

- 2 -
VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

6. RESOLUTION NO. 6, s. 1981

Approving the collection of cultural fee
of ₱5.00 per year for ^{APPROVED} RHS student, ...

7. MINUTES OF THE 37th (REGULAR) MEETING OF THE VISCA BOARD
OF TRUSTEES HELD ON JANUARY 19, 1981, AT THE
PASUC CONFERENCE ROOM, MEC, METRO MANILA

Approving the creation of the 53 new positions
(Appendix B), for submission to the Budget Commission
DECISIONS/AGREEMENTS MADE BY THE BOARD OF TRUSTEES

8. RESOLUTION NO. 7-A, s. 1981

ITEMS

PAGE

Confirming the appointment of the following:

1. RESOLUTION NO. 1, s. 1981 the President for
(Amendment to Resolution No. 57, s. 1979)
2. Engr. Orlando G. Bongalos as Instructor
Amending Resolution No. 57, s. 1979
(re the giving of ₱180 monthly meal allowance to
the military men detailed at VISCA), changing the
term "meal allowance" to "honorarium", ...

Approving the promotion of the following:

2. RESOLUTION NO. 2, s. 1981
 1. (Amendment to Resolution No. 34, s. 1979)
Assistant Instructor to Private Secretary ..
 2. Mr. S. Amending Resolution No. 34, s. 1979,
(Appendix C) increasing the working time for student
laborers/assistants to a maximum of 150 hours
per month each at the approved rates of ₱1.25 and
₱1.50, respectively, ...

3. RESOLUTION NO. 3, s. 1981

Approving the employment of selected college
students carrying a load of three units or less as
research aides... Soria as Bookbinder

4. RESOLUTION NO. 4, s. 1981

11. RESOLUTION NO. 4, s. 1981
(Amendment to Resolution No. 54, s. 1979)

Amending Resolution No. 54, s. 1979, (regarding reduced comprehensive fees, Appendix E),
particularly the requirements to entitle a student
to a discount, by increasing the annual family
income from ₱4,000 to ₱7,200 and ...

5. RESOLUTION NO. 5, s. 1981

Noting the temporary appointments of the following
teaching staff: Approving the payment of college fees by
installment, as follows: (Appendix F) ...

1. Dr. Nelson M. Esquerro et al



3 - 4

4

5

8 - 9

5

6

9 - 10

6. RESOLUTION NO. 6, s. 1981

Approving the collection of cultural fee of ₱5.00 per year from each ERHS student, ...

7

7. RESOLUTION NO. 7, s. 1981

Approving the creation of the 53 new positions (Appendix H), for submission to the Budget Commission with the suggestion that the college should make ...

7

8. RESOLUTION NO. 7-A, s. 1981

Confirming the appointment of the following:

1. Dr. Samuel S. Go as Vice President for Administration
2. Engr. Orlando G. Bongalos as Instructor

8

9. RESOLUTION NO. 7-B, s. 1981

Approving the promotion of the following:

1. Ms. Lucena N. Seroy from (Research) Assistant Instructor to Private Secretary ..
2. Mr. Samuel L. Modina from Clerk I to Clerk II at ...

8

10. RESOLUTION NO. 7-C, s. 1981

Noting the permanent appointment of the following, (Appendix H):

1. Prof. Linda K. Miranda as Asst. Prof.
2. Mr. Gregorio B. Soria as Bookbinder

8 - 9

11. RESOLUTION NO. 7-D, s. 1981

Noting the permanent appointment as Graduate Faculty of the following professors (Appendix I):

1. Dr. Dely P. Gapasin et al ...

9

12. RESOLUTION NO. 7-E, s. 1981

Noting the temporary appointments of the following teaching faculty as Graduate Faculty (Appendix I):

22. 1. Dr. Nelson M. Esguerra et al ...

9 - 10

Approving the renewal of the honorarium of ₱150 monthly to Mr. Rene Ilaya as special buyer ...

14



APPROVED
MINUTES OF THE 37TH (REGULAR) MEETING OF THE VISCA BOARD
OF TRUSTEES HELD ON JANUARY 19, 1981, AT THE
PASUC CONFERENCE ROOM, MEC, METRO MANILA

13. RESOLUTION NO. 8, s. 1981

Present: Approving the detail of eight (8) PC
enlisted men at VISCA to support the VISCA Security
Force with monthly honorarium of ₱200 each. Chairman 10
President (Presiding)

14. RESOLUTION NO. 9, s. 1981

Dr. Approving the giving of honoraria to the staff (ham I. Felipe)
members of the Department of Agricultural Engineering
and Applied Mathematics for assisting the VISCA
Claims Office. 11

15. RESOLUTION NO. 10, s. 1981

Mr. Catalino S. Boquiren (Represented Dr. Jose M. Lawis)
Approving the conversion of Senior Auditing
Examiner to Budget Examiner I; ... 11

16. RESOLUTION NO. 11, s. 1981

SCU-MEC Representative
Approving the building plans for cooking
dormitories and staff houses and allowing the ... 12

17. RESOLUTION NO. 12, s. 1981

Secretary
Approving the graduation of eight (8)
candidates for graduation as of Summer, March
1980, subject to ... 12
Invoking a provision of PD 1437, Dr. Vedasto G. Suarez,

18. RESOLUTION NO. 13, s. 1981

Representatives present that in the
Approving the graduation of the fifty-eight (58)
candidates for graduation as of the First Semester,
October 1980, subject to ... 13
hence, Pres. F. A. Bernardo, the Vice Chairman presided over the

19. RESOLUTION NO. 14, s. 1981

Meeting, he called the meeting to order at 1:07 p.m.
Approving the Academic Calendar for the
Schoolyear 1981, as corrected, subject ... 13
the College President

20. RESOLUTION NO. 15, s. 1981

Agenda by deleting items IV E, 3(1-4)
and Approving the designation of Dr. Vicente
A. Quiton, Director of Extension with monthly ... 13

21. RESOLUTION NO. 16, s. 1981

I. Approval of the Minutes of the Previous Meeting:
The minutes of the previous meeting were approved/ratified
Approving the designation of Mr. Sixto
Sandoval officer-in-charge of the office at Pasay ... 14

22. RESOLUTION NO. 17, s. 1981

"Representative" was changed to "SCU-MEC
Approving the renewal of the honorarium of ₱150
monthly to Mr. Rene Ilagan as special buyer ... 14

APPROVED
MINUTES OF THE 37TH (REGULAR) MEETING OF THE VISCA BOARD
OF TRUSTEES HELD ON JANUARY 19, 1981, AT THE
PASUC CONFERENCE ROOM, MEC, METRO MANILA

Present:

Dr. F. A. Bernardo
President
VISCA, Baybay, Leyte

Vice Chairman
(Presiding)

Dr. Vedasto G. Suarez (Represented Deputy Min. Abraham I. Felipe)
Asst. Secretary and
MEC Officer for State
Colleges and Universities
MEC, Metro Manila

Mr. Catalino S. Boquiren (Represented Dr. Jose M. Lawas)
Chief, Social Development Division
NEDA, CB, Pasay City

Mr. John Imlan
PASUC Coordination Office
Metro Manila

SCU-MEC Representative

Prof. Andres F. Duatin
College Secretary
VISCA, Baybay, Leyte

Secretary

Invoking a provision of PD 1437, Dr. Vedasto G. Suarez, reminded the VISCA Trustees/Representatives present that in the absence of the Board Chairman, the Vice Chairman should preside; hence, Pres. F. A. Bernardo, the Vice Chairman presided over the meeting. He called the meeting to order at 1:07 p.m.

Before tackling the main items, the College President made corrections on the agenda by deleting items IV E, G(1-4) and G(6), for further study by the Academic Council.

I. Approval of the Minutes of the Previous Meeting:

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

Page 1--"PASUC Representative" was changed to "SCU-MEC Representative".

Page 9--The abbreviation "(Sgd.)" was placed before the name of "Hon. Abraham I. Felipe", the chairman (the minutes having been previously signed/attested by him).

II. Matters arising from the Approved Minutes:

A. Honorarium of the Board Secretary

At the insinuation of Prof. Duatin, Pres. Bernardo explained that the ₱300 honorarium of the Board Secretary for attending a Board meeting has been integrated instead with his existing honorarium as College Secretary. "For his work as College Secretary/Registrar and Board Secretary, his honorarium was raised from ₱250 to ₱350 per month or an increase of ₱1,200 per year. This increase in his monthly honorarium is equivalent to his honorarium of ₱300 per meeting at four regular Board meetings a year," the College President explained.

III. Report of the College President (Appendix A):

Although his report to the Board was in written form, Pres. Bernardo took time to explain his report item by item for the convenience of the Trustees/Representatives. The three-page report included the following topics: (Appendix A)

1. Transfer of all College departments to the new campus.
2. Construction of new research complex with PCARR/USAID support.
3. Production of technoguides on major crops and livestock in Leyte and Samar.
4. International course on root crop germplasm collection and evaluation held in VISCA last November.

5. PRCRTC received the 1980 PCARR Tanglaw Award.

6. ViSCA scientists made observational trips to Japan and China.

7. DSE grant for review of Social Laboratory and related extension activities.

8. College President visited Lincoln College and Massey University in New Zealand.

9. Three ViSCA staff members completed Ph. D. studies abroad.

Dr. Suarez asked how good a staff the New Zealand Universities has. Pres. Bernardo said they have experts who have been trained in other countries like the United States, England, Australia, and Canada.

