



MCCKAYANTABE

The Community Extension Office of Mabalacat City College

Manual of Operations 2021

About the Manual

This manual intends to provide everyone an overview of Mabalacat City College (MCC), a local college funded by the city government of Mabalacat, and what it is doing with respect to the community at large. This manual discusses how MCC Kayantabe is the center for advocacy, service learning, and community engagement of the college in accord with its core values. It also includes the flagship projects of MCC and what members of the MCC community are doing in order to support and promote their inclusive development.

It will serve as a guide to the faculty, staff, students, and alumni who are willing to volunteer themselves in the worthy causes both inside and outside MCC. This document outlines the approaches that could be undertaken by MCC community in their desire to be of service to the local community.

As a whole, this manual encapsulates what MCC has been doing in the community as its major commitment to the betterment of the society in general. As MCC pursues to solidify its academic reputation, it is imperative that it qualify its position with regards to current issues of social concern and social involvement.

The MCC Kayantabe

The whole package of programs, projects, advocacies, and activities being undertaken by Mabalacat City College in relation to its community service is referred to as **Kyantabe**, which translates to companion, partner, or support system, which also represent the concrete support of the MCC community to worthy and notable causes for the communities outside its campus premises.

MCC Kayantabe seeks to fulfill the “Service” commitment of Mabalacat City College which is part of its core values. This office functions as the advocacy and community service arm of the institution that is focused on contributing to the solution of the society’s problems. It concentrates on three core advocacies which are **literacy development, cultural promotion, and environmental protection**. These three are set to serve as foundation that will foster service learning and community engagement for MCC stakeholders, and inclusive development to the community it serves.

In MCC’s pursuit of academic excellence with a social conscience, MCC Kayantabe will be the lead office in initiating and implementing social services and support programs to the local community. Socially aware and imbued with a sense of civic responsibility, it also sets out to build partnership and linkages with other public and private agencies and organization. With these, MCC Kayantabe is clearly driven with synergy and solidarity in conducting high impact initiatives and actions on the communities it serves.

Strategic Direction of MCC Kayantabe

1. The advocacy and community extension thrust of the college shall be directed into becoming concrete programs and services that addresses general and particular needs of its target communities.
2. The advocacy and community extension thrust of the college shall focus on three themes: Literacy, Culture, and Environment.
3. Highly encourage the full participation and involvement of MCC administration, faculty, non-teaching personnel, students, and alumni in the community extension services by taking concrete research and training service that will deepen their understanding of the needs of the community they will be serving.

