

7<sup>th</sup> Board of Regents Meeting  
08 November 2002  
LNU Conference Room  
Tacloban City, Leyte

AGENDA

**7<sup>th</sup> BOARD OF REGENTS MEETING**  
**08 November 2002**  
**LNU, Tacloban City**

*Academic Matters*

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*Administrative Matters*

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## 7<sup>th</sup> Board of Regents Meeting

08 November 2002

LNU Conference Room

Tacloban City, Leyte

### Present:

<b>Hon. Ester A. Garcia</b> Chairperson, CHED	..... Chairman
<b>Hon. Paciencia P. Milan</b> President, Leyte State University	..... Vice Chairman
<b>Hon. René L. Cayetano</b> <i>Represented by Regent Edwin C. Codilla</i> Chairman, Senate Committee on Education, Arts & Culture Senate of the Philippines	..... Member
<b>Hon. Harlin Cast. Abayon</b> <i>Represented by Regent Rolet M. Palacio</i> Chairman, House Committee on Higher and Technical Education House of Representatives	..... Member
<b>Regent Leo P. Cañeda</b> Regional Executive Director Department of Agriculture Regional Office VIII	..... Member
<b>Regent Buenaventura C. Go-Soco Jr.</b> Regional Executive Director NEDA Regional Office VIII	..... Member
<b>Regent Guindolino R. Gerona</b> President, ViSCA Alumni Association	..... Member
<b>Regent Jeffrey Lloyd L. Cagande</b> President, ViSCA College Supreme Student Council	..... Member
<b>Regent Buenaventura B. Dargantes</b> President, ViSCA Faculty Association	..... Member
<b>Regent Jose V. Mazo</b> Private Sector Representative	..... Member
<b>Regent Rebecca V. Barbusa</b> Private Sector Representative	..... Member
<b>Prof. Daniel M. Tudtud, Jr.</b> Board Secretary	..... Board Secretary

## **I. ROLL CALL**

Dr. Ester A. Garcia, Chairperson of the Leyte State University (LSU) Board of Regents declared a quorum as Prof. Daniel M. Tudit, Jr., the University/Board Secretary, reported to Chairperson Ester A. Garcia that all members of the Leyte State University Board of Regents were present.

## **II. CALL TO ORDER**

Chairperson Ester A. Garcia started the 7<sup>th</sup> Board of Regents meeting of the Leyte State University by calling the meeting to order at 11:10 a.m..

## **III. ADOPTION OF THE PROPOSED AGENDA**

Chairperson Garcia requested the members of the Board of Regents to go over the agenda and indicate if there were any additional items to be added to the proposed agenda.

President Paciencia P. Milan indicated that she had three items: (1) the withdrawal of **Item 2d** under Administrative Matters pertaining to Guidelines in Determining Faculty Workload because the faculty association through Dr. Perla M. Tan, the former Faculty Regent, has requested additional time for deliberation among themselves; (2) resetting the date of graduation from 26 March 2003 (Good Friday) to 31 March 2003 (Easter Monday); and (3) requesting permission of the Board of Regents to prepare a plan for the renaming of the University from Leyte State University to Visayas State University.

Student Regent Jeffery Lloyd L. Cagande informed the body that he had two items for inclusion. However, upon informing the body that the said items have not been coursed through the usual process, Chairperson Ester A. Garcia indicated that this will be just for information and will be passed on to the President for consideration.



After ascertaining that there were no other items to be calendared for the 7<sup>th</sup> BOR Meeting, Chairperson Garcia requested for a motion to approve the agenda as modified. Regent Jose V. Mazo moved for the approval of the agenda as modified. Regent Edwin C. Codilla seconded the motion. Hearing no objections, Chairperson Garcia then declared the modified Agenda of the 6<sup>th</sup> BOR Meeting, **APPROVED**.

#### **IV. READING AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

Chairperson Ester A. Garcia requested the members of the Board to look at the minutes of 6<sup>th</sup> BOR meeting presented in Tab A, for confirmation. The following corrections were made:

- a) page 8, line 5 – replace “P60,000.00 but not more than P80,000.00” with ***“between P60,001.00 to P80,000.00”***;
- b) page 15, lines 24-27 – replace these lines with ***“the change in employment position from Lump Sum to Item of the following LSU (Main Campus) personnel: Mr. Julius V. Abela Ms. Annie P. Gravoso, and Ms. Elvira L. Oclarit, effective upon Board approval*”** ;
- c) page 17, line 24 – replace “dies” with ***“does”***;
- d) page 17, line 24 – remove “This proposal” and replace with ***“It is,”***; and
- e) page 18, line 1 – replace “motioned” with ***“moved”***.

After ascertaining that there were no other corrections, Chairperson Garcia requested for a motion for the approval of the Minutes of the 6<sup>th</sup> Board of Regents meeting. Regent Rolet M. Palacio moved for the approval of the Minutes as corrected. Regent Rebecca V. Barbosa seconded the motion. The LSU Board of Regents passed

#### **BOR RESOLUTION NO. 99, s. 2002**

**Approving the Minutes of the 6<sup>th</sup> LSU Board of Regents meeting dated 11 September 2002 held at the Leyte Normal University Conference Hall, Tacloban City, Leyte from 11:10 a.m. to 3:40 p.m. as corrected.**



## **V. MATTERS ARISING FROM THE APPROVED MINUTES**

### **A. Standardization of Computer Laboratory Fee for All Computer Service Courses**

Regent Buenaventura C. Go-Soco Jr. inquired whether or not the BOR also approved the additional Internet Access Fee for all students in conjunction with this resolution. Regent Go-Soco remarked that he remembered that the Student Regent did not object to the proposal, and thus, this additional Internet Access Fee was passed together with the Standardization of Computer Laboratory Fees.

Prof. Daniel M. Tudit, Jr., the Board Secretary, promised to check the stenographic notes and make a report about it to the Board in the next meeting.

### **B. Scholarship Privileges for Faculty/Staff and Dependents**

Prof. Daniel M. Tudit, Jr. informed the body that as of the First Semester of SY 2002-2003, there were 117 beneficiaries of the faculty/staff and dependents grant, broken down as follows: 92 students enrolled in the old programs and only 25 students enrolled in the new programs (BS Biology, Computer Science, and DVM).

President Paciencia P. Milan emphasized to the members of the Board that it is the position of the present administration that the old programs of the university are the only ones covered by the privilege considering that this was done in order to encourage the faculty and staff to let their dependents enroll in agriculture and/or related courses. In keeping up with the conversion into a University, new curricular programs were added. This time, the new degree programs will be excluded from this privilege.

Regent Jose V. Mazo then commented that there is a need to fast track the study on the financial implications of the grant of this privilege so that the BOR will be able to make a decision on the matter.

Regent Buenaventura B. Dargantes inquired from the Chairperson on what was the position of the Board of Regents *vis-à-vis* the granting of scholarship privilege only for courses offered then as a state college.

To this inquiry, Chairperson Ester A. Garcia replied that as of the moment, these are the only degree programs covered until a new set of guidelines is approved by the Board of Regents.

## **VI. PRESIDENT'S REPORT**

President Paciencia P. Milan provided all members of the Board of Regents a copy of the President's Activities for the months of September and October 2002. President Milan proceeded to mention the highlights of the activities for the period, as follows:

1. *hosted the International Seminar-Workshop on Tropical Ecology;*
2. *hosted the 34<sup>th</sup> FIMFS National Convention;*
3. *visit to University of Queensland, Brisbane, Australia and meeting with ViSCA alumni in Sydney;*
4. *meeting with experts from Australian Centre for International Agricultural Research (ACIAR) for a discussion on a new research program; and*
5. *LSU being one of only two institutions identified to offer BS in Geomatic Engineering and BS Geodetic Engineering through the Land Administration and Management Project (LAMP) in Region VIII by June 2003.*

## VII. CALENDAR OF BUSINESS

### A. Unfinished Business

#### 1. Logo of the Colleges of the Main Campus

Chairperson Ester A. Garcia requested the members of the Board to go over the logos of the different colleges and give their comments on the different logos by college.

#### ***College of Agriculture***

1. *black color does not symbolize life; and*
2. *carabao is not the only symbol of agriculture.*

#### ***College of Arts and Sciences***

1. *too many symbols in the logo; and*
2. *preferably, choose only one symbol related to science.*

#### ***College of Education***

1. *why is the background black only; and*
2. *the figures, book, cap, and torch, are alright since these really are the universal symbols of education.*
3. *Approved by consensus*

#### ***College of Engineering and Agro-Industry***

1. *No comments. Approved by consensus!*

#### ***College of Forestry***

1. *replace the drawing of the tarsier since it looks like an owl;*
2. *make the drawing more abstract and possibly add another animal (bird) and present this on a semi-side view basis;*
3. *what is the real meaning of lavender, youth/unity or is it people; and*
4. *lavender is the color representing women.*



### ***College of Veterinary Medicine***

1. *the green color is too light and must be made darker;*
2. *is the snake always colored green;*
3. *why is there no cup with the snake; and*
4. *should stick to the original definition of the four inter-locking bars in the ViSCA logo.*

After all comments were aired, the Board proceeded to approve only those College logos with little or no comments. The Board of Regents, after a consensus on the matter passed

#### **Board Resolution No. 100, s. 2002**

**Approving the logo of the College of Engineering and Agri-Industries, LSU Main Campus, Baybay, Leyte as presented effective upon Board approval.**

#### **Board Resolution No. 101, s. 2002**

**Approving the logo of the College of Education, LSU Main Campus, Baybay, Leyte as corrected effective upon Board approval.**

### 2. Proposed Fee for Foreign Students

President Paciencia P. Milan presented to the Board revised proposal indicating that the school fees charged to foreigners will be double that charged to Filipino students. Furthermore, they will be assessed an Educational Development Fee.

Regent Buenaventura B. Dargantes inquired whether Exchange Students will be assessed the indicated fees.

President Milan replied that Exchange Students are special students since they are covered by a Memorandum of Agreement (MOA). They will not be assessed the aforementioned fees since usually, this is a reciprocal arrangement. However, these Exchange Students will pay the miscellaneous fees when appropriate.



Chairperson Garcia emphasized that there should be full-cost recovery insofar as the foreign students are concerned. The Chairperson expressed her apprehension that the rates charged per semester might not be sufficient to cover all the expenses.

President Milan assured Chairperson Garcia that foreign students will be charged a semestral Educational Development Fee in the amount of \$US 250.00 (for resident foreigners) and \$US 500.00 (for non-resident foreigners).

After all questions were answered, Regent Jose V. Mazo moved for the approval of the proposal as presented. Regent Edwin C. Codilla seconded the motion. The Board passed

#### **Board Resolution No. 102, s. 2002**

**Approving the proposed fees for foreign students as presented effective upon Board approval.**

3. Revised Guidelines in the Implementation of the Compensatory Day-Off (CDO) Among Faculty and Staff on Vacation-Sick Leave Status

President Paciencia P. Milan informed the members of the Board that this proposal is a revision of the guidelines approved last year. The reason for the revision is that there have been many administrative staff who went on CDO while there were also administrative staff who claimed for overtime pay.

Regent Buenaventura B. Dargantes pointed out that under the new proposal, teaching faculty have to carry an average annual workload of 23 workload units before they are able to enjoy this CDO benefit. In the proposal, only those faculty with average annual workloads of 23 workload units and above are entitled to enjoy CDO. It is possible that some faculty may not be able to reach the annual

average workload of 23 workload units. It will not be fair to these faculty if they are unable to enjoy this benefit.

President Milan replied that she was amenable that only those faculty who will have an average annual workload higher than 15 workload units will be eligible for this added benefit. There is no change in the 23 workload units as the maximum.

Regent Dargantes inquired what exactly is the new minimum workload for faculty. He expressed his apprehension that the faculty will find the 23-workload units per semester a very heavy workload and that this may cause discontent within the ranks.

In view of the lack of guidelines and data, Regent Guindolino R. Gerona suggested that the CDO be prorated, in the meantime that the issue on minimum workload has not been settled. Along this line, Regent Jose V. Mazo suggested that the CDO benefit be prorated one day at a time.

Chairperson Garcia was amenable to this method of prorating the CDO, in the meantime that the administration and the faculty are still in the process of determining the new minimum workload. So, beginning with 16 workload units, one (1) day of CDO; 17 WLU, two days of CDO; 18 WLU, three (3) days of CDO; 19 WLU, four (4) days of CDO; 20 WLU, five (5) days of CDO; 21 WLU, six (6) days of CDO; 22 WLU, seven (7) days of CDO; 23 WLU, eight (8) days of CDO; and greater than 23 WLU, ten (10) days of CDO.

Regent Guindolino R. Gerona moved for the approval of the proposal as amended. Regent Buenaventura C. Go-Soco, Jr. seconded the motion. The Board passed

**Board Resolution No. 103, s. 2002**

**Approving the revised guidelines in the implementation of the Compensatory Day-Off (CDO) among faculty and staff on vacation-sick leave basis as amended effective 01 January 2003 and *PROVIDED THAT* the guidelines will be put on review when the minimum faculty workload shall have been approved by the Board.**

4. Memorandum of Agreement (MOA) Between LSU-Isabel Campus and MGX Computers and Electronics

President Paciencia P. Milan informed the members of the Board that there was a renegotiation of the terms of the Lease to Own contract between the LSU-Isabel Campus and the MGX Computers and Electronics. The owner, Mr. Manuel Georama, was amenable to the reduction of the contract price from P4.80 million over a six-year period to only P1.3 million spread over a one-year period.

Prof. Daniel M. Tudit, Jr. informed the body a canvass was undertaken in relation to the acquisition of computers through lease financing. There were four (4) firms willing to sell computers through lease financing: Ng Khai Development Corporation, Infonet Solutions, Inc., Electroworld, and CHL Computers. These firms were selling IBM Computers and Compaq Computers. The findings and recommendations of the LSU-Isabel Bids and Awards Committee were presented.

However, after a check with the Office of the Auditor of the Main Campus on the matter, the Auditor was of the opinion that the proposed lease-financing proposals offered by the different computer shops were disadvantageous to the government since the terms of the financing specified only "indicative interest rates" meaning that the interest rates could go up or down depending upon market conditions. The Auditor indicated that the government usually



requires a fixed interest rate be charged over the life of the project. In this case, the contract will be disallowed on post-audit.

Regent Buenavetura C. Go-Soco, Jr. inquired why the canvass undertaken was for branded machines when in fact the machines delivered to LSU-Isabel Campus were not of the same kind. Regent Go-Soco emphasized that there is no comparability in the units canvassed and the units delivered by MGX.

Prof. Tudtud replied that only IBM and Compaq machines were on "sale" and it was for this reason that these machines were canvassed from different suppliers. Most other computer companies did not offer lease financing for clone machines.

President Milan commented that the situation calls for a win-win solution so that the students and the owner are properly compensated. Of course, the all requirements set by law should also be followed especially those of the Commission on Audit (COA).

Chairperson Ester A. Garcia indicated that the rules of government have to be followed. All documentation have to follow the prescribed forms and procedures. Chairperson Garcia suggested that NEDA and DA personnel in-charge of procurement should be consulted on how to go about this undertaking.

The Board of Regents decided to defer any action on the matter pending the presentation of correct documentation supporting the award of contract.



5. Proposal to Increase the Cost of School Fees for Undergraduate Freshmen and Transferees for SY 2003-2004 to 2005-2006

President Paciencia P. Milan informed the body that the proposal was presented last meeting but the Board wanted the fees to be presented clearly. The proposal covers in-coming freshmen and transferee students. The higher years will not be affected.

Regent Jeffrey Lloyd L. Cagande inquired whether there is a need for consultation with the students before such an increase will be implemented.

Chairperson Ester A. Garcia replied that in this case, no consultation with the stakeholders is needed since the stakeholders are still in high school.

Regent Buenaventura B. Dargantes inquired what the Electronic Data Processing (EDP) fee was for. It was explained that the EDP fee is being assessed by the Registrar's Office in support of its EDP operations.

The Board, after due discussion and deliberation of the proposal, agreed that the following be immediately done:

1. Separate the following fees:
  - a. Library Fee from Publication Fee;
  - b. Medical/Dental Fee from Insurance Fee;
  - c. Athletics Fee from Cultural Fee; and
  - d. Entrance Fee and Registration Fee.
2. Discontinue the levy of the following fee:
  - a. Charity Fee
3. Disapproved the levy of the proposed fee:
  - a. EDP Fee

After all questions were answered, Regent Edwin C. Codilla moved for the approval of the proposal as corrected. Regent Rebecca V. Barbusa seconded the motion. The Board passed

**Board Resolution No. 104, s. 2002**

**Approving the proposal to increase the Cost of School Fees for Undergraduate Freshmen and Transferees for SY 2003-2004 to SY 2005-2006 as amended.**

**B. New Business**

1. Academic Matters

a. *List of Candidates for Graduation SY 2002-2003 for LSU Main Campus and LSU Villaba Campus*

President Paciencia P. Milan informed the Board that these candidates for graduation have been approved and recommended for graduation by the University Academic Council.

The Board unanimously approved the list of candidates for graduation of the LSU Main Campus and the LSU Villaba Campus and the Board passed

**Board Resolution No. 105, s. 2002**

**Confirming the candidates for graduation from the Main Campus for the First Semester, SY 2002-2003.**

**Board Resolution No. 106, s. 2002**

**Confirming the candidates for graduation from the Villaba Campus for the First Semester, SY 2002-2003.**

b. *Proposal to Offer Bachelor of Science in Information Technology at the LSU-Isabel Campus*

President Paciencia P. Milan informed the body that, as of the moment, the Isabel Campus is already offering the two-year Associate in Computer Technology (ACT) since 1997. Now, the school authorities feel that it is ready to offer the BS in Information Technology (BSIT). The proposal has passed and has been

recommended by the University Curriculum Committee and the University Academic Council.

The Board discussed the merits of the proposal. Regent Guindolino R. Gerona inquired whether a financial feasibility has been conducted to determine the appropriate tuition to be charged.

Prof. Daniel M. Tudtud, Jr. informed the Board that as far as faculty is concerned, the Isabel faculty are pursuing their Master of Science in Information and Communications Technology (MS ICT) from the University of Cebu in Cebu City and are about to finish their advanced degrees. The affiliate faculty are all regular faculty members of the Main Campus and may be requested to teach if the situation calls for it.

After more deliberation, Chairperson Ester A. Garcia recommended that the Board approve this proposal provided that a financial feasibility be prepared to make sure that the campus will have financial resources for the course.

Regent Guindolino R. Gerona moved for the approval of the proposal as amended. Regent Rebecca V. Barbusa seconded the motion. The Board passed

**Board Resolution No. 107, s. 2002**

**Approving the proposal to offer Bachelor of Science in Information Technology (BSIT) at the LSU-Isabel Campus, as amended, effective immediately.**

*c. Proposal to Phase Out the Major Field of Specialization in the BSAB Curriculum in the Main Campus*

President Paciencia P. Milan informed the body that this has come about since the new Department feels that it is better to produce graduates who are generalists rather than specialists. This



also comes in the light of budgetary considerations insofar as the Administration is concerned. The said proposal has been coursed through the University Administrative Council as well as the University Academic Council.

No questions were asked relative to the proposal. Regent Buenaventura B. Dargantes moved for the approval of the proposal as presented. Regent Rebecca V. Barbusa seconded the motion. The Board passed

**Board Resolution No. 108, s. 2002**

**Approving the proposal to Phase Out the Major Fields of Specialization in the BSAB Curriculum of the Main Campus effective Second Semester, SY 2002-2003.**

2. Administrative Matters

a. *Designation of Dr. Alice M. Acabal as Head of the Admissions Office*

President Paciencia P. Milan presented for confirmation by the Board the designation of Dr. Alice M. Acabal as Head of the Admissions Office effective 04 November 2002 until 31 October 2003.

There were no objections to the designation of Dr. Alice M. Acabal. Regent Rolet M. Palacio moved for the approval of the as Head of the Admissions Office effective 04 November 2002 until 31 October 2003. Regent Rebecca V. Barbusa seconded the motion. The Board passed

**Board Resolution No. 109, s. 2002**

**Approving the designation of Dr. Alice M. Acabal as Head of the Admissions Office effective 04 November 2002 until 31 October 2003.**



b. *Resolution of the Sandoval Case*

President Paciencia P. Milan informed the Board that the formal investigation of the Falsification of Official Documents filed against Dr. Antonia Cecilia Y. Sandoval has come to an end and that the Formal Investigation Committee has found the respondent GUILTY of the charges leveled against her and has recommended a penalty of *"Suspension without pay for a period of six months and one day to one year."*

President Milan also informed the Board that the Legal Consultant of the University in the person of Atty. Susan Cayunda-Guinocor was present.

Atty. Guinocor informed the body that the Formal Investigation Committee followed the prescriptions indicated in CSC Memorandum No. 19, s. 1999 otherwise known as the Revised Uniform Rules in Administrative Cases in the Civil Service. Based on the circular, the mandatory penalty imposed for this kind of administrative complaint is DISMISSAL, which is not divisible. However, for humanitarian considerations, the Formal Investigation Committee has recommended the imposition of a much lighter penalty.

Chairperson Ester A. Garcia commented that from the records presented, it is quite clear that the respondent herself has not actually accepted that she did what she did.

Regent Jose V. Mazo inquired whether other equally liable personnel will also be administratively sanctioned so that the Board will not be perceived as being selective in disciplining personnel.

Prof. Tudit, informed the body that of the other personnel involved in the case, only Ms. Saloma Gisulga is still in service with the University. The two others, Ms. Judith Artade and Ms. Sarah Vestra have long since resigned from the project and are no longer connected in any way with the University.

Chairperson Garcia commented that Ms. Gisulga, the whistle-blower, may later on plead for a lesser penalty, by way of mitigating circumstances. But, that has still to take place.

