

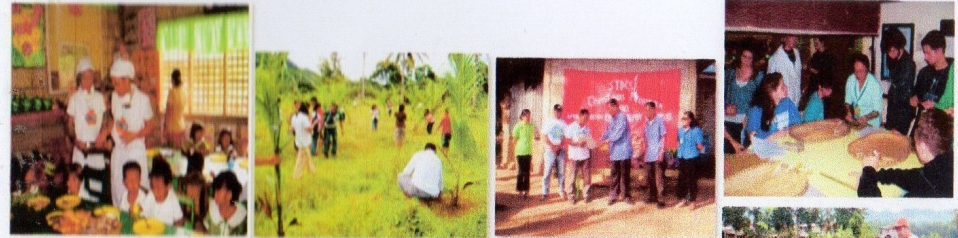
## THE EXTENSION CREED

*Go to the people.  
Live with the people. Learn from them.  
Plan with them. Work with them.  
Start with what they know.  
Build on what they have.  
Teach by showing, learn by doing.  
Not by showcase but a pattern.  
Not odds and ends but a system.  
Not piecemeal but integrated approach.  
Not to conform but to transform.  
Not relief but release.*

*- Dr. Y.C. James Yen*



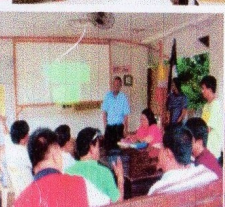
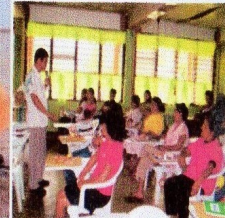
# BOHOL ISLAND STATE UNIVERSITY



## EXTENSION AND TRAINING



# Manual

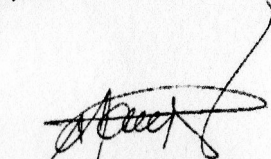


## FOREWORD

The extension and training function makes an institution's presence felt in the community. It involves the application of matured technologies and those generated in the institution to improve the life of the people. Through the extension and training program, the people are empowered of the appropriate knowledge, skills, attitudes and values.

This Extension and Training Manual of the Bohol Island State University is a product of a collective effort of the Office of the Vice President for Research, Extension and External Affairs, Office of the Extension and Training, Office of the Research and Development and Office of the External Affairs and International Linkages.

This manual focuses on the scope and criteria in determining priorities in extension and training; responsibilities of the University to, and expectations from, Extension and Training Program and from extensionists; administrative and organizational components and their respective functions and system of implementing extension projects.

  
ELPIDIO T. MAGANTE, C.E., Ed.D.  
President

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**OPERATION MANUAL**  
**BISU EXTENSION AND TRAINING PROGRAM**

## I. INTRODUCTION

Section 2 of the Republic Act 7722, An Act Converting Central Visayas State College of Agriculture, Forestry and Technology to be known as Bohol Island State University, states that the University shall primarily provide advanced education, professional, and technological instruction. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization.

The integration of the three functions of instruction, research and extension is quoted from a publication of Cornell University in Ithaca, New York (as cited by Chi-Wen Chang). The statement reads:

The mutual stimulation of research, teaching and extension, is essential to the best progress of colleges (universities). Teachers need contact with research in order to keep abreast with their professions; researchers need the stimulation of students and of farm problems which they can help to solve; and extension specialists have nothing to extend unless they have research results."

Efficient and effective operation implies rationalizing the function. As such, there is a need to have definite policies on the implementation of extension programs and projects in the institution.

This Extension and Training Manual prescribed the policies and procedures governing the conduct of extension and training programs, projects and activities of the Bohol Island State University.

## II. VISION, MISSION, GOALS AND OBJECTIVES

### Vision

A premier S&T University for the formation of world-class and virtuous human resource for sustainable development in Bohol and the country.

### Mission

BISU is committed to provide quality higher education in the arts and sciences, as well as in the professional and technological fields; undertake research and development, and extension services for the sustainable development of Bohol and the country.

### Goals

- Goal 1: Pursue faculty and education excellence and strengthen the current viable curricular programs and develop curricular programs that are responsive to the demands of the times both in the industry and the environment
- Goal 2: Produce quality research outputs that respond to the needs of the local and national communities
- Goal 3: Develop Communities through Responsive Extension Programs
- Goal 4: Adopt Efficient and Profitable Income Generating Projects/Enterprise for Self-Sustainability
- Goal 5: Provide adequate, state-of-the-art and accessible infrastructure support facilities for quality education
- GOAL 6: Promote efficient and effective good governance supportive of high quality education

### Objectives

To plan and implement a focused R&D and Extension Agenda, BISU Extension and Training aims to:

1. To develop package of technologies and transfer the same with matured ones responsive to the needs of the community.
2. To work collaboratively with Local Government Units and other institutions for effective extension delivery system;
3. To assist the community in the management of resources and enterprise-based projects for sustainable development.
4. To empower the community in effective governance and productive leadership for project development; and
5. To integrate the lessons learned from extension programs to research and instruction.

## CORE VALUES

Core values are inviolable commitments that express “who we are as an institution” and what principles or qualities should infuse all practices and activities within the university in carrying out its mission. In the pursuit of its mandate, BISU is supported by five fundamental pillars as follows:

- o Search for Excellence
- o Responsiveness to Challenges
- o Student Access
- o Public Engagement
- o Good Governance

## III. ORGANIZATION AND MANAGEMENT

A unified organization of personnel and/or position titles is established for the management of the Extension and Training of the University.

### A. Personnel Involved

1. The Board of Regents (BOR) – The highest governing body of the University that approves and confirms plans and programs pertinent to Extension and Training Program.
2. The President – The overall Administrator of the Extension and Training Program of the University.
3. The Vice President for Research, Extension and Training and External Affairs (REEA) –The implementing arm of the President on matters pertinent to R&D, Extension and Training and External Affairs & International Linkages. S/he is the Assistant Administrator of the Extension and Training Program of the university.
4. The Extension Council– The overseeing body of the Extension and Training program of the University.
5. The University Director of Extension and Training – The Coordinator of the Extension and Training Program in the different campuses.
6. The University Director of Research and Development – The collaborating person in the packaging of technologies out of research outputs.
7. The University Director of External Affairs and External Affairs – The collaborating person in dealing with linkages on extension services.
8. The Campus Director – The Project Director of the Extension and Training Program in the campus.

9. The Campus Director of Research, Extension and Training – The Coordinator of the research, extension and external affairs of the campus. S/he is the Project Co-Director of the Extension and Training Program in the campus.
10. The Chairperson of the Extension and Training Division – The implementing arm of the Campus Director in the Extension and Training Program. S/he is the Assistant Extension Project Director.
11. The Extension Coordinator – The implementing arm of the Chair of the Extension and Training Division and shall be the Extension Project Coordinator of the College.
12. The College Dean - The College Dean is the Coordinator of the instruction, research, extension and production affairs of the college. S/he shall be involved in the monitoring and evaluation of extension and training activities of faculty members.

