

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPROVED

MINUTES OF THE 47th (REGULAR) MEETING OF THE VISCA BOARD
OF TRUSTEES HELD LAST JUNE 11, 1982, AT THE
PASUC CONFERENCE ROOM, MEC, METRO MANILA



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DECISIONS/AGREEMENTS MADE BY THE BOARD OF TRUSTEES

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Records Division

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

Office of the College/
Board Secretary

July 9, 1982

EXCERPTS FROM THE APPROVED MINUTES OF THE VISCA BOARD OF TRUSTEES*

Attention: Vice President
Directors
Heads of Offices
Personnel Officer
Chief Accountant

Bookkeeper
Information Office
Auditor
Internal Control Unit (ICU)

BOARD RESOLUTION NO. 101, s. 1982

Approving the amendments to Sections 161 & 162 of the VisCA Code and adopting the following provisions:

Section 161.

The initial appointment in VisCA to the rank of assistant professor shall be temporary in character, renewable every year but not to exceed two (2) years. In the second year, a temporary appointment shall automatically terminate at the end of the period stated therein, unless the Board of Trustees, upon the recommendation of the president, grants reappointment with permanent tenure on the basis of the factors mentioned in Section 153 of this Code. However, nothing herein provided shall deprive any faculty member of permanent status already held prior to promotion in rank.

Section 162.

The initial appointment in VisCA to the rank of associate professor or professor shall be temporary in character for one year, after which time the president may recommend to the Board of Trustees a reappointment with permanent tenure on the basis of the factors mentioned in Section 153 of this Code. However, nothing herein provided shall deprive any faculty member of permanent status already held prior to promotion in rank.

These codal provisions shall take effect to cover even past appointments of the faculty members concerned. (Appendix H)

APPROVED

For the information and guidance of all concerned.

Andres F. Duatin
ANDRES F. DUATIN
College/Board Secretary

* 47th Regular Meeting of the VisCA Board of Trustees held on June 11, 1982, at the PASUU Conference Room, MEC, Metro Manila.



Amendments to the VISCA Code:

Proposed Amendment*

Section 161. The initial appointment in VISCA to the rank of assistant professor shall be temporary in character, renewable every year but not to exceed two (2) years. In the second year, a temporary appointment shall automatically terminate at the end of the period stated herein, unless the Board of Trustees, upon the recommendation of the president, grants a reappointment with permanent tenure on the basis of the factors mentioned in Section 153 of this code. However, nothing herein provided shall deprive any [assistant professor] faculty member of permanent status already held prior to promotion in rank /at the time of the adoption of this code/.

Section 162. The initial appointment in VISCA to the rank of associate professor or professor shall be temporary in character for one year, after which time the president may recommend to the Board of Trustees a reappointment with permanent tenure on the basis of the factors mentioned in Section 153 of this code. However, nothing herein provided shall deprive any [associate professor] faculty member of permanent status already held prior to promotion in rank /at the time of the adoption of this code/.

*Words which are underscored are insertive while words inside the brackets are to be deleted.

BOARD ACTION: APPROVED

DATE : June 11, 1982



APPROVED
MINUTES OF THE 47TH (REGULAR) MEETING OF THE VISCA BOARD
OF TRUSTEES HELD LAST JUNE 11, 1982, AT THE
PASUC CONFERENCE ROOM, MEC, METRO MANILA

Present:

Dr. Vedasto G. Suarez Assistant Minister, MEC (Represented Dr. Abraham I. Felipe)	Presiding Officer
Hon. F. A. Bernardo President, ViSCA	Vice-Chairman
Ms. Lirio T. Abuyuan Chief, Policy Analysis/ Special Studies Division RDS, NEDA (Represented Dr. Jose M. Lawas)	Representative

Others Present:

Prof. Andres F. Duatin Secretary, ViSCA	Secretary
Mr. John S. Imlan Executive Assistant PASUC	Representative

Call to Order:

The presiding officer called the meeting to order at

1:52 p.m.

- | | |
|--|---|
| I. Preliminary Matters: | 1 |
| A. <u>Approval of Agenda</u> | 2 |
| The agenda were approved as presented. | 3 |
| B. <u>Brief Report of the College President</u> | 4 |
| The report of the college president was integrated in | 5 |
| the discussions under "Matters Arising from the Approved | 6 |
| Minutes." | 7 |

II. Ratification of the Minutes of the Previous Meeting:

The minutes of the previous meeting were approved after the following corrections were made:

Page 1, lines 21-22 -- the following item was added immediately after the item on attendance: "Call to Order:"

The presiding officer called the meeting to order at 12:36 p.m.

Page 4, line 20 -- the following clause was inserted between "level" and "provided": "for this particular school year only".

III. Matters Arising from the Approved Minutes:

A. Appointment of a Legal Officer

Pres. Bernardo informed the Board that Atty. Guiraldo Fernandez was appointed legal officer of the college on part-time/trial basis to serve ViSCA during the absence of the incumbent legal officer who is on leave.

B. Conferring of Honorary Degree Upon Minister Alba Deferred

"The conferring of honorary degree upon Minister Alba has been postponed to either the later part of August or early part of September, as we expect this part of the year with lesser rains and to time the occasion with the celebration of the ViSCA anniversary," Pres. Bernardo reported. "Besides, I am leaving for the United States and will be out on the 19th, the date we set for the

conferring of the degree," the College President continued.

Dr. Suarez supported the plan to hold the conferring of the honorary degree upon Min. Alba in September because the occasion coincides with the celebration of "Education Week".

C. KKK Program

Ms. Lirio T. Abuyuan, the NEDA representative, inquired how ViSCA identified the KKK training programs.

"The training modules had to suit requirements of each particular group. For instance in the case of the Cebu group, the training program was tailored to the needs of the trainees which are basically agro-forestry based," Pres. Bernardo explained. On the query as to whether the expenses incurred would be reimbursed, the president answered in the affirmative.

IV. For Approval/Ratification/Confirmation:

A. Administrative Matters:

1. Proposed New Appointments of Directors and Heads of Administrative Offices and Departments

Pres. Bernardo presented the following proposals to the Board for approval:

a. Proposed renewal of designations of academic department heads (Appendix A-1);

b. Proposed designations to administrative positions, namely: (Appendix A-2 to A-5)

- (1) Prof. Francisco G. Bascug as Vice President for Development and Finance for a 4-year term, with an honorarium of P700/month, effective July 1, 1982;
- (2) Dr. Emiliana N. Bernardo as OIC of Research and Extension for three (3) months with honorarium of P500/month, effective July 1, 1982;
- (3) Dr. Eliseo R. Ponce as Director of Instruction for a 4-year term, with an honorarium of P500/month, effective July 1, 1982;
- (4) Prof. Manuel A. Ancheta, renewal of designation as Director of Student Affairs for a 4-year term, with an honorarium of P500/month, effective July 1, 1982;
- (5) Prof. Andres F. Duatin as College Secretary and Board Secretary for a 4-year term with honorarium of P400/month, effective July 1, 1982; and
- (6) Mr. Dominador S. Ugsang as Security Officer for a 3-year term with honorarium of P400/month, effective July 1, 1982.

Pres. Bernardo explained to the Board that the merger of Research and Extension functions of the College is still under study, hence the designation of Dr. E. N. Bernardo shall be as an officer-in-charge until the proposed reorganization is formalized and approved by the Board.

On motion duly seconded, the Board passed the 1
following resolutions: 2

RESOLUTION NO. 97-A, S. 1982 3

Approving the renewal of appointments of the 4
following heads/OIC of academic departments, to wit: 5

1. Dr. Florencio A. Saladaga as head of Plant 6
Breeding and Agricultural Botany Department 7
for a 3-year term, with honorarium of P400/ 8
month, effective July 1, 1982; 9
 2. Dr. Manuel K. Palomar as head of Plant Pro- 10
tection Department for a 3-year term, with 11
honorarium of P400/month, effective July 1, 12
1982; 13
 3. Dr. Rodolfo G. Escalada as head of Agronomy 14
and Soil Science Department for a 3-year term, 15
with honorarium of P400/month, effective July 16
1, 1982; 17
 4. Dr. Vicente A. Quiton as head of Agricultural 18
Development Education Department, for a 19
3-year term, with honorarium of P400/month, 20
effective July 1, 1982; 21
 5. Dr. Bernabe B. Cocjin as head of the Animal 22
Science and Veterinary Medicine Department 23
for a 3-year term, with honorarium of P400/ 24
month, effective July 1, 1982; 25
 6. Prof. Concepcion T. Monsorate as head of the 26
Home Science Department for a 3-year term, 27
with honorarium of P400/month, effective 28
July 1, 1982; 29
 7. Mr. Marcelo L. Bonita as acting Head of the 30
Forestry Department for a 3-year term, with 31
honorarium of P400/month, effective July 1, 32
1982 33
 8. Mr. Eliseo P. Pastrano as Acting Head of the 34
Physical Education Department, for a 3-year 35
term, with honorarium of P400/month, effective 36
July 1, 1982; 37
 9. Mrs. Linda S. de la Rosa as OIC of the Agri- 38
cultural Chemistry and Food Science Department 39
for one-year term or until the appointment of 40
a new head, with honorarium of P400/month, 41
effective July 1, 1982; and 42
 10. Prof. Susano C. Faelnar as head of the Arts 43
and Letters Department for a 3-year term, with 44
honorarium of P400/month, effective July 1, 45
1982. 46
- (Appendix A-1); all subject to auditing rules and 47
availability of funds. 48

APPROVED 49

RESOLUTION NO. 97-B, S. 1982

Approving the designation of Prof. Francisco G. Bascug as Vice President for Development and Finance for a 3-year term, with honorarium of P700/month, effective July 1, 1982, subject to auditing rules and availability of funds (Appendix A-2).

APPROVED

RESOLUTION NO. 97-C, S. 1982

Approving the designation of Dr. Emiliana N. Bernardo as officer-in-charge of Research and Extension for three months, or until the proposed reorganization of the research and extension programs and administrative set-up is approved by the Board, with honorarium of P500/month, effective July 1, 1982, subject to auditing rules and availability of funds (Appendix A-3).

APPROVED

RESOLUTION NO. 97-D, S. 1982

Approving the designations of (1) Dr. Eliseo R. Ponce as Director of Instruction for a 4-year term, with honorarium of P500/month, effective July 1, 1982; and (2) Prof. Manuel A. Ancheta as Director of Student Affairs for a 4-year term, with honorarium of P500/month, effective July 1, 1982, both designations subject to auditing rules and availability of funds (Appendix A-4).

APPROVED

RESOLUTION NO. 97-E, S. 1982

Approving the designations of (1) Prof. Andres F. Duatin as College and Board Secretary for a 4-year term, with honorarium of P400/month, effective July 1, 1982; and (2) Mr. Dominador S. Ugsang as Security Officer for a 3-year term, with honorarium of P400/month, effective July 1, 1982, both designations subject to auditing rules and availability of funds (Appendix A-5).

APPROVED

2. Dr. Alicia S. Go's Application for Sabbatical Leave 1

Pres. Bernardo presented the request of Dr. Alicia 2
S. Go, professor at the Arts and Letters Department, that 3
she be allowed to be on sabbatical leave for six months 4
to join her husband at PIT, during which time she will 5
work on on-going researches and also prepare research 6
proposals for ViSCA as her services while on sabbatical 7
leave with pay, (Appendices B & C). 8

After some clarifying questions, the Board passed: 9

RESOLUTION NO. 98, S. 1982 10

Approving the request of Dr. Alicia S. Go for a 11
sabbatical leave of six months with pay, effective 12
July 1, 1982, provided she performs the projected work 13
schedule and submits the required reports and research 14
proposals as stated in the Sabbatical Work Schedule 15
(Appendices B & C), subject to COA rules and regulations. 16

APPROVED 17

3. Appointment of Personnel 18

The appointment of personnel as presented includes 19
(a) recruitment of eighteen (18) new staff members, (b) 20
two (2) change in appointment status from temporary to 21
permanent, (3) reclassification of five (5) academic staff 22
members, and (4) appointment of sixteen (16) affiliate 23
graduate faculty members (Appendix D). 24

RESOLUTION NO. 99-A, S. 1982 25

Approving the appointment of the following: 26

1. Dr. Nguyen Thi Thanh Tuyen as visiting associate 27
professor in Horticulture (contractual) at P25,116.00 28
p.a., effective April 1, 1982; 29

2. Ms. Rebecca G. Godoy as Clerk I (Permanent) at P5,382.00 p.a., effective June 1, 1982; 1
3. Ms. Carmela G. Filipino as Clerk I (Permanent) at P5,382.00 p.a., effective June 1, 1982; 2
4. Ms. Adelina B. Bulawan as Clerk I (Permanent) at P5,382.00 p.a., effective June 1, 1982; 3
5. Ms. Virginia I. Caintic as Clerk I (Permanent) at P5,382.00 p.a., effective June 1, 1982; 4
6. Mr. Rodrigo V. Aure as Utilityman (temporary) at P5,382.00 p.a., effective May 19, 1982; 5
7. Mr. Jesus S. Pabroquez as Utilityman (temporary) at P5,382.00 p.a.; 6
8. Mr. Wilfredo S. Sanchez as Utilityman (temporary) at P5,382.00 p.a., effective May 18, 1982; 7
9. Mr. Antonio A. Ballesteros as Utilityman (temporary) at P5,382.00 p.a., effective May 18, 1982; 8
10. Atty. Guiraldo B. Fernandez As Legal Officer (part-time/trial basis) at P7,266.00 p.a., effective May 1, 1982; 9
11. Mr. Leonardo T. Alba as Security Guard (Permanent) at P5,382.00 p.a., effective May 18, 1982; 10
12. Mr. Marlo P. Espina as Security Guard (temporary) at P5,382.00 p.a., effective May 18, 1982; 11
13. Mr. Godofredo P. Montajes as Security Guard (temporary) at P5,382.00 p.a., effective May 18, 1982; 12
14. Mr. Edito G. Piamonte as Messenger (temporary) at P5,382.00 p.a., effective May 18, 1982; 13
15. Ms. Arlene V. Borneo as Nurse (Permanent at P8,400.00 p.a., effective May 18, 1982; 14
16. Ms. Rolade C. Brizuela as Information Editor I (temporary) at P9,288.00 p.a., effective May 18, 1982; 15
17. Mr. Patrocinio B. Gofredo as Groundsman Gardener (temporary) at P5,382.00 p.a., effective May 18, 1982; 16
18. Mr. Bonifacio V. Oquias as Groundsman Gardener (temporary) at P5,382.00 p.a., effective May 18, 1982 (Appendix D-1). 17

All to take effect as specified, appointment subject to attestation by the Commissioner of Civil Service. 18

APPROVED 19

RESOLUTION NO. 99-B, S. 1982 20

Approving the permanent appointment of the following staff members: 21

1. Prof. Corazon B. Batoy as Assistant Professor at the Department of Plant Protection effective June 1, 1982; 22
- and 23
2. Dr. Bernabe B. Cocjin as Associate Professor at the Department of Animal Science and Veterinary Medicine effective June 16, 1982 (Appendix D-2) 24

Both appointments are subject to attestation by the
Commissioner of Civil Service.

