



MANUAL OF OPERATION

Office of the Vice President for
Research, Innovation, and Extension Services

Authors: Glen S. Nolasco, MSc.
Sonny N. De Guzman, EdD.

2026

First Edition



MABALACAT CITY COLLEGE

**Office of the Vice President for Research, Innovation, and
Extension Services**

The logo of Mabalacat City College is a circular emblem with a gear-like outer border. Inside the border, the words "MABALACAT CITY COLLEGE" are written in a semi-circle at the top, and "2008 PAMPANGA" is written at the bottom. The center of the logo features a shield divided into four quadrants: top-left shows a torch, top-right shows a tree, bottom-left shows interlocking gears, and bottom-right shows a stylized figure or symbol.

Manual of Operation

**The Official Manual of the Office of the Vice President
for Research, Innovation, and Extension Services**

1st Edition

2026

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Manual of Operation

Office of the Vice President for Research, Innovation, and Extension Services
(OVPRIES)

First Edition, 2026

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This Manual of Operation serves as the official guide for the policies, procedures, and operational framework governing research, innovation, and extension services of the institution. The contents of this manual are intended for institutional use and for guiding administrators, faculty members, staff, and researchers in the implementation of research-related, innovation, and extension programs and initiatives.

The policies, procedures, and guidelines contained in this manual may be reviewed, revised, or updated as deemed necessary by the Office of the Vice President for Research, Innovation, and Extension Services, subject to approval by the appropriate institutional authorities.

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DEDICATION

This manual is dedicated to the faculty members, researchers, administrators, and students whose dedication to the pursuit of knowledge continues to strengthen the culture of research, innovation, and extension within the institution.

It is also dedicated to the city officials, academic leaders and research advocates who tirelessly support initiatives that promote scholarly inquiry, evidence-based practice, and community engagement.

May this Manual of Operation serve as a guiding document that empowers future researchers, inspires innovation, and fosters a strong commitment to excellence in research and extension services.

ABOUT THE AUTHOR

Glen S. Nolasco, MSc., currently serves as the Vice President for Research, Innovation, and Extension Services (VPRIES), where he leads institutional initiatives that promote research productivity, innovation-driven development, and community engagement. His work focuses on strengthening the integration of research, innovation, and extension programs to support sustainable development and institutional growth.



As a strong advocate of environmental conservation and nature-based solutions, he actively promotes research initiatives that address environmental sustainability, community resilience, and responsible resource management. His research and extension engagements emphasize community empowerment, local product development, and the utilization of indigenous and locally available resources to enhance livelihood opportunities and sustainable development within communities.

Prof. Nolasco obtained his Master of Science in Biology from Pampanga State Agricultural University (PSAU), where he developed a strong academic foundation in biological sciences and environmental research. He is also an alumnus of the TERRA+ School Program of the Research Institute for Humanity and Nature (RIHN) in Kyoto, Japan, an international interdisciplinary program that focuses on transdisciplinary research approaches for addressing global environmental challenges.

Through his leadership in research and extension, Prof. Nolasco continues to advocate for collaborative research, interdisciplinary innovation, transdisciplinarity and community-centered development initiatives that contribute to both academic advancement and societal impact.

ABOUT THE AUTHOR

Dr. Sonny N. De Guzman serves as the College President, providing visionary leadership in advancing academic excellence, institutional development, and research-driven education. His leadership emphasizes strengthening higher education through effective governance, strategic planning, and the continuous improvement of teaching, research, and community engagement programs.

Dr. De Guzman earned his Doctor of Education (EdD) in Educational Management from Pampanga State University (PamSU), formerly known as Don Honorio Ventura State University (DHVSU). His academic training in educational leadership and management has greatly influenced his commitment to fostering quality education, institutional innovation, and effective educational administration.

As a higher education leader, Dr. De Guzman actively supports initiatives that promote research development, faculty empowerment, and institutional collaboration, recognizing the important role of research and innovation in achieving sustainable academic growth. His leadership continues to inspire the academic community in pursuing excellence in instruction, research, and extension services.

Through his dedication to academic leadership and institutional advancement, Dr. De Guzman contributes significantly to strengthening the role of higher education institutions in nation-building and community development.



ABOUT THE MANUAL OF OPERATION

The Manual of Operation for the Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES) serves as the official reference document that outlines the policies, procedures, operational guidelines, and strategic directions governing the research, innovation, and extension functions of the institution.

This manual was developed to provide a structured framework for the planning, implementation, monitoring, and evaluation of research and extension initiatives. It aims to ensure that all activities related to research, innovation, and community engagement are aligned with the institution's vision, mission, and strategic priorities.

Specifically, the manual provides guidance to administrators, faculty members, researchers, and support staff in the effective management of research programs, research ethics, publication initiatives, innovation development, extension services, and institutional collaborations. It also establishes standardized procedures that promote accountability, transparency, and quality assurance in all research and extension undertakings.

The manual further supports the institution's commitment to cultivating a strong research culture by encouraging interdisciplinary collaboration, strengthening faculty and student research capabilities, and promoting innovations that contribute to community development and sustainable progress.

As a dynamic institutional document, the Manual of Operation may be reviewed and updated periodically to respond to emerging research trends, national higher education policies, and evolving institutional priorities.

Ultimately, this manual serves as a guiding tool that empowers the academic community to pursue excellence in research, innovation, and extension while contributing meaningful solutions to societal challenges.

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MANUAL FOR RESEARCH

INTRODUCTION

Research is given primary focus in all programs in the college. The importance and justification for the conduct of research rest on the fact that research generally precedes development. At MCC, the pursuit of excellence is our way of life, and this is manifested through quality research outputs that expand the horizons for academic and industrial components; while promoting research diversity towards community integration.

As an academic institution, research is one of the major sources of knowledge and innovation. As such, MCC, through its Research, Innovation, and Extension Services Office, shall generally support and enhance both instruction and extension services of the institution to meet the needs of the community.

The vision and mission of the MCC-OVPRIES are anchored on the vision and mission of the college:

VISION

To achieve international competitiveness in research by fostering a culture of excellence that advances and publishes high-quality studies on Balakat, the 27 barangays of Mabalacat City, indigenous peoples, pedagogy, and local economy and technology aligned with industry needs.

MISSION

To cultivate a strong research culture that prioritizes the conduct and dissemination of scholarly studies addressing the needs of the College, Mabalacat City, and the broader community—focusing on Balakat, indigenous peoples, pedagogy, and local economic and technological development aligned with industry demands.

RESEARCH ORGANIZATIONAL GOALS AND OBJECTIVES

GOALS

- *Advance* institutional and externally funded research in the college.
- *Promote* community development through research-based and extension initiatives.
- *Strengthen* partnerships with government and non-government organizations.
- *Contribute* to environmental sustainability, education, technology and community empowerment.
- *Preserve* and *utilize* indigenous and culturally significant resources like the Balakat tree.

OBJECTIVES

- *Conduct* and *support* institutional, faculty, and student research aligned with local and national priorities.
- *Secure* external grants to improve research infrastructure and capabilities.
- *Publish* high-quality research outputs of both faculty and students in recognized journals or platforms.
- *Develop* products and innovations derived from Balakat-focused research.
- *Implement* sustainable extension programs across all 27 barangays of Mabalacat City.
- *Address* community needs in the areas of environment, education, and social development.
- *Strengthen* linkages with NGOs and GOs to expand the impact of research and extension programs.

STRATEGIC RESEARCH DIRECTIONS OF THE COLLEGE

The College's research agenda is grounded in the principles of knowledge generation, dissemination, and utilization toward sustainable development and responsive to the challenges of internationalization and globalization. It seeks to advance institutional and externally funded research, foster community-centered initiatives, and uphold a culture of research excellence. In line with this direction, MCC prioritizes studies that address education, environmental sustainability, technology, and community empowerment, while also preserving and maximizing indigenous and culturally significant resources such as the Balakat tree.

Aligned with the institution's goals and objectives, the College commits to publishing high-quality research outputs of faculty and students, implementing research-based extension programs across the 27 barangays of Mabalacat City, and strengthening partnerships with government and

non-government organizations. These strategic directions also highlight the pursuit of research funding, infrastructure development, and interdisciplinary collaboration to ensure that scholarly outputs are both academically rigorous and socially relevant, ultimately bridging knowledge creation with tangible community impact.

RESEARCH AGENDA

The research agenda of Mabalacat City College (MCC) is anchored on national priorities set by the National Higher Education Research Agenda (NHERA), National Unified Health Research Agenda (NUHRA 2023–2028), Harmonized National R&D Agenda (HNRDA 2022–2028), Basic Education Research Agenda (BERA) of DepEd, and the Philippine Institute for Development Studies (PIDS) 2024. It focuses on generating and publishing high-quality research by students and faculty in areas that advance institutional development and address local and national needs. Priority themes include indigenous and cultural knowledge systems such as Balakat research, community health and resilience with emphasis on vulnerable populations and disaster preparedness, education innovation and ICT integration, and sustainable development through green technologies and climate adaptation. These studies aim to foster interdisciplinary collaboration and align with global trends in research and development.

Aligned with national research priorities, MCC also prioritizes policy-oriented and applied research that supports local economic growth, technological innovation, and community empowerment. Studies on MSME development, industry-linked innovations, and socio-economic resilience are encouraged to strengthen the research–industry–community nexus. By securing external grants, improving research infrastructure, and establishing partnerships with government and non-government organizations, MCC ensures that its research outputs contribute to environmental sustainability, educational improvement, and socio-economic development. This

agenda embodies the College's commitment to bridging knowledge generation with real-world applications, preserving cultural heritage, and advancing its vision of international competitiveness in research and development.

THE GUIDING PRINCIPLES OF NHERA IN RESEARCH PRIORITIZATION ARE THE FOLLOWING:

MULTIDISCIPLINARY

NHERA prioritizes research that draws expertise from multiple disciplines, fostering integrated and impactful investigations. (Exception: singular-discipline research may be acceptable for breakthrough scientific or mathematical discoveries.)

POLICY-ORIENTED

Research that directly informs or contributes to policymaking is preferred over studies with limited applications. This ensures relevance to national planning and institutional decision-making.

PARTICIPATION AND NETWORKING

Projects are encouraged to involve multiple stakeholders such but not limited to institutions, researchers, communities and ideally organized as networks or consortia instead of isolated efforts by individuals or single HEIs.

BALANCE BETWEEN BASIC AND APPLIED RESEARCH

Both fundamental (basic) research advancing theoretical knowledge and applied research with practical implications are given equal importance.

COMPLEMENTARITY WITH NATIONAL R&D

NHERA promotes alignment and coordination with broader national R&D initiatives (e.g. DOST, agriculture, industry, energy), to ensure synergy and avoid duplication.

SUPPORTIVE RESEARCH ECOSYSTEM

Research is seen as the ultimate expression of creativity and innovation, requiring an environment characterized by free information flow, constructive dialogue, academic freedom, and supportive administrative structures. Higher education policies should empower individuals and institutions to conduct independent, collaborative, and productive research.

THE GUIDING PRINCIPLES OF NUHRA 2023–2028 IN RESEARCH

PRIORITIZATION ARE THE FOLLOWING:

1. NUHRA was developed through 17 regional consultations involving over 467 participants, ensuring representation from government agencies, academe, NGOs, indigenous peoples, and vulnerable groups.
2. Combined Bottom-up and Top-down Priority Setting. The agenda employs a hybrid approach: bottom-up inputs from regional communities and researchers, complemented by strategic direction from national health priorities, ensuring relevance while avoiding duplication or mismatch with government health objectives
3. Structured and Transparent Prioritization Methodology. Regional workshops used nominal group techniques and consensus-driven ranking, where stakeholders brainstormed, deliberated, and scored proposed research topics based on selected criteria (adapted from WHO TDR guidelines).

4. Alignment with National Health Goals and Global Agendas. NUHRA themes including UHC, health systems strengthening, vulnerable population health, emergent diseases, and nutrition align with national strategies like the Philippine Development Plan and international frameworks like the Sustainable Development Goals
5. Focus on Equity, Relevance, and Impact. The agenda emphasizes health equity and responsive research targeting marginalized populations (indigenous peoples, women, children, persons with disabilities), along with areas with high potential for policy translation and public health impact
6. System Strengthening and Sustainability. NUHRA supports strengthening of health research systems, ethics, governance, and innovation ecosystems to ensure high-quality, efficient, and sustainable research outputs, and facilitate translation into policy, technologies, and practice

THE GUIDING PRINCIPLES OF HNRDA 2022–2028 IN RESEARCH PRIORITIZATION ARE THE FOLLOWING:

WHOLE-OF-GOVERNMENT APPROACH

HNRDA emphasizes coordinated collaboration across all public agencies involved in research and development, including DOST, NEDA, PCAARRD, PCHRD, PCIEERD, and others, ensuring an integrated national R&D response

ALIGNMENT WITH NATIONAL DEVELOPMENT INITIATIVES

It supports existing public policies and programs such as the Science for Change Program, Plant, Plant, Plant Program, National Greening Program, and DTI Agribusiness Roadmap to ensure research activities complement broader socioeconomic objectives

SUPPORT FOR AGRICULTURE 4.0 AND S&T-BASED INNOVATION

HNRDA endorses smart, green, technology-driven agriculture and natural resource management (agriculture 4.0). It prioritizes advanced methods like organic and urban farming, biotechnology (genomics, nanotech), AI, drones, IoT, and farm mechanization under RA 10601

REGIONAL R&D EMPOWERMENT

The agenda promotes regional research initiatives tailored to enhancing productivity, competitiveness, and resilience in agriculture, aquatic, and natural resources sectors at local levels

COVERAGE OF FIVE PRIORITY SECTORS

HNRDA delineates five key sectors Basic Research, Agriculture, Aquatic & Natural Resources (AANR), Health, Industry, Energy & Emerging Technology, and Disaster Risk Reduction & Climate Change Adaptation ensuring a holistic research ecosystem

THE GUIDING PRINCIPLES OF BERA IN RESEARCH PRIORITIZATION ARE THE FOLLOWING:

EXCELLENCE

Research must be relevant, researchable, methodologically sound, and produce logical, coherent, and evidence-based findings

INTEGRITY

Studies must uphold the highest ethical standards, ensuring participants' informed consent, minimizing risks, and ensuring honest, accurate data collection, analysis, and reporting

OPENNESS

Research should be collaborative and multidisciplinary, with timely and transparent dissemination (within confidentiality limits) to stakeholders and peers

MABALACAT CITY COLLEGE RESEARCH PRIORITIES

BALAKAT RESEARCH AND INDIGENOUS KNOWLEDGE

- Ethnobotanical studies and cultural heritage of the Balakat tree.
- Ecological and medicinal properties of the Balakat and their community relevance.
- Integration of Balakat-based knowledge into education, industry, and community development programs.
- Product development derived from Balakat tree

COMMUNITY DEVELOPMENT AND LOCAL GOVERNANCE

- Socio-economic profiling and participatory needs assessment of the 27 barangays.
- Models for community-based enterprises and inclusive local governance.
- Policy frameworks for grassroots development and citizen participation.

EDUCATION AND INSTRUCTION

- Pedagogical innovations in higher education and lifelong learning initiatives.
- Bridging strategies between basic education and higher education for underserved communities.
- Development of culturally responsive and community-oriented curricula.
- Design and pilot context-based pedagogies suited for local learner.
- Innovate modular, blended, and technology-driven instructional models.

HEALTH AND SOCIAL WELL-BEING

- Barangay-level health research focusing on nutrition, mental health, and public health risks.
- Documentation and evaluation of indigenous health practices and traditional medicine.
- Community-based health interventions for preventive and promotive care.

INFORMATION TECHNOLOGY AND DIGITAL INNOVATION

- Digital transformation strategies for education, governance, and public service delivery.
- Application of emerging technologies (AI, IoT, data analytics) for local industry and community needs.
- Cybersecurity, digital literacy, and e-governance frameworks for rural contexts.

CUSTOMS ADMINISTRATION AND TRADE

- Trade facilitation studies focusing on customs policies, logistics efficiency, and compliance.
- Research on supply chain security, cross-border trade, and regional competitiveness.
- Digital tools for customs process optimization and transparency.

ACCOUNTANCY, FINANCE, AND PUBLIC ACCOUNTABILITY

- Financial literacy programs for households, cooperatives, and MSMEs.
- Research on local fiscal management, transparency, and anti-corruption measures.
- Sustainable financial practices for micro, small, and medium enterprises (MSMEs).

ENTREPRENEURSHIP AND LOCAL ECONOMIC DEVELOPMENT

- Innovation ecosystems and start-up incubation in barangay-level economies.
- MSME growth strategies, value chain integration, and market linkage development.
- Social entrepreneurship models for inclusive local economic growth.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE ACTION

- Climate change mitigation strategies and community-based disaster risk reduction.
- Sustainable utilization of natural resources with emphasis on Balakat ecosystems.
- Environmental education and advocacy for resilient communities

CHAPTER II

ORGANIZATION CHART AND RESEARCH COMMITTEES

A. ORGANIZATIONAL CHART

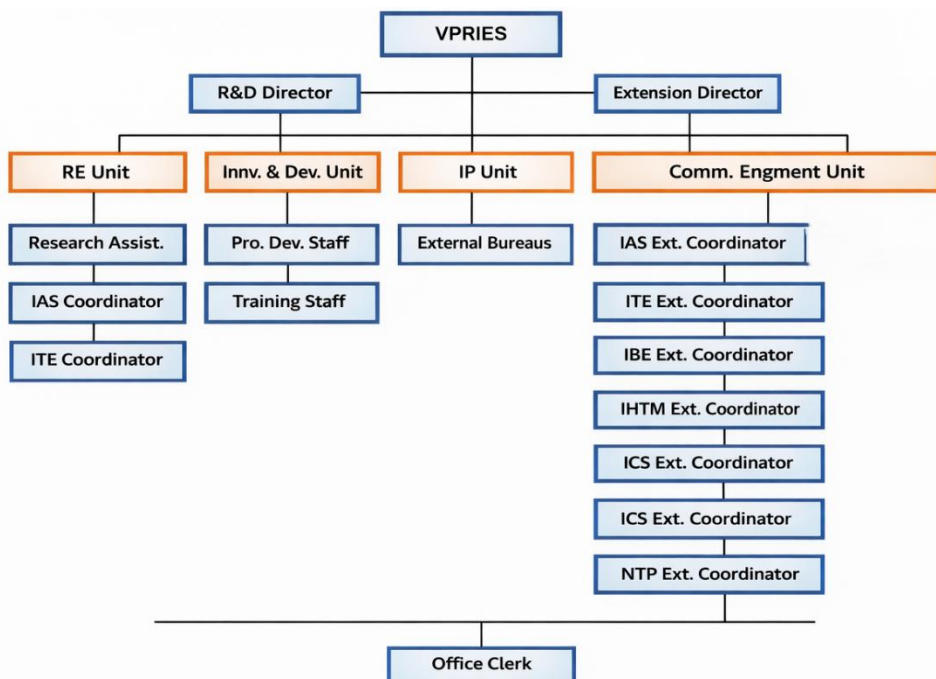


Figure 1: The organizational chart of the OVPRIES

FUNCTIONS OF COLLEGE RESEARCH COMMITTEE

The functions of the College Research Council (CRC) shall primarily focus on the following areas, without being limited thereto:

1. REVIEW AND RECOMMEND POLICIES

Evaluates existing research policies and recommends new or revised ones for approval by the College President and Board of Trustees.

2. ALIGN RESEARCH PRIORITIES

Ensures research strategies align with college thrusts, Mabalacat Community, LGU plans, NHERA, DOST, PDP (AmBisyon 2040), and ALCU priorities.

3. EVALUATE FUNDING AND PERFORMANCE

Reviews research funding outcomes and recommends improvements in resource allocation and performance-based incentives.

4. ENSURE COMPLIANCE AND ETHICS

Monitors adherence to the Higher Education Research Framework and coordinates with the Research Ethics Committee on ethical standards.

5. PROMOTE RESEARCH CULTURE

Sets institutional research targets, encourages faculty participation, and supports capacity-building initiatives.

6. MONITOR IMPACT AND DISSEMINATION

Evaluates research outputs' impact on instruction, community, and policy; ensures proper publication and knowledge sharing.

