

Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City

SIXTEENTH CONGRESS
First Regular Session

House Bill No. 758



Introduced by **Rep. Eulogio "Amang" R. Magsaysay**

EXPLANATORY NOTE

Extension Program is a set of projects and activities in extension, community outreach or similar function regularly undertaken by an institution as part of its mandate or organizational vision, mission, goals and objectives, extending the resources of such institution by special arrangements to persons otherwise unable to take advantage of such resources. Through the years, extension has become an effective instrument of individual and social transformation in the country.

Extension work is by all means a task not for the faint hearted. It is an undertaking which can only be given justice by those who are strong-willed yet yielding to those who are most in need. It involves devoting extra hours of work, shelling out a few pesos off one's meager earnings, and stepping halfway into danger zones and frontiers that no one else wishes to uncover. Nonetheless, the reward is priceless --- beaming faces silently conveying their gratitude, unsolicited friendships from satisfied beneficiaries, and an altruistic feeling too valuable to be priced. The extension workers, however, should also be accorded what is due them. Like anybody else in this society, they too, have their own share of necessities and concerns such as life, liberty, and property.

The object of this piece of legislation is two-fold. Firstly, to afford our stakeholders, the extension workers, pertinent rights to allow them to carry on with their chosen vocation of easing the plight of their brethren. This is an appeal anchored on fear of losing for our nation the chance of ridding our society of ills deeply rooted in the malpractices handed down to us by those who bore false beliefs and pessimistic principles. We should exert every little way to keep these people in momentum. It is imperative that we put premium on their gallantry and passion for advocacies.

The trail of issues may be endless, thus, this is the most opportune time to draw up a concrete set of rights and privileges to shield today's brave catalysts from wanton abuse and disregard. Let us not put to waste the sense of volunteerism unselfishly emanating from our extension workers. A single act of genuine support will insulate them from farther pain of malady.

Secondly, to institute certain mechanisms for the promotion and expansion of extension program on the light of its significant role in our country's local and national development. Extension projects and activities enhance social practices and help improve lives of people and communities. More importantly, is to bring them into the mainstream of our society.

Approval of this bill, therefore, is earnestly sought.

A handwritten signature in black ink, appearing to be "Em" followed by a long, sweeping flourish.

EULOGIO "AMANG" R. MAGSAYSAY

House of Representatives

House Bill No. 758

Introduced by Rep. Eulogio “Amang” R. Magsaysay

AN ACT
STRENGTHENING EXTENSION PROGRAMS BY PROVIDING THE MAGNA CARTA FOR
EXTENSION WORKERS AND PRESCRIBING CERTAIN GUIDELINES FOR PROMOTION
AND EXPANSION OF EXTENSION ACTIVITIES

Be it enacted by the Senate and the House of Representatives of the Philippines in Congress assembled:

CHAPTER 1
GENERAL PROVISIONS

SECTION 1. Title. – This Act shall be known and cited as the “Extension Program Act of 2013”.

SECTION 2. Declaration of Policy. – It is hereby declared a policy of the State to advance the extension workers’ rights and privileges that promote their empowerment. In pursuance of this policy, the State shall recognize and guarantee the extension workers’ right to participate in charting their political, economic, social, educational, moral and spiritual development. Furthermore, the corresponding obligations of the extension workers to initiate, or undertake worthwhile extension program that will attain national, regional and local development as well as enhance the social practices and improve lives of the people and communities must be fulfilled.

SECTION 3. Coverage. – This Act shall cover all extension workers in public and private higher education institutions (HEIs), technical-vocational institutions (TVIs), and elementary and secondary institutions undertaking non-formal education or alternative learning modalities, and the extent herein provided extension workers in non-government or people’s organizations, department offices and agencies of the national government and local government units (LGUs) involved in extension work or similar activities.

