PROCESO GESTIÓN DEL TALENTO HUMANO

FORMATO INFORME MENSUAL EJECUCIÓN CONTRACTUAL

Bogotá y 21 de febrero de 2023

Señor
ROBERTO MARTINEZ CASTRO
SUPERVISOR CONTRATO No. **CO1.PCCNTR.4501312**
Coordinador Académico Jornada Madrugada
Dependencia Jornada Madrugada
Bogotá

Asunto: Informe mensual de ejecución contractual
Mes febrero del año 2023

Referencia: No **CO1.PCCNTR.4501312** del año 2023

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 VEINTE MILLONES CIENTO CUARENTA Y CINCO MIL CINCUENTA PESOS ($20.145.050) 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 2023, por valor de Dos Millones Cuatrocientos Diecisiete Mil Cuatrocientos Seis pesos ($2.417.406) COP. **b)** CUATRO (4) pagos iguales correspondientes a los meses de MARZO a JUNIO de 2023, por valor de Cuatro Millones Veintinueve mil Diez pesos ($4.029.010) COP. cada uno. **c)** UN (1) pago final correspondiente al mes de JULIO de 2023, por valor de Un Millón Seiscientos Once Mil Seiscientos Cuatro pesos ($1.611.604)) COP.

Plazo: Será hasta el 12 de julio de 2023.

OBJETO:
Prestar servicios personales de carácter temporal, orientando la Formación Profesional Integral, de acuerdo con la programación definida por el Centro de Gestión Administrativa para las jornadas diurna, nocturna, madrugada y fines de semana en su sede principal, subsede y organizaciones, ejecutando acciones bajo la modalidad presencial para Formación Titulada y/o Formación Complementaria y/o acompañamiento en Etapa Productiva de la red de conocimiento Gestión Administrativa y Financiera en las áreas temáticas: Bibliotecas, Gestión Administrativa, Gestión Documental y Talento Humano.

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.**0** de la planilla, operador SOI y periodo enero. (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.4501312 de 2023
Coordinador Académico Jornada Madrugada

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

To work
This week, we will practice the verb to be, using leadership vocabulary, we will also learn to describe people and describe the types of leadership. **GOOD LUCK**

Verb To Be

Name: _____ Course: _____



1) Complete the sentences with the correct Verb To Be.

1. She ____ my best friend.
2. They _____ my classmates.
3. He _____ my neighbor.
4. We _____ brothers.
5. Sarah _____ our boss.
6. I _____ in the park.
7. The children _____ very angry.
8. My boss _____ polite.
9. My sister _____ lazy.
10. I _____ very smart.

Recycle this Vocabulary

- **Angry:** Molesto – enojado
- **Polite:** Educado
- **Lazy:** Perezoso
- **Smart**: Inteligente

2) Write the sentences in negative form using the Verb To Be :

1. My boss _____ annoying .
2. He _____ disrespectful.
3. I _____ rude.
4. My brothers _____ tall.
5. My mom _____ old
6. She _____ young.
7. My boyfriend _____ bald.
8. Leonardo DiCaprio _____ ugly.
9. Pedro Picapiedra _____ thin.
10. Homero Simpson and Barth Simpson _____ shy.