APPROVED

RESOLUTION NO. 99-C, S. 1982

Approving the reclassification of academic ranks
of the following staff members:

1. Mr. Daniel M. Tudtud, Jr., from Instructor I
to Instructor IV;
2. Ms. Alicia S. Agarcio from Instructor II to
Instructor IV;
3. Ms. Rosadelima V. Lopez from Instructor II to
Instructor IV;
4. Mr. Rolando H. Arpilleda from Instructor I to
Instructor IV;
5. Mr. Nestor L. Pido from Instructor I to
Instructor IV.

All to take effect not earlier than completion of
their graduate studies or the date they reported for
duty, at ViSCA, whichever is later (Appendix D-3).

APPROVED

RESOLUTION NO. 99-D, S. 1982

Approving the temporary appointment as affiliate
graduate faculty of the following:

1. Prof. Leonardo L. Gapuz, Master of Agriculture,
effective April 1, 1982;
2. Prof. Richard T. Agbisit, MS in Horticulture,
effective April 1, 1982;
3. Ms. Rose Marie T. Rosario, MS in Entomology,
effective April 1, 1982;
4. Dr. Nelson M. Esguerra, Ph.D. in Entomology,
effective April 1, 1982;
5. Dr. Fe S. Saladaga, Ph.D. in Agricultural Educa-
tion, effective April 1, 1982;
6. Prof. Camilo D. Villanueva, MS in Agricultural
Economics, effective April 1, 1982;
7. Dr. Jose Sal Tan, Ph.D. in Development Communica-
tion, effective April 1, 1982;
8. Dr. Rogelio A. Jaime, Ph.D. in Ag. Extension,
effective April 1, 1982;
9. Mr. Vermando M. Aquino, MS in Plant Pathology,
effective April 1, 1982;

10. Ms. Fredeswinda L. Loreto, MS in Plant Pathology, effective April 1, 1982; 1
11. Prof. Corazon B. Batoy, MS in Biology, effective April 1, 1982; 2
12. Prof. Constancio M. Napiere, MS in Plant Pathology, effective April 1, 1982; 3
13. Dr. Jose R. Juego, Ph.D. in Agricultural Education, effective April 1, 1982; 4
14. Prof. Paciencia F. Milan, MS in Biology, effective April 1, 1982; 5
15. Dr. Oscar L. Colis, Ph.D. in Agricultural Education, effective April 1, 1982; and 6
16. Prof. Pedro P. Pascual, MS in Agronomy, effective June 1, 1982 (Appendix D-4). 7

All to take effect as specified, appointment subject to renewal. 8

APPROVED 9

4. Proposed New Positions 10

A proposal was presented creating some 51 new positions, academic and non-academic, with a total annual basic remuneration amounting to P489,924 (Appendix E). 11

The Board passed: 12

RESOLUTION NO. 100, S. 1982 13

Approving in toto the proposed new positions, subject to funding by the Minister of the Budget. (Appendix E) 14

APPROVED 15

B. Routinary Matters: 16

1. 1982 Summer Budgets (For notation) 17
- a. High School Summer Budget 18
- b. College Summer Budget 19

The 1982 summer budgets of the ERHS and the Collegiate departments were approved through a referendum, under Resolution No. 96, s. 1982, subject to the submission of the listing of the sources of summer income and expenses; hence the presentation of the 1982 summer budgets (Appendices F & G). 20

C. Policy Matters:

1. Amendment to the ViSCA Code on Appointment Status of Asst. Professors, Associate Professors, and Professors

The proposed amendments to Sections 161 and 162, Article 8, Chapter 16 of the ViSCA Code were presented recommending a general provision stating that no faculty member of permanent status shall be given temporary appointment upon promotion to the rank of assistant professor, associate professor, or professor.

Pres. Bernardo explained to the Board that the present codal provision on this matter is quite vague; hence, the proposed amendment (Appendix H).

The Board passed:

RESOLUTION NO. 101, S. 1982

Approving the amendments to Sections 161 & 162 of the ViSCA Code and adopting the following provisions:

Section 161.

The initial appointment in ViSCA to the rank of assistant professor shall be temporary in character, renewable every year but not to exceed two (2) years. In the second year, a temporary appointment shall automatically terminate at the end of the period stated therein, unless the Board of Trustees, upon the recommendation of the president, grants reappointment with permanent tenure on the basis of the factors mentioned in Section 153 of this Code. However, nothing herein provided shall deprive any faculty member of permanent status already held prior to promotion in rank.

Section 162.

The initial appointment in ViSCA to the rank of associate professor or professor shall be temporary in character for one year, after which time the president may recommend to the Board of Trustees a reappointment

with permanent tenure on the basis of the factors mentioned
in Section 153 of this Code. However, nothing herein pro-
vided shall deprive any faculty member of permanent status
already held prior to promotion in rank.

These codal provisions shall take effect to cover even
past appointments of the faculty members concerned.
(Appendix H)

APPROVED

2. Amendment of the VISCA Code on the Supervision of the
College Registrar

A proposal was presented recommending that Board
Resolution No. 55, s. 1977, be amended, placing the res-
ponsibility of supervision of the college registrar under
the director of instruction (Appendix I).

The Board passed:

RESOLUTION NO. 102, s. 1982
(Amendment of Board Resolution No. 55, s. 1977)

Approving the recommendation that the college
registrar be given full responsibility over the work/
functions appertaining to the registrar's office; under
the direct supervision of the director of instruction,
as embodied in Board Resolution No. 65, s. 1981, super-
seding the provisions of Board Resolution No. 55, s.
1977, this to take effect upon the approval of the Board.
(Appendix I)

APPROVED

3. Recommendation for Conversion of Position Title of
Research Personnel in Research Centers

The proposal recommending the conversion of position
title of research personnel in research centers were pre-
sented for Board action.

Pres. Bernardo emphasized that personnel in research centers with titles at the professorial level may not be affected by this proposal (Appendix J).

The Board passed:

RESOLUTION NO. 103, S. 1982

Approving the recommendation to convert the teaching position titles of certain junior research personnel to appropriate research position titles at the same rate.

Also, approving the guidelines for conversion of position titles and for hiring purposes, provided that those research personnel who would want to retain their teaching position titles should be required to teach and carry the minimum teaching load, in addition to their research functions (Appendix J).

APPROVED

4. Candidates for Graduation as of the School Year 1981-82

Upon the recommendation of Dr. Suarez, the list of graduates was noted by the Board but the resolution passed concerning the approval of graduation be amended to read: (Appendix K)

RESOLUTION NO. 96, s. 1982 (amended)

Approving the recommendation of the College President, giving the Academic Council (AC) the complete authority to approve the graduation of the candidates for graduation at the college level for this particular school year only, provided that the list of graduates be submitted to the Board in its next meeting for notation. (Appendix K)

APPROVED

V. Other Matters:

1. Sanction for the Purchase of Shoes and Authority to Purchase Maong Jackets for the ViSCA Security Guards

Regarding the request seeking Board sanction for the purchase of shoes and asking authority to purchase also "maong" jackets for the ViSCA Security (Appendix L),

Dr. Suarez suggested that the college should write to
Chairman Tantuico or make representation with the Commis-
sion on Audit for necessary clearance.

On the basis of Dr. Suarez suggestion, the Board
passed:

RESOLUTION NO. 104, S. 1982

Authorizing the College to purchase "Maong" jackets
for the use of the security guards and giving Board sanc-
tion to the purchase of service shoes given them and
recommending that the College write to or make arrangement
with Chairman Tantuico for the necessary clearance from
the Commission on Audit. (Appendix L)

APPROVED

2. Proposed Guidelines in Granting Clothing Allowance to
ViSCA Staff Traveling Abroad

Pres. Bernardo presented a schedule of clothing
allowance for the ViSCA staff who will travel abroad,
to wit: (Appendix M)

<u>Duration of Fellowship/Scholarship Study Leave or Sabbatical Leave</u>	<u>Clothing Allowance</u>
At least two years	\$300.00
At least one year	200.00
At least six months	150.00
At least two months	100.00
At least one week	75.00

Dr. Suarez reminded Pres. Bernardo that there is an
existing Malacañang policy on clothing allowance for those
who travel abroad but the college president explained the
necessity of a guideline as basis for ViSCA in determining
the amount since travel durations vary.

One disadvantage of the guideline is that
Malacañang requires that one must not have received
any clothing allowance during the last two years to
entitle him to a clothing allowance. If one left for
abroad for only one week and collected \$75 for clothing
allowance he cannot claim for another clothing allow-
ance within the next two years.

On the basis of the foregoing deliberation, the
Board decided not to consider the proposal of ViSCA.

There being no other matter to discuss, the presiding officer
adjourned the meeting at 3:09 p.m.

CERTIFIED TRUE AND CORRECT:


ANDRES F. DUATIN
College/Board Secretary

ATTESTED:

DR. VEDASTO G. SUAREZ
Presiding Officer

ACADEMIC DEPARTMENT HEADS*

Name	Position		Department	Nature and Term of Appointment
	Present	Proposed		
io A. Saladaga	Director of Head	Vice Pres Head for	Prof, Desplant Breeding and	By designation, for a 3-year term
	Development and	Development and	as Director Agricultural Botany	By designation, for a 3-year term
	Business Affairs	Business Affairs	Affairs and, later as Director of Business	By designation, for a 3-year term
K. Palomar	Acting Head	Head	Affairs (Vice President) as Director of Business	By designation, for a 3-year term
G. Escalada	Head	Head	of Techno Agronomy and Soil	By designation, for a 3-year term
A. Quiton	Head	Head	the second Science	By designation, for a 3-year term
B. Cocjin	Acting Head	Head	his shoulders fall the complicated job of	By designation, for a 3-year term
apcion T.	Head	Head	administrate Agricultural Development the VISCA	By designation, for a 3-year term
arate	Head	Head	EDUCATION the VISCA, with \$25 M for	By designation, for a 3-year term
L. Bonita	Acting Head	Acting Head	capital outlay. This excludes research grants	By designation, for a 3-year term
P. Pastrano	Acting Head	Acting Head	worth will Animal Science and	By designation, for a 3-year term
S. dela Rosa	—	OIC	facilitate Veterinary Medicine	By designation, for a 3-year term
no C. Paelnar	Head	Head	and in Home Science	By designation, for a 3-year term
			given the higher positions that he deserves.	By designation, for a 3-year term
			As Forestry	By designation, for a 3-year term
			small persons staff function but shall be	By designation, for a 3-year term
			specific Physical Education	By designation, for a 3-year term
			implementation of most construction projects	By designation, for a 3-year term
			Agricultural Chemistry and	By designation, for a 3-year term
			As Food Science	By designation, for a 3-year term
			responsible for the efficient and effective	By designation, for a 3-year term
			management of the College business affairs.	By designation, for a 3-year term
			Arts and Letters	By designation, for a 3-year term

Board Action: APPROVED

Date: June 11, 1982

ADMINISTRATIVE POSITIONS

Position		Justification	Nature and Term of Appointment
Present	Proposed		
Director of Business Affairs and Finance	Vice President for Development and Administration	<p>Prof. Bascug has been serving very competently as Director of Business and Administrative Affairs and, later as Director of Business Affairs for seven years. Dr. Samuel S. Go, (Vice President) as OIC of Palompon Institute of Technology, Prof. Bascug is now practically the second man in this huge institution. On his shoulders fall the complicated job of administering many projects, for the VISCA BUDGET this year is P54 M, with P25 M for capital outlay. This excludes research grants worth millions and the USAID-PCARR research facilities development worth P19 million.</p> <p>In fairness to Prof. Bascug he must be given the higher positions that he deserves.</p> <p>As Vice President for Development, he shall perform staff function but shall be specifically the President's deputy in the implementation of most construction projects;</p> <p>As in charge of finance, he shall be responsible for the efficient and effective management of the College business affairs.</p>	<p>By designation, for a 4-year term with honorarium of P700/mo. the reorganization of the research and extension programs and administrative set-up is approved by the Board, with honorarium of P500/mo.</p>

APPROVED

Board Action:

Date : June 11, 1982

Date

Date

June 11, 1982

PROPOSED DESIGNATIONS TO
ADMINISTRATIVE POSITIONS

Position		Justification	Nature and Term of Appointment
Present	Proposed		
Director of Extension College Secretary	Director of Instruction College Secretary	Although Dr. Ponce is recognized as the best man to administer VISCA's extension program, his qualifications are not limited to extension. He is young, energetic, very innovative full of ideas and hard-driving. With him as Director of Instruction, there is no doubt that there shall be continuity in the established system of administering VISCA's instructional program. In addition, new stones shall be turned and new dimensions introduced under his stewardship.	By designation, for a 4-year term, with an honorarium of P500/mo.
Director of Security	Director of Security	Prof. Mammel Ancheta and his wife, Prof. Sarah Ancheta, are the most senior faculty members in VISCA. They have practically dedicated their lives to the service of this school and have served very well without expecting any reward. Both have expressed their desire to retire and make a trip abroad to visit their children and grandchildren. On first impulse, we do not wish them to go, but we realize that this is unfair to the couple.	By designation, for a 3-year term, with honorarium of P400/mo.
Director of Student Affairs	Director of Student Affairs		By designation, for a 4-year term or until Prof. Ancheta retires; with honorarium of P500/mo.

