

B.1 PROPOSAL FORMAT/TEMPLATE FOR EXTENSION PROJECT

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PART I PROJECT SUMMARY

A. Title:	Literacy in Public Records Management Training
B. Implementer:	Bachelor of Arts in Political Science
C. Project Team	Project Leader: Jovey P. Medina Assistant Leader: Cherry Mae B. Liwagon Faculty Members: Coleen Jean B. Templa Wendel A. Ragusta Emelita C. Tañola Miraflor S. Laure Program Supervisor/Report Office: Kenn Mark M. Edulan
D. Target Group	Barangay Functionaries and Civil Society Officers
E. Cooperating Agencies	Barangay Calube (BLGU), San Miguel, ZDS
F. Timeframe	One (1) Year, from September 2027 – August 2028
G. Financial Requirement	P96,986.00
H. Impact Statement	The project will enhance the capacity of Barangay Calube functionaries and civil society officers to systematically classify, organize, retrieve, preserve, and dispose of public records in accordance with established legal and administrative standards. Improved records management practices are expected to reduce the risk of lost or incomplete documents, facilitate faster and more reliable public service delivery,

	and promote transparency, accountability, efficiency, and evidence-based decision-making in barangay governance. The project will also strengthen the documentation of women’s participation, contributions, and concerns in local governance. Through continuing mentoring, the establishment of a barangay Records Corner, and the designation of Records Champions, the project seeks to institutionalize sustainable records management practices that will benefit both barangay personnel and the wider community. It supports the University-Wide Extension Agenda on good governance, institutional capacity-building, community empowerment, and sustainable community development, while contributing to SDG 16 on Peace, Justice and Strong Institutions and SDG 5 on Gender Equality.
I. Summary	The Literary in Public Records Management Project is a one-year capacity-building initiative to be implemented from September 2027 to August 2028 for twenty-five (25) barangay functionaries and civil society officers of Barangay Calube, San Miguel, Zamboanga del Sur. It will include baseline assessment, project launching, five (5) training sessions, hands-on workshops, continuing mentoring, monitoring, and final evaluation. The project will be managed by the BAPoS faculty extensionists in coordination with the Barangay Local Government Unit of Calube, which will provide the venue and other necessary logistical support. Its effectiveness will be assessed through pre- and post-tests, practical exercises, review of participants’ outputs, on-site observation of records management practices, and the Client Satisfaction Survey administered after the completion of the major service-delivery activities. The project is necessary to address identified gaps in the classification, filing, retrieval, preservation, and disposal of barangay records. It is feasible because it utilizes the expertise of the faculty extensionists, the active participation of the beneficiaries, and the logistical support of the partner agency. Ultimately, it is expected to improve administrative efficiency, transparency, accountability, and the quality of public service delivery through sustainable and standardized records management practices.

PART II PROJECT DETAILS

A. Background and Justification.

Extension programs provide higher education institutions with an avenue to apply their academic expertise in addressing the identified needs of partner communities. Through capacity-building interventions, these programs help strengthen local institutions, improve public service delivery, and promote accountability, participation, and sustainable community development. In line with this responsibility, the School of Arts and

Sciences conceptualized the SAS C.A.R.E. Adopt-a-Barangay Extension Program, which stands for Capacity-Building, Accountability, Resilience, and Empowerment.

The program was developed following consultations with the Municipal Local Government Operations Office (MLGOO) of San Miguel regarding the identification of a prospective partner community. Upon its recommendation, the SAS faculty extensionists coordinated with the officials of Barangay Calube and attended a regular session of the Barangay Council. Exploratory focus group discussions were subsequently conducted to determine the barangay's priority capacity-building needs. The consultation resulted in a formal letter of request from the Punong Barangay, supported by a Barangay Council resolution, identifying the training interventions needed to strengthen the capabilities of barangay personnel and community representatives.