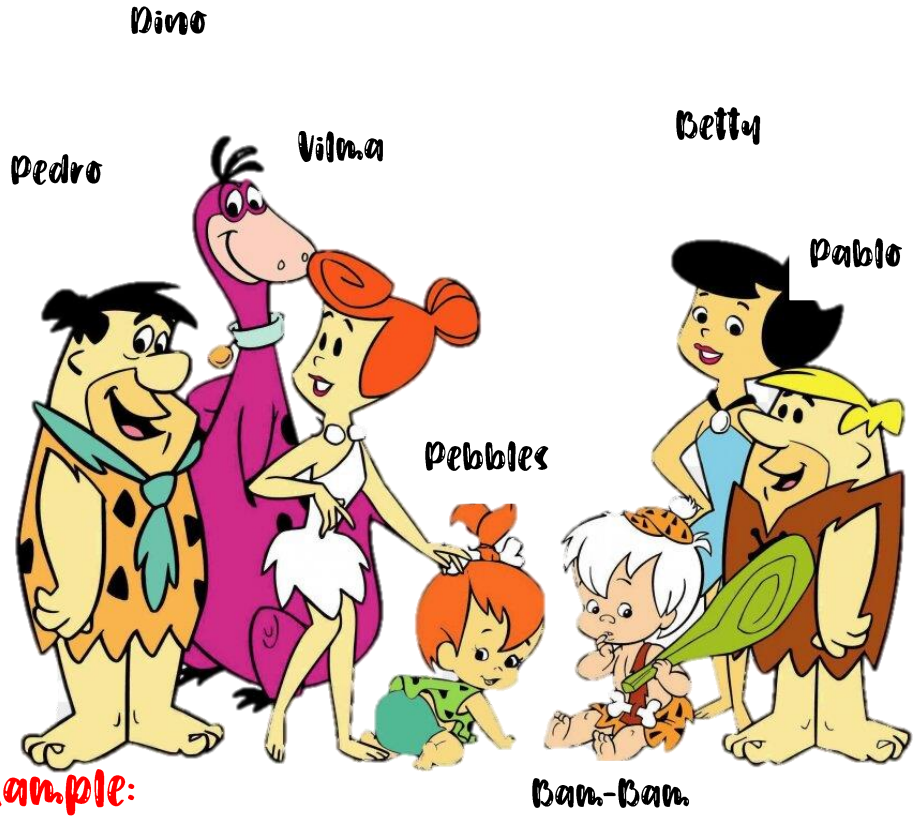
3) Write 1 type of leadership and give 3 descriptions of each type using Verb To be and adjectives.

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Type of leadership:

Description :

4) Create 5 descriptions in positive and negative form using the verb to be about The Flintstones.



For Example:

- Vilma is tall , she is not short.



1. _____
2. _____
3. _____
4. _____
5. _____

5) Organize the next sentences.

1) Is / a / sunny / it / day / ?

2) Is / coffe / hot / the / ?

3) Old / you / how / are / ?

4) I / twenty-seven / years / am / old.



5) How/ she / old / is / ?

7) Old / she / years / fifteen / is

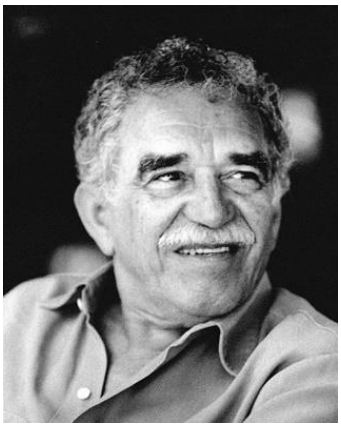
8) Is / your / what / name / ?

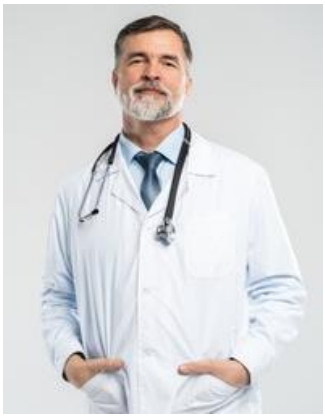
6) **Introduce yourself** : What do you do?,how old are you?, are you a leader? and finally describe your personality and your appearance.

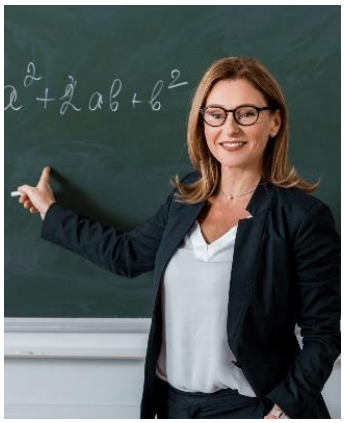


7) Choose and write in the box the correct proffession or occupation.







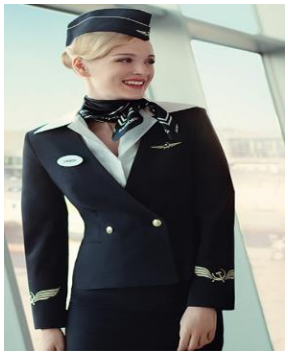






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A lawyer- A singer – A pilot - An actor - A doctor – A writer – An engineer - An athlete - A student – A musician – An architect – A teacher – A flight attendant

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To work
This week, we will practice demostratives using office vocabulary and describing with leadership vocabulary. **GOOD LUCK !**

Demostratives

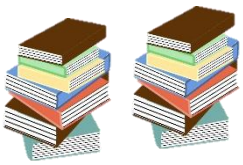
Name : _____ **Course:** _____

1) Write the correct demostrative in each sentence **(This - That - These - Those)** and the Verb To Be **(is - are)**.

