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IMPLEMENTATION FRAMEWORK
STUDENT COMMUNITY SERVICE AND VOLUNTEERING CENTRE

IFUGAO STATE UNIVERSITY, PHILIPPINES

Integrating Talent Development into Innovation Ecosystems in Higher Education

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INNOTAL

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The framework outlines the design of the operations of the Student Community Service and Volunteering Centre created at the University in the frame of the INNOTAL project. It clarifies its place in the University structure, its activities and management, as well as applicable rules and regulations.

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ACTIVITIES OF THE CENTRE

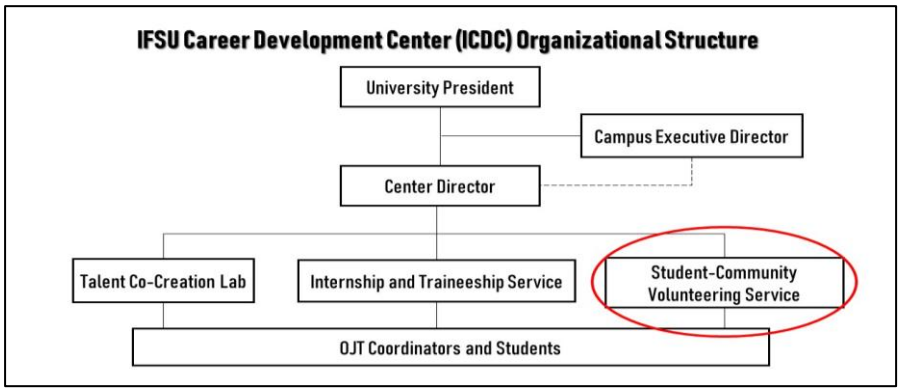
The Student-Community Volunteering Service (SCVS), being one component that makes up the IFSU Career Development Center (ICDC), is structured to encourage volunteerism among the students and provide opportunities where they can learn and grow into well-rounded individuals. It will become a training ground for the students for honing life skills as they get immersed in activities that are outside of their comfort zones. The active involvement of the IFSU community and relevant stakeholders in community service and development initiatives will lead to achieving common goals for sustainable development, social responsibility, and lifelong learning.

Community Outreach Programs

The idea is to connect students and student organizations to local communities in order to address a specific need with the help of non-profit organizations (e.g. social service agencies, non-profit groups, and church or other religious groups) and local officials. The activity will help the students develop and enhance their leadership qualities, self-confidence, communication skills and responsibilities towards the community.

POSITION OF THE CENTRE WITHIN THE UNIVERSITY STRUCTURE

Within the university structure, the University President provides the overall leadership and presides over a hierarchy that generally consists of a Campus Executive Director, a Center Director, Chairpersons and Administrative Staffs. The management and administration of each campus is led by a Campus Executive Director. The Campus Executive Director provides support to the implementation and maintenance of the ICDC. The operation of the ICDC is led by the Center Director, including the financial activities. Each service in the ICDC is managed by a Chairperson, who is a faculty member. (Refer to the figure below).



Organizational Structure of the IFSU Career Development Center (ICDC)

The Student-Community Volunteering Service (SCVS) is a sub-structure of the IFSU Career Development Center (ICDC). The integration and complementation of the services are beneficial as they strengthen and facilitate the attainment of the services' objectives. By effectively integrating the SCVS with the other two services – Talent Co-Creation Lab (TCCL) and Internship and Traineeship Service (ITS) - it will contribute to achieving the overall purpose of the ICDC, namely career development.

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ARRANGEMENTS FOR THE MANAGEMENT OF THE CENTRE

Center Director

- Collaborate with the Campus Executive Director and Chairperson to develop volunteering activities that are compliant with the needs of students
- Establish and implement a dissemination and exploitation plan to attract prospective partners
- Ensure that the Center is adequately stocked with necessary supplies and equipment, and that its facilities meet the institution's safety requirements
- Manage the Center's finances by establishing budgets, settling accounts, and keeping track of funds
- Screen, interview and hire suitable employees.

Chairperson

- Ensure that the SCVS is managed effectively and the staff members function properly;
- Coordinate with the Center Director, as appropriate, to keep an overview of the service's affairs and ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control, etc.) are met;
- Act as a collaborative partner that facilitates the learning process of the students and ensures a smooth flow of activities;
- Communicate effectively the vision and purpose of the SCVS to the participants;
- Address SCVS concerns and run meetings when needed.

ARRANGEMENTS FOR INVOLVEMENT OF FACULTY AND STAFF IN THE CENTRE

The regular workload of a faculty member is 18 units. This includes the assignments/functions in a) instruction, b) research, c) extension, d) production/IGP and e) others/administrative designations. The Campus Executive Director shall appoint a teaching staff member to act as Chairperson in the SCVS provided that he/she meets the requirements of the position. The faculty member designated as Chairperson shall be entitled to a reduction of teaching load. For instance, 65% of his/her official time shall be credited to actual teaching load while 35% shall be allotted for his/her workload as Chairperson. He/she shall render an accumulated forty (40) hours of work in the university per week, ensuring that the needs of the SCVS and the students are served.

