



PRELIMINARY SURVEY VISIT

AREA VI:

**EXTENSION AND COMMUNITY
INVOLVEMENT**

**B. PLANNING,
IMPLEMENTATION,
MONITORING AND
EVALUATION**

B. Planning, Implementation, Monitoring and Evaluation Planning

Planning

B.1. Evidence of extension planning sessions.



B.2. Copy of the extension program, including relevant information

KKDAT OUT OF SCHOOL YOUTH SPORTS PROGRAM KKDAT-OSY 2021 (PROPOSAL)

I. RATIONALE:

There are no other individuals that are vulnerable to crime except the youths. Due to puberty, unemployment, lack or no education at all, no outlet for physical activities, lack of sports program, are one of the main reasons why crime rates rapidly increases every day. Not to mention the illicit substances that is being sold as if they are already on the market's list.

The future of the country is in the hands of the youth. Our country's future leaders will be made up of young people. One of them may be the next Roderigo "Tatay Digong" Roa Duterte.

The first phase of the programs took place on _____. The mechanics of officiating team sports were the subject of this program (basketball and Volleyball). It was done with the intention of benefiting the SK youth of Makilala, Province of North Cotabato.

PHASE II.

This curriculum is owned by OSY (out of school youth). This is a continuation program sponsored by PNP Makilala, The Local government, and the Sangguniang Kabataan Youth federation. It is co-sponsored by the Institute of Sports, Physical Education (ISPEAR), University of Southern Mindanao under the Extension Office. These programs would be geared toward them, moulding them and incorporating them into society as community members. This would inspire them and allow them to serve as peacemakers. This will also outfit and prepare them as the next officials of their respective barangays.

II. CONCEPT:

These programs will now focus on the skill development of the participants. This program is purely for skill acquisition. A continuation and a follow up of the first phase program. The program is divided by two (2) components:

components	category	Component Leaders
BASKETBALL	Men & women	Dr. Moreno B. Java Jr.
VOLLEYBALL	Men & women	Prof. Malony F. Martinez

This will be divided by groups with selected representatives from each barangay. A group of ten (10) shall be considered so that learning and acquiring would be easy. It would be easy also for the demonstrator/ lecturer to handle. Its major goal would be the participants to:

1. Be able to acquire the necessary skills in playing fundamentals and basic skills in volleyball and basketball.
2. Be able to execute the skills properly and be able to train young guns as future Sports Leaders.
3. Teach and share the knowledge to their respected fellow OSY in their community and conduct tournaments

4. empower and train them to organize training pool for trainers and officials purposely to sustain the sports programs in the own community.
5. Re-integrate the OSYs who are often neglected and sometimes left behind to becomes partners in sports development in the community.

Further, these activities would also focus to;

1. Bring peace and joy in their respective areas;
2. Bring the OSY closer together , united, sharing the same goals, directions and objectives, and
3. Serve as an agent of peace; promote harmony and understanding among OSY and other members, working hand in hand with local barangay officials, the PNP and the LGU.

IV. DATE AND VENUE: (to be determined by the host)

V. THE PARTICIPANTS: RULES AND GUIDELINES:

1. This activity is a continuation of the previously conducted Level – I Program which is “Mechanics in Officiating Team Sports and Organization and Management in Sports.
2. OSY (Out of School Youth) are the main concern of this program, ages 25 down to 17 years old.
3. Expected participants are both boys and girls or male and female, regardless of their civil status as long as he/she is registered in the barangay as a resident.
4. There will only twenty (20) participants in each barangay preferably 10 male and the so with the girls.
5. Sports attire is required for the whole duration of the training. Participants are advised to bring their own water refill bottle.
6. Transportation is the responsibility of the barangay where they represent.
7. Lunch will be served; snacks (morning and afternoon) are also included.
8. Participants are expected to be in good condition. In cases when he/she is undergoing a medication, clearance from the physician is necessary.
9. Social distancing and wearing of masks is required. Facilitators are advised to observe too.
9. During the awarding ceremonies, there would be the “Best Player, Best Setter, best spiker and the best defensive players (boy and girl) to be awarded and the Most Discipline participants. The most numbered groups shall also be given an award.

VI. Events to be conducted:

- a. basketball – men
- b. basketball – women
- c. volleyball – men
- d.volleyba-II - women

VII. MECHANICS OF PARTICIPATION

1. Wearing face mask is obligatory to all participants, social distancing shall be observed.
1. Each barangay shall send participants to the activities.
2. There would be twenty (20) participants per barangay that will participate in the following events; basketball -men, basketball -women, Volleyball -men, Volleyball women.
3. Each barangay shall register their participants according to the event he/she is assigned to.
4. Sports attire is necessary. No sports attire no participation.
5. Physician’s clearance is required to avoid possible problem.

VIII. Sponsoring agency

1. Makilala PNP -PMAJ
2. Makilala LGU
3. SK Federation
4. USM -ISPEAR

IX. VENUES AND FACILITIES: (to be determined by the Host)

X. Facilitators:

A.	Basketball (men)	Prof. Moreno B. Java, Jr.	- Team Leader
		Mr. Emmanuelle Vios	member
		Mr. Mark San Pedro	member
B.	Basketball (women)	Prof. Marlon S. Mancera	- Team Leader
		Ms. Desiree Tenebroso	member
		Ms. Cheeze R. Janito	member
C.	Volleyball – men	Prof. Elpedio Arias	-Leader
		Prof. Presecilla P. Dagoc	member
		Prof. Ruben L. Tagare	member
D.	Volleyball – women	Prof. Malony F. Martinez	- leader
		Prof. Norge D. Martinez	member
		Prof. Jerume Elumbaring	member

XI. PROGRAM SCHEDULES

ime/Date	month	activities	In-charge
(Friday) 8:00 10:00	21 st of May	OPENING PROGRAM BREIFING/ORIENTATION	* Event leader
	NO NOON SESSIONS		
(SATURDAY) 8:00- 11:00 a.m. 1:30 – 4:00p.m.	22 nd of April	1 st session Session resume	- -
(FRIDAY) 8:00 – 11:00 1:30 – 4:00	28 th of May	2 nd SESSION Resume session	-
(SATURDAY) 8:00-11:00 1:30-4:00	29 th of May	3 rd SESSION Session resume	-
(FRIDAY) 8:00 -11:00 1:30- 4:00	4 th of June	4 th sessions Session resume	
(SATURDAY) 8:00-11:00 1:30-4:00	5 th of June	5 th Sessions MOCK GAMES	

(FRIDAY)	11 th of June	Team practice and tutorials (by barangay)	
(SATURDAY)		CONTINUATION	
(FRIDAY) 8:00-11:00 1:30 - 4:00	18 TH of June	6 th SESSIONS 1 ST day of the TOURNAMENTS	
(SATURDAY) 8:00-11:00 1:30-4:00	19 th of June	2 nd day of the TOURNAMENT	
(FRIDAY) 8:00-11:00 1:30-4:00	25 th of June	7 th SESSIONS SEMI-FINAL ROUND	
(SATURDAY) 8:00-11:00	26 th of June	CHAMPIONSHIP ROUNDS	
2:00-4:00		AWARDING CEREMONIES	

XII. PROPOSED BUDGET FOR EQUIPMENT AND MISCELLANEOUS

a. VOLLEYBALL

QUANTITY	UNIT	UNIT PRICE	SPECIFICATION	TOTAL AMOUNT
6	Pcs.	4,000.00	MVA 300 VBALL (MIKASA)	24,000.00
2	Pcs.	1,500.00	VOLLEYBALL NET(brand –GTO)	3,000.00
8	Pcs.	500.00	FLAGLETS (Mikasa)	4,000.00
2	Pairs	1,500.00	VBALL Antennae	3,000.00
10	Rolls	500.00	Duct tape (grey color)	5,000.00
2	reams	250.00	A4 BOND PAPER	500.00
1	Box	450.00	BALL PEN (pilot)	450.00
2	PCS.	700.00	MULTI FUNCTION SCORER	1,400.00
				36,350.00

b. BASKETBALL

QUANTITY	UNIT	UNIT PRICE	SPECIFICATION	Total amount
6	PCS	2,250.00	B.BALLS (GF7X – MOLTEN)	13,500.00
4	pcs	250.00	Nylon-White (HEAVY DUTY NET)	500.00
2	PCS	4,000.00	PORTABLE GAME CLOCK (electronic)	8,000.00
2	PCS	700.00	MULTI-FUNCTIONAL SCORER	1,400.00
2	PCS	475.00	STOPWATCH(Spalding)	950.00
1	pc	250.00	SCORESHEET	500.00
				24,850.00
				61,200.00

XIII. COMMITTEES:

A.	PROGRAM AND INVITATION:	---	MS. JESSA S. BUISAN MR. RUBEN TAGARE
	a. Opening		
	b. Closing		
B.	LIGHTS AND SOUNDS	----	C/O SK FEDERATION
C.	HALL AND VENUE PREPARATIONS	---	C/O SK FEERATION
D.	REGISTRATION	---	PROF. HELEN GRACE D. LOPEZ
E.	CERTIFICATES AND AWARD	---	PROF. MARICHU A. CALIXTRO
F.	MEALS AND SNACKS	---	PROF. GLADYS PEARL O. AMBROSIO MS. DARLENE TRAYA
G.	SCORE SHEET AND PRODUCTION	---	MR. EMMANUELLE VIOS
H.	DOCUMENTATION	---	PROF. EDUARD SUMERA
I.	EVALUATION	---	PROF. VINUS B. JAVA MR. MARK SAN PEDRO

Overseer:

1. PNP
2. LGU- MAKILALA
3. USM EXTENSION
3. DR. JUDY L. GARCIA
4. DR. MORENO B. JAVA

MASTER OF CEREMONIES

MR. RUBEN TAGARE



REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
EXTENSION SERVICES CENTER



Activity: 7-days Training on Skills Acquisition and Development in Basketball

RATIONALE

THERE ARE NO OTHER INDIVIDUALS THAT ARE VULNERABLE TO CRIME EXCEPT THE YOUTHS. DUE TO PUBERTY, UNEMPLOYMENT, LACK OR NO EDUCATION AT ALL, NO OUTLET FOR PHYSICAL ACTIVITIES, LACK OF SPORTS PROGRAM, ARE ONE OF THE MAIN REASONS WHY CRIME RATES RAPIDLY INCREASES EVERY DAY. NOT TO MENTION THE ILLICIT SUBSTANCES THAT IS BEING SOLD AS IF THEY ARE ALREADY ON THE MARKET'S LIST.

The Training on Skills Acquisition and Development in Basketball programs designed to provide our youth with useful skills as they participate in activities in their field of interest outside school hours. The acquisition of skills is of great importance, as it can provide beneficial activities that can be used later for their respective communities. The goal of these programs is to teach our youth to be self-sufficient and equipped with necessary knowledge and skills that can be shared to teach young people. Learning any of these skills will be a way for our youth to provide for themselves, and will enable them to be less dependent on other people outside of their community.

As we are moving bit by bit towards the old normal, it is important to prepare our sports program as early as now as these young people are now very eager to play moving away from being confined inside their respective homes trying to beat boredom and be physically active again.

Eventually, with the collaborative efforts of different sectors involved, we can make our young people productive again and even to the extent of capacitating them to have sustainable sports program in their respective Barangays.

OBJECTIVES

THE TRAINING AIMS TO EQUIP THE PARTICIPANTS WITH KNOWLEDGE AND TECHNICAL KNOW-HOW IN BASKETBALL SKILLS LEADING TOWARDS OF BECOMING A BASKETBALL TRAINER IN THEIR RESPECTIVE COMMUNITY.

SPECIFICALLY, AT THE COMPLETION OF THE TRAINING, THE TRAINEE WILL BE ABLE TO:

1. DISCUSS DIFFERENT PRINCIPLES OF TRAINING;

2. IDENTIFY THE DIFFERENT PHSES OF WORKOUTS;
3. PERFORM DIFFERENT SKILL TESTING IN BASKETBALL;
4. EXECUTE WARM UP AND COOLING DOWN ACTIVITIES;
5. IDENTIFY THE BENEFITS OF WEIGHT TRAINING IN PERSPECTIVE OF THE SKILLS PERFORMED;
6. EMPLOY DIFFERENT EXERCISES BENEFICIAL TO THE SKILLS PERFORMED; AND
7. INTRODUCE DYNAMIC DRILLS IN BASKETBALL TOWARDS DEVELOPMENT OF DIFFERENT FACETS OF THE GAME

METHODOLOGY

TRAINING METHODOLOGY SHALL INCLUDE: LECTURE, LECTURE-DISCUSSION, DEMONSTRATION AND HANDS-ON PRACTICE. EQUIPMENT AND FOLLOW UP TEACHING ONLINE WILL BE PROVIDED FOR EFFECTIVE TEACHING-LEARNING OUTCOMES.

TRAINING AND MANAGEMENT STAFF

THE TRAINING WILL BE COORDINATED AND MANAGED BY THE INSTITUTE OF SPORTS, PHYSICAL EDUCATION AND RECREATION IN COORDINATION WITH PNP MAKILALA . RESOURCE PERSONS AND FACILITATORS OF THE TRAINING WILL ALL BE COMING FROM MEMBERS OF THE FACULTY OF ISPEAR.

BENEFICIARIES

A total of 26 SK members from different barangays will participate the 7-days training on Skills Acquisition and Development in Basketball

EVALUATION AND RECOGNITION

A PRE AND POST TEST WILL BE ADMINISTERED TO ASSESS THE LEARNING AND SKILL LEVEL OF THE PARTICIPANTS BEFORE AND AFTER THE TRAINING RESPECTIVELY.

RESOURCE PERSON EVALUATION SHALL BE DONE DURING THE LAST DAY OF THE TRAINING PROGRAM PARTICIPANTS WHO HAVE SUCCESSFULLY COMPLETED THE TRAINING WILL BE GIVEN CERTIFICATE OF TRAINING.

