

Republic of the Philippines
VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte



* MINUTES OF THE 21st REGULAR BOARD OF *
* TRUSTEES MEETING HELD ON DECEMBER 28, 1977 *
* AT THE VISCA MAVILA OFFICE *
* PASAY CITY *

RECORDS OFFICE
(FILE)
(complete set)

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

MINUTES OF THE 21st REGULAR MEETING OF THE BOARD
OF TRUSTEES HELD ON DECEMBER 28, 1977,
AT THE ViSCA MANILA OFFICE,
PASAY CITY

Present:

Hon. Vedasto G. Suarez Assistant Secretary D E C, Manila	- Acting Chairman
Hon. Rufino D. Ayaso, Jr. Acting Regional Director BAEx, Region VIII	- Member
Hon. Lauro A. Castillo Treasurer, Phil. Rural Development and Services Corp.	- Member
Hon. Cledualdo B. Perez, Jr. Dean, UPLB College of Agriculture	- Member
Hon. Fernando A. Bernardo President, ViSCA	- Member
Prof. Andres F. Duatin College Secretary, ViSCA	- Secretary

Also Present:

Dr. Cesar C. Jesena, Jr. Vice-President, ViSCA	- Invited
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Absent:

Hon. Jesus C. Alix Director, Bureau of Agricultural Economics	- Member
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Acting Chairman Vedasto G. Suarez called the meeting
to order at 12:48 p.m., December 28, 1977.

- 1 I. Approval of the Minutes of the previous Meeting held on
- 2 October 7, 1977:

1 The minutes of the previous meeting of the Board of Trustees
2 held on October 7, 1977, were corrected as follows:

3 Page 4, line 9 -- the word "present" was inserted
4 between the words "the" and "campus;" line 20 -- the word
5 "were" was replaced with "was," to correct the number.

6 Page 6, line 3 -- "verified" was replaced with the
7 word "inquired."

8 Page 7, line 21 -- the phrase "customary or" was deleted;
9 "of using" was changed with "to use."

10 Page 9, line 1 -- the word "includes" was corrected
11 to read: "include."

12 Page 10, line 22 -- the preposition "of" was inserted
13 between "construction" and "some;" lines 23 and 24 -- the
14 phrase "perspective views" was corrected to read: perspectives."

15 Page 11, line 2 -- the word "found" was corrected to read:
16 "finding that;" line 6 -- the phrase "allowing the appropriation
17 of" was deleted and replaced with "allocating."

18 Page 12, line 11 -- the phrase "allowing the appropriation
19 of" was deleted and replaced with "allocating the sum of."

20 Page 13, line 20 -- the phrase "allowing the appropriation
21 of" was corrected to read: "allocating the."

22 There being no other corrections, and upon motion made
23 and duly seconded, the minutes of the previous meeting of the
24 Board on October 7, 1977, were approved.

1 II. Matters Arising from the Approved Minutes:

2 A. Board Resolution No. 41, s. 1977 which appropriated
3 P1.0 million for the construction of the ten (10) staff duplex-
4 es was amended.

5 Pres. Bernardo explained that the government estimate of
6 P100,000.00 as construction cost per staff duplex was made
7 more than a year ago when costs of materials and labor were
8 much lower than the costs at present. The lowest bid made by
9 the Majarais Construction, is P1.6 million for the ten (10)
10 staff duplexes. So, on motion made and duly seconded, the
11 Board passed:

12 BOARD RESOLUTION NO. 41a, s. 1977: AN AMENDMENT

13 TO BOARD RESOLUTION NO. 41, s. 1977

14 Allocating the amount of P600,000.00, to be taken from
15 Capital Outlay funds, in addition to the P1.0 million pre-
16 viously allocated for the construction of the ten (10) units
17 of staff duplexes, in view of the fact that the lowest bid
18 price is P1.6 million due to the increase in the prices of cons-
19 truction materials and cost of labor since last year.

20 III. Report of the president:

21 Pres. Bernardo made a verbal and brief but comprehensive
22 summary of his annual report which covered (1) instruction,
23 (2) research, (3) extension, (4) staff development, (5) cons-
24 truction and repair, and (6) The library, (Appendix A).

25 Note: A copy of the President's Annual Report, 1976-1977, of

1 the Visayas State College of Agriculture, consisting of
2 three pages of preliminaries, 101 pages of the text, and
3 11 pages of pictorials was given to each Trustee earlier.

4 Reactions to the Report of the President:

5 Acting Chairman Suarez remarked that "VISCA has progressed
6 in terms of faculty but the enrolment has not increased cor-
7 respondingly." In explaining the situation, Pres. Bernardo
8 made it known to the Board that "enrolment may be increased
9 as soon as we have the additional classrooms, laboratories,
10 dormitories, and other facilities."

11 Asked if the present Ranger Course is a terminal one,
12 the president informed the Board that this two-year Ranger
13 Course can be both terminal and a preparatory course to the
14 four-year BSF course as proposed.

15 Acting Chairman Suarez also noticed that the President's
16 report did not include accomplishment relating to social
17 activities. "We have monthly socials and yearly athletic
18 competitions among members of the faculty and among students,"
19 the president informed the Board.

20 The President reminded the College Secretary to prepare
21 a calendar of socio-cultural activities in consultation with
22 the heads of departments and other offices.

23 The acting chairman expressed his appreciation for the
24 report of the president.

25 IV. Administrative Matters:

26 A. Appointment of Personnel. Trustee Perez noticed that

1 the salary rate for Mr. Alkuino is too high compared with the
2 rest of the faculty recommended with him. President Bernardo
3 reminded the Board that the giving of rates to faculty is
4 based on a point system and the proposed assignment, duties
5 and responsibilities for each staff.

6 There being no other remarks, on motion made and duly
7 seconded, the Board passed:

8 BOARD RESOLUTION NO. 45, s. 1977

9 Confirming the Ad Interim appointment of Mr. Jose M.
10 Alkuino, Jr., Assistant Professor II (Step 1); noting the
11 appointment (as authorized by Board Resolution No. 6, s.
12 1974) of Mr. Leonardo M. Gapuz, Jr., Instructor III (Step 1),
13 Ms. Fe S. Saladaga, Instructor III (Step 2), Ms. Imelda V.
14 Balano, Assistant Instructor II (Step 1), Mr. Manuel M. Avena,
15 Instructor II (Step 2), Ms. Aurora S. Alkuino, Assistant
16 Guidance Counselor III (Step 2); and approving the recommend-
17 ation for permanent status of Dr. Manuel K. Palomar, Associate
18 Professor II, effective January 3, 1978, as specified in the
19 proposal, (Appendix B).

20 B. Recommendation for Appointment to the RTC-RD Senior

21 Staff Positions. In presenting the proposal, the President
22 said that "the Regional Training Center for Rural Development
23 is a part of a national network," and "this is the only train-
24 ing center of its kind in the entire Visayas," he continued.
25 He further explained that the amount for the salaries of the

1 Senior Staff is fixed at ₱16,956 each per annum which come
2 from the Center funds.

3 "ViSCA gives academic ranks to these recommendees to
4 ensure their absorption by ViSCA should they opt to join
5 the academic staff after the expiration of their contracts,"
6 he added.

7 Asked if these senior staff members being recommended
8 will serve RTC full-time, the president answered in the
9 affirmative.

10 Noting the variations in the amounts for honorarium,
11 Trustee Perez inquired why a bigger honorarium is given the
12 appointee with lower annual salary; why not bigger honoraria
13 for those with more experience. In answer to this query,
14 the president reasoned that their (appointees') experiences
15 may not be exactly relevant to the positions and for this
16 reason, all of them will undergo a five-month training for
17 their future work as senior staff of the RTC-RD. Acting
18 Chairman Suarez added that they are being paid by RTC for the
19 services they are being hired.

20 President Bernardo further explained that in effect,
21 the honorarium varies in order to enable them attain the
22 annual salary rate of ₱16,956 each per annum as fixed by the
23 RTC; that the honorarium should be equal to the difference
24 between the annual salary (of ₱16,956) and the rate set for
25 the ViSCA Academic ranks; hence, the variations.

26 There being no other remarks, on motion made and duly
27 seconded, the Board passed:

BOARD RESOLUTION NO. 46, s. 1977

Approving the appointments of the recommendees to the RTC-RD senior staff positions (with Mr. Norombaba's appointment being approved in principle, pending submission of needed transcript of academic records) with salaries and honoraria totaling to ₱16,956 each per annum, as set in the proposal (Appendix C), to take effect on January 9, 1978, with provision to give them appropriate ViSCA academic ranks and corresponding salary rates to ensure their absorption by ViSCA in the event they opt to join the academic staff when their contract (appointment) with RTC-RD terminates. Provided, that they draw their salaries and honoraria from the Center for rendering full-time services as senior staff members.

C. Recommendation for the Appointment of Dr. Celedonio M.Gapasin as Director of RTC-RD.

President Bernardo apprised the Trustees that Dr. Celedonio M. Gapasin had undergone training at UPLB for the position of Director of the RTC but he (the president) needs the help of the Board to decide the terms of his appointment. At this point, there were queries regarding Dr. Gapasin's status with ViSCA once he is assigned to RTC. "Will he be transferred or should ViSCA maintain his designation as head of the ADE department," was the query. The Board finally agreed to loan him to RTC and retain his designation as Associate Professor and department head of the ADE to make it possible for him to harmonize the activities of the two closely related

1 units and to make sure that the units will complement each
2 other. It was also suggested that Dr. Gapasin be given
3 honorarium commensurate to the position as Director, chargeable
4 to Center funds.

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

6 BOARD RESOLUTION NO. 47, s. 1977

7 Approving the recommendation for the appointment of Dr.
8 Celedonio M. Gapasin to the position of Director of the
9 Regional Training Center for Rural Development (RTC-RD), in
10 concurrent capacity as ADE Department Head, and payment of
11 honorarium commensurate to the position, to take effect on
12 January 9, 1978, and approving the retention of his ViSCA
13 academic rank and payment of his basic salary from ViSCA.
14 Provided, that the balance of the salary for the Center
15 Director after deducting the honorarium shall be made avail-
16 able to the ADE Department to hire an Assistant professor.
17 D. Recommendations to Grant Honorarium to Department Heads.

18 There ~~was~~ not much ado regarding the granting of honoraria
19 to department heads as "this is a common practice in most
20 educational institutions," to quote Acting Chairman Suarez.
21 So, on motion made and duly seconded, the Board passed:

22 BOARD RESOLUTION NO. 48, s. 1977

23 Approving the recommendations to grant honoraria to the
24 heads and acting heads of departments at the rate of ₱150
25 each per month to take effect on January 1, 1978, with pro-
26 vision to reduce the amount accordingly when the service

1 rendered falls below 50% of the required number of working
2 days, as stipulated in the proposal, (Appendix E),

3 D. Recommendations to Grant Allowances to Dorm Advisers
4 and Student Assistants.

5 The dorm advisers presently assigned in the ViSCA dorm-
6 itories are performing other duties and holding other res-
7 ponsibilities so that dormitory advisorship is an added work
8 to them. This should entitle them to a little compensation
9 in the form of allowance. It is also proposed that student
10 assistants be hired to assist the dormitory advisers. There
11 are several dwellings on campus being utilized, in addition
12 to dormitories, as student cottages which account for the
13 number of dorm advisers and student assistants, (Appendix F).

