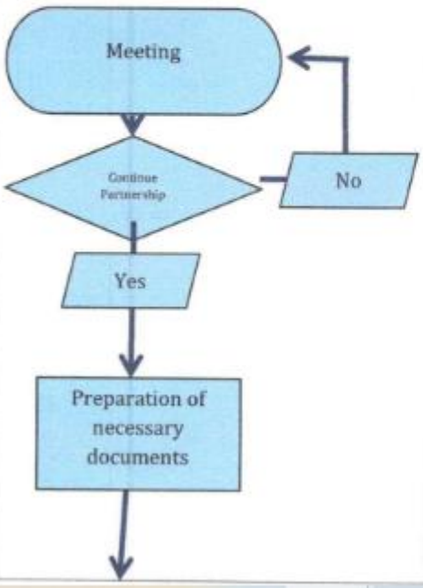
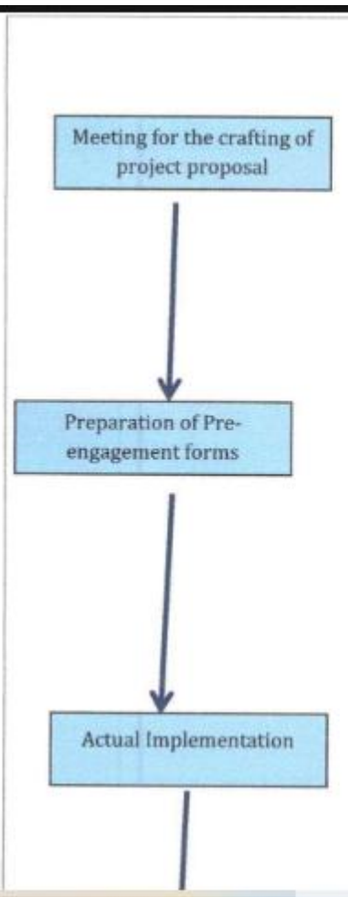
16.2.3. Identify and engage with local stakeholders
Have written policies and procedures to identify local stakeholders external to the university and engage with them

EVIDENCE: *policies and procedures to identify local stakeholders external to the university:*

CEIPSC STANDARD OPERATING PROCEDURES ON CONDUCT OF COLLABORATIVE PARTNERSHIP

Title	**A.12 Conduct of Collaborative Partnerships**
Scope	This covers activities starting from meeting with partner units/agencies to monitoring and feedback. It ends with continual improvement.
Objective	To ensure timely conduct of collaborative partnerships
Definitions	Collaborative Partnerships refers to

Activity	*Description*
	This includes preliminary meetings with unit/agency in the conduct of community engagement, indigenous peoples advocacy and museum management. The possible partner is identified before the meeting. This activity involves a decision making whether to continue with the collaborative partnership Refer to: • EOMS-EIP-FO-021, Rev.00: Minutes of meeting This includes preparation of letter/ Memorandum of Understanding/Agreement, if necessary. It also includes crafting of Project Proposals, if deemed necessary. Refer to: • EOMS-EIP-FO-014, Rev. 00: Memorandum of Agreement



- EOMS-EIP-FO-003, Rev. 00: Project Proposal
- EOMS-EIP-RF-012, Rev. 00: CEIPSC MOPG

This activity includes gathering necessary information, identification of project objectives and activities, budget preparation and assignment of tasks and responsibilities. Refer to:

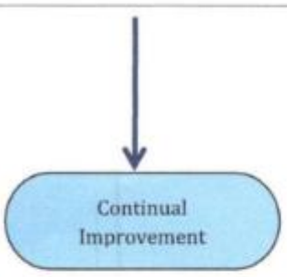
- EOMS-EIP-FO-003, Rev. 00: Project Proposal
- EOMS-EIP-FO-004, Rev. 00: Community Engagement Budget Requisition Form

This includes the necessary forms prior to community immersion. Refer to:

- EOMS-EIP-FO-004, Rev. 00: Community Engagement Budget Requisition Form
- EOMS-EIP-FO-005, Rev. 00: Community Engagement Attendance Report
- EOMS-EIP-FO-006, Rev. 00: Community Feedback Survey Form

This activity includes the implementation of activities that are described in the project proposal. Refer to:

- EOMS-EIP-FO-005, Rev. 00: Community Engagement Attendance Report



implementation of the collaborative project. Refer to:

- EOMS-EIP-FO-008, Rev. 00: Monitoring and Evaluation Report
- EOMS-EIP-RF-012, Rev. 00: CEIPSC MOPG

The CEIPSC Director, Staff and CE Coordinators review the collaborative partnership. Refer to:

- EOMS-EIP-RF-012, Rev. 00: CEIPSC MOPG

Prepared by:	
CHRISTOPHER ALLEN S. MARQUEZ, PHD	0 8 DEC 2024
Process Owner	Date Signed
Reviewed by:	
PEARL VIA S. COBALLES	0 8 DEC 2024
Quality Management Representative	Date Signed

WORK INSTRUCTION ON THE CONDUCT OF BACKGROUND AUGMENTING PARTICULARLY IN CHOOSING A PARTNER COMMUNITY

WORK INSTRUCTION

Title	A.2 Conduct of Background Augmenting (Choosing a Partner Community)
Scope	CEIPSC Director, CE Coordinators, Staff; Partner Community
Person/s Responsible	CEIPSC Director, CE Coordinators, Staff
Instructions	

CEIPSC Director

1. Prepare and accomplish the EOMS-EIP-FO-008, Rev. 00: Monitoring and Evaluation Report Form and the checklist of adopting a community.
2. Work with the CE Coordinators in the identification of partner communities through informal interviews (email, phone, face-to-face casual interviews) with individual/s that will serve as focal person during the identification of communities
3. Set a meeting schedule with the focal person to conduct site visit/s or ocular inspections in the community.
4. Conduct site visit/s or ocular inspections in the community together with the CE Coordinators
5. Decide together with the CE Coordinators whether to partner with the community or not. If not, go back to number #2 instruction/step
6. Check the activities as written in EOMS-EIP-FO-008, Rev. 00: Monitoring and Evaluation Report Form, and determine what needs to be done next.

