

EARIST

EXTENSION

MANUAL

2015

Eulogio "Amang" Rodriguez Institute of Science and Technology

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Eulogio "Amang" Rodriguez Institute of Science and Technology

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EARIST EXTENSION MANUAL 2015

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Research, Extension and Information Services
Eulogio "Amang" Rodriguez
Institute of Science and Technology
Nagtahan, Sampaloc, Manila

Eulogio "Amang" Rodriguez Institute of Science and Technology



EARIST



Eulogio "Amang" Rodriguez Institute of Science and Technology





Republic of the Philippines EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE & TECHNOLOGY

Nagtahan, Sampaloc, Manila

November 23, 2015

CERTIFICATE OF RESOLUTION

This is to certify that the Board of Trustees in its Fourth Regular Meeting held on, October 8, 2015 at the VIP Lounge Function Room of Midas Hotel & Casino, 2702 Roxas Boulevard, Pasay City approved the following resolution, viz:

Board Resolution No. 47-2015

APPROVING the EARIST Extension Manual subject to revision, incorporating the recent comments by the Board; subject to update from time to time to conform with the current trend; and subject to the strict compliance of all pertinent rules and regulations of the Government, including COA rules and regulations regarding the grant of monetary incentives.

MANILA 1945

Certified true and correct:

Eulogio "Amang" Rodriguez Institute of Science and Technology

GILDA S. FAMILARA Acting Board Secretary

ATTESTED BY:

EDITHA V. PILLO, Ed.D.

President, EARIST Vice-Chairperson

EARIST



Eulogio "Amang" Rodriguez Institute of Science and Technology



FOREWORD

As an essential function of higher education institutions, Extension enables the educational programs to reach and "touch the lives "of communities and environments. Through its various extension and community services, the school transfers its knowledge and technologies to create impact on holistic and sustainable development programs and people empowerment.

With increased involvement in Extension, this revised Extension Manual will serve as guide for effective and efficient delivery and implementation of the Institute and college extension programs and projects.

We would like to acknowledge the invaluable and selfless insights and wisdom of Deans, Directors, faculty extension coordinators and student volunteers which made this Manual possible. We hope that by publishing this Manual, our Institute will succeed in all its extension undertakings.

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Eulogio "Amang Institute of Science a Eric C. Mendoza, Ed.D
Vice President for Research,
Extension and Information Services
(2009-2015)

EARIST



Eulogio "Amang" Rodriguez Institute of Science and Technology



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1. Brief History of the Eulogio "Amang" Rodriguez Institute of Science and Technology

The Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST) was established after the liberation of Manila in 1945. It started as a vocational high school with only one room at the second floor of the V. Mapa High School, nine teachers, a clerk, and 147 students under Mr. Pantaleon Regala, its principal. Its former name was Eulogio Rodriguez Vocational High School (ERVHS).

On July 1, 1946, EARIST acquired its present site at Nagtahan, Sampaloc, Manila. Apolinario Apilado was appointed principal and this was followed by Dr. Hilario G. Nudas in 1949.

EARIST developments were made possible via three Republic Acts and a Presidential Decree:

- RA 4072, jointly sponsored by Congressman Ramon D.
 Bagatsing and Sali Ututalum in 1964, authorized the
 establishment of the Technical Education Department
 without changing the name of the school. It was headed
 by a vocational director.
- RA 5088, sponsored by Congressman Sergio Loyola in 1967, authorized the renaming of ERVHS to Eulogio "Amang" Rodriguez Memorial School of Arts and Trades

- (EARMSAT) and signaled its separation from the Division of City Schools, Manila. It was headed by a Superintendent.
- RA 6595, sponsored by Congressman Joaquin R. Roces in 1972, converted EARMSAT to EARIST with a president as its head but without any governing board. This made EARIST into a full-fledged college and authorized the establishment of vocational-technical school branches in each congressional district of Manila.
- PD 1524, signed by President Ferdinand E. Marcos on June 11, 1978, converted Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST) into a chartered state college with a Board of Trustees as its governing body and Dr. Hilario G. Nudas, as its first college president.

2. Brief History of the Extension Services

Extension is one of the quadruple functions of higher educations of higher educational institutions. In EARIST, this vital service is implemented thru the Office of Vice President for Research, Extension and Information Services and the Office of the Director, Extension Services.

At the helm of these two offices were responsible leaders who made impact on the institutional pursuit of excellence in extension:

Vice Presidents:

Dr. Grant B. Cornell (current VPREIS)

Dr. Eric C. Mendoza (VPREIS)

Dr. Herculano V. Sabas (VPRE)

Dr. Disodado A. Amante (VPRE)

Director, Extension Services:

Dr. Eriberto R. Astorga Jr (current Director)

Dr. Elizabeth A. Soriano

Dr. Frederick C. Pena

Dr. Myrna V. Gulles

Dr. Carina B. Garcia

Mr. Alvin O. Asuncion

Dr. Corazon C. Regacho

Dr. Herculano V. Sabas

Dr. Noel B. Carbrera

Dr. Jose C. Baesa

Dr. Eulogio R. Magsaysay

Dr. Diosdado A. Amante

3. Mandate

The primary purpose of the Institute is to provide professional, scientific, technological and vocational instruction and training in trades, business, arts, sciences and technology and other specified thereof in Section 2, R.A 6595 and section 6, P.D. 1524, and for special purposes promote research, advance studies and progressive leadership in the stated field of study. In pursuance of these objectives, the sanctity of the Institute shall be duly respected and its academic freedom shall be duly enjoined. (Section 8 and 2, Article XIV, Constitution of the Philippines).

4. Philosophy

As a state college, Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST) believes that the education is not an area of knowledge that can be arrogated unto neither itself by one profession, nor it is a division separate and distinct from the society and the times in which it flourishes. It is a plexus of knowledge and skill applied to the economic, social and moral development of a self-actualized and productive citizenry.

5. EARIST Vision

EARIST is envisioned to be a Center of Excellence in trades, business, arts, sciences and technology education.

6. EARIST Mission

Turn out vocationally, technically, technologically, and scientifically trained graduates who will be economically productive, self-sufficient, effective, responsible, and disciplined citizens of the Philippines.

7. EARIST Goals

Provide professional, scientific, technological, technical, and vocational instruction and training in trades, business, arts, sciences, and technology and for special purposes promote research, advanced studies, and progressive leadership.

8. EARIST Objectives

- 8.1 Strive for academic excellence in instruction, research, extension and production through accreditation.
- 8.2 Provide appropriate and continuing faculty and staff development programs.

- 8.3 Provide and maintain appropriate technologies, instructional facilities, materials and equipment.
- 8.4 Produce quality graduates who are globally competitive to man needs of business and industry.
- 8.5 Attain university status through Unity, Solidarity and Teamwork.
- 9. Mission-Goals-Objectives-Core Values of the Institute Extension Services

9.1 Mission

Generate extension projects for effective technology transfer, continuing education, and training for self-reliance and community welfare

- 9.2 Goals
 - 8.2.1 Develop and deliver appropriate programs/projects/activities which are responsive to the felt needs of its clientele;
 - 8.2.2 Upgrade competence work skills and competitiveness of out-of-school youth; and
 - 8.2.3 Provide technology transfer for sustainable socioeconomic development.