SCHEDULE OF ACTIVITIES (7 DAYS)

TOPICS	NO. OF HOURS/	RESOURCE SPEAKER/FACILITATOR

	DAY	
1. OPENING PROGRAM	2 HRS	FACILITATOR: 1. ALL ISPEAR FACULTY 2. MAKILALA PNP
2. PRE TEST IN KNOWLEDGE ABOUT SKILLS AND TRAINING IN BASKETBALL USING PREPARED QUESTIONNAIRE AND JOHNSON'S SKILL TEST	2 HRS	RESOURCE PERSON - MORENO B. JAVA JR - FACILITATOR: 1. EMMANUEL VIOS 2. DESIREE TENEBROSO 3. CHEEZE JANITO
3. PRINCIPLES OF TRAINING	2 HRS	RESOURCE PERSON - MORENO B. JAVA JR - FACILITATOR: 4. EMMANUEL VIOS 5. DESIREE TENEBROSO 6. CHEEZE JANITO
4. PHASES OF WORKOUT AND DEMONSTRATION	5 HOURS	RESOURCE PERSON - MORENO B. JAVA JR - FACILITATOR: 7. EMMANUEL VIOS 8. DESIREE TENEBROSO 9. CHEEZE JANITO
5. CONDITIONING DRILLS DEMONSTRATION AND EXECUTION	5 HOURS	RESOURCE PERSON - MORENO B. JAVA JR - FACILITATOR: 10. EMMANUEL VIOS

		11. DESIREE TENEBROSO 12. CHEEZE JANITO
6. CONDITIONING DRILLS WITH SKILLS DEMONSTRATION AND EXECUTION IN SHOOTING	3 HOURS	RESOURCE PERSON - MORENO B. JAVA JR - FACILITATOR: 13. EMMANUEL VIOS 14. DESIREE TENEBROSO 15. CHEEZE JANITO
7. CONDITIONING DRILLS WITH SKILLS DEMONSTRATION AND EXECUTION IN PASSING	3 HOURS	RESOURCE PERSON - MORENO B. JAVA JR - FACILITATOR: 16. EMMANUEL VIOS 17. DESIREE TENEBROSO 18. CHEEZE JANITO
8. CONDITIONING DRILLS WITH SKILLS DEMONSTRATION AND EXECUTION IN DRIBBLING	3 HOURS	RESOURCE PERSON - MORENO B. JAVA JR - FACILITATOR: 19. EMMANUEL VIOS 20. DESIREE TENEBROSO 21. CHEEZE JANITO
9. CONDITIONING DRILLS WITH SKILLS DEMONSTRATION AND EXECUTION IN DEFENSE	5 HOURS	RESOURCE PERSON - MORENO B. JAVA JR - FACILITATOR: 22. EMMANUEL VIOS 23. DESIREE TENEBROSO 24. CHEEZE JANITO
10. APPLICATION OF ACQUIRED KNOWLEDGE	3 HOURS	RESOURCE PERSON -

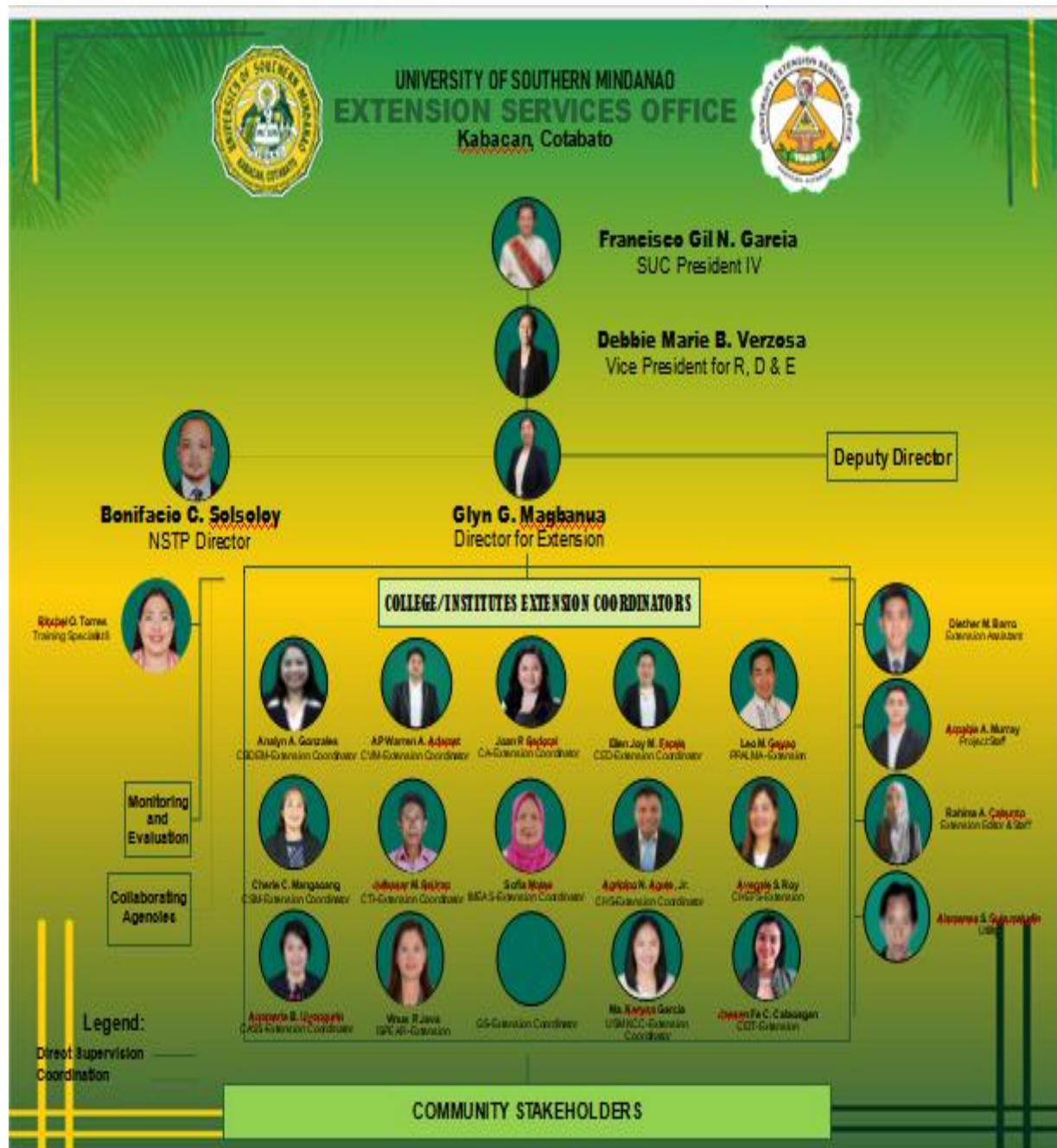
- PARTICIPANTS INTRODUCE THEIR OWN DRILLS		MORENO B. JAVA JR - FACILITATOR: 25. EMMANUEL VIOS 26. DESIREE TENEBROSO 27. CHEEZE JANITO
11. POST TEST IN KNOWLEDGE ABOUT SKILLS AND TRAINING IN BASKETBALL USING PREPARED QUESTIONNAIRE AND JOHNSON'S SKILL TEST	2 HRS	RESOURCE PERSON - MORENO B. JAVA JR - FACILITATOR: 28. EMMANUEL VIOS 29. DESIREE TENEBROSO 30. CHEEZE JANITO
12. CLOSING PROGRAM - PHASE I	2 HOURS	FACILITATOR: 1. ALL ISPEAR FACULTY 2. MAKILALA PNP

Prepared by:


MORENO B. JAVA JR, Ed.D-PE
 Resource Person

Implementation

B.3. Organizational Structure of the Extension Unit.



B.4. Profile of the Unit Head and his/her Staff.

DIETHER M. BARRO

Extension Assistant
University of Southern Mindanao
Kabacan, Cotabato
Mobile: 09070826201
Email: dmbarro@usm.edu.ph



PERSONAL DATA

Age: 25
Date of Birth: February 13, 2000
Place of Birth: Natipakan, Latagan, Matalam,
Cotabato
Gender: Male
Religion: Roman Catholic
Civil Status: Single
Height: 5'6'
Weight: 60 kg
Nationality:
Filipino
Language Spoken: Ilonggo, Cebuano, Tagalog, English

EDUCATIONAL BACKGROUND

College:

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Bachelor of Science in Development
Management Cum Laude, Class 2022

Senior High School:

KIBIA SENIOR HIGH SCHOOL
Purok 4, Kibia, Matalam, Cotabato
HUMSS
2016-2018

Junior High School:

KIBIA HIGH SCHOOL
Purok 4, Kibia, Matalam, Cotabato
2012-2016

Elementary:

NATIPAKAN ELEMENTARY SCHOOL
Natipakan, Latagan, Matalam, Cotabato
2006-2012

WORK EXPERIENCE

Extension Assistant
Extension Services Office
University of Southern Mindanao
2022-Present

QUALIFICATION AND SKILLS

- Proficient in Microsoft Office (Word, PowerPoint, Excel, Publisher)
- Communication Skills
- Leadership & Management skills
- Driving and cooking skills

ELIGIBILITY:

- Civil Service: Career Service Professional Eligible

SEMINARS/ TRAININGS ATTENDED

- Attended the Seminar on Financial Management at USM Extension Conference Room on December 2022.
- Attended the Training on Community Organizing at USM Extension Conference Room on March 2022.
- Training on Standard First Aid, Basic Life Support and Disaster Risk Reduction Management (Earthquake, Fire and Water Safety Drill) on April 2018.
- Attended the Training-Workshop on Training Management at USM Extension Conference Room on February 2022.
- Attended the Seminar-Workshop on Developing Effective Print-Based Information, Education and Communication (IEC) Materials at USM Extension Conference Room on March 2022.

- Attended the Training on Community Engagement at USM Extension Conference Room on March 2022.
- Attended the Training-Workshop on Communicating Research Results with Various Audience at USM Extension Conference Room on March 2022.
- Attended the Training “BLOOM APP USER’S TRAINING WORKSHOP” at USM, Commercial Building on March 19-21, 2025.

REFERENCES

GLYN G. MAGBANUA, PhD

ESO, Director

University of Southern Mindanao, Kabacan, Cotabato

Contact No. 09950788901

Email: gmagbanua@usm.edu.ph

PROF. VICTOR C. DAPON

Department Chairperson, Development Management

College of Business, Development, Economics & Management

University of Southern Mindanao, Kabacan, Cotabato

Contact No. 09081770178

Email: vcdapon@usm.edu.ph

RAHIMA A. CABUNTO

Education Program Specialist I

University of Southern Mindanao

Kabacan, Cotabato

Mobile: 09628551069

Email: rcabunto@usm.edu.ph



PERSONAL DATA

Age: 23

Date of Birth: April 04, 2022

Place of Birth: Oring, Buldon, Maguindanao
Gender: Female
Religion: Islam
Civil Status: Single
Height: 5'0'
Weight: 50 kg
Nationality:
Filipino
Language Spoken: Iranun, Tagalog, English

EDUCATIONAL BACKGROUND

College:

University of Southern Mindanao-Main Campus
Bachelor of Arts in English Language
Cum Laude, Class 2024

Junior High School:

Parang National High School
Poblacion 1, Parang, Maguindanao
2013-2017

Senior High School:

Notre Dame of Parang Inc.
Poblacion 1, Parang, Maguindanao
HUMSS
2017-2019

Elementary:

Edbul Elementary School
Brgy. Edcor, Buldon, Maguindanao Del Norte
2007-2013

WORK EXPERIENCE

Education Program Specialist I
University of Southern Mindanao
2024-Present

ESO Editor and Staff
University of Southern Mindanao
2024

QUALIFICATION AND SKILLS

- Proficient in Microsoft Office (Word, PowerPoint, Excel, Publisher)
- Communication Skills
- Writing Skills
- Interpersonal and collaboration skills

ELIGIBILITY:

- Civil Service: Career Service Professional Eligible

SEMINARS/ TRAININGS ATTENDED

- Training on Preparing Powerpoint Presentation (USM Format), (2024)
- Impact Assessment and Research Proposal Development (2024)
- Literary Arts Innovation Workshop (2024)
- Workshop on Project on PRC Investments: Exploring Chinese Investments and Narratives in the Philippines (2024)
- Public Information Training Workshop (2024)
- Training on Creating and Engaging Extension Proposals (2024)
- Design Thinking and Pitching Workshop (2023)
- Course of Language and Culture of Indonesia (CULTURA) 2023
- 2nd CASS In-House Review 2023

REFERENCES

GLYN G. MAGBANUA, PhD
CASS Faculty/ ESO, Director
Contact No. 09950788901

ANAMARIE B. UYANGURIN, MAEd
CASS Faculty
Contact No. 09171488747

LYN B. GABANO-MAGBANUA, Ph.D.



