Republic of the Philippines

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

EXTENSION SERVICES CENTER

OPERATION MANUAL
2018-2022

The University of Southern Mindanao
EXTENSION SERVICES CENTER

HISTORICAL BACKGROUND

Extension is one of the four-fold functions of the University of Southern Mindanao. Along with research and agro-industrial production, extension is supportive of the University's main function of instruction.

As soon as the Mindanao Institute of Technology (MIT), now the University of Southern Mindanao, was opened, extension was already recognized as one of its functions, being a state land grant college. However, there was no formal structure yet. Extension was performed mostly upon request of organized groups and individual end-users of farm technologies. The department head of the Agriculture Department and later on, chairman of the Agricultural Education and Extension Department was in-charge of the extension services. Most of the extension services were on the distribution of planting materials (seeds and seedlings), either free of charge or at a minimal cost.

It was during the first decade of MIT's existence that rubber planting was popularized under the administrative leadership of MIT President Dominador D. Clemente, who took over the helm of the administration in 1958. He initiated the establishment and expansion of a rubber nursery. New high yielding clones were imported from Malaysia. Later on, planters from as far as Zamboanga provinces procured budded seedlings from MIT. Correspondingly, rubber technicians were requested from the college to assist in establishing rubber plantations elsewhere in Mindanao. As a support mechanism, a one-year post-secondary curriculum on Rubber Technology was instituted. Graduates of that curriculum were in high demand as a result of the expanding rubber plantations in Mindanao.

As part of academic work, field laboratory in the course "Methods of Extension" was undertaken by the students in nearby barangays under the guidance of their professor.

TOWARDS A FORMAL EXTENSION PROGRAM

Extension was formalized with the advent of the United Nations Educational and Cultural Organization (UNESCO) program entitled "Strengthening Agricultural Education at the Mindanao Institute of Technology." This was a five-year UNESCO assisted program in 1965-1970. The UNESCO Team included extension and farm management experts and other supportive personnel such as those in agronomy, animal science, engineering, home economics and farm mechanization. With local counterparts from among the faculty, extension projects were set up in some selected barangays. In certain cases, the local extension staff counterparts took over and continued the extension activities set up by the UNESCO in the selected barangays.

The other catalyses of extension with which the MIT forged working linkage were the Southeast Asia Regional Center for Agriculture (SEARCA); National Manpower and Youth Council (NMYC); Agricultural Education Outreach Program (AEOP), and others.

In connection with the voluntary rural services required by the government, a community-centered outreach program dubbed as "Project BEAUTIFULL" was undertaken by USM key personnel at Barangay Sagcongan, President Roxas, North Cotabato.

The USM-SEARCA Social Laboratory, a five-year assisted program, was a replication of the SEARCA pilot program in Pila, Laguna, in cooperation with the University of the Philippines at Los Baños, Laguna (UPLB) extension unit.

The USM-SEARCA Social Laboratory was implemented in the selected barangays (Bannawag, Dagupan, and Upper Paatan). Being a comprehensive development program, the social laboratory was implemented by a technical team consisting of agronomists, animal husbandmen, and agricultural economists.

The NMYC-Assisted project was entitled "National Agricultural Skills Training Project (NASTP)". The beneficiaries included out-of-school youths and adults in Barangays Cuyapon, and Magatos, Kabacan and New Antique, Mlang, Cotabato.

The AEOP, a USAID-Assisted project, was a tie-up development program between USM and the then Department of Education, Culture and Sports (DECS). Beneficiaries included farmer leaders and out-of-school youths. Practicum students were also involved by assigning each of them to a farmer cooperator in preparing farm budget and in farm management. (RTC-RD), now the Agricultural Training Institute (ATI). In certain cases, training programs were funded by sponsoring agencies, either local or foreign. Lecturers or resource persons in agriculture and social sciences were tapped from among the USM faculty.

Organized groups invariably requested in-campus trainings and seminars on various subjects at varying periods. This scheme of extension activity was undertaken in close coordination with the Regional Training Center for Rural Development (RTC-RD), now the Agricultural Training Institute (ATI). In certain cases, training programs were funded by sponsoring agencies, either local or foreign. Lecturers or resource persons in agriculture and social sciences were tapped from among the USM faculty.

AFFORDING COMPREHENSIVE EXTENSION PROGRAMS AND SERVICES

At the turn of the 21st century, the challenge being posed to higher educational institutions (HEIs) in the country is to deliver not only quality instruction but also to address the gaps between research and extension. It has been observed that research outputs oftentimes are not translated into useful source of information and technology for the improvement in the quality of life. In the advent of technological change, service providers of extension programs are greatly confronted to contribute in the realization of various local, regional, national and

global agenda towards sustainable development.

