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

1. OBJECTIVES: To guide the stakeholders in the process flow of research-based and community-needs-based extension PPAs

2. SCOPE: From community needs assessment/research to submission of evaluation reports

3. PROCESS FLOW

FLOW CHART	DESCRIPTION	RESPONSIBLE PERSON	DOCUMENTED INFORMATION
	Research/Community Needs Assessment must be conducted as basis of college/department-generated extension Program/Project/Activity (3 days)	Faculty/Department/College/Campus Proponent	Results of Research/Community Needs Assessment
	An extension proposal must be clear whether it is a program/project/activity to be reviewed by the extension Officials (10 Minutes)	Faculty/College/Department Proponent, Extension Coordinator, Department Head, College Deans, Extension Director, VP ORDExS, and University President	Approved Program/Project/Activity Design
	Upon approval of the extension program/project/activity design, the proponent and the target community/industry/agency partners will meet to agree on responsibilities of both parties. (1 hour)	Head of the agency/industry/community partners, University President and other extension officials of the University	Signed notarized MOA/MOU



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<div style="text-align: center;"> Issuance of Special Order and Notice to Proceed </div> <div style="text-align: center;"> Implementation Phase </div> <div style="text-align: center;"> Monitoring </div> <div style="text-align: center;"> Evaluation </div>	<p>Upon approval of the proposal and if the MOA/MOU is already signed and notarized the extension office of the University will now issue Special Order and Notice to Proceed to the proponents (1 day)</p> <p>All extension workers shall strictly adhere to the responsibilities agreed on the MOA/MOU and the Approved Extension Program/Project/Activity Design. (2- 3 Months)</p> <p>The on-going extension program/project/activities must be strictly monitored by the extension officials (1 day)</p> <p>All completed extension Extension program/project/activities must be evaluated by the extension officials of the university. (1 day)</p>	<p>Proponents, Extension Director, and University President</p> <p>Proponents, department head, and college dean</p> <p>College and institutional extension officials</p> <p>Extension officials such as the extension coordinator/head, department head, college dean, campus director, extension director, and VP ORDExS</p>	<p>Special Order and Notice to Proceed</p> <p>Authority to Travel, Travel Order, Attendance, Program, and Photos</p> <p>Monitoring reports, Travel Authorities/order, and Photos</p> <p>Satisfaction Level Reports, Testimonies, Posttest, Portfolios, and Terminal Report</p>
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