

Joint Administrative Order No. 1, Series of 2012

Guidelines in the Development of Agriculture and Fisheries Extension Programs by State Universities and Colleges

June 11, 2012

The AO provides a guideline in the establishment of a unified and harmonized guideline in the preparation of collaborative agriculture and fisheries extension programs for State Universities and Colleges (SUCs) specifically the National Universities and Colleges in Agriculture and Fisheries (NUCAFs).

Salient Extension Provisions

ARTICLE III

COMPONENTS OF AGRICULTURE AND FISHERIES EXTENSION PROGRAMS OF SUCs

Section 90 of AFMA provides that the extension program of SUCs shall primarily focus on the improvement of the capability of the LGU extension service by providing the following:

Section 1. Scholarships for Degree and Non-Degree Programs

To accelerate social progress and total human development, SUCs shall lead in the provision of degree program scholarships and non-degree courses for deserving LGU extension workers. These, however, should be relevant to their fields of specialization and/or areas of extension work.

For the purpose of harmonizing the provision of non-degree courses, the training of agricultural extension workers (AEWs) at the regional and provincial levels shall be handled by the NGAs, including SUCs while the PLGU shall train the municipal AEWs. More specifically, the NGAs shall be responsible for training about commodity-based national programs while SUCs shall handle training about specific crops unique to the province/region where they are located or their area of specialization. Training on social technology where they excel shall also be the responsibility of the SUCs.

Section 2. Technical Assistance

To broaden their linkages and their involvement in extension activities, the SUCs can assist the extension workers by providing services as resource speakers, facilitators, moderators, documenters, module writers, course designers, IEC developers, evaluators and providers of non-techno-based data/information requirements. The SUCs can also support the extension workers in setting up techno demo projects, in resource generation efforts and strengthening their skills along the value chain.

Section 3. Extension cum Research Activities

These are projects initiated by SUCs implemented in collaboration with other stakeholders for the conduct of extension activities as a continuum of R & D activities. Also included here are researches in extension to develop model strategies or approaches in/or for the implementation of the delivery of technologies in extension work. This can be done through collaborative pilot projects or village action projects. Pilot projects should be planned and implemented carefully under realistic conditions to ensure their success and sustainability.

Section 4. Monitoring and Evaluation of LGU Extension Projects

The SUCs shall periodically assess PLGU extension projects. For the PLGUs to undertake effectively the monitoring and evaluation of municipal/city LGUs extension projects, SUCs must endeavor to provide the needed technical assistance to PLGUs.

Section 5. Information Support Services Through the Tri-Media and Electronics

The development of IEC materials (leaflets, brochures, videos, etc.) shall be taken care of by the NGAs while the concerned SUCs shall be responsible for translating the materials to the local dialect. The distribution of the IEC materials shall be handled by the LGUs.

ARTICLE IV

PLANNING THE AGRICULTURE AND FISHERIES EXTENSION PROGRAMS OF SUCs

Section 1. The Agriculture and Fisheries Extension Program

- The SUCs, in collaboration with DA-ATI, CHED, DA-RFUs, specifically their Regional Integrated Agricultural Research Centers (RIARCs), concerned LGUs and RDE networks — shall formulate their AFE programs consistent with the municipal, provincial, regional and national research and development as well as extension agenda and strategic plan. It should be supportive of the Philippine Development Plan goals for the agriculture sector.
- Planning of SUCs' AFE programs for a specific area shall involve all major stakeholders and actors of the NESAF, particularly community-based organizations of farmers, fisherfolk, women and the youth including the Civil Society Organizations made up of the service-oriented non-profit entities and the NGOs/Pos as well as_ relevant national government agencies. Necessarily, they should also serve the capability building needs of other clients along the value chain.
- The SUCs AFE shall be consolidated at the regional level together with the LGU program plans by the DA-ATI Regional Training Center in coordination with the RFU to form part of the Regional Extension Plan. The national consolidated AFE program shall be integrated into the DA Agricultural Extension Plan. Upon approval, the plan shall be the basis for budget allocation and co-financing. The plan will cover a six-year period with annual work and financial plan.
- In ensuring that the planned programs are relevant and responsive to the problems and needs of the clientele within the service area that links research and extension, the following shall be considered:
 - a. Adhere to participatory principles in planning and implementation;
 - b. Form part of the integrated regional/provincial/municipal RDE agenda;
 - c. Encourage complementation of functions of the NUCAFs, PIAFs, and LUCs; and
 - d. Be closely linked with R&D programs of the SUCs and the provincial/regional/national Extension Agendas;
 - e. Standard tools and processes shall be used.

Section 2. Planning and Programming Process

- In determining relevant and responsive AFE programs, the following process in planning and programming should be adhered to by the SUCs:
 - a. Undertake stakeholder analysis;
 - b. Describe the internal strengths and weaknesses in relation to the external opportunities and threats (SWOT analysis);
 - c. Formulate a vision statement and core values;
 - d. Identify AFE program goals and actionable strategies;
 - e. Determine expected outputs and establish baseline data;
 - f. Set attainable targets;
 - g. Formulate monitoring and evaluation (M & E) system;
 - h. Determine budgetary requirements; and
 - i. Describe institutional arrangements for program/project implementation.

