



22 June 2022

IMPLEMENTATION ORDER
No.23 , Series of 2022

To : Vice-President for RDEP
Director, Extension Services
Campus Directors

Subject: Approval of the Revised Extension Services Operations Manual

1. The URS Board of Regents approved the Revised Extension Services Operations Manual during its 74th (1st Quarter) Hybrid Regular Meeting held on 20 June 2022.
2. Attached herewith is a copy of the approved Revised Extension Services Operations Manual.
3. For information and proper guidance.


NANCY T. PASCUAL, Ed.D., RGC
President

Encl.: Revised Extension Services Operations Manual

Republic of the Philippines
University of Rizal System
Province of Rizal



EXTENSION OPERATIONS MANUAL

BOR Resolution No. 23, S. 2022

UNIVERSITY OF RIZAL SYSTEM
Rizal, Philippines

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Rizal, Philippines

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2022



EXTENSION OPERATIONS MANUAL

PREFACE

The University Extension Services Unit is committed to deliver programs that will help uplift the quality of life of the people in the community. This Extension Operations Manual contains policies which shall provide directions in the conduct of extension programs/projects in the university. Specifically, it covers the scope of knowledge transfer on technology and innovations, extension organizational goal and objectives, thrusts and priorities, functions of university officials and faculty extensionists, involvement in Extension, institutional extension funding eligibility criteria, preparation and approval of extension program/ project proposal, guidelines for the agency in-house review of extension program/project proposal, implementation, monitoring and evaluation, completed and terminal reports submission and acceptance, incentives to extensionists, penalty clause, guidelines for externally funded extension program/project, extension paper presentation, extension program/project continuity and sustainability, guidelines for the review of completed extension programs/projects, guidelines for holding extension congress, extension paper publication, university extension ethics and review committee, extension paper report/output copyrighting, operational definition of terms, guidelines for man-hour computations and process flow charts.

This manual will serve as a guide among faculty/staff extensionists and support units in the judicious and systematic implementation, management, evaluation and monitoring of recognized extension programs/ projects in the university.

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HISTORY OF THE UNIVERSITY OF RIZAL SYSTEM

The University of Rizal System is a merger of two (2) state colleges and a University extension campus – the Rizal Polytechnic College, Rizal State College, and the Rizal Technological University extension campus. The Republic Act 9157 lapsed into law on August 11, 2001, established a State university in the province of Rizal to be known as the University of Rizal System, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and Rizal Technological University- Antipolo Annex, all in the province of Rizal. On June 18, 2002, CHED Resolution No. 411-2002 was issued identifying Tanay Campus as the main campus of the University.

The Rizal National Agricultural School (RNAS) was established by Republic Act Number 1560 authored by Cong. Serafin Salvador, which was approved on June 16, 1956. RNAS was opened on May 27, 1959. It was chartered as a state college on June 24, 1983 by Batas Pambansa Bilang 622 authored by Assemblyman Frisco F. San Juan making it the first state college in the Province of Rizal known as Rizal College of Agriculture and Technology (RCAT). RCAT was later renamed Rizal State College (RSC) by virtue of Republic Act 7858 sponsored by Hon. Congressman Emigdio S. Tanjuatco, Jr. and approved by His Excellency Fidel V. Ramos on January 21, 1995.

The College is about 67 kilometers away from Metro Manila and accessible to all towns of Rizal through the Manila East Road or through Marikina-Infanta highway and is set atop an elevation of about 1,800 feet above sea level in the Sierra Madre Mountain range and is overlooking the scenic Laguna Lake and the surrounding lake towns.

Rizal Polytechnic College was first established as Morong High School on August 16, 1944. It was converted into Morong National High School on August 20, 1976 and to Morong National Comprehensive School on March 30, 1977. With the integration of Tomas Claudio Memorial Elementary School, it was converted into Morong National Comprehensive School, later renamed Rizal Technological and Polytechnic Institute on August 10, 1983 through Batas Pambansa Bilang 469. RTPI became a state college, the Rizal Polytechnic College on March 1, 1995 through Republic Act 7933. Through Board of Trustees Resolution No.06-13-98 dated February 12, 1998, RPC Cardona Research Extension was established.

At present the University operates with 10 campuses in the Province of Rizal, namely: URS Angono, Antipolo, Binangonan, Cainta, Cardona, Morong, Pililla, Rodriguez, Tanay and Taytay. It offers complete education from Kindergarten to Graduate School. The University implements a number of academic programs in the doctorate, masters, baccalaureate, non-degree and short-term courses. It also provides research, extension and production services as well as establishment of centers. The existence of the University caters to the needs of the stakeholders within and nearby provinces.

**UNIVERSITY CHARTER
(Republic Act No. 9157)**

“An Act Establishing the University of Rizal System by Integrating the Existing State Colleges in the Province of Rizal and the Rizal Technological University-Antipolo Annex Appropriating Funds Therefore and For Other Purposes”

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. There is hereby established a State university in the Province of Rizal to be known as the University of Rizal System hereinafter referred to as the University, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University – Antipolo Annex, all in the Province of Rizal. The main campus of the University shall be determined by the Commission on Higher Education.

Section 2. The University shall primarily offer higher professional and technical instructions and training in science and technology and promote research, extension, and production services, advanced studies and specialized training in all fields deemed relevant to the development goals of the Province of Rizal.

Section 3. A reasonably-sized laboratory school shall be allowed to remain and operate subject to the maintenance of a College of Education within the University. Likewise, the University may adopt public elementary and secondary schools in the Province of Rizal to serve as pilot centers for innovative teaching and learning strategies and approaches so operated and maintained under an appropriate memorandum of agreement between the University and the Department of Education, Culture and Sports (DECS).

Section 4. The University may open new branches/annexes in consortium with other academic institutions only within the Province of Rizal.

Section 5. The governing body of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

- (a) The chairman of the Commission on Higher Education (CHED) chairman;
- (b) The president of the University, vice-chairman;
- (c) The chairman of the Committee on Education, Culture and Arts of the Senate or his/her representative, member;
- (d) The chairman of the Committee on Higher and Technical Education of the House of Representatives or his/her representative, member;

- (e) The regional director of the National Economic and Development Authority (NEDA), member;
- (f) The regional director of the Department of Science and Technology, member;
- (g) The president of the federation of faculty associations of the University, member;
- (h) The president of the federation of student councils or the student representative elected by the federation of student councils of the University, member;
- (i) The president of the federation alumni associations of the University, member, and;
- (j) Two (2) prominent citizens who have distinguished themselves in their professions or in their specializations, member;

The two (2) prominent citizens shall be chosen from among the list of at least five (5) qualified persons in the Province of Rizal, as recommended by a search committee constituted by the University president in consultation with the chairman of CHED based on normal standards and qualifications for the position.

The term of office of the representatives of the federations of faculty associations, student councils and alumni associations shall be coterminous with their respective term of office.

For the purpose of the provisions of this section, the associations of faculty, alumni, and student councils in each branch of the University shall organize themselves to form their respective federations, which in turn shall elect their federation officials;

The two (2) prominent citizens shall serve for a term of two (2) years.

Section 6. The Board shall promulgate and implement policies in accordance with the declared policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722.

Section 7. The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under existing laws.

- (a) To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the State University;

- (b) To receive and appropriate all sums as may be provided, for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University;
- (c) To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the benefit of the University and subject to the limitations, directions and instructions of the donors, if any. Such donations shall be exempt from the donor's tax and the same shall be considered as allowable deductions from the gross income of the donor, in accordance with the provisions of the National Internal Revenue Code, as amended;
- (d) To fix tuition fees and other necessary school fees and charges such as, but not limited to, matriculation fees, graduation fees, and laboratory fees, as the Board may deem proper to impose after due consultation with the involved sectors.

Such fees and charges, including government subsidies and other incomes generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue there from shall form part of the same funds for the use of the University.

Any provision of existing laws, rules and regulations to the contrary, notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of the auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension, or other programs/projects of the University. Provided, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If for reasons beyond its control, the University shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purpose which, in its discretion may be necessary and urgent for the attainment of the objectives and goals of the University.

- (e) To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- (f) To authorize the construction or repair of its buildings, machineries, equipment and other facilities, and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the University through the Board shall be exempt from all taxes and duties;

- (g) To appoint upon recommendation of the president of the University, vice presidents, deans, directors, heads of departments faculty members and other officials and employees;
- (h) To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper, to grant them, at its discretion, leave of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- (i) To approve curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- (j) To set policies on admission and graduation of students;
- (k) To award honorary degrees upon persons in recognition of outstanding contributions in the fields of education, public service, arts, science and technology, or in any field of specialization within the academic competence of the University; and to authorize the awarding of certificates for completion of non-degree and non-traditional courses;
- (l) To absorb non-chartered tertiary institutions within the Province of Rizal in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- (m) To establish research and extension centers where such will promote the development of the University;
- (n) To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- (o) To delegate any of its power and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- (p) To authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- (q) To collaborate with other governing boards of State colleges and universities within the province or region, under the supervision of the CHED in consultation

with the Department of Budget and Management (DBM), the restructuring of the University to become more efficient, relevant, productive and competitive;

- (r) To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds of which will be used for the development and strengthening of the University;
- (s) To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the University;
- (t) To develop academic requirements for institution capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts, specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- (u) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- (v) To establish policy guidelines and procedures for participative decision making and transparency within the University;
- (w) To privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other activities; and
- (x) To extend the term of the president of the University beyond the age of retirement but not later than the age of seventy (70) whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee;

Section 8. The Board of Regents shall regularly convene at least once every quarter. The chairman of the Board of Regents may call a special meeting whenever necessary: Provided, That members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall consist a quorum for board meetings: Provided, That the chairman of the Board, or the president of the University is among those present in the meeting.

In the absence of the chairman of the CHED, a commission of the CHED, duly designated by him, shall represent him in the meeting: Provided, however, That during this meeting, the president of the University as vice-chairman shall be the presiding officer: Provided, further, That this proviso notwithstanding, the chairman of the CHED is hereby authorized to designate a CHED commissioner as the regular chair of the Board of Trustees, in which case said CHED commissioner shall act as the presiding officer.

The members of the Board shall not receive compensation but shall be reimbursed for necessary expenses incurred in their attendance of meetings or in connection with their official business authorized by resolution of the Board, subject to pertinent existing laws and regulations.

