

THE UM DIGOS COLLEGE

COMMUNITY EXTENSION CENTER (CEC)

VISION

Empowered and self-reliant communities living a quality life.

MISSION

To provide appropriate and relevant community extension programs and services to meet identified needs and problems of the people for the development of self-reliant communities through the maximum participation of the administration officials, teachers, non-teaching personnel and students.

GOALS

- To assist in the development of communities through various extension programs and services involving local individuals and groups.
- To promote productive and self-reliant communities through sustainable programs.

OBJECTIVES

- To pursue development support programs for at least (2) partner communities every five (5) years.
- To promote community involvement among the different sectors of the UM academic community through policy formulation, community awareness programs and capability building.
- To establish and maintain advocacy and networking efforts concerning issues confronting the underprivileged segments of the community.
- To enhance people's capability in responding to their own needs and problems thereby making them empowered and self-reliant.
- To undertake research and documentation activities to gain in depth knowledge that could be shared to the community and other institutions.
- To help generate and mobilize resources to finance livelihood projects that would increase people's productivity towards sustainable existence.

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EXTENSION COORDINATOR

Responsible in the conceptualization, development and implementation of the extension program and projects as defined in the strategic plan.

DUTIES, RESPONSIBILITIES AND QUALIFICATIONS OF THE CEC COORDINATOR

1. Ensures that the community extension function of the University is carried out.
2. Makes certain that the UM CEC vision, mission and values/goals as well as its programs and services are properly and fully promulgated.
3. Initiates the development of a University – wide plan for Community Extension.
4. Oversees the implementation of the University's Community Extension programs.
5. Approves and coordinate CEC activities being undertaken by the faculty, staff and students with partner communities and other stakeholders.
6. Ensures that the monitoring, evaluation and documentation of CEC projects and activities are undertaken.
7. Links with GOs, NGOs, Local Government Units and other institutions for possible resource sharing and funding of CEC projects and activities.
8. Represents the University in meetings relevant to community extension work.
9. Submits CEC reports to the administration officials on regular basis.
10. Supervises the CEC Personnel so that the respective functions are properly carried out.
11. Endorses project proposals for funding by the University and other funding institutions.
12. Meets regularly with the Focal Persons.
13. Performs other related functions as may be required by the VP for Branch Operations.

FOCAL PERSON QUALIFICATIONS

The Focal Person must possess the following qualifications:

1. He/She must be a full-time regular faculty of the College.
2. He/She must have the capacity to initiate, implement, monitor, and evaluate plans.

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Terms of Office

A Focal Person shall hold office stipulated from the Date of effectivity until one (1) academic year, and it is renewable.

Process for Selection of the Focal Person

The Head of CEC will facilitate in the appointment of the Focal Person together with the Program Heads of different colleges to endorse the qualified Focal Person in their respective departments.

The Head, CEC and VP for Operations shall prudently screen the possible nominee endorsed by the department head using the stated Focal Person qualifications as bases.

After having selected, the Head, CEC as recommend the name to the VP for Branch Operations of the school for approval and issuance of appointment later.

GUIDELINES FOR PROGRAM DEVELOPMENT

1. Needs Assessment

- Conduct surveys, focus group discussions, and community meetings to identify the specific needs of partner communities.
- Collaborate with stakeholders to ensure the programs align with the University's extension objectives.

2. Proposal Submission

- Focal persons from each department must draft a program proposal, including objectives, target beneficiaries, activities, timelines, and budgets.
- Submit proposals to the CEC Head for review and endorsement to the administration.

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3. Approval Process

- All proposals must undergo evaluation by the CEC Head and administrative officials to ensure feasibility and alignment with the institution's goals.
- Approved proposals will be scheduled for implementation in coordination with the partner communities.

GUIDELINES FOR PARTNER ENGAGEMENT

1. Partnership Establishment

- Establish partnerships through formal agreements (e.g., MOUs or MOAs) with community organizations or local government units.
- Maintain records of all partnership agreements in the CEC office.

2. Regular Communication

- Designate focal persons to maintain consistent communication with partner communities.
- Schedule regular meetings to monitor the progress and impact of ongoing programs.

3. Sustainability Planning

- Develop strategies for sustaining programs beyond their initial implementation phase.
- Involve community members in planning and execution to ensure ownership and long-term impact.

FINANCIAL MANAGEMENT

1. Budget Preparation

- Prepare detailed budgets for each program, including expected expenses for materials, logistics, and honoraria (if applicable).
- Seek approval for budgets during the proposal submission phase.

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2. Expense Monitoring

- Maintain accurate records of expenditures and ensure they are within the approved budget.
- Submit financial reports to the CEC Head for review and consolidation.

3. Audit and Accountability

- Conduct regular audits of program expenses to maintain transparency and accountability.
- Ensure proper documentation of all transactions for auditing purposes.

REPORTING AND MONITORING

1. Activity Reports

- Focal persons must submit detailed reports after the completion of each activity, including photos, attendance sheets, and narrative summaries.
- Consolidate reports for submission to the CEC Head.

2. Monitoring Visits

- Schedule periodic visits to partner communities to evaluate program progress and resolve issues.
- Gather feedback from beneficiaries to inform improvements in future programs.

3. Program Impact Assessment

- Conduct assessments to evaluate the outcomes and overall impact of programs.
- Use findings to refine future extension initiatives.

CODE OF CONDUCT

1. Professionalism

- All personnel involved in community extension activities must uphold the values and reputation of UMDC.

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- Display respect and cultural sensitivity when engaging with partner communities.
- 2. Accountability**
 - Ensure that all actions and decisions are in the best interest of the beneficiaries and stakeholders.
 - Adhere to the approved guidelines and policies outlined in this manual.
- 3. Confidentiality**
 - Safeguard sensitive information about partner communities and the institution's operations.

COMMUNICATION AND DOCUMENTATION

- 1. Centralized Records**
 - Maintain a centralized repository of documents, including proposals, reports, agreements, and financial records, in the CEC office.
 - Use a standardized filing system for easy retrieval and auditing.
- 2. Internal Communication**
 - Conduct regular meetings among CEC staff, focal persons, and program heads to discuss progress, challenges, and updates.
 - Use official communication channels for all correspondence related to extension programs.

REVIEW AND UPDATES TO THE MANUAL

The manual shall be reviewed annually by the CEC Head in collaboration with other stakeholders to ensure it remains relevant and aligned with the evolving needs of the institution and partner communities. Any updates must be formally approved and disseminated to all concerned parties.

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This manual serves as a guide to maintain order and consistency in the CEC's operations, ensuring the successful execution of community extension programs.