



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Tacloban City

Board of Regents

RESOLUTION NO. 2023-173

A RESOLUTION APPROVING THE OFFICE OPERATIONS MANUAL FOR EXTENSION SERVICES OF EASTERN VISAYAS STATE UNIVERSITY, SUBJECT TO APPLICABLE LAWS, RULES, AND REGULATIONS

WHEREAS, Section 2 of the Republic Act No. 9311 mandates the University “to undertake research and extension services and provide progressive leadership in its areas of specialization”;

WHEREAS, the Office of Extension Services (OES) is the university’s implementing arm responsible for ensuring that targets and deliverables on extension programs, projects, and activities are met;

WHEREAS, the Office Operations Manual for Extension Services is intended to serve as the guidebook in proposing, implementing, monitoring, evaluating, and reporting extension programs/projects/activities;

WHEREAS, overarching university policies that may be referenced and/or linked from the different colleges/departments that describe procedural implementation practices are supplemented in this Manual;

WHEREAS, the Manual conforms with the ISO Quality Management System Standards foregrounding herein the extension program framework of the University;

WHEREAS, the Learning and Development plan and rewards and recognition for extension workers are also given emphasis in this manual;

WHEREAS, the Board required a template for documenting extension programs to be attached to the Manual before final printing and circulation;

WHEREAS, the Board Committee on Research and Extension reviewed thoroughly and endorsed favorably the herein-stated matter to the Board of Regents for approval;

WHEREAS, the Administrative Council endorsed strongly the herein-stated matter to the Board of Regents for approval;

NOW, THEREFORE, upon motion of Hon. Ariaso, duly seconded by Hon. Caidic:

BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the EVSU Board of Regents approves the Operations Manual for Extension services, subject to applicable laws, rules, and regulations.

CERTIFIED TRUE PHOTOCOPY
GERALD JAYSON B. BALANCA, PhD
University / Board Secretary

RESOLVED FURTHER, that a copy of this Resolution be furnished to all concerned.

RESOLVED MOREOVER, that copies of the Manual be provided to all colleges and campuses for information and reference.

Adopted/Approved this 5th day of September 2023 during the **96th Regular Meeting (3rd Quarter CY 2023)** of the EVSU Board of Regents held at the CHED Central Office, Diliman, Quezon City (*Hybrid Conferencing*).

HON. J. PROSPERO E. DE VERA III, DPA
Chairman, Commission on Higher Education
Chairperson, EVSU Board of Regents

HON. DENNIS C. DE PAZ, PhD
University President III
Vice-Chairperson, EVSU-BOR

HON. FRANCIS JOSEPH G. ESCUDERO
Chairperson, Committee on Higher,
Technical and Vocational Education
Senate of the Philippines, 19th Congress
Congress

Member

Represented by:

HON. ERIC N. ASEO

HON. MARK O. GO
Chairperson, Committee on Higher
and Technical Education
House of Representatives, 19th

Member

Represented by:

HON. LUNINGNING B. LARIOSA

HON. ERNESTO M. GRANADA
Regional Director, DOST RO 8
Member

(ABSENT)

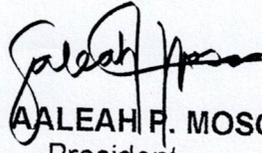
HON. MEYLENE C. ROSALES
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HON. DANIEL A. ARIASO, SR.
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EVSU Federation of Alumni Associations, Inc.
Member

HON. SAMUEL M. PAETE
Private Sector Representative
Member

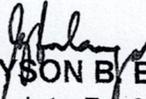
HON. CLEOFE T. CAIDIC
President
Federation of EVSU Faculty Associations
Member

CERTIFIED TRUE PHOTOCOPY
GERALD J. BALANGA, PhD
University / Board Secretary



HON. AALEAH P. MOSCA
President
EVSU Federation of Student Government
Member

I hereby certify the correctness of the foregoing Resolution No. 2023-173 as duly approved by the EVSU Board of Regents during the 96th Regular Meeting (3rd Quarter CY 2023) held on September 5, 2023, at the CHED Central Office, Diliman, Quezon City (Hybrid Conferencing).