Regent Go-Soco likewise commented that the Board can invoke the general powers of the Board and go beyond what the Civil Service Commission has stated in its penalties. The Board can impose a lesser penalty. Considering that this is an administrative case, the appreciation of the facts and penalties are not the same as in criminal cases. We have to take into account the realities in government. Regent Go-Soco assured the Board that it can decide on this case without any fear.

The Board decided to do a secret ballot to decide on the penalty to be imposed. After due deliberation, the majority of the members of the Board voted to impose a penalty of a "One year suspension without pay" effective upon receipt of the Board Resolution. The Board passed

**Board Resolution No. 110, s. 2002**

**Approving the imposition of a penalty of "One-Year Suspension Without Pay" on Dr. Antonia Cecilia Y. Sandoval, Professor of the College of Education, Leyte State University-Main Campus, Baybay, Leyte after having been found guilty of the charge of Falsification of Official Documents, effective upon receipt of the Board Resolution.**

c. *Proposed Amendments of Guidelines in the Giving of Workload Units to Faculty Performing Administrative Functions*

President Paciencia P. Milan presented to the Board the proposed workload of academic faculty performing administrative functions. One of the more contentious issues at bar is the workload to be given to the Vice-Presidents. In the past, all administrators were given a workload of 10 workload units. Now, the proposal differentiates the workload units given depending on the position and the managerial level. President Milan emphasized that in the proposal, there is colatilla that stipulates: *"He shall also be required to teach not less than 5 workload units per semester."*

Regent Dargantes inquired why the head of the Human Resource Management and Development Office (HRMDO) is still given a workload when in fact it is a full-time administrative position.

President Milan replied that sometime ago, the Director of the HRMDO was a faculty member. At present, it is true that the incumbent head is a full-time administrative staff. This is just in the event that the head of the HRMDO is a faculty member.

After some further deliberations, Regent Guindolino R. Gerona moved for the approval of the proposal as presented. Regent Jose V. Mazo seconded the motion. The Board passed

**Board Resolution No. 111, s. 2002**

**Approving the proposed amendments of Guidelines in the Giving of Workload Units to Faculty Performing Administrative Functions.**



d. *Proposed Guidelines on Workload Assignment of LSU Faculty*

President Paciencia P. Milan informed the Board that this proposal is being withdrawn at the request of the former Faculty Regent.

e. *Proposal to Set-Up an LSU Alumni Legacy Fund*

President Paciencia P. Milan informed the Board that this proposal has been presented and approved, in principle, by the Board of Regents two meetings ago *subject* to the submission of the proposal. The main feature of this proposal is that it is an administration initiated project and will be administered by a board to be composed of the University President, Alumni President, and the Dean of Students. The fund mechanics for undertaking this project is now presented for comment.

Regent Jose V. Mazo suggested that the Alumni Association be made the Secretariat of this Legacy Fund. Regent Mazo also suggested that the possibility of establishing an alumni foundation so that the administration of management of the fund will be free from bureaucratic red tape since it will strictly be a private fund rather than a government fund.

Regent Guindolino R. Gerona informed the body that the Alumni Association is in the process of drafting the guidelines for the establishment of an Alumni Foundation.

President Milan was amenable to the suggestions of Regent Mazo.

Regent Jose V. Mazo moved for the approval of the proposal on condition that the mechanics of fund administration will be tackled by the Board in a future meeting. Regent

Buenaventura B. Dargantes seconded the motion. The Board passed

**Board Resolution No. 112, s. 2002**

**Approving, in principle, the proposal to set-up an Alumni Legacy Fund on condition that the mechanics of Fund Administration will be tackled by the Board of Regents in one of its future meetings.**

- f. *Request of President Paciencia P. Milan for Authority to Travel to Japan from 12 December 2002 to 16 December 2002*

President Paciencia P. Milan informed the Board that she will be traveling to Tsu, Mie, Japan on invitation of the Mie University for the formal signing of the Memorandum of Understanding between the Leyte State University and the Mie University. For this trip, Dr. Jose L. Bacusmo and Dr. Manuel K. Palomar will also be joining President Milan. All expenses for the travel to Japan will be shouldered by Mie University.

Regent Edwin C. Codilla moved for the approval of the granting of authority to travel of President Paciencia P. Milan and party to Japan. Regent Buenaventura C. Go-Soco, Jr. seconded the motion. The Board passed

**Board Resolution No. 113, s. 2002**

**Approving the request of President Paciencia P. Milan for authority to travel to Japan from 12 December 2002 until 16 December 2002.**

- g. *Use of Income*

President Paciencia P. Milan presented to the Board the proposed Use of Income of the Main Campus and the Alangalang Campus for approval.

There were no questions on the proposal. Regent Jose V. Mazo moved for the approval of the proposal as presented. Regent Rebecca V. Barbusa seconded the motion. The Board passed

**Board Resolution No. 114, s. 2002**

**Approving the Use of Income of the Main Campus and the Alangalang Campus as presented.**

**C. OTHER MATTERS**

1. Pro-Forma Agreement Between Asia-Pacific Centre for Research (ACRE), Inc. and the Leyte State University (LSU)

President Paciencia P. Milan informed the Board that the Department of Computer Science and the Department of Mathematics, Physics and Statistics of the Main Campus have requested for the purchase of a really needed statistical software, the Statistical Package for the Social Sciences (SPSS) for Windows from the Asia-Pacific Centre for Research (ACRE). The software will be needed by June 2003 and the needed funds for its acquisition will be sourced from the University's income.

Regent Buenaventura C. Go-Soco, Jr. inquired if ACRE is the sole distributor of this software. There may be a need to canvass for this software so that the prices offered by different suppliers can be compared.

President Milan was agreeable to the suggestion of Regent Go-Soco. The Board deferred any action on the proposal.

2. Request for Change of Date of Graduation from 26 March 2003 to 31 March 2003

President Paciencia P. Milan informed the Board that the recommended potential speaker is not available on March 26. Hence, the new suggested date is 31 March 2003.

The Board of Regents approved the change of the tentative date of graduation and took note of the change.



3. Change of Name of the University from Leyte State University (LSU) to Visayas State University (VSU)

President Paciencia P. Milan informed the Board that Congresswoman Carmen L. Cari of the 5<sup>th</sup> District of Leyte is amenable to the sponsorship of a House Bill changing the name of Leyte State University to the Visayas State University.

The Board suggested that this proposal be first discussed with the LSU constituents before any Board action on the matter is undertaken.

4. Update on the Leyte-Bohol Interconnection Project

Prof. Daniel M. Tudit, Jr. informed the Board that there has already been a public pronouncement by the Governor of Bohol sometime in the first week of November 2002 regarding the successful awarding to a foreign firm of the completion of Phase II of the Leyte-Bohol Interconnection Project.

Regent Buenaventura C. Go-Soco, Jr. informed the Board that in the RDC meeting held last October 2002 in Guian, Eastern Samar the National Power Corporation informed the Regional Development Council that NPC Management has chosen to follow the upper ridge route suggested by Leyte State University as the route recommended by NPC passes through the campus.

## IX. ADJOURNMENT

After all items were discussed, President Paciencia P. Milan requested for the adjournment of the meeting. Regent Jose V. Mazo moved for the adjournment of the meeting. Regent Rebecca V. Barbusa seconded the motion.

The 7<sup>th</sup> Board of Regents (BOR) Meeting of the Leyte State University was adjourned at 3:40 p.m.

Certified True and Correct

  
**DANIEL M. TUDTUD JR.**  
Board Secretary

Attested:

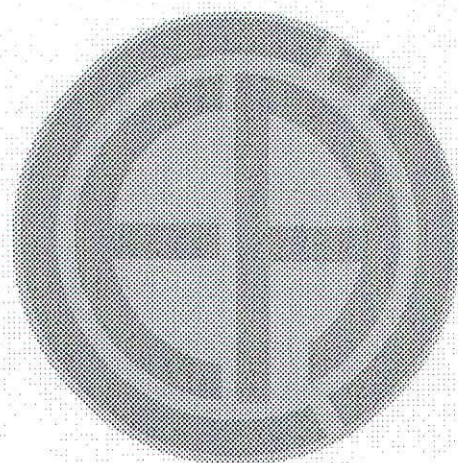
  
**PACIENCIA P. MILAN**  
President

## **ATTACHMENTS**



## COLLEGE OF ENGINEERING & AGRI-INDUSTRIES

Leyte State University  
Visca, Baybay, Leyte 6521-A



*Proposed*

### Official Logo of the College of Engineering & Agri-Industries

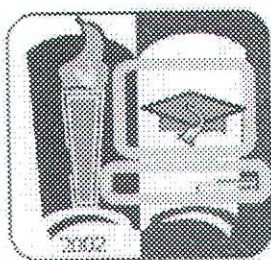
#### Interpretation of the Logo

The symbols in two concentric circles are acronym CEAI that stands for the College of Engineering and Agri-Industries. Letter C, to mean the College embraces Engineering and Agri-Industries where all 5 departments of Agricultural Engineering, Computer Science and Technology, Food Science and Technology, Economics, and Business Management belong.

The circle symbolizes dynamism that keeps the 5 departments working together in harmony and unity.

The gold color, which is one of the college colors, symbolizes industry, prosperity and wealth- the product of knowledge, truth, relevance and work that are the virtues upheld by the University.

The maroon color in the letters stands for engineering and technology that provide the hardware to propel industry and economy.



# COLLEGE OF EDUCATION

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel. No. 053 335 2635

## LOGO EXPLANATION

Book, Torch and Cap - symbolize the main function of the College which is manpower training for the teaching and extension professions.

Computer silhouette - signifies the essential contribution of computer -- based teaching-learning system in the acquisition of knowledge, attitudes and skills in the field of education.

White part (pages) of the book - represents the knowledge and skills gained both by the educators and learners.

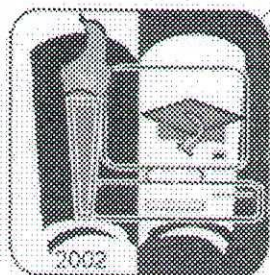
Black part (pages) of the book - symbolizes the information to be searched both by the educators and learners.

Blue color of the cap and handle of the torch -- symbolizes the color for education. Blue is the color of the clear sky and deep sea which are unending. Blue symbolizes unending search for knowledge.

Orange and yellow color of the flame and yellow color of the tassel -- signify the brilliance and strong desire of the college to provide quality instruction.

2002 -- indicates the year when the College was established.





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**PROPOSAL TO AMEND THE COST OF FEES  
OF FOREIGN STUDENTS**

*(As approved by the Board of Regents per  
BOR Resolution No. 102, s. 2002, dated 8 November 2002)*

The school fees we charged foreign students as approved by the Board of Trustees Board Resolution No.9, s. 1998 appear too expensive compared to the charges of other Universities and Colleges in the Philippines. Verifications made by the Registrar's Office from the University of the Philippines, University of San Carlos and Southwestern University show - that the school fees charged to foreign students are the same with Filipino students. They only differ in the charging of an Educational Development Fee in US Dollars that ranges from 100 500 per term.

With this information and to be competitive in attracting foreign students, we are scrapping the school fees in dollars and will charge them an Educational Development Fee in dollars and double the cost of school f~ paid by Filipino Students in pesos.

<b>From:</b>	<b>In US DOLLARS (\$)</b>
Registration Fee	50.00
Tuition Fee (per unit)	
Doctoral	80.00
Master's	60.00
Undergraduate	50.00
Laboratory fee (per unit)	
Doctoral	60.00
Master's	50.00
Undergraduate	40.00
Library Fee	25.00
Miscellaneous and Other Fees	150.00
Deposit (payable upon registration)	20.00

**To:**

<b>A. School Fees</b>	<b><u>In Peso</u></b>
Tuition Laboratory, Registration Library, Miscellaneous, Entrance undergraduate And Other Fees	Double the fees paid by Filipino and graduate students.
<b>B. Educational Development Fee</b>	<b><u>In US Dollars (\$)</u></b>
Resident	250.00
Non-Resident	500.00

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Deposit (payable upon registration)	20.00
<b>To:</b>	
<b>A. School Fees</b>	<b><u>In Peso</u></b>
Tuition Laboratory, Registration	Double the fees paid
Library, Miscellaneous, Entrance	by Filipino
undergraduate	and graduate students
And Other Fees	
<b>B. Educational Development Fee</b>	<b><u>In US Dollars (\$)</u></b>
Resident	250.00
Non-Resident	500.00



**REVISION ON THE GUIDELINES IN THE IMPLEMENTATION OF THE  
COMPENSATORY DAY OFF AMONG THE FACULTY AND STAFF  
OF THE LEYTE STATE UNIVERSITY**

*(As approved by the Board of Regents per  
BOR Resolution No. 103, s. 2002, dated 08 November 2002)*

Compensatory Day-Off (CDO) is a privilege given to faculty and staff on vacation-sick leave status who render overtime work but can not be given overtime pay as the activities performed are those not allowed by COA be paid overtime.

In its first year of implementation the real essence of CDO has not been fully realized. Those who rendered extra hours of service felt they have not been compensated in the form of day-off because those who did not render overtime were also granted the same privilege.

To give real meaning to and have more equitable application of this privilege, the following guidelines are hereby proposed:

1. Only faculty and staff on vacation-sick leave status can avail of the compensatory day-off, provided that the faculty member meets the following workload units (average) per year:

16 workload units	-	one (1) day of CDO
17 WLU	-	two (2) days of CDO
18 WLU	-	three (3) days of CDO
19 WLU	-	four (4) days of CDO
20 WLU	-	five (5) days of CDO
21 WLU	-	six (6) days of CDO
22 WLU	-	seven (7) days of CDO
23 WLU	-	eight (8) days of CDO
greater than 23 WLU	-	ten (10) days of CDO
2. Teaching faculty on vacation sick leave status and heads of offices, due to the nature of their job, automatically can enjoy the CDO as long as the days are scheduled not to fall on days when their services are urgently needed.
3. Administrative staff, however, must choose at the beginning of the year whether to opt for CDO or overtime pay. Those who will avail of the CDO cannot be paid an overtime pay. However, it should be remembered that it is easier to avail of the CDO than overtime pay due to the strict rules governing overtime payment.
4. The CDO privilege can only be availed of after the administrative staff shall have rendered an overtime service without pay at least 3-hour per overtime setting.
5. One overtime setting shall be equivalent to one CDO and one working day shall be equivalent only to 1 overtime setting.
6. To avail of the CDO, an employee must present an approved request for overtime without pay. Academic staff on vacation-sick leave status and heads of offices need not present this requirement. The approval of the request for overtime shall only be up to the College Dean/Research Directors/Office Heads. Only those who opt to have overtime with pay need to have their request approved by the OVPAF.
7. The number of CDO days an employee can enjoy shall correspond only to the number of days of actual unpaid overtime for a maximum of up to 10 days.



8. Likewise, administrative staff who prefers to claim overtime pay can not be CDO and must have his/her request for overtime duly approved by the President for Administration and Finance. As such, the rules on overtime described in the Government Accounting and Auditing Manual, Volume Memorandum Circular No. 33, Series of 2002 from the LSU President shall apply.
9. This new guideline shall take effect January 2003.



Leyte State University  
Visca, Baybay, Leyte 6521 A  
Philippines

Office of the Secretary of the University  
and of the Board of Regents

EXCERPTS OF APPROVED MINUTES OF THE  
7<sup>th</sup> LSU Board of Regents Meeting  
08 November 2002 \* LNU, Tacloban City

Proposal to Increase the Cost of School Fees for  
Undergraduate Freshmen and Transferees for  
SY 2003-2004 to 2005-2006

Board Resolution No. 104, s. 2002

Approving the proposal to increase the Cost of School Fees for  
Undergraduate Freshmen and Transferees for SY 2003-2004 to SY  
2005-2006 as amended.

APPROVED FEE PER TERM

ITEM	20-03-2004	2004-2005	2005-2006
<b>A. Tuition &amp; College Fee</b>			
Tuition, per unit	70.00	100.00	120.00
Laboratory Fee (per lab subject)			
Veterinary Medicine	800.00	1,000.00	1,200.00
Computer Service Course	500.00	700.00	1,000.00
Other Subjects	300.00	400.00	500.00
<b>B. Miscellaneous Fees</b>			
Deposit <sup>1</sup>	120.00	150.00	160.00
Library	100.00	120.00	150.00
Student Publication	30.00	50.00	50.00
Medical/Dental Fee	50.00	65.00	90.00
Insurance Fee*	30.00	35.00	40.00
Entrance Fee	70.00	100.00	100.00
Registration Fee	75.00	100.00	150.00
Handbook*	100.00	100.00	100.00
LSU I.D.*	70.00	100.00	100.00
Athletics Fee	50.00	60.00	70.00
Cultural Fee	30.00	50.00	70.00
NSTP	200.00	220.00	250.00
Education. Development Fee	50.00	100.00	200.00
Facilities Improvement Fee	100.00	100.00	100.00
Computer Time Fee	100.00	100.00	100.00
Testing Fee*	100.00	100.00	100.00
Guidance Fee**	10.00	20.00	30.00

**B. Other Fees**

Graduation Fees	250.00	300.00	300.00
Thesis Completion	300.00	350.00	450.00
Residence Fee	300.00	350.00	450.00
(Completion of Degree)			
Transcript of Records, per page:			
Computer Printed (fresh)	50.00	50.00	60.00
Photocopy w/ Registrar's orig.	20.00	20.00	25.00
signature			
Transfer Credential	30.00	40.00	50.00
Certification, per page	15.00	20.00	25.00
Authentication of Documents, per page:			
Transcript of Records	35.00	35.00	40.00
Diploma	50.00	75.00	100.00

*This proposal does not include the fees for computer science major courses, which have separate computation of fees.*

*The payment of Charity Fee was cancelled by the Board of Regents for all year-levels.*

\* Paid only once.

\*\* Additional Miscellaneous Fee

<sup>1</sup> The Deposit is payable only once & refundable upon leaving the University, i.e. graduation, transfer, withdrawal, etc. It serves as initial payment for laboratory breakages and other similar obligations.

BOARD ACTION: **APPROVED**

Date : 08 November 2002

ATTACHMENT: **G**

**Certified True and Correct:**

**DANIEL M. TUdTUD JR.**

*Board Secretary*

cc: OVPAA  
Graduate School  
OSA  
Registrar  
Cash Division  
FMO



**PROPOSAL TO OFFER BACHELOR OF SCIENCE IN  
INFORMATION TECHNOLOGY (BSIT)**

**I. RATIONALE**

The Information Revolution in this millennium is transforming society, creating new careers, new industries, new academic disciplines, and thus the need for new programs of education and research. These changes affect how people work and think, two things that are fundamental to universities.

The business and industry sectors have adapted to the fast and easy storage, processing and transmission of information. According to the 1999 U.S. President's Information Technology Advisory Committee (PITAC), information technology shall be one of the key factors driving progress in the 21<sup>st</sup> century. The advancement in information technology will, undoubtedly, create a new infrastructure for business, scientific research, and social interactions. This shall provide new tools for communicating throughout the world and for acquiring knowledge and insights from information. For the citizenry to be informed in this, there is a need to learn the technology and understand the underlying theories and principles behind it.

Computer industry has provided an attractive employment market for a wide range of computer – trained personnel. The rapid evolution of electronic machines, the decrease of hardware cost, hardware development and advancements have opened widely new range of applications; and as computer applications expand, systems analysts, computer scientists and database administrators are projected to be among the fastest growing occupations (Occupational Outlook Handbook, internet publication of the U.S. Department of Labor).

This employment trend will be the same for the third world countries like the Philippines. Because of the reduction of hardware and software costs, Filipino businessmen and industries will expand computerization and integrate new technologies for easier and more facilitated transactions. Thus, private colleges and universities are offering courses in computer and other related computer courses to keep pace with the rapid changing needs of the workplace.

The great challenge for universities like the Leyte State University is how to teach the principles underlying information technology. More students are seeking to combine computing with a liberal education in the arts and humanities, to prepare themselves for jobs that increasingly require both technical depth and liberal breadth.

A survey was conducted by the Leyte State University–Isabel Campus on 824 graduating high school students from the towns of Isabel and Merida. Of this total, 419 students indicated their preference to take up a computer-related course.

1 The over-all results showed that of the 419 senior high school student res  
2 interested to pursue a computer-related course, 39.1% preferred to ta  
3 B.S. Information Technology; 31.3%, BS Computer Science; 20.1%, As  
4 Computer Technology, and 9.5% other courses. (See Appendix 2).

5 It is in this premise that Leyte State University - Isabel Cam  
6 conceived to offer Bachelor of Science in Information Technology; f  
7 proposal.

8

## 9 **II. OBJECTIVES**

10

11 The Bachelor of Science in Information Technology (BSIT) aims to  
12 professionals equipped with one or more of the following:

13

- 14 1. the basic principles and foundation underlying the field of ir  
15 technology;
- 16 2. ability to design, develop and implement information systems;
- 17 3. practical knowledge on how to operationalize, administer and mai  
18 area networks and information systems; and
- 19 4. actual experience in development of information systems.

20

## 21 **III. TARGET CLIENTELE**

22

- 23 1. High school graduates.
- 24 2. Graduates of the Associate in Computer Technology (ACT) who wish  
25 BSIT.
- 26 3. Students from other degree programs who want to shift to BSIT.

27

## 28 **IV. EMPLOYMENT OPPORTUNITIES**

29

- 30 1. Information technology entrepreneurs (software house, compu  
31 internet café, modern study center)
- 32 2. Researchers
- 33 3. Instructors in computer courses.
- 34 4. As systems analyst, computer programmer, IT officer, web analyst  
35 database administrator.

36

## 37 **V. GRADUATE PROFILE**

### 38 **A. Cognitive**

- 39 1. Acquire knowledge on the concepts and principles of ir  
40 technology.



