

# 165th ViSCA Board of Trustees Meeting

07 July 2001

Office of the President  
ViSCA, Baybay, Leyte

## AGENDA

Proposed Resolution Page

### 165th ViSCA Board of Trustees Meeting

07 July 2001

Office of the President  
ViSCA, Baybay, Leyte

**165th ViSCA Board of Trustees Meeting**  
**07 July 2001**  
**Office of the President**  
**ViSCA, Baybay, Leyte**

**AGENDA**

	<u><b>Board Resolution</b></u> <u><b>No. (s. 2001)</b></u>	<u><b>Page</b></u>
1. University Bill and request for Approval of Investiture		10
2. Charges Leveled Against Dr. VR Ritaga		11
3. Charges Leveled Against Dr. CN Astrologo		11
4. Request of Dr. RC Guarte for the Termination of MOA Between ViSCA & VEFI		11
5. Request for the Cancellation of MOA Between ViSCA & BAIF	<b>75</b>	12
6. Request for the Use of Income	<b>76</b>	13
7. Candidates for Graduation for Summer 2001	<b>77</b>	14
8. Appointment of Part-Time Teachers	<b>78</b>	15
9. Appointment of Designated Positions	<b>79</b>	16
10. Request of Ms. E Calignawan for Subsistence And Laundry Allowance	<b>80</b>	17
11. ViSCA Anniversary Activities		
12. Request for Authority to Travel by PPM to Germany & USA	<b>81</b>	17
13. Increase Extraordinary Expenses Afforded to the Board of Trustees	<b>82</b>	18

ATTENDANCE

Present:

<b>Hon. Manuel D. Punzal</b> Commissioner, CHED	..... Chairman
<b>Hon. Paciencia P. Milan</b> President, ViSCA	..... Vice Chairman
<b>Hon. Teresa Aquino Oreta</b> <i>Represented by Hon. Cyril Luis Arradaza</i> Chairman, Senate Committee on Education Senate of the Philippines	..... Member
<b>Hon. Buenaventura C. Go-Soco, Jr.</b> Regional Director NEDA Regional Office VIII	..... Member
<b>Hon. Leo Cañeda</b> Regional Executive Director Department of Agriculture Regional Office VIII	..... Member
<b>Hon. Perla M. Tan</b> President, ViSCA Faculty Association	..... Member
<b>Hon. Guindolino R. Gerona</b> President, ViSCA Alumni Association	..... Member
<b>Hon. Rheeno Nayre</b> President, ViSCA CSSC	..... Member
<b>Dr. Jose Mazo</b> Private Sector Representative	..... Member
<b>Ms. Rebecca Barbusa</b> Private Sector Representative	..... Member
<b>Prof. Daniel M. Tudtud, Jr.</b> College/Board Secretary	..... Board Secretary

ABSENT:

<b>Hon. Antonio E. Natchura</b> <i>Represented by Hon. Catalina Loreto-Go</i> Chairman, House Committee on Education House of Representatives	..... Member
--	--------------

I. CALL TO ORDER

Commissioner Manuel D. Punzal, the Chairman of the ViSCA Board of Trustees, called the meeting to order at 8:45 a.m. and led the Board to a short prayer to start the 165<sup>th</sup> BOT Meeting.

## **II. Roll Call**

Chairman Manuel D. Punzal requested Prof. Daniel M. Tudit Jr, the Board Secretary, to call the roll of members to ascertain that there was a quorum. The Board Secretary reported to the Chairman that ten (10) of the eleven (11) members of the ViSCA Board of Trustees (BOT) were present. Only the Chairman of the Education Committee of the House of Representatives or his duly authorized representative was absent.

President Paciencia P. Milan took the opportunity to introduce to the ViSCA Board of Trustees the Presidential Assistant for the Eastern Visayas, Mr. Victor Domingo who would like to be briefed on the status of the Leyte-Mindanao Interconnection Project (LMIP).

## **III. Adoption of the Proposed Agenda**

Chairman Punzal requested the Board Secretary to read the items calendared for the 165<sup>th</sup> Board of Trustees meeting. The Board Secretary then read the items calendared for this meeting.

Chairman Punzal requested the members of the BOT to go over the proposed agenda for consideration in the meeting and invited the members to present any other item for inclusion in the meeting provided that such does not require any background study.

After ascertaining that there were no more items to be calendared for the 165<sup>th</sup> BOT Meeting, Chairman Punzal informed the Board that "the Chair now accepts a motion for the approval of the calendared agenda." Trustee Guindolino R. Gerona moved for the approval of the calendared agenda and Trustee Perla M. Tan seconded the motion.



#### **IV. Special Audience with Pres. Assistant Victor Domingo**

Chairman Manuel D. Punzal took the opportunity to welcome Mr. Victor Domingo, Presidential Assistant for the Eastern Visayas, to the ViSCA Board of Trustees meeting and gave Mr. Domingo the chance to speak to the members of the Board regarding the Leyte-Mindanao Interconnection Project.

Mr. Domingo reiterated the importance of the LMIP to the national government. It has been projected that if Mindanao will not be able to latch on to a stable power source by 2004, it is expected to suffer from massive power outages that will be dislocate a lot of workers and undermine the fragile economy in Mindanao. Mr. Domingo, however, pointed out that he fully understands ViSCA's concern about the environmental damage especially where the steel towers will be constructed. He was in agreement with the position of the ViSCA BOT that NPC must do everything within its means to minimize the damage to the environment. Mr. Domingo requested the BOT to carefully consider the national interest in its decision regarding the LMIP.

President Milan informed the ViSCA BOT that the Vice President for Technical and Maintenance Services of National Power Corporation was in campus with his team of NPC experts. They indicated a new route which was the result of the joint ViSCA-NPC team effort to identify a route that would cause the least environmental damage. While they were in agreement with the new route, they requested access roads to the areas which is a worse scenario than the earlier NPC proposal. As ViSCA President, the NPC team was requested to present all four (4) design routes so that once and for all, we can make a decision on the matter. The NPC Vice President was very considerate and requested for a month or so to do this.

Chairman Punzal was of the opinion that because this is a project of national importance, the BOT may have to accommodate this. The Board has to look at the bigger picture as we cannot ignore the national interest. There is a need, however, to come to some kind of an agreement or resolution that would satisfy both ViSCA and the NPC.

President Milan reiterated that the bottom line was whether the ViSCA Board of Trustees was amenable to giving "right of way" access to the LMIP and the LBIP. However, Mr. Domingo indicated that the present Board is duty-bound to uphold the validity of the commitments made by the past Boards including the approvals given by the RDC and the Provincial Government Council. The important thing is for the Board to decide which route will be least damaging since the NPC projects are of national interest.

After more discussions on the matter, the Board agreed that a special committee be created from among the BOT members to look at the proposal and present their findings to the Board in its next regular meeting. Trustee Cyril Arradaza was designated as Chairman of the Committee with Trustee Guindolino Gerona and Trustee Cañeda as members. Chairman Punzal reminded the committee to bring in their own technical staff whenever the need arises.

Chairman Punzal thanked Pres. Assistant Victor Domingo for spending time with the Board on this sensitive matter.

## **V. Chair's Privilege**

Chairman Manuel D. Punzal took the opportunity to inform the members of the Board that the CHED has created a new unit within the commission to look after the state colleges and universities.

One of the issues raised by the unit is the issue on the position of Board Secretary over that of University/College Secretary. Chairman Punzal



indicated that he felt that the position of University/College Secretary should be a plantilla position and the position of Board Secretary should be the position on concurrent assignment. The University/College Secretary has more permanent functions than a Board Secretary. However, he was aware that not all SUCs have positions for University/College Secretaries in their plantilla of positions.

Another issue taken up was the creation of an Administrative Manual for BOR/BOT meetings. This manual when completed would speed up the BOR/BOT meetings which are usually clogged with administrative matters which the President can usually take care of. The BOR/BOT should have more pro-active meetings and looks forward to developmental issues.

Third, the Commission is about to finish CHEDlink, the national connectivity project of CHED. This project will connect all regional CHED offices so that some of the matters will be speeded up.

Lastly, the Department of Budget and Management (DBM) has inquired whether the institution has enough teaching faculty for the new curricular programs which the Board has approved. The DBM is inquiring because of the continued cuts in the MOOE funding of all agencies including SUCs. Chairperson Garcia is also asking the same question.

To this query, President Milan indicated that the college at present has enough competent faculty who will be able to teach the courses in the new approved courses: (1) BS in Biology; (2) Doctor of Veterinary Medicine; (3) MS in Forestry; and (4) MS in Ag. Engineering. However, with the expansion of the curricular programs, there is a need to request for augmentation.

Chairman Punzal also informed the Board that the DBM has questioned the payment of the signing bonus in the amount of P2,500.00 or

a total amount of P422,500.00. According to DBM Secretary Boncodin, this cannot be sourced from Other Income.

Trustee Perla Tan replied that there is an existing DBM Circular on the payment of the Signing Bonus and that was used as basis for the payment to the concerned faculty. President Milan indicated that in the said DBM circular, there is a provision that you can only give a Signing Bonus as long as it is not charged against GAA. So, ViSCA gave only half, P2,500.00. Other schools have given up to P5,000.00 which is the maximum amount indicated in the circular.

#### **I. Reading and Approval of the Minutes of the Previous Meeting**

Commissioner Punzal asked the members of the Board to look at the minutes, presented in Tab A, for correction.

Trustee Perla M. Tan pointed out the following:

- a) Page 23, line 13 – remove the word “are” to read: *“Trustee Mazo inquired about the instructors who are handling ... ”*;
- b) page 25, lines 9-11 – reword as follows: *“Trustee Tan informed the Board that the previous Board had approved the request to complete the Ilang-ilang kitchen but had not acted on it until now”*;
- c) page 25, lines 12-14 – reword as follows: *“Chairman Punzal, after noting that previous Boards have also approved this, then it should be given first priority and the remaining money be used for the repair and improvement of the student dormitories”*;
- d) page 26, lines 7-10 – reword as follows: *“Approving the request for the Use of Income by the Office of Student Affairs in the amount of P300,000.00 for the completion of the Ilang-ilang kitchen and the repair of student dormitories”*;



- e) page 29, lines 10-11 – reword as follows: “... the request of Dr. Rodolfo G. Nayga, Sr. that he be allowed to pay the obligation of his son, including the interest thereof, in the amount ... ”;
- f) page 29, lines 15-17 – reword as follows: “Approving the request of Dr. Rodolfo G. Nayga, Sr. that he be allowed to pay the obligation of his son, Dr. Rodolfo M. Nayga, Jr., including the interest thereof, in the amount of P7,486.03 and US\$2,749.87”.

After all the corrections were made, Chairman Punzal asked for a motion for the approval of the Minutes of the 164<sup>th</sup> Board of Trustees Meeting as corrected. Trustee Mazo moved for the approval of the minutes as corrected and was duly seconded by Trustee Caneda. Thus, the ViSCA Board of Trustees passed

#### **BOT RESOLUTION NO. 74, s. 2001**

**Approving the Minutes of the 164th ViSCA Board of Trustees meeting dated 23 May 2001 held at the NEDA Training Hall, Palo, Leyte from 10:32 a.m. to 11:40 a.m. as corrected.**

#### **VI. Matters Arising from the Approved Minutes**

Chairman Punzal proceeded to ask the ViSCA President for the presentation of the highlights of the President’s Report as well as for the presentation of a summary of the resolutions made during the last BOT meeting.

Chairman Punzal asked the members of the Board “to go over the approved minutes for any updates, follow ups, clarifications, and other motions that you would like to discuss pertaining to any of the resolutions.”

##### **1. Update on the Biliran National Agricultural College**

At this point, Chairman Punzal informed the body that he was in Biliran last 06 July 2001 and consulted the President of NIT regarding

BNAC. He was informed that the Dept. of Education (Dept. Ed.) has taken over the high school of the said school and its faculty. The Dept. of Education wanted to get more land and facilities than what was originally bargained for and Dr. Esperanza Pajo turned it down. It now seems that we will no longer have any problem with BNAC.

2. Proposal to Change High School Fees

Trustee Rheeno Victor P. Nayre, the Student Trustee, inquired about the Board Resolution No. 62, s. 2001 regarding the increase in high school fees. Trustee Nayre directly inquired from President Milan, the Vice-Chairman, whether she brought the "papers that will support the consultation that the principal made a consultation with the parents".

President Milan replied that the principal of the high school reported to the ADCO that he conducted consultations. The ADCO approved the increase in high school fees based on the attestation of the high school principal that there was consultation and the ADCO minutes will prove this.

Some more discussion on the matter ensued. Recapping all that transpired, Chairman Punzal requested the Board Secretary to *"look into the transcriptions of the minutes of the meeting whether President Milan indeed promised to provide papers supporting the contention that there was a consultation done on the matter."* This will be presented in the next meeting.

3. Request for Increase in Fees for the Use of the FARMI Training Room and Audio-Visual Equipment

Trustee Rheeno Nayre requested clarification on the meaning of the statement indicated on page 22, line 7: *"...only during college-wide activities."*

President Milan clarified that the FARMI Training Room cannot be used for dances and parties. This statement was made in connection with



Trustee Tan's inquiry whether the FARMI Training Room is now open for student activities.

Trustee Tan indicated that student activities may not necessarily be college-wide in character. Certain activities like seminars, can be sponsored by a department or by the Office of Student Affairs.

Chairman Punzal stated that the FARMI has the prerogative on what activities may be permitted based on the provision of the approved Board resolution. So, the student trustee has to make a request for consideration addressed to FARMI management because the provision is very specific.

## **VII. President's Report**

President Paciencia P. Milan provided each Trustee a copy of the President's Activities for 24 May 2001 to 06 July 2001. President Milan just gave a brief report of the highlights for the period covered as follows:

- (1) Approval by the Philippine Senate of the University Conversion Bill last 05 June 2001;
- (2) ViSCA was identified to qualify as the Visayas Center for Bio-Diversity Conservation during the Bio-Diversity Congress held at Puerto Galera, Mindoro last 14-16 June 2001;
- (3) Agreement among ACAP schools to "adopt" an Agrarian Reform Community (ARC) in cooperation with the Department of Agrarian Reform (DAR); and
- (4) During the PASUC Meeting in Batac, Ilocos Norte the idea of leveling of SUCs throughout the country based on PASUC approved criteria was done. These criteria are due for testing sometime this year.

