

# **CARAGA STATE UNIVERSITY**



**CARAGA  
STATE UNIVERSITY  
PHILIPPINES**

# **EXTENSION OPERATION MANUAL 2011-2016**

# FOREWORD

The Caraga State University (CSU) is a state-funded institution tasked to provide quality professional and technological training in the northeastern Mindanao area, the Caraga Region. As a state institution, its mandate is to support sustainable socio-economic development through the basic functions of instructions, research, extension and production. To attain this noble mission, a sound Extension and Community Outreach Program should be formulated and carried out to answer the technological and information needs of its service area.

The northeastern Mindanao Region (Caraga) is one of the regions in the Philippines with vast natural resources. It has the widest remaining forest, thus tagged as the '**Timber Corridor of the Philippines**'. Caraga Region supplies about 70% of the total timber requirement of the country. Likewise, it has rich mineral resources that lure a number of mining companies to do exploration and extraction. The 'Iron Mountain' located in the Surigao Provinces is known to be the biggest iron deposit in Asia. At present, the region is regarded the '**Hottest Mining Destination**' in the Philippines for its gold, nickel, iron and silver deposits. However, this rich natural endowment has attracted people to come to the region. Due to migration, the region experiences a delicate balance between natural resources and population since the rapidly expanding population in the region relies mainly on these resources, which may eventually cause the depletion of non-renewable resources. For the region's resources to be utilized optimally for sustainable development, wise management of resources and education of the people are critical areas to focus in order to strike a balance between sustainable development and natural resources management.

As a State University committed to the transformation of the social well-being of the people, CSU, therefore, faces many challenges. The primary challenge is how it can effectively respond to the pressing needs of the region, particularly in poverty alleviation and sustainability of socio-economic development efforts. Through its four-fold function of instruction, research, extension and production, it develops programs that could bring development in the region. However, its efforts to provide information and knowledge must not be limited only to those who are capable of going to school, but it should reach the people even up to the region's borders and beyond.

Extension service is the vehicle that links the major programs of CSU to the various sectors of society for the purpose of developing and/or enhancing capabilities of individuals and groups (POs, NGOs) to alleviate their socio-economic conditions. Through the extension and community outreach programs of the State University, learning-beyond-the-classrooms may be given a new meaning, as new modalities shall be tested to develop and enhance capabilities of the Caraganons.

**JOANNA B. CUENCA, Ph.D. CEO III**  
University President

## **VISION**

A premier institution of higher Learning in Caraga Region committed to global excellence in science and technology, and humanities towards sustainable development.

## **MISSION**

Caraga State University is committed to the four-fold functions (quality instruction, research, extension, and production) of higher education by:

- providing quality and relevant education in science and technology, and humanities;
- developing competent individuals who are scientifically trained, technologically skilled, and morally upright;
- contributing in the creation of an eco-friendly and healthy environment;
- participating actively in transnational collaboration, industry linkages and global networks.

## **GOALS**

Poverty Alleviation, Sustainable Economic Self-sufficiency and Moral Recovery through:

### **A. Quality and Excellence**

Improve quality of life among Caraganons through excellent extension and community outreach services.

### **B. Relevance and Responsiveness**

Provide policy directions in extension activities in accordance with the priority needs of the region.

### **C. Access and Equity**

Equal opportunity of technical assistance to the greatest number of people in depressed, deprived and underserved communities.

### **D. Efficiency and Effectiveness**

Efficient and effective management of human and physical resources towards upgrading the welfare of Caraganons.

### **E. Teamwork and Discipline**

Collaboration, complementation and institutional integrity of the trainers and the community.

### **F. Impact**

Touch lives of people in the various sectors of society through utilization and/or commercialization of technologies.

## **OBJECTIVES**

The Extension and Community Outreach Service endeavors to:

1. Reduce poverty and generate employment through the efforts in packaging, disseminating, and utilizing technologies for rural development;
2. Serve individuals and communities through extension service programs in Sustainable Upland/Lowland Resource Development, Responsible Mining, Human Capital Building by way of improving functional literacy through technical-vocational courses, engineering, education and other fields for practical applications; and
3. Attain excellence in community service by:
  - Improving indigenous and rural technology;
  - Supporting provincial and regional development directions through linkages with NGO's LGUs and other sectors;
  - Cultivating values and culture toward attaining improved quality of life
  - Playing a major role in the making of important and relevant policies
  - Training the lower-and-middle level manpower in agriculture; wood- and mineral-based industries and other related endeavors;
  - Conducting outreach programs on literacy and occupational skills for various sectors in the service area.