ARTICLE V

IMPLEMENTATION OF AGRICULTURE AND FISHERIES EXTENSION PROGRAMS OF SUCS

Section 1. Work and Financial Plan

1.1 The PIA/Fs shall align its AFE programs on the provincial agricultural development plan specifically the PLGU AFE Program of the province. For NUCA/Fs, their programs must be based on the approved regional AFE programs.

1.2 A detailed annual work and financial plan shall be done based on the medium-term Agriculture and Fisheries Extension Program of the SUC as the basis for fund allocation and complementary work with LGUs.

Section 2. Manpower

2.1 The SUC must appoint or designate the Director of Extension or its equivalent faculty and staff to work full time or at least 75% of his/their time on the SUC's AFE program for the province/region. SUCs can apply the provisions in the DBM's Organization and Staffing Standards for DECS School Divisions, Elementary and Secondary Schools; Technical/Vocational Schools and State Universities and Colleges and Non-Chartered Tertiary Schools for extension positions that can be hired for implementation of their extension programs.

Section 3. On-the-Job Training/Major Practice Students

3.1 The SUC shall involve agriculture and fishery students for field immersion and community outreach programs. The extension program shall serve as learning field laboratories for students in agriculture, fisheries and other related fields either as on-the-job training or as major practice.

3.2 The SUC shall devise an equivalency in terms of the number of units credited per immersion of students in a project.

Section 4. Roles of AFE Programs Collaborators

4.1 An Oversight Committee shall be organized to oversee the entirety of the SUC AFE program/project implementation. Members of the team shall be drawn from DA- ATI, CHED, DILG, and the ACAP President. The Committee shall have the following

functions:

1. Formulate policies to develop and promote relevant SUC AFE programs and projects.
2. Oversee the successful implementation of SUC AFE programs and projects.
3. Identify sources of financing to expand SUC AFE programs and projects.
4. Promulgate such policies and exercise such other powers and functions as may be necessary to effectively carry out the goals and objectives of the SUC AFE programs and projects.
5. Perform other functions as may be necessary for its effective operations and for the continued growth and development of the AFE System.

4.2 Regional/Provincial Management Team (RMT/PMT)

Composition

RMT	PMT
NUCA/F Extension Director/Coordinator	PIA/F Extension Director
ATI Center Director	RTC designated Technical Staff
CHED	Provincial Agriculturist
DILG Regl. Office designee	

Functions:

1. Lead the development and tracking of SUC AFE programs
2. Establish and maintain the project and/or program communications
3. Identify and manage the project and/or program issues
4. Participate in progress reviews of the project
5. Maintain project tracking and information systems
6. Develop relationships with, and ensures the appropriate participation of key client stakeholders

4.3 The Farmer-Fisherfolk Stakeholder shall:

1. Participate in the planning, implementation and progress reviews of AFE projects.
2. Actively share knowledge and learning from project experiences.

4.4 Provincial LGUs shall:

1. Lead in the implementation of collaborative extension programs in the province.
2. Provide financial resources for joint extension interventions and implementation of collaborative extension programs of SUCs.

3. Conduct operational monitoring and evaluation of AFE projects at the municipal level, with technical assistance from the SUC, if necessary.
4. Integrate the operations for the agriculture extension services and undertake an annual evaluation (in-house reviews) of the extension projects at the municipal level, with technical assistance from the SUC, if necessary.

4.5 Municipal LGUs

1. Participate in the planning, implementation and progress reviews of AFE projects, initiated by the PLGUs in cooperation with SUCs.
2. Responsible for delivering direct agriculture and fisheries extension services.

4.6 SUCs shall:

1. Participate in the identification and implementation of collaborative extension programs, in cooperation with PLGUs. 2. Undertake a periodic annual evaluation of its collaborative extension programs.
2. Lead in the monitoring and evaluation of provincial AFE initiatives, in coordination with DA-ATI.

4.7 DA-ATI shall:

1. Spearhead the monitoring and evaluation of regional AFE programs and projects especially in the outcome.
2. Provide technical assistance and support mechanism to SUCs in their conduct of M & E in PLGU projects, such as in-house reviews.
3. Provide grants for meritorious SUC collaborative undertakings.

4.8 DA-RFUs shall:

1. Finance commodity-based AFE projects submitted by SUCs for funding.
2. Provide technical assistance in techno farms implemented by SUCs.

ARTICLE VI

MONITORING AND EVALUATION OF AGRICULTURE AND FISHERIES EXTENSION PROGRAMS

Section 1. Monitoring

1.1 As mandated by AFMA, ATI shall develop and implement a harmonized M & E on extension, in coordination with the National Agriculture and Fishery Council-/ whose function is to monitor agriculture and fisheries programs, projects and activities (P/P/As). Furthermore, ATI shall monitor and evaluate AFE programs and projects of SUCs and other national government agencies (NGAs).

1.2 SUCs shall lead in regular monitoring and evaluation of the status, progress, and result of collaborative AFE programs and activities at the provincial level, in accordance with the harmonized M & E system.

Section 2. Evaluation

2.1 The SUCs in coordination with the DA-ATI and LGUs shall conduct results and impact evaluation of provincial extension programs/projects. However, SUCs can also conduct an independent evaluation of AFE programs/projects, consistent with the harmonized M & E system.

Source:

Retrieved from

Compendium of Extension Policies and Extension-Related Policy Studies & Research (2015) of ATI-PPD