



## **University Social Engagement Fund (USEF)**

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## 1. Purpose

- 1.1. One of the key thrusts of De La Salle University (DLSU) is social engagement. Social Engagement refers to how individuals and groups come together to advance the public good, address systemic challenges, or influence the direction of a community.” (The Washington Center, 2015).

It is also how individuals and groups within the university come together to advance the public good, address systemic challenges, or influence the direction of a community. It is oriented towards providing service, especially for the poor and the excluded (Lasallian Mission at DLSU, 2021).

*“A leading learner-centered and research University bridging faith and scholarship, attuned to a sustainable Earth, and in the service of Church and society, especially the poor and marginalized.”*

(DLSU Vision – Mission, 2016)

- 1.2. In 2009, Benneworth argued that there is a need to rebalance the societal contributions of universities by developing a typology for the way that universities engage with 'harder-to-reach' groups such as smaller, potentially non-innovative firms, voluntary organizations, smaller charities, and disadvantaged communities. To develop a classification of university engagement activities based on the primary domain area (the core institutional interest) where the engagement takes place, he referred to these four traditional missions (cf. Allen 1988):

- Research that involves engagement with external stakeholders as a core element of the knowledge-generation process,
- Exchanging existing knowledge between the university and external stakeholders,
- Delivering services to external groups that they find useful and/or in demand,
- Involving external stakeholders (small business and community) in teaching activities that meet their needs and improve teaching quality.

- 1.3. Benneworth introduced the classification system for different university engagement activities based on these traditional missions. However, he argued that this is a conceptual typology because, in reality, particular engagement will be delivered through ‘bundles’ of activities in which the different kinds of activity are not easily distinguished.

- **Service** - These are where the university’s assets are used to deliver services that benefit a community. Aligned with the Lasallian commitment to social justice and community engagement, this approach reflects a holistic understanding of service, emphasizing the



active deployment of university resources for the betterment of the broader community. In embodying the spirit of St. John Baptist de La Salle, the university views service not merely as an obligation but as a genuine expression of solidarity and care for the common good.

- **Teaching** - The university engages in activities designed to bring about positive transformation within the community. This commitment extends beyond traditional classroom settings, aiming to enhance the well-being and capabilities of individuals and organizations. Whether through direct education within firms and communities or by fostering a culture of lifelong learning, the university aligns its teaching efforts with the Lasallian ethos, ensuring that education becomes a catalyst for sustainable improvement and the development of skills that benefit both individuals and the broader community.
- **Research** - In adherence to the values of St. John Baptist de La Salle, the university integrates external stakeholder engagement as a cornerstone in the process of knowledge generation. Embodying the Lasallian commitment to community and service, the institution conducts research activities focusing on inclusivity, actively involving and benefiting external stakeholders. This approach reflects a dedication to collaborative learning and a belief that knowledge creation should extend beyond academic realms, aligning with the holistic principles of the Lasallian tradition.
- **Knowledge Exchange** - Rooted in the Lasallian commitment to community and service, this process entails the transfer of the institution's accumulated intellectual assets, insights, and expertise to benefit other stakeholders. Grounded in the principles of accessibility and inclusivity, the university actively shares its knowledge base, fostering a collaborative approach that aligns with the ethos of the Lasallian tradition. This commitment reflects a dedication to the broader community, emphasizing the belief that knowledge is a shared resource contributing to the common good.

- 1.4. Given this paradigm, DLSU is taking a proactive approach to implementing university social engagement projects. A Fund was set up to support social engagement projects at the University.
- 1.5. The purpose of these Guidelines is to govern the systematic use of this Fund.

## 2. Scope

- 2.1. These guidelines aim to offer direction, processes, and procedures for DLSU faculty, staff members, offices, departments, and units on the effective utilization of the University Social Engagement Fund.
- 2.2. This document is solely intended for use by faculty, staff members, offices, departments, and units, for their social engagement activities, and not for students (undergraduate or postgraduate). It helps ensure that social engagement initiatives are well-organized, impactful, and aligned with the university's mission and values.



### 3. Definitions

- 3.1. **Social Engagement** - refers to the ways individuals and groups come together to advance the public good, address systemic challenges, or influence the direction of a community.” (The Washington Center, 2015)
- 3.2. **Service** - refers to activities where the university’s assets are used to deliver services that benefit a community.
- 3.3. **Teaching** - refers to activities designed to bring about positive transformation within the community through instruction, pedagogy, non-formal education, and other initiatives related to the teaching-learning process.
- 3.4. **Research** - refers to the integration of external stakeholder engagement as a cornerstone in the process of knowledge generation
- 3.5. **Knowledge Exchange** - refers to the activities that transfer the institution's accumulated intellectual assets, insights, and expertise to benefit other stakeholders through mutually beneficial and relevant developmental activities.

