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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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

UNIVERSITY EXTENSION MANUAL



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Chapter 1
UNIVERSITY EXTENSION AGENDA

In view of the present administration's vision to clear the paths while laying new foundations to transform the Polytechnic University of the Philippines into an epistemic community, the suggested focus of the Extension Management Office (EMO) Manual will be anchored on one of its 8-Point University Agenda – "Institutionalizing Civil Society Engagement and Involved Extension Service Programs" which specifically includes: (a) engaging social issues in both discourse and practice; (b) embedding a good social conscience in the sectors of PUP; (c) expanding extension and community involvement; (d) expanding academic and institutional linkages, and; (e) redefining our involvement in LGUs and their communities.

Hence, the great emphasis on putting such endeavor into a realization would be conspicuously seen by promoting strong commitment to create a positive social transformation by means of growth in self-reliance as well as knowledge and skills empowerment among the people in its immediate communities through various extension programs and expert services which serve as the fundamental goal of PUP.

This will mark a gradual pace of change in the University by placing high premium not merely on providing better quality education, but also on engaging in sustainable community development programs that will pave way to a greater university-community collaboration and innovative solutions which will help assuage deep-seated economic and social malaise. Such undertaking to genuinely embed corporate social responsibility is in line with the 10-Point Agenda of the government, emphasizing the need to maintain accelerated economic growth while ensuring that gains are broadly shared by the Filipino people. This goal of the present administration is anchored on the 'Amblyon Natin 2040 Vision' of National Economic Development Authority (NEDA) stating that, "The Philippines shall be a country where all citizens are free from hunger and poverty, have equal opportunities, enabled by fair and just society that is governed with order and unity. A nation where families live together, thriving in vibrant, culturally diverse, and resilient communities."

In this regard, Extension, as one of the major thrusts of PUP underpins one of the Higher Education Reform Agenda (HERA) Strategic Directions which optimizes roles in poverty alleviation and social development. Furthermore, it also supports the Research, Development and Extension (RDE) program of Commission on Higher Education which aims to generate, adapt and transfer or apply new knowledge and technologies through transfer of technologies and community involvement in order to improve



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

productivity and livelihood, promote peace, empower women, protect the environment, reduce disaster devastation, and alleviate poverty.

With this, PUP, in its more than a century of existence has provided high-need state scholars access to excellent education as it continuously strives to set and uphold the standards of a true academic-driven and civic-oriented institution.

"Extension" as defined in the University

As stipulated in the CHED Memorandum Order No. 52, Series of 2016 "HEI's are positioned to work in partnership with the communities, business and industry in facilitating the transfer of knowledge or technology on specific developmental areas that directly affect the lives of individual, families and communities".

Hence, extension, in this context, PUP adopt the definition as systematic transfer of technology, innovation or generation generated by the HEI's and its partners to seek solution to specific developmental concerns. According to CHED, it should be purpose-specific, target-specific, and need-specific program of action utilizing the best available data, science and evidence from a range of disciplines to inform systematic approaches to developmental solutions.

The University Extension Vision, Mission and Objectives

Vision

The Extension Management Office envisions itself to be the epitome of excellence in uplifting the citizenry's quality of life by fostering economic and social resilience through concrete, innovative, community outreach and research-based extension programs.

Mission

The Extension Management Office (EMO) is the lead unit of PUP in formulating and implementing of the extension policies, guidelines and programs in line with existing policies in CHED designed to ameliorate the pressing social needs by rendering various expert services to its target recipients and immediate communities. Hence, in order to carry out the mission to empower citizenry for sustainable development, the EMO commits itself to:

- 1) Engage in unified extension undertakings tapping the technical expertise of different colleges, branches, campuses and other offices;



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

- 2) Promote high sense of volunteerism among the faculty, administrative staff and studentry towards service to the target recipients;
- 2) Reshape the community extension programs and services to better meet the actual needs of target recipients;
- 4) Rebuild and transform lives of partner communities and beyond for the greater good of mankind
- 5) Ensure active participation in intensified national advocacy for poverty reduction and social development

Objectives

EMO has arrived at similar specific objectives in order to fulfill its mission to:

- 1) Formulate appropriate quality extension services through community needs identification, project preparation and implementation.
- 2) Deliver greater access to education and digital information by making full use of vital resources and technologies.
- 3) Expand capacity development programs that cater the recurring needs of the immediate communities.
- 4) To provide avenues for the entire university to unite, collaborate, and participate in all extension-related undertakings to achieve the shared vision of sustainable development for a better future.
- 5) Establish linkages and connections with LGUs, NGOs, private sectors, target industry partners as well as national/international organizations/institutions/agencies to realize plans for expansion as well as generate financial support for university extension projects.

The University Extension Agenda

Extension service typology shall fall under the following categories:

- **Transfer of Expertise** – it shall be a series of faculty-led extension trainings and programs tapping the expertise of



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

the concerned colleges /branches based on the needs assessment result of the target beneficiaries (example: welding, basic computer training, etc.)

- **Outreach Community** – It shall be a community service on a regular basis which focuses on immediate programs and short-term activities provided by either faculty, administrative staff or students of a particular college/branch (example: feeding, clean-up drive, etc.)
- **Voluntary Service** – It shall be a voluntary research-based or non-research-based extension services rendered to the target beneficiaries by the faculty, administrative staff and students from various colleges/branches of the university.

There shall be a formal form of partnership/collaboration between the community, institution, and the University on a sustained basis usually accompanied by a Memorandum of Agreement (MOA).

Scope / Major Areas of Concern of PUP Extension Programs

EMO offers extension services that will still largely depend on the needs assessment result of the target beneficiaries.

The provided list of specific extension activities is merely intended to guide each of the target beneficiaries in choosing the appropriate program that is deemed beneficial and suitable to their pressing needs.

Generally, EMO may incorporate some of the government's 10-point socio-economic agenda which will serve as important basis on providing extension services to its immediate communities, such as:

- (a) Promotion of rural and value chain development toward increasing agricultural and rural enterprise productivity and rural tourism;
- (b) Investment in human capital development, including health and education systems, and match skills and training to meet the demand of businesses and the private sector;
- (c) Promotion of science, technology, and the creative arts to enhance innovation and creative capacity towards self-sustaining, inclusive development; and
- (d) Strengthening the implementation of the Responsible Parenthood and Reproductive Health Law to enable especially



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

poor couples to make Informed choices on financial and family planning.

