



MARIANO MARCOS
STATE UNIVERSITY

MANUAL OF OPERATIONS IN EXTENSION



MARIANO MARCOS STATE UNIVERSITY

MANUAL OF OPERATIONS

IN EXTENSION

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FOREWORD

Institutional success is spelled by the employees' level of commitment, passion for quality work, and diligence toward client-focused service, and willingness to change for improvement.


In that process and goal of improvement, we acknowledge our strengths and limitations, devise ways to attain quality standards, remain consistent and continuous, and put forth an identity in our workplaces. We are creating our own brand of service, and in that service, we spell the quality we give to all our stakeholders.

This updated version of the Manual of Operations in Extension is wholeheartedly dedicated to everyone who believes the resounding significance of doing extension service—that the outputs of research initiatives and innovations do not end for themselves but for the good of its immediate community and its larger society. It is where the ultimate users, our stakeholders, are highlighted as we continue to strive to give the best service we can give at all times. It is where we dutifully anchor our services to meet their needs while also striding towards being the best University in the North, still. And for this, we get to truly be the *University for All* of the North and to be a premier university by 2028.

This manual reflects the character of the Extension Office of the University. It carries itself the character of resourcefulness, effectiveness, efficiency, and the integrity that all its services are economically feasible and profitable for the community members. It details both our limitations and flexibility, our roles and opportunities, and our adherence to our mandate in helping build an informed and empowered citizenry.

The pages it bear contain the intricate role of the Extension Directorate as a development arm of the University both for its internal and external interested parties. It tells us of the legal mandates the University adheres to in reflection of its Quality Policy. It clearly tells us of the philosophy, the mission and vision, and the functions and objectives that guides all its key projects and activities that cuts across the goal of sustainable development, gender and development, institutional development, and rights-based development of all its stakeholders.

Guided by the principles and strategies of convergence, unity, community and client orientedness, focused targeting, comprehensive and integrative work, participation, and partnership, we strive to achieve quality outcomes, so guiding our planning, implementation, and monitoring and evaluation activities. It contains the functions

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and programs of the various working sections, the roles and responsibilities of each personnel of the Office and the University instrumental in the implementation of projects and programs—from the design to the approval, and the flow and continuity of the project, to the guidelines of implementation, and the roles and responsibilities assumed by the MMSU and its partner community and Local Government Unit.


Included in the pages are the details of merit and deloading schemes to fully engage faculty members into research and extension activities, and intensify the workforce dedicated to transferring knowledge and skill to lifelong learners in the province and in the region. It also details the incentives for the various activities of extension service delivery, including the management of the resources of the Office, ready for use to achieve High Impact and Transformative Extension and Outreach Programs.

Our ideals are not for us. It is for the good of all the communities we serve. As public servants, we are a medium of transformation as we, ourselves as an institution, strive to continually transform our efforts into impacts. We shall metamorphose from our current status as a University, and so will our partner communities metamorphose from their current socio-economic status through the knowledge, skills, attitude, and practices we impart and imbibe in them.

As we subject ourselves to continual improvement, this Manual dictates a commitment so unwavering to fulfill national standards and serve as a strong springboard for all extension workers to provide the MMSU brand of quality service. This manual will be our guide in maintaining the quality of our service. And from this, we may explore our ways towards giving more.

May this manual serve as an inspiration to all extension service providers, administrators, community leaders, and partners who are willing to take extra steps for the good of humanity.

SHIRLEY C. AGRUPIS
President, MMSU

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MANUAL OF OPERATIONS IN EXTENSION

CHAPTER 1

PRELIMINARIES

1. Title. This document shall be known as the Manual of Operations in Extension of the Mariano Marcos State University.

2. Purpose. This Manual shall serve as the blueprint for the operation and management of the extension programs, projects, and activities of the University.

3. Scope of Application. This Manual shall apply to the whole University System.

4. Construction and Interpretation


4.1.1 The contents of this Manual are constructed to fulfill its purposes contained in Section 2. Its construction is contemplated within the context and realm of community outreach and services to needy individuals and groups along the continuum of the functions of the University in instruction, research, and extension.

4.1.2 The contents of this Manual shall be liberally interpreted in favor of the principles of a) client-oriented extension, b) pragmatism over strict academism and scientism and rigid bureaucracy, and c) functional identity, co-equality, and interdependence of extension with the other functions of the University.

5. General Policies, Principles, and Legal Bases. This Manual is promulgated pursuant to policies related to Extension as a University function declared under the: **a)** Charter of the Mariano Marcos State University (PD 1279), the University Code of 2005, MMSU Quality Management System (QMS) Manual, and subsequent legal issuances pertaining to the establishment and operation of the University; and **b)** laws of the Republic of the Philippines relevant to the role of state agencies and instrumentalities in general and State Universities and Colleges (SUC) in particular to contribute significantly to local, regional, and national development through the performance of the functions of instruction, research, and extension, to wit:

5.1 Presidential Decree No. 1279 or the MMSU Charter issued on 6 January 1978

The MMSU “will serve as an effective and efficient state university that will serve as an instrument towards the rapid development of the natural and manpower resources not only of the Province of Ilocos Norte but also of all the other provinces of Region I”.

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5.2 The Code of the Mariano Marcos State University approved in 2005.

5.2.1 Article 121. The extension function shall endeavor to implement programs related to the promotion and utilization of technologies developed by the university research unit and other institutions that may be relevant to the region. The extension services shall include training programs for selected audiences on and away from campuses, refresher courses or continuing education programs.

5.2.2 Article 132. The university shall accept responsibility to serve the needs of the society by developing and applying new and tested knowledge and technology to identified problems, and by providing the leadership and professional assistance required for the effective implementation of responsive programs. The programs may be initiated by the colleges or units or undertaken at the request of, or in cooperation with other agencies, whether foreign or domestic, public or private, for the conduct of such activities in research, extension, and techno promotion activities.

5.3 The 1987 Constitution of the Republic of the Philippines

Article II


5.3.1 **Section 21.** “The State shall promote comprehensive rural development...”

5.3.2 **Section 24.** “The State recognizes the role of communication and information in nation-building.”

Article XIV

5.3.3 **Section 2, paragraphs 4-5.** “The State shall encourage non-formal, informal and indigenous learning systems as well as self-learning, independent, and out-of-school study programs particularly those that respond to community needs...; provide adult citizens, the disabled, and out-of-school youth with training in civics, vocational efficiency, and other skills.”

5.3.4 **Section 10.** “Science and technology are essential for national development and progress. The State shall give priority to research and development, invention, innovation, and their utilization; and to science and technology education, training, and services. It shall support indigenous, appropriate, and self-

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reliant scientific and technological capabilities, and their application to the country's productive systems and national life."

5.3.5 Section 12. "The State shall regulate the transfer and promote the adoption of technology from all sources for the national benefit. It shall encourage the widest participation of private groups, local governments, and community-based organizations in the generation and utilization of science and technology."

5.4 Republic Act 8435 or the Agriculture and Fisheries Modernization Act (AFMA) of 1997


Chapter 2

5.4.1 Section 86. "It is hereby declared the policy of the State to promote science and technology as essential for national development and progress. The State shall give priority to the utilization of research results through formal and non-formal education, extension, and training services";

5.4.2 Section 87. "Agriculture and fisheries extension services shall cover the following major services to the farming and fishing community: a) training services, b) farm and business advisory services, c) demonstration services, and d) information and communication support services through tri-media";

5.4.2 Section 90. "The LGUs shall be responsible for delivering direct agriculture and fisheries extension services. The provincial governments shall integrate the operations for the agriculture extension services and undertake an annual evaluation of all municipal extension programs. The agriculture and fisheries extension program of state colleges and universities shall primarily focus on the improvement of the LGU extension service/capability by providing: a) degree and non-degree training programs; b) technical assistance; c) extension cum research activities; d) monitoring and evaluation of LGU extension projects; and e) information support services through the tri- and electronics media";

5.4.3 Section 92. "The Department (of Agriculture), together with SUCs shall assist in the LGUs extension system by improving their effectiveness and efficiency through capability-building and complementary extension activities such as: a) technical

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assistance, b) training of LGU extension personnel, c) improvement of physical facilities, d) extension cum research, and e) information support services.”

5.5 Republic Act No. 7160 or the Local Government Code of 1991

5.5.1 Chapter 2, Section 17. "a) Local government units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them. They shall also discharge the functions and responsibilities of national agencies and offices devolved to them...; b) Such basic services and facilities include, but are not limited to, the following: ... “


“For a Barangay – i) agricultural support services which include planting materials distribution system and operation of farm produce collection and buying stations; ii) health and social welfare services which include maintenance of barangay health center and day-care center; iii) services and facilities related to general hygiene and sanitation, beautification, and solid waste collection; iv) maintenance of Katarungang Pambarangay; v) maintenance of barangay roads and bridges and water supply systems; ... vii) information and reading center”;

“For a municipality – i) extension and on-site research services and facilities related to agriculture and fishery activities which include dispersal of livestock and poultry, fingerlings, and other seeding materials for aquaculture; palay, corn, and vegetable seed farms; medicinal plant gardens; fruit tree, coconut, and other kinds of seedling nurseries; demonstration farms; quality control of copra and improvement and development of local distribution channels, preferably through cooperatives; inter-barangay irrigation systems; water and soil resources utilization and conservation projects; and enforcement of fishery laws in municipal waters including the conservation of mangroves; ii) ... implementation of community-based forestry projects...; iii) implementation of programs and projects on primary health care, maternal and child care, and communicable and non-communicable disease control services; access to secondary and tertiary health services...; iv) social welfare services which include programs and projects on child and youth welfare, family and community welfare, women’s welfare, elderly and disabled

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persons welfare; community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse; livelihood and pro-poor projects; nutrition services; and family planning services; v) information services which include investments and job placement information systems, tax and marketing information systems, and maintenance of a public library; vi) solid waste disposal system or environmental management system and services or facilities related to general hygiene and sanitation; vii) municipal buildings, cultural centers, public parks including freedom parks, playgrounds, and sports facilities and equipment, and other similar facilities; viii) infrastructure facilities intended primarily to service the needs of the municipality residents...; ix) public markets, slaughterhouses, and other municipal enterprises;... xi) tourism facilities and other tourist attractions...”;

“For a Province – i) agricultural extension and on-site research services and facilities which include the prevention and control of plant and animal pests and diseases; dairy farms, livestock markets, animal breeding stations, and artificial insemination centers; and assistance in the organization of farmers’ and fishermen’s cooperatives and other collective organizations, as well as the transfer of appropriate technology; ii) industrial research and development services, as well as the transfer of appropriate technology; iii) ...enforcement of forestry laws limited to community-based forestry projects, pollution control law, small-scale mining law, and other laws on the protection of the environment; and mini-hydro electric projects for local purposes; iv) ... health services...; v) social welfare services which include programs and projects on rebel returnees and evacuees; relief operations and population development services; vi) provincial buildings...and facilities; vii) infrastructure facilities intended to service the needs of the residents of the province...; viii) programs and projects for low-cost housing and other mass dwellings...; ix) investment support services, including access to credit financing; x) upgrading and modernization of tax information and collection services through the use of computer hardware and software and other means; xi) inter-municipal telecommunications services...; and xii) tourism development and promotion programs”;

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“For a City – All the services and facilities of the municipality and province, and in addition thereto, the following: i) adequate communication and transportation facilities; ii) support for education and police and fire services and facilities.”


5.6 AmBisyon Natin 2040. The Philippines by 2040: *matatag, maginhawa, at panatag na buhay*. The country is a prosperous middle class society where no one is poor. People live long and healthy lives and are smart and innovative. The Philippines is a high-trust society where families thrive in vibrant, culturally diverse, and resilient communities.

5.7 CHed Memorandum Order No. 52, series of 2016. Extension programs in higher education institutions provide the space to discover practical, evidence and science-based answers that can address real-world social, economic, and environmental challenges of partner citizens and communities. The incubation, knowledge validation, diffusion, and utilization process in Extension, translational or applied research acquire a much deeper relevance when universities carry these out in mutually beneficial collaborations with partner communities such as industry, local businesses, or community groups.

5.8 Regional Development Goal. “By 2040, Region 1 shall be the agribusiness, industrial, trade, services, and tourism hub in Northern Philippines with equitable economic opportunities for its globally competitive, happy, resilient and culturally diverse peoples.”

5.9 MMSU Quality Management System (QMS) Manual (Section 5.3, pp. 29-30). The University ensures that relevant information and technologies from its academic and research functions are shared to the public for inclusive growth and sustainable development. The Extension serves as the conduit of the University to the public in contribution to local, regional, and national development. It facilitates the dissemination, transfer, adoption, and utilization of relevant and need-based information and technologies to realize holistic, profound, and balanced transformation of the beneficiaries and their communities towards sustainable development.

Information and Technology dissemination strategies include conduct of capability and skills trainings, field days and farm visits, consultancy and technical assistance services, seed and animal dispersal, production and distribution of Information, Education, and Communication (IEC) materials, conduct of radio program/School-on-the-Air, Information and Technology Caravan (ITC), and in- and off-campus technology demonstrations. These activities are guided by implementing guidelines with embedded monitoring and evaluation activities to ensure successful implementation.


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The Extension Directorate is responsible in the execution of these activities at the operational level, in close collaboration with the academic and research units as pool of expert services. The Colleges conduct relevant extension and outreach activities to identified communities, in coordination with the Directorate, to significantly contribute to the achievement of High Impact and Transformative Extension and Outreach Program Agenda.