### 4. Guidelines

- 4.1. Purpose of the Fund
  - 4.1.1. The University Social Engagement Fund is intended to provide financial support to social engagement projects or any other activities responsive to the UN Sustainable Development Goals, such as:

Main Areas	Activities	Measure
<b>Service</b> - These are where the university’s assets are used to deliver services that benefit a community. Aligned with the Lasallian commitment to social justice and community engagement, this approach reflects a holistic understanding of service, emphasizing the	<b>SDG Localization-related efforts</b> - developing tailored, community-driven, and sustainable development solutions that address each local community's specific needs and challenges.	No. of developed, implemented, and effective activities in community-driven sustainable development solutions tailored to their specific needs and challenges.
	<b>Resource Mobilization</b> - providing the necessary means to	No. of resource mobilization activities conducted and



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active deployment of university resources for the betterment of the broader community.

In embodying the spirit of St. John Baptist de La Salle, the university views service not merely as an obligation but as a genuine expression of solidarity and care for the common good.

sustain initiatives, build capacity, and empower communities to address their specific challenges and goals.

**Direct Service to the Poor** provides hands-on, tangible assistance and support to individuals or families experiencing poverty.

**Opening university assets and services** - Making the university infrastructure and activities, such as sports facilities, cultural assets, or particular health, education, and environmental services, open to the community free of charge or at a concessionary rate.

**Encouraging partners to use assets** - Encouraging particular communities to use assets that are publicly open but not necessarily known to those groups

**Making an intellectual contribution as an 'expert'** - Discharging a university responsibility on external forums and bodies - often on an ad hominem basis as an 'expert' – to the benefit of particular organizations

implemented.

Monetary amount of funds secured from various sources

Monetary value of non-monetary donations, such as equipment, supplies, or services.

No. of direct services implemented to individuals and families experiencing poverty.

No. of activities requiring university assets (physical, material, intellectual, HUMAN, etc.) to be extended to partner communities.

No. of activities encouraging partner communities to access and utilize university resources for public interest purposes.

No. of university faculty, staff members, and students deployed as experts for the benefit of partner organizations.

**Contributing to the civic life of**

No. of faculty, staff members, and

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	<b>the region</b> - Contributing to the region's civic life as an educated populace ( e.g., as councilors, school governors, and other governance structures).	students elected as government officials or actively contributing to the country's civic life through non-government organizations.
<b>Teaching</b> - The university engages in teaching activities designed to bring about positive transformation within the community. This commitment extends beyond traditional classroom settings, aiming to enhance the well-being and capabilities of individuals and organizations.  Whether through direct education within firms and communities or by fostering a culture of lifelong learning, the university aligns its teaching efforts with the Lasallian ethos, ensuring that education becomes a catalyst for sustainable improvement and the development of skills that benefit both individuals and the broader community.	<b>Service-Learning</b> - integrating classroom learning objectives with hands-on experiences, allowing students to apply theoretical knowledge in real-world settings.  <b>Issue Awareness Activities</b> - educating about specific societal or global challenges, fostering critical thinking, promoting interactive learning, and inspiring people to take informed action.  <b>Research-based knowledge transfer</b> - disseminating research findings, promoting evidence-based practices, and fostering collaboration between researchers and practitioners to contribute to the improvement of social realities.  <b>Teaching appropriate engagement practices</b> - Exposing students through the course of their studies to the demands and needs of particular hard-to-reach groups  <b>Practical education for citizenship</b> - Educating students in their studies to be better community citizens.	No. of service-learning classes/projects conducted per Academic Year.  Percentage of college courses with service-learning components.  No. of issue awareness activities conducted, hosted, or participated by the University.  No. of activities that promote research-based knowledge transfer and enforce the research-development-extension continuum.  No. of formation and social engagement preparation activities conducted for faculty, staff, and students.  No. of formation and social engagement preparation activities conducted for faculty, staff, and students.