- 1 2. Acquire techniques and better understanding of problem solving –
- 2 analysis in conducting system projects.
- 3 3. Recognize the types of computer software applications on current
- 4 technological innovations.
- 5 **B. Affective**
- 6 1. Demonstrate and cultivate positive problem attitudes demanded in any
- 7 abstract and analytical processes.
- 8 2. Acquire values of integrity, sense of professionalism in the discharge of
- 9 respective duties and responsibilities in the workplace.
- 10 3. Display safety consciousness and ergonomics in the use of modern
- 11 information technology equipment and other high –level machines.
- 12 4. Appreciate the importance of information technology, its principles,
- 13 processes and innovations.
- 14 5. Utilize wisely and effectively computer resources in any organization.
- 15 **C. Psychomotor**
- 16 1. Demonstrate skills and techniques in developing, implementing and
- 17 assessing technology and software.
- 18 2. Install, operate, manage and administer information systems.
- 19 3. Provide graduates the appropriate skills that are needed in system
- 20 design, problem solving, and programming.
- 21



1 VI. CURRICULAR OFFERINGS

2 A. Course Schedule

Course No.	Descriptive Title	Hours			P
		Lec	Lab	Units	
<b>FIRST YEAR, First Semester</b>					
CS/IT 21	Introduction to Computers	2	3	3	
Chem 11	General Chemistry I	3	3	4	
Engl 11	Communication Skills I	3		3	
Math 11	College Algebra	3		3	
Psych 11	General Psychology	3		3	
Soc Sci 13	Socio-Economic Systems	3		3	
PhyEd 11	Physical Fitness and Gymnastics	2	(2)		
NSTP/ROTC	First Year Basic Course I	3	(3)		
Total Units				19	
<b>FIRST YEAR, Second Semester</b>					
IT 22	Comp. Concepts & Fundamentals	2	3	3	C
Bio 11	General Biology	3	3	4	
Engl 12	Communication Skills II	3		3	E
Math 22	Plane Trigonometry	3		3	M
Philo 12	Contemporary Philo. Thoughts	3		3	
Socio 11	General Sociology	3		3	
PhyEd 12	Rec. Games, Rhythmic Act, & Dance	2	(2)		
NSTP/ROTC	First Year Basic Course II	3	(3)		
Total Units				19	
<b>SECOND YEAR, First Semester</b>					
IT 101	Qual. Consc., Habits & Processes	2	3	3	I
IT 102	Math Logic & Discr. Structures	3	3	3	M
IT 103	Problem Solving & Programming	3	3	3	I
Hum 11	Intro. to Humanities	3		3	
Phys 11	General Physics	3	3	4	M
Engl 24	Writing the Scientific Paper	3		3	E
PhyEd 13	Team Sports	2	(2)		
Total Units				19	
<b>SECOND YEAR, Second Semester</b>					
IT 111	Presentation Skills in IT	2	3	3	E
IT 112	Data Structures and Algorithms	3	3	3	I
Math 101	Elementary Calculus	3		3	M
Phys 21	College Physics	3	3	3	F
Spch 11	Speech Communications	3		3	E
Stat 21	Elementary Statistics	3	3	3	M
Soc Sci 15	Phil. History & Constitution	3		3	
PhyEd 14	Individual-Dual Sports	2	(2)		
Total Units				21	

1	THIRD YEAR, <i>First Semester</i>						
2	IT 113	<i>File Org. &amp; Database System</i>	2	3	3	IT 112	
3	IT 122	<i>Computer Architecture</i>	2	3	3	IT 103	
4	IT 133	<i>Object-Oriented Programming</i>	2	3	3	IT 112	
5	IT 134	<i>Accounting</i>	3		3		
6	IT Elective	<i>Free Elective in IT</i>	2	3	3		
7	Engl 21	<i>Introduction to Literature</i>	3		3	Engl 12	
8	Fil 11	<i>Sining ng Pakikipagtalastasan at Retorika</i>	2	3			
9							
10			Total Units		21		
11	THIRD YEAR, <i>Second Semester</i>						
12	CS/IT 135	<i>Visual Programming</i>	2	3	3	IT 103	
13	IT 136	<i>Programming Languages</i>	2	3	3	IT 103	
14	IT 138	<i>Intro to Software Engineering</i>	2	3	3	IT 112	
15	IT 139	<i>Intro to Operating Systems</i>	2	3	3	IT 122	
16	IT Elective	<i>Free Elective in IT</i>	3	3	3		
17	Fil 12	<i>Panitikang Pilipino</i>	3		3	Fil 11	
18	Soc Sci 14	<i>Phil. Social Problems, Land Reform and Taxation</i>	3	3			
19							
20			Total Units		21		
21	THIRD YEAR, <i>Summer</i>						
22	IT 195	<i>Practicum</i>	3	3			
23							
24	FOURTH YEAR, <i>First Semester</i>						
25	IT 142	<i>System Analysis and Design</i>	2	3	3	IT 112	
26	IT 143	<i>Web Page Design &amp; Dev't.</i>	3	3	3	IT 103	
27	IT 144	<i>Data Comm. &amp; Comp. Network</i>	3	3	3	IT 122	
28	IT Elective	<i>Free Elective in IT</i>	3		3		
29	Soc Sci 16	<i>Life and works of Rizal</i>	3	3	3		
30	Ethics 21	<i>Prof. Ethics &amp; Values Education</i>	3		3		
31			Total Units		18		
32	FOURTH YEAR, <i>Second Semester</i>						
33	IT 145	<i>Database Mgt. System</i>	2	3	3	IT 113	
34	IT 147	<i>Systems Resource Management</i>	2	3	3	(Consent of Instructor)	
35							
36	IT Elective	<i>Free Elective in IT</i>	2	3	3		
37	IT 200	<i>Software Project</i>			6		
38			Total Units		15		

1	<b>B. Course Analysis</b>		
2			
3	<b>1. General Education</b>		
4			
5	Course	Description	No. of Units
6			
7	<u>Language and Humanities</u>		
8			
9	Eng 11	Communication Skills 1	3
10	Eng 12	Communication Skills 2	3
11	Eng 21	Introduction to Literature	3
12	Eng 24	Writing the Scientific Paper	3
13	Speech 11	Speech Communication	3
14	Hum 11	Introduction to Humanities	3
15	Philo 12	Contemporary Philosophical Thoughts	3
16	Fil 11	Sining ng Pakikipagtalastasan at Retorika	3
17	Fil 12	Panitikang Pilipino	3
18			<hr/>
19			Sub-total 27
20	<u>Mathematics and Natural Sciences</u>		
21			
22	Math 11	College Algebra	3
23	Math 22	Plane Trigonometry	3
24	Math 101	Elementary Calculus	3
25	Physics 11	General Physics	4
26	Biology 11	General Biology	4
27	Chemistry 11	General Chemistry I	4
28			<hr/>
29			Sub-total 21
30	<u>Social Sciences</u>		
31			
32	Psych 11	General Psychology	3
33	Socio 11	General Sociology	3
34	Soc. Sci.13	Socio Economic System	3
35	Soc. Sci 14	Phil. Social and Economic Problems, Agrarian Reform and Taxation	3
36			<hr/>
37			Sub-total 12
38			
39			
40	<b>2. Mandated Courses</b>		
41			
42	Soc Sci, 15	Philippine History & Constitution	3
43	Soc. Sci. 16	Life & Works of Rizal	3
44			<hr/>
45			Sub-total 6
46			
47	<b>3. Fundamental Courses</b>		
48			
49	Physics 21	College Physics	3
50	Stat 21	Elementary Statistics	3
51	CS/IT 21	Introduction to Computer	3
52	IT 22	Computer Concepts and Fundamentals	3
53	Ethics 21	Prof. Ethics & Values Ed.	3
54			<hr/>
55			Sub-total 15
56			



1	<b>4. Major Subjects /Courses</b>		
2			
3	IT 101	Quality Consciousness, Habits & Processes	3
4	IT 102	Mathematical Logic & Discrete Structures	3
5	IT 103	Problem Solving & Programming	3
6	IT 111	Presentation Skills in IT	3
7	IT 112	Data Structures and Algorithms	3
8	IT 113	File Organization & Database Systems	3
9	IT 122	Computer Organization and Architecture	3
10	IT 133	Object-Oriented Programming	3
11	IT 134	Accounting	3
12	IT 135	Visual Programming	3
13	IT 136	Programming Languages	3
14	IT 138	Intro to Software Engineering	3
15	IT 139	Intro to Operating Systems	3
16	IT 142	System Analysis and Design	3
17	IT 143	Web Page Design and Development	3
18	IT 144	Data Communications and Computer Network	3
19	IT 145	Database Management Systems I	3
20	IT 147	Systems Resource Management	3
21			
22		Sub-total	60
23			
24	<b>5. Electives</b>		18 units
25			
26	(Four (4) Courses from what are given below and		
27	others which may be introduced by the school)		
28			
29	IT 148	Management Information System	3
30	IT 149	Integrated Application Software/Productivity Tools	3
31	IT 151	Assembly Language Programming	3
32	IT 152	Database Management Systems II	3
33	IT 153	Network Administration	3
34	IT 154	The Internet Services	3
35			
36			
37	<b>6. Practicum/Internship</b>		9 units
38			
39	IT 195	Practicum 1	3
40	IT 200	Software Project	6
41			
42	<b>SUMMARY OF UNITS</b>		
43			
44			
45			
46	General Education		57
47	Mandated Courses		6
48	Fundamental Courses		15
49	Major Courses		57
50	Electives		18
51	Practicum		9
52			
53	Grand total		162
54			

C. Descriptive Titles for BSIT

Courses for Adoption (from the Main Campus)

1. General Education

- a. Course No.: **Engl 11**  
Course Title: **Communication Skills 1**  
Description: *Proficiency in speech, reading, composition, and rh using selected materials in science and humanities.*

Prerequisite: **none**  
Credit: 3 units  
3 hours a week (lecture)

- b. Course No.: **Engl 12**  
Course Title: **Communication Skills 2**  
Description: *Advance language skills in sentence structure, read comprehension; competencies in composition and expository writing.*

Prerequisite: **Engl. 11**  
Credit: 3 units  
3 hours a week (lecture)

- c. Course No.: **Engl 21**  
Course Title: **Introduction to Literature**  
Description: *Study on the short story, drama and poetry; their na form and elements.*

Prerequisite: **Engl. 12**  
Credit: 3 units  
3 hours a week (lecture)

- d. Course No.: **Engl 24**  
Course Title: **Writing the Scientific Paper**  
Description: *Principles involved in preparing and writing the scie*

Prerequisite: **Engl. 12**  
Credit: 3 units  
3 hours a week (lecture)

- e. Course No.: **Speech 11**  
Course Title: **Speech Communication**  
Description: *Principles, elements and purposes; level of human communication; barriers and breakdowns.*

Prerequisite: **Engl. 12**  
Credit: 3 units  
3 hours a week (lecture)

- f. Course No.: **Hum 11**  
Course Title: **Introduction to Humanities**  
Description: *Survey of the field of music, arts and literature; princ underlying these arts.*

Prerequisite: **none**  
Credit: 3 units  
3 hours a week (lecture)



1	g. Course No.:	<b>Philo 12</b>
2	Course Title:	<b>Contemporary Philosophical Thoughts</b>
3	Description:	<i>A course in the principles of sound reasoning as an introduction to an in-depth study of values, their acquisition, clarification and development views on contemporary issues.</i>
4		
5		
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8		Prerequisite: <b>none</b>
9		Credit: 3 units
10		3 hours a week lecture
11		
12	h. Course No.:	<b>Fil 11</b>
13	Course Title:	<b>Sining ng Pakikipagtalastasan at Retorika</b>
14	Description:	<i>Pagtalakay sa mga sanaysay (essay), artikulo (articles), maikling kuwento (short story), dula (drama), tula (poem), at iba pang uri ng panitikan bilang lundayan ng mga tuntuning panritorika at mga pagsasanay na lilingang sa apt (4) na kasanayang pangwika: (1) kakayahang bumasa (2) kakayahang umunawa, (3) kakayahang magsalita, at (4) kakayahang sumulat.</i>
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22		Prerequisite: <b>none</b>
23		Credit: 3 units
24		3 hours a week (lecture)
25		
26	i. Course No.:	<b>Fil 12</b>
27	Course Title:	<b>Panitikang Pilipino</b>
28	Description:	<i>Pag-aaral ng mga katutubo at naangking anyo ng panitikang Pilipino sa loob ng iba't ibang panahon sa kasaysayan ng kultura ng Pilipinas upang matutuhan ang mga tradisyong bumubuhay sa panitikan ng mga Pilipino at mapahalagahan ang mga ito sa pamamagitan ng pagpapahalaga sa lalong makabuluhang kathang kumakatawan sa mga panahon sa kasaysayan ng panitikan.</i>
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36		Prerequisite: <b>Fil. 11</b>
37		Credit: 3 units
38		3 hours a week (lecture)
39		
40	j. Course No.:	<b>Math 11</b>
41	Course Title:	<b>College Algebra</b>
42	Description:	<i>Fundamentals of mathematics; linear and quadratic equations, exponents and radicals; binomial theorem, variation and progression.</i>
43		
44		
45		
46		Prerequisite: <b>none</b>
47		Credit: 3 units
48		3 hours a week (lecture)
49		
50	k. Course No.:	<b>Math 22</b>
51	Course Title:	<b>Plane Trigonometry</b>
52	Description:	<i>Trigonometric functions and identities; solutions of triangles; logarithms and their applications; radian measures, complex number and inverse trigonometric functions.</i>
53		
54		
55		
56		Prerequisite: <b>Math 11</b>
57		Credit: 3 units
58		3 hours a week (lecture)
59		



C. Descriptive Titles for BSIT

Courses for Adoption (from the Main Campus)

1. General Education

- a. Course No.: **Engl 11**  
Course Title: **Communication Skills 1**  
Description: *Proficiency in speech, reading, composition, and n using selected materials in science and humanities*  
  
Prerequisite: **none**  
Credit: 3 units  
3 hours a week (lecture)
- b. Course No.: **Engl 12**  
Course Title: **Communication Skills 2**  
Description: *Advance language skills in sentence structure, rea comprehension; competencies in composition and expository writing.*  
  
Prerequisite: **Engl. 11**  
Credit: 3 units  
3 hours a week (lecture)
- c. Course No.: **Engl 21**  
Course Title: **Introduction to Literature**  
Description: *Study on the short story, drama and poetry; their na form and elements.*  
  
Prerequisite: **Engl. 12**  
Credit: 3 units  
3 hours a week (lecture)
- d. Course No.: **Engl 24**  
Course Title: **Writing the Scientific Paper**  
Description: *Principles involved in preparing and writing the scie*  
  
Prerequisite: **Engl. 12**  
Credit: 3 units  
3 hours a week (lecture)
- e. Course No.: **Speech 11**  
Course Title: **Speech Communication**  
Description: *Principles, elements and purposes; level of human communication; barriers and breakdowns.*  
  
Prerequisite: **Engl. 12**  
Credit: 3 units  
3 hours a week (lecture)
- f. Course No.: **Hum 11**  
Course Title: **Introduction to Humanities**  
Description: *Survey of the field of music, arts and literature; prin underlying these arts.*  
  
Prerequisite: **none**  
Credit: 3 units  
3 hours a week (lecture)

1	g. Course No.:	<b>Philo 12</b>
2	Course Title:	<b>Contemporary Philosophical Thoughts</b>
3	Description:	<i>A course in the principles of sound reasoning as an introduction to an in-depth study of values, their acquisition, clarification and development views on contemporary issues.</i>
4		
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8		Prerequisite: <b>none</b>
9		Credit: 3 units
10		3 hours a week lecture
11		
12	h. Course No.:	<b>Fil 11</b>
13	Course Title:	<b>Sining ng Pakikipagtalastasan at Retorika</b>
14	Description:	<i>Pagtalakay sa mga sanaysay (essay), artikulo (articles), maikling kuwento (short story), dula (drama), tula (poem), at iba pang uri ng panitikan bilang lundayan ng mga tuntuning panritorika at mga pagsasanay na lilinang sa apt (4) na kasanayang pangwika: (1) kakayahang bumasa (2) kakayahang umunawa, (3) kakayahang magsalita, at (4) kakayahang sumulat.</i>
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22		Prerequisite: <b>none</b>
23		Credit: 3 units
24		3 hours a week (lecture)
25		
26	i. Course No.:	<b>Fil 12</b>
27	Course Title:	<b>Panitikang Pilipino</b>
28	Description:	<i>Pag-aaral ng mga katutubo at naangking anyo ng panitikang Pilipino sa loob ng iba't ibang panahon sa kasaysayan ng kultura ng Pilipinas upang matutuhan ang mga tradisyong bumubuhay sa panitikan ng mga Pilipino at mapahalagahan ang mga ito sa pamamagitan ng pagpapahalaga sa lalong makabuluhang kathang kumakatawan sa mga panahon sa kasaysayan ng panitikan.</i>
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36		Prerequisite: <b>Fil. 11</b>
37		Credit: 3 units
38		3 hours a week (lecture)
39		
40	j. Course No.:	<b>Math 11</b>
41	Course Title:	<b>College Algebra</b>
42	Description:	<i>Fundamentals of mathematics; linear and quadratic equations, exponents and radicals; binomial theorem, variation and progression.</i>
43		
44		
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46		Prerequisite: <b>none</b>
47		Credit: 3 units
48		3 hours a week (lecture)
49		
50	k. Course No.:	<b>Math 22</b>
51	Course Title:	<b>Plane Trigonometry</b>
52	Description:	<i>Trigonometric functions and identities; solutions of triangles; logarithms and their applications; radian measures, complex number and inverse trigonometric functions.</i>
53		
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56		Prerequisite: <b>Math 11</b>
57		Credit: 3 units
58		3 hours a week (lecture)
59		



1	l.	Course No.:	<b>Physics 11</b>
2		Course Title:	<b>General Physics</b>
3		Description:	<i>Fundamental concepts of forces, work and energy</i>
4			<i>temperature measurements; properties of matter;</i>
5			<i>and magnetism.</i>
6			
7		Prerequisite:	<b>Math 22</b>
8		Credit:	4 units
9			5 hours a week (2 lec, 3 lab)
10			
11	m.	Course No.:	<b>Bio 11</b>
12		Course Title:	<b>General Biology</b>
13		Description:	<i>Biological principles and ecology of life; cellular m</i>
14			<i>general morphology of tissues and organs; heredi</i>
15			
16		Prerequisite:	<b>none</b>
17		Credit:	3 units
18			5 hours a week (2 lec, 3 lab)
19			
20	n.	Course No.:	<b>Chem 11</b>
21		Course Title:	<b>General Chemistry I</b>
22		Description:	<i>Fundamental principles of chemistry; atoms, mole</i>
23			<i>mole concept, stoichiometry, solutions and express</i>
24			<i>concentrations and introduction to chemical dynar</i>
25			
26		Prerequisite:	<b>none</b>
27		Credit:	4 units
28			6 hours a week (3 lec, 3 lab)
29			
30	o.	Course No.:	<b>Psycho 11</b>
31		Course Title:	<b>General Psychology</b>
32		Description:	<i>Principles and facts of human behavior in relation</i>
33			<i>environment.</i>
34			
35		Prerequisite:	<b>none</b>
36		Credit:	3 units
37			3 hours a week (lecture)
38			
39	p.	Course No.:	<b>Socio 11</b>
40		Course Title:	<b>General Sociology</b>
41		Description:	<i>Study of social relationships, institutions and force</i>
42			<i>process of social change.</i>
43			
44		Prerequisite:	<b>none</b>
45		Credit:	3 units
46			3 hours a week (lecture)
47			
48	q.	Course No.:	<b>SocSci 13</b>
49		Course Title:	<b>Socio Economic System</b>
50		Description:	<i>Analysis of social and economic systems, produce</i>
51			<i>consumer relationship within these systems and th</i>
52			<i>of policies on resource allocation with emphasis in</i>
53			<i>Philippines.</i>
54			
55		Prerequisite:	<b>none</b>
56		Credit:	3 units
57			3 hours a week (lecture)
58			



- 1           r. Course No.:       **SocSci 14**  
2           Course Title:   **Philippine Social and Economic Problems, Agrarian**  
3                               **Reform and Taxation**  
4           Description:   *Philippine issues and problems of man's relationship to land*  
5                               *and to the society; Philippine taxation.*  
6  
7                               Prerequisite: none  
8                               Credit:       3 units  
9   6 hours a week (3 lec, 3 lab)

## 11       2. Mandated Courses

- 12  
13       a. Course No.:       **SocSci 15**  
14       Course Title:   **Philippine History and Constitution**  
15       Description:   *Political, socio-economic and cultural development of the*  
16                               *Philippines; the New Philippine Constitution and other*  
17                               *instituted laws.*  
18  
19                               Prerequisite: **none**  
20                               Credit:       3 units  
21   3 hours a week (lecture)  
22  
23       b. Course No.:       **SocSci 16**  
24       Course Title:   **Life and Works of Rizal**  
25       Description:   *A study of the various phase of Rizal's life and his work with*  
26                               *emphasis on the Noli Me Tangere and El Filibustirismo.*  
27  
28                               Prerequisite: **(Consent of Instructor)**  
29                               Credit:       3 units  
30   3 hours a week, lecture

## 31       3. Fundamental Courses

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33  
34       a. Course No.:       **CS/IT 21**  
35       Course Title:   **Introduction to Computers**  
36       Description:   *Development of computers, components of a computer*  
37                               *system, microcomputer operation: word processing,*  
38                               *electronic spreadsheets, electronic presentation; the internet.*  
39  
40                               Prerequisite: **none**  
41                               Credit:       3 units  
42   5 hours a week (2 lec, 3 lab)  
43  
44       b. Course No.:       **Physics 21**  
45       Course Title:   **College Physics**  
46       Description:   *Forces, linear and circular motions; properties of matter;*  
47                               *thermodynamics; electromagnetism; light and sound.*  
48  
49                               Prerequisite: **Physics 11**  
50                               Credit:       3 units  
51   5 hours a week (2 lec, 3 lab)  
52  
53       c. Course No.:       **Stat 21**  
54       Course Title:   **Elementary Statistics**  
55       Description:   *Basic statistical concepts and measures; frequency*  
56                               *distribution; probability and sampling test of significance;*  
57                               *regression and correlation; experimental design and*  
58                               *analysis of variance*  
59  
60                               Prerequisite: **none**  
61                               Credit:       3 units  
62   5 hours a week (2 lec, 3 lab)

#### 4. Major Courses

- a. Course No.: **Math 101**  
Course Title: **Elementary Calculus**  
Description: *Straight lines, functions and graphs; theories of differential and integral calculus and their applications.*
- Prerequisite: **Math 12**  
Credit: 3 units  
3 hours a week (lecture)
- b. Course No.: **CS 135/IT 135**  
Course Title: **Visual Programming**  
Description: *Concepts of event driven programming; program development; control arrays, procedures, functions and forms; working with files and graphics, interacting with user interface system, debugging a Visual application, Active X Data Objects (ADO) and database access from Visual applications.*
- Prerequisite: **IT 103** (Problem Solving and Programming)  
Credit: 3 units  
5 hours a week (2 lec, 3 lab)

#### Courses for Institution

##### 1. Fundamental Courses

- a. Course No.: **Ethics 21**  
Course Title: **Professional Ethics and Values Education**  
Description: *Introduction to ethics in the conduct of business and its application to the field of information technology.*
- Prerequisite: **none**  
Credit: 3 units  
3 hours a week, 3 lec.
- Rationale: Acquaint the learners with the role expectations and obligations of the information technology professional, which is essential to the formation of ethical personality and its application to life as well as the values expected of information technology professionals.