Mr. Boquiren requested that the NEDA be given a copy of the research on "Samahang Nayons" which was undertaken by ViSCA. Pres. Bernardo promised to give him a copy of the study.

IV. Policy Matters:

1. Amendment to Board Resolution No. 57, s. 1979

In accordance with the suggestion of the Region VIII COA Director, Board Resolution No. 57, s. 1979 (re giving of monthly meal allowance of ₱180 each to the military men detailed at ViSCA) was presented for amendment to change the term "meal allowance" to "honorarium", to take effect retroactively, and an increase in honorarium from ₱180 to ₱200 monthly for the military men detailed in ViSCA was proposed (appendix B).

On motion duly seconded, the Board passed:

RESOLUTION NO. 1, s. 1981
(Amendment to Resolution No. 57, s. 1979)

Amending Resolution No. 57, s. 1979

1 (re the giving of ¥180 monthly meal
2 allowance to the military men detailed
3 at ViSCA), changing the term "meal
4 allowance" to "honorarium", provided,
5 that this change in terminology shall
6 take effect retroactively, and increasing
7 the monthly honorarium to ¥200 each,
8 effective January 1, 1981 subject to the
9 conditions set forth in the original
10 resolution (Appendix B-Resolution No.
11 57, s. 1979).

12 Approved

13 B. Amendment to Board Resolution No. 34, s. 1979, Increasing
14 the Number of Working Hours Per Month of Student
15 Laborers/Assistants Who Are Lightly Loaded

16 It was proposed that college students carrying a load
17 of six units or less be allowed to work as student laborers/
18 assistants for more than 100 hours a month but not to exceed
19 150 hours, provided that this will not interfere with their
20 studies, which the adviser shall certify to this effect
21 (Appendix C).

22 On motion duly seconded, the Board passed:

23 RESOLUTION NO. 2, s. 1981
24 (Amendment to Resolution No. 34, s. 1979)

25 Amending Resolution No. 34, s. 1979,
26 (Appendix C) increasing the working time for
27 student laborers/assistants to a maximum of
28 150 hours per month each at the approved rates
29 of ¥1.25 and ¥1.50, respectively, for those
30 who carry a load of six or less academic units,
31 as certified by the adviser, to take effect
32 January 1, 1981, subject to availability of
33 funds and COA rules and regulations.

34 Approved

C. Employment of Selected College Students with Only Three
Units or Less of Study Load as Research Aides

A proposal was presented recommending that selected college students carrying a study load of three units or less may be employed as research aides (Appendix D).

On motion duly seconded, the Board passed:

RESOLUTION NO. 3, s. 1981

Approving the employment of selected college students carrying a load of three units or less as research aides (Appendix D), subject to availability of funds and COA rules and regulations.

Approved

D. Amendment to the Stipulations Relative to the Reduced
Comprehensive Fees for College Students

It was proposed that the requirements to entitle one to the reduced comprehensive fees be amended by (1) raising the family income from ₱4,000 to ₱6,000 and (2) allowing one failure or two incomplete grades to the first and second year students (Appendix E).

On motion duly seconded, the Board passed:

RESOLUTION NO. 4, s. 1981
(Amendment to Resolution No. 54, s. 1979)

Amending Resolution No. 54, s. 1979, (regarding reduced comprehensive fees, Appendix E), particularly the requirements to entitle a student to a discount, by increasing the annual family income from ₱4,00 to ₱7,200 and allowing one failure or two incomplete grades for the first and second year students only, effective the First Semester, SY 1981-1982.

Approved

1 E. Payment of College Fees on Installment Basis

2 Ms. Nellie G. Capuyan, Guidance Coordinator, proposed
3 that college students be allowed to pay college fees by instal-
4 lment, as follows: (Appendix F)

5 1. Upon registration - One third of the comprehensive
6 and the dormitory fees (if a student is staying in the dorm)
7 and all other fees.

8 2. A week before mid-term - One third of the compre-
9 hensive fees and dormitory fees.

10 3. A week before the final exam - the last third of
11 the comprehensive and dormitory fees.

12 On motion duly seconded, the Board passed:

13 RESOLUTION NO. 5, s. 1981

14 Approving the payment of college fees
15 by installment, as follows: (Appendix F)

16 1. Upon registration - one third of
17 the comprehensive and dormitory fees (if a
18 student stays in a dorm) and all other fees.

19 2. Within a week before mid-term - one
20 third of the comprehensive and dormitory fees.

21 3. Within a week before the final exams -
22 the last third of the comprehensive and dormitory
23 fees.

24 This takes effect by summer 1981.

25 Approved

26 F. Collection of ₱5.00 Cultural Fee from the ERHS Students

27 An annual cultural fee of ₱5.00 was proposed to be
28 collected from the Experimental Rural High School students,
29 (Appendix G).

30 On motion duly seconded, the Board passed:

RESOLUTION NO. 6, s. 1981

Approving the collection of cultural fee of \$5.00 per year from each ERHS student, effective the school year, 1981-1982 (Appendix G), subject to rules on school fees.

Approved

G. Creation of New Positions

Some 53 new positions created were presented for subsequent submission to the Budget Commission for approval (Appendix H).

On motion duly seconded, the Board passed:

RESOLUTION NO. 7, s. 1981

Approving the creation of the 53 new positions (Appendix H), for submission to the Budget Commission with the suggestion that the college should make representations to the OCPC for better salary assignments to the proposed Guidance Counselor and Nurses positions.

Approved

H. Appointments of Personnel

Following College policies and criteria for employment, promotion of staff/personnel and change of status from temporary to permanent, some fourteen (14) recruits were appointed to the different departments/centers/offices; two (2) were promoted; nine (9) were issued permanent appointments; and eighteen (18) were appointed to the graduate faculty. The same were presented for confirmation, approval, and notation, respectively (Appendix I).

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

RESOLUTION NO. 7-A, s. 1981

Confirming the appointment of the following:

1. Dr. Samuel S. Go as Vice President for Administration
2. Engr. Orlando G. Bongalos as Instructor
3. Ms. Celsa F. Armezin as Asst. Instructor
4. Ms. Susan M. Soliven as Instructor
5. Ms. Wenifreda M. Tanquezon as Asst. Instructor
6. Ms. Virginia D. Villamayor as Clerk I
7. Ms. Marivic L. Zamora as Asst. Instructor
8. Ms. Rolade C. Brizuela as Research Assistant
9. Ms. Letecia F. Trinidad as Clerk I
10. Ms. Paz L. Abapo as Clerk I
11. Ms. Concepcion A. Comon as Clerk I
12. Ms. Lucena V. Lapesanda as Clerk I
13. Ms. Teresita A. Leo as Clerk I
14. Ms. Placida V. Abellana as Clerk I

All to take effect as appointed (Appendix I), subject to the usual appointments as attested by the Civil Service.

Confirmed

RESOLUTION NO. 7-B, s. 1981

Approving the promotion of the following:

1. Ms. Lucena N. Seroy from (Research) Assistant Instructor to Private Secretary at ₱16,860.00 p.m., effective October 1, 1980;
2. Mr. Samuel L. Modina from Clerk I to Clerk II at the rate of ₱7,992.00 p.m., effective January 1, 1981.

This promotion passed through proper channel and are subject to the usual attestations of the Civil Service.

Approved

RESOLUTION NO. 7-C, s. 1981

Noting the permanent appointment of the following, (Appendix I):

1. Prof. Linda K. Miranda as Asst. Prof. (Chief Librarian), effective December 28, 1980;
2. Mr. Gregorio B. Soria as Bookbinder, effective October 1, 1980;

3. Mr. Eugenio A. Perez as Security Guard effective January 1, 1981;
4. Mr. Angel M. Bande as Carpenter, effective January 1, 1981;
5. Mr. Emiliano G. Modina as Carpenter, effective January 1, 1981;
6. Mr. Ernesto U. Kangleon as Welder, effective January 1, 1981;
7. Mr. Antonio M. Olmedo as Painter, effective January 1, 1981;
8. Mr. Dominador G. Poliquit as Electronics Equipment Operator, effective January 1, 1981; and,
9. Mr. Francisco U. Singson as Plumber, effective January 1, 1981.

These appointments are subject to the usual attestations of the Civil Service.

Noted

RESOLUTION NO. 7-D, s. 1981

Noting the permanent appointment as Graduate Faculty of the following professors (Appendix I):

- | | |
|-----------------------------|---------------------------|
| 1. Dr. Dely P. Gapasin | 4. Dr. Vicente A. Quiton |
| 2. Dr. Manuel K. Palomar | 5. Dr. Federico R. Flores |
| 3. Dr. Celedonio M. Gapasin | 6. Dr. Dolores L. Alcober |

All to take effect as appointed.

Approved

RESOLUTION NO. 7-E, s. 1981

Noting the temporary appointment of the following teaching faculty as Graduate Faculty (Appendix I):

1. Dr. Nelson M. Esguerra
2. Dr. Jose R. Juego
3. Dr. Patricia M. Peñaranda
4. Prof. Monina M. Escalada
5. Prof. Rogelio A. Jaime
6. Prof. Constancio M. Napiere
7. Prof. Corazon B. Batoy
8. Ms. Lorenza B. de Pedro
9. Ms. Fredeswinda O. Lao

10. Mr. Richard T. Agbisit
11. Mr. Camilo D. Villanueva
12. Mr. Ramon S. Laguna

All to take effect as appointed.

