

Republic of the Philippines  
VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte



Minutes of the 7th Board Meeting Held on August 5, 1975  
at the DEC Conference Room, Manila

PRESENT:

Hon. Juan L. Manuel Secretary, DEC	- Chairman
Hon. Jesus C. Alix Director, BAEcon	- Member
Hon. Rufino D. Ayaso, Jr. Provincial Agriculturist BAEx	- Member
Hon. Lauro A. Castillo District Officer Bureau of Lands	- Member
Hon. Cledualdo B. Perez, Jr. Dean, UPLB	- Member
Hon. Fernando A. Bernardo President, ViSCA	- Member
Mr. Susano C. Faelnar College Secretary, ViSCA	- Board Secretary

OTHERS PRESENT:

Hon. Vedasto G. Suarez  
Assistant Secretary, DEC

Dr. Cesar C. Jesena, Jr.  
Vice-President for Development  
and External Affairs, ViSCA

The Chairman called the meeting to order at 12:33 p.m.

- 1 I. The minutes of the meeting held on June 23, 1975 was approved
- 2 after correcting and improving the following items: (1) on page 2,
- 3 lines 11 and 32 -- inserted "into" after the word "enter"; lines
- 4 14-15 -- to read "... mentioned Section 1 of PD 700 that amended



5 Section 8 of PD 470 with reference to "..."; and line 19 --  
6 omitted "once more"; (2) on page 3, lines 60-62 -- substituted  
7 "suggested" for "agreed"; deleted the phrase "to allow salary  
8 adjustment within the U.P. salary scale", and added "However"  
9 before the phrase "at this juncture"; (4) on page 4, line 76 --  
10 changed "Administrative Order 593" to "Memorandum Circular 593";  
11 lines 83-85, to read "Board Action: Approved, subject to  
12 Malacañang clearance for implementation of the plantilla in  
13 view of Memorandum Circular 593; and line 111, to read "may be  
14 appropriated and obligated..."

- 15 II. On matters arising from the approved minutes, President Bernardo  
16 furnished the Board with xerox copies of the opinion of the Secretary  
17 of Justice on the legality of the joint venture between ViSCA and  
18 ViSCA Educational Foundation, Inc. to establish an elementary  
19 school, and the legality of appropriating College funds for this  
20 school which also serves as a laboratory school. Moreover, he  
21 informed the Chairman that the pupils of this school are children  
22 of the faculty and the employees.

23 Board Resolution No. 1, s. 1975

24 Noting the opinion of the Secretary of Justice and giving  
25 the College President the go-signal to implement the plan to  
26 establish an elementary school in ViSCA.

27 APPROVED

- 28 III. The President presented the Financial and Work Plan for FY 1975-76;  
29 explained the ₱12 million capital outlay that had been earmarked  
30 for various constructions for 1975-76 as indicated in the attached  
31 revised schedule and cost-estimates, and disclosed that the allotted  
32 amount for this budget had been programmed.

33 Board Resolution No. 2, s. 1975

34 Noting and approving for implementation the Financial and  
35 Work Plan for 1975-76, including the projects to be undertaken  
36 under Capital Outlay, the summaries of which are attached in  
37 Appendices A and B.

38 APPROVED

- 39 IV. Regarding the appointment of personnel for July, 1975, President  
40 Bernardo justified the honoraria for the two architects in  
41 Addendum A. As to faculty members on study leave, he informed  
42 the Board that except Mrs. Monserate who is at the Cebu Normal  
43 College, those listed in Addendum B are at UPLB. In answer to the  
44 query of Board Member Perez, Jr. on the disparity between the  
45 salaries of Messrs. Juego and Saladaga, he explained that Mr.  
46 Saladaga was receiving a high salary from IRRI before he joined  
47 ViSCA and that he will be the Chairman of the Department of



48 Agricultural Botany and Plant Breeding. Furthermore, he made it  
49 known that the appointments under Roman numeral No. I are ad interim  
50 subject to the Board's confirmation, while those under Roman numeral  
51 No. II are appointments made by the College President as authorized by  
52 Resolution No. 6, s. 1974.

53 Board Resolution No. 3, s. 1975

54 Confirming the ad interim appointments and noting the  
55 appointments made by the College President as authorized by  
56 Board Resolution No. 6, s. 1974 (Appendices C, D, and E).

57 APPROVED

- 58 V. With reference to the "Index of Administrative Classes", including  
59 a list of positions affected by the classification of administrative  
60 classes, President Bernardo informed the Chairman that this is  
61 now in conformity with the Board's wish to regroup the personnel  
62 using the WAPCO manual as a guide, and justified the salary increase  
63 of Chief Mechanic I and the position of Security Officer I.

64 Board Resolution No. 4, s. 1975

65 Adopting the proposed Index of Administrative Classes and  
66 the necessary changes in the plantilla (Appendices F and G).

67 APPROVED

- 68 VI. On the contractual services, the President notified the Board  
69 that the ViSCA Committee on Bids and Awards recommended the  
70 construction of 10 apartment units to be undertaken by two con-  
71 tractors instead of one and pointed out the advantages the  
72 College will have from this arrangement. In addition, he request-  
73 ed the Board that he be authorized to employ the services of the  
74 DCCD Engineering Corporation and the Asian Planners Amalgamated,  
75 Inc. to speed up the physical development of ViSCA. Assistant  
76 Secretary Suarez suggested that payment of architect's fee should  
77 be guided by the Bureau of Public Works' standard.

78 BOARD ACTION: APPROVED President Bernardo's recommendation  
79 to award the construction to two contractors and to employ the  
80 services of the DCCD Engineering Corporation and the Asian Planners  
81 Amalgamated, Inc.

- 82 VII. Relating to the proposed ViSCA Cebu Office, the Board scrutinized  
83 the proposal of President Bernardo who explained the benefits of  
84 having an office in Cebu City. Board Member Alix suggested that  
85 the President contact the Assistant Director of the BPI for a  
86 possible office space at the BPI building in Cebu City.



