

UNIVERSITY EXTENSION OFFICE



OPERATIONS MANUAL



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OPERATIONS MANUAL OF THE
UNIVERSITY EXTENSION OFFICE
COPY OF THE
RECORDS OFFICE

FOREWORD

Extension is one of the core processes of the university. It aims to deliver research-based and quality extension services to various stakeholders to enable them to be self-reliant and, more so, as assets in the country's development.

This manual of operations harmonizes all the facets of the extension office by coming up with clearly defined core processes and systems. It presents the goals and objectives of the office, its composition and mandate, the duties and responsibilities of officials concerned, general policies, guidelines, and accountability of personnel in the conduct of extension programs, activities, or projects. It also contains procedures in the conduct of extension activities, including risks and opportunities and forms.

This manual of operations will guide us along the path towards excellence in the delivery of our services. As a result, our goals and objectives will be achieved, and our quality standards will be part of our culture.


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OIC-Director,
University Extension Office

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1.0 INTRODUCTION

1.1 Profile of the University of Northern Philippines

The University of Northern Philippines (UNP) holds the distinction of being the first state university in Northern Luzon. It was created by enacting Republic Act 4449, authored by the late Congressman FLORO S. CRISOLOGO and approved on June 19, 1965. The said Act converted the Ilocos Sur School of Arts and Trades in the Municipality of Vigan, Province of Ilocos Sur, into a university.

The governance of the University is vested in the Board of Regents. The first board was constituted on October 14, 1965.

The Historical Background of the University

- 1906 – Establishment of Vigan High School (now the Ilocos Sur National High School).
- 1910 – The shop department of Vigan High School was converted into a separate intermediate level school which became the Vigan Trade School.
- 1927 – Vigan Trade School opened its secondary level and had its first graduates in 1931.
- 1931 – Vigan Trade School became the Ilocos Sur Trade School.
- 1941 – Ilocos Sur Trade School was converted into a regional trade school by the late President Manuel L. Quezon through the help of Assemblyman Benito T. Soliven and Governor Pedro S. Reyes. However, the Second World War prevented its implementation.
- 1951 – Ilocos Sur Trade School was converted into the Northern Luzon School of Arts and Trades through Republic Act 647.
- 1960 – Republic Act 2700 (General Appropriations Act of 1960) converted Northern Luzon School of Arts and Trades back to Ilocos Sur School of Arts and Trades.
- 1965 – Republic Act 4449 approved on June 19, 1965 authored by the late Congressman Floro S. Crisologo converted the Ilocos Sur School of Arts and Trades into the University of Northern Philippines. On October 14, 1965, the first state university in the north started implementing its charter.
- 1989 – Candon Community College was integrated into the University of Northern Philippines through Republic Act 6744 sponsored by Congressman Eric D. Singson.
- 2010 – University of Northern Philippines-Candon Campus was separated and converted into the North Luzon Philippine State College through Republic Act 10085 sponsored by Congressman Eric D. Singson.

The University Presidents

- Mr. Pastor M. Obien, Officer-in-Charge, October 14, 1965 - May 3, 1972
- Dr. Dedicacion A. Reyes, June 1, 1972 – August 17, 1978
- Dr. Romualdo B. Tadena, August 18, 1978 - May 12, 1985
- Dr. Dorotea C. Filart, May 13, 1985 - June 30, 1998
- Dr. Lauro B. Tacbas, July 1, 1998 - July 6, 2011
- Dr. Jimmy R. Soria, Officer-in-Charge, July 7, 2011 - August 22, 2011
- Dr. Gilbert R. Arce, August 23, 2011 – August 22, 2019
- Dr. Pio Ferdinand J. Lamarca, Officer-in-charge, August 23, 2019 – October 18, 2019
- Dr. Erwin F. Cadorna, October 19, 2019 to Present

1.2 UNP Vision, Mission, Quality Policy and Core Values, University Extension and Development Office (UEDO), Goals and Objectives

UNP Vision

A globally recognized University in a Heritage City by 2030.

UNP Mission

To produce globally skilled and morally upright professionals instilled with rich cultural values.

UNP Quality policy

We are committed to provide excellent instruction, research, and extension services toward the total satisfaction of stakeholders and the development of globally skilled and morally upright graduates instilled with rich cultural values.

We abide by applicable requirements and continuously review and improve our quality management system.

“Dekalidad a serbisio isagutmi kadakayo, adal nga inkam ipaay mangtubay kinatao a mangitunda ti balligi iti sadino man a disso.”

UNP Core values: SERVANT Leadership

Selfless Service

Excellence

Responsibility

Virtuous

Adaptability

iNtegrity

Transparency and Accountability

UEDO Goal Statement

To sustain UNP's active role in realizing socio-economic and cultural development that enhances the quality of life of the individuals and communities.

UEDO Objective Statement

To empower partner individuals, organizations, and communities through responsive, proactive, and culturally-sensitive extension services.

2.0 COMPOSITION AND MANDATE

The University Extension and Development Office shall be headed by a Director and assisted coordinators for livelihood and training services, disaster risk reduction and management, community and social services, health and allied services, advocacy and research dissemination, food processing services, and extension publication. They shall be tasked to coordinate, implement, monitor, and evaluate BOR approved extension programs, activities or projects designed by the university and those in partnership with other agencies.

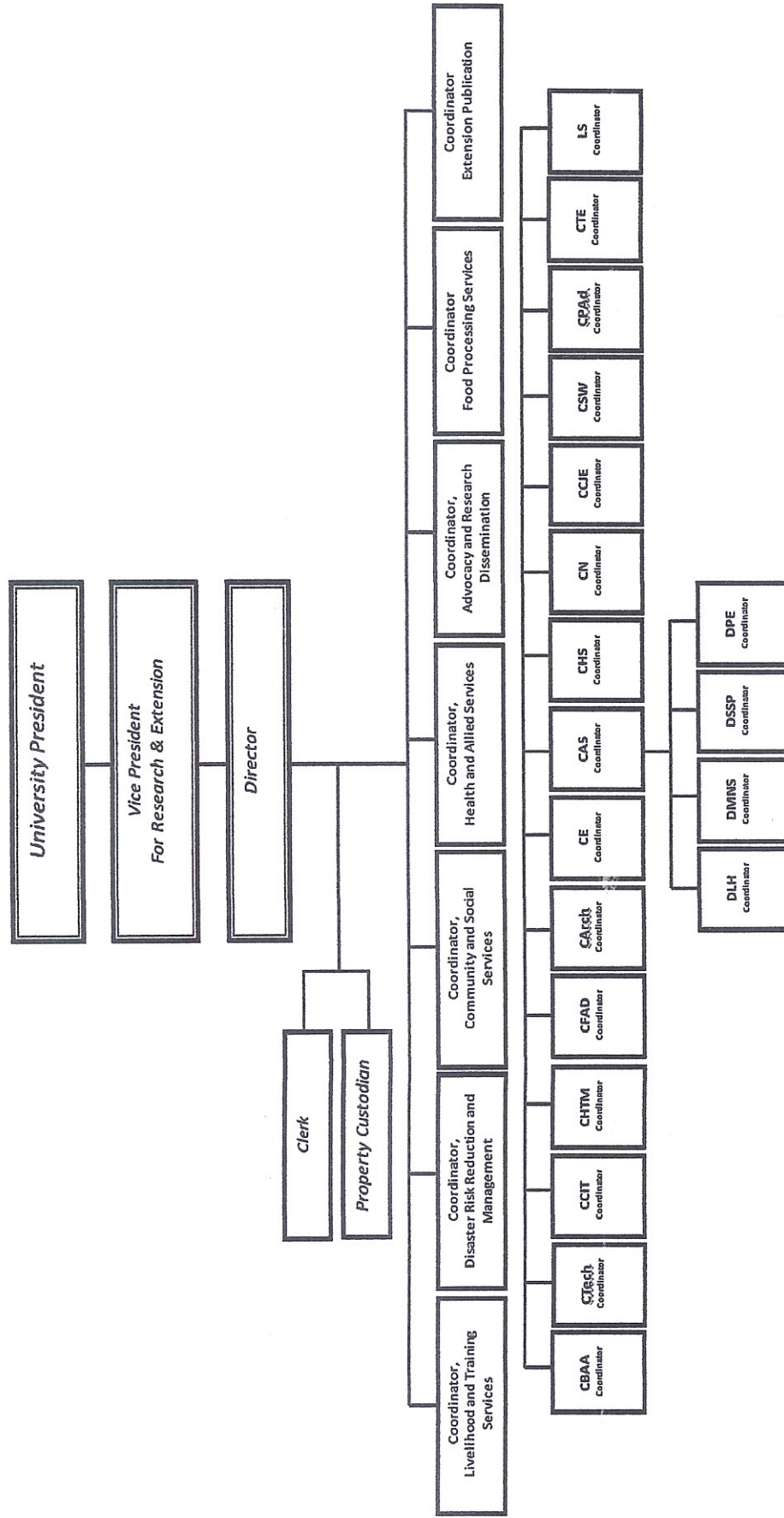
To perform their function correctly and smoothly, the total workload of the coordinators shall be as follows as stipulated in the University Faculty Manual with Board Resolution No. 129, S.2017:

Designation	Number of Units as an Administrator	Instructional, Research, Extension and Academic Related Activities
Director	15	6
University Extension Coordinators	9	12

1. **Multiple designations.** In multiple designations, only the highest designation shall count.
2. **Computation of Total Workload (TWL).** The computation of the total workload shall be equal to the sum of the following: Instructional Engagement, Instruction-Related Activities, Research Engagement, Extension engagement, Production activities and administrative designations.
3. **Overload.** The overload shall be equal to the number of units in excess of TWL. Teaching overload shall not exceed three (3) units except in cases where there are no qualified faculty to teach the course or in cases where the course is more than 3 units.
4. **Benefits.** There shall be monetary benefits (such as honorarium, travelling allowance and other related benefits) given to extensionists in the academic units who will conduct extension activities during Saturdays, Sundays and non-working holidays to compensate the effort shown subject to availability of funds.
5. **Hazard Pay.** There shall be hazard pay given to extensionists who shall conduct extension activities to high risk areas subject to the availability of funds.

3.0 ORGANIZATIONAL STRUCTURE

UNIVERSITY EXTENSION & DEVELOPMENT OFFICE ORGANIZATIONAL CHART



4.0 DUTIES AND RESPONSIBILITIES

Director

- a) Initiates and supervises the planning, implementation, monitoring, evaluation and continuing enhancement of extension PAPs;
- b) Leads in the conduct of research on the impact of Extension PAPs;
- c) Establishes goodwill with partner agencies;
- d) Attends continuing professional development activities;
- e) Keeps records, manages data and information, and prepares consolidated reports for submission to the VPRE;
- f) Performs other related functions as mandated by the President and the Vice President for Research and Extension.

Coordinator for Livelihood and Training Services

- a) Initiates the conduct of trainings in areas recommended by the University Extension Director based on the result of needs assessment;
- b) Coordinate with the development centers in the implementation of the extension programs of the university
- c) Assists in the conduct of research on the impact of Extension PAPs;
- d) Provides assistance in establishing goodwill with partner agencies;
- e) Monitors and evaluates the implementation of livelihood and training program
- f) Attends continuing professional development activities;
- g) Helps in the preparation of periodic reports on the impact of extension work.
- h) Maintains an inventory of training materials and ensures their safety, and
- i) Performs other related functions as mandated by the President and the Vice President for Research and Extension.

Coordinator for Disaster Risk Reduction and Management

- a) Implement/ conduct disaster risk reduction and management programs along areas recommended by the Director/ higher authorities based on the results of the needs assessment survey.
- b) Implement the extension programs of the Disaster Risk Reduction and Management Office.
- c) Provides assistance in establishing goodwill with partner agencies.
- d) Prepares periodic reports on the impact of extension work.
- e) Monitors and evaluates the implementation of disaster and other-related program
- f) Maintains an inventory of training materials and ensures their safety.
- g) Performs related functions as directed by the Director/higher authorities.
- h) Establish linkages with other agencies, groups, as well as government and non-government organizations.
- i) Monitor and evaluates the implementation of the services.

Coordinator for Community and Social Services

- a) Leads in the implementation/ conduct and monitoring of social services in areas recommended by the University Extension Director based on the result of needs assessment;
- b) Implement the extension programs of the Poverty Alleviation and Community Development Center that geared toward the attainment of the socio-economic development through the implementation of the Adopt-A-Community and School Program.
- c) Assists in the conduct of research on the impact of Extension PAPs;
- d) Provides assistance in establishing goodwill with partner agencies;
- e) Monitors and evaluates the implementation of community and social services program
- f) Attends professional development activities;
- g) Helps in the preparation of periodic reports on the impact of extension work.
- h) Maintains an inventory of training materials and ensures their safety, and
- i) Performs other related functions as mandated by the President and the Vice President for Research and Extension.

Coordinator for Health and Allied Services

- a) Initiates the conduct of health and allied services along areas recommend by the University Extension Director based on the results of the needs assessment survey;
- b) Implement the extension programs of the Medical Health and Humanitarian Development Office along medical mission, health education and humanitarian support for PWD.
- c) Provides assistance in establishing goodwill with partner agencies;
- d) Attends continuing professional development activities;
- e) Monitors and evaluates the implementation of health and allied services programs
- f) Helps in the preparation of periodic reports on the impact of extension work.
- g) Maintains an inventory of training materials and ensures their safety, and
- h) Performs other related functions as mandated by the President and the Vice President for Research and Extension.

Coordinator for Advocacy and Research Dissemination

- a) Coordinates the conduct/implementation of advocacy programs and other related activities;
- b) Coordinates with the Research Office, Academic Unit Extension Coordinators in determining the research outputs that will be disseminated to stakeholders.
- c) Coordinates with the development centers of the extension office in the research dissemination and advocacy for impact development studies needed in the QMS and quality assurance.
- d) Provides assistance in establishing goodwill with partner agencies;
- e) Prepares periodic reports on the impact of extension works;
- f) Establishes linkages with other agencies, groups, as well as government and non-government organizations
- g) Monitor and evaluates the implementation of advocacy and research dissemination programs.
- h) Attends continuing professional development activities;

- i) Helps in the preparation of periodic reports on the impact of extension work.
- j) Maintains an inventory of training materials and ensures their safety, and
- k) Performs other related functions as mandated by the President, the Vice President for Research and Extension, and Office director

Coordinator Food Processing

- a) Assists the extension office in the conduct of needs assessment survey to determine the service area to cater.
- b) Initiates the conduct of food processing trainings in areas recommended by the University Extension Director resulting from the needs assessment.
- j) Assist in the implementation the extension programs relevant to food processing of the Poverty Alleviation and Community Development Center that geared toward the attainment of the socio-economic development through the implementation of the Adopt-A-Community and School Program.
- c) Establish linkages with other agencies, groups as well as government and non-government organizations.
- d) Maintains an inventory of training materials and ensure their safety.
- e) Conducts monitoring and evaluation to the extent/impact of technology being transferred.
- f) Performs other related functions as directed by the Director/higher authorities.

Coordinator for Extension Publication

- a) Manages the DAMILI, the official publication of the UEO
- b) Provides assistance in establishing goodwill with partner agencies
- c) Prepares a periodic report on the impact of extension work
- d) Maintains an inventory of publication materials and ensure their safety
- e) In-charge of the documentation of all extension programs and activities
- f) Consolidates articles from different colleges/units and departments as reflected in their extension programs and activities
- g) Performs other functions as directed by the Director/higher authorities

Academic Unit/ Department Extension Coordinator

- a) Initiates the planning, implementation, monitoring, and evaluation of the extension program of the College/ Department;
- b) Serves as liaison between the College and the University Extension Services Office and all partners on matters pertaining to the implementation of Program, Activities, Projects (PAPs) of the Academic Unit;
- c) Attends continuing professional development activities;
- d) Keeps records, manages data and information, and prepares consolidated reports for submission to the Director;
- e) Performs other functions related to extension as may be assigned by the Dean/Head and Extension Director.

Property Custodian

- a) Manages equipment, supplies, and materials before and after the conduct of the training,
- b) Attends continuing professional development activities, and
- c) Performs other functions related to extension as may be assigned by the VPRE, Extension Director and Coordinators.

Clerk/Office Assistant

- a) Manages in-coming and out-going communication;
- b) Manages records using established systems;
- c) Attends continuing professional development activities, and
- d) Performs other functions as may be assigned by the VPRE, Extension Director and Coordinators.

