Office of Student Development and Programs
CENTRAL PHILIPPINE UNIVERSITY
Jaro, Iloilo City

PROCEDURE FOR CONDUCTING COMMUNITY ENGAGEMENT ACTIVITY OF STUDENT ORGANIZATIONS

1. The proponent organization shall submit a copy of the outreach proposal to the Office for the Student Development Programs (OSDP). The proposal shall be prepared using the OSDP Community Engagement Proposal Format (see attached format) and shall be accompanied by a cover letter signed by the chairperson of the organization and the adviser;

2. The OSDP Director will review the proposal. Using the Referral Form(see attached format), the OSDP Director can make the following actions: refer the proposal to the Community Engagement and Service Learning (CES-L) Director for approval of for comments and/or recommendations, return the proposal to the proponent for revision, or disapproved the proposal;

3. The CES-L Director can also make any of the mentioned actions and can further recommend that the activity shall be coordinated with the college/unit where the student organization belongs or with another college/unit that also conducts similar outreach activity;

4. The proposal shall be finally submitted to the VPSA for appropriate action. If the VPSA advises that the proposal is for finalization and implementation, this shall be returned the OSDP to the proponent for revision and finalization. The proponent shall be advised to submit three copies of the proposal and shall be attached to the Community Engagement Proposal Approval Form (see attached Approval Form); and,

5. After all the required signatories have signed, a copy of the proposal shall be given to the proponent, OSDP, and Community Engagement & Service Learning Center, respectively. The proponent can now implement the proposed activity.

Office of Student Development and Programs
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STUDENT ORGANIZATION OUTREACH PROPOSAL REFERRAL FORM

FOR OSDP USE

Date: March 4, 2024
To: Office for the Student Development Programs
From: Philippine Society of Software Engineers

_____ **For approval**	_____ **For revision**
_____ **For comments and/or recommendations**	_____ **Disapproved**

Remarks:

_____
_____
_____
_____

FOR CESL Center USE

Date: March 4, 2024
To: Community Engagement and Service Learning
From: Philippine Society of Software Engineers

_____ **For approval**	_____ **For revision**
_____ **For comments and/or recommendations**	_____ **Disapproved**

Remarks:

_____
_____
_____
_____

FOR VPAA USE

Date: March 4, 2024
To: Vice President of Academic Affairs
From: Philippine Society of Software Engineers

_____ **For finalization and implementation**	_____ **For revision**
_____ **For attention/action**	_____ **Disapproved**

Remarks:

_____
_____
_____
_____

Office of Student Development and Programs
CENTRAL PHILIPPINE UNIVERSITY
Jaro, Iloilo City

STUDENT ORGANIZATIONS OUTREACH ACTIVITY APPROVAL SHEET

PROPOSED OUTREACH ACTIVITY: Tech Education Community Outreach

PROPONENT: Philippine Society of Software Engineers

COLLEGE/UNIT: College of Engineering

Submitted by:

Rafael III J. Prudente
President/Chancellor/Chairperson   **Date**
Email: psse.cpu@cpu.edu.ph

Reviewed by:

ANFERNEE JOAN B. NG
      Adviser   **Date**

Recommending approval:

DANIELLE DALE SENTILLANOSA
College of Engineering, CESL Coordinator   **Date**

PTR. ALFRED C. MORALES, M.Div
Director, Student Development Programs   **Date**

Recommending Approval:

SAREX DALIDA DIPOL, JR.,MAEd, LPT, RSW
Officer-in-Charge, CESL Center   **Date**

Approved:

ESTHER ROSE A. ROMARATE, Ph.D.
Vice President for Student Affairs   **Date**

PROPOSED OUTREACH PROPOSAL FORMAT FOR STUDENT ORGANIZATIONS

I. PROPOSED OUTREACH ACTIVITY
    Technology Education Community Outreach

II. PROPONENT ORGANIZATION
    Philippine Society of Software Engineers (PSSE) in collaboration with the Google Developer Student Clubs (GDSC) – CPU

    Number of Students participating from both organizations: 20
    Number of Faculty participating from both organizations: 4

III. COLLABORATING ORGANIZATIONS/INSTITUTIONS
    Lambunao National High School - Hosting location and providing student participants

IV. PLACE OF OUTREACH ACTIVITY
    Lambunao National High School, Ladrido St, Lambunao, Iloilo.

V. INTRODUCTION
    a. Background and Rationale (Background and rationale information of the community and project)
        Technological innovation is one of the frontiers for development. The Philippines continues on its path toward progress, and nurturing technology skills and expertise is crucial. Our university, Central Philippine University, is renowned for its excellence in engineering and technology programs. By sending our students to **conduct hands-on workshops** and **technology talks** for high schoolers, we can share knowledge and showcase the quality tech education offered here. The outreach activity provides an opportunity to cultivate the next generation of innovators.

    b. Problems/Needs Identified (Discuss identified problems/needs of the community or local organization)
        Lambunao National High School holds passionate students in technology through its Special Program in Science, Technology, and Engineering and Science, Technology, Engineering, and Mathematics strand of Senior High School. However, the school lacks the expertise and facilities to foster and push forward their enthusiasm.