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

15 BOARD RESOLUTION NO. 49, s. 1977

16 Approving the recommendation to grant allowances to
17 dorm advisers and wages to student assistants assigned in
18 the ViSCA dormitories at the ~~rates~~ prescribed in the proposal,
19 (Appendix F), to take effect on January 4, 1977, provided
20 that the allowances for dorm advisers should not exceed
21 P100 each per month which should be reduced accordingly
22 when service rendered falls below 50% of the required num-
23 ber of working days; provided also that the usual rate of
24 P1.00 each per hour for student labor shall be applied to the
25 student assistants in dormitories with a limit of one hundred

1 hours of work a month each, or a maximum wage of P100 each per
2 month based on the number of dorm occupants prescribed in
3 the proposal, (Appendix F).

4 F. Recommendations for the Improvement of ViSCA Cebu Office.

5 "The ViSCA Cebu Office is the bottleneck in the acqui-
6 sition of the supplies and materials that the College need,"
7 Pres. Bernardo informed the Board of Trustees. "With only
8 one or two men manning the Office, there is not enough time
9 to do all the canvassing for and purchasing the supplies and
10 materials in time," the president lamented. The ViSCA Cebu
11 Office maintains a single side-band radio (SSB) which is not
12 functioning. The buyers have to hike or ride in public
13 utility vehicles to do business in Cebu which make their
14 work slow and difficult. These are some of the problems
15 that hamper the operation relating to the acquisition of
16 supplies and materials; hence, the recommendation to increase
17 the manpower and provide a motor vehicle to facilitate pur-
18 chasing. With a word of reminder to the president to
19 "employ men of your confidence," Acting Chairman Suarez
20 favored the proposal to improve the ViSCA Cebu Office.

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

22 BOARD RESOLUTION NO. 50, s. 1977

23 Approving the recommendations to improve the ViSCA Cebu
24 Office by providing adequate funds for personnel, office
25 supplies, office equipment, and transportation expenses,
26 (Appendix G), subject to usual auditing rules and regulations;

1 allowing the transfer of the old ViSCA Ford Fiera jeep to the
2 Cebu Office for transportation purposes; and granting the
3 allotment of Ten Thousand Pesos only (P 10,000) as revolving
4 funds for emergency purchase orders; provided, that the amount
5 shall be handled by a duly bonded officer of the ViSCA Cebu
6 Office.

7 G. Recommendation to Increase Athletic Fee.

8 The proposal to increase the athletic fee from ~~P~~3.00 to ~~P~~5.00
9 to be collected from each college student per semester was
10 duly considered by the Board. The reasons for the increase in
11 athletic fees were considered valid.

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

13 BOARD RESOLUTION NO. 51, s. 1977

14 Approving the recommendation to increase the athletic fee
15 to be collected from the college students from P3.00 to P5.00
16 each per semester, to take effect on the First Semester,
17 school year 1978-1979, instead of the Second Semester, 1977-
18 1978, as proposed, (Appendix H).

19 H. Recommendation to Organize and Maintain a Drum and Bugle
20 Corps in Lieu of the Existing Band.

21 President Bernardo justified his recommendation to or-
22 ganize and maintain a drum and bugle corps to take the place
23 of the existing band of the college by citing several advan-
24 tages to the satisfaction of the Board.

25 Noting the inclusion in the proposal of free uniform

1 for the members, Trustee Ayaso inquired why no amount was pro-
2 posed for the purpose. The president replied and said, " I
3 am not so sure if we should give free uniform because if the
4 students were not exempt from P.E. or R.O.T.C., they would
5 have to buy uniform for these classes," which could be used
6 for the purpose. Acting Chairman Suarez believed it was
7 rather premature to give them that privilege of free uniform.

8 There being no other remarks, on motion made and duly
9 seconded, the Board passed:

10 BOARD RESOLUTION NO. 52, s. 1977

11 Approving the recommendation to organize and maintain
12 a drum and bugle corps in lieu of the existing band and
13 allocating the amount of P7,046 for the purchase of instru-
14 ments, to equip a starting corps of 26 members, as specified
15 in the proposal (Appendix I), and granting financial assis-
16 tance to the corps members in terms of free comprehensive
17 fees only.

18 I. Recommendation for the Creation of a Claims Office for
19 Land Acquisition to be Headed by Atty. Alfea A. Caintic.

20 President Bernardo reminded the Board that the land ac-
21 quisition under PD 1107 is a "complicated and a slow process."
22 The work involves 332 landowners and an undetermined number
23 of tenants which make it "legally delicate and taxing,"
24 for Atty. Caintic, and necessitating that she works over-
25 time most of the working days, including holidays; hence,
26 the recommendation to create a claims office which shall be

1 "responsible for receiving and processing all land titles and
2 other documents," the president explained. He also proposed
3 to make Atty. Caintic head of this Office and to grant her an
4 honorarium of P1,000.00 a month.

5 On the question of the amount of honorarium as proposed,
6 Acting Chairman Suarez inquired if there is any provision
7 in the VisCA Code relative to the giving of honorarium which
8 the president answered in the negative. The president hinted
9 though that Atty. Caintic would make much more if given the
10 option to practice her profession as legal counsel to landowners.
11 But the president thought it was better that she be given honor-
12 arium for her added work instead of allowing her to practise
13 her profession privately while working with VisCA. At this
14 juncture, a question was asked if Atty. Caintic was amenable
15 to the arrangement and amount to which the answer was in the
16 affirmative.

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

18 BOARD RESOLUTION NO. 53, s. 1977

19 Approving the recommendation for the creation of a Claims
20 Office for Land Acquisition to be headed by Atty. Alfea A.
21 Caintic, VisCA Legal Officer, with provision to consider this
22 an ad hoc office to function purposely for and limited to
23 the acquisition of lands under PD 1107, and granting her
24 (Atty. Caintic) honorarium commensurate to the work which is
25 "of great magnitude, legally delicate and taxing," with due
26 consideration to the recommendation of the College President

1 regarding the amount of P1,000.00 honorarium per month effect-
2 ive August 1, 1977, instead of July 1, 1977, (Appendix J),
3 subject to existing regulations.

4 J. Recommendation to Create New Positions. The president
5 presented the proposal to create thirty-nine new positions
6 as proposed by the twenty-two different departments and
7 offices of the college complete with justification and this
8 was considered favorably by the Board.

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

10 BOARD RESOLUTION NO. 54, s. 1977

11 Approving in toto the recommendations to create thirty-
12 nine (39) new positions proposed by the twenty-two (22) dif-
13 ferent departments/offices of the college, at the rates as
14 specified in the proposal (Appendix K), subject to existing
15 rules relating to the assignment of salaries to various
16 positions.

17 K. Recommendation to Separate the Offices of the College
18 Secretary and the Registrar.

19 President Bernardo, in presenting the proposal to have
20 separate offices for the college secretary and registrar,
21 called the attention of the Trustees to the provisions of PD
22 470, as amended by PD 700, which provides no legal restriction
23 on the separation of the offices of the college secretary and
24 registrar. He reminded the Board that these two offices were
25 merged as embodied in the ViSCA Code. Now, that ViSCA is in
26 its stage of fast development, the separation of these two

1 offices is imperative to insure increased efficiency and
2 effectiveness by allowing each one to concentrate in his line
3 of work.

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

5 BOARD RESOLUTION NO. 55, s. 1977

6 Approving the recommendation to separate the offices
7 of the College Secretary and Registrar thus superseding the
8 provisions of the ViSCA Code relating to the interrelation-
9 ships of these offices, with provisions that the Registrar
10 functions separately from but directly responsible to the
11 College Secretary; also, approving the abolition of the
12 position of Admissions Officer and creating instead the
13 position of Registrar and designating Mr.
14 Jaime A. Cubillo, with compensation commensurate to the
15 duties and responsibilities, to take effect on January 1,
16 1977, subject to existing standards relating to salaries of
17 the registrar.

18 V. Budgetary Matters:

19 A. CY 1978 Budget. The president's emphasis in pre-
20 senting the budget for CY 1978 was centered on the proposed
21 salary increases as provided by BC 271 and BC 273 and the
22 plans to give merit increases to deserving faculty members
23 and employees, but which could not be resolved with the
24 Board because of the absence of the necessary references for
25 the immediate implementation of these increases. President
26 Bernardo wanted to adopt the latest guide on salary increases

1 but was advised instead to use whatever available references
2 there are, (Appendix M).

3 The summary of CY 1978 Budget was distributed in two
4 general allotments: I. Current Operating Expenditure,
5 composed of A. Personal Services amounting to ₱6,015,000;
6 B. Maintenance and Other Operating Expenses amounting to
7 ₱3,890,000; and C. Equipment Outlay amounting to ₱174,000,
8 or a total of ₱10,079,000 for current operating expenditure;
9 and II. Capital Outlay of ₱4,500,000, or a grand total of
10 ₱14,579,000 for CY 1978 budget for ViSCA.

11 VI. Academic Matters:

12 The president made it known to the Board that ViSCA
13 faculty has learned to be evaluated by their students. How-
14 ever, faculty performance and their social-personal qualities
15 are evaluated by both students and supervisors/heads.

16 The Rating Scales for evaluating the work performance, per-
17 sonal and social qualities of the faculty and other members
18 of the College Staff were presented to the Trustees for their
19 perusal.

20 VIII. Other Matters:

21 A. Administrative: Recommendations to purchase the House
22 and Lot where the ViSCA Vice-President and his staff are
23 presently holding office at 8 Lourdes Street, Pasay City.

24 At the invitation of president Bernardo, Dr. Cesar C.
25 Jesena, Jr., ViSCA Vice-President, attended the Board meeting
26 and presented the proposal to purchase the house and lot at

1 8 Lourdes Street, Pasay City for many justifiable reasons,
2 (Appendix O). There was unanimous agreement among the
3 Trustees that ViSCA should own and maintain an office build-
4 ing and lot in Manila, for obvious reasons.

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

6 BOARD RESOLUTION NO. 56, s. 1977

7 Approving the recommendation to purchase the house and
8 lot where the ViSCA Vice-president and Staff are presently
9 holding office at 8 Lourdes Street, Pasay City, giving the
10 College President authority to negotiate for and decide on
11 the mode of payment, and allocating the amount necessary but
12 not to exceed Two Hundred Thousand Pesos (P200,000.00) for
13 the whole property (of house and lot), (Appendix O), subject
14 to existing rules and regulations relating to negotiated
15 purchase of residential lots and dwellings.

