Extension and Social Development Services (ESDS)

The **Extension and Social Development Services (ESDS)** of City College of Cagayan de Oro embodies the institution's commitment to community engagement, sustainable development, and inclusive social transformation, aligned with CHED Memorandum Order No. 52, s. 2016, which mandates the integration of extension in the tri-fold function of higher education institutions. As a core pillar of the College, the ESDS facilitates the planning, implementation, and evaluation of extension and outreach programs that respond to the needs of marginalized communities and foster active citizenship among students and faculty. Through its constituent offices—such as the Extension and Outreach Office, Center for Alternative Learning System, Center for Human Rights Education, and National Service Training Program—the ESDS serves as a bridge between academic knowledge and societal development, ensuring that educational efforts contribute directly to local and national development goals.

A. Office of the Vice President for Extension and Social Development Services

Vice President for Extension and Social Development Services (*Designation*)

- Provides overall leadership and direction for all extension and social development programs of the college.
- Ensures alignment with CHED's mandates on extension as a core function of higher education institutions.
- Leads the development of institutional policies, partnerships, and frameworks for community engagement.

Assistant to the Vice President (*Administrative Assistant V-VI, SG 11-12*)

- Assists in the coordination, documentation, and reporting of programs under all ESDS units.
- Supports strategic planning, monitoring, and inter-office communication.
- Serves as a liaison for operational concerns and ensures timely follow-through on directives.

B. Office of the National Service Training Program (NSTP)

Director, National Service Training Program (*Designation*)

- Supervises the implementation of NSTP components—CWTS, LTS, and ROTC—ensuring compliance with Republic Act 9163 or the NSTP Act of 2001.
- Monitors program quality and civic engagement outcomes among enrolled students.
- Coordinates with academic units and external partners for NSTP development.

Assistant to the Director, NSTP (*Administrative Assistant V-VI, SG 11-12*)

- Assists in implementing NSTP activities, preparing reports, managing student records, and submission of reports to CHED.
- Coordinates among component coordinators (CWTS, LTS, ROTC) and facilitates logistics.

- Monitors student participation and supports quality assurance mechanisms.

Coordinator, Literacy Training Service (LTS) Unit (*Instructor I-III, SG 12-14*)

- Leads LTS activities that promote literacy, basic education, and life skills for target learners.
- Trains students in facilitation techniques and supports deployment to partner communities.
- Monitors outcomes and prepares reports for NSTP documentation and impact tracking.

Coordinator, Civic Welfare Training Service (CWTS) Unit (*Instructor I-III, SG 12-14*)

- Designs and manages CWTS projects focused on civic engagement and community development.
- Coordinates with LGUs, NGOs, and stakeholders for student deployment.
- Monitors program performance and student reflections aligned with course outcomes.

Coordinator, Reserve Officers' Training Corps (ROTC) Unit (from Philippine Air Force)

- Assigned personnel from the Philippine Air Force (PAF) to leads the implementation and coordination of the ROTC Unit.
- Supervises cadet training, compliance with PAF protocols, and alignment with NSTP objectives.
- Serves as the liaison between the ROTC instructors, College administration, and external military stakeholders.

Coordinator, National Service Reserve Corps (NSRC) Unit (*Instructor I-III, SG 12-14*)

- Organizes the NSRC database and prepares student graduates for mobilization in emergencies, consistent with Republic Act No. 9163, Section 11, and the Republic Act No. 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010.
- Coordinates training with disaster response agencies and local government units.
- Ensures readiness of volunteers for civic and disaster relief initiatives.
- Mobilizes by the State for literacy, civic welfare, disaster risk reduction and management (DRRM), and other community service programs.

LTS Instructors (*Instructor I-III, SG 12-14*)

- Facilitate student-led literacy training sessions for underserved sectors in line with the NSTP-LTS curriculum.
- Provide mentoring, instructional supervision, and assessment of student performance in literacy programs.
- Coordinate with schools, barangays, and local agencies for effective program delivery.

CWTS Instructors (*Instructor I-III, SG 12-14*)

- Guide students in planning and executing civic welfare projects rooted in community service and development.
- Conduct lectures, fieldwork supervision, and reflective sessions to deepen social responsibility.
- Ensure alignment of activities with NSTP guidelines and community needs.