7. ADVISORY AND CONSULTATIVE ROLE

Provides guidance to the VPR.E and academic units; facilitates linkages with external funding agencies and partners

8. PROMOTE PRODUCT-BASED RESEARCH OUTPUTS

Encourage the development of product-based research that can lead to prototypes, commercialization, and income-generating projects for the College.

RESEARCH AND DEVELOPMENT COUNCIL AND COMMITTEES

THE COLLEGE RESEARCH COMMITTEE (CRC)

The Research Committee is a college-wide body tasked to formulate and review policies, rules and regulations necessary for the operation and improvement of the research system in the College through the approval of the Board of Trustees.

COMPOSITION OF RESEARCH COUNCIL

<i>Chairperson:</i>	Vice President for Research, Innovation, and Extension Services
<i>Vice Chairperson:</i>	Director for Research and Innovation
<i>Secretary:</i>	Research Clerk
<i>Members:</i>	Institute Research Coordinators Non-Academic Research Coordinators Statistician

RESEARCH TECHNICAL REVIEW COMMITTEE OF THE COLLEGE

The Research Technical Review Committee (RTRC) is composed of external/internal consultants whose expertise is essential for implementing research policies. Its primary mandate is to evaluate the eligibility of research proponents under various support schemes defined by institutional policy. The Committee also reviews the policies and programs of the Research, Innovation, and Extension Office, recommends amendments to the institutional research agenda, and proposes policy options to sustain and enhance research productivity within the College.

Additionally, the RTRC ensures strict adherence to ethical considerations during the conduct and submission of research studies. Researchers are required to comply with the following ethical guidelines:

- **COPE Guidelines** – for publication ethics and integrity;
- **NEGRIHP (2022)** – for studies involving human research participants;
- **IACUC Protocol** – for research involving animal models;
- **NCIP Administrative Order No. 1, s. 2012** – for obtaining Free and Prior Informed Consent (FPIC), permit, and certification recognition when conducting research involving Indigenous Peoples and their communities.

COMPOSITION OF TECHNICAL REVIEW COMMITTEE

- Chairperson (VP for Research and Innovation)
- External consultantS (2) per guideline
- Internal consultant per Institute
 - IBCE (Research Coordinator)
 - ITE (Research Coordinator)
 - IAS (Research Coordinator)
 - IHTM (Research Coordinator)
- Technical Team (language department)
- College Statistician

CHAPTER III

FUNCTION OF OFFICES, OFFICERS AND STAFF

FUNCTIONS OF THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH, INNOVATION, AND EXTENSION SERVICES

The Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES) recommends to the College President the policies, strategies, guidelines and budgetary allocations pertaining to research/extension programs and development; directs the planning implementation and monitoring of the research/extension projects/programs; and collaborates with institutional linkages related to research and extension.

The VPRIES operates the entire research and extension services system of the College. He/she is responsible for planning, integrating, directing, coordinating and supervising the research programs/activities of the various units of the College, anchored to the plan of activities and the goals as well as the priority agenda of the College subject to the rules, policies and guidelines approved by the Board of Trustees (BOT).

SPECIFIC FUNCTIONS OF VICE PRESIDENT FOR RESEARCH, INNOVATION, AND EXTENSION SERVICES

- Formulate and implement the institutional research and extension aligned with the college's VMGOs.
- Lead the development of policies and guidelines on research ethics, intellectual property rights, technology transfer, and community engagement.
- Oversee the planning, execution, and evaluation of research and extension programs and projects.

- Facilitate faculty and student research activities
- Initiate collaborations with government agencies, industry partners, and other academic institutions for research funding and joint ventures.
- Manage internal and external research grants
- Promote publications in refereed journals, presentations in conferences, and patent or utility model applications.
- Direct the planning and implementation of extension programs addressing community development, livelihood, health, and environmental sustainability.
- Build partnerships with local government units (LGUs), non-government organizations (NGOs), and private sectors to expand outreach programs.
- Provide training, workshops, and mentorship for faculty and students on research and extension methodologies.
- Prepare and manage budgets for research and extension projects.

FUNCTIONS OF THE DIRECTOR FOR RESEARCH AND INNOVATION

- Assist in planning and implementing institutional and externally funded research programs.
- Coordinate calls for proposals, evaluations, and monitoring of faculty and student research projects.
- Provide technical assistance in preparing research proposals, progress/quarterly reports, and terminal reports.
- Maintain records of research projects, including proposals, ethics clearances, progress updates, and financial utilization.

- Ensure compliance with CHED, DOST, and institutional research policies, including research ethics and intellectual property rights.
- Prepare documentation for accreditation, audits, and external evaluations.
- Assist in identifying funding opportunities and preparing grant applications.
- Facilitate linkages with local, national, and international research partners.
- Support activities related to technology transfer and research dissemination (conferences, publications, etc.).
- Prepare periodic research accomplishment reports for submission to the VPRE and other governing bodies.
- Maintain databases of research outputs, publications, and faculty/staff research involvement.

FUNCTIONS OF RESEARCH ASSISTANT

- Interprets research specifications and develops a work plan that satisfies requirements
- Conducts research and gather data using books, journal articles, newspaper sources, questionnaires, surveys, polls, and interviews
- Analyzes and interprets patterns and trends of relevant research interests
- Records findings by taking written notes and using appropriate software
- Maintains and protects electronic databases
- Assists management with budget and time schedules
- Anticipates research issues and promptly resolving them

- Follows a strict code of ethics and protecting any confidential information at all times
- Writes proposals and delivering presentations when required
- Spearheads the dissemination of research findings
- Assists faculty, non-teaching staff and students in the development and conduct of any form of developmental research and additional assistance for completed researches

RESEARCH AND PUBLICATION

The Research and Publication ensure successful implementation, delivery and management of print and electronic journals, books and other products. It coordinates communication between offices and external peer review to ensure a smooth process of journals.

RESEARCH COORDINATORS

- Review and evaluate the proposals within their respective institutes/offices
- Evaluate and monitor researches conducted within the area of concern and submit progress reports
- Coordinate with other groups or units in the college in the conduct of research projects
- Supervise researchers within their respective institutes/offices
- Complement with other units of the College to bring about efficient utilization of available resources and cause continuous enrichment of project activities related to conceptualization of research priorities

- Coordinate programming, planning, implementation and evaluation of research programs / projects in their respective academic department
- Conduct research, subject to the same benefits and responsibilities as the other researchers

STATISTICAL DATA PROCESSING

An office within the organization responsible for the operation of statistical data processing applications

STATISTICIAN

- Undertakes review of all statistical procedures indicated in the research proposal of the faculty members/non-teaching personnel and students
- Safeguards the accuracy and integrity of the results of data analysis of research
- Coordinates with the Research Office on the processing/ analysis of data of students and employees in academic research
- Takes leadership role in providing statistical training (regional/ local) to local government units, non-government organizations, academic institutions and others
- Collects, organizes and analyzes data needed by the College
- Establishes a web-based data bank of useful information for research and for the college

RECORDS MANAGEMENT

Records Management pertains to the management of the records and information produced by the Research, Innovation, and Extension Office as it carries out its business. The RMO provides advice, guidance and training for all RDO staff and ensures that policies, procedures and best practice guidelines are readily available for appropriate use.

RESEARCH CLERK

- Encodes reports, correspondences, messages and memoranda
- Receives and records official documents and check completeness of attachments and enclosures
- Prepares administrative reports and submits routine correspondences and documents to respective offices
- Maintains office files and records
- Facilitates request for reproduction of copies of correspondences, reports and other documents, and certify the same upon request
- Assists in the preparation of multimedia presentations during meetings and conferences
- Performs data integrity checks and follow up with any discrepancies as appropriate
- Maintains organization and tracking of all information and data
- Coordinates with team members as relevant for all data acquisition, processing, storage, extraction, and reporting tasks
- Updates electronically, the information services of the research office

- Performs additional administrative duties for the department as needed such as: preparing/updating forms and materials for data collection, conducting article/literature pulls, reference and formatting

CHAPTER IV

RESEARCH POLICIES, PROCEDURES, AND GUIDELINES

GENERAL POLICY

FACULTY RESEARCH OUTPUTS

All permanent faculty members holding the rank of Assistant Professor and above are required to conduct a minimum of one (1) research study per academic year. In cases where a research study spans multiple years, faculty members must submit a formal notification letter to the Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES) to document the study's progress and ensure proper tracking of ongoing research activities. In line with this, faculty members shall submit their research outputs at the start of every semester. These outputs will form part of their faculty performance evaluation/IPCR and will be assessed by the Research Technical Review Committee (RTRC) using approved evaluation instruments (*see Annex A*).

Faculty members who fail to submit research outputs shall receive the lowest rating in the research performance component of their evaluation.

Acceptable research outputs include, but are not limited to:

- Research manuscript
- Research article
- Review article
- Concept papers/Correspondence
- Other relevant scholarly works

Upon completion, the final research output must be submitted to a reputable, peer-reviewed journal within the same year to qualify for consideration under other research incentive programs. Faculty members may select their preferred journal or seek assistance from the Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES) for suitable publication options.

RESEARCH PUBLICATION AND AUTHORSHIPS

The College shall actively promote faculty research outputs at local, national, and international levels through publication, presentation, and dissemination initiatives. The institution shall ensure equal opportunities for qualified and capable researchers to participate in capacity-building programs and other relevant scholarly exposures.

AUTHORSHIP OF RESEARCH OUTPUTS

1. TYPES OF AUTHORSHIP

- Research outputs/projects may be of single authorship or co-authorship.

2. AUTHORSHIP LIMITS

- For international/local multifaceted research outputs/projects: A maximum of six (6) authors shall be allowed.
- A maximum of four (4) authors shall be allowed per institutional research output. In this regard, the main proponent may assign gift of authorship at their discretion, provided it aligns with accepted standards of research authorship.

3. CO-AUTHORSHIP AGREEMENT

- A Co-Authorship Agreement Form (*Form is available at OVPRIES*) (*see Annex B*) must be submitted to the Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES) for all co-authored works.
- The agreement shall clearly indicate:
 - The official authors of the research;
 - The designated author-applicant who will receive publication incentives; and
 - Specific contributions of each author, as applicable.

4. INCENTIVE ELIGIBILITY

- Only authors listed in the *approved Co-Authorship Agreement* shall be recognized for incentive, citation, and other merit considerations.

ARTICLE/AUTHOR PROCESSING CHARGES (APC)

INCENTIVES

Each institute shall be allocated a minimum budget of ₱10,000-50,000 annually to support faculty members who intend to publish their research outputs in reputable journals. The allocated amount shall be used exclusively for Article Processing Charges (APC) and is subject to reimbursement upon the official publication of the faculty member's paper. An endorsement letter from the author must be submitted to the OVPRIES to evaluate the reputability of the journal.

Note: All journal publications must be reviewed by the OVPRIES to assess their reputability and indexing status. Failure to secure OVPRIES endorsement will result in the forfeiture of the Article Processing Charge (APC) incentive.

Reimbursement shall be granted only after the faculty member submits the following:

1. Proof of publication (e.g., acceptance letter, published article link or copy).
2. Official receipt or equivalent proof of payment of the APC.

The total reimbursable amount shall not exceed the allocated budget per institute, regardless of the number of publications produced within the budget year. It is the responsibility of the institute research coordinator to equitably manage the allocation of this budget among eligible faculty members.

RESEARCH INCENTIVES AND RECOGNITION

Research is recognized as one of the three fundamental pillars of academic and institutional development. Despite its significance, only a limited number of faculty and staff members actively engage in research due to its rigorous and demanding nature. Furthermore, recognition for research efforts has historically been minimal, which has contributed to low participation in scholarly activities.

To address this concern and to foster a culture of research excellence, the College shall establish a Research Incentives and Recognition Program aimed at:

- Enhancing research productivity and development among faculty and staff.
- Motivating active participation in scholarly research by providing meaningful recognition and rewards.
- Contributing to institutional goals such as local and international rankings, program accreditations, and overall academic prestige.

The College shall provide awards and incentives, both monetary and non-monetary (e.g., plaques, certificates, medals, and other forms of recognition), to acknowledge faculty and staff who demonstrate exceptional performance and commitment to research.

1. LECTOR MAGNIFICUS AWARD

The Lector Magnificus Award is conferred upon deserving researchers who have demonstrated excellence in their research work. This award is presented during the College's In-House Review and Research Colloquium as a form of recognition for outstanding scholarly contributions. To ensure faculty participation, employees may complete the Application form to obtain a slot during the Lector Magnificus (*see Annex C*).

The In-House Review Committee shall be composed of two (2) external panelists, one (1) internal panelist, and one (1) statistician. Substitutions may be made in the event of a committee member's absence, provided that the replacement

does not create a conflict of interest or compromise the integrity of the review process.

Awards	Cash Incentives
1 st Place / Lector Magnificus	15,000.00
2 nd Place	8,000.00
3 rd Place	5,000.00
Finalists (4 th to 10 th Place)	1,000.00
Best Presenter	3,000.00

Table 1: The awards and cash incentives for Lector Magnificus

IMPACT AWARD (IA)

The Impact Award is conferred upon a researcher who has achieved significant and sustained national and/or international recognition for their scholarly work and whose research has influenced the profession and the community.

Eligible researchers may apply for this award by submitting the required documentation that supports their research output and demonstrates its impact. Supporting documents may include citation indices (*e.g., Google Scholar, ResearchGate, Scopus*) and evidence showing that the scholarly work or innovation is being utilized by the institution or community. A completed application form for this award must be submitted to the OVPRIES to be considered during the selection process. (*see Annex D*)

Recipients of this award must have demonstrated the following: (*see Annex D for rubrics*)

- A proactive approach in disseminating scholarly findings or providing expert opinions on research-related issues and policies;

- Notable impact and visibility as evidenced by citations, readership, or wide dissemination of research outputs;
- Influence and prominence through the adoption of research findings by organizations or communities, leading to policy changes, program improvements, or significant contributions to societal change and community development.

MONETARY AWARD: P20,000.00

RESEARCH PRESENTATION ASSISTANCE

The College shall provide financial assistance to faculty researchers and personnel for the presentation of research outputs at local, national, or international conferences. The funds shall be drawn from 10% of the 60% UNIFAST-allocated budget for Research Office. This assistance shall be separate from any monetary award granted for research recognition. Only research papers duly recognized and approved by the OVPRIES shall be eligible for this assistance. If group of authors wish to attend the presentation, not exceeding ₱10,000.00 will serve as their budget. Each institute shall be allocated a minimum of ₱10,000.00 and a maximum of ₱20,000.00.

For international/national conferences where expenses exceed on the allocated budget, additional costs for travel expenses, allowances, and incidental expenses may be charged to the Professional Development Funds of the Office of the Vice President for Academic Affairs (OVPAA), subject to applicable rules and fund availability.

The assistance may cover the following expenses:

- Registration fees for the research presentation;
- Travel allowances; and/or
- Other incidental expenses necessary for participation, subject to the usual accounting and auditing rules and regulations of the College (e.g., COA and DBM circulars).

Multiple research presentations may be supported, provided the total expenses do not exceed on the allocated budget per institute. Faculty researchers or personnel must submit the following documents after the presentation of the paper to process the reimbursement:

1. Letter of Invitation/Acceptance Notice;
2. Registration Form or confirmation of participation;
3. Official Receipt or proof of payment of registration (if applicable); and
4. Narrative Report – including recommendations and plans for integration or implementation within the institution.
5. Other related supporting documents, as may be required (e.g., abstract acceptance, program schedule, Certificate of Appearance).

RESEARCH PUBLICATION (RP) / PATENT AND UTILITY MODEL

(UM) INCENTIVES

The college should provide RP/UM incentive to those faculty who published research articles or review articles in reputable journals.

Level	Publication Index	Incentive
Institutional	MCC Journal	3,000.00
International	Scopus, WoS, PubMed, Clarivet, ERIC, DOAJ, Science Direct, other equivalent indices	20,000.00
	Non-predatory Journal	5,000.00
Patent	-	20,000.00
Utility Model	-	5,000.00

Table 2: Research Publication, Patent and Utility Model Incentives

The MCC Institutional Journal must possess an ISSN/ISBN and be duly recognized by the Philippine National Library. The Editor-in-Chief shall have the authority to distribute the obtained incentives equitably among the members or contributors of the institutional journal.

Note: Predatory journals are characterized by the absence of a legitimate peer-review process, mandatory publication fees, and lack of recognized indexing in reputable research databases (e.g. google scholar, scopus).

Requirements for Processing Incentives

1. For Institutional Journal Publications

- Acceptance letter; and (*see Annex E*)
- Original copy of the published journal with ISSN.

2. For Non-Predatory or High-Impact Journals (e.g., Scopus)

- Letter of acceptance/Certificate of Publication and hard copy of the published paper shall submit to the Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES) prior to the processing of incentives.

3. For Patents and Utility Models

- Certificate of Patent/UM and original copy of documents submitted to the patent office, which must also be submitted to the OVPRIES before incentives can be processed.

Note: Publications in institute-based journals may be considered under this incentive, provided that the journal implements a recognized peer-review process and that the work is not classified as student research.

RECOMMENDATION AND APPROVAL OF RESEARCH

ASSISTANCE

The Dean of the Institute or the Department Head shall have the authority to recommend faculty members as candidates for presenting their research papers in national or international conferences.

GUIDELINES AND PROCEDURES FOR THE CONDUCT OF RESEARCH STUDIES

All research proposals, whether funded or non-funded, shall be formally registered and endorsed to the Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES) for proper documentation, monitoring, and inclusion in the institutional research database. Researchers shall be required to undergo both a proposal defense and a final research defense, which shall be scheduled and coordinated by the Research and Innovation Director/Vice President for Research and Innovation in accordance with the approved program flow (*see the Annex F*).

Prior to the conduct of the study, researchers must secure all required communications, permits, and ethics clearance. For data collection activities or laboratory tests conducted off-campus, a duly approved Travel Authority from the Human Resources Management Office (HRMO) if necessary.

Institutional resources, including facilities, materials, and equipment, may be utilized subject to endorsement by the Vice President for Research, Innovation, and Extension Services and approval by the concerned departments or offices.

To ensure objectivity, transparency, and the absence of conflict of interest, two (2) external panelists shall be invited during both the proposal and final defenses. The defense panel shall be composed of the Vice President for Research, Innovation, and Extension Services, concerned Director(s), a Statistician, and the two (2) external panelists.

INTELLECTUAL PROPERTY RIGHT

Mabalacat City College (MCC) recognizes and protects the intellectual property rights of its faculty members, students, researchers, and collaborators in accordance with existing laws (R.A. 8293) and institutional policies (*see Annex G*). Intellectual property arising from research, innovation, extension, and creative works conducted under the auspices of the College—whether funded or non-funded—shall be subject to proper attribution, ethical use, and lawful protection.

Ownership of intellectual property shall depend on the nature of contribution and the extent of institutional support. Nonetheless, if duly notarized MOA/MOU/Commitment paper is involved, the ownership shall be determined based on the actual contract. Faculty- and student-generated outputs shall be owned by the creator(s), subject to the College's non-exclusive rights to use such outputs for academic, research, instructional, and institutional purposes. Research outputs developed through collaborative efforts, use of substantial institutional resources, or external funding shall be governed by written agreements and applicable institutional and national intellectual property policies, including provisions on disclosure, registration, and benefit sharing. Conclusively, the output of the student should not be used by the adviser or the institution without a legal contract, or consent of the students.

GUIDELINES AND PROCEDURES FOR THE CONDUCT OF RESEARCH STUDIES – LECTOR MAGNIFICUS

- a. All research proposals, whether funded or non-funded, shall be formally registered with the Research Office for proper documentation, monitoring, and inclusion in the institutional research database. Registration form can be requested to the OVPRIES (*see Annex C*).
- b. All research studies shall undergo both a Proposal Defense and a Final Defense, which shall be scheduled and coordinated by the Research Office, in accordance with the approved process flow (*see Annex H*).
- c. Researchers with approved proposals shall execute a Contract of Undertaking, committing to complete the research within the prescribed period of one (1) academic year. Should additional time be required, the researcher(s) must formally notify the Research Office and submit a written request for extension, subject to approval.
- d. As a final requirement, researchers shall submit three (3) hard copies of the revised and duly signed research manuscript, along with one (1) digital copy to be emailed to the official Research Office email address.
- e. For data gathering conducted off-campus during official working hours, researchers must secure an approved Travel Order from the Human Resources Management Office (HRMO).