In additional, IFSU has an established incentive awards system called Program on Awards and Incentives for Service (PRAISE) to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service. Other Incentives in the form of recognition include Best Employee Ward, On the Spot, etc.

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ARRANGEMENTS FOR THE COORDINATION AND ADMINISTRATIVE WORK IN THE CENTRE – STAFF, RESPONSIBILITIES, FINANCING

As an integral part of the ICDC, the SCVS is entitled to personnel and support component from the university. Administrative Staff members will be hired to provide administrative and secretarial support for the Center Director and the Chairperson. They will have the following duties and responsibilities:

- Assist in the overall implementation of the SCVS
- Helps in the coordination of SCVS concerns
- Undertake bookkeeping, accounting and budgeting for the SCVS
- Keep track of the fund utilization
- Reports directly to the Director
- Performs other tasks that may be assigned.

CHANNELS AND MEANS OF COMMUNICATION WITH EXTERNAL STAKEHOLDERS

Tools and channels to use

Institution level

- Faculty workshops/seminars
- Syllabi preparation – Course Contents & Learning Outcomes (OBE)
- Modules & Scholarly Works
- IFSU & ICDC SNS Accounts, and other media
- Publication in newsletters in IFSU, Ifugao Province, Region and National Papers
- Project brochures

Regional level

- CARASUC Meetings

National level

- Presentation in conferences
- PASUC Conference (Plenary Sessions)
- Policy Discussions in Higher Education called for by CHED, Congress and other Government bodies.

PROMOTIONAL AND AWARENESS-RAISING ACTIVITIES AND INCENTIVES FOR ENCOURAGING STUDENT VOLUNTEERING

The promotional and awareness-raising activities aim to promote understanding about the purpose of the volunteering activities, to ensure cooperation and increase volunteerism. Social media is one of the most effective ways of increasing awareness. The basic step is to create shareable infographics detailing the benefits and relevance of volunteering in the student's future with a key message of "Volunteer for a Change".

The University recognizes and appreciates the efforts and contributions of student volunteers. Formal recognition of volunteering activities includes

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published results in the social media accounts and newspaper of IFSU and Certificate of Participation. Volunteering initiatives will also become part of the extracurricular activities of the students. This means that students can get points from their participation which can be added to their grades. During the deployment, the SCVS will provide food (snacks/meals), accommodation and transportation.

RULES AND REGULATIONS FOR THE SELECTION AND PARTICIPATION OF STUDENTS IN VOLUNTEERING AND COMMUNITY SERVICE

All willing students are welcome to join the community outreach programs regardless of gender, age, religion, socio-economic status, and physical ability. The Center will verify and assess the suitability of the volunteers before deployment. Thus, the Center Director has the discretion as to the ongoing suitability of a student and may determine at any time whether he/she is suitable to volunteer.

RULES FOR LINKING VOLUNTEERING AND COMMUNITY SERVICE ACTIVITIES TO SKILLS DEVELOPMENT

Volunteering is not limited to the idea that someone is giving. It is also by way of volunteering that someone gets opportunities to gain new experience, meet new people, and develop new skills which can be useful in other aspects of life, including future careers and plans. Being equipped with various soft skills – teamwork, leadership, compassion, passion, interpersonal skills, self-motivation, honesty and more – guarantees a higher chance of employment. In addition, active involvement in volunteering may also be used or included in students Curriculum Vitae and presented to a potential employer. Assessment of the effectiveness of the SCVS activities and their impact on the students will be administered by requiring volunteers to produce a write-up on what they learned and gained from the volunteering.

RULES FOR ENSURING THE SAFETY OF STUDENTS ENGAGED IN VOLUNTEERING ACTIVITIES ORGANIZED BY THE CENTRE

Health and safety is considered a priority in order for the student volunteers to carry out the activities effectively. To safeguard the student volunteers, they will be inducted, trained, supervised and provided with direct support from the staff of SCVS. The orientation is designed to provide information on volunteer obligations and expectations, activity descriptions, and health and safety policies and practices. The student volunteers will also receive training detailing the knowledge and skills they need to perform their activities, the safe use of any required tools, machinery, or personal protective equipment/gear, the identification of any hazards and how to reduce the risks associated with each identified hazard.

QUALITY ASSURANCE PLANS

The SCVS, being a part of the ICDC, will be governed by the rules and regulations on OJT called IFSU OJT Framework. The University Student Manual will guide how students act and how faculty and employees are to deal with them. In addition, the university also had its Research, Extension and Training manual which will govern the conduct of research, extension and training that the ICDC hopes to undertake.

Evaluation Period: Once a Semester because offices and personnel are being evaluated every semester on their performance.

