



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Chapter 5
**THE UNIVERSITY EXTENSION FUNDING,
SUPPORT AND INCENTIVES**

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.

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

- **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.



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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.

Granting Honoraria and Incentives

The need to promote extension culture and develop strong commitment to community service call for the provision of incentives that would encourage PUP faculty and staff to be actively involved in various extension activities. A faculty or staff member who is authorized to conduct an extension project may enjoy the following:

A. Allowance or Service Credit

Faculty members who are involved in extension activities are entitled to allowance based on existing policies of the University and subject to availability of University funds.

In cases where the payment of allowance is not possible, the faculty members are entitled to service credit of one day for every eight hours of service.

Only services rendered after office hours or during days off and holidays shall be entitled to the aforementioned privileges.

Claims for allowance or service credit shall require the approval of the University President through the endorsement of the Director for Extension Management Office, and through the joint recommendation of the Vice-President for Research, Extension, Planning and Development, and Vice-President for Administration and Finance. Recommendation shall be made only upon the submission to the EMO Director the Daily Time Record duly accomplished and signed by proper authority.



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B. Allowance

All extension personnel shall be entitled to sixty pesos allowance for each hour of extension service rendered outside of their official time, subject to the University's existing accounting rules and regulations.

C. Insurance

All extension personnel, in the performance of Extension Service project/s outside of the institution, are entitled to group insurance to be paid by the University.

D. Credit for Academic Ranking

Extensionists may claim credit for their involvement in extension service subject to the criteria of the accrediting body concerned.

Only completed extension projects that are properly documented by accomplishing Extension Forms and certified by the Director for Extension may be credited for academic ranking subject to the criteria of the accrediting body concerned.

E. Monetary Award

The university shall give cash incentive to qualified faculty/personnel/extensionists whose extension work has been published in national / international refereed journal, as well as presented orally in national / international forum or conferences.

PUBLICATION		PAPER PRESENTATION	
National	International	National	International
Php 10,000	Php 20,000	Php 15,000	Php 30,000

Application requirements for the award are the following:

1. Letter of application for the award and photocopies of the letters of invitation and acceptance;
2. Photocopy of the program of the conference;
3. Copy of the extensionist's full paper;
4. Special Order for the applicant's participation in the conference;
5. Proceedings
6. Liquidation Report / Disbursement Voucher
6. Certificate of attendance.



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The granting of incentives for winning oral and poster paper presentations of all faculty members and staff shall be provided. The following scheme and guidelines shall be followed:

CATEGORY	NATIONAL	INTERNATIONAL
> ORAL		
First	15,000.00	25,000.00
Second	12,000.00	10,000.00
Third	10,000.00	15,000.00
> POSTER		
First	10,000.00	15,000.00
Second	7,000.00	12,000.00
Third	5,000.00	10,000.00

F. Deloading

Only full time faculty shall be entitled to a reduction of teaching load. The faculty may be loaded with twelve (12) units from the regular fifteen (15) units with corresponding night pay. A faculty member, however, may be allowed to carry a maximum of twelve (12) units of part-time teaching load, but shall not be allowed to handle any temporary substitution load. The total allowable teaching units of fulltime faculty who is into a research contact with the university shall be fifteen (15) units only.

Qualified part-time faculty members who are not employed by other agencies shall carry a maximum of twelve (12) units of part-time teaching load. They shall be allowed, however, to handle temporary substitutions depending on the nature and the scope of their participation in the implementation of the extension program.

G. Hazard Pay

The faculty/administrative staff/extension workers shall be entitled to Hazard Pay only if the environment and circumstances frequented by them are without doubt, hazardous and constitute arduous activities. It shall also apply if the work duty that causes extreme physical discomfort and distress which is not adequately alleviated by protective devices is deemed to impose a physical hardship.

The following Rate of Hazard Pay which is in accordance with "Implementing Guidelines on the Grant of Hazard Pay and Other Benefits to School Health and Nutrition Personnel Under the Magna Carta for Public Health Worker (R.A. No. 7305)", shall be also taken into consideration.



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Level of Risk Actual Exposure	High Risk	Low Risk
12 or more days	25% of monthly basic salary	14% of monthly basic salary
6 to 11 days	14% of monthly basic salary	8% of monthly basic salary
Less than 6 days	8% of monthly basic salary	5% of monthly basic salary

Exemptions:

- 1.) Faculty/Staff/Extension Workers whose positions are at SG 20 and above will be entitled to a Hazard Pay accounting for 5% of their monthly basic salaries for all days of exposure to high-risk and/or low-risk hazards.
- 2.) Faculty/Staff/Extension workers who are assigned to render community service to disaster/calamity-hit areas or embattled or strife-torn areas which are sites of armed encounters between government troops and enemy forces and/or enemy-initiated attacks, raids, ambushes, as declared and certified by the Department of National Defense authorities concerned, shall be classified as at high-risk.

H. Award

The University through the EMO will be awarding at the end of the fiscal year the extension project exemplify a holistic approach in materializing the main objective and goals of the university in implementing extension for the sector of the society. The **GAWAD SUHAY SA KOMUNIDAD – Best Extension Award** recipient will be receiving PhP 100,000 pesos from the university.

