

Revitalizing the Bicol College Livelihood Programs at Barangay Kilicao in Daraga, Albay

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Originality: 100% • Grammar Check: 99% • Plagiarism: 0%



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ABSTRACT

Livelihood is one of the ways of helping people alleviate poverty. This action research determined the causes of the temporary closure of the projects implemented in terms of (1) attitude of the participants, (2) organizer, and (3) financial support and the recommended development plan. This action research employed the descriptive method of research and utilized the focused-group discussion as the primary source of data and as the main data gathering instrument. The findings revealed that the participants failed to demonstrate a positive attitude, no facility in terms of sanitation and proper product handling, no complete equipment, and materials needed, failure of the organizer to fully support the projects and not enough financial assistance from the institution to sustain the livelihood projects. As recommended, the livelihood projects should be revitalized to achieve its sustainability, the organizer spearhead to conduct seminars and workshops on livelihood trainings, regularly monitor and assess the activities, and prepare a five-year livelihood development plan.

Keywords — revitalize, livelihood projects, sustainable

INTRODUCTION

Livelihood is a means of making a living. It encompasses people's capabilities, income, and activities as a requirement to secure the necessities of everyday living. It is believed that livelihood is sustainable when it enables individuals to cope with and recovers from difficulties and uncertainties brought by natural disasters and economic and enhance their well-being and that of future generations without undermining the natural environment or the resource base (International Federation of Red Cross and Red Crescent Societies, 2018).

The well-being of individuals is best conceptualized within a livelihood's framework. According to Ellis (2003), livelihood is defined as 'the activities, assets and the access that jointly determine the living gained by an individual or household. Livelihood projects are suggested to have the potential to reduce vulnerability and increase the social resiliency of communities (Scoones, 2009).

According to Reardon (2000), the increasing number of American colleges and universities are undertaking long term partnership with community-based committed to improving the quality of life in the nation's poorest and urban communities. The most successful of these universities bring community leaders and university students together to develop innovative solutions to critical economic and social problems overcoming the significant race, class, and gender-based barriers that make such cooperation difficult.

At present, sustainable development is the code word for the most important debate. Hence, poverty is widespread in most communities in the country, such as the problems on food supply, high prices of basic needs and even the deterioration of public hygiene and the contamination of water. How livelihood programs are embodied in addressing such problems wherein the real battle for sustainability is being fought. The long-term health of a community's food system is an important indicator of its vitality and sustainability. A logical and appropriate way to revitalize a community is by the development of a local food economy. People throughout the United States are designing and implementing sustainable, local food systems that are rooted in particular places, aim to be economically viable for farmers and consumers, use ecologically sound production and distribution practices, and enhance social equity and democracy for all members of the community (Feenstra, 1997).

The school's intervention and involvement in the adopted barangay through the different departments in terms of creating programs from seminar-workshops to its implementation could serve as an avenue of helping the constituents in addressing the problems they encountered every day. Bicol College, Inc. aimed

to contribute greatly to the attainment of the school's vision in bringing the tangible changes in the adopted community. Hence, in response to the growing need to further implement worthwhile and impact-loaded outreach activities and to create awareness among the students and the staff of their social responsibilities enunciated in the vision of the college, the Community Outreach Office conducted the Community Service Festival on October 16, 2014.

During the festival, in front of the students and selected student-leaders together with the key faculty members, the officers of the administration and the board of directors signed the covenant to lend a hand to the adopted communities further. The formal turn-over of the manual sewing machine to the officers of the Bicol College-Sitio Matagbak People's Enterprise followed. The organization was composed of housewives, fondly called as 'nanays'. They were the housewives of junk collectors of Sitio Matagbak adjacent to Barangay Kilicao where signs of social neglect were very evident. Thus, the People's Enterprise, an income-generating through sewing was conceived, and heartfelt response from the participants followed. The actual battle against social neglect and deterioration had begun.

In addition, in its aim to contribute greatly to the attainment of Bicol College's vision and to bring about tangible changes of its adopted communities, the Community Outreach Office came up with a supplementary income-generating project for the 'nanays' of Sitio Matagbak and Barangay Kimantong in Daraga, Albay, the Choco-Peanut Spread Production. After several of failing and trying, the perfect look and taste of the choco-peanut spread created delicious, chocolatey waves of change both in the market and in the lives of the 'nanays.' Hence, the ventures already generated an initial revenue through effective marketing strategies such as the use of social networking sites, and massive campaigns. Also, trainings on financial management were conducted wherein the entire fund was turned over to the so-called 'nanaypreneurs.'

