

## THE UNIVERSITY EXTENSION AGENDA

### **SLU Vision/Mission**

*We envision SLU as an excellent missionary and transformative educational institution zealous in the formation of human resources who are imbued with the Christian Spirit and who are competent, creative, and socially-involved.*

### **Basis and Orientation**

SLU derives its mandate for extension from its identity and role as an institution of higher learning with its trifocal functions of instruction, research, and extension. However, unlike state universities and colleges (SUCs) which are mandated specifically to align their programs in support of national, regional or local development plans (cf. RA 7722 or Higher Education Act of 1994, Sec. 2, Par. 2), the University adopts a more liberal thrust for its extension programs. As a CICM (Congregation of the Immaculate Heart of Mary) educational institution, it pursues its programs within the broader frame of the CICM missionary focus on the transformation of the world and the coming of the reign of God (*CICM Constitutions Commentary*, 1999).

Guided by the vision of a holistic development of peoples and communities, the University commits itself to the educational, religious, cultural, socio-economic, political, health, and environmental development needs of its immediate communities and the nation as a whole. However, as there are also other institutions working on each of these areas, the University endeavors to focus on particular needs that are least attended to especially those that are in line with CICM mission priorities and insofar as its capacities can reasonably allow.

As a higher education institution with expertise in teaching and research, it is precisely these specializations that the University brings to bear in its extension programs. Extension, however, is not a one-way traffic. As the University shares its expertise with the outside world, a positive feedback is generated from the partner stakeholders and the process of extension itself, leading to more insights and questions on the state of knowledge. As theory meets practice, as formal knowledge meets actual needs, new impetus for knowledge generation and refinement shall ensue. This dynamics shall then enrich instruction and research within the University.

### **Definition and Key Features**

An extension program consists of an integrated set of intended outcomes, objectives, projects and activities meant to address an identified need or problem in a particular community or sector. It starts from an extension program proposal designed for a target group, which map out the background and rationale, objectives, activity plan, scholarly connection, line item budget, budget sourcing and personnel support. Moreover, it has a specified timetable, with clear mechanisms and parameters for monitoring and evaluation.

The University outlines the following key characteristics that shall define and serve as reference points for its extension programs:

1. *Discipline-based.* An extension program stems from, relates to, or at least complements an existing academic or research program, or a combination of these. The University thus promotes extension in all disciplinary areas and is open to a variety of ways in terms of communicating and transferring knowledge and technology that cater to the needs of the larger society, committed as it were to the amelioration of the quality of life in all frontiers. As such, the University looks forward to the active engagement in extension of all the academic departments in its various schools.
2. *Research-backed and guided.* The University envisions the interweaving and mutual complementation between its extension and research. Extension stimulates research activities relative to the assessment, analysis, and resolution of the target group's needs and concerns. Thus, it is research that supports and provides the scholarly dimension of extension, taking into cognizance its actual and potential contribution in the generation of knowledge that would have positive impact on the socio-politico-economic-cultural development and environmental and disaster management in the Cordillera region and beyond.
3. *CICM mission-oriented.* It is not enough that the University's extension programs bear local relevance. Having been founded and inspired by the CICM missionaries, the University does not only seek to comply with the academic standards set forth by the State, but is conscious as well of her responsibility and identity as a missionary Catholic institution. As such, its extension programs should be more transformative and more aligned to the CICM pastoral priorities which are directed towards the poor, the marginalized, the indigenous peoples, the youth and environmental protection. Moreover, these should also emanate from a spirit of volunteerism in the light of Christian missionary vocation as expected from the faculty, employees and students of a Catholic university.
4. *Collaborative and participatory.* The University looks forward to engaging other stakeholders – target participants and partner agencies and individuals – in its extension programs. First, it shall solicit the input of the target groups during the preparation, implementation, monitoring, and evaluation of its program/projects. Second, it likewise seeks to collaborate with other agencies who are working on related areas, instead of duplicating their efforts. In this regard, it shall enlist the support of its alumni as extension partners especially those who are actively engaged in similar social institutions.
5. *Sustainable.* The University cannot address all the needs, problems and issues of the larger society, even those that are just within its immediate geographic location. The University can only do so much given its limited resources. While there are many possible extension programs, necessity dictates that the University must be very prudent in pursuing programs that may be very demanding, financially or personnel-wise. The sustainability of a program's impact on the part of the target group, which is to be ensured as much as possible, can be guaranteed only if the sustainability of an extension program is firmly assured first. Hence, proper allocation and optimal use of available resources shall be an imperative.

### **Types of Extension Programs and Component Projects**

1. *Integrative Non-formal Education Programs.* These are organized educational activities that respond to the identified needs of specific sectors (out-of-school youth, women, street

children, small scale entrepreneurs, etc.) or communities with the end in view of ameliorating their conditions. These are integrative in the sense of: (a) being aimed at the holistic development of society, and (b) reaching out to marginalized sectors and communities.

These programs are well-planned, with clearly specified objectives and goals, and strategies and activities. These may include training activities, communication and information services that disseminate knowledge and skills, technology development and transfer, and other related services.

2. *Action Research Programs.* These involve researches that are specifically aimed at addressing existing needs, problems, and issues among identified stakeholders. These are implemented collaboratively with the concerned sectors, or at least with their explicit consent and support, in order to ensure that the results shall be appreciated and utilized by them. Hence, action research is problem-solution oriented and target group-centered.

An action research can be a "stand-alone" program depending on the complexity or difficulty of an issue or a problem that is to be addressed or solved. However, it can also be a component of a bigger program, in which case it provides the scholarly dimension of the extension program.

3. *Advocacy and Networking Programs.* These are sets of strategies that are geared towards influencing policies being crafted or implemented by key decision-makers in the society over particular issues. Generally, these programs adopt needs-based approaches in place of rights-based ones.

These programs are done through lobbying, speaking engagements, massive information drive and even publication of research outputs dealing with specific issues affecting the community or society.

4. *Outreach Services.* Activities falling under these are technically not considered as extension programs, as they generally involve one-time and immediate need assistance to victims of disasters, calamities and other pressing needs in the community. Nonetheless, the University considers it as its civic duty to mobilize its constituents to respond to such emergency cases when they arise. Towards this, it shall implement well-coordinated and systematic initiatives that are well within the means of the University, its employees and students.

