

**147<sup>th</sup> Board of Trustees Meeting**

Thursday, 14 May 1998

Leyte Institute of Technology

Tacloban City

**MINUTES OF THE 147th BOARD OF TRUSTEES MEETING**  
**Thursday, 14 May 1998**  
**LEYTE INSTITUTE OF TECHNOLOGY**  
**Tacloban City**

**PRESENT:**

|   |       |   |
|---|-------|---|
| <b>DR. ESTER A. GARCIA</b><br>Commissioner, CHED  | ..... | <b>Presiding Officer</b><br>Regular chair |
| <b>DR. SAMUEL S. GO</b><br>President, ViSCA   | ..... | <b>Vice Chairman</b>                      |
| <b>MR. RONNIE V. DIAZ</b><br>Representative of<br>HON. EDGARDO J. ANGARA                              | ..... | <b>Member</b>                             |
| <b>MS. ADORACION MONSANTO</b><br>Regular Representative of<br>HON. JOSE CARLOS LACSON                 | ..... | <b>Member</b>                             |
| <b>DR. CIRILO R. BALAGAPO JR.</b><br>Regional Director<br>DA Regional Office VIII                     | ..... | <b>Member</b>                             |
| <b>ATTY. BUENAVENTURA C. GO-SOCO JR.</b><br>Regional Director<br>NEDA Regional Office VIII            | ..... | <b>Member</b>                             |
| <b>MSGR. MANUEL P. ALONZO JR.</b><br>Private Representative   | ..... | <b>Member</b>                             |
| <b>MR. CLIMACO EVANGELISTA</b><br>Private Representative  | ..... | <b>Member</b>                             |
| <b>DR. PERLA M. TAN</b><br>President, ViSCA Faculty Association                                       | ..... | <b>Member</b>                             |
| <b>MR. EFREN B. SAZ</b><br>President, ViSCA Alumni Association  | ..... | <b>Member</b>                             |
| <b>MR. ALVIN TRUYA</b><br>President, ViSCA CSSC   | ..... | <b>Member</b>                             |
| <b>DR. ROBERTO C. GUARTE</b><br>Professor & College Secretary<br>Visayas State College of Agriculture | ..... | <b>Board Secretary</b>                    |

**OTHER PRESENT:**

**MS. ASTERIA A. SEVILLA**  
Stenographer, ViSCA

**I. OATH TAKING**

Commissioner E. A. Garcia officiated the formal oath taking of Msgr. Manuel P. Alonzo and Mr. Climaco Evangelista as official private sector representatives to the ViSCA Board of Trustees. Msgr. M. Alonzo took his oath of office before the start of the Board meeting, while Mr. C. Evangelista, who was not able to arrive at the start of the meeting because the meeting started earlier than scheduled, took his oath of office in the middle of the meeting.

**II. CALL TO ORDER**

Commissioner E. A. Garcia called the meeting to order at 4:15 p.m., 45 minutes earlier than the original schedule which was 5:00 p.m.

**III. ROLL CALL**

All members of the Board officially holding office were present. A quorum was declared.

**IV. CHAIR'S PRIVILEGE**

The chair expressed her apology for the change in the venue of the Board meeting. She indicated her intention to visit SCU campuses in the Region, like ViSCA, with the other members of the Board with or without a BOT meeting.

**V. READING AND APPROVAL OF THE MINUTES**

The Board reviewed the minutes of the 145<sup>th</sup> and 146<sup>th</sup> (Special) BOT meetings and made the following modifications/corrections:

**A. 145<sup>th</sup> BOT Meeting:**

1. On line 1, page 18, the word "metered" was replaced by "made an opinion."

After making the correction, the Board upon motion of Dr. S. Go and duly seconded by Dr. C. Balagapo, passed:



**Board Resolution No. 20, s. 1998**

Approving the minutes of the 145th ViSCA Board of Trustees Meeting held at the Leyte Normal University, Tacloban City, on 09 March 1998 from 9:50–12:00 midnight as corrected.

**Board Action: APPROVED**  
**Date: 14 May 1998**

**B. 146<sup>th</sup> (Special) BOT Meeting:**

1. On line 14, page 11: the word “out” was deleted
2. On lines 15- 17, page 16: the sentence was modified to read: “. . . Dr. S. Go mentioned that based on a report, private organizations and cooperatives have ordered stripping machines that are now used by cooperators and private abaca plantations.”
3. On line 22, page 16: the words “*and Fishery*” were inserted after the word *Agricultural*. The word “out” was deleted.
4. On line 12, page 17: the phrase “ following the priorities recommended by the Board” was added after (in P 000).
5. On line 20, page 17: the word “interim” was deleted.
6. On line 23, page 17: the word “*sit-in*” was changed to “sit in”.
7. On line 18, page 18: the sentence “ *Student Trustee Truya countered that it is only now that the President allowed Dr. Tan to sit in the Board,*” was inserted after the word “participate.”
8. On line 8, page 19: the word “*having*’ was replaced by “being”
9. On line 16, page 19: “Ester P. Garcia” was changed to “Ester A. Garcia”

After making the corrections, the Board upon motion of Mr. R. Diaz and duly seconded by Dr. S. Go, passed:



## **Board Resolution No. 21, s. 1998**

Approving the minutes of the 146th (Special) ViSCA Board of Trustees Meeting held at the Leyte Institute of Technology, Tacloban City, on 31 May 1998 from 10:25 a.m. – 12:05 noon as corrected.

**Board Action: APPROVED**

Date: 14 May 1998

### **MATTERS ARISING FROM THE MINUTES**

#### **A) On the Leakage and Unauthorized Sharing of BOT Decisions as Indicated in the Letter of Concerned ViSCA Officials to the BOT**

Mr. R. Diaz reacted to one of the issues raised in the letter of the concerned ViSCA officials that is: “to stop the leakages and unauthorized sharing of BOT decisions to avoid being used by divisive elements for propaganda purposes.” He commented that in educational institutions like ViSCA, information or issues such as those discussed and approved by the BOT/BOR should be freely disseminated to the staff and students, unless they are classified as confidential matters. Student Trustee Truya pointed out that the Board has already approved set of rules when to disseminate BOT related matters, and if the comment of Mr. R. Diaz is to be taken, the Board has to change the approved policies on releasing BOT information. With permission from the Chair, Dr. R. C. Guarte apprised the Board that during the 06 September 1997 BOT meeting in Borongan, Samar, it was agreed that only information confirmed by the Board should be disseminated for public consumption. With this information, the Board upheld the BOT approved policies on disseminating BOT-related matters. The Chair then requested the Board Secretary to provide her a copy of the Board Resolution.

#### **B) On the Discussion of the ViSCA Proposed Budget**

Mr. R. Diaz expressed his appreciation that the newly enacted *Agriculture and Fisheries Modernization Act of 1997* was considered in the discussion of the proposed ViSCA 1999 budget. He then informed the Board of the following important provisions of the law: 1) CHED

is mandated to rationalize agricultural education in the country to promote further specialization, minimize duplication, and maximize fiscal and intellectual support for the programs of agricultural schools, 2) the Law mandates that a certain portion of agricultural gross value added shall be used for R & D which will go through the mechanism of CHED in coordination with the concerned SCUs and other agencies, and 3) R & D money will be given in a multi-year basis since giving it in a yearly basis is proven to be counter productive and does not result in good research. He then recommended that CHED should convene all schools in the country to determine who will do agricultural instructions, research, and extensions and how they can share information in line with the provision of the new law.

As a reaction, Commissioner E. Garcia informed the Board that CHED has already considered these issues, and in fact, CHED has included lump sum amount for agricultural related activities. She cited that if for example ViSCA will be identified as Center of Excellence in Agriculture, a certain amount will be allotted to ViSCA for upgrading its facilities, staff, and programs. She mentioned that there are already programs that are ready for implementation. She cited that Dr. S. Go for example, has proposed and organized CHED-supervised schools in Region 8 to explore areas of institutional linkages and cooperation for more effective implementation of agricultural programs.

In support to Commissioner E. Garcia's comments, Dr. S. Go mentioned that the objectives of organizing all agricultural schools in the Region are to have complementation in agricultural programs and to encourage other schools to go into research.

## **VII. PRESIDENT'S REPORT**

This part of the agenda was inadvertently omitted. However, after all the issues were discussed, the President provided a written report to each BOT member with the information that ViSCA's 1997 financial transactions were all cleared by the resident COA auditor and there was no



disallowance issued by the Commission on Audit.

### **III. COMMUNICATIONS AND COMMITTEE REPORTS**

The Chair omitted this portion of the agenda.