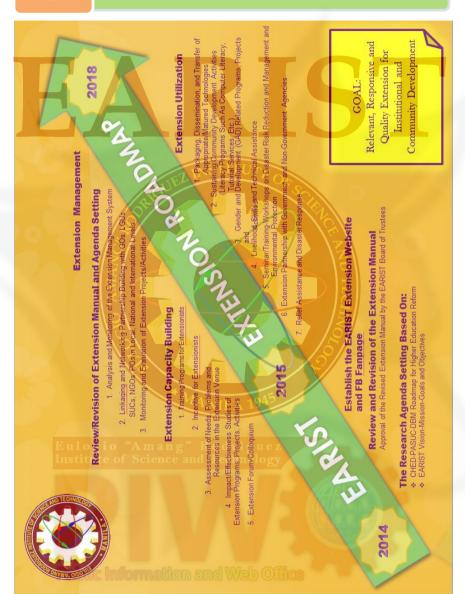
Eulogio "Amang" Rodriguez Institute of Science and Technology

- 9.3 Objectives
 - 9.3.1 Conduct skills development, entrepreneurship training, and community education needed by service sectors;

- 9.3.2 Assist small and medium scale enterprises by sharing the various expertise of the Institute, disseminating research output and transferring of technologies;
- 9.3.3 Undertake identification and assessment of gaps and needs in extension service sectors which the Institute can address;
- 9.3.4 Establish and maintain good relationship with funding donors, sponsors, and other benefactors for extension projects and services; and
- 9.3.5 Sustain alumni support for programs and projects of the Institute.
- 9.4 Core Values
 - Excellence
 - Community Service
 - Servant Leadership
 - Humanity
 - Commitment

Eulogio "Amang" Rodriguez Institute of Science and Technology

ROADMAP FOR EXCELLENCE IN EXTENSION



1. Philippine Constitution of 1987

The 1987 Philippine Constitution provides that the State shall encourage non-formal, informal, and indigenous learning systems, as well as self-learning, independent, and out-of-school study programs particularly those that respond to community needs and provide adult citizens, the disabled and out-of-school youth with training in civics, vocational efficiency, and other skills (Article XIV, Section 2).

2. Republic Act 8292

An Act providing for the uniform positions and powers of the governing boards, the manners of appointment and term of office of the president of chartered states universities and colleges, and for the purposes.

To establish research and extension centers of the state universities and colleges where such will promote the development of the latter.

To develop consortia and other forms of linkages with local government units, institutions and agencies, public and private, local and foreign, in furtherance of the purposes and objectives of the institution.

3. Education Act of 1982

The Education Act of 1982 provides that the educational system reach out to educationally deprived communities in order to give meaningful reality to their membership in the National society, to enrich their civic participation in the community and national life, and to unify all Filipinos into a free and just nation (Part I General Provisions, Chapter 2, and Section 4).

Furthermore, the Education Act of 1982 obliges teachers to participate as an agent of constructive social, economic, moral, intellectual, cultural and political chance in his schooland the community within the context of nation polices (part II educational community, (Chapter 3, and Section 16).

4. Department of Budget and Management

Extension is defined as a set of activities aimed to transfer knowledge or technology or to provide services to the community in consonance with the programs offered. The extension programs is conducted not as part of academic requirements, but as an outreach towards the improvement of the community's quality life.

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Extension, as one of the quadruple functions of higher educational institutions, translates the academic institutions involvement in community development and people empowerment. It is an avenue where relevance and responsiveness of curricular programs are validated by enriched quality of people's lives and responding to community needs.

The EARIST Extension Program is considered as a set of projects and activities involving alumni relations, linkages, placement, community development, and livelihood skills development regularly undertaken by faculty, staff and students through the Office of the Extension Services of the Institute and the College Extension Units.

Essentially, extension services and programs enable the academic institution to be a catalyst in social transformation through social engineering or human infrastructures. It is this lights the extension services and programs are developmental, integrated, comprehensive and sustainable.

The Extension Agenda serves as the framework in carrying out the community extension activities/services of the Institute. It is guided by development extension principles of community development through participatory approach, promotion of self-reliance, and societal transformation by serving the poorest of the poor, the less privileged, the deprived and the undeserved. Through its programs, projects and activities, the school gains relevance and responsiveness to its stakeholders.

Likewise, this Institutional Agenda may be utilized by the Colleges as input and guide in cascading College and Program Extension Agenda.

AGENDUM 1. EXTENSION MANAGEMENT

- Review / Revision of Extension Manual and Agenda Setting
- Analysis and monitoring of the extension management system
- 3. Link aging and Networking partnership building with GOs, LGUs, SUCs, NGOs, POs in local, national and international levels.
- 4. Monitoring and evaluation of Extension Projects / activities
- 5. Establish the EARIST Extension Website and disseminate information materials (brochures, newsletters, etc.)

AGENDUM 2. EXTENSION CAPACITY BUILDING

- 1. Training programs for extensionists
- Incentive for extensionists
- 3. Assessment of needs, problems and resources in the extension venue
- Impact/Effectiveness studies of extension programs, projects, activities
- 5. Extension forum /colloquium

AGENDUM 3. EXTENSION UTILIZATION

- 1. Packaging, dissemination, and transfer of appropriate/matured technologies
- Sustaining community development activities (literacy programs such as computer literacy, tutorial services, etc.)
- Gender and development (GAD) related programs, projects and activities
- 4. Livelihood skills and technical assistance
- 5. Seminar/training-workshops on disaster risk reduction and management and environmental protection
- 6. Extension partnership with government and non-government agencies
- 7. Relief assistance and disaster response



Eulogio "Amang" Rodriguez Institute of Science and Technology



1. EARIST Research and Extension Advisory Council (EREAC)

1.1 Composition. Pursuant to EARIST Memorandum Order No. 018, dated August 20, 2010, there shall be an EARIST Research and Extension Advisory Council (EREAC) composed of the following:

Chairman: President

Vice-Chairman: VP for Research, Extension and

Information Services

Members: VP for Academic Affairs

VP for Administration and Finance

College Deans

Director, Research Services

Director, Extension Services

Director, Instruction Services

Director, Financial Management

Services

Director, Administrative Services
Director, Business Development

Center

Director, EARIST Cavite Campus

Secretary: College and Board Secretary

1.2 Functions:

1.2.1 Develop the institute's extension agenda relevant to advocacy, linkages, community, services, alumni and media relations;

- 1.2.2 Set the structure for the extension programs;
- 1.2.3 Define the mechanics of evaluation and approval of individual, departmental, college-wide and university-wide extension proposals based on identified priorities and logistical prerequisites;
- 1.2.4 Set up the mechanism for monitoring and evaluating the extension projects of the various groups
- 1.2.5 Regularly review the extension thrusts and priorities and identify yearly extension agenda.
- 1.2.6 Review, evaluate and endorse extension programs/activities proposals for the approval of the EARIST President as well as monitor the conduct of approved proposals through review of extension reports and at the end of the project completion, conduct review and evaluation for the granting of incentives.
- 1.3 Meeting. The EARIST Research and Extension Advisory Council (EREAC) meets once every semester. All records of the Council will be kept in the OVPREIS.

