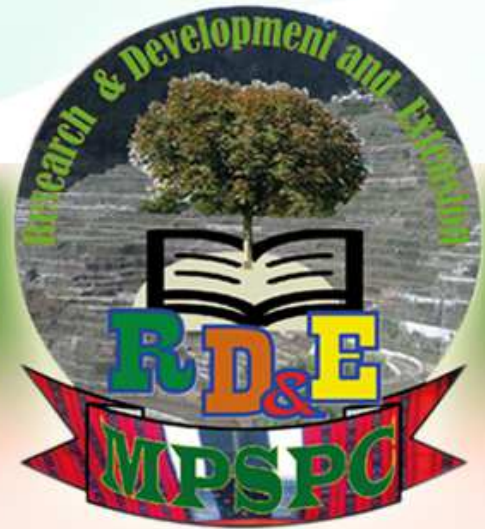




Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

EXTENSION MANUAL 2015



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by:

Mountain Province State Polytechnic College

and

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VISION, MISSION AND GOALS OF THE COLLEGE

VISION STATEMENT

A preferred university of developmental culture and inclusive growth.

MISSION STATEMENT

It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship and an environment that assumes major responsibility in cultural vitality and well-being of the community.

GOALS

1. Attain and sustain quality and excellence for universityhood;
2. Promote relevance and responsiveness;
3. Broaden access and equity;
4. Enhance efficiency and effectiveness; and,
5. Develop harmony within the College, and with stakeholders and benefactors.

MAJOR THRUSTS

H - Hearty Approach to Management & Governance, & Transformational Leadership

E - Enriched Academic Programs

R - Relevant Student Services, Development, and Welfare Program

I - International and Local Linkages

T - Technology, Facilities, and Assets Enhancement Program

A - Aggressive Staff Development and Welfare Program

G - Gainful Resource Generation and Enterprise Development Program

E - Excellent Researches and Relevant Extension Programs



1 **AN EXCERPT FROM THE MINUTES OF THE 102nd REGULAR MEETING**
2 **OF THE BOARD OF TRUSTEES HELD AT BSU, LA TRINIDAD BENGUET**
3 **ON 11 JULY 2015 AT 11:00 AM**

4
5 Present:

6	Hon. ALEX B. BRILLANTES JR.	- Presiding Officer
7	Hon. REXTON F. CHAKAS	- Vice Chair
8	Hon. PILAR S. CAYETANO	- Member
9	(Represented by Hon. Vivian Eustaquio)	
10	Hon. ROMAN T. ROMULO	- Member
11	(Represented by Hon. Deneesse Lou Cortez)	
12	Hon. MILAGROS A. RIMANDO	- Member
13	Hon. JULIUS CAESAR V. SICAT	- Member
14	Hon. DAN EVERT C. SOKOKEN	- Member
15	Hon. WILLIAM A. ASPILAN	- Member
16	Hon. MANUEL M. IMATONG	- Member
17	Hon. CAROLYNE A. CASTAÑEDA	- Member

18
19
20 **RESOLUTION APPROVING THE EXTENSION MANUAL**

21
22
23
24 **Res. No. 055, s. 2015**

25
26 APPROVING the Extension Manual

27
28 **APPROVED**

29
30
31
32
33 CERTIFIED TRUE AND CORRECT:

34
35
36 **DERINE D. AGUID**
37 *Acting College/ Board Secretary*
38
39

PREFACE

This manual is the result of the collaborative efforts of people who are genuinely concerned with delivering the right and needed extension programs, projects and services to different schools and communities most especially to those who are in need.

The sharing of skills and expertise is seen to be a great help in the development of the community. With this in mind, MPSPC needed to be bound by policies so as to provide better extension services, thus, the coming up of this enhanced manual.

This extension manual embodies the different guidelines and procedures on all extension matters that will serve as the guiding light of MPSPC faculty and staff, and extension workers including the administration towards the conduct of extension activities. The function of the MPSPC administration and employees, and all those who are engaged in extension activities undertaking are also stipulated in this manual.

This manual specifically contains the following:

- Title I: Preliminary Matters
- Title II: Organizational Structure and Functions
- Title III: Extension Thrust, Program and Strategies
- Title IV: Extension Unit's Resources
- Title V: Extension Budgeting, Allocation and Disbursement
- Title VI: Preparation and Submission of Work and Financial Programs and Reports
- Title VII: Preparation and Approval of Extension Proposals
- Title VIII: Extension Project Implementation, Monitoring and Evaluation
- Title IX: Procedural Guidelines on Internal Control and Administration
- Title X: Benefits, Incentives and Awards
- Title XI: Final Provision

FOREWORD

Victor Hugo once wrote: “Nothing is greater than an idea whose time has come.” Truly, the initiative of the MPSPC Extension Unit to enhance and finally make legal and operational the Extension Manual by having it approved by the Board of Trustees is a commendable move.

Recognizing that technical skills and services alone are not sufficient to make effective extension endeavours, the MPSPC Administration recommends that this Manual be followed as this would prepare and guide all employees and extension workers of MPSPC towards the conduct of best extension services and sharing of skills and expertise.

This enhanced Manual provides all guidelines and procedures along with privileges and responsibilities, including the roles of the administration, faculty and staff, students and extension workers in relation to the College’s extension activities and services. Unless otherwise specifically noted, the contents of this Manual will be considered standard policy by all faculty members, staff, extension workers, and administration.

With the coming up of this BOT approved Manual, it is hoped that continuous and helpful extension services be successfully conducted and shared to our target beneficiaries and achieve our goal of relevant extension programs.

ACKNOWLEDGEMENT

The revision of the Research and Extension Manuals is a culmination of several years of work of the personnel assigned to the RDE sector. Several policies previously approved by the Board were realized through the initiative of various designees at the RDE office.

The current RDE management would like to acknowledge with heartfelt gratitude the following without whom the Research and Extension Manuals would not have been revised and approved:

Foremost, to the Lord Almighty for being ever present Guide and Provider without whom any endeavour would not be completed;

To the previous MPSPC administrators, Dr. Nieves A. Dacyon, Dr. Geraldine L. Madjaco, the late Dr. Eufemia C. Lamén and Dr. Josephine M. Ngodcho for the support they gave to the RDE sector which enabled the sector to achieve its goals and objectives;

To Dr. Rexton F. Chakas, the College President for the trust and confidence given to the current RDE management and for his all-out support to the RDE office, thereby giving the sector that much needed push;

To the former designees of the RDE sector who worked relentlessly in improving the research development and extension units, especially the former vice presidents for RDE, Dr. Gregorio M. Delos Santos, the late Dr. Noel T. Depalog and Dr. Marcelino P. Gaqui; the former research directors, Mr. Brent Greg Gomoad, Mr. Elmer D. Pakipac, and Dr. Linda Guinabang; the former extension directors, Mr. Allan K. Tabec, Ms. Jacqueline Gumangan, Mr. Cephas Akien, Mr. Angel Libang, Mr. Joel Faroden and Dr. Mary Dumanghi;

To the Executive Deans of both campuses, the members of the Administrative Council and the Research and Extension Councils, the different departmental research and extension coordinators for their inputs during the validation and endorsement of the manuals;

And finally, to the RDE personnel, Ms. Wileen Chiara T. Lasangen, the Research Director, Mr. Elmer D. Pakipac, the Extension Director, the SRAs Mr. Angel C. Libang, Ms. Karyl A. Po-or, Ms. Loida Elaine G. Tibong and RDE staff, Ms. Charisse Keeg and Ms. Rochelle Ann Dalay-on, for taking the challenge to work for the revision of the manuals and seeing the job through the finish line.

Again, thank you!

SUSAN A. LOPEZ
VPRDE

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**TITLE I
PRELIMINARY MATTERS**

Introduction

The Mountain Province State Polytechnic College, as an institution of higher learning, promotes extension services according to course programs offered such as in the field of Agriculture, Forestry, Agro-Forestry, Engineering and Technology, Education, Arts, Social Sciences and Culture, Health, Peace and Order, Business related endeavor, Office Management, HRMT, Industrial Technologies, Information Technology and other programs the college will offer that are deemed necessary for rural development. The College also provides technical assistance in terms of technology dissemination for proper utilization related to economic problems and issues existent in the region as identified by the local and national government, the college and other agencies concerned with poverty alleviation and sustainable development. Extension services are chiefly concerned with the dissemination of appropriate technologies, relevant information and advanced skills generated from researches and advanced studies that are effective for job opportunities and income generation that contribute to the economic development of the individual to help them improve their quality of life. As such, the desired active participation and spirit of volunteerism of the faculty and staff is deemed necessary to continuously develop instructional materials, proper attitudes, mental and physical capabilities and the commitment to develop, create resources and serve the constituents to satisfy local and global needs. These undertakings are coupled with the availability of resources and are put in proper place in terms of their expertise and skills at hand, including the indigenous resources for sustainable program.

Article 1. Title, Coverage, and Interpretation

Section 1. This manual shall be known as “Extension Manual of the Mountain Province State Polytechnic College”.

Section 2. This manual shall govern and apply to Mountain Province State Polytechnic College Extension Programs/Projects/Activities

Section 3. This manual shall be liberally construed in favor of the principles and policies of the Mountain Province State Polytechnic College to attain its vision, mission, goal and objectives.

