

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

**Nomination Guidelines for  
PARANGAL PARA SA PROGRAMANG PANG-EKSTENSIYON 2017**

The Parangal Para sa Programang Pang-Ekstensiyon is awarded to extension programs which have exhibited exemplary and significant contributions to the achievement of the vision / mission of the unit and the university. This extension work is consistent with the UP Diliman definition of extension as follows:

*Extension is public service work by an academic unit, faculty, staff, and students, individually or as a group. This function of the University is a contribution to achieving excellence in social and public service, specially the underserved sectors. Extension generates, validates, and applies knowledge that can enrich instruction and research.*

*Extension includes services utilizing expertise and talent related to one's discipline, such as technical assistance, extramural programs, advocacy and community mobilization, and, organizing symposia, public fora, exhibits, performances and conferences. It may also include activities related to service-learning that complement course instruction. (134<sup>th</sup> UC Meeting, 16 February 2015)*

**I. General Guidelines**

1. An extension program is hereby defined as a set of interrelated activities implemented over a defined period of time to achieve a particular set of outcomes among a defined target group. The extension program should be acknowledged and recognized as a regular program of the unit and connected to or part of the work of the unit or of its faculty and staff. The award seeks to recognize programs instead of one-shot activities or purely individual initiatives.
2. There will be two (2) categories for this award, as follows:
  - 2.1 Extension programs of degree granting units; and,
  - 2.2 Extension programs of non-degree granting units.
3. The screening committee may decide to award a maximum of two programs, i.e. one for each category. It may also decide not to give the award for that particular year.
4. The awardee/s will receive a trophy and plaque of recognition.

**II. Extension Programs Eligible for the Parangal**

1. To qualify for nomination, the extension program must meet the following requirements:
  - 1.1 Must be a regular program of a college/unit in UP Diliman or UP Diliman Extension Program in Pampanga;
  - 1.2 Must have been implemented for a minimum of three (3) years within the date of call for nomination;

- 1.3 The extension work must fall within the approved extension agenda of the college/unit;
  - 1.4 Exhibit exemplary extension work aligned with the vision/mission of the institution and the university;
  - 1.5 Team members must not have any pending administrative or civil case.
2. Recipients of the Parangal para sa Programang Pang-ekstensiyon in 2016 and other extension awards given by the UP System (e.g., Gawad Pangulo for Public Service) in the last three (3) years are not qualified for nomination.

### III. Criteria for Screening

1. The Selection Committee that will screen the nominations will be guided by the following criteria and their corresponding weights:

<u>Criteria</u>	<u>Weight</u>
1.1 Substantive and significant effect / impact of extension work on the community/ organization / university served	30%
1.2 Introduction of innovative / creative approaches, such as but not limited to:	25%
1.2.1 Inter/Trans-disciplinary collaboration	
1.2.2 Cost effectiveness	
1.2.3 Nature of materials produced (e.g., flyers, manuals, use of other forms of media, etc)	
1.2.4 Nature of activities	
1.2.5 Other aspects	
1.3 Extent that the program was able to include others as partners:	
1.3.1 within the university (Inter-college/unit collaboration/partnership)	15%
1.3.2 outside the university	10%
1.4 Enhancement/Enrichment of teaching and/or research knowledge & skills	20%
Total:	100%

2. The Selection Committee may invite the program head and other team members for an interview; it may also ask for additional documentation.
3. The decision of the Selection Committee in the choice of awardee/s is final.

### IV. Who may Nominate

1. Any faculty member or staff or college/unit of UP Diliman or UP Diliman Extension Program in Pampanga may submit a nomination.
2. Each college/unit may nominate a maximum of two (2) extension programs.

3. The nomination will have to be endorsed by the head of the unit (i.e., the Department Chairperson and Dean for degree granting units and Director for non-degree granting units).

## **V. Submission of Documentation and Deadline**

1. The following documents are needed to nominate an extension program for this award:
  - 1.1 Nomination form describing why the program is being nominated;
  - 1.2 Summary documentation of the extension program;
  - 1.3 Optional attachments: endorsement letters from individuals and partner organizations/communities; contract of service for commissioned extension program; published articles/stories about the extension program, etc.
2. 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.
3. Please submit one hard copy with original signatures and complete 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](mailto: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.
4. Nomination Forms may also be downloaded from [www.ovcrd.upd.edu.ph](http://www.ovcrd.upd.edu.ph). You may get in touch with the following for more details:

Ms. Hazel L. Meking- 981-8500 local 2621; [exchange@oec.upd.edu.ph](mailto:exchange@oec.upd.edu.ph)  
Ms. Dulce Amor B. Verdolaga- 981-8500 local 4046; [ovcrd@upd.edu.ph](mailto:ovcrd@upd.edu.ph)