**I. INTRODUCTION**

**1.1 Project Context**

"We make a living by what we get, but we make a life by what we give.”

This quotation coined by Winston Churchill, the former prime minister of Great Britain, clearly reflects the spirit of sharing and giving back one’s blessings to those people who are in need. Taking an inspiration from this, it can be easily said that all members of the community shall take their respective roles for the betterment of the society.

Moreover, these ideas became the inspiration and mechanism for successful individuals, institutions and businesses to create activities from where they can share their resources or services to others who lacked it. These activities were called outreach activities.

Through the years, San Sebastian College Recoletos – de Cavite (SSCRdC) has been continually promoting its philosophy, *‘Caritas et Scientia,’* which means charity and knowledge. In connection to this, the institution has been doing various outreach activities in benefit of its nearby communities and barangays.

The growing demand and need in creating, implementing and evaluating outreach activities has been the reason why SSCRdC established a department that will focus solely on these concerns – the Recoletos de Cavite Community Outreach Program (ReCOP) Office.

However, it is undeniable that the ReCOP Office had become not only the institution’s center for outreach activities but also the school’s connecting body to various companies, communities, organizations and individuals who wished to take part or to propose activities. These parties who are lending a hand to the institution are called partners and linkages.

It must also be taken into account that college organizations and clubs are required to do at least two outreach activities per academic year in order for them to satisfy the mandates under Commission on Higher Education (CHED) Memorandum Order (CMO) No.46 Series of 2012 also known as “Policy-Standard to Enhance Quality Assurance (QA) In Philippine Higher Education Through an Outcomes-based and Typology-Based QA.”

According to CMO 46 S. 2012, Section 23.2, colleges must have outreach programs involving students in social-development oriented experiences that allow them to contextualize their knowledge within actual social and human experiences. This clearly states what role students plays in increasing their respective school’s quality assurance.

As of today, the process of proposal of outreach activities in the ReCOP Office were still done through papers. The requestor must write a letter and prepare documentary requirements which always takes days to weeks of processing inside the school’s premises. Not to mention that sometimes, the requestor’s documents get lost in the process. This halt and slows down the supposedly beneficial effects of the outreach activities.

Another problem that was encountered by outreach requestors, especially by college organizations, is the lack of visibility on prospect beneficiaries. Oftentimes, those communities near the school are the ones who are receiving the outreach proceeds although they do not necessarily need it.

This capstone project proposal entitled, “Recoletos Community Outreach Program Community Extension Website” (ReCOP – ComEx) aims to address the issue on current procedures done in conducting outreach activities as well as extending the schools connection outside.

**1.2 Research Locale**

The Recoletos de Cavite Community Outreach Program Office is the Institution’s center for all community outreach related activities. The office was established in response to the demand of the Trilogy of Functions of every academic institution (Instruction, Research and Extension) and the Recollect Philosophy, which is “*Caritas et Scientia*”.

In 2003 Recoletos de Cavite Community Outreach Program (RC-COP) being the office’s first name was established for the purpose of planning, implementing and evaluating the community outreach activities of the school within its walls and with its partner communities. The name RC-COP was replaced with Recoletos Community Outreach Program (Re-COP) Office of SSC-R de Cavite in 2012. The Re-COP office is under the Vice President for Religious Affairs and is supervised by the Re-COP Director.

The SSC-R de Cavite community likewise conducted different outreach activities in some other neighboring communities like school, foundations and orphanages to serve better those who are in need. The SSC-R de Cavite is likewise known for its Recoletos Educational Assistance for Deserving Students (READS), which helps deserving students to avail college education for free.

Since 2003, SSC-R de Cavite community has been rendering humanitarian projects and activities in terms of Christian formation, Education, socio-political concerns, medical and dental services and other activities that benefited the people in the community.

Until the present, the institution through its Outreach Office continuously strives to deliver its extension and outreach services to the neighboring communities guided by the Institution’s vision, mission, values and goals.

**1.3 Statement of the Problem**

This project proponents aim to address the following issues that are encountered in the current procedures of ReCOP Office:

1. The manual process of outreach activity requisition and approval from which sometimes the requests were not being tracked and was lost;
2. The lack of visibility on the list of bonafide partners, communities, beneficiaries, outreach events and schedules;
3. The poor advertisement of outreach programs which results to low participation rate;
4. The non-unified format for the outreach programs and reports which are vital in assessing the viability of the event;
5. The absence of notifying mechanisms for event directors and participants about event cancellations or rescheduling; and
6. The limited number of partners and linkages as well as event sponsors and participants.

**1.4 Scope and Limitation**

This capstone project proposal entitled, “Recoletos Community Outreach Program Community Extension Website” (ReCOP – ComEx) focuses around the creation of a mobile-responsive web application that will centralize the transactions between SSCRdC and its partners and linkages

Specifically, this study will only revolve and center on the ReCOP Office. In addition, the proponents only investigated on the processes dealing with outreach activities and partners and linkages and disregarded any other activities occurring in the said department.

The website will also encourage outside companies and communities to participate and be part of SSCRdC’s partners and linkages. In addition, geographical distance will be disregarded in selecting them.

The deployment of this project will possibly resolve the issues that the ReCOP Office is currently facing with regards to its outreach programs and will further extend its connection outside.