Along this line, Trustee Tan inquired from President Milan whether there is a separate leveling for state colleges and state universities. To this query, President Milan replied that there is none for as long as you meet the criteria set. Trustee Nayre, on the other hand, inquired whether Student

Trustee Tan's inquiry whether the FARMI Training Room is now open for student activities.

Trustee Tan indicated that student activities may not necessarily be college-wide in character. Certain activities like seminars, can be sponsored by a department or by the Office of Student Affairs.

Chairman Punzal stated that the FARMI has the prerogative on what activities may be permitted based on the provision of the approved Board resolution. So, the student trustee has to make a request for consideration addressed to FARMI management because the provision is very specific.

## **VII. President's Report**

President Paciencia P. Milan provided each Trustee a copy of the President's Activities for 24 May 2001 to 06 July 2001. President Milan just gave a brief report of the highlights for the period covered as follows:

- (1) Approval by the Philippine Senate of the University Conversion Bill last 05 June 2001;
- (2) ViSCA was identified to qualify as the Visayas Center for Bio-Diversity Conservation during the Bio-Diversity Congress held at Puerto Galera, Mindoro last 14-16 June 2001;
- (3) Agreement among ACAP schools to "adopt" an Agrarian Reform Community (ARC) in cooperation with the Department of Agrarian Reform (DAR); and
- (4) During the PASUC Meeting in Batac, Ilocos Norte the idea of leveling of SUCs throughout the country based on PASUC approved criteria was done. These criteria are due for testing sometime this year.

Along this line, Trustee Tan inquired from President Milan whether there is a separate leveling for state colleges and state universities. To this query, President Milan replied that there is none for as long as you meet the criteria set. Trustee Nayre, on the other hand, inquired whether Student



Trustees were invited to the said affair. President Milan replied that no Student Trustees were invited.

## **VIII. New Business**

### **A. Administrative Matters**

#### **1. University Bill and Request for Approval of Investiture Rites**

President Milan provided all member of the Board a copy of the Senate approved bill converting ViSCA into a state university. President Milan indicated that inasmuch as the college will be celebrating its 77<sup>th</sup> anniversary at the end of the month, it may be possible to hold the Investiture Rites at this time in order to save on funds as well as spice up the anniversary celebration. However, this will be possible only if president Arroyo signs it into law before this time. Chairman Punzal was of the opinion that for visitors to positively respond to the invitation to attend this ceremony, a lead time of two weeks is needed between the date of invitation and the date of the ceremony.

After due deliberation, the Board agreed that if the bill is signed by the 14<sup>th</sup> of July 2001, the Investiture Rites will be held during the anniversary celebration. However, if the bill is not yet signed by this time, then it will be held another time.

Trustee Arradaza raised the issue regarding Section 15 of the proposed bill which states that the incumbent president becomes the first president of the university *provided that the person is qualified*. To this query, Chairman Punzal replied that this requirement is already complied with since the minimum requirement is an earned doctorate degree.

Trustee Arradaza stated that Board is still mandated to appoint the new University President. Trustee Mazo further noted that the Board cannot confirm unless the bill is signed into law.

Chairman Punzal carefully pointed out that this will be the basis of the referendum if and when it happens. Section 15 of the said bill should provide for the smooth transition from state college to state university. Chairman Punzal clarified that the remaining term of the incumbent president will constitute her first term of office and can be appointed to only one other term.

2. Charges leveled against Dr. Victor Ritaga, Head of the ViSCA-Isabel Campus (INAVS)

President Milan informed the body that Dr. Victor Ritaga is under preliminary investigation for alleged sexual harassment and other charges. A committee has been created for this purpose.

The Board referred the matter back to the President for disposition.

3. Charges leveled against Dr. Conchita Astrologo, Head of the ViSCA-Villaba Campus (LNCAST)

President Milan informed the body that Dr. Conchita Astrologo is being investigated based on a *moto propio* complaint filed by a certain Leyte Ramas. A preliminary investigation committee has been created to look into the allegations.

The Board referred the matter back to the President for disposition.

4. Request of Dr. Roberto Guarte, OIC Director of the National Coconut Research Center (NCRC) for the Termination of the MOA between ViSCA and VEFI

President Milan read the request of Dr. Guarte and the reasons for this. President Milan believes that this request will redound to the benefit of the NCRC and to ViSCA. At present the entire coconut area

is rented out to VEFI which uses it to support the operations of the elementary school, the ViSCA Foundation Elementary School (VFES).

A long discussion on the matter ensued. Trustee Arradaza opined that for the Board to act on the matter, the perfected MOA between ViSCA and VEFI has to be presented so that the Board will be guided in its decision.

Along this line, Trustee Go-Soco suggested that a committee be created to look at the documents signed by ViSCA and VEFI. Chairman Punzal directed President Milan to select the members of the committee.

4. Request for the Cancellation of the MOA between ViSCA and BAIF

President Milan read the request for the cancellation of the MOA between ViSCA and BAIF on grounds of non-performance of the stipulations of the MOA. One of the provisions of the MOA states that "This agreement may be terminated by ViSCA for reasons of non-payment of rental or neglect of the project or when the operation of the project runs in conflict with ViSCA's programs ...".

Trustee Arradaza then pointed out that the Board may repeal, modify or amend the MOA. Chairman Punzal, after considering all the violations of the MOA, indicated that ViSCA has the right to terminate the said MOA.

Trustee Gerona pointed out Provision No. 2 whereby "BAIF is entitled to full refund of expenses on permanent structures it has installed plus a phase-out period of one year."

President Milan informed the Board that as soon as the MOA is terminated, the Dept. of An. Science and Veterinary Medicine will take over the operations of the poultry farm. The seed money will



come from the IGP fund. President Milan also indicated that the Office of the President has already issued a notice to BAIF and to the operator of the poultry facility who was amenable to the termination.

President Milan motioned for the termination of the contract between BAIF and ViSCA. This was seconded by Trustee Arradaza. The Board passed:

**Board Resolution No. 75, s. 2001**

**Approving the termination of the MOA between ViSCA and BAIF effective upon Board Approval.**

6. Request for the Use of Income

President Milan requested the Board for approval for the use of income from the Main campus, Alang-alang campus, and the Isabel campus. The actual income from the three campuses have been certified by their respective accountants and that the utilization of these income are necessary to improve the efficiency and effectiveness of the respective campuses.

Trustee Tan requested that a portion of the income be used to pay the difference in the summer honorarium of teachers, SY 2000-2001. A long discussion on the method and formula to be used in computing the summer honorarium followed. Toward this end, Chairman Punzal suggested that the teachers be paid half of what had been expected based on approved reasonable computation with the other half to be sourced from future income.

The expenditures of the other campuses were also scrutinized by the Board. The Board indicated that for the Isabel Campus, the purchase of a mini-refrigerator, airconditioner and airpot were not approved as these were equipment for administration and will not be



used for instruction facilities since their income was derived primarily from tuition fees.

After due deliberation by the Board, Trustee Mazo motioned for the approval of the Use of Income of the Main campus, Alang-alang campus and the Isabel campus as modified. Trustee Cañeda seconded the motion. The Board passed:

**Board Resolution No. 76, s. 2001**

**Approving the Utilization of Income for the following:**

**ViSCA Main campus – APPROVED as modified as follows:**  
***“Payment of portion of the teacher’s honorarium for summer 2000-2001 shall be charged against tuition fees collected and the balance shall be paid from future income of the college at the end of the year.”***

**ViSCA Alang-alang campus – APPROVED as proposed.**

**ViSCA Isabel campus – APPROVED as corrected with the following equipment disapproved: mini-refrigerator, airpot and airconditioner.**

**B. Academic Matters**

**1. Candidates for Graduation for Summer 2001**

President Milan presented to the body the list of the candidates for graduation for Summer 2000-2001. Chairman Punzal inquired from the President if this has gone through the normal process. To this query, President Milan replied in the affirmative.

Chairman Punzal indicated that this is for Board confirmation. Trustee Gerona moved for the approval of the list of candidates for graduation. Trustee Nayre seconded the motion. The Board passed:

**Board Resolution No. 77, s. 2001**

**Confirming the Candidates for Graduation for Summer 2001 of the ViSCA Main Campus.**

<u>Course</u>	<u>Total</u>
<i>Undergraduate</i>	
BAS	4
DVM	2
BSA	3
BSAB	4
BSAE	7
BSAgEd	1
BSFT	3
BSS	3
<b>Sub-total</b>	<b>27</b>
<i>Graduate</i>	
M.Ed.	1
<b>GRAND TOTAL</b>	<b>28</b>

## 2. Appointment of Part-Time Teachers

President Milan presented to the body the list of part-time teachers of the different departments of the Main campus. President Milan explained that the appointments were recommended by the Academic Personnel Board after having gone over their credentials.

Chairman Punzal again indicated that this was for Board confirmation. Trustee Gerona moved for the approval of the appointments of part-time teachers of the different departments of the Main campus for SY 2001-2002. Trustee Nayre seconded the motion. The Board passed:

### **Board Resolution No. 78, s. 2001**

**Confirming the Appointment of Part-Time Teachers of the Main Campus for SY 2001-2002 effective 1st Semester 2001-2001 from de Paz to Kadusale.**

<u>NAME</u>	<u>POSITION</u>	<u>DEPT.</u>	<u>EFFECTIVITY</u>
1. De Paz, Elaine M.	Part-time Instructor	DOHS	SY 2001-2002
2. Besas, Jesebel R.	Part-time Instructor	DOHS	SY 2001-2002
3. Tanquezon, Dahlia M.	Part-time Instructor	DOHS	SY 2001-2002
4. Bandalan, Elena D.	Part-time Instructor	DOHS	SY 2001-2002
5. Cagantas, Dennis Rev. Fr.	Part-time Instructor	DOHS	SY 2001-2002
6. Neri, Alfredo C.	Part-time Instructor	DAEAM	SY 2001-2002
7. Sacedon, Marlon F.	Part-time Instructor	DAEAM	SY 2001-2002
8. Cuen, Irvin B.	Part-time Instructor	DAEAM	SY 2001-2002
9. Tagana, Norman G.	Part-time Instructor	DAEAM	SY 2001-2002



10. Sacmar, Andresa D.	Part-time Instructor	DAL	SY 2001-2002
11. Pajares, Glenn J.	Part-time Instructor	DAL	SY 2001-2002
12. Mayor, Alan B.	Part-time Instructor	DAL	SY 2001-2002
13. Yu, Cristina E.	Part-time Instructor	DAL	SY 2001-2002
14. Apora, Edmond C.	Part-time Instructor	DAL	SY 2001-2002
15. Tabudlong, Rowena Amor I.	Part-time Instructor	DAL	SY 2001-2002
16. Arradaza, Cyril Luis L.	Part-time Instructor	DAL	SY 2001-2002
17. Genosa, Cristina C.	Part-time Instructor	DPP	SY 2001-2002
18. Modina, Carmenia G.	Part-time Instructor	DPP	SY 2001-2002
19. Guzman, Merlyn P.	Part-time Instructor	DPP	SY 2001-2002
20. Licayan, Imma Conception A.	Part-time Instructor	DAC-FS	SY 2001-2002
21. Galvez, Lorina A.	Part-time Instructor	DAC-FS	SY 2001-2002
22. Quevedo, Elizabeth S.	Part-time Instructor	DAC-FS	SY 2001-2002
23. Maratas, Melimer Emma M.	Part-time Instructor	DAC-FS	SY 2001-2002
24. Lumacad, Elena M.	Part-time Instructor	DASS	SY 2001-2002
25. Ybañez, Rachal M.	Part-time Instructor	DASS	SY 2001-2002
26. Cortez, Evelyn S.	Part-time Instructor	DASVM	SY 2001-2002
27. Gealon, Aileen C.	Part-time Instructor	DASVM	SY 2001-2002
28. Dargantes, Joseph Rizalyndo P.	Part-time Instructor	DASVM	SY 2001-2002
29. Frutas, Leda Concepcion M.	Part-time Instructor	DPE	SY 2001-2002
30. Pascual, Linnito M.	Part-time Instructor	DAEA	SY 2001-2002
31. Vicente, Ma. Grace C.	Part-time Instructor	DAEA	SY 2001-2002
32. Castillo, Alex M.	Part-time Instructor	DAL	SY 2001-2002
33. Kadusale, Ericson	Part-time Instructor	INAVS	SY 2001-2002

### 3. Appointment of Designated Positions

President Milan presented to the body the appointments of designated positions of selected personnel effective 01 June 2001 to 31 May 2002. Chairman Punzal again indicated that this was for Board confirmation. Trustee Gerona moved for the approval of the appointments of part-time teachers of the different departments of the Main campus for SY 2001-2002. Trustee Nayre seconded the motion. The Board passed:

#### **Board Resolution No. 79, s. 2001**

**Confirming the Appointments of Dr. Roberto C. Guarte, Dr. Rogelio Jaime, Prof. Manolo B. Loreto, Dr. Justiniano L. Seroy, and Dr. Lina T. Villacarlos as Officers-in-Charge (OIC) of the National Coconut Research Center – Visayas, Department of Ag. Education and Extension, Department of Military Science and Tactics, Principal of the ViSCA Foundation Elementary School, and Director of Graduate School, respectively.**

<u>NAME</u>	<u>EFFECTIVITY</u>
1. Dr. Roberto C. Guarte	06/1/01-5/31/02
2. Dr. Rogelio Jaime	06/1/01-5/31/02
3. Dr. Manolo B. Loreto Jr.	06/1/01-5/31/02
4. Dr. Justiniano L. Seroy	06/1/01-5/31/02
5. Dr. Lina T. Villacarlos	06/1/01-12/31/02

### C. Other Matters

#### 1. Request of Ms. Erlinda Calignawan for Subsistence and Laundry Allowance

President Milan informed the Board that Ms. Calignawan, the school nurse of the Tolosa campus, has been requesting the payment of her subsistence and laundry allowance for the whole year of 1997, 10 months of year 2000 and the whole year of 2001. Ms. Cala has already informed her that only the 2001 subsistence and laundry allowance can be paid.