One of the priority needs identified was improved literacy and competency in public records management. Barangay functionaries regularly prepare, receive, maintain, and retrieve resolutions, ordinances, minutes, official correspondence, financial documents, and other public records. Without an organized and standardized records management system, documents may become difficult to retrieve, improperly classified or stored, vulnerable to loss or deterioration, and less useful for administrative Inclusiveness and decision-making. These concerns may affect institutional continuity, transparency, accountability, and the timely delivery of services to the community.

The Literacy in Public Records Management Project was therefore developed to strengthen the knowledge and practical competencies of barangay functionaries and civil society officers in classifying, filing, retrieving, preserving, and properly disposing of public records. A baseline assessment involving a review of selected barangay records, observation of existing filing practices, and consultation with the intended beneficiaries will be conducted at the beginning of the project to validate the identified concerns and guide the customization of the training activities.

The project will combine training sessions, hands-on exercises, mentoring, monitoring, and technical assistance over a one-year implementation period. It will also support the establishment of a Barangay Records Corner and the designation of Records Champions to promote the continued use of standardized records management practices. Through these interventions, the project seeks to improve administrative efficiency, transparency, accountability, gender-responsive documentation, and the quality of public service delivery in Barangay Calube.

A.1 Alignment to Global, National and Institutional Frameworks

SDG 5: Gender Equality

The project supports SDG 5 by promoting gender-responsive records management within barangay governance. It encourages the proper documentation of women's participation, contributions, representation, and concerns in barangay programs and decision-making processes. Through accurate and inclusive recordkeeping, the barangay can generate reliable information for planning programs that respond to the needs of women and other community sectors. This particularly contributes to Target 5.5, which promotes women's full and effective participation and equal opportunities for leadership and decision-making.

SDG 16: Peace, Justice and Strong Institutions

The project primarily supports SDG 16 by strengthening the capacity of barangay functionaries and civil society officers to properly classify, organize, retrieve, preserve, and manage public records. A systematic records management system promotes transparency, accountability, institutional continuity, informed decision-making, and efficient public service delivery. The project particularly contributes to Target 16.6 on

developing effective, accountable, and transparent institutions and Target 16.7 on ensuring responsive, inclusive, participatory, and representative decision-making.

A.1.2 A.C.H.I.E.V.E.

The project aligns with the **Effective and Efficient Public Service** component of the A.C.H.I.E.V.E. Framework by strengthening the capacity of barangay functionaries and civil society officers to properly classify, organize, retrieve, preserve, and management public records. An organized and standardized records management system can reduce delays, prevent document loss, facilitate accurate responses to public requests, and improve the reliability of barangay services. Through this project, Barangay Calube can promote more responsive, transparent, accountable, and people-centered public service.

A.1.3 R.E.S.I.L.I.E.N.T.

The project aligns with **Empowered Communities and Effective Public Service** by strengthening the knowledge and practical competencies of Barangay Calube functionaries and civil society officers in public records management. Through training, hands-on exercises, mentoring, and continuing technical assistance, the beneficiaries will be equipped to establish and sustain an organized records management system. This will promote transparency, accountability, informed decision-making, institutional continuity, and the timely delivery of reliable public services to the community.

A.1.4 T.A.B.A.N.G.E.

The project aligns with **Barangay Empowerment and Good Governance** by building the capacity of barangay functionaries and civil society officers to properly classify, organize, retrieve, preserve, and manage public records. Strengthening records management practices promotes administrative efficiency, transparency, accountability, institutional continuity, and informed decision-making. It also enables the barangay to provide more timely, accurate, and responsive services to the community.

B. Specific Objectives.

This project specifically seeks to achieve the following objectives:

1. To enhance the knowledge of Barangay Calube functionaries and civil society officers regarding the principles, processes, legal bases, and importance of public records management;
2. To develop the beneficiaries' practical competencies in classifying, coding, filing, retrieving, preserving, and properly disposing of barangay records;
3. To assist the beneficiaries in developing and adopting standardized records management procedures, filing systems, logbooks, forms, and documentation templates appropriate to the barangay settings;
4. To improve the efficiency, accuracy, transparency, and accountability of barangay operations through systematic and reliable recordkeeping practices;
5. To establish a functional Barangay Records Corner containing organized files, standardized templates, reference materials, and records management guides;
6. To designate and capacitate selected barangay personnel as Records Champions who will oversee the continued implementation and maintenance of the records management system;

7. To promote gender-responsive and inclusive documentation by ensuring that women's participation, representation, contributions, and concerns are properly recorded in barangay programs and governance processes; and
8. To assess the beneficiaries' learning, application of records management practices, and satisfaction with the services delivered through pre- and post-assessments, practical outputs, on-site monitoring, and the prescribed Client Satisfaction Survey.