##### 2. Major Courses

- a. Course No.: **IT 22**  
Course Title: **Computer Concepts & Fundamentals**  
Description: *Introduction to the major areas of computer technology including computer number systems, computer theory, organization and architecture, problem solving techniques; fundamental logic formulation and introduction to computer programming.*
- Prerequisite: **IT 21**  
Credit: 3 units  
5 hours a week (2 lec, 3 lab)
- Rationale: This course presents the introductory knowledge on how computer work and how computers can be used to solve problems. It provides the foundation for which higher subjects are based.



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- b. Course No. : **IT 101**  
Course Title: **Quality Consciousness, Habits & Processes**  
Description : *Quality topics on work patterns, information management processes, and institutional business processes.*
- Prerequisite: **IT 22**  
Credit: 3 units  
3 hours a week (lecture)
- Rationale: This course intends to make students aware of the processes and information of internationally accepted standards and guidelines such as ISO 9000, Malcolm Baldrige, Software Engineering Institute, etc. Practical applications and case studies are also included.
- c. Course No.: **IT 102**  
Course Title: **Mathematical Logic and Discrete Structures**  
Description: *Principles of logic, set theory, counting techniques, functions and relations, combinatorics and graph theory.*
- Prerequisite: **Math 11** (College Algebra)  
Credit: 3 units  
3 hours a week (lecture)
- Rationale: This course is meant to teach students to distinguish correct from incorrect arguments, construct truth tables, and formal proofs to test the validity of an argument. This will introduce fundamental tools, topics and concepts of discrete mathematics needed to study information technology. It would emphasize proof techniques and problem solving strategies.
- d. Course No.: **IT 103**  
Course Title: **Problem Solving and Programming**  
Description: *Fundamental programming principles, analysis and debugging of programs, top down design, program verification and quality assurance, and program documentation.*
- Prerequisite: **IT 22** (Computer Concepts and Fundamentals)  
Credit: 3 units  
5 hours a week (2 lec, 3 lab)
- Rationale: This course will discuss the principles and elements of programming using specific programming language.
- e. Course No.: **IT 111**  
Course Title: **Presentation Skills in IT**  
Description: *Analysis and preparation of different types of written communications for computer professionals.*
- Prerequisites: **Eng 24** (Writing the Scientific Paper)  
**IT 103** (Problem Solving and Programming)  
Credit: 3 units  
5 hours a week (2 lec, 3 lab)



1		Rationale:	This will train students in the preparation of technical and business presentations using popular presentation/ graphic software and multimedia technology.
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6	f. Course No.:	<b>IT 112</b>	
7	Course Title:	<b>Data Structures and Algorithms</b>	
8	Description:	<i>Abstract data types and implementation of data structures: arrays, stacks, queues, linked lists, mappings and trees. Algorithms for creating data structures, searching and sorting techniques.</i>	
9			
10		Prerequisite:	<b>IT 102</b> (Math Logic and Discrete Structures) and <b>IT 103</b> (Problem Solving and Programming)
11		Credit:	3 units
12			5 hours a week (2 lec, 3 lab)
13		Rationale:	This course covers concepts of abstract data structures used in problem solving and algorithms used in problem solving.
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22	g. Course No.:	<b>IT 113</b>	
23	Course Title:	<b>File Organization and Database System</b>	
24	Description:	<i>Data modeling concepts and methods transforming a real world model into a database, data definition and manipulation language, data security, integrity synchronization; backup and recovery, principal database systems and query languages.</i>	
25			
26		Prerequisite:	<b>IT 112</b> (Data Structure and Algorithms)
27		Credit:	3 units
28			5 hours a week (2 lec, 3 lab)
29			
30		Rationale:	Students will be provided with the basic concepts of database, relational data model, query languages and schema design.
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38	h. Course No.:	<b>IT 122</b>	
39	Course Title:	<b>Computer Organization and Architecture</b>	
40	Description:	<i>Data representation and computer arithmetic, logic functions and equations (Boolean Algebra), analysis of combinational and sequential circuits, flip-flops and counters, basic computer structure and the SAP-7 architecture.</i>	
41			
42		Prerequisite:	<b>IT 102</b> (Math Logic and Discrete Structures)
43		Credit:	3 units
44			3 hours a week (lecture)
45			
46		Rationale:	This course introduces the students to computer hardware as well as the basic memory organization, building blocks and memory management. They will also learn the basic computer organization and its architecture in (SAP-7).
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55	i. Course No. :	<b>IT 133</b>	
56	Course Title:	<b>Object-Oriented Programming</b>	
57	Description:	<i>Object – oriented programming, analysis and design.</i>	
58			
59		Prerequisite:	<b>IT 103</b> ( Computer Programming) and <b>IT 112</b> ( Data Structures)
60		Credit:	3 units
61			5 hours a week (2 lec, 3 lab)
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Rationale: It introduces the fundamental concepts, methodology and applications of object-oriented programming including fundamental abstraction, modularity, encapsulation and hierarchy.

j. Course No. : **IT 134**  
Course Title: **Accounting**  
Description: *Basic accounting principles and procedures.*

Prerequisite: **SocSci 13** (Socio-Economic Systems)  
Credit: 3 units  
3 hours a week (lecture)

Rationale: It introduces the student to the basic accounting principles, presentation of financial statements and depreciation using accounting software.

k. Course No. : **IT 136**  
Course Title: **Programming Languages**  
Description: *Theory and implementation of high-level programming languages, syntax and translation language definition structures, elementary and structured data types, abstraction mechanisms, sequence and data controls, and run time considerations.*

Prerequisite: **IT 103** (Computer Programming)  
**IT 112** ( Data Structures)  
Credit: 3 units  
5 hours a week (2 lec, 3 lab)

Rationale: The course is a comparative study of different high-level languages, their construct, data structures, control and iteration and their implementation. This will give the students the opportunity to examine and implement different programming languages.

l. Course No. : **IT 138**  
Course Title: **Intro to Software Engineering**  
Description: *Software development process, requirement analysis, specification, designs abstraction, programming style, testing maintenance and software project management.*

Prerequisite: **IT 103** (Computer Programming)  
**IT 112** (Data Structures)  
Credit: 3 units  
5 hours a week (2 lec, 3 lab)

Rationale: The students will learn and gain practical experience with software engineering principles and techniques centered on a team project in which a software development process is carried through all the stages of the software life cycle. Emphasis is place on designing and developing maintainable software.



1	m. Course No.:	<b>IT 139</b>
2	Course Title:	<b>Introduction to Operating Systems</b>
3	Description:	<i>Evolution of operating systems and their main features; fundamental concepts that govern the design of modern computer operating systems; features of current operating systems.</i>
4		
5		
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7		
8		Prerequisite: <b>IT 22</b> (Computer Concepts and Fundamentals)
9		
10		Credit: 3 units
11		5 hours a week (2 lec, 3 lab)
12		
13		Rationale: This course will provide students an understanding of the design and analysis of operating systems, convenient and efficient interface between user programs and hardware including the sharing of resources and the provision of common services for different programs.
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21	n. Course No. :	<b>IT 142</b>
22	Course Title:	<b>System Analysis and Design</b>
23	Description:	<i>Programming, implementation, maintenance and documentation.</i>
24		
25		
26		Prerequisite: <b>IT 113</b> (File Organization and Database System)
27		
28		Credit: 3 units
29		5 hours a week (2 lec, 3 lab)
30		
31		Rationale: This course will provide the students knowledge and skills of the theoretical and applied aspects of systems analysis ; allow the students to experience analysis and designing a "line" system.
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37	o. Course No.:	<b>IT 143</b>
38	Course Title:	<b>Web Page Design and Development</b>
39	Description:	<i>Designing and developing a web page using existing software.</i>
40		
41		
42		Prerequisite: <b>IT 103</b> (Problem Solving and Programming)
43		
44		Credit: 3 units
45		5 hours a week (2 lec, 3 lab)
46		
47		Rationale: The course will provide the students basic skills that are needed in languages that are used to develop and maintain Web pages.
48		
49		
50	p. Course No.:	<b>IT 144</b>
51	Course Title:	<b>Data Communications and Computer Network</b>
52	Description:	<i>Data communication fundamentals, asynchronous and synchronous communication, error detection and correction, file transfer/ architecture, ad protocol, TCP/IP suite; network management and network programming.</i>
53		
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57		Prerequisite: <b>IT 122</b> (Computer Organization & Architecture)
58		<b>IT 139</b> (Introduction to Operating Systems)
59		
60		Credit: 3 units
61		5 hours a week (2 lec, 3 lab)
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Rationale: This course introduces the students to the fundamentals of data communication and computer networking including the architecture, design, terminal handling, virtual circuits and protocols.

q Course No. : **IT 145**  
Course Title: **Database Management Systems I**  
Description: *Different architecture of the relational, hierarchical and network models including the design of databases, analysis of data and the different management issues of security, integrity, concurrency control and recovery.*

Prerequisite: **IT 113** (File Organization and Database System)  
Credit: 3 units  
5 hours a week (2 lec, 3 lab)

Rationale: This course provides the students the accesses to various databases. The students will also be exposed to several commercial database systems.

r. Course No. : **IT 147**  
Course Title: **Systems Resource Management**  
Description: *Computer system resources as tools for productivity in the business environment.*

Prerequisite: **(Consent of Instructor)**  
Credit: 3 units  
5 hours a week, 2 lec, 3 lab

Rationale: This would train students in planning operating and maintaining computer system resources for productivity in the business world.

s. Course No.: **IT 148**  
Course Title: **Management Information Systems**  
Description: *Strategic and decision support systems.*

Prerequisite: **IT 142** (Systems Analysis and Design)  
Credit: 3 units  
5 hours a week (2 lec, 3 lab)

Rationale: The course will provide the students the various resource management principles and support systems in information technology.

t. Course No.: **IT 149**  
Course Title: **Integrated Application Software/Productivity Tools**  
Description: *Theoretical and practical applications of current productivity software.*

Prerequisite: **IT 22** (Computer Concepts and Fundamentals)  
Credit: 3 units  
5 hours a week (2 lec, 3 lab)

Rationale: This course introduces the students to the new productivity software tools such as word processors, spreadsheets,

1			presentation/graphic software, project
2			management programs, accounting p
3			and others.
4			
5	u. Course No. :	<b>IT 151</b>	
6	Course Title:	<b>Assembly Language Programming</b>	
7	Description:	<i>Introduction to instructional sets and high level language interfaces using Intel microprocessors.</i>	
8			
9			
10		Prerequisite:	<b>IT 112</b> (Data Structures and Algorithms)
11		Credit:	3 units
12			5 hours a week (2 lec, 3 lab)
13			
14		Rationale:	This course introduces the students to details of assembly language programming using high level language interfaces to assembly language interrupts, ROM, DOS, and TSR programs.
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20	v. Course No. :	<b>IT 152</b>	
21	Course Title:	<b>Database Management Systems II</b>	
22	Description:	<i>Implementation and relational data manipulation.</i>	
23			
24		Prerequisite:	IT 145 (Database Management Systems)
25		Credit:	3 units
26			5 hours a week (2 lec, 3 lab)
27			
28		Rationale:	This course introduces students to structured query languages (SQL) and to the creation of database tables, forms, queries and reports.
29			
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31			
32	w. Course No. :	<b>IT 153</b>	
33	Course Title:	<b>Network Administration</b>	
34	Description:	<i>Administration and maintenance of computer networks.</i>	
35			
36		Prerequisite:	IT 144 (Data Communications and Computer Networks)
37			
38		Credit:	3 units
39			5 hours a week (2 lec, 3 lab)
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41		Rationale:	This course introduces students to system administration and trouble-shooting, disaster recovery in a network environment; the importance of privacy in the information age, liability of information products and new crimes facilitated by new technologies.
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48	x. Course No. :	<b>IT 154</b>	
49	Course Title:	<b>The Internet Services</b>	
50	Description:	<i>Internet technology, applications, problems and prevention, firewall services, virus tracking and protection.</i>	
51			
52			
53		Prerequisite:	IT 22
54		Credit:	3 units
55			5 hours a week (2 lec, 3 lab)
56			
57		Rationale:	This course exposes the students to the information superhighway and enable students to understand the purpose and structure of the Internet.
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**VII. EXISTING STAFF**

**A. Core Staff**

**Degree & School  
Graduated**

**Courses Taught**

1. Carocel A. Galler

Bachelor of Science in  
Information and Computer  
Science (BSICS) –  
University of Cebu

IT 101,103,111,  
122,138,200,195  
142,143,144, 145

2. Mildred A. Centino

Bachelor of Science in  
Information and Computer  
Science (BSICS) –  
University of Cebu

IT 151, 147, 152  
102,122,148

3. Jackelyn R. Suson

Bachelor of Science in  
Computer Science –  
Southwestern University

IT 136,112,113, 153  
139,133,135

**B. Affiliate Staff**

1. Ralin C. Alberca

Bachelor of Science in  
Biology – University of  
San Jose –Recoletos  
(6 months training in Computer -  
TESDA Marikina City &  
Netshift Cebu City)

IT 21,22,Bio 11

2. Ma. Epifania G. Tudtud

Bachelor of Science in  
Applied Mathematics–  
UP at Los Baños;  
Master of Education –  
Mathematics - LSU

IT 21,22,111,113,  
IT 143, 145

3. Daniel M. Tudtud, Jr.

Bachelor of Science in  
Agribusiness – UP at Los  
Baños; Master of  
Management (Agribusiness)  
UP at Los Baños

IT 21,22,134

4. Ma. Luisa E. Diputado

Bachelor of Science in  
Mathematics – UP Baguio;  
Master of Comp. Science  
UP Baguio

IT 149, 151, 154



**VIII. EXISTING FACILITIES**

**A. Rooms**

- (1) computer lecture room
- (1) computer laboratory room ( air –conditioned)

**B. Laboratory Facilities**

(25) Units Intel Pentium 4 Workstation Computers

- Pentium Motherboard with video, Sound and LAN
- 128 MB RAM, 1.44 MB FDD, 20 GBIDE Hard Disk, 14 inch Monitor
- Windows PS/2 Keyboard, PS/2 Mouse with pad

(1) Unit Intel Pentium 4 File Server

- Pentium 4 Motherboard with Video, Sound and LAN
- 128 MB RAM, 1.44 MB floppy Disk Drive
- 2 X 40 GB Seagate Barracuda IDE HD, 14 inches color Moni
- Windows PS/2 Keyboard, PS/2 Mouse with pad, 52 X C
- Amplified Stereo Speaker
- 500 VA UPS with network Interface and Software

(1) Lot Networking Hardware and Peripherals

(1) Unit HP Diskjet 845C Color Printer (Networked)

(1) Unit Epson Fx – 1170 (132 Col.) Dot Matrix printer (Networked)

(2) Units 1.5 HP Window type Air Conditioner

(1) Lot Protection Equipment for computers and peripherals

(1) Unit Panasonic Print out Board

(1) Set Fujitsu Computer (Branded)

(1) Unit Flat Bed Scanner

(1) Unit Digital Camera

**C. Proposed**

1. (1) Unit In-Focus Multi-Media Projector
2. Installation of Internet Package
3. Installation of Telephone lines
4. (1) Unit TV Set



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

## Office of the President

16 October 2002

MEMORANDUM NO. 224

Series of 2002

**T O: Dr. Alice M. Acaba!**

**R E: Designation as Head of the Admissions Office**

As per recommendation of the Vice President for Academic Affairs and by virtue of the authority vested in me by the LSU Board of Regents, you are hereby designated Head of the Admissions Office effective November 4, 2002 until October 31, 2003 or unless sooner revoked or terminated by higher authorities with the following duties and responsibilities:

1. Plans, implements and evaluates the admissions policies and guidelines of the university.
2. Coordinates with other university program and other government and private institutions to bring about inter-agency/program complementation.
3. Performs other functions that higher authorities may assign.

As Head, you are entitled to workload and other privileges attached to the position subject to the usual accounting and auditing policies.

  
**PACENCIA P. MILAN**  
President

cc: OVPAA  
OVPAF  
ODCIMD  
OUS  
OSA  
DoPAC  
Registrar  
HRMDO  
Accounting  
COA  
FMO/Budget  
Cash  
Records  
File



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521  
Philippines

*Office of the President*

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8 November 2002

The Honorable Chairman and  
Members of the LSU Board of Regents

*Ladies/Gentlemen:*

I am hereby presenting to the Board of Regents the **DECISION** of the Formal Investigation Committee hearing the Falsification of Official documents lodged by the University against Dr. Antonia Cecilia Y. Sandoval **for Final Action**.

The Formal Investigation Committee has found the respondent, Dr. Antonia Cecilia Y. Sandoval, **GUILTY** as charged. Based on Memorandum Circular No. 19, s. 1999 of the Civil Service Commission, this is classified as a Grave Offense and carries with it the penalty of **DISMISSAL** at the first offense. For humanitarian reason, the Committee is recommending penalty of suspension only without pay for six months and one day to one year.

I am, therefore, submitting the decision submitted by the Formal Investigating Committee for the Board of Regents' action.

Very truly yours,

PACIENCIA P. MILAN  
President

BOARD ACTION: \_\_\_\_\_  
DATE : 8 November 2002



LEYTE STATE UNIVERSITY  
Baybay, Leyte

LEYTE STATE UNIVERSITY,  
Complainant,

Adm. Case No. 011

For:

- versus -

ANTONIA CECILIA SANDOVAL,  
Respondent.

FALSIFICATION OF  
PUBLIC DOCUMENT &  
DISHONESTY

X ----- /

## DECISION

This is a case for FALSIFICATION OF PUBLIC DOCUMENT & DISHONESTY filed against respondent through a formal charge issued on October 16, 2000 which states thus:

"Pursuant to the findings of the Fact Finding Committee created to look into the complaint for 'Double Claim and Other Charges'. The undersigned, as President of the Visayas State College of Agriculture, Baybay, Leyte do hereby formally charge you on the following counts, to wit:

"1. Falsification of public documents.

"This is reflected in the misrepresentation of the Date of Travel of the original travel date complained of and for the non-filing of leaves of absence during actual absences which may be evidenced in the Certificate of Service Rendered.

"2. Dishonesty.

"The committee was able to determine that the BIDW money which was withdrawn from ViSCA was not deposited in a bank account in favor of BIDANI. The committee also found lack of transparency in the handling and utilization of the BIDW money.

"There was also the complaint of Dr. Manuel K. Palomar, Auditor of ViFARD, regarding the 'Discrepancy of reimbursement claim for actual meal expense from ViFARD.'

"Based on these two cases in point, it is clear that there was Dishonesty committed in both instances.

"NOW, THEREFORE, FOR AND IN BEHALF of the Visayas State College of Agriculture, Baybay, Leyte, I am forwarding this Formal Charge to the Formal Investigation Committee for immediate resolution.

"In view of the formal charges filed against you, you are directed to answer the charges in writing and under oath within 72

hours from receipt thereof. Please indicate whether you elect a formal investigation of the charges or not. Please be advised to consult and be assisted by a legal counsel of your choice."

Respondent requested on October 26, 2002 an extension of another 72 hours to file her answer to enable her to avail of the services of a lawyer. Said request was granted by the President.

Atty. Emmanuel Golo entered his appearance as counsel for the respondent per his letter dated October 30, 2000 and received by the Office of the President on November 15, 2000.

Respondent filed a pleading styled "Request for Reconsideration of the Formal Charge, dated October 16, 2000, against Dr. Antonia Cecilia Y. Sandoval" dated November 17, 2000 but received by LSU Office of the President on November 29, 2000. Said request for reconsideration was based on the grounds that a) the letter of Ms. Saloma Gisulga was not a complaint, was not subscribed and did not contain a certification of non-forum shopping; b) it violated respondent's right to due process because she was not properly informed by the Fact Finding Committee of the nature of the charge nor was she afforded the right to confront the witnesses.

In a Resolution of Respondent's Request for Reconsideration, the Office of the President denied the same for lack of merit and insinuated that respondent's allegations will be fully appreciated only after the conduct of the formal investigation. Said resolution also set the hearing of the case to January 9 & 10, 2001. Specifically, the respondent was informed that the letter of Ms. Gisulga was not the final basis used in determining whether respondent shall be charged or not. It was just an eye opener in looking into the matter, hence, a committee was created. When informed of the result of the inquiry conducted by said committee, the decision to formally charge the respondent came about. In other words, it was the Office of the President which initiated this complaint in a form of a formal charge and as such, need not be under oath. Ms. Gisulga will only be utilized as one of the witnesses.