CE Coordinators

1. Conduct site visit/s or ocular inspections in the community together with the CEIPSC Director and other CE Coordinators
2. Decide together with the CEIPSC Director and CE Coordinators whether to partner with the community or not. If not, go back to number #2 instruction/step

Staff

1. Prepare the EOMS-VPA-FO-004, Rev. 00: Vehicle Service Request Form

Prepared by:	
DR. CHRISTOPHER ALLEN S. MARQUEZ	December 8, 2024
Process Owner	Date Signed
Reviewed by:	
MRS. PEARL VIA S. COBALLES	December 8, 2024
Quality Management Representative	Date Signed

Approved by:	
REV. FR. PHILIP A. YU JR., CICM	December 8, 2024

NARRATIVE REPORT ON OCULAR INSPECTION FOR THE CONSTRUCTION OF WATER RESERVOIR

Narrative/Documentation Report

Project Title:	Ocular Inspection for the Construction of Water Reservoir
Date:	February 19, 2025
Time:	7:30 AM
Team Composition:	
Lead Organizer:	Carl Louise A. Atencio (BSCE-4)
Project Staff/Members:	Faculty/ Employee: Engr. Candido Joseph T. Rosario Jr. Mr. Regidor Almendral Students: (BSCE-4) Kristoffer Morta Ryan Angelo Marata Dan Asley Arcega

Narrative

The project aims to construct a water reservoir in Sitio Masina, Barethet, Bagabag, NV to provide the nearby residents with a reliable source of clean water. The main objective is to improve access to water, promote better health, and help the community during dry seasons. Selected students and teachers conducted a site visit to assess if the location is suitable for the construction. The target is to ensure the project meets the community's needs, and the accomplishments so far include evaluating the site for feasibility. Challenges include making sure the area has the right conditions for the project, and follow-up activities will involve planning the construction and monitoring progress.

Documentation





Project Title:	**Project BUKLAT (*Bukas na Ugnayan para sa Karunungan, Lakas, at Talino*)**
Date:	February 22, 2025
Time:	8:00 am - 11:30 am
Team Composition:	
Lead Organizer:	Joshua P. Abraham
Project Staff/Members:	Joyce Anne P. Nillo Mica Mae T. Tuazon SHELL Officers (Languages Co-curricular Club)

Narrative

Reading, public speaking, and effective communication are fundamental skills th significantly influence a child's educational growth and future success. However, children in far-flung communities often face limited access to resources and opportunities that nurture these abilities. Recognizing this gap, the Project BUKLAT was developed to empower young learners in underserved areas by fostering these essential skills.

Project BUKLAT, which stands for *"Bukas na Ugnayan para sa Karunungan, Lakas, at Talino,"* is designed to create an engaging and inclusive learning environment where children can develop their literacy and communication skills. Through interactive storytelling sessions, dynamic reading activities, and public speaking exercises, the project aims to ignite a love for learning while building students' confidence and self-expression.

On February 22, 2025, the BUKLAT Project was implemented at Ipil-Cuneg Elementary School, Brgy. Ipil-Cuneg, Bayombong, Nueva Vizcaya, benefiting Grades 1 and 2 students. The initiative was led by Languages teachers and members of the Senior High School Enthusiasts of Languages and Literature (SHELL), who worked together to deliver meaningful and engaging sessions tailored to the students' developmental needs.

By nurturing these vital skills at an early age, the Project BUKLAT strives to equip children with the tools they need t ally and communicate effectively in their daily lives.

Documentation





Project Title:	Project Punhog
Date:	April 23, 2025
Time:	8:00 AM to 12:00 PM
Team Composition:	
Lead Organizer:	Engr. Candido Joseph T Rosario Jr.
Project Staff/Members:	Jahaziel Hernaez Mark Batarao Rachel Ceril

Narrative

One of the activities of the Linggo ng Likha at Lingkod 2025 celebration. The *Project Punhog*, from the School of Engineering, Architecture, and Information Technology (SEAIT) led by Engr. Rosario and volunteered CE students, Mark Batarao, Adriel Jahaziel Hernaez, and Rachel Ceril visited Sitio Masina, Baretbet, Bagabag, Nueva Vizcaya on April 23 to deliver water tank and instruct how will it be installed.

Engr. Rosario, gave some instructions to the residents on how and what to do with the water tank. On the other hand, volunteered CE students interviewed some of the residents on how the project will affect their community. They all gave similar answers, *"Mayat tapnu mapalaka ti panagala iti danum, para iti ikinaduan"*, "it's good for it will be easier to get water, for everyone".

After delivering and instructing what to do with the water tank, we went back to Bayombong(SMU), to conclude and give our report to *SMU - Community Engagement and Indigenous Peoples Studies Center.*

Documentation

Image 1 Together with some of the residents of Sitio Masina Image 2 Giving instructions on how to install the water tank