5.10 MMSU Quality Policy

“We commit to optimize our mandated services in instruction, research and extension by implementing our Quality Management System (QMS) that proactively empowers our stakeholders as we synergistically respond to our evolving needs and aspirations toward sustainable development and inclusive growth.

Thus, we shall continuously review and improve our QMS in accordance with legal, ethical, and other requirements.”

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CHAPTER 2

THE MANDATE OF THE EXTENSION DIRECTORATE

1. **Name of Office.** The office that will govern the extension programs of the university shall be known officially as ***Extension Directorate***.
2. **The Directorate's Logo.** The Extension Directorate shall have a logo as shown below.




Extension Directorate Logo

As an agent for inclusive growth and sustainable development among stakeholders of the University, the proposed logo is a touch of hope sparked by MMSU to the lives of the community people.

The name of the Office represents its encompassing mandate to serve as the conduit where the technological products and expertise of the University personnel, faculty, and researchers are brought to serve the needs of the public especially the depressed and underserved sectors.

The people holding hands together represent the community people the University serves. Through a synergistic relationship with the local government units, other agencies, and non-government organizations, more and more clients will be reached and shared with improved technologies and information on various fields. Moreover, their hands held high reflect the positive impacts the University gives them through the continuous provision of its services and technical assistance.

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The rays of the Sun symbolize the collective hope the University sparks in the community. Knowing that there is a ready assistance from a supportive institution to channel opportunities and build and transform communities.


3. Philosophy. The extension program of the University shall hold that the academic and research functions of the University are not done for their own sake, and excellence in the same and the products thereof shall be meaningless without these being deliberately shared and purposely utilized for the public good. Public support to the University must be returned not only to those who have access to its formal academic programs and technical research outputs but also equally to all the needy sectors.

4. Vision. MMSU shall become a University for all by contributing significantly to the development of empowered citizens.

5. Mission. MMSU, through the Extension Directorate, shall endeavor to make information and technologies work for people through high-impact and transformative extension and outreach programs. It shall extend to the general public or specific target clientele its available material and human resources, intellectual capabilities, meaningful research outputs, and appropriate technological inventions and discoveries. These resources shall be shared to induce and realize holistic, profound, and balanced transformation of the beneficiaries and their communities geared towards sustainable development.

6. Goals. The Extension Directorate of MMSU shall:


- 6.1** Harness the potentials, strengthen the capabilities, and develop the competencies of the target clientele directed at improving human welfare and community life through trainings and continuing education;
- 6.2** Enhance the transfer of appropriate technologies using speedy and cost-effective means for the solution of contemporary problems and in response to the priority needs of the target beneficiaries;
- 6.3** Empower people through institution building especially the promotion of community-based organizations like cooperatives and peoples' organizations;
- 6.4** Establish a strong mechanism of research-extension-client-other partners interface to accelerate a more efficient and effective delivery of location-specific technologies to various client-groups; and

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- 6.5** Promote equal access to information and services through deliberate social marketing strategies and innovative and sustained advocacy.

7. Functions and Objectives. The Extension Directorate shall pursue the following functions and objectives:

- 7.1** Train Local Government Units (LGU), Non-government Organizations and Peoples' Organizations (PO) staff along extension/technology promotion and utilization and allied subjects in development;
- 7.2** Train end-beneficiaries of development, *i.e.*, farmers, fisher folks, women, entrepreneurs, persons with disabilities, inmates, indigenous peoples, and out-of-school youth (OSY) on social technologies, livelihood opportunities, and other needed concerns for development;
- 7.3** Organize and/or strengthen local POs as catalysts of action for development;
- 7.4** Train various professionals to refresh, update, and enhance their capabilities along their fields and professions;
- 7.5** Promote the dissemination, adoption, and utilization of appropriate technologies especially those developed and produced by the University by establishing local resource centers of information, technology and livelihood; conducting demonstration and pilot projects; putting-up mobile techno-exhibits; providing material support through seed and animal dispersal activities; extending technical assistance; and using different media channels;
- 7.6** Operate and maintain and/or co-manage a training facility to serve as a venue for the conduct of training and continuing education activities;
- 7.7** Establish special projects on various commodities or concerns to develop replicable models or prototypes in extension delivery;
- 7.8** Publish, exchange, collect, store, and distribute media materials on development information and technologies;
- 7.9** Develop or co-develop a University directory of subject matter specialists (SMS) to serve as quick reference in indorsing university personnel for advisory and consultancy services in extension;


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- 7.10** Assist academic staff and students in the conduct of field practice, laboratory, and on-the-job training in extension, agricultural education, community development, rural development, and other related fields;
- 7.11** Conduct extension cum research activities aimed at improving extension service delivery; and
- 7.12** Document, assess, monitor, and evaluate activities for comprehensive data management and analysis as well as for input to re-planning activities.
- 7.13** Maintain a Quality Management System (QMS) and adhere to ISO 9001:2015 standards on office operations.
- 7.14** Work closely with the various colleges and units in the planning, implementation, and evaluation of their respective extension and outreach activities.
- 7.15** Establish and sustain linkages and partnerships with agencies and organizations to effectively deliver extension services to selected communities.

8. Key Projects and Activities (KPA). The key extension projects and activities of the university include but are not limited to the following: training consisting of short-term non-degree courses, seminars, conferences, special trainings or continuing education programs; demonstrations; techno fora; exhibits; communication support; seed and animal dispersal; experts pool services/technical assistance; extension cum research; special development projects; and other similar undertakings.

9. Anchor or Cross-Cutting Program Thrusts/Themes. All extension projects and activities of the University shall be anchored on the following program themes or thrusts. These program themes shall cross-cut all projects and activities:

- 9.1 Sustainable development** – extension program that shall engender collective stakeholders’ initiatives and action towards environmental protection and conservation for ecological integrity *vis-à-vis* optimum socio-economic progress and development.
- 9.2 Gender and development** – extension projects and activities that shall be gender sensitive.

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9.3 Institutional development – design and implementation of extension activities aimed at stabilizing and strengthening rural institutions to serve as the main vehicles for genuine participatory development.

9.4 Rights-based development – design and implementation of extension projects that recognize and protect the basic rights of people.

10. Target Clients. The extension services of the University shall be for the general public. However, priority shall be given to the following:

10.1 Local Government Units (LGU) in general and the extension and allied service providers therein in particular;

10.2 Other extension practitioners and allied development service-providers or workers;

10.3 End-beneficiaries composed of farmers, fisher folks, women, entrepreneurs, persons with disabilities, persons deprived of liberty (PDL), indigenous peoples, and out-of-school youth (OSY);

10.4 Students in extension, rural and community development, and related development courses;

10.5 Students/pupils in public and private schools who may be provided with age-appropriate interventions that will enhance their learning and their holistic development as citizens;


10.6 Professionals seeking continuing education opportunities; and

10.7 Other clients as may be identified or who seek to avail of the extension services of the University.

11. Value Orientation for Extension Workers. All extension workers of the university, in the exercise of their duties as such, shall, at all times, adhere to the highest standards of professionalism and accountability.


12. Guiding Principles and Key Strategies. In the conduct of extension project and activities, the following shall form part of the guiding principles and strategies:

12.1 Convergence – the extension/technology promotion and utilization program of MMSU shall operate on the concept of one system-one program. The colleges and units shall, as much as possible, settle down for programs, projects, and activities directed and delivered to a

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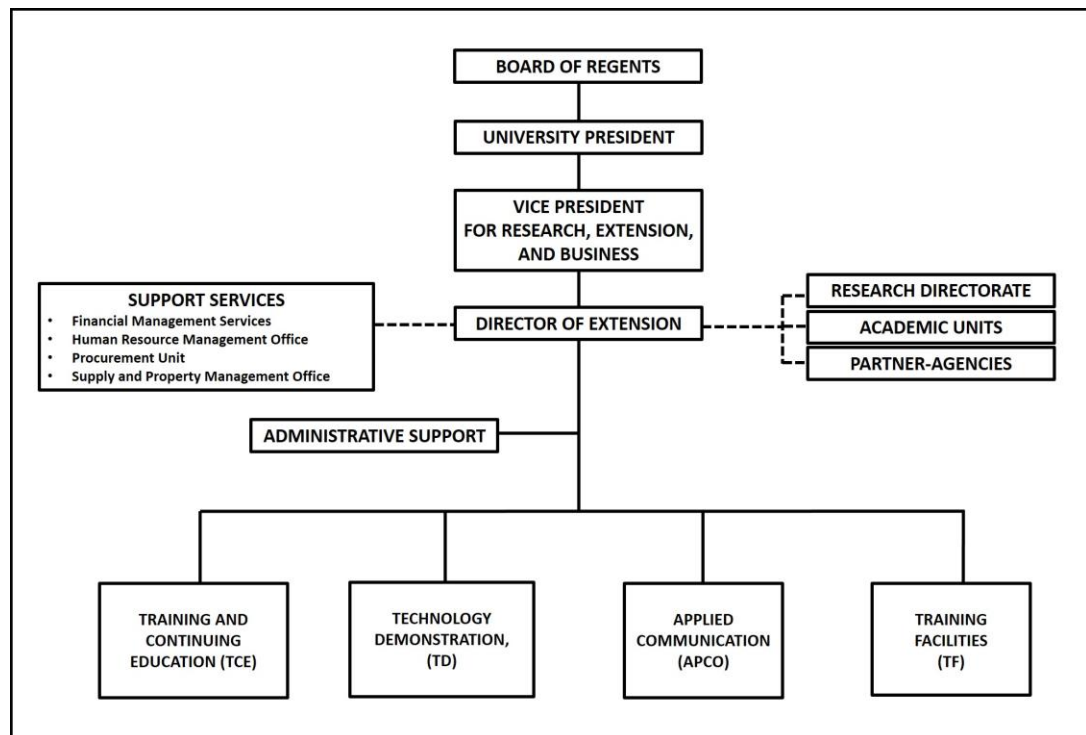
common target area or beneficiary. This shall maximize the use, yet minimize the waste, of resources in producing significant impacts.

- 12.2 Unity** - all university extension workers, units, colleges, and departments including linkages shall work under the spirit of functional cooperation aligned with the principle of convergence.
- 12.3 Community-based and client-oriented** – the extension program of the University shall operate on the basis of the felt needs, problems and available resources of the communities and clients to be served.
- 12.4 Focused targeting** – services shall be brought to where they are really needed most at the desired scale to effect notable impacts at a given time.
- 12.5 Comprehensive and integrated** - the extension program of the University shall pursue total and balanced development by looking and responding to the totality of the clients' needs and problems through a systematic and complementary action among operating units and partners.
- 12.6 Participation** – it shall be incumbent upon the Extension Directorate program of MMSU to actively involve in a sustainable manner all stakeholders in every aspect of project operation including the equitable sharing of the benefits derived.
- 12.7 Partnership** – intra- and inter-organizational linkages at all levels shall be deliberately established towards unity of action, resource sharing, and complementation.

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CHAPTER 3 ORGANIZATION

1. Organization. In accordance with the revised organizational structure of the MMSU Extension Directorate shown below, the offices, sections, and their functions shall be as follows:




1.1 Board of Regents. The Board of Regents, as the highest governing and policy making body of the University, shall formulate, prescribe, approve and/or affirm all general policies on the extension program of the University.

1.2 The University President. The overall leadership in the execution of the policies and guidelines on extension prescribed and promulgated by the Board of Regents shall be vested in the University President. He/she shall ensure the adoption and implementation of the Quality Management System and awareness of the Quality Policy in Extension as prescribed by ISO standards.

1.3 The Vice President for Research, Extension, and Business (VPREB). The VPREB shall:

1.3.1 Supervise, guide, and assist the Director for Extension in managing the operation of the extension program of the University;

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1.3.2 Coordinate with the other Vice Presidents and linkages parallel to its level regarding policy, administrative and other concerns pertinent to the operation and management of the extension program of the University;

1.3.3 Endorse all acts of Extension Directorate to the University President unless officially provided otherwise or when called for by urgency where he or she is unable to act in due time;

1.3.4 Perform other functions related to the operation and management of the extension program of the University as may be assigned by the University President.

1.3.5 Work closely with concerned offices in the implementation of the Quality Management System within the constituents of the university.

1.4 The Director for Extension. The Director for Extension shall be the titular head of the Extension Directorate. He/she shall perform the following:

1.4.1 Plan, organize, direct, and supervise the University extension program;

1.4.2 Establish linkages and collaborate with other units, government agencies as well as private institutions for the advancement of the extension program of the University;

1.4.3 Locate sources of funds and utilize the same for approved extension activities;

1.4.4 Transfer to the end-users in the locality appropriate technologies developed through university researches;


1.4.5 Introduce innovative approaches and strategies in extension;

1.4.6 Submit periodic reports on the impact of extension work on the quality of life in the service area;

1.4.7 Supervise all extension operations in accordance with the established Quality Management System;

1.4.8 Ensure adherence to the QMS and ISO standards by extension personnel;

1.4.9 Spearhead the revision of the QMS when necessary; and


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1.4.10 Perform other functions as may be assigned by the University President.

1.5 The Sections Under the Office of the Director. There shall be five sections under the Office of the Director. These shall be responsible in the execution of activities at the operational level in accordance with their defined functions. Each section shall have a head with a titular title **Section Chief**.