Board Action: APPROVED
Date: June 11, 1982

PROPOSED DESIGNATIONS TO ADMINISTRATIVE POSITIONS

<u>Position</u>	
<u>Present</u>	<u>Proposed</u>

Director of Extension	Director of Instruction
College Secretary	College and Research Secretary

Justification

Although Dr. Ponce is recognized as the best man to administer VISCA's extension program, his qualifications are not limited to extension. He is young, energetic, very innovative, full of ideas and hard-driving. With him as Director of Instruction, there is no doubt that there shall be continuity in the established system of administering VISCA's instructional program. In addition, new stones shall be turned and new dimensions introduced under his stewardship.

Director of Student Affairs	Director of Student Affairs
-----------------------------	-----------------------------

Prof. Mamel Ancheta and his wife, Prof. Sarah Ancheta, are the most senior faculty members in VISCA. They have practically dedicated their lives to the service of this school and have served very well without expecting any reward. Both have expressed their desire to retire and make a trip abroad to visit their children and grandchildren. On first impulse, we do not wish them to go, but we realize that this is unfair to the couple.

Nature and Term of Appointment

By designation, for a 4-year term, with an honorarium of P500/mo.

By designation, for a 3-year term, with honorarium of P400/mo.

By designation, for a 4-year term or until Prof. Ancheta retires; with honorarium of P500/mo.

Board Action: APPROVED

Date: June 11, 1982

RENEWAL OF DESIGNATIONS TO ADMINISTRATIVE POSITIONS

Present	Position Proposed	Justification	Nature and Term of Appointment
Dres atin	College Secretary	Prof. Duatin has been performing very efficiently his job as College Secretary, Board Secretary, and Secretary to the Executive Committee, and Secretary to the Academic Council. He is hard-working and very dedicated to his work.	By designation for a 4-year term; with honorarium of P400/mo.
Inador S. ing	OIC, Security	Mr. Dominador S. Ugsang has done an excellent job as OIC of the Security Force as attested by Mr. Wilfredo Valenzona, the Administrative Officer. (see Mr. Valenzona's recommendation)	By designation, for a 3-year term; with honorarium of P400/mo.

Board Action: APPROVED
Date: June 11, 1982

Wife - Remedios B. Mercado
- Marilyn M. Valdez, Anthony
Climbio, Maria Purissima
and Francis, Jr.

CURRICULUM VITAE

8. 1978-1979 Associate Professor I with concurrent designation as Director of Student Affairs, VISCA,

I. Personal Data

1. Name Francisco Gonzales Bascug
2. Postal Address VISCA, Baybay, Leyte
3. Place of Birth Maasin, Southern Leyte
4. Date of Birth October 10, 1920
5. Civil Status Married: Wife - Remedios B. Mercado
Children - Marilyn Natividad, Anthony
Claudio, Natalia Purisima, Laguna
and Francisco, Jr.

Honors and Awards

II. Educational Background

1. 1928-1936 Elementary, Maasin Elementary School, Maasin, Southern Leyte
2. 1936-1940 Secondary Education (High School) College of Maasin, Maasin, Southern Leyte
3. 1940-1942 Junior Normal Collegiate (E.T.C.) College of Maasin, Maasin, Southern Leyte
4. 1947-1951 Bachelor of Science in Agriculture, UPLB, Major in Agronomy, Minor - Ag. Education
5. 1970-1972 Master of Science, UPLB, Major in Ag. Education
Thesis: "Relationship of Some Intellectual and Non-intellectual Factors to School Performance of Vocational Agriculture Students at the Visayas Agricultural College"

III. Work Experiences

1. June, 1947 - Junior Teacher, Visayas Agricultural College
2. May, 1954 - Senior Teacher (Regular)
3. August, 1955 - Senior Teacher (Regular)
4. May, 1974 - School Superintendent
1. 1945-1947 Elementary School Teacher, Maasin, Southern Leyte
2. 1951-1956 Vocational Agriculture Teacher, Visayas Agricultural College, Baybay, Leyte
3. 1956-1960 Instructor, College Department, Visayas Agricultural College, Baybay, Leyte
1. Member, Philippine Visayas Agricultural College
2. Member, Philippine Baybay, Leyte Vocational Education
4. 1960-1965 Principal I, Villaba Rural Agricultural School, Villaba, Leyte
3. First President, High School, Villaba, Leyte
5. 1965-1970 Agricultural School Principal II, Visayas Agricultural College, Baybay, Leyte
4. Coordinator - National Agricultural College Department Head, 1969-70
6. 1972-1974 National Agricultural College Department Head, Visayas Agricultural College, Baybay, Leyte
6. Resource person in Visayas Agricultural College, Baybay, Leyte
7. 1974-1978 Assistant Professor III with concurrent designation as Director of Business and Administrative Affairs, Visayas State College of Agriculture, Baybay, Leyte
7. President of the VISCA Personnel Association (P.A.) 1981-1982

CURRICULUM VITAE

I. Personal Data

1. Name . . . Francisco Gonzales Bascug
2. Postal Address . . . VISCA, Baybay, Leyte
3. Place of Birth . . . Maasin, Southern Leyte
4. Date of Birth . . . October 10, 1920
5. Civil Status . . . Married: Wife - Remedios B. Mercado
Children - Marylin Natividad, Anthony -
1. 1970-1972 Teaching Fellow Claudio, Natalia Purisima
and Francisco, Jr.

V. Honors and Awards

II. Educational Background

1. 1928-1936 Elementary, Maasin Elementary School, Maasin, Southern Leyte
2. 1936-1940 Secondary Education (High School) College of Maasin, Maasin, Southern Leyte
3. 1940-1942 Junior Normal Collegiate (E.T.C.) College of Maasin, Maasin, Southern Leyte
4. 1947-1951 Bachelor of Science in Agriculture, UPLB Major in Agronomy, Minor - Ag. Education
5. 1970-1972 Master of Science, UPLB, Major in Ag. Education Thesis: "Relationship of Some Intellective and Non-intellective Factors to School Performance of Vocational Agriculture Students at the Visayas Agricultural College"

VI. Civil Service Examinations

1. June, 1947 - Junior Teacher
2. May, 1954 - Senior Teacher
3. August, 1955 - Senior Agriculturist
4. May, 1956 - Senior Teacher (Regular)
5. May, 1974 - School Superintendent

III. Work Experiences

1. 1945-1947 Elementary School Teacher Maasin, Southern Leyte
2. 1951-1956 Vocational Agriculture Teacher Visayas Agricultural College, Baybay, Leyte

VIII. Professional and Civic Membership

3. 1956-1960 Instructor, College Department
1. Member, Philippine Visayas Agricultural College
2. Member, Philippine Baybay, Leyte Vocational Education
4. 1960-1965 Agricultural School Principal I, Villaba Rural High School, Villaba, Leyte
5. 1965-1970 Agricultural School Principal II, Visayas Agricultural College, Baybay, Leyte
6. 1972-1974 National Agricultural College Department Head, Visayas Agricultural College, Baybay, Leyte
6. Resource person in Leyte
7. 1974-1978 Assistant Professor III with concurrent designation as Director of Business and Administrative Affairs, Visayas State College of Agriculture, Baybay, Leyte
7. President of the VISCA Personnel Association 1981-1982

8. 1978-1979 Associate Professor I with concurrent designation
IX. Additional Training: as Director of Student Affairs, VisCA,
Baybay, Leyte

9. 1979-Present Associate Professor II with concurrent designation
at (MONAS) Negros as Director of Business Affairs, 1995
2. Participated in the Workshop of Agricultural Administrators at

IV. Scholarship Grants, 1961

3. Workshop on Methods of Teaching of College Subjects at
1. 1970-1972 Kina Sch Teaching Fellowship Grant, UPLB, College, Laguna
4. Seminar-Workshop on Government Budgeting sponsored by the

V. Honors and Awards Bicol University, 1975

5. Seminar-Workshop in Government Budgeting sponsored by PACBA
1. Third Honorable Mention, Maasin Elementary School, Maasin,
6. Seminar Southern Leyte Application and Office Productivity sponsored
2. Honor Student, College of Agriculture UP 1st Sem. 1950-1951
3. Certificate of Leadership in Vocational Education by the
Visayas Agricultural College in 1965
4. Bronze Medal Award for length of service by the Bureau of
Vocational Education in 1968
5. Gold Medal Award, Outstanding Vocational School Principal,
Bureau of Vocational Education, 1975
6. Length of Service Award, VisCA, 1979

VI. Civil Service Examinations Passed

		Rating	Place
1.	June, 1947 - Junior Teacher (Regular)	78.39%	Manila
2.	May, 1954 - Senior Teacher of Agriculture)	77.19%	Cebu City
3.	August, 1955 - Senior Agriculturist	70.02%	Cebu City
4.	Jan, 1956 - Senior Teacher (Regular)	73.04%	Ormoc City
5.	May, 1974 - School Superintendent	70.00%	Manila

VII. Paper Written - Performance Test of Imported Hybrid Dent Corn
UPCA, Unpublished

VIII. Professional and Civic Organization Membership

1. Member, Philippine Association for Vocational Education (PAVE).
2. Member, Philippine Association for Vocational Education
Principals (PAVEP).
3. First President, Leyte National Vocational Schools Association
(LENVOSA) in 1966.
4. Coordinator - Manpower Training Program, VAC Training Center, 1969-70
5. Member, Board of Directors, LENVOSA
6. Resource person in various workshops in agriculture as follows:
a. Farmer's Week Celebration, Baybay, Leyte
b. Resource person on Alcoholism and Vice - Echo Seminar,
Baybay III Division III.
c. Resource person on Vegetable Production Standards,
Division of Southern Leyte
7. President of the VisCA Personnel Association (VPA) 1981-1982

. . . Bascug, F. G.

IX. Additional Training:

5th Indorsement

1. Attended workshop in Farm Mechanics for Agriculture Teachers at (NONAS) Negros Occidental National Agric. School, 1955
2. Participated in the Workshop of Agricultural Administrators at Cebu City, 1961
3. Workshop on Methods of Teaching of College Subjects at Marikina School of Arts and Trade, Marikina, Rizal, 1974
4. Seminar-Workshop on Government Budgeting sponsored by the PAGBA at Bicol University, 1975
5. Seminar-Workshop in Government Budgeting sponsored by PAGBA at Baguio City, 1976
6. Seminar on Work Simplification and Office Productivity sponsored by the Ministry of the Budget at Manila, 1981
7. Regional Conference Workshop in Agricultural Education at VISCA, Baybay, Leyte, 1982

(SGD.) SISANO C. PABLANAR
Department Head

Board Action: Approved

Sabbatical Leave for six months, based on the basic communications as recommended

Date: June 11, 1982

4th Indorsement

Department of Arts and Letters, VISCA, Baybay, Leyte

5th Indorsement

Department of Arts & Letters, VISCA, Baybay, Leyte

April 29, 1982

Respectfully forwarded to Pres. F. A. Bernardo thru Prof. Susano C. Faelnar, Head of the Department of Arts and Letters, Visayas State College.

Respectfully forwarded to Pres. F. A. Bernardo the attached 4th Indorsement of Dr. Alicia S. Go of this Department, requesting reconsideration of her application for a sabbatical leave as stated herein. It is recommended that appropriate action be taken on the appeal as soon as possible in the interest of the Department in particular and the College in general.

Reassignment of Dr. Samuel S. Go as OIC of FIL which was approved and approved by the Minister of Education and Culture.

2. Pres. F. A. Bernardo has given an optimistic note to a letter requesting for a sabbatical leave (SGD.) SUSANO C. FAELNAR Department Head April 12, 1982; and after a response was received, a letter regarding a sabbatical leave addressed to Pres. Bernardo dated March 19, 1982. The note follows:

"Perhaps we can make a special arrangement for your sabbatical leave for 6 months, but details of what you intend to do must be presented to the VISCA Board for approval.

A special part-time work arrangement for you in VISCA can also be made. Please discuss this first with Prof. Faelnar."

3. The Code states in full that:

Board Action: Approved
 Section 174. Sabbatical leave and/or exchange of professors or universities may be granted to faculty by the Board of Trustees upon the recommendation of the President to encourage study, investigation and research and to improve their competencies for service to the college."

Date: June 11, 1982

It is clear that one of the objectives is "to encourage study, investigation and research" while another objective is "to improve their competencies for service to the college." The undersigned is certain that the activities lined up for the first six months in her sabbatical leave meet the requirements of the first objective. In addition, the tasks and investigations listed from June to November are all VISCA-oriented especially the accomplishment of terminal research reports for PCARR through VISCA and finishing of the VISCA QI-2 Study.

The undersigned is also participating in a research project with VISCA and other colleges.

