



UPLB AGORA OUTSTANDING EXTENSION PERSONNEL AWARD AND OUTSTANDING EXTENSION PROJECT AWARD

SELECTION GUIDELINES

(Revised, 2023)

I. PURPOSE

The alignment of the UPLB AGORA with the overarching framework of the Sustainable Development Goals (SDGs) lies a significant opportunity to catalyze impactful change. Extension or community and public service, as defined by the act of communicating, enlightening, and empowering specific sectors or target clienteles towards self-improvement and enhanced functionality, align seamlessly with the SDGs, thereby ensuring that our service address pressing socio-economic and environmental challenges.

Extension or community and public services include the following activities:

- A. Training programs, non-degree and non-credit courses offered by a college or unit;
- B. Technical assistance and advisory services to agencies, organizations, associations and other groups;
- C. Communication/information services and/or dissemination of knowledge and skills to particular client groups through the various means of dissemination such as person-to-person contact, radio, television, newspaper, other printed materials, and digital/online platforms;
- D. Extension methodologies development through:
 - 1. Community outreach service/extension activities conducted by a team or college or unit in areas outside UPLB, e.g. community-based social services, pilot projects, mobile clinic, etc.
 - 2. Direct public service extension activities conducted by individual, team or unit within UPLB premises to benefit individuals and communities.

Extension and public service at UPLB as a matter of policy have enjoyed prominent status and commitment from the institution in conjunction with two other functions, instruction and research. Whereas many awards have been given to outstanding teachers and researchers, only a few have been given to the extension personnel and extension projects of the university.

The award aims to encourage leadership, resourcefulness, effectiveness and dynamism in carrying out the extension/public service functions of the University. Furthermore, it seeks to showcase the tangible impact of UPLB's extension and public service initiatives in driving progress toward the attainment of the SDGs within the framework of the UPLB AGORA.

II. NATURE OF AWARD

The Outstanding Extension Personnel Award is given to an individual who has a reputable track record and has shown exemplary performance in rendering extension work or community service. The Outstanding Extension Project Award shall be given to an institutional project that exhibits high standards of public service excellence.

The recipients of the awards shall receive the following prizes:

- Plaque of Recognition.
- Cash award of at least ₱75,000 for individual and at least ₱100,000 for project categories.

The awards will be given during the Convocation Program marking the Foundation Anniversary of UP Los Baños in March. Winners are eligible for re-nomination three (3) years after receiving the awards with new accomplishments. Non-winners can be re-nominated in the following year.

III. MINIMUM QUALIFICATIONS

A. UPLB AGORA OUTSTANDING EXTENSION PERSONNEL

A bonafide UPLB personnel who satisfies the following qualifications can be nominated for the Outstanding Extension Personnel Award:

1. On regular appointment (temporary or permanent status) during the period under review;
2. Has at least three (3) years continuous active service in extension immediately preceding the nomination;
3. Has not been found guilty of plagiarism, intellectual dishonesty and other acts of unprofessionalism; and
4. Must be endorsed by the unit.

B. This category may have two (2) awardees – one each for junior and senior extension personnel category. Each category is defined as follows:

1. Junior Extension Personnel – UPLB personnel with a salary grade of 16 or lower.
2. Senior Extension Personnel - UPLB personnel with a salary grade of 17 or higher.

C. UPLB AGORA OUTSTANDING EXTENSION PROJECT

The nominated extension projects should satisfy the following qualifications:

1. Must be in operation for at least three (3) years and on a continuing basis;
2. Must be registered as an extension project under the Office of the Vice Chancellor for Research and Extension and/or the UPLB Foundation Inc.; and
3. Must be endorsed by the unit.

The nominated extension project should list all the faculty, research, extension and

professional staff and/or administrative personnel involved in the project from the time of conceptualization to the planning and implementation stages of the project. Members of the project nominated to the Outstanding Extension Project Award should also satisfy the minimum qualifications for the Outstanding Extension Personnel (A.1 to 3 only). Contractual staff to the project, however, should satisfy at least the second requirement (A.2 only). A certificate of satisfaction of minimum qualifications is included in the OEA Form1 – Nomination Form.

A 1-2-year project may also be nominated, provided that it has been completed/conducted three (3) years prior to the nomination so its impact can be evaluated.

