



EXTENSION TRAINING PROPOSAL

The following template shall be used for the elaboration of the extension training proposal. Please complete ALL sections below. The full project proposal should not exceed 15 full pages (size: long) of text (including any charts or diagrams). Additional attachments (not more than 10 pages) may be submitted, including documents endorsements of the proposed project, funding commitments or other credentials and support from a partner or collaborating institutions, and evidence of community support and collaboration. Please ensure that the project proposal and all attachments are legible.

This form must be submitted and approved before conducting the work necessary to receive extension credit.

I. Identifying Information

Title: <i>(Title must jibe with the content of the proposal)</i>	
Proponent(s): <i>(Name of the lead person(s) and support person(s) who plan to conduct the training)</i>	
Contact Person/Contact Details: <i>(Name of the contact person and phone number or email)</i>	
Implementing Unit/Agency: <i>(College/Unit implementing the training)</i>	
Cooperating Unit/Agency: <i>(Name of the agency/unit co-implementing the training)</i>	
Number/Type of Target Participants: <i>(Specify target number of beneficiaries/participants, and the type, e.g. farmers, women, youth, other participants characteristics)</i>	
Target Implementation Date:	Start Date: End Date:
Target Venue: <i>(Specific location of the training)</i>	
Registration Fee <i>(Write N/A, if not applicable)</i>	
Total Budgetary Requirement:	PhP

II. **Rationale and Brief Description of the Training** *(Provide a brief description of the training.)*

--

III. Objectives (What are the objectives of the training?)

At the end of the training, the participants will be able to:

IV. Methodology of the Training (Outline briefly the major steps to be taken in achieving the objectives of the training. Consider Pre-Training Phase, Training Implementation Phase, and Post-Implementation Phase. What are the methods to be used in the training?)

V. Training Schedule (Give the details of the schedule of activities topics and speakers assignment)

Day/Time	Activity	Person Responsible

VI. Budgetary Requirement Breakdown the cost of the training (can be modified depending on the resources)

Line Item (e.g Personnel services, supplies and materials, communication/documentation, travel, fuel, catering, etc.)	Budgetary Counterpart			TOTAL
	(Source of Fund)	(Source of Fund)	(Source of Fund)	
Sub-Total				
Add: Admin. Cost, 10% of total Cost OR Other Incidental Expenses (if applicable)				
Grand Total				

VII. Training Evaluation (To be conducted immediately after the training.)

Objectives	Indicators	Instrument for Evaluation/ Sources of Data

VIII. Approval Sheet

Prepared by:

Conforme: (Write N/A, if not applicable)

Reviewed and endorsed by:

Extension Coordinator

Dean/Director

Recommending Approval for Availability of Funds:
(If College/Unit based)

Budget Officer

Reviewed and Endorsed by the BU Extension Review Committee: _____

Recommending Approval for Availability of Funds:
(N/A if NO funding counterpart from EMD/OVPRDE)

Budget Officer, BUEMD

Recommending Approval:

MARCIA CORAZON P. RICO, PhD
Director, BUEMD

LANY L. MACEDA, DIT
VP for RDE

Approved:

BABY BOY BENJAMIN D. NEBRES III, EdD
SUC President IV