ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY

SCHOOL OF BUSINESS ADMINISTRATION

PROGRAM PERFORMANCE PROFILE

BACHELOR OF SCIENCE IN

HOSPITALITY MANAGEMENT

LEVEL 2

AACCUP 1987

PARAMETER A: PRIORITIES AND RELEVANCE

SYSTEM-INPUTS AND PROCESSES

S.1. The extension agenda is in consonance with the local, regional and national development thrusts and priorities.

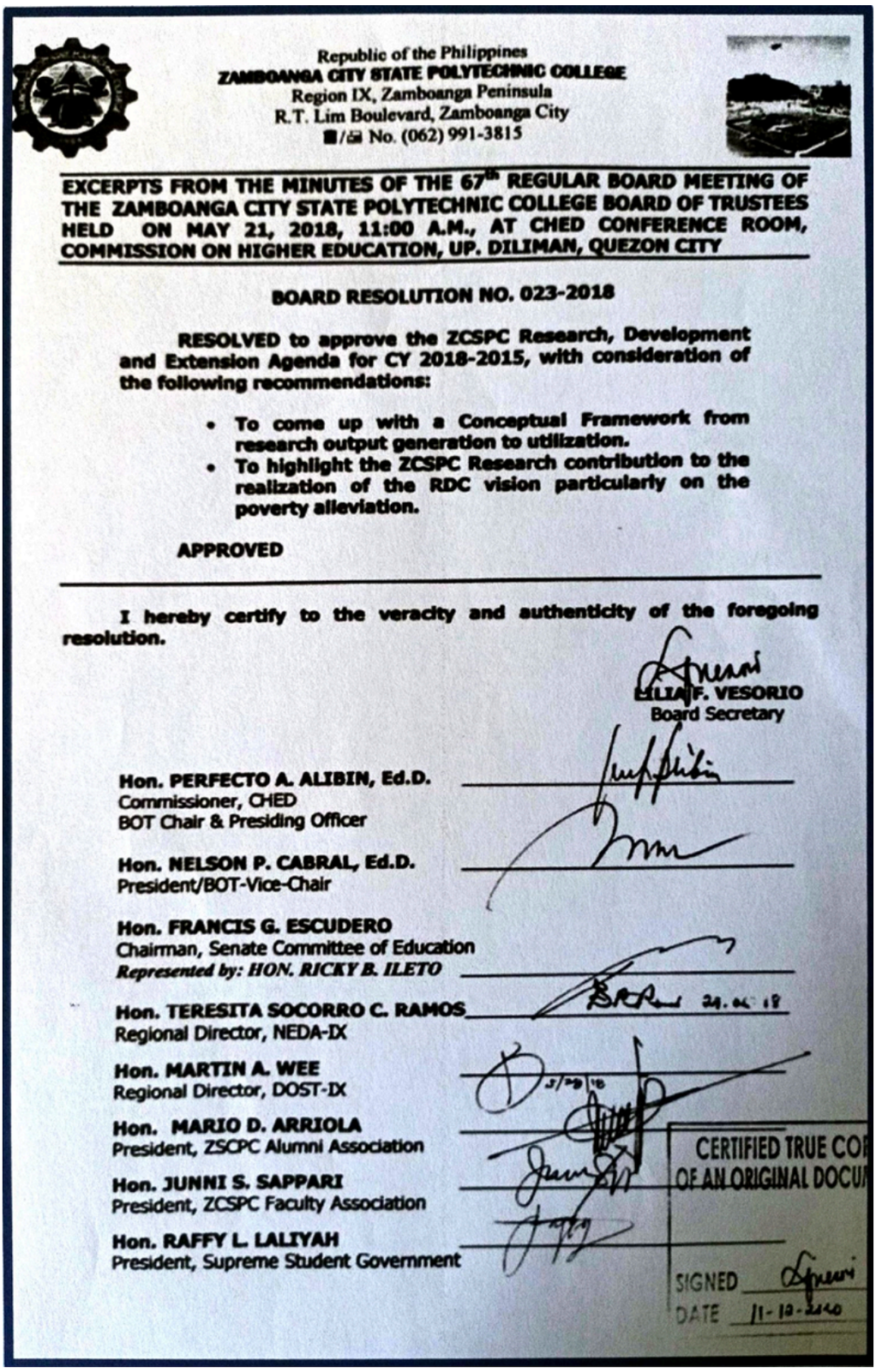
- **Present the Institution's approved Extension Agenda**
  In the newly approved ZCSPC Extension agenda, there are four (4) regular services which form the nucleus of the ZCSPC Extension. These include (i) Skills Capacitating/Competency Upgrade for Local and Overseas Employment (SCCULOE), (ii) Preparacion para Nuevo Vida (PNV), (iii) Watershed and Wetland Biodiversity Enhancement (WWBE), and (iv) Building Green and Smart Communities (BGSC)

  The Skills Capacitating /Competency Upgrade for Local and Overseas Employment (SCCULOE) offer and competencies currently in short supply and in high demand in the manufacturing and construction industry. These competencies include state of the art welding, carpentry (cabinet and knock down furniture), plumbing, house wiring, masonry (plastering) prototyping, 3D printing, maintenance of air – conditioning system and other highly employable competencies. Other industry prescribed skills and competencies will be offered as soon as the College acquires the capacities to offer said courses.

  Preparacion **Para Nuevo Vida(PNV)** is a project that hopes to prepare inmates for life after incarceration. The planned interventions shall be holistic and encompassing and aimed at ensuring that released inmates are able to assimilate back into his immediate circle of kin and into the community and begin new chapter of his life. PNV is a collaborative, multidisciplinary, multiparty and multipronged initiative. The ZPPSU intends to assume the lead role particularly in ensuring that the former inmate is fully transformed and would be successful in his new life. The training intervention will be tailored fit for an inmate's potentials and his capacity to acquire new competency. ZPPSU extension aspires to become a dynamic player in the global crusade to protect, conserve and enhance planet Earth's environments within the College's immediate spheres of influence. Under the auspices of the DENR's USAAID-funded Protect Wildlife Project, the College was given the responsibility to develop a research, development and extension program that support biodiversity conservation and livelihood development in Zamboanga City's two critical watersheds located in the east coast barangays of Vitali and Manicahan. Under the Memorandum of Understanding (MOU) with USAID's Wildlife Protect Project in collaboration with DENR, the ZPPSU is oblige to produce technologies, knowledge products and conservation education programs that will enhance the capacities of Local Government Units(LGUs), Civil Society Organizations(CSOs), government agencies, local communities and other stakeholders. The ecological health and biodiversity of the Vitali and Manicahan watershed is crucial to the sustainability of the potable water supply to Zamboanga City's newly industrializing commercial districts and manufacturing hubs hence, need to be conserved and ecologically sustained by all means and at any cost.

  Watershed and Wetland Biodiversity (WWB) interventions will be focused on the transformation of grade school pupils and young adults into cadres of ecosystem stewards; ecologically sensitive, and fully cognizant and conversant of the fragile nature of the natural endowments and the non – negotiable imperative of preventing its loss and destruction, protecting its precarious state, and enhancing biodiversity and sustainable development. The residents of adjoining locales that subsist on the watershed and wetland's resources must also be transformed into stewards, protectors and biodiversity of watershed and wetland and the imperative need of guaranteeing its protection and conservation.

Building Green and Smart Communities project is devoted to the development of human communes that connect and work with nature and to the preservation and enhancement of the ambient environment's integrity and ensuring its sustainable development. Project activities include the development of architectural and engineering design for (i) low – cost (recycled waste building materials), naturally ventilated, clean energy – run, zero waste, and climate change – resilient buildings prototypes (ii) ecology – friendly and biodiversity enhancing, balanced mixed use mass housing and township, and (iii) component facilities and amenities.



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ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
Region IX, Zamboanga Peninsula
R.T. Lim Boulevard, Zamboanga City
☎/🖷 No. (062) 991-3815

EXCERPTS FROM THE MINUTES OF THE 67th REGULAR BOARD MEETING OF THE ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE BOARD OF TRUSTEES HELD ON MAY 21, 2018, 11:00 A.M., AT CHED CONFERENCE ROOM, COMMISSION ON HIGHER EDUCATION, UP. DILIMAN, QUEZON CITY

BOARD RESOLUTION NO. 023-2018

RESOLVED to approve the ZCSPC Research, Development and Extension Agenda for CY 2018-2015, with consideration of the following recommendations:

- **To come up with a Conceptual Framework from research output generation to utilization.**
- **To highlight the ZCSPC Research contribution to the realization of the RDC vision particularly on the poverty alleviation.**

APPROVED

I hereby certify to the veracity and authenticity of the foregoing resolution.

LILIA F. VESORIO
Board Secretary

Hon. PERFECTO A. ALIBIN, Ed.D.
Commissioner, CHED
BOT Chair & Presiding Officer

Hon. NELSON P. CABRAL, Ed.D.
President/BOT-Vice-Chair

Hon. FRANCIS G. ESCUDERO
Chairman, Senate Committee of Education
Represented by: HON. RICKY B. ILETO

Hon. TERESITA SOCORRO C. RAMOS
Regional Director, NEDA-IX

Hon. MARTIN A. WEE
Regional Director, DOST-IX

Hon. MARIO D. ARRIOLA
President, ZSCPC Alumni Association

Hon. JUNNI S. SAPPARI
President, ZCSPC Faculty Association

Hon. RAFFY L. LALIYAH
President, Supreme Student Government

CERTIFIED TRUE COP
OF AN ORIGINAL DOCU
SIGNED
DATE 11-13-2020

(Board Resolutions for the ZCSPC Extension Agenda 2018-2025)



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In today's volatile, uncertain, complex and ambiguous societal milieu characterized by fast -pace, ephemeral change, people who are either passive elements or active participants, must be helped to adapt to change, preferably empowered to dynamically participate in change initiatives that impinge on their needs and aspirations.

The "people first" policy is the centerpiece of President Rodrigo Roa Duterte's vision of a new Philippines – "Ambisyon Natin 2040" which envisages a "matatag, maginhawa at panatag na buhay para sa lahat" The national clarion call should unify, jell and harmonize all government strategic initiatives and marshal resources towards this aspiration.

All government agencies are put to task, are required to clearly define their contributions to the goal of a comparatively better life for all Filipinos by the year 2040. State universities and colleges in particular have significant roles to play being generators of knowledge and technologies and hubs of creativity and innovation.

While SUCs necessarily must undertake extension, the quality and impact of their services is primarily dependent of the nature, breadth and alignment of their Research and Development subsystem which in turn is defined by their institutional R & D capacities.

Notwithstanding their current institutional capacities, SUCs must take on the challenge and deliver the expected results. ZCSPC in particular will seize the opportunity to become a forceful catalyst for change in the Zamboanga Peninsula by contributing to the digitalization of manufacturing and processing industries and the services sector.

ZCSPC will also take in significant share in the building of eco-friendly, climate change-resilient, and economically vibrant communities and in the enhancement of biodiversity in fragile and threatened ecosystems.

The ZCSPC Extension will attempt to reach out to rightful beneficiaries who are usually left out in the conventional training and outreach enrolment process. These deserving clients include school leavers, unemployed home-based housewives, wage earners occasionally employed in processing and manufacturing plants, repair and maintenance house-helpers and other unschooled, working age, out-of-school residents.

The conceptualization and design of training interventions shall adopt a nonconventional approach. All skills capacitating courses will be collaborative and multi-party engagements, employment-attuned, demand-driven and job prescription-compliant; courses will be ran based on available jobs and markets.

Essentially proactive and stewarding, the ZCSPC Extension strategically intend to change a given state of affairs and transform lives and communities. It will stay in a place, perseveres in its efforts and cut the umbilical cord only when significant changes have taken roots and begin to germinate. Engagements therefore will be few, albeit collaborative, multi-party, multi-disciplinary and long-term.

Four (4) regular services will form the nucleus of the ZCSPC Extension. The continual, continuing and sustained external engagements include (i) ***Skills Capacitating/Competency Upgrade for Local and Overseas Employment (SCCULOE)***, (ii) ***Preparacion para Nuevo Vida (PNV)***, (iii) ***Watershed and Wetland Biodiversity Enhancement (WWBE)***, and (iv) ***Building Green and Smart Communities (BGSC)***

The ***SCCULOE*** will offer skills and competencies currently in short supply and in high demand in the manufacturing and construction industry. These competencies include state-of-the-art welding, carpentry *(cabinet and knock-down furniture)*, plumbing, house wiring, masonry *(plastering)*, prototyping, 3D printing, maintenance of air-conditioning system and other highly employable competencies. Other industry prescribed skills and competencies will be offered as soon as the College acquires the capacities to offer said courses.

Preparing inmates for life after incarceration is the primary goal of the ***Preparacion para Nuevo Vida*** project. The planned interventions shall be holistic and encompassing and aimed at ensuring that released inmates are able to assimilate back into his immediate circle of kin and into the community and begin new chapter of his life. PNV is a collaborative, multidisciplinary, multiparty and multipronged initiative. The ZCSPC intends to assume the lead role particularly in ensuring that the former inmate is fully transformed and would be successful in his new life. The training intervention will be tailored-fit for an inmate's potentials and his capacity to acquire new competency.

The ZCSPC Extension aspires to become a dynamic player in the global crusade to protect, conserve and enhance planet Earth's environments within the College's immediate spheres of influence. Under the auspices of the DENR's USAID-funded Protect Wildlife Project, the College was given the responsibility to develop a research, development and extension program that support biodiversity conservation and livelihood development in Zamboanga City's two critical watersheds located in the east coast barangays of Vitali and Manicahan. Under the Memorandum of Understanding (MOU) with USAID's Wildlife Protect Project in collaboration with DENR, the ZCSPC is oblige to produce technologies, knowledge products and conservation education programs that will enhance the capacities of Local Government Units (LGUs), Civil Society Organizations (CSOs), government agencies, local communities and other stakeholders.

The ecological health and biodiversity of the Vitali and Manicahan watershed is crucial to the sustainability of the potable water supply to Zamboanga City's newly industrializing commercial districts and manufacturing hubs hence, need to be conserved and ecologically sustained by all means and at any cost.

Essentially, the ***Watershed and Wetland Biodiversity*** interventions will be focused on the transformation of grade school pupils and young adults into cadres of ecosystem stewards; ecologically sensitive, and fully cognizant and conversant of the fragile nature of the natural endowments and the non-negotiable imperative of preventing its loss and destruction, protecting its precarious state, and enhancing biodiversity and sustainable development. The residents of adjoining locales that subsist on the watershed and wetland's resources must also be transformed into stewards, protectors and biodiversity enhancers to serve as force multiplier. The ultimate goal is to sensitize all stakeholders on the critical importance of sustaining and enhancing the ecological health and biodiversity of watershed and wetland and the imperative need of guaranteeing its protection and conservation.

Building Green and Smart Communities project is devoted to the development of human communes that connect and work with nature and to the preservation and enhancement of the ambient environment's integrity and ensuring its sustainable development. Project activities include the development of architectural and engineering design for (i) low-cost (recycled waste building materials), naturally ventilated, clean energy-run, zero waste, and climate change-resilient buildings prototypes; (ii) ecology-friendly and biodiversity enhancing, balanced mixed use mass housing and township, and (iii) component facilities and amenities.

Extension Implementation Plan

The extension service will be managed by the College Extension Management Office (EMO). The EMO integrates, harmonizes and coordinates all extension activities of the College through the Extension Coordinators of academic units. Extension activities will be carried out primarily by the faculty and staff of academic units and their community-based counterparts and collaborators.



ZCSPC Extension will be community-oriented, -fronted and -focused. Therefore, it is fitting that the delivery mode and or approach should be development stewardship – capacitating and empowering people to capably take on the challenge and assume full responsibility over their lives, their community and environment. Projects will be collaboratively planned, i.e. should address perceived needs and requirements, and implemented primarily by participants from the community. Project participants with manifest leadership potentials will be assigned lead/steering roles back-staffed by extension workers from the College.

The stewarding interventions will be focused on generating outcomes and impacts which necessarily must be changes in mindset, values system, capability to earn a living and civic consciousness. Engagements will be long-term; i.e. the ZCSPC Extension's umbilical cord will remain in place until the aspired transformation has taken roots and gradually withdrawn as demand waned.

On account of the limited funding for extension services, externally-funded projects will be given preference. The College extension resources shall be focused on needs assessment and validation, feasibility studies, prototyping, and design and conduct of skills capacitating courses. The ZCSPC Extension will endeavor to source out funds that will be funneled to extension projects and activities.

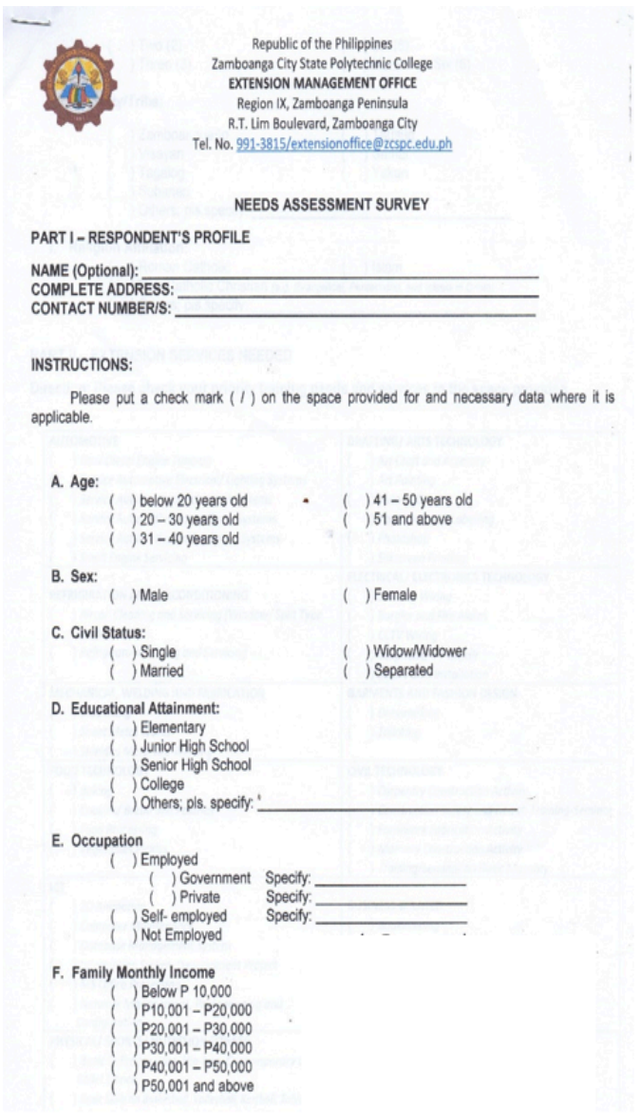
ZCSPC Extension shall be driven and inspired by the catchphrase *"Making within reach knowledge and technologies that change mindset...., improve lives."* The College through the extension service will strive to make a difference in the lives of abjectly poor Filipinos who still hope for a better life and brighter future for their offspring. ZCSPC Extension will imbibe and draw insights from good extension practices in other lands which include among others: (i) generate project concepts from the ground; (ii) touch-base with the real-time situations; (iii) encourage and make total participation happen; (iv) provide knowledge, skills and technologies that have immediate and lasting impact on the lives of beneficiaries, i.e. attitudinal change and shift of mindset or paradigm; among others.

ZCSPC Extension aims to (i) make available off-campus opportunities for lifelong learning; (ii) capacitate school leavers, home-bound housewives and the unemployed for placement in decent, well-paying jobs and overseas employment; (iii) contribute to the building of ecology-sensitive, climate change-resilient and economically vibrant communities; and (iv) partake in the concerted efforts to enhance the ecological health and biodiversity of fragile and anthropogenic-ally threatened natural ecosystems.

In the foreseeable horizon, ZCSPC wants to be acknowledged as having dynamically contributed to the full digitalization of Zamboanga City and Zamboanga Peninsula, enabled poor residents to get local and overseas employment and or engage in microenterprises, ably stewarded the conservation and biodiversity enhancement of Manicahan and Vitali Watersheds and a dynamic collaborator in the inclusive growth and transformation of developmentally - stewarded barangays.

S.2. The College/ Academic Unit has a benchmark survey of the problems, needs, priorities and resources of the community.

The Extension Management Office, in collaboration with the Gender and Development Office, Research Facilitation Office, School of Business Administration, and Planning and Development Office, spearheaded the conduct of the GAD Capacity Building SeminarWorkshop and Pastry Production Training among the twenty beneficiaries from Barangay Baliwasan as the pioneering batch of the Extension Program MUJER (Mobilizing and Upskilling JUANAs for Economic Resiliency) which aims to mobilize the economically displaced women in Barangay Baliwasan for a livelihood training program and transfer the knowledge and competencies of the healthy food production.



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EXTENSION MANAGEMENT OFFICE
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Tel. No. 991-3815/extensionoffice@zcspc.edu.ph

NEEDS ASSESSMENT SURVEY

PART I – RESPONDENT'S PROFILE

NAME (Optional): _____
COMPLETE ADDRESS: _____
CONTACT NUMBER/S: _____

INSTRUCTIONS:

Please put a check mark (/) on the space provided for and necessary data where it is applicable.

A. Age:
( ) below 20 years old
( ) 20 – 30 years old
( ) 31 – 40 years old
( ) 41 – 50 years old
( ) 51 and above

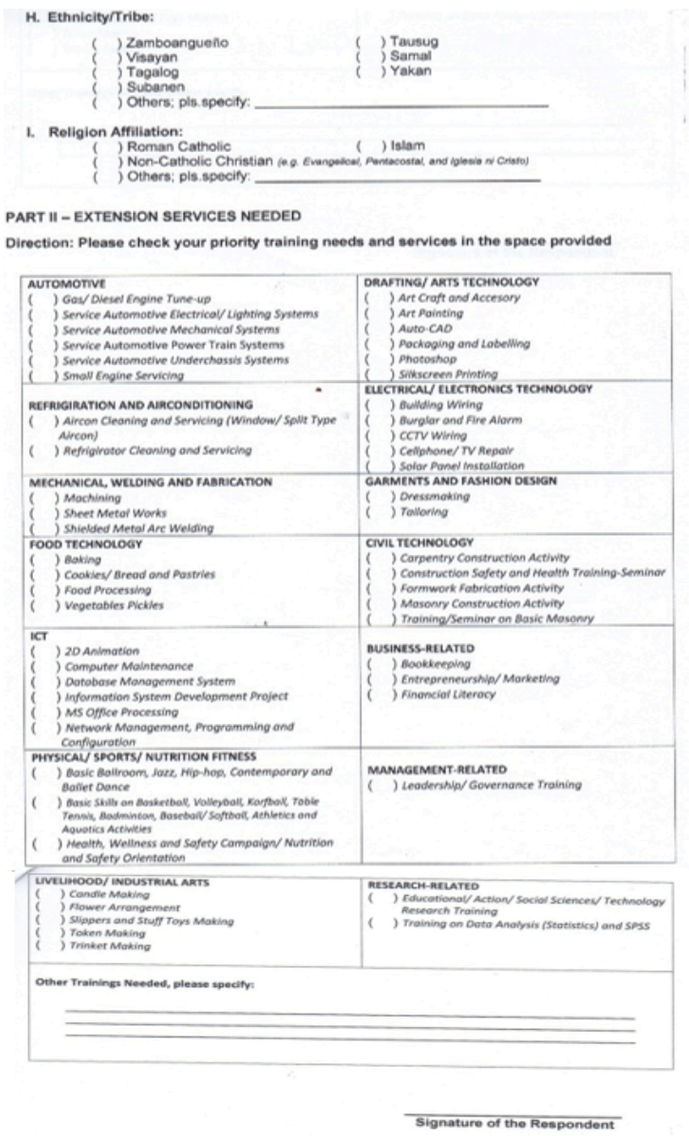
B. Sex:
( ) Male
( ) Female

C. Civil Status:
( ) Single
( ) Married
( ) Widow/Widower
( ) Separated

D. Educational Attainment:
( ) Elementary
( ) Junior High School
( ) Senior High School
( ) College
( ) Others; pls. specify: _____

E. Occupation
( ) Employed
( ) Government Specify: _____
( ) Private Specify: _____
( ) Self- employed Specify: _____
( ) Not Employed

F. Family Monthly Income
( ) Below P 10,000
( ) P10,001 – P20,000
( ) P20,001 – P30,000
( ) P30,001 – P40,000
( ) P40,001 – P50,000
( ) P50,001 and above



H. Ethnicity/Tribe:
( ) Zamboangueño
( ) Visayan
( ) Tagalog
( ) Subanen
( ) Others; pls.specify: _____
( ) Tausug
( ) Samal
( ) Yakan

I. Religion Affiliation:
( ) Roman Catholic
( ) Non-Catholic Christian *(e.g. Evangelical, Pentacostal, and Iglesia ni Cristo)*
( ) Others; pls.specify: _____
( ) Islam

PART II – EXTENSION SERVICES NEEDED

Direction: Please check your priority training needs and services in the space provided

AUTOMOTIVE ( ) *Gas/ Diesel Engine Tune-up* ( ) *Service Automotive Electrical/ Lighting Systems* ( ) *Service Automotive Mechanical Systems* ( ) *Service Automotive Power Train Systems* ( ) *Service Automotive Underchassis Systems* ( ) *Small Engine Servicing*	**DRAFTING/ ARTS TECHNOLOGY** ( ) *Art Craft and Accesory* ( ) *Art Painting* ( ) *Auto-CAD* ( ) *Packaging and Labelling* ( ) *Photoshop* ( ) *Silkscreen Printing*
REFRIGIRATION AND AIRCONDITIONING ( ) *Aircon Cleaning and Servicing (Window/ Split Type Aircon)* ( ) *Refrigirator Cleaning and Servicing*	**ELECTRICAL/ ELECTRONICS TECHNOLOGY** ( ) *Building Wiring* ( ) *Burglar and Fire Alarm* ( ) *CCTV Wiring* ( ) *Cellphone/ TV Repair* ( ) *Solar Panel Installation*
MECHANICAL, WELDING AND FABRICATION ( ) *Machining* ( ) *Sheet Metal Works* ( ) *Shielded Metal Arc Welding*	**GARMENTS AND FASHION DESIGN** ( ) *Dressmaking* ( ) *Tailoring*
FOOD TECHNOLOGY ( ) *Baking* ( ) *Cookies/ Bread and Pastries* ( ) *Food Processing* ( ) *Vegetables Pickles*	**CIVIL TECHNOLOGY** ( ) *Carpentry Construction Activity* ( ) *Construction Safety and Health Training-Seminar* ( ) *Formwork Fabrication Activity* ( ) *Masonry Construction Activity* ( ) *Training/Seminar on Basic Masonry*
ICT ( ) *2D Animation* ( ) *Computer Maintenance* ( ) *Database Management System* ( ) *Information System Development Project* ( ) *MS Office Processing* ( ) *Network Management, Programming and Configuration*	**BUSINESS-RELATED** ( ) *Bookkeeping* ( ) *Entrepreneurship/ Marketing* ( ) *Financial Literacy*
PHYSICAL/ SPORTS/ NUTRITION FITNESS ( ) *Basic Ballroom, Jazz, Hip-hop, Contemporary and Ballet Dance* ( ) *Basic Skills on Basketball, Volleyball, Korfball, Table Tennis, Badminton, Baseball/ Softball, Athletics and Aquatics Activities* ( ) *Health, Wellness and Safety Campaign/ Nutrition and Safety Orientation*	**MANAGEMENT-RELATED** ( ) *Leadership/ Governance Training*
LIVELIHOOD/ INDUSTRIAL ARTS ( ) *Candle Making* ( ) *Flower Arrangement* ( ) *Slippers and Stuff Toys Making* ( ) *Token Making* ( ) *Trinket Making*	**RESEARCH-RELATED** ( ) *Educational/ Action/ Social Sciences/ Technology Research Training* ( ) *Training on Data Analysis (Statistics) and SPSS*
Other Trainings Needed, please specify:	

Signature of the Respondent

S.3. The extension program reflects the VMGO

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Tel. No. (062) 993-0023

School of BUSINESS ADMINISTRATION
(AACCUP Re-Accredited, Level III)

BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT

Vision:

A world class polytechnic university.

