



University of Southern Mindanao
EXTENSION SERVICES OFFICE
Kabacan, North Cotabato



BUDGET SUMMARY

Project Title: Strengthening mother-tongue based education of elementary teachers in Deped Cotabato/MBHTE BARMM through instructional materials development and validation.

Proponents: Phillip Lester P. Benjamin

Source of Fund: Extension Fund 05		Total Budget: Php60,000		Implementing College/Unit: CSM	
ITEM	Year 1				Total
	Q1	Q2	Q3	Q4	
I. Other Supplies and Materials Expenses-Common					
A. Consumables: Epson Inks			958.76	479.38	1,438.14
Sub-total			958.76	479.38	1,438.14
II. Food Supplies					
A. Meals			18,750.00		18,750.00
Sub-total			18,750.00		18,750.00
III. Fuel Expenses					
A. Gasoline			6,750.00		6,750.00
Sub-total			6,750.00		6,750.00
III. Communication					
A. Cell Cards (Smart)	1000	1000	1000		3,000.00
Sub-total	1000	1000	1000		3,000.00
IV. Other Professional Services					
Instructional materials illustrator		20,000			20,000.00
Honorarium	2,500	2,500	2,500	2,500	10,000.00
Sub-total	2,500	22,500	2,500	2,500	30,000.00
TOTAL	3500	23,500	29,958.76	2,978.38	PS9,938.14

35 235 299,587.6 29,783.8 599,381.4

UNIVERSITY OF SOUTHERN ILLINOIS
PROJECT PROCUREMENT MANAGEMENT PL AN 2023

NOTE: PLEASE HIDE COLUMNS WITH NO "TOTAL AMOUNT FOR THE YEAR" ENTRIES BEFORE PRINTING

Department Head/Chief: PALLA LESLIE
Control Person (if different from Head):

Funding Agency (Externally): Extension Fund-05
Contact Number: 08008245062
Contact Email:

[illegible]

It hereby warrant that the total amount reflected in this Project Procurement Management Plan to procure the listed consumable supplies, materials, and equipment has been included in or is within our approved budget for this year.

Prepared by: **Is / Certified Appropriate Funds Available:**

Approved by:

PHILIP LESTER BENJAMIN

Project Leader

Olds Prepared: _____

CHARRISE ANGELO S. OLIVAS
Need, Budget Office

EMER M. ESTILLOSO
VPAR

Directed by:

Created by: John Smith
NAME OF E. ORIGIN: John Smith
EBO ID: 123456789



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Catebian
Philippines



EXTENSION SERVICES OFFICE
BUDGET SUMMARY FOR EXTENSION

REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO

PROJECT TITLE: Strengthening Barangay High Schools: Validating and Implementing Representation Approach-Based Learning Materials for Independent Study of Mathematics in Remote Schools
PROPOSER: LEONOR C. TANDOS
FUND CLUSTER: 101 BUDGET ALLOCATION: 60,000.00

CODE	OBJECT OF EXPENDITURE	ESTIMATED BUDGET	ESTIMATED BUDGET											
			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. PERSONNEL SERVICES (PS)														
A. Other Professional Services		10,000.00												
B. Other General Services		34,000.00			3,500			3,500			3,500.00		3,500	
Sub-total for PS		34,000.00									35,000.00			
2. MAINTENANCE AND OTHER OPERATING EXPENSES														
A. Procurement of Communication Supplies and Accessories		3,300.00												
B. Traveling Expense		12,300.00												
C. Office Supplies		5,000.00			5,000.00									
D. Procurement of Fuel, Oil, and Lubricants		4,400.00			4,400.00									
Sub-total for MOOE		25,000.00												
TOTAL		60,000.00												

Prepared By: LEONOR C. TANDOS, Project Leader
Certified By: LEONOR C. TANDOS, Director, ESO
Reviewed By: STEPHEN H. V. VILLANUEVA, Budget Officer
Recommending Approval: EUGENIO ESTILLOS, ESO, VP for Administration & Finance
Approved By: RODY P. GARCIA, MDM, JD, F-15, OIC/Manager

DEBBIE MARIE B. VERZOSA, PhD
VP for Research, Development and Extension

Department Name: College of Project
Department Head: College Dean/Project Leader
Contact Person: [Name] [Title] [Phone] [Email]

Funding Agency (Economic)
Contact Name:
Contact Number:

Food for

The body noted that the total amount included in the 1994 Performance Management Plan to provide the total resources required, available, and approved has been included in order to reflect the approved budget for the year.