ROTC Instructors (from Philippine Air Force)

- Deliver structured military and leadership training as part of the Reserve Officers' Training Corps (ROTC) component of NSTP.
- Assigned personnel from the Philippine Air Force (PAF) to conduct drills, lectures, and civic-military instruction.
- Ensure compliance with AFP training standards while promoting discipline, patriotism, and national preparedness.

C. Extension and Outreach Office (EOO)

Director, Extension and Outreach Office (*Designation*)

- Ensures alignment with CHED Memorandum Order (CMO) No. 52, s. 2016, which recognizes extension as one of the three core functions of higher education institutions (HEIs), alongside instruction and research.
- Facilitates partnerships, needs-based interventions, and program impact assessments guided by the Institutional Sustainability Assessment (ISA) framework of CHED.
- Leads the implementation of community-responsive extension programs and outreach services.
- Ensures alignment with CHED's Institutional Sustainability Assessment (ISA) framework.
- Promotes faculty, staff, and student participation in long-term development initiatives.

Assistant to the Director, EOO (*Administrative Assistant V-VI, SG 11-12*)

- Provides support in program implementation, community partnership coordination, and logistics.
- Assists in consolidating extension proposals, accomplishment reports, and evaluation tools.
- Prepares documentation for accreditation, CHED reporting, and internal review.

Coordinator, Extension Services Program Unit (*Administrative Assistant V-VI, SG 11-12*)

- Coordinates faculty-led and academic-based extension programs integrated into instruction.
- Supports proposal development, implementation, and community impact assessment.
- Monitors performance indicators and promotes research publication of extension outcomes.

Coordinator, Outreach Services Program Unit (*Administrative Assistant V-VI, SG 11-12*)

- Leads short-term, needs-based community outreach activities, including medical, educational, and relief missions.
- Facilitates volunteer mobilization and post-activity evaluation.
- Ensures activities contribute to institutional goals and student development.

Coordinator, Volunteerism Management Program Unit (*Administrative Assistant V-VI, SG 11-12*)

- Promotes and institutionalizes volunteerism as a core value of the College.

- Coordinates volunteer initiatives aligned with RA 9418 (Volunteerism Act of 2007).
- Handles deployment, training, and recognition of student, staff, and faculty volunteers.

D. Center for Human Rights Education (CHRE)

Director, Center for Human Rights Education (*Designation*)

- Ensures compliance with the Commission on Human Rights (CHR) mandate and integrates human rights into instruction, extension, and advocacy based on the Article XIII, Section 18 of the 1987 Philippine Constitution, which establishes the CHR, and aligns with UN Declaration on Human Rights Education and Training (2011) and RA 9710 (Magna Carta of Women) for gender-responsive and inclusive education.
- Promotes human rights literacy, integration, and advocacy through institutional programs and partnerships.
- Designs human rights education campaigns and research-based training modules for various stakeholders.
- Liaises with national and international bodies in advancing the right to education and democratic values.

Assistant to the Director, CHRE (*Administrative Assistant V-VI, SG 11-12*)

- Supports the planning and conduct of human rights education activities and campaigns.
- Coordinates with partners and experts for workshops and training.
- Assists in research, publication, and advocacy aligned with CHR and CHED standards.

E. City College Center for Alternative Learning System (CC-CALS)

Director, Center for Alternative Learning System (*Designation*)

- Ensures compliance with Republic Act No. 11510 or the ALS Act of 2020, which mandates the provision of accessible and inclusive education for out-of-school youth and adults (OSYAs).
- Directs ALS implementation in partnership with DepEd, targeting marginalized learners and OSYAs.
- Facilitates weekend ALS classes, PDL learning, and non-formal education innovations.
- Ensures policy alignment with Republic Act 11510 and relevant DepEd Orders.

Assistant to the Director, CALS (*Administrative Assistant V-VI, SG 11-12*)

- Provides administrative and instructional support in ALS programs and initiatives.
- Monitors learner progress, schedules classes, and assists in community-based ALS implementations.
- Coordinates closely with DepEd partners and local stakeholders for program continuity.