GERALD JAYSON B. BALANGA, PhD
Associate Professor V
University/Board Secretary



OFFICE OF THE EXTENSION SERVICES

Operations Manual for Extension Services

1. General Information of the University

1.1 Brief History

The **Eastern Visayas State University** had its humble beginnings in 1907, as a part of the Provincial school. It became a separate educational entity in 1915 and was renamed as the Leyte Trade School funded by the Provincial government. In 1953, after thirty-eight years, it was renamed as the National Provincial Trade School by virtue of R.A. 406 funded jointly by the National and Provincial Government to cover a wider curricular area. In 1961, the Congress of the Philippines passed Republic Act 1516 converting it into the Leyte Regional Arts and Trades and authorizing it to become a training institution, for vocational and industrial education in Eastern Visayas. Finally, Republic Act 4572 enacted by the congress of the Philippines which took effect in the school year 1965-1966 further converting the school into a chartered college. It was renamed the Leyte Institute of Technology, an institute of higher learning committed to the service of a larger academic area of responsibility.

For SY 1999-2000, LIT has its satellite campus, the Ormoc satellite Campus. In 1999, pursuant to the provisions of RA 7722, 8292 and 8745 and Board Resolutions No. 59, Series of 1999, two CHED Supervised institutions (CSIs) in Leyte, namely the Leyte College of Arts and Trades and the Burauen Polytechnic College were integrated to LIT. The LIT Dulag Campus started in SY 2000-20001. The Carigara School of Fisheries was integrated to LIT, the second phase of CSIs institution to SUCs.

In 2002-2003, LIT had continued accomplishing its significant role and responsibility to the people in the region. The introduction of new programs, technological and business, the realignment of courses, and high-passing percentage of the engineering and other professional programs established a great challenge and gigantic responsibility to the institution.

Finally, in 2004, Republic Act 9311 converted the Leyte Institute of Technology, into Eastern Visayas State University, a challenge to serve Eastern Visayas, through academic excellence and technological development.

1.2 Vision

A Leading State University in Technological and Professional Education.

1.3 Mission

Develop a Strong Technologically and Professionally Competent Productive Human Resource Imbued with Positive Values Needed to Propel Sustainable Development.

1.4 Core Values

EXCELLENCE
VALUE-LADEN
SERVICE-DRIVEN
UNITY IN DIVERSITY

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1.5 Quality Policy

We are committed to provide quality education integrating our core values in the performance of our mandate for academic excellence and humane service.

We are committed to demonstrate abilities in fulfilling applicable statutory and regulatory requirements, with an overall focus on risk-based thinking and on customer satisfaction. With strong leadership and unified efforts, we put premium on revitalized instruction, relevant extension, intensified research, optimized production, and expended development initiatives.

We are committed to continual improvement recognizing changes as opportunities at hand. With the established Quality Management System as foundation and guide for actions, we take further steps toward becoming the leading state university.

2. Organizational Structure

The Office of the Extension Services (OES) is headed by the University President through the Vice President for Research, Development and Extension Services.

The functional organizational structure of the Office of Extension Services is composed of the following:

1. Office of the Vice President for Research and Development and Extension (OVRPDE);
2. Director for Extension Services;
3. Head for Knowledge Management and Assessment Unit;
4. Head for Program Development and Linkaging Unit
5. Head for Technical Support Unit
6. Head for Research and Extension (for each college in the main campus);
7. Head for Extension Services (For external campuses)
8. Extension Program Coordinator.

3. Legal and other Foundations of the Extension Services in the University

3.1 1987 Philippine Constitution

The 1987 Philippine Constitution provides that the state shall encourage non-formal and indigenous system as well as self-learning, independent, and out-of school study programs particularly those that respond to community needs and provides adults citizens, the disabled and out-of-school youths with training in civics, vocational efficiency, and other skills (Article XIV, Section 2).

3.2 Republic Act No. 8292

An act providing for the uniform composition and powers of the governing boards, manner of appointment and term of office of the President of chartered State Universities and Colleges (SUCs), and for other purposes. It aims to establish research and extension centers in State Universities and Colleges (SUCs) where such will promote the development of the other. To develop consortia and other forms of linkages with local government units institutions and agencies, public and private, local and foreign, in furtherance of the purpose and objectives of the institution.

3.3 Republic Act No. 7836

The Republic Act No. 7836 or the Philippine Teachers Professionalization Act of 1994, the Code of Ethics for Professional Teachers cites their significant role of teacher in community development. Every teacher shall provide leadership and initiative to actively participate in
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community movement for moral, social, educational, economic and civic betterment (Article III, Section 2). It characterizes teachers as intellectual leaders in the community especially in the barangay who shall welcome the opportunity to provide such leadership when needed to extend counseling services, as appropriate and to actively be involved in matters affecting the welfare of the people (Article III, Section 6).