1.5.1 Training and Continuing Education (TCE) Section. The functions of the TCE Section shall be to:


- 1.5.1.1 Conduct periodic TCE needs assessment;
- 1.5.1.2 Lead or co-lead in developing training designs, modules, and manuals for the different subject areas of concerns in extension. Together with the colleges, concerned units and special projects of the University, it shall develop a continuing training and non-formal education program to be adopted by the University incorporating and integrating the plans, lines of specialization, areas of expertise, areas of research, technologies developed, and special skills available in the University;
- 1.5.1.3 Develop or co-develop a University directory of subject matter specialists and skilled workers;
- 1.5.1.4 Lead in the implementation of university-wide and university-led TCE activities;
- 1.5.1.5 Assist or co-manage, as the case may be, other operating units in the conduct of TCE activities;
- 1.5.1.6 Manage or co-manage, as the case may be, TCE facilities in the university;
- 1.5.1.7 Coordinate and manage, if necessary, the deployment of *a)* university SMS, *b)* students who are on-the-job-training, internship, field practice or on field immersion, orientation, visit or tour in University extension projects, and *c)* visitors who are authorized to visit University extension projects;

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- 1.5.1.8 Monitor and evaluate training programs;
- 1.5.1.9 Consolidate all University plans and reports on TCE activities;
- 1.5.1.10 Ensure the prompt submission of extension activity proceedings conducted by the Directorate and the colleges/units;
- 1.5.1.11 Conduct research on TCE activities aimed at improving the delivery of TCE activities;
- 1.5.1.12 Implements the QMS and adheres to ISO standards within the section; and
- 1.5.1.13 Perform other functions as may be assigned by the Director.

1.5.2 *Applied Communication (APCO) Section.* The functions of the APCO Section shall be to:

- 1.5.2.1 Design and carry-out mobile information and technology fairs, caravans, and exhibits. It shall manage the MMSU Information and Technology Caravan (ITC) Project of Extension Directorate;
- 1.5.2.2 Establish or co-establish and manage or co-manage, as the case may be, information and technology resource center or centers for extension or other areas related to extension and development;
- 1.5.2.3 Take charge in the development and publication of all communication media materials used for extension delivery;
- 1.5.2.4 Assist in the documentation and publish when applicable, the proceedings of activities of other operating units;
- 1.5.2.5 Using all available and cost-effective media, conduct sustained publicity and campaigns on the programs and activities of Extension Directorate and developmental information and technologies promoted by the University

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1.5.2.6 Consolidate all University plans and reports on APCO extension activities;

1.5.2.7 Conduct researches aimed at improving APCO activities and services;

1.5.2.8 Manage the public affairs of Extension Directorate;

1.5.2.9. Implements the QMS and adhere to ISO standards within the section;

1.5.2.10 Communicate the Quality Policy to all interested parties;

1.5.2.11 Monitor and evaluate the conduct of promotional activities; and

1.5.2.12 Perform other functions as may be assigned by the Director.

1.5.3 Technology Demonstration (TD) Section. The functions of the TD Section shall be to:

1.5.3.1 Identify and screen technologies to be demonstrated;

1.5.3.2 Conduct demonstration to commercialize the screened technologies;

1.5.3.3 Maintain a periodically updated file of information and technologies that have the potential for testing and demonstration in the service areas;

1.5.3.4 Conduct on-farm and community-based co-beneficiary/client/partner managed verification trials on technologies that have the potential for adoption in the service areas;


1.5.3.5 Manage the Seed Stock and Animal Dispersal Project;

1.5.3.6 Consolidate all University plans and reports on TD projects;

1.5.3.7 Conduct researches aimed at improving TD activities;

1.5.3.8 Work closely with the colleges/units, Research Directorate, S & T Park, and Food Product Innovation Center (FPIC) for potential technology incubation and commercialization endeavors of cooperators and adoptors;

1.5.3.9 Conduct periodic monitoring and evaluation of TD projects; and

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1.5.3.10 Perform other functions as may be assigned by the Director.


1.5.4 Training Facilities (TF) Section. The functions of the TF Section shall be to:

- 1.5.5.1 Operate, maintain, keep, and repair, if necessary, equipment and motor vehicles used in office operations and trainings;
- 1.5.5.2 Design, implement, and evaluate a maintenance plan for equipment used in trainings;
- 1.5.5.3 Supervise any infrastructure project to improve the training facility;
- 1.5.5.4 Help in the upkeep and maintenance of the training hall and its premises;
- 1.5.5.5 Implement the QMS and adheres to ISO standards within the section; and
- 1.5.5.6 Perform other functions as may be assigned by the Director.

1.5.6 The Administrative Support Section. There shall be an Administrative Support Section which shall work closely and coordinate with the four sections. This will be under the direct supervision of the Director. The functions of the Administrative Support Section shall be to:

- 1.5.6.1 Perform clerical or secretarial jobs;
- 1.5.6.2 Attend to the administrative concerns of Extension Directorate;
- 1.5.6.3 Coordinate and facilitate inter- and intra-office transactions;
- 1.5.6.4 Maintain office records in accordance with the QMS and ISO 9001:2015 standards;
- 1.5.6.5 Work closely with the Records Officer for the necessary registration, use, retrieval, retention, preservation, and disposal of documented information in accordance with the established QMS and
- 1.5.6.6 Perform other functions to facilitate operations as may be assigned by the Director.

1.6 The Colleges. The Colleges shall play an integral role in the planning, implementation, and evaluation of the extension and outreach program of the University. The following officials of each College shall be responsible for the timely, effective, and efficient conduct of extension activities.

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The Dean. The Dean of the College shall perform the following duties:

- Supervise the adoption of the QMS at the college level
- Serve as the overall manager and overseer in the planning, implementation, and assessment of College extension programs and projects
- Review and endorse extension activity proposals and reports of the College
- Formulate specific guidelines and internal operational policies in the management of the extension program of the College
- Facilitate the preparation of the College Extension Agenda and Work and Financial Plan
- Mobilize the academic departments for the operation and management of the extension projects of the College

Extension Coordinator. The Extension Coordinator shall perform the following functions:

- Liaise between the College and the Extension Directorate and all linkages on matters pertaining to the operation of the extension program of the College;
- Represent the College in all extension functions involving the colleges as may be called for by Extension Directorate;
- Keep records, manage data and information, and prepare consolidated reports regarding the extension program of the College; and
- Perform other functions related to extension as may be assigned by the College Dean.


The Department Chairs. The Department Chairs shall manage the extension projects and activities in their respective departments. They shall be responsible in mobilizing department staff or faculty members in such extension roles and functions.

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2. Communication, Coordination, and Supervision

- 2.1 Coursing of communications.** Official communications shall follow the regular channels and established protocols. All designees to the Extension Directorate shall use the title of their designations and the Extension Directorate letterhead when making official communications pertaining to their official functions in extension.
- 2.2 Coordination.** Policy and administrative coordination between Extension and other offices of the University shall be at two levels. One shall be at the level of the VPREB with the other Vice Presidents. The other shall be at the level of the Extension Director with the Academic Units, Director for Research, other Heads of Offices in the University parallel to this level, and representatives of partner-agencies. Coordination for day-to-day activities shall be between Section Chiefs, Projects In-charge, if there are, and staff at Extension Directorate.
- 2.3 Supervision.** Supervisory functions shall be exercised by every section according to the hierarchy of offices and positions in the organizational structure of Extension Directorate. The Director shall supervise the University extension program.


3. Staffing Arrangement. Plantilla positions, designations, and career path for the Extension Directorate shall be based on existing laws, policies, and regulations as stipulated in issuances of the Civil Service Commission and the Department of Budget and Management.

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CHAPTER 4

PLANNING

10. Planning shall be an integral part of any extension program, project, and activity (PPA). No extension PPA shall be conducted without a clear, systematic, organized, need-based, and time-bound plan.
11. **Extension Programs.** Extension programs in the University shall be anchored on the strategic direction set by the University. Therefore, the College Extension and University Extension Programs shall be based on the institutional goal of pursuing high-impact and transformative extension and community outreach program.
12. **Extension projects.** Extension projects in the University shall be the sets of complementary activities to comprise each of the programs.
13. **Extension activities.** Extension activities in the University shall be the disaggregated tasks in each project. All extension projects shall have a detailed specification of the required activities.
14. **Types of extension plans.** There shall be two types of extension plans: Strategic Plan and the Operational Plan. The **Strategic Plan** shall encompass the university-wide extension programs for a period of five years that are relevant to the university's strategic goal of high-impact and transformative extension and community outreach programs. The **Operational Plan** shall specify the specific programs, projects and activities to be undertaken for a year.
15. **Extension Agenda.** There shall be a University Extension Agenda integrated into the University Research and Extension Agenda and Programs (UREAP). This shall also form basis of the College Research and Extension for Development Agenda (CREDA) crafted by each college. The Agenda shall become the basis of all planning in extension within the university.
16. **The Logical Framework in planning extension projects.** There shall be a logical framework to be followed in the planning of extension projects in the University. This framework, to be known as the Logical Framework or Log Frame, shall be a basic component in the design of all extension plans, the absence of which shall be a sufficient ground to disapprove a plan or proposal. The features, applications, and manner of using the Log Frame are presented in Annex A.

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17. Planning formats and templates. In addition to the Log Frame, there shall be standard formats and templates in the preparation of University extension plans. “Standard” shall mean that these shall be used and followed by all sections, colleges, and units. The forms and templates for the different plans are presented in Annex B. The planning forms and templates shall be used at all times based on the established Quality Management System of the Extension Directorate and the University.

18. Detailed plans or proposals both for main and sub-projects and activities. Detailed plans or proposals shall be made for both main projects and their sub-component projects. The proposal should be as detailed as possible. Attention should be given to the rationale of the program, project, or activity, expected outputs, monitoring and evaluation plan, sustainability plan, counterparting scheme, Logframe, MOU/MOA, and a detailed line-item budget, among others. A template for this purpose is in Annex C.

As a matter of policy, all extension proposals shall be reviewed by the Extension Directorate, the VPREB, and assigned members of a committee before these are endorsed to the University President for his/her approval.

A Committee composed of three members shall be constituted to review extension proposals. This will be composed of the Extension Director, Chief of the TCE Section, and one AdHoc member (from the directory of SMS) whose specialization is related to the scope of the proposed PPA. The Committee may provide feedback to the proponents to improve the proposal as maybe necessary.


19. Annual Review and Planning in Extension (ARPE). There shall be a university-wide ARPE to be held before the end of the calendar year. All college representatives and Extension staff shall be convened in the ARPE to review and plan or re-plan all extension programs and projects. “Review” shall mean arriving at decisions on how or whether programs and projects are going to be improved, sustained or suspended or terminated. The review shall be performance-based in accordance with the Log Frame of each project. It shall be in the ARPE that the AWFP and Operational Plan will be finalized. The ARPE shall be conducted by Extension Directorate to be led by the Section Chiefs in conjunction to or simultaneously with the annual Management Review as provided by the Extension Directorate Quality Management System.

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CHAPTER 5

IMPLEMENTATION

7. Only proposals approved by University President shall be allowed to be implemented and carried out within the specified time frame. An inception meeting shall be conducted by the Project Team in order to define the specific activities and responsibilities pertinent to the approved project.
8. Upon approval of the proposal, a Notice to Proceed shall be issued by the VPREB to the members of the Extension Project Team. In addition, a Special Order shall be issued by the University President to specify the responsibilities, expected deliverables, and privileges (if any) of the Project Team.
9. The Project Team shall ensure adequate, accurate, and complete documentation of all extension activities undertaken. It shall be the responsibility of the team to apprise the Director for Extension, VPREB, and the President of the activities undertaken. IEC materials, Project Brief, Newsletter, Periodic Reports, or similar documents shall be prepared and submitted to the said officials.
- 10. The Logical Framework in Implementing Extension Programs and Projects.**
All projects and colleges and sections shall observe the use of the LogFrame in the implementation of University extension projects.
- 11. Delineation of Extension Activities.** The Colleges, unless for reasons approved by the University President, shall plan and implement programs and projects only in line with their academic programs and special projects officially attached to them. In cases where the same academic programs are offered in different Colleges and these are interested to implement the same extension project in such similar area or areas of convergence, detailed arrangements shall be made between the colleges concerned.
- 12. Directory of subject matter specialists (SMS).** The Extension Directorate shall develop and publish or co-develop and co-publish as the case may be, in hard copy, in e-copy and in the web, a directory of SMS in the University. The directory shall be regularly updated depending on the significant changes in the qualifications of University personnel.
- 13. Extension programs, projects, and activities** shall be anchored on four cross-cutting program themes which are: Sustainable Development, Gender and Development, Institutional Development, and Rights-Based Development. The following strategies in implementation maybe instituted:

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7.1 Provide enabling mechanisms to gradually and continuously improve the capability of beneficiaries to make decisions and actions by themselves. The Project Team shall build the capacity of local partners and such must be built-in sustainability plan from the start.

7.2 Develop partnership with stakeholders. Identify strategic partners who shall have role in continuing the project even after its termination. Project Managers shall work directly with and through local leaders and groups to continue providing benefits on social and economic endeavours even after the termination of the project.


7.3 Scale projects according to the capability of the clients to manage and operate.

7.4 Provide the means and support to enable beneficiaries to translate every knowledge and skill imparted into life-supporting and quality-of-life-improving activities.

7.5 Diversify funding sources. Implementing units are encouraged to source out external funding from NGOs, Foundations, and national agencies.


