

BULACAN AGRICULTURAL STATE COLLEGE



Extension and Training Manual
2018

BASC EXTENSION AND TRAINING MANUAL

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Bulacan Agricultural State College
San Ildefonso, Bulacan

(044) 901-1427

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Bulacan Agricultural State College



EXTENSION AND TRAINING MANUAL

2018

FOREWORD

The BASC Extension and Training Manual is a synopsis of what, when, where and how the College intends to do its extension and training operations.

Extension and training workers, faculty, non-teaching staff, students and other change agents of the college are informed of the current, comprehensive and organized extension and training framework; formulation, implementation, monitoring and evaluation of the programs and projects; planning strategies and approaches; data-base generation; fund management policies; human resource development, equivalent teaching loads, networking, link-aging and fund sourcing; awards, recognition and granting of incentives. It also contains the functions of extension, structure, duties and responsibilities of extension officials and staff, policies and guidelines for implementation.

This manual can be used in several ways: as guide and blue print for effective implementation of extension and training programs and projects, as a reference material, and as a rich resource-learning handbook.

RHODORA A.IRACTA

Director, Extension and Training

DR. JOSEFINA C. MANANGUIT

Vice President, Research, Extension and Training

DR. GERARDO I. MENDOZA

President, Bulacan Agricultural State College

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BULACAN AGRICULTURAL STATE COLLEGE

VISION

The Bulacan Agricultural State College as an outstanding higher education institution in the nation with its provision of affordable and excellent education.

MISSION

The Bulacan Agricultural State College shall strive for excellence in Agriculture and other allied disciplines. It shall provide for and address ever-changing educational needs and services for those seeking to expand their intellectual horizons. It shall address national and international issues and be established as a major presence and contributor to the progress of the global community.



RESEARCH, EXTENSION AND TRAINING

VISION

An organization delivering quality and excellent services for technology generation and promotion, improved productivity, increased income and enriched environment.

MISSION

RET Office shall uphold people empowerment and strengthen its resource-generation capabilities to develop and promote technologies that would contribute to a better life and a well-managed environment.

EXTENSION AND TRAINING GOAL

Aid to the development of the community by addressing its needs through the programs and projects implemented by the College and other partner agencies.

EXTENSION AND TRAINING OBJECTIVES

1. Undertake extension activities along their subject areas of concern and expertise in collaboration with other institutes of the college;
2. Help promote and accelerate the transfer of research results and new technologies from the sources to the intermediate and ultimate users;
3. Shall actively involve in providing relevant and necessary training to support the implementation of government programs in agricultural and rural development; and
4. Strengthen linkages/partnerships toward sustainable development of the individual.

EXTENSION AND TRAINING GUIDING PRINCIPLES

The office in fulfilling its functions to the College and the community adheres to the following principles:

1. Extension and training starts from the analysis of the people's needs and problems.
2. Extension and training assists people in acquiring knowledge and skills for improving their lives.
3. Extension and training helps the community to be self-reliant.
4. Extension and training programs guide people to become more self-sustaining and independent.

EXTENSION AND TRAINING AGENDA (2018-2022)

1. Organize and implement training programs that are relevant to the needs of various groups of clientele and in accordance with the mandate of the state universities and colleges (SUCs). These are trainings for the LGU technicians, NGOs, Gas and POs or training for farmers, faculty, students, out of school youths (OSYs) and women on the following:
 - a. Cooperative;

- b. Rice or Rice Seed Production;
- c. Crop Production;
- d. Animal Production;
- e. Project proposal preparation;
- f. Information and Communication Technologies;
- g. Literacy;
- h. Agri-fishery Mechanization;
- i. Renewable Energy;
- j. Rural Development;
- k. Agroforestry System Sustainability;
- l. Soils and Watershed Management;
- m. Management;
- n. Marketing;
- o. Food processing;
- p. Livelihood
- q. Other Area Specialists (sports, economics, psychology, etc.)

