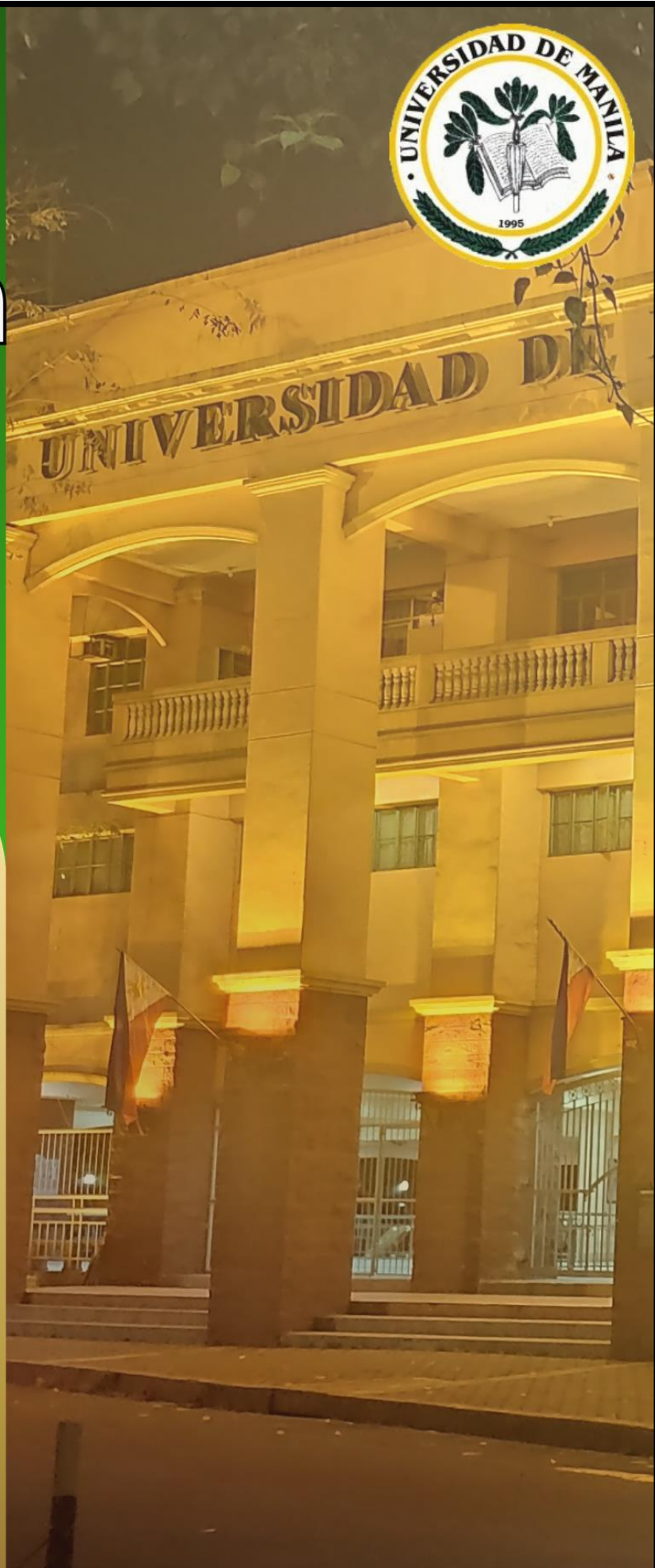


University **Extension Manual**



2026 Edition

UDM MISSION

Universidad de Manila is committed to provide equal opportunities by developing the learners' knowledge, skills, and values, through quality education and dynamic technology-driven systems, in a diverse yet inclusive environment for learning, research, and community engagement

UDM VISION

A leading Higher Education Institution that prepares visionary and ethical leaders who shall create a positive impact to society.

Foreword

At the heart of Universidad de Manila's mission is a deep and unwavering commitment to serve—not only within the walls of our classrooms, but also in the neighborhoods, barangays, and communities that surround and sustain us. The University Extension Manual is a testament to this commitment. It affirms that knowledge must not remain confined to theories, but must be shared, applied, and lived through meaningful partnerships with the people we are called to serve.