5.0 UNIVERSITY EXTENSION AND DEVELOPMENT OFFICE ROADMAP, EXTENSION SERVICES AGENDA, AND SUSTAINABILITY OBJECTIVES

5.1 EXTENSION AND DEVELOPMENT OFFICE ROADMAP

The University Extension Office is mandated to the implementation of partnerships with the LGU, NGA, NGO, Industries, and SMEs through various extension programs with the inclusion of adopters and demonstration projects to sustain the realization of socio-economic and cultural development that enhances the quality of life of the individuals and communities.

Furthermore, it provides extension services and programs that envision to:

- 1. Build a stronger community
- 2. Create a wider range of horizon
- 3. Empower the vulnerable
- 4. Reach-out without borders
- 5. Nurture and develop the mind of the learners
- 6. Secure the future through training skills and livelihood programs
- 7. Intensify the promotion and preservation of culture and strengthen personal and communal values
- 8. Advance disaster training and management
- 9. Strengthen technology transfer
- 10. Initiate activities for the protection of the environment

5.2 STATEMENT OF EXTENSION AGENDA

The Extension agenda of the University Extension and Development Office incorporates areas of concern from the Sustainable Development Goals (SDG's) as provided in the United Nations Development Plan (UNDP); the apparent integration of the ASEAN in 2015 is an opportunity to make UNP reach beyond national borders. The ASEAN leaders declared that an ASEAN Community should be established to ensure peace, stability, and shared prosperity in the region. The envisioned ASEAN community is based upon three intertwined pillars, namely: ASEAN

Security Community (ASC), ASEAN Economic Community (AEC), and ASEAN Socio-Cultural Community (ASCC). It is also in accordance with the United Nations 2030 Agenda for Sustainable Development, Philippine Development Plan (2017-2022) of National Economic Development Authority (NEDA) anchored on Ten Point Socio-Economic Agenda, Commission on Higher Education (CHED)- National Higher Education Research Agenda (NHERA), Department of Science and Technology (DOST)-Harmonized National Research and Development Agenda (HNRDA) 2017-2022 and National Integrated Basic Research Agenda (NIBRA) 2017-2022, the National Unified Health Research Agenda (NUHRA), Gender Responsive Extension Agenda (CHED CMO #1 series of 2015) and the CMO No. 52 Series of 2016 that advances the pathways to equity, relevance and advancement in Research, Innovation, and Extension in Philippine Higher Education.

The Higher education institutions are delegated to concentrate extension services hand-in-hand with instruction, research and production. This instance appreciates the dynamic role colleges and universities play in the development of communities, especially the underserved and the depressed. The university's long-term goal is to sustain its active role in the realization of socio-economic development that enhances the quality of life of the grassroots in the province of Ilocos Sur and nearby areas. Therefore, the University Extension Office shall package and disseminate its various corporate services to the community to sustain this role.

Further, the Twelve Development Goals of the University of Northern Philippines (UNP) is also considered, in partnership with the different academic units, college and student organizations of the university, other leading local government units (LGUs) and Non-Government Organizations (NGOs) of the region and country that intends to intensify boundless services through the formulation of development policies and provisions of impact projects and activities of the marginalized, underserved and underprivileged communities.

Specifically;

1. Give the highest priority to individual development by establishing the concept of individuality and universality wherein each person is a unique, irreplaceable center of freedom and creativity within the bound of the community;
2. Strengthen the desire to develop self-realization, self-transformation and self-transcendence;
3. Highlight social reform, social justice and social democracy and focus its intervention to poverty alleviation through community empowerment;
4. Liberate individuals in the community to achieve optimum potentials and realize opportunities for better living;
5. Ensure that the institutionalized development programs will promote the diffusion and more equitable distribution of opportunities, income and wealth across all cities and municipalities in the province and other provinces as well;
6. Strive to enhance the quality of life for all people in the community, especially the underserved and underprivileged, by expanding their capacities for economic productivity and increase their incomes to enable them to avail of essential goods services for their direct benefit; and
7. Pursue rural development with social inclusion.

5.2 Sustainability Objectives

1. To ensure that people will be given priority to warrant human flourishing;
2. To build a stronger community to face all challenges of time and space;
3. To establish a broader and bigger horizon for the optimum utilization of resources and capacities;
4. To promote and support the establishment of sustainable livelihood and skills training programs;
5. To ensure that all livelihood and skills training being offered by the university are appropriately coordinated and implemented at the institutional, municipal and barangay levels, NGOs, NGAs, SMEs, and other stakeholders
6. To ensure that all livelihood and skills training are made available to barangay communities that need the most help from the government;
7. To maximize environmental impact and refloat environmental capacity and potentials;
8. To make the environment a better place to live in;
9. To ensure that the training needs of barangay communities based on local development plans are properly identified and adequately provided; and
10. To prioritize rural areas with the highest poverty incidence in the provision of services aligned with the priority programs and mandate of the university

6.0 SERVICES OF THE UNIVERSITY EXTENSION AND DEVELOPMENT OFFICE (UEDO)

The University Extension Office provides partnerships with LGU, NGA, NGO, SMEs, and Industries to ensures the implementation of the extension programs with the adopters and demonstration projects through the community engagement of the service area. It is expected to contribute to the socio-economic development impact to the communities. The deliverables of the UEDO provides technical assistance and services along livelihood skills, technology transfer, agriculture and fisheries support activities, cooperative enterprises, architectural and engineering support, health and medical services, disaster risk reduction and emergency response, security management, local governance and other relevant extension activities.

6.1 LIVELIHOOD / SKILLS TRAINING SERVICES

The livelihood and skills training services on catering services, cookery, baking, food processing, cosmetology, and other relevant extension activities provide technical assistance to the recipients and beneficiaries for additional income, livelihood, and employment in the service community. The deliverable extension package is the Adopt-A-Community and School Programs in the regular extension programs for the livelihood, skills training and technology transfer to the service areas. It is expected to generate profitable income and revenue through the implementation of the adopters and demonstration projects to the communities.

A. Skills Training on Catering Services

The catering service provides training support for prospective caterers and employment opportunities in social occasions, restaurant management, tourism industries and other occasions. In addition, the adopters and demonstration projects create catering and local restaurant enterprises that can generate employment and livelihood incomes to the locality..

- 1) Familiarization of Kitchen Utensils
- 2) Table Skirting and Setting
- 3) Napkin Folding
- 4) Flower Arrangement
- 5) Other related catering activities

B. Skills Training on Cookery

The cookery training supports additional livelihood enterprises in the management of a restaurant, local enterprises, and other employment training to the locality. In addition, the adopter and demonstration projects on this training ensure the creation of jobs and livelihood programs on the local cooperative enterprises, including the catering and restaurant services.

- 1) Appetizer- hot & cold
- 2) Soup
- 3) Salad
- 4) Main and side dish
- 5) Dessert
- 6) Others related training

C. Skills Training on Baking

The baking training provides technical assistance in making cakes, pastries, delicacies for the local livelihood for bakeshops enterprises. The adopted community can work for local enterprises in making cakes, pastries, delicacies to supply local stores, school-enterprise and other industries..

- 1) Cake
- 2) Pastries
- 3) Delicacies
- 4) Other related training

D. Skills Training on Food Processing

The food processing for meat, fish, vegetables, and mushrooms provides technical assistance to the adopted communities, schools, and locals to provide additional income and revenues for profitable enterprises. This skills training for food processing extends to the packaging of processed meat, fish, fruits, vegetables and mushroom products to ensure the competitiveness and profitability of its adoption to the service area.

- 1) Meat
- 2) Fish
- 3) Fruits
- 4) Vegetables
- 5) Mushroom
- 6) Other related training

E. Arts and Design Training

The Arts and Craft Training provides technical assistance to the stakeholders for the product packaging, labelling design, floristry, furniture refurbishing, shirt printing, decorative candles, pot making and mural painting. In addition, the adoption and demonstration project of the arts and method enable the stakeholders to have additional income and livelihood within the local enterprises and industries.

- 1) Packaging and Labelling Design
- 2) Furniture Refurbishing Upgrade
- 3) T-shirt Printing
- 4) Floristry
- 5) Basic and Decorative Candle Making
- 6) Ornamental Pot Making
- 7) Mural Painting
- 8) Other related training

F. Hospitality and Tourism

The training program for the hospitality and tourism include housekeeping, bartending and catering services for the hotels, restaurant, tourism enterprises in the UNESCO Heritage City of Vigan. It is expected that the extension programs for hospitality and Tourism cater to the needs of stakeholders who are willing to work in hotels, restaurants and tourism industries in the service area.

- 1) House keeping
- 2) Bartending
- 3) Catering Services
- 4) Other related training

G. Garments and Fashion Designs

The garment and fashion designs provide technical assistance and support for the tailoring and dressmaking enterprises. It is expected to extend the university's expertise to improve the garment and fashion design for more profitable products design to support the garment and sewing industries.

- 1) Garment Sewing
- 2) Tailoring/ Dressmaking
- 3) Apparels
- 4) Other related training

H. Cosmetology

The extension project for cosmetology ensures the creation of local employment and livelihood support for hair care, nail care, foot spa and beauty care. The cosmetology development training provides further expertise for the locality employed residents to have quality service in hair and nail care, foot spa, and beauty care. The usual deliverables to the Adopt-A-Community and School program are the development of expertise of local residents to give hair and nail cares as additional livelihood income for them.

- 1) Hair Science
- 2) Nail Care
- 3) Foot Spa
- 4) Beauty Care
- 5) Soap Making
- 6) Other related trainings

I. Skills and Livelihood Training/ Technology Transfer

The technology transfer is designed to provide technical assistance to train the community residents on automotive mechanics, motorcycle repairs, engine repairs, and welding. This service supports the adopters on technical assistance to the stakeholders, creating employment and livelihood for the service area..

- 1) Automotive Engine Tune-up and Servicing
- 2) Motorcycle Repair and Troubleshooting
- 3) Small Engine (Farm Equipment) Repair
- 4) Basic Welding
- 5) Driving
- 6) Other related trainings

J. Electrical Technology

The electrical technology provides the extension design for the electrical installation and maintenance and appliance repair for the Adopt-A-community School program and other stakeholders. It is expected to provide jobs and livelihood for those men and women who are interested to be trained in electrical wiring, installation and maintenance, and appliance repairs. The local demand for this electrical work and appliance repair can be done in the community, which is expected to generate additional income for them

- 1) Electrical Wirings Installation and Maintenance
- 2) Domestic Appliance Repair
- 3) Other skills training

K. Electronics Technology

The electronic technology is designed to cater to the stakeholders' needs on electronic servicing, cellphone repairs, CCTV and fire alarm installation, and solar charger installation. The stakeholders must be interested in learning technology-based instructional materials on electronics development, cable TV, fire alarm installation, and solar installation.

- 1) Consumer Electronics Servicing
- 2) CCTV and Fire Alarm System Installation
- 3) Solar Charger Installation
- 4) Cellphone Repair
- 5) Other related training

L. Information Technology

The informational technology infuses the extension training on computer operation for the organizational productivity as an adopter of 21st-century technology for the LGU, NGA and NGOs. Likewise, the Adopt-A-Community and School program has extended this IT Extension training for the basic computer hardware and network maintenance that can be considered deliverables for local employment and livelihood programs in the service area.

Basic Computer Hardware Maintenance

- 1) Skills Training on Multi-Media Operation
- 2) Computer Network Maintenance
- 3) MS- Office Productivity
- 4) LMS Training
- 5) Other related training

M. Civil and Building Technology

The Civil and Building Technology ensures the extended assistance to the construction workers and stakeholders to be trained in plumbing, carpentry, masonry, and landscaping to those interested residents for employment and livelihood programs in the service area Adopt-A-Community and School Program.

- 1) Plumbing
- 2) Carpentry
- 3) Masonry
- 4) Landscaping
- 5) Other related training

6.2 AGRICULTURE AND FISHERIES

The agriculture and fisheries ensure the extension programs with deliverables value as adopters and demonstration projects for profitable enterprises in the service area. It is expected to provide technical assistance to the communities for the agriculture support of mushroom culture, hydroponic and backyard gardening.

- 1) Mushroom Culture
- 2) Hydroponic Gardening
- 3) Vermicomposting
- 4) Backyard/ Minuyungan Gardening
- 5) Fresh Water Fish Culture/ Tilapia
- 6) Organic Farming
- 7) Seaweeds Culture
- 8) Other analogous to above mentioned activities

6.3 COMMUNITY ENGAGEMENT ON GENDER DEVELOPMENT, ENVIRONMENTAL SUSTAINABILITY, CULTURAL PRESERVATION AND PROMOTION, ADMINISTRATIVE CAPABILITY BUILDING, AND SECURITY AND PUBLIC SAFETY.

A. Gender Equality and Women Empowerment Project

The academic and administrative office provides technical assistance for the stakeholders and clients on Gender Equality and Women Empowerment. While Women Empowerment engages in the provision, availability, and accessibility of opportunities, services, and observance of human rights, which enable women to participate actively and contribute to the nation's political, economic, social, and cultural development.

- 1) Gender Sensitivity and Orientation Training
- 2) Responsible Parenthood
- 3) Team Building
- 4) Women's and Children's Rights
- 5) Child and Youth Welfare
- 6) Other related projects

B. Ensure Environment Sustainability Project

The environmental sustainability project provides technical assistance and support to address concerns and issues on climate change and ecological degradation in the service area. The environmental projects for the extension activities are reforestation, clean and green program, waste management and climate change mitigation. The academic units specializing in ecological science shall initiate and implement extension projects to support adopters and demonstration projects for profitable enterprises.

- 1) Reforestation Project (Tree Planting)
- 2) Clean and Green Program
- 3) Trash-for-Education Program
- 4) Environmental Education and Clean-up Project
- 5) Waste Management
- 6) Climate Change Mitigation and Adaptation
- 7) Other related project

C. Values Orientation and Re-orientation Project

The Values Orientation provides the necessary support of the peer counselling and values formation training program. It is a moral and values orientation program to enhance the ethical and moral standards of the identified stakeholders.

- 1) Enhancement Seminar on Values
- 2) Peer Counseling
- 3) Values Education Orientation
- 4) Professional Ethical Standards
- 5) Other related project

D. LGU Administrative Capability Building Project

The LGU Administrative Capability Building project ensures the technical support of LGU good governance initiatives to address the issues and concerns in the capacity building programs of LGU officials. The scope of the LGU capability building includes local governance, community organizing, local fiscal administration, executive management program, dispute resolutions and security protocols, and leadership Orientation and Management.

1. Local Governance and Development
2. Community Organizing
3. Local Fiscal Administration
4. Martial Arts/Self-Defense/Disarming Training
5. Capability Building
6. Executive Management
7. Leadership Orientation and Management
8. Dispute Resolution
9. Other related project

E. Promotion and Preservation of Cultural Heritage Project

The cultural heritage project provides the technical support of the architectural design, tour guiding, ancestral house conservation, local history and culture. These deliverables are within the technical assistance of the UNESCO Heritage City of Vigan, including the LGU and other stakeholders.

1. Architectural Design
2. Tour Guiding

3. Hotel and Restaurant Management
4. Ancestral House Conservation
5. Eco-Tourism
6. Local history and Culture
7. Other related project

F. Security and Public Safety

This security and public safety provides technical assistance to the LGU, PNP and other stakeholders with the extension projects along traffic management, security services, crime and fire prevention and other relevant tasks..

- 1) Traffic Management
- 2) Security Services (NC I) Assessment
- 3) Violence against Women and Children
- 4) Crime Prevention Education
- 5) Fire Prevention Education
- 6) Juvenile Delinquency
- 7) Other related project

G. Advocacy Campaign on Current Issues and Concerns

The advocacy campaign includes legal counselling, drug education, human rights education, child and youth welfare, senior citizen empowerment and other related advocacies. The technical engagement shall be done through seminar-workshop, conference and orientation lecture to the stakeholders. The impact of this extension project requires the sustainability of the deliverables for the client's satisfaction and application to its practical scope of the advocacy campaign to address issues and concerns within the service area.

- 1) Basic Legal Counseling
- 2) Drug Education
- 3) Human Rights Education
- 4) Peace Education
- 5) Child and Youth Welfare
- 6) Senior Citizen Empowerment
- 7) Other related advocacies

6.4 COOPERATIVE MANAGEMENT AND ENTREPRENEURSHIP TRAINING

The cooperative management and entrepreneurship training provides the technical engagement to assist, facilitate and support the LGUs, NGA, SMEs, Industries and local businesses to address the issues and concerns in accounting and bookkeeping, financial management and auditing, feasibility study and product development.