Chairman Punzal requested for a motion for the approval of the subsistence and laundry allowance of Ms. Calignawan for year 2001. Trustee Mazo moved for the approval of the request of Ms. Calignawan and Trustee Gerona seconded it. The Board passed:

#### **Board Resolution No. 80, s. 2001**

**Approving the Payment of Subsistence and Laundry allowance of Ms. Erlinda A. Calignawan for year 2001 only.**

#### 2. ViSCA Anniversary Activities

President Milan presented to the body the line-up of activities for the coming ViSCA Anniversary and took the opportunity to invite all the members of the Board to the different activities.

Chairman Punzal told the BOT members to note the activities especially where they are expected to be present.

#### 3. Request for Authority to Travel to Germany and the United States on September 18-26, 2001

President Milan informed the Board that the government will not be spending for her foreign travel. The travel to Germany from September 20-21, 2001 will be in her capacity as a member of the



selection committee for the International Environmental Communication Award. On the other hand, her travel to Boston, Massachusetts, U.S.A. will be for the purpose of attending a meeting on Vertebrate Pest Management on September 24, 2001.

Trustee Cañeda, after ascertaining that no government funds will be utilized for the trip moved for the approval of the travel authority request of President Paciencia P. Milan. Trustee Arradaza seconded the motion. The Board passed:

**Board Resolution No. 81, s. 2001**

**Approving the Request for Travel Authority by President Paciencia P. Milan for her Travel to Germany and the United States of America from 18 September 2001 to 26 September 2001.**

**4. Increase in Extraordinary Expenses Afforded to the Board of Trustees**

The Board of Trustees discussed the need to increase the Extraordinary Expenses given to the Board. This issue was raised since some common members of the Board have received higher extraordinary expenses in much smaller institutions in Samar. The Board opined that this is legal inasmuch as the Board is authorized to allocate income generated by the institution as indicated in R.A. 8292.

The Board unanimously passed:

**Board Resolution No. 82, s. 2001**

**Approving the Grant of an Additional P3,000.00 for Extraordinary Expense for all Board of Trustees members which will be sourced from Other Income Effective in the Next Board Meeting.**

## K. ADJOURNMENT

Chairman Manuel D. Punzal, noting that there was nothing more in the agenda requested for the adjournment of the meeting. Trustee Perla M. Tan moved for the adjournment of the meeting. The members of the Board jointly seconded the motion.

The 165<sup>th</sup> Board of Trustees Meeting was adjourned at 12:35 p.m.

Certified True and Correct

  
PROF. DANIEL M. TUDTUD, JR.  
Board Secretary

Attested:

  
DR. MANUEL D. PUNZAL  
Chairman

## ATTACHMENTS



S. No. 2281

(IN SUBSTITUTION OF S. B. NO. 1646, TAKING INTO  
CONSIDERATION H. B. NO. 12657)

INTRODUCED BY SENATOR LEGARDA-LEVISTE

AN ACT CONVERTING THE VISAYAS STATE COLLEGE OF  
AGRICULTURE INTO A STATE UNIVERSITY TO BE  
KNOWN AS THE LEYTE STATE UNIVERSITY,  
APPROPRIATING FUNDS THEREFOR AND FOR OTHER  
PURPOSES

*Be it enacted by the Senate and House of Representatives of the  
Philippines in Congress assembled:*

SECTION 1. The Visayas State College of Agriculture, located  
in the Municipality of Baybay, Province of Leyte, is hereby converted  
into a state university to be known as the Leyte State University,  
hereinafter referred to as the University.

SEC. 2. The University shall primarily provide advanced  
instruction and professional training in agriculture, science and  
technology, education, and other related fields, undertake research and  
extension services, and provide progressive leadership in these areas:  
*Provided*, That the University shall ensure that it retain its original  
mandate as a primarily agricultural institution.

especially agriculture, and according to its capabilities, as the Board  
of Regents may deem necessary to carry out its objectives: *Provided*,  
That in case of graduate courses, the University shall strengthen the  
masteral and doctorate programs in agricultural courses.

SEC. 4. The University shall have the general powers of a  
corporation as set forth in the Corporation Law. The administration  
of the University and the exercise of its powers shall be vested  
exclusively in the Board of Regents.

SEC. 5. The governing body of the University shall be the  
Board of Regents, hereinafter referred to as the Board, which shall  
be composed of the following:

(a) The Chairman of the Commission on Higher Education  
(CHED), chairman;

(b) The President of the University, vice-chairman;

(c) The Chairman of the Committee on Education, Arts and  
Culture of the Senate, member;

(d) The Chairman of the Committee on Higher and Technical  
Education of the House of Representatives or any Member of the  
House of Representatives designated by the Chairman of the said  
Committee, member;

(e) The Regional Director of the National Economic and  
Development Authority, member;

1 (f) The Regional Director of the Department of Agriculture,  
2 member;

3 (g) The president of the faculty association of the University,  
4 member;

5 (h) The president of the student council of the University,  
6 member;

7 (i) The president of the alumni association of the University,  
8 member; and

9 (j) Two (2) prominent citizens who have distinguished  
10 themselves in their professions or fields of specialization of the  
11 University, chosen from among a list of at least five (5) qualified  
12 persons in the Province of Leyte, as recommended by the search  
13 committee constituted by the University President, in consultation with  
14 the Chairman of the CHED, based on the normal standards and  
15 qualifications of the position, members.

16 The term of office of the president of the faculty association,  
17 the president of the student council, and the president of the alumni  
18 association shall be coterminous with their respective terms of office.  
19 In the event that the University shall have more than one campus,  
20 the faculty associations, alumni associations, and student councils shall  
21 form their respective federations which, in turn, shall elect their  
22 representatives to the Board.

23 The two (2) prominent citizens shall serve for a term of two

1 pertinent provisions of the Constitution on education, agriculture,  
2 science and technology, as well as the policies, standards and thrusts  
3 of the CHED under Republic Act No. 7722.

4 SEC. 7. The Board shall have the following specific powers and  
5 duties in addition to its general powers of administration and the  
6 exercise of all the powers granted to the Board of Directors of a  
7 corporation under Section 36 of Batas Pambansa Blg. 68, otherwise  
8 known as the Corporation Code of the Philippines:

9 (a) To enact rules and regulations, not contrary to law, as may  
10 be necessary to carry out the purposes and functions of the University;

11 (b) To receive and appropriate all sums as may be provided,  
12 for the support of the University in the manner it may determine, in  
13 its discretion, to carry out the purposes and functions of the  
14 University;

15 (c) To receive in trust legacies, gifts and donations of real and  
16 personal properties of all kinds and to administer and dispose the  
17 same when necessary for the benefit of the University, subject to  
18 limitations, directions and instructions of the donor, if any. Such  
19 donations shall be exempt from all taxes and shall be considered as  
20 deductible items from the income tax of the donor;

21 (d) To fix the tuition fees and other necessary school fees and  
22 charges, such as, but not limited to, matriculation fees, graduation fees  
23 and laboratory fees, as it may deem proper and reasonable to impose



2 and all interests that shall accrue therefrom shall remain part of the  
3 same funds for the use of the University.

4 Any provision of existing laws, rules and regulations to the  
5 contrary notwithstanding, any income generated by the University  
6 from tuition fees and other charges, as well as from the operation  
7 of auxiliary services and land grants, shall be retained by the  
8 University, and may be disbursed by the Board for instruction,  
9 research, extension, or other programs/projects of the University:  
10 *Provided*, That all fiduciary fees shall be disbursed for the specific  
11 purposes for which they are collected.

12 If, for reasons beyond its control, the University shall not be  
13 able to pursue any project for which funds have been appropriated  
14 and allocated under its approved program of expenditures, the Board  
15 may authorize the use of said funds for any reasonable purpose which,  
16 in its discretion, may be necessary and urgent for the attainment of  
17 the objectives and goals of the University;

18 (e) To adopt and implement a socialized scheme of tuition and  
19 school fees for greater access to poor but deserving students;

20 (f) To authorize the construction or repair of its buildings,  
21 machineries, equipment and other facilities and the purchase and  
22 acquisition of real and personal properties, including necessary  
23 and other transactions

25 from all taxes and duties;

3 faculty members and other officials and employees of the University;

4 (h) To fix and adjust salaries of faculty members and  
5 administrative officials and employees subject to the provisions of the  
6 Revised Compensation and Position Classification System and other  
7 pertinent budget and compensation laws governing hours of service,  
8 and such other duties and conditions as it may deem proper; to grant  
9 them, at its discretion, leaves of absence under such regulations as  
10 it may promulgate, any provisions of existing law to the contrary  
11 notwithstanding; and to remove them for cause in accordance with  
12 the requirements of due process of law;

13 (i) To approve the curricula, institutional programs and rules of  
14 discipline drawn by the administrative and academic councils as herein  
15 provided;

16 (j) To set policies on admission and graduation of students;

17 (k) To award honorary degrees upon persons in recognition of  
18 outstanding contribution in the field of agriculture or any field of  
19 specialization within the academic competence of the University; and  
20 to authorize the award of certificates of completion for non-degree  
21 and non-traditional courses;

22 (l) To establish and absorb non-chartered tertiary institutions  
23 within the Province of Leyte as branches, centers, stations, etc., in



1 or courses to promote and carry out equal access to educational  
2 opportunities mandated by the Constitution;

3 (m) To establish research and extension centers of the University  
4 where such will promote the development of the latter;

5 (n) To establish chairs in the University and to provide  
6 fellowships for qualified faculty members and scholarships to  
7 deserving students;

8 (o) To delegate any of its powers and duties provided for  
9 hereinabove to the president and/or other officials of the University  
10 as it may deem appropriate so as to expedite the administration of  
11 the affairs of the University;

12 (p) To authorize an external management audit of the institution,  
13 to be financed by CHED, and to institute reforms, including academic  
14 and structural changes, on the basis of audit results and  
15 recommendations;

16 (q) To collaborate with other governing boards of state  
17 universities and colleges within the Province of Leyte and the Region,  
18 under the supervision of the CHED and in consultation with the  
19 DBM, the restructuring of the University to become more efficient,  
20 relevant, productive, and competitive;

21 (r) To enter into joint ventures with business and industry for  
22 the profitable development and management of the economic assets

1 local and foreign, in furtherance of the purposes and objectives of  
2 the University;

3 (t) To develop academic arrangements for institution capability  
4 building with appropriate institutions and agencies, public or private,  
5 local or foreign, and to appoint experts/specialists as consultants, or  
6 visiting or exchange professors, scholars, researchers, as the case may  
7 be;

8 (u) To set up the adoption of modern and innovative modes of  
9 transmitting knowledge such as the use of information technology, the  
10 dual system, open-learning, community laboratory, etc., for the  
11 promotion of greater access to higher education;

12 (v) To establish policy guidelines and procedures for  
13 participative decision-making and transparency within the University;

14 (w) To privatize, where most advantageous to the University,  
15 management of non-academic services such as health, food, building,  
16 grounds or property maintenance and similar such other activities; and

17 (x) To extend the term of the President of the University beyond  
18 the age of retirement but not later than the age of seventy (70), whose  
19 performance has been unanimously rated as outstanding and upon  
20 unanimous recommendation of the search committee for the President  
21 of the University.

22 SEC. 8. The Board shall regularly convene at least once every

1 the Chairman of the CHED of the President of the University is  
2 among those present in the meeting.

3 In the absence of the Chairman of the CHED, a commissioner  
4 of the CHED, duly designated by him, shall represent him in the  
5 meeting with all the rights and responsibilities of a regular member:  
6 *Provided, however,* That the chairman of the CHED may authorize  
7 a CHED commissioner as the regular chair of the Board, in which  
8 case said commissioner shall act as the presiding officer: *Provided,*  
9 *further,* That in the absence of the said authority, the President of  
10 the University, as the Vice-Chairman, shall be the presiding officer.

11 The members of the Board shall not receive any salary but shall  
12 be entitled to reimbursements for actual and necessary expenses  
13 incurred, either in their attendance to meetings of the Board or in  
14 connection with other official business authorized by resolution of the  
15 Board, subject to existing laws and regulations.

16 SEC. 9. The University shall be headed by a President who  
17 shall render full-time service. He shall be appointed by the Board  
18 upon the recommendation of a duly constituted search committee. He  
19 shall hold office for a term of four (4) years, extendible only for  
20 another four (4) years.

21 In case of vacancy in the office of the president by reason of  
22 death, compulsory retirement, resignation, removal for cause or  
23 incapacity of the President to perform the functions of his office, the  
24 Board shall have the authority to designate an officer-in-charge  
25 pending the appointment of a new president.

1 IN CASE OF VACANCY  
2 in the immediately preceding paragraph, his successor shall hold office  
3 for the unexpired term. If the successor shall serve for a period of  
4 more than two (2) years, then such shall be considered as one full  
5 term for the successor.

6 The powers and duties of the President of the University, in  
7 addition to those specifically provided in this Act, shall be those  
8 usually pertaining to the office of the president of a similar university  
9 and those delegated by the Board.

10 The salary of the President of the University shall be in  
11 accordance with the Revised Compensation and Position Classification  
12 System and shall be comparable to that being received by other  
13 presidents of similar educational institutions of like enrollment and  
14 standing.

15 SEC. 10. There shall be an administrative council consisting of  
16 the President of the University as Chairman, the vice-president(s),  
17 deans, directors and other officials of equal rank as members, and  
18 whose duty is to review and recommend to the Board policies  
19 governing the administration, management and development planning  
20 of the University.

21 SEC. 11. There shall be an academic council with the President  
22 of the University as Chairman and all members of the instructional  
23 staff, with the rank of not lower than assistant professor, as members.

24 The academic council shall have the power to review and  
25 recommend curricular offerings and fix the requirements for admission



3 disciplinary power over students and shall formulate academic policies  
4 and rules and regulations on discipline, subject to the approval of the  
5 Board.