The entire extension-related projects which highlight outreach, research-based and non-research based extension programs of EMO is in accordance with the thrusts and agenda of the government which focus on sustained economic growth with equitable impact to all Filipinos.

For Community Outreach Programs, below-listed activities may be undertaken:

- Feeding
- Gift-Giving
- Seminars on Safety, Health, and Environmental Issues
- Dental and Medical Mission
- Clothing and Book Donations
- Tree Planting
- Clean-up Drive
- Short Consultancy Services
- Others

In terms of research-based extension program, the Salin Kaalaman, Tungo sa Kaunlaran – An Expert Transfer of Technology Project (both research-based and non-research based) comprises the following major areas of concern based on needs assessment:

1) Livelihood

- Wine mixing and bartending
- Meat processing
- Perfume making
- Basic welding
- Soap, conditioner and dishwashing making
- Handcraft seminar
- Empanada / pastries making
- Basic electrical wiring
- Orientation on starting business (*Business permits and documentation requirements*)
- Business finance, budgeting and bookkeeping
- Business taxation
- Product marketing, packaging, branding, etc.

2) Health & Wellness

- Food preparation and sanitation
- Proper grooming and personal hygiene
- Meal planning and table etiquette
- Sports clinic and fitness training



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Department of Computer Engineering

- Sports officiating
- Latin aero dance (aerobics)
- Zumba
- Stress Management
- Laughter Therapy

3) Environment

- Urban gardening
- Solid waste management
- Recycling

4) Special Literacy

- Barangay governance and basic laws
- Basic English training for call center agents
- Campaign / Advocacy Training
- Teambuilding
- Reading & writing workshop for children
- Road safety campaign
- Basic housekeeping
- Cultural tourism
- Basic computer training
- Consumer electronics
- Business correspondence
- Disaster risk management seminar
- Basic software application
- Basic web designing
- IT literacy training parenting & values formation
- Dangerous drugs
- Cooperative organization and management
- Theater arts
- Dance workshop
- Visual arts & basic photography
- Music/ chorale
- Basic Ethics
- Basic Engineering
- Kuturang Filipino, Campaign / Advocacies, Ethics

5) Basic Literacy

Information Dissemination and Advisory Services as well as Linkages and Networking are also part of the central focus of PUP Extension Program.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING

Chapter 2
**THE UNIVERSITY EXTENSION
ORGANIZATION**

The University Research and Development Council (UREDCO)

The university Research and Development Council (UREDCO) is constituted to serve as a policy recommending body for the University Research and Development (R&D) plans and programs, and the clearing house of ideas specifically in the priority-setting, implementation and evaluation of the R & D program of the university.

The UREDCO is headed by the University President, with the Vice President for Research, Extension, Planning and Development (VPREPD) as the Vice Chair and the Directors of the research institutes, Chief of offices and centers under the OVPREPD and the Deans of the Colleges and Branch and/or Campus Directors as Members. It shall meet once a year and may hold special meetings when necessary. (See Chapter 3)

The University Extension Project Proposal Evaluation Committee (UEPPEC)

The University Extension Project Proposal Evaluation Committee (UEPPEC) is an ad hoc committee that undertakes review of extension project proposals submitted for possible funding. The committee meets every quarter and holds special meetings when necessary.

The Office of the Vice President for Research, Extension, and Development (OVPRED)

The Office of the Vice President for Research, Extension, Planning and Development (OVPREPD) is the university's lead unit in formulating, implementing and recommending policies, guidelines and programs relevant to research and extension services. In addition, it is the overall in-charge of planning, coordination, supervision and management of any research and extension-related works/activities.

The Vice President for Research, Extension, Planning and Development (VPREPD) shall discharge the following duties and responsibilities:

1. Assists the University President in the direction, supervision and management of all matters pertaining to research, extension, planning and development policies;



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

2. Coordinates the work of all research, extension, planning and development institutes and departments for harmonious functioning;
3. Represents the University President in official and/or social functions, as the case maybe;
4. Recommends and Implements policies related to research, extension, planning and development
5. Submits regular reports to management and external bodies like DBM, COA, CHED, CSC and others; and
6. Performs such other duties that the President may assign from time to time.

The VPREPD is supported by the Assistant to the Vice-President for Research, Extension, Planning and Development (AVPREPD) with the following functions:

1. Assists the Vice President for Research, Extension, Planning and Development in the direction, supervision and management of all matters pertaining to research, extension, planning and development policies;
2. Coordinates the work of all to research, extension, planning and development departments for harmonious functioning;
3. Represents the Vice President for Research, Extension, Planning and Development in official and/or social functions, as the case maybe;
4. Recommends and implements policies related to research, extension, planning and development;
5. Recommends plans, programs, projects, and policies relative to research planning and program/project development to the VP for Research, Extension, Planning and Development;
6. Assists in the implementation of policies on research, planning and development programs of the University;
7. Oversees the operation of the Research, Extension, Planning and Development office;
8. Submits regular reports to the management; and
9. Performs other duties that the Vice President for Research, Extension, Planning and Development may assign from time to time.

Extension Management Office (EMO)

Extension Management Office (EMO) takes charge primarily on the implementation of university extension programs and activities. It gives support functions to OVPREPD as it initiates, coordinates, monitors and



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING

evaluates the community outreach programs and research-based extension projects. EMO provides technical assistance to the faculty from different colleges/branches of the university in formulating extension proposals. Building and securing linkages with public/private organizations for extensive community capacity building is also part of its core functions. The office is headed by a Director, assisted by a chief for extension support services as well as monitoring and evaluation services. Extension Coordinators (ECs) are also designated under this office to render service in support to extension and outreach endeavours.

The Extension Management Office shall ensure the system-wide compliance of the existing policies and regulations regarding extension. Thru its Centre's, the Office shall ensure that the University delivers well-defined, concrete, beneficial, practical and relevant extension projects to identify communities that necessitate these programs.