2. Prepare and distribute to clientele (at minimum cost) information, education and communication (IEC) materials on matured technologies generated and disseminated by the College to all target clientele, cooperators or partner institutions. IEC materials can be expressed in the form of leaflets, primers, pamphlets, production and technology guides, brochures, manuals, posters, flyers, handbooks, CDs or DVDs, newsletter, charts, etc.
3. Put up, maintain and sustain demonstration or pilot projects in the campus and the communities to showcase and promote useful and appropriate technologies that will encourage clientele to adopt and apply them for increased productivity and income.
4. Regular documentation and publication of extension and training activities, projects, and programs to benefit clientele and other stakeholders.
5. Adopt Institutions or community or groups and encourage those utilizing appropriate technologies found effective in rural development.
6. Paradigm shift of extension programs such as from pure service to combination of service and profit, from goal of increased production to processing of raw materials into finished products for value added and enterprise development.
7. Extend science and technology advisory or technical assistance to various clientele, individuals or groups.

PROGRAM THRUSTS

1. Productivity Enhancement

A. Capability Enhancement

- a.1. Conduct trainings and seminars for stakeholders.
- a.2. Conduct educational tours, farmers field schools, field days and experience-based cross visits.
- a.3. Conduct trainers' training/skills upgrading of faculty and LGU extension workers.

B. Financial/Livelihood Assistance

- b.1. Provide financial assistance to farmers/target stakeholders through roll-over schemes.
- b.2. Disperse livestock and seedlings to farmers and other stakeholders.

2. Knowledge System Management

Develop and produce client specific IEC material.

3. Modelling and Piloting of Matured Technologies

A. Showcasing of Matured Technologies

- a.1. Establish model/pilot demonstration and science and technology based farms
- a.2. Document adopters of technology

B. Dissemination and Promotion

- b.1. Promote matured technologies in Agriculture, Education and other fields
- b.2. Conduct field days and techno-fora
- b.3. Develop and disseminate Package of Technologies (POTs)

4. Gender Responsive Extension and Training Program

- A. Contribute to the empowerment of both institution and identified communities to promote and achieve the core value of gender responsiveness.
- B. Enhance the social status and rights of all women and men spe

- cially the marginalized through livelihood skills training including the transfer of financial knowledge, information, and application.
- C. Bring into the identified community the tested and mature innovations, knowledge, structures, systems and methods that are gender responsive.
 - D. Offer consultancy services, mentoring, counseling, advisor ship by trainers/professionals and GAD experts;
 - E. Disseminate information through seminars, meetings, lectures, workshops, symposiums and the distribution of IEC materials to promote gender and development concerns.
 - F. Establish partnership on networking with line agencies, government, non-government organization, and civil society organizations at the local and international levels for projects related to gender and development.

FUNCTIONS OF THE OFFICE

The following are the functions of the Extension and Training Office:

1. Conduct periodic appraisal of community needs for extension and training;
2. Develop extension programs and new approaches that will improve the efficiency, productivity, income, and well-being of the poor;
3. Establish and strengthen linkages with government and non-government organizations (NGOs) carrying extension-type activities;
4. Coordinate all extension and training activities of the various institutes of the College;
5. Organize and manage training activities designed for extension workers of Local Government Units (LGUs), Government Agencies (GAs) organizations, farmers, homemakers, indigenous people, and out of school youths (OSYs) in cooperation with other institutes of the College;
6. Relate closely the college extension programs with those of research and instruction;
7. Prepare project and training proposals to address the needs of the marginalized member of the communities;
8. Disseminate information on the extension education programs and research findings of the College;
9. Undertake comprehensive and continuous monitoring and evaluation on the overall extension programs of the College; and
10. Package matured technologies in the form of information materials for distribution to target clientele.

COMPOSITION

The Extension and Training Office is headed by a Director designated by the President for approval of the Board of Trustees upon the recommendation of the College President. Directly under the Office of the Director are the following:

1. Program/Project, Leader/In-charge
2. Coordinators of the various Institutes such as:
 - 2.1 Institute of Engineering and Applied Technology (IEAT)
 - 2.2 Institute of Education, and Arts & Sciences (IEAS)
 - 2.3 Institute of Agriculture (IA)
 - 2.4 Institute of Management (IM)
 - 2.5 DRT Campus
3. Technology Commercialization Center In-charge
4. Processing Center In-charge
5. Training In-charge
6. Technical Staff
7. Extension and Training Staff

ORGANIZATIONAL STRUCTURE

The Extension and Training Office is directly under the Vice President for Research, Extension and Training, who is, likewise, under the College President. Figure 1 shows the organizational structure of the Extension and Training Office.