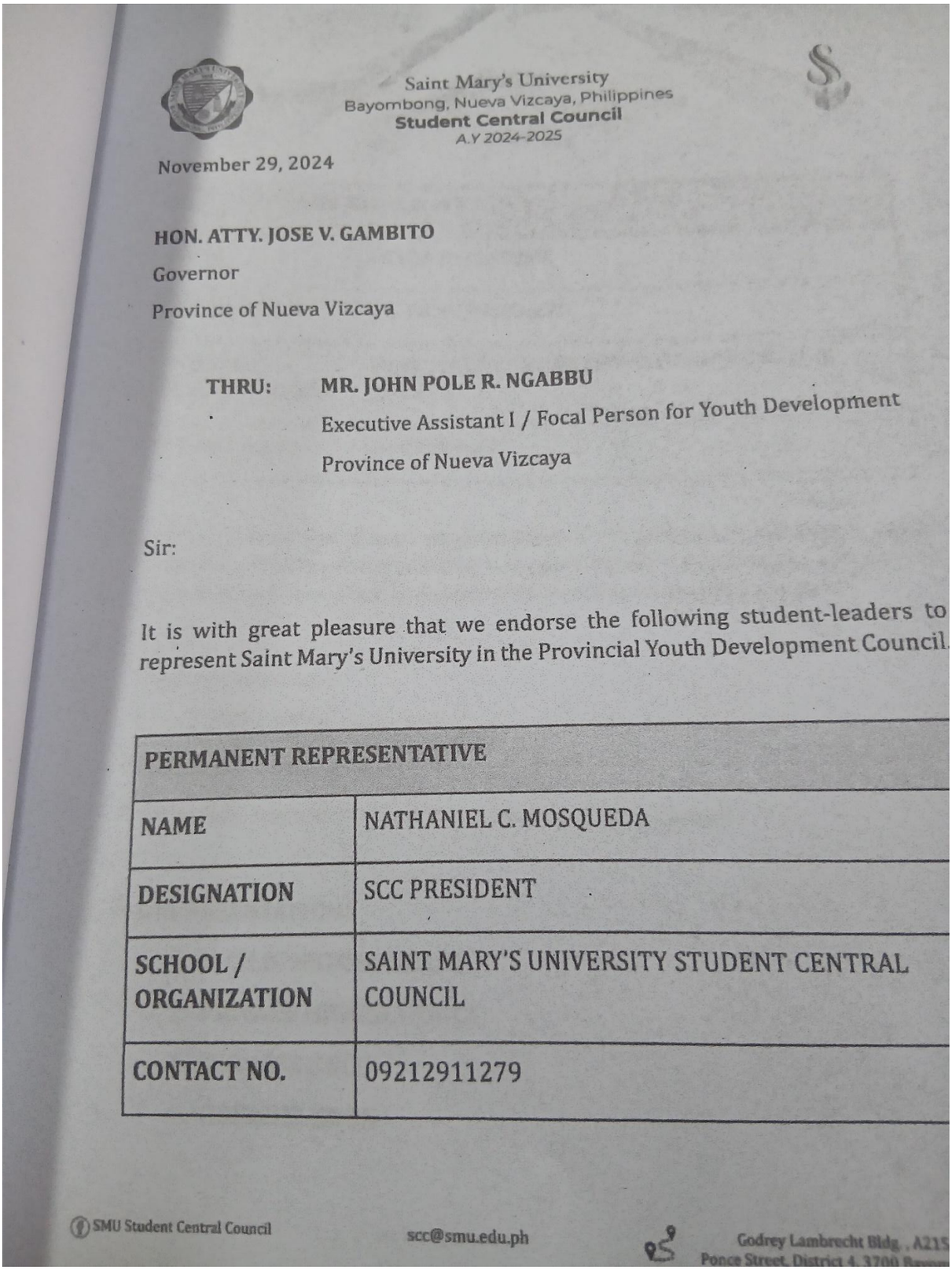








STUDENT CENTRAL COUNCIL ENDORSEMENT OF SMU STUDENT LEADERS TO PROVINCIAL LOCAL YOUTH DEVELOPMENT COUNCIL OF NUEVA VIZCAYA PROVINCE



Saint Mary's University
Bayombong, Nueva Vizcaya, Philippines
Student Central Council
A.Y 2024-2025

November 29, 2024

HON. ATTY. JOSE V. GAMBITO
Governor
Province of Nueva Vizcaya

THRU: **MR. JOHN POLE R. NGABBU**
Executive Assistant I / Focal Person for Youth Development
Province of Nueva Vizcaya

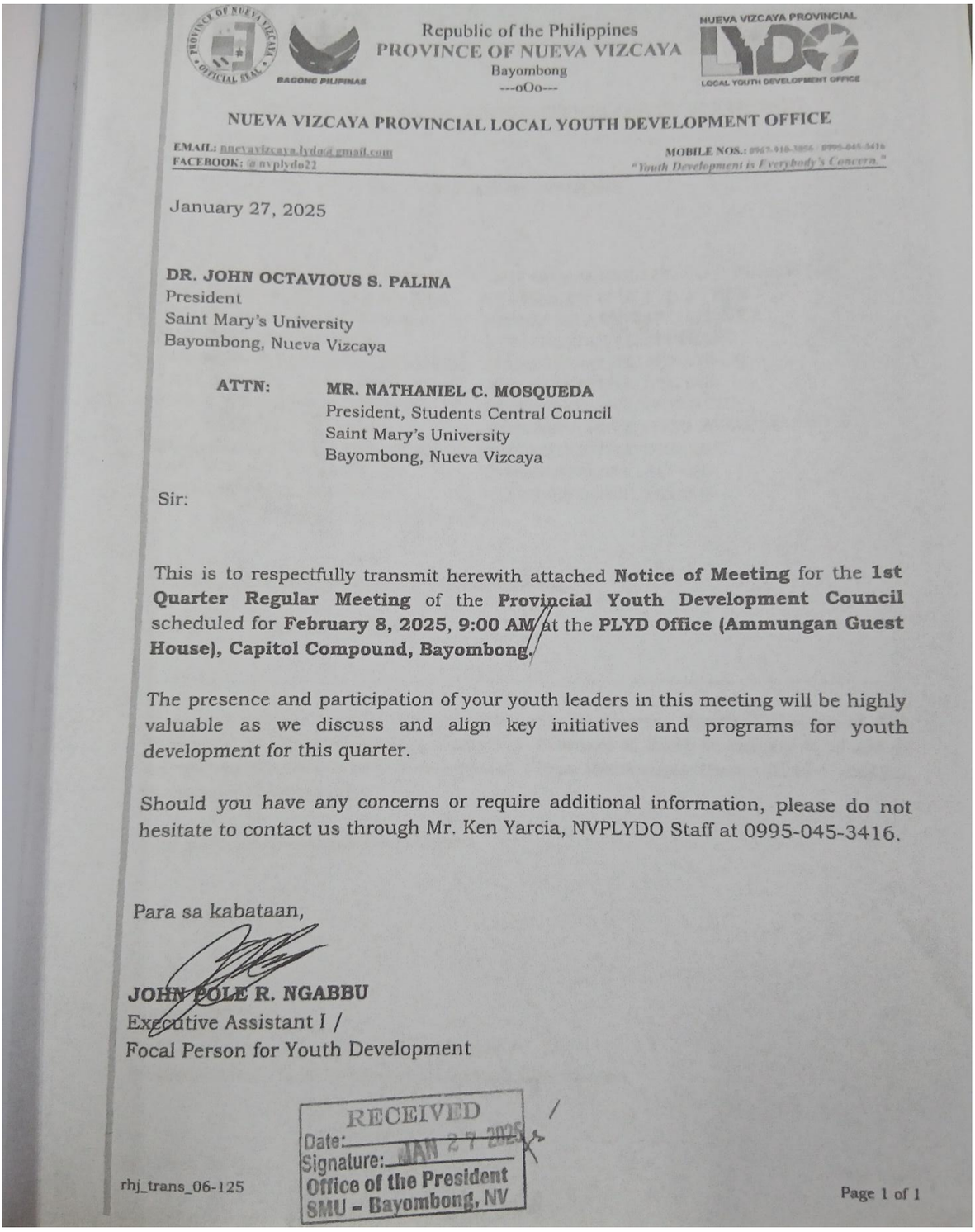
Sir:

It is with great pleasure that we endorse the following student-leaders to represent Saint Mary's University in the Provincial Youth Development Council.