- f. Researchers may utilize institutional facilities, equipment, and documents necessary for the conduct of the study, subject to availability and approval by the concerned offices.
- g. Corresponding merit points shall be awarded to researchers for purposes of promotion and ranking, in accordance with the College's Merit System and Promotion Policy.
- h. A panel of evaluators shall be constituted to review and critique research outputs, which shall be presented and defended in a public forum organized by the College (Research Colloquium).
- i. The top three (3) research outputs, as determined by the Research Review Committee, shall be declared finalists in the Search for Lector Magnificus. The Lector Magnificus, rank 2, rank 3, and other finalists (Rank 4 to Rank 10) shall be entitled to monetary incentives in accordance with the approved Rewards and Incentives Program of the College.

REMOTE WORKING SETUP

Certain circumstances may require personnel to perform official duties remotely to ensure physical distancing and to minimize the risk of exposure to infectious or harmful pathogens. A remote working arrangement may be authorized under the following valid conditions:

1. The presence of comorbidities that may increase susceptibility to illness or worsen disease progression;
2. Advanced age that may result in reduced immune tolerance;
3. A directive or mandate issued by the local or national government; and

4. A sudden surge of disease cases within the locality where the personnel reside.

Under a remote working setup, the personnel shall remain available and responsive during his/her officially designated office hours. The personnel must be reachable through the following communication channels:

- Mobile phone (call and text message);
- Institutional and personal email accounts;
- Microsoft Teams;
- Facebook Messenger; and
- Other officially recognized messaging or communication applications regularly used by the personnel.

Failure or refusal to respond to official calls, messages, or inquiries through the aforementioned platforms, without valid justification, shall be subject to appropriate administrative action in accordance with existing College rules and policies.

Note: Supporting documents for the personnel's reported accomplishments shall be submitted to the Human Resource Management Office (HRMO) for verification and validation, in accordance with existing College guidelines and documentation requirements. Only faculty members who personally conducted the research shall be eligible for the corresponding incentives. Student research outputs shall not be considered or utilized for incentive claims under this provision.

OFFICE CLEARANCE

Personnel Responsible: Research Staff/Clerk, Research Associate, Research Assistant, Statistician, Project Development Officer, Research Director

Office clearance is a mandatory documentation requirement that must be completed by an office personnel and approved by the highest appointed official of the office. This clearance certifies that the personnel have no outstanding accountabilities, liabilities, or unfulfilled responsibilities with the office during the period of his/her service.

Upon full compliance with the office clearance requirements, the personnel shall be granted complete office clearance, which is a prerequisite for resignation, retirement, separation, or other forms of discharge from service.

Failure to accomplish the required office clearance shall result in the withholding of office clearance and shall consequently prevent the processing and release of final clearance and related documents by the Human Resource Management Office (HRMO).

RESEARCH OUTPUTS FOR MERIT SYSTEM

This merit system for faculty promotion is anchored on National Budget Circular (NBC) No. 461, Section 3 on *Professional Development Achievement and Honors*, specifically Subsection 3.1 Innovations, Patented Inventions, Publications, and Other Creative Works, under 3.1.3.

Unpublished Research – The validation mechanism for this output shall be as follows: the research must be endorsed by the Office of Research prior to the conduct of the study. Studies conducted or completed without such endorsement shall be considered void or null for faculty ranking purposes. Unpublished research shall be credited with 1 point upon completion. Types of research covered under this provision include action research, applied research, experimental research, and other related disciplines. If co-authorship is involved, the points shall be divided accordingly.

Published book – Published books or textbooks may be credited in the faculty merit system provided that they were published within the last ten (10) years or have not been utilized in any previous faculty ranking or promotion evaluation. The book must be published either online or in print and must bear an official control number, such as an ISBN and certification, to ensure its legitimacy and traceability. The division of points shall not be applicable to published books or textbooks; hence, the full corresponding merit points shall be credited to the qualified author regardless of co-authorship. *2nd editions and succeeding editions will be credited like the original book if there is a major revision of the contents of the book evidenced by the granting of new copy right and new ISBN.*

Scholarly Research/ monograph/Educational technical articles in a technical/Scientific/professional journal – The evaluation of scholarly research publications shall consider the quality, legitimacy, and level of publication.

Journals classified as predatory shall not be included in the pointing system; hence, all publications under this category shall be considered void and ineligible during the ranking and promotion process. Only peer-reviewed and legitimate journals shall be credited.

e.g. Web of Science, Scopus, registered GScholar, Clarivet, and other related indices.

For purposes of point allocation, scholarly research publications shall be classified as International, National, or Local. International publications shall be credited with five (5) points, national publications with three (3) points, and local publications with two (2) points. International journals refer to those indexed in reputable databases such as Scopus, Clarivate Analytics (Web of Science), or other recognized international indexing systems, while national and local journals refer to legitimate peer-reviewed journals with national or institutional circulation.

In cases of co-authorship, the points corresponding to the level of publication shall be equally divided among all involved authors who are employees of Mabalacat City College (MCC) at the time of publication. This provision shall apply only to MCC employees; therefore, external co-authors shall not be included in the division or deduction of points during the ranking process.

Table 3: Point allocation for scholarly research publications

Level of Publication	Description / Criteria	Points Equivalent
<i>International</i>	Peer-reviewed journals indexed in reputable international databases such as Scopus, Clarivate Analytics (Web of Science) , or other recognized international indexing systems	5 points
<i>National</i>	Legitimate peer-reviewed journals with national circulation or recognition, including CHED- recognized or accredited Philippine journals	3 points
<i>Local</i>	Legitimate peer-reviewed journals with institutional or local circulation, including college- or university-based journals	2 points
<i>Unpublished</i>	Properly endorsed in the Office of the Vice President for Research, Innovation, and Extension Services	1 point

Instructional manuals - including but not limited to operational manuals, laboratory manuals, on-the-job training (OJT) manuals, student manuals, and other institution-related manuals, may be credited in the faculty ranking process. To be considered valid, the manual must be approved by the Board and/or published by a reputable or accredited publishing institution. Manuals that are not softbound or hardbound shall not be eligible for use in faculty promotion and ranking, unless the softcopy (Scan copy) is signed by the approving board. Sole authorship shall earn 3 points, while co-authorship shall be subject to the division of points; hence, each author shall receive 1.5 points.

CHAPTER V

RESEARCH SERVICES

RESEARCH CONSULTATION

The Office provides research consultation services that offer guidance and technical assistance in the identification, development, and utilization of high-quality research resources. These services are designed to support researchers under various consultation arrangements, including brief, extended, or recurring sessions.

Consultations may be conducted through the following modes:

- Face-to-face meetings;
- Virtual consultations;
- Online platforms such as Zoom; and
- Email correspondence.

Service options include:

- Single or series of consultations; and
- Extensive or sustained research support, depending on the needs of the researcher.

STATISTICAL DATA ANALYSIS AND CERTIFICATION

The Office provides statistical data analysis support through the review and evaluation of statistical procedures indicated in the approved research proposals of faculty members, non-teaching personnel, and students.

This service includes the conduct of appropriate statistical tests on collected research data and the assessment of the correctness and applicability of the chosen

statistical methods. Upon completion and satisfactory evaluation of the required statistical analyses, the Office shall issue a Statistical Data Analysis Certification signed by the college statistician. Software that will be utilized for the statistical tests will be analyzed by official statistical softwares (Graphpad Prism latest version and SPSS latest version).

RESEARCH QUESTIONNAIRE VALIDATION

This service involves the review and evaluation of research questionnaires to determine whether the instrument effectively measures the variables it was designed to measure. Questionnaire validation ensures the reliability and validity of the data collection instrument prior to or during its use in research.

Validation may take various forms, depending on the research design and objectives, and may include one or more validation methods as deemed appropriate by the Office. Upon successful validation, the questionnaire may be endorsed as a valid research instrument. If the validation requires accredited committee, the office will provide “certificate of validation” to inform the researchers on the recommended accrediting body for their clearance.

PLAGIARISM CHECK

The Office provides plagiarism checking services to ensure the originality and ethical integrity of research outputs. This process involves detecting any unauthorized use, reproduction, or appropriation of ideas, text, or content without proper citation or acknowledgment of the original author.

Plagiarism checking shall be conducted using Plagiarism X software. Only plagiarism certifications issued by the Office shall be recognized and accepted by the Institution. A maximum similarity index of 10% is the only acceptable and approved threshold under this provision. If the paper exceeds the 10% similarity index, the author shall revise the manuscript and resubmit it for reanalysis at the Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES).

Individuals who are not affiliated with Mabalacat City College (MCC) shall comply with the plagiarism policy of the OVPRIES (*see Annex I*). All students officially enrolled at Mabalacat City College may avail of this service free of charge.

RESEARCH PANELING AND CRITIQUING

The Office provides research paneling and critiquing services that focus on the analysis, evaluation, and enhancement of research manuscripts and proposals. This service may be requested by academic departments or other institutional units for activities such as:

- Research colloquia;
- Proposal and thesis defenses; and
- Other research-related presentations and evaluations.

A formal letter of request addressed to the Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES) shall be submitted prior to the conduct of the activity.

Classification and Research Formats

As research methodologies and scholarly outputs continue to diversify within the scientific community, the Office of the Vice President for Research, Innovation and Extension Services (OVPRIES) recognizes and allows the conduct of various research classifications. These include, but are not limited to, full research manuscripts, research articles, review articles, journal reviews, correspondence, and other related scholarly publications recognized by reputable journals with established and credible indexing.

Notwithstanding the diversity of research classifications, OVPRIES prescribes a standard or universal research format to ensure consistency, quality, and institutional compliance. All researchers seeking endorsement, support, or recognition from OVPRIES shall adhere to the prescribed format.

The official research format shall be provided in **Annex J** of this Manual.

ANNEX A
MABALACAT CITY COLLEGE

Office of the Vice President for Research, Innovation, and Extension Services (OVPRES)

Faculty Research Proposal Submission, Acceptability, and Evaluation Form

(For Review and Approval by the Research Technical Review Committee)

I. Faculty–Researcher Information

1. Name of Faculty–Researcher: _____
2. Department/College: _____
3. Email Address: _____
4. Contact Number: _____

II. Research Proposal Information

- Proposed Research Title: _____
- Type of Research: Institutional Research
 Collaborative Research
 Externally Funded Research
 Self-Funded Research
- Proposed Research Duration:
 - o Start Date: _____
 - o End Date: _____
- Brief Description of the Study (Objectives / Focus):

III. Documents Submitted

- Research Proposal (Full Manuscript if applicable)
- Approved Research Ethics Clearance (if applicable)
- Budget Proposal / Funding Source (if applicable)
- Endorsement Letter (College/Department)
- Other supporting documents: _____

IV. Faculty Declaration and Application for Review

I hereby apply for the review and evaluation of the above-mentioned research proposal by the Research Technical Review Committee (RTRC). I certify that the information provided and documents submitted are true, accurate, and compliant with institutional research policies and guidelines.

Signature of Faculty–Researcher: _____

Date: _____

ANNEX B

MABALACAT CITY COLLEGE

Office of the Vice President for Research, Innovation, and Extension Services (OVPRES)

CO-AUTHORSHIP AGREEMENT FORM

This Co-Authorship Agreement is executed in accordance with applicable ethical standards and the official research policies of Mabalacat City College (MCC).

I. COVERAGE AND ELIGIBILITY

- For MCC faculty members and employees collaborating with external partners.
- Students are not allowed to be included as authors.
- Only OVPRES/RTRC-approved authors shall be recognized.

II. BASIC INFORMATION

Title of Research Output: _____

Type of Research: International / Local Multifaceted Institutional

Target Journal / Conference: _____

III. OFFICIAL AUTHORS AND AFFILIATIONS

(Authorship is based on substantial intellectual contribution.)

- 1.
- 2.
- 3.
- 4.
- 5.

V. AUTHOR CONTRIBUTIONS

(Each author must indicate specific contributions.)

Author	Contributions

VI. DESIGNATED AUTHOR-APPLICANT

Name: _____

Affiliation: _____

VII. SIGNATURES OF AUTHORS

- 1.
- 2.
- 3.
- 4.
- 5.

VIII. DECLARATION

- The listed authors are final and official.
- All authors meet ethical standards.
- Only approved authors are eligible for incentives and recognition.

IX. ENDORSEMENT AND APPROVAL

Reviewed and Recommended:

ANNEX C

MABALACAT CITY COLLEGE

Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES)

*Lector Magnificus Award Application Form***I. Applicant Information**

- Name: _____
- Academic Rank: Assistant Professor Associate Professor Professor
- Department/College: _____
- Email Address: _____
- Contact Number: _____

II. Research Details

- Title of Research Paper: _____
- Type of Research: Institutional Collaborative Externally Funded Self-Funded
- Date of Completion: _____

III. Supporting Documents Submitted

- Full Research Paper
- Presentation Slides
- Ethics Clearance / Approval (if applicable)
- Other Supporting Documents: _____

IV. Applicant Declaration

I hereby certify that the information provided above is true and correct and that the research work submitted is original, compliant with institutional policies, and eligible for the Lector Magnificus Award.

- Signature of Applicant: _____
- Date: _____

V. Committee Use Only

- Date Received: _____
- Reviewed by (Committee Members): _____
- Remarks / Recommendation: _____
- Final Decision: Approved Not Approved

- Signature of Committee Chair: _____
- Date: _____

ANNEX D

MABALACAT CITY COLLEGE

Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES)

IMPACT AWARD FORM/RUBRIC

I. Award Description

The Impact Award is conferred upon a researcher who has achieved significant and sustained national and/or international recognition for their scholarly work and whose research has demonstrably influenced professional practice, policy development, institutional improvement, or community transformation.

This award recognizes research outputs with measurable impact, evidenced through dissemination, adoption, utilization, and societal contribution, in accordance with applicable ethical standards and research policies in the Philippines.

II. Eligibility

Eligible applicants must: - Be affiliated with the institution; - Have completed and disseminated at least one (1) research output; - Demonstrate national and/or international impact of their research; - Submit complete documentary evidence using this prescribed form.

III. Applicant Information

1. Name of Applicant: _____
2. Academic Rank / Position: _____
3. College / Unit: _____
4. Contact Information: _____
5. Title of Research / Research Outputs Submitted: _____
6. Year(s) Completed / Published: _____

IV. Research Output Profile (Quantitative Indicators)

Please indicate the total number and attach supporting documents.

Indicator	Number	Evidence Attached
Journal indices (e.g., Scopus, Web of Science, ASEAN Citation Index)	_____	<input type="checkbox"/>
Publications in reputable journals	_____	<input type="checkbox"/>
Scopus-indexed publications	_____	<input type="checkbox"/>
Non-Scopus but peer-reviewed publications	_____	<input type="checkbox"/>
Total citations (Google Scholar / Scopus)	_____	<input type="checkbox"/>

Scholarly reports / technical papers / policy briefs	_____	<input type="checkbox"/>
Research presentations / expert consultations	_____	<input type="checkbox"/>

V. Narrative Impact Statement

Attach a Narrative Impact Report (3–5 pages maximum) describing: - The application, implementation, or utilization of the research; - Beneficiaries (institutions, communities, agencies, sectors); - Nature of impact (policy, practice, innovation, community development); - Evidence of adoption or influence; - Sustainability and scope of impact (local, national, international).

VI. Ethical Compliance Declaration

The applicant certifies that: - All research outputs complied with institutional, national, and international research ethics standards; - Proper authorship, citation, and intellectual property rules were observed; - All submitted documents are accurate and verifiable.

Signature of Applicant: _____ Date: _____

VII. IMPACT AWARD EVALUATION RUBRIC AND SCORE SHEET

(To be accomplished by the Evaluation Committee)

Scoring Guide

Each criterion shall be rated using the scale below. Scores must be justified based on submitted evidence.

Scale	Description	Points
1	Minimal / Limited evidence	1
2	Moderate evidence	2
3	Substantial evidence	3
4	Strong evidence	4
5	Outstanding / Exemplary evidence	5

A. Dissemination and Scholarly Visibility (Max: 25 points)

Criteria	Indicators	Score (1–5)	Points
Publications and journals	Quantity and quality of journal publications, including reputable journals	_____	_____
Journal indexation	Presence in indexed journals (Scopus, WoS, ACI, etc.)	_____	_____

Citations and readership	Citation count, readership metrics, academic visibility	_____	_____
Scholarly reports	Policy briefs, technical reports, institutional publications	_____	_____
Presentations / expertise	Conferences, expert consultations, invited talks	_____	_____
Subtotal			_____ / 25

B. Research Quality and Recognition (Max: 25 points)

Criteria	Indicators	Score (1–5)	Points
Research rigor	Methodological soundness and scholarly merit	_____	_____
Relevance	Alignment with national, sectoral, or community needs	_____	_____
Peer recognition	Awards, recognitions, peer validation	_____	_____
Reputable journals	Publications in recognized, peer-reviewed journals	_____	_____
Sustained output	Consistency and continuity of impactful research	_____	_____
Subtotal			_____ / 25

C. Application, Adoption, and Utilization (Max: 30 points)

Criteria	Indicators	Score (1–5)	Points
Application of research	Actual implementation or use of findings	_____	_____
Institutional or community adoption	Adoption by agencies, LGUs, NGOs, industries, or communities	_____	_____
Policy or program influence	Contribution to policy reform or program improvement	_____	_____

Scope of impact	Local, regional, national, or international reach	_____	_____
Sustainability	Long-term or continuing benefits	_____	_____
Subtotal			_____ / 30

D. Societal and Community Impact (Max: 20 points)

Criteria	Indicators	Score (1–5)	Points
Societal relevance	Contribution to social, economic, or environmental outcomes	_____	_____
Community transformation	Measurable improvements or innovations	_____	_____
Beneficiary reach	Number and diversity of beneficiaries	_____	_____
Evidence of impact	Documentation, testimonials, assessments	_____	_____
Subtotal			_____ / 20

VIII. FINAL SCORE SUMMARY AND POINT CUT-OFFS

Component	Maximum Points	Score
Dissemination & Visibility	25	_____
Research Quality & Recognition	25	_____
Application & Utilization	30	_____
Societal & Community Impact	20	_____
TOTAL SCORE	100	_____

Point Cut-Offs

- **90–100** – Outstanding (Highly Recommended for Award)
- **80–89** – Very Satisfactory (Recommended)
- **70–79** – Satisfactory (For Consideration)
- **Below 70** – Not Recommended

X. Evaluation Committee

- **Evaluator 1:** _____ **Signature:** _____ **Date:** _____

- **Evaluator 2:** _____ **Signature:** _____ **Date:** _____
 - **Evaluator 3:** _____ **Signature:** _____ **Date:** _____
- Endorsed by:** _____
- Approved by:** _____

ANNEX E

MABALACAT CITY COLLEGE

Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES)

INSTITUTIONAL ACCEPTANCE LETTER

Date: _____

TO WHOM IT MAY CONCERN:

Greetings.

This is to formally inform you that the research paper entitled:

“ _____ ” authored by _____, has been reviewed and accepted by the **Research Technical Review Committee (RTRC)** and is **duly recognized by the Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES)** of **Mabalacat City College**.

The said research output is considered **acceptable for presentation and/or publication** and is therefore **eligible for Research Presentation Assistance and/or Research Publication Incentives**, subject to existing institutional policies, availability of funds, and compliance with applicable accounting and auditing rules and regulations.

This letter is issued upon the request of the concerned faculty researcher for **documentation and incentive-processing purposes**.

For guidance and information.

