



Davao de Oro State College

DOCUMENTED PROCEDURES MANUAL

Document Code No.			
DPM-DDOSC-OCP-EXT-001			
Issue Status	Rev No.	Effective Date	Page No.
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DOCUMENT TITLE	EXTENSION PROPOSAL REVIEW FOR INTERNAL FUNDING	
DEFINITION	<ul style="list-style-type: none"> This is an approach to thoroughly analyze and understand the extension problem and determine the feasibility of conducting the proposed activity / programs / projects with internal funding. 	
SCOPE	<ul style="list-style-type: none"> This procedure starts with the endorsement of the Research and Development Division (RDD) of all completed research outputs that are recommended for extension implementation. The Extension Services Division (ESD) will call for extension proposals for internal funding support of the College and possible collaborative external sources/agencies. 	
QUALITY OBJECTIVE/S	<ul style="list-style-type: none"> 100% of the internally funded research-based extension proposals undertake a review process. <p>KPI: Number of internally funded research-based extension proposals reviewed</p>	
PROCESS OWNER	<ul style="list-style-type: none"> Director for Extension Services and Unit Head (Main Campus) <i>(responsible for the oversight and improvement of the process)</i> 	
PROCESS IMPLEMENTERS	<ul style="list-style-type: none"> Extension Services Unit Head (for campuses outside the certification scope) <i>(implement the procedure within their respective campuses in alignment with institutional QMS implementation)</i> 	
FORM/S	<ul style="list-style-type: none"> Extension Program/Project Proposal Notice to Proceed 	FM-DDOSC-OCP-EXT-001 FM-DDOSC-OCP-EXT-002

PROCESS FLOW/DETAILS		RESPONSIBLE PERSON/OFFICE	RECORDS/EVIDENCES
Endorsement of Completed Research for Extension Implementation	Note 1	Research and Development Division	Endorsement Letter
↓			
Call for Extension Proposals	Note 2	Director for Extension Services, Unit Head	Advisory
↓			
Submission of Extension Proposal	Note 3	Proponent(s), ES Unit Head, Director for Extension Services	Extension Program/Project Proposal, Endorsement Letter
↓			
Endorsement for Technical Review	Note 4	Director for Extension Services	Invitation letter to Technical Reviewers
↓			
Conduct of In-House Technical Review	Note 5	Panel of Evaluators	Advisory, Extension Program/Project Proposal, Scorecard Evaluation Report
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PREPARED BY:	REVIEWED BY:	APPROVED BY:
Extension Services Division/Unit	 NOVA MAE B. NASOL Quality Management Coordinator	 LILYBETH M. MATUNHAY SUC President I

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PROCESS FLOW/DETAILS		RESPONSIBLE PERSON/OFFICE	RECORDS/ EVIDENCES
	Note 6	Proponent(s)	Revised Detailed Extension Program/Project Proposal, Certification
	Note 7	Proponent(s), DDOSC REC	Revised Extension Program/Project Proposal, REC Certification
	Note 8	Director for Extension Services, CRDEC	Endorsement Letter
	Note 9	College President, Director for Extension Services	Notice to Proceed, Extension Plan, Special Order
	Note 10	Proponent(s), Director for Extension Services, College President	Institutional Memorandum of Agreement

NOTE 1: Endorsement of Completed Research for Extension Implementation

1. The Research and Development Division (RDD) shall endorse the complete list of research outputs which may be developed into extension programs/projects to the Extension Services Division (ESD).

NOTE 2: Call for Extension Proposals

1. The Director for Extension Services shall route an advisory calling for interested faculty and staff to submit extension proposals based on the endorsed list of research outputs recommended for extension implementation that corresponds to the listed priorities of the College's and other agency's Extension Agenda.

NOTE 3: Submission of Extension Proposal

1. The proponent(s) will submit the drafted detailed extension proposal to the Extension Services Unit Heads.
2. The Extension Services Unit Heads will conduct an initial review on the alignment to the extension agenda and budget appropriation and their field of expertise.
3. The Extension Services Unit Heads will endorse the detailed extension proposal to the Director for Extension Services.

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NOTE 4: Endorsement for Technical Review

1. The Director for Extension Services will endorse the submitted detailed extension proposals to the technical reviewers.

NOTE 5: Conduct of In-House Technical Review

1. The Director for Extension Services will issue an advisory for the schedule of the conduct of In-house Technical Review.
2. The Technical Review Committee will evaluate and ensure that the proposal falls within the college's thrust and priorities.
3. The technical reviewers will evaluate the proposals based on the set criteria and make some recommendations for the improvement of the proposal.

