



Reference No.: BatStateU-FO-ESO-01

Effectivity Date: August 25, 2023

Revision No.: 03

**EXTENSION PROGRAM PLAN / PROPOSAL**

- ☒ Extension Service Program/Project/Activity is requested by clients.  
☐ Extension Service Program/Project/Activity is Department's initiative.

☐ Program ☒ Project ☐ Activity

**I. Title:****TechEdu: Data Governance****II. Location:**

Nasugbu, Batangas – Municipality

**III. Duration (Date and Time):**

November 23,, 2023 – Planning and Coordination of the Activity

November 24 – November 27, 2023 – Approval of the Activity

December 12,13,14, 2023 – Implementation of the Activity

8:00 am-5:00 pm

**IV. Type of Extension Service Agenda:***Choose the MOST (only one) applicable Extension Agenda from the following:*

- ☐ BatStateU Inclusive Social Innovation for Regional Growth (BISIG) Program  
☐ Livelihood and other Entrepreneurship related on Agri-Fisheries (LEAF)  
☐ Environment and Natural resources Conservation, Protection and Rehabilitation Program  
☐ Smart Analytics and Engineering Innovation  
☐ Adopt-a Municipality/Barangay/School/Social Development Thru BIDANI Implementation  
☐ Community Outreach  
☐ Technical- Vocational Education and Training (TVET) Program  
☐ Technology Transfer and Adoption/Utilization Program  
☒ Technical Assistance and Advisory Services Program  
☐ Parents' Empowerment through Social Development (PESODEV)  
☐ Gender and Development  
☐ Disaster Risk Reduction and Management and Disaster Preparedness and Response/Climate Change Adaptation (DRRM and DPR/CCA)

**V. Sustainable Development Goals (SDG):***Choose the applicable SDG to your extension project:*

- |  |   |
|--|---|
| <input type="checkbox"/> No Poverty                              | <input type="checkbox"/> Reduced Inequalities                   |
| <input type="checkbox"/> Zero Hunger                             | <input type="checkbox"/> Sustainable Cities and Communities     |
| <input type="checkbox"/> Good Health and Well-Being              | <input type="checkbox"/> Responsible Consumption and Production |
| <input checked="" type="checkbox"/> Quality Education            | <input type="checkbox"/> Climate Action                         |
| <input checked="" type="checkbox"/> Gender Equality              | <input type="checkbox"/> Life Below Water                       |
| <input type="checkbox"/> Clean Water and Sanitation              | <input type="checkbox"/> Life on Land                           |
| <input type="checkbox"/> Affordable and Clean Energy             | <input type="checkbox"/> Peace, Justice and Strong Institutions |
| <input type="checkbox"/> Decent Work and Economic Growth         | <input type="checkbox"/> Partnerships for the Goals             |
| <input type="checkbox"/> Industry, Innovation and Infrastructure |   |

**VI. Office/s / College/s / Organization/s Involved:**

College of Informatics and Computing Sciences

**VII. Program/s Involved (specify the programs under the college implementing the project):**

Bachelor of Science in Information Technology (BS IT)

Bachelor of Science in Computer Science (BS CS)

**VIII. Project Leader, Assistant Project Leader and Coordinators:**

Project Leader: Dr. Ryndel V. Amorado

Assistant Project Leader:

Dr. Francis G. Balazon  
Engr. Jonnah R. Melo  
Mr. Dionesces O. Alimoren  
Ms. Richelle M. Sulit

Project Staff:

Ms. Jenrilyn Q. De Torres  
Mr. Danilo Serrano Jr.