Furthermore, the Community Outreach Office together with the Bicol College Sinag Bayani-Student-Volunteers from Liberal Arts Department, College of Teachers' Education, College of Business Education and the College of Business Education through 'Kinaw nin Pagturugangan' conducted an organizational development session. Hence, the members of the BC-Kilicao People's Organization Zone 7 Chapter attended a series of sessions to lead a civic organization effectively.

The participants also attended lectures on financial literacy. Two of the 'nanaypreneurs' from Sitio Matagbak received the first phase of trainings on sewing. The Outreach Office together with other departments introduced the

basics of sewing and purchased one machine for the operation for the mothers at Zone 7 in 2014. The two nanaypreneurs from Sitio Matagbak continued their formal training at TESDA. Hence, the officers of Zone 6 turned over the sewing machine that was provided by Bicol College to Zone 7 since they had their sewing equipment given by the Department of Social Welfare Development (DSWD).

According to the records from the barangay council, Kilicao is composed of 2000 households or 10 thousand residents living in the seven zones. It is one of the depressed areas in Daraga, Albay as evidenced with the economic status of the people due to lack of employment and other income-generating activities that resulted in poverty. Hence, there is a need for livelihood programs to sustain the basic needs of the people.

The potential for economic growth and poverty reduction is promoting an opportunity to the poor people to create and compensate their potentials in the field of interest, facilitating empowerment and implementation that are responsive to the needs of the people. This involves enhancing security and encouraging cooperation among the residents, diversity household activities such as creating and implementing livelihood programs.

The study had the following objectives:

1. Determine the status of the livelihood programs at Zone 7 in Barangay Kilicao, Daraga, Albay.
2. Analyze the causes of the temporary closure of the projects implemented in terms of a) attitude of the participants, b) organizer, and c) financial support
3. Prepare a five-year development plan to revitalize the livelihood program.

Respondents of the Study

Respondents	Frequency	Percentage
Female	17	94
Male	1	6
Total	18	100

There were more female respondents than the male respondents as shown in the matrix.

In a book by Tembo (2003) entitled, *Participation, Negotiation, and Poverty: Encountering the Power of Images – Designing Pro-poor Development Programs*, the author used cases from rural Malawi. It presented a comparative view of the interface between non-governmental organizations (NGOs) and

people, in a given project community, in terms of images, they formed the different aspects of NGO assistance, and derived a theory from this comparative analysis of image interactions which assisted project managers in improving the design and implementation of projects that were meant for social transformation. It was suggested that the political realities of participation entail processes of negotiation that were influenced by images that people and NGOs formed each other, the resources involved, and the actual activities undertaken for development. These image-based negotiations underlined the participatory relationships between communities and NGOs, and within communities, which if not properly managed put the poor at a disadvantage.

In the study conducted by Mathie and Cunningham (2005), the authors explained that arising out of a critique of needs-based approaches to development, asset-based community development (ABCD) offers a set of principles and practices to mobilize and sustain community economic development. This paper drew attention to the connections between these principles and practices and current interest in sustainable livelihoods as a conceptual framework, the concept of social capital the social psychology of mobilization, the enhancement of capacity and agency to engage as citizens with the entitlements of citizenship, the role of multiple stakeholders, and the issue of control over the development process. Finally, the paper pointed to the challenges for non-governmental organizations (NGOs) employing an asset-based, community-driven approach given the needs-based, problem-solving paradigm in which they operated.

Similarly, researchers had developed an understanding of the strategies in the conduct of the livelihood programs. Arce (2003) conducted a study with the main concern on the discussion of livelihood approaches as forms of strategic thinking based on different value orientations within the development policy sphere. The two approaches were presented as part of a continuum in the field of development. However, there was a critical shift in the relationship between the state, the market, and the people.

Despite these differences, the author explained what they both shared was a dismissal of the value contestations that underpinned people's livelihood interests and experiences. This argument was illustrated with a case from Bolivia, which demonstrated that any policy capacity to act at a local level today must involve a willingness to tackle issues of value contestation and the impacts of globalization. This raised the question of how policy values relate to the complexities of the everyday practicalities of livelihoods and livelihood discontinuities.

