



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	Max. Pts.
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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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	30pts
100	

To ensure the integrity and quality of the award, floor score shall be strictly implemented. Only those who obtained a total score of 70 points shall be qualified as winner and only those who obtained a total score of 60 points shall be qualified as finalist. There are instances where no winners/finalists will be declared for specific year because of this implementation



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Office of the Vice President for Finance
BUDGET SERVICES OFFICE

RESEARCH & EXTENSION FUND
As of December 31, 2018

Extension Management Office (EMO)

Particulars	Allocation	Obligations Incurred	Balance	Estimated Obligations	Balance Net of Estimated Obligations
(1)	(2)	(3)	(4) = (2-3)	(5)	(6) = (4-5)
Research Fund					
Extension Capability Building Program	100,000.00	8,430.00	91,570.00	3,720.00	87,850.00
Best Extension Program	100,000.00	-	100,000.00	-	100,000.00
Extension Fund					
Night School Extension Program	500,000.00	9,600.00	490,400.00	490,400.00	-
Colleges/Branches Extension Program	2,000,000.00	1,185,956.75	814,043.25	799,956.00	14,087.25
TOTAL:	2,700,000.00	1,203,986.75	1,496,013.25	1,294,076.00	201,937.25

BUDGET UTILIZATION RATE: 44.59%

OBLIGATIONS INCURRED:

Research Fund

Extension Capability Building Program

- 8,430.00 -- 1. 4,250.00 -- cost of food, Review on the University Extension Manual with the Extension Manual Committee on January 12, 2018. [c/o Silvia C. Ambag]
2. 4,180.00 -- cost of food, coordination meeting with Extension Manual Committee regarding Guidelines of Extension Proposal and Guidelines of Gawad Suhay on February 15, 2018. [c/o Silvia C. Ambag]

Best Extension Program

Extension Fund

Night School Extension Program

- 9,600.00 -- 1. 6,600.00 -- cost of food, Salin Kasalanan, Tungg sa Kaunlaran project, 3rd & 4th quarter training on "Gender Sensitivity and Issues" and "Barangay Governance and Basic Laws". [c/o Silvia C. Ambag]
2. 3,000.00 -- cost of food, Salin Kasalanan, Abot-Kasansynan at Danong project on September, 2018. [c/o Silvia C. Ambag]

Colleges/Branches Extension Program

- 1,185,956.75 -- 1. 19,184.00 -- cost of supplies, documentation, fare, food for 50 participants, PUP Lopez Extension Proposal entitled: "Kumikitang Mamamayan Para sa Kaunlaran ng Bayan" on April 01 to December 31, 2018. [c/o Rulo N. Buzza (lopez)]
2. 12,000.00 -- cost of supplies/materials, communication, documentation, transpo, food, CCIS Extension Proposal entitled: "E-Learning Application and Tutorial Services for Out-of-School Youth". [c/o Gisela May Albano (ccis)]
3. 90,500.00 -- cost of supplies, tarpaulin, lunch, snack, transpo, communication, CE Extension Proposal/activities on June to December 2018. [c/o Gemy Lito Festin (ce)]
4. 38,518.75 -- cost of supplies/materials for basic carpentry, basic electrical wiring, basic consumer electronics, t-shirt/silk printing/basic packaging, basic electric wiring, supplies (training kit, certificate, id & holder), food (am snack, lunch, pm snack), CE Extension Proposal entitled: "College of Engineering Skills Training and Literacy Program" on June 09, 2018. [c/o Guillermo Bernabe (ce)]

