

MINUTES OF THE 29TH REGULAR MEETING OF THE VISCA
BOARD OF TRUSTEES HELD ON MAY 29, 1979
AT THE OMEC CONFERENCE ROOM
MEC, METRO MANILA

L - - BOARD RESOLUTION NO. 16, s. 1979

Approving the recommendation to name the ViSCA Housing Compound No. 1 the "Benjamin Romualdez Staff Housing Complex".

M - - BOARD RESOLUTION NO. 17, s. 1979

Noting the budget of the 1979 summer classes in College and allowing the expenditure of the amount for personal services, maintenance and other operating expenses chargeable against summer tuition and other fees. Approved rates for various academic ranks, based on teaching load, but not to exceed 75% of the monthly salary, shall be followed.

BOARD RESOLUTION NO. 18, s. 1979

Noting the budget for the 1979 summer classes in the High School and allowing the expenditure of the total obligation of ₱3,325.00, chargeable against collections from registration, tuition and other miscellaneous fees,

N - - BOARD RESOLUTION NO. 19, s. 1979

Approving the recommended guide for computation of points earned as basis for meeting position qualification requirement and allowing the use of the said guide for position reclassification purpose this fiscal year 1979.

O - - BOARD RESOLUTION NO. 20, s. 1979

Approving the increase of the monthly stipend of the ViSCA Scholars from ₱200 each to ₱250 each for the full scholars and from ₱100 each to ₱150 each for the partial scholars, to take effect not earlier than the First Semester, SY 1979-1980.

BOARD RESOLUTION NO. 20a, s. 1979

Approving the increase of the book allowance of the ViSCA Scholars from ₱150 each per semester to ₱200 each per semester, effective June 1979, subject to availability of funds.

BOARD RESOLUTION NO. 20b, s. 1979

Approving the increase of ₱50 each on the ViSCA scholars' monthly stipend to be at par with the Entrance Scholars' as approved under Board Resolution No. 14, s. 1979, effective SY 1980-81.

P - - BOARD RESOLUTION NO. 21, s. 1979

Approving the ad interim appointment of Ms. Gloria T. Sadsad as Asst. Prof. I, at the rate of ₱15,274 p.a.

BOARD RESOLUTION NO. 21a, s. 1979

Confirming the appointment as authorized under Board Resolution No. 6, s. 1974, of the following: Ms. Rosa Ofelia I. Dedal, Ms. Josefina V. Lucagbo, Mr. Ramon Cerilles, Ms. Mari F. Brigoli, Ms. Reny Gonato, Ms. Virgilia Remoroza, Ms. Geraldine Montecillo, Ms. Bernadette E. Fabre.

BOARD RESOLUTION NO. 21b, s. 1979

Confirming the promotional appointment of the following: Mr. Leonardo M. Gapuz, Mr. Andresito D. Acabal.

BOARD RESOLUTION NO. 21c, s. 1979

Confirming the appointments for permanent status of the following: Ms. Lelita R. Gonzal, Mr. Rolando H. Arpilleda, Ms. Nellie Capuyan, Ms. Milagrosa Gamutin, Ms. Nellie Carcallas, Mr. Desiderio Lomongo, Mr. Vicente G. Ortega, Mr. Rolando F. Bacalso, Mr. Petronilo Nuñez, Mr. Carlos B. Valenzona.

BOARD RESOLUTION NO. 22, s. 1979

Approving the recommendation to grant honorarium, in lieu of the incentive allowance previously granted them, to the following group of ViSCA staff members:

1. Fifteen (15) staff members who have completed their masters degrees;
2. Four (4) staff members of the Forestry department;
3. Five (5) selected staff members of the PRCRTC;
4. Two (2) College physicians;
5. Three (3) members of the ViSCA-Cebu Office;
6. Three (3) members of the Sab-a Basin Rural Development High School;
7. All members of the committee on Bids and Awards No. 2; and
8. All the dormitory advisers.

R - - BOARD RESOLUTION NO. 23, s. 1979

Approving the recommendation to create professorial chairs in the Philippine Root Crop Research and Training Center (PRCRTC), ViSCA, Baybay, Leyte at ₱1,000 each per month for the following areas: (1) Crop Production, (2) Crop Improvement, (3) Crop Protection, (4) Precessing and Utilization, and (5) Socio-economics.

S - - BOARD RESOLUTION NO. 24, s. 1979

Approving the recommendation to combine the existing curricula of the Rural Experimental Rural High School (ERHS) The Agricultural Science Curriculum, the Vocational Agriculture Curriculum, and the Vocational Homemaking Cyrriculum into one curriculum to be named the Secondary Agricultural Science Curriculum, Schemes I and II

BOARD RESOLUTION NO. 25, 1979

Approving the proposed ViSCA organizational Chart which adds to the existing organization of the College the following offices: (1) Vice-President for Administration, (2) Director of Research, (3) Director of Graduate Studies, (4) Director of Extension, and (5) Internal Audit Examiner.

T - - BOARD RESOLUTION NO. 26, s. 1979

Approving the recommendation to give two (2) salary steps increases to the salaries (as of December 31, 1978) of the following academic and non-academic staff members for outstanding meritorious performances last year, 1978.....

U-V - BOARD RESOLUTION NO. 27a, s. 1979

Approving the appointment of Dr. Samuel S. Go as Vice-President for Administration with an annual salary of ₱35,532.00

BOARD RESOLUTION NO. 27b, s. 1979

Approving the increase of two salary steps to the salaries of (as of June 30, 1979) the following academic and non-academic staff members for their dedicated services and very satisfactory performance last year, 1978.

Academic

- (1) Prof. Manuel A. Ancheta, (2) Prof. Francisco G. Bascug,
(3) Dr. Marianito R. Villanueva, (5) Prof. Andres F. Duating,
(6) Prof. Felixberto E. Canoy.

Non-Academic

Architech Alfredo Lapuebla, Head, Physical Facilities
Development Office for Buildings.

W - - BOARD RESOLUTION NO. 28, s. 1979

Noting the increase of the travel allowance of the canvasser/buyer of the ViSCA Manila Office from ₱50 per month to ₱100 per month.

APPROVED
MINUTES OF THE 29th REGULAR MEETING OF THE VISCA
BOARD OF TRUSTEES HELD ON MAY 29, 1979
AT THE OMEC CONFERENCE ROOM
MEC, METRO MANILA

Present:

Hon. Juan L. Manuel
Minister
Ministry of Education
and Culture

Chairman

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

Vice-Chairman

Ms. Lirio T. Abuyuan (Represented Dr. Jose M. Lawas, NEDA)
Staff Economist
RDS, NEDA, Manila

Hon. Baldrich T. Ocanada
Chief
Program Coordination Division
NEDA, Region VIII, Tacloban City

Consultant

Dr. Cesar C. Jesena, Jr.
Vice-President
Development & External Affairs
VISCA Manila Office

Invited

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

Secretary

Hon. Juan L. Manuel, the Chairman, called the meeting
to order at 1:09 p.m.

- 1 I. Approval of the Minutes of the Previous Meeting:
- 2 On motion made and duly seconded, the Board approved
- 3 the minutes of the meeting held on May 29, 1979, without
- 4 correction.
- 5 II. Matters Arising from the Approved Minutes:
- 6 None.

1 III. Report of the College President:

2 A. Annual Report 1978

3 The College President, Dr. F. A. Bernardo, informed the
4 Trustees and Consultant that, for the first time, ViSCA is
5 making its annual report to coincide with the calendar year.
6 He reminded them that the ViSCA Annual Report 1978 also
7 include the corresponding portion of the ViSCA Annual Report
8 1977-1978 which was submitted earlier.

9 Copies of the ViSCA Annual Report 1978 were distributed
10 to the ViSCA Trustees and Consultants before the meeting for
11 their advanced information. The annual report covers out-
12 standing events/accomplishments, major problems and recom-
13 mended solutions relative to instruction, research, and ex-
14 tension.

15 Dr. Jose M. Lawas, through his representative, Ms. Lirio
16 T. Abuyuan, suggested that succeeding annual reports should
17 specify targets met as projected in the development plans.
18 The suggestion was well taken.

19 B. Inauguration of ViSCA Buildings

20 Pres. Bernardo reported that ViSCA is ready to inaugurate
21 the RTC-RD complex buildings, the PRORTC complex buildings,
22 and the faculty/staff apartments. He informed the Board of his
23 plans to invite Pres. Marcos and Governor Benjamin Romualdez
24 to grace the inauguration of the buildings.

25 The College President explained that the original plan
26 was to invite Minister Tanco but the minister suggested to

1 invite instead Pres. Marcos to see for himself his projects at
2 VISCA, particularly the PROCRTG experimental activities on root
3 crops, the commodity with a big promise as a source of fuel
4 substitute.

5 In connection with the plan to invite Pres. Marcos to
6 VISCA, Min. Manuel suggested to time the inauguration with the
7 usual visits of the President to the southern provinces. He
8 suggested three possible dates of the President's visit, name-
9 ly; July 2, August 31, or September 11. Pres. Bernardo thanked
10 Min. Manuel for his suggestion.

11 C. VISCA Apartment Buildings to be Named "Benjamin Romualdez
12 Staff Housing Complex"

13 Pres. Bernardo informed the Board that Leyte Governor
14 Benjamin C. Romualdez was instrumental for the release to
15 VISCA of some twenty units of pre-fab buildings which served
16 as main structure for the existing apartments which now house
17 the faculty and other staff members. As a token of gratitude
18 to the governor for the help extended to VISCA, it is proposed
19 to name the buildings after his name, the "Benjamin C. Romualdez
20 Staff Housing Complex".

21 On motion made and duly seconded, the Board passed:

22 BOARD RESOLUTION NO. 16, s. 1979

23 Approving the recommendation to name the VISCA
24 Housing Compound No. 1 the "Benjamin Romualdez Staff
25 Housing Complex", as a token of gratitude for the
26 invaluable assistance from the Leyte Governor by
27 releasing twenty units of Marcos pre-fab building
28 materials that served as the main structure for the
29 sixteen units of 4-door apartments which are now
30 being occupied by some members of the VISCA staff,
31 to officially take effect upon the inauguration and
32 blessing of the same on July 2, 1979.

1 IV. Administrative Matters:

2 A. Budget for Summer Classes in College

3 The budget for the 1979 summer classes amounting to
4 ₦76,290 total obligation for personal services, maintenance
5 and other operating expenses, chargeable against income from
6 tuition and other fees this summer 1979, was presented for
7 Board action.

8 On motion made and duly seconded, the Board passed:

9 BOARD RESOLUTION NO. 17, s. 1979

10 Noting the budget of the 1979 summer classes in
11 College and allowing the expenditure of the amount for
12 personal services, maintenance and other operating ex-
13 penses chargeable against summer tuition and other
14 fees (Appendix A). Approved rates for various
15 academic ranks, based on teaching load, but not to
16 exceed 75% of the monthly salary, shall be followed.

17 B. Budget for Summer Classes in the High School

18 A total obligation of ₦3,325.00 representing personal
19 services, labor, supplies and materials for summer classes
20 in the high school was presented for Board action (Appendix B).

21 Convinced of the necessity to hold summer classes in
22 the high school and believing that the proposed budget is
23 justifiable, on motion made and duly seconded, the Board
24 passed:

25 BOARD RESOLUTION NO. 18. s. 1979

26 Noting the budget for the 1979 summer classes
27 in the High School and allowing the expenditure of
28 the total obligation of ₦3,325.00, chargeable against
29 collections from registration, tuition and other
30 miscellaneous fees, subject to COA rules and
31 regulations (Appendix B).

C. Position Reclassification Guide

A proposal was presented recommending the adoption of the guide for the reclassification of academic positions, particularly the Guide for Computation of Points Earned as Basis for Meeting Position Qualification Requirement and the corresponding guide on Minimum Qualification Requirements for Academic Positions (Appendix C).

On Motion made and duly seconded, the Board passed;

BOARD RESOLUTION NO. 19, s. 1979

Approving the recommended guide for computation of points earned as basis for meeting position qualification requirement (Appendix C), and allowing the use of the said guide for position reclassification purposes this fiscal year 1979.

D. Increase of Stipend/Book Allowance of ViSCA Scholars

A proposal was presented increasing the monthly stipend of the ViSCA scholars to be at par with the monthly stipend of the Entrance Scholars as approved under Board Resolution No. 14, s. 1979. ViSCA Scholars as used in this proposal refers to those ViSCA College students who maintained grade point average (GPA) to entitle them to scholarship privileges while Entrance Scholars refers to those successful applicants who qualified for scholarships.

There are two groups of scholars—the full scholars and the partial scholars, both terms applicable to the ViSCA Scholars and the Entrance Scholars.

The proposal recommends an increase of the ViSCA Scholars'

monthly stipend from ₱200 each to ₱250 each for the full scholars and from ₱100 each to ₱150 each for partial scholars.

It is also proposed to increase the scholars' book allowance from ₱150/semester to ₱200/semester. It is further proposed that in the SY 1980-81, the stipend of the ViSCA scholars be increased to be at par with the entrance scholars' as approved under Board Resolution No. 14, series of 1979 (Appendix D).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 20, s. 1979

Approving the increase of the monthly stipend of the ViSCA Scholars (Appendix D) from ₱200 each to ₱250 each for the full scholars and from ₱100 each to ₱150 each for the partial scholars, to take effect not earlier than the First Semester, SY 1979-1980, subject to availability of funds and COA rules and regulations (Appendix D).

BOARD RESOLUTION NO. 20a, s. 1979

Approving the increase of the book allowance of the ViSCA Scholars from ₱150 each per semester to ₱200 each per semester, effective June 1979, subject to availability of funds and COA rules and regulations (Appendix D).

BOARD RESOLUTION NO. 20b, s. 1979

Approving the increase of ₱50 each on the ViSCA scholars' monthly stipend to be at par with the Entrance Scholars' as approved under Board Resolution No. 14, s. 1979, effective SY 1980-81, subject to availability of funds and COA rules and regulations (Appendix D).

E. Appointments of Personnel

An item on the appointments of personnel, particularly an ad interim appointment, appointments as authorized under BR No. 6 s. 1974, promotional appointments, and recommendations for permanent status was presented for Board action (Appendix F).

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

BOARD RESOLUTION NO. 21, s. 1979

Approving the ad interim appointment of Ms. Gloria T. Sadsad as Assistant Professor I, at the rate of ₱15,274 p.a., effective May 16, 1979, subject to Civil Service and COA rules and regulations (Appendix E).

BOARD RESOLUTION NO. 21a, s. 1979

Confirming the appointment as authorized under Board Resolution No. 6, s. 1974, of the following:

1. Ms. Rosa Ofelia I. Dedal, Research Assistant, ₱8,820 p.a., effective April 16, 1979;
 2. Ms. Josefina V. Lucagbo, Asst. Instructor ₱9,288 p.a., effective April 23, 1979 until May 31, 1979;
 3. Mr. Ramon L. Cerilles, Instructor, ₱13,152 p.a., effective April 17, 1979;
 4. Ms. Mari F. Brigoli, Asst. Instructor, ₱9,288 p.a. effective April 16, 1979;
 5. Ms. Reny C. Gonato, Asst. Instructor, ₱9,288 p.a., effective June 1, 1979;
 6. Ms. Virgilia M. Remoroza, Asst. Instructor, ₱9,288 p.a., effective June 1, 1979;
 7. Ms. Geraldine P. Montecillo, Instructor, ₱10,776 p.a., effective May 3, 1979; and
 8. Ms. Bernadette E. Fabre, Instructor, ₱10,776 p.a., effective May 16, 1979 (Appendix E).
- All to take effect as recommended.