Article 2. Legal Bases and MPSPC’s Definition of Extension and Clients

Section 1. The 1987 Philippine Constitution provides that the State shall encourage non – formal, informal and indigenous systems, as well as self-learning, independent and out of school – youth programs particularly those responsive to community needs and provide adult citizens, the disabled, out-of-school-youth with training in civics, vocational efficiency and other skill. (Article XIV Section 2)



Section 2. Based on the College Charter (R.A.No. 7182) section 2, it states that “The College shall primarily provide higher professional, technical and special instruction for special purposes and promote research and extension services, advanced studies and progressive leadership in agriculture, education, forestry, arts, science, humanities, and other fields as may be relevant.”

Section 3. Republic Act 8292 also mandates Chartered State Universities and Colleges to establish research and extension centers of the State Universities and Colleges where such will promote the development of the latter.

Section 4. The Education Act of 1982 provides that the educational system shall reach out to the educationally deprived communities, in order to give meaningful reality to their membership in the national society, to enrich their civic participation in the community and national society, to enrich their civic participation in the community and national life, and to unify all Filipinos into a free and just nation Part 1 General Provisions, Chapter 2, section 4). Further, the Education Act of 1982 obliges teachers to participate as an agent of constructive social, economic, moral, intellectual, cultural and political change in his school and community within the context of national policies (Part II Educational community, Chapter 3, Section 16).

Section 5. Extension refers to the act of communicating and transferring knowledge and technology to specific sectors and target clientele (as distinguished from those enrolled in formal degree programs and course offerings) to enable them to effectively improve production, community and/or institutions, and quality of life, at the same time enhance the HEI’s academic and research programs (CMO #08 S2010).

It is a process of bringing information, ideas and suggestions that will encourage and help the clients make farming more profitable, homes more comfortable, and rural communities more satisfying (Harmon, 1961).

These are outside classroom activities to be applied, demonstrated, and replicated for the transfer of proven and matured technologies, management practices and appropriate values for the reduction of illiteracy, unemployment, malnutrition, poverty, conservation and protection of natural environment, observance of peace and order, respect of human rights, improvement of local governance and leadership and encouragement of alternative livelihood and entrepreneurship that support self-help and economic self-sufficiency (Esoen, 2014).

Extension is also viewed as discipline that utilizes knowledge that passes through the prism of sociology, economics, anthropology, management and other disciplines for the transfer of appropriate



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technologies, values, attitudes, knowledge and skills that will ultimately improve the social practice or lives of clientele, partners and cooperators.

With the aforementioned definitions, the Mountain Province State Polytechnic College Extension Services are sets of programs, projects and activities involving the promotion/dissemination of technologies, advocacy, policy support, training services, entrepreneurship and livelihood support, linkages, social and environmental services regularly undertaken by the administrator, faculty, staff and students in collaboration with partner agencies to promote self-help, economic growth and development in the community.

Section 6. Clients refer to individuals, groups, organization and agencies i.e. farmers, indigenous peoples, out of school youths, women organizations, professionals, government officials, government institutions, NGO's etc. that seek assistance and collaboration or partnership with the College.

Article 3. Extension Unit's VMGO

Section 1. Vision. The Mountain Province State Polytechnic College Extension Unit is envisioned as the center of appropriate technologies & information dissemination that will contribute to sustainable rural development as it attains the College's vision.

Section 2. Mission. The mission of the unit is to promote extension services and provide opportunities to faculty, staff and students in the delivery of extension services related to: Agriculture, Forestry, Agroforestry, Engineering, Arts and Culture, Sciences, Education, Peace and Order, Health Care, Hospitality and Tourism, Information Technology, Business Management and Finance, Livelihood, Office Management, and Leadership and Governance which are relevant to community development.

Section 3. Goals. The goal of Mountain Province State Polytechnic College Extension Unit is to sustain implementation of research-based extension programs that are of practical use to the community.

Section 4. Objectives:

MPSPC Extension Unit shall endeavor to:

1. enhance the knowledge and skills of target clientele that will empower them to become change agents for development in their communities;
2. establish/develop farming system models that showcase technologies developed by the college and serve as demonstration and training sites for farmers, students and other clientele;
3. Disseminate technologies that is responsive to community needs.



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4. Package knowledge-based technologies that are responsive to the needs of clients within the service areas of the College;
5. Sustain advocacies, trainings and other outreach programs of the College that are deemed important for community development;
6. Enhance networks and collaborative extension services with other government agencies, LGUs, and NGOs in the promotion of entrepreneurship and livelihood to spur economic growth; and,
7. Facilitate social and environmental service for the welfare and betterment of the community.



TITLE II

ORGANIZATIONAL STRUCTURE AND FUNCTIONS

Article 1. The Organizational Structure and Extension Council

Section 1. Structure The extension organizational structure shall limit its presentation on the flow of management and communications starting from the Office of the President down to the extension worker/s. It shall be noted that extension activities are not limited to faculty members but also include extension activities of non-teaching personnel and students.

Section 2. Extension Council. By virtue of their administrative positions/designations, the following are the members of the Extension Council:

Vice President for Research Development and Extension -	Chairman
Extension Director	Co-Chairman
Extension Campus Coordinators	Member
Director for Finance	Member
Dean (Bontoc, Tadian and Graduate School)	Member
• Others may be invited when their expertise are needed.	

Section 3. Function. The ETRC is the policy making body of the extension services of the College and shall perform the following functions:

- a. Prepare and recommend policies, guidelines and college extension program for the approval of the Board of Trustees.
- b. Review and recommend annual program/projects.

Article 2. Extension Organizational Framework and Functions

Section 1. College President: The overall supervisor of the College extension program and he/she shall identify the priority extension programs of the College.

Section 2. Vice President for Research Development, Extension shall:

- a. supervise and coordinate all research and extension programs/projects/activities of the various units under his office including research publication and media services and other institutes, centers, etc. that may be hereafter be created;
- b. carry out policies and programs in the research development and extension units as mandated by the President;
- c. provide direction and guidelines in planning, programming, preparation of proposals to ensure that these are congruent to identified thrusts and priorities and to pursue the goal and objectives of various units under this office;



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- d. initiate the implementation, monitoring and evaluation of approved programs projects and activities such that they are carried out in accordance with established performance standards;
- e. sustain linkages among MPSPC research and extension units and other agencies; and,
- f. Perform other functions as may be assigned by the College president.

Section 3. Extension Director shall:

- a. conceptualize strategies for the smooth implementation of extension services;
- b. generalize, supervise and coordinate of programs/projects/activities of the various extension activities;
- c. initiates the implementation, monitoring and evaluation of programs, projects, and activities such that they are carried out in accordance to standards; and
- d. establish linkages with other agencies to promote the extension programs of the College;
- e. facilitate the purchase of supplies, materials and equipment of the extension offices and in the conduct of the extension programs and activities;
- f. initiate the establishment of the knowledge management center through instructional material production and viable technology production;
- g. Perform other extension functions as may be delegated by higher authorities.

Section 4. Campus Extension Coordinators

There shall be a Campus Extension Coordinator in each campus with the following functions:

- a. Channel all reports and activities of their extension activities to the office of the extension director;
- b. Initiate the conceptualization, planning and promotion of departmental extension programs;
- c. Facilitate the processing and evaluation of proposal and endorse them for approval;
- d. Initiate coordination of finance management in their jurisdiction in accordance with established rules and regulations;
- e. Undertake supervision, monitoring and evaluation of the implementation of policies projects in their areas of concern;
- f. Prepare and submit consolidated plans and reports relative to activities of assignments;
- g. Submit consolidated reports, proposals and plans relative to extension services to extension director;



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- h.** Facilitate the preparation of IEC materials for extension activities of the campus;
- i.** Perform such functions as may be assigned by the extension director.