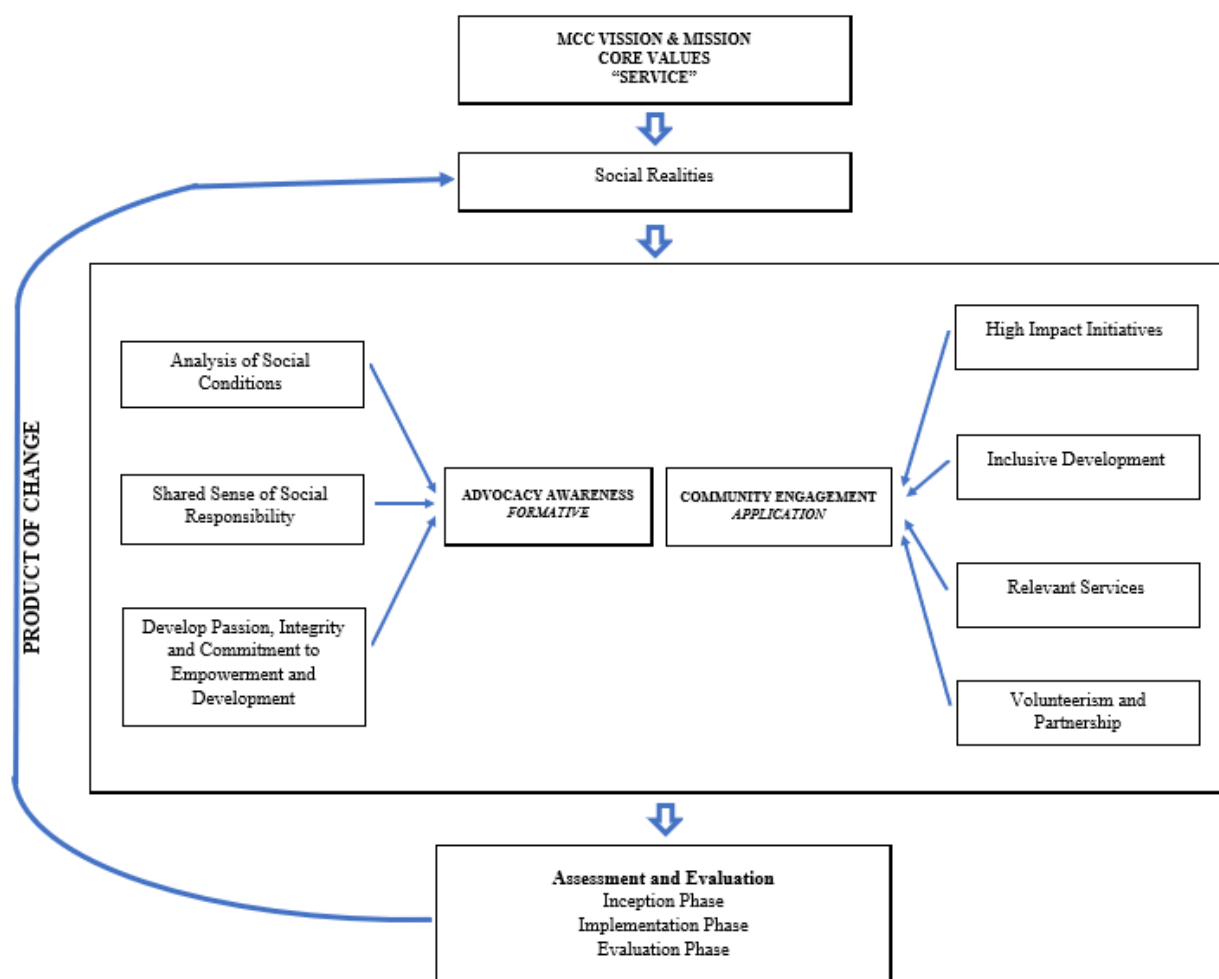
After three years (2021-2023), there should be:

1. Improved quality of life for the people in its adopted community particularly in the aspect of literacy, culture, and environmental concerns.
2. Established culture of volunteerism of students, faculty and staff for the benefit of the community the college serves.
3. Percentage increase in college's pooled resources that go to funding of flagship programs and projects.

The MCC Kayantabe Framework

The MCC Kayantabe serves as the advocacy and community extension arm of Mabalacat City College in accord with its core value of "Service." Its thrust is to promote inclusive development efforts and advocacies that MCC believes in, within the context of being an academic institution.

MCC Kayantabe's framework and principle will revolve on the concept of spirit of service and volunteerism, inclined in empowering and developing local communities which will be realized through the implementation of relevant community engagement, empowerment, and development programs and projects. For these to be met, MCC Kayantabe is guided by the following framework:



Focusing on the “Service” core value of Mabalacat City College, MCC Kayantabe is guided by a framework that focuses on advocacy awareness and community engagement. Social realities are at the top consideration come up with a more realistic and holistic advocacy and service the communities.

The advocacy awareness component serves as the formative platform in which the students and other members of the MCC community (administration, faculty, non-teaching personnel) are the focal point. Through the National Service Training Program which the students are required to undergo, and advocacy campaign activities/ information drives, social conditions are examined and analyzed which in turn becomes mechanism for developing a shared sense of social responsibility for the community and the development of spirit of volunteerism that seeks to normalize in the stakeholders the concept of freely sharing to the communities their knowledge, skills, and talents brought by genuine concern for the development of the society as a whole. For this to be translated into practical and actual service, it must be guided by a uniform direction and planned response anchored in passion, integrity, and commitment. With these at hand, the end view would be a served community that attains inclusive development.