BOARD RESOLUTION NO. 21b, s. 1979

Confirming the promotional appointment of the following:

1. Mr. Leonardo M. Gapuz as Assistant Prof. I, at the rate of ₱15,254 p.a., effective June 1, 1979; and
 2. Mr. Andresito D. Acabal as Instructor, at ₱10,766 p.a., effective June 1, 1979.
- To take effect as recommended (Appendix E)

BOARD RESOLUTION NO. 21c, s. 1979

Confirming the appointments for permanent status of the following:

1. Ms. Lelita R. Gonzal as Asst. Prof II, effective November 1, 1979;
2. Mr. Rolando H. Arpilleda as Instructor, effective June 1, 1979;

3. Ms. Nellie G. Capuyan as Guidance Counselor, effective November 7, 1979;
 4. Ms. Milagrosa L. Gamutin as Accounting Clerk, effective July 1, 1979;
 5. Ms. Nellie U. Carcallas as Personnel Aide, effective June 16, 1979;
 6. Mr. Desiderio A. Lomongo as Power Plant Operator, effective November 1, 1979;
 7. Mr. Vicente G. Ortega as Electrician, effective November 1, 1979;
 8. Mr. Rolando F. Bacalso as Electrician, effective November 1, 1979;
 9. Mr. Petronilo B. Nunez as Custodial Workers, effective November 1, 1979; and
 10. Mr. Carlos B. Valenzona as Custodial Worker, effective November 1, 1979 (Appendix E).
- All to take effect as recommended.

F. Request for the Granting of Honorarium

A request was presented to grant honorarium in lieu of incentive allowance previously granted to the following groups staff members, except group number seven (Appendix F): (1) Staff member who finished their masters degrees, (2) staff members of the Forestry department, (3) selected members of the PRCRTC, (4) the College physicians, (5) staff member of the ViSCA-Cebu office, (6) staff members of the Sabaa Basin Rural Development High School, (7) Members of the committee on bids and awards no. 2, at ₱100 each per bidding, and (8) dormitory adviser (Appendix F).

On Motion made and duly seconded, the Board passed;

BOARD RESOLUTION NO. 22, s. 1979

Approving the recommendation to grant honorarium, in lieu of the incentive allowance previously granted them, to the following group of ViSCA staff members:

1. Fifteen (15) staff members who have completed their master's degrees;
2. Four (4) staff members of the Forestry department;
3. Five (5) selected staff members of the PRCRTC;
4. Two (2) College physicians;
5. Three (3) members of the ViSCA-Cebu Office;
6. Three (3) members of the Sab-a Basin Rural Development High School;
7. All members of the committee on Bids and Awards No. 2; and
8. All the dormitory advisers (Appendix F).

All to take effect May 1, 1979, subject to availability of funds and COA rules and regulations.

G. Professorial Chairs

A proposal was presented recommending the creation of professorial chairs in the Philippine Root Crop Research and Training Center (PRCRTC) to deserving root crops researchers and to encourage them to get further involved and at the same time attract more experts to work on root crops. The proposal specifies the creation of professorial chairs at ₱1,000 each per month for the following areas: (1) Crop Production, (2) Crop Improvement, (3) Crop Protection, (4) Processing and Utilization, and (5) Socio-economics (Appendix G).

On Motion made and duly seconded, the Board passed;

BOARD RESOLUTION NO. 23, s. 1979

Approving the recommendation to create professorial chairs in the Philippine Root Crop Research and Training Center (PRCRTC), ViSCA, Baybay, Leyte at ₱1,000 each per month for the following areas: (1) Crop Production, (2) Crop Improvement, (3) Crop Protection, (4) Processing and Utilization, and (5) Socio-economics.

Also, noting the recommended implementing guidelines and requirements for recruitment/employment purposes (Appendix G).

1 H. Proposed Agricultural Science Secondary Curriculum

2 The proposed Agricultural Science Secondary Curriculum
3 for the ViSCA Experimental Rural High School was presented
4 for Board action (Appendix H).

5 On Motion made and duly seconded, the Board passed:

6 BOARD RESOLUTION NO. 24, s. 1979

7 Approving the recommendation to combine the existing
8 curricula of the Rural Experimental Rural High School
9 (ERHS) ViSCA, Baybay, Leyte namely; the Agricultural
10 Science Curriculum, the Vocational Agriculture Cur-
11 riculum, and the Vocational Homemaking Curriculum into
12 one curriculum to be named the Secondary Agricultural
13 Science Curriculum, Schemes I and II (Appendix H).

14 Also, allowing the implementation of the new cur-
15 riculum starting this school year, 1979-80, provided
16 that, the students of the former curricula will be allowed
17 to continue and finish their studies under the old cur-
18 ricula without unnecessary delay in their graduation due
19 to the change of curricula.

20 H. Proposed Organizational Chart

21 The proposed organizational chart for institutional organi-
22 zation expansion purposes, adding to the existing organization
23 of the College the following offices, were presented for Board
24 action (Appendix H): (1) Vice-President for Administration,
25 (2) Director of Research, (3) Director of Graduate Studies, (4)
26 Director of Extension, and (5) Internal Audit Examiner
27 (Appendix H₁).

28 On Motion made and duly seconded, the Board passed:

29 BOARD RESOLUTION NO. 25, 1979

30 Approving the proposed ViSCA organizational
31 Chart which adds to the existing organization of the
32 College the following offices: (1) Vice-President for
33 Administration, (2) Director of Research, (3) Director
34 of Graduate Studies, (4) Director of Extension, and
35 (5) Internal Audit Examiner (Appendix H₁).

Also, noting the administrative jurisdiction of the Vice-President for Administration.

To take effect not earlier than July 1, 1979, and the filling of the new offices may be implemented gradually depending on the needs of the institution and the availability of qualified persons, funds and facilities.

I. Recommendees for Merit Increases

A proposal was presented recommending to give merit increases to the academic and non-academic staff members for their outstanding/meritorious performances last year, 1978 (Appendix I).

On Motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 26, s. 1979

Approving the recommendation to give two (2) salary steps increases to the salaries (as of December 31, 1978) of the following academic and non-academic staff members for outstanding/meritorious performances last year, 1978 (Appendix I):

A. Academic Staff

- | | |
|-----------------------------|---------------------------------|
| 1. Mr. Leonardo P. Canono | 9. Prof. Jimmy R. Rosillo |
| 2. Dr. Alicia S. Go | 10. Prof. Lelita R. Gonzal |
| 3. Dr. Dely P. Capasin | 11. Ms. Perla M. Tan |
| 4. Dr. Federico R. Flores | 12. Ms. Remedios A. Ravello |
| 5. Dr. Rodolfo G. Escalada | 13. Ms. Corazon T. dela Calzada |
| 6. Dr. Manuel K. Palomar | 14. Mr. Paulino A. Aniceto |
| 7. Prof. Monina M. Escalada | 15. Ms. Fe P. Jason |
| 8. Dr. Emiliana N. Bernardo | |

B. Non-Academic Staff

- | | |
|-----------------------------|------------------------------|
| 1. Engr. Nestor M. Israel | 4. Ms. Maxima C. Abogadie |
| 2. Ms. Alicia B. Borneo | 5. Mr. Dominador C. Poliquit |
| 3. Ms. Hermogina U. Bulilan | 6. Mr. Francisco U. Singson |

All to take effect January 1, 1979 subject to availability of funds and COA rules and regulations.

J. Recommendees for Promotion and Salary Increases

A proposal was presented recommending the promotion of Dr. Samuel S. Go, Director of OBAA, to the Vice-Presidency (for administration) and the increase of salaries to some

1 academic and non-academic staff members for their dedicated
 2 services and very satisfactory performances last year, 1978
 3 (Appendix J).

4 On motion made and duly seconded, the Board passed the
 5 following resolutions:

6 BOARD RESOLUTION NO. 27a, s. 1979

7 Approving the appointment of Dr. Samuel S. Go
 8 as Vice-President for Administration with an annual
 9 salary of ₱35,532, effective July 1, 1979, subject
 10 to approval by the Budget Commission and other COA
 11 rules and regulations (Appendix J).

12 BOARD RESOLUTION NO. 27b, s. 1979

13 Approving the increase of two salary steps to
 14 the salaries of (as of June 30, 1979) the follow-
 15 ing academic and non-academic staff members for
 16 their dedicated services and very satisfactory
 17 performances last year, 1978 (Appendix J):

18 Academic

19 x x x

- 20 2. Prof Manuel A. Ancheta, Director of Development
- 21 Planning
- 22 3. Prof Francisco G. Bascug, Director Student Affairs
- 23 4. Dr. Marianito R. Villanueva, Director PRCTR
- 24 5. Prof. Andres F. Dustin, College Secretary and
- 25 Secretary of the Board
- 26 6. Prof. Felixberto E. Canoy, Superintendent of Physical
- 27 Plant

28 Non-Academic

- 29 7. Architech Alfredo Lapuebla, Head, Physical
- 30 Facilities Development Office for Buildings

31 All to take effect not earlier than July 1, 1979,
 32 subject to availability of funds and COA rules and
 33 regulations.

34 K. Recommendation to Increase Allowance of the Canvasser/
 35 Buyer (ViSCA Manila Office)

36 A recommendation was presented to increase the travel
 37 allowance of the canvasser/buyer of the ViSCA Manila
 38 Office from ₱50 per month to ₱100 per month (Appendix K).

1 On motion made and duly seconded, the Board passed:

2 BOARD RESOLUTION NO. 28, s. 1978

3 Noting the increase of the travel allowance
4 of the canvasser/buyer of the VISCA Manila Office
5 from ₱50 per month to ₱100 per month, to take
6 effect immediately, subject to availability of
7 funds and COA rules and regulations (Appendix K).

There being no other matter to discuss, the Chairman
adjourned the meeting at 2:45 p.m.

Certified True and Correct

Andres F. Duatin
ANDRES F. DUATIN
Secretary

Attested:

Hon. JUAN L. MANUEL
Chairman

Approved as Corrected: July 18, 1979

ITEMIZATION OF PERSONAL SERVICES
1979 SUMMER CLASSES
(College)

APPENDIX A

<u>Item No.</u>	<u>Particulars</u>	<u>Amount</u>	<u>Estimated</u>
PROPOSED BUDGET FOR THE 1979			
SUMMER CLASSES			
1.	Six (6) Instructors at (College) their basic salaries:		
1.1	Briones, Elizabeth D.	856.72	
1.2	Bonafay, Ernesto C.	811.82	
1.3	Caliente, Editha C.	667.83	
1.4	Pocos, Manuel E.	701.22	
	SOURCE OF INCOME:	667.83	
1.5	Tuison, Daniel M.	945.00	74,650.42
	Tuition and Other Fees	74,381.73	
2.	Three (3) Associate Professor at \$15.00 per hour:		
	PROPOSED OBLIGATIONS:		
	<u>Total Hours</u>		
	1. Personal Services:		
2.1	Palomar, Manuel E. 12	180.00	
2.2	Honoraria of Staff Members 128.66	1,789.90	
2.3	Tonga (See itemization of Personal Services) . .	38,728.30	
	Student Labor	2,000.00	2,672.40
3.	Ten (10) Casual Labor at \$12.00 per hour:	6,000.00	
	<u>Total Hours</u>		
	2. Maintenance and Other Operating Expenses:		
3.1	Other Services 83.33	2,000.00	
3.2	Supplies and Materials 66.66	25,653.43	
3.3	Alonso, Francisco I. 100		
3.4	Alonso, Francisco I. 99		
3.5	Alonso, Francisco I. 72	74,381.73	
3.6	Alonso, Francisco I. 27	324.00	
3.7	Alonso, Francisco I. 100	1,200.00	
3.8	Alonso, Francisco I. 99	1,188.00	9,558.96
3.9	Alonso, Francisco I.		
3.10	Alonso, Francisco I.		
4.	Thirty-six (36) Instructors at \$9.00 per hour:		
	<u>Total Hours</u>		
4.1	Abit, Sergio E. 16	144.00	
4.2	Alcober, Enrique R. 16	144.00	
4.3	Alcama, Wolfreda T. 66.66	599.94	
4.4	Almontes, Angela S. 60	540.00	
4.5	Barilan, Nathaniel B. 66	594.00	
4.6	Bongalos, Orlando G. 66.66	599.94	
4.7	Borneo, Anelito V. 45	405.00	
4.8	Bulilan, Nonilon T. 66.66	599.94	

ITEMIZATION OF PERSONAL SERVICES
1979 Summer Classes
(College)

<u>Item No.</u>	<u>Particulars</u>	<u>Amount Requested</u>
1.	Six (6) Instructors at 75% of their basic salaries: P	
1.1	Briones, Elizabeth D. - - - - -	856.72
1.2	Bumatay, Ernesto C. - - - - -	811.82
1.3	Calienta, Editha C. - - - - -	667.83
1.4	Posas, Manuel B. - - - - -	701.22
1.5	Tojano, Henry I. - - - - -	667.83
1.6	Tutud, Daniel M. - - - - -	945.00
		<u>74,650.42</u>
2.	Three (3) Associate Professor at /15.00 per hour:	
4.16	Gloria, Nestor M. - - - - -	468.00
4.17	Israel, Nestor M. - - - - -	599.94
2.1	Palomar, Manuel K. - - - - -	180.00
2.2	Quiton, Vicente A. - - - - -	1,749.90
2.3	Tongco, Adeltrudis C. - - - - -	742.50
4.22	Lopez, Rosadelina V. - - - - -	450.00
4.23	Lucagbo, Josefina V. - - - - -	980.40
		<u>2,672.40</u>
3.	Ten (10) Assistant Professors at /12.00 per hour:	
4.24	Uyuan, Sylvia P. - - - - -	738.00
4.25	Uyuan, Sylvia P. - - - - -	900.00
4.26	Oracion, Marilyn E. - - - - -	252.00
4.27	Palomar, Lidgardia S. - - - - -	450.00
3.1	Abihay, Iluminada C. - - - - -	996.96
3.2	Alcober, Dolores L. - - - - -	600.00
3.3	Alquino, Jose M. Jr. - - - - -	798.00
3.4	Canoy, Felixberto E. - - - - -	1,200.00
3.5	Enemecio, Formarina Y. - - - - -	1,200.00
3.6	Flores, Federico R. - - - - -	1,188.00
3.7	Milan, Paciencia P. - - - - -	864.00
3.8	Napiere, Constancio M. - - - - -	324.00
3.9	Silao, Cecilia V. - - - - -	1,200.00
3.10	Villanueva, Camilo D. - - - - -	1,188.00
		<u>9,558.96</u>
4.	Thirty-six (36) Instructors at /9.00 per hour:	
	<u>Total Hours</u>	
4.1	Abit, Sergio E. - - - - -	144.00
4.2	Alcober, Enrique R. - - - - -	144.00
4.3	Alesna, Wolfreda T. - - - - -	599.94
4.4	Almendras, Angela S. - - - - -	540.00
4.5	Barilea, Nathaniel B. - - - - -	594.00
4.6	Bongalos, Orlando G. - - - - -	599.94
4.7	Borneo, Amelito V. - - - - -	405.00
4.8	Bulilan, Nonilon T. - - - - -	599.94

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

OFFICE OF THE PRINCIPAL

PROPOSED BUDGET FOR THE YEAR 1950

	Total Hours	
4.9 Canada, Norberto F. - - - - -	100	900.00
4.10 Celis, Clara F. - - - - -	100	900.00
4.11 Delgado, Noel O. - - - - -	101	909.00
4.12 Faelnar, Trinidad E. - - - - -	100	900.00
4.13 Gapasin, Ruben M. - - - - -	60	540.00
4.14 Gapuz, Leonardo M. - - - - -	100	900.00
4.15 Gapuz, Julita A. - - - - -	50	450.00
4.16 Gloria, Nestor M. - - - - -	52	468.00
4.17 Israel, Nesto M. - - - - -	66.66	599.94
4.18 Laguna, Ramon S. - - - - -	115.33	1,037.97
4.19 Lambating, Julita G. - - - - -	40	360.00
4.20 Lao, Fredeswinda O. - - - - -	64	576.00
4.21 Lauzon, Roberta D. - - - - -	50	450.00
4.22 Lopez, Rosadelima V. - - - - -	50	450.00
4.23 Lucagbo, Josefina V. - - - - -	95	980.40
4.24 Lumasag, Perly P. - - - - -	82	738.00
4.25 Obanio, Sylvan M. - - - - -	100	900.00
4.26 Oracion, Marilyn Z. - - - - -	28	252.00
4.27 Palomar, Lutzgarda S. - - - - -	50	450.00
4.28 Reyes, Manuel H. - - - - -	66.66	599.94
4.29 Roa, Cynthia C. - - - - -	66.66	599.94
4.30 Santiago, Rebecca M. - - - - -	63	567.00
4.31 Sebidos, Rodrigo F. - - - - -	82	738.00
4.32 Tremala, Raymundo M. - - - - -	32	288.00
4.33 Valenzona, Wilfredo C. - - - - -	97	873.00
4.34 Villanueva, Lydia - - - - -	100	900.00
4.35 Fernandez, Tomas Jr. - - - - -	33.33	297.97
4.36 Sales, Nenito B. - - - - -	66.66	599.94
a. Office Supplies	800.00	
b. Students' Activity	400.00	