The effectiveness of any extension endeavor is made possible with strong leadership of knowledge generators and ***people making an impact***. The need of time is to seriously look at the real and felt needs of target beneficiaries and partner communities. The faculty, staff, students and researchers are highly encouraged to be deeply involved in community partnership, linkaging and networking in order to sustain extension initiatives. The real essence of USM is making herself more visible with greater impact to its environs and constituents it serves.

In the current context, one of the challenges to HEIs is to take initiatives that will help connect the classroom to the community, and in the process, infuse undergraduate and graduate education with the kind of real-world, problem-solving exercises that enhance student comprehension. As stipulated in CHED Handbook on Typology, Outcomes Based-Education (OBE) and Institutional Sustainability Assessment (ISA), a university like USM is "to contribute to nation building by providing highly specialized educational experiences to train experts in the various technical and disciplinal areas and by emphasizing the development of new knowledge and skills through research and development." Moreover, in order to attain its mandate, universities should have:

- *Outreach activities that allow the students, faculty, and research staff to apply the new knowledge they generate to address specific social development problems, broadly defined.*

In the ISA Framework, one of the key result areas that a university should consider is a strong "relations with the community (extra-curricular linkages, service learning, outreach)." In this context, the USM-ESC as a support unit to its academic endeavor towards excellence in community engagement will serve as a provider of extension programs that are responsive to the needs of the community for people empowerment and self-reliance.

VISION

A developed and progressive Mindanao resulting from a good mix of trained manpower, updated and modern technologies, sufficient financial support and quality education of development key players and service providers.

MISSION

Facilitate transfer of applicable packages of technology and dissemination of useful information generated, developed and adopted by the University with the end view of enhancing the development and accelerating growth in terms of per capita income and socio-economic well-being of the clientele, most especially, the less fortunate and underprivileged populace of the University's service regions.

GOAL

The University of Southern Mindanao aims to make available its technical assets, capabilities and expertise to its service areas where these are needed, useful and relevant.

OBJECTIVES

Guided by its vision, mission and goal, the USM-Extension Center pursues the following objectives:

1. inter-relate functions of USM Extension with the goals and objectives of the various POs, GOs and NGOs; (network and linkage)
2. serve as agent for development through the conduct of needed and relevant seminars, workshops, trainings, fora, etc; (promotion)
3. enhance development through proper and timely orchestration of local (indigenous) and introduced resources: (utilization)
4. optimize limited resources to the less fortunate and underprivileged citizens of the depressed areas within its services areas;
5. provide specialists to serve as consultants, advisers and other similar functions for various development projects and trainings as needed; and
6. deliver relevant and culture-sensitive development programs to its clientele within its service areas.

PHILOSOPHIES

Instituted to augment the University's contribution to the development of Mindanao, the University Extension Services Center (UESC) is guided in its operation by the following philosophical considerations:

1) Extension is a university-wide function with each academic unit expected to undertake extension activities along its subject matter areas of concern and expertise in cooperation and coordination with other units of the University;

2) The communication of research results and useful information to end-users, the University Extension does it indirectly through extension agencies or change agents;

3) The University Extension Program is carried out by designated extension coordinators of the various colleges/units under the overall management of the Office of the Director for Extension;

4) The University Extension is closely linked with instruction, research and production in a manner that complements each other; and

5) The Center undertakes action research in cooperation with other agencies in order to validate extension approaches and strategies.

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PRINCIPLES

The USM Extension Service Center is guided by the following principles:

1. Extension activities are essentially non-formal and carried out on the clienteles' farms, homes and barangays;
2. Extension links and networks with other organizations such as GOs, NGOs and POs;
3. Extension diffuses information to the development partners and vice-versa;
4. Extension works with heterogeneous clients and partners;
5. Extension works with the people and with what they have; and
6. Extension work involves all the people in problem identification, organization, program planning, decision making, program execution/implementation and evaluation of extension activities.

THE USM Extension Service Thrusts

The USM Extension service is essentially geared towards human resource development resulting in physical, socio-cultural, economic and political well being. Contributing to this end are the following programs with flexibility relative to strategies and implementation:

1. **Training.** These are non-credit training programs conducted in-or-off campus to provide participants with technical and practical competence in various fields of human endeavor. The clients are provided with skills for employment and for increasing efficiency in their farm business. Capabilities of personnel from development agencies are upgraded and enhanced. For unemployed and underemployed, they are taught certain skills or trade useful for employment or self-employment.

2. **Information/Communication.** This program disseminates research findings and encourages their application for better living. It is carried out through bulletins, journals, manuals, leaflets, circulars, feature articles, and press releases or through a team of specialists called the USM Technical Mobile Team.

3. **Demonstration/Action Program.** This is in effect teaching by example. Result and method demonstration projects shall be conducted and established in strategic places of the service areas or out of USM by each college/unit as means of effecting change among the clientele.