A. ___Those___ ___are___ staplers



1. _____ _____ my homeworks.



2. _____ _____ her calculator.



3. _____ _____ chairs.



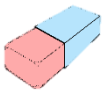
4. _____ _____ a pen.



5. _____ _____ a clock.



6. _____ _____ an eraser.



7. _____ _____ keyboards.



8. _____ _____ my lamps.



9. _____ _____ my desks.



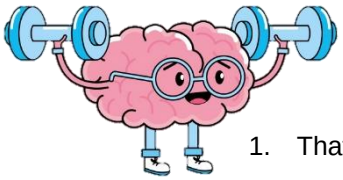
SENA	**PROGRAMA DE FORMACIÓN:** Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

10. _____ _____ his rulers.





2) Change the sentences into the plural form. (Remember change the verb to be too)



- ❖ This book is amazing → These books are amazing

Remember: The adjective always is in singular

✔ Amazing , near

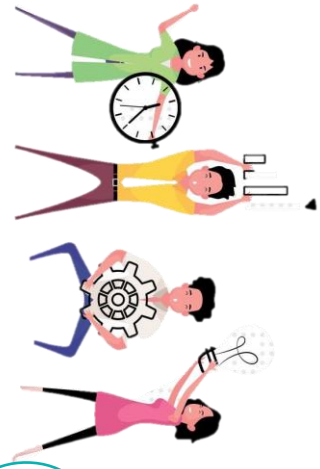
✖ Amazings , nears

1. That park is near the school
2. This cat is black
3. This pen is good
4. That girl is smart
5. This boy is polite

3) Change the sentences into the singular form. (Remember change the verb to be too)

- ❖ These chairs are big → This chair is big

1. Those keyboards are expensive.
2. Are these people friendly?
3. Those girls are not lazy.
4. These children are not shy
5. Are those countries big?



4) Solve the crossword following the clues and indicate the correct demostrative

Across:

a) People, places or things far from you.

b) A person, place or thing near from you.

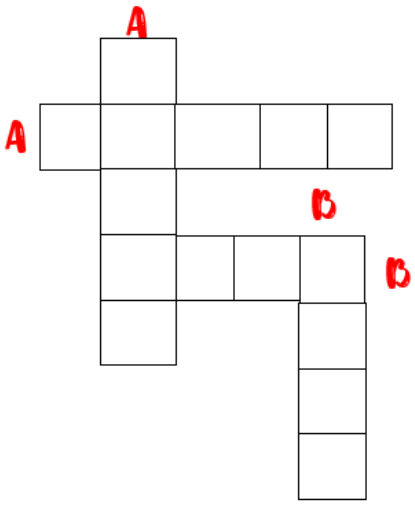
Don't forget!

✓ Across: Horizontal
✓ Down: Vertical

Down:

a) People, places or things near from you.

b) People, places or things far from you.





5) Choose the correct demostrative.

_____(this / these) is my class and

_____(that / those) are my students,

_____ (that / this) book in my hand is about how to solve problems

and _____ (that / those) notebooks on my desk are the homework

of my students.

I love _____ (this / these) profession.

And _____ (that / those) is all.



6) Create 4 examples using the demostratives adjectives: (that , those, these, this)

1)

2)

3)

4)



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To work
This week, we will practice the possessive adjectives, we are also going to practice the reflexive pronouns and objects pronouns into different context, and finally we will use the topic in make decisions. **GOOD LUCK !**

Possessive Adjectives

Name: _____ Course: _____

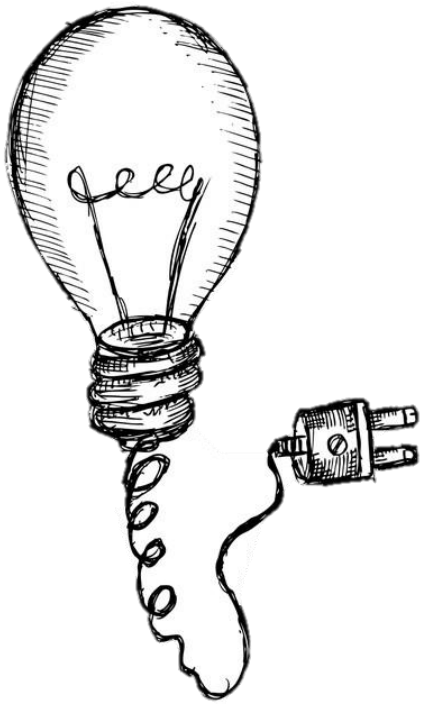
1) Complete the table with the correct information.

