



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER (CMO)

No. 08
Series of 2010

**SUBJECT : REVISED GUIDELINES FOR THE OUTSTANDING HIGHER EDUCATION
INSTITUTION (HEI) EXTENSION PROGRAM AWARD**

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In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", for the purpose of promoting/enhancing the Extension function of Higher Education Institutions, and pursuant to Resolution No. 083-2010, the Commission hereby issues the following Revised Guidelines for the Outstanding HEI Extension Program Award.

I. RATIONALE AND OBJECTIVES

Extension is one of the three major functions of higher education.

In line with the present Administration's thrust to mobilize knowledge and technology towards enhancing productivity, generating employment and reducing poverty, higher education institutions have been actively conducting research and extension programs/projects, including transfer and/or application of technology/knowledge that contribute to the attainment of the country's development goals.

The objectives of the HEI Extension Program Award are to:

1. recognize the higher education institutions and implementors for their outstanding Extension programs;
2. encourage conduct of Extension work that is relevant and responsive to the needs of the community and society;
3. promote appreciation of the importance of the Extension function of HEIs

II. THE AWARDS

Two national winners and 17 regional winners will be selected and given the prizes indicated below:

Award Category	Prizes
2 National Winners: Most Outstanding Extension Programs	Trophy and cash prize of P1M* each
1 Regional Winner per region Outstanding Regional Extension Programs	Plaque of recognition and cash prize P300,000

* The cash prizes for the national winners shall be utilized as follows: 50% to be plowed back into the program and 50% as incentives for the program staff.

III. GENERAL GUIDELINES

A. Definition of Extension

Extension refers to the act of communicating and transferring knowledge and technology to specific sectors and target clientele (as distinguished from those enrolled in formal degree programs and course offerings) to enable them to effectively improve production, community and/or institutions, and quality of life, at the same time enhance the HEI's academic and research programs.

An Integrated Extension Program shall include the following components:

1. Training programs- non-degree and non-credit courses offered by a college or unit;
2. Technical assistance and advisory services – to agencies, organizations, associations and other groups;
3. Communication/information services – communication and/or dissemination of knowledge and skills to particular client groups through the various means of dissemination such as person-to-person contact, radio, television, newspaper and other printed materials
4. Community outreach activities- extension activities conducted in areas outside the university/college, e.g. community-based social services, pilot projects, mobile clinic, etc.
5. Technology transfer and utilization – the process of circulating, promoting and marketing research outputs or technologies to potential users.

B. Eligibility Requirements

The award is open to all higher education institutions in the country, public and private.

Each HEI may submit one program for the Award. The candidate Integrated Extension program must be –

- consistent with the mandate, academic program offerings and research programs of the candidate institution
- active and with accomplishments/outputs for at least the last 3 years

C. Criteria for Judging

Entries shall be evaluated and ranked on the basis of the following criteria:

<i>Criteria</i>	<i>Weight</i>
1. Significance:	60%
a) contribution of the program to regional/national development	
b) contribution to the advancement of the disciplines	
2. Institutional and policy support for the Program - the organizational/infrastructural and policy support provided by the HEI to the program such as but not limited to extension office, equipment, funding, manpower and other policies supportive of the program	30%
3. Recognition given to the program – citations, awards given by external established and reputable bodies/organizations	10%

The details of the criteria shall be developed and reflected in a score sheet to be used in the evaluation of entries.

IV. NOMINATION AND SELECTION PROCEDURE

1. Nomination forms may be obtained from any of the following:

Commission on Higher Education
Office of Planning, Research and Special Projects (OPRSP)
HEDC Center Bldg., C.P. Garcia Avenue
U.P. Diliman, Quezon City

Nearest CHED Regional Office (including ARMM); or

Downloaded from www.ched.gov.ph (under what's new)

2. The nomination package must be sent in five (5) hard copies with endorsement from the President of the participating HEI and submitted to CHED Regional Office.
3. A Regional Evaluation Committee (REC) shall be formed in each region consisting of three (3) members from among the Regional Directors of Department of Agriculture, Department of Education, Department of Environment and Natural Resources, Department of Health and Chamber of Commerce in the region depending on the field covered by the entries. The Chairman of the REC shall be elected by the members from among themselves. The CHED Regional Director shall serve as the Director in-charge, to be assisted by a CHEDRO technical staff.
4. Each REC will screen entries and select the best three programs, based on the criteria stipulated in III C, and endorse these regional qualifiers to the National Extension Awards Committee (NEAC) for selection of the Regional Winner and the National Winner.
5. The regional qualifier must obtain a total score of at least 80% to be eligible for the award. The REC has the option not to recommend a regional qualifier for a given year depending on the quality of entries.
6. The National Winners shall be selected from the regional qualifiers by the NEAC.
7. The decision of the NEAC shall be final.