16 There being no other matter for discussion, the meeting
17 was adjourned at 3:13 p.m.

- Certified True and Correct:

(SGD) ANDRES F. DUATIN
Secretary

Attested:

(SGD) VEDASTO G. SUAREZ
Assistant Secretary, DEC
Acting Chairman

PRESIDENT'S REPORT

- Trained OSY in health services

1. Annual Report - 1977

2. Instruction:

- Added gadgets to solve bottlenecks in preparation of raw materials for bag making

a. Academic Programs -

- (1) BS Ag. Engineering overshooting enrolment target
- (2) Started offering BS Agribusiness
- (3) BEHE now under review due to low enrolment of account
- (4) BS major in horticulture not yet started
- (5) BS Forestry being studied, needs manpower survey
- (6) Barangay Development School opened

b. Prepared and improved syllabi and other teaching materials

c. Kindang Project

c. Student evaluation of staff teaching initiated

- Initiated agroveterinarian in Malabon

d. Had 43 educational trips for students

- Provided technical assistance in agriculture and fisheries

3. Research:

a. CEVARC organized in organizing various rural organizations

and in the repair and maintenance of barrio roads

b. Land acquisition for Philippine Root Crop Research Center

d. bagun - account farmers in account production and utilization (cooperative project with PCA and CCOFED involving

c. Research on management of agricultural research centers and station in the Philippines completed

5. Staff development (as of June 30, 1977)

d. Research on flow of major commodities in Eastern Visayas completed

e. Forty-nine other researches completed (see pages 31-34 of (Annual Report)

f. Ninety-six research projects in progress

g. Improvement of experiment station (fencing, drainage, and irrigation canals)

4. Extension:

a. Social Laboratory

Phil. Root Crop Research

and - Established cooperative stores in Kansugka and High School San Isidro

- Trained OSY and rural women in cottage industries and food production

- Seminar workshop in institutional planning and management
- Improved delivery of production inputs departments and offices

- Attendance of staff in 97 different seminar-workshops

- Trained OSY in health services
(pages 20-22 in Annual Report)

b. BIDL

6. Constructions and Repairs

- Made gadgets to solve bottlenecks in preparation of raw materials for bag making
- Trained rural women and OSY in bag making
- Made novel handicrafts out of different parts of coconut
- One bag made by rural women won first prize in national contest and was entered in an international contest in London, received award

c. Hindang Project

- Initiated agroreforestation in Mabagon
- Provided technical assistance in agriculture and fisheries

- Assisted in organizing various rural organizations and in the repair and maintenance of barrio roads

- d. Reconditioning and maintenance of 18 light motor vehicles
- d. Training coconut farmers in coconut production and utilization (cooperative project with PCA and COCOFED involving 40 trainees/week.

5. Staff development (as of June 30, 1977)

b. Subscribed to 124 periodicals and journals

	M.S./M.A.	Ph.D/Ed.D
a. Agronomy & Soils	6	-
Crop Protection	5	2
Animal Science & Vet. Medicine	5	2
d. Ag. Dev. Education	5	3
Ag. Economics	-	2
Ag. Chemistry	1	-
Ag. Eng'g & Applied Math.	4	-
Plant Breeding & Ag. Botany	2	-
Arts & Letters	2	1
Forestry	4	-
Home Science	7	-
Phil. Root Crop Research and Training Center	1	1
High School	6	-
	<u>48</u>	<u>11</u>

- Seminar workshop in institutional planning and management (February 1-27, 1977) for all departments and offices

- Attendance of staff in 97 different seminar-workshops

I. As Interim Appointment

3

Dept. of Agricultural Economics

(pages 58-62 in Annual Report)

1. Mr. Jose M. Alkuno, Jr.

Asst. Professor II (Step 1)

6. Constructions and Repairs

P4,976.00 p.a.

UPLB 1975

Item No. 10(4)

a. Buildings -

Effectivity: November 16, 1977

Zea mays dormitory as authorized

Crop Research Center (temporarily suspended)

Home Science Building overhung

Dept. of Agricultural Education

VisCA Health Center

PPO Garage Complex

2. Mr. Leonard

Instructor III (Step 1)

Master in

P11,880.00 p.a.

UPLB

Girls Cooking Dorm

4-door Staff Apartment (5 units)

Item No. 20(9)

Kitchen, Toilet and Bathrooms for girls dorms

Consumers' Coop Store extension (including Book Store)

3. Ms. Fe S.

Instructor III (Step 2)

Master in

Forestry Nursery and Green house

Poultry houses for Colleges and High School

Item No. 25

b. Furnitures - 1,509 pieces of tables, chairs, cabinets, etc.

4. Ms. Imelda V. Balaguer

Instructor II (Step 1)

BS in Ag. Economics

Minor renovation of 28 cottages and dormitories

P7,956.00 p.a.

UPLB

Reconditioning and maintenance of 18 light motor vehicles,

12 heavy equipment and 4 electric generating sets

until January 6, 1978

7. Library -

Dept. of Forestry

a. Acquired 8 more sets of encyclopedias and 1,408 volumes of books

5. Mr. Manuel K. Palomar

Instructor II (Step 2)

BS in Forestry

b. Subscribed to 124 periodicals and scientific journals

UPLB

c. Obtained a P200,000 grant from COCOFED for a coconut library

collection

Office of Student Affairs

d. Submitted a list of back issues of journals (worth P82,723)

6. Ms. Aurora

III (Step 2)

AB major in Psychology

to EDPITAF for acquisition under the World Bank Loan

P9,381.00 p.a.

Phil. Christian College 1968

Item No. 124(23)

Effectivity: December 7, 1977

III. For Permanent Status

Mr. Manuel K. Palomar

Position: Associate Professor II

Performance: Highly Satisfactory

Effectivity: January 3, 1978

Length of Service: 1 year

* Transfer of item from Assistant Editor

** Substitute for Ms. Gliceria Sulice who went on maternity leave

*** VisCA Graduate Scholar who is presently working on his thesis for MS degree

I. Ad Interim AppointmentDept. of Agricultural Economics

1. Mr. Jose M. Alkuino, Jr.
MS in Ag. Economics
UPLB 1975

Asst. Professor II (Step I)
P14,976.00 p.a.
Item No. 10(4)
Effectivity: November 16, 1977

II. Appointments as Authorized
by Board Resolution No. 6, s. 1974

Dept. of Agricultural Development Education

2. Mr. Leonardo M. Capuz, Jr.
Master in Agriculture
UPLB 1974

Instructor III (Step I)
P11,880.00 p.a.
Item No. 20(9)
Effectivity: November 9, 1977

3. Ms. Fe S. Saladaga*
Master in Agriculture
UPLB 1975

Instructor III (Step 2)
P12,240.00 p.a.
Item No. 25
Effectivity: September 29, 1977

4. Ms. Imelda V. Balano**
BS in Ag. Economics
ViSCA 1977

Assistant Instructor II (Step I)
P7,956.00 p.a.
Item No. 124(22)
Effectivity: November 14, 1977
until January 6, 1978

Dept. of Forestry

5. Mr. Manuel M. Avena***
BS in Forestry
UPLB 1975

Instructor II (Step 2)
P11,148.00 p.a.
Item No. 124(24)
Effectivity: December 1, 1977

Office of Student Affairs

6. Ms. Aurora S. Alkuino
AB major in Psychology
Phil. Christian College 1968

Asst. Guidance Counselor III (Step 2)
P9,384.00 p.a.
Item No. 124(23)
Effectivity: December 7, 1977

III. For Permanent Status

Mr. Manuel K. Palomar
Position: Associate Professor II
Performance: Highly Satisfactory
Effectivity: January 3, 1978
Length of Service: 1 year

- * - Transfer of item from Assistant Editor
*** - Substitute for Ms. Gliceria Suico who went on maternity leave
*** - ViSCA Graduate Scholar who is presently working on his thesis for MS degree



RESUME

APPENDIX C

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

Doctor of Philosophy
The Pennsylvania State University

OBJECTIVE

December 20, 1977

The Board of Trustees

Visayas State College of Agriculture
Baybay, Leyte 7127

Thru Dr. Fernando A. Bernardo
President

Visayas State College of Agriculture
Baybay, Leyte 7127

Gentlemen:

Central Luzon State University
Central Luzon State University

B.S. Agricultural Ed. 1961

M.S. Agricultural Ed. 1963

Ph.D. Agricultural Ed. 1972

We, the undersigned members of the Recruitment Committee for the Regional Training Center for Rural Development (RTC-RD) at the Visayas State College of Agriculture, respectfully recommend the appointment of the following applicants who will constitute the senior staff of the RTC-RD at the Visayas State College of Agriculture.

The name, position, academic rank, honorarium and salary of the successful applicants are as follows:

Name	RTC Position	VISCA			(RTC Salary) Total
		Academic Rank	Basic Salary	Honorarium	
Mr. Edito Can	Dev. Educator	Instructor I	9,756	7,200	16,956
Mr. Guy Norombaba	Dev. Educator	Instructor I	9,756	7,200	16,956
Mr. Antonio Suarez	Dev. Educator	Asst. Prof. I	13,776	3,180	16,956
Miss Estelita Tropico	Dev. Educator	Instructor IV	12,996	3,960	16,956
Miss Myrna Marasigan	Dev. Researcher III	Instructor III	11,880	5,076	16,956
Mr. Ricardo Montejo	Media Educator III	Asst. Prof. II	14,926	2,030	16,956

M.S.

Major - Agricultural Education: Courses in Community Leadership and Improvement, Adult and Extension Education, Curriculum Development, Administration of Guidance Program, School Principalship, and Audio-Visual Methods.

(SGD.) DR. SAMUEL S. GO

GPA: 3.50 out of 4.0

Thesis: A survey of the directed learning program of secondary vocational agriculture at the Central Luzon Agricultural College, Ecija, with a view of identifying weaknesses and strengths for the development of the farming program.

(SGD.) MRS. ALICE B. BORNEO

B.S.

Major - Agricultural Education

GPA: 3.30 out of 4.0

(SGD.) DR. FEDERICO R. FLORES

PUBLICATION

TRUE COPY FROM THE
ORIGINAL

ANDRES F. DUATIN
College Secretary

(SGD.) DR. CELEDONIO M. GAPASIN

prepare and edit three series of instructional material in Ornamental Horticulture:

RESUME

APPENDIX D

CELEDONIO M. GAPASIN

Doctor of Philosophy Degree
The Pennsylvania State University

OBJECTIVE

University appointment with opportunity for teaching, extension, and research; areas of interest include teacher education, audio-visual methods, teaching methods, administration, supervision, college teaching, adult education, sociology, research, general studies in technical agriculture, and vocational education.

EDUCATION

Central Luzon State University	B.S. Agricultural Ed. 1961
Central Luzon State University	M.S. Agricultural Ed. 1963
The Pennsylvania State University	Ph.D. Agricultural Ed. 1972

ACADEMIC PREPARATION

Ph.D. Major - Agricultural Education: Courses in Teaching Methods, Teacher Training, College Teaching, Educational Research, Instructional Media, Occupational Guidance, Administration and Supervision, Adult Education, Agricultural Education in Developing Countries, and Scientific Method.

Minor - General Studies: Courses in Sociology, Technical Agriculture, Vocational-Technical Education, Educational Administration, and Statistics.

GPA: 3.48 out of 4.0

Dissertation: Preservice and inservice educational needs of vocational agriculture teachers in the Philippines.

M.S. Major - Agricultural Education: Courses in Community Leadership and Improvement, Adult and Extension Education, Curriculum Development, Administration of Guidance Program, School Principalship, and Audio-Visual Methods.

GPA: 3.50 out of 4.0

Thesis: A survey of the directed farming program of secondary vocational agriculture students at the Central Luzon Agricultural College, Nueva Ecija, with a view of identifying weaknesses and strengths for the development of a supervised farming program.

B.S. Major - Agricultural Education
GPA: 3.30 out of 4.0

PUBLICATION

Helped prepare and edit three series of instructional materials in Ornamental Horticulture:

Greenhouse Crop Production - A Teacher's Manual 1969
 Nursery Production - A Teacher's Manual 1970
 Facilities for Instruction in Ornamental Hort 1971
 Publications prepared for the Alabama Cooperative
 Extension Service:
 Black Walnut Timber and Nut Production 1974
 Growing Rabbiteye Blueberries in the Home Garden 1974
 Let Us Grow Trees 1975
 Growing Raspberries 1975
 Staff Study in the Department of Agribusiness Education:
 Ten-Year Follow Up of Alumni in Agricultural
 Education at Alabama A & M University 1975
 Senior Editor, Agribusiness Education News (Staff Department Paper)

ACADEMIC EXPERIENCE

Associate Professor III, Head, Department of Agricultural
 Development Education, Visayas State College of Agriculture,
 Baybay, Leyte 7127 June 1976 to date.