4. **Farm and Business Advisory/Technical Assistance.** This program is aimed at making available the services of all the members of the University faculty and staff to the clientele. Activities,

DUTIES AND RESPONSIBILITIES OF EXTENSION PERSONNEL

Vice President for Research for Development and Extension (VP-RDE)

1. Orchestrates all RDE resources and harmonizes functions of offices directly and indirectly under the Office of the VP for RDE;

2. Supervises and monitors all heads of offices under the Office of the VP for RDE;

3. Explores and exerts efforts in fund resources generation;

4. Spearheads the formulation of major RDE plans and programs;

5. Initiates or establishes institutional and non-institutional linkages with GOs, NGOs, POs, foreign institutions/countries and other academic institutions with RDE concerns to increase RDE funding capabilities;

6. Maintains close coordination and cooperation with other heads of regional, national and international research centers/institutions for more effective and efficient transfer of sustainable technologies to end-users and for strong feed backing of RDE services' impact in the rural areas;

7. Undertakes productive measures to ensure productivity and efficiency of the office personnel and represent them in their employment grievances;

8. Prepares and submits reports, plans, budgetary proposals and other documents deemed necessary by concerned authorities;

9. Advises the University President on matters related to research, development and extension and the like; and

10. Performs other functions deemed necessary or may be delegated to him/her by higher authorities.

Director

1. Directly supervises all staff of the USM-ESC;

2. Spearheads and assumes leadership and responsibility in the planning, implementing, monitoring and evaluation of the extension programs and staff development.

3. Initiates and establishes linkages with GOs, NGOs, POs, LGUs and other academic institutions with development concerns thru extension;

4. Maintains close coordination and cooperation with directors of available research centers/institutions for more effective and efficient transfer of sustainable technologies to

end-users, and for strong feed backing of extension services impact on the rural areas;

5. Ensures proper use of USM-ESC's supplies and materials, facilities and equipment;

6. Undertakes productive measures to ensure productivity and efficiency of the office personnel and represent for their employment grievances;

7. Provides and submits reports, plans, budgetary proposals and other documents deemed necessary by concerned authorities;

8. Assists the Vice President for Research and Extension in undertaking related activities;

9. Issues memoranda, guidelines and policies or amendments thereto relative to USM Extension Programs and priorities and approves DTRs, TOs and other communications of the Center;

10. Promotes and observes solidarity, teamwork, professionalism, accountability, self-discipline and productivity among personnel at the Center; and

11. Performs such other functions as maybe delegated to him/her by higher authorities.

College Extension Coordinators (Academic)

1. Acts as a Liaison Officer between the Director for Extension and the various colleges/units on extension matters;

2. Coordinates and collects extension proposals from each department/ college/units in consultation with the deans/directors to the URDEC Extension Committee for technical review, evaluation and recommendation;

3. Consolidates and prepares a summary of all completed programs/ projects and progress reports for on-going extension programs in their colleges;

4. Prepares the summary of extension activities of students and faculty members to be included in the college annual reports (copy furnished UESC);

5. Keep copies of extension reports of students and faculty members;

6. Performs a major role in accreditation-related extension concerns;

7. Maintains an Office where students, faculty members and other extension workers can make use of available supplies and materials and other extension-related needs;

8. Conducts a periodic-in-house review in the college;

9. Coordinate workshops in the college on the preparation of extension proposals and prioritization of the same; and

10. Facilitates the publication and promotion of extension accomplishments through popularized articles, monographs, newsletters and internet.

Training Specialist

1. Assists the Director for Extension in the overall management and supervision of USM-ESC staff programs/projects/activities;

2. Spearheads Training program planning, monitoring and evaluation of USM-ESC;

3. Assists the director in planning, organizing and preparing of budgetary proposals for the unit;

4. Performs such other functions as may be delegated to him/her by the Director for Extension or higher authorities.

IEC In-charge

1. Designs and lay-out IEC materials;

2. Assist in the conduct of extension action researches;

3. Assists in extension program documentation, assessment and evaluation;

4. Guides visitors during their tour in the campus;

5. Coordinates and informs the concerned units, colleges, and other offices before the coming of the visitors and lists the number of visitors coming in the campus;

6. Facilitates or assists in the conduct of seminars/meetings;

7. Assists in the preparation of RIV's, travel orders and vouchers; and

8. Performs other necessary routinary office function per instruction from higher authorities.

ICT In-charge

1. Responsible for all tasks related to the installation, maintenance and management of the computer and computer network to meet the needs of Extension Services Center;

2. Facilitates or assists in the conduct of seminars/meetings; and

3. Performs other necessary routinary office function per instruction from higher authorities.

Office Clerk (Administrative Aide)