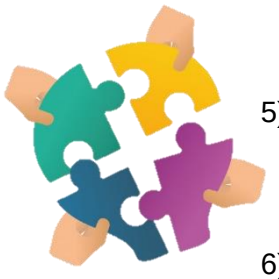


Subject Pronoun	Possessive Adjectives	Reflexive pronouns	Object pronouns
I		Myself	
You			
	His		
	Her		
It			
		Ourselves	
			Them

2) Choose the the correct option in each sentence.

1) I am a girl. _____ name is Sarah.
   a) My
   b) Her
   c) Myself
   d) I
2) Mary has a new boss. _____ new boss is very young.
   a) My
   b) Her
   c) Herself
   d) She
3) I wash my clothes by _____.
   a) Myself
   b) I
   c) Herself
   d) My





4) Fiona lives there by _____.
   a) Myself
   b) She
   c) Herself
   d) Her
5) They have a teacher. _____ teacher is very kind.
   a) Their
   b) They
   c) Theirself
   d) My
6) I invite _____ to my birthday .
   a) Her
   b) She
   c) Herself
   d) I
7) He is my brother. _____ name is Jhon.
   a) Her
   b) She
   c) Herself
   d) I
8) I read an amazing book. I love _____.
   a) It
   b) Her
   c) Its
   d) it's
9) My sister looks at _____ in the mirror for hours.
   a) Herself
   b) She
   c) Myself
   d) Her
10) Jenn isn't in love with _____
   a) Him
   b) Her
   c) His
   d) Hersel



3) Organize the sentences.

1) don't / me / you / call

2) Mr.Smith /boss / Kate's / is

3) colleague / Larry's / Teresa / is

4) /Oscar's / I / student / am

5) neighbors /Oscar and Mary's /Julia and Jhon / are



4) Complete the paragraph choosing the correct option, then translate in Spanish the paragraph.

_____ **(my / I / myself)** name is Peter, and _____ **(my / I / myself)** last name is Brown, _____ **(my / I / myself)** am twenty-five years old, I live in Bogotá with _____ **(my / her / I)** parents and _____ **(my / her / I)** little sister, _____ **(I / my)** am a doctor, _____ **(my / I / she)** mom is very young , _____ **(her / his / she)** name is Sarah, _____ **(she / her / I)** is fifty years old. She always talks to **(herself / himself)** when she is alone , It is so funny.

Mark is _____ **(my / his / I)** father, _____ **(he / his / himself)** is an architect, he creates and builds houses by _____ **(himself / herself / his),** _____ **(His / she / he)** is amazing.

And my little sister is only 7 years old, _____ **(she / her / herself)** is so intelligent , she does _____ **(her / his / my)** homeworks by _____ **(himself / herself / she)**, _____ **(her / his / my)** occupation is a student.

I really love _____ **(them / us/ me).**



Translation :

_____

_____

_____

_____

_____

_____

_____

_____

_____

5) Correct the mistakes in each sentence.

a) He is my boyfriend . Her name is David.

➡ _____.

b) David's students is Jhon and Lucy.



➡ _____.

c) I do my homework by herself.

➡ _____.