3.4 The Department of Budget and Management Circular No. 1A Series of 2003

An extension program is defined as a set of activities aimed to transfer knowledge or technology or to provide services to the community in consonance with the programs offered. The extension program is conducted not as a part of academic requirement, but as an outreach towards the improvement of the community's quality of life.

4. The Extension Programs and Framework

The extension programs of the university will center on **Community Continuing Education Program, Community Partnership Program, Capability Building Program, Expanded Linkages and Network, and Information Dissemination**. This will be realized through an extension framework dubbed as **EVSU's H-E-A-R-T (Human Empowerment, Advancement, Reform, and Transformation)** which envisions to transform communities of **E-A-R-T-H (Empowered, Advanced, Reformed, and transformed Humanity)** after years of conducting sustainable and impactful extension Programs, Projects, and Activities (PPAs) to adopted barangay which embraces the principle: **One EVSU, One H-E-A-R-T, One Community and Beyond!** Each campus of EVSU shall focus but not limited to one community only for an impactful extension works. The following extension programs and projects will serve as extension arms in realizing the extension thrusts of Eastern Visayas State University:

1. CAS PWEDe (*People Working for Empowerment and Development*) Program
2. COE EXTENDS (*Expanded Technology Engagement through Innovative Development Strategies*) Program
3. THINK-IT (*Transfer of Technology Innovation and Skills Training through Information Technology*) Program
4. COT- INSPIRE (*College of Technology-Institutional Niche Service Program Integration of Research in Extension*) Program
5. HRND-ASPIRE (*Aims to train Sustainable Food Producers Initiating Reform and Enhancement*) Program
6. COT-COTC (*College of Technology - Convergence Outreach through Technology for the Community*) Program
7. COED- MAESTRAH (*Makers of Educational Success in Techno Skills, Reading, Arithmetic and Health*) Program
8. C.O.B.E. – C.B.E.G.R. Program (*College of Business and Entrepreneurship – Capacity Building for Economic Growth and Resiliency*) Program
9. CAAD-DISENIO (*Designing Innovative Solutions through Extension Nestled on Inclusive Outreach*) Program
10. G.R.A.D.U.A.T.E. (*Growth and Development for Underserved Areas in Tacloban and Eastern Visayas*) Program
11. TINDOG (*Technology Integration and Development for Opportunity and Growth*) Program
12. BASCoG (*Bureau Advancement Thru Sustainable Community Governance*) Program



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13. **CHER UP** (*Carigara Households Empowerment for Rural and Urban Productivity*) Program
14. **E.L.E.V.ate – O.C.** (*Empowerment and Livelihood Enhancement of the Vulnerable Sectors and Communities of Ormoc Campus*) Program

