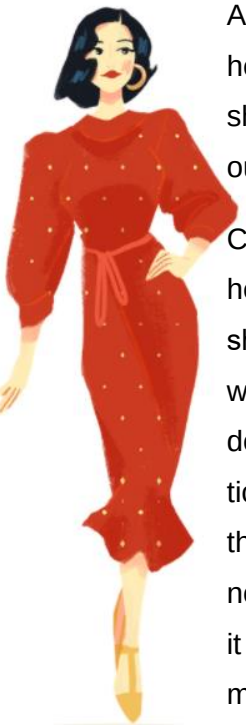
Reading Comprehension

Name:_____ Course:_____



Camila's Satudarday:

Last Saturday was really niceand busy for Camila.She got up very early in the morning and prepared a nice breakfast for herself, she ate fried eggs,honey,butter,jam and drank a full glass of orange juice.



After breakfast, she took a shower, brushed her teeth and put on some make-up. She wore her favorite dress and red shoes, and then left home. The weather was sunny and warm so she walked to the shopping mall.She met her best friend, Jane there and they went in and out of the shops together.



Camila bought some clothes for herself, a nice watch for her dad and a beautiful scarf for her mom. Jane bought a pair of sandals but she didn't buy any clothes for herself because she thought she didn't need any. After shopping they were both tired and hungry, so they went into a restaurant. They both had beef steak, rice and salad and talked about what to do next. They finally decided to watch a horror movie at the cinema. Camila bought the tickets and Jane bought some popcorn and fresh orange juice. The film was very cool. After the film Camila said goodbye to her friend and visited the bookshop to have a look at the novels. She found a crime novel by her favorite author and bought it. Then she realized that it was already 3.30 p.m. and she had to hurry up for her piano course. She took a taxi and met her music teacher just on time. It was 6 p.m. when she finally got home. She immadiately put on her pyjamas and watched some TV. Then she went to the kitchen and helped her mom prepare the dinner. Camila made a green salad and set the table while her mum cooked. Soon her father came home and they ate dinner. After dinner Camila gave her mum and dad their presents. They were both happy because her father needed a watch and her



mom was so happy by the scarf's colours. They hugged each other tenderly. It was 9 p.m. When Camila brought her chess set from her room. She played well but her father won the game. Then she went to her room and listened to some music and surfed the Net. It was almost 11:00 p.m. when her mother came with a glass of milk in her hand and told her that it was late. She drank the milk and brushed her teeth. She went into her bed and started reading the novel that she bought. It was so absorbing that she could not leave it. She read and read until she fell asleep.



1) Write true or false, and if is false change it into the correct form.

1. _____ Camila was tired so she preferred to stay at home last Saturday.
2. _____ The weather was fine so she went to the shopping mall on foot.
3. _____ Camila bought some clothes for herself but she didn't buy anything for her parents.
4. _____ Jane thought she had enough clothes so she didn't buy any.
5. _____ Camila and Jane laughed and laughed becuase the film was so funny.
6. _____ Mary visited the bookshop, but she forgot to go to her piano course.
7. _____ She bought the latest novel of her favourite writer from the bookshop.
8. _____ Camila started reading the novel as soon as she arrived home.
9. _____ Her father won the chess game although Camila played well.
10. _____ Camila really enjoyed the crime novel.



2) Cicle the correct choice.

1. Camila didn't have any ……..... for breakfast.

A. Pancakes B. Sausages C. Fried eggs

2. She put on her favourite …… before she went out.

A. Dress B. Necklace C. Earring.

3. After some shopping, the two friends went into a ……..... because they were hungry.

A. Cinema B. Pool C. Restaurant

4. Camila and Jane decided to watch a drama film at …… .

A. Home B. The cinema C. A bookshop

5. Camila bought the …… and Jane bought some popcorn and fresh orange juice.

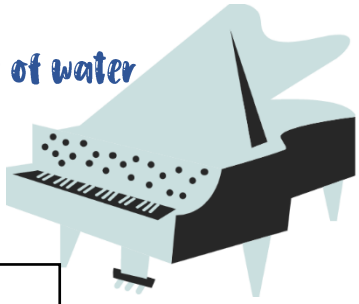
A. Tickets B. Sandals C. Books

6. The film they watched was so ……... .

A. Cool B. Romantic C. Sad

7. Her mother brought Mary …… while she was listening to music and surfing the Net.

A. A cup of tea B. A glass of milk C. A bottle of water



3) Answer the following questions.