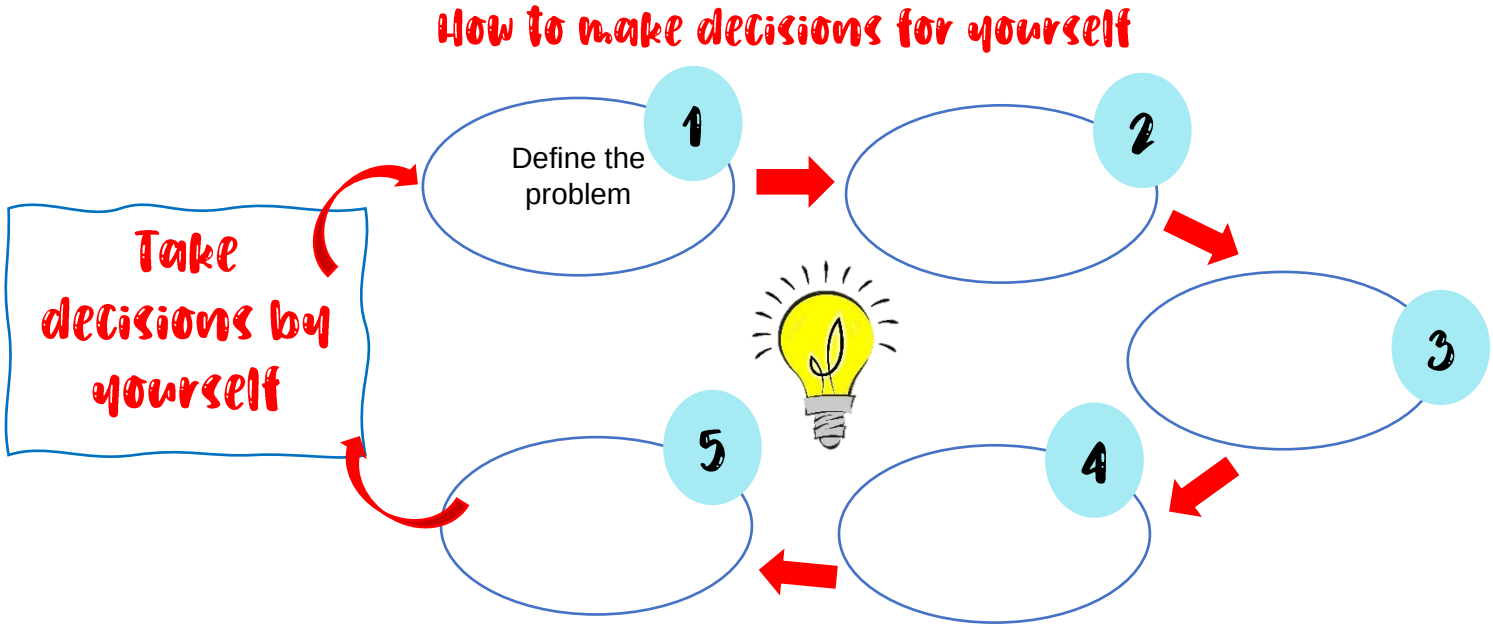
d) She repairs her bike by themselves

➡ _____.

e) Lucy loves her boyfriend.She has breakfast with us.

➡ _____.

6) Complete the process to make decisions for yourself



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To work this week	This time we will work on the verb to be in past with different administrative topics, such as types of sales, Customer Service Standards and closing sales.

Verb to be in past

Name: _____ Course: _____



1) Complete the sentences with the correct Verb to Be in past.

a) The customer _____ interested in a purchase.
b) The deal _____ closed.
c) The bargain _____ affordable for us.
d) Customer service _____ really bad.
e) My boss _____ an employee when he _____ young.
f) Barcodes _____on all platforms.
g) They _____ professional in Business administration.
h) The budgets _____ wrong last month.
i) Your commission in that project _____ a 40%.
j) That _____ the list of all the creditors that we had the last month.

Take into account



- **Budget:** Presupuesto
- **Deal:** Trato
- **Bargain:** Negociar
- **Commission:** Comisión
- **Barcodes:** Código de barras

2) Write the sentences in negative form using the Verb To Be

a) This budget _____ high quality.
b) The packages _____ delivered.
c) The sales _____ high this month.
d) The service provided _____ correct.
e) The customers _____ satisfied with their purchase
f) The seller _____ quick in the order.
g) The salesman _____ rude with the customers.

Remember:

Deliver : Entregar
Sales: Ventas.
Purchase: Compras.
Service provided: Servicio prestado.
Employees: Empleados.

h) She _____ wicked with my employees.
i) The marketing strategies _____ complete.
j) Balance sheet _____ wrong

3) Complete the questions and the answers with the verb to be in past.



a) Where _____ last month's sales closings?

- The sales closings _____ in my desk.

b) _____ it your company's loan?

- Yes, _____ _____.

c) Where _____ the payment for this month?

- The payment _____ delayed.

d) _____ the boss responsible of the Balance sheet yesterday?

- Yes, ____ ____

e) Where _____ the payment receipt?

- The payment receipt _____ in Oscar's computer.

4)) Look up the words in the word search for sales closing vocabulary and then write the correct meaning in front of each word.



