

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte



APPROVED
MINUTES OF THE 55TH (SPECIAL) MEETING OF THE VISCA
BOARD OF TRUSTEES HELD ON JULY 19, 1983
AT THE PASUC CONFERENCE ROOM
MECS, METRO MANILA

DECISIONS/AGREEMENTS MADE BY THE BOARD OF TRUSTEES
ON THE 55TH BOARD OF TRUSTEES MEETING



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MINUTES OF THE 55TH (SPECIAL) MEETING OF THE VISCA
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MECS, METRO MANILA

Present:

Hon. Abraham I. Felipe Deputy Minister Ministry of Education, Culture and Sports	Presiding
Hon. F. A. Bernardo College President Visayas State College of Agriculture	Vice Chairman
Hon. Jose M. Lawas Assistant Director-General National Economic Development Authority	Member

Others Present:

Dr. Vedasto G. Suarez Assistant Minister Ministry of Education, Culture and Sports	Representative
Mr. John S. Imlan Executive Secretary PASUC Secretariat	Representative
Prof. Andres F. Duatin College Secretary Visayas State College of Agriculture	Secretary

Call to Order:

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Hon. Felipe, the presiding officer, called the meeting to order at

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12:51 p.m.

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I. Preliminary Matters:

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A. Approval of Agenda

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The Agenda were approved as presented.

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B. Report of the College President:

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Pres. Bernardo requested the Board that he skip his report as

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this will be covered in the proposals. The Board consented.

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II. Ratification/Approval of the Minutes of the Previous Meeting

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The minutes of the previous meeting were approved as is.

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III. Matters Arising from the Approved Minutes	(None)	1
IV. For Approval/Ratification/Confirmation:		2
A. Policy Matters:		3
1. <u>Proposed Charges for the Use of Electric Energy</u>		4
A proposal was presented to charge the ViSCA residents		5
for the use of electric energy.		6
After some questions from the Board on why ViSCA should		7
charge for the use of electric energy, which were answered		8
satisfactorily by the College President, the Board passed:		9
Resolution No. 22, s. 1983		10
Approving the graduated charges for the use of electric		11
energy that start with the first one hundred kilowatt-hours		12
free for every ViSCA household; additional electric energy		13
consumed shall be charged at increasing rates, as follows:		14
0 - 100 kilowatt-hours Free		15
Next 50 kilowatt-hours, in excess		16
of 100 kilowatt-hours P1.00/kw-hr		17
Next 50 kilowatt-hours, in excess		18
of 150 kilowatt-hours P2.00/kw-hr		19
Next 50 kilowatt-hours, in excess		20
of 200 kilowatt-hours P3.00/kw-hr		21
Beyond 250 kilowatt-hours P5.00/kw-hr		22
This takes effect July 1, 1983 (Appendix A)		23
<u>Approved</u>		24
2. <u>Proposed Athletic Allowance for Varsity Coaches and PE</u>		25
<u>Instructors During Athletic Meets</u>		26
It was recommended that an allowance of P150 be given		27
to each Varsity Coach and/or PE Instructor who is involved		28
in coaching training athletes and who attends athletic meets		29
held outside ViSCA.		30

The Board deferred action on the proposal with an instruction for the College to prepare an Annual Sports Fund Budget to include allowances and recommended honoraria with the corresponding policy of implementation.

3. Proposal to Pay Honorarium to ViSCA Non-Teaching Staff Who are Tapped to Teach

The proposal recommended payment of honoraria to ViSCA non-teaching staff members who are tapped to teach during office hours at the usual OCPC prime hourly teaching rate. Appendix B

Pres. Bernardo explained the reasons why ViSCA has to resort to employing non-teaching staff to teach. One reason given is the lack of teachers because some 70 faculty members are still on study leave.