87

Board Resolution No. 5, s. 1975

88

Approving the President's proposal to establish a ViSCA Office in Cebu City (Appendix H).

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APPROVED

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VIII. As to the salaries of faculty members on study leave, the Board dwelt on the matter thoroughly.

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Board Resolution No. 6, s. 1975

94

Approving a policy to pay the full salary of faculty members on study leave, regardless of the length of service.

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APPROVED

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IX. The President presented the proposed staff book allowance for the Board to consider.

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Board Resolution No. 7, s. 1975

100

Adopting the entire proposal for staff book allowance of P150/year and the guidelines therein (Appendix I).

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APPROVED

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X. The Board looked over the revised ViSCA Entrance/Scholarship Test.

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Board Resolution No. 8, s. 1975

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Modifying the proposal as follows: (1) Item 2a, sub-section 1 to read "He must belong to the upper 10% of the graduating class of not less than 30 students in each curriculum"; (2) increase the gross family income of the poor but deserving applicants from P3,000 to P5,000 (Appendix J).

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APPROVED

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XI. President Bernardo submitted for consideration the request of Mr. Ignacio Masendo, a ViSCA faculty member slated for a 6-month's poultry training in the Netherlands, for an amount of P500 for clothing allowance.

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BOARD ACTION: APPROVED the clothing allowance of \$150 for Mr. Masendo, after taking into account the expensive cost of clothing in temperate countries.

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XII. With regard to the letter of the ViSCA Administrative Officer asking the Board's approval to authorize the Legal Officer to administer the oath of office, the Chairman informed the President

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122 that as Presidential appointee the latter is authorized to  
123 perform such official function on matters of appointments of  
124 staff members.

125 XIII. In connection with the hiring of short-term technical and  
126 professional experts and consultants, President Bernardo  
127 stressed the great need for them.

128 Board Resolution No. 9, s. 1975

129 Adopting the proposal of the College President to hire  
130 short-term technical and professional experts and consultants  
131 (Appendix K).


132 APPROVED

133 XIV. The Board went over the President's justification for the  
134 administration of funds in the ViSCA Manila Office.

135 BOARD ACTION: APPROVED.

There being no other matter to be taken up, the meeting  
was adjourned at 2:25 p.m.

CERTIFIED TRUE AND CORRECT:

  
SUSANO C. FAELNAR  
Board Secretary

ATTESTED:

(SGD.) JUAN L. MANUEL  
Secretary, DEC  
Chairman



APPENDIX A

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

BUDGET FOR FISCAL YEAR 1975-76

	<u>Project 1</u>	<u>Project 2</u>	<u>Project 3</u>	
	<u>Agricultural</u>	<u>Research &amp;</u>	<u>General</u>	
	<u>Education</u>	<u>Extension</u>	<u>Administration</u>	<u>Total</u>
<u>AGRICULTURAL EDUCATION</u>				
<u>Personal Services:</u>				
Permanent Positions	P1,742,328	P 570,852	P 723,432	P 3,036,612
Life & Retirement Ins.	165,407	54,231	65,819	285,457
Health Insurance Fund	8,235	2,520	4,590	15,345
Substitutes	10,000	-	-	10,000
Emergency & Contractual				
Labor	10,000	20,000	50,000	80,000
Student Labor	20,000	10,000	25,000	55,000
Honoraria	20,000	20,000	-	40,000
Terminal Leave Pay	-	-	1,177	1,177
State Insurance Fund	16,591	4,699	7,122	28,412
Term Insurance & Medicare				
of Casual Employees	439	1,698	2,860	4,997
Sub-total	<u>P1,993,000</u>	<u>P 684,000</u>	<u>P 880,000</u>	<u>P 3,557,000</u>
<u>Maintenance &amp; Operating</u>				
<u>Expenses:</u>				
Traveling Expenses	P 50,000	P 40,000	P 32,000	P 122,000
Communication Services	5,000	4,000	6,000	15,000
Repairs & Maintenance	130,000	80,000	80,000	290,000
Transportation Services	20,000	10,000	20,000	50,000
Other Services	530,000	32,000	70,000	632,000
Supplies & Materials	250,000	150,000	200,000	600,000
Rentals	-	-	12,000	12,000
Sub-total	<u>P 985,000</u>	<u>P 316,000</u>	<u>P 420,000</u>	<u>P 1,721,000</u>
<u>Equipment Outlay</u>	<u>P 427,000</u>	<u>P 339,000</u>	<u>P 195,000</u>	<u>P 961,000</u>
TOTAL FOR PROGRAM I	<u>P3,005,000</u>	<u>P1,339,000</u>	<u>P1,495,000</u>	<u>P 6,239,000</u>
<u>FIXED CAPITAL OUTLAY</u>				
Construction of Permanent Structures				<u>12,000,000</u>
GRAND TOTAL				<u>P18,239,000</u>
<u>SOURCE OF INCOME:</u>				
Annual Contribution				
P. D. 700 - Program I	(P 3,405,000)	(P1,100,000)	(P1,495,000)	(P 6,000,000)
Program II				( 6,000,000)
P. D. 733 - Program II				( 6,000,000)*
Tuition & Registration Fees		( 181,000)		( 181,000)
Production Income		( 59,000)		( 59,000)

12,000,000 as authorized by P. D. 733 is a continuing appropriation for capital outlay.



