



UNIVERSITY EXTENSION OFFICE

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UNIVERSITY EXTENSION OFFICE
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UNIVERSITY EXTENSION MANUAL

Reaching out for a Better Living

VISION OF THE UNIVERSITY

A Globally Recognized University in a Heritage City by 2030

MISSION OF THE UNIVERSITY

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

12 Development Goals

1. Develop ethical leaders through academic excellence
2. Enhance the implementation of quality assurance and outcomes-based education
3. Intensify functional research and development
4. Provide responsive, relevant and sustainable services to the community
5. Uphold university without borders
6. Create a brand for the university
7. Ensure good governance
8. Advocate fair play
9. Construct state-of-the-art infrastructure with complete facilities
10. Mainstream Gender and Development
11. Promote and preserve cultural heritage
12. Promote mental and wellness program for employees and students

Faculty Load

To enable the staff of the University Extension Office undertake their functions effectively, their regular teaching loads shall be as follows:

OFFICIAL	NO. OF UNITS
Director	6 units
Univ. Extension Coords	12 units 1 or 2 preps
Academic Extension Coords	18 units 1 or 2 preps

Selection of Clientele

1. Needs Assessment Survey– an instrument shall be provided to identify concerns and issues.
2. Prioritization– the following set of criteria shall be basis for the selection of client:

CRITERIA	WEIGHT (POINTS)
People's initiative and Interest	15
Socio-economic status of the community	15
Support of LGU's and NGO's	20
Acceptability of UNP Extension Program	20
Availability of Resources in the area	10
Prospects of Sustainability	10
Geographical Location	10
Total	100

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.

Overall Assessment

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

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.

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.

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

University Mandate on Extension Services

The University Extension Office is a frontline unit of the University of Northern Philippines. As mandated, the university, as a higher education institution with a strong “adopt a community and school programs” shall provide the necessary assistance with regard to skills and livelihood trainings, technology transfer, information drives and advocacies, consultancy services, healthcare services, capability building programs, teachers and students development, disaster risk reduction and management, basic life support and other related health programs, numeracy and literacy programs, educational and economic management programs, ecotourism, cultural preservation and heritage conservation and conduct research and dissemination of research outputs.

Goal

Help improve the standard of living of the economically, politically and socially marginalized and underprivileged sectors of society through the university concept extension services.

Objectives

To engage in the improvement of the quality of life of all people in the community from all walks of life especially the least advantaged, marginalized, underserved and the underprivileged through the conduct of relevant extension services.

Mantra

Reaching out for better living

Philosophy

The University of Northern Philippines Extensionists have deep love for humanity; embrace all people from all walks of life; rooted from the understanding of individuality and diver-

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;

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:

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.

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

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.
4. The activity is well attended

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-porma survey.
2. Consolidating and analyzing the results of the evaluation for further improvement.
3. Planning for future activities

Sustainability Policy

The Extension office can do well by doing better by always making the precise longstanding decisions that balance the welfare of people, community, and environment.

We are guided by the following principles:

- People must be treated with fairness and nurture with overwhelming support
- Social Responsibility is an essential part of embracing the grassroots.
- Ethical Decisions are made with utmost regard for their enduring influence.

We live in our core values of integrity, solidarity, novelty, and accountability.

We make decisions based on our intentions to:

- Partner and empower communities to stimulate inclusive growth.
- Provide a defensible experience for a better living.
- Understand, nurture, and protect people.
- Build, strengthen, and improve community status.
- Maximize environmental impact.
- Desire total long-term effectiveness of the organization.
- Establish human dignity.

STATEMENT OF EXTENSION AGENDA

The Higher education institutions are delegated to concentrate extension services hand in hand with instruction, research and production. This is in appreciation of the dynamic role colleges and universities play in the development of communities, especially the underserved and the depressed.

The long term goal of the university is to sustain its active role in the realization of a socio-economic development that enhances the quality of life of the grassroots in the province of Ilocos Sur and nearby provinces. To sustain this role, the University extension office shall package and disseminate its various corporate services to the community.

The Extension agenda of the University Extension Services Office incorporates areas of concerns 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 shall be established for the purpose of ensuring 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 consonance 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

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.

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.

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.

GENERAL POLICIES AND GUIDELINES ON EXTENSION SERVICES

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.

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

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

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.

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.

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 formulation of development policies and provisions of impact projects and activities of the marginalized, underserved and underprivileged communities.