Approved

I. To Negotiate for Eight PC Enlisted Men to be Detailed
with the ViSCA Security Force

A proposal was presented to negotiate for eight (8)
PC enlisted men to be detailed at ViSCA to support the local
Security Force with monthly honorarium of ₱200 each (Appendix J).

On motion duly seconded, the Board passed:

RESOLUTION NO. 8, s. 1981

Approving the detail of eight (8) PC
enlisted men at ViSCA to support the ViSCA Security
Force with monthly honorarium of ₱200 each
(Appendix J), provided that they serve ViSCA for
at least fifteen (15) consecutive days as
certified by the Security Officer of the College,
that actual service has been rendered, subject
to usual appointments, availability of funds and
COA rules and regulations.

Approved

J. Honoraria to DAEM Staff Assisting the Claims Office
in the Land Acquisition Program

It was recommended that the staff members of the Depart-
ment of Agricultural Engineering and Applied Mathematics assist-
ing the ViSCA Claims Office in the Land Acquisition Program be
given honorarium for their extra work (Appendix K).

On motion duly seconded, the Board passed:

RESOLUTION NO. 9, s. 1981

Approving the giving of honoraria to the staff members of the Department of Agricultural Engineering and Applied Mathematics for assisting the ViSCA Claims Office in the Land Acquisition Program of the College, at ₱25.00 per area of a tenant surveyed to the Head of the Survey Team and at ₱20.00 each per area of a tenant surveyed to the two (2) assistants to the Head of the Survey Team (Appendix K), effective January 1, 1981, subject to availability of funds and COA rules and regulations.

Approved

K. Proposal for the Conversion of Certain Positions

Four (4) existing positions have been proposed for conversion, namely: 1. Senior Auditing Examiner to Budget Examiner I; 2. Civil Engineer to Electrical Engineer; 3. Architect to two Mechanical Plant Operators and one (1) Shop Electrician at ₱5,640.00 p.a., and 4. Security Guard to Supervising Security Guard, (Appendix L).

On motion duly seconded, the Board passed:

RESOLUTION NO. 10, s. 1981

Approving the conversion of Senior Auditing Examiner to Budget Examiner I; Civil Engineer to Electrical Engineer and Security Guard to Supervising Security Guard but suggested that the item for Architect be retained for future needs and suggesting further the inclusion to the new positions the items of two (2) Mechanical Plant Operators and One (1) Shop Electrician, subject to available appropriation for new positions and the terms of the Budget Commission.

Approved

L. Presentation of Building Plans

Building plans for cooking dormitories designed by Architect Augusto Bañez and staff houses designed by the ViSCA

PFO personnel were presented for notation.

On motion duly seconded, the Board passed:

RESOLUTION NO. 11, s. 1981

Approving the building plans for cooking dormitories and staff houses and allowing the college to negotiate for the construction of the former buildings and the construction by the Administration of the latter one.

Approved

M. Candidates for Graduation

1. Candidates for Graduation as of March 1980 (Summer)

Eight (8) candidates for graduation as of last summer, March 1980, were presented for the approval of their graduation. The candidates were distributed as follows: BSA-3, BSAEd-1, BSF-1, BSAH-1, BAS-1, and FR-1, (Appendix M).

On motion duly seconded, the Board passed:

RESOLUTION NO. 12, s. 1981

Approving the graduation of eight (8) candidates for graduation as of Summer, March 1980, subject to the final requirements to entitle each graduate to the corresponding diploma.

Approved

2. Candidates for Graduation as of First Semester, October, 1980.

Fifty-eight (58) candidates for graduation as of the First Semester, October 1980, were presented for the approval of their graduation.

The distribution of candidates follows: BSA-15, BSADE-12, BSHE-3, BSAE-5, BSAB-1, BAS-7, BSF-4, FR-10, and HET-1 (Appendix N).

On motion duly seconded, the Board passed:

RESOLUTION NO. 13, s. 1981

Approving the graduation of the fifty-eight (58) candidates for graduation as of the First Semester, October 1980, subject to the final requirements to entitle each graduate to receive the corresponding diploma, (Appendix N).

Approved

N. Academic Calendar for SY 1981-1982

The academic calendar for the schoolyear 1981-1982 was presented for approval (Appendix O).

On motion duly seconded, the Board passed:

RESOLUTION NO. 14, s. 1981

Approving the Academic Calendar for the schoolyear 1981, as corrected, subject to adjustments by the Academic Council as the need arises.

Approved

O. Designation of the Director of Extension

Pres. Bernardo presented the designation of Dr. Vicente A. Quiton, Head of ADE, concurrently Director of Extension with monthly honorarium of ₱300.00 effective January 1, 1981.

On motion duly seconded, the Board passed:

RESOLUTION NO. 15, s. 1981

Approving the designation of Dr. Vicente A. Quiton, Director of Extension with monthly honorarium of ₱300.00 effective January 1, 1981, subject to availability of funds and COA rules and regulations.

Approved

P. Designation of Officer-in-Charge of the ViSCA Office

at Pasay City

The College President recommended the designation of Mr. Sixto Sandoval as Officer-in-Charge of the ViSCA Office, Pasay

1 City, with monthly honorarium of ₱400.00, vice Ms. Sonia
2 Salandanan Bañarez who will be on maternity leave.

3 On motion duly seconded, the Board passed:

4 RESOLUTION NO. 16, s. 1981

5 Approving the designation of Mr. Sixto
6 Sandoval officer-in-charge of the VISCA office
7 at Pasay City with monthly honorarium of ₱400.00,
8 subject to availability of funds and COA rules
9 regulations.

10 Approved

11 Q. Honorarium for the Buyer in Manila

12 It was recommended that the honorarium of ₱150.00
13 monthly to Mr. Rene Ilagan as Buyer in Metro Manila be renewed
14 for the calendar year 1981.

15 On motion duly seconded, the Board passed:

16 RESOLUTION NO. 17, s. 1981

17 Approving the renewal of the honorarium
18 of ₱150.00 monthly to Mr. Rene Ilagan as special
19 buyer stationed at Metro Manila, effective January
20 1, 1981, subject to availability of funds and COA
21 rules and regulations.

22 Approved

There being no other matter to discuss, the Vice
Chairman, Pres. Bernardo, adjourned the meeting at 3:47 p.m.

Certified True and Correct:

(SGD.) ANDRES F. DUTIN
Secretary

Attested:

(SGD.) PRES. F. A. BERNARDO
Vice Chairman, Presiding

For the next Board meeting:

Approved/Ratified
February 23, 1981

ROMEO C. YAP
O.G.S. Clerk
Feb. 10, 1981

Tanglaw Award for 1980 based on its achievements. Dr. Maricito R. Villanueva, the PCARR Director, presented the award during the PCARR Anniversary on October 10, 1980.

**REPORT OF THE PRESIDENT
(October-December, 1980)**

6. PCARR Scientists made observations on rice in Japan and China

I. Transfer of all College departments to the new campus.

Although the new buildings are not completely finished, all College departments transferred to the new campus before November 5, 1980, the opening of the second semester in VISCA. The buildings now occupied are Agricultural Engineering, Agricultural Chemistry, Plant Protection, Animal Science and Veterinary Medicine, Agricultural Development Education and Agricultural Economics and Forestry. The College Union building has been occupied by the Department of Home Science since its own building is far from complete.

Finishing touches on most of these buildings are still being done and equipment are being installed.

2. Construction of new research complex with PCARR/USAID support.

Cari Construction Co. won the bids on the PCARR/USAID supported research building complex. Construction work began last December. This will include the coop research lab, greenhouse, headhouse and staff houses.

3. Production technoguides on major crops and livestock in Leyte and Samar.

Various commodity technoguide teams for Leyte and Samar were organized under the cooperative efforts of VISCA, PCARR and Ministry of Agriculture. The purpose of the project is to produce technoguides for farmers. Technoguides for root crops, coconut, abaca, rice, goats, carabao and cattle have been produced and are now ready for printing. ISBDA and SIRDP are helping fund the project.

4. International course on root crop germplasm collection and evaluation held in VISCA last November.

This international course was sponsored by FAO and PCARR/VISCA. Participants came from Indonesia, Malaysia, Thailand, Papua New Guinea, Fiji and the Philippines.

5. PCRTC received the 1980 PCARR Tanglaw Award

The Philippine Root Crop Research and Training Center (PCRTC) was chosen by PCARR as the institution deserving to receive the

Tanglaw Award for 1980 based on its achievements. Dr. Marianito R. Villanueva, the PRCRTC Director, received the award during the PCARR Anniversary celebration last December 19, 1980.

6. VISCA Scientists made observational trips to Japan and China

Dr. Manuel K. Palomar and Dr. Marianito R. Villanueva visited Japan upon the invitation of the Japan Society for the promotion of Science (JSPS). They discussed details of joint research projects with Japanese scientists and visited research institutes involved in microbiological research.

Dr. Nelson Esguerra, Dr. M. R. Villanueva, Dr. Rodolfo G. Escalada and Mr. Perfecto Bartolini visited the Peoples' Republic of China to make observations on research and collect root crop germplasm.

7. DSE grant for review of Social Laboratory and related extension Activities

The German International Development Foundation (DSE) offered to give VISCA a \$5,000 grant for the review of the Social Laboratory and related extension activities of the College. This external review shall be done during summer. Also, VISCA undertook an interesting research project on Samahang Nayons in Leyte in response to the request of Minister Tanco.

8. College President visited Lincoln College and Massey University in New Zealand

The New Zealand Government invited the College President to visit New Zealand in order to determine what kind of cooperative projects may be undertaken between VISCA and Lincoln College/Massey University. Both New Zealand institutions are well developed and have the capability to enter into an academic interchange with VISCA.

