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| **PARAMETER A: PRIORITIES AND RELEVANCE** | | |
| **SYSTEM– INPUTS AND PROCESSES Needed Documents Source/s of**  **Documents** | | |
| S.1 The extension agenda is in consonance of local, regional and national development thrusts and priorities. | * Copy of development plan (Municipal, Provincial, Regional, National) as reference material in developing college extension program). | Extension Office  Dean’s Office  Extension Coordinator  LGU counterpart |
| S.2 The College/Academic Unit of the College has a benchmark survey of the problems, needs, priorities and resources of the community. | * Needs assessment of different sectors–education, health, industry, agriculture, environment, etc. * List of activities, programs addressing the identified needs. * Vicinity map of Chosen Barangay * Barangay Profile | Extension Office  Extension Coordinator  LGU counterpart |
| S.3 The extension program reflects the VMGO | * Curricular program–Extension activities. * Integration of major subjects in the extension program e.g. Environmental Science. | Extension Office  Dean’s Office  LGU counterpart |
| S.4 There is a pool of consultants/experts from various disciplines to serve in extension projects and activities. | * List of consultants of the extension program of the college from different colleges. * Curriculum Vitae of the consultants. * Directory of Experts/Consultants | Extension Office  Dean’s Office  LGU counterpart |
| S.5 The institution has an approved and copyrighted Extension Manual. | * Copy of the Extension Manual of the University with BOR and copyright. | Extension Office |
| **IMPLEMENTTION** | | |
| I.1 The extension projects activities implemented are based on the results of the benchmark survey. | * Needs assessment or survey results (include the instrument) * Cross–sectoral analysis of the needs * Project proposals reflecting the results of the cross sectoral analysis. | Extension Office  Extension Coordinator |
| I.2 The extension projects and activities complement the curriculum of the Program under review. | * Copy of the Prospectus of the Program * Copy of the Syllabi of instruction * List of extension projects and activities (properly documented) * Bulletin of Information | –Office of the Registrar  –Extension Office |
| I.3 A mutual exchange of resources and services between the College/Academic unit and the community is evident. | * MOU or MOA and/or other related documents * Board Resolution from Sanggunian * Approved project proposals showing the sources of funds | Extension Office  Extension Coordinator |
| I.4 Linkages with local, national, foreign, and non–governmental agencies are institutionalized. | * List of agency linkages providing technical assistance * MOA and other related documents | Extension Office  LGU/NGO |
| **OUTCOME/S** | | |
| O.1 Priority and relevant extension projects and activities are conducted | * Approved project proposals * Extension activity reports * Attendance * Photographs * Programs and Invitation | Extension Office  LGU |
| **PARAMETER B: PLANNING, IMPLMENTATION, MONITORING AND EVALUATION** | | |
| **SYSTEM–INPUTS AND PROCESSES** | | |
| S.1 There is a distinct office that manages the Extension Program | * Organizational Structure of the Extension Services (University and Colleges) * Duties and responsibilities of management staff * Designation of the College Extension Coordinator and the Director of Extension * Photo of the extension office * Signage/direction going to the extension office * Building plan | Extension Office  Extension Coordinator |
| S.2 Instruments for monitoring and evaluation are available | * Duly accomplished evaluation instruments * Results of evaluation | Extension Office  Extension Coordinator |
| **IMPLEMENTATION** | | |
| I.1 The administration, faculty, students and other stakeholders of the College/Academic Unit of the College participate in the planning and organization of Extension Program. | * Stakeholders involved in the development of extension program   –Workshop/planning in the college/university.  –Consultative meeting  –Letter/communications  –Attendance/ photographs | LGU  Extension Office  Dean’s Office |