Associate Professor, Department of Agribusiness Education,
 Alabama A & M University, Normal, Alabama, January 1
 1973 to May 1976.

Extension Horticulturist, Alabama Cooperative Extension
 Service, Alabama A & M University, Normal, Alabama,
 January 1, 1973 to May 1976.

Graduate Assistant, Department of Agricultural Education,
 The Pennsylvania State University, September 1968 to
 June 1972.

Instructor, Mindanao Institute of Technology, Kabacan,
 Cotabato. Taught Methods of Teaching, Audio-Visual
 Methods and Techniques, Test, Measurement, and
 Evaluation, Administration and Supervision, Field
 Crops, Principles of Crop Production, Fundamentals
 of Animal Science, Music Education, July 1963 to
 April 1968.

High School Teacher, Mindanao Institute of Technology,
 Kabacan, Cotabato, Taught High School Mathematics,
 July 1962 to April 1963.

Elementary School Teacher, Kabacan Central School, Kabacan,
 Cotabato. Taught Elementary Agriculture to Grades V and
 VI pupils, academic courses in Health and Science, Social
 Studies, Mathematics, Language Arts, and Music, July 1956
 to March 1960.

HONORS AND ACTIVITIES

Graduated High School Valedictorian
 Graduate Assistant for four years, Department of Agricultural
 Education, The Pennsylvania State University

Recipient: Balik Scientist 1976
 Member : Phi Delta Kappa (Education)
 Alpha Tau Alpha (Agricultural Education)
 Gamma Sigma Delta (Honors, Agriculture)
 Phi Beta Sigma (Civic and Social Frat)
 Horticulture Society of America
 American Association of Teacher Educators
 in Agriculture

Passed the following civil service examinations:
 Vocational Teacher, Secondary Teacher, Farm Management
 Technician, Junior Teacher of Agriculture, and Junior
 Teacher (Academic).

REFERENCES:

- Dr. Fernando A. Bernardo, President, Visayas State College of
 Agriculture, Baybay, Leyte 7127
- Dr. Samuel S. Go, Director, Development Planning, Visayas State
 College of Agriculture, Baybay, Leyte 7127
- Dr. James I. Dawson, Director, Alabama Cooperative Extension
 Service, Alabama A & M University, Normal, Alabama
- Dr. Taylor Byrd, Chairman, Department of Agricubusiness, Alabama
 A & M University, Normal, Alabama.
- Dr. David R. McClay, Chairman and Professor, Department of
 Agricultural Education, The Pennsylvania State Univer-
 sity, Room 102, Armsby Building, University Park,
 Pennsylvania 16802.

PERSONAL DATA

Age: 40	Height: 5'6"	Marital Status: Married
Health: Excellent	Weight: 155 lbs.	Children: One girl

ADDRESS

Visayas State College of Agriculture, Baybay, Leyte 7127

RECOMMENDATION TO GRANT HONORARIUM TO DEPARTMENT HEADS

Rationale:

Each department in VISCA is administered by a head who is chosen from among the staff and appointed by the President of the College. The selection is based primarily on the individual's leadership ability and partly on his/her rank status among the department staff.

The selection of a staff as Department Head does not necessarily mean that he/she will be granted rank adjustment or reduced load in terms of research, teaching and/or extension. His/her function as Department Head is oftentimes carried out on top of his regular responsibilities as a staff member of the department.

In addition, in view of staff deficiencies at times, the Department Heads have to absorb extra loads that cannot be assigned to any member of their departments. Consequently, it is not uncommon to find in VISCA Department Heads carrying higher load than any of their staff members and, therefore, they essentially have to work beyond regular office hours to keep up with their tasks.

Under certain circumstances, however, Department Heads have to give part of their direct involvement in instruction, research and/or extension to give way to more important administrative matters requiring their attention. For instance, the decentralization policy of VISCA has placed some major responsibilities in the hands of the Department Heads.

4 Furthermore, because of their inability to undertake full research load, Department Heads are deprived of taking full advantage of receiving honoraria from research projects funded by some agencies like the Philippine Council for Agriculture and Resources Research and the National Science Development Board. Therefore, a staff member, carrying the same rank as a Department Head is financially in a better position by having more time to undertake research funded by other agencies.

Proposal:

In view of the above conditions and to provide greater incentive to Department Heads to carry out their important functions in assisting the President in managing College affairs, it is proposed that they be granted an honorarium of ₱150 per month each, effective January 1, 1978. This honorarium shall be granted regardless of honorarium any Department Head is receiving already from other sources, provided, however, that when the Department Head fails to assume his function for 50% or more of the working days per month, the honorarium shall be adjusted accordingly.

APPENDIX F PROPOSAL TO GRANT DORM ADVISERS INCENTIVE ALLOWANCE AND THE HELP OF STUDENT ASSISTANTS

Rationale

Lately, the Office of Student Affairs had difficulty getting school personnel to act as dormitory advisers for the reason that it is additional work over their regular load considering that it entails the added responsibility of looking after a number of students even in the evenings and during weekends with its attendant problems. The only reason why some have accepted the job is that they have no place to stay in the meantime, hence it is felt that this is a temporary arrangement until they can ultimately move out.

Proposal

In order to make the job of a dormitory adviser more attractive and not a mere "parking place" for those who have no place to go because of the limited accommodations in VISCA, the following proposals are hereby recommended to hold some of the advisers who are doing well in their job and at the same time attract more competent advisers in the future:

1. To grant a kind of incentive allowance for dormitory advisers to compensate them for the added responsibility of looking after the students accommodated in the college dorms not only during regular hours but also even in the evenings and during weekends.
2. To provide student assistants to help them in bedchecking, in supervising the cleaning of the dormitory and its surroundings, in maintaining discipline and taking charge of the dormitory in the absence of the advisers.

Discussion of the Proposals

1. Incentive Allowance

Since the college is collecting dormitory fees, a portion of this amount collected may be used for this incentive allowance based on the number of students living in a dormitory.

Table 1

Number of Residents	Proposed Adviser's Honorarium	Number of Dormitories	Total Collectible/ Month	Total Collectible/ Semester	Total Collectible/ Year
30 - below	₱ 50.00	5	₱ 250.00	₱1,250.00	₱2,500.00
31 - 45	60.00	2	120.00	600.00	1,200.00
46 - 60	70.00	2	140.00	700.00	1,400.00
61 - 75	80.00	1	80.00	400.00	800.00
76 - up	100.00	2	200.00	1,000.00	2,000.00
		12	₱ 790.00	₱3,950.00	₱7,900.00

I. Student Assistants

To help the dormitory advisers, student assistants may be appointed based on the number of students staying in a dormitory with a compensation of ₱1.00 per hour not to exceed ₱100.00 a month.

With these student assistants helping in the routine jobs, the advisers can give more time to a very important function - counseling.

Table 2. Number of student assistants based on number of students.

<u>No. of Students</u>	<u>No. of Student Assts.</u>
29 - below	0
30 - 50	1
51 - 100	2

Table 3. Estimated expenditures for student assistants.

<u>Dorm</u>	<u>No. of Students</u>	<u>No. of Assts.</u>	<u>1st Sem.</u>	<u>2nd Sem.</u>
1. Cactus	25	0		₱1,500.00
2. Calachuchi	58	2	₱ 750.00	
3. Coconut	38	1	375.00	750.00
4. Dahlia	16	0		
5. Everlasting	55	2	750.00	1,500.00
6. Jasmine	21	0		
7. Mahogany	16	0		
8. Sampaguita	36	1	375.00	750.00
9. Sunflower	85	2	750.00	1,500.00
10. Waling-waling	60	2	750.00	1,500.00
11. Zea Maize	98	2	750.00	1,500.00
		12	₱4,500.00	₱9,000.00

Dormitory Income

The estimated dormitory income for one year is tabulated below:

Table 4. Estimated dormitory income.*

<u>No. of Residents</u>	<u>No. Fee/mo.</u>	<u>Total/Sem.</u>	<u>Total 2nd Sem.</u>
52	₱ 5.00	₱ 1,300.00	₱ 2,600.00
393	10.00	19,650.00	39,300.00
60	15.00	4,520.00	9,000.00
		₱25,450.00	₱50,900.00

*Based on the enrollment during the 2nd Semester.

Table 5. Estimated income and expenses based on proposal.

Estimated income for 10 months only		₱50,900.00
Estimated expenditures for 10 mos.		
1. Incentive allowance for adviser	- ₱ 7,900.00	
2. Wages for Student Assistants	- 9,000.00	
	₱16,900.00	16,900.00
Balance	-	₱34,000.00

Additional Income

Additional income can also be realized during summer and at times when transient delegates to seminars, etc. may be charged for their stay. These estimated amounts have not been included in the tabulated income stated above. Since there are also more students during the first semester, the estimated income will also increase proportionately.

Conclusion

Considering the role played by the dormitory advisers and the extra time and effort they put in as resident guidance counselors and other jobs which entail added responsibility over and above their regular load, the granting of an incentive allowance will enable the OSA to select advisers who are willing to accept the responsibilities attendant to the job and at the same time provide for a number of student assistants who may find their work the only chance to finish college.



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

VISCA CREDU OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

Estimated Operational Expenses for 1978
DEPARTMENT OF PHYSICAL EDUCATION

PERSONNEL:

October 26, 1977

Procurement Officer	@ /9384.00/p.a.	/9384.00	
Buyer/Canvasser	@ 7620.00/p.a.	7620.00	
Clerk-Typist	@ 5964.00/p.a.	5964.00	
Driver-Radio Operator	@ 5964.00/p.a.	5964.00	/28,932.00

Resident, VISCA
Baybay, Leyte

OFFICE SUPPLIES:

All supplies estimated at /75.00/mo. x 12 900.00

OFFICE EQUIPMENT:

Two (2) units office tables @ /250.00 /500.00
One (1) unit electric fan, 8" (for radio/phone) 100.00
One (1) unit electronic calculator 1000.00
Eight (8) pos. chair, office @ /30.00 240.00
One (1) unit typewriter (second hand) 1000.00 2,840.00

TRANSPORTATION:

Ford Fiera (to be taken from the VISCA Motor Pool)

Operation - Gasoline - 5 liters/day or		
1,825 x /1.70	/3102.50	
- Oil - /50.00/mo. x 12	600.00	
Repairs and Maintenance - /50.00/mo. x 12	600.00	4,302.50

TOTAL = / 36,974.50

(SGD.) RIMAR A. ESPINA

Chairman, D.P.E.

REVOLVING FUND FOR EMERGENCY PURCHASE ORDERS

/ 10,000.00

SUBMITTED BY:

(SGD) ADOLFO PARALSO
Division Chief

TRUE COPY FROM THE DUPLICATE COPY:

ROSALIA T. BARDALAN
12/15/77

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

DEPARTMENT OF PHYSICAL EDUCATION

October 26, 1977

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

SIR:

Due to the rising prices of athletic supplies and equipment which are badly needed by the Department, I would like to request for an increase of athletic fee, three (P3.00) pesos per semester to five (P5.00) pesos effective this second semester. I am sure such an increase will not be too much on the part of the students, for it will be returned to them in the form of athletic supplies and equipment, through physical education and general athletic activities of the department.

Attached are the reasons for an increase of athletic fee which I think are fair enough for the request.

Hoping for your kind consideration regarding this matter.
Thank you very much.

Very truly yours,

(SGD.) EIMER A. ESPINA
Chairman, D.P.E.