9. Three VISCA staff completed Ph.D. studies

Dr. Nelson Esguerra completed his Ph.D. work in entomology at the University of Hawaii.

Dr. Florencio Saladaga came home with a Ph.D. in plant breeding from Louisiana State University. Date: January 19, 1981

Dr. Lydia Gloria got hers in biochemistry from the University of Reading Upon Tyne in England.

APPROVED AMENDMENT TO BOARD RESOLUTION NO. 57, s. 1979 TO
CHANGE "MEAL ALLOWANCE" TO "HONORARIUM" OF SIX

Background Information:

Board Resolution No. 57, s. 1979 authorize the granting of meal allowance to PC/INF personnel detailed at VISCA in the amount not to exceed One Hundred Eighty (¥180.00) Pesos each per month, viz.:

BOARD RESOLUTION NO. 57, s. 1979 pay the same

Approving the proposal (Appendix E) recommending that military men detailed in VISCA, to protect College property and maintain peace and order conditions in this institution, be given meal allowances not to exceed ¥180/month each, provided, that they serve VISCA for at least fifteen (15) consecutive days as certified by the VISCA Security Officer, that actual service has been rendered, to take effect upon approval of this proposal by the Board, subject to availability of funds and COA rules and regulations.

PROPOSAL

Approved

Proposal: on the rationale, it is strongly proposed that students

In accordance with the suggestion of the Regional Director, it is hereby proposed that the "meal allowance" be changed to "honorarium".

Amending Resolution No. 57, s. 1979, changing the term "meal allowance" to "honorarium"; this change taking effect retroactively, and increasing the honorarium to ¥200.00 each monthly effective January 1, 1981, subject to the conditions set forth in the original resolution.

Board Action: Approved
Date: January 19, 1981

PROPOSAL TO ALLOW CERTAIN STUDENTS TO WORK AS RESEARCH AIDES

PROPOSAL: TO ALLOW STUDENTS CARRYING A LOAD OF SIX

RATIONALE

UNITS TO WORK FOR MORE THAN ONE HUNDRED HOURS A MONTH

RATIONALE

possible the graduation of a number of students who would have never gone through college without working. In 1964, there is a group of students who need more financial assistance and who have more year, have a very light academic load. Yet, they pay the same amount for board and lodging as one who has a load of twenty-one units. The policy states that a student may be allowed to work only for a maximum number of one hundred (100) hours per month at the rate of sometimes serve beyond one hundred hours because of their free time.

Still they cannot be rightfully compensated because the policy

limits the working hours to one hundred a month.

only three units. Some of them were scholars but because they were

PROPOSAL

based on the rationale, it is strongly proposed that students carrying a load of six units or less be allowed to work for more than one hundred hours a month but not to exceed 150 hours provided that this will not interfere with their studies. The adviser will

certify to this effect.

aides, and project leaders are as willing to accept them as such.

If approved, allowing students to work as research aides will not only financially help the student, but will provide a rich work experience not to mention the greater possibilities for immediate employment after graduation.

PROPOSAL TO ALLOW CERTAIN STUDENTS TO WORK AS RESEARCH AIDES

RATIONALE

VISCA's financial assistance through paid student labor has no doubt made possible the graduation of a number of students who would have never gone through college without working. In VISCA, there is a group of students who need more financial assistance and who have more time to work but who cannot because of the ruling on student assistantship. The policy states that a student may be allowed to work only for a maximum number of one hundred (100) hours per month at the rate of \$1.25/hour.

These students referred to are those who are carrying a load of only three units. Some of them were scholars but because they were unable to finish on time are left to finish on their own. Others because they were unable to graduate on time and because they come from indigent families can no longer depend on their parents. Some may have been caught in curricular changes and still, others may be retaking failed subjects.

Many of these students are very qualified to work as research aides, and project leaders are as willing to employ them as such.

If approved, allowing students to work as research aides will not only financially help the student, but will provide a rich work experience not to mention the greater possibilities for immediate employment after graduation.

AMENDMENT TO THE STUDENT RELATIVE TO THE
REDUCED COMPREHENSIVE FEES FOR
COLLEGE STUDENTS

- page two -

PROPOSAL Change of Comprehensive Fees for Resolution No. 54, 1973

Based on the foregoing observations, it is strongly proposed that students with a load of only three units or less may be allowed to work as research aides subject to the following conditions:

1. A student should attach to his application papers, a written permission from his (a) adviser, (b) department head, and (c) his parents or guardian stating that he may work as such;
2. He must work in his department, or if in a different department, must be in a project where his immediate supervision is his adviser. An exception may be given to students with invaluable talents e.g. writing, editing, statistics, etc. who belong to a department that has no projects but students who can contribute much to other departments; and semester but first and second year students may be allowed two (2) incomplete grades or one (1) incomplete grade.
3. The job will not interfere with the studies of the student.

Board Action: Approved as submitted

Date: January 18, 1973

APPENDIX F
APPENDIX E

AMENDMENT TO THE STIPULATIONS RELATIVE TO THE BASIS
REDUCED COMPREHENSIVE FEES FOR
COLLEGE STUDENTS G. CAPULIN

Stipulations on Comprehensive Fees Per Resolution No. 54, s. 1979:

Requirements to entitle a student to a discount are:

1. The annual income of his family should not exceed ₱4,000.00. A xerox copy of the latest income tax of parents shall be submitted as proof of a claim.

To read:

1. The annual income of his family should not exceed ₱7,200.00. A xerox copy of the latest income tax of parents shall be submitted as proof of a claim.

through salary reduction on December 31, 1980, a month and a half before mid-term. An unconfirmed number of students who did not know of the promissory note (there was allowed only on the second day of registration) dropped out or transferred to other schools allowing payments on installment basis.

x

VISCA is now in a delicate situation. The enrollment has been over 1000. It is in this situation that they are faced with full payment of fees. Very obviously many of the students and prospective students cannot afford or have difficulty in paying their fees in full.

3. Third and fourth year students must have no failing grades or unremoved incomplete grades during the preceding semester but first and second year students may be allowed two (2) incomplete grades or one (1) failure. x x x

PROPOSAL:

In order to solve the problem the payment of fees is recommended:

Upon registration - One third of the comprehensive and the dormitory fees (1st & 2nd year students) and all other fees.
Board Action: Approved as corrected

Date: January 19, 1981

Week Before Mid-term - One third of the comprehensive and dormitory fees.

Week Before the Final Exam - the last third of the comprehensive and dormitory fees.

PROPOSAL: PAYMENT OF FEES ON INSTALLMENT BASIS

PROPONENT: NELLIE G. CAPUYAN

RATIONALE:

During the first semester of SY 1980-81, a new policy on the payment of fees was implemented i.e. full payment was required at registration time. This was very untimely because first, the one hundred peso increase in the fees was implemented, and second, the price of copra had dipped seriously. As a result a number of faculty and staff had to guarantee for students who could not enroll due to lack of money. The same experience was true during the second semester: more than ten percent executed promisory notes signifying that they (students or parents) would pay their account before the mid-term exams. This did not include the number of staff who guarantees for students who could not pay so much. Ironically, said staff who guaranteed found themselves paying the tuition fees through salary reduction on December 31, 1980, a month and a half before midterms. An unconfirmed number of students who did not know of the promisory note (these was allowed only on the second day of registration) dropped out or transferred to other schools allowing payments on installment basis.

VISCA is now in a delicate situation. The enrolment has been continuously going down especially in the freshman class. It is in this group of students who incur the most expense considering their uniforms, clothes, and other personal needs which they must buy, yet they are faced with full payment of fees. Very obviously many of our students and prospective students cannot afford or have difficulties in paying their fees in full.

PROPOSAL:

In order to ease this problem the following schedule of payment of fees is recommended:

Upon registration - One third of the comprehensive and the dormitory fees (if a student is staying in the dorm) and all other fees.

Week Before Mid-term - One third of the comprehensive and dormitory fees.

Week Before the Final Exam - the last third of the comprehensive and dormitory fees.

PROPOSED COLLECTION OF \$5.00 CULTURAL FEE FROM
THE HIGH SCHOOL STUDENTS

- 2 -

It is further proposed that this schedule be sent to parents and guardians right after registration with a statement of their child's/ward's accounts and that similar statement be sent every after payment time.

As far as the problem of students who might drop out before or after midterms are concerned, this does not pose a significant risk in loss of uncollected fees. Students when they transfer need to clear before they can get their credentials. Besides, records show that last semester only five students dropped out of college, a very insignificant number. The amount collected for the transportation, accommodation, and food of these invited guest artists. A part of the amount comes from the cultural fees collected from college students.

As stated earlier, only the college students pay a cultural fee of \$5.00 per semester; hence, this proposal to collect also a \$5.00 cultural fee from the HHS students per year, effective next schoolyear, 1981-1982.