Content from Australia / Content from Europe

Approved by:

RODY P. DEACIA, MD, JD, FAN
Attorney

Q

LEONARDO D'AMICO
Department of Management and Economics

UNIVERSITY OF SOUTHERN MINDANAO

Edulaine, Cebu City

Project Procurement Management Plan

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

USM-CSM/Dept. of Math. & Stat.

LEONOR C. TANDOG

Fund 01

/

END-USER/UNIT:

USM-CSM/Dept. of Math. & Stat.

LEONOR C. TANDOG

Fund 01

/

Charged to Fund:

USM-CSM/Dept. of Math. & Stat.

LEONOR C. TANDOG

SCHEDULE/MILESTONE OF ACTIVITIES																
CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement												
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
MAINTENANCE AND OTHER OPERATING EXPENSES																
PAET 1.	Procurement of Common Supplies (CNS) through PS-OSM (Pursuant to PS-OSM Part I attached)		2,000.00	DP-SLS Agency-to-Agency												
PAET 2.	Procurement of other Common Supplies Not Available at PS-OSM		2,000.00													
PAET 3.	Supply and Delivery of other Common Supplies (Not Available at PS-OSM)		2,000.00													
PAET 4.	CONSTRUCTION (Not Available at PS-OSM)	10	2,000.00													
PAET 5.	Procurement of Training-related expenses		12,300.00													
PAET 6.	Training Expenses	1	12,300.00	DP-SLS UNICEF NGOS												
PAET 7.	Procurement of Fuel, Oil, and Lubricants		4,400.00	Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airfare Tickets												
PAET 8.	Procurement of Communication Supplies and Accessories	55	4,400.00													
PAET 9.	Procurement of Communication Supplies and Accessories		2,300.00	Shipping												
PAET 10.	Landline		2,300.00													
PAET 11.	Cell Cards (Smart)	6	2,300.00													
PAET 12.	Payment of other professional services		10,000.00													
PAET 13.	Hourarium (Project Landry)	4	10,000.00													
PAET 14.	Payment of other general services		25,000.00	Direct Contracting												
PAET 15.	Special Printing with Illustration (for durable copies of activity sheets)	1	15,000.00													
PAET 16.	Printing/DO	1	10,000.00													

NOTE: Technical Specifications for each item/proposal being proposed shall be submitted as part of the PPMP

Prepared By:

Certified Funds Available / Certified Appropriate Funds Available

Approved by:

Certified by:

LEONOR C. TANDOG
Department/Office/Project HeadRODY P. GARCIA, MDM, JR.
DCC, PRC

SPECIAL BUDGET
Fund 0506
CY 2023

Agency : UNIVERSITY OF SOUTHERN CALIFORNIA
College/Institute : UNIVERSITY OF SOUTHERN CALIFORNIA

Source of Fund : ☐ Fund 05 ☐ Fund 06

(P/s Check # 104) ☐ Tuition & Other School Fees
☐ Laboratory Fees
☐ Other Fees

Breakdown

Balance Brought Forward	_____
1st Quarter	_____
2nd Quarter	_____
3rd Quarter	_____
4th Quarter	_____
Total Amount Proposed	60,000.00