### B. University Extension Organizational Structure

The University Extension and Training is governed by the Board of Regents. Details are presented in Figure 1, University Extension Organizational Structure.

### C. Campus Extension Organizational Structure

The Campus Extension and Training is governed by the Campus Director. S/he is assisted by the Campus Director of Research, Extension and External Affairs (REEA) and the Chair of Extension and Training. See Figure 2, Campus Extension Organizational Structure.

### D. Extension Project General Management Structure

The Extension Program/Project Administrator is the University President. S/he is assisted by the Vice President for REEA. The Program/Project Leader/Manager is the proponent of the Project. See Figure 3, Extension General Management Structure.

The Project Management Structure may vary depending on the funding agency for external-initiated/funded projects.

## UNIVERSITY EXTENSION ORGANIZATIONAL STRUCTURE

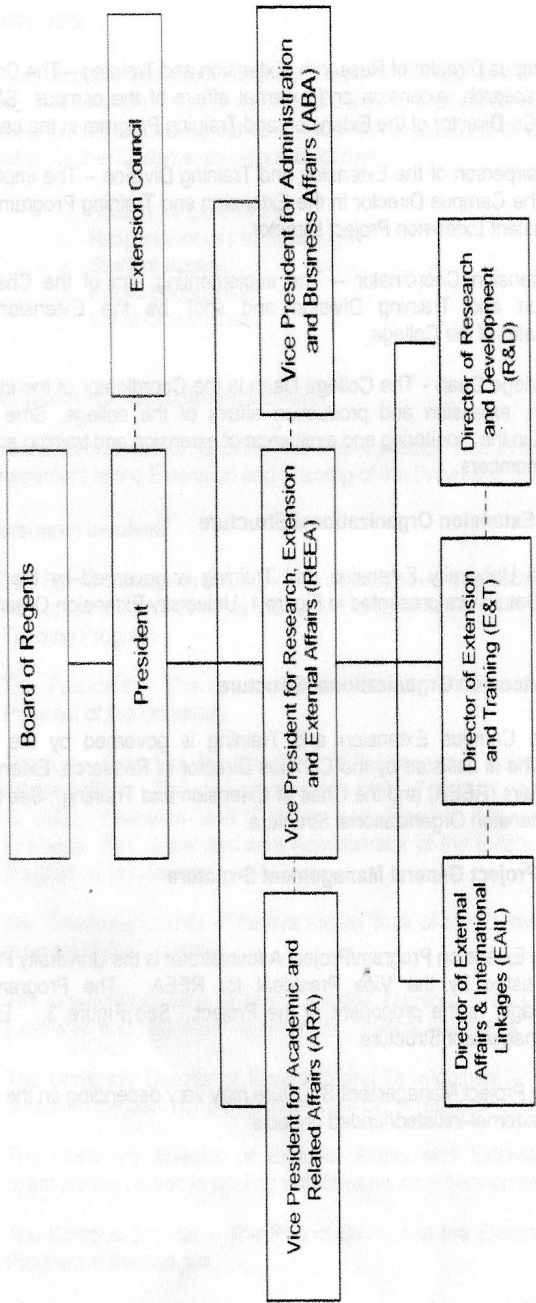


Figure 1. University Extension Organizational Structure

## CAMPUS ORGANIZATIONAL STRUCTURE

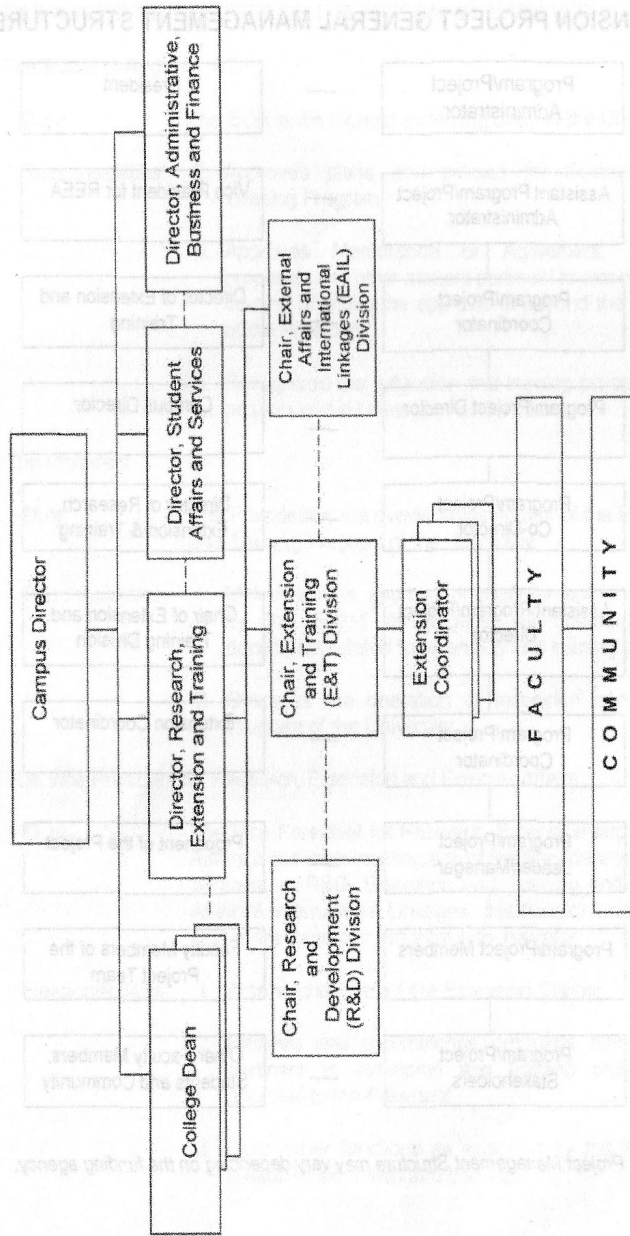
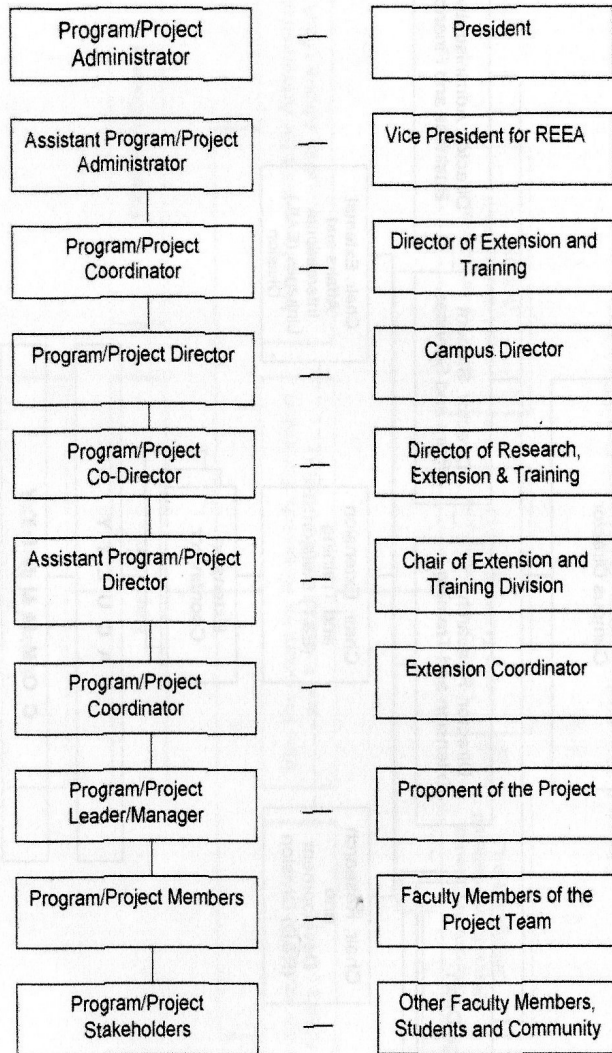


