



Republic of the Philippines
Bicol University
EXTENSION MANAGEMENT DIVISION
Legazpi City

(Title)

EXTENSION TRAINING PROPOSAL

I. Identifying Data:

Title:
Proponents:
Implementing Unit Agency:
No./Type of Participants:
Duration:
Registration Fee (if applicable):
Target Venue:

II. Rationale and Brief Description of the Training

(Why do you need to conduct the training. What are the topics to be discussed, what is the general aim of the training)

III. Objectives:

(What are the specific objectives of the training)

IV. Methodology of the Training:

(What are the methods to be used in the training)

V. Training Schedule:

(Give the details of the schedule of activities topics and speakers assignment)

Day/Time	Activity	Person Responsible

VI. Budgetary Requirements and Income Analysis (if applicable):

Describe the budget needed in the training

Items	From Participants or Partner Agencies	From BUESC
Meals and snacks		
Training Supplies and materials		
Resource Person Accommodation and Travel Expenses		
Honorarium (Resource Person, Facilitator, Training Staff, etc.)		
Gasoline/Transportation		
Travel Expenses of Resource Speaker and training staff		
Rental of venue		
Rental of It Facilities		
Contingency Fund		
Total		

VII. Impact Assessment:

(How will you assess the impact of the training)

Objectives	Indicators	Instrument for Impact Assessment/Sources of Data

VIII. Approval Sheet:

Prepared:

Name and Position/Designation (College/Unit)

Reviewed and Endorsed by College/Unit Extension Review Committee:

Faculty/ Department Chair

Faculty/ Department Chair

Faculty/ Department Chair

Extension Coordinator

Dean/Director

Reviewed and Endorsed by the BU Extension Review Committee:

KALAYAAN C. TRIUNFANTE
Member, BUEMD Review Committee

ROWENA F. ZOILO
Member, BUEMD Review Committee

MA. CORAZON R. NAZ
Member, BUEMD Review Committee

Recommending Approval for Availability of Funds:

JANET D. MANILA
Budget Officer, BUEMD

Budget Officer, College/Unit
(if the training is college based)

Budget Officer/Treasurer (Partner Agency)

Recommending Approval:

LESTER M. NARVAEZ, PhD
Chairperson, BUERC/
Director, BUEMD

RONNEL R. DIONEDA, Sr.
VP for Research, Development and Extension

Approved:

ARNULFO M. MASCARIÑAS, PhD
SUC President IV

Office Head/Partner