



COLLEGE CODE

https://www.mpspc.edu.ph/images/POLICIES/ADMIN_AND_MANAGEMENT/Manuals/College_Code.pdf

- 3.3.** Ensure efficient compliance with oversight agencies' directives, norms and standards in the implementation of College Development Programs;
- 3.4.** Facilitate review and updating of policies, conduct a continuing assessment of systems and procedures and ensure smooth flow of operations in the organization at all levels in the Academic Sector;
- 3.5.** Establish higher education linkages with development partners and do high level liaison work and initiate alternative development models;
- 3.6.** Perform other functions as may be required by higher authorities from time to time.

Article 18B – Vice President for Administration and Finance

Section 1. There shall be a Vice President for Administration and Finance to be appointed by the Board of Trustees upon the recommendation of the College President.

Section 2. Except when appointed to a plantilla position, the term of office shall be three years without prejudice to re-designation.

Section 3. He shall:

- 3.1** Responsible for the implementation of the administrative finance and management related services programs, rules and policies of his orders and memoranda.

Continuously review and evaluate administrative, finance management operation and recommend solutions for the improvement of systems towards the realization of the College VMGO's.

Article 18C – Vice President for Research Development and Extension Services

Section 1. The Vice President for Research Development and Extension Services shall be appointed by the Board of Trustees upon the recommendation of the College President.

Section 2. Except when appointed to a plantilla position, the term of office shall be three years without prejudice to re-designation.

Section 3. He shall:

- 3.1.** Assist the President in the overall administration and management of research, development, and extension towards the attainment of the VMGO of the College.

Article 18D - Vice President for Resource Generation

Section 1. There shall be a Vice President for Resource Generation to be appointed by the Board of Trustees upon the recommendation of the College President.

Section 2. Except when appointed to a plantilla position, the term of office shall be three years without prejudice to re-designation.

Section 3. He shall:

- 3.1.** Conceptualize and implement the blueprint for the new directions of the Resource Generation of the College;

- 3.3.** Ensure efficient compliance with oversight agencies' directives, norms and standards in the implementation of College Development Programs;
- 3.4.** Facilitate review and updating of policies, conduct a continuing assessment of systems and procedures and ensure smooth flow of operations in the organization at all levels in the Academic Sector;
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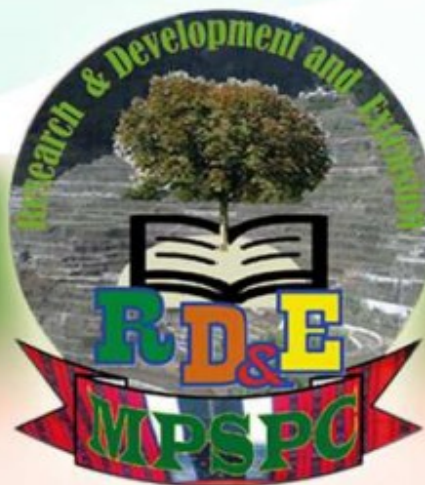
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Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

EXTENSION MANUAL 2015



technologies, values, attitudes, knowledge and skills that will ultimately improve the social practice or lives of clientele, partners and cooperators.

With the aforementioned definitions, the Mountain Province State Polytechnic College Extension Services are sets of programs, projects and activities involving the promotion/dissemination of technologies, advocacy, policy support, training services, entrepreneurship and livelihood support, linkages, social and environmental services regularly undertaken by the administrator, faculty, staff and students in collaboration with partner agencies to promote self-help, economic growth and development in the community.

Section 6. Clients refer to individuals, groups, organization and agencies i.e. farmers, indigenous peoples, out of school youths, women organizations, professionals, government officials, government institutions, NGO's etc. that seek assistance and collaboration or partnership with the College.

Article 3. Extension Unit's VMGO

Section 1. Vision. The Mountain Province State Polytechnic College Extension Unit is envisioned as the center of appropriate technologies & information dissemination that will contribute to sustainable rural development as it attains the College's vision.

Section 2. Mission. The mission of the unit is to promote extension services and provide opportunities to faculty, staff and students in the delivery of extension services related to: Agriculture, Forestry, Agroforestry, Engineering, Arts and Culture, Sciences, Education, Peace and Order, Health Care, Hospitality and Tourism, Information Technology, Business Management and Finance, Livelihood, Office Management, and Leadership and Governance which are relevant to community development.