Given the emphasis on extension programs, it is strongly recommended that future outreach initiatives shall be designed in such a way that they can easily be repackaged as extension programs or simply be integrated into extension programs when the former is not possible (cf. Policies and Guidelines on Outreach Projects). "Stand-alone" outreach projects are to be undertaken only on condition that all possible means were exhausted by the School Extension Council in order to come up with more extension programs (so as to involve or accommodate greater number of faculty) or if these are services that were initiated by duly recognized or accredited student organizations.

Outreach initiatives come in two broad forms:

- 4.1. *Disaster Risk Reduction and Management Outreach.* This is the preferred mode of outreach that should be undertaken due to its critical role in assisting people in dire need. The services that can be rendered range from the foreseeable to the unforeseeable. The unforeseeable activities shall deal with disaster response and rehabilitation. Henceforth, such activities will be known as emergency outreach. The foreseeable projects shall focus on disaster and calamity preparedness, mitigation and even rehabilitation especially for target groups that have been affected in the past.
- 4.2. *Regular Outreach.* This type of outreach falls outside disaster preparedness, response, rehabilitation and mitigation services. Instead, it caters to other pressing needs of the community. This type shall be rendered only if the specialization of the school/department/student organization does not in any way relate to disaster risk reduction and emergency management.

## **Extension Program Organizational Structure**

### **Research, Extension and Publication Office (REPO)**

The Research, Extension and Publications Office, through the Extension Programs Officer (cf. Annex A for Duties and Responsibilities), serves as the supporting and coordinating arm for the development of the University's extension programs. Its main task is to ensure that the University's extension development agenda is carried out and well-organized. Specifically, it promotes collaboration among the different Schools, Offices and Extension Institutes and Foundations in the University and provides support services so as to facilitate their extension endeavors.

### **The University Extension Council (UEC)**

The UEC is the body responsible for the evaluation and endorsement of proposed extension programs, pertinent Memoranda of Agreement (MOA) or Memoranda of Understanding (MOU), deloading of faculty with the prescribed number of units, and the involvement of external funding agencies in extension programs. It is composed of the President being an *ex-officio* member and final approving authority, the Vice-President for Academic Affairs as Chair, the Vice-President for Finance or duly appointed representative, the REPO Director, and the Extension Programs Officer.

The UEC assists the REPO in the ongoing development of extension policies and procedures. The Council shall also involve the Corps of the School Deans and the Dean of the Student Affairs in its deliberations as needed.

### **The School Extension Councils (SECs)**

Each school has its own Extension Council, chaired by the respective School Deans. This includes as members the Associate Dean/s (if present), Graduate Program Coordinator (if

present), Department Heads, Extension Program Coordinator/s, representative/s from University Offices aligned to the school as per discipline, and leaders from duly recognized student organizations in the school.

The SECs act as the focal bodies for promoting extension undertakings at the school levels. In this regard, the SECs initiate activities in line with their own goals, strategies and programs. They are also expected to formulate a long term plan for all their possible extension programs and outreach services. The SECs shall be given a leeway on how to go about its tasks, including the selection and recommendation of its Extension Program Coordinator/s for appointment, the choice of extension site/s and target group/s to be served, the generation (if possible) of financial support for its own extension initiatives, as well as the establishment of linkages with external collaborators including alumni.

### **Extension Institutes and Foundations (EIFs)**

These are extension units or arms which implement extension programs or projects collaboratively with the schools/departments/offices. Each EIF initiates its activities in line with its goals, strategies and programs as laid down in its strategic plan. Furthermore, each EIF is tasked to involve schools/department in its program/s or to support school/department extension undertaking/s in its capacity as a collaborator.

### **Extension Program Management Team (EPMT)**

This is the arm of the School Extension Council that is in charge of designing, implementing, monitoring and evaluating an extension program. It is composed of the Program Coordinator and the Project Leaders (cf. Annex B and C for their respective Qualifications, Duties and Responsibilities). The Program Coordinator is the personnel in charge for an extension program, while the Project Leader heads a Project Team that is assigned for specific activities designed to achieve a specific objective for a defined period of time.

### **Outreach Committee (OC)**

In times of disaster, this committee shall take charge in the planning, organizing and overseeing of emergency outreach activities on behalf of the University with the approval of the President. This committee shall also serve as a consultative body to the REPO relative to the endorsement of all outreach services from the schools, departments, and duly recognized or accredited student organizations to the Office of the President for approval prior to implementation. Specifically, this committee shall coordinate and regulate such initiatives in order to ensure that extension programs are given priority over outreach services, that there will be no duplication in the services that are going to be rendered, and that these will cater to pressing and legitimate community needs.

The committee shall be composed of the following members: a duly designated representative of the Vice-President for Finance for budgeting; the Chair of the Louisiana Environmental Management and Audit Committee (LEMAC) for environmental concerns; the Medical Outreach Missions Foundations, Inc., (MOMFI) Executive Director and the Mobile Nursing Clinic (MNC) Supervisor, both of whom will take charge of the medical and nursing aspects; the National Service Training Program (NSTP) Coordinator for his/her role in nation-building through the

formation of the youth; the Head of the Department of Social Work who will take charge of the area of social welfare; the Head of the Department of Religion who will deal with the spiritual-missionary aspect; the Outreach Coordinator of the SLU Alumni Foundation, Inc. who will serve as link between REPO and SLU alumni; and, the President of the Kataas-tasang Sanggunian ng mga Mag-aaral/Supreme Student Council (KASAMA/SSC) who will represent the studentry. The Extension Programs Officer shall serve as its Chair.

If circumstances call for it (and with the directive from the President), the Committee shall also involve the SLU Safety Committee Chair, the Corps of the School Deans, the Dean of Student Affairs, the Hospital Administrator, the Director of the Guidance Center and the Director of Special Services Department in order to mobilize and tap additional resources.

## **I. POLICIES AND GUIDELINES ON EXTENSION PROGRAMS**

### **1. Setting up Extension Programs**

- 1.1. A school/department may initiate and/or host an extension program, either individually or in partnership with other schools and departments.
- 1.2. At the least, each school should be able to maintain one extension program, either collaboratively or on its own. They may have more programs, however, insofar as they can reasonably sustain these.
- 1.3. An extension institute/foundation should be able to maintain one collaborative extension program with a school/department.
- 1.4. An office that would like to get involved in an extension program may align itself to a school/department with whom it shares the same or related disciplines.