Certainly, upgrading teaching materials and training students learning in agro-technical schools is a major project. Status, Department of Arts and Letters, VISCA, Baybay, Leyte in Agro-Technical Schools April 29, 1982. The undersigned has played a major role. Because of the rush in preparing the programs, no research data was available, having in mind post data-gathering to serve as bulwark to the two programs on behavioral science and language teaching and at the same time. Respectfully forwarded to Pres. F. A. Bernardo thru Prof. Susano C. Faelnar, Head of the Department of Arts and Letters, Visayas State College of Agriculture, with information and added inquiries pertinent to an application for a sabbatical leave.

The second set of tasks from December to May is still sharpening a contest. It is requested that the case of the undersigned, Alicia S. Go, Professor in the Arts and Letters Department, be considered a special arrangement with humane treatment considering the new assignment of Dr. Samuel S. Go as OIC of PIT which was approved by the Minister of Education and Culture. A couple of months ago, I was asked to revise it in order to update its relevance to students' needs. All this task has not been done. Pres. F. A. Bernardo has given an optimistic note to a letter requesting for a sabbatical leave sent directly to him dated April 12, 1982; and after no response was received to a similar letter regarding a sabbatical leave addressed to Dir. Emiliana N. Bernardo dated March 19, 1982. The note follows:

The other proposed studies involving other agro-technical schools actualize VISCA's role in the development of the region. Perhaps we can make a special arrangement for your sabbatical leave for 6 months, but details of what you intend to do must be presented to the VISCA Board for approval. A special part-time work arrangement for you in VISCA can also be made. Please discuss this first with Prof. Faelnar."

lip service. The Code states in full that: "Section 174. Sabbatical assignment in the form of study leave and/or exchange professorship with other colleges or universities may be granted to members of the faculty by the Board of Trustees upon the recommendation of the president to encourage study, investigation, and research and to improve their competencies for service to the college."

4. educational implications especially to a Regional Agricultural University. It is clear that one of the objectives is "to encourage study, investigation and research" while another objective is "to improve their competencies for service to the college." The undersigned is certain that the activities lined up for the first six months in her sabbatical leave meet the requirements of the first objective. In addition, the tasks and investigations listed from June to November are all VISCA-oriented especially the accomplishment of terminal research reports for PCARR through VISCA and finishing of the VISCA 01-2 Study. The undersigned as well as participating in cooperative research projects with VISCA and other schools.

(Sgd.) ALICE S. GO
Professor

2nd Indorsement

Certainly, upgrading teaching methodologies and maximizing students' learning in agro-technical schools have no boundaries. The project "Status, Problems and Needs of the Humanities and Social Sciences Program in Agro-Technical Schools" is a necessary back-up research for the two new masteral programs at ViSCA wherein the undersigned has played a major role. Because of the rush in preparing the programs, no research data was available, having in mind post data-gathering to serve as bulwark to the two programs on behavioral science and language teaching and at the same time identify the real problems and needs in such areas of agro-technical schools especially in Northern and Southern Leyte. This is indeed a big service to the College and its avowed service area.

The second set of tasks from December to May is still sharpening a competency "for service to the College". The book entitled Writing the Research Paper took final shape in ViSCA as an outgrowth of teaching English 13. In fact, it bears the ViSCA address. USM and CMU as well as a couple of nearby schools in Leyte teaching the same course have used and are still using the text with the author's promise to revise it in order to update its relevance to students' needs. Will this task be not doing service to the College by refining a learning tool that it has produced? For emphasis, this learning tool is used by at least a couple of agricultural schools in Leyte that ViSCA has pledged to help in terms of instructional material preparation, research and extension.

The other proposed studies involving other agro-technical schools actualize ViSCA's commitment to cooperative endeavors with agricultural schools in Region 7 & 8. It was not too long ago that the undersigned attended a seminar on "Strengthening Agricultural Education for Regional Development (March 10-12, 1982)". Surely, ViSCA's need to do more than lip service. The undersigned feels that service extended through her professional capacities must as much as possible pervade beyond ViSCA whether working at the ViSCA campus or at a smaller school like PIT which is within the service area of ViSCA. One can still do service to the College although he might not be physically present in ViSCA 100 percent of the time. Conversely, one who is staying at the ViSCA campus may not be sincerely rendering service to the College.

Very truly yours,

4. An appeal is made for the board interpretation of Article 11, Section 174 of the ViSCA Code since it has by nature wide educational implications especially to a Regional Agricultural College. Our transfer to PIT is a form of service to ViSCA on a higher plane.

3rd Indorsement

5. A teacher, either an instructor or an assistant instructor, can still be hired using a part of the undersigned's salary as professor while she receives a portion of it.

Respectfully forwarded to Dr. Alicia S. Go, Professor in the Department of Arts. In fact, teaching summer courses at ViSCA could still be done by the undersigned as well as participating in cooperative research projects with ViSCA and other schools.

(SGD.) SUSANO C. FAELMAN
(SGD.) ALICE S. GO
Professor

2nd Indorsement
Visayas State College of Agriculture

Baybay, Leyte

April 27, 1982

Returned to Prof. Susano C. Faelnar, Head of the
Department of Arts and Letters, Visayas State College of
Agriculture, with the following comments:

1. It is not legally possible for VISCA to allow Dr. Alice S. Go to go on a six-month sabbatical leave and at the same time give you permission to fill up her position since she will be on leave with pay. I cannot assure you yet if our resources would allow hiring of someone to take her place but with the salary charged to the substitute funds. I am still studying the needs of the different departments for additional teaching staff.

(SGD.) SUSANO C. FAELNAR

Department Head

2. I am not certain if the different activities lined up for the first six months of sabbatical leave of Dr. Go are all covered by the pertinent provision of the VISCA Code which I have reproduced for your handy reference. Also even if not specifically stated, it is implied in the last portion of said provision ("to improve their competencies for service to the College"), that a staff member granted a sabbatical leave is expected to return and serve the College after the leave. It seems however, that Dr. Go does not plan to come back at the termination of her leave.

Please make the necessary clarifications.

Very truly yours,

(SGD.) E. N. BERNARDO
Director

3rd Indorsement

Department of Arts & Letters, VISCA, Baybay, Leyte

April 28, 1982

Respectfully forwarded to Dr. Alicia S. Go, Professor in the Department of Arts and Letters, the self-explanatory opinion of Dr. Emiliana N. Bernardo, Director of Instruction, with reference to the application for sabbatical leave as contained in the basic communication.

(SGD.) SUSANO C. FAELNAR
Department Head

1st Indorsement
Department of Arts & Letters, ViSCA, Baybay, Leyte
Article 11. Sabbatical
April 23, 1982

Section 174. Sabbatical assignment in the form of

Respectfully forwarded to Pres. F. A. Bernardo favorably recommending approval of the application for a six-month sabbatical leave of Dr. Alicia S. Go, as justified in her basic communication. It is with regret that the Department will lose a very valuable staff member who will leave the College for good. In this connection, therefore, it is requested that her vacant position be filled up by giving the Department Head the authority to recruit immediately a qualified English teacher to replace her so as not to disrupt the program of the Department beginning SY 1982-83 and thereafter.

study, investigation, and research and

to improve their (SGD.) SUSANO C. FAELNAR
Department Head

for service to the College.

Article 11. Sabbatical Assignment

Section 174. Sabbatical assignment in the form of study leave and/or exchange professorship with other college or universities may be granted to members of the faculty by the Board of Trustees upon the recommendation of the president to encourage study, investigation, and research and to improve their competencies

Pres. F. A. Bernards
VISCA, Baybay, Leyte

From the Department Head

Dear Pres. Bernards:

Since my husband will be moving out to PIT in June, I have decided to join him during all his leave periods. We have to create a home base there to make us more effective individuals. I trust that you can understand a basic psychological need to be with my husband.

To enable me to complete ongoing research studies at VISCA and at the same time orient myself to the myriad tasks at PIT, I would like to apply for a sabbatical leave - if not for a year, for six months at least. At then, a position at PIT will have been created for me. That means I will still be earning seventy-five percent of my salary while starting to relate myself to my husband's work and also get oriented to my regular tasks at PIT.

Attached is the tentative schedule of work during the sabbatical leave. I have plotted the tasks to be accomplished within a six-month period or within a one-year period.

I will appreciate any help extended to me on this matter.

Very truly yours,

(SOL.) ALICE E. GO

Copy furnished:

Office of the Director of Instruction
Personnel Office

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

April 22, 1982

Pres. F. A. Bernardo
VISCA, Baybay, Leyte

Thru the Department Head

Dear Pres. Bernardo:

Since my husband will be moving out to PIT in June, I have decided to join him despite all inconveniences. We have to create a home base there to make us more effective individuals. I trust that you can understand a basic psychological need to be with my husband.

To enable me to complete ongoing research studies at VISCA and at the same time orient myself to the myriad tasks at PIT, I would like to apply for a sabbatical leave - if not for a year, for six months at least. By then, a position at PIT will have been created for me. That means I will still be earning seventy-five percent of my salary while starting to relate myself to my husband's work and also get oriented to my regular tasks at PIT.

Attached is the tentative schedule of work during the sabbatical leave. I have plotted the tasks to be accomplished within a six-month period or within a one-year period.

I will appreciate any help extended to me on this matter.

Very truly yours,

(SGD.) ALICE S. GO

Copy furnished:

Office of the Director of Instruction
Personnel Office

APPOINTMENTS OF COLLEGE PERSONNEL FOR CONFIRMATIONA. RecruitmentRegional Coconut Research Center

- | | |
|--|--|
| 1. Dr. Nguyen Thi Thanh Tuyen
Ph. D. in Horticulture
UPLB 1981
Age: 31 yrs. old | Visiting Associate Professor
Salary: ₱25,116.00 p.a.
Effectivity: April 1, 1982
Status: Contractual |
|--|--|

Dept. of Plant Breeding & Agric'l. Botany

- | | |
|---|---|
| 2. Ms. Rebecca G. Godoy
Secretarial
FCIC 1980
Age: 26 yrs. old | Clerk I
Salary: ₱5,382.00 p.a.
Effectivity: June 1, 1982
Status: Permanent |
|---|---|

Dept. of Agricultural Chemistry

- | | |
|--|---|
| 3. Ms. Carmela G. Filipino
Secretarial
FCIC 1978
Age: 24 yrs. old | Clerk I
Salary: ₱5,382.90 p.a.
Effectivity: June 1, 1982
Status: Permanent |
|--|---|

Dept. of Agric'u'l. Eng'ng. & Applied Math.

- | | |
|--|---|
| 4. Ms. Adelina B. Bulawan
4th year BS Commerce
FCIC 1978
Age: 29 yrs. old | Clerk I
Salary: ₱5,382.00 p.a.
Effectivity: June 1, 1982
Status: Permanent |
|--|---|

Dept. of Forestry

- | | |
|--|---|
| 5. Ms. Virginia I. Caintic
Third Year AB
FCIC 1980
Age: 27 yrs. old | Clerk I
Salary: ₱5,382.00 p.a.
Effectivity: June 1, 1982
Status: Permanent |
|--|---|

Dept. of Home Science

- | | |
|--|--|
| 6. Mr. Rodrigo V. Aure
Secretarial
FCIC 1978
Age: 26 yrs. old | Utilityman
Salary: ₱5,382.00 p.a.
Effectivity: May 19, 1982
Status: Temporary |
|--|--|

Dept. of Animal Science & Veterinary Medicine

- | | |
|--|--|
| 7. Mr. Jesus S. Pabroquez
Second year College
Southwestern University 1964
Age: 41 yrs. old | Utilityman
Salary: ₱5,382.00 p.a.
Effectivity: Dec. 1, 1981
Status: Temporary |
|--|--|

Experimental Rural High School

8. Mr. Wilfredo S. Sanchez
High School Graduate
FCIC 1970
Age: 32 yrs. old

Utilityman
Salary: P5,382.00 p.a.
Effectivity: May 18, 1982
Status: Temporary

Office of the Director of Extension

9. Mr. Antonio A. Ballesteros
Second Year High School
Arellano University 1963
Age: 32 yrs. old

Utilityman
Salary: P5,382.00 p.a.
Effectivity: May 18, 1982
Status: Temporary

Office of the Vice President for Administration

10. Atty. Guiraldo B. Fernandez
Bachelor of Laws
University of San Carlos 1968
Age: 38 yrs. old

Legal Officer (Part-Time)
Salary: P7,266.00 p.a.
Effectivity: May 1, 1982
Status: Temporary (Substitute)

Security Office

11. Mr. Leonardo T. Alba
High School Graduate
Iloilo City High School 1957
Age: 41 yrs. old

Security Guard
Salary: P5,382.00 p.a.
Effectivity: May 18, 1982
Status: Permanent

12. Mr. Marlo P. Espina
High School Graduate
Baybay High School
Age: 24 yrs. old

Security Guard
Salary: P5,382.00 p.a.
Effectivity: May 18, 1982
Status: Temporary

13. Mr. Godofredo P. Montajes
BS in Criminology
Univ. of the Visayas 1977
Age: 39 yrs. old

Security Guard
Salary: P5,382.00 p.a.
Effectivity: May 18, 1982
Status: Temporary

Records Division

14. Mr. Edito G. Piamonte
High School Graduate
ViSCA 1974
Age: 24 yrs. old

Messenger
Salary: P5,382.00 p.a.
Effectivity: May 18, 1982
Status: Temporary

Infirmary

15. Ms. Arlene V. Borneo
Graduate Nurse
Golden Gate College of Nursing 1976
Age: 28 yrs. old

Nurse
Salary: P8,400.00 p.a.
Effectivity: May 18, 1982
Status: Permanent

Information Office

16. Ms. Rolanda C. Brizuela
BS in Agric'l. Development Education
ViSCA 1980
Age: 22 yrs. old

Information Editor I
Salary: P9,288.00 p.a.
Effectivity: May 18, 1982
Status: Temporary

Physical Plant Office

17. Mr. Patrocinio B. Gofredo
Elementary Graduate
Gabas Elementary School 1953
Age: 43 yrs. old

Groundsman Gardener
Salary: P5,382.00 p.a.
Effectivity: May 18, 1982
Status: Temporary

18. Mr. Bonifacio V. Oquias
Elementary Graduate
San Agustin Elem. School 1956
Age: 43 yrs. old

Groundsman Gardener
Salary: P5,382.00 p.a.
Effectivity: May 18, 1982
Status: Temporary

APPENDIX D₂

B- For Permanent Status

1. Ms. Corazon B. Batoy
MS in Biology
No. of years in present position - 2 yrs.
Performance Rating: Outstanding

Assistant Professor
Dept. of Plant Protection
Effectivity: June 1, 1982

2. Dr. Bernabe B. Cocjin
Ph. D. in Animal Science
No. of years in present position - 1 year
Performance Rating: Satisfactory

Associate Professor
Dept. of Animal Science &
Veterinary Medicine
Effectivity: June 16, 1982

APPENDIX D₃

C- Reclassification of Academic Staff

<u>Name</u>	<u>Highest Degree</u>	<u>Equivalent Rank</u>	<u>Present Rank</u>
1. Daniel M. Tudtud	Master of Management	Instructor IV	Instructor I
2. Alicia S. Agarcio	Master of Arts in Agrarian Studies	Instructor IV	Instructor II
3. Rosadelima V. Lopez	MS in Statistics	Instructor IV	Instructor II
4. Rolando H. Arpilleda	Master of Science in Teaching (Physical Science)	Instructor IV	Instructor I
5. Nestor L. Pido	MS in Genetics	Instructor IV	Instructor I

Effectivity: The date faculty member finally completed degree or reported for duty whichever is later.