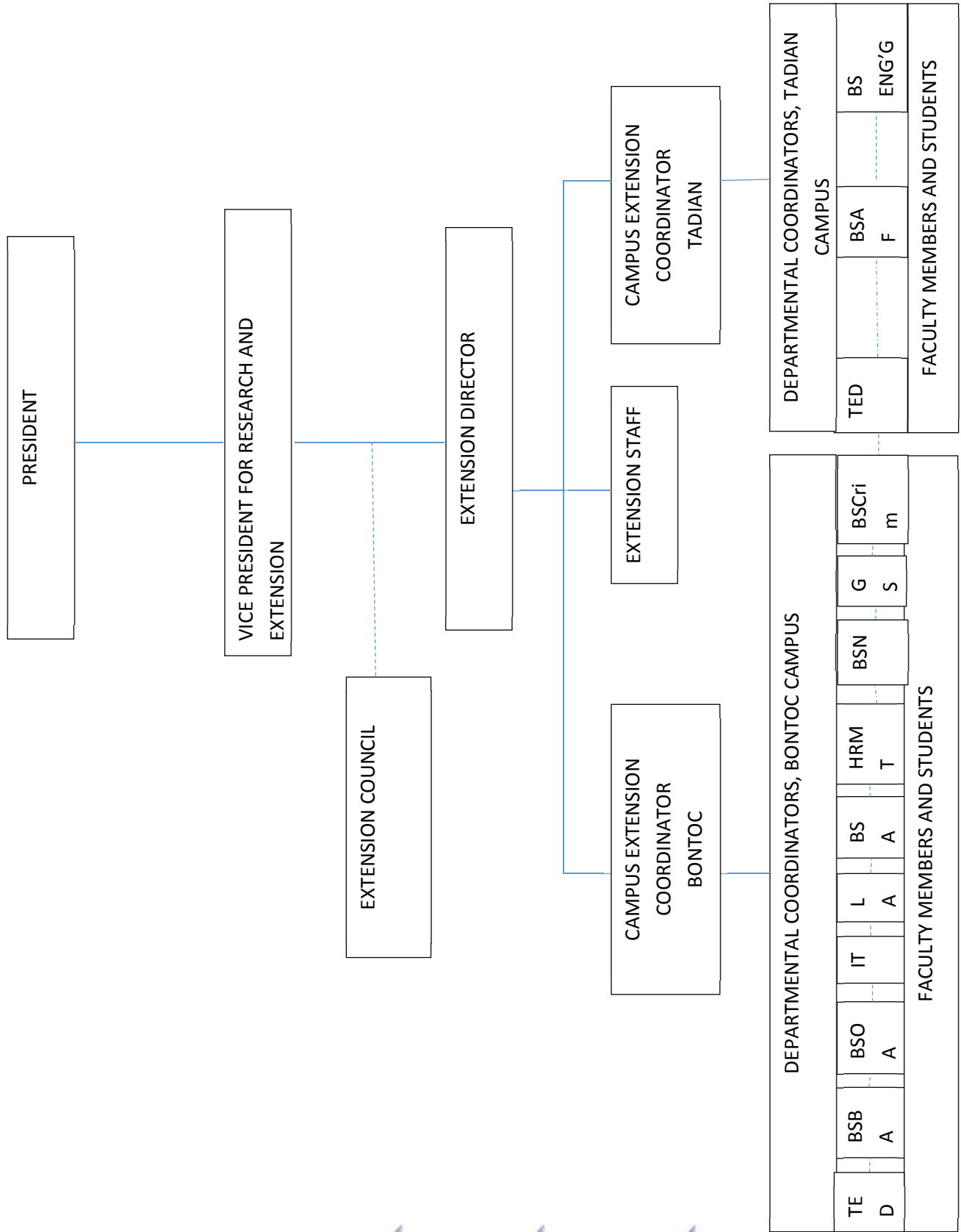
Section 5. Department Extension Coordinator

There shall be an extension coordinator in each department with the following functions:

- a.** Acts as the assistant of the Department Chairman for extension and oversees the development/formulation and implementation of the Extension programs in the department;
- b.** Helps in the formulation of the college extension agenda;
- c.** Facilitates the preliminary evaluation, critiquing or screening of the extension proposals of the department and technical reports before these are submitted to the Office of the Campus Coordinator;
- d.** Coordinates the preparation of MOA/MOU related to extension activities of the department;
- e.** Sees to it that extension activities adhere to prescribed methodologies and that extension reports, proposals and other required documents are submitted to the Office of the Campus Coordinator within the prescribed format and deadline; and
- f.** Performs other Extension related services as may delegated or requested by the Campus Coordinator, Departmental Chairman, Extension Director, and the Vice President for Research and Extension



EXTENSION ORGANIZATIONAL STRUCTURE



Section 6. Teaching, Non-Teaching and Students Engaged in Extension Services, shall:

- a. prepare activity design proposals following the prescribed format;
- b. submit proposals for endorsement and approval before implementation;
 - b. 1. Non-Teaching – VP for Administration and Finance (VPAD)
 - b. 2. Student – Supreme Student Development Office (SSDO)
- c. conduct approved extension proposals;
- d. submit status report of on-going extension services, and
- e. Submit a copy of the terminal report to the Extension Unit for proper filing and documentation for evaluation purposes and submission to oversight agencies.

Section 7. Extension Staff

- a. Assist the Extension Director in office management and in the preparation of communications and other documents for extension activities;
- b. Assist in the processing and consolidation of extension reports;
- c. Assist in the monitoring of extension projects/activities being implemented;
- d. Assist the extension director in knowledge management such as preparation of IEC materials and other extension visual materials;
- e. Serve as secretariat during meetings and other related extension activities;
- f. Do other functions as deemed necessary



TITLE III**EXTENSION THRUST, PROGRAM and STRATEGIES****Article 1. Extension Program Formulation**

The Extension program is anchored on the national development thrust or agenda, regional-RDP, Mountain Province Development Plan, and the vision, mission, goals and thrust of the Mountain Province State Polytechnic College. The formulation of this program encompasses all the departmental agenda. The extension program has the following components:

Section 1. Education and Information Exchange. The Mountain Province State Polytechnic College (MPSPC) is considered as the source or fountain of knowledge because it is the only Higher Educational Institution in the province with the capacity of doing broad extension service in the field of education. The College, through its extension services, shall lead in the development of knowledge-based technology packages and in the dissemination of these in various modalities that can contribute to the enhancement of knowledge and skills of intended group of clients. This encompasses all Instruction Education and Communication (IEC) materials developed and published coming from the different course programs of the College for extension education purposes, school on the hill, literacy interventions, donation of instructional materials and continuing education, among others.

Section 2. Promotion/Dissemination of Adaptable Technologies. This component of the extension services plays a vital role in the diffusion of technology to intended clients and in the community. The College has the pool of experts that can develop technologies in the different field based on its course offerings. This being the case, the extension unit shall serve as a bridge between these technology developers and intended users serving as facilitators in the transfer of knowledge. This can be realized by establishing demonstration farms that serve as models and sites for learning developed technologies. Other functions include the provision of technical assistance, rural advisory services, piloting of adaptable technologies and other modalities adaptable in rural communities, among others.

Section 3. Advocacy and Policy Support. MPSPC, through its Extension Unit, shall actively participate in responsive interventions that will lead to community development and improvement of human life using its own various modalities for the betterment of the community. This community engagement activity includes support to legislations geared towards community development, community health care, and Social infrastructure like peace education, self-determination, organic agriculture, GAD, waste management, climate change, K-12 curriculum and ASEAN Integration, among others.



Section 4. Training Services and Development Support Transfer. This component encompasses all training and seminars for skill enhancement activities in the fields of Education, Accountancy, Business Administration, Office Management, Arts and Sciences, Agriculture, Forestry, Information Technology, Engineering, Hotel & Restaurant Management and Tourism, leadership and others the College can provide based on its expertise that will cater to the needs of intended clients to become more productive in their endeavors. It will employ various modalities that will create self-reliance among wider self-help groups for better community transformation.

These services can be availed through the Extension Unit's strategies such as adopt-a school; community; barangay; demonstration farms; skill-based trainings upon request by clientele and others.

Section 5. Entrepreneurship and Livelihood Support Services. This component embraces all activities related to entrepreneurship and livelihood support services the college can provide to its clientele. Since entrepreneurship is considered as the driver for economic growth and community development, extension services along this line should be developed and conducted to help community people become self-reliant and better inhabitants in their own rights. The offering of entrepreneurship based courses in the college will also play a vital role in the development of the province.

Section 6. Linkage and Networking Services. The College is a believer of responsibility sharing in the delivery of services to target clients for effectiveness and sustainability. As such, a high degree of collaborative efforts will be established with various partners for development that includes the Local Government Units, Dep-Ed, SUCs, Government-line Agencies, Non-Government Organizations, Civil Society groups and other groups. Working relationship with these groups and agencies are formalized by Memorandum of Understanding or Agreement. Moreover, international linkages related to skill enhancement for faculty and staff shall be sought to strengthen their various skills for them to become more effective in their field.

Section 7. Social and Environmental Services. This component encompasses all socio-civic and humanitarian activities as well as environmental services of the college to maintain a better place to live in. This includes professional missions (rescue operations, medical, dental, others), donations and distribution of goods and supplies to the needy, tree planting, clean-up drive and others.

Article 2. Departmental Extension Programs

The Extension program represents the college wide extension services while **departmental** extension program is limited to the extension services one department can provide. The departmental extension program is anchored on the goals and objectives of the extension unit program of the College. Moreover, the crafted program shall be based in accordance with the VMGO of the College and the Unit.



Section 1. Accountancy Extension Program. The program shall extend services on cooperative enhancement education, financial management, audit management, internal control, tax control and other services related to accounting.

Section 2. Agriculture and Forestry Extension Program. This extension program shall focus their extension services related to Agriculture, Forestry and Natural Resources (AFNR) such as organic farming, agroforestry based technologies, nursery establishment, watershed rehabilitation, solid waste management and other technologies relevant to skill enhancement and advocacies on AFNR.

Section 3. Public Safety, Security and Juvenile Delinquency Prevention Extension Program. This program is prepared by the Criminology Department aimed to enhance skills on peace and order management and advocate on issues related to public safety and security management.

Section 4. Business Administration Extension Program. This program designed by BSBA is aimed to enhance skills of target clientele on entrepreneurship, marketing, simple bookkeeping and others related to the management and establishment of business and livelihood projects.