        To close this gap, they would need to be **introduced to new, emerging, and relevant technologies** with the proper training and guidance. The Philippine Society of Software Engineers and the Google Developer Student Clubs – CPU are willing organizations with eager students who want to share their knowledge and skills.

c. Justification for Conducting the Proposed Activity

Exposing students to the latest skills and trends in technological innovation increases diversity and inclusion. Providing interactive workshops facilitates active participation which boosts engagement and future aspirations. Our students connect by sharing personal experiences pursuing their passions. We would also be able to further push the students of Lambunao National High School by offering our guidance through our consultation services for their projects.

By sending university representatives directly into the community, we can create bonds that increase the pursuit of tech innovation. This addresses workforce needs for broader participation. It also enables us to live out institutional values of social responsibility and public service for the benefit of all citizens.

VI. OBJECTIVES
a. **General Objective** – To introduce technologies and projects that would engage students' curiosity to explore and create tech-centered projects.
b. **Specific Objectives**
    a. Hold technical workshops in the field of Internet of Things (IoT) through the robotics of Arduino
    b. Showcase interesting tech projects to pique students' interest in technology and innovation.
    c. Offer free consultation services for students' tech-related projects for their research in the following semester.

VII. TARGET BENEFICIARIES/TARGET OUTPUTS (Discuss who will benefit from the proposed activity and the target outputs)
Senior High School students of the Science, Technology, Engineering and Mathematics Program of Lambunao National High School.

VIII. PROJECT IMPLEMENTATION
The main target audience of the outreach activity shall be the 60 Senior High School students of the Science, Technology, Engineering and Mathematics Program of Lambunao National High School, but it will be open to other interested students in the high school. Contact and approval of the school's principal shall be done before hand.

Transportation to safely carry all student volunteers and 4 faculties to the activity site will be arranged. Adequate space, seating, venue, and electricity to support workshops will be confirmed. A lead contact from the high school will be designated to assist with coordination of student participation, schedules, and navigation of school policies and procedures. There will also be a registration process to track attendance and collect contact information for future student consultations.

In order to fulfill our primary objective of sparking their curiosity to dive into technology, the first activity shall be a presentation of simple but interesting tech projects by the Google Developer Student Clubs – CPU Lead, Mykiell Deovenn Pagayonan. He shall be showcasing projects covering computer vision, machine learning, web application, robotics, and their practical uses. A lecture and

demonstration of the Internet of Things shall be done by a faculty of the Electronics Engineering Department, Engr. Gelvie Lagos. A talk about the importance of Machine Learning shall be facilitated by a faculty of the Software Engineering Department, Mr. Anfernee Ng. The technologies presented can then be their basis or inspiration for their incoming research project in the following semester.

To develop their skills, there will be hands-on activity on various techs. This will be facilitated by the volunteers of the Philippine Society of Software Engineers and the Google Developer Student Clubs – CPU, along with their two respective advisers.

After the outreach activity, there will be an orientation regarding the free consultation services the volunteers shall be offering for the research project if ever they have chosen it to be centered around technology.

A day before the activity we shall be assessing any risks along the journey to Lambunao National High School, such as landslides, accidents, hazards, and the like. We shall also be alert if ever there shall be an incoming strong typhoon that could put the safety of the volunteers and participants at risk. Furthermore, we shall review and abide by any COVID-19 protocols set.

IX. SCHEDULE OF ACTIVITIES

Main Activity	Sub-Activities	Target Date and Time	Persons or Organizations Involve
Showcase of "Projects with Tech"		April 9, 2024 9:30AM to 10:00 AM	Mykiell Deovenn Pagayonan
Internet of Things (IoT)	Talk	April 9, 2024 10:00 AM to 11:00 AM	Engr. Gelvie Lagos
	Hands-on Workshops	April 9, 2024 11:00 AM – 12:00 PM	PSSE, GDSC – CPU Student Volunteers and Advisers
Machine Learning		April 9, 2024 1:00 PM - 2:00 PM	Mr. Anfernee Ng
Open Forum and Consultation		April 9, 2024 2:00 PM - 3:00 PM	Participants and Organizers

X. SUPPORT REQUESTED FROM THE UNIVERSITY (Present the assistance that will be requested and justify why the request shall be granted)

The Philippine Society of Software Engineers (PSSE) together with the Google Developers Students Club - CPU would like to ask for the university's assistance with CPU Bus for transportation to safely carry all student volunteers and 3 faculties to the activity site.

NOTE: SUBMIT THIS OUTREACH PROPOSAL TO THE DIRECTOR OF THE OFFICE FOR STUDENT AFFAIRS WITH A PROPOSAL LETTER AND APPROVAL FORM. HAVE THE LETTER SIGNED BY THE CHAIRPERSON/PRESIDENT/CHANCELLOR OF THE ORGANIZATION AND NOTED BY THE ADVISER.

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