Board Action: APPROVED
Date: June 11, 1982

D - Appointment of Affiliate Graduate Faculty Members

- | | |
|--|---|
| 1. Prof. Leonardo M. Gapuz
Master of Agriculture
UPLB | Status: Temporary
Effectivity: April 1, 1982 |
| 2. Prof. Richard T. Agbisit
MS in Horticulture
UPLB | Status: Temporary
Effectivity: April 1, 1982 |
| 3. Ms. Rose Marie T. Rosario
MS in Entomology
UPLB | Status: Temporary
Effectivity: April 1, 1982 |
| 4. Dr. Nelson M. Esguerra
Ph. D. In Entomology
Univ. of Hawaii, USA | Status: Temporary
Effectivity: April 1, 1982 |
| 5. Dr. Fe S. Saladaga
Ph. D. Agricultural Education
Louisiana State University | Status: Temporary
Effectivity: April 1, 1982 |
| 6. Prof. Camilo D. Villanueva
MS in Agricultural Economics
Xavier University | Status: Temporary
Effectivity: April 1, 1982 |
| 7. Dr. Jose Sal Tan
Ph. D. in Development Communication
UPLB | Status: Temporary
Effectivity: April 1, 1982 |
| 8. Dr. Rogelio A. Jaime
Ph. D. in Ag. Extension
UPLB | Status: Temporary
Effectivity: April 1, 1982 |
| 9. Mr. Vermando M. Aquino
MS in Plant Pathology
UPLB | Status: Temporary
Effectivity: April 1, 1982 |
| 10. Ms. Fredeswinda L. Loreto
MS in Plant Pathology
UPLB | Status: Temporary
Effectivity: April 1, 1982 |
| 11. Prof. Corazon B. Batoy
MS in Biology
Univ. of San Carlos | Status: Temporary
Effectivity: April 1, 1982 |
| 12. Prof. Constancio M. Napiere
MS in Plant Pathology
UPLB | Status: Temporary
Effectivity: April 1, 1982 |
| 13. Dr. Jose R. Juego
Ph. D. in Agric. Education
UPLB | Status: Temporary
Effectivity: April 1, 1982 |

14. Prof. Paciencia P. Milan
MS in Biology
University of San Carlos

Status: Temporary
Effectivity: April 1, 1982

15. Dr. Oscar L. Colis
Ph. D. in Agric. Education
UPLB

Status: Temporary
Effectivity: April 1, 1982

16. Prof. Pedro P. Pascual
MS in Agronomy
UPLB

Status: Temporary
Effectivity: June 1, 1982

Board Action: APPROVED

Date : June 11, 1982

P/P/A		No. of Positions	Auditor Position Title	Range	Amount	Internal Center Deployment
1.2.1	5	Instructor @ 14,532 p.a.	R-9	72,660	1 - Dept. of Physical Education 1 - Dept. of Ag. Chemistry 1 - Dept. of Arts & Letters 1 - Dept. of Ag. Eng. & App. Math. 1 - Dept. of Plant Protection (ab.)	
1.4.1	1	Farm Supervisor	R-66	16,860	Office of the Director of Research	
	5	Science Research Specialist II @ 16,044 p.a.	R-65	80,220	3 - PRERC 2 - RCRC 1 - Plant Breeding Dept. 1 - Plant Protection Dept. 1 - Plant Science Dept. 1 - Plant Disease Dept.	
	1	Research Chemist II	R-63	14,532	PRERC	
	1	Media Researcher	R-60	12,516	ATR (Journal)	
	1	Heavy Equipment Operator	R-44	5,928	PRERC	
	3	Clerk I @ 5,382	R-42	16,146	1 - PRERC 1 - RCRC Plant Protection 1 - Office of the Director of Res.	
1.5.1	1	Media Specialist I	R-44	5,928	Media Office	
	4	Photographer I	R-44	5,928	Office of the Director of Extension 1 - National Science Dept. Audio-Visual Center (Under ODEX)	
1.6.1	1	Dormitory Manager II	R-55	9,756	Student Services	
	1	Medical Records Clerk	R-42	5,382	Infirmary	
	1	Medical Attendant	R-39	5,382	Infirmary	
1.7.1	1	Internal Auditor IV Operator @ 5,382 p.a.	R-70	20,580	Internal Control Unit	
	1	Assistant Chief Information Officer	R-69	19,584	Information Office	
	1	Accountant I	R-69	11,904	Accounting	

No. of Positions		Position Title	Range	Amount	Deployment
P/P/A	1.7.1	Auditing Examiner II	R-57	10,776	Internal Control Unit
P/P/A	1.7.1	Plumber	R-42	5,382	Physical Plant Office
	1	Senior Buyer	R-56	10,260	Supply/Property Mgt.
	1	Carpenter @ 5,382 p.a.	R-41	5,382	Physical Plant Office
	1	Forester	R-56	10,260	Dept. of Forestry
	1	Speech Laboratory Technician	R-53	9,288	Arts & Letters Dept. (Speech Lab.)
	1	Supplies Checker II	R-51	8,400	Internal Control Unit
	7	Property Custodian I @ 8,400 p.a.	R-51	58,800	1 - Dept. of Phy. Edu. 1 - Agronomy and Soils Dept. 1 - Plant Breeding Dept. 1 - Plant Protection Dept. 1 - Animal Science Dept. 1 - Home Science Dept. 1 - College Union
	1	Supervising Cash Clerk	R-50	7,992	Cash Division
	1	Museum Technician	R-45	6,240	Dept. of Plant Protection
	1	Clerk II	R-44	5,928	Manila Office
	4	Clerk I @ 5,382 p.a.	R-42	21,528	1 - Animal Science Dept. 1 - Arts & Letters Dept. 1 - Office of the Dir. of Bus. Affairs 1 - Information Office
	1	Accounting Clerk I	R-42	5,382	Accounting
	1	Guest House Caretaker	R-42	5,382	Guest House
	2	Mechanical Plant Operator @ 5,382 p.a.	R-42	10,764	Physical Plant Office

Experimental Rural High School
VISAYAS STATE COLLEGE OF
Baybay, Leyte

May 12, 1982

Deployment

Physical Plant Office
Physical Plant Office

The President
VISCA, Baybay, Leyte

APPROVED

June 11, 1982

SUBJECT:

BUDGETARY REQUEST FOR ERHS 1982 SUMMER CLASSES AND PRACTICUM

Herewith is the Proposed Budget for 1982 Summer Classes and Practicum of the Experimental Rural High School, VISCA, Baybay, Leyte.

A. Academic Subjects
Summer

Range Amount
R-42 5,382
R-41 5,382

P489,924

1. Registration Fee - P 5.00
2. Tuition Fee/Subject - 40.00
3. Miscellaneous - 5.00

Subjects Offered/Instructors

1. Mathematics I-A Gen. Mathematics - Engr. N. N. Garcia
2. Mathematics I-B Gen. Mathematics - Engr. N. N. Garcia
3. Mathematics IIa Elem. Algebra - Mr. R. C. Licayan
4. Mathematics IIb Advanced Algebra - Mr. R. C. Licayan
5. Science I - Integrated Science - Mr. P. C. Aniceto
6. Agriculture I - Principles of Plant and Animal Science - Mr. I. R. Masendo

B. Practicum

Practicum Fee - P 30.00

List of Staff Members to Handle Practicum

Name of Instructors

1. Mr. Prudencio Marquez
2. Mr. Ignacio Masendo
3. PPO c/o Engr. N. Capacio
4. Mrs. Librada Dean
5. Mrs. C. T. Monserate

Field of Instruction

Plant Propagation
Poultry
Carpentry
Meat Processing
Foods

Practicum Coordinator - Mr. Paulino C. Aniceto

Position Title

Plumber

Carpenter @ 5,382 p.a.

TOTAL (51 positions)

No. of Positions

1

2

P/P/A

1.7.1

Budget

A. Academic Subjects

I. Sources of Income

1. Registration Fee (P5.00 x 64) - P 320.00
2. Tuition Fee (P40.00 x 70) - 2,800.00
3. Miscellaneous Fee (P5.00 x 64) - 320.00

P3,440.00

APPENDIX F

Experimental Rural High School
VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

May 14, 1982

T O: The President
ViSCA, Baybay, Leyte

SUBJECT: BUDGETARY REQUEST FOR ERHS 1982 SUMMER CLASSES AND PRACTICUM

Herewith is the Proposed Budget for 1982 Summer Classes and Practicum of the Experimental Rural High School, ViSCA, Baybay, Leyte.

A. Academic Subjects
Summer Fee

- | | |
|------------------------|----------|
| 1. Registration Fee | - P 5.00 |
| 2. Tuition Fee/Subject | - 40.00 |
| 3. Miscellaneous | - 5.00 |

Subject Offered/Instructors

- | | | |
|------------------|--|----------------------|
| 1. Mathematics | I-A Gen. Mathematics | - Engr. N. N. Garcia |
| 2. Mathematics | I-B Gen. Mathematics | - Engr. N. N. Garcia |
| 3. Mathematics | IIa Elem. Algebra | - Mr. R. C. Licayan |
| 4. Mathematics | IIIb Advanced Algebra | - Mr. R. C. Licayan |
| 5. Science I | - Integrated Science | - Mr. P. C. Aniceto |
| 6. Agriculture I | - Principles of Plant and Animal Science | - Mr. I. R. Masendo |

B. Practicum

Practicum Fee - P 30.00

List of Staff Members to Handle Practicum

<u>Name of Instructors</u>	<u>Field of Instruction</u>
1. Mr. Prudencio Marquez	Plant Propagation
2. Mr. Ignacio Masendo	Poultry
3. PPO c/o Engr. M. Capacio	Carpentry
4. Mrs. Librada Dean	Meat Processing
5. Mrs. C. T. Monserate	Foods
Practicum Coordinator	- Mr. Paulino C. Aniceto

Budget

A. Academic Subjects
I. Sources of Income

- | | |
|-----------------------------------|------------------|
| 1. Registration Fee (P5.00 x 64) | - P 320.00 |
| 2. Tuition Fee (P40.00 x 70) | - 2,800.00 |
| 3. Miscellaneous Fee (P5.00 x 64) | - 320.00 |
| | <u>P3,440.00</u> |

II. Expenditures

1. Personnel Services

- a. Two (2) instructors to handle
two (2) subjects each at
P400/instructor/subject P1,600.00
- Two (2) instructors to handle
one subject each at
P400/instructor/subject 800.00
- b. One student laborer 150.00

2. Supplies and Materials

- a. Instructional Supplies 500.00
(For summer session only)
- b. Students' Activity 390.00
- T O T A L = P3,440.00

B. Practicum

I. Source of Income

1. Practicum Fee at
P30/student (P30.00 X 64). P1,920.00

II. Expenditures

- a. Honoraria - five (5) instructors
Q350/instructor/area of
specialization/10 or more
students 1,750.00
- b. Miscellaneous 170.00
- T O T A L = P1,920.00

Your approval is hereby requested.