A. Accounting Activities

- 1) Financial Recording and Bookkeeping
- 2) Management Advisory Services
- 3) Cost Accounting
- 4) Tax Planning and Compliance
- 5) Investment Strategies
- 6) Financial Statement Analysis and Preparations
- 7) Other related training

B. Management Specialization

- 1) Business Management
- 2) Risk Management
- 3) Finance Management
- 4) Other related training

C. Business Consultancy Services

- 1) Bookkeeping
- 2) Business Registration
- 3) Business Planning
- 4) Feasibility Studies
- 5) Cooperative Management
- 6) Other related training

D. Product Development

- 1) Packaging
- 2) Branding
- 3) Pricing
- 4) Other related training

6.5 COMMUNITY AND SOCIAL SERVICES

The Community and Social Services provide the extension programs along Students' Development, Teacher Enhancement programs, School Improvement Program, and other social services..

A. Students' Development

- 1) Literacy and Accuracy
- 2) Arts training
- 3) Sports Clinic
- 4) Values Orientation
- 5) Leadership Development
- 6) Other related trainings

B. Teachers' Enhancement Program

- 1) Course Content
- 2) Research
- 3) IM Development
- 4) Laboratory Skills Development
- 5) IT Skills Development
- 6) Personal Finance
- 7) Other related program

C. School Improvement Program

- 1) Building Maintenance
- 2) Clean and Green Program
- 3) Herbal Gardening
- 4) Other related program

D. Other Services

- 1) People Empowerment and Capacitation Programs
- 2) Cultural Preservation and Community Enrichment
- 3) Environmental Promotions
- 4) Social Democracy and Social Justice Demystification

6.6 ENGINEERING AND ARCHITECTURAL SERVICES

The architectural services provide technical engagement with the stakeholders to assist and facilitate residential and commercial designing; LGU proposed a development plan on the infrastructure projects. While engineering services enable the technical engagement on topographic surveying, land boundary dispute survey, sanitary and technical descriptions of physical plants and facilities.

1. Architectural Designing
2. Infrastructure Project Development
3. Topographic Surveying
4. Land Boundary Dispute Survey
5. Professional / Technical Service
6. Sanitary Engineering
7. Other related services

6.7 HEALTH AND MEDICAL ALLIED SERVICES

The Health and Medical Allied Services provides the technical engagement with the stakeholders along health education activities, disease prevention activities and other relevant extension activities.

A. Health Education Activities

- 1) Communicable and Non-communicable Diseases
- 2) Mental Health
- 3) Responsible Parenthood
- 4) Maternal Health
- 5) Child Health
- 6) Adolescent Health
- 7) Physical health
- 8) Environmental Health
- 9) Other related program

B. Training Activities

- 1) Basic VS Taking
- 2) Alternative Medicine Preparation
- 3) Other related training

C. Disease Prevention Activities

- 1) FBS/RBS Determination
- 2) Blood Typing
- 3) Deworming
- 4) Feeding, Nutrition and Exercise
- 5) Psychological
- 6) Recreational
- 7) Other related activities

6.8 DISASTER RISK REDUCTION AND MANAGEMENT

The Disaster Risk Reduction and Management provides the necessary technical engagement and assistance to the LGUs, NGAs and NGOs along Emergency Responders in cases of natural calamity and disaster in the service area. In addition, it is expected to provide extension services along disaster preparedness and orientation and training on DRRM in the locality.

A. Disaster Management

- 1) Basic First Aid,
- 2) Basic Life Support
- 3) Basic Rescue Training
- 4) Earthquake Drill
- 5) Fire Evacuation Drill
- 6) Tsunami Drill
- 7) First Responders Training

B. DRRM Planning Training

- 1) Contingency Planning Training
- 2) Risk Communication Training
- 3) Basis Incident Command System Training
- 4) Rapid Damage Assessment and Needs Analysis Training
- 5) Psychological First Aid Training
- 6) Face Shield Making

6.9 RESEARCH DISSEMINATION

The research dissemination provides the presentation of research outputs relevant to needs and expectations of the LGU, NGA, NGO and other stakeholders. The product of research can be utilized as the adopters and demonstration projects for profitable enterprises that can transform socio-economic development in the locality.

- 1) Education Research Studies
- 2) Science and Technology, and Energy Studies
- 3) Agriculture, forestry, and Natural Resources Research Studies
- 4) Health and Nutrition Research Studies
- 5) Social Sciences Research Studies

6.10 OTHER EXTENSION SERVICES

The other extension services are the community continuing education, community partnership, capability building, institutional training, technology transfer, GAD and other relevant advocacy programs that require the participation of the academic units.

A. Community Continuing Education

These are the Short-Term Course Programs for Livelihood Skills Development (LSD) and Community Lecture-Demonstration on Mature Technology of the University.

B. Community Partnership Program

Partnership program with local government units (LGUs) and other institutions aimed at supporting countryside development by mobilizing local personnel/faculty and available resources of the University.

C. Capability Building

Internal – capacitate and upgrade capabilities of extension services personnel/faculty and staff through trainings.

External – capability building that emphasizes training and development activities for community partners.

D. Institutional Training Program

Focus on the training activities extended by academic units in collaboration with the university extension office to clients, LGUs and community beneficiaries and their target groups.

E. Technology Transfer, Adoption, and Utilization

This program focuses on the transfer of skills, knowledge, expertise, know-how, equipment, machinery, and tools available in the treasury of research and technology of the university. (i.e. production of IEC materials, technology dissemination, prototype and fabrication of new products and media utilization.) Clients are either walk-in or partner communities of the university who are qualified under the list of extension beneficiaries.

F. Expanded Linkages

Linkages which tie-up programs with the various organization for resource sharing and technical assistance, i.e., commission on Higher Education (CHED), Department of Science and Technology (DOST), Local Government Units (LGUs), TESDA, Civil Society Groups and other development organization both local and international.

G. Gender and Development Programs

Involves gender-responsive planning, advocacy, training and development of a gender-responsive statistical system and setting up of focal point, CODI, and other structure gender mainstreaming. Aside from gender, these programs also include Sexuality, Reproductive Health, Violence against Women and Children (VAWC) and other gender issues.

H. Industry Association Development Programs

This development program concerns a specific partnership between a university unit and an industry association outside the university to upgrade the latter's technical/technological capacity and help improve the lives of association members. This service will also help the university strengthen its knowledge-based resources on the need of the industry.

I. Good Governance Program

This concerns proper management of the municipal and barangay government through the knowledge of the local government code, mastery of leadership function, and other technological know-how in the pursuit of barangay development and good governance.

J. Environmental Management Program

This refers to extension programs concerned with the reasonable utilization, protection and rehabilitation of the region's natural resources and habitat. Eco-tourism is one of the target areas for these programs.

K. Health and Nutrition Programs

Activities that promote healthful living, nutrition, prevention of diseases, breastfeeding and similar concerns are among the scope of extension work under this program.

L. Technical Consultancy Service

These services make the university's different technology and vocational expertise accessible and valuable to the community and business through the deployment of technical experts from the university.

M. Cultural and Sports Development Program

Responding to socio-cultural and sports activities community particularly during special events in the national, regional and local such as fiesta celebration, EVRAA, SCUAA and other similar activities.

N. Relief and Rescue Operation Program

This program assists people and or communities affected by man-made or natural calamities. Activities are centered on the procurement and distribution of relief goods or services to affected communities. It also provides for activities involving disaster awareness, prevention and management.

O. Extension Research Program

This program covers the conduct of research work/activities for dissemination and or improvement of extension services delivery.

P. Non-Formal Education Program

This is Non-Formal Education (NFE) with the government program, particularly of the DepEd on the Non-Formal Education (NFE) or the Alternative Learning System (ALS), which provides learning thru formal, informal and other forms of education training with the end goal of eradicating illiteracy and helping in the poverty alleviation of the region.

7.0 GENERAL POLICIES AND GUIDELINES ON EXTENSION SERVICES

7.1 Formal Agreement. To implement Extension activities, PAPs should be specified in the Memoranda of Agreement (MOA)/Memoranda of Understanding (MOU) signed by the University and partner agencies for BOR approval.

7.2 Phases of Extension Services. In the implementation of BOR-approved Extension PAPs, the following phases shall be adopted:

7.2.1. Needs Assessment. The University Extension and Development Office shall conduct a benchmark survey of the needs and problems of the community. It shall identify prospective beneficiaries and respond to the invitation for the needs assessment. Furthermore, it shall seek and conduct a needs assessment survey that later consolidated, presented, and validated the assessment results. This shall be the basis to conduct extension activities based on the scope of deliverables for the extension projects.

The documented process for the Needs Assessment based on the scope of deliverables in the University Extension Office include the following:

1. Identifying and assessing the needs of the individuals, organizations and communities through ocular survey/pre-entry visit and/or informal interview.
2. Determining the priority needs of individuals, organizations, and communities using a needs assessment survey form.
3. Consolidating the results of the survey to determine the service areas to be implemented/conducted.
4. Presenting and validating the needs assessment result to further planning and implementation.

The benchmark survey is within the scope deliverables for the extension programs of the university.

- A. Livelihood/ Skills Training Services
- B. Technology Transfer
- C. Agriculture and Fishery
- D. Community Engagement on Gender Development, Environmental Sustainability, Cultural preservation and promotion, administrative capability building, and security and public safety.
- E. Cooperative Management and Enterprise
- F. Community and Social Services
- G. Engineering and Architectural Services
- H. Health and Medical Allied Services
- I. Disaster Risk Reduction and Management
- J. Research Dissemination
- K. Other Services

7.2.2. Planning. The administration, faculty, students, and other stakeholders shall be involved in planning, prioritizing, and implementing extension programs and activities. The extension programs, activities and projects shall be based on the results of the needs assessment and resources of the partner agencies.

The documented information for the planning process in the University Extension Office include the following:

1. Initial planning to strategically conduct and implement the services to be conducted.
2. Establishing the strategies, goals and objectives of the activities to be initiated.
3. Coordinating to the partner agencies/colleges for their involvement in the activities to be initiated.
4. Preparing and approval of the Operational Plans for the services to be materialized.

7.2.3. Implementation. A system shall be adopted in the conduct of extension projects where a pool of experts from various disciplines shall participate in the conduct of extension PPAs. They shall serve as organizers, facilitators, and trainers during the implementation of extension activities in line with their area of expertise. The documented process for the implementation of the extension projects/programs based on the scope of deliverables in the University Extension Office with the support of the Development Centers, which includes the following:

1. Initiating skills training, technology transfer, advocacy promotion, community and social services, health allied services, disaster risk management and other related activities.
2. Preparing post-activity report on the conduct of extension activities as reference for further activities to be conducted

7.2.4. Monitoring and Evaluation. There shall be a periodic monitoring and evaluation of extension activities conducted to provide feedback on the program. Results shall be disseminated and discussed with the clientele to re-plan activities to improve and enhance the delivery of extension services.

Furthermore, the Monitoring and Evaluation provides information about the extension activities with the participation of academic units, collaborators and partners. The form also includes information about the monitoring of the activities, the benefits' derived and evaluation as to the clients' satisfaction, including their comments and recommendations. Thus, the quality assurance of the Monitoring and Evaluation addresses the issues and concerns of the beneficiaries, community and trainers.

In the Monitoring of the Extension Projects/Programs, the documented process is based on the scope of deliverables in the University Extension Office (with the support of the Development Centers) which includes the following:

1. Supervising the conduct of activities by checking/looking if strategies, goals and objectives are adequately met.
2. Identifying the effect/impact and the acceptability of the services rendered.

The Monitoring and Evaluation form provides the following information about the extension projects and programs to supervise and identify the conduct of extension activities that are properly met and their effects/impact as to the acceptability of the services rendered:

1. Nature or Type of the Extension Project/ Program
2. Implementing Unit
3. Venue
4. Beneficiaries
5. Collaborators/Partners
6. Benefits Derived from the Program

7. Evaluation of the Program
8. Beneficiaries' Comments/ Recommendations
9. Issues and Concerns of Beneficiaries, Community and Trainers

In the Evaluation of the extension projects/ programs provides the assessment of the implemented deliverables by:

1. Assessing the satisfactorily level of the services rendered through a pro-forma survey.
2. Consolidating and analyzing the results of the evaluation for further improvement.
3. Planning for future activities

The documented information for the Evaluation of the extension projects/ projects is the Client Satisfaction Feedback Form to assess the level of satisfaction along with (a) Objectives; (b) Timeliness; (c) Participation; (d) Resources (Physical Assessment); (e) Overall Assessment. In addition, the quality assurance provides the qualitative evaluation along the comments and suggestions, issues and concerns provided by the beneficiaries, trainers, and community.

The Client Satisfaction Feedback Form provides the following indicators to evaluate the deliverables of the extension projects and programs:

A. Objectives

1. The objectives of the study are clear and well understood.
2. The objectives of the activity were attained.
3. The activity was in response to the needs of the community.

B. Timeliness

1. The activity is conducted within the timeframe.
2. There was adequate time for the activity.
3. The schedules of the activity were followed.
4. The activity was relevant to the needs/demands of the clientele/beneficiaries

C. Participation

1. The clientele/beneficiaries were involved in the planning of the activity.
2. The clientele/beneficiaries participated actively.
3. There is participation of other cooperating agencies such as LGU, NGO, PO & Academic Unit/s (UNP).
4. The implementing agencies were courteous and considerate.
5. The activity is well attended

D. Resources (Physical Assessment)

1. The venue was appropriate for the activity.
2. Supplies were adequate.
3. Equipment and facilities were adequate.
4. The clientele/beneficiaries shared their resources.

E. Overall Assessment

1. The clientele/beneficiary was generally satisfied with the activity

7.3 Integration of All Extension Programs. The conduct of extension activities in the university will follow the "holistic approach" where all academic units are bound to participate in all extension programs. Each academic unit shall prepare their programs, projects, and activities, and submit to the University Extension Office for consolidation and implementation.

7.4 Accountability on Equipment, Supplies and Materials. The University Extension and Development Office shall require the Extension Coordinators to be held responsible for all equipment supplies and materials issued to the unit. In addition, they must return all requisitioned equipment and unexpected supplies and materials to the property custodian after their use.

8.0 DEVELOPMENT CENTERS

The following are the services under the University Extension Office:

8.1 Poverty Alleviation and Community Development Center

This center provides the implementation of the socio-economic development concerning the poverty alleviation programs in the marginalized and underserved community with the support of the partner agencies and organizations in the service areas. The best practice of extension program on the Adopt-A-Community and School Programs represents the holistic package to ensure socio-economic development. This office is attached to the responsibilities and functions of the Coordinator for Community and Social Services. The UEDO shall implement the Extension agenda that incorporates areas of concern from the United Nations 2030 Agenda for Sustainable Development, Philippine Development Plan (2017-2022) of National Economic Development Authority (NEDA) anchored on Ten Point Socio-Economic Agenda, Gender Responsive Extension Agenda (CHED CMO #1 series of 2015) and the CMO No. 52 Series of 2016 that advances the pathways to equity, relevance and advancement in Research, Innovation, and Extension in Philippine Higher Education.

The University Extension and Development Office will coordinate with the academic units to ensure sustainable extension programs for skills training, technology transfer, livelihood and cooperative enterprises, agriculture and fisheries activities with impact activities relating to socio-economic development in the service areas. In addition, it is expected to initiate adopters and demonstration projects for profitable enterprises in the locality.

The poverty alleviation programs provide employment and livelihood support on skills training, technology transfer, agriculture, and fishery programs to ensure the stakeholders' socio-economic development:

- A. Livelihood Skills Training and Technology Transfer
 - 1. Catering Services
 - 2. Cookery
 - 3. Baking
 - 4. Food Processing
 - 5. Cosmetology
 - 6. Soap Making

- B. Technology Transfer
 - 1. Automotive and motor repair
 - 2. Electronics and electrical servicing
 - 3. Building technology (plumbing, carpentry and masonry)
- C. Agriculture and Fisheries Support on
 - 1. Mushroom Culture
 - 2. Backyard gardening
 - 3. Organic farming
 - 4. Aqua-culture
 - 5. Deep-sea fishing
- D. Enterprise and Livelihood Support Development
 - 1. Business Development Support for the Trade and Industry
 - 2. Local Cooperative Enterprise for Livelihood and technology support
 - 3. Local Livelihood and technology assistance for adopters and demonstration project

8.2 Medical Health and Humanitarian Development Center

This center provides medical and humanitarian support, which addresses the needs of persons with disabilities (PWDs) within Region I and nearby regions. It also ensures the continued support of the Medical Mission and health education activities for the depressed, underserved and poor communities in the service area. The Coordinator for Health and Allied Services shall be responsible for implementing this development center's medical mission, health, environment, and nutrition activities. In addition, the coordinator of this development center shall coordinate with the academic units with medical-health related courses to initiate a sustained extension program with an impact on health-medical wellness in the service area.

