



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

2. Work toward Community Development of the PUP Campus Community using FSJ's Eight Empowerment Circles as life learning roadmaps;
3. Engage in Community Management (Property & Facilities) with the PUP campus as Estate using the FSJ SMILE CARD as the database, benefits and monitoring system as well as its title mechanism;#
4. Implement special projects and social enterprise initiatives (Inventor's fairs, technical plans/proposal, etc.) emanating from the actualization of FSJ's & Empowerment Circles;
5. Provide scholarships to deserving but financially handicapped students based on agreed commitments as to the number of scholar grantees;
6. Help in providing opportunities to the PUP campus community through its contact networks locally and globally.

PUP - CE/CAFA shall ...

1. Uphold and instill the Filipino Si Juan ideals, vision, mission, objectives, systems and culture in its campus community;
2. Commit to be active and pro-active Filipino Si Juan members involved in its various communities as volunteers and/or community leaders / organizers / enablers / resource persons;
3. Maintain an FSJ satellite office within the campus community;
4. Assist in the development and maintenance of the overall FSJ database and enterprise system as well as the FSJ website;
5. Conduct seminars and workshops related to its areas of expertise on-site or off-site to other FSJ communities and voluntarily offer its expert knowledge to Filipino Si Juan's projects and initiatives;
6. Include and integrate the FSJ Values program in its formal curriculum starting 2013;
7. Implement the FSJ title mechanism based on jointly agreed parameters.

IN WITNESS WHEREOF, we hereunto set our hands on this 1st day of February 2013 at here at the CEA Building Sta Mesa, City of Manila, Philippines.

By:

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

ENGR. GUILLERMO BERNABE
Dean, College of Engineering

ARCHT. TED VILLAMOR INOCENCIO
Dean, College of Architecture and Fine Arts

By:

FILIPINO SI JUAN COMMUNITY DEVELOPMENT ORGANIZATION, INC

MA. HIGINIA T. DE VILLA
National Chairperson, FSJ

MR. JEFF O. TABANA
Executive Director, FSJ



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (MOA) made and entered into by and between:

The POLYTECHNIC UNIVERSITY OF THE PHILIPPINES through the Office of the Vice President for Research, Extension and Development (OVPRED) with principal office address at A. Mabini Campus, Sta. Mesa, Manila represented its Vice President, DR. ANNA RUBY P. GAPASIN herein referred to as "UNIVERSITY".

And

The BARANGAY STO. NIÑO, SAN MATEO, RIZAL represented herein by its Barangay Captain, JOJO Y. JUTA, herein referred to as "BARANGAY".

WITNESSETH THAT:

WHEREAS, one of the objectives of the UNIVERSITY is to provide extension service programs to its target beneficiaries as it is dedicated to extend its expertise to the community through the Office of the Vice President for Research, Extension and Development through the EXTENSION MANAGEMENT OFFICE (EMO) and the College of Engineering to implement the project dubbed as *Salin-Kaalaman, Tungo sa Kaunlaran Program - An Expert Transfer of Technology*;

WHEREAS, the UNIVERSITY has chosen Barangay Sto. Niño as its extension partner through which Barangay Sto. Niño may tap qualified administrative staff and faculty members of the UNIVERSITY, where the latter will serve as consultants, resource speakers, and/or trainers to conduct trainings to help improve the quality of life of the constituents of said community;

WHEREAS, Barangay Sto. Niño has signified its intention to partner with the UNIVERSITY on collaborative undertakings and area where the expertise of the UNIVERSITY shall be utilized, subject to pertinent policy and guidelines of the UNIVERSITY and the terms and conditions provided herein.

NOW THEREFORE, for and in consideration of the foregoing premises, both Parties mutually agree as follows:

A. The UNIVERSITY shall:

1. Identify training needs of Barangay Sto. Niño;
2. Design such program related to the needs of Barangay Sto. Niño;
3. Conduct trainings necessary to the needs of the Barangay Sto. Niño;
4. Work collaboratively with the organization through its Officials and designated representatives;
5. Make available the expert services of its qualified administrative staff and faculty members from its various Colleges, Offices and Unit to Barangay Sto. Niño;
6. Provide training materials, venue and other resources needed in the conduct of the training, subject to availability of funds, government audit and accounting rules and regulations; and
7. Conduct monitoring, feedback and measure impact which shall be needed to both

Witness

Dr. Remedios G. Ado
Dean, College of Engineering

Assoc. Prof. Zambrano J. Estrella
Dir. - EMO

HON. JOJO Y. JUTA
Barangay Captain, San Mateo Rizal

RUBY P. GAPASIN
P for RED



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF **CITY OF MANILA**

BEFORE ME, a Notary Public for and in the City of **CITY OF MANILA** personally appeared Dr. Anna Ruby P. Gapsin and Hon. Jojo y. Jata with _____ ID No. _____ issued at _____ on _____, and _____ ID No. _____ issued at _____ on _____, respectively, known to me and _____ to me known to be the same persons who executed this instrument and acknowledged to me that the same is their free and voluntary act and deed and those of the entities they respectively represent.