## **CSU EXTENSION PHILOSOPHY**

The guiding philosophy of CSU Extension Program is herein stated as follows:

- The ultimate measure of the effectiveness of the CSU Extension Program is its impact on the lives of people and the community it serves.
- CSU views family as the basic unit for the wise use and development of the natural resources of the region.
- Extension that is anchored on strong research that responds to the actual needs and requirements of its service area for sustainable socio-economic and rural development through dissemination and proper adoption of knowledge designed to enhance rural development and resource utilization and conservation.
- Extension programs that relate and supplement the extension program of other agencies/institutions at the provincial and regional levels and support national programs on countryside development and poverty reduction.

## **ORGANIZATIONAL STRUCTURE**

**CSU Research and Extension** Programs are implemented as a system. Adopting a system approach in management basically follows a structure. In the CSU RDE System, the organization is as follows:

### **CSU Board of Regents**

The highest policy making body of CSU is the Board of Regents (BOR) as shown in Fig.1. All policies, rules and regulations pertaining to research and extension (R&E) in the University formulated by the University Research Council (URC) and University Extension Council (UEC) shall be recommended by the President to the Board of Regents for approval.

### **University President**

The President shall head the University's Extension System. He/she exercises general powers of administration, supervision and control of the entire Extension System of the University. He/she administers the system through the Vice President for Research and Extension (VPRE).

### **The University Extension Council (UEC)**

The Council is a university-wide body tasked to formulate and review policies, rules and regulations necessary for the operation and improvement of the extension system in the University for approval of the Board of Regents.

Its specific functions are:

- To review existing policies, rules and regulations pertaining to extension in the University;
- To formulate and recommend to the University President new policies, rules and regulations necessary for the operation and improvement of the extension system. Policies, rules and regulations can emanate from the Vice President for Research and Extension, college deans or from faculty members, submitted to the Council for consideration and presented to the Board of Regents for final approval, through the University President.

The University Extension Council (UEC) shall be composed of the following:

- University President (Chairperson)
- Vice President of Research and Extension (Vice Chairperson)
- Vice President of Academic Affairs
- Dean, Graduate School
- Dean, College of Arts and Sciences
- Dean, College of Agricultural Sciences and Natural Resources
- Dean, College of Engineering and Information Technology
- Dean, College of Science Education
- Campus Dean, CSU-Cabadbaran
- Director, Office of the Resource Generation
- Director, Planning and Development
- Director, Public Information, Alumni and External Affairs

The Council shall meet regularly every quarter to discuss matters concerning policies in extension operations, without prejudice to special meetings when the need arises.

### **A. University President**

- Shall exercise general powers of administration, supervision and control of the entire research and extension system and programs of the University;
- He/She administers the system through the Vice President for Research and Extension (VPRE).

### **B. Vice President for Research and Extension (VPRE)**

- Shall administer and direct all extension and training programs of the University;
- Shall develop linkages with other agencies to avail of their expertise, facilities and funds in achieving the objectives of the extension programs of the University;
- Shall coordinate and/or collaborate extension activities of the University with other agencies in the province, region or in the country to have relevant outcomes;
- Shall source out funds and grants from governmental, non-governmental and international funding institutions;
- Shall advise the distribution of available funds to colleges/faculty members based on the approved proposals;
- Shall appoint committees, when need arises, to discuss specific problems concerning Extension services;
- Shall accept proposals from faculty members through their respective deans for the incoming year;
- Shall prepare an overall estimate of the budgetary requirements for submission to proper authorities;
- Shall keep records of extension activities of individual faculty members, departments and colleges;
- Shall consolidate and prepare annual and periodic extension reports which should include progress reports of on-going activities and relevant findings as a feedback mechanism for future research activities and as basis for policy formulation;
- Shall prepare the human resource development (HRD) plan in support to the capability building of the University Extension System;
- Shall coordinate, implement, monitor and evaluate human resource development program (HRDP).