The community engagement component will provide a platform for the same stakeholders to be involved in the community service and inclusive development initiatives of MCC Kayantabe. This component will serve as an avenue for the stakeholders to apply the knowledge and skills they can share to help empower and develop communities. These applications can be realized by participating

into high impact initiatives that will bring substantial improvement to the lives of the target beneficiaries; inclusive development that intends to utilize the current available resources of the community but at the same time preventing its exploitation; relevant service which means that the activities and programs that will be initiated are convincingly practical yet expected to bring maximum benefits and success. Community partnerships and linkages are also part of the framework as external factors and were also taken into consideration for it is an undeniable fact that these outside conditions also affect the overall implementation of the initiatives, programs, and projects of MCC Kayantabe.

The assessment and evaluation component of the framework will ensure that the objectives and standards are achieved through monitoring and evaluation to make relevant and necessary recommendations. This component will also serve as an avenue for determining the impact of the programs and projects initiated by MCC Kayantabe to its target community and to the society as a whole.

The MCC Kayantabe Core Advocacies

Literacy Development

MCC Kayantabe advocates on the improvement of literacy in the community it serves which is in harmony with the objectives of the government to invest in human capital development anchored on accessible education.

Cultural Promotion

MCC Kayantabe aims to provide avenues for the Indigenous Peoples (IPs) of Mabalacat City to reflect, explore, and develop collective means to strengthen their distinct cultural identity and nurture relationships with other communities in the city. This advocacy will focus on showcasing IP knowledge systems and skills for greater awareness and appreciation of its culture and tradition.

Environmental Protection

MCC Kayantabe devotes itself to community-based environmental preservation initiatives that intend to transform the locals to become effective partners in protecting the environment.

Functions of MCC Kayantabe

MCC Kayantabe seeks to build a platform on which various formation and application initiatives of Mabalacat City College would be consolidated, implemented, monitored, and continuously improved.

It also seeks to encourage MCC community members (administrators, faculty, non-teaching personnel, students, and alumni) to actively participate in the community service and development initiatives. This would promote collaboration in the context of social responsibility and nation-building process.

The functions of MCC Kayantabe have the following components:

1. Personal and Social Development

The emphasis of this function is geared toward promoting initiatives that would allow the people of MCC Community and its adopted communities to better understand their own selves. In the long run, this would allow them to realize the extent of their roles and responsibilities not just to the institution but to the society as well.

2. Leadership and Volunteerism

This function focuses on developing the leadership skills of the people both for the MCC Community and on its adopted communities. It is also geared toward promoting and keeping the spirit of volunteerism alive. Initiatives under this function are all geared toward enhancing one's ability to facilitate and lead change within the institution.

3. Social and Ethical Responsibility

As functioning members of the society, it is of utmost importance to promote initiatives that would develop a sense of social and ethical responsibility among the students and employees of MCC. In as much as there is already an understanding of one's roles and responsibilities, there should be avenue from where students and employees can integrate these into the context of a workplace and society as a whole.

This function of MCC Kayantabe also allows everyone to everyone that each individual has a role to play in pushing forward effective and efficient change in the society; demonstrate an active involvement in the quest for sustainable and inclusive development through spearheading and participating in community engagement initiatives; develop a sense of shared responsibility by acknowledging that each of us is responsible for the growth and development of our own communities; and actively participate in the development of initiatives that would promote orderly change in the local, national, and international level.

4. National Service Training Program

As mandated by Republic Act 9163 or the NSTP Act of 2001, MCC provides a program that "aims to enhance civic consciousness and defense preparedness in the youth, by developing the ethics of service and patriotism while undergoing training in any of the following:

- Civic Welfare Training Service (CWTS),
- Literacy Training Service (LTS), or
- Reserve Officers' Training Corps (ROTC).

The implementation of NSTP in the institution is pursuant to RA 9163 and its corresponding Implementing Rules and Regulations:

A. Civic Welfare Training Service (CWTS)

CWTS focuses on contributing to the general welfare and betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morale of the

citizenry and other social welfare services. The course also covers topics on self-awareness, values development, and leadership training.