Figure 2. Campus Extension Organizational Structure

## EXTENSION PROJECT GENERAL MANAGEMENT STRUCTURE



Note: Project Management Structure may vary depending on the funding agency.

Figure 3. Extension Project General Management Structure

## IV. DUTIES AND RESPONSIBILITIES OF THE PERSONNEL INVOLVED

### A. The Board of Regents (BOR)

Duty: The BOR is the highest governing body of the University.

Responsibilities: 2. Approves plans and policies for Extension and Training Program.

3. Approves Memoranda of Agreement, program proposals and other matters pertinent to extension and training of which the approval is beyond the capacity of the President.

4. Recognizes the extension and training programs and projects of the University for the year.

### B. The President

Duty: The President is the overall administrator of the Extension and Training Program of the University.

Responsibilities: 1. Makes actions, approval or endorsement for approval by the Board of Regents all communications, documents related to extension and training program.

2. Oversees the operation of extension and training Program of the University.

### C. The Vice President for Research, Extension and External Affairs

Duty: The Vice President for Research, Extension and External Affairs is the implementing arm of the President on matters pertinent to R&D, Extension and Training and External Affairs & International Linkages. In extension and training, s/he is the Assistant Program Administrator.

Responsibilities: 1. Acts as chairman of the Extension Council.

2. Reviews and recommends programs and projects pertinent to extension and training program for approval to the President.

3. Does other functions as assigned by the President related to extension and training.

**Duty:** The Extension Council is the overseeing body of the extension and training of the University.

It is composed of fourteen (14) of the e namely: the Vice President for Research, Extension and External Affairs (REEA) as chairman, the Director of Extension and Training of the University which may act as secretary, Directors of Research, Extension and Training and the Chairpersons of Extension of the 6 campuses. The duties of the officers are:

**Responsibilities:** *Chairman.* The chairman of the Extension Council shall be the Vice President for Research, Extension and External Affairs who is also the implementing arm of the President and perform these responsibilities:

- a) Conducts and presides over all council meetings and votes in case of a tie.
- b) Represents the Office of the Extension and Training in an undertaking called for where the operations and management of the extension and training program is concerned.
- c) Ensures that the Extension Council has performed its primary functions inherent in the Council.

*Secretary.* The Council Secretary maybe the Director of Extension and Training who shall be designated by the chairman to perform these responsibilities as follows:

- a) Prepares agenda and notifies the members of the Council about meetings.
- b) Keeps record of all minutes/proceedings of the Council.
- c) Prepares reports and communications of the Extension Council.
- d) Does other functions as assigned by the chairman.

**Members of the Council.** All Directors of Research, Extension and Training and Chairs of Extension and Training Division of the different campuses. They will perform these responsibilities:

- a) Participate in the deliberation and formulation of programs, projects and policies.

programs, projects and policies.

- b) Propose extension programs and projects for action of the council.
- c) Vote on issues and concerns deliberated by the council.
- d) Do other related activities as delegated by the chairman.

#### E. The University Director of Extension and Training

**Duty:** The University Director of Extension and Training (E&T) is the coordinator of the Extension and Training Program implemented in the different campuses.

- Responsibilities:**
1. Convenes all Directors of Extension and Training and Chairpersons of Extension and Training Divisions in the different campuses for planning of Extension Program to be implemented.
  2. Consolidates reports from the different chairs of E&T Division as required by the President.
  3. Keeps records of the program/project/activity proposals and status/terminal reports of the extension and training program of the different campuses.

#### F. The University Director of Research and Development

**Duty:** The Director of Research and Development is the collaborating person in the packaging of technologies out of research outputs.

- Responsibilities:**
1. Informs the Director of Extension and Training Program of research outputs relevant to the core programs of the University.
  2. Provides the needed information for the development of packages of technology.
  3. Involves extensionists in multi-disciplinary research project and other endeavors whenever applicable.
  4. Facilitates in integrating the lessons learned from extension programs/projects to research.



### G. The University Director of External Affairs and International Linkages

**Duty:** The Director of External Affairs and International Linkages is the collaborating person in dealing with linkages on extension services.

- Responsibilities:**
1. Facilitates in fostering strong partnership with the local and national government units and agencies, and non-government organizations.
  2. Assists in establishing relations and networks with government, multi-sectoral community and local/regional/national/international organizations.
  3. Integrates extension programs/projects in the advocacy for the University.

### H. The Campus Director

**Duty:** The Campus Director is the Project Director of the Extension and Training Program in the campus.

- Responsibilities:**
1. Assumes direct responsibility in the overall operations, administration, implementation of programs, projects and activities to achieve targets with efficiency in his/her campus.
  2. Promotes sense of responsibility, commitment, accountability, harmonious camaraderie, cooperation and establish linkages for the smooth functioning of all the extension and training programs.
  3. Reviews and approves quarterly and annual reports and other reports and endorse to the President regarding the extension and training program in the campus.
  4. Delegates/assigns duties, responsibilities, authority and powers to personnel involved in extension and training program as maybe allowed by existing policies.

### I. The Campus Director of Research, Extension & External Affairs (REEA)

**Duty:** The Director of Research, Extension and Training is the coordinator of the research, extension and external affairs of the campus. S/he is the Project Co-Director of the Extension and Training Program in the campus.

