

AREA VI

EXTENSION AND COMMUNITY INVOLVEMENT

- A. Priorities and Relevance
- B. Planning, Implementation, Monitoring and Evaluation
- C. Funding and Other Resources
- D. Community Involvement and Participation
- E. Documents, Additional Information and Exhibits

AREA VI: EXTENSION AND COMMUNITY INVOLVEMENT

The extension function makes an institution's presence felt in the community. It involves the application of existing and new knowledge and technology and those generated in the institution to improve the quality of life of the people. Through the extension program, people are empowered with appropriate knowledge, attitudes and skills. Thus extension services cater to various aspects of the community life, e.g., economic growth, promotion of health, environmental management, and social transformation.

The institution plans and implements an extension program that is need- and client-based. This program should have a budgetary support and other resource allocation. The faculty members may serve as organizers, facilitators, coordinators, service providers, and change agents in the community as forms of extension and community involvement.

Careful planning and coordination with other community outreach agencies should be considered to avoid duplication of services offered to clientele.

A. Priorities and Relevance

Extension services are provided by the institution in response to the needs and urgent concerns of the community it serves. Likewise, it takes into consideration local, regional and national developments thrusts. The services extended should be reflective of the institution's vision, mission, goals and objectives.

B. Planning, Implementation, Monitoring and Evaluation

There is an extension unit which coordinates a functional extension program. Stakeholders, administration, faculty, and students are involved in the planning, implementation, monitoring and evaluation of extension activities. Multi-disciplinary or multi-sectoral approach is encouraged in the conduct of the various extension activities.

C. Funding and other Resources

The extension program is provided with a definite budget to ensure its sustainability. Funds as well as material and service inputs from the institution or from other agencies, are needed in the implementation of the viable extension program.

D. Community Involvement and Participation in the Institution's Activities

A harmonious and collaborative school-community relationship is a major factor in the life of an extension program. The community should be invited to participate in the planning, implementing, monitoring and evaluation of activities, as well as sourcing of funds and other resources.

E. Documents, Additional Information and Exhibits

Documents or printed materials, which serve as data or provide information for the Program Performance Profile, and other identified to belong to this area, should be available at the Accreditation Center.

During the actual survey visit, additional information and exhibits may be added/presented to clarify issues and concerns about the program, as required by the visiting team to support the claims in the written report.

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

A. Priorities and Relevance

A.1. The College/University has a benchmark survey of the problems, needs and resources of the community.

___ ___ ___ **---** ___ ___

A.2. The extension program and activities are based on needs, problems and resources of the community.

___ ___ ___ ___ **---** ___

A.3. The extension program considers local, regional, and development thrusts and priorities

___ ___ ___ **---** ___ ___

A.4. The vision and mission of the Institution and the goals and objectives of the unit being evaluated are reflected in the extension program and activities.

___ ___ ___ **---** ___ ___

A.5. The extension activities complement the curricular offerings of the academic unit under review.

___ ___ ___ ___ **---** ___

SECTION MEAN: _____

COMMENTS: _____

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

B. Planning, Implementation, Monitoring and Evaluation

Planning

B.1. The administration, faculty, students of the academic unit under review and other stakeholders, are involved in the identification and planning of extension programs and activities.

___ ___ ___ **—** ___ ___

B.2. Concerned stakeholders (administration, faculty and students) are involved in organization of extension program and activities.

___ ___ ___ ___ **—** ___

B.3. The extension program and activities serve varied clientele or groups.

___ ___ ___ **—** ___ ___

Implementation

B.4. There is a distinct office or unit that oversees the implementation of the extension program.

___ ___ ___ **—** ___ ___

B.5. The extension program is well-designed and disseminated.

___ ___ ___ ___ **—** ___

B.6. The administration, faculty and students are involved in the implementation of extension activities.

___ ___ ___ **—** ___ ___

B.7. A system to make the conduct of extension projects sustainable and continuing is adopted.

___ ___ ___ ___ **—** ___

B.8. There is a pool of consultants/experts from various disciplines to serve in special extension projects.

___ ___ ___ **—** ___ ___

B.9. The extension program transfers appropriate technology to the target clientele as planned.

___ ___ ___ ___ **—** ___

B.10. The extension activities are documented.

___ ___ ___ **—** ___ ___

Monitoring

B.11. Monitoring and evaluation instruments or processes are available on file.

___ ___ ___ **—** ___ ___

B.12. Periodic monitoring and evaluation of extension

activities are conducted to provide feedback on the program,.

— — — — —

B.13. Results of monitoring and evaluation are disseminated and discussed with concerned stakeholders.

— — — — —

B.14. Re-planning of activities based on feedbacks are conducted to improve delivery of extension service.

— — — — —

B.15. Accomplishment and terminal reports are submitted on time.

— — — — —

B.16. Accomplishment reports are filed for reference purposes.

— — — — —

C. Funding and Other Sources

C.1 There is a definite and approved budgetary allocation for the extension program.

— — — — —

C.2. The budget for the extension program is utilized as proposed planned.

— — — — —

C.3. The Institution sources out additional funding from other agencies.

— — — — —

C.4. The Institution sources out technical assistance and service inputs from other agencies.

— — — — —

SECTION MEAN: _____

COMMENTS: _____

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

D. Community Involvement and Participation in the Institution's Activities

D.1. There is community participation and involvement in extension activities along:

	<u>m</u>	<u>na</u>	<u>e</u>	<u>r</u>	_____	_____	_____	_____	_____
D.1.1. Planning	_____	_____	_____	_____					
D.1.2 Implementation	_____	_____	_____	_____					
D.1.3. Monitoring and Evaluation	_____	_____	_____	_____					
D.1.4. Sourcing of funds, materials and other services inputs	_____	_____	_____	_____					
D.1.5. Utilization of technology/ knowledge/skills learned or acquired from the extension activities.	_____	_____	_____	_____					

SECTION MEAN: _____

COMMENTS: _____

E. Documents, Additional Information and Exhibits

1. Annual Reports.
2. Budgetary allocation for extension.
3. Community linkages.
4. Copies of Memoranda of Agreement.
5. Copies of the Institutional and College extension program.
6. Extension activity reports.
7. Extension Manual.
8. Monitoring and evaluation reports.
9. Needs assessment or survey results.
10. Organizational set-up of extension office/unit.
11. Photos of extension activities.
12. Roster of consultants/experts.
13. Samples of packaged technologies.

SUMMARY OF RATINGS
EXTENSION AND COMMUNITY INVOLVEMENT

		Numerical Rating	Descriptive Rating
A	Priorities and Relevance		
B	Planning, Implementation, Monitoring and Evaluation.		
C	Funding and Other Resources		
D	Community Involvement and Participation		

Total _____

Mean _____

LEAD ACCREDITOR/S

Chairman: _____

Members: _____