There being no objections, the Board passed:

Resolution No. 23, s. 1983

Authorizing the College to pay honorarium to non-teaching staff who are tapped to teach during office hours, at the existing OCPC prime hourly teaching rate (PHTR), based on actual teaching credit hours (CH) provided, that the regular load of the non-teaching staff has not been reduced and that the total honorarium does not exceed 75% of one's salary for one month and a half per semester/ term; provided further, that such personnel shall be issued the corresponding appointment as teaching staff (part-time), subject to availability of funds and auditing rules, effective the first semester, school year 1983-1984. Appendix B

Approved

B. Administrative Matters:

1. Proposed Merging of ViSCA, PIT, and LNAC Into a University

A draft of an Executive Order was presented recommending the merging of ViSCA, PIT, and LNAC into a university to be

named the Visayas State University of Agriculture and Applied Sciences. Pres. Bernardo informed the Board that the Leyte Governor desires the conversion of ViSCA into a university as soon as possible. He stressed the fact that ViSCA would limit its thrusts to selected fields, hence the inclusion of only two schools. For instance, PIT would be the campus for fisheries and industrial technological education and LNAC, -- the animal science and agro-forestry campus.

After some deliberations, the Board decided that the proposal be presented to the Datasen because of the legal problems of converting a college into a university through an Executive Order. It was agreed that a Bill be prepared and the Board requested Dr. Suarez, with the assistance of Mr. Imlan, to prepare the draft of the bill making Minister Corpuz the sponsor. Dr. Suarez was more than glad to work on the draft of the bill.

2. Appointment of Personnel

The appointment of personnel consisted of: a. recruitment, b. upgrading of academic personnel, c. designation, and d. graduate faculty. The following resolutions were passed by the Board:

Resolution No. 24-A, s. 1983

Confirming the appointment of the following new College personnel:

1. Mr. Felix M. Salas, as temporary Asst. Instructor, at P13,824 p.a., effective June 9, 1983;
2. Ms. Teresa Clarissa C. Edo, as temporary Instructor, at P15,264 p.a., effective June 6, 1983;

3. Ms. Pamela Joy S. Robles, as temporary Instructor,
at P15,264 p.a., effective June 13, 1983; 1
4. Ms. Ruth Juliet A. Villegas, as temporary Instructor
at P20,580 p.a., effective June 1, 1983; 2
5. Ms. Jocelyn T. Urgello, as temporary Instructor
at P15,624 p.a., effective June 6, 1983; 3
6. Mr. Rodolfo A. Paningbatan, as temporary Asst. Professor
at P21,624 p.a., effective July 1, 1983; 4
7. Ms. Elizabeth M. Battad, as temporary Instructor
at P20,580 p.a., effective June 8, 1983; 5
8. Ms. Letecia S. Suico, as temporary Asst. Instructor
at P13,824 p.a., effective June 1, 1983; 6
9. Ms. Rosa C. Arcenal, as temporary Instructor
at P15,264 p.a., effective June 27, 1983; 7
10. Ms. Teresita G. Despojo, as temporary Asst. Instructor
at P13,824 p.a., effective June 1, 1983; 8
11. Mr. Alan B. Loreto, as temporary Science Research
Associate, at P11,904 p.a., effective June 1, 1983; 9
12. Mr. Roel R. Ravena, as temporary Science Research
Associate, at P11,904 p.a., effective June 1, 1983; and 10
13. Ms. Ma. Gladys G. Buenavista, as temporary Science
Research Associate, at P11,904 p.a., effective
June 1, 1983. 21

All recommendations have been passed by the Academic
Personnel Board. (Appendix C-1) 24

Approved 25

Resolution No. 24-B, s. 1983 26

Approving the upgrading of positions of the
following academic personnel: 27

1. Ms. Corazon V. Canapi, Instructor II to Instructor IV; 28
2. Dr. Esterlina O. Lotake, Asst. Prof. I to Asst. Prof. IV 29
3. Ms. Alicia B. Masendo, Instructor I to Instructor IV 30

Effective upon completion of studies or actual report
to duty, whichever is later, but not earlier than
January 1, 1983. 31

