City of San Fernando, La Union

Philippines

Community Extension Services Office

Handbook

November 2022

Community Extension Services Office

Carlatan, City of San Fernando

**SCOPE OF RESEARCH AND EXTENSION PROGRAM**

(From Research and Extension Manual)

**Rationale**

     Research shall be given primary focus and importance in all programs to train faculty members, staff, and students to conduct independent investigations.

The importance and justification for the conduct of research rests on the fact that research generally precedes development. With this, Lorma Colleges Research and Extension shall focus its activities on initiatives that would facilitate change especially those that will create an impact to the lives of the people. Programs and projects shall focus on production of cacao goods, development, and inventions of technology to improve the manufacture of the said goods including the growing of the plant.

Cacao is chosen as the focus of research, ultimately the springboard for extension services because there has been a known increase in the demand of cacao exportation. Likewise, cacao is identified for its natural and health benefits. Henceforth, focusing research and extension activities on it, can eventually promote wellness and healthy lifestyle.

As an academic function, research is one of the major sources of knowledge and innovation. As such, it shall generally support and enhance both instruction and extension services of the institution.

In other words, research undertaken by Lorma constituents in priority disciplines and key areas shall be pursued not only for improving instructional activities but also for advancing knowledge, skills, technologies, and services to communities.

**Strategic Thrusts** (Lorma Research & Extension)

In consonance with the National Higher Education Research Agenda, the Research Office was organized with **LORMA** as the strategic thrusts.

**L**ife Quality Improvement Initiatives

1. Health-Related Activities – all areas affecting health care and services; food safety and security; women’s health; child and adolescent health; health and health-related services provided to the community.
2. “Creative Change” – support to innovation and change, technological inventions; product development; livelihood programs; and adult education.

**O**riginal, Ingenious, and Educative/Instructional Materials

* Program and curricular studies – assessment of the present programs offered by the college as basis for:

a. re-engineering the curriculum.

b. enhancement of course syllabi; and

c. development of appropriate instructional materials to

enhance learning.

d. distance education or online learning

**R**elevant Advances in Science for Sustainable Earth Ecosystem

* Encompasses four spheres: economic, ecological, political, and cultural sustainability.

1. Disaster risk management
2. Pollution control
3. Climate change specially issues on global warming
4. Peace process and conflict resolution
5. Waste management including recycling
6. Effect of activities on ecosystem
7. Conservation and sustainable use of the ecosystem
8. Environmental protection

**M**anpower Demand/Supply Studies, Graduate Tracer Studies,

Gender and Development Programs

1. Human resources needed for local and international employment as basis for development of new program offerings.
2. Graduate tracer studies in all departments including employment status and situations
3. Men, Women, Adolescents, and Children’s Welfare

**A**nalysis of the overall impact of the research and extension activities

of the institution

**Lorma Colleges - Community Extension Services Office**

(LC -CESO)

**The Office**

LC-CESO is the unit in charge of the implementation of community directed programs, and activities of Lorma Colleges. As an educational institution, Lorma Colleges recognizes its role for community involvement as an integral part of its commitment to national development through Christian - inspired, quality - driven and service - oriented education and training. The office will serve as the coordinating body that will organize, monitor, and evaluates extension programs and activities of the different departments of Lorma Colleges Including Basic Education (BED), Center of Learning and Innovations (CLI) and Center of Health Sciences (CHS).

For year 2022 through 2024, LC-CESO will focus on the implementation of worthwhile programs and activities in Barangay Arosip, Bacnotan, La Union that are based on the “LORMA” strategic thrusts developed by the Research and Extension Department of Lorma Colleges. All programs and activities will be consolidated and coordinated through **Project BASED** which stands for **Barangay Arosip Sustainability, Empowerment, & Development**, as the overall community extension program of the school. The programs and activities of Project BASED are believed to steer the necessary extension programs and activities directed towards empowerment, sustainability, and development of Barangay Arosip as a community and its residents.

**Vision**

A model educational institution as an effective agent for community building and collective problem - solving in local communities through inquiry, learning, and application of research.

**Mission**

To empower local communities in community building and collective problem - solving by engaging and connecting the members of the community with resources, research, and innovations of Lorma Colleges.

**Goals**

* 1. Intensify social awareness and concern that will induce active involvement in community service.
  2. Initiate and implement responsive programs and projects that will enhance the living condition and contribute to the development of self-reliance of the community members.
  3. Develop sensible applications of research knowledge at the heart of extension work.
  4. Build linkages and strengthen partnerships with non - government, government agencies, and local government units to complement and supplement each other’s services and resources for the welfare of partner communities.
  5. Facilitate opportunities to demonstrate the Lormanian identity of service-oriented education and training.

