

RECORDS DIVISION



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

MINUTES OF THE 22nd REGULAR MEETING OF THE BOARD
OF TRUSTEES HELD ON FEBRUARY 7, 1978

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

Hon. Renato C. Suarez
Assistant Secretary
D E C, Manila

Hon. Marino D. Reyes, Jr.
Acting Regional Director
Bakay, Region VII

* MINUTES OF THE 22nd REGULAR BOARD OF *
* TRUSTEES MEETING HELD ON FEBRUARY 7, 1978 *
* AT THE VISCA MANILA OFFICE 8 LOURDES ST. *
* PASAY CITY *

Development and Services
Corporation

Hon. Medardo L. Reyes, Jr.
Dean, UPLB College of
Agriculture

Hon. Fernando A. Camarero
President, VISCA

Prof. Andres C. Ductin
College Secretary, NSCR

Acting Chairman Renato C. Suarez called the meeting

to order at 12:45 p.m.

1. Approval of the minutes of the previous meeting held on
December 28, 1977.

Records Section Office

VISCA Baybay, Leyte

Page 3, lines 3 & 4 - comma (,) were placed before and

39

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

MINUTES OF THE 22nd REGULAR MEETING OF THE BOARD
OF TRUSTEES HELD ON FEBRUARY 7, 1978
AT THE VISCA MANILA OFFICE
PASAY CITY

Present:

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

Acting Chairman Vedasto G. Suarez called the meeting
to order at 12:46 p.m.

- I. Approval of the Minutes of the Previous Meeting held on
December 28, 1977.

The minutes of the previous meeting of the Board of
Trustees held on December 28, 1977, were corrected as follows:

Page 3, lines 8 & 9 -- commas (,) were placed before and

after the phrase "made by the Majarais Cosnstruction;" line 17 -- a comma (,) was placed after the word "duplexes;" line 18 -- "s" was added to the word "increase;" the word "the" was inserted between the words "in" and "prices;" the word "price" was made "prices;" line 24 -- the comma (,) after the word-portion "truction" was deleted; line 24 -- "the" was placed before "library."

Page 5, line 1 -- the word "salary" was inserted between the words "the" and "rate."

Page 6, line 5 -- "s" was added to the word "contract;" line 11 -- the article "a" was placed before the word "bigger;" line 13 -- the word "better" was replaced with "more;" line 21 -- "in order" was inserted between "varies" and "to," and "enable them to" inserted between "to" and "attain."

Page 7, line 6 -- "amounting" was replaced with "tallling;" line 13 -- the word "members" was placed after "staff."

Page 8, line 18 and 23 -- the word "honorarium" was replaced with "honoraria."

Page 11, line 8 -- "the" was inserted between "increase" and "athletics;" line 11 -- the word "enough" was deleted; line 14 -- "the" was inserted between the words "increase" and "athletic."

Page 15, line 13 -- the article "a" before "Registrar" was deleted; "automatically" was deleted.

There being no other corrections, the minutes of the meeting of the Board Meeting on December 28, 1977, was approved as corrected.

II. Matters Arising from the Approved Minutes:

Acting Chairman Suarez informed the Trustees that President Marcos approved the recommendation to award the contracts to winning contractors for the construction of three of ViSCA's development projects, namely; (1) site Development, (2) Ag Chemistry Building, and (3) Rural Training Center Building. These will cost about ₱20.6 million.

The Chairman also inquired about the purchase of the house and lot for the ViSCA Manila Office. The ViSCA President told the other Trustees that the purchase of the house and lot was ultimately negotiated at the cost of ₱200,000.00, the lowest selling price that the owner would give. The College President also informed the Board that payments for rentals in the amount of ₱9,000.00 was paid in advance to be deducted from the ₱200,000.00. The amount needed for the purchase of this property has to come from savings that the college has accumulated.

The Chairman advised the College President that the purchase of the house and lot can now be effected to enable the College to make renovations necessary for the improvement of the ViSCA Manila Office.

The separation of the offices of the College Secretary and Registrar has been effected, with the latter officer

being paid from the salary of the abolished position of admissions officer, the President informed the Trustees.

III. President's Report:

A. Reorganization of ViSCA The college president advanced the information that he plans to reorganize ViSCA by creating the position of (1) Director of Instruction, (2) Director of Research, and (3) Special Assistant to take charge of income-generating projects.

Several questions and inquiries were made on the president's plan to undertake fund-raising projects.