Current Rank

November 2024 – present

Associate Professor IV
Department of English Language and Literature

Education

Certificate in English Medium Education

University of Southampton
United Kingdom
Graduated: 2022

Ph.D. in Education major in Applied Linguistics

Immaculate Conception University
Davao City, Philippines
Graduated: 2013

Certificate of Proficiency in Special Education

Holy Cross of Davao College
Davao City, Philippines
Graduated: 2009

Master of Arts in English

Notre Dame of Kidapawan College
Cotabato, Philippines
Graduated: 2006

Bachelor in Secondary Education major in English

Mountain View College
Bukidnon, Philippines
Graduated: 1998

Current Designations (University of Southern Mindanao)

Director

Extension Services Office, USM

Program Head

PhD in Applied Linguistics, Graduate School - USM

Head, Secretariat

Performance Management Team (PMT), USM

Funded Research and Extension Engagements

Kasunayan Rising: A UniK (Unibersidad and Komunidad) Initiative for Sustainable Development and Indigenous Empowerment (2024)

Gender Research and Capability Building in Extension Projects: Exploring Engagement, Opportunities and Entry Points (2022)

From Research to Practice: Practical Applications of English for Specific Purposes in the Workplace (2022)

Development of E-learning Materials Towards Improving the Communicative Competence of ESL Learners (2019)

Health, Environment/Education, Agriculture and Livelihood Skills (HEALS) for Sustainable Development (2019)

Publications

Proficiency, Anxiety and Corrective Feedback Preferences Among ESL Learners

Modern Journal of Studies in English Language Teaching and Literature
June 2023

Developing Word Recognition Skills of Dyslexic Students Through a Strategy and Phonological Training

Philippine ESL Journal
July 2015

Two Peas in a Pod – Grammar and Short Stories in the Language Classroom

Conference Proceedings
The ELT Professionals Network 2016 Conference
February 2016

Errors in Written Discourse of Omani EFL Learners

Conference Proceedings
14th Annual International TESOL Conference
August 21-23, 2015

A Phonological Strategy to Develop Word Recognition Skills of Dyslexic Students

Conference Proceedings
BUC 2nd International Multidisciplinary Conference: English Language, Literature and Information Technology
May 2-3, 2015

Developing Linguistic Competence through Short Stories (with Prof. ZN Patil)

Conference Handbook
Oman 15th International ELT Conference
April 23-24, 2015

Recent Workshops, Trainings and Conferences Attended

Training on Financial Analysis

July 14-18, 2025
Baguio City

Fundamental Methods for Impact Assessment of R&D and Technology Transfer Programs in Agriculture, Aquatic and Natural Resources

Tagaytay City
June 23-27, 2025

3rd Agri-Ecotourism Congress

Kalibo, Aklan
June 9-11, 2025

Training Workshop on Project Design and Evaluation for Extension Projects

University of Southern Mindanao
May 26-28, 2025

Joint IDIL and IMLD Conference

Sorsogon State University
March 26-28, 2025

Cultivating a Growth Mindset in English Language Classrooms: Strategies for Effective Teaching and Learning

Delivered by Teaching English Asia
October 22, 2024

Language, power and education – five principles for a critical language pedagogy

Delivered by Teaching English Asia
October 22, 2024

FO1: Farm Tourism Basic and Business Opportunities Training

International School of Sustainable Tourism
Silang, Cavite
July 31 – August 2, 2024

7th National Coalition on Indigenous People's Higher Education Conference

Baguio City
March 5-6, 2024

RITCHEL O. TORRES

Training Specialist II
University of Southern Mindanao
Kabacan, Cotabato
Mobile: 09076023915
Email: ritchel.torres@usm.edu.ph



PERSONAL DATA

Age: 35
Date of Birth: January 28, 1990
Place of Birth: Purok 7-A, Temporan, Magpet, Cotabato
Gender: Female
Religion: Roman Catholic
Civil Status: Married
Height: 4'9"
Weight: 68 kg
Nationality:
Filipino
Language Spoken: Bagobo-Tagabawa, Ilonggo, Cebuano, Tagalog, English

EDUCATIONAL BACKGROUND

Post Graduate:

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato
Master of Science in Animal Science
2022-present

College:

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato
Bachelor of Science in Agriculture
Major in Animal Science
2008-2023

High School:

BASAK HIGH SCHOOL

Basak, Magpet, Cotabato
2004-2007

Elementary:

BASAK ELEMENTARY SCHOOL

Basak, Magpet, Cotabato
1999-2004

WORK EXPERIENCE

Training Specialist II

University of Southern Mindanao
2024-Present

Instructor I

College of Agriculture, AnScie Department
University of Southern Mindanao
2023

QUALIFICATION AND SKILLS

- Proficient in Microsoft Office (Word, PowerPoint, Excel)
- Communication Skills
- Interpersonal and collaboration skills

SEMINARS/ TRAININGS ATTENDED

- LEADING WITH PURPOSE: EFFECTIVE PROJECT MANAGEMENT IN VOLUNTEERISM (2024)
- OK sa OA: ONLINE KWENTUHAN SA ORGANIC AGRICULTURE (ORGANIC AQUACULTURE PRODUCTION), (2024)
- 61ST PSAS SCIENTIFIC MEETING AND ANNUAL CONVENTION, (2024)
- FACILITATOR DURING THE 3RD RDE TECHNO- FORUM, (2024)
- SCHOLARS PRESENTING ADVANCED RESEARCH KNOWLEDGE SERIES, (2024)
- MOLECULAR DETECTION OF TRYSONOMA EVANSI AND OTHER BLOOD PARASITE IN TABANIDS, (2024)
- TRAINING ON MONITORINEVALUATION, (2024)
- FACILITATOR DURING THE TRAINING ON CLIMATE RESI IN AGRO-ECOSYSTEMS: ADDRESSING THE CHALLENGES POSED BY CLIMATE CHANGE AND IDENTIFYING OPPORTUNITIES TO BUILD RESILIENCE IN AGRICULTURAL SYSTEMS IN SOUTHERN MINDANAO, (2024)
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CA Faculty/ Former SOXAARRDEC, Director

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B.5. Operational Plan of the Extension Program, with focus on implementation strategies

4. COMMUNITY ENGAGEMENT AND OUTREACH

4.1 The Extension Services Office

The Extension Services Office (ESO) facilitates the transfer of applicable packages of technology and dissemination of useful information generated, developed, and adopted by the University with the end goal of enhancing the development and acceleration of 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 areas. ESO make the technical assets, capabilities, and expertise of USM available to its service areas where these are needed, useful, and relevant through community engagements.

4.2 Community Engagements

Community engagement is working with and through people affiliated by geographic location or interest groups that are having similar interest, practice, situation, or identity, based on mutual respect and commitment. It also involves collaborations with government and/or nongovernment agencies that are committed to provide resources as counterpart for bringing about change in knowledge, skills, behavior, and aspirations among the farmer-partners, industry-partners, etc. that will help improve their socio-economic well-being for sustainable development.

Funding for community engagement is proposal based thus faculty members are encouraged to submit need-based community engagement plans in the form of capsule/activity proposals for possible funding by the local, regional, national, and international funding agencies (please see Figure 2).

Partnerships with relevant government and non-government agencies are necessary component in the community engagement to sustain the gains of development in the conduct of extension activities.

4.2.a Community Engagement Project (CEP)

The Community Engagement Project (CEP) is composed of several components in which each component has a series of activities to attain specific objectives. The scope of CEP is within the approved budget and defined time-period.

Partners in the engagement are bound through a Memorandum of Understanding or Agreement. In this document, parties are committed to perform their respective duties and responsibilities to the best of their abilities to carry out the planned activities stipulated in the project proposal. Stipulated also in the MOU/MOA is the willingness of each partner to provide resources as counterpart in the implementation of the CEP.

The CEP should be aligned with the University RDE Agenda, Unibersidad and Komunidad "UniK" Extension Program of the ESO, and Sustainable Development Goals of the United Nations.

4.2.b Faculty involvement in community engagement

The CEPs can contribute directly and indirectly to both short- and long-term development in the service areas. CEPs activities can be undertaken by USM faculty and students, development workers/extensionists, visiting professors, and international students.

Private extension agencies can collaborate with any of the University Extension Units on a case-to-case basis, subject to the approval of the URDEC.

Faculty members planning to submit a CEP for funding either local or external must follow the RDE proposal processing procedure (Figure 2).

In community engagement, the faculty serves as technical expert/adviser and facilitator. Activities to be conducted are in coordination with the partner agencies in accordance with the workplan.

During the course of project implementation, a quarterly monitoring and accomplishment (M&A) report and attachments shall be submitted to the ESO for evaluation in terms of effectiveness and efficiency. It shall be done by the Monitoring and Evaluation Team (MET) composed of the ESO Director, M&E Specialist, and an expert in the field who are designated by the USM President. The MET has given the capacity to recommend to the URDEC for the termination or continuation of the Project.

In summary, all faculty involved in community engagement shall:

- a. perform all activities in accordance with the approved proposal;
- b. document, evaluate, monitor and report all activities;
- c. subject the project to third party impact assessment; and
- d. disseminate extension outputs to stakeholders.

4.3 Community Outreach

Part of the social responsibility of the University is the conduct of outreach activities through volunteerism. Volunteers render their services in the form of time, talents, and treasure without expectation of remuneration.

4.3.a College-based Outreach Program

A College-based outreach program can be organized to address the immediate needs of the community. In community outreach, there are three key players: the facilitators, donors, and volunteers. The facilitators plan the activities, coordinate with the community and the donors, and organize volunteers. Donations can be in the form of cash or in-kind.

A letter of intent to conduct outreach activities will be addressed to the University President through the ESO for evaluation and recording purposes. Upon completion of the activity, an activity completion report together with the attendance sheet and other attachments shall be submitted to the ESO.

4.5.b Student Involvement in Community Engagement and Community Outreach

Community engagement for students in the University shall be integrated into the curriculum. Students can participate in community engagement activities as stipulated in the course syllabus. In this process students have the opportunity to engage with local communities and develop the knowledge, skills, and attitudes necessary for meaningful participation in sustainable development initiatives.

For both on-campus and off-campus community engagement activities, the faculty responsible for the course must submit a request letter to the Office of the Vice President for Academic Affairs. If approved, the necessary requirements must be completed. For community engagement, the evaluation shall be performed by the ESO Director, and the Director for Instruction. For community outreach, the evaluation of the requirements shall be performed by the Director of Student Affairs.

Coordination between the subject professor and the CEP leader will be done to plan and prepare for the activity. Activities like training facilitation, organizing, IEC development, validation, and distribution of IECs, collection of data, analysis of data, news feature article writing, and the like can be participated by the students during CEP implementation with the supervision of the subject professor and the CEP leader.

4.4 Student Volunteerism

The ESO provides volunteer students (individual or group) the opportunity to render services to the USM Community and its service areas. An application form to render a 25-hour/semester volunteer service will be filled out by the student and can be obtained from the ESO. Interview will be conducted wherein their commitment to sharing their time, talents, and skills will be determined. Students will be trained to enhance their capacity to do volunteer work. The volunteers will be deployed to different CEPs/Offices or during a specific university activity where their talents and skills are needed. A tickler will be provided to them for monitoring of their accumulated number of hours rendered.

The campaign and recruitment of volunteers, interview, and training will be done every month of August and January, or in consonance with the opening of classes. This is to give them time to think and evaluate and fit their volunteer work with their class schedules. The Volunteer Coordinator will make arrangements with concerned CEPs/Offices/Activity In-charge regarding deployment and monitoring of the Volunteers. A certificate of completion will be awarded to each successful volunteer after the semester.

4.5 Collaborations

Any government and private entities can collaborate with USM on RDE endeavors. A letter of intent of would-be partners could be sent to the Office of the President stating their needs and commitment on RDE matters including incidental expenses to be incurred during the conduct of activities. The partnership will be formally forged in the form of a Memorandum of Understanding/Agreement to be approved by the Board of Regents.

4.6 Training Development and Implementation

The University Extension Services Office provides training programs designed to give the trainees the knowledge, skills, and attitude to perform their job or duties to the best of their abilities. The training may take a couple of days or weeks, depending on the skills. Once there is an indication of certainty in offering a training course, the Training Management Group (TMG) or training coordinator is created or appointed to implement and adequately manage the training course. By then, all training plans and activities should be finalized and formalized.

Figure 5 shows the training development and implementation flowchart.

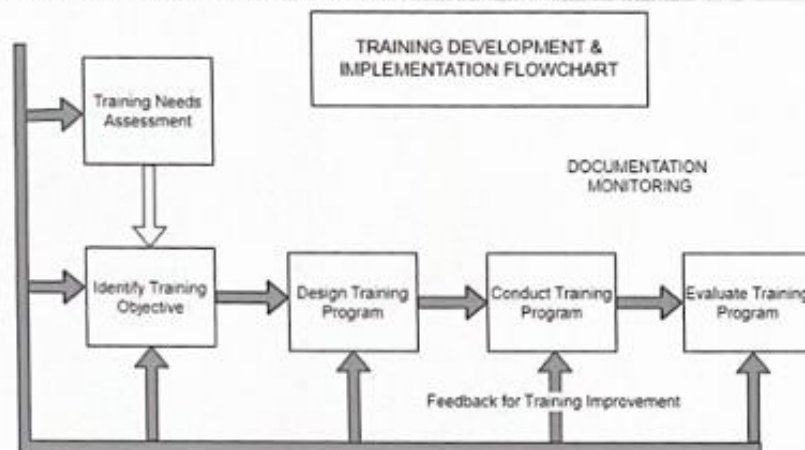


Figure 5. Training development and implementation flowchart

Training Needs Assessment

A training program is organized with a particular purpose in mind. Two questions need to be answered: (1) who are to be trained (2) for what purpose are they to be trained? One must know who to be trained and why they need the training to have a basis for the formulation of specific training objectives, subject matter content, and training methods.

Identify Training Objectives

Training objectives must be explicitly stated. What is expected of the participant as a result of the training?

Consider what is to be taught with the intended behavioral outcome. Each training objective should describe a particular output to be attained. The more specific the statement of objectives, the greater the clarity of the statement of the intended behavioral outcome, and it can be evaluated.

Design Training Program

Determine what is to be taught. The bases for determining what is to be taught are the program or organizational needs and expressed needs of the trainees.

The final training design is essentially a teaching plan. A well-organized training design consists of the following:

1. Statement of the coverage of the subject matter to be taught

2. Objectives of the training activity
3. Teaching aids, equipment, and other tools
4. A brief explanation of how the trainee participates in the training activity
5. Identification of the people who are to be involved in the training
6. Methods of teaching
7. A list of learning activities that are to be assigned to the trainees
8. Provision for evaluation of the learner before, during, and after the training, and a follow-up after the trainee has been home for some time.

Conduct Training Program

The implementation of the training activities may be assigned to various working committees. A central contact person who provides leadership in coordinating the working committees should be assigned. In implementing the training program, one may see specific weaknesses or faults in the training plan. Such observations should be attended immediately, and alternative means of correcting them should be adopted. This is the flexibility that a written program provides.

