

Nomination Guidelines for GAWAD TSANSELOR SA NATATANGING PROGRAMANG PANG-EKSTENSIYON 2018

The *Gawad Tsanselor sa Natatanging Programang Pang-Ekstensiyon* is awarded to extension programs which have demonstrated exemplary and significant contributions to the achievement of the vision/mission of the unit and the public service mandate of 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. (134th 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) awardees- one from each of the following categories:
 - 2.1 Extension programs of degree granting units; and
 - 2.2 Extension programs of non-degree granting units.

II. Extension Programs Eligible for the Award

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 be ongoing for a minimum of three (3) years within the date of nomination;
 - 1.3 The extension work must fall within the approved extension agenda of the college/unit;
 - 1.4 Must exhibit exemplary extension work with a clear focus and aligned with the vision/mission of the institution and the university;
 - 1.5 College/Units are encouraged to select only one extension program as nominee; however, bigger colleges/units may nominate a maximum of two (2) extension programs.
2. Extension programs that have received the Parangal para sa Programang Pang-ekstensiyon and other extension awards given by the UP System (e.g., Gawad Pangulo for Excellence in Public Service) in the last three (3) years are not qualified for nomination.

III. Criteria for Screening

1. The Selection Committee will be guided by the following criteria in screening the nominations:

CRITERIA	WEIGHT	INDICATORS
1. Substantive and significant effect/ impact of extension work on the community/ organization/ university served	30 %	1.1 Nature and extent of documented change in behavior or situation of partners/beneficiaries - Contribution of the program to a significant change in the behavior, action, or situation of the beneficiaries. Sound evaluation methods and tools are in place, and results are well-documented. 1.2 Sustainability – Institutionalization of the program; sustainability is ensured through appropriate mechanisms, e.g. established organizational/ institutional structures, networks, ordinances, policies, and the like. 1.3 Replication - Well-documented program and replication in several sites/contexts/fields (or disciplines). 1.4 Service Orientation - Service to marginalized sector/s through volunteerism or minimal compensation. 1.5 Awards/Citations Received - Non-academic citations, external awards and other recognition received.

2. Introduction of innovative/creative approaches	25 %	<p>2.1 Level of collaboration among disciplines - Shows fully - developed collaboration of 2 or more disciplines with the creation of an entirely new approach through integration of knowledge /methods.</p> <p>2.2 Nature of activities/ materials/ Cost-effectiveness – Wide range and variety of fully-developed, innovative, and appropriate activities/ materials used or produced that are unique, useful, and extremely relevant and are cost-effective.</p> <p>2.3 Advocacy - Demonstrates advocacy potential such as raising awareness on issues addressed by the program.</p>
3. Extent that the program was able to include others as partners within and outside the university	25 %	<p>3.1 Quality of partnership/s - Shows notable commitment, collaborative support from, and active and sustained involvement of various partners from within and outside the university as evident in shared responsibilities, ideas and resources.</p> <p>3.2 Quantity of partnership/s - Program implementation involves sustained institutional partnerships within and outside the university for a minimum of 3 years.</p>
4. Enhancement/Enrichment of teaching and/or research knowledge & skills	20 %	<p>4.1 Improvement of teaching – Contribution of the program to significant improvement in teaching through the creation of a new course/curriculum using content, materials and methods from the program; increased student engagement and reflection, and utilization of appropriate student assessment/ evaluation strategies.</p> <p>4.2 Enrichment of research – Production of multiple publications/resource materials/ knowledge products in various formats and media in line with the program; citation of the publications in other researches/academic works, and/or the knowledge products used by other practitioners.</p>
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. To qualify as finalist, a nominee must earn at least **75** points.
4. The decision of the Selection Committee in the choice of awardee/s is final.

IV. Who may Nominate

1. Any faculty member, REPS, administrative staff or college/unit head of UP Diliman or UP Diliman Extension Program in Pampanga may submit a nomination.
2. The nomination will have to be endorsed in writing by the head of the unit (i.e., the Department Chairperson and Dean for degree granting units and Director and Dean 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 clearly highlighting its public service/ extension aspects;
 - 1.3 Certification of highest ethical conduct from the Extension Program Leader/Head;
 - 1.4 Other attachments/evidence of extension program: e.g., endorsement letters/signed testimonials from reputable/recognized representative of partner organizations/communities; available reports/documentation, published articles/stories about the extension program; sample/prototypes of course syllabus/curriculum, manuals/activity guides/teaching materials/aids and other knowledge products developed or produced from the extension program; signed Partnership Agreements/MOA/MOU with collaborating groups; Evaluation instruments/tools used in the program; photo documentation, etc.
2. All nominations should be addressed and submitted to the Vice Chancellor for Research and Development on or before **5:00 pm, 15 March 2018**. Late submission 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 oec.updiliman@up.edu.ph with the subject: "*Gawad Tsanselor sa Natatanging Programang Pang-ekstensiyon 2018 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. You may get in touch with the following for more details and inquiries: *Ms. Hazel Meking -VoIP 2621; exchange@oec.upd.edu.ph*
Ms. Dulce Amor Verdolaga - VoIP 4046; ovcrd@upd.edu.ph