This document consists of three (3) pages including the page where this Acknowledgement is written and the parties signed at the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL **CITY OF MANILA** on **007-25-2019** 2019 at the City of Philippines.

NOTARY PUBLIC

Doc No. 130;
Page No. 27;
Book No. 80;
Series of 2019.

edwin
ATTY. EDWIN R. VILLA
NOTARY PUBLIC
COMMISSION NO. 2018-065
UNTIL DECEMBER 31, 2019
3232 RAMON MAGSAYSAY BLVD.,
STA. MESA, MANILA
ROLL NO. 52867
IJP NO. 057559 / 12-27-18/JPLM
PRT NO. 802031 / 12-27-18/MANILA
MCLE COMPLIANCE NO. V-092275814-2-2019



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

B. The Barangay Sto. Niño shall:

1. Work as collaboratively with the UNIVERSITY on the sound implementation of the **SALIN-KAALAMAN TUNGO SA KAUNLARAN Program**;
2. Regularly coordinate with the UNIVERSITY on feedbacks of the community for a more sustainable program;
3. Ensure participation of the community stakeholders in the trainings, seminars and workshop provided by the UNIVERSITY; and
4. Provide the UNIVERSITY the right to conduct post-training evaluation and similar studies in the course of the implementation of the project.

C. OTHER TERMS AND CONDITIONS

1. This Agreement shall take effect immediately upon signing hereof by the respective authorized representatives of the Parties, and shall continue to be effective until the accomplishment of the purpose stated herein.

2. Any of the terms and conditions in this Agreement may be amended through a written agreement mutually agreed by both Parties; *Provided further, that* the Barangay Sto. Niño and the UNIVERSITY reserve the right to withdraw their participation in this Agreement upon a written notice to the other, and upon mutual terms and conditions agreed upon by the Parties herein.

3. The UNIVERSITY shall own, solely and exclusively, the copyright and all copyrights to any written or otherwise copyrightable material developed under this MOA. Where the logos of the UNIVERSITY and Barangay Sto. Niño are used on the above-referenced signage, logos of each party will be of equal size.

IN WITNESS WHEREOF, the Parties herein set their hands and affixed their signatures on this _____ day of _____ 2019 at _____, Philippines.

POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES

By:

Dr. ANNA RUBY P. GAPASIN
Vice President for Research, Extension
and Development

Barangay Sto. Niño
San Mateo, Rizal

By:

Hon. JOJO Y. BATA
Barangay Captain

SIGNED IN THE PRESENCE OF:

DR. REMEDIOS G. ADO
Dean, College of Engineering

Witness

Assoc. Prof. ZANDRO T. ESTELLA
Director
Extension Management Office



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Understanding (MOU) made and entered into by and between:

The POLYTECHNIC UNIVERSITY OF THE PHILIPPINES through the Office of the Vice President for Research Extension Planning and Development (OVPREPD) with principal office address at A. Mabini Campus, Sta. Mesa, Manila represented its President, DR. EMANUEL C. DE GUZMAN, herein referred to as "UNIVERSITY".

And

The Barangay 590, Zone 58, 4514 Valenzuela, St. Sta. Mesa, Manila represented herein by its Barangay Chairman, Hon. MARIO J. DAUZ, SR., herein referred to as "BARANGAY".

WITNESSETH THAT:

WHEREAS, one of the objectives of the UNIVERSITY is to provide extension service programs to its target beneficiaries as it is dedicated to extend its expertise to the community through the COMMUNITY RELATIONS AND EXTENSION FOR DEVELOPMENT's (CREDO) PUP LINGAP, SA KOMUNIDAD PROGRAM together with the Office of the Vice President for Research and Extension and Planning Development through the RESEARCH AND EXTENSION MANAGEMENT DEVELOPMENT (REMD) to implement the project dubbed as SALIN-KAALAMAN, TUNGO SA KAUNLARAN PROJECT.

WHEREAS, the UNIVERSITY has chosen BARANGAY 590, ZONE 58 Sta. Mesa, Manila as its extension partner through which Barangay 590 may tap qualified administrative staff and faculty members of the UNIVERSITY, where the latter will serve as consultants, resource speakers, and/or trainers to conduct trainings to help improve the quality of life of the constituents of said community;

WHEREAS, BARANGAY 590, ZONE 58 has signified its intention to partner with the UNIVERSITY on collaborative undertakings and area where the expertise of the UNIVERSITY shall be utilized, subject to pertinent policy and guidelines of the UNIVERSITY and the terms and conditions provided herein.

NOW THEREFORE, for and in consideration of the foregoing premises, both Parties mutually agree as follows:

A. The UNIVERSITY shall:

1. Identify training needs of BARANGAY 590, ZONE 58;
2. Conduct trainings necessary to the needs of the community;
3. Work collaboratively with the Barangay through its Chairman and designated representatives;
4. Make available the expert services of its qualified administrative staff and faculty members from its various Colleges, Offices and Unit to BARANGAY 590, ZONE 58;
5. Design such program related to the needs of BARANGAY 590, ZONE 58;
6. Provide training materials, venue and other resources needed in the conduct of the trainings, subject to government audit and accounting rules and regulations, and



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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7. Conduct monitoring, feedback and progress report which shall be provided to both Parties.