Section 9. The administration of the University shall be vested in the president of the University who shall render full-time service. He shall be appointed by the Board upon recommendation of the Committee on Higher Education, in consultation with a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term: Provided, however, That this proviso notwithstanding, in order to effect a smooth transition to a university, the chairman of the CHED shall appoint an officer-in-charge pending the appointment of the first University president.

In case of vacancy in the office of the president by reason of death, resignation, incapacity of the president to perform the functions of his office, the Board shall have authority to designate an officer-in-charge of the University pending the appointment of a new president.

In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successor shall hold office for the unexpired term. If the successor shall serve for a period of more than two (2) years, then such shall be considered as one full term for the successor.

The powers and duties of the president of the University, in addition to those specifically provided in this Act, shall be those usually pertaining to the office of the president of similar universities.

The salary of the president of the University shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by similar educational institutions of like enrollment and standing.

Section 10. There shall be administrative council consisting of the president of the University as chairman, the vice-president(s), deans, directors and other officials of equal rank as members whose duty is to review and recommend to the

Board policies governing the administration, management and development planning of the University.

Section 11. There shall be an academic council consisting of the president of the University, as chairman, the vice-president(s) and all members of the instructional staff with the rank of not lower than assistant professor, as members.

The academic council shall have the power to prescribe curricular offerings subject to the approval of the Board. It shall fix the requirements for admission to the University, as well as for graduation and the conferring of degrees, subject to review and/or approval by the Board through the President of the University. It shall also have the disciplinary powers over the students through the president within the limits prescribed by the rules of discipline, as approved by the Board.

Section 12. There shall be a secretary of the University who shall be appointed by the Board upon recommendation of the president of the University. He shall also be the secretary of the Board and shall keep such records of the University as may be determined by the Board.

Section 13. The Treasurer of the Philippines shall be the ex officio Treasurer of the University.

Section 14. No student shall be denied admission to the University by reason of sex, nationality, religion or political affiliation.

The University shall provide a scholarship program and other affirmative action programs to assist poor but deserving students to qualify for admission to the university.

Section 15. No religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the University. Provided, however, That no member of faculty shall teach for or against any particular church or religious sect.

Section 16. On or before the fifteenth (15th) day of the second month after the opening of the regular classes each year, the Board shall file with the Office of the President of the Philippines, through the Chairperson of the CHED and to both Houses of Congress, a detailed report on the progress, conditions and needs of the University.

Section 17. All the assets, fixed and movable, personnel and records of the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University, Antipolo Annex as well as liabilities or obligations are hereby transferred to the University of Rizal System: Provided, That the positions, rights and security of tenure of personnel therein employed under existing laws prior

to absorption by the University are not impaired: Provided, further, That the incumbents of the positions shall remain in the same status until otherwise provided by the Board. All parcels of land belonging to the government, occupied by the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University – Antipolo Annex shall be declared the property of the University of Rizal System and shall be titled under that name: Provided, furthermore, That should the University cease to exist or be abolished or such parcels of land aforementioned be no longer needed by the University, the same shall be transferred to the Province of Rizal. However, the provincial government of Rizal can only utilize such land for its equivalent monetary values) for higher education purposes as mentioned in this Act.

Section 18. All accounts and expenses of the University shall be audited by the Commission on Audit or its duly authorized representative.

Section 19. The heads of bureaus and offices of the national government are hereby authorized to loan or transfer upon request of the president of the University, such apparatus, equipment or supplies as may be needed by the University and to detail employees for duty therein when in the judgment of the bureau or office, such apparatus, equipment, supplies or services of such employees can be spared without serious detriment to the public service. Employees so detailed shall perform such duties as required of them by the president of the University, and the time so employed shall be counted as part of their regular services.

Section 20. The amount necessary for the implementation of this Act shall be charged against the current year's appropriations of the Rizal State College, the Rizal Polytechnic College and the Rizal Technological University – Antipolo Annex. Thereafter, such sums as may be necessary for the continued operation and maintenance of the University of Rizal System shall be included in the annual General Appropriations Act.

Section 21. Sections 1, 4 and 22 of Republic Act No. 8365 are hereby repealed. All other laws, presidential decrees, executive orders, rules and regulations contrary or inconsistent with the provisions of this Act are hereby repealed, amended, or modified accordingly.

Section 22. Within a period of one (1) school year after the approval of this Act, the CHED is hereby empowered to define and design the process of reorganization and restructuring of the University.

Section 23. If for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

Section 24. This Act shall take effect fifteen (15) days upon publication in the Official Gazette.

Approved.

(SGD.) AQUILINO Q. PIMENTEL, JR
President of the Senate

(SGD.) FELICIANO BELMONTE, JR.
Speaker of the House of Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 7, 2001 and June 7, 2001 respectively.

(SGD.) LUTGARDO B. BARBO
Secretary of the Senate

(SGD.) ROBERTO P. NAZARENO
Secretary General
House of Representatives

APPROVED:

GLORIA MACAPAGAL-ARROYO
President of the Philippines

Lapsed into law on August 11, 2001 Without the signature of the President, in accordance with Article VI, Section 27 (1) of the Constitution.

UNIVERSITY SEAL

(As per Board Resolution No. 042-390-13 adopted during the 42nd Regular Meeting held on March 14, 2013)



Map of Rizal	The service area and location of the University
Rope	The people from all walks of life who support and ideally carry the name of the University in mind, heart and in deeds
Pillar	The school as a citadel of learning providing knowledge and guidance developing values and shedding light on the minds and hearts of the learners
Diploma	The achievement for all the efforts of the students, the parents, the staff, Administration, the alumni and the community to attain quality education
Gear	The technology innovations which unify and facilitate the operational management of the University as a system
Orbit	Shows the continuous development of the individual as a learner and the University as an avenue of community development and nation building. It also symbolizes excellence in the four-fold functions of the University as Instruction, Research, Community and Extension
Leaves	The aim of the University for academic excellence and progress. Furthermore, it exhibits the component of agriculture as an instrument in the upliftment of productivity and the quality of life of the people
2001	The year when Republic Act No. 9157 lapsed into law
Globe	The challenges of global education
Wide space	The prospects of the University in providing relevant and responsive course offerings and community service

"Nurturing Tomorrow's Noblest"

UNIVERSITY OF RIZAL SYSTEM

(As per Board Resolution No. 042-390-13 adopted during the 42nd Regular Meeting held on March 14, 2013)

VISION

The leading University in human resource development, knowledge and technology generation and environmental stewardship

MISSION

The University of Rizal System is committed to nurture and produce upright and competent graduates and empowered community through relevant and sustainable higher professional and technical instruction, research, extension and production services.

CORE VALUES

R	Responsiveness
I	Integrity
S	Service
E	Excellence
S	Social Responsibility

URS BRAND

“Nurturing tomorrow’s noblest”

URS BRANDING SYMBOL

The GIANTS

GOALS

Quality and Excellence
Relevance and Responsiveness
Access and Equity
Efficiency and Effectiveness

URS VECTOR



BOR Resolution No. 042-390-13 Administrative Council Resolution No. 02-007-13

In Philippine myths, a legendary figure named Bernardo Carpio is a giant. He had a strength that was similar to that of Hercules of the Greek mythology. Giants or commonly called as Titans were a primeval race of powerful duties and the descendants of Earth and Sky that ruled during the legendary golden age. They were immortal beings of incredible strength and stamina and were also the first pantheon god and goddesses. Giants possessed overwhelming physique and power beyond human capacity. The basic form of the legend is that Bernardo Carpio, a being of great strength, is trapped in between two great rocks in the Mountains of Montalban. Accordingly, he is keeping the mountains from crashing into each other (similar to the Greek titan Atlas holding up the sky). When Carpio shrugs his shoulder, an earthquake occurs.

As an “icon” in the URS Vector, Bernardo Carpio depicts that the enslaving poverty and oppressing ignorance will be replaced with freedom and happiness through perseverance and education. The Giant in its colossal glory is at the center while lifting the word “Giants” with the name/acronym of the University written at the top. The brusque and masculine demeanor of the Giant represents the excellence and greatness of the institution and holds the URS core values. Giants are undefeatable and will always RISE to persevere odds and challenges. The state-of-trance-expression of the giant bordering from rage and duress conveys the feeling of “I’ll give all my bests to strive Greatness and Excellence.”