Section 5. Engineering Extension Program. This program of the Engineering Department shall focus on advocacies and community services related to environmental vulnerability, surveying and others aimed to enhance skills of clientele on engineering skills.

Section 6. Hotel and Restaurant Management and Tourism Extension Program. This program is geared on competency based trainings related to HRMT, such as food processing, baking, food and beverage services, tour guiding and others.

Section 7. Information Technology Extension Program. This program is crafted by the Information technology department which aimed to enhance skills of target clientele on computer operations and maintenance, office productivity and educational technology.

Section 8. Enhanced Office Administration in the Barangays of Mountain Province. This program is geared on skill enhancement in office management to target clientele by the Office Administration Department.

Section 9. Community Based Health Care Nursing Program for Sustainable Development. This program, proposed by the Nursing Department, is geared on advocacies on environmental sanitation, primary and reproductive health care, IKSP on health education and other health related issues and concern.



Section 10. Enhancing the Development of Partner Schools and Communities through Education and other Community Services (TED-Bontoc Campus). Guided by the VMGO of the College and the goals of the Extension Unit, this program is proposed to conduct trainings and seminars that will enhance skills of clients on the area of education such as instructional materials development, journalism, action research, cultural preservation, educational technology. It is also designed to advocate on basic literacy, environmental education, gender and values and others.

Section 11. Teachers on the Hill (TED-Tadian Campus). This education program is aimed to advocate on basic literacy, gender and values formation, socio-cultural, environmental education, technical education and others. It is also designed to enhance clients on trainings such as instructional material development, action research and other trainings related to education.

Section 12. Enriching Leadership Administrative, and Managerial Proficiency for Rural Development (e-LAMP 4RD). This program is crafted by the Graduate School as contribution for the attainment of the VMGO of the college. Moreover, the program is centered on continuing education on Good Governance and Social and Human Resource Development.

Section 13. LA Extension Program. This program is geared on enhancing skills of clientele on good governance and leadership, gender and development, alternative livelihood endeavor and others.

Article 3. Extension Strategies

Extension services cater to the needs and interests of the target clients towards self-reliance and sustainability. The extension services are not limited to the identified thrust and programs. The different campuses are directed to prepare extension proposals that are consistent with the thrust of each campus or the college as a whole relevant to the immediate needs and interest of the target beneficiaries.

The College of Forestry shall take the lead role in the preparation of extension programs geared towards the dissemination of adaptable technologies in the field of Agriculture, Agro-forestry, Forestry, Biodiversity and Environmental Education. It shall also lead in the advocacies on climate change, environmental conservation, forest management, protection and conservation and other programs related to Agriculture, Environment and Natural Resources.

The College of Engineering and Technology shall take the lead role in the preparation, trainings, dissemination and advocacies of extension programs/ projects/activities in the fields of Industrial Technology, Livelihood Skills Development, Land Use Planning, Education, Socio-Cultural Program and others based on course offerings of the campus.



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The College of Arts and Sciences shall take a major role in the preparation, trainings, dissemination and advocacies of extension programs/project/activities on the field of Education, Entrepreneurship and Business management, Peace and Order, Office Management, Information Technologies, Health Care, Governance and Management, Tourism and Hospitality Management and Socio-Culture.

The extension unit shall encourage peer or team extension programs, projects and activities among the faculty, staff and students. It shall also encourage collaborative extension services with other line agencies for partnership to unify extension services in accordance with the thrust of the agency as a sort of cost sharing, tie-ups, and expertise sharing for the efficient and effective extension delivery service towards the development of individual, community, program, province, region and the nation as a whole.



TITLE IV**EXTENSION UNIT'S RESOURCES****Article 1. Physical Resources**

The physical resources refer hereto are the facilities and equipment procured and donated for extension endeavor.

Section 1. Facilities and Equipment

All facilities and equipment purchased that are intended for extension service of the College using extension fund and other related funds shall form part as property of the unit, unless it is provided otherwise.

Section 2. Equipment Procured in the Conduct of Extension Program/Project/Study

The equipment procured in the conduct of Extension Program/Project/Activity shall:

Be submitted to the Extension Office within one month upon its termination/ completion and shall form part as property of the unit.



TITLE V**EXTENSION BUDGETING, ALLOCATION AND DISBURSEMENT****Article 1. Source of Funds**

The budgetary requirements for the conduct of extension services shall come from the following sources:

Section 1. General Appropriation Act

This refers to the regular budget of the College for extension services as per approval/release by the Department of Budget and Management (DBM).

Section 2. Grant from other Institutions/Agencies and Organizations

These are funds granted by other institutions such as regional, national or international government and non – government agencies/organizations.

Section 3. Share from the tuition fee of students (Fund 164)**Section 4. Proceeds realized from the conduct/completion of extension program/ project/ activity.**

Proceeds realized from the conduct/termination/completion of extension programs/projects/activities shall be placed in a Trust fund and shall be used as revolving fund for the Extension Unit exclusively for the conduct of its extension services. There shall be a sharing scheme of generated income between the department concerned and the unit subject to government accounting and auditing manual.

Article 2. Allocation**Section 1. Extension Unit****1.1. RATA of the Director**

A Representation and Transportation Allowance (RATA) shall be granted to the Director of the Extension Unit as provided by DBM Circular No. 546, dated January 17, 2013.

1.2 Honoraria of extension worker and resource person engaged in extension services

Honoraria for personnel involved in extension services shall be granted only for income generating extension activities and for externally funded extension activities as the case may be.

For extension activities wherein resource speakers are invited, grant of honoraria is allowed provided that the item was reflected in the approved



proposal of the extension activity. Rate of Honoraria will be dependent on the extension activity. Granting of honoraria shall be based on the financial management manual of the College. Honoraria for resource person of externally funded extension services shall be based on the approved budget of the proposal. On the other hand, in cases where extension services need resource persons from other agencies, honoraria shall be integrated in the proposed budget. The rate for honoraria shall follow the national standard provided by the Department of Budget and Management Circular on honoraria (Section 46 (b), General Provision of RA No. 9401).

1.3. Maintenance and Other Operating Expenses proposals

Maintenance and other operating Expenses (MOOE) include the following expenditures:

1.3.1. Traveling Expenses. This refers to the traveling expenses incurred by college personnel doing extension related services. As a policy all travelling expenses shall be subjected to government budgetary procedure. This includes expenses incurred in the movement of persons related to extension services of the College.

1.3.2 Communication Services. This includes expenses for communication of messages, such as telephone, telegraph, wireless and cable charges and tools, postage charges; rent of post office boxes; and telegraph messenger services, cell card allowance for departmental extension coordinators and others

1.3.4. Repair and Maintenance of Extension Facilities. This includes cost of repairing and maintaining extension facilities.

1.3.5 Transportation Services. This includes the cost of transportation of things such as hauling of government equipment or materials from one place to another.

1.3.6 Supplies and Materials. This includes the cost of all expendable commodities acquired or ordered for immediate use in connection with the operation of the unit.

1.3.7 Water, Illumination and Power Services. This includes the cost of water and electricity used in connection with the operation of the unit when there is a need to pay these services.

1.3.8 Contingency/Emergency Expenses. This includes unforeseen expenditures arising from the occurrence of insurgency/natural calamities.

1.3.9 Other Services. This includes the cost of all other services which are not classified under other accounts.



Section 2. Annual Allocation of Departmental Budget.

There shall be proportional budgeting per department as approved by the technical review committee.

Article 3. Capital Outlay

Section 1. Land and Land Improvements Outlay. This includes the cost of rights to land ownership and to the permanent improvements to land such as filling, grading, draining, surveying and planting trees.

Section 2. Buildings and Structure Outlay. This includes costs of buildings and structures, purchased or constructed and permanent improvements there too.

Section 3. Furniture, Fixtures and Equipment Outlay. This includes appropriation for furniture, fixtures, and equipment.

Article 4. Disbursement

Section 1. Funds coming from the GAA and 164 – Disbursement of extension funds coming from the GAA and use of income shall strictly follow the usual Government Accounting and Auditing Manual (GAAM) for government funds.

Section 2. Funds generated by the unit – There shall be a Trust account for the incidental income generated by the Unit from its activities. The Unit shall be authorized to self-liquidate the funds it had generated observing the Government Accounting and Auditing Manual (GAAM) for government funds and subject to the approval of the BOT of its work and financial plan.

Article 5. Annual Budget Preparation

Section 1. Unit's Annual Budget. The Unit's annual budget for the succeeding Fiscal Year shall be prepared starting from the last week of October to be finalized not later than the last Friday of November.

Section 2. Budget for Specific Programs/Projects/Activities. This shall be incorporated upon the conceptualization of the aforementioned based on Fiscal Year plan of the Unit, campus and departmental extension program. All activity designs shall be approved by the president.



TITLE VI**PREPARATION AND SUBMISSION OF WORK AND FINANCIAL PROGRAMS AND REPORTS****Article 1. Preparation of Fiscal Year Work Program****Section 1. Extension Planning Cycle.**

Extension plans should go with the budgeting and planning cycle of the college which is usually done in the first quarter of the current year.