For instance, Chairman Suarez questioned the plan of the college to go into fund-raising projects because it "may not be germane" or closely related to the thrusts or programs of the institution.

At this juncture, the college president explained that the fund-generating projects, particularly the manufacture of concrete hollow blocks, is in line with the government's desire for government institutions to go into income-generating projects. He further explained that this procedure will ensure the use of strong CHBs in ViSCA's construction projects.

"Otherwise," he continued, "the contractors would buy low grade CHBs from other sources and the buildings would be weak."

Trustee Perez inquired how will ViSCA charge the contractor for the concrete hollow blocks. "They have to buy from us and the amount can be deducted from the contractual sum," the college president answered. The Trustees appeared convinced.

B. Project Implementing Unit Now Operational

The college president reported that the Project Implementing Unit (PIU), composed of architects, engineers, and other personnel of the ViSCA entrusted with the responsibility to oversee or manage the implementation of major constructions or development projects, is now operational.

C. More Bids to be Open on January 23, 1978

The college president reported that more bids for the construction of WB-funded buildings will be opened on January 23 this year as learned from the EDPITAF committee on Bids and Award.

D. CRC Building Construction Stopped

It was also reported that the construction of the Crop Research Center building has been temporarily stopped due to the inability of the contractor to finance the construction. It was decided that the Administration will take over to finish the construction of the building.

E. COCOFED Dormitories Nearing Completion

The president was glad to inform the Trustees that the COCOFED dormitories are coming up fast and one building will be ready for occupancy by next month and another building is fifty percent complete.

F. Outstanding ViSCA Staff Members 1978

President Bernardo informed the Trustees that on January 7, this year, in a delayed Christmas party tendered by the

college president and his wife for the ViSCA personnel, fourteen ViSCA Staff members were awarded certificates of recognition for their outstanding performance last year 1977.

IV. Administrative Matters:

A. Appointment of Personnel

Appointments made by the college president as authorized under Board Resolution No. 6, s. 1974 include one (1) research associate for the department of animal science and veterinary medicine, six (6) instructors for the agricultural development education department, one (1) instructor for the Arts and Letters, one (1) research assistant for the Philippine Root Crops Research and Training Center, and one (1) for the Publications Office. Two (2) acting department heads were also recommended for appointment. The renewal of appointments of consultants on legal matters relating to land expropriation proceedings for ViSCA was presented. Except for an observation on the tenure of office of some recommendees, there were no questions asked about the appointments to the various positions as presented.

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

BOARD RESOLUTION NO. 1(a), s. 1978

Approving the recommendation to appoint Mr. Steven L. Newby as Visiting Research Associate at the rate of ₱14,040 p.a. plus ₱300 per month living allowance effective January

21, 1978, as proposed, to work with the Department of Animal Science and Veterinary Medicine of the College, (Appendix A).

BOARD RESOLUTION NO. 1(b), s. 1978

Noting the appointments made by the VisCA College President (as authorized by Board Res. No. 6, s. 1974), namely:

1. Ms. Julita A. Capuz as Instructor I, 2. Ms. Anilfa L. Labayan as Assistant Instructor II, 3. Ms. Bernardita C. Piamonte as Assistant Instructor III, 4. Mr. Elpidio A. Melgo as Assistant Instructor II, 5. Ms. Bella S. Muertigue as Assistant Instructor II, 6. Ms. Elnora C. Caintic as Assistant Instructor II, 7. Mr. Orlando V. Malesido as Assistant Instructor I, 8. Mr. Nestor L. Pido as Research Assistant II, and 9. Mr. Leonilo L. Cedicol as Assistant Editor.

Please refer to Appendix A. APPOINTMENTS OF PERSONNEL, (2-10) for the corresponding annual salary rates, effectivity of appointments, and the departments to which each appointee is assigned.

BOARD RESOLUTION NO. 1(c), s. 1978

Confirming the appointments of department heads, as proposed, (Appendix A), as follows:

1. Ms. Lelita L. Rodrin as Acting Head of the Department of Plant Breeding and Agricultural Botany effective January 15, 1978 to June 30, 1978; and
2. Mr. Edilberto E. Nasayao as Acting Head of the Department of Forestry effective January 1, 1978 to May 31, 1978.

1 The appointment entitles each appointee to receive
2 honorarium of ₱150 a month as provided for in Board Reso-
3 lution No. 48, s. 1977.