### **IV. APPROVAL OF THE PROPOSED AGENDA**

After some discussions, the Board approved the following agenda:

#### **A. Unfinished Business**

1. Update of the BOT's Inquiry of the decision of DOJ on the ViSCA Presidency Issue
2. Confirmation of the Referendum on the PBAC recommendation to Award by Negotiation the Repair of Library Roofing System to Jacinto Marketing Corporation

#### **B. New Business**

##### **1) Personnel Matters**

- a) Appointment of Part-time Teachers for Confirmation
- b) Appointment of Personnel for Confirmation
- c) Renewal of Appointment of Personnel for Confirmation
- d) Change of Status of Non-Academic Staff from casual to Regular
- e) Change of Status of Academic Staff from Temporary to Permanent
- f) Promotion of College Personnel for Confirmation
- g) Application for Sabbatical Leave
- h) Renewal of Designation

##### **2) Academic Matters**

- a) Proposal to Institute DEVC 295 (Statistics for Communication Research)
- b) Proposed Guidelines in Determining the Workload
- c) Proposed Guidelines in the Offering of Requested Courses
- d) Proposed Guidelines in the Publication of Printed Extension Communication Materials



**3) Administrative Matters**

- a) Proposal to Increase the Honorarium Rate of Graduate Professors Teaching Extramural Courses
- b) Proposal to Increase the Honorarium of Academic Staff with Designated Position
- c) Proposal to Increase the Honorarium of OSG Staff Providing Legal Services to the College
- d) Proposal for the Establishment of an Institute of Applied Tropical Ecology in ViSCA
- e) Proposal to Increase the Rental for the Use of Social Hall
- f) Proposal to Standardize the Cottage/Dormitory Fees
- g) Proposed Rates of ATEP Demo Farm Facilities
- h) Proposed Guidelines on the Services of Breeding Animals Outside ViSCA
- i) Proposed PIB Instrument for Non-Academic Personnel
- j) Proposed Guidelines in the Grant of Centennial Bonus
- k) Proposed Guidelines in the Use of the ViSCA Gym
- l) Proposed Creation of Extension Advisory Committee
- m) Request of FARMI to Collect Fees for the Use of Audio-Visual Equipment
- n) Request of the ViSCA Credit Cooperative (ViSCCO) for an Office Space
- o) Request of the BIDANI Micro-Finance to Renovate the Former VPA Office under a BOT Scheme
- p) Management and Proposed Rates and Services of the ViSCA-CHED Computer Facilities Based at DAEAM

**C. Other Matters**

**D. Adjournment**

## CALENDAR OF BUSINESS

### A. UNFINISHED BUSINESS

#### 1) Update of the BOT's Inquiry of the Decision of DOJ on the ViSCA Presidency Issue

Commissioner E. Garcia apprised the Board that in spite of the constant follow-up of CHED with the Department of Justice regarding its comment to the letter-inquiry of Dir. Atty. B. Go-Soco on the ViSCA Presidency issue, the DOJ has not yet given its answer. She also informed the Board that DOJ has officially answered the first BOT letter on the ViSCA Presidency last 24 February 1998. However, the letter was received in the office only after the 09 March letter, thus, it was not presented during that meeting. For the second letter-inquiry, Commissioner E. Garcia promised to continue the follow up.

#### 2) Confirmation of the Referendum on the PBAC recommendation to Award by Negotiation the Repair of Library Roofing System to Jacinto Marketing Corporation

Dr. S. Go presented to the Board for confirmation, the result of the referendum to award by negotiation the repair of the Library Roofing System to Jacinto Marketing. Commissioner E. Garcia, who has a cousin holding an Exec. Vice President position in the Jacinto Group of Companies, requested the Board to exclude her in deciding the issue. After reviewing the papers and noting the urgency of the matter, the Board passed:

#### **Board Resolution No. 23, s. 1998**

Confirming the result of the referendum to award by negotiation the repair of the Library roofing system to Jacinto Marketing Corporation covering an area of 2,044 square meters using the rib wide roofing materials at a cost of P810,000.00, including labor, its offer being advantageous to the government. The said project was previously awarded to Agullo Construction as per BOT Resolution No. 51, s. 1997 at the same cost. The Agullo Construction, however, waived its right to proceed with the project.

This shall take effect upon Board approval.

|                    |                 |
|--------------------|-----------------|
| <b>BOT Action:</b> | <b>APPROVED</b> |
| Date:              | 14 May 1998     |



## B. NEW BUSINESS

### 1) PERSONNEL MATTERS

#### a) Appointment of Part-time Teachers for Confirmation

Dr. S. Go presented to the Board the appointment of part-time teachers for Board confirmation with the information that the recommendees passed proper screening procedures. Upon motion of Ms. A. Monsanto, duly seconded by Mr. Diaz, the Board passed:

#### Board Resolution No. 24, s. 1998

Confirming the appointment of the following ViSCA part-time Instructors for Second Semester, SY 1997-1998, Summer 1998, and First Semester, SY 1998 –1999 subject to existing rules and regulations:

|    | Name                     | Department | Effectivity                            |
|----|--------------------------|------------|--|
| 1. | Bandalan, Elena          | DHS        | Summer 1998 to<br>Ist Sem , SY 1998-99 |
| 2. | Libot, Loudibeth R.      | DHS        | Summer 1998 to<br>Ist Sem., SY 1998-99 |
| 3. | Canete, Joseph Limuel P. | DASVM      | Ist Sem., SY 1998-99                   |
| 4. | Monsales, Lotis A.       | DASVM      | Ist Sem., SY 1998-99                   |
| 5. | Poblete, Clarissa H.     | DAEE       | 2 <sup>nd</sup> Sem, SY 1997-98        |

**Board Action: CONFIRMED**

Date: 14 May 1998

#### b) Appointment of Personnel for Confirmation

Dr. S. Go presented to the Board the appointment of ViSCA personnel for Board confirmation. On the inquiry of Dr. P. M. Tan regarding the office assignment of Mr. R. A. Bertulfo, Dr. S. Go informed the Board that Mr. Bertulfo will be assigned at the Office of the President and his appointment is co-terminus with the term of the College President. Upon motion by Mr. R. Diaz, duly seconded Dr. C. Balagapo, the Board passed:



**Board Resolution No. 25, s. 1998**

Confirming the appointment of the following ViSCA Personnel effective on the date specified opposite their names subject to existing rules and regulations:

| Name                       | Position                | Effectivity   |
|----------------------------|-------------------------|---------------|
| <b>A. Casual Positions</b> |                         |               |
| 1. Braga, Alfredo M.       | Crafts and Trade Helper | 04/01/98      |
| 2. Manla, Noel M.          | Welder I                | 04/01/98      |
| <b>B. Regular Position</b> |                         |               |
| 1. Bertulfo Romeo Abel     | Private Secretary       | Upon approval |
| 2. Monteroso, Elena I.     | Sci. Res. Spec. I       | Upon approval |
| 3. Petilos, Melodina C.    | Sci. Res. Spec. I       | Upon approval |
| 4. Bertulfo, Alexis G.     | Sci. Res. Asst.         | Upon approval |

**Board Action: CONFIRMED**

Date: 14 May 1998

**c) Renewal of Appointment of Personnel for Confirmation**

There having no objection from the BOT members on the proposal, the Board upon motion of Dr. S. Go and duly seconded by Dr. C. R. Balagapo, passed:

**Board Resolution No. 26, s. 1998**

Confirming the renewal of appointment of the following ViSCA staff effective on the stipulated date opposite their names subject to the existing rules and regulations:

**A. Regular Staff:**

|    | NAME                       | POSITION       | EFFECTIVITY |
|----|----------------------------|----------------|-------------|
| 1. | PALA, Patricia C.          | Instructor I   | 06/01/98    |
| 2. | SALAMAT, Elsie E.          | Instructor II  | 06/01/98    |
| 3. | MARTINEZ, Seregena Ruth L. | Instructor I   | 06/09/98    |
| 4. | QUITON, Jonathan T.        | Instructor I   | 06/09/98    |
| 5. | AMESTOSO, Nilda T.         | Instructor I   | 06/16/98    |
| 6. | QUIMIO, Celsa A.           | Asst. Prof. IV | 06/23/98    |