B. Literacy Training Service (LTS)

This course is a program component of the National Service Training Program which focuses on training the students to teach literacy and numeracy skills to school children, out-of-school youths, and other segments of the society in need of such services. The course also covers topics on self-awareness, values development, and leadership training.

C. Reserve Officers' Training Corps (ROTC)

ROTC aims to provide military education and training for students to mobilize them for national defense preparedness. Its specific objectives include preparation of college students for service in the Armed Forces of the Philippines in the event of an emergency and their training to become reservists and potential commissioned officers of the AFP.

5. Extension Services

As an institution that aims to actively participate in addressing the needs of the society through its academic and other related capacities, MCC Kayantabe supports the delivery of extension services. These types of engagements allow the MCC community (administrators, faculty members, and staff) to render a particular service for a specific organization/institution/association focusing on consultation, transfer of technical skills, knowledge, and the like for the benefit of a specific entity toward the attainment of collaboration, volunteerism, socio-capacity building, and sustainable and inclusive development.

Types of Project Delivered

1. Developmental Projects

Developmental projects refer to the components of the activities directed at empowering and developing people so that they themselves can decide the kind of development they wanted to attain to improve the quality of their life. These projects entail MCC Kayantabe to initially utilize its own resources until the targeted community residents are able to sustain the projects themselves which can be translated to participatory development where the target beneficiaries' potentials, capabilities, and resources are tapped.

2. Facilitative Projects

Facilitative projects are those projects which are undertaken with other public or private agencies or organizations.

3. Supplemental Projects

Supplemental projects involve undertakings that comes in the forms of donation in cash or in kind, gift-giving, and other similar activities that intends to augment the beneficiaries' basic needs and requirements.

Classification of Extension Programs

1. College-wide Initiated Extension Programs
These programs are planned and implemented by the college administration, officials, and personnel that are geared towards empowering and developing a local community.
2. Institute Extension Programs
These programs are planned, organized, and implemented by the Dean of the Institute, Community Extension Coordinator of the respective Institute, and selected bonafide student to bring forth the Institute line of expertise, competence, and specialization to respond in the needs of a local community.
3. Student Organization Programs
These programs are planned, organized, and implemented by the various accredited student organizations which are in-line with their respective capabilities as an organization. These are supervised by their faculty advisers in coordination with MCC Kayantabe.
4. Partnership Programs
These programs are planned, organized, and implemented by MCC Kayantabe in conduit with external agency such as governmental units, non-government organizations (NGO), or private companies that promotes the same vision with MCC Kayantabe.

Assessment and Evaluation Tools

MCC Kayantabe uses various tools that would allow a relevant assessment of community engagement initiatives that are carried out. These assessment tools include the following:

- A. Post-Activity Survey
The Post-Activity Survey aims to determine the perspective of the participants regarding a particular social issue in relation to the community engagement that they have conducted or participated in. It also aims to determine the specific contribution of the participants to the project or program that was implemented as well as its corresponding effect regarding social issues and development. The survey also aims to draw-out the life experiences and learning outcomes that was established through the initiative that was carried out. It is a way by which participants and/ or proponents can specifically state how the experiences affected their perspective on certain social issues.
- B. Standard Assessment
The Standard Assessment aims to determine whether the objectives have been met by participants and/or other proponents in relation to the initiative that was implemented. The tool looks at how the participants were able to contribute to the program or project and how certain skills and outcomes were developed in the process.

Furthermore, this assessment tool is filled out by the faculty-in-charge and/or the proponent and is submitted to MCC Kayantabe after the conduct of the initiative. From the total student and/or other proponents, random participants representing all types of involvement (e.g., leader, member, sponsor, etc.) are selected and assessed accordingly.

C. Project Monitoring Monitoring and Evaluation

The monitoring plan will be crafted by laying out the objectively verifiable indicators to assess the achievement of the goals of the programs and activities. These shall be conducted in close coordination with the proponents of the programs and activities as well as the concerned community.

Logical framework will also be set per program or activity composed of the project goals, outputs, outcomes, indicators, and the means of verification. In the process of monitoring, circumstances that prevents the successful implementation of the project objectives will also be monitored and shall be provided an action plan or strategy to address it.

