



PROCESO GESTIÓN DEL TALENTO HUMANO

FORMATO INFORME MENSUAL EJECUCIÓN CONTRACTUAL

Bogotá y 22 de octubre de 2023

Señor

ROBERTO MARTINEZ CASTRO

SUPERVISOR CONTRATO No. **CO1.PCCNTR.5225933**

Coordinador Académico Jornada Madrugada

Dependencia Jornada Madrugada

Bogotá

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

Referencia: No **CO1.PCCNTR.5225933** 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 QUINIENTOS CUARENTA Y SIETE MIL NOVECIENTOS CINCUENTA Y UN PESOS (\$20.547.951) 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 JULIO de 2023, por valor de Un Millón Ochocientos Ochenta MIL Doscientos Cinco pesos (\$1.880.205) M/cte. b) CUATRO (4) pagos iguales correspondientes a los meses de AGOSTO a NOVIEMBRE de 2023, por valor de Cuatro Millones Veintinueve mil Diez pesos (\$4.029.010) M/cte. cada uno. c) UN (1) pago final correspondiente al mes de DICIEMBRE de 2023, por valor de Dos Millones Quinientos Cincuenta y Unos Mil Setecientos Seis pesos (\$2.551.706) M/cte.

Plazo: Será hasta el 19 de diciembre 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, subsele 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 Específicas: (Transcriba las obligaciones específicas del contrato, dentro del siguiente cuadro)

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	FECHA DE DESPLAZAMIENTO INICIAL	FECHA DE DESPLAZAMIENTO FINAL
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. **7897286132** de la planilla, operador SOI y periodo septiembre. (Decreto Ley 2106 de 2019 – “Decreto Ley Antitrámites”)

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.5225933 de 2023

Coordinador Académico Jornada 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.



Description :

Type of
leadership:

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

Dino

Pedro

Vilma

Betty

Pablo

Pebbles

Ban-Ban

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 / ?

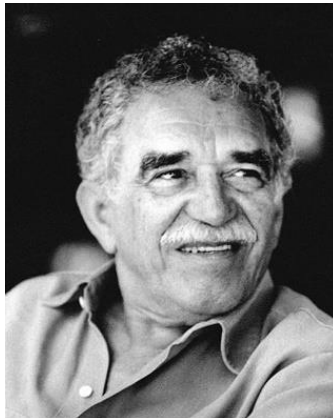
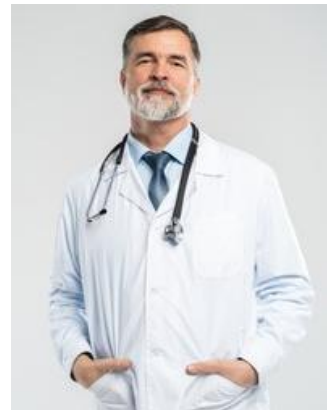


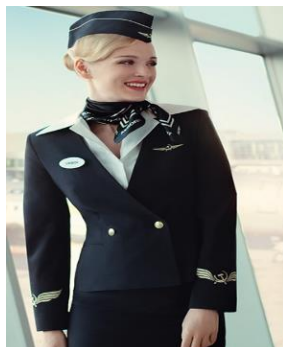


- 6) **Introduce yourself** : What do you do?, how old are you?, are you a leader? and finally describe your personality and your appearance.



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





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



To work

This week, we will practice demonstratives using office vocabulary and describing with leadership vocabulary.

GOOD LUCK !

Demonstratives

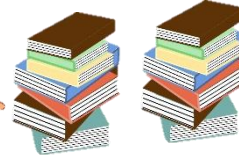
Name : _____ Course: _____

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

A. _____ are staplers



1. _____ my homeworks.



2. _____ her calculator.



3. _____ chairs.



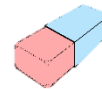
4. _____ a pen.



5. _____ a clock.



6. _____ an eraser.



7. _____ keyboards.



8. _____ my lamps.



9. _____ my desks.

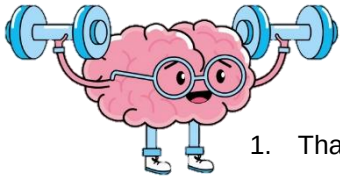




10. _____ his rulers. 