2. Vice President for Research, Extension, and Information Services (VPREIS)

- 2.1 Assists the President in formulating policies, plans, strategies and activities pertaining to the effective and efficient planning, research and extension programs and agenda of the Institute.
- 2.2 Exercises general supervision and coordination of all programs, projects, and activities of the various units under his Office;
- 2.3 Coordinates, monitors, and appraises the performance of the various Planning, Research and Extension units of the College/Institute and other affiliate research agencies/institutions;
- 2.4 Consolidates annual reports submitted by all units, departments and satellite campus of the Institute towards the preparation of the Annual Report of the Institute;
- 2.5 Conducts meetings and conferences with Directors and Deans of the different units of the Institute;
- 2.6 Plans and promotes linkages and consortium with appropriate government agencies and nongovernment organizations;
- 2.7 Recommends research projects and extension activities initiated by the Colleges and the Research and Development Center.
- 2.8 Coordinates the preparation of reports that acquire statistical data and other information about the Institute;

- 2.9 Supervises the publication of the Institute's Research Journal, school newsletter, and assist the Colleges in preparing their local research journals;
- 2.10 Makes budget recommendations for the sector; and
- 2.11 Performs related work as may be assigned by the President and other higher authorities.

3. Director, Office for Extension Services (OES)

- 3.1 Assists the Vice President for Planning, Research and Extension in the general supervision over the extension program of the Institute and record its progress periodically;
- Recommends policies and guidelines to the President thru the Vice President for Research, Extension and Information Services to strengthen the extension mandate of the Institute;
- 3.3 Coordinates with all college research coordinators for their respective extension programs, projects and activities;
- 3.4 Supervises the smooth implementation, monitoring and evaluation of programs/projects of the various college extension offices;
- 3.5 Promotes the extension programs and services of the Institute to various concerned sectors and civil society; and
- 3.6 Establishes new linkages in the public and private sectors in order to solicit support and strengthen the Institute's extension programs/projects;

- 3.7 Conducts surveys and studies in the community as part of the extension services for use in educational planning and management;
- 3.8 Coordinates with the EARIST alumni association regarding their projects and activities;
- 3.9 Conducts regular monitoring, documentation and appraisal of extension efforts
- 3.10 Serves as administrator of the EARIST Extension website and social media accounts;
- 3.11 Serves ad GAD focal person of the Institute; and
- 3.12 Performs related work as may be assigned by the Vice President for Planning, Research and Extension and other higher authorities.

4. Chief, Community Development and Livelihood Program (COLP)

- 4.1 Assist the Director in planning, developing and implementing extension program;
- 4.2 Develop extension projects, activities, and proposals relevant to academic and non-academic community development linkages and livelihood programs;
- 4.3 Coordinate with College extension coordinators on implementation of various extension activities, be they institute-wide and/or college wide;
- 4.4 Participate in extension activities in collaboration with the partner institutions of the institute;
- 4.5 Submit periodic progress reports of assigned extension projects/programs;

- 4.6 Act as liaison between the Institute and external agencies and community;
- 4.7 Monitor implementation of on-going memoranda of agreement;
- 4.8 Conduct job fairs for graduating students and establish good relations with community partners in extension services;
- 4.9 Identify needs and priorities for community assistance oriented projects;
- 4.10 Provide extension services for the improvement of socio-economic conditions of the stakeholders;
- 4.11 Performs other such related functions as may be assigned.

5. Chief, Industry Linkages, Placement and Alumni Relations (ILPAR)

- 5.1 Assist the Director in planning, developing and implementing extension program;
- 5.2 Develop projects, activities, and proposals for OJT linkages, placement, and alumni relations;
- 5.3 Coordinate with College OJT coordinators on implementation of various linkages and placement activities, be they institute-wide and/or college wide;
- 5.4 Participate in extension activities in collaboration with the partner institutions of the institute;
- 5.5 Submit periodic progress reports of assigned extension projects/programs;
- 5.6 Maintains harmonious relations with the alumni;

- 5.7 Establishes updated graduate tracer records and study;
- 5.8 Acts as liaison between the Institute and the EARIST Alumni association;
- 5.9 Coordinates activities and projects with EARIST Alumni association;
- 5.10 Performs other such related functions as may be assigned.

6. Chief, Gender and Development Program (GAD)

The GAD Focal Point System (GFPS) shall perform their required tasks as stipulated in the Magna Carta for Women (MCW) and its IRR and in the Philippine Commission for Women (PCW) issuance on the GFPS, such that three tasks and functions shall form part of their regular key results areas and shall be given due consideration in their performance evaluation.

The GFPS shall ensure gender awareness and responsiveness, and support to women and gender issues within the agency. It shall take the lead role in direction-setting, advocacy planning, monitoring and evaluation, and technical advisory on mainstreaming GAD for the agency, and its programs, projects, activities and processes.

The GFPS shall ensure close coordination with Philippine Commission for Women (PCW) in the conduct of the gender program.

The CHEDROs shall be accountable to the GAD Focal Committee and Secretariat for the Implementation of CHED GAD plans, programs and activities, and shall keep constant lines of communication and coordination with the GAD Focal Committee.

The GFPS shall submit annual reports of all GAD activities and utilization of budgets to the CHED GAD Focal Committee. In submitting reports, the CHEDROs shall conform to PCW's online Gender Mainstreaming Monitoring System (GMMS).

7. College Extension Coordinator

Each College shall have an Extension Unit. The Extension units shall be the implementing arm of their respective colleges/offices for the operation and management of their extension activities and programs. This is headed by a Coordinator is in charge of supervision and coordinating all extension activities of their respective colleges/offices.

- 6.1 Assist in the planning, implementation, monitoring and evaluation of all extension projects;
- 6.2 Prepare needs analysis in the target community to identify felt and perceived needs of its constituents;
- 6.3 Hold consultation among partners, cooperators and collaborators for project conceptualization and planning;
- 6.4 Prepare project proposals and intervention methodologies to address the needs of the target beneficiaries;
- 6.5 Conduct and coordinate extension activities relevant to linkages, placement, community extension services, and alumni relations in the college/office;

- 6.6 Assists the faculty of the College/Office in the planning, implementation and evaluation of the extension programs
- 6.7 Submit periodic monitoring reports of accomplishments including annual report to the College Dean, copy furnished the Office of the Vice President for Planning, Research and Extension and the Center for Linkages and extension Services; and
- 6.8 Perform other related functions assigned by the College Dean and Office of Extension Services.

8. EARIST Extension Evaluation Committee (EEEC)

Chairman: VP for Research, Extension and Information

Services

Members: VP for Academic Affairs

VP for Administration and Finance Director, Instructional Services

Director, Financial Management Services

College Dean (of the researcher)

Community Representative

Secretariat: Director, Extension Services

institute of Science and Technology

Functions:

- 1. Review, evaluate, and endorse extension proposals for the approval of the EARIST President;
- 2. Monitor the conduct of approved proposals through review of extension reports;

- 3. Approved the final report on the project;
- 4. Endorse the grant of incentives.