Section 2. Unit Work and Financial Plan

Plan for the succeeding FY shall be finalized and submitted to the Office of the Vice President for Research Development and Extension before January 31st of the current year.

Section 3. Campus Work and Financial Plan

Plan for the succeeding FY shall be finalized and submitted to the Office of the Director for Extension before January 15th of the year.

Section 4. Department Work and Financial Plan

Plan for the succeeding FY shall be finalized and submitted to the Office of the Campus Extension Coordinator before December 15th of the preceding year.

Section 5. Prescribed Format

There shall be a prescribed work and financial plan format to facilitate its preparation such as:

- a. Unit Work and Financial Plan
- b. Campus Work and Financial Plan
- c. Departmental Work and Financial Plan

Section 6. Annual Procurement Program of Supplies, Materials, and Others

Proponents of programs/projects which are included in the WFP (Phase b) are required to submit their annual procurement program for supplies and materials. The extension procurement program will later be incorporated in the College's procurement program. The procurement program generally includes:

1. Office supplies
2. Field supplies
3. Demonstration supplies; and
4. Others (Catering, equipment, etc.)

It shall be noted that procurement plan is the basis for requisition needed for extension activities, thus, it is advisable for every department to include in their PPP the needed



supplies and materials for their extension activities. For format for annual procurement plan, please refer to appendix A.

Article 2. Submission of Reports

Section 1. Accomplishment and Status Reports – Reports shall be due to the concerned office based on the following schedules:

1.1 Annual

- a. **Unit Annual Accomplishment Report** – Report shall be due to the Office of the VPRDE on or before January 23rd of the succeeding year.
- b. **Campus Annual Accomplishment Report** – Report shall be due to the Office of Extension Director on or before January 15th of the succeeding year.
- c. **Departmental Annual Accomplishment Report** – report shall be due to the Office of Campus Coordinator on or before January 10th of the succeeding year.

1.2 Quarterly

- a. **Unit Accomplishment Report** – Report shall be due to the Office of the VPRDE before the second Friday of the first month of the next or succeeding quarter.
- b. **Campus Accomplishment Report** – Report shall be due to the Office of the Extension Director before the first Wednesday of the first month of the next or succeeding quarter.
- c. **Departmental Accomplishment Report**- Due to the office of the campus coordinator, on or before the first month of the next or succeeding quarter.

Section 2. Terminal Report. Terminal reports shall be submitted on time after the conduct of the program/project/activity. The report shall consist of the following: Executive Summary of the activity, narrative presentation integrating photo documentation, request letter of recipient, attendance sheet and summary of evaluation of the activity. The following shall be observed in submitting terminal reports:

a. **Program/ Project**- The packaged final report shall be submitted within one (1) month from the termination/completion of the project.

b. **Activity**- The packaged final report shall be submitted within 10 days after the completion of the activity.



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Section 3. Progress Report. This report is applicable to long term activities ranging from six month or more. The progress report shall be submitted on a quarterly basis or as requested by the concerned unit which contains updates of the activities conducted, problems encountered and possible solutions to mitigate such problems.



TITLE VII**Preparation and Approval of Extension Proposals****Article 1. Procedure**

Section 1. Preparation of Extension Proposals/Activity Design – Extension proposals should be based on the approved submitted Departmental Extension programs. Priority extension proposals submitted for external funding shall pass through the RDE office for review.

Section 2. Submission - Extension proposal shall pass to the following:

2.1. If proponent is a faculty member, the proposal shall be submitted to the Departmental Extension Coordinator. However, if the proponent is a staff, he/she shall directly submit it to the Office of the Vice President for Administration and copy furnish the Extension Unit. For extension and community services proposals of student, these shall be submitted to the SSDO. For student proponents who want to avail of the extension fund of their department, the proponent shall submit the proposals to their respective departments for considerations.

Section 3. Review - The department coordinator, together with the department chair, shall review the congruency of the proposal to the goals and objectives of the department. The proposal shall be signed by concerned parties before submitting it to the campus coordinator for consolidation and recommendation for review. The campus coordinator shall submit it to the Extension Unit for final review by the extension council within 2 to 3 days. Reviewed proposals shall be recommended by the VPRDE for the approval of the President with a maximum of 3 working days.

3.1 Criteria for the Review of Extension Proposal

To ensure that the extension service conducted will contribute in the attainment of the VMGO of the College, the following criteria shall be observed:

General

- Proposals shall be within the thrust of the national, provincial and local government towards community development and economic growth.
- Proposals should be within the extension mandate of the institution.



Specific

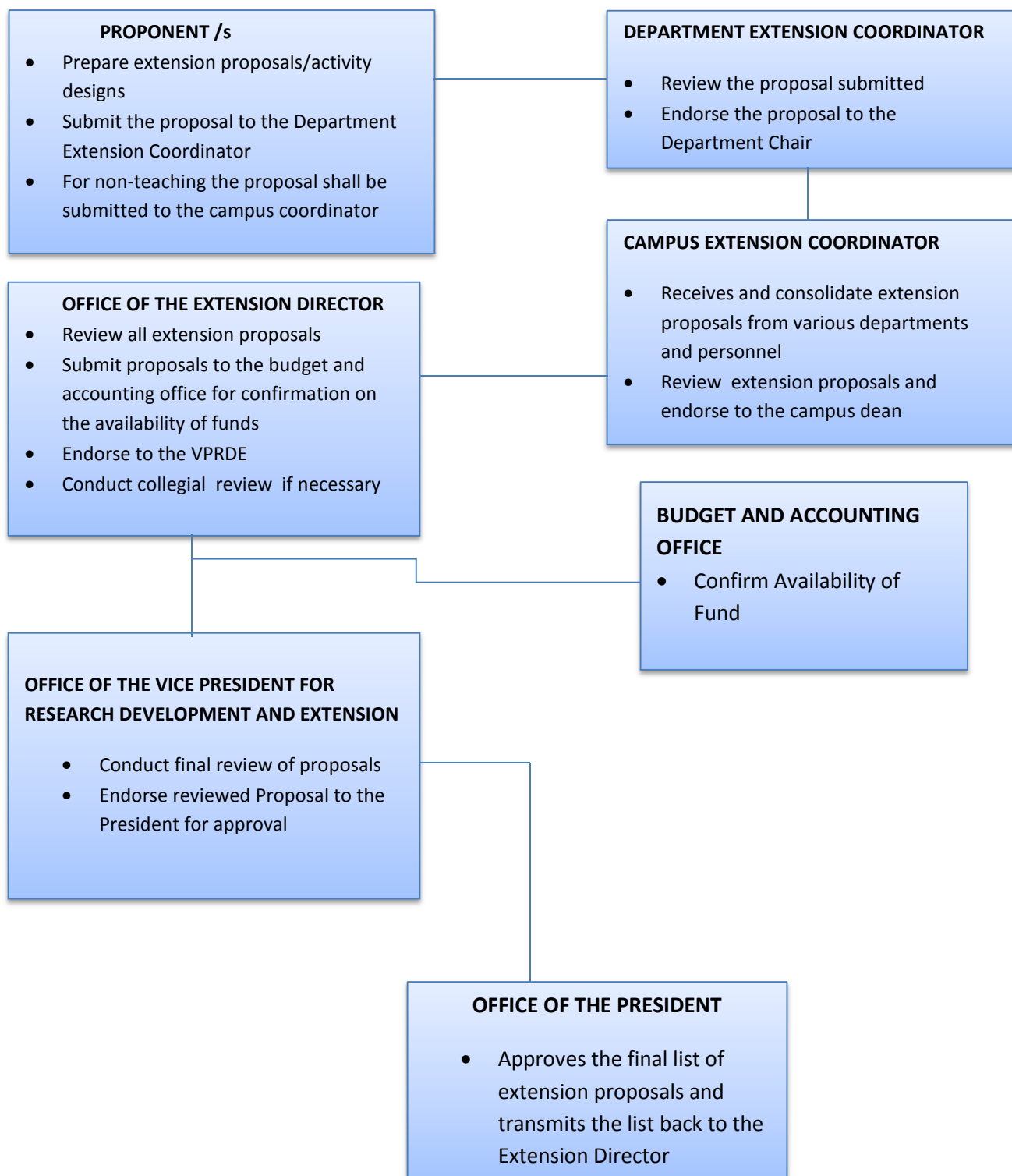
- The proposals shall be within the departments' goals and objectives where the proponents belong.
- The proposals shall contribute to the improvement of awareness level, knowledge and skills enhancement of target clients.
- Advocacy proposals shall address existing issues or problems.
- Proposals should not be duplications of other extension services of other agencies.

Section 4. Approval- The approval of the reviewed extension proposal/ activity design shall be within 5 working days upon receipt by the approving authority.



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Process Flow of Proposal for Approval



Article 2. Emergency Proposal

A proposal shall be considered as emergency proposal when it meets the following requisites:

- a. Proposal is urgently needed to address pressing issues within the province
- b. Requested by clientele and is not within the extension program of the college/ department.