1. Encodes, records and files all USM -ESC documents;

2. Follows-up papers on vehicle repairs, registration and insurance;

3. Prepares the memoranda and files the same after dissemination;

4. Sets-up venue/s for extension-related meetings/activities;

5. Prepares and submits the office/center's annual accomplishment reports;

6. Receives and answers telephone calls;

7. Performs other necessary routinary office work/duties as may be required by higher authorities.

Clerk and Property Custodian

1. Takes charge of the Center's stockroom for storage and safekeeping of all office supplies and office equipment;

2. Maintains up to date records of stock/equipment received and issued;

3. Receives, classifies and stores stocks/equipment and issues the same to users when needed;

4. Maintains a file of all memorandum receipts (MRs) for USM projects issued for Center's use and identifies the location and the accountable official/staff;

5. Reports shortage, damages and or unserviceability of equipment to property office;

6. Inspects periodically all electrical and water fixtures and other building facilities and report to the Director of PPO those needing repairs/replacement and makes follow-up whenever necessary;

7. Prepares and submits inventory reports to the Deputy Director quarterly (every 3 months) for proper monitoring of office resources;

8. Serves as coordinator of all Muslim Women related projects in Cotabato and Maguindanao provinces; and

9. Prepares RIVs, vouchers, cash advances, other pertinent papers; and

10. Perform other necessary routinary office work per instruction from higher authorities.

Driver

1. Maintains the cleanliness and good running condition of all extension vehicles;

2. Arranges availability of transport vehicles for scheduled travels of extension personnel/staff and prepares pertinent documents required for the purpose;

3. Assists the official passengers in carrying their heavy luggage/ baggage's; and

4. Perform other necessary functions as may be required by higher authorities

Utility/Janitor

1. Maintains the cleanliness of the Extension Services Center building, field office and the surroundings;

2. Maintains the University Extension Services Center building lawn (i.e.) plants and cut grasses around the extension building and field office;

3. Checks the whole building (light, water, doors, etc.) before leaving the office; and

4. Performs other necessary functions as may be required by higher authorities.

POLICY STATEMENTS AND GUIDELINES

1. University Extension can contribute directly and indirectly to both short and long term development;

2. Extension activities shall be undertaken by USM faculty and students, visiting professors and students, coming from both local and international institutions;

3. Private extension agencies can collaborate with any of the University Extension units on a case-to-case basis subject to the approval of the University administration after all the requirements shall have been duly complied and supported with MOA or MOU;

4. All results and uses of extension and other related activities shall be monitored by the University. Extension results must maximally but appropriately disseminated to compensate high cost of extension work;

5. Extension funding maybe sourced from the Extension agents/ workers themselves, university intuitional budget, local university income, legal sponsor, scholarships/fellowships grants (private and government), external domestic and foreign assistance; and

6. All approved extension program/projects and other activities conducted inside and outside of the University with USM involvement must be monitored and duly registered in the University.

Continuum / Highway of Technology System

Technology generation and development (Sub-system)	Technology Facilitator/Transfer (Sub-system)	Technology Utilization or used (Sub-system)
Research (Technology Generators)	Extension Facilitators (Clientele)	Production (Clientele)

Research, Development and Extension units must coordinate with the Extension Center for extension outputs; Research Office for R & D outputs; and BDC for production activities/outputs. This is to minimize major duplication and unnecessary channel of funds, to include the assignment of labor force.

EXTENSION PROGRAMS, PROJECTS AND ACTIVITIES

Extension proposals for USM funding must come from the various extension units of the University. This is to include self-financed extension proposals for purpose of monitoring and documentation.

SUBMISSION OF EXTENSION PROPOSALS:

1. Faculty members are encouraged to submit extension project proposals for possible funding by the local, regional and international institutions.

2. The URDEC of USM encourages extension workers and faculty from all disciplines to access extension support not only from the University fund but also from external funding.

3. Proponents shall submit six (6) copies of the proposal using the prescribed format (Attachment A) or the format required by a funding institution. Forms may vary from one funding institution to another.

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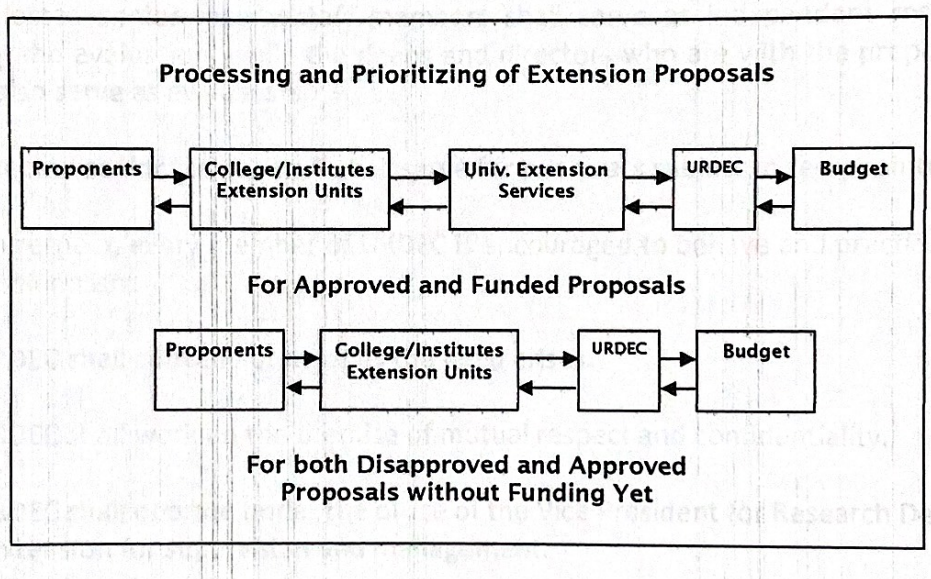
3. Proponents shall submit six (6) copies of the proposal using the prescribed format (Attachment A) or the format required by a funding institution. Forms may vary from one funding institution to another.