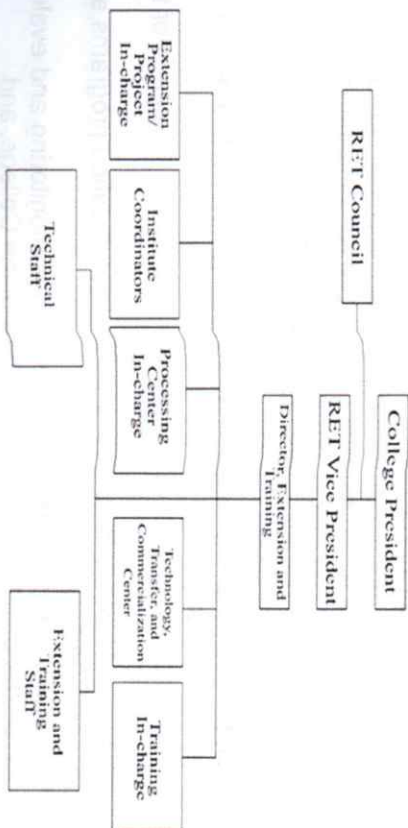


Figure 1. Organizational structure of Extension and Training Office.

DUTIES AND RESPONSIBILITIES

1. The Director

The Director for Extension and Training shall:

- A. Lead in the planning and implementation of all the extension and training programs;
- B. Develop and implement strategic programs in extension and training for the service areas of the College;
- C. Monitor and evaluate all extension programs or activities involves monitoring already.
- D. Initiate and strengthen linkages with funding and developing agencies for support;
- E. Coordinate with other institutes of the College, Local Government Unit's, Non-Governmental Organizations and Private Organization's on collaborative activities and partnership;
- F. Spearhead the packaging of trainings, projects and program proposals for submission to funding agencies;
- G. Prepare and submit periodic and annual reports to the Vice President for RET through the Director for Extension and Training
- H. Other duties and responsibilities
 - h.1 recommend for approval of the Vice President for RET the travel orders of all staff rendering extension and training related activities;
 - h.2 recommend the application of leave of staff under his or her office.
- I. Perform other functions as maybe designated by higher authorities.

Qualifications of a Head:

- A. Hold an advanced degree preferably Ph.D. in Social or Agricultural Science.
- B. Must have at least five (5) years' experience in outreach programs or farm and home extension activities.
- C. Has the leadership potential and genuine interest in community development.

2. Program/Project In-charge

- a. Implement, monitor, supervise and evaluate extension projects or activities based on the approved plans and activities;
- b. Coordinate all extension and training activities with the concerned staff or institute of the College;
- c. Prepare periodic reports for submission to the College President or Vice President for RET through the Director for Extension and Training; and
- d. Present project status or accomplishments of the project to local, regional, national or international forum, conferences, trainings and the like.

3. The Institute Extension and Training Coordinators

The Coordinators of Extension and Training in the different institute shall:

- a. Formulate annual program of work in Extension and training for their respective Institute;
- b. Coordinate all Extension and training activities their institute pursue during the year;
- c. Schedule activities of faculty based on their expertise and availability;
- d. Keep records and document all extension activities of each faculty and make a summary as to the frequency and nature of a services rendered as one of the bases in the rating faculty;
- e. Update the profile of all staff rendering extension and training activities;
- f. Prepare and accumulate records and documents required for accreditation of the institutes of higher level;
- g. Attend the regular meetings of Institute coordinators and submit monthly reports of accomplishments; and
- h. Do other related tasks designated by higher authorities.

Processing Center In-charge

- a. Process product from the technology generated of the College;
- b. Ensure continuous processing of the product for exhibits and as income generating project of the College; and
- c. Provide available laboratory facilities in the conduct of trainings.

6. Technology Commercialization Center In-charge

- a. Coordinate with the various institutes in the identification of matured technologies for commercialization;
- b. Promote, identify and link potential partners in the commercialization of matured technologies;
- c. Coordinate closely with the Intellectual Property Rights coordinator regarding patenting/licensing of matured technologies.

6. Training In-charge

- a. Assist in the conduct of trainings provided to stakeholders;
- b. Make arrangements on venue, accommodation and food of trainees; and
- c. Consolidate all training conducted for submission to concern offices.