Approved 32

Resolution No. 24-C, s. 1983

Approving the designation of Dr. Romeo S. Raros
as Head of the Department of Forestry, with monthly
honorarium of P400, effective June 16, 1983, subject
to availability of funds and auditing rules.
Appendix C-3

Approved

Resolution No. 24-D, s. 1983

Approving the designation/appointment of the following
as graduate faculty members:

1. Dr. Lucylon B. Ponce, as graduate faculty
member in Home Science, effective June 14, 1983;
2. Dr. Antonia Cecilia Y. Sandoval, as graduate faculty
member in Community Development, effective June 14, 1983;
3. Prof. Pedro P. Pascual, as graduate faculty member in
Agronomy, effective June 14, 1983;
4. Mr. Luvimin A. Evangelio, as graduate faculty member in
Agronomy, effective June 14, 1983; and
5. Mr. Benjamin C. Agarcio, Jr., as graduate faculty
member in Agronomy, effective June 14, 1983.

All recommendations are without extra compensation.
Appendix C-4

Approved

3. Request for Transfer of Old Vehicles

Pres. Bernardo presented the request of Dr. Samuel S. Go,
Officer-in-Charge of PIT, asking the transfer, without cost, to
PIT of one (1) jeep J-18, and one (1) pick-up, unserviceable
vehicles, for the latter's use. PIT shall undertake the
necessary repair of the vehicles to be used later for instructional
purposes when these will no longer be economical to use. Appendix D

There being no objection, the Board passed:

Resolution No. 25, s. 1983

Approving the transfer without cost of the
following unserviceable vehicles to the Palompon
Institute of Technology (PIT):

One (1) Jeep J-18

1

One (1) Pick-up (Dodge)

2

PIT will undertake the repair of the vehicles mentioned above. If found later that such vehicles are no longer economical to operate, both will be used for instruction in Automotive classes in that school. Appendix D

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Approved

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4. Proposed Creation of a Permanent Planning Office

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Pres. Bernardo proposed the creation of a permanent planning office to be headed by an Assistant to the President for Planning, to assist him in the preparation of plans and programs for the institution for the next five or ten years. He reminded the Board that VISCA's First 5-Year Development Plan with financial support from the World Bank shall end on December 31, 1983 and it is time the College made its Second 5-Year Development Plan; hence the need for a planning assistant.

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The Board favorably considered the proposal and passed:

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Resolution No. 26, s. 1983

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Approving the creation of a permanent planning office to be headed by an Assistant to the President for Planning who shall prepare the plans/programs for the institution, subject to the submission of the mechanics for planning to the Board of Trustees in its next meeting.

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Approved

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5. Designation of an Assistant for Planning.

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Pres. Bernardo recommended the designation of Dr. Merelito P. Pascual, Head of the Department of Agricultural Economics and Agribusiness, as Assistant for Planning with monthly honorarium of P400.00, effective August 1, 1983, subject to availability of funds and auditing rules.

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Resolution No. 27, s. 1983

Approving the designation of Dr. Nerelito P. Pascual as Assistant for Planning with monthly honorarium of P400.00 effective August 1, 1983, subject to availability of funds and auditing rules.

Approved

6. Design of the Physical Education Building (Part of the College Gymnatorium)

It was proposed that the architectural design of the Physical Education Building, a part of the ViSCA Gymnatorium, be done by Architect Mansueto Cubio at a flat rate of P50,900.00 for the building plans. Pres. Bernardo told the Board that ViSCA would normally pay some P90,000 for the building which shall cost some P1.5 million at the usual 6 per cent architectural fee.

There being no objection, the Board passed:

Resolution No. 28, s. 1983

Approving the recommendation to employ the architectural services of Architect Mansueto Cubio to design the P.E. building (portion of the Gymnatorium) costing P1.5 M at a flat fee of P50,000, subject to availability of funds and auditing rules.

Approved

7. Merit Increase of Vice President Francisco G. Bascug

Pres. Bernardo recommended the increase in salary of acting Vice President for Administration, Prof. Francisco G. Bascug, for his outstanding performance and dedicated services, wise decisions on financial management, and effective leadership.