SECTION 4. Definition of Terms. – For purposes of this Act, these terms are defined as follows:

- a) **Extension.** A program that geographically extends the education resources of an institution by special arrangements to persons otherwise unable to take advantage of such resources.
- b) **Extension Program** is herein defined as a set of projects and activities in extension, community outreach or similar function regularly undertaken by an institution as part of its mandate or organizational vision, mission, goals and objectives. The goals and objectives should indicate contribution to individual and social transformation and/or local, regional or national development.

- c) **Extension Work** refers to any activities of a specific duration governed by objectives, strategies of implementation, targets and expected result outcomes that are geared towards individual and social transformation and/or contributory to local, regional and national development.
- d) **Extension Workers** shall mean any person engaged in the planning, implementation and evaluation of extension, community outreach, development, organizing or similar programs, projects and activities for purposes of attaining goals that empower the people or change their social practices and improve their lives socially, educationally, morally and spiritually. The term covers workers in government and non-government organizations or institutions or those who on their own merit, initiate or continuing efforts have initiated or led the organization of people's organizations for individual and social transformation. It also covers managerial, supervisory and rank and file employees assigned to do line functions in extension offices, department or units of either government or non-government organizations.
- e) **Extension Project** is a set of activities and tasks with specific objectives that are attained at a given period or duration of time. It must be geared towards individual and social transformation outside the spheres of a classroom or formal education. The non-formal education projects or alternative learning modalities are covered by this definition.
- f) **Empowerment** refers to provision of opportunities whereby extension workers can develop or improve their competencies or abilities in undertaking extension programs, projects and activities.
- g) **Transfer** refers to movement from one position to another which is of equivalent rank. Level of salary without break in service; whereas geographical reassignment or relocation is a movement from one geographical location to another.

CHAPTER 2

EXTENSION WORKER'S PROFESSION AND CAREER

SECTION 5. General Provisions of Rights. – In addition to all the constitutional rights to all persons under the constitution and by other existing laws of the land, the extension workers, by the very nature of their functions, are specially guaranteed their rights to:

- a) All the appurtenant labor rights provided by law specifically but not limited to the right to organize, right to security of tenure and right to fair salaries and other benefits as may be accorded by laws if employed by the government or private sector, enterprises or associations;
- b) Be covered by social security to serve as protection from events such as accidents, calamities, death, sickness and disability;
- c) Be given the opportunity for professional development through formal or non-formal education;
- d) Avail of loans and other credit facilities and other forms of government assistance;
- e) Right to free legal aid from government legal assistance programs as complainant or respondent for charges that they need to file or are files against them relevant to the protection of their rights as such; and
- f) Enjoy government recognition as a professional through licensing by the Professional Regulatory Commission.

SECTION 6. *Transfer.* – Transfer of any extension worker employed in the government or in any private agency or institution, from the original appointment, to another shall not be made without his/her consent except when made in the interest of justice/service, lack of appropriate educational qualification, training and competence, poor performance, illness, and foreseen hazard that would put the life and limb of the worker in peril, in which case after the extension worker shall have been afforded due process of law, any act on the part of the employer dismembering said extension worker shall be deemed justified.

SECTION 7. *Consent for Transfer.* – Transfer of any extension worker from one (1) station to another shall not be made without his/her consent.

Where the exigencies of the service required the transfer of the extension worker from one station to another, such transfer may be effected by the head of extension service who shall previously notify the extension worker concerned of the transfer and the reason or reasons therefore. If the extension worker believes there is no justification for the transfer, he/ she may appeal his case to the Commission on Higher Education (CHED) if employed in a state college or university or private higher education institution, to the Department of Education (DepEd) if employed in a public or private elementary or secondary school, to the Technical Education and Skills Development Authority (TESDA) if employed in a public or private vocational/technical institution, or to the Department of Labor and Employment (DOLE) if employed by non-government/private enterprise or institution. Pending his/her appeal and decision thereon, his transfer shall be held in abeyance.