- Responsibilities:**
1. Manages the campus implementation of the University REEA programs in close coordination with other departments and stakeholders.
  2. Facilitates the following:
    - a. planning and implementation of policies and activities in consultation with the Campus Director.
    - b. preparation and submission of proposals for review, papers/posters for presentations and articles for journal publication
    - c. preparation of Information, Education and Communication (IEC) materials for publication, translation and dissemination.
    - d. preparation and consolidation of the budgetary requirements for REEA activities of the campus in coordination with the Accounting Office and the Office of the Campus Director.
    - e. sourcing out of external funds for REEA.
    - f. monitoring and evaluation of REEA projects.
  3. Encourages faculty members to produce relevant research outputs with potential for patenting and copyrighting and package technologies.
  4. Prepares and/or consolidates reports on all matters relating to REEA of the campus and submit to the President through the Campus Director.
  5. Recommends program for human resource development.
  6. Informs the College Deans or Chairs of REEA opportunities for dissemination.
  7. Strengthens and maintains cordial relations with the stakeholders.
  8. Recommends to the Campus Director through the Administrative Officer nominees for PRAISE awards.
  9. Performs such other functions as maybe assigned by the Vice President, President and higher officials.

**Duty:** The Chair of Extension and Training Division is the implementing arm of the Campus Director in the Extension and Training Program. S/he is the Assistant Extension Project Director.

- Responsibilities:**
1. Manages the Extension and Training programs and projects of the University.
  2. Assists in the development of personnel in the implementation of extension programs and projects.
  3. Facilitates the effective transfer of technology and the dissemination of information to the stakeholders.
  4. Coordinates with the Deans in the implementation of extension projects of the College.
  5. Prepares training designs for community development in cooperation with technical experts.
  6. Prepares budget allocation for Extension and Training Division.
  7. Maintains database for Extension and Training Division.
  8. Performs such duties as maybe assigned by higher offices in coordination with the Director.

#### K. Extension Coordinator

**Duty:** The Extension Coordinator is the implementing arm of the Chair of the Extension and Training Division and shall be the Extension Project Coordinator of the College.

- Responsibilities:**
1. Supervises and monitors the extension and training projects and activities in the college.
  2. Coordinates with the Assistant Project Director about the implementation of extension programs/projects.
  3. Gives update on the status of the extension project.
  4. Performs other functions as required by the Chair of the Extension and Training Division.

#### L. College Dean

**Duty:** The College Dean is the Coordinator of the instruction, research, extension and production affairs of the college. S/he shall be involved in the monitoring and evaluation of extension and training activities of faculty members.

- Responsibilities:**
1. Deloads faculty members who are involved in the extension and training services based on his/her position in the project.
  2. Arranges schedule of classes of faculty members in such a way that it facilitates conduct of extension activities.
  3. Requires faculty members to submit reports every rating period of projects they are involved in.
  4. Participates in the evaluation of the extension proposal and table/field monitoring and evaluation activities of extension projects.
  5. Facilitates in integrating the lessons from extension programs/projects in instruction.

#### V. AREAS OF CONCERN

The Extension and training have themes congruent to the identified strategic sectors of the University.

##### A. Agriculture, Forestry and Environment

This theme deals on enhancing the farming practices in crop and animal production and value-adding activities of the community. It has sub-themes of, but not limited to, sustainable agriculture, organic farming, Farmers' Information Technology Services (FITS), Plant Genetic Resources Conservation, Development and Use, coconut farm development, orchard management, development of Magsasaka Siyentista and animal production.

##### B. Fisheries and Coastal Environment Management

This theme deals on enhancing the fishing practices in fishery and coastal resource management of the community. It has sub-themes of, but not limited to, sustainable fisheries, integrated fisheries management, mangrove reforestation management, fish health, mariculture, bangus culture tilapia culture, seaweeds, coral reef, fish sanctuary, coastal management and development of fish-based products, water pollution.

### C. Industrial Technology

This theme deals on enhancing the trade skills of the community. It has sub-themes of, but not limited, to sheet metal fabrication, driving, engine maintenance, masonry, building construction, welding, electronics, graphic arts and printing, food processing, packaging, culinary arts, cosmetology and standards and testing.

### D. Information Technology

This theme deals on enhancing the computer-based skills of the community. It has sub-themes of, but not limited to, basic computer literacy, basic computer troubleshooting, interconnectivity, use of application software, computer programming and computer hardware.

### E. Health and Allied Services

This theme deals on enhancing the health and allied skills of the community. It has sub-themes of, but not limited to, health and nutrition, maternal care, child health, supplemental feeding, sanitation and clean and green, herbal medicine, and control and drug and substance abuse prevention and control.

### F. Education

This theme deals on enhancing the educational skills of the community. It has sub-themes of, but not limited to, basic and functional Literacy, remedial Teaching, Multiple Intelligences, campus journalism, adopt-a-school and adopt-a-barangay.

### G. Climate Change Adaptation

This theme deals on enhancing the practical skills on climate change adaptation of the community. It has sub-themes of, but not limited to, disaster risk management, forest and water conservation, greenhouse gas emission, solid waste management, etc.

### H. Gender and Development

This theme deals on enhancing the gender equality and women empowerment in the community. It has sub-themes of, but not limited to, work, social welfare, economic participation, public life, violence against women and children and environment.

Extension services will be provided to the community in any or a combination of the following modalities:

- People empowerment – capacity building/enhancement, community organization and mobilization, livelihood education, etc.

- Information and Communications Technology - SMS and online information inquiry, web access of the information, Databases, etc.
- Information, Education and Communication – materials in various multi-media formats, exhibits, advocacy, information caravan, tri-media promotions, etc.
- Farmer Scientist Development – demo farms, cross visits, etc.
- Technology Services – technology generation, technology packaging, technical assistance, techno training, techno forum, techno clinic, linking clients, dispersal of materials/stocks etc.
- Value adding and enhancement
- Other appropriate modalities

## VI. DEFINITION OF TERMS

For clarity, the following terms are defined as used in this manual:

- Community - refers to the people in the barangay, municipality, city and other organized groups in all levels (local/national/international).
- Collaborator - person or institution who/which works with the proponent in an extension project. He/she may have provided technical assistance, funding and/or other resources for the project.
- Community outreach/participation - effort engaged by faculty/employee/groups to connect the University's practices to the efforts of other organizations/groups/general public as Alay Lakad, Alay Linis and Bundle of Joy; and affiliation with community-based (socio-civic) organizations and the like. Such efforts do not involve technology transfer in any of the core programs of the University.
- Extension - act of communicating, persuading and helping specific sectors or target clientele (as distinguished from those enrolled in formal degree programs and course offerings) to enable them to effectively improve production, community and/or institutions and quality of life (CHED Memo No 8, series of 2008).
- It involves the application of existing and new knowledge and technology and those generated in the institution to improve the quality of life of the people. Through the extension program, people

are empowered with appropriate knowledge, attitudes and skills (AACCUP, 2008).

