



CAUAYAN CAMPUS

*University for People, Nature,
Entrepreneurship & Innovation*



2022 AACCUP ACCREDITATION

Level III Phase 2



**BACHELOR OF AGRICULTURAL TECHNOLOGY
NARRATIVE PROFILE
EXTENSION**



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VISION

Establish a variable and sustainable University Extension Program on Science and Technology bases enterprises to uplift the dignity and quality of life of partner communities.

MISSION

A commitment to disseminate deliver relevant package of technologies and services generated by towards a self-sufficient a self- sufficient partner communities.

GOALS

To establish variable and Sustainable University Program on Science and Technology based enterprise to uplift to dignity and quality of life of partner communities.

To serve as medium in setting out ideas, values, attitudes and skills needed for personal, social, cultural and economic development in order to improve the quality of life among very individual, family, ad community live thus contributing to national efforts to spur economic growth and social progress.

Introduction

The long-term goal of Isabela State University through the University Extension Services is to sustain its active role in the realization of a socio-economic development that enhances the quality of life of the people in the province of Isabela, in particular, and the Cagayan Valley Region, in general. To sustain this role, the Campus Extension and Training Offices through its Colleges shall undergo programs that will empower communities to become self-sufficient and attain sustainability.

To attain its goal, the following objectives have to be realized;

1. Strategic Objectives

- To evolve, develop and promote an effective and integrated need-based extension modality that will transform a pilot barangay into self-reliant, empowered and progressive community;
- To continuously enhance the transfer, utilization and commercialization of matured technologies that would support rural livelihood enterprises, ensure food security and people empowerment;
- To attain the highest level of accreditation of the extension and training programs by the accrediting bodies;
- To continuously upgrade the competence of manpower and facilities;
- To establish and sustain partnership with other government line agencies, Local Government Units; NGOs and GOs, etc.;
- To assist LGUs in building up their capabilities in the delivery of extension programs and services;
- To implement gender and development (GAD) – related programs/activities at various levels in partnership with stakeholders;

- To establish a functional mechanism for monitoring and evaluation of extension and training services;
- To provide adequate resources that will effectively and efficiently deliver extension services to partners;
- To provide incentives to faculty in the conduct of extension projects and services.

2. Adequate and Relevant Projects and Activities to Achieve Objectives

ISU Cauayan has adopted extension modalities and strategies that are functional and relevant to local government units, non-government agencies (NGAs), government organizations (GOs) and marginalized rural communities. These extension modalities are aimed at realizing communities to improved capabilities to become self-reliant thereby transforming the lives of its people. These modalities are designed to capacitate LGUs, NGAs, GOs, Private Organizations (POs), Private sectors and Women's Group towards sustainable development.

The following modalities are adopted by the Institute of Agricultural Technology particularly the Bachelor in Agricultural Technology.

2.1. Extension Modalities for the Implementation of Extension Activities

2.1.1. Adopt -A- Barangay Program

The program is an integrated, inter-college extension strategy/approach toward transforming a selected poor pilot barangay into a self-reliant, empowered and progressive community. It pools experts from various colleges in the Campus/University who are capable of analyzing the needs of the community and eventually helping them find solutions and assisting them to realize their goals. The program was designed to cater to the recommendations of AACUP accreditation requiring college-based extension activities. Under this program, all college-based extension activities are implemented in one pilot barangay under a participative and collaborative arrangement involving interdisciplinary teams. The pilot barangay serves as the convergence of services and technical assistance from the colleges based on their strengths, expertise, and mandate which were planned and implemented collaboratively.

In an agreement with the Province of Isabela Green Ladies Incorporation and Cauayan City Green Ladies Organization, the Institute of Agricultural Technology has chosen Barangay Nagrumbuan, Cauayan City, and Isabela to undergo the Adopt-A Barangay Extension Approach.

The Bachelor of Agricultural Technology conducted activities such as Need Assessment to determine and identify problems and conditions of the people in the community in terms of agricultural production, concerns, needs, and possible livelihood programs including training and seminars to enhance their knowledge and skills about the existing new trends and development, particularly for the possible income

generation activities and production. The information gathered from the survey was consolidated as a basis for designing and re-designing extension programs for the community based on their available resources and the identified needs.



Stakeholders' meeting is also conducted to present the objective and propose livelihood programs and projects designed based on the results of the Need Analysis. The faculty of the Institute of Agricultural Technology also presented a project proposal during Agency's In-house Review to monitor and evaluate the extension programs.

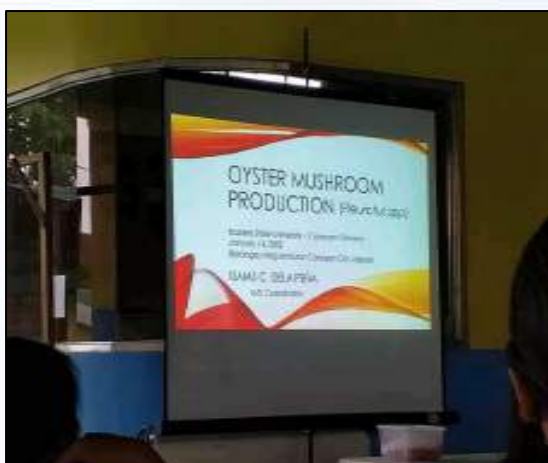


The memorandum of agreement was signed to strengthen the partnership between Isabela State University, stakeholders, and other partner agencies. In order to achieve the goals and objectives of the extension works, training in value formation was conducted to develop a sense of perseverance, respect for others, responsibility, commitment, integrity, and empathy among the clientele, organization, and management. These will serve as a foundation to enhance their social values and become better members of the organization, society, and community. Upon the identification and confirmation of the program and projects.



The different training and seminars were conducted such as Mushroom Culture and Production Technology, Technology Adaptation on Vegetable Production, and Broiler Production Technology.

These projects implemented is generally to strengthen and empower the household community to reinforce knowledge and skills, providing the opportunity to capacitate themselves in term of agricultural production and income generation activities.



The Mushroom Culture and Production training was conducted by Mr. Isaias C. Dela Peña. He introduces the importance of mushrooms, procedures and opportunities in terms of income generation. The Members of the Green Ladies Organization/Household parents/farmers actively participated in the said activity.

Nagrumbuan is one of the barangay of the Ideal City of the North, Cauayan City, in the Province of Isabela. The community consists of diverse culture and origins, nevertheless, a sense of empathy, unity and co-operations are observed. The Barangay Nagrumbuan, headed by the ever-supportive Mrs. Nena R. Velasco. Most of the people in the community relies on farming, majority is on rice production. Some are also engaged in fish Culture and Production, and Poultry and Livestock animals.

Table 1. Adopt-A-Barangay Activities of Bachelor of Agricultural Technology

EXTENSION PROJECT	FACULTY INVOLVED	TIME FRAME	BENEFICIARIES	OUTPUT/IMPACT EXPECTED OUTCOME
1. Training on Values formation and Team Building Cum	Isaias C. Dela Peña, Josephine C. Cristobal, IAT Faculty, SAS Faculty	One Day	Barangay Nagrumbuan, Cauayan City, Isabela – Members of the Green Ladies Organization/Household parents	Beneficiaries are expected to become more motivated to work together and develop their strength in addressing their weaknesses
2. Mushroom Culture and Production Technology	Isaias C. Dela Peña Dr, Josephine C. Cristobal	January 2022- Decemebr 31, 2023	Barangay Nagrumbuan, Cauayan City, Isabela - Members of the Green Ladies Organization/Household parents	- Income generating/Livelihood Project in Oyster Mushroom Production for the Green Ladies Organization members. - 17 Highly trained household parent in producing oyster mushroom culture and production - Enables to produce and generate income from mushroom culture and production
3. Technology Adaptation on Vegetable Production	Isaias C. Dela Peña, Camilyn A. Ligmayo Josephine C. Cristobal, IAT Faculty	January 2022- Decemebr 31, 2023	Barangay Nagrumbuan, Cauayan City, Isabela - Farmers and Youth, and the Barangay. Officials	- Established Brgy. Communal Garden in the community - Trained 8 Brgy. officials, 15 household parents, and 5 farmers in producing healthy and quality vegetables
4. Training on Broiler Production technology	Isaias C. Dela Peña, Reynaldo V. Guzman Josephine C. Cristobal, IAT Faculty	January 2022- Decemebr 31, 2023	Barangay Nagrumbuan, Cauayan City, Isabela - 10 Selected Farmers	- Highly trained 5 male farmers, 5 household women and 5 Out of School youth in poultry production as Income generating project of the family - Livelihood projects and poultry animals for family consumption

2.1.2. LGU Strengthening and Capacity Building Programs

The Local Government Unit of Cauayan City was awarded as the first Smarter City of the Philippines by the Department of Science and Technology in 2015. As a smarter city, it has to realize smarter city concepts such as Smarter Governance, Smarter Health, Smarter Environment, Smarter Education, Smarter MSMEs, Smarter Agriculture and Smarter Climate Change Mitigation. The City as an SDG-engaged community continues to integrate SDGs dubbed as “Labing Pitong Hamon para sa Cauayeno” in its programs and services.

ISU as a staunch partner of the LGU Cauayan City for community development continues to create different programs and activities with the LGU in line towards the realization of Smarter City Concepts and the localization of Sustainable Development Goals (SDGs).



<https://isu.edu.ph/sustainable-development-goals-center-to-rise-at-isu/>

This program is designed to improve the delivery services and increase the work force resource productivity of the LGUs towards good governance. As provided under Section 90, the University is mandated to focus its extension services on the improvement of the LGUs' capability in the delivery of extension services. These services are in the forms of degree and non-degree training, technical assistance, the establishment of demonstration projects cum research activities, development of systems, digitization and digitalization monitoring and evaluation of LGU extension projects, and information support services leading to good governance. This program also involves establishing good working relationship with LGUs at the provincial, municipal and barangay levels.



Figure 1. DOST Chief Secretary Montejo awards Cauayan City as Smarter City(with Cauayan City Mayor Bernard M. Dy ,DOST R02 RD Urdujah A. Tejada and ISU Pres Dr Ricmar P. Aquino).



Figure 2. DOST Secretary Prof. Fortunato T. Dela Peña and party the inaugurate the First SDG Center in the Region located in Isabela State University – Cauayan Campus.

This program was evolved and implemented by the University pursuant to the provision of R.A. 8435 otherwise known as the Agriculture and Fisheries Modernization Act or AFMA of 1997 to transform the agriculture and fisheries sectors to a technology-based and competitive industry, and to ensure that the small farmers and fisherfolk have equal access to assets, resources, and services.