7. Technical Staff

- a. Provide technical advisory and consultancy services to farmers and other stakeholders; and
- b. Serve as resource speaker based on their expertise.

8. Extension and Training Staff

- a. Upkeep of the offices, training and conference halls, in coordination with the Director of ET;
- b. Maintain the cleanliness of the ground;
- c. Keep records of the Office both in hard and soft copies;
- d. Assist the project in-charge or facilitators during the conduct of training and extension activities; and
- e. Do other functions as maybe designated by higher authorities.

IMPLEMENTING STRATEGIES

In order to fulfil its objectives and programs, the Office utilizes the following strategies:

1. Establish partnership with the LGUs, NGOs, GAS and Peoples Organizations (POs) in providing technical and consultancy services to enhance the capabilities and capacities of various stakeholders.

2. Motivate and encourage participation of students, faculty, and non-teaching staff in extension and training activities aligned with the College agenda.
3. Develop a system of documentation for extension and training activities, programs and projects; publish and disseminate research results; and provide a means for exchange of information among stakeholders.
4. Institutionalize a more vigorous and responsive extension and training program.
5. Maximize services of BASC expert-volunteers in capability or capacity building, technical assistance, enterprise development and trainings.
6. Strengthen the extension and training programs of the different institutes of the College.

GENERAL POLICIES

1. The Institute Coordinator, in consultation with the dean and faculty shall formulate Extension and Training Agenda, together with an Annual Program of Work based on the agenda formulated for the implementation of extension and training in their institute. The programs to be undertaken are in consonance with the flagship program of the College as well as special programs based on the subject-matter areas of the institute. The Program of Work must see to it that most, if not all the faculty members are given the opportunity to be involved.
2. The Extension and Training Agenda and the Program of Work shall be prepared by the Institute Coordinator, to be recommended for approval by the Institute Dean, the Director of Extension and Training, the Vice President of RET, and College President.
3. The approved Program of Work shall be implemented by the institute staff concerned under the direct leadership and supervision of the Institute Coordinator.
4. The Institute Coordinator shall submit a quarterly accomplishment report on time with the quarterly meeting of the Institute Coordinators, duly endorsed by the Institute Dean.
5. Travel Orders of staff shall be signed by the Institute Dean or Director and the Vice President for ACSA or Vice President of RET and approved by the College President.
6. Each institute shall launch its resource generation (fund sourcing) program to augment the General Appropriation Act budget for

extension in order to implement planned or proposed programs.

7. Budget allocation from GAA for institute extension and training activities will be determined based on the Annual Work Plan. Budget will be in the form of travel, supplies and materials, and trainings related to the functions which are already integrated in the RET budget allocation. The Director of ET in coordination with the Institute Dean shall allocate fund for extension activities based on the submitted work plan.
8. Counter parting is advised to clients requesting for technical assistance.
9. A written request shall be made for any technical expertise requested. The letter of request should be addressed to the College President through the Office of the Vice President of RET. This is for proper documentation and identification of the expert provider on the area requested.
10. A flow chart in the submission and approval of faculty extension and training proposals is required to be followed (Attachment D).

MONITORING AND EVALUATION

Formulate and develop an evaluation instruments to determine the impact of Extension and Training Office programs and projects. Conduct of periodical visits, participatory monitoring and evaluation.

INCENTIVES

1. Incentives amounting to Php 3,000.00 per project shall be given to faculty members who have completed all the activities stated in the work plan for internally-funded extension project on time.
2. Incentives for externally-funded extension project are as follows: *Php*3,000.00 for extension or training with less than *Php*50,000.00 funding and *Php*5,000.00 for extension or training amounting to *Php*50,000.00 or more for every extension or training proposal approved for implementation. For proposal with more than one proponent, the incentive shall be divided equally among proponents.
3. Winners of College in-house review development or extension category shall be granted an incentive of *Php*4,000.00 for best paper, *Php* 3,000.00 for second best paper and *Php*2,000.00 for third best paper presentation incentive divided equally if the paper has more than one proponent.