4 BOARD RESOLUTION NO. 1(d), s. 1978

5 Approving the recommendation to renew the appointments as
6 consultants on legal matters, particularly on expropriation
7 proceedings relative to the land acquisition program of
8 ViSCA effective January 1, 1978 to December 31, 1978, to wit:

- 9 1. Judge Ruben Agpalo,
10 2. Solicitor Francisco de la Torre,
11 3. Solicitor Amado Aquino.

12 Consultation fee is set at ₱600 per month for Judge
13 Ruben Agpalo and ₱450 a month each for Solicitors de la Torre
14 and Aquino, as proposed, (Appendix A).

15 B. Proposed Reorganization of ViSCA

16 As mentioned earlier, the College President plans to
17 create two administrative positions, namely: a director of
18 instruction and a director of research. (ViSCA has at pre-
19 sent a coordinator of extension). The creation of these two
20 administrative positions gives ViSCA a better chance to have
21 balanced leadership for the three-fold functions of this
22 educational institution, that of instruction, research, and
23 extension.

24 Board Action: Noted, with agreement that the proposal
25 is sound and timely.

1 V. Academic Matters:

2 A. Proposed Adjustments on the Academic Calendar SY 1977-78

3 The proposed changes on the ViSCA academic calendar
4 for the school year, 1977-1978, consist of the changes of
5 the dates for the last day for submitting mid-term grades,
6 the last day of classes, the final examination for non-
7 graduating students, the last day for graduating students
8 to clear their deficiencies, and the date for the commence-
9 ment exercises which were affected by changes in dates of
10 important national activities such as the teachers board
11 examinations and the election day.

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

13 BOARD RESOLUTION NO. 2, s. 1978

14 Approving the proposed adjustments in the ViSCA Acade-
15 mic Calendar for the SY 1977-1978, particularly on the chan-
16 ges of the dates for the (1) the last day for submitting mid-
17 term grades, (2) the last day of classes, (3) the final exa-
18 mination dates for non-graduating students, (4) the last
19 day for candidates for graduation to clear their deficiencies,
20 and (5) the date for the commencement exercises for the school
21 year, 1977-1978, (Appendix B).

22 VI. Budgetary Matters:

23 A. Salary Adjustment Based on Budget Circular (BC) 273

24 President Bernardo presented two salary indices intended
25 for recruitment and for salary adjustment purposes: (1) The

1 Proposed Salary Index for ViSCA Positions, and (2) Adjusted
2 Salary Scale Based on BC No. 273. After a careful study of the
3 proposed ViSCA salary index guides the Board passed:

4 BOARD RESOLUTION NO. 3, s. 1978

5 Approving the recommendation to implement the salary
6 adjustments/increases for the ViSCA personnel both academic
7 and non-academic/administrative, effective October 1, 1978,
8 as proposed, and allowing the use of whatever funds avail-
9 able as appropriated for the purpose and approved by the Budget
10 Commission, using the proposed Adjusted Salary Scale (Appendix
11 C), as basis in implementing the increases of salaries and, the
12 Proposed Index for ViSCA Position as basis for hiring pur-
13 poses (Appendix D), subject to existing auditing rules and
14 regulations.

15 VII. Other Matters:

16 A. Emergency living allowances for Forestry staff members

17 President Bernardo presented another set of Forestry
18 staff members who are recommended to receive emergency
19 living allowance as an incentive for them to stick to ViSCA
20 instead of going outside to join other government agencies
21 that offer bigger pay. The president explained that the
22 institution finds it hard to recruit the necessary man-
23 power for Forestry. Hence, the incentive in the form of li-
24 ving allowances.

25 There were no question asked about this recommend-

1 ation to give emergency allowances to the Forestry staff
2 members. On motion made and duly seconded, the Board passed:

3 BOARD RESOLUTION NO. 4, s. 1978

4 Approving the recommendation to grant emergency in-
5 centive allowance of ₱100 each per month, as proposed,
6 (Appendices E & F), subject to availability of funds, to
7 the following members of the Forestry Staff:

- 8 1. Mr. Manuel M. Avena
9 2. Ms. Lourdes A. Go
10 3. Mr. Manuel H. Reyes
11 4. Mr. Marcelo O. Itaas

12 The payment of emergency allowances will take effect
13 upon approval of the appointments and upon rendering full-
14 time service with the Forestry department, subject to
15 existing auditing rules and regulations.

