

BatStateU-FO-ESO-01

Effectivity Date: May 18, 2022

Revision No. 02

**EXTENSION PROGRAM PLAN / PROPOSAL**

Service Program/Project/Activity is requested by clients

on Service Program/Project/Activity is the Department's initiative

Program

☐ Project☒ Activity

TVET (Adopt-a-School Program) entitled  
 TAT: "Strengthening and Upgrading research skills And capabilities in science and technology of  
 ndary Teachers in preparation of students for higher education" (Component 6)

Location

Ibaan St. James Academy, Inc., Poblacion, Ibaan, Batangas

Duration

May 30, 2023 | 8:00 am to 5:00 pm (8 hours)

IV Type of Community Extension Service:  
 TVET (Adopt-a-School Program)

V Sustainable Development Goals (SDG)  
 SDG 4: Quality Education

VI Office/s / College/s Involved:  
 Department of Chemical Engineering, College of Engineering (CoE)

VII Program/s Involved (specify the programs under the college implementing the project)  
 BS Chemical Engineering, BS Food Engineering

VIII Project Leader, Assistant Project Leader and Coordinators:

Nature of Participation	Persons Involved	Responsibilities
Project Leader	Engr. Rejie C. Magnaye	<ul style="list-style-type: none"> <li>Lead the conduct of the extension activity</li> <li>Coordinate the activity with the College Extension Coordinator</li> <li>Supervise the whole process of the activity</li> <li>Delegate tasks to the project coordinators and staff</li> <li>One of the judges for the research colloquium</li> </ul>
Assistant Project Leader	Engr. Rhonalyn V. Maulion	<ul style="list-style-type: none"> <li>Assist the project leader in the conduct of the extension activity from its conceptualization to the implementation</li> <li>One of the judges for the research colloquium</li> </ul>
Coordinator	Engr. Neres Ann M. Repollo	<ul style="list-style-type: none"> <li>Assist the project leader and assistant project leader in all phases of project and its sub-activities</li> <li>Conduct and prepare the documentation and narrative of the activity</li> <li>Assist in the monitoring and evaluation of the activity</li> <li>Coordinate the proposed extension activity to the Extension Head</li> </ul>
Project Staff	Engr. Nico John R. Abratique Engr. Naneth J. Aguado	<ul style="list-style-type: none"> <li>Participate in the planning, implementation, and evaluation of the activity</li> <li>Perform the tasks assigned by the project leader</li> <li>Assist in organization of the beneficiaries</li> <li>In charge in distribution of foods and prepare required reports and documentation</li> </ul>