B. The BARANGAY 590, ZONE 58 shall:

1. Work collaboratively with the UNIVERSITY on the sound implementation of the SALIN KAALAMAN, TUNGO SA KAUNLARAN Project;
2. Regularly coordinate with the UNIVERSITY on feedbacks of the community for a more sustainable program;
3. Ensure participation of the community stakeholders in the trainings, seminars and workshop provided by the UNIVERSITY; and
4. Provide the UNIVERSITY the right to conduct post-training evaluation and similar studies in the course of the implementation of the project.

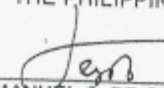
C. OTHER TERMS AND CONDITIONS

1. This Agreement shall take effect immediately upon signing hereof by the respective authorized representatives of the Parties, and shall continue to be effective until the accomplishment of the purpose stated herein.
2. Any of the terms and conditions in this Agreement may be amended through a written agreement mutually agreed by both Parties; *Provided further, that the BARANGAY 590, ZONE 58 and the UNIVERSITY reserve the right to withdraw their participation in this Agreement upon a written notice to the other, and upon mutual terms and conditions agreed upon by the Parties herein.*
3. The UNIVERSITY shall own, solely and exclusively, the copyright and all copyrights to any written or otherwise copyrightable material developed under this MOU. Where the logos of the UNIVERSITY and the BARANGAY 590, ZONE 58 are used on the above-referenced signage, the logos of each party will be of equal size.

IN WITNESS WHEREOF, the Parties herein set their hands and affixed their signatures on this _____ day of _____ 2014 at _____ Philippines.


POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES

By:


DR. EMANUEL C. DE GUZMAN
President

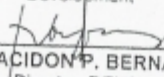
BARANGAY 590, ZONE 58

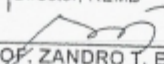
By:


HON. MARIO J. DAUZ, SR.
Chairman

SIGNED IN THE PRESENCE OF:


DR. MANUEL M. MUHI
VP for Research, Extension, Planning and
Development


DR. RACIDON P. BERNARTE
Director, REMD


ASST. PROF. ZANDRO T. ESTELLA
Research and Extension Coordinator



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into by and between:

Barangay 578 Zone 56 4th District, located at **Vigan St. Sta. Mesa, Manila**, represented herein by **Honorable ROGELIO "Ayie" RAMOS**, Barangay Chairman of **Barangay 578 Zone 56, 4th District**, Manila.

-and-

The **Polytechnic University of the Philippines, College of Engineering – Extension Services and Community Involvement** with address at **College of Engineering Bldg., NDC Compound, Pureza St., Sta. Mesa, Manila** in cooperation with **Bachelor of Science in Railway Engineering and Management and Master of Science in Construction Management** herein after represented by **ENGR GUILLERMO O. BERNABE, Dean of College of Engineering** at **NDC Compound, Pureza St. cor Anonas Street, Sta. Mesa, Manila**:

WHEREAS, the **PUP - College of Engineering** as a part of its effort to implement an operational system of extension and community development has agreed to provide and conduct skills training, technical and extension services for different barangays, the nearby community and its citizens in the fields or areas to be defined in an addendum of this agreement;

WHEREAS, **Barangay 578 Zone 56** represented by Chairman **ROGELIO R. RAMOS** has signified his desired to establish and sustain a productive partnership with the **College of Engineering** utilized for the benefit of his constituency.

WHEREAS, **CE and Barangay 578 Zone 56** shares the vision of elevating the status of these communities and its citizens to economic stability by liberating them from idleness and poverty into a life as productive citizens of the Philippines.

NOW THEREFORE, for and in consideration of the foregoing premises and their mutual covenant, hereafter set forth, the parties here to agreed as follows:

1. The **Barangay 578 Zone 56** represented by Chairman **ROGELIO R. RAMOS** shall:
 - a. Designate a liaison officer to coordinate CE and Extension Office.
 - b. Identify relevant training/project needs of the community.
 - c. Provide the official participants for the training project.
 - d. Provide the food for the PUP-CE group during session.
 - e. Provide the venue / security and accommodation for the training/project.
 - f. Prepare Certificates as Participation for the participants and Certificates of Appreciation for CE
2. The CE shall:
 - a. Assign the PUP- CE Extension Office to coordinate with Chairman **ROGELIO R. RAMOS** on this program.
 - b. Provide the pool of faculty and students who can provide the expertise and technical services.
 - c. Provide the mechanics for the implementation of the training/projects.
 - d. Monitor and evaluate the training/project as well as matters pertaining to the extension/linkages to ensure the quality of extension services being rendered.
 - e. Provide information materials and other references
 - f. Provide available materials and tools for the training.
 - g. Accommodate the participants at the PUP- CE laboratories on scheduled dates if needed.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into by and between:

Barangay 578 Zone 56 4th District, located at Vigan St. Sta. Mesa, Manila, represented herein by Honorable ROGELIO "Ayle" RAMOS, Barangay Chairman of Barangay 578 Zone 56, 4th District, Manila.

