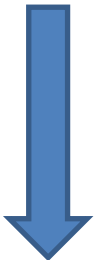

	EASTERN VISAYAS STATE UNIVERSITY		
	Tacloban City		
	PROCEDURE MANUAL	Control No.	EVSU – QPM-
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1. OBJECTIVES: To create a clear process for technical advisory to requesting stakeholders

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

3. PROCESS FLOW

FLOW CHART	DESCRIPTION	RESPONSIBLE PERSON	DOCUMENTED INFORMATION
Letter Request 	A letter request by a partner agency/industry/community must be sent to the University President and must be referred to the extension office for immediate action (1 day)	Requesting agency/industry/community, Extension Director, and University President	Letter Request and referral slip
Planning/Meeting with the concerned faculty/Department/College 	To address with immediate action on the letter, the extension director will now call for a planning/meeting with the concerned faculty/department/college (2-3 days)	Faculty/College/Department Proponent, Extension Coordinator, Department Head, College Deans, and Extension Director	Letter to invite meeting, minutes of the meeting, and photos
Meeting and MOA/MOU signing with the Requesting agency/industry/community	Technical assistance is immediate and definite. The technical experts will now share their expertise after MOA/MOU has been signed and notarized (1 day)	Head of the agency/industry/community partners, and other extension officials of the University	Letter for a meeting, MOA/MOU signed and notarized, minutes of the meeting, attendance, and photos

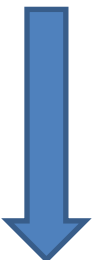
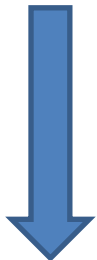


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 Implementation Phase  Evaluation/Submission of Reports	<p>All extension workers shall strictly adhere to the responsibilities agreed on the MOA/MOU and the Approved Extension Program/Project/Activity Design. (2-3 weeks)</p> <p>All completed extension Extension program/project/activities must be evaluated by the extension officials of the university. (2-3 days)</p>	<p>Proponents, Extension Director, and University President</p> <p>Proponents, department head, and college dean</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>Satisfaction Level Reports, Testimonies, Posttest, Portfolios, and Terminal Report</p>
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