4. Project proposals that are innovative and relevant to the University's thrust shall be given priority funding support.

PROCESSING AND EVALUATION OF EXTENSION PROPOSALS

The preliminary review and screening of extension proposals shall be done by concerned extension unit. The Extension units are encouraged to classify extension proposal/s as follows: 1) proposals for the unit funding capability depending on the thrusts; (2) proposal for outside funding or beyond the extension unit's capability to fund; and (3) extension project proposals must be submitted to the various Extension units of the University and even to agencies GOs and NGOs outside of USM. The University can endorse project proposals based on importance, relevance and urgency. Extension project proposals previously screened and reviewed shall be presented to the University Research for Development and Extension Council (URDEC) with or without the proponents, if the concerned director/dean believes he/she can do it. For this purpose, the illustration below should be strictly followed and observed.



UNIVERSITY RD & E COUNCIL

The members of the URDEC are as follows:

a. President
b. Vice President for Research Development & Extension
c. Vice President for Academic Affairs
d. Vice President for Resource Generation
e. Vice President for Administration and Finance
f. Director for Research & Development
g. Director for Extension Services

h. Director for Instruction
i. Director of USMARC/PICRI
k. Executive Secretary

GUIDELINES/RULES OF CONDUCT

1. Substitution in attendance is not allowed.

2. Members of the URDEC evaluate extension proposals, materials for publication, and other related technical matters in collegial manner.

3. The main purpose of the URDEC is to improve the quality, determine the relevance with respect to the university standard and expectations, most especially, the importance or impact and contribution to development.

4. The selected senior faculty/staff members shall serve as independent resource persons during the evaluation, while the deans and directors who are with the proposal presenters shall also serve as evaluators.

5. The selected senior faculty/staff shall serve for two years subject to re-appointment.

6. To gain respect, every member of URDEC is encouraged to behave and practice high sense of professionalism.

7. The URDEC shall convene or meet as the need arises.

8. The URDEC shall work on the premise of mutual respect and confidentiality.

9. The URDEC shall operate under the office of the Vice President for Research Development and Extension for supervision and management.

10. The action of the URDEC will shall become final and executory upon the approval of the University President.

FUND SOURCES OF USM EXTENSION SERVICES

With the official inclusion of extension in the University's organizational structure, funding has been included in the annual national budget allocation.

The annual budget has been augmented by funds sourced out from external development-oriented agencies.

1. Sources
   - Institution (National) budget

- Local income
- External/foreign
- Etc. (Other funding agencies)

2. Allocation - local and institutional funds
   - Over-head cost-for the Extension office cost
   - Direct cost-cost of individual Extension projects/ other related activities

ALLOCATION AND UTILIZATION OF EXTENSION FUNDS

Allocation and utilization of extension funds shall be equitably distributed as follows:

Extension Fund (Direct cost)

- 50% - for knowledge products
- 20%-for capability building/training/seminar/etc.
- 20% - for techno-demo
- 10% - for collaborative/partnership

FUNDING OF APPROVED PROPOSALS

1. Funding support of approved extension programs will either come from the University allocation or from external institutions tapped by the proponents;

2. For College-based approved extension proposals, each College shall have an allocation for its Extension activities but limited to available funds. Allocation of budget by College shall be based on the prioritized approved extension proposals.

3. Projects for implementation shall accomplish the budgetary breakdown and other documents required by the Accounting and Budget Offices. All transactions shall be subject to proper accounting and auditing rules and regulations.

MONITORING AND EVALUATION AND FEEDBACK

1. Year-end review or Agency In-house review shall be conducted to monitor and evaluate all on-going and completed extension programs, and activities.

2. Reaching and getting feedback from the stakeholders shall be done by establishing extension sites benchmarking/needs assessment where research results can be presented and enabling the audience to interact with the research generators. These can be done through technology fora, consultation, focus group discussion, techno-clinic, and other ways to help

the University work out its plans and projects that cater to the needs of the public.

3. The University shall serve as a shopping center of technologies to walk-in clients who will eventually become the multiplier effects and source of feedback.

MONITORING AND EVALUATION TEAM

The Monitoring and Evaluation Team is created to implement the monitoring and evaluation of On-going Extension projects.