9. College Extension Evaluation Committee (CEEC)

Composition:

Chairman - College Dean

Members - College Extension Coordinator

Department/Area Chairman

Extension Coordinator per degree

<mark>pro</mark>gram/department Faculty Club President

Functions:

- 8.1 Develop the College extension agenda;
- 8.2 Review and endorse extension programs, projects, activities and proposals of the College;
- 8.3 Encourage faculty members to undertake extension activities:
- 8.4 Integrate the college extension program into the Institute community extension program;
- 8.5 Mobilize the unit and ensure the implementation and management of the community extension projects of the College and the Institute



1. Community Development and Livelihood Program (CDLP)

This unit involves the development of partner institutions/agencies and barangays through the Barangay Integrated Development Approach (BIDA) by providing livelihood trainings, transfer of technology and other related activities for the grassroots' empowerment and economic sustainability.

2. Industry Linkages, Placement and Alumni Relations (ILPAR)

This unit aims to seek industry partners for On-the-Job Training (OJT) of the students and placement or employment of the graduates, both locally and abroad, through job fairs and referrals. It seeks to establish strong and sustainable linkages with industry partners, GOs and NGOs. Likewise, it aims to coordinate the various alumni associations of the colleges and the EARIST Alumni Foundation Inc. and forge strong linkage with the alumni to improve mutual interest and welfare. It shall also establish an up-to-date tracer of the alumni.

3. Gender and Development Program (GDP).

Institute of Science and Technology

The unit promotes projects and activities responsive to gender issues in the Institute and the community in order to advance GAD awareness, performance and competence of the faculty employer, students and community stakeholders.

1. Fundamental Provisions

- 1.1 Extension service is one of the major functions of the Institute; as such faculty and employees who are qualified to extend services are encouraged and are given every opportunity to serve the needs of the clientele based on their line expertise.
- 1.2 The Extension projects must be within the mandate of the Institute and Colleges and are identified as a priority to be considered for funding.
- 1.3 The release of the Extension budget to the different colleges will be based on the itemized budget that is submitted and approved. Extension budget and releases are dependent on the extension project proposals that are submitted and approved for funding.

2. Preparation and Review of Extension Programs

Eulogio "Amang" Rodriguez

2.1 The preparation and review of Institute Extension Programs and Projects shall be done on an annual basis by the Office of Extension Services in coordination with the Extension Coordinators of the various colleges.

3. Developing Extension Proposals

- 3.1 Extension program/project proposals shall be developed annually by faculty/department/college in accordance with the thrust of the Institute, the curricular programs of the college and extension guidelines.
- Extension programs/projects requested by the community/prospective cooperating GO, NGO and other entities shall, likewise, be in accordance with the thrust of the Institute, the curricular programs of the college and extension guidelines.
- 3.3 All proposals shall be prepared using a standard format. (See Appendix B)
- 3.4 Proposals at the college level are to be submitted on or before the end of July of the calendar year.

4. College Extension Evaluation Committee (CEEC)

- 4.1 Extension proposals shall be reviewed and evaluated at the college level by the College Extension Evaluation Committee (CEEC) (See Appendix B).
- 4.2 The CEEC shall endorse the college level approved extension proposal to the EARIST Extension Evaluation Committee (CEEC) on or before the end

- of October of the calendar year with the following requirements:
- 4.2.1 Transmittal letter to the Institute Extension Council through the Office of Extension Services:
- 4.2.2 Four (4) copies of the extension proposal (See Appendix B)
- 4.2.3 Four (4) copies of the CEEC comments and action using prescribed form (See Appendix C)

5. EARIST Extension Evaluation Committee (EEEC)

- 5.1 College level extension proposals are reviewed and evaluated by the EEEC.
- Proposals emanating from the Office for Extension Services shall be endorsed to the EARIST Extension Evaluation Committee (EEEC) by the VPREIS for review and evaluation.

6. Criteria and Prioritization of Proposals

6.1 Extension proposals recommend for approval by the Institute Extension Council shall be prioritized according to the garnered points:

7.2.1 Final Priority - 91-100
7.2.1 Second Priority - 81-90
7.2.3 Third Priority - 71-80

7. Institute Extension Funding

- 7.1 All extension projects funded by the Institute must be governed by the provisions of the COA and EARIST Order/Memorandum.
- 7.2 Extension projects funded by the Institute shall be taken from the Institute Budgetary allocations for Extension; while other assistance from other agencies or organizations shall be treated as trust fund.
- 7.3 All extension project proposals should include the itemized budget which will be the basis of approving the funding.
- 7.4 The release of extension project funding shall be based on the nature of projects and after complying with all the requirements set forth.

8. Program/Project Implementation and Monitoring

8.1 Projects/Programs requested bv the community/prospective cooperating GO, NGO and other entities shall be covered by a Memorandum of Agreement (Appendix F). The MOA of both Institute College initiated and extension programs/projects shall be signed by the President with the Dean (s) and Director(s) of the college(s) or unit(s) concerned acting as witness(es). Prior to the signing of a MOA, a letter of intent/request should be forwarded to the President by the requesting organization/office, who shall forward

- the same to the Office of the Extension Services for proper coordination.
- 8.2 Implementation of the approved project shall be done by the proponents of the projects and shall make periodic reports (See Appendix D) on the progress of the project to the Office of the Extension Services.
 - 8.3 Completion/Terminal reports shall be made by the college extension faculty and extension coordinators and submitted to the President through the Director, OES and the Vice President for Planning, Research, and Extension. (See Appendix E).
 - 8.4 The Director for Extension Services shall make the annual report of all extension projects.

9. Assessment of Extension Programs/Projects

- 9.1 The Annual Extension In-House Review (AEIHR).
 This activity shall be done every first quarter of the year where the extension project proponent(s) shall present their completed project before an evaluation committee constituted for the purpose.
- 9.2 The Annual Extension In-House Review has the following objectives:
 - 9.2.1 To evaluate all ongoing and completed extension projects;

- 9.2.2 To identify significant results/information for packaging and dissemination, policy formulation and development planning of the Institute;
- 9.2.3 To identify new extension projects that are within the priority areas that would create impact on the life of the clients;
- 9.2.4 To identify cost-efficient and effective projects ready for further dissemination; and
- 9.2.5 To recognize and award incentives to outstanding projects completed within the previous calendar years.
- 9.3 Field evaluation and on-the-spot evaluation are conducted with the following objectives:
 - 9.3.1 To observe the actual conduct of project based on the approach(es) stated in the proposal;
 - 9.3.2 To verify information contained in the proposed budget;
 - 9.3.3 To recommend alternative courses of action to improve project implementation;
 - 9.3.4 To conduct post conference with project leaders and other stakeholders.
- 9.4 **Field Evaluation Team**. The Field Evaluation Team shall be composed of the Director for Extension

Services as Chair with the Colleges Dean, and College Extension Coordinator as members.

10. Specific Guidelines for Evaluation of Extensionist (NBC 461, QCE)

10.1 Areas of Evaluation

The extension activities/projects of the faculty members shall be evaluated using the four (4) assessments areas below with their corresponding weighted points.