V. EFFECTIVITY

This CMO shall take effect immediately.

SO ORDERED.

Quezon City, Philippines. April 28, 2010


EMMANUEL Y. ANGELES
Chairman 

CHED OUTSTANDING EXTENSION PROGRAM AWARD
Parameters for Evaluation

Criteria	%
Prerequisites: Candidate Integrated Extension Program must: <ul style="list-style-type: none"> - Be consistent with the mandate, academic program offerings and research program of the candidate institution; and - Be active and with accomplishments and outputs during the last three years 	
I. Significance	60%
A. Contribution of the program to regional/national development as indicated by: <i>(Each entry may be rated using either of two combinations of indicators: 1+2+4+5 or 3+4+5)</i>	
1. Productivity based on the technologies transferred/utilized and technologies refined/modified to suit the needs of the community <ul style="list-style-type: none"> (a.) Number of technologies transferred/utilized/adapted - (2.5 /technology) (b.) Number of technologies modified/refined - (2.5/technology) (c.) Changes in the level of productivity <ul style="list-style-type: none"> • Decrease in the cost of production : 20% decrease in cost = 2.5 (per tech) • Increase in yield/area : 20% increase = 2.5 (per tech) 	10
2. Economic Benefits <ul style="list-style-type: none"> (a.) Livelihood projects generated: 0.5 for every livelihood activity generated, maximum = 2.5 (e.g. Before extension program, livelihood activity was only tocino making, with the introduction of technology, ham making, longanisa making and production of other preserved products were added. The three added activities would be equivalent to 1.5) (b.) Employment generated: 0.5 for every 10 persons employed through the livelihood activities, maximum = 2.5 (c.) Increase in net income of beneficiaries 	15
3. Social Benefits <ul style="list-style-type: none"> (a.) No. of beneficiaries: 1 pt/50 households = 5 (b.) No. of person/days trained: 0.5 /100 persons, maximum = 5 [e.g. 100 trainees attended a 3 day training course or $100 \times 3 = 300 \times 0.5 / (100) = 1.5$] (c.) No. of LGUs assisted: 1 pt./barangay, maximum = 2.5 (d.) Program-specific outcomes - % change effected by the program = 2.5 	15
4. Physical/Environmental Impact <ul style="list-style-type: none"> • Physical/Environmental features enhanced: Environmental, friendly activities, e.g. Planting plants or trees along the road; Clean and Green Beautification Program; Drainage/Sewerage Cleaning (1 pt/activity) 	5
5. Governance <ul style="list-style-type: none"> • Strengthen Support/Partnerships/Networking with LGUs/Community leaders (e.g. funding support and provision of needed resources for the program) (a.) Resources Generated (e.g. LGU counterpart 1 pt. for every 10% of the total budget for extension but not to exceed 2.5) (b.) No. of partners/linkages/networks supporting the program (as evidenced by MOA) - 1 pt/MOA/MOU = 2.5 	5
B. Contribution to the enhancement of academic and research programs of the institution as indicated by: <ul style="list-style-type: none"> 1. No. of IEC materials improved and produced 2. No. of academic programs enhanced or developed 3. No. of studies or proposals developed 4. No. of papers published/presented 5. No. of policies developed/advocated successfully 	10
<i>as a result/offshoot of the Extension Program</i>	

II. Institutional and policy support	30%
A. Institutional support	15
1. Presence of extension unit/department, dedicated vehicle, basic and office facilities, office equipment; manpower at least 10 = 5 pts (10)	
2. Funding: 5% of the project cost will come from GAA or 10% from their income. Private HEIs must submit their : (5)	
• Financial Reports signed by the Head of the Institution;	
• Public HEIs like SUCs must submit copies of their Funds for Extension Programs or GAA, including their income signed by the Board of Regents/Trustees	
B. Policy support provided by the HEI to the program	15
1. Board Policy in support of extension - 1 pt /policy (5)	
2. Conduct of needs appraisal/assessment (2)	
3. Incorporation of the extension program in the HEI strategic plan and other policy instruments (8)	
0.5 pt. For each extension activity but not to exceed a total of 8)	
Training	
Demonstration/fairs	
Information, education and communication (IEC)	
Entrepreneurial Activities (specific IGPs related to program)	
International, national, regional and local institutional linkages	
Institutionalized Consultancy	
III. Recognition given to the program	10%
Citations, awards given by the external organizations/bodies (1pt / citation/award) (10)	
• International - 3 pts / award	
• National - 2 pts /award	
• Regional - 1 pt /award	
Maximum of 10 points	
TOTAL	100%

Reviewed by:

Printed Name)

Signature

Date: _____