EXPENDITURE PROGRAM

Maintenance & Other Operating Expenses (MOOE)	Amount
Traveling Expenses	_____
Training Expenses	_____
Scholarship	12,203.50
Supplies & Materials	8,675.42
Office Supplies Expenses	3,076.40
Accountable Forms Expenses	_____
Food Supplies Expenses	_____
Medical, Dental and Laboratory Supplies Expenses	_____
Fuel, Oil and Lubricants Expenses	4,600.00
Agricultural and Marine Supplies Expenses	_____
Textbooks and Instructional Materials Expenses	_____
Semi-Expendable Expenses- Office Equipment	_____
Semi-Expendable Expenses- ICT Equipment	_____
Semi-Expendable Expenses- Medical Equipment	_____
Semi-Expendable Expenses- Printing Equipment	_____
Semi-Expendable Expenses- Sports Equipment	_____
Semi-Expendable Expenses- Technical & Scientific Equipment	_____
Semi-Expendable Expenses- Other Equipment	_____
Semi-Expendable Furniture & Fixtures	_____
Semi-Expendable Books	_____
Other Supplies and Materials Expenses	_____
Utility Expenses	_____
Water Expenses	_____
Electricity Expenses	_____
Communication Expenses	3,300.00
Postage & Deliveries	_____
Telephone Expenses	3,300.00
Internet Subscription Expenses	_____
Cable, Satellite, Telegraph and Radio Expenses	_____
Other Professional Services	12,000.00
Janitorial Services	_____
Security Services	_____
Other General Services	25,000.00
Repairs and Maintenance - Infrastructure Assets	_____
Repairs and Maintenance - Buildings and Other Structures	_____
Repairs and Maintenance - Machinery and Equipment	_____
Repairs and Maintenance - Transportation Equipment	_____
Repairs and Maintenance - Furniture and Fixtures	_____
Repairs and Maintenance - Other Property, Plant and Equipment	_____
Repairs and Maintenance - Semi-expendable Machinery and Equipment	_____
RM - Semi-expendable Furniture and Fixtures	_____
RM - Semi-expendable Other Property, Plant and Equipment	_____
Financial Assistance/Subsidy	_____
Taxes, Duties and Licenses	_____
Fidelity Bond Premiums	_____
Insurance Expenses	_____
Other Maintenance and Operating Expenses	_____
TOTAL MOOE	60,000.00
CAPITAL OUTLAY	
Other Land Improvements	_____
Other Infrastructure	_____
Buildings	_____
School Buildings	_____
Other Structures	_____
Machinery	_____
Office Equipment	_____
ICT Equipment	_____
Medical equipment	_____
Printing Equipment	_____
Sports Equipment	_____
Technical & Scientific Equipment	_____
Other Machinery & Equipment	_____
Motor Vehicles	_____
Furniture & Fixtures	_____
Library Books	_____
Other Property, Plant & Equipment	_____
Patents/Copyrights	_____
Computer Software	_____
TOTAL CAPITAL OUTLAY	_____
UNANDED TOTAL	60,000.00

Prepared by:

0.00
Cash/Other

Submitted by:

LEONORCE J. JACOB
Department/College/Project Head



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. (064) 572-2638
e-mail address: vprde@usm.edu.ph



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OFFICE OF THE VICE PRESIDENT FOR RESEARCH, DEVELOPMENT AND EXTENSION

UNIVERSITY RESEARCH DEVELOPMENT & EXTENSION COMMITTEE

APPROVAL SHEET

I. BASIC INFORMATION

URDEC No.: _____

____ Program
____ Project
____ Study
____ Others

Project Title: Strengthening mother-tongue based education of elementary teachers in Dep-Ed
Cotabato/MBHTE BARMM through instructional materials development and validation

Project Leader: Philip Lester Benjamin
Duration/ Period of Conduct: January 2023- December 2023
Implementing Agency/Unit: USM
Location/Research Station: USM
Budget Detail: P60,000.00 (Extension Fund-05)

II. ACTION TAKEN:

☒ Approved

☐ Disapproved

Remarks: _____

Date of Implementation: January - December 2023

RESEARCH REVIEW COMMITTEE

LYDIA C. PASCUAL
Director, RDO

ABUBAKAR A. MURRAY
Director, PICRI

EFREN E. MAGULAMA
Director, USMARC

MARY JOY S. CAÑOLAS
Director, ESO

DEBBIE MARIE B. VERZOSA
Director, RPSO

Statistical Pool

Approved by:

MA. TEODORA N. CABASAN
VP for RDE

II. REVIEWED BY:

Statistical Pool _____

Date Jan. 20, 2023 Remarks _____

III. FOR ISSUANCE OF:

☒ Notice to Proceed
☒ Special Order
☐ Research Contract
☐ Policy Guidelines (IPR, PNS, IACUC Permit, others _____)

IV. OUTPUTS:

____ Progress Report (Quarterly)
____ Financial Report
____ Completion Report
____ Last Quarter Honorarium released upon submission of terminal/publishable article
____ Terminal Report/Publishable Article Submitted

Recorded by: _____

NOTICE TO PROCEED

NTP #: 2023-E009

January 26, 2023

PROF. PHILIP LESTER P. BENJAMIN

University of Southern Mindanao

Kabacan, Cotabato

Dear PROF. BENJAMIN,

Your extension project proposal had been approved by the URDEC for 2023 funding in the amount of Php 60,000.00 (Extension Fund-05) allocation. Notice is hereby given that the conduct of the project/study entitled **"Strengthening mother-tongue based education of elementary teachers in Dep-Ed Cotabato/MBHTE BARMM through instructional materials development and validation"** may commence not later than 7 days after the receipt of this notice up to December 2023.

As Project Leader, you shall be responsible for ensuring the completion of the extension project in accordance with the approved work and financial plan. Furthermore, you have to submit a quarterly progress report and news feature article about your activities. Make oral presentation during the University Research, Development and Extension In-House Reviews. Upon completion of the project, you have to submit six (6) copies of the terminal report not later than March 2024. Acknowledge ESO in all reports, articles and media releases related to the project. By virtue of this designation, you shall be entitled to corresponding honorarium subject to existing laws or policy on this matter.

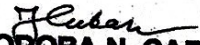
In the event that you discontinue the extension project without justifiable reasons or deliberately avoid your responsibilities stated above, you have to refund/return to the management the total amount you have actually spent.

Please acknowledge receipt and acceptance of this NOTICE by signing both copies in the space provided below.

Very truly yours,


MARY JOY S. CAÑOLAS, PhD
Director for Extension

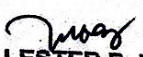
Recommending approval:


MA. TEODORA N. CABASAN, PhD
Vice Pres. for Res., Dev't. & Ext'n. and
Vice-Chairman, URDEC

Approved by:


FRANCISCO GIL N. GARCIA, PhD
SUC President IV, USM and
Chairman, URDEC

Conforme:


PHILIP LESTER P. BENJAMIN
Project Leader



NOTICE TO PROCEED

- Project Title** : **Strengthening mother-tongue based education of elementary teachers in Dep-Ed Cotabato/MBHT BARMM through instructional materials development and Validation"**
- Project Leader** : **Philip Lester P. Benjamin**
- Component 1** : **Development of high-quality mother-tongue based instructional materials in elementary mathematics that effectively engaged and educate students.**
- Component Leader** : **Philip Lester P. Benjamin**
- Component 2** : **Validation of mother-tongue based instructional materials developed for elementary mathematics through feedback from teachers, students, and parents.**
- Component Leader** : **Sandra A. Nanding**



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. (064) 572-2638
e-mail address: vprde@usm.edu.ph



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OFFICE OF THE VICE PRESIDENT FOR RESEARCH, DEVELOPMENT AND EXTENSION

UNIVERSITY RESEARCH DEVELOPMENT & EXTENSION COMMITTEE

APPROVAL SHEET

I. BASIC INFORMATION

Title: Strengthening Barangay High Schools: Validating and Implementing Representation Approach-Based Learning Materials for Independent Study of Mathematics in Remote Schools