Very truly yours,

Vice President for Research, Innovation, and Extension Services

Noted by:

ANNEX F

MABALACAT CITY COLLEGE

Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES)

GENERAL PROGRAM FLOW FOR RESEARCH PROPOSAL AND FINAL RESEARCH DEFENSE

Event: Research Proposal / Final Research Defense

Participants: Minimum of 5 (Researchers, Panelists/Evaluators, Moderator, OVPRIES Rep)

Venue: _____

Date: _____

Time	Activity	Person(s) Responsible
0:00 – 0:05	Opening Remarks – Welcome participants and set objectives of the defense	Moderator / OVPRIES Rep
0:05 – 0:10	Overview of the Guidelines and Procedures – Brief explanation of proposal/final defense flow and evaluation criteria	Research & Innovation Director / OVPRIES
0:10 – 0:20	Introduction of Panelists and Participants	Moderator
0:20 – 0:35	Researcher 1 Presentation – 10–15 minutes	Researcher 1
0:35 – 0:45	Q&A Session for Researcher 1 – Panelists ask questions; researcher responds	Panelists / Researcher 1
0:45 – 1:00	Researcher 2 Presentation	Researcher 2
1:00 – 1:10	Q&A Session for Researcher 2	Panelists / Researcher 2
1:10 – 1:25	Researcher 3 Presentation	Researcher 3
1:25 – 1:35	Q&A Session for Researcher 3	Panelists / Researcher 3
1:35 – 1:50	Researcher 4 Presentation	Researcher 4
1:50 – 2:00	Q&A Session for Researcher 4	Panelists / Researcher 4
2:00 – 2:15	Researcher 5 Presentation	Researcher 5
2:15 – 2:25	Q&A Session for Researcher 5	Panelists / Researcher 5
2:25 – 2:35	Panel Deliberation / Scoring – Evaluation of all research outputs, recommendations for approval or revisions	Panelists / Moderator

2:35 – 2:45	Announcement of Results / Feedback – Brief comments, approval status, required revisions	Panelists / OVPRIES
2:45 – 2:50	Closing Remarks – Thanking participants and outlining next steps	Moderator / OVPRIES Rep

Notes:

- Each presentation may be adjusted in duration depending on complexity.
- Q&A sessions are critical to clarify methodology, significance, and feasibility.
- Panel deliberation is usually done in private or semi-private; OVPRIES ensures transparency.
- This program flow can accommodate more than 5 researchers; additional time slots can be added accordingly.
- Supporting documents (proposal, presentation slides, ethics clearance, etc.) must be submitted prior to the defense.

ANNEX G

MABALACAT CITY COLLEGE

Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES)

Intellectual Property Rights (IPR) Acknowledgment and Agreement Form

I. Creator Information

Name(s): _____

Dept/College: _____

Email: _____

Contact No.: _____

II. Intellectual Property Details - Title of Work/Research/Creative Output:

Type: Research Paper Patent Utility Model Copyright Other: _____

Contribution: Individual Collaborative (attach list)

Funding/Support: College External Self Contract/MOA (attach)

III. Ownership & Rights

- Ownership: Creator(s) Shared w/ MCC Per MOA/MOU/Contract
- MCC may use output for academic, research, instructional purposes only
- Written consent required for publication, commercialization, or institutional use

IV. Creator Declaration

I/We certify the information is true and agree to comply with MCC and national IPR policies.

Name & Signature: _____ Date: _____

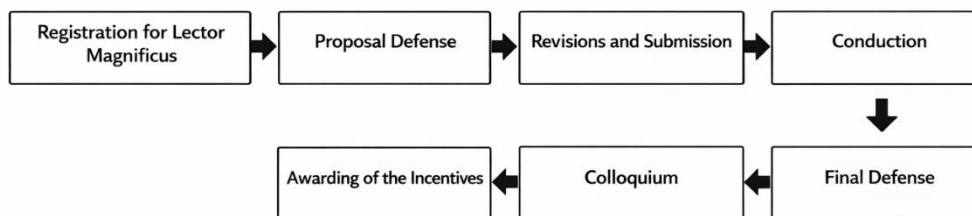
V. OVPRIES Acknowledgment

Name & Signature: _____ Date: _____

Notes: Attach MOA/MOU/Commitment papers or co-creator lists. Submit before publication, commercialization, or institutional use.

ANNEX H

MABALACAT CITY COLLEGE
Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES)

*Research Process Flowchart***Research Process Flowchart**

ANNEX I

MABALACAT CITY COLLEGE

Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES)

Plagiarism Scan Policy

PLAGIARISM SCAN SERVICES IS NOW OPEN!

Ensure the originality of your work with our licensed and reliable plagiarism checker, trusted by researchers, professionals, and educators.

Available for:

- Professionals and researchers outside MCC
- Faculty, staff, and institutional personnel of Mabalacat City College

We provide:

- Comprehensive plagiarism scan reports
- Official Certificate of Originality
- Confidential and professional service

Affordable rates!
Quality service doesn't have to cost much, experience professional plagiarism checking that fits your budget.

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email us at plagscan.research@mcc.edu.ph

Follow us for updates:
Mabalacat City College Center for Community Research and Innovation

ANNEX J

MABALACAT CITY COLLEGE

Office of the Vice President for Research, Innovation, and Extension Services (OVPRIES)

Research Format

TITLE, ARIAL NARROW, BOLD, UPPERCASE, SIZE 14, NOT MORE THAN 15 WORDS

FIRSTNAME MI. LASTNAME^{1*}, FIRSTNAME MI. LASTNAME²,
FIRSTNAME MI. LASTNAME³

^{1,2}Department, Institution

³Department, Institution

*Correspondence: CorrespondingnAuthor@mcc.edu.ph

SDGs: **Goal 4 (Quality Education); Goal 1 (No Poverty)**

ABSTRACT

A concise summary of your entire study that allows readers to quickly understand its key points. It should be in one paragraph, using past tense, with a 150–250 words. A well-structured abstract generally includes the following components: Background/Introduction – Briefly present the research problem, rationale, or context of the study. Objectives – State the main goal or specific aims of the research. Methods – Summarize the research design, participants or samples, instruments, and analytical methods used. Results – Highlight the major findings or trends observed in the study. Conclusion/Implications – Present the main takeaway, implications, or recommendations derived from the results. Formatting: This should be in block paragraph form, single-spaced, without citations or figures, and should be clear, objective, and self-contained, giving readers a complete overview of the study at a glance.

Keywords: **Abc; Abc; Abc; Abc; Abc** (three to six words)

INTRODUCTION

The Introduction section should provide the foundation for the entire study by explaining what the research is about, why it is important, and how it fits within existing knowledge. It is typically written in past or present tense and structured in three to four pages. Introduction generally includes the following components: **Background of the Study** – Present the general context, key issues, relevant theories related to your topic. It should help readers understand the significance and setting of the research. **Research gap** – Identify the specific research problem or knowledge gap your study addresses. Explain what is unknown, unresolved, or needs further investigation. **Significance** – Justify the importance of your study. Discuss its potential contributions to theory, practice, policy, or community development. **General Objective/s or Research Question/s** – Clearly state what your study aims to achieve or the questions it seeks to answer.

For the **Theoretical or Conceptual Framework**, it should provide the intellectual and structural foundation of the research, linking theories, concepts, and variables to the study's objectives. It explains why and how the research problem is examined, ensuring that the study is grounded in sound academic reasoning. Provide also in this section how the study is aligned with the **United Nations Sustainable Development Goals (SDGs)**. Write in present tense, maintain conceptual clarity, and align

the framework with both the research questions and the relevant SDGs. End by explaining how this framework will guide the study's design, data interpretation, and policy or community implications in achieving the identified SDG targets.

METHODOLOGY

The Methodology section describes how the research was conducted, providing a clear, detailed, and replicable account of the study's design, participants, procedures, and data analysis. It should be written in past tense and presented in several subsections. The Methodology generally includes the following components: **Research Design** – State the type of research (e.g., descriptive, correlational, experimental, qualitative, or mixed-method) and explain why it is appropriate for addressing your objectives. **Research Locale and Participants** – Identify where the study was conducted and describe the population or participants involved, including the sampling method and sample size. **Data Gathering Instruments** – Describe the tools or instruments used (e.g., survey questionnaire, interview guide, observation checklist), including their validity, reliability, and source. **Data Gathering Procedure** – Explain step-by-step how data were collected, from preparation, administration, to retrieval, ensuring ethical considerations and data integrity. **Data Analysis** – Specify the statistical or qualitative techniques used to analyze the data (e.g., frequency, percentage, mean, regression, thematic analysis). **Ethical Considerations** – Briefly discuss how confidentiality, consent, and participant welfare were ensured. Additional subcategory can be included if necessary.

RESULTS

The Results section presents the findings of your study in a clear, logical, and objective manner. It answers the research questions stated in the introduction and is typically written in the past tense. This section may include tables, figures, charts, or graphs to summarize data effectively, accompanied by short narrative explanations. This Results section generally includes **Presentation of Findings** – Report the outcomes of your data analysis without interpretation using related literatures. Quantitative studies present statistical results (e.g., means, percentages, correlations), while qualitative studies describe themes or patterns that emerged from the data. **Organization by Objectives or Questions** – Arrange findings according to your stated research objectives or questions for clarity. **Use of Visuals** – Include tables or figures to support textual data; each must be properly labeled and referenced in the discussion. For the labeling of tables and figures, follow the format below.

Table

1

Demographic Profile of the Respondents

Sex at Birth	Frequency	Percentage (%)	Cumulative Percentage (%)
Male	66	33	33
Female	134	67	100
Total	200	100	

(Note: Tables should not be saved as image)

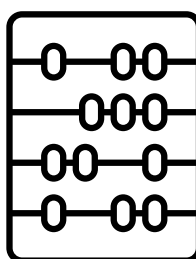


Figure 1. Demonstration of Logs

Source: The Author (If necessary)

DISCUSSION

The Discussion interprets your findings, explaining their meaning, significance, and relationship to your research objectives. It connects your data to existing theories and literature, highlighting agreements, contradictions, or new insights. This section should answer the question: "What do these results mean?" It should contain: Interpretation of the findings and explain their implications. Compare results with previous studies and theoretical assumptions.

The **Conclusion** summarizes the essence of your discussion by revisiting your research objectives and showing how each has been addressed. It should highlight the key insights or implications derived from the study without repeating data. Keep it concise, focusing on what the results reveal about the research problem.

The **Recommendations** section follows naturally from the discussion and conclusion, suggesting practical or strategic actions based on your findings. These should be realistic, evidence-based, and directed toward specific audiences such as policymakers, practitioners, educators, or future researchers.

ACKNOWLEDGMENT

The Acknowledgment section is the expression of gratitude to individuals, groups, or institutions that significantly contributed to the completion of the research. It is usually written in one to two short paragraphs, in the first person (singular or plural).

AUTHOR CONTRIBUTIONS

This section outlines the specific roles and responsibilities of each author in the development of the research article. All authors made substantial contributions to the conception and design of the study, data acquisition, analysis, and interpretation. Each author was involved in drafting the manuscript or critically revising it for important intellectual content. All authors have reviewed and approved the final version of the manuscript and agree to be accountable for all aspects of the work, ensuring its accuracy and integrity.

AI DECLARATION

Artificial intelligence (AI) – assisted tools were used in a limited and responsible manner during the preparation of this manuscript. Specifically, AI software was utilized to support language editing, grammar checking, and clarity of expression. No AI tools were used for data collection, data analysis, interpretation of results, or generation of original scientific content. The authors take full responsibility for the accuracy, originality, and integrity of the work presented in this article.

REFERENCES

The References section lists all the sources cited within your research paper. This section allows readers to locate and verify the works you used to support your study. It must follow APA 7th edition formatting rules. Arrange entries alphabetically by the authors' last names.

Examples:

Journal Article

Dela Cruz, J. P., & Santos, R. M. (2023). Sustainable waste management practices in rural communities. *Philippine Journal of Environmental Studies*, 15(2), 45–60. <https://doi.org/10.1234/pjes.2023.015>

Book

Bandura, A. (1986). *Social foundations of thought and action: A social cognitive theory*. Prentice Hall.

Website

United Nations. (2023, October 5). *Sustainable Development Goals*. <https://sdgs.un.org/goals>

Government Publication

Commission on Higher Education. (2022). *CHED Memorandum Order No. 15: Policies and Standards for Research in HEIs*. CHED.

GENERAL GUIDELINES

Before submitting your paper, please ensure that the following guidelines are strictly observed:

1. Submission of a paper implies that, if accepted for publication, it will not be published elsewhere in the same form, in any language, without the prior written consent of the Publisher.
2. The paper has not been previously published and is not currently under consideration by another journal.
3. The paper may be written in English or Filipino.
4. The manuscript must be submitted in Microsoft Word format (.DOC or .DOCX).

5. The paper should be formatted according to the official template of the journal.
6. The full research paper must contain between 7,000 and 9,000 words, inclusive of tables, figures, and references.
7. The research submitted must have been completed within the last three (3) years from the call for submission.
8. Authors are expected to cooperate with reviewers and the editorial board, making necessary revisions as recommended to improve the quality of the paper.
9. Authors should be willing to wait up to six (6) months to receive the official Notice of Acceptance.

MANUAL FOR BALAKAT PRODUCTS

INTRODUCTION

The Balakat tree (*Ziziphus talanai* (Blanco) Merr.), a native timber species belonging to the family Rhamnaceae, holds profound ecological, cultural, and emerging pharmacological significance in the Philippines. Traditionally valued for its sturdy wood, the species has also been increasingly recognized for its phytochemical potential, offering opportunities for medicinal and wellness applications. Morphologically, Balakat is characterized by a solitary trunk reaching up to 25 meters in height, ovate leaves with marginal ribs and basal spines, inconspicuous yellow-green flowers, and fleshy drupe fruits. Its resilience in calcareous-siliceous soils and humid tropical climates makes it well adapted to local conditions, reinforcing its ecological role in sustaining biodiversity and contributing to forest resilience (Anos et al., 2009, as cited by Cunanan & Galang, 2023).

Beyond its ecological function, emerging scientific literature has highlighted Balakat's rich phytochemical profile, including flavonoids, phenols, tannins, and alkaloids (Reyes et al., 2016). These secondary metabolites have been associated with diverse pharmacological activities, such as hepatoprotective, nephroprotective, antimicrobial, antioxidant, neuroprotective, reproductively protective, cardioprotective, and anti-inflammatory effects (David, 2018; Aquino, 2018; Reyes, 2016; Nolasco et al., 2022; Tejano, 2017; Yamauchi, 2019). Such findings underscore its potential as a foundation for developing functional and therapeutic products that merge scientific innovation with local resource utilization.

The development of Balakat products which are the Balakat NutriBar, Balakat Bites, Balakat Tisane, and Balakat Soap is grounded in both scientific rationale and cultural revitalization. Each product highlights a unique aspect of Balakat's potential: As a functional food

(nutribar and bites) that promote wellness and nutrition; tisane as a natural, plant-based beverage with bioactive properties; and herbal soap as a topical product for personal care. Together, these innovations demonstrate the versatility of Balakat as a local resource capable of addressing health, wellness, and livelihood needs.

This initiative is also aligned with institutional goals in research, innovation, and sustainability, directly contributing to the United Nations Sustainable Development Goals (SDGs). Specifically, it advances SDG 3 (Good Health and Well-Being) by promoting plant-based wellness products, SDG 4 (Quality Education) by serving as a hands-on research and innovation platform for students, SDG 12 (Responsible Consumption and Production) by advocating ethical utilization of native resources, and SDG 15 (Life on Land) by highlighting the ecological value of endemic species. Through this lens, the Balakat project bridges scientific inquiry, cultural heritage, and sustainable development, thereby affirming its relevance not only to local communities but also to broader academic and global contexts.

SCOPE AND PURPOSE OF THE MANUAL

This manual provides a comprehensive, research-based framework for the development of Balakat products, which are the Nutribar, NutriBites, Tisane, and Soap. It encompasses the scientific foundation, including taxonomic and botanical descriptions, phytochemical analyses, and pharmacological insights drawn from preliminary studies. It further details laboratory methodologies, standardized preparation protocols, and product-specific processes that ensure safety, quality, and reproducibility in development.

Equally important, this manual integrates quality assurance measures such as safety assessments, microbial testing, sensory evaluation, and compliance with research ethics. It

underscores the need for scientific rigor in product development while also acknowledging the practical considerations of scaling production for community-based enterprises.

Beyond technical guidance, this manual also highlights the cultural, educational, and entrepreneurial dimensions of Balakat products. It serves as a learning resource for students and researchers, guiding them through processes of scientific validation, product innovation, and sustainable entrepreneurship. At the same time, it provides practical insights for community stakeholders and entrepreneurs, empowering them to responsibly utilize Balakat as a livelihood resource.

By presenting both the potentials and limitations of Balakat products, this manual ensures balanced and ethical dissemination of knowledge. Its ultimate purpose is to establish the proper guidelines, protocols, ethical considerations and guidelines of Balakat products NutriBar, NutriBites, Tisane, and Soap as models of localized innovation with global relevance: products rooted in tradition, validated by science, and sustained through community engagement and institutional support.

SCIENTIFIC FOUNDATION

Among the significant plant species found in Mabalacat City is the Balakat Tree (*Ziziphus talanai*), a species of ecological, medicinal, therapeutic and cultural importance. As an endemic timber tree of the Philippines, Balakat contributes to local biodiversity while serving as a source of phytochemicals with potential health benefits. Emerging studies suggest that its bioactive compounds may be harnessed for functional and wellness products, positioning Balakat as a unique local resource with scientific and cultural value.

TAXONOMICAL AND BOTANICAL DESCRIPTION

Ziziphus talanai, commonly referred to as Balakat, aligamen or talanai, belongs to the family of Rhamnaceae. It is a monoecious timber species characterized by a solitary trunk with a light brown bark and thorny projections in early stages, which degenerates as the tree matures. The tree grows up to 25 meters in height with trunk diameter of up to 100cm. Leaves are green, narrowly ovate, slightly hairy, with three marginal ribs and basal spines, typically ranging 2-7 cm in length. Flowers are yellow-green, inconspicuous, with two stigmata, while fruits are fleshy drupes containing hard nuts. Balakat thrives in calcareous-siliceous soils (pH 5.5-7.8) in humid, high rainfall environments, demonstrating resilience in tropical climates (Anos et al., 2009, as cited by Cunanan & Galang, 2023).

PHYTOCHEMISTRY AND PHARMACOLOGICAL SIGNIFICANCE

Balakat leaves are rich in secondary metabolites such as flavonoids, tannins, phenols and alkaloids. Which are compounds widely associated with pharmacological activities (Reyes et al., 2016). Research indicates antibacterial, antifungal and antioxidant properties (David, 2018; Aquino, 2018), as well as potentials for neuroprotection (Nolasco et al., 2022; Tejano, 2017), reprotection (Reyes, 2016), and cardioprotection in mice models (Yamauchi, 2019). Collectively, these findings provide a scientific basis for transforming Balakat into various kinds of functional products such as tisane, nutribar, cookies and soap.

OBJECTIVES FOR THE PRODUCT DEVELOPMENT

- To test the feasibility of Balakat (*Ziziphus talanai*) leaves as functional ingredients in food, beverage, and personal care products, highlighting their potential applications in nutrition, wellness, and sustainability.

- To develop and standardize production protocols for Balakat NutriBar, NutriBites, Tisane, and Soap, ensuring scientific rigor, safety, reproducibility, and quality across all stages of preparation.
- To evaluate the phytochemical composition and potential pharmacological activities of Balakat-derived formulations, particularly their antioxidant, antimicrobial, anti-inflammatory, hepatoprotective, nephroprotective, neuroprotective, cardioprotective, and reproprotective properties as indicated in preliminary studies.
- To optimize the formulation of Balakat-based products, designing NutriBar and NutriBites as functional snacks, Tisane as a culturally relevant wellness drink, and Soap as a natural personal care product, while maintaining consumer safety and eco-friendliness.
- To promote sustainable utilization and cultural revitalization of Balakat resources, aligning product development with institutional priorities and global sustainability goals, particularly SDG 3, SDG 4, SDG 12, and SDG 15.

GENERAL METHODOLOGY

This chapter demonstrates that the development of Balakat products proceeds through systematic, research-based processes rather than ad hoc production. The methodology integrates laboratory experimentation and product characterization with consumer-focused evaluation, to ensure safety, reproducibility, and market relevance across a portfolio of Balakat-derived products.