These are the following scope of the medical health and humanitarian services that the academic units can initiate with the assistance and support of the UEDO :

- A. Health and Medical Support
 - 1. Alternative Medicine
 - 2. Communicable and Non-communicable Diseases
 - 3. Maternal Health
 - 4. Breastfeeding
 - 5. Child Health
- B. Disease Prevention Activities
 - 1. FBS/RBS Determination
 - 2. Blood Typing
 - 3. Deworming
 - 4. Feeding, Nutrition and Exercise
- C. Allied Medical, Psychological and Special Needs Support
 - 1. Psychological and Mental Health Support
 - 2. Responsible Parenthood
 - 3. Peer-Counseling
 - 4. PWDs support

8.3 Disaster Risk Reduction and Management Development Center

This development center implements disaster risk reduction and management programs with the LGU, NGA and NGO partnerships based on the mandate of Republic Act No. 10211. It shall have a separate equipment and facility office to support the university's emergency response team. The office shall be headed by the Coordinator of Disaster Risk Reduction and Management and the University Emergency Response Team coordinator. It shall continue to coordinate with the LGU and NGAs national emergency response team and the disaster risk reduction management office for the technical assistance of the disaster risk reduction operation.

The following extension programs with partnerships of the Local Government Units and National Government Agencies and National Government Organizations (NGOs)s on Disaster Risk Reduction and Management:

A. Disaster Management

- Basic First Aid,
- Basic Life Support
- Basic Rescue Training
- Earthquake Drill
- Fire Evacuation Drill
- Tsunami Drill
- First Responders Training

B. DRRM Planning Training

- Contingency Planning Training
- Risk Communication Training
- Basis Incident Command System Training
- Rapid Damage Assessment and Needs Analysis Training
- Psychological First Aid Training
- Face Shield Making

8.4 Advocacy Promotion Development Center.

The advocacy promotion of university extension programs shall oversee and coordinate with the other academic units in the specialized extension programs to support the mandate in the quality assurance on community engagement. The Coordinator for Advocacy Promotion shall provide assistance and support to the academic units for the extension advocacy promotion program.

9.0 PROCEDURES

- 1.1 Procedure in in the conduct of Needs Assessment
- 1.2 Procedure in the conduct of Extension Services
- 1.3 Procedure in the Program Planning
- 1.4 Procedure in the conduct of Monitoring and Evaluation of Extension Services
- 1.5 Procedure in the Implementation of the Adopt- A- Community Program
- 1.6 Procedure in the Conduct of Skills Training Initiated by the University
- 1.7 Procedure in the Conduct of Requested Skills Training
- 1.8 Procedure in the Conduct of Food Processing Skills Training
- 1.9 Procedure in the Implementation of Advocacy Programs of the University
- 1.10 Procedure in the Implementation of Medical/ Dental/ Surgical Mission
- 1.11 Procedure for the Provision of a Technical and Financial Assistance to partner agencies
- 1.12 Procedure in the Publication of Damili; the official publication of University Extension Office

Appendices

- F. Risk Log (9.0 Risk Register Log)
- G. Opportunity Log (10.0 Opportunity Register Log)
- H. RIPNEL (8.0 Relevant Interested Parties Needs and Expectations Log)
- I. SWOT Analysis (Key Result Area 3 : Services to the Community)
- J. QF Forms (11.0 QF Forms)



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Procedure in the Conduct of Needs Assessment

Title:	Procedure in the conduct of Needs Assessment
Purpose/s:	To define procedure in the conduct of Needs Assessment Survey
Scope:	This procedure applies to the needs assessment to community to determine the service areas to be catered such as but not limited to advocacy promotion and research dissemination, community and social services, livelihood training and technology transfer, disaster risk reduction and management, and health related services by the University.
Review and Amendments:	<p>This procedure shall be reviewed by the University Extension Office Director every three (3) years or as deemed necessary. Inputs from Internal Audit and other concerned units may be considered. The Director shall propose amendments to the Administrative Council.</p> <p>The President shall give final approval on the proposed amendments to the Procedure in the conduct of Needs Assessment.</p>
<p>Definition of Terms:</p> <p>Needs Assessment Survey refers to the appraisal by the University to identify specific needs, problems and concerns which includes the individuals, organizations and communities including schools or to identify the service areas to be catered subject to the provisions of a Memorandum of Agreement executed between the University and the concerned beneficiaries.</p> <p>Prospect Beneficiaries refers to the individuals, organizations, communities including schools as recipients of services to be catered by the University based from the Extension Master Plan or Programs.</p>	



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Process Flow:

Flowchart	Responsible Person	Timeline	Details
 START			
 STEP 1. Identify Prospect beneficiaries/ Respond to invitation	Director Coordinator Partner Agencies Beneficiaries	1 day	The University Extension Office identifies prospect beneficiaries/ respond to the invitation for needs assessment for possible extension services.
 STEP 2. Seek permission to conduct NAS	University President Director Coordinator Clerical Staff Beneficiaries	1 day	<p>The Director seeks permission to the President to conduct NAS.</p> <p>Upon approval, coordinators prepare the survey form to be administered.</p> <p>The university extension office coordinates with the URDO and plans the conduct of NAS</p>
 STEP 3. Conduct Needs Assessment	Director UEO Coordinators/ Academic Units Coordinators beneficiaries	1 day	<p>The University Extension Office administers the instrument to the beneficiaries</p> <p>The Director/ Coordinator explains the significance and the objectives of NAS</p>
 STEP 4. Consolidates results of the survey	Director UEO Coordinators URDO Coordinators Clerical staff	1 day	<p>The University Extension Office tallies/ consolidates the results of NAS</p> <p>The University Extension Office forwards results to URDO for analysis and interpretations to</p>
 A			



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<div style="text-align: center;"> STEP 5. Receive Results of NAS </div>				Director UEO Coordinators URDO Coordinators Clerical staff	1 day	determine the service areas to be implemented/ conducted. If results of NAS is already available from URDO, The Director of the extension office conducts consultation and planning for a possible preparation of Extension Programs
<div style="text-align: center;"> STEP 6. Presentation and validation of NAS Results </div>				Director UEO Coordinators Academic Units coordinators Linkages/Beneficiaries	2days	The University extension Office requests general assembly meeting to the beneficiaries to present and validates NAS results and the possible conduct of activity.
<div style="text-align: center;"> STEP 7. Maintain documents </div>				Director UEO Coordinators Academic Units Coordinator/Faculty	1 day	Keeps documents for future references
<div style="text-align: center;"> End </div>						
Forms:		Needs Assessment Survey Form				
References:		CMO 52, S. 2016				
Approved:		 ERWIN F. CADORNA, PhD. SUC President				



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Procedure in the Conduct of Program Planning

Title:	Procedure in the conduct of Program Planning
Purpose/s:	To define the procedure in the conduct of Program Planning
Scope:	This procedure applies to the conduct of Program planning to properly execute and implement all the service areas catered by the University Extension Office of the University such as but not limited to advocacy promotion and research dissemination, livelihood and training services, food processing, community and social services, health and allied services and disaster risk reduction and management.
Review and Amendments:	This procedure shall be reviewed by the University Extension Office Director every three (3) years or as deemed necessary. Inputs from Internal Audit and other concerned units may be considered. The Director shall propose amendments to the Administrative Council. The President shall give final approval on the proposed amendments to the Procedure in the conduct of program planning
Definition of Terms: Program Planning refers to the basic preparation of the University to manage the implementation of the services catered and establish strategies, goals, purpose and objectives of the activities which addresses specific needs, problems, and concerned of the individuals, organizations, schools and communities subject to the provisions of Memorandum of Agreement executed between the University and the concerned beneficiaries. Consultation Meeting refers to the initial planning and discussion between the director, coordinators and other people involve in the implementation of a program, project, or activity.	



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Process Flow:

Flowchart	Responsible Person	Timeline	Details
<pre> graph TD START([START]) --> STEP1[STEP 1. Consultation meeting] STEP1 --> STEP2[STEP 2. Conceptualize the Program] STEP2 --> STEP3[STEP 3. Set strategies, goals, and objectives] STEP3 --> FINAL[Finalize the Program] FINAL --> A((A)) </pre>			
STEP 1. Consultation meeting	Director UEO Coordinators Academic Unit Coordinators/Faculty Clerical staff	1 hour	The director meets the coordinators and the faculty to strategically plans the conduct of a program The director sees to it the persons involve in the conduct of a program
STEP 2. Conceptualize the Program	Director UEO Coordinators Academic Unit Coordinators/Faculty Clerical staff	1 hour	The Director, coordinators and other people involve set parameters for the implementation of the program
STEP 3. Set strategies, goals, and objectives	Director UEO Coordinators Clerical Staff	1 hour	The University Extension Office establishes the goals, strategies and the objectives of the program to attain success and draws positive results
Finalize the Program	Director UEO Coordinators Clerical Staff	1 hour	The Director wraps up the programs and checks if all are sets for the conduct of an activity

A



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<p style="text-align: center;">A</p> <p style="text-align: center;">↓</p>			
<p style="text-align: center;">Coordinate to the beneficiaries</p> <p style="text-align: center;">↓</p>	<p>Director UEO Coordinators Clerical Staff</p>	<p>1 hour</p>	<p>The University Extension Office informs the beneficiaries with regard to the planned program and their participations and involvement</p>
<p style="text-align: center;">Maintain documents</p> <p style="text-align: center;">↓</p>	<p>UEO Coordinators Clerical Staff</p>		<p>Keeps records</p>
<p style="text-align: center;">End</p>			
<p>Forms:</p>	<p>APA Budget Proposal PPMP</p>		
<p>References:</p>	<p>CMO 506-2016</p>		
<p>Approved:</p>	<p>ERWIN F. CADORNA, PhD. <i>SUC President</i></p>		



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Procedure in the Implementation of an Extension Activity

Title:	Procedure in the Implementation of an Extension Activity
Purpose/s:	To define procedure in the implementation of an activity based on the results of needs assessment and the Extension programs of the University.
Scope:	This procedure applies to the Implementation of Extension Activity that are based from the service areas of the University Extension Office such as but not limited to advocacy promotion and research dissemination, livelihood and training services, food processing, community and social services, health and allied services and disaster risk reduction and management.
Review and Amendments:	<p>This procedure shall be reviewed by the University Extension Office Director every three (3) years or as deemed necessary. Inputs from Internal Audit and other concerned units may be considered. The Director shall propose amendments to the Administrative Council.</p> <p>The President shall give final approval on the proposed amendments to the Procedure in the implementations of Extension Activities.</p>
<p>Definition of Terms:</p> <p>Implementation of Extension Activity refers to the conduct of requested activity/ies or initiated programs, projects and activities based on the service areas of the University Extension Office to the partner agencies such as but not limited to the individuals, groups, organizations, schools, and communities. This is subject to the provisions of Memorandum of Agreement executed by the university and the partner agencies.</p> <p>External Request refers to the communication letter coming from a recipient/partner agencies such as but not limited to the individuals, groups, organizations, schools, and communities.</p> <p>Operational Plan refers to the process of execution of University Extension operations that presents a detailed plan of the activity to be conducted.</p> <p>Partner Agencies/Beneficiaries refers to the individuals, organizations, communities including schools as recipients of services to be catered by the University based from the Extension Master Plan.</p>	



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Process Flow:

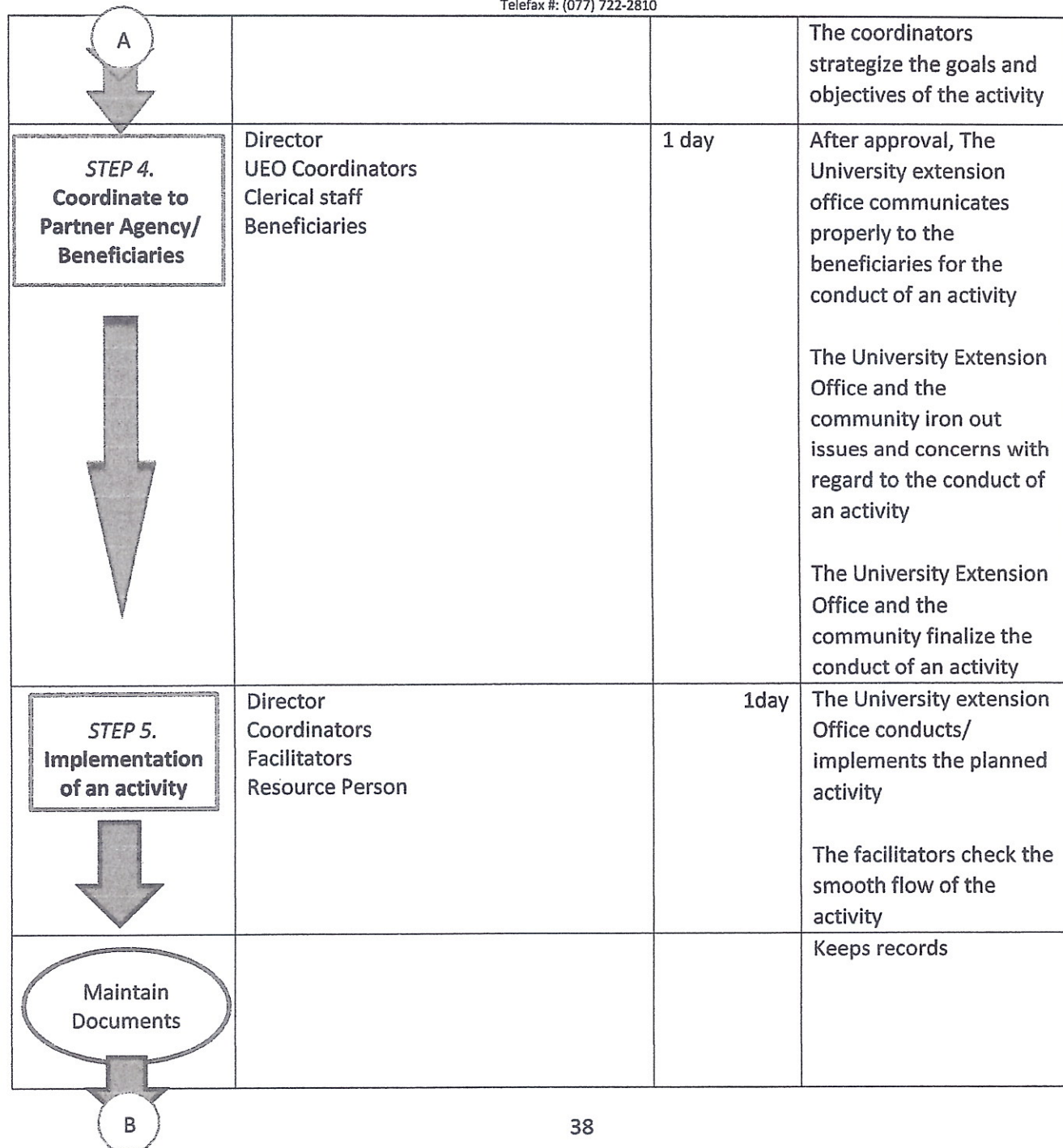
Flowchart	Responsible Person	Timeline	Details
<pre> graph TD START([START]) --> STEP1[STEP 1. Receive External request/ initiate the conduct of an activity] STEP1 --> STEP2[STEP 2. Consultation Meeting] STEP2 --> STEP3[STEP 3. Prepare and Approval of OP] </pre>			
<p>STEP 1. Receive External request/ initiate the conduct of an activity</p>	Director Coordinator Clerical staff	1 day	The University Extension receives request to conduct an activity/ initiates the conduct of an activity that are based from the needs assessment results
<p>STEP 2. Consultation Meeting</p>	Director UEO Coordinators Clerical staff	3 hours	The Director presents the request letter of the beneficiaries to the coordinators for proper action The Director discusses the involvement of each in the conduct of an activity The Director identifies the roles of each coordinator The director and coordinators set the goals, objectives and strategies in the conduct of an activity
<p>STEP 3. Prepare and Approval of OP</p>	Director UEO Coordinators Clerical Staff	1 day	The Coordinators prepare the operational plan for the conduct of an activity



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Forms:	Training Evaluation Form/ Clientele Feedback form APA, PPMP, Budget Proposal Operational Plan Resource Materials, Tools Equipment Attendance		
References:	CMO 52 S 2016		
Approved:	 ERWIN F. CADORNA, PhD. SUC President		



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Procedure in the Conduct of Monitoring of an Activity

Title:	Procedure in the conduct of Monitoring of an Activity
Purpose/s:	To define the procedure in the conduct of Monitoring of an activity
Scope:	This procedure applies to the conduct of Monitoring of an activity conducted by the University Extension Office that are focused on the service areas catered
Review and Amendments:	<p>This procedure shall be reviewed by the University Extension Office Director every three (3) years or as deemed necessary. Inputs from Internal Audit and other concerned units may be considered. The Director shall propose amendments to the Administrative Council.</p> <p>The President shall give final approval on the proposed amendments to the Procedure in the conduct of Monitoring of an activity</p>
Definition of Terms: Monitoring refers to the supervision of activities conducted by the University Extension Office/ Academic Units by looking if goals, objectives, strategies and purpose are properly met and delivered to the target beneficiaries.	



