

	<p style="text-align: center;">           Republic of the Philippines  <b>Nueva Ecija University of Science and Technology</b>            Extension Services Department            General Tinio Street, Cabanatuan City         </p> <p style="text-align: center;"><b>TRAINER'S RELEASE/APPROVAL OF HONORARIA GUIDELINES</b></p>	Document Code:	NEUST-ESD-G002
		Effectivity Date:	November 22, 2016
		Revision Number:	00
		Approval Ref No.	
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## 1. PURPOSE

This serves as the general guidelines on grant of honoraria to faculty who rendered services in extension services department. This will also serves as guidelines in order for the honoraria to be process immediately.

## 2. INTERESTED PARTY

**Trainers/Faculty**

## 3. GUIDELINES

3.1. Faculty member who were issued Special Order to performed Extension Services beyond their regular time shall be entitled to the following incentives: honoraria, incidental expenses, certificate/plaque of commendation subject to guidelines set in Chapter 9, Article 3, Section 1, 2, 3, 4, 6, 7, 8, 9.

3.2. The faculty member shall submit the following documents 7 days after the extension programs/services where he/she rendered ended.

- 3.2.1. Approved Proposal
- 3.2.2. Contract
- 3.2.3. Trainees Profile
- 3.2.4. List of Participants
- 3.2.5. Attendance Sheet duly signed by the participants and trainer
- 3.2.6. Pictures of the activities (trainers' together with the trainees)
- 3.2.7. Certificate of appearance duly signed by head of the institution
- 3.2.8. Daily Time Report
- 3.2.9. Terminal Report of the Program



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Republic of the Philippines  
Nueva Ecija University of Science and Technology  
Extension Services Department  
General Tinio Street, Cabanatuan City

**EXTENSION SERVICES GUIDELINES**

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Approval Ref No.	
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**1. SCOPE**

This serve as the general guidelines in the provision of extension services of the university applying the Quality Policy of the department.

**2. INTERESTED PARTY**

Unit Head of Colleges Extension Services  
Extension Service Department

**3. GUIDELINES**

- 3.1. The Office of the Vice President for Research, Extension and Training and other line units shall be created which is aimed at providing relevant and responsive programs and services to varied clientele of the service area within the parameters of the university's mission, vision and goals.
- 3.2. The Extension units of the RET shall be primarily responsible I the implementation of COPED, the core extension program of the university.
- 3.3. The Deans of the different colleges/departments and Directors of the respective campuses shall directly be responsible in the implementation of COPED and heads of line units of RET shall directly coordinate with them.
- 3.4. The Deans shall assign a Focal Person for Extension who shall directly assist him/her in Extension activities/concerns.
- 3.5. Faculty members of the university shall render extension services and shall be mobilized to participate in community activities based on their expertise and line of specialization by providing technical assistance and consultancy services.
- 3.6. The university shall provide the necessary resources and generate funds from external sources to effectively carry out programs and activities of the Extension and Training Department.
- 3.7. The university shall design an operating manual to guide all concerned in the implementation of extension activities.
- 3.8. An incentive mechanism for faculty extensionists shall be formulated and adopted by the university



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