### **2. Program Design and Processing**

- 2.1. All extension programs must be formally laid down on paper, complete with all necessary elements/components as set in this MOPG (cf. Annex E for Program Proposal Format).
- 2.2. The program proposal must stem from, relate to, or at least complement the existing academic/research programs of the school/department. The proposal should revolve around a particular problem and how it is to be addressed. Once a tentative program had been decided, a target group has to be identified that will benefit from the program as well as, if applicable, cooperating agencies that will be involved in the program's costs and benefits.
- 2.3. Once the target group and the problem have been identified, the Program Coordinator shall form a Project Team that shall take charge of the needs assessment, which may be developed and conducted as an action research involving the target group (cf. Annex F for Target Group Needs Diagnosis Report Format).

- 2.4. On the basis of the needs assessment (or action research) and other relevant inputs from the target group, the overall goal, the outcomes or planned changes in the target group and their objectives with their corresponding projects shall then be formulated. [A template for the target group's diagnosis report and the program proposal shall be requested from the Extension Programs Officer, as in all standard reports for submission to the REPO. For environmental and financial reasons, all templates, proposals and reports (except budget requisitions which need print-outs) shall be received, filled up and submitted electronically.]
- 2.5. The finalized program proposal, together with related documents, shall be submitted by the EPMT to the REPO, c/o the Extension Programs Officer who considers the program's completeness and compliance with the requirements. The proposal must be submitted at least three months before the start of the regular semester (excluding summer).
- 2.6. If a proposal meets the basic requirements, the Extension Programs Officer, together with the REPO Director, presents this to the University Extension Council for assessment in terms of the set criteria (cf. Annex D for Criteria Checklist). If the proposal passes, the Council endorses this to the Office of the President for approval.

### **3. Program Implementation and Reporting**

- 3.1. After a program's approval, the EPMT shall implement this in time for the start of a regular semester. An important component of implementation is effective information dissemination about the program through news or press releases, publications and the utilization of the University website.
- 3.2. It can happen that major changes on the program/projects can occur during the implementation. In such case, the Program Coordinator shall inform the Extension Programs Officer immediately prior to carrying out such changes.
- 3.3. The implementation of the program and its component projects shall be monitored by the EPMT and the Extension Programs Officer through the periodic reports that have to be submitted on the basis of the project/s' specified timeline.
- 3.4. The periodic report should contain the actual and updated entries in the activity plan and timeline and line budget item matrices so as to determine the extent to which the program is being implemented as planned. The report should also contain comments or recommendations relative to the program design's congruence to the problem being addressed and to the situation of the target group being assisted.
- 3.5. A program or a component project may be discontinued anytime during its implementation if the results of the evaluation dictate so. Discontinuation may be temporary or permanent, depending upon the assessment of the UEC.
- 3.6. In the event that a program or its component project is deemed not implementable due to circumstances beyond the control of the EPMT, the Team may recommend for the termination of the program or project. Such termination needs the endorsement of the UEC and the approval of the President.

#### **4. Program Termination and Summative Evaluation**

- 4.1. Once the program has been successfully terminated, a summative evaluation should be conducted by the EPMT.
- 4.2. The focus of such summative evaluation should be the outcomes and the impact of the program.
- 4.3. After conducting the summative evaluation, the EPMT shall prepare a terminal report containing an executive summary that provides a brief but concise overview of the most important points in the program's component projects and outcomes evaluation report. It shall be submitted to the Extension Programs Officer. (cf. Annex G for Terminal Report Format).

#### **5. Financial Matters**

- 5.1. Funding for the Needs-Assessment Project/Action Research component prior to the formalization and implementation of an extension program shall be requested from the Accounting Office with the endorsement of the Extension Programs Officer (cf. REPO Form 12).
- 5.2. Extension program proposals shall include a proposed budget which covers the costs for the implementation of the projects and their component activities. All needed supplies and expected expenses should be itemized in the line item budget of each project comprising a program (cf. Annex E for Format and Sample).
- 5.3. Once the program proposal and its budget are approved, the Program Coordinator may request the Accounting Office for cash advances, subject to the said office's standard operating procedures in relation to particular line item of expenditures (cf. REPO Form 13).
- 5.4. Requests for budget realignment will be entertained so long as this does not exceed 15% of the original line item budget and that no new budget item is introduced for this purpose. The request requires the endorsement of the Extension Programs Officer in consultation with the REPO Director.
- 5.5. Other than those aforementioned provisions, all financial transactions shall be dealt with by the Accounting Office, subject to its existing policies and regulations.

#### **6. Incentives**

- 6.1. Faculty who are involved in an extension program shall earn corresponding points in their evaluation as prescribed in the Evaluation Manual for Faculty. Evaluation points shall not be accorded to the faculty whose program or project gets terminated due to inability to deliver the expected outputs.
- 6.2. Given the nature of extension, no honorarium shall accrue to those serving in these programs, including the Program Coordinators and the Project Leaders.

- 6.3. All Program Coordinators shall be deloaded three (3) units in a given semester, excluding summer, to give them time for their responsibilities. If there are three or more projects done simultaneously under a particular extension program, the Program Coordinator may be entitled to an additional three (3) units of deloading upon the recommendation of the UEC and the approval of the President.
- 6.4. Depending on the difficulty or demand of the project, an Extension Project Leader may be deloaded three (3) units in a given semester, excluding summer, upon the recommendation of the UEC and the approval of the President.

## **7. Official Communications and Transactions**

- 7.1. All transactions/ communications (on cash advance, requests, etc.) shall be accomplished and signed by the Program Coordinator and to be endorsed by the School Dean and the Extension Programs Officer. Likewise, all communications to the EPMT will be addressed and directed to the Program Coordinator, copy furnished to the Dean.
- 7.2. Official communications from the EPMT that are addressed to the target group, collaborating school/department/institute/foundation cooperating agency, funding agency and other relevant parties relative to extension programs shall be duly endorsed by the School Dean and the Extension Programs Officer. Copy shall be furnished to them likewise.
- 7.3. The Extension Programs Officer shall be furnished copies of official communication from the target groups, cooperating agencies, funding agencies and other relevant parties relative to extension programs.

