

MANUAL OF OPERATION FOR EXTENSION & PUBLIC INFORMATION



MINDORO STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Victoria, Oriental Mindoro

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THE EXTENSION UNIT

HISTORICAL BACKGROUND

As a mandated function of the State College, Extension started as one of the major programs in the institution shortly when RA 8007, an act converting the former Mindoro College of Agriculture and Technology in Victoria, Oriental Mindoro into a state college and named Mindoro State College of Agriculture and Technology took effect on May 25, 1995. Shortly after that, the College President designated the first Director for Extension who was at the same time designated also as Director for Research. Since that time up to the present, the extension operations of the College were coordinated simultaneously with research activities by the Director for Research and Extension.

Among the significant extension projects undertaken were on the transfer of technology on production of banana using tissue-cultured planting materials, various asexual propagation methods for high value commercial fruit crops, rice seed production, nursery management and poultry and livestock production. This gave rise to the establishment of what are now collaborative projects with other agencies such as the Agricultural Center and Breeding Station in partnership with the municipal LGU and the Oriental Mindoro Technology Promotion Center in collaboration with the provincial government, Land Bank of the Philippines and Department of Science and Technology.

With the integration of the two formerly CHED-supervised institutions in the province, namely the Polytechnic College of Calapan and Bongabong College of Fisheries to become campuses of the State College in 2000, Extension in MinSCAT expanded to include several concerns other than agriculture-based projects which include fishery and technology-based projects in Bongabong and Calapan City Campuses.

Presently, extension operation in the College is spearheaded by the Director for Research and Extension in the Main Campus and a Director for Extension and Public Information each for the Bongabong and Calapan City Campuses. The extension organization in each campus is presently evolving into a vital function unit in the college which addresses relevant concerns necessary to realize the vision, mission, goals and objectives set for the welfare and benefit of its clientele and the development concerns of the country as a whole.

PURPOSES AND SCOPE OF THE EXTENSION SERVICES

The Extension program is an integral component of the Mindoro State College of Agriculture and Technology which is committed in extending services, particularly to the rural folks by helping them improve their quality of life. Through the program, barangay folks are provided with training on skills development on various technological fields thus enabling them to acquire other livelihood opportunities.

The program includes also the provision of other training which is aligned with the curricular offerings of the College and information dissemination fora which will enhance the awareness and knowledge about relevant issues and concerns.

The program's objectives and activities are in conformity with the thrusts and goals of the national, regional, provincial and institutional plans of development which collectively are aimed in uplifting the quality of life of the people in communities.

VISION

By the year 2012, MinSCAT shall have developed a well-organized and more functional extension program which is consistently aligned with the thrusts of the national government and of local government units, as well as focusing on the acquisition of further growth and development and which promotes more ably activities geared towards the greater progress of rural areas mainly through the maximum utilization of resources and capabilities.

MISSION

To serve as an effective medium in advancing rural development primarily by enhancing the socio-economic status of rural folk mainly through technology transfer which shall augment their productivity and entrepreneurial capabilities and in providing them with information on varying issues of concern.

GOALS

1. Provide training programs to clientele that will transfer mature technologies being promoted by the College.
2. Provide technology packaging for OSY and unemployed adults that could help generate income for the family.
3. Provide technical assistance in the form of expertise to government and non-government agencies to support programs for the national development efforts.

OBJECTIVES

1. Conduct livelihood skills training on campus and in target barangays that could serve as alternative livelihood or additional source of income for the family.
2. Conduct short-term trainings, programs and projects that will cater to OSY and unemployed adults to make them more productive members of the community.
3. Package and disseminate mature technologies and information generated and/or validated in the College.
4. Coordinate with the different departments of the College in the implementation of the various academic/curricular and other co-curricular community outreach projects.
5. Establish networking with government and private organizations for resource generation that could help implement the thrust of the College.