Assigned Task:

- |                           |   |
|---------------------------|---|
| Dr. Ryndel V. Amorado     | <ul style="list-style-type: none"><li>• conceptualize and prepare the project proposal</li><li>• supervise the preparation of the instructional materials</li></ul>   |
| Dr. Francis G. Balazon    | <ul style="list-style-type: none"><li>• supervise and monitor the Data Governance</li><li>• Guest Speaker and prepare the instructional materials</li></ul>   |
| Engr. Jonnah R. Melo      | <ul style="list-style-type: none"><li>• assist in the supervision and monitoring of the courses</li><li>• evaluate the instructional materials created by the DICT Team</li></ul>   |
| Mr. Dionesces O. Alimoren | <ul style="list-style-type: none"><li>• assist in the supervision and monitoring of the course</li><li>• evaluate the instructional materials created by the DICT Team</li></ul>  |
| Ms. Richelle M. Sulit     | <ul style="list-style-type: none"><li>• assist in the supervision and monitoring of the course</li><li>• communicate with the focal person of DICT in the implementation of the program</li><li>• evaluate the instructional materials created by the DICT Team</li><li>• prepare pertinent documents for narrative and documentation of the activity</li></ul> |
| Ms. Jenrilyn Q. De Torres | <ul style="list-style-type: none"><li>• assist in the supervision and monitoring of the course</li><li>• coordinate and process the approved proposal, purchase request and evaluation report</li></ul>   |
| Mr. Danilo Serrano Jr.    | <ul style="list-style-type: none"><li>• assist in the documentation of the tutorial sessions</li></ul>  |

IX. Partner Agencies:

Department of Information and Communications Technology

X. Beneficiaries (*Type and Number of Male and Female*):

**Participants of Nasugbu Batangas**

Male: 18 Participants

Female: 17 Participants

**Participants from BatStateU TNEU Lipa Extensionist and DICT Officials**

Male: 5 BatStateU TNEU Lipa Extensionist and DICT Officials

Female: 5 BatStateU TNEU Lipa Extensionist and DICT Officials

XI. Total Cost:

The total cost for the implementation of this will be shoulder from DICT and Nasugbu Municipality

XII. Source of fund:

- ☐ STF  
☐ MDS  
☐ Others, ( Please specify ) : \_\_\_\_\_

XIII. Rationale (brief description of the situation):

Data governance is an indispensable aspect of modern education, and TechEdu recognizes the critical role it plays in ensuring data integrity, privacy, and accessibility within the educational ecosystem. As educational institutions increasingly rely on digital platforms, the volume of sensitive student and faculty data being generated and managed is growing exponentially. Data governance becomes essential to establish clear policies and procedures for data collection, storage, and dissemination, ensuring that data is used responsibly and ethically. TechEdu aims to address this by developing comprehensive data governance frameworks that empower educational institutions to maintain the highest standards of data security and privacy, thereby fostering trust among all stakeholders.

Furthermore, as education undergoes a digital transformation, the educational sector faces various compliance requirements, such as GDPR or FERPA, that demand stringent data protection measures. TechEdu's commitment to data governance includes aiding educational institutions in



these regulations. This not only mitigates legal risks but also builds a robust foundation for ethical data use, allowing institutions to leverage data effectively for improved teaching and learning outcomes.

In addition, TechEdu recognizes that data-driven decision-making is becoming increasingly vital in education. Data governance ensures that the data utilized for analytics and decision support is accurate, reliable, and well-managed. By establishing data quality standards, ensuring data lineage and lineage transparency, and promoting best practices in data governance, TechEdu assists educational institutions in harnessing the full potential of their data resources to drive innovation and enhance the overall educational experience. In summary, TechEdu's focus on data governance is an essential element of its commitment to delivering technology solutions that elevate the educational landscape by protecting data, ensuring compliance, and driving data-driven educational excellence.

#### XIV. Objectives (General and Specific):

TechEdu aims to establish a robust and comprehensive data governance framework for educational institutions to effectively manage and leverage data while ensuring privacy, compliance, and data-driven decision-making

##### **Specific Objectives:**

###### **Implement Rigorous Security Measures and Privacy Safeguards:**

- Implement stringent security measures, including encryption, access controls, and regular audits, to protect sensitive student and faculty data from unauthorized access and breaches.