### **C. R&D Core Group**

- The members of the RDCG shall be appointed by the University President upon the recommendation of the Vice President for Research and Extension.
- All extension or training proposals of the faculty seeking funding from the University shall be evaluated by a group of at least 2 specialist-members of the RDCG. The RDCG evaluation shall also be conducted for progress and terminal reports of extension programs/projects with University funding.
- In evaluating an extension proposal or training completion report, 2 members from the RDCG who have the required expertise in the topic shall discuss *en banc*. The 2-member RDCG shall submit the evaluation report 3 days after.
- Shall lead in the development and production of curriculum materials/programs for non-degree/non-formal education for training activities of the University.
- Shall assist and facilitate the activities of the coordinators of extension and training in every college and in the IEC Development.

### **C. Coordinator for IEC Development**

- Shall coordinate all resource material development activities;
- Shall assume the functions of program planning;
- Shall design modules, brochures, reading and instructional materials;

### **D. Logistics and Finance Coordinator**

- Shall keep an accurate statement of expenditures of money matters;
- Shall administer and disburse the money for the extension and training programs.

### **E. College Committee on Extension and Training (CCET)**

- The Committee on Extension and Training shall be composed of 3 members headed by the College Dean.
- Shall coordinate all extension and training activities of the college;
- Shall identify the extension needs of the people in the extension service areas;
- Shall organize training staff/resource speakers;
- Shall attend to logistics and other financial needs of the program in synchrony with the Logistics and Finance Coordinator;
- Shall supervise all extension projects/activities of the college in the communities;
- Shall make arrangements on accommodation and food of training staff and trainees;
- Shall submit reports regularly to the VPRE.

### **F. College Extension and Training Staff**

- Shall conduct baseline surveys on the extension needs of the target clientele;
- Shall attend to their schedules properly and punctually;
- Shall prepare and deliver lectures and hands-on activities within the participants' level of understanding;
- Shall act as consultants/trainers/agents of the college in the extension service areas;
- Shall prepare and disseminate useful extension information to the clientele through print and broadcast media, and through the use of ICT;
- Shall conduct NFE trainings to identified clientele in the service area of the University;
- Shall perform skills demonstration on specific topics to interested clientele in the identified communities;
- Shall conduct on-site demonstrations in campus or in the communities for the benefit of the rural residents;
- Shall prepare the annual list of training, extension activities and schedules;
- Shall determine the supply and material needs for extension and training activities;
- Shall prepare the budgetary requirements of the extension program of the college.

