



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION

**CHED MEMORANDUM ORDER**

No. 08  
Series of 2008

**SUBJECT : GUIDELINES FOR THE CHED OUTSTANDING  
EXTENSION PROGRAM AWARD**

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In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", for the purpose of promoting/enhancing the Extension function of Higher Education Institutions, and pursuant to Resolution No. 534 – 2007, the Commission hereby issues the following Guidelines for the Search for CHED Outstanding Extension Program Award.

**I. RATIONALE AND OBJECTIVES**

Extension is one of the three major functions of higher education.

In line with the present Administration's thrust to mobilize knowledge and technology towards enhancing productivity, generating employment and reducing poverty, higher education institutions have been actively conducting research and extension programs/projects, particularly transfer and/or application of technology/knowledge that contribute to the attainment of the country's development goals.

There are ongoing award and recognition programs for outstanding achievements in teaching and research. CHED has two ongoing programs to recognize outstanding researchers and research programs—REPUBLICA and Best Higher Education Institution Research Program Awards. Response to these programs in the last three years shows increasing research productivity in HEIs as evidenced by the number of excellent research outputs that have been nominated for the Awards.

In comparison, the proposed Outstanding Extension Program Award will be the first nationwide recognition program for Extension.

The objectives of the proposed Award are to:

- recognize and reward both the implementor(s) and the higher education institutions for their outstanding Extension programs;
- encourage conduct of Extension work that is relevant and responsive to the needs of the community and society;
- promote appreciation of the importance of the Extension function of HEIs

## II. THE AWARDS

Two national winners and 16 regional winners will be selected and given the prizes indicated below:

Award Category	Prizes
<b>National Winners:</b>	
Most Outstanding Extension Program	Trophy and cash prize of P1M*
Second Most Outstanding Extension Program	Trophy and cash prize of P500,000*
<b>Regional Winners</b>	
Outstanding Extension Program in the Region	Plaque of recognition and cash prize of P300,000

\* The cash prizes for the national winners shall be utilized as follows: 50% as incentives for the program staff; and 50% to be plowed back into the program.

## III. GENERAL GUIDELINES

### A. Definition of Extension

Extension refers to the act of communicating, persuading and helping specific sectors or target clientele (as distinguished from those enrolled in formal degree programs and course offerings) to enable them to effectively improve production, community and/or institutions, and quality of life.

An Integrated Extension Program shall include the following components:

1. Training programs- non-degree and non-credit courses offered by a college or unit;
2. Technical assistance and advisory services – to agencies, organizations, associations and other groups;
3. Communication/information services- communication and/or dissemination of knowledge and skills to particular client groups through the various means of dissemination such as person-to-person contact, radio, television, newspaper and other printed materials
4. Community outreach activities- extension activities conducted in areas outside the university/college, e.g. community-based social services, pilot projects, mobile clinic, etc.

5. Technology transfer, utilization and commercialization – the process of circulating, promoting and marketing research outputs or technologies to potential users. In general, two mechanisms are used for this purpose: technology incubator – an environment and program that offers a full array of business assistance services tailored to the client companies; and technology part – a mechanism designed to stimulate the development of entrepreneurial knowledge-based micro to small and medium size enterprises.

## **B. Eligibility Requirements**

The award is open to all higher education institutions in the country, public and private.

Each HEI may submit one program for the Award. The candidate Integrated Extension program must be –

- consistent with the mandate, academic program offerings and research programs of the candidate institution
- active and with accomplishment/outputs during the last 3 years (2005-2007)

## **C. Criteria for Judging**

Entries shall be evaluated and ranked on the basis of the following criteria:

<i>Criteria</i>	<i>Weight</i>
1. Development impact - the contribution of the program to regional/national development and productivity of the society based on the technologies transferred/utilized, policies developed and applied, and the economic and social benefits derived from the program	50%
2. Institutional and policy environment for the Program - the organizational/infrastructural and policy support provided by the HEI to the program such as but not limited to extension office, equipment, funding, manpower and other policies supportive of the research utilization program	40%
3. Recognition given to the program – citations, Awards given by external organizations/bodies	10%

The details of the criteria shall be developed and reflected in a score sheet to be used in the evaluation of entries.

#### **IV. NOMINATION AND SELECTION PROCEDURE**

1. Nomination forms may be obtained from any of the following:

Commission on Higher Education  
Office of Policy, Planning, Research and Information (OPPRI)  
Rm. 204 Jollibee Center Building, San Miguel Avenue,  
Ortigas Center, Pasig City

Nearest CHED Regional Office; or

Downloaded from [www.ched.gov.ph](http://www.ched.gov.ph)

2. Each nomination should be signed by the President of the concerned HEI and submitted to CHED-OPPRI or Regional Offices.
3. Regional Winners shall be selected by the Regional Extension Awards Committees to be chaired by the respective CHED Regional Directors and composed of the following members: Regional Directors of DOST, DA-ATI and DTI and one representative from the Chamber of Commerce in the region.
4. The National Winners shall be selected from the Regional Winners by the Technical Working Group on the CHED Outstanding Extension Program Awards (created through CSO No. 94, 2. 2007).
5. The decision of the TWG shall be final.

**V. EFFECTIVITY.** – This CMO shall take effect immediately.

**SO ORDERED.**

Pasig City, Philippines. April 9, 2008

  
**ROMULO L. NERI**  
*Chairman*