



PAEPI POLICY GUIDELINES, STANDARDS, AND CRITERIA FOR RECOGNITION OF PERFORMANCE IN EXTENSION

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I. **POLICY TITLE.** This document shall be called "*PAEPI Policy Guidelines, Standards, and Criteria for Recognition of Performance in Extension.*" It shall be referred to as the "PAEPI Recognition Policy" whenever used in this document.

II. **DECLARATION OF POLICY.** PAEPI, as a professional association of extension program implementers, recognizes that the extension function is a strong force in bringing individual and social transformation in the country. It further recognizes the role that extension workers play in local and national development. Hence, it adheres to the managerial principle that job performance should be given due recognition. As a professional association, therefore, PAEPI assumes the task of recognizing outstanding performance in extension to inspire and motivate the extension workers.

III. **SCOPE AND COVERAGE.** The "*PAEPI Recognition Policy*" shall cover only the different categories of awards enumerated hereunder:

1. *Outstanding Extension Program Award*
2. *Outstanding Chapter Award (Regional, Provincial, and Municipal/ City*
3. *Outstanding Institutional Member Award (School, NGA, NGO, and LGU)*
4. *Outstanding Individual Member Award*
 - a. *Lifetime/Regular Member*
 - b. *Honorary Member*
5. *Outstanding Extension Worker Award*
6. *President Commendation*

The "PAEPI Recognition Policy" shall specifically apply to their memberships categorized as institutional chapters and individual members.

An individual member is further classified as lifetime, regular and honorary.

Chapter Members are classified as regional, provincial, city /municipal, and institutional.



Institutional Members shall be classified as academe, Local government unit, national government agency, non-government organization, or private enterprise. Institutional members classified as academe may be state colleges and universities, TESDA regulated technical-vocational institutions, or DepEd Non-formal education units in the school, district, division, or regional level. Non -government organizations may include non-profit entities such as foundations and people's organizations doing extension work or similar functions. Private enterprise may cover corporations, partnerships, cooperatives, or private businesses accepted as members of PAEPI.

IV. DEFINITION OF TERMS

1. *Extension Program* is defined as a set of projects and activities in extension, community outreach, or similar functions regularly undertaken by an institutional member as part of its mandate or organizational vision, mission, goals, and objectives. The extension program shall enable the institution or entity to allow the participation of extension workers and volunteers in its activities to attain the goals and objectives set forth. The goals and objectives should indicate contribution to individual and social transformation and local, regional, or national development.
2. *Extension Work* refers to any activity of a specific duration governed by objectives, strategies of implementation, targets, and expected results or outcomes geared towards individual and social transformation and contribution to local, regional and national development.
3. *Chapter* refers to any recognized chapter of PAEPI. Recognition requires that the chapter has been conferred a certificate of recognition for fulfilling the minimum requirements in the revised PAEPI constitution and by-laws.
4. *Institutional Member* shall refer to the institutional member of PAEPI.
5. *Individual Member* shall refer to the individual members of PAEPI.
6. *Extension Worker* shall refer to a PAEPI member who does actual extension, whether managerial or operational, regardless of academic or organizational rank or whether he/she does extension work as a self-motivated extension worker or as part of his/her job function in a particular agency, association or enterprise he is where connected.
7. *Standards and Criteria* shall refer to those contained under the "PAEPI Recognition Policy."
8. *Screening Committee* refers to the duly appointed PAEPI members by the PAEPI board of directors who shall constitute the screening committee in the different categories of awards.
9. *Awards* refer to the awards to be given by PAEPI to qualified awardees as contained in the "PAEPI Recognition Policy."



10. *Period* shall refer to the different duration of time indicated herein to submit the nominations and applications with accompanying documents: screening or final approval of the recommended results.
11. *President Commendation* refer to the awards given by the PAEPI President to honor the Board of Directors and Officers who had exerted their very best effort to fulfill their functions and meet their commitments as leaders of the PAEPI and to inspire as well other high performing regions, regular members, high performing regions and project partners who contributed to the accomplishment of the VMGO of PAEPI regular members of PAEPI.