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Process Flow:

Flowchart	Responsible Person	Timeline	Details
<pre> graph TD START([START]) --> STEP1[STEP 1. Manage the conduct of an activity] STEP1 --> STEP2[STEP 2. Check strategies, goals and objectives] STEP2 --> STEP3[STEP 3. Monitor the smooth flow of the activity proper] STEP3 --> A((A)) </pre>			
STEP 1. Manage the conduct of an activity	Director UEO Coordinators Academic Unit Coordinators/Faculty	10 minutes	The Director and Coordinators oversees the conduct of an activity by checking of attendance/ number of beneficiaries The Coordinators check equipment, tools and materials if it already available The Coordinators check if the resource speaker/s is/ are ready
STEP 2. Check strategies, goals and objectives	UEO Coordinators Clerical staff	10 minutes	The Coordinators look if the purpose of the activity is well-established The Coordinators see to it that the significance of the activity is properly set
STEP 3. Monitor the smooth flow of the activity proper	UEO Coordinators Clerical staff	Duration of the activity	The Coordinators check the flow of the activity if it is properly delivered, presented, and understood by the beneficiaries



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Step 5 Prepare and submit post- activity report	Director UEO Coordinators	1 day	The Coordinators prepare and submit post activity report to the director for evaluation
Maintain document	Director UEO Coordinators Clerical Staff		Keeps records/ documents
End			
Forms:	Attendance/Registration Form Post Activity Report Template		
References:	CMO 52 S 2016		
Approved:	 ERWIN F. CADORNA, PhD. SUC President		



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Procedure in the Conduct of Evaluation of an Activity

Title:	Procedure in the conduct of Evaluation of an Activity
Purpose/s:	To define the procedure in the conduct of Evaluation of an Activity
Scope:	This procedure applies to the conduct of evaluation of an activity
Review and Amendments:	<p>This procedure shall be reviewed by the University Extension Office Director every three (3) years or as deemed necessary. Inputs from Internal Audit and other concerned units may be considered. The Director shall propose amendments to the Administrative Council.</p> <p>The President shall give final approval on the proposed amendments to the Procedure in the conduct of evaluation of an activity</p>
Definition of Terms: <p>Evaluation refers to the assessment of the satisfactory level of the beneficiaries on the services rendered by the University and consolidating and analyzing as well the results for further improvement of the services and other significant purposes.</p> <p>Beneficiaries refers to the individuals, organizations, communities including schools as recipients of services to be catered by the University.</p>	



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Process Flow:

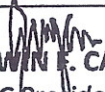
Flowchart	Responsible Person	Timeline	Details
STEP 1. Evaluate the satisfactory level of the beneficiaries	UEO Coordinators Academic Unit Coordinators/Faculty Partner Agency/Participants Clerical staff	15 minutes	The Coordinators assess the satisfactory level of the beneficiaries by administering feedback/evaluation form The Coordinators collect the feedback/evaluation form for consolidation and interpretation
STEP 2. Consolidate and Interpret Results of the Evaluation	UEO Coordinators Academic Unit Coordinators/Faculty Clerical staff	1 day	The Coordinators consolidate and interpret the feedback/evaluation form from the beneficiaries.
STEP 3. Endorse Results	Director UEO Coordinators Clerical Staff	1 day	After analysis and interpretation of the feedback/evaluation form, the coordinator/s will submit the result to the director for safekeeping and planning
Maintain documents	UEO Coordinators Clerical Staff		Keeps records



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Forms:	Feedback/Evaluation Form		
References:	CMO 52 S 2016		
Approved:	<div style="text-align: center;"> ERWIN E. CADORNA, PhD. SUC President</div>		



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Procedure for Publication of the DAMILI Newsletter

Title:	Procedure for Publication of the DAMILI Newsletter
Purpose/s:	This procedure aims to establish the system of producing an issue of the Damili Publication
Scope:	This procedure applies to the publication of an issue of the Damili Publication; the official newsletter of the University Extension Office
Review and Amendments:	<p>This procedure shall be reviewed by the University Extension Office Director every three (3) years or as deemed necessary. Inputs from Internal Audit and other concerned units may be considered. The Director shall propose amendments to the Administrative Council.</p> <p>The President shall give final approval on the proposed amendments to the Procedure for publication of the Damili Newsletter</p>
Definition of Terms: Damili Newsletter refers to the official publication of the University Extension Office published bi-annually.	







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Process Flow:

Flowchart	Responsible Person	Timeline	Details
START			
 STEP 1. Request for a release of Memorandum on the submission of news and literary articles relevant to extension services	President Director UEO Coordinator for Extension Publication Academic Unit Coordinators/Faculty Clerical staff	2 minutes	The UEO Coordinator for Extension Publication requests from the Office of the President the release of a memorandum on the submission of news and literary articles relevant to extension services from the Unit Extension Coordinators and Faculty Extensionists
 Step 2 Collection of news and literary articles	Director UEO Coordinator for Extension Publication Academic Unit Coordinators/Faculty Clerical staff	1 minutes	The UEO Coordinator for Extension Publication collects a softy copy of the news and literary articles from the Unit Extension Coordinators and Faculty Extensionists
 STEP 3. Check and edit of articles	UEO Coordinator for Extension Publication Clerical Staff	10 days	The UEO Coordinator for Extension Publication checks and edits the submitted news and literary articles
 A			



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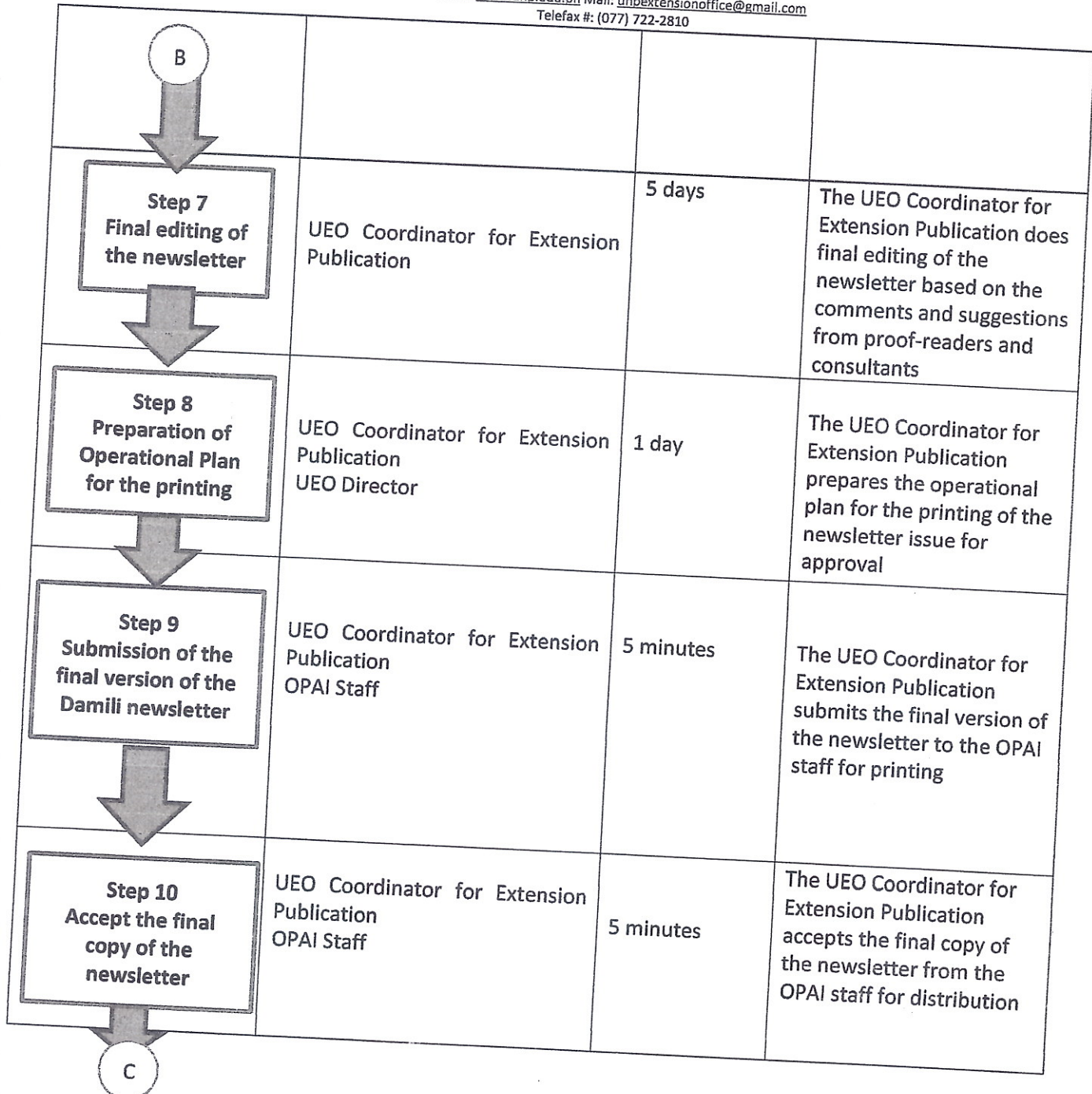
<p>A</p> <p>↓</p>			
<p>Step 4 Submit final version of the articles for lay- outing</p> <p>↓</p>	<p>UEO Coordinator for Extension Publication OPAI Staff</p>	<p>2 minutes</p>	<p>The UEO Coordinator for Extension Publication submits the final version of the articles to OPAI staff for lay-outing</p>
<p>Step 5 Accept the draft of the newsletter for proof reading</p> <p>↓</p>	<p>UEO Coordinator for Extension Publication OPAI Staff</p>	<p>2 minutes</p>	<p>The UEO Coordinator for Extension Publication accepts the draft of the newsletter from the OPAI staff for proof reading</p>
<p>Step 6 Submit the draft of the newsletter to proofreaders and consultants</p> <p>↓</p>	<p>UEO Coordinator for Extension Publication OPAI Staff</p>	<p>2 minutes</p>	<p>The UEO Coordinator for Extension Publication submits the draft if the newsletter to proofreaders and consultants for perusal</p>
<p>↓</p> <p>B</p>			



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<p style="text-align: center;">Step 11 Distribute the final copy of the newsletter</p> <p style="text-align: center;">↓</p>	<p>UEO Coordinator for Extension Publication UEO Staff</p>	<p>1 hour</p>	<p>The UEO Coordinator for Extension Publication and UEO staff distributes the final copies of the Damili Newsletter to different academic units and administrative offices</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">Maintain documents</p> <p style="text-align: center;">↓</p>	<p>UEO Coordinators Clerical Staff</p>		<p>Keeps records</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">End</p>			
<p>Forms</p>			
<p>Reference</p>	<p>ISSN 2508-0350</p>		
<p>Approved:</p>	<p>ERWIN F. CADORNA, PhD. <i>SUC President</i></p>		



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Procedure in the conduct of Research Dissemination

Title:	Procedure in the conduct of Research Dissemination
Purpose/s:	To define the procedure in the conduct of Research dissemination
Scope:	This procedure applies to the conduct of Research Dissemination
Review and Amendments:	<p>This procedure shall be reviewed by the University Extension Office Director every three (3) years or as deemed necessary. Inputs from Internal Audit and other concerned units may be considered. The Director shall propose amendments to the Administrative Council.</p> <p>The President shall give final approval on the proposed amendments to the Procedure in the conduct of Research Dissemination</p>
Definition of Terms: Research Dissemination refers to the presentation of research outputs to the community and for possible adaptation of the results of the research to affect their lives.	



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Process Flow:

Flowchart	Responsible Person	Timeline	Details
	URDO Coordinators UEO Coordinators Academic Unit Coordinators/Faculty Partner Agency/Participants Clerical staff	15 minutes	The Coordinator for Research Dissemination coordinates to the URDO for possible conduct of research dissemination to the community
	URDO Coordinators Researcher/s UEO Coordinators Academic Unit Coordinators/Faculty Clerical staff	1 day	The Researcher and presenter secures certification clearance from the URDO The Coordinator for Research Dissemination designs the research dissemination program The UEO Coordinators establish the goals and objectives
	Director UEO Coordinators Clerical Staff	1 day	The UEO Coordinators prepare the operational plan for the conduct of an activity



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			The UEO Coordinators strategize the goals and objectives of the activity
<p>Step 4 Coordinate to the community</p>	UEO Coordinators Clerical Staff	30 minutes	The UEO Coordinators inform the beneficiaries/community with regard to the planned research dissemination and their participations and involvement
<p>Step 5 Disseminate the Research Output</p>	URDO UEO Coordinators Researcher/s	2 hours	The Researchers present and disseminate the research output to the community
<p>Maintain documents</p>	UEO Coordinators Clerical Staff		Keeps records
<p>End</p>			
Forms:			
References:	CMO 153-6-2016		
Approved:	ERWIN F. CADORNA, PhD. SUC President		



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Procedure in the Conduct of Disaster Risk Reduction and Management

Title:	Procedure in the Conduct of Disaster Risk Reduction and Management
Purpose/s:	To define procedure in the implementation of disaster risk reduction and management
Scope:	This procedure applies to the Implementation of Disaster Risk Reduction and Management that are based from risk reduction and management plans (prevention, mitigation, preparedness, response, recovery) of the University Extension Office and External Partner Agency
Review and Amendments:	This procedure shall be reviewed by the University Extension Office Director every three (3) years or as deemed necessary. Inputs from Internal Audit and other concerned units may be considered. The Director shall propose amendments to the Administrative Council. The President shall give final approval on the proposed amendments to the Procedure in the Conduct of Disaster Risk Reduction and Management.
Definition of Terms: Disaster Risk Reduction and Management refers to the conduct of requested activity/ies or initiated programs, projects and activities based from the risk reduction and management plans in terms of prevention, mitigation, preparedness, response and recovery of the University Extension Office to the partner agencies such as but not limited to the individuals, groups, organizations, schools, and communities. This is subject to the provisions of Memorandum of Agreement executed by the university and the partner agencies. External Request refers to the communication letter coming from a recipient/partner agencies such as but not limited to the individuals, groups, organizations, schools, and communities.	


