

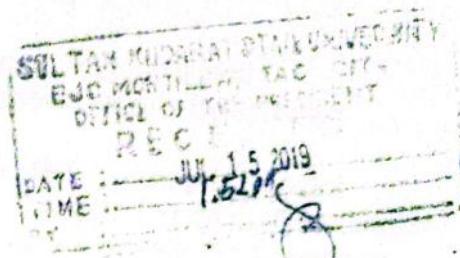


Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
Isulan Campus, Isulan, Sultan
Kudarat, 9805 Province of Sultan
Kudarat

19-8954
PT-3692
CERTIFIED
ISO 9001:2015
Certificate No. PHL190035

July 12, 2019

DR. ROLANDO F. HECHANOA
University President
Sultan Kudarat State University



Sir:

This is with regards to the schedule of the seminar with the title *Seminar –Workshop on Research and Extension Proposals Writing cum Thesis Advising* scheduled on July 15 -17, 2019 to be conducted by the SKSU Isulan Campus.

Due to the unforeseen delay in the processing of the needed documents for the request and release of the budget for the said seminar, we are hereby requesting for your approval to postpone the activity on August 14 – 16, 2019. We firmly believe that this activity will greatly benefit our beloved university by equipping our faculty with the skills needed in order to write research and extension proposals of high quality and value. With this added knowledge, our faculty members will be more equipped to teach and produce competitive graduates that will be future backbones of our society.

With this, we hope for your positive response to this request.

Respectfully yours,

KYRENE L. DIZON
Research Coordinator

CELIA ROSE J. NOTA
Extension Coordinator

Noted:

ELMER C. BUENAVIDES, DIT
Campus Director

Approved: 07/10/19
DIT SKSU-18JULAN
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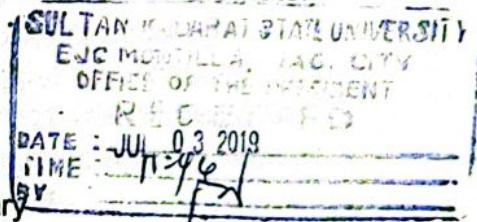
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Official website: www.sksu.edu.ph



TRAINING DESIGN

I. BASIC INFORMATION

Title	: Seminar – Workshop on Research and Extension Proposals Writing cum Thesis Advising
Proponent / Coordinators	: Elmer C. Buenavides, DIT - Campus Director Celia Rose J. Nota – Campus Extension Coordinator Kyrene L. Dizon – Campus Research Coordinator
Implementing Agency	: SKSU – Isulan Campus
Duration	: Three (3) Days
Date	: July 15 - 17, 2019
Venue	: SKSU Isulan Campus Library
Source of Fund	: Fund 164 (Fiduciary – Thesis)
Budget	: P117, 975.00



II. RATIONALE

After Instruction, Research is the next most important activity a faculty of an academic institution must undertake. It is an avenue to hone his mastery on his field of specialization. It is a task that will not only expand his expertise but will also create new knowledge and new technology that may impact the community. The resulting knowledge or technology created from research can be extended to help improve the lives of the people. Extension uses the created knowledge and technology in research and apply or implement it in local/global communities.

In any accreditation activity of an academic institution, Research and Development, and Extension initiatives of the universities and colleges are highly valued. For example, based on the CMO No. 19, s. 2006, when an Higher Education Institution (HEI) submits its Information Technology Education (ITE) degree programs to be a Commission on Higher Education (CHED) Center of Development (COD) or Center of Excellence (COE), Research and Extension comprises 50% of the total score (with Research and Development - 30%; Extension – 20%) and 45% coming from Instructional Quality, and 5% coming from Institutional Qualifications.

With this, it is essential that an HEI must have a strong research, development, and extension culture to be able to provide its stakeholders that best academic service possible.

III. OBJECTIVES

Generally, this seminar-workshop aims to enhance the capability of the faculty researchers in the campus in writing a research and extension proposals and in advising students for research writing.

Specifically, it aims to:

- Develop a comprehensive program proposal on research and development
 - at least two (2) project proposals for each program;
 - at least two (2) research studies for each project proposal;
- Develop a comprehensive program proposal on extension;
- Develop research and extension programs/projects by college
- enrich the research culture of the campus by inspiring and motivating the faculty to engage in research and extension activities.
- enhance the thesis advisory skills of the faculty in order to improve the theses and capstone projects of the students.

IV. METHODOLOGY

The Seminar – Workshop on Research and Extension Proposals Writing will be spearheaded by the Office of the Campus Director in coordination with the Office of the Vice President for Research, Development, and Extension through the Campus Research Office and Campus Extension Office. The participants of this seminar are the faculty of SKSU Isulan Campus.