Provided, However, that no transfer whatever shall be made three (3) months before any local or national election.

SECTION 8. *Transportation Expenses.* – Necessary transfer expenses of the extension worker and his/her family shall be paid for the concerned agency if his/her transfer is finally approved.

SECTION 9. *Code of Professional and Conduct for Extension Workers.* - Within six (6) months from the approval of this Act a Code of Professional and Ethical Conduct for Extension Workers shall be formulated by the Committee which shall be composed of the following:

- Chair: Head of the Professional Regulation Commission
- Vice-Chair: Secretary, Department of Labor and Employment
- Members: Chairman, Commission on Higher Education
Secretary, Department of Education
Director-General, TESDA
Secretary, Department of Interior and Local Government
Secretary, Department of Social Welfare and Development
Secretary, Department of Agriculture
Chairman, Civil Service Commission
Three (3) Representatives from national professional associations of extension workers or similar organizations.

SECTION 10. *Safeguard in Disciplinary Procedure.* – Every extension worker shall enjoy the equitable safeguards at each stage of any disciplinary procedure and shall have:

- a) The right to be informed in writing of charges;
- b) The right to full access to the evidence in the case;

- c) The right to defend himself/herself and to be defended by representing of his/her choice and/or by his/her organization, adequate time being given to him/her for the preparation of his/her defense;
- d) The right to appeal to clearly designated authorities;
- e) The right to confront witnesses presented against him/her and
- f) Such other rights as will ensure fairness and impartiality during the proceedings.

CHAPTER 3

HOURS OF WORK AND REMUNERATION

SECTION 11. *Hours of Work.* – An extension worker employed full-time on the job shall render eight (8) hours of work per week. If he/she is assigned teaching loads as part of his/her regular workload, every hour of extension work shall be equivalent to 1.25 hours of teaching. If he/she is assigned teaching hours combined with extension services, the extension worker shall render six (6) hours of work per day provided that every 15 hours of extension work an incentive of one (1) hour of an overload/overtime which shall be paid either on a load of hour basis if treated as overload and on an hourly basis if treated as overtime, as may be provided for in the internal policies on overload/overtime of the agency or institution or in the absence thereof at the rate of his regular remuneration plus twenty-five percent (25%) of his/her basic pay. The extension hours shall be so scheduled as to give the extension worker sufficient time for the efficient and effective conduct of extension work while not sacrificing the quality of his/her teaching.

SECTION 12. *Duties and Obligations.* – The extension worker shall:

- a) Discharge his/her duty humanely and effectively with conscience and dignity;
- b) Employ acceptable extension method and practices to ensure positive changes in the lives of clientele by means of fostering freedom of initiative and self-reliance;
- c) Perform his/her duty with commitment, dedication and competence; and
- d) Exercise his/her functions without discrimination as to race, gender, religion, nationality, party politics, social standing or economic strata.

SECTION 13. *Additional Compensation.* – Notwithstanding and provision of existing laws to the contrary, co-curricula and out of school/agency activities extension worker shall be paid an additional compensation of at least twenty-five percent (25%) of his regular remuneration after the extension worker has completed at least six (6) hours of purely extension work or a combination of teaching and extension work as the case may be.

In the case of other extension workers performing managerial/supervisory function without any teaching load in an educational institution, any work perform in excess of eight (8) hours per day shall be paid an additional compensation of at least twenty five percent (25%) of their regular remuneration.

SECTION 14. *Criteria for Salaries.* – Extension workers' salaries shall correspond to the following criteria:

- a) They shall compare favorably with those paid in other occupations requiring equivalent or similar qualifications, training and abilities;
- b) They shall be such as to insure extension workers a reasonable standard of life for themselves and their families;

- c) They shall be properly graded in accordance with existing system of salary grading and in the absence thereof, the concerned government/private agency shall prepare and implement one taking into consideration fair and reasonable criteria for grading and assigning of salary scales.