| I.2 The Administration, Faculty, Students are involved in the implementation and dissemination of Extension Programs | * Administration, faculty and students ‘ immersion in university/college * Communication letters   showing the involvement of the Administration, faculty and students in the implementation and dissemination of extension activities   * Workshop/planning in the college/university showing the involvement of the faculty members, administration and students * Attendance/ photographs * Social mobilization and communication campaign * Technology demonstration and piloting | Extension Office  Dean’s Office  Extension Coordinator |
| I.3 The extension projects and activities serve varied clientele | * Establish linkages with LGU, NGO, civic organizations/people’s organization * Approved extension projects showing the participants and beneficiaries | LGU/NGO  Extension Office  Extension Coordinator |
| I.4 The conduct of extension projects and activities is sustainable | * Post evaluation of implemented programs * Establish linkages with LGU, NGO, civic organization/people’s organization * Duly accomplished evaluation instrument * Synthesis of evaluation including utility of evaluation result * Monitoring and evaluation scheme (before, during and after)   –Training (follow up)  –Projects (Progress/Accomplishment reports | LGU/NGO  Extension Office  Extension Coordinator |
| I.5 Technologies/ new knowledge are disseminated to the target clientele through appropriate extension delivery systems. | * Package of technology used for the extension program | Extension Office  Extension Coordinator |
| I.6 The extension activities are documented in the form of:  I.6.1 Pamphlets;  I.6.2 flyers;  I.6.3 bulletins;  I.6.4 newsletters; and  I.6.5 electronic resources | * Pamphlets showing extension activities * Fliers showing extension activities * Bulletins showing extension activities * Newsletters containing articles about extension activities * Webpage of the university where extension activities and programs are announced | Extension Office  Extension Coordinator |
| I.7 Periodic monitoring and evaluation of extension projects and activities are conducted. | * Post evaluation of implemented programs * Establish linkages with LGU, NGO, civic organization/people’s organization * Duly accomplished evaluation instrument * Synthesis of evaluation including utility of evaluation result * Monitoring and evaluation scheme (before, during and after)   –Training (follow up)   * –Projects (Progress/Accomplishment reports | LGU/NGO  Extension Office  Extension Coordinator |
| I.8 Results of monitoring and evaluation are disseminated and discussed with concerned stakeholders. | * Synthesis of monitoring activities * Consultative meeting with concerned clientele where activity was undertaken. | Extension Office  Extension Coordinator |
| I.9 Re–planning of activities based on feedback is conducted. | * List of feedback for improvement * Action taken | Extension Office  Extension Coordinator |
| I.10 Accomplishment and terminal reports are filed and submitted on time. | * Notice of submission * Transmittal letter accompanying accomplishment reports | Extension Office  Extension Coordinator |
| **OUTCOME/S** | | |
| O.1 the extension Program is well–planned, implemented, monitored, evaluated and disseminated. | * Compilation of modules of extension program * Announcement | Extension Office  Extension Coordinator |
| O.2 The extension Program has contributed to the improvement on the quality of life of the target clientele/ beneficiaries. | * Impact reports | Extension Office  Extension Coordinator |
| **PARAMETER C: FUNDING AND OTHER RESOURCES** | | |
| **SYSTEM– INPUTS AND PROCESSES** | | |
| S.1 There is an approved and adequate budget for extension. | * Budgetary allocation for extension Fund 101 for extension services * Financial report (reflecting approved budget and actual expenditures) duly signed by the Accountant and University President for GAA – funded projects. * Student organization extension activities financial report submitted by the organization President certified by the adviser by the adviser and the College Dean. | Budget Office  Extension Office  Extension Coordinator |
| S.2 There is a provision of: |  |  |
| S.2.1 facilities and equipment such as internet and other ICT resources; | * Internet connection | MIS  Extension Office |
| S.2.2 Extension Staff; | * Coordinator and clerk of the College | Dean’s Office  Concerned Staff |
| S.2.3 Supplies and materials; and | * Budget allocation and actual expenditure regarding supplies and materials for the use of the Extension office | Supply Office  Budget Office |
| S.2.4 workplace | * Office of the Extension Coordinator | Dean’s Office  Extension Office |