Table 2. LGU -Oriented Extension projects

EXTENSION PROJECT	FACULTY INVOLVED	TIME FRAME	BENEFICIARIES	OUTPUT/IMPACT EXPECTED OUTCOME
Integrated Vegetable Production Component 2 of Pato Manok at Gulay, Maka-Kabuteng Pangkabuyan Program Sponsored by Cauayan City, Local Government Unit (CCGLO)	Dr. Josephine C. Cristobal and Dr. Cipriano M. Ticman Jr. Project Leaders Camilyn A. Ligmayo Lecturer Nursery Operation and Crop Management	January 1, 2022, to December 31, 2023	Officials of Brgy. Nagrumbuan, Cauayan City, Isabela Members of the Brgy. Green Ladies Organization Members Farmers and Household parents	1. Established Brgy. Communal Garden in the community 2. Trained 8 Brgy. officials, 15 household parents, and 5 farmers in producing healthy and quality vegetables. Complementing the SDG no. 2 end Hunger, achieve food security and Improve Nutrition and promote sustainable agriculture, SDG 5 on Gender Equality, SDG 8 is Decent Work and Economic Growth, SDG 10 Reduced Inequalities.
Oyster Mushroom Culture and Production Component 2 of Pato Manok at Gulay, Maka-Kabuteng Pangkabuyan Program Sponsored by Province of Isabela Green Ladies Incorporation (PIGLAI) and Cauayan City, Green Ladies Organization (CCGLO)	Isaias C. Dela Peña-Project Leader and Lecturer Dr. Cipriano M. Ticman Jr.- Hands-on Trainer/ Lecturer Camilyn A. Ligmayo, Wilma O. Lucas, Reynaldo V. Guzman and Engr. Sean L. Agbanlog – Training workshop Facilitators	January 1, 2022, to December 31, 2023	Brgy. Nagrumbuan Green Ladies Organization Members	1. Income generating/Livelihood Project in Oyster Mushroom Production for the Green Ladies Organization members. 2. 17 Highly trained household parent in producing oyster mushroom culture and production Complementing SDG no. 1 End Poverty in all forms everywhere, SDG 5 on Gender Equality, SDG 8 Decent Work and Economic Growth, SDG 10 Reduced Inequalities, 3.

Poultry Production Component 2 of Pato Manok at Gulay, Maka-Kabuteng Pangkabuhayan Program Sponsored by 1st Isabela Provincial Mobile Force Company and ISU-IAT	Isaias C. Dela Peña-Project Leader Reynal V. Guzman Lecturer	January 1, 2022, to December 31, 2023	5 Farmers, 5 Household Parents, and 5 Out of School Youth of brgy. Nagrumbuan Cauayan City, Isabela	1. Highly trained 5 male farmers, 5 household women and 5 Out of School youth in poultry production as Income generating project of the family 2. Livelihood projects and poultry animals for family consumption Complementing the following SDGs: SDG 5 on Gender Equality, SDG 8 Decent Work and Economic Growth, SDG 10 on Reduced Inequalities,
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The Pato-Manok at Gulay Maka-kabuteng Pangkabuhayan Program consists of integrated vegetable production with mushroom production and a poultry production component sponsored by the LGU-CCGLO, PIGLAI, and other partner agencies for the household parents and women's organization of Cauayan City, Isabela. Primarily, it is to improve knowledge and skills, improve decision-making, and capacitate the beneficiaries to deal with their difficulties in daily life by giving them different livelihood projects and programs.

2.1.3 Community Outreach and Extension Support Service

Community Outreach are extension activities conducted in areas outside the university or college, like community-based social services, pilot projects, mobile clinic, etc. Extension support services aims to empower partner agencies by providing technical assistance, consultancy, and other support services in the form of training, technology promotion and production of IEC materials.

Table 3. Community-based Social Services

EXTENSION PROJECT	FACULTY INVOLVED	TIME FRAME	BENEFICIARIES	OUTPUT/IMPACT EXPECTED OUTCOME
Training Management on Oyster Mushroom Culture and Fruiting Bags Distribution to the Growers of Exponent Cooperative	Isaias C. Dela Peña in his capacity as Institute extension coordinator and as a subject instructor in community organizing and rural development	February -March 2022	Members of the exponent cooperative of Nungnungan Cauayan City, Isabela	14 highly trained Household women, 14 school youth, and 6 farmers Complementing the following SDGs: SDG 5 on Gender Equality, SDG 8 on Decent Work and Economic Growth, SDG 10 on Reduced

in support of the celebration of National Cooperative Months of the Philippines	Dr. Josephine C. Cristobal in her capacity as a campus extension Director IAT Student Leaders, BAT Student			Inequalities, and SDG 16 on Peace, Justice, and Strong Institutions.
Oyster Mushroom Culture and production Training for Green Ladies Organization of Municipality of Reyna Mercedes	Hon. Conchita M. Palecia in her capacity as PIGLAI Executive Director Isaias C. Dela Peña in his capacity as Institute extension coordinator Dr. Josephine C. Cristobal in her capacity as a campus extension Director	December 2020	Green Ladies organization and Farmers of the Brgy. Turod, Reyna Mercedes Isabela	28 highly trained Household women, 3 school youth, and 1 male farmer Complimenting the following SDGs: SDG 2 Zero Hunger, SDG 3 Good Health and Well Being, SDG 6 Clean Water and Sanitation, SDG 10 Reduced Inequalities, SDG 16 Peace, Justice and Strong Institutions
Relief Goods for the devastated members of the provinces of Isabela and Cagayan during the onslaught of the typhoon of Ulysses	Isaias C. Dela Peña, Reynaldo V. Guzman, and Wilma O. Lucas in their capacity as members of ISU Cauayan Campus Alumni Association, Inc.	December 2020	Affected persons during the Typhoon Ulysses	Collected the amount of P 10,000 donation money from alumni members of the AB Legal Management. Complimenting the following SDGs: SDG 2 Zero Hunger, SDG 3 Good Health and Well Being, SDG 6 Clean Water and Sanitation, SDG 10 Reduced Inequalities, SDG 16 Peace, Justice and Strong Institutions
Relief Goods for Stranded Students of ISU Cauayan during the Luzonwide Lockdown	Isaias C. Dela Peña, Reynaldo V. Guzman, and Wilma O. Lucas in their capacity as members of ISU Cauayan Campus Alumni Association, Inc.	March 2020	Stranded ISU Cauayan Students	Distributed various relief packs for stranded students during the start of the Luzon wide Lockdown on March 2020 in the amount of Php 50,000.00. Complimenting the following SDGs: SDG 2 Zero Hunger, SDG 3

				Good Health and Well Being, SDG 6 Clean Water and Sanitation, SDG 10 Reduced Inequalities, SDG 16 Peace, Justice and Strong Institutions. This relief operation complies with the Smarter Governance of the City of being a Smarter City in the Philippines.
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The Institute of Agricultural Technology conducted different training as Extension support services such as Management Training on Oyster Mushroom Culture and Production to the members of the exponent cooperative in support of the National Cooperative Months of the Philippines and oyster Mushroom Culture Production Training for the Green Ladies Organization Members of the Turod Reyna Mercedes, Isabela.

Table 4. Extension Support Service (Consultant, Technical Assistance)

Name of Faculty	Title of Activity	Sponsoring Agency	Service Rendered
Isaias C. Dela Peña Project Leader	Training on Oyster Mushroom Culture and Production	PIGLAI- Province of Isabela Green Ladies Association Incorporation CCGLO- Cauayan City Green Ladies Organization	Lecturer- Mushroom Culture and Production Management
Cipriano M. Ticman Jr. Component leader	Training on Oyster Mushroom Culture and Production	PIGLAI- Province of Isabela Green Ladies Association Incorporation CCGLO- Cauayan City Green Ladies Organization	Trainer- Process and Oyster Mushroom Operation
Jerlyn G. Garcia	Training on Oyster Mushroom Culture and Production	Isabela State University- Cauayan Campus CCJE- College of Criminal Justice Education	Lecturer- Mushroom Culture and Production Management
Isaias C. Dela Peña Project Leader	Training on Oyster Mushroom Culture and Production	Local Government Unit, Reyna Mercedes Isabela PIGLAI- Province of Isabela Green Ladies Association Incorporation	Lecturer- Mushroom Culture and Production Management
Camilyn A. Ligmayo	Technology Adaptation on Vegetable Production	PIGLAI- Province of Isabela Green Ladies Association Incorporation ISU-CC	Lecturer- Nursery operation and Crop Management

		Institute of Agricultural Technology	
Reynaldo V. Guzman	Broiler Production Technology	1st Isabela Provincial Mobile Force Company ISU-CC IAT	Lecturer- Brooding management and Disease Control
Wilma O. Lucas	Training on Oyster Mushroom Culture and Production	PIGLAI- Province of Isabela Green Ladies Association Incorporation CCGLO- Cauayan City Green Ladies Organization	Facilitator- Hands on Operation and Management

The IAT Faculty also rendered extension support services in the different extension activities of the Institute of Agricultural Technology such as Training on Broiler Production and Vegetable Production with Mushrooms sponsored by the different partner agencies.

2.1.4 Gender and Development (GAD)

CHED Memorandum Order No. 1 Series of 2015 of the mandating all HEIs to mainstream and incorporate gender issues and concerns in the major functions of the University: instruction, research, and extension. This is also aligned in the provision of Republic Act 9710 or the Magna Carta of Women recognizing the equal contribution of women and men in all aspects of community development, women empowerment, and equality.