Board action: Approved

Date: January 19, 1981

APPENDIX G

PROPOSED COLLECTION OF \$5.00 CULTURAL FEE FROM
THE HIGH SCHOOL STUDENTS
OF VISCA

| Number of Positions | Position Title | Salary Grade | Authorized Salary | Amount |
|--|----------------------------|--------------|-------------------|---------|
| In its desire to entertain the VISCA students, members of the faculty and staff and their families for relaxation and enrichment of their socio-cultural experiences, the Cultural Affairs Committee (CAC) invite guest artists to perform at VISCA. | | | | |
| | | R-36 | 10,260 | 10,260 |
| During these socio-cultural presentations, all those who will witness pay a certain amount as gate fee to defray expenses. Only the college students who pay cultural fees are free to see these kind of entertainment sponsored by the CAC. | | | | |
| | | | | 7,608 |
| 7 | Property Custodian I | R-51 | 7,992 | 55,996 |
| The CAC bears the expenses incurred for the transportation, accommodation, and feed of these invited guest artists. A part of the amount comes from the cultural fees collected from college students. | | | | |
| | | R-50 | 7,608 | 15,216 |
| As stated earlier, only the college students pay a cultural fee of \$5.00 per semester; hence, this proposal to collect also a \$5.00 cultural fee from the ERHS students per year, effective next schoolyear, 1981-1982. | | | | |
| | | | | 5,376 |
| | | | | 48,600 |
| 5 | Clerk | R-42 | 4,860 | 24,300 |
| Board Action: <u>Approved</u> | | | | |
| 2 | Mechanical Plant Operators | R-42 | 4,860 | 9,720 |
| Date: <u>January 19, 1981</u> | | | | |
| 16 | Utilityman | R-39 | 4,680 | 74,880 |
| 1 | Messenger | R-39 | 4,680 | 4,680 |
| 2 | Groundsman-Gardener | R-38 | 4,680 | 9,360 |
| 33 | | | | 353,208 |

*Subject to salary adjustment per BGC No. 12.

Dr. Samuel S. Co
Ph.D. in Agricultural Science
Number of City of Minnesota 3475

LIST OF PROPOSED POSITIONS

CY 1981

Administration

Salary 6.00 p.m. Authorized

| <u>Range Grade</u> | <u>Salary</u> |
|--------------------|---------------|
| 11-12-13 | \$1,000.00 |
| 14-15-16 | \$1,100.00 |
| 17-18-19 | \$1,200.00 |
| 20-21-22 | \$1,300.00 |
| 23-24-25 | \$1,400.00 |
| 26-27-28 | \$1,500.00 |
| 29-30-31 | \$1,600.00 |
| 32-33-34 | \$1,700.00 |
| 35-36-37 | \$1,800.00 |
| 38-39-40 | \$1,900.00 |
| 41-42-43 | \$2,000.00 |
| 44-45-46 | \$2,100.00 |
| 47-48-49 | \$2,200.00 |
| 50-51-52 | \$2,300.00 |
| 53-54-55 | \$2,400.00 |
| 56-57-58 | \$2,500.00 |
| 59-60-61 | \$2,600.00 |
| 62-63-64 | \$2,700.00 |
| 65-66-67 | \$2,800.00 |
| 68-69-70 | \$2,900.00 |
| 71-72-73 | \$3,000.00 |
| 74-75-76 | \$3,100.00 |
| 77-78-79 | \$3,200.00 |
| 80-81-82 | \$3,300.00 |
| 83-84-85 | \$3,400.00 |
| 86-87-88 | \$3,500.00 |
| 89-90-91 | \$3,600.00 |
| 92-93-94 | \$3,700.00 |
| 95-96-97 | \$3,800.00 |
| 98-99-100 | \$3,900.00 |

| <u>Number of Positions</u> | <u>Position Title</u> | <u>Salary Range</u> | <u>Authorized Salary</u> | <u>Amount</u> |
|----------------------------|----------------------------|---------------------|--------------------------|---------------|
| 4 | Assistant Professor | G-18 | 19,584 | 78,336 |
| 1 | Administrative Asst. I | R-56 | 10,260 | 10,260 |
| 1 | Medical Technologist | R-53 | 9,288 | 9,288 |
| 1 | Guidance Counselor | R-50 | 7,608 | 7,608 |
| 7 | Property Custodian I | R-51 | 7,992 | 55,994 |
| 2 | Nurse | R-50 | 7,608 | 15,216 |
| 1 | Shop Electrician | R-44 | 5,376 | 5,376 |
| 10 | Security Guard | R-42 | 4,860 | 48,600 |
| 5 | Clerk | R-42 | 4,860 | 24,300 |
| 2 | Mechanical Plant Operators | R-42 | 4,680 | 9,360 |
| 16 | Utilityman | R-39 | 4,680 | 74,880 |
| 1 | Messenger | R-39 | 4,680 | 4,680 |
| 2 | Groundsman-Gardener | R-38 | 4,680 | 9,360 |
| 53 | | | | 353,208 |

505 Dundas Street West
Toronto, Ontario M5G 1A5

US Eligibility: Career Service Pro(4) Effectivity: Oct. 1, 1980

*Subject to salary adjustment per NCC No. 12.

Cash Division

Experimental Rural High School

14. Ms. Elacida V. Abellera
7. Ms. Marivic L. Zamora
BS in Chemistry
Silliman University 1980

Cash Clerk

Assistant Instructor

¥10,776.00 p.a.

Item No. 131(35)

Effectivity: Nov. 4, 1980

Ext. Division

Office of the Director of Extension

8. Ms. Rolade C. Brizuela
BS in Agricultural Development
Education
VISCA 1980

Private Secretary

Research Assistant

¥10,776.00 p.a.

Item No. 131(33)

Effectivity: Sept. 2, 1980

Extension Research & Development Division

9. Ms. Letecia P. Trinidad
Second year college
FCIC 1970

Clerk II

¥7,992.00 p.a.

Clerk I

¥5,640.00 p.a.

Item No. 105(9)

Effectivity: Oct. 1, 1980

CS Eligibility: Career Service SP(E)

Office of the President

Assistant Professor (Chief Librarian)

10. Ms. Paz L. Abapo

Secretarial Science

FCIC 1975

CS Eligibility: Career Service SP(Q)

Clerk I

¥5,640.00 p.a.

Item No. 105(12)

Effectivity: Oct. 1, 1980

Office of the Vice President

11. Ms. Concepcion A. Comon

Secretarial Science

Agusan Colleges 1973

CS Eligibility: Career Service SP(Q)

Clerk I

¥5,640.00 p.a.

Item No. 105(1)

Effectivity: Oct. 1, 1980

Office of the Director of Instruction

12. Ms. Lucena V. Lapasanda

Secretarial Science

FCIC 1975

CS Eligibility: Career Service SP(E)

Clerk I

¥5,640.00 p.a.

Item No. 105(29)

Effectivity: Oct. 1, 1980

Personnel Office

13. Ms. Teresita A. Lao

BS in Business Administration

Univ. of the East 1975

CS Eligibility: Career Service Prof(Q)

Clerk I

¥5,640.00 p.a.

Item No. 105(2)

Effectivity: Oct. 1, 1980

Cash Division

14. Ms. Elacida V. Abellana
3rd year Commerce
FCIC 1980
CS Eligibility: Career Service SP
Cash Clerk
¥5,640.00 p.a.
Item No. 109
Effectivity: January 1, 1981

For Promotion

1. Ms. Lucena N. Seroy
Bachelor of Arts
St. Peter's College 1972
Former Position: (Research) Asst.
Instructor
Private Secretary
¥16,860.00 p.a.
Item No. 42
Effectivity: Oct. 1, 1980
2. Mr. Samuel L. Modina
BS in Commerce
Univ. of the Visayas 1973
Former Position: Clerk I
Clark II
¥7,992.00 p.a.
Item No. 85(4)
Effectivity: January 1, 1981

For Permanent Status

1. Ms. Linda K. Miranda
Assistant Professor (Chief Librarian)
MS in Library Science
No. of years in present position - 2 yrs.
Performance Rating: Very Satisfactory
Effectivity: December 28, 1980
2. Mr. Gregorio B. Soria
Bookbinder
2nd year college
No. of years in present position - 2 yrs.
Performance Rating: Very Satisfactory
Effectivity: October 1, 1980
3. Mr. Eugenio A. Perez
Security Guard
High School Graduate
No. of years in present position - 15 yrs.
Performance Rating: Satisfactory
Effectivity: January 1, 1981
4. Mr. Angel M. Bande
Carpenter
2nd yr. High School
No. of years in present position - 15 yrs.
Performance Rating: Very Satisfactory
Effectivity: January 1, 1981

- 4 - Graduate Faculty
Effective Nov 1, 1980

5. Mr. Emiliano G. Medina
Carpenter
Fifth Grade

1. Dr. Gal No. of years in present position - 15 yrs.
Ph. D. Performance Rating: Very Satisfactory
Pennsyl Effectivity: January 1, 1981
University of Illinois 1970

2. Dr. 6. Mr. Ernesto U. Kangleon
Ph. D. Welder
University 2nd year High School 1975

No. of years in present position - 4 yrs.
Performance Rating: Very Satisfactory
Effectivity: January 1, 1981
Pennsylvania State Univ. 1972
Dr. Federico L. Flores
Ph. D. in Ag. Education
UP at Los Banos 1977

7. Mr. Antonio M. Olmedo
Painter
High School Graduate

1. Dr. Hols No. of years in present position - 5 yrs.
Ph. D. Performance Rating: Very Satisfactory
University of Hawaii 1979
Effectivity: January 1, 1981
Prof. Corason B. Hater
MS in Biology
University of San Carlos 1975

8. Mr. Dominador G. Poliquit

2. Dr. Jose Electronics Equipment Operator
Ph. D. Commercial Radio Telegraph Operator Graduate
UP at Los Banos 1979
No. of years in present position - 5 yrs.
Performance Rating: Very Satisfactory
Effectivity: January 1, 1981

3. Dr. Patricia No. of years in present position - 5 yrs.
Ph. D. in Education
UP at Los Banos 1978
Mr. Francisco U. Singson
Plumber