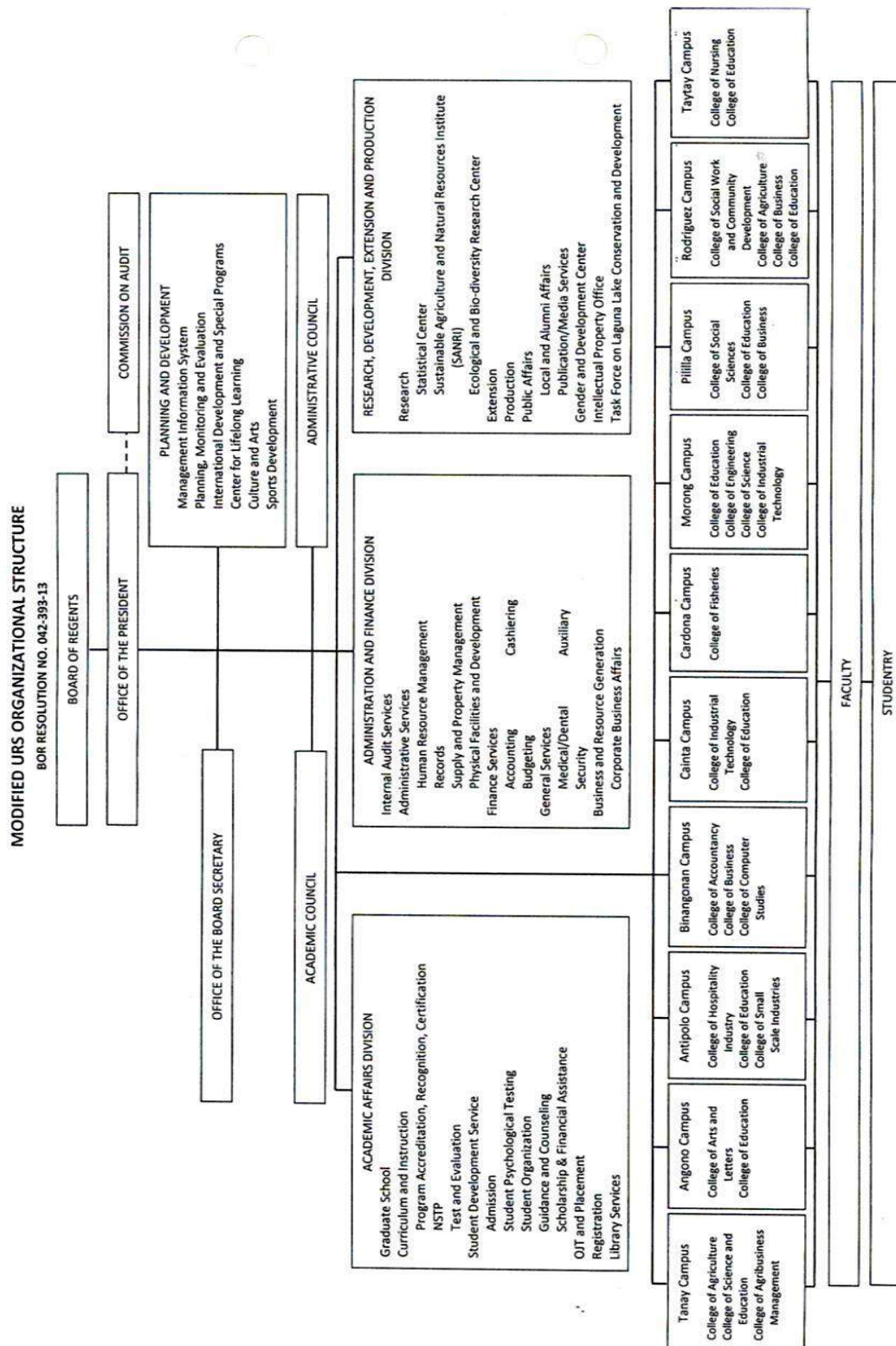
“Go, Go, Go Mighty Giant

QUALITY POLICY

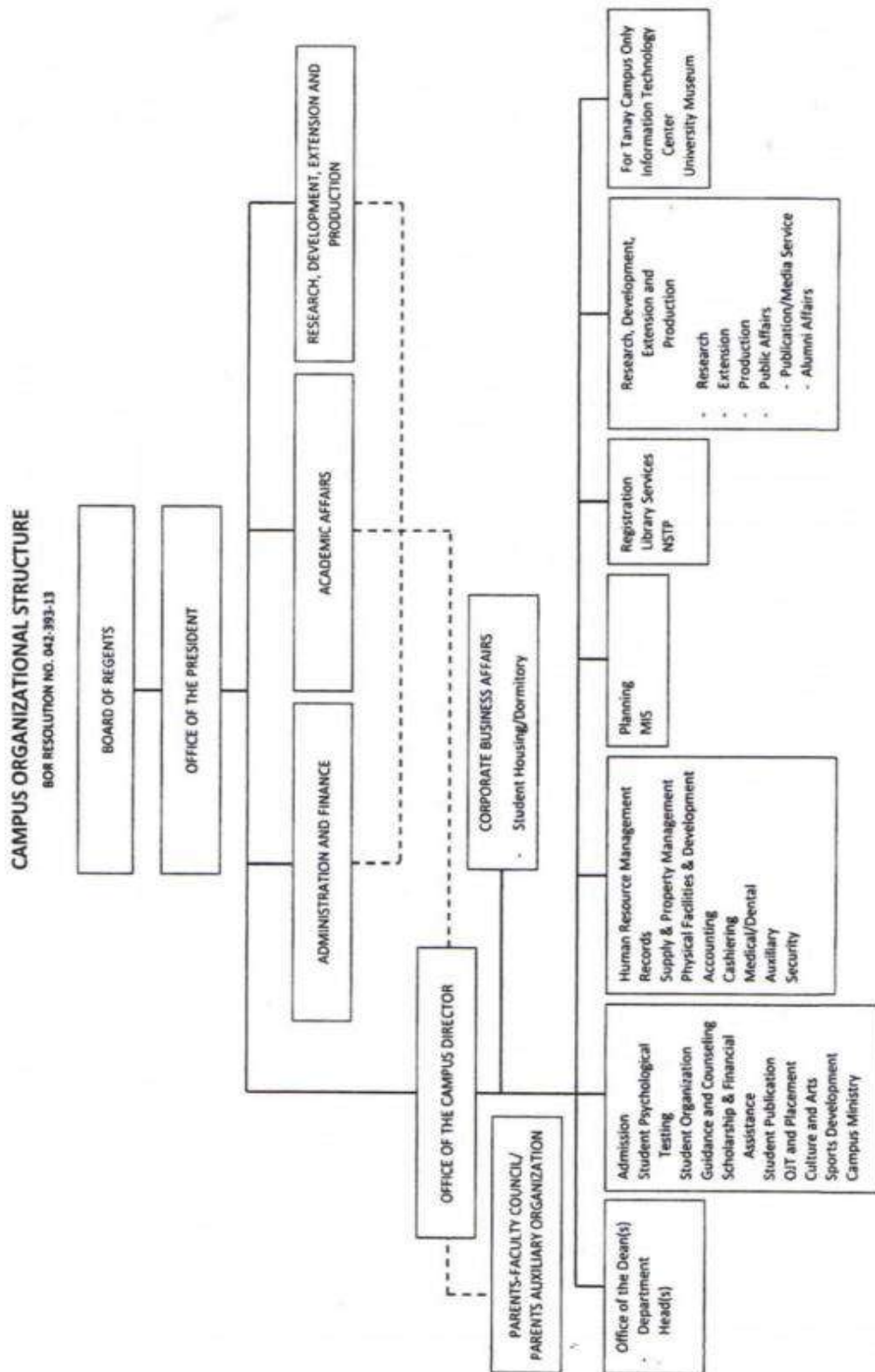
“The University of Rizal System commits to deliver excellent products and services to ensure total stakeholders’ satisfaction in instruction, research, extension, production and dynamic administrative support and to continuously improve its Quality Management System processes to satisfy all applicable requirements”

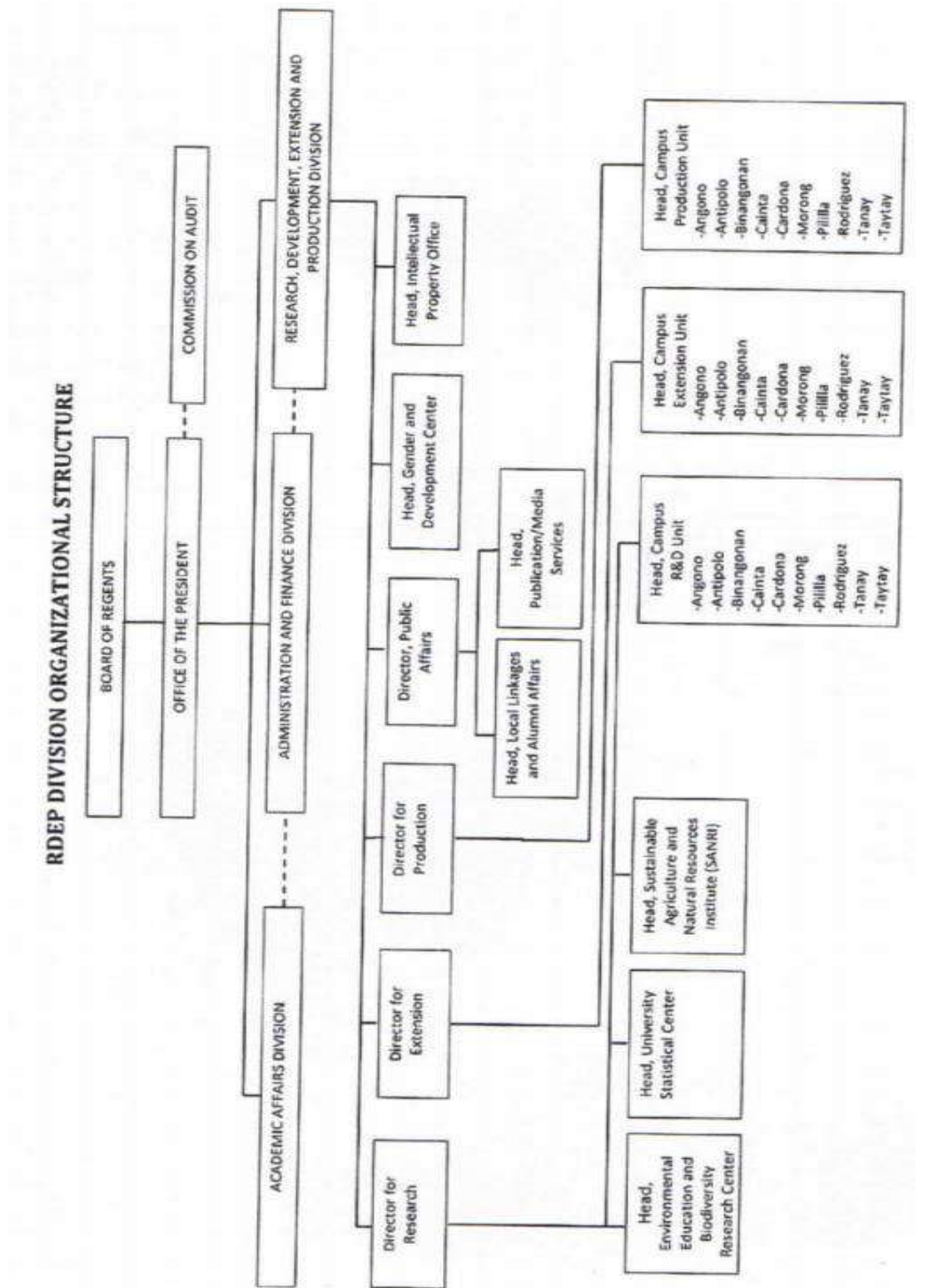
“Nurturing Tomorrow’s Noblest”

