University of La Salette, Inc.
Santiago City, Philippines 3311
Tel. No. (078) 682-5170

ULS GUIDELINES ON IDENTIFYING AND ENGAGING LOCAL STAKEHOLDERS

SY 2024-2025

The University of La Salette, Inc. (ULS) identifies local stakeholders outside the university and engages them through a written, documented process. That process covers local residents, local government units (LGUs), civil society organizations, and partner schools.

1. Rationale and Basis

ULS forms Reconcilers "so that they may have life and have it to the full" (John 10:10), and its charism of reconciliation calls it to work with, not merely for, the communities around it.

Engaging local stakeholders matters because programs work best when the people they affect help shape them. When residents, local government and civil society take part in identifying needs and setting priorities, ULS programs become more relevant, better accepted and more likely to last after the university steps back. Engagement also builds trust and shared ownership, and it brings local knowledge into teaching, research and extension. It gives a voice to the poor and vulnerable, holds the university accountable to the communities it serves, and turns reconciliation from a value into practice. For these reasons, ULS treats stakeholder engagement as a core institutional responsibility, not an optional activity.

This policy rests on the ULS Vision-Mission and its core values of Faith, Reconciliation, Integrity, Excellence, and Solidarity. It is also grounded in CHED Memorandum Order No. 52, s. 2016, on research, innovation, and extension, and in the PAASCU accreditation standards on community involvement. Finally, it advances the UN Sustainable Development Goals, especially SDG 16 (Peace, Justice and Strong Institutions) and SDG 17 (Partnerships for the Goals), which ULS integrated into its community engagement and extension program in 2025.

2. Scope and Definitions

This policy applies to all colleges, offices, and units of ULS that work with groups outside the university. In this guideline, the Stakeholders are as follows:

Local residents include the households, barangay residents, youth, senior citizens, and other sectors of adopted and partner communities

Local government includes the barangay councils, the Santiago City Government, provincial offices, and national government agencies with local offices

Civil society includes NGOs, people's organizations, cooperatives, church groups, humanitarian groups such as the Philippine Red Cross, and refugee or migrant support agencies where present.

Partner institutions include the public and private schools, health centers, and other service providers in the area.

Partner community means a barangay or sector that ULS formally adopts under a signed Memorandum of Agreement (MOA) for sustained extension work.

3. Policy Statements

1. ULS keeps an up-to-date **Local Stakeholder Register** that lists every external local partner, its contact person, and the agreement in force.
2. ULS chooses partner communities based on documented need, the community's willingness to partner, and the university's capacity to respond.
3. Every sustained partnership is formalized through a written MOA or MOU that sets out each party's roles, the duration, and how the partnership will be reviewed.
4. Stakeholders take part in planning, carrying out and evaluating programs that affect them, not only in receiving services.
5. Engagement respects the dignity, culture and decisions of communities, and gives special attention to the poor, vulnerable and displaced.
6. All engagement is documented and reported, and its results feed into university planning.

4. Procedures

1. **Identify.** Each year, CEPO, the Office of External Affairs, and the colleges map local stakeholders. They use LGU data, referrals from colleges, requests from communities, and existing partners. The Office of External Affairs adds government agencies, civil society organizations, and institutions that approach ULS for linkages. New entries go into the Local Stakeholder Register, which CEPO and the Office of External Affairs maintain together.
2. **Assess.** For a prospective partner community, CEPO runs a needs assessment together with barangay officials and residents. This may be a survey, focus group discussion, or community assembly. The findings are shared back with the community. For partner organizations, the Office of External Affairs checks their legal standing, mandate, and fit with the ULS mission.
3. **Select.** CEPO, with the Office of External Affairs' endorsement, recommends partners to the Vice President for Academic Affairs based on the assessment, community willingness, and ULS capacity.
4. **Formalize.** The Office of External Affairs drafts and reviews the MOA or MOU with the partner, routes it for approval and signature, and keeps the official file of agreements. Agreements usually run for three years and name focal persons on both sides.
5. **Plan together.** ULS and the partner hold a joint planning meeting at the start of each school year to agree on priorities and activities. CEPO convenes the meeting with the Office of External Affairs, and minutes are kept.

6. **Implement.** Colleges carry out extension, service-learning, and capacity-building activities under the agreed plan, coordinated by CEPO. Office of External Affairs serves as the liaison with LGUs, agencies, and partner organizations.
7. **Monitor and evaluate.** Partners give feedback after each activity. A joint review is held at least once a year and at the end of each agreement. The Office of External Affairs tracks the status and expiry of every agreement.
8. **Renew or transition.** Based on the review, the partnership is renewed or closed, and a new partner community may be adopted. Office of External Affairs processes the renewal, amendment, or termination of the agreement.

5. Responsibilities, Review and Effectivity

Office	Responsibility
Vice President for Academic Affairs	Oversees this policy and approves the selection of partner communities
CEPO	Keeps the Stakeholder Register, runs needs assessments, coordinates joint planning and reviews
External Affairs	Processes MOAs and MOUs and keeps the official file of agreements
Deans and unit heads	Align college extension and service-learning with partner plans, and submit activity reports

Office of External Affairs submits an annual stakeholder engagement report to the Vice President for Academic Affairs. ULS reviews this policy every three years with input from its partners.

This guideline shall be reviewed every three years, or earlier if needed.

This guideline takes effect upon approval and supersedes any earlier provisions that conflict with it.