

**NATIONAL CONFERENCE FOR EXTENSION PROFESSIONALS IN
HIGHER EDUCATION INSTITUTIONS**

November 25-26, 2019 / Century Park Hotel, Manila

PLEASE OBSERVE THE TEMPLATE/FORMAT ON THE PAPER FOR EXTENSION BEST PRACTICES

I. The Title of the Extension Program/Project

II. Author/s; name of HEI/SUC

III. INTRODUCTION

- a. Description of the HEI/SUC on Extension program/project in relation to global, national, regional/local and international issues and concerns

IV. The BEST PRACTICE

- a. Brief Description About the project
- b. Objectives of the Project
- c. Activities
- d. Innovative Strategy/ies of the Project - the contribution of the development of the practice of extension and introduction of an extension method or approach within the context of the locality
- e. Presentation of Conceptual Framework, process flow and pictures if necessary.

V. SIGNIFICANCE

- a. The extension project should have an impact and significant contribution to extension, science, technology and commercialization, extension delivery system, national development policies and programs or to the culture and well-being of Philippine society.
- b. It has an impact to client-beneficiaries/partners, community, environment to your institutions in terms of policies and support and local/regional/institutional development planning
- c. Include project's substantial impact at a low cost of intervention (Efficiency)
- d. Include a clear and well-defined framework, adherence to extension principles, extent to which extension modality has achieved set objectives, relevance to needs and preferences of stakeholders. (Effectiveness)

VI. LESSONS LEARNED

- a. Description of the lessons learned from the extension project that you have gained both positive and negative
- b. Effective approaches/strategies identified in the project

VII. SUSTAINABILITY

- a. Description on how the project could be sustained in terms of financial, human resources, infrastructures and facilities and institutional management support
- b. Scaling-Up the project/program

Deadline of submission of paper will be on November 5, 2019. The secretariat will not entertain papers after the deadline.