Mission:

Produce globally competent human capital
and research innovations for quality lives.

Goals:

Develop and sustain the cultures of innovations,
Collaborations, responsiveness and excellence.

Core Value:

1. Love of God and Country.
2. Social Responsibility
3. Commitment/Dedication to the Service
4. Accountability

Objectives of the Program

The Bachelor of Science in Hospitality Management program aims to:

1. Develop and discover student's talents, interests, and potentials to become a successful hospitality professional;
2. Inculcate values and work ethics as essential factors in socio-economic development;
3. Promote professionalism in the hospitality practice.

Outcomes:

Graduates of Bachelor of Science in Hospitality Management are expected to:

1. Perform work activities effectively and efficiently to the standards expected in the operation of the hotel and restaurant industry.
2. Undertake tasks, functions, duties, and activities in the operation of the hotel, restaurant, travel, government and non-government agencies in accordance with the competency standards.
3. Carry-out the knowledge and skills learned in housekeeping, front office, food and beverage, and bartending departments.
4. Acquire National Certificates in housekeeping, front office, food and beverage, and bartending.
5. Demonstrate correct implementation and actions in any given situation in the hospitality industry;
6. Communicate effectively and engage in life-long learning;
7. Demonstrate personal qualities like self-confidence, integrity, honesty, sociability, sense of urgency, and commitment.

S.4. There is a pool of consultants/ experts from various disciplines to serve in extension projects and activities.

Name of Consultant/Experts	Specialization	Specific Expertise Extended	Extension Project/Activity Served	Location/Site
1.Marialyn B. Vicente	• Cookery • Baking	• Advanced Cookery	Training on Livelihood for Mi Trabajo Mi Negosyo Extension Program of College of Business Administration, ZSCMST. Training on Advanced Cookery in upskilling Filipino recipes to expands their knowledge and skills to develop their own recipes as Dabung, Nangka, Sari Sari Vegetables and Kamote.	Barangay Sta. Catalina.
3. Jocely T. Almonte	• Finance	• Finance	Training on Small Business Management for Mi Trabajo, Mi Negosyo. Entrepneurship: Aking Kaalaman, Aking paghusayan at dagdagan.	Barangay Sta. Catalina.

S.5. The institution has an approved and copyrighted Extension Manual.

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ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
R.T. Lim Boulevard, Zamboanga City

RESEARCH and EXTENSION MANUAL of OPERATIONS

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Republic of the Philippines
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Zamboanga City State Polytechnic College
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COLLEGE MANUAL FOR RESEARCH AND EXTENSION OPERATIONS

I. INTRODUCTION

The Manual contains the policies and guideline for the implementation of the research and extension activities of the College. It aims to develop and build the research capabilities of both the faculty and non-teaching personnel in the effort of transforming the College into becoming a Research and Development Center.

As a document, the Manual shall be continuously revisited and updated to meet the ever-changing needs of our society. Its evaluation shall always be guided by the vision and mission of the College, and by the roadmap for development structured in the National Higher Education Research Agenda (NHERA) 2 for 2009 – 2018.

II. PHILOSOPHY, VISION, MISSION, GOAL, AND OBJECTIVES

Philosophy

The Zamboanga City State Polytechnic College shall bring out the best of what is to be human and shall develop the full potentials and capabilities for the empowerment of the nation's human resources.

Vision

A premiere institution of higher learning in arts, science and technology, maritime, teacher-education, and other related fields.

Mission

Provide effective and efficient services through advanced technological studies and researches for the empowerment of the nation's human resources.

A. The Research Center

Goal

It shall strive to make the Zamboanga City State Polytechnic College become a research center in the fields of teacher-education, maritime education, science and technology.

Objectives

To achieve the goal of the Research Center, it shall focus its efforts and resources toward the attainment of the following objectives.

1. Develop a flourishing research culture and dynamic research environment in the academic community of the College.
2. Attain a record of achievements showing the Zamboanga City State Polytechnic College as a Research Center.
3. Strengthen the research capability and productivity of the faculty members and the students.
4. Establish linkage system with the local, national, and global institutions for sponsorships of research studies.
5. Publish research studies of high quality and with strong potentials for strategic application.
6. Develop appropriate technology transfer programs.
7. Assist the College in income-generation and cost-cutting measures.

B. The Extension Services

Goal

It shall serve as the extending arm of the College for improving the quality of life of the marginalized sector of the community.

Objectives

1. Extend livelihood skills training to the community, especially those who have not gone in the formal education.
2. Equip those who have not taken formal education with the knowledge, skills and desirable values needed for personal and social development.

3. Extend and share to the community and other organizations the expertise of ZCSPC in the fields of science and technology, as well as, in technical-vocational education, and in non-formal education.
4. Coordinate with the various colleges, units, and departments of ZCSPC for an effective implementation of the four mandated functions on instruction, research, extension, and production.

III. THE RESEARCH AND EXTENSION PROGRAM OPERATION

The following are defined to effectively implement the research and extension program activities of the College.

A. Responsibilities of the ZCSPC Research and Advisory Council (ZCSPCREAC)

1. Identifies specific research projects based on the priority research areas of the College.
2. Encourages faculty members and non-teaching personnel to conduct research and extension service activities.
3. Provides assistance in facilitating the purchase of supplies and materials for the conduct of research and extension service activities.
4. Formulates policies and guidelines for the incentive system on quality research and extension service projects and activities.
5. Keeps a monitoring and evaluation system on approved research and extension service activities.
6. Establishes a network system with other units, sections, and departments of the College for pooling and sharing of ideas and resources in the conduct of research projects and extension services.
7. Improves the research capability of the faculty members.
8. Promotes dissemination and utilization of research outputs for productivity enhancement of the College.
9. Enhances the research productivity of the College in the fields of teacher-education, science, technology, maritime education, and other related disciplines.

B. Scope of Research and Extension Programs

The Scope of the ZCSPC Research and Extension Advisory Programs is determined by the Vision, Mission, Goal and Objectives of the College. It covers the priority areas considered very important for local, regional, and national development.

Research projects and activities shall also be dovetailed to the Research Agenda of the College.

a. Research Studies in Support of Local, Regional, and National Development.
b. Research for Improving Instruction in the Different Disciplines, and for Extension and Production.
c. Research to Encourage Creativity/Capability among the Faculty and Members of the Academic Community.
d. Research in Support of Technology Transfer Programs.
e. Publication of Quality Research in Local, National, and International Journals.
f. Assistance in the Income Generating Programs and Cost-Cutting Schemes of the College.

All extension service activities shall be aimed at improving the quality of life among the marginalized sector of the community. It shall also promote the transfer of technology and other expertise of the College to the community, as well as, all other values needed for personal and social development.

C. Criteria on Research and Extension Priority Programs

Research and extension projects and activities shall be those that have direct support to the needs of the community: local, regional, national, or international. These projects and activities shall also be subject to a periodic assessment of the ZCSPC Research and Extension Advisory Council (ZCSPCREAC).

c.1. The proposal shall be evaluated on the basis of the following criteria. (Adopted from NHERA 2 for 2009 – 2018).

c.1.1. The research proposal and/or extension project should correspond to any one of those identified in the priority areas and/or projects.

c.1.2. The research proposal or extension projects should be relevant to the needs of the College, the local community, regional or national setting.

c.1.3. The research methodology should be feasible. (See Assessment Instruments i the Appendix).

1. Well-Selected Variables. The proposal must show that the variables are clearly and operationally defined.

2. Clarity of Objectives/Problems. The scope, objectives, and problems to be investigated in the study shall be attainable and significant.

3. Appropriateness of Methodology. The subsections on research design, sampling technique, instrumentation, statistical tools and treatment of data under research methodology shall have clarity of presentation and maintain consistency with the formulated problems and/or objectives of the study.

4. Comprehensiveness of the Review of Related Literature and Related Studies. The proposal must show a strong theoretical foundation through its solid review of theories, concepts, and constructs, as well as, findings from empirical studies that are related to the study. It must be evident in its well-defined conceptual framework.

c.2. The significance and impact of the study will clearly indicate the benefits it can provide to the economic and social development: local, regional, or national.

c.3. Replicability of the Research Study. The proposal should possess the characteristic of universality; hence, it can be replicated by other researchers.

c.4. Work Plan. The time management of the proposal should indicate the schedule of activities and date of completion of the study.

c.5. Budgetary Outlay. The proposal should provide an itemized breakdown of the total financial cost of the project. Such financial cost must be commensurate to the benefits and duration of the proposed project.

D. Qualifications of Research and Extension Proponents.

The proponent shall have a track record and/or competence in implementing the proposed project. He must also have the following qualifications.

1. Faculty or staff of ZCSPC.
2. Possesses experiences in research work in line with his/her field of specialization as shown in his/her academic qualification.
3. Capable of working with others.
4. Capable of carrying out the proposed project.
5. Has the interest and initiative of sourcing out resources to sustain and complete the proposed project.

E. Areas of Research and Extension Programs

The evaluation of the proposed research and extension projects by the ZCSPCREAC should be determined by its relevance to the following priority areas.

E.1. Research

1. Assessment studies on program and curriculum models to determine how they could be improved, restructured, and reengineered in order to develop better and effective programs.
2. Policy-oriented studies, like governance and management of tertiary institutions, accreditation and quality assurance system, access and equity in education, and income-generating, as well as, cost-cutting measures.
3. Teacher-Education.
4. Industrial Technology.
5. Maritime Education
6. Model building studies
7. Sciences and Mathematics.
8. Humanities and social sciences.
9. Information and Communication Technology.
10. Textbooks, modules, monographs, and instructional material production.
11. Institutional development studies
12. Environmental/Pollution studies.
13. Indigenous renewable energy studies.
14. Manpower demand and supply studies.
15. Peace and development studies.
16. Graduate tracer studies.

E.2. Extension Services

1. Human resource skills training programs
2. Community resource assessment studies
3. Extension program impact studies
4. Community development
5. Transfer of technology programs.
6. Food production and preservation program.
7. Functional literacy programs
8. Other related projects.

F. Classification of Research and Extension Projects and Grants

The types of research and extension project proposals that can be granted funding support could either be:

a. Faculty-Initiated Research and Extension Projects. These are project proposals submitted by qualified faculty members of ZCSPC.
b. Staff-Initiated Research and Extension Projects. These are project proposals submitted by qualified staff members of ZCSPC.

These research and extension project proposals can be submitted for internal and external funding sources.

Internally-Funded R & E Projects. These are the research and extension projects funded from the budget of the College allocated for such purpose.

Externally-Funded R & E Projects. These are the research and extension projects funded by other agencies: local, national, or international, and which are implemented by ZCSPC.

The types of research that can be recommended by the ZCSPCREAC for budgetary support, either internal or external funding source, are the basic, action, applied, and developmental research studies.

a. Basic/Pure or Fundamental Research. It is the type of research whose purpose is mainly to develop new knowledge, concepts, and theories. It is not intended to apply the newly discovered ideas, concepts or theories.
b. Action Research. The main purpose of this type of research is only to provide immediate solutions to existing local problems. It is situational; hence, its results cannot be generalized to other situations.
c. Applied Research. This type of research is directed towards practical application of knowledge and theories in solving practical problems, especially in the field of education.
d. Developmental Research. It is directed to the production of new products, materials, and devices, and also installing new processes, systems, and services. It is directed at developing instructional materials, that oftentimes, it is referred as R and D program.

IV. THE ORGANIZATIONAL CHART

The organizational structure of the ZCSPCREAC is deemed very important to ensure the effective supervision, management, and regulation of research and extension projects of the College. It is illustrated below

I. Responsibilities of the Institution/Funding Agency

I.1. The institution of the funding agency shall provide adequate funds to complete an approved and registered study.

I.2. The institution shall implement and maintain quality control mechanisms to ensure that the research study is properly conducted and complies with the conditions agreed upon in the approved proposal.

I.3. The institution shall provide for the accomplishment by the parties involved in the study, the Memorandum of Agreement (MOA) appertaining to the conduct of the study, providing the work plan, time management, and financial requirements.

I.4. The institution shall implement the package benefits on de-loading and other monetary incentives to faculty and staff members engaged in research stipulated in this Manual for Research and Extension Operations.

I.5. A Memorandum of Agreement shall be entered into between the College and the funding institution for externally funded research, with the President as Principal signatory, and the Vice President for Research and Extension and the Chairperson of the ZCSPCREAC as witnesses.

J. Extension Services

J.1. The Extension Services of the Colleges shall be headed by a Director who shall be designated by the President, duly recommended by the Vice President for Research and Extension.

J.2. Responsibilities of the Director of the Extension Services.

J.2.1. Conducts regular needs assessment study on the communities of the primary service area of the College.

J.2.2. Initiates the formulation of the extension development plans of the College, in coordination with the extension coordinators of the different colleges.

J.2.3. Has general supervision on the delivery and transfer of appropriate technology to the target beneficiaries of the service area of the College.

J.2.4. Coordinates with the LGU's and the NGO's to ensure effective implementation of the extension services of the College to its target clientele.

J.2.5. Conducts a periodic monitoring and evaluation of the extension programs or projects implemented by the College and the requesting agency.

J.2.6. Conducts impact assessment study on the recipient communities of the College Extension Services.

J.2.7. Submits periodic accomplishment reports and final reports of the programs or projects conducted by the Extension Services of the Colleges / Departments.

J.3. Procedures for the Conduct of College-Sponsored Extension Programs/Projects.

J.3.1. Needs Assessment Survey. The Office of the Extension Services, in coordination with the local officials, shall conduct an assessment survey on the priority needs of the target beneficiaries of the barangay.

J.3.2. Development of the Project Proposal/Training Program. Based on the data collected from the needs assessment survey, a project proposal/training program shall be developed for implementation in the identified barangay/community.

J.3.3. Review, Approval, and Funding of the Proposed Project/Training Program. The proposed project /training program shall be endorsed by the ZCSPCREAC to the Vice President for Research and Extension, who shall recommend the same to the President for approval and funding.

J.3.4. Courtesy Visit to the Barangay. A courtesy visit shall be made to present to the local officials the project proposal/training program for implementation in the barangay.

J.3.5. Memorandum of Agreement (MOA). A Memorandum of Agreement (MOA) shall be entered into between the College and the recipient barangay for the implementation of the proposed project/training program.

J.3.6. All extension programs/projects requiring external funding support shall be properly endorsed by the President to the funding agency.

J.3.7. Program and/or Project Implementation. The proponent (oftentimes, the Director or the faculty who proposes the project) shall organize the working team to implement the project/training program. The team leader shall accomplish the periodic report and final report of the project/training program and submit the same to the Dean of the College where the team leader belongs and to the Director of the Extension Services and the Office of the Vice President for Research and Extension.

J.3.8. Monitoring and Evaluation of the Project/Training Program Implementation. The Director of Extension Services, having full supervision of all extension services activities, shall be directly responsible in conducting the monitoring and periodic evaluation of all extension projects/training programs of the College. He shall evaluate to determine that the projects/training programs are properly and effectively implemented and that outputs and objectives are achieved.

J.3.9. Impact Assessment of the Project/Training Program. The Director and the staff (in coordination with the extension coordinator of the college, in cases when the project or training program has been conducted by that college or department) shall conduct an impact assessment study one year after the project/training program has been implemented in the recipient barangay or community. This is to determine the extent to which the project or training program has contributed to the improvement of the quality of human life among the targeted beneficiaries or of the community in general.

J.4. Procedures for Conducting Clientele-Requested Extension Projects/Training Programs.

J.4.1. The clientele shall submit a request letter to the President, through the Office of the Vice President for Research and Extension, for the conduct of the project/training program.

J.4.2. Upon approval of the request by the President, the Vice President for Research and Extension shall direct the Director of the Extension Services to conduct the project/training program based on the skills, courses, or program requested by the clientele.

J.4.3. The requesting clientele shall provide the raw materials, transportation and all other incidental expenses incurred in the conduct of the project/training program.

J.4.4. The ZCSPC or the college concerned (in cases, when the request specifies the college for said project or training program) shall only provide the expertise, equipment, and the faculty member and personnel involved in the extension project and/or training program.

J.4.5. A Memorandum of Agreement (MOA) shall be entered into and signed between the College and the requesting party before implementing the extension project/training program.

J.4.6. The number of participants in any course of the skills training program shall not be less than fifteen (15) nor shall be more than thirty (30).

J.4.7. The number of training hours shall not be less than eight (8) hours.

J.4.8. There shall be proper documentation on all project and/or training activities. Copies of these documentations shall be submitted to the Office of the Extension Services and to the concerned college (in cases, where the college has been involved in the extension project or training program).

J.4.9. The Extension Office personnel and training staff shall monitor and evaluate the implementation of the project and/or training program to determine whether the expected outputs and the objectives are attained.

J.4.10. The Extension Office personnel and training staff shall accomplish the final report after the completion of the project or training program; and shall submit the same to the Office of the Extension Services and the concerned college (in cases, where the concerned college has been involved in the project r training program).

J.5. Honoraria for the Extension Project Personnel

The schedule of honoraria for those involved in the conduct of the extension project or training program shall be as follows.

President	Php 2,500.00
VP for R & E	2,000.00
Director, Extension Services	2,000.00
Dean	1,500.00
College Extension Coordinator	1,000.00
Extension Evaluator (EMIS)	1,000.00
Accountant	500.00
Budget Officer	500.00
Accounting Clerk	300.00
Cashier	300.00
Encoder	300.00
Utility/Driver	300.00

Professors/Implementers Php175.00/hour

J.6. Sources of Funds for Extension and Training Operations

The funding sources for the extension and training operation expenditures shall be taken from the budget allocation of a minimum of 5% from the GAA and a minimum of 10% from the ZCSPC income.

VII. INTELLECTUAL PROPERTY RIGHTS CLAUSE

The conduct of research and extension program is a collaborative endeavor between the faculty and the staff members and the ZCSPC. The faculty/staff member conducts the research study, extension program or project and receives benefits attendant thereat. Corollary to these benefits, the ZCSPC provides release time, materials, funding support and honoraria to the researchers and project implementers. Therefore, both parties shall share ownership over the outputs resulting from the

research studies and extension programs and projects. The sharing of monetary proceeds accruing from research and extension program/project outputs that have become an Income Generating Project (IGP) shall be properly guided by established policies and practices of state universities and colleges.

The ZCSPC shall henceforth, establish an Intellectual Property Office that shall be directly responsible in facilitating the patent applications of inventions, innovations, models, designs, and all other patentable outputs or products resulting from research studies and extension programs/projects of the faculty and staff member of the College.

VIII. EFFECTIVITY/REPEALING CLAUSE

Repealing Clause. All policies inconsistent with any of the provisions of this Manual of Operations for Research and Extension are hereby repealed, rescinded and/or amended.

Effectivity Clause. This Manual of Operations for Research and Extension shall take effect immediately upon approval by the Board of Trustees.

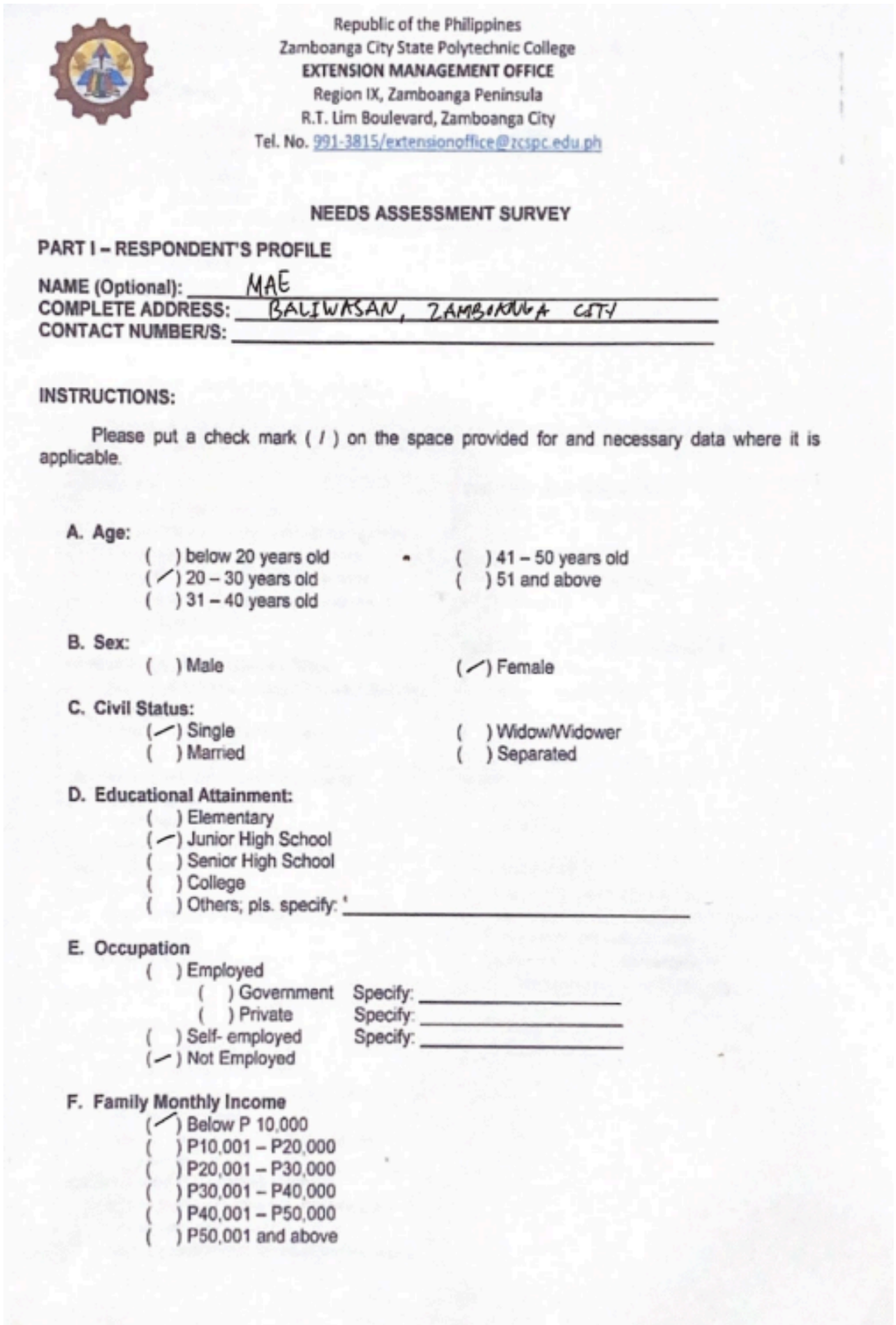
(SGD.)NORA M.PONCE, Ed. D.
President

Prepared by:

(SGD.)NILO D. PARTOSA, Ed. D.
VP for Research and Extension

IMPLEMENTATION

I.1. The extension projects and activities implemented are based on the results of the benchmark survey.



Republic of the Philippines
Zamboanga City State Polytechnic College
EXTENSION MANAGEMENT OFFICE
Region IX, Zamboanga Peninsula
R.T. Lim Boulevard, Zamboanga City
Tel. No. 991-3815/extensionoffice@zcspc.edu.ph

NEEDS ASSESSMENT SURVEY

PART I – RESPONDENT'S PROFILE

NAME (Optional): MAE
COMPLETE ADDRESS: BALIWASAN, ZAMBOANGA CITY
CONTACT NUMBER/S: _____

INSTRUCTIONS:

Please put a check mark (/) on the space provided for and necessary data where it is applicable.