Table 5. GAD Initiatives of ISU Cauayan Campus (Training, Programs and Activities)

EXTENSION PROJECT	FACULTY INVOLVED	TIME FRAME	BENEFICIARIES	OUTPUT/IMPACT EXPECTED OUTCOME
1. Livelihood Training Program on Mushroom Culture and Production was held on January 14, 2022, at Barangay Nagrumbuan, Cauayan City, Isabela.	Isaias C. Dela Peña Josephine C. Cristobal Cipriano M. Ticman Jr.	January 1, 2022- December 31, 2023	Barangay Nagrumbuan, Cauayan City, Isabela – Members of the Green Ladies Organization/Household parents	14 highly trained Household women, 14 school youth, and 6 farmers Complementing the following SDGs: SDG 5 on Gender Equality, SDG 8 on Decent Work and Economic Growth, SDG 10 on Reduced Inequalities, and SDG 16 on Peace, Justice, and Strong Institutions.
2. Training on Values Formation Cum Team Building in Brgy. Nagrumbuan and Brgy. Rugos, Cauayan City, Isabela	Isaias C. Dela Peña, Josephine C. Cristobal IAT Faculty, SAS Faculty	One Day	Barangay Nagrumbuan, Cauayan City, Isabela – Members of the Green Ladies Organization/Household parents	Beneficiaries are expected to become more motivated to work together and develop their strength in addressing their weaknesses

3. Training on Management of Oyster Mushroom and Fruiting Bags Distribution to the Growers of Exponent Cooperative in support of the celebration of National Cooperative Months of the Philippines	Isaias C. Dela Peña Dr. Josephine C. Cristobal BAT Student	February-March 2022	Members of the exponent cooperative of Nungnungan Cauayan City, Isabela	14 highly trained Household women, 14 school youth, and 6 farmers Complementing the following SDGs: SDG 5 on Gender Equality, SDG 8 on Decent Work and Economic Growth, SDG 10 on Reduced Inequalities, and SDG 16 on Peace, Justice, and Strong Institutions.
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2.2 Faculty Involvement in Extension Fora/Symposium

Paper presentations in the local and international levels are encouraged among faculty researchers and extensionists where significant results and accomplishments from completed researches and extension programs (institutional and externally funded projects/studies) are presented and reviewed for proper recognition.

It has been the practice of ISU to present in two Agency In-house Reviews (AIHR) for extension, first at the Cluster level and then the University level. For Cauayan Cluster, presenters are from ISU Cauayan as the constituent campus and component campuses consisting of ISU Roxas and ISU San Mateo. Then at the university level, four clusters (Ilagan, Echague, Cauayan and Cabagan) will compete to vie for the Best Extension Papers. Other venues for presentations are those hosted by National Extension Organizations such as Philippine Extension Network (PEN) and the Philippine Association of Extension and Program Implementers Inc. (PAEPI) where extensionists are from different SUCS and other Government and Civic organizations.

For the Institute of Agricultural Technology, there were two active participants for the University Agency In-House Review for Extension. Mr. Isaias C. Dela Peña and Mr. Cipriano M. Ticman Jr. from the Bachelor in Agricultural Technology presented completed extension programs with external funding.

Table 6. Extension Fora /Symposium/Conference Attended by the Faculty

No.	Name of Proponents	Conference Title	Extension Paper Presented	International/National/Regional/Institutional
1	Isaias C. Dela Peña Cipriano M. Ticman Jr.	Pre-agency Campus In-house Review	Pato-Manok at Gulay, Maka-kabuteng Pangkabuhayan Program	Institutional

2.3 Technology Transfer of the Institute of Agricultural Technology

The University encourages the transfer of technology which helps develop the early-stage intellectual property of the faculty into tools for direct use by the research community, or into bases for new platforms, products, or services to be into products for public use. Successful collaborations are formed between researchers across different universities or industries in order to advance the knowledge in a particular field or to further develop a technology.

Table 7. Transferred Technologies to Extension Beneficiaries

Extension Project	Technology Transferred	Project Beneficiary
Oyster Mushroom Culture and Production Component of PMGMP Program	Mushroom Production Technology	127 household Members Brgy. Nagrumbuan Green Ladies Organization
Integrated Vegetable Production with Mushroom Component of PMGMP	Vegetable Production Technology	2 female and 6 male of Brgy. Nagrumbuan Officials, 15 vegetable Farmers of the Community
Poultry Production Component of PMGMP	Broiler Production Technology	5 Male Poultry growers of the Brgy. Nagrumbuan and 5 female Household parents

3. Systematic and Effective Procedures

ISU Extension Framework (Figure 1) considers the basic assumption/ consideration that the goals of HEIs especially the SUCs is to develop its constituents and stakeholders their full potential to be well-informed change agents, proactive and responsible citizens with a distinctive Filipino identity but with a global perspective. To be able to achieve these, the HEIs/SUCs must be able to instill in the hearts and minds of its constituents the culture of excellence, desire for a lifelong learning and the natural impetus or commitment to do service for the common good.



Figure 1. ISU Extension Framework

The amended extension framework shall provide all the necessary input and processes to implement the various ISU extension program thrust that corresponds the extension agenda themes and activities/actions. Ultimately, it is expected that ISU extension program thrust, and agenda shall produce outputs and create impacts such as: empowered pilot communities and people; capacitated and empowered LGU extension services; capacitated peoples' organizations, NGOs, private and industry sectors

The Institute of Agricultural Technology Extension and Community Involvement Program was developed based on partners' needs, problems, and available community resources. A stakeholders meeting was conducted among the proposed beneficiaries to discuss the purpose and setting of the direction of the project from the planning stage to its implementation.

The five-year action plan (2015-2020) was formulated after a series of brainstorming sessions involving faculty, staff students, and community people using benchmark information gathered through community need assessment and inventory and meetings with clients in the service area.

The mandate of the college, the expertise of its faculty and students, and the availability of resources served as bases in program planning and formulation.

Participatory bottom-up planning, implementation, monitoring, and evaluation of the college extension program was adopted. Men and women in the community have participated in identifying their needs, problems, resources, and solutions. The community organizing process was undertaken with the College Extension Coordinator and faculty extensionists acting as facilitators. Steps in community, integration, community study, spotting potential indigenous leaders, core group formation, getting up an organization, and mobilization. These activities were well coordinated with the University/Campus extension Department.

Project implementation is done through the complementation of expertise from the College and other colleges/units based on the training needs of the community. Regular monitoring of the projects is undertaken by faculty. Student leaders of the college and various organizations are also tapped and encouraged to participate.

At the college level, continuous monitoring was conducted to enable the college to periodically appraise program implementation. The different extension project team, in collaboration with the College Extension Coordinator, which is tasked with providing technical support and assistance during its implementation, closely tracks the various extension projects.

A monitoring and evaluation instrument is provided by the project team to the different partner agencies to gather feedback, suggestions, and recommendations regularly to achieve the goals and responsibilities stated in the signed memorandum of agreement.

A quarterly progress report is submitted to the College Extension and Training Services Office and submitted to the Campus Extension and Training Office after consolidation. During the Campus Extension In-house Review and the University Extension In-house Review, accomplishment reports of the various extension activities were presented. For each extension project, feedback, suggestions, and recommendations given during this presentation were considered as input to the next planning activity to further enhance the college's various extension services.

In preparing an extension proposal, the following guidelines should be considered:

1. Title

A brief but clear title of the proposal is needed. It must be specific and as concise as can be allowed. Efforts should be made to have the title appropriately reflect the main theme of the proposal. It should be informative enough to alert the reader and give him an idea that you propose not otherwise.

2. Proponent(s)

This item consists of indicating the campus, college, and names of faculty extensionists.

3. Cooperating Agencies

If the project is being done in cooperation with other agencies, state what roles these agencies are.

4. Rationale/Justification

This section should contain the importance or significance of the extension project to the current needs of a community or stakeholders.

5. Objectives

State what the aim is or what is expected from the project/program. Narrow the objectives down to attainable objectives under reasonable conditions. The title of proposal is often a broad statement of the objectives. Make them consistent.

6. Expected Outputs

Expected outputs must be clear and specific and in consonance with the set objectives

7. Procedure/Methodology

How the proposal will be conducted to attain the desired objectives. Discuss the procedures clearly and in sufficient detail to be understood by prospective reviewers, upon seeing a well-written, comprehensive and specific procedures are apt to conclude that the proponent is fully equipped and thoroughly prepared for his project.

8. Duration and Schedule of Activities

The duration would depend on the nature of the project. For the various stages of the project, however, time should be earmarked and a schedule adhere to as strictly as possible. A single timetable maybe presented in a Gantt Chart. A certain degree of flexibility must be allowed for revision or adjustment on an activity without substantial alteration of the project.

9. Budgetary Requirements

The proposed budget must follow the standards formats. This includes detailed cost estimates per item or object of expenditure.

- a. Personal Services (PS) Under this item are salaries of full-time staff/assistants, technicians, interviews, etc., Salaries and wages shall be based on DBM allowed rates.

b. Maintenance and Operating Expenses (MOE)

This includes travel, supplies and materials, and sundry expenses. Any expenses amounting to P 2,000.00 or more must be itemized. In making estimates, be as realistic as possible. In itemizing travel, it is important to indicate the numbers of days required for the survey and the places covered. Standard government rates are allowed. Itemize the travel expenses indicating mode of travel, places to be visited, number of trips, purpose, number of people and approximate dates.

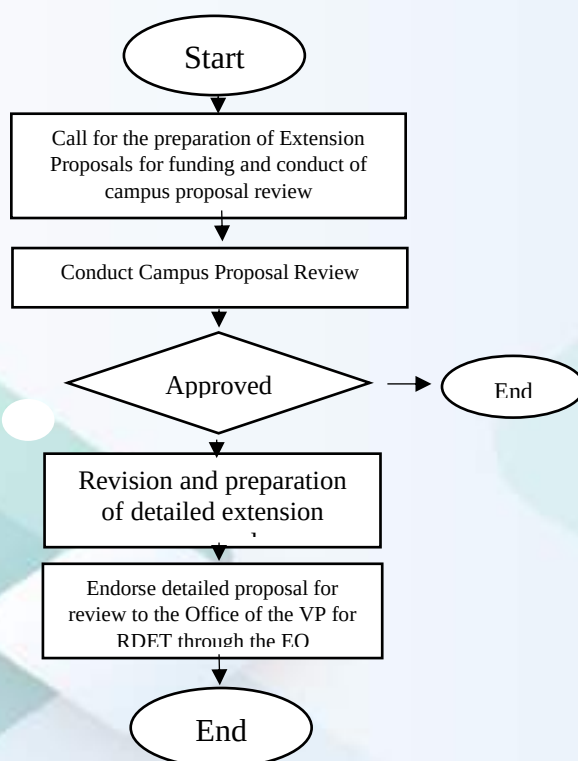
c. Equipment Outlay (EO)

Unless extremely necessary for the successful conduct of the project, avoid requesting equipment. If requests are made, it is construed that the request is made because those available in the station are extremely inadequate for the purpose. Try to avoid asking for equipment like electric fans, refrigerators or air conditioners. Indicate if part of or whole amount for an equipment will be shouldered by the institution or by another agency.

10. Personnel Requirements

Indicate the names of existing personnel who will work on the project which includes their position, salaries and the percentage of time to be devoted to the project.