	<b>Public lectures and seminar series</b> - Supporting particular ‘marketplaces of ideas’ for all citizens through public lecture series.	No. of public lectures initiated or organized for safe and open discourse.
	<b>Continuing professional development (CPD) for partner communities</b> - Training courses and continuing professional development directly oriented toward the needs of hard-to-reach groups.	No. of training courses and continuing professional development developed and/or implemented for members of partner communities.
	<b>Adult and lifelong learning</b> - Adult and lifelong learning help to support the development of a regional culture of lifelong learning.	No. of ALS classes and ALS completers facilitated by the University.
<b>Research</b> - In adherence to the values of St. John Baptist de La Salle, the university integrates external stakeholder engagement as a cornerstone in the process of knowledge generation. Embodying the Lasallian commitment to community and service, the institution conducts research activities focusing on inclusivity, actively involving and benefiting external stakeholders. This approach reflects a dedication to collaborative learning and a belief that knowledge	<b>Policy Influence</b> - participating in policy dialogues, conducting research, collaborating with stakeholders, and advocating for reforms to influence decisions impacting various sectors.  <b>Collaborative research projects</b> - The university and an organization sit down together to design, execute, and exploit a piece of collaborative research.  <b>Research projects involving co-creation</b> - The university involves an external organization in an existing piece of research, and they work together in the research process, co-creating knowledge that benefits both partners  <b>Research commissioned by</b>	No. of policy-influencing activities facilitated, organized, or implemented by the University.  No. of research projects conducted in collaboration with partner communities.  No. of research projects conducted with an equal share of inputs from the University and partner communities.  No. of research projects initiated by



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creation should extend beyond academic realms, aligning with the holistic principles of the Lasallian tradition.

**partner communities** - The organization commissions research directly from the university, and the university presents the results back as solutions to the organization's problems,

partner communities and commissioned the University for conduct.

**Research on these groups and then feedback** - The university undertakes research on a community at the behest of a third-party funder (e.g., government), and the results are fed back to the community.

No. of research projects initiated by the University and communicated to partner communities.

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**Knowledge Exchange -** Rooted in the Lasallian commitment to community and service, this process entails the transfer of the institution's accumulated intellectual assets, insights, and expertise to benefit other stakeholders. Grounded in the principles of accessibility and inclusivity, the university actively shares its knowledge base, fostering a collaborative approach that aligns with the ethos of the Lasallian tradition. This commitment reflects a dedication to the broader community, emphasizing the belief that knowledge is a shared resource that contributes to the common good.

**Issue Awareness Activities** - creating opportunities for exchanging knowledge, fostering awareness, and engaging diverse stakeholders in addressing critical societal issues.

No. of issue awareness activities conducted, hosted, or participated by the University.

**Research-based knowledge transfer** - translating research findings and academic knowledge into practical applications, solutions, or interventions that can benefit society, industry, or various stakeholders to bridge the gap between academic research and real-world impact.

No. of activities that promote research-based knowledge transfer and enforce the research-development-extension continuum.

**Consultancy for partner communities group as a client** - Consultancy activity where an organization is the client and pays for university expertise (such as commercial consultancy or a Knowledge Transfer Project).

No. of University faculty and/or staff members deployed as consultants per the partner communities' request.

**Public-funded knowledge exchange projects** - Publically

No. of projects funded by the public sector tailored to the specific



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funded projects to provide knowledge directly to hard-to-reach groups (e.g., EU projects funded by ERDF or ESF)

needs and challenges of partner communities.

**Capacity building between partner communities groups** - Capacity building projects (university facilitation) within firm networks and communities, such as cluster building or participatory planning activities.

No. of capacity-building projects initiated by the university tailored to partner communities' specific needs and challenges.

**Knowledge exchange through student 'consultancy'** - Knowledge transfer through students, either as volunteering activities or through credit-bearing activities where real-life problem-solving is part of the degree.

No. of knowledge-exchange activities initiated by students on a volunteer basis.

**Promoting public understanding and media** - Promoting public understanding of knowledge held by universities, such as through TV appearances and newspaper articles

No. of public appearances by a faculty, staff member, or student that promote knowledge generated on originated by the University.



- 4.1.2. The University Social Engagement Fund is intended to provide financial support to social engagement projects or any other activities responsive to the UN Sustainable Development Goals, such as:

SDG	Goal	Description	Sample Social Engagement Activities
1	<b>No Poverty</b>	End poverty in all its forms everywhere.	Teaching: Scholarship Programs for Low-Income Students Service: Community Outreach and Support Programs
2	<b>Zero Hunger</b>	End hunger, achieve food security, and improve nutrition.	Service: Campus Food Banks Service: Sustainable Agriculture Projects
3	<b>Good Health and Well-being</b>	Ensure healthy lives and promote well-being for all ages.	Knowledge Exchange - Mental Health Awareness Campaigns Service - Health Clinics and Free Check-ups
4	<b>Quality Education</b>	Ensure inclusive and equitable quality education.	Teaching-Teacher Training Programs Research - Inclusive Education Initiatives
5	<b>Gender Equality</b>	Achieve gender equality and empower all women and girls.	Service - Women in STEM Programs Research - Anti-Discrimination Policies
6	<b>Clean Water and Sanitation</b>	Ensure availability and sustainable management of water.	Service - Water Conservation Projects Teaching - Sanitation Workshops
7	<b>Affordable and Clean Energy</b>	Ensure access to affordable, reliable, sustainable energy.	Service - Renewable Energy Projects Knowledge Exchange - Energy Efficiency Campaigns
8	<b>Decent Work and Economic Growth</b>	Promote inclusive and sustainable economic growth.	Teaching - Internship and Career Placement Services Service - Entrepreneurship Programs
9	<b>Industry, Innovation, and</b>	Build resilient	Research - Research and



	<b>Infrastructure</b>	infrastructure and promote inclusive innovation.	Development Centers Knowledge Exchange - Collaborations with Industry
<b>10</b>	<b>Reduced Inequality</b>	Reduce inequality within and among countries.	Research - Inclusive Admission Policies Service - Support Services for Marginalized Groups
<b>11</b>	<b>Sustainable Cities and Communities</b>	Make cities inclusive, safe, resilient, and sustainable.	Service - Green Campus Initiatives Service - Community Development Projects
<b>12</b>	<b>Responsible Consumption and Production</b>	Ensure sustainable consumption and production patterns.	Service - Waste Reduction Programs Research - Sustainable Procurement Policies
<b>13</b>	<b>Climate Action</b>	Take urgent action to combat climate change and its impacts.	Research - Climate Change Research Knowledge Exchange - Awareness Campaigns
<b>14</b>	<b>Life Below Water</b>	Conserve and sustainably use the oceans, seas, and marine resources.	Service - Marine Conservation Projects Service - Educational Programs on Marine Biology
<b>15</b>	<b>Life on Land</b>	Protect, restore, and promote sustainable use of terrestrial ecosystems.	Service - Biodiversity Conservation Initiatives Service - Tree Planting Campaigns
<b>16</b>	<b>Peace, Justice, and Strong Institutions</b>	Promote peaceful and inclusive societies, and provide justice for all.	Teaching - Human Rights Education Teaching - Conflict Resolution Workshops
<b>17</b>	<b>Partnerships for the Goals</b>	Strengthen the means of implementation and revitalize the global partnership.	Service - Global Partnerships and Collaborations Knowledge Exchange - Knowledge Sharing Platforms



- 4.1.3. To qualify for funding, Social Engagement projects must be implemented in partnership with any of the following:
- **Civil Society Organizations (CSOs)** - groups, associations, or organizations formed by citizens to address social, political, cultural, or economic issues independently of government control. This category includes Peoples' Organizations (POs) or Community-Based Organizations (CBOs), representing marginalized and disadvantaged sectors like the urban poor, indigenous peoples, small fisherfolk, laborers, farmworkers, women, persons with disabilities, and children. It also includes non-governmental organizations (NGOs), non-profits, and voluntary groups operating at local, national, or international levels to perform various services, advocate for citizen concerns, monitor policies, and encourage political participation.
  - **Government Agencies** – barangay, city / municipal, provincial government units, and national government agencies implementing projects that benefit communities or vulnerable sectors.
  - **Faith-Based Organizations** - charitable organizations affiliated or identified with one or more religious organizations (i.e., Christian, Muslim, Buddhist, etc.). For example, Rural Missionaries of the Philippines, St Mary Magdalene, etc.
  - **Social Enterprises, Industry-based Organizations, and Inclusive Businesses** – Organizations that develop, manage, and sustain business ventures that solve human development problems, whether in poverty, hunger, environment, human rights, education, political freedom, and other important issues (Shrestha & Appanah, 2007).
  - **Public Schools and Parochial Schools** – government, parish-based, and diocesan schools at the elementary or secondary level.
  - **SE Initiatives** for La Salle Mission Schools.
- 4.1.4. If an office intends to form a partnership with an organization, it is mandatory to establish a Memorandum of Agreement (MOA) between the office and the partner organization or community. Units are strongly encouraged to consult the existing partners of COSCA and LMO, who already have MOAs in place with the University.
- 4.1.5. In exceptional circumstances, the Committee may propose an alternative action plan to meet the needs of the Unit if the partner beneficiary does not yet have an MOA
- 4.1.6. Departments/Units may be nominated for Gawad Lasalyano (Outstanding University Social Engagement Activity).