PERMANENT REPRESENTATIVE	
NAME	NATHANIEL C. MOSQUEDA
DESIGNATION	SCC PRESIDENT
SCHOOL / ORGANIZATION	SAINT MARY'S UNIVERSITY STUDENT CENTRAL COUNCIL
CONTACT NO.	09212911279

SMU Student Central Council scc@smu.edu.ph Godrey Lambrecht Bldg., A215

NOTICES OF MEETING PLYDC



Republic of the Philippines
PROVINCE OF NUEVA VIZCAYA
Bayombong
---oOo---

NUEVA VIZCAYA PROVINCIAL LOCAL YOUTH DEVELOPMENT OFFICE

EMAIL: nuevavizcaya.lydo@gmail.com
FACEBOOK: @nvplydo22
MOBILE NOS.: 0967-910-3856 / 0995-045-3416
"Youth Development is Everybody's Concern."

January 27, 2025

DR. JOHN OCTAVIOUS S. PALINA
President
Saint Mary's University
Bayombong, Nueva Vizcaya

ATTN: **MR. NATHANIEL C. MOSQUEDA**
President, Students Central Council
Saint Mary's University
Bayombong, Nueva Vizcaya

Sir:

This is to respectfully transmit herewith attached **Notice of Meeting** for the **1st Quarter Regular Meeting** of the **Provincial Youth Development Council** scheduled for **February 8, 2025, 9:00 AM** at the **PLYD Office (Ammungan Guest House), Capitol Compound, Bayombong.**

The presence and participation of your youth leaders in this meeting will be highly valuable as we discuss and align key initiatives and programs for youth development for this quarter.

Should you have any concerns or require additional information, please do not hesitate to contact us through Mr. Ken Yarcia, NVPLYDO Staff at 0995-045-3416.

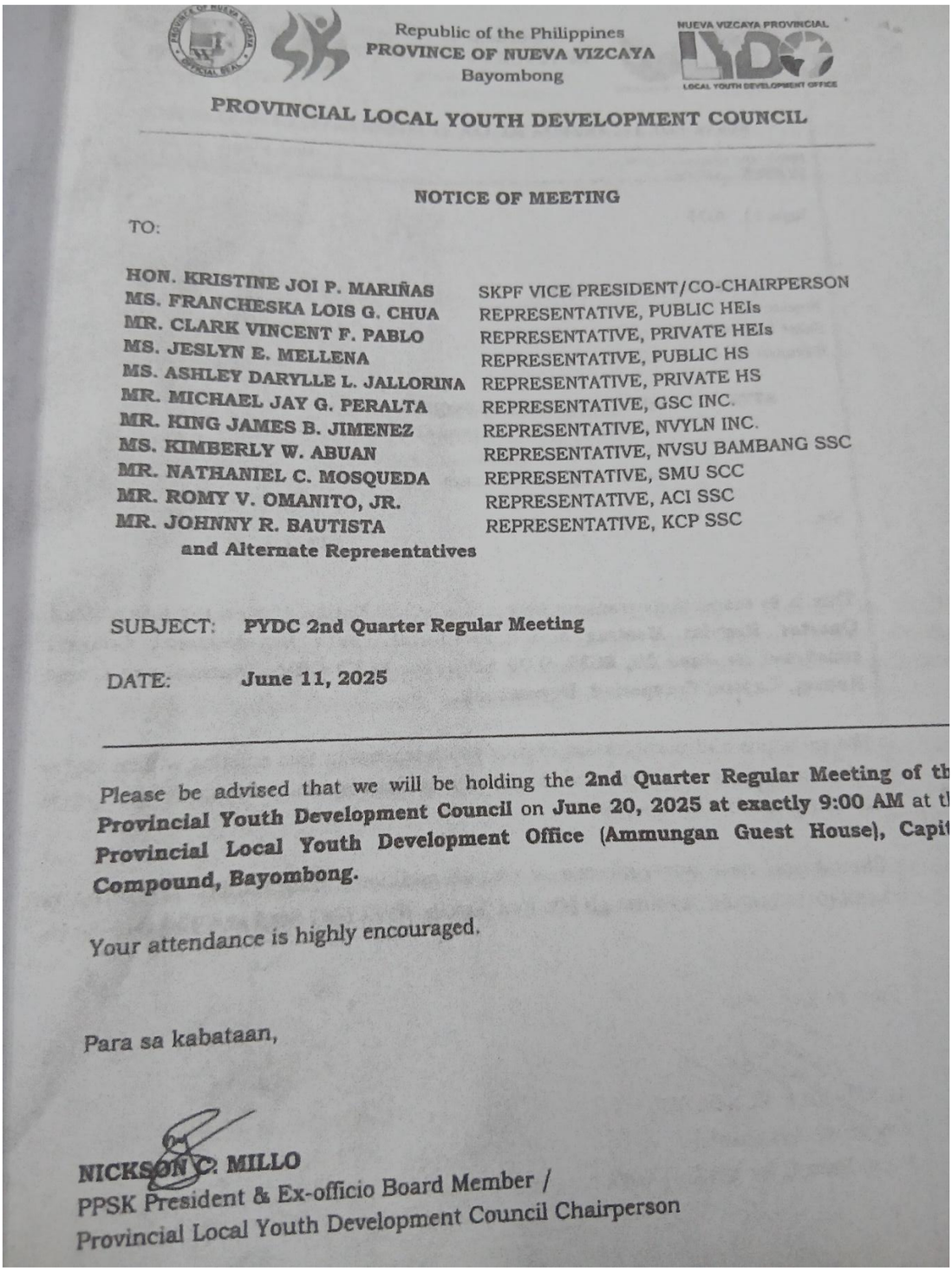
Para sa kabataan,

JOHN POLE R. NGABBU
Executive Assistant I /
Focal Person for Youth Development

RECEIVED
Date: JAN 27 2025
Signature:
Office of the President
SMU – Bayombong, NV

rhj_trans_06-125

Page 1 of 1



Republic of the Philippines
PROVINCE OF NUEVA VIZCAYA
Bayombong

NUEVA VIZCAYA PROVINCIAL LYDO LOCAL YOUTH DEVELOPMENT OFFICE

PROVINCIAL LOCAL YOUTH DEVELOPMENT COUNCIL

NOTICE OF MEETING

TO:

HON. KRISTINE JOI P. MARIÑAS	SKPF VICE PRESIDENT/CO-CHAIRPERSON
MS. FRANCHESKA LOIS G. CHUA	REPRESENTATIVE, PUBLIC HEIs
MR. CLARK VINCENT F. PABLO	REPRESENTATIVE, PRIVATE HEIs
MS. JESLYN E. MELLENA	REPRESENTATIVE, PUBLIC HS
MS. ASHLEY DARYLLE L. JALLORINA	REPRESENTATIVE, PRIVATE HS
MR. MICHAEL JAY G. PERALTA	REPRESENTATIVE, GSC INC.
MR. KING JAMES B. JIMENEZ	REPRESENTATIVE, NVYLN INC.
MS. KIMBERLY W. ABUAN	REPRESENTATIVE, NVSU BAMBANG SSC
MR. NATHANIEL C. MOSQUEDA	REPRESENTATIVE, SMU SCC
MR. ROMY V. OMANITO, JR.	REPRESENTATIVE, ACI SSC
MR. JOHNNY R. BAUTISTA	REPRESENTATIVE, KCP SSC

and Alternate Representatives

SUBJECT: **PYDC 2nd Quarter Regular Meeting**

DATE: **June 11, 2025**

Please be advised that we will be holding the **2nd Quarter Regular Meeting of th** **Provincial Youth Development Council** on **June 20, 2025 at exactly 9:00 AM** at t **Provincial Local Youth Development Office (Ammungan Guest House), Capit Compound, Bayombong.**

Your attendance is highly encouraged.

Para sa kabataan,

NICKSON C. MILLO
PPSK President & Ex-officio Board Member /
Provincial Local Youth Development Council Chairperson

CONTROLLED COPY

Signature: _____ Date: 11822

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
LINGKOD MARIA COMMUNITY DEVELOPMENT AND ADVOCACY CENTER

Document Code	LMC-WI-005
Revision	01
Effectivity Date	2022/11/17
Page/s	Page 1 of 3

Revision No.	Approval Date	Effectivity Date	Amendment
00	August 19, 2022	August 19, 2022	Initial Issue
01	November 17, 2022	November 17, 2022	Change in header

WORK INSTRUCTION

Title	A.2 Conduct of Background Augmenting (Crafting of Project Proposal)
Date	October to December 2022
Person/s Responsible	LMCDAC Director, Academic Dean/Head of Office/Principal, In-charge, IP Desk, Extension/CARES Coordinators, Secretary,

Instruction / Steps:

LMCDAC Director

1. Approve the project proposal

Academic Dean/Head of Office/Principal

1. Review the crafted project proposal of the extension coordinator and project leader/s
2. Sign the project proposal

In-charge, IP Desk

1. Review the submitted project proposal

Extension/CARES Coordinators

1. Craft initial project proposal together with identified project leader/s in his/her department/unit. Refer to the LMC-FO-013 (Program and Project Proposal) and LMC-RF-012 (LMCDAC MOPG)
2. Set schedule for a meeting with the external partners, if any, for the enhancement of the project
3. Set a schedule to discuss with the representatives of the adopted community/target recipients the proposed project for their

comments/suggestions

4. Finalize the project proposal
5. Forward one copy of the signed project proposal and another to LMCDAC
6. File a copy of the project proposal

Secretary

1. Prepare the VPA-FO-004 (Vehicle Service Request Form)for the project proposal enhancement activities
2. File the approved projects in the designated folder/drawer of the implementing department/unit/school

Prepared by:	
CHRISTOPHER ALLEN S. MARQUEZ, PHD	11/17/2022
Process Owner	Date Signed
Reviewed by:	
PEARL VIA S. COBALLES	11-8-22
Quality Management Representative	Date Signed

Approved by:	
REV. FR. PHILIP A. YU JR., CICM	12/12/2022
Supervising VP/President	Date Signed:

CONTROLLED COPY

Signature: _____ Date: 11-18-22

Revision No.	Approval Date	Effectivity Date	Amendment
00	August 19, 2022	August 19, 2022	Initial Issue
01	November 17, 2022	November 17, 2022	Change in header

WORK INSTRUCTION

Title	A.2 Conduct of Background Augmenting (Choosing a Community to Adopt)
Date	October to December 2022
Person/s Responsible	LMCDAC Director, IP Desk In-Charge, Extension/CARES Coordinators, Secretary

Instruction / Steps:

LMCDAC Director

1. Prepare and accomplish the LMC-FO-007 (Monitoring and Evaluation Report Form) and the checklist of adopting a community.
2. Work with the IP Desk In-Charge and Extension/CARES coordinators in the identification of communities to be adopted through informal interviews (email, phone, face-to-face casual interviews) with individual/s that will serve as focal person during the identification of communities
3. Set a meeting schedule with the focal person to conduct site visit/s or ocular inspections in the community.
4. Conduct site visit/s or ocular inspections in the community together with the IP Desk In-Charge and extension/CARES coordinators
5. Decide together with the LMCDAC coordinator and extension/CARES coordinators whether to adopt the community or not. If not, go back to number #2 instruction/step
6. Check the activities as written in the LMC-FO-007 (Monitoring and Evaluation Report Form), and determine what needs to be done next.