**B. Temporary Staff**

|     | <u>NAME</u>             | <u>POSITION</u>  | <u>DEPT.</u> | <u>EFFEC.</u> |
|-----|-------------------------|------------------|--------------|---------------|
| 1.  | CANONO, Leonardo P.     | Instructor III   | DAEAM        | 07/01/98      |
| 2.  | LAMBERT, Nelen P.       | Assoc. Prof. II  | VLHS         | 07/01/98      |
| 3.  | SONON, Roberto N. Jr.   | Assoc. Prof. II  | DASVM        | 07/01/98      |
| 4.  | GATCHALIAN, Florife A.  | Instructor I     | DPE          | 07/03/98      |
| 5.  | GRAVOSO, Annie P.       | Instructor I     | VLHS         | 07/19/98      |
| 6.  | ALFARO, Braulio Jr. B.  | Asst. Prof. IV   | DASVM        | 08/01/98      |
| 7.  | CANADA, Noreve Gay M.   | Instructor I     | DDC          | 08/01/98      |
| 8.  | ESPINA, Dinah M.        | Asst. Prof. I    | DASVM        | 08/01/98      |
| 9.  | ESPINOSA, Elenita A.    | Instructor I     | FARMI        | 08/01/98      |
| 10. | MONTAJES, Fernando N.   | Utility Worker I | LUAPO        | 08/01/98      |
| 11. | ABAMO, Antonio P.       | Asst. Prof. I    | DAEA         | 08/19/98      |
| 12. | ABENOJA, Anilfa L.      | Asst. Prof. IV   | ViCARP       | 08/19/98      |
| 13. | ACEDO, Villaluz Z.      | Asst. Prof. II   | PRCRTC       | 08/19/98      |
| 14. | CAGASAN, Editha G.      | Asst. Prof. I    | PRCRTC       | 08/19/98      |
| 15. | CASANGCAPAN, Manuel E.  | Asst. Prof. III  | DAEAM        | 08/19/98      |
| 16. | ESCASINAS, Ruth O.      | Asst. Prof. I    | DASS         | 08/19/98      |
| 17. | GARCIA, Pastor P.       | Asst. Prof. II   | FARMI        | 08/19/98      |
| 18. | GERMANO, Bernardita P.  | Asst. Prof. IV   | DPP          | 08/19/98      |
| 19. | GRAVOSO, Rotacio S.     | Asst. Prof. I    | DDC          | 08/19/98      |
| 20. | PILAPIL, Edwin A.       | Asst. Prof. II   | DAL          | 08/19/98      |
| 21. | QUIROL, Paciano T.      | Asst. Prof. III  | DOH          | 08/19/98      |
| 22. | SALAS, Felix M.         | Asst. Prof. II   | DAC-FS       | 08/19/98      |
| 23. | TAVEROS, Agnes M.       | Asst. Prof. III  | DASVM        | 08/19/98      |
| 24. | TAVEROS, Alberto A.     | Asst. Prof. IV   | DASVM        | 08/19/98      |
| 25. | URGELLO, Jocelyn T.     | Asst. Prof. II   | DHS          | 08/19/98      |
| 26. | VELARDE, Rosa Ophelia D | Asst. Prof. III  | ODEX         | 08/19/98      |

**C. Contractual Employees**

|    | <u>EMPLOYEE</u>           | <u>POSITION</u>  |
|----|---------------------------|------------------|
| 1  | ABOGADIE, Enrique B.      | Science Res Asst |
| 2  | ARNAIZ, Ma. Vivien G.     | Science Res Asst |
| 3  | BACLAYON, Dewoowoogen P.  | Science Res Asst |
| 4  | BALIAD, Arsenia A.        | Science Res Asst |
| 5  | BALIÑA, Fatima T.         | Science Res Asst |
| 6  | BANCALE, Gloria E.        | Science Res Asst |
| 7  | BANDE, Marlito Jose M.    | Science Res Asst |
| 8  | BARSALOTE, Edgardo B.     | Science Aide     |
| 9  | BELLEZAS, Hazel I.        | Science Res Asst |
| 10 | BELMONTE, Demetrio Jr. V. | Science Aide     |
| 11 | BENITEZ, Cecilio M.       | Clerk 1          |
| 12 | BENITEZ, Marilou M.       | Science Res Asst |
| 13 | BERGANTIN, Reynaldo V.    | Science Res Asst |



|    |                                |                     |
|----|--------------------------------|---------------------|
| 14 | BETONIO, Janeth B.             | Science Res Asst    |
| 15 | BORELA, Clementino A.          | Utility Worker 1    |
| 16 | CAGASAN, Ulysses A.            | Science Res Asst    |
| 17 | CAINTIC, Wenito A.             | Science Res Asst    |
| 18 | CATORCE, Dennis N.             | Science Res Asst    |
| 19 | DADOLE, Eliza L.               | Science Res Asst    |
| 20 | DALION, Selvano S.             | Science Res Asst    |
| 21 | DAVIS, Nimfa P.                | Science Res Asst    |
| 22 | DEJAÑO, Bayani J.              | Science Res Asst    |
| 23 | DIAZ, Antonieta C.             | Computer Operator 1 |
| 24 | DUATIN, Cecile Joy Y.          | Science Res Asst    |
| 25 | DUATIN, Flora Mia Y.           | Science Res Asst    |
| 26 | ESQUIBEL, Celia B.             | Science Aide        |
| 27 | GODOY, Federico P. Jr.         | Science Aide        |
| 28 | LACAP, Rosalia P.              | Science Res Asst    |
| 29 | LICAYAN, Ma. Mildred A.        | Science Res Asst    |
| 30 | LIM, Gemma S.                  | Clerk 2             |
| 31 | LINA, Dario P.                 | Science Res Asst    |
| 32 | LONZAGA, Eugenia A.            | Science Res Asst    |
| 33 | MACALE, Teodorico C.           | Science Aide        |
| 34 | MALASAGA, Edralin M.           | Science Res Asst    |
| 35 | MAURILLO, Leonarda A.          | Science Res Asst    |
| 36 | MILLEZA, Emma Josefa M.        | Science Res Asst    |
| 37 | MOLATO, Avelina P.             | Science Res Asst    |
| 38 | MOLATO, Dario D.               | Science Res Asst    |
| 39 | MONTEROSO, Elena I.            | Science Res Asst    |
| 40 | NERI, Alfredo C.               | Science Res Spec 2  |
| 41 | NORIEL, Ediezer A.             | Science Res Asst    |
| 42 | OCON, Felix L.                 | Science Res Asst    |
| 43 | PAGENTE, Ma. Delia A.          | Science Res Asst    |
| 44 | PALERMO, Victoria G.           | Science Res Asst    |
| 45 | PARAC, Ammie A.                | Science Res Asst    |
| 46 | PARAISO, Raquel B.             | Science Aide        |
| 47 | PASTORIL, Edmedio S.           | Driver 1            |
| 48 | PELESCO, Vivencio              | Science Res Spec 1  |
| 49 | PEQUE, Elizabeth C.            | Science Res Asst    |
| 50 | PETILOS, Melodina C.           | Science Res Asst    |
| 51 | PLASABAS, Jose Lloyd R.        | Science Res Asst    |
| 52 | PONCE, Elisita R.              | Admin. Officer 1    |
| 53 | POSAS, Estanislao V.           | Science Aide        |
| 54 | RABANOS, Nolito L.             | Driver 1            |
| 55 | RACHO, Preston E.              | Science Res Asst    |
| 56 | SABAREZ, Shirley T.            | Science Res Asst    |
| 57 | SALAPA, Ferdinand Francisco E. | Science Res Asst    |
| 58 | SALIGUE, Pauline C.            | Science Res Spec 1  |
| 59 | SANICO, Remigio M.             | Science Aide        |
| 60 | SECO, Ma. Helen P.             | Science Res Asst    |
| 61 | SEROHIJOS, Romeo L.            | Science Res Asst    |



|    |                              |                  |
|----|------------------------------|------------------|
| 62 | TABA, Ana Q.                 | Science Res Asst |
| 63 | TERNURA, Luzvisminda A.      | Science Res Asst |
| 64 | TROYO, Anita D.              | Science Aide     |
| 65 | UMPAD, Elsa M.               | Science Res Asst |
| 66 | VALENZONA, Mario A.          | Science Aide     |
| 67 | VESTRA, Jeremiah S.          | Science Res Asst |
| 68 | VILLAGONZALO, Ginas Aurea A. | Science Res Asst |
| 69 | VILLAR, Aniceto C.           | Science Res Asst |

**D. Casual employees**

EFFECTIVITY OF APPOINTMENT: JULY 1, 1998

|    | EMPLOYEE                | POSITION            |
|----|-------------------------|---------------------|
| 1  | ABANERA, Felix C.       | Utility Worker 1    |
| 2  | ABANERA, Teofilo C.     | Laborer 1           |
| 3  | ABOGADIE, Editha R.     | Clerk 1             |
| 4  | ACEDILLA, Diana P.      | Clerk 2             |
| 5  | ACILO, Virgilio C.      | Clerk 1             |
| 6  | ALBISO, Cosme M. Jr.    | Mechanic 1          |
| 7  | ALBISO, Elizabeth B.    | Clerk 1             |
| 8  | ALKUINO, Constancio A.  | Security Guard 1    |
| 9  | ALKUINO, Lolita V.      | Clerk 1             |
| 10 | ALKUINO, Pedro O.       | Utility Worker 1    |
| 11 | ALMERODA, Arnulfo M.    | Laboratory Aide 2   |
| 12 | ALVARADO, Herminia R.   | Clerk 1             |
| 13 | ANDRADE, Alicia F.      | Clerk 1             |
| 14 | ANDRES, Dalisay F.      | Clerk 1             |
| 15 | APELO, Rosalina I.      | Clerk 1             |
| 16 | ARPOCEPLE, Gaspar S.    | Plumber 1           |
| 17 | ASILOM, Cesar B.        | Utility Worker 1    |
| 18 | AUREO, Roberto V.       | Driver 1            |
| 19 | BABILONIA, Marissa P.   | Prop Custodian      |
| 20 | BAGARINAO, Alex P.      | Utility Worker 1    |
| 21 | BAGARINAO, Cesar O.     | Farm Foreman        |
| 22 | BAGARINAO, Isabelo P.   | Clerk 1             |
| 23 | BAGARINAO, Pedro C.     | Watchman 1          |
| 24 | BALBARINO, Yolanda U.   | Clerk 1             |
| 25 | BANDALAN, Apolinario T. | Welder 1            |
| 26 | BANDE, Siegfredo M.     | Utility Worker 1    |
| 27 | BANTUGAN, Mario C.      | Laborer 1           |
| 28 | BARTOLINI, Manuel C.    | Clerk 1             |
| 29 | BASLAN, Ma. Fe A.       | Clerk 1             |
| 30 | BATHAN, Narciso C.      | Proofreader 1       |
| 31 | BESTIL, Evelyn T.       | Clerk 1             |
| 32 | BOISER, Proceso F.      | Watchman 1          |
| 33 | BONTUYAN, Raul C.       | Computer Operator 1 |