	AREAS	WEIGHTED POINTS
a.	Clientele Satisfaction	25
b.	Leadership	25
c.	Partnership Development	2 5
d.	Community Responsibility	<u>25</u>
	19	100
10.2	Mode of Evaluation	

- 10.2.1 A faculty who wishes to be evaluated in the area of extension shall submit him/her for evaluation by specified evaluators of the four areas of evaluation.
- 10.2.2 Faculty members qualified for evaluation in the area of extension are those directly involved and responsible in any extension activities/project/programs, include technology verification, packaging, managing/facilitating non-formal / non-degree trainings, consultancy and speakership in trainings / seminars /

symposia / convocations, community development activities, people empowerment/capability building. radio programs and development / publication / dissemination of manuals, brochures. leaflets. pamphlets. techno-guide and newsletters. Includes extension activities which are community based, service oriented, (without remunerations) voluntary, not part of the faculty's teaching (i.e. subject/course) load, and/or activities in line with faculty expertise.

10.3 Evaluation Period

- 10.3.1 Evaluation should be done right after the activity/project and/or every end of the school year.
- 10.4 Process of Evaluation per area of Evaluation and Evaluators

10.4.1 Clientele Satisfaction

In this area the faculty member should be evaluated as to the quality of their extension activities/projects/programs and to what extent it provide significant contribution, help/facilitate and/or in of assistance to the overall institutional image as the institute seek continuous improvement toward excellence, through constant awareness and sensitivity to clientele requirements and/or needs thereby improving both the quality of education relationships with students, parents and the community.

- Evaluators: Clientele of the extension programs / projects / activities such as the president/chairperson of the people's organizations, barangay chairperson, students, parents and other beneficiaries.
- OES Form 9, Instrument 1: Clientele Satisfaction (See Appendix I)

10.4.2 Leadership

In this area, the faculty member should be evaluated as to the extent that their extension activities/projects/programs reflect their quality values and it must be clear and visible within the educational system. It requires personal commitment and involvement and creates strategies, system and methods for achieving educational excellence.

- Evaluators: Immediate supervisor of the faculty which may include team/project leaders, college extension coordinators, and etc.
- OES Form 10, Instrument 2: Leadership (See Appendix J)

Institute of Science and Technology

10.4.3 Partnership Development

In this area the faculty member should be evaluated as to the extent that their extension activities/projects/programs provide significant contribution/instrumental, and/or in of assistance to the processes was the college or institute build internal and external partnerships that promote cooperation/collaboration serving mutual and larger community interest. These also consider long-term objective as well as short-term needs, thereby creating a basis for mutual investments. The building of partnerships address means of regular communication , approaches to evaluating progress, means of modifying objectives, and methods to accommodate changing conditions.

- Evaluators: Stakeholders of the extension programs / projects / activities such as barangay chairperson, municipal mayor, presidents of POs/GOs/NGOs, etc.
- OES Form 11, Instrument 3: Partnership Development (See Appendix K)

10.4.4 Community Responsibility

This area of evaluation the faculty member should be evaluated as to the extent that their extension activities / projects / programs provide significant contribution/instrumental and/or in of assistance to the means were the college or the institute responses to community requirements and/or needs, and processes to develop and maintain public trust. These include ethical issues on the said activity(s)/project(s) with reference in education process, support for public safety, environmental safety, and sharing of quality-related information with business, industry and government agencies within the community and the country.

- Evaluators: Parties from the external and internal Community, namely; heads of agencies/organizations (PO, NGO, LGU, GO, etc.)
- OES Form 12, Instrument 4: Community Responsibility (See Appendix L)

10.5 Documents Needed

The following documents must be submitted by a faculty who wishes to be evaluated under extension area to the Office of the Extension Services through the college Extension Coordinator or representative of their respective college:

- 10.5.1 For those extension programs/projects covered by the college/Institute, an extension plan/program certified by the President/Vice President for Planning Research and Extension and/or the Director of Extension Services.
- 10.5.2 For those extension programs entered into by other agencies outside the Institute, a MOA or MOU should be submitted.
- 10.5.3 Reports (i.e. terminal/ongoing) of the extension activities conducted should also be submitted.
- 10.5.4 Designation/appointments duly signed by the agency heads; and invitation letter from clientele, certification/certificate of appearance, narrative report, etc.

10.5.5 The evaluation and rating using OES Form 6, Instrument 1; OES Form 7, Instrument 2; OES Form 8, Instrument 3; and OES Form 9, Instrument 4;

10.5.6 Other documents to support claims for extension services rendered.



Eulogio "Amang" Rodriguez Institute of Science and Technology



Privileges and incentives shall be provided to all personnel rendering extension services in order to motivate them to work hard and encourage their commitment in the program's goals and objectives.

1. Reduced Teaching Load Incentive (RTLI)

1.1 Faculty member who is designated/assigned in the Extension Office or College Extension Coordinator shall be entitled to reduction of teaching load as follows:

Designation/Position	Required Teaching
	Load/Semester
	(Units or Hours)
Director	6
Chief	9
College Extension	12
Coordinator NII A 1945	

- 1.2 Professors who are full time faculty are not qualified for the Reduced Teaching Load Incentive.
 - 1.3 Regular Instructors, Assistant and Associate Professors with approved extension project are entitled to 3-unit reduction of teaching load. However, for failure to complete the extension within the prescribed period, the faculty member will be

given 3-unit extra teaching load the following semester without pay.

- 1.3.1 Reduction of teaching load will disqualify the faculty member from availing of honorarium incentive.
- 1.3.2 Faculty members with temporary status are not qualified to avail of the RTLI. They may, however, collaborate with regular faculty members for their extension undertaking.

2. Outstanding Extension Program Award (OEPA)

For winning extension program/projects contest, the following cash incentive will be granted:

Local = Php 10,	,000.00
Regional/National	
1 st Place = Php 20,	,000.00
	,000.00
3 rd Place = 10,	,000.00
Finalist $M_{ANII,A}$ 1945 = 5,	,000.00

International		
Institute 1st Place ce and Technology	=	Php 30,000.00
2 nd Place	=	20,000.00
3 rd Place	=/	15,000.00
Finalist	= (10,000.00

3. Outstanding Extensionist of the Year Award (OEYA)

For winning extension program/projects contest, the following cash incentive will be granted:

- **4. Extension Honorarium Incentive (EHI)** Extension workers conducting extension activities shall be entitled to a reasonable honorarium subject to accounting and auditing rules and regulations.
- **5.** Credit for Faculty Evaluation Outputs in Extension should be given corresponding credits in the evaluation of faculty for academic ranking.
- **6.** Representation and Transportation Allowance The Director, OES shall be entitled to a monthly RATA based on existing rules and regulations.

7. Service Credits – Service Credits shall be granted to faculty for services rendered beyond their official time and during nonworking days as may be governed by existing policies. These credits can offset absences during school days. Opting for service credits shall no longer entitle to honorarium and vice-versa.

8. Incidental Expenses

- 8.1 Amount spent for transportation to and from one's destination. This may be in the form of water, land transportation fare, jeepney and tricycle fare, etc.
- 8.2 Amount for hotel accommodation when serving out of town.
- 8.3 Transportation/Meal allowances including that for visitors while negotiating official businesses/transactions, subject to accounting and auditing rules and regulations.

Php 200.00 per day/person
Regional
National
Php 800.00 per day/person
Php 1,200.00 per day/person
Signature (Subject to UNDP/ UN Daily
Subsistence Allowance (DSA)
Rates)

1. Effectivity

The Extension Manual shall take effect immediately upon the approval of the EARIST President and the Board of Trustees.