-and-

The Polytechnic University of the Philippines, College of Engineering – Extension Services and Community Involvement with address at College of Engineering Bldg., NDC Compound, Pureza St., Sta. Mesa, Manila in cooperation with Bachelor of Science in Railway Engineering and Management and Master of Science in Construction Management herein after represented by ENGR GUILLERMO O. BERNABE, Dean of College of Engineering at NDC Compound, Pureza St. cor Anonas Street, Sta. Mesa, Manila;

WHEREAS, the PUP - College of Engineering as a part of its effort to implement an operational system of extension and community development has agreed to provide and conduct skills training, technical and extension services for different barangays, the nearby community and its citizens in the fields or areas to be defined in an addendum of this agreement;

WHEREAS, Barangay 578 Zone 56 represented by Chairman ROGELIO R. RAMOS has signified his desired to establish and sustain a productive partnership with the College of Engineering utilized for the benefit of his constituency.

WHEREAS, CE and Barangay 578 Zone 56 shares the vision of elevating the status of these communities and its citizens to economic stability by liberating them from idleness and poverty into a life as productive citizens of the Philippines.

NOW THEREFORE, for and in consideration of the foregoing premises and their mutual covenant, hereafter set forth, the parties here to agreed as follows:

1. The Barangay 578 Zone 56 represented by Chairman ROGELIO R. RAMOS shall:
 - a. Designate a liaison officer to coordinate CE and Extension Office.
 - b. Identify relevant training/project needs of the community.
 - c. Provide the official participants for the training project.
 - d. Provide the food for the PUP-CE group during session.
 - e. Provide the venue / security and accommodation for the training/project.
 - f. Prepare Certificates as Participation for the participants and Certificates of Appreciation for CE
2. The CE shall:
 - a. Assign the PUP- CE Extension Office to coordinate with Chairman ROGELIO R. RAMOS on this program.
 - b. Provide the pool of faculty and students who can provide the expertise and technical services.
 - c. Provide the mechanics for the implementation of the training/projects.
 - d. Monitor and evaluate the training/project as well as matters pertaining to the extension/linkages to ensure the quality of extension services being rendered.
 - e. Provide information materials and other references
 - f. Provide available materials and tools for the training.
 - g. Accommodate the participants at the PUP- CE laboratories on scheduled dates if needed.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

WHEREAS, the Parties wish to establish a partnership so that the energy, talent and skills of PUP's faculty and students would be properly channeled by involving them in character building and development activities.

NOW THEREFORE, for and in consideration of the foregoing premises and terms and conditions set forth below, the Parties hereby enter into this agreement, to wit:

1. Term. This Agreement shall be effective upon signing by both Parties and will remain valid and binding for a period of five (5) years, or from 2014 to 2019.
2. The Project. PUP-College of Engineering agrees to participate in HABITAT's community and house building programs, such as but not limited to the following activities:
 - a. Providing volunteers from among its faculty and students in building houses;
 - b. Sending interns for on-site and office works;
 - c. Providing training and support to home partners in areas such as but not limited to:
 1. Livelihood programs
 2. Technology transfer (silk screen printing, basic photography, basic electrical wiring, basic welding, car washing, Aircon cleaning and repair, Auto-cad, masonry, carpentry, basic computer programing, computer trouble shooting, basic electronics, electronics repair and trouble shooting)
 3. Education and literacy programs (computer literacy and fluency)
 4. Entrepreneurship skills training
 5. Values Formation programs
 6. Zero-waste management
 - d. Assist HABITAT in the following areas of study for the communities:
 1. Solar and renewable energy
 2. Green innovations towards sustainability
 3. Quick response and disaster preparedness
 - e. Encourage its student leaders and other members of the student body to actively participate in the activities of HABITAT's youth movement especially in Youth Builds and other fund raising and awareness-building events not only as participants but also as organizers and members of steering committees.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

3. Obligations of HABITAT. HABITAT shall perform the following:
 - a. Inform PUP about HABITAT'S projects and evaluate which programs could the PUP-College of Engineering students and faculty members best contribute to hone their skills;
 - b. Allow PUP-College of Engineering to actively participate in building homes and communities, subject to the supervision and control of HABITAT;
 - c. Take charge of developing programs and provide technical support suitable for the student and faculty volunteers in building houses for the community.
4. Termination. Both parties can pre-terminate this MOA upon formal written notice at least thirty (30) days prior to the effective date of termination.
5. Mutual Agreements. Both Parties agree to the following:
 - a. Provide mutual recognition of one another as partners in the advertisements and promotional materials for the Project, and invite key officers in special events and activities involving the Project; and
 - b. The Parties to this MOA agree to act in good faith and fidelity in exercising their rights and obligations and to mutually lend to one another maximum assistance and cooperation to the end that the purpose and object of this Agreement are achieved expeditiously and harmoniously. The Parties further agree to execute such other implementing agreements and instruments, and do such other acts as necessary to implement the intent of this Agreement.