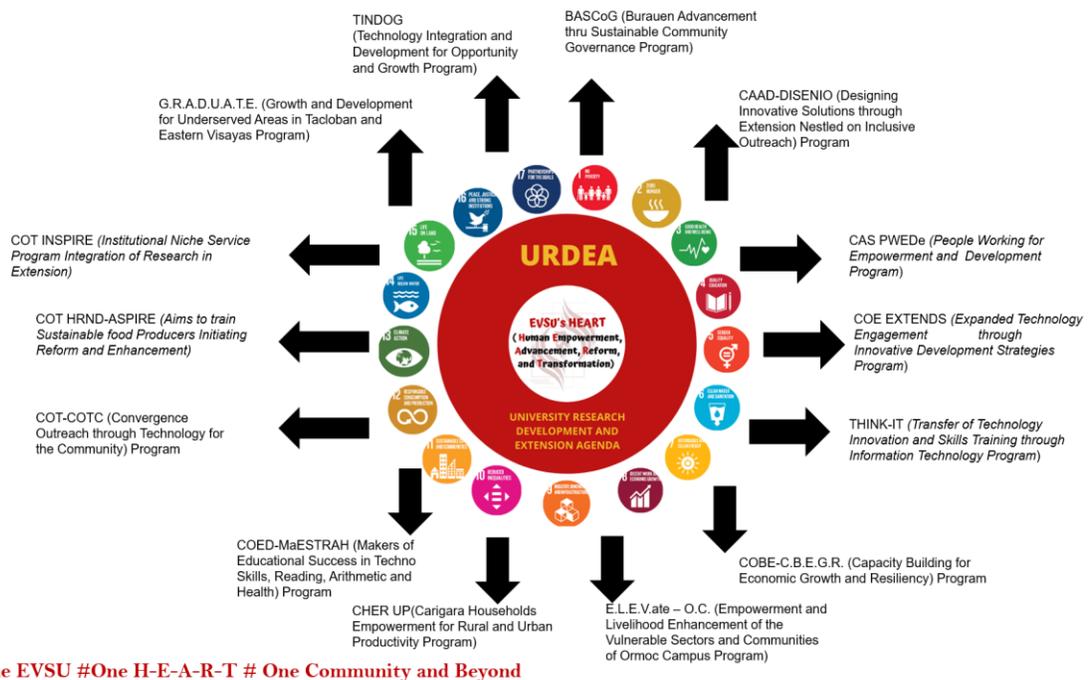


Figure 1. EVSU's Institutional Extension Program Framework

5. Extension Agenda

The Extension Agenda of the University is embodied in the URDEA or the University Research, Development, and Extension Agenda. The principal thrusts of the Research, Development and Extension Office is generally based on research and extension programs that speaks the socio-economic improvement of the quality of life of the people in the region, believing that it would consequently impact on the economic development of the country as well. Inherent in the program are research and extension projects that are basically anchored on the advancement of new knowledge, innovative technology, development of novel skill/competence, and inventive product development that can be utilized by the community and can be used for product commercialization. URDEA abides by the concept and principled practice of putting EVSU into the heart of the community (communiversidad) and employs resources convergence from among agencies with parallel passion. EVSU adopts the following thrusts for establishing priorities in developing, processing and funding research and development and extension programs and projects:

- **Poverty Reduction;**
- **Food Security;**
- **Nutrition and Health;**
- **Climate Change Adaptation and Disaster Mitigation Management.**
- **Inclusive Economic Growth;**
- **Good Governance and Public Resource Management;**
- **Human Capital Development;**
- **Gender and Development;**
- **“Waray” Culture and Arts;**

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The RDE agenda of the institutional partners, project collaborators and other client organizations (local or international), as may be determined by the University RDE Council (URDEC), shall likewise form part of the University's URDEA. The core of the extension agenda in particular is the EVSU's H-E-A-R-T inspired by the URDEA which embody the United Nation's 17 Sustainable Development goals:

6. GUIDELINES IN THE CONDUCT OF EXTENSION SERVICES

The extension function of the university shall be delivered and pursued under the following service guidelines of the SIX ECOSYSTEMS OF EXTENSION.

6.1 For research-based extension Programs/Projects/Activities:

As a general rule, all regular faculty members of the university regardless of their academic ranks are mandated to participate actively in the conduct of extension programs, projects, and activities. All extension programs, projects and activities (PPAs) must be consistent with the extension framework of the university which is EVSU's H-E-A-R-T (Human Empowerment, Advancement, Reform and Transform), University Research, Development, and Extension Agenda (URDEA), and United Nation's 17 sustainable goals. It must also be program specific which means that extension PPAs must be aligned and relevant with the curricular programs being offered in each college. Memorandum of Agreement/ Understanding shall always be forged with the partner communities or agencies. Extension programs must be pluralistic, participatory and science or research-based. One shot or sporadic extension activities are discouraged since it does not create an economic impact or lasting transformation on the part of the target clients. **For emphasis**, each campus of EVSU shall focus but not limited to one community only for an impactful extension works.

6.1.1 An extension proposal must be based on research or community needs assessment conducted by specific program, college, or institution. Memorandum of Agreement or Memorandum of Understanding must be secured prior to the start of any implementation of extension activities. Responsibilities of both parties stipulated in MOAs/MOUs must be strictly followed.

6.1.2 The proposal will undergo a college-based review by the extension coordinator, Department Head, and College Dean/Campus Director (for external campuses). After which, signatures will be affixed signifying that the proposal has undergone scrutiny from the college/department level.

6.1.3 Proposals of extension PPAs must be submitted to the office of the extension director for the main campus/extension head for external campuses for review purposes using the prescribed Program/Project/Activity Design. The extension director will now check the quality of the proposal with its attachments such as community needs assessment, research where the proposal is based, MOAs/MOUs, and the budgetary requirements. If the documentary requirements are complete, the extension director will now endorse the proposal to the Vice President for Research, Development and Extension Services.

6.1.4 The Vice President for Research Development and Extension Services will also endorse the proposal to the University President for Approval.