Moreover, EMO shall endeavour to inculcate culture of sharing, giving, and generosity through meaningful university-wide and system-wide program among the faculty, students and administrative employees of the University.

• **Extension Evaluation and Monitoring Center (EEMC)**

The Extension Evaluation and Monitoring Center (EEMC) as another important component of EMO shall be in-charge of the supervision of approved university/branch extension activities by keeping track on the project development, monitoring its efficiency and evaluating the extent to which the project is able to realize its general objectives. It shall also provide feedbacks and suggestions for the improvement of the implemented community and research-based extension programs and guidelines for the planning of future extension projects.

The EEMC specifically functions to:

- a. Conduct extension evaluation
- b. Monitor the implementation of the approved internal and external extension projects
- c. Conduct extension program dissemination (*national and international conferences*)
- d. Provide secretarial support to the University Extension Evaluation Committee (UEEC)



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

- e. Facilitate application for Institutional Extension Grants
- f. Provide assistance to extension workers in terms of documentary and/or formal requirements and;
- g. Provide technical consultancy with extension workers.

- **Extension Support Center (ESC)**

The Extension Support Center (ESC) is a component of EMO which serves as the university's main pillar of extension services. It is directly responsible for (1) developing and implementing the university extension program; (2) coordinating the college/branch extension activities; (3) developing partnership and collaboration with industry; and (4) conducting extension-related activities. This is composed of a chief, extension coordinators, and administrative staff. Moreover, the Extension Support Center (ESC) mainly organizes community development trainings, seminars and workshops through the shared expertise of the interdisciplinary group.

Specifically, Extension Support Center (ESC) functions to:

- a. Forge extension linkages and partnership with the community, public and private institutions.
- b. Conduct capability-building activities such as seminars and workshops
- c. Coordinate with the Research Management Office (RMO) as to research-based needs assessment of communities and research utility/commercialization, identification of expertise, etc.;
- d. Facilitate/application/proposal for extension projects;
- e. Provide fund sourcing services, and
- f. Provide other support services.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Chapter 3
**THE UNIVERSITY EXTENSION PROCESS, PROPOSAL
AND EVALUATION**

Higher Education Institutions are mandated to render extension service hand in hand with instruction, research and production. This is in recognition of the vital role of the colleges and universities play in the development of communities, especially the underserved and the depressed.

The Extension Project Proposal Evaluation Committee (EPPEC) is composed of five (5) members namely:

- Chair: The Vice President for Research, Extension, Planning and Development
Vice-Chair: The Director of Extension Management Office
Members: The Chief of the Extension Evaluation and Monitoring Center
Two (2) Faculty experts in Technology Transfer/Community Development

Proposals that have satisfactorily met the EPPEC standards based on the approved criteria will be endorsed by the Director to the OVPREPD for University funding.

Call for Extension Proposals

OVPREPD thru the EMO shall encourage and invite faculty and staff from colleges/branches to submit research proposals for possible funding through call for papers in university publications, PUP website and other means. Call for Extension Project Proposals starts on the 1st quarter of the year.

Researchers must have their proposals evaluated first at the college/branch levels for possible endorsement to the EMO. The EMO shall post acceptance of research proposals online through the official PUP website under the OVPREPD link and send an acceptance letter to the official email address of the proponent.

The project proponent/s is/are required to submit the research proposal following the prescribed format (See Appendix - PUP Extension Project Proposal Format). EMO will conduct initial technical evaluation of the submitted proposals based on the prescribed format before its endorsement to the EPPEC. If found not in compliance with the prescribed format, the proposal will be returned to the proponent/s.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

The proponent shall prepare the proposal and submit the same to the Extension Management Office (EMO) for evaluation. The proposal shall include endorsement from the Chair and the Dean of the College and/or Director of the Branch.

Part of the proposal to be submitted are the following which can be found in the appendices:

- A copy of action research output as basis for extension program
- A comprehensive assessment report and paraphernalia, e.J. survey questionnaire
- Line Item Budget
- Consent from the target beneficiaries
- Location map of the project site
- Copy of MOU/MOA with partners and sponsors, if any

Review and Evaluation

All proposals of Colleges/Branches seeking for funding from either local extension funds or from external sources (external funding institutions) shall adopt the following flow which is shown in Fig. 1.

- a. The proponent shall prepare the proposal and submit the same to the Extension Management Office (EMO) for evaluation. The proposal shall include endorsement from the Chair and the Dean of the College and/or Director of the Branch.
 - o *The cover letter should address to the University President thru the Vice President for Research, Extension, Planning and Development and the Vice President for Finance.*
- b. The Extension Management Office thru the Extension Evaluation and Monitoring Center shall evaluate the submitted proposal and send notice of evaluation to the proponents/s.
- c. The Chief of the Extension Evaluation and Monitoring Center shall lead the committee in evaluating and endorsing proposal to the Director of EMO otherwise, return the proposal to the proponent together with the comments/suggestions/recommendations.
 - o *Extension Project Proposal shall only be endorse to the Director, when all the necessary comments/suggestions/recommendations complied and/or included in the proposal.*



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

- d. The EEMC shall endorse the proposal to the Director. The Director will endorse the evaluated proposal to the Office of the Vice President for Research, Extension, Planning and Development (OVPREPD) for recommending approval.
 - o *The proposal endorsed by the EMO to the OVPREPD might also be returned to the EMO, if the the proposal has merit but needs improvement, the VP for REPD shall return the proposal back to EMO and EMO to College (with proper communication). (If necessary)*
- e. After all the comments/suggestions on the proposal with merit have been addressed, the proponent shall submit the proposal to the EMO and EMO to the OVPREPD.
- f. The OVPREPD shall endorse the proposal to the Office of the Vice President for Finance for the approval of the request for funding of the proposal of the College and/or Branch.
 - o The EMO shall notify the project proponent and/or the College/Branch Head when the proposal is already been forwarded to the OVF for the approval of the funding.
- g. The EMO-EEMC shall monitor the status of the request for funding and notify the project proponent and/or College/Branch.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