## APPENDIX B

## REVISED SCHEDULE AND COST ESTIMATES OF CONSTRUCTION FOR 1975-76

Building and Facilities	Capacity Per Unit	Floor Area Per Unit (sq. m.)	No. of Units	Total Floor Area (sq. m.)	Estimated Cost (P)
1. Staff Apartments	4 families		10		<u>P 1,425,000</u>
2. Student Dormitories					
A. Cooking Dorms (New) Project 10	50 students	245	3	735	P 360,000
Dorm	50 students	245	1	245	100,000
Kitchen	100 students	245	1	245	100,000
			Sub-total		<u>P 560,000</u>
B. Non-cooking dorms	100 students	696	4	2784	P 1,800,000
Cafeteria	150 sitting cap.	220	1	220	150,000
			Sub-total		<u>P 1,950,000</u>
3. Arts & Letters (Classrooms)	-	1668	1	1668	<u>P 1,250,000</u>
4. Crop Research Center (Laboratories)	-	2004	1	2004	<u>P 1,801,800</u>
5. VISCA Training Center					
A. VTC Proper	-	978	1	978	P 880,200
B. Dorm Component	100	972	1	972	874,800
			Sub-total		<u>P 1,755,000</u>
6. Electric System - generator, distribution lines, transformers and electric meters					<u>P 1,000,000</u>
7. Water System					<u>P 500,000</u>
8. Library				1536	<u>P 1,459,000</u>
9. Garage					<u>P 150,000</u>
10. Dairy and Feed Mill					<u>P 200,000</u>
11. Social Laboratory Building					<u>P 50,000</u>
12. Barrio Industries Lab. Building					<u>P 50,000</u>
13. Campus Site Development					<u>P 500,000</u>
14. Experiment Station Roads, Drainage and Fences					<u>P 300,000</u>
TOTAL FOR CONSTRUCTION					<u>P 12,951,600</u>
COST OF EQUIPMENT					<u>1,048,400</u>
GRAND TOTAL					<u><u>P 14,000,000</u></u>



ADDITIONAL APPOINTMENT OF PERSONNEL FOR JULY, 1975I. Ad interim appointment subject to approval by the Board:

## AGRICULTURAL DEVELOPMENT EDUCATION:

Mr. Jose Juego	Asst. Prof. I
MSA UPLB '74	at P11760 p.a.
Major: Ag. Educ.	Effective: July 1, 1975
Minor: Ag. Ext.	
Eligibility: Teachers Examination	
Career Service Examination	
Experience: 13 years	

## AGRICULTURAL BOTANY AND PLANT BREEDING:

Mr. Florencio Saladaga	Asst. Prof. III
BSA 169 UPLB	at P14230
MS '73 UPLB	Effective: July 17, 1973

## ANIMAL SCIENCE AND VETERINARY MED.

Dr. Guindolino Gerona R.	Associate Prof. III
BSA '62 Central Mindanao University	At P18876
MS '67 University of Missouri	Effective: August 1, 1975
PHD '71 University of Missouri	
Eligibility: Extension Worker	
Agricultural Economist	
Agri. Credit Supervisor	

## II. Appointment as authorized by Board Resolution No. 6, Series of 1974:

## AGRONOMY AND SOILS :

Mr. Enrique R. Alcober	Instructor I
BSEEd '70 VAC, Baybay, Leyte	at P8160 p.a.
Major: Agronomy	Effective: July 1, 1975
Eligibility: Plant Pest Control	
Farm Management Tech.	
Agrarian Ref. Tech.	
Experience: 3 years.	

Mr. Fernando A. Evangelio	Assistant Instructor II
BSA '75 Mindanao Institute	at P6480 p.a.
Major: Agronomy	Effective: July 16, 1975

Mr. Luvimin A. Evangelio	Assistant Instructor II
BSA '75 Mindanao Institute of	at P6480 p.a.
Technology	Effective: July 16, 1975
Major: Agronomy	

Miss Perla Mahinay	Research Assistant I
BSA '75 ViSCA, Baybay, Leyte	at P5640 p.a.
	Effective: July 1, 1975



FORESTRY:

Mr. Ernesto C. Bumatay  
BS Forestry '75 - Central Mindanao  
University  
Major: Forest Resources Management

Instructor I  
at P8160 p.a.  
Effective: July 1, 1975

Mr. Manuel H. Reyes  
BSF '71 UP College of Forestry  
Mayor: Forest Resources Management  
Experience: 3 years

Instructor II  
at P9252 p.a.  
Effective: July 1, 1975

HIGH SCHOOL:

Mr. Ruperto L. Ricarte  
BSAg. Ed '75 - ViSCA, Baybay, Leyte  
Mayor: Agronomy

Instructor I  
at P8160 p.a.  
Effective: July 1, 1975

Mr. Elmer F. Espina  
AB '67 - College of Maasin  
BSE '69 - University of the Visayas  
Major: History & P.E.  
Minor: English  
Eligibility: Career Service Sub. Prof.  
Experience: 5 years

Instructor I  
at P8160 p.a.  
Effective: July 7, 1975

Mrs. Catherine C. Villanueva  
BSEED '57 - Phil. Normal College  
Major: Home Economics  
40 units MAT (Social Studies) -  
Bukidnon Normal School  
Eligibility: Senior Teacher (Regular)  
Experience: 18 years

Instructor I  
at P8160 p.a.  
Effective: July 16, 1975

Mrs. Erlinda P. Rosillo  
BSAH '64 - VAC, Baybay, Leyte  
Major: Clothing & Textiles  
Eligibility: Teacher Examination  
Experience: 4 years

Instructor I  
at P8160 p.a.  
Effective: July 1, 1975

AGRICULTURAL DEVELOPMENT EDUCATION:

Mr. Efren B. Saz  
BSAgEd '75 - ViSCA, Baybay, Leyte  
Major: Agronomy

Instructor I  
at P8160 p.a.  
Effective: July 1, 1975



Mr. Ireneo Oro  
BSA '63 Central Phil. University  
Major: Agric. Extension Worker (E)  
Experience: 2 years

Instructor II  
at P9252 p.a.  
Effective: August 9, 1975

AGRICULTURAL ENGINEERING AND APPLIED MATH:

Mr. Pedro C. de Roque Jr.  
BSAE '73 Mindanao Institute of  
Technology  
Eligibility: Prof. Agric. Engr.  
Experience: 1 year

Instructor II  
at P9252 p.a.  
Effective: July 1, 1975

Mr. Silvan M. Obando  
BSEE '73 Cebu Institute of  
Technology  
Eligibility: Assistant Elect.  
Engineer

Instructor I  
at P8160 p.a.  
Effective: July 17, 1975

Mr. Falconeri V. Pagalan  
4th Year AB, Harvardian College  
Experience: 3 years

Agric. Technician I  
at P 5124 p.a.  
Effective: July 1, 1975

ANIMAL SCIENCE AND VETERINARY MED.