2. Amendments

Amendments, modifications or changes in any provision in this Manual shall only be done upon presentation and adaptation of the EARIST Research and Extension Council (EREC) and upon approval of the Board of Trustees.

3. Saving Clause

Any existing orders promulgated prior to the approval of this Manual that are inconsistent with any provision hereof shall be deemed superseded by this Manual unless, otherwise, contrary to any existing government laws or statutes governing such.

Eulogio "Amang" Rodriguez Institute of Science and Technology

Appendix A

OES Form No. 1

COMMUNITY NEEDS ASSESSMENT SURVEY

Instruction: Please provide detailed answers to the following questions and attached supporting documents:

. Name of community.
IFT INSTITUTE OF
2. Describe the benefiting community. Include any relevant statistics as well as geographic and Demographic information about the community.
*MANTA 1945 *
3. What community needs was identified?

EARIST EXTENSION MANUAL

4. What is already being done to respond to the need(s)?	
5. What resources are available locally or internationally the help meet the need(s)?	0
STORE IN THE OPENING	
6. What opportunities for projects did you identify?	
7. Why did you select this project? Eulogio Amang Rodriguez Institute of Science and Technology	
Public Information and Web Office	

8. What challenges to implementation of this project did you identify? How does the project plan take these challenges into account?
EARIST
9. How will the benefiting community be involved in the project?
10. Describe the viability of the project and how it will be maintained by the benefiting community/stakeholder and/ or the proponent of the project.
*MANILA 1945 *
Eulogio "Amang" Rodriguez Institute of Science and Technology Prepared by:
Proponent of Project Public Information and Web Office

Appendix E

OES Form No. 2

EXTENSION PROJECT PROPOSAL

E	Date: _ Extension Project Title:	SI	
	Proponents:		
	Project Leader: NSTITUTE		
	Member(s)		
II.	Implementing College/Agency/Ba	arangay/Sector:	
	College:		
	Barangay:		
III.	Rationale and Objectives:		
IV.	Project Beneficiaries:		
V.	Personnel Involved:		
VI.	Strategies for Implementation:		
VII.	Project Duration:		
VIII.			
	contributions, Source of Funds):		
	A. Personal services 1945		
	B. Maintenance and Other Oper	rating Expenses	
Eul	C. Capital Outlay		
IX. _{Insti}	Work plan: nce and Technology		
	(Present the activities and the tir		
	these. A GANTT chart may be inc		
Submitted	by:	Noted:	
Prop	onent	Dean	

EVALUATION OF PROPOSED EXTENSION PROJECT

l.	Extension Project Title:
II.	Proponents:
	Project Leader:
	Member(s)
III.	Implementing College/Agency/Barangay/Sector:
	College:
	Barangay:

IV. Criteria:

Criteria	Rating (%)
Contribution to national/regional/local	40
development thrust including impact to	N/
beneficiaries/clients	9/
Suitability and Feasibility	25
Resources generation/sourcing	25
Sectoral focus/potential clients 1945	10
TOTAL	100

V. Ins		s/Suggestions:	
	-//		
er			

EXTENSION PROJECT PROGRESS REPORT

(To be accomplished by the Extensionist in two (2) copies and validated by Director, Office for Extension Services based on the target indicated).

Progre	ss Report No:
l.	Title of the Project:
II.	Source of Funds:
III.	Date Project Started:
IV.	Period Converted by the Report:
V.	Objectives of the Project/Study:
VI. inst	Brief Summary of Accomplishments/Highlight of the Study: (Work accomplished on the basis of the total work programmed for the period covered):

VII.	Administrative, Technical and Other Problems Encountered:	
VIII.	Action Taken:	
IX.	Recommendations:	
- Day	Documentation Noted: roject Leader Dean o-Extensionist e and Technology	
	blic Information and Web Office	

Appendix E OES Form No. 5

EXTENSION PROJECT TERMINAL REPORT

	Date:
l.	Extension Project Title:
	Proponents:
	Project Leader:
	Member(s):
	VET INSTITUTE OF
II.	Executive Summary:
	Rationale and Objectives
	Project Beneficiaries
	Personnel Involved
	Strategies for Implementation
	Project Duration
III.	Project Budgetary Requirement (including Counterpart
	contributions, Source of Funds)
	Personal Services
	Maintenance and Other Operating Expenses
	Capital Outlay
IV.	Conclusions
V. Ins	Recommendations Technology
VI.	Documentation
	Noted:
	Project Leader
	Dean
	o-Extensionist in and Web Office

MEMORANDUM OF AGREEMENT

WEIGHAM OF AGREEMENT
(Sample Only)
KNOW ALL MEN AND WOMEN BY THE PRESENTS: This Agreement made and entered into this
day of April 20 in Manila, Philippines by and between:
The EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY (EARIST), with official address at Nagtahan St. Sampaloc, Manila, represented herein by Dr./Mr.
herein referred to as FIRST PARTYand-
represented herein by herein referred to as SECOND PARTY.

WITNESSETH:

WHEREAS, the FIRST PARTY commits to provide a six month livelihood training at Brgy. 418 Zone 43, District IV, Loreto St. Sampaloc, Manila, every Saturday at 8:00 A.M.-12:00 P.M. under the auspices of the Graduate School Extension Services.

WHEREAS, the SECOND PARTY serving as the social laboratory and show window of EARIST Community and Extension Services,

commits and binds itself to provide the venue of the training and takes charge of gathering clientele during the training.

IN WITNESS WHEREOF, the PARTIES hereto have set their hands this ___day of _____,2011, Sampaloc, Manila.

Dean, Graduate School First Party

Brgy. Chairman Second Party

WITNESSES:

College Extension Coordinator

(Representative from Second Party)

ACKNOWLEDGEMENT
Republic of the Philippines) S.S.
Manila

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

Name

Co. Tax.Cert. No.

Date/Place

Institute of Science and Technology

All known to me to be the same person who executed the foregoing instrument and acknowledged to me that the same is their own free and voluntary act and deed.

WITNESS MY HAND AND SEAL, this ____ day of _____2011 at ____ Philippines.

NOTARY PUBLIC Doc No. ____ Page No. ____ Book No. ____



Eulogio "Amang" Rodriguez Institute of Science and Technology

Appendix G

OES Form No. 7

CRITERIA FOR OUTSTANDING EXTENSION PROGRAM (OEP)

1.	Sustainability of the extension		35
	project		
1.1	1 shot extension project	10	
1.2	1 year	15	
1.3	2 years	20	
1.4	3 years and above	35	
	Number of recipient		
2.0		20	
2.1	10-25	10 🗾	
2.2	26-50	14	
2.3	50-75	16	
2.4	76-100	18	
2.5	100 and above	20	
	Approved extension	5	
3.0	project/activity	20	
3.1	College	10	
3.2	Institutional MANILA 194	14	
3.3	National/Regional	17	
3.4	International mang "Rodrigue	z 20	
	Earned award/recognition for	y	
4.0	extension project	15	
4.1	Institutional	10	
4.2	National/Regional	13	
4.3	International	15	
	Paper presentation (on	ffice The	
5.0	extension activity)	10	

5.1	Institutional	6	
5.2	National/Regional	8	
5.3	International	10	
			Total

Total

Conditions:

- 1. Extension project/activity must be undertaken in the previous calendar year.
- 2. A minimum of 50 points must be earned to qualify for the award.
- 3. Highest rank will be adjudged Outstanding Extension Program

Rater **MANILA 1945 **

Eulogio "Amang" Rodriguez Institute of Science and Technology



OUTSTANDING EXTENSIONIST AWARD

Direction: Summarize the scores from the four (4) Instruments. The candidate with the highest rank will be adjudged as Outstanding Extensionist.