PROGRAMS

1. Technology Promotion
2. Applied Communication
3. Capability Building
4. Documentation, Monitoring and Evaluation
5. Special Projects

A. Organizational Structure

- a. The Office of Extension and Public Information is a distinct office of MinSCAT to be headed by a Director who shall be designated by the College President/Campus Dean for a specific term without prejudice to redesignation, subject to the confirmation of the Board of Regents/Trustees. He/She shall preferably be a doctoral degree and with an academic rank of at least Associate Professor. He/She must have at least three years of actual experience in extension.
- b. Directly under the Director are the Specialists of each major project who are assisted by a computer analyst, staff and trainers.
- c. In case the Extension Program shall have reached a certain level of development, a re-structuring of the organization can be done to accommodate additional staff with specific task to perform.

B. Functions

- a. The Extension and Public Information office shall be in-charge of facilitating the diffusion and adoption of appropriate technologies through the integrated, multidisciplinary and participatory programs and services.
- b. Conduct training programs with rural folk among whom are women, out-of-school youths and other clientele groups. The training to be conducted shall be:
 - b.1 Based on clientele's need
 - b.2 Community-based whenever possible
 - b.3 Incorporate values development and entrepreneurial management skills
 - b.4 Based on the capabilities of the College
- c. Producing and packaging technological and educational/instructional information for dissemination to end-users such as the rural folk trainers, extension workers, students and other type of clientele
- d. Establishment of demonstration projects in various appropriate technologies.
- e. Information dissemination through print media and exhibits.
- f. Provide staff support to clientele as consultants or resource persons, speakers, lecturers in conferences, seminars, workshop, symposia and others.
- g. Cooperative linkages with government and private agencies engaged in extension and rural development in the pursuit of common goals and objectives.

C. Duties and Responsibilities of Extension Faculty and Staff

The duties and responsibilities of each Extension personnel are presented as follows:

C.1 Director for Extension

- a. Directs planning, implementation and evaluation of extension and other development programs of extension and other development programs to ensure effective technology promotion and dissemination in target communities.
- b. Coordinates with other units of the College, LGU's, NGO's and People's Organizations to bring about complementation and partnership.
- c. Represents the Extension Office in appropriate bodies / offices, chairs faculty and staff meetings and resolves conflict based on established policies and sound management practices.

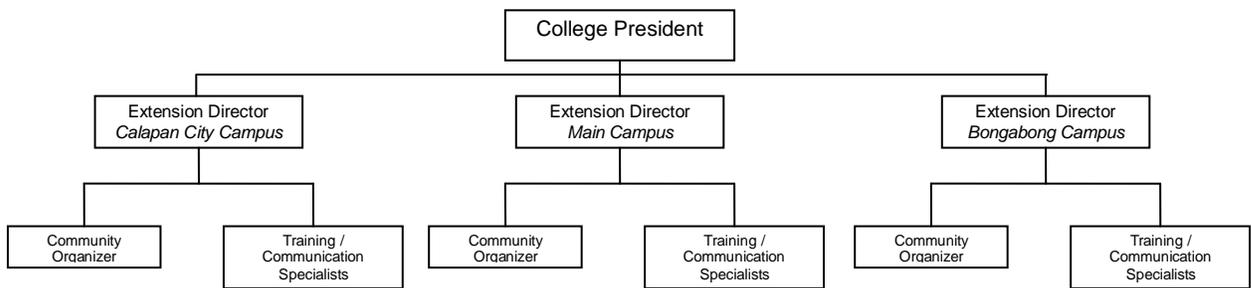
C.2 Community Organizer

- a. Conducts techno promotion activities like trainings, seminars, orientation, coordination and planning meetings and other related activities.
- b. Provides technical assistance to clientele either individually or in groups.
- c. Assist in local development planning and implementation of projects.
- d. Assist clientele in accessing fund sources and other stakeholders

C.3 Training Specialists / Communication Specialists

- a. Develops, initiates, implements, monitors and evaluates the training program for partners of development, various groups of clientele in collaboration / consultation with the Director for Extension and other staff of the Extension Office.
- b. Develops training materials such as training kits, syllabi, modules and audio-visual materials.
- c. Helps in the continuous organizational development for effective and efficient implementation of the training program.
- d. Provides feedback to the management with regard to the implementation of the training program.
- e. Performs other duties delegated to him/her by higher authorities.