C. Logical Framework

Particular	Indicators	Means of Verification	Assumptions
Goal: To contribute to transparent, accountable, efficient, and responsive barangay governance through a sustainable public records management system.	By the end of the project, Barangay Calube maintains an organized and functional records management system that supports timely document retrieval and reliable public service delivery.	Final assessment report; on-site observation checklist; sample inventory or organized records; barangay records management documents; terminal report	Barangay officials continue supporting and institutionalizing the records management system after project completion.
Purpose: To strengthen the knowledge and practical competencies of 25 barangay functionaries and civil society officers in managing, organizing, preserving, and retrieving public records.	At least 80% of the beneficiaries complete the training activities; at least 80% demonstrate improved knowledge based on pre- and post-assessment results; and beneficiaries obtain a satisfactory or higher rating in the prescribed Client Satisfaction Survey.	Attendance sheets; pre- and post-test results; practical assessment results; Client Satisfaction Survey results; activity documentation	Beneficiaries regularly attend the training sessions and actively participate in the practical activities.
Outputs: Five training sessions completed; standardized filing and documentation templates developed; a Barangay Records Corner established; and Records	Five training sessions conducted; one customized records management toolkit produced; one functional Barangay Records Corner established; standardized forms, logbooks, and filing	Approved activity designs; training materials; attendance sheets; photographs; records management toolkit; inventory of materials; designation document;	Necessary supplies, venue, records samples, equipment, and logistical support are available during implementation.

Champions designated and trained.	guides made available; and at least two Records Champions designated.	accomplishment reports	
Outcomes: Beneficiaries apply standardized records management practices in their official functions.	At least 80% of trained beneficiaries correctly classify, code, file, retrieve, and preserve sample records; at least 80% of the assessed barangay records comply with the introduced filing and documentation procedures; and gender-responsive documentation is reflected in relevant barangay records and reports.	Practical exercises and scoring rubrics; monitoring checklists; records audit results; sample organized files; accomplishment reports; gender-responsive records and attendance data	Beneficiaries consistently apply the learned procedures, while barangay leadership supports monitoring and compliance.
Activities: Conduct baseline assessment and coordination; develop and reproduce training materials; hold the project launching; conduct five training sessions; provide mentoring and technical assistance; monitor participants' outputs and records management practices; administer the Client Satisfaction Survey; present results and good practices; and conduct final evaluation and sustainability planning.	All planned activities are conducted within the September 2027 – August 2028 implementation period according to the approved work plan and schedule.	Approved proposal and work plan; communication letters; minutes of meetings; attendance sheets; activity reports; photographs; monitoring reports; CSS results; evaluation report; terminal report	The project team, partner barangay, and other stakeholders remain available and cooperative throughout the implementation period.

D. Methodology.

The project will employ a participatory, competency-based, and application-oriented approach to strengthen the public records management knowledge and skills of Barangay Calube functionaries and civil society officers. It will combine baseline assessment, lecture-demonstrations, hands-on workshops, guided application, mentoring, monitoring, and evaluation to ensure that the beneficiaries can apply the introduced records management practices in their official functions.

The project will be implemented through four interconnected phases: Preparatory Phase, Training and Capacity-Building Phase, Monitoring and Technical Assistance Phase, and Evaluation and Sustainability Phase. Faculty extensionists will serve as project implementers, resource persons, mentors, and evaluators, while the partner barangay will assist in participant coordination, venue preparation, records access, and logistical requirements.