Regarding the second ground, the office feels it is still premature. As such, it is the very reason why the respondent has to be charged in order to give her all the chances to confront witnesses and defend herself.

The propriety, however, of the legal counsel for the respondent to appear in this case was questioned by the Prosecutor, the former being a government employee having been elected as Sangguniang Panlalawigan Member. When this issue was resolved in his favor, the counsel for the respondent finally filed respondent's answer to the charges denying all the material allegations therein, among others stating thus:

- a) the charge is bereft of legal basis, since the documents are not certified copies in violation of Sec. 16, MC 19, series of 1999
- b) it was not supported with sworn affidavits particularly that of Antonia Cecilia Sandoval, Saloma Guisulga, Sarah Vestra, although later, respondent was furnished sworn affidavits of Guisulga and Vestra
- c) the basis of the instant investigation was that purported letter complaint of Saloma Guisulga which is not actually a complaint but a letter containing some documents. Said letter was not under oath in violation of MC 19, s. of 1999 and did not contain a certification of non-forum shopping
- d) the investigation focused on the alleged double claim of travel but the withdrawal of P69,000 from ViFARD was testified to by Guisulga and Vestra, which respondent was not informed of this accusation
- e) the situation was so anomalous that the complainant became the accuser, the investigator (for being the one who created the investigating committee) and the judge (for being the one who will render the decision) all at one and the same time;

With the respondent's filing of her answer, the issues were already joined and thus, a pre-hearing conference was finally held.

The prosecutor presented the following issues to be resolved: Whether or not the respondent committed falsification of public documents by misrepresentation of travel





dates; and whether or not the respondent committed dishonesty by withdrawing the BIDW money in December 27 but released it in March the following year.

The committee, however, decided to delete the second issue presented by the Prosecutor for the reason that respondent was not informed of the same during the preliminary investigation. The Prosecutor, is however, not precluded from pursuing this case in another proceedings.

The counsel for the Respondent presented his lone issue: Whether or not the respondent could be administratively liable based on the allegations of the complaint and the evidences submitted.

In effect, there are two issues which need to be resolved in this case:

1. WHETHER OR NOT THE RESPONDENT COULD BE ADMINISTRATIVELY LIABLE BASED ON THE ALLEGATIONS OF THE COMPLAINT AND THE EVIDENCES SUBMITTED.
2. WHETHER OR NOT THE RESPONDENT COMMITTED FALSIFICATION OF PUBLIC DOCUMENT BY MISREPRESENTATION OF TRAVEL DATES;

The presentation of evidences finally ensued.

When the Prosecutor presented his first witness, Ms. Saloma Gisulga, there was a continuing objection from the Counsel for the Respondent. The latter manifested that the testimonies of Gisulga is only corroborative, hence, he prayed that the complainant be presented first. The Prosecutor, however, manifested that under Sec. 8 of MC 19, series of 1999, the complainant is not a private party but the Republic of the Philippines, ViSCA in this case. Hence, it is not a complaint but just a formal charge. In effect, there is no complainant to be presented of. Thus, the Prosecutor instead read the formal charge. Although Counsel for the Respondent did not object to the Prosecutor's manifestation, however, he made it clear and manifested his intent to continuously object to portions of testimonies of witnesses which are supposed to be corroborative to that of the complainant.

Substantially, the evidences for the prosecution include:

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First, that respondent claimed travel allowance on June 3, 1999 when she was not actually on travel being in the office on said date. This is the essence of the testimonies of witness Jose Saulan even during cross-examination, the salient portions are herewith quoted to wit:

"Q When you went to the second floor, did you make the same comment as mentioned in paragraph 4 in the presence of Alice Andrade and Sally Gisulga that you were very much alive with big and wide-opened eyes, you questioned why respondent claimed the travel?

"A Yes, sir.

"Q So you kept on questioning and commenting on this claim from the ground floor to the second floor, is that what you want to impress?

"A Yes, sir.

"Q Then why did you use that you have big and wide-opened eyes, why?

"A Because I was there during the time and why did Dr. Sandoval make a travel claim when she was in the office." (TSN, Sevilla, A., October 24, 2001, p.7)

In addition, when asked by one of the hearing officers, Mr. Saulan's testimonies remained the same, to wit:

"Q Mr. Saulan how did you say this, I am still very much alive and with big and wide-opened eyes, did you say it in English or in Visayas?

"A In Visayas dialect.

"Q Will you say it again?

"A I said, '*Nganong mo-claim man siya ana nga petsa nga diha god ko ug diha si Ma'am sa sakop.*' (TSN, Sevilla, A., October 24, 2001, pp. 8-9)

Second, that respondent made double claim of travel for the same date. This is the gist of the testimonies of witness Saulan when he testified that aside from respondent claiming travel allowance on June 3, 1999 when she was not actually on travel but was in the office, there was also double claim. His testimonies during cross examination appears to wit:

"Q On that very moment when you remarked that you are still very much alive and with big and wide opened eyes which you cannot recall the date, that point in time, you did not know that respondent committed a double claim, did you?

"A I processed a voucher in ViFARD since Dr. Sandoval was in a hurry. When I arrived at the Accounting Office bringing with me some vouchers,

*J. Mus*

*P*



my attention was called that I have a 'returned voucher'. When I read the voucher, I noted that it was the same travel claim which I processed in ViFARD, it was the same date. (TSN, Sevilla, A., October 24, 2001, p. 14)

Another portion of witness's testimony regarding double claim when asked clarificatory questions by the chairman revealed as follows:

"Q When did you react that it was a double claim?

"A That was already at the time when they were talking immediately after I gave them the voucher of Dr. Sandoval. I said, Sally, nia may voucher ni Ma'am. Then she asked, ngano man. I answered, tan-awa na kay nag-process na god ko ug voucher sa ubos (ViFARD) unja nia pod ni. I brought a voucher to be processed in ViFARD and from there, when I arrived at the Accounting office, I was given a voucher having a question so I delivered it to the clerk of BIDANI, Alice Andrade, because she has to comply the requirements. That was the time I was aware and commented why she will claim travel reimbursement when she was not on travel. (TSN, Sevilla, A., October 24, 2001, pp. 16-17)

When asked why he never called the attention of respondent regarding her claim for travel when she was not actually on travel and the double claim, the witness explained an instance wherein he was told by respondent to just follow what she wants. The corresponding testimonies of witness when asked by the chairman are as follows:

"Q At the time you noticed and commented why she will claim, why did you not approach Dr. Sandoval?

"A Can you remember that you scolded me, Ma'am? (referring to Mrs. Sandoval) You told me to process the voucher and Sir Sixto requested me to tell you not to approve the voucher when you are the ones who travel.

"Q Please make it clearer.

"A When I arrived at BIDANI bringing the voucher, I was requested by Sir Sixto (Dr. Sixto Sandoval) saying, please tell your Ma'am Cecil not to make a claim and at the same time she is the one who approved the voucher. But when I told Ma'am Sandoval about it, she answered, bahala ug magkinaunsa, basta tumana lang ang ako. That was the claim for reimbursement where Ma'am Sandoval was the one approving the voucher wherein it passed through Sir Sandoval for his countersignature. (TSN, Sevilla, A., October 24, 2001, p. 17)

Witness, however, clarified that it was the clerk who ordered him to process the travel claim of respondent and not the respondent herself. The testimonies of witness when asked additional questions by counsel for the respondent show:

"Q You were asked by the hearing Officer about the fact that you were aware already about ~~the~~ alleged double claim when you processed the papers. My question to you is this, on that day when you processed the travel



claim of Dr. Sandoval, did she order you personally to process that travel claim?

"A She was not the one who ordered.

"Q So who ordered you?

"A Clerk.

"Q Who was that clerk?

"A Bernardito Fernandez. (TSN, Sevilla, A., October 24, 2001, p. 13)

Another witness, Mr. Ramon Tuyan, the driver of the BIDANI vehicle corroborated the earlier testimony of Jose Saulan that respondent did not travel on June 3, said testimony is herewith quoted:

"Q In the trip ticket, was it indicated that Dr. Sandoval was not together with you on June 3?

"A No. sir.

"Q Why do you say that Dr. Sandoval did not go with you on June 3 because of the trip ticket when in fact it is not indicated there that Dr. Sandoval did not go with you on June 3?

"A Because she really did not go with us that time. (TSN, Sevilla, A., November 7, 2001 p. 16)

Same witness testified that their trip ticket appears that they will go on a continuous travel. Since their travel was not actually continuous, he put entries in the trip ticket to show the real situation that their travel was not actually continuous. His testimonies appear below:

"Q Your trip ticket is good for June 2-5 or good for 4 days of travel. When you left on the first day, June 2, did you bring with you a bag containing your clothes since you knew that your travel is good for 4 days.

"A There is no plan of staying overnight in Villaba.

"Q But the trip ticket will show that you will stay there until June 5?

"A We usually return to ViSCA. Maybe that was done so that our travel would be continuous.

"Q Who usually decides that you will return to ViSCA?

"A The head of party.

"Q Why did it appear that your travel is continuous?

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"A That is why I make entries here so to show that our trip is not continuous.

"Q This means that if your trip ticket appears continuous, in reality it is not continuous?

"A Yes. (TSN, Sevilla, A., November 7, 2001, p. 20)

The witness added that he only claim travel allowance if they travel to places which is over 50 kilometers from ViSCA, as such, there is the possibility that Dr. Sandoval traveled on June 4-5, 1999 but he cannot remember because he has no travel claim for those days. The pertinent portions of his testimonies are herewith quoted:

"Q So there is possibility that June 4-5, you were on travel with Dr. Sandoval and because it was not over 50 kilometers, you did not make any claim?

"A Yes, sir.

"Q And because you have no claim, you cannot remember whether you have traveled?

"A Yes, there is possibility. (TSN, Sevilla, A., November 7, 2001, p. 30)

Another witness, Saloma Gisulga stated in her affidavit that she was the one requested by respondent to prepare respondent's travel documents from June 1 -5, 1999.

The specific portions in her affidavit duly marked as Exh. "P" is herewith quoted:

"3. One time, I was called by Dr. Antonia Cecilia Y. Sandoval to go to her office and I was requested to prepare her travel documents and was told that the dates of her travel were from 01 June 1999 to 05 June 1999. These documents included Itinerary of Travel dated 07 June 1999 and the Certificate of Travel Completed also dated 07 June 1999;"

When asked if her letter to the Resident Ombudsman dated September 24, 1999 is a written complaint, she answered that it is an information regarding dishonesty so in a way is a complaint and that her purpose of submitting said information is to stop the ongoing Dishonesty at the BIDANI project. The pertinent portions of witness' testimonies are as follows:

"Q So you now admit that this letter September 24, 1999 is a written complaint?

"A It's an information regarding dishonesty, so in a way it's a complaint, yes. (TSN, Sevilla, A., November 6, 2001, p. 3)







The same witness testified that she did not tell respondent that the latter had a double claim because she want to submit an information to the Resident Ombudsman to have the respondent investigated. This is clearly testified to during the cross examination to wit:

"Q In other words, you do not want Dr. Sandoval to know that there was a double claim, that's why you did not tell her about it. What you did was just to submit an information to Dr. Santiago, am I correct?

"A Yes.

"Q Because you want Dr. Sandoval to be investigated, you do not want her to refriy any error committed in that travel claim, am I correct?

"A Yes. (TSN, Sevilla, A., November 6, 2002, p. 5)

Said witness, however, admitted having lied before the committee when she first said she did not collect similar travel allowance for June 1-5, 1999 but later admitted as shown in the following statement:

"Q Is it not as fact that you also collected travel allowance for that period, June 1-5, 1999?

"A I did not collect all those dates.

"Q You are sure of that?

"A Yes.

"Q I would like to show to you this travel request of Saloma Gisulga for date of travel on June 1, 2, 3, 4, 5, & 6, 1999, please kindly go over if you can remember having prepared that travel request?

"A Yes, I had collected the amount upon her request.

"Q So you were asked earlier whether you received a single centavo on this June 1-6, 1999. Did you not remember you said no?

"A I remember but I did not ...

"Q In other words, you lied before this committee?

"A Yes, maybe I lied, but then because those are falsified documents. I cannot really remember and it happened how many years ago. (TSN, Sevilla, A., November 6, 2001. pp6-7)

When clarificatory questions were asked by the committee, the witness admitted having not actually traveled on those consecutive days June 1-5 but only on June 3 to wit:

*Agnes*

*g*



"Q The counsel for the respondent presented those documents so I would like to clarify what is its bearing in this proceedings. Did you really travel on those dates you claimed those money or per diem?

"A Not really on those consecutive days June 1-5. What I remember was June 3, we did not sleep there in Villaba but that was just the method of getting the amount. (TSN. Sevilla, A., November 6, 2001, p. 8)

The witness explained that they have to get that amount to repay them of their services as data collector for the LAKAS project because they are not entitled to honorarium but only per diem, that's why the decision to expand the number of days travel. She admitted that in her complaint against the travel claim of Dr. Sandoval, she is also a party to it including the two others, Sarah and Judith but said she is willing to face disciplinary action because she does not want to be a slave to the dishonest practice at BIDANI. The pertinent portions of her testimonies to this effect as quoted herewith:

"Q So Mrs. Gisulga you cannot accuse your supervisor that this is a fictitious travel because you yourself is also a participant to that fictitious travel.

"A At that time when she instructed me, her plan was really to get the amount on this illegal way of getting the money.

"Q But you were also a participant?

"A Yes, I was a participant but few minutes ago I said I can never say no?

"Q After you have affirmed the illegality of your practice in the BiDANI, may I know what was your purpose in reporting the matter to the Resident Ombudsman when you are also a party to this illegal practices at the BIDANI. What was your motivation to report this matter because if there are investigations you will surely also be investigated or you will be subjected to disciplinary action because of this. Then what made you report? By reporting one party to a crime you are also reporting yourself because there is conspiracy.

"A At that time I did not want to be a slave to dishonesty, no more.

"Q That means to say that you are also willing to undergo disciplinary action?

"A Yes.

"Q So in your statement, it's not only you and Ma'am Sandoval?

"A The four of us.

"Q So that similar document for the four of you?

"A Maybe different dates because what we were after is the total amount. At the time, I was not guilty when I received the money because I know that I worked for it but only I was paid illegally. (TSN, Sevilla, A., November 6, 2001, p. 9)

Another witness, Alicia Andrade testified that she was the one who prepared the travel document on June 4, 1999 marked as Annexes "C" & "D". She denied however having prepared the travel claim under LAKAS marked as Annex B and admitted that since the two documents were prepared by two different persons, there was no coordination. The testimonies of said witness is hereby quoted:

"Q Going back to this TR dated June 3, you were the one who prepared this one?

"A Yes, sir.

"Q And again you did not affix your signature?

"A No, sir.

"Q How about the travel charged to LAKASS, the one subject of this investigation?

"A I did not prepare it.

"Q So who prepared this document?

"A Maybe the clerk at DAEE. (TSN, Sevilla, A., November 6, 2001, p. 7)

XXXXX

"Q So that there was no opportunity of whoever prepared this one to ask you whether Dr. Sandoval made a separate travel to some other place on June 4, 1999?

"A No

"Q Also we have here a situation that different claims of travel were being prepared by different persons, am I correct?

"A Yes, sir.

"Q So since these were being prepared by different persons, there's a great possibility that the dates of travel will be reflected in the other documents because there is no coordination in so far as the preparation of these travel documents is concerned?

"A Perhaps.

"Q In fact, you will affirm to the statement of Mrs. Gisulga during the investigation conducted by the previous fact-finding committee that Dr. Sandoval was not aware of the existence of this double claim during the process of these documents because the documents were being prepared by you and Nenet Valenzona, meaning these documents were prepared by different persons.

"A Maybe.







"Q In other words, you will confirm with this august body that in so far as the charge of double claim is concerned, Dr. Sandoval is in good faith, with regard to these documents because actually these documents were prepared by different persons?

"A Yes, sir, it was prepared by different persons but then she told the staff of DAEE not to tell the staff of BIDANI that they prepared a voucher in DAEE. (TSN, Sevilla, A., November 7, 2001, pp. 8-9)

After the Prosecution rested his case, he filed his Formal Offer of Documents in Evidence and the Counsel for the Respondent subsequently filed his Comment/Objection thereto.

Since there was a mistake in the Formal Offer of Documents in Evidence in the marking of evidence from "N" to "S", and upon suggestion of the Counsel for the Respondent, the Honorable Prosecutor was allowed to submit his Rectification of Formal Offer of Evidence. Thereupon, the documents formally offered was reviewed and deliberated in by the committee. After finding the relevance of said documents in the fair and honest evaluation of the case, the documents formally offered in evidence were accepted by the committee.

Thereupon, the parties during the April 17, 2002 hearing agreed to set the case for hearing on May 13, 2002. It is supposedly the turn of the respondent to present her evidence. There was, however, an off the record discussion by both parties of possibly settling the case amicably, hence, no presentation of evidence of the respondent took place. Respondent was given the chance to negotiate to amicably settle the case.

The case was, however, set for hearing on May 23, 2002. On May 17, 2002, the committee received a sheet of paper which was styled "PROPOSED SETTLEMENT" and contains the following sentence: "The respondent will be suspended for a period of one month." No name and signature as to who submitted the same. The secretary however informed the committee that it was submitted to her office by the husband of the respondent. Thus, in a resolution dated May 21, 2002, the committee stated thus:

"The Formal Investigating Committee received on May 17, 2002 an undated document filed by the respondent thru her spouse, Dr. Sixto P. Sandoval, which was considered by the committee as a mere scrap of paper there having no signature on it either by respondent herself nor by her counsel on record. Furthermore, for submitting said scrap of paper, the committee feels the



respondent is making a mockery to the committee itself as a duly constituted body which deserves due respect and the proceedings it is undertaking."

During the May 23, 2002 hearing, however, counsel for the respondent did not appear. Respondent handed to the committee a medical certificate showing that Atty. Golo was suffering from acute pharyngitis and acute tonsillitis but there was no motion for resetting filed. In spite of the absence of any motion, the committee took it that the counsel for the respondent is praying for the resetting of the hearing. Respondent insinuated of the preferred date of her counsel to be on June 19, 2002.

Thus, in a Resolution and Notice of Hearing, the case was set for hearing on June 19, 2002 at 8:30 in the morning with the warning however that due to the long delay in the resolution of the case, the committee will no longer allow any postponement and therefore advised the counsel for the respondent to be present during said date. In addition, the committee emphasized that should the counsel have other commitment on said date, for him to send an alternative counsel to represent his client on said hearing.

During the June 19, 2002 schedule hearing, the presentation of evidence by the respondent did not commence because counsel filed a pleading styled "APOLOGY WITH EXPLANATION AND MOTION FOR INHIBITION". Said pleading asked for apology before the committee for respondent's filing an unsigned document and at the same time, moving for the inhibition by the Prosecutor, the Legal Consultant and the Chairman of the Investigating Committee.

There was a very lengthy discussion of said pleading. The apology was accepted by the committee. Regarding the motion for inhibition, the University Prosecutor said he is not inhibiting himself from the proceedings so do with the Legal Consultant. The Chairman insinuated that she is willing to inhibit herself but is asking the members of the committee of their stand on her inhibition. The members, however, voiced out their trust and confidence on the chairman and they decided not to grant the motion for the chairman's inhibition. Due to a very lengthy discussion of the pleading filed by counsel, the presentation of respondent's evidence was not effected. The case was then set for hearing on July 3, 2002 at 1:30 p.m.



On July 2, 2002, however, the committee received an Urgent Motion for Resetting filed by counsel for the respondent for the reason that he is taking a five-day paternity leave to attend to her wife who gave birth last June 29, 2002. Said motion again was granted by the committee in spite of the committee's warning earlier due to the fact that the reason propounded by counsel was justifiable with condition however that no other request of similar nature will be filed by respondent until the case is finally closed. The case was again set for the presentation of evidence finally by the respondent on July 10, 2002 at 1:30 in the afternoon.

Unfortunately, during the July 10 scheduled hearing, the counsel for the respondent was absent and instead, filed a motion for the inhibition of the members of the committee. When presented to the members, they are not inhibiting themselves, hence, the motion for inhibition was denied. Said resolution also provide that since counsel did not ask for the resetting of the case, the committee believes they are not asking for any resetting, thus, they are deemed to have waived their right to present their evidence. The committee therefore ordered respondent to file a Memorandum to allow her to present her evidence. The relevant portions of said resolution are herewith quoted to wit:

"Since today is the scheduled hearing for the presentation of the evidence by the respondent but her counsel is absent without filing a motion for resetting or any pleading explaining his absence, the issue to be resolved by the body is whether to go on with the hearing or to give respondent another date for the presentation of evidence.

"When inquired as to why her counsel is not around, respondent said that her counsel, according to his messenger who brought the motion, did not receive the written notice of today's hearing.

"Review of what transpired during the July 3, 2002 hearing wherein counsel for the respondent filed a motion for resetting of said hearing to preferably July 10 or 17 showed that the committee approved the resetting of the hearing on July 10, 2002 with verbal request for the respondent herself to relay the message to her counsel. The approval of the resetting was granted although in previous resolutions, counsel was already warned not to file another motion for resetting. The laxity of the committee of granting said motion for resetting was due to the reasonableness of the request, that was her wife just recently delivered their seventh baby. Per manifestation of respondent that she went personally to the house of her counsel although she did not meet personally Atty. Golo, but she requested Atty. Golo's wife to remind him of the hearing for today, July 10, 2002, the committee believes that counsel for respondent very well knows of today's hearing.



"It is also worth mentioning that today's setting was prayed for by Atty. Golo in his Motion for Resetting of the July 3 hearing, therefore his absence allegedly due to non-receipt of a written notice of hearing is unacceptable.