IV. NEEDED SUPPORTING DOCUMENTS

The nomination set should have the following duly accomplished documents:

	INDIVIDUAL	TEAM
1	AGORA OEA Form 1A - Nomination Form	AGORA OEA Form 1B - Nomination Form
2	AGORA OEA Form 2 - Justification Form	
3	AGORA OEA Form 3A - Summary of Accomplishments	AGORA OEA Form 3B - Summary of Accomplishments
4	Comprehensive <i>Curriculum Vitae</i>	Comprehensive <i>Curriculum Vitae</i> (Project Leader)
5	Portfolio	Portfolio

All nominations for the Outstanding Extension Personnel shall be supported by the performance record of the nominee. Outstanding performance must be cited separately and supported by evidence. **Proofs/testimonies on the impact of the activities on the target group or the upliftment of members of community served must be included.** Citations from institutions adapting or served by the extension project must be also presented.

The nominee for the Outstanding Extension Project shall be supported by the pertinent information/documents on the projects (should also include information on the source of funding, feedback from the beneficiaries, etc.)

For both categories, the portfolio should contain copies of the publications, presentations, certificates, testimonials, assessments, and photographs of activities and other proofs of all items indicated in the Accomplishment Summary.

Documentation of the extension processes and their outcomes/impact is a must.

Only those accomplishments for the **past five (5) years** will be considered. However, the comprehensive *curriculum vitae* are required from the individual nominees, especially for first-time nominees, to show nominees track record.

One (1) nomination set and electronic copy of all the documents are required to be

submitted.

Use of the prescribed format:

1. Forms, proofs and attachments must be properly and separately labelled.
(For e-copy: DO NOT combine in ONE PDF File)
2. Proof and attachment must be arranged following the order of entries in Summary of Accomplishment (OEA Form 3A/3B)
3. Kindly use the file name format below for your forms and proofs:
 - OEA Form1A_JS Dela Cruz/OEA Form1B_Name of the Project
 - OEA Form2_JS Dela Cruz/OEA Form2_Name of the Project
 - OEA Form3B_JS Dela Cruz/OEA Form3B_Description of Service_Name of the Project

V. CRITERIA OF SELECTION

A. UPLB AGORA Outstanding Extension Personnel

The UPLB AGORA Outstanding Extension Personnel shall be selected based on the following criteria:

CRITERIA	
a. Impact of performance – contribution to the advancement and delivery of extension services to target beneficiaries that have local, regional and national impact/significance in line with the AGORA focus areas and SDGs, including testimonials and proofs of impact performance, and endorsement by clientele/community/organizations.	35%
b. Commitment/Dedicated service to clientele (minimum 3 years) – involvement in activities for the upliftment of the community (farmers, fisherfolks and other beneficiaries) and leadership/membership to civic, religious and community organizations.	30%
c. Technical competence – technical expertise in the area of specialization including the number of extension programs/projects undertaken as developer/proponent, as a resource person in workshops/conferences (local and international), and reviewer/evaluator of extension programs/projects.	20%
d. Creative output – assessment shall be based on publications (local and international) including articles published in popular magazines and newspapers with national circulation and reports of completed extension project.	15%

B. UPLB AGORA Outstanding Extension Project

The UPLB AGORA Outstanding Extension Project shall be selected based on the following criteria:

CRITERIA	
a. Impact on professions/clients – generation of new knowledge/methodologies that have significant contribution to the profession, impact study of extension project that will truly assess the usefulness of the project of clients' perspective on the usefulness/impact of the project to community or target groups in line with the AGORA focus areas and SDGs.	35%
b. Creative Output – assessment of all publications (local and international), popular articles published in magazines, newspapers with national circulation and reports of completed extension projects	30%
c. Effectiveness – use and adoption of project outputs in regional and national extension programs and policies, significant contribution to rural development including gender-related issues	35%

VI. SELECTION PROCEDURE

An individual or project can only be nominated to one category. The nominees may be interviewed at any level as the need arises. For consistency, selection committees at all levels shall use the same set of criteria in evaluating nominees. However, additional criteria or screeners for selection of nominees at the department/institute and college level can be determined by the individual units.

1. Selection at the Department/Institute Level

The academic Personnel Committee chaired by the department/institute chair/director shall select not more than two (2) nominees per category satisfying the minimum qualifications.

2. Selection at the College Level

The College Academic Personnel Committee chaired by the College Dean shall evaluate the nominees submitted by each unit and select no more than two (2) nominees per category. The college shall endorse its nominees to the University Selection Committee.

