



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



REPUBLIC OF THE PHILIPPINES  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
COMPUTER ENGINEERING DEPARTMENT  
COMPUTER ENGINEERING EXTENSION

**I. PROGRAM SUMMARY**

<b>TITLE:</b>	Basic Computer Literacy
<b>IMPLEMENTER:</b>	PUP College of Engineering Extension
<b>PROJECT TEAM:</b>	Engr. Orlando V. Pajabera
<b>TARGET GROUP:</b>	Brgy. Sto. Nino, San Mateo, Rizal
<b>COOPERATING AGENCIES:</b>	PUP ACCESS CPE Student Organization
<b>TIME FRAME:</b>	September 14, 2019
<b>FINANCIAL REQUIREMENTS:</b>	P 3,000.00

**IMPACT STATEMENT:**

PUP College of Engineering Extension Group with cooperation of PUP ACCESS Student Organization would like to give basic computer knowledge to the selected residents of Brgy. Sto. Nino, San Mateo, Rizal that they may use to:

- Troubleshoot computer initially;
- Create formal and informal documents;
- Manage to do balance sheet.

**SUMMARY:**

PUP College of Engineering Extension Group's main objective is to promote computer literacy to the selected residents of Brgy. Sto. Nino, San Mateo, Rizal. This will make them familiar to the usage of the new technology.

**II. PROJECT DETAILS**

**A. BACKGROUND AND JUSTIFICATION**

PUP College of Engineering Extension Group supports the University in the implementation of SALIN-KAALAMAN. Through this SALIN-KAALAMAN, the knowledge and technology expertise would be shared to the residents of Brgy. Sto. Nino, San Mateo, Rizal by giving them basic computer literacy. This basic computer literacy will give them awareness and familiarization to the technology. And whatever knowledge they will get, they may use it for home, office and business purposes.

The basic computer literacy will give them preparatory knowledge in using the technology such as computer and software. They can troubleshoot their computer. They can create labels, name tags, formal and informal documents. They can also manage records and compute numbers correctly.

**Specific Objectives:**

Basic Computer Literacy is to provide knowledge in using computer and its software. This knowledge are:

1. Troubleshooting the computer problems. They can determine some basic computer problems and they can resolve it.
2. Creating formal and informal documents. They can create name tags, labels, letters, reports and documents for their specific needs.
3. Recording items and products. They can records items and products. They can also easily search items and products and its information.

Double-click this area to edit, PUP A, Mabini Campus, Anonas Street, Sta. Mesa, Manila 1016  
Direct Line: 335-1752 | Trunk Line: 335-1787 or 335-1777 local 236 or 302  
Website: www.pup.edu.ph | Email: yourofficeemail@pup.edu.ph

THE COUNTRY'S 1<sup>ST</sup> POLYTECHNICU





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**COMPUTER ENGINEERING DEPARTMENT**

4. Computing numbers and balance sheet. They can easily compute what they need to compute. They can also review and edit incorrect number entry.

**B. PROJECT COMPONENTS AND EXPECTED OUTCOMES**

Venue: Brgy. Sto. Nino, San Mateo, Rizal  
Date: September 14, 2019  
Resources: Engr. Orlando V. Pajabera  
Louisa May Jasmine G. Miguel  
Paul Christian F. Tan

Coordinator: Engr. Maria Theresa D. Bongulto, PIE

**C. EXPECTED OUTCOMES**

PUP College of Engineering Extension Group would like to make the residents of Brgy. Sto. Nino, San Mateo, Rizal aware the usage of computer technology and software. Especially:

- Reduce the fear of using the computer.
- Troubleshoot basic computer problems.
- Resolve basic computer problems.
- Create formal and informal documents.
- Manage to create balance sheet.

**D. LINE ITEM BUDGET:**

Basic Computer Literacy Expenses

Documentation, certificates printing	P 1,000.00
Tarpaulin	500.00
Food and refreshments 10participants, 4speakers, 6committee=20paxs @ P 75.00	1,500.00
Total	P 3,000.00

**EVALUATION PLAN**

The Basic Computer Literacy will be implemented to the residents of Brgy. Sto. Nino, San Mateo, Rizal as initial preparatory to assess if they can adopt to the trends of technology. Through the assessment, they must use the computer without fear. They can easily identify basic computer problems and resolve it. They can easily create formal and informal documents. They can easily manage to do balance sheet.