"Since there was no formal motion for resetting filed by counsel for the respondent, the committee believes he is not asking for a resetting, thus, respondent has deemed to have waived her right to present her evidence. The prosecutor manifested his request to apply the provisions of Sec. 24 of MC 19, s. 1999 of the Civil Service Commission, that is to declare the respondent having waived her right to present evidence. The other members of the committee likewise confirmed that the lawyer's absence of today's hearing is deemed a waiver. The chairman, however, emphasized that although the decision of the committee now is to consider respondent having waived her right to present her evidence, she suggested however to still give respondent the chance to present her evidence not necessarily orally but in writing. The suggestion was supported by the Legal Consultant and the members of the committee. In spite of the objection of the University Prosecutor, the suggestion of the chairman was carried.

"WHEREFORE, the respondent is given twenty (20) days from today or until July 30, 2002 to file her memorandum in order to allow her to present her evidences. Subsequently, the prosecutor is granted fifteen (15) days or until August 14, 2002 to file his comment thereto. Finally, if he deems necessary, counsel for the respondent is given fifteen (15) days or until August 29, 2002 to file his rejoinder. Xxx.

"Thereafter, the case is deemed submitted for resolution."

On July 29, 2002, counsel for the respondent filed a Motion for Reconsideration of the decision praying that the July 20, 2002 resolution be reconsidered and that respondent and her witnesses be granted equal right with the prosecution by allowing them to testify before the committee preferably on August 12, 2002 at 2:00 P.M.

The University Prosecutor filed a Reply to Motion for Reconsideration praying to deny said motion for reconsideration, among others, on the ground that the respondent have already filed six (6) motions for postponement/resetting and that the counsel for the respondent has been given opportunity to present his evidences since prosecution rested its case last February 21, 2002 and instead squandered his opportunity to make a good legal defense of his client by filing various kinds of motions for inhibition which are presumably intended to keep on delaying the hearing of the case.

In its Resolution on Respondent's Motion for Reconsideration, the committee denied the same for the reasons that:

- a. the grounds relied upon by respondent in filing said motion for reconsideration is not one of those which can serve as basis in filing so;



- b. submission of memorandum is never unfair because if the committee has strictly followed the rules, her right to present evidences could have even considered to have already been waived after her six postponements and for filing other pleadings instead during her scheduled presentation of evidence on May 23, July 3 and July 10, 2002;
- c. by submitting her evidences thru memorandum or position paper, testimonies of witnesses will still be part of the records. In fact, based on records, the prosecution merely presented his witnesses to confirm statements in their affidavits and it was the counsel for the respondent who was given enough chance during cross-examination. In fact, in its decision, it should have been the prosecution who should have cried foul because he will be denied of the chance to cross-examine witnesses for the respondent but which counsel for the respondent was able to exercise.

Counsel for the respondent finally filed a Memorandum on September 10, 2002. In said memorandum, counsel for the respondent emphasized that her submission of a Memorandum should not in any way be construed a waiver of respondent's right to present evidence.

In essence, the memorandum emphasized on the following:

1. The letter/complaint of Saloma Gisulga should not have been given due course or should have been correspondingly dismissed for it was neither subscribed nor sworn to and it fails to contain the required certification against forum-shopping following the provisions of Sec. 8 of CSC Resolution No. 991936 which states:

"Sec. 8. Complaint. – A complaint against a civil service official or employee shall not be given due course unless it is in writing and subscribed and sworn to by the complainant. However, in cases initiated by the proper disciplining authority, the complaint need not be under oath.

Xxx

Xxx

- e. certification or statement of non-forum shopping.

In the absence of any of the aforementioned requirements, the complaint shall be dismissed."

3. Contrary to the claim of the President that she is the disciplining authority, the University Prosecutor, during the hearing conducted on August 22, 2001, insisted that it is not the University President who is the disciplining authority but the Board of Trustees. Therefore, the Office of the President has no power to initiate the complaint without being under oath being not the disciplining authority. Thus:

"Atty. Golo: It is very clear here that the disciplining authority is the person authorized to suspend, dismiss or discipline.

"Prof. Tudit: Pursuant to Republic Act 8292 or Higher Education Modernization Act of 1997, this power is vested upon the Board of Trustees.

"Atty. Golo: So this disciplining authority mentioned in Section 35 actually refers to the Board of Trustees?

"Prof. Tudit: Yes.

4. Although the University President claims to be the complainant for which reason the complaint need not be under oath, she was not presented to testify in spite of the insistence of counsel for the respondent who wants to confront the complainant and her witnesses. Instead, Ms. Saloma Gisulga was presented who appears to have no personal knowledge of some documents as basis of the complaint as the same were prepared by some other persons. During cross-examination, Ms. Gisulga displayed her propensity to tell lies by initially refusing to admit that she collected travel allowance for the period June 1-6, 1999 but when confronted with her travel request, finally admitted that she told lies before the Investigating Committee. This makes Ms. Gisulga not a credible witness after her lies were exposed in the very presence of the Investigating Committee.
5. Testimonies of witness Saulan is no better because his name was even incorrectly written because his affidavit was already prepared before it was read to him and even admitted not to have appeared before Notary



Public Gloriosa Guinocor contrary to the *jurat* portion which states that he subscribed the same before the lady lawyer.

6. Witness Bernardito Fernandez testifies on immaterial matters for which no cross examination was conducted.
7. Witness Alicia Andrade likewise displayed lack of personal knowledge as to the preparation of the documents made the bases of this action.
8. The testimony of witness driver Ramon Tuyan is not conclusive because not all trips are recorded in the security guard logbook.
9. Sensing the inutility of their cause and the weakness of the testimonial evidence so far presented, the prosecution resorted to falsification by altering the alphabetical sequence of their documentary evidences particular from Exhs. "N" to "S" by concealing the original Exh. "N" which if offered poses prejudice to their claim, substituting the same with Exh. "O" and so on.
10. The prosecution's failure to present the University President as the complainant is fatal. Fundamental is the principle that no person shall be deprived of life, property or liberty without due process of law, which includes the right of the respondent to confront his accuser and the latter's witness. It likewise reduces to naught the probative value of complainant's documentary evidences as neither enough basis was laid nor proper identification effected.
11. The presumption of regularity of the performance of official function in favor of the respondent was never overturned by the complainant. Instead, respondent's good faith was strengthened by complainant's own evidence. Saloma Gisulga during the October 22, 1999 preliminary investigation admitted that respondent was unaware that there was a double claim because she was not the one who controls the papers. This testimony was confirmed by Alice Andrade when she admitted during the November 7, 2001 cross examination that respondent acted in good faith with regard to

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the questioned documents because they were prepared by different persons.

12. If respondent was only allowed to take her direct examination, she could have elaborated further her having acted in good faith in the midst of these accusations. In fact, when she was investigated even without counsel on October 19, herein respondent readily admitted the mistake, and acceded to the suggestion of Atty. Juego, then Chairman of the Fact Finding Committee, to refund and signed the last page of the proceedings. Thus:

"Q Based on the travel from June 1-5, I think there is a need to refund the amount of P600.00 because as per your statement you came back on June 3 and traveled to Albura on June 4.

"A So P200.00 for June 3 and June 4 is 300, a total of P500.00.

(SGD) ANTONIA CECILIA Y. SANDOVAL"

This was supported by one of the former members of the previous Fact-Finding Committee in the person of Dr. Eutiquio E. Sudaria who considered the matter solved with the admission and promise made by herein respondent to refund the amount. Respondent was not, however, allowed to refund. The reason is clear. The University President wanted a much higher penalty. This was revealed by the University Prosecutor that the University President has recommended to the Board a penalty of six months suspension without pay for the respondent.

13. The Internal Control Unit of ViSCA or the COA designated Auditor did not submit any disallowance report on respondent's claim for travel expense reimbursement. Accepted operating procedures dictate that the Auditor should report any excess claim for travel expense reimbursement to the Office of the President as disallowance. The disallowed expense is normally settled by paying back the amount disallowed or submitting documents that justify the expense. This was the gist of the letter addressed to counsel for the respondent dated August 23, 2000 by the former ViSCA President Dr. Samuel S. Go to wit:



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"Over claim for travel expense reimbursement normally occurs as reflected in the disallowance report regularly submitted by the Auditor to the Office of the President. A number of ViSCA faculty members and administrative staff, including the President, have been included in the disallowance report for excess claim of travel expense reimbursement. Under no circumstance has anybody been subjected to an investigation for "dishonesty" although his or her name appears in the disallowance report on excess claim for travel expense reimbursement *Payment of the disallowed amount settles the problem.*"

In his Comments, the University Prosecutor pointed out the following:

1. Rule 2 of Section 3 of the Ombudsman act clearly indicates that: "At its option, the Office of the Ombudsman may refer certain complaints to the proper disciplining authority for the institution of appropriate administrative proceedings against erring public officers or employees, which shall be terminated within the period prescribed in the Civil Service law." In the case at bar, the letter of Saloma Gisulga addressed to the Resident Ombudsman was referred by the latter to the Administrative Officer of ViSCA for investigation. The Resident Ombudsman must have been guided by Rule 2 of Section 23 of R.A. 6770.
2. The Fact Finding Committee was created by Dr. Nerelito P. Pascual, the Officer-in-Charge of the College at that time when the College still did not have a duly appointed College President as the Board of Trustees still has to meet as a body to decide who among the five (5) applicants was best for the position of College President. The contention of counsel for the respondent that the Fact-Finding committee headed by Atty. Norjue I. Juego was created by the President of ViSCA to investigate the matter is misleading.
3. The appointment of Dr. Paciencia Milan as President took effect October 1, 1999 and on December 16, 1999, she issued Memorandum No. 135, series of 1999 designating Prof. Daniel Tudtud as Chairman of the Preliminary Investigation Committee vice Atty. Norjue Juego. The committee after exhaustive study of the documentary evidences was unanimously agreed



that there was prima facie evidence for dishonesty and that a formal investigation be immediately conducted.

4. When respondent was informed by President Milan of the charges, respondent admitted having committed an inadvertence and lack of foresight and indicated that she did not want to be formally investigated. She begged that the case be tempered with mercy and be properly guided by the Almighty Father.
5. President Milan knew that the administrative charge of dishonesty levied upon respondent is classified as a Grave offense and carries a penalty of dismissal for the first offense. Thus, after carefully studying the matter and appreciating the mitigating circumstances such as the admission of omission or mistakes by respondent and her opting not to undergo formal investigation, President Milan decided to give respondent some leniency and was convinced that a six month suspension without pay was sufficient punishment instead of outright dismissal. Her decision is subject to Board approval because the suspension is more than 30 days in compliance with Section 415, Chapter 72, Book IV of the ViSCA Code.
6. The Board of Trustees noted the seriousness of the offenses and was unanimous of its position to give the employee being charged be given due process before the Board makes a final decision to suspend or dismiss. Thus, it created a BOT Fact-Finding and Review Committee and directed to meet en banc to look into the matter and recommend course of action the board should undertake on the matter. The committee recommended to President Milan that a formal investigation be immediately conducted. Although Dr. Sandoval signified her intention to waive formal investigation, it is the opinion of the BOT committee that she deserves equal protection of applicable laws. In addition, the committee suggested that the Uniform Rules on Administrative cases in the Civil Service be followed in the investigation.

7. The Prosecutor presented some case rulings on what is due process. In the case of VAR-Orient Shipping Co., Inc. and Comminos Bros., vs. Achacoso (161 SCRA 732, 736 [1988]), the court states that "The essence of due process is simply an opportunity to be heard (Bermejo vs. Banjos, 31 SCRA 764) or as applied to administrative proceedings, an opportunity to explain one's side (Tajonera vs. Lamaroza, 110 SCRA 438; Gas Corporation of the Philippines vs. Hon. Inciong, 93 SCRA 653; Cebu Institute of Technology vs. Minister of Labor, 113 SCRA 257), or an opportunity to seek a reconsideration of the action or ruling complained of (Dormitoria vs. Fernandez, 72 SCRA 388).

In the case at bar, the respondent and her counsel have been afforded ample opportunity to be heard since February 21, 2002. Instead, counsel utilized this time to file various kinds of motions – for resetting and for inhibition with the presumed intention of delaying the hearing of the case.

Since the start of the formal investigation, the respondent and her counsel have already filed a total of six (6) motions for postponement which is way beyond the three (3) postponements permissible under Section 24 of MC 19, series of 1999.

8. A complaint instituted by the proper disciplining authority need not be under oath. In *Bautista, Eduardo G. vs. Negado, Susano R.* (G.R. No. L-14319), the issue at bar was: Whether there was a valid administrative complaint filed against the erring government employee. The court ruled that: "This is as to whether or not there was a filed valid administrative complaint is of no moment for a complaint is not a prerequisite to an administrative investigation." Administrative proceedings may be commenced against a government officer or employee by the head of office of the bureau or office concerned *moto proprio*.
9. The ViSCA Board of Trustees took cognizance of the case when it passed BOT Resolution No. 42, s. of 2000, as such, the counsel for the respondent



erred when he points to President Milan as the Disciplining Authority. She was only directed by the Board of Trustees to commence the formal investigation.

10. The counsel for the respondent has not been able to gather or present documents that would otherwise clear the respondent of the charge against her. The voluminous documentary evidences presented by the Prosecutor cannot just easily be debunked as not properly identified, immaterial and irrelevant.

On October 11, 2002, the counsel for the respondent filed a Rejoinder to the Comment on Memorandum dated September 20, 2002, among others emphasizing as follows:

1. The lone issue in this case pertains only to the alleged falsification of public documents for misrepresentation of travel dates since the case for dishonesty against the respondent was already dropped from the issues to be resolved by the formal investigating committee as agreed during the pre-hearing conference of the case.
2. Saloma Gisulga did not complain for falsification but only for double charging; that the said double charging was but a plain mistake on the part of the clerks who prepared respondent's different documents; that respondent was not aware of the double charging.
3. Respondent was not the one who prepared the questioned documents neither was she aware of its being allegedly falsified. Respondent could not be held liable for falsification of public documents because she acted in good faith. Good faith on the part of the respondent was manifested by her sincere admission during the clarificatory hearing on October 19, 1999 that she committed a mistake and that she is willing to refund the amount in excess of the allowable travel reimbursement. The inconsistencies in her date of travel was already explained by respondent during the clarificatory hearing, thus:

"Q. xxx Here's the inconsistencies now. The first question is, how come there appears two travel orders with conflicting dates considering the destinations are different, we have June 4 and have June 1-5, 1999? Can you please clear the committee with this inconsistencies?

"A. The first travel order prepared May 31 was prepared by the Research Assistant upon my request and the second travel was prepared by Ms. Andrade, that was June 4, 1999. The fact that my travel orders are to be signed by the President himself, they prepared the travel dated June 1-5 because we are to gather data within these dates but unfortunately last June 3, I came back to ViSCA because I remember that I had a commitment in Ormoc and Albura so I came back such that I was able to travel on the same date which is June 4, which was reflected in my travel order with BIDANI because this other travel order, although it's sub-project under BIDANI but this was not handled by the clerk of our project. It was handled by Ms. Valenzona of the department. So I came back June 3 to make my travel on June 4 and I went back June 5 to be with them and came back together with the Research Assistant back to ViSCA.

4. The decision of six (6) months suspension without pay in the absence of any hearing was not an act of pity on the part of the President Milan but a manifestation of vengeance and prejudgment prejudicial to respondent's basic right to due process. The due process does not only require an opportunity of a hearing wherein respondent could present its evidence but more importantly, due process demands fairness and independence on the part of the tribunal which renders a decision.
5. The evidence presented by the prosecution failed to comply the revised rules on administrative cases in the civil service in utter disregard to the recommendations of the Board of Trustees. The complaint attached to the formal charge was not under oath and all the sworn statements attached therein were not under oath. All the documents likewise attached were not certified as true copies. The prosecution insists that the complaint need not be under oath because it was initiated by the disciplining authority.
6. The testimonial evidence of the witnesses for the prosecution failed to substantiate the alleged falsification of public documents. Respondent emphasized on the testimonies of witness Gisulga wherein she told lies



before the committee by first denying having claimed travel from June 1-6, 1999 but later admitted. Respondent likewise presented with documentary evidences the travel of Saloma Gisulga from June 1-6, 1999; Sarah Vestra from June 1-5, 1999 and Judith Artadi from June 2-5, 1999, yet, the prosecution did not file any administrative complaint against the three.

The issues to be resolved by the committee are whether the respondent could be administratively liable based on the allegations of the complaint and the evidences submitted and whether the respondent committed falsification of public document by misrepresentation of travel dates. The case of dishonesty has been dropped during the pre-hearing conference and therefore, is no longer an issue to be resolved by this committee.

In resolving the twin issues, there are matters which the committee must first be aware of.

First, what is the quantum of proof required in administrative cases. According to the Supreme Court in the case of *Lachica vs. Flordeliza*, 254 SCRA 158, *substantial evidence is the quantum of proof required in administrative cases*. In fact, this is even strengthened in the case of *Ynson vs. Court of Appeals*, 257 SCRA 411 when the highest tribunal said: *Well-settled is the rule in our jurisdiction that the findings of fact of an administrative agency must be respected, as long as such findings are supported by substantial evidence, even if such evidence might not be overwhelming or preponderant*. As expounded by Justice Laurel in the leading case of *Ang Tibay vs. Court of Industrial Relations*, 69 Phil. 635, substantial evidence is all that is needed to support an administrative finding of fact, and substantial evidence is "such relevant evidence as a reasonable mind might accept as adequate to support a conclusion." In the case of *Santos vs. Court of Appeals*, 229 SCRA 524, the Supreme Court ruled that it is to be stressed that only substantial evidence is necessary in an administrative proceeding, i.e., such relevant evidence as a reasonable mind might accept as adequate to support a conclusion, even if other minds equally reasonable might conceivably opine otherwise.

Second, do administrative cases follow the technical rules or procedures followed by the court? Angelito G. Grande in his Handbook on Investigation of Administrative Disciplinary Cases in the Philippine Civil Service stated relative to the rule on the admission of evidence in administrative disciplinary cases to wit:

"Section 48(7), Chapter 7, Rule I(A), Book V, E.O. No. 292, expressly mandates that administrative investigations shall be conducted only for the purpose of ascertaining the truth and without necessarily adhering to technical rules applicable in judicial proceedings. Corollary to this, the hearing officer shall accept all evidence having materiality and relevance to the case. In case of doubt, he should resolve for the admission of evidence subject to the objection interposed against its admission."

Third, what is the essence of due process in administrative cases?

The principle of due process means that before a party may be held bound by court proceedings, he must have been impleaded therein or notified thereof and thus given an opportunity to defend his rights (*Torres vs. Caluag*, 17 SCRA 808). Elementary is the rule that it is not the denial of the right to be heard but the denial of the opportunity to be heard that violates due process. (*Associated Labor Unions v. NLRC*, G.R. Nos. 83886-87, September 20, 1990, Third Division, Gutierrez, J., Jr.)

In general sense, due process means the right to be heard before some tribunal having jurisdiction to determine the question in dispute. (*Albin v. Consolidated School Dist. No. 14 of Richardson County*, 184 NW 141, 106 Neb. 719, cited in 16 C.J.S. 1143, footnote)

Due process of law means the orderly proceeding adopted, before a tribunal having jurisdiction which proceeds upon notice, with an opportunity to be heard, with full power to grant relief. (Footnote, 16 S.J.S. 1144).

The essence of procedural due process in administrative cases is expressed in the immortal cry of Themistocles to Eurybiades: "Strike, but hear me first!" Daniel Webster wrote that the justice which procedural process guarantees, is one which hears before it condemns: which proceeds upon inquiry, and renders judgment only after trial. (*Raquiza vs. Bradford*, 75 Phil. 50A)

"The allegation of the respondent that he was denied due process in connection with the investigation of his case is bereft of merit. Records show that he was given the

9



chance to answer as he in fact submitted his answer to the charges. Furthermore, he was sent a notice of hearing xxx but he did not appear. xxx It is worth reiterating at this juncture that in administrative cases, the essence of due process is simply an opportunity to be heard or explain one's side (Var-Orient Shipping Co., Inc. vs. Achacoso, 161 SCRA 732). No violation of due process is committed even where no hearing was conducted but the parties were given a chance to explain their side. (Richard vs. Asog, 151 SCRA 49)" (CSC Resolution No. 94-3998, dated July 21, 1994).

Simply put, due process means the right of a public servant, made respondent in an administrative case before an appropriate quasi-judicial body, to be given the opportunity to be heard. Such quasi-judicial body having jurisdiction to investigate the charges shall determine whether or not there is substantial evidence to prove the charges.

In the case at bar, although the respondent was not able to present her evidence thru direct testimony because of their own making by failing to do so during scheduled hearings, nonetheless, she was not denied of her right to be heard because she was allowed to present her evidence in a form of memorandum which respondent indeed complied and filed. She was even able to file a Rejoinder to the Comments of the University Prosecutor. Her evidences were actually considered and evaluated in the final resolution of this case.

In addition, respondent was given enough chances to present her evidence. However, every time the case is set for their presentation of evidence, counsel refused to do so. Instead, either, her counsel filed motion for resetting and other kinds of motions so that they were not able to present their evidences during all those schedules. Also, counsel for the respondent was sufficiently warned that he will no longer be allowed any postponements of the case but still counsel for the respondent continuously disregarded the warnings from the committee. As such, respondent cannot claim of having been denied of due process.