D. Community Profile and Needs Assessment

The Community Profile and Needs Assessment are tools by which external partners are profiled and their needs are categorized accordingly. This assessment tool allows the department to keep an active database and tabs for the purpose of implementing relevant community extension initiatives.

E. Community Feedback

The Community Feedback aims to determine the immediate response and impact of an activity to its corresponding beneficiaries and/ or other relevant stakeholders immediately after its implementation. The goal of this assessment tool is to elicit reaction that would allow the proponents of an activity to assess its corresponding effectiveness. This would help in determining the aspects that are to be improved in future engagements.

Identification of Adopted Communities

In identifying adopted communities, the following procedures are observed:

1. Community visit for the conduct of profiling
2. Administration of community needs assessment
3. Initial meeting with concerned local government units (LGU), organizations, institutions, and individuals for possible partnership and determination of extent of initiatives to be conducted
4. Drafting of Memorandum of Agreement/Understanding between MCC-Kyantabe and the community, to be reviewed by the Legal Office of MCC.
5. Representatives from MCC and the adopted community will sign the Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU).
6. The duration of partnership of MCC Kayantabe with the adopted community is always set for a minimum of two years.

Evaluation of Adopted Communities

In evaluating adopted communities, the following procedures are observed:

1. MCC Kayantabe reviews and evaluates the partnership for possible extension, renewal, or termination reflected through an evaluation report based on the initiatives or output and performance of the stakeholders throughout the duration of the partnership.
2. MCC Kayantabe reviews and evaluates the partnership for possible research projects as the need arises or as may be recommended. This is reflected through an evaluation report and recommendation/ endorsement submitted to the Research and Development Office of MCC.

Conduct of Community Engagement Initiatives

A. Inception Phase

The inception phase of a community engagement refers the point where the engagement or other related activities are conceptualized. The following are the detailed procedures to be followed:

1. Accomplish and submit Community Engagement Proposal
 - This form is to be accomplished by the faculty-in-charge/ coordinator/ or student proponents.
2. Accomplish and submit the Roster of Involvement
 - This is a list of all people involved or participating in the activity.
3. Accomplish and submit the pre-activity survey
 - This form is to be accomplished by the proponent/
4. Proposal Presentation
 - A presentation/ discussion of the community engagement proposal is scheduled with the Director of MCC Kayantabe
5. Approval/ Disapproval of the Proposal
 - The office shall inform the proponent of the project of the approval or disapproval after 5 working days.

B. Implementation Phase

The implementation phase of a community engagement initiative is the actual conduct of the conceptualized and approved project. This is the stage wherein the proponents and the expected participants engage with and immerse in the community to provide services that will address particular issues or concern.

It is also at the implementation phase that the participants apply and share their technical knowledge and skills, as well as render time and service in order to actively engage with the people in the community, thus, making this phase the most crucial aspect of a community engagement. The following are the detailed procedures to be followed:

1. Accomplish and submit waivers and/or travel manifesto

- These forms shall be submitted by the proponent/ implementor of the project
 - Submission shall be made at least a day prior to the conduct of the activity.
2. Get feedback from the community regarding the project and/or objectives of community engagement
 - This form shall be accomplished by the participants or beneficiaries immediately after the implementation of the community engagement.
 - The results of the feedback shall be generated by MCC Kayantabe which shall be disclosed to the proponents of the project in a meeting.
 3. Accomplish and submit Community Engagement Progress Report
 - Most community engagement activities or projects are done within a day or week in terms of duration. However, for projects that have longer duration of implementation, a progress report shall be required by MCC Kayantabe from the proponents/ implementors of the project.
 - The frequency of submission/ updates shall be determined and agreed by the Director and the proponents of the project during the inception stage.
- C. Monitoring, Assessment, and Evaluation Phase
- This phase ensures that the objectives of the community engagement activity or project were met or achieved and that relevant recommendations are provided. Further, this phase also provides avenue in determining if the community engagement were able to bring forth high impact levels to the targeted community and to the society as a whole.

In addition, it is also in this phase where accountability and feedback mechanisms are facilitated.