A. Salary : _____
B. Franchise : _____
C. Cash: _____
D. Deal: _____
E. Discount: _____
F. Loan: _____
G. Price: _____
H. Sales: _____
I. Wholesale: _____
J. Commission : _____

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Sales



A	W	E	R	F	A	B	R	E	S	A	L	E	D	S	W	O	R	K	W
S	A	L	A	R	Y	B	U	G	D	E	T	B	U	D	G	E	H	J	H
S	F	V	A	A	L	U	E	S	D	W	D	V	T	U	D	W	D	G	O
H	E	E	W	N	C	E	C	W	C	R	E	F	D	I	E	T	O	R	L
R	S	R	E	C	R	W	E	O	D	D	D	O	D	M	A	W	W	I	E
Y	F	T	F	H	J	R	T	R	E	I	E	K	S	P	L	E	R	K	S
N	H	H	R	I	Q	T	U	K	B	S	L	W	W	O	T	F	W	L	A
O	W	F	H	S	F	U	E	S	T	C	E	E	R	L	R	G	Q	P	L
I	H	S	U	E	J	R	D	E	O	O	G	R	T	I	S	H	U	I	E
S	J	F	D	B	D	W	J	E	R	U	A	T	Y	Q	Z	Q	K	W	E
S	L	H	W	A	A	A	L	T	S	N	T	F	U	W	A	S	G	T	U
I	Ñ	I	A	R	E	P	B	S	W	T	E	S	I	T	M	E	F	H	U
M	P	G	R	G	E	R	R	F	F	T	G	D	O	R	N	L	S	H	D
M	S	T	Y	A	E	F	R	I	W	G	W	E	T	U	I	A	W	R	Y
O	B	E	I	I	N	W	E	E	C	O	S	D	F	J	K	S	P	O	I
C	A	S	H	E	T	Y	I	O	I	E	C	O	M	P	U	T	E	S	R
Y	U	I	R	E	R	T	L	O	A	N	C	O	M	I	S	I	O	N	S



5) **Describe a sale:** Imagine you are a salesperson, write an experience you have had with a client.

_____

_____

_____

_____

_____

_____

_____

_____

_____

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6) Organize the next questions .

A. yesterday /Where / you / were/ ?

B. one / Where / hour / was / ago / Sarah / ?

C. you / were / born / Where / ?

D. Why / days / Daniel / sad / was / two / ago / ?

E. last /old / How / were / you / year / ?

7) Complete the paragraph about Albert Einstein and then translated.



When Albert Einstein _____ young, his parents _____ worried about him. Einstein's parents _____ concerned that Albert _____ slow.

Albert _____ a terrible student , who didn't like to attend classes regulary and take exams. Einstein's best known work, _____ the theory of relativity.

It _____ publised in 1905.

Translation

_____
_____
_____
_____
_____
_____
_____
_____

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To work this week:	In this opportunity, we will practice the contables , there is, there are in present and also in past , there was and there were, we are going to use vocabulary of sells.

Contables # 1

Name : _____ **Course:** _____

1) Write **there is** or **there are** in each sentence.

A. _____ _____ financial documents on the table .



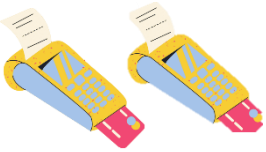
B. _____ _____ a prommisory note.



C. _____ _____ credit cards in her office.



D. _____ _____ dataphones in the supermarket.



E. _____ _____ a bill in my desk.



F. _____ _____ a budget



G. _____ _____ checks on my wallet.



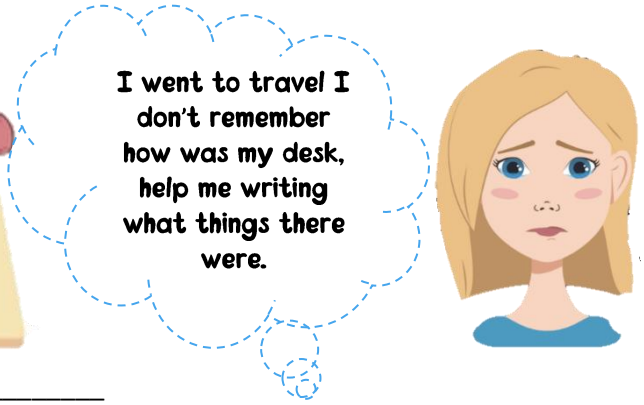
H. _____ _____ a sale in my company.



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

2) Create and write sentences with there was and there were.





A. _____
B. _____
C. _____
D. _____
E. _____
F. _____
G. _____
H. _____

3) Change the sentences into the plural form. **(Remember change the verb to be too)**

✓ There is a book on the table. There are books on the table.