## **8. Extension Information and Dissemination**

- 8.1. A University Extension Week is to be held annually, whereby action research presentations and other extension-related activities are organized at the levels of the individual schools. This is also the formal forum where action researchers present their findings to the University.
- 8.2. The announcement of activities and the highlights of accomplishments by the different schools/institutes/foundations will be directed to the Publications Officer for information dissemination thru the Extension Programs Officer.
- 8.3. Action research outputs shall be published in the appropriate research journals and other forms of publications.

## **9. Students' Involvement**

- 9.1. Students from a duly recognized student organization may be involved for tasks within their means. Such an arrangement is highly encouraged, as the students' engagement in this kind of endeavor will not only contribute to their academic training but also to their sense of social responsibility.

- 9.2. All student organizations, on the basis of their discipline, are encouraged to support or align their social involvement objectives to the extension programs of their mother school/department.
- 9.3. Any student social involvement activity that is part of an academic requirement or program will not be credited as an extension program.
- 9.4. The involvement of the students in any on- or off-campus extension program undertaking shall be governed by the policies, guidelines, rules and regulations set forth by the Student Affairs Office (SAO).

## **II. POLICIES AND GUIDELINES ON OUTREACH PROJECTS**

### **1. Initiating Outreach Projects**

- 1.1. Outside its involvement in an extension program or in an emergency outreach activity that is organized by the Outreach Committee relative to disaster response and rehabilitation, a department or a duly recognized or accredited student organization may initiate an outreach project relative to disaster preparedness, mitigation and rehabilitation for past victims. Henceforth, the school, department, or a duly recognized or accredited student organization organizing an outreach project will be known as outreach group (OG).
- 1.2. In case a disaster risk reduction and management outreach project is not possible, the School Extension Council (SEC) may opt to organize a regular outreach project.
- 1.3. The SEC may opt to merge departments sharing the same or related disciplines. It may also decide to organize a school-wide outreach initiative rather than per department if the total number of its faculty is less than fifty.
- 1.4. A duly recognized or accredited co-curricular student organization may initiate a collaborative project with its mother school or department.
- 1.5. An office or a recognized or accredited extra-curricular student organization that would like to get involved in an outreach project may align itself to a school/department with which it shares the same or related disciplines.
- 1.6. An outreach group shall be lead by the School Dean or one of his/her Department Heads in case of a school-wide outreach initiative, the Department Head if it is a departmental project, or the head of the student organization for student initiatives.

### **2. Project Processing**

- 2.1. All outreach projects, with the exception of emergency outreach activities, must be formally laid down on paper, complete with all necessary elements/components as set in this supplementary document (cf. Annex I for Project Proposal Format).

- 2.2. The target group's consent (cf. Form 17) has to be secured except for emergency outreach activity. The date for the implementation shall be set in consultation with the target group.
- 2.3. The finalized project proposal together with related documents shall be submitted by the outreach group to the REPO, c/o the Extension Programs Officer who considers the proposal's completeness and compliance with the requirements. The proposal must be submitted at least four months before the start of the first semester.
- 2.4. If a proposal meets the basic requirements, the Extension Programs Officer presents this to the Outreach Committee (OC) for assessment in terms of the set criteria (cf. Annex H for Criteria Checklist). If the proposal passes, the Committee recommends this to the REPO for its endorsement to the Office of the President for approval.

### **3. Project Implementation**

- 3.1. After its approval, an outreach project shall be implemented by a school, department, or student organization following the schedule set vis-à-vis the Academic Calendar.
- 3.2. It can happen that major changes on the projects can occur before its implementation. In such case, the leader of the outreach group shall inform the Extension Programs Officer immediately prior to carrying out such changes.
- 3.3. In the event that a project is deemed not implementable due to circumstances beyond the control of the outreach group, the outreach group should recommend the cancellation of the project. Such cancellation needs the endorsement of the REPO and the approval of the President.

### **4. Project Evaluation and Documentation**

- 4.1. After the project has been successfully implemented, an evaluation should be conducted by the leader and the members of the outreach group selected by the leader.
- 4.2. The basis of evaluation would be the approved proposal. Its focus shall be on the implementation of the project as planned and its possible conversion or integration into an extension program in the future. A report containing such information shall be submitted to the School Dean/Student Organization Adviser and Extension Programs Officer. The report shall be submitted not later than a month after the project was implemented (cf. Annex J for Evaluation and Documentation Format).

### **5. Financial Matters**

- 5.1. Outreach project proposals shall include a proposed budget which covers the costs for the implementation of its component activities. All needed supplies and expected expenses should be itemized in the line item budget of each activity comprising a project (cf. Annex I for Format and Sample).
- 5.2. Funding for an outreach project may be requested from the Accounting Office on the basis of the approved budget.

- 5.3. As much as possible (with the exception of emergency outreach activity), the target group shall have its own share in the cost of the project as reflected in the budget sourcing (cf. Annex I for Format).
- 5.4. Other than those aforementioned provisions, all financial transactions shall be dealt with by the Accounting Office, subject to its existing policies and regulations.

## **6. Incentives**

- 6.1. Faculty who are involved in an outreach project shall earn corresponding points in their evaluation as prescribed in the Evaluation Manual for Faculty. Such points shall not be accorded to the faculty whose project had been cancelled due to inability to deliver the expected outputs.
- 6.2. Given the nature of outreach, no monetary remunerations shall accrue to those serving in these projects.

## **7. Official Communications and Transactions**

- 7.1. All transactions/communications shall be accomplished and signed by the outreach group leader and to be endorsed by the School Dean/Student Organization Adviser. Likewise, all communications to the outreach group will be addressed and directed to its leader, copy furnished to the School Dean/ Student Organization Adviser.
- 7.2. Official communications from the outreach group that are addressed to the target group and other relevant parties relative to outreach projects shall be duly endorsed by the School Dean/ Student Organization Adviser and the Extension Programs Officer. Copy shall be furnished to them likewise.
- 7.3. The Extension Programs Officer shall be furnished with copies of official communication from the target groups, cooperating agencies, funding agencies and other relevant parties relative to outreach projects.

