	<b>TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES</b> Ayala Blvd., Ermita, Manila, 1000 Philippines Tel No. +632-301-3001 local 409   Fax No. +632-521-4063 Email: ues@tup.edu.ph   Website: tup.edu.ph	Index No.	PM-UES-4.2.2
		Issue No.	01
		Revision No.	00
	<b>PROCEDURES &amp; WORK INSTRUCTIONS MANUAL</b>	Date	11242017
Section 4	<b>UNIVERSITY EXTENSION SERVICES PROCEDURE</b>	Page No.	1 / 4
Subject 4.2.2	<b>Implementation of UREC-Approved Extension Projects</b>	QAC No.	CC-11242017

### Purpose:

This documented information is determined, maintained, retained to the extent necessary to have confidence that the implementation of University Research and Extension Council (UREC)-approved extension projects is carried out as planned. This is to demonstrate the conformity of products and services delivered/rendered therein, in compliance to University policies, customer, and statutory/regulatory requirements.

### Scope:

This procedure applies to all UREC-approved extension projects from various colleges and campuses of the TUP System.

### Responsibility and Authority:

The implementation of the approved projects shall be done by the Proponent, assisted by the college/campus and area coordinator. Implementer (Proponent) shall submit pertinent documentation (e.g. Form 103) at least one week before the implementation. He shall also submit to the UES Office a periodic report to detail out the progress of the project through the college/campus coordinator.

The University Extension Services Office, led by the UES Director, shall assist proponents/coordinators during the preparation and implementation of the project. The assistance may include facilitation of request for the release of funds, TUP Order for the manpower needed for the program; preparation of Memorandum of Agreement; facilitation of the request for materials and supplies needed in the conduct of the project; and facilitation of compliance with appropriate procedures required for the completion of the program.

The Director of University Extension Services (UES) is responsible in the effective implementation of this procedure, duly verified and approved by the Vice President for Research and Extension, or relevant authorities.

### Key Performance Indicators:

#### 1. Efficiency (E)

1.1 Completed tasks with at least 90% accuracy / 10% corrections.

#### 2. Quality (Q)


2.1 Achieved at least 80% customer satisfaction.

2.2 Received 0 complaint.

2.3 Received at least 1 customer commendation/wow experience.


#### 3. Timeliness (T)

3.1 Completed special transactions based on regulatory requirements (e.g. RA 9184) where customers are made aware/informed on the estimated completion date.