The position of additional personnel to be hired for the project must be indicated together with their salaries. If the fund for these additional personnel comes specifically from the funding agency, then they are expected to work full-time in the project.



Flowchart for Extension and Training Project Monitoring and Evaluation

Excerpt from Extension Services Manual of Operations

The Institute of Agricultural Technology exercises a participatory decision-making process and therefore it involves stakeholders like the partners agencies being the external linkages such as CCGLO, BIGLO, and PIGLAI, administration, parents, students and even graduates, in the stakeholders' forum or meeting to discuss the formulation of the Extension Agenda.

Inasmuch as the curriculum of the Bachelor of Agricultural Technology undergoes curriculum revision in terms of content as per the mandate of the Commission of Higher Education (CHED) through the Isabela State University, Vice-President for Instruction, the Institute of Agricultural Technology, in consultation with its partner agencies to do the check and balance regarding the actual experience in the field. Henceforth, expert practitioners in the field are being consulted to strengthen the specialized courses to keep the curriculum abreast and updated to conform with the signs of the times. In this sense, the stakeholders really can contribute and input knowledge as additional information along the formulation of the Extension Agenda.

As a centralized activity, the ISU Extension and Training office headed by Dr. Josephine C. Cristobal annually conduct stakeholder's Forum regarding the implementation and dissemination of the Extension agenda/programs of the campus. The goals and objectives of the forum are to inform all stakeholders regarding the implementation of all programs especially adopted barangay and partners in the community to properly disseminate the vision and mission of the Extension and Training unit and to alleviate property disseminate the vision and mission of Extension and Training unit and to alleviate property in the province or region.

To be able to provide a bridge between Isabela State University Cauayan Campus (ISU-CC) extensionists and different barangays with their elected officials and heads of various partner government agencies conducts stakeholders meeting to respond to the needs of the LGU, Government agency or community concerned and determine how they can be served through the objectives and capabilities available in the college.



ISABELA STATE UNIVERSITY
1978
CALAYAN CAMPUS

INSTITUTE OF AGRICULTURAL TECHNOLOGY
Extension Program

1. Social Situation

1. Program/Project Title: Rice Based on Simple Farming Technology
Project area: Barangay 1, Cauayan City

Project Coordinator: Prof. Josephine C. Cristobal
Project Coordinator: Prof. Josephine C. Cristobal

2. Implementing Office:

a. Office and/or Extension of Agricultural Technology
b. Extension Office, Extension Office
c. Project Office, Extension Office (to be filled)

3. Executing Office:

a. Office of Agricultural Technology (to be filled)
b. Office of Extension and Training (to be filled)
c. Extension Office (to be filled)

4. Budget:

a. Total Budget (to be filled)
b. Total Budget (to be filled)
c. Total Budget (to be filled)

5. Project Description: (to be filled)

Item	Quantity	Unit Price	Total Price
1	1	100	100
2	1	100	100
3	1	100	100

2. Project Description: Synopsis of Implementation

Introduction:

The project is a community-based project that aims to improve the livelihoods of the farmers in the project area by providing them with the necessary knowledge and skills to produce rice-based products.

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3. Project Description: Synopsis of Implementation

Introduction:

The project is a community-based project that aims to improve the livelihoods of the farmers in the project area by providing them with the necessary knowledge and skills to produce rice-based products.

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After considering all the guidelines in preparing for an Extension Proposal the proponent shall execute the conduct of the proposal after obtaining the necessary approval from the College Extension Coordinator, College Dean, Campus Extension Director, Executive Officer, University Director for Extension and Training and the University Vice President for Research and Development and Extension and Training.



Before conducting the Extension Project it is imperative after conducting a stakeholders meeting with the LGU, Government Agency or Community concerned that a signing of the Memorandum of Agreement be executed between parties involved witnessed by key participants and later be notarized for legal purposes and intent.





Implementing Guidelines

- Each guideline shall select its pilot barangay where all the colleges shall converge in the delivery of their assigned extension activities.
- Each College assigns an Extension Coordinator to assist the Dean in the implementation of the college-based extension activities.
- Every faculty member involved with appointment is given appropriate credit workload equivalent to 6 credit units or a maximum of 108 hours per academic term.
- Funding of activities is charged to 5% of the supplemental budget of the Campuses.
- Faculty members who are underloaded in instruction and research are given tasks and responsibilities in the program.
- The Dean is responsible in the implementation and success of assigned activities in the program. A quarterly accomplishment report is submitted to the Campus Extension and Training Office. After which said office will consolidate all reports coming from the Colleges and submit to the office of the University Extension Director.
- The University Extension Monitoring and Evaluation Unit is responsible in the overall monitoring and coordination of the program. There shall be an annual review and planning workshop to be conducted by the University RDET.
- Pilot barangays are used as social laboratory for students of the university.
- An ISU-LGU MOA is forged prior to implementation of the program.
- Each campus of the university establishes its own adopt-a-barangay site.
- The University must establish strong linkage with other government agencies, NGOs, and private sector to generate resources to be poured in the adopted pilot barangays.



2022 CAUAYAN CLUSTER PRE-AGENCY IN-HOUSE REVIEW FOR RESEARCH & EXTENSION
OCTOBER 18, 2022 | 08:00 AM

2ND FLOOR FOOD LABORATORY

This serves as an invitation

VISION
A leading research University in the CALABAGAN Region

MISSION
The Isabela State University is committed to develop globally competitive human, technological resources and services through quality instruction, innovative research, responsive community engagement and viable research management programs for holistic growth and sustainable development.

CORE VALUES STATEMENT AND JUSTIFICATION
Isabela State University Research, Extension, and Development (IRED) is committed to develop globally competitive human, technological resources and services through quality instruction, innovative research, responsive community engagement and viable research management programs for holistic growth and sustainable development.

QUALITY POLICY
The ISABELA STATE UNIVERSITY endeavors to be a high performing, innovative, research-oriented and service-oriented through continuous improvement of services.
To uphold the commitment to be a high performing, innovative, research-oriented and service-oriented through continuous improvement of services.
To ensure quality instruction, innovative research, responsive community engagement and viable research management programs for holistic growth and sustainable development.
To ensure quality instruction, innovative research, responsive community engagement and viable research management programs for holistic growth and sustainable development.
To ensure quality instruction, innovative research, responsive community engagement and viable research management programs for holistic growth and sustainable development.
To ensure quality instruction, innovative research, responsive community engagement and viable research management programs for holistic growth and sustainable development.

REGISTRATION OF PARTICIPANTS
7:30 AM
8:30 AM-9:00 AM
Registration of Participants and Submission of Research Papers

CLUSTER PROGRAM
9:00 AM-9:30 PM
9:30 PM
Registration of Participants and Submission of Research Papers

EVALUATIONS & FACILITATIONS

CATEGORY	EVALUATORS	FACILITATORS
AGRICULTURE	Dr. R. A. Reyes Dr. R. A. Reyes Dr. R. A. Reyes	Dr. R. A. Reyes Dr. R. A. Reyes Dr. R. A. Reyes
ANIMAL	Dr. R. A. Reyes Dr. R. A. Reyes Dr. R. A. Reyes	Dr. R. A. Reyes Dr. R. A. Reyes Dr. R. A. Reyes
BIOTECHNOLOGY	Dr. R. A. Reyes Dr. R. A. Reyes Dr. R. A. Reyes	Dr. R. A. Reyes Dr. R. A. Reyes Dr. R. A. Reyes
ENVIRONMENT	Dr. R. A. Reyes Dr. R. A. Reyes Dr. R. A. Reyes	Dr. R. A. Reyes Dr. R. A. Reyes Dr. R. A. Reyes
FOOD	Dr. R. A. Reyes Dr. R. A. Reyes Dr. R. A. Reyes	Dr. R. A. Reyes Dr. R. A. Reyes Dr. R. A. Reyes
GENERAL	Dr. R. A. Reyes Dr. R. A. Reyes Dr. R. A. Reyes	Dr. R. A. Reyes Dr. R. A. Reyes Dr. R. A. Reyes

REGISTRATION OF PARTICIPANTS
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9:00 AM-9:30 PM
9:30 PM
Registration of Participants and Submission of Research Papers

EVALUATIONS & FACILITATIONS

Annually there is a conduct of the Cauayan Cluster Pre-Agency In-House Review for Research and Extension with the following rationale: The annual Agency In-House Review (AIHR) is the major activity of the CVARRD member agencies such as the Isabela State University in order to effectively evaluate and monitor research and development activities within the National Agriculture and Research and Development Network (NARRDN). It serves as a venue where significant results and accomplishments from both ongoing and completed researches are presented and reviewed for proper recognition. Likewise, potential technologies are identified for further testing, verification and piloting. It is a meet to plan and set the R&D directions within their respective areas of concern. Moreover, as a result of this effective mechanism for monitoring, the costly and unnecessary duplications of research are greatly avoided.

To prepare our campus researchers for AIHR, Pre-Agency In-House Review is deemed necessary.

The ISU Pre-AIHR aims to evaluate individual research and development projects/studies and more significantly, assess the overall status of R&D in the campus. Specifically, the Pre-AIHR has the following objectives:

1. To evaluate the adherence of R&D projects/studies to the approved program of activities and objectives;
2. To review the progress of ongoing projects to check if the objectives are attainable through the research methods/procedures being employed/undertaken.
3. To identify crucial issues and concerns in the course of project implementation as basis in recommending specific courses of action (i.e., continuation, extension, modification, suspension, termination., etc., as recommended by the evaluation panel);

- To identify technologies generated that would require field testing, verification and piloting; and
- To identify significant results/information that could serve as basis for policy formulation and development planning of ISU, CVARRD and PCARRD.