According to Ellis-Jones (1999) in an article on poverty, land care, and

sustainable livelihoods in hillside and mountain regions, resource use decisions made by households and communities in pursuit of today's survival and livelihood security were influenced by policies, institutions, and technologies that made an impact on their lives. Such decisions were the main determinants of links between poverty elimination, improved land care, and sustainable rural livelihood. In the long term, such goals could be compatible, but in the short term, the need for increased yields with increasing populations was likely to undermine sustainable natural resource management. In addition, according to the author, increasing analysis and understanding of poverty, its measurement and identification of the processes that create poverty due to their inaccessibility, fragility, marginality, and diversity.

Although, many of the world's hotspots for land degradation were found in hillside areas, there were also many bright spots where improvements in natural resource management resulted in increased incomes. Poverty elimination required a revival of the community stake in the natural resource base, restoring local control over local resources, and use of local perspectives and traditional knowledge systems in development activities. New policies, institutions, and technologies needed to reflect such principles.

According to Novellino and Dressler (2009), the rapid rise of non-governmental organizations (NGOs) in the Philippines had reflected a regional trend toward the democratization of conservation and development on behalf of the rural poor when the state fell short. This article examined how this trend had manifested itself among the indigenous peoples of Palawan Island and how, despite best intentions, project delivery by "hybrid" NGOs in changing organizational forms with multiple objectives and functions had often yielded unsustainable and culturally damaging outcomes. The authors drew on ethnographic research among the Tagbanua and Batak peoples to examine recent claims of broad non-governmental organization (NGO) success in achieving community empowerment and forest conservation on Palawan. The authors' argument was supported by examining case studies in which NGOs and state's failure to properly engage traditional livelihoods had reinforced outsider control over indigenous needs and aspirations.

According to the report made by Asian Development Bank (2015), on the island of Samar, some of the most impoverished communities in the Philippines received cash grants through an Asian Development Bank (ADB) supported livelihood program to meet their basic needs. The cash grants were part of an ADB's supported program with a total of \$20 million being spent on a series

of initiatives to support the livelihood of local communities in Eastern Visayas. Flexibility was given to the local authority to decide how to spend the money depending on the needs of the community, including tools, cash for work and conditional and unconditional cash transfers. The beneficiaries were selected based on age, pension income, and support they already received from family. Typically, communities gathered to identify priorities and appointed a village committee of 10-20 representatives. The committee identified who should benefit from the program in ranking people according to their needs. Plan International (PI), a non-governmental organization (NGO), then stepped in to review the ratings and validated the decision.

In a similar report, Kalipay Negrense Foundation (2007) already involved in a community outreach project which was the Gawad Kalinga (GK) at Barangay Kabatangan in Talisay City, Negros Occidental from donations of some houses to GK beneficiaries with the commitment to help the poorest of the poor. Since then through the good leadership and the monetary help was given by generous donors, continued to support and implemented projects in Gawad Kalinga. The program had built 29 houses including four classrooms for Grades 1 to 4, a community clinic equipped with dental and medical facilities, and an activity center for livelihood projects. Through the years, Kalipay reached out not only to the disadvantaged children loitering in the street but also to families who were in need. Community outreach projects and activities emphasizing the importance of family values also provided economic opportunities and offered education to the children and the community members.

Ballesteros, Orbeta Jr, Ancheta, and Corpus (2017) aimed to assess the sustainable livelihood program (SLP) implementation processes based on recent policy enhancements and to determine additional dimensions or indicators of program success. The analysis was based on focus group discussions and key informant interviews, and a survey of a small sample of beneficiaries. Majority of those served by the program had expressed positive results from the SLP intervention particularly when it comes to the skills training. There was an improvement in the standard of living experienced from additional household income, business expansion and a stable source of employment.

Other dimensions of success included increased motivation to be productive; better links to employment or that the program provided a form of social protection. However, beneficiary targeting was poor with parent leaders, their friends, and relatives capturing most of the benefits. Delays in project review and approval caused potential beneficiaries to drop out, backed-out or looking

for other opportunities. Moreover, the establishment of SLP associations was viewed as a deterrent instead of a mechanism for success. In general, additional reforms in the delivery of program services were still needed. It was noted that the reforms should focus on beneficiary targeting and development of characteristic-based assessment tool on beneficiary's readiness and capacities. The Department of Social Welfare Development (DSWD) also needed to examine project review and approval, and issues concerning social preparation and development of associations. Lastly, an impact evaluation had to be undertaken to provide better evidence of program success.