## **8. Students' Involvement**

- 8.1. The involvement of the students in any on- or off-campus extension program undertaking shall be governed by the policies, guidelines, rules and regulations set forth by the Student Affairs Office (SAO).

## Annex A

## THE EXTENSION PROGRAMS OFFICER

Being the person in-charge of supporting and coordinating different extension initiatives in the University, the Extension Programs Officer of the Research, Extension and Publications Office (REPO) shall have the following responsibilities:

1.	To endorse funding requests for needs-assessment project/action research
2.	To consider the extension program proposal and related documents' completeness and compliance with requirements
3.	To formally present the extension program proposal to the University Extension Council once it had met the basic requirements, with the approval and consent of the REPO Director
4.	To compile financial records of extension programs that will be parallel to that of the Accounting Office for documentation
5.	To spearhead a well-coordinated and systematic emergency outreach for immediate assistance to victims of disasters and calamities and endorse other outreach initiatives in consultation with the Outreach Committee for the approval of the President
6.	To receive periodic reports from the EPMT following the Activity Plan for each Project
7.	To note official communication addressed to target groups, cooperating agency, funding agency and other relevant parties relative to extension programs
8.	To compile official letters and communications emanating from the target group, cooperating agency, funding agency and other relevant parties relative to extension programs
9.	To endorse programs' budget re-alignment
10.	To represent the University in matters relating to extension
11.	To revise or amend some provisions of the Extension Program MOPG upon the recommendation of the University Extension Council with the Corps of School Deans and the Dean of Student Affairs
12.	To prepare all the necessary materials and documents relative to the accreditation of the University's extension programs
13.	To devise ways to address the recommendations of accrediting bodies regarding the University's extension programs
14.	To procure and disseminate latest CHED circulars relative to extension
15.	To steer the successful celebration of "University Extension Week"
16.	To serve as the focal point in the production of the publication for SLU extension program
17.	To find sources of funding in order to assist the schools in financing their extension initiatives

## Annex B

## THE EXTENSION PROGRAM COORDINATOR

1.	The School Extension Council shall recommend an Extension Program Coordinator who will oversee the details in the designing, implementation, monitoring and evaluation of an extension program.
2.	There shall only be one coordinator per extension program.
<b>Eligibility</b>	
	An Extension Program Coordinator must be a regular staff. (This provision does not apply to the faculty members of the Schools of Law and Medicine.)
<b>Qualifications</b>	
1.	He/ She has leadership and management skills.
2.	He/ She has commitment in serving the community.
3.	He/ She is able to work as a member of a team.
4.	He/ She is able to uphold democratic procedures and participatory decision-making.
5.	He/ She is able to assure fairness in all endeavors.
6.	He/ She has high regard for scholarship and integrity.
<b>Duties and Responsibilities</b>	
1.	to study the background and nature of the problem to be addressed through action research/needs-assessment study
2.	to form a Needs-Assessment Project Team and seek the endorsement of the Extension Programs Officer for its funding by the Accounting Office
3.	to tap Project Leaders subject to the concurrence of the School Extension Council (SEC)
4.	to finalize program title, overall goal, outcomes and objectives with the Project Leaders
5.	to prepare the program proposal with the attachments and discuss it to the UEC
6.	to immediately inform the Extension Programs Officer when the need to do major changes occurs to the program or to project
7.	to prepare formal invitation to a school/department/office/institute/foundation if there is a need for collaboration
8.	to see to it that the specifics of the implementation of the program are observed as specified in the activity plan
9.	to submit periodic report to the Extension Programs Officer
10.	to take the lead in informing people about the program as well as efforts to motivate and serve the target group through publication of brochures, press releases, and utilization of the University's website
11.	to take the lead in evaluating the program's outcomes and impact
12.	to prepare and submit to the Extension Programs Officer the program's terminal report
13.	to conduct sound financial management and make financial request/s from the Accounting Office during the program implementation
14.	to serve as the link between the Extension Programs Officer and the school/department
15.	to actively participate in the decision-making as an <i>ex-officio</i> member of the School Extension Council
<b>Appointment</b>	
	The appointment of an Extension Program Coordinator shall be subject to the policies, guidelines, procedures and protocols governing all other appointments in the University. The term of appointment of the Program Coordinator shall be for one semester, subject to renewal for the succeeding semester/s depending on the duration of the program as well as on the recommendation of the REPO in consultation with the School Extension Council. Such tenure automatically expires once the program is discontinued or terminated.

## Annex C

## THE EXTENSION PROJECT LEADER

1.	The Extension Program Coordinator shall select a Project Leader who will assist in the designing, monitoring and evaluation of the program. The Project Leader shall head a Project Team who will plan and implement one of the component projects of an extension program. The Project Leader shall also sit as a member of the Program Management Team, to be headed by the Extension Program Coordinator, who will plan, implement, monitor, and evaluate a particular extension program.
2.	There shall only be one leader per project.
<b>Eligibility</b>	
	A Project Leader must be a regular staff. (This provision does not apply to the faculty members of the Schools of Law and Medicine.)
<b>Qualifications</b>	
	The qualifications for a Project Leader shall be the same as of those of the Program Coordinator.
<b>Duties and Responsibilities</b>	
1.	to assist the Extension Program Coordinator, in his/her capacity as member of the Program Management Team, in finalizing the program title, overall goal, outcomes and objectives together
2.	to tap faculty to become a member of the Project Team
3.	to lead the Project Team in putting up the details of the project, i.e., component activities, time line, costs, etc.
4.	to lead and oversee the Project Team in the implementation of the project as planned
5.	to inform the Extension Program Coordinator when the need to do major changes in the project arises
6.	to lead the Project Team in conducting project evaluation and formulation of relevant recommendations
7.	to prepare periodic reports to be submitted to the Program Coordinator
8.	to actively participate in the evaluation of the program's outcomes and impact
9.	to assist the Extension Program Coordinator in the preparation of the program's terminal report
10.	to conduct sound financial management in the project
11.	to serve as the link between the Project Team and the Extension Program Coordinator