Author(s): Leorence C. Tandog

Duration/ Period of Conduct: January 2025 – December 2025

Implementing Agency/Unit: USM

Location/Research Station: USM

Budget Detail: Php 70,000.00

URDEC No.: _____
____ Program
X Project
____ Study
____ Others

II. ACTION TAKEN: ☒ Approved ☐ Disapproved Remarks: _____

Date of Implementation: _____

RESEARCH REVIEW COMMITTEE

LYDIA C. PASCUAL
RDO Director

JALALUDIN S. MAROHOM
IPTBDO Director

JURHAMID C. JILAN
USMARC Director

GLYN G. MAGBANUA
Extension Director

MA. TEODORA N. CARASAN
Publication Director

Statistical Pool

Approved by: **DEBBIE MARIE B. VERZOSA**
VP for RDE

III. REVIEWED BY:

Statistical Pool _____ Date _____ Remarks _____

IV. FOR ISSUANCE OF:

____ Notice to Proceed
____ Special Order
____ Research Contract
____ Policy Guidelines (IPR, PNS, IACUC Permit, others _____)

V. OUTPUTS:

____ Progress Report (Quarterly)
____ Financial Report
____ Completion Report
____ Last Quarter Honorarium released upon submission of terminal/publishable article
____ Terminal Report/Publishable Article Submitted

Recorded by: _____

USM-RES-F24-Rev.1.2020.02.18



NOTICE TO PROCEED

NTP #: 2025-_____

Date: November 26, 2024

PROF. LORENCE C. TANDOG
PROF. LEONARD M. PALETA
PROF. DEBBIE MARIE B. VERZOSA
PROF. PHILIP LESTER BENJAMIN
PROF. JUPITER G. PILONGO
University of Southern Mindanao
Kabacan, Cotabato

Dear Mesdames and Sirs:

Your extension proposal has been approved by the URDEC for 2025 funding in the amount of **Php 40,000.00** charged to Fund 101. Notice is hereby given that the conduct of the study entitled "Strengthening Barangay High Schools: Validating and Implementing Representation Approach-Based Learning Materials for Independent Study of Mathematics in Remote Schools" may commence not later than 7 days after the receipt of this notice up to December 2025.

This Study has the following components leaders and incentive:

Project Leader: Prof. Lorence C. Tandog, with honorarium

Component 1. Building Capacity of Teachers in Instructional Development
Component Leader: Prof. Leonard Paleta with honorarium;

Component 2. Building Capacity of Teachers in the Conduct of Action Research
Component Leader: Prof. Debbie Marie B. Verzosa with honorarium;

Component 3. Development and Validation of Representation Approach-Based Learning Materials for Independent Learning of Mathematics
Component Leader: Prof. Lorence C. Tandog, with honorarium and;


Component 4. Implementation of Representation Approach- Based Learning Materials for Improved Learning of Mathematics
Component Leader: Prof. Philip Lester Benjamin; Prof. Jupiter Pilongo, with honorarium

You shall be responsible for ensuring the completion of the extension project in accordance with the approved work and financial plan. Furthermore, you have to submit a quarterly progress report and make an oral presentation during the Midyear and Year-End University Research Development and Extension In-House Review. Upon completion of the study, you have to submit the terminal report and your outputs (IEC/s in both hard and e-copy) of extension results before you can claim your incentive as program/project/component leader.

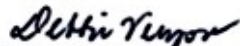
In the event that you discontinue the project without justifiable reasons, you have to refund/return to the management the total amount you have actually spent; prior to the time you discontinue the project. In addition, you are required to submit the necessary output during the period you conducted the project.

Please acknowledge receipt and acceptance of this NOTICE by signing both copies in the space provided below.

Very truly yours,


GLYN G. MAGBANUA, PhD
Director, ESO

Recommending approval:


DEBBIE MARIE B. VERZOSA, PhD
Vice Pres. for Res., Dev't. & Ext'n.

Approved by:


FRANCISCO GIL N. GARCIA, RPAE, PhD
SUC President IV, USM