Specifically;

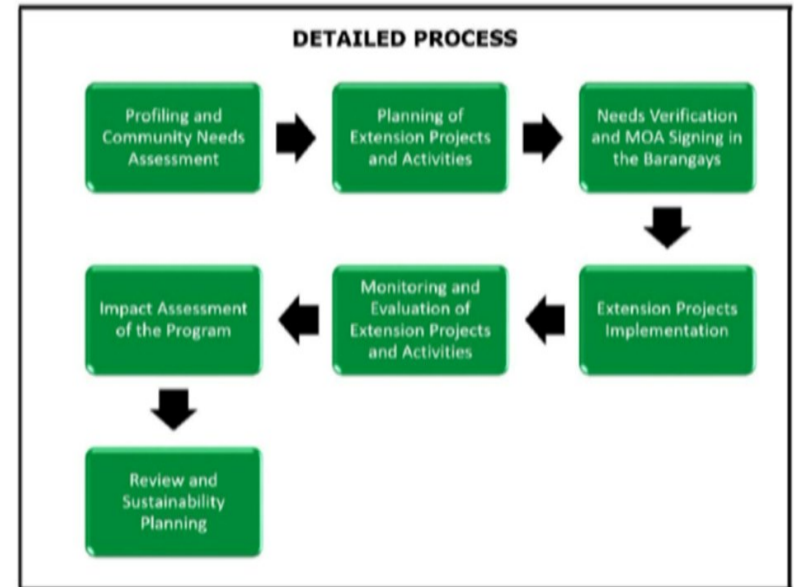
1. Give the highest priority to individual development by establishing the concept of individuality and universality wherein each person is a unique irreplaceable center of freedom and creativity within the bound of community;
2. Strengthen the desire to develop self-realization, self-transformation and self-transcendence;

3. Highlight social reform, social justice and social democracy and focus its intervention to poverty alleviation through community empowerment;
4. Liberate individual 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 own direct benefit; and
7. Pursue rural development with social inclusion

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 wider and bigger horizon for the optimum utilization of resources and capacities;

Detailed Process



Flowchart of program implementation

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5. Keeps records, manages data and information, and prepares consolidated reports for submission to the Director;
 6. Performs other functions related to extension as may be assigned by the Dean/Head and Extension Director.

Property Custodian

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

Clerk/Office Assistant

1. Manages in-coming and out-going communication;
2. Manages records using established systems;
3. Attends continuing professional development activities, and
4. Performs other functions as may be assigned by the VPRE, Extension Director and Coordinators.

Significant Banner Projects

1. Project Baggak– Advocacy
2. Project Singising– Community and Social Services
3. Project Saluad– DRRM
4. Project Dangadang– Livelihood and Food Processing
5. Project Sappuyut– Heald and Allied Services

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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 properly coordinated and implemented at the institutional, municipal and barangay levels;
 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;
 8. 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 programs and services under this Act.

THE UNIVERSITY EXTENSION OFFICE

Extension program is a significant element of excellence in education. It instills livelihood skills, food technology transfer, advocacy promotion, social and community services, healthcare services, disaster risk reduction and management and technological training to many of those who have limited access to formal education especially those who are members of the most vulnerable sectors in the society, the marginalized and the underprivileged.

The University Extension Office is designing a framework that affect behavioral change, skills and knowledge through constituent- driven programs, projects and activities that focused on outcome- based goals by means of multifarious educational practices and techniques over a gamut time. Today's challenge for extension work is multi- faceted educational resourcefulness to link technology, expertise and incomes of government and non- government institutions. This involves interminable mission of capacity building for the community people and societies toward self- dependence and empowerment for human development, within the context of poverty and flagging level of human development.

Extension program encourage educational institution to have connections with and assist the greater community that makes the institution real and alive in the hearts and minds of beneficiaries on real life circumstances and scenarios. Hence, in line with the Vision/ Mission of the university which is to uplift the quality of life, distinctive emblems of the university's culture of quality, employees and students hold its skills and competencies that empowers the institution in carrying out well within the school and the community. As employees and students imbibe the core values of the university, extending services at their paramount ability in the community is one way of demonstrating the desire to become socially aware and be involved in community development.

Thus, the University of Northern Philippines believes that transformation is foreseeable giving the motivation to be catalysts of change with an integrated goal to assist the community and larger society foremost to the momentous improvement of their quality of life bounded with these indispensable elements; Service oriented, Leadership and Character Building.