Mr. Jose S. Burgos, Jr.  
BSA '58 UPCA  
Major: Animal Husbandry  
Eligibility: Sr. Teacher Exam  
Experience: 3 years

Instructor III  
at P11040 p.a.  
Effective: July 16, 1975

AGRICULTURAL CHEMISTRY:

Miss Erlinda S. Olan  
BS Chemistry '67 Cebu Institute  
of Technology  
MBA '75 University of the Phil.

Instructor III  
at P10356 p.a.  
Effective: July 1, 1975

PHYSICAL EDUCATION:

Mr. Elmer A. Espina  
BSE '51 Silliman University  
MAED '66 University of Nevada  
Eligibility: Junior Teacher

Instructor IV  
at P11448 p.a.  
Effective: July 1, 1975



CROP PROTECTION:

Mrs. Lorenza B. de Pedro  
BSA '74 Mindanao Institute of  
Technology  
Major: Entomology

Instructor I  
at P8160  
Effective: July 1, 1975

HOME SCIENCE:

Miss Eunice Rebadulla  
BSHE '74 University of Eastern  
Philippines

Research Assistant I  
at P5640 p.a.  
Effective: July 1, 1975

LIBRARY:

Miss Bachel B. Pagsuberon  
AB '72 Divine Word University

Library Assistant I  
at P5640 p.a.  
Effective: July 1, 1975

Mrs. Catalina M. Pascual  
BSAH '73 VAC, Baybay, Leyte  
Eligibility: Land Reform Tech.  
Experience: 2 years

Library Assistant I  
at P5640 p.a.  
Effective: July 1, 1975

Mrs. Pacita R. Escalante  
BSAH '65 VAC, Baybay, Leyte  
Eligibility: Career Service Prof.  
Experience: 3 years

Library Assistant I  
at P5640 p.a.  
Effective: July 1, 1975

PRESIDENT'S OFFICE:

Atty. Alfea A. Caintic  
BSAH '63- VAC, Baybay, Leyte  
AB '68 - University of San Carlos  
LLB '73- University of San Carlos  
Eligibility: 1973, Bar Exam.  
Prov'l Clerk  
Sec. School Teacher  
Elem. School Teacher

Legal Officer I  
at P10164 p.a.  
Effective: July 1, 1975

RECORDS DIVISION:

Mrs. Remedios M. Bascug  
ETC '50 Phil. Normal College  
BSE '68 Far Eastern University  
40 Units MA - Far Eastern University  
Eligibility: Junior Teacher (Regular)  
Senior Teacher (Regular)  
Experience: 26 years

Record Officer I  
at P10164 p.a.  
Effective: July 1, 1975



Mr. Mariano O. Caintic  
2nd Year Commerce, FCIC, Baybay, Leyte  
Experience: 2 years & 11 months

Clerk I  
at P4824 p.a.  
Effective: July 1, 1975

Mrs. Maxima C. Abogadie  
ETC '52 Bato Academy, Bato, Leyte  
BSEED '54 University of the Visayas  
Cebu City

Records Classifier I  
at P6120 p.a.  
Effective: Aug. 1, 1975

MA 24 units - University of the  
Visayas

Eligibility: Junior Teacher Regular  
Sr. Teacher Regular  
Career Service Professional  
Experience: 19 years

PROPERTY DIVISION:

Mr. Asterio S. Basco  
AB '58 University of Southern Phil  
4th Year BSE  
3rd Year Law  
Eligibility: Gen. Clerical Exam.

Supply Officer I  
at P7236 p.a.  
Effective: July 1, 1975

Mr. Mauro Bohol  
High School Graduate - VAC, Baybay,  
Experience: 6 years Leyte

Stockroom Keeper  
at P4824 p.a.  
Effective: July 1, 1975

Mr. Alfredo C. Arradaza, Jr.  
BSC '66 University of San Carlos  
Eligibility: CPA Board Exam

Buyer I  
at P6120 p.a.  
Effective: Aug. 1, 1975

Mr. Silvestre F. Buzon  
3rd Year Commerce, University of  
the Visayas  
Eligibility: Clerical Second Grade

Buyer I  
at P6120 p.a.  
Effective: Aug. 1, 1975

ACCOUNTING DIVISION:

Mrs. Lolita U. Enriquez  
BSC '69 University of San Carlos  
Eligibility: CPA Board Exam.  
Municipal Clerk Exam

Accountant I  
at P7236 p.a.  
Effective: July 1, 1975

OFFICE OF THE DIRECTOR OF PLANNING AND DEVELOPMENT

Mr. Pascasio Fernandez  
CSS '62 FCIC Baybay, Leyte  
2nd Year Commerce, FCIC, Baybay, Leyte  
Eligibility: Patrolman (Municipal)  
Experience: 12 years

Clerk I  
at P4824 p.a.  
Effective: July 1, 1975



OFFICE OF THE DIRECTOR OF BUSINESS AND ADMINISTRATIVE AFFAIRS:

Miss Diana M. Polo  
CSS '75 FCIC, Baybay, Leyte

Clerk I  
at P4824 p.a.  
Effective: July 1, 1975

SECURITY DIVISION:

Mr. Napoleon Dean  
4th Year College  
Experience: 9 years

Security Guard  
at P5448 p.a.  
Effective: July 16, 1975

Maximo M. Villalino  
AB '71 FCIC, Baybay, Leyte  
Eligibility: Chartered City  
(Patrolman)  
Experience: 8 months

Security Officer I  
at P7236 p.a.  
Effective: Aug. 1, 1975

MANILA OFFICE:

Mr. Alfredo N. Lapuebla  
BS Architecture '72 UP College of  
Architecture  
Eligibility: Board Exam in Archi-  
tecture  
Experience: 2 years

Architect II  
at P11376 p.a.  
Effective: July 1, 1975

PHYSICAL PLANT OFFICE:

Mr. Samson Montajes  
CSS '72 FCIC, Baybay, Leyte  
Experience: 2 years

Clerk I  
at P4824 p.a.  
Effective: July 1, 1975



APPENDIX D

ViSCA FACULTY ON SCHOLARSHIP GRANT  
AT LOS BAÑOS (School Year 1975-76)

<u>N A M E</u>	<u>MS/PhD</u>	<u>FIELD OF SPECIALIZATION</u>	<u>SCHOLARSHIP GRANT</u>
Quinto, Paulino C.	M.S.	Horticulture	PCAR
Quintero, Perla	M.S.	Rootcrop Production	PCAR
Floresca, Wilfredo T.	PhD	Beef Cattle Nutrition	PCAR
Quilán, Nonilon	M.S.	Ag. Engineering	ViSCA Fellowship*
Quintero, Predeswinda C.	M.S.	Plant Pathology	Fellowship*
Quintero, Rebecca	M.S.	Agronomy	Fellowship*
Pascual, Pedro P.	M.S.	Agronomy	Fellowship*
Quintero, Teodulo	M.S.	Animal Science	Fellowship*
Quintero, Veronico S.**	M.S.	Animal Science	Assistantship
Quintero, Margarito**	M.S.	Irrigation and Water Management	Assistantship
Monserate, Concepcion T.	M.S.	Foods and Nutrition	With salary
Javier, Reynaldo R.**	M.S.	Agronomy	ViSCA Fellowship

\* Based on the policy approved by the ViSCA Board of Trustees

\*\* Finishing this first semester



APPENDIX E

OTHER PERSONNEL APPOINTMENTS

AGRICULTURAL ENGINEERING

Engr. Pedro Adonis Compendio  
BSCE Civil Engineering (CIT)  
(2nd place in Board Exam.)

Instructor II (Item No. 80)  
at ₱9,252.00 p.a.  
Effective July 1, 1975 ✓

ADMINISTRATION

Mr. Adolfo P. Paraiso  
ETC - ICC  
BSE - UV  
LLB - USC  
(DAR Regional Adm. Officer)

Property Division Chief I  
at ₱10,164.00 p.a.  
Effective July 23, 1975

Mr. Alfredo N. Lapuebla  
BS Architecture '72 - U.P.  
Eligibility: Board Exam.  
Experience : Two years in EDPITAF

Building Construction Inspector  
at ₱1,800.00 p.a.  
(Honorarium)

Mr. Augusto Bañez  
ES Architecture '72 - FEU  
Eligibility: Board Exam.

Building Construction Inspector  
at ₱1,800.00 p.a.  
(Honorarium)



VISAYAS STATE COLLEGE OF AGRICULTURE

INDEX OF ADMINISTRATIVE CLASSES  
(By Occupational Groups)

RANGE 1

A. Auxiliary Services Group  
Food Service Worker I

C. Security Guarding Group  
Watchman

B. Labor Group  
Custodial Worker  
Domestic Helper  
Gas Tender  
Laborer  
Nursery Farm Aide

RANGE 2

A. Army Science Group  
Armorer I

F. Labor Group  
Caretaker  
Gardener  
Laundry Worker  
Plant Propagator  
Utility Man

B. Auxiliary Services Group  
Baker I  
Food Service Worker II

C. Clerical & Stenographic Group  
Messenger

G. Library Group  
Library Aide I

D. Engineering Group  
Helper (Mason)  
Toolkeeper

H. Printery Group  
Helper (Bindery)  
Mimeograph Operator I

E. Health Services Group  
Attendant (Dental,  
Hospital, etc.)

I. Technical Group  
Light Equipment Operator  
Pump Operator  
Automotive Mechanic Helper  
Laboratory Aide

RANGE 3

A. Adm. & Supervisory Services Group  
Assistant Foreman  
Student Activities Asst. I

C. Budgeting Group  
Fiscal Aide

B. Army Science Group  
Armorer II  
Military Assistant

D. Clerical & Stenographic Group  
Clerk I  
Dispatcher  
Timekeeper



RANGE 3 (Cont.)

E. Auxiliary Services Group

Baker II  
Cook I

F. Engineering Group

Blacksmith  
Carpenter I  
Electrician I  
Mason I  
Painter I  
Plumber I  
Varnisher  
Welder I

G. Labor Group

Custodial Head

H. Library Group

Bookbinder I  
Library Aide II

I. Printery Group

Compositor  
Photographer I  
Duplicating Machine Opr.  
Mimeograph Operator II

J. Collecting & Disbursing Group

Collector  
Sales Clerk

K. Security Guarding Group

Lifeguard

L. Statistical Group

Enumerator

M. Supply & Property Group

Inventory Clerk I  
Stockroom Keeper

N. Technical Group

Power Farm Implement Operator  
Audio-Visual Equip. Opr. II  
Telephone Operator I  
Hydro-electric Plt. Operator  
Electronics Equip. Opr. I  
Laboratory Technician I  
Mechanic I  
Weather Observer I  
Agricultural Technician I  
Fishery Technician I  
Power Plant Operator

RANGE 4

A. Accounting & Auditing Group

Accounting Clerk I

B. Adm. & Supervisory Services Grp.

Foreman (Dairy, Construction,  
Farm, etc.)  
Student Activities Asst. II  
Supervisor I

C. Auxiliary Services Group

Cook II  
Residence Hall Asst. I

D. Clerical & Stenographic Group

Clerk II  
Clerk-Typist I

E. Engineering Group

Carpenter II  
Electrician II  
Illustrator I  
Mason II  
Painter II  
Plumber II  
Welder II

F. Health Services Group

X-ray Technician I

G. Library Group

Bookbinder II

H. Management Group

Management Aide



RANGE 4 (Cont.)