After some verifications as to the work performances of Prof. Bascug, and there being no objection, the Board passed:

Resolution No. 29, s. 1983

Approving the salary increase of two steps,
based on existing OCPC salary schedule, for Prof.
Francisco G. Bascug for his outstanding performance
and dedicated services, wise decisions on financial
management and effective leadership as Vice President
for Administration, effective August 1, 1983.

Approved

There being no other matter to discuss, Hon. Felipe adjourned
the meeting at 2:32 p.m.

Certified True and Correct:


ANDRES F. DUATIN
Secretary

Attested:

Hon. ABRAHAM I. FELIPE
Presiding Officer

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPENDIX A

OFFICE OF THE PRESIDENT

June 30, 1983

ADMINISTRATIVE ORDER NO. 15
Series of 1983

TO: All ViSCA Residents and Others Concerned

SUBJECT: Implementing the Monthly Charges for Electric Energy
Consumption by the ViSCA Residents

On June 23 this year, the ViSCA residents met with the College President and in that meeting the rationale of charging for the use of electric energy at ViSCA was expounded. The reasons behind this move were well explained in handouts that were distributed. The rates of charges (see attached) are graduated starting with the first one hundred kilowatt-hours given free to every household. Additional electric energy consumed shall be charged at increasing rates.

The higher and prohibitive rate of P5.00 per kilowatt-hour for power consumption beyond 200 kilowatt-hours explains the Administration's desire to discourage the use of electric appliances such as electric stoves and ovens and electric irons. This practice overloads the ViSCA generating sets resulting in their frequent breakdown. Since spare parts are quite expensive, time might come when ViSCA would not be able to make repairs resulting in long months of blackout/brownouts. We, therefore, appeal to everyone to cooperate by minimizing energy consumption.

To implement the monthly charges for the use of electric energy, the Physical Plant Office and the Accounting Division are responsible for the monitoring of electric consumption and billing of the corresponding charges, respectively. The mechanics of calibrating all watt-hour meters and recording of watt-hour meter readings shall be the job of the PPO. The Accounting Division shall bill all electric energy users and electric bills shall be collected through salary deductions at the end of the following month. Meter readings start July 1, 1983.


For strict compliance.

(SGD.) F. A. BERNARDO
President

Attachment

cc: Vice Pres. F. G. Bascug

A TRUE COPY:


O. M. BETONIO, JR.
Clerk, OC/BS
7/11/83

Charges For Electric Energy Consumption at VISCA

OFFICIAL RATES

0 - 100 kw-hrs	FREE
Next 50 kw-hrs in excess of 100 kw-hrs	P1.00/kw-hr
Next 50 kw-hrs in excess of 150 kw-hrs	2.00/kw-hr
Next 50 kw-hrs in excess of 200 kw-hrs	3.00/kw-hr
Beyond 250 kw-hrs, excess	5.00/kw-hr

PAC Action: APPROVED

Date: June 22, 1983

BOARD ACTION: _____

DATE: _____

PROPOSAL TO PAY TEACHING HONORARIUM TO VISCA NON-TEACHING
STAFF WHO ARE TAPPED TO TEACH

Rationale:

ViSCA up to these days has some 70 academic staff members who are on study leave, which explains the need for additional teachers.

At the Department of Arts and Letters for instance, as of the First Semester, SY 1983-1984, some seven classes were without teachers. To solve this problem, qualified ones from the auxiliary/administrative group were tapped to handle classes. This teaching assignment is an additional work for them.

While actual teaching may be done during office hours, the auxiliary/administrative staff will have to spend some time outside office hours to make preparations for their teaching assignments. In view of this, payment of honorarium for teaching even during office hours can be justified. This should not in any way be construed as double compensation.