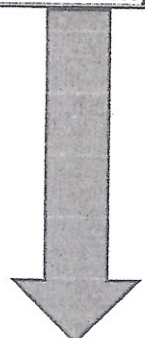



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Process Flow:





Flowchart	Responsible Person	Timeline	Details
			
STEP 1. Receive External request for the conduct of DRRM/ initiate the conduct of an activity	Director Coordinator Clerical staff	1 day	Receives request to conduct an activity/ initiates the conduct of an activity based from the needs assessment results/implements planned activities
 STEP 2. Consultation Meeting	Director UEO Coordinators UNIVERT Clerical staff Beneficiaries	2 hours	<p>The Director presents the request letter of the beneficiaries to the coordinators for proper action</p> <p>The Director and Coordinators verify the extent of needs</p> <p>The Director and Coordinators identify risk, assess the area situation, plans the target risks, and establish concrete measures</p> <p>The Director discusses the involvement of each in the conduct of an activity</p> <p>The Director identifies the roles of each coordinator</p>
			



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<p>A</p> 			<p>The Director and Coordinators set the goals, objectives and strategies in the conduct of an activity</p>
<p>Step 3 Seek permission to conduct DRRM</p> 	<p>President UEO Coordinators Clerical Staff</p>	<p>1 day</p>	<p>The University extension office seeks permission to the President to implement DRRM programs and requested activity/ies</p>
<p>STEP 4 Preparation and Approval of OP</p> 	<p>Director UEO Coordinators Clerical Staff</p>	<p>1 day</p>	<p>The Coordinator prepares the operational plan for the conduct of an activity The Director and Coordinators strategize the goals and objectives of the activity</p>
<p>STEP 5 Coordinate to Beneficiaries</p>  <p>B</p>	<p>Director UEO Coordinators UNIVERT</p>	<p>1 day</p>	<p>After approval, The Coordinators communicate properly to the beneficiaries for the conduct of an activity</p> <p>The Coordinators and the beneficiaries iron out issues and concerns with regard to the conduct of an activity</p> <p>The coordinators and the beneficiaries finalize the conduct of an activity</p>



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<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> STEP 6 Implementation of an activity </div>  </div>	Director Coordinators Facilitators Resource Person UNIVERT	1 day	The University Extension office conduct/ implement the activity on either prevention, mitigation, preparedness, response, recovery programs. The facilitators check the smooth flow of the activity
<div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: fit-content; margin: 0 auto;"> Maintain Documents </div>  </div>			Keeps records
<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> End </div> </div>			
Forms:	APA, PPMP, Budget Proposal Operational Plan Resource Materials, Tools Equipment Attendance		
References:	Republic Act 10121-Disaster Risk reduction and Management Act of 2010 National Disaster Risk Reduction and Management Plan City Disaster Risk and Reduction and Management Plan of 2017 University Disaster Risk and Reduction and Management Plan		
Approved:	ERWIN F. CADORNA, PhD. <i>SUC President</i>		

Appendix "A"
Risk Log (9.0 Risk Register Log)

9.0 RISK REGISTER LOG

Activity	Risk Event	Measures of Likelihood	Consequence (if risk is encountered)	Severity	Risk Factor	Mitigation	Contingency	Responsible Person/s
Acquisition of supplies, materials, and equipment for training purposes and conduct of activities	Delay in the purchase of supplies, materials and equipment	High	Unavailability of supplies, materials, and equipment thus affecting the implementation of extension programs, projects, activities	High	High	Postponement / Delay of Activity	Advance request of supplies and constant follow up	BAC, Property, Budget, Accounting, VP Finance
Implementation of Extension services	Extension programs/activities/projects require more financial resources than planned; hence it will affect other relevant activities	Medium	Failure to meet targets Limited Budget of extension services in the academic units	Medium	Medium	Realignment of budget Source out external funding	Increase budget allocation LGU support of the honorarium of trainers	Budget, Accounting, VP Finance LGU
Implementation of Extension Services	The main issues and concerns of the beneficiaries are the COVID - 19 Pandemic cannot	Medium	No proper monitoring and evaluation of the extension programs	Medium	Medium	Monitoring and Evaluation of the extension programs in the low-risk areas	Use the alternative delivery mode of extension such as google survey.	UEDO Staff

	implement the Monitoring and Evaluation.								
Implementation of Extension Services	The COVID-19 Pandemic cannot implement the extension programs, including Adopters and Demonstration projects in the community.	High	Failure to deliver the extension targets, including the monitoring and evaluation of the extension programs.	High	High	Implement alternative delivery modes of extension activities such as video streaming, google meet, zoom meeting and other social media activities.	Implementation of Extension programs in low risks areas	UEDO Staff	
Implementation of Extension services	Failure to deliver extension services to intended clientele due to unforeseen events/situations and other related circumstances	Medium	Non-conduct of planned/approved activity during the COVID 19 Pandemic thus affecting compliance	Low	Low	Postponement / Delay of Activity	Proper planning and scheduling	UEDO Staff	
Implementation of Adopters and Demonstration Projects	Limited implemented extension services on Adopters and	High	Limited accomplishment reports on extension services for adopters and	High	High	The LGUs, SMEs NGOs and industries are willing to support and assist the	Partnership with entrepreneurs	UEDO Director LGU, SME, NGO and Industries	

Demonstration projects	demonstration projects			Implementatio n of Adopters and Demonstration projects		
Acquisition of office supplies/materials/equipment	Procurement of office supplies/materials/equipment as presented in the PPMP is not strictly followed; thus, it will affect the efficiency and effectiveness of services	High	Non-conformance to specific targets	Medium	Medium	Strict monitoring and attendance of end-user during the bidding process
Request for University Vehicle	Unavailability of vehicle solely used in the implementation / conduct of extension activities	Medium	Loss of operational capability	Low	Low	Provision of vehicle for strict UEDO use
						BAC, Property, Budget, Accounting, UEDO
						Budget, Accounting, VP Finance, UEDO

Prepared by:

Christopher F. Bueno

CHRISTOPHER F. BUENO
OIC-Director, UEO

Reviewed by:

Fatima F. Rocamora
FATIMA F. ROCAMORA, Ed.D.

OIC-Vice President for Research & Extension

Approved by:

Erwin R. Cadorna
ERWIN R. CADORNA, Ph.D.
SUC President

Appendix "B"
Opportunity Log (10.0 Opportunity Register Log)

10.0 OPPORTUNITY REGISTER LOG

Process	Opportunities Result	Measuring of Livelihood 67%-100%-High 34%- 66% Medium-1%-33%- Low	Consequence/s (if opportunities is encountered)	Action Plan	Responsible Person
Management of University Extension	*Attendance of UEO personnel and Unit Extension Coordinators to training, seminars/workshop, conventions, fora, etc. to enhance their effectiveness in the implementation of extension programs/ activities/ projects	High	*Exposure to international, national, regional training/seminars/ workshops, conference, Fora, etc.	*Preparation of annual plan to address the attendance of the personnel to training, seminar/ workshop, etc. *Allocation of budget	University Extension and Development Office Budget/ Accounting Office
University Extension Services	*Linkages/partnerships to LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders government,	High	* Tapping of an expert as trainers/ resource speakers by other agencies/ LGUs/ NGOs	*Active Linkaging with government agencies, non-government agencies and organizations * Preparation of MOA/MOU between the agencies and University	President VPRE UEDO Coordinators and Staff Academic Units
University Extension Services	Presence of Development Centers for DRRMC and Community Engagement	High	Tapping the DRRMC in the calamities and disasters Adopt-A-Community and School program provides the university-	Preparation of annual plan of action for the integration of the DRRMC and academic units for the university-wide extension activities	President VPRE UEDO Coordinators and Staff Academic units

UNIVERSITY OF NORTHERN PHILIPPINES
Opportunity Register Log
Version 2

Academic Units' core function of Extension Services	Collaboration and support of academic units in the core function of extension services	High	wide extension activities of all academic units	Preparation and submission of extension services as part of performance indicators in the OPCR, DPCR and IPCR	President VPRE UEDO Coordinators and Staff Academic units
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Prepared by:


CHRISTOPHER F. BUENO
OIC-Director, UEO

Reviewed by:


FATIMA F. ROCAMORA, Ed.D.
OIC-Vice President for Research & Extension

Approved by:


ERWIN A. CADORNA, Ph.D.
SUC President

Appendix "C"
RIPNEL (8.0 Relevant Interested Parties Needs and Expectations Log)

8.0 RELEVANT INTERESTED PARTIES NEEDS AND EXPECTATIONS LOG

INTERESTED PARTIES (1)	INTERNAL or EXTERNAL PARTY (2)	REASONS FOR INCLUSION (3)	NEEDS and EXPECTATIONS (4)	BIAS (5)	PROCESSES AFFECTED (6)	PRIORITY (7)	TREATMENT METHOD (8)	RECORDS REFERENCE/ NOTES (9)
Students	External	Recipient of products and services	Expect quality in extension services provided in the community	Risk and opportunity	All processes	High	Risk Assessment	Extension Services Manual
			Timeliness of delivery of extension services	Risk			Risk Assessment	
			Participation of students in the community engagement				Monitoring and Assessment	
			Rewards and recognition including the benefits and incentives conducting extension activities	Opportunity			Performance Evaluation	
		Engaging community	Expect to be provided with	Risk			Management review	

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INTERESTED PARTIES (1)	INTERNAL or EXTERNAL PARTY (2)	REASONS FOR INCLUSION (3)	NEEDS and EXPECTATIONS (4)	BIAS (5)	PROCESSES AFFECTED (6)	PRIORITY (7)	TREATMENT METHOD (8)	RECORDS REFERENCE/ NOTES (9)
		services for socio-economic development	quality extension services				through quality assurance support of faculty and students in extension services	
			Expect to be provided with adequate facilities and learning materials for the extension services	Risk			Risk Assessment	
		Partners/Involved in the conduct of extension activities	Capacitate the students in the conduct of extension activities	Opportunity	All Processes	High	Monitoring and Assessment Planning and Review	Feedback Process Planning Process
		*Recipient/beneficiaries of products and services *Partners of linkages	*Skills and livelihood, technology transfer *Research output dissemination for future planning	Risk and opportunity	All Processes	High	Monitoring and Assessment Planning and Review	Feedback Process Planning Process
Graduates	External							

INTERESTED PARTIES (1)	INTERNAL or EXTERNAL PARTY (2)	REASONS FOR INCLUSION (3)	NEEDS and EXPECTATIONS (4)	BIAS (5)	PROCESSES AFFECTED (6)	PRIORITY (7)	TREATMENT METHOD (8)	RECORDS REFERENCE/ NOTES (9)
			and implementation					
Parents/ Guardians	External	Provide support and resources for their children	Concerned with the holistic development of their children	Risk	All Processes	High	Feedback Management system	
		Support for Student development	Expect that their children receive quality instruction			Medium	Review of Student performance	
			Expect that their children will pass their Board Examinations			Medium	Risk Assessment	
Faculty	Internal	Manpower in providing services	Expect to be given benefits and incentives in their engagement for the extension activities	Risk	All Process	Medium	Appropriate financial Management	HR Manual Extension Manual Extension Performance Evaluation
		Manpower in providing services	Expect satisfactory level of evaluation in their extension services.			Low	Feedback Management System	

INTERESTED PARTIES (1)	INTERNAL or EXTERNAL PARTY (2)	REASONS FOR INCLUSION (3)	NEEDS and EXPECTATIONS (4)	BIAS (5)	PROCESSES AFFECTED (6)	PRIORITY (7)	TREATMENT METHOD (8)	RECORDS REFERENCE/ NOTES (9)
		Manpower in providing services	Continuing professional development training in extension services	Opportunity		High	Appropriate financial Management / responsive human resource development	
Non-Teaching Personnel	Internal	*Facilitate free-flowing process to implement extension programs, projects and activities *Provide assistance to execute processes	*Concerned with the smooth flow of implementation of process *Expedite the attainment of goals and objectives of the university	Risk	All Processes	High	Feedback Management System	Feedback Process
Head of Academic and Administrative Units	Internal	Provide leadership and facilitator of program implementation for the extension services	Expect to be well compensated and participate relevant extension services for their academic units	Risk	All Process	Medium	Appropriate financial Management	Feedback Process

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		Provide leadership and facilitator of program implementation on	Expect satisfactory workplace and facilities in the implementation of extension services				Feedback Management System	Operational Plans for the Extension services
		Provide leadership and facilitator of program implementation on of extension programs	Concerned with the development in the implementation of extension programs of the university.				Monitoring and Assessment relevant to the extension programs	
Top Management	Internal	Provide leadership and resources in the attainment of the extension programs.	Attainment of goals and objectives of the responsive and adaptive extension programs	Risk	All Processes	High	Management Review	Planning Process
			Concerned with the development and growth through community	Opportunity			Feedback Management System	

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			engagement of the university					
BOR	Internal	policy making body of the university	provision of relevant extension programs and policies for the university mandate	Risk	All Processes	High	Management Review	Board Resolution
Suppliers	External	Provides resources for the implementation of extension programs, projects, and activities	Attain the objectives of the university along responsive and adaptive extension services	Risk	All Processes	High	Procurement Process Budgeting process	Annual plan PPMP Budget proposal for the extension services
Contractors	External	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Media	External	Provides avenue to broadcast, transmit, and air programs, projects, and activities of	Attain the objectives of the university along extension services	Opportunity	Research and extension processes	Medium	Monitoring and Assessment	Operations Manual

INTERESTED PARTIES (1)	INTERNAL or EXTERNAL PARTY (2)	REASONS FOR INCLUSION (3)	NEEDS and EXPECTATIONS (4)	BIAS (5)	PROCESSES AFFECTED (6)	PRIORITY (7)	TREATMENT METHOD (8)	RECORDS REFERENCE/ NOTES (9)
		the extension offices						
LGUs	External	Indirect partners in community engagement and development Strengthen partnerships and linkages	Expect to be provided with active partnerships in community engagement Compliance to the provisions of MOU/MOA	Opportunity	All Processes	Medium	Performance review	
						High	Planning process Implementation Monitoring Process	Annual Plan Extension Operations Manual
CHED	External	Cascades policies and standards for implementation on of extension programs in HEIs Partners in the implementation on of extension programs,	Expect UNP to comply with the standards and policies set by the commission relevant to the implementation of extension services Compliance to the provisions of MOU/MOA	Opportunity	All Processes	High	Management review / risk management and opportunity assessment Planning Management Review	

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		projects and activities along research and extension						
PASUC	External	Partners in the implementation of programs, projects and activities along extension services	Compliance to the provisions of MOU/MOA	Opportunity	All Processes	High	Planning Management Review	Planning Process Annual plan
DepEd	External	Strengthen partnerships Recipients/beneficiaries in the implementation of Adopt-A-Community and School Program	Technology transfer Research output dissemination for future extension programs, projects, and activities	Opportunity	Extension processes spearheaded by the OVPRE	High	Assessment Monitoring and evaluation	Annual Plan
National Government Agencies	External	Mandate regulatory requirements	Compliance to all regulatory requirements	Risk		High		

INTERESTED PARTIES (1)	INTERNAL or EXTERNAL PARTY (2)	REASONS FOR INCLUSION (3)	NEEDS and EXPECTATIONS (4)	BIAS (5)	PROCESSES AFFECTED (6)	PRIORITY (7)	TREATMENT METHOD (8)	RECORDS REFERENCE/ NOTES (9)
(NGAs)-(which includes among others NEDA, DBM, DILG, DA, COA, DOST, DICT)			Timely submission of required reports		All Processes		Risk Assessment	
		Partners in the implementation of programs, projects and activities along research and extension	Compliance to the provisions of MOU/MOA	Opportunity		High	Planning Management Review	Annual plan Accomplishment report
Accrediting Bodies	External	Direct programs, projects and activities for implementation especially on extension services Evaluate programs, projects and objectives for future extension planning	Compliance to all regulatory requirements and mandates of the community and extension services	Risk	All Processes	High	Feedback management review planning	Planning Process

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Certifying Bodies	External	Conducts audit for ISO compliance and issues certificate relevant to the core process of extension services	Level of organization compliance of the core process of extension services to ISO	Risk	All Processes	High	Internal Auditing	Audit Report
		Certify university process and meeting international standards and provisions of quality extension services	Compliance to all regulatory requirements and mandates of extension services	Risk	All Processes	High	Assessment review Management review planning	Planning process Quality management systems UEO Operations manual
Linkages/Partners (with MOA/MOU) which may be categorized as:								

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HEIs: International, National or Regional	External	Partners in extension services	Expect both parties to comply with the MOU and MOA	Opportunity		Medium	Management review	
			Budgetary Requirements borne by the university	Risk			Risk assessment	
		Partners in the implementation of programs, projects and activities along research and extension	Compliance to the provisions of MOU/MOA	Opportunity	Research and extension process	High	Planning Management Review	Annual plan Accomplishment report Operations manual
NGAs	External	Partners in the implementation of programs, projects and activities along research and extension	Compliance to the provisions of MOU/MOA	Opportunity	Research and extension process	High	Planning Management Review	Annual plan Accomplishment report Operations manual

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NGOs	External	Partners in the implementation of programs, projects and activities along research and extension	Compliance to the provisions of MOU/MOA	Opportunity	Research and extension process	High	Planning Management Review	Annual plan Accomplishment report Operations manual
LGUs	External	Indirect partners in student development	Expect to be provided with fully equipped interns	Opportunity	Research and extension process	Medium	Performance Review	Annual plan Accomplishment report Operations manual
		Partners in the implementation of programs, projects and activities along research and extension	Compliance to the provisions of MOU/MOA	Opportunity	Research and extension process	High	Planning Management Review	Annual plan Accomplishment report Operations manual

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Organization/As sociation	External	Partners in the implementation of programs, projects and activities along research and extension	Compliance to the provisions of MOU/MOA	Opportunity	Research and extension process	High	Planning Management Review	Annual plan Accomplishment report Operations manual

Prepared by:


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Approved by:


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SUU President

Appendix "D"

SWOT Analysis (Key Result Area 3 : Services to the Community)



Republic of the Philippines
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University Extension Office

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CP # 09178613610

SWOT ANALYSIS

Key Result Area 3 : Services to the Community

INDICATORS	STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
Active linkages / partnership with other organizations or educational institution.	Forged agreement with the Local Government Units in the implementation of the Adopt-A-Community and School Program implemented by the UEDO.	Less Involvement of the academic units in the implementation of the extension programs and projects.	Expansion in the participation of the linkages and partnerships with NGA, NGO and other institutions. Tapping of expert as trainers, speakers by other agencies - LGUs/ NGOs etc.	The COVID-19 Pandemic resulted to the non-implementation of the programs, projects and activities
Community or population served number (number weighted by the length of training) a) Number of adopters engaged in profitable enterprises. b) Average yearly percent increase in the number of adopters	The extension mandate in the GAA to implement extension adopters engaged in profitable enterprise.	Failure to deliver extension services to intended clientele due to unforeseen events situations (COVID -19 infections for 1 st and 2 nd level) Infection and other related circumstances. And insufficient number of adopters engaged in profitable enterprises	The LGUs and NGOs are willing to assist and support the extension adopters engage in profitable enterprises	The COVID 19 Pandemic cannot implement the extension adopters to engage in profitable enterprises.