## Annex D

## CHECKLIST OF CRITERIA FOR EXTENSION PROGRAM PROPOSAL

<b>Relevance to academic and research programs</b>		
	Is the program strongly linked to teaching and research that is appropriate to the identity of SLU as a higher learning institution?	10 pts.
	Is it going to be built and maintained on the basis of the existing academic/research programs that the school is offering?	5 pts.
<b>Collaborative and participatory</b>		
	Does it involve the input and collaboration of the target group?	5 pts.
	Is the target group willing to take part in the implementation, monitoring and evaluation of the program?	5 pts.
	Are there assurances that cooperating agencies will support the program?	5 pts.
<b>CICM Mission-oriented</b>		
	Does the program promote social transformation and is in line with the CICM pastoral priorities?	10 pts.
<b>Financing and Sustainability</b>		
	Is the program not financially demanding so as not to sap the financial resources allotted by the school/department and the University for extension purposes?	5 pts.
	Is there a good number of appropriate personnel who will implement the program both on the side of the school and the target group?	5 pts.
	Is there any external funding agency that shall support the program?	5 pts.
<b>Evidence- based Need and Significance</b>		
	Does the program have a clearly stated background, significance, intended outcomes and projects to support and realize the objectives?	5 pts.
	Are there formal studies, community assessments and problem analyses that were conducted?	5 pts.
	Does the program have specific and measurable results?	5 pts.
<b>TOTAL</b>		<b>70 pts.</b>

N.B.: Only those proposals with scores of 58 points and above are eligible for consideration by the UEC.

## Annex E

## PROGRAM PROPOSAL FORMAT

**I. TITLE.** This is the distinctive name given to the extension proposal, which describes the scope of work in specific, clear and concise terms.

**A. Implementer.** This refers to the School, Department, Extension Institute or Foundation that will implement the program.

**B. Extension Program Management Team**

**B.1. Program Coordinator.** This refers to the head of the program who is in charge of the identification of the program's overall goal, outcome and objectives, as well as in the monitoring of various projects and evaluation of the program.

**B.2. Program Team Members.** This comprises all Project Leaders.

**C. Target Group.** This refers to the specific sector in the community who shall benefit the most from the overall goal, outcomes and objectives of the program (i.e., farmers, children, urban poor, women, teachers, etc.)

**D. Cooperating Agencies.** These refer to the government organizations (GO's), non- government organizations (NGO's), and people's organizations (PO's) that are involved in the program.

**E. Duration.** This pertains to the timeframe of the program.

**F. Proposed Budget.** This is the estimated or projected expenditures for all projects and activities.

**II. PROGRAM DETAILS**

**A. Background Information and Statement of the Problem.** This part refers to the overview of the program discussing the factors that led to the conceptualization of the problem/s, through the use of action research, which the program implementer hopes to solve through relevant intervention.

**B. Overall Goal.** This is the general statement about what the program intends to accomplish.

**C. Component Projects, Outcomes, and Budget.** For each of the outcome statements, a corresponding objective or objectives shall be formulated (cf. Project Details). In order to realize the objective, a support structure has to be created in the form of a project.

**C.1. Component Project.** A component project is a set of activities designed to realize a particular objective leading to an achievement of a desired outcome in a program. The component projects may include the needs assessment prior to the implementation of the program.

**C.2. Outcomes.** These are the positive changes that are intended for the target group. These should be measurable on the basis of their indicators and targets and should not be confused with outputs.

Component Project Title	Outcome	Budget
		Php
TOTAL:		Php

**E. Scholarly Connection.** This pertains to the contribution of the program in the advancement of knowledge. Generally, the study that had been made is submitted to a journal for publication or

packaged into modules/monographs than can enhance classroom instruction or future extension programs.

### III. PROJECT DETAILS

Each project should be accompanied by a mini-proposal on its own, specifying the following:

**A. Project Title.** This describes the scope of the work of the project in specific, clear and concise terms relative to the outcome that it intends to achieve through the objective/s that it needs to realize.

#### B . Project Team.

**B.1. Team Leader.** This refers to the head of the team who will be involved in a specific project.

**B.2. Team Members.** This refers to the faculty and student organization/s who will be involved in the planning and implementation of the project under the leadership of a project leader.

**C. Objective.** This pertains to specific ways that are to be carried out in a project in order to achieve the desired outcome. As a general rule, an objective should also be measurable, realistic, specific and time bound.

#### D. Activity Plan and Timeline.

**D.1. Activities.** These are the specific undertakings comprising a project in order to realize an objective. These are more focused in terms of scope and shorter in terms of timeframe.

**D.2. Outputs.** These pertain to the resultant products or the total number of people that had been served in the activity.

**D.3. Timeline.** This pertains to the schedule of the completion of objectives.

**D.4. Personnel.** These are the faculty, staff or students who are involved in the implementation of an activity within a project.

Activities	Outputs	Timeline	Personnel	Budget
				Php

**E. Line Item Budget.** This pertains to the overall expense related with the program. Here is the format and sample:

BUDGET ITEM	PARTICULARS	SUB-TOTAL	ESTIMATED COST
<b>1. Operating Costs</b>			<b>00,000.00</b>
1.1 Supplies	1.1.1. Ink cartridge: HP (P1,000.00/pc. x 3)	0	
	1.1.2. USB: 1G (P1,000.00/pc. X 2)	0	
	1.1.3. Bond papers – subs 16(P120.00/ream x 2 reams)	0	
	1.1.4. Etc.	0	0,000.00
1.2 Communication	1.2.1. Cell cards (P300/pc. x 4)	0	
	1.2.1. Etc.	0	0,000.00
1.3 Documentation	1.3.1. Cassette tapes: 60 mins (P90.00/pc. x 20)	0	
	1.3.2. Batteries: Size AAA (P60.00/pair x 20)	0	00,000.00
1.4 Etc.	1.3.3 Etc.	0	
<b>2. Travel Costs</b>			<b>00,000.00</b>

2.1 Fare	2.1.1. Bus Fares to and from Brgy Dos ( P50.00/trip x 2 x 6 trips )	0	
	2.1.2. Rent of van/jeepney (P500/trip x 3 days x 6 trips)	0	
	2.1.3. Taxi fare within Baguio (P100 x 2 x 6 trips)	0	0,000.00
2.2 Food Expense	2.2.1. Meals (120/meal x 3 meals x 3 days x 6 trips)	0	
	2.2.2. Snacks (50/snack x 2 snacks x 3 days x 6 trips)	0	0,000.00
2.3 Etc.	2.3.1 Etc.	0	0,000.00
<b>3. Others</b>			<b>00,000.00</b>
<b>TOTAL BUDGET</b>			<b>000,000.00</b>

Note: Budget items will necessarily have to vary from one project to another.