METHODOLOGY

This section presents the discussion of the research design, and methodology along with the procedure that employed in data gathering, instruments used and the process used in assessing the data to be gathered. The study employed the qualitative research design in gathering relevant information of the study. The focused-group discussion (FGD) and interview were utilized in gathering vital responses.

The researcher sought permission from the office of the barangay captain of Kilicao in Daraga, Albay to conduct the study. Upon approval, the researcher requested the president of the livelihood projects to get the total list of the participants involved in the program. The researcher conducted the focused group discussion and interview with the barangay officials and participants. The researcher personally recorded the responses of the participants. The data gathered were analyzed.

RESULTS AND DISCUSSION

This part presented the results and discussion of the data gathered from the respondents through a focused group discussion (FGD) and interview to determine the status of the livelihood projects at Zone 7 in Barangay Kilicao in Daraga, Albay.

On the first venture in dressmaking for the mothers, It was revealed that during the first phase of the dressmaking venture, the eight participants who were composed of mothers showed interest and enthusiasm in learning the basics of sewing as a way of earning extra to help their husbands increase their monthly income instead of doing nothing at home. The school had provided training-

workshop, purchased one unit of a sewing machine and other materials needed to start up the project. Also, the organizer who was the head of the outreach office provided used clothing for the participants to make ready to wear apparels such as short pants, shirts, pillow case, curtains, and other finished products from cloth.

According to the participants they benefited from the project wherein they were able to earn extra money instead of engaging in activities like gossiping and watching television after doing the house chores. Through the project, they were able to sustain the needs of their children in going to school, able to buy food items and other things they needed for everyday living. Hence, they were able to save extra money aside from their husbands' earning compared to the time when they had no extra jobs. One of the participants wholeheartedly expressed her gratitude to the head of the outreach office for introducing the project because she was able to support her daughter's education. They sold their finished products during the school events such as intramural and other school occasions. Also, they introduced their products in other places in Daraga, Albay and in Legazpi City.

On account of Mrs. Miraflor the head of the project, after two years of the venture, they met one of the nuns from Sta. Rafaela Congregation based in Daraga, Albay during the group's community activity. The first batch of the so-called 'nanaypreneurs' was asked if they would like to join the group who were also engaged in the same venture. Eventually, the first batch agreed and accepted the offer to engage in dressmaking venture. The nuns who expressed their willingness to help the community especially the people who needed financial support, provided them with several units of sewing machines and other equipment essential for such venture such as edging machine and other materials to start up the project.

They even offered them to look for clients and customers for their finished products. On the first place, they also provided the participants with the basic needs such as food and other things they needed for them not to worry on their daily necessities to concentrate on the venture. They also received additional trainings necessary for the improvement of the project such as the latest trends and innovations in the industry. From that point, they decided to turn over the sewing machine to Zone 7 since they had already acquired the needed equipment for the project, and to help other interested individuals to do the project. During the time of the turn-over of single unit sewing machine to Zone 7 in Barangay Kilicao, on another account of Mrs. Myla Llorca, most of the new participants

included herself were glad to have received the sewing machine. On the first place, they had shown interest to engage in the sewing venture. On the contrary, the new participants who had expressed their interest were only allowed to use the machine on a limited time during weekdays because of the number of users. Instead, they were asked to use the machine during weekends which the mothers found it inconvenient for them because they were needed at home to attend to their children and perform other house chores. Such a scenario, as disclosed by the participants resulted in disruption of the venture. In addition, its operation had stopped in the long run because of the malfunction of the only one sewing machine.

Another notable finding was that the head of the community outreach office failed to show initiatives in terms of providing new seminar-workshops for the new participants, and the only sewing machine left was not being repaired and stored inside the center. The head also did not exert effort in making follow-ups for the requisition of additional equipment necessary for the project, and in addition, the school did not provide financial support to continue the project as expected.