Republic of the Philippines
ISABELA STATE UNIVERSITY
CALAYAN CITY
CALAYAN CAMPUS
PROJECT MONITORING REPORT
(20 Quarter 2022)

UNAPPLICABLE: Extension and Training Services
ISABELA STATE UNIVERSITY
CALAYAN CITY
CALAYAN CAMPUS
PROJECT MONITORING REPORT
(20 Quarter 2022)

Major Activity	Date and Venue	Number and type of beneficiaries/clients	ACCREDITED SUBJECT		TOTAL BUDGET (Php)	SOURCE OF FUND	PERSON RESPONSIBLE INVOLVED	
			Large	Small				
1. Management, Training or Extension Service and Production	01/01/2022 Calayan City, Isabela	Masterplan Owners of the extension Cooperative	10	100%	10	100%	1,000	Extension Coordinator and staff
2. Rehabilitation and/or Extension Service	02/01/2022 Calayan City, Isabela	Masterplan Owners of the extension Cooperative	10	100%	10	100%	-	Extension Coordinator and staff
3. Monitoring and evaluation of the extension service	03/01/2022 Calayan City, Isabela	Masterplan Owners of the extension Cooperative	10	100%	10	100%	-	Extension Coordinator and staff

Problem identified in implementing the project:

- High concentration and occurrence of pests/plant diseases
- Low level of the farmers' knowledge to control pest/plant diseases

Prepared by: 
JOSEPHINE C. DELA CRUZ, PhD
Extension Director

ISABELA STATE UNIVERSITY
CALAYAN CITY
CALAYAN CAMPUS
PROJECT MONITORING REPORT
(20 Quarter 2022)

ISABELA STATE UNIVERSITY
CALAYAN CITY
CALAYAN CAMPUS
PROJECT MONITORING REPORT
(20 Quarter 2022)

Activity	2022					2023					2024					2025					2026				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1. Management, Training or Extension Service and Production																									
2. Rehabilitation and/or Extension Service																									
3. Monitoring and evaluation of the extension service																									

Prepared by: 
JOSEPHINE C. DELA CRUZ, PhD
Extension Director

Republic of the Philippines
ISABELA STATE UNIVERSITY
CALAYAN CITY
CALAYAN CAMPUS
EXTENSION AND TRAINING SERVICES
EVALUATION FORM

Name of Training/Seminar/Workshop/Extension Activity: _____
Date: _____
Venue: _____

Extension: Kindly accomplish this form and submit to the Supervisor. Please rate using five-point scale:
1 - Poor 2 - Fair 3 - Good 4 - Very Good 5 - Outstanding

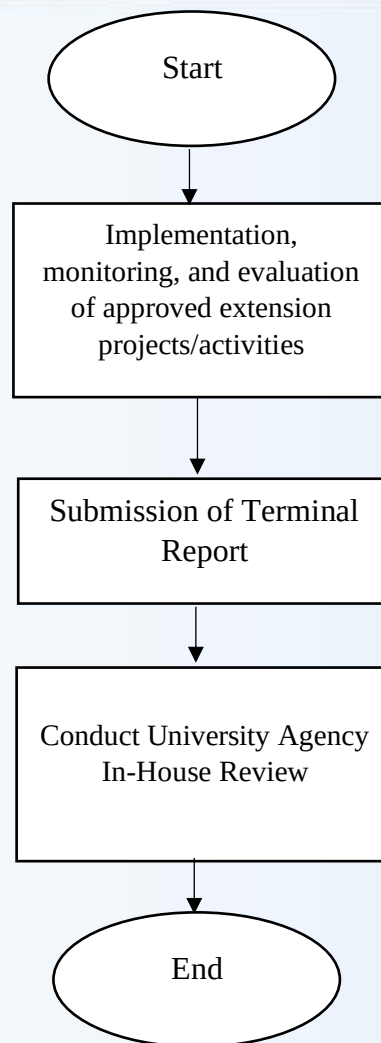
1. Training Proper					
2. Relevance of the training/Topic					
3. Training is conducted on time or as scheduled					
4. Resource Speaker					
5. Quality of the Subject Matter					
6. Clarity of the Presentation					
7. Appropriateness of the duration of the presentation					
8. Facilitation of learning					
9. Initiative to capture interest to the topic					
10. Training Coordinator/Staff					
11. Facilitator					
12. Ability to respond to the needs of the participants					
13. Time Management					
14. Food Accommodation/Venue					
15. Post					
16. Accommodation					
17. Venue of the Training					
Overall Assessment of the Training					
18. Assessment of the training objectives					
19. Responsiveness of the Training Objectives					
20. Adequacy of knowledge and skill gained					
21. Availability/completeness of the workshop documents, supplies, materials and equipment					
TIMELINESS IN SERVICE DELIVERY					
22. Services done correctly and on time					
23. Service is rendered promptly					
24. Services provided appropriately and advantageously					

Other comments/suggestions: _____

Thank you for your cooperation!

It is the mandate of the university to provide policy directions in the management and administration and implementation in the conduct of extension programs that advances teaching and learning processes.

A periodic monitoring and evaluation shall be conducted by the Campus Extension Director and College Extension Coordinator. The barangay officials and woman leaders are to be trained to be observant and analytical, hence serve as key information of the program. The information is used to supplement the results of the result of the monitoring and evaluation.



4. Reasonable Budget

The University Extension and Training Services are implemented with funding support from three various sources: a) the Annual Regular Budget from national government part of the General Appropriations Act (GAA) otherwise known as Fund 101; b) share from the Supplemental Budget derived from internally generated income; and c) external sources which include other government agencies, LGUs, NGOs, POs, civil societies, and others. The first source category is made available under the GAA annually, however, huge amount is allotted and spent for Personnel Services. The second source is a result of a policy breakthrough on the part of the university with an approved resolution by the Board of Regents automatically allocating ten (10) percent of the Supplemental Budget (internally-derived annual income) for the implementation of extension services programs and activities. Moreover, the third source which is externally generated forms bulk of extension funds considering the good track record and good performance of the university in implementing externally funded projects. The biggest source of funding for extension services is the Supplemental Budget. College-based

extension programs and activities are given priority on the use of the 10% share from Supplemental Budget.

To ensure effective and efficient utilization of the said budget, the following percent allocation and expenditures are hereunder prescribed:

a. Direct Cost – 65% • Support to the university's priority extension agenda • Conduct of multi-disciplinary research cum extension projects

b. Support to Faculty-Extensionists for Attendance to Conferences, Seminar Workshops and Trainings and for Papers Presentation – 10%

c. Capacity Building – 15% Support shall be given to faculty and staff in the attending trainings and seminars in regional, national and international levels in order to capacitate and enhance the faculty to conduct their extension works. In-house training, seminars and meetings shall be conducted locally to further enhance the capacities of extension workers in preparing high quality proposals, conduct write shops in producing publishable extension papers especially in a referred journals.

With Covid-19 pandemic, all meetings, seminars and training shall be conducted through virtual modalities or using On-line via Zoom, Webinar and others. In cases where meetings and trainings will be done on face to face settings, social distancing, wearing of face masks, wearing of face shields and other IATF required protocols shall be strictly implemented and followed.

d. Incentives for Extension Awards - 5% This refers to cash incentives for outstanding faculty-extensionists and staff who garnered prestigious awards, published articles in refereed journals and secured approval for copyrights. A separate guideline is provided for entitlements and claims of incentives.

e. Overhead/Operations Support – 5% Five percent (5%) of the budget shall be allotted to support the operation of the University Extension and Training Services. The budget allocation for the General Appropriation Act or GAA for extension services is minimal and limited, hence, there is a need to augment it from the Supplemental Budget.

In addition, the Isabela State University-Cauayan Campus Alumni Association, Inc., through their Resolution no. 04-13 Series of 2020 released Php 50,000 for the relief goods of the stranded students of the Isabela State University-Cauayan Campus during the start of the Luzon wide lockdown in March 2020.

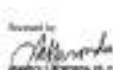
Guidelines on the approval of the Budget of Allocation from the Supplemental Budget (SB 164) . Only Approved College –based extension program and projects presented during the Proposal Review with no external funding support shall be funded from the ten percent (10%) Supplemental Budget of extension.

REVIEWER OF BUDGET, UTILIZATION AND DISBURSEMENTS SUMMARY
CAUAYAN CAMPUS
07/2021

Fund	BUDGET					UTILIZATION					DISBURSEMENTS				
	PL	MOOD	W	SS	TOTAL	PL	MOOD	W	SS	TOTAL	PL	MOOD	W	SS	TOTAL
GAA		1,442,290.00			1,442,290.00		1,384,428.00			1,384,428.00		1,344,987.00			1,344,987.00
INSTRUCTION		500,000.00			500,000.00		490,000.00			490,000.00		480,000.00			480,000.00
RESEARCH		1,100,000.00			1,100,000.00		894,428.00			894,428.00		864,987.00			864,987.00
EXTENSION SERVICE		1,000,000.00			1,000,000.00		900,000.00			900,000.00		880,000.00			880,000.00
PRODUCTION		1,000,000.00			1,000,000.00		900,000.00			900,000.00		880,000.00			880,000.00
OTHERS, PLEASE SPECIFY:															
1.1 GEN. ADMIN. & SUPPORT SERVICES		1,000,000.00			1,000,000.00		900,000.00			900,000.00		880,000.00			880,000.00
1.2 LIBRARY		1,000,000.00			1,000,000.00		900,000.00			900,000.00		880,000.00			880,000.00
1.3 PRODUCTION		1,000,000.00			1,000,000.00		900,000.00			900,000.00		880,000.00			880,000.00
1.4 MEDICAL/DENTAL		1,000,000.00			1,000,000.00		900,000.00			900,000.00		880,000.00			880,000.00
1.5 OFFICE OF THE STUDENT AFFAIRS		1,000,000.00			1,000,000.00		900,000.00			900,000.00		880,000.00			880,000.00
1.6 OTHER REVENUE		1,000,000.00			1,000,000.00		900,000.00			900,000.00		880,000.00			880,000.00
TOTAL ALLOTMENTS		5,442,290.00			5,442,290.00		5,384,428.00			5,384,428.00		5,344,987.00			5,344,987.00

Prepared by:

Robert A. Fortuna

Reviewed by:

Robert A. Fortuna

Checked by:

Robert A. Fortuna

Approved by:

Robert A. Fortuna

Form G-2: STATEMENT OF EXPENDITURES (FUND 101 and FUND 164 FY 2021) BY CAMPUS and by FUNCTION

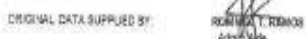
SUC ISABELA STATE UNIVERSITY
CAMPUS CAUAYAN

