

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

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

Criteria for Best Extension Worker

Criteria	Points
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. a. Number of people trained (based on the total number of trained people per year)= 15pts max <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 	25

<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 	
<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> <ul style="list-style-type: none"> a. Coordinator and Trainer =4 b. Trainer = 3 c. Resource Speaker = 2 d. Facilitator = 1 <p>Note: If the activity is coordinated by 2 or more, the points will be divided equally by the number of coordinators.</p>	35
<p>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</p>	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) <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 	20
4. Clients Satisfaction <ul style="list-style-type: none"> • Outstanding = 25 • Above Average= 20 • Average = 15 • Below Average = 10 • Poor = 5 	20
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	<ul style="list-style-type: none"> a. The project shall have been approved by the president before it was implemented b. The paper shall have been reviewed by a technical review committee headed by the Vice President for Research and Extension Sector

	<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>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>

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.

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.

Prepared by:

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