REASONS FOR INCREASE OF ATHLETIC FEES

1. The new program of the Department now emphasizing the exploration of almost all types of sports during the freshman year, and specialization of one or two types of sports in the sophomore year, simply needs a lot of athletic supplies and equipment.
2. Due to the increased costs of athletic supplies and equipment now-a-days, the amount derived from the athletic fees is not enough to purchase athletic supplies and equipment needed to strengthen the Department's program of physical fitness through sports and athletics.
3. The seasonal games and tournaments planned by the Department the school year round, in order to have wholesome activities for the students and staff during holidays and week end, need additional supplies and equipment.
4. There are 572 students taking direct physical education instructions from our staff. They need sufficient supplies and equipment for instructional and practicum purposes.
5. There are 578 students not taking physical education, but they too will be using the supplies and equipment after class hours, and during holidays and week ends.
6. 275 VPA members make use of the supplies and equipment for their practices and actual competition for the yearly VPA meets, as well as during holidays and week ends.
7. College Intramural Meet or Students' Sports Festival uses the supplies and equipment for practice and actual competition.
8. The college should put up amount as counterpart for the purchase of supplies and equipment to support the program of the Department.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

DEPARTMENT OF PHYSICAL EDUCATION

December 5, 1977

TO: DR. FERNANDO A. BERNARDO
PRESIDENT, VISCA
BAYBAY, LEYTE

SUBJECT: RECOMMENDATION TO ORGANIZE AND MAINTAIN DRUMS AND
BUGLE CORPS IN LIEU OF THE EXISTING BAND.

The undersigned has visited schools in Cebu City with existing drums and bugle corps, namely: University of the Visayas, Colegio de San Jose Recoletos, Cebu Christian School and Cebu Eastern Chinese School. Of the schools mentioned, San Jose Recoletos is rated the best in Central Visayas.

Boy Scout Master, Sergio P. Damazo Jr. who holds the position as Dean of Boys of said school, is the organizer and trainer of the group. All members of his drums and bugle corps are in the Boy Scouting Movement. They earn credits in P.E. and Y.D.T.

Dean Damazo's group has a total number of 120 boys, the biggest in Cebu City. This observer had a chance watching them during one of their rehearsals in preparation for the National Boy Scout Jamboree scheduled in Cebu towards the end of this month.

RECOMMENDATION:

As suggested by most of the leaders this observer has met and with his little knowledge and background of drums and bugle corps, in the event the President of VISCA would decide in favor of organizing a group, it is strongly suggested that VISCA starts with a modest composition of 26 members and with this estimated cost of instruments.

INSTRUMENT	NO. OF PIECES	UNIT COST	TOTAL COST
1. Parade drum (wooden)	5 pcs.	120.00	600.00
2. Snare drum (wooden)	5 "	120.00	600.00
3. Bass drum (wooden 26")	1 pc.	450.00	450.00
4. Bugle (U.S. regulation w/o piston)	10 Pcs.	320.00	3,200.00
5. Lyre (small)	2 "	600.00	1,200.00
6. Cymbal (18" Japan)	2 pairs	440.00	440.00
7. Baton (band major w/ trimmings)	1 pc.	110.00	110.00
			<u>7,040.00</u>

JUSTIFICATION:

1. This will prove to be economical; there is no need for monthly allowances for members, but the members should be given financial assistance in terms of free comprehensive fees plus free uniforms for all the members (one set of uniform yearly),
2. All members earn credits for P.E. and Y.D.T.
3. Bigger volumes can be produced,
4. Instruments are less expensive compared to regular band instruments,
5. Instruments not difficult to play,
6. Instruments not expensive to maintain,
7. The activity can be a part of the Scouting Program of the High School and Elementary Department of VISCA.

(SGD.) ELMER A. ESPINA
Dept. Head, D.P.E.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPENDIX J

Office of the President

December 19, 1977

The Honorable
Members of the Board of Trustees
Visayas State College of Agriculture

SUBJECT: Creation of the Claims Office
Land Acquisition to be headed by
Atty. Alfea A. Caintic

Gentlemen:

Pursuant to the provisions of PD 1107 VISCA shall acquire all lands with the improvements thereto of Bo. Pangasinan and some lots situated in the barrios of Guadalupe and Marcos either by negotiated sale or by expropriation proceedings. This land acquisition project of VISCA involves a total land area of 325 hectares, a total number of 332 landowners and an undetermined number of tenant-tillers. Full implementation of the Presidential Mandate necessitated the creation at VISCA of a Claims Office on Land Acquisition to be headed by Atty. Alfea A. Caintic, Legal Officer of the College.

The proposed Claims Office headed by Atty. Caintic shall be responsible for receiving and processing all land titles and other related documents affecting vendor-claimants affected by PD 1107 in a negotiated sale. It shall have the responsibility of causing the registration at the Office of the Registrar of Deeds of the Province of Leyte of said documents and ultimately the transfer of title of ownership from the numerous landowners into the name of VISCA. To a large extent, it shall be responsible for the preparation of all necessary documents in case of an expropriation and shall assist the Solicitor General in court until the termination of the proceedings.

Atty. Caintic has been performing the afore-mentioned duties as her additional assignment since April 1, 1977 and all transactions attendant to land acquisition were all executed in the proposed Claims Office. Considering the fact that the volume of work inherent to the Office is of great magnitude, legally delicate and taxing, Atty. Caintic deserves to be given an honorarium of ₱1,000.00 per month effective July 1, 1977.

In view of the foregoing, I would like to submit the proposal for your approval.

Very truly yours,

(SGD.) F. A. BERNARDO
President

JUSTIFICATION FOR NEW POSITIONS:

CY 1978

APPENDIX K

Department	Position Title	Annual Salary	J u s t i f i c a t i o n
Agronomy	Instructor I	9,756	A Soils major is needed because the department is going to offer two major soil subjects by 1978--Soil Chemistry and Advanced Soil Fertility. Without any instructor in soil science the quality of instruction in Soils will be sacrificed.
	Driver	5,964	The services of the driver are very much needed due to several projects assigned to the department, including instructional, research and extension activities. According to the Civil Service rule, no casuals should be employed continuously for six months. Since the casual driver in the department has been working over 1½ years now, he should be given an item based on the need and in fairness to the driver.
Crop Protection	Instructor I	9,756	Pesticide toxicology - which deals with the effects, detection and antidotes of pesticides - is a very important field of crop protection. At present the use of pesticides is still indispensable in protecting crop plants and domestic animals from pest damage, amidst public concern over environmental pollution arising from unwise pesticide use. Thus, there is a need for a pesticide toxicologist here in VISCA to study the mode of action of the chemicals on the plants and animals treated and the fate and behaviour of pesticide when finally incorporated in the soil. Information from such studies shall serve as important basis for judicious pesticide use to minimize environmental pollution, hazards to man and his animals.
Ag. Eng'g. and Applied Math	Clerk-Typist I	5,964	At present, the department has only a casual clerk and utility man at the same time. This department is one of the biggest departments of the College without an item for a clerk-typist. It has a teaching force of 18 instructors. The volume of typing work that each instructor submits for typing necessitates the creation of an item for clerk-typist.

Department	Position Title	Annual Salary	J u s t i f i c a t i o n
Ag. Economics	Assistant Professor II	14,956	<p>The services of Prof. Jose Alkuno, Jr. is very much needed in the department. He will be handling major courses in Agricultural Economics such as Macroeconomics Theory, Managerial Economics and Analysis of Agricultural Economics Data. He will also handle courses in Agribusiness. In addition to his teaching load he will also be conducting research studies in Ag. Economics and Farm Management.</p>
Ag. Chemistry	Instructor I	9,756	<p>This position is proposed for Mr. Andresito P. Acabal who has been serving the college since June 2, 1977 without any item of his own. The creation of such item will help promote feelings of belonging on the part of the instructor concerned and will result in improved performance output. Mr. Acabal (BSChem) has an important role to play in improving instruction in the department.</p>
Arts & Letters	Clerk I	5,340	<p>Presently, the department has a clerk on casual basis. However, it would be more advantageous to the college if a clerical position is created to enable the department to retain the services of a good clerk.</p>
Arts & Letters	Instructor IV	12,996	<p>This item is intended for Mrs. Perla Tan, who is at present employed as substitute with a position of Instructor II. With some of the staff of the department transferred to the Ag. Dev. Ed. Department, there is a need to hire her with a regular item in the plantilla. Mrs. Tan needs corrective adjustment. Using the guide for academic staff position reclassification, she will get a score of 48 with M.A. equivalent to Assistant Professor I. Being still new and in fairness to the oldtimers, she still has to prove herself in terms of performance, thus, the Instructor IV rank.</p>

Department	Position Title	Annual Salary	J u s t i f i c a t i o n
Arts & Letters	Instructor I	9,756	Only two teachers are available to handle 13 sections of 450 freshmen in Education 11/12 (Psychology/Sociology). In 1978, 15 sections are projected to include repeaters and about 15% enrolment increase. There is no Sociology major in the department who can lead the Social Science group in generating socio-economics research, aside from teaching Sociology.
	Resident Physician	14,956	1. The College has only one resident physician. In a rural area like ViSCA, there is a need to answer the health demands of the community 24 hours a day. Therefore, a scheduled duty system that covers 24-hour duty should be established although still conforming with the 40-hour-per-week requirement of the labor law. 2. The rapid growth of the ViSCA population has a proportional increase in the health demands with which one resident physician cannot cope. 3. When the incumbent resident physician is out on official business or personal travel, another physician can look after the health needs of ViSCA students and personnel.
Infirmery	Pharmacist	6,612	Since ViSCA is eight kilometers away from the nearest pharmacy and considering that roads are bad and transportation facilities are limited, there is a need to operate and manage a pharmacy right on campus. The pharmacy at ViSCA should cater to the medical and health needs of the increasing ViSCA population and the people of adjacent barrios during emergencies. Non-availability of prescribed medicine in the clinic has always been a pressing problem that should be solved with the establishment of a pharmacy on campus.

the ViSCA population is large. The army unit to handle health in terms of emergency, and the police unit to handle emergency in terms of law enforcement, are not sufficient. The health care unit needs to be established to the extent that it will be a source of health care and a center for health care.

Department	Position Title	Annual Salary	J u s t i f i c a t i o n
Library	Binder	5,964	<p>1. The library is accumulating files of journals with complete issues. Because of their thinness compared to books, loose issues of journals easily get lost and can easily be hidden or mixed with other periodicals resulting in waste of time looking for them. They should be bound to avoid losses and misplacement.</p> <p>2. Acquisition of back issues of journals is expensive and takes a long time. Sometimes, it is even impossible because of the limited number of copies published.</p> <p>3. Once we have a binder in our own bindery, we can establish specifications such as types of binding, color of bookcloth or bookpaper used. Uniformity of color for each subject can be obtained because the binder maintains in his stock the bindery supplies.</p> <p>4. There exists easy communication between binder and librarian, thus, minimizing errors in binding.</p> <p>5. The binder helps in the conservation of library materials. The library has a lot of expensive books such as encyclopedias and other multi-volume sets of reference books. Once destroyed, they should be repaired. Repairing them in our bindery is cheaper than buying another copies.</p>
High School	Animal Caretaker	4,152	<p>The animal project of the High School is composed of 1,000 layers, 500 broilers, 20 cows, and 100 rabbits. Hence, there is a need for an animal caretaker to look after the project, maintain the green-feed area, and act as guard of the project.</p>

been a big problem that could be solved with the non-availability of these types of service to the clinic and staff from any one person or office and practice during emergencies.