A. Age:
( ) below 20 years old
(/) 20 – 30 years old
( ) 31 – 40 years old
( ) 41 – 50 years old
( ) 51 and above

B. Sex:
( ) Male
(/) Female

C. Civil Status:
(/) Single
( ) Married
( ) Widow/Widower
( ) Separated

D. Educational Attainment:
( ) Elementary
(/) Junior High School
( ) Senior High School
( ) College
( ) Others; pls. specify: _____

E. Occupation
( ) Employed
( ) Government Specify: _____
( ) Private Specify: _____
( ) Self- employed Specify: _____
(/) Not Employed

F. Family Monthly Income
(/) Below P 10,000
( ) P10,001 – P20,000
( ) P20,001 – P30,000
( ) P30,001 – P40,000
( ) P40,001 – P50,000
( ) P50,001 and above

H. Ethnicity/Tribe:

(✓) Zamboangueño
( ) Visayan
( ) Tagalog
( ) Subanen
( ) Others; pls specify: _____

( ) Tausug
( ) Samal
( ) Yakan

I. Religion Affiliation:

(✓) Roman Catholic
( ) Non-Catholic Christian *(e.g. Evangelical, Pentecostal, and Iglesia ni Cristo)*
( ) Others; pls specify: _____

( ) Islam

PART II – EXTENSION SERVICES NEEDED

Direction: Please check your priority training needs and services in the space provided

AUTOMOTIVE
( ) *Gas/ Diesel Engine Tune-up*
( ) *Service Automotive Electrical/ Lighting Systems*
( ) *Service Automotive Mechanical Systems*
( ) *Service Automotive Power Train Systems*
( ) *Service Automotive Underchassis Systems*
( ) *Small Engine Servicing*

DRAFTING/ ARTS TECHNOLOGY
( ) *Art Craft and Accesory*
( ) *Art Painting*
( ) *Auto-CAD*
( ) *Packaging and Labelling*
( ) *Photoshop*
( ) *Silkscreen Printing*

REFRIGIRATION AND AIRCONDITIONING
( ) *Aircon Cleaning and Servicing (Window/ Split Type Aircon)*
( ) *Refrigirator Cleaning and Servicing*

ELECTRICAL/ ELECTRONICS TECHNOLOGY
( ) *Building Wiring*
( ) *Burglar and Fire Alarm*
( ) *CCTV Wiring*
( ) *Cellphone/ TV Repair*
( ) *Solar Panel Installation*

MECHANICAL, WELDING AND FABRICATION
( ) *Machining*
( ) *Sheet Metal Works*
( ) *Shielded Metal Arc Welding*

GARMENTS AND FASHION DESIGN
( ) *Dressmaking*
( ) *Tailoring*

FOOD TECHNOLOGY
(✓) *Baking*
(✓) *Cookies/ Bread and Pastries*
( ) *Food Processing*
( ) *Vegetables Pickles*

CIVIL TECHNOLOGY
( ) *Carpentry Construction Activity*
( ) *Construction Safety and Health Training-Seminar*
( ) *Formwork Fabrication Activity*
( ) *Masonry Construction Activity*
( ) *Training/Seminar on Basic Masonry*

ICT
( ) *2D Animation*
( ) *Computer Maintenance*
( ) *Database Management System*
( ) *Information System Development Project*
( ) *MS Office Processing*
( ) *Network Management, Programming and Configuration*

BUSINESS-RELATED
( ) *Bookkeeping*
(✓) *Entrepreneurship/ Marketing*
(✓) *Financial Literacy*

PHYSICAL/ SPORTS/ NUTRITION FITNESS
( ) *Basic Ballroom, Jazz, Hip-hop, Contemporary and Ballet Dance*
(✓) *Basic Skills on Basketball, Volleyball, Korfball, Table Tennis, Badminton, Baseball/ Softball, Athletics and Aquatics Activities*
( ) *Health, Wellness and Safety Campaign/ Nutrition and Safety Orientation*

MANAGEMENT-RELATED
( ) *Leadership/ Governance Training*

LIVELIHOOD/ INDUSTRIAL ARTS
( ) *Candle Making*
( ) *Flower Arrangement*
( ) *Slippers and Stuff Toys Making*
( ) *Token Making*
( ) *Trinket Making*

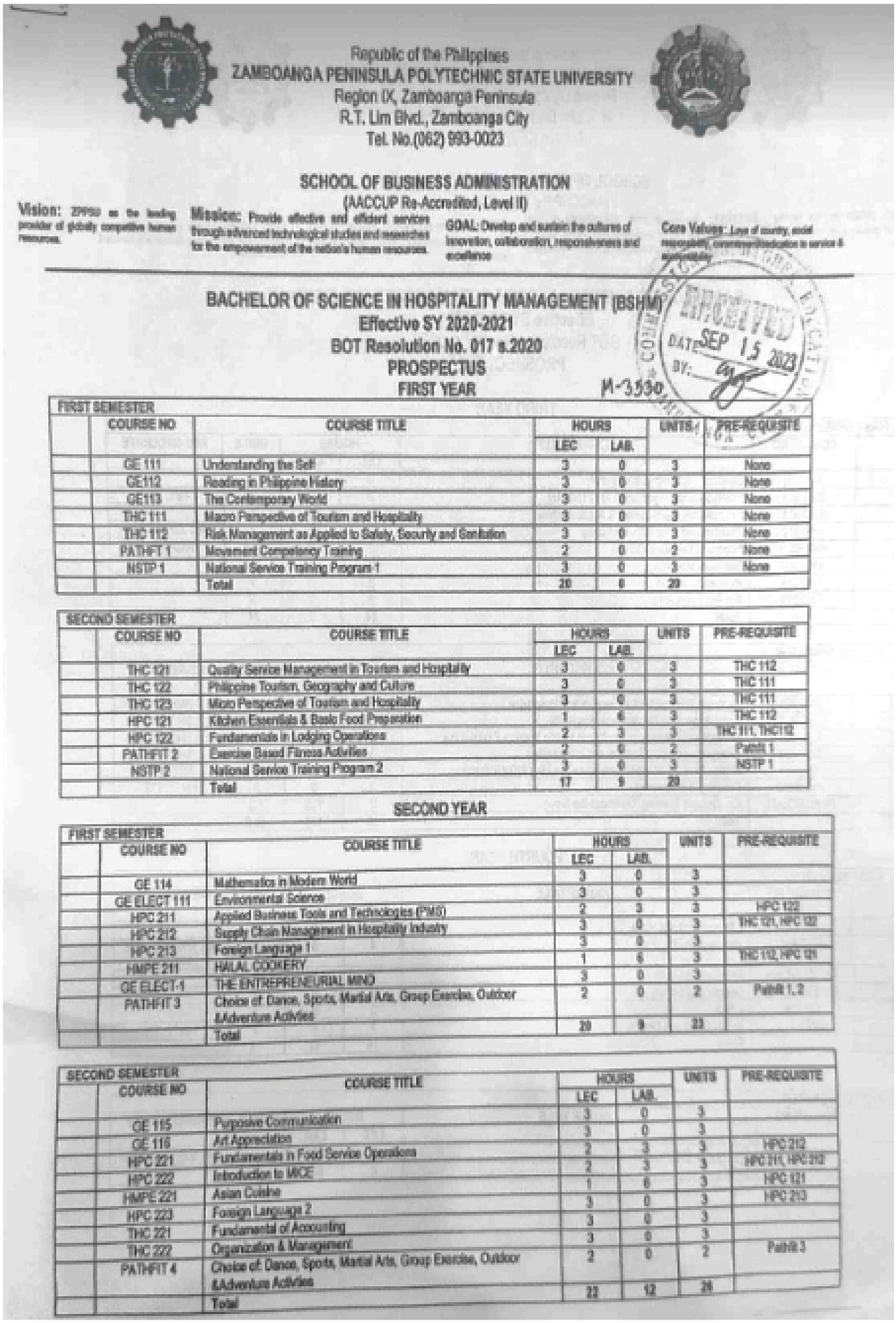
RESEARCH-RELATED
( ) *Educational/ Action/ Social Sciences/ Technology Research Training*
( ) *Training on Data Analysis (Statistics) and SPSS*

Other Trainings Needed, please specify:

_____
_____
_____

_____
Signature of the Respondent

I.2. The extension projects and activities complement the curriculum of the Hotel and Restaurant Management/TM/HM/TrM under review.



Republic of the Philippines
ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY
Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Zamboanga City
Tel. No.(062) 993-0023

SCHOOL OF BUSINESS ADMINISTRATION
(AACCUP Re-Accredited, Level II)

Vision: ZPPSU as the leading provider of globally competitive human resources.

Mission: Provide effective and efficient services through advanced technological studies and researches for the empowerment of the nation's human resources.

GOAL: Develop and sustain the cultures of innovation, collaboration, responsiveness and excellence

Core Values: Love of country, social responsibility, commitment/dedication to service &

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BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT (BSHM)
Effective SY 2020-2021
BOT Resolution No. 017 s.2020
PROSPECTUS
FIRST YEAR

FIRST SEMESTER

	COURSE NO	COURSE TITLE	HOURS		UNITS	PRE-REQUISITE
			LEC	LAB.		
	GE 111	Understanding the Self	3	0	3	None
	GE112	Reading in Philippine History	3	0	3	None
	GE113	The Contemporary World	3	0	3	None
	THC 111	Macro Perspective of Tourism and Hospitality	3	0	3	None
	THC 112	Risk Management as Applied to Safety, Security and Sanitation	3	0	3	None
	PATHFT 1	Movement Competency Training	2	0	2	None
	NSTP 1	National Service Training Program 1	3	0	3	None
		Total	20	0	20	

SECOND SEMESTER

	COURSE NO	COURSE TITLE	HOURS		UNITS	PRE-REQUISITE
			LEC	LAB.		
	THC 121	Quality Service Management in Tourism and Hospitality	3	0	3	THC 112
	THC 122	Philippine Tourism, Geography and Culture	3	0	3	THC 111
	THC 123	Micro Perspective of Tourism and Hospitality	3	0	3	THC 111
	HPC 121	Kitchen Essentials & Basic Food Preparation	1	6	3	THC 112
	HPC 122	Fundamentals in Lodging Operations	2	3	3	THC 111, THC112
	PATHFIT 2	Exercise Based Fitness Activities	2	0	2	Pathfit 1
	NSTP 2	National Service Training Program 2	3	0	3	NSTP 1
		Total	17	9	20	

SECOND YEAR

FIRST SEMESTER

	COURSE NO	COURSE TITLE	HOURS		UNITS	PRE-REQUISITE
			LEC	LAB.		
	GE 114	Mathematics in Modern World	3	0	3	
	GE ELECT 111	Environmental Science	3	0	3	
	HPC 211	Applied Business Tools and Technologies (PMS)	2	3	3	HPC 122
	HPC 212	Supply Chain Management in Hospitality Industry	3	0	3	THC 121, HPC 122
	HPC 213	Foreign Language 1	3	0	3	
	HMPE 211	HALAL COOKERY	1	6	3	THC 112, HPC 121
	GE ELECT-1	THE ENTREPRENEURIAL MIND	3	0	3	
	PATHFIT 3	Choice of: Dance, Sports, Martial Arts, Group Exercise, Outdoor &Adventure Activities	2	0	2	Pathfit 1, 2
		Total	20	9	23	

SECOND SEMESTER

	COURSE NO	COURSE TITLE	HOURS		UNITS	PRE-REQUISITE
			LEC	LAB.		
	GE 115	Purposive Communication	3	0	3	
	GE 116	Art Appreciation	3	0	3	
	HPC 221	Fundamentals in Food Service Operations	2	3	3	HPC 212
	HPC 222	Introduction to MICE	2	3	3	HPC 211, HPC 212
	HMPE 221	Asian Cuisine	1	6	3	HPC 121
	HPC 223	Foreign Language 2	3	0	3	HPC 213
	THC 221	Fundamental of Accounting	3	0	3	
	THC 222	Organization & Management	3	0	3	
	PATHFIT 4	Choice of: Dance, Sports, Martial Arts, Group Exercise, Outdoor &Adventure Activities	2	0	2	Pathfit 3
		Total	22	12	24	

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SCHOOL OF BUSINESS ADMINISTRATION
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PROSPECTUS

THIRD YEAR

FIRST SEMESTER

	COURSE NO	COURSE TITLE	HOURS		UNITS	PRE-REQUISITE
			LEC	LAB.		
	GE 117	Science, Technology and Society	3	0	3	
	BME 311	Operations Management in TH Industry	3	0	3	HPC 221
	THC 311	Professional Development & Applied Ethics	3	0	3	
	THC 312	Tourism and Hospitality Marketing	3	0	3	HPC 222, HPC 212
	HMPE 311	Food and Beverage Control	3	0	3	HMPE 221
	THC 313	Business Marketing	3	0	3	
	THC 314	Business Finance	3	0	3	
	THC 315	Applied Economics	3	0	3	
		Total	24	0	24	

SECOND SEMESTER

	COURSE NO	COURSE TITLE	HOURS		UNITS	PRE-REQUISITE
			LEC	LAB.		
	BME 321	Strategic Management in Tourism and Hospitality	3	0	3	BME 311
	THC 321	Legal Aspects in Tourism and Hospitality	3	0	3	THC 311
	THC 322	Multicultural Diversity in Workplace for the Tourism Professional	3	0	3	THC 311
	THC 323	Entrepreneurship in Tourism and Hospitality	3	0	3	THC 312
	HPC 321	Ergonomics & Facilities Planning for the Hospitality Industry	1	6	3	BME 311
	HMPE 321	Catering Management	3	0	3	HMPE 312
	PRACTICUM I	On-The-Job Training (On-Board-the-Ship)	0	120	1.2	
		Total	16	126	19.2	

FOURTH YEAR

FIRST SEMESTER

	COURSE NO	COURSE TITLE	HOURS		UNITS	PRE-REQUISITE
			LEC	LAB.		
	RIZAL	Life and Works of Rizal	3	0	3	
	HPC 411	Research in Hospitality	1	6	3	ALL THC, HPC, BME SUBJECT
	GE ELECT 114	Living in the IT Era	3	0	3	
	GE ELECT 117	Gender and Society	3	0	3	
	GE 118	Ethics	3	0	3	
	HMPE 411	Food Styling and Design	1	6	3	HMPE 321
		Total	14	12	18	

SECOND SEMESTER

	COURSE NO	COURSE TITLE	HOURS		UNITS	PRE-REQUISITE
			LEC	LAB.		
	PRACTICUM	On-the Job Training (600hrs)	0	600	6	All Major Subjects
		Total	0	600	6	

Program/ Department	Objectives	Specific Project/Activity	Strategy of Implementation	Location/Site	No. of Clientele	Project Implementation/s	Funding Source	Collaborating Agency
Skills Capacitating/ Competency Upgrade for Local and Overseas Employment (SCCULOE)	Acquire the necessary skills, knowledge, understanding, and proficiency from the courses, Demonstrate the competence to perform the skills required of the courses, and Apply skills required to improve one's standard of living and become productive members of the community.	Financial Literacy, basic sales and marketing and pastry production.	Collaborative approach between the School of Business Administration and Barangay Baliwasan Council	Barangay Baliwasan	15-30 participants	Dean of Business Administration Director of Extension Services Extension Coordinator	ZCSPC Extension Funds	Barangay Local Government of Baliwasan

I.3. A mutual exchange of resources and services between the College/ Academic Unit and the community is evident.

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT** made and entered into by and between:

The **ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE** hereinafter, referred to as ZCSPC, a Government Educational Institution created and existing under the Laws of the Republic of the Philippines, with main office at R.T. Lim Boulevard, Zamboanga City, herein represented by its President, **DR. NELSON P. CABRAL**, of legal age, Filipino and a resident of Zamboanga City.
And

BALIWASAN BARANGAY COUNCIL, hereinafter referred to as the beneficiary institution with office address at Baliwasan, Zamboanga City, Philippines, herein represented by Barangay Chairman, **HON. MA. JAMIELY CZARINA N. CABATO** of legal age, Filipino and a resident of Zamboanga City.

WITNESSETH:

WHEREAS, ZCSPC, has conducted a research entitled ***Women's Health and Economy: Coping and Responding during Pandemic***;

WHEREAS, ZCSPC, based on the findings have following recommendations: *1) Create community inventory of women with vulnerable economic status such as those who were disenfranchised by their employers, income loses from the industries they are earning from, and what skills they are currently practicing and can learn. This will be used for decision making on how to mitigate their economic situations;* and *2) Develop an "economic path to success team" to oversee the economic profiles of affected women from different sectors or economic structures like schools, companies, and other industries. The task force on economic path to cope and respond can be specifically created to educational organizations or to the women in the communities with both formal and informal economic settings. Schools can assist women in terms of training and becoming part of their income generating offices.*

WHEREAS, ZCSPC, has the capability to implement the extension program: MUJER or *Mobilizing and Upskilling JUANAs for Economic Resiliency* as part of the Gender and Development (GAD) mandates through the ZCSPC Extension;

WHEREAS, ZCSPC, shall conduct series of training for the economically displaced women of Barangay Baliwasan, Zamboanga City without monetary consideration;

WHEREAS, ZCSPC, is willing to provide the opportunity to economically displaced women of Barangay Baliwasan to avail its training facilities, materials/handouts and technical expertise in the form of skills training, and other advisory services;

WHEREAS, it is the common goal of **ZCSPC** to provide quality skills training to trainees in order to prepare them to improve and perform their mandate, utilizing the acquired technical skills and become productive individuals;

In witness whereof, both parties have hereunto affixed their signatures this 28th day of September, 2020 in the City of Zamboanga.

ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
(ZCSPC)

BALIWASAN BARANGAY COUNCIL

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
City of _____) S.S.

BEFORE ME, a Notary Public for and in the City of _____, personally appeared:

I.4. Linkages with local, national, foreign, and non-government agencies are institutionalize.

EXT 2021 Extension Accomplishment Report

Active Partnerships

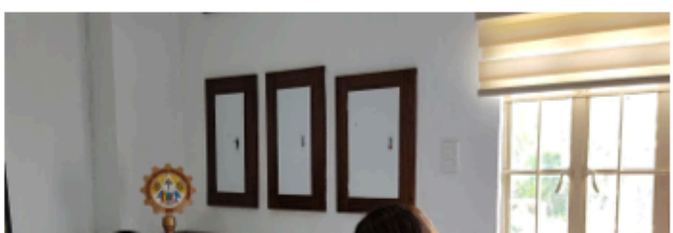
1. Baliwasan Barangay Council - C
2. Bureau of Jail Management and Penology – Male Dormitory - B
3. Radio Mindanao Network, Zamboanga - B
4. Manicahan Barangay Council - C
5. Canelar Elementary School - C
6. Ramon Enriquez High School - C
7. Bureau of Corrections – San Ramon Prison and Penal Farm - B
8. Zamboanga Basilan Integrated Development Alliance, Inc. (ZABIDA) - C
9. Kinaiyahan Eco-Village Urban Poor Association, Inc. - C
10. Kaayuhan Urban Poor Community K5 Association, Inc. - C
11. Panaghiusa sa mga Kabus sa Zamboanga (PAKAZA), Inc. - C
12. Cacao Barangay Council -C
13. Lanzones Barangay Council -C
14. San Jose Gusu Barangay Council
15. Salaan Barangay Council
16. Talon-Talon Barangay Council
17. Patalon Barangay Council
18. Recodo Barangay Council

EXT 2021 Extension Accomplishment Report

Extension Programs

1. Mobilizing and Upskiling JUANAs for Economic Resiliency (MUJER)
2. Information and Communication Technology Upskilling Training Program for Canelar Elementary School Teachers
3. Sitio Asinan Extension Program
4. Skills Training Program in Refrigeration and Air Conditioning Technology
5. Skills Training Program in Electronics Technology
6. Skills Training Program in Electrical Technology
7. Skills Training Program in Industrial Technology: Food Technology
8. Skills Training Program in Industrial Technology: Garments and Textile Technology
9. Skills Training Program in Industrial Technology: Architectural Drafting Technology
10. Skills Training Program in Industrial Technology: Civil Technology
11. Skills Training Program for Persons Deprived of Liberty (STP-PDL)
12. Healthy Food Production

Memorandum of Agreement Signing last September 29, 2020 between Barangay Baliwasan Chairperson Hon. Ma. Jamiely Czarina N. Cabato and Dr. Nelson P. Cabral



OUTCOME/S

O.1. Priority and relevant extension projects and activities are conducted.

July 17, 2021

OPENING PROGRAM



MARIE JOY B. ALVAREZ
Welcome Remarks

MARC ROHN CABATO
Message







MARY FE M. DELA CRUZ
Introduction of the Resource Speaker



PROF. ANNA MARIA P. GOMEZ
Resource Speaker

GAD Capacity Building Seminar - Workshop









July 18, 2021

DEMONSTRATION





RETURN DEMONSTRATION / PRODUCTION













August 01, 2021

RETURN DEMONSTRATION/PRODUCTION



CLOSING PROGRAM



COLLIN C. CENECIRO
Emcee



JOSEPHINE L. SULASULA
Message



HON. MA. JAMIELY CZARINA N. CABATO
Message

TESTIMONY



MELIZZA M. SAKIR

SORAYA A. SALVADOR



AWARDING OF CERTIFICATES









JASON V. CHAVEZ
Forwarding Message

PARAMETER B: PLANNING, IMPLE

SYSTEM – INPUTS AND PROCESSES

S.1 There is a distinct office that manages the Extension Program.

ZCSPC Extension Organizational Chart



ZCSPC EXTENSION OFFICE





The ZCSPC Extension Office has compilation of documents of the different extension programs conducted by the institution.

Republic of the Philippines
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
Region IX, Zamboanga Peninsula
R.T. Lim Boulevard, Zamboanga City
Tel. No. (062) 991-3815/991-7714

ZCSPC SPECIAL ORDER
No. 008 s. 2020

01-08-20

SUBJECT: DESIGNATING THE DIRECTOR OF THE ZCSPC EXTENSION

ZCSPC RECORDS MANAGEMENT SECTION
Received by:
Date: 1/6/20

DATE : 06 JANUARY 2020

FROM : DR. **NELSON P. CABRAL, Ed. D.**
President

This Office designates MARIEJOY B. ALVAREZ as Director of the ZCSPC EXTENSION. As ZE Director, Ms. Alvarez carries out the following duties and responsibilities:

1. Update and upscale the ZCSPC Extension Agenda; prepare a detailed implementation plan;
2. Steer the implementation of the ZCSPC Extension programs, projects and services; monitor and evaluate its implementation;
3. Collaborate with the Deans of colleges and facilitate the conceptualization and packaging of extension project proposals;
4. Review and recommend approval of extension program and projects proposed by the colleges;
5. Coordinate the "*work-in-progress*" conceptualization and implementation of the "Steward-A-Barangay" Program and the implementation of skills capacitating/upgrade and reskilling training courses implemented by the colleges;
6. Develop and implement the results-based monitoring and evaluation system; recommend the continuance and or termination of extension project or program;
7. Conduct baseline needs survey and rapid rural assessment to determine development concerns and opportunities where the ZCSPC Extension could be of optimal assistance;
8. Establish linkages with the industry, community and other extension service providers;
9. Carry out other extension-related services and activities.

This Special Order takes effect on the date of issuance rescinds ZCSPC Special Orders in conflict thereof and shall remain enforce until withdrawn, modified and or rescinded.

I accept the designation:

MARIEJOY B. ALVAREZ

S.2. Instruments for monitoring and evaluation are available.

Republic of the Philippines
ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY
Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
Tel. No. 991-3815/extensionoffice@zcspc.edu.ph
EXTENSION MANAGEMENT OFFICE

EVALUATION SHEET

Title of the Extension Program: **Mobilizing and Upskilling JUANAs for Economic Resiliency (MUJER)**
Activity: **GAD Capacity Building Seminar-Workshop**
College/Office: **GAD, SBA, PDO, RFO**
Objective/s:

1. To capacitate the economically displaced women of Barangay Baliwasan on GAD Advocacy for Women Empowerment and Gender Equality
2. To provide psychosocial support to the economically displaced women of Barangay Baliwasan through stress management and psychological safety sessions

Beneficiaries: **Economically Displaced Women of Barangay Baliwasan**
Date: **July 17, 2021** Time: **8:00 am to 5:00 pm** Venue: **ZPPSU Gymnasium**

Directions: Circle the number which corresponds to your rating: 1 – Needs Improvement (NI), 2 – Good (G), 3 – Satisfactory (S), 4 – Very Satisfactory (VS), 5 – Excellent (E).

	NI	G	S	VS	E
EFFECTIVENESS					
1. The objective of the seminar-workshop is clear.	1	2	3	4	(5)
2. The objective of the seminar-workshop was met.	1	2	3	4	(5)
3. The seminar-workshop addressed the need/s of the participants.	1	2	3	4	(5)
RESOURCE SPEAKER: Prof. Anna Maria Gomez					
1. Mastery of the subject matter	1	2	3	4	(5)
2. Ability to impart	1	2	3	4	(5)
3. Clarity and delivery of subject matter	1	2	3	4	(5)
4. Ability to encourage interaction and participation	1	2	3	4	(5)
ATTENDANCE AND DOCUMENTATION					
1. The program is well attended.	1	2	3	4	(5)
2. There is a proper system for checking attendance.	1	2	3	4	(5)
3. There is proper documentation.	1	2	3	4	(5)
SEMINAR-WORKSHOP MANAGEMENT					
1. The program flow was properly executed.	1	2	3	4	(5)
2. Concerns were addressed appropriately.	1	2	3	4	(5)
3. The training venue is conducive for seminar-workshop.	1	2	3	4	(5)
5. The food is well-served.	1	2	3	4	(5)

AVERAGE: _____

COMMENTS/ SUGGESTIONS:
Thank you so much for this training, We have learn so much. Now we have learn to have extra income even sa. tabang pang. baka may iba pang training

Name: Anabel Ismael
Signature: Ismael
Date: Aug. 1, 2021

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Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
Tel. No. 991-3815/extensionoffice@zcspc.edu.ph
EXTENSION MANAGEMENT OFFICE

- **Present approved extension instruments for monitoring and evaluation.**

IMPLEMENTATION

I.1. The Administration, faculty, students and other stakeholders of the college academic unit of Hotel and Restaurant Management/TM/HM/TrM participate in the planning and organization of Extension Program.

Republic of the Philippines
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Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
Tel. No. 991-3815/extensionoffice@zcspc.edu.ph

INTER-OFFICE MEMORANDUM

FOR/TO : **Concerned Participants**

SUBJECT : **ATTENDANCE TO THE THREE-DAY SEMINAR-WORKSHOP ON PLANNING AND MANAGEMENT OF EXTENSION PROGRAMS**
(November 16 – 18, 2020)

DATE : **November 11, 2020**

The Three-Day Seminar-Workshop on Planning and Management of Extension Programs is scheduled on November 16-18, 2020. The first day of the seminar-workshop will be held at the ZCSPC Gymnasium while the second day and third day will be held at the CTE Session Hall.