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 demonstrative

Across:

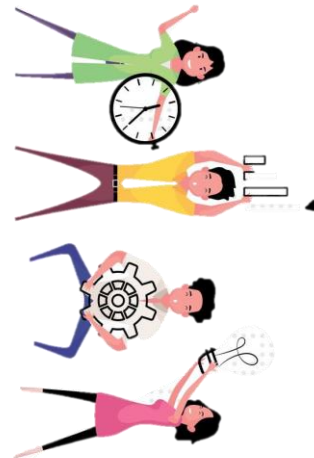
a) People, places or things far from you.

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

Don't forget!

✓ Across: Horizontal

✓ Down: Vertical

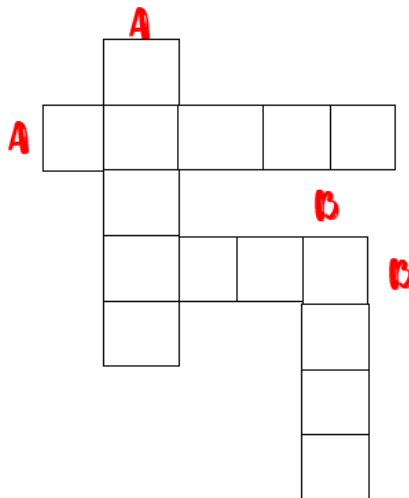




Down:

a) People, places or things near from you.

b) People, places or things far from you.



5) Choose the correct demonstrative.

_____ (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 demonstratives adjectives: (that , those, these, this)

1)

2)

3)

4)





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

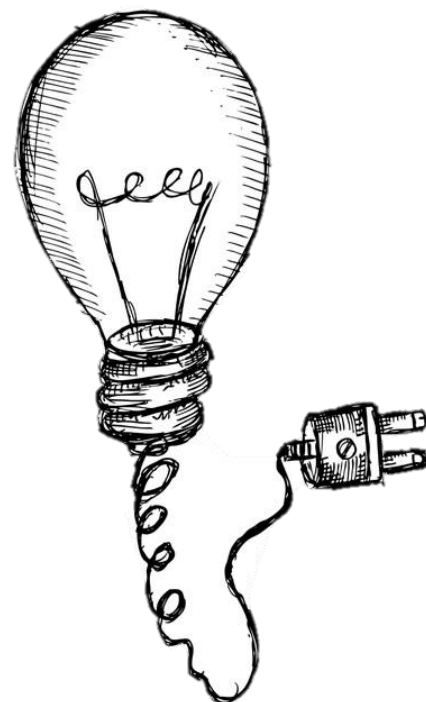
3) I wash my clothes by _____.

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

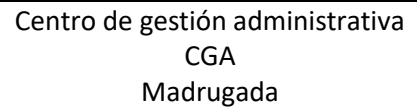
3) Organize the sentences.

1) don't / me / you / call

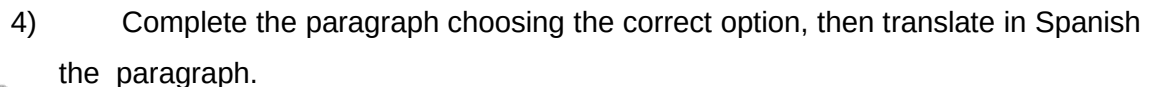
2) Mr.Smith /boss / Kate's / is

3) colleague / Larry's / Teresa / is





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_____ (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 :

[illegible]



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.