**Philosophy**

LC - CESO as a component of an academic community believes and advocates lifelong learning and development of the total person and the community. It adheres to its mission to empower individuals through quality, Christian inspired, quality- driven, and service-oriented education and training. The office believes that such development could be attained through the participation of socially conscious students, and employees in partnership with other individuals and organizations for the conduct of community services.

**LC - CESO ORGANIZATION**

LC – CESO is under the Research and Extension Department which is currently under the supervision of the Executive Director for Higher Education. The office is working collaboratively with the Research Office in the conduct of its programs and activities. The programs and activities are under the direction and supervision of the Chairman for Community Extension in coordination with the coordinators form the different departments and organizations of Lorma Colleges. The chairman is appointed by the President of Lorma Colleges while the coordinators of each academic department are recommended by the dean and appointed by the Executive Director through the Personnel Services Office.

**ORGANIZATIONAL CHART**



**FUNCTIONS OF THE COMMUNITY EXTENSION**

**SERVICES OFFICE PERSONNEL**

(From Research and Extension Manual)

1. **Executive Director** 
   * + 1. Approves Community Extension Programs and activities.
2. **Chairman, Community Extension Services Office**
   * + 1. Prepares programs and activities for community extension and submits the same to the Executive Director for approval.
       2. Upholds, monitors, reviews, coordinates, and evaluates extension activities of the different departments.
       3. Disseminates extension program to the Extension Coordinators.
       4. Conducts regular meetings with Extension Coordinators.
       5. Develops and sustains linkages with government as well as non-government institutions with which extension funding can be obtained.
       6. Prepares yearly budget of the office in coordination with the Head of Business and Accounting Office and in accordance with the policies and guidelines.
       7. Prepares and submits annual reports on the accomplishments of the Extension Office.

**F. Extension Coordinators**

1. Disseminate areas of extension to the faculty, staff, and students in their respective departments.
2. Coordinate extension activities within their respective departments.
3. Maintain contact and working relationship with the pilot barangay’s key official.
4. Assist the Research and Extension Chair in coordinating the extension activities in the pilot barangay or in any area where extension activities will be done.
5. Prepare and submit annual reports on the accomplishments/documentation of the department’s extension activities.

**PROCEDURAL DETAILS**

(Research and Extension Manual)

1. Coverage of the Program

Extension services shall be done along the identified strategic thrusts.

2. Execution of the Program

Pilot barangay shall be identified which will become the focus of extension services. Needs assessment shall be done to identify the problems or concerns. The needs and concerns will be addressed considering the thrusts.

The annual plan shall be designed considering the 10-Year Extension Program along with the strategic thrusts.

The different departments, through the Extension Coordinators, are assigned to carry out the planned programs in consideration of their respective specializations.

**SUPPORT AND ASSISTANCE**

(Research and Extension Manual)

1. Financing and Logistical Support

Financing of the extension activities would come from the annual budget which shall be determined by the Head of the Business and Accounting Department. Annual Plan shall include budgetary considerations to allot approximately the expenses. Liquidation shall be submitted after each extension activity.

2. Outsourced Support

External assistance shall be sought especially during the conduct of activities such as Medical-Dental Missions and Livelihood Programs. This assistance may come from government, non-government institutions and private individuals and or groups.

**PROGRAMS AND ACTIVITIES**

Project BASED will be attained through the following seven (7) major programs and activities which will be implemented by the different departments of Lorma Colleges including administrators, faculty and staff members, non-teaching personnel and students.

**1.` Community Based Health Program**

This project will focus on health-related activities covering health care and services for the residents of Barangay Arosip. Programs and activities will include but not limited to the following:

1. Training of Volunteer Health workers including BHWs, Barangay Officials, and Volunteers.

This can be a Free Certification Course offered by Lorma Colleges to interested individuals in Barangay Arosip.

|  |  |  |
| --- | --- | --- |
| **Sample Topics** | | **Hours** |
| Roles and Boundaries of Community Health Workers | | 3 |
| Communication | | 3 |
| Overview of the Systems of the Human Body | | 3 |
| Assessment Skills | |  |
|  | Vital Signs Taking | 3 |
|  | Screening | 3 |
| Patient/ Client Care | |  |
|  | Basic Life Support | 6 |
|  | Basic First Aid | 6 |
|  | Infection control | 3 |
|  | Principles of exercises / Physical Activity | 3 |
|  | Therapeutic Massage | 6 |
| Behavioral healthcare | |  |
|  | Hypertension | 3 |
|  | Cardiovascular Disease | 3 |
|  | Diabetes | 3 |
|  | Cancer | 3 |
|  | Pulmonary Conditions | 3 |
|  | Reproductive Health | 3 |
|  | Mental Health Awareness | 3 |
| Documentation Skills | | 3 |
|  | **Total Hours** | **63** |

1. Mental Health Awareness Program
2. Barangay and School Health Clinic Support

* Identification of needs and provide support to the barangay and School health clinic

1. OTC Medication Awareness
2. Conduct of Medical Mission (Consultation, Laboratory)

**2. Ecotourism for Barangay Arosip Project (Project EBA)**

Project EBA targets the exploration and development of possible tourism spot/s in Arosip focusing on enhancement of the tourism potential of the Arosip Falls.