This aims to capacitate the extension coordinators, and selected faculty of the different colleges/units in planning and implementing sustainable extension programs in lined with the institution's extension agenda, CHED mandates, AACUP recommendations, and Major Final Output (MFO) indicators for Extension Services.

Your attendance is enjoined as this will contribute to the success of the different extension programs of the institution. *(Please see attached List of Participants.)*

MARIE JOY B. ALVAREZ
Director, ZCSPC Extension

Noted:

NELSON P. CABRAL, Ed.D.
SUC President II

List of Participants of the Three-Day Seminar-Workshop on Planning and Management of Extension Programs

College/Unit	Participants
College of Teacher Education (CTE)	Dr. Roberto S. Eyo II, *Research and Extension Coordinator* Jonathan L. delos Santos, *Asst. Extension Coordinator* Mark Anthony Mejares, *Asst. Research Coordinator*
College of Engineering and Technology (CET)	Omar D. Ramdi, *Research and Extension Coordinator* Cellyn A. Verallo, *Asst. Extension Coordinator* Ma. Ruthie S. Borja, *Asst. Research Coordinator*
College of Arts, Humanities, and Social Sciences (CAHSS)	Jenette R. Cabalbag, *Extension Coordinator* Jolly Mae Francisco, *Faculty*
College of Maritime Education (CME)	Engr. Ranulfo G. Galvez, *Extension Coordinator* Engr. Marvelino Rene Jacoba Jr., *Faculty* Engr. Jennifer Fernandez, *Faculty*
College of Technical Education (CTechEd)	Leody A. Bentoy, *Extension Coordinator* Darwisa M. Subahani, *Faculty*
School of Business Administration (SBA)	Marita Adjarani, *Faculty* Lucia Jalalon, *Faculty* Fatima Alyannah Ingkoh, *Faculty*
Graduate School	Manuelito B. Tibor Jr., *Extension Coordinator* Amada R. Tahil, *Faculty* Annabelle F. Mortera, *Faculty*
Senior High School (SHS)	Kristino Carlo A. Villanos, *Research and Extension Coordinaror* James Florence A. Cabral, *Faculty* Romenick A. Molina, *Faculty*

Day 1 (November 16, 2020)

7:30 am – 8:00 am **Registration**

8:00 am – 8:10 am **Opening Program**

3:00 pm – 3:45 pm Session VII – **Non-Government Organization (NGO) ZABIDA**



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R.T. Lim Boulevard, Zamboanga City
Tel. No. 991-3815/extensionoffice@zcspc.edu.ph
ZCSPC EXTENSION

SEMINAR-WORKSHOP ON PLANNING AND MANAGEMENT OF EXTENSION PROGRAMS

R.T. Lim Boulevard, Zamboanga City
Tel. No. 991-3815/extensionoffice@zcspc.edu.ph
ZCSPC EXTENSION

SEMINAR-WORKSHOP ON PLANNING AND MANAGEMENT OF EXTENSION PROGRAMS
Attendance Sheet

Date: November 16, 2020 **Venue:** ZCSPC Gymnasium **Time:** 8:00 am -12:00 & 1:00 p

	Name (First Name, Middle Initial, Last Name)	College/ Department	Address	Contact No.	Sex	AM
1	Ronel S. Peromingan	DPE	Cabatangan	09061608497??	M	
2	Sammy C. Panigas Jr.	DPE	Zamboanga Pr., Z.C.	0917 307 5113	M	
3	Jenette R. Caballero	CAHSS	Tala, Lumbangan, Z.C.	0927 945 2290	F	
4	Jonathan L. Delos Santos	CTE	Guiwan Vill. Z.C.	0917-188-1084	M	
5	Roberto S. Espo II	CTE	Sto. Maria, Z.C.	09171420260	M	
6	MARK ANTHONY A. MENARES	CTE	PASONANCA, Z.C.	09153730836	M	
7	VARLEY CORNELIO	CTE	PASOBOLONG. Z.C	0935/7065??	M	
8	Leody A. Bentoy	Tech Ed	Manicahan Z.C	09 777 6,9 442	M	
9	DOMENICK A. MOLINA	SITS	PASONANCA Z.C.	09171163066	M	
10	Jennifer Fernandez	CME	Canuwar, Z.C	09946742??	F	
11	Galvez, Ranulfo G.	CME	PUTIK Z.C.	09356240280	M	
12	Amelia R. Tahil	Graduate	upper Calarian Z.C	09057716056	F	
13	MANUELITO B. TIBOR, JR.	G.S.	GUIWAN, Z.C.	0926-905-7065	M	
14	Montera, A.F.	GS	Tugbungan ZC	09061385072	F	

15	MA. RUTHIE S. BORJA	CET	ATAVA ZC	09778198424	F	
16	Fatima Aiyanna K. Ingkan	SBA	Talon 4, Z.C.	09655642179	F	
17	Ceelyn A. Verallo	CET	Calabatangan, Z.C	09755014760	F	
18	K V. Villanor	SHS	San Jose Gusu	09668669163	M	
19	Jubahar, Ramsya M.	Tech. Ed.	Tumaga Sub.	0927-121-8967	F	
20	ALBEGILA, NIEL A.	CAHSS	GANDARA	09[illegible]	M	
21	Jalalon, Lucia T.	SBA	Talabaan Z.C	09366739907	F	
22	Adjarani, Marita C.	SBA	Pasonanca	0917-558-8478	F	
23	Ingkan Fatima Aiyanna K.	SBA	Talon 4, Z.C	09655642179	F	
24	Jauba Jr. Manuelito Rose D	CME	Tumaga Z.C.	09165198446?	M	
25	Cabral, James Florence A.	SHS	Tumaga Z.C.	09	M	
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Different stakeholders were invited during the first day of the Three-Day Seminar-Workshop on Planning and Management of Extension Programs conducted last November 18 to 18, 2020 to provide relevant information that will be essential in the planning of extension programs of the different colleges/units of the institution. Resource speakers from CHED, City Planning and Development Office, City Social Welfare and Development Office, Bureau of Corrections- San Ramon Prison and Penal Farm, Barangay Manicahan, and ZABIDA had a 45-minute presentation each and a 15-minute open forum. The three-day seminar-workshop was attended by the extension coordinators and extensionists of the different colleges/units.





Dr. Rody P. Garcia, OIC Director of CHEDRO IX, and Engr. Joseph Lou Sta. Teresa presented the CHED Extension Program mandates and requirements and other relevant information that would serve as bases for the creation of extension programs of the different colleges or departments of ZCSPC.



Jessie Christopher B. Lapinid, Project Evaluation Officer IV of the City Planning and Development Office, presented the updated information of the 98 barangays in Zamboanga City in terms of the sanitation poverty, health and nutrition, employment poverty, barangays with the highest proportion of households below food threshold, barangays with highest proportion of poor households, and other relevant information that would serve as bases for the creation of extension programs of the different colleges or departments of ZCSPC which aim to address the needs of the community.



Darick S. Fabian, Division Chief of the City Social Welfare and Development Office (CSWDO) presented the different programs of CSWD to the various sectors of the community. The information is vital in the possible partnership with the different colleges or departments of ZCSPC.



Aimee Arevalo, Assistant Penal Superintendent for Administration of Bureau of Corrections- San Ramon Prison and Penal Farm (SRPPF), presented the different programs to include the education and skills training intended for the reformation of the inmates and other relevant information that would serve as bases for the creation of extension programs of the different colleges or departments of ZCSPC, where it could be of optimal assistance to the inmates of SRPPF.





Hon. Crisencio E. Natividad, Barangay Chairman of Manicahan, and Loreta R. Sta. Teresa, Barangay Kagawad, presented the programs, projects, and activities of the barangay for the succeeding years and other relevant information that would serve as bases for the creation of extension programs of the different colleges or departments of ZCSPC which aim to address the needs of the community.



Dr. Grace Rebollos, President of Zamboanga-Basilan Integrated Development Alliance, INC (ZABIDA), presented the different programs of ZABIDA, which cater the needs of the various communities in Zamboanga. The information is be vital in the possible partnership with the different colleges or departments of ZCSPC.

Head	Name	Educational Qualification	Specialization	No. of Years of Extension Experience

1. Institution's Extension Head	Marie Joy B. Alvarez	• Doctor of Philosophy in Education Major in Curriculum and Supervision (Universidad de Zamboanga – Year Graduated 2020) • Master of Arts in Mathematics (Ateneo de Zamboanga University – Year Graduated 2018) • Bachelor of Secondary Education Major in Mathematics (Ateneo de Zamboanga University – Year 2015)	• Mathematics • Curriculum and Supervision	• 11 months as Director of ZCSPC Extension (January 6, 2020 – present) • 5 years Barangay Kagawad (2013-2018) • 3 years Sangguniang Kabataan Chairperson (2010-2013)
2. Academic Unit's Extension Head	Joseph Doroja SBA Coordinator Daisy May DR. Reamico SBA Assistant Coordinator	• Master in Business Administration (Zamboanga A.E. College-1996) • Bachelor of Science in Commerce Major in Accounting (Ateneo De Zamboanga -1984) • Bachelor of Science in Commerce Major in Management (Zamboanga A.E. College-1994) • Master of Arts in Education Major in Home Economics (Zamboanga State College of Marine Sciences and Technologyu -2019) • Bachelor of Science in Hotel and Restaurant Management (Western Mindanao State University -2016)	• Management and Sales and Marketing (as Former PLDT Sales Territory Manager) • Events Management • Cookery	• 4 years in Zamboanga City State Polytechnic College - BSENTREP • 2 years in Zamboanga City State Polytechnic College ZCSPC -BSHRM
3. Extensionist's	SBA FACULTY CHRISTINE MARIE B. FERNANDEZ Dean Marialyn B. Vicente SBA, Program Coordinator	• Doctor of Development Management Major in Business Administration (Ateneo de Zamboanga University, Zamboanga City- 2017 ongoing) • Master in Business Administration (Ateneo de Zamboanga University, Zamboanga City- 2016 • Bachelor of Science in Commerce Major in Entrepneurship • Master in Business Administration (University De Zamboanga-2015) • Bachelor of Science in Hotel , Restaurant and Resort Management (Zamboanga State College of Marine Sciences and Technology-2011)	• Cookery • Restaurant and Catering Operations • Bakery and Bake Shop Operations • Cookery • Baking	• 3 years as CBA extension program coordinator of ZSCMST (2017- 2020) •7 years as CBA-BSHRRM Extensionist at ZSCMST

I.2. The Administration, faculty and students are involved in the implementation and dissemination of extension programs

In the planning and implementation of Extension programs and activities, the ZPPSU and its partner communities adopted a collaborative participatory approach. The school gives technical expertise and training materials, while the partner communities, through their Local Government unit, supply their counterparts such as venue, transportation, and so on.

	Project/Activity	Nature of Involvement/Participation
1. Administration	Extension Activities	Planning and Approval of the proposed Extension. Funding for the project.
2. Faculty	Skills Training	Planning, Implementing, Teaching Contributions to Extension proposal and planning. Assist with implementation, training, and technical expertise. Assist the Dean and the Extension Coordinator in the completion of the program. Contribute to the program's development.
3. Students	Skills Training	Facilitating and Training Participate in the extension program's implementation. Contributions to the proposed extension plans.
4. Stakeholders	Skills Training	Planning, Implementing, Teaching Lead the organization in the implementation of local program settings. Help the program proponent complete their extension program, please. Assist the advocate in presenting the program's results.

I.3. The extension projects and activities served varied clientele.

Name of Project	Faculty Involved	Students Involved	Others Involved	Clientele/Beneficiaries	Duration/Time Frame
Mobilizing and Upskilling of JUANAs for Economic Resiliency (MUJER)	Jason V. Chavez Marialyn B. Vicente		Extension Management Office	Local Government of Barangay Baliwasan	

Research Title	Researcher\s	Technology/Knowledge Generated	Extension Project/Activity/Where Applied	Location/Site	No. of Clientele

Women's Mental Health and Economy: Coping and Responding during Pandemic	• Jason V. Chavez • Mary Fe M. Dela Cruz • Collin C. Ceneciro		MUJER (Mobilizing and Upskilling JUANAS for Economic Resiliency	Barangay Baliwasan, Zamboanga City	30

Pool of Consultants/Experts

Name of Consultant/Experts	Specialization	Specific Expertise Extended	Extension Project/Activity Served	Location/Site
1.Marialyn B. Vicente	• Cookery • Baking	• Advanced Cookery	Training on Livelihood for Mi Trabajo Mi Negosyo Extension Program of College of Business Administration, ZSCMST. Training on Advanced Cookery in upskilling Filipino recipes to expands their knowledge and skills to develop their own recipes as Dabung, Nangka, Sari Sari Vegetables and Kamote.	Barangay Sta. Catalina.
2. Jocely T. Almonte	• Finance	• Finance	Training on Small Business Management for Mi Trabajo, Mi Negosyo. Entrepneurship: Aking Kaalaman, Aking paghusayan at dagdagan.	Barangay Sta. Catalina.

I.4. The conducted extension projects and activities is sustainable

The memo of agreement between the LGU-Baliwasn and BLGU-San Jose Gusu as well as the rest of the agreement span for 5 years (2020-2025) with this it is assured that the extension activities done in the communities (barangays) will undergo a scaffold system.

Scaffold means after the Hospitality Management train the women (MJUER) of the barangay with baking pastries, the next training has something to do with teaching them how to manage their income (financial literacy) from the sales of the goodies that they bake.

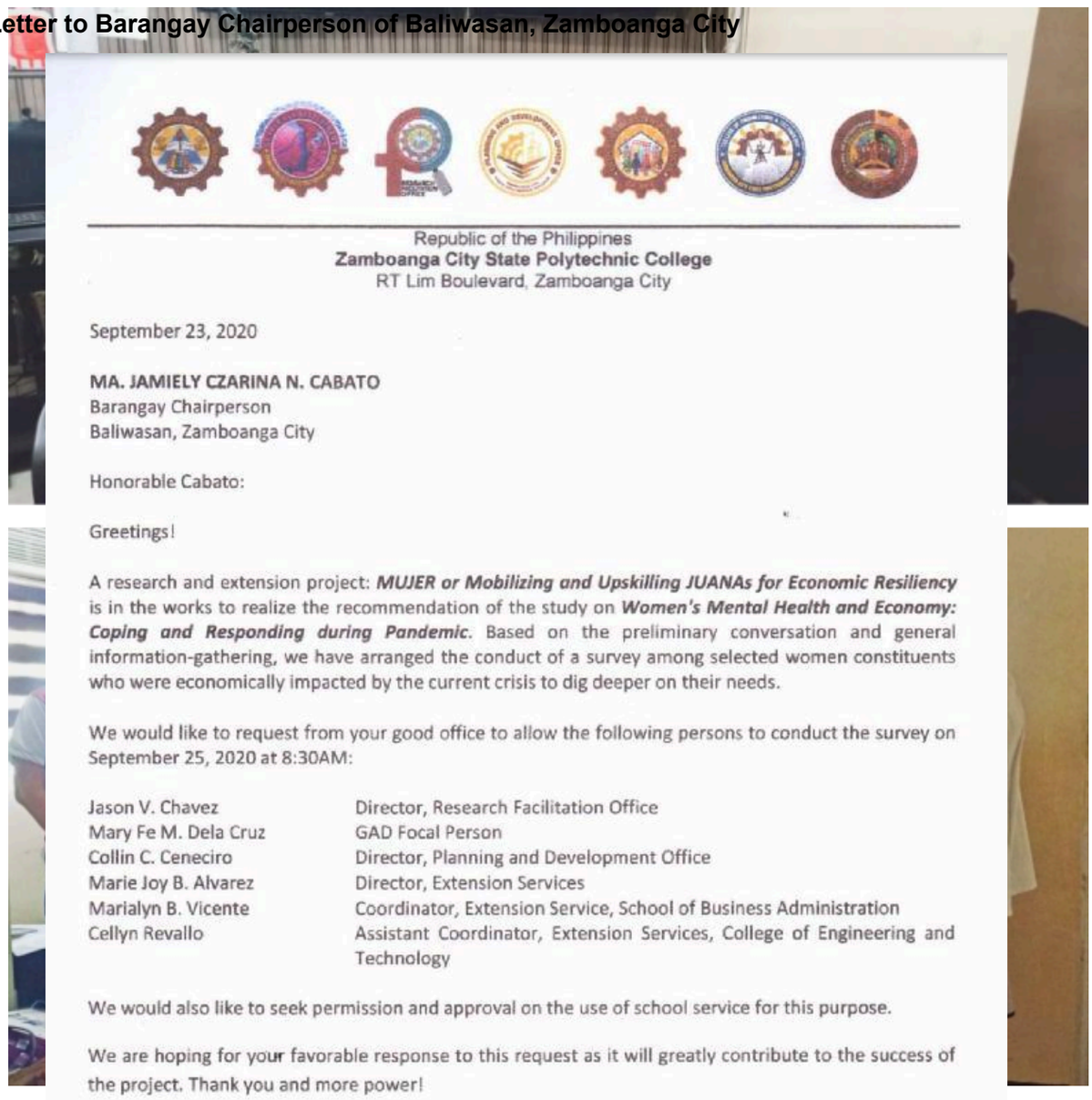
Zamboanga City State Polytechnic College
RT Lim Boulevard, Baliwasan, Zamboanga City

GENDER and DEVELOPMENT Office and EXTENSION Office
in coordination with
Research Facilitations Office and Planning and Development Office

Project MUJER (Mobilizing and Upskilling JUANAS for Economic Resiliency)

I. Preliminary Conversation and General Information Gathering with Hon. Ma. Jamiely Czarina N. Cabato, Barangay Chairperson of Barangay Baliwasan, Zamboanga City conducted last September 23, 2020

Letter to Barangay Chairperson of Baliwasan, Zamboanga City



Republic of the Philippines
Zamboanga City State Polytechnic College
RT Lim Boulevard, Zamboanga City

September 23, 2020

MA. JAMIELY CZARINA N. CABATO
Barangay Chairperson
Baliwasan, Zamboanga City

Honorable Cabato:

Greetings!

A research and extension project: ***MUJER or Mobilizing and Upskilling JUANAs for Economic Resiliency*** is in the works to realize the recommendation of the study on ***Women's Mental Health and Economy: Coping and Responding during Pandemic***. Based on the preliminary conversation and general information-gathering, we have arranged the conduct of a survey among selected women constituents who were economically impacted by the current crisis to dig deeper on their needs.

We would like to request from your good office to allow the following persons to conduct the survey on September 25, 2020 at 8:30AM:

Jason V. Chavez	Director, Research Facilitation Office
Mary Fe M. Dela Cruz	GAD Focal Person
Collin C. Ceneciro	Director, Planning and Development Office
Marie Joy B. Alvarez	Director, Extension Services
Marialyn B. Vicente	Coordinator, Extension Service, School of Business Administration
Cellyn Revallo	Assistant Coordinator, Extension Services, College of Engineering and Technology

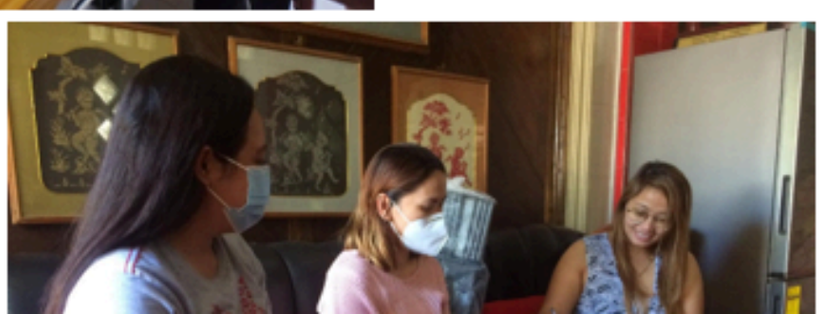
We would also like to seek permission and approval on the use of school service for this purpose.

We are hoping for your favorable response to this request as it will greatly contribute to the success of the project. Thank you and more power!

Memorandum of Agreement Signing last September 29, 2020 between Barangay Baliwasan Chairperson Hon. Ma. Jamiely Czarina N. Cabato (Pic 2) and Dr. Nelson P. Cabral (Pic 2)



PICTURE 1



PICTURE 2

DEMONSTRATION



RETURN DEMONSTRATION / PRODUCTION





I.5. Techno
target clie
systems.

order to prepare them to improve and perform their mandate, utilizing the acquired technical skills and become productive individuals;

WHEREAS, BALIWASAN BARANGAY COUNCIL, has offered its constituents, who wish to be trained by ZCSPC Trainers/Instructors, a series of training in preparation for their sustainable livelihood.

WHEREAS, BALIWASAN BARANGAY COUNCIL, offers to provide a venue for the production and marketing area of the organized group of women in the barangay who are part of the Extension Program MUJER.

OBJECTIVES:

The Extension Program MUJER aims to:

1. mobilize economically displaced women in Barangay Baliwasan for a livelihood training program; and
2. transfer knowledge, and competencies of healthy food production among economically displaced women of Barangay Baliwasan.

At the end of the Extension Program MUJER, the beneficiaries should be able to:

1. apply knowledge and financial literacy on their livelihood; and
2. develop entrepreneurial skills on basic sales and marketing.

NOW THEREFORE, for and in consideration of the foregoing premises and stipulation herein set forth, the parties consensually and reciprocally bound and agreed as they hereby bind and agree between themselves as follows:

1. **ZCSPC** shall be responsible in the screening and selection of trainees and shall enroll not less than 15 or more than 30 trainees per training course.
2. **ZCSPC** shall provide the training venue and amenities, like chairs, tables, potable water, electric power, etc., for the series of training.
3. **BALIWASAN BARANGAY COUNCIL** shall provide trainees transportation to and from the training venue;
4. **ZCSPC and BALIWASAN BARANGAY COUNCIL** shall finalize the preparations at least

I.6. Extension activities are documented in the form of pamphlets; flyers; bulletins; newsletters and electronic resources.



E-flyer - Facebook

ZPPSU Extension · Follow
July 19, 2021 ·

"Behind Every Successful woman is herself".
This is the mantra of the Project MUJER (Mobilizing and Upskilling JUANAS for Economic Resiliency) a product of collaboration of the different offices in the University, namely GAD Office, ZCSPC Extension Management Office, Planning and Development Office, and School of Business Administration.
Its aim is to mobilize economically displaced women in the barangay by conducting a livelihood training program, transfer knowledge and competencies for healthy food production.
The six (6) day Training Program will run from July 17,18,24,25,31 to August 1, 2021. Twenty (20) participants from Barangay Baliwasan will serve as pilot trainees and are expected to apply the knowledge and financial literacy on their livelihood as well as develop entrepreneurial skills on basic sales and marketing at the end of the training.
"Very important training because this is an additional income for the family, pwede na kaming mag online selling, mag accept ng mga order, magiging helpful sa income ng family. Kung merong mga sponsors magbigay ng kagamitan iaaccept po namin para at least matulungan natin Yung mga family, mga women na pwede tumulong sa Asawa nila Lalo na ngayong pandemya, kailangan tulong-tulong sa paghahanap buhay" as expressed by one of the participants.
#July 17, 2021



I.7. Periodic monitoring and evaluation of extension projects and activities are conducted.

Appendix 6

SAMPLE OF MONITORING INSTRUMENT

1. Name of Project/Activity_____
2. Duration of the Project_____ Date Started_____ Venue_____
3. SponsoringAgency/Agencies_____
4. Persons Involved
   a.Implementers:_____
   b. Partners/Clients/Beneficiaries: _____
   c .Linkages/ Collaborations: _____
5. Status Report: (Narrative 1 to 2 paragraphs)

1. Status Report (Specific)

A. Objectives:

_____
_____
_____
_____

Accomplishment

B. Activities (Enumerate) Accomplishment in Percent

Ex. 1.Community Organizing
   2. Advocacy/Meeting with the Barangay Officials
      2.1 Project Launching/Information drive
   3. Class Meeting – (1) –
      Instructor _____
      No. of Students _____
      Topic: _____
   4. Others: _____

C. Financial Status:
   1. Budget Allocation _____
   2. Amount Spent _____
   3. Balance _____

D. Significant Observations:

E. Recommendations:
   a. Extension Faculty
   a. University Extension Office

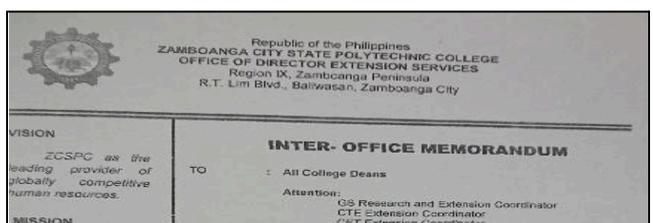
Submitted by: _____
Date Reported: _____

Appendix 7

PROJECT TERMINAL REPORT FORMAT

I. Project Title
II. Implementing/Cooperating Entity
III. Situationer & Problem Statement (Cost Benefit Analysis, Risk Assessment)

I.8. Results of monitoring and evaluation are disseminated and discussed with concerned stakeholders.



Republic of the Philippines
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
OFFICE OF DIRECTOR EXTENSION SERVICES
Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City

VISION

ZCSPC as the leading provider of globally competitive human resources.

MISSION

INTER- OFFICE MEMORANDUM

TO : All College Deans

Attention:
OS Research and Extension Coordinator
CTE Extension Coordinator

Inter-office memorandum from the Director of the Extension Services calling a meeting for the planning and organization of extension activities.





Every first Friday of the month the extension management office calls for a regular meeting with extension coordinator as representative from colleges and units of the university. It is during this meeting that concern plans and other endeavors related to extension programs of the university are discussed.

I.9. Re-planning of activities based on feedback is conducted

Republic of the Philippines
ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY
Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
Tel. No. 991-3815/extensionoffice@zcspc.edu.ph
EXTENSION MANAGEMENT OFFICE

EVALUATION SHEET

I.10. Accomplishment and terminal reports are filed and submitted on time.

