The logo of Batangas State University is a circular emblem. It features a central shield with a sunburst and a quill pen. Below the shield is a banner with the text 'SERVICE VIRTUE' and '1903 EXCELLENCE'. The outer ring of the emblem contains the text 'BATANGAS STATE UNIVERSITY' at the top and 'PHILIPPINES' at the bottom, separated by green laurel leaves.

Batangas State University Citizens' Charter

Revised 2015

Office of the Director for Extension

Profile

We are an extension and training group that empowers the communities, particularly the underserved and depressed, from the bondage of poverty, malnutrition, ignorance, vices, indifference, and environmental destruction to enable the people to live with dignity.

Location

1st Floor – Administration Building, Gov. Pablo Borbon, Main Campus I, Rizal Ave., Batangas City

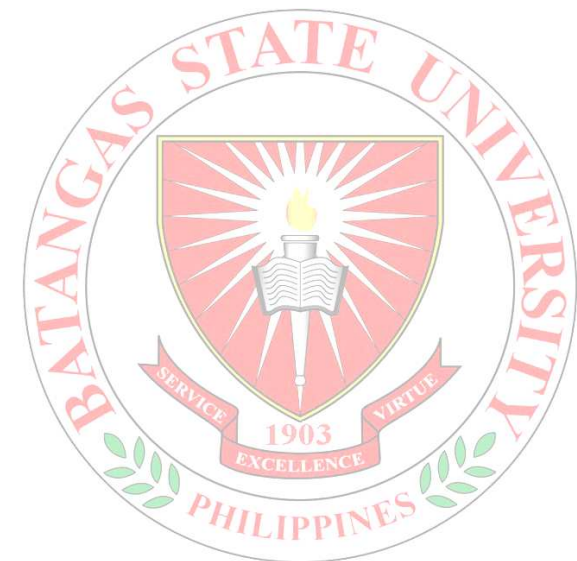
Contact Details

(043) 980-0385; 980-0392 to 0394 loc. 103 or 1131

Types and Sub-types:

1. Capability- Building Training Program
 - 1.1. Agricultural / Environmental Training
 - 1.2. Livelihood / Technical-Vocational/Skills Training
 - 1.3. Continuing Education for Professionals
 - 1.4. Basic Education/Information Technology Literacy Training

2. Community Outreach Program
 - 2.1. Food and Nutrition/Health and Sanitation/Maternal and child-care
 - 2.2. Medical/Dental/Optical Mission
 - 2.3. Blood Donation
 - 2.4. Clean and Green Community / Coastal Cleanup
 - 2.5. Tree Planting
 - 2.6. Nursery & Vegetable Garden Establishment
 - 2.7. Relief Goods Operation
 - 2.8. Gift Giving Activity
 - 2.9. Youth and Sports Development/Environmental Camps
 - 2.10. Visit to orphanages/prison camps/rehabilitation centers
 - 2.11. Provide counseling/legal advice



- 2.12. Fund Raising for Community Development

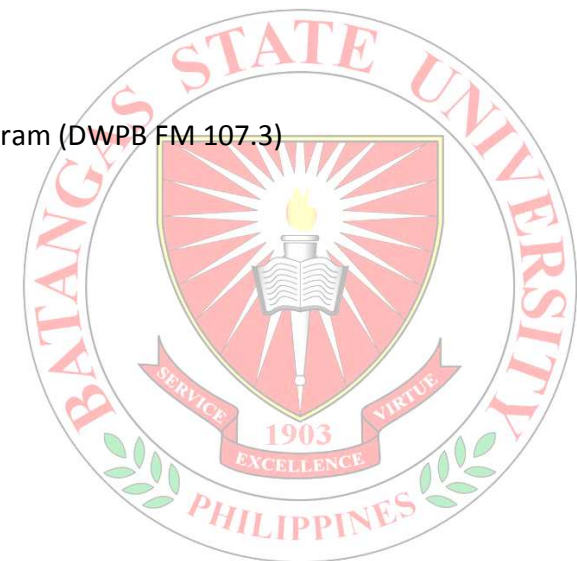
- 3. High-impact, long-term Integrated Community-based Development Program
 - 3.1. Adopt-a-Barangay Program
 - 3.2. Adopt-a-School Program
 - 3.3. Barangay Integrated Development Approach in Nutrition Improvement (BIDANI)
 - 3.4. Agro-industrial Community-based Technology Center