16 B. "Barong" toga recommended for academic gown

17 President Bernardo presented a proposal recommending
18 the wearing of "Barong" toga by the members of the collegiate
19 graduating classes starting with the 25th commencement exer-
20 cises on April 5, 1978. It was proposed that VISCA shall
21 purchase the materials and the Home Science Department of
22 the college shall prepare/sew the toga for rent to the members
23 of the graduating classes. The college will need about two
24 hundred togas which will cost approximately ₱12,000 at the rate
25 of ₱60 per toga.

1 The Trustees considered the adoption of a "barong" toga
2 as a way of "Filipinizing" graduation exercises. Chairman Sua-
3 rez described the attire "unique, economical, and symbolic."

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

5 BOARD RESOLUTION NO. 5, s. 1978

6 Approving the recommendation for the ViSCA graduating
7 (Collegiate) classes to wear "barong" toga during the graduation
8 ceremonies of the College starting with the 25th Collegiate
9 Commencement Exercises on April 5, 1978, and allocating the
10 amount of ₱12,000 for the purchase of materials and for the Home
11 Science Department of the College to prepare/sew the toga and
12 have them rented by the members of the graduating classes; pro-
13 vided, that a member of the graduating classes is given the
14 option to prepare/sew his own toga which should be in accordance
15 with the design and materials as set by the College.

16 C. Representation Allowance for ViSCA Board of Trustees

17 The college president presented a proposal to give re-
18 presentation allowance to each member of the ViSCA Board of
19 Trustees except himself, in lieu of the allowance for secre-
20 tarial and technical services. The proposal was based on the
21 practice in CLSU as approved by COA which gives ₱300 repre-
22 sentation allowance to each Trustee present each time the
23 Board meets instead of the ₱200 allowance for secretarial and
24 technical services.

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

BOARD RESOLUTION NO. 6, s. 1978

1
2 Approving the proposal to grant representation allow-
3 ance (in lieu of the allowance for secretarial and technical
4 services) of P300 for each Trustee present per Board meeting,
5 including the chairman, except the President of the College,
6 effective on the 23rd meeting of the VisCA Board and for every
7 meeting thereafter but not to exceed twelve (12) meetings
8 within a year.

There being no other matter to discuss, the Chairman
adjourned the meeting at 2:12 p.m.

Certified True and Correct:

(SGD.) ANDRES F. DUATIN
Secretary

Attested:

(SGD.) SEC. VEDASTO G. SUAREZ
Acting Chairman

APPROVED: 23rd B.O.T. Meeting, April 5, 1978
VisCA, Baybay, Leyte

APPOINTMENTS OF PERSONNEL

I. Appointments as Authorized under Board Resolution No. 6. s. 1974

Dept. of Animal Science &
Veterinary Medicine

1. Mr. Steven L. Newby
MS Animal Science
Kansas State University 1977

Visiting Research Associate*
P14,040.00 p.a.
plus P300.00 per month
Living Allowance
Effectivity: January 21, 1978

Dept. of Ag. Dev. Education

2. Ms. Julita A. Gapuz
B. S. Ag. Ed.
Major: Agronomy
CLSU 1972

Instructor I
P9756.00 p.a.
Item No. 50 (63)
Effectivity: December 24, 1977

3. Ms. Anilfa L. Labayan
B. S. Ag. Ed.
Major: Agronomy
ViSCA 1977

Asst. Instructor II
P7,956.00 p.a.
Item No. 123 (5)
Effectivity: January 1, 1978

4. Ms. Bernardita C. Piamonte
B. S. Ag. Ed.
Major: Agronomy
ViSCA 1977

Asst. Instructor II
P7,956.00 p.a.
Item No. 123 (6)
Effectivity: January 1, 1978

5. Mr. Elpidio A. Melgo
B. S. Ag. Ed.
Major: Animal Husbandry
ViSCA 1977

Asst. Instructor II
P7,956.00 p.a.
Item No. 123 (4)
Effectivity: January 1, 1978

6. Ms. Bella S. Muertigue
B. S. Ag. Ed.
Major: Agronomy
ViSCA 1977

Asst. Instructor II
P7,956.00 p.a.
Item No. 123 (2)
Effectivity: January 1, 1978

7. Ms. Elnora C. Caintic
B. S. Ag. Ed.
Major: Agronomy
ViSCA 1977

Asst. Instructor II
P7,956.00 p.a.
Item No. 123 (3)
Effectivity: January 1, 1978

*Under the Technical Assistance Program
of the World Bank
Fourth Education Project

Dept. of Arts & Letters

8. Mr. Orlando V. Malesido
Bachelor of Arts
Mt. View College 1976

Asst. Instructor I
P7,620.00 p.a.
Item No. 123 (7)
Effectivity: January 16 to
March 31, 1978