|    |                            |                     |
|----|----------------------------|---------------------|
| 34 | BORNIAS, Eutiquio B.       | Laborer 1           |
| 35 | BRAGA, Alfredo M.          | Crafts&TradeHelper  |
| 36 | BRAGA, Rommel S.           | Utility Worker 1    |
| 37 | BUSTILLO, Noel C.          | Utility Worker 1    |
| 38 | BUSTILLO, Norieta B.       | Clerk 1             |
| 39 | CABALLERO, Jaime A.        | Laborer 1           |
| 40 | CACHUELA, Luzminda G.      | Clerk 1             |
| 41 | CALA, Roberto C.           | Proofreader 1       |
| 42 | CALLEJA, Juvy C.           | Clerk 1             |
| 43 | CALUMBA, Vidal M.          | Crafts&TradeHelper  |
| 44 | CALUNANGAN, Fe C.          | Clerk 1             |
| 45 | CANO, Gregorio C. Jr.      | Security Guard 1    |
| 46 | CANONO, Regina M.          | Clerk 1             |
| 47 | CAPRICHO, Joserose B.      | Clerk 1             |
| 48 | CASTAÑAS, Levi G.          | Laborer 1           |
| 49 | CERNA, Francisco D.        | Laborer 1           |
| 50 | CERNA, Mizael B.           | Illustrator 1       |
| 51 | CERNA, Norma C.            | Clerk 1             |
| 52 | CO, Jocelyn T.             | Clerk 1             |
| 53 | COLONIA, Emiterio N.       | Utility Worker 1    |
| 54 | COMANDAO, Alfredo L.       | Driver 1            |
| 55 | CORTEJOS, William A.       | Utility Worker 1    |
| 56 | DACERA, Wilfredo T.        | Elec&CommEqptTech 1 |
| 57 | DARGANTES, Editha F.       | Clerk 1             |
| 58 | DAÑO, Ricardo Benedicto B. | Utility Worker 1    |
| 59 | DIANO, Ederlina S.         | Clerk 1             |
| 60 | DIAZ, Rosito A.            | Laborer 1           |
| 61 | DONAYRE, Delfin A.         | Carpenter 1         |
| 62 | DURAN, Gilda D.            | Clerk 1             |
| 63 | ESCASINAS, Virgilio A.     | Security Guard 1    |
| 64 | ESPINOSA, Antonio C.       | Security Guard 1    |
| 65 | ESPINOSA, Graciana M.      | Clerk 1             |
| 66 | ESTOY, Eduardo C.          | Security Guard 1    |
| 67 | ESTROSAS, Mansueto E.      | Laborer 1           |
| 68 | FAELNAR, Melianida C.      | Comm Equip Oper 1   |
| 69 | FERNANDEZ, Bernardito R.   | Clerk 1             |
| 70 | FLORES, Alicia M.          | Clerk 1             |
| 71 | FLORES, Ma. Zaida A.       | Clerk 1             |
| 72 | GALENZOGA, Avelina V.      | Clerk 1             |
| 73 | GARCIA, Alfredo D.         | Driver 1            |
| 74 | GLORIA, Reynaldo N.        | Farm Supervisor     |
| 75 | GODOY, Aida T.             | Clerk 1             |
| 76 | GODOY, Raul S.             | Security Guard 1    |
| 77 | GOFREDO, Aniano P.         | Utility Worker 1    |
| 78 | GOFREDO, Teofilo C.        | Clerk 1             |
| 77 | GONZAGA, Edilberto T.      | Driver 1            |
| 80 | GONZAGA, Ernesto Jr. A.    | Clerk 1             |
| 81 | GUINIPAAN, Arlyn A.        | Clerk 1             |



|     |                            |                      |
|-----|----------------------------|----------------------|
| 82  | GUMBA, Bertulfo M.         | Lab Tech 1           |
| 83  | GUMBA, Policarpo C. Jr.    | Clerk 1              |
| 84  | HERMANO, Agnes P.          | Clerk 1              |
| 85  | HONRADA, Clemente R.       | Laborer 1            |
| 86  | IGOT, Leopoldo P.          | Carpenter 1          |
| 87  | IMPAS, Erlinda V.          | Clerk 1              |
| 88  | ISRAEL, Audie M.           | Utility Worker 2     |
| 89  | ISRAEL, Eddie M.           | Clerk 1              |
| 90  | ISRAEL, Felicisima P.      | Clerk 1              |
| 91  | ISRAEL, Joel M.            | Clerk 1              |
| 92  | ITABLE, Expedito T.        | Driver 1             |
| 93  | JAYME, Lorenda G.          | Clerk 1              |
| 94  | JONGAY, Bonifacio Jr. C.   | Security Guard 1     |
| 95  | LAMO, Victorino M.         | Laborer 1            |
| 96  | LAPICEROS, Adriana M.      | Clerk 1              |
| 97  | LAPLANA, Ismael Jr. F.     | Driver 1             |
| 98  | LARRAGA, Jose F. III       | Clerk 1              |
| 99  | LASQUITES, Heide S.        | Educ Res Asst 1      |
| 100 | LATRAS, Jaime V.           | Laborer 1            |
| 101 | LEONOR, Chito L.           | Driver 1             |
| 102 | LESIDAN, Pedro O.          | Laborer 2            |
| 103 | LIM, Elsie A.              | Clerk 1              |
| 104 | LIONG, Luciano Jr. G.      | Utility Worker 1     |
| 105 | MANAGBANAG, Dionesio P.    | Utility Worker 1     |
| 106 | MANAGBANAG, Rogelio P.     | Utility Worker 1     |
| 107 | MANATAD, Teresita G.       | Clerk 1              |
| 108 | MANLA, Noel M.             | Welder 1             |
| 109 | MARANGUIT, Laureano S.     | Laborer 1            |
| 110 | MARANGUIT, Norberto J.     | Laborer 1            |
| 111 | MARTIREZ, Vicente C.       | Utility Worker 1     |
| 112 | MASCARIÑAS, Faye Aileen S. | Clerk 1              |
| 113 | MAZO, Crisanto A.          | Utility Worker 1     |
| 114 | MAZO, Elena A.             | Clerk 1              |
| 115 | MENDOZA, Melissa F.        | Clerk 1              |
| 116 | MERCADO, Clara P.          | Data Entry MachOprrl |
| 117 | MILAN, Adelina I.          | Clerk 1              |
| 118 | MODINA, Antonio P.         | Illustrator 1        |
| 119 | MODINA, Evangeline B.      | Clerk 1              |
| 120 | MODINA, Ruperto P.         | Utility Worker 1     |
| 121 | MONTAJES, Carlos B.        | Utility Worker 1     |
| 122 | MONTAJES, Rosita S.        | Clerk 1              |
| 123 | NAYRE, Alwin P.            | Clerk 1              |
| 124 | NAYRE, Gilda P.            | Clerk 1              |
| 125 | NAYRE, Shirley T.          | Clerk 1              |
| 126 | OCEÑA, Albino M.           | Supplies Checker     |
| 127 | OCLINARIA, Isidro D.       | Driver 1             |
| 128 | OMALAY, Danilo D.          | Utility Worker 1     |
| 129 | OQUIAS, Sabas E.           | Carpenter 1          |