A. There wasn't a child in the park.
B. There isn't a credit card.
C. There was a party yesterday.
D. Is there a budget in your company?
E. This is the worst day of his life

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

4) Change the sentences into the singular form. **(Remember change the verb to be too)**

✓ There were many birds in the forest. There was a bird in the forest.

A. There are wolves in our country.

B. Are there children from America?

C. There weren't potatoes in the fridge.

D. There were rude people.

E. Are there boxes of milk ?

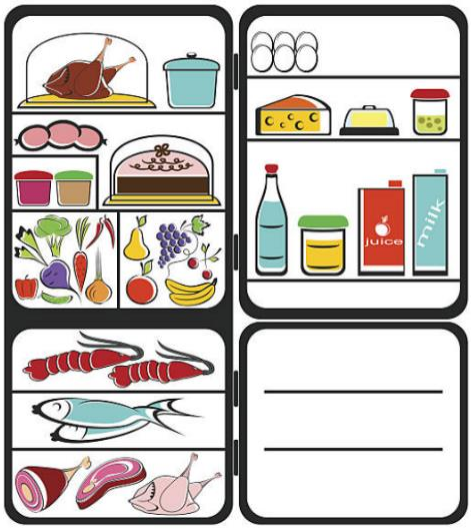
5) Create 4 questions about the fridge **(there is, there are)**

1)

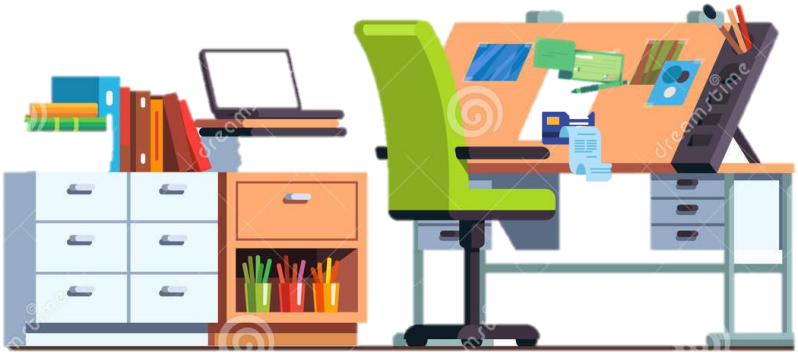
2)

3)

4)



6) Answer the questions according to the image.



A. Were there credit cards?
B. _____ , _____.

A. Are there cups of coffe?
B. _____ , _____.

A. IS there any computer?
B. _____ , _____

A. Was there a pencil on the table?
B. _____ , _____.

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To work: **This week**	In this opportunity, we will work **COUNTABLES AND UNCOUNTABLES NOUNS,** and using this vocabulary into conversations and also how to close a sale.

Name:_____ **Course:** _____

Countables and uncountables nouns

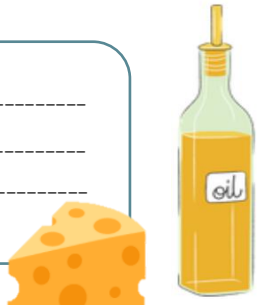
1) Write the difference between countable and uncountable nouns and then write three examples of each type.



Difference: _____

_____

_____



Countables	Uncountables
_____	_____
_____	_____
_____	_____

2) Write C for countable and U for uncountable.

1. Oil ☐
2. Children ☐
3. People ☐
4. Pepper ☐
5. Hapiness ☐
6. Fish ☐
7. Onions ☐
8. Water ☐
9. Cheese ☐
10. Chicken ☐
11. Meat ☐
12. Knowledge ☐
13. Banana ☐
14. Money ☐
15. Pride ☐
16. Potato ☐

17. Love ☐ 18. Ideas ☐

19. Shop ☐ 20. Butter ☐

3) Complete the dialogue with how much or how many.

Dad: Ok, Luca, _____ _____onions do you need? 

Luca: Um, just one onion, I think.

Dad: Very good and _____ _____ cheese? 

Luca: My mom said about 100 g cheese.

Dad: 100g…? Ok, It's dine.Now, _____ _____ tomatoes? 

Luca: We need 10 tomatoes.

Dad: What about spaghetti, _____ _____ spaghetti do we need?

Luca: We don't need to buy any. We have some at home. 

Dad: Perfect,the last thing is meat. _____ _____ meat do we need?

Luca: Meat? Oh, 500g! That's enough 

4) Write the correct unit of measurement in English.