**IV. REFERENCES.** These are the authoritative sources of information used to ascertain the claims that were stated in the Background and Statement of the Problem.

#### **V. DOCUMENTARY ATTACHMENTS**

##### **A. Program Proposal documents may include:**

1. a comprehensive assessment report and paraphernalia, i.e. survey questionnaire
2. a written consent from a target group (cf. REPO Form 10)
3. the location map showing the site/s or area/s where the program/project is going to be conducted
4. document/s relative to an approved funding from other donor/s or source/s, if applicable
5. written manifestation of cooperation from Cooperating Agency, if applicable (cf. REPO Form 11)

##### **B. Periodic Report documents may include:**

1. instructional materials, i.e. design, module or brochure;
2. for an enterprise, a business plan;
3. for communication and information dissemination, the name of the radio or television station, newspaper and the copy of printed materials;
4. for technical assistance and advisory services, the names of agencies, organizations, associations and other groups to be served;
5. for technology transfer and utilization, a written research output;
6. plan/s, drawing/s, specifications for infrastructure, machinery and equipment, etc.;
7. specific guidelines relative to the implementation of the program or component project/s;
8. pictures and if possible, video recordings;
9. receipts or vouchers (for Accounting Office);
10. attendance reports (cf. REPO Form 14)

##### **C. Program Terminal Report may include:**

1. a copy of action research output as basis for extension program;
2. an approved and signed copy of MOU or MOA, if applicable;
3. budget sourcing (cf. REPO Form 15)

Annex F

## TARGET GROUP NEEDS DIAGNOSIS REPORT

This shall be the format for the Needs- Assessment Report:

### **I. Proposed Program Title:**

#### **Project Team:**

- Leader:
- Members:

### **II. Report Proper:**

#### **A. Introduction**

- Issue/Problem to be addressed
- The target group and reason/s for choosing it

#### **B. Method**

- Data-gathering techniques and reasons for employing these
- Dates, venues

#### **C. Findings and Discussion**

#### **D. Implications for Program Intervention**

#### **E. References** (if applicable)

### **III. Annexes** (if applicable)

- Interview Guide
- Guide questions
- List of interviewees
- Interview documentation
- Minutes of meetings with group representatives/members
- Etc.

## Annex G

## TERMINAL REPORT FORMAT

**I. Program Title:****A. Implementer****B. Extension Program Management Team:****B.1. Program Coordinator:****B.2. Members:****C. Target Group:****II. Executive Summary:****A. Program Logic Model:**

<b>OBJECTIVES</b>	<b>INPUTS</b>	<b>ACTIVITIES</b>	<b>OUTPUTS</b>	<b>OUTCOMES</b>

**A.1. Objectives.** (cf. Project Details, Annex E for Description)

**A.2. Inputs.** These refer to the financial, human or physical resources and other materials used in the program.

**A.3. Activities.** (cf. Project Details, Annex E for Description)

**A.4. Outputs.** (cf. Project Details, Annex E for Description)

**A.5. Outcomes.** (cf. Program Details, Annex E for Description)

**B. Findings and Discussion****C. Conclusion and Recommendations****III. Attachments** (if applicable, cf. Annex E)

## Annex H

## CHECKLIST OF CRITERIA FOR OUTREACH PROJECT PROPOSAL

<b>Relevance to academic and extension programs</b>		
	Is the project related to disaster risk reduction and management? If it is a regular outreach project, is it going to be built and maintained on the basis of the existing academic and research programs of the school?	5 pts.
	Can it be easily repackaged into an extension program for future purposes?	10 pts.
<b>CICM Mission- oriented</b>		
	Is the project in line with the CICM pastoral priorities?	10 pts.
<b>Financing</b>		
	Is the project not financially demanding so that it cannot sap the financial resources allotted by the school/department and the University for outreach purposes?	5 pts.
	Is the target group willing to share its counterpart in terms of its physical or financial resources in the implementation of the project?	5 pts.
	Is there any external funding agency that shall support the project?	5 pts.
<b>Significance</b>		
	Is it going to cater to pressing and legitimate community needs?	10 pts.
<b>TOTAL</b>		50 pts.

N.B.: Only those proposals with scores of 40 points and above are eligible for consideration by the Outreach Committee.

Annex I

## OUTREACH PROJECT PROPOSAL FORMAT

**TITLE:****A. Brief Description and/or Rationale of the Outreach Activity/Service:**


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**B. Target Group and Reasons for Choosing it :**


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**C. Date of Implementation:** \_\_\_\_\_**D. Objective, Activities, Outputs, Personnel and Budgeting:**

Objective	Activities	Outputs	Personnel	Budget

**E. Line Item Budget: (Format and Sample)**

BUDGET ITEM	PARTICULARS	SUB-TOTAL	ESTIMATED COST
<b>1. Operating Costs</b>			<b>00,000.00</b>
1.1 Supplies	1.1.1. Ink cartridge: HP (P1,000.00/pc. x 3)	0	
	1.1.2. USB: 1G (P1,000.00/pc. X 2)	0	
	1.1.3. Bond papers – subs 16(P120.00/ream x 2 reams)	0	
	1.1.4. Etc.	0	0,000.00
1.2 Communication	1.2.1. Cell cards (P300/pc. x 4)	0	
	1.2.1. Etc.	0	0,000.00
1.3 Documentation	1.3.1. Cassette tapes: 60 mins (P90.00/pc. x 20)	0	
	1.3.2. Batteries: Size AAA (P60.00/pair x 20)	0	00,000.00
1.4 Etc.	1.3.3 Etc.	0	
<b>2. Travel Costs</b>			<b>00,000.00</b>
2.1 Fare	2.1.1. Bus Fares to and from Brgy Dos ( P50.00/trip x 2 x 6 trips )	0	

	2.1.2. Rent of van/jeepney (P500/trip x 3 days x 6 trips)	0	
	2.1.3. Taxi fare within Baguio (P100 x 2 x 6 trips)	0	0,000.00
2.2 Food Expense	2.2.1. Meals (120/meal x 3 meals x 3 days x 6 trips)	0	
	2.2.2. Snacks (50/snack x 2 snacks x 3 days x 6 trips)	0	0,000.00
2.3 Etc.	2.3.1 Etc.	0	0,000.00
<b>3. Others</b>			<b>00,000.00</b>
<b>TOTAL BUDGET</b>			<b>000,000.00</b>

### F. Budget Sourcing: (Format)

Counterpart of the University	Counterpart of the Outreach Group	Counterpart of the Target Group*	Other Source/s of Funding	Total

\_\_\_\_\_  
 Outreach Group Leader  
 (Signature above Printed Name)

Contact Information:

CP/Landline: \_\_\_\_\_

Email address: \_\_\_\_\_

Endorsed by:

\_\_\_\_\_  
 Dean/Adviser

\_\_\_\_\_  
 Extension Programs Officer

\*The counterpart of the Target Group may be in cash or in kind (including services).