RESEARCH DESIGN

This product development will employ a quantitative, descriptive, experimental research design, which is appropriate for product development studies that require both laboratory validation and consumer evaluation. The experimental component will focus on testing the effects

of process variables, such as roasting temperature, drying method, particle size, formulation ratios, and processing parameters, on the chemical composition, microbial safety, and stability of Balakat-derived products, for example Balakat tisane, Balakat nutribar, Balakat cookies, and Balakat soap. Such experimental designs are widely applied in food and formulation science to determine how processing influences bioactive compounds, organoleptic properties, and overall product quality (Montoya et al., 2019, Devi et al., 2020). Meanwhile, the descriptive component will involve characterization of each product through appropriate physicochemical analyses, phytochemical profiling, and microbial testing, which are essential to establish baseline safety and quality, AOAC, 2019, Rabadán et al., 2021. To complement the laboratory findings, a quantitative descriptive survey approach will be used to assess consumer acceptability of food products in terms of sensory attributes and purchase intent, and tolerability for both food and topical products using standardized questionnaires, hedonic scaling, and preference ranking techniques, Lawless & Heymann, 2010, Stone & Sidel, 2021. Together, these approaches ensure that product development is evidence-based, reproducible, and grounded in consumer perspectives and market feasibility.

LABORATORY PROCEDURES, GENERAL PROTOCOLS AND ETHICAL, SAFETY COMPLIANCE

The following outlines general laboratory protocols that apply to all Balakat product development activities, together with product-specific steps for production. All procedures should be recorded in the laboratory notebook or an electronic laboratory management system, and standardized standard operating procedures.

GENERAL LABORATORY AND SAFETY PRINCIPLES, APPLICABLE TO ALL PRODUCTS

Personnel and facility safety. All personnel will use appropriate personal protective equipment, PPE, including lab coats, gloves, eye protection and masks where required, and will be trained on biosafety, food safety, and chemical handling. Work areas will be cleaned and sanitized before and after procedures with food-grade disinfectants.

Traceability and documentation. Each raw material lot, processing run and finished batch will be assigned a unique identifier. Records will include source/location, harvest date, processing parameters, test results, and packaging details.

Raw material sourcing. Leaves and other plant parts will be sourced from identified sites with information on agrochemical use, and where possible from pesticide-free or organically managed locations. A botanical voucher specimen will be deposited with an herbarium or institutional repository for species authentication.

Environmental controls. Processing will be done in clean, insect-free areas with controlled humidity and temperature where possible, to minimize microbial contamination and degradation.

Waste and chemical safety. Waste will be segregated, labeled and disposed of according to institutional guidelines. Any solvents or reagents used for analysis will be handled according to chemical safety protocols.

Ethics and human research. Consumer testing or tolerability assessments will follow institutional ethical review procedures and obtain informed consent. For any biological sampling from humans, relevant approvals and data protection measures are required.

GENERALIZED PROCESSING WORKFLOW FOR BALAKAT PRODUCTS, CORE STEPS COMMON TO ALL PRODUCTS

Harvest and selection. Harvest mature, healthy leaves or plant parts. Exclude damaged, diseased or pest-infested material. Record harvest metadata.

Washing and cleaning. Rinse plant material under potable running water followed by a distilled water rinse if required. Allow excess water to drain and blot dry with sterile absorbent sheets.

Drying and moisture control. Use a two-stage drying approach, ambient pre-dry followed by controlled drying in a hot-air oven at validated temperatures until constant weight is achieved. Measure moisture content and water activity, and store dried materials in desiccated conditions until use.

Processing and fractionation. Apply size reduction, milling or maceration as appropriate. For food products, standardize particle size to achieve consistent texture and extraction. For cosmetic products such as soap, standardize extract concentrations or infusion ratios. Formulation and blending. Prepare product-specific formulations under controlled conditions, recording exact weights and batch yields. Use calibrated balances and validated mixers.

Packaging and storage. Use food-grade, moisture-proof, oxygen barrier packaging for food items, and suitably labeled, airtight containers for soaps. Store finished products under recommended temperature and humidity conditions, with first-in first-out inventory control.

PRODUCT-SPECIFIC NOTES FOR BALAKAT TISANE PRODUCTION TO BE INCLUDED IN THE MANUAL

Leaf selection and authentication, drying and roasting. After cleaning and controlled drying, roast leaves under validated conditions to develop desired flavor while minimizing thermal degradation of target phytochemicals. Suggested roasting conditions to investigate are 120 to 150 degrees Celsius for 8 to 15 minutes, adjusted based on sensory and chemical outcomes.

Milling and teabag sizing. Grind roasted leaves to a target particle size distribution suitable for teabag infusion, for example median particle size 1.5 to 3.0 millimeters, to balance extraction rate and sediment. Standardize teabag fill weight at 2.0 grams per single-serve teabag.

Infusion protocol for testing. Standardize a laboratory infusion method for analytical and sensory work, for example 2 grams per 200 milliliters of water, water temperature 95 to 100 degrees Celsius, infusion time 5 to 10 minutes, covered to minimize volatile loss. Use this method consistently for physicochemical and bioactivity assays.

QUALITY CONTROL AND VALIDATION METHODS

A general quality control framework applicable across tisane, nutribars, cookies and soap are described below. The methods are intended to establish product identity, purity, strength, safety, and stability. Select the assays most appropriate to each product type and the regulatory context.

Identity and compositional characterization, required for standardization

Organoleptic and sensory profiling. Trained panel descriptive analysis and consumer hedonic testing to document appearance, aroma, texture, flavor and mouthfeel for food items and fragrance, texture and skin feel for soap. Use standardized lexicons and score sheets, Lawless & Heymann, 2010.

Physicochemical assays. Moisture content, water activity, pH, color metrics, and target nutrient or macronutrient content for food products. For soap, measure pH of a 1 percent aqueous solution, total fatty acid profile where applicable, and saponification index. AOAC methods and validated in-house protocols should be used, AOAC, 2019.

Allergen and compositional declarations. For nutribars and cookies, test or declare potential allergens and implement labeling accordingly.

Validation and functional bioassays, to support claims that remain non-therapeutic

Sterility and hygiene validation. For products requiring sterile or low-microbial state, perform sterility checks post-packaging and validate cleaning in place, where applicable. For food items, validate microbial reduction steps such as thermal processing, and monitor environmental hygiene.

Stability and shelf-life testing. Conduct accelerated stability testing under controlled conditions, for example 40 degrees Celsius and 75 percent relative humidity for a one to three-month period, and concurrent real-time storage trials. Monitor physicochemical markers, microbial status, sensory quality and phytochemical markers at predefined intervals. Use Arrhenius modeling where appropriate to estimate degradation kinetics.

Bioactivity screening in vitro. Perform standardized in vitro assays relevant to target functional claims, for example antioxidant capacity using DPPH or FRAP, and antimicrobial screening using agar diffusion or broth microdilution against representative strains. Report results as exploratory, preclinical evidence only, avoiding therapeutic claims. Montoya et al., 2019.

Efficacy or tolerability pilot. For consumer acceptability and tolerability, use structured hedonic testing and short open-label tolerability diaries for a limited duration, with institutional ethics oversight. Lawless & Heymann, 2010, Stone & Sidel, 2021.

Packaging compatibility and migration tests. For soap or nutribar packaging, assess migration of packaging components, moisture ingress, and aroma retention.

DATA ANALYSIS METHODS, STATISTICAL VALIDATION AND REPORTING.

Analytical rigor and appropriate statistical methods are essential for reproducible product development. Use the following general data analysis approaches.

Descriptive statistics

1. Report means, medians, standard deviations and percent relative standard deviations for physicochemical and phytochemical markers. Provide tabulated batch comparisons to demonstrate consistency.
2. Present microbial counts using appropriate log transformations and report results against specification thresholds.

Inferential statistics and experimental modelling

1. Analysis of variance, ANOVA, for comparing more than two groups, for example comparing three roasting times or three drying temperatures. Use post hoc multiple comparisons such as Tukey tests for pairwise comparisons where ANOVA indicates significance.
2. T tests for two-group comparisons, for example two different packaging types.
3. Regression analysis and response surface methodology. Use regression or response surface modelling, RSM, to optimize multiple process variables simultaneously and to model interactions between factors such as roasting temperature and time, Montoya et al., 2019.

4. Nonparametric tests where distributional assumptions are violated, for example Kruskal–Wallis or Mann–Whitney tests.

Sensory and consumer data analysis

1. Hedonic data analysis using descriptive statistics, frequency distributions for purchase intent, and segmented preference analysis.
2. For discrete choice or conjoint studies to determine packaging and price preferences, use logistic regression or mixed logit models.

Statistical rigor and reporting conventions

1. Set alpha at 0.05 for hypothesis testing by default, report exact p values and confidence intervals.
2. Provide sample size rationale for consumer and pilot tolerability components, based on expected effect sizes or precision requirements. For laboratory experiments, provide replication counts and report technical versus biological replicates.
3. Use appropriate software for analysis and ensure raw data, code and analysis scripts are archived for reproducibility. Provide clear tables and figures with units, sample sizes, and measures of dispersion.

PRODUCT NAME

BALAKAT TISANE

The production of Balakat herbal tisane represents an integration of traditional knowledge, scientific exploration, and community-based enterprise. While the use of Balakat leaves as a tisane is not conventional, preliminary studies highlight their potential to support liver, kidney, cardiovascular and neurological health alongside antimicrobial and anti-inflammatory benefits. By subjecting the leaves to scientific preparation methods such as cleaning, drying, roasting and infusion – the tisane transforms into a safe, accessible and research-based wellness beverage.

Beyond health potentials, the initiative embodies cultural revitalization. The Balakat tree, deeply tied to local and cultural heritage, is reimaged as a modern herbal infusion that nurtures cultural pride and sustains indigenous resources. This transformation also highlights entrepreneurial and educational value, providing students and local stakeholders with opportunities for innovation, product development and community livelihood. Herbal teas are increasingly sought after globally due to their natural wellness appeal, making Balakat tisane a product that is both locally rooted and globally relevant.

SCIENTIFIC RATIONALE

BASIS FOR PRODUCT FORMULATION

The formulation of Balakat tisane is grounded in the potential phytochemical profile of *Ziziphus talanai* leaves, which may include:

- Antioxidant activity (e.g., flavonoids, tannins) – supports oxidative balance
- Anti-inflammatory potential – traditionally associated with leaf decoctions
- Antimicrobial activity – possible inhibition of bacterial growth

- Hepatoprotective and nephroprotective potential – suggested by studies on related species (*Ziziphus jujuba*)
- Cardioprotective and neuroprotective potential – linked to polyphenolic compounds in the Rhamnaceae family

Note: These properties are possibilities based on analogous studies and ethnomedicinal references, not yet confirmed for Balakat leaves specifically.

Hypothesis tested during experimentation

Initial product development follows a descriptive–experimental approach to standardize processing and evaluate consumer acceptability. No therapeutic hypotheses are directly tested at this stage.

MATERIALS AND METHODS

MATERIALS (INGREDIENTS & EQUIPMENT)

1. Fresh *Ziziphus talanai* (Balakat) leaves
2. Potable/distilled water (for washing and infusion)
3. Clean trays or baskets (for pre-drying)
4. Oven or dryer with temperature control
5. Grinder/mill (stainless steel, food-grade)
6. Sieve (for uniform particle size)
7. Food-grade teabags/filter paper
8. Heat sealer (for teabag and pouch sealing)
9. Foil pouches or airtight containers (for packaging)
10. Analytical balance (for accurate weighing)

METHODS (STANDARD LABORATORY PROCEDURES)

1. Collection – Harvest mature, healthy Balakat leaves from verified sources.
2. Sorting – Remove damaged, infested, or immature leaves.
3. Washing – Rinse leaves thoroughly with potable/distilled water.
4. Draining – Air-dry briefly to remove surface moisture.
5. Pre-drying – Shade-dry for 24–48 hours to reduce initial moisture.
6. Final drying – Oven-dry at 50–60 °C until leaves are crisp and brittle.
7. Roasting – Roast dried leaves at 120–150 °C for 8–15 minutes to enhance aroma.
8. Cooling – Allow roasted leaves to return to room temperature.
9. Grinding – Grind into small, uniform particles.
10. Sieving – Pass ground leaves through a mesh sieve for consistency.
11. Weighing – Measure 2 g portions for individual servings.
12. Teabag filling – Place measured leaves into food-grade teabags.
13. Sealing – Heat-seal teabags securely to prevent leakage.
14. Packaging – Place teabags in foil pouches or airtight containers.
15. Labeling – Include product name, net weight, batch number, and brewing instructions (e.g., steep 1 teabag in 200 mL hot water for 5–10 minutes).
16. Storage – Store in a cool, dry place away from direct light and humidity.

SAFETY PRECAUTIONS

- Follow Good Manufacturing Practices (GMP) and basic food safety protocols.
- Use only clean, food-grade equipment.
- Personnel must wear lab coat, gloves, and hairnets.

- Prevent cross-contamination by separating raw and processed materials.
- Control processing temperature to avoid microbial survival or burnt products.
- Ensure proper storage and handling to preserve quality and safety.

APPLICATIONS

1. Intended use

- Herbal tisane (beverage for general wellness and refreshment).

2. Target consumers/users

- General consumers who enjoy herbal tea
- Health-conscious individuals seeking natural beverages
- Community stakeholders supporting local and sustainable products

LIMITATIONS & PRECAUTIONS

1. Usage restrictions

1. Not intended as a medicinal or therapeutic substitute.
2. Should not be consumed in excessive amounts beyond normal tea consumption.
3. Pregnant, lactating women, or individuals with medical conditions should consult a physician before consumption.

2. Storage conditions

1. Keep sealed in cool, dry storage.
2. Avoid exposure to direct sunlight, heat, or moisture.
3. Recommended shelf-life: 6–12 months under proper storage.

PRODUCT IMAGES



Figure 2: Balakat Tisane Packaging

BALAKAT NUTRIBAR

The Balakat Nutribar is a community-developed functional snack bar made from *Ziziphus talanai* (Balakat) leaves, combined with nutrient-dense ingredients such as quinoa or rice crisps, almonds, raisins, malunggay powder, honey, and a light chocolate coating. Designed as a locally rooted alternative to commercial snack bars, it aims to promote both nutrition and sustainability.

Balakat leaves are known to contain bioactive compounds with antioxidant, antimicrobial, and potential organ-protective properties, though these remain under scientific study. When integrated into a snack bar, the powdered leaves provide a novel flavor profile while enhancing the functional character of the product.

The Balakat Nutribar addresses multiple dimensions of development by offering:

- Nutritional benefits, as a source of protein, fiber, vitamins, and minerals from its blended ingredients.
- Cultural and community value, by reintroducing Balakat as an innovative local resource.
- Sustainability, by promoting plant-based, locally sourced ingredients that align with global Sustainable Development Goals (SDGs 2, 3, 12, and 17).

This product not only serves as a healthy snack but also as a tool for awareness, innovation, and livelihood opportunities.

SCIENTIFIC RATIONALE

Balakat leaves (*Z. talanai*) were incorporated in powdered form as a potential functional food additive, based on studies suggesting antioxidant and protective properties in related species of *Ziziphus*. Combined with almonds (healthy fats, protein), raisins (natural sugars, iron), malunggay powder (micronutrients), quinoa/rice crisps (fiber and carbohydrates), and honey

(natural binder with antibacterial properties), the bar was formulated to provide both nutrition and palatability.

The rationale centers on:

- Providing a balanced, accessible, and culturally significant snack.
- Supporting local communities with affordable, nutritious food.
- Exploring Balakat's potential as a functional ingredient in food systems.

Hypothesis tested during experimentation

No therapeutic hypothesis was tested. The development focused on formulation, sensory quality, and consumer acceptability.

MATERIALS AND METHODS

MATERIALS: EQUIPMENT AND TOOLS

- Oven
- Cling wrap
- Baking/parchment paper
- Mixing spoon
- Mixing bowl/aluminum ware
- Gas stove with butane
- Knife
- Food gloves
- Hair net

INGREDIENTS

- Balakat powder = 5%
- Rice crispies/quinoa = 35%
- Crushed almonds = 12
- Raisins = 8%
- Honey = 25% (10% original + 15% from reduction)
- Chocolate coating = 10%
- Malunggay powder = 3%
- Cornstarch = 2%

METHODS

Preparation of workspace

- Sanitize the working area and tools using 70% ethanol or soap and clean water.
- Wear gloves, hair net, and apron to maintain hygiene.

Ingredient preparation

- Measure each ingredient according to the standardized recipe.
- Sieve Balakat leaf powder and malunggay powder to remove coarse particles.
- Chop raisins and crush almonds for uniform mixing.

Mixing of dry ingredients

- In a large mixing bowl, combine rice crispies, crushed almonds, raisins, Balakat powder, malunggay powder, and cornstarch.
- Mix thoroughly until all dry components are evenly distributed.

Incorporation of binder

- Slightly warm honey to enhance viscosity.

- Pour honey gradually into the dry mixture.
- Stir continuously until the mixture becomes sticky and compact.

Molding and shaping

- Apply a thin layer of oil on hands or use gloves to prevent sticking.
- Shape the mixture into rectangular bars (approx. 5 inches × 1 inch).
- Place bars on oiled parchment paper.

Baking process

- Preheat the oven to 150 °C (302 °F).
- Bake the nutribars for 15–20 minutes until firm and lightly golden.
- Allow bars to cool at room temperature.

Chocolate coating

- Melt chocolate using microwave (30 seconds, stir, then 10-second intervals) or double-boiler method.
- Dip or drizzle the cooled bars with melted chocolate.
- Place coated bars on parchment paper until chocolate solidifies.

Packaging

- Wrap each nutribar individually using cling wrap or food-safe paper.
- Label packages with product name, batch number, and date of production.

SAFETY PRECAUTIONS

- Follow Good Manufacturing Practices (GMP) and food sanitation protocols
- Use gloves, lab coats, and hairnets during handling.
- Ensure all ingredients are fresh and food-grade.
- Monitor oven temperature to prevent nutrient degradation or product burning.

- Package immediately after cooling to prevent microbial contamination.

APPLICATIONS

Intended use

- Functional snack bar (nutritional and convenient food product).

Target consumers/users

- Students and professionals needing quick, nutritious snacks.
- Health-conscious individuals seeking alternatives to processed snack bars.
- Local communities supporting sustainable and affordable functional foods.

LIMITATIONS & PRECAUTIONS

Usage restrictions

- For food consumption only.
- Best consumed within 30 days from production.
- Individuals with nut or honey allergies should avoid this product.

Storage conditions

- Keep in a cool, dry place away from heat and moisture.
- Store in airtight packaging to maintain freshness and safety.

PRODUCT IMAGES



Figure 3: Balakat Nutri-Bar

BALAKAT SOAP

The Balakat Soap is a natural skincare product formulated with Balakat (*Ziziphus talanai*) leaf extract, glycerin, and aloe vera gel. It integrates traditional knowledge of indigenous plant use with modern soap-making techniques to provide a skin-friendly, sustainable alternative to synthetic commercial soaps.

Balakat leaves are traditionally recognized for their antibacterial, anti-inflammatory, and antioxidant properties, making them promising ingredients in personal care. Combined with glycerin (a natural moisturizer) and aloe vera (a soothing agent), the soap is designed to cleanse gently, retain skin moisture, and promote skin health.

This initiative highlights not only the wellness benefits of natural soap but also supports local biodiversity, cultural heritage, and community-based enterprise. The product stands as both a functional skincare solution and a model of sustainable innovation.

SCIENTIFIC RATIONALE

The formulation of Balakat Soap is grounded on the synergistic properties of its key ingredients. Balakat (*Ziziphus talanai*) leaf extract contains bioactive compounds with reported antibacterial, anti-inflammatory, and antioxidant properties, which may help in reducing skin irritation, protecting against microbial contamination, and supporting skin health. Glycerin, a natural humectant, contributes by attracting and retaining moisture, thereby preventing skin dryness often associated with regular soaps. Aloe vera gel further enhances the formulation with its well-established soothing, hydrating, and skin-repairing effects, making the soap gentle and beneficial for sensitive skin types. Together, these components create a product that not only

cleanses but also nourishes, aligning traditional plant knowledge with modern personal care innovation.

Hypothesis tested during experimentation

None – the formulation was designed and tested for its potential benefits.

MATERIALS AND METHODS

MATERIALS AND INGREDIENTS FOR EXTRACTION (DECOCTION METHOD):

- Balakat leaf powder (100 g dried or 200–300 g fresh per 1 L water)
- Pot and stove
- Distilled water (1000 ml)
- Strainer or cheesecloth
- Beaker, flask, thermometer
- Procedure (Balakat Leaf Extraction):
- Weigh 100 g of dried Balakat leaves.
- Place in a pot with 1000 ml of water.
- Bring to boil (~100 °C), then simmer at 85–90 °C for 20–30 minutes.
- Strain, collect liquid extract, and cool to room temperature.
- Optionally concentrate using a water bath at 50–80 °C until desired volume.

