1.0 OBJECTIVES

1.1 In keeping with Universidad De Manila's commitment to fostering strong, mutually beneficial relationships with our local community, this memorandum establishes a mechanism for meaningful participation of local stakeholders including residents, local government representatives, and civil society organizations in university decision-making processes.

1.2 The university values the insights, needs, and contributions of the surrounding community and is dedicated to ensuring that their voices are heard and considered in decisions that affect them.

2.0 SCOPE (COVERAGE OF PROCEDURE)

This policy applies to all departments, centers, and administrative units within Universidad De Manila that make decisions impacting the local community, including but not limited to areas such as community development, campus expansion, environmental sustainability, and public health initiatives.

3.0 POLICIES

4.0 **Identify Key Local Stakeholders**. Universidad De Manila will establish a systematic process for identifying stakeholders who have an interest in or influence on university programs, research initiatives, and community projects. Key stakeholders may include government agencies, local businesses, community organizations, educational institutions, and residents of the City of Manila.

5.0 **Build Collaborative Relationships**. The university aims to build constructive partnerships with stakeholders based on shared goals, transparency, and mutual benefit. Engagement activities are designed to address local priorities, enhance university research and teaching, and contribute positively to community well-being.

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6.0 PROCEDURES

7.0 The University Research, Extension, Linkages, and International Affairs (URELIA) in coordination with the colleges shall implement the guidelines and procedures in identifying the stakeholders by:

7.1 Stakeholder Consultation and Feedback Form

Responsibility		Activity
URELIA / Office of Community Relations	1.	Identify and invite representatives from local government units, community organizations, civil society groups, local residents, and university leadership to participate in the University-Community Advisory Council (UCAC).
Office of Community Extension / Concerned Units	2.	Organize public consultations, stakeholder forums, and workshops for projects or policies with significant community impact. Document questions, feedback, recommendations, and concerns and communicate them to relevant decision-makers.
Office of Community Extension / Concerned Units	3.	Conduct regular surveys and needs assessments and maintain appropriate channels for digital feedback. Review submissions and survey results and use stakeholder input to inform university planning and decisions.

7.2 Roles and Responsibilities

Responsibility		Activity
Office of Community Extension	1.	Coordinate the UCAC, public consultations, forums, workshops, and the stakeholder feedback portal; ensure stakeholder input reaches the relevant university departments.
University Departments / Project Leads	2.	Coordinate with the Extension Office, involve stakeholders in planning and implementation, and incorporate relevant feedback into projects affecting the local community.
Office of the Vice President for Academic Affairs	3.	Oversee implementation of the policy, review stakeholder engagement reports, and assess whether participation mechanisms uphold transparency, inclusivity, and meaningful consideration of community input.

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8.0 LIST OF FORMS

8.1 Academic Council Meeting / Stakeholder Forum Minutes
8.2 Annual Stakeholder Engagement Evaluation and Report

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