11. Performs other related functions as mandated by the President, the Vice President for Research and Extension, and Office director

Coordinator Food Processing

1. Assists the extension office in the conduct of needs assessment survey to determine the service area to cater.
 2. Initiates the conduct of food processing trainings in areas recommended by the University Extension Director resulting from the needs assessment.
 3. 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.
 4. Establish linkages with other agencies, groups as well as government and non-government organizations.
 5. Maintains an inventory of training materials and ensure their safety.
 6. Conducts monitoring and evaluation to the extent/impact of technology being transferred.
 7. Performs other related functions as directed by the Director/higher authorities.
1. Academic Unit/ Department Extension Coordinator
 2. Initiates the planning, implementation, monitoring, and evaluation of the extension program of the College/ Department;
 3. 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;
 4. Attends continuing professional development activities;

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5. Monitors and evaluates the implementation of health and allied services programs
 6. Helps in the preparation of periodic reports on the impact of extension work.
 7. Maintains an inventory of training materials and ensures their safety, and
 8. Performs other related functions as mandated by the President and the Vice President for Research and Extension.

Coordinator for Advocacy and Research Dissemination

1. Coordinates the conduct/implementation of advocacy programs and other related activities;
2. Coordinates with the Research Office, Academic Unit Extension Coordinators in determining the research outputs that will be disseminated to stakeholders.
3. 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.
4. Provides assistance in establishing goodwill with partner agencies;
5. Prepares periodic reports on the impact of extension works;
6. Establishes linkages with other agencies, groups, as well as government and non-government organizations
7. Monitor and evaluates the implementation of advocacy and research dissemination programs.
8. Attends continuing professional development activities;
9. Helps in the preparation of periodic reports on the impact of extension work.
10. Maintains an inventory of training materials and ensures their safety, and

UNP REGTA: TARABAY KEN TARIGAGAY UNIVERSITY EXTENSION OFFICE BANNER PROGRAM

Universities play a multifaceted role in the society, nurturing individuals, fostering community bonds, and contributing to national and international progress. They are a cradle where ideas are forged; where diversity is celebrated; and where the seeds of positive change are sown. Universities are indispensable agents of change in the pursuit of the United Nation's Sustainable Development Goals. Through education, research, community engagement, and advocacy, an academic institution contributes to a more inclusive, equitable, and environmentally conscious global society. It is on this premise that the University of Northern Philippines CaN definitely be a catalyst of change, ignite proactive transformation, and sustain development.

UNP REGTA - University that Nurtures People, Community, and Nation is the University Extension Office's banner program which serves as a tool in catering to the holistic needs of people, communities, and the nation. Anchored on the Sustainable Development Goals, UNP REGTA is an umbrella program that gives birth to five priority projects which are Project Baggak (Morning Star) for its Advocacy Services; Project Singising (Sunrise) for its Community and Social Services; Project Sapuyut (Holistic Care) for its Health and Allied Services; Project Saluad (Protect) for its Disaster and Risk Reduction Management Services, and Project Dangadang (Surmount for Survival) for its Livelihood and Skills Training, and Food Technology Transfer.

These projects collectively aim to address food security, poverty alleviation, sustainable growth through increased income and productivity, ensure inclusive and equitable quality education and promote life-long learning opportunities, gender equality, decent work, and economic growth, and promote peaceful and inclusive societies for sustainable development as well as sustainable cities and communities. Promoting the social, political, and economic development of local communities through extension services and projects are key components of the University of Northern Philippines' Extension Agenda and Priorities .

The University of Northern Philippines adheres to the framework that extension services are a synergy of sincere dynamism and action for individual, and communal transfiguration. There is a clear vision that these can drive affect societal transformation, and progress as it present foundations, support, and withstand change and development in tangible, and material forms that are practical and conspicuous.

In pursuit of its goal and objectives, the University steadfastly believes that progress and growth are the complex practice of conveying economic, social, and political change in a community that permits a deep understanding of grassroots' hopes and desires. It is also community-centered as marginalized and the underserved are capable of voicing and escalating their abilities to organize and develop goods and assets that would bring about a sustained and progressive quality of life.