6.1.5 After the approval of the proposal, Notice to Proceed will now be made by the Director for Extension for the immediate implementation of extension PPAs. Special Order by the University President will now be given to Program Leader, Project Leader, or extension workers to know their functions and responsibilities.

6.1.6 All extension workers who will be deployed to the service areas or adopted community shall secure first authority to travel from the Extension Director and Vice President for Research and Extension Services as basis of a travel order approved by the University President. All extension workers shall be on official business and may claim travel allowances subject to auditing and accounting rules and regulations.

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6.1.7 Monitoring shall be done in two levels. The first level will be composed of the extension coordinator, department head, and the college dean. The second level will be composed of the Extension faculty, Director for Extension Services, and the VP for Research and Extension.

6.1.8 Monitoring results will now then be used for catch-up planning and improving the conduct of extension PPAs.

6.1.9. Documentation at all times from planning, implementation, monitoring, and evaluation shall be strictly observed. An evaluation instrument must be administered to the participants to determine whether the objectives were met. As evidence or proof in the conduct of the extension activity, an attendance sheet and pictorial must be attached in the submission of the accomplishment report together with the summary of evaluation results.

6.1.10. A terminal report/ portfolio shall be submitted to the office of the Extension Services as basis in awarding CERTIFICATE OF COMPLETION signed by the University President upon recommendation by the Extension Director and the VP for Research and Extension.

6.2 For technical assistance

Technical assistance is given to the partner agencies or community partners that need technical expert services of the university. The following guidelines shall be adhered:

6.2.1 A letter request addressed to the University President/ Campus Director shall be made by the partner agency specifying therein the scope of technical expert services needed.

6.2.2 The University President/Campus Director shall immediately take action upon receipt of the letter request by making a referral slip to either the VP for Research and Extension or the Director for Extension for identification of extension program or project that can address the needed technical expert services.

6.2.3 The VP for Research or the Director for Extension shall now make a referral slip to the Program Leader thru the Dean of the College/Department Head for immediate action. The college/department shall now conduct an assessment with the requesting agency or community to know the extent or scope of technical assistance needed.

6.2.4 A MOA or MOUs shall be prepared by the College/Department.

6.2.5 An extension proposal must be framed by the college/department and same procedures will be followed **FOR THE RESEARCH-BASED EXTENSION PPAs.**

6.2.6 Documentation shall be observed at all times by the research coordinator of the college/department.

6.2.7 As impact assessment, the college/department shall secure either satisfaction survey or collect testimonies from those who availed of the technical assistance.

6.2.8 After which, a portfolio or terminal report will be submitted to the Office of the Director for Extension Services.

6.3 For Technical Advisory/Consultation

Walk-in clienteles or stakeholders shall be at all times be accommodated in all extension offices and personnel of the university.

6.3.1 A walk-in client who seeks assistance or consultation shall be given priority by all extension personnel.

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6.3.2 A consultant log shall be made available in the office.

6.3.3 A client's satisfaction form shall be accomplished by the walk-in client immediately after the consultation meeting.

6.4 For requested extension project/activity

- 6.4.1 A letter request from the community/industry/agency addressed to the University President to conduct an extension program must be given immediate action. The University President will now refer the letter to the Vice President for Research, Development and Extension Services or the Director for Extension Services for immediate action.
- 6.4.2 The Director for Extension Services will now convene with the concerned colleges or campuses to address the request and for planning purposes.
- 6.4.3 The college/department will now conduct the needs assessment in a form of a pretest or needs analysis survey to address in context the needs of the requesting agency/community/industry.
- 6.4.4 After which, signing of Memorandum for Agreement and Memorandum of Understanding must be forged prior to framing of program/project/activity design.
- 6.4.5 Extension proposal must frame based on the results of the needs assessment conducted. Same process shall be followed with the Extension Program/Project/Activity that are research based.
- 6.4.6 There must be a sense of urgency and utility for the university to engage in an extension activity in that particular locality based on the recommendations made in the survey. For externally funded extension activities, there must be a letter of intent to collaborate with the university duly approved by the university president stipulating therein the scope and extent of the involvement of the university's extension workers in the said project.
- 6.4.7 The concerned college/campus through its extension coordinator/head then prepares an program/project/activity design **at** least a month or as the need arises prior to the conduct of the actual extension and must secure approval from concerned authorities, that is, the dean, the director for extension, the vice president for research and extension, and finally the university president. The lead time of one month would allow the proponent to process and procure the needed goods and services that might be needed in the conduct of the extension activity.
- 6.4.8 Finally, a portfolio and a terminal report shall be submitted to the Office of the Director for Extension Services including therein documents from conceptualization, implementation, monitoring, and evaluation.

