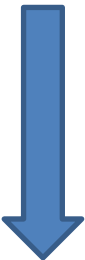

	<b>EASTERN VISAYAS STATE UNIVERSITY</b>		
	Tacloban City		
	<b>PROCEDURE MANUAL</b>	Control No.	EVSU – QPM-
		Revision No.	00
		Effectivity Date	

**1. OBJECTIVES:** To create a clear process for externally funded extension

**2. SCOPE:** From request letter to evaluation and submission of report

### 3. PROCESS FLOW

FLOW CHART	DESCRIPTION	RESPONSIBLE PERSON	DOCUMENTED INFORMATION
<p><b>Submission for Proposal</b></p>  <p><b>Planning/Meeting with the concerned faculty/Department/College</b></p>  <p><b>Meeting and MOA/MOU signing with the Requesting agency/industry/community</b></p>	Submission of proposals to externally funding agency must be encouraged. Selection of extension management staff must be carefully done <b>(2 days)</b>	Research and extension office, extension management staff	<b>Proposal and special order for extension management staff</b>
	Planning with the extension management staff must be done so as line item budget must be carefully crafted and the implementation plan must be skillfully done. <b>(2 – 3 days)</b>	Faculty/College/Department Proponent, Extension Coordinator, Department Head, College Deans, and Extension Director	<b>Letter to invite meeting, minutes of the meeting, and photos</b>
	If the proposal is accepted, MOA/MOU signing will follow immediately <b>(1 hour)</b>	Head of the agency/industry/community partners, and other extension officials of the University	<b>Letter for a meeting, MOA/MOU signed and notarized, minutes of the meeting, attendance, and photos</b>

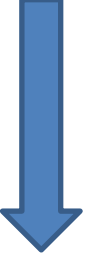
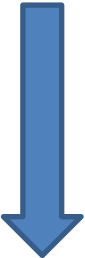
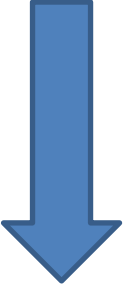


# EASTERN VISAYAS STATE UNIVERSITY

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  <b>Implementation Phase</b>    <b>Monitoring of the extension project</b>    <b>Evaluation/Submission of Reports</b>	<p>All extension workers shall strictly adhere to the responsibilities agreed on the MOA/MOU and the Approved Extension Program/Project/Activity Design. <b>(2-3 months)</b></p> <p>All on-going externally funded extension project must be strictly monitored through the submission of the proponents of progress/status report monthly. <b>(2-3 days)</b></p> <p>All completed Extension program/project /activities must be evaluated by the extension officials of the university. <b>(2-3 days)</b></p>	<p>Proponents, Extension Director, and University President</p> <p>Proponents, department head, and college dean</p> <p>Extension officials of the university and the project management staff</p> <p>Extension officials such as the extension coordinator/head, department head, college dean, campus director, extension director, and VP ORDExS</p>	<p><b>Special Order and Notice to Proceed</b></p> <p><b>Authority to Travel, Travel Order, Attendance, Program, and Photos</b></p> <p><b>Monitoring reports</b></p> <p><b>Satisfaction Level Reports, Testimonies, Posttest, Portfolios, and Terminal Report</b></p>
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