VII. SUBMISSION OF DOCUMENTS

1. *Completeness of Documents.* The Chair shall receive all documents submitted by the nominees. In case of incomplete records, the Chair shall notify and give a period to comply and submit the missing documents to the nominee. Upon screening by the Committee, only claim substantiated by required documents shall be considered to award points.
2. *Return of Documents.* Any nominee shall be entitled to the return of documents submitted by paying the mailing of said documents.
3. *Authenticity of Documents.* Each document shall be considered authentic if duly certified by the agency's concerned head or responsible officer. No certification, no credit to claim shall be followed.

VIII. SCREENING AND APPROVAL

1. All nominations that meet the screening requirements shall be duly screened during the screening period. Requirements for screening are met when the nominee has submitted all documents within the period specified for submission.
2. The Chair and members shall be duly accountable to the Board of Directors for fair, reasonable, and impartial screening of documents submitted by the nominees.
3. If, after screening nominations for a particular award category, the Committee finds out that none has met the minimum standard set, then said Committee should certify this effect. Their certification will have the effect of declaring no qualified nominee for the award category.
4. The screening by the Committee shall be final. The Committee's recommendation of qualified nominees shall be unappealable. The Board shall accept and approve the requests by the screening committee without any further deliberation.



IX. EVALUATION OF QUALIFIED NOMINEES: The following standards and criteria per award category shall govern the screening process by the Committee.

A. Outstanding Extension Program

1. Standard

1.1. To qualify for the award, the nominee shall obtain a percentage total of not less than 80 points and meet the following entry requirements:

1.1.1 The extension program should be under the management of a PAEPI institutional, chapter, or individual member

1.1.2 The member managing shall be one in good standing

1.2. Number and titles of the award with corresponding earned points:

Most Outstanding Extension Program 95-100 pts.	One award
Outstanding Extension Program 80-94 pts.	Two awards

2. Criteria

No. of Points	Criteria
20	1. Must currently implement a project or at least five activities that promote individual and social transformation
20	2. Must utilize innovative strategies and methods of extension in current extension projects or activities
20	3. Project is geared toward sustainability
20	4. Project must be multi-sectoral
20	5. Project receives institutional support
100	

B. Outstanding Institutional Member

1. Standard

1.1. To qualify for the award, the nominee shall obtain a percentage total of not less than 80 pts. And meet the following entry requirements:

1.1.1. The institutional member applicant must be a member in good standing.

1.1.2. It must have organized its institutional chapter with a minimum of 15 members.

1.1.3. At least 80% of the members of its institutional chapter are members in good standing.

1.1.4. It has sent delegates or participants to any of PAEPI national, regional, or provincial training.

1.2 Number and titles of the award with corresponding earned points:

Most Outstanding Extension Program 95-100 pts.	One award
Outstanding Extension Program 80-94 pts.	Two awards



3. *Criteria*

No. of Points	Criteria
30	1. Maintains and sustains at least three relevant extension programs.
20	2. Maintains an office of extension covered by a competent staff
10	3. Is a PAEPI member of good standing for at least two years
20	4. Supports at least two projects and activities with institutional budgetary allocation
20	5. Supports at least 2 PAEPI programs, projects, and activities through the deployment of faculty/extensionists, use of facilities, etc.
100	

C. Outstanding Chapter Member

1. *Standard*

1.1. To qualify for the award, the nominee shall obtain a percentage total of not less than 80 pts and meet the following entry requirements:

1.1.1. The chapter meets the minimum requirements for recognition under PAEPI Constitution and By-Laws

1.1.2. The chapter has been in existence for at least two years.

1.1.3. The chapter is duly represented in any of the Council of Chapter Presidents' Meeting.

1.2 Number and titles of the award with corresponding earned points:

Most Outstanding Extension Program 95-100 pts.	One award
Outstanding Extension Program 80-94 pts.	Two awards
a. Regional	
b. Provincial	
c. Municipal/City	

2. *Criteria*

No. of Points	Criteria
10	Organized/spearheaded/supported the organization of at least one school, one province, and two municipalities.
20	Conducted chapter training on the extension that enhanced the capability of members
20	Supported PAEPI programs. Projects and activities
20	Engaged in actual membership expansion
10	100% members in good standing
20	Conducted projects that contributed to individual/social transformation of non-PAEPI members to improve their quality of life
100	