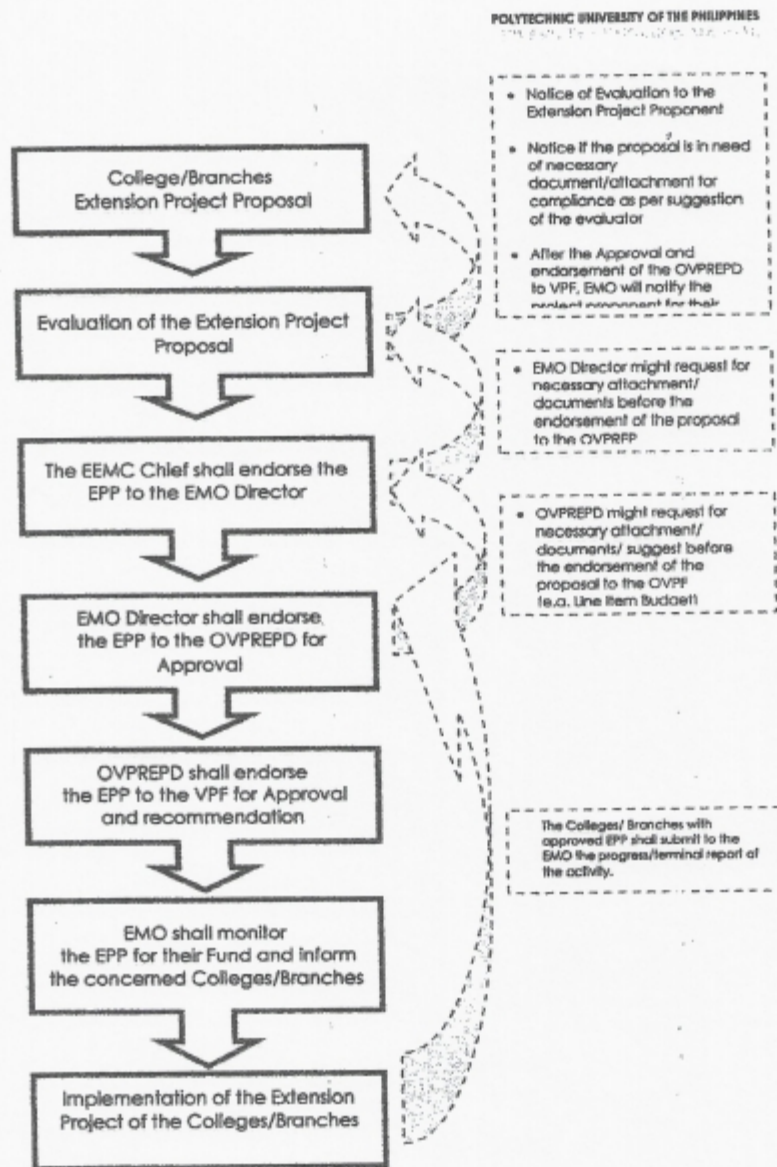


Figure 1.
Extension Project Proposal Evaluation Process



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Funding Sources

In view of the CHED Memorandum Order No. 20, S. 2011 entitled as "Policies and Guidelines for the Use of Income, Special Trust Fund and Programs of Receipts and Expenditures of the State Universities and Colleges (SUCs)", a budget allocation (10% of the tuition fees) for extension services shall be used for instructional materials necessary for effective technology transfer of research outputs to the community, skills training in livelihood relative to the research output, honoraria of trainers undertaking the technology transfer of research outputs to the community, travel, training and seminar of extension services personnel, trainers' industry immersion program, wages of contract of service personnel other services (job order). Expenses incurred in undertaking the secondary function of extension services which includes alternative learning system (outreach program), skills training, and development in consortium with local government units involving human resource development and other similar activities may likewise be included in the budget for this function. However, the budget allocation for extension services shall be fixed at ten percent (10%) of the tuition fees to ensure effective delivery of the programs involving technology transfer of research outputs to the community or locality in which the SUC is located.

Hence, with the aim to expand community extension programs it provides, the university highly considers external funding and/or cost-sharing partnership with potential partners to cover the costs of training activities. Thus, the Extension Management Office (EMO) continuously exerts maximum effort in inviting multi-sectoral groups to be project collaborators in order to achieve sustainable development.

As indicated in the Roadmap of Higher Education Reform Agenda (HERA), 2011-2016 which involves upgrading leading SUCs to International standards, Grants-in-Aid for Research, Development, Extension is clearly stated wherein the identified RDE Centers shall be eligible for grants for the conduct of basic and applied, interdisciplinary research aimed at intellectual property generation in their known field(s) of excellence and on identified priority areas; initiative collaborative R & D with foreign counterparts/regional or area partners and act as major linkage to international programs; and to provide high quality post graduate education and training environments for researchers. GIAs shall also be made available to capable public colleges and universities for Extension programs that are aimed at development/adaptation/transfer of technologies for enhancing productivity and quality of life, improving social services, and promoting environmental protection, climate change mitigation and disaster risk reduction.

The following are categories of University Extension Based on Fund Sources Terms of Support:



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

- **University-Funded Extension**

It shall be extension projects that shall have been incorporated in the budget proposals for the year. The University Extension shall pass the University screening committee for funding purposes. The extension project shall be initiated by the colleges and campuses (or the combination of both), or even the Extension Management Office (EMO). To be eligible for direct University funding, the extension proponents shall submit to the Extension Proposal Evaluation Committee (EPEC) the extension proposals on the first week of December of the year prior to the preparation of the budget proposal for the next year. The actual funding for the approved project proposals shall be provided in the following fiscal year. All funds for the extension projects shall be subject to the University Accounting and Auditing Policy.

- **Externally Funded, University-Supported Extension**

The Extension Support Center (ESC) shall look for outside funding agencies to fund extension projects. In such cases, the project proposal shall be prepared by the proponent/s and submit it for review and evaluation to the Extension Proposal Evaluation Committee (EPEC) for endorsement by the EMO Director to the University President for approval through the Vice President for Research, Extension, Planning and Development (VPREPD). A Memorandum of Agreement between the parties concerned shall be executed for this purpose.