14. Involvement of Students in Extension Activities. Students in the University shall be enlisted to participate in the operation and management of extension projects especially those implemented in their respective colleges. Students in extension-related subjects and those required of internship, on-the job-training or field immersion shall be tapped to provide, at given lengths of time and periods as allowed by their schedules, direct manpower for the operation and management of University extension projects. Students conducting off-campus extension activities should be supervised by faculty members. In addition, all proponents of extension activities involving students should strictly adhere to the provisions of CMO 63, series of 2017, university policies, and other legal issuances.


15. Linking Extension with Research. The rationale for linking research and extension shall help in: 1) seamless dissemination of Extension programs and research activities to the general public, and 2) provide a mechanism to effectively communicate and influence key stakeholders and thereby help them to better understand and appreciate research and Extension activities of the University. New research and matured technologies conducted in the University shall be transferred into practice via collaborative Extension. Problems arising from farmers and the general public relative to a new technology or practice would be conveyed back to the University so that corrections could be made to the new technologies.

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Key elements in the linking approach shall be:

1. Needs assessment for research and extension through dialogue and collaboration;
2. The research agenda and priorities shall be in consultation with stakeholders;
3. Extension workers and researchers shall work together during the research process with the identification and provision of opportunities to share the purposes and progress of the research with clientele;
4. Research findings are integrated with existing knowledge and disseminated by extensionist in meaningful terms with stakeholders who can put this knowledge to work; and
5. Extension activities of research grants (GIA) shall be substantially incorporated where Research is in equal footing with extension.

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CHAPTER 6

MONITORING AND EVALUATION

7. **Monitoring and evaluation (M & E)** are vital in any process in the project management cycle. The results of M&E are useful for the general public as well as funding agency for them to be informed of the progress of development activities undertaken by the project managers. It is also important to management since it provides information on the status and potential or problems met during and after the project implementation.

8. Definition of key terms in M & E

Monitoring. It is the timely gathering of information on project inputs, activities and outputs used as mechanism to warn program/project management about potential implementation problems requiring corrective actions.


Evaluation. It is an analysis by which one is able to understand and appreciate the relative merits or deficiencies of program and how far program has progressed and how much further it should be carried to accomplish objectives. Progress is examined against goals, purposes and output targets which can be measured by the used of indicators.

Monitoring and Evaluation (M&E) facilitates a better understanding of what works, what does not work and what can be done to improve programming over time. It helps to:

- ✓ Track inputs, activities and outputs
- ✓ Show that targets have been reached or not reached
- ✓ Highlight strengths and gaps in the delivery of services
- ✓ Generate further information necessary for project management, planning and advocacy
- ✓ Generate the basis for understanding of intermediate outcomes and the impact of collective efforts over time

Inputs refer to the financial, human, and material resources used for a program.

Activities are the specific actions taken or work performed through which inputs, such as funds, technical assistance and other types of resources are mobilized to produce specific outputs.

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Outputs include the products, capital goods and services that result from a project or intervention which are relevant to the achievement of outcomes.

Outcomes extend to anticipated or potentially unanticipated effects, or the impact of a program in the target population.


9. **Objectives of Evaluation.** The extension projects of the University shall be monitored and evaluated for the following reasons:

General Objectives

1. To generate valid and reliable data and information as basis for decision-making in project planning and implementation. Evaluation provides justification to project decisions as follows:
 - a. to start or not the implementation of new projects. Pre-project evaluation signals the commencement or abandonment of project plans.
 - b. to continue executing to make changes on plans and activities of on-going projects. Monitoring prompts projects to accelerate the implementation of plans and to improve on operations.
 - c. to continue or stop implementing an on-going project. Formative evaluation reinforces the conviction to proceed with operations to the end, or serve warning to cut-short the life of a project.
 - d. to replicate or forget all about a completed project. Summative and impact evaluations either open up or closes down the chances of a project to be expanded, duplicated or replicated.
2. To communicate with all project stakeholders.
3. To generate a sense of satisfaction and unity among project stakeholders.

Specific Objectives


1. To furnish data essential for project planning.
2. To account for the execution of plans.
3. To identify operational problems, weaknesses, issues and concerns
4. To identify the strong aspects of operations
5. To determine and analyze the extent of achievement of project results, purposes, and goals including unplanned outcomes
6. To account for the impact of projects

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10. Types of Evaluation

Time element with reference to the life of extension projects shall be considered in the process of evaluation. Extension projects shall be evaluated along their life-span—that is, before, during, and after their term of operation.


1. **Before-Project Evaluation.** Also known as ex-ante or pre-project evaluation, before project evaluation is a pro-active tool to assess the potential of an extension project leading to a decision to implement or not or the selection of the most feasible projects or actions. Ex-ante evaluation includes feasibility studies, project appraisals, needs assessments, technology assessments, and profiling. Social analysis and livelihood analysis, as applied in extension, are done at this stage. One or more of these, depending on the kind of project being contemplated, may be used to determine what extension projects may be carried-out.
 - a. *Feasibility Study (FS).* This shall be the careful examination of a proposed extension of a proposed extension project leading to project appraisal. FS include analyzing the possibility of implementing project in terms of all relevant constraints: economic, commercial, technical, technological, political, social, environmental, institutional, managerial, and administrative.
 - b. *Project Appraisal (PA).* This shall be the activity preceding the selection of extension projects. It aims to search for better alternatives for the utilization of scarce resources such that the project to be selected will provide reasonable economic, social and, where appropriate, financial return. Its objectives can be achieved in less costly way, and it fits with the overall agenda of the extension program of the operating units, the University, and the society at large.
 - c. *Technology Assessment (TA).* This shall be the process of identifying and predicting the impact of a technology on the target areas particularly on environmental integrity and human welfare. TA shall be an important requisite in technology promotion and utilization activities to arrive at judicious decisions on what technologies are going to be disseminated and advocated.
 - d. *Needs Assessment (NA).* This shall involve the listing, analysis, and prioritization of the needs of the target clients before deciding on a project, Needs assessment may cover a single or multiple area/areas of concern like training needs, communication needs, commodity needs, technology needs, etc. this activity may be made as part of a profiling activity.

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- e. *Profiling.* This is the process of obtaining comprehensive information on the target clients to serve as benchmark data in planning and in evaluating projects. Profiling may include a needs assessment component.

2. **During-Project Evaluation.** To be also known as on-going evaluation, formative evaluation, or monitoring as is most popularly and widely known, consists of assessing project processes while the project is under implementation. This type of evaluation shall cover the whole lifespan of the project. Evaluation activities made during this period shall include process documentations and collection and analysis of activity reports and progress reports.


- a. *Process documentations.* These include systematic and organized recording of project activities as they happen. Such documentations, when analyzed, shall provide valuable feedbacks for improving operations. The recording shall be either formal or informal and covers parts or whole of processes in a project. Project logs or staff logs represent the most common form of documentation of project processes. However, process documentation may be done in a more formal way through the preparation and use of formatted recording media including the use of more elaborate assessment tools and feedback scheme. Process documentation shall be a fundamental activity of all extension operating units and staff. It shall be done as an extension cum research activity.
- b. *Activity reports.* Reports on activities shall be made and submitted as often as necessary and/or required. Likewise, monitoring reports should be submitted within three working days from completion. On the other hand, training proceedings shall be submitted after the conduct of the extension activity. See Annex D for the monitoring and evaluation form and Annex E for the proceeding report format which is anchored in the established QMS.
- c. *Progress reports.* Progress reports shall consist of updates on the status of projects. All the operating sections of the Extension Directorate, colleges, and units shall submit quarterly reports (accomplishment and financial) to the Extension Directorate for proper documentation and monitoring. Quarterly reports shall be submitted on the first week of the succeeding month after the end of each quarter. The template for quarterly report is presented in Annex F. Periodic reports shall also be required from the Project Team in compliance to the issuances of DBM and CHED. The templates to be used shall those prescribed by these regulatory agencies. Other documents required of the project staff will include project brief and project updates.

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3. **After-Project Evaluation.** This shall be referred to as summative evaluation or ex-post evaluation. Evaluation at this point shall be done when the project had been completed the concerns of which shall be establish and analyze project outcomes. Such outcomes may be in the form of results or accomplishments realized immediately after the termination of the project or consequences or impacts realized long after its completion. The project staff shall be required to prepare and submit a terminal report and audited financial report of the project that ended.

- a. *Summative Evaluation or Project Completion Report (PCR).* A summative evaluation shall be made immediately after the completion of a project. The resulting report from such evaluation shall be called the PCR. The report shall account primarily the intervention Logic (ILO) of the Log Frame of the project; and secondarily, the unplanned consequences. Project goals may not be properly accounted during this time for any kind of project especially the short and medium term projects. As a general rule, a PCR for regular projects shall be submitted after the project completion which shall not be later than five working days for the short term projects (1-day – three months), not later than 15 working days for medium-term projects (more than three months to one year), and not later than 30 working days for long term projects (more than one year).
- b. *Impact Evaluation and Impact Evaluation Report (IER).* Impact evaluation shall be made long after the completion of a project. It aims to account the project's contributions on the goals prescribed for itself including unplanned consequences. The goals referred to in an impact evaluation pertain to those prescribed in the Log Frame of the project to be evaluated. The resulting report from such activity shall be called IER. It shall be a general rule in the University to conduct an impact evaluation not earlier than three years after the completion of the project to be evaluated. The period between the time of project completion and the time of the conduct of impact evaluation shall be termed "waiting time." The length of waiting time shall be dependent on the type of extension project.

Impact studies are a relatively complex, laborious, and time-consuming activity. Such may be conducted as part of the extension-cum-research activity of the concerned operating units and/or the Monitoring and Evaluation Unit of the University. Other arrangements feasible to the University shall be explored to include, among others, the engagement of thesis students in the University. Under a thesis option, a formal arrangement shall be formulated by Extension Directorate to include granting a support to the thesis student(s).

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Such an arrangement shall be approved by the University President. On the other hand, a commissioned committee or team approved by the President from the different units of the University may conduct the impact evaluation of the extension project.

5. What to evaluate? The University shall adopt a comprehensive system in evaluating its extension programs or projects. Depending on the nature of extension projects implemented, the fundamental components of projects to be evaluated, singularly or collectively, shall include the context, the inputs, the process, and the product.

- a. *Project context.* Evaluating project context involves the analysis of the environment (project ecology) within which the project operates. The environment involves the physical, political, social and economic factors that may have influence on the project.
- b. *Project inputs.* Evaluating project inputs concerns the assessment of the resources invested in the project. Resources include the material and non-material.
- c. *Project process.* Evaluating the project process attempts to establish what was done and how well the things in the operation of the project were done.
- d. *Project products.* Evaluating the products of the project involves the results, the outcomes, the effects, and the consequences in the operation of the project. This reflects both the planned and unplanned products. Planned outcomes represent the results, the purposes, and the goals of a project as drawn in the Logical Framework.

6. General criteria for evaluation. There shall be a system of general criteria to be adopted and used in the evaluation of University extension programs and projects. The system shall be composed of the following:

- a. *Innovativeness-* presence of new or reformulated concepts and practices and does not duplicate existing projects.
- b. *Partnership-* presence of functional intra-and inter-agency/organizational collaboration indicated by deliberate equitable sharing and complementation of resources, responsibilities, and accountabilities.
- c. *Replicability-* presence of relatively consistent and clearly defined methods, strategies, components, and use of resources built into an operational structure that is conceived for and fits into other systems.
- d. *Results and impact-* presence of level of observable benefits that accrue to the target beneficiaries. Results may be accounted at different levels depending on the specifications in the Log Frame which could be individual, group, community, agency/organization, area or society.

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- e. *Cost-effectiveness*- reasonableness of project costs in terms of availability, accessibility, and amount to bring or have brought about significant acceptable levels of the desired results and impacts.
- f. *Sustainability*- combination of the other five criteria.

7. Protocol for Impact Evaluation. Pursuant to the Quality Management System and other institutional accreditation of the University, the following protocol in the conduct of impact evaluation of extension projects shall be observed.

- a. The project for impact evaluation should have been: 1) reflected in the strategic plan of the Extension Directorate; and included in the operational plan of the concerned program/college.
- b. The project should have a detailed extension plan/ approved proposal and implemented following an approved logical framework.
- c. The project must have been implemented in the past three years prior to its impact evaluation.
- d. The project should have submitted a completed extension project report or terminal report.
- e. The request for impact evaluation should be duly endorsed by the unit head.



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CHAPTER 7

RESOURCES AND INCENTIVES

- 5. Financial Matters in Extension.** The annual budget of the extension function of the University, save the budget for special projects, shall, as much as possible, be equitably allocated to all the sections and academic units and projects. The allocation shall be reflected in the AWWP of Extension Directorate on the basis of the approved plan or project proposals. Equitable allocation shall be worked out according to the financial requirements of the projects and activities approved for implementation.

There shall be three sources of funds – Fund 101 (GAA), Fund 164, and Fund 184. These shall be used for the operations and implementation of projects of the Extension Directorate and colleges. Proposals approved by external agencies shall be funded through the grant downloaded to the university (Fund 184). All financial transactions involved in the conduct of extension PPAs shall be in accordance with statutory requirements, legal procedures, and government accounting and auditing rules and regulations.

