

PUBLIC SERVICE FUND GUIDELINES

Rationale

Following R.A. 9500, it is a declared policy that the University of the Philippines shall “lead as a public service university by providing various forms of community, public, and volunteer service, as well as scholarly and technical assistance to the government, the private sector, and civil society while maintaining its standards of excellence.”

In line with this, the university can undertake initiatives to respond to identified needs and calls for the delivery of services made by the public.

Definition of Terms

- Extension – a sub-set of public service that refers to services and knowledge products (e.g., product, technology, system, capability building, IP and Tech Transfer, policy briefs) extended by an individual or by a department/unit/college to a public with the purpose of initiating, catalyzing, and sustaining the development of various communities. Extension service is a result of academic outputs and research initiatives.
- Program – a holistic and integrated series of projects organized and implemented by a unit/college solely or in collaboration with external organizations, supported by Vision, Mission, and Goals. Programs are generally longer and focused on desired outcomes or benefits.
- Project – refers to any budgeted research, creative work, or public service engagement to address certain specific objectives. Projects may vary in duration and are focused on desired results or outputs.
- Public – refers to any individual or group belonging to public or private institutions, community, and members of civil society organizations external to the university,
- Public Service – refers to a range of engagements of university personnel within their discipline or areas of competency in response to the needs of the public. Personnel's engagements should not be part of their (the) regular instruction-related activities.
- Institutional Public Service – refers to public service that is conducted by a department/unit/college and not by an individual.

Types of Public Service Engagements

1. Information Services – refer to the dissemination of a certain knowledge or skill to the public, possibly in collaboration with a content provider, through various conventional means of communication, such as person-to-person contact, radio, television, newspaper and other printed materials, or internet-based media.
2. Innovations and Technology Transfer Services – refer to engagements that promote the adoption, public demonstration, or sharing of research outputs (including patented technology), research processes or protocols, and good administrative practices.
3. Continuing Education Engagements – consist of systematic learning activities such as seminars, workshops, short term capability building activities, etc., designed to supplement by updating and strengthening formal training of target clientele (EO No. 98-02 dated 13 August 1998).
4. Technical Assistance and Advisory Services – refer to engagements rendered by university personnel who are:
 - a. On Secondment
 - b. Requested as consultants, technical advisers, or as members of Technical Working Groups or
 - c. Awarded Grants-In-Aid or similar projects with external funding.For technical assistance and advisory services, proof of engagement (Memorandum of Agreement, Memorandum of Understanding, appointment paper, or other similar documents) must be submitted.

Public Service Engagements by Funding Categories

1. Basic Public Service Engagement – shall be implemented with a maximum funding of

- twenty thousand pesos (PhP 20,000.00).
2. Occasional Public Service Engagement – PS engagement with budgets greater than twenty thousand (PhP 20,000.00) but not more than one hundred thousand pesos (PhP 100,000.00).
 3. Regular public Engagement – engagements with a budget greater than one hundred thousand pesos (PhP 100,000.00) but not to exceed three hundred fifty thousand pesos (PhP 350,000.00) with an approved implementation period of at least six (6) months.

Guiding Principles for Implementing Public Service Engagements

1. University-funded public service engagements
 - a. All expense items related to the various activities of the project must be fully stated in detail, and the bases for the budget estimates indicated, upon submission of the proposal.
 - b. The OCEP has the discretion to countercheck the submitted budget, delete unnecessary items, or streamline the budget as it sees fit.
 - c. For engagements with collaborators, the proposal should clearly specify the budget share or 'in kind' counterpart of project collaborators before the request for funding is approved.
 - d. For Regular Public Service engagements, the time and effort of the public involved in the engagement shall be properly appreciated in the form of 'give away' or non-monetary items, which shall also be used to publicize the university's public service initiatives. The budget for the giveaway or non-monetary items should not exceed 10 percent of the total budget and not more than P500.00 per beneficiary.
 - e. Budgetary considerations for In-house funds for public service engagements
 - i. should be used primarily to support the public service engagement of UPV faculty and staff
 - ii. cannot be utilized by non-UPV personnel except for meals for the public, which should not exceed 15% of the total budget
 - iii. may provide for a token or straight fee to be given to any UPV personnel who will serve as Leader, Member, or invited Resource Person of a Public Service activity, the total amount of which shall not exceed 12% of the project/activity budget regardless of the number of personnel involved, provided this allocation shall be waived when proponents receive honoraria from the sponsor of the Public Service activity
2. Public Service Component of Grants-In-Aid Projects
Budget for public service activities in Grants-in-Aid or externally funded projects shall be indicated by the project proponents.

Procedure for Requesting and Implementing Public Service Engagements

1. A proposed activity, prepared in response to a formal request or a call for proposals may be accepted for consideration by the OVCRE, provided the project/activity is included in a unit's plans and targets for the year of its implementation.
2. The proposal should undergo Harmonized Gender and Development Guidelines (HGDG) evaluation to ensure that the proposal is gender-responsive. The proponent and requesting client must consider the needs, priorities, and contributions of both women and men, as well as individuals with disabilities, varying marital status, and other vulnerable groups, in the design and implementation of the public service engagement.
3. When a proposal is considered for full proposal development, the proponent/s shall formally request for its approval from the Chancellor. The following guidelines shall be observed in the process:
 - a. Each line office shall be given at least three (3) working days or, depending on the office's Anti Red Tape Act (ARTA) guidelines, to recommend for the approval or disapproval of the proposal.
 - b. A recommending officer is free to include relevant inputs as part of the recommendation, which may be material for the assessment of the approving officer. However, a recommending officer shall not be allowed to make any changes to the

- proposal.
- c. Public service activities/projects that do not require Public Service Load Credit (PSLC) may be approved by the Chancellor, after being recommended by the VCRE.