Department	Position Title	Annual Salary	J u s t i f i c a t i o n
Development Planning Office	Research Assistant	6,936	<p>The tempo of ViSCA's 5-year development programs implementation is expected to perk up in 1978. This means increase in the volume of work for the Development Planning Office in terms of:</p> <ol style="list-style-type: none"> 1. Project monitoring reports required by EDPITAF which includes the following: <ol style="list-style-type: none"> a. Scholarship program report b. Consultant program report c. Research and training program report 2. Development planning data collection and analysis 3. Report preparation on development plans requested by other government agencies <p>The added volume of work is equivalent to 40 hours per week or one man-year.</p>
Regional Coconut Research Center	Driver-Mechanic	5,964	<p>The research activities of the center have increased a lot, much more especially in 1978. A number of new research studies have been approved by PCARR and PCRD and these studies will be started in 1978. These researches are conducted not only in ViSCA experimental fields but also outside of ViSCA, e.g.: identification of promising coconut cultivars, search for cooperating farms and studies of intercropping, and survey and characterization of "coconut soils" in Eastern Visayas. Since the project activities require private mobility and transport-</p>

with the Green-leaf virus, and get the family of the project. They got an animal caretaker to look after the project, with-
 out a 300 members, 80 cows, and 100 chickens. Hence, there is

Department	Position Title	Annual Salary	J u s t i f i c a t i o n
Forestry	Instructor IV	12,996	The position requested is intended for Mr. Marcelo Bonita, graduate scholar, who will be finishing the requirements for the M.S. degree in 1978.
	Assistant Instructor III	9,024	These positions will be for Messrs. Catig and Itaas, respectively. These two staff members of the department are employed without regular items in the plantilla. They do not only teach and do research work but also take care of the nursery and forest of the College.
	Research Assistant II	7,956	
Office of the President	Secretary to the President	10,800	At present, there is no regular item for a secretary. This office has, on special detail, only a research assistant from the Community Extension Service. She is presently performing the job of a secretary. The position must be created so that the CES item she is occupying now can be released to CES.
	Clerk I	5,340	The position of a clerk is for somebody to assist the secretary and to take charge of filing and handling incoming and outgoing correspondences.
Records	Messenger	4,740	The position of a messenger is necessary in the Records Division because our system of communication is highly centralized. All incoming and outgoing communications are coursed through and disposed of by the Records Division. To insure fast delivery of vital information, documents and correspondence to all concerned without fear of interruption in the flow of communications, a permanent messenger should be posted in said office. Admittedly, any delay or loss in the delivery can easily be traced to the messenger who has the responsibility in this regard. Ultimately, a permanent messenger in this division will definitely

Classification of a position for the purpose of determining its relative position in the hierarchy of the organization. This is done by comparing the duties and responsibilities of the position with those of the positions in the hierarchy. The position is then placed in the hierarchy according to its relative position.

Department	Position Title	Annual Salary	J u s t i f i c a t i o n
Manila Office	Bookkeeper	7,620	Funds which have to be liquidated are transferred to the Manila Office quarterly. Liquidation and balance of funds must be reported regularly for proper recording in the college books. At present, there is oftentimes a delay in liquidating funds transferred because there is nobody to handle the bookkeeping and reporting of obligations incurred in the office -- hence, the creation of the position.
Office of the Student Affairs	Asst. Guidance Counselor III	9,384	At present, ViSCA has 1,200 students with only one guidance counselor and an assistant guidance counselor performing the guidance and counseling services, testing, scholarships and financial aid, student organization and activities, cumulative records, orientation, placement and follow-up, accommodation and housing and individual counseling. Aside from these services, the guidance counselors are also requested to help teach classes in guidance and counseling and administer psychological tests to applicants for clerical services and interpret results of these tests.

Another factor which has increased the volume of work in this office is the presence of 287 scholars or about 24% of the total population -- COCOFED, State, Philsugin, Study Now Pay Later, and ViSCA -- with their special problems.

For more effective guidance and counseling services, it is proposed that the position of another Assistant Guidance Counselor be created so that the different programs of OSA will be distributed accordingly. The proposed position shall take charge primarily of the scholarship and financial aid program.

to the present and for the school year 1961-1962. The proposed position of another Assistant Guidance Counselor will be created so that the different programs of OSA will be distributed accordingly. The proposed position shall take charge primarily of the scholarship and financial aid program.

Department	Position Title	Annual Salary	J u s t i f i c a t i o n
Cebu Office (Procurement)	Supply Officer	9,384	<p>College office supplies and instructional and farm supplies needed by the faculty and staff are purchased in Cebu City. This could be attributed to the availability of most goods needed by the college in Cebu City and the direct boat services between Baybay and that metropolis.</p> <p>A tremendous increase in volume of our transactions with suppliers in Cebu has started this year due to our expanded programs and the construction of numerous VISCA projects. For this reason, VISCA Cebu Office will serve not only as a purchasing or coordinating body for the college but also as an information center for VISCA in addition to the service that it has to extend to our staff members and students conducting field trips or research in that city. This situation calls for the need to strengthen the VISCA Cebu Office through the creation of positions.</p> <p>The Supply Officer manages and supervises the operation of the office. The Clerk types various correspondences, forms, requests and reports on the operation of the office and keeps a systematic recording of all incoming and outgoing communications thereat.</p> <p>The Buyer has the responsibility of canvassing and purchasing all supplies and equipment needed by the college.</p> <p>The Driver-Radio Operator drives the vehicle for purchasing supplies and operates radio control system in the office. This position is necessary because mobility is needed relevant to canvassing, purchasing and hauling of goods.</p>
	Buyer I	6,612	
	Driver-Radio Operator	5,964	
	Clerk II	5,964	

With the creation of the aforementioned positions and the...

...of the college...

Department	Position Title	Annual Salary	J u s t i f i c a t i o n
Animal Science	Clerk-Typist I	5,964	<p>The position of a clerk-typist as one of the supportive services is very essential for the effective functioning of the office. The department up to the present does not have yet this position, so that the likelihood for the department to employ a good clerk-typist for a longer duration becomes a problem since good ones usually seek for stability and security of the position especially if they are civil service eligibles which the casual or emergency labor category could not offer. Also, casual clerks transfer to other offices with available item when they become civil service eligible, thus disrupting the effective and normal functions of an office.</p>
Supply Office	Driver-Mechanic	5,964	<p>It is admitted beyond contradiction that the Supply-Property Division is one of the vital instrumentalities of the college taking into account its major role in the implementation of college policies. Primarily, this division is responsible for supplying all the office supplies and equipment needed by the college. At this juncture, mobility and time are of the essence in this division for any delay may eventually paralyze certain projects, programs and ongoing researches of the college. Vehicular break-down on the way as a result of engine trouble is one of the common reasons for the delay. This fact is amplified by the presence of poor roads and bridges in the community. To minimize, if not prevent any delay in the delivery of supplies and equipment for reason of engine trouble, the need for a driver-mechanic becomes paramount. Apparently, the creation of said position is necessary to attract of the surest ways of attracting them including those in the private sector for its creation portrays a semblance of stability of the position.</p>

Department	Position Title	Annual Salary	J u s t i f i c a t i o n
BDL	Instructor II	10,800	<p>The Barangay Industries Development Laboratory (BIDL) needs a man who can help solve many of the bottle-necks of cottage industries, including the construction of innovative mechanical devices to facilitate the work of rural women in handicrafts. The college has hired an experienced trade school graduate on contractual basis and he has been doing wonders. He acts as Assistant Project Leader of BIDL. His expertise in Handicraft which the department lacks is indispensable because most of the trainings conducted is in this field of specialization. A position must be created to keep him.</p>
Ag. Dev. Ed.	Assistant Instructor III (3 items)	9,024	<p>These three items are for the Barangay Development School in the interior of Sab-a Basin, Leyte, an innovative project of VISCA designed to provide education in vocational agriculture to children of settlers in the area. Formal education will be combined with non-formal education to reach the farmers, rural women and out-of-school youth in the community. Two staff without items are presently teaching in this school. A third one is needed to cope with the needs of advanced students, thereby necessitating the creation of three new positions.</p>
5	Assistant Instructor II (5 items)	7,956	<p>These positions are created for five instructors whose services are badly needed to implement the expanding non-formal education program of the college. They shall prepare simplified teaching materials, visual aids and primers on the production of crops and livestock. They shall handle short training courses not only in agriculture, but also in forestry and cottage industries to encourage the utilization of idle time and abundant natural resources in Leyte.</p>

Department	Position Title	Annual Salary	Justification
Ag. Dev. Ed.	Instructor III	12,240	This position is for an instructor with a masteral degree to work in the Development Communication section of the Department of Agricultural Development Education. She will teach courses to students majoring in Development Communication and Agricultural Education.

reference in table.

to encourage the nation's crop of rice from the agricultural department.

PROPOSAL TO SEPARATE THE POSITION OF COLLEGE SECRETARY
AND REGISTRAR

Rationale:

1 To give effect to the legislative intent of Presidential
2 Decree No. 470 (as amended by PD No. 700) which provides for
3 the separation of the secretary of the college from the regis-
4 trar; to implement the ViSCA development plan which provides
5 different offices for these two officials; to insure their in-
6 creased efficiency and effectiveness without additional cost to
7 the college by allowing them to concentrate in their respective
8 lines of work; to eradicate the inconvenience of dealing with
9 entities inside and outside ViSCA; to re-establish the predom-
10 inant title and traditional role of the registrar as the school
11 official in charge of admission and registration of students;
12 to enable the college to select career officials for these
13 positions and to assert the dignity and prestige of this ins-
14 titution by maintaining these two positions separate.

Recommendation:

1 That the Board of Trustees amend the ViSCA Code to separate
2 the presently-merged positions of college secretary and registrar.

FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE COLLEGE SECRETARY

A. General Functions:

1. The VISCA College Secretary shall be responsible to the College President and shall function as:
 - a. Secretary of the College,
 - b. Secretary of the Board of Trustees,
 - c. Secretary of the President's Advisory Council,
 - d. Secretary of the Executive Committee, and
 - e. Secretary of the College Council

B. Specific Duties:

1. As Secretary of the College, he shall--
 - a. Prepare, in consultation with the deans and heads of departments and other offices, all academic affairs/activities of the college
 - b. Keep full and accurate records of the College as may be determined by the Board of Trustees and the College President;
 - c. Disseminate to offices/officials concerned information on agreements/decisions made by the different governing bodies of the College as enumerated in A1(a0e);
 - d. Assist in the follow-up of the implementation of these agreements/decisions;
 - e. Assist the president in the enforcement/implementation of policies, rules and regulations on academic affairs, and
 - f. Perform other duties that may be assigned him by the College President and shall work closely with the Director of Development Planning and other heads of other departments and other offices.
2. As Secretary of the Board of Trustees, he shall--
 - a. Prepare and issue notices to every Trustee of all Board meetings and make necessary preparations for such meetings;
 - b. Prepare and furnish each Trustee with a copy of the agenda at least a day before the scheduled meeting;
 - c. Keep full and accurate record of all Board meetings;
 - d. Inform all offices/officials concerned about the decisions/agreements made by the Board through memoranda, circular, or minutes of meetings;
 - e. Assist in the follow-up of the implementation of the decisions/agreements made by the Board; and
 - f. Prepare and furnish each Trustee with a copy of the minutes of the Board meetings on the next succeeding meeting.