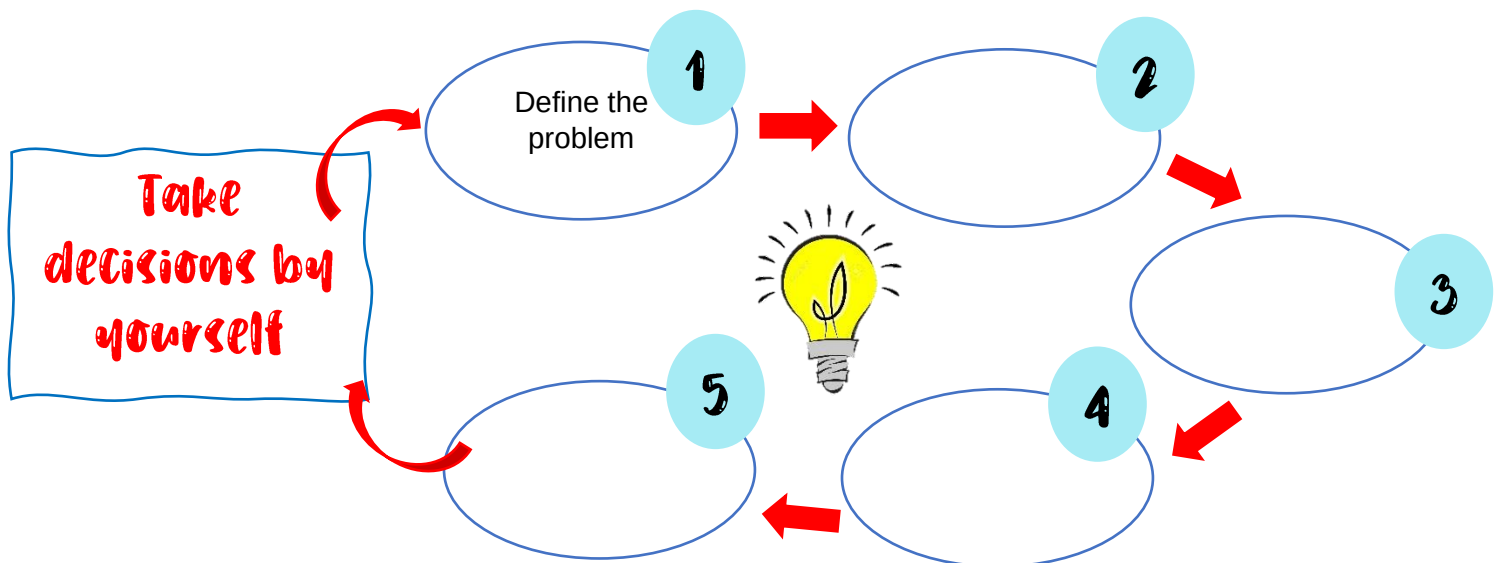


_____.



6) Complete the process to make decisions for yourself

How to make decisions for yourself





To work

This week, we will practice the Simple Present, using leadership and teamwork vocabulary, we will also learn to create a daily routine and finally we are going to remember the hours.

GOOD LUCK

Simple Present

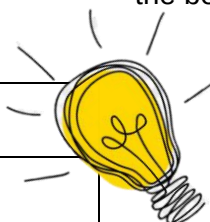
Name: _____ Course: _____

1) Choose and write in the correct form the verb in each sentence.

1. Sarah _____ (Help/ make) good decisions in her company.
2. They often _____ (Read/ hear) books about Leadership
3. I _____ (Forget / hear) the opinion of my team.
4. Jhon always _____ (Work/ Improve) as a team.
5. We _____ (Inspire / take) people with our attitude and talent.
6. Mary _____ (Take / make) immediate action in her workgroup.
7. Jane _____ (Help - read) his group with his skills.
8. We _____ (Work / Believe) in our talent and strengths.
9. He _____ (Take/ Improve) his weaknesses.
10. always _____ (Have - drive) the best attitude in my workteam.

Recycle this vocabulary

- ❖ Leadership : Liderazgo
- ❖ Workteam : Grupo de trabajo
- ❖ Strengths : Fortalezas
- ❖ Weaknesses: Debilidades
- ❖ Skills = Habilidades





2) Create an acrostic about Leadership.

L

Listen to others

E

A

D

E

R



3) Organize the next sentences in simple present.

a) she / does/ up / get / early ?

b) do / they / not / brush / teeth / their

c) I / have / do / lunch / not / at / 2:00 pm

d) every day /she / English / studies /



e) my brothers / do / ? / watch / movies / romantic /

4) Write the verbs in 3rd person.

❖ Teach =

1) Watch

2) Read

3) Cry

4) Study

5) Buy

6) Fly

7) Brush

8) Work

9) Improve

10) Have

5) Write your daily routine, use all verbs in the box and finally you can add more verbs and use the hours .

