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

1. OBJECTIVES: To create a clear process on the 3rd Party evaluation of extension PPAs
2. SCOPE: From submission of Terminal Report to Recognition of Extension Proponents
3. PROCESS FLOW

| FLOW CHART | DESCRIPTION | RESPONSIBLE PERSON | DOCUMENTED INFORMATION |
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| <div>Submission of Extension Terminal Report/Portfolio</div> <div>↓</div> <div>Planning for Third Party Evaluation of extension PPAs</div> <div>↓</div> <div>3rd Party Ocular Evaluation of extension PPAs</div> <div>↓</div> <div>Reporting of Evaluation Result</div> <div>↓</div> <div>Awarding of Certificates to proponents of extension PPAs</div> | The proponent from a college or campus shall submit a terminal report/portfolio to the University Extension Services Office every after the completion of PPAs (1 day) | Faculty/College/Department Proponent, Extension Coordinator, Department Head, College Deans, and Extension Director | Terminal Report/Portfolio |
| | The Extension Director with the campus/college extension officials shall meet to plan for the schedule of the 3 rd party extension PPAs evaluation. The travel order and transportation shall be secured by the college/campus to be evaluated (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, Travel Order |
| | The extension office of the University shall invite a 3 rd party evaluators who shall come from CHED, DOST, or other SUCs in the Region (2 days) | Faculty/College/Department Proponent, Extension Coordinator, Department Head, College Deans, and Extension Director, and a 3 rd Party evaluator | Travel Order, Letter of invite to the 3rd party evaluator, and evaluation report |
| | The evaluation results must be reported by the 3 rd party evaluator to the stakeholders of the extension program/project (1 day) | Faculty/College/Department Proponent, Extension Coordinator, Department Head, College Deans, and Extension Director, and a 3 rd Party evaluator | Report of the 3rd party evaluation, program. Photos |
| | The office of the Extension Services of the University shall now give due recognition to the proponents of extension PPAs (1 day) | Faculty/College/Department Proponent, Extension Coordinator, Department Head, College Deans, and Extension Director | Letter of invite, certificates, program, photos |

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PHOTOCOPY