This manual serves as a guide for all faculty members, students, and staff who are engaged in the noble work of extension. It provides clear structures, procedures, and tools to ensure that every initiative—from a simple training session to a long-term development program—is rooted in community needs, carried out with professionalism, and measured through responsible evaluation. Grounded in our mission, vision, core values, and institutional goals, the manual reflects the spirit of "Salin Dunong at Ugnayan"—the transfer of knowledge and the building of lasting relationships.

The University recognizes the vital role of every college, every implementer, and every partner in making our extension programs truly responsive, relevant, and sustainable. As we carry forward the vision of transforming lives through public service, may this manual serve not only as a technical reference but also as a reminder of our shared responsibility: to uplift lives, build capacity, and stand in solidarity with the communities we serve. We hope that every page of this manual inspires action, promotes collaboration, and strengthens our identity—not just as an academic institution, but as a reliable and compassionate partner in community development.

DR. MA. FELMA CARLOS-TRIA
University President



Preface

This Extension Manual has been developed to serve as a practical, comprehensive guide for the planning, implementation, monitoring, and evaluation of community engagement initiatives at the Universidad de Manila. It is intended to support all colleges, faculty members, non-teaching personnel, students, and extension focal persons in transforming the University's mission into programs that create meaningful and measurable impact in the communities we serve.

Anchored in the University's institutional goals, strategic directions, and core values, this manual operationalizes our commitment to public service through well-defined processes, standardized tools, and clearly articulated roles. It embodies the unique character of UDM's extension work—one that is collaborative, inclusive, and responsive to the evolving needs of our adopted communities.

Through this manual, we strive to ensure that every extension program—whether large in scope or grassroots in nature—is carried out with consistency, integrity, and intentionality. From action planning to post-project evaluation, each section has been thoughtfully crafted to guide the academic community in delivering extension services that are not only compliant, but also compassionate, community-driven, and transformative.

As Head of the Extension and Linkages Unit, I hope that this manual not only provides direction but also inspires your continued dedication to strengthening UDM's culture of service. May it remind us that we are called to be more than just a university in the city—we are a university for the city and country.

MR. ALISTAIR B. SELORIO, M.A. ED.
URELIA - Extension Linkages Unit



1. The University Extension Unit and Organizational Structure

The Universidad de Manila actively fulfills its community engagement mandate through the work of its Extension Unit, which serves as the bridge between academic resources and grassroots needs. The University reaches beyond its campus to share knowledge, skills, and expertise with communities-particularly those in underserved areas. By facilitating trainings, workshops, and capacity-building initiatives, the unit ensures that scholarly knowledge is transformed into meaningful, real-world applications. Guided by the principles of sustainability and inclusivity, its programs are designed to create lasting, positive impact. More than a required academic function, the Extension Unit reflects the University's genuine commitment to community development and social transformation. The organizational structure (Figure 1) presented in the diagram reflects the internal arrangement of the University Research, Extension Linkages, and International Affairs (URELIA) office at Universidad de Manila, highlighting the integration and coordination among its three core units: Research, Extension Linkages, and International Affairs.

At the central level, URELIA supervises three key units: the Research Unit, the International Affairs Unit, and the Extension Linkages Unit. The Extension Linkages Unit serves as the primary mechanism for implementing community-based initiatives and is connected to three major sectors:

1. **Academic Community.** This group plays a direct role in the design and implementation of extension activities. The flow begins with the College Coordinator or Extensionist, who coordinates initiatives within each college. They work closely with College Faculty Members, participate in fieldwork and service-learning activities, who lend their disciplinary expertise, and College Students, who actively

College Extension Coordinator/Extensionist.

The College Extension Coordinator/Extensionist shall be designated by the Dean and shall serve as the lead coordinator of all extension-related efforts of the College. The coordinator shall perform the following functions:

1. **Conduct Community Needs Assessments (CNA)** in coordination with the Extension Unit prior to the implementation of any extension program or training activity.
2. **Prepare and submit the College's 6-Month Extension Action Plan** using the prescribed format and deadlines.