Coordinator for Community and Social Services

1. 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;
2. 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.
3. Assists in the conduct of research on the impact of Extension PAPs;
4. Provides assistance in establishing goodwill with partner agencies;
5. Monitors and evaluates the implementation of community and social services program
6. Attends professional development activities;
7. Helps in the preparation of periodic reports on the impact of extension work.
8. Maintains an inventory of training materials and ensures their safety, and
9. Performs other related functions as mandated by the President and the Vice President for Research and Extension.

Coordinator for Health and Allied Services

1. 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;
2. Implement the extension programs of the Medical Health and Humanitarian Development Office along medical mission, health education and humanitarian support for PWD
3. Provides assistance in establishing goodwill with partner agencies;
4. Attends continuing professional development activities;

4. Provides assistance in establishing goodwill with partner agencies;
5. Monitors and evaluates the implementation of livelihood and training program
6. Attends continuing professional development activities;
7. Helps in the preparation of periodic reports on the impact of extension work.
8. Maintains an inventory of training materials and ensures their safety, and
9. Performs other related functions as mandated by the President and the Vice President for Research and Extension

Coordinator for Disaster Risk Reduction and Management

1. 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.
2. Implement the extension programs of the Disaster Risk Reduction and Management Office.
3. Provides assistance in establishing goodwill with partner agencies.
4. Prepares periodic reports on the impact of extension work.
5. Monitors and evaluates the implementation of disaster and other-related program
6. Maintains an inventory of training materials and ensures their safety.
7. Performs related functions as directed by the Director/higher authorities.
8. Establish linkages with other agencies, groups, as well as government and non-government organizations.
9. Monitor and evaluates the implementation of the services.

PROJECT BAGGAK.



Project Baggak. This Ilokano term **Baggak** means morning star, shining star invokes awareness, stability, and ingeniousness. From this context, the contextual meaning of **Baggak** is a source of inspiration as well as aspiration to the programs and activities of the Advocacy Services. In its letter analysis, the term **Baggak** is translated into:

- B** - With 'B' as the initial, there is an inclination to get very involved in the lives of other people.
- A** - 'A' conveys an adventurous attitude, someone who pursues their desires freely.
- G** -The 'G' disguises a highly empathetic character, the testimony of someone with a particularly feeling-based response as opposed to a realistic and fact-based reaction, in most cases.
- G** - As this letter resonates with the energy of the number 7, these people are prone to an interest in spirituality, as well as develop a greater trust in their instincts.
- A** - In the case of the 'A', there is a wish to train oneself to become a person who can endure difficulties, this being regarded as a life principle to guide by.
- K** - In an unbalanced condition, the 'K' can grow to be anxious, nervous, and mean.

The university Advocacy pursues to ensure that all people in society are able to have their voice heard on issues that are important to them, protect and promote their rights, save their views and wishes genuinely considered when decisions are being made about their lives and above all empowerment.

These aims are anchored on sustainable development goals specifically SDG5 that aims to “achieve gender equality and empower all women and girls”, SDG8 wherein to “promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all”, SDG10, “to reduced inequality”, SDG16 “to promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels”, and SDG17 “strengthen the means of implementation and revitalize the global partnerships for sustainable development”. From this lens, Advocacy Services is a process of supporting and enabling people to, express their views, thoughts, and concerns, access information, advice, and guidance, and explore choices and options for services and care. The university therefore moves to dedicate its life to helping people say what they want, secure their rights, represent their interests, and obtain the services they need.

PROJECT SINGISING



Singising is an Ilocano term that refers to sunrise; a beautiful natural phenomenon that occurs at the start of each new day. It represents new beginnings, inspiring and motivating people in the community to start their day with a positive mindset.

Project Singising is a banner program in community and social services that is based on the concept of a new beginning and the possibility of good change. It attempts to address the sustainable development goals through (SDG17) partnerships, (SDG11) sustainable cities and communities, (SDG8) decent jobs and economic growth, and (SDG4) quality education.

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.

Policy Statement. The University Extension Office is tasked to alleviate the plight of the underprivileged toward the attainment of its goal leading to the implementation and realization of its programs through utilization of research outputs, transfer of technologies, and livelihood skills training to help alleviate poverty in the country.

DUTIES AND RESPONSIBILITIES

Director

1. Initiates and supervises the planning, implementation, monitoring, evaluation and continuing enhancement of extension PAPs;
2. Leads in the conduct of research on the impact of Extension PAPs;
3. Establishes goodwill with partner agencies;
4. Attends continuing professional development activities;
5. Keeps records, manages data and information, and prepares consolidated reports for submission to the VPRE;
6. Performs other related functions as mandated by the President and the Vice President for Research and Extension.