4. Prof. No. 2nd year High School
MA in Co No. of years in present position - 5 yrs.
University Performance Rating: Very Satisfactory
Effectivity: January 1, 1981
UP at Los Banos 1978

5. Prof. Rogelio A. Jaime
Ph. D. (candidate) in
Ag. Extension
UP at Los Banos 1974
Mr. Danilo D. Villanueva
MS in Agricultural Economics
Xavier University 1974

6. Prof. Constanse M. Noyano
MS in Plant Pathology
UP at Los Banos 1978
Mr. Ramon B. Laguna
MS in Agricultural Economics
UP at Los Banos 1977

- 5 -

A Proposal From VISCA to Negotiate for Right
Enlisted Men from the Philippine Constabulary to be

Appointment of Graduate Faculty
Effective Nov 1, 1980

Rationale:

Permanent

- | | |
|---|--|
| 1. Dr. Dely P. Gapasin Ph. D. Entomology Pennsylvania State Univ. 1972 | 4. Dr. Vicente A. Quiton Ed. D. in Ag. Education University of Illinois 1970 |
| 2. Dr. Manuel K. Palomar Ph. D. Plant Pathology University of Nebraska 1975 | 5. Dr. Federico R. Flores Ph. D. in Ag. Education UP at Los Banos 1977 |
| 3. Dr. Caledonio M. Gapasin Ph. D. in Ag. Education Pennsylvania State Univ. 1972 | 6. Dr. Dolores L. Alcober Ph. D. in Extension Educ. UP at Los Banos 1978 |

Temporary

- | | |
|--|--|
| 1. Dr. Nelson M. Esguerra Ph. D. in Entomology University of Hawaii 1979 | 7. Prof. Corazon B. Batoy MS in Biology University of San Carlos 1975 |
| 2. Dr. Jose R. Juego Ph. D. in Ag. Education UP at Los Banos 1979 | 8. Ms. Lorenza B. de Pedro MS in Entomology UP at Los Banos 1979 |
| 3. Dr. Patria M. Penaranda Ph. D. in Education University of San Carlos 1978 | 9. Ms. Fredeswinda O. Lao MS in Plant Pathology UP at Los Banos 1978 |
| 4. Prof. Monina M. Escalada MA in Communication University of Hawaii 1974 | 10. Mr. Richard T. Agbisit MS in Horticulture UP at Los Banos 1978 |
| 5. Prof. Rogelio A. Jaime Ph. D. (candidate) in Ag. Extension UP at Los Banos | 11. Mr. Camilo D. Villamueva MS in Agricultural Economics Xavier University 1974 |
| 6. Prof. Constancio M. Napiere MS in Plant Pathology UP at Los Banos 1978 | 12. Mr. Ramon S. Laguna MS in Agricultural Economics UP at Los Banos 1977 |

Vice President for Administration

TRUE COPY FROM THE ORIGINAL:

R. O. IAY
O. V. S. Chock
3-13-81

**A Proposal From VISCA to Negotiate for Eight
Enlisted Men from the Philippine Constabulary to be
Detailed with the VISCA Security Force
Claims Office in the Land Acquisition Program**

Rationale:**Rationale:**

The immediate need for Philippine Constabulary enlisted men to support the VISCA Security Force is strongly felt because of the following developments in the College:

1. The VISCA staff members and laborers assigned to work on the newly acquired lands need a more effective security support to avoid harassment from those who are not sympathetic with the land acquisition program of the College.

2. With the expansion of the research projects to the newly acquired lands in areas beyond the existing boundaries of the College, the VISCA Security Force has to deal with more and more problems involving people from the neighboring barangays. Our experience shows that the VISCA Security Force is more effective in solving security problems involving people outside of the VISCA community if it is given support by the Philippine Constabulary.

3. Tighter security measures have to be provided for the VISCA Cashier who deposits and withdraws money from Ormoc City twice a week. Furthermore, VISCA has to take care of the security requirements of foreign visitors and national government officials who frequently visit the College.

Proposal:**Proposal:**

In view of the aforementioned situations it is proposed that VISCA be allowed to negotiate for a maximum of eight (8) enlisted men from the Philippine Constabulary to support the VISCA Security Force.

It is further recommended that an honorarium of ₱200.00 a month be given to each member of the Philippine Constabulary team detailed in VISCA as an incentive for them to render efficient service to the College.

It is proposed to grant honoraria to the following personnel of the Dept. of Agric. Engrg. & Applied Math as an incentive to undertake the above-cited:

(SGD.) WILFREDO C. VALENZONA

For DR. SAMUEL S. GO

Vice President for Administration

TRUE COPY FROM THE ORIGINAL:

R. C. YAP
O.C.S. Clerk
3-18-81

A Proposal to Grant Honoraria to
Personnel from the Dept. of Agric. Engrg.
and Applied Mathematics Assisting the
Claims Office in the Land Acquisition Program

Rationale:

The immediate need for assistance from personnel of the Department of Agricultural Engineering and Applied Mathematics of this College with the necessary expertise to conduct the needed relocation survey and determination of the landholdings of tenants to a particular lot is greatly felt and highly desirable due to the following reasons:

1. After most of the lands covered by PD # 1107 have been sold to the College, the latter could not immediately take over due to the presence of tenants whose rights have got to be respected through payments of their disturbance compensation. In cases where more than one tenant is tenanted a particular landholding, their respective areas will have to be determined to arrive at the exact amount of disturbance compensation for each tenant. It is only after the area of cultivation of each tenant has been determined that the amount of disturbance compensation to be paid to said tenants is likewise determined and thus facilitating the payments and in effect hastening the early and full take over of lands.
2. In most cases of relocation surveys and area determinations, it will take the surveyor to places far from the national highways and must have to go to said places by foot guided by the technical description in addition to some verbal instructions from previous landowners. Surveying instruments have got to be brought along for purposes of relocations.

Proposal:

Inasmuch as the Claims Office does not have technical know-how in determining the area of cultivation of tenants in a particular landholding which will serve as the basis in determining the disturbance compensation due to the tenants, it is hereby proposed that services of technical men from the Dept. of Agric. Engrg. & Applied Mathematics be availed of. Furthermore, considering the fact that the foregoing services would constitute an additional load to whoever is assigned, it is proposed to grant honoraria to the following personnel of the Dept. of Agric. Engrg. & Applied Math as an incentive to undertake the additional job herein above-cited:

Proposal for the Conversion of Certain Facilities

- 2 -

- a) Head of the Survey Team - ₱25.00 per area of a tenant surveyed.
- b) Two (2) assistants to the Head of the Survey Team - ₱20.00 each per area of a tenant surveyed.

Honoraria of the survey team members shall come from the land acquisition funds of the College.

The following shall be the duties of the Survey Team:

1. To have the landholdings of a tenant who presents himself to the Claims Office for payment be identified and said area be determined in square meters.
2. To ascertain/verify the correctness of the land classification which is material in the determination of the proper rate of payment to every tenant.
3. To issue proper certifications for every tenant whose landholding has been surveyed indicating their areas of their landholdings and land classification with a confirmation from the tenant concerned, which certification must be submitted to the Claims office for attachment to the voucher for tenants under PD No. 1107.

The Head of the Survey Team and the two (2) assistants will be appointed for one year, renewable for any period, upon recommendation by the Dept. Head of the Dept. of Agric. Engrg. & Applied Mathematics. The Department Head can be the Head of the survey team if he so desires.

(SGD.) ATTY. ALFEA CAINTIC JAVIER
Head, Legal/Claims Office

TRUE COPY FROM THE ORIGINAL:

- 4) Security Guard to Supervising Security Guard.

R. C. TAP

O. C. Z. Clerk

3-18-81

There are eight (8) regular security guards and twelve security guards will be needed to safeguard the college properties and lives of students and staff. The Security Officer needs a senior staff to assist him in supervising the security force which safeguard an area coverage of about 70 hectares.

APPENDIX L

Proposal for the Conversion of Certain Positions

| <u>Item No.</u> | | <u>From</u> | <u>To</u> |
|-------------------|--------------------------|------------------------------------|-----------|
| <u>UP Elg. 40</u> | <u>Name</u> | | |
| 1) 51 | Senior Auditing Examiner | Budget Examiner I | |
| 2) 46 | Civil Engineer | Electrical Engineer | |
| 3) 55 | Architect | Two (2) Mechanical Plant Operators | |
| 4) 92 | Security Guard | Supervising Security Guard | |

Justification

- 1) Senior Auditing Examiner - This title was reclassified by the OCPC in 1979 from the title of Internal Audit Examiner. When authority was requested last year to fill up the position, the Personnel Effectiveness Review Committee (PERC) disapproved the filling up of the item by the College because the item is considered a COA item. In view of this limitation of the item, we have to convert it to Budget Examiner position whose function will be to pre-audit financial transactions of the College with amounts that are exempted from pre-audit by the COA. This position will be under the immediate supervision of the College Budget Officer.
- 2) Civil Engineer to Electrical Engineer - This position was vacated when the incumbent was transferred to the Dept. of Ag. Engineering. Inasmuch as there is already a civil engineer in the PFO, there is no felt need for an additional civil engineer at present. More pressing however, is the need for an electrical engineer to take charge of the power generating sets and supervise the different electrical installation and maintenance of electrical equipment in the College. The total power load of the College at present is 2,500 kw.
- 3) Architect to two (2) mechanical plant operator positions.