**Extensionist -** A faculty or support staff of the University who provides extension services to clientele.

**Extension Program -** an integration of several extension projects to be carried out for a period of at least one (1) year. The program may consist of several specific projects in different areas intended to improve the quality of the life of the people.

Extension program of the institution should be integrated with research and instruction. Lessons from extension programs are used to inform the design of research projects and the content of related mainstream academic programs (IQUAME, 2008).

An extension program/project is defined as a set of activities aimed to transfer knowledge or technology or to provide services to the community in consonance with the programs offered. The extension program is conducted not as part of academic requirement but as outreach towards the improvement of the community's quality of life (DBM-CHED, 2003).

**Extension Project -** a series of activities carried out to attain specific goal. Two or more projects make up a program.

**Chair of Extension and Training -** refers to the personnel assigned to oversee and monitor the extension program of the campus of the institution. Each of the different campuses of the institution shall designate Chair of Extension and Training to manage the extension activities of their campus.

**Extension Project Leader -** refers to the personnel assigned to manage an extension project. He/she will be under the direct supervision of the Chair of Extension and Training Division of the campus.

**Extension Proposal -** this is a proposed plan to implement an extension project. The plan details how the project is to be carried out.

**Memorandum of Agreement -** a legal instrument stipulating the responsibilities of the parties involved in an extension program/project.

**Work Load Equivalent -** the credit awarded to extension workers to be used in computing their workload for purposes of complying the full time equivalent.

## VII. POLICIES AND GUIDELINES

### A. General Provisions

1. All extension projects of the University shall be comprehensive and integrative in nature. Multi-disciplinary or multi-sectoral approach is encouraged in the conduct of various extension activities.
2. The extension programs/projects/activities should be relevant to the strategic sectors of the University.
3. All faculty and staff of the University shall be given equal opportunities to develop and package projects on the basis of equitable distribution of work load.
4. All extension and training programs of the different campuses of the University should be coordinated by the Director of Extension and Training.
5. Stakeholders (students, parents and community) shall be made aware of their social responsibility to contribute to the development of their communities through the extension function of the University.

As far as practicable, they shall be involved in the conceptualization, development, implementation, monitoring and evaluation of extension projects.

6. The University shall have the moral obligation to provide technical assistance on community development projects as requested by agencies. Faculty members assigned as focal person of the collaborated project will be granted of the entitlements of an extensionist.
7. Funding assistance from the University shall be extended to an approved project only. The following documents shall be required to support evaluation:
  - a. Approved proposal and/or
  - b. Memorandum of Agreement
8. A Travel Order (with Official Business) will be issued to the extensionist when conducting extension activities.

9. Approved extension programs and projects for the year shall be submitted to the Board of Regents for confirmation.

### B. Designation

10. All faculty members who are involved in the management of the University extension and training program shall be officially issued with designation by the President or his authorized representative.
11. The term of Office of designated faculty is 2 years without prejudice of re-appointment. Such designation can be revoked anytime subject to due process.
12. The Extension Coordinator shall be any faculty of the department designated by the Campus Director as recommended by the Dean of the College.
13. Personnel involved in the extension project will be issued a designation which remains in force until the project terminates, unless voluntary resignation is tendered, or his presence is inimical to the project as determined by the Extension Program Coordinator duly confirmed by the Extension Council.
14. The proponent is the project leader. He/she will remain as such until the program/project terminates.

### C. Project Approval

15. The Extension Program/Project Proposal submitted for consideration should adopt the prescribed format of the University.
16. The University shall approve the program/project proposal following the action flow adopted by the Extension Council (see Flow Charts).

### D. Work Load Equivalency

17. The following workload equivalent shall be given to those involved in extension and training:

Project Leader	- 3 hours per week per project
Asst. Project Leader	- 2 hours per week per project
Project staff	- 1 hour per week per project

Note: Deloading shall not apply to Professorial rank.

18. Director and Chairperson of the Extension and Training Program shall be deloaded of 6 hours while the Extension Coordinator shall be deloaded of 3 hours.

### E. Meetings

19. University Extension Council Meeting is regularly scheduled every quarter within the school year. It is desired that the Extension and Training Division shall have their meeting prior to the Council Meeting.

### F. Reports

20. The Office of the Director of Extension and Training Program shall maintain a record of all extension programs and projects undertaken by the different campuses of the University.
21. The following reports shall be required for each extension project:
- a. Status Report. This is to be submitted quarterly or as needed. The report describes the status of the project as of the date of the report. The report should be submitted not later than the 5<sup>th</sup> day of the succeeding quarter.
  - b. Annual Report. It shall be a summary of quarterly reports to be submitted not later than on the 10<sup>th</sup> day of January of the following year.
  - c. Terminal Report. As soon as the project is completed, a terminal report shall be submitted not later than fifteen (15) days after completion of the project.

### G. Monitoring and Evaluation

19. The Office of the Extension and Training Program shall prepare appropriate tools/mechanism for monitoring and evaluation.
20. The Office of the College Dean and R&D Units will participate in the monitoring of extension and training projects of faculty members.
21. The following evaluation shall be made before, during and after the conduct of the extension project:
- a. Pre-evaluation. This is an evaluation of the service area conducted to determine what extension/training activities are to be conducted. This will serve as the basis for the preparation of the extension proposal.
  - b. Evaluation of the on-going activities. This is to determine whether the activities are going as scheduled. This will also determine whether the activities as planned appeals to the clients.
  - c. Post-evaluation. At the completion of the activity, an evaluation should be conducted to determine the effectiveness of the program.

- d. Impact evaluation. This is to be done not less than 6 months after the completion of the project to determine the effects of the project on the lifestyle of the clients/beneficiaries.

#### H. Awards and Recognition

22. Only approved extension program/project(s) shall be recognized for evaluation.
23. Annual awards shall be given to exemplary extension program/project and extensionist. The awards aim to encourage leadership, effectiveness and dynamism in carrying out the extension of the University. A committee shall be created for this purpose.
24. Meritorious extension project/s with the greatest impact to the number of beneficiaries shall be given due recognition. It will be done through an annual award consisting of a plaque of recognition and cash prize.

#### I. Publication and Presentation

25. An Annual Extension Convention shall be conducted on the month of May.
26. A periodic newsletter shall be regularly published by the University through the Extension and Training Office. On-going and completed extension programs/projects are entitled for publication.
27. Extension programs and projects should be packaged and presented in appropriate venues. Similarly, they should be submitted for publication in any development journal or publication.

#### J. Issuance of Certificates

28. Those involved in the extension activities shall be awarded the corresponding certificates:
  1. Sponsors. The sponsors of the activities whether persons or organizations shall be awarded a "Certificate of Appreciation" citing contributions made to the project.
  2. Training Coordinator, trainers and facilitators shall be awarded "Certificate of Recognition".
  3. Clients
    1. Those who attended trainings shall be awarded "Certificate of Completion" if they have completed the training. If the trainee has not completed, he shall be awarded "Certificate of Attendance" indicating inclusive period of attendance and the cumulative hours/days of attendance.