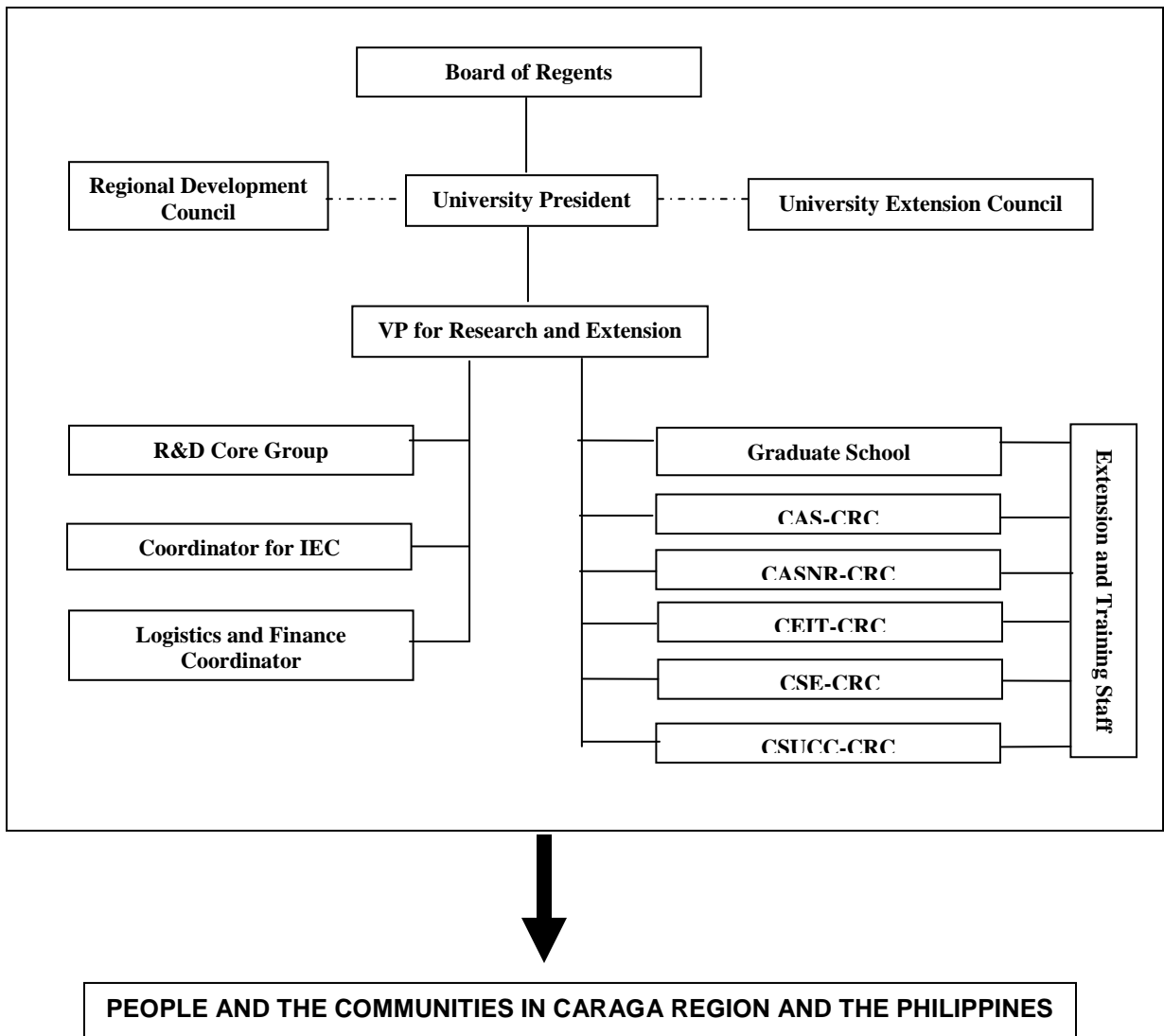


Fig. 1. Organizational Structure of the Research and Extension System of the Caraga State University