6 SEC. 12. The Board shall appoint a Secretary who shall serve  
7 as such for both the Board and the University and shall keep all  
8 records and proceedings of the Board. He shall communicate to each  
9 member of the Board notice of meetings.

10 SEC. 13. The Treasurer of the Philippines shall be the *ex-officio*  
11 treasurer of the University.

12 SEC. 14. No religious opinion or affiliation shall be a matter  
13 of inquiry in the appointment of faculty members of the University:  
14 *Provided, however,* That no member of the faculty shall teach for or  
15 against any particular church or religious sect.

16 SEC. 15. In order to ensure the smooth transition to a  
17 University, the incumbent head of the Visayas State College of  
18 Agriculture, if qualified, shall serve as the first president of the  
19 University, subject to the provisions of Section 9 of this Act. The  
20 remaining term of the incumbent head of the Visayas State College  
21 of Agriculture shall be counted as his first term as University  
22 President.

23 SEC. 16. All assets, fixed and movable, personnel and records

25 obligations, are hereby transferred to the University.

3 University are not impaired: *Provided, further,* That the incumbents  
4 of existing positions shall remain in the same status until otherwise  
5 provided by the Board.

6 All parcels of land belonging to the government and occupied  
7 by the Visayas State College of Agriculture are hereby declared to  
8 be the property of the University and shall be titled under its name:  
9 *Provided,* That should the University cease to exist or be abolished  
10 or should such parcels of land aforementioned be no longer needed  
11 by the University, the same shall revert to the municipalities or cities  
12 where they are located.

13 SEC. 17. Heads of bureaus and offices of the national  
14 government are hereby authorized to loan or transfer, upon request  
15 of the President of the University, such apparatus, equipment or  
16 supplies as may be needed by the University, and to detail employees  
17 for duty therein when, in the judgment of the head of the bureau or  
18 office, such apparatus, equipment, supplies or services of such  
19 employees can be spared without detriment to the public service.  
20 Employees so detailed shall perform such duties as required of them  
21 by the President of the University, and the time so employed shall  
22 be counted as part of their official service.

23 SEC. 18. On or before the fifteenth (15th) day of the second

26 report on the progress, condition and needs of the University.



1 SEC. 19. The amount necessary to carry out the provisions of  
2 this Act shall be charged against the current year's appropriations of  
3 the Visayas State College of Agriculture. Thereafter, such sums as  
4 may be necessary for the continued operation and maintenance of the  
5 Leyte State University shall be included in the annual General  
6 Appropriations Act.

7 SEC. 20. Within a period of one hundred twenty (120) days  
8 after the approval of this Act, the University shall accomplish the  
9 following:

10 (a) Submit a five (5) year development plan, including its  
11 corresponding program budget, to the CHED for appropriate  
12 recommendation to the DBM;

13 (b) Undergo a management audit in cooperation with the  
14 CHED; and

15 (c) Accordingly set up its organizational, administrative as well  
16 as academic structure, including the appointment/designation of key  
17 university officials.

18 SEC. 21. The provisions of Republic Act No. 8292, otherwise  
19 known as the "Higher Education Modernization Act of 1997" shall  
20 form an integral part of this Act and together shall serve as the  
21 governing charter of the University.

22 SEC. 22. All other powers, functions, privileges, responsibilities  
23 and limitations to state universities and/or its officials under existing  
24 laws shall be deemed granted to or imposed upon the University and/  
25 or its officials whenever appropriate.

2 and regulations contrary to or inconsistent with the provisions of this  
3 Act are hereby repealed, amended or modified accordingly.  
4 SEC. 24. This Act shall take effect upon its approval.  
Approved.

# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines  
Office of the President



19 June 2001

MEMORANDUM NO. 95  
Series of 2001

T O:	Dr. Jose M. Alkuino, Jr.	- Chairman
	Ms. Lourdes B. Cano	- Vice-Chairman
	Atty. Gloriosa C. Guinocor	- Legal Counsel
	Dr. Jose L. Bacusmo	- Member
	Dr. Corazon B. Batoy	- Member
	Prof. Efren B. Saz	- Member
	Dr. Antonio L. Acedo, Jr.	- Member
	Ms. Asteria Sevilla	- Secretary/Stenographer

R E: Reconstitution of the ViSCA Formal Investigation Committee

By virtue of the powers vested in me by the ViSCA Board of Trustees, the composition of the ViSCA Formal Investigation Committee is hereby reconstituted effective immediately until 31 December 2002 unless sooner terminated or revoked by higher authority.

This Committee is tasked primarily with the responsibility of conducting speedy and impartial formal investigation of employees of the College found by a Fact Finding Committee to have violated CSC and/or ViSCA Rules and Regulations.

Furthermore, the Committee is directed to follow the Revised Rules and Procedures in the conduct of Administrative Investigations per CSC Memorandum Circular No. 19, s. of 1999, including the timeframe within which to conduct the formal investigation up to the formal submission of the final report to the Office of the ViSCA President.

For your information and guidance.

  
PACENCIA P. MILAN  
President

cc: Dr. M. Avila  
Fiscal D. F. Tugonon  
Records  
File



*Republic of the Philippines*  
**CIVIL SERVICE COMMISSION**  
*ex te Field Office*

OFFICE OF THE FIELD OFFICE

6069 6/8/01



June 8, 2001

Mrs. Teresita L. Quilmanola  
Officer-in-Charge, HRMDO  
VISCA, Baybay, Leyte

Dear Mrs. Quilmanola:

This pertains to your communication about a faculty member in your INAVS campus who went on sick leave for three (3) days and whose application for said leave was disapproved by his immediate supervisor because he did not send an excuse letter prior to his leave. You inquire if this is a valid ground for disapproving his leave application.

Anent thereto, may we quote Section 53. Application for sick leave and Section 54. Approval of sick leave of MC. 41, S. 1998 (Amendments to Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (EO 292) which read, thus;

Section 53. Application for Sick Leave – All applications for sick leave of absence for one full day or more shall be made on the prescribed form and shall be filed immediately upon employees return from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or to the agency head. Application for sick leave in excess of five (5) successive days shall be accompanied by a proper medical certificate.

Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate.

In ordinary application for sick leave already taken not exceeding five days, the head of department or agency concerned may duly determine whether or not the granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required.





Section 54. Approval of sick leave - Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

We hope we have enlightened you on the matter.

Very truly yours,

  
**LIGAYA L. GONZAGA**  
Director II

Commission on Higher Education  
BAGUIO NATIONAL AGRICULTURAL AND VOCATIONAL SCHOOL

6048-6/25/07  
VISCAL, EAT, EAT, LEYTE

LEAVE APPLICATION FORM

Received  
4/6/09

0.0  
1

1. AGENCY 2. NAME (Last) 3. NAME (First) 4. NAME (M.I.)

5. POSITION 6. SALARY (Monthly)

7. OF LEAVE 8. WHERE LEAVE WILL BE SPENT  
1. IN CASE OF VACATION LEAVE  
2. IN CASE OF SICK LEAVE

9. NUMBER OF WORKING DAYS APPLIED FOR 10. COMMUTATION  
11. DATE 12. DATE

13. SIGNATURE OF APPLICANT

14. DETAILS OF ACTION ON APPLICATION 15. RECOMMENDATION  
16. APPROVED FOR 17. DISAPPROVED DUE TO

18. SIGNATURE OF AUTHORIZED OFFICIAL

(Use instruction at the Back)

(Leave form revised)

BERNARDO MEDICAL CLINIC  
DR. VERONICA K. GO  
INTERNIST

J.R. Magsaysay Ave.  
Baybay, Leyte  
Tel. # (053) 335-3574

Clinic Hours: 8:00 - 6:00 P.M.  
Monday to Saturday

Patient : Carlitos Lopez Sex : M Age : 23  
Address : Baybay, Leyte Date : 3/21/01

Rx

Medical Certificate

This is to certify that the  
patient has been examined &  
examined then diagnosed to  
have Allergic Rhinitis &  
Upper Respiratory Tract Infection.  
Prescribed with medications  
for relief.

W. M. D. M.D.

PRC No. : 75220

PTR. No. : 2684863

S<sub>2</sub> No. : \_\_\_\_\_

Loratadine  
LORADEX

Nimesulide  
AULIN

Loratadine Pseudoephedrine  
Sulfate  
RHINASE

Mometasone Furoate  
RINELON

Betamethasone  
Dexchlorphenamine Sulfate  
ELOCON



VISAYAS STATE COLLEGE OF AGRICULTURE  
Isabel Campus  
Isabel, Leyte

Gr# 6052  
OFFICE OF THE PRESIDENT  
RECEIVED  
DATE: 6/11/2001  
BY: [Signature]  
VISCA, BAYBAY, LEYTE

1st Indorsement  
June 11, 2001


Respectfully forwarded to the President, VISAYAS STATE COLLEGE OF AGRICULTURE, Baybay, Leyte the herein resignation letter of Engr. GREG M. CUBIO, Instructor I of VISCA, Isabel Campus, Isabel, Leyte effective June 1, 2001 and interposing no objection.

With reference to the second paragraph of Engr. Cubio's letter, the undersigned cannot confirm that he gave order for any death threat of his life. In fact, the safety and security of life of all personnel in INAVS is a prime concern of the Superintendent.

It may be informed that Engr. Cubio, perhaps, is creating a situation to hide his ills in his work and to facilitate his resignation. It can be mentioned that Engr. Cubio has not been faithfully and conscientiously performing his work as an instructor. In fact, he has not checked all mid-term test papers, quizzes, exercises in his class of engineering last semester and yet he was able to submit grades. I don't think the Superintendent has done any oppressive acts to his teachers and staff which he served for 29 years already. This Office cannot remember that Engr. Cubio was oppressed. His attention was never called even if he does not meet his classes regularly. Not a single instance, that the undersigned cautioned him in relation to his work. How could he claim that his experiences working with INAVS shall serve as eye opener? In truth Mr. Cubio is the one oppressive in his action by not evaluating properly his students. It is very unethical for Engr. Cubio to claim that his experiences become an eye opener and to continue justice for the oppressed. He oppressed the students whose grades were based on memory or no basis at all.

In the last paragraph of the attached resignation letter he also claimed that support was afforded to him which made significant difference of his professional and personal growth which INAVS acknowledged wholeheartedly.

It is worthwhile mentioning that Cubio has made several issues to divert the attention of the Administration in discovering his shortfalls in teaching.

  
VICTOR R. RITAGA  
Vocational School Superintendent II



**VISAYAS STATE COLLEGE OF AGRICULTURE**  
**Baybay, Leyte**

May 29, 2001

**Dr. Paciencia P. Milan**  
President  
ViSCA  
Baybay, Leyte

Dear Dr. Milan:

Greetings!

Inasmuch as I fervently desire to serve ViSCA-Isabel Campus for the remaining two and a half (2 1/2) months of my appointment as Instructor I, I would like to resign effective June 1, 2001.

The main reason of this resignation is very much related to my life threat. I am very much concern with the serious anxieties brought about it to my family. With my present situation at ViSCA-Isabel, there is no assurance of my long-term life security. My performance of duty could be greatly affected since it bothers me anytime I go to Isabel. Based on my account, Mr. Ritaga has the capability to have me liquidated anytime. It would be easy to safely assume that he will be the one responsible for any crime against me, but there will be no other way to recover my life in case something will happen to me. Although I am still young and have the courage to face squarely this problem, I think it is not the noble way to end my service to my fellowmen and my family as well. I know what I am fighting for and desire to stand for it. Injustices, abuse of authority and the likes are very common anywhere, but sad to say, my young idealistic mind could no tolerate nor withstand these matters.

Based on the investigation conducted by Atty. Gloriosa Guinocor, Prof. Danie Tudtud and the undersigned, it was clarified that the threat for me was indeed true. The only problem is that nobody is willing to testify in the court for fear that his job and family will be affected by it. The persons who could have been the middlemen/would be killers have admitted that Mr. Ritaga verbally ordered them, not only once, to liquidate me. Thus, the said death threat was consummated the moment it was communicated by the middlemen to Atty. Guinocor, Prof. Tudtud and especially the offended/aggrieved party, myself (The Revised Penal Code Annotated by Jose B. Alameda, 13<sup>th</sup> Rev. Ed. Pp.390-391). However, if due to lack of legal documents, this institution could not pursue Administrative Sanction, even with the knowledge of its representative Legal Officer and College Secretary, which I fully understand, I fairly resign and find a greener pasture somewhere.

I respectfully accept whatever decision of this Administration as regard to my case. I am also grateful to ViSCA for the concern and support extended to me during the period of my service at ViSCA-Isabel Campus. With due respect to the ViSCA Administration, however, it is my earnest hope and prayer that even if my case will not prosper in court, this Honorable Institution would continue its support to its faculty/staff and students who will be facing threats to their jobs, studies and/or life.

May this resignation find favorable action and consideration.

Very truly yours,



**GREG M. CUBIO**  
Instructor  
ViSCA-Isabel Campus



Visayas State College of Agriculture  
Baybay, Leyte

29 May 2001

Dr. Victor Ritaga  
ViSCA-Isabel Campus  
Isabel, Leyte

Dear Dr. Ritaga:


Greetings!

Inasmuch as I fervently desire to serve ViSCA-Isabel campus, I am resigning from my position as Instructor effective June 1, 2001.

The main reason for this resignation is very much related to my present situation. Since the time I was informed about my death threat which was allegedly from your order, my peace of mind has already been bothered and somehow has affected my work. Personally, it is unfair and very unlikely for a subordinate to continue working in an institution where his life is in danger with his superior and that security of living and working are no longer assured. I just hope that what I experienced with you will not happen to other staff and that my case will serve as an eye opener for others to wake up and continue the struggle for justice for oppressed faculty/ staff which I have started.

However, despite this sad situation, I have not forgotten to take note of the lighter side of my stay and service at ViSCA-Isabel campus. My short stint at INAVS has marked some milestone of my career. With your initial support, my teaching experience and social interaction with my students and colleagues have made a significant difference in my professional and personal growth. For these, I would like to thank you and your administration for the opportunity given to me for serving ViSCA-Isabel campus.