FUNCTION	EXPENDITURES FROM GAA					EXPENDITURES FROM SUC INCOME					EXPENDITURES (GAA AND SUC INCOME)				
	FUND 101 GAA PL	FUND 101 GAA MOOD	FUND 101 GAA W	FUND 101 GAA SS	FUND 101 GAA TOTAL	FUND 164 SUC INCOME PL	FUND 164 SUC INCOME MOOD	FUND 164 SUC INCOME W	FUND 164 SUC INCOME SS	FUND 164 SUC INCOME TOTAL	TOTAL GAA + 164 PL	TOTAL GAA + 164 MOOD	TOTAL GAA + 164 W	TOTAL GAA + 164 SS	TOTAL GAA + 164 TOTAL
1.0 INSTRUCTION	5,732,173	0	186,797,678	0	192,529,851	8,172,000	65,269	8,237,270	0	8,302,539	13,904,173	13,904,173	65,269	0	14,561,711
2.0 RESEARCH	716,000	0	716,000	0	1,432,000	2,792,492	0	2,792,492	0	2,792,492	3,508,492	3,508,492	0	0	4,940,984
3.0 EXTENSION SERVICE	197,878	0	197,878	0	395,756	1,281,507	0	1,281,507	0	1,281,507	1,479,385	1,479,385	0	0	2,958,770
4.0 PRODUCTION	0	0	0	0	0	823,728	0	823,728	0	823,728	823,728	823,728	0	0	1,647,456
5.0 OTHERS, PLEASE SPECIFY:															
5.1 GEN. ADMIN. & SUPPORT SERVICES	12,481,689	1,490,190	0	13,971,879	14,462,069	487,182	1,430,878	124,101	2,041,961	12,948,870	24,403,948	24,403,948	1,430,878	0	25,834,826
5.2 LIBRARY	0	0	0	0	0	1,013,065	0	1,013,065	0	1,013,065	1,013,065	1,013,065	0	0	2,026,130
5.3 PRODUCTION	0	0	0	0	0	374,125	0	374,125	0	374,125	374,125	374,125	0	0	748,250
5.4 MEDICAL/DENTAL	0	0	0	0	0	328,380	0	328,380	0	328,380	328,380	328,380	0	0	656,760
5.5 OFFICE OF THE STUDENT AFFAIRS	0	0	0	0	0	1,134,359	0	1,134,359	0	1,134,359	1,134,359	1,134,359	0	0	2,268,718
5.6 OTHER REVENUE	1,407,585	0	1,407,585	0	2,815,170	1,448,205	1,318,922	2,767,127	0	4,215,327	5,630,495	5,630,495	1,318,922	0	6,949,417
TOTAL ALLOTMENTS	9,543,933	1,490,190	188,797,678	0	199,831,801	14,462,069	1,849,169	10,403,823	0	16,314,058	21,755,859	21,755,859	1,849,169	0	23,605,028

BUR RATE GAA 80

BUR RATE 73

NOTE: THIS, IN EFFECT, IS THE INTERNAL OPERATING BUDGET (IOB) OF THE SUC.

ORIGINAL DATA SUPPLIED BY:

Robert A. Fortuna

CERTIFIED CORRECT BY:

Robert A. Fortuna

Form G-2: STATEMENT OF EXPENDITURES (FUND 101 and FUND 164 FY 2020)
BY CAMPUS and by FUNCTION

SUC ISABELA STATE UNIVERSITY
CAMPUS CALAYAN

FUNCTION	EXPENDITURES FROM GAA				EXPENDITURES FROM SUC INCOME				EXPENDITURES (GAA AND SUC INCOME)			
	FUND 101 GAA PR	FUND 101 GAA MOOR	FUND 101 GAA CO	FUND 101 GAA TOTAL	FUND 164 SUC INCOME PR	FUND 164 SUC INCOME MOOR	FUND 164 SUC INCOME CO	FUND 164 SUC INCOME TOTAL	TOTAL GAA + 164 PR	TOTAL GAA + 164 MOOR	TOTAL GAA + 164 CO	TOTAL GAA + 164 ALLLOT
1.0 INSTRUCTION	77,603,072	0	47,606,070	125,209,142	0	7,479,024	0	7,479,024	77,603,072	7,479,024	0	85,082,096
2.0 RESEARCH	0	804,118	0	804,118	0	1,665,071	0	1,665,071	0	2,469,189	0	2,469,189
3.0 EXTENSION SERVICE	0	229,167	0	229,167	0	438,477	0	438,477	0	667,644	0	667,644
4.0 PRODUCTION	0	0	0	0	0	124,086	0	124,086	0	124,086	0	124,086
5.0 OTHERS, PLEASE SPECIFY:												
5.1 GEN. ADMIN. & SUPPORT SERVICES	13,098,090	1,808,407	0	14,906,497	448,182	2,225,227	0	2,673,409	13,546,280	4,033,614	0	17,579,894
5.2 LIBRARY	0	0	0	0	0	424,420	0	424,420	0	424,420	0	424,420
5.3 HOSPITALITY	0	0	0	0	0	495,074	0	495,074	0	495,074	0	495,074
5.4 MEDICAL/DENTAL	0	0	0	0	0	258,593	0	258,593	0	258,593	0	258,593
5.5 OFFICE OF THE STUDENT AFFAIRS	0	0	0	0	0	868,081	0	868,081	0	868,081	0	868,081
5.6 OTHER FUNDARY	0	319,369	0	319,369	0	906,978	0	906,978	0	1,226,347	0	1,226,347
TOTAL ALLOTMENTS	91,601,162	8,831,443	0	100,432,605	448,182	10,098,182	0	10,546,364	92,049,344	18,932,811	0	110,982,155

BUR RATE GAA

100

01

BUR RATE

90

NOTE: THIS, IN EFFECT, IS THE INTERNAL OPERATING BUDGET (IOB) OF THE SUC.

ORIGINAL DATA SUPPLIED BY:

ROMMELT RAMOS
Admin. Asst.

CERTIFIED CORRECT BY:

CHRISTIAN PHILIP A. FORTUNA, CPA
Acting Budget Officer

Form G-2: STATEMENT OF EXPENDITURES (FUND 101 and FUND 164 FY 2019)
BY CAMPUS and by FUNCTION

SUC ISABELA STATE UNIVERSITY
CAMPUS CALAYAN

FUNCTION	EXPENDITURES FROM GAA				EXPENDITURES FROM SUC INCOME				EXPENDITURES (GAA AND SUC INCOME)			
	FUND 101 GAA PR	FUND 101 GAA MOOR	FUND 101 GAA CO	FUND 101 GAA TOTAL	FUND 164 SUC INCOME PR	FUND 164 SUC INCOME MOOR	FUND 164 SUC INCOME CO	FUND 164 SUC INCOME TOTAL	TOTAL GAA + 164 PR	TOTAL GAA + 164 MOOR	TOTAL GAA + 164 CO	TOTAL GAA + 164 ALLLOT
1.0 INSTRUCTION	83,614,736	4,128,000	0	87,742,736	0	8,527,058	0	8,527,058	83,614,736	12,655,058	0	96,269,794
2.0 RESEARCH	0	747,000	0	747,000	0	1,772,911	0	1,772,911	0	2,519,911	0	2,519,911
3.0 EXTENSION SERVICE	0	223,500	0	223,500	0	1,674,010	0	1,674,010	0	1,897,510	0	1,897,510
4.0 PRODUCTION	0	0	0	0	0	564,884	0	564,884	0	564,884	0	564,884
5.0 OTHERS, PLEASE SPECIFY:												
5.1 GEN. ADMIN. & SUPPORT SERVICES	12,542,569	1,236,750	0	13,779,319	485,000	1,789,822	0	2,274,822	13,257,388	3,026,572	0	16,283,960
5.2 LIBRARY	0	0	0	0	0	525,330	0	525,330	0	525,330	0	525,330
5.3 HOSPITALITY	0	0	0	0	0	483,296	0	483,296	0	483,296	0	483,296
5.4 MEDICAL/DENTAL	0	0	0	0	0	523,904	0	523,904	0	523,904	0	523,904
5.5 OFFICE OF THE STUDENT AFFAIRS	0	0	0	0	0	1,232,580	0	1,232,580	0	1,232,580	0	1,232,580
5.6 OTHER FUNDARY	0	487,500	0	487,500	0	2,770,208	0	2,770,208	0	3,257,708	0	3,257,708
TOTAL ALLOTMENTS	96,157,305	6,822,750	0	102,980,055	485,000	19,864,082	0	20,349,082	96,642,305	26,686,832	0	123,329,137

BUR RATE GAA

100

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07

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86.36

NOTE: THIS, IN EFFECT, IS THE INTERNAL OPERATING BUDGET (IOB) OF THE SUC.

ORIGINAL DATA SUPPLIED BY:

ROMMELT RAMOS
Admin. Asst.

CERTIFIED CORRECT BY:

CHRISTIAN PHILIP A. FORTUNA, CPA
Acting Budget Officer

5. Provision for Materials and Other Resources

1. Human Resources

A. Campus Extension Director

The Campus Extension and Training Office is manned by a dedicated and committed Director. In big campuses like Echague, Cabagan, Ilagan and Cauayan, the Campus Extension Director directly reports to the Campus Executive Officer. He/She is directly responsible in the day-to-day management and supervision of the Extension and Training (E&T) programs of the campus where he/she belongs.

The following are the direct functions of the Campus Extension Director :

- Plans, directs and supervises the extension program/ activities of the Campus and coordinate field operations of the campuses;
- Establishes linkages and collaborations with other units, government agencies as well as private institutions for the advancement of the extension program of the Campus;
- Coordinates with the Director for GRRDC in Mainstreaming GAD in all levels of undertakings of the Extension unit
- Generates funds and utilizes the same for approved extension activities;
- Submits periodic reports on the impact of extension work and the quality of life in the service area to the University Director for Extension and Training;
- Renders periodic report to the University Director for Extension and Training;
- Performs other functions as may be assigned by the higher authorities.

B. College Extension Coordinator

There shall be an Extension Coordinator to be assigned in each College. The College Extension Coordinator shall:

- Plans, develops, prepares and implements extension program of the College;
- Coordinates with the Director for GRRDC in Mainstreaming GAD in all levels of undertakings of the Extension unit
- Liaises between the College and the Extension Department and all linkages on matters pertaining to the operation of the extension program of the College
- Represents the College in all extension functions involving the college as may be called for by Extension Directorate;
- Keeps records, manage data and information and prepare consolidated reports regarding the extension program of the College;
- Conducts trainings as identified during the conduct of the Needs Assessment in coordination with the Campus Training Unit of the College;
- Provides the GRRDC and SDD; GDD; and • Perform other functions related to extension as may be assigned by the College Dean.