The College has appropriated some amount for honorarium but the local auditor suggested that teaching honorarium during office hours need Board action to legalize the expense of such funds; hence, the following resolution:

RESOLUTION NO. _____, s. 1983

Authorizing the College to pay honorarium to non-faculty members who are tapped to teach during office hours at the usual OCPC prime hourly teaching rate (PHTR) provided, the total honorarium shall not exceed 75% of one's salary for one and half months per semester/term, subject to availability of funds and auditing rules. This takes effect the first semester, SY 1983-1984.

Board Action: APPROVED

Date : July 19, 1983

Appointments of College Personnel for ConfirmationI. RecruitmentA. Dept. of Agricultural Chemistry

- | | |
|-------------------------|---------------------------|
| 1. Mr. Felix M. Salas | Asst. Instructor |
| BS in Agric'l Chemistry | Salary: P13,824.00 p.a. |
| ViSCA 1983 | Effectivity: June 9, 1983 |
| Age: 21 yrs. old | Status: Temporary |

B. Dept. of Agricultural Economics & Agribusiness

- | | |
|---------------------------------|---------------------------|
| 2. Ms. Teresa Clarissa C. Edo | Instructor |
| BS in Agribusiness, Cum Laude | Salary: P15,264.00 p.a. |
| ViSCA 1983 | Effectivity: June 6, 1983 |
| Age: 19- $\frac{1}{2}$ yrs. old | Status: Temporary |

C. Dept. of Arts & Letters

- | | |
|-----------------------------------|----------------------------|
| 3. Ms. Pamela Joy S. Robles | Instructor |
| BS in Psychology, Magna Cum Laude | Salary: P15,264.00 p.a. |
| Univ. of San Carlos 1983 | Effectivity: June 13, 1983 |
| Age: 20 yrs. old | Status: Temporary |

D. Dept. of Forestry

- | | |
|--------------------------------|---------------------------|
| 4. Ms. Ruth Juliet A. Villegas | Instructor |
| MS Horticulture | Salary: P20,580.00 p.a. |
| UPLB 1982 | Effectivity: June 1, 1983 |
| Age: 26 yrs. old | Status: Temporary |

E. Dept. of Home Science

- | | |
|-----------------------------|---------------------------|
| 5. Ms. Jocelyn T. Urgello | Instructor |
| BS in Nutrition & Dietetics | Salary: P15,264.00 p.a. |
| Cum Laude | Effectivity: June 6, 1983 |
| Univ. of San Carlos 1980 | Status: Temporary |
| Age: 26 yrs. old | |

F. Dept. of Plant Protection

- | | |
|--------------------------------|---------------------------|
| 6. Mr. Rodolfo A. Paningbatan | Assistant Professor |
| MS in Plant Pathology | Salary: P21,624.00 p.a. |
| UPLB 1980 | Effectivity: July 1, 1983 |
| Age: 30 yrs. old | Status: Temporary |
| 7. Ms. Elizabeth M. Battad | Instructor |
| MS in Aquaculture | Salary: P20,580.00 p.a. |
| Central Luzon State Univ. 1982 | Effectivity: June 8, 1983 |
| Age: 24 yrs. old | Status: Temporary |
| 8. Ms. Leticia S. Suico | Asst. Instructor |
| BSA (Plant Pathology) | Salary: P13,824.00 p.a. |
| UPLB 1981 | Effectivity: June 1, 1983 |
| Age: 23 yrs. old | Status: Temporary |

G. Experimental Rural High School

- | | |
|---|---|
| 9. Ms. Rosa C. Arcenal
Bachelor of Arts (Math)
Cum Laude
Cebu State College 1982
Age: 24 yrs. old | Instructor
Salary: P15,264.00 p.a.
Effectivity: June 27, 1983
Status: Temporary |
| 10. Ms. Teresita G. Despojo
BS in Chemistry
Silliman University 1977
Age: 27 yrs. old | Assistant Instructor
Salary: P13,824.00 p.a.
Effectivity: June 1, 1983
Status: Temporary |