6. Workload Equivalent


Extension work performed by faculty members shall be credited as part of their workload. Crediting extension workload as part of faculty workload shall be in accordance with the Revised Guidelines on Faculty Workload (GFW) providing the unit equivalence of administrative designations and the guidelines for faculty workload. The workload equivalent units shall be as follows:

Director	12 units
Extension Coordinator	3 units
Section Chief	6 units
Program Leader*	6 units
Project Leader *	3 units
Project Staff*	1 unit

*without honorarium

Extension work performed by full-time Extension personnel shall be credited as part of their workload. The following scheme shall be adopted:

- 6.1 Proposal preparation** – 3 cu for a program proposal; project, 2cu for a project and 1 cu for an activity but not to exceed a total of 3 cu for a faculty/full-time researcher and 6 cu for full-time extension personnel per semester or 6 months. This will be monitored by the College Associate Dean/Unit Director.

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At the end of the semester, the proposal is considered completed if it has been submitted to and endorsed by the Extension Technical Evaluation Committee to the OVPREB for funding purposes. If preparation of a proposal is not completed in one semester and it will be continued in the succeeding term, the proponent will no longer be given cu for the work.

6.2 Implementation -

6.2.1 Program leader –9 cu broken down as follows:

Responsibility	Credit Unit
a. Coordination of 2 or more projects under the program	3
b. Coordination of 2 or more studies under a project	3
c. Actual implementation of an activity under the project	3


6.2.2 Project leader – 6cu broken down as follows:

Responsibility	Credit Unit
a. Coordination of 2 or more studies under the project	3
b. Actual implementation of a component activity	3

6.2.3 Activity leader – 3cu for implementation of 1component activity of a project.

6.3 Extension Activities

1. Non-degree trainings (not part of a program, project or activity for which workload credit have been claimed)
 - 1.1. Coordination of a training-1 cu per 2 weeks actual training or 0.1 unit per day but not exceeding 3 units per training. To get the cu, coordinator of a training must:
 - a. Prepare training design/proposal;
 - b. Attend to the actual implementation of the training;
 - c. Conduct orientation sessions for participants and resource persons regarding training objectives and activities to ensure smooth implementation of training;
 - d. Attend to and take appropriate action on participants' needs and problems;

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- e. Assume responsibility and accountability for all financial transactions;
and
- f. Prepare and submit training completion report.

1.2. Assisting in training coordination - 0.50 cu per 2 weeks actual training or 0.05 cu per day but not exceeding 1.5 cu per training.
An assistant in training coordination must:

- a. Coordinate/facilitate services and attend to the needs of the training;
- b. Assist the coordinator in all aspects of training; and
- c. Closely monitor the training sessions.

1.3. Involvement as a resource speaker/discussant/facilitator- 0.06 cu/hour for a lecturer (*based on 54 hr contact hours for a 3-unit lecture class*); 0.03 cu for a discussant or a reactor; 0.015 for a facilitator or moderator. As a lecturer, he/she must submit at least 1 week in advance to the Training Coordinator the following:

- a. Module of the assigned topic
- b. Powerpoint presentation/visual materials to be used in the training
- c. List of supplies and materials needed in delivering the lecture


1.4. Evaluation of a training - 0.10 cu per training. An evaluator must undertake the following tasks:

- a. Evaluates a training;
- b. Analyzes the results of the training evaluation;
- c. Makes appropriate recommendations based on evaluation results;
and
- d. Submits evaluation report.

1.5. Involvement as a rapporteur/training secretariat/committee membership – 0.10 cu per training/seminar or conference for functioning as a rapporteur or as a member of the training secretariat.

2. Performance of a regular service function (provided it is not part of a teaching load) – treated as a laboratory class (per semester)

- 2.1. Diagnosis or treatment - 2.0 cu per faculty/staff(e.g., UPTRC, soil and pest clinic, mobile veterinary clinic etc.)
- 2.2. Statistical services - 3.0 cu per faculty/staff (University Statistical Services Center)
- 2.3. Laboratory analytical services – 3.0 cu per faculty/staff
- 2.4. Business consultancy services – 2.0 cu per faculty/staff (members of the team should be identified)

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- 2.5. Briefing of visitors – 1.5 cu/department (only for departments with frequent visitors seeking technical information)
- 2.6. Tour guiding services – 1 cu/personnel per sem
- 2.7. Technical expert or evaluators – 3.0 cu/personnel per sem
- 2.8. Thesis Advisory committee member – 0.2 cu per student
- 2.9. Setting up of demonstration farm – 3 cu per sem
- 2.10 Coordination of technical assistance/consultancy services -

3. Information dissemination function

Function	Description	Credit
a. Editorship	As editor of the MMSU S&T Journal	1.0 cu per issue
	As editor of a newsletter(recognized)	1.0 cu for all issues per semester
b. Managing Editorship	As managing editor of the MMSU S&T Journal	3.0 cu per issue
c. Participation in trade fairs/exhibits	Design, development and installation of demonstration or exhibit area and briefing of spectators	1.0 cu per participating unit per activity
d. Design, production, dissemination/broadcasting and communication materials ¹	Articles published in newsletter	0.15 cu per article
	Leaflet	0.15 cu per leaflet
	Brochure, pamphlet or monograph	0.75 ² cu per item
	Author/writer for a powerpoint presentation	0.50 cu per item
	Audio/video production	0.75 cu per


¹Not under an extension or research project and must be planned and approved by the unit

²CU will be divided among the authors


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		item
	Working paper or policy brief presented in professional, scientific, technological conferences or meetings	0.75 cu per activity
	Poster	0.50 cu per item
e. Translation of IEC materials <i>(not part of an administrative designation)</i>	Articles in newsletter	1.0 cu for all issues per semester (minimum of 4 issues)
	Leaflet	0.15 cu per article
	Brochure, pamphlet	0.30 cu per item
	Monograph	1.0 cu per item
f. Desktop publisher/layout artist (may be this will just be an administrative designation)	Journal	1.5 cu per issue
	Proceedings etc.	1.0 cu per issue
g. Writing articles for journal publication/patenting/v ariety registration – h. Writing technical paper for scientific conferences		2 cu per article or patent or variety – 1 cu per article
Writing abstract		0.15 per item

- 7. Incentives.** Aside from the workload equivalent for faculty involved in extension programs, projects, and activities, monetary incentives shall be given to outstanding extension workers whose idea and accomplishments are extraordinary and contributed much to the attainment of the targets of the university. The award shall be given during the annual Foundation Anniversary Celebration. A Committee shall be formed and designated by the VPREB to prepare the specific guidelines and criteria for this award. This award shall be different from the annual PRAISE Award for Outstanding Extension Worker.

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8. External Linkages. The extension program of the University shall put premium to the establishment of linkages or partnerships with various extension stakeholders. Every college or unit shall take every effort to link with partners who can significantly contribute to resources needed for the delivery of services. Partnership with LGUs shall be paramount. Every extension activity delivered to communities shall be properly coordinated with concerned LGUs. Such partnerships shall be formalized through memorandum of agreements (MOA) or similar acts. A MOA shall be constructed to specify the roles and responsibilities of MMSU and the involved parties. Such roles and responsibilities shall be based on the principles of counter-parting, unity, and convergence as provided in this Manual and shall not be disadvantageous to the University. The University President shall sign official agreements on behalf of the University. All MOU/MOA should be reviewed by the Legal Counsel before it is signed by the University President. Linkages and partnerships shall be coordinated with the Office for External Linkages and Partnerships.

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CHAPTER 8


GUIDELINES AND PROCEDURES FOR EXTENSION PROGRAMS, PROJECTS AND ACTIVITIES

The following extension programs, projects, and activities planned and executed by the Extension Directorate in collaboration with the colleges and units of MMSU and partner-agencies shall become an integral part of the university's activities for the community it serves. This section shall elaborate the policies, guidelines, and procedures pertinent to the availment of the general public of the services and the conduct of the same by selected university personnel.

8.1 Seed Stock Dispersal Project (SDP) of Extension Directorate

1. Goals and Objectives

- 1.1** The goal of the SDP is to improve the agricultural productivity and farm income of farmer-beneficiaries through the sustained supply and use of improved seed stocks.
- 1.2** Specifically, the SDP aims to pursue the following objectives:
 - 1.2.1** Introduce to farmers new and recommended high quality seed stocks;
 - 1.2.2** Continuously make available to farmers high quality and recommended seed stocks which normally are costly and inadequately available in the local market;
 - 1.2.3** Enable farmers to produce high quality seed stocks for their own use and for commercial purposes using MMSU dispersed stocks; and
 - 1.2.4** Increase the intensity and frequency in the use of high quality seed stocks for planting purposes by farmers.
- 2. Implementing Office.** The SDP shall be implemented and managed by the Extension Directorate through its Technology Demonstration (TD) Section.
- 3. Coverage.** The project shall cover the Province of Ilocos Norte. However, the towns, districts, barangays or sitios located therein shall be prioritized as follows:
 - 1st priority** – pilot or demonstration areas of MMSU duly covered by formal agreements;

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2nd priority – other areas not covered by under first priority when qualified under the conditions set forth in Section 6 of this guideline.


4. **Beneficiaries.** The beneficiaries may be either primary or secondary. Primary beneficiaries are individual or group of farmers who are directly engaged in the cultivation and growing of crops, the seeds of which had been dispersed to the farmers. Secondary beneficiaries are groups, associations or agencies which are constituted not by the primary beneficiaries but have the legal standing to serve them.
5. **Kinds of seed stocks.** Seed stocks to be dispersed shall include high quality crop-planting materials genetically and agronomically certified by duly accredited or recognized agencies. It can either be:

Seeds. These are grains of ripened ovules of flowering crops used for sowing and are capable of germination to produce a similar new crop. These include seeds of primary food crops, medicinal plants, fruit crops, and forest trees.

Other seed stocks. These include planting materials like tubers, suckers, rhizomes, cuttings, asexually propagated planting stocks, tissue or genetically cultured seedlings and other similar planting materials.

6. Conditions for Availment

- 6.1 **Qualification of beneficiaries.** A beneficiary of the SDP may qualify under the following conditions or criteria:
 - 6.1.1 Must not be delinquent or have derogatory record as beneficiary, cooperator, or partner in any extension, development or any programs of MMSU;
 - 6.1.2 Must not have an overdue balance or account in any of the extension or development programs of MMSU;
 - 6.1.3 Must qualify under Item 4.1 and 4.2 of Section IV of this guideline; and
 - 6.1.4 Must undergo and complete a pre-dispersal orientation or training to be conducted by Extension Directorate.
- 6.2 **Request for availment.** All parties intending to avail of the SDP must submit a corresponding request addressed to the President of MMSU.

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The request, which should be satisfactory in form and substance to MMSU, must be in the form of a letter or resolution indicating, among others, the following:

6.2.1 The desire to avail of the project;

6.2.2 Area in hectares and location of farmland applied for classified either as upland or lowland;

6.2.3 Complete name and address of every applicant; and

6.2.4 Schedule indicating the date and time when to conduct a consultation-dialogue between the requesting party and MMSU regarding the mechanics of the SDP.

6.3 Approval of requests. The approval of all requests is vested only with the University President or his/her duly authorized representative. All requests shall follow the established flow as defined in the QMS.


6.4 Background investigation, ocular survey and consultation dialogue

6.4.1 Background investigation. The request, upon receipt and endorsement of the Office of the University President to the Extension Directorate for appropriate action, shall be acted upon immediately by Extension Directorate through the conduct of a background investigation on the qualifications of the requesting party or parties. The investigation is aimed at ascertaining the credibility and trustworthiness of the applicant or group of applicants.

6.4.2 Ocular survey. Simultaneous with the conduct of the background investigation shall be the assessment and evaluation of the farmlands applied for. This is to establish the physical presence and suitability of the lots submitted in the request.

6.4.3 Consultation dialogue. A consultation-dialogue will follow after the investigation and ocular survey. This will be carried out between Extension Directorate and the requesting party. The aim shall be to clarify whether the SDP shall be implemented or not based on the results of the investigation and ocular survey, and, to determine whether the applicant agrees with the conditions required in the project.

6.5 Denial of request. As a result of the investigation, survey, and consultation-dialogue, a denial of the request shall be endorsed by

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Extension Directorate to the University President on the following grounds:

- 6.5.1** Established negative feedback on the credibility and trustworthiness of the requesting party;
- 6.5.2** Spurious claims or data indicated in the request;
- 6.5.3** Absence of the seed stock requested;
- 5.5.4** Extra demands of the requesting party which cannot be met by MMSU; and
- 6.5.5** Inability to meet and absence of full commitment of the requesting party to all the conditions and their responsibilities set forth in this guideline.

7. Sourcing of Seed Stocks


Seed stocks to be dispersed shall be sourced through procurement ad/or stock transfer.

7.1 Procurement. Seed stocks needed not produced or are produced in limited quantities in any of the production units of the University shall be procured from external sources following prescribed procurement procedures and guidelines in the University.

7.2 Commodity transfer. Seed stocks needed produced in any of the production units of the University including those produced in the course of research, demonstration, piloting, and academic related activities shall be transferred to Extension Directorate following established transfer procedures and guidelines.

7.2.1 Any of the following documents shall be sufficient to justify the seed stock transfer: approved procurement program of Extension Directorate or an approved request of a beneficiary whether or not the seed stock is included in the current year's procurement program. This is to accommodate unanticipated requests especially when there are extra stocks available.