EXT 2021 Extension Accomplishment Report

Title of Training	*No. of Trainees*	*Weight*	*No. of Trainees Weighted by the Length of Training*
1. SKILLS TRAINING PROGRAM FOR PERSONS DEPRIVED OF LIBERTY (STP-PDL) **(SHIELDED METAL ARC WELDING)**	20	1.5	30
2. MOBILIZING AND UPSKILLING JUANAs FOR ECONOMIC RESILIENCY (MUJER) **(GAD CAPACITY BUILDING & SCHOOL OF BUSINESS ADMINISTRATION)**	20	1	20
3. MOBILIZING AND UPSKILLING JUANAs FOR ECONOMIC RESILIENCY (MUJER) **(PASTRY PRODUCTION)**	20	2	40
4. MOBILIZING AND UPSKILLING JUANAs FOR ECONOMIC RESILIENCY (MUJER) **(SEMINAR ON FINACIAL LITERACY AND BASIC SALES AND MARKETING)**	20	1	20
5. HEALTHY FOOD PRODUCTION II **(BAKING AND FOOD PROCESSING)**	15	1.5	22.5
6. INFORMATION AND COMMUNICATION TECHNOLOGY UPSKILLING TRAINING PRGRAM FOR CANELAR ELEMENTARY SCHOOL TEACHERS (**BASIC ICT TRAINING)**	20	2	40
7. SKILLS TRAINING PROGRAM IN INDUSTRIAL TECHNOLOGY: FOOD TECHNOLOGY **(BAKING)**	20	2	40

OUTCOME/S

O.1. The extension Program is well-planned, implemented, monitored, evaluated and disseminated.

Proposal of Mobilizing and Upskilling of JUANAs for Economic Resiliency (MUJER)

Republic of the Philippines
Region IX, ZamboangaPeninsula
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
GENDER AND DEVELOPMENT OFFICE
R.T. Lim Blvd., Baliwasan, Zamboanga City
Telefax (062) 991-3815

At the end of the Extension Program MUJER, the beneficiaries should be able to:

1. apply knowledge and financial literacy on their livelihood; and
2. develop entrepreneurial skills on basic sales and marketing.

MUJER includes series of trainings for the economically displaced women of Barangay Baliwasan, which is in line with the GAD mandate, to give opportunity for women in the barangay to learn additional skills that can be used for income generation and self-employment. MUJER is also anchored on ZCSPC Extension Agendum – Skills Capacitating/Competency Upgrade for Local and Overseas Employment (SCCULOE). The approach to be used is stewardship. The stewarding interventions of the community or Steward-Barangay strategic initiative will be focused on generating outcomes and impacts which necessarily must be changes in mindset, values system, capability to earn a living and civic consciousness. Engagements will be long-term where ZCSPC Extension's umbilical chord will remain in place until the aspired transformation has taken roots and gradually withdrawn as demand waned.

Details of the Proposed Training

I. Objectives:

At the end of the training, the trainees should be able to:

1. acquire the necessary skills, knowledge, understanding, and proficiency from the courses,
2. demonstrate the competence to perform the skills required of the courses, and
3. apply skills required to improve one's standard of living and become productive members of the community.

II. Training Venue: Zamboanga City State Polytechnic College

III. Target Date : November 7, 8, 14, 15, 21, and 22, 2020

IV. Target Participants : 15-30 participants per training course

V. Training Courses :

	No. of Hours
GAD Capacity Building	8 hours
Cookies Making	40 hours

Very truly yours,

MARY FE M. DELA CRUZ
PCW-GMMS-Registered GAD Focal Person

Noted by:

MARIE JOY B. ALVAREZ
Director, ZCSPC Extension

Funds Available:

MARIA CHRISTINA JEAN D. VERGARA
Budget Officer III

Recommending Approval:

ATTY. MARIE CHRISTELLE T. RUBIO
OIC- Vice President for Administration & Finance

Approved:

NELSON P. CABRAL, Ed. D.
President

VI. Training Personnel and Implementers:

Courses/Involvement	No. of Hours	Date	Instructors/ Implementers/ Person In Charge
Cookies Making	40	November 8, 14, 15, 21, and 22, 2020	Raymart Manalo
GAD Capacity Building	8	November 7, 2020	Anna Maria P. Gomez
Training Administrator	-	November 8 to 22, 2020	Dr. Nelson P. Cabral
Training Supervisor	-	November 8 to 22, 2020	Marie Joy B. Alvarez Mary Fe M. Dela Cruz
Training Coordinator	-	November 8 to 22, 2020	Jason V. Chavez Collin C. Ceneciro Marialyn B. Vicente
Documentation	-	November 8 to 22, 2020	Christine Joy G. Andabon
Secretariat	-	November 8 to 22, 2020	Ritchelle E. Santos
Evaluation Officer	-	November 8 to 22, 2020	Elizer C. Alfonso

VII. Training Cost:

A. Honoraria

1	Training Administrator	₱ 2,500.00
2	Training Supervisors	₱ 4,000.00
3	Training Coordinators	₱ 6,000.00
1	Documentation ₱ 503.00 x 6 days (JO)	₱ 3,018.00
1	Secretariat ₱ 503.00 x 6 days (JO)	₱ 3,018.00
1	Evaluation Officer ₱ 503.00 x 6 days (JO)	₱ 3,018.00
2	Instructors/ Implementers ₱ 200 per hour x 5 days x 8 hours x 1 Instructor ₱ 200 per hour x 1 day x 8 hours x 1 Implementer	₱ 9,600.00
	Sub-total	**₱31,154.00**

B. Materials and Equipment ..... ₱ 40,375.00

C. Office Supplies ..... ₱ 8,530.00

D. Food ..... ₱ 32,400.00

F. Contingency (10%) ..... ₱11, 245.90

Total Budget----------₱123, 704.90

Letter to Barangay Chairperson of Baliwasan, Zamboanga City



Letter to President

Republic of the Philippines
Zamboanga City State Polytechnic College
RT Lim Boulevard, Zamboanga City

September 23, 2020

NELSON P. CABRAL, Ed.D
President
This Institution

Dear Sir:

Greetings!

The research project on ***Women's Mental Health and Economy: Coping and Responding during Pandemic*** brought windows of actions to apply the principles of Gender and Development (GAD). The authors coming from the GAD Office, Research Facilitation Office (RFO), and Planning and Development Office (PDO) are submitting to you a few of the important research recommendations particularly on the response aspect of the research because of the COVID-19 Pandemic:

1. Create community inventory of women with vulnerable economic status such as those who were disenfranchised by their employers, income loses from the industries they are earning from, and what skills they are currently practicing and can learn. This will be use for decision making on how to mitigate their economic situations.

2. Develop an "economic path to success team" to oversee the economic profiles of affected women from different sectors or economic structures like schools, companies, and other industries. The task force on economic path to cope and respond can be specifically created to educational organizations or to the women in communities with both formal and informal economic settings. Schools can assist women in terms of training and becoming part of their income generating offices.

A research and extension project: ***MUJER or Mobilizing and Upskilling JUANAs for Economic Resiliency*** is in the works to realize the recommendation of the study. A preliminary conversation and general information-gathering was commenced with the Barangay Chairperson of Baliwasan, Zamboanga City to arrange the conduct a survey among their selected women constituents who were economically impacted by the current crisis to dig deeper on their needs.

We requesting from your good office to allow the following persons to conduct the survey on **September 25, 2020 at 8:30AM:**

Jason V. Chavez	Director, Research Facilitation Office
Mary Fe M. Dela Cruz	GAD Focal Person
Collin C. Ceniciro	Director, Planning and Development Office
Marie Joy B. Alvarez	Director, Extension Services

We would also like to seek permission and approval on the use of school service for this purpose.

We are hoping for your favorable response to this request as it will greatly contribute to the success of the project. Thank you and more power!

Respectfully yours,

MARY FE M. DELA CRUZ
ZCSPC GAD Focal Person

Approved by:

NELSON P. CABRAL, Ed.D
SUC President II

Memorandum of Agreement between ZCSPC and Baliwasan Barangay Council.

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

order to prepare them to improve and perform their mandate, utilizing the acquired technical skills and become productive individuals;

WHEREAS, BALIWASAN BARANGAY COUNCIL, has offered its constituents, who wish to be trained by ZCSPC Trainers/Instructors, a series of training in preparation for their sustainable livelihood.

WHEREAS, BALIWASAN BARANGAY COUNCIL, offers to provide a venue for the production and marketing area of the organized group of women in the barangay who are part of the Extension Program MUJER.

OBJECTIVES:

The Extension Program MUJER aims to:

1. mobilize economically displaced women in Barangay Baliwasan for a livelihood training program; and
2. transfer knowledge, and competencies of healthy food production among economically displaced women of Barangay Baliwasan.

At the end of the Extension Program MUJER, the beneficiaries should be able to:

1. apply knowledge and financial literacy on their livelihood; and
2. develop entrepreneurial skills on basic sales and marketing.

NOW THEREFORE, for and in consideration of the foregoing premises and stipulation herein set forth, the parties consensually and reciprocally bound and agreed as they hereby bind and agree between themselves as follows:

1. **ZCSPC** shall be responsible in the screening and selection of trainees and shall enroll not less than 15 or more than 30 trainees per training course.
2. **ZCSPC** shall provide the training venue and amenities, like chairs, tables, potable water, electric power, etc., for the series of training.
3. **BALIWASAN BARANGAY COUNCIL** shall provide trainees transportation to and from the training venue;
4. **ZCSPC and BALIWASAN BARANGAY COUNCIL** shall finalize the preparations at least one(1) week before each extension activity under the Extension Program MUJER.
5. **ZCSPC** shall not be liable for any claim/ damages arising from any act, omission or negligence of the trainee for any cause beyond **ZCSPC** control.
6. **ZCSPC** shall conduct series of training to the beneficiaries of Extension Program MUJER.
7. **BALIWASAN BARANGAY COUNCIL** shall assist in all related activities pertaining to the implementation of ZCSPC Extension Program MUJER including evaluation of the program and monitoring of implementation.
8. This Memorandum of Agreement shall take effect upon signing thereof, and the same shall be considered terminated upon mutual agreement by both parties.

In witness whereof, both parties have hereunto affixed their signatures this 28th day of September, 2020 in the City of Zamboanga.

ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
(ZCSPC)

NELSON P. CABRAL, Ed. D.
President

BALIWASAN BARANGAY COUNCIL

MA. JAMIELY CZARINA N. CABATO
Barangay Chairman

Signed in the Presence of:

MARY FE M. DELA CRUZ
GAD Focal Person

MARIE JOY B. ALVAREZ
Director, ZCSPC Extension

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
City of _____) S.S.

BEFORE ME, a Notary Public for and in the City of _____, personally appeared:

Dr. NELSON P. CABRAL ID No. G ACC - 001
Issued on ZCSPC
At Zamboanga City

Hon. MA. JAMIELY CZARINA N. CABATO ID No. 20068
Issued on ZC
At Zamboanga City

Known to me and to me known to be the same persons who have signed the foregoing instrument, and acknowledged to me that the same is their free and voluntary act and deed.

This instrument refers to the Memorandum of Agreement (MOA) consisting of four (4) pages including this whereon the acknowledgement is written, and signed by the parties and witnesses on all pages.

WITNESS MY HAND AND SEAL on this ____ day of SEP 28 2020, 2020 at _____.

Doc. No. 178
Page No. 36
Book No XLV
Series 2020

CARL ANDREW M. RUBIO
Roll of Attorneys No.:56460
IBP LIFETIME Member No.:013462, Z.C.
Notary Public until December 31, 2020
Notarial Commission No.:11-2019
PTR No.:2024044, Dec. 27, 2019, Z.C.
MCLE Compliance No.:VI-0009579

Zamboanga City State Polytechnic College
RT Lim Boulevard, Baliwasan, Zamboanga City

GENDER and DEVELOPMENT Office and EXTENSION Office
in coordination with
Research Facilitations Office and Planning and Development Office

Project MUJER (Mobilizing and Upskilling JUANAS for Economic Resiliency)

I. Preliminary Conversation and General Information Gathering with Hon. Ma. Jamiely Czarina N. Cabato, Barangay Chairperson of Barangay Baliwasan, Zamboanga City conducted last September 23, 2020





II. Needs Assessment Survey – September 25, 2020







III. Memorandum of Agreement Signing last September 29, 2020 between Barangay Baliwasan Chairperson Hon. Ma. Jamiely Czarina N. Cabato and Dr. Nelson P. Cabral





O.2. The extension Program has contributed to the improvement on the quality of life of the target clientele/ beneficiaries.

Republic of the Philippines
ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY
Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
Tel. No. 991-3815/extensionoffice@zcspc.edu.ph
EXTENSION MANAGEMENT OFFICE

EVALUATION SHEET

Title of the Extension Program: **Mobilizing and Upskilling JUANAs for Economic Resiliency (MUJER)**
Activity: **GAD Capacity Building Seminar-Workshop**
College/Office: **GAD, SBA, PDO, RFO**
Objective/s:
1. To capacitate the economically displaced women of Barangay Baliwasan on GAD Advocacy for Women Empowerment and Gender Equality
2. To provide psychosocial support to the economically displaced women of Barangay Baliwasan through stress management and psychological safety sessions

Beneficiaries: **Economically Displaced Women of Barangay Baliwasan**
Date: **July 17, 2021** Time: **8:00 am to 5:00 pm** Venue: **ZPPSU Gymnasium**

Directions: Circle the number which corresponds to your rating: 1 – Needs Improvement (NI), 2 – Good (G), 3 – Satisfactory (S), 4 – Very Satisfactory (VS), 5 – Excellent (E).

	NI	G	S	VS	E
EFFECTIVENESS					
1. The objective of the seminar-workshop is clear.	1	2	3	4	(5)
2. The objective of the seminar-workshop was met.	1	2	3	4	(5)
3. The seminar-workshop addressed the need/s of the participants.	1	2	3	4	(5)
RESOURCE SPEAKER: Prof. Anna Maria Gomez					
1. Mastery of the subject matter	1	2	3	4	(5)
2. Ability to impart	1	2	3	4	(5)
3. Clarity and delivery of subject matter	1	2	3	4	(5)
4. Ability to encourage interaction and participation	1	2	3	4	(5)
ATTENDANCE AND DOCUMENTATION					
1. The program is well attended.	1	2	3	4	(5)
2. There is a proper system for checking attendance.	1	2	3	4	(5)
3. There is proper documentation.	1	2	3	4	(5)
SEMINAR-WORKSHOP MANAGEMENT					
1. The program flow was properly executed.	1	2	3	4	(5)
2. Concerns were addressed appropriately.	1	2	3	4	(5)
3. The training venue is conducive for seminar-workshop.	1	2	3	4	(5)
5. The food is well-served.	1	2	3	4	(5)

AVERAGE: _____

COMMENTS/ SUGGESTIONS:
Thank you so much for this training, We have learn so much. Now we have learn to have extra income even pa. Salamat pong. sana may iba pang training

Name: Annabel Ismael
Signature: [signature]
Date: Aug. 1, 2021

Republic of the Philippines
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Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
Tel. No. 991-3815/extensionoffice@zcspc.edu.ph
EXTENSION MANAGEMENT OFFICE

EVALUATION SHEET

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Directions: Circle the number which corresponds to your rating: 1 – Needs Improvement (NI), 2 – Good (G), 3 – Satisfactory (S), 4 – Very Satisfactory (VS), 5 – Excellent (E).

	NI	G	S	VS	E
EFFECTIVENESS					
1. The objective of the seminar-workshop is clear.	1	2	3	4	(5)
2. The objective of the seminar-workshop was met.	1	2	3	4	(5)
3. The seminar-workshop addressed the need/s of the participants.	1	2	3	4	(5)
RESOURCE SPEAKER: Prof. Anna Maria Gomez					
1. Mastery of the subject matter	1	2	3	4	(5)
2. Ability to impart	1	2	3	4	(5)
3. Clarity and delivery of subject matter	1	2	3	4	(5)
4. Ability to encourage interaction and participation	1	2	3	4	(5)
ATTENDANCE AND DOCUMENTATION					
1. The program is well attended.	1	2	3	4	(5)
2. There is a proper system for checking attendance.	1	2	3	4	(5)
3. There is proper documentation.	1	2	3	4	(5)
SEMINAR-WORKSHOP MANAGEMENT					
1. The program flow was properly executed.	1	2	3	4	(5)
2. Concerns were addressed appropriately.	1	2	3	4	(5)
3. The training venue is conducive for seminar-workshop.	1	2	3	4	(5)
5. The food is well-served.	1	2	3	4	(5)

AVERAGE: 70

COMMENTS/ SUGGESTIONS:
Thank you ma'am, sir I have gained additional learning because of this project. It is a huge help for me.

Name: Gilli-Anija D. Sakir
Signature: [signature]
Date: May 1, 2021

PARAMETER C: FUNDING AND

SYSTEM-INPUTS AND PROCESS

S.1. There is an approved and adequate budget for extension.

M.4. ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE

For general administration and support, and operations, including locally-funded project(s), as indicated hereunder...P 188,293,000

New Appropriations, by Program

		Current Operating Expenditures			
		Personnel Services	Maintenance and Other Operating Expenses	Capital Outlays	Total
PROGRAMS					
100000000000000	General Administration and Support	P 26,465,000	P 40,437,000	P	P 66,902,000
300000000000000	Operations	97,330,000	9,061,000	15,000,000	121,391,000
	HIGHER EDUCATION PROGRAM	96,734,000	6,628,000	15,000,000	118,362,000
	RESEARCH PROGRAM	596,000	1,364,000		1,960,000
810 GENERAL APPROPRIATIONS ACT, FY 2020					
	TECHNICAL ADVISORY EXTENSION PROGRAM		1,069,000		1,069,000
	TOTAL NEW APPROPRIATIONS	P 123,795,000	P 49,498,000	P 15,000,000	P 188,293,000

New Appropriations, by Programs/Activities/Projects

		Current Operating Expenditures			
		Personnel Services	Maintenance and Other Operating Expenses	Capital Outlays	Total
PROGRAMS					
100000000000000	General Administration and Support				
100000100001000	General Management and Supervision	P 21,048,000	P 40,437,000		P 61,485,000
100000100002000	Administration of Personnel Benefits	5,417,000			5,417,000
Sub-total, General Administration and Support		26,465,000	40,437,000		66,902,000
300000000000000	Operations				
310000000000000	Relevant and quality tertiary education ensured to achieve inclusive growth and access of poor but deserving students to quality tertiary education increased	96,734,000	6,628,000	15,000,000	118,362,000
310100000000000	HIGHER EDUCATION PROGRAM	96,734,000	6,628,000	15,000,000	118,362,000
310100100002000	Provision of Higher Education Services	96,734,000	6,128,000		102,862,000
Projects					
Locally-Funded Project(s)			500,000	15,000,000	15,500,000

330100000000000	TECHNICAL ADVISORY EXTENSION PROGRAM		1,069,000		1,069,000
330100100001000	Conduct of short skills training programs in the barangays and other agencies		1,069,000		1,069,000
Sub-total, Operations		97,330,000	9,061,000	15,000,000	121,391,000
TOTAL NEW APPROPRIATIONS		P 123,795,000	P 49,498,000	P 15,000,000	P 188,293,000

New Appropriations, by Object of Expenditures

(In Thousand Pesos)

Current Operating Expenditures	
Personnel Services	
Civilian Personnel	
Permanent Positions	
Basic Salary	**88,001**
Total Permanent Positions	**88,001**
Other Compensation Common to All	
Personnel Economic Relief Allowance	**4,728**
Representation Allowance	**108**
Transportation Allowance	**108**
Clothing and Uniform Allowance	**1,182**
Honoraria	**4,521**
Mid-Year Bonus - Civilian	**7,333**
Year End Bonus	**7,333**
Cash Gift	**985**
Productivity Enhancement Incentive	**985**
Step Increment	**220**
Total Other Compensation Common to All	**27,503**
Other Compensation for Specific Groups	
Magna Carta for Public Health Workers	**61**
Lump-sum for filling of Positions - Civilian	**5,123**

Utility Expenses	**11,296**
Communication Expenses	**1,572**
Awards/Rewards and Prizes	**1,000**
Confidential, Intelligence and Extraordinary Expenses	
Extraordinary and Miscellaneous Expenses	**118**
Professional Services	**1,299**
General Services	**11,975**
Repairs and Maintenance	**370**
Taxes, Insurance Premiums and Other Fees	**1,155**
Labor and Wages	**2,600**
Other Maintenance and Operating Expenses	
Advertising Expenses	**100**
Printing and Publication Expenses	**40**
Representation Expenses	**2,065**
Membership Dues and Contributions to Organizations	**60**
Other Maintenance and Operating Expenses	**500**
Total Maintenance and Other Operating Expenses	**49,498**
TOTAL CURRENT OPERATING EXPENDITURES	173,293
Capital Outlays	
Property, Plant and Equipment Outlay	
Buildings and Other Structures	**15,000**
Total Capital Outlays	**15,000**
TOTAL NEW APPROPRIATIONS	188,293

EXTENSION BUDGET AND EXPENDITURES
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
FYs 2013-2020
(P'000)

Fiscal Year	Extension Budget (GAA & STF)	Actual Expenditure (GAA & STF)	Utilization vs. Allocation
2013	685	288	42.04%
2014	650	263	40.46%
2015	738	376	50.95%
2016	1,343	598	44.53%
2017	2,722	396	14.55%
2018	2,482	465	18.73%
2019	1,994	375	18.81%
2020	2,715	635	23.39%

Prepared by:

MARIA CHRISTINA JEAN D. VERGARA
Budget Officer III

Republic of the Philippines
ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY
Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
emailaddress:extensionmanagementoffice@zppsu.edu.ph
EXTENSION MANAGEMENT OFFICE

BUDGET ALLOCATION FOR COLLEGE/ UNIT EXTENSION
FYs 2019 - 2022

College/ Unit	2019	2020	2021	2022
College of Teacher Education	₱369,259.25	₱502,777.80	₱1,006,481.50	₱1,065,740.75
College of Arts, Humanities and Social Sciences	₱147,703.70	₱201,111.12	₱402,592.60	₱426,296.30
School of Business Administration	₱147,703.70	₱201,111.12	₱402,592.60	₱426,296.30
College of Engineering and Technology	₱664,666.65	₱905,000.04	₱1,610,370.40	₱1,705,185.20
College of Information and Computing Science	-	-	₱201,296.30	₱213,148.15
College of Maritime Education	₱73,851.85	₱100,555.56	₱201,296.30	₱213,148.15
Department of Technical Education	₱73,851.85	₱100,555.56	₱201,296.30	₱213,148.15
Senior High School	₱73,851.85	₱100,555.56	₱201,296.30	₱213,148.15
Graduate School	₱443,111.11	₱603,333.36	₱1,207,777.78	₱1,278,888.90
TOTAL	**₱1,994,000.00**	**₱2,715,000.00**	**₱5,435,000.00**	**₱5,755,000.00**

Prepared by:

MARIE JOY B. ALVAREZ
Director, Extension Management Office

Concurred by:

BONNIE A. ANDABON
Vice President for Research Development and Extension

S.2. There is a provision for:

S.2.1. facilities and equipment such as internet and other resources.

S.2.2. extension staff

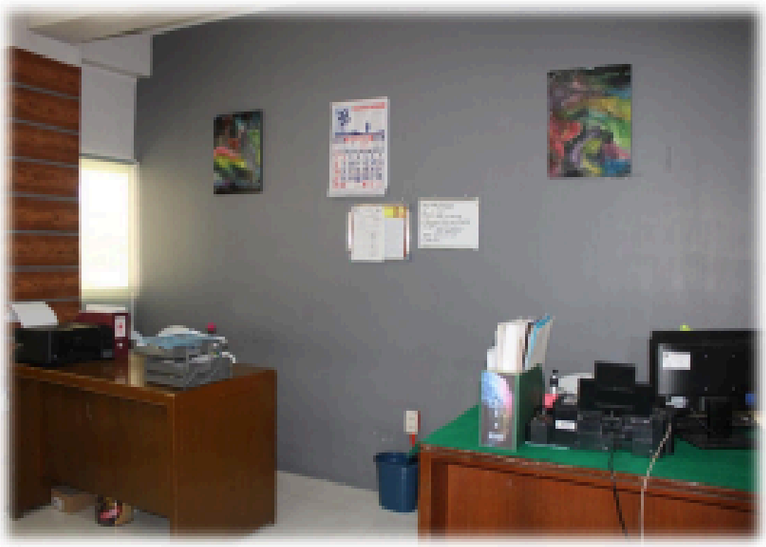
S.2.3. supplies and materials

S.2.4. workplace

ZCSPC EXTENSION OFFICE



The ZCSPC Extension Office is located at the second floor of the Fabrication Laboratory (FABLAB) Building beside the ZCSPC Gymnasium.



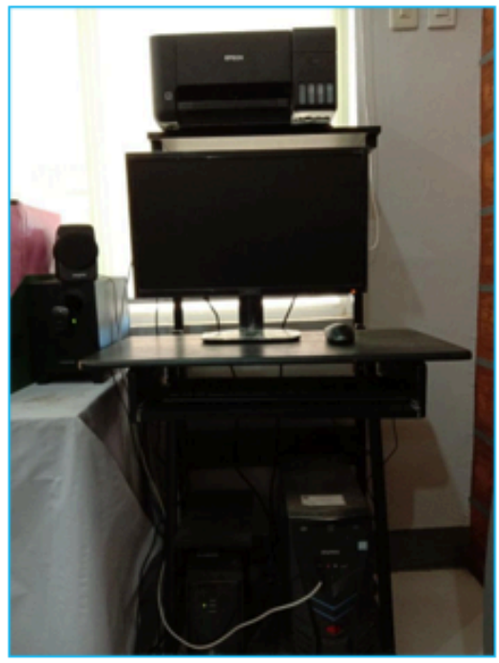
The ZCSPC Extension Office is headed by Director Marie Joy B. Alvarez and assisted by Ms. Christine Joy Andabon who serves as the secretary of the office. There are corresponding extension coordinators for the different colleges and unit of ZCSPC.