Furthermore, on the choco-peanut spread production for nanays, Mrs. Myla Llorca, one of the participants and the president of the organization revealed that its operation had also temporarily stopped due to similar factors with the sewing project. During the first year of the production, the participants showed interest in the venture that they sold the finished products and generated income, but in the long run, its operation did not continue due to several factors. On the part of the community, she explained that the participants had no interest in continuing the project which was the common practice of people in the community.

Also, the organizer also failed to fully support the project in terms of making follow-ups on the requisitions of the needed equipment such as grinder, utensils and other needed materials for the venture. According to the participants, there was a need for a purchase of a peanut grinder. The roasted peanuts were brought to Daraga market, but the owner of the grinder advised them that they can no longer accept it with the chocolate concoction as needed in the production because it became messy and could result to the malfunction of the equipment. It was also noted by the participants that aside from the failure of the head of the outreach office to make follow-ups on the purchase of peanut grinder, the center remained under repair. The participants need a place with complete facilities for its operation and the production in terms of good sanitation and proper product handling. Moreover, the project stopped its operation because of the failure of

the school to provide financial support to continue the project. The participants informed the researcher that the organizer initially provided only minimal funds for the project that resulted in temporary closure of the operations of the project.

BICOL COLLEGE FIVE-YEAR LIVELIHOOD DEVELOPMENT PLAN

INTRODUCTION

This Bicol College Community Outreach Program 5-Year Livelihood Development Program of Barangay Kilicao is the embodiment of the coordinated efforts of the Bicol College Outreach Office towards the development of the adopted barangay. Serving as a tool for the development of the barangay and a guide to development-oriented agencies/organizations in channeling and providing their services to the people, this “Programang Pangkauswagan kan Kilicao” is a broad and holistic integrated program geared towards engaging in livelihood programs and general well-being of the people. It advocates total integrated development strategy through the use of a local change agent and the development of the capabilities of the people invoking self-help and self-reliance.

The program encompasses development thrusts such as Dressmaking and Food Production as income generating projects. Hopefully, its successful implementation in Kilicao shall serve as a model of development in other barangays.

A. Rationale

The vision, mission, goals set for the dynamic and responsive community outreach office working with utmost care toward the total development of the quality of life of Daraquenos and beyond, conduct rights-respectful, relevant and sustainable community outreach programs with the partner barangays’ areas of development and strengthen collaboration with the government agencies and non-government agencies, and to pursue a dynamic and integrated community outreach program that will complement to the institutional goal of Bicol College Community Outreach Program particularly in bringing about improvement of the quality of life of Daraquenos through sustained collaborative, rights-based and environment-friendly endeavors.

B. Objectives

1. To make the students faculty staff, non-teaching staff and the administration aware of the objectives of the Community Outreach Office.
2. To devise strategies to enable the students, faculty staff, non-teaching personnel, and the administration adopt and apply the objectives of the Community Outreach Office;
3. To improve participation of the students, faculty staff, non-teaching personnel and the administration to activities in the adopted barangay;
4. To adopt modern educational technologies to upgrade the quality of service given to the participants of the programs in the community;
5. To strengthen community involvement and extension services.

C. Strategies for Implementation

1. Organize a committee that will review the goals and objectives of the program;
2. Attend meetings, conferences, seminar-workshops in-service trainings on educational reform and innovations to meet the standard of excellence in teaching;
3. Procure information technology and audio-visual materials and modern equipment;
4. Determine the availability of funds and generate more resources; and
5. Provide a regular evaluation of the expected outcome.

D. Persons Involved

- a. Administration
- b. Finance Officer
- c. Deans/Program Chairs
- d. Faculty
- e. Non-Teaching Personnel
- f. Students

E. Time Frame: Figure 1

G. Financial Requirements

- Organization 10,000.00
- Conference 50,000.00
- Miscellaneous 20,000.00
- Total 80,000.00