4. Winners of College in-house review poster contest shall be granted an incentive of Php 3,000.00 for best poster, Php2,000.00 second best and Php1,000.00 third best respectively. In cases that award is given to a group, incentive will be shared among the members.
5. Authors of adjudged best paper/poster awards of annual conventions of regional/national professional association and societies are entitled to receive the following cash incentives (if more than one author, to be shared among authors). A faculty/staff may present the same project twice, one at the national and another at the international level.

Category	Best Paper	Best Poster
Local	1 st prize = Php 4,000.00	1 st prize = Php 3,000.00
	2 nd prize = Php 3,500.00	2 nd prize = Php 2,000.00
	3 rd prize = Php 2,000.00	3 rd prize = Php 1,000.00
Regional	1 st prize = Php 5,000.00	1 st prize = Php 4,000.00
	2 nd prize = Php 4,000.00	2 nd prize = Php 3,000.00
	3 rd prize = Php 3,000.00	3 rd prize = Php 2,000.00
National	1 st prize = Php 7,500.00	1 st prize = Php 5,000.00
	2 nd prize = Php 5,000.00	2 nd prize = Php 4,000.00
	3 rd prize = Php 3,000.00	3 rd prize = Php 2,500.00
International	Equivalent to 200% of the National Prize	

WORK LOAD REDUCTION

1. Extension and training personnel with academic rank should carry a maximum actual teaching load with equivalent to fifty percent of the normal load per semester.
2. Faculty involved in extension project program should also observe the maximum limit of work load equivalent to 30 contact hours per week.
3. The Director for Extension and Training shall have an equivalent teaching load of 12; Program Leader- 4; Institute Coordinator -3; Project Leader- 2; and Project Staff -1.5.

RECOGNITION IN THE CONDUCT OF EXTENSION

4. Modelong Guro sa Extension

- a. It shall be given to outstanding faculty who had shown exemplary accomplishment in extension projects. Guidelines and criteria for rating can be seen in Attachment A.
- b. This is given annually during the BASC Founding Day Program.
- c. The Awardee shall be given a plaque of recognition during the annual recognition program of the college and a cash incentive of five thousand pesos (P5,000.00).

Best Project Cooperator

- a. The Extension and Training project In-charge shall identify the project cooperator to be nominated for this award using Nomination Form (Attachment E) and forwarded to the Extension and Training Director. Guidelines and criteria can be seen in Attachment C.
- b. The selected best project cooperator shall be given a certificate of recognition and cash award of Php 3,000 during the annual recognition of the College.

HUMAN RESOURCE DEVELOPMENT

Upgrading the competencies and capabilities of extension and training staff by providing scholarships, sending staff for appropriate trainings (local and abroad) who will handle projects and programs of the extension and training office. Staff are also encouraged to engage in consultancies on work related to extension and training.

To uplift and motivate professional competencies of staff, giving of special awards in the form of certificates or plaques of commendation or recognition coupled with monetary benefit is implemented to recognize the efforts of hardworking.

GUIDELINES IN USING FARMERS TRAINING CENTER

1. BASC faculty, staff, students, farmers and stakeholders can only use the FTC Training Hall upon the approval of the College President.
2. Availability of the FTC must be verified to the in-charge prior to the request. It must be on first come first serve basis or depending on

the available time schedule.

3. The Director of Extension and Training (ET) should be given a copy of the approved request signed by the College President.
4. The user or its representative will secure and accomplish the FTC Facilities Inspection Form together with the caretaker of the FTC.
5. The accomplished FTC Facilities Inspection Form must be approved by the Director of ET prior to the start of activity.
6. The user must observe cleanliness and orderliness of the FTC including stairs and lobbies.
7. Strictly no smoking and vandalism inside and outside the building.
8. Air-condition units, lights, sound system and fans must be turned off when not in use.
9. The caretaker will conduct post inspection of the FTC equipment and facilities in reference with the accomplished FTC Facilities Inspection Form.
10. The users of FTC will be liable to any damages occurred in reference with the post-inspection report of the caretaker.
11. The said damages or irregularities must be settled by the users prior to the post checking or evaluation of FTC to avoid conflict between two parties.
12. Any act of violation of the guidelines, rules and regulations will be subjected for disciplinary measure as set forth by the College.
13. These guidelines, rules and regulations must be properly imposed to enhance effectiveness of the delivery of services of the Extension and Training office and the College.