URS ORGANIZATIONAL STRUCTURE

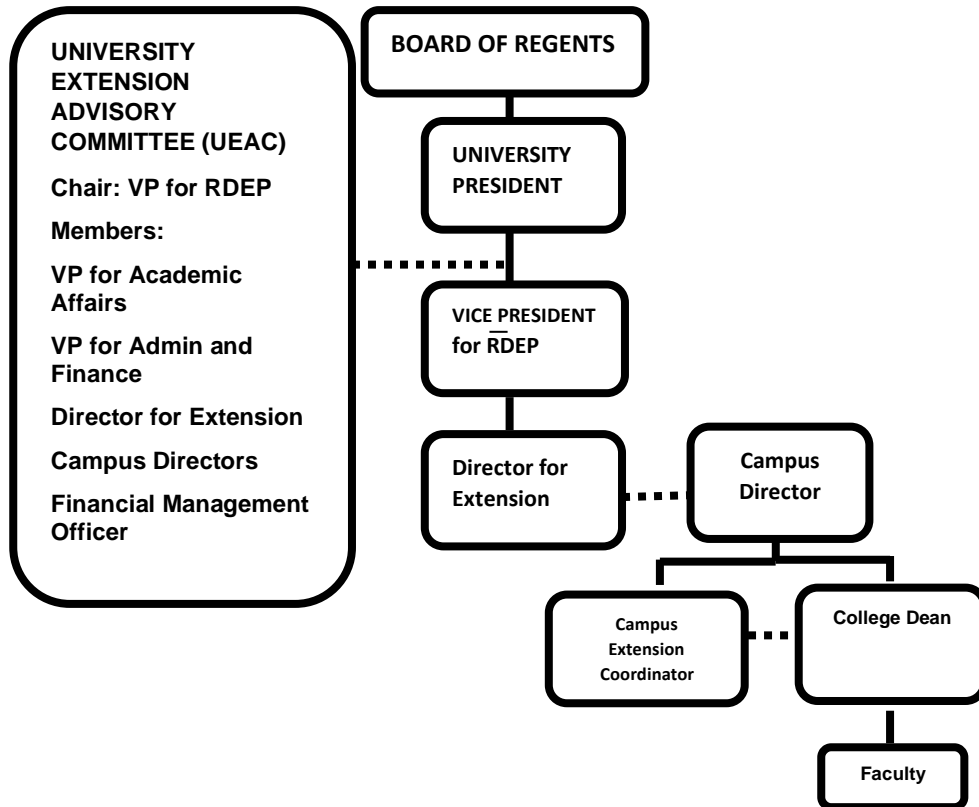


CAMPUS ORGANIZATIONAL STRUCTURE





URS EXTENSION UNIT ORGANIZATIONAL STRUCTURE



DECLARATION OF POLICY

It is the policy of the University of Rizal System to perform extension as one of its primordial functions with the interface of instruction, research and production through the provision of enabling mechanisms which include among others policy and budget support, establishment of partnerships with government and non-government organizations, community stakeholders and industries. The primary aim of the unit is to help uplift the quality of life of the beneficiaries and specifically to become a partner in community development through conduct of undertakings along the identified thrusts and priorities.

The university extension services shall be anchored on the following thrusts and priorities: poverty alleviation, sustainable food production and security, environmental protection, social equity, disaster resiliency and emergency responses, culture heritage and conservation, entrepreneurship and livelihood development, industry and technology promotion. The services which are complementary to the research agenda shall be implemented by the faculty extensionists through the application of various modalities depending on the nature of the services provided to the beneficiaries.

The policies embodied in this manual shall serve as guide for the judicious and systematic approval, implementation, management, monitoring and evaluation of extension programs and projects of the university.

OPERATIONAL FRAMEWORK OF THE EXTENSION SERVICES

THRUSTS AND PRIORITIES	SERVICES	MODALITIES	OUTPUTS	OUTCOMES
• Poverty Alleviation	1. Educational/Professional/Technical/Vocational Services	1. Continuing Education	1. Number of Educational/Professional/Technical/Vocational Trainings Conducted 2. Number of Beneficiaries Provided with Educational/Professional/Technical/Vocational Trainings	1. Capacitated beneficiaries to improve productivity and income 2. Increased livelihood opportunities and employment generation 3. Improved living condition 4. Enhanced purchasing power
• Sustainable Food Production and Security	1. Food Production 2. Product Development, Packaging and Commercialization	1. Partnership with agencies/organizations 2. Partnership with MSMEs 3. Information Education 4. Establishment of Demonstration Sites	1. Number of partnerships established with agencies/organizations and MSMEs 2. Number of trainings conducted 3. Number of established Demonstration Sites	1. Improved food production and security 2. Competitive products developed 3. Enhanced business and economic environment 4. Increased number in innovative food and related products 5. Better opportunities for knowledge and skills sharing
• Environmental Protection	1. Natural Resources Conservation 2. Climate Change Adaptation 3. Clean Energy Utilization 4. Sustainable Tourism 5. Environmental Education	1. Information Education/Awareness Campaign 2. Adoption of A Community Partnership with Stakeholders	1. Number of trainings conducted 2. Number of adopted communities 3. Number of partnerships established	1. Healthy and safe environment 2. Sustainable Development 3. Reduced damages/losses in resources 4. Increased number of environmentally-conscious stakeholders
• Social Equity	1. Public Services and Local Governance 2. Health Protection and Related Services for	1. Information Education/Awareness Campaign 2. Community Organizing	1. Number of information education/awareness campaigns conducted 2. Number of communities organized	1. Improved delivery of public services 2. Enhanced transparency in citizen's empowerment and participation

			Pandemic and Post Pandemic Conditions				
			3. Gender and Development				3. Improved enabling environment and quality of governance
			4. Migration and Development				4. Increased capacity to cope up with the effects of pandemic/calamity.
			5. Personality Development				
	<ul style="list-style-type: none">Disaster Resiliency and Emergency Responses	<ul style="list-style-type: none">1. Disaster- Responsive Services2. Health Crisis and Calamity Responsive- Services	<ul style="list-style-type: none">1. Information Education/Awareness Campaign2. Services Assistance	<ul style="list-style-type: none">1. Number of information education/awareness campaigns conducted2. Number of beneficiaries assisted		<ul style="list-style-type: none">1. Disaster resilient communities2. Decreased damages/losses in resources3. Increased accessibility to social services	
	<ul style="list-style-type: none">Culture and Heritage Conservation	<ul style="list-style-type: none">1. IP Desk Services2. Culture Promotion3. Heritage Preservation	<ul style="list-style-type: none">1. Services Assistance2. Cultural Engagements	<ul style="list-style-type: none">1. Number of beneficiaries served2. Number of cultural engagements organized and attended		<ul style="list-style-type: none">1. Increased number of culture and heritage appreciative stakeholders	
	<ul style="list-style-type: none">Entrepreneurship and Livelihood Innovations	<ul style="list-style-type: none">1. Sustainable Entrepreneurship2. Business Skills Development3. Livelihood Development for Pandemic and Post- Pandemic Situations	<ul style="list-style-type: none">1. Business /Livelihood Skills Training2. Partnership with MSMEs	<ul style="list-style-type: none">1. Number of business/livelihood skills trainings conducted2. Number of partnerships established with SMEs		<ul style="list-style-type: none">1. Increased entrepreneurial and livelihood opportunities2. Increased competitive edge of local products3. Increased capability to engage in resource generation activities	
	<ul style="list-style-type: none">Industry and Technology Promotion	<ul style="list-style-type: none">1. Technology Promotion2. Technology Adoption	<ul style="list-style-type: none">1. Sharing of Technical Expertise2. Promotion of Technology Generated3. Incubation of Technology	<ul style="list-style-type: none">1. Number of Technology Promoted2. Number of Technology Adopted3. Number of Incubated Technology		<ul style="list-style-type: none">1. Improved knowledge/skills in local technologies2. Increased number of promoted technologies3. Increased number of technologies adopted4. Ensured success in technology incubation	

1. SCOPE OF KNOWLEDGE TRANSFER ON TECHNOLOGY AND INNOVATIONS

The conduct of extension programs and projects intend to provide community services as well as transfer of knowledge on technology and innovations. The extension services will therefore be an avenue for such knowledge sharing through the various modalities such as conduct of trainings, establishment of demonstration farms to showcase technologies and information dissemination through printed materials.

The Extension Services Unit will be an avenue for the transfer of knowledge and skills that are essential in community progress. Anchored on its thrusts and priorities, the information, services, process and products to be shared are those that will develop empowered and productive individuals. The research-based technologies and inventions by the faculty in the university can be inputs in imparting knowledge to community beneficiaries which can result to technology adoption and utilization. In this regard, establishment of a Memorandum of Agreement between and among interested parties stipulating the terms of reference will be primarily considered.

Specifically, the unit will handle the research outputs that are not intended for commercialization as certified by the author/s and are identified for community dissemination through extension services. On the other hand, the technology which is already protected at the IPO Philippines and ready for commercial use of any interested community member or adopter may still be used provided that there is proper documentation/licensing between the author and adopter. In addition, the faculty extensionists may consider the transfer of knowledge on borrowed technology provided that proper recognition of the author of the said technology will be made.

2. EXTENSION ORGANIZATIONAL GOAL AND OBJECTIVES

Goal: To engage in responsive, relevant and sustainable community undertakings.

Objectives:

Based on the indicators for Quality of Life (QOL), the following objectives were drawn:

1. To establish partnerships aimed at improving the life of the beneficiaries.
2. To disseminate information on relevant technology to the service communities.
3. To capacitate the beneficiaries of the community extension programs/projects and activities for improved productivity

4. To increase involvement in endeavors related to sustainable food production, poverty alleviation, environmental stewardship, disaster resiliency and emergency responses, culture and heritage, social equity, entrepreneurship, industry and technology.
5. To enhance consciousness on the value of an enabling environment for a more empowered community.

Tag Line

Working Together, Uplifting Morale, Empowering Communities

3. THRUSTS AND PRIORITIES

The University shall pursue extension service programs, projects and activities that will empower the community particularly the depressed and underserved to achieve sustainable development through the joint effort of the University and its established and sustained linkages.

