



## EXTENSION PROPOSAL FORMAT

### I. BASIC INFORMATION

**Program/Project Title: Title: Strengthening Rural-Based Organizations: Focus on Baybay Dairy Cooperative (BDC)**

**Proponents: Gina Delima, Hadassah Bongat**

Project Leader

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- ✓ Designation: Project Leader
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Component Leader(s)

- ✓ Name: Hadasha Bongat
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Project Staff/Member(s): n/a

- ✓ Name:
- ✓ Nature of Involvement:
- ✓ Unit/Office:
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**Implementing Unit: Institute for Strategic Research and Development Studies**

**Collaborating Units/Agencies:**

- ✓ Name of Agency: Philippine Carabao Center, Department of Business and Management, VSU
- ✓ Nature of Involvement: Resource Persons
- ✓ Address: VSU Baybay Campus, Brgy. Pangasugan, Baybay City, Leyte
- ✓ Contact Number:
- ✓ Email Address:

### Development Thematic Area:

- ☒ Agricultural Science and Technology-based Livelihood/Entrepreneurship
- ☐ Basic Education and Cultural Development
- ☐ Health and Nutrition
- ☐ Environment and Natural Resources
- ☐ Local Governance
- ☐ Rural Infrastructure and Energy
- ☐ Certified Skills Development
- ☒ DRRM & Climate Change

**Project Site(s):** Baybay Dairy Cooperative Nook, PCC grounds, VSU-Baybay Campus

**Duration:** 2023

**Proposed Budget:** PhP90,000

## II. TECHNICAL INFORMATION

### A. Rationale

- ✓ Clearly state the problem and significance of the project to the community/beneficiaries.

The project provides capacity-building to rural-based organizations. It has provided support to the Baybay Dairy Cooperative since 2018. The capacity-building support such as strategic management and business management is vital for the continual improvement of the management of the cooperative. The members of the cooperative are farmers who are raising buffaloes. They were organized by the Philippine Carabao Center (PCC) into an association and eventually into a cooperative to provide a stable marketing arm for the farmer-members harvested milk. Aside from having a sure market of their milk, the members can also gain through the dividend they receive from the cooperative.

Running an agriculture-based business requires continuous learning and so is governing a cooperative. That's why, the board of BDC asked for the assistance of ISRDS in 2018 to help them in capacitating the board members, staff, and members of the cooperative.

The pandemic significantly challenged the business operation and cooperative management in general. In the first 6 months after the lockdown in 2020, the sales have gone down to 50%. Their outlets were closed down and the walk-in buyers tremendously reduced. They resorted to increasing their supply to institutional buyers such as the government offices and agencies that provide feeding programs. The income has gradually increased again, however, still not comparable with the pre-pandemic situation. During the annual in-house review (AIHR) in 2021, Dr. Abamo, the Director of Extension suggested conducting a market study in collaboration with the Department of Business and Management (DBM) since the market of dairy products has changed.

The exposure of staff to COVID-19 positive people led to the temporary halting of processing. In August 2021, the processing had to stop for 2 weeks because the staff was required to quarantine after being exposed to COVID-19 positive personnel of PCC. Receiving raw milk delivered by farmers was challenging as well as its storage. One of the PCC staff was requested to receive milk from farmers. Since they also temporarily stopped selling, the finished products were just stored in the freezer which limited the storage capacity for the raw milk received from the farmers.

Despite the challenges in marketing, the Cooperative continued to buy raw milk from the farmers. Thus the member farmers' income from milk production has not been affected by the pandemic. The Coop was able to navigate market problems by increasing their institutional buyers like government offices that implement feeding programs.

Besides the pandemic, natural hazards such as typhoons have been continuously posing risks to their operation. Strong typhoons damaged their processing area. Worse, it cut off the power supply that is necessary for preserving the raw milk and finished products. They are also unable to process milk without electricity. In previous years, when there were power disruptions, they bring their finished products and raw milk to an ice plant in Brgy. Sta. Cruz and pay for the service. This reduced losses due to spoilage since raw milk and finished products should be frozen.

They are also facing a supply problem. The supply of raw milk from member farmers is sometimes insufficient for the demand. To address this problem, they buy raw milk from PCC. The board members also are intensively campaigning for more farmers to raise buffalo and harvest milk.

The opening of face-to-face classes in 2022 and the relaxation of restrictions are positively impacting the business operation of BDC. The plan for expanding to new business lines like a water refilling station and bakery. They also plan to construct a new processing plant. These business ideas require a thorough study to guide the BOD in their decisions.