121,846.52

Total Obligation 3,325.00

Submitted by:

(SGD.) LEONARDO M. GAPUZ
Acting Principal

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

OFFICE OF THE PRINCIPAL
 FOR SUMMER CLASSES, 1979
 HIGH SCHOOL
 PROPOSED BUDGET FOR THE 1979
 SUMMER CLASSES
 HIGH SCHOOL

1. SUBJECTS

I. Sources of Income:

1. Registration Fee (₱5.00 x 81)	₱ 405.00
2. Tuition Fee (₱25.00 x 133)	3,325.00
3. Miscellaneous Fees (₱5.00 x 81)	405.00
8. Economics III	
9. Economics IV	
	<hr/>
	₱ 4,135.00

II. STAFF

II. Obligation:

1. Leonardo M. Capuz - Acting Principal	
1. Personal Services: Calista - Administrative Assistant	
3. Virgenita G. Alberico	
4. a. One (1) Administrative Assistant . . .	₱ 200.00
5. Catherine G. Villanueva	
6. b. Nine (9) Instructors @ ₱200.00 per subject	1,800.00
c. One (1) Student laborer	125.00
2. Supplies and Materials:	
a. Office Supplies	800.00
b. Students' Activity	400.00

Total Obligation ₱ 3,325.00

Submitted by:

(SGD.) LEONARDO M. CAPUZ
 Acting Principal

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

ACTUAL SUBJECTS OFFERED AND STAFF
FOR SUMMER CLASSES, 1979
HIGH SCHOOL

SCHEDULE OF CLASSES

I. SUBJECTS				
TIME	SUBJECT (Mon.-Sat.)	ROOM	INSTRUCTOR	
7:00 - 9:30	1. Math I			
	2. Math II			
	3. Math III th IV	FEB - 7	R. C. Licayan	
	4. Math IV ^{English} II	HSB - 5	C.B. Rodriguez	
	5. Pilipino II	FEB - 3	V.G. Albarico	
	6. English II ^{English} II	HSB - 5	C.C. Villanueva	
	7. English III			
9:30 - 12:00	8. Economics III ^{Econ} III	FEB - 7	R.C. Licayan	
	9. Economics IV ^{Econ} III	HSB - 5	C.B. Rodriguez	
NOON INTERMISSION				
II. STAFF				
12:30 - 3:00	Mathematics II	FEB -	V.G. Albarico	
3:30 - 5:30	1. Leonardo M. Gapuz - Acting Principal			
	2. Corazon T. de la Calzada - Administrative Assistant		Licayan	
	3. Virgenita G. Albarico	FEB - 3	V.G. Albarico	
	4. Rogelio C. Licayan			
	5. Catherine C. Villanueva			
	6. Cecilia B. Rodriguez			

Submitted by:

(SGD.) LEONARDO M. GAPUZ
 Acting Principal

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

SUMMER 1979

SCHEDULE OF CLASSES

TIME	Mrs. :	SUBJECT (Mon.-Sat.)	ROOM	INSTRUCTOR
7:00 - 9:30		Math IV	FSB - 7	R. C. Licayan
2.	Mrs. Regalado	English II	HSSB - 5	C.B. Rodriguez
		Math I	FSB - 3	V.G. Albarico
		Pilipino II	HSSB - 4	C.C. Villanueva
9:30 - 12:00	Miss Cecil	Economics III	FSB - 7	R.C. Licayan
		English III	HSSB - 5	C.B. Rodriguez
4.	Mrs. Catherine	NOON INTERMISSION		
12:30 - 3:00		Mathematics II	FSB -	V.G. Albarico
3:30 - 5:30		Economics IV	FSB - 7	R.C. Licayan
		Mathematics II	FSB - 3	V.G. Albarico

(SGO.) LEONARDO M. GAFUZ
Acting Principal

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

MINIMUM QUALIFICATION REQUIREMENTS FOR ACADEMIC POSITIONS

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

Minimum Points and Degree Required

LIST OF INSTRUCTORS TEACHING SUMMER CLASSES WITH
THEIR CORRESPONDING SUBJECTS, SUMMER '79

Assistant Instructor I	:36	:28	
II	:38	:30	
1. Mrs. Virginita G. Albarico	-	Math I	:32
		Math II	
Instructor I	:44	Math III	
II	:46		:36
2. Mr. Rogelio C. Licayan	or 52 w/ BS	Math IV	w/ MS or 42 w/ BS
IV	:52 w/ MS or 56 w/ BS	Economics III	or 46 w/ BS
		Economics IV	
Assistant Professor I	:56 w/ MS or 60 w/ BS		:46 w/ MS or 50 w/ BS
3. Miss Cecilia B. Rodriguez	64 w/ BS	English II	/ MS or 54 w/ BS
III	:64 w/ MS	English III	MS
IV	:56 w/ PhD or 66 w/ MS		:46 w/ PhD or 56 w/ MS
4. Mrs. Catherine C. Villanueva	-	Pilipino II	
Associate Professor I	:64 w/ PhD or 72 w/ MS		:54 w/ PhD or 62 w/ MS
II	:68 w/ PhD or 76 w/ MS		:58 w/ PhD or 66 w/ MS
III	:72 w/ PhD or 82 w/ MS		:62 w/ PhD or 72 w/ MS
IV	:76 w/ PhD or 86 w/ MS		:66 w/ PhD or 78 w/ MS
Professor I	:88 w/ PhD	Submitted by:	
II	:92 w/ PhD		:78 w/ PhD
III	:96 w/ PhD		:82 w/ PhD
IV	:100 w/ PhD		:86 w/ PhD
			:90 w/ PhD

(SGO.) LEONARDO M. GAFUZ
Acting Principal

* - Includes points for Work Performance and Personal and Social Qualities

** - In addition to minimum number of points and relevant degree requirements an applicant to a given academic position must also meet the following requirements:

1. Grade Point Average:
 - a. Major subjects - 2.25 or better
 - b. Other subjects - 2.50 or better
2. Must pass the personal interview.
3. Must not have a failing grade.
4. Age requirements (Maximum)

BS - 30 years old MS - 40 years old PhD - 45 years old
5. Exceptional cases shall be referred to the Executive Committee.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

MINIMUM QUALIFICATION REQUIREMENTS FOR ACADEMIC POSITIONS

R A N K	Minimum Points and Degree Required	
	Position Reclassification *	Recruitment **
Assistant Instructor	I :36	:28
	II :38	:30
	III :42	:32
	:	:
I n s t r u c t o r	I :44	:34
	II :46	:36
	III :48 w/ MS or 52 w/ BS	:38 w/ MS or 42 w/ BS
	IV :52 w/ MS or 56 w/ BS	:42 w/ MS or 46 w/ BS
Assistant Professor	I :56 w/ MS or 60 w/ BS	:46 w/ MS or 50 w/ BS
	II :60 w/ MS or 64 w/ BS	:50 w/ MS or 54 w/ BS
	III :64 w/ MS	:54 w/ MS
	IV :56 w/ PhD or 66 w/ MS	:46 w/ PhD or 56 w/ MS
Associate Professor	I :64 w/ PhD or 72 w/ MS	:54 w/ PhD or 62 w/ MS
	II :68 w/ PhD or 76 w/ MS	:58 w/ PhD or 66 w/ MS
	III :72 w/ PhD or 82 w/ MS	:62 w/ PhD or 72 w/ MS
	IV :76 w/ PhD or 88 w/ MS	:66 w/ PhD or 78 w/ MS
P r o f e s s o r	I :88 w/ PhD	:78 w/ PhD
	II :92 w/ PhD	:82 w/ PhD
	III :96 w/ PhD	:86 w/ PhD
	IV :100 w/ PhD	:90 w/ PhD

* - Includes points for Work Performance and Personal and Social Qualities

** - In addition to minimum number of points and relevant degree requirements an applicant to a given academic position must also meet the following requirements:

1. Grade Point Average:

- a. Major subjects - 2.25 or better
- b. Other subjects - 2.50 or better

2. Must pass the personal interview.

3. Must not have a failing grade.

4. Age requirement: (Maximum)

BS - 30 years old MS - 40 years old PhD - 45 years old

5. Exceptional cases shall be referred to the Executive Committee.

GUIDE FOR COMPUTATION OF POINTS EARNED
BASIS FOR MEETING POSITION QUALIFICATION REQUIREMENT

A. EDUCATIONAL QUALIFICATION 51 point/s

1. Highest academic degree or educational attainment in the field of study relevant to his work:

- a. Doctoral degree (ScD, PhD, EdD, or equivalent) 46 "
- b. Master's degree (MS, MEd, MA, MAT or equivalent) . . . 38 "
- Doctor of Veterinary Medicine 32 "
- c. Bachelor's degree (BSA, BSAEd, BSE, BSAG, BSCE, BSIE, or equivalent) 30 "
- d. Associate courses or its equivalent 26 "

2. Additional degree: (Maximum of 3 points)

For every additional related equivalent degree taken after the highest degree:

- a. PhD or its equivalent 3 "
- b. MS or its equivalent 2 "
- c. BS or its equivalent 1 "

3. Additional credits earned during the last five years towards a relevant degree higher than the highest degree earned:
(Maximum of 2 points)

- a. For every 10 credits earned towards an approved doctorate degree program 1 "
- b. For every 10 credits earned towards an approved master's degree program 1 "
- c. For every 20 credits earned towards a bachelor's degree program 1 "

B. EXPERIENCE AND LENGTH OF SERVICE (Point will be pro rated for experience of less than one year) 12* 10**

1. Full time teaching, research and extension service at any public or private educational or research institution:

- oOo -

- * - Maximum points for reclassification
- ** - Maximum points for recruitment

- a. For every year of college teaching, research or extension work 0.5 point/s
- b. For every year of experience in high school and college teaching for a high school position 0.4 "
- c. For every year of experience in high school teaching for a college position 0.3 "
- d. For every year of experience in elementary school teaching for a high school position 0.2 "

For a college teaching position, no credit will be given to teaching experience in the elementary school.

2. Full time administrative experience in a supervisory capacity in public or government recognized private educational or research institution relevant to the position:

- a. For every year of such experience in a college, research institution or extension office 0.5 "
- b. For every year of such experience in a high school for a high school position 0.4 "
- * c. For every year of such experience in a high school for a college teaching position 0.3 "
- d. For every year of such experience in an elementary school for a high school teaching position 0.2 "

No credit shall be given to such experience in an elementary school for a college teaching position.

*- Experience as high school principal gets 0.5 point if subject to be taught in college pertains to supervision or administration.

3. Part-time teaching or research experience while doing graduate work:

- a. For every year of such experience while pursuing a PhD degree 0.25 "
- b. For every year of such experience while pursuing a master's degree 0.20 "

0. PROFESSIONAL GROWTH AND HONORS 34.00 "

1. Innovations, publications, inventions and other creative work patented or accepted: (Maximum of 14 points)

- a. For every educational innovations introduced and adopted on a nationwide basis 1-5 "
- b. For every introduced innovation adopted by the college 1-3 "
- c. For every original and relevant invention of educational, scientific and cultural value;

1. Patented in two or more countries 2-5 point/s
2. Nationally patented 1-4 "
3. Used locally but not patented 1-2 "
- d. For each recognized discovery of significant educational, scientific and cultural value 1-3 "
- e. For every published book approved by the Textbook Board 1-3 "
- f. For every published book approved only by the Textbook Committee 1-2 "
- g. For every published book with at least 100 pages not approved by the Textbook Board nor the Textbook Committee 1 "
- h. For every independent or original research or scientific article published in a recognized technical journal 1 "
- i. For every pamphlet published related to his field of specialization, agriculture or rural development or creative article published in technical journal 0.50 "
- j. For every original article related to his field of specialization, agriculture and/or rural development published in popular periodical or magazine 0.25 "
- k. For every unique architectural/structural design adopted for construction by the College 0.50 "
- l. For every original article related to his field of specialization, agriculture and/or rural development published in non-technical publication with limited circulation 0.10 "
- m. For non-degree study, research and other professional improvement :
(Maximum of 7 points)
- n. For every year of any such activity sponsored by the government, the UN, or its agencies, or any foreign program covered by an agreement with the government. (Point will be pro-rated for less than one year of such activity with a minimum of 0.1 point).. 1.00 "
- o. For every governmental mission abroad of an educational, technological, scientific, or cultural nature 0.50 "
- p. For every year of service to an international organization abroad in a professional post including employment as an expert or consultant. (Point will be pro-rated for less than one year of such service with a minimum of 0.5 point). No point will be given for this service under letter b 1.00 "

*- May include writing a chapter or chapters in a book or editing the book (1/2 point)

+ - One-half (1/2) of the point for excerpts; pro-rated for co-authors.

- d. For every attendance as adviser, organizer, coordinator, consultant, resource person, or guest speaker at an international conference, workshop, training course, provided it is not covered under any other item 0.5 point
- e. For every attendance as official delegate at an international conference, workshop, training course provided it is not covered under any other item. 0.25 "
- f. For every attendance as resource person or reading a paper (his own) to a national or regional conference meeting, seminar, workshop relevant to his present work with a maximum point of 2 0.25 "
- g. For every attendance as an official delegate to a national or regional conference, meeting, seminar, workshop, training course relevant to his present work and not less than 3 days each for a maximum of 1 point 0.10 "
3. Membership honor societies, professional and educational associations on national or international level: (Maximum of 1 point)
 - a. Current membership in each honor society 0.30 "
 - b. Current membership in each professional association which seeks to improve instruction, research or extension 0.25 "
 - c. Current leadership as an officer in an honor society or professional association 0.50 "
4. Highest civil service/board/bar examinations passed: (Maximum of 1 point and must be relevant to present work)
 - a. Social worker, Junior Teacher, Second Grade, FMT, HMT, Junior Librarian, eligibilities granted by PD, Junior Engineering Board and equivalents 0.50 "
 - b. Senior Teacher, First Grade, Supervisory, Teacher, CPA, Professional Engineering, Nursing, Dentistry, Medical, Pharmacy, Architecture, Forestry, Veterinary Board and equivalents 1.00 "
5. Scholarships, Study Grants, Honors and Awards received: (Maximum of 10 points)
 - * a. For every competitive scholarship towards a degree earned:
 1. Decided by mother agency 1.00 "
 2. Decided by outside agency or institution 2.00 "
 - b. For every assistantship or study grant towards a degree earned:
 1. For every year of assistantship towards an MS degree for a maximum of 0.5 points 0.16 "

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*- In case of two scholarship awards for a degree, credit will be given to whichever is higher.

