Nomination Guidelines for

2016 PARANGAL SA PROGRAMANG PANG-EKSTENSIYON

1. The Parangal sa Programang Pang-Ekstensiyon:
2. The Parangal sa Programang Pang-Ekstensiyon is awarded to the extension program with significant contribution 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.*

1. For the Parangal, an extension program is hereby defined as follows: a set of extension activities being implemented over a period of at least one year intended to achieve a particular set of outcomes among a defined target group. The program can be a regular program of the unit which has been undertaken for at least the last three years or it can likewise be a new program with a minimum of one year of implementation. The award will not be given to one-shot extension activity or a purely individual effort.

1. There will be two categories for this award, as follows:
2. Extension programs of degree-granting units; and,
3. Extension programs of non-degree granting units.
4. 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.
5. The awardee / s will receive a plaque of recognition.

1. General Guidelines

To qualify for the Parangal sa Programang Pang-Ekstensiyon, the program must meet the following requirements:

1. Exhibit exemplary extension work aligned with the mission of the institution and the university;
2. Team members must not have any pending administrative or civil case.
3. Criteria

The screening committee that will decide on the award will be guided by the following criteria:

1. Effect / impact of extension work on the organization / community / university served
2. Introduction of innovative / creative approaches, such as but not limited to:
3. Inter/trans-disciplinary collaboration
4. Cost effectiveness
5. Nature of materials (flyers, manuals, use of other forms of media, etc)
6. Nature of activities
7. Other aspects
8. Extent that the project was able to include others as partners:
9. within the university
10. outside the university
11. Enhancement / enrichment of teaching and/or research knowledge & skills
12. Who may nominate:
13. Any faculty member or staff of UP Diliman or UP Diliman Extension Program in Pampanga may nominate.
14. The nomination will have to be endorsed by the head of the unit (e.g. Department Chair and Dean for degree granting units and Director for non-degree granting units).
15. Other Information
16. The screening committee may invite program head and other team members for an interview or presentation; it may also ask for additional documentation.
17. The decision of the screening committee in the choice of awardee /s is final.
18. Documentation - The following documents are needed to nominate an extension program for this award:
19. Nomination form describing why the program is being nominated;
20. Documentation of the extension program;
21. Optional attachments: endorsement letters from individuals and partner organizations / communities; contract of service for commissioned extension program