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INDICATORS	STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
Viable Demonstration Projects A. Number of viable demonstration project based on positive return on investment (ROI) analysis B. Internal Rate of Return (IRR) to all demonstration project	The extension mandate in the GAA to implement to all viable demonstration projects in the community.	Insufficient personnel and technical staff to implement viable demonstration projects.	The LGUs and NGOs are willing to support the viable demonstration project for the community.	The viable demonstration projects cannot be implemented because of the COVID-19-Pandemic.
Faculty issues, concerns or feedbacks of extension services	The core function of the faculty members to conduct extension activities and integrated as part of the accomplishments in the OPCR, DPCR, and IPCR	Not all faculty members involve in the extension activities. Furthermore, the conflict of schedule and no time to conduct extension activities during weekly classes in the academic units	The LGUs, NGAs, SMEs, and NGOs are willing and even request to implement relevant extension activities not only on the Adopt-A-Community School Program but also other initiated extension activities of the academic units.	The COVID-19 Pandemic has affected the implementation of the extension programs participated by the faculty members.
Community issues, concern or feedbacks on extension services provided	The University Extension Office can integrate the Monitoring and Evaluation (M&E) by including the community issues and concerns in the implementation of the extension programs.	No document to show community issues and concerns in the Monitoring and Evaluation of the extension program.	The LGUs and communities are receptive on the extension mandate of the university.	The COVID-19 pandemic are the main issues and concerns in the implementation of the extension services in the community.
Beneficiaries' issues, concerns or feedbacks on extension services	The mandate of the University Extension Office to rate the extension project of the beneficiaries in the post-evaluation rated the training and advisory service as satisfactory.	Beneficiaries' issues and concerns are not presented as part of the M&E report.	The extension projects need to identify the beneficiaries' issues and concerns to provide feedback mechanism in the implementation of the sustained extension activities.	The main issues and concern of the beneficiaries are the current state of COVID-19 Pandemic.

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Trainer's issues, concerns or feedbacks	Pool of experts trained to do the professional works in the implementation of the extension activities.	The Extension Trainer's are committed to work in extension activities; however, conflict of schedules are the usual issue and concerns to be addressed. No enough incentives and benefits in the conduct of extension activities.	The trainers' knowledge of facilitating, coaching and other forms of pro-active training	No enough policy to provide more incentives and benefits for extension activities
Operations	Full support of the administration in the full implementation of the extension operation of the EUO	Delay in the purchase of supplies, materials and equipment thus affecting the implementation of the programs, projects and activities. Lack of incentives and benefits (deloading of Unit Coordinators)	The ISO certification of the University Extension Office as core process provides the smooth operation in the QMS of extension activities.	The COVID-19 Pandemic cannot fully implement the extension operations of the university.
Budget issues, concerns or feedbacks on PAPs	The university extension office has distinct budget for community engagement in the GAA for partnership with the LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders to organize and support extension programs.	The limited budget (20,000 per program) in funding the substantial extension programs of the academic units. Extension funds are redirected if other academic units cannot implement extension activities. No fund support for the honoraria and incentives of faculty members involved in the extension project. The COA disallows the granting of honoraria during the extension activities in the week days	The LGUs are willing to fund the honoraria in the skills training and other extension projects of the academic units The support of external funding by the LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders	The intended beneficiaries allotted for the extension programs are not properly implemented because of COVID 19-Pandemic.

SWOT ANALYSIS B

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none"> 1. Forged agreement with the Local Government Units in the implementation of the Adopt-A-Community and School Program implemented by the UEO. 2. The extension mandate in the GAA to implement extension adopters engaged in profitable enterprise. 3. The extension mandate in the GAA to implement to all viable demonstration projects in the community. 4. The core function of the faculty members to conduct extension activities and integrated as part of the accomplishments in the OPCR, DPCR, and IPCR 5. The University Extension Office can integrate the Monitoring and Evaluation (M&E) by including the community issues and concerns in the implementation of the extension programs. 6. The mandate of the University Extension Office to rate the extension project of the 	<ol style="list-style-type: none"> 1. Less Involvement of the academic units in the implementation of the extension programs and projects. 2. Failure to deliver extension services to intended clientele due to unforeseen events situations (COVID -19 Infections for 1st and 2nd level) Infection and other related circumstances. And insufficient number of adopters engaged in profitable enterprises 3. Insufficient personnel and technical staff to implement viable demonstration projects. 4. Not all faculty members involve in the extension activities. Furthermore, the conflict of schedule and no time to conduct extension activities during weekly classes in the academic units. 5. No document to show community issues and concerns in the Monitoring and Evaluation of the extension program.

<p>beneficiaries in the post-evaluation rated the training and advisory service as satisfactory.</p> <p>7. Pool of experts trained to do the professional works in the implementation of the extension activities.</p> <p>8. Full support of the administration in the full implementation of the extension operation of the EUO.</p> <p>9. The university extension office has distinct budget for community engagement in the GAA for partnership with the LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders to organized and support extension programs.</p>	<p>6. Beneficiaries' issues and concerns are not presented as part of the M&E report.</p> <p>7. The Extension Trainor's are committed to work in extension activities; however, conflict of schedules are the usual issue and concerns to be addressed. No enough incentives and benefits in the conduct of extension activities.</p> <p>8. Delay in the purchase of supplies, materials and equipment thus affecting the implementation of the programs, projects and activities. Lack of incentives and benefits (deloading of Unit Coordinators)</p> <p>9. The limited budget (20,000 per program) in funding the substantial extension programs of the academic units. Extension funds are redirected if other academic units cannot implement extension activities. No fund support for the honoraria and incentives of faculty members involved in the extension project. The COA disallows the granting of honoraria during the extension activities in the week days</p>	<p>OPPORTUNITIES</p> <p>1. Expansion in the participation of the linkages and partnerships with NGA, NGO and other institutions. Tapping of expert as trainers, speakers by other agencies -LGUs/ NGOs etc.</p> <p>2. The LGUs and NGOs are willing to assist and support the extension adopters engage in profitable enterprises.</p>
<p>SO Strategies</p> <p>1. Active partnership with LGUs, Industries, NGOs, NGAs, SMEs, and other stakeholders in all extension activities in the University Extension Office including the participation of the academic unit.</p> <p>2. The LGUs, industries, NGOs, NGAs, SMEs and other stakeholders are the partners in engaging the adopters for profitable enterprises.</p>	<p>WO Strategies</p> <p>1. The academic units are involved in the implementation of the extension programs and projects with the LGUs, Industries, NGOs, NGAs, SMEs, and other stakeholders</p> <p>2. The alternative mode of extension activities will be implemented such as Webinar, Zoom and Google Meeting for this time of COVID 19. pandemic. However, limited face-to-face with</p>	

<p>3. The LGUs and NGOs are willing to support the viable demonstration project for the community.</p> <p>4. The LGUs, NGAs, SMEs, and NGOs are willing and even request to implement relevant extension activities not only on the Adopt-A-Community School Program but also other initiated extension activities of the academic units.</p> <p>5. The LGUs and communities are receptive on the extension mandate of the university.</p> <p>6. The extension projects need to identify the beneficiaries' issues and concerns to provide feedback mechanism in the implementation of the sustained extension activities.</p> <p>7. The trainers' knowledge of facilitating, coaching and other forms of pro-active training.</p> <p>8. The ISO certification of the University/Extension Office as core process provides the smooth operation in the QMS of extension activities.</p> <p>9. The LGUs are willing to fund the honoraria in the skills training and other extension projects of the academic units. The support of external</p>	<p>3. The LGUs, industries, NGOs, NGAs, SMEs and other stakeholders are partner agencies and institutions to implement to all viable demonstration projects in the community.</p> <p>4. The academic units are the institutional partners of the University Extension Office to implement extension activities in the LGUs, industries, NGOs, NGAs, SMEs and other stakeholders</p> <p>5. The Monitoring and Evaluation (M&E) is implemented in the extension programs in the community.</p> <p>6. The Extension project conducts post-evaluation rated the training and advisory service as satisfactory and identify the beneficiaries' issues and concerns to address to sustainability of the extension activities.</p> <p>7. Pool of experts trained to do the professional works pro-active training in the implementation of the extension activities.</p> <p>8. The ISO Certification as the core process provides the smooth operation of the extension activities which highly supported by the administration.</p> <p>9. The community engagement with the LGUs, industries, NGOs, NGAs, SMEs and other stakeholders can provide external funding including honoraria to organize and support extension programs.</p>	<p>the use of IATF health protocols for the low risk areas in the locality.</p> <p>3. Failure to deliver extension services to intended clientele due to unforeseen events situations (COVID -19 Infections for 1st and 2nd level) Infection and other related circumstances. And insufficient number of adopters engaged in profitable enterprises</p> <p>4. Academic Units can have extension activities every Friday or Saturday for the involvement in the extension activities. Completed Extension Project shall be given service credits for adopters and demonstration project with complete technical report</p> <p>5. Monitoring and Evaluation shall include the community issues and concerns in the implementation of the extension program.</p> <p>6. Monitoring and Evaluation shall include the beneficiaries issues and concerns in the implementation of the extension program.</p> <p>7. The Extension Trainor's shall be given benefits and incentives(such as honoraria or service credits) in their participation of extension activities.</p> <p>8. are committed to work in extension activities; however, conflict of schedules are the usual issue and concerns to be addressed. No enough incentives and benefits in the conduct of extension activities.</p> <p>9. Early procurement in the purchase of supplies, materials and equipment. The request from the</p>
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funding by the LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders	THREATS	ST Strategies	partner agency to provide external funding and honoraria to the extensionists.
<ol style="list-style-type: none"> 1. The COVID-19 Pandemic resulted to the non-implementation of the programs, projects and activities. 2. The COVID-19 Pandemic cannot implement the extension adopters to engage in profitable enterprises. 3. The viable demonstration projects cannot be implemented because of the COVID-19-Pandemic. 4. The COVID-19 Pandemic has affected the implementation of the extension programs participated by the faculty members. 5. The COVID-19 pandemic are the main issues and concerns in the implementation of the extension services in the community. 6. The main issues and concern of the beneficiaries are the current state of COVID-19 Pandemic. 7. No enough policy to provide more incentives and benefits for extension activities 	<ol style="list-style-type: none"> 1. Comply the IATF Protocols in forging agreement with the Local Government Units in the implementation of the Adopt-A- Community and School Program implemented by the UEO. 2. Comply the IATF Protocols and implement the adopters engaged in profitable enterprise in the low-risk areas of COVID -19. The possibility to conduct webinar, zoom, google meet in case limited-face-to-face is not possible. 3. Comply the IATF Protocols and implement the viable demonstration project in the low-risk areas of COVID -19. The possibility to conduct webinar, zoom, google meet in case limited-face-to-face is not possible. 4. The core function of the faculty members to conduct extension activities in the low risk areas and must comply IATF protocols. The possibility to conduct webinar, zoom, google meet in case limited-face-to-face is not possible. 5. The Monitoring and Evaluation (M&E) Form has included the community issues and concerns in the implementation of the extension programs. 6. The Monitoring and Evaluation (M&E) Form has included the beneficiaries issues and concerns in the implementation of the extension programs. 7. Pool of experts trained to do the professional works in the implementation of the extension activities. 		

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<p>8. The COVID-19 Pandemic cannot fully implement the extension operations of the university.</p> <p>9. The intended beneficiaries allotted for the extension programs are not properly implemented because of COVID 19-Pandemic.</p>	<p>8. Full support of the administration in the full implementation of the extension operation of the EUO.</p> <p>9. The university extension office has distinct budget for community engagement in the GAA for partnership with the LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders to organized and support extension programs.</p>	
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ERWIN F. CADORNA, Ph.D.
SUC President

Appendix “E”
QF Forms (11.0 QF Forms)

11.0 FORMS

11.1 Request for Livelihood/Skills Training Programs- VPRE – UEXO – QF -01

11.2 Request for Medical and Allied Services - VPRE – UEXO – QF – 02

11.3 Request for Research Utilization and Dissemination - VPRE-UEXO-QF-03

11.4 Request for Advocacy - VPRE-UEXO-QF-04

**11.5 Request for Training, Seminar/ Workshop/ Consultancy Services and Capability
Building - VPRE-UEXO-QF-05**



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2700 Ilocos Sur

University Extension Office

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CP #: 09178613610

REQUEST FOR LIVELIHOOD/SKILLS TRAINING PROGRAMS FORM

Name of Requestor: _____
Office/Unit: _____

Tel. No.: _____
Date of Request: _____

TYPE:	
<input type="checkbox"/> Meat/Fish Processing	<input type="checkbox"/> Basic Auto mechanics
<input type="checkbox"/> Food Processing, Cooking and Baking	<input type="checkbox"/> Basic Computer Trouble Shooting
<input type="checkbox"/> Building Wiring and Trouble Shooting	<input type="checkbox"/> Basic Electronics and Cellphone Repair
<input type="checkbox"/> Hair Science and Nail Care	<input type="checkbox"/> Driving (NC II)
<input type="checkbox"/> Sewing Enhancement & Garment Apparel	<input type="checkbox"/> Soap Making (Detergent, Dishwashing, Fabric Conditioner)
<input type="checkbox"/> Dressmaking, Tailoring and Cloth	<input type="checkbox"/> Motorcycle/ Small Engine Repair
<input type="checkbox"/> Silkscreen Processing and T-Shirt Printing	<input type="checkbox"/> Others: _____
<input type="checkbox"/>	<input type="checkbox"/>

Scientific Training Requested: _____

No. of Trainees: _____

Purpose of Request: _____

Signature of Requestor

FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied (reason of denial) _____
By: _____	
Signature over Printed Name	



Republic of the Philippines
UNIVERSITY OF NORTHERN PHILIPPINES
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University Extension Office

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CP #: 09178613610

REQUEST FOR MEDICAL AND ALLIED SERVICES FORM

Name of Requestor: _____
Office/Unit: _____

Tel. No.: _____
Date of Request: _____

TYPE:

- ☐ Medical/Dental/Surgical Mission
☐ Supplemental Feeding
☐ Blood Letting
☐ Humanitarian Medical Assistive Devices

- ☐ Blood Typing
☐ FBS/ RBS Determination
☐ Others: _____

Scientific Medical & Allied Services Requested:

No. of Beneficiaries: _____

Purpose of Request:

Signature of Requestor

FOR OFFICE USE ONLY

☐ Approved ☐ Denied (reason of denial) _____
By: _____
Signature over Printed Name



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UNIVERSITY OF NORTHERN PHILIPPINES
Tamag, Vigan City
2700 Ilocos Sur

University Extension Office

Website: www.unp.edu.ph Mail: unpextensionoffice@gmail.com
CP #: 09178613610

REQUEST FOR RESEARCH UTILIZATION AND DISSEMINATION FORM

Name of Requestor: _____
Office/Unit: _____

Tel. No.: _____
Date of Request: _____

TYPE:	
<input type="checkbox"/> Education	<input type="checkbox"/> Social Science
<input type="checkbox"/> Science and Technology	<input type="checkbox"/> Health and Nutrition
<input type="checkbox"/> Industry and Energy	<input type="checkbox"/> Others: _____
<input type="checkbox"/> Agriculture and Fishery	_____

Scientific Medical & Allied Services Requested:

No. of Beneficiaries: _____

Purpose of Request:

Signature of Requestor

FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied (reason of denial) _____
By: _____	
Signature over Printed Name	



