



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



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

**MEMORANDUM ORDER**  
No. 4 , Series of 2018

TO : DEANS  
CHAIRPERSONS  
OUS EXECUTIVE DIRECTOR

FROM : VPAA MANUEL M. MUHI

SUBJECT : REQUIRED ACTIVITIES

DATE : MARCH 13, 2018

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

- Research and Extension Services

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

- Teaching-Learning Commons

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

- Student Seminar

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

For your usual cooperation,



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Polytechnic University of the Philippines  
**College of Social Sciences & Development**  
**DEPARTMENT OF COOPERATIVES &  
SOCIAL DEVELOPMENT**  
Mabini Campus, Sta. Mesa, Manila  
Tel. No. 7167832 to 36 loc. 316



December 12, 2013

**EMANUEL C. DE GUZMAN, Phd.**  
President  
This University

Dear Dr. De Guzman:

Respectfully forwarding to your good office the extension program report of the CSSD-  
Department of Cooperatives & Social Development.

For your reference.

**Prof. REBECCA E. PALMA**  
Area Chairperson



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**EXTENSION PROGRAM**

**Head, DCSDTIS:**  
**Contact No.:**

Prof. Rebecca E. Palma  
7167834 to 45 loc. 316/09272406931

- I. Title of the Extension Program:** PUP College of Social Sciences & Development – Department of Cooperatives & Social Development Training & Information Services (CSSD-DCSDTIS)
- II. Description of the Extension Program:** The Training and Information Services of the **PUP College of Social Sciences & Development – Department of Cooperatives & Social Development DCSDTIS** respond to the education, training and information needs of the cooperatives through offering customized training courses and dissemination of information and learning materials on the cooperative idea and practice.
- DCSDTIS training courses are designed based on the specific needs of the requesting parties and in conformity with the education and training requirements for cooperatives as prescribed by Republic Act 9520.
- The information services include publication of researches, modules and other instructional materials developed by DCSD Faculty. We also offer services related to development and packaging of information materials of cooperatives and other interested partners.
- III. Background of the Extension Program:** The DCSDTIS was instituted pursuant to Article 44 of Republic Act 9520 otherwise known as the Cooperative Code of 2008 and Section 5 of Rule 7 of its Implementing Rules & Regulations (IRR) supported by Memorandum Circular No. 2011-01 on Accreditation of Cooperative Training Providers hence the CSSD-Department of Cooperatives Training & Information Services. DCSD was granted accreditation in November 2011 with CTPRO # 049.
- IV. Objective/s of the Extension Program:** DCSDTIS aims to increase responsiveness of education and training in line with the emerging needs and requirements of the coop sector and at the same time support the national efforts of the of the Government on programs for





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poverty alleviation, economic development and people empowerment through cooperativism. DCSDTIS as an Accredited Training Provider for Cooperatives responds to the call of CDA on accreditation which aims to institutionalize the conduct of well-coordinated, rationalized and standardized education and training for cooperatives officers and members pursuant to the provisions of Republic Act 9520 otherwise known as the "*Philippine Cooperative Code Of 2008.*"

V. **Partner Agency/ies:** Cooperative Development Authority

VI. **Beneficiaries of the Extension Program:**

The beneficiaries of this program extends to cooperative members, coop board of directors, committee officers, other designated and/or appointed officers and the management staff of DCSD partner primary cooperatives, federation & union Cooperatives, cooperative development councils, and private and non-private organizations with cooperative and cooperative related programs.

VII. **Program Components:**

The courses offered by DCSDTIS are part of the Standard Training Curricula for Cooperatives prescribed by the Cooperative Development Authority pursuant to Article 44 of Republic Act No. 9520 and Rule 7, Section 5 of its Implementing Rules and Regulations (IRR). The IRR provides that "*Officers of the Cooperative shall be required to undergo necessary trainings conducted by cooperatives, federations and/or other trainers or training institutions duly accredited by the Authority. The training program should contain the minimum requirements in the module/curriculum as prescribed by the Authority...*"

The training courses focus on the development of competencies of the cooperative officers, employees and members for them to effectively perform what is expected and required of them in the cooperative. The Cooperative Development Authority led the process of identifying the competency standards for the various responsibilities in leading and managing cooperatives. Based on the competencies identified, a training curriculum for each of the training courses provided in RA 9520 was developed.