(turn to the next page, please)

Functions, . . . College Secretary (continued)

3. As Secretary of the President's Advisory Council, he shall --
 - a. Prepare and issue notices to all members of the President's Advisory Council of all meetings of the council;
 - b. Prepare and furnish each Council member with a copy of the agenda of the scheduled meeting;
 - c. Keep full and accurate record of the minutes of the meetings;
 - d. Inform all offices/officials concerned about decisions/agreements made by the Council through memoranda, circulars, or minutes of meetings;
 - e. Prepare and furnish each member of the Council with a copy of the minutes of the meeting on the next succeeding meeting; and
 - f. Assist in the follow-up of the implementation of all decisions/agreements made by the Council.
4. As Secretary of the Executive Committee, he shall --

Same as B.3(a-e), except for "President's Advisory Council," which should be "Executive Committee," instead; "Council," which should be "Committee."
5. As Secretary of the College Council, he shall --

Same as B.3(a-e), except for "President's Advisory Council," which should be "College Council."

* * *

DUTIES AND RESPONSIBILITIES OF THE REGISTRAR

- a. To keep all student records up-to-date
- b. To reconstruct missing student records in the school files on the basis of the official records available in his office.
- c. To issue transfer credentials, transcript of records, certifications, report of ratings, etc.
- d. To examine credentials for the purpose of registration and to enforce entrance requirements.
- e. To take up with his office matters regarding recommendations of deans or department heads on students' overload, cross-registration, admission of students from foreign schools, transfer of students after enrolment period, etc.
- f. To prepare and submit all reports on enrolment, attendance, student load, classification and other data which maybe requested by the College Secretary/President from time to time.
- g. To prepare and submit, in consultation with the respective deans or department heads, the record of candidates for graduation.
- h. To assist the deans or department heads during registration in determining the subject load and subject sequence.
- ii. To prepare and enforce schedule of classes in consultation with the respective deans or heads of departments.
- j. To consolidate schedule of classes and teachers' service load for each term, in consultation with the respective deans or department heads.
- k. To enforce regulations regarding enrolment, attendance, student load, classification, subject sequence, transfer, graduation, suspension or dismissal of students and other disciplinary measures in cooperation with the department and other office concerned within the same college.
- l. To be responsible for all correspondence regarding student records.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPENDIX M

CY 1978 BUDGET

CURRENT OPERATING EXPENDITURE

PERSONAL SERVICES

Regular	P 3,668,046
Casual Labor	445,000
Substitute	155,000
Honoraria	140,000
Student Labor	95,000
G S I S	316,500
Salary Increases: BC 271 (10%) and BC 273 (30%) ..	412,000
35%	413,000
Merit Increase	43,982
Lump-sum Fund for New Positions	326,472
Sub-total	<u>P 6,015,000</u>

MAINTENANCE AND OTHER OPERATING EXPENSES

Traveling Expenses	P 320,000
Communication Services	20,000
Repairs and Maintenance of Government Facilities ..	550,000
Transportation Services	40,000
Other Services: Faculty Development	260,000
Student Scholarship	320,000
Sundries	450,000
Supplies and Materials	1,656,000
R e n t s	24,000
References and Journals	250,000
Sub-total	<u>P 3,890,000</u>

EQUIPMENT OUTLAY

Equipment and Books	<u>P 174,000</u>
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TOTAL CURRENT OPERATING EXPENDITURE P10,079,000

CAPITAL OUTLAY 4,500,000

G R A N D T O T A L P14,579,000

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

RATING SCALE FOR WORK PERFORMANCE, PERSONAL
AND SOCIAL QUALITIES OF ACADEMIC NON-
TEACHING AND NON-ACADEMIC STAFF

S U M M A R Y

	<u>Total Weight</u>
I. Performance Rating	
Total points earned x 70% =	_____
II. Personal and Social Qualities	
Total points earned x 30% =	_____
III. Rating For Other Factors	
	<u>Points</u>
1. Length of Service - - - -	_____
2. Awards & Citations receive	_____
3. Attendance in Seminars, etc	_____
4. Inventions adopted by the College - - - - -	_____
5. Publications - - - - -	_____
	Total Points
IV. Final Rating - - - - -	=====

(Note: The final rating is the sum of the total weighted rating and the total points earned in other factors.)

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

RATING SCALE FOR WORK PERFORMANCE, PERSONAL
AND SOCIAL QUALITIES OF ACADEMIC NON-
TEACHING AND NON-ACADEMIC STAFF

I. Procedure in Summarizing Ratings:

Criteria for Evaluation:

For a more equitable and rational assignment of weights to the various criteria, the personnel is divided into three broad categories, namely: non-competitive, non-supervisory, and supervisory positions.

A. Non-Competitive Positions

- | | | |
|-----------------------|---|-----|
| 1. Performance Rating | - | 70% |
| 2. Personality Traits | - | 30% |

B. Non-Supervisory Positions

- | | | |
|-----------------------|---|-----|
| 1. Performance Rating | - | 70% |
| 2. Personality Traits | - | 30% |

C. Supervisory Positions

- | | | |
|-----------------------|---|-----|
| 1. Performance Rating | - | 70% |
| 2. Personality Traits | - | 30% |

II. Computation of the various criteria:

- A. Performance - For purposes of merit salary increases, the employee's performance rating for the last three rating periods shall be considered. The rating scale for work performance is herewith attached for non-supervisory and supervisory personnel (Appendix A).

Total points earned x % weight (70%) = total weight.

- B. Personal and Social Qualities - This refers to the personality traits of the employee revealed in the course of the discharge of his official duties and functions. The maximum weight is 30%

Total points earned x % weight (30%) = total weight
(Use rating scale for personal & social qualities appendix B).

- C. Other Factors - This includes recognition, awards or citations, length of service, inventions and publications. The points earned are directly added to the total weight earned in A & B.

1. Length of service (Maximum points - 0.6).

For every year of service in the Visayas State

2. Awards and citations received

- . For every award of distinction received in recognition for active involvement in community service by recognized professional organizations or agencies or service clubs or societies whether local, regional or national - 0.2 each.

3. Attendance in seminars, workshops, conferences - 0.05 with a maximum of - 0.6 Citations, awards and attendance in seminars, workshops, etc. should be duly authenticated.

4. Inventions and innovations adopted by the College - - - - - 0.3

5. Publications

For every published book approved by the textbook committee or textbook board - - - - - 0.6

For every published book with at least 80 pages not approved by the textbook committee or textbook board - - - - - 0.3

For every independent or original research or professional article published in a recognized scientific or professional journal - - - - 0.1

For every article published in a periodical or magazine of national circulation - - - - - 0.05

For every article submitted for publication in a scientific or professional journal - 0.05

For every technical bulletin prepared - - 0.15

For every technical primer or extension leaflet prepared - - - - - 0.05

(Note: Co-author will have to split points allotted for publication).

APPENDIX "A"

RATING SCALE FOR WORK PERFORMANCE OF ACADEMIC NON-TEACHING
AND NON-ACADEMIC STAFF

Each factor is broken down into five (5) categories. Read each category carefully and check the item which best describes the quality of his performance. Consider such categories separately, guarding against the influence of general impressions. Evaluate the ratee's performance based on actual observation, not on mere impressions. Check only ONE item.

Take plenty of time to rate your personnel. Avoid being influenced by prejudice or pity. Nor should you overrate your friends and underrate those unfriendly to you.

For purposes of evaluating the work performance, the personnel is divided into two categories, namely, the non-supervisors and the supervisors, each having a different set of rating factors.

Weight -- 70%

I. For Non-Supervisors

	Poor	Below Average	Ave- rage	Above Average	Exe- lent	Weight
	(1)	(2)	(3)	(4)	(5)	
1. Does very accurate, neat and thorough job.	1	2	3	4	5	10
2. Completes large volume of acceptable work.	1	2	3	4	5	20
3. Possesses a thorough knowledge of all aspects of his job. Requires no instructions or assistance	1	2	3	4	5	10
4. Works conscientiously at all times; completes specified work on time without supervision; performs well even under pressure or difficult circumstances.	1	2	3	4	5	20
5. Works hard and diligently.	1	2	3	4	5	15
6. Understands clear instructions; gets regular work done as directed.	1	2	3	4	5	5
7. Reports to work and other functions promptly and regularly	1	2	3	4	5	10

APPENDIX "A"

RATING SCALE FOR WORK PERFORMANCE OF ACADEMIC NON-TEACHING AND NON-ACADEMIC STAFF

Each factor is broken down into five (5) categories. Read each category carefully and check the item which best describes the quality of his performance. Consider such categories separately guarding against the influence of general impressions. Evaluate the ratee's performance based on actual observation, not on mere impressions. Check only ONE item.

Take plenty of time to rate your personnel. Avoid being influenced by prejudice or pity. Nor should you overrate your friends and underrate those unfriendly to you.

For purposes of evaluating the work performance, the personnel is divided into two categories, namely, the non-supervisors and the supervisors, each having a different set of rating factors.

Weight - 70%

II. For Supervisors

	Poor (1)	Below Average (2)	Ave- rage (3)	Above Average (4)	Ex- cellent (5)	Weight
1. Plans, organizes, accomplishes short and long term goals for his dept./section/office.	1	2	3	4	5	20
2. Enforces rules and regulations without arousing resentment.	1	2	3	4	5	10
3. Conveys his thoughts and ideas clearly, concisely and effectively.	1	2	3	4	5	15
4. Recognizes potentials and provides opportunities for development of his staff.	1	2	3	4	5	10
5. Evaluates facts and makes correct decisions.	1	2	3	4	5	15
6. Performs work promptly and satisfactorily.	1	2	3	4	5	10
7. Reports for work regularly and promptly.	1	2	3	4	5	10
8. Overall work performance of						

RATING SCALE FOR PERSONAL AND SOCIAL QUALITIES OF ACADEMIC NON-TEACHING AND NON-ACADEMIC STAFF

Each factor is broken down into five (5) categories. Read each category carefully and check the item which best describes his personal and social qualities. Consider such categories separately guarding against the influence of general impressions. Evaluate the ratee's qualities based on actual observation not on mere impressions. Check only ONE item.

Take plenty of time to rate your personnel. Avoid being influenced by prejudice or pity. Nor should you overrate your friends and underrate those unfriendly to you

Weight - 30%

	Hardly (1)	Some- times (2)	Often (3)	Very Often (4)	Al- ways (5)	Weight
1. Works harmoniously with fellow workers and other individuals.	1	2	3	4	5	5
2. Initiates activities within the department/section/office.	1	2	3	4	5	5
3. Encourages consultation with students/fellow workers/office.	1	2	3	4	5	5
4. Gains the respect of his fellow-workers.	1	2	3	4	5	5
5. Exhibits resourcefulness in school-related activities.	1	2	3	4	5	5
6. Participates in civic and social activities including those within the ViSCA community.	1	2	3	4	5	5
7. Assumes leadership or followership roles and can be depended upon.	1	2	3	4	5	5
8. Accomplishes departmental/section/office assignments and assumes responsibilities expected of him/her.	1	2	3	4	5	10
9. Shows dedication in his/her work.	1	2	3	4	5	5
10. Exhibits honesty and fairness in his official and private dealings with fellow workers.	1	2	3	4	5	5
11. Projects confidence in himself/herself.	1	2	3	4	5	5
12. Reflects a degree of morality						

14.	Extends expertise beyond the department/section/office without jeopardizing his main tasks.	1	2	3	4	5	5
15.	Assists in unifying and strengthening the program of the department/section/office.	1	2	3	4	5	10
16.	Accepts willingly additional responsibilities with good judgment.	1	2	3	4	5	10
17.	Supports the policies of the Administration/department.	1	2	3	4	5	5

Note: Add Total No. of points earned X weight = Weighted points.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

RATING SCALE FOR WORK PERFORMANCE AND PERSONAL-SOCIAL QUALITIES OF TEACHING STAFF

S U M M A R Y

Weighted Rating

I. Students' Rating x 40% = _____

II. Supervisor's Rating x 60% = _____

Total Weighted Rating

III. Rating for Other Factors

Points

a) Publication

b) Honors and Awards

c) Participation in seminars,
workshops and conferences

Total Points

IV. Final Rating

Note: The Final Rating is the sum of the Total Weighted Rating and the Total Points earned in Other Factors.