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5.	23,520.00	-- cost of supplies/materials, photocopy/binding, certificates, tarpaulin, transpo, food, PUP Unisan Extension Proposal entitled: "Lakhang-Kamay Tungo sa Hamapuhay" on August 07, 2018. [c/o Edwin G. Malabuyoc (unisan)]
6.	44,412.50	-- cost of supplies/materials, tarpaulin, food for 80pax for 2days coffee, disposable utensils/paper plates, handouts, CSSD Extension Proposal entitled: "CSSD Training Program: Second of a Series" on August 17-18, 2018. [c/o Nicolas T. Mallari (cssd)]
7.	7,611.00	-- cost of supplies/materials/documentation, transpo, food, PUP QC Extension Proposal entitled: "Salin-Kaalaman: Basic IT Literacy" on August 28-31, 2018. [c/o Silvia C. Ambag (for qc)]
8.	48,805.50	-- cost of supplies/materials, tarpaulin, fire & food for 3days, food and beverage, PUP STB Extension Proposal entitled: "L.T.'s 4 Every Juan: Training para sa Barangay at Pampublikong Paaralan" on July 2018. [c/o Amando A. Torres (sto tomas)]
9.	705,600.00	-- full payment for the cost of venue, Asean Connect: Forum on Extension in Higher Education. [c/o Novotel Manila Araneta Center]
10.	1,020.00	-- cost of snack for 17 pax, coordination meeting of ASEAN Connect committee.
11.	12,800.00	-- cost of supplies, attorney's fee for notarized moa, binding fee of extension reports, food, PUP Sto Tomas Extension Proposal entitled: "Skills Training for Public School Teachers of STEM Strand". [c/o Silvia C. Ambag (for sto tomas)]
12.	27,284.00	-- cost of equipment/supplies/materials, documentation (certificates for speakers & participants), tarpaulin, fare, food for 46pax for 3days, PUP Maragondon Extension Proposal entitled: "Salin Kaalaman: Basic Welding Training". [c/o Silvia C. Ambag (for maragondon)]
13.	97,950.00	-- cost of supplies, food, CBA Extension Project entitled: "Alay-Kasanayan Tungo sa Kaunlaran" on November 20 & 27, and December 04, 2018. [c/o Silvia C. Ambag (for cba)]
14.	39,550.00	-- cost of supplies, food for 65pax for 3days, PUP Bataan Extension Project entitled: "Interpersonal Relations and Business Communication Training for Mariveles Police Station" on November 21-23, 2018. [c/o Silvia C. Ambag (for bataan)]
15.	17,201.00	-- cost of supplies, tarpaulin (5x2), food for 39pax for 3days, PUP Maragondon Extension Proposal entitled: "Basic Computer Literacy Program" on November 23, 30, 2017 & December 07, 2018. [c/o Silvia C. Ambag (for maragondon)]

ESTIMATED OBLIGATIONS:

Research Fund

Extension Capability Building Program

3,720.00	-- 1.	1,200.00	-- cost of food, Abot-Kasanayan at Dumong Project with series of trainings in accordance with TESDA programs on February 08, 2018. [c/o Silvia C. Ambag]
		2,520.00	-- cost of food, Abot-Kasanayan at Dumong Project with series of trainings in accordance with TESDA programs on February 14-15, 2018. [c/o Silvia C. Ambag]

Boat Extension Program

Extension Fund

Night School Extension Program

490,400.00	-- 1.	193,400.00	-- cost of supplies/materials, tarpaulin, token/plaque for speaker, certificates, terminal report/leaflet, food, Salin Kaalaman, Tungo sa Kaunlaran project, 3rd & 4th quarter various training. [c/o Silvia C. Ambag]
		297,000.00	-- cost of supplies/materials, tarpaulin, token/plaque for speaker, certificates, food, Abot-Kasanayan at Dumong project, 3rd & 4th quarter various training. [c/o Silvia C. Ambag]

Colleges/Branches Extension Program

799,956.00	-- 1.	33,285.50	-- cost of venue (cebu room), projector rental, brochure print-out, hygiene kit, food for 100pax, 200pes bottled water, materials for chicken empanada making, CTFM - Trike Day Off on March 16, 2018. [c/o Marietta D. Reyes (ctfm)]
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