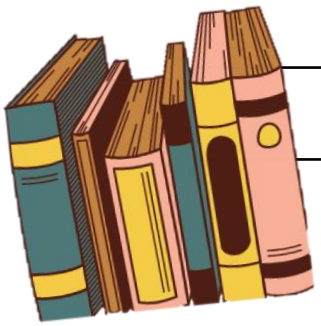
1. What did Camila eat for breakfast?

2. What did she buy?

3. What did she eat for lunch?

4. What kind of books did she buy?

5. How was the weather?



6. What did camila's mother bring her?

7. What was the story about?

8. After she bought the book , what did she do?

9. Who won the game?

10. Where did she meet her best friend Jane?

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To work

This week, we will practice the simple present, the simple past and also de simple future in our personal presentation, in addicion, we are going to practice a very important vocabulary in all the aspects :The weather and the means of transportation.

GOOD LUCK



INTRODUCE YOURSELF

1) Complete the information about yourself.

Hello everyone, my name's _____ but you can call me _____

I am _____ years old. I was born on _____.At the moment I live in _____

I study at _____.There are _____people in my family.

My _____ and me. Now I would like to talk about my like and dislikes.

I like (color) _____ but I hate _____. I love (fuit) _____

But I can't stand _____ I always eat (food) _____ But I never eat _____ .

I also like (animal) _____ and I'm afraid of _____ I like listening to (music / song) _____ I enjoy watching (movie) _____ I am interested in (sport) _____ But I am bored with _____ In my free time, I _____

_____

A (bad / good) experience that I had was _____

_____

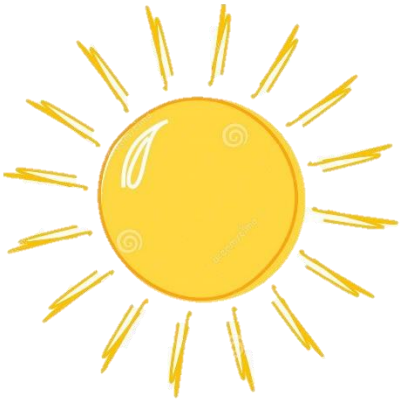
In the future, My dreams are _____

_____

That's all for now. Thank you for listening and I hope to learn more English. Good bye

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2) How's the weather? Place the correct weather information into the box