SCALING SCALE FOR WORK PERFORMANCE AND PERSONAL-SOCIAL QUALITIES OF TEACHING STAFF
(Supervisor's Guide)

Work Performance (70%)

	Poor (1)	Below Average (2)	Average (3)	Above Average (4)	Excel- lent (5)	Weight
1. Reports to class and other official functions promptly and regularly.	1	2	3	4	5	10
2. Participates in meetings and seminars in the department.	1	2	3	4	5	5
3. Prepares syllabus/instructional materials and improves them continuously.	1	2	3	4	5	20
4. Introduces innovations to improve teaching efficiency, enrich learning and maximize acquisition of learning.	1	2	3	4	5	20
5. Submits promptly satisfactory reports.	1	2	3	4	5	15
6. Participates in co-curricular activities among students and fellow workers.	1	2	3	4	5	5
7. Overall teaching performance.	1	2	3	4	5	25

Personal and Social Qualities (30%)

	Hardly (1)	Some- times (2)	Often (3)	Very Often (4)	Always (5)	
1. Works harmoniously with fellow workers and other individuals.	1	2	3	4	5	5
2. Initiates activities within the dept./section/office.	1	2	3	4	5	5
3. Encourages consultation with students/fellow workers/office heads.	1	2	3	4	5	5
4. Gains the respect of students and fellow-workers.	1	2	3	4	5	5
5. Exhibits resourcefulness in school-related activities.	1	2	3	4	5	5
6. Participates in civic and social activities including						

8. Accomplishes departmental/ section/office assignments and assumes responsibilities expected of him/her.	1	2	3	4	5	10
9. Shows dedication in his/her work.	1	2	3	4	5	5
10. Exhibits honesty and fair- ness in his official and private dealings with fel- low workers and students.	1	2	3	4	5	5
11. Projects confidence in himself/herself.	2	2	3	4	5	5
12. Reflects a degree of moral- ity acceptable to the community.	1	2	3	4	5	5
13. Wears acceptable attire according to demands of the situation.	1	2	3	4	5	5
14. Extends expertise beyond the department/section/office, with- out jeopardizing his main tasks.	1	2	3	4	5	5
15. Assists in unifying and strengthening the program of the dept./section/office.	1	2	3	4	5	10
16. Willingness to accept additional responsibilities with good judgment.	1	2	3	4	5	10
17. Supports the policies of the school and the department/ section/office.	1	2	3	4	5	5

III. Other Factors

a. Publications and Inventions

Points

For every patented invention adopted by the College	-	0.30
For every published book approved by the Textbook Committee or Textbook Board	-	0.60
For every published book with at least 80 pages not approved by the Textbook Committee or Textbook Board	-	0.30
For every independent or original research or professional article published in a recognized scientific or professional journal	-	0.10
For every article published in periodical or magazine of national circulation	-	0.05
For every article submitted for publication in a scientific or professional journal	-	0.05
For every technical bulletin prepared	-	0.15
For every technical primer or extension leaflets prepared	-	0.05
For every article published in periodical or magazine of national circulation	-	0.05
For every article submitted for publication in a scientific or professional journal	-	0.05

Note: Co-authors will have to split points allotted for the publication.

b. Attendance in international, national or regional workshop-seminars and conferences (Maximum .6 points)	-	0.05
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c. Awards

For every award of distinction received in recognition for active involvement in teaching, research or extension by recognized professional or educational organizations or agencies.	-	0.20
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d. Average Workload

Points

17 workload units (minimum)	-	0.00
18 " "	-	0.04
19 " "	-	0.08
20 " "	-	0.12
21 " "	-	0.16
22 " "	-	0.20
23 " "	-	0.24
24 " "	-	0.28
25 " "	-	0.32
26 " "	-	0.36

RATING SCALE FOR EXTENSION WORKER

Weighted
Rating

Group A- Job Performance Skills

1. Diagnoses community problems accurately and introduces effective solutions	1	2	2	3	4	5	(15)	_____
2. Influences individuals and groups to institute worthwhile activities	1		2	3	4	5	(15)	_____
3. Prepares and implements plans	1		2	3	4	5	(15)	_____
4. Introduces innovations for the community, families or individuals	1		2	3	4	5	(15)	_____
5. Submits accurate and neat reports promptly	1		2	3	4	5	(10)	_____
6. Prepares extension materials and/or demonstration aids for projects undertaken	1		2	3	4	5	(10)	_____
7. Overall performance in extension	1		2	3	4	5	(20)	_____

Total weight = 100 _____

VISAYAS STATE COLLEGE OF AGRICULTURE
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RATING SCALE FOR WORK PERFORMANCE AND PERSONAL-SOCIAL QUALITIES 1/

<u>Research</u>	<u>Rating</u>					<u>Wt.</u>	<u>Weighted Rating</u>
	1	2	3	4	5	(15)	
Undertakes significant studies/project* during the year, either as worker or research assistant.	(1)	(2)	(3)	(4)	(5 or more)		
Submits reports and accomplishes other assigned tasks promptly.	1 (always late)	2 (often late)	3 (reasonably delayed)	4 (sometimes delayed)	5 (always prompt)	(5)	
Shows initiative in the performance of work and effectiveness in the implementation of research projects.	1 (guidance always necessary)	2 (guidance often necessary)	3 (occasional guidance necessary)	4 (guidance seldom necessary)	5 (guidance unnecessary)	(10)	
Exhibits drive in accomplishing added but related tasks beyond regular assignments and working time.	1 (none at all)	2 (occasionally shown)	3 (average)	4 (often shown)	5 (always strong and obvious)	(5)	
Organizes work, collects data, reports results satisfactorily.	1 (consistently disorganized)	2 (mostly disorganized)	3 (average)	4 (sometimes disorganized)	5 (always organized)	(5)	
Uses available resources effectively with resourcefulness.	1 (no resourcefulness at all)	2 (often unresourceful)	3 (average)	4 (often resourceful)	5 (always resourceful)	(10)	
Conducts experiments with care, honesty and accuracy.	1 (close supervision a must)	2 (reminder always needed)	3 (reminder needed often)	4 (reminder needed at times)	5 (highly dependable)	(10)	
Performs effectively in individual as well as group work.	1 (ineffective both ways at times)	2 (occasionally effective in one or both and average otherwise)	3 (effective only in one and moderate in other)	4 (highly effective in one & moderate in other)	5 (highly effective both ways)	(5)	

manifests interest in work and evidence of self improvement.	1 (no sign of interest nor self improvement)	2 (some dedication but poorly or vice versa)	3 (average)	4 (dedicated but grasps gradually)	5 (5) (dedicated and grasps fast)	_____
participates in college meetings, seminars and other college functions.	1 (never participates)	2 (seldom attends although available)	3 (present half of the time)	4 (occasionally absent although available)	5 (5) (always participating whenever available)	_____
research proposals approved for funding by agencies other than VISCA.	1 (*)	2 (**)	3 (***)	4 (X)	5 (10) (2)	_____
overall performance in the conduct of research.	1 (poor)	2 (below average)	3 (average)	4 (above average)	5 (15) (excellent)	_____

Total ----- 1000**

$$\text{Weighted Rating} = \frac{\text{Total Weighted Rating}}{\text{Total Weight}}$$

Other factors **** (The equivalent point for work load will be added to the weighted rating)

Work Load (hours/week)	Point	Workload (hours/week)	Point
35	.00	46	.33
36	.03	47	.36
37	.06	48	.39
38	.09	49	.42
39	.12	50	.45
40	.15	51	.48
41	.18	52	.51
42	.21	53	.54
43	.24	54	.57
44	.27	55	.60
45	.30		

get the credit if at least one proposal has been submitted recommended by the Department Head for evaluation.
 get the credit if one proposal have been submitted and recommended by VISCA for funding.
 get the credit if two or more proposals has been submitted and recommended by VISCA for funding.
 Other factors to be included will be adopted from the rating scale for teaching staff.

VISCA MANILA OFFICE

RATIONALE

The VISCA Manila Office was established to serve as the liason and service office of the College with the primary responsibility of strengthening of linkages with other government institutions and external agencies in pursuing the College's mission and purpose.

Through the SSB radio, the faculty are kept answering queries from sponsors of activities. The office has kept the College abreast with the arrival of consultants and guests which made their trip more organized and pleasant realizing the problems and difficulty of travel, especially during the rainy months. In addition inquiries and problems of the administrators and faculty were easily resolved because these problems were immediately referred to the proper agencies concerned.

The proximity of the Manila Office to grant and aids agencies (like USAID) has enable the College to acquire in a short period time its rolling stocks as well as office and construction equipment with an estimated book value of ₱1.7 M.

The Manila Office with its modest facilities and staff have played its service role in meeting some logistical needs of the faculty which cannot be obtained in Cebu or neighboring cities.

The limited space of the present office accommodated the College working staff of architects commissioned to undertake the in-house design of some of the EDPITAF/World Bank assisted buildings as well as the nationally funded ones. The office also facilitated and expedited the issuance and collection of documents pertaining to the accreditation of contractors as well as facilitated the distribution of bids and award documents. Through the existence of good communication between the Manila based college architects and the executive architects, problems were stressed out smoothly, enabling them to work with minimum hitches.

The office has been used as venue for small group meetings as well as sometimes the College's Board of Trustees regular meeting. The limited accommodation space has served the faculty during their stop over to attend official activities. In short, these are some of the services given by the office in response to the varied activities of the College which will increase in intensity in the coming years.

PRESENT STATUS

The present location of the office is very ideal since it is near the bus/jeepney routes, not it far from the domestic airport and pier, from government agencies like NEDA, EDPITAF, DEC and Malacanang as well

as from the offices of funding agencies (like USAID, PCROF, COCOFED). The problems are that the owner of the house is increasing the rent yearly (P2,000/month effective April, 1978) and the building is depreciating and needs facelifting; and there is an immediate need for more space as the college activities increase. Since the property is on lease, it is not wise for the College to spend for its renovation to meet the requirements. The present site of the Manila office is being offered for sale in the amount of P200,000 which will include the house and lot (210 sq. m.). The asking price of the owner is P230,000 which was found too high. The price was reduced to P200,000 with the condition that VISCA pays in cash. After studying the going rate around the area, it was found that the price was within the fair market value. The opportunity cost and the future development of the nearby areas (reclamation site) greatly justify the selling price. The College is envisioned to benefit from this investment.

Realizing the yearly escalating cost of rental, owning the property where the Manila office will be located will be cheaper in the long run. The area being strategically located where other government buildings will be constructed, the College will benefit more in the acquisition of the existing site of the office than in acquiring one in nearby Makati or Quezon City area.

RECOMMENDATIONS

1. It is strongly recommended that the property be acquired as soon as the permanent site of the VISCA Manila office.
2. That the amount of P200,000 be appropriated for the immediate acquisition of the property.
3. That the President be authorized to decide on the best mode of payment to effect the transfer of the property to VISCA.