D. Outstanding Individual Member

1. *Standard*

1.1. To qualify for the award, the nominee shall obtain a percentage total of not less than 80 pts. and meet the following entry requirements:

1.1.1. The member should be a member of good standing.

1.1.2. The member must have been a member for at least two years.

1.2 Number and titles of the award with corresponding earned points:

Most Outstanding Extension Program	95-100 pts.	One award
Outstanding Extension Program	80-94 pts.	Two awards
a. Regional		
b. Provincial		
c. Municipal/City		

2. *Criteria*

No. of Points	Criteria
10	1. Attended at least one national convention and other PAEPI training/activities a. International – 3 (6/day) b. N/R – 2 (4/day) c. Local – 1 (2/day)
20	2. Contributed to membership expansion through concrete evidence a. Organizer -3 pts. b. Resource Speaker -2 pts. c. Coordinator -1 pt.
20	3. Supported PAEPI programs, projects, and activities whether it be national or chapter level (1 pt. per program/project/activity)
20	4. Engaged in actual extension work that contributed to individual and social transformation whether PAEPI conducted by self or by other agency or institution where employed or connected (5 pts. per program/involvement).
10	5. Received awards of distinction for extension work (for every award received) International -5 pts National -4 pts Regional -3 pts. Provincial -2 pts. Municipal -1 pts.
10	6. Published articles or books on extension Book -7 pts. Journal -6 pts. Manual -5pts.
10	7. Held leadership positions in PAEPI, whether national or chapter level National- 10 pts. Provincial -5 pts. Regional -7 pts. Institutional -3 pts. l~
100	



E. Outstanding Extension Worker

1. *Standards*

1.1. To qualify for the award, the nominee shall obtain a percentage total of not less than 80 pts and meet the following entry requirements

1.1.1. The extension worker must be a PAEPI member.

1.1.2. He/ she should have at least two years of actual work in extension or related activities.

1.2. Number and titles of the award with corresponding earned points.

Most Outstanding Extension Worker	95-100 pts.	One award
Outstanding Extension Worker	80-94 pts.	Two awards

2. *Criteria*

No. of Points	Criteria
15	1. Shows impressive records of educational qualifications and training in extension (Ph. D. Extension or related fields)
15	2. Shows contribution to the enhancement of professionalism of fellow extension workers
10	3. Shows evidence of consultancy services in extension to any agency, whether government or non -government
10	4. Shows leadership in extension
20	5. Implemented successful projects in extension
20	6. Evidence of outstanding meritorious services to people and communities
10	7. Published articles, books, and others on extension
100	

F. President's Commendation

For all Board of Directors and Officers who had exerted their very best effort to fulfill their functions and meet their commitments as leaders of the association, this President commendation will be awarded to distinguish outstanding accomplishments.

This exercise aims to inspire succeeding new members of the Board and regular members of the association. The Presidential Award of Commendation and Recognition to high-performing regions, Board of Directors, and other members will be awarded for the specific citations listed hereunder.



President Commendations for	Board of Director/Member
<ol style="list-style-type: none"> 1. Building Organizational Image 2. Most Productive Participation and Involvement as Board of Director and Officer 3. Chapter Organizing Efforts 4. Capability Building of the Extension Sector 5. Certificate of Recognition as Coordinator for <ol style="list-style-type: none"> 5.1 Annual Convention 5.2 National Trainings Conducted 5.3 Regional Training 5.4 Provincial / Sectoral Training 6. Pride of PAEPI for Promotion in Government Position 7. Posthumous Award 8. Service to PAEPI 9. Most Productive / Active Chapter 10. Citation for Hosting BOD Quarterly Meetings 11. Institutional Member Awardees 12. Special Award to LGU 13. Special PAEPI Partner Award 14. Resource Generation 	

XI. AWARDS AND AWARDING

1. The award shall consist of a plaque of merit and other monetary or material awards that PAEPI may generate through resource-generation efforts of the association.
2. The awarding ceremony shall coincide with the conduct of the Biennial Convention and General Assembly Meeting of PAEPI. Awardees shall be given a cash prize (the privilege of refunding the registration fee to the convention).