Article 3 Extension Proposal Guide

Section 1. Preliminaries of the Extension activity. The extension activity design shall contain the following in the preliminaries:

- 1.1. Project Title:** (This is the distinctive name given to the extension which describes the scope of work in specific, clear and concise manner)
- 1.2 Implementing agency(s):** (This refers to the higher institution that will implement the project and where the project leader is based)
- 1.3 Venue:** (This refers to the places/areas where extension activities will be undertaken)
- 1.4. Project Leader Proponents:** (These refer to the head of the project who manages the activities of the extension team)
- 1.5. Proponents:** (This refers to the other members of the team)
- 1.6. Cooperating Agency:** (This refer to the agency where funds to be used for extension projects/activities come from)
- 1.7. Source of Fund/ Funding Agency:** (This refers to the agency that gives funds to finance for the said extension project/activities)
- 1.8. Total Budget:** (This refers to the approximate budget for conduct of the extension project/activities)
- 1.9. Duration (Date/Time/number of hours):** (This refers to the length of period or number of months or years to complete the extension project/activities)

Section 2. Introduction. The introduction shall contain the following:

- 2.1. Background/Rationale:** (This refers to the overview of the extension project/activities that discusses the factors that led to the conceptualization of the problem.)
- 2.2. Objectives:** (This refers to the outcomes which the project intends to achieve/bring out)
- 2.3. Significance of the extension projects/activities:** (This refers to the contribution of the extension project/activity to a) national goals/plans; b) national policies; c) emerging realities; d) regional or local goals/plans; e) community goals/plans)

Section 3. Procedure/Methodology: (This refers to the methods, techniques and strategies in the conduct of extension services)



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Section 4. Schedule of Activities: (This refers to a brief description in chronological order of each activity. The starting date and planned completion date are indicated in year.

Section 5. Budgetary Requirements: (This includes a detailed/itemized breakdown of the total project costs and the source/s of funds. For format and flow chart for the approval of extension proposal, please see attached format on Appendix b and c.



TITLE VIII
Extension Project Implementation, Monitoring and Evaluation
Article 1. Extension Implementation

An approved extension proposal/activity funded through the MOOE of the Extension services or the Polytechnic Extension Trust Fund is given notice to proceed by the Polytechnic Extension Director. For extension projects with funding coming from other agencies, implementation starts after MOA between MPSPC and funding agency is executed and funds for the purpose is received.

Article. Mechanisms for Monitoring and Evaluation of Extension Program/ Projects/Activities
Section 1. Monitoring and Evaluating Committee

The committee shall be composed of the Vice President for Research Development and Extension, Extension Director, Extension Campus Coordinator, and Department Coordinator of the program whose extension services are being evaluated.

Section 2. Pre Implementation Phase

The following shall have been documented and accomplished prior to the conduct of extension activity:

- a. **Letter of request of the client and approved activity design.**
- b. **Start of the project:** The proponents shall implement the program/projects upon receipt of initial budget release or depending on the timing of program/ projects. The period of implementation shall be based on the fiscal year. The proponent/s shall make the request following procedures for the release of funds or supplies and materials needed for the extension project/activities.
- c. **Implementation of Recommended Changes:** The proponent shall be responsible in informing the Extension Director of the change in the starting date of program/project implemented in the form of status reports in case of delays in the release of fund and other justified reasons.
- d. **Submission of Technical reports:** The proponent/s shall submit monthly, Quarterly and annual accomplishment reports to the office of the Extension Director for proper reporting and submission to the different agencies as deemed necessary.

Section 3. Documentation of Extension Project/Activities:

For purposes of monitoring the following documents shall be submitted to the Extension Unit:

3.1 Terminal Report: This shall contain the following components:

- a. Executive Summary
- b. Narrative report integrating the photo documentation of the activity
- c. Attendance Sheet
- d. Sample of Certificate of Participation given to clients if any
- e. Sample of Certificate of recognition given to resource speaker if any
- f. Memorandum of Agreement or MOU if not submitted earlier



- g. Letter of request for the conduct of extension services
- h. Additional pictorials

3.2. Progress report

- a. Narrative report integrating the photo documentation of the activity
- b. Attendance Sheet
- c. Pictorials

For terminal report, soft and hard copy shall be submitted to the extension unit.

Section 4. Submission of Monitoring and Evaluation Report

Monitoring and evaluation report of extension activity shall be submitted two weeks after the completion of the activity. For continuing activity, a quarterly report shall be submitted to the Extension Unit.

Section 5. Presentation of Completed Extension Activities during Agency In-House Review

Completed extension activities shall be presented in Agency In-house Review and shall be tailored in a research format if deemed necessary.

Section 6. Extension Forms. For the purposes of uniformity and as basis for Monitoring and evaluation, the following forms shall be used (for details, see Appendices b-f).

- a. Terminal Report (Completed)/Progress Report (Ongoing)
- b. Activity Design/Proposal
- c. Activity Evaluation Form
- d. Resource Person Evaluation Form- aim to determine satisfaction of Participants on the activity.
- e. Directory of Participants- aim to trace the impact of the activity
- f. Monitoring and evaluation for extension projects. This is used for extension projects with a duration of six months and above.

Section 7. Impact Assessment. Impact assessment of extension activities shall be conducted by the research unit 6 months or one year after the completion of extension activity. Impact assessment aimed to determine the effects of extension activities to the socio-economic well-being of the recipient.

Article 3. Support System

Extension workers or faculty and staff involved in extension shall enjoy the support system of the Extension Unit which includes:

1. Extension Technical assistance along
 - a. Data processing
 - b. Data publication
 - c. IEC Material Development
2. Establishment of Demo/ Model Projects
3. Extension Worker Capability Building Program



TITLE IX

PROCEDURAL GUIDELINES ON INTERNAL CONTROL AND ADMINISTRATION

Article 1. Preparation of Correspondence

It is an established procedure in the College that official requests, reports and communications shall be reproduced in several copies as needed by the parties concerned and shall follow standard format.

Article 2. Submission/Flow of Official Communication

Section 1. All external communications shall be signed or noted by the President as applicable.

Section 2. For requisition of supplies intended for extension services, the request shall be noted by the campus coordinator, to be reviewed by the Extension Director and recommending approval to the President by the VPRDE. Supplies shall be received by the extension unit for recording before it will be forwarded to the campus coordinator/departmental coordinator and to the end users.

Article 3. Authority to Travel

All travels related to extension activities shall be noted by the Executive Dean, reviewed by the Extension Director/ Campus Coordinator and recommended by the VPRDE for approval by the President.



TITLE X

BENEFITS, INCENTIVES AND AWARDS

Article 1. Incentives for Designees of Extension Unit

To give credits to the efforts and accomplishments of faculty/staff designated to administer the extension units programs and activities, the following shall be considered:

Section 1. Academic Work Load**Academic Workload Equivalents**

a.	Director	12 units
b.	Campus Coordinator	6 units
c.	Departmental Coordinator	3 units

Section 2. Leave Benefits**Leave Benefits**

a.	Director	-	Vacation Sick Leave
b.	Campus Coordinator	-	Vacation Sick Leave
c.	Departmental Coordinator	-	Teacher Leave

Section 3. Services Rendered during on - Teacher's Leave shall be entitled to service credit based on the number of days rendered.

Section 4. Departmental coordinators with projects or extension activities shall not be deloaded with another 3 units in as much as they are already given a teacher leave benefit.

Article 2. Incentives for Faculty and staff doing extension services without designation

The following incentives are extended to the faculty and staff undertaking extension projects/activities/services of the Polytechnic:

1. An extension service of 6 months or more is granted at least (3) three academic credit units in his/her workload for every extension work during the period of implementation of the extension project. If the project is not completed during the time frame, the proponent will be given enough time to finish the project but will not be given the same incentive during the completion process unless the proponent presents a strong justification why the project is not completed on time.
2. Travel expenses and other incidental expenses during the conduct of the extension service will be charged against extension funds provided this was indicated in the proposal.
3. Credits are given to personnel (certificate for NBC and other Promotional Supports) as resource persons in the conduct of extension projects/activities.
4. Awards shall be given to personnel in the conduct of extension work with outstanding achievements. This includes extension work with distinguish impact to local and national development concerns.