2.	For every year of assistantship towards a PhD degree for a maximum of 1 point	0.25 point/s
c.	For every scholarship or study grant enjoyed for non-degree study for one year: (Pro-rated for less than one year)	
1.	Decided by mother agency	0.50 "
2.	Decided by outside agency or institution	1.00 "
d.	For every academic honor earned, such as summa cum laude, magna cum laude, cum laude or their equivalent	1.00 "
e.	For every <u>award of distinction</u> received in recognition of contribution to or service in education, science, technology or culture:	
a.	National award	5.00 "
b.	Regional award	1.00 "
c.	Provincial, municipal or institutional	0.50 "
f.	For every <u>award of distinction</u> received in recognition for active involvement in community development service:	
a.	National award	5.00 "
b.	Regional award	1.00 "
c.	Provincial or municipal	0.50 "
g.	For passing the board or bar examinations with the rating of:	
a.	85 - 89%	1.00 "
b.	90 - above	2.00 "
	WORK PERFORMANCE & PERSONAL AND SOCIAL QUALITIES RATING	17.00 "
	Outstanding in Work Performance	12.00 "
	Outstanding in Personal & Social Qualities	5.00 "
	Very Satisfactory in Work Performance	7.00 "
	Very Satisfactory in Personal & Social Qualities	3.00 "
	Satisfactory in Work Performance	4.00 "
	Satisfactory in Personal & Social Qualities	1.00 "
	Fair in Work Performance	2.00 "
	Fair in Personal & Social Qualities	0.50 "
	SPECIAL PROVISIONS	
1.	For every international award of distinction received in recognition of contribution to or service in education, science, technology or culture	10.00 "
2.	For every international award of distinction received in recognition for active involvement in community development service.	10.00 "

2. Additional points for leadership responsibilities using the following guide:

- | | |
|--|--------------|
| a. Section Head (College and High School) | 1.00 point/s |
| b. Office Heads | 2.00 " |
| c. Director, Department Heads, High School Principal, | 4.00 " |
| College Secretary and CES Coordinator | 0.50 " |
| d. Membership to standing committees for at least one year (Maximum of 1.00 point) | |

3. For recruitment purposes, additional points may be given to academic honors earned (For BS degree only)

- | | |
|--|--------|
| a. Summa Cum Laude, Magna Cum Laude, Cum Laude | 3.00 " |
| b. GPA of 1.76 - 1.99 or its equivalent | 0.50 " |

4. For recruitment purposes, additional points may be granted to an applicant by the President upon the recommendation of the department or office head for graduates of fields of study with very limited supply

2-8 "

5. Academic staff members on study leave will be reclassified only upon their return to work at ViSCA.

6. Except for those who have just earned a higher degree, no academic staff member should be adjusted beyond 2 ranks at a time.

7. This guide will be used for upward reclassification only.

8. This revised guidelines will take effect upon approval of the Board of Trustees.

APPROVED per Board of Trustees
Resolution No. 19, s. 1979
dated May 29, 1979.

BUDGETARY REQUIREMENTS
OFFICE OF STUDENT AFFAIRS

January - March (Actual)

Full	- 49 scholars x ₱200.00 x 3 mos	May 25, 1979
Partial	- 63 scholars x ₱100.00 x 3 mos	18,900.00
	Sub-total	₱48,300.00

**PROPOSAL: Increase of the Stipend and Book Allowance
of VISCA Scholars**

(April - May) (Actual)

Full	- 15 scholars x ₱300.00/whole summer	₱ 4,500.00
Partial	- 25 scholars x ₱150.00/whole summer	3,750.00
Bk. All.	- 40 scholars x 50.00	2,000.00
	Sub-total	₱10,250.00

Rationale:

The VISCA scholars have been clamoring for an increase in their stipend and book allowance.

Their clamor is well founded considering the rising prices of food and educational supplies. Board and lodging alone costs ₱180/month which leaves the full scholar a bare twenty pesos (₱20.00) to cover all other needs like clothes, school supplies, snacks, laundry etc. Partial scholars must cook and limit their consumption to the ₱100/month stipend especially if they do not get any financial support at all from other sources, a situation not uncommon.

Other Scholars:

Full	- 43 scholars x ₱250.00 x 5 mos	₱55,000.00
Partial	- 61 scholars x ₱150.00 x 5 mos	45,750.00
Bk. All.	- 125 scholars x ₱200.00/semester	25,000.00

To alleviate the problem of the scholars in this period of rising cost of living, it is proposed that the monthly stipend of the VISCA scholars be increased to ₱250 and ₱150 for the full and partial respectively, and the book allowance from ₱150/semester to ₱200/semester, effective June, 1979.

Entrance Scholars:

The budget for this proposal is within the 1979 budget for the college scholarship program (please refer to Budgetary requirements.)

Full	- 43 scholars x ₱250.00 x 2 mos	21,500.00
Partial	- 63 scholars x ₱150.00 x 2 mos	18,900.00
Bk. All.	- 20 scholars x ₱200.00/semester	4,000.00
	Sub-total	₱44,400.00

It is further proposed that in the SY 1980 - 1981, the stipend will be increased by ₱50 to be in uniform with the stipend of the entrance scholars (please refer to Board Resolution No. 14 dated March 30, 1979).

Full	- 43 scholars x ₱250.00 x 2 mos	21,500.00
Partial	- 63 scholars x ₱150.00 x 2 mos	18,900.00
Bk. All.	- 106 scholars x 200.00/semester	21,200.00
	Sub-total	₱61,600.00

GRAND TOTAL	₱287,000.00
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BUDGET FOR FY 1979	₱300,000.00
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BALANCE	₱13,000.00
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XXXXXXXXXX

BUDGETARY REQUIREMENTS

January - March (Actual)

APPOINTMENTS OF PERSONNEL

Full	- 49 scholars x ₱200.00 x 3 mos	₱29,400.00
Partial	- 63 scholars x ₱100.00 x 3 mos	18,900.00
	Sub-total	₱48,300.00

Ag. Development Education

Summer (April - May) (Actual)

Full	- 15 scholars x ₱300.00/whole summer	₱ 4,500.00
Partial	- 25 scholars x ₱150.00/whole summer	3,750.00
Bk. All.	- 40 scholars x 50.00	2,000.00
	Sub-total	₱10,250.00

First Semester SY 1979-80 (June-October)

Entrance Scholars:

Full	- 5 scholars x ₱300.00 x 5 mos	₱ 7,500.00
Partial	- 20 scholars x ₱200.00 x 5 mos	20,000.00
Bk. All.	- 25 scholars x ₱200.00/semester	5,000.00
	Sub-total	₱32,500.00

Other Scholars:

Full	- 44 scholars x ₱250.00 x 5 mos	₱55,000.00
Partial	- 61 scholars x ₱150.00 x 5 mos	45,750.00
Bk. All.	- 105 scholars x ₱200.00/semester	21,000.00
	Sub-total	₱121,750.00

Second Semester (November-December)

Entrance Scholars:

Full	- 13 scholars x ₱300.00 x 2 mos	₱ 1,800.00
Partial	- 17 scholars x ₱200.00 x 2 mos	6,800.00
Bk. All.	- 20 scholars x ₱200.00/semester	4,000.00
	Sub-total	₱ 12,600.00

Other Scholars:

Full	- 43 scholars x ₱250.00 x 2 mos	₱21,500.00
Partial	- 63 scholars x ₱150.00 x 2 mos	18,900.00
Bk. All.	- 106 scholars x 200.00/semester	21,200.00
	Sub-total	₱ 61,600.00

GRAND TOTAL ₱287,000.00BUDGET FOR FY 1979 ₱300,000.00BALANCE ₱ 13,000.00

APPOINTMENTS OF PERSONNEL

I. Ad Interim Appointment

Ag. Development Education

- | | |
|---|---|
| 1. Ms. Gloria T. Sadsad
MS in Development Communication
UPLB 1977 | Assistant Professor I
P15,264.00 p.a.
Item No. 7
Effective: May 16, 1979 |
|---|---|

II. Appointments Authorized under Board Resolution No. 6, s, 1974

Office of the President

- | | |
|--|---|
| 1. Ms. Rosa Ofelia I. Dedal
BSA Crop Protection
ViSCA 1979 | Research Assistant
P8,820.00 p.a.
Item No. 74(9)
Effective: April 16, 1979 |
|--|---|

Plant Breeding & Ag. Botany

- | | |
|---|--|
| 2. Ms. Josefina V. Lucagbo
BS Botany
Univ. of San Carlos 1970 | Assistant Instructor
P9,288.00 p.a.
Item No. 132(4)
Effective: April 23, 1979
until May 31, 1979 |
|---|--|

Arts & Letters

- | | |
|--|---|
| 3. Mr. Ramon L. Cerilles
MA in Literature
Univ. of San Carlos 1976 | Instructor
P13,152.00 p.a.
Item No. 132(2)
Effective: April 17, 1979 |
|--|---|

Ag. Engineering & Applied Math.

- | | |
|--|--|
| 4. Ms. Mari F. Brigoli
BS Mathematics
Univ. of San Carlos 1979 | Assistant Instructor
P9,288.00 p.a.
Item No. 132(3)
Effective: April 16, 1979 |
|--|--|

Crop Protection

5. Ms. Reny C. Gonato
BSA Crop Protection
ViSCA 1978
Assistant Instructor
₱9,288.00 p.a.
Item No. 58
Effective: June 1, 1979
6. Ms. Virgilia M. Remoroza
BSA Crop Protection
ViSCA 1978
Assistant Instructor
₱9,288.00 p.a.
Item No. 132(7)
Effective: June 1, 1979

Agronomy & Soils

7. Ms. Geraldine P. Montecillo
BSA Soil Chemistry
UPLB Cum Laude 1979
Instructor
₱10,776.00 p.a.
Item No. 132(5)
Effective: May 3, 1979
8. Ms. Bernadette E. Fabre
BSA Soil Fertility
CMU Cum Laude 1979
Instructor
₱10,776.00 p.a.
Item No. 132(6)
Effective: May 16, 1979

III. Promotional Appointment

Experimental Rural High School

1. Mr. Leonardo M. Gapuz
Master in Agriculture
UPLB 1974
Present Position: Instructor III
Concurrently ERHS Principal
Assistant Professor I
₱15,264.00 p.a.
Item No. 20(9)
Effective: June 1, 1979

Agricultural Chemistry

2. Mr. Andresito D. Acabal
BS Chemistry
Silliman University 1977
Present Position: Assistant Instructor
Instructor
₱10,776.00 p.a.
Item No. 129(8)
Effective: June 2, 1979

IV. For Permanent Status

Plant Breeding & Ag. Botany

1. Ms. Lelita R. Gonzal
Position: Assistant Professor II
Performance: Very Satisfactory
Effectivity: November 1, 1979
Length of Service: 2 years & 6 months

Experimental Rural High School

2. Mr. Rolando H. Arpilleda
Position: Instructor
Performance: Very Satisfactory
Effectivity: June 1, 1979
Eligibility: Teachers' Exam.
Length of Service: 3 years

Office of Student Affairs

3. Ms. Nellie G. Capuyan
Position: Guidance Counselor
Performance: Outstanding
Effectivity: November 7, 1979
Eligibility: Teachers' Exam.
Length of Service: 4 years

Office of Business & Administrative Affairs

4. Ms. Milagros L. Gamotin
Position: Accounting Clerk
Performance: Satisfactory
Effectivity: July 1, 1979
Eligibility: RA 1080-CPA Board
Length of Service: 1 year
5. Ms. Nellie U. Carcallas
Position: Personnel Aide
Performance: Very Satisfactory
Effectivity: June 16, 1979
Eligibility: First Grade (Q)
Length of Service: 1 year
6. Ms. Lilia M. de la Cruz
Position: Clerk
Performance: Very Satisfactory
Effectivity: July 1, 1979
Eligibility: Career Service (Sub-Prof.)
Length of Service: 1 year

(For Permanent Status)

Physical Plant Office - Per CSC Memo. Circular No. 10. S. 1977

6. Mr. Desiderio A. Lomongo
Position: Power Plant Operator
Performance: Very Satisfactory
Effectivity: November 1, 1979
Length of Service: 4 years
7. Mr. Vicente G. Ortega
Position: Electrician
Performance: Very Satisfactory
Effectivity: November 1, 1979
Length of Service: 4 years
8. Mr. Rolando F. Bacalso
Position: Electrician
Performance: Very Satisfactory
Effectivity: November 1, 1979
Length of Service: 4 years
9. Mr. Petronilo B. Nuñez
Position: Custodial Worker
Performance: Very Satisfactory
Effectivity: November 1, 1979
Length of Service: 4 years
10. Mr. Carlos B. Valenzona
Position: Custodial Worker
Performance: Very Satisfactory
Effectivity: November 1, 1979
Length of Service: 4 years

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

May 24, 1979

President Fernando A. Bernardo
VISCA, Baybay, Leyte

Sir:

I wish to request for the granting of honorarium to the following groups of staff members effective May 1, 1979:

1. Staff members who have completed their Masters degrees:

<u>Name</u>	<u>Monthly Honorarium</u>
a. Milan, Paciencia	¥176.00
b. Bulilan, Norilon	219.00
c. Floresca, Avelina	280.00
d. Labus, Florenia	313.00
e. Milleza, Teodulo	280.00
f. Pascual, Pedro	313.00
g. Santiago, Rebecca	313.00
h. Palomar, Lutgarda	462.00
i. Subere, Veronica	176.00
j. Capasin, Ruben	219.00
k. Lao, Frediswinda	313.00
l. Napiere, Constancio	294.00
m. Abihay, Iluminada	309.00
n. Fernandez, Tomas, Jr.	115.00
o. Yap, Antonia Cecilia	313.00

2. Staff members of the Forestry Department:

a. Nasayao, Edilberto	¥100.00
b. Lamasag, Parly	100.00
c. Avera, Manuel	100.00
d. Reyes, Mamel	100.00

3. Selected Staff members of PRORTC:

a. Evangelio, Fe	¥150.00
b. Labra, Juan	150.00
c. Pido, Nestor	150.00
d. Mamac, Maura	75.00
e. Lapasanda, Dioscoro, Sr.	75.00

4. College Physicians:

a. Bertulfo, Isabel	¥100.00
b. Miranda, Carmiano, Jr.	100.00

5. Staff members of the VisCA-Cebu Office:

a. Dequito, Edgardo	7100.00
b. Sedrons, Simeon	100.00
c. Cordero, Alipio	200.00

6. Staff members of the Sab-a Basin Rural Development High School:

a. Suico, Gliceria	7100.00
b. Enscoy, Celso	100.00
c. Salvoro, Leonarda	100.00

7. Members of the Committee on Bids & Awards No. 2
7100.00 each per bidding

8. Dormitory Advisers at the following rates:

No. of Dormitory Residents	Adviser's honorarium
30 - below	50.00
31 - 45	60.00
46 - 60	70.00
61 - 75	80.00
76 - up	100.00

The proposed honorarium is a scheme to retain technical and highly trained staff members who usually get better salary offers from other agencies, as well as provide financial incentives to those who are assigned in remote areas like Sab-a Basin and in areas where the cost of living is quite high like Cebu City.

(SGD.) M. R. VILLANUEVA

Your approval to this request will definitely give the needed boost to the staff retention program of the College.

Very truly yours,

TRUE COPY:

R. G. YAP
O.C.S. Clerk
7-14-79

(SGD.) SAMUEL S. CO
Dir. of Bus. & Adm. Affairs

Creation of Professorial Chairs in the
 Philippine Root Crop Research and Training Center
 because of our geographical location.

Rationale:

Proposal:

The lack of technical expertise has been causing a major set back in attaining the targeted goals of the Philippine crop researchers in VISCA and to encourage them to get further involved and at the same time attract more experts to work on root power needs at the junior level (Bachelor's degree) can be easily meet, the requirements for the higher level, particularly is proposed in the following areas:

for Ph.D. degree holders, has always been a problem. The Center

1. Crop Production
2. Crop Improvement
3. Crop Protection
4. Processing and Utilization
5. Socio-economics

needs the expertise of Ph.D. holders who have deeper and broader background in the conduct of research in the fields of agronomy, soils, crop improvement, post-harvest handling, processing and utilization and crop protection. They can provide also the necessary leadership in the formulation and implementation of

Implementing Guidelines:

research programs on root crops in their respective fields.

1. The number of position in each area shall depend on the needs of PRORTC as determined by its Director. In case to attract assistance from the various departments of VISCA and of inadequate funds awarding of professorial chairs to strengthen its manpower are:

1. Granting of honoraria to project proponents
2. Determination of number of positions, priority areas and regardless of levels of expertise, and selection of candidates will be reviewed by a committee of at least three members appointed by the VISCA President.
2. Granting of graduate scholarship.