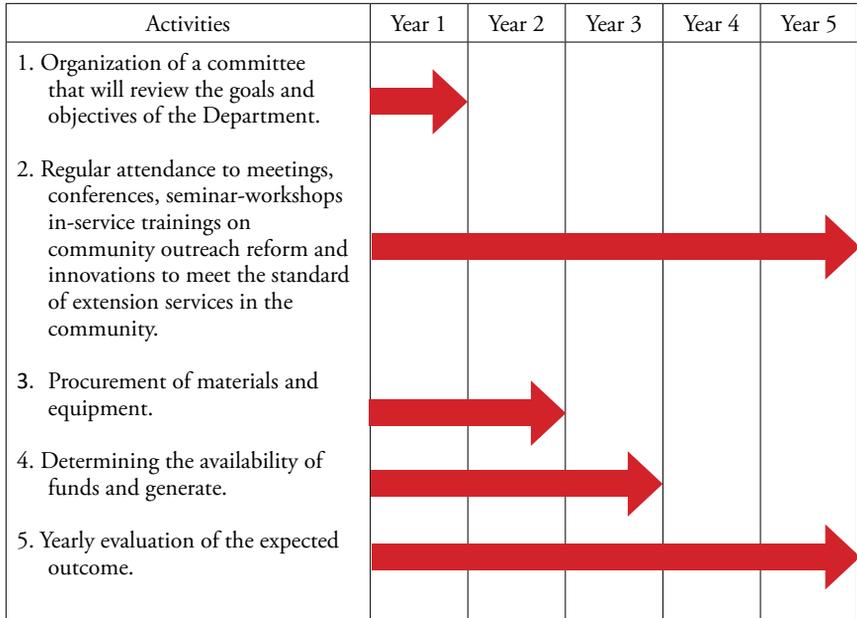


Figure 1. Gantt chart of Activities for the Goals, Philosophy, and Objectives of the Five-Year Development Plan

H. Source of Fund

Community Outreach Fund

I. Evaluation

1. Are the set goals and objectives specific, measurable and attainable?
2. Are the livelihood programs relevant to the need of the community?

COMMUNITY DEVELOPMENT

“Activities for Community Development in Outreach Office Program”

A. Rationale

The development of a community is the primary concern of the Community Outreach Office. As stated in the manual, the areas of development focused on the safety, security, and order, education and literacy and gender sensitivity. It also includes recreation, culture and sports, values formation and moral recovery, innovation and entrepreneurship, care for health and sanitation, and

environment and intergenerational responsibility. Participation of the students, faculty staff, non-teaching personnel and the administration in different activities in the adopted community will give them a chance for further improvement and development.

B. Objectives

To improve the different structural condition of the community through various projects and activities and contribute to regional and national development. Specifically, the following are the objectives of the Community Outreach Office:

1. The families shall have a stable livelihood and increased income;
2. . The residents shall have sufficient knowledge and skill in managing their families and other livelihood and income-generating projects.
4. The participants shall be equipped with technical skills and/or modern technology from production to processing to marketing and saving;
5. The site shall have established functional, serviceable facilities such as equipment for choco-peanut production, sewing machines, and other essential utensils needed.
6. To strengthen community involvement and extension services.

C. Strategies

1. Monthly meeting of the core groups to assess the activities that happened during the immediately preceding month initiate possible solutions to problems met and make a detailed plan of action for the succeeding month.
2. Monthly meeting of Community Outreach Office to assess the activities that happened for the immediately preceding month initiate possible solutions to problems met and make a detailed plan of action for the succeeding month.
3. Regular follow-up to development agencies and other entities where assistance has been requested.
4. Regular monitoring and assessment of projects and activities.
5. Regular preparation of reports by the Community Outreach Officer to be submitted to Bicol College President and other agencies concerned.
6. Yearly programming of a livelihood development plan.
7. Organizational meeting to provide feedback to the people on the progress of implementing the livelihood development plan.