A. Milímetro: _____

B. Centímetro: _____

C. Metro: _____

D. Libra: _____

E. Onza: _____

F. Taza: _____

G. Miligramo: _____

H. Gramo: _____

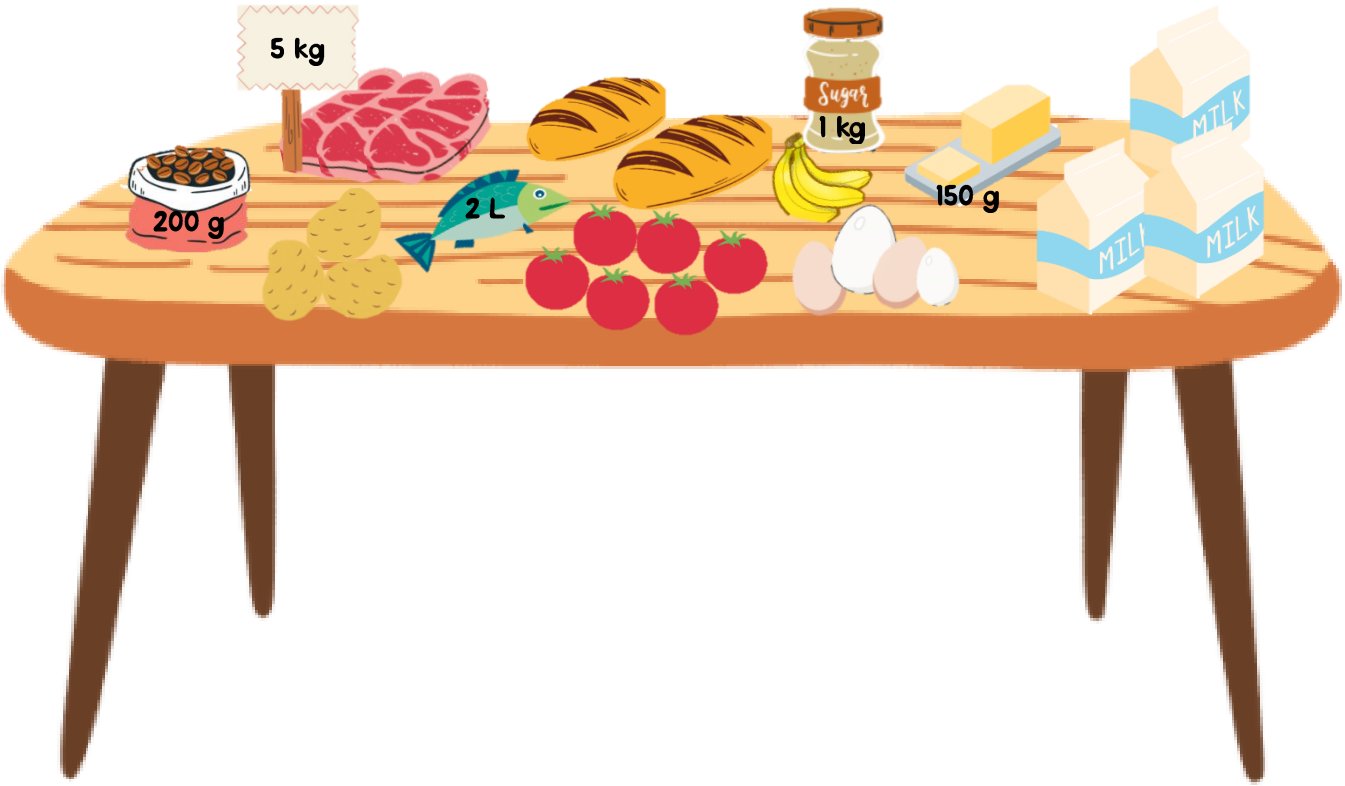
I. Kilogramo: _____

J. Mililitro: _____

K. Litro: _____



5) How much food is on the table? Choose how much or how many and complete the the answers.



A. How much / How many tomatoes are there? There are _____ tomatoes.

B. How much / How many milk is there? There are ____ _____ of milk.

C. How much / How many bread is there? There are _____ _____ of bread.

D. How much / How many eggs are there? There are _____ eggs.

E. How much / How many coffee is there? There are _____ _____ of coffee.

F. How much / How many sugar is there? There is _____ _____ of sugar.

G. How much / How many butter is there? There are _____ _____ of butter.

H. How much / How many potatoes are there? There are _____ potatoes.

I. How much / How many meat is there? There are _____ _____ of meat.

6) Write the steps to close a sale.

