Information Technology Department

iConnect: Bridging the Digital Divide in Mountain Province

Extension Program
2019-2022

March 2, 2021

DR. REXTON F. CHAKAS
College President
Mountain Province State Polytechnic College
Bontoc, Mountain Province

RECEIVED

MPSPC-RECORDS OFFICE
BY: _____
DATE: 05 MAR 2021

Sir:

This is to respectfully transmit to your office the Information Technology Department Extension Program for 2019-2022: **"iConnect: Bridging the Digital Divide in Mountain Province"** for your perusal and approval.

Thank you very much.

Respectfully,

PHILIP L. BALAGTEY
Extension Coordinator, BSIT

cc: VPAA (faculty and student activity design)
      VPAD (staff)
      VPRDE (for RDE activities)
      VPRGL (for RGL activities)
      GAD (for GAD appropriated activities)
      SSDO (for student activities)
      Record's Office (file)

Context of Extension

Technology plays a vital role in changing the practices and procedures of almost if not all forms of endeavor in education, business and governance. Everyone needs to adapt to its fast-pace progress in order to perform daily tasks.

The Information Technology Department is bound by its commitment to extend and share its expertise in the field of its Extension Program is aligned with one of major thrust of the Mountain Province State Polytechnic College which is "Excellent Researches and Relevant Extension Programs". It is also achieved with the IT department's vision of being the center of information dissemination of MPSPC when it comes to information and communications technology (ICT).

The extension program of the IT focuses on the development of ICT skills of teachers, businessmen and government office personnel of Mountain Province. In teaching, it is firmly understood that computer skills are used by teachers to enhance their teaching competencies by integrating educational technology in their classes. Teachers are mandated to develop their own learning resources, since there are no references for these subjects coming from the central office. Developing their own learning materials is part of their functions as teachers for this is a great role in facilitating teaching – learning process. With this mandate, the teachers must have parallel skill when it comes to utilization of digital equipment in order to produce this kind of learning resources.

Also, Local Government Units (LGUs) nowadays are empowered to embrace the realities and benefits that can be derived when integrating ICTs in their processes, procedures and transactional activities. Furthermore, with the existence of globalization along with the fast-growing technology, small businesses are forced to adapt ICT-based marketing to showcase and promote their product. Online Marketing, particularly through social media has changed the way to market businesses. Through this, consumers found out what products to buy based on the recommendations from friends and family. Pictures of a product capture the attention of a shopper if they are designed and framed well. A well edited picture of the product will give the viewer the information they need to determine if they will look up or purchase the product.

Moreover, work in the offices increased the demands for information technology skills. Since information technology is already a vital tool in the workplace, this pressures the head of the office to send their staff in trainings to increase the computer literacy of their staff.

Hence, the conduct of workshop/seminar on computer literacy will help the businesses, educators and office staff of LGU for full participation in the evolving information world.

Program Description

The term digital divide refers to the gap separating those who have access to new forms of information technology from those who do not (www.ntia.doc.gov/). Information revolution offers great opportunities to highly urbanize cities and municipalities. However, those in the rural areas will fall behind and to the point of being left out. Mountain Province State Polytechnic College as a higher learning institution has a major role to play in reaching out communities and extend different practical knowledge and skills in the field of information technology through its extension programs. The Information Technology department with the help of the MPSPC Extension Unit aims to develop technically competitive educators, office personnel and businessmen in response for addressing the digital divide in Mountain Province.

The IT extension services can come in the form of ICT training in (a) office productivity software like word processing, spreadsheet and desktop publishing, (b) basic computer maintenance like identifying computer peripheral devices, installing system drivers, installing operating system and program/software installation, (c) skills in educational technology like PowerPoint presentation and movie making, (d) animation and photo editing, (e) web technologies. The skills to be developed in these trainings will focus on skills needed by the teachers in integrating educational technology in their classes; businesses in creating more appealing photos and advertisements for the various products and services that they are offering and LGU staff in achieving their objectives that are related to the utilization as well as in the implementation of ICT-related works. These will be realized with the Extension program of the IT department iConnect: An Approach to Bridging the Digital Divide in Mountain Province

The iConnect Program is intended to address the gap separating those who have access to new forms of information technology from those who do not.