Allocation of Public Service Load Credits

1. Equivalent Teaching Units (ETU) shall not exceed six (6) units per semester. Requests for ETU may only be made for regular public service activities/projects through channels from the Chancellor.
2. Projects endorsed by the OVCRE for funding but covered by a PSLC application should also be recommended by the Academic Personnel and Fellowships Committee (AcPFC) before the PSLC application may be approved by the Chancellor. The request should be received at the proponent's unit level 2 months before the start of classes.
3. PSLC may be considered for certain aspects of Grants in-Aid projects or externally funded projects, but proponents should explicitly state the type of public services to be rendered. PSLC shall be considered on a semestral basis and only for the approved duration of the public service activities.
4. PSLC may be claimed for public services rendered either *pro bono* or with honorarium.
5. Awarding of PSLC shall be guided by the following:
 - a. Individual Projects
 - i. Projects with honoraria for the proponents and rendered at least 48 hours a semester shall be assigned a 3-unit credit load per project per semester.
 - ii. Pro bono projects rendered with at least 32 hours a semester shall be assigned a 3-unit credit load per project per semester.
 - b. Team Projects
Team projects with a duration of at least one (1) semester shall be assigned credit load as follows:
 - i. Three (3) units per project per semester, equivalent to 48 hours of actual work, for project leaders/project managers.
 - ii. Two (2) units per project per semester, equivalent to 32 hours of actual work, for study leaders/assistant project manager.
 - iii. One unit and a half (1.5) per semester per project/study for research associates.
 - iv. One unit (1.0) per project/study per semester for consultant.
6. No payment of honoraria for overload due to public service shall be made; however, if an application for PSLC is approved within the 1st semester and an additional teaching load is assigned after the approval, the PSLC may be credited as part of the total load for the 2nd semester. Moreover, approved PSLCs during the 2nd semester in excess of the full load shall be converted to overload pay.
7. Regular PS Engagements granted with PSLC must comply with the Monitoring and Evaluation (M&E) process as stated in section I of these guidelines.

Output requirements

1. For basic and occasional public service engagements:
 - a. Registration form containing the name, contact details, address, and affiliation of the public served
 - b. Copy of the news brief (who, what, where, why, when, how) about the engagement, accompanied by photos of the events published on UPV social media platform or website.
 - c. Result of the evaluation of the engagement using the approved UPV-wide Evaluation tool.
 - d. Accomplishment report (PS Form 2)
 - e. Status of funds from the Budget Office
2. For regular public service engagements:
 - a. All requirements for basic and occasional public service engagements
 - b. Evaluation by a Monitoring and Evaluation (M &E) team for regular projects that are granted with PSLCs.
 - c. In the absence of a PSLC, the proponent must do self-monitoring and evaluation using

UPV forms (OM forms)

3. A proponent may participate in more than one type of public service activity with overlapping periods of implementation.
4. A proponent who has complied with the requirements of a previous public service project may be allowed to participate in another engagement of a different type or modality, provided that all required outputs of the completed project have been submitted and verified within one year of its completion.

Monitoring and evaluation of Public Service Engagements

1. Monitoring and evaluation shall only apply to Regular Public Service Engagements granted with PSLCs and shall be conducted by the OVCRE, through the Office of Continuing Education and Pahinungod (OCEP).
2. Before starting a public service project, proponents must coordinate with OCEP for the monitoring work to be done for the project. At the proposal stage, proponents must indicate how M&E shall be implemented.
3. An M&E team will be assigned to each project proposal. The team will help in the evaluation and improvement of the proposal.
4. All public service proposals must follow the M&E compliant project proposal format to facilitate the M&E process throughout the implementation of the project. The OVCRE shall conduct workshops and training on how to formulate/write public service proposals that incorporate M&E.
5. A pool of evaluators shall be organized by OCEP from which the M&E team for each project will be identified.
6. The pool of evaluators shall consist of UPV faculty, REPS and OCEP personnel trained on the conduct of project monitoring and evaluation.
7. The M&E team for each public service project shall have three members--- two faculty members/reps and one OCEP personnel.
8. M&E will be conducted three times during the project:
 - Initial evaluation: to be conducted in the 4th month (for one year projects) and 2nd month (for 6-month projects) of project implementation. The purpose is to monitor and evaluate the implementation phase.
 - Midterm evaluation: to be conducted in the 8th month (for one year projects) and 4th month (for 6-month projects) of project implementation. The purpose is to monitor and evaluate initial results, detect problems and formulate solutions to these problems and improve implementation if necessary.
 - End term evaluation: to be conducted at the end of the project to determine whether the goals and objectives of the project were realized.
9. To facilitate the M&E process, the project leader/team shall submit two progress reports and a terminal report within three (3) weeks.
10. Each member of the M&E team will receive an honorarium to be determined by the OVCRE.
11. The M&E team shall submit to the OVCRE its report after each monitoring activity. It should also make necessary recommendations for the improvement of the project when necessary.

Proposal deadline and review process

1. The OVCRE shall integrate and finalize the budget for this funding window by the end of January every year.
2. Proposals can be submitted anytime, and approval is subject to the availability of funds.

Performance Review

Three years after its implementation, these guidelines will be evaluated for possible revision.