**3**. **Market Development Program (MDP)**

This program aims to assist Barangay Arosip in market and product development focusing on the agricultural products that are locally produced in Barangay Arosip such as turmeric production and soft broom industry.

**4. Healthy Environmental Living Program in Barangay Arosip** (**HELP Arosip)**

Project HELP includes programs and activities that are directed towards environmental stewardship that aims to increase global awareness on the relation of environmental health and human beings and environmental management programs that aims to reduce the negative environmental impacts such as climate change, disaster risk management, waste management among others.

1. Lormanian Trees for Life in Arosip

A project in partnership with Lorma Cooperative Development Foundation Inc. (LCDFI) and academic departments of Lorma Colleges that gears towards environmental sustainability and livelihood program for the community through tree planting activities among others.

1. Medicinal Identification and Uses

**5. Arosip Cultural Preservation Project**

An attempt towards Cultural Preservation of the culture, traditions, and practices of the residents of Barangay Arosip through extension and program activities.

1. Kankana - ey Language Preservation
2. IPED Center Enhancement Program (Barangay, School)
3. Filipino Values program
   1. **Arosip Literacy and Livelihood (ALL) Program**
4. Digital Literacy Program
5. Community Literacy Program
6. Book Drive for Arosip
7. Educational Toys for School Children
8. Story telling

**7. Social Orientation and other Programs**

A. Sports program for school children

B. Youth Development Program

C. Gift Giving

**Community Extension Tentative Schedules**

(Final schedules depends on activity to be conducted)

1. Community Extension 1 - September 30, 2022
2. Community extension 2 - October 31, 2022
3. Community extension 3 - November 29, 2022
4. Community Extension 4 - December 16, 2022
5. Community Extension 5 - January 31, 2022
6. Community Extension 6 - February 28, 2022
7. Community Extension 7 - March 31, 2022
8. Community Extension 8 - April 28, 2022
9. Community Extension 9 - May 31, 2022

**COMMUNITY EXTENSION SERVICES OFFICE**

Carlatan, City of San Fernando, La Union

**EVALUATION FORM**

Name of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instruction:** Your feedback is important as basis for improving future activities. Please provide information relative to the activity being conducted by answering the items indicated below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicators** | **Excellent** | **Very Good** | **Good** | **Needs Improvement** |
| Preparedness of the team |  |  |  |  |
| Manner of organizing the activity |  |  |  |  |
| Effectiveness of the activity conducted |  |  |  |  |
| Competence and attitude of facilitators |  |  |  |  |
| Attainment of the purpose/s of the activity |  |  |  |  |
| Appropriateness of resources used in the activity |  |  |  |  |

What are the best things that happened in the activity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

What needs to be improved for the conduct of future activities? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator

**ACTION PLAN**

Community Extension Services Office

School Year 2022-2023

Objective: To effectively implement extension programs and activities in Barangay Arosip, La Union