[Handwritten signatures and initials in the left margin]

[Handwritten initials in the right margin]



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice-President for Academic Affairs

MEMORANDUM ORDER
No. 4 , Series of 2018

TO : DEANS
CHAIRPERSONS
OUS EXECUTIVE DIRECTOR

FROM : VPAA MANUEL M. MUHI

SUBJECT : REQUIRED ACTIVITIES

DATE : MARCH 13, 2018

Please be reminded of the following activities that all colleges are required to conduct:

- Research and Extension Services

All colleges are required to conduct atleast two (2) research activities and two (2) extension services per school year. The Extension Management Office is still accepting proposals for funding of these said activities. Submission should be made on or before March 31, 2018.

- Teaching-Learning Commons

All colleges are required to offer trainings and workshops to faculty members including those from branches and campuses. The College of Computer and Information Sciences (CCIS) is the first to organize this activity last year, while the College of Education will spearhead a seminar this coming April 18-20, 2018. Budget for this activity will be taken from the Faculty Development Fund of the participants' respective colleges.

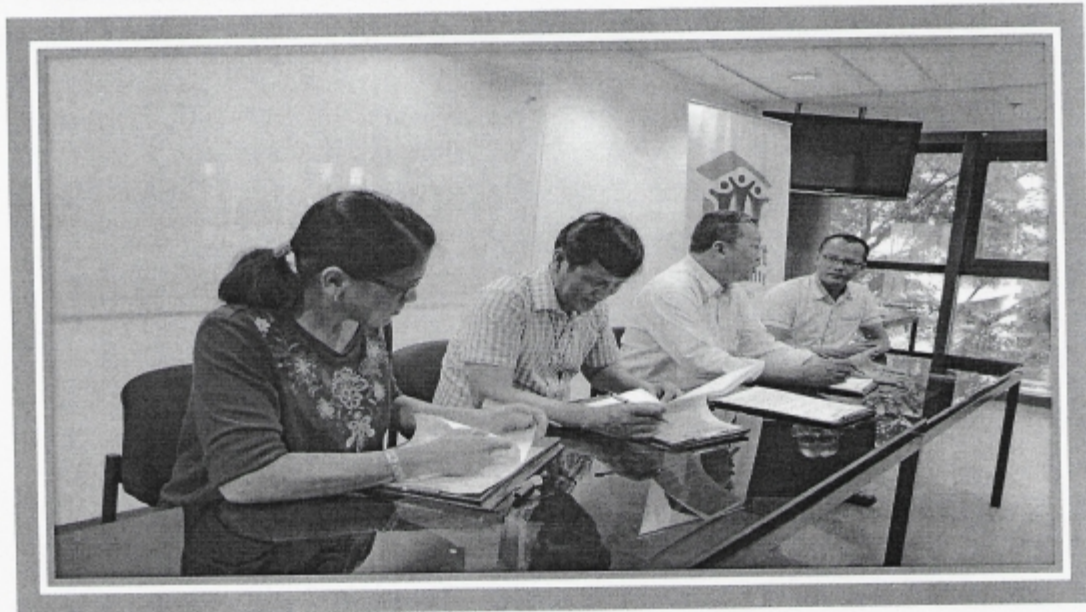
- Student Seminar

Seminars, specifically for students, should be conducted regularly to aid with the current issues and trends related to their field of discipline.

For your usual cooperation.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Photos were taken during the MOA Signing last August 22, 2014 in Ayala Avenue Makati City with the College of Engineering's Dean and Chairpersons and the Habitat for Humanity Officials.