3. **Develop and organize a detailed college-based extension activity plan** aligned with UDM's institutional agenda and the needs of the adopted community.
4. **Coordinate the implementation of approved extension activities** in partnership with faculty, students, and community stakeholders.
5. **Facilitate the planning, execution, and documentation** of all college-led extension programs and activities.
6. **Establish and strengthen linkages** with external agencies, funding. NGOs, and government institutions for possible partnerships, support, or
7. **Conduct monitoring and evaluation** of extension activities and prepare post-activity evaluations using standard tools.
8. **Prepare and submit periodic reports** (progress, completion, and evaluation reports) as required by the Extension Unit.
9. **Participate in capacity-building activities** for extension personnel organized by the University.
10. Perform other related tasks assigned by the College Dean and the Head of the Extension Unit.
11. **Non-Academic Community.** At UDM, this refers to non-teaching personnel, including administrative staff and academic support service employees such as registrars, librarians, medical and security personnel, and office support staff. This group contributes to and benefits from extension programs through internal capacity-building activities, wellness and development sessions, and as co-implementers of outreach programs. Their inclusion highlights the university's commitment to whole-of-institution engagement in community service.
12. **External Partners.** These are UDM's institutional collaborators, including local government units, NGOs, civil society organizations, national agencies, and private sector stakeholders. They support the planning, resourcing, and sustainability of extension programs, often serving as both co-implementers and beneficiaries.

This structure ensures that extension services at UDM are interdisciplinary, interdepartmental, and inclusive, with every sector of the university—academic and non-academic-actively contributing to the goal of community transformation and public service.

2. The Principle of the University Extension

SADUNAYAN (Salin Dunong + Ugnayan)

The principle of "Salin Dunong + Ugnayan" captures the heart of community extension - knowledge transfer (salin dunong) and linkage (ugnayan). It reflects how Universidad SaDuNayan de Manila works together with communities to offer not just information, but support, skills, and guidance that people can use in their daily lives. More than just teaching, it's about learning together and creating real solutions through partnership. By offering education and practical training, the program helps communities grow stronger, more self-reliant, and ready to take charge of their own progress. It brings the vision of the Healthy Habitat platform to life, showing that lasting change begins when people and institutions work together.

3. The University Extension Manual

The extension program of Universidad de Manila (UDM) is grounded in its mission to deliver inclusive, values-based, and quality education through community engagement. UDM identifies four (4) focal concerns to guide all its extension efforts in the community:

- 1. Promote Gender Awareness and Literacy Programs**
- 2. Capacity Building and Skills Development**
- 3. Health, Wellness, and Spiritual Support**
- 4. Environmental and Community Development**

This Extension Manual serves as a guiding framework for all colleges, departments, and units of Universidad de Manila in conducting meaningful, ethical, and sustainable extension activities. Every project designed under these five focal concerns reflects UDM's mission to uplift lives through quality education. These foundations are reflected in the University's current extension programs, which span a wide range of fields including education, business, economics, finance, health, wellness, environmental conservation and sustainability, communication, culture and the arts, gender and development, science, engineering, technology, safety, governance, and law.

4. The University Extension Mission and Vision

Extension Vision

A university extension program that empowers communities, promotes sustainable development, and fosters inclusive growth through meaningful, collaborative engagements.

Extension Mission

To deliver transformative, participatory, and responsive extension services that harness the interdisciplinary expertise of the University's academic community in addressing social, environmental, health, economic, and governance challenges in partnership with local communities and stakeholders.

5. The University Extension Agenda

At the core of the Universidad de Manila's extension initiatives lies a clear, strategic direction embodied in the University's Extension Agenda—**L.E.A.D.E.R.S.** This serve as the compass and pathway for all extension engagements, ensuring that efforts are not only aligned with academic competencies but also responsive to real societal needs.

Extension AGENDA

The Universidad de Manila's Extension Linkages Agenda (2025- 2030) is represented by the acronym **LEADERS** which focuses on building leadership and development across governance, health, education, environment, and economic sectors. The acronym emphasizes leading initiatives in a sustainable and impactful manner, which aligns with the goal of transferring knowledge and fostering self-reliant communities.