3. Final Selection at the University Level

The University Selection Committee shall evaluate all nominees endorsed by the units. If the University Committee evaluates that the field of nominees as lacking in number and depth, it has the option to identify nominees worthy of nomination. In this case, the name of the nominees will be forwarded by the committee to the concerned unit for evaluation. The Chancellor shall constitute this committee with the following composition:

- a. Vice Chancellor for Research and Extension, as Chair
- b. Assistant to Vice Chancellor for Research and Extension, as Co-Chair
- c. One (1) previous awardee
- d. One (1) faculty
- e. One (1) representative of the REPS sector
- f. One (1) Professor Emeritus

From the nominations, the University Committee shall select only one Outstanding Extension Personnel and only one Outstanding Extension Project.

A minimum score of 80 is required for a nominee to win the award.

The result shall remain confidential until the approval of the Chancellor.

The selection of the awardees is final upon approval of the Chancellor.



UPLB AGORA OUTSTANDING EXTENSION PERSONNEL AWARD NOMINATION FORM

Category (Choose one)	Junior Senior
Name of Nominee	
Present Position	
Status (Choose one)	Temporary Permanent
Unit	
College	

Attach
latest
passport-sized
photo
here

OEA Form 1a

Abstract

(In 75 words or less, narrate why the nominee deserves to be awarded the Outstanding Extension Personnel Award. This will form part of the citation text to be used for the award.)

Use Arial 10 text

Justification Summary

(300-word summary containing every outstanding achievement of the nominee)

Use Arial 10 text

Certification and Endorsement

(The unit and college APC members should indicate their names and affix their signatures in the boxes below)

We hereby certify that the personnel whose name appears above has satisfied the minimum qualifications stipulated in the UPLB Outstanding Extension Personnel Award Selection Guidelines and is eligible for the award.

Minimum Qualifications:

A bonafide UPLB personnel who satisfies the following qualifications can be nominated for the Outstanding Extension Personnel Award:

1. On regular appointment (temporary or permanent status) during the period under review;
2. Has at least three (3) years continuous active service in extension immediately preceding the nomination;
3. Has not been found guilty of plagiarism, intellectual dishonesty and other acts of unprofessionalism; and
4. Must be endorsed by the unit.

Members, Unit APC		Members, College APC	

Requirements checklist:

1. OEA Form 1a – Nomination Form
2. OEA Form 2 – Justification Form
3. OEA Form 3a – Accomplishments Summary
4. Comprehensive *curriculum vitae*
5. Portfolio (proof of items declared in the OEA Form 3a)



**UPLB AGORA OUTSTANDING EXTENSION PROJECT AWARD
NOMINATION FORM**

Name of Nominee		
Base Unit		
Base College		
Inclusive Dates of Project Implementation		
Team Profile		
Name of Member	Involvement in the Team (Program Leader, Project Leader, Study Leader, Project Staff, Consultant, Others)	OEA Form 1b Unit/College

Attach latest 4R photo of the team here

Justification Summary

(In 75 words or less, narrate why the nominee deserves to be awarded the Outstanding Extension Team Award. This will form part of the citation text to be used for the award.)

Use Arial 10 text

Certification and Endorsement

(The unit and college APC members should indicate their names and affix their signatures in the boxes below)

We hereby certify that the personnel whose names appear above have satisfied the minimum qualifications stipulated in the UPLB Outstanding Extension Team/ Program Award Selection Guidelines and are eligible for the award.

Minimum Qualifications:

Nominated extension programs or projects must be in operation for at least three (3) years and on a continuous basis. A 1-2 year project may also be nominated, provided that it has been completed/conducted 3 years prior to the nomination so its impact can be evaluated.

Members of the team should also satisfy the following minimum qualifications:

- a. On regular appointment (temporary or permanent status) during the period under review;
- b. Has at least three (3) years continuous service immediately preceding the nomination;
- c. Has not committed acts of plagiarism, intellectual dishonesty and other acts of unprofessionalism.

Members, Unit APC		Members, College APC	

Requirements checklist:

1. OEA Form 1b – Nomination Form

2. OEA Form 2 – Justification Form
3. OEA Form 3 – Accomplishments Summary
4. Portfolio (proof of items declared in the OEA Form 3)



**UPLB AGORA OUTSTANDING EXTENSION PERSONNEL AWARD
UPLB AGORA OUTSTANDING EXTENSION PROJECT AWARD**

JUSTIFICATION FORM

Strict Instructions:

(Using only the space provided (3 pages), narrate and justify the accomplishments of the nominee giving consideration to the following criteria - Individual: Commitment/ Dedicated Service to Clientele; Technical Competence; Creative Output; and Impact of Performance; Team/Program: Impact on Profession/ Clients; Creative Output; and Effectiveness) Include a narrative on how the nominee contributed to the UPLB AGORA focus areas.