A. Goal and Objectives

Goals

The goal of the program is to develop appropriate technology transfer models and extension delivery services for greater application of information technology by the teachers, LGU personnel and businessmen.

Objectives

The Information Technology Extension Program aims to:

1. train teachers and school heads of different schools in Mountain Province on the use of ICT for improving learning;
2. boost and enrich the knowledge and practices of LGU personnel regarding advancement of technology; and
3. train businessmen to efficiently utilize photo editing tools in enhancing their photo products.

B. Extension Framework

Information Technology Department Extension Framework

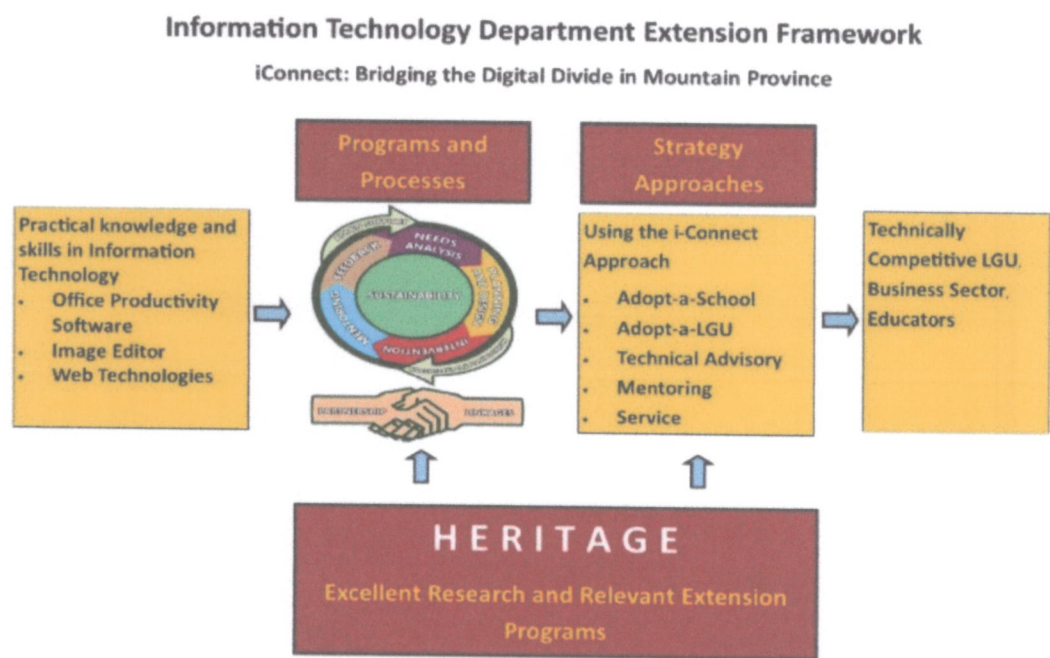iConnect: Bridging the Digital Divide in Mountain Province

Figure 1. The Extension Framework of IT Extension Program

The extension program of the Information Technology Department envisions developing highly technically and competitive clients in the LGU, Business Sector and educators. The extension agenda of the program involves the training of beneficiaries in the different field of information technology such as photo editing, office productivity programs and web technologies. The iConnect model on extension as crafted by the IT department shall be used in this training program. Approaches in the extension program will be Adopt-a-School, adopt-an-LGU, Technical Advisory, Mentoring, Knowledge Management and Services. The Extension Program of the IT department is aligned with one of major thrust of the Mountain Province State Polytechnic College which is "Excellent Researches and Relevant Extension Programs".