7.2.2 The payment of the transferred seed stock shall be made through fund transfer from the account of extension to the account of the source of the seed stock. In case there is no enough fund in extension to cover the transferred seed stock in a given fiscal year, the account shall be

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paid on a deferred basis using any, a combination, or all of the following:

7.2.2.1 Payments of the beneficiaries on the seed stocks borrowed;

7.2.2.2 The next annual appropriation for extension; and

7.2.2.3 Future income generated by Extension Directorate from its income- generating projects.

8. Issuance of Seed Stocks

Seed stocks for dispersal shall be issued to beneficiaries only in accordance with duly approved requests. All issuances shall be covered by:

8.1 Issue and acknowledgement receipt,

8.2 Memorandum of Agreement (MOA) between MMSU and the beneficiary, and

8.3 Other documents as may be required to formalize and validate the transfer of goods and services from MMSU to the beneficiary. Except when provided otherwise as may be agreed between MMSU and the beneficiary, all issuances or transfers shall be made at Extension Directorate, MMSU, City of Batac, Ilocos Norte.

9. Crop Insurance


In coordination with concerned LGU, all SDP beneficiaries must apply for a crop insurance of the seed stocks provided to them. Failure to do so shall be a sufficient ground for the disqualification of the concerned beneficiaries not only to avail of the SDP in the future but also to other programs and projects of Extension Directorate and/or MMSU.

10. Terms and Conditions of Payment

Dispersed seed stocks are subject to payment by the beneficiaries.

10.1 Mode of payment. Beneficiaries shall select a way to return or pay the seed stocks availed from SDP. It may be any one of the modes mentioned below. Whatever mode is selected shall be subject for approval by MMSU prior or at the time the seed stocks are to be issued.

10.1.1 One-time full payment.

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10.1.2 Installment basis.

10.2 Time of payment. The schedule of payment shall be made as follows depending on the mode of payment selected:

10.2.1 One-time full payment at the time when the crop is harvested.

10.2.2 Installment basis. Payment shall be made on a staggered basis following any of the two options below.

10.2.2.1 Option 1- two equal installments with the first to be made at the time when the seed stock is issued and the second within 60 days after harvest or within one year, whichever comes first.

10.2.2.2 Option 2 – three equal installments made at the time or periods required in Option 1 plus another installment to be made in between the two periods.

10.3 Amount and kind to pay. Beneficiaries are obliged to pay MMSU with the invoice cost of the seed stock.


10.3.1 Surcharge of one per centum per month compounded quarterly of the remaining balance of the payable account after the expiration of the prescribed payment period; and

10.3.2 Except for rice and unless accepted by MMSU, all payments shall be made on cash basis. Rice seed stocks may be repaid also with rice seeds based on the prevailing cost of the type or kind of seed repayment viz the invoice cost of the loan.

10.4 Crop failure

10.4.1 The seed stock loan shall be excused and written-off in case the crop is totally destroyed due to natural calamities and disasters including factors or events beyond the control of the beneficiary.

10.4.2 However, excusing or writing-off the loan shall be subject to the decision of MMSU after thorough and actual assessment and evaluation of the crop damage which must be personally reported by the beneficiary to MMSU within a reasonable time and while the evidences of crop damage are still present on-site.

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10.4.3 MMSU shall not accept requests for loan write-offs due to reasons of crop failure provided for in this section if the beneficiary fails to report on time such failure resulting to the inability of MMSU specialists to personally inspect and assess the damage.

10.4.4 The same urgency of reporting crop damage and failure must be done by the beneficiary to the crop insurer for prompt and proper action.

10.5 Collection and remittance of payments

10.5.1 It shall be the responsibility of the recipients to deliver and remit to MMSU all payments for the SDP.

10.5.2 Recipient organizations, associations, and groups are responsible in collecting payments from their individual member-beneficiaries and in delivering and remitting the same to MMSU.

11. Responsibilities of the Beneficiaries

11.1 Individual beneficiaries. The individual beneficiaries shall:

11.1.1 Sign all documents pertinent to the avilment of the project;

11.1.2 Personally receive the seed stocks availed including, when applicable, any other support or assistance at the time and place designated by MMSU;

11.1.3 Attend a pre-dispersal training and other trainings required in relation to the implementation of the SDP;


11.1.4 Adopt and employ all practices and technologies in the culture and management of the seed stocks availed that are recommended by MMSU;

11.1.5 Return or pay MMSU the seed stocks availed from the SDP under the terms and conditions set forth in this document; and

11.1.6 Participate in the implementation, monitoring, and evaluation of joint activities required in the SDP.

11.2 Groups, associations, and other secondary beneficiaries. They shall:

11.2.1 Be responsible for items 11.1.1 and 11.1.2 of this guideline;

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11.2.2 Organize and sponsor the conduct of a pre-dispersal training for all the member-beneficiaries;

11.2.3 Equitably distribute the seed stocks availed to the member-beneficiaries;

11.2.4 In coordination with MMSU, enforce measures to ensure that the member-beneficiaries shall adopt and practice the technologies recommended by MMSU for the culture and management of the seed stocks dispersed;

11.2.5 Collect all SDP payments from the member-beneficiaries and deliver and remit the same to MMSU;

11.2.6 Provide data and information about the organization or association and the member-beneficiaries as may be required and needed by MMSU; and

11.2.7 Share responsibility with the member-beneficiaries and MMSU in the implementation, monitoring, and evaluation activities required in the SDP.

12. Responsibilities of MMSU


In the pursuit of the goals and objectives of the SDP, MMSU through the Extension Directorate shall:

12.1 Provide when available and approved the seed stocks requested;

12.2 Provide when available and approved input assistance in the form of fertilizers, pesticides, and other related resources needed to support the effective implementation of the project by the beneficiaries;

12.3 Conduct pre-dispersal trainings for all the beneficiaries; and

12.4 Extend advisory, consultancy, and other related services to the beneficiaries regarding the proper culture and management of the seed stocks dispersed.

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13. Marketing Assistance

When possible, MMSU shall extend marketing assistance to the beneficiaries. This is in the form of locating and identifying market outlets for the produce from the dispersed seed stocks.

14. Internal Project Monitoring and Evaluation

The Extension Directorate, through the Technology Demonstration Section (TDS), shall develop a comprehensive, participatory, and continuing monitoring and evaluation plan for the SDP.

The plan shall include but not limited to the following components: schedule, staff requirements, objectives, indicators, instruments, and analytical tools.

8.2 Livestock Dispersal Program (LDP) of the Extension Directorate

1. Name and Implementation

The project shall be known as the Livestock Dispersal Program (LDP) of the Mariano Marcos State University (MMSU). It shall be managed and implemented by the Extension Directorate.

2. Purpose & Objectives


The LDP is envisioned to increase income of farm households by providing additional source of livelihood through dispersal of improved breeds of livestock.

Specifically, the LDP aims to:

- introduce improved breeds of livestock, specifically small ruminants to farm households.
- sustain livestock production in the farm household through raising improved breeds of livestock.
- increase the income of the farm household through raising improved breeds of livestock.

3. Coverage of the LDP

- 3.1 Areas of Coverage.** The program shall cover the province of Ilocos Norte. However, areas already served by the Extension Directorate will be prioritized.

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3.2 *Beneficiaries/Recipients*

The recipients of the LDP are individual farmers or farm households who had been beneficiaries of some of the Extension Projects, of good standing.

3.3 *Kinds of Livestock*

The LDP shall disperse livestock specifically, small ruminants with the following qualifications:

- Ewe and does (at least 5 months) for breeding purposes

4. **Conditions for availment.**

4.1 *Qualification of beneficiaries.* To be a recipient of LDP, an individual must:

- a. not be a delinquent beneficiary of any extension or development program of MMSU.
- b. not have any existing account (unpaid) from any of the extension or development program of MMSU.
- c. undergo a pre-dispersal training to be conducted by MMSU.
- d. for new recipients, one must be honest and trustworthy.


4.2 *Request for availment.* Individuals interested to avail of the LDP shall write a letter of request addressed to the President of MMSU.

4.3 *Approval of request.* The university president or his/her duly authorized representative has the sole authority to approve the request. All requests shall follow the established flow as defined in the QMS.

4.4 *Background investigation.* Upon indorsement of the request by the President for the action of Extension Directorate, it shall conduct a background investigation on the qualifications of the requesting party. This is to ascertain the credibility and trustworthiness of the applicant.

4.5 *Denial of request.* A request shall be denied as per recommendation of the Extension Directorate based on the background investigation on the following grounds:

- a. established negative feedback on the credibility and trustworthiness of the requesting party.

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- b. inability of the Extension Directorate to meet the demands of the party.
- c. inability to meet and absence of full commitment of the requesting party to all the conditions and their responsibilities set forth in the guidelines.

5. Sourcing of Livestocks

The livestock needed for dispersal for the LDP shall be procured by Extension Directorate from the production unit of the university. In case the stocks will be in limited quantities, it shall be procured from outside sources following the prescribed procurement procedures.

6. Livestock Insurance

Qualified beneficiary/ies must insure all animals (livestock) covered by the program. This will secure the investment from any risks caused by calamities and diseases.

7. Issuance of Livestocks


Issuance of livestock to the beneficiaries shall be made at the Extension Directorate, MMSU, Batac, Ilocos Norte. All issuances shall be made in accordance with the following:

- a. duly approved request
- b. issuance and acknowledgement receipt
- c. Memorandum of Agreement (MOA) between MMSU and the beneficiary.

8. Terms and Conditions of Payment

8.1 Mode of payment. The dispersed small ruminants are subject to payment as follows:

- a. A ratio of 1:2 payment scheme is followed. For every dispersed doe, 2 weaned does/buck shall be returned to MMSU from successive kiddings.
- b. Upon payment, the dispersed goat/sheep becomes the property of the beneficiary/ies.
- c. Subsequently, returned does/ewe (as payment) are redispersed to qualified clients.

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8.2 Livestock Failure

In the event that the dispersed animal dies, it should be immediately and properly documented and reported to the Extension Directorate. Then the following will be considered.

- a. If the cause of death is within the insurable risks or coverage of the livestock insurance and the coverage claim is enough to pay for the purchased/buying cost of the animal, then the loan shall be excused or written-off. However, if the coverage claim is less, then the uncovered cost shall be paid by the beneficiary.
- b. If the cause of death is not within the insurable risk or coverage of the livestock insurance, then the beneficiary shall pay in full the purchased/buying cost of the animal with 10% interest.

8.3 Collection and Remittance of Payments

It shall be the responsibility of the recipient to deliver payment for the LDP to Extension Directorate, MMSU, City of Batac, Ilocos Norte. The office shall issue necessary documents for the transaction.

9. Responsibilities of the Beneficiaries


The LDP beneficiary shall be responsible to:

- a. Sign all documents pertinent to the avilment of the project.
- b. Personally get/receive the sheep/goat availed at the time and place designated by the Extension Directorate.
- c. Adopt the technology for sheep and goat raising as recommended by MMSU
- d. Return/pay to MMSU his obligation to LDP as stipulated under the terms and conditions in this document.
- e. Participate in the monitoring and evaluation required by the LDP.

10. Responsibilities of MMSU

It shall be the responsibility of MMSU to:

- a. Provide when available and approved the livestock requested.
- b. Conduct pre-dispersal trainings to all the beneficiaries.
- c. Extend advisory, consultancy and other related services to the beneficiaries regarding the proper care and management of the livestock dispersed.

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- d. Develop and implement a participatory and continuing monitoring and evaluation plan for the LDP through the Technology Demonstration Section of the Extension Directorate.

11. Responsibilities of LGU

The **LGU** through its **Barangay Government Unit (BGU)** shall be responsible to:

1. Assists the **Extension Directorate** in the conduct of a background investigation on the qualifications of the requesting party.
2. Certify the credibility and trustworthiness of the applicant.
3. Assists **MMSU** in monitoring and evaluation of the program.

8.3 Cross-farm Visits, Field Days and Tours, Harvest Festival, and Technology Forum in Community-based Participatory Technology Demonstration Projects in Agriculture

1. Cross-farm visits

1.1 What is a cross-farm visit? This is an organized activity wherein the cooperators in a similar or related project learn from one another by visiting and observing each of the project of the whole group.


1.2 Objective: For the cooperators to share and learn from and with one another their experiences, observations, and accomplishments in the conduct of the activity.

1.3 Output:

- List of best practices employed in each set-up.
- Effective implementation of the project in all sites through the adoption of the “best practices” learned from the sites.

1.4 Tasks and procedures: Together with the cooperators and partners:

- Prepare the schedule. The schedule must be timed in relation to the critical stages or processes in the establishment of the project and of the commodities in which the technology is demonstrated or piloted.
- If there are many sites, select just a few sites that may be visited in one day where the cooperators can get the most significant insights related to the management and performance of the trials.
- The cooperators or a member of PMIT, in the visited sites should make the briefing not the project staff.

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- Assist to direct the walk-through in the set-ups for the visiting cooperators to see and observe the best practices employed.
- Brainstorm how the “best practices” can be employed across the set-ups.
- Follow-up the implementation of the “best practices”.

2. Conducting field days and tours

2.1 What are field days and tours? These are organized visits to the various demo or pilot sites. The participants are other cooperators and other interested publics like extension workers, researchers, academicians, students, *etc.*

2.2 Objectives: To enable the visitors observe and learn about the demonstrated technologies and the processes employed in the establishment of the sites.

2.3 Output: Number of participants and percentage who expresses the intent to try or utilize also the demonstrated or piloted technology.