Very truly yours,

  
GREG M. CUBIO  
Instructor  
ViSCA-Isabel Campus

cc: Dr. Paciencia P. Milan, President ViSCA  
Dr. Myrna Avila, Director, HRMDO, ViSCA

ISABEL NATIONAL AGRICULTURAL AND VOCATIONAL SCHOOL  
Isabel, Leyte

TEACHERS AND EMPLOYEES CLEARANCE

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that GREG M. CUBIO

is cleared from all money and property responsibilities.

PURPOSE: YEAR END REQUIREMENT (SY: 2000-2001)

Archie S. Thy 5-9-01  
Acting College Head

[Signature] 5/8/01  
Head, Vocational Department

[Signature] 5/8/01  
Storekeeper/Supply Officer

[Signature]  
Head, Academic Dept.

Archie S. Thy 5-9-01  
College Library

[Signature] 5-8-01  
Cashier

[Signature] 5/8/01  
Personnel

[Signature] 5-9-01  
Accountant

[Signature]  
Canteen In-charge

[Signature]  
INAVS Multi-Purpose Coop.

[Signature]  
Module A Farm In-charge

[Signature]  
Module F Farm In-charge

[Signature]  
Module B Farm In-charge

[Signature] 5-8-01  
Module G Farm In-charge

[Signature]  
Module C Farm In-charge

[Signature]  
Module H (A&B) Farm In-charge

[Signature]  
Module D Farm In-charge

[Signature]  
Module I Farm (Piggery) In-charge

[Signature]  
Module E Farm In-charge

[Signature]  
Module J Farm (Poultry) In-charge

[Signature]  
Signature of Employee

APPROVED:

VICTOR R. RITAGA  
Vocational School Superintendent II

Commission on Higher Education  
ViSCA - INAVS  
Isabel, Leyte

5974  
OFFICE OF THE PRESIDENT  
RECEIVED  
JUN 19 2001  
ViSCA, BAYBAY, LEYTE

June 19, 2001


The Chairman & Members ViSCA BOT  
ViSCA, Baybay, Leyte

Gentlemen/Madam:

This is to request for the inclusion of my attached letter of complaint against Mr. Victor R. Ritaga, ViSCA-INAVS Superintendent in the next BOT meeting.

Hoping for your favorable action on my request.

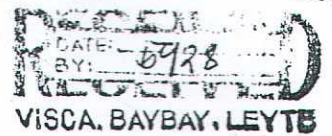
Very truly yours,

  
EFRIM L. CALIXTRO  
Instructor I



Commission On Higher Education  
LEYTE STATE UNIVERSITY  
Baybay, Leyte

6/19/02  
OFFICE OF THE PRESIDENT



June 18, 2001

Dr. Paciencia C. Milan  
University President  
Leyte State University  
Baybay, Leyte

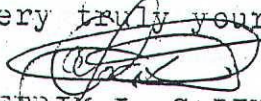
Madam :

It is an honor to inform your good Office that the undersigned EFRIM LUMAPAK CALIXTRO, Instructor I of Leyte State University, Isabel Campus, Isabel, Leyte was not given a teaching load for this semester, academic year 2001-2002.

In this connection, I sent a letter to the School Administrator, Mr. Victor R. Ritaga dated June 11, 2001 (attached herewith a xerox copy), informing him about the said situation. But until now, I did not receive reply or feedback. Indeed, I'm very worried because my family was also affected. It is very ironic that for the past fourteen years working in this institution, I did not receive unsatisfactory rating performance. In fact, after four years, I was granted the VISCA-DECS Scholarship Program in which I finished the degree of Master of Science, major in Animal Science and minor in Agricultural Education. Besides, I was also chosen as one of the two delegates from the Commission On Higher Education (CHED) throughout the country who participated the two-week seminar on "Program On Human Resource Development for Philippines", held at Kenshu Center, Tokyo, Japan on May 14 to 27, 1997. It was sponsored by the Association for Overseas Technical Scholarship (AOTS), a non-profit organization subsidies by the Japanese government and the Technical Education and Skills Development Authority (TESDA).

In view of the aforementioned situation, may I anticipate your kind and favorable action on this matter, I am

Very truly yours,

  
EFRIM L. CALIXTRO  
Instructor I

Copy furnished:

The Regional Director  
Civil Service Commission  
Tacloban City

The Regional Director  
Commission On Higher Education  
Tacloban City

Commission On Higher Education  
VISAYAS STATE COLLEGE OF AGRICULTURE  
Isabel Campus  
Isabel, Leyte

peru  
61

June 11, 2


Mr. Victor R. Ritaga  
Vocational School Superintendent II  
ViSCA Isabel Campus  
Isabel, Leyte

Sir :

I have the honor to inform your good office that until now I did not receive the copy of my teaching load for the first semester AY 2001-2002. As per mentioned Misa Myrna A. Rojas, Administrative Officer during the faculty conference held at the Social Hall last Monday June 04, 2001, I was one among those nine teachers who assigned to teach in the College Department. But I was surprised because when I saw the teaching load of the faculty in the College Department that only posted last Thursday June 07, 2001, my name was not included.

In view of this, please clarify your comments on this matter, I am

Very truly yours,

  
ERRIM L. CALIXTRO  
Instructor I



Visayas State College of Agriculture  
Baybay, Leyte

01 March 2001

Dr. Paciencia P. Milan  
President  
ViSCA, Baybay, Leyte

Dear Madam:

We, the undersigned, would like to inform your good Office about the threat made by Mr. Victor R. Ritaga, the Superintendent of INAVS, where we conducted our practice teaching. It would be a very long story if we narrate the circumstances in full details. However, we are willing to give the complete testimony, if needed, for further appropriate action.

The threat started on 14 January 2001 at about 5:00 p.m., when Mr. V.R. (Mr. Victor Ritaga) secretly ordered Jovelyn to find a woman from Ormoc, one who is young, 18 years old and above, and willing to be his "uyab-uyab". Jovelyn verbally refused to follow the order but he replied that he would not sign her clearance if she could not meet his requirement.

On 17 February 2001, Mr. V.R. visited our residence, the Bamboo Cottage at INAVS campus, and we (Jovelyn, Joyce and Joy) had a chance to talk with him. He then asked us about his request/order if it was already available. We answered him "No Sir, because we could not do that". He then expressed his desire saying, *"if no one is available from Ormoc, Jovelyn would be the proxy in the meantime"*.

Early morning on 21 February 2001, Mr. V.R. visited again our cottage. This time, we persuaded him to sign our clearances, although others have not yet signed. He then replied saying, *"Joy and Joyce could be cleared but Jovelyn could not, because she has not fulfilled my requirement."*

On the same day around 10:30 in the morning, Mr. V.R. talked to Joyce requesting her to help Jovelyn in finding the same woman as mentioned above, who could be his "uyab-uyab" for 3-4 years and after which, that woman could already get married. He then explained saying " *Wa' man gud koy ka-dog, dugay ra. Di' ba nanginahanglan man gyud ang tawo ug baba-e aron mo-satisfy sa atong sexual desire. Kay karon, always nalang ko'ng mag-wet dreams."*

On February 26, 2001, around 5:00 p.m., Joy had a chance to talk with Mr. V.R.. He again asked her if his request/order was already available. He told Joy that we, the three practice teachers from ViSCA, could not clear from INAVS if we could not find a woman who could satisfy his shameless lechery.



We left our clearances at his office, with Ms. Myrna Rojas receiving it, last February 2004 because we are afraid to face him without granting or fulfilling his request/order. We have just requested someone to get and bring those clearances her in VISCA.

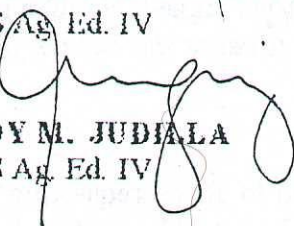
With this information, we hope to see appropriate and immediate action from administration. We believe that this is a violation of human rights as well as human dignity. We also hope that the provisions of Article 245 of the Revised Penal Code and Republic No. 7812, otherwise known as the "Anti-Sexual Harassment Act of 1995" could be implemented and executed.

Thank you very much for your concern and more power to you.

Very truly yours,

  
✓ JOVELYN O. ARNAIZ  
BS Ag. Ed. IV

  
MA. JOYCE A. VIRTUDAZO  
BS Ag. Ed. IV

  
✓ JOY M. JUDIALA  
BS Ag. Ed. IV

Copy furnished:

1. INAVS Guidance Counselor
2. IFA
3. Ombudsman Visayas

REPUBLIC OF THE PHILIPPINES )  
PROVINCE OF LEYTE ) S. S.  
MUNICIPALITY OF BAYBAY )

A F F I D A V I T

I, JOVELYN O. ARNAIZ, Filipino, of legal age, single and a resident of Brgy Dr. H. Serafica, Ormoc City, Leyte, after having been duly sworn to, in accordance with law, depose and say:

1. That during the second semester of SY 2000-2001, I was a student of the Visayas State College of Agriculture, Baybay, Leyte but was assigned to do my practice teaching at the Isabel National Agricultural and Vocational School (INAVS) located in Isabel, Leyte;
2. That on January 14, 2001 at past 5:00 p.m., I was at the back of the Administration Building of the INAVS together with my fellow practice teachers – Ms. Ma. Joyce A. Virtudazo and Ms. Joy M. Judilla and some high school students who were roasting several chicken – when Dr. Victor R. Ritaga, the Superintendent of INAVS arrived on board his dirty car which he washed with water;
3. That said Dr. Victor R. Ritaga told me in the vernacular: “Kining sakyanan nagkalapok kay gikan man gyud ni namisita.”;
4. This was followed by some preliminary talks after which he said again in vernacular: “Sus, karon wa na gyud ko’y uyab”;
5. I retorted in the vernacular and the following conversations took place:  

Jovelyn: “Tu-o ko nimo sir kung wa ka’y uyab. Ikaw pa!

Victor: “Wa na lagi. Pangita-i ko ug chicks sa Ormoc, kanang pareha nimo, above 18”.

Jovelyn: “Dili ko sir, uy! Wala man gali ko’y ako, ikaw pa ba!

Victor: “Ah, basta! Pangita-i gyud ko ug chicks”.

Jovelyn: “Ah, mo adto na mi sa birthday”.
6. That after this conversation, we left him there;
7. That in the early morning of February 17, 2001, Dr. Victor Ritaga arrived at the place where we were staying, the Bamboo Cottage, and had a talk with Ms. Ma. Joyce Virtudazo who later told Joy and me that Dr. Ritaga had said that if no one was available from Ormoc, Jovelyn will be the proxy in the meantime;
8. That about 10:00 a.m. of the same day as I was walking on the road of the second gate after doing some marketing from the town of Isabel, Leyte, I met Dr. Ritaga and the following conversations in the vernacular took place:

Victor: “O, kumusta na man ang akong gui-ingon nimo?”  
Jovelyn: “Wala sir.”

Dr. Ritaga then held my right wrist and uttered:

Victor: “Asa na man ang akong gui-ingon nimo.”



Jovelyn: "Wala lagi sir. Nagdali baya ko kay mangaligo pa mi sa akong mga estudiante ngadto sa Humbayon".

Then I pulled my wrist from the hands of Dr. Ritaga and briskly walked away.

9. That in the early morning of February 21, 2001, Dr. Victor Ritaga once again arrived at our place and Joy asked him to sign our clearance. However, he said that Joy and Joyce could be cleared but Jovelyn could not (be cleared) because she has not fulfilled her requirement;
10. That upon hearing this, I replied in the vernacular: "Sulay-i lang sir! Ma gubot gyud ni ang INAVS. Then he left;
11. That at past 12:00 noon, while partaking lunch of the same day, Joyce told Joy and me that Dr. Ritaga told her to help me find the same woman who could be his girlfriend for 3 to 4 years after which that woman would already be free to marry.

In the vernacular, he then said: "Wa man gyud ko'y ka-dog, dugay ra. Di ba, nanginahanglan man gyud ang tawo ug babae aron ma satisfy sa atong sexual desire. Kay karon, always na lang ko'ng mag-wet dreams";

12. That on February 26, 2001 at about past 1:00 p.m., I met Dr. Ritaga at the road in-front of the grotto and he asked me in these words:

Victor: "Asa na man ang akong gui-ingon nimo?"

Jovelyn: "(Ka)Na, sir! Wa pa gyud."

Victor: "Wala gani, ikaw gyud ang I-puli."

Jovelyn: "(Ka)Na sir! Magubot gyud ning INAVS."

13. That in the evening of the same day, Joy told Joyce and me that she had a talk with Dr. Ritaga and that the latter asked her if a woman had already been found and to which Joyce replied in the negative. Upon hearing this, he told her that the three of us could not be cleared;
14. That I left my clearance with Ms. Myrna Rojas for signature of Dr. Ritaga and requested Mr. Greg Cubio, an INAVS faculty, to receive on my behalf the signed clearance;
15. That this affidavit is executed:

- a. To prove the foregoing narration of facts to support our charges against Dr. Victor Ritaga; and
- b. To support my complaint for sexual harassment against Dr. Victor Ritaga.

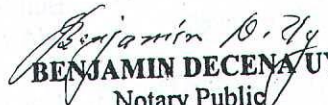
IN WITNESS WHEREOF, I have set my hand this 22<sup>nd</sup> day of June 2001 at Baybay Leyte.

  
**JOVELYN O. ARNAIZ**  
Affiant




SUBSCRIBED AND SWORN to before me this 22<sup>nd</sup> day of June 2001 at Baybay, Leyte. Affiant exhibited to me her Community Tax No. 18822808 issued on March 18, 2001 at Ormoc City, Leyte.

I hereby certify that I have personally examined the affiant and I am fully convinced that she understood the contents thereof and has freely and voluntarily executed this affidavit.