Very truly yours,

(SGD.) LEONARDO M. GAPIZ
Principal, IIRHS

APPROVED:

F. A. BERNARDO
President

Board Action: APPROVED - thru referendum
Date : June 11, 1982

SUMMARY OF PROPOSED BUDGET FOR THE 1982 SUMMER CLASSES
(Collegiate, Graduate & Undergraduate)

I. Source of Income:

- A. Comprehensive and Other College Fees P104,060.00
(Please see itemization of estimated
income from college fees, Summer 1982,
Appendix A)

II. Proposed Obligations:

A. Personal Services

1. Honoraria of Summer Faculty P 60,781.33
(Please see itemization of
honoraria of summer faculty,
Appendix B)

- B. Maintenance and Other Operating P 43,278.67
Expenses

Total Obligations P104,060.00

Board Action: APPROVED - thru referendum

Date : June 11, 1982

Appendix A

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

ESTIMATED INCOME OF SCHOOL FEES
SUMMER 1982
(Collegiate)

47 students	x	P100.00 (Taking 5 units & below)	P 4,700.00
17 students	x	20.00 (Thesis Completion)	340.00
619 students	x	150.00 (Taking 6 - 9 units)	92,850.00
<u>54</u> students		taking Graduate Studies	<u>6,170.00</u>
			<u><u>P104,060.00</u></u>

CERTIFIED CORRECT:

(SGD.) HERMOGINA U. BULILAN
for: MELECIO B. ABOGADIE
Cashier 5/14/82

NOTED:

(SGD.) FRANCISCO G. BASCUG
Director of Business Affairs

VISAYAS STATE COLLEGE OF AGRICULTURE
 Baybay, Leyte
 Office of the College Secretary

SUMMARY OF ENROLMENT
Summer, 1982

<u>Course</u>	<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>Sub-Total</u>
BSA	I	23	43	66	
	II	13	45	58	
	III	7	7	14	
	IV	6	18	24	
Total		49	113	162	162
BSADE	I	8	26	34	
	II	7	26	33	
	III	5	16	21	
	IV	5	11	16	
Total		25	79	104	104
BSHE	I	-	11	11	
	II	-	11	11	
	III	-	4	4	
		-	4	4	
Total		-	30	30	30
BSAEng'g.	I	37	13	50	
	II	27	16	43	
	III	6	1	7	
	IV	4	3	7	
	V	3	-	3	
Total		77	33	110	110
BSAB	I	5	28	33	
	II	20	28	48	
	III	9	15	24	
	IV	-	3	3	
Total		34	74	108	108
BSES	I	5	1	6	
	II	3	3	6	
Total		8	4	12	12

(Cont'd. on page 2)

Summary of Enrolment, Summer, 1982 Cont'd.):

<u>Course</u>	<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>Sub-Total</u>
BAS	I	7	6	13	
	II	12	2	14	
	III	6	2	8	
	IV	5	6	11	
Total		30	16	46	46
BSF	I	14	11	25	
	II	7	-	7	
	III	11	6	17	
	IV	3	1	4	
Total		35	18	53	53
FR	I	1	2	3	
	II	3	-	3	
Total		4	2	6	6
HET	I	-	10	10	
	II	-	2	2	
Total		-	12	12	12
MADE		1	-	1	1
MSADE	I	21	18	39	
	II	3	2	5	
Total		24	20	44	44
MS Plant Prot		2	-	2	2
MS Plant Entom		1	3	4	4
MS Plant Patho		-	2	2	2
SPECIAL		7	34	41	41
GRAND TOTAL		296	440	736	736

Andres F. Duatin
 ANDRES F. DUATIN
 College Secretary

(I T E M I Z E D)
 PROPOSED HONORARIA OF TEACHING STAFF
 1982 SUMMER CLASSES
 (Collegiate, Graduate & Under-
 graduate Levels)

<u>Department</u>	<u>Faculty</u>	<u>Course(s)</u>	<u>Honorarium</u>	<u>Remarks</u>
A. <u>Ag Chemistry</u>				
1.	Ms. Narcisa L. Sopsop	Chem 12	P 592.22	
B. <u>Agricultural Development Education</u>				
1.	Dr. Jose R. Juego	Ag Ed 212 (G) Ag Ed 135	P2,354.63	7% of Salary
2.	Dr. Vicente A. Quiton	Ag 232 (G)	P2,317.44	
3.	Dr. Federico R. Flores	Ag Ed 242 (G)	P2,098.56	
4.	Dr. Jose Sal Tan	Stat 221 (G)	P2,599.87	
5.	Prof. Iluminada C. Abihay	Dev Com 140	P 852.00	
6.	Dr. Oscar L. Colis	Ag Ed 130 Ag Ed 132	P2,079.36	
7.	Dr. Dolores L. Alcober	Ag Ext 244 (G)	P1,996.80	
8.	Prof. Leonardo M. Gapuz	Ag Ext 131	P 771.36	
9.	Dr. Rogelio A. Jaime	Ag Ext 234 (G)	P1,996.80	
10.	Ms. Wolfreda T. Alesna	Dev. Com 138	P 734.40	
C. <u>Ag Econ & Agrib</u>				
1.	Ms. Alicia S. Agarcio	Econ 12	P1,202.88	
2.	Ms. Gailina T. Quiton	Ag Econ 112	P 734.40	
3.	Dr. Nerelito P. Pascual	Ag Econ 113	P1,039.68	
4.	Mr. Daniel M. Tudtud, Jr.	Agrib 21 Ag Econ 220 (G)	P1,362.38	
5.	Ms. Analita P. Abella	Agrib 21	P 468.96	
6.	Ms. Leonila S. Parrilla	Ag Econ 004	P 974.30	

D. Ani Sci & Vet Med

- | | | | |
|-----------------------------|------------|-----------|--|
| 1. Prof. Teodulo O. Milleza | AS 220 (G) | P1,965.80 | |
| 2. Ms. Marissa T. Sabarez | AH 200a | P 309.51 | |

E. Arts & Letters

- | | | | |
|----------------------------|---------------------------|-----------|--|
| 1. Ms. Dolores T. Amarille | Pilipino 25 & 21 | P 937.92 | |
| 2. Ms. Lolita L. Aure | Pilipino 24
Soc Sci 12 | P1,202.88 | |
| 3. Mr. Guadencio V. Cerna | Soc Sci 12 | P1,328.64 | |
| 4. Prof. Lilia Y. Duatin | Soc Sci 11 | P 810.72 | |
| 5. Prof. Susano C. Faclnar | Soc Sci 12 | P1,883.52 | |
| 6. Ms. Rosela I. Gementiza | Soc Sci 11 | P 937.92 | |
| 7. Ms. Fulceda M. Modina | Soc Sci 11 | P1,202.88 | |
| 8. Dr. Justiniano L. Seroy | Soc Sci 12 | P2,079.36 | |
| 9. Prof. Cecilia V. Silao | Soc Sci 11
Spanish 13 | P1,704.00 | |
| 10. Dr. Barbara C. Ternura | Soc Sci 11 | P2,079.36 | |

F. Ag Eng'g & Applied Math

- | | | | |
|---------------------------------|------------------------------|-----------|-----|
| 1. Engr. Remberto A. Patindol | Math 22 | P 778.47 | |
| 2. Prof. Felixberto E. Canoy | Math 123
Math 122 | P2,130.75 | 75% |
| 3. Dr. Margarito C. Escalante | Stat 11 | P1,194.24 | |
| 4. Engr. Climaco D. Espina, Jr. | Math 11
Math 12
AE 161 | P1,116.00 | 75% |
| 5. Engr. Roberto C. Guarte | Math 12
Stat 11
AE 126 | P1,173.38 | 75% |
| 6. Engr. Orlando G. Bongalos | Physics 11 | P 797.91 | |
| 7. Engr. Herminia C. Tanguilig | Stat 11 | P1,198.87 | |
| 8. Ms. Julita G. Lambating | Stat 11 | P 969.41 | |
| 9. Prof. Jimmy R. Rosillo | Physics 12 | P1,130.32 | |

G. Forestry

1. Mr. Manuel H. Reyes	Ag Eng'g 121	P1,214.21	
2. Mr. Edilberto E. Nasayao	FBS 22	P 900.74	
3. Mr. Eduardo O. Mangaoang	FS 100	P1,362.38	75%

H. Home Science

1. Mr. Nenito B. Sales	HET 009	P 797.91	
2. Prof. Lucila P. Ligason	FD 21	P 771.36	
3. Ms. Rosie Baldueza	Ed 122 Ed 123	P 993.24	

I. Plant Breeding and AG Botany

1. Ms. Celsa F. Armecin	Ag Bot 124	P 738.05	
2. Dr. Krishna Kumar Singh	Bio 21	P 765.44	
3. Mr. Nemesio C. Belonias	Bio 21	P 384.00	

J. Plant Protection

1. Ms. Flerida A. Carino	Entom 242 (G)	P1,746.10	
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SUMMARY 1982 FACULTY HONORARIA

<u>Department</u>	<u>Total Amount</u>
A. Ag Chemistry	P 592.22
B. Agricultural Development Education	17,801.22
C. Ag Econ & Agrib	5,782.60
D. Ani Sci & Vet Med	2,275.31
E. Arts & Letters	14,167.20
F. Ag Eng'g & Applied Math	10,489.35
G. Forestry	3,477.33
H. Home Science	2,562.51
I. Plant Breeding & Ag Botany	1,887.49
J. Plant Protection	1,746.10
GRAND TOTAL	<u>P60,781.33</u>

Amendments to the VISCA Code:

Background Information

Proposed Amendment

Board Resolution No. 55, s. 1977 provides the separation of the offices of the college secretary and registrar, with the latter to function separately but accountable to the former, and also specified the name of the director of instruction.

Section 161. The initial appointment in VISCA to the rank of assistant professor shall be temporary in character, renewable every year but not to exceed two (2) years. In the second year, a temporary appointment shall automatically terminate at the end of the period stated herein, unless the Board of Trustees, upon the recommendation of the president, grants a reappointment with permanent tenure on the basis of the factors mentioned in Section 153 of this code. However, nothing herein provided shall deprive any assistant professor/ faculty member of permanent status already held prior to promotion in rank at the time of the adoption of this code/.

Section 162. The initial appointment in VISCA to the rank of associate professor or professor shall be temporary in character for one year, after which time the president may recommend to the Board of Trustees a reappointment with permanent tenure on the basis of the factors mentioned in Section 153 of this code. However, nothing herein provided shall deprive any associate professor/ faculty member of permanent status already held prior to promotion in rank at the time of the adoption of this code/.
The college registrar has been functioning separately from both the college secretary and the director of instruction, but some of the functions of the registrar are outside the normal functions of the director of instruction. In the past, the registrar has been responsible for the work/functions appertaining thereto but she shall be directly responsible to the director of instruction as embodied in Board Resolution No. 65, s. 1981; hence, the following proposal:

Proposal

Recommending that Board Resolution No. 55, s. 1977 be amended to read:
Date : June 11, 1982
Resolution No. 102, s. 1982
(Amendment of Board Resolution No. 55, s. 1977)

Approving the recommendation that the college registrar be given full responsibility over the work/functions appertaining to the registrar's office, under the direct supervision of the director of instruction, as embodied in Board Resolution No. 65, s. 1981, superseding the provisions of Board Resolution No. 55, s. 1977, this to take effect upon the approval of the Board of Trustees.

Board Action: APPROVED
Date : June 11, 1982

PROPOSED AMENDMENT OF BOARD RESOLUTION NO. 55, s. 1977

XXXXX

K. The Director of Instruction:

Background Information

Board Resolution No. 55, s. 1977 provides the separation of the offices of the college secretary and registrar, with the latter to function separately but directly responsible to the former, and also specified the name of the person as the college registrar.

In another development, particularly Board Resolution No. 65, s. 1981, the registrar had to be placed under the direct supervision of the director of instruction.

Rationale

Despite the enactment of the above-cited board resolutions, the college registrar has been functioning separately from both the college secretary and the director of instruction, but some of the functions of the registrar had to be performed by the college secretary. For instance, outside communications and other important students' records have to be in the name of the college secretary, a practice which is considered "unusual" by some outsiders who are not familiar with the set-up.

With the work experience, training, and education of the incumbent college registrar, having served as registrar of VISCA for more than four years of very satisfactory performance, it is time to give her full responsibility over the work/functions appertaining thereto but she shall be directly responsible to the director of instruction as embodied in Board Resolution No. 65, s. 1981; hence, the following proposal:

Proposal

Approves and signs the following:

Recommend that Board Resolution No. 55, s. 1977, be amended to read:

b. Vacation and sick leave, maternity leave, terminal leave and leave of absence Resolution No. 102, s. 1982 teaching personnel (Amendment of Board Resolution No. 55, s. 1977) only one

Approving the recommendation that the college registrar be given full responsibility over the work/functions appertaining to the registrar's office, under the direct supervision of the director of instruction, as embodied in Board Resolution No. 65, s. 1981, superseding the provisions of Board Resolution No. 55, s. 1977, this to take effect upon the approval of the Board.

the Director of Instruction

Board Action: APPROVED

Date

: June 11, 1982

FUNCTIONS OF THE DIRECTOR OF INSTRUCTION (Board Resolution No. 65, s. 1981)

XXXXX

K. The Director of Instruction:

1. Exercises control and supervision of the following department Offices:
 - a. Academic departments
 - b. Experimental Rural High School
 - c. Registrar's Office
 - d. Library
2. Makes the proper recommendation on the following academic personnel matters:
 - a. Appointment, transfer, permanency, reclassification and resignation of academic personnel.
 - b. Appointment of graduate and teaching assistants and/or fellows.
 - c. Overload teaching and summer load and payment of corresponding honoraria.
 - d. Requests for attendance to conventions, conferences, seminars, trainings, and non-degree training courses.
 - e. Requests for purchase of equipment (any amount) for instructional purposes.
 - f. Requests for appointment of student assistants to assist in instructional activities.
 - g. Requests for additional funding of academic departments.
3. Approves and signs the following:
 - a. Transfer from teachers' leave to cumulative leave status.
 - b. Vacation and sick leave, maternity leave, terminal leave and leave of absence without pay of academic teaching personnel including the Department Head who goes on leave for only one day.
 - c. Request for travel of academic teaching personnel including the Department Head who goes on travel for only one day.
 - d. Certificate of service rendered of department heads, high school principal, registrar, and personnel in the office of the Director of Instruction.
 - e. Appointment of students to student fellowship or scholarship.

Position Title	Salary	Salary Rate Per Annum
Research Aide	5,382	5,640
Instructional Research Aide	5,376	5,640
Research Assistant I	5,376	5,640
Research Assistant II	5,376	5,640
Research Assistant III	5,376	5,640
Research Assistant IV	5,376	5,640
Research Associate I	12,516	13,152
Research Associate II	12,516	13,152
Research Associate III	15,264	16,044
Research Associate IV	15,264	16,044
Research Specialist I	19,564	20,580
Research Specialist II	19,564	20,580
Research Specialist III	19,564	20,580
Research Specialist IV	19,564	20,580

RECOMMENDATION FOR CONVERSION OF POSITION TITLE
 1. To determine the appropriate salary range for hiring
 OF RESEARCH PERSONNEL IN RESEARCH CENTER
 purposes, the qualification requirements under the Criteria of
 equivalents for teaching positions shall be used as guideline using
 the corresponding point requirement for teaching position with the
 same salary as that of research position.