MATERIALS AND INGREDIENTS FOR SOAP-MAKING (100 G SOAP BAR):

- 60 g glycerin (60%)
- 30 g Balakat extract (30%)
- 10 g aloe vera gel (10%)
- 4–5 drops of essential oil (optional)
- Soap mol

- Beaker and stirring rod
- Thermometer
- Water bath setup
- Scaled for one batch (6 bars, ~600 g total):
- 360 g glycerin
- 180 g Balakat extract
- 60 g aloe vera gel
- 10–15 drops essential oil

PROCEDURE (SOAP FORMULATION):

- Melt glycerin base – Heat 60 g glycerin at 50–60 °C until fully liquified. Avoid boiling.
- Add Balakat extract – Measure 30 g extract and stir gradually into melted glycerin.
- Incorporate aloe vera – Add 10 g aloe vera gel, mix until uniform.
- Optional scenting – Add 4–5 drops of essential oil for fragrance.
- Mold the soap – Pour mixture into soap molds.
- Cooling and setting – Allow to harden at room temperature for 3–6 hours or refrigerate for 1–2 hours.
- Unmold and store – Remove hardened soap and store in airtight packaging until use.

SAFETY PRECAUTIONS

- Wear gloves, lab coat, and hairnet during preparation.
- Maintain proper temperature control to avoid overheating ingredients.
- Use only food- and cosmetic-grade utensils.
- Sanitize equipment before and after use.
- Store finished products in a cool, dry place to avoid microbial contamination.

APPLICATIONS

- Intended use: Personal care (skincare and cleansing soap).
- Target consumers/users: Individuals seeking natural, moisturizing, and eco-friendly soap alternatives; suitable for general use.

LIMITATIONS & PRECAUTIONS

Usage restrictions

For external use only. Avoid contact with eyes. Discontinue if irritation occurs.

Storage conditions

Store in a cool, dry place away from direct sunlight and moisture. Use within 3–6 months of production.

PRODUCT IMAGES



Figure 4: Balakat Soap

BALAKAT BITES (CHOCOLATE CHIP OAT COOKIES WITH BALAKAT)

Balakat Bites are nutrient-enriched cookies that integrate the functional potential of *Ziziphus talanai* (Balakat) leaf powder into a familiar and well-loved snack. Each 30 g cookie contains 5% Balakat powder, incorporated into a chocolate chip oat-based matrix enriched with cocoa for flavor and antioxidants. The formulation not only delivers the palatability of traditional cookies but also enhances them with potential bioactive properties associated with Balakat leaves, such as antioxidant, antimicrobial, and anti-inflammatory activities. With the inclusion of oats, nuts, and milk, the product also contributes dietary fiber, protein, and essential micronutrients, creating a functional snack that balances indulgence and wellness.

SCIENTIFIC RATIONALE

The formulation of Balakat Bites is designed to combine conventional baking science with functional food innovation. Balakat leaf powder, standardized at 5% of the cookie formulation, introduces potential bioactive phytochemicals (e.g., flavonoids, phenolic compounds, and antioxidants) that may contribute to overall health and wellness. Oats provide soluble fiber (β -glucan) that supports digestive and cardiovascular health, while cocoa and chocolate chips deliver additional antioxidants such as polyphenols. Butter, cream, and full cream milk enhance flavor, texture, and nutrient density, while serving as carriers for fat-soluble compounds. By embedding Balakat leaf powder into a widely accepted snack format, the product seeks to bridge traditional plant use and modern consumer preferences, creating a functional cookie that is not only enjoyable but also rooted in research-based development.

MATERIALS AND METHODS

MATERIALS AND INGREDIENTS

- Ingredients (per 30 g cookie, scaled from recipe)
- 1.5 g Balakat (*Ziziphus talanai*) leaf powder (5%)
- 4 g rolled oats (old-fashioned)
- 7 g cake flour (sifted)
- 4 g butter (unsalted)
- 8 g brown sugar (light)
- 0.2 g baking powder (sifted)
 - g iodized salt
- g cocoa powder (unsweetened, sifted)
 - g chocolate chips (semi-sweet)
- 0.8 g egg (fresh, beaten)
- 0.8 g cream (all-purpose)
- 0.8 g full cream milk (whole milk)
- 0.3 g vanilla extract
- (Optional) Balakat powder topping – sprinkle a light dusting for finish

LABORATORY PROCEDURES USED

- Collection – Obtain fine Balakat leaf powder (sifted, dried, and roasted as standardized in tisane preparation).
- Creaming Base – In a mixing bowl, cream butter and brown sugar until light and fluffy. Gradually add egg, vanilla extract, cream, and milk, scraping down the sides for even mixing.

- Dry Ingredients – In a separate bowl, combine cake flour, baking powder, salt, cocoa powder, rolled oats, and Balakat leaf powder. Mix until uniform.
- Combining – Slowly fold dry mixture into the wet mixture until a smooth dough is formed. Add chocolate chips and gently mix until evenly distributed.
- Shaping – Scoop 30 g portions, shape into rounds, and place on a greased baking tray lined with grease-proof paper. Optionally sprinkle Balakat powder on top.
- Chilling – Refrigerate dough for 30–35 minutes to stabilize structure and improve baking consistency.
- Baking – Bake in a preheated oven at 177 °C (350 °F) for 15–20 minutes or until golden brown.
- Cooling – Allow cookies to cool at room temperature before packaging.
- Packaging – Store in airtight containers or foil pouches to maintain freshness.
- Labeling – Indicate product name, batch number, net weight, preparation/storage instructions, and expiration date.

SAFETY PRECAUTIONS

- Use only sanitized, food-grade equipment during preparation.
- Wear laboratory coat, gloves, and hairnet when handling ingredients.
- Ensure strict separation of raw and baked materials to prevent contamination.
- Maintain proper temperature control during storage (cool, dry conditions).
- Follow Good Manufacturing Practices (GMP) and food safety guidelines (HACCP principles where applicable).

APPLICATIONS

- Intended Use – Functional snack (food)

- Target Consumers – Students, professionals, health-conscious individuals, and general consumers seeking convenient snacks with added wellness appeal.

LIMITATIONS & PRECAUTIONS

- Usage Restrictions – Cookies should be consumed as food; not intended as a therapeutic substitute.
- Storage Conditions – Store in airtight containers in a cool, dry place; avoid direct sunlight and moisture. Shelf life is typically 1–2 weeks at room temperature or longer if refrigerated.

PRODUCT IMAGES



Figure 5: Balakat Bites

MANUAL FOR EXTENSION SERVICES

INTRODUCTION

Community extension services are integral to the mandate of higher education institutions, particularly community colleges that function as accessible, locally responsive agents of social development. At Mabalacat City College (MCC), extension services serve as a strategic platform for translating academic knowledge, research outputs, and professional expertise into meaningful community engagement, outreach programs, and sustainable development initiatives that address the needs of Mabalacat City and its neighboring communities.

The Extension Services Department of MCC is the institutional unit responsible for planning, implementing, coordinating, monitoring, and evaluating all extension programs, projects, advocacies, and community engagement activities of the College. Anchored in the Philippine tradition of volunteerism and civic participation, MCC's extension services promote inclusive development by fostering values of social responsibility, trust, unity, and shared accountability. These values are essential in strengthening social cohesion, empowering communities, and contributing to long-term societal stability and progress.

As a locally funded higher education institution supported by the City Government of Mabalacat, MCC is uniquely positioned to respond to community needs through targeted, evidence-based, and participatory extension initiatives. The College recognizes that effective community engagement requires the active involvement of multiple stakeholders, including local government units, community organizations, civil society groups, industry partners, and beneficiaries themselves. Through collaborative partnerships, MCC ensures that extension interventions are relevant, responsive, and aligned with local development priorities.

This Extension Services Manual formally presents the institutional framework, policies, and operational guidelines governing the planning and implementation of extension services at Mabalacat City College. The Extension Services Department serves as the College's hub for advocacy, service-learning, and community engagement, ensuring that extension activities are aligned with MCC's vision, mission, and core values, as well as with national higher education and development agendas.

More than a procedural document, this manual reflects MCC's strong institutional commitment to social responsibility and community development. It is designed to guide faculty members, students, administrators, and external partners in the systematic delivery of extension services and volunteer activities. As MCC continues to enhance its academic and research functions, it remains equally committed to addressing pressing social concerns through sustainable, inclusive, and impact-oriented extension programs—affirming its role as a community-centered institution dedicated to building empowered, resilient, and self-reliant communities.

THE COMMITMENT OF COLLEGE TO COMMUNITY DEVELOPMENT

Mabalacat City College (MCC) is firmly committed to advancing community development through the establishment and strengthening of strategic partnerships with public and private institutions, civil society organizations, and community stakeholders. Through the systematic implementation of relevant and responsive extension programs aligned with the College's academic offerings, institutional expertise, and available resources, MCC seeks to promote human security, foster sustainable communities, and contribute meaningfully to inclusive nation-building. MCC's community engagement and extension initiatives are anchored on five core advocacies that guide the design, implementation, and evaluation of its programs and projects:

QUALITY EDUCATION AND HUMAN CAPACITY DEVELOPMENT

This advocacy focuses on equipping individuals and communities with essential knowledge and competencies for lifelong learning and empowerment. It includes initiatives on literacy and numeracy, educational reforms, innovative teaching and learning approaches, and skills development programs aimed at improving individual productivity and social mobility.

CULTURAL PRESERVATION

MCC advocates for the preservation, promotion, and celebration of local heritage, traditions, indigenous knowledge systems, cultural products, and the arts. Extension initiatives under this advocacy aim to strengthen cultural identity, promote community pride, and ensure the intergenerational transmission of cultural values.

TECHNOLOGICAL ADVANCEMENT

This advocacy emphasizes the responsible and inclusive use of innovation and technology to enhance education, public services, environmental management, and overall community well-being. Programs focus on digital literacy, technology transfer, enhancement of local products and the application of appropriate technologies to address local challenges.

ECONOMIC GROWTH AND ENTERPRISE DEVELOPMENT

MCC supports entrepreneurship and community-based economic initiatives that contribute to sustainable livelihoods and local economic resilience. Extension activities include capacity-building on food production and processing, business planning, financial literacy, and enterprise development, particularly for marginalized and emerging sectors.

ENVIRONMENTAL PROTECTION

This advocacy promotes ecological sustainability and responsible stewardship of natural resources through awareness-building, community action, and the application of replicable and science-based approaches. Programs emphasize environmental conservation, climate resilience, and nature-based solutions (NbS) that support both environmental integrity and community needs.

Through these advocacies, Mabalacat City College reinforces its role as a community-centered institution where education, research, and extension converge. MCC remains committed to creating lasting and measurable social impact by ensuring that academic excellence and public service work synergistically for the greater good of society.

THE VISION, MISSION, GOALS AND OBJECTIVES

In order to fulfill the community initiatives, the following are the vision, mission, goal and objectives.

VISION

Empowering learners, transforming communities, shaping a sustainable future.

MISSION

To cultivate leaders committed to community development and lifelong learning.

GOALS

- Strengthen community partnerships through responsive extension programs.
- Promote research-informed solutions to societal and environmental challenges.
- Enhance capacity-building initiatives for stakeholders and learners.
- Foster sustainable and inclusive development in the region.

OBJECTIVES

- Conduct needs-driven extension projects that directly benefit communities.
- Translate research findings into practical solutions for societal impact.
- Provide training and workshops that enhance skills and knowledge of stakeholders.
- Monitor and evaluate extension initiatives to ensure sustainable outcomes.

5-YEAR SPECIFIC GOALS OF THE EXTENSION OFFICE

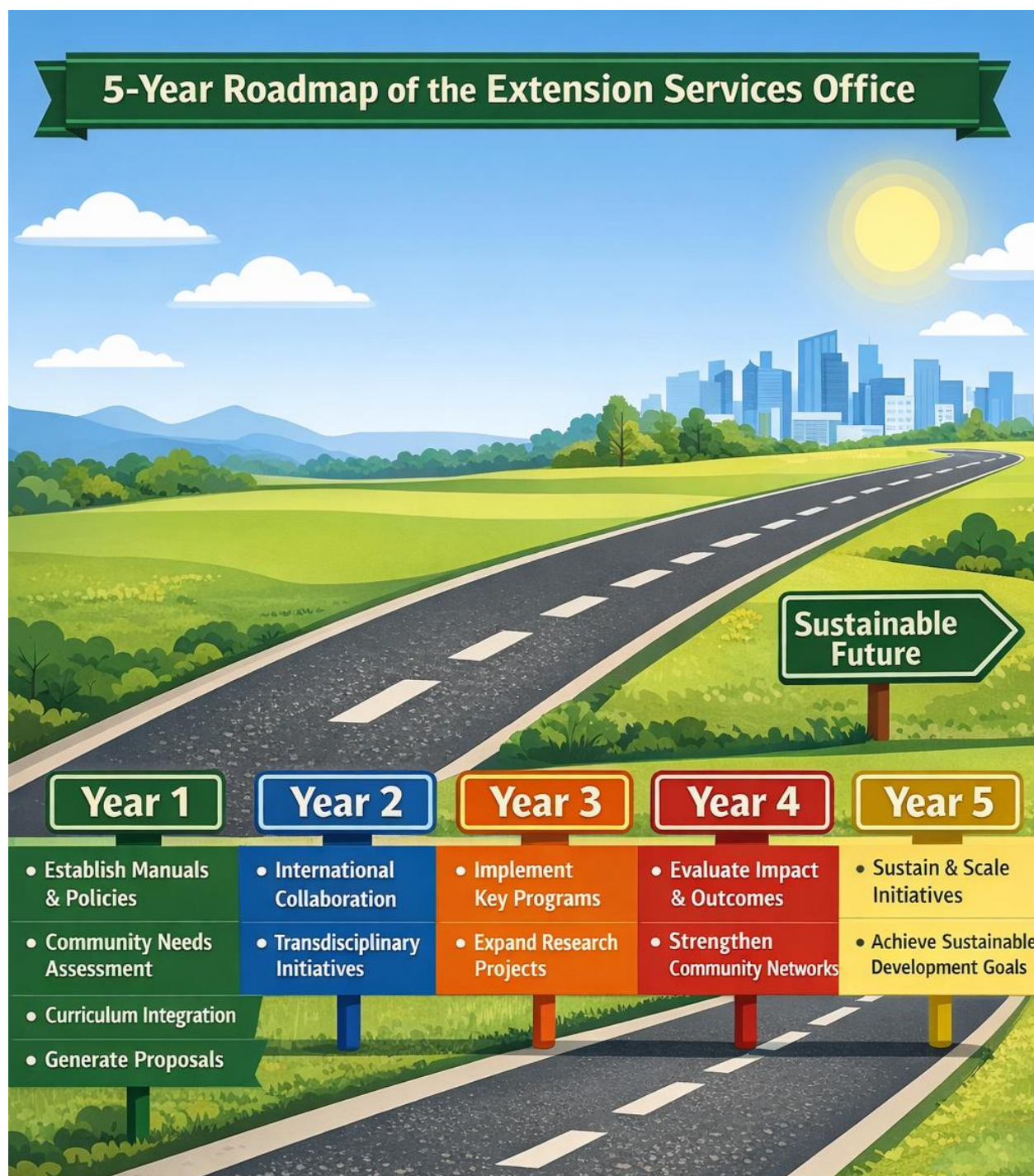


Figure 6: Extension Services Office Roadmap

EXTENSION SERVICES FRAMEWORK

The MCC Extension Services Framework places Service at its core, reflecting the institution's commitment to community development and social responsibility. Surrounding this core are the four guiding principles: Inclusivity, Collaboration, Sustainability, and Innovation—which provide the foundation for all extension activities. Inclusivity ensures that programs engage all members of society, particularly marginalized groups, to promote equitable access and self-sufficiency. Collaboration emphasizes partnership with government agencies, private institutions, and community organizations to enhance the reach and impact of initiatives. Sustainability guides the design of programs to ensure long-term benefits and enduring community impact, while Innovation encourages adaptive, research-informed approaches to emerging societal challenges.

Building upon these guiding principles, the framework identifies several key focus areas for MCC's extension services. These include Quality Education and Human Capacity Development, Economic Growth and Enterprise Development, Cultural Promotion, Technological Advancement, and Environmental Protection. These focus areas translate principles into actionable domains where MCC can apply its resources, expertise, and community engagement strategies. For example, educational programs and skills development initiatives strengthen human capital, while cultural and environmental programs ensure the preservation of heritage and sustainable resource management.

The framework also emphasizes implementation strategies that operationalize the principles and focus areas. Strategies include needs assessment, capacity building and training, community involvement and engagement, and monitoring and evaluation. These processes ensure that programs are responsive to community needs, effective in delivery, and continuously improved based on feedback and measurable outcomes. By engaging faculty, departments, alumni,

and institutional support structures, MCC creates a collaborative and participatory environment where extension services are integrated into the broader academic and institutional ecosystem.

Finally, the outermost layer highlights the roles of volunteers and stakeholders in ensuring the success of MCC's extension initiatives. Students, alumni, faculty, institutional partners, and other stakeholders are actively involved in program delivery, mentoring, and recognition activities, creating a network of support that amplifies the impact of extension services. This layered approach from core service values to principles, focus areas, strategies, and stakeholders to illustrate a holistic, multi-level framework aimed at empowering communities, promoting inclusive development, and fostering sustainable progress.

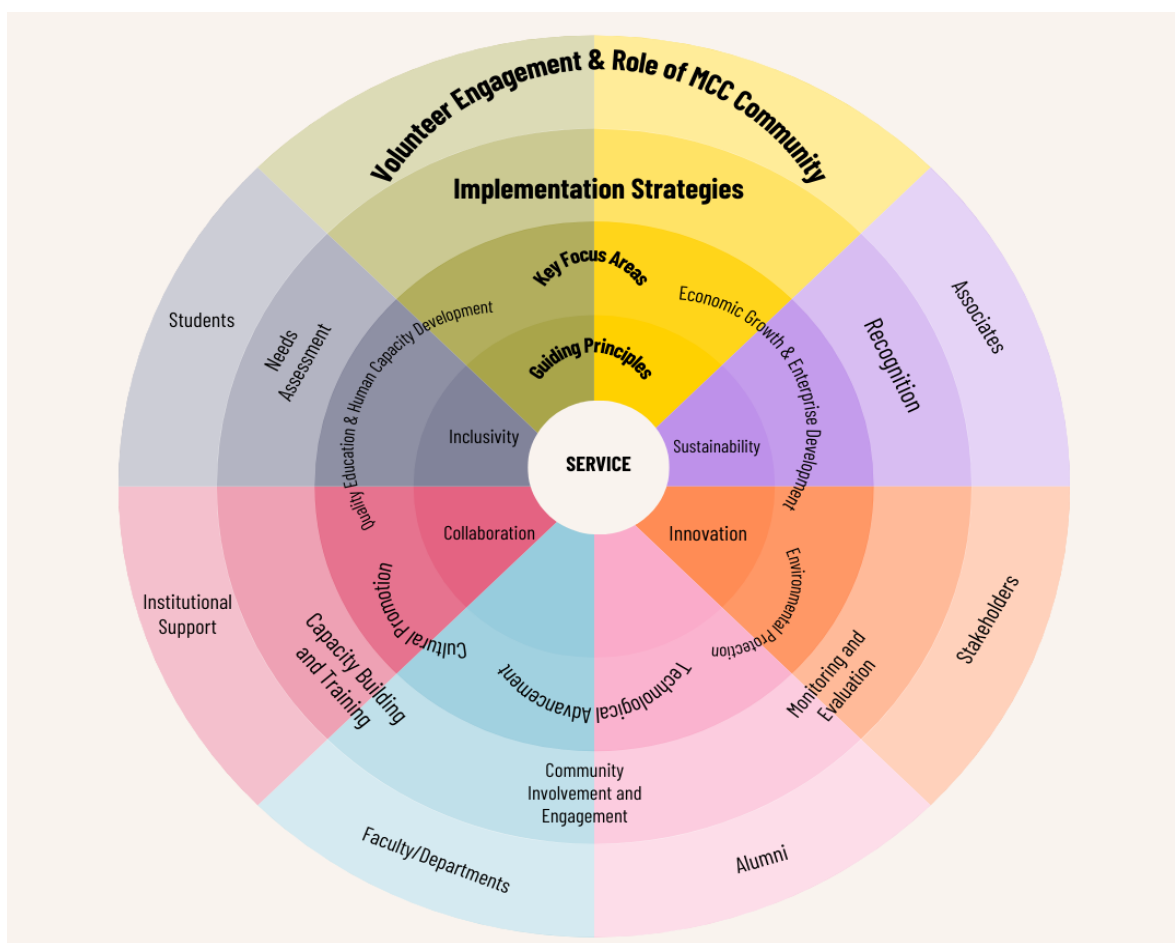


Figure 7. MCC Extension Office Framework

EXTENSION SERVICES OFFICE CORE TARGETS

The office is dedicated to fostering meaningful and sustainable community development through the following core advocacies but not limited to:

Focal Extensions	Possible Extension Areas
<i>Quality Education & Human Capacity Development</i>	Enhancing literacy and numeracy; advancing educational reforms and innovative teaching; promoting skills development, value formation, and character restoration.
<i>Cultural Promotion</i>	Preserving cultural heritage; raising cultural awareness; promoting sustainable tourism and local traditions.
<i>Technological Advancement</i>	Promoting digital literacy and ICT-based education; developing innovative, technology-driven solutions to address community challenges.
<i>Economic Growth & Enterprise Development</i>	Supporting entrepreneurial training and small business development; strengthening cooperatives and community-based enterprises.
<i>Environmental Protection & Sustainability</i>	Implementing eco-friendly practices and waste management programs; conducting tree growing, environmental conservation, and sustainability initiatives by utilizing nature-based solutions (NbS).