###### **Assist Educational Institutions in Regulatory Compliance:**

- Provide guidance, policies, and procedures to assist educational institutions in adhering to relevant data protection regulations such as GDPR and FERPA, ensuring compliance in data handling and processing.

###### **Promote Data Quality:**

- Establish practices for data cleansing, validation, and integration to enhance data quality, ensuring the accuracy and reliability of data for informed decision-making and reporting.

###### **Offer Training and Educational Resources:**

- Provide training programs, workshops, webinars, and documentation to educate educational institutions and their staff on data governance best practices, empowering them to understand and implement these principles effectively.

###### **Improve Data Accessibility for Authorized Stakeholders:**

- Create data catalogs, dashboards, and data dictionaries to enhance data accessibility for authorized stakeholders. This ensures data availability for analysis and reporting while maintaining appropriate access controls.

###### **Implement Continuous Monitoring and Auditing:**

- Develop procedures and tools for continuous monitoring and auditing of data governance practices. This proactive approach helps maintain compliance, identify areas for improvement, and respond to emerging data challenges effectively.

#### XV. Program/Project Expected Output:

The expected outputs of the **TechEdu: Data Governance**:

- The TechEdu: Data Governance program is designed to equip professionals and organizations with the knowledge and skills required to establish robust data governance frameworks. By imparting comprehensive training on data management, quality assurance, privacy, and compliance, the program aims to drive a culture of responsible data stewardship within the tech industry. The expected output of this program is multifaceted and promises transformative impacts on individuals and the organizations they represent.

##### **Project Expected Outputs:**

- The program envisions producing a cohort of data-ready professionals who are adept in designing, implementing, and managing effective data governance strategies. Graduates will be equipped with the tools and methodologies necessary to navigate complex data landscapes, ensuring data remains an asset rather than a liability.
- Participants will leverage their newfound expertise to catalyze a paradigm shift within their organizations. The program's output includes a demonstrable increase in data maturity levels, as evidenced by improved data quality, enhanced compliance adherence, and streamlined data operations.
- One of the primary outputs of the TechEdu program is the tangible enhancement of data quality within participating organizations. This will be reflected in metrics such as reduced data errors, increased data accuracy, and improved timeliness of reporting.
- By implementing robust data governance practices learned through the program, organizations will experience a reduction in data-related risks. This includes a lower likelihood of data breaches, regulatory penalties, and reputational damage. Improved compliance with data



- protection regulations will be a clear and measurable outcome.
- Participants will be empowered to optimize the entire data lifecycle, from acquisition and storage to processing, analysis, and archival. This will result in increased operational efficiency, reduced data storage costs, and improved accessibility to critical information.
- The program's output extends beyond procedural enhancements; it fosters a cultural shift towards data-driven decision-making. Participants will harness data as a strategic asset, leading to more informed, innovative, and forward-thinking business strategies.

#### XVI. Description, Strategies and Methods (Activities / Schedule):

In today's data-driven world, the effective management and governance of information have become paramount. The TechEdu: Data Governance program stands as a beacon of knowledge and practical expertise, designed to equip professionals with the skills necessary to navigate the complex landscape of data governance.

The program's curriculum is meticulously crafted to encompass every facet of data governance, from understanding the foundational principles to implementing robust frameworks within organizations. Participants embark on a transformative learning journey that delves into data quality assurance, privacy protection, compliance adherence, and strategic data lifecycle management.

The TechEdu program distinguishes itself by its hands-on approach, immersing participants in real-world scenarios and case studies. This experiential learning methodology ensures that theoretical knowledge is immediately applicable in practical settings. Through simulations and interactive workshops, participants gain a deep understanding of how to translate governance principles into actionable strategies.

The caliber of instructors in the TechEdu program sets it apart as a premier educational initiative. A distinguished faculty comprising industry leaders and subject matter experts bring a wealth of experience and insights to the classroom. Their guidance not only imparts technical expertise but also provides invaluable perspectives on emerging trends and best practices in the dynamic field of data governance.