2. Those who attended the seminars and lectures shall be awarded "Certificate of Participation".

There shall be a maximum of three (3) signatories in the certificates for extension activities initiated by units of the campus. The certificate shall be signed by: 1) The Chair of the Extension and Training Division, 2) The Director of Research and Extension Program and 3) The Campus Director.

If the extension project is jointly sponsored by the University and another organization, the signatories in the certificate shall be: 1) The President and 2) The Head of the co-sponsoring organization(s)/agency (ies).

#### K. Incentives and Honoraria

29. Generally, the University shall adopt the scheme provided by the National Compensation Circular 75 for the conduct of extension projects.
30. Extension workers will receive honoraria based on the budget approved by the funding institution. In addition, he/she shall enjoy the non-monetary benefits afforded by the University to faculty and staff undertaking a project.
31. A finder's fee in the amount of P5,000.00 will be given to the faculty/staff who prepares the program/project proposal that earns external funding.

#### L. Fiscal Management

32. The approved line item budget of the extension program/project serves as the basic guideline for budgeting operational expenses.
33. Realignment or re-programming of the line item budget will be allowed based on COA rules and regulations.
34. A 10% administrative cost shall be paid to the campus of the University where the externally-funded project is implemented.
35. All office supplies and materials for projects shall be purchased or withdrawn from the Supply Office in accordance with the approved Request and Issue Voucher (RIV).
36. Equipment purchased for the project is considered property of the University. The Project Leader will sign a Memorandum Receipt (MR) of the equipment issued to him/her. He/she must surrender it upon completion of the project.
37. The Project leader is entitled to withdraw cash advance to cover project expenses. No further cash advances shall be allowed unless previous cash advance is fully liquidated.

38. The incentive of project staff shall be released periodically subject to submission of progress reports. The final release is subject to submission and acceptance of terminal report.

## VII. PROCESS FLOW OF EXTENSION PROGRAM/PROJECT

This procedure shall be observed in the processing of extension projects:

### A. Externally-funded/initiated Project

1. Request for extension program shall be submitted to the Office of the President.
2. The President may refer the request to the Vice President or Director of Extension and Training or Campus Director for evaluation and recommendation.
3. Once the request is approved, a pre-conference is held between the requesting party and the representative of the University.
4. An extension proposal is then prepared for the purpose, to be approved by the President.
5. A Memorandum of Agreement specifying the responsibilities of the parties involved are then prepared. The project is then started.
6. The project will be disseminated to the Extension Council.
7. Periodic monitoring shall be conducted and the corresponding status report shall be submitted.
8. At the completion of the project, a terminal report is submitted.

### B. Internally-initiated Project

1. The proponent/s submits an Extension Proposal to the Office of the Chair of the Extension and Training Program Division.
2. The Extension Program Local Review Committee evaluates the proposal and recommends actions to be taken on the proposal. The members are: a) Director of Research, Extension and Training, b) Chair of Extension and Training Division, c) Extension Coordinator, d) College Dean and e) Technical expert.
3. The proposal is then submitted to the Campus Director for endorsement to the Extension Council.
4. The endorsed proposal will be forwarded to the Extension Council for university evaluation.
5. The evaluated proposal is submitted to the President for approval.
6. If the proposal is approved, a Memorandum of Agreement of the parties involved in the project shall be signed. The project is then started.

7. Periodic monitoring of the project is conducted and the corresponding status and annual reports are submitted.
8. A terminal report is submitted upon completion of the project.

### C. As Program/Project Collaborator to other Institution/s

1. The extension program shall be submitted to the Office of the President.
2. The President may refer the request to the Vice President or Director of Extension Program or Campus Director for evaluation and recommendation.
3. Once the request is approved, a pre-conference is held between the concerned extensionist and the representative/s of the other party/ies.
4. A Memorandum of Agreement of the parties are then prepared. The project is then started.
5. Periodic monitoring shall be conducted and the corresponding status and annual reports shall be submitted.
6. At the completion of the project, a terminal report is submitted.

Internally-initiated Project

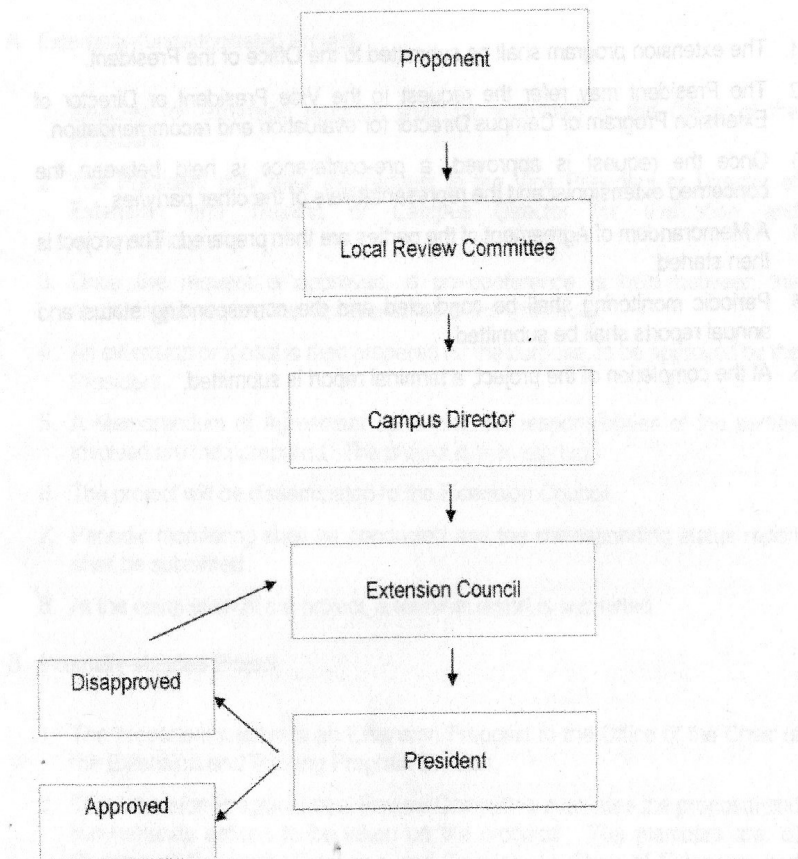


Figure 4. Flow Chart for Internally-initiated Project

Externally-funded (initiated) Project

FLOW CHART

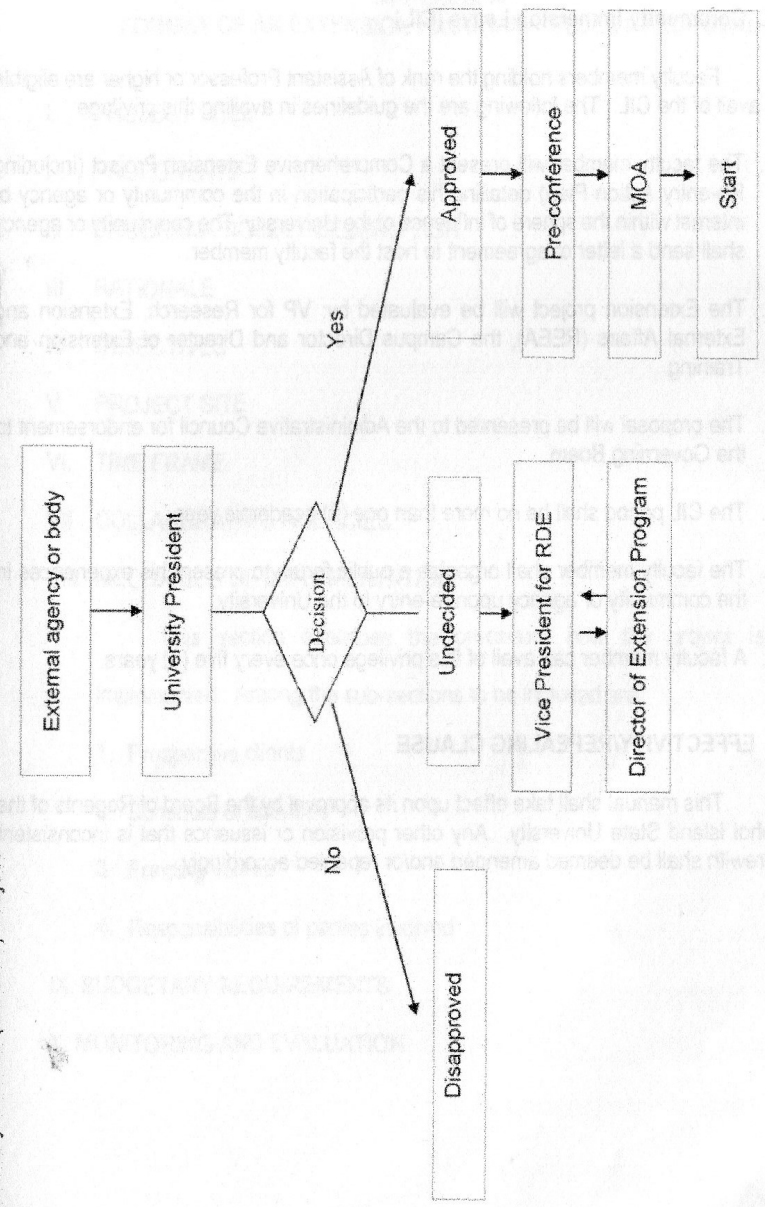


Figure 5. Flow Chart for Externally-funded Project



## IX. Community Immersion Leave (CIL)

Faculty members holding the rank of Assistant Professor or higher are eligible to avail of the CIL. The following are the guidelines in availing this privilege:

1. The faculty member will present a Comprehensive Extension Project (including Re-entry Action Plan) detailing his participation in the community or agency of interest within the sphere of influence of the University. The community or agency shall send a letter of agreement to host the faculty member.
2. The Extension project will be evaluated by: VP for Research, Extension and External Affairs (REEA), the Campus Director and Director of Extension and Training.
3. The proposal will be presented to the Administrative Council for endorsement to the Governing Board.
4. The CIL period shall be no more than one (1) academic year.
5. The faculty member shall organize a public forum to present his experiences in the community or agency upon re-entry to the University.
6. A faculty member can avail of this privilege once every five (5) years.

## X. EFFECTIVITY/REPEALING CLAUSE

This manual shall take effect upon its approval by the Board of Regents of the Bohol Island State University. Any other provision or issuance that is inconsistent herewith shall be deemed amended and/or repealed accordingly.

## APPENDIX A FORMAT OF AN EXTENSION PROGRAM/PROJECT PROPOSAL

- I. PROJECT TITLE
- I. PROPONENTS
- II. PROGRAM/PROJECT DESCRIPTION
- III. RATIONALE
- IV. OBJECTIVES
- V. PROJECT SITE
- VI. TIME FRAME
- VII. COLLABORATING AGENCIES
- VIII. MECHANICS OF IMPLEMENTATION

This section describes the procedure how the project is to be implemented. Among the sub-sections to be included are:

1. Prospective clients
  2. Schedule of activities
  3. Funding source
  4. Responsibilities of parties involved
- IX. BUDGETARY REQUIREMENTS
  - X. MONITORING AND EVALUATION

**APPENDIX B  
FORMAT OF A TRAINING PLAN**

**I. BASIC INFORMATION**

Title of Training: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Training staff: \_\_\_\_\_

Date: \_\_\_\_\_

Venue: \_\_\_\_\_

**II. RATIONALE**

Cite the Legal Basis of the training (if available), the extension program/project in which the training is anchored and the benefits of the training.

**III. OBJECTIVES**

**III. METHODOLOGY**

**IV. RESOURCE REQUIREMENTS**

- A. Consultancy
- B. Training Management Team
- C. Resource Person
- D. Equipment/facilities

**V. SCHEDULE OF ACTIVITIES**

**VI. BUDGETARY REQUIREMENTS**

Include the assumptions if there are.

**APPENDIX C  
EXTENSION PROGRAM/PROJECT APPROVAL SHEET**

Title: \_\_\_\_\_  
 Proponents: \_\_\_\_\_  
 Institution and Address: \_\_\_\_\_  
 Collaborating Agency(ies): \_\_\_\_\_  
 Budget: \_\_\_\_\_ Source: \_\_\_\_\_  
 Time Frame: \_\_\_\_\_ Project Site: \_\_\_\_\_

**REVIEWED BY: Extension Program Local Review Committee**

_____ Director, RD and E	_____ Chair, E&T	_____ Extension Coordinator
_____ College Dean	_____ Department Chair	_____ Technical Expert
_____ Campus Director		

**EVALUATED BY: Extension Council**

_____ Chair, E&T	_____ Chair, E&T	_____ Chair, E&T
_____ Chair, E&T	_____ Chair of E&T	_____ Chair, E&T
_____ Director, RD&E	_____ Director, RD&E	_____ Director, RD&E
_____ Director, RD&E	_____ Director, RD&E	_____ Director, RD&E
_____ Director, Extension and Training		
_____ Vice President for REEA		
<b>APPROVED:</b>		
_____ President		

**APPENDIX D  
PROJECT STATUS REPORT**

As of \_\_\_\_\_

Project: \_\_\_\_\_ Location: \_\_\_\_\_  
 Proponents: \_\_\_\_\_  
 Sponsors: \_\_\_\_\_

General Description of the Project:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date Started: \_\_\_\_\_ Expected of Completion: \_\_\_\_\_