I. Collecting & Disbursing Group  
Cash Clerk I

J. Printery Group  
Photographer II  
Offset Press Operator

K. Security Guarding Group  
Firefighter  
Forest Guard  
Security Guard

L. Statistical Group  
Interviewer  
Statistical Aide

M. Supply & Property Group  
Inventory Clerk II  
Property Custodian I

N. Personnel Training & Exam. Group  
Personnel Aide I

O. Technical Group  
Heavy Equipment Operator  
Audio-Visual Equip. Opr. II  
Driver  
Telephone Operator II  
Machinist I  
Radio Operator  
Mechanic II  
Radio Technician I  
Laboratory Technician II  
Weather Observer II  
Agricultural Technician II  
Automotive Mechanic  
Fishery Technician II  
Electronics Equip. Opr. II

RANGE 5

A. Accounting & Auditing Group  
Accounting Clerk II  
Bookkeeper I

B. Adm. & Supervisory Services Grp.  
Foreman II (Custodial, Farm, etc.)  
Supervisor II

C. Auxiliary Services Group  
Food Buyer  
Food Services Supervisor I  
Senior Cook

D. Clerical & Stenographic Group  
Clerk-Typist II  
Records Classifier I  
Senior Clerk I  
Stenographer I  
Student Records Examiner I

E. Collecting & Disbursing Group  
Cash Clerk II

F. Health Services Group  
Nurse I  
X-ray Technician II

G. Personnel Training & Exam. Group  
Personnel Aide II

H. Printery Group  
Editorial Assistant I  
Multilith & Microfilm Mach. Opr.  
Senior Offset Press Operator  
Information Officer

I. Security Guarding Group  
Supervising Security Guard

J. Statistical Group  
Statistician I

K. Supply & Property Group  
Property Custodian II  
Buyer I



**RANGE 5 (Cont.)**

**L. Engineering Group**  
Draftsman I  
Illustrator II

**M. Forestry Group**

**N. Technical Group**  
Machinist II  
Medical Technologist I  
Radio Technician II  
Telephone Technician  
Analytical Chemist  
Audio-Visual Technician  
**Electronic Mechanic**  
Refrigeration Mechanic  
Glassblower  
Mechanic III

**RANGE 6**

**A. Accounting & Auditing Group**  
Accountant I  
Audit Examiner I  
Bookkeeper II

**B. Adm. & Supervisory Services Grp.**  
Chief of Section I  
Curator I  
Supervisor III

**C. Auxiliary Services Group**  
Assistant Residence Head  
Food Services Supervisor II

**D. Budgeting Group**  
Fiscal Analyst I

**E. Clerical & Stenographic Group**  
Clerk-Typist III  
Receptionist  
Records Classifier II  
Senior Clerk II  
Stenographer II  
Student Records Examiner II

**F. Engineering Group**  
Draftsman II  
Junior Engineer

**G. Forestry Group**  
Forest Ranger II

**H. Health Services Group**  
Dentist I  
Pharmacist I  
Nurse II

**I. Management Group**  
Assistant Manager I

**J. Personnel Training & Exam. Group**  
Personnel Examiner I

**K. Printery Group**  
Editorial Assistant II  
Information Editor

**L. Radio Program Group**  
Radio Station Supervisor

**M. Security Guarding Group**  
Security Officer I

**N. Statistical Group**  
Statistician II

**O. Supply & Property Group**  
Buyer II  
Property Custodian III  
Property Officer I  
Supply Officer I

**P. Technical Group**  
Medical Technologist II



RANGE 7

- |   |   |
|---|---|
| <p>A. Accounting &amp; Auditing Group<br/>Accountant II<br/>Audit Examiner II</p> <p>B. Adm. &amp; Supervisory Services Grp.<br/>Administrative Assistant<br/>Asst. Farm Superintendent<br/>Curator II<br/>General Foreman<br/>Section Chief II<br/>Student Records Officer<br/>Supervisor IV</p> <p>C. Budgeting Group<br/>Fiscal Analyst II</p> <p>D. Clerical &amp; Stenographic Group<br/>Records Examiner II<br/>Stenographer III</p> <p>E. Engineering Group<br/>Architect I<br/>Engineer I</p> | <p>F. Health Services Group<br/>Dentist II<br/>Pharmacist II<br/>Nurse III<br/>Resident Physician I</p> <p>G. Management Group<br/>Assistant Manager II<br/>Management Analyst</p> <p>H. Personnel Training &amp; Exam. Group<br/>Personnel Examiner II</p> <p>I. Printery Group<br/>Assistant Editor<br/>Printing Supervisor</p> <p>J. Supply &amp; Property Group<br/>Property Officer II<br/>Supply Officer II</p> <p>K. Security Guarding Group<br/>Security Officer II</p> |
|---|---|

RANGE 8

- |   |   |
|---|---|
| <p>A. Accounting &amp; Auditing Group<br/>Accountant III<br/>Internal Auditing Analyst</p> <p>B. Adm. &amp; Supervisory Services Grp.<br/>Administrative Officer I<br/>Chief of Division I<br/>Executive Assistant I<br/>Records Officer I<br/>Superintendent I<br/>Section Chief III</p> <p>C. Budgeting Group<br/>Budget Officer I<br/>Fiscal Analyst III</p> <p>D. Collecting &amp; Disbursing Group<br/>Collecting &amp; Disbursing Off. I<br/>Cashier I<br/>Receiving Teller</p> | <p>E. Engineering Group<br/>Architect II<br/>Engineer II</p> <p>F. Health Services Group<br/>Dentist III<br/>Pharmacist III<br/>Resident Physician II</p> <p>G. Legal Counseling Group<br/>Legal Officer I</p> <p>H. Management Group<br/>Assistant Manager III</p> <p>I. Printery Group<br/>Press Relations Officer</p> <p>J. Security Guarding Group<br/>Security Officer III</p> |
|---|---|



RANGE 8 (Cont.)