Functions

The Monitoring and Evaluation Team is entrusted and shall perform the following responsibilities:

- Make the final recommendations to fine-tune project implementation during the pre – implementation meeting.
- Participate in the pre-implementation, semi-annual, annual and terminal reviews of Extension projects funded by the University Extension Services Center.
- Review the semi-annual, annual and terminal reports submitted by the project leaders and recommend/certify their acceptability.
- Conduct on-site/field monitoring and evaluation of the extension project to validate if the accomplishments written on the report are consistent with the actual output in the field.
- Determine if the project achieved objectives and accomplished the activities in accordance with the approved workplan of activities.
- Recommend the continuation/termination of the project.
- Submit evaluation reports on on-going and completed Extension projects.

COMPOSITION AND SELECTION

The Monitoring and Evaluation Team is composed of representatives from the following:

1. College/Unit Extension Coordinator
2. University Extension Service Center
3. Experts Pool

The selected members of the Monitoring and Evaluation Team are notified by USM Extension Services Center thru a letter. The MET shall sign the confirmation slip to certify their conformity to the stated functions and responsibilities. The Extension Director shall endorse and formalize the appointment of the selected members through the issuance of a Special Order.

ADDITIONAL DUTIES

The URESC Coordinator organizes and acts as moderator of the review. The URESC Coordinator sends the consolidated evaluation results of the MET to the project leader. Also the EURESC Coordinator implements the feedback mechanism necessary for the continuous improvement of the Extension project.

The URESC Coordinator acts as secretariat during the review and consolidates the comments and recommendations of MET.

INCENTIVES

The honoraria of the MET who assists URESC in the conduct of the monitoring and evaluation of on-going projects shall be based on the existing approved rates of COA and based on the expert's actual involvement and participation in meetings, reviews, and other activities.

Travelling expenses, gasoline and oil, other incidental expenses and government incentives incurred by the member of the team shall be charged to or sourced out by URESC subject to the usual accounting and auditing procedures.

REPORTING AND PUBLICATION

1. Proponents shall submit bi-annual progress report including up-to-date accounting of the project to the office of the Director for Extension in both electronic and hard copy forms;

2. Submission of terminal reports is mandatory upon completion of the program/project/activities. The proponents shall submit at least six copies of the Terminal Report to the office of the Extension Director; and

3. Proponents are encouraged to publish the results of the programs/ projects/activities in monitors, newspapers, journals and present the same in national/international scientific conferences and fora. Copies of manuscripts and published reports shall be submitted to the concerned colleges/units, office of Extension Coordinators and Library for documentation, compilation, and monitoring purposes.

INTELLECTUAL PROPERTY RIGHTS

1. The University encourages the extension workers, faculty and staff and students to engage in activities that promote positive development changes, innovations, and or publications that

can be copyrighted and multiplied.

2. It is the responsibility of the University extension to promote and disseminate the University's generated technologies and other discoveries for public utilization and commercialization; and

3. All rights to and interests in the extension programs on-going and completed, shall be the sole and exclusive property of USM. No other persons or entity shall have any right of ownership or interest in the abovementioned intellectual properties. Any exception to this policy shall be subject to the approval of the University President upon the recommendation of the Vice President for Research Development and Extension in consultation with the USM Administrative Council; and

4. Intellectual properties which are generated outside of an employee's range of employment, or during the employee's free time and do not involve the use of the University resources shall be the sole and exclusive property of the author upon the recommendation and favorable endorsement of the Vice President for Research Development and Extension to the President of the University.

WORKLOAD CREDITS

Officially approved extension programs proposed by a faculty without honorarium shall be entitled to the following workload-credits or quasi-teaching assignments (QTA) equivalent:

a.	as extension coordinator of the College	3 units
b.	as program leader	6 units
c.	as project leader	3 units

Provided, that where one faculty is designated to undertake research, extension, and/or production activities at the same time in one given period, his/her workload-credits shall not exceed a total of nine (9) units.

HONORARIUM

1. Extension worker or faculty shall only be entitled to honorarium from externally funded programs beyond his/her normal workload.

2. The honorarium shall be released on quarterly basis subject to availability of funds, with the rate dependent on the approved allocation of the funding entity giving the honorarium.

DOCUMENTATION AND RECORDS

All the Colleges and Units are required to register all extension program projects, and other related activities using prescribed form of work plan and procurement plan (Attachment B & C), Submission of reports, such as progress reports, annual reports, terminal reports, special reports in publishable form will be demanded when due and needed. Other major activities in extension will also be properly recorded and downloaded.

UTILIZATION, CARE AND MAINTENANCE OF THE EQUIPMENT AND FACILITIES AFTER THE COMPLETION/TERMINATION OF THE EXTENSION PROGRAMS AND PROJECTS

All equipment/facilities acquired by and through any extension programs and project either by local or external institutions shall automatically become the property USM after the completion or termination of the project or depending upon the duly signed Memorandum of Agreement or Understanding between USM and other parties.