|     |                            |                       |
|-----|----------------------------|-----------------------|
| 130 | OTIDA, Leonarda P.         | Clerk 1               |
| 131 | PABON, Armando M.          | Utility Worker 1      |
| 132 | PAGALAN, Raul J.           | Machinist 1           |
| 133 | PASCUAL, Roberto B.        | Utility Worker 1      |
| 134 | PATOLILIC, Perseveranda O. | Clerk 1               |
| 135 | PATONONA, Constancio P.    | Utility Worker 1      |
| 136 | POLIQUIT, Juanito F.       | Utility Worker 1      |
| 137 | POLO, Jorge M.             | Mason 1               |
| 138 | POMIDA, Virgilio Q.        | Artist Illustrator 2  |
| 139 | POSAS, Arsenia M.          | Clerk 1               |
| 140 | POSAS, Domingo P.          | Crafts&TradeHelper    |
| 141 | POSAS, Florifina A.        | Utility Worker 1      |
| 142 | POSAS, Henry P.            | Security Guard 1      |
| 143 | POSAS, Jerry B.            | Messenger             |
| 144 | POSAS, Marcos M.           | Utility Worker 1      |
| 145 | QUIMCO, Norjito B.         | Driver 1              |
| 146 | RABOR, Alexander P.        | Security Guard 1      |
| 147 | ROM, Mario R.              | Driver 1              |
| 148 | SALES, Teresita A.         | Librarian 1           |
| 149 | SANCHEZ, Luis A.           | Utility Worker 1      |
| 150 | SARZONA, Clarita M.        | Clerk 1               |
| 151 | SAULAN, Jose F.            | Utility Worker 1      |
| 152 | SEDROME, Isabelita V.      | Guesthouse Caretaker  |
| 153 | SEÑARA, Cielo F.           | Clerk 1               |
| 154 | SOLANO, Ernesto G.         | Laborer 1             |
| 155 | SOLIS, Reminita J.         | Clerk 1               |
| 156 | STA. IGLESIA, Marilou L.   | Clerk 1               |
| 157 | STA. IGLESIA, Roque D.     | Clerk 1               |
| 158 | SUBERE, Eva S.             | Clerk 4               |
| 159 | SUGANOB, Carlito O.        | Clerk 1               |
| 160 | SUYOM, Niceforo L.         | Driver 1              |
| 161 | TABAT, Ciriaco G.          | Security Guard 1      |
| 162 | TABINAS, Julia A.          | Clerk 1               |
| 163 | TABINAS, Renelio B.        | Heavy Equip Oper 1    |
| 164 | TAN, Basilio Jr. E.        | Security Guard 1      |
| 165 | TANAID, Rizal R.           | Guesthouse Caretaker  |
| 166 | TARIPE, Reynalda M.        | Household Attendant 2 |
| 167 | TEODOSIO, Socorro B.       | Clerk 1               |
| 168 | TIDOY, Imelda A.           | Clerk 1               |
| 169 | TORCINO, Leonilo B.        | Clerk 1               |
| 170 | TURCENO, Arturo M.         | Security Guard 1      |
| 171 | TUYAN, Ramon V.            | Driver 1              |
| 172 | UGSANG, Deborah M.         | Clerk 4               |
| 173 | URDANETA, Pamela H.        | Clerk 1               |
| 174 | VALENZONA, Francisco M.    | Utility Worker 1      |
| 175 | VEQUISO, Generoso L.       | Driver 1              |
| 176 | VILLACORTE, Reynaldo T.    | Driver 1              |
| 177 | VILLAR, Bibiano S.         | Utility Worker 1      |

178 YAMON, Violeta V.  
179 ZAPATOS, Sotico A.

Clerk 1  
Security Guard 1

**Board Action:** **CONFIRMED**  
**Date:** 14 May 1998

**d) Change of Status of Non-Academic Staff from Casual to Regular**

Upon inquiry from the Chair why the number one candidate was not given the regular position, Dr. S. Go informed the Chair that the number one candidate waived his right in favor of the second because he is aiming for another position. Upon motion by Mr. R. Diaz, duly seconded by Ms. A. Monsanto, the Board passed:

**Board Resolution No. 27, s. 1998**

Approving the change of status of Ms. Graciana M. Espinosa from casual Clerk 1 to regular Clerk 1 subject to existing Civil Service Rules and Regulations.

This shall take effect immediately.

**BOT Action:** **APPROVED**  
**Date:** 14 May 1998

Recognizing that the approval/renewal of appointment of personnel and other similar administrative matters can be done by the College president, BOT Chairman E. Garcia suggested to Dr. S. Go to prepare a proposal on the delegation of some powers of the Board of Trustees to the President for discussion in the next Board meeting.

**e) Change of Status of Academic Staff from Temporary to Permanent**

The College President presented to the Board the list of academic staff recommended for permanent position. In answer to the inquiry of Mr. R. Diaz, Dr. S. Go cited the following criteria used in recommending academic staff for permanent tenure as indicated in the attachments: (1) teaching ability and



productivity, (2) research/extension competence and productivity, (3) originality and creativity, (4) scholarly performance/professional achievement, (5) dedication to service, (6) positive evidence of continuing academic growth, and (7) moral integrity and human relation. The basis of the criteria are, (1) Merit System for the Faculty and Academic Staff (Instruction, Research, and Extension) of the Visayas state College of Agriculture, approved by the ViSCA Board of Trustees on 20 February 1988, under BOT Res. No. 6, s. 1988, confirmed by the Civil Service Commission, and (2) ViSCA Code Articles 5 and 8. After reviewing the criteria, Mr R. Diaz signified his satisfaction on the criteria used.

Dr. E. A. Garcia inquired why Mr. L. P. Canono, an instructor and Ms. E. Briones, an Assoc. Professor with B.S. qualification, are included in the recommendation and asked whether there is a statement in the faculty rules prohibiting the renewal of instructors. Dr. S. Go clarified that in the case of Mr. L. Canono, he has been serving the College for more than 25 years already and that he was already an instructor before ViSCA became a College. He pointed out that there is no provision prohibiting the renewal of appointments of instructors. He added that, in fact, there are instructors in high school department that are occupying permanent positions, most of them became permanent when ViSCA was converted into a state college.

Dr. P. M. Tan commented that she is not actually against Mr. Canono's change of appointment, but in the case of the high school instructors, this happened because of the ViSCA Codal provision that reads "... However, nothing herein provided shall deprive any instructor of permanent status already held at the time of the adoption of this code." She pointed out that most of these instructors in the high

school are old teachers and were holding permanent positions before the adoption of this code.

On the issue of instructors given permanent position, Mr. R. Diaz shared his experience that when he was instructor at UP, his main function was mainly instruction. Using this as the point of reference, he stressed that in granting tenure, other components such as strong involvement in research, should be considered.

With permission from the Chair, Dr. R. Guarte, the Board Secretary, informed the Board that Mr. Canono is involved not only in instruction but also in research. He cited that Mr. L. Canono is involved in the research and extension projects implemented by the Affiliated Nonconventional Energy Center (ANEC) in ViSCA, a project funded by the Department of Energy. He also cited that Mr. L. Canono has been the instructor-in-charge of the ViSCA Engineering Workshop that is responsible in the fabrication of many research tools/equipment.

After the lengthy discussion and upon ascertaining that all issues were already clarified, the Chair invited a formal motion for the approval of the proposal. Then, upon motion by Dr. P. Tan and duly seconded by Ms. A. Monsanto, the Board passed:

**BOT Resolution No. 28, s. 1998**

Approving the change of status from temporary to permanent the following academic staff subject to the existing rules and regulations. This shall take effect immediately.

| Name      |         | Position |                     |
|-----------|---------|----------|---------------------|
| Acabal,   | Alice   | M.       | Associate Professor |
| Agarcio,  | Alicia  | S.       | Associate Professor |
| Antipaso, | Vicente | B.       | Associate Professor |
| Asio,     | Victor  | B.       | Assistant Professor |
| Aure,     | Lolita  | L.       | Associate Professor |
| Beray,    | Eunice  | I.       | Associate Professor |