Rationale:

A number of junior staff members in the two research centers, the Philippine Root Crop Research and Training Center and the Regional Coconut Research Center, are presently occupying items with teaching position title. However, most of these research staff members (particularly the junior research personnel) are either not qualified to teach the courses that cannot be adequately handled by the resident faculty of the technical departments, have no inclination to teach, or are working as full time researchers. Their teaching position title gives the Office of Budget and Management an impression that the College has a low faculty-student ratio thus jeopardizing our requests for additional teaching positions. Therefore, it is deemed more advantageous to the College if the staff members performing full time research work are given appropriate research position titles instead of teaching position titles. The senior research staff may retain their teaching position titles and they will be required to teach one specialized course every semester. However, senior research staff members who may chose to perform full time research will be given the appropriate research position title.

The conversion of teaching position titles to research position titles of junior research personnel in this College at the same rate of salary is therefore, recommended. The recommended research position titles are based on the OCPC guidelines for National Compensation and Classification Plans.

GUIDELINES FOR HIRING RESEARCH PERSONNEL

Position Title	Salary Range	Salary Rate Per Annum				
		1	2	3	4	5
Science Aide	R-42	-	-	-	5,382	5,640
Nonational Research Aide	R-45	5,376	5,640	5,928	6,240	6,552
Science Research Assistant I	R-54	8,400	8,832	9,288	9,756	10,260
Science Research Assistant II	R-58	10,260	10,776	11,328	11,904	12,516
Science Research Associate I	R-59	10,776	11,328	11,904	12,516	13,152
Science Research Specialist I) Science Research Associate II)	R-62	12,516	13,152	13,824	14,532	15,264
Science Research Specialist II	R-65	14,532	15,264	16,044	16,860	17,724
Science Research Associate III	R-66	15,264	16,044	16,860	17,724	18,636
Science Research Specialist III	R-69	17,724	18,636	19,584	20,580	21,624
Science Research Associate IV	R-70	18,636	19,584	20,580	21,624	22,728
Science Research Specialist IV	R-73	21,624	22,728	23,892	25,118	26,388

1. To determine the appropriate rank of research personnel for hiring purposes, the qualification requirement under the Criteria of equivalents for teaching positions shall be used as guideline using the corresponding point requirement for teaching position with the same salary as that of research position.
2. The authorized rate shall be subject to adjustment/increase as may be authorized by the Office of Budget and Management.
3. The authorized rate is applicable only to regular and substitute items. Research project personnel are excluded.
4. Effective upon approval.

1. ASIO	Victor	A.
2. BADAUTAO	Marlon	B.
3. CADIC	Miguel	C.
4. CAPUC	Andrew	D.
5. CERIA	Antonio	E.
6. DRAWAYO	Gasper	F.
7. JULAGAL	Carlito	G.
8. METRAN	Adonico, Jr.	H.
9. MORAN	Albert	I.
10. NOEL	Max	J.
11. NUBA	Alfredo	K.
12. OLOVADA	Pelicio	L.
13. ORTIZ	Polly	M.
14. PAXOT	Jonellito	N.
15. PERA	Rudy	O.
16. PIRADO	Chico	P.
17. RALIS	Kelcy	Q.
18. SOPSOT	Francisco	R.
19. TARAC	Charito	S.
20. VILAS	Rene	T.
21. VILAS	Antonio	U.
22. VILAS	Antonio	V.

Board Action: APPROVED
Date: June 11, 1982

1. ABAMA	Paula	B.
2. ABILA	Lina	C.
3. ABIMABA	Luis	D.
4. ALONSO	Veronica	E.
5. BALMA	Terese	F.
6. BALMA	Elisa	G.
7. BALMA	Martha	H.
8. BALMA	Terese	I.
9. BALMA	Terese	J.
10. BALMA	Terese	K.
11. BALMA	Terese	L.
12. BALMA	Terese	M.
13. BALMA	Terese	N.
14. BALMA	Terese	O.
15. BALMA	Terese	P.

I. Bachelor of Science in Agriculture (BSA) cont'd.

VISAYAS STATE COLLEGE OF AGRICULTURE

16. Baybay, Leyte

17. Office of the Registrar

18. COTILLAS

19. COTENO

20. DALAPO

21. DEGENION

22. DENISING

23. DEVARAS

LIST OF GRADUATES AS OF
April 18, 1982

I. Bachelor of Science in Agriculture (BSA):

24. WDO

25. ELICAL

Males

1. ALVE, Morris
2. ASIO, Victor
3. BAGARINAO, Marlon
4. CADION, Bienvenido
5. CAPUNO, Andrew
6. CERNA, Antonio
7. DRAMAYO, Gaspar
8. JULARBAL, Carlito
9. METRAN, Adronico, Jr.
10. MORANTTE, Albert
11. NOEL, Rex
12. NUNEZ, Alfredo
13. OLORVIDA, Feliciano
14. ORTIZ, Felix
15. PAYOT, Joselito
16. PEREZ, Rudy
17. PIELAGO, Gines
18. RELIQUIAS, Zaldy
19. SOPSOP, Francisco
20. TARAC, Charlito
21. VELOS, Romeo
22. VELOSO, Antonio Rivalde

30. PIARONTE

31. PIEL

Females

1. ABANAG, Maria
2. ABELLA, Lina
3. ABREIMATEA, Lutgarda
4. ALCONABA, Veronica
5. BALMES, Teresita
6. BAROLA, Elena
7. BAROLA, Martha
8. BARRINA, Teresita
9. BAROTIL, Merlene
10. BATOCTOY, Graceda
11. CAJES, Bebianna
12. CARBONILLA, Emma
13. CAPANGPANGAN, Nora
14. CASTANARES, Gemma
15. CATINGAN, Bertha

(Can laude)

SUMMARY: Male - 22
Females - 64
Total 86

II. I. Bachelor of Science in Agriculture (BSA) cont'd.

16.	CANAYAN	, Susana	G.
17.	CAÑAL	, Irene	L.
18.	COSTILLAS	, Daffodil	G.
19.	COTEJO	, Elizabeth Jr.	R.
20.	DALAPO	, Rosarita	C.
21.	DEGENION	, Cecilia	M.
22.	DENSING	, Leonora	M.
23.	DEVARAS	, Luz	A.
24.	DUATIN	, Flora Mia	Y.
25.	EDO	, Pamela	C.
26.	ELICANO	, Ma. Lourdes	A.
27.	ESTRADA	, Elizabeth	A.
28.	GASES	, Victoria	L.
29.	GOMEZ	, Daylinda	T.
30.	GRAZA	, Cristina	D.
31.	JUNTILLA	, Raquel May	JF.
32.	JUNILLA	, Teresita	V.
33.	LAPARA	, Beatriz	CG.
34.	MAGBANUA	, Erlinda	TE.
35.	MALAKI	, Cecile	ST.
36.	MARQUEZ	, Melimer Emma	YY.
37.	MAUREAL	, Anita	M.
38.	MAXIOM	, Angela	O.
39.	MORALDE	, Nilda	M.
40.	OBERN	, Ma. Teofila	G.
41.	OCAÑADA	, Nancy	C.
42.	OLAYA	, Minerva	R.
43.	OMBROSA	, Cristina	CF.
44.	ORDIZ	, Luz	R.
45.	PANGGOY	, Violeta	PS.
46.	PATOLILIC	, Flordelina	U.
47.	PIEDRERA	, Eclasa	EB.
48.	PEPITO	, Lourdes	O.
49.	PEQUE	, Ruthlyn	P.
50.	PIAMONTE	, Minerva	CG.
51.	PIELAGO	, Carmelita	OV.
52.	PONGCOL	, Emelita	C. (Cum laude)
53.	RANIS	, Ma. Delia	MR.
54.	RASONABLE	, Romelyn	B.
55.	REGISLVO	, Teresa	M.
56.	REQUILME	, Julieta	M.
57.	HUIZ	, Jeanne	LA.
58.	SALIBAY	, Alejandria	UT.
59.	SOPSOP	, Narcisa	CL.
60.	TALABAN	, Cirila	OT.
61.	TORRETO	, Myrna	TM.
62.	VALENZONA	, Violeta	DA.
63.	VILLAR	, Florencia	MB.
64.	VILLOCINO	, Bibiana	SB.
37.	QUINEDO	, Susan	B.
38.	QUINLOC	, Loreta	B.
39.	RAGAS	, Annabelle	O.
40.	ROBANTE	, Tarcisia	G.

SUMMARY: Male - 22
Females - 64
Total 86

II. Bachelor of Science in Agricultural Development Education (BSADE):

II. Bachelor of Science in Agricultural Development Education (BSADE):

Males

1.	BARUG	, Rolando	S.
2.	BERNIADAS	, Celestino, Jr.	M.
3.	DETMO	, Romeo	C.
4.	LIZARDO	, Francisco	T.
5.	PRIMA	, Virgilio	R.
6.	REOMA	, Bonifacio	B.
7.	TUQUIB	, Alejandro	N.
8.	UY	, Manuel	B.

SUMMARY:

Males

Females

Total

Females

III.	1.	ABELLO	, Heide	R.
	2.	ALAO	, Virginia	B.
	3.	ANDRIN	, Othelia	J.
	4.	ARGOMIDO	, Myrna	M.
	5.	BAGUIO	, Antonina	O.
	6.	BALINA	, Fatima	T.
	7.	BANO	, Susana	R.
	8.	BATISTILA	, Judith	V.
	9.	BONCALES	, Eugenia	A.
	10.	GABANIG	, Emilia	D.
	11.	CALIPAYAN	, Grace Len	R.
	12.	CANILLAS	, Vilma	P.
	13.	CINCO	, Perpetua	A.
	14.	COHITMINGAO	, Herminigilda	D.
	15.	COMEDIA	, Beatriz	G.
	16.	DOMINESE	, Maria Fe	M.
	17.	DOTOLLO	, Saturnina	P.
	18.	EMPLEO	, Rosalinda	T.
	19.	EROISA	, Nicanora	B.
IV.	20.	ESCOBAL	, Marofel	T.
	21.	FRIAS	, Cherlita	O.
	22.	GATO	, Nenita	P.
	23.	MALATE	, Adelina	O.
	24.	MANINGO	, Marisa	J.
	25.	MELGAZO	, Myrna	M.
	26.	MERCADO	, Jocelyn	P.
	27.	MONTALVO	, Aida	B.
	28.	MONTERO	, Elsie	L.
	29.	NECOSIA	, Alejandra	L.
	30.	NUENA	, Lucita	U.
	31.	OLARR	, Wilma	C.
	32.	OMOLON	, Eleonor	C.
	33.	PALACTO	, Yolanda	P.
	34.	PARAS	, Salome	D.
	35.	PEDERE	, Irene	M.
	36.	PESTILOS	, Benilda	S.
	37.	QUEVEDO	, Susan	B.
	38.	QUINLOG	, Loreta	B.
	39.	RAGAS	, Annabelle	O.
	40.	ROBANTE	, Tarcisia	G.

SUMMARY:

Males

Females

Total

II. Bachelor of Science in Agricultural Development Education, cont'd.

Females

41.	TALARO	, Remedios	G.
42.	VENTURA	, Edna Elena	P.
43.	VITUALIA	, Anita	M.
44.	ZAPATOS	, Magdalena	A.
45.	MALAKI	, Josefa	S.
16.	QUINERANILLA	, Danilo	A.
17.	RANCERIA	, William	G.
18.	RICAL	, Danilo	S.
19.	SULANIN	, Pedro, Jr.	G.

SUMMARY: Males - 8
Females - 45
Total - 53

III. Bachelor of Science in Home Economics (BSHE):

Males - None

Females

1.	ARANCIO	, Virginia	T.
2.	FENENTIRA	, Graciana	B.
3.	GEANGAN	, Teresita	A.
4.	IMBO	, Teodora	V.
5.	NUÑEZA	, Monica	P.
6.	SANCHEZ	, Lucenita	P.
7.	SANTILLAN	, Celestina	V.
8.	VELMONTE	, Felisa	N.
10.	MEMO	, Lucellita	B.
11.	RAMONERAS	, Mariquita	L.

SUMMARY: Males - None
Females - 8

SUMMARY: Males - 0
Females - 11
Total - 11

IV. Bachelor of Science in Agricultural Engineering (BSAE):

Males

V. Bachelor of Science in Agri-Business (BSAB):

1.	ALAMA	, Yamacito	A.
2.	ALBALADEJO	, Julito	A.
3.	BORINES	, Nicomedes	N.
4.	CAUSING	, Marlito	E.
5.	ENGCOY	, Apolonio	G.
6.	GARSULA	, Jimbo	P.
7.	MAESTRADO	, Josue	G.
8.	MARTINEZ	, Danilo	R.
9.	ORGE	, Ricardo	F.
10.	PACATANG	, Samuel	D.
11.	PIRIPISO	, Aristeo	A.
9.	GAMBOA	, Ricafort	C.
10.	GANTALA	, Virgilio	P.

IV. Bachelor of Science in Agricultural Engineering (BSAE): cont'd.Males

11.	PAMIROYAN	, Julito	A.	
12.	PAZ	, Henry de	M.	
13.	PENETRADO	, Leo	M.	(Cum Laude)
14.	PETEROS	, Ricardo	B.	
15.	PILAPIL	, Joel	O.	
16.	QUINTANILLA	, Danilo	A.	
17.	RAMONEDA	, William	G.	
18.	ROSAL	, Nordie	S.	
19.	SULARTE	, Pedro, Jr.	C.	
20.	TIBE	, Adam Christopher	C.	
21.	YU	, Ferdinand	V.	