Take a shower – brush my teeth – get dressed- have breakfast – have lunch – get up- have dinner .

My Daily Routine:





6) Create negative, affirmative and interrogative sentences following the instruction using the verbs in parentheses

A) **(Fly)** Affirmative :

B) **(Take a shower)** Negative:

C) **(like)** Interrogative:

D) **(eat)** Affirmative:

E) **(No)** Negative

7) Write the next hours.



12:00 pm

It's

2:15

It's

3:00

It's

1:30

It's

12:00 am

It's

1:40

It's

1:45

It's



To work

This week, we will practice Simple Past, the regular and irregular verbs, we also are going to write an experience in which you could resolve a problem, and finally we will practice the wh in simple past.

GOOD LUCK !

Simple Past

Name: _____ Course: _____

- 1) Search in the letter soup the verbs in past, then change each verb into the past form.



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





- | | | | |
|----------|----------------------|-------------|----------------------|
| 1) Go | <input type="text"/> | 9) Read | <input type="text"/> |
| 2) Do | <input type="text"/> | 10) Wake Up | <input type="text"/> |
| 3) Write | <input type="text"/> | 11) Get up | <input type="text"/> |
| 4) Drive | <input type="text"/> | 12) Take | <input type="text"/> |
| 5) Drink | <input type="text"/> | 13) Is | <input type="text"/> |
| 6) Study | <input type="text"/> | 14) Eat | <input type="text"/> |
| 7) Come | <input type="text"/> | 15) Watch | <input type="text"/> |
| 8) Make | <input type="text"/> | 16) Are | <input type="text"/> |

2) Complete the sentences , put the verb into the correct form positive or negative .

- ✓ It was warm , so I _____ off my coat. (Take - positive)
- ✓ The film wasn't very good . I _____ it very much. (Enjoy – negative)
- ✓ I was very tired, so I _____ to bed early. (Go – positive)
- ✓ The bed was very uncomfortable, so I _____ very well. (Sleep – positive)
- ✓ We went to Sarah's house but she _____ at home. (Be – negative)
- ✓ She _____ a cake one year ago. (Buy – positive)
- ✓ The hotel wasn't very expensive. It _____ very much. (Cost – negative)



3) Organize the questions in simple past.