PROCEDURES IN THE CONDUCT OF TRAINING

1. Internally-Funded Training

- A. The Extension and Training Director shall receive the approved training proposal from the proponent then log to the logbook.
- B. Review the proposal and take appropriate action.
- C. Advise the Proponent to coordinate with the Training In-charge through an approval letter for them to take the necessary procedure to proceed with the training.
- D. Assist the Proponent in the conduct of activities.

2. Externally-Funded Training

- A. The Director shall receive the training proposal from the proponent then log to the logbook.
- B. Review the proposal before the submission to the funding

agency.

- C. Receive the notice to proceed from the funding agency indicating the approval of the proposal.
- D. The Extension and training director and extension and training staff will assist the proponent in the preparation of the training venue and facilities, training materials, accommodation of the participants and others.

3. Training as requested by LGU

- A. Letter of request should be made address to the President.
- B. Upon approval request letter should be forwarded to Director of Extension and Training for necessary Action.
- C. Counter parting is advised to clients requesting for training or technical assistance.

MONITORING AND EVALUATION

Every Extension and training activity involves monitoring and evaluation part to appraise its progress and effectiveness. It reveals the strengths and weaknesses; hence it helps improve the program or project.

NETWORKING AND LINKAGING

Continuously search and establish new linkages both local and abroad for resource generation.

FINANCIAL MANAGEMENT

1. The Office of the Vice President of RET request a copy of Notice of Cash Allocation (NCA) for each year as basis in preparing the needed budget in support of the different units and programs of the Office. Budget allocation for the institute extension is integrated in the RET Budget, Extension and Training in particular.
2. The budget officer prepares a separate ledger for the unit so that each item of the fund could easily be accounted to its availability. Likewise, the Director of ET secure his or her own ledger and reconciles regularly with the Accounting and Budget Officer.

3. For special funded projects, the project leader has the authority to use the funds allocated for his or her project based on the approved operational work plan. To ensure efficient spending, the Vice President for RET recommends for the approval of each voucher and other related documents. The accounting office on the other hand controls the expenditures in accordance with the expenses classes in the budget and sub-allotments.
4. Project leaders disburse funds according to accounting and auditing procedures. This shall be applied to all types of extension projects funded locally or internally and externally.
5. Budget leader takes care of the supplies and materials contained in the operational plan in coordination with the procurement and supply office as to the specifications and documents prescribed.
6. Travel allowance of staff conducting extension work shall be subject to the existing College and Commission on Audit (COA) auditing and accounting rules and regulations.

Attachment A

CRITERIA IN THE SELECTION OF "Modelong Guro sa Extension"

(Revised: June 28, 2017, RET Council)

Basic Requirements of the Award:

1. Must be a holder of permanent position
2. Must not hold major administrative designation or member of Administrative Council
3. Must be active in extension work
4. Length of service must be 3 years and above
5. Must have accumulated 80 points or above

Criteria in the Selection:

The following are the criteria in the selection of "Modelong Guro sa Extension".

1. Training involvement (maximum of 20 points)
 - 1.1. As resource person - lecture or demonstrator (3 points each)
 - 1.2. As facilitator or organizer (2 points each)
2. Quality of techno-demo established inside and outside the campus (maximum of 15 points)
 - 2.1. Sustainable at least 3 years (maximum of 5 points)
 - 1---1 point
 - 2---2 points
 - 3---3 points
 - 4---4 points
 - 5---5 points
 - 2.2. Every techno-demo established
 - 1---1 point
 - 2---2 points
 - 3---3 points
 - 4---4 points
 - 5---5 points

2.3. Number of farmers adopted (maximum of 5 points)

1-5	1 point
6-10	2 points
11-15	3 points
16-20	4 points
21-25	5 points

3. For every proposal prepared, approved and implemented (maximum of 15 points):

3.1. Training Proposal	- 5 points
3.2. Project Proposal	- 10 points
3.3. Program Proposal	- 15 points

4. Publications: For every article published (maximum of 15 points)

4.1. Local	- 5 points
4.2. Regional/National	- 10 points
4.3. International	- 15 points

5. For every Information, Education Communication Materials Developed and Used (maximum of 15 points)

5.1. Leaflets, Flyers or Fact Sheets	- 5 points
5.2. Pamphlets or Primers	- 10 points
5.3. Manuals or Handbooks	- 15 points

6. For every established linkages with other institutions (maximum of 15 points)

6.1. Local	- 5 points
6.2. Regional/National	- 10 points
6.3. International	- 15 points

Attachment B

AWARD FOR BEST BASC PROJECT COOPERATOR

Recognizing significant contributions of farmer cooperators of the College is one way to cultivate further our good partnership and cooperation with the farmers involved in the implementation of BASC Extension projects.