Prepared by:

  
Engr. Orlando V. Pajabera  
Extension Coordinator  
Computer Engineering Department

Noted by:

  
Engr. Julius S. Cansino  
Department Chairperson  
Computer Engineering Department

Approved by:

  
Dr. Remedios G. Ado  
College Dean  
College of Engineering



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COMPUTER ENGINEERING EXTENSION

**TOPIC:** Basic Computer Literacy  
**VENUE:** Brgy. Sto. Nino, San Mateo, Rizal  
**DATE:** September 14, 2019  
**RESOURCES:** Engr. Orlando V. Pajabera  
Louisa May Jasmine G. Miguel  
Paul Christian F. Tan  
**PARTICIPANTS:** Residents of Brgy. Sto. Nino, San Mateo, Rizal

**PROCEEDINGS**

I. Basic PC Troubleshooting

As the first part of the training, Engr. Orlando Pajabera, enumerated what the flow of the training. He mentioned that there will be three parts of the training: PC Troubleshooting, Basic Word and Basic Excel Training. He also mentioned to what the participants get from the training. He said that from the training, the participants would:

- Reduce the fear of using the computer.
- Troubleshoot basic computer problems.
- Resolve basic computer problems.
- Create formal and informal documents.
- Manage to create balance sheet.

In PC troubleshooting, he discussed the parts of computer and how the components of the computer connected.

II. Basic Microsoft Word Training

The second part of the training was Basic Microsoft Word discussed by Louisa May Jasmine G. Miguel. She discussed the basic formatting of formal documents. She discussed what would be the format of the formal documents look-like. She also discussed how to create labels.

III. Basic Microsoft Excel Training

The last part of the training was Basic Excel discussed by Paul Christian Tan. He discussed how to create a balance sheet. He also discussed the easier way to compute the total in the balance sheet. He also added that its easier to compute using formulas in the Excel.



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Prepared by:

  
Engr. Orlando V. Pajabera  
Extension Coordinator  
Computer Engineering Department

Noted by:

  
Engr. Juan S. Cansino  
Department Chairperson  
Computer Engineering Department

Approved by:

  
Dr. Remedios G. Ado  
College Dean  
College of Engineering

Page 2 of 2



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 Sta. Mesa, Manila

PUP COMMUNICATION TRACKING SYSTEM

**#2018941636**

Tracking Number

PUP - Central Records Section  
 November 10, 2018  
 Received by: *[Signature]*  
 11-19-18  
 Station: *[Signature]*

SPECIAL ORDER  
 No. 4531, s. 2018

**DR. REMEDIOS G. ADO**, *Special Disbursing Officer and Dean, College of Engineering*, this University, shall be entitled to reimbursement of the expenses incurred in connection with the conduct of the *College of Engineering Extension Program* entitled: *College of Engineering Skills Training and Literacy Program*, amounting to **FIFTY THOUSAND SEVEN HUNDRED FORTY SEVEN PESOS AND FIFTY CENTAVOS ONLY (P50,747.50)**, subject to the usual accounting and auditing rules and regulations, broken down as follows:

Food Expenses	P	17,500.00
Others		33,247.50
<b>TOTAL</b>	<b>P</b>	<b>50,747.50</b>

This amends *Special Order #1972, series of 2018* dated *May 24, 2018*.

*[Redacted Signature]*  
**EMANUEL L. DE GUZMAN, PhD**  
 President

Copy furnished:

- Office of the President
- Executive Vice-President
- Vice-President for Academic Affairs
- Vice-President for Administration
- Vice-President for Finance
- Vice-President for Student Affairs and Services
- Vice-President for Research, Extension, Planning and Development
- Vice-President for Branches and Campuses
- COA Auditor
- Director, Internal Audit Office
- Director, Accounting Department
- Director, Fund Management Office
- Director, Budget Services
- Director, Human Resource Management Department
- Chief, Payroll Section
- Acting Chief, Records Section/201 files
- Dr. Remedios G. Ado

/ldg

CONTROLLED COPY

Signed by: *[Signature]* Date: 11-19-18

**COLLEGE OF ENGINEERING  
 DEAN'S OFFICE**

RECEIVED BY: *[Signature]* 11/23/18  
 DATE: \_\_\_\_\_



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**COLLEGE OF ENGINEERING**



Awards this

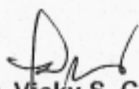
## **Certificate Of Recognition**

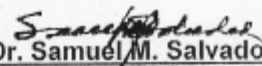
to

### **ENGR. REMEDIOS G. ADO**

In acknowledgment of her outstanding leadership in the  
**Extension Services and Community Involvement Programs**  
of the College of Engineering for SY 2003-2004.

*Given this 24<sup>th</sup> day of October 2003 at the AVR,  
College of Engineering and Architecture Bldg., Sta. Mesa Manila.*

  
**Engr. Vicky S. Cruz**  
Dean, College of Engineering

  
**Dr. Samuel M. Salvador**  
Officer-in-Charge / VP-Academic Affairs



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Building houses in partnership with God's people in need

July 2, 2013

**CERTIFICATION**

This is to certify that **ENGR. REMEDIOS G. ADO** is an active volunteer of Greater Metro Manila Habitat for Humanity from year 2010 up to the present.

Her services helped much in the ministry of Habitat for Humanity in building simple, decent and affordable homes for the less fortunate ones.

This certification was being issued on 2<sup>nd</sup> day of July 2013 upon the request of Engr. Ado for whatever purpose it may serve.