Activity	Description	Target Participants	Timeframe	Responsible	Expected Output
Preparatory Phase	Conduct final planning and coordination with barangay officials; undertake a baseline needs assessment through consultation, observation, and review of existing records management practices; develop and reproduce customized training materials; and conduct the project launching and orientation.	Barangay officials, selected civil society officers, designated records custodian	September – October 2027	Project Leader, Assistant Project Leader, Project Members, and BLGU Calube officials	Approved implementation plan; baseline assessment results; finalized training modules and materials; confirmed participations; and completed project launching and orientation
Training and Capacity-Building Phase	Conduct five major training sessions using lecture-demonstrations, guided discussions, practical exercises, simulations, and workshop activities on records classification,	25 barangay functionaries and civil society officers	Session 1: October 2027; Sessions 2 and 3: November 2027; Session 4: January 2028; Session 5: February 2028	Project Leader, Assistant Project Leader, and Project Members serving as resource persons and facilitators	Five completed training sessions; improved knowledge and practical competencies; accomplished workshop outputs; standardized forms, logbooks, filing guides, and records

	coding, filing, retrieval, preservation, retention, disposition, and gender-responsive documentation.				management templates
Monitoring and Technical Assistance Phase	Conduct on-site observation, mentoring, coaching, and technical assistance to assess and strengthen the beneficiaries' application of the introduced records management practices. Review the organization, classification, filing, retrieval, and preservation of selected barangay records and provide corrective guidance when necessary.	Trained barangay functionaries, civil society officers, and designated Records Champions	Initial monitoring: December 2027; Extended monitoring and assessment: March – June 2028	Project Leader, Assistant Project Leader, Project Members, Records Champions, and designated barangay personnel	Monitoring reports; organized records and filing systems; improved application of records management procedures; functional Barangay Records Corner; and documented technical assistance provided
Evaluation and Sustainability Phase	Administer the prescribed Client Satisfaction Survey after the completion of the five major training sessions; consolidate assessment and monitoring results; present the project	Project beneficiaries, Records Champions, barangay officials, project team, and other relevant stakeholders	CSS: February 2028; Presentation of results and good practices: July 2028; Final evaluation and sustainability	Project Leader, Project Team, BLGU Calube officials, and Records Champions	CSS results; consolidated evaluation findings; presentation of results and good practices; sustainability plan; final evaluation report; and

	results and good practices; conduct the final evaluation; and formulate sustainability measures for the continued implementation of the records management system.		planning: August 2028		terminal project report
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E. Line-Item Budget.

This section outlines the general expenses related to the project. The sample table below serves as a guide—budget items may vary depending on the nature of each project.

Budget Item	Particular Item	Estimated Cost	Total
1. Operating Cost			32,486.00
1.1 Supplies	Ball pens, black – 1 box	450.00	
	Long brown envelopes – 25 pieces	1,800.00	
	Data file boxes – 7 pieces	1,960.00	
	Lever arch files, long, portrait – 10 pieces	2,800.00	
	Glossy A4 photo paper for certificates – 3 packs	390.00	
	Legal-size multicopy paper – 2 reams	536.00	
	Manila paper – 25 pieces	250.00	
	Black markers – 1 box	150.00	
	Assorted colored sticker paper – 2 packs	200.00	
	Medium-sized scissors – 5 pieces	150.00	

	Glue – 2 pieces	160.00	8,846.00
1.2 Communication			0.00
1.3 Documentation	Tarpaulin, 4x8 – 1 piece	640.00	640.00
1.4 Others	Project Leader honorarium – 10 days x P500.00 Assistant Project Leader and Members' honorarium – 6 members x 10 days x P300.00	5,000.00 18,000.00	23,000.00
2. Travel Costs and Food Expenses (if any)			64,500.00
2.1 Fare	Transportation expenses – lump sum	2,000.00	2,000.00
2.2 Food Expense	Meals for five training sessions and one launching – 200 pax x P250.00 Snacks during the sessions – 125 pax x P100.00	50,000.00 12,500.00	62,500.00
2.3 Others			0.00
3. Miscellaneous			0.00
Total Budget			96,986.00

PART III DOCUMENTARY ATTACHMENTS

A. Copy of the action research output used as the basis for the extension program

The project was not derived from an action research output. It was initiated in response to a formal request from the Barangay Calube for capacity-building assistance in Records Management and other identified areas. Attached are the formal request letter and the supporting Barangay Council Resolution as documentary bases for the development of the project.