- **Commissioned Engaged Extension**

The University and outside funding agencies shall forge ties on extension projects deemed necessary for the rehabilitation, reconstruction, sustainability, and continuous improvement of a particular community where the University expertise shall be required. Commissioned/directed faculty/staff, along with EMO, shall prepare the necessary proposal and submit it to the Extension Proposal Evaluation Committee (EPEC) for evaluation and recommendation to both commissioning institutions, if the project is supported by funds coming from either or both agencies, the fund shall be kept by the Office of the Vice President for Research Extension, and Development (OVPREPD) Foundation for purposes of safekeeping. The fund management shall be subject to accounting and auditing rules. A MOA shall be sealed by both parties concerned. It shall be the EMO's responsibility to see it that the requirements set by the external funding agency is met before the University President endorses the project.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING

Criteria for Funding Prioritization

- 1) The extension program/project shall be within the priority areas as stated on R & D Agenda and Extension Project Proposal.
- 2) The extension program/project shall exhibit technical feasibility.
- 3) The proponent/s shall manifest capability to carry out the program/project.
- 4) The program/project shall exhibit the urgency and importance of the information/technology that shall be disseminated to the target area.
- 5) The program/project shall show practicability of timetable and budget.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING

Chapter 4
**EXTENSION PROJECT IMPLEMENTATION,
MONITORING AND COMPLETION**

Planning and Implementation Process

The Extension Management Office (EMO) through the Extension Support Center (ESC) is in-charge of the extension programs and projects in coordination with Research Management Office (RMO).

The planning and implementation of extension projects are usually undertaken with the involved faculty experts and even students concerned from the colleges, branches or campuses, offices and departments that will render voluntary service.

The following must be considered in the formulation of an Extension Program Plan:

- A. Clear and measurable objectives
- B. Focus on needs of the target audience
- C. List of activities relevant to achieving the stated objectives
- D. Outline of inputs and resources (funding, staff, partners) required for the program
- E. Clear plan for implementation – when, where, how and to whom
- F. Plan for evaluation

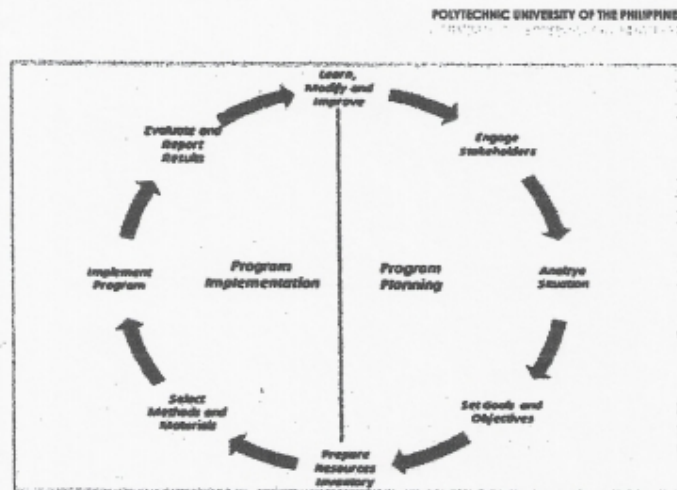
Setting planning and implementation shall be initiated after the extension coordinators identified the needs of the target beneficiaries of the extension project. The needs assessment is the starting point of the project implementation which involves orientation and coordination meetings with the involved communities. MOU signing between the local officials of the concerned community and the University Officials will be organized to formally execute the extension activities.

Setting priorities in the extension project planning and implementation process are of significant importance in the formulation of clear and specific project implementation process, provided that it will still be still aligned on the existing thrusts of the university.

The figure below is adapted from Diehl and Galindo-Gonzalez (2014) Eight-step Process for Planning and Refining an Extension Program.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Monitoring and Evaluation of Extension Projects

The Extension Management Office (EMO), in collaboration with the concerned colleges/branches, will coordinate with the barangays and partner institutions on their concerns about the implementation of the project.

Monitoring and evaluation of ongoing and completed extension projects shall be important tools to ensure that resources invested to such projects shall be used efficiently and effectively. Evaluation activities shall be included at the various phases in the design and implementation, as well as the completion of a project funded by external or local sources. Evaluation activities shall be organized at the various phases of a project, namely:

- **Before Implementation** – to identify and define a potential project and appraise its likely results. This shall require the identification of a problem that the project shall aim to alleviate and an assessment of the environment where the project shall be implemented.
- **During Implementation** – to monitor project activities as they are being implemented or at least to make periodic checks that implementation is covering planned activities. Monitoring shall include field evaluation, agency in-house reviews, and integrated reviews.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

- **After implementation** – to demonstrate that the objectives of the project have been achieved as planned or to verify whether the project led to the expected impact on the people who were to benefit from it.

The Extension Evaluation and Monitoring Center (EEMC) shall prepare an assessment study after the implementation of the project. The result shall help the university improve the delivery of its extension programs.

The following Guide Questions can be considered in conducting the evaluation and monitoring of Extension Projects:

EXTENSION PROGRAM EVALUATION TEMPLATE						
Outcome	Output	Relevance Do the objectives and goals match the problems or needs that are being addressed?	Efficiency Is the project delivered in a timely and cost-effective manner?	Effectiveness To what extent does the intervention achieve its objectives? What are the supportive factors and obstacles encountered during the implementation?	Impact What happened as a result of the project? This may include intended and unintended positive and negative effects.	Sustainability Are there lasting benefits after the intervention is completed?

After taking into consideration the guidelines in conducting Monitoring and Evaluation, outcome and impact indicators shall be used to measure the quantity and quality of the results achieved through the provision of project goods and services. This is in consonance with the goal of government to ensure that programs or projects that cater the needs of the people will give an impact that is equitable to all Filipinos.

Preparing and Submitting Reports

Extension Project Proposal Lead Proponent/Project leader are required to submit reports during implementation and before the completion of the project.