Philippine Root Crops Research
& Training Center

9. Mr. Nestor L. Pido
B. S. in Agriculture
Major: Agronomy
ViSCA 1977

Research Asst. II
P7,956.00 p.a.
Item No. 123 (1)
Effectivity: January 3, 1978

Publications Office

10. Mr. Leonilo L. Cedicol
Bachelor of Arts
University of Southern
Philippines 1967

Assistant Editor
P9,756.00 p.a.
Item No. 29
Effectivity: January 3, 1978

II. Appointments of Acting Department Heads

Dept. of Plant Breeding &
Agricultural Botany

Ms. Lelita L. Rodrin

Effectivity: January 15, 1978
to June 30, 1978

Dept. of Forestry

Mr. Edilberto E. Nasayao

Effectivity: January 1, 1978
to May 31, 1978

III. Renewal of Appointments as Consultants on Legal Matters

Judge Ruben Agpalo	-P600.00
Solicitor Francisco de la Torre	-P450.00
Solicitor Amado Aquino	-P450.00

Effectivity: January 1, 1978 - December 31, 1978

* PROPOSED ADJUSTMENTS*
ACADEMIC CALENDAR SY 1977-1978

<u>First Semester</u>	<u>Activities</u>	<u>Second Semester</u>
Aug. 13	Last Day For Transfer Students to File Application for Admission	Tue., Sept. 27
Aug. 16 to	Validating Tests for Advanced Credits	Mon., Oct. 17 to
Aug. 27		Fri., Oct. 21
Aug. 30 to	Medical Examination and Registration	Mon., Oct. 24 to
Sept. 10		Sat., Nov. 5
Sept. 9 to	Orientation for New Students	Fri., Nov. 4
Sept. 10		
Sept. 14	First Day of Classes	Tue., Nov. 8
Sept. 17	Last Day for Late Registration	Fri., Nov. 11
July 1	Last Day for Graduating Students to File Application for Graduation	Fri., Nov. 25
	Christmas Vacation Begins	
	For All Students	Fri., Dec. 16
	For Faculty on Teachers Leave Basis	Mon., Dec. 19
	Classes Resume	Wed., Jan. 4
Aug. 10	Mid-Semester and Last Day for Dropping Subjects Without a Grade of "5.00"	Wed., Jan. 18
Aug. 15	Last Day for Submitting Mid-Term Grades	Sat., Jan. 28
Aug. 18 to		
Aug. 19	ViSCA Athletics Days	
Oct. 5	Last Day of Classes for all Students	Wed., Mar. 15
Oct. 6 to	Integration Day(s)	
Oct. 7	For all Students	
	For Non-Graduating Students	Thu., Mar. 16
	Final Examinations**	
	For Graduating Students	Mon., Mar. 13 to
		Thu., Mar. 16
	For Non-Graduating Students	Fri., Mar. 17 to
		Wed., Mar. 22
Oct. 24	Last Day for Submitting Final Grades	
	Graduating Students' Grades	Mon., Mar. 20
	Non-Graduating Students' Grades	Fri., Mar. 31
	Last Day for Candidates for Graduation to Clear their Deficiencies	Mon., Mar. 20
	College Council Meeting to Approve the Graduation of Candidates	Wed., Mar. 22
	Board of Trustees Meeting to Confirm the Graduation of Candidates	Thu., Mar. 23

ADJUSTED SALARY SCALE*
Based on BC No. 273

Adjusted			Current Salary Scale				
Annual Salary	Diff.	Percent-age	Range	Step	Annual Salary	Increase	Percent-age
4404	-	-	1	1	4152	252	6.07
4632	228	5.18			-	-	-
4860	228	4.92		2	4440	420	9.46
5112	252	5.16		3	4740	372	7.85
5376	264	5.16	2	1	5028	348	6.92
5640	264	4.91			-	-	-
5928	288	5.11		2	5340	588	11.01
6240	312	5.26		3	5652	588	10.40
6552	312	5.00	3	1	5964	588	9.86
6888	336	5.13		2	6288	600	9.54
7236	348	5.05		3	6612	624	9.44
7608	372	5.14	4	1	6936	672	9.69
7992	384	5.05		2	7272	720	9.90
8400	408	5.11		3	7620	780	10.24
8832	432	5.14	5	1	7956	876	11.01
9288	456	5.16		2	8304	528	6.36
9756	468	5.04		3	8864	624	7.20
10260	504	5.17	6	1	9024	732	8.11
10776	516	5.03		2	9384	876	9.34
11328	552	5.12	7	1	9756	1020	10.46
11904	576	5.08		2	10104	672	6.65
12516	612	4.89		3	10440	888	8.51
13168	636	5.08	8	1	10800	1104	10.22
13824	672	5.11		2	11148	756	6.78
14532	708	5.12		3	11508	1008	8.76
15264	732	5.04	9	1	11880	1272	10.71
				2	12240	912	7.45
				3	12624	1200	9.51
			10	1	12996	1536	11.82
				2	13380	1152	8.61
				3	13776	1488	10.80
			11	-	-	-	-
				2	14172	1092	7.71
16044	780	5.11		3	14568	1476	10.13