Lastly, the study was estimated to be completed at around four months of continuous analysis and development.

**1.5 Objectives**

**General Objective**

This study aims to create a mobile-responsive web application that will centralize the transactions between SSCRdC and its partners and linkages

**Specific Objectives**

The following are the specific objectives of the study:

1. To automate list of bonafide and available partner communities and companies, beneficiaries and outreach events as well as participants affiliated to SSCRdC;
2. To create a website wherein users can view, join and even endorse a prospect partner or activity;
3. To provide a medium for beneficiaries to submit their help needed and concerns and to have the partners and linkages view these requests for them to be encouraged to propose an outreach activity;
4. To have a website from which users can create their profile which will enable them to stay updated about their donations, requisitions and participations to all the outreach programs;
5. To advertise in-house outreach activities of school outside through its visibility on the website;
6. To provide a system for the almost instantaneous endorsement and tracking of outreach activities; and
7. To extend the connection of the institution by giving a recruit or referral function for all users.

**1.6 Importance of the Study**

The completion of the project will impact and benefit the ReCOP Office in a way that it will help in increasing the success rates of its outreach activities as well extend its conglomerates outside.

Moreover, this study will also make the SSCRdC community more approachable and reachable to members and non-members who wished to help and participate in its endeavors

Overall, the study will provide better transactions between SSCRdC and its partners and linkages.

**1.7 Technical Background**

For the fulfillment of this capstone project proposal, several development tools and frameworks were utilized:

**JavaScript**

JavaScript is a programming language commonly used in web development (“JavaScript Definition”, 2014). This is client-side scripting language which the source code is processed by the client’s web browser rather than the web server. Its code can be inserted anywhere within the HTML of a webpage and can be reference in a separate .JS file.

**Bulma**

Bulma is an open source Flexbox based CSS framework. It is a simple, elegant, and modern CSS framework that a lot of developers prefer over Bootstrap (Borgen, 2018). This is used as designing tool for the entire user interface of the website and it is linked in an HTML document file.

**Flask**

Flask is a small and powerful web framework for Python. Easy to learn and simple to use, enabling you to build your web app in a short amount of time according to [Polepeddi](https://tutsplus.com/authors/lalith-polepeddi) (2013). Flask allows you to build web application by providing tools, libraries and technologies (“Introduction to Flask,” n.d.).

**Jinja 2**

Jinja2 is a modern-day templating language for Python developers. Used to create an HTML, XML or other markup format and return to the user via an HTPP request (“Jinja2 Explained in 5 Minutes! – codeburst,” 2018). Jinja templates are files with .html which is placed in the /templates directory in flask. This was used by the team in frontend which embedded in a HTML file to call a python function.

**Python**

According to Python.org (n.d), python is an object-oriented and high-level programming language that is easy to learn syntax and reduces the cost of program maintenance. It supports modules and packages which encourages program modularity and code reuse. The team used this as their programming language for their web based and mobile responsive application.

**SQLAlchemy**

As stated by Krebs (2017), SQLAlchemy is a library that facilitates the communication between Python programs and databases. He says that it translates Python classes to tables on relational databases and automatically converts function calls to SQL statements by using an [Object Relational Mapper (ORM)](https://en.wikipedia.org/wiki/Object-relational_mapping) tool.

**1.8 Review of Related Literature and Studies**

This review will focus on the management of event activities particularly in the Community Extension Program Services including the requesting and approval of forms in particular programs and activities, through the use of software technologies available.

Furthermore, the researchers think that these studies and literature can help them further understand the demands and needs the proposed project has.

**Literature**

**Outreach Systems – Neoserra CRM Software (2014).** The website shows the idea, design and the information must have in an outreach system. This design of the system was appropriate for a non-profit economic development program. It shows the overview of some modules that might include or must have in a community outreach system.

**ProcessDonation (2018)**. The website features most of the process in terms of events and registration process, branding, managing members and donors, peer-to-peer and mobile fundraising.

**Samaritan Technologies (2018).** A volunteer management system providing the tools for the volunteer managers need, to effectively recruit, retain, coordinate, track and report the activities of their volunteers. Managing the number of volunteers and scheduled volunteers.

**Local Studies**

**Impact of Community Extension Programs on the Residents of Selected Adopted Barangays of Ifugao State University, Philippines**

(Codaman-Dugyo,2016) The study assess the overall effects of the extension programs and activities implemented by the extension implementers of IFSU. The research shows the necessity of further improving and enhancing community extension program such as proper monitoring and evaluation of extended programs.

**Involvement in Community Extension Program of Business Administration Students in one Higher Education Institution in the Philippines** (Rubio et al., 2016). The research determined how students of College of Businesss Administration (CBA) of Lyceum of the Philippines University-Batangas benefit of joining and participating community extension program in terms of personality, social awareness, unity and recognition and appreciation. The research also shows the possible problems that may affect joining community extension program in terms of location, logistics and funds.

**Foreign Studies**

**Investigating Community Impacts of a University Outreach Program through the Lens of Service Learning and Community Engagement** (Erickson, 2010)**.** The study focused on the impact of Partnering Landscape and Community Enhancement (PLaCE) program in terms of physical improvements of the communities and impact of the university involving communities.