|             |              |        |                      |
|-------------|--------------|--------|----------------------|
| Bestil,     | Lolito       | C.     | Associaite Professor |
| Borines,    | Lucia        | M.     | Associate Professor  |
| Briones,    | Elizabeth    | D.     | Associate Professor  |
| Cabilar,    | Elena        | E.     | Associate Professor  |
| Calibo,     | Candelario   | L.     | Associate Professor  |
| Ceniza,     | Ma. Juliet   | C.     | Associate Professor  |
| Canono,     | Leonardo     | P.     | Instructor III       |
| Dagoy.      | Fe           | J.     | Associate Professor  |
| Dargantes,  | Buenaventura | B.     | Assistant Professor  |
| Diamante,   | Lemuel       | M.     | Associate Professor  |
| Dingal,     | Alfredo      | G.     | Associate Professor  |
| Ensoy,      | Celso        | P.     | Associate Professor  |
| Espina,     | Climaco      | D.     | Associate Professor  |
| Evangelio,  | Fe           | C.     | Assistant Professor  |
| Gerona,     | Reny         | G.     | Associate Professor  |
| Lambert,    | Nelen        | P.     | Associate Professor  |
| Landerito,  | Erlinda      | O.     | Associate Professor  |
| Lanada,     | Eugene       | B.     | Associate Professor  |
| Loreto,     | Manolo       | B. Jr. | Associate Professor  |
| Mandras,    | Bimbo        | T.     | Associate Professor  |
| Mangaoang,  | Eduardo      | O.     | Associate Professor  |
| Mariscal,   | Algerico     | M.     | Associate Professor  |
| Oracion,    | Marilyn      | Z.     | Associate Professor  |
| Parilla,    | Leonila      | S.     | Associate Professor  |
| Pascual,    | Beverlo      | P.     | Associate Professor  |
| Patindol,   | Remberto     | A.     | Associate Professor  |
| Presbitero, | Alan         | L.     | Associate Professor  |
| Quiton,     | Gabina       | T.     | Associate Professor  |
| Saz,        | Efren        | B.     | Associate Professor  |
| Sebidos,    | Rodrigo      | F.     | Associate Professor  |
| Serohijos,  | Racquel      | C.     | Associate Professor  |
| Sonon,      | Letecia      | S.     | Associate Professor  |
| Taburada,   | Luz          | D.     | Assistant Professor  |
| Tan,        | Julie        | D.     | Associate Professor  |
| Taveros,    | Agnes        | M.     | Assistant Professor  |
| Taveros,    | Alberto      | A.     | Associate Professor  |
| Tudtud,     | Daniel       | M. Jr. | Assistant Professor  |
| Vega,       | Belita       | A.     | Associate Professor  |

**BOT Action: APPROVED**  
Date: 14 May 1998

**f) Promotion of College Personnel for Confirmation**

The Board unanimously passed:

**Board Resolution No. 29, s. 1998**

Confirming the promotion of the following ViSCA personnel effective immediately subject to existing rules and regulations:

| Name                      | Present Position                  | New Position                     |
|---------------------------|-----------------------------------|----------------------------------|
| 1. Pelicano, Benifredo B. | Utility I                         | Heavy Equip. Optr. I             |
| 2. Pabroquez, Jesus S.    | Utility Worker 2                  | Ag. Technician 2                 |
| 3. Dequito, L. Edgardo L. | Buyer 2                           | Supply Officer 3                 |
| 4. Silao, Delia L.        | Pub. Rel. Officer 4<br>(Parttime) | Pub. Rel. Officer 4<br>(Regular) |

**Board Action: CONFIRMED**  
Date: 14 May 1998

**g) Application for Sabbatical Leave**

Upon motion of Dr. S. Go, duly seconded by Mr. C. Evangelista, the Board passed:

**Board Resolution No. 30, s. 1998**

Approving the application of Dr. Emma S. Data for Sabbatical Leave effective 01 June 1999 to 31 May 2000. During this period, Dr. E. S. Data is expected to write a book on "Postharvest Handling and Storage of Sweetpotato". It is understood that no expenses shall be borne by the College in connection with her leave except her salary during the period. Furthermore, Dr. E. S. Data shall submit copies of her book to the College Library and to the Office of the President after her Sabbatical Leave.

**Board Action: APPROVED**  
Date: 14 May 1998

**h) Renewal of Designation**

Upon inquiry of Dir. B. Go-Soco, the College President informed the Board, that Dr. S. P. Sandoval is assigned as Executive Officer of the Office of the College President. The Board then passed:

**Board Resolution No. 31, s. 1998**

Approving the renewal of designation of Dr. Sixto P. Sandoval as Executive Officer from 01 April 1998 to 31 March 1999 with all privileges attached to the position



subject to the availability of funds and existing college policies.

**Board Action: APPROVED**

Date: 14 May 1998

**2) ACADEMIC MATTERS**

**a) Proposal to Institute DEVC 295 (Statistics for Communication Research)**

Dr. S. Go informed the Board that the proposal is intended to provide more special statistics course to Development Communication students. The Board then, upon motion of Dr. S. Go and duly seconded by Ms. A. Monsanto, passed:

**Board Resolution NO. 32, s. 1998**

Approving the proposal to institute DEVC 295 in the Master of Science in Development Communication that can substitute to the existing STAT 221 course.

This shall take effect starting First Semester, SY 1998-1999.

**BOT Action: APPROVED**

Date: 14 May 1998

**b) Proposed Guidelines in Determining the Workload for Extension**

Dr. S. Go presented the proposed Guidelines to the Board with the justification that this proposal is done because it is only the extension group that has no existing guidelines in determining workload. There having no questions on the proposal, the Board, upon motion by Mr. R. Diaz and duly seconded by Dr. S. Go, passed:

**Board Resolution No. 33, s. 1998**

Approving the following guidelines in determining the workload units for extension\*

**EXTENSION ACTIVITY**

**WORKLOAD UNITS**

**1. Extension Administration\*\***

- |     |                |                                  |
|-----|----------------|----------------------------------|
| 1.1 | Program Leader | 5 (maximum, 4 if w/ honorarium.) |
| 1.2 | Project Leader | 4 (maximum, 3 if w/ hon.)        |

- |     |  |                           |
|-----|--|---------------------------|
| 1.3 | Project Component Leader<br>(Study Leader) | 3 (maximum, 2 if w/ hon.) |
| 1.4 | Extension Coordinator                      | 5 (maximum, 4 if w/ hon.) |
2. Training/ Symposium/Seminar/Conference/Workshop/etc.
- |     |                               |                      |
|-----|-------------------------------|----------------------|
| 2.1 | Facilitator                   | 0.25/8-hr training   |
| 2.2 | Resource Person (w/o hon.)*** | 0.1/contact hr.      |
| 2.3 | Resource person (w/ hon.)     | 0.05/contact hr.     |
| 2.4 | Training Coordinator          | 1.0/16 hrs. Training |
3. Publication (Module/Brochure/Proceedings)
- |     |                            |                                  |
|-----|----------------------------|----------------------------------|
| 3.1 | Training modules           | 3 units (maximum)<br>(Pro-rated) |
| 3.2 | Extension case studies     | 3 units (maximum)                |
| 3.3 | Brochures/Primers/AV Prod. | 2 units (maximum)                |
| 3.4 | Leaflets                   | 0.25/leaflet                     |
| 3.5 | Documentation reports      | 2 units (maximum)                |
4. Host/Resource Person of  
Radio Programs
- 0.12/contact hour
5. Advisory Services/Technical  
Assistance/Consultation
- 0.15/contact hour (w/o hon.)  
(maximum of 3 units)
6. Others
- |     |                                   |  |
|-----|-----------------------------------|--|
| 6.1 | Extension Linkages                | 0.3/linkage (MOA as evidence)  |
| 6.2 | Putting up of<br>Exhibits/Display | Chairman: 1.0 unit/exhibit<br>Members: 0.25/8-hr but not to<br>exceed 1.0 unit |

\* Giving of workload credits done on semi-annual basis; unprogrammed activities shall be considered on the succeeding rating period.

\*\* Shall be based on performance and actual time spent; if with co-worker, units earned by same worker shall be determined by the worker's contribution to the overall project performance and time spent. To earn maximum points, the time spent shall not be less than 40 hours for every rating period (6 months)

\*\*\* Subject matter specialist shall get corresponding points as resource person.

**Board Action: APPROVED**

Date: 14 May 1998

In connection with extension activities, Mr. R. Diaz shared the experience of AGRICOM that extension function can be well implemented if the extension



workers are grouped together. Dr. C. Balagapo shared the experience of the extension workers of the Department of Agriculture. He pointed out that because of the devolution, the DA workers assigned and managed by the local government are no longer doing their responsibilities as extension workers. He commented that unless they are brought back under the umbrella of the national office, the efficiency of these workers will continue to deteriorate.

**c) Proposed Guidelines in the Offering of Requested Courses**

Dr. S. Go presented the proposed guidelines and the need to standardize the offering of requested subjects to avoid consequences that are disadvantageous and costly both to ViSCA students and the administration. Commissioner E. Garcia expressed her apprehension of letting the students pay additional amount for requested subjects. Dr. S. Go clarified, however, that the offering of requested subject is a way of helping students in coping with their deficiencies. After reviewing the guidelines and considering the suggestions of the other members, the Board, upon motion by Dr. S. Go and duly seconded by Mr. R. Diaz, passed:

**Board Resolution No. 34, s. 1998**

Approving the following guidelines in the offering of requested courses:

1. Students desiring to take requested courses should file formal requests for their offering through the department concerned. The request should be endorsed by their registration/major advisers. (A standard application form shall be prepared).
2. The department head shall recommend to the Director of Instruction the faculty member to handle the requested subject.
3. The Director of Instruction shall provide the Registrar's Office the list of requested subjects approved for offering.
4. Courses that have been observed over a period of time by the Department Head and the Director of Instruction to have high percentage of failure and the pre-

requisite courses often taken by irregular students, should be offered as regular offering during the summer session.