L-Legal Frameworks and Governance. Strengthening governance, human rights, and public management through legal reforms and inclusivity training to promote equitable development.

E- Environmental Sustainability. Advancing climate action, waste management, and ecological restoration with knowledge transfer for sustainable practices.

A-Advancing Health and Wellness. Promoting public health, medical services, and disaster risk management through healthcare knowledge transfer.

D- Development in Science and Technology. Supporting technological innovation and scientific literacy for sustainable community solutions.

E-Education and Arts Revitalization. Fostering continuous learning, cultural preservation, and gender equality through research and educational practices.

R- Revitalizing communities through entrepreneurship, financial literacy, and cooperative development for long-term economic sustainability.

S -Social Empowerment. Driving social enterprise development and economic empowerment for marginalized communities.

6. The University Extension Cycle Framework

AGENDA (Vision & Priorities)

L.E.A.D.E.R.S. THRUST (Strategic Focus) **SUSTAINABILITY PLATFORM** (Implementation Areas) **PRIORITIES PROGRAM** (Core Strategies) **COLLEGES ACTIVITY PLAN**

The **Extension Cycle Framework** illustrates a dynamic and interconnected process that integrates knowledge sharing, community participation, and sustainable development. It begins with the agenda (L.E.A.D.E.R.S.), which defines the vision and institutional priorities. This feeds into the Platform, which translates priorities into practical implementation areas. The Program (Colleges Activity Plan) drives strategic initiatives, while the Thrust (Sustainability) ensures these actions remain focused on long-term impact. The continuous flow among these four elements reinforces innovation, responsiveness, and community empowerment across all extension engagements.

7. The University Extension College Program

The Extension College Program operationalizes the University's commitment to community engagement by harnessing the unique expertise of each college to implement targeted, sustainable, and interdisciplinary extension initiatives. At Universidad de Manila (UDM), every college plays a strategic role in advancing the institutional extension platform, and in fulfilling the priorities of the **L.E.A.D.E.R.S.** agenda.

Each academic unit-guided by its own discipline, specialization, implementing extension projects that align with both community need and curricular relevance. These programs are directly supervised by the college extension coordinators and are monitored under the University Extension Unit to ensure coherence, impact, and sustainability.

Colleges are encouraged to submit semester-based extension action plans anchored on UDM's annual priorities and thematic directions. They are also required to track outputs and outcomes standardized reporting templates and participate in university-wide extension reviews, forums, and knowledge-sharing platforms. but is shared, lived, and felt in the communities UDM serves.

8. The University Extension College Action Plan

Formulating a 6-month college extension action plan requires a structured, participatory, and outcomes-oriented approach. Below are the step-by-step instructions for developing a comprehensive action plan aligned with Universidad de Manila's extension agenda, platform, and focal concerns:

Step-by-Step Guide: Formulating a One-year College Extension Action Plan

1. Review Institutional Guidelines and Priorities

- Align with the UDM Extension Manual.
- Identify relevant Sustainable Development Goals (SDGs) and community needs.

2. Conduct Needs Assessment or Community Validation

- Coordinate with the Extension Unit to identify assigned partner barangay.
- Review previous community assessments or conduct a simple participatory needs validation.
- Consider issues related to health, environment, livelihood, literacy, or governance.

3. Define Objectives

- Ensure objectives are aligned with the College's discipline and community needs.

3. Identify Activities

- List down specific activities per objective (e.g., trainings, workshops)
- Indicate target participants and resource requirements.
- Ensure alignment with extension focal concerns and community readiness.

5. Schedule Activities

- Use a Gantt chart or monthly calendar to spread activities across the 6-month period.
- Avoid overlaps with peak academic periods or holidays.

6. Assign Roles and Responsibilities

- Identify faculty coordinators, student volunteers, and community partners.
- Clarify support needed from the Extension Unit or external agencies.

7. Determine Budget and Logistics

- Prepare a basic budget plan (materials, transportation, documentation).
- Check for available funding or in-kind support.
- Coordinate with the Extension Coordinator for fund requests or proposals.