#### 4.2. Allowable Expenses

4.2.1. The University Social Engagement Fund (USEF) may be utilized for project-related expenses in any of the following cost items:

- Transportation – must include estimated fare to be spent going to the site and coming back to DLSU; must also include travel itineraries;
- Accommodation – must indicate the number of nights of stay, the reasonable rate per night, and the number of persons who will be staying in the place;
- Food – must include the number of expected participants and the reasonable amount per participant;
- Training material development – must indicate how long the materials will be developed and the number of person/s who will develop;
- Reproduction of training materials – must specify the estimated number of pages to be photocopied;
- Honorarium – must indicate the expected number of training and the resource persons for the training. It must also indicate estimated fees to be paid to the resource person/s. No honorarium, however, will be given to DLSU employees
- Training supplies – must identify office supplies to be used, including certificates to be given to participants;
- Documentation – must include photo or video documentation, must indicate the estimated fees to be paid to a service provider (must be documented in a contract);
- Impact assessment and report writing – must indicate the mechanism of assessment and how long the assessment and report writing be done;
- Capacity-building expenses, such as participation in relevant training, seminars, and for a
- Other related expenses are to be justified by the applicant.

4.2.2. A section in the application document must be dedicated to itemizing these project-related costs. Total cost should not exceed 3.5% of the total USEF Allocation for the year.

4.2.2.1. The budget given to approved USEF applicants will be determined by the following criteria:



Amount	Criteria	
	The proposed project will be undertaken in collaboration with COSCA/ LMO partner organization / LGU (with existing MOA; proposed project responds to the partner's road map/ development agenda)	The proposed project supports DLSU priority UN SDG goals and DLSU Jubilee goals
Php 75,000	✓	✓
Php 40,000	✓	

- 4.2.3. In case of budget realignment, a request must be sent to the Vice President for the Lasallian Mission highlighting the justification for realignment.
- 4.2.4. The Lasallian Mission Council does not allow reimbursement of expenses for a proposal that has not been approved.
- 4.2.5. Each department/unit may only request USEF funding for one SE project per term.
- 4.3. Application Process & Requirements
- 4.3.1. Process for Proposals Addressing Social Engagement Activities Responsive to UN SDGs.
- OVPLM shall release a weeklong call for proposals three (3) months before the start of each term.
  - DLSU Departments / Units initiate the process by submitting a USEF Proposal through this Google Form: [bit.ly/SESubmissionForm](https://bit.ly/SESubmissionForm). Proponents should select the “Request for SE Clearance or Funding” option.
  - The Google Form will ask applicants to provide complete details of the proposed project and uploading of the following documents:
    - Budget Breakdown (Item, Unit Cost, Qty, Subtotal);*
    - Workplan (Activities, Date, Time, Venue); and*
    - Endorsement letter signed by the Unit Head, Social Engagement Coordinator of the Division and Dean / Division Head.*
  - All applicants are encouraged to exhaust available department/unit, college, or division-level resources before using this Fund. Proponents must seek any form of project counterpart5 from its intended partners.



#### 4.3.2. Project Approval and Completion

- i. All applications will be evaluated by the Clearinghouse Committee and approved by the Lasallian Mission Council. The Council will exercise discretion over the use and terms of all grants and provide a written explanation to all applicants.
- ii. Should the USEF Funds be insufficient to accommodate all requests, priority shall be given to social engagement projects that address multiple goals as described in Section 4.2.2.1.
- iii. One (1) week after project completion, the proponent(s) must submit an electronic Accomplishment Report through the same form: [bit.ly/SESubmissionForm](https://bit.ly/SESubmissionForm). Proponents should select the option "Report Completed Social Engagement Projects" option.
- iv. The form will ask you to provide the following:
  1. Details of the Completed Project:
    - a. *Inclusive Dates of Implementation*
    - b. *Actual Cost of Implementation*
    - c. *Counterpart may be financial, material, or non-material counterpart.*
    - d. *No. of Beneficiaries (Individuals)*
    - e. *No. of Lasallians involved in the Project (Academic Staff, Support Staff, Students, etc.)*
  2. Brief Narrative
    - a. *WHO - Number and Type of Beneficiaries*
    - b. *WHAT - Activity Title and Description*
    - c. *WHERE - Venue and Place of Implementation*
    - d. *WHEN - Actual Date(s) of Implementation*
  3. HIGHLIGHTS - Key Takeaways, Issues and Recommendations
  4. Two (2) High-Quality Action Photos from the Activity
- v. The form will also be used to collect reports for social engagement projects that are not funded by the USEF.
- vi. The Lasallian Mission Council will not process any proposal if other departments/offices within the division have pending Accomplishment Reports.
- vii. Only the Accomplishment Report submitted through the Google Form shall be accepted.