5. If there are other faculty members who can teach the course, students who failed in a subject they are retaking as a requested course should be assigned to another instructor to minimize failure trauma and expose the student to different learning settings and teaching strategies.
6. Legally dependent and non-married children of ViSCA staff may be exempted from paying the tuition fees of requested courses, but shall pay half of the payment for the honorarium of the professor handling the course. Other students shall pay both the tuition fee and the honoraria of teachers.

This shall take effect upon Board approval.

**Board Action:      APPROVED**  
Date:      14 May 1998

**d) Proposed Guidelines in the Publication of Printed Extension**

The Board agreed to the proposal with the suggestion that it should be subjected to an evaluation system and in consultation with other government agencies. Upon motion of Dr. S. Go, duly seconded by Mr. R. Diaz, the Board passed:

**Board Resolution No. 35, s. 1998**

Approving the following guidelines for the publication of printed extension communication materials subject to evaluation system and in consultation with other government agencies:

**A. Publication of Extension Materials**

**1. Planning what to publish**

- 1.1 The Extension Communication Section (ECS) of ODEx-NFE shall coordinate and facilitate the publication of extension communication materials based on the need for such materials and on the extension thrusts of ViSCA.
- 1.2 National centers such as PRCRTC and NARC can publish extension materials on their own. The ECS may assist these centers whenever necessary.



- 1.3 Planning will involve the determination of publication format, i.e. leaflet, flyer, primer, brochure, etc. Printed extension communication materials exclude training modules and handouts, although they may be used to supplement training.
  - 1.4 Funds for the printed extension communication materials shall be centralized at ODEx-NFE.
2. Delegating assignments
  - 2.1 ECS shall identify a Subject Matter Specialist (SMS) who shall prepare the content of the extension material.
3. Production of Prototype
  - 3.1 ECS shall be responsible for the production of the prototype extension material.
  - 3.2 In cases wherein the center/department opts to produce the prototype without the assistance of ODEx-NFE, request for funding for the publication shall be requested from ODEx-NFE.
4. Review of prototype by the Extension Publications Committee
  - 4.1 The publication prototype shall then be presented to the Extension Publications Committee (EPC) for review/ pretesting for appropriateness and acceptability of content, style and format. The PC shall be composed of the following:
    - 4.1.1 SMS
    - 4.1.2 Representative, Instructional Media Dev. Center
    - 4.1.3 Representative, Department of Dev. Communication
    - 4.1.4 Representative, ECS
    - 4.1.5 Representative from the target audience
  - 4.2 The PC shall then recommend the prototype to the Extension Monitoring and Evaluation Committee (EMEC) for publication approval.
5. Approval of the publication by the EMEC
6. Final reproduction of the extension material by the ECS of the Center/Department, as the case may be. In cases when the LGU/GO/NGO requesting the material shoulders the mass production expenses, ODEx-ECS shall monitor the distribution of the finished material.

## **B. Distribution of extension materials**

1. The ECS shall act as the clearinghouse for published extension materials. As such, it shall document all the extension materials produced and monitor their distribution.

### **1.1 Sale of extension materials**

- 1.1.1 Published extension materials produced using Extension funds shall be sold at cost to target clients through the ECS.
- 1.1.2 Each center/department may also sell extension materials at their level and submit a quarterly sales to the ECS.
- 1.1.3 The ECS shall consolidate all sales reports for the extension materials for submission to the College.
- 1.1.4 Sales of printed extension materials shall be deposited as Extension Materials Trust Fund.

### **1.2 Exchange publications**

- 1.2.1 ECS shall distribute copies of published extension materials to the ViSCA Library and the ViCARP-RCTU Scientific Literature Services who shall facilitate exchange with SCUs and other member-agencies, respectively.

This shall take effect upon BOT approval.

**Board Action: APPROVED**

Date: 14 May 1998

## **3) ADMINISTRATIVE MATTERS**

### **a) Proposal to Increase the Honorarium Rate of Graduate Professors Teaching Extramural Courses**

On the comment of Commissioner E. Garcia that the rate of DBM is higher than the proposed rates, Dr. S. Go commented that ViSCA is not yet capable of giving honorarium higher than what is proposed. The Board then, upon motion by Mr. R. Diaz, duly seconded by Dr. C. Balagapo, passed:



**Board Resolution No. 36, s. 1998**

Approving the increase of the rate of honorarium of graduate Professors teaching extramural classes during summer from P75.00 to P100.00/hr subject to existing auditing rules and regulations and the availability of funds. This shall take effect immediately

**Board Action: APPROVED**

**Date: 14 May 1998**

**b) Proposal to Increase the Honorarium of Academic Staff with Designated Position**

On the observation of Mr. E. Saz that administrative head is included among the list of academic staff with designated positions, Commissioner E. Garcia suggested to specify the different designated positions. Upon motion by Ms. A. Monzanto, duly seconded by Mr. R. Diaz, the Board passed:

**Board Resolution No. 37, s. 1998**

Approving the implementation of new honorarium rates for academic staff holding the following designated positions:

- |    |   |   |            |
|----|---|---|------------|
| a. | Head of academic departments; head of Infirmary, manager of the printing press, head of other college income generating units | - | P1,000/mo. |
| b. | Director of the NARC, FARMI, RCRC, CSR, PRCRTC, OSA and other admin. offices  | - | 1,250/mo.  |
| c. | Director of the ODRD, ODEx-NFE, ODI, OGS, CMO; Executive Secretary; and College Secretary                                     | - | 1,500/mo.  |
| d. | Vice President of the OVPA and OVPA   | - | 2,000/mo.  |

This shall take effect starting January 1998 subject to the availability of funds and usual auditing rules and regulations.

**Board Action: APPROVED**

**Date: 14 May 1998**

**c) Proposal to Increase the Honorarium of OSG Staff Providing Legal Services to the College**

After the clarification of Dr. S. Go that ViSCA has no legal officer and the

OSG lawyers are doing extra work for ViSCA outside their regular work, the Board, upon motion of Mr. R. Diaz, duly seconded by Dr. S. Go, passed:

**Board Resolution No. 38, s. 1998**

Approving the proposal to increase the honorarium rates of the staff from the Office of the Solicitor General (OSG) providing legal services to the College as follows:

|                       |   |              |
|-----------------------|---|--------------|
| Supervising Solicitor | - | P2,000.00/mo |
| OSG lawyers directly  | - | P1,500.00/mo |
| Handling ViSCA cases  |   |              |

This shall take effect upon BOT approval.

**Board Action: APPROVED**

Date: 14 May 1998

**d) Proposal for the Establishment of an Institute of Applied Tropical Ecology in ViSCA**

Commissioner E. Garcia asked how many staff are assigned to initially run the institute and how long has ViSCA been receiving assistance from Germany. Dr. S. Go informed the Board that seven (7) academic staff, who are members of the ViSCA-GTZ Core Group, will initially run the institute. He also mentioned that ViSCA has been receiving financial assistance from Germany since 1981. On the inquiry of Dr. P. M. Tan whether this matter should be decided by the Academic Council (AC), Dr S. Go clarified that the proposal does not need the AC approval since it will initially focus on research activities. He mentioned that the proposal was an output of a special workshop participated in by German and selected ViSCA staff and it was discussed and endorsed for Board approval by the Presidential Advisory Council (PAC). He added that only academic programs that will be offered by the Institute will pass through the AC. After the deliberation, the Board passed:



**Board Resolution No. 39, s. 1998**

Approving the establishment of an Institute of Applied Tropical Ecology subject to the following conditions:

1. The Institute shall initially focus its activities on research related to applied ecology while waiting for a regular DBM appropriation for its own operation.
2. The Institute shall operate on a skeletal basis from borrowed staff from other departments. It shall be managed by the CORE GROUP members of the ViSCA-GTZ Ecology Program while negotiating for a regular DBM appropriation for its own operation.
3. The CORE GROUP members shall closely work with the ViSCA administration in facilitating the approval of the annual budget of the institute by the DBM.

This shall take effect upon Board approval.

**Board Action: APPROVED**

Date: 14 May 1998

The Board also suggested to remove from the name of the institute the word "Applied" but give the proponent to decide whether to retain or remove the word "Applied." It also requested the proponent to inform the Board of the final name of the institute.

**e) Proposal to Increase the Rental for the use of the Social Hall**

The Board passed:

**Board Resolution No. 39, s. 1998**

Approving the proposal of the ViSCA Laboratory High School to increase the rental for the use of the Social Hall with the recommendation that the following changes in the rate of some services be followed: a) P100/day for non-income activities i.e. quiz show sponsored by students, b) P200.00/day for staff organization and individual staff-sponsored activities , c) P250.00/day for income-generating activities of students i.e. alay sayaw, concert, benefit shows, and d) P400.00/day for outsiders.