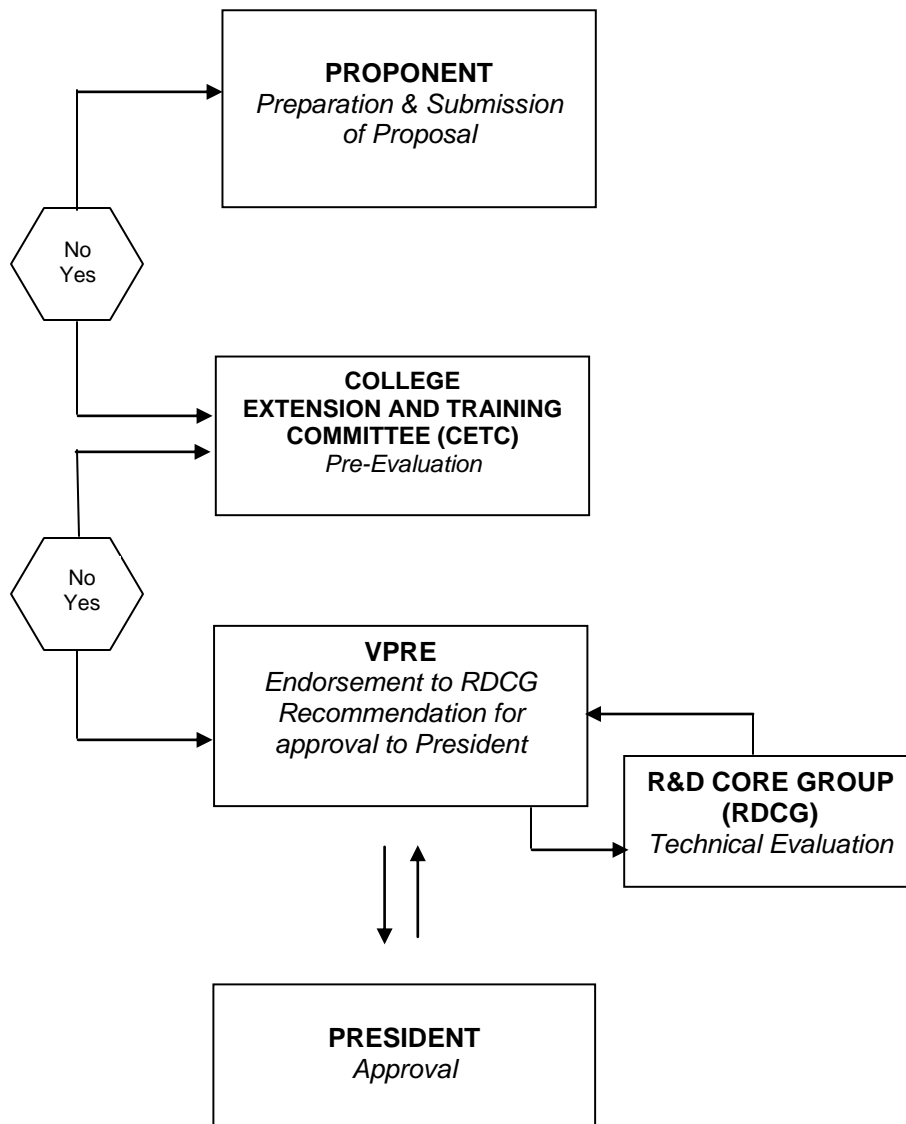
## **EXTENSION OPERATIONS**

### **Training Proposals, Progress, Annual, and Terminal Report Evaluation**

#### **A. Training Proposal**

All proposals of faculty seeking funding from either local extension funds or from external sources (external funding institutions) shall adopt the following flow which is shown in Fig. 2:

- Proponent shall prepare the proposal and submit the same to College Committee on Extension and Training for evaluation.
- College Committee on Extension and Training shall evaluate and endorse proposal to the VPRE, otherwise, return the proposal to the proponent together with the comments/suggestions/recommendations.
- VPRE shall endorse the proposal to the R&D Core Group (RDCG) for evaluation. The RDCG shall return the proposal to the VPRE with recommendations after its evaluation. If the proposal has merit but needs improvement, the VPRE shall return the proposal back to the College with comments/suggestions. If the proposal has no promise, VPRE shall return the same to the College communicating the reason for disapproval.
- After all the comments/suggestions on the proposal with merit have been addressed, the proponent shall submit the proposal back to the College Committee on Extension and Training, and to the VPRE.
- The VPRE shall endorse proposal to the University President and return the proposal to the proponent once approved through the college deans for implementation if funding is available locally.
- If the proposal meets the eligibility requirement of any external source, the VPRE shall endorse the proposal for external funding. If external funding is not yet available, the program shall be funded initially by local funds but shall be endorsed for external funding sources.