H. Philippine Root Crop Research and Training Center

- | | |
|---|---|
| 11. Mr. Alan B. Loreto
BS in Agric'l Engineering
ViSCA 1981
Age: 24 yrs. old | Science Research Associate
Salary: P11,904.00 p.a.
Effectivity: June 1, 1983
Status: Temporary |
|---|---|

I. Center for Social Research - Small Farmer Development

- | | |
|---|---|
| 12. Mr. Roel R. Ravanera
BS in Agriculture (Horticulture)
UPLB 1980
Age: 25 yrs. old | Science Research Associate
Salary: P11,904.00 p.a.
Effectivity: June 1, 1983
Status: Temporary |
| 13. Ms. Ma. Gladys G. Buenavista
Bachelor of Arts (Mass Com)
St. Theresas College 1983
Age: 2 yrs. old | Science Research Associate
Salary: P11,904.00 p.a.
Effectivity: June 1, 1983
Status: Temporary |

Note: All recommendations have been passed by the Academic Personnel Board.

II - Upgrading of Academic Personnel

<u>Name</u>	<u>Highest Degree</u>	<u>Present Rank</u>	<u>Upgraded Rank</u>
1. Corazon V. Canapi	Master of Arts in Sc. Teaching	Instructor II	Instructor IV
2. Esterlina O. Kotake	PhD in Ag. Economics	Asst. Prof. I	Asst. Prof. IV
3. Alicia B. Masendo	MAT (Food Trades)	Instructor I	Instructor IV

Effectivity: Date of completion or actual report to duty whichever is later but not earlier than January 1, 1983.

III. Designation

- | | |
|--|--|
| 1. Dr. Romeo S. Raros
Ph.D. in Entomology
Univ. of Minnesota, USA 1969 | Head, Dept. of Forestry
Effectivity: June 16, 1983
Honorarium: P400.00 p.mo. |
|--|--|

IV. Graduate Faculty Members

- | | |
|--|---|
| 1. Dr. Lucylen B. Ponce
Ph.D. in Home Economics
Ohio State University | Status: Permanent
Effectivity: June 14, 1983 |
| 2. Dr. Antonia Cecilia Y. Sandoval
Ph.D. in Community Development
UPLB | Status: Temporary
Effectivity: June 14, 1983 |
| 3. Prof. Pedro P. Pascual
MS in Agronomy
UPLB | Status: Temporary
Effectivity: June 14, 1983 |
| 4. Mr. Luvimin A. Evangelio
MS in Agronomy
UPLB | Status: Temporary
Effectivity: June 14, 1983 |
| 5. Mr. Benjamin C. Agarcio, Jr.
MS in Agronomy
UPLB | Status: Temporary
Effectivity: June 14, 1983 |

Board Action: APPROVED

Date: JULY 19, 1983

PALOMPON INSTITUTE OF TECHNOLOGY
Palompon, Leyte

June 29, 1983

The President
Visayas State College of Agriculture
ViSCA, Baybay, Leyte

S i r :

In view of ViSCA's plan to get rid of old and presently unserviceable vehicles, may I request that the following vehicles be transferred to PIT without cost:

One (1) Jeep J-18

One (1) Pick-up (Dodge)

PIT will undertake the repair of the vehicles mentioned above. If found later that such vehicles are no longer economical to operate, both will be used for instruction in Automotive classes.

Your favorable action on this request will be highly appreciated.

Very truly yours,

(SGD.) SAMUEL S. GO
OIC, P I T

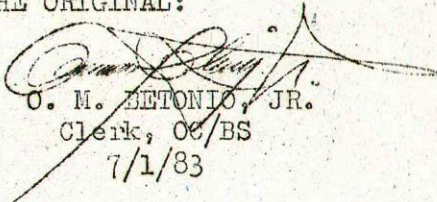
Recommending Approval:

(SGD.) MANUEL C. CAPACIO
Superintendent, Physical
Plant Office

Approved:

F. A. BERNARDO
President

A TRUE COPY OF THE ORIGINAL:


O. M. BETONIO, JR.
Clerk, OC/BS
7/1/83