Evaluation and Follow-up

Provisions should be made to evaluate the trainees during and after training. A benchmark evaluation may be administered at the start of the training to determine the level of knowledge, skills, or attitudes that they possess. The trainees' reactions to the training session or activities should be solicited. Encourage suggestions or comments from them and make revisions or adjustments, if necessary, in the training program.

Evaluate the training in terms of the specific objectives of the training. The trainees should know the result of the evaluation.

A program of following up with trainees in their work situations should be made to find out the applicability of what trainees had learned in their training to their jobs. Follow-up or post evaluation of the trainees will enable training program planners to obtain information on which to base decisions for improving future training programs.

Monitoring Training Programs

The office of the Director for Extension Services (ODES) is responsible for undertaking the monitoring function. The TMG or the Training Coordinator is responsible for providing the ODES with information regarding the Training course for which he/she is responsible. Different forms are provided by the ODES for such purposes.

Form 1 (a) - Training Course Information Sheet	Form 1 (b) - Training Course Evaluation Sheet
---	--

B.6. Roster/Experts for extension projects, if necessary.

ISPEAR FACULTY ROSTER/EXPERTS FOR EXTENSION PROJECTS

ISPEAR FACULTY	SPECIFIC EXPERTISE EXTENDED	Extension Project	ROLE IN EXTENSION PROJECT
VINUS P. JAVA	COMMUNITY DEVELOPMENT & EVENT MANAGEMENT	Unik 2025: PROMOTING HEALTHY HABITATS: COMMUNITY EMPOWERMENT THROUGH HEALTH, WELLNESS, AND ENVIRONMENTAL ACTION, Component 2: Building Strong Communities Through Movement, Culture, and Wellness Initiatives	PROJECT LEADER - COMMUNITY ENGAGEMENT LEAD
MORENO B. JAVA JR.	EXERCISE PHYSIOLOGY	Unik 2025: PROMOTING HEALTHY HABITATS: COMMUNITY EMPOWERMENT THROUGH HEALTH, WELLNESS, AND ENVIRONMENTAL ACTION, Component 2: Building Strong Communities Through Movement, Culture, and Wellness Initiatives	Resource Person - Exercise, Injury Prevention and Safe Exercise Techniques
MARLENE E. ORFRECIO	PHYSICAL EDUCATION / INJURY PREVENTION	Unik 2025: PROMOTING HEALTHY HABITATS: COMMUNITY EMPOWERMENT THROUGH HEALTH, WELLNESS, AND ENVIRONMENTAL ACTION, Component 2: Building Strong Communities Through Movement, Culture, and Wellness Initiatives	Resource Person - Exercise Safety & Injury Prevention Specialist
RUBEN L. TAGARE JR.	MONITORING AND EVALUATION / RESEARCH METHODS	Unik 2025: PROMOTING HEALTHY HABITATS: COMMUNITY EMPOWERMENT THROUGH HEALTH, WELLNESS, AND ENVIRONMENTAL ACTION, Component 2: Building Strong Communities Through Movement, Culture, and Wellness Initiatives	Resource Person - BMI AND ACTIVITY MONITORING SPECIALIST
JESSA S. BUISAN	INDIGENOUS CULTURE AND PERFORMING ARTS	Unik 2025: PROMOTING HEALTHY HABITATS: COMMUNITY EMPOWERMENT THROUGH HEALTH, WELLNESS, AND ENVIRONMENTAL ACTION, Component 2: Building Strong Communities Through Movement, Culture, and Wellness Initiatives	Resource Person IP DANCE AND MUSIC DOCUMENTATION
GLADYS PEARL	INDIGENOUS	Unik 2025: PROMOTING HEALTHY	Facilitator - IP

AMBROCIO	CULTURE AND PERFORMING ARTS	HABITATS: COMMUNITY EMPOWERMENT THROUGH HEALTH, WELLNESS, AND ENVIRONMENTAL ACTION, Component 2: Building Strong Communities Through Movement, Culture, and Wellness Initiatives	DANCE AND MUSIC DOCUMENTATION
JEMWELL FRANCISCO	COMMUNITY FITNESS TRAINING	Unik 2025: PROMOTING HEALTHY HABITATS: COMMUNITY EMPOWERMENT THROUGH HEALTH, WELLNESS, AND ENVIRONMENTAL ACTION, Component 2: Building Strong Communities Through Movement, Culture, and Wellness Initiatives	Resource Person COMMUNITY EXERCISE TRAINER
JOMAR ESTO	INDIGENOUS CULTURE AND PERFORMING ARTS DOCUMENTATION & MEDIA PRODUCTION	Unik 2025: PROMOTING HEALTHY HABITATS: COMMUNITY EMPOWERMENT THROUGH HEALTH, WELLNESS, AND ENVIRONMENTAL ACTION, Component 2: Building Strong Communities Through Movement, Culture, and Wellness Initiatives	PROJECT DOCUMENTATION AND VISIBILITY COORDINATOR
HELEN GRACE LOPEZ	LIVELIHOOD SKILLS TRAINING (MASSAGE, GROOMING)	Unik 2025: PROMOTING HEALTHY HABITATS: COMMUNITY EMPOWERMENT THROUGH HEALTH, WELLNESS, AND ENVIRONMENTAL ACTION, Component 2: Building Strong Communities Through Movement, Culture, and Wellness Initiatives	Manicure, Pedicure, and Massage Training Resource Person
NORGE D. MARTINEZ	INDIGENOUS CULTURE AND PERFORMING ARTS	Unik 2025: PROMOTING HEALTHY HABITATS: COMMUNITY EMPOWERMENT THROUGH HEALTH, WELLNESS, AND ENVIRONMENTAL ACTION, Component 2: Building Strong Communities Through Movement, Culture, and Wellness Initiatives	IP DANCE AND MUSIC DOCUMENTATION
JERUM ELUMBARING	LIVELIHOOD SKILLS TRAINING (MASSAGE, GROOMING)	Unik 2025: PROMOTING HEALTHY HABITATS: COMMUNITY EMPOWERMENT THROUGH HEALTH, WELLNESS, AND ENVIRONMENTAL ACTION, Component 2: Building Strong Communities Through Movement, Culture, and Wellness Initiatives	Massage Training Resource Person
PRISCILLA P. DAGOC	LIVELIHOOD SKILLS TRAINING (MASSAGE, GROOMING)	Unik 2025: PROMOTING HEALTHY HABITATS: COMMUNITY EMPOWERMENT THROUGH HEALTH, WELLNESS, AND ENVIRONMENTAL ACTION, Component 2: Building Strong Communities Through Movement,	Massage Training Facilitator

		Culture, and Wellness Initiatives	
MARLENE E. ORFRECIO	Wellness Activity	WRAP: Wholistic Recovery Approach for PWUDs : An After Care Project	Project Leader
VINUS P. JAVA	Wellness Activity	WRAP: Wholistic Recovery Approach for PWUDs : An After Care Project	Component Leader
MORENO B. JAVA JR.	Sports Tournament	WRAP: Wholistic Recovery Approach for PWUDs : An After Care Project	Resource Person
PRISLILLA P. DAGOC	Passive Games	WRAP: Wholistic Recovery Approach for PWUDs : An After Care Project	Resource Person
HELEN GRACE LOPEZ	Passive Games	WRAP: Wholistic Recovery Approach for PWUDs : An After Care Project	Facilitator
JERUM ELUMBARING	Recreational Games	WRAP: Wholistic Recovery Approach for PWUDs : An After Care Project	Resource Person
NORGE D. MARTINEZ	Recreational Games	WRAP: Wholistic Recovery Approach for PWUDs : An After Care Project	Facilitator
MORENO B. JAVA JR.	Wellness Activity	Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS	Project Leader
MARLENE E. ORFRECIO	Wellness Activity	Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS	Co-Project Leader
VINUS P. JAVA	Wellness Activity	Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS	Facilitator/ Committee
MARICHU A. CALIXTRO	Wellness Activity	Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS	Facilitator/ Committee
NORGE D. MARTINEZ	Wellness Activity	Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS	Facilitator/ Committee
PRISLILLA P. DAGOC	Wellness Activity	Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS	Facilitator/ Committee
HELEN GRACE LOPEZ	Wellness Activity	Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS	Facilitator/ Committee
JERUM ELUMBARING	Wellness Activity	Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS	Facilitator/ Committee
ELPEDIO A. ARIAS	Volleyball	YES through SSTAMP: Youth Engagement in Sports through Sustainable Sports Training and Management program	Project Leader
MORENO B. JAVA JR.	Basketball	YES through SSTAMP: Youth Engagement in Sports through Sustainable Sports Training and	Component Leader

		Management program	
VINUS P. JAVA	Taekwondo	YES through SSTAMP: Youth Engagement in Sports through Sustainable Sports Training and Management program	Component Leader
EDUARD S. SUMERA	Badminton	YES through SSTAMP: Youth Engagement in Sports through Sustainable Sports Training and Management program	Component Leader
CHEEZE JANITO	Management	Laro mo Sagot Ko: A Sports Management Skills Development Project	Project Leaders
MORENO B. JAVA JR.	Basketball Refereeing and Officiating	Laro mo Sagot Ko: A Sports Management Skills Development Project	Component Leader
ELPEDIO A. ARIAS	Volleyball Refereeing and Officiating	Laro mo Sagot Ko: A Sports Management Skills Development Project	Resource Person
PRISCILLA P. DAGOC	Management	Laro mo Sagot Ko: A Sports Management Skills Development Project	Resource Person
MORENO B. JAVA JR.	Basketball	KKDAT: In-School Sports Clinic	Project Leader
MARLENE E. ORFRECIO	Volleyball	KKDAT: In-School Sports Clinic	Co-Project Leader
MALONY F. MARTINEZ	Basketball	KKDAT: In-School Sports Clinic	Resource Person
ELPEDIO A. ARIAS	Volleyball	KKDAT: In-School Sports Clinic	Resource Person
NORGE D. MARTINEZ	Volleyball	KKDAT: In-School Sports Clinic	Resource Person
PRISCILLA P. DAGOC	Volleyball	KKDAT: In-School Sports Clinic	Resource Person
JUDY L. GARCIA		KKDAT- Edukasyong Pangkatawan, Pangkalusugan at Pangkabuhayan (E3P): Community-based intervention program for persons who use drugs.	Project Leader
MORENO B. JAVA JR.	Basketball	KKDAT- Edukasyong Pangkatawan, Pangkalusugan at Pangkabuhayan (E3P): Community-based intervention program for persons who use drugs.	Component Leader
MARLENE E.	Volleyball	KKDAT- Edukasyong Pangkatawan, Pangkalusugan at Pangkabuhayan	Component

ORFRECIO		(E3P): Community-based intervention program for persons who use drugs.	Leader
RUBEN L. TAGARE JR.	Infographic/IEC Materials	KKDAT- Edukasyong Pangkatawan, Pangkalusugan at Pangkabuhayan (E3P): Community-based intervention program for persons who use drugs.	Component Leader
MORENO B. JAVA JR.	Arnis and Taekwondo	School-Based Community Sports Development Project (2017)	Component Leader
NORGE D. MARTINEZ	Arnis and Folkdance	School-Based Community Sports Development Project (2017)	Project Leader
VINUS P. JAVA	Taekwondo and Folkdance	School-Based Community Sports Development Project (2017)	Resource Person
MALONY MARTINEZ	Arnis and Combo Band	School-Based Community Sports Development Project (2017)	Resource Person
JESSA S. BUISAN	Folkdance	School-Based Community Sports Development Project (2017)	Resource Person
ELPEDIO A. ARIAS	Volleyball	School-Based Community Sports Development Project (2017)	Resource Person

B.7. Evidence of transfer of appropriate technology to the target clientele.

3. The participants were able to integrate the corrections and suggestions of the resource speaker and facilitator to enhance their outputs.



Figure 4. Sample EIC materials showing the integration of corrections in the outputs of the participants.

4. The participants were able to print-out and sort their outputs for dissemination.



Figure 5. Printing and Sorting of IEC Outputs by the participants in their respective barangays.



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B.8. Samples of packaged technologies/news/information disseminated to the clientele.

Have any questions? (064) 572-2138 top@usm.edu.ph

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USM-ESO Extends: Launches UniK Program in Makilala to Empower Bagobo-Tagabawa Community

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Makilala, Cotabato – The University of Southern Mindanao Extension Services Office (USM-ESO), in partnership with the Inter-Cultural Organizations' Network for Solidarity and Peace (ICON-SP), successfully launched *Unibersidad at Kumunidad* (UniK) Program on March 13, 2025, at Caritas, IP Kasunayan Village, Barangay San Vicente, Makilala, Cotabato.

Bai Genibel B. Timpawa, the President of the Indigenous People's (IP) Village, warmly welcomed the Vice President for Research, Development and Extension (VPRDE) Dr. Debbie Marie B. Versoza, USM-ESO Director Dr. Glyn G. Magbanua, and the USM-ESO team. Also present were ICON-SP Executive Director Jocelyn H. Aquitan, and members of her office.



Caritas, Kasunayan IP Village houses more than a hundred Bagobo-Tagabawa families rescued from various areas in the municipality of Makilala. The UniK Program aims to provide sustainable and holistic support to the community, focusing on health, skills development, arts and crafts, agriculture, and literacy. Additionally, the program intends to preserve and document the community's rich cultural heritage, including their language, food, clothing, and ornaments.



Dr. Glyn G. Magbanua, ESD Director, introduced the project leaders and outlined their specific project components, emphasizing the collaborative effort to deliver holistic community services.

CECs from the College of Education (CED); College of Arts and Social Sciences (CASS), Institute of Physical Education and Recreation (ISPEAR), College of Health Sciences (CHS), College of Agriculture (CA), College of Human Ecology and Food Sciences (CHEFS), College of Business, Development Economics and Management (CBDEM), College of Trades and Industry (CTI), and members of the project management team actively participated in the meeting.