During the Implementation of the Project

1. Progress Report
2. Financial Report of the Fund Released
3. Initial Data (if any)

Before the Termination of the Project

1. Terminal Report
2. Financial Reports of All Funds released
3. Five (5) copies of the completed extension project including the executive summary in hard and soft copies



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4. Five (5) copies of the completed extension project in hard and soft copies
5. Copy of the raw data including the transcript of the interview (if any) in hard and soft copies



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POLICIES AND GUIDELINES ON EXTENSION PROGRAMS

Rationale

The Extension Management office (EMO), as the Lead unit of Polytechnic University of the Philippines (PUP) in formulating and implementing of the extension policies, guidelines and programs in line with the existing policies in the Commission on Higher Education (CHED), designed to address the principle stated earlier by conducting various expert services to its target recipients and immediate communities. Hence, the mission to empower citizenry for sustainable development and to - institutionalize civil society engagement which specifically includes: (a) engaging social issues in both discourse and practice; (b) embedding a good social conscience in the sectors of PUP; (c) expanding extension and community involvement; (d) expanding academic and institutional linkages, and; (e) redefining our involvement in LGI's and their communities are hereby by carried out.

EMO has arrived at similar specific objectives in order to fulfill its mission to formulate appropriate quality extension services through community needs identification, project preparation and implementation, deliver greater access to education, and digital information by making full use of vital resources and technologies through the intervention of the extension project delivery units.

Section 1. PLANNING OF A EXTENSION PROGRAMS/PROJECT

- 1.1. A college/branch may implement and/or conduct an extension program/project either individually or in partnership with other local, national and/or international public and/or private offices.
- 1.2. Each college/branch should be able to maintain one extension program/project either collaboratively or independent. They may have more programs provided that it can be sustained.

Section 2. SUBMISSION OF EXTENSION PROJECT PROPOSAL

- 2.1 **Call.** The Office of the Vice President for Research, Extension, and Development through the Extension Management Office (EMO) will send out an announcement for the submission of Extension Project Proposal every January of each year. The deadline of submission is every last Friday of March each year.
- 2.2 **Proposal.** The proponent shall prepare the proposal and submit the same to the Extension Management Office (EMO) for evaluation. The proposal shall include endorsement from the chair and the dean of the college and/or director of the branch. The cover letter should address to the President through the Vice President for Research, Extension and Development and the Vice President for Finance.

Section 3. EXTENSION PROJECT PROPOSAL TEMPLATE

All proposals of colleges/branches seeking for funding from either local extension fund or from external sources (external funding institutions) shall adopt the following format:

PART I - PROJECT SUMMARY

- A. **TITLE.** This is the name of the extension proposal. It describes the coverage of the project in simple and clear terms.
- B. **IMPLEMENTER.** This refers to the school, d, institute, or organization that will implement the project.



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 Office of the Vice President for Research, Extension, Planning and Development
EXTENSION MANAGEMENT OFFICE

- 57 C. **PROJECT TEAM.** *This portion enumerates the names of the project leader, additional*
- 58 *team members, and project contributors. Corresponding with the names are the areas*
- 59 *of specialization.*
- 60 D. **TARGET GROUP.** *This refers to the specific sector in the community who will directly*
- 61 *benefit from the outcomes of the project.*
- 62 E. **COOPERATING AGENCIES.** *This refers to public or private institutions, that will be*
- 63 *involved in the project either as partners or sponsors.*
- 64 F. **TIMEFRAME.** *This refers to the duration of the program.*
- 65 G. **FINANCIAL REQUIREMENT.** *This is the estimated or projected expenditures for all*
- 66 *the activities of the project.*
- 67 H. **IMPACT STATEMENT.** *It explains the impact of the project to the target beneficiaries*
- 68 *and the society, in general. The impact should be consistent with the priority areas of*
- 69 *the University Wide Extension Agenda.*
- 70 I. **SUMMARY.** *It describes in brief the operation, management and evaluation of the*
- 71 *project. It also explains the scope of the project in terms of beneficiality,*
- 72 *practicability/feasibility and necessity.*
- 73

PART II - PROJECT DETAILS

- 74
- 75
- 76 A. **BACKGROUND AND JUSTIFICATION.** *This refers to the overview of the program*
- 77 *discussing the factors that led to the conceptualization of the project. It explains and*
- 78 *enumerates the problems identified through the use of action research, baseline*
- 79 *data gathered from surveys and other research oriented mechanisms which the*
- 80 *program implementer hopes to solve through relevant intervention.*
- 81 B. **SPECIFIC OBJECTIVES.** *This refers to the objectives that the project intends to*
- 82 *accomplish.*
- 83 C. **PROJECT COMPONENTS AND EXPECTED OUTCOMES.** *This refers to a set of*
- 84 *activities and the corresponding outcomes that are specifically expected to*
- 85 *accomplish one or two of the project objectives. The proponent may also include*
- 86 *here the overall structure of the project. **LINE ITEM BUDGET.** This pertains to the*
- 87 *general expense related to the project. See Sample below: (Budget items may vary*
- 88 *from one project to another.)*
- 89

BUDGET ITEM	PARTICULARS	SUB-TOTAL	ESTIMATED COST
1. Operating Cost			
1.1 Supplies			
1.2 Communication			
1.3 Documentation			
1.4 Etc.			
2. Travel Costs and Food Expense			
2.1 Fare			
2.2 Food Expense			
2.3 Etc.			
3. Others			
TOTAL BUDGET			

- 90
- 91 D. **EVALUATION PLAN.** *This refers to the impact assessment plan that will be*
- 92 *implemented in order to determine whether or not the objectives and impact of the*
- 93 *project are accomplished. This may be in a form of survey, verified interviews, etc.*
- 94 *See below for sample matrix: (The matrix may vary depending on the project and/or*
- 95 *method of assessment.)*
- 96

Outcome	Indicator	Data Collection Method	Frequency

97
98



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101 Section 4. OTHER DOCUMENTARY REQUIREMENTS
 102

103 All proposals of colleges/branches seeking for funding from either local extension
 104 funds or from external sources (external funding institutions) shall submit with
 105 attachment the following documentary requirements:

- 106 4.1 A copy of action research output as basis for extension program
- 107 4.2 A comprehensive assessment report and paraphernalia, e.i. survey
 108 questionnaire
- 109 4.3 Consent from the target beneficiaries
- 110 4.4 Location map of the project site
- 111 4.5 Copy of MOU/MOA with partners and sponsors, if any
- 112 4.6 Among others
- 113
- 114