Cc:  
 Dean/Adviser

Annex J

## OUTREACH EVALUATION AND DOCUMENTATION FORMAT

This shall be the format for the outreach evaluation report:

**I. Project Title:** \_\_\_\_\_

**II. Target Group:** \_\_\_\_\_

**III. Date of Implementation:** \_\_\_\_\_

**IV. Report Proper:**

**A. Objective, Activities, Outputs, Personnel and Budgeting:**(In order to evaluate and prepare a report for the project that was implemented as, filling up this matrix with accurate data will be helpful:)

Objective	Activities	Outputs	Personnel	Budget

**B. Discussion:** (These are the guide questions that one can use in analyzing and discussing the data on the table/matrix:)

1. Were the number of personnel and the amount of budget enough to accomplish the activities?
2. Did the activities produce the desired outputs?
3. Did the activities and outputs fulfill the objective of the project?
4. Were there some changes introduced during the implementation of the project?
5. Did these changes affect either positively or negatively the implementation of the project?
6. Were there other problems encountered in the implementation of the project? If yes, were these problems addressed and how?
7. Are there any suggestions or recommendations that might be helpful in organizing a similar project in the future or for repackaging the project into an extension program?
8. Is the project helpful to the target group?

\_\_\_\_\_  
 Outreach Group Leader  
 (Signature above Printed Name)

Endorsed by:

\_\_\_\_\_  
 Dean/Adviser

\_\_\_\_\_  
 Extension Programs Officer

Cc:  
 Dean/Adviser  
 OC/REPO

REPO Form 10

MANIFESTATION OF CONSENT FROM THE TARGET GROUP FOR EXTENSION

Date: \_\_\_\_\_

To the University President:

May I inform your Office of our willingness to enter into a partnership with the (School/Department/ Extension Institute) of St. Louis University in their Extension Program entitled \_\_\_\_\_  
from (Month and Year) up until the Program's termination.

\_\_\_\_\_  
(Signature above Printed Name)

\_\_\_\_\_  
Designation (if applicable)

\_\_\_\_\_  
Community/Barangay/Organization

Contact Information:

Address: \_\_\_\_\_

CP/Landline: \_\_\_\_\_

Email address: \_\_\_\_\_

- Cc:
- EPMT
- REPO
- UEC
- SEC

REPO Form 11

MANIFESTATION OF COOPERATION FOR EXTENSION

Date: \_\_\_\_\_

To the University President:

May I inform your Office of our willingness to cooperate with the (School/Department/ Extension Institute) of St. Louis University in their Extension Program with the title \_\_\_\_\_

from (Month and Year) up until the Project/Program's termination.

\_\_\_\_\_  
(Signature above Printed Name)

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Office/Agency/Institute

Contact Information:

Address: \_\_\_\_\_

CP/Landline: \_\_\_\_\_

Email address: \_\_\_\_\_

- Cc:
- EPMT
- REPO
- UEC
- SEC

REPO Form 12

EXTENSION REQUISITION FORM

Extension Program Title:

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Date: \_\_\_\_\_

To the Accounting Office:

May I request the amount of (Php \_\_\_\_\_) for the Needs- Assessment Project.

The breakdown of the requested amount is as follows:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Program Coordinator  
(Signature above Printed Name)

Endorsed by:

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Extension Programs Officer

Cc:  
EPMT  
Dean  
REPO

REPO Form 13

EXTENSION CASH ADVANCE FORM

Extension Program Title:

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Date: \_\_\_\_\_

To the Accounting Office:

May I request a cash advance for the following needs as specified in the Extension Program Proposal's approved budget:

Budget Item	Particulars	Qty	Unit	Unit Cost	Total
Total amount requested:					

Requested by:

\_\_\_\_\_  
Program Coordinator

Endorsed by:

\_\_\_\_\_  
Dean

Endorsed by:

\_\_\_\_\_  
Extension Programs Officer

Approved for release:

\_\_\_\_\_  
Vice-President for Finance

Cc:  
EPMT  
Dean  
REPO











REPO Form 17

MANIFESTATION OF CONSENT FROM THE TARGET GROUP FOR OUTREACH

Date: \_\_\_\_\_

To the University President:

May I inform your Office of our willingness to enter into a partnership with the (School/Department/ Student Organization) of St. Louis University in their Outreach Project entitled \_\_\_\_\_

on (mm/dd/yy). The details of our partnership are as specified in the outreach project proposal.

\_\_\_\_\_  
(Signature above Printed Name)

\_\_\_\_\_  
Designation (if applicable)

\_\_\_\_\_  
Community/Barangay/Organization

Contact Information:

Address: \_\_\_\_\_

CP/Landline: \_\_\_\_\_

Email address: \_\_\_\_\_

Cc:  
OC/REPO

REPO Form 18

MANIFESTATION OF COOPERATION FOR OUTREACH

Date: \_\_\_\_\_

To the University President:

May I inform your Office of our willingness to cooperate with the (School/Department/ Student Organization) of St. Louis University in their Outreach Project with the title \_\_\_\_\_ . The details of collaboration are as specified in the outreach project proposal.

\_\_\_\_\_  
(Signature above Printed Name)

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Office/Agency/Institute

Contact Information:

Address: \_\_\_\_\_

CP/Landline: \_\_\_\_\_

Email address: \_\_\_\_\_

Cc:  
OC/REPO