Extension Project shall be evaluated on the basis of the following criteria:

Criteria	Maximum 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	40pts.
The project enhances the delivery of any or all the function of the institution - instruction, research, extension and production.	30pts.



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Extension Project shall be evaluated on the basis of the following criteria:

Criteria	Weighting 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	40pts.
The project enhances the delivery of any or all the function of the institution - instruction, research, extension and production.	30pts.



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EXTENSION MANAGEMENT OFFICE
Extension Evaluation and Monitoring Center

PROPOSAL FORMAT FOR EXTENSION PROJECTS

**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, Department, Institute, or Organization that will implement the project.*
- C. **PROJECT TEAM.** *This portion enumerates the names of the Project Leader, Additional Team Members, and Project Contributors. Corresponding with the names are the areas of specialization.*
- D. **TARGET GROUP.** *This refers to the specific sector in the community who will directly benefit from the outcomes of the project.*
- E. **COOPERATING AGENCIES.** *This refers to institutions, public or private, that will be involved in the project either as partners or sponsors.*
- F. **TIMEFRAME.** *This refers to the duration of the program.*
- G. **FINANCIAL REQUIREMENT.** *This is the estimated or projected expenditures for all the activities of the project.*
- H. **IMPACT STATEMENT.** *It explains the impact of the project to the target beneficiaries and the society, in general. The impact should be consistent with the priority areas of the University Wide Extension Agenda.*
- I. **SUMMARY.** *It describes in brief the operation, management and evaluation of the project. It also explains the scope of the project in terms of beneficiality, practicability/feasibility and necessity.*

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 Extension Evaluation and Monitoring Center

**PART II
 PROJECT DETAILS**

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

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			

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E. **EVALUATION PLAN.** *This refers to the impact assessment plan that will be implemented in order to determine whether or not the objectives and impact of the Project are accomplished. This may be in a form of survey, verified interviews, etc. See below for Sample Matrix: (The matrix may vary depending on the project and/or method of assessment.)*

Objective	Indicator	Data Collection Method	Frequency

PART III
DOCUMENTARY ATTACHMENTS

- A. A copy of action research output as basis for extension program
- B. A comprehensive assessment report and paraphernalia, e.i. survey questionnaire
- C. Consent from the target beneficiaries
- D. Location map of the project site
- E. Copy of MOU/MOA with partners and sponsors, if any
- F. Others

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PROPOSED GUIDE FOR PREPARING PROGRESS REPORTS

Progress report should contain information on the following:

I. Extension Project Identifying Data

- a. Project Title
- b. Project Proponent/s, Other Researchers
- c. Proponent/s Department/College/Office
- d. Cooperating Agency/ies
- e. Expected Outcome/s
- f. Project Duration
- g. Total Project Cost
- h. Source/s of Funds

II. Progress of the Implementation of the Extension Program/Progress

- a. A brief description of the problem, objectives and methodology
- b. What has been accomplished; at what stage is the extension implementation at present
- c. New significant findings (if any) and their implications
- d. Problems encountered
- e. Ways of coping with problems encountered

III. Planned of activities for the following Month

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**EMO GUIDE FOR PREPARING
 TERMINAL EXTENSION ACTIVITY REPORT**

A. Title of Extension Project	
B. Implementer (College/Branch)	
C. Extension Program Management Team C.1 Project Coordinator C.2 Members	
D. Target Group	
Executive Summary	
E. Abstract	
F. Background of the Extension Project	
G. Objectives	
H. Presentation of the Implementation of the Projects	

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I. Summary	
J. Attachment (Documentations, Pictures, MOA, etc.)	

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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 pressing social needs by rendering 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 LGUs 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.*

Hand:
muy 2/15/18
11:00 AM



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- 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.*

PART II - PROJECT DETAILS

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

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

Outcome	Indicator	Data Collection Method	Frequency

97
98
99
100



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101 **Section 4. OTHER DOCUMENTARY REQUIREMENTS**

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

- 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 **Section 5. EVALUATION TOOLS/FORMAT FOR THE SUBMITTED EXTENSION PROJECT**
 114 **PROPOSALS**

115
116
117

	Maximum Points	Score
RELEVANCE OF THE PROJECT AND POTENTIAL BENEFITS/IMPACT (79pts)		
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 (9pts)		
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.	
PROJECT BUDGET (12pts)		
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**

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The Extension Project Proposal submitted by the colleges/branches which undergone evaluation must earn at least **65 points** to qualify for funding from local extension fund.

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The qualifying score for external funding source will depend on the evaluation criteria required by the respective external funding institutions.

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130 **Section 7. WHO ARE ELIGIBLE TO SUBMIT EXTENSION PROJECT PROPOSAL**

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The following college/branch officials are eligible to submit and/or lead as Extension Project Leader:

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1. Deans/directors and/or program chairperson are eligible to submit and/or lead the Extension Project Proposal of the college/branch seeking for funding from either local extension fund or from external sources (external funding institutions); and
2. Regular (Full-time) faculty member of the college/branch duly appointed by the deans/director as the college/branch extension coordinator.