Coordinator for Livelihood and Training Services

1. Initiates the conduct of trainings in areas recommended by the University Extension Director based on the result of needs assessment;
2. Coordinate with the development centers in the implementation of the extension programs of the university
3. Assists in the conduct of research on the impact of Extension PAPs;

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	No units as Administrator	Instruction
Director	15	6
Coordinators	9	12

Multiple designations. In multiple designations, only the highest designation shall count.

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.

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.

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.

These programs include adult education and literacy programs, financial literacy and job training initiatives, community service and volunteer opportunities, environmental conservation and sustainability projects, and youth development and mentoring programs that are offered by all units and colleges at the university.

This initiative signifies a new day, a new beginning, and the chance to make a difference. It seeks to make a good difference in people's lives and in the community as a whole. In the same way that the sunrise offers light and warmth to the globe, this project attempts to bring light and hope to those in need. It frequently gives individuals and communities with support, resources, and opportunity to prosper and overcome problems. *Project Singising* lies in its ability to inspire, motivate, and unify individuals, as well as serve as a reminder of the potential for positive change and growth within the community.

PROJECT SAPPUYUT



“Sappuyut” (Strengthen All People to Protect the Universe Yonder towards Unity and Tenacity – Palakasin ang Lahat ng Tao upang Protektahan ang Sansinukob tungo sa Pagkakaisa at Kataagan)

The word "Sappayut" in Ilokano refers to the provision of health-related necessities, such as promotion, prevention, curative care, and rehabilitation or holistic care. The project's focus on upholding optimistic views about health that consider various determinants that influence health, including social, spiritual, mental, emotional, physical, and financial aspects.

The purpose of this initiative is to unite disparate groups to form a network and collaborate towards fulfilling the community's and school's primary need and equipping its members with necessary attitude, skills, and knowledge (ASK) to support the attainment of the Sustainable Development Goal (SDG) 3 "Good Health and Well-being and SDG 2 "Zero Hunger".

The goals of this project include:

- Promote well-being for all at all ages to enable people to attain optimal health and foster a healthy community by empowering individuals and families.
- Prevent the escalation of communicable and non-communicable illnesses.
- Increase knowledge as well as skills by providing health education and training.
- Enhance their sense of independence and maintain individual's focal point throughout the recovery process.

Specific objectives of this project to enhance the general health and well-being of people and communities by delivering easily accessible, evidence-based health education and assistance via community outreach and extension initiatives.

PROJECT SALUAD



Saluad in the Iloko language represents a concept related to safety and protection. It encompasses a range of ideas and practices aimed at ensuring the well-being, safety and security of individuals, families, and communities within the cultural context of the Ilokano people.

The **Dangadang** project of the Livelihood and Skills Training Services and Food Technology transfer is a banner project that emancipates the marginalized, underserved and empowered both men and women from all walks of life especially the young and the powerless. **Dangadang** project aims to help individuals improve their status in society by acquiring new skills and enabling them to participate in the growing economy. The university with its swing arms is extending the aspirations to create and focus on developing small and medium enterprises (SMEs) in the community". Its vision for improved and more equitable trade, the university through this **Dangadang** project aims to promote sustainable development across border. From this context, the university believes to establish a stronger collaborations from other agencies and institutions as it responds to SDG17 to strengthen Partnerships for the goals.

Extension Pledge

We commit to verge supreme in ourselves the following virtues: together we soar higher, we build character, we create future; patience and perseverance; cooperation and dedication. We commit further to make the Office function to its fullest in serving and reaching out to those underserved and underprivileged.

May the Lord grant us the strength and wisdom in realizing the goals and objectives of the Office, the very essence of its existence.

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.