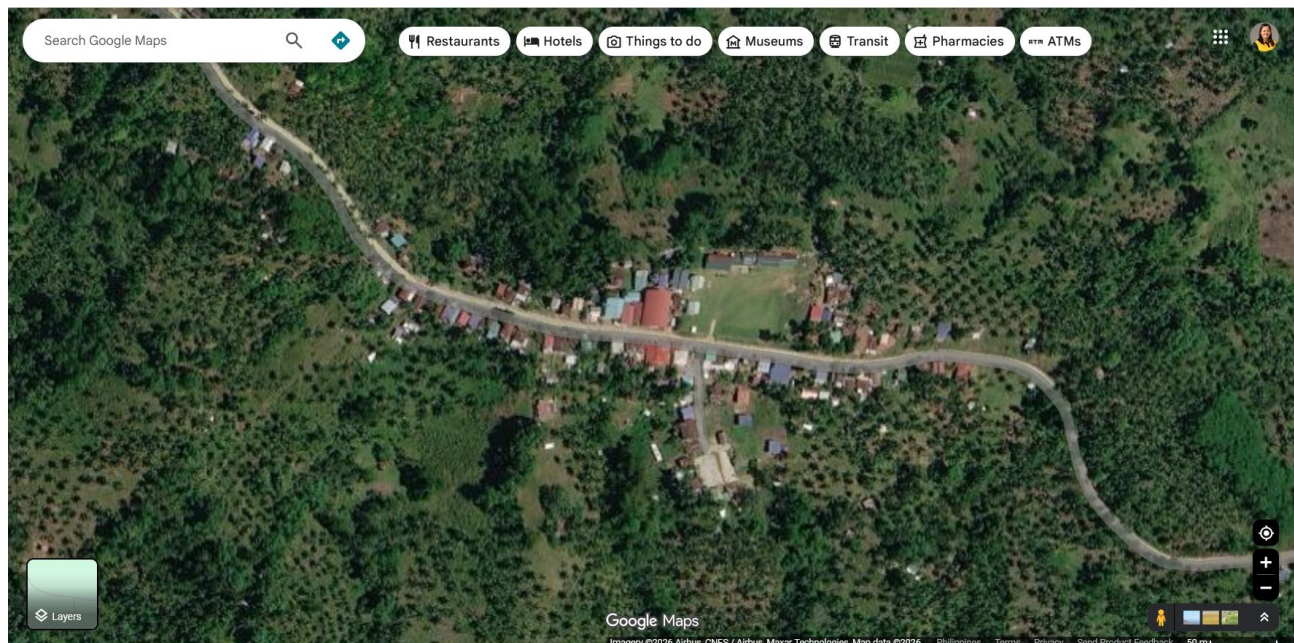
B. Comprehensive assessment report and related paraphernalia (e.g., survey questionnaire)

A focus group discussion was conducted with barangay officials and relevant stakeholders to examine and prioritize the capacity-building needs identified by the community. The findings confirmed the need to strengthen the beneficiaries' knowledge and practical competencies in the organization, classification, filing, retrieval, preservation, and management of public records. Attached are the FGD-based Needs Assessment Report and its available supporting documents.

C. Consent forms from target beneficiaries

The signed Barangay Council Resolution signifies the collective consent, institutional authorization, and commitment of the Barangay Calube to participate in and support the proposed extension project. Individual participation and documentation consent will be secured from the designated beneficiaries during the project orientation and before the collection of assessment and monitoring data.

D. Location map of the project site



E. Copy of the Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) with partners and sponsors, if applicable

Attached: Memorandum of Agreement

F. Other relevant documents

1. Formal request letter from Barangay Captain of Calube
2. Barangay Council Resolution supporting the request
3. Documentation
4. Attendance
5. Memorandum of Agreement