Extension Organizational Chart



EXTENSION PROGRAM/PROJECT PROPOSAL PREPARATION, EVALUATION AND APPROVAL

A. Mandate of SUC Extension

The Extension Office is mainly responsible in facilitating technology dissemination and in the utilization of available appropriate agriculture, fisheries, forestry, and social technologies. It shall be emphasized, however, that it is not the responsibility of the College to do extension per se but rather to help and work closely with the national extension system managed by the DA and other line departments of the national government. Based on available resources, the College can perform the following areas of concern (SUC mandate based on AFMA):

a. Pilot Projects/Model or Special Projects

The College shall conduct pilot/model/special projects in selected areas where the technology/project has potential for adoption. The pilot project shall be undertaken to showcase, field test and demonstrate viability and goodness of the project. It shall be properly documented, monitored and evaluated before recommended for wider dissemination and adoption. Pilot projects can focus on: a) component technology, b) package of technology, c) community development approach, d) group or cooperative approach, e) new production, postharvest and marketing system, f) model of extension delivery, g) LGU-academe partnership, and h) agribusiness model.

b. Capability Building or Training

The College shall plan and implement capability building projects for various groups particularly for national government employees, farmers, women, youth, entrepreneurs, people's organizations, non-government organizations and other clients. This can be done in cooperation with LGUs and existing GOs/NGOs. The concentration of the training program shall be based on the needs and interests of target groups of clientele.

Projects under capability building shall include, but not limited to, the conduct of training, seminar, workshop, symposium, lecture-series, labbay-aral, apprenticeship, exchange program, distance education, among many others

c. Information, Education and Communication (IEC) Materials Development

The extension and communication faculty and staff in the Extension shall make IEC materials for various clientele groups. The use of local/national radio stations and television to promote technologies shall also be explored, and when deemed possible, work out a MOA between the College and the radio/TV station. Technologies can be popularized in various forms like print (leaflet, primers, posters, flyers, and newspapers), videotapes, and CDs. Techno fora, press media conference, and other strategies which can create greater awareness and interest about the technologies shall also be used.

- d. Research on Extension, Case Studies, Process Documentation and Related Activities

Trained faculty and staff shall conduct researches (technical or social), case studies on various areas of interests, process documentation of special projects and other related activities.

The College shall conceptualize new schemes, paradigms, or projects in agricultural and rural development. After piloting the model/technology, the College shall identify an agency or group which will manage or continue the project to insure its eventual institutionalization. Since the College can only perform limited extension work, the NES shall be the frontliners in technology dissemination.

B. Assessment of the Environment

- a. *Internal Assessment.* The Extension Office shall work closely with the various offices, departments, and units in the College to determine available and mature technologies for dissemination. The Office shall take into consideration the following:
 - a.1 total budget for extension of the institution;
 - a.2 manpower and its capabilities;
 - a.3 vehicles, equipment, facilities;
 - a.4 extension program/projects with approved line budget; and
 - a.5 linkages and networking.
- b. *External Assessment.* This requires coordination with the LGUs from the provincial, city/municipal down to the barangay/village level in order to assess their priority and pressing problems. The Extension Office shall work with existing political structure and existing national or local extension delivery system. Some extension projects may not involve LGUs, but in many cases, the Extension Office shall coordinate, cooperate, complement and supplement the current government programs implemented by various local and national offices.

C. Setting Priorities

- a. *SUC Level.* In determining priorities in extension, the institution shall consider its national and regional thrusts in research. The technologies generated, verified and adapted must be disseminated. The institution shall not limit its budget on research but shall allocate specific line item budget for extension projects.
- b. *Regional Level.* Since most SUCs are members of the PCARRD consortia or have linkages with other R & D institutions and regional offices, technologies generated based on the needs of the region shall be given priority.
- c. *Local Level.* The institution shall respond to the needs, problems and priorities of LGUs where the institution is located. The President and Director for Extension shall establish a working relationship with provincial, city and municipal governments.

The College shall take cognizance of the programs implemented by LGUs, as well as problems and needs where the College can provide technical assistance. In many cases, the College is a member of various councils and committees at the local levels. This provides an opportunity for the College to be sensitive to community problems.

