

**Office of the Vice-Chancellor for Research and Development
University of the Philippines Diliman**

**NOMINATION FORM
PARANGAL PARA SA PROGRAMANG PANG-EKSTENSIYON 2017**

Date: _____

Title of Extension Program: _____

Name of Unit: _____ Department: _____

Category: Please choose 1 Degree Granting Non-degree Granting

Name of Extension Program Head: _____ Position/Rank: _____

Name/s and Position/Rank of other Program Team Members: _____

Vision/Mission of Unit

Please state the vision and mission of the Unit:

Extension Agenda of the Unit

Please describe the Extension Agenda of the unit that this program is most associated with:

Please attach a copy of the Unit's updated Extension Agenda

Justification: Write a brief description of the notable achievements of the extension program (citing its most substantive and tangible output/results in the past three years). This is VERY IMPORTANT as a measure of the nominating person/unit's esteem and regard for the program being nominated.

Use additional space/paper as necessary.

Printed name & Signature of Nominating Person

Endorsed by:

**Printed Name and Signature of
DEPARTMENT CHAIR/DIRECTOR**

**Printed Name and Signature of
DEAN / HEAD OF UNIT**

PLEASE FILL UP ALL INFORMATION COMPLETELY. INCOMPLETE NOMINATION FORMS WILL NOT BE CONSIDERED. YOU MAY ALSO ADD RELEVANT INFORMATION AS DEEMED NECESSARY.

SUMMARY OF EXTENSION PROGRAM

1. Title of Extension Program:

2. Duration (Please indicate start and end dates of the program):

3. Program Description (Background, Rationale, Objectives, Key Components and Activities)

Use additional space as necessary.

4. Program Cost and Source/s of funding

Amount of Funds	Name /Nature of Funding Source	Address/Tel No./Email of Funding Source/s

5. Organization(s) / Community(ies) / University (ies) Served [Please also provide estimate number of people and organizations reached.]

Use additional space/paper as necessary.

6. **Effect/Impact of extension work on the organization/s and/or community/ies served:** Please provide proper documentation of the extension program. This may include any official report or final report previously submitted to a UP office or non-UP agency, endorsements, published stories/articles on the program, citations received by the program, signed testimonial from a recognized representative/leader of the partner organization/community/sector, photos, etc. The report may contain the following: extent that program's stated objectives and outcomes have been achieved; empowering and transformative processes introduced; institutionalization of the program (e.g. organizing work achieved, program replication, ordinances instituted).

Please cite the most significant outcomes or results of the extension activities within the last three years.

Use additional space as necessary.

7. **Introduction of innovative/creative approaches**

Use additional space as necessary.

8. **Extent that the project was able to include other individuals or groups as partners:**

a. within the university (Inter-college/ unit collaboration/partnership)

Name [Individual/ unit/organization]	Office/Organization/Position (Pls. indicate tel nos. & email address)	Role / Participation in the extension project

b. outside the university (collaboration/partnership with communities, local governments, other schools, civil society, etc.)

Name [Individual/ unit/organization]	Office/Organization/Position (Pls. indicate tel nos. & e-mail address)	Role / Participation in the extension project

9. **Enhancement / enrichment of teaching and/or research knowledge & skills** (Please attach proof of any of the following: published research(es) or manuscripts accepted for publication; relevant materials completed as an output of the extension program (e.g. teaching materials, new courses/syllabus developed, training modules, educational videos, opportunities for service learning and/or student volunteerism, etc.).

Use additional space as necessary.

CERTIFICATION:

I certify that all information/data in this nomination form are true to the best of my knowledge.

Printed name & Signature of Nominating Person

Date:

ENDORSEMENTS:

We certify that we have reviewed this nomination and that the extension program has made significant and exemplary contributions to the achievement of the College/Unit's vision and mission. We further certify that the nominated program is a regular program of the College/Unit and complies with the approved Extension Agenda of the College/Unit.

**Printed Name and Signature of
DEPARTMENT CHAIR/DIRECTOR**

Date:

**Printed Name and Signature of
DEAN / HEAD OF UNIT**

Date:

Important Reminders:

All nominations should be addressed and submitted to the Vice Chancellor for Research and Development on or before 5:00 pm, 17 March 2017. Submission beyond the deadline will not be entertained.

Please submit one hard copy with original signatures and attachments to the Office of the Vice-Chancellor for Research and Development (OVCRD), Lower Ground Floor, PHIVOLCS Bldg., C.P. Garcia Ave., UP Diliman, QC. Submit complete electronic copy with attachments via email to exchange@oec.upd.edu.ph with the subject: "Parangal para sa Programang Pang-ekstensiyon Nomination <name of college or unit>". Nomination forms with incomplete information and attachments will not be considered.