The program/project/activity leaders shall turn over all equipment/ facilities acquired during the implementation of a certain program/project/ activity to the University Property Office and shall be deposited at the concerned college/unit for safekeeping, care and maintenance. These can be used in the conduct of other on-going projects whenever necessary, subject to the Unit/College's terms and conditions.

PUBLICATION

The extension unit of the University shall regularly update and publish the following through the Publication Office:

a. University Extension Journal
b. USM RDEP Monitor
c. Books, Monographs, Manuals, Proceedings, Abstracts, etc. from the different colleges and institutes.
d. Extension Bulletin
e. Extension Handbook
f. Multi-Media productions (technologies in CD form, comics, etc.)
g. USM Teknogiya

APPENDICES

Appendix A

CAPSULE PROPOSAL FORMAT

A. Basic Information

1. Project Title
2. Proponent
   - Name — College/Unit/ and Address
   - Designation — Email Address
   - Contact Number(s) — Fax Number
3. Implementing Agency
   - Lead Agency
   - Collaborating Agency(s)
4. Project Duration
5. Project Location
6. Total Budget Requested

B. Technical Description

1. Rationale
2. Objectives
3. Expected Output
4. Potential Impact
5. Users
6. Budgetary Requirement (including counterpart funds or other sources)

C. Brief Profile of Proponent(s)

1. Education
2. Other Studies
3. Publications and Research Experience

DETAILED PROPOSAL FORMAT

A. BASIC INFORMATION

1. **Title of the Project**

2. **Proponents(s)**
   2.1 Name
   2.2 Designation
   2.3 College/ Unit
   2.4 Address
   2.5 Telephone Number (s)
   2.6 Fax Number
   2.7 Email Address

3. **Implementing Agency**
   3.1 Lead Agency
   3.2 Collaborating Agency (s)

4. **Project Duration**

5. **Project Location**

6. **Total Budget Requirement**
   6.1. Budget Requested
   6.2. Agency Counterpart
   6.3. Other Sources

B. TECHNICAL DESCRIPTION

1. Rationale
2. Objectives
3. Methodology
4. Workplan Schedule
5. Budget Summary
6. Logical Framework
7. Project Summary

LOGICAL FRAMEWORK

Project Title:_____ **College/Unit:**_____
Proponent (s):_____ **Budget Requested:**_____

Narrative Summary	Project Targets-Objectively Verifiable indicators	Means of Verification	Assumptions
Goal:			
Purpose:			
Project Outputs:			
Activities:	Inputs:		

PLAN OF WORK

Starting Date: (yy-mm-dd)	Completion Date: (yy-mm-dd)	Duration: (in months)

Activity No.	Major/Sub-Activity	Anticipated Results	Responsible Person(s)	Resources Required	Schedule of Activities												REMARKS
					J	F	M	A	M	J	J	A	S	O	N	D	

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END - USER/UNIT : _____

GENERAL DESCRIPTIONS	QTY/SIZE	ESTIMATED BUDGET	TOTAL	SCHEDULE/MILESTONE OF ACTIVITIES											
				J	F	M	A	M	J	J	A	S	O	N	D

Note: Technical specification for each item/project being proposed shall be submitted as part of the PPMP.

Prepared By:

_____

Noted By:

_____

BUDGET SUMMARY

Source of Fund: Implementing College/Unit:

Item	Year 1				Total
	Q1	Q2	Q3	Q4	
I. Personnel Services (PS)					
A. Salaries and Wages					
B. Honoraria C. Others (Bonus, etc)					
Sub-Total for PS					
II. Maintenance and Other Operating					
Expenses (MOOE)					
A. Travel					
B. Communications					
C. Supplies					
D. Others					
Sub-Total for MOOE					
TOTAL					

WORKSHEET DETAILS FOR PERSONNEL SERVICES (PS)

Personnel Services (PS)									
List of Personnel	Salary Per Month Wages /Day	No. of Persons	No. of Month (Days)	% Time	Year 1				Total
					Q1	Q2	Q3	Q4	
A. Salaries and Wages									
B. Honoraria									
C. Others									

WORKSHEET DETAILS FOR MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)

Maintenance and other Operating Expenses (MOOE)

Item	Salary Per Month Wages /Day	No. of Persons	No. of Month (Days)	% Time	Year 1				Total
					Q1	Q2	Q3	Q4	
Travel									
Communications									
Supplies and Materials a. b. C.									
Other Services Emergency Labor Job Order									

PROJECT SUMMARY

Name of Project: _____

College/Unit: _____

Project Leader: _____

Objectives	Activities	Output	Target Date of Accomplishment	Budget

ACKNOWLEDGMENT RECEIPT

Date:_____

Project Title:_____

_____

_____

Proponent:_____

Lead Agency:_____

Items Received:

- ⌗ Capsule Proposal
- ⌗ Detailed Proposal
- ⌗ Workplan
- ⌗ Budget Summary
- ⌗ Logical Framework
- ⌗ Project Summary
- ⌗ Others (Please Specify)

Remarks:_____

_____

_____

Received by:

_____

Noted by:

_____

MONITORING AND EVALUATION TEAM CONFIRMATION SHEET

Project Title: _____

Proponent: _____

College/Unit: _____

MONITORING AND EVALUATION TEAM	SIGNATURE
1.	
2.	
3.	
4.	
5.	