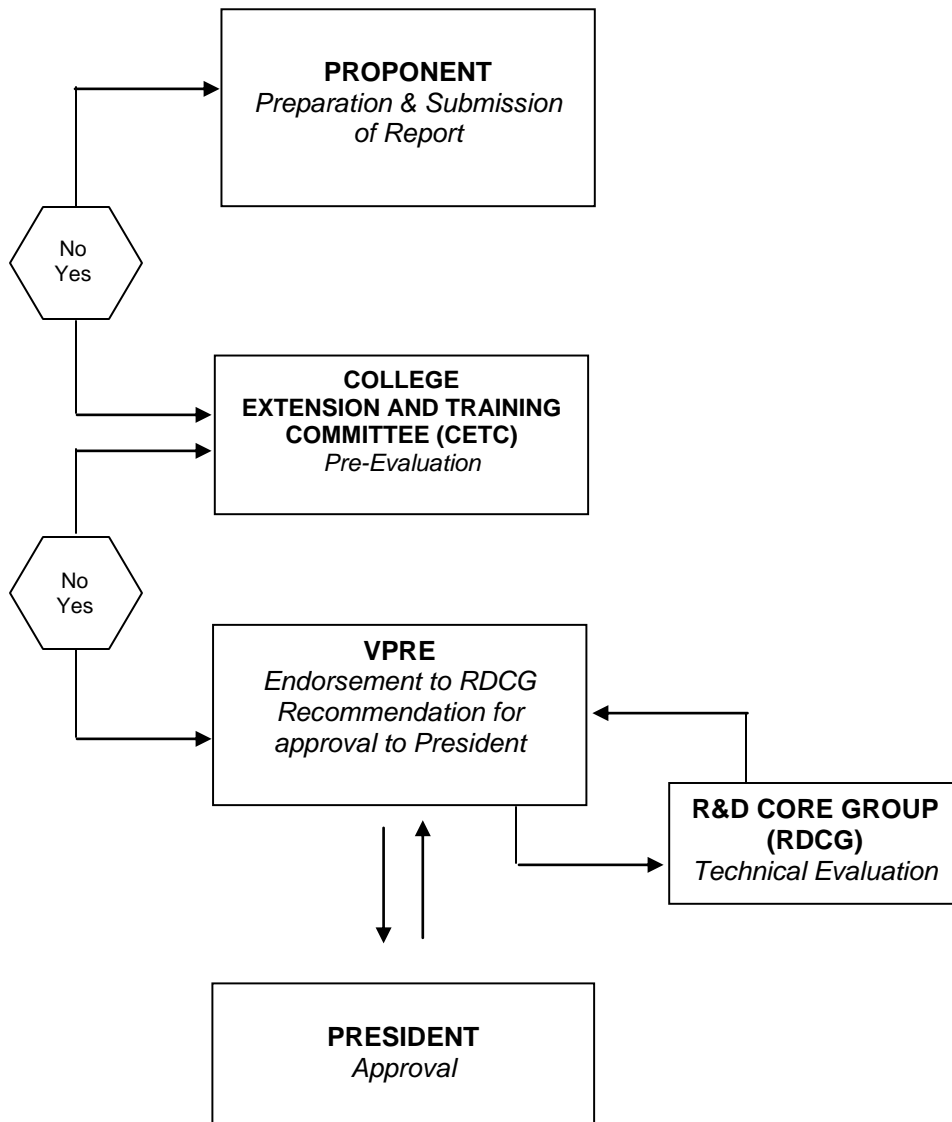


**Fig. 2. Route of the Extension Proposal Evaluation**

## **B. Progress, annual and terminal reports**

All extension activities funded by CSU Funds and by external funding sources shall submit progress, annual and terminal reports following this route, which is shown in Fig.3:

- Faculty member/s shall prepare the progress, annual and terminal reports and submit the same to VPRE through the College Committee on Extension and Training.
- Progress reports shall include the target and actual activities for the period under review, including the problems and constraints met. The financial status of the project as of the period under review shall also be part of the progress report.
- Progress reports shall be submitted every semester, and shall be received by the VPRE with endorsement from the College Committee on Extension and Training not later than 2 weeks after the end of each semester.
- The College Committee on Extension and Training shall endorse the reports to the VPRE, otherwise, return the report to the faculty member/s together with the comments/suggestions/recommendations for improvement, if the report does not meet the quality requirement defined above.
- The VPRE shall return the reports to the faculty member/s through the College Extension Coordinator and College Dean, giving emphasis on the comments/suggestions/recommendations after evaluation.
- If the proposal has met all the requirements for approval, the VPRE shall endorse the report to the University President for approval and/or acceptance.
- The report shall follow the OVPRE recommended format. However, for externally funded activities, the progress and terminal reports shall adhere to the format set by the funding agency/ies.



**Fig. 3. Route in Progress, Annual and Terminal Report Submission**

## **CRITERIA FOR FUNDING PRIORITIZATION**

1. The extension program/project shall be within the priority areas as listed in the CSU RDE Agenda and CSU RDE Implementation Plan.
2. The extension program/project shall exhibit technical feasibility.
3. The proponent/s shall manifest capability to carry out the program/project.
4. The program/project shall exhibit the urgency and importance of the information/technology that shall be disseminated to the target area.
5. The program/project shall show practicability of timetable and budget.

## **CONDUCT OF IN-HOUSE RDE REVIEW**

Annual CSU in-house review shall be conducted every 1st week of July. The purpose of the university-wide RDE review is to present accomplishments and findings of on-going and completed RDE activities from every college. This forum shall also be the venue to determine complementation and integration of related projects/activities.

The mechanics of the conduct of in-house RDE review shall be as follows:

1. The VPRE shall announce the schedule of the annual in-house review a month before the schedule to all colleges of CSU through the College Deans. Forms and other requirements shall be disseminated together with the announcement.
2. Every college shall determine the entries to the in-house review and notify the faculty member/s concerning the inclusion of their activities in the review.
3. The faculty member/s shall prepare the papers in accordance to the forms provided for compilation in the VPRE Office. The papers shall be submitted a week before the schedule of the in-house review.
4. The presentation of the papers shall adopt the standard procedures of paper presentation in scientific gatherings.
5. Resource persons with expertise in the areas/disciplines to be reviewed shall be invited to evaluate the extension programs/projects.
6. Winning entries and faculty member/s shall be properly recognized through giving of certificates/awards.