#### 4.4. Other Provisions



- 4.4.1. All other regulations on disbursement, liquidation, and oversight shall follow relevant accounting policies and procedures of DLSU.
- 4.4.2. OVPLM will render periodic reports on the usage of the Fund during meetings of the Lasallian Mission Management and Coordinating Team (LMCT) Committee and other related councils/committees of the university.

## 5. Special Situations

- 5.1. Special Interim Guidelines for Proposals Addressing Relief Assistance and Emergency Medical Assistance
  - a. Allowable Expenses would include the following:
    - i. Relief Assistance - provision of financial assistance or purchase of relief goods, electronic vouchers, water and hygiene supplies and other relief items not exceeding P 2,000.00 for each ESP and contracted personnel during disasters, or reduction/discontinuation of engagement with the university;
    - ii. Emergency Medical Assistance - maximum of P 5,000 medical assistance for ESPs, and contracted personnel during times of serious illness, emergency medical need, or hospitalization
- 5.2. Procedure for Requesting Assistance for ESPs
  - a. Proposals related to Addressing Relief Assistance and Emergency Medical Assistance will be accepted year-long due to the unanticipated nature of disasters, medical emergencies, and unemployment situations.
  - b. Individual contracted personnel or ESPs requesting assistance should submit a request through this Google Form: [bit.ly/SESubmissionForm](https://bit.ly/SESubmissionForm). Proponents should select the option "Request Financial Assistance for External Service Personnel (ESPs)" option.
  - c. You will be asked to upload the following on the form:
    - i. Accomplished Worksheet of Affected ESPs with details. You may download from the links below:
      - 1. Agency Workers - [Insert New Link]
      - 2. DLSU Direct-Hires - [Insert New Link]
    - b. Letter of Endorsement from the Home / Sponsoring Unit of the ESP.
  - c. Upon receipt of assistance, the contracted personnel or ESP should send an acknowledgment email to [lasallianmission@dlsu.edu.ph](mailto:lasallianmission@dlsu.edu.ph) certifying receipt of the specific assistance provided.

## 6. Responsibilities

- 6.1. The management of the USEF will be overseen by the Office of the Vice President for Lasallian Mission. A Clearinghouse Team will be established to check the compliance and completeness of the proposals before endorsing them to the Lasallian Mission Management and Coordinating Team.



- 6.2. The Clearinghouse Team will be composed of the following:
- Chair: Director, COSCA
  - Co-Chair: COSCA - Resource Mobilization Coordinator
  - Members:
    - COSCA - Program and Resource Development (PRD) Coordinator
    - LSEED - Coordinator Level Personnel
    - LMO - Coordinator Level Personnel
- 6.3. The LMCT will be composed of the following:
- Chair: Vice President for Lasallian Mission
  - Members:
    - Dean, OSA
    - Director, LSEED Center
    - Director, LMO
    - Director, LSPO
    - Director, LCIDWell
  - Secretariat: OVPLM

6.4. Responsibilities and Timeline of Proposal Submission and Approval:

Task	Person Responsible	Time	Description
1. Preparation of Proposal	Proponent	5 days	Proponent prepares the proposal based on the need of the partner community and the home unit's expertise. Proponent must secure the endorsement of the following: <ul style="list-style-type: none"><li>Chair of the Unit(s) / Department(s) Involved</li><li>Asst. Dean / Social Engagement Coordinator of the Division</li><li>Dean / Division Head</li></ul>
2. Submission through the Google Form	Proponent	10 minutes	The Proponent submits the proposal using Google Forms. Enter the



necessary details and upload the necessary forms and endorsements.

3. Endorsement to the Clearinghouse Committee	Secretariat	5 minutes	Once the USEF proposal is reflected on the tracker, the Secretariat will endorse the proposal and pertinent documents to the Clearinghouse Committee.
4. Clearinghouse Committee Evaluation	Clearinghouse Committee	3 days	<p>The Chair of the Clearinghouse Committee convenes all members from different offices for the completeness and compliance evaluation. The Chair may forward the proposal in advance for the members to evaluate.</p> <p>Once approved, the Clearinghouse Committee will endorse the proposal to the COSCA Director.</p>
5. Endorsement to LMCT	COSCA Director	1 day	The COSCA Director will endorse the proposal to the LMCT for approval.
6. Approval of LMCT	LMCT	2 days	If there are no questions or clarifications, the LMCT will approve the proposal for funding.
7. Informing, Disbursing and/or Procuring Proposal Assets	Secretariat	5 days	Once approved, the Secretariat will inform the proponent and initiate disbursing of funds and/or procurement of necessary materials or services.

