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 Form 1: Request for Extension and Training Services
- c. Memorandum of Agreement / Memorandum of Understanding

**Duration:**
6 weeks

**How to Avail of the Services**

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Person In Charge</th>
<th>Fees</th>
<th>Form</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sends Letter of Request to the Office of the President</td>
<td>President advises the Director for extension services to evaluate the request for appropriate action</td>
<td>1 week</td>
<td>University President</td>
<td>None</td>
<td>None</td>
<td>President reviews/evaluates requests.</td>
</tr>
<tr>
<td>2</td>
<td>Sends filled-up Form 1 to the Office of the Director for Extension Services</td>
<td>Director for extension services and VP-RDE recommend the requested services for president’s approval</td>
<td>1 week</td>
<td>Director for Extension Services &amp; VP-RDE</td>
<td>None</td>
<td>Form 1</td>
<td>Form given out or downloaded from website</td>
</tr>
<tr>
<td></td>
<td>Activity</td>
<td>Timeframe</td>
<td>Responsible Party</td>
<td>Notes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>----------------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Attends consultative and planning meeting with the University extension group</td>
<td>1 week</td>
<td>Extension Service Group</td>
<td>none</td>
<td>Training considerations and requirements are determined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Prepares/Sends MOA / MOU</td>
<td>1 week</td>
<td>University Legal Counsel</td>
<td>none</td>
<td>Final draft of MOA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Signs MOA / MOU</td>
<td>1 week</td>
<td>University President &amp; VP-</td>
<td>none</td>
<td>Signed MOA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>RDE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Contributes service inputs</td>
<td>As scheduled</td>
<td>Extension Service Group</td>
<td>none</td>
<td>Training was implemented, monitored and evaluated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>