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REQUEST FOR ADVOCACY FORM

Name of Requestor: _____
Office/Unit: _____

Tel. No.: _____
Date of Request: _____

TYPE:

- | | |
|---|---|
| <input type="checkbox"/> Drug Education | <input type="checkbox"/> Human Rights Education |
| <input type="checkbox"/> Barangay Administrative Capability | <input type="checkbox"/> Health Education |
| <input type="checkbox"/> Disaster Risk Reduction Management | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Peace Education | _____ |

Scientific Advocacy Services Requested:

No. of Beneficiaries: _____

Purpose of Request:

Signature of Requestor

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☐ Approved ☐ Denied (reason of denial) _____

By: _____
Signature over Printed Name



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**REQUEST FOR TRAINING, SEMINAR/WORKSHOP, CONSULTANCY SERVICES,
AND CAPABILITY BUILDING FORM**

Name of Requestor: _____
Office/Unit: _____

Tel. No.: _____
Date of Request: _____

TYPE:

- | | |
|--|---|
| <input type="checkbox"/> Gender Sensitivity Training | <input type="checkbox"/> Cooperative Management and Entrepreneurship Training |
| <input type="checkbox"/> Literary/Numeracy | <input type="checkbox"/> Engineering and Surveying Services |
| <input type="checkbox"/> Sports Development | <input type="checkbox"/> Traffic Management |
| <input type="checkbox"/> Values Orientation | <input type="checkbox"/> Security and Public Safety |
| <input type="checkbox"/> Leadership Training | <input type="checkbox"/> Others: _____ |

Scientific Training Requested:

No. of Trainees: _____

Purpose of Request:

Signature of Requestor

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By: _____
Signature over Printed Name



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Website: www.unp.edu.ph Official eMail Address: 11mayval63@gmail.com
Official mobile number: _09272146748

MONITORING FORM

Title of the Activity _____
Venue _____
Date _____
Beneficiaries _____
Number of Participants: _____ male _____ female

5-Strongly Agree

4-Agree

3-Uncertain/Undecided

2-Disagree

1-Strongly Disagree

Section 1. Event/Activity Administration	SA	A	U	D	SD
1. Overall, the satisfaction level of the participants to administration is high					
2. The registration process is orderly					
3. The number of beneficiaries/ attendees is appropriate for the size of the accommodation					
4. The objectives, goals, strategies of the activity were met/ attained					
5. The objectives of the activity are clear and well-understood					
Section 2. Timeliness					
1. The activity is conducted within the timeframe					
2. There was adequate time for the activity					
3. The schedule of the activity was followed					
Section 3. Event/ Activity					



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1. Overall, the activity is well-set					
2. The benefit and relevance of the activity is appropriate for their current life status					
3. The level of difficulty of the activity is ideal					
Section 4. Materials					
1. The usefulness of the background materials is acceptable					
2. The equipment, tools, and paraphernalia are available					
Section 5. Event/Activity delivery/ Resource Speaker/ Trainor					
1. Overall, the Resource Speaker/ Trainor is excellent/outstanding					
2. The quality of discussions and dialogue for this activity is high					
3. The opportunities for participants to interact (have questions answered), share concerns, and experiences, during the activity is ideal.					

Commendations: _____

Issues/ Concerns during the conduct of the activity: _____

Coordinator's Name and Signature

Noted:

Director's Name and Signature



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CLIENT SATISFACTION FEEDBACK FORM

Title of Activity:

Partner/s :

Venue :

Date :

We would like to hear from you about the service/s we render. Please accomplish this Client Satisfaction Feedback Form completely.

Thank you and we look forward to be of service to you in the future.

Please indicate your level of satisfaction by checking the number of your choice, based on the following rating system.

5- Excellent
4- Very Satisfactory
3- Satisfactory

2- Fair
1- Poor

ITEMS	5	4	3	2	1
A. Objectives					
1. The objectives of the study are clear and well understood.					
2. The objectives of the activity were attained.					
3. The activity was in response to the needs of the community.					



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B. Timeliness					
1. The activity is conducted within the timeframe.					
2. There was adequate time for the activity.					
3. The schedules of the activity were followed.					
4. The activity was relevant to the needs/demands of the clientele/beneficiaries.					
C. Participation					
1. The clientele/beneficiaries were involved in the planning of the activity.					
2. The clientele/beneficiaries participated actively.					
3. There is participation of other cooperating agencies such as LGU, NGO, PO & Academic Unit/s (UNP).					
4. The implementing agencies were courteous and considerate.					
5. The activity is well attended.					
D. Resources (Physical Assessments)					
1. The venue was appropriate for the activity.					
2. Supplies were adequate.					
3. Equipment and facilities were adequate.					
4. The clientele/beneficiaries shared their resources.					
E. Overall Assessment					
The clientele/beneficiary was generally satisfied with the activity					

COMMENTS/SUGGESTIONS: _____

ISSUES AND CONCERNS:



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TRAINING NEEDS ASSESSMENT

Basis for Formulation of Proposals/ Training Designs for Extension Services Programs

RATIONALE:

This questionnaire is designed to gather data/information to identify the Training Needs of the target beneficiaries in the adopted barangays/communities and schools. The findings will serve as a basis for the formulation of project proposals/ training designs for sustained extension programs, projects and activities.

Kindly identify the needs you liked most and will be very helpful to you. Please check opposite the item of your choice.

PART I: Respondent's Profile

NAME (Optional): _____

ADDRESS: _____

A. AGE

- | | |
|---|--|
| <input type="checkbox"/> 20 years old and below | <input type="checkbox"/> 41-50 years old |
| <input type="checkbox"/> 20-30 years old | <input type="checkbox"/> 51-60 years old |
| <input type="checkbox"/> 31-40 years old | <input type="checkbox"/> 61 years old and up |

B. SEX/GENDER

- | | |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

C. RELIGION

- ☐ Roman Catholic
☐ Iglesia ni Kristo
☐ Seventh Day Adventist
☐ Jehovahs Witnesses
☐ Others, pls. specify : _____

D. CIVIL STATUS



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☐ Married
☐ Single

☐ Widow/Widower
☐ Separated

E. EDUCATIONAL ATTAINMENT

☐ Post Graduate
☐ College Graduate
☐ College Level
☐ High School Graduate
☐ High School Level

☐ Trade Tech Graduate / Vocational
☐ Elementary Graduate
☐ Elementary Level
☐ Others, pls. specify: _____

F. OCCUPATION

☐ Employee
☐ Teacher
☐ Sangguniang Bayan Member
☐ Barangay Captain
☐ Barangay Kagawad
☐ Barangay Health Worker

☐ Laborer
☐ Driver
☐ Fisherman
☐ Farmer
☐ Student
☐ Others, pls. specify: _____

G. AVERAGE INCOME PER MONTH (in pesos)

☐ 40,001 and above
☐ 35,001 – 40,000
☐ 30,001-35,000
☐ 25,001- 30,000
☐ 20,001- 25,000

☐ 15,001- 20,000
☐ 10,001- 15,000
☐ 5,001-10,000
☐ 5,000 and below

H. FAMILY STRUCTURE

☐ Nuclear
☐ Extended

I. MEMBERSHIP IN ORGANIZATION

☐ 4H Club
☐ Rural Improvement Club
☐ Barangay Nutrition Scholars' Group
☐ Single Parent Association
☐ Women's Club

☐ 4Ps Beneficiaries Association
☐ Farmers Association
☐ Senior Citizens' Club
☐ LGBT Association
☐ Others, pls. specify: _____

J. YEARS OF STAY IN THE BARANGAY / MUNICIPALITY

☐ Less than 12 months

☐ more than 7-9 years



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____ more than 1-3 years

____ 10 years or more

____ more than 4-6 years`

K. NATURAL RESOURCES IN THE BARANGAY

____ Root Crops

____ Abaca

____ Sand

____ Coconut

____ Vegetables

____ Fruit Trees

____ Fish

____ Metal

____ Forest Trees

____ Rice

____ Stone

____ Others, pls. specify:

L. No. of Children

Name (Optional)	Age	Sex	Educational Attainment	Occupation
1.				
2.				
3.				
4.				
5.				
6				
7				

Part II – TRAINING NEEDS

Direction: Please check your priority training needs and services in the space provided for.

LIVELIHOOD / SKILLS TRAINING

A. Skills Training on Catering Services

____ Familiarization of Kitchen Utensils

____ Table Skirting and Setting

____ Napkin Folding

____ Flower Arrangement

____ Others, pls. specify _____

B. Skills Training on Cookery



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- ☐ Appetizer- hot & cold
- ☐ Soup
- ☐ Salad
- ☐ Main and side dish
- ☐ Dessert
- ☐ Others, pls. specify _____

C. Skills Training on Baking

- ☐ Cake
- ☐ Pastries
- ☐ Delicacies
- ☐ Others, pls. specify _____

D. Skills Training on Food Processing

- ☐ Meat
- ☐ Fish
- ☐ Fruits
- ☐ Vegetables
- ☐ Mushroom
- ☐ Others, pls. specify _____

E. Arts and Design

- ☐ Arts and Craft Training
- ☐ Packaging and Labelling Design
- ☐ Furniture Refurbishing Upgrade
- ☐ T-shirt Printing
- ☐ Floristry
- ☐ Basic and Decorative Candle Making
- ☐ Ornamental Pot Making
- ☐ Mural Painting
- ☐ Others, pls. specify _____

F. Hospitality and Tourism

- ☐ House keeping
- ☐ Bartending
- ☐ Catering Services
- ☐ Others, pls. specify _____



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G. Garments Fashion and Design

- ☐ Garment Sewing
- ☐ Tailoring/ Dressmaking
- ☐ Apparels
- ☐ Others, pls. specify _____

H. Cosmetology

- ☐ Hair Science
- ☐ Nail Care
- ☐ Foot Spa
- ☐ Beauty Care
- ☐ Others, pls. specify _____

I. Skills and Livelihood Training/ Technology Transfer

- ☐ Automotive Engine Tune-up and Servicing
- ☐ Motorcycle Repair and Troubleshooting
- ☐ Small Engine (Farm Equipment) Repair
- ☐ Basic Welding
- ☐ Driving
- ☐ Others, pls. specify _____

J. Electrical Technology

- ☐ Electrical Wirings Installation and Maintenance
- ☐ Domestic Appliance Repair
- ☐ Others, pls. specify _____

K. Electronics Technology

- ☐ Consumer Electronics Servicing
- ☐ CCTV and Fire Alarm System Installation
- ☐ Solar Charger Installation
- ☐ Others, pls. specify _____

L. Information Technology

- ☐ Basic Computer Hardware Maintenance
- ☐ Skills Training on Multi-Media Operation
- ☐ Computer Network Maintenance
- ☐ MS- Office Productivity
- ☐ LMS Training
- ☐ Others, pls. specify _____



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M. CBT (Civil and Building Technology)

- ☐ Plumbing
- ☐ Carpentry & Masonry
- ☐ Landscaping
- ☐ Others, pls. specify _____

N. ☐ Soap Making

AGRICULTURE AND FISHERIES

- | | |
|--|---|
| <input type="checkbox"/> Mushroom Culture | <input type="checkbox"/> Hydroponic Gardening |
| <input type="checkbox"/> Vermicomposting | <input type="checkbox"/> Backyard/ Minuyungan Gardening |
| <input type="checkbox"/> Fresh Water Fish Culture/ Tilapia | <input type="checkbox"/> Organic Farming |
| <input type="checkbox"/> Seaweeds Culture | <input type="checkbox"/> Others, pls. specify _____ |

ADVOCACY

A. Gender Equality and Women Empowerment Project

- ☐ Gender Sensitivity and Orientation Training
- ☐ Responsible Parenthood
- ☐ Team Building

- ☐ Women's and Children's Rights
- ☐ Child and Youth Welfare
- ☐ Others, pls. specify _____

B. Ensure Environment Sustainability Project

- ☐ Reforestation Project (Tree Planting)
- ☐ Clean and Green Program
- ☐ Trash-for-Education Program
- ☐ Environmental Education and Clean-up Project
- ☐ Waste Management
- ☐ Climate Change Mitigation and Adaptation
- ☐ Others, pls. specify _____

C. Values Orientation and Re-orientation Project

- ☐ Enhancement Seminar on Values
- ☐ Peer Counseling
- ☐ Others, pls. specify _____

D. Barangay Administrative Capability Building Project

- ☐ Barangay Governance and Development



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- _____ Community Organizing
- _____ Barangay Fiscal Administration
- _____ Martial Arts/Self-Defense/Disarming Training
- _____ Capability Building
- _____ Executive Management
- _____ Leadership Orientation and Management
- _____ Dispute Resolution
- _____ Others, pls. specify _____

E. Promotion and Preservation of Cultural Heritage Project

- _____ Tour Guiding
- _____ Hotel and Restaurant Management
- _____ Ancestral House Conservation
- _____ Eco-Tourism
- _____ Local history and Culture
- _____ Others, pls. specify _____

F. Security and Public Safety

- _____ Traffic Management
- _____ Security Services (NC I) Assessment
- _____ Violence Against Women and Children
- _____ Crime Prevention Education
- _____ Fire Prevention Education
- _____ Juvenile Delinquency
- _____ Others, pls. specify _____

G. Advocacy Campaign on Current Issues and Concerns

- _____ Basic Legal Counseling
- _____ Drug Education
- _____ Human Rights Education
- _____ Peace Education
- _____ Child and Youth Welfare
- _____ Senior Citizen Empowerment
- _____ Others, pls. specify _____

COOPERATIVE MANAGEMENT AND ENTREPRENEURSHIP TRAINING

A. Accounting Activities

- _____ Financial Recording and Bookkeeping
- _____ Management Advisory Services
- _____ Cost Accounting
- _____ Tax Planning and Compliance



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- _____ Investment Strategies
- _____ Financial Statement Analysis and Preparations
- _____ Others, pls. specify _____

B. Management Specialization

- _____ Business Management
- _____ Risk Management
- _____ Finance Management
- _____ Others, pls. specify _____

C. Business Consultancy Services

- _____ Bookkeeping
- _____ Business Registration
- _____ Business Planning
- _____ Feasibility Studies
- _____ Cooperative Management
- _____ Others, pls. specify _____

D. Product Development

- _____ Packaging
- _____ Branding
- _____ Pricing
- _____ Others, pls. specify _____

COMMUNITY AND SOCIAL SERVICES

A. Education

1. Students' Development

- _____ Literacy and Accuracy
- _____ Arts training
- _____ Sports Clinic
- _____ Values Orientation
- _____ Leadership Development
- _____ Others, pls. specify _____

2. Teachers' Enhancement Program

- _____ Course Content



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- _____ Research
- _____ IM Development
- _____ Laboratory Skills Development
- _____ IT Skills Development
- _____ Personal Finance
- _____ Others, pls. specify _____

3. School Improvement Program

- _____ Building Maintenance
- _____ Clean and Green Program
- _____ Herbal Gardening
- _____ Others, pls. specify _____

4. Other Services

ENGINEERING AND ARCHITECTURAL SERVICES

- _____ Infrastructure Project Development
- _____ Topographic Surveying
- _____ Land Boundary Dispute Survey
- _____ Professional / Technical Services
- _____ Sanitary Engineering
- _____ Others, pls. specify _____

Health and Allied Services

A. Health Promotion Program

A. Health Education Activities

- _____ Communicable and Non-communicable Diseases
- _____ Mental Health
- _____ Responsible Parenthood
- _____ Maternal Health
- _____ Child Health
- _____ Adolescent Health



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-
- ☐ Oral health
 - ☐ Environmental Health
 - ☐ Others, pls. specify _____

B. Training Activities

- ☐ Basic VS Taking
- ☐ Alternative Medicine Preparation
- ☐ Others, pls. specify _____

C. Disease Prevention Activities

- ☐ FBS/RBS Determination
- ☐ Blood Typing
- ☐ Deworming
- ☐ Feeding, Nutrition and Exercise
- ☐ Psychological
- ☐ Recreational
- ☐ Others, pls. specify _____

DISASTER RISK REDUCTION AND MANAGEMENT

A. Disaster Management

- ☐ Basic First Aid,
- ☐ Basic Life Support
- ☐ Basic Rescue Training
- ☐ Earthquake Drill
- ☐ Fire Evacuation Drill
- ☐ Tsunami Drill
- ☐ First Responders Training

B. DRRM Planning Training

- ☐ Contingency Planning Training
- ☐ Risk Communication Training
- ☐ Basis Incident Command System Training
- ☐ Rapid Damage Assessment and Needs Analysis Training
- ☐ Psychological First Aid Training
- ☐ Face Shield Making