In line with these needs and mandates, the PUP College of Social Sciences & Development – Department of Cooperatives & Social Development as a duly Accredited Training Provider for Cooperatives, offers training courses which the



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cooperatives and other cooperatives-related parties may avail of for capability-building of their officers, employees and members. The courses range from the basics to the deeper and wider learning areas that may help cooperators comprehend the complexity and richness of the cooperative thought and action. The overall aim is to help the participants in carrying out their responsibilities effectively thereby giving their cooperatives excellent opportunities for growth and sustainability.

**VIII. Projects/Activities:** Conduct of ladderized training courses for cooperative partners and beneficiaries that focused on the mandated and standard training curricula for cooperative officers to include the following minimum requirements indicated below.

COURSE TITLE	DURATION
1. Basic Cooperative Course	16 hours
2. Cooperative Management and Governance	28 hours
3. Financial Management	28 hours
4. Conflict Management	16 hours
5. Parliamentary Procedures	16 hours
6. Leadership and Values Re-orientation	16 hours
7. Strategic Planning	20 hours
8. Audit Management	24 hours
9. Records Management	12 hours
10. Entrepreneurial and Business Management	28 hours
11. Basic Accounting for Non-Accountants	24 hours
12. Internal Control	24 hours
13. Rules Formulation	16 hours
14. Cooperative Standards	16 hours

**SUMMARY OF TRAININGS CONDUCTED**  
 For Periods Covered January 1 – December 12, 2013

Title of Training/s	No. of Beneficiaries
1. Basic Cooperative Course	152
2. Cooperative Management & Governance	276
3. Financial Management for Cooperatives	116
4. Cooperative Leadership & Values Re-Orientat	240
5. Internal Controls for Cooperative	45
6. Cooperative Standards	196
7. Cooperative Strategic Planning	166
8. Policy & Rules Formulation	152
9. Audit Management	70
<b>TOTAL</b>	<b>1,413</b>





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IX. Photos



Dr. Herminia E. Manimtim in a seminar on Cooperative Strategic Planning conducted for the PAMCO Multi-Purpose Cooperative at Laguna.

Prof. Rebecca E. Palma in a Basic Cooperative Course conducted for the Union of Church Based Cooperatives held at the Veritas Towers, Quezon City.



Prof. Elenita S. Mantalaba in a seminar on Cooperative Governance & Management conducted for the PAMCO Multi-Purpose Cooperative at Laguna.



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The CSSD Department of Cooperatives & Social Development continuously monitors its assistance to its partner government agencies like the Department of Environment & Natural Resources and in coordination with the Department of Agriculture in the DENR Technology Adoption, Livelihood and Employment Skills (DETALEST Project) for the fisher folks of Paranaque and Pasay City.

The project aims to uplift the living conditions of the target beneficiaries through a livelihood and enterprise development program. The CSSD-DCSD continually provides the expertise of its faculty members, staff alumni to other institutions, agencies and communities in organizing cooperatives, providing relevant training and technical assistance to cooperatives for them to become self-reliant and viable enterprises.







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Another undertaking of the Department of Cooperatives & Social Development is extending consultancy and advising services to cooperatives relative to organizing, community building, operational sustainability and viability, governance & management, livelihood etc. DCSD faculty members are also members of the validating team of the Federation of Cooperatives Deposit Insurance System (CODIS) and also serve as evaluators in the National Search for Outstanding Cooperatives in the country. The DCSD is an active partner of the Cooperative Development Agency (the regulatory agency for cooperatives in the country).







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### Silaw Pictures in BFAR- Pangasinan with CpE Faculty and BFAR officials

This is the Proof of Utilization of Technology, Knowledge, Skills acquired from the extension projects and activities.