In-Charge, IP Desk

1. Work with the LMCDAC Director and extension/CARES coordinators in the identification of communities to be adopted through informal interviews (email, phone, face-to-face casual interviews with individual/s that will serve as focal person during the identification of communities
2. Conduct site visit/s or ocular inspections in the community together with the LMCDAC Director and extension/CARES coordinators
3. Decide together with the LMCDAC director and extension/CARES coordinators whether to adopt the community or not. If not, go back to number #2 instruction/step

Extension/CARES Coordinators

1. Conduct site visit/s or ocular inspections in the community together with the LMCDAC Director and other extension/CARES coordinators
2. Decide together with the LMCDAC director and extension/CARES coordinators whether to adopt the community or not. If not, go back to number #2 instruction/step

Secretary

1. Prepare the VPA-FO-004 (Vehicle Service Request Form)

Prepared by:	
CHRISTOPHER ALLEN S. MARQUEZ, PHD	11/17/2022
Process Owner	Date Signed
Reviewed by:	
PEARL VIA S. COBALLES	11-18-22
Quality Management Representative	Date Signed

Approved by:	
REV. FR. PHILIP A. YU JR., CICM	12/12/2022
Supervising VP/President	Date Signed:

CONTROLLED COPY

Signature: _____ Date: 11-18-22

Revision No.	Approval Date	Effectivity Date	Amendment
00	August 19, 2022	August 19, 2022	Initial Issue
01	November 17, 2022	November 17, 2022	Change in header

WORK INSTRUCTION

Title	A.2 Conduct of Background Augmenting (Community Adoption)
Date	October to December 2022
Person/s Responsible	LMCDAC Director, In-charge, IP Desk, Extension/CARES Coordinators, Secretary

Instruction / Steps:

LMCDAC Director

1. Prepare and accomplish the LMC-FO-007 (Monitoring and Evaluation Report Form)
2. Set a schedule with the MLGU/BLGU Council members and community representatives
3. Prepare the LMC-RF-007 (Memorandum of Agreement Template)
4. Meet with the MLGU/BLGU Council members and community representatives to discuss the SMU advocacy programs and agree on the adoption of the identified community. If no agreement is arrived at, go back to the conduct of background augmenting (choosing a community to adopt) sub-stage.
5. Prepare and accomplish the LMC-FO-007 (Monitoring and Evaluation Report Form)
6. Set a schedule with the residents through the focal person in the community.
7. Prepare the LMC-RF-007 (Memorandum of Agreement Template)
8. Meet with the residents to discuss the SMU advocacy programs and agree on the adoption of the identified community. If no agreement is arrived at, go back to

the conduct of background augmenting (choosing a community to adopt) sub-stage.

9. Prepare and accomplish the LMC-FO-007 (Monitoring and Evaluation Report Form)

In-charge, IP Desk

1. Meet with the MLGU/BLGU Council members and community representatives to discuss the SMU advocacy programs and agree on the adoption of the identified community. If no agreement is arrived at, go back to the conduct of background augmenting (choosing a community to adopt) sub-stage.
2. Meet with the residents to discuss the SMU advocacy programs and agree on the adoption of the identified community. If no agreement is arrived at, go back to the conduct of background augmenting (choosing a community to adopt) sub-stage.

Extension/CARES Coordinators

1. Meet with the MLGU/BLGU Council members and community representatives to discuss the SMU advocacy programs and agree on the adoption of the identified community. If no agreement is arrived at, go back to the conduct of background augmenting (choosing a community to adopt) sub-stage.
2. Meet with the residents to discuss the SMU advocacy programs and agree on the adoption of the identified community. If no agreement is arrived at, go back to the conduct of background augmenting (choosing a community to adopt) sub-stage.

Secretary

1. Prepare the VPA-FO-004 (Vehicle Service Request Form) for the meeting with MLGU/BLGU and community representatives
2. Prepare the VPA-FO-004 (Vehicle Service Request Form) for the meeting with community residents

Prepared by:	
CHRISTOPHER ALLEN S. MARQUEZ, PHD	11/17/2022
Process Owner	Date Signed
Reviewed by:	
PEARL VIA S. COBALLES	11-8-22
Quality Management Representative	Date Signed

Approved by:	
REV. FR. PHILIP A. YU JR., CICM	12/12/2022
Supervising VP/President	Date Signed:

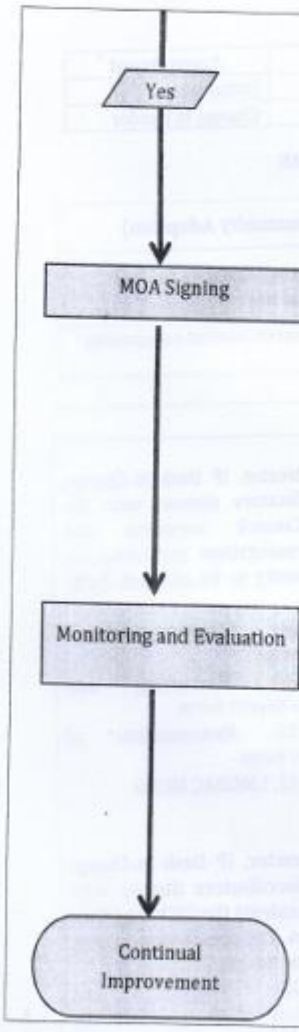
SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
LINGKOD MARIA COMMUNITY DEVELOPMENT AND ADVOCACY CENTER

Revision No.	Approval Date	Effectivity Date	Amendment
00	August 19, 2022	August 19, 2022	Initial Issue
01	November 17, 2022	November 17, 2022	Change in header

STANDARD OPERATING PROCEDURE

TITLE	**A2. Conduct of Background Augmenting (Community Adoption)**
SCOPE	This covers the activities from meeting with partner agencies to monitoring and evaluation. It ends with continual improvement.
OBJECTIVE	To ensure a collaborative/participative and research-backed community extension services.