RESPONSIBILITIES

1. Make final recommendation and fine-tuning of project implementation.
2. Monitor the progress of the project.
3. Conduct site visitation when necessary.
4. Evaluate progress reports and certify their acceptability.
5. Submit to OED assessment reports and recommendations concerning the implementation of the project.

CONFORME:

_____ _____

Name and Signature (Project Leader) **Date**

_____ _____

Name and Signature (Director, Extension) **Date**

MONITORING/ ACCOMPLISHMENT REPORT

for the _____Sem., C.Y. _____

Project Title: _____

Proponent: _____

College/Unit: _____

ACTIVITIES	Accomplishments		% Completion (Cumulative)	Problem/s Encountered	Action/s Taken	Remarks/ Recommendations
	Target	Actual				

Prepared by:

_____

Project Leader

_____

Date

Noted by:

_____

College/Unit Head

_____

Date

TERMINAL REPORT FORMAT

(short bond paper)

Cover (shall highlight the best photo that reflects the essence of the extension project)

Title Page

Transmittal

I. Executive Summary

II. Financial Report

III. Major Activities Undertaken

IV. Problems met during the conduct of the project

V. Recommendations

VI. Project Impact/Output

VII. Supplemental Activities

VIII. Other Accomplishment

IX. Pictorials

Training Monitoring Form-1

Report on non-degree training program (including seminars, conferences, workshops) to be conducted. This form should be submitted to the monitoring office (ODE) not later than one week after the approval of the training program.

Unit/ Department: _____

Report on Non-Degree Training Program

1 Title _____

2 Objectives of the training program _____

3 Duration/date of the training _____

4 Expected number of participants _____

5 Venue _____

6 Training coordinator _____

7 Sponsoring Agency _____

8 Unit/ departments to be involved _____

Training Monitoring Form-2

TM Form-2. This form should be submitted by the training coordinator not later than two weeks after the completion of the training program.

Training Completion Report

College/Institute _____

Unit/

Department _____

1 Title of the course _____

_____

2 Date of training/ duration _____

3 List of participants: If space is not sufficient, please list a separate sheet.

Name	Type[a]	Agency affiliation

4 Sponsoring Agency

_____

_____

[a] Includes whether rice farmers, specialist, technicians, etc.

LIST OF LINKAGES AND SUPPORT AGENCIES

Local and National

	Nature of Linkage
Department if Trade & Industry (DTI)	Cooperator
Department of Agriculture (DA)	Cooperator
Local Government Unit (LGU)	Clientele/Cooperator
Department of Agrarian Reform (DAR)	Cooperator
National Food Authority (NFA)	Cooperator
Non-Government Organizations (NGOs)	Clientele/Cooperator Funding Agency
Asian Development Bank (ADB)	Funding Agency
Land Bank of the Philippines (LBP)	Funding Agency
State Universities and Colleges (SUCs)	Cooperator
University of the Philippines at Los Baños (UPLB)	Cooperator
Bureau of Plant Industry (BPI)	Funding Agency
Department of Education (DepEd)	Cooperator
Department of Interior and Local Government	Cooperator
Technical Education Skills Development Authority (TESDA)	Funding Agency/Cooperator
Department of Science and Technology (DOST)	Provides Technical Support & Funding Agency
Mindanao Baptist Rural Life	Collaborator on promotion technologies
DENR-ERDB	Worked in partnership with USM for the promotion environment friendly technologies
DA-CEMIARC	Partner Agency
SAAD	Partner Agency
Provincial Veterinary Office	Partner Agency
UNICEF	Partner Agency
World Food Program	Partner Agency
Minland	Partner Agency
Move on Philippines	Partner Agency
Procter and Gamble Philippines, Inc.	Partner Agency
Balay Foundation Inc.	Partner Agency

Phil. Network on Climate Change	Partner Agency
Philippine Coconut Authority	Partner Agency
Dept. of Environment & Natural Resources	Partner Agency
Pagkain Para Sa Masa	Partner Agency
Habitat for Humanities	Partner Agency
Philippine National Oil Company	Partner Agency
Department of Health	Partner Agency
Department of Social Welfare & Development	Partner Agency
Bureau of Fisheries & Aquatic Resources	Partner Agency
Philippine Carabao Center	Partner Agency
Catholic Relief Services	Partner Agency