115 Section 5. EVALUATION TOOLS/FORMAT FOR THE SUBMITTED EXTENSION PROJECT
 116 PROPOSALS
 117

	Maximum Points	Score
RELEVANCE OF THE PROJECT AND POTENTIAL BENEFITS/IMPACT (10pts)		
1. The extension program/project shall be within the priority areas as stated on R & D Agenda and Extension Project Proposal.	6pts.	
2. Relevance of the project to particular needs and constraints of the target communities/beneficiaries.	6pts.	
3. Understanding of the issues and results of the needs assessment.	6pts.	
4. Clarity of methodology and project objectives against extension project goals.	6pts.	
5. Clarity of work plan and specific project activities	5pts.	
6. The extension project generates new information/knowledge (strategies/practices) for the growth of the partner community/beneficiary.	7pts.	
7. The program/project shall exhibit the urgency and importance of the information/technology that shall be disseminated to the target area.	7pts.	
8. The project enhances the delivery of any or all the function of the institution - instruction, research, extension, and production.	7pts.	
9. The project includes mechanism for sustainability, scaling up and replication for greater community impact.	7pts.	
10. Partner community/beneficiaries engagement strategy.	5pts.	
11. Visibility and sustainability strategy	5pts.	
12. Self-evaluation and performance monitoring system with well-defined indicators.	6pts.	
13. Partnership & networking strategy with government agencies and other CSOs.	6pts.	
PROJECT MANAGEMENT (10pts)		
1. Faculty and/or Officials with needed competencies (expertise and experience) are assigned or made available to the extension project activity.	3pts.	
2. Adequate counterpart resources are provided to ensure efficient and effective project implementation.	3pts.	
3. A comprehensive workplan inclusive of timeline, monitoring and evaluation indicators are submitted.	3pts.	
BUDGET (10pts)		
1. The line item cost is clear and justified.	3pts.	
2. The project ensures transparent, accountable and responsible use of funds.	3pts.	
3. The line item costs specified in the budget proposal shall be reasonable and allowable.	3pts.	
4. The identified line item cost are relevant or appropriate to intended extension project activity.	3pts.	
	100pts.	



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- 121 Section 6. **QUALIFYING SCORE**
122
123 The Extension Project Proposal submitted by the colleges/branches which
124 undergone evaluation must earn at least **65 points** to qualify for funding from local
125 extension fund.
126
127 The qualifying score for external funding source will depend on the
128 evaluation criteria required by the respective external funding institutions.
129
130 Section 7. **WHO ARE ELIGIBLE TO SUBMIT EXTENSION PROJECT PROPOSAL**
131
132 The following college/branch officials are eligible to submit and/or lead as
133 Extension Project Leader:
134
135 1. Deans/directors and/or program chairperson are eligible to submit and/or lead
136 the Extension Project Proposal of the college/branch seeking for funding from
137 either local extension fund or from external sources (external funding
138 institutions); and
139
140 2. Regular (Full-time) faculty member of the college/branch duly appointed by the
141 deans/director as the college/branch extension coordinator.
142
143 Section 6. **CLIENTELE/ TARGET BENEFICIARIES**
144
145 All proposals of college/branch seeking for funding from either local
146 extension funds or from external sources (external funding institutions) shall
147 benefit the partner barangays (Sta. Mesa and Pandacan) with existing Memorandum
148 of Understanding (MOU) with PUP thru OVPREPD-EMO:
149
150 Section 7. **SUBMISSION OF PROGRESS/TERMINAL REPORT**
151
152 Approved and funded college/branch extension project proposal shall
153 submit progress/terminal report to the OVPRED through EMO not later than the
154 first Friday of December each year.
155
156 Section 8. **BUDGET ALLOCATION FOR FISCAL YEAR FOR EPP**
157
158 The college/branch fund for extension project activity to be utilized for the
159 fiscal year will be based on the approved budgetary allocation for extension projects
160 per year and duly approved by the Executive Committee and the Board of Regents.
161
162 Section 9. **FACULTY EXTENSION SERVICE PROVIDER INCENTIVES**
163
164 Faculty members who are involved in extension activities are entitled for an
165 allowance based on existing policies of the University and subject to availability of
166 University funds.
167
168 In cases where the payment of allowance is not possible, the faculty
169 members are entitled to **one day service credit for every eight hours** of service.
170
171 Only services rendered after office hours or during rest days and holidays
172 shall be entitled to the aforementioned privileges.
173
174 Claims for allowance or service credit shall require the approval of the
175 University President through the joint recommendation of the Vice-President for
176 Research, Extension and Development, Vice President for Administration and
Finance as endorsed of the Director for Extension Management Office.



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179

180 **Section 10. REPEALING CLAUSE**

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187

This set of Guidelines repeals all circulars and memoranda that are not consistent herewith.

Section 11. EFFECTIVITY

Effective immediately upon approval of the Board of Regents.

Comments/Suggestions/Recommendations:

Empty box for comments, suggestions, and recommendations.



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54 4.2 *Origin of Nominations.* Nominations shall come from the academic
 55 departments of the University. Endorsement shall be submitted by the
 56 extension project leader to the Office of the Vice President for Research,
 57 Extension, and Development through the Extension Management Office. No
 58 self nomination is allowed. The immediate supervisor (i.e. department chair,
 59 college dean, branch / campus director) shall endorse nomination form.