Assistant Instructor

Instructor

Adjusted			Current Salary Scale					
Annual Salary	Diff.	Percent-age		Range	Step	Annual Salary	Increase	Percent-age
16860	816	5.09	<i>Asst. Professor</i>	12	1	14976	1068	7.13
					2	15384	1476	9.59
					3	15804	1056	6.68
17724	864	5.12		13	1	16224	1500	9.25
					2	16644	1080	6.49
18636	912	5.15			3	17076	1560	9.14
19584	948	5.09		14	1	17520	1116	6.37
					2	17952	1632	9.09
					3	18396	1188	6.62
20580	996	5.09		15	1	18852	1728	9.17
					2	19308	1272	6.59
21624	1044	5.07			3	19764	1860	9.41
22728	1104	5.11	<i>Associate Professor</i>	16	1	20232	1392	6.88
					2	20700	2028	9.80
					3	21180	1548	7.31
23892	1164	5.12		17	1	21660	2232	10.30
					2	22140	1752	7.91
25116	1224	5.12			3	22632	2484	10.98
26388	1272	5.06		18	1	23124	1992	8.61
					2	23628	1488	6.30
					3	24132	2256	9.35
27732	1344	5.09	<i>Professor</i>	19	1	24636	1752	7.11
					2	25152	2580	10.26
					3	25680	2052	7.99
29148	1416	5.11		20	1	26196	2952	11.27
					2	26736	2412	9.02
30624	1476	5.06		21	1	27264	3360	12.32
					2	27804	2820	10.14
					3	28350	2274	8.02
32184	1560	5.09		22	1	28896	3288	11.38
					2	29448	2736	9.29
					3	30024	2160	7.19
33816	1632	5.07			4	30576	3240	10.60
					5	31152	2664	8.55
					6	31728	2088	6.58

A s A d j u s t e d			Current Salary Scale				
Annual Salary	Diff.	Percent-age	Range	Step	Annual Salary	Increase	Percent-age
35532	1716	5.07	23	1	32304	3228	9.99
				2	32892	2640	8.09
				3	33480	2052	6.13

The effectivity date of implementation, subject to availability of funds, is October 1, 1977, covering academic and non-academic staff members who have been on actual duty starting not later than June 30, 1977.

The effectivity date of implementation for academic and non-academic staff members who are on scholarship is January 1, 1978.

Budget Circular No. 273 provides that only those who are in the government. Therefore, those mentioned in numbers 1 and 2 are affected by BC 273.

PD 985 Salary Schedule (Sec. 11)

PROPOSED SALARY INDEX FOR VISCA POSITIONS

- 2 -

Rationale:

Owing to the rapid development and growth of the College, manpower requirement has increased considerably, thereby necessitating the revision of the existing index of positions previously approved by the Board of Trustees in 1975. The existing index appears to be inadequate now and for the next two years or so. Many positions that are expected to be needed by the various units of the College cannot be found therein. Furthermore, a salary schedule was established under PD 985 which should be administered in accordance with the rules provided in the decree by all national government agencies.

The proposed index is in consonance with the provisions of recent Civil Service and Budget Commission circulars affecting position classification and compensation. Some of these issuances are as follows:

1. PD 985 provides that compensation of government official and employees must take into account the nature of the responsibilities and the qualifications required for the position concerned. Likewise, the level of difficulty and the nature and kind of work shall be considered in the classification.

I. Academic Example:

The minimum educational qualifications required for a Records Officer I is completion of two years college work which places the position in Level I or the sub-professional group. While the minimum requirement for a Personnel Officer I is bachelor's degree which must be supplemented by 9 units of public administration courses or its equivalent which categorizes the position in Level II or the professional group.