Moreover, the program emphasizes a collaborative learning environment, fostering a community of like-minded professionals who share a passion for effective data management. This network extends beyond the classroom, creating a support system for participants to exchange ideas, seek advice, and collaborate on projects. This sense of community is a cornerstone of the TechEdu experience, enriching the learning process and creating lasting professional connections.

As participants progress through the program, they gain a comprehensive skill set that extends far beyond technical proficiency. They become catalysts for positive change within their organizations, driving a culture of responsible data stewardship. Armed with the knowledge gained from TechEdu, they are empowered to spearhead initiatives that enhance data quality, mitigate risks, and unlock the strategic potential of their organization's data assets.

In essence, TechEdu: Data Governance is not just an educational program; it is a catalyst for progress in the digital age. It equips professionals with the knowledge, skills, and confidence to navigate the complexities of data governance, ultimately leading to more informed decision-making and innovative solutions. As the digital landscape continues to evolve, TechEdu stands as a steadfast partner, ensuring that individuals and organizations are well-prepared to harness the power of data for a sustainable and prosperous future.

#### XVII. Financial Plan:

N/A

#### XVIII. Functional Relationships with the Partner Agencies (Duties / Tasks of the Partner Agencies):

In today's rapidly evolving technological landscape, effective data governance is paramount to ensure the security, privacy, and integrity of sensitive information. TechEdu recognizes the critical role played by partner agencies in this endeavor. This essay aims to elucidate the importance of functional relationships with partner agencies in the context of data governance.

One of the primary reasons for establishing functional relationships with partner agencies is to align objectives and goals. TechEdu and its partner agencies often share common interests in data security, compliance, and ethical data usage. By fostering strong relationships, both parties can work collaboratively towards achieving these shared objectives, resulting in a more robust and comprehensive data governance framework.

Collaboration with partner agencies brings a wealth of expertise and knowledge to the table. Each agency often brings unique insights and experiences in data governance practices. This exchange of knowledge can lead to the adoption of best practices, innovative solutions, and a deeper understanding of emerging threats and compliance requirements. This cross-pollination of ideas can significantly enhance TechEdu's data governance capabilities.

Partner agencies can serve as valuable resources, providing additional manpower, tools, and



technologies to augment TechEdu's data governance efforts. This can be particularly crucial in times of resource constraints or when facing complex data governance challenges. By leveraging the strengths of partner agencies, TechEdu can optimize its resources and allocate them strategically for maximum impact.

In an era of stringent data protection regulations, maintaining compliance is non-negotiable. Partner agencies often possess specialized knowledge in legal and regulatory frameworks, which can help TechEdu stay abreast of evolving compliance requirements. Through collaborative efforts, TechEdu can mitigate risks associated with non-compliance, thereby safeguarding the interests of stakeholders and ensuring the trust of data subjects.

No organization is immune to data breaches or security incidents. In such critical moments, having a network of trusted partner agencies can be a lifeline. Swift and coordinated response efforts, facilitated by established relationships, can help contain incidents, minimize damage, and expedite the recovery process. This level of preparedness is indispensable in today's data-driven landscape.

#### XIX. Monitoring and Evaluation Mechanics / Plan

Objectives	Performance Indicators	Baseline Data	Performance Target	Data Source	Collection Method	Frequency of Data Collection	Office/ Persons Responsible
Impact-	Percentage decrease in the number of data breaches or security incidents.	Properly governed data can lead to personalized learning experiences and improved services for students.	This target focuses on the measurable outcome of implementing effective data governance measures within the TechEdu platform.	Impact is the highest level of change or benefit that a project is expected to achieve. It represents the broader and long-term effects of the project on the target population or community. In the school-building project, the impact might be an increase in the overall quality of life and socio-economic development in the community due to improved access to education.	Questionnaire, Focus Group Discussion	1 year	ESO, DICT, College of Informatics and Computing Sciences
Outcome-	Percentage increase in accurate, complete, and reliable data after implementing	Data governance ensures that the data used for	Ensure that the data used in TechEdu's educational technology systems is accurate and	Outcomes refer to the changes or benefits that occur as a result of the	Questionnaire, Focus Group Discussion, Interview	Once After the end of the Training	ESO, DICT, College of Informatics and Computing Sciences