Now that the massive infrastructure program of the College is nearing completion, the employment of an architect is deemed no longer necessary. The incumbent has resigned for a consultancy job. Meanwhile, there is an urgent need for additional plant operators due to the arrival of two new generating sets to power the newly constructed academic buildings in the new campus.

- 4) Security Guard to Supervising Security Guard.

At present there are eight (8) regular security guards and twelve (12) on daily basis. With the completion of the new campus, more security guards will be needed to safeguard the college properties and lives of students and staff. The Security Officer needs a senior staff to assist him in supervising the security force which safeguard an area coverage of about 70 hectares.

TENTATIVE LIST OF CANDIDATES FOR GRADUATION
 (Summer, 1980)

| Name | Major | ACADEMIC | REQUIREMENTS FOR GRADUATION | | | |
|--|---|----------------|-----------------------------|----------|----------|--|
| | | | YCAP | PD 1153 | CLEAR | |
| <u>BACHELOR OF SCIENCE IN AGRICULTURE (BSA):</u> | | | | | | |
| AVES | Gina C. AgEcon Ormoc City Thesis: | Ag Econ 100 | Complied | Complied | None | |
| COST AND RETURN ANALYSIS OF SUGARCANE FARMS IN ORMOC DISTRICT | | | | | | |
| BUC | Visitacio Jr. AgEcon Pilar, L. Surigao del Norte Thesis: | Ag Econ 100 | Complied | Complied | None | |
| RICE MILLING OPERATION IN BAYBAY: AN ANALYSIS | | | | | | |
| MODESTO | Roberto A. AgEcon Tanauan, Leyte Thesis: | Complied | Complied | Complied | None | |
| FINANCING AND FARM MANAGEMENT PRACTICES OF RICE FARMERS IN FIVE SELECTED BARANGAYS, TANAUAN, LEYTE | | | | | | |
| <u>BACHELOR OF SCIENCE IN AG. EDUC (BSAED):</u> | | | | | | |
| SCLAMO | Monina Z. Agro Magsaysay Avenue Baybay, Leyte | Complied | None | None | None | |
| <u>BACHELOR OF SCIENCE IN FORESTRY (BSF):</u> | | | | | | |
| FERRERAS | Manuel G. Marabut, Samar | Complied | Complied | Complied | None | |
| <u>BACHELOR OF SCIENCE IN AG. HOMEMAKING (BSAH):</u> | | | | | | |
| GORDUIZ | Teresita S. Food Bontoc, So., Leyte | Complied | Complied | Complied | Complied | |
| <u>BACHELOR OF ANIMAL SCIENCE (BAS):</u> | | | | | | |
| LABRA | Melinda* M. An Hlt Jaro, Leyte | Complied | Complied | Complied | None | |
| <u>WILDLIFE RANGER COURSE (WR):</u> | | | | | | |
| JUNIO | Cecilia C. Malitbog, Leyte | Complied | Complied | Complied | None | |

SUMMARY:

| | | |
|-------|-------|---|
| BSA | | 3 |
| BSAED | | 1 |
| BSF | | 1 |

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

TENTATIVE LIST OF CANDIDATES FOR GRADUATION
(First Semester, 1980-81)

OF SCIENCE IN AGRICULTURE (BSA):

| <u>Name & Addresses</u> | <u>Major</u> | <u>Academic</u> | <u>REQUIREMENTS FOR GRADUATION</u> | | |
|--|--------------|-----------------|------------------------------------|----------------|------------------|
| | | | <u>YC4P</u> | <u>PD 1153</u> | <u>Clearance</u> |
| MONTA , Lela Joanna M. ViSCA, Baybay, Leyte "Thesis" PREVALENCE OF THE PARASITE FASCIOIA IN CATTLE IN BAYBAY | AnHusb | Completed | Completed | Complied | Submitted |
| MONTA , Gina C. Ormoc City "Thesis" COST AND RETURN ANALYSIS OF SUGARCANE FARMS IN ORMOC DISTRICT | AgEcon | Completed | Completed | Complied | Submitted |
| MONTA , Alejandra T. Butuan City "Thesis" EFFECT OF TUBER DEPTH ON THE DEGREE OF SWEET POTATO WEEVIL | CropProt | Completed | Completed | Complied | Submitted |
| MONTA , Wilfredo D. Tacloban City "Thesis" SURVEY OF THE COMMON SWINE MANAGEMENT PRACTICES IN THE MUNICIPALITIES OF AIANGALANG AND KANANGA | AnHusb | Completed | Completed | Complied | Submitted |
| MONTA , Delia R. Basilisa, Surigao del Norte "Thesis" COSTS AND RETURNS IN RICE PRODUCTION OF MASAGANA-99 FARMERS IN BARRIO GABAS, BAYBAY, LEYTE 1978 | AgEcon | Completed | Completed | Complied | Submitted |
| MONTA , Aracelie R. Tudela, Cebu "Thesis" COST AND RETURN ANALYSIS OF CASSAVA FARMS IN PORO, CEBU | AgEcon | Completed | Completed | Complied | Submitted |
| MONTA , Bienvenido A. Baybay, Leyte Remarks: Field Practice | AgEcon | Completed | Completed | Complied | Submitted |
| MONTA , Sonia D. Palo, Leyte "Thesis" DETERMINATION OF THE MINIMUM NUMBER OF TEST INSECTS AND PLANTS NEEDED IN STUDYING THE BIOLOGY OF THE COCONUT SCALE (Aspidiotus Destructor Signoret) | CropProt | Completed | Completed | Complied | Submitted |
| MONTA , Edgardo G. AgEcon | AgEcon | Completed | Completed | Complied | Submitted |

| Name & Addresses | | Major | Academic | YCAP | PD 1153 | Clearance |
|--|---|--------|-----------|-----------|-----------|-----------|
| ORTILLO | , Leonarda A. Baybay, Leyte "Thesis" | AnHusb | Completed | Completed | Complied | Submitted |
| COMMON SWINE MANAGEMENT PRACTICES IN ABUYOG AND JAVIER, LEYTE | | | | | | |
| MAIAN | , Salvador J. Baybay, Leyte "Thesis" | Agron | Completed | Completed | Complied | Submitted |
| RESPONSE OF SOYBEANS TO VARYING RATES OF FOLIAR AND GRANULAR FERTILIZERS APPLICATIONS | | | | | | |
| AND | , Ireneo A. Altavas, Aklan "Thesis" | AgEcon | Completed | Completed | Complied | Submitted |
| TENURE, LAND USE AND MANAGEMENT OF COCONUT FARMS IN ALTAVAS, AKLAN | | | | | | |
| ABUNDO | , Anecita O. Javier, Leyte "Thesis" | Agron | Completed | Completed | Complied | Submitted |
| GROWTH OF CACAO (<u>Theobroma cacao</u>) SEEDLINGS IN DIFFERENT SOIL MEDIA AS AFFECTED BY VARYING LEVELS OF NITROGEN | | | | | | |
| IBID | , Feliciano T. Maasin, So. Leyte "Thesis" | AnHusb | Completed | Completed | Complied | Submitted |
| COMPARATIVE ENERGY AND PROTEIN EFFICIENCY OF LAYERS AND RABBITS | | | | | | |
| ANICO | , Felipe J. UP Land Grant, Basilan "Thesis" | Agron | Completed | Completed | Complied | Submitted |
| THE INFLUENCE OF LENGTH OF STORAGE AND SOURCE OF CUTTINGS ON THE GROWTH AND YIELD OF SWEET POTATO (<u>Epomoea batatas</u> L.) | | | | | | |
| OF SCIENCE IN AGRICULTURAL DEVELOPMENT EDUCATION (BSADE): | | | | | | |
| AAAY | , Ismael R. Dagami, Leyte "Thesis" | DevCom | Completed | Completed | Completed | _____ |
| COMMUNICATION BEHAVIOR AWARENESS AND KNOWLEDGE OF IMPROVED CULTURAL PRACTICES IN COCONUT FARMERS IN DAGAMI, LEYTE | | | | | | |
| ARTOLINI | , Calixtro, Jr. Baybay, Leyte | AgExt | Completed | Completed | Complied | Submitted |
| BLARMINO | , Marissa B. Baybay, Leyte | AgExt | Completed | Completed | Complied | _____ |
| AVERO | , Antonio A. Hindang, Leyte | AgExt | Completed | Completed | Complied | Submitted |
| ERVANTES | , Rolando C. Macrohon, Southern Leyte | AgExt | Completed | Completed | Complied | Submitted |
| VIJI | , Nida P. Hinunagan, So. Leyte | AgEduc | Completed | Completed | Complied | Submitted |

| <u>Name & Addresses</u> | <u>Major</u> | <u>Academic</u> | <u>REQUIREMENTS FOR GRADUATION</u> | | | <u>Clearance</u> |
|-------------------------------------|--------------|-----------------|------------------------------------|----------------|-----------|------------------|
| | | | <u>YC&P</u> | <u>PD 1153</u> | | |
| WARTO, Jeoligen D. Baybay, Leyte | AgEduc | Completed | Completed | Complied | Submitted | |
| MOHA, Jose N. Carigara, Leyte | AgExt | Completed | Completed | Complied | Submitted | |
| ADO, Romeo V. Abuyog, Leyte | AgExt | Completed | Completed | Complied | Submitted | |
| ADULA, Josephine F. Ormoc City | AgEduc | Completed | Completed | Complied | Submitted | |