- 4. Technical Assistance and Advisory Services
 - 4.1. Workers Education Services/Manpower Development Services
 - 4.2. Information and Communication Technology
 - 4.3. Engineering Design Consultancy
 - 4.4. Construction Supervision
 - 4.5. Disaster Mitigation
 - 4.6. Solid Waste Management
 - 4.7. Rural Development/Urban Planning
 - 4.8. Business / Financial Plan

- 5. Communication / Information Services
 - 5.1. Communication and/or Dissemination of knowledge and skills thru school-on-air program (DWPB FM 107.3)

- 6. Technology Transfer, Utilization and Commercialization

- 7. Extension PAPs supporting Gender and Development (GAD)
 - 7.1. Gender Sensitivity Training
 - 7.2. Gender Analysis
 - 7.3. Gender-responsive Planning and Budgeting



Request for Extension and Training Services

Schedule of Availability of Service:

January to December
 Monday-Friday
 8:00-12:00; 1:00-5:00

Who May Avail of the Service:

LGUs, GOs, NGOs, POs, Businesses and Industries

What are the Requirements:

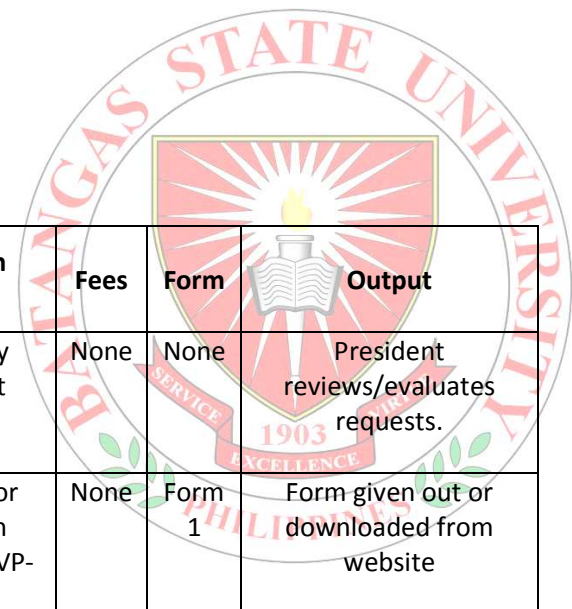
- a. Letter of Request addressed to:
 Office of the President
 Batangas State University
 Gov. Pablo Borbon, Main Campus I
 Rizal Ave., Batangas City
- b. Filled up Form1: Request for Extension and Training Services
- c. Memorandum of Agreement / Memorandum of Understanding

Duration:

6 weeks

How to Avail of the Services

Step	Applicant/Client Activity	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form	Output
1	Sends Letter of Request to the Office of the President	President advises the Director for extension services to evaluate the request for appropriate action	1 week	University President	None	None	President reviews/evaluates requests.
2	Sends filled-up Form 1 to the Office of the Director for Extension Services	Director for extension services and VP-RDE recommend the requested services for president's approval	1 week	Director for Extension Services & VP-RDE	None	Form 1	Form given out or downloaded from website



3	Attends consultative and planning meeting with the University extension group	Conducts consultative and orientation/planning meeting with the requesting agency	1 week	Extension Service Group	None	None	Training considerations and requirements are determined
4	Prepares/Sends MOA / MOU	University Legal Counsel reviews/evaluates MOA / MOU	1 week	University Legal Counsel	None	None	Final draft of MOA
5	Signs MOA / MOU	Signs MOA / MOU	1 week	University President & VP-RDE	None	None	Signed MOA
6	Contributes service inputs	Implements Extension Services	As scheduled	Extension Service Group	None	None	Training was implemented, monitored and evaluated
END OF TRANSACTION							