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Republic of the Philippines  
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 Office of the Vice President for Finance  
**BUDGET SERVICES OFFICE**

**EXTENSION FUND**  
 As of September 30, 2017

Summary

Particulars (1)	Allocation (2)	Obligations Incurred (3)	Balance (4) = (2-3)	Estimated Obligations (5)	Balance-Net of Estimated Obligations (6) = (4-5)
<b>Colleges</b>					
Open University (OUs)	20,000.00	-	20,000.00	7,000.00	13,000
Graduate School (GS)	30,000.00	12,400.00	17,600.00	10,500.00	7,100
College of Accountancy and Finance (CAF)	27,000.00	16,560.00	10,440.00	10,440.00	
College of Architecture and Fine Arts (CAFA)	20,000.00	-	20,000.00	-	20,000
College of Arts and Letters (CAL)	40,000.00	-	40,000.00	-	40,000
College of Business Administration (CBA)	55,000.00	55,000.00	-	-	
College of Communication (CoC)	60,000.00	11,000.00	49,000.00	-	49,000
College of Computer and Information Sciences (CCIS)	40,000.00	-	40,000.00	-	40,000
College of Political Science and Public Administration (CPSPA)	40,000.00	-	40,000.00	-	40,000
College of Engineering (CoE / CEA)	50,000.00	-	50,000.00	-	50,000
College of Law (CL)	20,000.00	-	20,000.00	-	20,000
College of Education (CoEd)	55,000.00	22,780.00	32,220.00	20,000.00	17,220
College of Human Kinetics (CHK)	25,000.00	25,000.00	-	15,000.00	
College of Science (CS)	69,000.00	-	69,000.00	-	69,000
College of Tourism, Hospitality and Transportation Management (CTHTM)	35,000.00	-	35,000.00	-	
College of Social Sciences and Development (CSSD)	69,000.00	47,875.00	21,125.00	-	35,000
Institute of Technology (ITECH)	35,000.00	35,000.00	-	-	21,125
<b>TOTAL:</b>	<b>690,000.00</b>	<b>225,615.00</b>	<b>464,385.00</b>	<b>62,940.00</b>	<b>401,445.</b>

Prepared by:

*Rose N. D. Mamaril*  
**ROSE N. D. MAMARIL**  
 Budget Officer I

Checked-by:

*Maria Armi C. Roncal*  
**MARIA ARMI C. RONCAL**  
 Chief, Technical Section

Noted:

*Florenita E. Imperial*  
**FLORENITA E. IMPERIAL**  
 Director





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Sta. Mesa, Manila

PUP COMMUNICATION TRACKING SYSTEM  
**#2018941636**  
Tracking Number

November 10, 2018  
11-19-18  
2:50

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*.

EMANUEL C. 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

**CONTROLLED COPY**

Signed by: \_\_\_\_\_ Date: 11-19-18



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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**

December 11, 2017

Dean **GUILLERMO O. BERNABE**  
College of Engineering  
This University

Dear Dean Bernabe:

We are happy to inform you on the approval of your extension proposal submitted to the University for Institutional funding aptly: "College of Engineering Skills Training and Literacy Program" with budget request chargeable to your extension fund amounting to Forty Nine Thousand Nine Hundred Sixty Seven Pesos and Fifty Centavos (**Php 49,967.50**) to facilitate the implementation of your activity with tracking **No. #2017222929**

Upon completion of the project, kindly submit to our office the progress/terminal report of the activity following the attached format for your reference. For the submission of the report and further assistance, you may look for EC Dina Y. Micalat /Chief Randy D. Sagun at South Wing 309, Mabini Campus, Sta. Mesa, Manila or at local 176.

Thank you for your usual support and cooperation

Respectfully yours,

Respectfully yours,

  
**DR. SYLVIA C. AMBAG**  
Director

Noted By:

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

/mbc

Room 309, South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: 335 1777  
335 1787 local 176; website: [www.pup.edu.ph](http://www.pup.edu.ph) e-mail: [emo@pup.edu.ph](mailto:emo@pup.edu.ph)

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