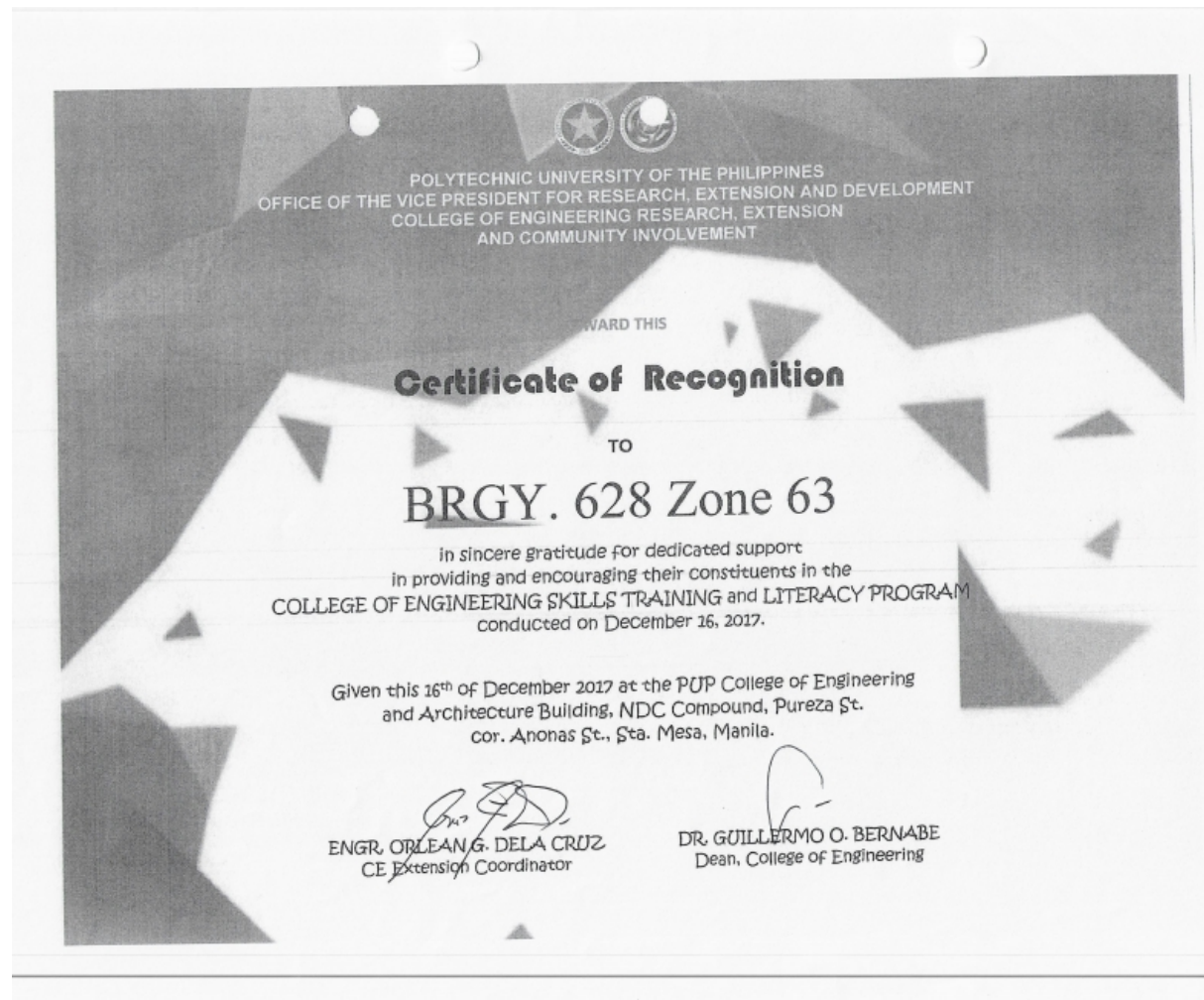
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Photos were taken during the MOA Signing last 2015 in the College of Engineering Dean's Office with the Dean and Chairpersons and Filipino si Juan Inc. Officials.



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA





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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Office of the Vice President for Research, Extension and Development
 EXTENSION MANAGEMENT OFFICE

Coordination meeting in University Extension Manual
 Prudente Conference Room
 January 12, 2017 at 8:00 a.m.

- I. Attendance: EMO officials and University Extension Manual Committee (please see attached file)
- II. Highlights of the Meeting

AGENDA	HIGHLIGHTS	AGREEMENTS
Review of the University Extension Manual	Comments/ Suggestions/ Recommendations on Policies & Guidelines of Extension Programs	<ol style="list-style-type: none"> 1. Dr. Janibhemer D. Rosales suggested that the second paragraph of the rationale should imbed the definition of program so that there will be a distinction <ul style="list-style-type: none"> ➤ For Part II- Project Details under letter D- Evaluation Plan, it should be Project Monitoring and Evaluation Plan ➤ Section 5 : Evaluation tools/ format for the submitted extension project proposals, the wordings need to be edited ➤ Sec.9- Faculty Extension Service Provider Incentives, she said that the billing for branch is different from the main campus 2. Prof. Rolando Quinones said that the schedule of data collection for periodic monitoring aims to show the calendar of activities such as actual visit among trainers, trainees, oral & written interviews, sample outputs that show the impact of the program on the lives of the trainees.

3rd floor Room 309 South Wing PUP A, Alabini Campus Aronas Street, Sta. Mesa, Manila
 (Toll-free Line) 335-1777 (Local) 376 | website: www.pup.edu.ph | e-mail: emo@pup.edu.ph


"THE COUNTRY'S 1st POLYTECHNIC!"

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 ANONAS COR. PUREZA STREETS, STA. MESA, MANILA





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 Republic of the Philippines
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Office of the Vice President for Research, Extension and Development
 EXTENSION MANAGEMENT OFFICE

Review of the University Extension Manual	Comments/ Suggestions/ Recommendations on Policies & Guidelines of Extension Programs	
		3. Prof. Emijido Gepilla suggested that the copy of MOU/MOA shall be provided by EMO and duly notarized ➤ Service Provider Incentives shall be presented in matrix forms.
		4. Dr. Anna Ruby Gapasin suggested that after the rationale definition of terms/ glossary should be included ➤ Sec.7 – should be transferred to proposed sec.2 ➤ Sec.8 clientele/ target beneficiaries was moved to Sec.3
		5. Prof. Rebecca Palma recommended to apply a diagrammatic flow chart on the Extension Proposal Evaluation Process ➤ Satellite campuses should be used instead of campuses ➤ The term Extension as defined in the university should be operational
		6. Dr. Rufin N. Bueza suggested that on project details another section be added, letter D – Line item budget ➤ Satellite campuses should be used instead of campuses ➤ Present a matrix on activities and outcomes of proposals