✓ Identify and discuss the specific needs/problems to be addressed

Among the aforementioned problems and needs, the project will assist in addressing the need in ensuring the continuity of the business operation by assisting them in the implementation of their business continuity plan. Other capacity-building requests from the cooperative will be responded to favorably as long as the needed expertise can be found within VSU or with other government agencies like DTI.

In collaboration with DBM, a feasibility study for a water refilling station that was started in December 2022 will be completed in January 2023. This will guide the management in their plan to establish a water refilling station.

The problems of raw milk supply and expansion of the processing area can be better assisted by the PCC.

## **B. Objectives**

The project will continue to assist the Baybay Dairy Cooperative in enhancing its knowledge and skills in organizational management and business management. Specifically, for the year 2023, the project will assist the board members and staff in the implementation of their Business Continuity Plan and in the conduct of Feasibility Study. This extension project will also initiate a self-assessment by conducting an evaluation to assess its outcomes after a 3-year implementation. However, this evaluation is contingent on the enrolment of students in DSOC 247 course- Program Planning, Monitoring and Evaluation since this will be part of their course requirement.

## **C. Major Components (if any)**

n/a

## **D. Beneficiaries**

- ✓ Identify project beneficiaries and briefly discuss the reason why they were chosen.

The beneficiaries of the project are the 70 farmer-members of the cooperative, 15-20 staff, and 5 members of the board. The cooperative requested the assistance of ISRDS.

## **E. Expected Outcome**

The Business Continuity Plan is implemented and practiced.

## **F. Potential Impact**

- Increase the disaster preparedness capacity of BDC
- Reduced potential losses due to disasters.
- Guide the management of the Coop through mentoring and research.

## **G. Methodologies/Strategies**

- ✓ Enumerate the major/components activities of the project with a brief description.

The activities will be:

1. Meetings to discuss the progress in the implementation of activities in the Business Continuity Plan;
2. Conduct of a Feasibility study in collaboration with the DBM;
3. Conduct of evaluation study on the project, and

4. Support activities as requested by BDC board members.

## H. Detailed Work Plan Schedule

**12 Months/1 year** (*depends on the proposed project duration*)

Objectives	Major Activities	Duration (Months)											
		1	2	3	4	5	6	7	8	9	10	11	12
1. Monitoring of and assist in the implementation of the activities in the BCP													
2. Assist in the conduct of the required cooperation activities													
3. Support activities of the Cooperative as requested by the BOD.													
4. Conduct of market study													

## I. Line Item Budget

Budget Items	Unit	Unit Cost (Php)	No. of Units (months)	Unit Total (Php)	Total (Php)
<b>I. Personal Services</b>					
<b>A. Salaries and wages</b>					
Research Assistant					
Enumerators (data collection & validation)	5 pax/day	500.00	20 days		50,000.00
<b>II. MOOE</b>					
A. Travel and Communication	month	500.00	12		6,000.00
B. Trainings/Meetings/ Seminars/Workshops /Consultations	session	5,000.00	4		20,000.00
C. Office supplies, equipment		9,000.00			14,000.00
<b>III. Total Cost</b>					<b>Php90,000</b>

*\*\*for reference only*

## J. Logical Framework

Target/Planned 2023	Input	Activities	Output	Outcome	Impact (if ever applicable)
Monitoring and assistance in the implementation of Business Continuity Planning (BCP)	Technical assistance	Consultation meetings  Linking with relevant agencies like the Baybay City DRRMO	BCP plan 75% implemented by the end of 2023.	The cooperative implements the activities identified in their BCP.	Reduced losses due to disaster or shocks.

Target/Planned 2023	Input	Activities	Output	Outcome	Impact (if ever applicable)
Conduct a Feasibility Study	Expertise /Knowledge of the conduct of an FS  Persons who will conduct the FS	Coordination with DBM  Conduct of Market study  Presentation of the result to BDC	1 FS completed	The cooperative is guided in their business market planning.	Provide input to the management in decision-making
Conduct an evaluation study	Expertise /Knowledge of the conduct of an Evaluation Study  Persons who will conduct of an Evaluation Study	Conduct of an Evaluation study  Presentation of the result to BDC	1 Evaluation study completed		
Support other technical assistance requested by the BDC board.	Technical assistance	Meetings/ Workshops/ linkages	Assisted activities	Enhanced planning and implementation of the cooperative	