Strategies

In realizing the implementation of the extension program, the following strategies will be implemented:

Adopt-a-School. The adopt-a-school program provides assistance to teachers through skills training. The IT extension services to adopted school can come in the form of ICT training in (a) office productivity software, (b) basic computer maintenance, (c) skills in educational technology, (d) animation and photo editing, (e) web technologies. The adopted school will improve their skills that makes learning more interesting for the students through this skills training.

Adopt-a-LGU. Provide basic computer training to the employees of a certain LGU on which they can build new skills on the job. IT extension services to adopted LGU can come in the form of ICT training in (a) office productivity software, (b) basic computer maintenance, (c) skills in educational technology, (d) animation and photo editing, (e) web technologies. The adopted school will improve their skills that makes learning more interesting for the students through this skills training.

Technical Advisory. Provide support by the IT extensionists to the clients with technical issues on software and hardware.

Mentoring. Mentoring assists clients either individual or small group. These shall follow when the participants are ready to show their outputs as a result of the lecture demonstration. Should there be questions on how to do things, these shall be answered during the mentoring.

Service. This demonstrates the volunteerism spirit of the IT department. This is an avenue where students and faculty of the information technology provide technical assistance to adopted school during the Brigada Eskwela, these includes computer repair, formatting and installation.
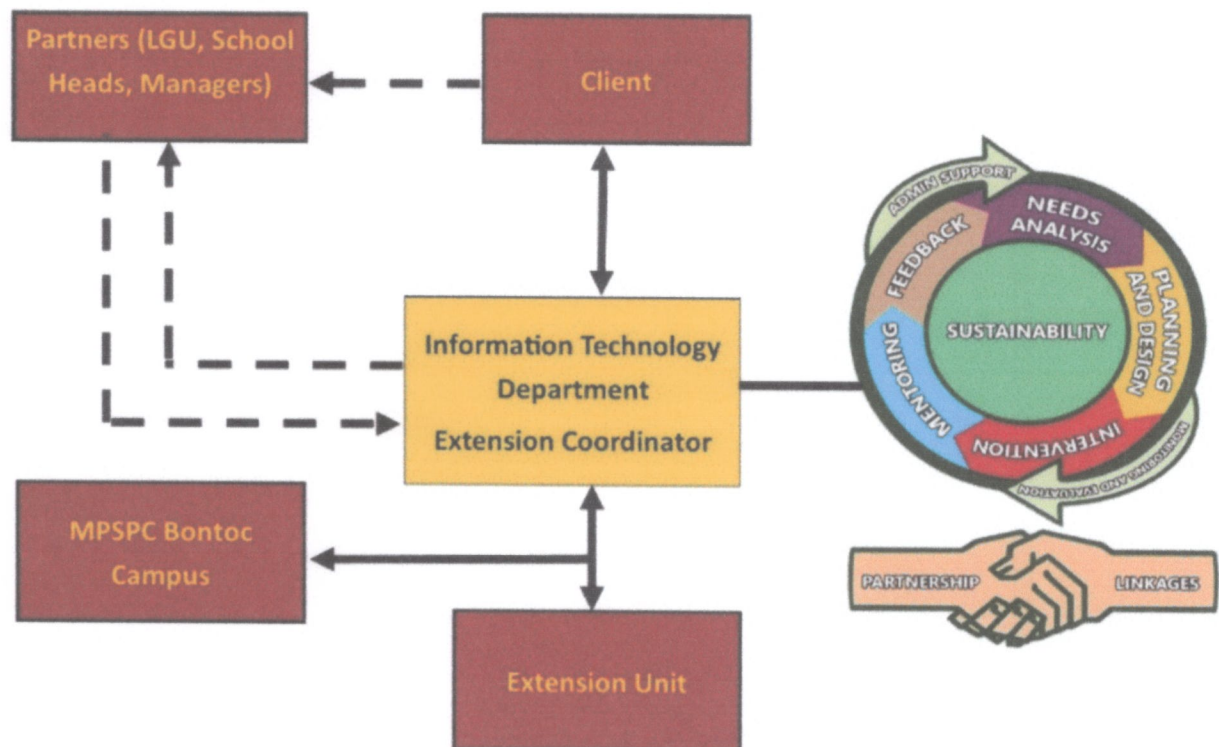
Implementation Process