The salary scales of extension worker shall be comparable to their peers within educational or other institutions and shall provide for gradual progression from a minimum to a maximum salary by means of regular increments granted automatically after three (3) years, provided that the efficiency rating of the extension worker is least satisfactory.

SECTION 15. *Cost of Living Allowance.* – Extension worker salaries shall, at the very least, keep pace with the rise in the cost of living by payment of a cost of living allowance which shall automatically follow changes in the cost of living index. The cost of living allowance of an extension worker shall be comparable to those received by other employees with similar qualifications and salary grade.

SECTION 16. *Special Hardship Allowance.* – In areas in which extension workers are exposed to hardship such as difficulty in commuting to the place of work or other hazards peculiar to the place of extension work, they shall be compensated special hardship allowance equivalent to at least twenty-five percent (25%) of their monthly salary.

SECTION 17. *Hazard Allowance.* – Extension workers assigned in difficult areas, strife-torn or embattled areas, distressed or isolated stations, disease infested areas or in areas declared under state of calamity or emergency or in armed conflict or the duration thereof that expose them to greater danger, contagion, volcanic or eruption occupational risks or perils to life as determined by the head of the agency shall be compensated by a hazard allowance equivalent to at least twenty-five percent (25%) of the monthly basic salary of extension workers receiving salary grade 19 below, and five percent (5%) for extension worker with salary grade 20 above.

SECTION 18. *Remote Assignment Allowance.* – Extension workers who accept assignment in remote areas or isolated stations, of far distance or hard accessibility shall be entitled to an incentive bonus in the form of assignment allowance equivalent to fifty percent (50%) of their basic pay bi-monthly, and shall be entitled to reimbursement of the cost of reasonable transportation to and from such remote post or station upon assuming or leaving such position and during official trips. In addition to the above, extension workers mentioned in the preceding paragraph shall be given priority in promotion or assignment in better areas. Their tour of duties in remote areas shall not exceed two (2) years except when there are no vacant positions for the transfer or they prefer to stay in such posts in excess of two (2) years.

SECTION 19. *Medical Examination.* – Compulsory medical examination shall be provided free of charge to all extension workers by government hospitals before extension workers enter service in government or its subdivisions or in the private sector and shall be repeated once a year during the tenure of all extension workers; provided, that if the medical examination shows that medical treatment and/or hospitalization is necessary, the treatment and/or hospitalization including medicines shall be provided free in a government or any accredited hospital.

CHAPTER 4

LEAVE AND RETIREMENT BENEFITS

SECTION 20. *Leave Benefits for Extension Workers.* – Extension workers are entitled to such vacation and sick leaves and other leaves such as sabbatical leave, paternity leave as provided by existing laws and prevailing practices; provided, that in addition to the leave privileges now enjoy by extension workers, woman extension workers are entitled to such maternity leaves granted by existing laws and prevailing practices; provided further, that upon separation of the extension worker from service, he/she shall be entitled to all accumulated leave credits with pay.

SECTION 21. *Study Leave.* – In addition to other leave privileges now enjoyed, extension worker shall be entitled to study leave not exceeding two (2) calendar years after five (5) years of service, which shall be granted by the head of the agency under a schedule set by the agency. During the period of such leave, the extension workers shall be entitled to at least sixty percent (60%) of their monthly salary exclusive of any scholarship or grants that may be enjoyed; provided, however that no extension worker shall be allowed to accumulate more than two (2) years of leave unless he needs an additional semester to finish his/her thesis in a graduate study in education or allied courses. Study leave beyond the allowable number of years may be allowed but without compensation.

SECTION 22. *Indefinite Leave.* – An indefinite leave shall be granted to extension workers when the nature of the illness demands a long treatment that will exceed one (1) year at the least.