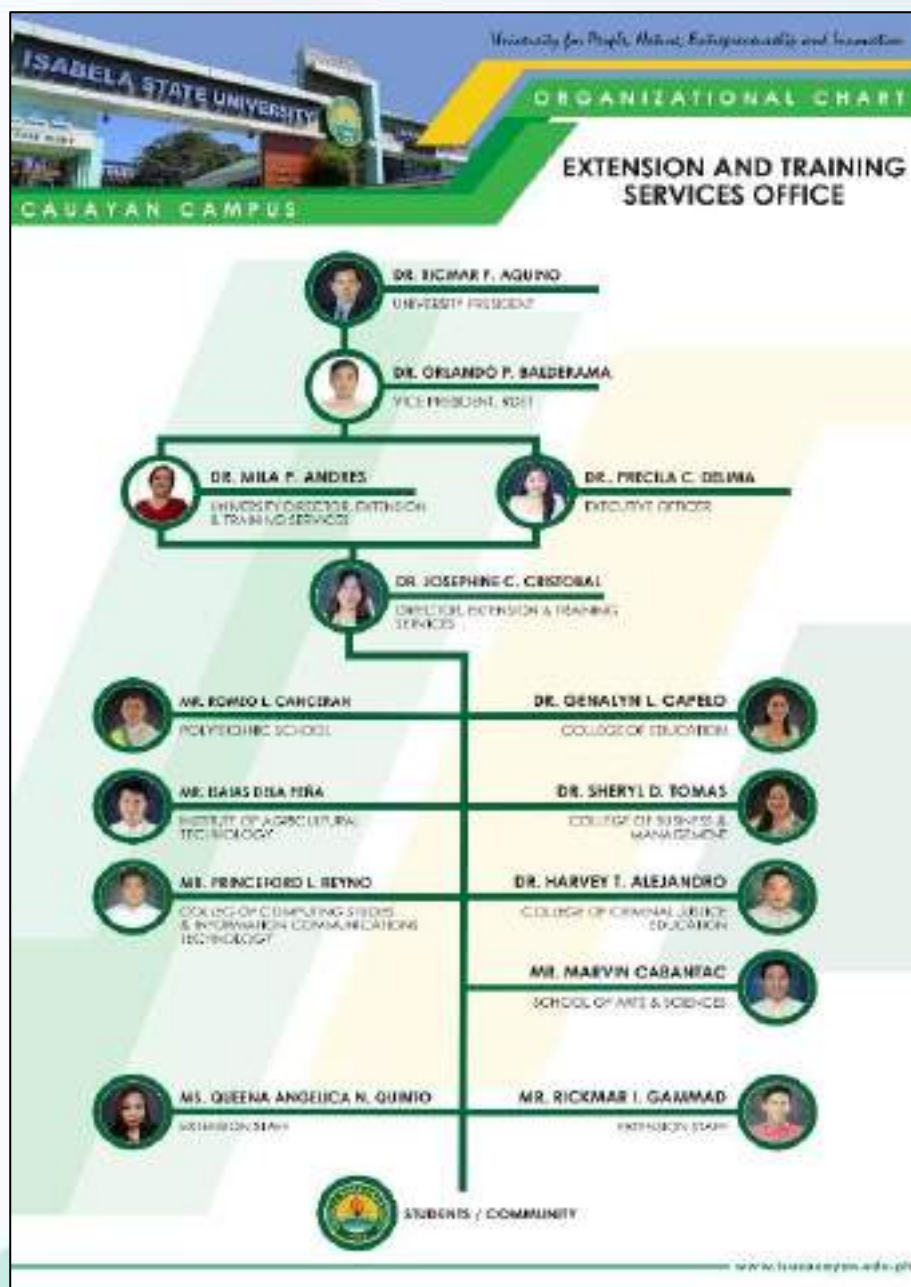


Figure 4. Campus Extension and Training Services Organizational Structure

2. Material Resources

The Extension and Training Office provides facilities, equipment, materials and supplies to support extension programs and activities for the different Colleges. The provision of ICT equipment, Audio Visual facilities, training hall, transportation vehicle is in place for the Campus in the preparation and implementation of its extension programs and activities.



6. Community Involvement/ Participation in the Institution

Community/extension program of the institution is participatory in nature. It is need-based and follows the bottom-up approach. Barangay officials, representatives of various sectors, including women, and some agency partners were involved during the planning and identification of projects and activities to be implemented in their respective communities. The active involvement of the cooperating agencies and support agencies from the planning stage up to the implementation, evaluation and monitoring participation is of utmost importance. Second, extension partners should provide resource counterparts in the implementation of the project. Lastly, constant and open communications that is professional in nature and camaraderie between and among parties will lead to successful attainment of the project goals.

The different extension partners have also provided their counterpart in the extension programs by providing financial, technical knowledge and manpower resources. They have provided following:

- Support to Clean and Green Program of the college;
- Provide manpower assistance and resources on construction of project;
- Provide technical assistance on livelihood programs;
- Provide other resources deemed necessary during conduct of program/activities of the College;
- Provide knowledge resources through spearheading of seminar to students;
- Participate in joint sports fest to strengthen camaraderie between partners;
- A counterpart resources such as training expenses, transportation expenses and contingency expenses among others. and;
- Assist/support the college in other endeavors as deemed necessary as part of their commitment in the extension partnership.

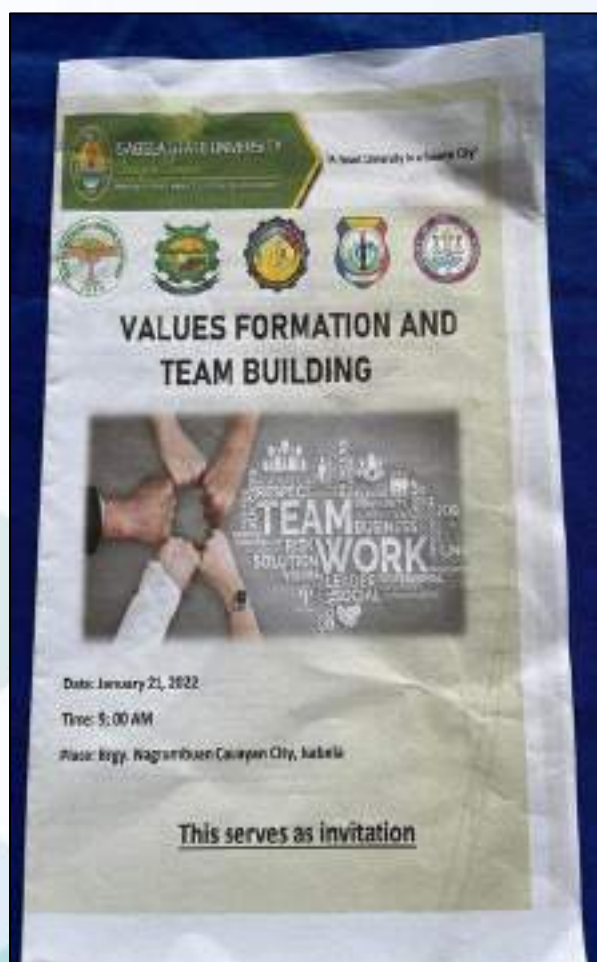
Participation of significant number of faculty/staff/ student community in major projects/activities

The Campus Extension Director in the Isabela State University-Cauayan Campus reports directly to the Campus Executive Officer. He is directly responsible to the day-to-day management and supervision of the Extension and Training (E&T) programs of the campus where he belongs. Moreover, he shall:

- Plans, directs and supervises the extension program/activities of the Campus and coordinate field operations of the campuses;
- Establish linkages and collaborations with other units, government agencies as well as private institutions for the advancement of the extension program of the Campus;
- Generate funds and utilize the same for approved extension activities;
- Submit periodic reports on the impact of extension work on the quality of life in the service area to the University Director for Extension and Training;
- Render periodic report to the University Director for Extension and Training;
- Perform other functions as may be assigned by higher authorities.

The Extension Coordinator is to be assigned in each College and shall:

- Plan, prepare and implement extension program of the College;
- Liaise between the College and the Extension Department and all linkages on matters pertaining to the operation of the extension program of the College;
- Represent the College in all extension functions involving the college as may be called for by Extension Directorate;
- Keep records, manage data and information and prepare consolidated reports regarding the extension program of the College; and
- Perform other functions related to extension as may be assigned by the College Dean.



The Values Formation and team Building were conducted in Brgy. Nagrumbuan to build rapport and camaraderie among administration, faculty staff, farmers, and stakeholders towards inclusive growth and sustainable development.

Table 8. Community Involvement of Faculty

Extension Project/Activity	Faculty / Staff Involved	Output/Outcome/ Impact
Training on Values Formation Cum Team Building in Brgy. Nagrumbuan, Cauayan City, Isabela	Isaias C. Dela Peña Extension Coordinator Dr. Cipriano M. Ticman Jr. Institute Director	- have good coordination and cooperation in solving a problem for a common goal - established strong relationship and promote unity in the organization.
Training on Oyster Mushroom Culture and Production Livelihood Project for Green Ladies Organization of Brgy. Nagrumbuan, Cauayan City, Isabela	Isaias C. Dela Peña Extension Coordinator	- Income-generating project for 127 members of the BGLO - 15 highly trained household parent in the production of mushroom that serves as their additional source of food and income - Creation of employment for the women's organization
Training Management on Oyster Mushroom Culture and Production Fruiting Bags Distribution to the Growers of Exponent Cooperative in support of the celebration of National Cooperative Months of the Philippines	Isaias C. Dela Peña Extension coordinator Dr. Josephine C. Cristobal Extension Director Dr. Cipriano M. Ticman Jr. Institute Director	- Trained young saver and members of the exponent cooperative - Quality produced Oyster mushroom by the cooperative members - Sustainable source of mushroom fruits for the production of Mushroom Polboron.
Oyster Mushroom Culture and production Training for Green Ladies Organization of Municipality of Reyna Mercedes	Isaias C. Dela Peña Extension coordinator Dr. Josephine C. Cristobal Extension Director Dr. Cipriano M. Ticman Jr. Institute Director	- Increase knowledge by 14 household parents in mushroom production - Highly trained 1 male farmer in the production of oyster mushroom
Training on Values Formation Cum Team Building in Brgy. Nagrumbuan and Brgy. Rugos, Cauayan City, Isabela	Isaias C. Dela Peña Extension coordinator Dr. Josephine C. Cristobal Extension Director	- have good coordination and cooperation in solving a problem for a common goal - established strong relationship and promote unity in the organization.