  
**BENJAMIN DECENA UY**  
Notary Public

Until December 31, 2001  
P.T.R. No. 7575972  
January 8, 2001  
Baybay, Leyte

  
Doc. No. 98  
Page No. 101  
Book No. 4  
Series of 2001

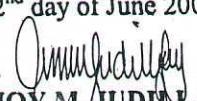
REPUBLIC OF THE PHILIPPINES )  
PROVINCE OF LEYTE ) S. S.  
MUNICIPALITY OF BAYBAY )

**A F F I D A V I T**

I, JOY M. JUDILLA, Filipino, of legal age, single and a resident of Brgy Sa Jose, Ormoc City, Leyte, after having been duly sworn to, in accordance with law, and say:

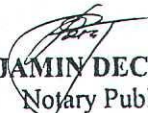
1. That during the second semester of SY 2000-2001, I was a student of the Visayas State College of Agriculture, Baybay, Leyte but was assigned to my practice teaching at the Isabel National Agricultural and Vocational School (INAVS) located in Isabel, Leyte;
2. That on January 14, 2001 while we were at the back of the Administrative Building of the INAVS when Dr. Victor R. Ritaga, the Superintendent of INAVS, arrived on board his dirty car and washed the same;
3. That he had a talk with Ms. Jovelyn Arnaiz but could not clearly hear the same as they were some 6 meters from us. I only knew of the contents of conversation 3 to 4 days later when Jovelyn told me that Dr. Ritaga wanted her to look for a woman from Ormoc City who is above 18 years old to be his girlfriend;
4. That in the early morning of February 17, 2001, Dr. Ritaga came to the Bamboo Cottage, the place where we were staying, but that he only talked to Ms. Joyce Virtudazo ;
5. That after he left, Joyce told Jovelyn and me that Dr. Ritaga asked her if she had already complied with his request for a girl to which Joyce answered the negative. Dr. Ritaga replied that if no one is available in Ormoc, Joyce would be the proxy in the meantime;
6. That in the early morning of February 21, 2001, Mr. Ritaga again came to the Bamboo Cottage and had a talk with Jovelyn. I asked him to sign our clearance but he replied that Joy and Joyce could be cleared but Jovelyn could not be, because she has not fulfilled his requirement;
7. That while having lunch on that same day, Joyce told us, Jovelyn and I, that Dr. Ritaga told her to help Jovelyn find a woman who could be his girlfriend for 3 to 4 years and after which the woman would be free to leave. He further said in the vernacular: "Wa man gyud ko'y ka-dog, dugay ra ba, nangingahngan man gyud ang tawo ug babae aron ma satisfy sa atong sexual desire. Kay karon, always na lang ko'ng mag-wet dreams";
8. That in the morning of February 26, 2001, at about 5:00 p.m., I met Dr. Ritaga at the Main Gate of the lower campus and he asked me the following: "Kumusta na man ang akong gui-ingon nga babaye ni Jovelyn? I did not get a reply. He then said: "Ah, dili mo ma-clear tulo!"
9. That we obtained clearances with Ms. Myrna Rojas for signature of Dr. Ritaga for we were afraid of him;
10. That this Affidavit is executed to support our complaint for sexual harassment against Victor Ritaga.

IN WITNESS WHEREOF, I have set my hand this 22<sup>nd</sup> day of June 2001  
Baybay Leyte.

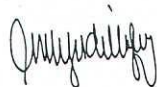
  
**JOY M. JUDILLA**  
Affiant

SUBSCRIBED AND SWORN to before me this 22<sup>nd</sup> day of June 2001 at Baybay, Leyte. Affiant exhibited to me her Community Tax No. 18832337 issued on May 17, 2001 at Ormoc City, Leyte.

I hereby certify that I have personally examined the affiant and I am fully convinced that she understood the contents thereof and has freely and voluntarily executed this affidavit.

  
**BENJAMIN DECENA UY**  
Notary Public

Until December 31, 2001  
P.T.R. No. 7575972  
January 8, 2001  
Baybay, Leyte



Doc. No. 89  
Page No. 101  
Book No. 4  
Series of 2001



5054  
OFFICE OF THE PRESIDENT  
JUN 11 2001

**VISAYAS STATE COLLEGE OF AGRICULTURE  
LEYTE NATIONAL COLLEGE OF AGRICULTURE, SCIENCE AND TECHNOLOGY**  
Villaba, Leyte, Philippines  
Office of the Superintendent

June 8, 2001

**Dr. Paclencia P. Milan  
President  
Visayas State College of Agriculture  
Baybay, Leyte**

**Madam:**

This has reference to the letter-complaint of one Leyte Ramas for which the undersigned was required to give her comment and or answer to the same School Superintendent of Leyte National College of Arts and Sciences and Technology, Villaba, Leyte.

With all candor I must state that my first impulse upon reading the letter complaint was one of nausea and to immediately regard the same as pure hogwash coming from one as it does who prefers to hide in a cloak of anonymity. In my whole life I have never met this Leyte Ramas nor even heard of him. I do recall however, that sometime ago I received a similar letter filled with venomous accusations signed by another Ramas. If there is any grain of truth at all in his or her accusations I can not understand why he or she is using a fictitious name. It would have been better and for the best interests of all concerned that my accuser comes out on the open so I could be afforded the opportunity to confront him or her and in the process clear my name from what appears as blunt lies and fabrications.

The nature and character of this accusation.. An unverified complaint imposes no obligation on my part to dignify the same with an answer, however I am making the required comment or answer in obedience to your directive.

**Re: Alleged irregularity on my part of diverting School Funds like Savings from vacant positions of the school without any school budget.**

**Comment:** This is false as is malicious, and I deny this vehemently. My school (LNCAT for short) has an internal auditor, independent from my office that conducts an audit now and then. There never has been a report from his office about this pretended irregularity nor has he or the Regional Office of COA called me upon to answer the same, either.

**Re: Selling twenty- (20) heads of school carabaos and using the proceeds for personal use.**

**Comment:** I must say that this is absolutely absurd and ridiculous. In my whole incumbency as school head from the time I was appointed superintendent up to the present there never was any occasion that the school had the privilege of having twenty (20) carabaos, so how can I possibly sell twenty (20) heads of school carabaos. This points to a product of my accuser's fertile imagination.

Re: My alleged destruction of five school nurseries without approval by COA  
Regional Office No. 8.

Comment: A simple check with the Office of the Regional Office No. VIII of COA  
will reveal that I committed no complaint in regard to this supposed  
irregularity, for the simple reason that I never had any such nursery  
destroyed.

Re: Removal from the service of school laborers and substituting them with  
my relatives and compadres.

Comment: This is childish and totally untrue. I have yet to face any complaint  
from any discharged laborer in regard to this alleged irregularity. There  
was not simply any such occurrence.

In relation to my alleged fifth up to seventh alleged irregularity, the same  
is too pretty to merit any serious comment. I of course deny these  
accusations as mere concoctions without proof to substantiate the same.

Madam, at the risk of incurring your displeasure and without in the least  
Appearing neither combative nor arrogant, may I request a formal investigation on my  
alleged irregularity to remove all the cloud that has hung over my person by reason of  
these unwarranted and unfounded charges against me.

Hoping that this letter will serve the purpose for which it was required.

Very respectfully,

  
**CONCHITA N. ASTROLOGO, Ph.D.**  
Vocational School Superintendent II

Copy furnished:

Director Bobby Dumlao  
Presidential Action Center  
Malacañang, Manila



Republic of the Philippines  
Office of the President  
COMMISSION ON HIGHER EDUCATION  
REGIONAL OFFICE NO. VIII  
Corner Real St. & Calanipawan Rd., Sagkahan  
Tacloban City

RECEIVED  
OCT 5 30 01

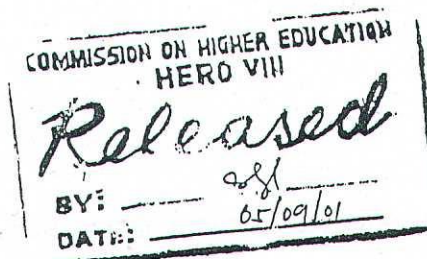
3<sup>rd</sup> Indorsement  
May 9, 2001

Respectfully referred to the President, Visayas State College of Agriculture (VISCA), Baybay, Leyte, inviting attention to the preceding 1<sup>st</sup> Indorsement from the Director IV of the Presidential Action Center, Malacañang, Manila, and the 2<sup>nd</sup> Indorsement from the Director IV of the DECSRO VIII, Candahug, Palo, Leyte, relative to the letter-complaint of one Leyte Ramas, with attachments, against Ms. Conchita Astrologo, School Superintendent of Leyte National College of Arts and Science and Technology (LNCASIT), Villaba, Leyte, requesting appropriate action considering the fact that the CHEDRO-VIII has already lost its disciplinary administrative jurisdiction over CHED Supervised Institutions (CSIs) and the transfer of governance from CHED to the Governing Board (GB) of the host state universities and colleges (SUCs), conformably with CMO No. 18, s. 1999.

BONIFACIO N. ACAPULCO, Ed. D.  
Regional Director

Copy furnished:

Dir. Bobby V. Dumlao  
Presidential Action Center  
Malacañang, Manila

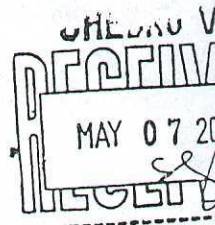


CERTIFIED XEROX COPY

CONCHITA N. ASTROLOGO PLE  
VOC'L SCHOOL SUPT II

6-7-01

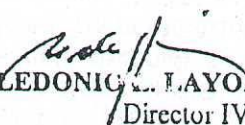
Republic of the Philippines  
Department of Education, Culture and Sports  
**REGIONAL OFFICE NO. VIII**  
Government Center, Candahug, Palo, Leyte  
-oOo-



2<sup>nd</sup> Indorsement  
May 3, 2001

Respectfully transmitted to the Regional Director, Commission on Higher Education (CHED), Regional Office No. 8, Tacloban City, the herein preceding indorsement from the Director IV of the Presidential Action Center, Malacañang, Manila, concerning the letter-complaint of one **Leyte Ramas** against **Ms. Conchita Astrologo**, school superintendent of the Leyte National Agricultural College, Villaba, Leyte, for alleged various irregularities.

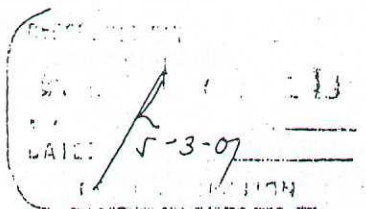
Considering the fact that the alluded school official belonged to a higher education institution within the functional jurisdiction of the CHED, it is requested that the herein matter be appropriately acted by that office.

  
**CELEDONIO L. LAYON, JR., CESO V**  
Director IV


Copy furnished:

Dir. Bobby V. Dumlao  
Presidential Action Center  
Malacañang, Manila

Admin/Eden



CERTIFIED XERO

  
**CONCHITA N. ASTROLOGO**  
VOC'L SCHOOL S

6-7. w



Office of the President  
PRESIDENTIAL ACTION CENTER  
Malacañang, Manila



1<sup>st</sup> Indorsement  
Manila, March 7, 2001

Respectfully referred to Dr. CELEDONIO L. LAYON, JR., Regional Director, Department of Education, Culture and Sports, Region VIII, Government Center, Candahug, Palo, Leyte, for consideration and appropriate action/comment, consistent with existing laws, rules and regulations on the matter, the attached letter dated February 10, 2001 from Ms. LEYTE RAMAS of Tacloban City against Ms. CONCHITA ASTROLOGO, National College of Agriculture, Villaba, Leyte for alleged irregularities.

Advice of the action taken hereon to the party concerned and this Office, citing Code No. L-0201-22-39, will be highly appreciated.

BOBBY V. DUMLAO, CESO III  
Director IV

Cc: L. Ramas  
Encl.: a/s  
EMD/mila

TEL. NOS.: 736-86-31; 736-86-51; 736-86-52; 736-86-53; FAX: 736-86-45

CERTIFIED XEROX COPY:

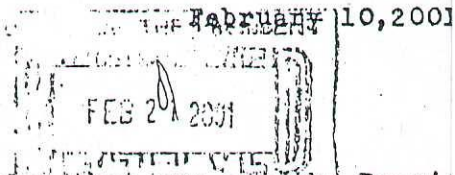
CONCHITA N. ASTROLOGO, Ph.D.  
VOC'L SCHOOL SUPT.

6-7-2001



Republic of the Philippines  
Palo, Leyte, DECS

Her Excellency  
President Gloria M. Arroyo  
Malacanang, Manila



Congratulations Madam, that you are the President who will remove Corruptor Stealers of government funds or money. This is .....

MOTU-PROPIO COMPLAINT

against the School Head Miss Conchita Astrologo of National College of Agriculture, Villaba, Leyte.

Charges are:

1. Diverted School funds like savings from various positions of the school with out approved budget in violations of COA cir. No. 803 Sec. 14 of R.A. no. 992 and Sec. 119h and also COA Cir. No. 480s. of 1963 (for 5 yrs that is millions of pesos)
2. Sold 20 heads of carabaes with out remitting to the National Treasury. Personal use.
3. Destroyed 5 school nurseries without approval of the COA, Regional Office no. 8.
4. Remove 4 casual laborers by Felipe Albos dog, dog of Miss Astrologo and change it with their relatives and copare. Laborers were working for the last 15-20 years of service in the school. Return them for service because they are poor.
5. Failed to increase the salaries of teachers and employees for the last many years. Increment every 3 years ... one step, etc. Included NBC cir. No. 448.
6. Bought second hand Pick up IZUZU worth P100,000.00 (violated sec. 14 RA no. 992, Sections 119h COA cir. 480s. 1963, by spending the Income Generating Project (money) of the school in contrary to LOI 872, NBC 333 about income of the school, also CHED order No. 27 of 1996. She used the Income Generating Project money of the school with out approval from Malacanang. They are only interested of the percentage. They have 2 jeeps pick-up and 1 6x6 no repair. She need for family use and also eaten the commodities of cooperative store (school finance with out accounting). She does not spent any single centavo from her pocket better than Pres. Estrada.
7. Reserve 60 cavavens out of the school for family use and also eaten the commodities of cooperative store (school finance with out accounting). She does not spent any single centavo from her pocket better than Pres. Estrada.