SECTION 23. *Salary Increase Upon Retirement.* – Notwithstanding any provision of existing laws to the contrary, all extension workers shall be covered by a retirement plan which shall be implemented by the agency concerned in case of private enterprises, the retirement shall cover a retirement benefit that shall be comparable with the retirement benefits of the applicable retirement laws shall be given one (1) range of salary raise upon retirement, which shall be the basis of the computation of the lump sum of the retirement pay and the monthly benefits thereafter.

CHAPTER 5

EXTENSION WORKERS' ORGANIZATION

SECTION 24. *Freedom to Organize.* – All extension workers shall have the right to, freely and without previous authorization, establish and join organizations of their choosing, whether local or national to further and defend their interest.

SECTION 25. *Discrimination Against Extension Workers Prohibited.* – It shall be unlawful for any person to commit any act of discrimination against extension workers which are calculated to (a) make the employment of an extension worker subject to the condition that he/she will not join an organization or shall relinquish membership in an organization, (b) cause the dismissal of or otherwise prejudice an extension worker by reason of his/her membership in an organization or because of participation in activities outside the school hours, or with the consent of the proper authorities, within school hours, and (c) prevent him/her from carrying out the duties laid upon his/her position in the organization, or to penalize him/her for an action undertaken in that capacity.

SECTION 26. *National Organization of Extension Workers.* – The National Organization of Extension Workers shall be consulted in the formulation of national educational policies and professional standards including that of accreditation in extension and in the formulation of policies governing the social security of extension workers. A national organization of extension workers shall meet the following criteria:

- a) Must be a non-stock, non-profit professional association duly registered with the Securities and Exchange Commission or accredited by any government agency;
- b) The general and nationwide membership shall be composed of persons employed in educational and other institutions/associations/agencies, and are undertaking extension work or program implementation or managing/administering said programs;
- c) Nationwide membership means that its members shall come from the three (3) islands: Luzon, Visayas, Mindanao and preferably in all regions;
- d) Shall have been in existence for at least three (3) years; and,
- e) Have a satisfactory track record of undertaking projects and activities for the development of the extension workers.

CHAPTER 6

PROMOTION OF EXTENSION PROGRAMS

SECTION 27. *Expansion of Extension Program.* – The State recognizes that extension is a strong force in national, regional, and local development. Hence, it shall promote the expansion of the extension programs, projects and activities, to reach out to a greater number of sectors of Philippine society.

SECTION 28. *Mandatory Extension Programs and Services.* – All higher education institutions (HEIs), whether government or private, offering a bachelor's degree program are mandated to establish an extension office manned by competent and dedicated extension workers and prepare a plan on a long-term basis programs and services in extension that are geared towards local, regional and national development. A separate budget shall be allocated for this office for the implementation of its programs and services.

SECTION 29. *National Service Training Program (NSTP).* – Under Republic Act 9163 or the National Service Training Program Law of 2001, all higher educational institutions are mandated to offer any/all of the two (2) components of Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), and shall assign the design, implementation, evaluation, and administration of these program components under the extension office/unit of the institution where the NSTP trainees are affiliated. The performing NSTP trainees shall be duly accredited by the extension office/units as the extensionists of the institution in a fitting ceremony. Incentives, such as awarding of recognition and similar awards shall be accorded to outstanding student extensionists. The design of NSTP lectures shall be fashioned according to acceptable principles and practices in extension to ensure a crop of dedicated and civic conscious student extensionists as agents of change in the community.

SECTION 30. *Role of State Universities and Colleges (SUCs).* – The extension programs of SUCs shall be supportive of national, regional, and local development. Private higher educational institutions established in same locations where SUCs are in operation of their extension programs, may establish working relationships through complementation schemes of

partnerships or convergence in extension efforts. SUCs in this regard shall provide leadership and support wherever necessary and requested by private entities in the service areas.