The institution can actively help in responding to the needs of various clients like technical assistance on various projects, project proposal preparation, among others.

D. Preparation of Extension Project Proposals

a. Funding Source

a.1 *External Funding.* The Extension Office should continuously prepare project proposals throughout the year. If the proposals will be submitted to PCARRD, DOST, DA or international funding agencies for possible funding support or counterpart funds, the office shall follow the protocol set by these agencies in the same manner when research proposals are also submitted for possible funding consideration

a.2 *SUC Fund.* Extension project proposals to be funded by the SUC-GIA funds shall be submitted one year before its actual implementation following the DBM schedule of budget proposal submission.

Since SUC budget for extension is very limited, proposals for trainings/workshops shall be prepared indicating among others that the funds will be obtained from registration fees to be paid by clients/participants or sponsors.

a.3 *LGU Fund.* Proposals for extension projects that require counterpart funds or full funding from LGUs must be submitted to the chairperson of the appropriate committee (Agriculture, Health & Nutrition) in the Provincial, City/Municipal Council for screening and evaluation before approval by the Sangguniang Bayan/Panlalawigan for appropriate funding support. Proposals for relatively big projects need to be submitted one year before implementation. Proposals for small projects that need small budget support can be submitted anytime of the year. When deemed feasible, LGUs can possibly provide funds from existing programs with big budget allocation.

E. Equivalent Teaching Load

The different programs under Extension Program may have distinct and separate plantilla positions composed of faculty and non-academic staff. Faculty/Staff from other offices in the College are also encouraged to get involved in Extension activities.

However, every faculty must have a mother unit where he/she can be identified. His/Her involvement in extension functions must be approved by the head of the mother unit to gain legitimate equivalent teaching load (ETL). Appropriate designation shall be issued to each faculty indicating the ETL.

*Equivalent Teaching Load (ETL) of Various Positions under the
Extension Program*

Position/Designation	ETL
Director	12
Program Leader	6-8
Project Leader	4-6
Study Leader	3
Experiment Station Supervisor	5
M/E Coordinator	3
Laboratory in-charge	3

F. Incentive Schemes

F.1 Honoraria

Honorarium is a form of remuneration for services rendered beyond the minimum regular workload of an individual whose broad and superior knowledge, expertise or professional standing in a specific field contributes significantly to scientific and technological research and development (PD 1502 and Accounting and Auditing Manual for Research Operations (AAMRO Book 1). It is an honorary payment or reward given as compensation for services rendered by officials/employees on assignment to special projects (OCPC CPG No. 80-4, Aug 7, 1980, implementing LOI No., dated June 30, 1977). For this purpose a special project is an inter-agency or inter-committee activity, or an undertaking by an individual or a composite group of officials/employees from various agencies which is not among the regular primary functions of the agency concerned.

The granting of honoraria/incentives to researchers, technical and support personnel is provided to encourage productivity and acknowledge extraordinary performance and efficient delivery of services and output in the College.

a. Coverage

Honorarium is paid to a government official or employee or to a private individual who is involved in the conceptualization of studies, projects or programs and in the implementation and coordination of Extension activities, or rendition of advisory, administrative and/or management functions in the conduct of Extension activities.

Technical support personnel authorized by the agency head who render therein shall be entitled to honorarium/incentive pay. Technical personnel shall also include accountants and personnel whose technical expertise in their own field of specialization is required. On the other hand, support personnel shall include, but not limited to clerks, typists, drivers and other of similar or equal rank as determined by the agency-head on a case to case basis.

Officials and employees assigned to special activities (task forces, study groups, teams, technical review panels, committees and consultancy

group) which are beyond their normal workload shall be entitled to honorarium or incentive pay, provided that such funds have been allocated in the budget or made available through grants/donations, or income from outside sources.

b. Rates

Honorarium/incentive pay must be provided in approved line item budget except in special assignments. In cases where specific provisions of rates of honorarium are stipulated in the MOA/MOU for project with foreign funding, the terms of the contract shall be followed. Payments of honorarium/incentive for project staff and other personnel concerned shall be made only after the targeted milestones are attained or after six months of project completion for activities of projects whose duration is less than six months. Payment for committee work may be based on actual performance of work.