60
 61 4.3 *Documentary Requirements.* The following documentary requirements must
 62 accompany the nomination form:

- 63 4.3.1 Duly accomplished nomination form
- 64 4.3.2 Endorsement letter from the Dean / Director
- 65 4.3.3 Extension Project Portfolio
- 66 4.3.4 Others Supporting Documents (Certificates, MOU/MOA, Pictures,
 67 Attendance, Evaluation and Output/Outcome)

68
 69
 70 **Section 5.0 Criteria**

71 Entries shall be evaluated on the basis of the following criteria:

Criteria	Max. Points
Impact on profession/clients - generation of new knowledge/methodologies that have significant contribution to the profession, impact study of extension program/project that will truly assess the usefulness of the program/project or clients' perspective on the usefulness/impact of the project/program to the community or target groups	30pts.
Extension Output/Outcome - These pertain to the resultant products or the total number of people that had been served in the activity. The tangible and intangible products that result from project activities. The benefits that a project or intervention is designed to deliver.	30pts.
The project enhances the delivery of any or all the function of the institution - instruction, research, extension and production.	20pts.
Effectiveness - use and adoption of program/project outputs in regional and national extension programs and policies, significant contribution to rural development including gender-related issues	20pts.
	100

74
 75 **Section 8.0 Qualifying Score**

76 To ensure the integrity and quality of the award, floor score shall be strictly
 77 implemented. Only those who obtained a total score of 70 points shall be
 78 qualified as winner.

79
 80
 81 **Section 9.0 Evaluation Process**

82 9.1 An Evaluation Committee will be constituted to evaluate the nominees for each
 83 category by the Vice President for Research, Extension, and Development. The
 84 Committee shall be composed of a Chairman [Director, Extension Management
 85 Office (EMO)], Co-Chair (Chief of the Extension Evaluation and Monitoring)
 86 and three (3) other members (extension coordinator and coming from other
 87 university)



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- 90 9.2 The Extension Support Center of EMO shall serve as the Secretariat of Gawad
91 Suhay ng Komunidad.
- 92 9.3 All nominations, with complete documentary requirements, will be forwarded
93 to the Evaluation Committee.
- 94 9.4 The Evaluation Committee is expected to conclude their evaluation within one
95 (1) month upon receipt of the documents.
- 96 9.5 The Evaluation Committee shall decide as a collegial body. A summary of
97 scores duly signed by all the members must be submitted to the Secretariat.
- 98 9.6 The decision of the Evaluation Committee shall be final and irreversible.
- 99 9.7 The decision of the Evaluation Committee will be forwarded for endorsement
100 and approval to the Executive Committee.

101
102
103
104
105
106 **Section 10.0 Incentive Award**

107 The Gawad Suhay ng Komunidad Awardee shall receive the following:

108 First Place	P30,000.00, Plaque and Certificate
Second Place	P20,000.00, Plaque and Certificate
Third Place	P10,000.00, Plaque and Certificate

109 Finalists can re-apply for the award in the succeeding year and thereafter.

110
111 **Section 11.0 Repealing Clause**

112 This set of Guidelines repeals all circulars and memoranda that are not
113 consistent herewith.

114 **Section 12.0 Effectivity**

115 Effective immediately upon approval of the Executive Committee.
116



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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. Junithemer 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.

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Review of the University Extension Manual	Comments/ Suggestions/ Recommendations on Policies & Guidelines of Extension Programs	
		3. Prof. Emijdio 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. Rufo 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

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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.
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		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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 EXTENSION MANAGEMENT OFFICE

Review of the University Extension Manual	Comments/ Suggestions/ Recommendations on Policies & Guidelines of Extension Programs	
		11. Assoc. Prof. Zandro T. Estella 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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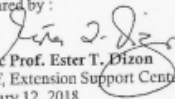




POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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COMPUTER ENGINEERING DEPARTMENT

  Republic of the Philippines POLYTECHNIC UNIVERSITY OF THE PHILIPPINES Office of the Vice President for Research, Extension and Development EXTENSION MANAGEMENT OFFICE	
<input type="text"/>	<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.

There being no other matters to discuss, the meeting was adjourned at 4:00 p.m.

Prepared by :

Assoc. Prof. Ester T. Dizon
Chief, Extension Support Center
January 12, 2018

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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

MEMORANDUM No. 2, s.2018

TO:	Dr. Junithesmer D. Rosales-	Co- Chairman
	Dr. Nicolas T. Mallari-	Member
	Dr. Evangelina S. Seril-	Member
	Dr. Anna Ruby P. Gapasin-	Member
	Dr. Sanjay P. Claudio -	Member
	Dr. Rufo N. Buenza -	Member
	Dr. Rosemaribeth R. Dizon-	Member
	Dr. Marissa B. Ferrer-	Member
	Prof. Rebecca Palma-	Member
	Assoc. Prof. Zandro T. Estella-	Member
	Dean Lincoln Bautista	Member
	Prof. Roland Quinones	Member
	Asst. Prof. Randy D. Sagun-	Secretariat
	Assoc. Prof. Ester T. Dizon-	Secretariat
	Asst. Prof. Segundina Miclat-	Secretariat
	Prof. Edna Lavadia-	Secretariat
	Prof. Emejidio Gepilla -	Secretariat

FROM: **Dr. SILVIA C. AMBAG**
Director, Extension Management Office

DATE: November 27, 2017

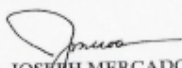
NOTICE OF MEETING

Date : February 15, 2018
Time: 9:00 a.m.- 3:00 p.m.
Venue: Dr. Ofelia Carague Conference Room
2nd Floor, South Wing, PUP Main Building

University Extension Agenda

1. Guidelines for Extension Proposal
2. Guidelines for Gawad Suhay
3. Other matters

Noted by:


Dr. JOSEPH MERCADO
Vice President for Research, Extension and Development

read:
my reply

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(UGPUP)	5
2. EXTENSION MANAGEMENT OFFICE (EMO) UNIVERSITY MANUAL OF OPERATIONS FOR EXTENSION SERVICES, THE UNIVERSITY POLICIES & GUIDELINES AND PUP STRATEGIC PLAN 2010-2014.	6
Vice Chair Guevara presented to the Board for approval the Extension Management Office (EMO) University Manual of Operations for Extension Services and the University Policies & Guidelines.	7
Upon motion of Regent Magsino duly seconded, the Board approved the Extension Management Office (EMO), University Manual of Operations for Extension Services, the University Policies & Guidelines and PUP Strategic Plan 2010-2014.	8
BOARD RESOLUTION NO. 741, SERIES OF 2010	9
The Board approved the Extension Management Office (EMO), University Manual of Operations for Extension Services, the University Policies & Guidelines and PUP Strategic Plan 2010-2014.	10
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