However, because of their involvement in administrative functions and in the researches on other crops, most of the Ph.D. staff of VISCA are not in a position to contribute adequately in attaining the research objectives of the Center. Meanwhile, it has been difficult to attract Ph.D. graduates to join PRORTC partly

honoraria from PRORTC for any of their projects funded by PRORTC.

because our salary scale is not attractive enough considering our geographical location.

Proposal:

In order to provide additional incentives to deserving root crop researchers in VISCA and to encourage them to get further involved and at the same time attract more experts to work on root crops, the creation of professorial chairs each at ₦1000 per month is proposed in the following areas:

1. Crop Production
2. Crop Improvement
3. Crop Protection
4. Processing and Utilization
5. Socio-economics

Implementing Guidelines:

1. The number of position in each area shall depend on the needs of PRORTC as determined by its Director. In case of inadequate funds awarding of professorial chairs shall be done by priority.
2. Determination of number of positions, priority areas and selection of candidates will be reviewed by a committee of at least three members appointed by the VISCA President.
3. Final selection and appointment of candidates will be done by the President based on the recommendation of the committee.
4. Professorial chair holders shall not be entitled to receive honoraria from PRORTC for any of their projects funded by PRORTC.

Requirements:

VISAYAS STATE COLLEGE OF AGRICULTURE

In order to enjoy a professorial chair, a candidate must satisfy all of the following:

1. Must be a Ph.D. degree holder in the field he is being considered. A position may be granted to a non-Ph.D. holder if the candidate had done exceptional achievements in research in the priority area he is considered as evidenced by his publications, inventions, etc., provided further that he holds at least the M.S. degree in his field of expertise.
2. Must devote at least 40% of his time in root crop research or in activities related to the promotion of the root crop industry as a whole.
3. Must provide leadership in the Center's formulation and implementation of research program in his field of expertise.

Secondary Agricultural Science Curriculum -- Schemes I and II

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

EXPERIMENTAL RURAL HIGH SCHOOL

PROPOSED CURRICULUM

Secondary Agricultural Science Curriculum - Schemes I and II

PROPOSED REVISION OF THE VISCA EXPERIMENTAL
RURAL HIGH SCHOOL CURRICULA

RATIONALE

At the present time, three curricula are being offered in the ViSCA Experimental Rural High School, namely, Vocational Agriculture which is designed to prepare rural youths for and help them get established in farming as a vocation. Vocational Homemaking which provides rural girls with training to make them more effective and dynamic housewives, and Agricultural Science which is designed to develop potential leaders in agricultural research, education, and rural development. It is expected that graduates of the first two curricula will choose to stay and work in the barrio as farmers, manage enterprises, or engage in homecrafts. However, studies have shown that majority of them pursue college education for which they are not adequately prepared academically, unlike the graduates of the Agricultural Science Curriculum.

Contado (1964) in his study of the occupational choice of secondary seniors revealed that one-half of vo-ag seniors chose college studies while only slightly over one fourth chose to engage in farming. The same results were obtained by Nayga in his study in 1969 wherein only about 30-35% of agriculture graduates went to farming; majority of the graduates continued their studies to higher education while some landed on jobs not related to farming. Ritaga (1971) also showed that 25.11% of vo-ag graduates were engaged in farming. On the other hand, Floresca (1978) in her study about senior homemaking students found that a greater number of seniors (95.45%) wanted to pursue college courses; 55% of this chose courses not in any way

related to agriculture or homemaking, and about 42.37% chose to take up college courses related to their high school training with 16% choosing agricultural homemaking.

The result of the study conducted by the Director of Instruction of VISCA showed that graduates of the two vocational curricula during the last three years (1976-1978) did not do well in the NCEE (Table 1). The average ratings (50-50-59) were all below the schre requirement (70 for 1976 and 1978 and 65 for 1977) for admission to ViSCA. On the average (for the 3 years) only 28% of the graduates qualified for admission to BS degree programs in ViSCA and majority of our high school graduates admitted to ViSCA did poorly in Mathematics, Chemistry, Biology and Economics (subjects arranged in decreasing number of failures, Table $\frac{2}{a}$). Floresca again showed that Mathematics was considered as the most difficult subject the girls encountered in their entire high school years while science subjects ranked second. It was also found by Polo (1978) in her study on "Correlation of Aptitude; Attitude and Teacher Grade Achievement in Basic Mathematics of the Experimental Rural High School, 1977-1978" that generally the students had very low aptitude in Mathematics - below the standard norm for each curricular year.

Likewise, the results of the Achievement - Diagnostic Test given to the ERHS seniors on December 12, 1978 showed that students of the vocational curricula are very far below the Agricultural Science students in their scores, median, and percentage of passing. (Appendix B). Because of these, there is a great need to revise the two vocational curricula to provide students with the needed learning skills and academic background for

college education. This is inevitable since vocational agriculture and vocational homemaking curricula were originally conceived as terminal courses. Other points suggesting the need for revision are the keen competition among high school graduates for admission to reputable institutions, and ViSCA's concern for excellence in education. Therefore, intensive training in the academic disciplines must be emphasized in the curricular offerings.

The Agricultural Science Curriculum, on the other hand, provides students with good training in the various academic disciplines but short in vocational training needed by those who may not be able to pursue college education. Thus, it is also felt that slight revision of said curriculum is necessary.

PROPOSAL

It is hereby proposed that ViSCA combines the Agricultural Science and the vocational curricula into one which is college- and vocation-preparatory. The proposed curriculum is college preparatory because of the strong emphasis on academic subjects (like English, Mathematics, Chemistry and Physics) and the inclusion of some elective courses which can give the students a feel of the possible fields of specialization or degree programs to pursue in college. At the same time it is vocation-preparatory because of the inclusion of vocational subjects in the first three years and a summer "Practicum", to give students an opportunity to learn some vocational skills or gain some experience in establishing or maintaining an income-generating project.

An experimental feature is also incorporated in the curriculum by the inclusion of extra meeting hours in academic subjects such as English, Mathematics and the Sciences as a measure to correct the usual

subject matter deficiencies of some students carried over from the elementary level, or to help those who are slow learners. The students are evaluated and regrouped according to their subject deficiencies at the end of every year and the necessary correctional measures are given again to each group the following year to help them in these deficiencies until completion of the secondary education.

STRATEGIES FOR IMPLEMENTATION

1. Student Admission

- a) A yearly enrolment quota for new freshmen will be set.
- b) Entrance examination will be given in ViSCA to the elementary school graduates seeking admission in the ERHS.
- c) Fifty percent of the enrolment quota (freshmen) will be allotted to the applicants who got the highest ratings in the entrance examination and the other fifty percent will be allotted equally to (1) valedictorians and salutatorians and (2) children of ViSCA staff members not included in the group of top ranking examinees comprising the first 50%.
- d) If the number of applicants under (1) is less than the 25% slots allocated, the unfilled slots shall be given to the excess applicants in (2), or vice versa. If there are no excess applicants, the unfilled slots shall be given to the other applicants prioritized according to their entrance test scores.
- e) If the valedictorian-salutatorian and children-of-ViSCA staff groups both exceed the slots earmarked for them, priority in admission for each group shall be based on the entrance test scores of applicants.
- f) All elementary school valedictorians and salutatorians who will qualify for admission automatically will get free tuition and half-tuition fees, respectively. However, if they will qualify for the ERHS Scholarship awards, they will be entitled also to a monthly stipend.

2. Sectioning of the students

Regardless of sex, those admitted will be assigned equally to a number of sections, considering the students' strengths and weakness based on their performance in the entrance examination, with the best students grouped in Section I. Each of the other sections will be given extra meetings in subject deficiencies (English, Mathematics, Sciences) identified for each student group. In the succeeding year, regrouping of students in the different sections will be done based on subject performance in order to have homogenous grouping of students needing extra meetings in a particular subject. Performance of students in Section I will be compared with that of students in the other sections to determine if the extra meetings helped correct subject matter deficiencies.

3. Assigning of Curriculum Scheme

All students will take the same subjects in the 1st and 2nd years to provide them with an opportunity to transfer from one scheme to the other to suit their inclinations and mental capabilities. Students not needing extra meetings in any subject will be assigned to Scheme I and those still needing extra meetings in Scheme II. Those in Scheme II will be regrouped again at the beginning of the fourth year for extra meetings in specific subjects.

4. Practicum

Practicum work will be performed in the third year during summer only, which will be in Agriculture for Scheme I but that for Scheme II may either be in Home Science, Agriculture,

Carpentry, Masonry, Ceramics and Hollow Block-Making, depending on the choice of students. Certificates will be given upon fulfillment of the requirements for practicum.

P R E S E N T
FOUR YEAR AGRICULTURAL SCIENCE CURRICULUM

	<u>Units</u>	<u>Hrs/Lab</u>	<u>Lec/Wk</u>
<u>First Year</u>			
1. Comm. Arts I-A (Eng. Gram., & Comp.)	1	0	3
2. Comm. Arts I-B (Pil. Gram., & Lit.)	1	0	3
3. Mathematics I (General Math.)	1	0	3
4. Science I (Integrated Sc. I - Environmental Science)	1.5	4	2
5. Soc. Science I (Phil. Com. Life & Prob. & C.E.)	1	0	3
6. Literature I (Phil. Literature)	1	0	3
7. Agriculture I (Prin. of Crop Science)	1.5	4	2
8. YDT I (Scouting, PE, Health & Music)	1	0	5
9. Home Science I (Practical Cookery & Clothing)	1.5	4	2
	<u>10.5</u>	<u>12</u>	<u>26 = 38</u>
<u>Second Year</u>			
1. Comm. Arts II-A (Eng. Gram. & Comp.)	1	0	3
2. Comm. Arts II-B (Pil. Gram. & Comp. & Lit.)	1	0	3
3. Mathematics II (Algebra)	1	0	3
4. Science II (Integrated Sc. II w/ emphasis on Biology)	1.5	4	2
5. Social Science II (Phil. Hist. & Gov't. & CE.)	1	0	3
6. Literature II (Afro-Asian Literature)	1	0	3
7. Agriculture II (Prin. of Ani. Science)	1.5	4	2
8. YDT II (Scouting, PE, Health & Music)	1	0	5
9. Home Science II (Home Mgt. & Family Living)	1.5	4	2
	<u>10.5</u>	<u>12</u>	<u>26 = 38</u>
<u>Third Year</u>			
1. Comm. Arts III-A (Eng. Gram. & Comp.)	1	0	3
2. Comm. Arts III-B (Pil. Gram., Comp. & Lit.)	1	0	3
3. Mathematics III (Plane Geometry)	1	0	3
4. Science III (Integrated Sc. III w/ emphasis on Chemistry)	1.5	4	2
5. Social Science III (Prin. of Econ. & C.E.)	1	0	3
6. Literature III (Eng. & Am. Literature)	1	0	3
7. Agriculture III (Crop & Livestock Production)	1.5	4	2
8. YDT III (Scouting, PE, Health & Music)	1	0	5
9. Elective (1)	1.5	4	2
	<u>10.5</u>	<u>12</u>	<u>26 = 38</u>
<u>Fourth Year</u>			
1. Comm. Arts IV-A (Eng. Gram., Comp. & Lit.)	1	0	3
2. Comm. Arts IV-B (Pil. Gram., Comp., & Lit.)	1	0	3
3. Mathematics IV (Advanced Algebra & Trigo)	1	0	3
4. Science IV (Integrated Sc. w/ emphasis on Physics)	1.5	4	2
5. Social Science IV (World History & CE)	1	0	3
6. Agriculture IV (Ag. Prod. Utilization)	1.5	4	2
7. CAT I	1	0	5
8. Elective (2)	3	8	4
	<u>11</u>	<u>16</u>	<u>25 = 41</u>

PRESENT
FOUR YEAR VOCATIONAL AGRICULTURE CURRICULUM

First Year

	Units	Hrs/Lab	Lec/Wk
Comm. Arts I-A (Read. Eng. Gram. & Comp.)	1.5	0	5
Comm. Arts I-B (Pil. Gram. & Comp. Lit. w/ Char. Educ. & Right Conduct)	1	0	3
Mathematics I (General Mathematics)	1	0	3
Science I (Integrated Sc. I - Environmental Sc.)	1.5	4	2
Social Science I (Phil. Com. Life and Problem and C.E.)	1	0	3
Voc. Agric. I (Principles of Crop & Ani. Science)	1	0	3
Farming Program I	3	15	0
VIT I (Scouting, P.E., Health & Music)	1	0	5*
	<u>11</u>	<u>19</u>	<u>24 = 43</u>

Second Year

Comm. Arts II-A (Eng. Lit., Gram. & Comp.)	1	0	3
Comm. Arts II-B (Pil. Gram., Comp. & Lit. w/ Char. Educ. & Right Conduct)	1	0	3
Mathematics II (Algebra)	1	0	3
Science II (Integrated Sc. II w/ emphasis on Biology)	1.5	4	2
Social Science II (Phil. Hist. & Gov't. & C.E.)	1	0	3
Voc. Agric. II (Principles of Crop & Ani. Prod.)	1.5	4	2
Farming Program II	3	15	0
VIT II (Scouting, P.E., Health & Music)	1	0	5*
	<u>11</u>	<u>23</u>	<u>21 = 44</u>

Third Year

Comm. Arts III-A (Eng. Lit. Gram. & Comp.)	1	0	3
Comm. Arts III-B (Pil. Gram., Comp. & Lit w/ Char. Educ. & Right Conduct)	1	0	3
Mathematics III (Plane Geometry)	1	0	3
Science III (Integrated Sc. III w/ emphasis on Chemistry)	1.5	4	2
Social Science III (Principles of Econ. & C.E.)	1	0	3
Voc. Agric. III (Plant & Animal Protection)	1.5	4	2
Farming Program III	3	15	0
VIT III (Scouting, Health, P.E., & Music)	1	0	5*
	<u>11</u>	<u>23</u>	<u>21 = 44</u>

Fourth Year

Comm. Arts IV-A (Eng. Lit., Gram. & Comp.)	1	0	3
Comm. Arts IV-B (Pil. Gram. & Comp. & Lit. w/ Char. Educ. & Right Conduct)	1	0	3
Mathematics IV (Trigonometry)	1	0	3
Science IV (Integrated Sc. IV w/ emphasis on Physics)	1.5	4	2
Social Science IV (World Hist. & CE.)	1	0	3
Voc. Agriculture IV (Food Processing, Marketing Agricultural Products)	1.5	4	2
Farming Program IV	3	15	0
VIT IV	1	0	5*
	<u>11</u>	<u>23</u>	<u>21 = 44</u>

