
	<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 on monitoring extension PPAs.
2. SCOPE: From approval of project/program design to implementation
3. PROCESS FLOW

FLOW CHART	DESCRIPTION	RESPONSIBLE PERSON	DOCUMENTED INFORMATION
<div>Approval of Project/Program Design</div> <div>↓</div> <div>Status updates of Approved PPAs</div> <div>↓</div> <div>Ocular Visit to Extension sites</div> <div>↓</div> <div>Reporting of Monitoring Results</div> <div>↓</div> <div>Management Action on the Monitoring Results</div> <div>↓</div> <div>Continuation of Implementation</div>	The program/project design must be approved before its implementation.	University and College extension management staff/ Project or program management staff	Approved Program/Project Design
	The college extension coordinators and campus extension heads shall be met by the Extension Director for the status of the approved extension programs/projects. (1 day)	Faculty/College/Department Proponent, Extension Coordinator, Department Head, College Deans, and Extension Director	Letter to invite meeting, minutes of the meeting, and photos
	A travel order must be secured by the Requesting College or Campus for the ocular visit of the Monitoring Team composed of the college/campus and institutional extension officials. (2 days)	VP ORDExS/Extension Director/industry/community partners, and other extension officials of the University	Travel Order, Trip Report, and Monitoring Report
	The monitoring results must be consolidated and have it presented to the stakeholders. (1 day)	Proponents, Extension Director, VP ORDExS, and other extension officials of the university	Program, letter of invite, and monitoring results
	Upon presentation of the monitoring results, the management team now will decide on the action to be taken based on the results. (1 day)	Proponents, Extension Director, VP ORDExS, and other extension officials of the university	Monitoring report with the suggested action to be taken by the management
	The implementation of the extension Program/Projects shall continue according to its original plan or following the suggestions by the monitoring team approved by the management team.	Proponents, Extension Director, VP ORDExS, and other extension officials of the university	Travel Order/Order to continue the extension program/project

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PHOTOCOPY