Activity	
	The LMCDAC Director, IP Desk In-Charge, extension coordinators discuss with the MLGU/BLGU Council members and community representatives regarding the identified community to be adopted. Refer to • VPA-FO-004: Vehicle Service Request Form • LMC-FO-007: Monitoring and Evaluation Report Form • LMC-FO-016: Memorandum of Agreement Form • LMC-RF-012: LMCDAC MOPG The LMCDAC Director, IP Desk In-Charge and Extension Coordinators discuss with the community residents the CICM and SMU advocacy program. The community decides the possibility to be adopted. • LMC-FO-002: Consent and Manifestation of Support of the Target Community



- LMC-FO-007: Monitoring and Evaluation Report Form
- VPA-FO-004: Vehicle Service Request Form
- LMC-FO-003: Extension/Outreach Budget Requisition Form
- LMC-FO-016: Memorandum of Agreement Form
- LMC-RF-012: LMCDAC MOPG

LMCDAC, MLGU/BLGU, and the community representatives sign the Memorandum of Agreement. Refer to:

- LMC-FO-016: Memorandum of Agreement Form
- LMC-FO-007: Monitoring and Evaluation Report Form
- VPA-FO-004: Vehicle Service Request Form
- LMC-FO-003: Extension/Outreach Budget Requisition Form
- LMC-RF-012: LMCDAC MOPG

LMCDAC reviews the conduct of activities and determines activities that are not yet conducted. Feedback is done through communication with appropriate offices. Refer to:

- LMC-FO-007: Monitoring and Evaluation Report Template
- LMC-FO-015: Narrative/Documentation Report Template
- LMC-RF-012: LMCDAC MOPG

LMCDAC Staff and extension coordinators to review the process of the conduct of community adoption. Refer to:

- LMC-RF-012: LMCDAC MOPG

Prepared by:	
CHRISTOPHER ALLEN S. MARQUEZ, PHD	11/17/2022
Process Owner	Date Signed
Reviewed by:	
PEARL VIA S. COBALLES	11-18-22
Quality Management Representative	Date Signed

Approved by:	
REV. FR. PHILIP R. YU JR., CICM	12/12/2022
Supervising VP/President	Date Signed:

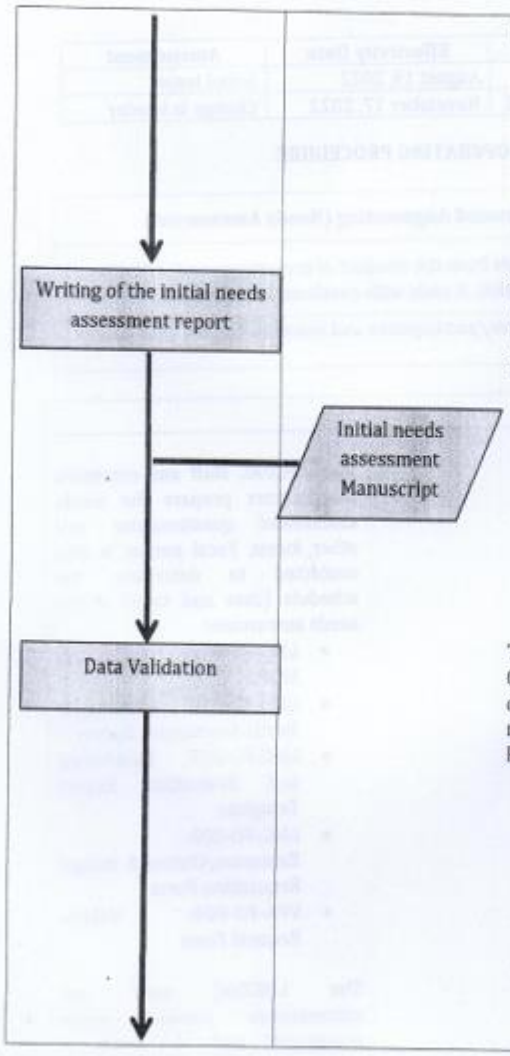
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Revision No.	Approval Date	Effectivity Date	Amendment
00	August 19, 2022	August 19, 2022	Initial Issue
01	November 17, 2022	November 17, 2022	Change in header

STANDARD OPERATING PROCEDURE

TITLE	**A2. Conduct of Background Augmenting (Needs Assessment)**
SCOPE	This covers the activities from the conduct of pre-engagement activities to monitoring and evaluation. It ends with continual improvement.
OBJECTIVE	To ensure a collaborative/participative and research-backed community extension services.

Activity	
Conduct of Pre-Engagement Activities	The LMCDAC staff and extension coordinators prepare the needs assessment questionnaire and other forms. Focal person is also contacted to determine the schedule (date and time) of the needs assessment. • LMC-RF-012: LMCDAC MOPG • LMC-FO-017: Community Needs Assessment Survey • LMC-FO-007: Monitoring and Evaluation Report Template • LMC-FO-003: Extension/Outreach Budget Requisition Form • VPA-FO-004: Vehicle Request Form
Conduct of Data Gathering	The LMCDAC staff and extensionists conduct needs assessment with the heads of



household.

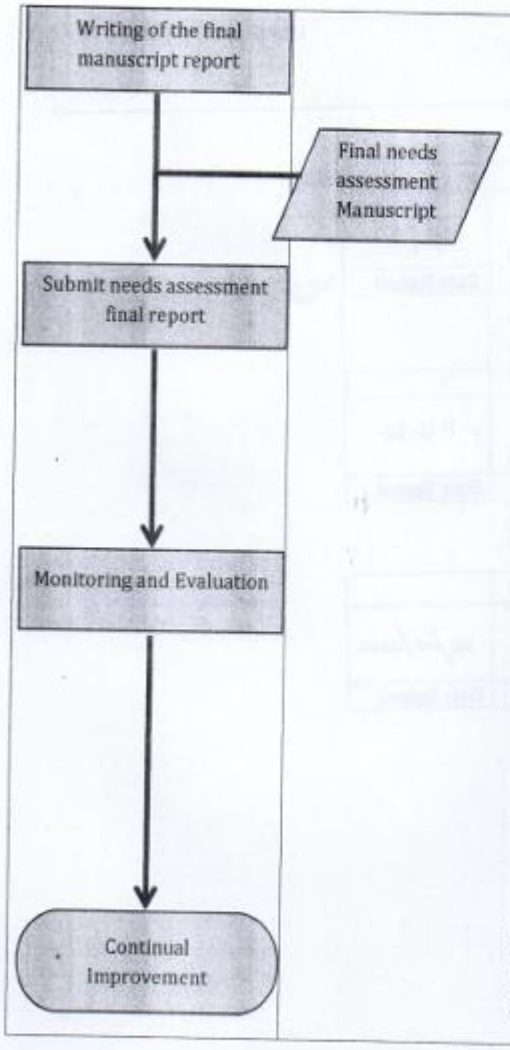
- LMC-FO-017: Community Needs Assessment Survey Questionnaire
- LMC-FO-007: Monitoring and Evaluation Report Form
- LMC-RF-012: LMCDAC MOPG