Table 4. Core Advocacies of the Extension Services Office

FUNCTIONS OF EXTENSION OFFICE

The Extension Services Office serves as the institutional platform for the consolidation, implementation, monitoring, and continuous enhancement of the extension, community engagement, and development initiatives of Mabalacat City College. It aims to foster a culture of service and social responsibility by encouraging the active participation of administrators, faculty, non-teaching personnel, students, alumni, community stakeholders, and private-sector partners in meaningful and sustainable community service and development programs.

GENERAL FUNCTION

The general function of the office is to oversee, facilitate, and guide the implementation of the College's extension mandate, ensuring that all extension programs, projects, and activities are aligned with the institution's core value of SERVICE, as well as with its vision, mission, and strategic development goals.

SPECIFIC FUNCTIONS

The office shall perform the following specific functions:

1. OVERALL COORDINATION

Undertake the overall coordination, supervision, and harmonization of all extension and community engagement activities of the College.

2. PLANNING AND CONSOLIDATION

Consolidate extension plans and proposals of the academic institutes and units as key inputs to the institutional extension development plan.

3. MONITORING AND EVALUATION

Conduct systematic monitoring, evaluation, and impact assessment of the implementation of extension programs, projects, and activities to ensure effectiveness, relevance, and sustainability.

4. LINKAGES AND PARTNERSHIPS

Establish, strengthen, and sustain strategic linkages and partnerships with industries, government agencies, local government units, non-government organizations, civil society groups, and individuals in support of the College's extension initiatives.

5. DOCUMENTATION AND REPOSITORY

Serve as the central repository of records, documents, data, and other relevant materials pertaining to the College's extension mandate, programs, and accomplishments.

6. INFORMATION DISSEMINATION

Disseminate extension-related information, best practices, accomplishments, and opportunities through various communication platforms to enhance visibility, transparency, and stakeholder engagement.

7. REPORTING AND COMPLIANCE

Consolidate, prepare, and submit timely extension reports to internal and external stakeholders, funding agencies, accrediting bodies, and regulatory institutions, as required.

8. POLICY DEVELOPMENT AND CONTINUOUS IMPROVEMENT

Propose, develop, and implement policies, processes, procedures, and operational mechanisms that ensure quality assurance, accountability, and the continuous improvement of extension services.

ORGANIZATIONAL STRUCTURE

This is the organizational structure of the Extension Services Department alongside with their respective functions.

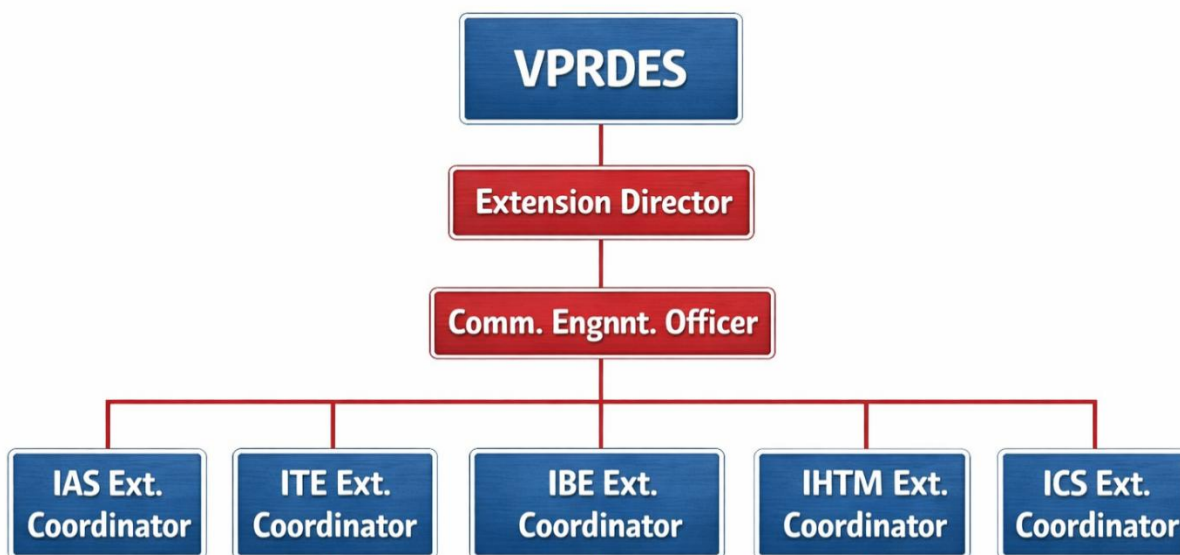


Figure 8. Organizational Chart of the Extension Services Department

ROLES AND RESPONSIBILITIES

EXTENSION DIRECTOR

The Extension Director provides strategic leadership in community engagement and extension services. The position is responsible for the overall planning, management, coordination, and evaluation of extension programs and for strengthening collaboration between the College, partner institutions, and the communities it serves.

DUTIES AND RESPONSIBILITIES

- Provide overall direction and leadership in the planning, implementation, and evaluation of the College's extension and community development programs.
- Work closely with and manage the extension team to ensure effective coordination and performance.
- Oversee the design and implementation of community outreach initiatives, capacity-building activities, and educational programs.
- Secure funding and other forms of support through grants, sponsorships, donations, and strategic partnerships.
- Manage and oversee the extension budget and ensure efficient, transparent, and accountable allocation of resources.
- Ensure that extension policies, programs, and practices are legally compliant and aligned with institutional policies and national regulations.
- Review, evaluate, and approve proposed extension programs and projects prior to implementation.
- Represent the College in extension-related meetings, partnerships, and community engagements, as necessary.

COMMUNITY ENGAGEMENT STAFF

The Community Engagement Staff is responsible for the planning, coordination, and implementation of extension and outreach projects, ensuring that activities are responsive to community needs and aligned with institutional goals, timelines, and budgets. The role also involves active stakeholder engagement, research, and resource mobilization.

RESPONSIBILITIES

- Identify and recommend extension and community development project opportunities based on institutional priorities and assessed community needs.
- Prepare and develop project proposals, including clearly defined objectives, implementation plans, timelines, and budget estimates.
- Ensure alignment of projects with funding requirements, donor expectations, and the strategic directions of the College.
- Coordinate and oversee the execution of approved projects, ensuring adherence to implementation plans and schedules.
- Mobilize and coordinate volunteers, students, faculty, and partner organizations to actively participate in outreach activities.
- Monitor project progress, address implementation challenges, and recommend necessary adjustments.
- Develop and implement monitoring and evaluation (M&E) mechanisms to assess project outputs, outcomes, and impact.

EXTENSION COORDINATORS

The Extension Coordinators serve as the official representatives of the different academic departments or institutes of the College in extension-related matters. They are designated by the supervising head and act as the primary link between their respective units and the Extension Office.

RESPONSIBILITIES

- Review, evaluate, and recommend for approval the extension project proposals submitted by their respective departments.
- Assist in the development of project implementation strategies, including timelines, budgets, and required resources.
- Monitor the progress of departmental extension projects and validate accomplishment and terminal reports.
- Ensure that departmental extension activities are aligned with the institutional extension agenda and guidelines.
- Recommend improvements, innovations, and best practices to enhance the quality and impact of future extension projects.

OFFICE CLERK

The Office Clerk provides administrative and clerical support to ensure the efficient and effective daily operations of the Extension Office.

RESPONSIBILITIES

- Perform general office duties, including typing, copying, scanning, filing, and organizing documents.

- Accurately enter, update, and maintain records and databases related to extension programs and activities.
- Assist in document preparation, correspondence, and communication within the office.
- Support logistical and administrative requirements of meetings, activities, and extension events.
- Perform other tasks and responsibilities as may be assigned by the Extension Director or authorized supervising personnel.

CLASSIFICATION OF COMMUNITY EXTENSION SERVICES

Community engagement refers to the process of establishing meaningful connections and partnerships between organizations or institutions and the communities they serve. It involves actively understanding the needs, concerns, and aspirations of community members and collaborating to address them effectively. This approach prioritizes inclusivity, active participation, and empowerment with the goal of achieving sustainable and mutually beneficial results. Community engagement can take various forms, including but not limited to:

Type of Extension Service	Definition	Key Characteristics / Examples
<i>Community Extension Program</i>	A long-term, integrated set of extension initiatives designed to address identified community needs and aligned with the institution's vision, mission, and strategic goals.	Multi-year implementation; umbrella program; may include several projects (e.g., Sustainable Community Development Program, Literacy and Skills Development Program).
<i>Community Extension Project</i>	A time-bound and goal-oriented extension activity implemented under a program to address a specific issue or need in the community.	With defined objectives, timeframe, budget, and outputs (e.g., Livelihood Training Project, Environmental Conservation Project).

<i>Community Outreach Activity</i>	Short-term, usually one-time or periodic activities aimed at providing immediate assistance or awareness to communities.	Medical missions, tree growing, donation drives, seminars, relief operations.
<i>Training and Capacity-Building Activity</i>	Structured learning activities intended to enhance the skills, competencies, and knowledge of community members and partner organizations.	Skills training, workshops, technical assistance, certification courses.
<i>Technical Assistance and Advisory Services</i>	Provision of expert advice, consultancy, mentoring, and technical support to communities, organizations, or institutions.	Business mentoring, legal or policy advice, technology transfer, research-based advisory services.
<i>Advocacy and Information Campaigns</i>	Activities focused on raising awareness, promoting behavioral change, and influencing community practices or policies.	Environmental awareness campaigns, health education drives, digital literacy advocacy.
<i>Partnership-Based Extension Initiatives</i>	Extension activities implemented jointly with government agencies, NGOs, industries, and other	Joint LGU projects, industry-supported livelihood programs, NGO collaborations, and other involved stakeholders.

	stakeholders to maximize impact and resources.	
<i>Research-Based Extension Services</i>	Extension initiatives derived from completed or ongoing research studies to translate research outputs into practical community applications.	Adoption/implementation of research technologies, pilot-testing of innovations, community-based research applications.
<i>Volunteerism and Service-Learning Activities</i>	Extension activities that integrate student and faculty volunteer work with academic learning and civic engagement.	Service-learning courses, student volunteer programs, immersion activities.

Table 5: Classification of Extension Services

RANKING SYSTEM FOR EXTENSION SERVICES

This section explicitly explains the standard point system applied in the merit system of Mabalacat City College, based on NBC No. 461 with some modifications.

General Provision: The point system is based on an individual's involvement in extension services. Completion of one (1) year of involvement in extension services is equivalent to one (1) point, with a maximum of five (5) points. If the involvement is less than one year, personnel shall receive partial points until the maximum of five (5) points is attained, as follows: 0.25 point (0–3 months); 0.50 point (4–6 months); 0.75 point (7–9 months); and 0.90 point (10–11 months). For participation in long-term programs or projects, each year of involvement shall be credited as one

(1) point. Furthermore, the main proponent who completes an extension service, whether short-term or long-term, shall receive one (1) point for each accomplished extension service.

Type of Involvement	Duration / Description	Point Equivalent
<i>Extension Service Participation</i>	0–3 months	0.25 point
<i>Extension Service Participation</i>	4–6 months	0.50 point
<i>Extension Service Participation</i>	7–9 months	0.75 point
<i>Extension Service Participation</i>	10–11 months	0.90 point
<i>Extension Service Participation</i>	1 year (completed)	1.00 point
<i>Long-Term Program / Project Participation</i>	Per year of involvement	1.00 point per year
<i>Main Proponent (Short-Term Extension Service)</i>	Completed extension service	1.00 point
<i>Main Proponent (Long-Term Extension Service)</i>	Completed extension service	1.00 point per Annum

Table 6: Point system for Extension Services (NBC No. 461)

SERVICE STANDARDS AND POLICIES FOR EXTENSION PROPOSALS

This section outlines the mechanisms, standards, and procedures governing the planning, approval, implementation, monitoring, evaluation, and funding of extension projects implemented by the Extension Services Department, colleges, institutes, and recognized student organizations of Mabalacat City College (MCC).

I. GENERAL PROCEDURES FOR EXTENSION PROJECT PROPOSALS

The following procedures shall govern the preparation and submission of extension project proposals:

1. INTEGRATION OF EXTENSION SERVICES

Extension services may be integrated into academic courses (syllabi/OBTLs) at the discretion of full-time or part-time faculty members, subject to approval by the Vice President for Academic Affairs. Non-teaching personnel and other MCC stakeholders may also develop extension project proposals provided these are aligned with the mandates, thrusts, and priorities of the Extension Services Office.

2. PROPOSAL PREPARATION REQUIREMENTS

The proponent shall accomplish the official Extension Services Proposal Template and submit the following supporting documents:

- *Extension Project Proposal Template of 2026* (see **Annex A**)
- *Needs Assessment Report* obtained from and validated by the Extension Services Office.

The completed proposal shall be submitted to the designated Extension Coordinator of the concerned department or institute, or directly to the Extension Director when applicable, for evaluation and approval.

This applies to:

- Short-term projects such as training programs, technical assistance, consultancy services, and outreach activities; or
- Long-term extension programs and projects.

3. SUBMISSION TIMELINE AND COPIES

The approved extension project proposal shall be submitted in three (3) hard copies—one copy each for:

- Extension Services Office,
- The Records office, and
- The project proponent.

Submission must be made to the Extension Services Office at least five (5) working days prior to the implementation of extension.

PROJECT CLASSIFICATION:

- Projects, programs, and services with a duration of **less than six (6) months** are classified as *short-term projects*, including outreach activities.
- Projects with a duration of **more than six (6) months** are classified as *long-term projects*.

4. COMMENCEMENT OF PROJECT IMPLEMENTATION

Implementation of the extension project shall commence only after all documentary requirements have been duly submitted, reviewed, approved, signed, and officially recorded by the Extension Services Office.

II. EXTENSION PROJECT IMPLEMENTATION

The following guidelines shall apply during the implementation of approved extension projects:

1. ADHERENCE TO APPROVED PLAN

All extension activities shall strictly conform to the approved project proposal and work plan. Any modifications or adjustments must be communicated to and approved by all

concerned stakeholders and documented through an amended letter using the official letterhead of the implementing department or unit.

2. ROLES OF PROJECT PROPONENTS

Implementation of the approved project shall be carried out by the designated project proponents, including:

- Preparation of official communications and coordination letters,
- Processing of travel orders,
- Coordination with partner communities and agencies, and
- Preparation and submission of required reports.

3. DOCUMENTARY COMPLIANCE

Project proponents shall complete and submit all documents required under Memo No. 3, Series of 2025 (see Appendix B).

4. PROGRESS REPORTING FOR LONG-TERM PROJECTS

For long-term projects, Project Leaders shall submit biannual progress reports using the official letterhead of the implementing department to the Extension Coordinator. The Extension Coordinator shall then consolidate and submit the accomplishment reports, together with all required supporting documents specified in Memo No. 3, Series of 2025 (see Appendix B), to the Extension Services Office.

III. MONITORING AND ASSESSMENT (BIANNUAL REPORT)

Monitoring and assessment of extension projects shall be conducted as follows:

1. SHARED RESPONSIBILITY FOR MONITORING

The project proponent, Department Extension Coordinator, and Extension Services staff shall jointly monitor and assess each extension program or project using the prescribed assessment and evaluation tools of the Extension Services Office. Completed assessment tools shall be attached to the accomplishment report and submitted in compliance with Memo No. 3, Series of 2025 (see Appendix B).

2. ISSUANCE OF CERTIFICATE OF COMPLETION

The Extension Services Office shall issue a Certificate of Completion to the implementing college or unit upon submission and approval of the Terminal Report of the extension service, prepared using the official letterhead of the department.

IV. ASSESSMENT AND EVALUATION TOOLS

The Extension Services Office utilizes various assessment and evaluation tools to ensure the relevance, effectiveness, and impact of community engagement initiatives.

A. PRE-ASSESSMENT TOOLS (BEFORE IMPLEMENTATION)

These tools are used to identify community needs and establish clear project objectives:

- **NEEDS ASSESSMENT SURVEY** – Gathers data on the community’s priority issues and expectations (required for long-term projects and/or adopted communities). (See Annex C)
- **SWOT ANALYSIS (STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS)** – Identifies internal and external factors affecting the project (see Annex D).

B. IMPLEMENTATION MONITORING TOOLS (DURING THE PROGRAM)

These tools track progress, ensure accountability, and provide real-time feedback:

- **ATTENDANCE AND PARTICIPATION LOGS** – Records participant attendance and engagement levels.
- **ACTIVITY REPORTS** – Document the conduct of planned activities, challenges encountered, and photo documentation.
- **FEEDBACK FORMS** – Capture immediate responses from beneficiaries and volunteers regarding project delivery (see **Annex E**).

C. POST-IMPLEMENTATION EVALUATION TOOLS (AFTER THE PROGRAM)

These tools measure project impact and inform future improvements:

- **POST-ACTIVITY SURVEY** – Assesses participants’ perceptions of social issues, their contributions, and the project’s impact on community development (see **Annex F**).
- **INTERVIEWS AND CASE STUDIES** – Provide in-depth qualitative feedback from selected beneficiaries.
- **OUTCOME-BASED EVALUATION** – Measures the extent to which project objectives and intended outcomes were achieved; results shall be cited and discussed in the Terminal Report.

FUNDING OF EXTENSION PROJECTS

1. BUDGET APPROVAL

- For short-term projects, the proposed budget and identified funding sources shall be indicated in the extension project proposal: For long-term projects, the proposed budget shall be presented to and approved by the sponsored institution.

2. BUDGET DOCUMENTATION

Extension project proposals shall include a detailed and itemized budget breakdown outlining the total project cost (see **Annex G**). This shall serve as the basis for determining funding requirements, particularly when requesting financial support from the College.

3. RELEASE OF FUNDS

The release and utilization of funds shall depend on the nature of the project (short-term or long-term) and full compliance with all documentary and procedural requirements set forth in the policy of the Institution.

SPECIAL NOTE

If students are involved in the implementation of extension services, a valid health assessment clearance must be secured from the Health Services Unit (HSU) of Mabalacat City College prior to project implementation.