Activities previously undertaken:  
 \_\_\_\_\_  
 \_\_\_\_\_

Activities undertaken during the period:  
 \_\_\_\_\_  
 \_\_\_\_\_

Activities to be undertaken:  
 \_\_\_\_\_  
 \_\_\_\_\_

Persons Involved

Name	Previous Activities	Involvement
_____	_____	_____
_____	_____	_____

**APPENDIX E  
TERMINAL REPORT**

**Current Activities**

Name	Involvement
_____	_____
_____	_____
_____	_____

**Succeeding Activities**

Name	Involvement
_____	_____
_____	_____
_____	_____

Expenditure:  
 Previous: \_\_\_\_\_  
 Current: \_\_\_\_\_  
 Succeeding: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Project Leader

Certified correct: \_\_\_\_\_

Chair, E&T Division

**APPENDIX E  
TERMINAL REPORT**

Project: \_\_\_\_\_ Location: \_\_\_\_\_

Proponents: \_\_\_\_\_

Sponsors: \_\_\_\_\_

General Description of the Project: \_\_\_\_\_  
\_\_\_\_\_

Date Started: \_\_\_\_\_ Expected of Completion: \_\_\_\_\_

Activities previously undertaken: \_\_\_\_\_  
\_\_\_\_\_

Persons Involved	Involvement
Name	
_____	_____
_____	_____

Total Expenditures Incurred: \_\_\_\_\_

Problems Encountered: \_\_\_\_\_  
\_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
Project Leader

Certified correct: \_\_\_\_\_

\_\_\_\_\_  
Chair, E&T Division

\_\_\_\_\_  
Director, RE & T

Recommending Approval:

\_\_\_\_\_  
Campus Director

\_\_\_\_\_  
Director of E & T

\_\_\_\_\_  
Vice President for REEA

Approved: \_\_\_\_\_

\_\_\_\_\_  
President

**APPENDIX F  
EVALUATION SHEET OF AN ACTIVITY**

Dear Participant/Facilitator,

Please answer the questions below to evaluate how successful was the activity. Your responses will help in the conduct of similar activities.

1. What was your role in the activity?

Participant only       Participant & facilitator

2. How useful was the activity for you? (mark a point on the scale)

Little useful	Fairly useful	Useful	Very useful	Extremely useful
---------------	---------------	--------	-------------	------------------

3. Was the allocated time for each session sufficient?

Insufficient	Fairly sufficient	Sufficient	Very sufficient	Extremely sufficient
--------------	-------------------	------------	-----------------	----------------------

4. How good was time management in the sessions?

Needs improvement	Poor	Fair	Good	Very good
-------------------	------	------	------	-----------

5. Was the venue for the different sessions in the activity suitable?

Very unsuitable	Unsuitable	Suitable	Very suitable	Extremely suitable
-----------------	------------	----------	---------------	--------------------

6. How good were the facilities for the activity (projectors, whiteboard and the like)?

Needs improvement	Poor	Fair	Good	Very good
-------------------	------	------	------	-----------

7. How good were the materials (worksheets, papers, writing pen and like) in the activity?

Needs improvement	Poor	Fair	Good	Very good
-------------------	------	------	------	-----------

8. How cooperative were the participants?

Very uncooperative	Uncooperative	Cooperative	Very cooperative	Extremely cooperative
--------------------	---------------	-------------	------------------	-----------------------

9. How competent were the facilitators in their respective session/s?

Very incompetent	Incompetent	Competent	Very competent	Extremely competent
------------------	-------------	-----------	----------------	---------------------

10. How appropriate were the tools and techniques used during the activity?

Very inappropriate	Inappropriate	Appropriate	Very appropriate	Extremely appropriate
--------------------	---------------	-------------	------------------	-----------------------

11. How good was the conduct of the beginnings of the activity?

Needs improvement	Poor	Fair	Good	Very good
-------------------	------	------	------	-----------

12. How organized was the conduct of the actual activity?

Very disorganized	Disorganized	Organized	Very organized	Extremely organized
-------------------	--------------	-----------	----------------	---------------------

13. Were your hopes and/or concerns of the activity achieved?

Not achieved	Fairly achieved	Achieved	Slightly achieved	Fully achieved
--------------	-----------------	----------	-------------------	----------------

Any final comment: \_\_\_\_\_

*Thank you*



Republic of the Philippines  
**BOHOL ISLAND STATE UNIVERSITY**  
 Main Campus  
 Carlos P. Garcia North Avenue  
 Tagbilaran City, Bohol

**EXCERPT FROM THE MINUTES OF 13<sup>th</sup> BOARD OF REGENTS MEETING HELD ON SEPTEMBER 12, 2012 AT BISU MAIN CAMPUS, TAGBILARAN CITY**

**BOR Resolution No. 54, Series of 2012**  
**"A Resolution Approving the Extension and Training Manual"**

**VIII. NEW BUSINESS**

**A. FOR APPROVAL**

**A.2 Proposed Extension and Training Manual**

The proposal was presented to the Board by the President. He manifested that the said proposed manual had undergone the usual process of review and it is in line with the VMG of BISU.

The Chair suggested that extension programs should focus only on few things to create impact. Further, the Governing Board would be expecting of a University extension agenda or umbrella extension program in the next five (5) years.

After further discussions, it was moved by Regent Melisimo to approve the proposed Extension and Training Manual duly seconded by Regent Bentulan. . . Approved.

**APPROVED:**  
 13<sup>th</sup> Board of Regents Meeting  
 September 12, 2012  
 Tagbilaran City, Bohol, Philippines

Certified true and correct:

ELANO L. BAG-AO  
 BOR/University Secretary

Attested:

ELPIDIO T. MAGANTE, C.E., Ed.D.  
 President  
 Vice Chair, BISU Board of Regents

**EXTENSION AND TRAINING MANUAL COMMITTEE**

- Prof. Marietta C. Macalolot
- Prof. Virgilia D. Tejada
- Prof. Edita F. Chatto
- Prof. Camilo T. Cimagala
- Dr. Samuel J. Gulayan
- Prof. Felisa D. Manug
- Prof. Josefina G. Gentallan
- Dr. Nelson Pateña
- Prof. Shella I. Calope
- Mrs. Evangielyn P. Lumantas
- Ms. Eva Janet Z. Bitol
- Prof. Jose G. Labonite
- Dr. Anacleta K. Perez
- Mr. Den Vincent A. Ruiz
- Mr. Jesus N. Tanduyan

**Consultants**

- Dr. Regucivilla A. Pobar, Vice President for Research, Extension and External Affairs (REEA)
- Prof. Jose T. Traverro, Director, External Affairs and International Linkages (EAIL)
- Dr. Louis T. Palapar, Vice President for Academic and Related Affairs (ARA)
- Dr. Elpidio T. Magante, President