Finally, after weighing all the evidences presented by the parties both documentary and testimonial, the committee found out the following:



1. It was the ViSCA Board of Trustees through an Investigation and Review Committee created under BOT Resolution No. 42, series of 2000 which recommended to the University President for the conduct of formal investigation. In compliance, President Milan formally charged respondent. Such being the case, it is very clear that the herein administrative proceedings against respondent actually commenced from the Board of Trustees through President Milan and thus, there is no need for a valid complaint to be filed. (Bautista, Eduardo G. vs. Negado, Susano R. (G.R. No. L-14319).
2. Respondent claimed travel allowance on inclusive dates June 1 – 5, 1999 for her travel to Villaba, Leyte although she was not actually in Villaba, Leyte on said inclusive dates but was only there on June 2, 1999 and therefore, had claimed travel allowance based on misrepresented travel dates from June 1 – 5, 1999. This was clearly admitted by respondent herself as reflected in her Rejoinder when she quoted her testimonies during the clarificatory hearing on October 19, 1999.
3. Based also on the facts presented in Respondent's Rejoinder, claiming travel allowances based on misrepresented travel dates was a practice at BIDANI and as Deputy Director, respondent allowed this illegal practice and even herself practicing the same by claiming travel reimbursements on dates she was not on travel. This is also evidenced by the admission of witness Gisulga, one of the participants of this practice and her manifestation of willingness to undergo disciplinary action just to stop this dishonest practice at BIDANI. In her Rejoinder To The Comment on Memorandum dated September 20, 2002, respondent presented as evidence the travel documents of other BIDANI staff such as Saloma Gisulga, Sarah Vestra and Judith Artadi who also claimed travel on dates they were not actually on continuous travel but were not prosecuted. The travel documents of these three BIDANI staff appears to have been duly approved by respondent herself for and in behalf of the College President at that time.



4. Respondent was able to claim travel allowance twice for one particular date, June 4, 1999. One travel claim was processed at the Accounting Office of the College while the other one was with ViFARD. However, there is no way for that the double claim could be noticed except by those people who actually knew of the two travel claims because the vouchers were prepared by two different persons and processed in two different offices. Except for the testimony of witness Andrade that respondent instructed them not to tell the people in the second floor who might ask for blow out, there was no substantial evidence presented that respondent intentionally claimed travel allowance twice for June 4, 1999. Her claim for travel allowance charged to ViFARD could be legitimate having actually traveled on said date, June 4, 1999. What makes the double claim was when she claimed travel allowance for five (5) days through misrepresentation of travel dates for the period June 1-5, 1999 instead of claiming only for June 2, 1999, the date she actually traveled to Villaba, Leyte. Thus, the committee appreciated good faith on the part of the respondent in this double claim of travel on June 4, 1999.
5. The evidence presented by the respondent using the statement of former ViSCA President Samuel S. Go is not analogous to the case at bar because he was referring to excess claims on legitimate travels which said excess can just be refunded when disallowed by the Auditor during post-audit. The case herein is totally different because respondent claimed travel based on misrepresented travel dates making said act illegal. In fact, ordinary post-audit of the claim will not give any hint to the auditor of any problem or question because the claim is supported with papers making the claim appear to be in order although it is not.
6. The manifestation by respondent why only she was prosecuted and not the other three BIDANI staff is not within the jurisdiction of this body. However, it does not mean that they will not be prosecuted. Also, their non-prosecution does not mean that respondent shall be exonerated in this case.

WHEREFORE, premises considered, the respondent is found to have claimed travel allowance on dates she was not actually on travel which means that she is GUILTY FOR FALSIFICATION OF PUBLIC DOCUMENTS through misrepresentation of travel dates. For humanitarian consideration, however, and her admission herself of the mistake aside from her long years of service to the university, the committee feels it necessary to recommend a penalty of suspension only without pay for six (6) months and one (1) day to one (1) year.

SO ORDERED.

LSU, ViSCA, Baybay, Leyte, October 30, 2002.

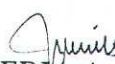
The FORMAL INVESTIGATING COMMITTEE:

  
LOURDES B. CANO  
Chairman

  
ROLANDO ARPILLEDA  
Member

  
ZOSIMO DELA ROSA  
Member

(on vacation in London)  
MARIA CRISTINA RAMIREZ  
Member

  
ASTERIA A. SEVILLA  
Member

Recommending Approval:

PACIENCIA P. MILAN  
President

Approved:

LSU BOARD OF REGENTS  
Per BOR Resolution No. \_  
Series of 200 2\_





LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

Office of the University Prosecutor

LEYTE STATE UNIVERSITY  
Complainant

Admin. Case No. 011

for: FALSIFICATION OF  
PUBLIC DOCUMENTS,  
ETC...

- versus -

Dr. ANTONIA CECILIA Y. SANDOVAL  
Respondent

REPLY TO APOLOGY with EXPLANATION and  
MOTION FOR INHIBITION

COMES NOW undersigned University Prosecutor of the LEYTE STATE UNIVERSITY and to this Honorable Formal Investigating Committee most respectfully states, that:

1. the Apology with Explanation offered by Atty. Emmanuel G. Golo, legal counsel for the respondent, is full of inaccuracies, falsities and outright lies such that it does not deserve to be *"heartily accepted, explanation favorably noted, and the sought inhibition positively granted"*;
2. the allegations besmirching the honor and reputation of the University Prosecutor, the LSU Legal Consultant, and the Chairperson of the Formal Investigation Committee are all manifestations of desperate minds considering the evidences already presented by the prosecution for which respondent and her counsel are unable to refute since all of these are true and adequately backed up by genuine documentary evidences, which are all self-explanatory;

3. contrary to the allegation of the respondent's counsel that *"sometime in the month of January 2002 or thereabout, that Prosecutor Daniel M. Tudtud, Jr. personally went to the residence of the undersigned counsel at Matalom, Leyte, and conveyed the idea of settling the case by letting the respondent apply for voluntary retirement/resignation"*, the TRUTH of the matter is this: The undersigned went to the residence of Atty. Emmanuel G. Golo in Matalom, Leyte on 21 February 2002 on board an official university vehicle and arriving at said place at about 4:40 p.m. of the same day for the purpose of personally delivering the Formal Offer of Documentary Evidence to the Counsel for the Respondent;

Atty. Emmanuel G. Golo must have CONVENIENTLY forgotten that in his Manifestation with Request for Extension of Time to Submit Respondent's Comments/Objections to Prosecution's Formal Offer of Evidence dated 24 February 2002, he specifically mentioned this fact under Item No. 1 when he wrote: *"On February 21, 2002 at 4:45 o'clock in the afternoon, the undersigned counsel was in receipt of complainant's Formal Offer of Documentary Evidence, dated 20 February 2002, served personally by no less than the Honorable University Prosecutor Daniel M. Tudtud, Jr."*;

REPLY TO APOLOGY with EXPLANATION and  
MOTION FOR INHIBITION



4. during the brief time that I was with Atty. Golo, I did suggest to him, on a personal capacity, to try and convince his client, Dr. Antonia Cecilia Y. Sandoval, the possibility of unconditionally resigning from her position and approach President Paciencia P. Milan about such a plan;
5. the allegation of Atty. Golo that "... *Prosecutor Tudtud was the one who bloated the idea of settlement at this stage of the proceeding*" rings very hollow since it cannot be denied that it was Atty. Golo himself who actually did the convincing and not the University Prosecutor. What the University Prosecutor actually shared to Atty. Golo was a personal suggestion, nothing more;
6. the alleged insincerity imputed on President Paciencia P. Milan and Prosecutor Daniel M. Tudtud, Jr. by the respondent, to wit: "*Undersigned was only surprised to learn from the respondent that President Milan and Prosecutor Tudtud were not as sincere as they want us to believe*" is but a figment of the imagination of the respondent and her counsel. The University Prosecutor has already completed presenting voluminous genuine documentary evidences in support of the dishonesty and falsification charges filed against the respondent, and therefore, has no business being insincere considering that it is his sworn duty to uncover the TRUTH;
7. the allegation of the respondent as attested by her counsel that: "*It was only then that respondent began to realize that the proposed settlement was nothing but a ploy in order to have some sort of evidence that would indicate respondent's guilt by implication*" is very revealing in the sense that it unmasks a very guilty conscience which belies the TRUTH altogether. The Distinguished Counsel for the Respondent, being a member of the Bar, should have first studied the legal implications of the suggestion before bringing the matter to his client. Why should the respondent blame the LSU President and the University Prosecutor, when it is the duty and responsibility of respondent's legal counsel, who is a practicing and experienced lawyer, to provide her with good and sound legal advice;
8. the allegation that the University's Legal Consultant had anything to do with this is manifestly very injurious to her reputation and besmirches her good name. However, this allegation brings out to the fore the mindset of the respondent and her counsel which can best be described as twisted, diabolical, and grossly out-of-touch with reality;
9. the allegation of the Distinguished Counsel for the Respondent that "*Atty. Guinocor was also with Chairman Cano and Prosecutor Tudtud, Jr. when they talked about the proposed settlement minutes before the hearing of 13 May 2002 inside the office of the University Prosecutor*" is a total fabrication and an outright lie.

For the record:

- (1) the hearing set for 13 May 2002 was conducted at the Conference Room of the Office of Administrative Affairs and the undersigned reported to the hearing on time. It was during that hearing that the Distinguished Counsel for the Respondent "opened up" the idea of a settlement before the Formal Investigation Committee. In this meeting, the Formal Investigation Committee **respondent, Dr. Antonia Cecilia Y. Sandoval**, **the request of the** up with a "settlement proposal" and to which he **time for her to come** did not object and; matter of factly, accepted gladly and willingly with **test whatsoever**;



(2) that Atty. Gloriosa Cayunda-Guinocor, the Legal Consultant of the Leyte State University, and Ms. Lourdes B. Cano, Chairperson of the Formal Investigation Committee **never met** with the undersigned as alleged. The only time Atty. Gloriosa Cayunda-Guinocor came to my office was on morning of 17 April 2002 to inform me that the hearing set for this date was awaiting my presence. I never met Ms. Lourdes Cano as alleged. I can vividly recall that it was only minutes before the 17 April 2002 hearing that the Distinguished Counsel for the Respondent submitted his Comment/Objection to the Formal Offer of Documentary Evidence to the chagrin of the University Prosecutor who could not understand why it took the whole of two months for him to come up with his Comments/Objections;

10. The allegation that *"The disadvantageous situation suffered by the respondent was the product of the concerted efforts and strategy of the prosecutor, the lady lawyer, and the chairperson of the investigation committee"* is **malicious and has no basis at all** since this is not based on facts but is just a presumption of the Distinguished Counsel for the Respondent. It is a wonder why a member of the Bar would readily jump to conclusions without ascertaining the veracity of the basis of his allegations. This can only be construed to be a desperate attempt to disrupt the proceedings of the case.

**WHEREFORE**, premises considered, the University Prosecutor would like to manifest that the protection of the rights of the University and the People of the Philippines as well as the **SEARCH for TRUTH** are of paramount importance and thus, the motion of the Distinguished Counsel for the Respondent for the University Prosecutor to inhibit himself from the proceedings is vigorously denied.

Respectfully submitted.

Leyte State University, Visca, Baybay, Leyte, Philippines.

28 June 2002

**DANIEL M. TUdTUD, JR.**  
University Prosecutor

Cc: Atty. Emmanuel V. Golo, Counsel for the Respondent

Hon. Lourdes B. Cano, Chairperson - Formal Investigation Committee

Hon. Zozimo de la Rosa, Member - Formal Investigation Committee

Hon. Rolando H. Arpilleda, Member - Formal Investigation Committee

Hon. Ms. Cristina U. Ramirez, Member - Formal Investigation Committee

Ms. Asteria Sevilla, Secretary - Formal Investigation Committee



LEYTE STATE UNIVERSITY  
6521-A Visca, Baybay, Leyte, Philippines

ce of the University Prosecutor

LEYTE STATE UNIVERSITY  
formerly *Visayas State College of Agriculture*  
Complainant

Admin. Case No. 011

for: FALSIFICATION OF  
PUBLIC DOCUMENTS,  
ETC...

- versus -

Dr. ANTONIA CECILIA Y. SANDOVAL  
Respondent

**COMMENT ON MEMORANDUM  
(For the Prosecution)**

COMES NOW, undersigned University Prosecutor of the LEYTE STATE UNIVERSITY and to this Honorable Formal Investigating Committee, most respectfully states, that:

**Prefatory Statement**

The submission of this Comment on the Memorandum filed by Atty. Emmanuel G. Golo (counsel for the respondent) dated 10 September 2002 is made pursuant to and in compliance with the order of the Formal Investigation Committee dated 08 August 2002 whereby the University Prosecutor is given ten (10) days to make a comment on the Memorandum filed by the Counsel for the Respondent.

The undersigned University Prosecutor was on Official Travel on 11 September 2002 inasmuch the Leyte State University Board of Regents (BOR) met for its 6<sup>th</sup> BOR Meeting at the Leyte Normal University, Tacloban City and my Office was in receipt of the Memorandum filed by Atty. Emmanuel G. Golo only on 12 September 2002. Personally, I was not able to immediately act on the matter since I was also on Official Travel on 12 September 2002 as I was requested by LSU President Paciencia P. Milan to facilitate the release of the signed Memorandum of Agreement forged between the University and the Department of Education (DepEd) Regional Office. On the following day, 13 September 2002 (Friday) and 16 September 2002 the undersigned had to report to the LSU-Isabel Campus as part of his other duties having been designated as



the Dean of the College of Agri-Industrial Technology, LSU-Isabel Campus, Isabel, Leyte.

The presentation of a Memorandum, on the part of the respondent, was the only recourse that the University Prosecutor found most appropriate for the speedy resolution of the Administrative Case for Dishonesty filed against Dr. Antonia Cecilia Y. Sandoval considering that Atty. Emmanuel G. Golo, counsel for the respondent, has a proclivity to filing all kinds of motions - for resetting hearings, for inhibition, and even made a manifestation over Comelec Resolution No. 3258 - with the sole intention of dragging-out the resolution of the case in contravention to the spirit of CSC Memorandum Circular No. 19, s. 1999.

In this regard, Section 3 of MC 19, s. 1999 clearly sets the tone of Administrative Investigations which states, to wit: "Administrative investigations shall be conducted without necessarily adhering strictly to the technical rules of procedure and evidence applicable to judicial proceedings."

May I, nevertheless, point out to the Honorable Formal Investigation Committee that the counsel for the respondent, Atty. Emmanuel G. Golo, took **21 days** before submitting his Memorandum (for the Respondent) to the Formal Investigation Committee. The 20-day period commenced on 21 of August 2002, the day the order was received by Atty. Emmanuel G. Golo, which he himself acknowledged in the opening statement of his Memorandum. As such, the 20<sup>th</sup> day would fall on 09 September 2002 and not 10 September 2002, the day the Memorandum was penned and signed by Atty. Emmanuel G. Golo at Matalom, Leyte. Technically, therefore, the counsel for respondent did not follow the 20-day period set by the Formal Investigation Committee.

Despite the very severe time constraint and the heavy workload, the undersigned University Prosecutor, has complied with the ten (10) day period that the Honorable

Formal Investigation Committee has ordered with the 10<sup>th</sup> day lapsing on the 21<sup>st</sup> of September 2002, which is a Saturday.

### **The Letter Complaint**

The case stemmed from a letter written by Ms. Saloma B. Gisulga, dated 24 September 1999 addressed to the Resident Ombudsman of the Visayas State College of Agriculture, Dr. Rebecco M. Santiago. Ms. Gisulga is a Research Science Assistant in the BIDANI Project of ViSCA (*now* Leyte State University – LSU). At the time Ms. Gisulga filed the complaint on 24 September 1999, she was the person-in-charge of the Participatory Domiciliary Nutrition (PDNR) component of the BIDANI Project and has been working in the BIDANI Project since 1996.

In her affidavit, Ms. Gisulga swore, that: “On 24 September 1999, I reported and submitted documents to the Office of the Resident Ombudsman of ViSCA, Dr. Rebecco M. Santiago regarding the double-charging claimed by Dr. Antonia Cecilia Y. Sandoval, the Project Director of the ViSCA BIDANI Program (*see Annex A*).”

### **The Ombudsman Act of 1989 (*Republic Act No. 6770*)**

The Office of the Ombudsman was created by virtue of the passage of Republic Act No. 6770 on 17 November 1989. The mandate of this office is contained in Section 13 of the said Act, to wit: “The Ombudsman and his Deputies, as protectors of the people, *shall act promptly on complaints filed in any form or manner* against an office or employees of the government, or any subdivision, agency or instrumentality thereof, including government-owned or controlled corporations, and enforce their administrative, civil and criminal liability in every case where evidence warrants in order to promote efficient service by the government to the people.”



Section 15 of the said Act stipulates the Powers, Functions and Duties of the Office of the Ombudsman, one of which is, to: "*Investigate and prosecute on its own or on complaint by any person, any act or omission of any public officer or employee, office or agency, when such act or omission appears to be illegal, unjust, improper or inefficient. It has primary jurisdiction over cases cognizable by the Sandiganbayan and, in the exercise of this primary jurisdiction, it may take-over, at any stage, from any investigating agency of government, the investigation of such a case.*"

Rule No. 2 of Section 23 of the same Act clearly indicates, that: "At its option, the Office of the Ombudsman may refer certain complaints to the proper disciplining authority for the institution of appropriate administrative proceedings against erring public officers or employees, which shall be terminated within the period prescribed in the Civil Service law."

The letter of Ms. Saloma B. Gisulga was filed on a Friday (24 September 1999) and the Resident Ombudsman, Dr. Rebecco M. Santiago acted on the matter on the next official working day, Monday (27 September 1999) when, after finding probable cause and in furtherance of Section 15 of R.A. 6770, requested Ms. Lourdes B. Cano, the Administrative Officer of ViSCA, to immediately conduct an investigation (*see Annex B*). The Resident Ombudsman was clearly guided by Rule 2 of Section 23 of R.A. 6770.

#### **The Creation of the Preliminary Investigation Committee (*Fact-Finding Committee*)**

The Administrative Officer V of ViSCA, Ms. Lourdes B. Cano, immediately wrote a letter of endorsement dated 27 September 1999 to *Dr. Nerelito P. Pascual*, the *Officer-in-Charge of the Visayas State College of Agriculture* (*see Annex C*), recommending that a preliminary investigation be immediately conducted in response to the request of the Office of the Resident Ombudsman also dated 27 September 1999.

The recommendation of the Administrative Officer was approved by the Officer-in-Charge of the Visayas State College of Agriculture, Dr. Nerelito P. Pascual. At this point in time, *the College still did not yet have a duly appointed College President* as the Board of Trustees still had to meet as a body to decide who among the five (5) applicants was best for the position of College President.

The contention of Atty. Emmanuel G. Golo, counsel for the respondent, that: "A Fact-Finding committee headed by Atty. Norjue I. Juego, was created by the President (of ViSCA) *to investigate the matter*" is intentionally misleading and is a clear prevarication not borne out by facts. For the record, *it was Dr. Nerelito P. Pascual*, the *Officer-in-Charge of the College*, who issued Memorandum No. 98, series of 1999 (see **Annex D**) that created the Preliminary Investigation Committee to address the request made by the ViSCA Resident Ombudsman, Dr. Rebecca M. Santiago, for the immediate and speedy investigation of the complaint filed by Ms. Saloma B. Gisulga.

It should be pointed out that the ViSCA Resident Ombudsman was a member of the Preliminary Investigation Committee in deference to Section 15 of R.A. 6770 which specifies that: "... The Office of the Ombudsman still has primary jurisdiction over the case and may take over, at any stage, from any investigating agency of government, the investigation of such cases."

#### **The Fact Finding Committee Report**

**The Committee created by the ViSCA Officer-in-Charge, Dr. Nerelito P. Pascual, and headed by Atty. Norjue I. Juego**, conducted all investigations relative to the complaint filed within the month of October 1999.

Dr. Paciencia P. Milan was sworn-in as the Fourth College President of ViSCA by Dr. Ester A. Garcia on 29 September 1999 but the effectivity of her appointment was set on 01 October 1999 until 30 September 2003 (see **Annex E**).



On 16 December 1999, President Paciencia P. Milan issued Memorandum No. 135, series of 1999 (amending Memorandum No. 98, s. 1999) designating Prof. Daniel M. Tudtud, Jr. as Chairman of the Preliminary Investigation Committee *vice* Atty. Norjue I. Juego (*see Annex F*).

Having been given the responsibility of completing the preliminary investigation, Prof. Daniel M. Tudtud, Jr. requested the Secretary of the Preliminary Investigation Committee, Ms. Asteria Sevilla, to forward all documents about the case for evaluation.

The Preliminary Investigation Committee, after a thorough and exhaustive study of the documentary evidences presented, was unanimously agreed that there was *prima facie evidence for dishonesty*, and that "A Formal Investigation be immediately conducted pursuant to the guidelines promulgated by the Civil Service Commission." All the members of the Committee signed the report dated 26 January 2000 that was submitted to the ViSCA President.

The definition of dishonesty has long been settled. In CSC Resolution No. 97-0799 dated 28 January 1997, dishonesty is defined as: "*The concealment or distortion of truth in a matter of fact, relevant to one's office or connected with the performance of his duties.*" In CSC Resolution No. 97-1123 dated 04 February 1997, dishonesty is defined as: "*Dishonesty in any act which shows lack of integrity or a disposition to defraud, cheat, deceive, or betray. It consists of an intent to violate the truth.*"

The other settled cases in the Civil Service Commission on what constitute dishonesty include: CSC Resolution No. 99-1050, dated 20 May 1999 (*citing CSC Resolution No. 98-0533 dated 11 March 1998*); CSC Resolution No. 99-1085, dated 21 May 1999 (*citing Briones, Rolando A. – CSC Resolution No. 97-3740 dated 28 August 1997*); and CSC Resolution No. 00-0821, dated 28 March 2000 (*citing Diaz vs. CSC, C.A. - G.R. SP No. 40526, 15 November 1996*).

### **The President's Letter to Dr. Antonia Cecilia Y. Sandoval**

President Paciencia P. Milan informed Dr. Antonia Cecilia Y. Sandoval of the findings of the Preliminary Investigation Committee when she wrote Dr. A.C.Y. Sandoval dated 28 February 2000 (*see Annex G*).