**Total:** 16 days and  
15 minutes



## Annex A: USEF Proposal Checklist for SE Goals

The

College / Department / Office	
Division	
Program / Project / Activity	
Person Responsible	
Implementation Date	

proposal should comply with ALL of the following eligibility criteria to be eligible for funding:

✓	Eligibility Criteria	Remarks
	1) Proponent(s) are DLSU Personnel.	
	2) The proposal includes a formal letter addressed to the VP for the Lasallian Mission.	
	3) The proposal has been noted/approved by the following: <ul style="list-style-type: none"> <li>Chair of the Unit(s) / Department(s) Involved</li> <li>Asst. Dean / Social Engagement Coordinator of the Division</li> <li>Dean / Division Head</li> </ul>	
	4) The proposal describes the Social / Community Problem being addressed by the project.	
	5) The proposal contributes to <b>ANY</b> of the Social Engagement Activities Responsive to UN SDG Goals: <p><b>Service</b> - The university's assets are used to deliver services that benefit a community.</p> <p><b>Teaching</b> - The university engages in activities designed to bring about positive transformation within the community.</p> <p><b>Research</b> - In adherence to the values of St. John Baptist de La Salle, the university integrates external stakeholder engagement as a cornerstone in the process of knowledge generation.</p> <p><b>Knowledge-Exchange</b> - Rooted in the Lasallian commitment to community and service, this</p>	



	process entails the transfer of the institution's accumulated intellectual assets, insights, and expertise to benefit other stakeholders.													
	<p>6) The proposal has <b>ALL</b> the following components:</p> <ul style="list-style-type: none"> <li>• <i>Specific and Measurable Outcomes / Objectives.</i></li> <li>• <i>Expected Participants from the Unit</i></li> <li>• <i>Brief Background and Contact Information of the Partner</i></li> <li>• <i>Work Plan and Detailed Project Cost</i></li> <li>• <i>Total cost that does not exceed the ceiling set for the term.</i></li> <li>• <i>Any form of project counterpart from the partner</i></li> <li>• <i>Mechanism to sustain the project even after project completion (if applicable)</i></li> </ul>													
	<p>7) The project or activity would benefit any of the following:</p> <ul style="list-style-type: none"> <li>• <i>Civil Society Organizations (CSOs)</i></li> <li>• <i>Government Agencies</i></li> <li>• <i>Faith-based or Industry-based organizations dealing with poverty, environment, good governance, and youth at risk</i></li> <li>• <i>Social Enterprises</i></li> <li>• <i>Public / Parochial Schools</i></li> <li>• <i>La Salle Mission Schools</i></li> </ul>													
	<p>Note:</p> <table border="1"> <thead> <tr> <th>Amount</th> <th colspan="2">Criteria</th> </tr> </thead> <tbody> <tr> <td></td> <td>The proposed project will be undertaken in collaboration with COSCA/ LMO partner organization / LGU (with existing MOA; proposed project responds to the partner's road map/ development agenda)</td> <td>The proposed project supports DLSU priority UN SDG goals and DLSU Jubilee goals</td> </tr> <tr> <td>Php 75,000</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Php 40,000</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Amount	Criteria			The proposed project will be undertaken in collaboration with COSCA/ LMO partner organization / LGU (with existing MOA; proposed project responds to the partner's road map/ development agenda)	The proposed project supports DLSU priority UN SDG goals and DLSU Jubilee goals	Php 75,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Php 40,000	<input checked="" type="checkbox"/>		
Amount	Criteria													
	The proposed project will be undertaken in collaboration with COSCA/ LMO partner organization / LGU (with existing MOA; proposed project responds to the partner's road map/ development agenda)	The proposed project supports DLSU priority UN SDG goals and DLSU Jubilee goals												
Php 75,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
Php 40,000	<input checked="" type="checkbox"/>													