K. Supply & Property Group  
Property Officer III

RANGE 9

A. Accounting & Auditing Group  
Accountant IV  
Asst. for Fiscal Services  
Internal Auditor

B. Adm. & Supervisory Service Grp.  
Administrative Officer II  
Division Chief II  
Executive Assistant II  
Superintendent II  
Records Officer II

C. Auxiliary Services Group  
Manager I

D. Budgeting Group  
Budget Officer II  
Fiscal Analyst IV

E. Collecting & Disbursing Group  
Collecting & Disbursing Off. II  
Cashier II

F. Health Services Group  
Chief Resident Physician

G. Legal Counseling Group  
Legal Officer II

H. Security Guarding Group  
Chief Security Officer

RANGE 10

A. Accounting & Auditing Group  
Chief Accountant

B. Adm. & Supervisory Services Grp.  
Division Chief III  
Superintendent III  
Records Officer III  
Administrative Officer III

C. Auxiliary Services Group  
Manager II

D. Budgeting Group  
Budget Officer III

E. Collecting & Disbursing Group  
Cashier III

F. Legal Counseling Group  
Legal Officer III



APPENDIX G

**LIST OF POSITIONS AFFECTED BY THE CLASSIFICATION  
OF ADMINISTRATIVE CLASSES**

<u>ITEM NO.</u>	<u>POSITION APPROVED BY BOARD ON JUNE 23, 1975</u>	<u>PROPOSED POSITION TITLES PER REVISED INDEX</u>	<u>NAME</u>
37	Laboratory Technician	Laboratory Technician I	Vacant
49	Dairy Foreman	Dairy Foreman I	Andres Amihan
83	Technician	Agricultural Technician I	Falconeri Pagalan
193	Farm Foreman	Farm Foreman I	Vacant
194	Farm Technician	Agricultural Technician II	Vacant
202	Farm Foreman	Farm Foreman I	Vacant
215	Farm Foreman	Farm Foreman I	Vacant
216	Farm Technician	Agricultural Technician II	Vacant
228	Operator	Radio Operator	Vacant
229	Operator	Radio Operator	Vacant
230	Radio Technician	Radio Technician I	Vacant
231	Clerk-Librarian	Clerk-Librarian I	Vacant
238	Duplicating Machine Operator	Mimeographing Operator I	Vacant
248	Legal Officer	Legal Officer I	Atty. Alfea Caintic
265	Student Records Examiner	Student Records Examiner I	Vacant
270	Administrative Officer	Administrative Officer I	Wilfredo Valenzona
275	Accounting Clerk	Accounting Clerk I	Anecia Fernandez
276	Accounting Clerk	Accounting Clerk I	Vacant
277	Cash Division Chief	Cash Division Chief I	Vacant
282	Personnel Examiner	Personnel Examiner I	Vacant
283	Personnel Aide	Personnel Aide I	Vacant
284	Records Officer	Records Officer I	Remedios M. Bascug
285	Records Classifier	Records Classifier I	Vacant
289	Dentist II	Dentist III	Dr. Flotilda S. Lao
290	Nurse	Nurse I	Vacant
292	Property Division Chief	Property Division Chief I	Adolfo Paraiso
296	Buyer	Buyer I	Alfredo Arradaza, Jr.
297	Buyer	Buyer I	Silvestre Buzon
308	Electrical Engineer	Electrical Engineer II	Vacant
309	Architect	Architect II	Augusto Bañez
310	Architect	Architect II	Alfredo Lapuebla
311	Draftsman	Draftsman I	Vacant
312	Draftsman	Draftsman I	Vacant
313	Draftsman	Draftsman I	Vacant



ITEM NO.	POSITION APPROVED BY BOARD ON JUNE 23, 1975	PROPOSED POSITION TITLES PER REVISED INDEX	NAME
317	Construction Foreman	Construction Foreman II	Vacant
318	Carpenter	Carpenter I	Vacant
319	Carpenter	Carpenter I	Vacant
323	Chief Mechanic (P6120 p.a.)	Chief Mechanic I (P7236 p.a.)	Enrique Gaviola
325	Mechanic	Mechanic I	Vacant
326	Mechanic	Mechanic I	Vacant
327	Mechanic	Mechanic I	Vacant
328	Electrical Equipment Operator	Electrical Equipment Operator II	Dominador Poliquit
332	Welder	Welder I	Vacant
333	Electrician	Electrician I	Vacant
334	Electrician	Electrician I	Vacant
335	Transportation Foreman	Motorpool Supervisor II	Vacant
341	Foreman Custodial Services	Custodial Services Foreman II	Jaime D. Pascual

CHANGE OF POSITION TITLES

235	Information Editor	Security Officer I	Maximo Villalino
239	Janitor Messenger	Gas Tender	Vacant

TRANSFER OF ITEMS

236	Clerk (Publication Office)	Clerk I (Cebu Office)	Vacant
237	Clerk I (Publication Officer)	Clerk I (Physical Plant Office)	Vacant
295	Supply Officer I (ViSCA)	Supply Officer I (Cebu Office)	Asterio S. Basco



## PROPOSED ViSCA CEBU OFFICE

I. Rationale:

The distance of Baybay, Leyte to major commercial centers or source of supplies, materials and services such as Cebu has resulted in considerable College expenses on transportation and per diem, not to mention the time lost because of the inefficiency of the present set-up. To solve this problem, it is proposed that a small Cebu Office be established by the College. The Cebu Office will enable ViSCA to save money and improve its efficiency and effectiveness in the procurement of supplies, materials and services.