The concerns of the community to address are anchored on CHED Memorandum Order No. 52 Series of 2016 (Pathways to Equity, Relevance and Advancement in Research, Innovation and Extension in Philippine Higher Education), United Nations Sustainable Development Goals (2030) and the URS Research Agenda, hence, the University offers the following extension services that are focused on;

- Poverty Alleviation
- Sustainable Food Production and Security
- Environmental Protection
- Social Equity
- Disaster Resiliency and Emergency Responses
- Culture Heritage and Conservation
- Entrepreneurship and Livelihood Development
- Industry and Technology Promotion

4. FUNCTIONS OF THE UNIVERSITY PRESIDENT, VICE PRESIDENT FOR RDEP, DIRECTOR FOR EXTENSION SERVICES, UNIVERSITY EXTENSION ADVISORY COMMITTEE (UEAC), CAMPUS DIRECTOR, HEAD, CAMPUS EXTENSION UNIT, COLLEGE DEAN AND FACULTY EXTENSIONISTS

1.1 University President

- 4.1.1 approve the communications/requests/funding related to the conduct of extension program/projects/activities which are duly endorsed through channels;

- 4.1.2 issue a certificate of acceptance to a completed extension program/projects/activities

4.2 Vice President for Research, Development, Extension and Production

- 4.2.1 Plan and implement approved plans on research and development, extension and production in coordination with the other divisions and units of the University;
- 1.2.2 Implement University policies, thrusts, programs and activities on research and development, extension, and production;
- 4.2.3 Prepare and submit annual budgetary requirements and annual procurement plan of the division;
- 4.2.4 Exercise management and supervision functions over personnel in the division and promote their welfare and development;
- 4.2.5 Tap resources for the promotion of research development, extension and production;
- 4.2.6 Supervise and coordinate the preparation of the research journal, newsletter and other required reports;
- 4.2.7 Initiate/ establish linkages with government and non-government agencies on research and extension projects and programs; and
- 4.2.8 Review and recommend for consideration research and extension program/project which may be funded from the University fund.

1.3 Director for Extension Services

- 4.3.1 Formulate, recommend policies and procedures covering extension works, programs and projects to the Vice President for Research Development, Extension and Production;
- 1.3.2 Take leadership role in terms of providing extension training and capability building activities to faculty extensionists and other potential extension program/project implementer toward the development and implementation of community development advocacy programs and projects;
- 1.3.3 Monitor the implementation of various Extension Projects/Programs;

- 1.3.4 Establish linkages with private and government agencies for funding and technical assistance in the conduct and implementation of community-based programs/projects;
- 1.3.5 Submit status report to the Vice President for Research Development, Extension and Production and President;
- 1.3.6 Perform other functions as may be delegated by superiors.

4.4 University Extension Advisory Committee (UEAC)

- 4.4.1 Review and evaluate the financial soundness of the extension program/project proposals; and
- 4.4.2. Recommend the extension program/project for approval by the President if found worth funding by the university or for endorsement to external agencies for possible funding.

The University Extension Advisory Committee (UEAC) shall have the following compositions:

Chair	:	VP for RDEP
Members	:	VP for Academic Affairs
		VP for Administration and Finance
		Director for Extension
		Campus Directors
		Director for Finance Services
		Budget Officer

4.5 Campus Director

- 4.5.1 Exercise management and supervisory functions over extension programs/projects/activities pursuant to the goals and thrusts of the university.

4.6 Head, Campus Extension Unit

- 4.6.1 Plan and implement the approved plans of the extension unit based on the university strategic plans;
- 4.6.2 Prepare and submit annual budgetary requirement of the unit;
- 1.6.3 Coordinate Extension activities in the campus;
- 4.6.4 Prepare and submit progress and accomplishment reports of the unit;
- 4.6.5 Initiate and promote Extension activities at the campus level in coordination with the RDEP Division;

- 1.6.6 Conduct review and ensure completeness of all the extension-related documents which are for submission to the university level for action;
- 4.6.7 Spearhead the evaluation of Extension Project proposals and completed extension projects at the campus level for submission to the university level and conduct monitoring of on-going extension programs/projects;
- 4.6.8 Provide assistance to faculty extensionist/extension implementer in the protection of extension-related outputs such as brochure, proceeding, write-up/manuscript, journals, products and service;
- 4.6.9 Assist faculty/ staff extensionists in the preparation of proposals and facilitate submission of packaged extension projects to potential funding agencies/organizations;
- 4.6.10 Sustain and strengthen existing linkages and establish new partnership/ collaboration on Extension undertakings; and
- 4.6.11 Perform other functions deemed necessary and required by the higher authorities.

4.7 College Dean

- 4.7.1 Spearhead, monitor and evaluate extension programs of the college;
- 4.7.2 Endorse communication/request related to the implementation of extension programs/projects/activities.

4.8 Faculty Extensionist/s

- 4.8.1 Coordinate with the concerned office on matters pertaining to purchase request of all supplies, materials and equipment required of the extension project based on the approved work and financial plan;
- 4.8.2 Implement the activities of the extension project as stipulated in the approved Gantt Chart of activities;
- 4.8.3. Submit monthly progress report to the Office of the President through the VP of RDEP;
- 4.8.4. Liquidate all incurred cash advances and other expenses as provided for by COA rules and regulations;

- 4.8.5. Return to the Supply Office all the equipment, instruments and other non-expendable materials purchased for the project upon termination of the extension program/project;
- 4.8.6. Report to concerned URS official any untoward incidence/ events that may cause delay of the implementation of such extension undertaking and if so required, request for the extension of project duration provided the cause of delay of project completion is beyond control of the extension program/ project proponent(s);
- 4.8.7. Ensure smooth implementation of the project;
- 4.8.8. Shall pay back all expenses based on the penalty Clause stipulated in the URS Operations Manual in case the project is not completed due to his/their negligence.

5 . INVOLVEMENT IN EXTENSION

The faculty and staff of the university are encouraged to do extension activities. Their active involvement in extension activities is in support to Program Accreditation, State Universities and Colleges (SUC) Leveling, Performance-Based Bonus (PBB) and as compliance to institutional mandate. The staff members may engage in community works provided that their official functions will not be adversely affected by the schedules.

The faculty extensionist shall be entitled to one (1) project as a leader and a maximum of two (2) two projects as member in a year.

Extension activities are non-formal educational interventions implemented by duly designated institutions to bring about improvement in the quality of life of its clients through improvement in their knowledge, skills and attitudes rooted on indigenous as well as scientifically generated knowledge and technology. Outreach programs such as gift- giving, medical- dental mission, bloodletting, tree planting, professional services, and other related activities are considered community services, not extension.

Extension programs and activities are designed in consonance with the curricular programs and research undertakings of the university that are normally supported and participated by alumni, and National Service Training Program (NSTP) students particularly those who are in the Literacy Training Service (LTS) and Civic Welfare Training Service (CWTS) components. Their activities can be linked to extension undertakings of the university provided that the requirements to engage in activities outside the campus premises are complied with and there is proper coordination and approval from the concerned offices.

6. INSTITUTIONAL EXTENSION FUNDING ELIGIBILITY CRITERIA

The University of Rizal System provides opportunities for faculty to implement extension programs/projects with the necessary university funding support considering the set guidelines.

6.1 Eligibility

All interested permanent faculty and staff of the university, regardless of position/designation, may apply for extension grants except those who are on study leave and on long vacation leave/sick leave.

6.2 Extension Program/Project Eligibility

Only extension program/project proposals presented and evaluated during the in-house review by internal and external evaluators and duly approved by the University President upon the recommendation of the University Extension Advisory Committee (UEAC) are eligible for university funding support.

6.3 Terms and Conditions

6.3.1 University funding support varies according to the scope of the approved extension program/project/activity.

6.3.2 The amount of grant shall include the following items:

- 6.3.2.1 Travel
- 6.3.2.2 Supplies and Materials
- 6.3.2.3 Rentals
- 6.3.2.4 Expert Services (detailed)
- 6.3.2.5 Communication Expenses
- 6.3.2.6 Printing and Publication
- 6.3.2.7 IPR Expenses
- 6.3.2.8 Food Expenses
- 6.3.2.9 Notarial Fees
- 6.3.2.10 Freight Services
- 6.3.2.11 Presentation Expenses

6.3.3 Extension program/project leader shall facilitate the request for the purchase of supplies, materials and any equipment for use in the extension program/project/activities.

6.3.4 Approved proposals shall be covered by a duly notarized Memorandum of Agreement (MoA) prior to implementation.

7. PREPARATION AND APPROVAL OF EXTENSION PROGRAM/ PROJECT PROPOSAL

The procedures in the preparation and approval of extension program/project proposals are as follows:

- 7.1. The proposal will follow the updated Work Instruction and should be written according to the approved/prescribed form by the university. The proposal should be within the context of the University Extension Thrust and Priorities;
- 7.2. Proposals shall be submitted to the College Dean and endorsed to the Campus Extension Head for initial evaluation of the proposal in terms of its conformity to format, program and campus extension thrust and priorities. The same shall be returned to the proponent(s) if there is a need for revision. The revised proposal shall then be submitted to the Campus Director and endorse to the Director for Extension;
- 7.3. The qualified program/project proposals will be presented and evaluated in the university in-house review;
- 7.4. All proposals presented and evaluated in the university in-house review shall be revised and finalized by the extension proponent(s) according to the recommendations by the panel of evaluators prior to its endorsement to the University Extension Advisory Committee (UEAC);
- 7.5. Proposals that passed the review of the University Extension Advisory Committee (UEAC) shall be endorsed through the VP for RDEP to the University President for approval;
- 7.6. Upon guarantee of the budgetary allocation and approval of the University President, the Office of Extension Services and the Campus Extension Head shall facilitate the signing of Memorandum of Agreement (MOA) between the university and the extension program/project proponent(s) prior to the issuance of the Notice to Proceed (NTP). Likewise, a Memorandum of Agreement duly reviewed in the office of local linkages, signed by concerned parties and notarized will formalize the partnership between the university and the partner agency. The project implementation commences only after a copy of the notarized Memorandum of Agreement is submitted to the Office of the Director for Extension Services.