Females

1.	AMANCIO	, Lilibeth	P.	
2.	APOLINARIO	, Zeny	Q.	
3.	AVENA	, Arlene	D.	
4.	BAYRON	, Beulah	M.	
5.	CELOCIA	, Evelia	P.	
6.	DOBLAS	, Ma. Cendida	P.	
7.	GAVIOLA	, Dina	L.	
8.	HUIISO	, Epifania	B.	
9.	MIRALLES	, Lilibeth	G.	
10.	REMO	, Estrellita	M.	
11.	REMORERAS	, Enriqueta	L.	

SUMMARY:	Males	-	21
	Females	-	11
	Total	-	32

V. Bachelor of Science in Agri-Business (BSAB):Males

1.	ABEJUELA	, Leo Ricarte, Jr.	B.	
2.	ALEJANDRIA	, Felino	P.	
3.	ANORE	, Joseph Stephen	N.	
4.	BATINGAL	, Ronilo	C.	
5.	CODOG	, Agustin	A.	
6.	DEJOIDE	, Jenny	M.	
7.	ESPADA	, Isagani	S.	
8.	FILIPINO	, Aristeo	N.	
9.	GAMBOA	, Ricafort	C.	
10.	GANTALA	, Virgilio	P.	

SUMMARY:	Males	-	21
	Females	-	11
	Total	-	32

V. Bachelor of Science in Agri-Business (BSAB) cont'd.

<u>Males</u>		
1. ABOGADIE	Wilfredo	
2. AQUINO	Pascardo	
11. GRANADA	Luis, Jr.	M.
12. LAYOLA	Joselito	B. (Cum Laude)
13. LIM	Mark Eduard	S.
14. LOGRÑO	Efren	N.
15. MANAGBANAG	Noel	V.
16. MATUNOG	Remy	L.
17. MENDOZA	Rolando	T.
18. MONTER	Uldarico Jr.	B.
19. MORALES	Nestor	O.
20. MUYA	Mariano	S.
21. PACATANG	Arturo	P.
22. PITOGO	Joey	G.
23. RODRIGUEZ	Oscar	A.
24. ROVENTA	Antonio	T.
25. SABALO	Virgildo	E.
26. TOCMO	Bernardo	H.
27. TOMONG	Ariel	Z.

Females

1. BELIEZAS	Hazel	I.
2. BITAS	Milagros	S.
3. BOLONG	Lucia	M.
4. BUOT	Pamela	A.
5. CERNAL	Marilou	L.
6. CHU	Delia	P.
7. DENDEN	Wevina Luz	J.
8. LAUZON	Ma. Corazon	R.
9. LAYO	Lolita	E.
10. MANCHING	Ma. Ofelia	O. (Cum Laude)
11. MARATAS	Judy	P.
12. MAUREAL	Elsa	M.
13. PENETRADO	Ana Bella	M.
14. SACRO	Violeta	M.
15. SOLIS	Noemi	A.
16. TABORDA	Nelda	G.
17. TAN	Jocelyn	B.
18. TELEN	Reynalda	S.

SUMMARY: Males - 19
 Females - 16
 Total - 45

VI. Bachelor of Animal Science (BAS)

1.	ABOGADIE	, Wilfredo	G.
2.	AGUELO	, Dioscardo	M.
3.	ASPA	, Jacinto	G.
4.	CALUNGSOD	, Carlos Antonio	G.
5.	CAPISTRANO	, Francisco	G.
6.	CORADO	, Pedro	E.
7.	EVANGELIO	, Armando	A.
8.	GERALDINO	, Gromyco	A.
9.	LAGUNA	, Carlos	M.
10.	MAGONCIA	, Honorio, Jr.	S.
11.	MILLEZA	, Nestor	J.
12.	MONTECINA	, Guzman	R.
13.	MONTEFOLKA	, Paterno	C.
14.	MONTERO	, Severino, Jr.	L.
15.	NAPOLES	, Edgard	M.
16.	PENARANDA	, Leo	M.
17.	PILAPIL	, Jose, Jr.	G.
18.	VERTUDES	, Felix	B.
19.	VILLACORTE	, Lorenzo, Jr.	B.

Females

1.	ANTISODA	, Daisy	M.
2.	BORJA	, Herminigilda	D.
3.	BUANGJUG	, Maria Elena	M.
4.	CABALLERO	, Elena	S.
5.	CABAÑAS	, Mayflor	A.
6.	CAMENFORTE	, Arlene	C.
7.	DATIG	, Elizabeth	R.
8.	LOPENA	, Adelaida	A.
9.	MASENDO	, Leah	C.
10.	ORIBE	, Carmelita	A.
11.	PACOMO	, Isabel	M.
12.	PAGLINAWAN	, Angelina	V.
13.	PARENTE	, Placida	A.
14.	TAGNIPPEZ	, Graciana	M.
15.	TIU	, Luz	R.
16.	VERCEDE	, Lorna	T.

SUMMARY: Males = 7
Females = 9
TOTAL = 16

SUMMARY: Males = 1
Females = 0
Total = 1

SUMMARY: Males - 19
Females - 16
Total - 35

IX. Home Economics Technician (HET):
VIII. Bachelor of Science in Forestry (BSF):

1.	BAUTISTA	, Alejandro	M.
2.	CASAS	, Eulito, Jr.	V.
3.	LORETO	, Mario	A.
4.	NÚÑEZ	, Baldomero	U.
5.	REGIS	, Antonio	M.
6.	TELEN	, Wilfredo	A.
7.	MONTEJO	, Isabelo	R.
3.	OURAN	, Marilyn	P.
4.	JAMES	, Linda	R.
5.	LEANG	, Lilia	P.
1.	BULAWAN	, Roselinda	S.
2.	DONGSAL	, Pacita	C.
3.	EMTING	, Esmeralda	C.
4.	FIDEL	, Julieta	P.
5.	ISRAEL	, Neonita	M.
6.	MAMAGA	, Emma	S.
7.	NOYA	, Eugenia	B.
8.	RECAMADAS	, Zenaida	E.
9.	ZOSA	, Elvira	F.

Females

SUMMARY: Males = 7
Females = 9
TOTAL = 16

IX. Forest Ranger (FR):

BSA	Male	64	86
BSAR	Male	8	83
BSHR	1. LORETO, Mario	A.	8
BSAZ	Females - None	11	32
BSAZ	27	10	
BAS	19	36	
BSF	7	9	
FR	1	0	1
HET	1	20	11
GRAND TOTAL	142	101	243

SUMMARY: Males = 1
Females = 0
Total = 1

Board Action: APPROVED
Date: June 11, 1982

IX. Home Economics Technician (HET):

June 10, 1982

Male

1. URBANO, Dennis

A.

President, Visayas State
College

Females

1. AGUANTA, Lilibeth

P.

2. CASTAÑARES, Ines

M.

3. GUBAN, Marilyn

T.

4. JAINE, Erlinda

R.

5. LLANO, Lilia

P.

6. MORRO, Maria Anna

R.

7. POLIDO, Imelda

S.

8. SALAPE, Shirley

L.

9. UNDAY, Julita

O.

10. URATE, Jocelyn

O.

SUMMARY: Male - 1
Female - 10
TOTAL 11

SUMMARY OF GRADUATES AS OF APRIL 18, 1982

Course	Males	Females	Total
BSA	22	64	86
BSADE	8	45	53
BSHE	0	8	8
BSAE	21	11	32
BSAB	27	18	45
BAS	19	16	35
BSF	7	9	16
FR	1	0	1
HET	1	10	11
GRAND TOTAL	106	181	287

Board Action: APPROVED

Date : June 11, 1982

APPENDIX L

May this request merit your judicious approval and endorsement
to the Board of Trustees. June 10, 1982

Dr. F. A. Bernardo
President, Visayas State
College of Agriculture
Baybay, Leyte

Very truly yours,

(Sgd.) WILFREDO C. VALENZONA
Administrative Officer

(Through Channel)

Sir: Pending Approval:

In connection with our desire to bolster the morale of our security guards and make them more dignified, we provided them with uniforms including shoes. With this incentive, we found them to be more efficient in their work by way of promoting peace, order and security of our properties or lives inside the campus, and maintaining in more striking form the required discipline of students, staff and other occupants in the VISCA community. : June 11, 1982

We wanted to provide them with Ma-ong Jackets as another motivation for efficiency, and obviously, for the good of their health considering the fact that this is now a rainy season. However, the Internal Control Unit of the College has advised us to solicit the sanction of the Board of Trustees for the aforesaid purchase of shoes or for any plan of purchasing the said jackets citing the following provisions of Section B, Page 85 of the Revised Auditing Manual for Research Operations which states; "In all cases where the law authorized the furnishing of uniforms, this should be construed to include only regulation caps, pants and coats. Unless expressly authorized, purchase of shoes as part of uniform at government expense will not be allowed".

With this recently discovered provision of the manual, we respectfully request the Honorable members of the VISCA Board of Trustees to sanction the purchase of shoes and Ma-ong Jackets for our VISCA security guards in compliance with the aforesaid manual considering that these are all intended honestly for the good of the service. Henceforth, we shall follow strictly the provision of said manual to keep us free from its impediments.

APPENDIX A

May this request merit your judicious approval and endorsement to the Board of Trustees.

PROPOSED GUIDELINES IN GRANTING CLOTHING ALLOWANCE TO VISCA STAFF TRAVELING ABROAD

Very truly yours,

April 13, 1982

Duration of Fellowship/Scholarship:
Study Leave or Sabbatical Leave

(SGD.) WILFREDO C. VALENZONA
Administrative Officer

Recommending Approval:

\$300

At Least One Year

\$200

(SGD.) SAMUEL S. GO

Vice President for Administration

\$150

At Least Two Months

\$100

At Least One Week

\$075

Board Action: APPROVED

Date : June 11, 1982

Board Action: DISAPPROVED

Date : June 11, 1982

Very truly yours,

(SGD.) WILFREDO C. VALENZONA

SGD-Captain, Big Lake Rural Soc. Sec.
Community Office

1. CERTIFY:

WILFREDO C. VALENZONA

Administrative Officer

APPENDIX M

PROPOSED GUIDELINES IN GRANTING CLOTHING ALLOWANCE TO
VISCA STAFF TRAVELING ABROAD, Laguna
April 15, 1982

<u>Duration of Fellowship/Scholarship, Study Leave or Sabbatical Leave</u>	<u>Clothing Allowance</u>
Visayas State College of Agriculture Baybay, Leyte At Least Two Years	\$300
Dear Madam: At Least One Year	\$200
Effective May 1, 1982, I am tending my irrevocable resignation as your Liaison Officer in Los Baños, Laguna. At Least Six Months	\$150
At Least Two Months	\$100
In view of the reshuffle made in our office, I can no longer cope with the duties I am supposed to achieve for you. However, I am hereby recommending my replacement in At Least One Week the person of Mrs. Herminia B. Jacob, who I believe is more than willing, available and qualified.	\$075

Board Action: DISAPPROVED
Thank you very much for the opportunity and privilege
given me to work for you. Date : June 11, 1982

Very truly yours,

(SGD.) EVA V. TOMACRUZ
OIC-Cashier, Los Baños Rural Bank, Inc.,
Crossing Office

A TRUE COPY:

HERMINIO S. ALABA
OCS Clerk

Los Baños, Laguna
April 15, 1982

The Honorable Dean
Visayas State College of Agriculture
Baybay, Leyte

Dear Madam:

Effective May 1, 1982, I am tending my irrevocable resignation as your Liaison Officer in Los Baños, Laguna.

In view of the reshuffle made in our office, I can no longer cope with the duties I am supposed to achieve for you. However, I am hereby recommending my replacement in the person of Mrs. Herminia B. Jacob, who I believe is more than willing, available and qualified.

Thank you very much for the opportunity and privilege given me to work for you.

Very truly yours,

(SGD.) EVA V. TOMACRUZ
OIC-Cashier, Los Baños Rural Bank, Inc.
Crossing Office

A TRUE COPY:

HERLINIO S. ALABA
OCS Clerk

ViSCA EDUCATIONAL FOUNDATION

June 5, 1982

Dr. Fernando A. Bernardo
President, ViSCA
Baybay, Leyte

Dear Mr. President:

The ViSCA Educational Foundation (VEF) plans to operate on a trial basis a week-end disco to be held in the pavilion effective June 11, 1982 to raise funds for the operation of VEF Elementary School. No liquor or any alcoholic drinks will be served. In this connection, may I request your good office approval of the project. Attached is a short summary of the project.

Very truly yours,

(SGD.) ELISEO R. PONCE
Chairman of the Board

President's Advisory Council (PAC)

ACTION: APPROVED

DATE : JUNE 7, 1982

PROJECT PROPOSAL

Project : Weekend Disco

Proponent : ViSCA Educational Foundation

Objectives:

1. To provide wholesome entertainment to ViSCA population particularly the students.
2. To raise funds for the operation of the VEF Elementary School.

Particulars:

1. Operating Days & Time

Disco: Friday & Saturday
6:00 - 11:00 PM

Refreshment: Also available outside of Disco hours

Saturday: 9:00 AM - 6:00 PM

Sunday : 11:00 AM - 6:00 PM

2. Will be operated on a trial basis for three months.
3. The Dept. of Home Science will provide the refreshment on consignment basis. HET students will be utilized as servers at P1.50/hr. without refreshment or P1.00/hr. with refreshment.
4. Equipment to be used will be borrowed from different departments.
5. Male students will be charged P2.50 as entrance fee, female students are free. Staff will be charged P3.50 as entrance fee
6. Absolutely no alcoholic beverages will be served except on special occasions authorized by the President or his duly authorized representative.