8. Establish Monitoring and Evaluation Measures

- Set indicators for success (e.g., number of beneficiaries, feedback scores).
- Identify tools (attendance sheets, pre-post-tests, evaluation forms).
- Schedule regular reflection or progress reviews.

9. Submit for Review and Approval

- Consolidate into an action plan template (Use Form EU-01, page 25) provided by the Extension Unit. Include:

Title of the Program

- Objectives
List of activities Schedule
- Target beneficiaries
- Assigned personnel
- Budget estimate
- Monitoring and evaluation plan
- Submit to the College Dean and Extension Unit for approval.

10. Prepare for Implementation

- Coordinate with barangay partner institutions. Use Form EL (Visit Form), page 20 and Form EU-03 (Proposal Format for Extension Project/Activity), page 27.
- Secure materials and finalize roles.
- Document activities throughout implementation.

9. The University Extension College Project/Activity Proposal Development

Project or activity proposal development is an important step in planning meaningful extension work. Proposals help ensure that each project is clear, doable, and aligned with the University's Extension Agenda - L.E.A.D.E.R.S.- and the Extension Platform. A well-prepared proposal guides the team in organizing resources, setting timelines, and working closely with partners. It also serves as the official document for approval and support from the University. All extension activities begin with the submission of

a Project Proposal. Proposals must be anchored on community needs identified through consultations, participatory assessments, or existing development data. Each proposal must include:

- Title and proponents
- Rationale and objectives
- Target beneficiaries
- Description of activities
- Timeline
- Budgetary requirements
- Expected outputs and outcomes

The Extension Unit provides a standard template (Form EU-03 [Proposal Format for Extension Project/Activity], page 27-28) to ensure consistency and ease of evaluation. Proposals are submitted to the Extension Unit for review and documentation.

10. The University Extension College Project/Activity Implementation

Project implementation must follow the approved activity flow, budget, and schedule. Colleges are required to coordinate with community partners (at least one week ahead of the activity), document proceedings, and ensure student and faculty involvement in accordance with service-learning or extension participation policies. Extension implementers are expected to demonstrate professionalism, ethical engagement, and participatory methods in executing their programs, with emphasis on capacity-building and sustainability.

11. The University Extension College Project/Activity

Monitoring is conducted by the implementing college. Periodic activity reports, photo documentation, attendance sheets, and feedback forms are required for every major milestone. Monitoring ensures the project is on track, responsive to community needs, and able to adjust to emerging challenges. Use Form EU-04 (Project/Activity Monitoring Tool), page 29-30.

12. The University Extension College Project/Activity Monitoring

Evaluation impact and effectiveness. This includes at the end of every project cycle, an evaluation is conducted to assess Assessment of objectives achieved Beneficiary feedback. Reflections from implementers Lessons learned • Sustainability recommendations post-project evaluations are submitted using UMS prescribed evaluation report format (Use Form EU-05, Form EU-05A, and Form EU-06,J pages 31-34) and serve as a basis for future project improvement and replication. This structured process ensures that all extension engagements are accountable, responsive, and evidence-based—reinforcing UDM's role as a socially responsive and development-oriented institution. The result of the evaluation should be summarized by the Extension Coordinator (Extensionist) and submitted to the Extension Unit for proper documentation.

13. The University Extension College Post Project/Activity Report

The University Extension College Post-Project/Activity Report serves as the official documentation of project implementation and performance. it ensures accountability, transparency, and continuity in the University's extension engagements. All colleges and implementing units are required to submit proof of implementation and monitoring within five (5) working days after each activity. This includes photo documentation, attendance sheets, and a summary of feedback from major milestones. **These requirements must be compiled and submitted using Form EU-07 (page 35-36)**, which consolidates both the qualitative and quantitative aspects of the activity. The timely submission of this report allows the Extension Unit to validate results, capture best practices, and identify areas for improvement, while also contributing to the institutional database of extension accomplishments. Below is the format of the University Extension College Post-Project/Activity Report (Form EU-07):