Name of Faculty	Performance Indicator	Score	Total	Rank
1.	Clientele Satisfaction (10 %)			
	Leadership (10%)			
	Partnership Development (10%)	Z		
	Community Responsibility (10%)	5		
	Involvement in approved	HT		
	extension project	$ \mathcal{L} $		
	(a) Less than 3 years (5%)			
	(b) 3 – 5 years (10%)	5/		
	(c) 6 -10 years (15%			
	(d) 11 years & above (20%)			
	Award/Recognition A 1945			
	(a) Local/Institutional (15%)			
Eulo	(b) Regional/National (20%)			
Institu	te of (c) International (25%)	-1-0		
	Publication (refereed/CHED JAS)			
	or Presentation on Extension-			
	related research/project			
	(a) Local (5%)			
	(b) Regional/National (10%)			
Publi	(c) International (15%)			

Conditions:

- 1. Extension project/activity must be undertaken in the previous calendar year.
- 2. A minimum of 50 points must be earned to qualify for the award.
- 3. Highest rank will be adjudged Outstanding Extensionist

Attested:



Eulogio "Amang" Rodriguez Institute of Science and Technology



Appendix

OES Form No. 9

INSTRUMENT 1: CLIENTELE SATISFACTION

Name of	Faculty:						_	
	/	$\overline{}$		4				

Evaluators: Clientele of the Extension Programs/Projects/Activities

- President/Chairman of Organization Involved
- Barangay Chairperson
- Others(Please Indicate)

Instruction: Please evaluate the faculty/extensionist using the scale below.

5 –Very	4-Great	3-Moderate	2-Slight	1-None at
Great	Extent	Extent	Extent	all
Extent				

Performance Indicator	i m 11 e 2		Scale		
1. The extension Science and Tech	mo 5 ogy	4	3	2	1
program/activity is based on the					
needs/problems of the					
clients(there is a consultation			VODE		
with the client during the	V			/ [
conceptualization of the					
extension plan).	leb Of	iice -			

2. Meet and discusses with the	5	4	3	2	1
clientele the knowhow of the					
extension activity(s) for its					
usability and/or client benefits.					
3. There is an information	5	4	3	2	1
campaign for proper					
information of the clientele					
about the extension activity(s).					
4. Monitors and evaluates the	5	4	3	2	1
quantity and quality of services	TITE				
provided to clientele.	OIE	FS			
5. Extension activity(s) really	5	4	3	2	1
helps and/or address the client's					
needs or problems		7	Z		

Total Score:

Name & Signature of Evaluator

MANILA 1945

Eulogio "Amang" Rodriguez Institute of Science and Technology

Appendix

OES Form No. 10

INSTRUMENT 2: LEADERSHIP

Name of Faculty		

Evaluators: Immediate Supervisor

- Director for Extension
- o Team/Project Leader
- College Extension Coordinators
- Others (Please Indicate)

Instruction: Please evaluate the faculty/extensionist using the scale below.

5-Very	4-Great	3-Moderate	2-Slight	1-None at
Great	Extent	Extent	Extent	all
Extent				

Performance Indicator A 1945			Scale		
1. Regularly communicates quality output of the extension proceeding to colleagues/staff clientele/subordinates.	5	4	3	2	1
2. Manages priorities to get the job done and able to looks for better ways to confronts conflict situations in an honest and direct manner.	5/	4	3	2	1

3. Encourage/motivates	5	4	3	2	1
participation/cooperation of the people					
evolved in the extension activity(s).					
4. Suggest/introduces strategies that	5	4	3	2	1
enhanced					
colleagues/staff/clientele/subordinate's					
skills and abilities to perform the					
extension activity(s) in a more efficient					
manner.					
5. Communicates directly, openly,	5	4	3	2	1
honestly and shares information with the					
concerned individual or people involved					
in their extension activity(s)					

Total Score: ____

Name &Signature of Evaluator

MANILA 1945

Eulogio "Amang" Rodriguez Institute of Science and Technology

Instrument 3: Partnership Development

Name	of Facult	y:									
		-	$\overline{}$					$\overline{}$			

Evaluators: Stakeholders of the Extension Programs/Project/Activities

- Proces
 - Barangay Chairperson
 - Municipal Mayor
 - President of PO
 - President of NGO
 - Others(Please Indicate)

Instruction: Please evaluate the faculty/extensionist using the scale below.

5-Very	4-Great	3-Moderate	2-Slight	1-None at
Great	Extent	Extent	Extent	all
Extent			18/	

Performance Indicator	VIII		Scale		
1. Coordinates with local M_{ANII}	A 5945	4	3	2	1
residents, business and other					
government functionaries for		7			
possible extension cience and Te		7		7	
collaboration.					
2. Conducts consultative	5	4	3	2	1
meetings and/or dialogues with		ij	NOOM	7)	
stakeholders on priority				7 (
extension plan supporting their					
needs Public Information and I	Neb O	iige -			

3. Regularly meet concerned	5	4	3	2	1
sector to discuss ways in which					
the extension undertaking can					
create better working					
environment, and full					
cooperation and participation.					
4. Establishes linkages with	5	4	3	2	1
local/national agencies for					
possible funding of extension					
undertakings (sourcing of	TUTE				
funds).		OF			
5. Communicates directly,	5	4	3	2	1
openly, honestly and shares					
information with the concerned		7			
sectors, and considering			131		
comments, and suggestions for			크		
improvement if necessary.					

Total Score:

Name & Signature of Evaluator

Eulogio "Amang" Rodriguez Institute of Science and Technology

OES Form No. 12

Instrument 4: Community Responsibility

Name of Faculty:

Evaluators: Stakeholders of the Extension Programs/Project/Activities

- o Head, NGO
- Head, PO
- o Head, GO
- o Head, LGU
- Others(Please Indicate)

Instruction: Please evaluate the faculty/extensionist using the scale below.

