



**ZAMBOANGA PENINSULA
POLYTECHNIC STATE
UNIVERSITY**



**SCHOOL OF BUSINESS
ADMINISTRATION**

Area VI: Extension and Community Involvement

**BACHELOR OF
SCIENCE IN**

**HOSPITALITY
MANAGEMENT**

LEVEL 2



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.



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. 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.

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

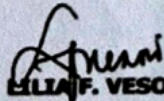
Hon. TERESITA SOCORRO C. RAMOS
Regional Director, NEDA-IX

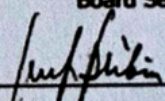
Hon. MARTIN A. WEE
Regional Director, DOST-IX

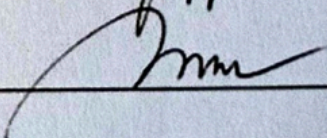
Hon. MARIO D. ARRIOLA
President, ZSCPC Alumni Association

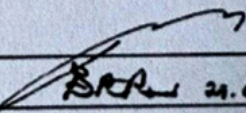
Hon. JUNNI S. SAPPARI
President, ZCSPC Faculty Association

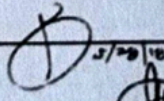
Hon. RAFFY L. LALIYAH
President, Supreme Student Government

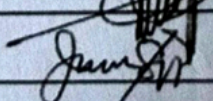

ELIA F. VESORIO
Board Secretary

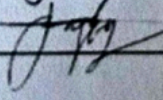






24.05.18


5/29/18





CERTIFIED TRUE COPY OF AN ORIGINAL DOCUMENT

SIGNED 
 DATE 11-12-2018

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

INNOVATIONS



RESEARCH & DEVELOPMENT EXTENSION AGENDA

2018-2025



Office of the Vice President for Administration and Finance
Zamboanga City State Polytechnic College
 R.T. Lim Blvd., Batiwasan, Zamboanga City

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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 obliged 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.

Statement of Aspirations and Result


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 Seminar/Workshop 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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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): _____
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 41 – 50 years old
 20 – 30 years old 51 and above
 31 – 40 years old

B. Sex:
 Male Female

C. Civil Status:
 Single Widow/Widower
 Married Separated

D. Educational Attainment:
 Elementary
 Junior High School
 Senior High School
 College
 Others, pls. specify: _____

E. Occupation
 Employed
 Government Specify: _____
 Private Specify: _____
 Self-employed
 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:
 Zamboangueno Tausug
 Visayan Sarnal
 Tagalog Yakan
 Subanen
 Others, pls. specify: _____

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

PART II – EXTENSION SERVICES NEEDED

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

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

Signature of the Respondent _____

S.3. The extension program reflects the VMGO



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
(AACUP 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	<ul style="list-style-type: none"> • Cookery • Baking 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Finance 	<ul style="list-style-type: none"> • 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.

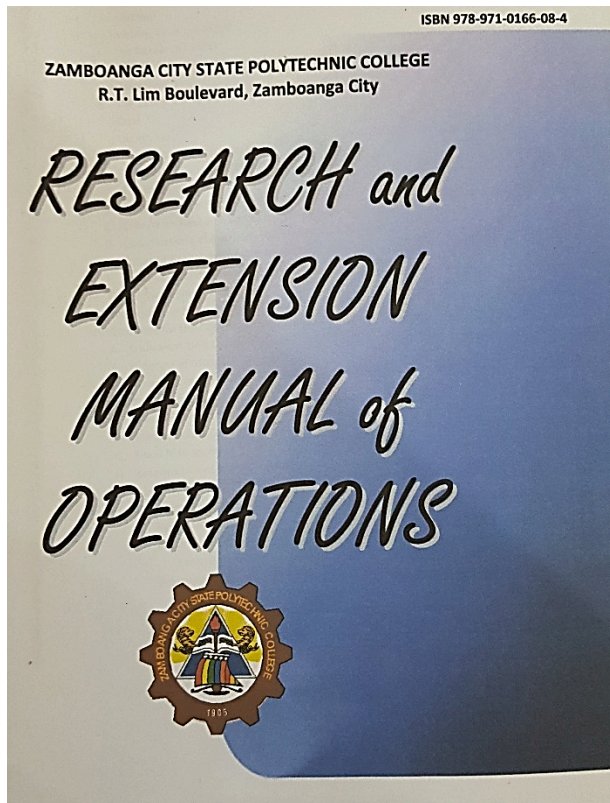


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Republic of the Philippines RESEARCH AND DEVELOPMENT CENTER Zamboanga City State Polytechnic College R.T. Lim Boulevard, Zamboanga City	
COLLEGE MANUAL FOR RESEARCH AND EXTENSION OPERATIONS	
I. INTRODUCTION	
The Manual contains the policies and guideline 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.

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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.

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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 in 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.

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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.

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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.

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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

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I. Responsibilities of the Institution/Funding Agency

- 1.1. The institution of the funding agency shall provide adequate funds to complete an approved and registered study.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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.
- 1.5. 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.

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- 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.

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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.

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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.

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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 or 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/ImplementersPhp175.00/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 therat. 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

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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

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