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
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| 2. | 20,000.00 | -- cost of food, tarpaulin, supplies, COED Extension Proposal entitled: "Aby Dumong Para sa mga Paslit - Community Outreach Learning Center" -- enrollment period, parents orientation, nutrition month celebration, brown ng wikang pambansa celebration, national teacher's day celebration, united nation celebration, volunteer teacher's seminar, christmas party, parent's seminar, recognition day. [c/o Ma. Junithesmer Rosales (cood)] |
| 3. | 30,705.00 | -- cost of 2tarpaulin, photocopy of hand-outs, food (am/pm snacks, lunch, mee signing), documentation, transpo, COED Extension Proposal entitled: "Research Productivity and Capability Training". [c/o Ma. Junithesmer Rosales (cood)] |
| 4. | 185,500.00 | -- cost of supplies, tarpaulin, food (am/pm snack, lunch), logistics/fare, CPSPA Extension Proposal entitled: "Barangay Legislative Process, Fiscal Management Training and Capability Building for Barangay Officials and Employees of the Municipality of Pilillia Riza" on January to December 2018. [c/o Antonius Umali (cpspa)] |
| 5. | 17,000.00 | -- cost of supplies/materials, tarpaulin, handouts, binding, food for 8weeks training, COC Extension Proposal entitled: "Salin Kaalaman sa Pamamahayag sa Lokalidad" [c/o Divina T. Pasumbal (coc)] |
| 6. | 27,193.00 | -- cost of supplies/materials, handouts/certificates for facilitators&participants, certificate frames for 3facilitators, tarpaulin, transpo for 12pax for 3days, food, printing/binding, PUP Ragay Extension Proposal entitled: "Municipality of Ragay Livelihood Development Training thru Entrepreneurial Facilitation Skills Training (A Series)". [c/o Silvia C. Ambag (for ragay)] |
| 7. | 24,240.00 | -- cost of tarpaulin, special paper, certificate holder, terminal reports, snacks for 60 pax for 4sessions, 30swimming kick board, 30swimming caps, CHK Extension Proposal entitled: "Water Safety for Visually Impaired Children as Risk Reduction". [c/o Silvia C. Ambag (for chk)] |
| 8. | 50,282.00 | -- cost of supplies, terminal report, food, certificate with envelope, CIBA Extension Project entitled: "Training in Basic Office Administration: Salin-Kasabayon Para sa Mahal na Manggagawa ng mga Barangay sa Komunidad ng PUP" on October 2018. [c/o Silvia C. Ambag (for ciba)] |
| 9. | 2,400.00 | -- cost of food for 40pax, coordination meeting with barangay officials on July 24, 2018. [c/o Silvia C. Ambag] |
| 10. | 409,350.50 | -- remaining balance for ASEAN Connect 2018 Budget. |

NOTE: Should any of the projects/activities in the estimated obligations pushed through, liquidation or reimbursement of expenses incurred shall be on or before **January 31, 2019**.

Prepared by:


ROSEMARY D. MAMARIL
Budget Officer I

Noted:


FLORENTINA E. IMPERIAL
Director

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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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**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.)*

Outcome	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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COMPUTER ENGINEERING DEPARTMENT



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

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 activities for the following Month

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(Trunk Line) 335 1777 to 87 (Local) 176; website: www.pup.edu.ph e-mail: rmo@pup.edu.ph

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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.

read.
May 2/18
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.
73

74 **PART II - PROJECT DETAILS**

- 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

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

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 (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.

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

Section 7. WHO ARE ELIGIBLE TO SUBMIT EXTENSION PROJECT PROPOSAL

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

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.

Section 6. CLIENTELE/ TARGET BENEFICIARIES

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:

Section 7. SUBMISSION OF PROGRESS/TERMINAL REPORT

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.

Section 8. BUDGET ALLOCATION FOR FISCAL YEAR FOR EPP

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.

Section 9. FACULTY EXTENSION SERVICE PROVIDER INCENTIVES

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.

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.

Only services rendered after office hours or during rest days 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 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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- 179
180 **Section 10. REPEALING CLAUSE**
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182 This set of Guidelines repeals all circulars and memoranda that are not consistent
183 herewith.
184
185 **Section 11. EFFECTIVITY**
186
187 Effective immediately upon approval of the Board of Regents.

Comments/Suggestions/Recommendations:



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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 Service 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 OVPRED-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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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

- 64 4.3.1 Duly accomplished nomination form /
- 65 4.3.2 Endorsement letter from the Dean / Director
- 66 4.3.3 Extension Project Portfolio
- 67 4.3.4 Others Supporting Documents (Certificates, MOU/MOA, Pictures,
 68 Attendance, Evaluation and Output/Outcome)
- 69

70 **Section 5.0 Criteria**

71 Entries shall be evaluated on the basis of the following criteria:
 72
 73

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

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 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
- 95 9.4 The Evaluation Committee is expected to conclude their evaluation within one
96 (1) month upon receipt of the documents.
97
- 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.
100
- 101 9.6 The decision of the Evaluation Committee shall be final and irreversible.
102
- 103 9.7 The decision of the Evaluation Committee will be forwarded for endorsement
104 and approval to the Executive Committee.
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