Section 3. Goals. The goal of Mountain Province State Polytechnic College Extension Unit is to sustain implementation of research-based extension programs that are of practical use to the community.

Section 4. Objectives:

MPSPC Extension Unit shall endeavor to:

1. enhance the knowledge and skills of target clientele that will empower them to become change agents for development in their communities;
2. establish/develop farming system models that showcase technologies developed by the college and serve as demonstration and training sites for farmers, students and other clientele;
3. Disseminate technologies that is responsive to community needs.

Section 4. Training Services and Development Support Transfer. This component encompasses all training and seminars for skill enhancement activities in the fields of Education, Accountancy, Business Administration, Office Management, Arts and Sciences, Agriculture, Forestry, Information Technology, Engineering, Hotel & Restaurant Management and Tourism, leadership and others the College can provide based on its expertise that will cater to the needs of intended clients to become more productive in their endeavors. It will employ various modalities that will create self-reliance among wider self-help groups for better community transformation.

These services can be availed through the Extension Unit's strategies such as adopt-a school; community; barangay; demonstration farms; skill-based trainings upon request by clientele and others.

Section 5. Entrepreneurship and Livelihood Support Services. This component embraces all activities related to entrepreneurship and livelihood support services the college can provide to its clientele. Since entrepreneurship is considered as the driver for economic growth and community development, extension services along this line should be developed and conducted to help community people become self-reliant and better inhabitants in their own rights. The offering of entrepreneurship based courses in the college will also play a vital role in the development of the province.

Section 6. Linkage and Networking Services. The College is a believer of responsibility sharing in the delivery of services to target clients for effectiveness and sustainability. As such, a high degree of collaborative efforts will be established with various partners for development that includes the Local Government Units, Dep-Ed, SUCs, Government-line Agencies, Non-Government Organizations, Civil Society groups and other groups. Working relationship with these groups and agencies are formalized by Memorandum of Understanding or Agreement. Moreover, international linkages related to skill enhancement for faculty and staff shall be sought to strengthen their various skills for them to become more effective in their field.

Section 7. Social and Environmental Services. This component encompasses all socio-civic and humanitarian activities as well as environmental services of the college to maintain a better place to live in. This includes professional missions (rescue operations, medical, dental, others), donations and distribution of goods and supplies to the needy, tree planting, clean-up drive and others.

Article 2. Departmental Extension Programs

The Extension program represents the college wide extension services while **departmental** extension program is limited to the extension services one department can provide. The departmental extension program is anchored on the goals and objectives of the extension unit program of the College. Moreover, the crafted program shall be based in accordance with the VMGO of the College and the Unit.

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RESOURCE GENERATION MANUAL 2015



3.10 Coordinate the activities of the ProdEA unit to harmonize with the programs of the Research, Extension and other related units; and,

3.11 Perform other related functions as may be requested by the higher authorities.

Section 4. The Director for Production and Entrepreneurial Affairs (ProdEA) shall at least be a holder of a master's degree in Business Administration and must have had at least two (2) years of administrative experience.

ARTICLE 12. Director for Grants and Linkages Development

Section 1. The Director for Grants and Linkages Development shall perform leadership, managerial and administrative functions in his unit as geared towards the attainment of the College's vision, mission, goals and objectives.

Section 2. The Director for Grants and Linkages shall be entitled to Representation and Travel Allowance (RATA) subject to provisions of the National Budget Circular (NBC) No. 404 and reinforced by National Budget Circular (NBC) No. 546, to take effect immediately upon designation.

Section 3. He shall:

3.1 Be the implementing arm of the college on international and local programs and links, staff and student exchanges and mobility, and worldwide networking for the college.

3.2 Carry out the implementation, monitoring and evaluation of formal institutional collaborations which encourage the development of partnerships for funding by donor agencies or organizations.

3.3 Also be responsible with inter-departmental links which involve members of staff/students participating in staff/student exchange programs and research that attract funding.

3.4 He shall take charge of informal links which are characterized by resource generation activities through individual initiative and efforts, and after which refer the link with the ProdEA Director.

3.5 Assume direct responsibility in the operation and administration of his unit and the implementation of policies and guidelines in order to achieve targets with efficiency and effectiveness.