☐ 7 Pts. –

APPROVED

☐ <7 Pts – Disapproved / For Revision



Office of the Vice President  
for Lasallian Mission

Remarks: \_\_\_\_\_

**USEF Clearing Team:**

**Evaluated by:**

Members : PRD Coordinator Date: \_\_\_\_\_

: LSEED Coordinator Date: \_\_\_\_\_

: LMO Coordinator Date: \_\_\_\_\_

**Co-Chairperson:** COSCA Resource Mobilization Coordinator Date: \_\_\_\_\_

**Endorsed by :** \_\_\_\_\_

**Chairperson :** COSCA / LMO DIRECTOR Date: \_\_\_\_\_



## Appendix B: Activity Proposal Form

Unit/College	
Department	
Title of the Program/ Project/ Activity	
Implementation Date	
Venue	
Contact Person	
Specific and Measurable Outcomes / Objectives.	
Program/ Project/ Activity Overview	
Expected Participants from the Unit	
Actual Cost	Php
Brief Background and Contact Information of the Partner	
Any form of project counterpart from the partner	
Mechanism to sustain the project even after project completion; (if applicable)	



### Work Plan

Title of the Activity:			
Date and/or Time:			
Venue:			
Date	Time	Activity	Remarks/Persons Responsible

### Budget Requirements

Particulars	Quantity	Unit Cost	Total Cost
Ex. Meals (Full Meal for 3 days)	20	500.00	Php 10,000.00
Accommodation	20	800	16,000.00
Total			Php 26,000.00



## Appendix C: Activity Report Form

Unit/College	
Department	
Title of the Program/ Project/ Activity	
Implementation Date	
Venue	
Amount Requested	
Contact Person	
Specific and Measurable Outcomes / Objectives	
Program/ Project/ Activity Overview	
Participants from the Unit	
Brief Description of Beneficiaries	Description: No. of Males: No. of Females Total:
HIGHLIGHTS - Key Takeaways and Significant Quotes	
Issues and Recommendations	
Two (2) High-Quality Action Photos from the Activity	



## Appendix D: Sample Endorsement Letter/Email

[Date]

**MS. FRITZIE IAN P. DE VERA**

Vice President for Lasallian Mission  
De La Salle University

Dear Vice President De Vera:

I am writing to formally endorse the proposal titled **[Proposal Title]** submitted by **[Name/Department]**. The proposal has undergone a thorough review process, and both the Assistant Dean and I have carefully evaluated its merits and potential impact.

After detailed consideration, we are confident in the proposal's alignment with our institutional goals and its capacity to deliver significant benefits in the targeted area. Therefore, we fully support this proposal and recommend it for funding.

We believe that with the appropriate resources, this initiative will contribute substantially to our academic and research objectives and will be a valuable addition to our ongoing efforts.

Thank you for considering this endorsement. Should you require any further information or have any questions, please feel free to contact me.

Sincerely,

[Name]

[Assistant Dean]

[College/Department]

[Name]

[Dean]

[College/Department]



## Appendix E: Sample Evaluation Form

Title of Activity	
Venue	
Date	

<b>Privacy Statement</b>
The De La Salle University (DLSU) protects and respects your personal data. We recognize our responsibilities and the data subject's rights under the Republic Act No. 10173, also known as the Data Privacy Act of 2012. To read the University's complete Data Protection and Data Privacy Policy, please visit <a href="https://www.dlsu.edu.ph/guides/announcement-posting/data-protection-and-data-privacy/">https://www.dlsu.edu.ph/guides/announcement-posting/data-protection-and-data-privacy/</a> .
<b>Privacy Consent</b>
I understand the University's Data Privacy Statement and express my consent for DLSU to collect, store, use, share, process, and update my personal information.
<hr/> <div>Signature over printed name</div>

Name of Participant (Optional)	
--------------------------------	--

Please rate how well these objectives were achieved by the activity.

Objective	1 - Not achieved	2 - Moderately achieved	3 - Fully Achieved	4 - Exceed Expectations
Objective 1				
Objective 2				
Objective 3				



Please rate your satisfaction on the following:

	0 - N/A	1 - Poor	2 - Fair	3 - Good	4 - Very Good
Content					
Moderator					
Speaker					
Time Management					
Participation					
Venue/Platform					
Feedback Session					

My Most Significant Learnings

--

Suggestions / Complaints / Recommendations / Other Comments:

--



Office of the Vice President  
for Lasallian Mission

## **Parent Policy N/A**



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## **History**

1. University Social Engagement Fund (USEF) a - Revised June 2022
2. University Social Engagement Fund (USEF) a - Revised November 20, 2020
3. University Social Engagement Fund (USEF) Management Guidelines - Revised August 20, 2019
4. University Social Engagement Fund (USEF) Management Guidelines - Revised October 2, 2017