Office Equipment



2 units of desktop computer

2 units of EPSON printer





2 units of LCD projector



Laptop Computer



DSLR Camera



Internet

Extension Staff

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ANDABON		
FIRST NAME	CHRISTINE JOY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GAAS		
3. DATE OF BIRTH (mm/dd/yyyy)	20/06/1993	16. CITIZENSHIP	☑ ☐ ☐ ☐ Pls. indicate country:
4. PLACE OF BIRTH	Pob. Naga Zambo. Sibugay Province	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ ☑		
6. CIVIL STATUS	☑ ☐ ☐ ☐ ☐	17. RESIDENTIAL ADDRESS	Ayala Countryhome Phase II Block 9 Lot 7 Narra street (House/Block/Lot No. / Street); Ayala Subdivision / Ayala (Subdivision/Village / Barangay); Zamboanga City / Zamboanga Del Norte (City/Municipality / Province)
7. HEIGHT (m)	5'0		
8. WEIGHT (kg)	60 kg	ZIP CODE	7000
9. BLOOD TYPE	o	18. PERMANENT ADDRESS	Ayala Countryhome Phase II Block 9 Lot 7 Narra street (House/Block/Lot No. / Street); Ayala Subdivision / Ayala (Subdivision/Village / Barangay); Zamboanga City / Zamboanga Del Norte (City/Municipality / Province)
10. GSIS ID NO.			
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.		ZIP CODE	7000
13. SSS NO.		19. TELEPHONE NO.	None
14. TIN NO.	484 - 481 - 487	20. MOBILE NO.	09061060339
15. AGENCY EMPLOYEE NO.	Government employee NO. JO 204	21. E-MAIL ADDRESS (if any)	stupid.teen98@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ANDABON			19/11/1968
FIRST NAME	BONNIE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ANSOK			
25. MOTHER'S MAIDEN NAME	BERLIN VELORO GAAS			15/04/1975
SURNAME	ANDABON			
FIRST NAME	BERLIN			
MIDDLE NAME	GAAS		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE			1996		1996	
SECONDARY	ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE		1996	2000		2000	
VOCATIONAL / TRADE COURSE			1996	2000			
COLLEGE	ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2000	2004		2004	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
October 2018	December 2018	Field Sales Agent	PLDT Zamboanga City	5,000.00			
January 31, 2019	May 31, 2019	Hardware Secretary	Lim Hyo Ying Hardware, Manila	5,000.00			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable) NUMBER	Date of Validity

(Continue on separate sheet if necessary)

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October 2018	December 2018	Field Sales Agent	PLDT Zamboanga City	5,000.00			
January 31, 2019	May 31, 2019	Hardware Secretary	Lim Hyo Ying Hardware, Manila	5,000.00			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree?	☐ ☑ ☐ ☑ If YES, give details:
35. a. Have you ever been found guilty of any administrative offense?	☐ ☑ If YES, give details:
b. Have you been criminally charged before any court?	☐ ☑ If YES, give details: Date Filed: Status of Case/s:
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ ☑ If YES, give details:
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	☐ ☑ If YES, give details:
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	☐ ☑ If YES, give details:
b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	☐ ☑ If YES, give details:
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ ☑ If YES, give details (country):
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a Are you a member of any indigenous group? b Are you a person with disability? c Are you a solo parent?	☐ ☑ If YES, please specify: ☐ ☑ If YES, please specify ID No: ☐ ☑ If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.



PHOTO

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) *PLEASE INDICATE ID Number*
Government Issued ID:
ID/License/Passport No.
Date/Place of Issuance:

Signature (Sign inside the box)

December 11,2020

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____ , affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

IMPLEMENTATION

I.1 The Budget for extension program is utilized as planned

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EXTENSION MANAGEMENT OFFICE

BUDGET ALLOCATION FOR COLLEGE/ UNIT EXTENSION
FYs 2019 - 2022

College/ Unit	2019	2020	2021	2022
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TOTAL	**₱1,994,000.00**	**₱2,715,000.00**	**₱5,435,000.00**	**₱5,755,000.00**

Prepared by:

MARIE JOY B. ALVAREZ
Director, Extension Management Office

Concurred by:

BONNIE A. ANDABON
Vice President for Research Development and Extension

I.2 Honoraria and other incentives (deloading, credit unit equivalent, etc.) to faculty involved in extension work are granted.

POLICIES, RULES, AND STANDARDS ON HUMAN RESOURCE MANAGEMENT
Zamboanga City State Polytechnic College
April 2018

shall be used as the ultimate criteria in the utilization, i.e., job/work assignment, of personnel;

(vi) Job/work assignments should enable and boost continual learning and professional growth of personnel;

(vii) A result-based monitoring and evaluation system that objectively measures job/work performance; celebrates and amply reward employee' successes and judiciously make employee's accountable for results shall be organized and institutionalized;

(viii) Job enrichment strategies shall be implemented to allow the personnel to professionally develop and grow in their jobs;

(ix) A synergized strategic and operations planning, performance management and results-based monitoring and evaluation process continuum that spells out the College subsystems and units' and employees' contributions to the accomplishment of annual output targets and to the actualization of the college vision, mission and goals should be put in place and made fully operational.

II. Official Work Hours

Sec. 43 All employees, except those covered by special laws, shall render not less than eight (8) hours of work a day, five (5) days a week or a total of forty (40) work-hours a week, exclusive of the lunch break. Normal office hours are from 8:00 to 12:00 A.M. and 1:00 to 5:00 P.M. Adjustment in official work hours may be allowed subject to the provisions of law, and Civil Service rules and regulations.

Sec. 44 The forty (40) official work-hours per week of the faculty shall be composed of ten (10) hours teaching-related preparations and thirty (30) hours of Full Teaching Equivalent (FTE). The faculty FTE is made up of eighteen (18) hours actual teaching and twelve (12) hours quasi-teaching assignment.

Sec. 45 Actual Teaching Hour (ATH) for the full time faculty is eighteen (18) hours equivalent to six (6) three (3) hours lecture courses in a week. Twelve (12) hours of quasi-teaching assignments should be added to complete the required Full Teaching Equivalent (FTE) of thirty (30) hours.

Sec. 46 The FTE of faculty carrying out essentially teaching and quasi-teaching assignments, i.e. Instructor I-III, is as follows:

Actual Teaching Hours

1. One (1) to two (2) course preparations

   (a) Eighteen (18) for lecture courses
   (b) Twenty-four (24) for laboratory courses
   (c) Twenty-one (21) for lecture/laboratory courses

2. Three (3) course preparations

   a) Fifteen (15) for lecture courses
   b) Eighteen (18) for lecture/laboratory courses
   c) Twenty-four (24) for laboratory courses with the same syllabus, year level and duration/timeframe

Sec. 47 The Actual Teaching Load of faculty with administration workloads are as follows:

i. Vice President, Dean, Director - 3 to 6 hours ATL
ii. Program Coordinator, Head of Units - 9 to 12 hours ATL

Sec. 48 Faculty handling essentially teaching and quasi-teaching FTE that will be assigned more than three (3) course preparations shall be duly compensated for teaching overload.

Sec. 49 Faculty designated as Vice President, Dean and Director are automatically converted to vacation sick leave from teacher's leave status. Those with other designations may convey in writing their intention to be placed on vacation and sick leave status. The vacation leave status is deemed revoked upon the termination or withdrawal of the designation; the faculty automatically is reverted back to his/her normal leave category.

III. Assignment of Teaching Loads

Sec. 50 The actual teaching loads of faculty shall be in accordance with the ZCSPC Revised Policy on Office Hours and Faculty Workloads (*Resolution No. 062-2009 s, 2009*)

Sec. 51 The manifest teaching capability of a faculty shall be first determined from the following documents:

(i) Transcript of Records,
(ii) Performance Rating Sheet,
(iii) Written feedbacks from students and superior officers and
(iv) Other verifiable records and shall serve as basis for the assignment of teaching loads.

Republic of the Philippines
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
Region IX, Zamboanga Peninsula
R.T. Lim Boulevard, Zamboanga City
☎/🖷 No. (062) 991-3815



EXCERPTS FROM THE MINUTES OF THE 67th REGULAR BOARD MEETING OF THE ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE BOARD OF TRUSTEES HELD ON MAY 21, 2018, 11:00 A.M., AT CHED CONFERENCE ROOM, COMMISSION ON HIGHER EDUCATION, UP. DILIMAN, QUEZON CITY

BOARD RESOLUTION NO. 017-2018

RESOLVED to approve the proposed Policies, Standards and Guidelines on Human Resource Management of the Zamboanga City State Polytechnic College, with the recommendation to submit same to the Civil Service Commission and the Office of the Solicitor General for validation and record purposes.

RESOLVED further to incorporate the following suggestions:

- On Art. II – Scope, to add a section identifying non-teaching positions
- For review of experts in the field for further improvement.

APPROVED

I hereby certify to the veracity and authenticity of the foregoing resolution.

LILIA F. VESORIO
Board Secretary

Hon. PERFECTO A. ALIBIN, Ed.D.
Commissioner, CHED
BOT Chair & Presiding Officer

Hon. NELSON P. CABRAL, Ed.D.
President/BOT-Vice-Chair

Hon. FRANCIS G. ESCUDERO
Chairman, Senate Committee of Education
Represented by: HON. RICKY B. ILETO

29. 05. 18

Hon. TERESITA SOCORRO C. RAMOS
Regional Director, NEDA-IX

Hon. MARTIN A. WEE
Regional Director, DOST-IX

5/29/18

Hon. MARIO D. ARRIOLA
President, ZSCPC Alumni Association

Hon. JUNNI S. SAPPARI
President, ZCSPC Faculty Association

Hon. RAFFY L. LALIYAH
President, Supreme Student Government

Republic of the Philippines
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
Region IX, Zamboanga Peninsula
R.T. Lim Boulevard, Zamboanga City
☎/🖷 No. (062) 991-3815



EXCERPTS FROM THE MINUTES OF THE ADMINISTRATIVE COUNCIL MEETING OF THE ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE HELD AT THE CONFERENCE HALL, ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE, ZAMBOANGA CITY ON NOVEMBER 24, 2017, 2:00 P.M.

ADMINISTRATIVE COUNCIL RESOLUTION NO. 005-2017

RESOLVED AS IT IS HEREBY RESOLVED, to recommend to the ZCSPC Board of Trustees, approval of the PSG- HRM ***of the Zamboanga City State Polytechnic College, as presented.***

APPROVED

I hereby attest to the veracity and authenticity of the foregoing resolution.

Certified Correct:

LILIA P. VESORIO
Administrative Council Secretary

	APPROVED	***DISAPPROVED***
DR. NELSON P. CABRAL Administrative Council Chair		
PROF. RICO R. MABALOD VP for Admin. & Finance/Vice-Chair		
DR. CARLOS C. LOLO, Ph.D. VP for Academic Affairs		
DR. HERMENEGILDA C. FERNANDEZ OIC-VP for Research and Extension		
MR. FREDERICK B. LIMEN Administrator, Vitali Extension Classes		
MR. HEINTJE F. MARBA Administrator, Ayala Extension Classes		
DR. FE E. LIM Dean, Graduate Studies		
DR. ELIZABETH JANE P. SEBASTIAN Dean, Teacher Education Department		
PROF. ROMEL GUILLERMO Dean, Department of Technology Education		

	APPROVED	DISAPPROVED
ENGR. JEOFFREY S. MOJANA Dean, Department of Maritime Education		
PROF. JOCELYN P. REMOTO Dean, Department of Arts and Sciences		
PROF. REVELINO B. SANCHEZ Director, Institute of Technical Education		
PROF. MA. CHRISTINA G. WEE Director, P.E. Department		
DR. ROY L. VALESCO Dean, Student Affairs & Academic Support Services		
DR. AZUL D. LACSON Director, Research Operation		
MISS ATICA M. BIDIN Director, Extension Services		
MR. FERDINAND V. ANDRADE Director, College Data Center		
MISS LILIA P. REMOTO Director, Student Scholarship and Financial Assistance		
PROF. ANNA MARIA P. GOMEZ Director, Career Service Office		
PROF. RONEL A. BALUNTANG Director, Admission Office		
DR. JOCELYN I. KONG Senior High School Principal		
MS. ELIZABETH O. BALBON Director for Administrative and Finance Services		
MS. CARINA M. ABIDIN Director for Human Resource Management Office		
MR. PEDRO P. GOMEZ, JR. Director for Physical Management Services		
PROF. ARMILO A. ALMODIEL Director for Auxiliary Services		
MRS. JOSEPHINE J. DIVINAGRACIA Student Registration Office		
MR. CELERINO B. BINARAO, JR. Director, Alumni Services		

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ACADEMIC COUNCIL RESOLUTION NO. 004-2018
(Passed through Referendum dated February 01, 2018)

RESOLVED AS IT IS HEREBY RESOLVED, to recommend for the approval of the ZCSPC Board of Trustees the proposed PSG-HRM of the Zamboanga City State Polytechnic College, as presented.

I hereby attest to the veracity and authenticity of the foregoing resolution.

Certified Correct:

LILIA F. VESORIO
Academic Council Secretary

			APPROVED	*DISAPPROVED*
1 .	NELSON P. CABRAL	SUC President II/Academic Council Chair		
2 .	CARLOS C. LOLO	VPAA/Academic Council Vice-Chair		
3 .	RICO R. MABALOD	Vice-President for Admin. & Finance		
4 .	EMELYN K. ABAO	Associate Professor V		
5 .	WILLIAM L. ABAO	Associate Professor V		
6 .	SALMA S. ABDULLA	Asso. Prof. I/Head, Guidance Counseling Services		
7 .	CLARISA V. ACAC	Associate Professor I/CCE In-Charge		
8 .	PEDRO P. ACOSTA	Associate Professor I		
9 .	ROMEO L. ALCALA	Associate Professor IV		
10 .	EDGAR P. ALDUCENTE	Associate Professor V		
11 .	ARMILO A. ALMODIEL	Asso. Prof. IV/Dir. For Auxillary Services		
12 .	BONNIE A. ANDABON	Associate Professor V		
13 .	RONEL A. BALUNTANG	Asso. Prof. I/Dean, Admission & Registration		
14 .	ERNESTO F. BANTUG	Assistant Professor I		

42	JOCELYN I. KONG	Asso. Prof. IV/Principal, Secondary Lab.		
43	REY P. LACANDALO	Assistant Professor II		
44	AZUL D. LACSON	Asst. Prof. IV/Asso. Dean, DTE		
45	FE E. LIM, Ed.D.	Asso. Prof. V/Dean, Graduate Studies		
46	FREDERICK B. LIMEN	Asso. Prof. II/Adminstrator, Vitali Extension		
47	RACHEL E. LORENA	Asst. Prof. I/Special Asst. to the President		
48	JENNEY H. LUNA	Assistant Professor IV		
49	MA. VENERANDA R. MACROHON	Asst. Prof. IV/ Dorm/Hostel Manager		
50	JUDITH M. MAGHANOY	Assistant Professor II		
51	HEINTJE F. MARBA	Asso. Prof. II/Adminstrator,Ayala Extension		
52	JUDITH S. MARTINEZ	Associate Professor III		
53	HELEN GEMMA J. MAULAD	Asst. Prof. I/Asst. Principal, Secondary Lab.		
54	VICTOR P. MOHAMAD	Associate Professor IV		
55	JEOFFREY S. MOJANA	Asst. Prof. IV/Dean, DME		
56	ANNABELLE F. MORTERA	Associate Professor II		
57	ALVIN M. NARREDO	Assistant Professor I		
58	ALBERTO A. NIEVA	Associate Professor II		
59	NOEL B. PAGAYONAN	Assistant Professor III		
60	ANDRES EDILBERTO S. PARAGUYA	Associate Professor I		
61	MICHAEL JOAVANNI E. PEREZ	Assistant Professor IV		
62	WALTER P. PEREZ	Associate Professor III		
63	NORA M. PONCE, Ed.D.	College Professor		
64	JOCELYN P. REMOTO	Associate Professor V/Dean, DAS		
65	LILIA P. REMOTO	Asst. Prof. I/Scholarship Director		
66	VIRGILIO M. REVANTAD	Associate Professor II		
67	MARIE CHRISTELLE T. RUBIO	Assistant Professor IV		

68 .	NURJAIMA T. SALIHUN	Associate Professor I		
69 .	REVELINO B. SANCHEZ	Asso. Prof. I/Director, ITE		
70 .	JUNNI S. SAPPARI	Asso. Prof. V/Faculty Trustee		
71 .	ELIZABETH JANE P. SEBASTIAN	Asso. Prof. V/Dean, TED		
72 .	ALEXIUS D. SILORIO	Asst. Prof. III/ILDO-PESO Manager		
73 .	JANET C. SOLIS	Associate Professor III		
74 .	ARLENE H. SORIANO	Asso. Prof. III/Head, BSHRM Program		
75 .	AMADA R. TAHIL	Associate Professor II		
76 .	BENHAR J. TAHIL	Associate Professor IV		
77 .	DARWIN S. TAHIL	Assistant Professor I		
78 .	MAISORA T. TAHIL	Assistant Professor III		
79 .	REVELA C. TAHIL	Associate Professor III		
80 .	LISETTE G. TARONGA	Assistant Professor III		
81 .	MERCIBELLE A. TRINIDAD	Assistant Professor III		
82 .	REMIGIO D. TUBANA	Associate Professor IV		
83 .	ROY L. VALESCO, Ph.D.	Asso. Prof. II/Dean, Student Affairs & Services		
84 .	MA. CHRISTINA G. WEE	Asst. Prof. III/PED Director		
85 .	RENANTE M. CABATO	OIC-Dean, TED		
86 .				
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RESOLUTION NO. 062-2009 (Resolved to approve the Revision of Faculty Workload Guidelines)

Republic of the Philippines
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
Region IX, Zamboanga Peninsula
R.T. Lim Boulevard, Zamboanga City
☎/🖷 No. (062) 991-3815

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR BOARD MEETING OF THE ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE BOARD OF TRUSTEES HELD AT THE ZCSPC BOARDROOM, ZAMBOANGA CITY, ON DECEMBER 22, 2009 AT 1:00 P.M.

Upon motion duly seconded and unanimously carried, the Board Adopted:

RESOLUTION NO. 062-2009

Resolved to approve the Revision of Faculty Workload Guidelines, as presented.

APPROVED

I hereby attest to the veracity and authenticity of the foregoing resolution.

Certified Correct:

LILIA F. VESORIO
Board Secretary V

ATTESTED BY:

HADJA LUNINGNING MISUAREZ-UMAR, Ed.D.
Commissioner, CHED
Chair, ZCSPC BOT

4.0 Academic rank holders in the colleges/institute assigned in the Research / Extension sector with actual teaching assignment and has opted to avail of the 15 days sick and 15 days vacation leave credits privilege shall have the following FTE:

4.1 1 teaching load of 3 hrs/wk plus research

= *40 hours* (3 ACH + 34 hrs research/extension functions + *6 hrs related teaching preparations*)

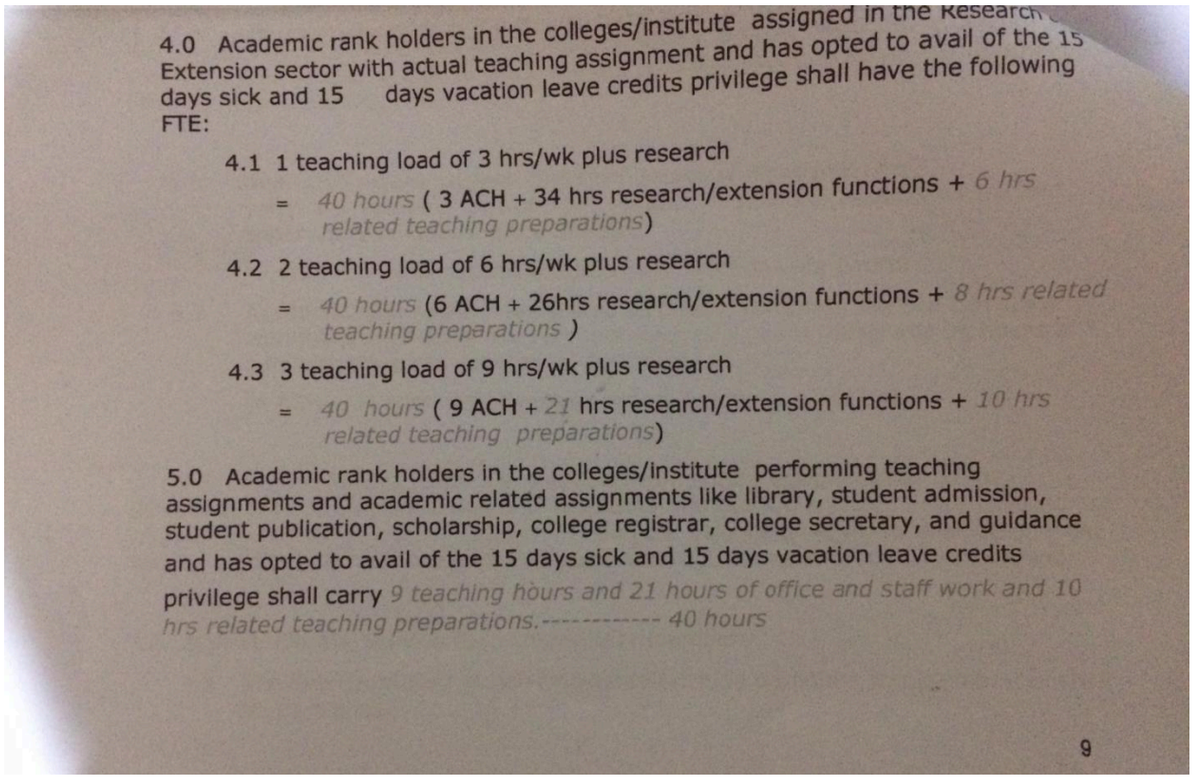
4.2 2 teaching load of 6 hrs/wk plus research

= *40 hours* (6 ACH + 26hrs research/extension functions + *8 hrs related teaching preparations*)

4.3 3 teaching load of 9 hrs/wk plus research

= *40 hours* (9 ACH + *21* hrs research/extension functions + *10 hrs related teaching preparations*)

5.0 Academic rank holders in the colleges/institute performing teaching assignments and academic related assignments like library, student admission, student publication, scholarship, college registrar, college secretary, and guidance and has opted to avail of the 15 days sick and 15 days vacation leave credits privilege shall carry *9 teaching hours and 21 hours of office and staff work and 10 hrs related teaching preparations.---------- 40 hours*



4.0 Academic rank holders in the colleges/institute assigned in the Research Extension sector with actual teaching assignment and has opted to avail of the 15 days sick and 15 days vacation leave credits privilege shall have the following FTE:

4.1 1 teaching load of 3 hrs/wk plus research

= *40 hours* (3 ACH + 34 hrs research/extension functions + *6 hrs related teaching preparations*)

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= *40 hours* (6 ACH + 26hrs research/extension functions + *8 hrs related teaching preparations*)

4.3 3 teaching load of 9 hrs/wk plus research

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9

I.3 The College/Academic Unit of Hotel and Restaurant Management/TM/HM/TrM sources out the following from other agencies:

I.3.1. additional funding; and

I.3.2. technical assistance and service inputs.

CAPWA – Community Alliance Projects with Agencies

Extension activities/ programs for all colleges must be in partnership with LGUs, industries, NGOs, NGAs, SMEs, and/or other stakeholders.

-Different stakeholders were invited during the first day of the Three-Day Seminar-Workshop on Planning and Management of Extension Programs conducted last November 16 to 18, 2020 to provide relevant information that will be essential in the planning of extension programs of the different colleges/units of the institution. Resource speakers from CHED, City Planning and Development Office, City Social Welfare and Development Office, Bureau of Corrections- San Ramon Prison and Penal Farm, Barangay Manicahan, and ZABIDA had a 45-minute presentation each and a 15-minute open forum. The information are vital in the possible partnership with the different colleges or departments of ZCSPC.



Day 1 (November 16, 2020)

7:30 am – 8:00 am **Registration**

8:00 am – 8:10 am **Opening Program**

Doxology	AVP
National Anthem	AVP
Zamboanga Hermosa Hymn	AVP
Opening Remarks	Dr. Nelson P. Cabral, President *SUC President II*
Statement of Purpose	Marie Joy B. Alvarez *Director, ZCSPC Extension*

8:10 am – 8:30 am Session I – **Presentation of the AACUP Recommendations & Orientation on the AACUP Accreditations**
Resource Speaker: Professor Vanny Cornelio

8:30 am – 10:00 am Session II – **Orientation on CHED Extension Program Mandates and Requirements**
Resource Speakers: Engr. Joseph Lou Sta. Teresa
Dr. Rody P. Garcia

10:00 am – 10:30 am **Open Forum**

10:30 am – 11:15 am Session III – **Government Agency**
Office of the City Planning and Development
Resource Speaker: Jessie Christopher B. Lapinid

11:15 am – 12:00 pm Session IV – **Government Agency**
Office of the City Social Welfare and Development
Resource Speaker: Darick S. Fabian

12:00 pm – 12:30 pm **Open Forum**

12:30 pm – 1:30 pm **Lunch**

1:30 pm – 2:15 pm Session V – **Bureau of Corrections/ San Ramon Prison and Penal Farm**
Resource Speaker: CTSO3 Aimee Arevalo

3:00 pm – 3:45 pm Session VII – **Non-Government Organization (NGO)**
ZABIDA
Resource Speaker: Dr. Grace Rebollos

3:45 pm – 4:30 pm **Open Forum**

4:30 pm – 5:00 pm Session VIII- **Presentation of ZCSPC Extension Organizational Structure and Proposed Extension Services Manual**

Day 2 (November 17, 2020)

8:00 am – 9:30 am Session IX – **Situational Analysis (Historical Timeline)**

9:30 am – 10:30 am Session X – **Environmental Appraisal (Looking Out)**

10:30 am – 12:00 pm Session XI – **Organizational Appraisal (Looking In)**

12:00 pm – 1:00 pm **Lunch**

1:00 pm – 2:00 pm Session XII- **VMGO Formulation Exercise**

2:00 pm – 3:00 pm Session XIII – **Identification of Key Strategic Issues**

3:00 pm – 5:00 pm Session XIV – **Strategy Formulation**

- Organizational Strategy
- Functional Strategy
- Business Strategy

Day 3 (November 18, 2020)

8:00 am – 10:00 am Session XV – **Action Plans**

10:00 am – 12:00 pm Session XVI – **Performance Tracking and Control**

12:00 pm – 1:00 pm **Lunch**

1:00 pm – 4:30 pm Session XVII – **Presentation of Outputs per College**

- CET, CTE, CME, CAHSS, CTechEd, SBA

OUTCOME/S

O.1. The Extension Program is adequately funded.