5-Very	4-Great	3-Moderate	2-Slight	1-None at
Great	Extent	Extent	Extent	all
Extent	×	MANII A 1945		

Performance Indicator a Tec	hnolog	y	Scale		
1. Creates safe working	5	4	3	2	1
environment where activities					
conducted consider the ethical					
and moral predicament of the					
community and/or the sector					
involved. bild information and l	Neb O	iige			

_	1				
2. Conducts extension	5	4	3	2	1
activity(s) where the					
responsibilities of the					
concerned sectors to the					
community are addressed.					
3. The extension activity(s)	5	4	3	2	1
conducted with significant					
contribution to the community					
and increase awareness on					
community issues and	TUTE				
concerns.		DF C		7	
4. The extension activity(s) is an	5	4	3	2	1
instrumental and/or in of					
consideration of public safety,			E		
environmental safety, and					
sharing of quality-related					
information with the sector					
involved.					
5. Assumes impartial	5	4	3	2	1
responsibility and		/5			
accountability on the extension	<u> </u>				
proceeding and its effect or ANII	A 1945	*			
impact to the community					
and/or other sectors involved.	rigue				

	Total Score:	
	Namo & Signature of Evalu	2†0ı

A. EMERGENCY NUMBERS

AREAS	FIRE	POLICE
Kalookan City	364-5680	362-3276
Makati City	816-2553/818-5150	899-9008/800-9039
Manila	527-9623/527-3627	523-5461/523-5611
Marikina City	646-2436	646-1631
Quezon City	928-8363/924-1922	927-4444/921-6146
San Juan	725-2079/752-8049	724-2515/725-0404

B. COORDINATING AGENCIES

Patrol	117	
Bantay Bata	163	
Bisig Bayan	928-4299	
Meralco	16-211/631-1111	
Maynilad Water Services, Inc.	1626	
National Poison Control MANUA 194	524-1078	
MMDA	882-0877/882-0889	
Assn of Volunteer Fire Chief &	160-16	
Firefighters of the Phil., Inc.	e z	
Assn. of Philippine Volunteer Fire	522-2222	
Brigades, Inc.		
Civil Defense Operation Center	911-5016	

B. WHERE TO REPORT BOMB THREATS/BOMBING INCIDENTS

Information Processing Center

PNP Public Information Center	723-0401/724-8766		
Camp Crame, Quezon City	725-3179/725-5115		

National Capital Region District

Camp Bagong Diwa, Bicutan, Taguig, MM	837-2097
	837-2471 Loc. 743
Camp Crame, Quezon City	837-2005/837-2029

Police Districts

287-4444/287-3906
641-0877/643-6616
523-33 <mark>78/525</mark> -2448
525-8738
843-4274/893-7484
15/
)/2/
927-4444/920-1378
346-5632
928-3632/436-5628
721-8544
sy



Appendix N

CURRICULAR OFFERINGS



Graduate School

Doctor of Philosophy - Industrial Psychology

Doctor of Public Administration (DPA)

Doctor in Business Administration (DBA)

Doctor of Education

Major in: Education Management (EdD EM)

Master of Science in Mathematics

Master of Arts in Industrial Psychology

Master of Arts in Industrial Education

Major in: Hotel & Restaurant Mgt.

Master of Arts in Education

Major in: Administration and Supervision

Guidance & Counseling

Special Education

Master of Public Administration (MPA)

Master in Business Administration (MBA)

Master of Arts in Teaching

Major in:

Mathematics

Science



Eulogio "Amang" Rodrigue: Institute of Science and Technology

College of Arts and Sciences

Bachelor of Science in Applied Physics
Bachelor of Science in Computer Science
Bachelor of Science in Industrial Psychology

Bachelor of Science in Mathematics



College of Architecture and Fine Arts

Bachelor of Science in Architecture
Associate in Architectural Technology

Bachelor in Fine Arts

Major in: Advertising

Painting

Bachelor of Science in Interior Design

Associate in Fine Arts major in: Painting

Advertising



College Business Administration

Bachelor of Science in Office Administration
Bachelor of Science in Business Administration

Major in : Marketing Management

Business Management

Human Resource Development

Management

Entrepreneurial Management



College of Education

Bachelor in Secondary Education (BSED)

Major in: Filipino

Physical Science

Technology & Livelihood Education

Mathematics

Bachelor in Elementary Education (BEED)

Major in: Special Education



College of Engineering

Bachelor of Science in Chemical Engineering
Bachelor of Science in Civil Engineering
Bachelor of Science in Computer Engineering
Bachelor of Science in Electronics and Communication
Engineering
Bachelor of Science in Mechanical Engineering



College of Hospitality Management

Bachelor of Science in Hospitality Management Major in: Cruise line Operations

Culinary Arts

Hospitality Management

Bachelor of Science in Tourism



College of Industrial Technology

Bachelor of Science in Industrial Technology

Major in: Automotive Technology

Drafting Technology

Food trades Technology

Industrial Chemistry

Fashion & Apparel Technology

Refrigeration & Air-Conditioning Tech

Electrical Technology

Electronics Technology

Garments Technology

Mechanical Technology

Bachelor of Science in Computer Technology



College of Public Administration & Criminology

Bachelor in Public Administration Bachelor of Science in Criminology

Extension Program

- Special Opportunity Program
- Special Academic Program
- Executive Program
- Distance Education Program



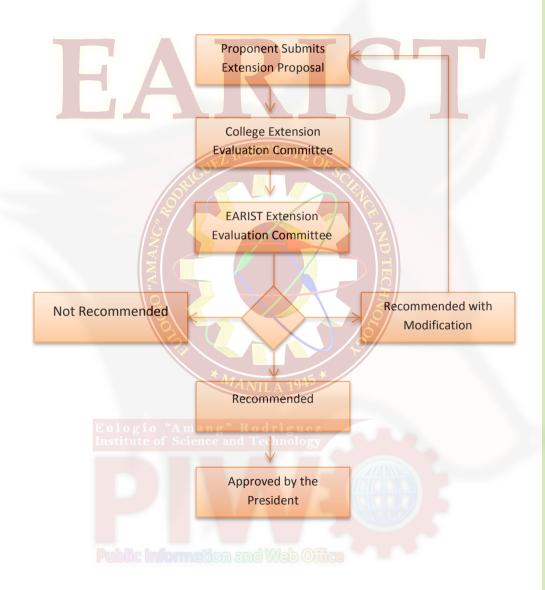


Eulogio "Amang" Rodriguez Institute of Science and Technology



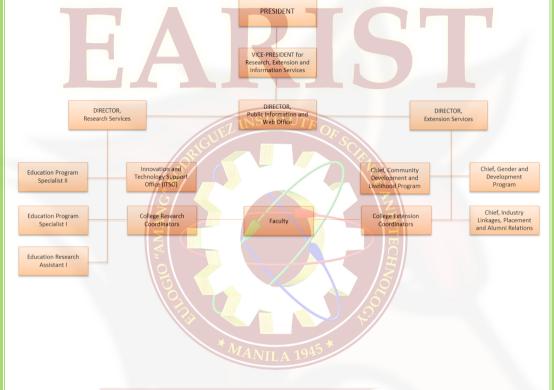
Appendix O

Flowchart of Processing of Extension Project Manual



Appendix P

Organizational Structure



Eulogio "Amang" Rodriguez Institute of Science and Technology

GLOSSARY

AEIHR Annual Extension In-house Review

CEEC College Extension Evaluation Committee

CDLP Chief, Community Development and Livelihood

Program

EEEC EARIST Extension Evaluation Committee

EHI Extension Honorarium Incentive

EREAC EARIST Research and Extension Advisory Council

GDP Gender and Development Program

GFPS GAD Focal Point System

GO Government Organization

ILPAR Industry Linkages, Placement and Alumni Relations

Local Government Unit

NGO Non-Government Organization

OEPA Outstanding Extension Program Award

OES Office for Extension Services

OEYA Outstanding Extensionist of the Year Award

OJT On-the-Job Training

PO People's Organization

RTLI Eulogi Reduced Teaching Load Incentive

VPREIS Vice President for Research, Extension and

Information Services

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Eulogio "Ama	ng" Rodriguez

Institute of Science and Technology

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	4	
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