Implementing Rules and Regulations on Extension Awards

Rationale:

Mountain Province State Polytechnic College has always been addressing holistically its function in extension and community services through its Extension Unit's "Enhancing the MPSPC Community Engagement Program". For the past two years, much has already been attained when it comes to extension and community services as there was a notable participation of the different faculty members and staff in these endeavors. Unfortunately for the past two years also, there were no incentives or awards given to performing extension workers in the institution as there were issues and problems surrounding the giving of the awards affecting the Extension Unit's management and decision-making. Thus, to encourage more and recognize outstanding extension and community services engagement of faculty and staff, to promote more the conduct of worthwhile activities that are relevant and responsive to the needs of the community and the society, and to provide a clearer presentation and legal basis in giving extension awards by the institution, the following extension awards criteria are crafted:

Best Extension Worker/s

Minimum requirements:

- a. With at least two years' experience in the College
- b. Permanent employee of the College
- c. Other criteria shall be added by the program on awards and incentives for Extension Services Excellence Committee
- d. The extension project/activities should have been approved before it has been implemented by the implementer



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Criteria for Best Extension Worker

Criteria	Points
<p>1. The extensionist should have been rated outstanding based on the overall rating given by the beneficiaries. He /she should have greatly contributed to the attainment of the extension targets of the department he belongs.</p> <p>a. Number of people trained (based on the total number of trained people per year)= 15pts max</p> <ul style="list-style-type: none"> • 75% contribution to the attainment of department's target =5 • 76-95 % contribution to the attainment of department's target= 7 • 96-100% contribution to the attainment of department's target =10 • 101-120% contribution to the attainment of department's target=13 • 121 and above% contribution to the attainment of department's target = 15 <p>b. Number of Training days provided (Based on total number of days per year) 10 pts Max</p> <ul style="list-style-type: none"> • 1 day = 2 pt • 2-3 days = 4pts • 4-5 days = 6 pts • 6-7 days =8 pts • 8 and above =10pts 	25
<p>2. All extension services conducted by the extension worker must have an outstanding rating based on the quality of terminal reports and timeliness of report submitted.</p> <p>Quality of terminal report refers to the completeness of the part of the terminal report based on the extension manual.</p> <p>Timeliness of report submission refers to the duration the report was submitted after the completion of the activity</p>	20
<p>3. The nature/role of the extension worker in extension service (Max 15 pts)</p> <p>a. Coordinator and Trainer =4</p> <p>b. Trainer = 3</p>	35



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c. Resource Speaker = 2 d. Facilitator = 1	
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Note: If the activity is coordinated by 2 or more, the points will be divided equally by the number of coordinators.	
4. Impact of the activity (Copy of certificates and other evidences showing innovative and significant approaches/models in extension work/ demonstration projects and publication of IEC materials, copy of technologies showing technologies extended from various interest groups	20
Total	100%

Note:

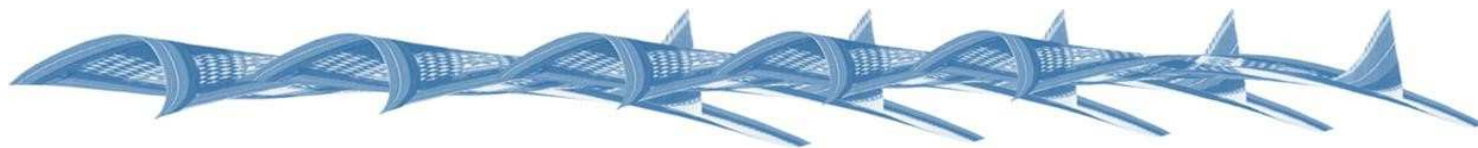
- Extension Director is not qualified for the award on Best Extension Worker
- There will be two awards to be given for extension workers (1 for faculty and 1 for non-teaching)

Best Extension Program

Minimum Requirement: The extension program/project shall have been approved by the President before it has been implemented by the implementer.

Best extension program or projects shall be given to the department based on the following criteria:

Criteria	Points
1. The extension program/project should be research based in nature, aimed to address pressing issues of the community or intended targets and with potentials for production.	30
2. The program/ project must have satisfactorily attained its objectives at the end of the time frame.	15
3. Terminal report of the program or project should have been satisfactory submitted (at least 30 days after the program/ project was completed)	20
<ul style="list-style-type: none"> • Report submitted 3-5 days before deadline (Very Satisfactory) = 15 • On Time Submission of report (Satisfactory) = 15 • Report submitted late = 5 	
4. Clients Satisfaction	
<ul style="list-style-type: none"> • Outstanding = 25 • Above Average= 20 	20

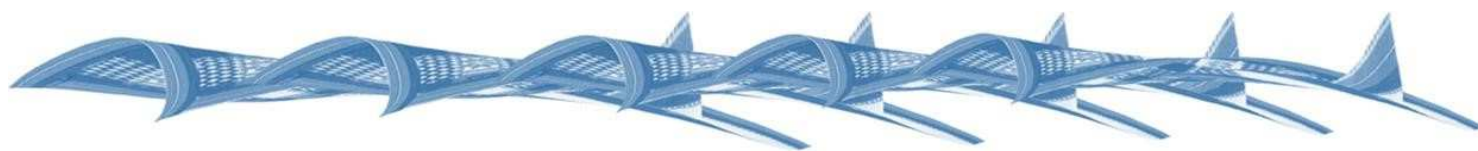


<ul style="list-style-type: none"> • Average = 15 • Below Average = 10 • Poor = 5 	
5. Percentage of faculty involved within the department (On leave faculty not included in the computation)	
<ul style="list-style-type: none"> • 96- 100 % of faculty involved in extension services = 100 • 76 -95% of faculty involved in extension services= 80 • 51-75% of faculty involved in extension services= 60 • 26-50% of faculty involved in extension services= 50 • 10-24% of faculty involved in extension services= 25 	15
Total	100%

For Paper Presentation of Extension Best Practices

In the attempt to draw equal footing on Extension and Research activities being the core function of the College, the need to operationalize the award and incentive scheme is a necessity in order to motivate faculty and non- teaching personnel who are extension enthusiasts. One yardstick of quality extension services is the presentation and publication of extension best practices either national or internationally. To claim any awards regarding this matter, the following shall be accomplished:

Paper Presentation	Supporting documents
Extension practices presented in national Conferences	<p>a. The project shall have been approved by the president before it was implemented</p> <p>b. The paper shall have been reviewed by a technical review committee headed by the Vice President for Research and Extension Sector</p> <p>c. The extensionist shall have presented proof that all the comments and suggestions of the panel for the improvement of the paper</p> <p>d. The paper should have been approved by the President for presentation upon the recommendation of the VPRDE.</p> <p>e. It should have been accepted by the organizer of the conference</p>



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	<p>Note: <i>Personal emails shall not be considered official on submission of paper for presentation. Once paper is accepted, the extension unit shall inform the personnel involved and provide the email of the organizer for further information on the activity.</i></p> <p>f. An IEC material of the project shall be submitted to the RDE office for utilization.</p> <p>g. Best practice paper must be presented once in national conference but can be qualified for international presentation.</p>
<p>Extension practices presented in International Conferences</p>	<p>a. The project shall have been approved by the President before it was implemented</p> <p>b. The paper shall have been reviewed by a technical review committee headed by the Vice President for Research and Extension Sector</p> <p>c. The extensionist shall have presented proof that all the comments and suggestions of the panel for the improvement of the paper</p> <p>d. The paper should have been approved by the President for presentation upon the recommendation of the VPRDE.</p> <p>e. It should have been accepted by the organizer of the conference</p> <p>f. An IEC material of the project shall be submitted to the RDE office for utilization</p> <p>g. Best practices should be presented one in international conference.</p>



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Categories of Extension awards	Awards	Cash Incentives
Best Extensionist/Extension Workers	Certificate	5,000.00
Best Extension Program	Certificate	10,000.00
Best Extension Project	Certificate	7,500.00
Best Extension Practices Presented in National Conferences		7,500.00
Best Extension Practices Presented in International Conferences		10,000.00

- All awards will be subject to availability of funds

Operational Definition of Terms

Coordinator- This refers to the person/s who crafted the activity design and coordinate the activities to the clients and other concern groups or agencies.

Impact of extension project/ activity. This refers to the immediate and intermediate impact of the project/activity.

Number of People Trained. This refers to the number of people who benefited from the extension service conducted by the extensionist within a year.

Number of Training Days Provided. This refers to the number of training days rendered in extension activities/services to the target clientele.

Quality of terminal report. This refers to the completeness and orderliness of the report submitted to the extension unit after an activity was conducted. The terminal report shall contain the following:

- Cover page which contains the title of the activity including the department, school year and name/s of extension worker
- Transmittal letter
- Executive Summary
- Background of the activity to include the objectives
- Methodology
- Narrative of activity with photo documentation
- Attendance sheet of participants
- Lecture notes if any
- Evaluations of activities and speakers

Resource Speaker- This refers to the individual who is invited to share his/her expertise on a certain topic in an activity.



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Trainer- This refers to the individual tapped to serve as lecturer and facilitator for a certain activity.

Timeliness of submission of report. This refers to the submission of reports related to extension activities. It shall be noted that reports on extension activities conducted shall be submitted 7 working days after the conduct of the activity.

5. Faculty conducting extension activities during Saturdays, Sundays and holidays shall be awarded service credits equivalent based on existing policies and guidelines.
6. Non- teaching personnel involved in the conduct of extension activities during Saturdays, Sundays and Holidays shall be awarded with Compensatory Day Off (CDO) or overtime whichever is applicable based on existing guidelines and policies.
7. A yearly award shall be given to MPSPC personnel and Department with exemplary performance in extension services. Monetary award to be determined by the PRAISE Committee and a certificate will be given to individual personnel and Department who excel in extension services of the College.

Article 3. Awards

The following awards shall be given to encourage, recognize and reward personnel of the College for their contributions to the upliftment of services in the public service and other personal efforts, which contribute to the improvement of the community through extension services.

1. **Best Extension Worker/s.** This is granted to an individual or individuals who excelled in extension services. A cash award to be determined by the Program on Awards and Incentives for Extension Services Excellence shall be given to outstanding employees plus a certificate of recognition or other forms of incentives as the committee may decide.