I. Basic Project Information

- Title of Project/Activity
- College/Department
- Date/s Conducted

- Barangay or Community
- Lead Proponent(s)
- Total No of Beneficiaries

II. Summary of Project Implementation

III. Documentation of Major Milestones

Documentation Requirement Attached Remarks

Attendance Sheet(s) ☐ Yes / ☐ No

Photo Documentation (Min. 5 photos) ☐ Yes / ☐ No

Feedback Summary (EU-04 / EU-04A) ☐ Yes / ☐ No

Monitoring Tool (EU-03) ☐ Yes / ☐ No

Other Supporting Documents ☐ Yes / ☐ No

IV. Summary of Outputs and Outcomes

V. Reflections and Insights

14. The University Funding, Support, Incentives, and Accountability

Extension services at the Universidad de Manila are carried out with full institutional support and a strong sense of public accountability. These programs are grounded in the provisions of Ordinance No. 7885, Series of 1995, "An Ordinance Establishing the City College of Manila," which affirms the commitment of the City Government of Manila to fully support the operational and developmental needs of the institution—now known as the Universidad de Manila. Guided by this legislative mandate, the University remains committed to delivering relevant, inclusive, and sustainable extension initiatives. Through strategic planning, efficient resource utilization, and meaningful collaboration with partner communities and agencies, UDM ensures that its academic expertise is effectively translated into impactful programs that contribute to local development and public service.

Funding

As a local government university, UDM primarily relies on public funding allocated by the City Government of Manila. These resources support the institutional extension platform, including project implementation costs, logistics, and limited allowances for faculty and staff engagement. Proposal-based funding may also be accessed through competitive grants facilitated by national agencies such as CHED, DOST, and DILG, particularly for interdisciplinary or innovation-driven community programs aligned with national development goals.

Accountability

All extension activities and related expenditures must adhere to standard university financial and administrative procedures. Implementing units are required to submit:

- Liquidation reports supported by official receipts documentation
- Narrative reports evaluating the use of funds in relation to outputs and outcomes

Moreover, the Extension Unit ensures that all extension programs are aligned with the University's commitment to transparency, ethical leadership, and public trust. Internal audits and performance reviews are conducted periodically to uphold accountability and institutional integrity.

15. Incentives

Fostering a culture of extension and deepening the University's commitment to community engagement necessitate the provision of appropriate incentives. These incentives are intended to encourage faculty and staff of Universidad de Manila to take an active role in the planning and implementation of extension activities. Faculty or staff members who are officially designated to lead or participate in an approved extension program may be entitled to the following benefits:

1. **Service Credit and/or Compensatory Time Off.** Full-time faculty members who volunteer and participate in approved extension programs may be granted service credits as a form of incentive. One (1) day of service credit is equivalent to eight hours of actual participation in an extension activity. This benefit, however, does not apply to faculty members officially designated as Coordinator/Extensionists under the Extension Unit.

Designated faculty Coordinator/extensionists may instead be eligible for Compensatory Time Off (CTO), particularly when rendering services beyond regular working hours or during non-working days, in accordance with Civil Service Commission and Department of Budget and Management Joint Circular No. 02, s.

All claims for service credits and/or CTO must be endorsed by Extension Unit and require the recommendation of the Director of URELIA, the Vice President for Administration, and the Vice President for Finance. Recommendations for these incentives must be supported by a duly accomplished Daily Time Record (DTR), properly signed and submitted to the Head of Extension Unit for verification.

2. De-loading. Only full-time faculty members who are officially designated as College Extension Coordinator/Extensionist shall be entitled to a reduction in their regular teaching load as part of their service to the University's extension programs. This de-loading incentive acknowledges their additional responsibilities in planning, implementing, and managing community engagement activities. Specifically, designated College Extension Coordinator/Extensionist may be de-loaded by up to six (6) units from the standard twenty-four (24) unit teaching load. Despite this de-loading, the faculty extensionist may still be permitted to carry up to six (6) units of extra load but shall not be allowed to take on any temporary substitution load. Part-time faculty members are encouraged to engage in extension initiatives on a voluntary basis. However, they are not required to do so, as they are not eligible for incentives under existing regulations. Those who choose to participate may still carry up to twelve (12) units of part-time teaching and may be assigned temporary substitution loads, subject to the nature and extent of their involvement in the extension program and subject to the approval of the respective College Dean and the Extension Unit.