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The following preliminary Quality Assurance plans have been made:

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Type of assessment	Who will be in charge?	How will assessment activities be organized?	Who will collect the results from the monitoring activities?	Who will analyse the result from the monitoring activities?	What indicators will be used? What elements of the work of the Center will be monitored?	How will results be reflected in planning?
Monitoring: ongoing, focused on implementation	Campus Executive Director Quality Assurance Office of the University	As an integral part of any University activities including visits for quality assurance by regulatory and accreditation bodies	The Campus Executive Director acting as the CEO of the University Campus.	The Director for Planning and/or the Chairpersons in all Campuses	Number of beneficiaries, NGOs, local officials and student volunteers involved Nature of the volunteering activities.	The results lay the basis for us to monitor our achievement effectively. They will enable us to plan better and more efficient activities that the students need.
Evaluation and feedback gathering (identifying Strengths and Weaknesses) – once a semester	Campus Executive Director Quality Assurance Office of the University	As an integral part of any University activities including visits for quality assurance by regulatory and accreditation bodies	The Campus Executive Director acting as the CEO of the University Campus.	The Director for Planning and/or the Chairpersons in all Campuses	Skills and competencies developed by the students Attained goals in the activity	The results will enable us to judge whether we had the impact we planned, and whether or not we achieved our goals.

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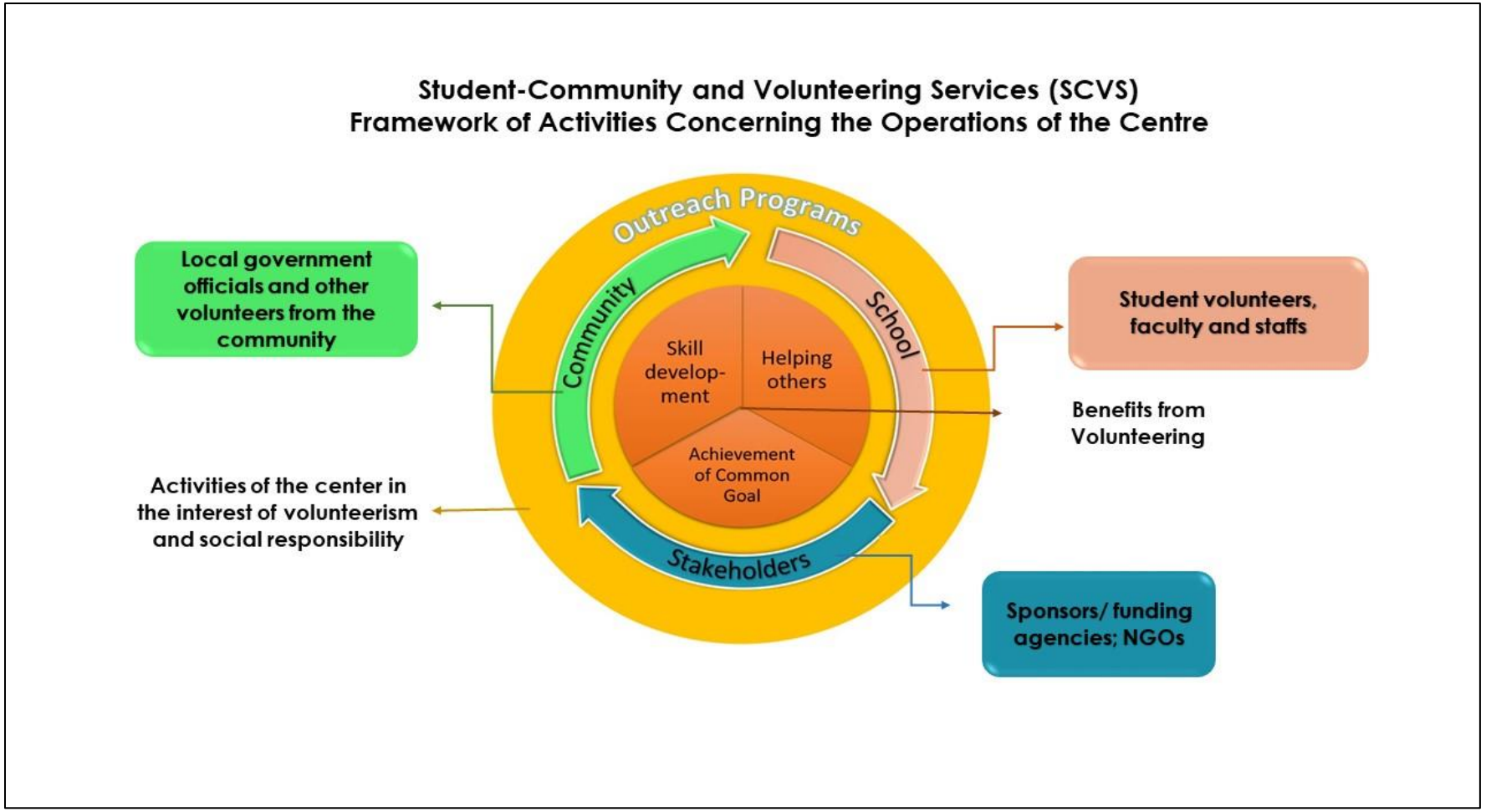
Appendix: *Implementation Framework of the Student-Volunteering Service (SCVS) as one component of the IFSU Career Development Center (ICDC)*



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