Republic of the Philippines
ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY
Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
emailaddress:extensionmanagementoffice@zppsu.edu.ph
EXTENSION MANAGEMENT OFFICE

BUDGET ALLOCATION FOR COLLEGE/ UNIT EXTENSION
FYs 2019 - 2022

College/ Unit	2019	2020	2021	2022
College of Teacher Education	₱369,259.25	₱502,777.80	₱1,006,481.50	₱1,065,740.75
College of Arts, Humanities and Social Sciences	₱147,703.70	₱201,111.12	₱402,592.60	₱426,296.30
School of Business Administration	₱147,703.70	₱201,111.12	₱402,592.60	₱426,296.30
College of Engineering and Technology	₱664,666.65	₱905,000.04	₱1,610,370.40	₱1,705,185.20
College of Information and Computing Science	-	-	₱201,296.30	₱213,148.15
College of Maritime Education	₱73,851.85	₱100,555.56	₱201,296.30	₱213,148.15
Department of Technical Education	₱73,851.85	₱100,555.56	₱201,296.30	₱213,148.15
Senior High School	₱73,851.85	₱100,555.56	₱201,296.30	₱213,148.15
Graduate School	₱443,111.11	₱603,333.36	₱1,207,777.78	₱1,278,888.90
TOTAL	**₱1,994,000.00**	**₱2,715,000.00**	**₱5,435,000.00**	**₱5,755,000.00**

Prepared by:

MARIE JOY B. ALVAREZ
Director, Extension Management Office

Concurred by:

BONNIE A. ANDABON
Vice President for Research Development and Extension

For general administration and support, and operations, including locally-funded project(s), as indicated hereunder...P 188,293,000

New Appropriations, by Program

330100000000000	TECHNICAL ADVISORY EXTENSION PROGRAM		1,069,000		1,069,000
330100100001000	Conduct of short skills training programs in the barangays and other agencies		1,069,000		1,069,000
Sub-total, Operations		97,330,000	9,061,000	15,000,000	121,391,000
TOTAL NEW APPROPRIATIONS		P 123,795,000	P 49,498,000	P 15,000,000	P 188,293,000

New Appropriations, by Object of Expenditures

(In Thousand Pesos)

Current Operating Expenditures	
Personnel Services	
Civilian Personnel	
Permanent Positions	
Basic Salary	**88,001**
Total Permanent Positions	**88,001**
Other Compensation Common to All	
Personnel Economic Relief Allowance	**4,728**
Representation Allowance	**108**
Transportation Allowance	**108**
Clothing and Uniform Allowance	**1,182**
Honoraria	**4,521**
Mid-Year Bonus - Civilian	**7,333**
Year End Bonus	**7,333**
Cash Gift	**985**
Productivity Enhancement Incentive	**985**
Step Increment	**220**
Total Other Compensation Common to All	**27,503**
Other Compensation for Specific Groups	
Magna Carta for Public Health Workers	**61**
Lump-sum for filling of Positions - Civilian	**5,123**

Utility Expenses	**11,296**
Communication Expenses	**1,572**
Awards/Rewards and Prizes	**1,000**
Confidential, Intelligence and Extraordinary Expenses	
Extraordinary and Miscellaneous Expenses	**118**
Professional Services	**1,299**
General Services	**11,975**
Repairs and Maintenance	**370**
Taxes, Insurance Premiums and Other Fees	**1,155**
Labor and Wages	**2,600**
Other Maintenance and Operating Expenses	
Advertising Expenses	**100**
Printing and Publication Expenses	**40**
Representation Expenses	**2,065**
Membership Dues and Contributions to Organizations	**60**
Other Maintenance and Operating Expenses	**500**
Total Maintenance and Other Operating Expenses	**49,498**
TOTAL CURRENT OPERATING EXPENDITURES	173,293
Capital Outlays	
Property, Plant and Equipment Outlay	
Buildings and Other Structures	**15,000**
Total Capital Outlays	**15,000**
TOTAL NEW APPROPRIATIONS	188,293

PARAMETER D: COMMUNITY INVOLVEMENT AND

SYSTEM – INPUTS AND PROCESSES

S.1. There is a strategy for involving the community, government, private agencies and NGO in the Extension Program.

Steward-a-Community

To make a more clientele-centered extension, the ZCSPC Extension strategic initiative - Steward-a-Community includes the stewarding of barangay, school, and other forms of communities that need the expertise and holistic intervention of the institution. The stewarding interventions.

Needs Assessment Survey

The ZCSPC Extension also conducts Needs Assessment Survey in the community to determine development concerns and opportunities where the colleges could be of optimal assistance.

CAPWA – Community Alliance Projects with Agencies

Extension activities/ programs for all colleges must be in partnership with LGUs, industries, NGOs, NGAs, SMEs, and/or other stakeholders.

IMPLEMENTATION

I.1. The College/ Academic Unit is committed to the service, development and transformation of the community and

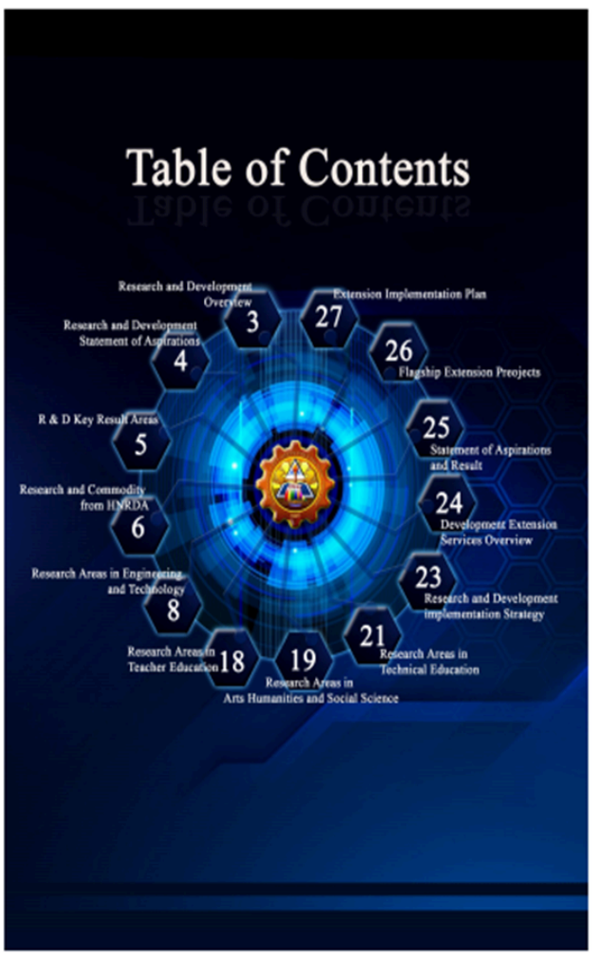
I.1.1. initiates and maintains community development projects;

I.1.2. involves students, faculty, staff and administrators in the project; and

I.1.3. coordinates its community programs and services with the target clientele.

Anchored on the ZCSPC Extension Agenda 2018-2025, the college aims to be acknowledged as having dynamically contributed to the full digitalization of Zamboanga City and Zamboanga Peninsula, enabled poor residents to get local and overseas employment and/or engage in microenterprises, ably stewarded the conservation and biodiversity enhancement of Manicahan and Vitali Watersheds and a dynamic collaborator in the inclusive growth and transformation of developmentally- stewarded barangays in the city. In order to achieve the aforementioned, four (4) regular services will form the nucleus of the ZCSPC Extension. The continual, continuing and sustained external engagements include (i) Skills Capacitating/ Competency Upgrade for Local and Overseas Employment (SCCULOE), (ii) Preparacion para Nuevo Vida (PNV), (iii) Watershed and Wetland Biodiversity Enhancement (WWBE), and (iv) Building Green and Smart Communities (BGSC).





In today's volatile, uncertain, complex and ambiguous societal milieu characterized by fast -pace, ephemeral change, people who are either passive elements or active participants, must be helped to adapt to change, preferably empowered to dynamically participate in change initiatives that impinge on their needs and aspirations.

The "people first" policy is the centerpiece of President Rodrigo Roa Duterte's vision of a new Philippines – "Ambisyon Natin 2040" which envisages a "matatag, maginhawa at panatag na buhay para sa lahat" The national clarion call should unify, jell and harmonize all government strategic initiatives and marshal resources towards this aspiration.

All government agencies are put to task, are required to clearly define their contributions to the goal of a comparatively better life for all Filipinos by the year 2040. State universities and colleges in particular have significant roles to play being generators of knowledge and technologies and hubs of creativity and innovation.

While SUCs necessarily must undertake extension, the quality and impact of their services is primarily dependent of the nature, breadth and alignment of their Research and Development subsystem which in turn is defined by their institutional R & D capacities.

Notwithstanding their current institutional capacities, SUCs must take on the challenge and deliver the expected results. ZCSPC in particular will seize the opportunity to become a forceful catalyst for change in the Zamboanga Peninsula by contributing to the digitalization of manufacturing and processing industries and the services sector.

ZCSPC will also take in significant share in the building of eco-friendly, climate change-resilient, and economically vibrant communities and in the enhancement of biodiversity in fragile and threatened ecosystems.

The ZCSPC Extension will attempt to reach out to rightful beneficiaries who are usually left out in the conventional training and outreach enrolment process. These deserving clients include school leavers, unemployed home-based housewives, wage earners occasionally employed in processing and manufacturing plants, repair and maintenance house-helpers and other unschooled, working age, out-of-school residents.

The conceptualization and design of training interventions shall adopt a nonconventional approach. All skills capacitating courses will be collaborative and multi-party engagements, employment-attuned, demand-driven and job prescription-compliant; courses will be ran based on available jobs and markets.

Essentially proactive and stewarding, the ZCSPC Extension strategically intend to change a given state of affairs and transform lives and communities. It will stay in a place, perseveres in its efforts and cut the umbilical cord only when significant changes have taken roots and begin to germinate. Engagements therefore will be few, albeit collaborative, multi-party, multi-disciplinary and long-term.

Four (4) regular services will form the nucleus of the ZCSPC Extension. The continual, continuing and sustained external engagements include (i) ***Skills Capacitating/Competency Upgrade for Local and Overseas Employment (SCCULOE)***, (ii) ***Preparacion para Nuevo Vida (PNV)***, (iii) ***Watershed and Wetland Biodiversity Enhancement (WWBE)***, and (iv) ***Building Green and Smart Communities (BGSC)***

The ***SCCULOE*** will offer skills and competencies currently in short supply and in high demand in the manufacturing and construction industry. These competencies include state-of-the-art welding, carpentry *(cabinet and knock-down furniture)*, plumbing, house wiring, masonry *(plastering)*, prototyping, 3D printing, maintenance of air-conditioning system and other highly employable competencies. Other industry prescribed skills and competencies will be offered as soon as the College acquires the capacities to offer said courses.

Preparing inmates for life after incarceration is the primary goal of the ***Preparacion para Nuevo Vida*** project. The planned interventions shall be holistic and encompassing and aimed at ensuring that released inmates are able to assimilate back into his immediate circle of kin and into the community and begin new chapter of his life. PNV is a collaborative, multidisciplinary, multiparty and multipronged initiative. The ZCSPC intends to assume the lead role particularly in ensuring that the former inmate is fully transformed and would be successful in his new life. The training intervention will be tailored-fit for an inmate's potentials and his capacity to acquire new competency.

The ZCSPC Extension aspires to become a dynamic player in the global crusade to protect, conserve and enhance planet Earth's environments within the College's immediate spheres of influence. Under the auspices of the DENR's USAID-funded Protect Wildlife Project, the College was given the responsibility to develop a research, development and extension program that support biodiversity conservation and livelihood development in Zamboanga City's two critical watersheds located in the east coast barangays of Vitali and Manicahan. Under the Memorandum of Understanding (MOU) with USAID's Wildlife Protect Project in collaboration with DENR, the ZCSPC is oblige to produce technologies, knowledge products and conservation education programs that will enhance the capacities of Local Government Units (LGUs), Civil Society Organizations (CSOs), government agencies, local communities and other stakeholders.

The ecological health and biodiversity of the Vitali and Manicahan watershed is crucial to the sustainability of the potable water supply to Zamboanga City's newly industrializing commercial districts and manufacturing hubs hence, need to be conserved and ecologically sustained by all means and at any cost.

Essentially, the ***Watershed and Wetland Biodiversity*** interventions will be focused on the transformation of grade school pupils and young adults into cadres of ecosystem stewards; ecologically sensitive, and fully cognizant and conversant of the fragile nature of the natural endowments and the non-negotiable imperative of preventing its loss and destruction, protecting its precarious state, and enhancing biodiversity and sustainable development. The residents of adjoining locales that subsist on the watershed and wetland's resources must also be transformed into stewards, protectors and biodiversity enhancers to serve as force multiplier. The ultimate goal is to sensitize all stakeholders on the critical importance of sustaining and enhancing the ecological health and biodiversity of watershed and wetland and the imperative need of guaranteeing its protection and conservation.

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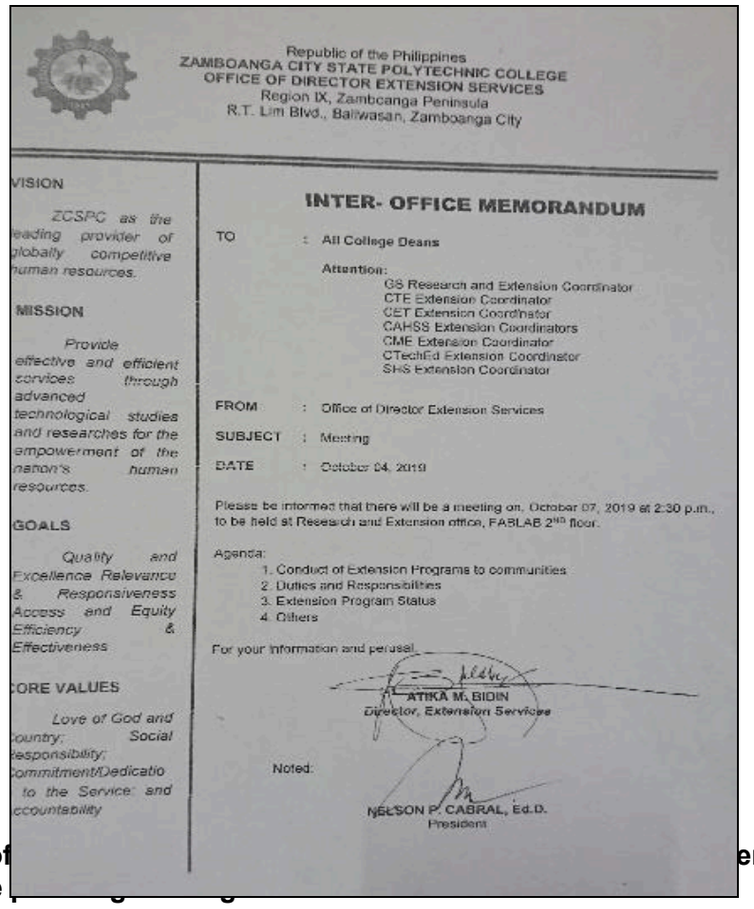
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Republic of the Philippines
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
OFFICE OF DIRECTOR EXTENSION SERVICES
Region IX, Zambcanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City

VISION

ZCSPC as the leading provider of globally competitive human resources.

MISSION

Provide effective and efficient services through advanced technological studies and researches for the empowerment of the nation's human resources.

GOALS

Quality and Excellence Relevance & Responsiveness Access and Equity Efficiency & Effectiveness

CORE VALUES

Love of God and country; Social responsibility; Commitment/Dedicatio to the Service and accountability

INTER- OFFICE MEMORANDUM

TO : All College Deans

Attention:
GS Research and Extension Coordinator
CTE Extension Coordinator
CET Extension Coordinator
CAHSS Extension Coordinators
CME Extension Coordinator
CTechEd Extension Coordinator
SHS Extension Coordinator

FROM : Office of Director Extension Services

SUBJECT : Meeting

DATE : October 04, 2019

Please be informed that there will be a meeting on, October 07, 2019 at 2:30 p.m., to be held at Research and Extension office, FABLAB 2ND floor.

Agenda:
1. Conduct of Extension Programs to communities
2. Duties and Responsibilities
3. Extension Program Status
4. Others

For your information and perusal.

ATIKA M. BIDIN
Director, Extension Services

Noted:

NELSON P. CABRAL, Ed.D.
President

Inter-of ervices calling a meeting for the

Republic of the Philippines
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
Tel. No. 991-3815/extensionoffice@zcspc.edu.ph

INTER-OFFICE MEMORANDUM

FOR/TO : **Concerned Participants**

SUBJECT : **ATTENDANCE TO THE THREE-DAY SEMINAR-WORKSHOP ON PLANNING AND MANAGEMENT OF EXTENSION PROGRAMS**
(November 16 – 18, 2020)

DATE : **November 11, 2020**

The Three-Day Seminar-Workshop on Planning and Management of Extension Programs is scheduled on November 16-18, 2020. The first day of the seminar-workshop will be held at the ZCSPC Gymnasium while the second day and third day will be held at the CTE Session Hall.

This aims to capacitate the extension coordinators, and selected faculty of the different colleges/units in planning and implementing sustainable extension programs in lined with the institution's extension agenda, CHED mandates, AACUP recommendations, and Major Final Output (MFO) indicators for Extension Services.

Your attendance is enjoined as this will contribute to the success of the different extension programs of the institution. *(Please see attached List of Participants.)*

MARIE JOY B. ALVAREZ
Director, ZCSPC Extension

Noted:

NELSON P. CABRAL, Ed.D.
SUC President II

List of Participants of the Three-Day Seminar-Workshop on Planning and Management of Extension Programs

College/Unit	Participants
College of Teacher Education (CTE)	Dr. Roberto S. Eyo II, *Research and Extension Coordinator* Jonathan L. delos Santos, *Asst. Extension Coordinator* Mark Anthony Mejares, *Asst. Research Coordinator*
College of Engineering and Technology (CET)	Omar D. Ramdi, *Research and Extension Coordinator* Cellyn A. Verallo, *Asst. Extension Coordinator* Ma. Ruthie S. Borja, *Asst. Research Coordinator*
College of Arts, Humanities, and Social Sciences (CAHSS)	Jenette R. Cabalbag, *Extension Coordinator* Jolly Mae Francisco, *Faculty*
College of Maritime Education (CME)	Engr. Ranulfo G. Galvez, *Extension Coordinator* Engr. Marvelino Rene Jacoba Jr., *Faculty* Engr. Jennifer Fernandez, *Faculty*
College of Technical Education (CTechEd)	Leody A. Bentoy, *Extension Coordinator* Darwisa M. Subahani, *Faculty*
School of Business Administration (SBA)	Marita Adjarani, *Faculty* Lucia Jalalon, *Faculty* Fatima Alyannah Ingkoh, *Faculty*
Graduate School	Manuelito B. Tibor Jr., *Extension Coordinator* Amada R. Tahil, *Faculty* Annabelle F. Mortera, *Faculty*
Senior High School (SHS)	Kristino Carlo A. Villanos, *Research and Extension Coordinaror* James Florence A. Cabral, *Faculty* Romenick A. Molina, *Faculty*



Day 1 (November 16, 2020)

7:30 am – 8:00 am **Registration**

8:00 am – 8:10 am **Opening Program**

Doxology	AVP
National Anthem	AVP
Zamboanga Hermosa Hymn	AVP
Opening Remarks	Dr. Nelson P. Cabral, President *SUC President II*
Statement of Purpose	Marie Joy B. Alvarez *Director, ZCSPC Extension*

8:10 am – 8:30 am Session I – **Presentation of the AACUP Recommendations & Orientation on the AACUP Accreditations**
Resource Speaker: Professor Vanny Cornelio

8:30 am – 10:00 am Session II – **Orientation on CHED Extension Program Mandates and Requirements**
Resource Speakers: Engr. Joseph Lou Sta. Teresa
Dr. Rody P. Garcia

10:00 am – 10:30 am **Open Forum**

10:30 am – 11:15 am Session III – **Government Agency**
Office of the City Planning and Development
Resource Speaker: Jessie Christopher B. Lapinid

11:15 am – 12:00 pm Session IV – **Government Agency**
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Resource Speaker: Darick S. Fabian

12:00 pm – 12:30 pm **Open Forum**

12:30 pm – 1:30 pm **Lunch**

1:30 pm – 2:15 pm Session V – **Bureau of Corrections/ San Ramon Prison and Penal Farm**
Resource Speaker: CTSO3 Aimee Arevalo

2:15 pm – 3:00 pm Session VI – **Local Government Unit**
Barangay Manicahan
Resource Speaker: Hon. Crisencio Natividad

3:00 pm – 3:45 pm Session VII – **Non-Government Organization (NGO)**
ZABIDA
Resource Speaker: Dr. Grace Rebollos

3:45 pm – 4:30 pm **Open Forum**

4:30 pm – 5:00 pm Session VIII- **Presentation of ZCSPC Extension Organizational Structure and Proposed Extension Services Manual**

Day 2 (November 17, 2020)

8:00 am – 9:30 am Session IX – **Situational Analysis (Historical Timeline)**

9:30 am – 10:30 am Session X – **Environmental Appraisal (Looking Out)**

10:30 am – 12:00 pm Session XI – **Organizational Appraisal (Looking In)**

12:00 pm – 1:00 pm **Lunch**

1:00 pm – 2:00 pm Session XII- **VMGO Formulation Exercise**

2:00 pm – 3:00 pm Session XIII – **Identification of Key Strategic Issues**

3:00 pm – 5:00 pm Session XIV – **Strategy Formulation**
- Organizational Strategy
- Functional Strategy
- Business Strategy

Day 3 (November 18, 2020)

8:00 am – 10:00 am Session XV – **Action Plans**

10:00 am – 12:00 pm Session XVI – **Performance Tracking and Control**

12:00 pm – 1:00 pm **Lunch**

1:00 pm – 4:30 pm Session XVII – **Presentation of Outputs per College**
- CET, CTE, CME, CAHSS, CTechEd, SBA, Graduate School, Senior High School

4:30 pm – 5:00 pm **Closing Program**

**Day 2 and Day 3 (Resource Speaker/ Workshop Facilitator)*
- Prof. Emerita Basilio

Different stakeholders were invited during the first day of the Three-Day Seminar-Workshop on Planning and Management of Extension Programs conducted last November 16 to 18, 2020 to provide relevant information that will be essential in the planning of extension programs of the different colleges/units of the institution. Resource speakers from CHED, City Planning and Development Office, City Social Welfare and Development Office, Bureau of Corrections- San Ramon Prison and Penal Farm, Barangay Manicahan, and ZABIDA had a 45-minute presentation each and a 15-minute open forum. The three-day seminar-workshop was attended by the extension coordinators and extensionists of the different colleges/units.