16. Awards

Recognition for Published Extension Works. The Universidad de Manila values the role of scholarly extension work in addressing real community needs while advancing the University's academic mission. In support of this, the University provides recognition in the form of cash incentives to faculty members, non-teaching personnel, and College Extension Coordinator/Extensionist whose research outputs demonstrate both academic merit and community relevance. To uphold standards of quality, ethical research practice, and alignment with institutional goals, the following guidelines shall apply:

1. Alignment with University Priorities. Only extension research outputs that are directly aligned with the University's Healthy Habitat platform, the L.E.A.D.E.R.S. agenda, and the five official extension focal concerns shall be considered for recognition. Research must clearly contribute to community development, public service, or institutional innovation. **2. Topic Approval Requirement.** All research topics must be pre-approved by the Head of the Extension Linkages Unit using the prescribed Extension Research Proposal

Approval Form (Form EU-07). This ensures alignment with the University's community engagement agenda and prevents redundant or low-impact research.

3. Acceptable Types of Research Output. Eligible extension research outputs must meet the following scholarly standards:

- Go beyond descriptive perception-based studies (e.g., surveys with no applied or analytical component).
- Present a clear intervention, evaluation, or evidence-based approach.
- Include outputs such as: * Action or applied research * Case studies with field implementation

4. Ethical and Community Validation. All extension-related research must adhere to ethical guidelines. Studies involving human participants must have formal ethical clearance and must include proof of community validation or consultation.

5. Incentive Eligibility. Cash incentives may be awarded based on the following categories:

Category of Extension Output	Nature of Extension Work	Award Publication
National	P5,000 + publishing fee	International Refereed Journal
		P10,000 + publishing fee
Conference Presentation	National (In person)	P3,000 + registration fee
	International (In person or online)	\$5,000 + registration fee
• Policy-based research with institutional or community recommendations		
Program evaluations with measurable outcomes		

Note: All awards are subject to budget availability and must follow the guidelines set by the Extension Linkages Unit.

6. One-Award Policy. Only one award may be granted for the same research paper. Faculty members cannot claim both a publication and a presentation award for a single output. **7. Authorship and Contribution Verification.** Only individuals who made a substantial intellectual contribution to the research shall be eligible for recognition. Co-authors may be asked to submit an authorship contribution form, subject to evaluation. Related

7. Required Proposal Approval Process. All extension-research must undergo a formal proposal approval process with the Head of the Extension Linkages Unit. The proposal must be submitted using Form EU-08 (Extension

Research Proposal Approval Form, page 38-39), and only approved topics shall be considered eligible for incentive evaluation. 21 requests must be:

8. Endorsement and Evaluation Process.

- Endorsed by the College Dean, and
- Reviewed by a Research and Extension

Quality Review Panel composed of representatives from URELIA's Research and Extension Unit. The panel shall validate compliance scholarly standards, topic relevance, and contribution to institutional and community goals.

17. Glossary of Terms

This glossary provides definitions of key terms used throughout the Universidad de Manila Extension Manual to ensure a common understanding among faculty, staff, students, and community partners.

Action Plan. A time-bound, structured document outlining specific extension activities, objectives, responsible personnel, budget estimates, target beneficiaries, and evaluation mechanisms to be implemented over a defined period.

Adopted Community. A barangay or specific group officially partnered with Universidad de Manila through formal agreement for the implementation of sustained extension programs. **Barangay.** The smallest administrative unit in the Philippines; the primary partner in UD's extension initiatives, serving as the direct beneficiary and co-implementer of community-based projects.

College Extension Coordinator/Extensionist. A full-time faculty member officially designated by the College Dean to coordinate, facilitate, and document extension programs and activities at the college level, in close coordination with the Extension Linkages Unit. **Community Engagement.** The active involvement of the University with local communities in collaborative processes that aim to address local needs, co-develop solutions, and enhance community well-being.

Community Needs Assessment (CNA). A systematic process used to identify the needs, resources, priorities, and capacities of a partner community, which serves as the foundation for designing responsive extension projects.