SECTION 31. *Zonal Centers of Extension.* – Zonal Centers of Extension shall be established under the leadership of CHED and TESDA who shall involve a national association of extension workers in the formulation of standards and criteria for the selection of Zonal Centers of Extension. Zonal centers selected shall be given incentives and shall lead other institutions in the conduct of extension programs and development of extension workers within the service area. There shall be at least one (1) zonal center per region.

SECTION 32. *Accreditation Standards and Criteria.* – Any accrediting agency shall review the policies and standards in evaluating expansion services or similar programs in direct consultation with existing national professional associations of extension workers and shall allow the participation of the qualified members of said association on a selected basis in the accreditation team that evaluates extension programs of an institution being accredited. Accreditation standards in evaluating extension programs and services shall be reviewed on a regular basis at least every three (3) years from date of effectivity of this Act involving the participation of national associations of extension workers and recognized institutions in the field of extension work. Any extension worker participating in the accreditation shall be assigned to the accreditation of extension programs and any extension program being reviewed for purposes of accreditation shall be assigned to an accreditor with competence and experience in extension. The percentage of points allocated to extension in any accreditation standard shall be comparative to that allocated to instruction and research.

SECTION 33. *Academic Rank.* – All faculty members in SUCs, notwithstanding provisions of existing laws and policies, shall be required as part of their workload to undertake a minimum of six (6) hours of extension work per week, such number of hours will increase commensurate to the increase in academic rank.

SECTION 34. *National Budget Circular (NBC) or Other Compensation System.* – At least twenty-five percent (25%) of the total points for the evaluation in the NBC or other compensation system being implemented by government or private institutions shall be allotted for professional achievement in doing actual extension work.

SECTION 35. *Awards.* – The Annual Search for Outstanding Extension Programs and Extensionists is hereby being institutionalized. The standards and criteria shall be formulated by the following membership: Commission on Higher Education (CHED); Technical Education and Skills Development Authority (TESDA); Department of Education (DepEd); Civil Service Commission (CSC); Department of Labor and Employment (DOLE); Representative from the national association of extension workers; and Representative of a non-government organizations (NGO) doing development or extension work

CHAPTER 7

MISCELLANEOUS PROVISIONS

SECTION 36. *Implementing Guidelines.* – Within ninety (90) days from the promulgation of this Act, the necessary guidelines to carry out the provisions of this Act shall be issued in collaboration among the Commission on Higher Education (CHED), the Technical Education and Skills Development Authority (TESDA), The Department of Education (DepEd), the Civil Service Commission (CSC), and the Department of Labor and Employment (DOLE).

SECTION 37. *Budgetary Estimates.* – Each agency where extension workers are employed shall prepare a budgetary estimate to implement the provisions of this Act concerning the benefits contained herein and submit it to the Department of Budget and Management for inclusion in the annual budget of said agency in the ensuing year after the effectivity of this Act. The submission shall be effected earlier or not later than six (6) months after effectivity of this Act.

SECTION 38. *Appropriations.* – The Commission on Higher Education shall immediately include in its program the implementation of this Act, the funding of which shall be included in the General Appropriations Act.

SECTION 39. *Penal Provision.* – Any person who shall willfully interfere with, restrain, coerce any extension worker in the exercise of his/her rights guaranteed under this Act, or shall in any manner commit any act to defeat any of the provisions of this Act, shall, upon conviction, be punished for a fine of not less than ten thousand pesos (Php10,000.00) or more than one hundred thousand pesos (Php100,000.00), or by a corresponding years of imprisonment, or both upon the discretion of the court.

SECTION 40. *Separability Clause.* – Should any provision of this Act be declared unconstitutional by the court of law, such provision shall be severed from this Act and shall not affect the enforceability of the other remaining provisions.

SECTION 41. *Repealing Clause.* – All laws, presidential decrees, executive orders, and rules and regulations inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 42. *Effectivity.* – This Act shall take effect fifteen (15) days after its publication in any two (2) newspapers of general circulation.

Approved,