OF SCIENCE IN HOME ECONOMICS (BSHE):

| | | | | | | |
|---------------------------------------|------|-----------|-----------|----------|-----------|--|
| NEO, Ma. Perpetua B. Baybay, Leyte | HEED | Completed | Completed | Complied | Submitted | |
| QUIA, Asteria A. La Paz, Leyte | HEED | Completed | Completed | Complied | Submitted | |
| OO, Corazon P. Hilongos, Leyte | HEED | Completed | Completed | Complied | Submitted | |

OF SCIENCE IN AGRICULTURAL ENGINEERING (BSAE):

| | | | | | | |
|---|--|-----------|-----------|----------|-----------|--|
| MACHUELO, Diodoro G. Tagbilaran City "Thesis" | | Completed | Completed | Complied | Submitted | |
|---|--|-----------|-----------|----------|-----------|--|

A STUDY OF ELECTRIC POWER REQUIREMENT OF
BARANGAY CARIDAD

| | | | | | | |
|--|--|-----------|-----------|----------|-----------|--|
| BES, Anita O. Abuyog, Leyte "Thesis" | | Completed | Completed | Complied | Submitted | |
|--|--|-----------|-----------|----------|-----------|--|

A COMPARATIVE STUDY BETWEEN CONTINUOUS AND INTERMITTENT
DRYING METHODS FOR COCONUT

| | | | | | | |
|---|--|-----------|-----------|----------|-----------|--|
| EA, Joseph M. Catigbian, Bohol "Thesis" | | Completed | Completed | Complied | Submitted | |
|---|--|-----------|-----------|----------|-----------|--|

LABORATORY STUDIES ON BIOGAS PRODUCTION FROM GOAT
MANURE WITH VARYING MANURE-WATER-STARTER
PROPORTIONS

| | | | | | | |
|--|--|-----------|-----------|----------|-----------|--|
| NTILLA, Aida G. Baybay, Leyte "Thesis" | | Completed | Completed | Complied | Submitted | |
|--|--|-----------|-----------|----------|-----------|--|

EFFECTS OF DRYING PLATFORM HEIGHT AND SIZE
OF MEAT ON THE RATE OF COPRA
DRYING

| | | | | | | |
|---|--|-----------|-----------|----------|-----------|--|
| MAOY, Sergio M. Dauis, Bohol "Thesis" | | Completed | Completed | Complied | Submitted | |
|---|--|-----------|-----------|----------|-----------|--|

EFFECT OF DRYING SURFACES AND SIZES OF COCONUT MEAT
ON THE RATE OF COCONUT SOLAR DRYING

OF ANIMAL SCIENCE (BAS):

REQUIREMENTS FOR GRADUATION

| Names & Addresses | Major | Academic | YGAP | PD 1153 | Clearance |
|--|--------|-----------|-----------|----------|-----------|
| MAO* , Serviliana T. Bontoc, So. Leyte | AnHlth | Completed | Completed | Complied | Submitted |
| MANHUG , Carmencita M. Macrohon, So. Leyte "Thesis" | AnHusb | Completed | Completed | Complied | Submitted |
| COMPARATIVE PROTEIN AND ENERGY EFFICIENCY OF BROILERS AND RABBITS | | | | | |
| ELIGERO* , John K. Macrohon, So. Leyte | AnHlth | Completed | Completed | Complied | Submitted |
| MO* , Salvador P. Carigara, Leyte | AnHlth | Completed | Completed | Complied | Submitted |
| ITA , Yolanda L. Maasin, So. Leyte "Thesis" | AnHusb | Completed | Completed | Complied | Submitted |
| A PRELIMINARY STUDY OF THE PERFORMANCE OF BROILERS (Cobb.) USING TWO MEDICATION PROGRAMS UNDER VISCA CONDITION | | | | | |
| ABIS* , Lydia F. Davao City | AnHlth | Completed | Completed | Complied | Submitted |
| CON* , Emma M. Macrohon, So. Leyte | AnHlth | Completed | Completed | Complied | Submitted |

OF SCIENCE IN FORESTRY (BSF):

| | | | | | |
|--|--|-----------|-----------|----------|-----------|
| ABLE , Roman S. Catbalogan, Western Samar | | Completed | Completed | Complied | Submitted |
| ADLANG , Edilberto A. Baybay, Leyte | | Completed | Completed | Complied | Submitted |
| GO , Nestor P. Marabut, Samar | | Completed | Completed | Complied | Submitted |
| WIZ , Anecito B. San Francisco, Agusan Del Sur | | Completed | Completed | Complied | Submitted |

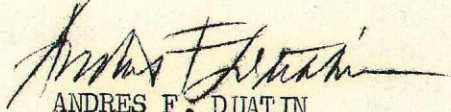
RANGER (FR):

| | | | | | |
|--|--|-----------|-----------|----------|-----------|
| ABLE , Roman S. Catbalogan, Western Samar | | Completed | Completed | Complied | Submitted |
| ULAWAN , Rosalinda S. Gen. Santos City | | Completed | Completed | Complied | Submitted |
| ADLANG , Edilberto A. Baybay, Leyte | | Completed | Completed | Complied | Submitted |
| INTIC , Claudio C. Baybay, Leyte | | Completed | Completed | _____ | _____ |
| ASAS , Eulito, Jr. B. Villaba, Leyte | | Completed | _____ | _____ | _____ |

| Name & Addresses | Major | REQUIREMENTS FOR GRADUATION | | | |
|--|-------|-----------------------------|-----------|----------|-----------|
| | | Academic | YCAP | PD 1153 | Clearance |
| , Nestor P. Marabut, Western Samar | | Completed | Completed | Complied | Submitted |
| , Emma S. Libjo, Surigao del Norte | | Completed | Completed | Complied | Submitted |
| , Anecito B. San Francisco, Agusan del Sur | | Completed | Completed | Complied | Submitted |
| , Zenaida E. Baybay, Leyte | | Completed | Completed | Complied | Submitted |
| ECONOMICS TECHNICIAN (HET): | | | | | |
| , Elizabeth B. Foods Bayugan, Agusan del Norte | | Completed | Completed | Complied | Submitted |

SUMMARY:

| | |
|----------------|-----------|
| BSA | 15 |
| BSADE | 12 |
| BSHE | 3 |
| BSAEng'g | 5 |
| BSAB | 1 |
| BAS | 7 |
| BSF | 4 |
| FR | 10 |
| HET | <u>1</u> |
| TOTAL | <u>58</u> |


ANDRES F. DUATIN
College Secretary

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

ACADEMIC CALENDAR
1981-1982

First SemesterActivitiesSecond Semester

| | | |
|--------------------|--|--------------------------------|
| May 18 | Last Day for Transfer Students to File Application for Admission | Mon., Oct. 12 |
| May 25 to May 29 | Validating Tests for Advanced Credits | Mon., Oct. 19 to Fri., Oct. 23 |
| May 4 to May 5 | Medical Examination | Mon., Oct. 12 to Fri., Oct. 30 |
| June 1 to June 6 | Course Accreditation for In-Coming Freshmen | |
| June 9 to June 10 | Registration for Freshmen and Regular Students | Tue., Nov. 3 |
| June 10 to June 13 | General Registration | Wed., Nov. 4 to Sat., Nov. 7 |
| June 13 | Orientation of New Students | |
| June 15 | Classes Begin | |
| June 19 | Last Day for Late Registration | Mon., Nov. 9 to Fri., Nov. 13 |
| June 22 | General Academic Convocation Program | |
| July 13 | Last Day for Graduating Students to File Application for Graduation | Mon., Dec. 7 |
| CHRISTMAS VACATION | | |
| | For Students | Sat., Dec. 19 to Sun., Jan. 3 |
| | For Staff/Faculty | Wed., Dec. 23 to Sun., Jan. 3 |
| | Classes Resume | Mon., Jan. 4 |
| July 7 | Last Day for Dropping Subjects | Fri., Jan. 15 |
| July 3 to July 7 | Mid-Term Examinations* (Mid Term) | Mon., Jan. 11 to Fri., Jan. 15 |
| July 21 | ViSCA Sportsfest (Faculty); PE Days (for Students) | Fri., Feb. 5 to Sat., Feb. 6 |
| July 22 | | |
| July 14 to July 15 | ViSCA 57th Anniversary Celebration | |
| July 28 | Last Day for Graduating Students to Clear Their Deficiencies | Fri., Jan. 29 |
| Aug. 24 | Pre-Registration Days for Regular Students | Thu., Feb. 18 to Fri., Feb. 19 |
| Aug. 25 | | Fri., Mar. 12 |
| Aug. 7 | Classes End | Sat., Mar. 13 to Sun., Mar. 14 |
| Aug. 8 to Aug. 9 | Integration Days | Mon., Mar. 15 to Fri., Mar. 19 |
| Aug. 10 to Aug. 15 | Final Examination Days for All Students* | Mon., Mar. 22 |
| Aug. 22 | Deadline for Submitting Final, Clean Copies of Student Theses | |
| Aug. 23 | Academic Council (AC) Meeting to Approve the Graduation of Candidates for Graduation | Tue., Mar. 23 |
| Aug. 29 | Board of Trustees Meeting to Confirm Graduation | Tue., Mar. 30 |
| | COMMENCEMENT EXERCISES | Wed., Mar. 31 |

1982 SUMMER CLASSES

| | |
|--------------------------------|--------------------------------|
| Registration | Wed., April 7 to Fri., April 9 |
| Classes Begin | Sat., April 10 |
| Last Day for Late Registration | Tue., April 13 |
| Mid-Term Examinations | Thu., April 29 to Mon., May 2 |