3rd floor Room 309 South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila
 (Trunk Line) 335-1777 (local) 176 | website: www.pup.edu.ph | e-mail: emo@pup.edu.ph

"THE COUNTRY'S 1st POLYTECHNICU"

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 RM322 CEA BLDG. NDC COMPOUND,
 ANONAS COR. PUREZA STREETS, STA. MESA, MANILA





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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Office of the Vice President for Research, Extension and Development
 EXTENSION MANAGEMENT OFFICE

Review of the University Extension Manual	Comments/ Suggestions/ Recommendations on Policies & Guidelines of Extension Programs	
		7. Dr. Rosemaribeth Dizon said that the other documentary requirements should duly notarized > Sec.6- Qualifying score, she suggested that points given should be specific for external funding source.
		8. Dr Evangelina Seril suggested that the approved and funded college/ branch extension project proposal shall submit progress/ terminal report to the OVPRED thru EMO not later than the last day of November, 30 days after the terminal report.
		9. Dr. Marissa Ferrer proposed that the term "extentionist" should be called for faculty member involved in extension activities . > That, the incentives be done in matrix. Identify who will receive the incentives like extentionist, regular faculty, part -time faculty, administration designees.
		10. Dr. Nicolas T. Mallari recommended to provide a separate evaluation template a monitoring template > That, the allowance and Service credit must be separated in giving of incentives to faculty members including Part-time and Study Leave. > Remove the Monetary Award which is c/o by Research

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 Republic of the Philippines POLYTECHNIC UNIVERSITY OF THE PHILIPPINES Office of the Vice President for Research, Extension and Development EXTENSION MANAGEMENT OFFICE		
Review of the University Extension Manual	Comments/ Suggestions/ Recommendations on Policies & Guidelines of Extension Programs	11. Assoc. Prof. Zandro T. Estrella suggested to include accountability instead of sanction > Revised the EMO guide for preparing terminal report extension activity report to: I. Executive Summary A. Background B. Objectives C. Presentation of the Implementation of the Projects D. Attachments (Documentations, Picture & MOA)
		> Dr. Sanjay Claudio said that for extension project He suggested that University facilities could be used but a letter be given to waive for free utilization such as electricity and venue > He also suggested to integrate the CHED memo./ platforms in other major areas of concern of extension programs > Provide an organizational chart/ structural chart for chapter 2 University Extension Organization and also include glossary of terms > The Call for Extension Proposal should be presented by numbering > Include guidelines for funders or partnership with other agencies > Planning and Implementation Process in chapter 4 must be inserted or transferred in chapter 3

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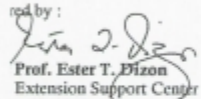


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EXTENSION MANAGEMENT OFFICE

		<ul style="list-style-type: none">➤ Provide attachments and the details that questions the relevance and efficiency➤ Chapter 5- include the word Accountability in the title.
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being no other matters to discuss,the meeting was adjourned at 4:00 p.m.

red by :

Prof. Ester T. Dizon
Extension Support Center
ry 12, 2018

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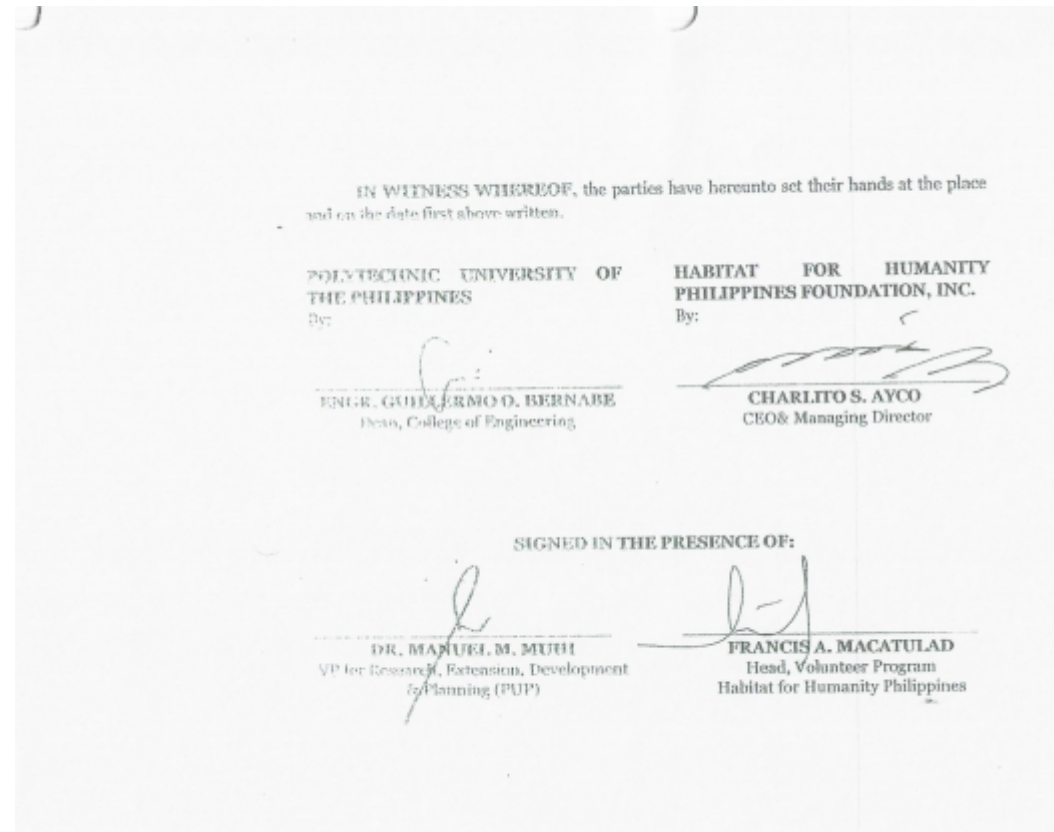
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COMPUTER ENGINEERING DEPARTMENT