During the session, the project leaders and extension coordinators facilitated the discussions and were grouped based on their expertise to streamline project implementation. Prof. Rezeille May C. Amilbahar and Prof. Ellen Joy M. Farala were assigned to the literacy component, while Prof. Agripino N. Angulo, Jr. and Prof. Vinus P. Java took charge of health and wellness. Prof. Analyn A. Gonzales and Dr. Apple Ureta were designated to lead the financial literacy component, and Mr. Julbasar M. Sajran handled skills development. Meanwhile, Prof. Anamarie B. Uyangurin and Prof. Avegale S. Roy oversaw the arts and craft/food component.



Bai Timpawa expressed her gratitude to USM and ICON-SP for choosing their community as the program's beneficiary.

"Dako kaayo 'mi ug pasalamat sa mapadayunon ninyong tabang, ug mapadayunon ninyong pagsuporta. Pasalamat pud kaayo mi kay isa mi sa [mga] IP communities nga inyung napili para ma extend pa ang inyung mga program," she said, conveying their deep appreciation for USM's continued support.

VPRDE Versoza emphasized three key points in her speech: gratitude for the community's trust in USM to implement the project; a commitment to future sustainable initiatives; and, a pledge to continue providing support.

"Pasalamat ko sa inyo-mga taga-Kasunayan Village sa pagdawat sa amoa, kauban ang ICON-SP," she stated.

"Magpasalig kami nga mas mudaghan pa ang [higayon] nga kami makabalik [sa inyung lugar] para sa paghatag ug mga programa. Maminaw mi sa inyung mga panginahanglan, para mas daghan pa ang among matabang sa inyuha." She added.

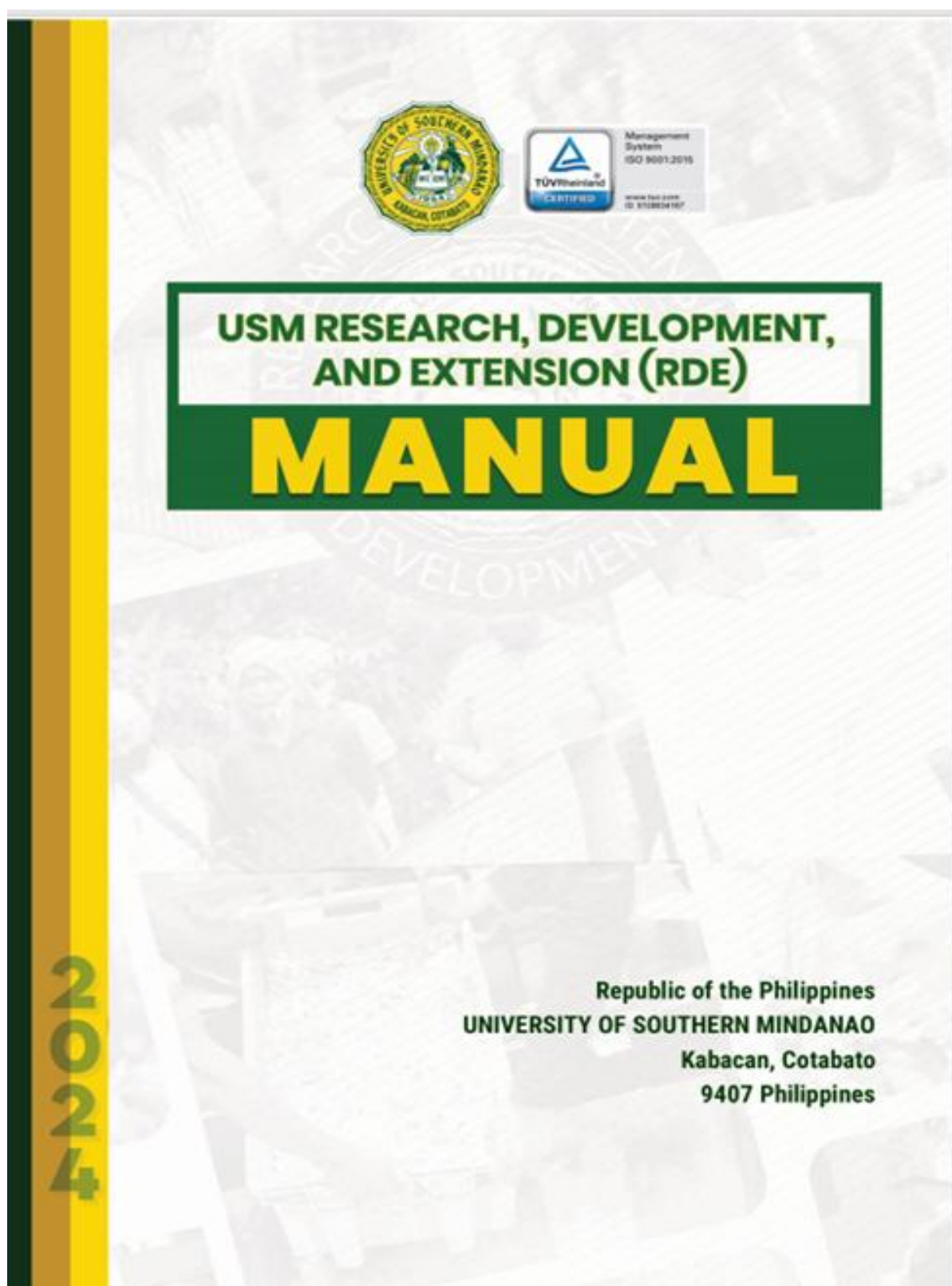
The launching program was guided by the theme: "Diverse but Inclusive: Integrated Health, Literary and Sustainability Initiative for Displaced IP Community".

Through collaborative efforts, USM-ESO and ICON-SP strive to empower the Bagobo-Tagabawa community by fostering self-reliance while preserving their cultural identity. The success of the UniK Program underscores USM's dedication to meaningful community engagement and its commitment to improving the lives of marginalized communities through sustainable initiatives.



Rey John Cortez
Extension Editor and Staff

B.9. Copy of the Extension Manual





The USM Research, Development and Extension (RDE) Manual
Revised 2024

Approved by the USM Board of Regents (BOR) by virtue of Resolution No. 106, s. 2023
Revisions approved by the USM Board of Regents by virtue of Resolution No. 119, s. 2024

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USM RESEARCH, DEVELOPMENT, AND EXTENSION (RDE)

MANUAL

2023

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
9407 Philippines



The USM Research, Development and Extension (RDE) Manual
Revised 2023

Approved by the USM Board of Regents (BOR) by virtue of Resolution No. 106, s. 2023

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**USM
RESEARCH, DEVELOPMENT
and EXTENSION (RDE)
GUIDEBOOK**

2022



The USM Research, Development and Extension (RDE) Guidebook

Revised 2022

Approved by the USM Board of Regents (BOR) by virtue of Resolution No. xx, s. xxxx

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Research Publication Services Office

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c/o PAF Flores; in red font comes from the 2015 R&D guidebook. Please review if there are changes. 5.1 to 5.3 should be the subcomponents of this part.....	30
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OFFICE OF THE DIRECTOR FOR RESEARCH AND DEVELOPMENT

Memorandum No. 11

Series of 2021

FOR: Arjay S. Agbunag Nenita E. Olero
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FROM : **MA. TEODORA N. CABASAN, Ph.D.**
Director, Research and Development Office

DATE: **December 1, 2021**

SUBJECT: **CASCADING, INCEPTION AND CONSULTATION MEETING FOR FACULTY
RESEARCHERS AND FULL-TIME RESEARCHERS**

In preparation for the implementation of research projects/studies for 2022, there will be a meeting on Monday, December 6, 2021, 1:00-4:00 PM at the DOST-PCAARRD-USMARD Center Auditorium. All project or study leaders are required to attend. Please come early before 1:00 pm and bring a copy of your revised detailed proposal and ppmp. Attached herewith is a copy of the program.

For information dissemination and strict compliance.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato



**OFFICE OF THE VICE PRESIDENT FOR RESEARCH,
DEVELOPMENT AND EXTENSION**

MEMORANDUM No. 15

Series of 2023

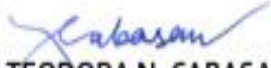
**TO : College Research Coordinators
College Extension Coordinators**

THROUGH : College Deans

SUBJECT : CONSULTATION MEETING ON THE REVISION OF RDE MANUAL

DATE : April 19, 2023

You are required to attend the meeting to finalize the REVISED RDE MANUAL on April 20, 2023, 1 PM at the USM-DOST Research Hub Auditorium, USMARDC. The RDE Manual will be presented to the Administrative Council Meeting next week for the approval of the BOR.


MA. TEODORA N. CABASAN, PhD
VP RDE/Co-chairperson, URDEC

Monitoring

B.10. Copy of the monitoring and evaluation instruments.

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines	
EXTENSION SERVICES OFFICE		
QUARTERLY MONITORING AND EVALUATION REPORT FOR EXTENSION		

Project Title: _____	Period Covered	☐ 1 st Quarter ☐ 3 rd Quarter ☐ 2 nd Quarter ☐ 4 th Quarter
Proponent(s): _____	Fund Source	☐ Local _____ ☐ External _____

Activities Based on the Work Plan Schedule	Outputs	Accomplishments		(%) Completion (Cumulative)	Problems Encountered (if any)	Action Taken	Fund Utilization (%)	Remarks by Evaluator
		Target (%) Based on the Milestone in the Workplan	Actual (%)					
% Completion (Cumulative) from the previous quarter: _____ %								

USM EXT F07 - Rev. 4.30.24.09.02

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines	
EXTENSION SERVICES OFFICE		
QUARTERLY MONITORING AND EVALUATION REPORT FOR EXTENSION		

Prepared by: _____	Noted by: _____	Evaluated by: _____	Concurred by: _____
Project Leader	College Extension Coordinator	Director, Extension Services Office	Vice President for Research, Development and Extension

USM EXT F07 - Rev. 4.30.24.09.02

NEW FORMS OF QUARTERLY MONITORING AND EVALUATION

LSM

LSM

2nd Quarter



University of Southern Mindanao
EXTENSION SERVICES OFFICE
Kabacan, North Cotabato

MONITORING/ ACCOMPLISHMENT REPORT

for the 2ND quarter, C.Y. 2022-2023

Project Title: Laro mo, Sagot ko: A Sports Development Program

Proponent/s: CHEEZE JANITO, MORENO B. JAVA Jr.

College/Unit: ISPEAR

ACTIVITIES	Accomplishment		% Completion (Cumulative)	Problem/s Encountered	Action/s Taken	Remarks/ Recommendations
	Target	Actual				
Purchase Request	25%	12.5 %	45%			32.5% from the previous quarter
Trainer's meeting and planning	10%	100%	55%	Younger trainers were encouraged to take the lead in the program. However, they have a master class on weekends	The program is pursued with a buddy system per session; those who are vacant during the training program were encouraged to take part	A thorough planning should take place to prevent multi-tasking and overlapping of staffing task
-Training Program making Directing and Staffing of committees						Budono: Minister of the meeting

Prepared by:

CHEEZE JANITO
Project Leader

2023. 06. 28

Date

Noted by:

MORENO B. JAVA Jr., EdD-PE
College/Unit Head

2023. 06. 28

Date

MARY JOY S. CANOLAS, PhD

Director for Extension Services

2023. 06. 29

Date

ISPERK

LMSK

1st Quarter



University of Southern Mindanao
EXTENSION SERVICES OFFICE
Kabacan, North Cotabato

MONITORING/ ACCOMPLISHMENT REPORT

for the 1st quarter, C.Y. 2022-2023

Project Title: Laro mo, Sagot ko: A Sports Development Program

Proponent/s: CHEEZE JANITO, MORENO B. JAVA Jr.

ACTIVITIES	Accomplishment		% Completion (Cumulative)	Budget Utilization to date: (%)		Action/s Taken	Remarks/ Recommendations
	Target	Actual		Problem/s Encountered			
Courtesy Call -Consultation/ Coordination	10%	100%	10%				As shown in the attachment
Needs Assessment -Meeting and Orientation/ Dissemination	10%	100%	20%				
Purchase Request	25%	50%	32.5%	Having a hard time with purchasing paper- attachments	We frequently visit the Extension office for guidance on what to do regarding the purchase		

Prepared by:

CHEEZE JANITO
Project Leader

2023. 04. 24

Date

Noted by:

MORENO B. JAVA Jr., EdD-PE
College/Unit Head

2023. 04. 25

Date

MARY JOY S. CANDIAS, PhD
Director for Extension Services

2023. 04. 27

Date

1st Year

L.M.S.K

ASD Quarter



University of Southern Mindanao
EXTENSION SERVICES OFFICE
Kabacan, North Cotabato

MONITORING/ ACCOMPLISHMENT REPORT

for the 3rd quarter, C.Y. 2022-2023

Project Title: Larong Sagat ko: A Sports Development Program

Proponent/s: CHEEZE JANITO, MORENO B. JAVA Jr.

College/Unit: ISPEAR

ACTIVITIES	Accomplishment		% Completion (Cumulative)	Problem/s Encountered	Action/s Taken	Remarks/ Recommendations
	Target	Actual				
Launching, orientation activities, and pre-test	15%	100%	70%	No vacant vehicle	We used the vehicle of the trainers	Before the scheduled date, there should be a one-week request made from the PPDO for vehicle reservation.

Prepared by:

CHEEZE JANITO
Project Leader

2023-09-25

Date

Noted by:

MORENO B. JAVA Jr., EdD-PE
College/Unit Head

2023-09-25

Date

MARY JOY S. CANGILAS, PhD
Director for Extension Services

2023-09-26

Date

16/12/2023

LMSK

4th Quarter



University of Southern Mindanao
EXTENSION SERVICES OFFICE
Kabacan, North Cotabato

MONITORING/ ACCOMPLISHMENT REPORT

for the 4th quarter, C.Y. 2022-2023

Project Title: Laro mo, Sagot ko: A Sports Development Program

Proponent/s: CHEEZE JANITO, MORENO B. JAVA Jr.