6.5 For externally-funded extension PPAs

Externally funded extension PPAs shall be treated as Institutional Extension PPAs. As institutional extension program or project, the following must be observed:

- 6.5.1 Selection of extension management staff shall be identified by the Research and Extension Council.
- 6.5.2 Selection of staff shall be based on the expertise needed of the externally-funded extension program and project. All selected management staff shall be given Special Order by the University President before the program or project commences.
- 6.5.3 A MOA/MOU shall be forged between the two agencies reflecting therein the responsibilities of both parties.
- 6.5.4 Monitoring in the conduct of externally-funded extension program/project shall be done regularly by the Extension Office of the University.
- 6.5.5 In the dispense of budget and other related expenses related to the program, adherence to the rules and regulations of auditing and accounting shall be strictly observed.

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6.5. 6 All other policies from planning, implementation, monitoring, evaluation, and reporting shall be strictly followed.

7. PARTS OF EXTENSION PROGRAM/PROJECT/ACTIVITY DESIGNS

7.1 The extension program design shall include the following:

- a. *Program Title.* The nature of and scope of the program shall be reflected in the program title.
- b. *Program Description.* Provides the nature and scope of the program particularly its primary purpose
- c. *Rationale:* Presents the justification and necessity of the program relative to the program beneficiaries.
- d. *Program Objectives:* Specify the general and specific expectations of the program from the extension providers' point of view.
- e. *Program Component.* This should identify the major projects to be undertaken in a particular program. Each projects component shall include the following:
 1. Project Title
 2. Project Description
 3. Projects Objectives
 4. Project Activities
 5. Project Staff
 6. Participants
 7. Venue and Duration
 8. Project Cost
 9. Addressed SDG:
- f. *Program Strategies:* This presents the major activities to be undertaken in the delivery of the program to the client-beneficiaries.
- g. *Program Management Staff.* Specifies the personnel involve in the implementation of the program and their corresponding duties and responsibilities.
- h. *Budgetary Estimates/Sources of Funds.* This part specifies and quantities the estimated budget for the program (cost of all projects) in terms of its operational expenses and personnel services.
- i. *Linkages and Support Units.* This point out the stockholders supporting the program and the nature of their support shared for the realization of the program.
- j. *Evaluation.* Defines the monitoring and evaluation activities to be undertaken during and after the program implementation.
- k. Linkages shall be established with government agencies, NGOs, Pos, and/or private individuals that will support the extension program developed.
- l. Budget clearance shall be sought from the University Budget Office for locally funded extension programs/projects.
- m. The Program Development Unit shall review all extension program/project developed by various department relative to its relevance, operational, feasibility, and expected impacts.
- n. All material resources for an approved extension program shall be properly requisitioned, purchased and acquired before its implementation.
- o. Farm and business advisory services shall deal not only with sharing technological information but linking market, investment and other strategic. Resources and support services with various stakeholders in agriculture and fisheries. It shall also cover the provision of financial and management advice especially to farmers and fisher folks' organizations.
- p. Training services shall cover and integrates pre-production, production, post-production and marketing concerns including social technologies (related social techniques/approaches like community organizing, extension-communication, conflict management, etc.) relevant to all commodities in agriculture and fisheries.
- q. An extension program shall be implemented as approved.

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7.2 The extension Project Design:

1. Project Title
2. Proponent/College/Faculty
3. Project Description
4. SDG Addressed
5. Rationale
6. Objectives
7. Methodology
8. Project Management Staff
9. Participants/venue/duration
10. Project Component/s
11. Budgetary Estimates/Source of funds
12. Linkages and Support Unit
13. Monitoring and Evaluation

7.3 The extension Activity Design:

1. Activity Title
2. Proponent/College/Faculty
3. Activity Description
4. SDG Addressed
5. Rationale
6. Objectives
7. Methodology
8. Activity Management Staff
9. Participants/venue/duration
10. Activity Component/s
11. Budgetary Estimates/Source of funds
12. Linkages and Support Unit
13. Monitoring and Evaluation

8. Extension Program Operations

Implementation of extension program shall be governed by the following guidelines.

