



Davao de Oro State College

DOCUMENTED PROCEDURES MANUAL

Document Code No.			
DPM-DDOSC-OCP-EXT-003			
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DOCUMENT TITLE	CONDUCT OF EXTENSION ACTIVITIES	
DEFINITION	<ul style="list-style-type: none"> This refers to the approval and implementation process of extension activities that may fall on the categories: Community Outreach, Research-Based, Law-Driven, Course-Driven. 	
SCOPE	<ul style="list-style-type: none"> This procedure covers all extension activities initiated by the College and/or community solicited. 	
QUALITY OBJECTIVE/S	<ul style="list-style-type: none"> 100% of the extension activities conducted are approved. KPI: Number of extension activities approved and conducted	
PROCESS OWNER	<ul style="list-style-type: none"> Director for Extension Services/Unit Head (Main Campus) <i>(responsible for the oversight and improvement of the process)</i> 	
PROCESS IMPLEMENTER	<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"> Activity Design 	FM-DDOSC-OCP-EXT-006

PROCESS FLOW/DETAILS		RESPONSIBLE PERSON/OFFICE	RECORDS/EVIDENCES
Submission of Activity Design	Note 1	Proponent	Activity Design
↓			
Endorsement for Approval	Note 2	Extension Unit Head, Director for Extension/ Chief for Administration and Finance	Activity Design
↓			
Approval of Activity Design	Note 3	College President	Approved Activity Design
↓			
Implementation of the Extension Activity	Note 4	Proponent/s	Attendance Sheet, Activity Evaluation
↓			
Preparation and Submission of Reports	Note 5	Proponent/s	Narrative Report

NOTE 1: Submission of Activity Design

- The proponent prepares and submits activity design to the Extension Unit Head for initial review.

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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NOTE 2: Endorsement for Approval

1. The After the initial review of the Unit Head, the activity design will be forwarded to the Director for Extension Services for the Main Campus. Meanwhile, for the branches, the activity design will be forwarded as noted by the branch directors for review by the Director for the Extension Services Division.
2. The activity design will be forwarded to the office of the Chief for Administration and Finance for further review of the proposal regarding the alignment with the budget availability and appropriation.

NOTE 3: Approval of Activity Design

1. The activity design will be forwarded to the College President for approval.

NOTE 4: Implementation of the Extension Activity

1. The proponent will implement the activity as described in the approved activity design. The activity should be done, and an activity evaluation will be conducted.

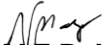

NOTE 5: Preparation and Submission of Reports

1. The proponent shall submit a narrative report, including the activity evaluation form and attendance sheets, to be submitted to the Extension Unit Head and/or Director for Extension Services within five (5) working days after the conduct of the extension activity. Failure to submit the complete report within the prescribed period shall result in the issuance of a formal notice to the proponent.

DOCUMENTS/RECORDS GENERATED:

- Activity Design
- Narrative Report
- Activity Evaluation
- Attendance Sheet

FM-DDOSC-OCP-EXT-006

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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