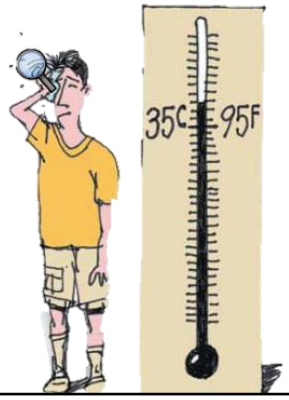


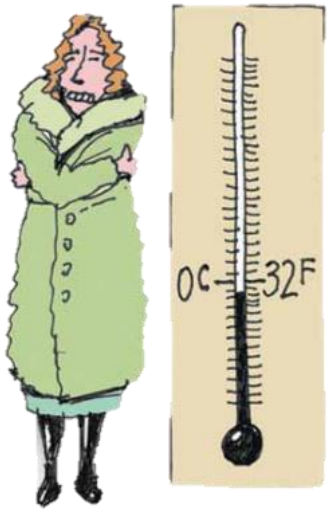


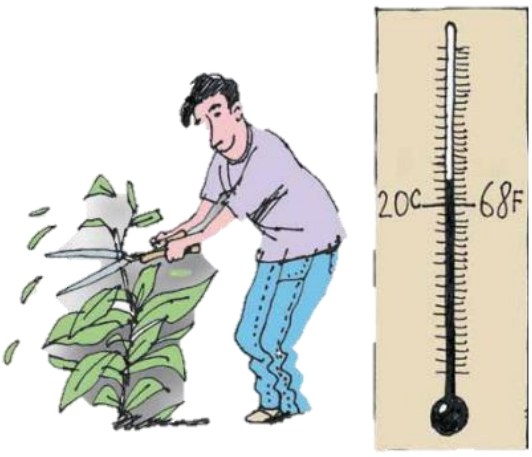


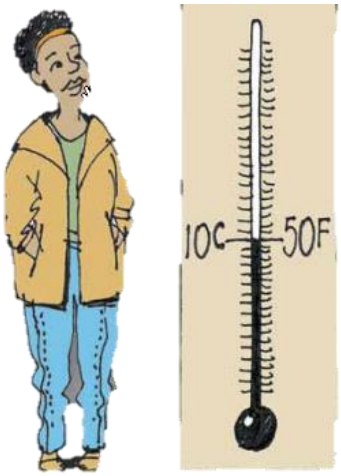








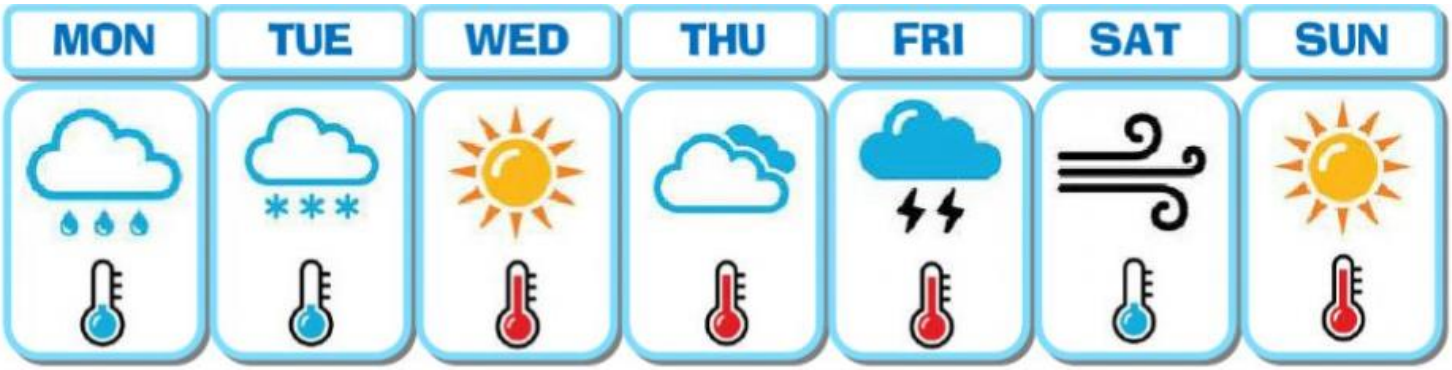




It's cool

It's warm - It's raining – It's cold – It's hot – It's snowing – It'sunny – It's cloudy – ~~It's cool~~ – It's windy

3) Look at the weather forecast and complete the sentences.



1) Today is Thursday. The weather is _____cloudy_____ and _____.

2) Yesterday I _____ because it was _____ and _____hot_____.

3) Tomorrow I'll _____ because the weather will be _____.

4) On Saturday I'll _____ because the weather will be _____.

5) On Monday I _____ because it was _____.

6) On Tuesday I _____ because it was _____ and _____.

7) On Sunday I'll _____ because the weather will be _____ and _____.

Fly my kite.

~~Cloudy~~ – Snowy

Stay at home.

Went to the beach.

Rainy – ~~Hot~~ – Stormy

Sunny – Hot – Cold

Windy – Cloudy

Took my umbrella.

Went skiing

Go camping



4) **Means of transportation:** Do you know these transports? Put the letters in order and match the word with its image.

USB BUS

MTCOROYELC

BCYICEL

SWUBYA

IAR-LPNEA

HLEICPOTRE

RCA

HSPI