College/Unit: ISPEAR

ACTIVITIES	Accomplishment		% Completion (Cumulative)	Problem/s Encountered	Action/s Taken	Remarks/ Recommendations
	Target	Actual				
Training Proper	20%	100%	90%	Participants lived in remote areas of the barangay, which we consider a barrier to attaining the allotted time for training	We asked for the assistance of the barangay council for the food, and it allowed participants to stay in the training venue rather than going home during lunchtime	to be from the previous quarter Congrats Team
Post-Test	10%	100%	100%			

Prepared by:

CHEEZE JANITO

Project Leader

2024. 01. 04

Date

Noted by:

MORENO B. JAVA Jr., EdD-PE

College/Unit Head

2024. 01. 04

Date

MARY JOY S. CANOLAS, PhD

Director for Extension Services

2024. 01. 05

Date

B.11. Sample accomplishment and terminal reports.

University of Southern Mindanao
EXTENSION SERVICES OFFICE
Kabacan, North Cotabato

TERMINAL REPORT



LARO MO, SAGOT KO:

A SPORTS

MANAGEMENT SKILLS

DEVELOPMENT

PROJECT

Transmittal

DR. MARY JOY S. CAÑOLAS

ESO - Director

USM, Kabacan, Cotabato

Subject: Transmittal of the Terminal Report for Laro Mo, Sagot Ko: A Sports Management Skills Development Project

Dear Dr. Cañolas,

Good day!

I am pleased to transmit the Terminal Report for the extension project titled " Laro Mo, Sagot Ko: A Sports Management Skills Development Project", which was successfully implemented from January 2022 to December 2022 under the ISPEAR. This project aimed to capacitate the Sagguniang Kabataan of Barangay Dagupan to be fully capacitated to organize and refereeing their own basketball and volleyball league, benefiting the youth in Brgy. Dagupan.

The attached report provides a comprehensive summary of the project's implementation, accomplishments, challenges, and recommendations for future initiatives. We hope that this document will serve as a valuable reference in evaluating the impact of our outreach efforts and contribute to continuous improvement in our extension programs.

Thank you for your continued support and guidance in advancing community development initiatives.

Sincerely,

CHEEZE R. JANITO

Project Leader

ISPEAR, USM

I. Executive Summary

The rising frequency of sports tournaments during local festivities set the growing significance of community engagement through athletics. In line with this, the necessity to capacitate potential residents, Sangguniang Kabataan officials and members to manage local sports tournaments is also becoming more vital to ensure that objectives of the sports program are being achieved. This extension project strategically targets 15 individuals for sports management, along with 10 each for basketball and volleyball officiating, envisioning them as capable leaders for future tournaments or to manage future sports tournament in their Barangay.

As shown in the pre- and post-tests conducted, there was an increase of the knowledge and technical skills in the areas of sports management, basketball officiating and volleyball officiating. The collective increase of 54.42% in capacity, encompassing both practical application and written examination, underscores the effectiveness of the training program. This upskilling not only bolsters individual competence but also fortifies the foundation for well-executed and organized sports events in the community.

As a result of increased capacity, 3 sports leagues were conducted; one in basketball and 2 in volleyball where the trained beneficiaries were the one who officiated and manage the games. Three videos were also created, one in each component area to facilitate the sustainability of the outputs of the extension project.

As an added output, the Dagupan Volleyball Club stands as a tangible testament to the project's enduring impact, fostering a dedicated platform for volleyball enthusiasts within the community. While progress on the basketball officiating pool is ongoing, its development signals a continued commitment to nurturing talent and fostering inclusivity within the realm of sports administration. Together, these endeavors not only elevate individual skillsets but also contribute to the overarching goal of fostering a vibrant and cohesive sporting culture within the Barangay.

II. Financial Report

COMPONENT	ALLOCATION	UTILIZED	% UTILIZED
1. VIDEO PRODUCTION FOR SPORTS MANAGEMENT	16,000.00	0	0.00
2. SKILLS TRAINING ON SPORTS MANAGEMENT AND OFFICIATING IN BASKETBALL AND VOLLEYBALL	50,400.00	50,400.00	100%
3. SPORTS TOURNAMENT ON BASKETBALL AND VOLLEYBALL	50,000	50,000.00	100%

III. Major Activities Undertaken

Barangay, Dagupan, Kabacan holds their own regular sports tournament usually conducted during their Barangay fiesta. Most often, they hire referees to run their tournament and allocate budget to pay for these referees. To capacitate the youth of this barangay in terms of sports management and sports officiating, this project has 35 members of SK Federation of the Barangay who have potentials and inclination in sports.

The participants were organized into three (3) groups to have separate and focused-group discussions and trainings for each area. Group one participants were capacitated in sports management, group two participants for Basketball officiating and group three for volleyball officiating. This was done with the assistance of BLGU to maximize opportunities in terms of resources.

Environmental scanning was conducted to ensure that facilities are suited for training and also to ensure the availability of sports equipment. This project will also produce instructional videos as IEC materials to be turned over to our partner Barangay once approved for use by the University. Needs assessment was done prior to the actual conduct of the extension project through consultation and interviews especially for the key officials of the Barangay.

This Extension project comprised of three (3) components. The first component is to increase capacity of the participants in sports management with follow up training thorough guided videos. The second component is skills training on officiating in basketball and volleyball. Specifically, the second component dealt with skills needed when officiating a specific game. The third component focused on assessment as totality of their acquired knowledge, skills, and attitude from the training through the conduct of their own sports tournament in basketball and volleyball.

This project will also utilize guided video in each identified three (3) components, one in sports management, one for officiating basketball officiating and one video for officiating volleyball as follow up activities. The members of the faculty of ISPEAR who have technical skills in video production served as creator for these videos to be approved to concerned University offices for validation and assessment of the videos produced before dissemination to the partner barangay.

Skills Training on Sports Management and Officiating in Basketball and Volleyball

Topic	Training Management Team	Responsibility
Sports Management	Resource Person: Priscilla Dagoc Facilitator- 4	In-charge of doing the lectures and guided activities. In- charge of video production for sports management In-charge for venue preparation, conduct of evaluation (training) completion report. In-charge Facilitating Registration, Documentation and Food Distribution.
Sports Officiating- Volleyball	Resource Person: Elpedio Arias Facilitators: Marlene Orfrecio Norge Martinez Facilitators: 4	In-charge of doing the lectures and guided activities. In- charge of video production for sports officiating- volleyball In-charge for venue preparation, conduct of evaluation (training) completion report In-charge Facilitating Registration, Documentation and Food Distribution
Sports Officiating- Basketball	Resource Person: Moreno Java Jr. Facilitators: Marlon Mancera Facilitators: 4	In-charge of doing the lectures and guided activities. In- charge of video production for sports officiating- Basketball In-charge for venue preparation, conduct of evaluation (training) completion report. In-charge Facilitating Registration, Documentation and Food Distribution.

IV. Problems met during the conduct of the project

1. Scheduling Conflicts

One of the challenges encountered was the difficulty in finalizing a common schedule that accommodates the availability of all stakeholders, including the respondents, resource persons, and facilitators. Conflicting commitments and unforeseen circumstances led to delays in project activities.

2. Hiring of a Video Editor

The lack of an in-house or readily available video editor caused delays in the production of video outputs. The absence of a dedicated editor hindered the timely completion of documentation and promotional materials for the project.

V. Recommendations

1. Constant communication and close coordination with SK Chairman Terrence Cabugsa and other key stakeholders should be maintained. A flexible scheduling approach should be considered, allowing for adjustments based on the availability of participants. Additionally, using scheduling tools or online platforms can help streamline the process and ensure that all concerned parties agree on a mutually convenient time.
2. A formal request to the Office of the President (OP) should be submitted to allow the hiring of an external video editor who possesses the necessary skills to efficiently edit and enhance the video materials. Additionally, exploring alternative solutions, such as collaborating with university media teams, student interns specializing in multimedia production, or tapping into volunteer editors, can help mitigate the issue. Establishing a standard workflow and timeline for video editing will also ensure smoother project execution in the future.

VI. Project Impact/Output

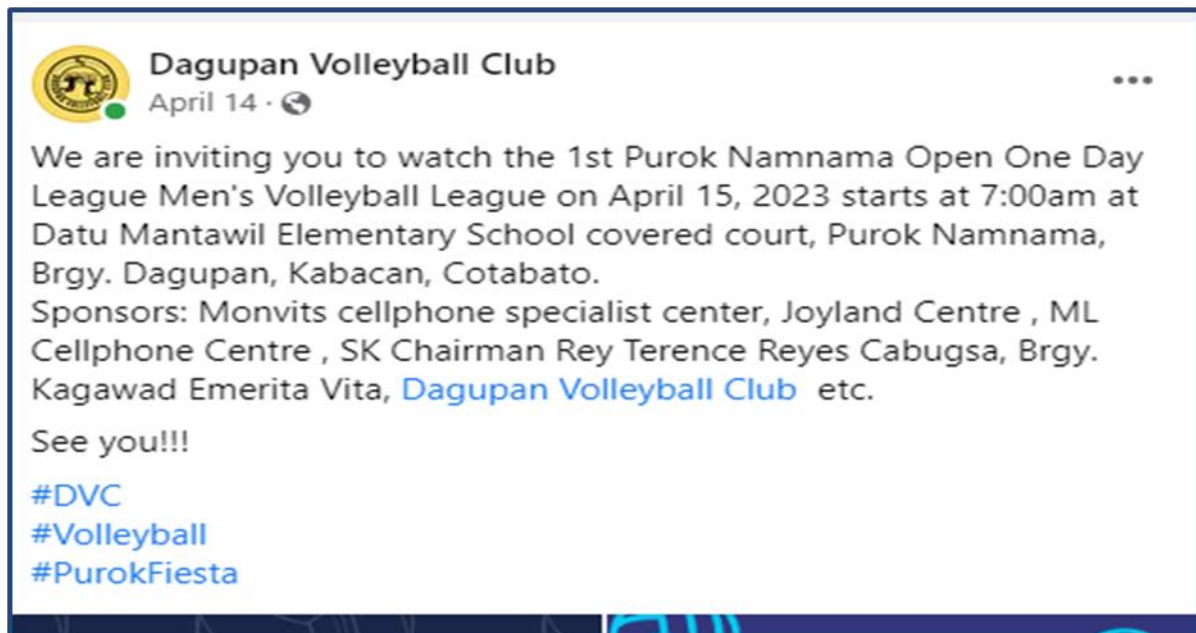
One-day Volleyball league at Brgy Dagupan where clients of our extension project were the one who manage and officiated the game.



Another volleyball tournament managed and officiated by our clients in Purok Namnama, Brgy Dagupan



Official FB account of Dagupan Volleyball Club being created to further strengthen the output of extension project and as recommended last Mid Year In-house review.



Some of the announcements made online by the club with some sponsors. Again, this was one of the comments during the Mid-year In-house.



Basketball Tournament managed and officiated by the extension project.

VII. Supplemental Activities



Fig 1. Consultation meeting with SK Chairman of Barangay Dagupan, Hon. Terrence Cabugsa

The consultation meeting with SK Chairman Hon. Terrence Cabugsa served as a vital step in ensuring the successful implementation of the extension project. During this meeting, the project team discussed the objectives, scope, and expected outcomes of the initiative, emphasizing the importance of youth involvement and community participation.

Key agenda items included finalizing the project schedule, identifying available resources, and addressing potential challenges that could affect the execution of activities. Chairman Cabugsa provided valuable insights regarding the community's needs, available facilities, and the best strategies to engage the youth and other stakeholders. His support and approval were essential in securing local participation, logistics coordination, and fostering community ownership of the project.

Additionally, the meeting facilitated the alignment of project goals with the existing youth programs of Barangay Dagupan. Collaborative efforts were explored to ensure that the extension project complemented and enhanced ongoing initiatives, such as sports development, health awareness campaigns, and leadership training for the youth.

As an outcome of this consultation, the team and SK officials agreed on specific roles, responsibilities, and timelines to guarantee smooth project execution. The meeting also opened doors for future collaborations, strengthening the partnership between the university and the local government in promoting sustainable community development programs.



Fig 2. Presentation to Committee Chairman on Sports and Health

The presentation to the Committee Chairman on Sports and Health was a key step in securing institutional and local government support for the extension project. This activity aimed to provide an in-depth overview of the project's objectives, expected impact, and implementation plan, ensuring alignment with the municipality's existing sports and health initiatives.

This presentation strengthened partnerships between the academic institution and the local government while reinforcing the shared commitment to promoting health and sports education at the grassroots level. The support of the Committee Chairman was instrumental in ensuring the successful rollout of activities, securing necessary resources, and fostering long-term community engagement.