*To be offered during Saturdays

P R E S E N T
FOUR YEAR VOCATIONAL HOMEMAKING CURRICULUM

<u>First Year</u>	<u>Units</u>	<u>Hrs/Lab.</u>	<u>Lec/Wk.</u>	
Comm. Arts I-A (Read., English, Gram. & Comp.)	1.5	0	5	
Comm. Arts I-B (Phil. Gram. & Comp. & Lit. w/ Char. Educ. & Right Conduct)	1	0	3	
Mathematics I (General Mathematics)	1	0	3	
Science I (Integrated Sc. I - Environmental Sc.)	1.5	4	2	
Soc. Science I - (Phil. Com. Life & Prob. & CE)	1	0	3	
Homemaking I (Exploratory Homemaking I)	1	0	3	
Homemaking Program I	3	15	0	
YVT I (Scouting, PE, Health & Music)	1	0	5*	
	<u>11</u>	<u>19</u>	<u>24</u>	= 43
<u>Second Year</u>				
Comm. Arts II-A (Eng. Lit. Gram. & Comp.)	1	0	3	
Comm. Arts II-B (Phil. Gram. Comp. & Lit. w/ Char. Educ. & Right Conduct)	1	0	3	
Mathematics II (Algebra)	1	0	3	
Science II (Integrated Sc. II w/ emphasis on Biology)	1.5	4	2	
Social Science II (Phil. Hist. & Gov't. & CE.)	1	0	3	
Homemaking II (Exploratory Homemaking II)	1.5	4	2	
Homemaking Program II	3	15	0	
YVT II (Scouting, PE., Health & Music)	1	0	5*	
	<u>11</u>	<u>23</u>	<u>21</u>	= 44
<u>Third Year</u>				
Comm. Arts III-A (Eng. Lit., Gram. & Comp.)	1	0	3	
Comm. Arts III-B (Phil. Gram., Comp. & Lit. w/ Char. Educ. & Right Conduct)	1	0	3	
Mathematics III (Plane Geometry)	1	0	3	
Science III (Integrated Sc. III w/ emphasis on Chemistry)	1.5	4	2	
Social Science III (Prin. of Economics & CE.)	1	0	3	
Homemaking III (Child Care, Home Nursing and Home Management)	1.5	4	2	
Homemaking Program III	3	15	0	
YVT (Scouting, PE, Health & Music)	1	0	5*	
	<u>11</u>	<u>23</u>	<u>21</u>	= 44
<u>Fourth Year</u>				
Comm. Arts IV-A (Eng. Lit., Gram. & Comp.)	1	0	3	
Comm. Arts IV-B (Phil. Gram., Comp. & Lit. w/ Char. Educ. & Right Conduct)	1	0	3	
Mathematics IV (Trigonometry)	1	0	3	
Science IV (Integrated Sc. IV w/ emphasis on Physics)	1.5	4	2	
Social Science IV (World History & C.E.)	1	0	3	
Homemaking IV (Marriage & Family Relations and Home Management)	1.5	4	2	
Homemaking Program IV	3	15	0	
YVT - I	1	0	5*	
	<u>11</u>	<u>23</u>	<u>21</u>	= 44

*To be offered during Saturdays

PROPOSED AGRICULTURAL SCIENCE CURRICULUM

SCHEME I

First Year

	Units	Lab./hr/wk	Lec/hr/wk
Comm. Arts Ia (Eng. Gram. & Comp.)	1	0	3
Comm. Arts Ib (Phil. Literature)	1	0	3
Comm. Arts IB (Pilipino - Gram. & Lit.)	1	0	3
Math I (General Math.)	1.5	0	5
Sci. Science I (Phil. Com. Life & Prob. & C.E.)	1	0	3
Science I (Integrated Sc. I - Environmental Sc.)	1.5	3	3
Science I	1.5	3	3
Agriculture I (Principles of Crop Science)	1.5	3	3
P D T I (Scouting, P.E., Health & Music)	1	3	0
	11	12	26 = 38

Second Year

Comm. Arts IIa (Eng. Gram. & Comp.)	1	0	3
Comm. Arts IIb (Literature - Asian)	1	0	3
Comm. Arts IIB (Pilipino - Gram. & Lit.)	1	0	3
Math II-a (Elementary Algebra)	1	0	3
Sci. Science II (Phil. Hist. & Gov't. & C.E.)	1	0	3
Science II (Integrated Sc. II w/ emphasis on Bio.)	1.5	3	3
Math II-b (Applied Arithmetic)	1	0	3
Science II	1.5	3	3
Agriculture II (Prin. of Ani. Science)	1.5	3	3
P D T II (Scouting, P.E., Health & Music)	1	3	0
	11.5	12	27 = 39

Third Year

Comm. Arts IIIa (Eng. Gram. & Comp.)	1	0	3
Comm. Arts IIIb (Literature - Eng. Am.)	1	0	3
Comm. Arts IIIB (Pilipino - Gram. & Lit.)	1	0	3
Math III-a (Plane Geometry)	1	0	3
Social Science III (Prin. of Econ. & C.E.)	1	0	3
Science III-a (General Chemistry)	1.5	3	3
Science III-b (General Physics)	1.5	3	3
Agriculture III (Crop & Animal Production)	1.5	3	3
Math III-b (Advanced Algebra)	1	0	3
P D T III	1	3	0
Practicum (Summer) Required	3	120 hrs summer	
	14.5	12	27 = 39

Fourth Year

Comm. Arts IVa (Eng. Gram. & Comp.)	(1.5	0)5
Comm. Arts IVb (Literature - World Classics)	(1	0)3
Comm. Arts IVB (Pilipino - Gram. & Comp.)	1	0	3
Math IV (Trigonometry)	1	0	3
Science IV (Physics - Mechanics & Heat)	1.5	3	3
Sci. Science IV (World History & C.E.)	1	0	3
Elective 3 (Ag. Econ., Elem. Stat., Chemistry, Agric., Biology, Intro. to Forestry, Fishery)	1.5	3	3
	1	0	5
	11	9	31 = 40

Some elective subjects may be taught by faculty members in the college departments

SCHEME II

First Year

Units	Lab/hr/wk	Lec/hr/wk
1	0	3
1	0	3
1	0	3
1.5	0	5
1	0	3
1.5	3	3
1.5	3	3
1.5	3	3
1	3	0
	0	2
<u>11</u>	<u>12</u>	<u>28 = 40</u>

Second Year

1	0	3
1	0	3
1	0	3
1	0	3
1	0	3
1.5	3	3
1.5	3	3
1.5	3	3
1	0	3
1	3	0
	0	1
<u>11.5</u>	<u>12</u>	<u>28 = 40</u>

Third Year

1	0	3
1	0	3
1	0	3
1	0	3
1	0	3
1.5	3	3
1.5	3	3
1.5	0	5
1	3	0
	0	4
<u>13.5</u>	<u>9</u>	<u>30 = 39</u>

Fourth Year

(1.5	0	5)
()
1	0	3
1.5	0	5
1.5	3	3
1	0	3
1.5	3	3
1	0	5
	0	1
<u>10.5</u>	<u>9</u>	<u>31 = 40</u>

- XX - Extra meeting in Subject Deficiencies
- * - Elective should be the same field preparatory to practicum
- ** - Some elective subjects maybe taught by faculty members in the college departments

Important Difference Between the Present Agricultural Science Curriculum and the Proposed Agricultural Science Curriculum, Schemes I and II

S u b j e c t s	Present Ag. Science Curriculum		Proposed Ag. Science Curriculum		Scheme I		Scheme II	
	Hours	Units	Hours	Units	Hours	Units	Hours	Units
Math I	3	1	5	1.5	5	5	1.5	1.5
Math IIb (Applied Arith.)	0	0	3	1	3	3	1	1
Math IIIb (Advanced Algebra)	0	0	3	1	3	5	1.5	1.5
Science IIIb (Gen. Physics I)	0	0	Required in the 3rd year	Required in the 4th yr. as Science IVa				
Science IVa (Gen. Physics)	0	0	Required in the 4th year	Required in the 4th year (Gen. Physics)*				
Math IV (Trigonometry)	0	0	3	1	5	5	1.5	1.5
Math IV (Adv. Algebra & Trigo.)	3	1	0	0	0	0	0	0
Electives**	2 electives required		3 elec. req.	2 elec. req.				
Extra meetings in identified subjects	None		None					
					2 hrs. - 1st yr.	2 hrs. - 1st yr.		
					1 hr. - 2nd yr.	1 hr. - 2nd yr.		
					4 hrs. - 3rd yr.	4 hrs. - 3rd yr.		
					1 hr. - 4th yr.	1 hr. - 4th yr.		

*General Physics in the Agricultural Science Curriculum, Scheme II has the same general subject matter coverage as Science IIIb (Gen. Physics) and Science IV (Gen. Physics II) in the Agricultural Science Curriculum, Scheme I but in lesser detail.

**Some elective subjects may be taught by faculty members in the college departments.

Comparison between the existing Agricultural Science Curriculum and the Proposed Agricultural Science Curriculum, Schemes

S u b j e c t s	U n i t s		L a b . / h o u r s / w e e k		L e c . / h o u r s / w e e k	
	P r o p o s e d		P r o p o s e d		P r o p o s e d	
	Existing	Scheme I	Existing	Scheme I	Existing	Scheme I
<u>First Year</u>						
Comm. Arts Ia (Eng. Gram. & Comp.)	1	1	0	0	3	3
Comm. Arts Ib (Phil. Literature)	1	1	0	0	3	3
Comm. Arts IB (Phil. Gram. & Lit.)	1	1	0	0	3	3
Soc. Science I (Phil. Com. Life & C.E.)	1	1	0	0	3	3
Mathematics I (Gen. Math.)	1	1.5	0	0	3	3
Science I (Integrated Sc. I - Environmental Sc.)	1.5	1.5	4	3	2	5
Home Science I	1.5	1.5	4	3	2	3
Agriculture I (Prin. of Crop Science)	1.5	1.5	4	3	2	3
Y D T I (Scouting, P.E., Health & Music)	1	1	0	3	5	3
XX	-	-	0	0	0	0
TOTAL	10.5	11	12	12	26=38	26=38
<u>Second Year</u>						
Comm. Arts IIa (Eng. Gram. & Comp.)	1	1	0	0	3	3
Comm. Arts IIb (Literature - Asian)	1	1	0	0	3	3
Comm. Arts IIB (Phil. Gram. & Lit.)	1	1	0	0	3	3
Math. II-a (Elem. Algebra)	0	1	0	0	0	3
Math. II-b (Applied Arithmetic)	1	1	0	0	3	3
Soc. Sc. II (Phil. Hist., Gov't. & C.E.)	1	1	0	0	3	3
Science II (Integrated Sc. II w/ emphasis on Biology)	1.5	1.5	4	3	2	3
Home Science II	1.5	1.5	4	3	2	3
Agriculture II (Prin. of Ani. Science)	1.5	1.5	4	3	2	3
Y D T II (Scouting, P.E., Health & Music)	1	1	0	3	5	0
XX	-	-	0	0	0	0
TOTAL	10.5	11.5	12	12	26=38	27=39

Course Content

COMMUNICATION ARTS (ENGLISH)

Comm. Arts I-a (Eng.) - Grammar, Composition)

Emphasis on the simple tenses with the use of a storyline to illustrate grammar points, formation of past tense in irregular verbs, simple noun - verb agreement; questions and question patterns; word and sentence drills on front vowel sounds; writing simple sentences and one - paragraph compositions about an interesting event in a story.

Comm. Arts II-a (Eng.) - Grammar and Composition Noun/pronouns and verb agreement including special problems, prepositional idioms, the present and past perfect, idiomatic expressions; word and sentence drills on back vowel sounds, falling and rising intonation patterns; writing two paragraph compositions on a currently observed event.

Comm. Arts III-a (Eng.) - Grammar and Composition

Using basic sentence patterns as models in constructing sentences; the present and past perfect tenses, modals; joining contrasting, supporting and consequential ideas; word and sentence drills on consonant clusters; writing short compositions on an interesting step - by - step process.

Comm. Arts IV-a (Eng.) - Grammar and Composition (Introduction to College English)

Using verbals, phrase and clause modifiers to expand sentences; avoiding dangling, run-on and redundant constructions; introducing parallel structures; brief communication exercise (macro speech) to convince someone to join a club or follow a good practice; writing short reports on the gist of a speech.

LITERATURE

Literature I (Philippine Literature)

The Filipino adolescent and his relationship towards his Filipino brothers; readings on representative short stories, poems, essays and dramas written by Filipino authors in English; vocabulary building and comprehension drills.

Literature II (Asian Literature)

The Filipino adolescent and his socio-cultural and spiritual relationship toward Asian brotherhood. Exercises on reading comprehension; readings on representative stories, poems, essays, dramas, novels, riddles and biographies written by Asian writers; vocabulary building.

Literature III (English and American Literature)

The Filipino adolescent and his socio-cultural relationship toward English and American brothers. Exercises on reading comprehension. Readings on representative works by English and American writers. Vocabulary building.

Literature IV (World Literature)

The Filipino adolescent and his socio-cultural and spiritual relationship toward World Brotherhood. Exercises on reading comprehension. Readings on representative selections written by known writers of the world; Vocabulary building.

COMMUNICATION ARTS (PILIPINO)

Comm. Arts I-B (Pil.) - Grammar, Composition & Literature

Drills on stress, pronunciation and spelling; using important parts of speech as nouns, pronouns, verbs in constructing basic sentences; giving announcements and introducing people. Reading comprehension using short stories and legends with character building themes.

Comm. Arts II-B (Pil.) - Grammar, Composition & Literature II

Review of nouns and pronouns; use of different verb forms in relation to tense; word modifiers; reporting, story-telling and writing dialogues out of stories. Reading and comprehension using essays and the balagtasan containing ideas on character building.

Comm. Arts III - Grammar, Composition & Literature

Intensified use of modifiers; expanding sentences with phrases and clauses; talking of project and hobbies; idiomatic expressions; writing about an interesting event. Reading comprehension using poems, proverbs and plays with ideas on character building.

Comm. Arts IV - Grammar, Composition & Literature

More on sentence expansion; usage of technical terms in government, school, library, etc.; writing about a process and supporting a statement by examples. Reading and comprehension using technical articles and excerpts from bibliographies containing ideas for character building.

MATHEMATICS

- Math I - (General Mathematics) Sets and Operations, real number systems its properties and operations.
- Math IIa - (Elementary Algebra) Number Systems, its properties operations, use of mathematical sentences in solving problems.
- Math IIb - (Applied Arithmetic) Fundamental Arithmetic operations on rational numbers, measurements, graphs, areas of surfaces and volumes of solids.
- Math IIIa - (Plane Geometry) Understanding and Interpretation of geometric principles for the development of analytical thinking and logical reasoning.
- Math IIIb - (Advanced Algebra) Product Factors and Their Application, Radicals Imaginaries, Quadratic Equations and Systems of Linear Operations.
- Math IV - (Trigonometry) Trigonometric ratios and functions, solutions, on right triangle, logarithms, oblique triangles and applications.
- Elective - (Introduction to Statistics) Basic statistical methods with emphasis on computational procedures involved, and the interpretation of results as they related to research work.

SOCIAL SCIENCE

Social Science I (Philippine Social Life and Problems and Current Events)

1. This is Our World
2. This is Our Country - History
3. This is Our Community
4. Geography
5. Communities - Then and Yonder, Then and Here
6. The Challenge of Basic Needs
7. The Challenge of Society
8. The Challenge of Government
9. The Challenge to You - How We Can Improve Life in Our Community

Social Science II (Philippine History and Government and Current Events)

1. Asian Background
2. The Spanish Period
3. The Philippine Revolution
4. Democratic Partnership
5. The Republic of the Philippines
6. The Philippine Constitution

Social Science III (Principles of Economics)

Fundamental principles of Economics, Taxation and Land Reform, Current Events, Factors of Production Evaluation of Economic Society, Development of Philippine Economy, Price System, Labor and Wages, Capital and Interest, Business Organization, Monetary System, Banking and Credit, Business Cycle, Domestic Trade, Cooperatives and Current Events.

Social Science IV (World History and Current Events)

1. Culture
2. Social Organization
3. Democracy and Freedom
4. Moral and Political Values
5. Economic Development
6. Current Events

Elective (Economics)

Farm Records Keeping and Accounting, Planning, Budgeting & Mktg., Transactions, Bookkeeping and Accounting Equation, Debit and Credit Theory, Journalizing and Posting, Simple Worksheet and Simple Financial Statement, Merchandize Accounts, Special Journal, Negotiable Instruments, Checking Accounts, Adjusting Closing Entries and Adjusting Reversing Entries.