Figure 2. The Implementation process

Information Technology department inclined to be reactive to the needs of its extension clients from the different sectors and offices such as the LGUs, business sectors and educators. Preliminary activities based on the iConnect program will be conducted based on the needs of the beneficiaries through TNA that will be conducted by the IT Department. After consultation with the clients, the activities will be designed to address the identified and prioritized needs of the beneficiaries. The IT department shall be in-charge of the application of the training program. Support shall be coming from the MPSPC specifically from the administration and the Extension unit. The program will be closely coordinated with partner agencies and sectors.

Extension Director

Functions:

- Recommend proper actions to improve the employment and monitoring of extension programs, activities and trainings
- Recommend the adoption of extension methodologies appropriate to specific programs, activities and trainings
- Evaluate extension programs, activities and trainings, and coordinate with the IT department and external agencies in their implementation
- Participate in the preparation and implementation of extension programs, activities and trainings
- Ensure effective extension service and training delivery

Department Extension Coordinator

Functions:

- Participate in the planning, implementation and evaluation of extension programs, activities and trainings of the respective department.
- Prepare and submit proposals and reports on extension programs, activities and trainings of the IT department.
- Supervise and participate in the conduct of the training needs assessment, and research in line with extension service.
- Contact community/agency/business group, including external agencies on matters regarding extension services.
- Perform other functions related to extension service.

Department Extentionists

Functions

- Act as resource person in programs, activities and trainings of the department
- Provide technical assistance to educators, business sectors and LGUs on extension programs, activities and trainings through series of lectures and demonstrations.

General Implementation

Figure 3. iConnect Approach

The framework of extension work as proposed by the IT department shows that sustainability of extension work is the heart of the model. In order to have a sustainable extension program, crafting of the program should start with needs analysis.

Similar to Hilda Taba's grass roots approach to curriculum development and her ASSURE model of instructional design, this proposed framework starts with needs analysis. The IT department recognizes the fact that designing of an extension program should start from the identified needs of the beneficiaries. Training needs survey is done to analyze needs. Results of which will be thoroughly analyzed to come up with valid needs. After the needs analysis, results will be shown to the heads of agencies or schools from where the participants will come from. Validation of the results will follow and then priority needs will be

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identified. After the identification of priorities with the representatives of concerned participants, the IT department shall plan and design the program considering entry competencies of participants, topics, objectives, strategies and outcomes. The planned program shall then undergo completed staff work as required by the College.

Once approved, the intervention which was planned and designed in the previous phase will then be implemented. Lead to the implementation phase of the intervention will be the IT department. Faculty members with their own expertise will be assigned topics to discuss while the rest will help in facilitating the activities. If there is a need, IT students will also be involved for them to be exposed to the extension work of the department.

After the lecture demonstration, activities will be given to the participants where they will apply what they learned and then a schedule for mentoring will be made. The schedule shall be mutually agreed upon by the IT department and the participants to ensure that when mentoring will happen, the full participation of the participants is expected. During the mentoring sessions, participants are encouraged to ask questions and share their experiences in doing their activity. In doing so, they will be assisted to satisfactorily attain the required competency of the program component.

Evaluation will be done every after activity and feedback will be continuously be collected to serve as inputs to the next extension program.

The framework also encompasses the presence of administrative support in the conduct of the extension program. Such support is facilitated by the RDE unit of the College. Monitoring and evaluation is an integral part of the extension work.