	
Demo- discussion in refereeing volleyball	Demo- discussion on sports management

	
Application of KSA from Training, participants were able to correctly conduct a tournament with Dagupan pool of Officiating Officials	Actual/ post test on application of rules and regulations of the game, giving of proper call to offense committed by a player

VIII. Other Accomplishment

Table 1. Number of Participants per Component

COMPONENT	FREQUENCY (N=35)	PERCENTAGE
1. SPORTS MANAGEMENT	15	42.00%
2. BASKETBALL OFFICIATING	10	29.00%
3. VOLLEYBALL OFFICIATING	10	29.00%

Table 2 Profile of the Participants (Using Participant Information Sheet)

PROFILE	FREQUENCY (n=35)	PERCENTAGE
1. Sex:		
a. Male	25	71.00%
b. Female	10	29.00%
2. Age:		
a. 15-18 yrs old	6	17.00%
b. 19-22 yrs old	24	69.00%
c. 23- 26 yrs old	5	14.00%
3. Religion		
a. Catholic	35	100%
b. Others	0	0.00%
4. Civil Status		
a. Single	35	100%
b. Others	0	0.00%
5. Dialect Spoken		
a. Ilocano	30	86.00%
b. Ilonggo	3	9.00%
c. Cebuano	2	5.00%
6. Highest Educational Attainment		
a. High School Students	3	8.00%
b. College Student	20	57.00%
c. College Graduate	2	6.00%
d. Out of School youth	10	29.00%

Table 3.A. Pre Test, Post Test and Increased Capacity in Written Exam

COMPONENT	PRE TEST*	POST TEST*	INCREASED CAPACITY
1. Sports Management	10.13%	17.50%	72.75%
2. Volleyball Officiating	9.40%	18.50%	96.81%
3. Basketball Officiating	11.00%	18.60%	69.09
Over All Mean	10.18%	18.20%	79.55%

*Overall Mean of pretest and posttest for written exam

Table 3.A. Pre Test, Post Test and Increased Capacity in Practical Activities

COMPONENT	PRE TEST*	POST TEST*	INCREASED CAPACITY
1. Sports Management	1.13%	4.47%	74.72%
2. Volleyball Officiating	1.6%	3.40%	52.94%
3. Basketball Officiating	1.20%	3.30%	63.63%
Over All Mean	1.31%	3.72%	63.76%

Table 4. Summary Table

COMPONENT	PRE TEST	POST TEST	INCREASED CAPACITY
1. Written Exam	10.18%	18.20%	44.07%
2. Practical Activities	1.31%	3.72%	64.78%
Over All Mean	5.74%	10.96%	54.42%

One basketball and two volleyball tournaments were conducted out of the extension project where beneficiaries were the one who officiated the games. To make it more sustainable, Dagupan Volleyball Club was established while officiating pool for basketball I still in progress.

IX. Pictorials



Funding and other Resources

B.12. Copy of the budgetary allocation for the extension program

 University of Southern Mindanao EXTENSION SERVICES OFFICE Kabacan, North Cotabato 					
BUDGET SUMMARY					
Project Title: WRAP: Wholistic Recovery Approach for PWUDS: An AfterCare Project					
Proponents: ISPEAR, CTI, CHEFS, CASS					
Source of Fund: External (Matalam LGU	Total Budget: 1,000,000.00		Implementing College/Unit: ISPEAR/CTI/CHEFS/CASS		
ITEM	Year 1				Total
	Q1	Q2	Q3	Q4	
I. Personnel Services (PS)					
A. Salaries and Wages					
B. Honoraria					
C. Others					
Sub-total for PS					
II.					
A. Livelihood skills			390,000.00		390,000.00
B. Wellness/Psychosocial			30,000.00		30,000.00
C. Supplies			60,000.00		60,000.00
D. Others					
a. Meals and Snacks			430,000.00		430,000.00
b. Token (Tournament winners)			20,000.00		20,000.00
c. Transportation			70,000.00		70,000.00
Sub-total for PS					
TOTAL					P1,000,000.00

USM-EXT-F03-Rev.3.2021.01.26

 University of Southern Mindanao EXTENSION SERVICES OFFICE Kabacan, North Cotabato 					
BUDGET SUMMARY					
1. Project Title: "Laro Mo, Sagot Ko": A Sports Management Skills Development Project					
Proponents: Cheeze Janito, Moreno Java Jr., Desiree Ann Tenebrosos					
Source of Fund:	Total Budget: 116,400		Implementing College/Unit: ISPEAR		
ITEM	Year 1				Total
	Q1	Q2	Q3	Q4	
I. Personnel Services (PS)					
A. Salaries and Wages					
B. Honoraria	4,000.00	4,000.00	4,000.00	4,000.00	16,000.00
C. Others	7,950.00	7,950.00	7,950.00	7,950.00	30,000.00
Sub-total for PS					
II.					
A. Travel	2,000.00		2,000.00		5,000.00
B. Communications	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00
C. Supplies	54,400.00				54,400.00
D. Others					
a. Training & Seminars					
b. Fuel, Oil and Lubricants		3,500.00.00		3,500.00	7,000.00
Sub-total for PS					
TOTAL					116,400.00

USM-EXT-F03-Rev.3.2021.01.26



Republic of the Philippines
University of Southern Mindanao
EXTENSION SERVICES CENTER



Budgetary Requirement: (Charge to LGU Matalam)

Particulars	Quantity/Unit	Amount
A. Livelihood Skills		
• Welding	6,750.00/trainee x 40	270,000.00
• Electronics	5,370/trainee x 30	161,100.00
• Automotive Servicing	6,350/trainee x 30	190,500.00
• Driving and basic troubleshooting	2,000/trainee x 25	50,000
• Hito Breeding	4,500/trainee x 25	112,500.00
B. Wellness		
• Basketball Ball	2,500.00 x 3	7,500.00
C. Meals and Snacks	380.00/person x 5 days x 200	380,000.00
D. Transportation	120 liters/day x 5 days x 60/liter	33,000
F. Supplies	Tarpaulin, Bond papers, board papers	10,000.00
G. Token (Tournament Winners)	500 x 30 winners (Jersey)	15,000.00
H. Contingency		30,000.00
TOTAL		P1,188,000.00

B.14. Evidences of outsourcing for technical assistance and service inputs from other agencies.

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement entered into and executed by:

The Municipality of Makilala, a local government unit with principal address at Poblacion, Makilala represented herein by the Municipal Mayor HON. ARMANDO M. QUIBOO, and herein after referred to as "LGU MAKILALA".

-and-

The UNIVERSITY OF SOUTHERN MINDANAO, a level IV State University, created and operating under the laws of the Republic of the Philippines with official address at USM, Kibacan, Cotabato, represented by the University President FRANCISCO GIL N. GARCIA, Ph. D., hereinafter referred to as USM;

Jointly, LGU MAKILALA and the USM are hereinafter referred to as "PARTNERS"

WITNESSETH:

WHEREAS, the LGU MAKILALA is the lead agency in the implementation of the Kabataan Kontra Droge at Terorismo (KKDAT) program and the reformation of Person Who Use Drugs (PWUD) in their locality;

WHEREAS, the LGU MAKILALA, Province of North Cotabato recognizes the need of technical assistance, particularly in health and wellness activities, sports management and livelihood programs;

WHEREAS, the USM, through the University Extension Services Office, has technical experts and specialists who may undertake extension and research activities for the benefit of their clientele;

WHEREAS, the USM, through the University Extension Services Office, tapped the services of the Institute of Sports, Physical Education and Recreation (ISPEAR) and the College of Trades and Industries (CTI) through their extension program, "Edukasyong Pangkatawan, Pangkalusugan at Pangkabuhayan (E3P): A Community-based Intervention Program for Persons Who Use Drugs" to spearhead in the conduct of health and wellness activities, sports management and livelihood programs with the following components:

Project 1: KKDAT: KKK (Kabataan Kontra Droge at Terorismo: Kasama, Kalinga, Kasangga)

Project 2: I-FIGHT for PWUD (Intensifying Fitness Interventions for Greater Health Transformation for Person Who Used Drugs)

Project 3: Skills Training and Livelihood

NOW THEREFORE, for and in consideration of the foregoing premises and strong commitment of the partners for communities to promote health and wellness and improve the socio-economic status of life, the partners hereby agree to join forces in the planning and management of an extension program that shall enhance the community assets and opportunities with the following provision, to-wit,

Page 1 of 3

I. RESPONSIBILITIES

A. The LGU MAKILALA shall

1. Work in tandem with USM in the administration, supervision, monitoring of USM extension and research projects/activities;
2. Provide funding to various wellness, sports and livelihood training activities with the amount of P= 800,000.00 for KKDAT KKK and P= 400,000.00 for health and livelihood training program for PWUOS.
3. Provide venue for the conduct of trainings and other activities as needed;
4. Ensure the safety of the resource persons while in their custody; and

B. The USM shall:

1. Provide services in the conduct of health and wellness activities and sports management and livelihood programs;
2. Conduct follow up activities to ensure and sustain the productive outputs of the training program; and
3. Acknowledge Makilala LGU in publication of output related to this project.

II. CANCELLATION/TERMINATION

This agreement may be cancelled or terminated due to unforeseen emergencies or events beyond the control of either party. Any violation of the above stipulation of the either party may subject for pre-termination of the agreement, subject to remuneration of liability that it may incurred during the effectivity of the agreement.

III. SEPARABILITY CLAUSE

In the event that one or more provisions contained herein shall be held invalid, illegal or unenforceable in any respect and for any reason, the remaining provisions shall remain valid, legal and enforceable.

IV. EFFECTIVITY OF THE AGREEMENT

This Memorandum of Agreement shall take effect upon the Parties set their signatures on this document and shall remain in effect from September 2020 up to December 2020 unless otherwise revoked/amended by the parties of this Agreement.

IN WITNESS WHEREOF, the parties, through their representatives, have hereunto set their hands on this ____ day of ____ 2020 at the University Extension Services Office, Kibacan, Cotabato Philippines.

MUNICIPALITY OF MAKILALA

UNIVERSITY OF SOUTHERN MINDANAO

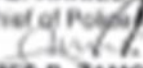

HON. ARMANDO M. QUIDOD
Municipal Mayor


FRANCISCO R. GARCIA, Ph. D.
USM President

WITNESSED BY:


PMAJ. ARNEL C. MELOCOTONES
Chief of Police Makilala


JUDY L. GARCIA, Ed. D. - PE
Dean, SPEAR


JAMES B. ZAMORA
MADAC Focal Person


SOLOMON L. PRESTO, MATIA
Dean, CTI

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

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BEFORE ME, a notary public for and in the Municipality of _____, Prov. _____, this _____ day of _____, 2020, personally appears _____

Pulse

ID No. /CTC

Date issued

Flare issued

HON. ARMANDO M. QUIBOD

029-5385140

at 10:15

Abstract

FRANCISCO GIL N. GARCIA, Ph.D.

All known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary acts and deeds.

This instrument pertains to the Memorandum of Agreement consisting of three (3) pages including this page where the Acknowledgment is written and of the attachments hereto, which has been signed by the parties together with their witnesses, on each and every page.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal
the place and the date stated above.

NOTARY PUBLIC

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Province of Cotabato
MUNICIPALITY OF MAKILALA
OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 41st REGULAR SESSION OF THE SANGGUNIANG BAYAN OF MAKILALA, COTABATO HELD AT THE SANGGUNIANG BAYAN TEMPORARY SESSION HALL, MUNICIPAL TRIBAL BUILDING, MAKILALA, COTABATO ON THE 11th DAY OF AUGUST, 2020.

PRESENT:

Hon. Ryan D. Tabanay.....	Presiding Officer.....	Vice Mayor
Hon. Katherine D. dela Cruz, RN.....		Councilor
Hon. Cesar Rafael L. Ipong, RN.....		-do-
Hon. Rex G. Pimney, RN.....		-do-
Hon. Adelwisa Y. Cruz.....		-do-
Hon. Rene G. Molina.....		-do-
Hon. Lutero E. Pampangan, IPMR.....		-do-
Hon. Ryl John C. Caeagfan, ABC President.....		-do-

ABSENT:

Hon. Teodoro F. Orbina.....		Councilor
Hon. William A. Apostol.....		-do-
Hon. Kristine Margaret A. Malabanan.....		-do-
Hon. Kim Richard G. Miglibia, SK Fed Pres.....		-do-

RESOLUTION NO. 327-2020

RESOLUTION AUTHORIZING HON. ARMANDO M. QUIBOD, MUNICIPAL MAYOR TO ENTER INTO A MEMORANDUM OF AGREEMENT IN BEHALF OF THE LOCAL GOVERNMENT UNIT OF MAKILALA WITH THE UNIVERSITY OF SOUTHERN MINDANAO REGARDING THE PARTNERSHIP IN VARIOUS COMMUNITY DEVELOPMENT INITIATIVES.

Presented to the body was the letter of the Municipal Mayor requesting for an authority to enter into a Memorandum of Agreement in behalf of the Local Government Unit of Makilala with the University of Southern Mindanao regarding the Partnership for various Community Development Initiatives.

WHEREAS, the University of Southern Mindanao will provide necessary experts and technologies based on the identified priority needs of the municipality for its constituents;

WHEREAS, the partnership of the two vital institutions, effected by the said Memorandum of Agreement is beneficial to the people of the municipality in developing various community development initiatives;

WHEREFORE, premises considered on motion of Hon. Katherine D. dela Cruz duly seconded by Hon. Rene G. Molina, the Sanggunian;

RESOLVED, as it is resolved, to authorize Hon. Armando M. Quibod, Municipal Mayor to enter into a Memorandum of Agreement in behalf of the Local Government Unit of Makilala with the University Of Southern Mindanao regarding the partnership in various Community Development Initiatives.

UNANIMOUSLY ADOPTED, August 11, 2020.

I HEREBY CERTIFY to the correctness of the foregoing Resolution.

MARIVEL B. CORDYAN

Acting Secretary to the Sangguniang Bayan

ATTESTED AND CERTIFIED TO BE DULY ADOPTED:

RYAN D. TABANAY, LL.B.
Vice Mayor/Presiding Officer



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
ols@usm.edu.ph

OFFICE OF LEGAL SERVICES

July 16, 2024

FRANCISCO GIL N. GARCIA, PhD

President
University of Southern Mindanao
Kabacan, Cotabato

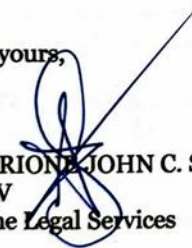
RE: Approval of the "MEMORANDUM OF AGREEMENT" with the MATALAM LOCAL GOVERNMENT.

Recommended Action: For the signing of the "MEMORANDUM OF AGREEMENT".