SCIENCE

- Science I - (Integrated/Environmental Science) Methods and processes in Science; Earth's materials - rocks, soil, minerals; The Universe - Galaxy, Solar System; Properties, phases, and changes of matter; Air - weather and pollution; Water - Uses and pollution; Work, force, and energy - Earthquakes, volcanic eruptions, erosion, weathering and mountain formation.
- Science II - (General Biology) The biosphere and the beginning of life; The Cell - structure and function; Tissue, Organ and System; The individual - reproduction and genetics; Ecology; Diversity of Life - Protists, Fungi, Plants and Animals; Man and his environment.
- Science IIIa - (General Chemistry) The Composition, Structure and Properties of Matter - Theories regarding the existence of the atom; discussion of the periodic chart of elements, structure of the atom; gases, solids and liquids, Solutions, Acids and Bases; Chemical Dynamics.
- Science IIIb - (General Physics I) Basic principles of Mechanics; Heat and temperature; properties of matter.
- Science IV - (General Physics II) Basic principles of electricity and magnetism; wave concepts of sound and light.
- Science IVa - (General Physics) Basic principles of mechanics; heat transfer and temperature measurements; principles of electricity and magnetism; wave concepts of sound and light.
- Elective - (Principles of Organic Chemistry) The Atomic Orbital Theory; Molecular Orbital Theory; Character of a Covalent Bond; Acquaintance with Covalent Molecules and Geometry of Covalent Compounds.
- Elective - (Principles of Biological Science) Chemistry of life; Cell ultrastructure; Energy transformation in living systems; Molecular genetics; Communities and Populations; Classification of organisms; Evolution.

HOME SCIENCE

Home Science I

1. Family Living, Child Care and Home Nursing (1st Sem.)
2. Introduction to Foods and Nutrition (2nd Sem.)

Home Science II

1. Housing and Home Management (1st Sem.)
2. Introduction to Clothing and Handicraft (2nd Sem.)

Home Science III

1. Principles of Cookery with Emphasis on Family Meals **for different occasions** (1st Sem.)
2. Principles and Techniques of Clothing Construction (2nd Sem.)

Homemaking Practicum (Whole Summer after 3rd Year)

1. Garment Construction
2. Food Preparation for Various Occasions with Emphasis on Family Meals (Laboratory)
3. Handicraft

Home Science IV (Elective)

1. Family Clothing (1st Sem.)
2. Food Processing with Emphasis on the Utilization of Local Products (2nd Sem.)
3. Handicraft

AGRICULTURE

Agriculture I (Principles of Crop Science)

- a. Factors to be considered in selecting the site
- b. Classification of crops according to botanical characteristics or habit of growth and economic utilization
- c. Classification of crops according to climatic and soil requirements
- d. Characteristics of mother plants where propagation materials are obtained
- e. Characteristics of excellent quality of seeds for planting
- f. Basic cultural practices and recommendations for common economic plants of the Phil.

Agriculture II (Principles of Animal Science)

- a. Factors to be considered in selecting the site
- b. Classification of domestic animals according to purpose
- c. Identifying different breeds of domestic animals
- d. Characteristics of ideal animal for breeding purposes
- e. Recommended practices in raising common domestic animals in the Phil. with emphasis on poultry, swine and cattle

Agriculture III (Crop and Animal Production) - Required for Ag. Science - Scheme I and elective for Ag. Science - Scheme II

- a. Vegetable and cereal production (1st Sem.)
- b. Animal Production with emphasis on poultry and swine (2nd Sem.)

Agriculture III - Practicum (Either Crop Production and Management with emphasis on Cereals and Vegetables or Animal Production and Management with emphasis on Poultry and Swine)

Agriculture IV (Elective)

- a. Fruits and Plantation Crops Production and Management (1st Sem.)
- b. Production and Management of Ruminants (2nd Sem.)

Elective

1. Woodwork and Farm Carpentry
 - a. Classify, select and care for lumber
 - b. Classify, select and use nails, screws, bolts and hinges
 - c. Use glue in farm carpentry
 - d. Figure out bill of materials
 - e. Read blueprints and make working drawings
 - f. Cut rafters
 - g. Construct or repair woodwork and farm carpentry projects

- h. Correct uses of basic hand tools
- i. Measuring glass
- j. Cutting glass
- k. Fastening glass

2. Concrete or masonry work

- a. Appreciate the values of concrete as a practical building material on farm
- b. Select sand and gravel suitable for concrete mixture
- c. Estimate the quantities of cement and aggregates needed for given job
- d. Build forms for concrete
- e. Mix, pour, finish and cure concrete
- f. Use concrete blocks in constructing farm buildings

3. Hollow and Decorative Blocks Making

- a. Identify different grade mixture
- b. Select sand and gravel suitable to hollow and decorative blocks mixture
- c. Classify the different sizes of blocks
- d. Identify different designs in hollow and decorative blocks
- e. Master the desirable techniques in manipulating the moulders
- f. Exercise the correct procedures in curing and handling blocks
- g. Design and construct hollow and decorative block moulders

Practicum - (Either in Woodwork and Farm Carpentry with emphasis on farm equipment production or farm buildings conveniences or Concrete and Masonry Works with emphasis on the quality of concrete materials and mixtures).

Forestry (Elective)

- a. Theory and practice of forest conservation
- b. Principles and techniques on nursery and plantation establishment
- c. Forest protection techniques

YDT (GIRLS)

YDT I

- Health Education - (Growth and Development; Drugs)
- Music Education - (Citizenship Building through Music)
- Physical Education - (Physical fitness, Fundamental steps in Folk Dancing, Relays, Freehand Exercises)
- Scouting - (The New Society; The Ideal of Service; Relationships)

YDT II

- Health Education - (Safety; Control of Communicable and Non-Communicable diseases; Environmental Health)
- Music Education - (Ideals and Values of the New Society Imbibed through Music; National Music Cultural Heritage)
- Physical Education - (Dance steps and Dance terms; Rhythm; Games; Minor sports)
- Scouting - (Development of the Growing Girl; Campcraft Skills)

YDT III

- Health Education - (You and Your Family; Alcoholic Beverages and the Adolescents Today)
- Music Education - (Phil. Music; Music of other lands; Filipino Composers and their works; Musical Instruments)
- Physical Education - (Team sports and Games; Rhythm and Dances)
- Scouting - (Role of Girl Scouting in Home and Community; Outdoor Skills; Emergency Preparations)

YDT (BOYS)

YDT I

- A. Physical Education
 - 1. Fundamental Skills in Sports
 - 2. Freehand Exercises and Marching
 - 3. Sportsmanship
 - 4. Athletic Games
- B. Scouting
 - 1. Citizenship Training
 - 2. Outdoor Program
 - 3. Organizational Training
- C. Health
 - 1. Growth and Development
 - 2. Personal Health
- D. Music
 - 1. Musical Signs
 - 2. Piano Lesson
 - 3. Note Reading
 - 4. History of Music

YDT II

- A. Physical Education
 - 1. Basic Skills in Sports
 - 2. Freehand Exercises and Marching
 - 3. Physical Fitness
 - 4. Games
- B. Scouting
 - 1. Citizenship Training
 - 2. Outdoor Program
 - 3. Organizational Training
 - 4. Physical Fitness
- C. Health
 - 1. Social and Emotional Health
 - 2. Alcoholism
- D. Music
 - 1. Musical Signs and Symbols
 - 2. Piano Lesson
 - 3. Note Reading and Singing
 - 4. Sharps and Flats

YDT III

- A. Physical Education
 - 1. Physical Fitness
 - 2. Rules and Regulations of Sports
 - 3. Rhythmic Activities
 - 4. Athletic Games
- B. Scouting
 - 1. Leadership Training
 - 2. The Life of the Patrol
 - 3. Planning the Work
 - 4. The Life of the Troop
- C. Health
 - 1. Community Health
 - 2. Safety Education and First Aid
 - 3. Prevention and Control of Diseases
- D. Music
 - 1. Musical Instruments
 - 2. Choral Singing
 - 3. Musical Signs
 - 4. Study of Lives of Composers

CAT I - Basic essentials of Military; Citizenship Training,
Physical Fitness, Health and Music

STAFF REQUIREMENTS

<u>Subjects</u>	<u>No. hrs./wk.</u>	<u>Present Staff</u>	<u>Additional Need</u>	<u>Excess</u>
Comm. Arts (English)	92 hrs/wk	5	2	-
Comm. Arts (Pilipino)	48	3	0	-
Mathematics	95 (21 elective)	2	3	-
Home Science	48 + (24 elective)	5	-	2
Agriculture	54 + (12 elective)	7	-	3
Economics	12 + (12 elective)	2	-	-
General Science	24	1	-	-
Biology	24 + (6 elective)	2	-	1
Chemistry	24 + (6 elective)	1)	1	-
Physics	30	1)	-	-
Social Science	36	2	-	-
YDT I, II, III	36 Boys + 36 Girls	2	-	-
CAT I	20	1 (also teaching English)	-	-

NOTE:

1. Staff requirements is based on the average of 21 to 29 workload units per week per instructor.
2. From the 5 staff members of the Comm. Arts (English, one (1) is proposed to be a full time guidance counselor and one (1) is a full time CAT instructor.
3. One Biology instructor is on indefinite sick leave.
4. One part time Farm Mechanics instructor is in charge of the Furniture Making Section of the college.
5. Additional contact hours per week will depend upon subject deficiencies as provided in the extra meeting hours in the Agricultural Science Curriculum - Scheme II.

Table 1. Standing of ERHS Graduates in the NCEE, their Admission and Academic Performance in the College (ViSCA)

Year Graduated	No. of Graduates	Performance in NCEE				Admission in ViSCA						Co Gr of				
		Passing	Failure	Rating		No. of Student Above 90 Rating	Graduates with NCEE score of 70 or above	Enrolled in ViSCA	Enrolled at		b/ :b/					
				Highest	Lowest				Average	BS			Tech	BSA/	Tech	Wh
1976	56	75%	25%	98	8	53	8	25%	14	5	25%	9%				
1977	69	80%	20%	93	1	50	1	25%	19	7	28%	10%				
1978	94	87%	13%	97	2	59	2	34%	22	2	23%	2%				

a/ Only those with NCEE scores of 70 or higher were admitted except in 1976 when the cut-off score was lowered to 65 to fill freshmen enrolment quota.

b/ Figures are percentages of students who passed all subjects taken from the time they entered college until the end of I Semester, 1978-79.

Civil
Adm
Sociol
Psychol
Chemist
Biol
General
Economi
Vet
Home
Mathem
Comm
Comm
Applied

Table 2 College Performance of ERHS Graduates. Indicated are their high school general averages, NCEE ratings, subject(s) in College they failed in and their corresponding grades in said or related course(s) in the high school.

A. 1976 Graduates

HS Gen. Ave.	NCEE Rating	Entrance Score	1976-77			1977-78			Remarks
			First	Second	Summer	First	Second	Summer	
85	73	82	Math 11 Educ 11 Econ 11 Bio 11 Chem 11	Dismissed					
80	18	None	No Failures (NF)	Eng 002 Math 001	-	No Failures (NF)	No Failures (NF)	No Failures (NF)	Graduated CPT
82	50	80	Math 11 Educ 11 Econ 11 Bio 11 Chem 11	Dismissed					
90	92	101	(NF)	(NF)	(NF)	-	-	(NF)	(NF) Valedictorian
91	94	106	Dropped						Salutatorian
88	92	None	-	-	(NF)	(NF)	(NF)	(NF)	Valedictorian
79	15	None	(NF)	(NF)	-	(NF)	(NF)	(NF)	CPT
86	75	62	Math 11	Zoo 11	(NF)	(NF)	(NF)	(NF)	Graduated
87	93	96	(NF)	(NF)	(NF)	(NF)	(NF)	(NF)	(NF) Sec. Honorable
81	63	97	(NF)	-	-	-	-	-	Salutatorian
91	98	108	(NF)	(NF)	(NF)	(NF)	(NF)	(NF)	
84	59	69	(NF)	(NF)	(NF)	(NF)	(NF)	(NF)	CPT
84	82	75	(NF)	Eng 12 Math 12 Soils 21	-	(NF)	(NF)	(NF)	Graduated Physics 11 Chem 21
				Chem 12	Eng 11	(NF)	Math 22	-	Chem 21

C. 1978 Graduates

Graduates	HS	Score		1978-79	Remarks
	Gen. Ave.	NCEE	VisCA Scholarship exam	1st Sem.	
A	82	90		No Failures (NF)	
B	82	74		Dismissed	
C	82	88		Bio 11 Chem 11	
D	84	81		(NF)	
E	87	94	97	(NF)	Valedictorian
F	84	84	82	(NF)	
G	81	80	67	Econ 11 Bio 11	
H	86	93	93	(NF)	Salutatorian
I	84	79		Math 11	1st Honorable
J	84	71	72	Dropped	3rd Honorable
K	88	93	83	(NF)	Valedictorian
L	82	79		Math 11	
M	85	86		(NF)	2nd Honorable
N	83	71	80	(NF)	2nd Honorable
O	83	97	92	(NF)	3rd Honorable
P	83	89	97	Math 11	
Q	82	91	78	Math 11	
R	83	85	74	Econ 11 Bio 11	
S	86	67	54	(NF)	Salutatorian
T	79	65		FRM 22 (Inc) Math 11	
U	85	78		Math 11	
V	85	82	79	(NF)	1st Honorable
W	83	88	79	Math 11 Bio 11	
X	81	73	83	FRM 22	

Table 3 Students who repeated the subjects indicated at least twice (took the subject 3 times)* their general averages and grades in said courses in the high school.

Student	HS Gen. Ave.	Subjects Repeated					Remarks
		Math	Chem	Bio	Eng.	Econ.	
R	81	78	80	-	-	-	
D	84	75	-	-	-	-	lowest grade of student
G	85	76	-	-	-	-	lowest grade of student
H	84	-	-	-	78	-	lowest grade of student
I	84	76	-	-	-	-	lowest grade of student
L	86	84	-	-	-	-	
N	81	75	-	-	-	-	lowest grade of student
S	84	80	-	-	-	-	lowest grade of student
T	78	75	-	-	-	-	lowest grade of student
V	81	76	80	-	-	-	
W	82	75	-	-	-	-	lowest grade of student
C	82	-	-	81	-	-	lowest grade of student
G	81	-	-	80	-	85	lowest grade of student
I	84	90	-	-	-	-	highest grade of student
L	82	82	-	-	-	-	
P	83	86	-	-	-	-	3rd highest grade
Q	82	84	-	-	-	-	highest grade of student
R	83	-	-	81	-	82	lowest grade of student
T	79	83	-	-	-	-	
U	85	85	-	-	-	-	
W	83	84	-	79	-	-	lowest grade of student

* the 1976 and 1977 graduates only; 1978 graduates failed last semester and retaking said courses this semester for the first time.

ViSCA Experimental Rural High School
Achievement and Diagnostic Examination Results
Score Distribution (160 items)

Equivalent
Percentage

Test Booklet/Student No.