Compensatory Time Off (CTO). Leave credits granted to designated faculty extensionists for services rendered outside regular workdays, in accordance with SC-DBM Joint Circular No. 02, s. 2004.

Daily Time Record (DTR). A documented log of work hours rendered by extension personnel during project implementation, used as supporting evidence for service credit or CTO claims.

De-loading. A reduction in the regular teaching load of designated College Extension Coordinator/Extensionist to compensate for their assigned extension responsibilities.

Ethical Clearance. An official approval issued by an accredited ethics review body that ensures proposed extension-related research adheres to ethical standards, particularly in studies involving human participants.

Extension. One of the tri-functions of higher education, referring to the transfer of knowledge, skills, and services from the university to communities in need, through structured, needs-based, and participatory engagements.

Extension Agenda (L.E.A.D.E.R.S.). The guiding framework of UDM's extension work, encompassing Leadership, Education, Advocacy, Disaster Resilience, Economic Empowerment, Research, and Sustainability.

Extension Focal Concerns. The five priority areas guiding all extension programs at UDM: (1) Gender awareness and literacy, (2) Capacity building and skills development, (3) Health, wellness, and spiritual support, (4) Environmental and community development, and (5) Institutional coordination and accountability.

Extension Linkages Unit. A core unit under URELIA responsible for the management, supervision, and quality assurance of all extension programs and activities across colleges. **Extension Program.** A sustained set of activities or projects designed to address specific community needs, implemented by UDM colleges in partnership with adopted barangays and aligned with the University's extension platform and agenda.

Extension Project Proposal. A formal document submitted to the Extension Unit that outlines the planned objectives, methods, timeline, 23 beneficiaries, budget, and evaluation of an extension activity, requiring approval prior to implementation.

Extension Research. Scholarly work that emerges from, or contributes to, the implementation of extension programs, demonstrating methodological rigor, ethical integrity, and practical value to the partner community.

Form EU Series. Standardized templates and forms (EU-O1 to EU.- 07) developed by the Extension Linkages Unit for action planning, proposal submission, activity monitoring, evaluation, reporting, and research approval.

Healthy Habitat. UM's institutional extension platform focused on sustainable, community-centered solutions for public health, sanitation, environmental protection, and local development.

Monitoring and Evaluation (M&E). The process of tracking the implementation of extension activities, assessing whether objectives are achieved, and analyzing outcomes to inform future improvements.

One-Award Policy. A regulation stating that only one type of recognition (either for publication or presentation) may be claimed for a single extension-related research output. **Partner Institution.** An external agency, LGU, NGO, or

organization officially collaborating with UDM in the implementation or support of extension programs.

Post-Project/Activity Report. A summary document submitted within five days of activity completion, containing proof of implementation, attendance, feedback, and initial outcome observations.

Proposal Approval Form (Form EU-07). A required document submitted to the Extension Unit to gain approval for an extension-related research topic before conducting the study. **Publication (Extension-Related).** A peer-reviewed article resulting from an extension program or project, published in a national or international academic journal and eligible for University recognition.

Research and Extension Quality Review Panel. A designated group composed of representatives from URELIA's Research and Extension impact before recognition is granted. Units tasked with screening outputs for scholarly quality, alignment, and impact before recognition is granted.

Service Credit. Non-monetary compensation granted to full-time faculty for extension-related work rendered outside regular duties, credited as part of professional service requirements.

Sustainability. The capacity of an extension program or intervention to produce long-term, replicable, and community-owned benefits beyond the initial period of university involvement.

URELIA. The University Research, Extension Linkages, and International Affairs Office, which oversees research, extension, and internationalization activities across the University.



UDM Mission

Universidad de Manila is committed to provide equal opportunities by developing the learners' knowledge, skills, and values, through quality education and dynamic technology-driven systems, in a diverse yet inclusive environment for learning, research, and community engagement.

UDM Vision

A leading Higher Education Institution that prepares visionary and ethical leaders who shall create a positive impact to society.

We don't just give students an education and experiences that set them up for success in a career; we help them succeed, discover a field they're passionate about, and dare to lead.