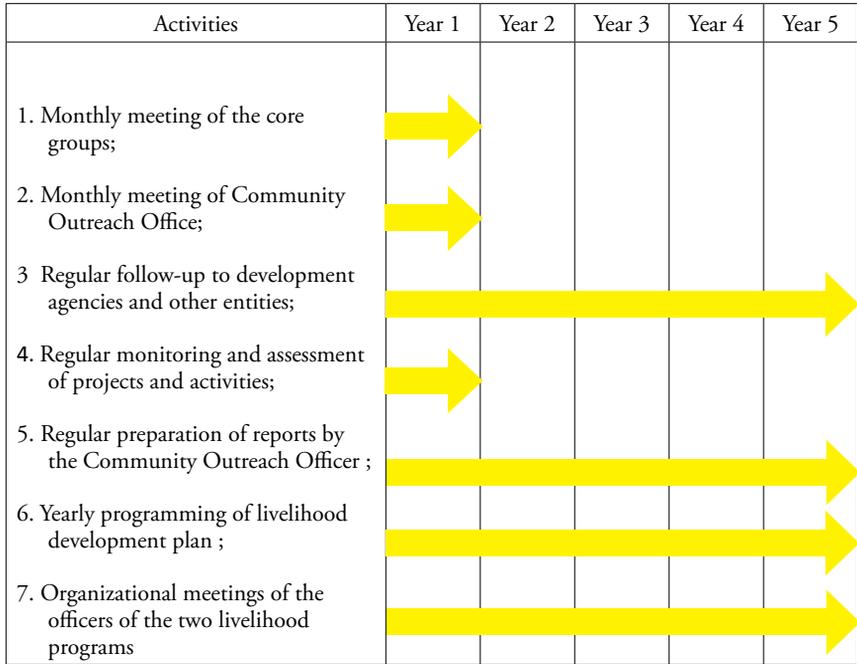


Figure 2. Gantt Chart of Activities for the Five-Year Student’s Development Plan

D. Persons Involved

- a. Administrator
- b. Finance Officer
- c. Deans/Department Heads
- d. Faculty
- e. Students

E. Time Frame: Figure 2

F. Financial Requirements

The financial requirements for livelihood programs are:

Capital	25,000
Purchase of equipment	175,000
Miscellaneous	5,000
Total	205,000

G. Source of Funds

Community Outreach Fund

H. Evaluation

1. Did the monthly meeting of the core groups address the problems met to make a detailed action plan?
2. Were the participants provided with adequate resources for the programs?
3. Were the participants benefited from the livelihood programs?

PHYSICAL PLANT AND FACILITIES

“Provisions for construction/repairs/Improvement of the BC Community Outreach Site and needed equipment, utensils and materials for the livelihood programs”

A. Rationale

The quality of physical plant and facilities has a significant effect on the conduct of livelihood programs. It is one very important component in any community outreach activity. It includes site, equipment, and production area. Improvement of physical plant and facilities will help increase the output and the atmosphere for being conducive to conduct of the livelihood projects.

A corollary to the human resource development is infrastructure development. Infrastructure development ensures that the site can accommodate the increase in participants that the outreach office foresees in the future and will enable the development of new facilities for the different activities and future programs being envisioned by the college. This includes the construction of appropriate working areas and providing for appropriate equipment for each activity.

However, as envisioned, the infrastructure development does not only mean the site where the participants will gain lifelong learning, but also the technological facilities that will bring about information and discovery. This includes improvement and working areas and equipment.

B. Objectives

1. Repair the Bicol College Community Outreach facility.
2. Construct/provide working areas for choco-peanut spread production and dressmaking venture.
3. Purchase additional sewing machines and grinding machine.

4. Increase the number of necessary utensils for choco-peanut butter productions and materials for dressmaking venture.

5. Provide an area for trainings and seminars, and facilities with proper ventilation, illumination, and sufficient water supply.

C. Strategies for Implementation

1. A written request must be submitted for approval to the administration of the need to repair the facility and construct/provide the working areas for the livelihood program inside the BC site.