The LMCDAC Staff prepares the needs assessment initial report. These are forwarded to the School Extension Council. Refer to:

- URC-FO-013: URC IMRAD Format
- LMC-FO-013: Program/Project Proposal
- LMC-FO-007: Monitoring and Evaluation Report Form
- LMC-RF-012: LMCDAC MOPG

The LMCDAC Staff and Extension Coordinators meet with the heads of household to validate the results of the needs assessment: Refer to:

- LMC-FO-007: Monitoring and Evaluation Report Form
- VPA-FO-004: Vehicle Service Request Form
- LMC-FO-003: Extension/Outreach Budget Requisition
- LMC-RF-012: LMCDAC MOPG



LMCDAC Staff and extension coordinators write the final manuscript that will become for the crafting/formulation of project proposals.

- LMC-RF-012: LMCDAC MOPG
- URC-FO-013: URC IMRAD Format

The LMCDAC Director forwards the needs assessment report to School Extension Councils through the extension coordinators

- LMC-RF-012: LMCDAC MOPG
- LMC-FO-015: Narrative/Documentation Report Template

LMCDAC reviews the conduct of activities and determines activities that are not yet conducted. Feedback is done through communication with appropriate offices. Refer to:

- LMC-FO-007: Monitoring and Evaluation Report Template
- LMC-FO-015: Narrative/Documentation Report Template
- LMC-RF-012: LMCDAC MOPG

LMCDAC Staff and Extension Coordinators to review the process of the conduct of Needs Assessment.

- LMC-RF-012: LMCDAC

	MOPG

Prepared by:	
CHRISTOPHER ALLEN S. MARQUEZ, PHD	11/17/2022
Process Owner	Date Signed
Reviewed by:	
PEARL VIA S. COBALLES	11-15-22
Quality Management Representative	Date Signed

Approved by:	
REV. FR. PHILIP A. YU, JR., CICM	12/12/2022
Supervising VP/President	Date Signed:

INTERESTED PARTIES MATRIX

Amendment No.: 01 Academic Year: 2024-2025 Date Prepared: May 13, 2025

Interested Party	Requirement	Reference Document/ Needs/Expectations	Process Involved	Responsibility
CHED	Policies and guidelines for local off-campus activities	CHED Memo Order No. 63 s. 2017	Community Extension Services Community Outreach Services	CEIPSC Director, Staff and Coordinators IPS Coordinator Museo de Maria Staff
	Conduct of community extension programs that are relevant and responsive to the needs of community and society	CHED Memo Order No. 52 s. 2016	Community Extension Services Community Outreach Services	CEIPSC Director, Staff and Coordinators IPS Coordinator Museo de Maria Staff
	Policies and guidelines on the development and implementation of extension programs that are sensitive to gender issues and promote gender equality	CHED Memo No. 1 s. 2015	Community Extension Services Community Outreach Services	CEIPSC Director, Staff and Coordinators IPS Coordinator Museo de Maria Staff
DEPED	Involvement of the local community in the extension programs	DM No. 432, s. 2006	Background Augmenting Community Extension Services Community Outreach Services	CEIPSC Director, Staff and Coordinators IPS Coordinator Museo de Maria Staff

Interested Party	Requirement	Reference Document/ Needs/Expectations	Process Involved	Responsibility
	Importance of advocacy campaigns and information dissemination to promote access to education for all	DepEd Order No. 25, s. of 2016	Community Extension Services Community Outreach Services	CEIPSC Director, Staff and Coordinators IPS Coordinator Museo de Maria Staff
	Implementation of "no-disruption of classes" to minimize disruptions and ensure effective teaching and learning	DepEd Order No.09, s. of 2005	Community Extension Services Community Outreach Services	CEIPSC Director, Staff and Coordinators IPS Coordinator Museo de Maria Staff
NCIP	Promotion of ethical standards	NCIP AO No. 01 s. 2012	IP and Museum Month International Conference on Cultural Studies	CEIPSC Director IPS Coordinator
	Protocols and ethical guidelines for researchers, institutions (including universities), and other entities conducting research or documentation	NCIP AO No. 03, s. 2012	IP and Museum Month International Conference on Cultural Studies	CEIPSC Director IPS Coordinator
	Procedures for the Free and Prior Informed Consent	NCIP AO No. 02, s. 2012	IP and Museum Month International Conference on Cultural Studies	CEIPSC Director IPS Coordinator

Interested Party	Requirement	Reference Document/ Needs/Expectations	Process Involved	Responsibility
	Provision of various services and support to Indigenous Cultural Communities/Indigenous Peoples through extension and outreach program.	IPRA of 1995 (RA No. 8371)	IP and Museum Month International Conference on Cultural Studies	CEIPSC Director IPS Coordinator
National Privacy Commission	Regulation of the processing of personal data in both the public and private sectors, ensuring that personal information in in information and communication systems is secured and protected	Data Privacy Act of 2014	Community Extension Services Community Outreach Services	CEIPSC Director, Staff and Coordinators IPS Coordinator Museo de Maria Staff
NCCA/NMP	Registration and documentation of important cultural properties and collections, including museums	RA No. 10066	Cultural Exhibit	CEIPSC Director IPS Coordinator Museo de Maria Staff
	Regulation and protection of national cultural treasures and important cultural property	PD No. 372 (Amending PD 260)	Cultural Exhibit	CEIPSC Director IPS Coordinator Museo de Maria Staff

Prepared by:		
Name	Position	Signature
Christopher Allen S. Marquez	CEIPSC Director	
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Edwin B. Adduca	Museum Saff	
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Reviewed by:
Pearl Via Coballes Name and Signature of Quality Management Representative/Date

Approved by:
Name and Signature of Supervising Head/Date