8. GUIDELINES FOR THE AGENCY IN-HOUSE REVIEW OF EXTENSION PROGRAM/PROJECT PROPOSAL

- 8.1 Only duly endorsed extension program/project proposals in appropriate offices (ie. Dean, Campus Extension Head, Campus Director) shall be considered by the University Extension Unit for initial evaluation.
- 8.2 Extension thrusts and priorities and the prescribed format shall serve as basis for the initial evaluation
- 8.3 Proposals that are considered during the initial evaluation shall be included in the AIHR of extension proposals and will be notified accordingly, however, papers that were not considered still have the opportunity to be repackaged for the next set of papers for initial evaluation.
- 8.4 The University Extension Office will then organize the AIHR of the Extension Proposals when the minimum number of initially reviewed papers is already reached. The minimum number is considered to give justice to the expenses that may be incurred in inviting external and internal reviewers and other operating expenses in the conduct of the review.
- 8.5 After the review of extension proposals, authors are required to incorporate the recommendations and submit the improved paper based on the deadline set by the University Extension Office. Submitted papers on time shall be processed for UEAC action.
- 8.6 Failure to comply with the submission forfeits the chance to be included in the processing for the nearest UEAC review. However, papers may still be considered in the next UEAC review but as second priority only to the newly endorsed papers as penalty for not complying on time.

9. IMPLEMENTATION, MONITORING AND EVALUATION

- 9.1. Approved extension programs/projects shall be implemented based on the approved Gantt chart of activities and upon issuance of Notice to Proceed (NTP).
- 9.2. Faculty Extensionists are required to document the proceedings of the extension programs/projects by submitting the following: Travel Order, Certificate of Appearance, Attendance Sheet, Accomplished Evaluation Forms, Daily Time Record and Photo-documentation.

- 9.3. The faculty extensionists must ensure that the questionnaire/instrument and all documents to be used in the activity consider the provisions of RA 10173 or the Data Privacy Act of 2012. The document must reflect consent of the respondents that their personal data shall be collected and used only for the purpose as stated.
- 9.4 Program /Project Leader shall submit quarterly report to the Dean, copy furnish the Campus Extension Head and the Director for Extension.
- 9.5. Validation of the submitted quarterly report of the extension program/project activities shall be done by the Campus Extension Head based on the submitted proposal.
- 9.6 Monitoring of extension program/project will be done by the Campus Extension Head, and the Director for Extension on a quarterly basis using the prescribed monitoring and evaluation form.
- 9.7. Observations during the monitoring will be given to the extensionist(s) for their appropriate action.
- 9.8. Extension Program/Project that are found to be not progressing shall be recommended for restructuring or termination.
- 9.9 Any change in the schedule of activities requires written request and justification from the program /project leader. The request is subject for approval of the VP for RDEP upon recommendation of the Director for Extension Services and endorsement in the campus level.
- 9.10 Should there really be a need, any request for the extension of program/project implementation/duration is subject to the approval of the University President upon the recommendation of the Vice President for Research Development Extension and Production, Director for Extension and endorsement in the campus level based on the evaluation result of the monitoring team headed by the Director for Extension Services. The project Progress Report and New Gantt Chart must also be submitted with the request.
- 9.11 The request for extension of program/project implementation must be submitted one (1) month before the expected completion date as stipulated in the Notice to Proceed. If the request for extension of schedule of implementation is approved, additional documents such as copy of the approval of extension, proof of conduct of activities during the extended schedule must be provided.

10. COMPLETED AND TERMINAL REPORTS SUBMISSION AND ACCEPTANCE

- 10.1. After forty-five (45) days of termination of the project, the completed report properly endorsed in the campus level should be submitted following the university format to the University Extension Unit for inclusion in the Agency In-House Review for Completed Projects.
- 10.2 The Terminal Report of the completed project duly evaluated in the Agency In-House Review shall be submitted following the university format to the University Extension Unit with endorsement in the campus level for issuance of Certificate of Acceptance.
- 10.3 The Certificate of Acceptance will be issued only by the University President for projects with complete supporting documents.

11. INCENTIVES TO EXTENSIONISTS

- 11.1 The remuneration for approved extension activities maybe in the form of monetary or service credits subject to the availability of funds, and/or usual accounting rules and auditing procedure, whichever may be practically feasible pursuant to AO 103, CSC-DBM JC #2, 2 A, s.2004 and #1 s.2014.
- 11.2 For the monetary incentive, the rate will be P 200.00 per hour regardless of the educational qualification of the project team members.
- 11.3 Deloading
 - 11.3. 1 Faculty may opt to avail of the deloading of subjects instead of monetary extension honorarium. One extension study is equivalent to 3 units or 54 hours if the project duration is 6 months. The deloading scheme in the succeeding semester will depend on the duration of the implementation of the component activities.

11.3.2 Duration of Extension Project Implementation and
Equivalent Units/Hours

Project Duration	Equivalent Units in a Semester	Number of Hours
6 months	3 units for one semester	54
12 months	3 units every semester for two semesters	108
18 months	3 units every semester for three semesters	162

11.3.3 The faculty who opts to be deloaded for the conduct of extension project shall submit a letter of intent to the Office of the VPRDEP duly endorsed through channel. The RDEP-Extension Unit shall issue an official document as a proof that the deloading is approved.

11.3.4 The faculty who avails of the deloading will no longer qualify for the claim of honorarium since deloading is already considered as a form of incentive.

11.3.5 Deloading privilege can be availed only once whether the project has been completed on time or not.

11.3.6 Limitations

Extension remuneration are privileges afforded by the University and shall therefore be subjected to the following limitations:

11.3.6.1 Extension Remuneration shall be claimed only by the extensionist(s) upon the issuance of Certificate of Acceptance by the University President.

11.3.6.2 Incentive for commissioned extension program/project shall be based on the guidelines of the funding agencies. In cases where the funding agency does not provide incentive for the extensionist(s), the existing provisions for university extension incentive shall apply.

12. PENALTY CLAUSE

Failure to complete the implementation of the extension program/project on its due date, unless explicitly allowed by the University President, shall be construed as a violation of the extension contract with the University. In such cases, the project team concerned shall jointly refund the entire amount allocated and used for the extension program/project based on the approved man-hour distribution within the same time frame as the duration of the extension program/ project through salary deductions at 5% interest for the actual amount expended for the project. Implementation is based on the specific provisions stipulated in the Memorandum of Agreement (MOA).

13. GUIDELINES FOR EXTERNALLY FUNDED EXTENSION PROGRAM/PROJECT

- 13.1. Extension program/project proposals of the faculty extensionist(s) that are worth funding by external agencies shall be endorsed by the University President. Prior to such endorsement, the proponent shall submit the said project proposal through channels in the campus level.
- 13.2 The extension proposal shall be composed of parts prescribed by the funding agency.
- 13.3 Accepted extension program/project shall be implemented by the proponent after a Memorandum of Agreement (MOA) has been signed between the university and the funding agency.
- 13.4. Commissioned extension program/project shall be implemented based on the guidelines set by the university and the funding agency.

14. EXTENSION PAPER PRESENTATION

14.1 General Provisions

The extension program/project outputs which are institutionally and externally funded and completed within the last three (3) years after issuance of Certificate of Acceptance shall be allowed for oral/poster presentations in the local, regional and international fora, congresses and conferences.

14.2. Specific Guidelines in Extension Paper Presentation

- 14.2.1. Extension paper for presentation shall be composed of parts prescribed by the organizer of the congress or conference.
- 14.2.2 Only extension papers which have undergone peer evaluation during the in-house review of completed extension papers and duly recognized by the university shall be endorsed by the University President to the conference organizing body of recognized and reputable organizations.
- 14.2.3 The university has the right to recall the paper and it shall not earn any credit for the proponent in the event that it has been presented by the extensionist (even at the personal expense) in the regional, national, and international congress or conference without the endorsement of the President.

14.3 Equity Share

The knowledge, skills, efforts and time of the extensionist(s) in the conceptualization, conduct and report preparation of extension paper shall be accounted as the equity share of the faculty.

The expenditures for the conduct including materials, generation and output dissemination of significant findings through oral and poster presentations shall be credited as the equity share of the university.

14.4 Logistical Support

The University shall shoulder the cost incurred in the attendance of the extensionist(s) in the oral and poster presentation broken down as follows:

- 14.4.1 All accepted extension papers for oral or poster presentations at a given time shall be given financial support which shall include registration fee, travel allowance, land/sea/air fare, travelling insurance, accommodations, printing expenses and other authorized fees. The university may allow at the most two (2) faculty extensionists to attend the paper presentation with up to the maximum of P10,000.00 each as financial support.

14.4.2 In the event that the university cannot fully support the expenses, the university and extensionist may assist each other in looking for potential sponsors. The authorized representative will be allowed to present the paper in the local, regional, national and international fora, congresses or conferences. However, all authors may be allowed to attend the conference or forum if budget warrants or if they want to shoulder the expenses to be incurred.

14.4.3 Logistical support will be given once only to each presenter. However, fellow faculty extensionist/s may also avail of the same support when presenting the same extension paper in other forum/conference in another level. In the event that they are not willing to attend the paper presentation, other member/s who were given the opportunity before may still avail of the same logistical support.

14.4.4 Logistical support for international presentations will be based on national policies and guidelines and approval of the University Board of Regents.

14.4.5 Travel Report

The extensionist(s) shall submit to the President through channels, a feedback report relative to the result of his/her/their participation in the oral/poster presentation. The travel report with complete required attachments should be prepared with photo documentation.

15. EXTENSION PROGRAM/PROJECT CONTINUITY AND SUSTAINABILITY

Extension Program/ Project must be subjected to quarterly evaluation to determine the status of implementation. At the university level, a Project Monitoring and Evaluation Committee shall be created to monitor and evaluate the project. The committee shall be composed of the Director for Extension, Campus Head for Extension and two from the university officials or extensionists and/or from other agencies.

16. PRESENTATION INCENTIVES

Presentation incentives may be given to extensionist(s) as follows:

16.1. Extension Paper Presentation (recognized faculty extensionists)

PRESENTATION LEVEL	AMOUNT OF INCENTIVE
Level A National	P 10, 000.00
Level B International	P 15,000.00
Within the country	P 25,000.00
Outside the country	

Condition: Must be a recognized/accepted and completed project and has satisfied all the requirements in the project implementation.

16.1.1 If the extension paper was already given P 10,000.00 incentive for being presented in the National Level, it can still be given an additional P 5,000.00 incentive once it is presented in the International level within the country and P 15,000.00 if it is presented outside the country to complete the maximum allowable incentive. If presented already in international forum within the country, it can still be given P 10,000.00 when presented in international forum outside the country. If there are more than one authors per extension paper, the co-author(s) may still be allowed to present the same extension paper in another extension forum.

16.1.2 On the other hand, once the extension paper has maximized the allowable incentive, no more incentive shall be given for the succeeding presentations.