2.4 Tasks and procedures:

- Constitute the field day committee and prepare pursuant to the assignment of the members. Include the cooperators in the committees. The roles in the committee include, among others, program, invitation, registration and documentation, invitation, transportation, food, area set-up, and field briefing.
- Place adequate and appropriate signboards and markers in the project site.
- Sketch the walk-through path and the stop-over points with a time schedule
- Let farmer-partners make briefings along the path.
- Solicit comments and suggestions from the participants on how the demonstration and piloting was conducted and on other concerns that could be demonstrated and piloted in the future. Get information on how the demonstrated and piloted technology could be utilized or adopted.

3. Conducting harvest festival

3.1 What is a harvest festival? This is an organized activity where the cooperators, other stakeholders, and interested publics join and/or observe the harvesting of crop wherein the technology is demonstrated.

3.2 Objective: To enable the participants to see and validate personally the actual yield potential and profitability of the commodity using the demonstrated or piloted technology.

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3.3 Output: Number of participants and percentage who expresses interest to try and utilize also the technology being demonstrated.


3.4 Tasks and procedures:

- Form the festival committee to include, among others, the following: invitation, program, documentation, registration, snacks and meals, briefing, harvest, marketing, venue, and streamers. Make the preparations according to roles. Include the cooperators in the committees.
- At the start, make a briefing on the objectives of the activity and how it will proceed. Introduce the participants and the cooperators.
- Assign an area for the briefing and a contiguous area where the harvest will be placed and sold, if possible.
- Conduct a walk-through or walk-by in the harvest area where the cooperator will make a briefing on what technologies were demonstrated and piloted, how the project was managed, and how the technology was applied.
- Harvest while the participants are watching. If it is not a delicate matter, have some of the participants join in the harvesting.
- Display the harvest from the test technology and control side-by-side for the participants to make comparative assessment.
- Make sample measures on the products/harvest with the participants.
- If permissible, sell the harvest to the participants.
- Make a closing session to include the following:
 - Present the economics in the use of the technology as demonstrated and piloted.
 - Solicit comments and suggestions on how the technology was tried. Include views on the possibilities of adopting the tried technology.
 - Conduct an evaluation, *i.e.*, taste test, physical attribute test, *etc.* on the harvested products with the participants as evaluators. Share the results of the evaluation to the participants.

4. Conducting technology forum

4.1 What is a technology forum? This is an organized public assembly to present the results of the demonstration. Invited audiences are parties interested to know about the application and results of the technology or technologies.

4.2 Objectives: To present the specification, application, and results of the tried technologies.

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4.3 Output: Number of participants and percentage who will intend to test or utilize also the technology.


4.4 Tasks and procedures:

- When conducted by the LGU that sponsored the demonstration project, constitute the forum committee and make the preparations according to assigned roles.
- For practical and economic reasons, conduct the forum only when there are enough technologies to be presented (output from several demonstrations or sites). For this reason, it is desirable that the PLGU spearhead this activity with the involvement of all or some MLGUs.
- If conducted by agencies other than the sponsoring LGU, make arrangement with that agency and enter the results for presentation.
- Together with the cooperators, prepare the paper presentation.
- Designate the cooperator or partner who will present the paper.
- Make available copies of the paper to be distributed to the audience after the presentation. The briefing material on the tested technology, if already prepared, may also be used for this purpose.
- Assist the presenter during the presentation and in the forum proper. Share additional information whenever necessary. Do not speak in behalf of nor put words into the mouth of the presenter.
- Take note of the proceedings of the presentation especially the questions, comments, and suggestions on the technology being demonstrated and piloted. Use these as inputs in succeeding demonstrations and piloting activities.

8.4 Operation and Management of the MMSU-Extension Directorate Information and Technology Caravan (ITC) Project

1. Project Description

The ITC is a strategic way of bringing MMSU and developmental information and technologies (IT) to all the towns and people in the province of Ilocos Norte through the establishment of a mobile and multi-function IT booth. This project is a comprehensive and integrated strategy of facilitating the transfer and utilization of developmental information and technologies.

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2. Objectives

The ITC is an exhibit booth cum service delivery which aims to showcase MMSU programs and at the same time promote information and technological breakthroughs developed and fine-tuned by or in the University.

Specifically, the project aims to:

- 2.1** increase the level of adoption of technologies developed and/or promoted by MMSU;
- 2.2** demonstrate research and technology breakthroughs through the use of multimedia presentations like posters, leaflets, hands-on skills demonstrations, and film-showing activities;
- 2.3** distribute information materials and technology packages;
- 2.4** extend copy service for audio and video materials on livelihood opportunities;
- 2.5** conduct skills demonstrations on livelihood and related activities;
- 2.6** conduct product sale of technology-based MMSU and MMSU-assisted products like seed materials, seedlings, processed food products, and others; and
- 2.7** conduct techno-clinics.


3. Strategy of Implementation

The project shall be implemented during town festivals and other area-wide public occasions at the national, regional, provincial, municipal, and barangay levels. These possible venues shall serve as the host and sponsor of the project.

4. Responsibilities of the Host or Sponsor

The host or sponsor of the project shall be responsible in:

- 4.1** Providing or making available a secured building or any suitable edifice where the exhibit booth shall be put-up. The building or edifice must be adjacent to or houses all the other exhibitors, if any, and should have a supply of electricity;

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4.2 Providing other needed materials like tables and chairs to be used in setting-up the exhibit booth;

4.3 Providing security to the exhibit booth during night time; and in

4.4 Disseminating information about the project and convene groups to attend and participate in caravan activities;

5.0 Availment Scheme. All requests shall follow the established flow as defined in the QMS.

5.1 Letter request or resolution. The ITC may be availed of through a letter request or resolution addressed to the University President, MMSU, Batac, Ilocos Norte.

5.2 Local Government Units. The provincial governor, municipal mayor or the barangay captain in the case of the province, town or barangay, respectively, whichever is applicable, shall make the letter request. In case of a resolution, the concerned Sanggunian (Council) should prepare the resolution and make the endorsement.

5.3 Other agencies. Agencies other than the LGU, acting in behalf of their clients, may also avail of the program as host and sponsor. The head of the agency should make the request.

8.5 Conduct of Trainings


1. Description

Training programs of the Extension Directorate are geared towards different subject areas of concerns. These trainings are continuing education or non-formal education programs that are in line with specialization, areas of expertise, areas of research, technology developed and specialization skills available at the different colleges and units of the University.

2. Implementing Procedures. All requests shall follow the established flow as defined in the QMS.

1. The TCE Section will conduct needs assessment for baseline data. The data will be analyzed and will serve as the basis in the conduct of the training.

2. Training Programs/projects/activities for the year are reflected in the Work and Financial Plan of the Extension Directorate.

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3. The TCE Section shall prepare training proposals/designs/modules for review by subject matter specialists and for confirmation by target clients.
4. Reviewed training proposals/designs/modules are submitted to the Office of the President through the Vice President for Research, Extension and Business for approval.
5. Once the proposal is approved, TCE coordinates with resource speakers, invite participants and prepares the needed supplies and materials for the training, food and venue.
6. Resource speakers should prepare and submit training modules for review by subject matter specialist and for approval of the Extension Director.
7. Conduct/implement the training as planned and approved.
8. Prepare and submit training reports for proper documentation of the activity.
9. Schedule follow-up activities for trainees.


8.6 Provision of Technical Advisory and Consultancy Services

1. Description

Trainings are offered/conducted in response to request/s of private individuals, associations, or other agencies of the government. These are conducted either at the University campus or on site selected by the requesting individual or group.

2. Availment Procedure

1. Trainings/consultancy services may be availed by outside clients through letter request submitted to the office of the President indicating therein, the type/kind of training/s to be provided by the University.
2. Upon approval of the request, the Extension Directorate through the Training and Continuing Education (TCE) shall coordinate with the requesting party to finalize terms/ arrangements on the conduct of training/technical consultancy.

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3. TCE will make necessary arrangements for the training such as resource speakers, vehicles, supplies and materials and other training needs. Modules of resource speakers will be prepared for printing.

4. TCE and the requesting party shall conduct the training based on agreed date/time and venue.


5. Together with the Planning and monitoring section of the Extension Directorate, the TCE will conduct follow up/monitoring activities with the clients.

3. Responsibilities of Requesting Parties in the conduct of trainings/consultancy services

1. Invite participants to the training
2. Prepare the training venue (if it is on site)
3. Provide training materials and other needs for the training
4. If capable, provide food and transportation for the resource speakers/trainers/facilitators
5. Lead in the conduct of follow up/monitoring of trainees.

4. Responsibilities of MMSU


1. Provide resource speakers/trainers and facilitators
2. Prepare modules for the training
3. Assist in the conduct of follow up activities/monitoring of trainees

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CHAPTER 9


OTHER PROVISIONS

1. **Office Process Flows.** All operations of the Extension Directorate shall be guided by the process flowcharts. All transactions with the office shall be in accordance with these processes established in the Quality Management System. As part of the university's commitment to continual improvement as defined in the QMS and ISO 9001:2015 standards, these flowcharts shall remain dynamic and could be revised as necessary, even after the approval of this Manual. The revisions shall be duly documented following the MMSU Quality Management System in general and the Documented Information Procedure, in particular.
2. **Forms and Templates.** All operations of the Extension Directorate shall be guided by the forms and templates. All transactions with the office shall use these forms and templates based on the established Quality Management System of the Extension Directorate. The forms and templates are properly coded as per Documented Information Procedure and ISO 9001:2015 Standards. As part of the university's commitment to continual improvement as defined in the QMS and ISO standards, these forms and templates shall remain dynamic and could be revised as necessary, even after the approval of this Manual. The revisions shall be duly documented following the MMSU Quality Management System in general and the Documented Information Procedure, in particular.
3. **Separation Clause.** If for any reason or cause that any part of this Manual is declared invalid or illegal, the rest of the provisions unaffected thereby shall remain applicable and effective.
4. **Amendments.** Amendments on parts of this Manual may be made upon approval by the University President as may be recommended by an organized Committee. Amendments approved by the University President shall be subject to the approval of the Administrative Council and confirmation by the Board of Regents; otherwise, such amendments shall become null and void *ab initio*.
5. **Repealing Clause.** All University acts, policies, guidelines, orders, rules and regulations, circulars, memoranda or parts thereof inconsistent with any of the provisions of this Manual are hereby modified accordingly.
6. **Publication and Dissemination of this Manual.** The Extension Directorate and the Office for Strategic Communication (StratCom) of the University shall jointly and cooperatively cause the publication of this Manual after approval. They shall also be responsible in distributing copies to and disseminating the

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contents of the Manual to all colleges and units and key stakeholders after publication.

- 7. Effectivity.** This Manual shall take effect upon the approval of the Board of Regents.

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Annex A

Logical Framework

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Logical Framework

Vertical Logic



Horizontal Logic




Narrative Summary/ Intervention Logic (ILO)	Objectively Verifiable Indicators (OVI)	Means of Verification (MOV)	Important Assumptions
Goal	Measures of goal achievement	Sources of information/ data and methods used	Beyond control factors affecting the goal-purpose linkage
Objective/ Purpose	Measures of objective/purpose; end-of-project status	Sources of information/data and methods used	Beyond control factors affecting the purpose-results linkage
Outputs/ Results	Measures of outputs/results; magnitude of outputs at planned completion date	Sources of information/data and methods used	Beyond control factors affecting the results-activities linkage
Inputs and Activities*	Nature and level of activities and resources needed		Initial assumptions about the project

**May be specified separately by splitting the cell horizontally*

6.9.1.2.1 The Vertical Logic (VERLO). This is also known as the intervention logic (ILO) which occupies the first column of the matrix.

Hierarchy of objectives and corresponding achievement measures.

This part of the matrix identifies what the project intends to do – the project objectives – arranged in a hierarchical and causal order. It clarifies relationships between means and ends. This concept emphasizes that each program or project includes four basic levels of responsibilities and results. Each level is clarified using performance or “achievement measures” of

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quality, quantity and time. The achievement measures indicate the performance required with valid, reliable, and verifiable indicators.

6.9.2.1.1 *Inputs and activities* occupy the bottom end of the hierarchy. These are the actions needed to achieve the required output. They are the activities undertaken and the resources earmarked during the project. Achievement measures at this level show the schedule of key activities, milestone events, responsibilities, and key resource requirements.

6.9.2.1.2 *Outputs* are the specific results comprising the immediate consequences in the deployment of the inputs or in the undertaking of the planned activities. These are the results which project managers are responsible and accountable for producing. Outputs are placed in second cell down the matrix.

6.9.2.1.3 *Purpose* or objective is the primary reason for undertaking the project; the result expected when the project is completed. This is the direct consequence of the resulting outputs. Purpose occupies the cell up next the outputs.

6.9.2.1.4 *Goal*, placed at the topmost cell of the matrix, is the higher and broader objective which the project will contribute upon completion. This is the presumed consequence of the purpose when realized.


The objectives in the hierarchy are assumed to be linked by a cause-and-effect relationship. This cause-and-effect linkage can be expressed in terms of an **IF-THEN** proposition.

If inputs are deployed and the planned activities are undertaken, then the expected output is produced;

If the expected output is produced, then the planned purpose is achieved;

If the planned purpose is achieved, then this will contribute to the fulfillment of the goal.

The relationship between purpose and goal may be less direct and causal because of the presence of many influencing factors. The factors may be internal which may not have been properly accounted for or external which have not been anticipated

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during the life of the project or have emerged and escaped consideration during evaluation. External factors tend to have greater influence as they are generally beyond the control of the project.