2. Civil Service Memorandum Circular No. 10, s. 1977 categorizes positions in the trades and crafts group which issuance affects the re-grouping of the trades and crafts positions.

Library Assistant 9-12
Assistant Finance Counselor 9-12

Example:
Under the circular, a baker or a mason belongs to Schedule A; a carpenter in Schedule B; and a mechanic or electrician in Schedule D, which means that a baker requires a lesser qualification than a carpenter or an electrician. Therefore, the salary grade of a baker or a mason is lower than a carpenter, and a mechanic or an electrician has a higher salary grade than a carpenter.

Research Associate 13-16
Antoniolo 13-16
Librarian 13-16
Training 13-16
Guidance 13-16
Agronomist 13-16
Forester 13-16
Plant Pathologist 13-16
Researcher 17-20

3. The proposed salary grade has an equivalent salary rate lower than the total adjusted salary of incumbents of positions after the 30% and the 35% salary increases would have been implemented. This is pursuant to Item No. 3.2 of Budget Circular No. 273 which provides that "there shall be no increase in the existing salary ranges of the positions as a consequence of the salary increases authorized under this Budget Circular." This proposal is, therefore, not as a result of the salary increases authorized by the Budget Commission but a mere updating of salary grades to conform with the salary schedule set by PD 985 and with the new minimum rate.

This salary grade index will take effect for purposes of recruitment only after the necessary upward adjustment of positions with incumbents is effected and when the necessary funds have been appropriated for and duly approved by the Budget Commission.

Proposal:

<u>Position Title</u>	<u>Salary Grade</u>
<u>I. Academic Teaching</u>	
Assistant Instructor	9-12
Instructor	12-16
Assistant Professor	16-19
Associate Professor	19-22
Professor	22-24
<u>II. Academic Non-Teaching</u>	
Research Aide	5- 9
Research Assistant	9-12
Training Assistant	9-12
Library Assistant	9-12
Assistant Guidance Counselor	9-12
Research Associate	13-16
Entomologist	13-16
Librarian	13-16
Training Associate	13-16
Guidance Associate	13-16
Agronomist	13-16
Forester	13-16
Plant Pathologist	13-16
Researcher	17-20

(Proposed salary grade)

- 3 -

<u>Position Title</u>	<u>Salary Grade</u>
<u>III. Administrative Positions</u>	
Laborer	3-5
Laundry Worker	3-5
Utilityman	3-5
Helper (Domestic, Binder, Welder, Varnisher).....	3-5
Nursery Farm Aide	4-7
Attendant(Gas Station, Infirmary, Laboratory).....	4-7
Caretaker (Animal, Pavilion)	4-7
Custodial Worker	4-7
Food Service Worker	4-7
Gardener	4-7
Milkman	4-7
Messenger	5-7
Helper (Automotive, Mechanic, Carpenter, Masonry, Electrician, Mechanic, Painter, Plumber)...	5-7
Clerical Aidel.....	5-7
Toolkeeper	6-8
Baker	6-8
Caretaker, Executive House	6-8
Cook	6-8
Dispatcher	6-8
Firefighter	6-8
Head (Animal Caretaker, Custodial Services).....	6-8
Aide (Medical, Dental, Library, Store)	6-8
Plant Propagator	6-8
Operator (Light Equipment, Mimeograph, Power Farm Implement, Power Tools, Telephone).	6-8
Pump Operator	6-8
Sewer Maintenance Man	6-8
Varnisher	6-8
Watchman	6-8
Welder	6-8
Mason	6-8
Painter	6-8
Storeroom Keeper	7-9
Carpenter	7-9
Plumber	7-9
Photographerl.....	7-9
Bookbinder	7-9

(Proposed salary grade)