16.1.3 There will be no retroactive effect.

17. GUIDELINES FOR THE REVIEW OF COMPLETED EXTENSION PROGRAMS/PROJECTS

17.1 The university extension office will announce for the submission of extension project reports. Only duly recognized and completed extension programs/projects in the last two years shall be considered for the Agency In-house Review of Completed Extension Projects.

- 17.2 Only the Extension Programs/Projects which are duly endorsed and submitted (within the set deadline provided by the University Extension Office) Completed Report shall be included in the Agency In-House Review of Completed Extension Programs/Projects. Appropriate invitation shall be made accordingly.
- 17.3 Failure to submit on time forfeits the chance to be included in the nearest Agency In-House Review of Completed Extension Programs/Projects but may be included in the next AIHR schedule.
- 17.4 The University Extension Office then organize the AIHR of Completed Extension Programs/Projects inviting external and/or internal evaluators.
- 17.5 After the review, the authors shall incorporate the comments and suggestions made and submit the improved paper based on the deadline set by the University Extension Office.
- 17.6 Processing of the extension honorarium, presentation and presentation incentive, publication and publication incentive shall follow accordingly based on the established university policies and guidelines.

18. GUIDELINES FOR HOLDING EXTENSION CONGRESS

Extension Congress serves as an avenue for dissemination of tangible outcomes of extension program/project implemented by the faculty extensionist(s). The following guidelines shall be observed in holding the extension congress. The congress will be facilitated by the RDEP Division.

- 18.1 Extension congress shall be done annually before the Annual PRAISE Awarding Ceremony.
- 18.2 Completed extension papers that passed the University In-House Review and garnered at least 80 points are qualified as entries in the Annual Extension Congress.
- 18.3 External evaluators will be invited during the Extension Congress.
- 18.4 First place winner in the Extension Congress will be recognized during the University Annual PRAISE Awarding Ceremonies.

19. EXTENSION PAPER PUBLICATION

Only recognized and completed extension program/project with complete supporting documents in the last three years (after issuance of Certificate of Acceptance) may be published. A faculty who intends to publish a research-based completed extension project in a recognized journal will submit a letter of intent duly endorsed in the campus level to the office of the Director for Extension Services. The request will be forwarded to the office of the Director for Research for appropriate action. The procedures for publication as indicated in the Research Operations Manual will be followed. The financial matters pertaining to the publication will also be in accordance with the provisions in the said manual.

20. PHASES OF PROJECT IMPLEMENTATION

20.1 In the event that the team would like to continue the implementation of the extension program/project (Phase 2,3, etc), a letter of intent with attached proposal for the said phase duly endorsed through channel must be submitted for UEAC action and approval of the University President.

20.2 The proposal for the next phase of implementation will no longer be subjected to a formal Agency In-House evaluation but will be assessed as to the significance for continued implementation by the offices of the Director for Extension and the VP for RDEP.

20.3 The proposals requesting for the next phases of implementation will be included in the set of newly proposed extension programs/projects for action of the UEAC and the University President. No program/project requesting for the next phase of implementation will be endorsed individually.

21. GUIDELINES ON THE CONDUCT OF EXTENSION SERVICES DURING THE TIME OF PANDEMIC/CALAMITY

Pandemic causes modification on the delivery of services to the communities. Policies on face-to-face interactions affect the conduct of extension programs/projects/activities. Likewise, calamities like typhoons and others may also affect community-related activities. These are situations which can never be controlled and the University of Rizal System in its efforts to continue providing quality services to beneficiaries despite of the limited mobility has crafted guidelines for the implementation of extension programs/projects/activities during the time of pandemic/calamity. This is to ensure safety of the faculty extensionists and all involved stakeholders. Hereunder are the specific policies to consider:

- 21.1 All extension programs/projects/activities to be conducted must be duly endorsed and approved by the University President.
- 21.2 The duly signed and notarized MOA with partner agency/organization and other university requirements applicable to extension services must have been complied with prior to the implementation of PPAs.
- 21.3 The conduct of frequent face-to-face meetings/activities must be limited.
- 21.4 The extension activities which are to be done through face-to-face meetings if really needed, must consider the minimum health protocols. It is highly encouraged that the nature of the services to be offered and the mode of their deliveries must be those that will not put at risk the health and safety of all involved.
- 21.5 In the event of virtual delivery of services, the following are to be observed:
 - 21.5.1 The procedures applied during the conduct of programs/projects/activities without the pandemic must still be followed (PR, SPR and all other applicable/needed services/supplies/materials). All pertinent government and university rules and regulations shall also apply.
 - 21.5.2 Honorarium claims must be in accordance with prevailing accounting/auditing rules.
 - 21.5.3 Reports/documentation of activities must be submitted to the concerned offices.
 - 21.5.4 Online evaluation of the activities must be accomplished by the participants, results of which must be attached together with the attendance sheet in the Accomplishment Report.

22. UNIVERSITY EXTENSION ETHICS AND REVIEW COMMITTEE (UERC)

The conduct of extension projects necessitates that every faculty considers the interest and general welfare of the target beneficiaries, thus, a defined schema and ethical review process become a substantial concern of every educational institution.

Ethical review is a procedure that provides extension project implementers the necessary help or guide to think through the ethical issues that may be associated to the implementation of the project. With this, the creation of the University Extension Ethics and Review Committee becomes imperative. Ethical review committee chairperson and members should not be holding an administrative position and should have undergone basic training on ethics in the conduct of community services.

The institutionalization of University Extension Ethics and Review Committee considers the following legal bases:

1. Republic Act No. 11038 (Expanded National Integrated Protected Areas System Act of 2018)
2. Republic Act No. 7586 of 1992 (National Integrated Protected Areas System Act 1992)
3. Republic Act No. 8371 of 1997 (Indigenous Peoples Rights Act 1997)
4. Republic Act No. 8293 [Intellectual Property Code of the Philippines]
5. Republic Act No.9147 (Wildlife Resources Conservation and Protection Act)
6. Department Administrative Order No. 96-20 (Implementing Rules and Regulations on the Prospecting of Biological and Genetic Resources)
7. Republic Act No. 9275 (The Philippine Clean Water Act of 2004)
8. Republic Act No. 8749 (Philippine Clean Air Act of 1999)
9. Republic Act No. 9003 (Ecological Solid Waste Management Act of 2000)
10. Republic No. 10055 (Philippine Technology Transfer Act of 2009)
11. Republic Act No. 6725 (Anti-Discrimination Law)

Other lawful provisions which may provide for additional bases for ethical actions in the conduct of extension programs/projects/activities which are essential to protect the well-being of all involved will also be primarily considered.

Objectives:

The creation and institutionalization of the University Extension Ethics and Review Committee aims to:

1. Protect the safety, rights, and well-being of both the extension project implementers and the beneficiaries;
2. Promote ethically sound extension projects; and
3. Ensure that the extension project complies with national and international data protection laws regarding the use of personal information collected during the course of project implementation.

The University Extension Ethics and Review Committee is inherent with the authority to:

1. Investigate misconduct in the project implementation;
2. Endorse approval for the projects which have passed ethical standards;
3. Require modifications of protocols for projects with ethical issues when deemed necessary;
4. Recommend termination of projects with ethical issues;
5. Set policies or offer opinions as well as solutions on ongoing ethical issues in the project implementation;
6. Disapprove use of instruments/survey questionnaire that will harm or violate the dignity of the respondents/participants;
7. Review the instrument to be used in the project as to its compliance to the Data Privacy Act and require the project implementers to submit to the Data Privacy Office the certificate of verification/evaluation of the instrument.

Furthermore, it is of primary importance that the committee members have the understanding of the following:

1. Funding agencies/ organizations that expect or require data publication (data to be made available in an archive or repository)
2. Data protection laws and data management
3. Rights and culture of the beneficiaries across sectors

The University Extension Ethics and Review Committee shall consider assignment of chairpersons and members in various groups categorized based on the thrusts and priorities such as Sustainable Food Production and Security, Social Equity and Poverty Alleviation; Environmental Protection, Disaster Resiliency and Entrepreneurship and Livelihood Innovations, and; Culture and Heritage Preservation and Industry and Technology Promotion.

23. EXTENSION PAPER REPORT/OUTPUT COPYRIGHTING

The extension paper report/output which will be applied for copyrighting shall be endorsed to the unit of the university handling intellectual property matters which shall facilitate the processing of the application.

24. OPERATIONAL DEFINITION OF TERMS

- 24.1 **Accepted Extension Project.** This refers to the final copy of the terminal report of completed extension program/project which is accepted by the University President after the proponent(s) has/had incorporated the comments and suggestions by the Panel of Evaluators during the in-house review.
- 24.2 **Agency In-House Review.** This refers to the conduct of evaluation in the university level of the submitted proposed and completed extension program/projects by invited panel of experts from the university system and/or other agencies.
- 24.3 **Certificate of Acceptance.** This refers to the document issued by the Office of the University President after the submission of the Terminal Report.
- 24.4 **Commissioned Extension Program/Project.** This refers to an extension program/project of an external agency which is implemented by the faculty extensionist(s) through a Memorandum of Agreement.
- 24.5 **Completed Extension Report.** This refers to the detailed write-up of the completed extension program/project for evaluation during the Agency In-House Review based on the prescribed University format.
- 24.6 **Evaluation.** This refers to the formal, impartial and scientific review of the extension project proposal and completed extension project report through the scheduled in-house review to determine the technical soundness and accuracy of the proposal/report.

- 24.7 **Extension Goals.** These refer to the outputs / outcomes of the extension services of the university which are manifested through the improvement of the quality of life of the beneficiaries and sustainable development of the community.
- 24.8 **Extension Program/Project.** This refers to community engagement of the university that is geared towards the improvement of the quality of life of the beneficiaries. It involves different and or continuing intervention activities and modalities.
- 24.9 **Extension Services.** These refer to the programs/projects and activities being offered by the university to the community it serves through non-formal education with the application of various modalities aimed at improving the quality of life of the beneficiaries and covered by a Memorandum of Agreement.
- 24.10 **Impact Assessment.** This refers to the collection of data pertaining to the general impression of the beneficiaries to the project conducted which shall provide basis on the responsiveness and relevance of the services extended.
- 24.11 **Institutional Mandate on Extension.** This refers to the extension thrusts and priorities of the university which are aligned with its vision, mission and program offerings.
- 24.12 **Linkage.** This refers to the partner agencies/organizations on the implementation of approved programs/projects.
- 24.13 **Long Vacation/Sick Leave.** This refers to the period when a faculty filed a vacation/sick leave of absence of at least 1 month.
- 24.14 **Monitoring.** This refers to the systematic assessment of the activities, implementation or results of the extension program / project conducted in the community for the purposes of identifying problems encountered and possible solutions.
- 24.15 **Needs Assessment.** This refers to the preliminary collection of baseline information on the gaps and needs of the target community beneficiaries that will serve as the scientific basis in crafting extension program/project.
- 24.16 **Outreach Program/Project.** This refers to a short term/one-shot activity conducted without the presence of MOA/MOU.
- 24.17 **Program/Project/Activity Implementation.** This refers to the execution of the approved extension program/project and component activities within the specified duration and budget.