Selection Process and Guidelines

1. Extension Project in-charge of the college shall identify project cooperators to be nominated for this award (Using Nomination form 1).
2. The committee shall do the screening process by selecting two deserving project cooperators with significant contributions in the implementations of BASC Extension project(s).
3. The selected two project cooperators are required to submit additional information about his/her personal background, related awards and community involvements/ services with supporting documents such as pictures, certificates and the like to the RET Office for further evaluation.
4. Candidate must have an accumulated 75 points and above.
5. The selected best project cooperator will be endorsed to the Academic Council by the RET Office for confirmation.
6. The documents submitted by the project cooperators through the project in-charge will be evaluated by the Evaluation and Awards Committee of the RET Office using the criteria of evaluation as described below.

Criteria of Evaluation for the Best BASC Project Cooperator

1. Significant Contributions/Involvement of the Farmer to the Implementation of BASC R and D projects (SCI) 30 points
 - A. Number of years as cooperator ---1 point for every year (max. of 10 points)
 - B. Application of theory/concepts learned---- 15 points

20% (not much applied)	-	2 points
40% (somewhat applied)	-	4 points
60% (slightly applied)	-	6 points
80% (mostly applied)	-	8 points
100% (fully applied)	-	10points

- c. Plus factor ----- 5 points (create a new technology for dissemination to others)

2. Results and Impacts of Involvement (RII) 40 points

A. Return Of Investment ----- 10points

Rank 1	-	10 points
Rank 2	-	8 points
Rank 3	-	6 points
Rank 4	-	4 points
Rank 5	-	2 points

- B. Expert services rendered (e.g as speaker, consultant, etc.)-----
-1 point for every invitation (max. of 10 points)

- C. Farm used as training venue----- 1 point for every training (max. of 10 points)

D. Impact to other farmers ----- 10 points

1-5 farmers visited	-	2 points
6-10 farmers visited	-	4 points
11-15 farmers visited	-	6 points
16-20 farmers visited	-	8 points
25-25 farmers visited	-	10 points

3. Community Involvement/Related Services an Awards (RSA) ----- 30 points

- A. For every project involved in the community ---1 point (max. of 15 points)

- B. For every award received (maximum of 15points)

Local	-	5 points
Regional	-	10 points
National	-	15 points

Attachment C

Nomination Form 1

AWARD FOR BEST BASC PROJECT COOPERATOR

Nominee: _____
Address: _____

BASC Project Involvement:

- 1.
- 2.
- 3.

Significant Contributions/Involvements:

- 1.
- 2.
- 3.
- 4.
- 5.

Other Related Services Offered to BASC

- 1.
- 2.
- 3.