II. Functions of the Cebu Office:

1. Canvass and purchase supplies, materials and equipment
2. Expedite shipments to ViSCA if the purchase is FOB Baybay, and take charge of other shipments which must be handled by College personnel
3. Follow-up matters such as the printing of the ViSCA News, letter and other publications
4. Receive and deliver radio tapes for the weekly radio program of ViSCA in Cebu
5. Make plane or boat reservations in Cebu for ViSCA personnel who travel to and from Manila or other points in the Philippines via Cebu
6. Operate a single-side band radio for direct communication between the Cebu Office and ViSCA at Baybay, or the Cebu Office and the Manila Office
7. Serve as temporary storage room for acquired property of ViSCA
8. Serve as a liaison between ViSCA and other government agencies or private companies with which ViSCA must communicate and deal with
9. Perform other functions that maybe assigned to the Cebu Office by the President



III. Personnel needed to man the Cebu Office:

One Supply Officer I .....	P7,236
One Clerk-typist .....	5,448
Total	<u>P12,648</u>

IV. Revolving Fund: P5,000.00 The Supply Office will have to be bonded for this.



PROPOSED STAFF BOOK ALLOWANCE

I. Rationale:

Staff development is of paramount importance in any institution building. The most common means to achieve this is through a scholarship or fellowship program and through seminars, in-service training and study trips. Another means which is often overlooked is through the liberal provision of books and other reading materials outside of the library. In fact, the inclusion of book allowance in most scholarship programs is tacit recognition of the importance of educational materials for the professional advancement of the individuals. Since staff members must continue to improve themselves professionally, whether they are enjoying a scholarship grant or actually on the job, staff book allowance is deemed to be necessary. The importance of this cannot be over-emphasized most especially in a remote area like Baybay, Leyte.

II. Proposed Guidelines:

- A. Rate: P150/staff member/year to be given on reimbursement basis.
- B. Reimbursable purchases: Only purchases of the following materials may be reimbursed upon presentation of the receipts:
  - 1. Textbook
  - 2. References for teaching, research or extension in the particular field of specialization of the faculty member



3.. Professional or technical books or references in the field  
of specialization of the key administrative staff

4. Subscription to journals, bulletins or professional period-  
icals

C. Staff members qualified to receive the book allowance:

1. Regular academic and academic non-teaching staff

2. Heads of offices and other key administrative personnel



VISCA ENTRANCE/SCHOLARSHIP TEST

The VISAYAS STATE COLLEGE OF AGRICULTURE at Baybay, Leyte is offering scholarships to high school graduates of both public and private schools.

- A. Recipients of this scholarship receive a yearly stipend of ₱2,400.00 and ₱800.00 for school fees, book allowance and supplies subject to the following conditions:
1. This scholarship shall be granted in the following fields:
    - a. B.S. in Agriculture
    - b. B.S. In Home Economics
    - c. B.S. in Ag. Dev. Educ.
    - d. B.S. in Ag. Engineering
  2. Students eligible for this scholarship should either be Honor students or Poor but Deserving students
    - a. If the applicant claims to be an honor student:
      - (1) He must belong to the upper 10% of the graduating class of not less than 30 students in each curriculum.
      - (2) He must have made 80% or better in the NCEE Test.
    - b. If the applicant claims to be Poor but Deserving:
      - (1) He must belong to the upper 25% of the graduating class of each curriculum.
      - (2) He must have made 70% or better in the NCEE Test.
      - (3) He must belong to a family whose annual gross family income is ₱5,000.00 or less.
  3. Students who qualify must, upon enrollment, comply with the following:
    - a. Those claiming to be honor students
      - (1) Must submit the original or certified xerox copy of his NCEE rating.
      - (2) Must present a certification from the Principal that he belongs to the upper 10% of the graduating class of each curriculum.



- (3) Must pass an interview conducted by the Director of Student Affairs and/or Department Chairman immediately before registration.

b. Those claiming to be poor but deserving students

- (1) Must submit the original or a certified xerox copy of his NCEE rating.
- (2) Must present a certification from the Principal that he belongs to the upper 25% of the graduating class of each curriculum.
- (3) Must present a notarized true copy of his parents' latest income tax returns.
- (4) Must pass an interview conducted by the Director of Student Affairs and/or Department Chairman immediately before registration.

B. Additional Scholarship or Financial Aid Available

1. Valedictorians and Salutatorians who pass the entrance test but cannot qualify under Item A-2a above are given free full tuition or half tuition for one semester, respectively, provided the size of the graduating class is not less than 30 students for each curriculum.
2. Other students who fail to qualify under Item A-2a & b but pass the entrance test and are willing to work part-time may work as student assistants or laborers at the rate of P1.00 or P0.75 an hour, respectively, but not exceeding 100 hours per month.

C. Conditions for the Maintenance of the Scholarship

1. The Student must have a full load.
2. He must have no failing grade in any subject.
3. He must get a grade point average of 2.0 or better.



## APPENDIX K

### PROVISIONS FOR TECHNICAL ASSISTANCE

#### I. Rationale:

At its present stage of development, the Visayas State College of Agriculture needs technical and professional assistance in many areas. Its new programs in instruction, research and extension as specified in Volumes II, III and IV of its 5-year development program can be implemented more effectively with the help of professors and instructors (from U.P. Los Baños and other institutions) who may be hired as consultants. There is also a need to engage the services of some consultants from other government agencies to undertake studies and improvements in its administrative operations and the management of its service divisions such as the personnel division, property and purchasing division, records division and physical plant division. Furthermore, services of experts in the area of architecture, engineering and experiment station development are needed to ensure the proper development of the ViSCA facilities and physical plant.

#### II. Proposal:

Provisions should be made for the hiring of short-term, mostly week-end technical experts or consultants. ViSCA shall pay the following, chargeable against the budget for special services:

1. One round-trip transportation expenses
2. Honoraria of ₱100 per day of visit or actual working day, but not to exceed ₱300/month.



3. Per diem one day before arrival and one day after leaving the campus, following regular government rates.

4. Food and accommodations to be provided by ViSCA.

About 10 to 20 consultants will be needed for 1975-76.

Since the budget for Nos. 1 to 3 above can be better handled by the ViSCA Manila Office, it is proposed that the amount of P28,000 be administered by Dr. Cesar C. Jesena, Jr., the ViSCA Vice-President.