Under DOST/DA-BAR, the rates are as follows:

Program Leader	3,500
Project Leader	3,000
Study Leader	2,000

c. Limitations/Exemptions

No honorarium shall be paid regardless of the source of fund without prior approval by the head of the agency. Such authority to receive honorarium shall be expressly stated in a special order signed by the head of the agency.

No individual may be entitled to receive honorarium/incentive pay in more than one project/study/activity within the program or project. In case where the individual is assigned/designated in more than one study/project/activity within each project/program, he/she shall receive only the highest honorarium/incentive pay.

G. Organizing and Program Implementation

After the general outline of the program has been laid out, pertinent people, mainly the extension personnel knowledgeable in their own fields are organized as task groups, each responsible for one of the projects. The work procedures are then established so that people can direct their efforts toward the achievement of program goals. Also a small core of support personnel who knows the operational requirements of program implementation like purchasing and supply services, transportation services, clerical work, etc. shall be required.

H. Monitoring and Evaluation

The system of evaluating extension projects shall consist of ex-ante and ex-post evaluation. Ex-ante (before implementation) evaluation starts with the review of project proposals prepared by the proponent. Monitoring (during implementation) involves the monitoring of project activities as they are implemented. Ex-post evaluation is

undertaken to validate whether the objectives of a specific project have been achieved as planned and to verify whether it has created a significant impact on the target clientele. The mechanisms for monitoring the progress of ongoing as well as outputs of completed projects will be:

H.1 *Field evaluation* – this shall consist of visits to the project sites at specific dates. For externally funded projects, field visits are conducted by an evaluation team composed of technical staff designated by the Extension Director or representative from funding and implementing agencies.

H.2 The field evaluation shall be geared towards the attainment of the following objectives:

- a. To observe the actual conduct of the project
- b. To verify information contained in the technical and financial reports
- c. To recommend alternative course of action to improve project implementation
- d. To consult with extension project implementer

I. Funding

Extension activities will be funded through budgetary allocation of the College. Resources from other agencies, locally and abroad are also to be tapped to augment the institution's appropriation.

The project leader has the authority to use fund allocated for his/her project for a given purpose, subject to the approval of the President /Campus Dean.

Proponents exercise full control of the allocations for their specific purposes in accordance with accounting and auditing rules and regulations.

- a. Release of approved budget for any project shall be based on the allocation indicated in the operational plan recommended by the Director for Extension, and approved by the President / Campus Dean.
- b. List of supplies and materials for the project should be submitted to the Director for Extension one month before actual need for bulk processing by the Supply Officer.
- c. Emergency purchases of supplies and materials which are not available in the province cannot be purchased through regular process of requisition, and which are needed immediately may be authorized, provided, proper authorities sanction it and it follows usual accounting and auditing rules and regulations.
- d. Project leaders will receive their requisitioned supplies and materials from the Supply Office.
- e. Project leaders conducting monitoring and evaluation of projects are entitled to collect allowable travel expenses subject to the availability of funds.

- f. Travel in connection with extension activities shall be endorsed by the Director for instruction/Director for Extension and approved by the President/Campus Dean.
- g. All unspent funds for a project shall accrue to the Extension unit. All supplies and equipment acquired from the funds of the Extension activities shall become the property of the same unit. However, the proponent may spend whatever balances he/she may have by re-programming the balances for the next two to three months. In some cases, the amount may be used to finance another approved project upon approval of request, for such endorsed by the Director for Extension to the President.
- h. In some cases where suspension or termination of ongoing projects due to emergency budget cut as officially notified by the donor agencies occurs, the President/campus Dean shall make the decision based on the merit of recommendation of the Director for Extension. Fund for this purpose may be sourced out from the College fund.
- i. Proceeds from completed and ongoing projects as in production and IGP shall be deposited and disbursed under the provision of Fund 104, while proceeds from other government, non-government and foreign assisted projects shall be deposited and disbursed under the provision of Fund 101.
- j. Financial reports will be due every end of fiscal year. However, semi-annual reports and other reports as required by other funding agencies will also be submitted. Project leaders are also required to submit quarterly report for institutionally funded projects.