A. Go / where / you / did / night / last / ?



B. Did / eat / yesterday / what / she / ?

C. Did / study / English / he / last / night / ?

D. Did / when / they / a / letter / write / ?

E. Your / did / when / visit / grandma / you / ?

F. What / wake up / time / did / you / yesterday / ?



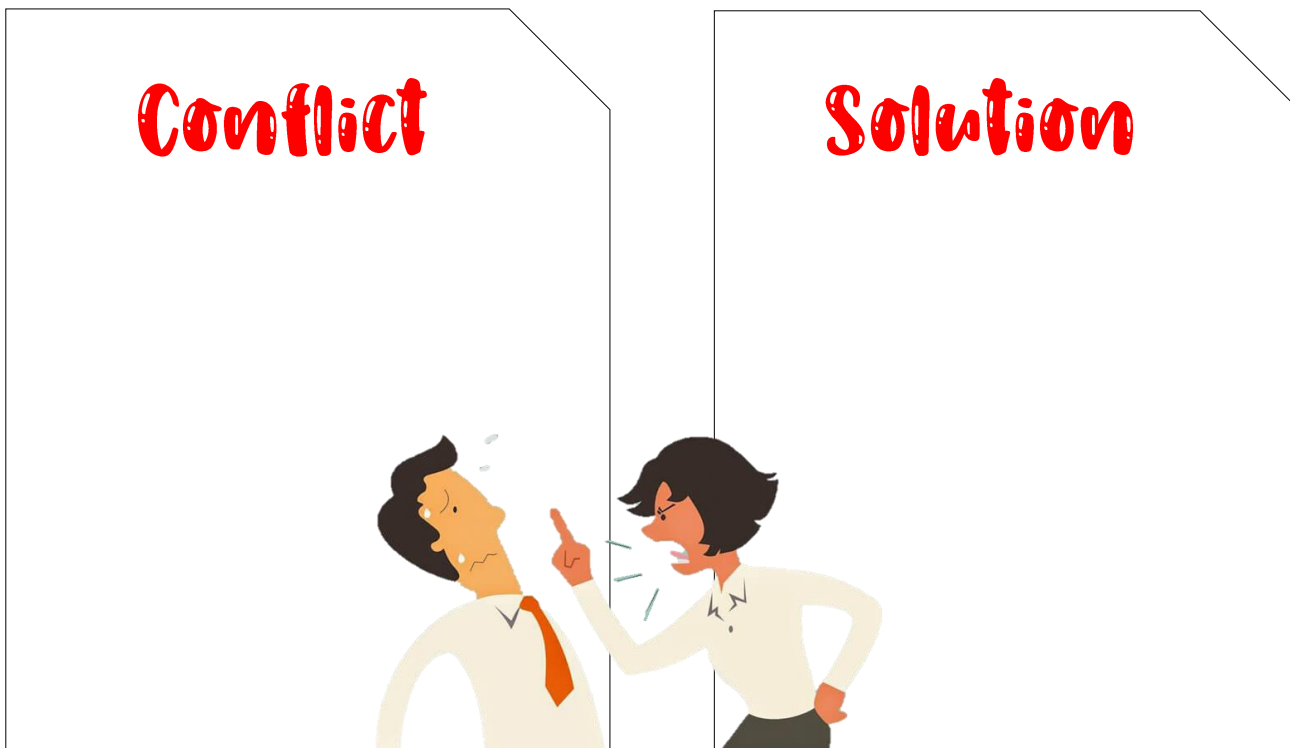
4) Complete the e-mail. Use the simple past tense and the past tense of be.

< INBOX (12)

AV

Hi, Lucille: Yesterday was a really nice day. I early, my teeth,
..... breakfast, and my house—all before 8:30. Then I
until noon. After lunch, I to the weather report, and the weather
warm. I all my grandchildren here. They here in the afternoon.
We together for a while, and then the younger children a nap.
The older ones to the park and soccer. At the end of the day, I
..... dinner for all the children. They the dinner because it was pasta.
The kids everything and more! Great day!
Brian

5) Write an experience in which you have solved a conflict and how did you do it.



6) Complete the conversations using the simple past tense.

Conversation # 1 :

a) Where _____ (your family / go) last weekend?

b) We _____ (go) to the movies, and we _____ (see) a family movie.

a) _____ (be) it good?

b) Yes , the movie _____ (be) really funny.

a) _____ (you / go) out to eat after the cinema?

b) Yes , we _____. We _____ (eat) Indonesian food, it _____ (have)
a lot of pepper.





- a) But I _____ (think) , your husband _____ (not like) peppery food.
- b) Actually, he _____ (eat) a little, and he _____ (say) , that the food _____ (be) good.

Conversation # 2 :

a) _____ (who / take) out the garbage this morning?

b) Actually, David _____ (do).

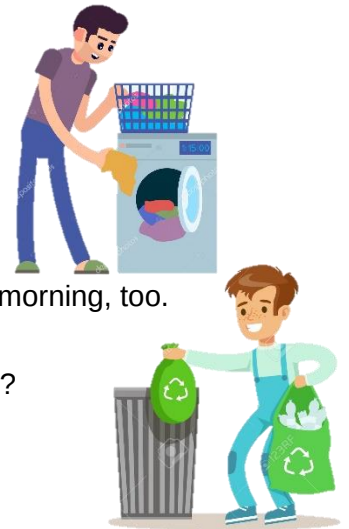
a) And, _____ (who / do) the laundry.

b) I am not sure but I think David _____ (do) the laundry this morning, too.

a) That's great. But _____ (you / do) any household chores?

b) Me? Last week, I _____ all the chores:

I _____ (go) shopping, and I _____ (come) home early, I _____ (take) out the garbage, I _____ (do) the laundry , I _____ (wash) the dishes, and I _____ (make) the dinner all the week.



Recycle this vocabulary

- ✓ **Take out the garbage:** Sacar la basura.
- ✓ **Household chores:** Tareas de la casa.
- ✓ **Do the laundry:** Lavar la ropa.
- ✓ **Peppery food:** Comida picante.