	<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-4.2.1
		Issue No.	01
		Revision No.	00
	<b>PROCEDURES &amp; WORK INSTRUCTIONS MANUAL</b>	Date	11242017
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### Purpose:

This documented information aims to ensure that extension project proposals submitted to the University Extension Office are carefully reviewed and approved according to the extension mandate, in compliance to University policies, and statutory/regulatory requirements.

### Scope:

This procedure covers the review and approval of extension project proposals from colleges and campuses. The proposals must be relevant with the identified priorities and thrusts of the University and the national government. The capsule of project proposal must be followed.

### Responsibility and Authority:

The preparation of University Extension Service (UES) programs shall be done on an annual basis by the UES office in coordination with the extension coordinators of various colleges and campuses of TUP.

Each college or campus shall carefully identify the extension projects submitted for proposal. These proposals shall undergo formal evaluation from the College Extension Coordinators, Campus Assistant Director for Research and Extension (ADRE), or Extension Head.

The Extension Services Director and Staff shall conduct further technical review of the extension proposals submitted by college extension coordinators from various colleges and campuses. Eligible project proposals shall be presented to the University Research and Extension Council (UREC) for further deliberation.

The UREC shall identify which project proposals shall be recommended for funding based on certain criteria. The President shall then endorse successful extension projects to the Board of Regents (BOR) for final approval. An implementing order signed by the President shall be issued to officially recognize which extension projects proposals are approved for funding.

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 highly technical transactions (scientific tasks etc.) within 20 days average.

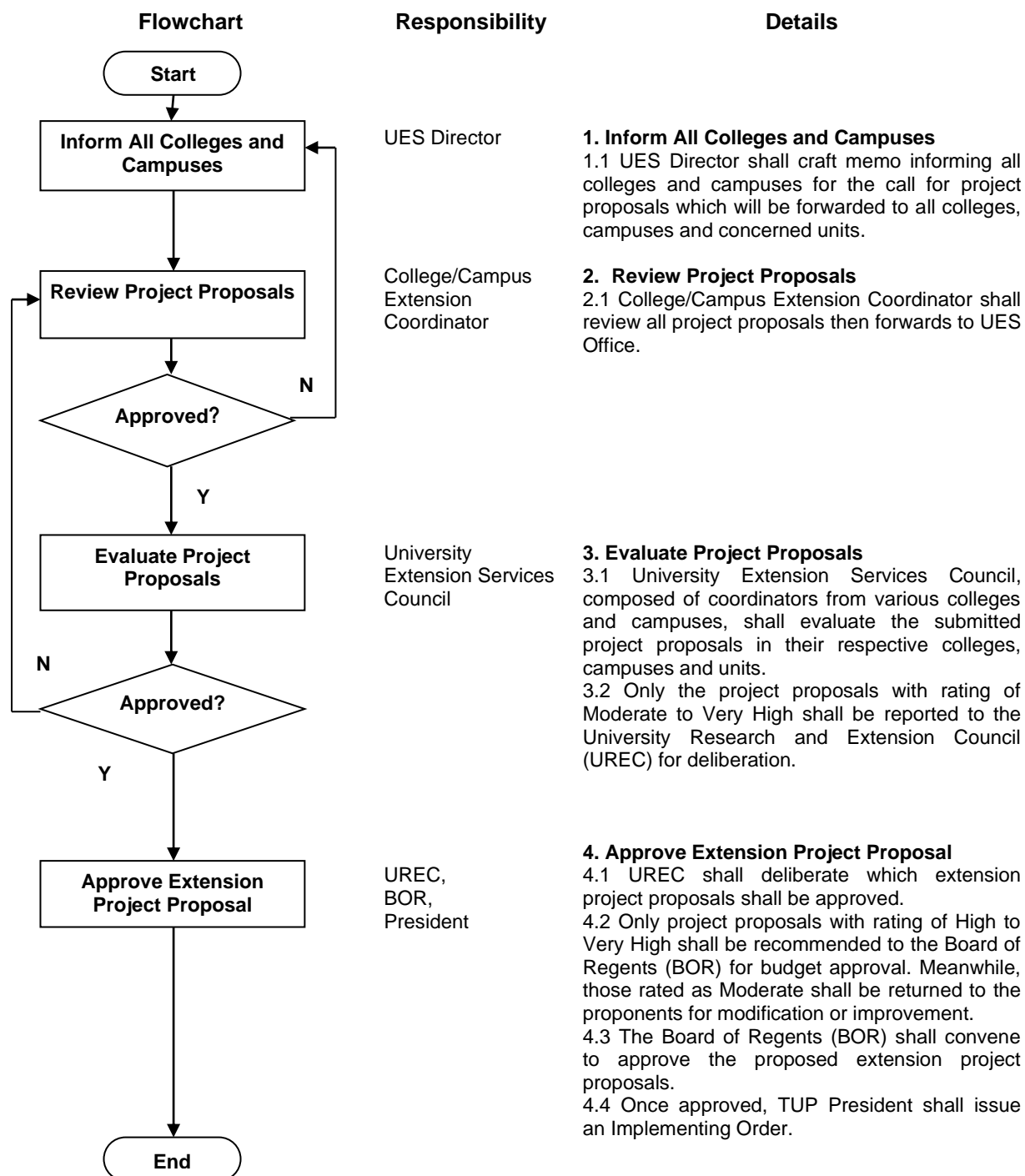
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**References:**

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-MBM-MFO Budget Matrix
6. F-UES-4.2-SOA-Schedule of Activities
7. F-UES-4.2-SPS-Summary Project Schedule
8. F-UES-4.2-PSA-Project Program Schedule

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### Submission of Extension Project Proposal Procedure Details:



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Approved by:  
**(Sgd.) MELITO A. BACCAY, D. Eng.**  
 Vice President for Research and Extension