Pursuant to Section 16 of the CSC Memorandum Circular No. 19, series of 1999, President Milan informed Dr. A.C.Y. Sandoval that she had to file, in writing, her answer to the findings of the Preliminary Investigation Committee within seventy-two (72) hours from receipt thereof and to indicate whether or not she elects to have a formal investigation.

### **The Confession of Dr. Antonia Cecilia Y. Sandoval and the Request for Leniency**

On 11 March 2000, Dr. Antonia Cecilia Y. Sandoval filed her written answer (*see Annex H*). In that letter, Dr. A.C.Y. Sandoval admitted that, she: "May have committed an inadvertence and lack of foresight" and indicated that she did not want to be formally investigated. In view of her "realization" of wrongdoing, she begged President Milan that: "... This case will be tempered with mercy and be properly guided by the Almighty Father."

### **The President's Decision**

President Paciencia P. Milan was informed that the administrative charge of dishonesty levied upon Dr. Antonia Cecilia Y. Sandoval is classified as a Grave Offense and carries with it a penalty of Dismissal at the first offense based on CSC Memorandum No. 19, series of 1999.

President Paciencia P. Milan, after carefully studying the matter, appreciated as mitigating circumstances the fact that Dr. A.C.Y. Sandoval opted not to undergo Formal Investigation and her admission of omissions or mistakes as contained in her 11 March 2000 letter.



Thus, President Milan was decided on giving Dr. A.C.Y. Sandoval some leniency and was convinced that a penalty of six (6) months suspension without pay would be sufficient punishment instead of outright dismissal as mandated in MC 19, s. 1999 (*see Annex I*).

### **The President's Recommendation and the ViSCA Board of Trustees**

President Paciencia P. Milan elevated her decision to the ViSCA Board of Trustees in compliance with Section 415, Chapter 72, Book IV of the ViSCA Code which stipulates, to wit: "Decisions imposing penalty of suspension without pay for not more than 30 days or a fine not more than 30 days' salary shall be final. Decisions imposing graver penalties may be appealed to the Board of Trustees, and pending appeal, the same shall be executory except when the penalty is removal from office."

Atty. Emmanuel S. Golo, in his memorandum, clearly blamed President Paciencia P. Milan, as the disciplining authority, who caused the filing of the Formal Investigation against the respondent which has caused the respondent to suffer the "pain, worries, anxieties, shame and humiliation appurtenant to the conduct of the Formal Investigation."

As I have already informed the counsel for the respondent in some of the hearings conducted, that the disciplining authority of the College/University is the Board of Trustees/Regents and the College/University President, in this instance Dr. Paciencia P. Milan, is but a representative of the Board.

This notwithstanding, Atty. Emmanuel G. Golo, is clinging on to the belief that the disciplining authority is indeed President Paciencia P. Milan because his "legal" defense rests solely on this. To believe otherwise is fatal to his "legal defense".

### **The 158<sup>th</sup> Board of Trustees Meeting**

The ViSCA Board of Trustees met on 14 June 2000 for its 158<sup>th</sup> BOT Meeting held at the Leyte Normal University, Tacloban City. In this meeting, President Paciencia

P. Milan recommended to the ViSCA Board of Trustees that Dr. Antonia Cecilia Y. Sandoval be given a penalty of six (6) months suspension without pay.

During the deliberations in the Board of Trustees meeting, the Board pointed out that the offenses mentioned were quite serious since these tantamount to *multiple counts of graft and corruption*. In view of this, the Board was unanimous in its position that the employee being charged be given due process before the Board makes a final decision to suspend or dismiss.

The Board decided to create a special **BOT Fact-Finding and Review Committee** whose main responsibility was to gather and evaluate all evidences gathered before the Board makes a decision on the matter. The ViSCA Board of Trustees passed BOT Resolution No. 42, s. 2000 (*see Annex J*).

The members of this BOT Fact-Finding and Review Committee were: Trustee Cyril Luis Arradaza (Chairman); Atty. Buenaventura C. Go-Soco, Jr. (Member); and Dr. Guindolino R. Gerona (Member).

The Board directed the BOT Fact-Finding and Review Committee to meet *en banc* to look into the matter and recommend to the ViSCA Board of Trustees the course of action to be taken. The Board also directed the Board Secretary to furnish all the members of the BOT Fact-Finding and Review Committee all the documents pertaining to the Sandoval Case and act as the Secretary of this committee.

#### **The Recommendation of the Special BOT Fact-Finding and Review Committee**

Immediately upon return from the Board of Trustees meeting, the Board Secretary reproduced the pertinent documents and on 21 June 2000 provided a copy of these documents to each and every member of the BOT Fact-Finding and Review Committee (*see Annex K*).



On 27 June 2000, the BOT Fact-Finding and Review Committee met at the Office of the NEDA Regional Director, Dir. Buenaventura C. Go-Soco, Jr. who was a member of the Committee in Palo, Leyte.

The following day, 28 June 2000, the BOT Fact-Finding and Review Committee issued a "Recommendation on the Sandoval Investigation" in compliance with the order of the ViSCA Board of Trustees to determine the step(s) to be undertaken for the immediate resolution of the case (*see Annex L*).

The Committee recommended to President Paciencia P. Milan, that: "A Formal Investigation be immediately conducted on the charge of Dishonesty against Dr. Antonia Cecilia Y. Sandoval. Although Dr. Sandoval already signified her intention to waive formal investigation, it is the opinion of the BOT (Fact-Finding and) Review Committee that she deserves equal protection of applicable laws (Section 22 of the Revised Uniform Rules on Administrative Cases in the Civil Service – CSC MC No. 19, s. 1999). Conduct of Formal Investigation – *Although the respondent does not request a formal investigation, one shall, nevertheless be conducted by the disciplining authority, where from the allegations of the complaint and the answer of the respondent, including the supporting documents of both parties, the merits of the case cannot be decided judiciously without conducting such investigation.*"

In addition the Committee also suggested that the Uniform Rules on Administrative Cases in the Civil Service be followed in the investigation so that proper procedure will be observed and Dr. (A.C.Y.) Sandoval will be given due process.

#### **What is DUE PROCESS?**

In the case of *VAE-Orient Shipping Co., Inc., and Comninos Bros., vs. Achacoso* (161 SCRA 732, 736 [1988]), it states that: "The essence of due process is simply an opportunity to be heard (*Bermejo vs. Banjos*, 31 SCRA 764) or, as applied to administrative proceedings an opportunity to explain one's side (*Tajonera vs. Lamaroza*,

110 SCRA 438; Gas Corporation of the Philippines vs. Hon. Inciong, 93 SCRA 653; Cebu Institute of Technology vs. Minister of Labor, 113 SCRA 257), or an opportunity to seek a reconsideration of the action or ruling complained of (Dormitorio vs. Fernandez, 72 SCRA 388).

The respondent and her legal counsel have been afforded ample opportunity to be heard since 21 February 2002. Instead, the counsel utilized this time to file various kinds of motions – for resetting and for inhibition with the presumed intention of delaying the hearing of the case and its subsequent resolution in direct contravention of the spirit of Section 22 of MC 19, s. 1999 which stipulates, to wit: “The investigation shall be held not earlier than five (5) days nor later than ten (10) days from the receipt of the respondent’s answer. *Said investigation shall be finished within thirty (30) days from the issuance of the formal charge* or the receipt of the answer unless the period is extended by the disciplining authority in meritorious cases.”

Allow me to enumerate the motions filed by the counsel for the respondent for the period 21 February to 30 July 2002. **Annex M** presents the Manifestation *with* Request for Extension of Time to Submit Respondent’s Comments/Objection to Prosecution’s Formal Offer of Evidence, dated 24 February 2002; **Annex N** presents the Comment/Objection, dated 15 April 2002; **Annex O** presents the Urgent Motion for Resetting, dated 23 May 2002; **Annex P** presents the Apology with Explanation and Motion for Inhibition, dated 19 June 2002; **Annex Q** presents another Motion for Resetting, dated 02 July 2002; **Annex R** presents Motion for Inhibition, dated 17 July 2002; **Annex S** presents Motion for Reconsideration, dated 28 July 2002.

Furthermore, since the start of the Formal Investigation, the respondent and/or her counsel have already filed a total of six (6) motions for postponement/resetting as follows:



09 January 2001	- filed by Antonia Cecilia Y. Sandoval
16 July 2001	- filed by Atty Emmanuel G. Golo
06 August 2001	- filed by Antonia Cecilia Y. Sandoval
03 September 2001	- filed by Atty. Emmanuel G. Golo
23 May 2002	- filed by Antonia Cecilia Y. Sandoval
02 July 2002	- filed by Atty. Emmanuel G. Golo

Section 24 of MC 19, s. 1999 specifies in very clear terms, to wit: “A party *shall be granted only three (3) postponements* upon oral or written requests.” Definitely, six (6) requests for postponement is already beyond the three (3) postponements permissible.

The University Prosecutor, made a Reply to the Apology with Explanation and Motion for Inhibition that the counsel for the respondent filed with the Formal Investigation Committee (*see Annex T*).

#### **Complaint Filed by the Disciplining Authority**

As provided for in Section 8, Rule II of CSC Memo. Circular No. 19, s. 1999, it states that: “A complaint against a civil servant or employee shall not be given due course unless it is in writing and sworn to by the complainant. **However, in cases instituted by the proper disciplining authority, the complaint need not be under oath.**”

Section 8, Rule II of the Revised Uniform Rules on Administrative Cases in the Civil Service in not new. In *Bautista, Eduardo G. vs. Negado, Susano R.* (G.R. No. L-14319), the issue at bar was: *Whether there was a valid administrative complaint filed against the erring government employee.* The Court ruled that: “This issue as to whether or not there was a filed valid administrative complaint is of no moment for a complaint is not a prerequisite to an administrative investigation.” Administrative proceedings may be commenced against a government officer or employee by the head of office of the bureau or office concerned *moto proprio* ...

The ViSCA Board of Trustees, when it passed BOT Resolution No. 42, s. of 1999 took cognizance of the case and as such the counsel for the respondent erred when he points to President Paciencia P. Milan as the Disciplining Authority. In the third

paragraph of page 7, it is plain that he is either confused or he refuses to accept the fact that it is the Board of Trustees that is the disciplining authority and that President Milan, being the College President was directed by the Board of Trustees to commence the Formal Investigation.

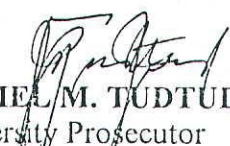
It is so unfortunate that the counsel for the respondent, to date, has not been able to gather or present document(s) that would otherwise clear the respondent of the charge of dishonesty filed against her. The Prosecution has already presented voluminous documentary evidences, which cannot be easily debunked as "not properly identified, immaterial and irrelevant."

**WHEREFORE, PREMISES CONSIDERED**, the University Prosecutor most respectfully prays that this Administrative Case for Dishonesty filed against Dr. Antonia Cecilia Yap Sandoval be decided based on the documentary evidences already presented and that the prayer of Atty. Emmanuel G. Golo in his MEMORANDUM dated 10 September 2002 be denied.

Respectfully submitted.

Leyte State University, Visca, Baybay, Leyte, Philippines.

20 September 2002

  
**DANIEL M. TUDTUD, JR.**  
University Prosecutor

Cc: Hon. Lourdes B. Cano, *Chairperson - Formal Investigation Committee*  
Hon. Zozimo de la Rosa, *Member - Formal Investigation Committee*  
Hon. Rolando H. Arpilleda, *Member - Formal Investigation Committee*  
Hon. Ms. Cristina U. Ramirez, *Member - Formal Investigation Committee*  
Ms. Asteria A. Sevilla, *Secretary - Formal Investigation Committee*  
Atty. Gloriosa C. Guinocor, *Legal Consultant - Leyte State University*  
Atty. Emmanuel G. Golo, *Counsel for the Respondent*

*Recd. Golo 9/20/02*  
*Thm. Remick*



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## **PROPOSED AMENDMENTS OF GUIDELINES IN THE GIVING OF WORKLOAD UNITS TO FACULTY PERFORMING ADMINISTRATIVE FUNCTIONS**

### **Rationale**

In the light of the institution's conversion into Leyte State University (LSU), the change in the organizational structure is inevitable. The change has increased and expanded the number of units of the university and concomitantly responsibilities and jurisdiction of faculty members especially those holding administrative positions. The present workload points of faculty members with designated administrative positions performing duties such as Vice President, Director, Dean and other university officials who are considered full-time administrators earn 10 workload units. Considering that such designation carries with it full-time service rendered for the position, it is necessary to increase the workload unit inasmuch as the total aggregate workload is now 20-23. Each administrator is also required to teach not less than 5 workload units per semester. In fact, this proposed additional workload points are within and in accordance with the policies approved by the Civil Service Commission, Department of Budget and Management and Board of then Board of Trustees. Hence, these proposed amendments.

(Existing)

## GUIDELINES FOR DETERMINING FACULTY WORKLOAD

### GENERAL PROVISIONS

The minimum faculty workload shall be 15 units and the maximum shall be 23 units. Out of the 15 minimum workload units, at least 5 shall come from actual teaching.

In excess of the 23 maximum workload units, an instructor may be entitled to additional compensation in accordance with the policies approved by the Board of Trustees for a maximum of 6 units, provided that workload units for activities in which an instructor already receives an honorarium or extra compensation shall not be included in the computation of excess workload, provided further that workload units for actual teaching, research, extension and student thesis advising shall be considered for honorarium purposes.

### IV. ADMINISTRATIVE ACTIVITIES

1. Faculty members designated as Vice-President or Program Directors and other college officials performing equivalent duties and responsibilities such as HRMDO Director, OSA Director, Executive Officer and College/Board Secretary shall be considered full-time administrators with 10 workload units equivalent. He/She shall also be required to teach not less than five (5) workload units per semester.

2. Faculty members designated as Department Heads or Principal shall be given 3 - 10 workload units depending on the number of resident staff members (teaching, research, clerical, technicians) as follows.

Department heads or principal:	5 or less	- 3 workload units
	6 - 10	- 5 workload units
	11 - 15	- 7 workload units
	16 or more	- 10 workload units

(Proposed)

## GUIDELINES FOR DETERMINING FACULTY WORKLOAD

### GENERAL PROVISIONS

The faculty workload shall be an aggregate of 20-23 workload units. In excess of the 23 units, an instructor may be entitled to additional compensation in accordance with the policies approved by the Department of Budget and Management and the Board of Regents, provided that workload units for activities for which an instructor already receives an honorarium or extra compensation shall not be included in the computation of excess workload, provided further that only workload units for actual teaching, research, extension and student thesis advising shall be considered for honorarium purposes.

### IV. ADMINISTRATIVE ACTIVITIES

1. Faculty members designated as LSU officials shall be considered full time administrators with the following workload points:

Vice-President	- 15 workload units
Dean of Students/Dean of Graduate School/	
Dean of Colleges with 5 or more depts./	
Program Directors/University and	
Secretary*/ Executive Officer/ H&DO	- 12 workload units
Institute/Center Director/Dean of Colleges	
with 4 depts. or less	- 10 workload units
He/She shall also be required to teach not less than five (5) workload units per semester.	

2. Faculty members designated as Department Heads or Principal shall be given 5 - 12 workload units depending on the number of resident staff members (teaching, research, clerical, technicians) as follows.

Department heads or Principal:	5 or less	- 5 workload units
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Faculty members designated as Assistant Directors shall be given 5 workload units while those Program or Center Directors with Assistant Directors shall be given a maximum of 7 workload units; provided that such directors normally get 10 workload units without an Assistant Director.

If a faculty member who has already 10 administrative workload units is given special assignments or designations to perform two (2) or more administrative positions, he gets the additional 2 workload units only for a maximum total of 12 workload units.

Faculty members given special assignments at ODRD, ODEX and other offices shall be given a maximum of 10 workload units only. Thus, he/she shall be required to teach at least 5 workload units or perform other assignments.

Faculty members designated as managing directors in ViSCA foundations shall be given 3 workload units and 1-2 workload units for officers while members of the board of directors shall be given 0.5 work-load units.

Faculty members designated in the following committees/boards/ councils shall earn 0.7 workload points for chairmanship and 0.5 work-load points for membership:

- a. Academic Personnel Board
- b. Non-Academic Personnel Board
- c. Finance Committee
- d. ViSCA Scholarship Committee
- e. IGP Board of Management
- f. Housing Committee
- g. Curriculum Committee
- h. Land Use Committee
- i. PASUC Evaluation
- j. Performance Evaluation: Faculty and/or Administrative

3. A Faculty member assigned as Section/Unit Head shall earn 2 workload units (prorated if less than 5 members). A department/institute/center shall have the workload unit of the head/director deducted with whatever total units given to his/her section/unit heads. For example, a department head with 12 workload units shall be given only 8 workload units if he/she has 2 section heads getting 2 units each.

4. Faculty members designated as Assistant Directors shall be given five (5) workload units while Center Directors with Assistant Directors shall be given a maximum of 7 workload units; provided that such directors normally get 10 workload units without an Assistant Director. Faculty members designated as Heads of Alumni and Community Affairs, University Review Center, Accreditation Center, Culture and Arts Center, Admissions Office, CHED Zonal Center and other similar offices shall have 5 workload units while those designated as College Secretary (including Secretary of Graduate School) shall earn 3 or 5 units (4 departments and above shall get 5 units).

5. If a faculty member who has already 5-15 administrative workload units is given special assignments or designations to perform two (2) or more administrative positions that have 5-15 units workload each he gets the additional 3 workload units only for a maximum total of 18 workload units.

6. Faculty members given special assignments at REPO, RETDO and other offices shall be given a maximum of 10 workload units only. Thus, he/she shall be required to teach at least 5 workload units or perform other assignments.

7. Faculty members designated as managing directors in LSU/VISCA foundations shall be given 3 workload units and 1-2 workload units for officers while members of the board of directors shall be given 0.5 work-load units.

8. Faculty members designated in the following committees/boards/ councils shall earn 1.0 workload points for chairmanship and 0.5 workload points for membership:

- a. Academic Personnel Board
- b. Non-Academic Personnel Board
- c. Finance Committee
- d. LSU Scholarship Committee
- h. Land Use Committee
- i. PASUC Evaluation
- j. Performance Evaluation: Faculty and/or Administrative



Membership of faculty in standing committees shall earn the following workload units:

for College Committees	Chairman -	0.5 workload unit
	Member -	0.3 workload unit
for Ad Hoc Committees	Chairman -	0.3 workload unit
	Member -	0.2 workload unit
for Department/Unit Committees	Chairman -	0.2 workload unit
	Member -	0.1 workload unit

The maximum credit allowed for committee work is 3 units.

9. Faculty members designated as Department-based Guidance Facilitators (DBGF) shall earn 3.0 workload units.

Membership of faculty in other committees shall earn the following workload units:

for University Committees	Chairman -	0.7 workload unit
	Member -	0.5 workload unit
for College Committees	Chairman -	0.5 workload unit
	Member -	0.3 workload unit
for Ad Hoc Committees	Chairman -	0.3 workload unit
	Member -	0.2 workload unit
for Department/Unit Committees	Chairman -	0.2 workload unit
	Member -	0.1 workload unit

The maximum credit allowed for committee work is 5 units.

9. Faculty members designated as College-Based Guidance Facilitators (CBGF) and/or Department-Based Guidance Facilitator (DBGF) shall earn 1.0 workload unit.

10. A faculty member designated as dormitory adviser shall earn the following workload units:

Halls <sup>1/</sup> (Sampaguita, Mahogany, Ilang-Ilang, Zea Mays - 1.5 workload units)

Dorms <sup>2/</sup> (Waling-waling, Sunflower, Melava, Mulberry, Mabolo, Mariposa, Calachuchi, Everlasting) - 1.0 workload unit

Cottages <sup>3/</sup> (all other dormitories in the campus) - 0.50 workload unit

<sup>1/</sup> 100 occupants and above

<sup>2/</sup> 70 - 99 occupants

<sup>3/</sup> 69 occupants and below





## LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte  
6521 Philippines

*Office of the Director for Curricular and  
Instructional Materials Development*

October 18, 2002

Dr. Paciencia P. Milan  
President, LSU  
Visca, Baybay, Leyte

Thru: Prof. Daniel M. Tudtud, Jr.  
University Secretary  
LSU, Visca, Baybay, Leyte

Madam:

Resubmitting herewith the corrected proposal creating the Alumni Legacy Fund or ALF.

Thank you and more power.

Very truly yours,

  
OSCAR B. POSAS

**PROPOSAL TO SET UP AN LSU  
ALUMNI LEGACY FUND (ALF)**

*(As approved by the Board of Regents per  
BOT Resolution No. 112, s. 2002, dated 8 November 2002)*

**Introduction:**

The Alumni Legacy Fund or ALF is a fund to be collected from all graduates of the Leyte State University (LSU). The fund shall be exclusively used to finance projects primarily promoting student welfare. ALF-financed projects when constructed or erected must be named after its donor whose individual names shall be conspicuously inscribed and displayed.

**Strategy of Implementation**

1. The ALF shall be collected along with the application for graduation.
2. Each applicant for graduation shall be made to donate an amount as indicated in the schedule of payment below.
3. The fund will be deposited in a separate trust fund to be called ALF- Trust.
4. Projects to be funded through such fund shall be duly managed by a Legacy Fund Board composed of the LSU President, LSU Alumni Association President and Dean of Students.
5. The terms of office of the members of the Board shall be for a maximum of three (3) years.
6. The Board shall allocate and disburse funds only with its accompanying duly approved projects.

**Schedule of Payment:**

CATEGORY	2002-2003	2003-2004	2004-2005	2005-2006
Graduate	200	300	350	400
Undergraduate	100	200	250	300
High School	100	150	175	200

**Date of Effectivity:**

The ALF shall be collected immediately and to cover graduates of LSU in the Second Semester of SV 2002-2003.