EXTENSION SERVICE PROCESS

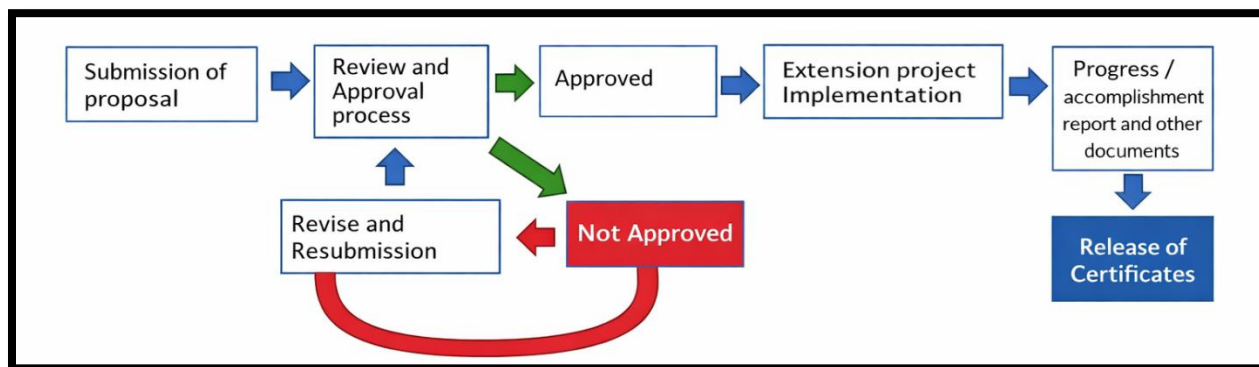


Figure 9. Extension Service Process

SERVICE STANDARDS AND POLICIES FOR ADOPTED COMMUNITY PROJECTS

This section outlines the established service standards and policies that guide the planning, implementation, and sustainability of Extension Services Programs for adopted communities. The framework ensures that all extension initiatives are systematic, participatory, responsive to community needs, and aligned with the institutional mandate of Mabalacat City College (MCC).

DESCRIPTION OF ADOPTED COMMUNITIES

The Office of the Vice President for Research, Development, and Extension Services (OVRDES), through the Extension Services Unit, adopts a structured and evidence-based approach in identifying, engaging, and partnering with communities. This process is designed to ensure meaningful engagement, measurable outcomes, and long-term community empowerment.

The following procedures are observed:

1. COMMUNITY OCULAR VISIT

An initial site visit is conducted to obtain baseline information on the community. This includes the collection of demographics, socio-economic, cultural, and environmental data to establish a comprehensive community profile. The ocular visit also serves as a venue for preliminary engagement and relationship-building with community leaders and members.

2. COMMUNITY NEEDS ASSESSMENT

A systematic and participatory needs assessment is undertaken using validated tools and methodologies. This process identifies priority issues, challenges, available resources, and development opportunities within the community. The results serve as the basis for designing responsive and relevant extension programs and projects.

3. STAKEHOLDER ANALYSIS AND CONSULTATION

Consultative meetings are conducted with key stakeholders, including local government units (LGUs), people's organizations, non-government organizations, academic partners, and other relevant institutions. This step determines potential collaboration, clarifies roles, and aligns community needs with institutional expertise and resources.

4. DRAFTING OF PARTNERSHIP AGREEMENT

A formal agreement: either a Letter of Commitment (LOC), Memorandum of Agreement (MOA), or Memorandum of Understanding (MOU): is prepared. The document clearly defines the scope of collaboration, roles and responsibilities of the parties, resource commitments, implementation timelines, monitoring mechanisms, and sustainability provisions. All agreements are subjected to review and clearance by MCC's Legal Office prior to execution.

5. FORMALIZATION OF PARTNERSHIP

The partnership is formally established through the signing of the approved LOC/MOA/MOU by authorized representatives of MCC and the adopted community. This signifies mutual commitment and marks the official commencement of collaborative extension activities.

6. PARTNERSHIP DURATION AND SUSTAINABILITY

The duration of the partnership is mutually agreed upon by all parties, taking into consideration the nature of the projects, implementation requirements, impact evaluation, and sustainability planning. Extension initiatives are designed to promote

community ownership, capacity-building, and continuity beyond the formal engagement period.

GUIDELINES FOR ACADEMIC COURSE INTEGRATION

The Extension Service Office offers a wide range of programs and activities, including classroom-based lectures, off-campus lecture and laboratory activities, forums, and hands-on community engagements. These initiatives are designed to promote outcomes-based and experiential learning, placing students at the center of the learning process.

For academic courses across the various institutes of Mabalacat City College (MCC) that require community integration or engagement, the Extension Service Office facilitates the coordination, planning, and implementation of advocacy-driven, nature-related, and community-based activities. Academic course integration functions as a co-curricular initiative, enabling students to participate meaningfully in service-learning experiences that are aligned with their course outcomes and program requirements, while fostering social responsibility, civic engagement, and applied learning.

To ensure the effective and orderly implementation of academic course integration under the Extension Services Program, the following guidelines shall be strictly observed:

1. APPROVAL OF OUTCOMES-BASED TEACHING AND LEARNING (OBTLs)

All academic course integrations with extension components must be properly documented and submitted for approval. The proposed OBTLs shall be reviewed and approved by the Program Head, Institute Dean, and the Office of the Vice President for Academic Affairs (OVPAA) prior to the submission deadline set by the concerned institute.

Note: The prescribed Extension Proposal Template must be used (see Annex A).

2. HEALTH ASSESSMENT REQUIREMENT

All students involved in extension-integrated academic activities are required to secure a valid Health Assessment Certificate from the Health Services Unit (HSU) of the institution. This requirement must be completed prior to the opening of classes or the conduct of any extension activity embedded in the approved OBTLs.

3. COMPLIANCE WITH INSTITUTIONAL MEMORANDUM

All academic course integration activities must strictly comply with Memorandum No. 3, Series of 2025 (see Annex B). The designated focal person shall ensure that all required documents are duly completed and submitted. Compliance with this memorandum is a prerequisite for the processing and release of certificates for students, faculty, and other participants.

ANNEX A

PROJECT PROPOSAL

(Note: Utilize the template of your department)

1	Title of the Project	(Write the project title) Provide a concise and descriptive title that encapsulates the essence of your project.
2	Location	(Specify the location) Indicate the geographical area where the project will be implemented, including any specific sites or communities involved.
3	Date/Duration	(Enter the start and end dates) Outline the timeline for the project, specifying the start date, end date, and total duration of the project.
4	Objectives	(Outline objectives) Clearly define specific, measurable objectives that your project aims to achieve throughout its duration.
5	Rationale of the Project	(Explain the rationale) Articulate the reasons for undertaking this project, including the needs it addresses and its significance to the community or target beneficiaries.
6	Classification of Community Programs	(Identify the classification of community programs) For example, (College-Wide Initiated Extension Programs, Institute Extension Programs, Student Organization Programs, Partnership Programs)
7	Type of Community Project	(Identify the type of project) Classify your project (e.g., quality education, cultural promotion, technological advancement, economic growth or environmental) to clarify its focus and objectives.
8	Classification of Community Engagement	Identify the types of community engagement such as extension program, extension project, community outreach, community service, community-based research, advocacy campaigns, public consultations or forums.)
9	Departments Involved	Enumerate all departments or units within your institution that will participate in or support the project.

10	Project Leader Project Coordinators	(List names and titles) Identify individuals responsible for leading the project, including their roles and responsibilities.
11	Implementers	(List implementers) Provide names and roles of individuals or groups responsible for executing the project activities on the ground.
12	Cooperating Agencies	(Identify cooperating agencies) List any external organizations or agencies that will collaborate with your project, detailing their roles and contributions.
13	Target Beneficiaries	(Define target beneficiaries) Describe who will benefit from this project, including specific demographics or community groups targeted.
14	Information of the Contact Person	(Include the name, designation, contact number and email address of the contact person in the venue)
15	Total Cost of the Project	(State total cost) Provide an estimate of the overall budget required to implement the project, including all anticipated expenses. State if budget obtained from external.
16	Monitoring and Evaluation Mechanics	(Outline evaluation methods) Describe how you will monitor progress and evaluate outcomes throughout and after the project's implementation to ensure accountability and success.
17	Plans for Ensuring the Sustainability of the Project	(Explain sustainability plans) Discuss strategies for maintaining project benefits beyond its initial funding period, including community involvement or ongoing funding sources.

18	Problems encountered during the implementation	Specify all the problems (tabular format) encountered during the implementation.
19	Interventions	What are the interventions apply to address the problems (tabular format)
20	SDGs	(Identify relevant SDGs) List which Sustainable Development Goals your project aligns with, demonstrating its contribution to global sustainability efforts.

Prepared by:

(FACULTY/FOCAL PERSON)

Noted by:

(OFFICE HEAD/SUPERVISOR/ADVISER)

Approved by:

Extension Director / VPRDES

Cc:

OVPAA & Institute/Department

ANNEX B



MABALACAT CITY COLLEGE

Office of the Vice President for Research and Extension Services

Memo No. 3, Series of 2025

To: All Vice Presidents
From: Glen S. Nolasco, MSc
Vice President for Research and Extension Services
Date: August 29, 2025
Subject: Required Documents for Community Extension / Outreach

Dear Colleagues,

In our continuing efforts to strengthen the documentation and recognition of our community extension and outreach initiatives, the Office of the Vice President for Research and Extension Services (OVPRES) underscores the importance of ensuring that all activities are properly supported with the necessary documents. This will not only facilitate the issuance of certificates but also enhance institutional accountability and the visibility of our extension services.

In line with this, requests for certificates for completed extension/outreach programs shall require the following documents:

- **Certificate of Appearance** (issued by OVPRES)
- **Official communications** (letters and other related documents)
- **Attendance Sheets** (to be provided by the organizer)
- **News article or activity caption** (Word file)
- **High-quality pictures** (minimum of 10, including in-action and photo opportunities)

ANNEX C

PRE-ACTIVITY SURVEY TOOL AND COMMUNITY NEEDS ASSESSMENT

Purpose: To identify key needs and potential activities for the betterment of the community.

General Information

Date: _____

Survey Location (e.g., Barangay, Sitio): _____

Name of Surveyor: _____

Respondent's Name (Optional): _____

Section 1: Demographic Information

1. Age Group:

- Below 18
- 18–30
- 31–45
- 46–60
- 61 and above

2. Gender:

- Male
- Female
- Prefer not to say

(Specify): _____

Section 2: Community Challenges

1. What are the five biggest challenges your community is facing?
(Rank them in order of importance, with 1 being the most critical.)

- Challenge 1: _____
- Challenge 2: _____
- Challenge 3: _____
- Challenge 4: _____
- Challenge 5: _____

2. Which sectors are most affected by these challenges? (Check all that apply)

- Health
- Education
- Livelihood
- Environment
- Infrastructure

- Safety/Security
 Others (Specify): _____

3. Are there ongoing initiatives in the community to address these challenges?

- Yes (Please describe): _____
 No

Section 3: Assessment of Needs

1. What are the most urgent needs in the community?

- Need 1: _____
 - Need 2: _____
 - Need 3: _____

2. Which needs do you think require immediate attention?

3. What services or programs would best address these needs?

Section 4: Community Resources

1. What resources does the community currently have? Check all that apply:

Human Resources:

- Skilled workforce (teachers, healthcare workers, artisans, etc.)
 Community volunteers and organizations
 Local government officials and barangay leaders

Physical Infrastructure:

- Schools and learning facilities
 Health centers, hospitals, and clinics
 Roads, bridges, and public transport systems
 Markets, grocery stores, and business hubs
 Water supply and sanitation facilities

Natural Resources:

- Agricultural land for farming and livestock
 Rivers, lakes, and clean water sources
 Forests, parks, and green spaces
 Renewable energy sources (solar, wind, hydro)

Economic Resources:

- Small businesses and local enterprises
 Cooperatives and microfinance institutions
 Job training and livelihood programs

__ Agricultural and industrial production

Social & Cultural Resources:

- __ Community centers and gathering places
- __ Religious institutions (churches, mosques, temples)
- __ Cultural heritage sites and traditions
- __ Active civic and non-profit organizations

Technological & Digital Resources:

- __ Internet access and telecommunications services
- __ E-learning platforms and educational programs
- __ Digital payment and banking systems

2. What additional resources are required to meet community needs?

Section 5: Suggestions for Activities

1. What types of activities or projects do you think would benefit the community?

- Activity 1: _____
- Activity 2: _____
- Activity 3: _____

2. Are you willing to volunteer or participate in community-based programs?

- Yes
- No

3. What are your expectations or desired outcomes from these activities?

4. Do you have any specific ideas or suggestions for future programs?

Section 6: Health and Safety

1. What are the primary health concerns in your community?

2. Are there any safety or security issues that should be addressed?

- Yes (Please describe): _____
- No

Section 7: Additional Comments

Do you have any other comments, suggestions, or concerns? _____

Notes for Surveyor

(For Surveyor Use Only)

- Observations or other relevant information during the survey:

ANNEX D
SWOT ANALYSIS

<p>STRENGTHS</p> <p><i>(What do we do well? What internal resources do we have? What advantages do we have over similar organizations?)</i></p>	<p>WEAKNESSES</p> <p><i>(What factors in our control detract from our ability to be more effective? What areas need improvement? What does our organization lack?)</i></p>
<p>OPPORTUNITIES</p> <p><i>(What opportunities exist in our area of expertise that we can benefit from? Is the opportunity sustainable or one-time?)</i></p>	<p>THREATS</p> <p><i>(What might threaten our effectiveness? What factors exist that are beyond our control? Are there any anticipated unfavorable trends?)</i></p>

ANNEX E
Feedback Form

Activity Information

- **Title of Extension Activity:** _____
 - **Type of Activity:** Training Seminar/Forum Workshop Community Engagement
 Outreach Others: _____
 - **Implementing Office/Unit:** _____
 - **Date(s):** _____ **Venue/Location:** _____
 - **Facilitator(s)/Resource Person(s):** _____
-

Respondent Profile (Optional)

The information below is collected for program improvement purposes only.

- **Stakeholder Group:** Community Member Student Faculty Staff Partner
LGU/NGO Others: _____
 - **Sex:** Male Female Prefer not to say
 - **Age Range:** <18 18–29 30–44 45–59 >60
-

Instructions

Please rate the following statements using the scale below:

5 – Strongly Agree | 4 – Agree | 3 – Neutral | 2 – Disagree | 1 – Strongly Disagree

A. Relevance and Alignment

Statement	5	4	3	2	1
1. The activity addressed relevant community needs or priorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The objectives of the activity were clearly stated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The activity aligns with institutional/community development goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Content and Delivery

Statement	5	4	3	2	1
4. The content was appropriate to the participants' level and context.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Topics were well-organized and easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Learning materials/activities were useful and adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Time allotted for the activity was sufficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Facilitators/Implementers

Statement	5	4	3	2	1
8. Facilitators were knowledgeable about the topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Facilitators communicated clearly and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Facilitators encouraged participation and interaction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Logistics and Management

Statement	5	4	3	2	1
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11. Registration and coordination were well-managed.

12. Venue and facilities were adequate and conducive.

13. Safety and accessibility considerations were addressed.

E. Outcomes and Impact

Statement 5 4 3 2 1

14. I gained new knowledge/skills from the activity.

15. The activity is applicable to my work/community context.

16. The activity contributed positively to community development.

17. I am satisfied with the overall conduct of the activity.

F. Open-Ended Feedback

18. What aspects of the activity did you find most useful?

19. What aspects need improvement?

20. Suggestions or recommendations for future extension activities:

G. Overall Rating

• **Overall Rating of the Activity:**

Excellent Very Good Good Fair Poor

H. Consent and Acknowledgment

I confirm that the information provided is true and given voluntarily. I understand that my responses will be used solely for program evaluation and improvement.

Signature: _____ **Date:** _____

Data Privacy Notice: All information collected through this feedback form shall be treated with utmost confidentiality and shall be processed in accordance with the Data Privacy Act of 2012 (Republic Act No. 10173) and its Implementing Rules and Regulations. The data will be used strictly for monitoring, evaluation, research, and improvement of extension services, and will not be disclosed to unauthorized parties.

Thank you for your participation and valuable feedback.

Prepared by: _____

Extension Services Office

ANNEX F
Post-Activity Survey Form

Section 1: General Information

- Name of the Activity: _____
- Date of Activity: _____
- Venue/Location: _____
- Facilitator(s)/Organizer(s): _____
- Participant Name (Optional): _____
- Stakeholder Group (e.g., student, teacher, community member, etc.):

Section 2: Program Goals and Objectives

1. Were the goals and objectives of the program clearly defined? (Yes/No)
2. Do you think the activity met its intended goals? (Yes/No/Partially)
3. Please provide any suggestions on how the objectives could be improved:

Section 3: Stakeholder Involvement

4. How would you rate stakeholder engagement in the program? (Poor/Fair/Good/Excellent)
5. Were you adequately involved in the planning and execution of the activity? (Yes/No)
6. What recommendations do you have for improving stakeholder involvement?

Section 4: Baseline Data & Key Performance Indicators (KPIs)

7. Were relevant baseline data and performance indicators established before the activity?
(Yes/No/Not Sure)
8. How effective were the KPIs in measuring success? (Ineffective/Moderately Effective/Highly Effective)
9. Suggestions for improving baseline data and KPI measurement:

Section 5: Timelines and Milestones

10. Was the activity completed within the planned timeline? (Yes/No)
11. Were key milestones clearly communicated and achieved? (Yes/No/Partially)
12. Suggestions for improving timelines and milestone tracking:

Section 6: Resource Utilization

13. Were the allocated resources (financial, human, material) used efficiently? (Yes/No)
14. Were there any resource constraints that affected the activity? (Yes/No)
15. How can resource management be improved in future programs?

Section 7: Program Outputs and Outcomes

16. Did the activity produce the expected outputs? (Yes/No/Partially)
17. Were the outcomes aligned with stakeholder expectations? (Yes/No/Partially)
18. Suggestions for improving program outputs and outcomes

Section 8: Challenges and Risks

19. Were there any challenges encountered during the activity? (Yes/No)

20. If yes, please specify:

21. How do you think these challenges can be reduce in future activities?

Section 9: Sustainability and Scalability

22. Do you think the program/activity can be sustained in the long run? (Yes/No/Not Sure)

23. What factors would support or hinder the scalability of the program?

Section 10: Recommendations and Learnings

24. What were the key takeaways from this activity for you?

25. Any recommendations for improving similar activities in the future?

Section 11: Reporting and Documentation

26. Were the results and key findings of the program effectively documented? (Yes/No)

27. Was the reporting format clear and informative? (Yes/No)

28. Any suggestions for improving reporting and documentation?

Additional Comments:

ANNEX G

Budget Documentation Format

A. General Information

- **Title of Extension Activity:** _____
 - **Implementing Office/Unit:** _____
 - **Partner Community/Agency (if any):** _____
 - **Date(s) of Implementation:** _____
 - **Venue/Location:** _____
-

B. Budget Summary (SAMPLE ONLY)

Budget Category	Amount (PHP)
Personnel / Honoraria	_____
Meals and Snacks	_____
Transportation / Travel	_____
Supplies and Materials	_____
Equipment / Rentals	_____
Communication / Documentation	_____
Other Expenses (specify)	_____
TOTAL BUDGET	_____

C. Detailed Budget Breakdown

Item Description	Quantity	Unit Cost (PHP)	Total Cost (PHP)	Budget Category	Remarks

D. Source of Funds

Source	Amount (PHP)	Reference / Fund Code
Institutional Fund	_____	_____
LGU / Partner Agency	_____	_____
Grants / Donations	_____	_____
Others (specify)	_____	_____
TOTAL	_____	

F. Supporting Documents Checklist

Please attach the following, as applicable:

- Approved Project/Activity Proposal
- Purchase Requests / Canvass Forms
- Official Receipts / Sales Invoices
- Disbursement Vouchers
- Payroll / Honorarium Acknowledgment Receipts
- Attendance Sheets / Activity Documentation
- Documentations
- Other Supporting Documents: _____

G. Certification

I certify that the foregoing expenses were incurred in connection with the implementation of the extension activity stated above and that all supporting documents are true, correct, and complete.

- **Prepared by:** _____ **Date:** _____
 - **Reviewed by:** _____ **Date:** _____
-

H. Notes for Compliance

- All expenses shall comply with existing institutional, COA, and government accounting and auditing rules and regulations.
- Any unutilized funds shall be returned in accordance with institutional policies.

Note: If Internal fund is used, a copy should be reviewed by the OVPA and IGP.

cc. OVPA & IGP