This phase entails the following procedures:

1. Submission of Community Engagement Accomplishment Report
 - This report shall be accomplished by the proponent of the activity or project and shall be submitted to MCC Kayantabe not later than 10 days after the conduct of the activity or project.
2. Submission of Post Activity Survey
 - The post activity survey shall be accomplished by all participants after the implementation of the community engagement activity or project.
3. Submission of Financial Report (if applicable)
 - This report shall be accomplished by the proponent of the activity or project and shall be submitted to MCC Kayantabe not later than 10 days after the conduct of the activity or project together
4. Accomplishment of Standard Assessment
 - The standard assessment shall be accomplished by the Community Engagement Coordinator.

- The standard assessment aims to evaluate the community engagement activity or project that was undertaken using a uniform gauging instrument.

Documentation of Community Engagements

It is necessary to gather all evidence pertinent to the community engagement carried out in the field.

These includes the following:

1. Brief project narrative reports must be prepared as proof of the activity.
2. Attendance of those people who attended the community engagement activity.
3. List of beneficiaries of the project or activity.
4. Photos of meetings, field work and other related activities must be compiled to serve as evidence of the activity.
5. Other acceptable proofs of the activity such as certificates or awards, citations, news clippings, and others.

Academic Courses Integration

MCC Kayantabe is also offering series of programs and activities like classroom lectures, forum, and other related engagements to provide an outcomes-based and experiential learning wherein the students are the focal point.

For academic courses offered in various institutes of Mabalacat City College where community integration or engagement is required, MCC Kayantabe offers itself for coordination and conduct of the desired advocacy and/or community related activities. This academic course integration is co-curricular in nature for it provides students to serve or take action for a cause or advocacy as a course or program requirement.

Academic course integrations are reflected in the course syllabus, mostly in general education courses such as Art Appreciation wherein a mandatory requirement for students is to create a unique Kapampangan Parul so that the students get to experience hands-on lantern-making taught by a community expert. Another sample course where MCC Kayantabe academic integration is reflected is in the course of Contemporary World, another general education subject, wherein the students are required to attend presentations of MCC Kayantabe and different student organizations about advocacy programs being pursued in relation to world issues. At the end of the course, students shall have the option to join or volunteer in a meaningful advocacy of their choice hence, helping in their development as responsible citizens.

In requesting academic integration services from MCC Kayantabe, the following guidelines are to be followed:

1. Any request for Academic Integration should be made at least one month prior to the conduct of the activity.

2. The faculty-in-charge of the course shall submit a letter of request to the MCC Kayantabe Director indicating the details of the request like the exact date and time, nature of request (special module lecture-presentation, advocacy talk, outcomes-based activity by training of a community expert, etc). The letter of request should be noted by Institute Dean.
3. The syllabus or curriculum indicating the need for academic integration should be attached to the request letter.
4. Upon approval of the request, the Coordinator for Community Engagement shall be communicating with the faculty-in-charge for the details of the preparation.
5. The usual documentation guidelines and evaluation guidelines as indicated in this manual shall be adhered to in all Academic Integration activities.

Public Information and Events Guidelines

Public communication materials released by MCC Kayantabe for the benefit of the MCC community and the general public shall be guided by the following provisions:

1. MCC Kayantabe shall utilize its approved templates and layouts duly approved by the MCC Branding Office in releasing public announcements and communication, both in formal, traditional and social media channels.
2. Social media and web posting of events and programs initiated by MCC Kayantabe shall be submitted to the Strategic Communications Office for editing, proofreading, and posting.
3. MCC Kayantabe in conducting events wherein the conduct of such event shall have MCC as the designated venue, shall coordinate with the Comm. Events Office by initiating consultative meeting with the said unit.
4. For events that will take place outside MCC, MCC Kayantabe shall be primarily responsible for the organizing and conduct of the event. Consultation and assistance from the Comm. Events Office can be requested in a case-to-case basis, as deemed necessary by MCC Kayantabe.
5. On communication matters, all personnel of MCC Kayantabe shall utilize the official email address of MCC (@mcc.edu.ph) in dealing with all stakeholders.
6. In case of work-from-home arrangement, all available communication lines of personnel should be made available during office hours to immediately attend to concerns.