



**ZAMBOANGA PENINSULA
POLYTECHNIC STATE
UNIVERSITY**



**SCHOOL OF BUSINESS
ADMINISTRATION**

Area VI: Extension and Community Involvement

**BACHELOR OF
SCIENCE IN**

**HOSPITALITY
MANAGEMENT**

LEVEL 2

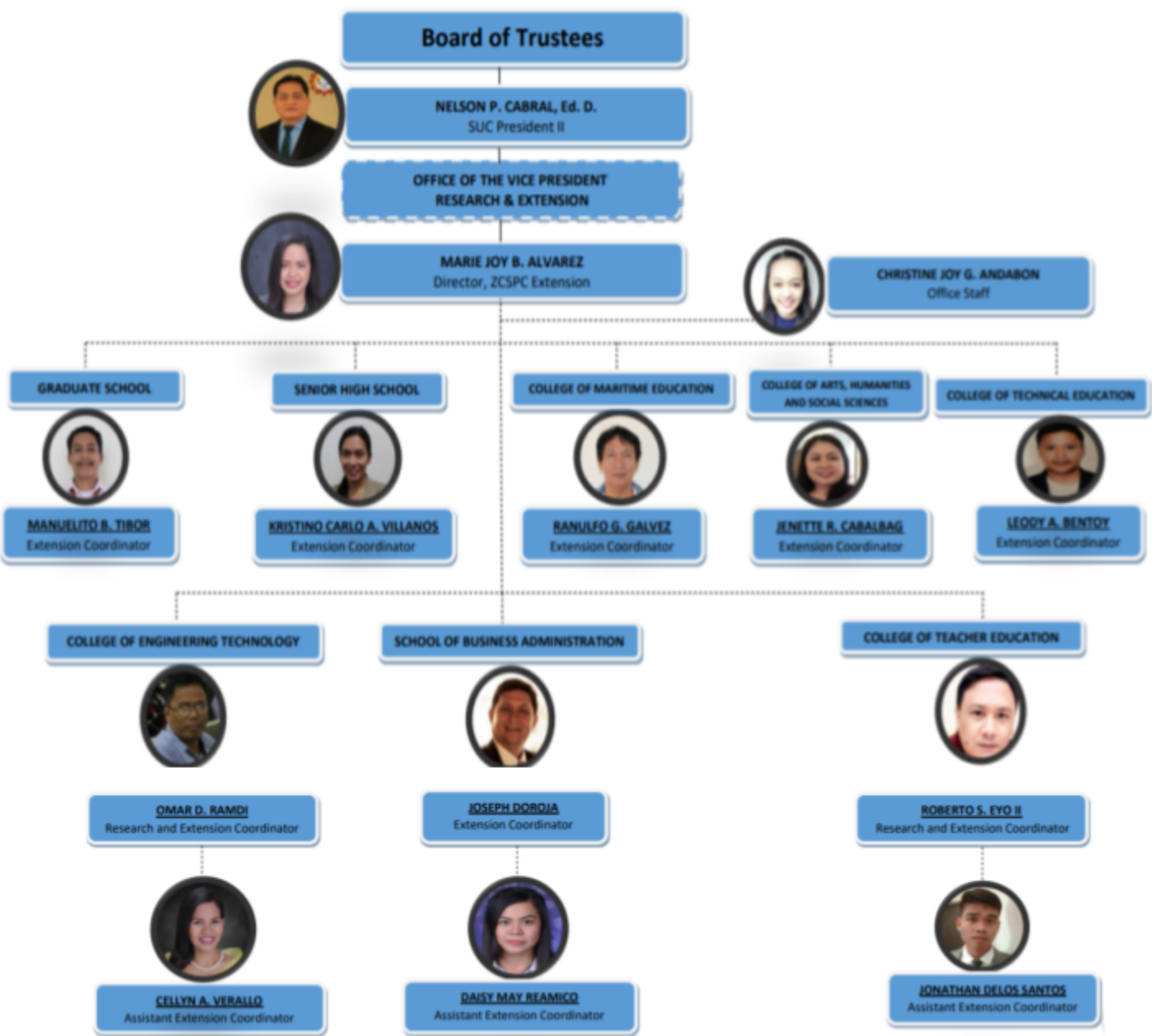


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SYSTEM – INPUTS AND PROCESSES

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

ZCSPC Extension Organizational Chart



ZCSPC EXTENSION OFFICE



The ZCSPC Extension Office 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.



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
☎ No. (062) 991-3815/991-7714



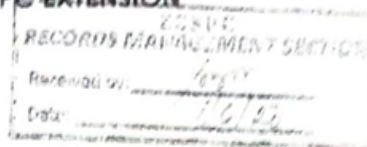
ZCSPC SPECIAL ORDER
No. 008 s. 2020

01-08-20

SUBJECT: DESIGNATING THE DIRECTOR OF THE ZCSPC EXTENSION

DATE : 06 JANUARY 2020

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



This Office designates MARYEJOY 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:

MARYEJOY B. ALVAREZ

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



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 Region IX, Zamboanga Peninsula
 R.T. Lim Blvd., Baliwasan, Zamboanga City
 Tel. No. 991-3815/extensionoffice@zcsps.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. You've have
 learn to have extra income even for
 today long. sana may iba pang training

Name: Angelina Damael Date: Aug 1, 2021
 Signature: Angelina Damael



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5. The food is well-served.	1	2	3	4	(5)

AVERAGE: 70

COMMENTS/ SUGGESTIONS:

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

Name: Ghita-Maria D. Soler
 Signature: [Signature]

Date: Aug. 1, 2021

