

# UPLB OUSTANDING EXTENSION PERSONNEL AWARD AND OUTSTANDING EXTENSION PROGRAM/PROJECT AWARD

## **SELECTION GUIDELINES**

(Revised, 2021)

### I. PURPOSE

Extension or community and public service refers to the act of communicating, enlightening, persuading and helping specific sectors or target clienteles (as distinguished from those enrolled in formal degree programs and course offerings of UPLB) so that they can work effectively towards the improvement of their lives and their community and/or institutions and that they will be more effective in the performance of their functions to benefit the general public.

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 and other printed materials;
- D. Extension methodologies development through:
  - 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/programs of the university.

The award aims to encourage leadership, resourcefulness, effectiveness and dynamism in carrying out the extension/public service functions of the University.

### II. NATURE OF AWARD

The Outstanding Extension Personnel Award is given to an individual who has reputable track record and have shown exemplary performance in rendering extension work or community service. The Outstanding Extension Program/Project Award shall be given to an institutional program or 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 program/ 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 renomination three (3) years after receiving the awards with new accomplishments. Non-winners can be re-nominated on the following year.

## III. MINIMUM QUALIFICATIONS

#### A. OUTSTANDING EXTENSION PERSONNEL

A faculty or REPS 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. Prior to submission of nomination documents, the nominee must have already been given due recognition (i.e. award) by the immediate supervising unit/college or by any higher award giving body in the last five (5) years.

## B. OUTSTANDING EXTENSION PROGRAM/PROJECT

The nominated extension programs or 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 program/project under the Office of the Vice Chancellor for Research and Extension and/or the UPLB Foundation Inc.; and

3. Prior to the submission of nomination documents, the nominee must have already been given due recognition (i.e. award) by the immediate supervising unit/college or by any higher award giving body in the last five (5) years.

The nominated extension program/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 program/project. Members of the program/project nominated to the Outstanding Extension Program/Project Award should also satisfy the minimum qualifications for the Outstanding Extension Personnel (A.1 to 3 only). Contractual staff to the program/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	OEA Form1a - Nomination Form	OEA Form1b - Nomination Form	
2	OEA Form2 - Justification Form		
3	OEA Form3a - Summary of Accomplishments	OEA Form3b - Summary of Accomplishments	
4	Comprehensive Curriculum Vitae	Comprehensive Curriculum Vitae (Program Leader/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 program must be also presented.

The nominee for the Outstanding Extension Program/Project shall be supported by the pertinent information/documents on the programs/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 Program/Project
  - OEA Form2\_JS Dela Cruz/OEA Form2\_Name of the Program/Project
  - OEA Form3a\_JS Dela Cruz/OEA Form3b\_Description of Service\_Name of the Program/Project

# V. CRITERIA OF SELECTION

## A. Outstanding Extension Personnel

The 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, 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 uplifment of the community (farmers, fisherfolks and other beneficiaries) and leadership/membership to civic, religious and community organizations.	30%	
c.	<b>Technical competence</b> – 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 program/project.

## B. Outstanding Extension Program/Project

The Outstanding Extension Program/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 program/project that will truly assess the usefulness of the program/project of clients' perspective on the usefulness/impact of the program/project to community or target groups.	35%	
b.	<b>Creative Output</b> – assessment of all publications (local and international), popular articles published in magazines, newspapers with national circulation and reports of completed extension program/projects	30%	
c.	<b>Effectiveness</b> – use and adoption of program/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 program/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. These nominees must have been given due recognition by the immediate supervising unit/college or any higher award giving body in the last five (5) years prior to the nomination. 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 Program/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.