2. Request for the purchase of additional sewing machines and grinding machine.

3. Make the administration aware of the inadequacy of utensils and other materials for the livelihood projects.

4. Follow-up request made with the administration regularly.

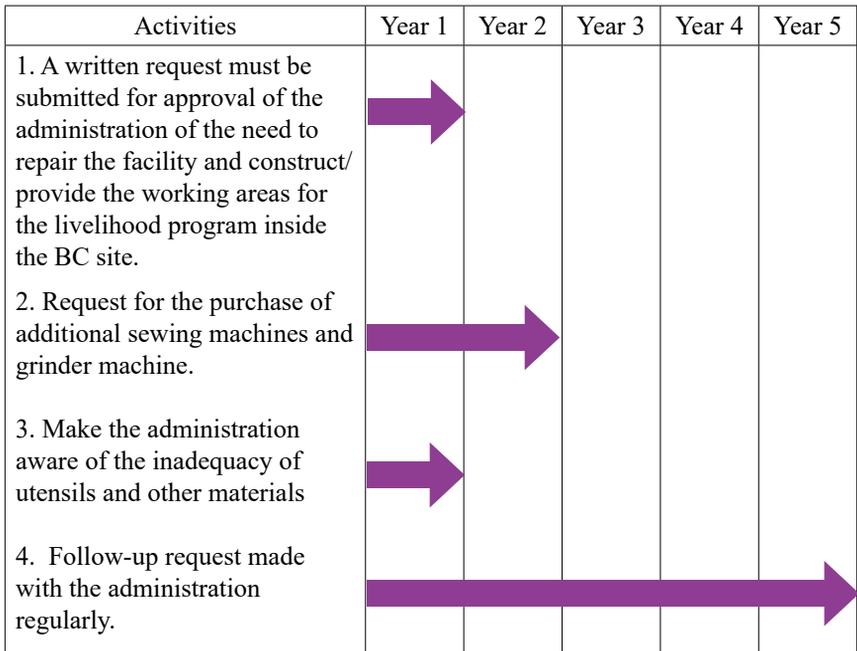


Figure 3. Gantt Chart of Activities for the Five-Year Development Plan on Physical Plant and Facilities

D. Personnel Involved

- a. Administrator
- b. Finance Officer
- c. Deans/Department Heads
- d. Faculty
- e. Community Leaders

E. Time-Frame: Figure 3**F. Financial Requirements**

1. Site Improvement (repainting, purchases, repairs etc.)	P 300,000
2. Production Equipment	100.000
2. Other misc. expenses	<u>50,000</u>
Total	P 450,000
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G. Sources of Fund**Community Outreach Fund****H. Evaluation**

1. Was there a positive result with regards to the requested site facilities, equipment from the administrator?
2. Did the administrator purchase the needed equipment utensils and materials?

ADMINISTRATION AND SUPERVISION**“Provision for the financial support of the administration”****A. Rationale**

Management of the outreach community programs is intended to help its participants for sustainable livelihood programs. Initially, the administration through the community outreach office provided some of the needed equipment for the livelihood programs, but there is a need to extend adequate financial support.

B. Objectives

1. Determine the needed resources of the livelihood programs.
2. Conduct performance appraisal of the participants based on the established performance evaluation system to foster the improvement and efficiency of the livelihood programs.

C. Strategies

1. Community outreach programs’ policies shall be formulated to include the specific functions and responsibility of the participants, administration, faculty and the students.
2. Conduct a fair and systematic performance evaluation of the participants, administration, faculty, and students every semester.
3. Accountability for the efficient and effective administration and management of the livelihood programs.

D. Persons Involved

1. Administrator
2. Finance Officer
3. Community Outreach Officer
4. Deans/Department Heads
5. Faculty
6. Students

E. Time Frame: Figure 4

Strategies	Year 1	Year 2	Year 3	Year 4	Year 5
1. Community outreach programs’ policies shall be formulated to include the specific functions and responsibility of the participants, administration, faculty and the students.					
2. Conduct a fair and systematic performance evaluation of the participants, administration, faculty and students every semester.					
3. Accountability for the efficient and effective administration and management of the livelihood programs.					

Figure 4. Gantt Chart of Activities for the Five-Year Administration and Supervision

F. Financial Requirement

Planning Expenses	P 5,000
Miscellaneous	<u>10,000</u>
Total	P 15,000
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G. Sources of Fund

Community Outreach Fund

H. Evaluation

1. Had the Community Outreach Office formulated programs' policies on the specific functions and responsibility of the participants, administration, faculty and the students?
2. Had the Community Outreach Office conducted a fair and systematic performance valuation of the participants, administration, faculty, and students every semester?
3. Was the Community Outreach Office accountable for the efficient and effective administration and management of the livelihood programs?

CONCLUSIONS

Based on the findings, the following conclusions were drawn, (1) the participants failed to demonstrate a positive attitude in the conduct of the livelihood projects; (2) there was no facility in terms of sanitation and proper product handling; (3) there were no complete equipment and materials needed for the dressmaking and choco-peanut butter ventures; (4) the organizer failed to fully support in terms of making follow-ups for the requisitions of the needed equipment and other materials for the project; (5) there were not enough financial assistance from the institution to sustain the livelihood projects.

TRANSLATIONAL RESEARCH

The findings of the study may be best translated to various agenda in creating programs and projects to reduce poverty by generating employment among the poor residents of the community. The livelihood program, such as dressmaking venture and food production among others may be designed for the stakeholders in the community.

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