85 %	27 ^S				
67	33 ^S				
64	41 ^S				
61	24 ^S				
58	42 ^S				
57.5	4 ^S				
55.6	32 ^S	85 ^S			
50.6	9 ^S				
49	25 ^S				
48.7	3 ^S				
48.1	30 ^S				
47.5	15 ^S				
46	23 ^S				
43.7	29 ^A				
43	51 ^S	90 ^S			
41.8	35 ^S				
40.6	34 ^S				
40	8 ^S				
38.7	19 ^S	55 ^A	67 ^A		
38.1	14 ^A	57 ^A			
36.8	72 ^A				
36.2	31 ^B	40 ^S	62 ^A	66 ^A	
35.6	47 ^A				
35	18 ^C	20 ^S			
34.3	36 ^B	84 ^A	91 ^B	97 ^C	
33.7	6 ^B	65 ^A			
32.5	46 ^A				
31.8	1 ^C				
31.2	34 ^B	80 ^C			
30.6	5 ^B	73 ^B	93 ^B		
30	16 ^B	26 ^B	52 ^C	82 ^C	
29.3	64 ^C	87 ^C	96 ^B		
28.7	17 ^B	22 ^C	58 ^A	71 ^A	77 ^A
28.1	75 ^C	76 ^A			
27.5	38 ^B	74 ^A	88 ^C	92 ^C	94 ^C
26.8	21 ^B	49 ^C	61 ^A	63 ^A	79 ^A
26.2	7 ^B	12 ^B	13 ^B	68 ^B	78 ^A
25.6	50 ^A	81 ^B			
25	28 ^B	45 ^C	59 ^C	60 ^C	
24.4	48 ^C	70 ^A			
23.8	39 ^B	54 ^A	83 ^B	98 ^C	
23.1	86 ^C				
22.5	10 ^B	56 ^A			
21.9	2 ^B	53 ^C			
20.6	11 ^B	43 ^B	89 ^C		
20	37 ^B	69 ^C			95 ^B

Mean - 54

Median - 48

Mode - 44

Legend:

S - Ag. Science
A - Section A
B - Section B
C - Section C

RESULTS OF THE ACHIEVEMENT-DIAGNOSTIC TEST GIVEN
ON DECEMBER 12, 1978 TO ERHS SENIORS

CURRICULUM	No. of Examinees	Highest Score	Lowest Score	Median	No. Passing	% Passing
Ag. Science	22	136	55	77	18	81
Homemaking	26	69	36	46	3	11
Ag. (Sec. B)	23	81	32	44	2	9
Ag. (Sec. C)	27	56	32	44	0	0

CURRICULUM	100 & above	90-99	80-89	70-79	60-69	50-59	40-49	30-39	Total No. of Students
Ag. Science	3	3	2	6	5	3	-	-	22
Homemaking	-	-	-	-	4	7	12	3	26
Ag. (Sec. B)	-	-	1	-	1	3	12	6	23
Ag. (Sec. C)	-	-	-	-	-	5	15	7	27

R E F E R E N C E S

Contado, Tito E. "Some Factors Associated with the Occupational Choice of the Philippine Vocational Agriculture Seniors," U.P. August 1964

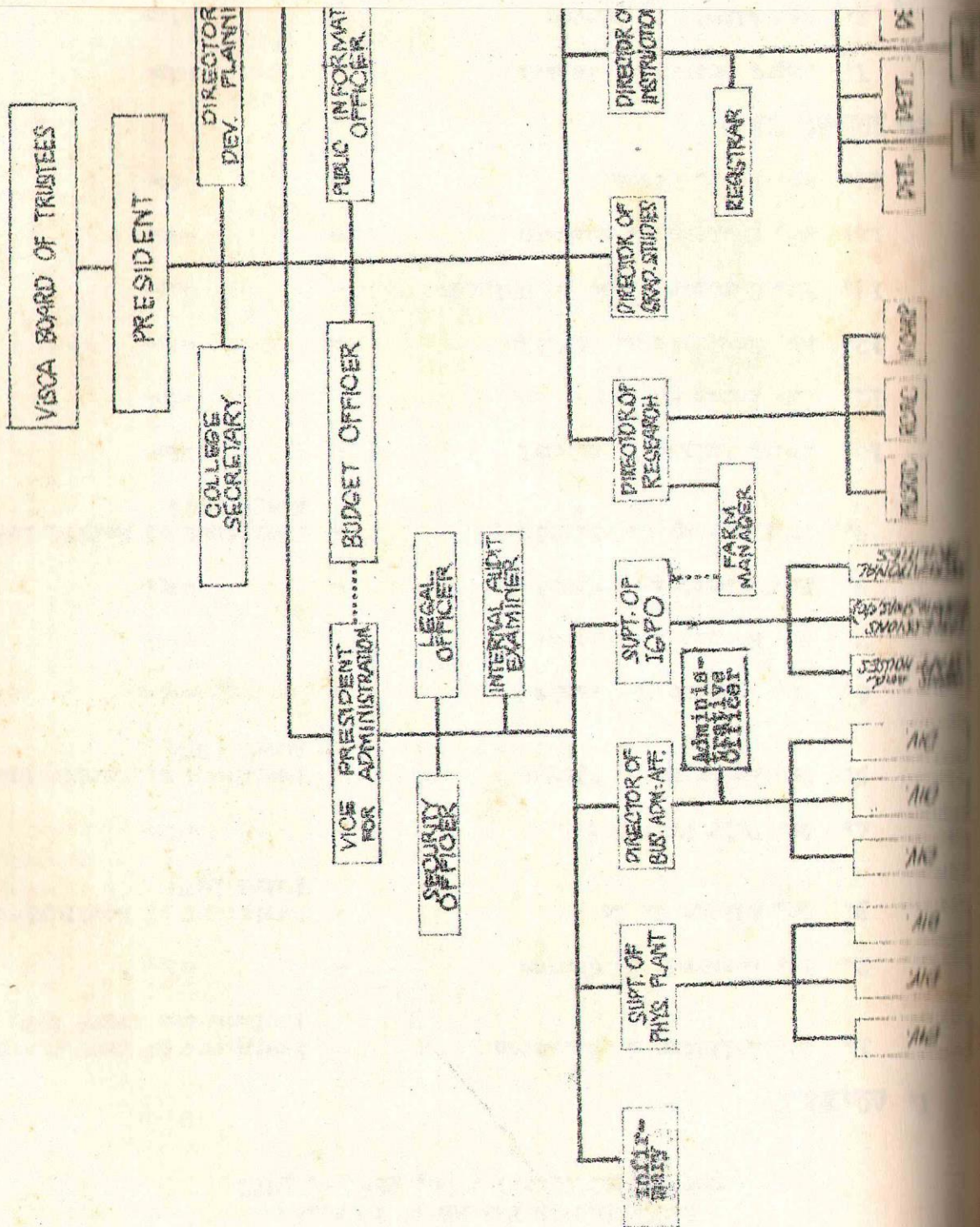
Floresca, Avelina C. "The Senior Homemaking Students of the Agricultural Schools in Leyte: Their Background, Motivations, Expectations, Training and Problems," Unpublished Master's Thesis, Centro Escolar University, March 1978.

Nayga, Rodolf C. "The Relationship of Certain Aspects of the Vocational Agriculture Program to the Number of Graduates Engaged in Farming," U.P. October 1969.

Polo, V. S. "Correlation of Aptitude; Attitude and Teacher Grade Achievement in Basic Mathematics of the Experimental Rural High School," Cebu State College, May 1978.

Ritaga, Victor R. "Occupations of Vocational Agriculture Graduates in the Agricultural Schools in Leyte." June 1971.

PROPOSED ORGANIZATIONAL CHART VISAYAS STATE UNIVERSITY



RECOMMENDEES FOR MERIT INCREASE
per Budget Circular No. 286, s. 1978

I. ACADEMIC

- | | | | |
|-----|------------------------------|---|---|
| 1. | Dr. Emiliana N. Bernardo | - | Recipient of Outstanding Performance Award 1979 |
| 2. | Mr. Leonardo P. Canono | - | -10- |
| 3. | Dr. Alicia S. Go | - | Recipient of Meritorious Award 1979 |
| 4. | Dr. Dely P. Capasin | - | -10- |
| 5. | Dr. Federico R. Flores | - | Recipient of Meritorious Award 1978 |
| 6. | Dr. Rodolfo G. Escalada | - | Two steps salary increase |
| 7. | Dr. Manuel K. Palomar | - | -10- |
| 8. | Prof. Monina M. Escalada | - | -10- |
| 9. | Prof. Jimmy R. Rosillo | - | Recipient of Meritorious Award 1979 |
| 10. | Prof. Lelita R. Gonzal | - | -10- |
| 11. | Ms. Perla M. Tan | - | -10- |
| 12. | Ms. Remedios A. Ravello | - | -10- |
| 13. | Ms. Corazon T. de la Calzada | - | -10- |
| 14. | Mr. Paulino C. Aniceto | - | -10- |
| 15. | Ms. Fe P. Jason | - | -10- |

II. NON-ACADEMIC

- | | | | |
|----|---------------------------|---|------|
| 1. | Engr. Nestor M. Israel | - | -10- |
| 2. | Ms. Alicia B. Borneo | - | -10- |
| 3. | Ms. Hermogina U. Bulilan | - | -10- |
| 4. | Ms. Maxima C. Abogadie | - | -10- |
| 5. | Mr. Dominador G. Poliquit | - | -10- |
1. Recommended for two salary step following OCPC salary scale increases in accordance with the provisions of Budget Circular No. 286.
 2. To take effect on January 1, 1979 subject to availability of funds and COA RULES and REGULATIONS.

IV. RECOMMENDATION FOR CURRICULUM VITAE

1. 1977-78 Visayas Agricultural College May **APPENDIX J**

I. Personal Data

1. Name **RECOMMENDEES FOR PROMOTION LIMBANCON CO**
2. Postal **Effective July 1, 1979** Baybay, Leyte
3. **Subject to Availability of Funds**
4. **and COA Rules and Regulations, 1933**
5. Civil Status **Married: Wife - Alicia Saravate**
Children - Almal (19) and Lima (19)

II. Educational Background

1. Dr. Samuel S. Go - - - - - For the position of Vice President
for Administration
at P35,532 p.a. deg
1. 1939-47 **Elementary, Mindog Elementary**
Marikina, Marikina, Cebu
2. Prof. Manuel A. Ancheta - - - - - Two steps salary increase
Director of Development Planning
Marikina, Marikina, Cebu
3. Prof. Francisco G. Bascug - - - - - Two steps salary increase
Director of Student Affairs
Marikina, Marikina, Cebu
4. Dr. Marianito R. Villanueva - - - - - Two steps salary increase
Director of the PROTC
Marikina, Marikina, Cebu
5. Prof. Andres F. Duatin - - - - - Two steps salary increase
College Secretary and
Secretary of the Board
Marikina, Marikina, Cebu
6. Prof. Felixberto E. Canoy - - - - - Two steps salary increase
Superintendent of the
Physical Plant
Marikina, Marikina, Cebu

III. Professional Background

1. 1972-73 **Student worker, Property Section, Visayas**
Agricultural College, Marikina, Cebu
2. 1973-74 **Agricultural Teacher, Visayas**
Agricultural College, Marikina, Cebu
3. 1974-75 **Instructor I, Mindanao Institute of Technology**
Kabacan, North Cotabato
4. 1962-63 **Instructor II with concurrent designation as**
Assistant Head, Secondary Department,
Mindanao Institute of Technology, Kabacan
North Cotabato
5. 1964-69 **Assistant Professor I with concurrent designation**
as Head, Secondary Department, M.I.T.,
Kabacan, North Cotabato
6. 1970-73 **Associate Professor II with concurrent designation**
as Head, Secondary Teacher Training Labor-
atory Department, M.I.T., Kabacan, North
Cotabato
7. 1974 **Vice-President for Academic Affairs, M.I.T.,**
Kabacan, North Cotabato
8. 1975-Present **Professor I with concurrent designation as**
Director, Business and Administrative
Affairs, VIACA, Baybay, Leyte

IV. Scholarship Grant CURRICULUM VITAE

1. 1953-57 Visayas Agricultural College May 25, 1979

I. Personal Data

1. Name SAMUEL SALIMBANGON GO
2. Postal Address VISCA, Baybay, Leyte
3. Place of Birth Medellin, Cebu
4. Date of Birth February 13, 1933
5. Civil Status Married: Wife - Alicia Saavedra
Children - Aluel (19) and Liza (13)

II. Educational Background

1. 1939-47 Elementary, Tindog Elementary School, Tindog
Medellin, Cebu
2. 1948-53 High School, Mindanao Agricultural College
Musuan, Bukidnon (now CMU), Musuan, Bukidnon
3. 1953-57 B.S. Ag. Ed., Visayas Agricultural College
Baybay, Leyte (now VISCA) Baybay, Leyte
4. 1962-64 M.A. (Agricultural Education-Agricultural
Economics), California State Polytechnic
College, San Luis Obispo, California
5. 1966-70 Ph.D. (Agricultural Education-Agricultural
Economics), University of Minnesota
St. Paul, Minnesota

VI. Civil Service Exam

- Thesis: Farm Business Management Training
1. 1955 Junior Teacher Needs of M.I.T. Graduates Teaching
 2. 1956 General Elementary Agriculture in Cotabato
 3. 1957 Senior Teacher of Agriculture

III. Work Experience

- VII.
1. 1955-56 Student worker, Property Section, Visayas
Agricultural College, Baybay, Leyte
 2. 1957-59 Vocational Agricultural Teacher, Visayas
Agricultural College, Baybay, Leyte
 3. 1960-61 Instructor I, Mindanao Institute of Technology
Kabacan, North Cotabato
 4. 1962-63 Instructor II with concurrent designation as
Assistant Head, Secondary Department,
Mindanao Institute of Technology, Kabacan
North Cotabato
 5. 1964-69 Assistant Professor I with concurrent designation
as Head, Secondary Department, M.I.T.,
Kabacan, North Cotabato
 6. 1970-73 Associate Professor II with concurrent designation
as Head, Secondary Teacher Training Labor-
atory Department, M.I.T., Kabacan, North
Cotabato
 7. 1974 Vice-President for Academic Affairs, M.I.T.,
Kabacan, North Cotabato
- VIII. Professional and
8. 1975-Present Professor I with concurrent designation as
Director, Business and Administrative
Affairs, VISCA, Baybay, Leyte

IV. Scholarship Grants

1. 1953-57 Visayas Agricultural College tuition scholarship grant, Baybay, Leyte
2. 1962-64 East-West Center Scholarship Grant
University of Hawaii, Honolulu, Hawaii
and California State Polytechnic College,
San Luis Obispo, California
3. 1966-67 UNESCO Fellowship Grant, University of
Minnesota, St. Paul, Minnesota
4. 1968-69 University of Minnesota Fellowship Grant
St. Paul, Minnesota

V. Honors and Awards

Board of Trustees

1. First Honorable Mention, Tindog Elementary School
Baybay, Tindog, Medellin, Cebu, 1947
2. Valedictorian, Mindanao Agricultural College (now CMU)
Musuan, Bukidnon, 1953
3. Magna cum laude, Visayas Agricultural College (now VISCA)
Baybay, Leyte, 1957
4. President's List, California State Polytechnic College
San Luis Obispo, California, 1964
5. Outstanding Alumni Award, Visayas Agricultural College
Baybay, Leyte, 1971

resolution No. 12, dated March 3, 1977 approving the allowance

VI. Civil Service Examinations

- of the Canvasser/Buyer be amended to ONE HUNDRED PESOS
1. 1955 Junior Teacher (Regular) 77.58%
 2. 1956 General Clerical 71.50%
 3. 1957 Senior Teacher of Agriculture 78.40%
 4. 1958 Agricultural Extension Worker 77.14%

VII. Additional Training

1. Attended a two-week Workshop for Farm Mechanics teachers
sponsored by the Bureau of Public Schools and ICA-
NEC at CLSU in 1957
2. Worked in a farm record keeping and analysis project at
the University of Minnesota, St. Paul, Minnesota
from 1969-1970
3. Participated in the Intensive Refresher Training Course
for training vocational agriculture teachers and
administrators of Agricultural schools conducted
by the first UNESCO Mobile Mission Team from
February 22 to March 13, 1971 at CLSU
4. Participated in the one-week Evaluation Training conducted
by the first UNESCO Mobile Mission Team in January
1972 at the Baybay National Agricultural School
Siniloan, Laguna.

Andres F. Duatin

VIII. Professional and Civic Organization Membership

Visca, Baybay, Leyte

1. Life Member, Philippine Association of Vocational Educators
2. Member, East-West Center Grantees Association

(SGD.) SAMUEL . 00

VISAYAS STATE COLLEGE OF AGRICULTURE
8 Lourdes St., Pasay City
(Manila Office)

29 May 1979

The Chairman
Board of Trustees
Visayas State College of Agriculture
Baybay, Leyte
(Thru Pres. F. A. Bernardo)

Dear Sir:

I wish to request that the item on travel allowance in the amount of FIFTY PESOS (P50.00) provided in the Board resolution No. 12, dated March 3, 1977 approving the allowance of the Canvasser/Buyer be amended to ONE HUNDRED PESOS (P100.00) per month because of the nature of the job functions which required personal follow-up and attention to official business transactions for the College.

Hoping for your favorable action on this request.

Very truly yours,

(SGD.) CESAR C. JESENA JR.
Vice President
Development & External Affairs

TRUE COPY:

Andres F. Duatin
College Secretary
VisCA, Baybay, Leyte