It is from this perspective that the Livelihood and Skills Training Services and Food Technology Transfer Services adopted the word connotatively to describe its banner project. The objectives of the project are to: (a) create sustainable livelihood opportunities for vulnerable groups, the marginalized and the underserved communities in the region and its nearby provinces specially young women and men, through skills transfer and entrepreneurship training in identified linkages; (b) strengthen the community organization and self-management skills by facilitating training and workshops on leadership and value formation as well as community participation in the implementation of various livelihood community project. Further, the University Extension Office together with the different academic units of the university specifically College of Technology, College of hospitality and Tourism Management, College of Teacher Education, College of Business Management and Accountancy, college of Engineering with their unique and distinct banner programs aim to reduce poverty and inequality by generating employment among poor households and by moving highly vulnerable households into sustainable livelihoods and toward economic stability. Further, it looks forward to attain financial independence through self-help, the mobilization of local capacities and optimum utilization of external resources. The livelihood and skills training services and food technology transfer aims to unite with the sustainable development goals particularly SDG1 “to end poverty in all its forms everywhere” through technology and resources transfer and basic services. More so, the extension services is one with SDG2 to “end hunger, achieve food security and improved nutrition and ending all forms of malnutrition”.

The University of Northern Philippines – University Extension Office on Disaster Risk Reduction and Management (DRRM), in partnership with various academic units including the College of Health Sciences, College of Nursing, College of Criminal Justice Education, College of Arts and Sciences, College of Social Work, and Laboratory Schools, has launched Project Saluad. This comprehensive initiative is designed to enhance the community's capacity to prevent, respond to, and recover from disasters. The project encompasses a range of interconnected goals and objectives based on the Sustainable Development Goals on sustainable cities and communities, climate action, partnership for the goals and gender equality.

The objectives of the PROJECT SALUAD are as follows:

1: Strengthening Community Resilience

Central to the essence of Project Saluad lies a steadfast dedication to endow the community with the capacity to endure and overcome challenges. The project incorporates a variety of initiatives, including enhancing key infrastructure and delivering training in emergency response and preparedness. One fundamental aspect of this purpose involves cultivating a culture of awareness and education among community members, thereby promoting a shared sense of responsibility for ensuring safety.

2: Early Warning and Response Systems (EWRS)

Project Saluad prioritizes the implementation of early warning systems and prompt reaction procedures. The objective of implementing efficient early warning systems is to ensure the prompt dissemination of alerts and the activation of community response mechanisms in anticipation of impending disasters. The provision of training to local leaders and community people in emergency response methods will facilitate a well-coordinated and expeditious response during critical situations.

3: *The Implementation of Sustainable Environmental Practices*

Project Saluad is committed to advocating for sustainable environmental practices in order to mitigate the likelihood of disasters and save the natural resources of the community. Various measures can be used to address environmental concerns such as erosion and floods prevention through soil and water conservation, enhancing natural disaster resilience via reforestation efforts, and promoting sustainable land-use practices. These practices are in accordance with a dedication to protecting the environment while mitigating the risks associated with disasters.

4: *Enhancing Collaborative Relationships and Governance*

The achievement of efficient disaster risk reduction and management requires a collective effort. Project Saluad aims to facilitate collaborations between Local Government Units (LGUs), non-governmental organizations (NGOs), and National Government Agencies (NGAs). The implementation of information sharing, coordination efforts with neighboring communities, and the establishment of community disaster risk reduction committees will facilitate a collaborative approach to disaster management. The formulation and implementation of policies and regulations will establish a comprehensive structure for efficient governance in the locality susceptible to disasters.

5: *Disaster Preparedness and Response Training*

One of the project's main objectives is to equip community members with the knowledge and skills required for effective disaster response. This involves providing first aid and medical training, fire safety and rescue training, and education on the importance of disaster kits and emergency plans. By building a community of trained responders, Project Saluad ensures that lives are saved in times of crisis.

6: *Developing Livelihoods with Enhanced Resilience to Disasters*

Project Saluad is centered around the fundamental principles of sustainability and resilience. With this objective in mind, our purpose is to provide assistance in the establishment of sustainable livelihoods that are resilient to the adverse effects of both natural disasters and economic downturns. This objective will be supported by the promotion of varied livelihoods, the provision of training in income-generating activities that are resilient to disasters, and the facilitation of access to microfinance and insurance choices.

Project Saluad of the University Extension Office - Disaster Risk Reduction and Management provide the necessary technical engagement and assistance to the LGUs, NGAs, and NGOs along with emergency responses in cases of natural and human-induced hazards in the service area. In addition, it is expected to provide extension services along with disaster preparedness and orientation and training on DRRM in the locality

PROJECT DANGADANG



Project Dangadang- war, struggle, riot, fight. This is the core of **Dangadang**. It is an Ilokano term which means to do necessary action to fight against survival. It embodies the will power of the Ilokano both men and women as they face the struggle, difficulties and challenges that come along their way.