*Dr. Rody P. Garcia, OIC Director of **CHEDRO** IX, and Engr. Joseph Lou Sta. Teresa presented the CHED Extension Program mandates and requirements and other relevant information that would serve as bases for the creation of extension programs of the different colleges or departments of ZCSPC.*



*Jessie Christopher B. Lapinid, Project Evaluation Officer IV of the **City Planning and Development Office**, presented the updated information of the 98 barangays in Zamboanga City in terms of the sanitation poverty, health and nutrition, employment poverty, barangays with the highest proportion of households below food threshold, barangays with highest proportion of poor households, and other relevant information that would serve as bases for the creation of extension programs of the different colleges or departments of ZCSPC which aim to address the needs of the community.*

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Republic of the Philippines
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
Region IX, Zamboanga Peninsula
R.T. Lim Boulevard, Zamboanga City
Tel. No. 991 0835/extensionoffice@zcspc.edu.ph
ZCSPC EXTENSION

SEMINAR-WORKSHOP ON PLANNING AND MANAGEMENT OF EXTENSION PROGRAMS
Attendance Sheet

Date: November 16, 2020 **Venue:** ZCSPC Gymnasium **Time:** 8:00 am - 12:00 & 1:00 pm - 5:00 pm

	Name (First Name, Middle Initial, Last Name)	College/ Department	Address	Contact No.	Sex	Signature AM	Signature PM
1	Pearl S. Pensingan	DPE	Cabatangan	09061628[illegible]	M		
2	Sancy C. Panigio Jr.	DPE	Ramos St., Z.C.	0917 [illegible] 589	M		
3	Jonalie R. Caballero	CAHSS	Tala, Limbanga, Z.C.	0921 [illegible] 4490	F		
4	Jonathan L. Pelea Santos	CTE	[illegible] Vill. Z.C.	0917-[illegible]-[illegible]	M		
5	Roberto S. Bayo II	CTE	Sta. Maria, Z.C.	0911 [illegible] 0260	M		
6	MARK ANTHONY R. MENDOZA	CTE	PASONANCA, Z.C.	09153730[illegible]36	M		
7	VANCY CORNELIO	CTE	PASONANCA, Z.C.	09[illegible]706[illegible]	M		
8	Leody A. Bentoy	Grad Ed	Mercedes Ext. Z.C.	09 777 C.9 [illegible]	M		
9	ROMMEL A. MOLINA	SMS	PASONANCA Z.C.	0917 116 [illegible]066	M		
10	Jessie Fernandez	CNE	Canelar Z.C.	0996 [illegible] 718	F		
11	Galvez, Ranulfo G.	CITE	Public ZC.	09[illegible]210280	M		
12	Amador R. Tabel	Graduate	Upper Calarian Z.C.	0905 [illegible] 60 [illegible]	F		
13	EGELNO B. TIBOR, JR.	C. S.	[illegible] Z.C.	09216-[illegible]-7083	M		
14	Montero, A.F.	GS	Tugbungan ZC	0906 [illegible]5072	F		

15	MA. RUTHIE S. BERSA	CET	AYALA ZC	0977[illegible]824	F		
16	Tapira, Aryanna, K.	English	Tetuan 1, Z.C.	0[illegible]739	F		
17	Collao A. Jamelle	CET	Calabasa, Z.C	09[illegible]160	F		
18	R. P. Gaje	SBA	Sta. Ana, Cabatangan	0[illegible]63	M		
19	Jakosalem, Rowena A.	Grad Ed	Tetuan Z.C.	0927-[illegible]-7897	F		
20	ALBERTILA, MIRLA	CAHSS	CABATANGAN	[illegible]	M		
21	Jahler, Linda T.	SBA	Talabaan Z.C	09[illegible]7	F		
22	Adjarani, Marita C.	SBA	Pasonanca	0917-[illegible]-8978	F		
23	Ingles, Rikki Antonio K.	CNA	Tetuan 3 Z.C	09[illegible]4139	F		
24	Jayoma Jr. Manuel Rene Q.	CNE	Tumaga Z.C.	09[illegible]9469	M		
25	Cabral, James Ignacio A.	SHS	Tumaga Z.C.	09	M		
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Republic of the Philippines
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Region IX, Zamboanga Peninsula
R.T. Lim Boulevard, Zamboanga City
Tel. No. 991-3815/extensionoffice@zcspc.edu.ph
ZCSPC EXTENSION

SEMINAR-WORKSHOP ON PLANNING AND MANAGEMENT OF EXTENSION PROGRAMS
Attendance Sheet

Date: November 17, 2020 **Venue:** CTE Session Hall **Time:** 8:00 am -12:00 & 1:00 pm - 5:00 pm

	Name (First Name, Middle Initial, Last Name)	College/ Department	Address	Contact No.	Sex	Signature AM	Signature PM
1	MA. RUTHIE C. BERIA	CET	AYALA	09778198424	F		
2	ORLAN A. JOVALLO	CET	[illegible] Z.C	0 [illegible] 7746	M		
3	Jeanette R. Cabalfin	CAHSS	Talon Lumbangan, Z.C.	0927945 2290	F		
4	Bentoy, Lordy G.	CTeachED	Manicahan Z.C.	09777619 [illegible]	M		
5	Dominic C Pamintuan Jr.	DPE	Tumaga Ba. Z.C.	0917 [illegible]	M		
6	Jonathan L. Dela Santa	CTE	Southcom VIL Z.C.	0917-782-1084	M		
7	Planning on Impl. &	DPE	Cabatangan Z.C.	0906662 [illegible]	M		
8	Arnold R. Tabal	Graduate	[illegible] Calarian Z.C.	0935 [illegible]	M		
9	Montera, A.P.	GS	Tumaga Z.C	0908 1385072	F		
10	Joel J. Bayo II	CTE	Sta. Maria, Z.C.	09719280460	M		
11	Lovie T. Jalolon	SBA	Talisman ZC	09162199887	F		
12	Ingkan Fauna Aquino R.	SMA	Tetuan Z.C.	09678642349	M		
13	Adjarani, Alanita	SBA	Pasonanca	0917 538 8478	F		
14	Jennifer S. Fernandez	CTE	Cawayan	09345140918	F		
15	Galvez, Rodolfo G.	CITE	Putik, Z.C.	09355210280	M		
16	Jauod Jr. Monib Rone	CME	Tumaga Z.C	09161984969	M		
17	MOLINA, ROMERICO A.	SHS	Pasonanca, Z.C.	09171145064	M		
18	Cabral, James Horace A	SHS	Tumaga Z.C.		M		
19	MARK ANTHONY A. NEVARES	CTE	PASONANCA, Z.C.	09153730836	M		
20	Jakalani, Darwisa M.	Clerk III	Talon Talon, San Jose Z.C.	0907-141-1907	F		
21	ALVAREZ, NIHIL A.	CAFSAC	CAFSAC		M		
22	M. MORO	SHS	Cawayan Proper	09155899020	M		
23	Amar D. Romdi	CFT	Cawit	09973879195	M		
24	MANUELITO F. TIBOR, JR.	G.S.	GUIWAN, Z.C.	0926-905-7065	M		
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Zamboanga City State Polytechnic College
RT Lim Boulevard, Baliwasan, Zamboanga City

GENDER and DEVELOPMENT Office and EXTENSION Office
in coordination with
Research Facilitations Office and Planning and Development Office

Project MUJER (Mobilizing and Upskilling JUANAS for Economic Resiliency)

I. Preliminary Conversation and General Information Gathering with Hon. Ma. Jamiely Czarina N. Cabato, Barangay Chairperson of Barangay Baliwasan, Zamboanga City conducted last September 23, 2020











I.2. There is a community participation and involvement in extension activities in the following:

I.2.1. planning;

I.2.2. implementation and dissemination;

1.2.3. monitoring and evaluation;

I.2.4. out-sourcing of funds, materials and other services inputs;and

I.2.5. utilization of technology, knowledge learned, skills acquired from the extension projects and activities.



Day 1 (November 16, 2020)

7:30 am – 8:00 am **Registration**

8:00 am – 8:10 am **Opening Program**

Doxology	AVP
National Anthem	AVP
Zamboanga Hermosa Hymn	AVP
Opening Remarks	Dr. Nelson P. Cabral, President *SUC President II*
Statement of Purpose	Marie Joy B. Alvarez *Director, ZCSPC Extension*

8:10 am – 8:30 am Session I – **Presentation of the AACUP Recommendations & Orientation on the AACUP Accreditations**
Resource Speaker: Professor Vanny Cornelio

8:30 am – 10:00 am Session II – **Orientation on CHED Extension Program Mandates and Requirements**
Resource Speakers: Engr. Joseph Lou Sta. Teresa
Dr. Rody P. Garcia

10:00 am – 10:30 am **Open Forum**

10:30 am – 11:15 am Session III – **Government Agency**
Office of the City Planning and Development
Resource Speaker: Jessie Christopher B. Lapinid

11:15 am – 12:00 pm Session IV – **Government Agency**
Office of the City Social Welfare and Development
Resource Speaker: Darick S. Fabian

12:00 pm – 12:30 pm **Open Forum**

12:30 pm – 1:30 pm **Lunch**

1:30 pm – 2:15 pm Session V – **Bureau of Corrections/ San Ramon Prison and Penal Farm**
Resource Speaker: CTSO3 Aimee Arevalo

2:15 pm – 3:00 pm Session VI – **Local Government Unit**
Barangay Manicahan
Resource Speaker: Hon. Crisencio Natividad

3:00 pm – 3:45 pm Session VII – **Non-Government Organization (NGO)**
ZABIDA
Resource Speaker: Dr. Grace Rebollos

3:45 pm – 4:30 pm **Open Forum**

4:30 pm – 5:00 pm Session VIII- **Presentation of ZCSPC Extension Organizational Structure and Proposed Extension Services Manual**

Day 2 (November 17, 2020)

8:00 am – 9:30 am Session IX – **Situational Analysis (Historical Timeline)**

9:30 am – 10:30 am Session X – **Environmental Appraisal (Looking Out)**

10:30 am – 12:00 pm Session XI – **Organizational Appraisal (Looking In)**

12:00 pm – 1:00 pm **Lunch**

1:00 pm – 2:00 pm Session XII- **VMGO Formulation Exercise**

2:00 pm – 3:00 pm Session XIII – **Identification of Key Strategic Issues**

3:00 pm – 5:00 pm Session XIV – **Strategy Formulation**
- Organizational Strategy
- Functional Strategy
- Business Strategy

Day 3 (November 18, 2020)

8:00 am – 10:00 am Session XV – **Action Plans**

10:00 am – 12:00 pm Session XVI – **Performance Tracking and Control**

12:00 pm – 1:00 pm **Lunch**

1:00 pm – 4:30 pm Session XVII – **Presentation of Outputs per College**
- CET, CTE, CME, CAHSS, CTechEd, SBA, Graduate School, Senior High School

4:30 pm – 5:00 pm **Closing Program**

**Day 2 and Day 3 (Resource Speaker/ Workshop Facilitator)*
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*Dr. Rody P. Garcia, OIC Director of **CHEDRO** IX, and Engr. Joseph Lou Sta. Teresa presented the CHED Extension Program mandates and requirements and other relevant information that would serve as bases for the creation of extension programs of the different colleges or departments of ZCSPC.*



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Darick S. Fabian, Division Chief of the City Social Welfare and Development Office (CSWDO) presented the different programs of CSWD to the various sectors of the community. The information is vital in the possible partnership with the different colleges or departments of ZCSPC.



Aimee Arevalo, Assistant Penal Superintendent for Administration of Bureau of Corrections- San Ramon Prison and Penal Farm (SRPPF), presented the different programs to include the education and skills training intended for the reformation of the inmates and other relevant information that would serve as bases for the creation of extension programs of the different colleges or departments of ZCSPC, where it could be of optimal assistance to the inmates of SRPPF.





Hon. Crisencio E. Natividad, Barangay Chairman of Manicahan, and Loreta R. Sta. Teresa, Barangay Kagawad, presented the programs, projects, and activities of the barangay for the succeeding years and other relevant information that would serve as bases for the creation of extension programs of the different colleges or departments of ZCSPC which aim to address the needs of the community.

Zamboanga City State Polytechnic College
RT Lim Boulevard, Baliwasan, Zamboanga City

GENDER and DEVELOPMENT Office and EXTENSION Office
in coordination with
Research Facilitations Office and Planning and Development Office

Project MUJER (Mobilizing and Upskilling JUANAS for Economic Resiliency)

I. Preliminary Conversation and General Information Gathering with Hon. Ma. Jamiely Czarina N. Cabato, Barangay Chairperson of Barangay Baliwasan, Zamboanga City conducted last September 23, 2020





INSTRUMENTS FOR MONITORING AND EVALUATION

Republic of the Philippines
ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY
Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
Tel. No. 991-3815/extensionoffice@zcspc.edu.ph
EXTENSION MANAGEMENT OFFICE

EVALUATION SHEET

Title of the Extension Program: **Mobilizing and Upskilling JUANAs for Economic Resiliency (MUJER)**
Activity: **GAD Capacity Building Seminar-Workshop**
College/Office: **GAD, SBA, PDO, RFO**
Objective/s:

1. To capacitate the economically displaced women of Barangay Baliwasan on GAD Advocacy for Women Empowerment and Gender Equality
2. To provide psychosocial support to the economically displaced women of Barangay Baliwasan through stress management and psychological safety sessions

Beneficiaries: **Economically Displaced Women of Barangay Baliwasan**
Date: **July 17, 2021** Time: **8:00 am to 5:00 pm** Venue: **ZPPSU Gymnasium**

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Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
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EXTENSION MANAGEMENT OFFICE

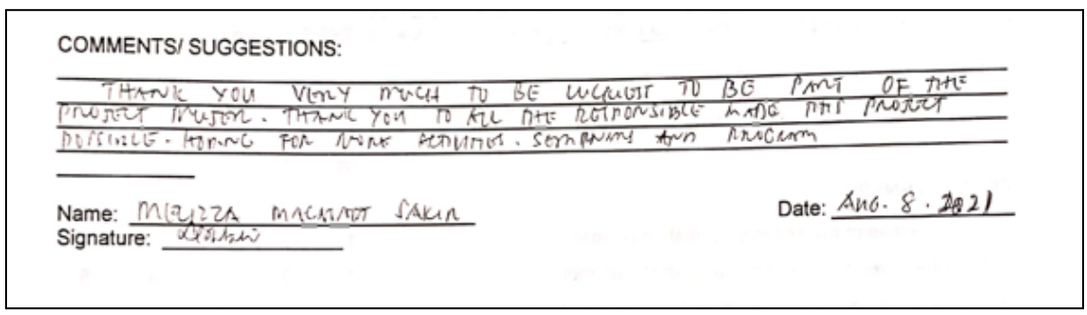
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KNOWLEDEGE LEARNED FROM THE EXTENSION PROGRAM/ ACTIVITY

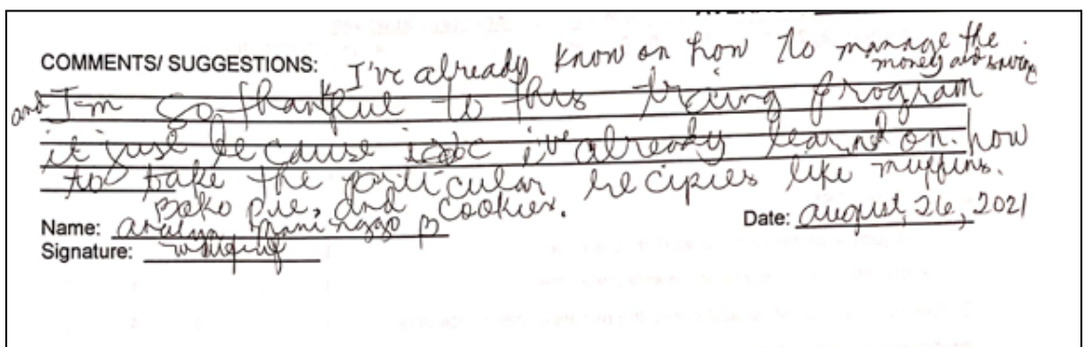


COMMENTS/ SUGGESTIONS:

THANK YOU VERY MUCH TO BE INCLUDE TO BE PART OF THE PROJECT MUSEOL. THANK YOU TO ALL THE RESPONSIBLE MADE THE PROJECT POSSIBLE. HOPING FOR MORE ACTIVITIES, SEMINARS AND PROGRAM

Name: MERZZA MACASIOT SAKIN
Signature:

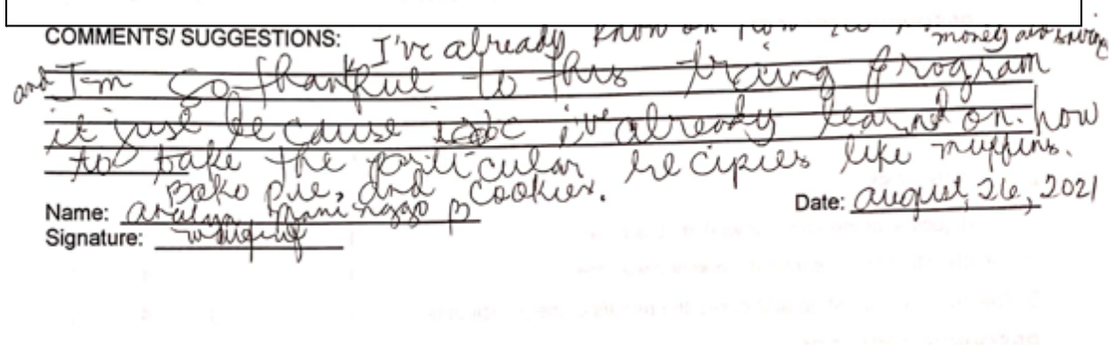
Date: Aug. 8. 2021



COMMENTS/ SUGGESTIONS: I've already know on how to manage the money and I'm so thankful to this training program it just because I've already learned on how to bake the particular recipies like muffins. Bako pie, and Cookies.

Name: ARLYN MANIEGO B
Signature:

Date: August 16, 2021



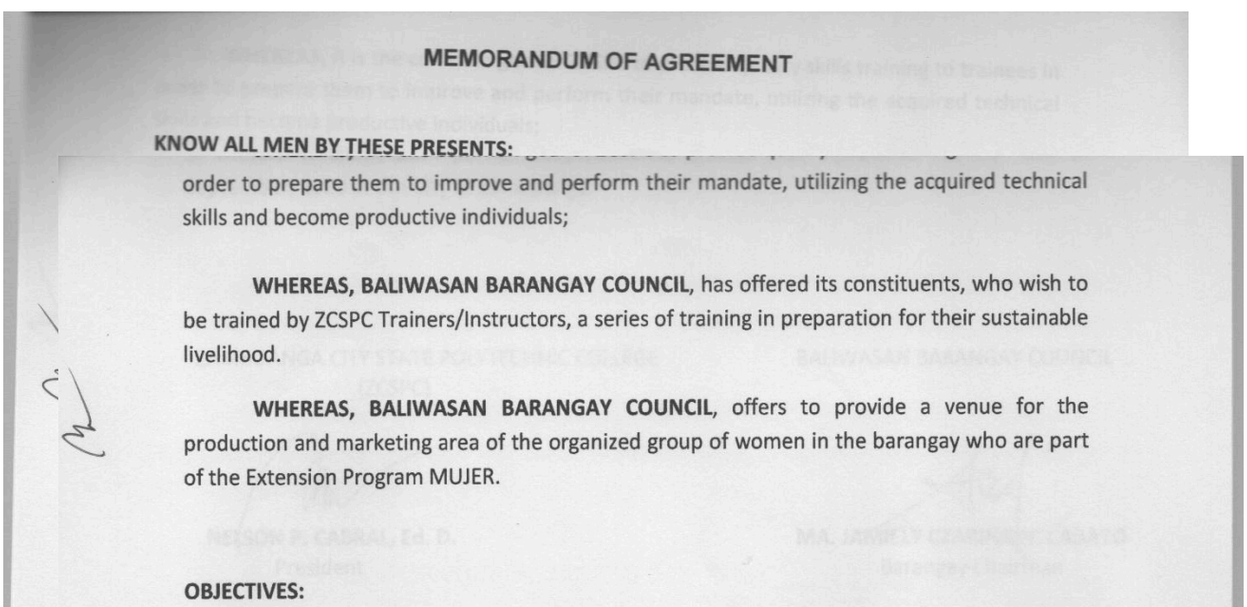
COMMENTS/ SUGGESTIONS: I've already know on how to manage the money and I'm so thankful to this training program it just because I've already learned on how to bake the particular recipies like muffins. Bako pie, and Cookies.

Name: ARLYN MANIEGO B
Signature:

Date: August 16, 2021

OUTC
OME/

I.2. There is a wholesome coordination between the Extension Program implementer and the target clientele/ beneficiaries.



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

order to prepare them to improve and perform their mandate, utilizing the acquired technical skills and become productive individuals;

WHEREAS, BALIWASAN BARANGAY COUNCIL, has offered its constituents, who wish to be trained by ZCSPC Trainers/Instructors, a series of training in preparation for their sustainable livelihood.

WHEREAS, BALIWASAN BARANGAY COUNCIL, offers to provide a venue for the production and marketing area of the organized group of women in the barangay who are part of the Extension Program MUJER.

OBJECTIVES:

In witness whereof, both parties have hereunto affixed their signatures this 28th day of September, 2020 in the City of Zamboanga.

ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
(ZCSPC)

NELSON P. CABRAL, Ed. D.
President

BALIWASAN BARANGAY COUNCIL

MA. JAMIELY CZARINA N. CABATO
Barangay Chairman

Signed in the Presence of:

MARY FE M. DELA CRUZ
GAD Focal Person

MARIE JOY B. ALVAREZ
Director, ZCSPC Extension

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
City of _____) S.S.

BEFORE ME, a Notary Public for and in the City of _____, personally appeared:

Dr. NELSON P. CABRAL ID No. G ACC - 001
Issued on ZCVC PC
At Zamboanga City

Hon. MA. JAMIELY CZARINA N. CABATO ID No. 20068
Issued on ZC
At Zamboanga City

Known to me and to me known to be the same persons who have signed the foregoing instrument, and acknowledged to me that the same is their free and voluntary act and deed.

This instrument refers to the Memorandum of Agreement (MOA) consisting of four (4) pages including this whereon the acknowledgement is written, and signed by the parties and witnesses on all pages.

WITNESS MY HAND AND SEAL on this ____ day of SEP 28 2020, 2020 at _____.

Doc. No. 178
Page No. 36
Book No XLV
Series 2020

CARL ANDREW M. RUBIO
Roll of Attorneys No.:56460
IBP LIFETIME Member No.:013462, Z.C.
Notary Public until December 31, 2020
Notarial Commission No.:11-2019
PTR No.:2024044, Dec. 27, 2019, Z.C.
MCLE Compliance No.:VI-0009579

AREA VI

EXTENSION AND COMMUNITY INVOLVEMENT

PARAMETERS

A. Priorities and Relevance

B. Planning, Implementation, Monitoring and Evaluation

C. Funding and Other Resources

D. Community Involvement and Participation

Program : BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT

Level : LEVEL 2

SUC : ZAMBOANGA PENINSULA POLYTECHNIC UNIVERSITY

Campus : MAIN CAMPUS

Date of Actual Survey : DECEMBER 11-15, 2023

AREA VI: EXTENSION AND COMMUNITY INVOLVEMENT

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

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

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

A. Priorities and Relevance

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

B. Planning, Implementation, Monitoring and Evaluation

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

C. Funding and Other Resources

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

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

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

The following documents, additional information and exhibits will be useful in evaluating this Area, and should be made available, preferably at the Accreditation Center:

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

AREA VI: EXTENSION AND COMMUNITY INVOLVEMENT

RATING SCALE								
NA	0	1	2	3	4	5		
-	-	Poor	Fair	Satisfactory	Very Satisfactory	Excellent		
Not Applicable	*Missing*	*Criterion is met minimally in some respects, but much improvement is needed to overcome weaknesses (75% lesser than the standards)*	*Criterion is met in most respects, but some improvement is needed to overcome weaknesses (50% lesser than the standards)*	*Criterion is met in all respects (100% compliance with the standards)*	*Criterion is fully met in all respects, at a level that demonstrates good practice (50% greater than the standards)*	*Criterion is fully met with substantial number of good practices, at a level that provides a model for others (75% greater than the standards)*		

Indicators	Item Rating (IR)	System – Implementation – Outcome Mean (SIOM)	Parameter Mean (PM)
PARAMETER A: PRIORITIES AND RELEVANCE			
SYSTEM – INPUTS AND PROCESSES			
S.1. The extension agenda is in consonance of local, regional and national development thrusts and priorities.	5		
S.2. The College/Academic Unit of Hotel and Restaurant Management/TM/HM/TrM has a benchmark survey of the problems, needs priorities and resources of the community.	5		
S.3. The extension program reflects the VMGO.	5		
S.4. There is a pool of consultants/experts from various disciplines to serve in extension projects and activities.	5		
S.5. The institution has an approved and copyrighted Extension Manual.	4	5	

Indicators	R	WOM	PM
IMPLEMENTATION			
I.1. The extension projects and activities implemented are based on the results of the benchmark survey.	5		
I.2. The extension projects and activities complement the curriculum of the Hotel and Restaurant Management/TM/HM/TrM program under review.	4		
I.3. A mutual exchange of resources and services between the College/Academic Unit and the community is evident.	5		
I.4. Linkages with local, national, foreign, and non-governmental agencies are institutionalized.	4	4.5	

OUTCOME/S			
O.1. Priority and relevant extension projects and activities are conducted.	5	5	4.83

PARAMETER B: PLANNING, IMPLEMENTATION, MONITORING AND EVALUATION			
SYSTEM – INPUTS AND PROCESSES			
S.1. There is a distinct office that manages the Extension Program.	5		
S.2. Instruments for monitoring and evaluation are available.	4	4.5	

IMPLEMENTATION			
I.1. The administration, faculty, students and other stakeholders of the College/Academic Unit of Hotel and Restaurant Management/TM/HM/TrM participate in the planning and organization of Extension Program.	4		
I.2. The administration, faculty and students are involved in the implementation and dissemination of extension programs.	4		

Indicators	IR	SIOM	PM
I.3. The extension projects and activities serve varied clientele.	5		
I.4. The conduct of extension projects and activities is sustainable.	4		
I.5. Technologies/new knowledge are disseminated to the target clientele through appropriate extension delivery systems.	4		
I.6. The extension activities are documented in the form of:	2.4		
I.6.1. pamphlets;	5		
I.6.2. flyers;	3		
I.6.3. bulletins;	3		
I.6.4. newsletters; and	3		
I.6.5. electronic resources.	3		
I.7. Periodic monitoring and evaluation of extension projects and activities are conducted.	5		
I.8. Results of monitoring and evaluation are disseminated and discussed with concerned stakeholders.	3		
I.9. Re-planning of activities based on feedback is conducted.	4		
I.10. Accomplishment and terminal reports are filed and submitted on time.	5	4.04	
OUTCOME/S			
O.1. The Extension Program is well-planned, implemented, monitored, evaluated and disseminated.	5		
O.2. The Extension Program has contributed to the improvement on the quality of life of the target clientele/beneficiaries.	5	5	3.81

Indicators	IR	SIOM	PM
PARAMETER D: COMMUNITY INVOLVEMENT AND PARTICIPATION IN THE INSTITUTION'S ACTIVITIES			
SYSTEM – INPUTS AND PROCESSES			
S.1. There is a strategy for involving the community, government and private agencies in the Extension Program.	4	4	
IMPLEMENTATION			
I.1. The College/Academic Unit is committed to the service and development of the community, and	3.3		
I.1.1. initiates and maintains community development projects;	4		
I.1.2. involves the students, faculty, staff administrators in the projects; and	3		
I.1.3. coordinates its community programs and services with the target clientele.	3		
I.2. There is community participation and involvement in extension activities in the following:	5		
I.2.1. planning;	5		
I.2.2. implementation and dissemination;	5		
I.2.3. monitoring and evaluation;	5		
I.2.4. out-sourcing of funds, materials and other service inputs; and	5	4.57	
I.2.5. utilization of technology, knowledge learned, skills acquired from the extension projects and activities.	5		
OUTCOME/S			
O.1. There is wholesome coordination between the Extension Program implementers and the target clientele/beneficiaries.	5	5	4.52
		Area Mean:	

SUMMARY OF RATINGS

AREA VI: EXTENSION AND COMMUNITY INVOLVEMENT

	Parameters	Numerical Rating	Descriptive Rating
A	PRIORITIES AND RELEVANCE	4.80	
B	PLANNING, IMPLEMENTATION, MONITORING AND EVALUATION	3.81	
C	FUNDING AND OTHER RESOURCES	4.41	
D	COMMUNITY INVOLVEMENT AND PARTICIPATION IN THE INSTITUTION'S ACTIVITIES	4.52	

Total: 17.57

Mean: 4.39

LEAD ACCREDITOR/S:

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