- 24.18 **Program/Project Proposal.** This refers to the proposed extension program/project to be evaluated in terms of alignment to the university extension thrusts and priorities and compliance to the prescribed format for eventual approval and implementation.
- 24.19 **Recognized Extension Program/Project.** This refers to the extension program/project approved by the University President for implementation.
- 24.20 **Special Projects.** This refers to a short-term project intended to address the immediate needs of the community through interventions.
- 24.21 **Terminal Report.** This refers to the detailed write-up of the accomplished extension program/project duly evaluated and compliant with the prescribed University format and other requirements for the issuance of Certificate of Acceptance.
- 24.22 **University Extension Advisory Committee.** This is the committee who look into the financial soundness of extension project proposals and recommend the same for approval by the President.
- 24.23 **Work Instruction.** This explains the series of actions to be carried out for a certain activity/program/projects.

25. GUIDELINES FOR MAN-HOUR COMPUTATIONS

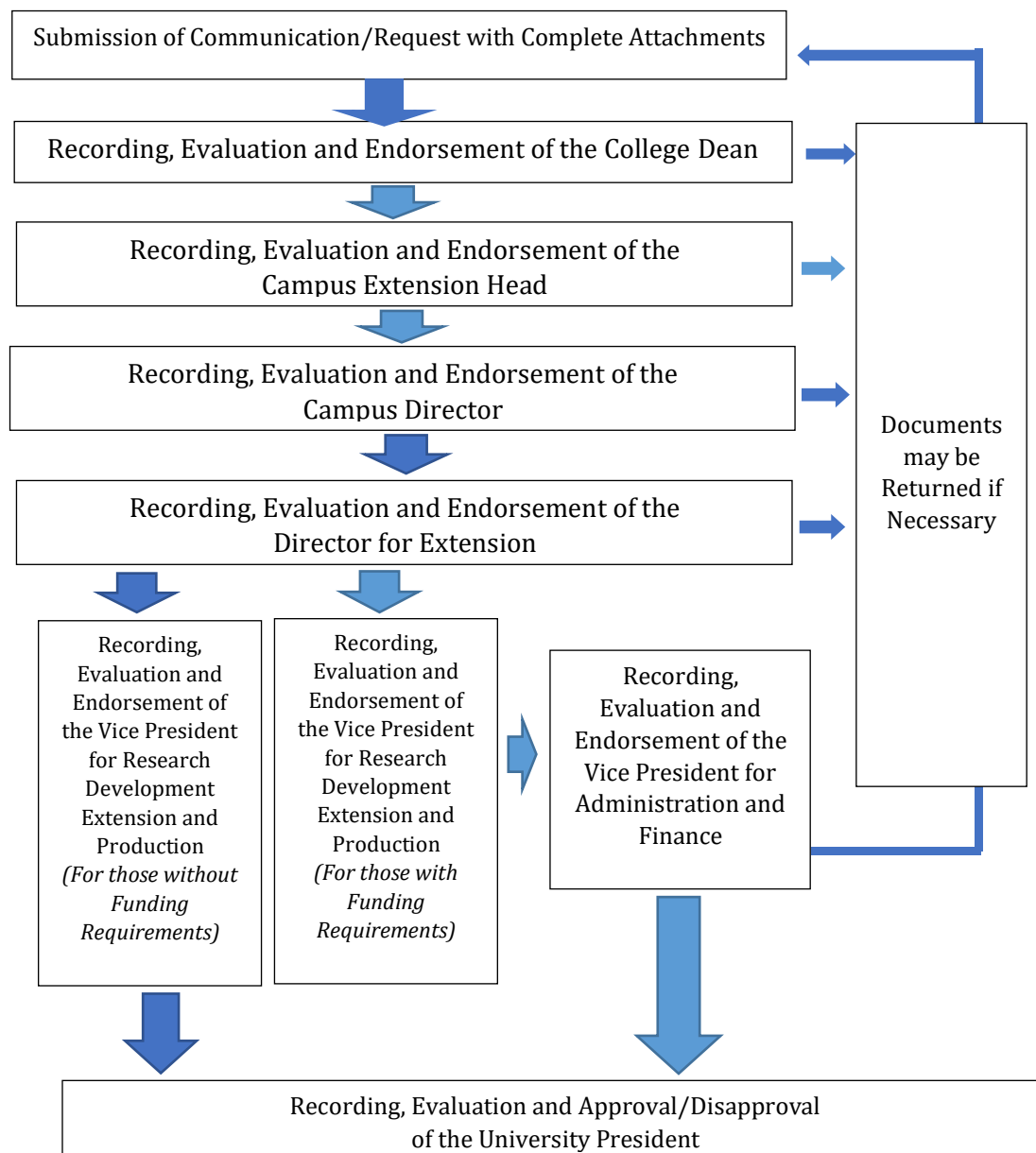
Activity(ies)	Allocated Maximum No. of Hours
1. Needs Assessment Survey	-
2. Analysis of Baseline Data/Resources, Profiling of Beneficiaries and Conceptualization of the Project	-
3. Financial Sourcing and Linkaging	-
4. Evaluation, Revision & Approval of the Project Proposal	-
5. Implementation of the Projects after the issuance of Notice to Proceed	96
6. Monitoring and Evaluation	16
7. Preparation and Submission of Report	48
Total	160

Note: - means not included in the computation

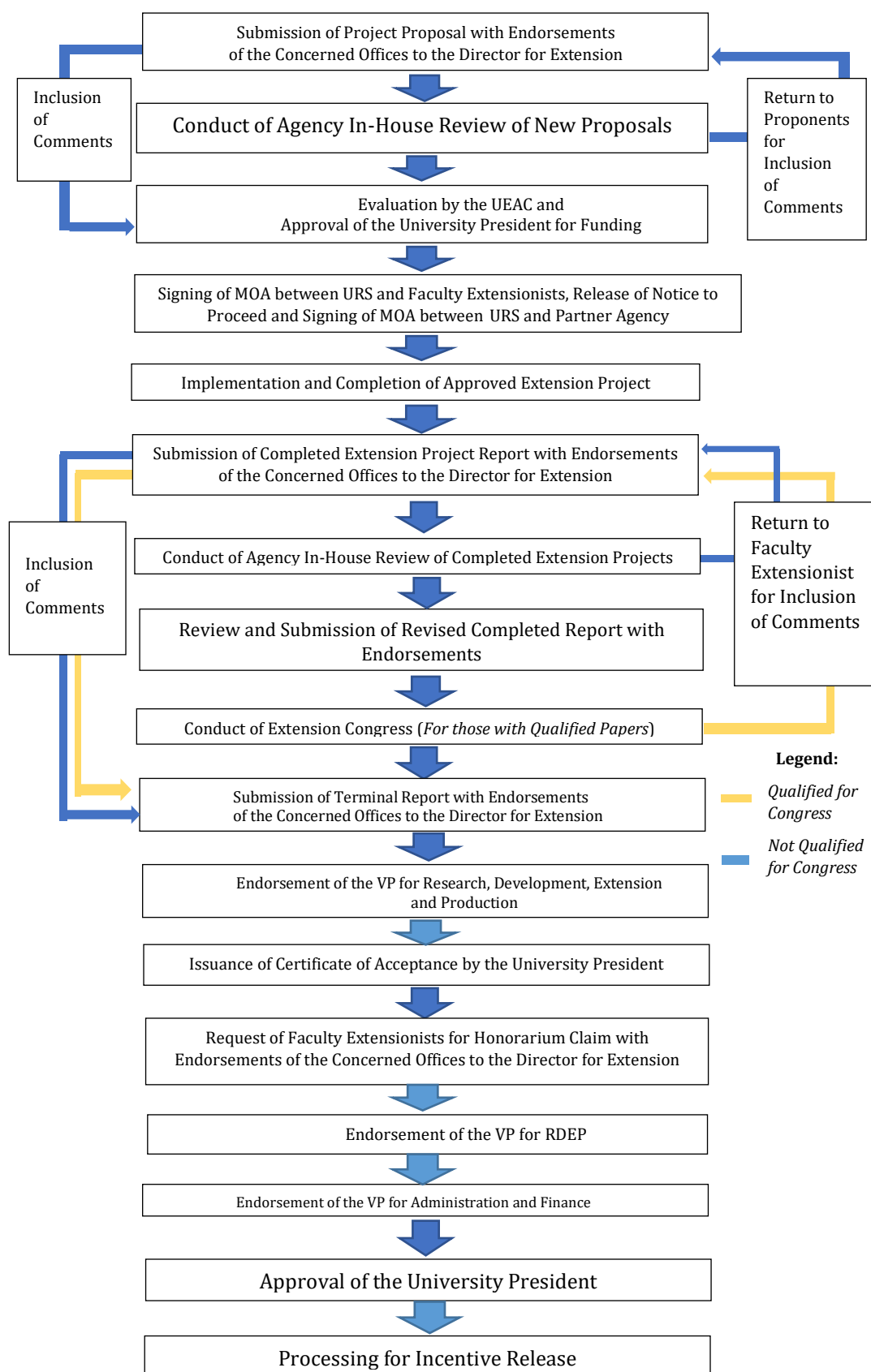
26. PROCESS FLOW CHARTS

Communications/Requests

*(Presentation, Request for Extended Schedule of Implementation/
Termination/Continuation, Certificate of Acceptance, Incentive/ Honorarium & Publication)*



Extension Project Proposal, Implementation & Completion



Institutional and External Funding for Extension Projects