	g data governance measures.	decision-making is accurate, reliable, and up-to-date, leading to better choices for TechEdu.	reliable, minimizing errors and inconsistencies.	outputs. They are often categorized into short-term, medium-term, and long-term outcomes. For the school-building project, short-term outcomes might include increased access to education, medium-term outcomes could be improved educational performance, and long-term outcomes might be increased employment opportunities for students.			
Output-	Number of documented data policies and procedures created or updated.	This is the cleaned, transformed, and structured data that is ready for analysis.	Develop and implement clear policies and procedures outlining how data is collected, stored, processed, and shared within TechEdu's educational technology systems.	Outputs are the tangible and direct results or products that emerge from the activities. Using the example of a school-building project, outputs would include the constructed school building, the number of teachers hired, the curriculum developed, etc.	Questionnaire, Focus Group Discussion, Interview	Once After soliciting response from the beneficiaries	ESO, DICT, College of Informatics and Computing Sciences
Activities-	Number of staff and	This involves	Regularly review and	These are the specific	Questionnaire, Focus	---	ESO, DICT, College of


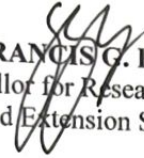



	stakeholders trained in data governance practices.	gathering data from various sources and bringing it into a centralized system.	audit the data to identify and rectify inaccuracies or inconsistencies.	actions and tasks that are undertaken as part of a project. They are the steps that directly transform the inputs into outputs. For example, if the project is about building a school, activities would include tasks like site preparation, construction, hiring teachers, etc.	Group Discussion, Interview		Informatics and Computing Sciences
Input-	Investment in and adoption of data governance tools and software.	This includes all types of data relevant to TechEdu, such as student information, course materials, attendance records, financial data, and more.	Comprising data stewards, data analysts, and IT professionals responsible for implementing and maintaining data governance practices.	These are the resources, both human and material, that are invested into a project or program. They are the raw materials, funding, personnel, and expertise needed to carry out the project's activities.	Participants of the Project	---	ESO, DICT, College of Informatics and Computing Sciences

#### XX. Sustainability Plan:

Creating a sustainability plan for TechEdu with a focus on data governance is crucial for ensuring responsible and ethical use of data. Below is a comprehensive plan outlining key steps and strategies:

- Specify roles and responsibilities for data stewards, data owners, and other relevant stakeholders.
- Conduct a thorough inventory of all data collected, processed, and stored by TechEdu.
- Implement privacy considerations at the initial stages of any data-related project or system development.
- Implement robust security protocols to protect data from unauthorized access, breaches, or leaks.
- Utilize encryption, access controls, and multi-factor authentication to safeguard sensitive information.
- Establish procedures for data validation, cleaning, and quality assurance to ensure accuracy and reliability.
- Regularly monitor and audit data to identify and rectify any discrepancies or anomalies.

Prepared by: <b>Dr. RYNDEL V. AMORADO</b> Dean, CICS Date Signed: <b>NOV 24 2023</b>		Reviewed by:  <b>Ms. BABY LILETH A. ROSALES</b> Head, Extension Services Date Signed: <b>NOV 24 2023</b>	
Recommending Approval:  <b>Dr. FRANCIS G. BALAZON</b> Vice Chancellor for Research, Development and Extension Services Date Signed:		N/A Date Signed:	
Approved by:  <b>Atty. ALVIN B. DE SILVA</b> Chancellor Date Signed:			

*Required Attachment: If Extension Service Program/Project/Activity is requested by clients, attach the letter of request with endorsement from the University President.*

*Cc: (1) Office of the College Dean/Head, Academic Affairs for CC/EC*