## **MONITORING AND EVALUATION**

The CSU QUAMS Team shall conduct the semestral Monitoring and Evaluation (M&E) of ongoing projects. The criteria and Terms of Reference (TOR) for the evaluation shall be based on the standards adopted by the QUAMS for quality assurance. Among the major functions of the team are as follows:

- The team shall conduct monitoring and evaluation of the project's activity implementation, fund utilization as well as resource generation (if applicable).

- The team shall review semestral and annual reports (if applicable).
- The team shall focus on the project's targets and accomplishments, including the financial equivalents of the target activities and the accomplishments.
- Project visits shall also be done quarterly to actually see how the project runs.
- The team shall conduct M&E on the basis of the parameters anchored on the project objectives, activities and the targets set at the start of each calendar year. This is to ensure that the goals of the project are met.

**Compliance with the RDE M&E Requirements:**

1. The Project Leader and the project team members shall be recommended to continue leading the project implementation.
2. The Project Leader and the project team members shall continue receiving honorarium (if applicable).
3. The project leader shall be endorsed to head another newly approved project.
4. The Project Leader and the project team members shall receive favorable evaluation on R&D under the University Performance Evaluation System (PES).

**INCENTIVES**

**A. Locally-Funded Activities**

Incentives shall be given to those who are directly involved in the University RDE system. This is to motivate and encourage faculty members to conduct researches and extension activities. The incentives are as follows:

- The VPRE shall be given 18 hours credit load per semester.
- The member of the R&D Core Group (RDCG) shall have 12-credit deloading.
- The members of the College Committee on Extension and Training shall have 3 credit units per semester.
- Honorarium shall be given to the faculty member(s) doing extension activities if a provision for honorarium is stipulated in the approved budgetary requirements. However, for those without provision for honorarium, the faculty member(s) shall be credited with the following:

***Extension Project:***

- 6 units credit – for the Project Leader
- 3 units credit - for Project Team Members (at most 2/project)

***Extension Program:***

- 9 units credit - for the Program Leader
- 6 units credit – for the Research Project Leader
- 3 units credit - for Project Team Members (at most 2/project)

- Incentives shall be granted upon submission of required reports to the President passing through the channel as stipulated in the route for submission of reports (Fig 2).

**B. Externally–Funded Activities**

- For projects with provision for honoraria, the faculty member(s) doing extension activities shall be given honoraria based on the approved rates. In addition, the principal faculty member shall be given credit units adopting the credits awarded to those conducting locally funded activities.
- However, for those externally funded activities where honoraria are not provided by the funding institution/s, only the credit units given to the faculty member(s) doing extension activities under the locally-funded researches shall be given as incentive.
- Incentives shall be granted upon submission of required reports to the President passing through the channel as stipulated in the route for submission of reports (Fig 2).

**FISCAL MANAGEMENT**

**For Locally-Funded Activities**

- The faculty cum training in-charge of the approved extension activity shall request for materials and equipment in accordance with the procedures of the University.
- All funded disbursements shall be in accordance with the approved budget for the activity/ies.
- To keep track of the activity's expenses, the faculty cum training in-charge shall keep a copy of all financial transactions of the project.
- To hasten the implementation of the project, requests for supplies, materials and equipment shall follow the CSU standard procedures.

## **For Externally Funded Activities**

- The funds shall be transferred to CSU or to a fund management body duly recognized by CSU as a partner, or directly to the faculty cum training in-charge, in accordance to the procedures set by the funding agency/ies.
- CSU or the fund management body or the faculty cum training in-charge directly receiving extension funds shall administer the funds in accordance with established accounting and auditing rules and regulations.
- All fund disbursement shall be in accordance with the approved budget for the project(s).
- All expenses shall be accounted for in accordance with the procedures set by the funding agency.
- To keep track of the project expenses, the faculty cum training in-charge shall keep a copy of all financial transactions of the project.
- All other externally-funded activities where funds are directly awarded to the faculty cum training in-charge shall report to the OVPRE the Line Item Budget and the total budget for the purpose of record keeping and Institutional report.

## **PERSONNEL HIRING**

### **Hiring of Training/Extension Staff**

- Hiring of Training/Extension Staff shall adhere to the minimum requirements set by the Civil Service Commission.
- Training/Extension Staff needed in the implementation of the project shall be appointed by the President upon the recommendation of the OVPRE and the faculty who is the project or training in-charge.
- The appointment of the Training/Extension Staff shall be on contractual basis and co-terminus with the project.
- Training and/or student assistants may be hired following the standard procedures and guidelines.