NOTE 6: Submission of Revised Extension Proposal

1. The proponent(s) shall consider the remarks of the technical reviewers, and develop a revised extension proposal, and submit to the Extension Services Division.
2. Upon compliance of the comments and suggestions of the technical reviewers, the Extension Services Division will issue the certification for funding consideration.

NOTE 7: Submission for Ethics Review

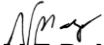

1. The proponent(s) shall submit the revised detailed extension proposal and required REC forms to the DDOSC Research Ethics Committee (DDOSC – REC). The DDOSC-REC will review and evaluate the ethical soundness of the proposals.
2. The DDOSC-REC shall ensure that all ethical concerns arising from the protocol are satisfactorily resolved in principle and practice.
3. Upon compliance of the ethical requirements, the research ethics committee will issue the proponent a certificate of approval.

NOTE 8: Endorsement for CRDEC Review

1. The proponent(s) shall submit the revised extension proposal to the Extension Services Division, together with the REC Certificate of Approval.
2. The Director for Extension Services shall endorse the extension proposals to the CRDEC.
3. The CRDEC will review the extension proposals and endorses to the College President.

NOTE 9: Issuance of NTP

1. The College President will issue the proponent the Notice to Proceed.
2. After the Notice to Proceed issuance, the proponents(s) shall submit an extension plan for the schedule of activities as a requisite for the issuance of the Special Order.

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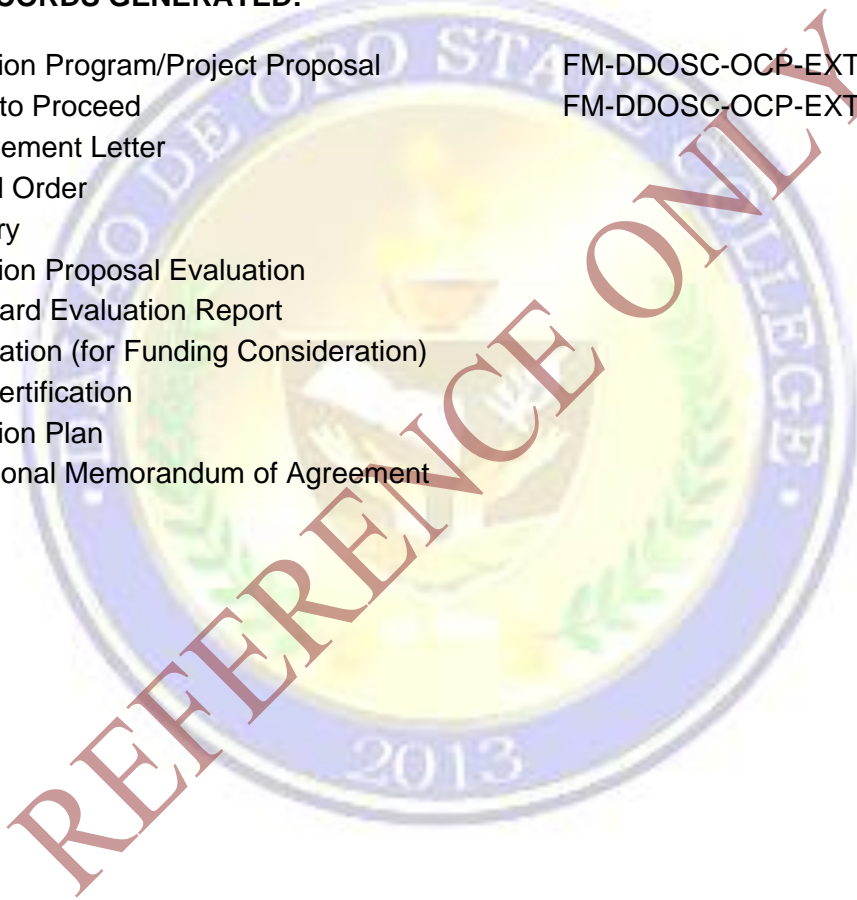
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NOTE 10: MOA Signing

1. Upon the issuance of NTP and SO, a Memorandum of Agreement between the institution and the proponents shall be executed.

DOCUMENTS/RECORDS GENERATED:

- Extension Program/Project Proposal FM-DDOSC-OCP-EXT-001
- Notice to Proceed FM-DDOSC-OCP-EXT-002
- Endorsement Letter
- Special Order
- Advisory
- Extension Proposal Evaluation
- Scorecard Evaluation Report
- Certification (for Funding Consideration)
- REC Certification
- Extension Plan
- Institutional Memorandum of Agreement



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