| **IMPLEMENTATION** | | |
| I.1 The budget for the extension program is utilized as planned. | * Budgetary allocation for extension Fund 101 for extension services * Budget priorities/approved budget for the program and actual allocation for the last 3 years–budget allotment, actual expenditures | Budget Office |
| I.2 Honoraria and other incentives (deloading, credit unit equivalent, etc.) to faculty involved in extension work are granted. | * Faculty teaching load * Communication letters * Payrolls * Approved project proposals | Dean’s Office  Budget Office |
| I.3 The college/ Academic Unit of the college sources out the following from other agencies: |  |  |
| I.3.1 additional funding; and | * MOA * Approved project proposals | LGU  Budget Office  Extension Office |
| I.3.2 technical assistance and service inputs. | * MOA * Approved project proposals | LGU  Extension Office |
| **OUTCOME/S** | | |
| O.1 The extension Program is adequately funded. | * Budgetary allocation for extension Fund 101 for extension services * Budget priorities/approved budget for the program and actual allocation for the last 3 years–budget allotment, actual expenditures | Budget Office  Extension Office |
| **PARAMETER D: COMMUNITY INVOLVEMENT AND PARTICIPATION IN THE INSTITUTION’S ACTIVITIES** | | |
| **SYSTEM– INPUTS AND PROCESSES** | | |
| S.1There is a strategy for involving the community, government and private agencies in the Extension Program. | * Communication for the conduct of the consultative meetings * Attendance sheets * Photographs * List of recipients/participants from the community * Monitoring and evaluation scheme involving the community | LGU  Extension Office |
| **IMPLEMENTATION** | | |
| I.1 The College/ Academic Unit is committed to the service and development of the community, and |  |  |
| I.1.1 Initiates and maintains community development projects; | * Approved Project proposals * Communication letters * Attendance sheet * Photographs * Objectives of the College of Engineering * Extension Manual * Faculty Code | Extension Office  Extension Coordinator |
| I.2.2 involves the students, faculty, staff administration in the projects; and | * Students, faculty, staff and administration are involved in the university/college extension activities   –Social mobilization and communication campaign  –field days  –technology demonstration and piloting  –broadcast   * Communication letters * Attendance sheets * Photographs | Extension Office  Extension Coordinator |
| I.2.3 Coordinates its community programs and services with the target clientele. | * Communication for the conduct of the consultative meetings * Attendance sheet * Photographs * Communication re: date, venue, kind and number of participants in the target clientele * List of recipients/participants from the community | LGU  Extension Office  Extension Coordinator |
| I.2 There is community participation and involvement in extension activities in the following: |  |  |
| I.2.1 planning; | * Communication for the conduct of the consultative meetings * Attendance sheets * Photographs | Extension Office  Extension Coordinator |
| I.2.2 implementation and dissemination; | * Communication re: date, venue, kind and number of participants to the target clientele * Attendance sheets of participants * List of recipients/participants from the community * Photographs * Tarpaulin * Tri–Media | Extension Office  Extension Coordinator |
| I.2.3 monitoring and evaluation; | * Monitoring and evaluation scheme involving the community * Results of monitoring and evaluation | Extension Office  Extension Coordinator |
| I.2.4 out–sourcing of funds, materials and other service inputs; and | * Approved project proposals * Source of fund and contribution counterparts/partnerships * MOA/MOU/Resolution | Budget Office  Extension Office  Extension Coordinator |
| I.2.5 utilization of technology, knowledge learned, skills acquired from the extension projects and activities. | * List of technology adaptors * List of projects implemented by trainers * Testimonies of recipients | Concerned trainer  Extension Office  Extension coordinator |
| **OUTCOME/S** | | |
| O.1 There is wholesome coordination between the Extension Program implementers and the target clientele/ beneficiaries | * Communication re: date, venue, kind and number of participants to the target clientele * Communication for the conduct of the consultative meetings * Attendance sheets * Photographs | Extension Office  Extension Coordinator |