7. Awards of Distinction and Achievements and Grands of the program “Best Practices” Adopted.

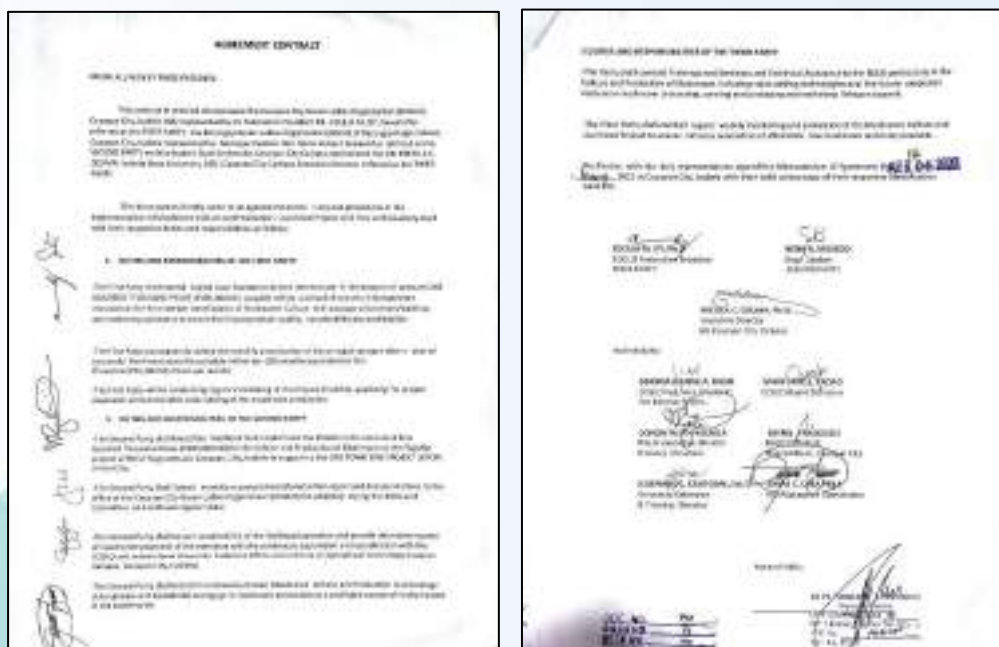
These various extension programs have been presented to the University-In House Review/Conferences and garnered various awards as Best Paper for consecutive years. Other awards are recognition from the Local Government Units for extension services.

Table 9. Extension Awards Received by Faculty

Extension Project	Title of Conference/ Title of Activity	Awards	Sponsoring Agency
Mushroom Culture and Production	Training on Oyster Mushroom Culture and Production	Certificate of Appreciation as Trainer	Municipality of Reina Mercedes,

Best Practices that Strengthened the Community Involvement of Isabela State University Cauayan Campus

Tripartite Agreement. The strong partnership between and among Isabela State University, Department of Science and Technology and the Local Government Unit of Cauayan City that paved the way for strong and sustainable collaboration through the provision of financial assistance, manpower support and donation of resources.



Sustainable Development Goals. The Ikalabing- pitong Hamon sa Bawat Cauayeno proved to be the driving force for all Community Projects of ISU Cauayan. Inspired by the LGU of

Cauayan City to serve its clientele in localizing the 17 Sustainable Development Goals, every extension projects is related to one or more of this SDGs.

Table 10. Extension Programs Related to SDGs

Extension Project	Cooperating Agency	SDG
Integrated Vegetable Production Component 2 of Pato Manok at Gulay, Maka-Kabuteng Pangkabuyan Program	Cauayan City, Local Government Unit	SDG no. 2 end Hunger, achieve food security and Improve Nutrition and promote sustainable agriculture, SDG 5 on Gender Equality, SDG 8 Decent Work and Economic Growth, SDG 10 Reduced Inequalities,
Oyster Mushroom Culture and Production Component 2 of Pato Manok at Gulay, Maka-Kabuteng Pangkabuyan Program	Province of Isabela Green Ladies Incorporation (PIGLAI) and Cauayan City, Green Ladies Organization (CCGLO)	SDG no. 1 End Poverty in all forms everywhere, SDG 5 on Gender Equality, SDG 8 Decent Work and Economic Growth, SDG 10 Reduced Inequalities,
Poultry Production Component 2 of Pato Manok at Gulay, Maka-Kabuteng Pangkabuyan Program	Sponsored by 1 st Isabela Provincial Mobile Force Company and ISU-IAT	SDGs: SDG 5 on Gender Equality, SDG 8 Decent Work and Economic Growth, SDG 10 Reduced Inequalities,
Relief Goods for Stranded Students of ISU Cauayan during the Luzonwide Lockdown	ISU Cauayan Campus Alumni Association, Inc.,	SDG 2 Zero Hunger, SDG 3 Good Health and Well Being, SDG 6 Clean Water and Sanitation, SDG 10 Reduced Inequalities, SDG 16 Peace, Justice and Strong Institutions
Relief Goods for the devastated members of the provinces of Isabela and Cagayan during the onslaught of the typhoon of Ulysses	ISU Cauayan Campus Alumni Association, Inc.,	SDG 2 Zero Hunger, SDG 3 Good Health and Well Being, SDG 6 Clean Water and Sanitation, SDG 10 Reduced Inequalities, SDG 16 Peace, Justice and Strong Institutions

Cauayan City as a Smarter City. Isabela State University Cauayan Campus with its 7 Colleges under it supported Cauayan City as a Smarter City as it helps realized the different Smarter City Concepts to improve the social, economic and environmental conditions of every Cauayeno.



Integrated Vegetable Production as Smarter Agriculture Project at Brgy. Nagrumbuan, Cauayan City, Isabela.



Smarter Governance Project in Oyster Mushroom Production as a Livelihood program for the household parents of Brgy. Nagrumbuan.



Smarter projects in Poultry Production as Livelihood Projects for farmers and household parents in Brgy. Nagrumbuan Cauayan City, Isabela

Table 11. Extension Programs Related to Smarter City Concepts

Extension Project	Cooperating Agency	Smarter City Concepts
Oyster Mushroom Culture and Production	Cuayan City Green Ladies Organization (CCGLO) Province of Isabela Green Ladies Incorporation (PIGLAI)	Smart Governance
Integrated Vegetable Production in Brgy. Nagrumbuan Cauayan City, Isabela	LGU- Cauayan City Green Ladies Organization 1 st Provincial Mobile Force Company	Smarter Agriculture
Poultry Production: Broiler Chicken Production	1 st Provincial Mobile Force Company	Smarter Agriculture
Training on Values Formation Cum Team Building in Brgy. Nagrumbuan, Cauayan City, Isabela	Organization (CCGLO) Province of Isabela Green Ladies Incorporation (PIGLAI)	Smart Governance
Management Training on Oyster Mushroom Culture and Production	Exponent Cooperative	Smarter Governance

Involvement in Community Events. Isabela State University has always been requested to host International, National, regional and local Educational and Scientific activities that made impact not only to the community but globally.

Table 14. Community Involvement in Hosting Events

Program CARE (City Assistance and Relief Everywhere): Isabela State University Cauayan Campus Research and Development Initiatives To Mitigate the COVID 19.



Figure 5. Program CARE

Compliance Report

Recommendation	Action Taken	Remarks
1. The program under survey may provide a more comprehensive benchmark on the needs, priorities, challenges, and resources of the community as basis in designing and redesigning of the extension activity.	They conducted a comprehensive benchmark survey of the needs, priorities, challenges, and resources of the community as a basis for designing and redesigning the extension activity of the adopted barangays. Attachments: Communication Pictures Attendance sheets MOA	100% Complied
2. It is suggested that stakeholders (administrators, faculty, student, representative from various government agencies, practitioners, beneficiaries, LGU's community) be well presented in the formulation/development of the extension area of the school and the program under survey. Evidence of documentation of the stakeholder's participation may be in the form of communication letters, minutes of the meeting, attendance sheet, program and invitation, pictorials, and other forms that may support their participation.	A stakeholder meeting was conducted to discuss the details of the extension program of the Institute. Documents needed Communication letters Minutes of the meeting attendance sheets invitation pictorials	100% Accomplished
3. Sourcing of additional funding and technical assistance from the other agencies may be given importance.	There is an existing extension program fully funded by the Cauayan City Green Ladies Organization and Province of Isabela Green Ladies Incorporation such as Oyster Mushroom Production, Vegetable Production and Broiler Production Attachments: MOA, other docs indicating the source of the fund.	100% Accomplished

4. Conduct of periodic monitoring and evaluation is suggested taking into account the following suggested activities: - Assess progress - Identify difficulties - Ascertain problem areas - Recommended remedial action - Ensure that inputs are transformed into outputs and eventually into outcomes.	The office of the extension director, together with the institute extension coordinator and a representative from partner agencies, conducted monthly monitoring and evaluation of the extension projects.	100% Accomplished
5. An impact assessment of every extension activities in the community may be conducted to determine its effects to the community. It is also suggested that proper documentation be done.	The Faculty of the Institute of Agricultural technology conducted impact assessment of the extension project of the college to determine its effect to the beneficiaries.	100% Accomplished
6. Extension service may be disseminated to the community using various forms with proper documentation.	The faculty and staff posted extension activities on the ISUCYN page and IAT Cauayan page to promote and disseminate extension activities. The crop and animal science students of the IAT disseminate flyers and brochures to the community.	100% Accomplished
7. Provision of an effective feedback mechanisms and compilation of feedbacks from the recipients of extension services conducted by the program may be done to serve as a basis.	The floating of evaluation forms to the clients after the conduct of training services was done in every extension activity. All the results of the evaluation are properly reviewed, analyzed, and compiled in the office of the extension director and serve as the basis for the replanning of the extension activity.	100% Accomplished

8. All faculty members are encouraged to be involved in various extension activities. Also, consider the exposure of all students to various extension activities. Likewise, it is encouraged that all activities will be supplemented with substantial documents (program, memorandum, attendance sheets, accomplishment reports, etc. aside from pictures). Encourage participation of faculty members of the BAT program to serve as expert/consultants in the different fields of agriculture.	The faculty and staff/Instructors of the Institute of Agricultural Technology under Crops and Animal Science majors serve as the experts/ consultant, resource speakers, and lecturers during the conduct of all extension activities. The students under the subject Agritech 413 Community Organizing and Rural Development are involved in the implementation of the extension activity for the exposure of the students as it is integrated into the syllabus.	100% Accomplished
9. Provide substantial documents that will prove that the extension projects and activities in the community are sustainable.	Administration and faculty Administration and faculty extensionists conducted monitoring and evaluation of the extension projects. Faculty and students at the institute of agricultural technology extend support and services to the Barangay community for the sustainability and continuity of the extension project. Extensionists conducted monitoring and evaluation of the extension projects.	100% Accomplished