Minimum Criteria:

- a. With at least two years' experience in the College
- b. Permanent employee of the College
- c. Other criteria shall be added by the Program on Awards and Incentives for Extension Services Excellence Committee



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2. **Best Extension Program.** This is given to the department with the best program as may be determined by the criteria provided by the Program on Awards and Incentives for Extension Services Excellence Committee
3. Other awards related to extension services which the College may decide to give through the recommendation of the Program on Awards and Incentives for Extension Services Excellence.



TITLE XI**FINAL PROVISIONS****Article 1. Amendment**

For the purpose of congruency and relevance, this manual may be amended through the recommendation of the Dean of the Graduate School to the College President who will endorse the same for the deliberation and subsequent approval of the Academic and Administrative Councils.

Article 2. Repealing Clause

All other guidelines of the same purpose, issued in full or in part by the College, if any, contrary to or inconsistent with any provisions of this manual is hereby repealed, modified or amended accordingly.

Article 3. Separability Clause

If there are any provisions in this manual, or application of such provisions to any circumstances, if found to be invalid and unlawful, the other provisions not affected thereby shall remain valid and subsisting.

Article 4. Effectively Clause

This manual shall take effect immediately upon the approval of the MPSPC Board of Trustees.

Amendments to any provision of this manual shall be made every after 4 Years or as the need arises.



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Appendix B.

Extension. Form 1



Republic of the Philippines

Mountain Province State Polytechnic College(Campus Address)**ACTIVITY DESIGN****ACTIVITY IDENTIFICATION**

Training Title: (this is the distinctive name given to the extension activity which describes the scope of work in specific, clear and concise manner)

Extension Component: (please check appropriate box)

- € Training/seminar/workshop
- € Technology Transfer and utilization
- € Technical assistance and advisory services
- € Information dissemination
- € Community involvement/outreach activities

Extension Program: (please check appropriate box)

- € Agricultural Extension
- € Technical/Vocational
- € Continuing Education for Professionals
- € Others

Cooperating Agency : (this refers to the institutions who participate in the conduct of extension services)

Implementing Department : Refers to the department of the College spearheading the activity

Faculty Extension Worker/s : Name of the faculty members who are responsible in the conduct of the extension services

Trainers/Speakers : _____

: _____

No. of Participants : _____

Venue : _____

Date : _____

Source of Fund : _____

MPSPC : _____

Other source : _____

Total Budget Requirement : _____



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RATIONALE:

Pointers

1. Information/background about the activity
2. Benefits of the activity to the participants
3. Reasons why the activity is being done
4. Significance of the activity

OBJECTIVES:

Note:

1. Objectives must be specific, measurable, attainable, reliable, and time bound (S.M.A.R.T.).

METHODOLOGIES

Note:

State the methods, techniques and strategies in the conduct of extension services in how you attain your objectives.

ACTIVITY SCHEDULE

Day/Time	Activity	Person Responsible	Materials Needed



EXTENSION MANUAL 2015

BUDGETARY REQUIREMENT

Items	Quantity	Unit cost	Fund Source		Total
			MPSPC		

RECOMMENDATION AND APPROVAL

Prepared By: _____ Faculty Extension Worker	Noted By: _____ Campus Extension Coordinator _____ Executive Dean
Reviewed by: _____ Extension Director	Certification of fund availability _____ Accountant
Recommending Approval: _____ Vice President for RDE	Approved by: _____ MPSPC President



EXTENSION MANUAL 2015

Appendix C

Extension Form 2



Republic of the Philippines

Mountain Province State Polytechnic College(Campus Address)**TERMINAL REPORT**

Training Title: _____

Extension Component : _____

Extension Program : _____

Cooperating Agency : _____

Implementing Department : _____

Trainers/Speakers : _____

: _____

Actual No. of Participants : _____

Actual Venue : _____

Actual Date of Implementation : _____

No. of Training Days : _____

Source of Fund MPSPC : _____

Other source : _____

Total Budget Requirement : _____



EXTENSION MANUAL 2015

Executive Summary

Problems encountered, action taken and recommendation

Attachments of the terminal report

1. Attendance sheet/Participants directory
2. Photo documentation
3. Certificates
4. Approved Activity design
5. Evaluation summary

Prepared by:

Noted by:

Faculty Extension Worker

Extension Director



EXTENSION MANUAL 2015

Appendix D

Extension. Form 3



Republic of the Philippines

Mountain Province State Polytechnic College(Campus Address)**ACTIVITY EVALUATION FORM**

Title of Activity: _____

Date Conducted: _____ Venue: _____

Using the scale below, please rate the following features of the seminar-workshop:

1 – Poor (1.00-1.50); **2** – Fair (1.51 – 2.50); **3** – Satisfactory (2.51 – 3.50)**4** – Very Satisfactory (3.51 – 4.50); **5** – Excellent (4.51 – 5.00)

	Rate				
	1	2	3	4	5
1. Objectives and Relevance of the activity					
a. Clarity of objectives					
b. Relevance of the activity					
c. Attainment of the activity objectives					
d. Usefulness of the activity/topics to the participants					
e. Timeliness and immediate applicability					
2. Organization and preparation					
a. Planning and implementation of the activity					
b. Preparation and organizations of the activities					
c. Ventilation, lighting, equipment and facilities in the venue					
d. Appropriateness of the venue of the activity					
e. Time allotment per activity/topic					
3. Involvement of Participants					
a. Enthusiasm and interest shown					
b. Level of involvement of participants					
4. Overall Evaluation On a scale of 1 (lowest) to 5 highest, please indicate you're overall rating of the seminar by encircling the number that corresponds to your assessment.	1	2	3	4	5



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5. Qualitative Assessment						
Please write your valuable comments/suggestion for the improvement of the succeeding activity/seminar/program.						
What trainings would you suggest for future activities?						



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Appendix E

Extension. Form 4



Republic of the Philippines

Mountain Province State Polytechnic College(Campus Address)**RESOURCE PERSON EVALUATION FORM**

Name of Resource Person: _____

Topic: _____

Date of Delivery: _____

Time : _____

Using the scale below, please rate your resource person using the following features of the seminar-workshop:

- 1** – Poor (1.00-1.50); **2** – Fair (1.51 – 2.50); **3** – Satisfactory (2.51 – 3.50)
4 – Very Satisfactory (3.51 – 4.50); **5** – Excellent (4.51 – 5.00)

Particulars	Rating				
	1	2	3	4	5
1. Clarity of topic Objectives at the beginning					
2. Organization/Sequencing of topics					
3. Clarity of topic/ideas presented/discussed					
4. Effectiveness of methodologies/style of teaching					
5. Quality and effectiveness of instructional materials					
6. Ability to teach/ communicate ideas					
7. Ability to answer questions					
8. Ability to arouse/ sustain interest					
9. Ability to manage time					
10. How the topic was ended					

Things liked in the Resource Person**Things not liked in the Resource Person****Other Remarks**

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Project Title:					
Major Activities	Objectives	Department/ Person Responsible	Accomplishment	Means of Verification	Remarks



Appendix G

Republic of the Philippines
Mountain Province State Polytechnic College
EXTENSION UNIT

MONITORING AND EVALUATION FORM

Members of Monitoring Team



EXTENSION MANUAL 2015

Appendix H



Republic of the Philippines

Mountain Province State Polytechnic College

OFFICE OF THE COLLEGE /BOARD SECRETARY

Bontoc, Mountain Province

AN EXCERPT FROM THE MINUTES OF THE 107TH REGULAR MEETING OF THE BOARD OF TRUSTEES HELD AT CHED CENTRAL OFFICE, C.P. GARCIA AVE., UP CAMPUS, UP DILIMAN, QUEZON CITY ON 15 SEPTEMBER 2016 AT 9:00 AM

Present:

Hon. ALEX B. BRILLANTES JR., Presiding Officer
Hon. REXTON F. CHAKAS, Vice Chair
Hon. PAOLO BENIGNO AQUINO IV, Member
 (Represented by **Hon. JOHN RAZIL G. PARAMIO**)
Hon. ANN K. HOFER, Member
 (Represented by **Hon. JOSEPH NOLAN H. JACINTO**)
Hon. MILAGROS A. RIMANDO, Member
Hon. VICTOR B. MARIANO, Member
Hon. LORENZO M. CARANGUIAN, Member
Hon. GEMMA A. NGELANGEL, Member
Hon. BENEDICT P. ODSEY II, Member
Hon. EMILY ANN B. MARRERO, Member
Hon. CAROLYNE DALE A. CASTAÑEDA, Member

**RESOLUTION APPROVING THE
IRR ON EXTENSION AWARDS**

Res. No. 045, s. 2016

APPROVING the IRR on Extension Awards, as proposed.

APPROVED

CERTIFIED TRUE AND CORRECT:


DERINE B. AGUID
 College/ Board Secretary

BOT Res. No. 045, s. 2016



EXTENSION MANUAL 2015

Appendix I

References:

Mountain Province State Polytechnic College Extension Manual Series 2005,
(Res. No. 879 s. 2005)

Proposed Extension Manuals 2007 and 2008

Esoen Claro 2014. Draft of policy guidelines for Extension Program

Chakas, Rexton 2014. Proposed Vision, Mission and Goals for MPSPC

Dumanghi, Mary 2013. Proposed Revision of Extension Manual