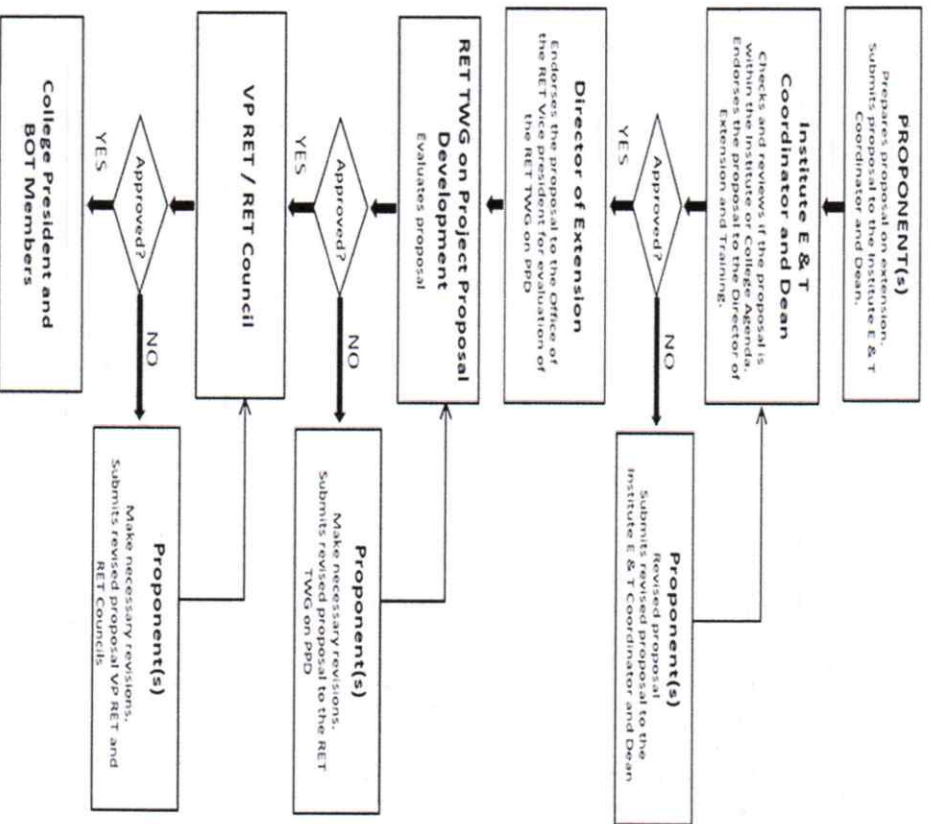
Nominator: _____

Name: _____
Signature over Printed Name

Name of Project and Designation: _____

Attachment D

Flowchart in the Submission and Approval of Extension and Training Proposals (Internally/Externally Funded)



Attachment E

PROJECT PROPOSAL FORMAT for EXTENSION (Internally Funded)

A. BASIC INFORMATION

- I. Project Title
- II. Proponent
- III. Implementing Agency
 - A. Lead Agency
 - B. Collaborative Agency
- IV. Funding Agency
- V. Project Duration
- VI. Project Location
- VIII. Total Budget Requirement

B. TECHNICAL INFORMATION

- I. Rationale
- II. Objective
 - A. General Objective
 - B. Specific Objectives
- III. Methodology
- IV. Expected Output
- V. Work plan Schedule
- VI. Budget Summary

C. APPENDICES

References

Attachment F

TRAINING PROPOSAL FORMAT (Internally Funded)

A. Basic Information

Title
Proponent/Implementing Institute
Participants
Date
Venue
Budgetary Requirement
Fund Source

B. Technical Information

I. Rationale
II. Objectives
 A. General Objective
 B. Specific Objectives
III. Course Content
IV. Methodology
V. Expected Output
VI. Budgetary Requirement Breakdown
VII. Schedule of Activities

C. Appendices

References

CURRICULAR OFFERINGS

MAIN CAMPUS

A. Post Graduate Degree

1. Doctor of Philosophy
2. Master of Science in Agriculture
Major: Agricultural Extension
3. Master of Arts in Education
Major: Educational Management, Science, Mathematics

B. Degree Courses

1. Bachelor of Science in Agriculture,
Major : Animal Science, Crop Science, Crop Protection,
Horticulture, Soils Science
2. Bachelor of Secondary Education (BSE)
Major: Science, English
3. Bachelor of Elementary Education (BEEd)
4. Bachelor of Science in Agribusiness Management (BSAM)
5. Bachelor of Science in Food Technology (BSFT)
6. Bachelor of Science in Bio systems & Agricultural
Engineering (BSABEn)
7. Bachelor of Science in Geodetic Engineering (BSGE)
8. Bachelor of Science in Business Administration (BSBA)
Major: Marketing Management
9. Bachelor of Science in Information Technology (BSIT)
10. Bachelor of Science in Hospitality Management (BSHM)

C. NON DEGREE COURSES

1. English Proficiency
2. Teacher Certificate Course

D. HIGH SCHOOL

Grade 7, Grade 8, Grade 9, Grade 10

DRT CAMPUS

1. Bachelor of Elementary Education (BEEd)
2. Bachelor of Science in Agroforestry (BSAf)

BTVC EXTENSION CAMPUS

1. Bachelor of Science in Information Technology (BSIT)
2. Bachelor of Science in Agriculture (BSA)
3. Bachelor of Elementary Education (BEEd)