To make this seminar – workshop possible, the Office of the Campus Director in coordination of the Campus Research Office and Campus Extension Office prepares a training design for approval of the University. After the approval of the training design, the needed documents will be prepared and processed.

The following faculty members will serve as the resource speaker for this seminar-workshop:

Teresita L. Cambel, EdD
Jesusa D. Ortoste, PhD
Mildred F. Accad, PhD

This three-day seminar – workshop will be held at SKSU Isulan Campus Library on July 15-17, 2019 with 90 faculty members as participants.

V. EXPECTED OUTPUT

After the seminar, the faculty members of Isulan Campus are expected to

1. Make a comprehensive program/project proposals on research and development;
2. Make a comprehensive program and project proposals on extension
3. Build a stronger research culture in the campus by increasing the number of active researchers in their field of specialization;
4. Establish a clear roadmap of research and extension initiatives of the campus though a more well-defined and inclusive research and extension programs;
5. be equipped on updated and proper way thesis writing and advisory skills in order to strengthen the thesis output of the students.

VI. BUDGETARY REQUIREMENTS

The budgetary requirements for this activity includes food, venue, certificates and Seminar Kit for 100 participants.

Particulars	Itemized Amount	Total
FOODS AND VENUE (3 Days) - 3 AM Snack - 3 Lunch - 3 PM Sanck	315/pax/day	94,500.00
Certificates, Ink, Bond paper		1,500.00
Seminar Kit (Notepad, Pencil, Handouts)	75/pax	6,750.00
Token and Honorarium of the Resource Speakers		4,500.00
Additional Amount: Contingency		10,725.00
TOTAL		117,975.00

VII. PROGRAM OF ACTIVITIES

First Day

- | | | |
|--------------|---|---|
| 8:00 – 8:30 | - | Registration of Participants |
| 8:30 – 9:00 | - | Opening Program |
| 9:00 – 12:00 | - | Seminar Proper: Formulating a Research
Program/Project Proposals |
| 12:00 – 1:00 | - | Lunch |
| 1:00 – 5:00 | - | Workshop: Writing a Research Program/Project Proposals |

Second Day

8:00 – 9:30	-	Presentation of Research Proposals
9:30 – 12:00	-	Seminar Proper: Formulating an Extension Program
12:00 – 1:00	-	Lunch
1:00 – 5:00	-	Workshop: Writing an Extension Program Proposal

Third Day

8:00 – 9:30	-	Presentation of Extension Proposals
9:30 – 12:00	-	Seminar Proper: Thesis Writing and Advising (Chapters 1 – 3 and References)
12:00 – 1:00	-	Lunch
1:00 – 3:30	-	Seminar Proper: Thesis Writing and Advising (Chapters 4 and 5, Tables, Figures, Preliminaries, and Appendices)
3:30 – 4:30	-	Workshop: Thesis Writing and Advising
4:30 – 5:00	-	Closing Program

Masters of

Ceremony/Moderators:

**Mellaflor A. Pacilbar
Roma Amor M. Castromayor
Florlyn Mae C. Remegio**

VIII. COMMITTEES / RESPONSIBILITIES

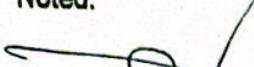
OVERALL COORDINATOR	:	ELMER C. BUENAVIDES
Communication & Programs	:	CELIA ROSE J. NOTA
Certificates & Seminar Kit	:	KYRENE L. DIZON
Venue	:	Roma Amor Castromayor
Food	:	Mary Grace L. Perocho
Evaluation Committee	:	Cecilia E. Gener
Multimedia	:	Salvador Pal
Documentation	:	Cyrus B. Rael
	:	Jade A. Buenavides
	:	Jena Mae Fatagani
	:	Esnehaba P. Bagundang
	:	Rubilee Mariano
	:	Rey Delatina
	:	Mark Gil Caritativo
	:	Roy Lanosa
	:	Gerold Dela Pena

Prepared:


CELIA ROSE J. NOTA
Campus Extension Coordinator


KYRENE L. DIZON
Campus Research Coordinator

Noted:

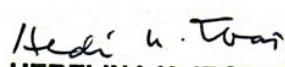

ELMER C. BUENAVIDES, DIT
Campus Director


SIONY B. BRUNIO, PhD
Director, Extension

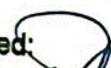

MITOS D. DELCO, PhD
Director, Research

Recommending Approval:


MARY LYNN G. MAGBANUA, PhD
Vice President, RD&E


HEDELINA U. IBOT, PhD
Vice President, FARG

Approved:


ROLANDO P. HECHANNOVA, PhD
University President *ypp*