### **Hiring of Consultant**

- When the need arises, the University President shall have the authority to hire Consultants on honorarium basis upon the recommendation of the faculty cum training in-charge and VPRE.
- For externally funded project(s), hiring of consultant/s shall be based on the agreement between the funding agency and CSU.



## **ENSURING SUSTAINABILITY**

To ensure the sustainability of the program, the following measures shall be adopted:

- Tested and proven extension modalities shall be used in the program.
- Clear presentation and disciplined implementation of the program shall be adopted.
- Series of training to continuously build up the capability of the participants shall be an important component in the extension programs/projects.
- Support technology and information from the co-implementing agencies shall be coordinated often, and follow-up activities relevant to the attainment of the objectives of the program shall be pursued.

## **CONSULTANCY**

Consultancy activities of the faculty members shall be considered under the Extension Program of the University. For this endeavor to be credited, a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) shall be submitted to the University President with recommendations from the College Committee on Extension and Training, and VPRE.

- As part of the extension program of the University, faculty engaged in consultancy shall be granted applicable incentives given to those doing the regular extension activities. This is to give the faculty time to do the various activities required in the delivery of service.
- The monetary benefits of the faculty engaged in consultancy as stipulated in the MOA shall be given to him/her in full. The University's gains shall be in the form of recognition as Center of Excellence in the area of the consultancy, points in Extension Services, additional funding as a result of the points gained, and opportunities to have a wider network along the area where the consultancy services fall.
- As part of the University's M&E system, the faculty engaged in consultancy shall submit reports following the guidelines set for the regular extension activities.
- The faculty engaged in consultancy shall also report relevant information gained from the activities in the consultancy during the In-House RDE Review.

## **IMPLEMENTATION STRATEGIES**

### **1. Training**

- The CSU Extension Program shall provide training as a strategy designed to meet the pressing needs of the participants of the extension program. This shall include the 'Training of Trainers' to develop a group of competent trainers who shall backstop all the training activities of the University. This training of trainers (TOT) is anchored on the belief that the success of the extension program depends largely upon the competence of the personnel managing the training.

- The second step of this strategy shall be to train the personnel who perform the extension work at the site. This training shall involve the barangay agents.
- The ultimate targets of the training are the people in the rural areas. The training of this group shall focus on the enhancement of knowledge and skills and the development of proper attitude; three important ingredients which shall determine the extent of the adoption of the technology being disseminated. The college trainers shall handle this group.

## **2. Establishment of Demonstration Farms and Conduct of Farmers' Field Day**

- On-site demonstration of technologies shall be conducted by establishing demonstration farms.
- The farms shall showcase S&T interventions that improve farm productivity. Regular farmers' field day shall be conducted to allow farmers to see for themselves the technologies working.

## **3. Consultancy**

- CSU Extension activities may be in the form of consultancy. This form of extension activity shall allow both the faculty and the University to gain recognition in the field of specialization where the consultancy is demanded.
- The faculty shall disseminate specialized knowledge and skills to the target clientele while learning new skills and acquiring knowledge on recent trends in the field along the process through this form of extension activity.

## **4. Tri-media Approach**

It is generally believed that once the people are aware of the knowledge, they shall become interested in it. This condition sets the atmosphere conducive for technology transfer.

- The college shall strive to reach out to people in the communities for technology and information dissemination using print and broadcast media, and audio-visual hardware.
- Packaging of IEC materials in various forms to optimize the distribution of information to the widest clients possible shall be part of this approach.
- This shall include the use of computers through web-based information dissemination.

## **5. Establish Linkages with Other Agencies**

- The University undertakes extension activities in partnership with different agencies and organizations, public or private. This strategy shall be adopted to ensure the effective mobilization of the University's meager resources and those of the other agencies in the solution of community problems.

- The possible cooperating agencies shall be identified and functional linkages shall be established.
- In the selection of agencies to be involved in the extension program, preference shall be given to those that are already engaged in extension and rural development work in the locality and those that could provide technical expertise and financial assistance.
- To promote harmonious working relationship among the cooperating agencies and organizations, each of these agencies shall be involved in the planning, implementation and evaluation process.
- Each project to be undertaken shall be covered by a Memorandum of Agreement wherein the specific duties and responsibilities of each agency are fully defined.