**COMMUNITY AND EXTENSION SERVICE**

**PROJECT AND ACTIVITY PROPOSAL**

*Please check*

□ Three-Year Medium-Term Plan for Community Extension1

□ Less than a Year-One-Year Plan for Community Service2

1. **Basic Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the Community and Extension Service**  **Project and Activity** | | **Covered Period** | | |
| {{title}} | | *Date of Engagement*  {{engagement\_date}} | | *Date of Disengagement*  {{disengagement\_date}} |
| Name of Department/ Program/ Organization | {{department\_organization}} | CESU Coordinator/ Proponent(s)3 | Lead Proponent | |
| {{lead\_proponent}} | |
| Contact Details | |
| {{contact\_details}} | |
| Project Description: | {{project\_description}} | | | |
| Target Date: | {{target\_date}} | Location: | {{location}} | |

1. **Project Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Partner Community/Organization: | {{partner\_community}} | Typology | {{school}} School  {{barangay}} Barangay  {{gov\_org\_box}} Government Organization, Please specify: {{gov\_org}}  {{non\_gov\_box}} Non-Government Organization, Please specify: {{non\_gov\_org}} |
| Identified Needs of the Partner Community:  *Please attach the Community Needs Assessment from the Community Profile* |  | | |
| General Objectives: | {{gen\_objs}} | | |
| Specific Objectives: | {{spec\_objs}} | | |
| Success Indicators4: | {{success\_indicators}} | | |

|  |  |
| --- | --- |
| Cooperating Agencies:  *Please discuss the functional relationships and resource requirements with the collaborating agencies* | {{cooperating\_agencies}} |
| Monitoring Mechanics:  *Please indicate schedule and items to be monitored every activity.* | {{monitoring\_mech}} |
| Evaluation Mechanics:  *Please indicate schedule and modality of evaluation together with the partner community and CESU Head.* | {{evaluation\_mech}} |
| Timetable: | {{timetable}} |
| Risk Assessment | {{risk\_assessment}} |
| Action Plans to Address Risks | {{action\_plans\_to\_address\_risks}} |
| Sustainability Approaches5 | {{sustainability\_approaches}} |
| Budget Requirement6:  *Please attach Fundraising Activity Proposal, if applicable* |  |

**NOTES:**

**1 Community Extension (CE)** refers to community service rendered by the academic department aligned with the academic program offerings of the University.

**2 Community Service (CS)** refers any kind of outreach, relief, voluntary effort that provides assistance based on the communicated and/or verified need of a partner community of the University.

3 **Proponent(s)** refer to the person(s) spearheading the CES initiative.

4 **Success Indicators** refer to the measurements or outcomes that would determine the success of the initiative.

5 **Sustainability Approaches** refer to the plan to ensure the continuity of the project.

6 **Budget Requirement** refers to the particular expenses that will be incurred for the initiative

|  |  |  |
| --- | --- | --- |
| PREPARED BY: | REVIEWED BY: | ENDORSED BY: |
| {{prepared\_by}}  Proponent / CES Coordinator | {{director\_sign\_date}}  CES Director | Director/Dean/Principal |

|  |  |  |
| --- | --- | --- |
| CONCURRED BY: | RECOMMENDED BY: | APPROVED BY: |
| {{partner\_signatures}}  Partner Community | {{VPRE\_sign\_date}}  Vice President for Planning, Research, and Extension | {{PRE\_sign\_date}}  University President |