Madam President the removal of the President appointee is in order because she is corrupt, dishonest and even malverse money of the school, not even pass the test for superintendent (Non-eligible change for the better with this agricultural education graduate) evidence is enough ground to remove her from the school. If no action means you side with corrupt, dishonest superintendent better than DECS Sec, Gonzales

Attached are relevant and material evidence like CHED cir. 27 s. 1996 and NBC no. 448 s. 1996. Look for NBC 333 about the use of Income Generating agricultural schools and how to use funds. Remove auditor first degree cousin. Madam change the go Coy furnished:  
Hon. Aniano Diserto  
Very truly yours  
Leyte Ramas

OFFICE OF THE  
SCHOOL HEAD  
MALACANANG  
FEB 22 2001  
CERTIFIED XEROX COPY  
CONCHITA N. ASTROLOGO  
NOC'L SCHOOL Supt  
4-7-01



**NATIONAL COCONUT RESEARCH CENTER – VISAYAS**

ViSCA, Baybay, Leyte 6521-A Philippines

Tel. No. 053-3352618

**OFFICE OF THE DIRECTOR**

5711  
OFFICE OF THE PRESIDENT

6/13

Visua



13 June 2001

Dr. Paciencia P. Milan  
President, ViSCA  
Baybay, Leyte

Dear Dr. Milan:

This has reference to the existing Memorandum of Agreement (MOA) between ViSCA and the ViSCA Educational Foundation, Inc. (VEFI) which has transferred the ownership of all coconut trees within ViSCA to VEFI through a lease agreement. As an offshoot of this MOA, all income derived from the coconut trees are directly remitted to VEFI instead of remitting directly to ViSCA.

With the new thrust of the Center to convert coconuts into high-value products, this MOA becomes very disadvantageous to the Center. In fact, anytime the Center needs coconuts, it has to buy them from VEFI.

In this regard, please consider the following recommendations:

1. One-third (1/3) of the coconut plantation should be returned immediately to the Center for its income-generating activities and developmental projects;
2. The MOA between ViSCA and VEFI should be repealed the soonest possible time to maximize conversion of coconuts and its by-products into high-value products through an integrated processing approach; and
3. Creation of an NCRC-Visayas Trust Fund for all income generated by the Center to build up its RDE facilities using the most acceptable and productive sharing scheme with the University.

Your favorable action to these recommendations would make possible the immediate realization of the Center's plans and programs.

Best regards,

Very truly yours,

ROBERTO C. GUARTE  
Officer-In-Charge



**VISAYAS STATE COLLEGE OF AGRICULTURE**  
Baybay, Leyte, Philippines

*Office of the President*

July 3, 2001

**THE CHAIRMAN AND THE MEMBERS**

**Board of Trustees**

Visayas State College of Agriculture  
Baybay, Leyte

Gentlemen:

This is in connection with the Memorandum of Agreement (MOA) executed between the Visayas State College of Agriculture (ViSCA) and Business Action Integration Foundation, Inc. (BAIF) for the lease of the poultry project facilities of the college. This MOA is voidable on the following grounds:

First, the dates of the contract (see Attachment A) are not in order. The MOA was supposed to have started on 04 January 1999 as indicated in the first page of the MOA but the said agreement was notarized (and perfected) only on 03 August 1999. The dates of the Community Tax of the main parties were acquired on dates not compatible with the original effective date of said MOA, 04 January 1999.

Second, the signed MOA was not presented to the ViSCA Board of Trustees for confirmation as required. It should be emphasized that by virtue of RA 8292, all powers of governance were vested upon the Board of Trustees/Board of Regents. The ViSCA Board of Trustees passed Board Resolution No. 57, series of 1997 which delegated certain powers to the College President which include, among others: "To sign Memorandum of Agreements subject to Board confirmation."

Third, BAIF, even without Board confirmation, proceeded with the operation of the Poultry Project. The Audit Committee reported that BAIF started its poultry raising operations in December 1998, even before a MOA between ViSCA and BAIF was inked. This situation is further aggravated by the fact that BAIF did not actually operate the Poultry Project. It is public knowledge that BAIF subleased the poultry raising facility to a private person who happens to be a professor of the Department of Animal Science and Veterinary Medicine. This could be a case of causal fraud or dolo causante which is a legal ground for voiding contract as indicated in Article 1338.

Dolo causante refers to fraud in getting consent to a contract. This type of fraud may consist of insidious (deceitful) words or machinations (plots or ploys or schemes) done for an evil purpose of misleading a party to his prejudice. The deceit that



constitutes fraud need not be by means of misrepresentation in words. It exists when the party that obtains the consent does so by means of concealing or omitting to state material facts, with intent to deceive, by reason of which omission or concealment the other party was induced to give a consent which the other party would not have otherwise given. (*Strong vs. Repide*, 41 Phil. 947.)


Under the terms of the MOA, BAIF is obligated to pay ViSCA Php5,000.00 per harvest as payment for the use of the college poultry facility but has not complied with this. As of the date of the Audit Report, BAIF has a total unpaid rental of Php20,000.00 representing the four (4) cropping periods from December 1998 to March 2000. Other expenses attendant to the said poultry operations were likewise left unpaid to the disadvantage of ViSCA. This, in essence, is dolo incidente, or fraud in the performance of the obligation. Moreover, the subcontractor likewise failed to pay BAIF the contract amount of Php2,000.00.

The Office of the President, after having been appraised of the illegality in the operations of the project, immediately wrote Mr. Leo Abejuela informing him of the violations of BAIF. The Office likewise wrote Dr. Alberto Taveros, the Third Party contractor, to immediately stop operating the project since the MOA was between ViSCA and BAIF and not to any Third Party. In reply, Dr. Taveros made representation with this Office that he be permitted to continue operations until 15 June 2001 to allow him to recoup his improvements. Likewise, he committed himself not to remove the improvements thereon after the last harvest as well as pay all back rentals of the project. A copy of the promissory note is attached herewith.

Based on the foregoing facts and in order to intensify ViSCA's ability to generate additional income from its resources, it is prayed that the MOA between ViSCA and BAIF be immediately terminated for the reasons presented to enable the Department of Animal Science and Veterinary Medicine to operate the said project to the advantage of ViSCA.

Hoping for your favorable action on this matter.

Respectfully,

  
PACIENCIA P. MILAN  
President

# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines  
Office of the President



9 November 2000

Mr. Leo Ricarte B. Abejuela, Jr. *rec. div. 11/13*  
Chairman, Board of Directors  
Business Action Integration Foundation, Inc.  
ViSCA, Baybay, Leyte

Dear Mr. Abejuela:

This is in connection with the Memorandum of Agreement executed between ViSCA and BAIF on January 4, 1999 for the latter to operate and maintain ViSCA's poultry/broiler project and to pay ViSCA a lease rental of P5,000.00 per cropping.

In a report, submitted by the committee, it was found that BAIF had a total of unpaid rental for four (4) croppings for the period December 1998 to March 2000 or Twenty Thousand Pesos (P20,000.00). Furthermore, the committee likewise found that BAIF is not actually operating the poultry itself but more or less subleased the facility to a non-member at a cost of P2,000.00 per cropping and allowing said private individual to invest his personal money to expand the poultry house which is a violation of the agreement entered into by the parties.

This office therefore is demanding for your payment of the unpaid lease rental of P20,000.00 plus the lease rental of the remaining cropping starting May 2000 until the present.

Furthermore, because of BAIF's violation of the provisions of the MOA as above-mentioned, this office has no choice but to recommend to the ViSCA Board of Trustees to terminate the MOA before its expiry date.

Thank you.

Very truly yours,

  
PACENCIA P. MILAN  
President *HP*



**Business Action Integration Foundation, Inc. (BAIF)-ViSCA**


*ViSCA, Baybay, Leyte*

19 October 1999

**DR. PACIENCIA P. MILAN**

President, ViSCA  
Baybay, Leyte

Through: **DR. NERELITO P. PASCUAL**  
VP for Administration, ViSCA

VICE PRES. FOR ADMINISTRATION	
ViSCA, BAYBAY, LEYTE	
<b>RECEIVED</b>	
DATE	10/22/99
SIG	

Dear Dr. Milan:

We are submitting herewith the following updates on the BAIF-ViSCA accomplishments in collaboration with the Agribusiness Development Center (ADC) ready reference:

1. Final report on the BAIF-ViSCA/ADC assessment of the T'boli Agro Development, Inc (TADI) operations in Region 12 (Sept. 1999), dubbed as "of the proposal in the SPOMATO Paste Commercialization Complete Circle;
2. Proposal by BAIF-ViSCA and ADC for the SPOMATO Paste commercialization (revised July 1999, based on first proposal dated February 1998) to TADI;
3. Update on the BAIF-ViSCA commercial poultry operation with the DASVM;
4. Information on emerging joint interest of BAIF-ViSCA and the City Agriculture Council-Private Sector (CAFC/PS) for the agroindustrial development prospects in Ormoc City.

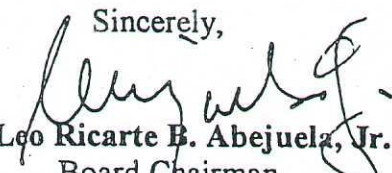
The primary purpose of the BAIF, through its program "Voluntary Action Program" is to support ViSCA Mission in the promotion of holistic socio-economic development, particularly agri-eco-industrial ventures. We encourage communities and private entrepreneurs to come into partnership for the development, adoption and operation of business that promote environmental conservation.

The BAIF-ViSCA initiative has been relating directly with the president of your administration. We hereby propose that BAIF Board maintains the same order of relationship with your office. May we request for an opportunity to discuss with you our past activities, as well future plans that involve interests of ViSCA.

Hoping for your positive response to this request.

God bless and more power to you. Mabuhay!

Sincerely,

  
**Leo Ricarte B. Abejuela, Jr.**  
Board Chairman

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

October 31, 2000

Dr. Paciencia P. Milan  
President  
ViSCA, Baybay, Leyte

Dear Pres. Milan,

Pursuant to the Memorandum No. 173, dated September 20, 2000, the undersigned wish to inform you of the following findings of the committee. To wit:

1. The use of the broiler house of DASVM was contracted between the President of ViSCA and the Head of BAIF, Inc. sometime in 1998. The BAIF will rent ViSCA for the contract of the broiler house at the rent of 5000 Php in every cropping (see attachment 1).
2. However, per consultation with Dr. Roberta D. Lauzon, BAIF treasurer and faculty member of DAC-FS and Dr. Felix J. Amestoso, BAIF member and faculty member of DAC-FS, the group found out that the management of the broiler house was done by tapping the expertise of Dr. Alberto A. Taveros, DASVM faculty member and a non-member co-investor of BAIF, Inc.

Dr. Taveros is sharing with his profit on the operation of the facility at the rate of TWO THOUSAND PESOS (2,000.00 Php) only per cropping.

Moreover, two members of BAIF, Inc. in the person of Dr. Sulpecio C. Bantugan and Prof. Lolito C. Bestil, both are faculty members of DASVM, were assigned to monitor the number of cropping the broiler house would produce.

3. Dr. Alberto A. Taveros invested TWO HUNDRED TWENTY-SEVEN THOUSAND PESOS (227,000.00 Php) for the expansion of the BAIF poultry house to increase the capacity from 3,900 to 7,300 heads of broilers.
4. The operation of the broiler house by contract growers scheme with Swift Foods, Inc. Ormoc Branch started in December, 1998. Between 1998 and December, 1999 Dr. Taveros paid TEN THOUSAND PESOS (10,000.00) only. The first payment was made in February, 1999 (see attachment 2). But per record in Swift, Ormoc, between December, 1998 and March, 2000 there were (7) croppings made (see attachment 3). This does not include the number of croppings between May, 2000 and October, 2000.

Per interview of Dr. Fernandez with the caretakers of the broiler project, it was found out that there were check-ins made between May, 2000 and September, 2000. The check-ins were not yet recorded in Swift Foods, Inc., Ormoc branch. Moreover,

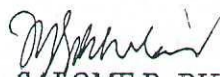


there was a check-in made sometime in October, 2000 and this is to be in the second week of November, 2000. Per audit conducted it was revealed that the unpaid rentals of the ViSCA Poultry facilities amounting to ₱ 20,000.00 is equivalent to four (4) croppings (see attachment 4).

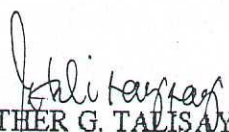
5. The use of water was not mentioned whether or not the contractor paid for it. However, the use of electricity was not free. Based in the record of O&M payment of electric bills, as of October, 2000 there was an unpaid amount of HUNDRED THIRTY-FOUR PESOS (234.00 Php) only (see attachment 5)
6. Per record with the Physical Plant Office of ViSCA, the college invested a total of HUNDRED THIRTY-ONE THOUSAND THIRTY-NINE PESOS AND FIVE CENTAVOS (231,039.65 Php) only (see attachment 6)
7. On October 25, 2000 the group, together with Dr. Alberto A. Taveros and Mario Lilio P. Valenzona of PPO, made an ocular survey of the broiler house (see attachment 7 for the findings)

The undersigned would like to thank you for giving us the opportunity to conduct an audit examination of the broiler project. Also, we acknowledged the cooperation of SPMD, Records Division, PPO, DASVM, BAIF, INC., and Swift Foods, Inc., Ormo.

Very truly yours,

  
SALOME B. BULAYOG  
Member

  
TOMAS I. FERNAN  
Member

  
ESTHER G. TALISAYSAY  
Secretary

  
MILAGROSA L. GARCIA  
Chairman

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (MOA) entered into this 4th day of January 1999, by and between:

The Visayas State College of Agriculture (ViSCA), an institution of higher learning established under PD 470 as amended by PD 700, with principal office at Baybay, Leyte, herein represented by its President, **DR. SAMUEL S. GO**, and hereinafter referred to as **ViSCA**; and

The Business Action Integration Foundation (BAIF), Inc., a non-stock, non-profit organization with principal office at ViSCA, Baybay, Leyte, herein represented by its Chairman of the Board of Directors, **MR. LEO RICARTE B. ABEJUELA, JR.**, and hereinafter referred to as **BAIF**.