Use Palatino Linotype 10 text

OEA Form 2



UPLB AGORA OUTSTANDING EXTENSION PERSONNEL AWARD

SUMMARY OF ACCOMPLISHMENTS

(January 1, 20__ to December 31, __)

SERVICES RENDERED TO CLIENTELE				
Description of Service (e.g. Technical assistance, Resource Person, Training Staff, Extension Program Reviewer, Others)	Dates	Location	Collaborators/ Partners	Number of Beneficiaries

EXTENSION PROJECTS						
Status	Title	SDG	AGORA Focused Area	Involvement (Program Leader/ Project Leader/ Study Leader/ Project Staff)	Funding Agency	Budget Received
Ongoing						
Completed						

PUBLICATIONS			
Type	Complete Citation	Involvement (Main Author/ Co-author/ Editor)	Number of Citations (provide if available)
ISI Journal Articles			
Non-ISI articles			
Book/ Book chapter			
Non-refereed publications			
Popular Articles			

PRESENTATIONS				
Type	Title	Involvement (Main Author/ Co- author/ Presenter)	Title of Conference	Date and Location

Oral				
Poster				

EXTENSION MATERIALS DEVELOPED

Type	Description/ Title of Material	Involvement (Main Author/ Co-author/ Editor)	Primary Beneficiaries	Number of Copies/ Broadcasts
Manual				
Pamphlet				
Brochure				
Flyer				
Radio script				
Visual slides				
Audiovisual Presentation				
Others				

LINKAGES DEVELOPED

Type	Title/ Description of Linkage	Partner Institution
International		
Local		

CONTRIBUTION TO INSTITUTIONAL DEVELOPMENT

Type	Details	Estimated Value
Infrastructure		
Equipment		
Academic and RDE Programs		

PROFESSIONAL AFFILIATIONS

Type	Details	Involvement (Official/Position/ Member, Other)
Professional Societies		
Technical committees/		

groups		
Others		

PROFESSIONAL DEVELOPMENT

Type	Title/ Description	Inclusive Dates	Location
Conferences attended			
Specialized training attended			
Fellowship and visiting grants			

RECOGNITION RECEIVED

Type	Description of Award/ Citation	Award-giving Body	Date Received
International			
Local			

TESTIMONIALS OF IMPACT AND ENDORSEMENTS

Description	Endorsing Body	Date Received



UPLB AGORA OUTSTANDING EXTENSION PROJECT AWARD

SUMMARY OF ACCOMPLISHMENTS

(January 1, 20__ to December 31, 20__)

Important: All accomplishments to be entered should only be that of the team as a collective organization, and not that of its individual members.

EXTENSION ACTIVITIES OF THE TEAM

Status	Title	Funding Agency	Budget Received
Ongoing			
Completed			

AREAS OF OPERATION, INSTITUTIONAL COOPERATORS AND BENEFICIARIES

Project Areas	Cooperators	Number of Beneficiaries

PUBLICATIONS RESULTING FROM THE EXTENSION PROEJCTS OF THE TEAM

Type	Complete Citation	Number of Citations (provide if available)
ISI Journal Articles		
Non-ISI articles		
Book/ Book chapter		
Non-refereed scientific publications		
Popular publications		

SCIENTIFIC PRESENTATIONS MADE BY THE TEAM

Type	Title	Title of Conference	Date and Location
Oral			
Poster			

EXTENSION MATERIALS DEVELOPED BY THE TEAM			
Type	Description/ Title of Material	Primary Beneficiaries	Number of Copies/ Broadcasts
Manual			
Pamphlet			
Brochure			
Flyer			
Radio script			
Visual slides			
Audiovisual Presentation			
Others			

ACADEMIC LINKAGES DEVELOPED THROUGH THE TEAM		
Type	Title/ Description of Linkage	Partner Institution
International		
Local		

TEAM'S CONTRIBUTION TO INSTITUTIONAL DEVELOPMENT		
Type	Details	Estimated Value
Infrastructure		
Equipment		
Academic and RDE Programs		

PROFESSIONAL DEVELOPMENT OF MEMBERS DUE TO TEAM RESOURCES			
Type	Title/ Description	Inclusive Dates	Location
Conferences attended			
Specialized training attended			
Fellowship and visiting grants			

RECOGNITION RECEIVED BY THE TEAM AND ITS MEMBERS

Type	Description of Award/ Citation	Award-giving Body	Date Received
International			
Local			

ADOPTION OF OUTPUTS AND SIGNIFICANT CONTRIBUTIONS TO DEVELOPMENT

Output/ Contribution	Description/ Impact Assessment	Assessment Made By