6.9.2.2 The Horizontal Logic. This part of the matrix does two things. The first one is to measure the resources and results of the project following the order of the vertical logic. This process is executed through the identification of Objectively Verifiable Indicators (OVI) and the Means of Verification (MOV). The second function is to specify the important assumptions that justify the means and the ends of the project.

6.9.2.2.1 Objectively verifiable indicators (OVI). This is the second column of the matrix. It specifies the type of evidence needed to verify the achievement of objectives at each level. The evidences are sets of criteria which will indicate the expected results in concrete or measurable terms.

6.9.2.2.2 Means of verification (MOV). This is the third column of the matrix. It indicates how the evidences can be obtained or found and measured.


6.9.2.2.3 Important assumptions. This is the fourth and last column of the matrix. This contains a list of factors that the project cannot or have limited control but which influence implementation and the chances of success.

6.9.3 How to Construct the Log Frame in a Participatory Mode

6.9.3.1 Step 1. Gather the key persons concerned who will be involved in the project for which a Log Frame is to be developed. Include the representatives of all key stakeholders.

6.9.3.2 Step 2. Form the gathered representatives into a workgroup whose task is to develop the Log Frame. Assign or select a workshop leader and/or facilitator. The task may proceed following a workshop mode using strategies to maximize inputs from all the participants.

6.9.3.3 Step 3. Draw a large size replica of the Log Frame in a worksheet (large-size paper like manila paper, cartolina, *etc.*) or in a work board (blackboard or white board). If drawn in a paper, post this into the board in front.

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6.9.3.4 Step 4. Prepare meta cards with sizes that proportionately correspond to the size of the drawn Log Frame. Visibility on the part of the audience from a distance of what might be written should be the guide in determining the size of the meta cards. If possible, prepare meta cards with different colors – one for each column of the matrix. Distribute the cards with a marking pen to each member of the group.

6.9.3.5 Step 5. One after another for each of the part and cell of the matrix (intervention logic, OVI, MOV, and assumptions), each group member shall write his or her ideas on the meta cards. Start with the intervention logic - the cell for project goal and down the hierarchy. Each one shall be given the turn to post the card into the matrix. After all accomplished cards for each part of the matrix have been posted, the group shall collectively decide on which from those posted to be adopted. The selection process may be done through focused group discussions (FGD) and brainstorming sessions along the ideas in the posted cards. The selected cards will be properly posted on the appropriate cell of the matrix while the rest will be discarded. The group shall then proceed to the next cell, write and post the ideas, select, move to the next cell, and so on until the whole matrix is filled-up.


6.9.3.6 Step 6. Review the accomplished Log Frame for completeness and consistency. Make final revisions and refinements as shall be decided upon by the group. Do not make changes without the approval of the majority of the group. Put into vote irreconcilable views and opinions.

6.9.3.7 Step 7. Approve and adopt the Log Frame.

6.9.4 Some Pointers in Developing the Log Frame

6.9.4.1 On Specifying the ILO

- Be accurate and concise in specifying the objectives at each level.
- Always be guided by the interconnectivity and order of the objectives.
- Define the outputs necessary and sufficient to achieve the purpose.
- Be SMART in making the specification – simple or direct; measurable or observable on the basis of available and reliable instruments; attainable or achievable on the basis of available


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resources; realistic or practicable on the basis of available tools and methods; and time bound.

- Goals are stated in terms of general objectives and are often the declared goals of society, *i.e.*, poverty alleviation, food security, global competitiveness, sustainable development, people empowerment, *etc.*
- State goals, outcomes, and results in the form of accomplishments not activities.
- Goals, outcomes, and results may be stated in quantitative and/or qualitative terms.
- Activities should outline the approaches, methods, strategies, and tactics to be used in the delivery of inputs towards the accomplishment of the outputs.
- Listed as inputs, individually or in combination, are the resources to be used like personnel, finance, supplies and materials, equipment, *etc.*


6.9.4.2 On Specifying the OVI


- Clearly indicate the criteria for attaining the objectives at each level.
- Specify the nature, quantity, and quality of performance and time required for the objectives to be achieved.
- Indicate the location or target area.
- Select and use valid and reliable measures. Valid measures are those that reflect the true meaning of the attribute being measured. Reliable measures are consistent along similar attributes and across objects or subjects over time and space.
- Focus on the key processes where the measures are going to be linked.
- Use sufficient number of indicators to measure each objective.
- Specify them concisely and unambiguously.
- Indicate levels of improvements or increments.
- The indicators may be quantitative and/or qualitative measures.
- Always remember: Criteria and measure make up verifiable indicator. A criterion is the feature or attribute of the object or subject to be measured. A measure is a numeral or a descriptive scale or index to describe the extent or magnitude of the attribute.
- The OVI for goals encompasses targets in collective general terms.
- The OVI for purpose is the statement of the End-of-Project-Status (EOPS). It is the description of the conditions expected to exist when the project is successfully concluded.
- The OVI for results indicates the tangible consequences immediately realized after the deployment of inputs and the execution of planned activities.

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6.9.4.3 On Specifying the MOV


- Identify and use all possible sources of information and data.
- Select the most cost-effective means but are also the most valid and reliable.
- Consider the amount and availability of resources in securing and using information and data sources.


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Annex B

Templates for Strategic and Operational Plans

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	Planning Office		Revision No.	0
	Strategic Plan		Effectivity Date	August 28, 2019
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ORGANIZATIONAL GOALS/OUTCOMES										
PRIORITIES (ACHIEVE)	STRATEGIES/ ACTION PLAN	20__ BASELINE DATA	ANNUAL TARGET					OBJECTIVE VERIFIABLE INDICATOR (OVI)/ SUCCESS MEASURE(S)	RESPONSIBLE DEPARTMENT Who/What Group Will Do It	ESTIMATED BUDGET (Total)
			YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5			

Prepared by:


Approved by:

Name of Dean/Director
College/Directorate
Date Signed:

Name of Concerned VP
VP for
Date Signed:

SHIRLEY C. AGRUPIS
University President
Date Signed:

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	OPERATIONAL PLAN/QUALITY OBJECTIVES		Revision No.	0	August 28, 2019	
			Effectivity Date			

_____ OPERATIONAL PLAN/QUALITY OBJECTIVES

OPERATING UNIT		: [Name of Directorate/College/Unit]									
ORGANIZATIONAL GOALS/OUTCOMES											
PRIORITIES	STRATEGIES/ ACTION PLANS	BASELINE DATA	_____ QUARTERLY TARGETS				2019 TOTAL	OBJECTIVE VERIFIABLE INDICATOR (OVI)/ SUCCESS MEASURE(S)	RESPONSIBLE DEPARTMENT Who/What Group Will Do It	ESTIMATED BUDGET (Total)	
			Q1	Q2	Q3	Q4					

Prepared by:


Approved by:


Name of Dean/Director
College/Directorate
Date Signed:

Name of Concerned VP
VP for _____
Date Signed:

SHIRLEY C. AGRUPIS
University President
Date Signed:


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Annex C

Prescribed Template for Capsule Proposal for an Extension Program/Project/Activity

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	PRESCRIBED TEMPLATE FOR CAPSULE PROPOSAL FOR AN EXTENSION PROGRAM/PROJECT/ACTIVITY	Revision No.	2	Page 1 of 2
		Effectivity Date	August 29, 2019	

**PRESCRIBED TEMPLATE FOR CAPSULE PROPOSAL FOR AN EXTENSION
PROGRAM/PROJECT/ACTIVITY**

- I. Title of Extension Program/Project/Activity
- II. Proponent/s, Department, College, E-mail address, Mobile phone number
- III. Collaborating Unit/s or Agency/ies (if any)
- IV. Proposed Clienteles / Number of Clienteles
- V. Extension Site/Venue
- VI. Background of the Proposed Extension Program/Project/Activity
(Overview of the proposed extension program taking into account the factors that led to its conceptualization, including a strong rationale, statistics, current status, existing laws and issuances pertinent to the proposed activities, findings of empirical studies, needs assessment survey results, etc.)
- VII. Significance of the Proposed Extension Program/Project/Activity (Benefits that the clienteles will get from the set of activities)
- VIII. Objectives: General and Specific (These should be stated in a SMART manner – Specific, Measurable, Attainable, Realistic, Time-bound.)
- IX. Methodology/Mechanics
- X. Workplan/Gantt Chart

WORKPLAN

Activity	Output/s	Date

GANTT CHART

Activity	Month											
	1	2	3	4	5	6	7	8	9	10	11	12

XI. Logical Framework (Logframe)

Narrative Summary/ Intervention Logic (ILO)	Objectively Verifiable Indicators (OVI)	Means of Verification (MOV)	Important Assumptions
Goal	Measures of goal achievement	Sources of information/data and methods used	Beyond control factors affecting the goal-purpose linkage
Objective/ Purpose	Measures of objective/purpose; end-of-project status	Sources of information/data and methods used	Beyond control factors affecting the purpose-results linkage
Outputs/ Results	Measures of outputs/results; magnitude of outputs at planned completion date	Sources of information/data and methods used	Beyond control factors affecting the results-activities linkage

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Activities	Nature and level of activities		Initial assumptions about the project
Inputs	Resources needed		Assumptions on the needed inputs of the project

XII. Project/Activity Management Team

XIII. Proposed Budget (Please indicate here the source/s of fund. Provide for a counterparting scheme.)


XIV. Line Item Budget (Put realistic and reasonable expenses based on auditing rules and regulations.)

Quantity and Description of Item	Unit Cost (Php)	Cost (Php)		Total (Php)
		MMSU	Agency X (if any)	

Submitted by: (Proponent/s)


Endorsed by: (Department Chair, Extension Coordinator/Focal Person, Associate Dean, and Dean)*


*Student-initiated activities should also be endorsed by the College SAC. Adherence to the provisions of CMO 63, series of 2017 is required.


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Annex D

Monitoring and Evaluation Form

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	MONITORING AND EVALUATION FORM	Revision No.	3	Page 1 of 1
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**Monitoring and Evaluation Form
(Off- Campus Projects)**

Date: _____

Time: _____

Name of Cooperator/Clientele: _____

Location: _____

Project: _____

Reason for Visiting: () Regular/Periodic Monitoring
() Tour, Field Day, etc.

() Emergency Monitoring
() Others: _____

Status of the Project	Action Taken	Follow-through Action

Other Observations/Comments/Suggestions:


Prepared by: _____


Noted by: _____

Members of the Monitoring Team

Extension Director

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Annex E

Prescribed Template for Proceedings of an Extension Program/Project/Activity



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	PRESCRIBED TEMPLATE FOR PROCEEDINGS OF AN EXTENSION PROGRAM/PROJECT/ACTIVITY	Revision No.	2	Page 1 of 1
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PRESCRIBED TEMPLATE FOR PROCEEDINGS OF AN EXTENSION PROGRAM/PROJECT/ACTIVITY

- I. Preliminaries
 - A. Title
 - B. Date
 - C. Venue
 - D. Implementing Unit/s or Agency/ies
- II. Rationale
- III. Objectives
- IV. Logical Framework
- V. Methodology/Mechanics of Implementation
- VI. Participants
- VII. Training/Activity Management Team
- VIII. Funding
- IX. Highlights (Discuss in a **detailed** manner the activities that were undertaken by the participants.)
- X. Evaluation (include data table and comprehensive discussion)
- XI. Insights / Lessons Learned
- XII. Appendices*
 - a. Program/Invitation
 - b. Photo documentation
 - c. Lectures/Modules
 - d. Accomplished evaluation forms
 - e. Accomplished baseline information sheet
 - f. Copy of approved proposal
 - g. Sample outputs of participants (if any)
 - h. Attendance Sheets
 - i. Financial report
 - j. Other pertinent documents


Prepared/Submitted by: (Proponent/s)


Endorsed by: (Department Chair, Extension Coordinator/Focal Person, Associate Dean, and Dean)**

*Photos and photocopied documents should be clear and of good quality.

**Student-initiated activities should also be endorsed by the College SAC.


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Annex F

Template for Quarterly Report

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	MARIANO MARCOS STATE UNIVERSITY Planning Office		Document Code	PO-FRM-013	
	QUARTERLY ACCOMPLISHMENT REPORT		Revision No.	0	Page 1 of 2
			Effectivity Date	December 01, 2019	

QUARTERLY ACCOMPLISHMENT REPORT
As of _____

Operating Unit: _____

PRIORITIES (1)	STRATEGIES/ ACTION PLANS (2)	2020 TOTAL TARGET (3)	2020 QUARTERLY TARGETS/ACCOMPLISHMENTS										TOTAL ACTUAL (12=5+7+ 9+11)	VARIANCE (13 = 12-3)	OBJECTIVE VERIFIABLE INDICATOR (OVI)/ SUCCESS MEASURE(S) (14)	REMARK(S)* (15)
			Q1		Q2		Q3		Q4							
			TARGET (4)	ACTUAL (5)	TARGET (6)	ACTUAL (7)	TARGET (8)	ACTUAL (9)	TARGET (10)	ACTUAL (11)						

*Remark(s) may include risks and opportunities

Prepared by: _____

Reviewed by: _____

Noted by: _____

College/Directorate
Date Signed: _____

VP for _____
Date Signed: _____

University President
Date Signed: _____

Note: Fill-out only the required quarter(s)

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