1. Extension Program/projects should follow an educational approach.
2. All staff involved in extension should undergo training in extension approaches and methodologies. Extension services should see to it that a periodic training of staff should be conducted through seminar, symposia, fieldtrips and short training.
3. Extension programs/projects must have detailed methodologies from planning to evaluation.
4. Extension Services Office shall coordinate all extension activities in cooperation with the different academic departments.
5. Benchmark data should be taken before the start of all projects and an impact evaluation at the end of the project based on impact indicators.
6. Extension projects should complement/supplement the functions of other extension providers.
7. Due to limited funding, extension projects should give priority to fewer-strategically select locations for adequate funding and other support.
8. Approved budgetary allocation from specific extension projects should not be utilized for other purposes/projects.
9. Extension Services shall maintain a petty cash in an amount approved by the University President as standing fund for emergency expenses for a particular training or program. This will be followed in order to eliminate the problem when the need for emergency purchases arises. Even if there is already an appropriated budget for the particular training, there are still cases wherein emergency purchases are needed. Thus, strategic could be very helpful for the smooth flow of the course, to avoid interruptions in the training and to be able to attain the goals and objectives of the training. Although the amount that

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would extracted from standing shall be liquidated through reimbursement of emergency purchases and other incurred expenses.

10. The different colleges/academic departments conducting training should have proper coordination with Extension Services. Training proposals should be submitted to Extension services Office in at least two months before the projected date of training.
11. Budget appropriation on the proposed training should be within the limits of the allocated Extension budget of department. In some cases, if there is a need for a larger budget in the conduct of the training, the registration fees may be used to supplement the funds available for the training. Fund sourcing and link aging is also encouraged.
12. Production of information materials is the joint product of the subject matter specialists and the technology Packaging/Publication Unit of the Extension Services.
13. Impact assessment should be conducted within a reasonable period of time after the implementation of the program.
14. Walk-in or on-call advisory services should be coordinated and monitored by the Extension Services Office. A roster of available experts shall be maintained for quick referral. For businessmen/corporation clients, the services for the consultant/advisers should be paid at least on a minimal rate.

Honorarium-regardless of the source of funds and/or when funds are available, rate of honorarium of resource persons and personnel directly involved in a particular training shall be based on DBM's National Compensation Curricular.

Extension Service staff involved in training and those who are entitled to honorarium shall have Special Order from the University President. The Special Order shall specify the rate of honorarium.

Non-Extension Services staff tapped as resource persons for training shall receive honorarium ranging from P100.00 to 250.00 per hour depending on the educational attainment and expertise of the trainer if such training has government budget specifically of a requesting agency or sponsoring agency. However, for training that relies on income generated, the honorarium of the resource person shall be based on expertise, the funds the training generates and/or the availability of funds.

The conduct of training shall be the task of the different academic departments through extension coordinator/department head/college dean. The Extension Services Office shall function only in planning, coordinating, monitoring and facilitating the training. It will only initiate training when necessary.

Certification-Certificate of participation and/or completion shall be issued to all training participants who have successfully completed and attended 85% of the training duration and as certified by the trainer for their competence.

Certificate of Recognition Appreciation shall be given to all extension staff and resource persons as basis for the honorarium and proof of involvement and gratitude.

Financial Incentives to Extensionists

To incentivize the faculty, the following shall be adhered to:

On-Time Project Completion Incentive (OPCI)

The project is completed when the proponent extensionists present their full report in the Research and Extension Forum conducted by the Office of Research and Development and Extension, and submit the Terminal Report with the corresponding completed/accomplished certification from the VP for RDE/ Extension Director. The team proponents who have completed an approved RDE project earlier as scheduled shall receive Php 5,000.00 as financial incentive.



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Extension Program/Project/ Activity Completion Incentive

After the conduct of Extension Program, Project, or Activity the proponents shall be given a completion incentive based on the nature of extension.

For Program Completion Incentive – 15, 000.00

This shall be given to the program leader upon submission of portfolio/terminal report. The terminal report shall harmonize the different program components such the projects under one extension program. This includes documentary requirements from needs assessment/request, implementation, monitoring, to evaluation phase.

For Project Completion Incentive – 10,000.00

This shall be given to the project leader upon submission of portfolio/terminal report. The terminal report shall harmonize the different project components such the activities under one extension project. This includes documentary requirements from needs assessment/request, implementation, monitoring, to evaluation phase.

For Activity Completion Incentive – 5,000.00

This shall be given to the activity leader upon submission of portfolio/terminal report. The terminal report shall include documentary requirements from needs assessment/request, implementation, monitoring, to evaluation phase.