This shall take effect upon Board approval

**Board Action: APPROVED**

Date: 14 May 1998

**f) Proposal to Standardize the Cottage/Dormitory Fees**

Dr. S. Go presented to the Board the proposal to standardize the cottage/dormitory fees in order to generate income for dorm repair and maintenance, buy dormitory fixtures, and honorarium for the dormitory advisers. As a reaction, student representative A. Truya opposed the approval of the proposal on the ground that there was no proper consultation made with the students on the issue. Dr. S. Go pointed out that the Office of Student Affairs (OSA) conducted an information drive with the students including dorm advisers. On the query of Mr. C. Evangelista on the possibility of ViSCA to provide a budget for the maintenance of dormitories, Dr. S. Go informed the Board that ViSCA has been setting aside regular budget for dormitory repair and maintenance but the money is still not enough for the purpose. He stressed that the proposed rates are still very much lower to the dormitory rates outside ViSCA. In the light of the objection of student Trustee A. Truya, Dir. B. Go-Soco suggested that information should be provided on how the dormitory funds are or will be utilized and how the consultation was conducted. Dr. P. Tan suggested that OSA should refer it to the housing committee of the student council. After the discussion and through the suggestion of Commissioner E. Garcia, the Board requested the College President to provide the BOT members a budget proposal for the utilization of the dormitory funds and give information on how the consultation was conducted.

**g) Proposed Rates of ATEP Demo Farm Facilities**

There having no objections on the proposal, the Board passed:

**Board Resolution No. 40, s. 1998**

Approving the proposed rate of ATEP demo farm facilities for rental/hiring following the existing auditing rules and regulations:



| Services/Equipment             | Rates                | Remarks                         |
|--------------------------------|----------------------|---------------------------------|
| 1. Land Preparation: 3 passes  |                      |                                 |
| a. Four wheel tractor          | P0.40/m <sup>2</sup> | ATEP Operator                   |
| b. Hand tractor                | P0.50/m <sup>2</sup> | ATEP Operator                   |
| c. Power tiller (lowland rice) | P0.80/hr             | ATEP Operator                   |
| 2. Hauling Services            |                      |                                 |
| a. Four wheel tractor          | P25/km               | ATEP Operator                   |
| b. Hand Tractor                | P20/km               | ATEP Operator                   |
| 3. Milling rice                | P0.65/kg             | Clientile to<br>provide laborer |
| 4. Shelling corn               | P0.55/kg             | - do -                          |
| 5. Threshing                   | P0.50/kg             | - do -                          |
| 6. Mechanical drying of palay  | P25/kg               | - do -                          |

**Board Action: APPROVED**

Date: 14 May 1998

**h) Proposed Guidelines on the Services of Breeding Animals Outside ViSCA**

Since there was no objection on the proposed guidelines, the Board passed:

**Board Resolution No. 41, s. 1998**

Approving the proposal of the Department of Animal Science and Veterinary Medicine (DASVM) on the guidelines on services of breeding animals outside ViSCA with the suggestion that DASVM should use artificial insemination in its breeding programs, if possible, to avoid sexually transmitted disease for the DASVM boar.

This shall take effect upon approval by the Board.

**Board Action: APPROVED**

Date: 14 May 1998

**i) Proposed PIB Instrument for Non-Academic Personnel**

Commissioner E. Garcia commented that the proposed instrument is so detailed and requires a lot of work. The same comment was aired by Mr. R. Diaz. As a reaction, Dr. S. Go pointed out that the instrument has two purposes, namely, as basis in the granting of the Productivity Incentive Bonus (PIB) and for determining

the efficiency rating of non-academic staff. After the deliberation, the Board approved the PIB instrument for implementation for one year. Once there are complains, if will be subjected to another deliberation. The Board then passed:

**Board Resolution No. 42, s. 1998**

Approving the Productivity Incentive Bonus (PIB) instrument for the ViSCA Non-Academic Personnel for implementation within a trial period of one year, after which, it may be modified based on the results of the one year implementation. This shall take effect immediately.

**Board Action: APPROVED**

Date: 14 May 1998

**j) Proposed Guidelines in the Grant of Centennial Bonus**

Upon motion by Dr. C. Balagapo, duly seconded by Dr. S. Go, the Board passed:

**Board Resolution No. 43, s. 1998**

Approving the request of the Visayas State College of Agriculture to grant to its officials and employees the *Centenial Anniversary Bonus* following the guidelines used in granting Year-End-Bonus as basis for the coverage, subject to the availability of funds and existing auditing rules and regulations.

**BOT Action: APPROVED**

Date: 14 May 1998

**k) Proposed Guidelines in the Use of the ViSCA Gym**

The Board, upon motion by Mr. R. Diaz and duly seconded by Dr. S. Go, passed:

**Board Resolution No. 44, s. 1998**

Approving the following guidelines in the use of the ViSCA Gymnasium:

- A. The following College-sponsored activities shall be free of charge:
1. College Convocation
  2. College Anniversary
  3. Graduation
  4. Non-income generating activities of student approved by the Office of Student Affairs
  5. Other College activities directly sponsored by the administration



- B. Non-administration activities shall be charged as follows:
1. Activities using bleachers only
    - a. ViSCAns - P500.00/day
    - b. Non-ViSCAns - P1000.00/day
  2. Activities using the bleachers, stage, stage dressing rooms, and ground floor area:
    - a. ViSCAns - P2,000.00/day
    - b. Non-ViSCAns - 3,000.00/day
  3. Activities using plastic mono-blocks chairs shall pay P1.00/chair
  4. If the activity exceeds one day, the foregoing charges shall be reduced by 50% after the first day.
- C. The following procedures shall be followed in using the College Gymnatorium:
1. Requesting party shall file a request, using a standard form, five (5) days before the activity duly approved by the head of the Department of Physical Education (DPE).
  2. Any request beyond five (5) days shall be cleared and approved by the College President or its authorize representative upon the recommendation of the head of the DPE.
  3. Request for additional lighting facilities and public address system is not included in the charges and shall be arranged with the Physical Plant Office or other operators outside ViSCA.
  4. Requesting party shall pay a deposit of P1,000.00 for unusual damages which can be withdrawn after the activity if no unusual damages occurs.
  5. Payments shall be made at the College Cashier under the DPE Trust Fund 8-84-900-9.2.

This shall take effect upon approval by the Board.

**Board Action: APPROVED**

Date: 14 May 1998

**l) Proposed Creation of Extension Advisory Committee**

The Board passed:

**Board Resolution No. 45, s. 1998**

Approving the creation of an Extension Advisory Committee (EAC) provided the members will not receive honorarium. The EAC shall act as a policy making body

for extension and non-formal education and shall review and recommend to the President, through the Vice President of Academic Affairs, the extension thrusts, priorities, and programs of the College. The committee shall have the following membership:

|                                  |   |          |
|----------------------------------|---|----------|
| Director of ODEx                 | - | Chairman |
| Director of ORD                  | - | Member   |
| Director of PRCRTC               | - | Member   |
| Director of NARC                 | - | Member   |
| Director of FARMi                | - | Member   |
| Director of CSR                  | - | Member   |
| Heads of Academic<br>Departments | - | Members  |

This shall take effect upon BOT approval.

**Board Action: APPROVED**

Date: 14 May 1998

**m) Request of FARMi to Collect Fees for the Use of Audio-Visual Equipment**

Upon motion by Ms. A. Monsanto, duly seconded by Dr. C. Balagapo, the

Board passed:

**Board Resolution No. 46, s. 1998**

Approving the request of FARMi to collect the following fees for the use of its audio-visual equipment for operation and maintenance purposes subject to the existing policies on the use of ViSCA facilities for college-wide activities:

|                       |   |          |
|-----------------------|---|----------|
| Overhead projector    | - | P100/day |
| Slide projector       | - | P100/day |
| Sound system          | - | P200/day |
| VHS player and TV set | - | P100/day |

This shall take effect upon Board approval.

**Board Action: APPROVED**

Date: 14 May 1998

**n) Request of the ViSCA Credit Cooperative (ViSCCO) for an Office Space**

The Board passed:

**Board Resolution No. 47, s. 1998**

Approving the request of the ViSCA Credit Cooperative Board of Directors for an



- Laser jet
  - Dot Matrix
  - Scanning
- P10.00/page-text
  - P15.00/page-graphics
  - P1.00/page-draft text
  - 2.00/page-LQ text
  - P10.00/page-Graphics
  - P15.00/page

Fees for special computer training courses shall be decided upon offering of the course. The income shall be deposited in the ViSCA Computer Trust fund to be managed by DAEAM. Payment of fees shall be collected by the ViSCA cashier.

This shall take effect upon approval.

**BOT Action: APPROVED**  
Date: 14 May 1998

#### **XI. ADJOURNMENT**

There being no other matters to discuss, the meeting was adjourned at 7:00 p.m.

**CERTIFIED TRUE AND CORRECT**

**ROBERTO C. GUARTE**  
Professor and Board secretary

**Noted: SAMUEL S. GO**  
President

**ATTESTED:**

**ESTER A. GARCIA**  
CHED Commissioner &  
Regular Chair