CE - *[Signature]*
OE - *[Signature]*
ECE - *[Signature]*
IE - *[Signature]*
ME - *[Signature]*
EE - *[Signature]*

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENT:

This Agreement is made and entered into this ____ day of OCT 21 2014 in the CITY OF MAKATI by and between:

COLLEGE OF ENGINEERING - POLYTECHNIC UNIVERSITY OF THE PHILIPPINES, an educational institution existing under Philippine laws, and business address at CEA Building NDC Compound Pureza Street cor. Anonas Street, Sta. Mesa, Manila, represented herein by its Dean, **ENGR. GUILLERMO O. BERNABE**(hereinafter referred to as **PUP**);

-and-

HABITAT FOR HUMANITY PHILIPPINES FOUNDATION, INC a non-stock non-profit corporation organized and existing under Philippine laws, with office address at 5F, 111 Paseo de Roxas Condo Bldg, Tower 1, Paseo de Roxas corner Legaspi Street, Legaspi Village, Makati City, represented herein by its Managing Director and Chief Executive Officer **MR. CHARLITO S. AYCO**(hereinafter referred to as **HABITAT**).

WITNESSETH, THAT:

WHEREAS, the Parties are represented in this Agreement by their duly-authorized representatives who are empowered with their respective Secretary's Certificates attached herewith as Annexes "A" and "B" which are made as integral parts hereof;

WHEREAS, poverty is a major problem in Philippine society today which is best exemplified by the proliferation of slum communities, shanties and makeshift dwellings nationwide, especially in cities and urban growth areas;

WHEREAS, HABITAT provides simple, decent and affordable shelter to persons who belong to the bottom thirty percent (30%) of the Philippines' income distribution by building or transforming communities so that its home partners will have better access to socio-economic opportunities and therefore, attain better quality of life;

WHEREAS, volunteerism is a vital force for social change and a way for which the youth can contribute to solve human, social and environmental problems particularly inadequacies of decent shelter for the underprivileged members of society;

WHEREAS, PUP-College of Engineering has been working in partnership with HABITAT through its EXTENSION programs. It now wishes to expand the scope of its partnership through the College of Engineering to include the faculty and students of the entire University in its endeavors to help HABITAT communities not only in building houses but also in sharing its expertise in community building as well (the "Project");

[Signature]



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is entered into between and among:

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES – COLLEGE OF ENGINEERING and COLLEGE OF ARCHITECTURE and FINE ARTS, with address at NDC Compound, Sta. Mesa, Manila, a duly accredited state University, herein represented by ENGR GUILLERMO O. BERNABE in his capacity as Dean of College of Engineering and ARCHT. TED VILLAMOR INOCENCIO in his capacity as Dean of College of Architecture and Fine Arts with official address at NDC Compound, Pureza St., Sta. Mesa, Manila:

-and -

FILIPINO SI JUAN COMMUNITY DEVELOPMENT ORGANIZATION, INC. or "FILIPINO SI JUAN" or "FSJ", a duly registered social enterprise (non-government organization) with the Securities and Exchange Commission, involved in sustained community development and management through initiatives that focus on values formation, engaged citizenship and peace building at Pope Pius Bldg. United Nation Ave, Malate, Manila, herein represented by its National Chairperson – MS. MA. HIGINIA T. DE VILLA and its Executive Director – MR. JEFF O. TABANA;

WHEREAS, FILIPINO SI JUAN 's core advocacy is Community (Re) Building into holistic, values – bound, self-regulating and sustainable social enterprises through the transformation and re-formation of the Filipino into a more compassionate and engaged citizenry who are Maka-Diyos, Maka-Pamilya, Maka-Bayan, Maka-Tao;

WHEREAS, the POLYTECHNIC UNIVERSITY OF THE PHILIPPINES – College of Engineering and College of Architecture and Fine Arts believes, recognizes and acknowledges the importance and value of Filipino Si Juan's vision, mission, objectives, and core programs in further enhancing and developing the campus community comprised of its students, faculty and administration;

WHEREAS, PUP- CE/CAFA has willing agreed to pursue FILIPINO SI JUAN's advocacy within its campus community starting February 01, 2013.

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereunto mutually agree to enter into a covenant to cooperate and coordinate with each other in undertaking the specific requirements necessary and absolute to the implementation of the mission on hand, and toward this end, agree to perform the following:

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