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Strategies/Activities** | **Persons Involved** | **Target Date** | | | | | | | | | | | **Estimated Cost** | **Status** |
| **2022** | | | **2023** | | | | | | | |
| Oct | Nov | Dec | Jan | Feb | Mar | Feb | April | May | June | July |
| **Community Based Health Program** | | | | |  |  |  |  |  |  |  |  |  |  |
| 1. Training of BHWs, and interested residents | CHS  Transportation Department |  |  |  |  |  |  |  |  |  |  |  | PhP 20,000.00 |  |
| 2. Mental Health Program |  |  |  |  |  |  |  |  |  |  |  |  | PhP 5,000.00 |  |
| 3. Medical Mission | CES Transportation Department |  |  |  |  |  |  |  |  |  |  |  | PhP 8,000.00 |  |
| 4. Over the Counter Medicine Orientation and Awareness | Transportation Department |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Use of Medicinal Plants | COP, Transportation Department |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Survey of Medicinal Plant |  |  |  |  |  |  |  |  |  |  |  | PhP 5000.00 |  |
| 1. Assessment of Knowledge on Medicinal Plants |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Lecture Seminar on Medicinal Plants |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Conduct of Phytochemical analysis of Medicinal Plants |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Barangay and School Health Clinic Support | CHS  Transportation Department |  |  |  |  |  |  |  |  |  |  |  | PhP 15,000.00 |  |
| 1. Assessment of Specific Needs |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Implementation of Support |  |  |  |  |  |  |  |  |  |  |  |  |
| **Ecotourism for Barangay Arosip (Project EBA)** | | | | | | | | | | | | | | |
| 1. Ocular Visit to Arosip Falls | COB |  |  |  |  |  |  |  |  |  |  |  | PhP 20,000.00 |  |
| 1. Meeting with Barangay Officials |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Feasibility report & recommendation |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Implementation |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Photoshoot of tourist Spot, Editing and Creation of Fb Page | COB/ CCSE |  |  |  |  |  |  |  |  |  |  |  |  |
| **Market Development Program (Turmeric and Soft broom Industry)** | | | | | | | | | | | | | | |
| 1. Needs Assessment |  |  |  |  |  |  |  |  |  |  |  |  | PhP 15,000.00 |  |
| 2. Feasibility Report and Recommendation |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Implementation |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **HELP Arosip (Reforestation and Water Supply Restoration)** | | | | | | | | | | | | | | |
| 1. Planning/ MOA with LCDFI | CHS / CLI, BED, Transportation Department in coordination with LCDF inc. |  |  |  |  |  |  |  |  |  |  |  | PhP 25,000.00 |  |
| 2. Consultative Meeting with Barangay residents |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Feasibility Report & Recommendation |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Implementation |  |  |  |  |  |  |  |  |  |  |  |  |
| a. Tree planting Program |  |  |  |  |  |  |  |  |  |  |  |  |
| b. Clean and Green Drive |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Arosip Cultural Preservation Project (Kankanaey Language Preservation and IPED Center Enhancement Program)** | | | | | | | | | | | | | | |
| 1. Planning | CES, BED, Library  Transportation Department |  |  |  |  |  |  |  |  |  |  |  | PhP 20,000.00 |  |
| 2. Implementation |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Filipino Values Program 2. Fa-Mealy Day |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Art Exhibit |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Dance, Singing, Instrument, Presentation / Competition / Workshop |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Children’s Program |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Arosip Literacy and Livelihood Program** | | | | | | | | | | | | | | |
| 1. Digital training |  |  |  |  |  |  |  |  |  |  |  |  | PhP 20,000.00 |  |
| 1. Computer Inspection and Installation of Software (Donation of 1 set of Computer) | CCSE, SDI |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Productivity Tools Training for Barangay Officials |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Social Media Awareness Seminar |  |  |  |  |  |  |  |  |  |  |  | PhP 20,000.00 |  |
| 3. Reading program | BED. CES |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Storytelling activity with School Children | BED |  |  |  |  |  |  |  |  |  |  |  |  |
| **Social and Other Activities** | | | | | | | | | | | | | | |
| 1. World Food Day Celebration with school Children | ISO, Transportation Department |  |  |  |  |  |  |  |  |  |  |  | PhP 2,000.00 |  |
| 2. Sports Program for Arosip Elementary School | BED, CES, CPRT  Transportation Department |  |  |  |  |  |  |  |  |  |  |  | PhP 10,000.00 |  |
| 1. Sport equipment provision |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Youth Development Program | BED, CES, CRT |  |  |  |  |  |  |  |  |  |  |  | PhP 15,000.00 |  |
| 1. Assessment of Youth program/s |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Implementation of plan programs and activities |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Gift Giving | CHS. CLI, BED, Library |  |  |  |  |  |  |  |  |  |  |  | From Donations |  |
| 1. Educational Toys |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Book Drive |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | | | | | | | | | | **PhP 200,000.00** |  |

Prepared by:

**Ms. Ailynn Gapuz Ms. Gryn Salagma Mr. Deo Lucero**

College of Physical & Respiratory Therapy College of Radiologic Technology College of Business

**Ms. Ana Louis Sebio Ms. Grizelle Ann Marquez Mr. Levon Lumbag**

College of Education & Sciences College of Pharmacy Skills Development Institute

**Ms. Concepcion Bautista Ms. Lea Marie Claustro Ms. Danelene Estacio**

College of Nursing / Master of Arts in Nursing Basic Education College of Medical Laboratory Science

**Mr. Jeric Lois Casugay Bernardo Tayaban Jr. Pacita G. Apilado, EDD, MAN**

College of Computer Science & Engineering & MIS Chairman, LC -CESO Executive Director