Sir:

I recommend the signing of this attached "MEMORANDUM OF AGREEMENT" (MOA) with the MATALAM LOCAL GOVERNMENT to collaborate and cooperate in non-formal education, health and wellness, skills acquisition and enhancement, and capability building for community development within its area of responsibility. Their purpose, objectives, and provisions stipulated in the "MEMORANDUM OF AGREEMENT" are not violative of any existing laws, rules, or regulations of the University and the Republic of the Philippines. Moreover, this MOA has already been confirmed by the Board of Regents by virtue of Board Resolution No. 16-M.

Very truly yours,


ATTY. MARIONA JOHN C. SETO
Attorney IV
Office of the Legal Services

**"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."**





MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (MOA) is entered into by and between:

The **MATALAM LOCAL GOVERNMENT UNIT (LGU)**, a local government unit with a principal address at Poblacion Matalam, represented herein by the Municipal Mayor **HON. OSCAR M. VALDEVIESO** hereinafter referred to as "**FIRST PARTY**"

---and---

The **UNIVERSITY OF SOUTHERN MINDANAO (USM)**, former Mindanao Institute of Technology (MIT), a level IV State University, created and existing under and by virtue of the laws of the Republic of the Philippines, with office and postal address at Kabacan, Cotabato herein represented by its President, **FRANCISCO GIL N. GARCIA, Ph.D.**, hereinafter referred to as "**SECOND PARTY**".

WITNESSETH:

WHEREAS, both parties are committed in recognizing the complementary nature of the programs of the Matalam Local Government Unit – Philippines and the University of Southern Mindanao to define the roles, responsibilities, and procedures for collaboration, and cooperation and terms of engagement between Matalam Local Government Unit – Philippines and the University of Southern Mindanao for technical assistance; particularly, in the non-formal education, health, and wellness, skills acquisition and enhancement, and capability building for community development within its area of responsibility.

NOW THEREFORE, for and in consideration of the foregoing premises and strong commitment of the partners, agree on the following terms and conditions with the following provisions, to wit:

I. ROLES AND RESPONSIBILITIES

The Matalam LGU shall:

- A. lead in the conduct of social preparation and mobilization activities in targeted communities or project areas.
- B. lead in the coordination of Barangay Local Government Unit/Municipal Local Government Unit.
- C. organize and support the implementation, assessments, and evaluations of the project.
- D. provide logistics arrangements i.e., transportation, accommodation, travel and fieldwork support, venue, meals, and materials for capacity-building activities and other necessary needs.
- E. lead, support and assist in the development and production of knowledge products.
- F. implement, supervise, monitor, and assess the progress of the project.
- G. conduct a series of meetings with partners for the updates and status of the project implementation.
- H. share data, reports, and information with partners on the identified areas of the project implementation.

LGU- Matalam by:

HON. OSCAR M. VALDEVIESO
Mayor

USM by:

FRANCISCO GIL N. GARCIA, PhD
SUC President IV



- I. provide technical inputs for the partner project implementation and sustainability.
- J. support the finalization of project reports.

The University of Southern Mindanao (USM):

The University of Southern Mindanao (USM) shall be working with the Matalam Local Government Unit and project rightsholders and provide technical support in the implementation of its development. The following units in the University shall have the following responsibilities:

The Institute of Sports Physical Education and Recreation (ISPEAR) shall;

1. provide services on wellness programs/activities, consultancy in sports and fitness-related activities;
2. coordinate with the other colleges for the services related to their respective expertise.

The College of Agriculture (CA) shall:

1. provide training in the production and management of crops like vegetable, sugarcane, corn, rice, and plantation crops (rubber, coconut, oil palm, banana), livestock, and fisheries;
2. provide expert services in plant breeding and tissue culture;
3. assist in soil fertility management.

The College of Arts and Social Sciences (CASS) shall:

1. provide expert services in the development of intellectual capabilities, skills, and the right attitude through training, symposiums, and forums.

The College of Human Ecology and Food Sciences (CHEFS) shall;

1. provide expert services in nutrition and dietetics, food technology, hotel and restaurant management, travel management, and tourism through seminars, training, and consultancy.

The College of Trades and Industries (CTI) shall;

1. provide expert services in various technical skills such as basic automotive, electronics, welding, hollow block making, and other related areas.

II. ETHICAL CONDUCT OF EXTENSION ACTIVITIES

The **FIRST PARTY** has the responsibility of ensuring that the conduct of the activities is in accordance with ethical standards especially those affecting vulnerable and marginalized sectors and communities.

III. DATA PRIVACY

The collection, processing, and use of any personal information in relation to this agreement shall be undertaken in accordance with RA 10173 (*Data Privacy Act of 2012*), its Implementing Rules and Regulations, and issuances of the National Privacy Commission. The Parties shall enter into a separate Data Sharing Agreement as may be necessary to implement this requirement.

LGU- Matalam by:

HON. OSCAR M. VALDEVIESO
Mayor

FRANCISCO GIL N. GARCIA, PhD
SUC President IV

USM by:



IV. TERMINATION AGREEMENT OR NOTICE

Any party may issue a notice of intent to terminate the grant agreement for justifiable cause subject to approval of all parties concerned.

V. SEPARABILITY CLAUSE

In the event that one or more provisions contained herein shall be held invalid, illegal or unenforceable in any respect and for any reason, the remaining provisions shall remain valid, legal, and enforceable.

VI. DOCUMENTS COMPRISING THIS AGREEMENT

All appendices hereto attached are hereby expressly made an integral part of this agreement by reference, excluding inconsistencies with any/ all part, terms, and conditions contained in this Memorandum of Agreement.

VII. AMENDMENTS

No amendment or modification of any of the terms and conditions of this Agreement shall be valid unless evidenced by a written Agreement executed by the parties respective authorized representatives.

VIII. ARBITRATION CLAUSE

If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of this Agreement, the parties shall make an effort to resolve such dispute or difference by mutual agreement. Accordingly, the parties may resort to court only after all efforts to settle the dispute amicably have been exhausted.

IX. BINDING EFFECT

The agreement shall be effective immediately upon signing hereof and shall remain in full force and effect for the duration of the activities under this Agreement unless sooner terminated in writing by either of the parties with written consent from the other party.

HON. OSCAR M. VALDEVIESO
Mayor

LGU - Matalam 11/1/22

FRANCISCO GIL N. GARCIA, PhD
SUC President IV

USM by:



IN WITNESS WHEREOF, the parties hereunto have affixed their respective signatures this _____ day of _____, 2024, at _____, Philippines.

LOCAL GOVERNMENT OF MATALAM
First Party

UNIVERSITY OF SOUTHERN MINDANAO-Kabacan
Second Party

By:

By:

HON. OSCAR M. VALDEVIESO
Officer-In-Charge

FRANCISCO GIL N. GARCIA, PhD
SUC President IV

IMPC

SIGNED IN THE PRESENCE OF:

URDUJA G. NACAR, Ed.D
Dean - CHEFS

NORGE D. MARTINEZ, Ed.D-P.E
Dean - ISPEAR

MANUEL L. TAYONG, PhD
Dean- CTI

EFREN E. MAGULAMA, PhD
Dean - CA

CLAIRE JOY L. FAELDONIA, RSW
SWO III/OIC-MSWDO

MARLYN A. RESURRECCION, PhD
Dean-CASS

PLTCOL ARNIEL C MELOCOTONES
Chief of Police-Matalam

GLYN G. MAGBANUA, PhD
Director-Extension Services Office

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



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Kabacan, Cotabato
Tel. No. (084) 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

BASIC INFORMATION

Title: "Laro Mo, Sagot Ko": A Sports Management Skills Development Project

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

Author(s): Cheeze R. Janito, Moreno B. Java, Jr. Desiree Tenebroso

Duration/ Period of Conduct: January 2022- December 2022

Implementing Agency/Unit: USM

Location/Research Station: USM

Budget Detail: P116,400.00 (Res. Fund 01-P50,000.00/ Ext Fund 05- P54,400.00/ Ext Fund 01- P12,000.00)

ACTION TAKEN: ☒ Approved ☐ Disapproved Remarks: _____

Date of Implementation: _____

SEARCH REVIEW COMMITTEE

Director, RDO

ABUBAKAR A. HUMAY
Director, PICRI

ERENE MAGULAMA
Director, USMARC

MARY JOY S. GAÑOLAS
Director, EDO

DEBBIE MARIE B. VERZOSA
Director, RPSO

Statistical Pool

Approved by:

MA. TEODORA N. CABASAN
VP for RDE

VIEWED BY: Statistical Pool _____ Date: 2022 Jan 21 Remarks: _____

OR ISSUANCE OF:

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

OUTPUTS:

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

ended by:



Republic of the Philippines
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Kabacan, Cotabato
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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: YES, through SSTAMP: Youth Engagement in Sports through Sustainable Sports Training and Management Program

Project Leader: Elpidio Arias
Duration/ Period of Conduct: January 2023- December 2023
Implementing Agency/Unit: USM
Location/Research Station: USM
Budget Detail: PhP 100,000.00 (GAD Fund)

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

Date of Implementation: _____

RESEARCH REVIEW COMMITTEE

LYDIA C. PASCUAL
Director, RDO

ARUBAKAR A. MURRAY
Director, PICRI

EFREN C. MAGULAMA
Director, USMARC

MARY JOY S. SANCHEZ
Director, ESO

DEBBIE MARIE B. VERZOSA
Director, RPSO

Statistical Pool

Approved by:

MA. TEODORA N. CABASAN
VP for RDE

III. REVIEWED BY: _____ Date _____ Remarks _____
Statistical Pool

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/publicable article
___ Terminal Report/Publicable Article Submitted

Recorded by: _____



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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: "Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS" (A
Community -Based Fitness and Livelihood Project)

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

Author(s): Moreno B. Java Jr.

Duration/ Period of Conduct: January 2023- December 2023

Implementing Agency/Unit: USM
Collaborating Agency: Matalam MPS, Matalam Rural Health Unit, BLOU

Location/Research Station: Matalam, Cotabato

Budget Detail: 1,188,000.00 (External)

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

Date of Implementation: _____

RESEARCH REVIEW COMMITTEE

LYDIA C. PASCUAL
Director, RDO

ABUBAKAR A. MUNIRAY
Director, PICRI

EFREN E. MAGULAMA
Director, USMARC

MARY JOY S. CANDIAS
Director, ESO

DEBBIE MARIE B. VERZOSA
Director, RPSO

Statistical Pool

Approved by:

MA. TEOCORA N. CABASAN
VP for RDE

III. REVIEWED BY: _____ Date _____ Remarks _____
Statistical Pool

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: _____



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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: **WRAP: Wholistic Recovery Approach for PWUDS: An After Care Project**

URDEC No.:

___ Program
___ Project
___ Study
___ Others

Project Leader: **MARLENE E. OFRECIO**

Duration/ Period of Conduct: **June 2023-December 2023**

Implementing Agency/Unit: **USM-ISPEAR & LGU Mataram**

Location/Research Station: **Mataram, Cotabato**

Budget Detail: **P1,000,000.00 (External Fund)**

II. ACTION TAKEN:

☒ Approved

☐ Disapproved

Remarks: _____

Date of Implementation: _____

RESEARCH REVIEW COMMITTEE

LYDIA C. PASCUAL
Director, RDO

ABUBAKAR A. MURRAY
Director, PICR

EFREN E. MAGULAMA
Director, USMARC

MARY JOY S. CANOLAS
Director, ESO

DEBBIE MARIE B. VERZOSA
Director, RPSO

Statistical Pool

Approved by:

MA. TEDORA N. CABASAN
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: _____



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 064-572-2369
email address: ispear@usm.edu.ph



INSTITUTE OF SPORTS, PHYSICAL EDUCATION AND RECREATION

1st ENDORSEMENT
JULY 31, 2023

Respectfully endorsing to the Office of the Extension Services Office the Extension Project of the Institute of Sports, Physical Education and Recreation (ISPEAR) entitled Wholistic Recovery Approach for PWUDS (WRAP) in collaboration with College of Human Ecology and Food Sciences (CHEFS), College of Trades and Industries and College of Arts and Social Sciences (CASS)

A handwritten signature in blue ink, appearing to read 'Moreno B. Java Jr.'.

MORENO B. JAVA JR.
Dean, ISPEAR



Work Plan

PROJECT TITLE: Laro mo, Sagot ko: A Sports Development Program

STARTING DATE: (01—1-22)

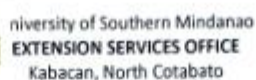
COMPLETION DATE: (01—12-22)

Activity No	Major/Sub-Activity	Anticipated Results	Responsible Person	Resources Required	J	F	M	A	M	J	J	A	S	O	N	D	Remarks
1	Pre-implementation activities/ courtesy call a. Coordination/ Consultation	-Conducted coordination/ consultation with partners and stakeholders	Project leader, component leader, and college extension coordinator	Travelling expenses/ Fuel, food, supplies													
2.	a. Needs Assessment b. Meeting and Orientation Validation and Dissemination	- Collecting information to the target participants - Validating threats and opportunities presented - Partners are informed of the project	Project leader and component leader	Travelling expenses/ Fuel, food, supplies													
3.	Purchase Request	Organizing and coordinating papers/attachments	Project leader, component	Travelling expenses/													

USM-EXT-F11-Rev.3.2021.01.26

		for purchase in need to purchase materials for training	leader, and college clerk	Fuel, food, supplies													
4.	Trainers' Meeting and planning	- Developed Sustainability Plan Directing and Staffing take place to complete the training program	All ISPEAR Faculty	Food													
5.	Launching, orientation activities and pre-test	- Statement of purpose were disseminated and prior knowledge, skills and attitude in terms of sports management and officiating games were initiated	ISPEAR Faculty	Travelling expenses/ Fuel, food, supplies													
6.	Training Proper	- Varied activities were initiated to address the objectives of the training/ program	ISPEAR Faculty	Travelling expenses/ Fuel, food, supplies													
7.	Post-test	- Conducted tournament	ISPEAR Faculty	Travelling expenses/													

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STARTING DATE: (06/2023)

COMPLETION DATE: (09/2023)

[illegible]

USM-EXT-F11-Rev. 3.2021.01.26

[illegible]