WITNESSETH

*Mejia*  
WHEREAS, ViSCA operates and maintains projects such as the Poultry (Broiler) Project for instruction, research, extension, and even for production as demonstration or show-window purposes;

WHEREAS, the Poultry (Broiler) Project can better serve the aforementioned purposes if operated privately to reflect its true commercial viability;

WHEREAS, the Poultry (Broiler) Project has a newly-constructed building which lies idle at this time because of lack of gasifier-brooders, feed bodega and other necessary facilities needed to run a commercial broiler production operation;

WHEREAS, BAIF has the technical capability and the necessary linkage to commercially operate and maintain the Poultry (Broiler) Project; and

*Go*  
WHEREAS, BAIF is willing to operate and maintain the Poultry (Broiler) Project and help ViSCA achieve its objectives in commercializing agricultural technologies.

*Go*  
WHEREFORE, premises considered, the parties hereby agree as follows:

That ViSCA shall:

1. Lease to BAIF the Poultry (Broiler) Project.
  2. Grant unto BAIF the full authority to operate/manage the Poultry (Broiler) Project and related facilities, subject to such limitations that may be herein provided to ensure that ViSCA's programs and objectives shall continue to be effectively carried out.
- Go*



That BAIF shall:


1. Pay ViSCA a rental for the Poultry (Broiler) Project and related facilities amount of Five Thousand Pesos (P5,000) per production cycle per electricity based on actual consumption, with ten (10) percent increase in the third year and thereafter.
2. Operate and manage the Poultry (Broiler) Project as show-case project presentable, productive, economically viable, and sustainable.
3. Produce and make available to Campus residents and other interested parties sufficient supply of good quality and fresh broiler meat.
4. Allow ViSCA students and faculty, particularly from the Department of Science and Veterinary Medicine, access to the Poultry (Broiler) instructional activities, following standard quarantine procedures.
5. Allow ViSCA to make use of the Poultry (Broiler) Project as demonstration for its training activities on commercial broiler production, following standard quarantine procedures.

Other Provisions:

1. This Agreement shall take effect immediately upon signing and shall have force for a period of three (3) years, subject to renewal until such time as the DASVM so decides to fully operate the project.
2. This Agreement may be terminated by ViSCA for reasons of non-payment of rental or neglect of the project or when the operation of the project runs counter to ViSCA's programs resulting from changes in policies and/or procedures; provided, however, that due notice shall be given to BAIF before such termination becomes executory and provided further that BAIF be entitled to full reimbursement of expenses on permanent structures it has installed plus a phase-out period of (1) year.
3. There shall be a Monitoring and Evaluation Committee composed of the DASVM as Chairman, Director of LUAPPO as Vice-Chairman, and one representative from ViSCA which shall regularly monitor, evaluate, and recommend measures to improve operation as well as the continuation, term extension of the lease agreement.

For ViSCA:

For BAIF:

  
SAMUEL S. GO  
President


  
LEO RICARTE B. ABEJUELA,  
Chairman, Board of Directors

Signed in the presence of:

  
LOURDES B. CANO

  
LOLITO C. BESTIL

REPUBLIC OF THE PHILIPPINES )  
PROVINCE OF LEYTE ) S.S.  
MUNICIPALITY OF BAYBAY )

 BEFORE ME, this 3rd day of August, 1999 at Baybay, Leyte, personally appeared Dr. Samuel S. Go with Community Tax Receipt No. 17365215 issued on February 16, 1999 at Baybay, Leyte and Mr. Leo Ricarte B. Abejuela, Jr. with Community Tax Receipt No. 12614681 issued on March 16, 1999 at Valencia, Bukidnon, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of three pages including this acknowledgment has been signed by the parties and their witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written.



**ZENEN A. PURAY**  
NOTARY PUBLIC  
FOR THE PROVINCE OF LEYTE AND THE CITIES OF ORMOG AND TACLOBAN  
UNTIL DECEMBER 31, 1999  
PTR NO. 64153085 JAN. 4, 1998, BAYBAY, LEYTE  
MRP NO. 453978 DEC. 28, 1998 TACLOBAN CITY

Doc. No. 14  
Page No. 4  
Book No. 24  
Series of 1999





OFFICE OF THE REGISTRAR

# LIST OF CANDIDATES FOR GRADUATION

Summer 2001

Summary:		
Course	Total	Page
<u>Undergraduate</u>		
BAS	4	1
DVM	2	1
BSA	3	2
BSAB	4	2
BSAC	0	
BSAE	7	2
BSAgDev	0	
BSAgEd	1	3
BSDC	0	
BSF	0	
BSFT	3	3
BSHE	0	
BSS	3	4
Sub-total	27	
<u>Graduate</u>		
Ph.D	0	
M.S.	0	
MAgDev	0	
M.Ed	1	4
Sub-total	1	
Grand-total	28	

**VISAYAS STATE COLLEGE OF AGRICULTURE**  
Baybay, Leyte

**APPOINTMENT OF PART-TIME INSTRUCTORS**

**FOR BOT CONFIRMATION**


	<u>NAME</u>	<u>POSITION</u>	<u>DEPT.</u>	<u>EFFECTIVITY</u>
1.	De Paz, Elaine M.	Part-time Instructor	DOHS	SY 2001-2002
2.	Besas, Jesebel R.	Part-time Instructor	DOHS	SY 2001-2002
3.	Tanquezon, Dahlia M.	Part-time Instructor	DOHS	SY 2001-2002
4.	Bandalan, Elena D.	Part-time Instructor	DOHS	SY 2001-2002
5.	Cagantas, Dennis ReV. Fr.	Part-time Instructor	DOHS	SY 2001-2002
6.	Neri, Alfredo C.	Part-time Instructor	DAEAM	SY 2001-2002
7.	Sacedon, Marlon F.	Part-time Instructor	DAEAM	SY 2001-2002
8.	Cuen, Irvin B.	Part-time Instructor	DAEAM	SY 2001-2002
9.	Tagana, Norman G.	Part-time Instructor	DAEAM	SY 2002-2002
10.	Sacmar, Andresa D.	Part-time Instructor	DAL	SY 2001-2002
11.	Pajares, Glenn J.	Part-time Instructor	DAL	SY 2001-2002
12.	Mayor, Alan B.	Part-time Instructor	DAL	SY 2001-2002
13.	Yu, Cristina E.	Part-time Instructor	DAL	SY 2001-2002
14.	Apora, Edmond C.	Part-time Instructor	DAL	SY 2001-2002
16.	Tabudlong, Rowena Amor I.	Part-time Instructor	DAL	SY 2001-2002
17.	Arradaza, Cyril Luis Lo	Part-time Instructor	DAL	SY 2001-2002
18.	Genosa, Cristina C.	Part-time Instructor	DPP	SY 2001-2002
19.	Modina, Carmenia G.	Part-time Instructor	DPP	SY 2001-2002
20.	Guzman, Merlyn P.	Part-time Instructor	DPP	SY 2001-2002
21.	Licayan, Imma Concepcion A.	Part-time Instructor	DAC-FS	SY 2001-2002
22.	Galvez, Lorina A.	Part-time Instructor	DAC-FS	SY 2001-2002
23.	Quevedo, Elizabeth S.	Part-time Instructor	DAC-FS	SY 2001-2002
24.	Maratas, Melimer Emma M.	Part-time Instructor	DAC-FS	SY 2001-2002
26.	Lumacad, Elena M.	Part-time Instructor	DASS	SY 2001-2002
27.	Ybanez, Rachal M.	Part-time Instructor	DASS	SY 2001-2002
28.	Cortez, Evelyn S.	Part-time Instructor	DASVM	SY 2001-2002
29.	Gealon, Aileen C.	Part-time Instructor	DASVM	SY 2001-2002
30.	Dargantes, Joseph Rizalyndo P.	Part-time Instructor	DASVM	SY 2001-2002
31.	Frutas, Leda Concepcion M.	Part-time Instructor	P. E.	SY 2001-2002
32.	Pascual, Linnito M.	Part-time Instructor	DAEA	SY 2001-2002
33.	Vicente, Ma. Grace C.	Part-time Instructor	DAEA	SY 2001-2002

Submitted by:



TERESITA L. QUIÑANOLA  
HRMDO III

Noted:

  
PACIENCIA P. MILAN  
President



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

APPOINTMENT OF PART-TIME INSTRUCTOR

FOR BOT CONFIRMATION

<u>NAME</u>	<u>POSITION</u>	<u>DEPT.</u>	<u>EFFECTIVITY</u>
1. Castillo, Alex M.	Part-time Instructor	DAL	SY 2001-2002

Submitted by:

TERESITA L. QUINANOLA  
HRMDO III

Noted:


  
PACIENCIA P. MILAN  
President

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte


APPOINTMENT OF PART-TIME INSTRUCTORS  
FOR BOT CONFIRMATION

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
INAVS		
KADUSALE, Ericson	Instructor I	1 <sup>st</sup> Sem. SY 2001-2002

Submitted by:

  
TERESITA L. QUINANOLA  
OIC, HRMDO  
(070301)

Noted:


  
PACIENCIA P. MILAN  
President

=====

Excerpt from the Approved Minutes of the Academic Personnel Board  
dated May 11, 2001

Recommendation of the INAVS Personnel Committee to renew the  
services of Mr. Ericson Kadusale as part-time instructor.

**APB Action:** Recommending for approval.

  
TERESITA L. QUINANOLA  
Secretary, APB



## ACTION MEMORANDUM

### I. TITLE

Appointment of Designated Positions

### II. INFORMATION

The Screening Committee reviewed and submitted to the President the qualified candidates for different designated positions.

In view of the satisfactory performance of the designated personnel, the College President issued new temporary appointments to the selected personnel for BOT's confirmation.

### III. ACTION REQUIRED

Confirmation of the appointment of different designated positions.

### IV. PROPOSED RESOLUTION

Confirming the appointment of the following ViSCA Personnel occupying designated positions, effective on the dates specified unless sooner terminated or revoked by higher authority.

<u>NAME</u>	<u>DESIGNATED POSITION</u>	<u>EFFECTIVITY</u>
Dr. Roberto C. Guarte	OIC, NCRC-Visayas	June 1, 2001 - May 31, 2002
Dr. Rogelio Jaime	OIC, DAEE	June 1, 2001 - May 31, 2002
Dr. Manolo B. Loreto, Jr.	Deputy Head, DMST	June 1, 2001 - May 31, 2002
Dr. Justiniano L. Seroy	Principal, VFES	June 1, 2001 - May 31, 2002
Dr. Lina T. Villacarlos	Director, OGS	June 1, 2001 - Dec. 31, 2002

BOT Resolution No. \_\_\_\_\_, s. 2001

BOT Action : \_\_\_\_\_

Date : July 10, 2001

COMMISSION ON HIGHER EDUCATION  
VISCA-LSSF  
Tolosa, Leyte

64 #  
6043

June 25, 2001

Dr. Manuel D. Punzal  
Chairman, Board of Trustees  
ViSCA, Baybay, Leyte

THRU: Dr. Paciencia P. Milan  
ViSCA President  
Baybay, Leyte

Dear Sir:

This is to request inclusion in the ViSCA Board of Trustees Meeting my attached letter requesting payment of my Subsistence and Laundry Allowances for the year 1997, 10 months for 2000 and for this year 2001.

Anticipating your favorable action on my request.

Thank you.

Very truly yours,

*E. Calignawan*  
ERLINDA A. CALIGNAWAN  
Public Health Nurse



**VISAYAS STATE COLLEGE OF AGRICULTURE**  
Baybay, Leyte

**FMO/Budget Office**

**Comments/Recommendations:**

Ms. Calignawan came to the office last week regarding her request. advised them that current year appropriation could not be used to pay prior years' obligations especially that said allowance is not a mandatory benefit. If there were savings in 1997 and 2000, such savings should have been reverted because the validity of the appropriation especially for personal services is only good during the year for which it was appropriated.

They can only pay the 2001 subsistence allowance if they have savings out of the vacated positions, subject however to the discretion of the school head. She may have other priorities like hiring of casuals/substitutes which the CSIs do not have any allocation for the purpose.

  
NORMA V. CALA  
FMO

July 3, 2001

Note: Please see the communication of Dr. Mear to Dr. Jalina dated  
July 13, 2001.



Republic of the Philippines  
Visayas State College of Agriculture  
LEYTE STATE SCHOOL OF FISHERIES  
Tolosa, Leyte

June 19, 2000

Dr. Paciencia P. Milan  
President  
VISCA  
Daybay, Leyte

THRU: Dr. Celedonia de Asis Palac  
Superintendent  
LSSF, Tolosa, Leyte

Dear Madam:

May I request that my Subsistence and Laundry Allowance Magna Carta for Public Health Workers RA # 7305 be restored 2000 and also be allowed to enjoy this benefit for Subsistence and for Laundry Allowance ₱ 125.00/month with a total of ₱

For the past years, I was only receiving Subsistence ₱ 30.00 per working day only, excluding Saturdays and Sundays Laundry ₱ 125.00/month. In fact, for year 1997, I was not benefit for there was no salary savings.

I'll appreciate very much your favorable action on this.

Very truly yours

*Jacaligna*  
ERLINDA A. C  
Public Health



## **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines  
Office of the President



26 June 2001

**The Chairman and Members**  
ViSCA Board of Trustees

**Dear Sirs and Madam:**

The Bellagio Forum for Sustainable Development and the European Nature Heritage Fund (Euronatur) will be giving the International Environmental Communication Award (ECA) and I was chosen as one of those who will serve in the selection committee. In this connection, I would like to ask for authority to travel to Frankfurt, Germany on September 20-21, 2001 to select together with the other committee members the first award winner. Expenses for the said trip will be shouldered by the above-mentioned sponsoring agencies.

Likewise, on my return trip, I shall take the Frankfurt – USA route to enable me to attend a meeting on Vertebrate Pest Management in Boston, Massachusetts on September 24, 2001. As there shall be no additional expense on my ticket, the Council shall take care of my accommodation only. As such, I wish to request that the approval of the trip covers departure time from September 18, 2001 until September 26, 2001.

Hoping for your favorable action on my request.

Thank you.

Very truly yours,

  
**PACIENCIA P. MILAN**  
President

**BOARD ACTION:** \_\_\_\_\_

**DATE :** July 10, 2001