  
PINA P. PEREZ  
Executive Director

2<sup>nd</sup> Floor Pet Plans Tower, 444 Epifanio delos Santos Avenue,  
Guadalupe Viejo, 1211 Makati City, Metro Manila

Telefax No. 899-3370 \* Tel. No. 899-2643 \* 890-9757  
E-mail: gmmhabitat@pacific.net.ph



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Manila Teachers - Information Technology Center

*award this*

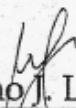
**Certificate of Appreciation**

*to*

**Engr. Remedios G. Ado**

*for her participation to the success of the "Computer Literacy Course "  
conducted on August 2 - September 13, 2003*

*Given this 13th day of September, 2003 at Manila Teachers' Building  
918 United Nations Avenue Ermita Manila*

  
Gen. Regino J. Lacson (Ret.)

Chairman  
Manila Teachers-Information  
Technology Center

  
Cipriano J. Lacson

President  
Manila Teachers' Savings and  
Loan Association Inc.





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**SHARP**

SHARP (PHILS.) CORPORATION  
KM. 23, WEST SERVICE ROAD  
SOUTH SUPERHIGHWAY, ALABANG  
MUNTINLUPA CITY, 1770, PHILIPPINES  
TEL. Nos. : (63)2- 8421371, (63)2- 8420525 to 29  
FAX No.: (63)2- 8420530



Award this

***Certificate of Recognition***

to

**Remedios G. Ado**


In grateful acknowledgement for having shared benevolently her expertise as

**Thesis Adviser**

in the Computer Engineering Department Extension Service and Undergraduate Thesis Checking at Sharp (Phils.) Corporation entitled "Door Access Security Monitoring System through Fingerprint Scanner with Intruder Alarm for Sharp Philippines" on January 25, 2012.

Given this 21<sup>st</sup> day of February 2012 at KM 23 West Service Road, South Superhighway Alabang, Muntinlupa City.

  
**Erwin F. Garanganao**  
Senior Manager, MIS Department

  
**Gina Y. Alejandro**  
Supervisor, MIS Department



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Pio del Pilar Elementary School  
Pureza St., Sta. Mesa, Manila

Presents this

*Certificate of Appreciation*

to

**Engr. Remedios G. Ado**  
Chairperson, C o E

For having rendered invaluable service as  
**COORDINATOR**  
which contributed to the success of the  
**COMPUTER TRAINING COURSE**  
held at the Computer Engineering Department, College of Engineering, PUP,  
thereby contributing immensely to the promotion of computer literacy among  
PDPES faculty.

Given this 5th day of February, 2001.

*Gregoria Y. Iquiña*  
Gregoria Y. Iquiña  
President  
PDPES Faculty Club

*Nurlinda U. Tagulang*  
Nurlinda U. Tagulang  
Principal IV

*Pura B. Ocampo*  
Pura B. Ocampo  
Asst. to the Principal

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





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Republic of the Philippines  
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Office of the Vice President for Research, Extension and Development  
**EXTENSION MANAGEMENT OFFICE**

To/For: **All Deans and Branch Directors**

From: **Dr. RACIDON P. BERNARTE**  
AVPRED/ Director

Subject: **Proposed Policies and Guidelines on Extension Programs**

Date: **30 May 2017**

The Extension Management Office has drafted a Policies and Guidelines on Extension Program. These policies and guidelines shall lead the colleges/branches in the implementation of their respective extension undertakings such as project proposal, process of requisitioning the corresponding fund, monitoring and evaluation, and faculty extension services provider incentive.

In this regard, kindly review the attached proposed Policies and Guidelines for your comments, suggestions and recommendations to aid us finalize our institutional policies and guidelines.

Please send us back the attached document at Extension Management Office (S309) on or before the 21<sup>st</sup> of July 2017.

Thank you in anticipation.

Noted By:

**Dr. JOSEPH MERCADO**  
VP for Research, Extension and Development

3<sup>rd</sup> floor, South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 716-4033  
(Trunk Line) 335 1777 to 87 (Local) 176; website: [www.pup.edu.ph](http://www.pup.edu.ph) e-mail: [rmo@pup.edu.ph](mailto:rmo@pup.edu.ph)

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**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.*
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**PART II - PROJECT DETAILS**

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- 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.)*
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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			
<b>TOTAL BUDGET</b>			

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- 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.)*
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Outcome	Indicator	Data Collection Method	Frequency

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101 **Section 4. OTHER DOCUMENTARY REQUIREMENTS**

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

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

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

	Maximum Points	Score
<b>RELEVANCE OF THE PROJECT AND POTENTIAL BENEFITS/IMPACT (79pts.)</b>		
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.	
<b>PROJECT MANAGEMENT (9pts)</b>		
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.	
<b>PROJECT BUDGET (12pts.)</b>		
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.	
<b>TOTAL</b>	<b>100pts.</b>	

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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.

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:

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.

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:

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.

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.

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.

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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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: