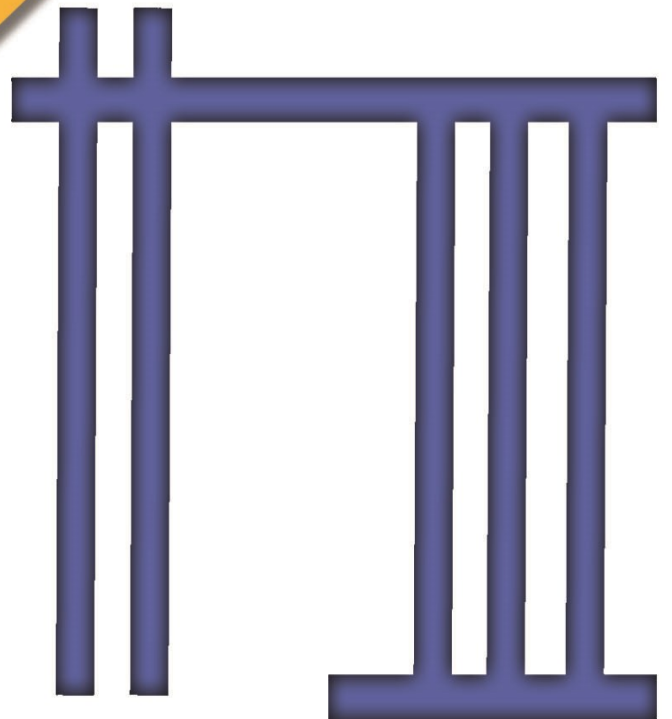


Accountancy Department

MPSPC Financial Mentoring Hub



***Extension Program
2019-2022***





Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SECTOR

December 6, 2019

REXTON F. CHAKAS

President

Mountain Province State Polytechnic College

Bontoc, Mountain Province

Sir:

This is to respectfully transmitting to your office the proposal of Accountancy Department Extension Program: **"MPSPC Financial Mentoring Hub"** for your approval.

Thank you very much.

Recommending Approval:

ANNIE GRAIL F. EKID

Vice President, Research Development and Extension

I. THE CONTEXT OF THE BSA EXTENSION

Filipinos are known for “bayanihan” system to help each other. This was portrayed before through physically helping each other such as doing work as a group for free. As years passes by, bayanihan emerges in different faces. One of these many faces is the formation of a group which will operate for the benefit of its members. This is where cooperatives and people’s organization/associations became known.

Cooperatives and people’s organization/associations are generally formed by group of people who voluntarily act together for mutual, social, economic and cultural benefit. To serve these purposes, sound financial management should then be in place for no activity and objectives can be realized without financial requirement. Yet this has been a constant problem not only of the business sector but as well as hybrid organizations such as cooperatives and associations. Relevant to this, regulatory agencies are stepping up the plate to see to it that the objective set forth by this group are realized. The various regulatory agencies such as the Bureau of Internal Revenue, Cooperative Development Authority, Local Government Units, Securities and Exchange Agencies and other government and private agencies are there to ensure that organizations are operating efficiently. These agencies promulgate and impose various regulations which needs to be complied of, among the most critical ones are includes preparation and submissions of different reportorial requirements evidencing the result of their operation. However, not all of the members, officers and/or board of directors/trustees where management was entrusted are equipped with the necessary skills limiting the furtherance of their operations. With these, the regulatory/supervisory agencies mandate and encourage these organizations to attend necessary trainings to fill this knowledge gaps.

On the other hand, the Mountain Province State Polytechnic College is not just an academic institution but an institution with various pools of experts to cater to the community needs. Among these is the Accountancy Department. With the department’s curriculum and expertise in finance, accounting, management, taxation, auditing and other related discipline makes addressing the knowledge gaps of these organizations possible. Enhanced by actual experiences on various fields of accounting profession through their involvement in different sectors/industry, the Accountancy Department’s pool of faculty members solidifies their expertise to provide the needs of these target clienteles. They were previously employed as corporate accountants and auditors to different business organizations highlighting cooperatives, associations and Small and Medium Entities (SMEs) as their major clienteles. But this connection with the actual world of business was not eliminated by the fact they are now a full-time academicians. Their previous employment served as a fire which heated their initial knowledge acquired at school resulted to a desire of continuous involvement in the growth of their clienteles. Also, they are all members of different cooperatives and associations providing them a first-hand experience of being part of such organizations. Further, some also are accredited CPA public practitioners with the permission of the institution.

In addition to this, Colleges and Universities are mandated to perform a four-fold function namely; (a) instruction; (b) research; (c) extension and (d) production. In this relation, the college then aims to conduct a research-based extension programs (*as reflected on the college major thrust – HERITAGE*) as supported by the MPSPC-Extension Unit goal to sustain implementation of research- based extension programs that are of practical use to the community which is further sustained in the accountancy department’s objective to develop and maintain linkages with the industry, alumni and the community.

With all this facts, the Accountancy Department then crafted a program to fill in the needs of the community aligned with their expertise while exercising the mandates and realizing their goals through provision of financial literacy to its clienteles.

II. PROGRAM DESCRIPTION

A. Goals and Objectives

Goals

Sustain implementation of research- based extension programs that are of practical use to the community.

Objectives:

1. To review completed research results or recommendations for extension services.
2. To subject technology- based research outputs for verification by experts and registration to the agency/ies concerned.
3. To prepare activity designs based on completed research outputs of the ten research programs.
4. To conduct impact assessment on extension activities/ projects based on research output of the ten research programs.
5. To sustain relevant linkages with partner agencies like LGUs, SUCs, Pos, MGOs and GOs.

Extension Agenda and Clientele

The extension of the Department of Accountancy is based on the Extension Unit Goal which is “Sustain implementation of research-based extension programs that are of practical use to the community” which was anchored on the major thrust of the college- HERITAGE.

Department Extension Agenda

The Department of Accountancy Extension will be named as “MPSPC Financial Mentoring Hub” for it particularly focused on providing services on financial literacy of its clientele. The department extension program include Professionalization of Cooperatives; and Financial Education for Non-Government Organizations (NGOs), and Micro, Small and Medium Entities (MSMEs).

Clienteles

The clienteles of the department’s extension program include members, officers, and members of the board of cooperatives and organizations, businessmen, communities and other stakeholders needing the department’s extension services.

B. Extension Framework

The Department of Accountancy extension program is focused on providing financial literacy and other related field of specialization to its clienteles. To ensure that the extension activities of the department are relevant and sustainable, it will be based on the extension framework below:



Figure 1: The Department of Accountancy Extension Framework

Under the Accountancy Department Extension framework is the presentation of how the MPSPC Administration as a whole and the Research and Development and Extension Unit tries to establish linkages with the target clientele and utilize relevant extension methodologies to at the end of the program bring about an empowered Cooperatives, NGOs and MSMEs.

The extension programs are the department’s extension agenda includes the program on professionalization of cooperatives; and financial education for NGOs and MSMEs. The department’s extension program should be known as “MPSPC Financial Mentoring Hub”. To be able to implement these program, various strategies will be implemented such as (a) adoption of an organization or cooperative to further strengthen the impact of the extension project of the department as it will allow the department to go deeper in its involvement or intervention of the identified need of the adopted cooperative/organization. This will make the project more effective in addressing the needs of the clients. Another is the (b) conduct of action researches which will serve as a basis in determining the training needs, problems and field areas where the department could be of help to the clients. The determination process serves as a guide for the department to plan the set of activities that will be extended to the

client. In the conduct of the extension, (c) training and education will be the primary activities to develop the knowledge and skills of the clientele while (d) consultation/coaching will be conducted to have a more focused approach in addressing the clientele's needs, concerns and problems. Further, (e) knowledge management will be used to transfer to its clientele improved practices in accounting, auditing, financial management, and taxation and to provide updates on applicable rules and regulations issued by the different agencies affecting them. To further ensure the success of the extension program, the department will be utilizing the (f) participatory approaches with the concern cooperatives, organizations, agencies and other related parties. Finally, to further capacitate extension workers of the department, (g) trainors will be send to trainings.

Implementation of these programs would result to empowered clienteles.

C. Strategies

1. Training
2. Advocacy
3. Technical Advisory
4. Consultancy
5. Adopt-an-Organization/Cooperative

III. PROGRAM COMPONENTS

The Department of Accountancy Extension Program will be named as **“MPSPC Financial Mentoring Hub”** for it particularly focused on providing services on financial literacy of its clientele. The department extension program include Professionalization of Cooperatives; and Financial Education for Non-Government Organizations (NGOs), and Micro, Small and Medium Entities (MSMEs). Activities under these programs/projects would include the following and will be conducted based on the needs of its clientele:

1. Professionalization of Cooperatives:

- a. Fundamentals of Cooperatives
- b. Basic Bookkeeping for Non-Accountants
- c. Advanced Bookkeeping for Non-Accountants
- d. Financial Management
- e. Internal Audit
- f. Credit Management
- g. Risk Management
- h. Internal Control
- i. Cooperative Governance
- j. Cooperative Standards
- k. Cooperative Taxation

2. Financial Education for NGOs and MSMEs:

- a. Basic Bookkeeping for Non-Accountants
- b. Advanced Bookkeeping for Non-Accountants
- c. Financial Management
- d. Internal Audit
- e. Credit Management
- f. Risk Management
- g. Internal Control
- h. Taxation
- i. Feasibility Study/ Project Proposal Making

IV. MONITORING AND EVALUATION

General Policy

Extension activities of the department shall be monitored in accordance with the policies and guidelines set by the college.

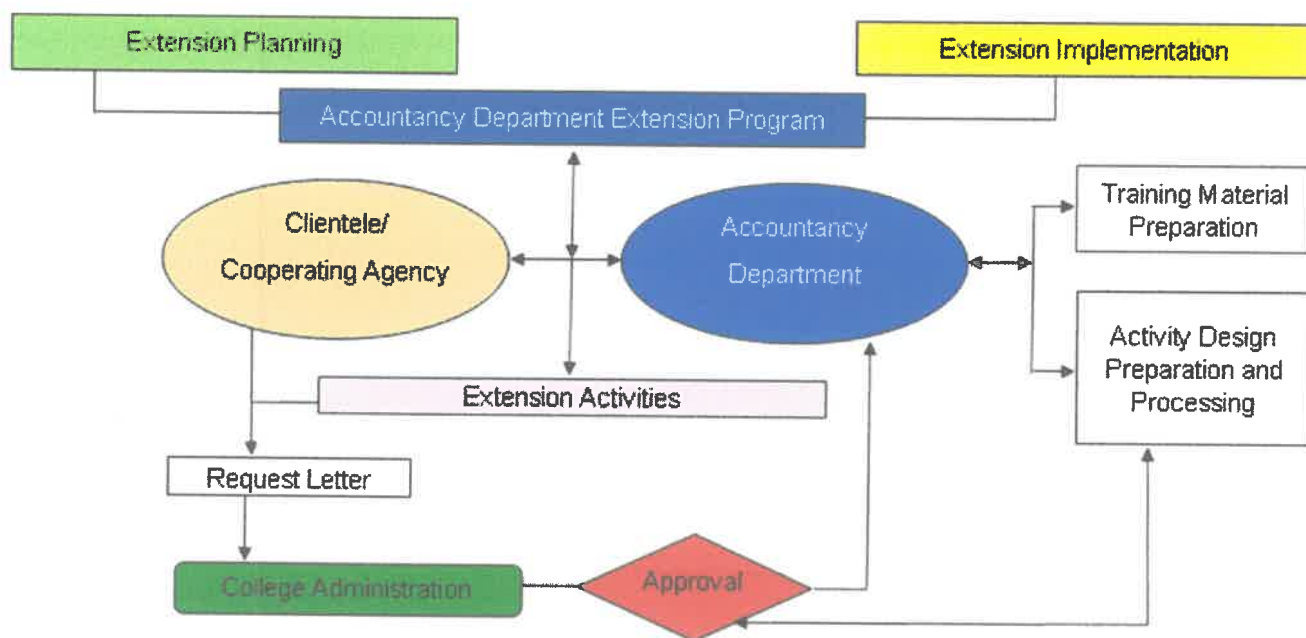


Figure 2. Extension Planning and Implementation Flowchart

Extension Planning

Planning of activities for will be done both by the cooperating agency/ clientele and the Accountancy Department for a more harmonious and smooth future implementation. From the researched based needs assessment done by the Accountancy Department through environmental scanning and action researches, specific activities will be crafted. Activities to be offered will be based on the banner program of the Accountancy Department which is in lined with E-HELPING Extension Component of MPSPC.

For the environmental scanning, consideration of the internal and external environment will be considered. For the external environmental scanning it shall consider agencies or offices affecting the clienteles operation such as but not limited to the National Economic Development Authority (NEDA), Cooperative Development Authority (CDA), Bureau of Internal Revenue (BIR), Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), Local Government Units (LGU), and others. The promulgations, rulings, and memorandum issued by these agencies will continually be monitored and considered by the Department to be able to provide the needs of the clients.

For the internal environment, the operational needs/ gaps will be analyzed for appropriate action.

Implementation of Extension Programs

Implementation of activities will commenced after an approved request letter from the cooperating agency or clientele is received from the Office of the College President containing the details of extension activities such as the venue, participants, and the requested resource speakers. Activity design shall then be prepared and processed by the faculty concerned. Simultaneous preparation of the faculty resource speakers will be done as well as preparation of the needed training materials like

PowerPoint presentations, handbooks/ handouts and other necessary documentation materials.

During the actual day of implementation, representatives from the Extension Unit will also be present as well as the head of the Department. Small consultations will also be accommodated. Evaluations such as pre-evaluation and post evaluation will be administered to evaluate the activity conducted as well as conducting a resource person evaluation. These are all geared towards maintaining the quality of extension services offered by the Department to its clientele and will also serve for future planning consideration.

After the activity, terminal reports shall then be prepared with all the necessary attachments to be submitted to the Extension Unit of the College adopting the format prescribed format.

Technical Monitoring

The mechanism for technical monitoring and evaluation of on-going and completed programs/projects will be based on the MPSPC Extension Services Monitoring and Evaluation Framework. This shall be done by the Extension Unit as part of its mandate to deliver a sustainable extension programs to the community. This shall also serve as a guide during the interim planning and evaluation activities for necessary corrective actions/ interventions when needed.

Apart from that, on the Department level the activity evaluation and the resource person evaluation will be utilized by the Department to monitor the effectiveness of its extension activity delivery.

Operations Monitoring

This shall consist of the visits to project sites to observe the actual conduct of the activity to validate information contained in the technical reports and to recommend courses of actions to improve project implementation.

Evaluation of Extension Projects

Evaluation of the extension projects should be done before and after the extension services to assess the impact of the extension to its clientele. Evaluation of the extension workers and the activity itself will be part of the evaluation process. Impact assessment researches will be conducted by the Department in coordination with the Extension Unit to really assess the impact of the extension activities of the department so that necessary adjustment can be done or future improvement of the program can be incorporated from the result. The impact assessment research will also help in identifying how far the department and the College is able to realize its goals and objectives set forth in its mandate of conducting extension services.

Submission of Reports

All reports pertaining to extension activities conducted should be submitted after the conduct of the said activities. Guidelines set by the MPSPC Extension Unit will be implemented.

V. MONITORING AND EVALUATION

Table 1: Monitoring and Evaluation Tools

Program Components	Activities	Extension Service Delivery	Pre-Work Administrative Forms	Implementation Results Monitoring Tool	Outcome Evaluation Tool
Professionalization of Cooperatives	1. Fundamentals of Cooperatives	Training Advocacy Technical Advisory Consultancy	Training Needs Assessment Memorandum of Agreement Activity Design Communications	Attendance Sheet Training Materials Feedback form Certificates Participants Profile Speakers Profile Terminal Report Consultancy Report	Monitoring Tool
	2. Basic Bookkeeping for Non-Accountants				
	3. Advanced Bookkeeping for Non-Accountants				
	4. Financial Management				
	5. Internal Audit				
	6. Credit Management				
	7. Risk Management				
	8. Internal Control				
	9. Cooperative Governance				
	10. Cooperative Standards				
	11. Cooperative Taxation				
Financial Education for NGOs and MSMEs	1. Basic Bookkeeping for Non-Accountants				
	2. Advanced Bookkeeping for Non-Accountants				
	3. Financial Management				
	4. Internal Audit				
	5. Credit Management				
	6. Risk Management				
	7. Internal Control				
	8. Taxation				
	9. Feasibility Study/ Project Proposal Making				



Mountain Province State Polytechnic College
National Highway, Poblacion, Bontoc, Mountain Province



Department of Accountancy
Consultancy Form

Name of Client:		Date of Visit:
Address:	Contact No.:	Time of Visit:
Concern/s:		Action provided:
Client's Remarks:		
Client Satisfaction Rating:		
<input type="checkbox"/> Not Satisfied	<input type="checkbox"/> Moderately Satisfied	<input type="checkbox"/> Fully Satisfied

Faculty Consultant
(Signature over printed Name)

Client
(Signature)



Mountain Province State Polytechnic College
National Highway, Poblacion, Bontoc, Mountain Province

Partner
Agency
Logo

And

Name of Partner Agency
Address of Partner Agency

Certificate of Participation

Is awarded to

For actively participating in the Seminar-Workshop on "Gender and Development in the
Financial and Operations Management of the Cooperative Sector".
held this November 14, 2019 at Ridgebrooks Hotel Training Hall, Samoki, Bontoc, Mountain Province.

Given this 14th day of November, 2019 at Samoki, Bontoc, Mountain Province.

REXTON F. CHAKAS, Ph.D.
MPSPC College President


PARTNER AGENCY REPRESENTATIVE
Position

VI. RECOMMENDATION AND APPROVAL

Prepared by:

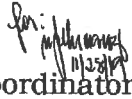

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SUC President III



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This briefier is developed by the AccountancyDepartment
in collaboration with the Extension Unit.