Research Development and Extension Unit

Gameng Di Sumyaan

Extension Program
2019-2022

MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE •EXTENSION•

I.   CONTEXT OF EXTENSION

Mountain Province State Polytechnic College (MPSPC) is the only institution of higher learning in the Mountain Province. Created through the passage of Republic Act No.7182, the incumbent administration hopes to provide a critical mass of professionals and leaders and become instrumental to socio-economic development and poverty alleviation on the province as well as to the Cordillera region. Moreover, as a fountain of knowledge, the College plays a vital role in spurring development to the province by providing research-based technologies, training programs, technical assistance and others, through its extension and community services.

Alongside its mandated undergraduate and graduate programs in Education, Arts and Sciences, Criminology, Agriculture and Forestry, Information Technology, Accountancy, Business Administration, Office Administration, Engineering, Nursing, Hospitality Management and Tourism Management, the College is also mandated to do research and extension services. Thus, the *Gameng di Sumyaan* extension program is crafted to serve as the arm of the College in promoting new technologies and knowledge to its partner communities.

The formulation of this program is anchored on R.A. 722 which institutionalized Extension and Community Service as one of the four-fold functions of Higher Education Institutions (HEI) like State Colleges and Universities (SUC). It is also aligned to R.A. 8435 prescribing the role of SUC in agricultural development and cascaded from the regional and provincial development plans of the Cordillera and the Mountain Province. The extension program is also rooted on the Vision Mission, Goals and Objectives (VMGO) of the College and the HERITAGE thrust of Dr. Rexton F. Chakas, the current President of MPSPC. It is assumed that this program will contribute to the attainment of the VMGO especially in the areas of technologies and knowledge sharing, community engagement and other extension and community services that will promote socio-economic development to the people of the province and the region as well.

II.   PROGRAM DESCRIPTION

Gameng di Sumyaan is a metaphor translated from Igorot terms *Gameng* for knowledge and *Sumyaan* for progress. The MPSPC as school for higher learning, is expected to be a fountain of knowledge for one of its mandate is to generate knowledge and develop package of technologies through research aside from molding future professionals that will contribute to community development. The generation of knowledge and technologies is like the tip of a torch that keeps on burning and will enlighten those who have accessed to such. In like manner, the College would package generated knowledge and technologies into forms that could be easily understood by its intended clients. Thus, the *Gameng di Sumyaan* as extension program symbolizes that the knowledge and technological

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packages that clients can access and put into practice. The program is not limited to knowledge and good practices developed by the College but also those that are developed outside but are found to be adaptable in the locality.

The concept of this program is to translate matured technologies and knowledge in the form of modules, training manuals and other knowledge products that could be easily understood when accessed by clients or when used in the extension service providers of the College. Moreover, training and other extension modalities will be used to reach out more clients and advance the College extension services. It is hoped that clients who availed of these technologies and knowledge, uphold and practice them, will help improve their livelihood, organization and profession.

The *Gameng di Sumyaan,* being the polytechnic-wide extension program, encompasses all cluster programs, Baangan Demonstration Nest and Project-based services to have a unified contribution to the attainment of the College VMGO.

The areas covered in this program refers to the course programs offered by the College. Based on the new organizational structure of the College, the different course programs are now clustered into eight areas/colleges. These are: Teacher Education; Accountancy and Business Education; Criminal Justice Education, Social Science and Governance, Health Education, Agriculture and Forestry, Engineering and Technology and Advance Education. Departments under these clusters developed their extension programs that will serve as avenue for technology transfer, technical advisory services and other community services. Moreover, the development of programs per department is a requirement recommended by oversight agencies and accrediting bodies.

A. Goal and Objectives

Goal: To inform and empower sectors or communities

Program Objectives

1. Build up competency of clients with site-specific technologies and knowledge that will help them become more productive and self-reliant in their own livelihood.
   a. Develop and distribute knowledge products
   b. Conduct relevant trainings (forum, advocacy, campaign, workshop, and other modes of training)
   c. Provide extension advisory services
2. Capacitate faculty and non-teaching staff on relevant extension modalities.
3. Develop science and technology based model or demonstration farms that will serve for instruction and training sited for students, farmer and other clients,
4. Develop program or project that will address rights- and issue-based concerns in the community.

B. Program Framework

The extension programs are anchored on the national and regional agenda, the provincial development plan of the Mountain Province, and the Vision, Mission, Goals and Objectives (VMGO) of the College expressed in the HERITAGE thrust of the present administration. Extension delivery system will use various strategies and approaches depending on the situation, clients or as the need arises in order to attain the intended outcomes. The program framework is presented in Figure 1.
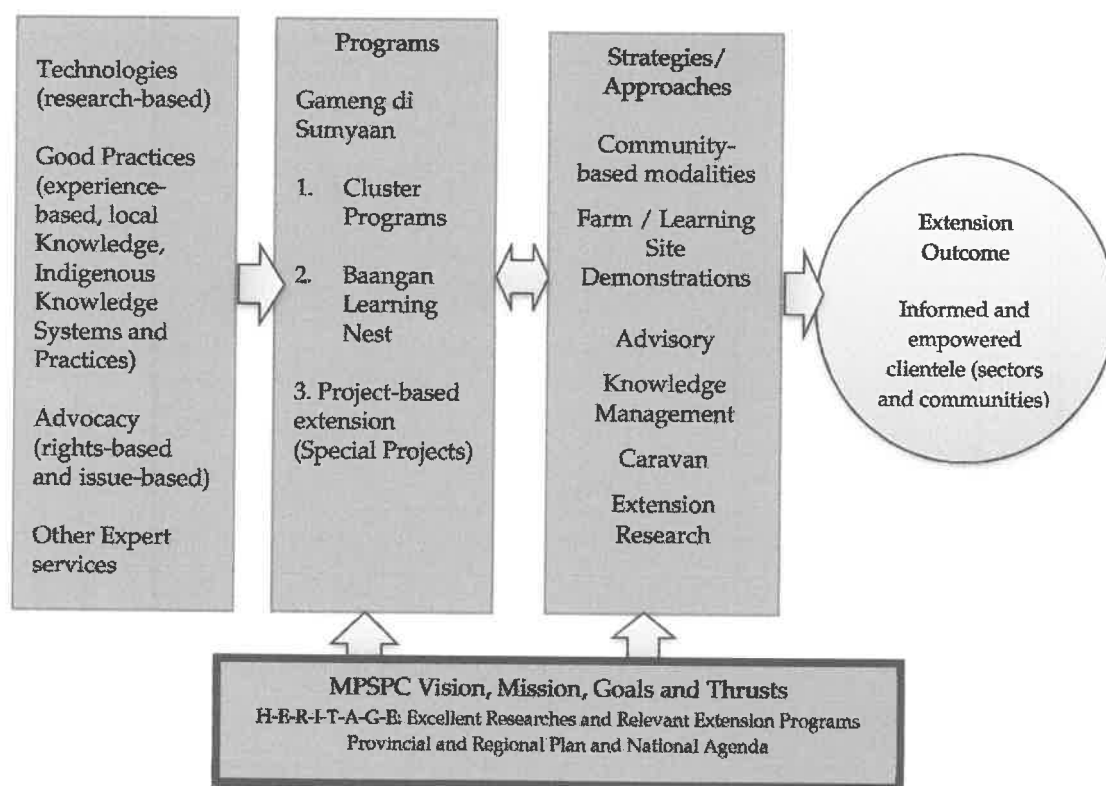

Figure 1. The MPSPC Gameng di Sumyaan Extension Program framework

To operationalize the objectives, the college will dwell on its generated technologies, innovations, good practices and advocacies in delivering extension and community services.

Adoptable Technologies. These are package of technologies generated by the College through research ready for promotion and commercialization. These could be promoted through techno-guide, training manuals, books, workbooks, modules among others which can be utilized for extension and advisory services.

Innovations. These refer to emerging good practices and existing processes or technologies to further improve operations in the production of goods and services.

Good practices. These refer to tacit and implicit knowledge that are tried and tested by repeated practice.

Advisory Services. These refer to extension delivery schemes provided by Subject Matter Experts (SME) or Subject Matter Specialist (SMS) to intended clients either to individuals, groups or organizations.

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Advocacy. This refers to extension delivery system provided by the College to its clients in support to existing laws, solution to emerging challenges in the environment, health, among others. Right-based advocacy covers existing laws and future laws to be formulated that need to be advocated to clients while issue-based advocacy are solutions or interventions to a certain phenomenon that affects human lives like climate change.

C. Strategies

Extension services shall employ various modalities such as community-based modalities (like adopt-a-school/barangay/ organizations), participatory approaches, advisory, knowledge management and other strategies identified in its agenda in effecting the program considering the involvement of various departments in the College. As an academe, extension activities are multidisciplinary wherein, faculty, staff and students are enjoined to participate. Collaborative extension services within the different departments or cluster program are also encouraged to maximize the college resources and expand their linkages and networks for support.

III. PROGRAM COMPONENTS

The *Gameng di Sumyaan* extension program encompasses all the extension programs of Academic Clusters; Baangan Learning Nest; Project-based extension programs of the institution. Presently, the academic programs are clustered into eight colleges based on the revised organizational structure as per BOT res. No. 23 s. 2016. However, each department has its own extension and community services program in response to the recommendations of Accrediting Agency for Chartered Colleges and Universities in the Philippines (AACCUP). So far, there are 15 extension programs under the *Gameng di Sumyaan* which covers the 8 academic areas of the College. These were organized and supported based on the College Mandate and is support to the attainment of the VMGO and thrust of the College. The Academic areas are discussed below.

A. Cluster Programs

Teacher Education

Tertiary education is considered as the fountain of knowledge because it is where future teachers are molded, new teaching strategies are born and learning materials are developed. The College offers three major programs in the area of Teachers Education. These are Bachelor of Secondary Education (BSED), Bachelor of Secondary Education (BEED) and Bachelor of Technical Vocational Teacher Education (BTVTED). Since faculty members in tertiary education are mandated to disseminate technologies or knowledge along these area, three extension programs were conceptualized as venue for their extension services as follows:

Bontoc Campus Teacher Education Department (BSED and BEED): Live and Share Learnings (Ifiyag ya ifingay nan Sus-ulo) Extension (LaSLaS) Extension Program

Tadian Campus Teacher Education Department (BSED, BEED and BTVTED): Teachers on the Hill Extension Program

Accountancy Department and Business Education

The crafting of four programs under this area was based on the number of departments offered by the College. It is expected that the programs under this area will spearhead the development of a packaged technology that are vital to business, entrepreneurship and livelihood endeavor. It shall be noted that entrepreneurship fuels small medium enterprises; thus, the sharing of new knowledge that emanated from the College could be of great help towards community development. Each department under this area has its own extension program. Currently four programs were identified under this area.

Business Administration Department: Enhancing Livelihood and Business Skills (eLABS) Extension Program

Hotel Management and Tourism Management: Tourism Innovation for Applicable Livelihood Program

Accountancy Department: MPSPC Financial Mentoring Hub Extension Program

Information Technology Department: iConnect Extension Program of BSIT

Criminal Justice Education

Criminal justice education is one of the vibrant programs of the College based on the number of enrolled students and performance in board examination. The department is in charge of generating knowledge and technology packages for extension related to community public safety and security, wellness and community resiliency. As prime area for the generation of technology package and source of knowledge on criminal justice education, it is expected that the program under this area is vital in providing support to the community through their extension services.

Criminology Department: Peace and Oder and Public Safety Advocacy (POPSA)

Social Sciences and Governance

Social science and governance is a rich area for research especially on customary laws on governance and arts and traditions that needs to be

documented and preserved. Proper knowledge management is also a prime concern especially in this time of technological explosion. The programs crafted in this area aims to serve as window in the dissemination of research-based knowledge and technologies that will help promote good governance.

> *Liberal Arts Department:* Leadership, Administration, Governance, Policies and Statutes (LAGPaS)

> *Office Management Department:* Key Skills for Office Management Extension Program

Healthcare Education

Healthcare education is crucial in every community. The program crafted in this area aims to help the health educators share their knowledge and research outputs through extension services.

> *Nursing Department:* Primary Health Care, Education, Alternative Knowledge, Community Organizing and Holistic Services (PEACH) Extension Program

Agriculture and Forestry

The Agriculture and Forestry is one of the most important areas because majority of the vulnerable groups are small farmers. Technologies related to agriculture and forest management play a vital role in advancing better production and sustainability. The extension program under this area aims to share technologies generated by the College that are important in promoting sustainable development.

Engineering and Technology

Technologies that are supportive to crop production, land use, building safety and other engineering technologies can be shared under this area with some limitations. Nonetheless, the engineering programs of the College are willing to share basic and practical engineering technologies that can help their clients.

> *Engineering Department:* Geodetic, Electrical, Civil (GEC) 4.0

Advance Education

Advance education is vital in every facet of management strategies. It is on this area wherein new management strategies, good management practices and advance educational management and current trend in teaching strategies could be shared to clients through their extension program.

Graduate School: Enriching Leadership Administrative and Managerial Proficiency for Rural Development (e-LAMP 4RD)

Management Information System

Media Management System: Project-Ulat JourKnows

B. Baangan Learning Nest

The Baangan Learning Nest is the center for farm technology demonstrations located the Victor S. Dominguez Research Development and Extension Center in Baang, Banao, Bauko, Mountain Province. The area is defined as learning nest comparing it to an abode where animals especially in their young and immature stages dwell. In the same manner, the Baangan is expected to be an area where people are welcome to learn and increase their knowledge in agriculture and related competencies until they are free and skilled enough to apply them.

The projects within the Baangan Learning Nest include vegetable-legumes-root crop (VELERO) production, coffee-based farming, fruit production, nursery services, the dairy project that includes dairy buffalo, cattle and goat livestock, native chicken production and processing of farm products.

C. Project-based Extension Services

Project-based services include extension services resulting from research activities and other services.

IV. IMPLEMENTATION PROCESS

The program implementation will be guided by the process flow to enable fluid implementation and feedback mechanism between and among of the different programs. New knowledge and mature technologies ready for dissemination would come from the research and development sector of the College. The Extension Unit externalizes knowledge from research into knowledge products for extension purposes. Moreover, a list of experts or tacit knowledge holders of technologies in the College should be kept and continuously updated by the Extension Unit as these are important in tapping the services of these experts.

The Extension Unit shall monitor the implementation of regular extension programs per cluster and shall provide the technical and logistic support to all relevant extension projects and activities aligned to each program. Moreover, the Extension Unit shall recommend and request for expert services not covered by the regular programs. It shall continue to explore for special projects, which involve the various expertise in the College to address concerns that require multidisciplinary expertise. Furthermore, the Extension Unit shall be guided by oversight targets in

effecting its mandates, as well as engage in issue-based problems by collaborating with other partner agencies.

Before any extension activities or community services are to be conducted, a project or activity design/proposal should have passed through the College's process and duly approved by the College President. The pre-implementation process flow is presented in Table 1. On the implementation of extension activity, the extension service provider is obliged to follow the extension protocols for extension and community service implementation process and is required to submit a terminal report with complete attachment 14 days after implementation (Extension Manual. Series 2015). The implementation process flow is presented in Figure 2.
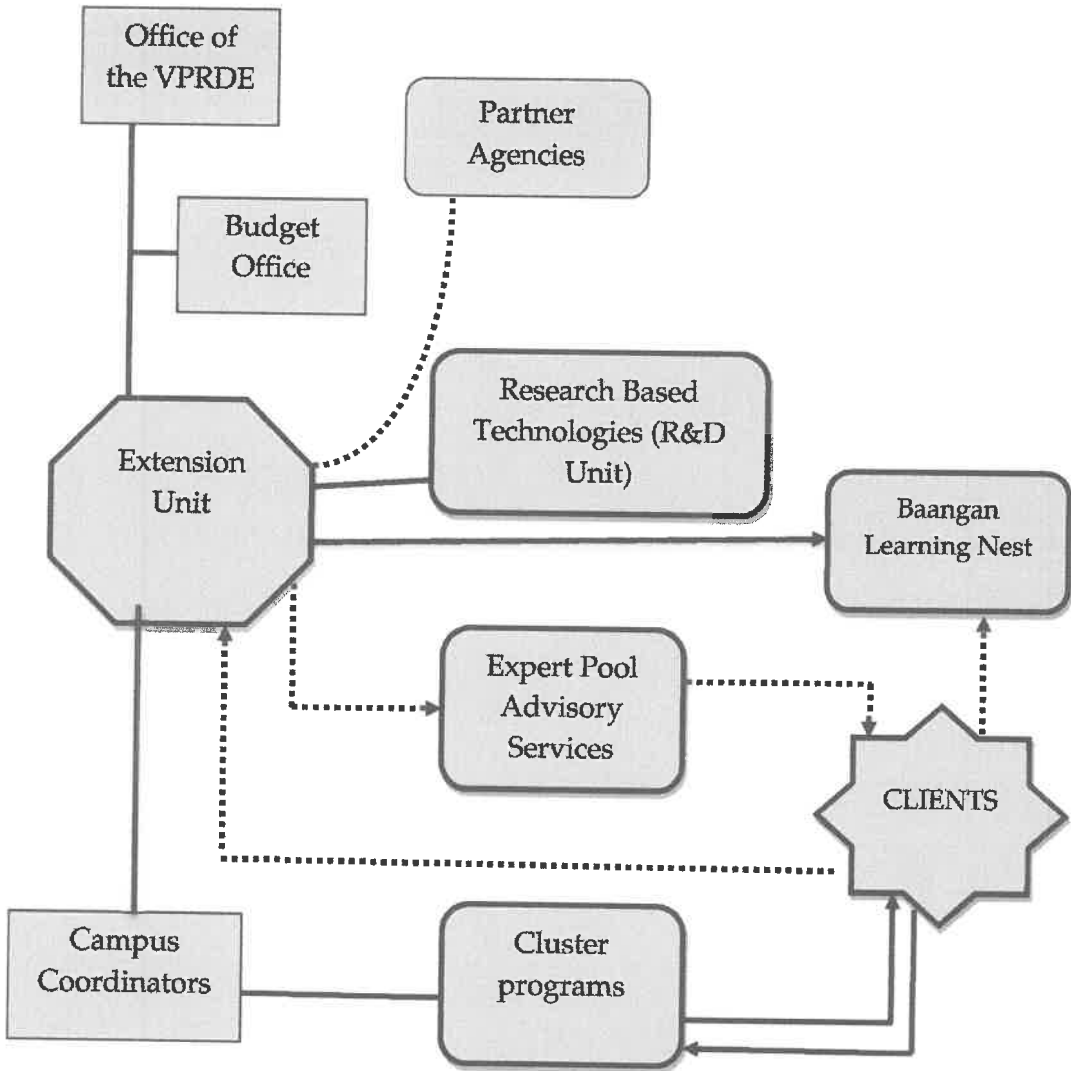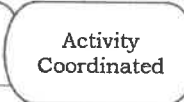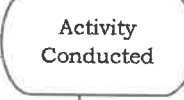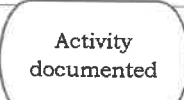

Figure 2. Implementation Process Flow of MPSPC Extension and Community Services

Table 1. Pre-implementation process flow for extension and community service projects and activities

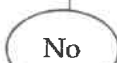| Key Players	Steps	Procedure
Extension Service Providers (Faculty and Non-Faculty members)	START	1. The proponent shall submit his/her extension project/activity proposal or design to the chairman. For non- faculty member, extension proposal can be submitted directly to the Campus Coordinator or to the Extension Unit.
Department Coordinators/ Extension staff	No Accepted Yes No	1. Consolidate and review extension proposals submitted to their department. The extension program of their department shall be the basis for review as they are more knowledgeable on the prioritized services. For non-faculty members, the college extension program will serve as basis for proposal review. 2. Package the extension proposals of their department and submit these to the campus coordinator
Campus Coordinator	Accepted Yes No	1. Consolidate and review submitted extension proposals 2. Package and endorse campus extension proposals to the extension unit for final review
Extension Unit	Accepted Yes End	1. Consolidate submitted extension proposals 2. Review extension proposals based on existing protocols, prioritized activities and fund availability 3. Provide tracking number to activity or project proposals/designs 4. Package and endorse extension proposals to the VPRDE for final review and recommendation for approval of the President.

Table 2. Implementation Process Flow

Key Players	Steps	Procedure
Extension Service Providers (Extension Team)	Start — No → Activity Coordinated	1. Prepare requisition for supplies and materials. 2. Prepare requisition for the use of college vehicle. 3. Submit communication to the campus coordinator informing the extension activity 10 working days before the actual conduct of activity.
Extension Staff	Yes → Activity Conducted	1. Coordinate to the target clients the extension services to be conducted. 2. Provide feedback to the extension service providers on the readiness of target clients. 3. Prepare forms needed for the activity. 4. Assist faculty extension service provider (extension team) during the conduct of extension services, if requested.
Proponent (Extension Team)		1. Distribute IEC materials of the activity to participants. 2. Do process documentation of the activity conducted. 3. Conduct pre and post-test to the activity. 4. Gather information from clients using the activity tools provided for extension services.
Extension Staff	Activity documented — No	1. Assist the extension team in gathering needed data such as attendance of participants, post evaluation and distribution of knowledge products. 2. Assist the extension team in photo documentation and hall preparation. 3. Consolidate all data gathered during the activity and submit it to the extension team.
Extension Service Provider/s (Extension Team)	Terminal Report accepted — Yes	1. Prepare the terminal report of the activity. 2. Package and submit the terminal report with complete attachment to the campus coordinator 14 days after the conduct of the activity. 3. Prepare at least four copies of the said terminal report.
Extension Staff	END	1. Receive and Record Terminal Report.

Person/unit responsible in effecting the extension program

Extension and community service is a shared responsibility of faculty members, non-teaching staff and students of MPSPC. However, focal units involved in the whole range of procedures involve the Office of the President, Office of the Academic Affairs, Finance Office, Research Development and Extension (RDE) Sector, Campus and Coordinators and students. It can also include the Supreme Student Government Office and the Gender and Development Unit.

Involvement of these offices varies depending on the extension services they provide to target clients. Whatever the type of extension and community services, all extension proposals shall follow proper protocols for budget considerations; and consequently, leading to the smooth flow of activity implementation.

Human and financial resources

Human resources play a vital role in project implementation; thus, the staffing pattern is important. Financial resource shall primarily rely from the following sources:

a. Annual regular budget allocation from the national government as part of the General Appropriation Act (GAA Fund 101)
b. 10 % share from tuition Fee collection (Fund 164)
c. External funding agencies with official partnership with MPSPC.

V.   MONITORING AND EVALUATION

Monitoring and evaluation of extension and community services of the College is the prime function of the Extension Unit. The focus of monitoring and evaluation will be based on the program objectives vis-a-vis accomplished targets. To measure the extension and community services, a set of monitoring guide and performance indicators is prepared as guide in assessment of the effect interventions. Tools for monitoring activities are also in placed as integral part of monitoring and evaluation activities. The purpose of monitoring and evaluation is to track implementation and outputs systematically, and measure the effectiveness of the extension activities. This helps determine exactly when the extension activity is on track and when changes may be needed. Monitoring and evaluation forms the basis for modification of interventions and assessing the quality of activities being conducted.

Monitoring and evaluation can be used to demonstrate that the extension activity/program efforts have had a measurable impact on expected outcomes and have been implemented effectively.

Table 3. General monitoring and evaluation tool guide for extension projects and activities

Program Title_____

Project Title _____

Activity Title: _____

Program Objectives	Activities	Extension Delivery System	Pre-implementation Tools	Implementation Results Monitoring Tools	Outcomes Evaluation Tools
1. Build the competency of clients with site specific technologies and knowledge that will help them become more productive and self-reliant in their own livelihood	Capability Building	-Training -Adopt-a-school/ organization/ Barangay/ community	() Tracking Number () Activity Design () Memorandum of Agreement (MOA) () Training Needs Assessment	() Attendance Sheet () Registration Form () Pre-test, ,if applicable	() Activity survey form () Post test () Terminal Report
	Knowledge product development	-KP Distribution	() Tracking Number () Activity Design		
	Networking and Linkaging	Collaboration	() Authority to travel ()Activity design () TNA () MOA/ MOU		()Minutes of meetings ()Activity report
	Advisory Services	Mentoring Training	() Intake form () Referral Form	() Mentoring plan	() Terminal Report

			() Feedback Form	() Activity Design	
2. Capacitate faculty and non-teaching staff on relevant extension modalities	Continuing Education	Training	() Activity design () Authority to travel ()Tracking Number	(same as above) () Feedback Form	
3. Develop science- and technology-based model or demonstration farms that will serve for instruction and training sites for students, farmers and other clients	Establishment of Demo/model farms for: Coffee Fruit crops Vegetables Legumes Root crops	Training, Demonstration	() Project proposal () Activity design	() Inventory of animal and crops () Status report () Inventory of technologies for dissemination	() Inventory of demo/ model farm established () Summary report of trainings conducted
4. Develop program or project that will address right- and issue-based problems in the community.	Advocacy Technology promotion	Trainings Techno-demo	() Tracking Number () Activity Design/project proposals () MOA	(Same as above) () Progress report	() Attendance Sheet () Registration Form () Pre-test form () Terminal Report

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Office: <u>Extension Unit</u>

Series no	Document Title	Revision Status				
	Annex A. Capability Building Forms					
	Appendix A1. Training Needs Assessment					
	Appendix A2a. Request for In-service Training for Extension Capabilities					
	Appendix A2b. Request for Trainings from Clients					
	Appendix A3. Activity Tracking form					
	Appendix A4. Activity Design					
	Appendix A5. Participants' Registration					
	Appendix A6. Resource Person's Profile					
	Appendix A7. Attendance Sheet					
	Appendix A8a. Extension Service Satisfaction Survey Form					
	Appendix A8b. Extension Services Report Checklist					
	Appendix A9. Terminal Report					
	Appendix A10. Monitoring form (refer from Appendix D1)					
	Appendix A11. Mentoring Plan, if needed					
	Annex B. Forms for Advisory Services					
	Appendix B1. Intake Form					
	Appendix B2. Referral Form					
	Appendix B3. Feedback Form					
	Appendix B4. Mentoring Plan Form					
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	Appendix B6. Monitoring Tool (Refer from Appendix D1)					
	Annex C. Project-based Reports Forms					
	Appendix C1. Proposal based (based on source of fund)					
	Appendix C2. Progress Report					
	Appendix C3. Terminal Report					
	Annex D. Monitoring and Evaluation Forms					
	Appendix D1. Field Monitoring Form					
	Appendix D2. Minutes of Meeting					
	Appendix D3. Quarterly Report					
	Appendix D4. Annual Report					

Annex A

Capability Building Forms

Training Needs Assessment of MPSPC Extension Service Providers

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Date:

Dear Faculty member,

The Extension Unit is in the process of crafting capability building program for faculty members.

In this regard, may we request your participation in answering the following training needs assessment questionnaire to guide the unit in prioritizing capability-building activities?

Thank you very much.

Extension Unit

Part 1. Respondents' Profile

Name (Optional): _____

Age: _____ Sex: _____ Civil Status _____

Position/Rank: _____

Department: _____

Part II. Training Needs

Instruction: Please rate the following Capability Building Programs according to your perceived level of need by placing a (/) check sign based from the following rating:

    4- Very Much Needed
    3- Much Needed
    2- Slightly Needed
    1- Much Needed

Capability Building Programs	Specific Topics	4	3	2	1
Planning of Extension and Development Services	a. Strategic Planning for Extension Services				
	b. Understanding the Concepts of Extension				
	b.1. Situational Analysis				
	b.2. Extension Framework Formulation				
	c. Strategies in Extension Delivery				
	d. Monitoring and Evaluation Extension Services				

	e. Communicating and Promoting Extension Services				
	f. Extension Program Planning				
Extension Proposal Writing	Basic Principles of Extension Proposal Writing				
	Identification and Appraisal of Prospective Extension Projects				
	Purposive Proposal Development: Writing for funding agencies				
	Packaging Extension Proposals				
	Submission and Follow though.				
	Purpose of proposal writing				
	Basic Component of the proposal				
	Social relevance of Project				
Training Management	Introduction to Training				
	Training methods				
	Pre-Training Tasks				
	Training Delivery Tasks				
	Post-Training Tasks				
Extension Delivery Systems	Concepts, definition, principles and features of extension				
	Philosophy and Principles of Extension				
	The Extension Clients				
	The extension Worker				
Process Documentation	Process Documentation, Report Preparation				
	Photography and Photo editing and captioning				
	Videography and video editing				
Development of Knowledge Products	Identification, Prioritization and Planning Knowledge Products				
	Knowledge Products Development Process				
	Publication of Knowledge Products				
	Utilization of Knowledge Products				
Monitoring and Evaluation	Extension Concepts and Framework Review				
	Development of Monitoring and Evaluation Tools				
	Monitoring and Evaluation Strategies				
	Monitoring and Evaluation Process				
Soft Skills for Extension Services	Completed Staff Work for Extension Services				
	Communicating across Stakeholders				
	Facilitating Skills for Extension Services and Other Community Services				
Impact Assessment	Impact Assessment Principles				
	Impact Assessment Methods and Strategies				
	Impact Assessment Tools				
	Conducting Impact Assessments				
	Utilization of Impact Assessment Results				

Part III. Please identify other trainings that may be needed to improve the extension services of the college.

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_____

_____

_____

Appendix A2a
Request for In-service trainings for Extension Capabilities

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Activity Title: _____

Date of Activity: _____

Venue: _____

Participants (Number and Description): _____

Project Management Team: _____

Title/Nature of Capability Building Activity requested:

_____ Proposal Writing

_____ Training Management

_____ Extension Delivery System

_____ Community Organizing

_____ Development of Knowledge Products

_____ Monitoring and Evaluation

_____ Soft Skills for Extension

_____ Impact Assessment Studies

Requested by:

_____
Signature over Printed Name
Designation: _____
Department: _____

------------------------------*to be accomplished by Extension Personnel* ------------------------

Received by:

_____
Signature over Printed Name
Designation: _____

Action Taken:

_____
_____
_____
_____

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Date: _____

A. Client Information
Name: _____
Address: _____
Contact: _____ Civil Status: _____ Age: _____

B. Request for:
____ Trainings; topic: _____
____ Technical Assistance and Advisory Services
____ Technology Packaging
____ Community Outreach
____ Issue- and rights-based Advocacies
____ Field visit
____ Trade Fair and Exhibits
____ Continuing Professional Development
____ Linkage and Partnership
____ Communication and Information
____ Others (Please specify); _____

Purpose: _____
_____

Requesting party:

_____
Signature over Printed Name

-----------------------------*to be accomplished by Extension Personnel* ------------------------

Received by:

_____   _____
Signature over Printed Name   *Date*
Designation: _____

Action Taken:
_____
_____

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Activity Tracking Number:		
Title of Activity:		
Department		
Proponent		
Facilitators		
Participants		
Date of Activity		
Venue		
Budget Requirement		
Budget Source	MPSPC	
	Counterpart, if any	
Remarks:		

Receiving Officer:

_____   _____
Signature over Printed Name   Date

Appendix 4
Activity Design (Adopt MPSPC ISO Format)

Appendix 5

Participants' Registration Form

Name (printed) family name, first name, suffix (if any), middle initial	Gender			Civil status	Birthday (mm/dd/yyyy)	Address	Highest Educational Attainment	Occupation	Office/ Agency
	M	LGBTQ	F						

Appendix A6
Resource Person's Profile

Name: _____

Age: _____ Sex: _____ Birthday: _____ Civil Status: _____

Home Address: _____

Office Affiliation: _____

Office Address: _____

Educational Attainment:

 Highest Educational Attainment: _____

 Degree: _____

Field of Expertise: _____

Trainings and Events Attended:

Title of Trainings	Date/s	Venue	Implementing Agency/Sponsor	Role

Organizational Affiliations

Organization	Office Address	Membership Validity	Role/ Position

_____
Signature over Printed Name

Appendix A7
Attendance Sheet (Adopt MPSPC ISO Format)

Appendix A8a
Extension Service Survey Form (Adopt MPSPC ISO Format)

Appendix A8b
Extension Services Report Checklist

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Documentary Requirements		
Terminal Report/ Progress Report		
	Complied	Not Complied
Attendance		
Participants' Profile		
Resource Person's Profile		
Evaluation Summary		
Evaluation Sheets		
Sample Certificates		
Handouts/Lecture Notes		
Activity Capture Tool		
Approved Activity Design		

Note: All Terminal and progress reports should be submitted in 4 hard copies and an e-copy.

Receiving Officer:

_____   _____
Signature over Printed Name   *Date*

Action Taken:

_____

_____

Appendix A9
Terminal Report (Adopt MPSPC ISO Format)

Appendix A10
Field Monitoring Form (refer from Appendix D1)

Appendix A11
Mentoring Plan (Based from departmental programs)

Annex B

Forms for Advisory Services

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SERVICES

I.   Profile
Name: _____
Age: _____ Sex: _____ Civil Status: _____
Organization/Office: _____
Office Address: _____
Contact number: _____ Email: _____

II.   How did you find/ know our services:
_____ referral
_____ campaigns
_____ previous trainings
_____ College website, Facebook page
_____ Others, specify: _____

III.   Purpose
a. Request for Advisory
Topic/Subject: _____

IV.   Action Taken

_____
_____

Receiving Officer:

_____   _____
Signature over Printed Name   *Date*

Appendix B2
Referral Form for Technical Advisory

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

From: Extension Unit
To: (Department/ Extension Worker)
Subject: _____

Partner/Client: _____

Office Address: _____

Releasing Officer:

_____   _____
(Signature over Printed Name)   *(Date Released)*

(__) Received for action
(__) Referred to other Department/Experts

Receiving Officer:

_____   _____
(Signature over Printed Name)   *(Date Received)*

Appendix B3
Feedback Form (Adopt MSPSC FORMAT)

Appendix B4
Mentoring Plan (Departmental)

Appendix B5
Terminal Report (Adopt MPSPC ISO format)

Appendix B6
Field Monitoring Tool (Adopt Appendix D1 from this briefer)

Annex C

Project-based Reports Forms

Appendix C1
Proposal formats (based on source of fund)

Appendix C2
Progress Report

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Title of Project/Activity: _____

Funding Agency: _____

Project Duration: _____

Project Site: _____

Project Team Leader: _____

Partner Organization:_____

Major Activities	Objectives	Department / Person Responsible	Accomplishment	Means of Verification	Remarks

Action plan of major activities yet to be implemented:

Major Activities	Objectives	Department / Person Responsible	Accomplishment	Means of Verification	Remarks

Prepared by:

_____   _____
Signature over Printed Name   Date
Position:
Department:

Appendix C3
Terminal Report (adopt MPSPC ISO format)

Annex D

Monitoring and Evaluation Forms

Appendix D1
Field Monitoring Form

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

I. Activity Identification

Title of Activity: _____
Venue: _____
Date of Implementation: _____
Proponent: _____
    Implementing Department: _____
    Project Management Team: _____

II. Narrative Report

_____
_____
_____

III. Problems Encountered

Problems Encountered	Action Taken

IV. Photo documentation:

Prepared by:

_____   _____

Signature over Printed Name   *Date*

Attested by:

_____

Director, Extension Unit

Appendix D2
Quarterly Report (adopt MPSPC ISO Format)

Appendix D3
Annual Report (based MPSPC Format)
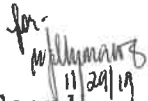
VI.   RECOMMENDATION AND APPROVAL

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This briefer is developed by the Research Development and
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