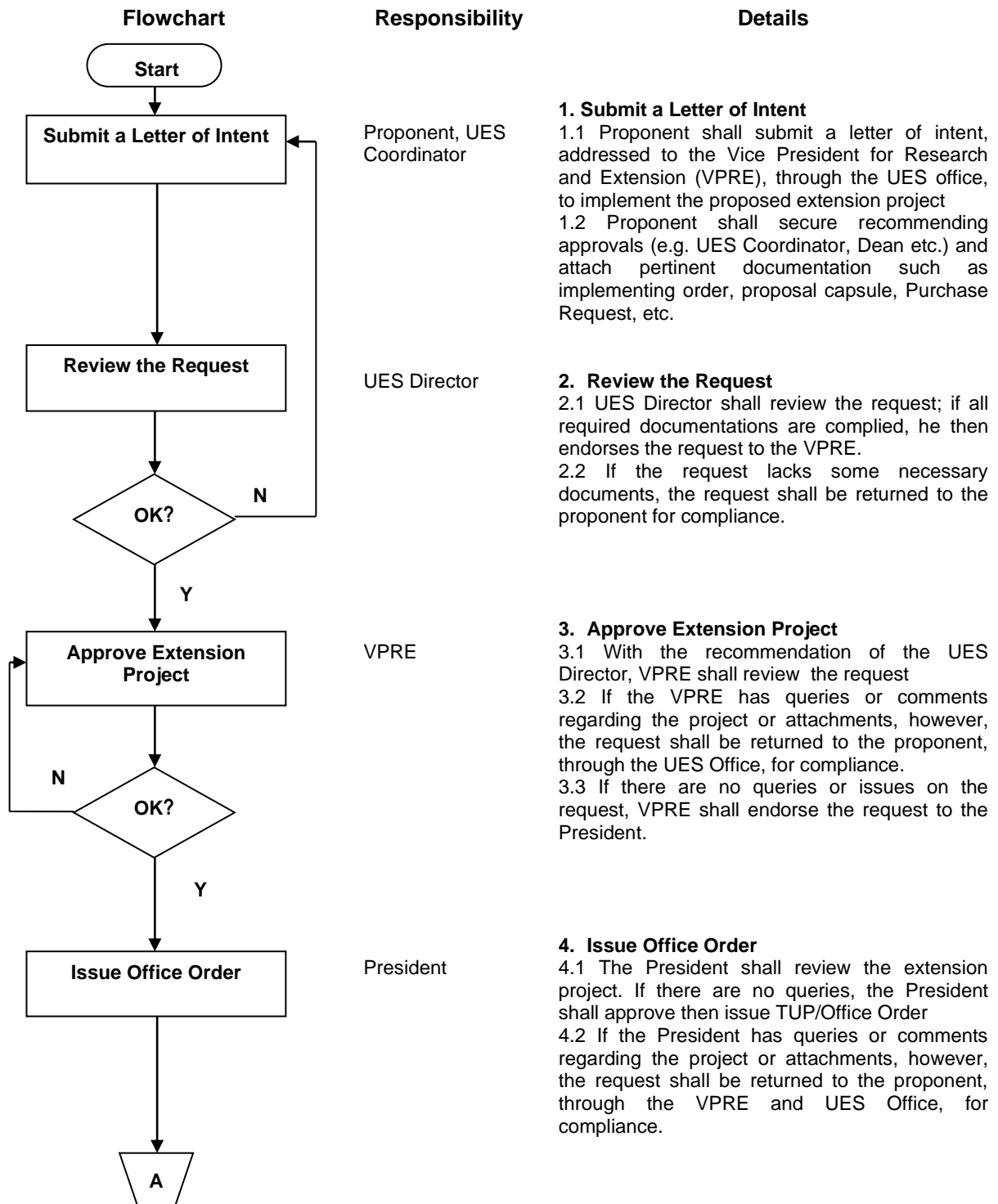
	<b>TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES</b> Ayala Blvd., Ermita, Manila, 1000 Philippines Tel No. +632-301-3001 local 409   Fax No. +632-521-4063 Email: ues@tup.edu.ph   Website: tup.edu.ph	Index No.	PM-UES-4.2.2
		Issue No.	01
		Revision No.	00
	<b>PROCEDURES &amp; WORK INSTRUCTIONS MANUAL</b>	Date	11242017
Section 4	<b>UNIVERSITY EXTENSION SERVICES PROCEDURE</b>	Page No.	2 / 4
Subject 4.2.2	<b>Implementation of UREC-Approved Extension Projects</b>	QAC No.	CC-11242017


**References:**

1. REF-UES-INT-MOP-Manual of Operations of Extension Services 2007
2. F-UES-4.2-CCP-Capsule Project Proposal
3. F-UES-4.2-DEP-Detailed Extension Project Proposal
4. F-UES-4.2-EAP-Action Plan
5. F-UES-4.2-ETD-Training Design
6. F-UES-4.2-MBM-MFO Budget Matrix
7. F-UES-4.2-SOA-Schedule of Activities
8. F-UES-4.2-SPS-Summary Project Schedule
9. F-UES-4.2-PSA-Project Program Schedule

	<b>TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES</b> Ayala Blvd., Ermita, Manila, 1000 Philippines Tel No. +632-301-3001 local 409   Fax No. +632-521-4063 Email: ues@tup.edu.ph   Website: tup.edu.ph	Index No.	PM-UES-4.2.2
		Issue No.	01
		Revision No.	00
	<b>PROCEDURES &amp; WORK INSTRUCTIONS MANUAL</b>	Date	11242017
Section 4	<b>UNIVERSITY EXTENSION SERVICES PROCEDURE</b>	Page No.	3 / 4
Subject 4.2.2	<b>Implementation of UREC-Approved Extension Projects</b>	QAC No.	CC-11242017

### Implementation of UREC Approved Extension Projects Procedure Details:



	<b>TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES</b> Ayala Blvd., Ermita, Manila, 1000 Philippines Tel No. +632-301-3001 local 409   Fax No. +632-521-4063 Email: ues@tup.edu.ph   Website: tup.edu.ph	Index No.	PM-UES-4.2.2
		Issue No.	01
		Revision No.	00
	<b>PROCEDURES &amp; WORK INSTRUCTIONS MANUAL</b>	Date	11242017
Section 4	<b>UNIVERSITY EXTENSION SERVICES PROCEDURE</b>	Page No.	4 / 4
Subject 4.2.2	<b>Implementation of UREC-Approved Extension Projects</b>	QAC No.	CC-11242017