Partnership and linkages will provide the foundation of the extension work because without such, extension will not happen. In functionalizing the partnerships/linkages, the funding of the implementation of the program is done through counterparting. If the activity is done on-site, the food of the participants and the speakers will be provided by the participants. However, if the activity is done in MPSPC, the College will provide for the food of the participants and speakers. Transportation of the speakers to the site of the activity will be taken care of by the College.

Monitoring and Evaluation

The Information Technology observed that monitoring and evaluation are important. Monitoring and evaluation is to ensure that the extension program follows the design if it has been implemented or not. The monitoring and evaluation of the IT extension program needs necessary information to be able to make decisions and actions.

The monitoring of the department will be conducted after the implementation. The extension program will be evaluated as to the extent of their extension program and activities provide significant contribution in responding to the needs of the community, schools and business sectors.

Extension Program Monitoring and Evaluation
Checklist

Program Title: iConnect: An Approach in Bridging the Digital Divide in Mountain Province

Program Component	Activities	Extension Service Delivery	Pre-work Administrative Forms	Implementation Results Monitoring Tools	Outcome Evaluation Tools
• Practical Knowledge and Skills in Information Technology	Image Editing Office Productivity Web Technologies	• Training	• TNA • Training Design	• Registration Sheet • Attendance Sheet • Process Documentation Capture Tool • Resource Person Profile Form • Resource Person Evaluation Sheet • Training Evaluation Form	Field Monitoring and Evaluation
• Expert Services		• Mentoring	• Mentoring Plan	• Mentors' Progress Report	Field Monitoring and Evaluation

Module Delivery Plan

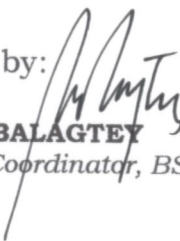Title of Training: ICT Training and Mentoring General Guide

Number of Activities: 12

Number of Days: 16

Days #	Session Title	Learning Objectives	Delivery Method	Assessment	Person Responsible	Resources Needed
1	Electronic Spreadsheet	Manipulate computations using Microsoft Excel	Training	Workshop	IT Faculty	Laptop Projector
1	Electronic Spreadsheet -	Analyze data in an electronic spreadsheet Draw charts and graphs to visually represent data	Mentoring	Workshop	IT Faculty	Laptop Projector
1	Presentation software	Prepare presentations to be used for meetings and other information dissemination activities	Training	Workshop	IT Faculty	Laptop Projector
1	Presentation Software		Mentoring	Workshop	IT Faculty	Laptop Projector
1	Desktop Publishing	Design and package reports Lay-out information dissemination materials like newsletters and/or brochures	Training	Workshop	IT Faculty	Laptop Projector
1	Desktop Publishing		Mentoring	Workshop	IT Faculty	Laptop Projector
3	Photo Editing	Edit pictures or any graphics material which can be integrated in the IEC materials	Training	Workshop	IT Faculty	Laptop Projector
2	Photo Editing		Mentoring	Workshop	IT Faculty	Laptop Projector
2	Basic Animation	Use Flash's built-in drawing tools to create graphics and text	Training	Workshop	IT Faculty	Laptop Projector

1	Basic Animation	Work with the toolbar and the Stage Understand animation techniques such as keyframes, onion skinning, tweening, and frame-byframe animation Work with layers, scenes, the timeline, and the controller Animate your drawing	Mentoring	Workshop	IT Faculty	Laptop Projector
1	Internet Basics	Surf the Internet to find information needed	Training	Workshop	IT Faculty	Laptop Projector
1	Internet Basics	Create an email account Compose and send emails Create a social media account Post, comment and share in social media	Mentoring	Workshop	IT Faculty	Laptop Projector

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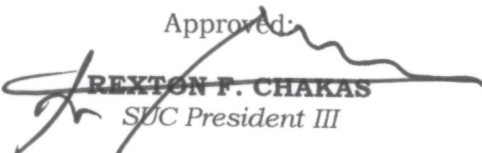*Executive Dean, Bontoc Campus*

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This briefer is developed by the Information Technology Department
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