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143 **Section 6. CLIENTELE/ TARGET BENEFICIARIES**

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All proposals of college/branch seeking for funding from either local extension funds or from external sources (external funding institutions) shall benefit the partner barangays (Sta. Mesa and Pandacan) with existing Memorandum of Understanding (MOU) with PUP thru OVPREPD-EMO:

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150 **Section 7. SUBMISSION OF PROGRESS/TERMINAL REPORT**

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Approved and funded college/branch extension project proposal shall submit progress/terminal report to the OVPRED through EMO not later than the first Friday of December each year.

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156 **Section 8. BUDGET ALLOCATION FOR FISCAL YEAR FOR EPP**

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The college/branch fund for extension project activity to be utilized for the fiscal year will be based on the approved budgetary allocation for extension projects per year and duly approved by the Executive Committee and the Board of Regents.

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162 **Section 9. FACULTY EXTENSION SERVICE PROVIDER INCENTIVES**

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Faculty members who are involved in extension activities are entitled for an allowance based on existing policies of the University and subject to availability of University funds,

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In cases where the payment of allowance is not possible, the faculty members are entitled to **one day service credit** for **every eight hours** of service.

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Only services rendered after office hours or during rest days and holidays shall be entitled to the aforementioned privileges.

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Claims for allowance or service credit shall require the approval of the University President through the joint recommendation of the Vice-President for Research, Extension and Development, Vice President for Administration and Finance as endorsed of the Director for Extension Management Office. Recommendation shall be made only upon the submission to the EMO Director the Daily Time Record duly accomplished and signed by proper authority.

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Section 10. REPEALING CLAUSE

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:

A large, empty rectangular box provided for comments, suggestions, or recommendations. The box is currently blank.



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**IMPLEMENTING GUIDELINES FOR
GAWAD SUHAY NG KOMUNIDAD:
OUTSTANDING EXTENSION PROJECT AWARD**

Section 1.0 Rationale and Objectives

Extension Program/Project is one of the four major functions of the higher education institution.

In line with the present Administration's thrust to Institutionalized Civil Society Engagement and Involved Extension Services Program, the Office of the Vice President for Research, Extension, and Development thru the Extension Management Office have been actively conducting extension programs/projects, particularly the transfer of technology/expertise that will contribute to the attainment of the vision of PUP Administration to all the Barangay that surrounds the Sintang Paaralan.

There is ongoing award and recognition program for Outstanding Achievement in Extension aptly: Gawad Suhay ng Komunidad - Outstanding Extension Project Award. This award shall be given by the University to outstanding extension works/projects undertaken by any members of the faculty.

The proposed **GAWAD SUHAY NG KOMUNIDAD-Outstanding Extension Project** will be the first recognition program for Extension to be establish in the PUP.

The objectives of the proposed Gawad Suhay Award :

- Recognize and reward both the implementer and the college for their Outstanding Extension Program/Project;
- Encourage to conduct of Extension work that is relevant and responsive to the needs of the community and society as a whole; and
- Promotes appreciation of the importance of the extension functions in PUP.

Section 2.0 Eligibility

2.1 The nominee must be submitted, evaluated and approved for implementation by the university through the OVPREPD-EMO and must be duly endorsed by the Dean of the College and/or Director of Branches and Campuses.

2.2 The extension project implemented from 2016 up to 2017.

Section 3.0 Disqualification

3.1 No extension program/project which has not been submitted, evaluated and approved by the OVPRED-EMO shall be nominated for the award.

Section 4.0 Mechanics

4.1 *Call for Submission.* The Vice President for Research, Extension, and Development through the Extension Management Office (EMO) will send out an announcement calling for nominations every MAY each year. The deadline of nomination is every first Friday of JUNE each year.



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

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

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

Section 5.0 Criteria

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
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Section 8.0 Qualifying Score

To ensure the integrity and quality of the award, floor score shall be strictly implemented. Only those who obtained a total score of 70 ^{above} points shall be qualified as winner.

Section 9.0 Evaluation Process

9.1 An Evaluation Committee ^{shall} will be constituted to evaluate the nominees for each category by the Vice President for Research, Extension, and Development. The Committee shall be composed of a Chairman [Director, Extension Management Office (EMO)], Co-Chair (Chief of the Extension Evaluation and Monitoring) and three (3) other members (extension coordinator and coming from other 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.
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95 9.4 The Evaluation Committee is expected to conclude their evaluation within one
96 (1) month upon receipt of the documents.
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98 9.5 The Evaluation Committee shall decide as a collegial body. A summary of
99 scores duly signed by all the members must be submitted to the Secretariat.
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101 9.6 The decision of the Evaluation Committee shall be final and irreversible.
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103 9.7 The decision of the Evaluation Committee will be forwarded for endorsement
104 and approval to the Executive Committee.

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106 **Section 10.0 Incentive Award**

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

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.

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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**

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116 Effective immediately upon approval of the Executive Committee.