- 4 -

<u>Position Title</u>	<u>Salary Grade</u>
Mechanic (Power Plant, Automotive, Electronics)....	8-10
Electrician	8-10
Machinist	8-10
Technician (Agricultural, Laboratory)	8-10
Operator (Audio-visual Equipment, heavy equipment, Hydro-Electric Plant, Power Plant, Radio Electronics Equipment)	8-10
Driver	8-10
Forest Guard	8-10
Gas Station Incharge	8-10
Enumerator	8-10
Clerk	8-10
Inventory Clerk	8-10
Security Guard	8-10
Foreman (Custodial Services, Masonry, Ground Maintenance, Painting)	8-10
Aide (Admissions, Budget, Legal, Personnel, Statistical)	9-11
Assistant Dormitory Supervisor	9-11
Bandmaster	9-11
Bryer	9-11
Clerk (Accounting, Administrative, Audit, Cash) ...	9-11
Clerk-Typist	9-11
Food Service Supervisor	9-11
Forest Ranger	9-11
Illustrator	9-11
Interviewer	9-11
Property Custodian	9-11
Radio Broadcast Operator	9-11
Records-Classified	9-11
Scaler	9-11
Student Activities Assistant	9-11
Technician (x-ray, Audio-visual, Electronics)	9-11
Draftsmen	9-11
Foreman (Carpentry, Construction, Automotive Shop, Dairy, Electrical, Nursery Farm, Plumbing, Road & Drainage)	9-11
Senior Cook	10-12
Assistant (Admissions, Editorial)	10-12
Bookkeeper	10-12
Disbursing Officer	10-12
Medical Technologist	10-12
Midwife	10-12
Stenographer	10-12
Student Records Examiner	10-12
Warehouseman	10-12
Pharmacist	10-12

(Proposed salary grade)

- 5 -

<u>Position Title</u>	<u>Salary Grade</u>
Dormitory Supervisor	11-13
Information Editor	11-13
Receptionist	11-13
Senior Clerk	11-13
Senior Personnel Aide	11-13
Senior Storeroom Keeper	11-13
Nurse	11-13
Supply Officer	12-14
Assistant Editor	12-14
Chief Mechanic	12-14
Senior Stenographer	12-14
Coordinator, College Union	12-14
Admissions Officer	12-14
Student Records Officer	12-14
Records Officer	12-15
Radio Station Supervisor	12-15
Administrative Assistant	13-15
Statistician	13-15
Security Officer	13-15
Fiscal Analyst	13-15
Junior Engineer	13-15
Motor Pool Section Chief	13-15
Property Officer	13-15
Senior Disbursing Officer	13-15
Secretary	13-15
Public Relations Officer	13-15
Assistant Farm Superintendent	13-15
Accountant	13-15
Legal Officer	13-15
Cashier	13-16
Internal Audit Examiner	14-16
Internal Auditing Analyst	14-16
Dentist	14-16
Registrar	14-16
Manager, College Food Services	14-16
Personnel Officer	14-17
Chief Records Officer	15-17
Chief Security Officer	15-17
Farm Superintendent	15-17

(Proposed salary grade)

- 6 -

<u>Position Title</u>	<u>Salary Grade</u>
Engineer	15-18
Architect	15-18
Senior Legal Officer	16-17
Chief of Division (Cash, Personnel, Property & Supply Management)	16-18
Physician	16-18
Administrative Officer	16-19
Budget Officer	16-19
Chief Accountant	17-19
Internal Auditor	17-19
College Medical Director	17-19



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

DEPARTMENT OF FORESTRY

December 19, 1977

Dr. Fernando A. Bernardo
President
Visayas State College of Agriculture
Baybay, Leyte

Sir:

I recommend that Mr. Manuel M. Avena be given the emergency incentive allowance upon approval of his appointment.

Aside from the instruction, research, and extension functions he is assigned to, he is to work on the acquisition of the Land Grant for VISCA. This project needs his expertise. Hence, the necessity of giving him an incentive.

I am also recommending that Miss Lourden A. Go shall also enjoy this privilege upon her report for duty in the department.

Any favorable action given on this matter is highly appreciated.

Very truly yours,

(SGD.) EDILBERTO E. NASAYAG
Acting Head
Dept. of Forestry

A TRUE COPY FROM
THE ORIGINAL:

Andres F. Quatin
ANDRES F. QUATIN
College Secretary



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

DEPARTMENT OF FORESTRY

November 4, 1977

Dr. Fernando A. Bernardo
President
Visayas State College of Agriculture
Baybay, Leyte

S I R :

Mr. Marcelo O. Itass is a regular staff member of the forestry department and possesses the necessary academic qualifications as Research Assistant. Therefore in this connection, I wish to recommend that he shall also be entitled of the emergency incentive allowance.

He is also performing duties similar and/or related to that of the forestry department's regular faculty members.

Also in this connection, I wish that Mrs Lourdes A. Co and Mr. Manuel P. Reyes can also avail of the said fringe benefit once they will be regular members of the faculty.

Any favorable action given to this matter is highly appreciated.

Very truly yours,

(SGD.) EDILBERTO E. NASAYAO
CIC-Dept. of Forestry

A TRUE COPY FROM
THE ORIGINAL:

Andres F. Uytan
ANDRES F. UYTAN
College Secretary