9. Monitoring and Evaluation of Implemented Extension Program/Project/and Activity

Monitoring of program and projects shall be done by the department/college extension officials composed of the extension coordinator/department head/college Dean as the first level of monitoring and evaluation. The second level will be done by the institutional extension officials composed of the extension faculty, extension director, and the VP for research and extension services.

1. **Monitoring and Evaluation-Two** (2) essential extension management tools with closely related concepts but follow a different procedure of doing it are monitoring and evaluation. These management tools primarily relate to the decision making of extension project managers, since the results of information gathered connote the pursuance, revision or discontinuing of the project/program. Constant monitoring and evaluating community-based extension projects is essential to ensure their success.

Program monitoring and evaluation refers to the procedures in determining the degree to which planned activities are in fact implemented

2. **Monitoring and Evaluating Programs/projects shall consider the following areas:**
 - a. **Objectives**-refers to the desired results of developmental activities. They are usually achieved through programmed projects.
 - b. **Inputs**-These refer to the resources that are used in order to attain the objectives. They usually come in the form of manpower, machines, materials, methods information, and time.
 - c. **Throughput**-This is the set of process that are undertaken to create the proper mix of the inputs in order to achieve the desired outputs.
 - d. **Outputs**-these are the immediate results of undertaking of a process or a combination of processes using appropriate inputs.
 - e. **Effects**- these are the natural or expected consequences of the use of outputs.
 - f. **Impact**-this refers to the consequences of effects. It is sometimes defined as effects. It is the explicit of results of ultimate changes in the living conditions of behavioral

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manifestations among the beneficiaries either partially or wholly caused by the project/program.

Extension program/project monitoring and evaluation determines whether the goods and services are delivered on time and satisfactorily to the beneficiaries and according to plan.

3. Monitoring and Evaluation of extension programs/projects shall contain the following:
 - a. Project Title
 - b. Background of the Project
 - ✓ When the project started?
 - ✓ When the project completed?
 - ✓ Who participated in the project?
 - ✓ How much budget is allocated?
 - c. Objectives of the Project
 - d. Inputs and strategies used to implement the project
 - e. Problems encountered during implementation (if any)
 - f. Results of the Project
 - g. Conclusion and recommendation
 - ✓ Importance and benefits of the project to the community
 - ✓ Should the project be continued?
 - ✓ What readjustments, if necessary to be made for future programming process with similar programs?

10. Human Resource Development for Extension Workers

The expanded commitment and activities of the Extension Services Office made it imperative to develop the expertise of its personnel. Hence, human resource development shall be one of its major concerns. The following are the programs that the Extension Services Office offers to its staff based on their needs and potentials.

1. Frequent sending of Extension services staff to trainings, conferences, symposia, and seminars for enhancing their expertise and acquisition of new helpful extension techniques. This may also help as a form of professional exposure and establishment of rapport to extension service providers with other academic institutions all over the country even abroad.
2. Conduct of observation and/or educational tours.

11. CONDUCT OF EXTENSION CONNECT: HONORING OF EXTENSION STAKEHOLDERS AND PROGRAM ADOPTERS OF THE UNIVERSITY

1. This is an activity where extension stakeholders specifically the adopters and partners will be recognized. All extension programs, projects, and activities will be exhibited during the day. Best practices of extension PPAs will be highlighted during the exhibit through a presentation with open forum. MOAs/MOUs will be renewed also during this day. Officials and organizations' leaders will be invited for this activity.

12. REPORTING SYSTEM OF EXTENSION PPAs

Reporting mechanism of on-going and completed extension PPAs shall be established for proper records management and reporting.

1. The extension office of the college/campus shall be responsible in submitting the reports using the monthly accomplishment report form of the extension office (Extension Form 014).



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2. The major final outputs (MFOs) of the extension services shall be completely reported by the college/department coordinator.

3. The Monthly/Quarterly/Midyear/Year-end accomplishment reports shall be submitted to the Office of the Director for Extension Services and shall be prepared by the department/college extension coordinator, noted by the department head, approved by the college dean/campus director.

4. The Office of the Director for Extension Services shall now consolidate (Extension Form 015) the Monthly/Quarterly/Midyear/Year-end accomplishment reports by college and by campus for submission to the VP for Research and Extension Services and to the Institutional Planning and Development Office.

5. The Office of the Director for Extension Services shall be the office that will release official extension information and data. Ranking of extension performance and productivity by campus and by college shall be done annually to know publicly what college or campus has the high contribution in the extension productivity of the university during management review as viable input in the planning and management action.