

MINUTES OF THE 130th University ADCO MEETING
Monday – 19 June 2018
Conference Room
Office of the Vice President for Administration and Finance
Visayas State University Main Campus
Visca, City of Baybay, Leyte

ATTENDANCE:

A. Present

1. ABAMO, Antonio P.	Dean, College of Management and Economics
2. AMPAC, Louella C.	Director for Finance
3. ARMECIN, Romel B.	Director, ecoFARMI
4. BELONIAS, Beatriz S.	Vice President for Instruction
5. CALIBO, Candelario L.	Dean, College of Arts & Sciences
6. CAMOYING, Obdulia G.	Dean, VSU Tolosa
7. CAPUNO, Othello B.	Vice President for Research & Extension
8. CARILLAS, Alberto L.	Dean, VSU Isabel
9. CENIZA, Ma. Juliet C.	Director, NCRC-Visayas
10. ESGUERRA, Erlinda S.	Head, Accounting Office
11. FERRAREN, Dilberto O.	Vice President for Planning, Resource Generation & External Affairs
12. GUARTE, Roberto C.	Dean, College of Engineering
13. LORETO, Manolo Jr. B.	Dean of Students
14. MAGNO, Jesusa M.	Dean, College of Nursing
15. PARDALES, Andreli D.	University Librarian
16. PATINDOL, Remberto A.	Vice President for Administration & Finance
17. PEQUE, Dennis P.	Dean, College of Forestry & Environmental Science
18. RONA, Manuel B.	Dean, VSU Alangalang
22. TUDTUD, Daniel Jr. M.	Board/University Secretary
23. TULIN, Edgardo E.	PRESIDENT & CHAIRMAN
24. VALENZONA, Mario Lilio P.	Director, General Services
25. VASQUEZ, Erlinda A.	Director, PhilRootCrops
26. VELOSO, Merlita D.	Dean, VSU Villaba
27. VELASCO, Eliezer L.	Head, University Registrar's Office

B. Not Present

Represented by/Remarks

1. ASIO, Victor B.	Dr. Suzette B. Lina
2. BACUSMO, Jose L.	Dr. Othello B. Capuno
3. BELONIAS, Beatriz S.	Dr. Editha G. Cagasan
4. CANO, Lourdes B.	Atty. Rysan C. Guinocor
5. LAÑADA, Eugene B.	
6. SAZ, Efren B.	Ms. Adelina B. Carreno
7. SINON, Feliciano G.	
8. TULIN, Anabella B.	Dr. Fe. Gabunada
9. VILLOCINO, Aleli A.	Dr. Byron S. Barredo
10. ZAFICO, Josephine O.	

C. Others Present

1. GABUNADA, Francisco Jr., G.	Executive Assistant
2. GUINOCOR, Rysan C.	Attorney IV

1 **I. ROLL CALL**

2 President Edgardo E. Tulin inquired from the University Secretary whether there
3 was a quorum of UADCO members present for the meeting.

4 The University Secretary informed the President that there was a quorum of
5 UADCO members present for the 130th UADCO meeting.

6 **II. CALL TO ORDER**

7 President Edgardo E. Tulin, after ascertaining that there was a quorum, welcomed
8 all UADCO members and called the meeting to order at 9:17 A.M.

9 The President informed the Council that this is a Regular Meeting and will again
10 be a “marathon” meeting considering the number of issues for discussion. Results of this
11 meeting will be submitted to the Board in the coming 2nd Quarter BOR meeting.

12 **III. PRESIDENT’S REPORT**

13 **A. Administration:**

- 14 • Attended public hearing of the Senate Committee on Agriculture and Food, 03 April
15 2018
- 16 • Celebration of the VSU 94th Anniversary Celebration, 14-27 April 2018
- 17 • Attended PASUC Executive Board Meeting, 02 May 2018, Manila
- 18 • Attended Asian Development Bank Annual Meeting of The Board of Governors
19 “Manila 2018” last 04 May 2018, ADB, Makati
- 20 • Participated in the SUC-Association of Colleges of Agriculture in the Philippines,
21 Inc. Annual Convention, 15-17 May 2018, WPU, Puerto Princesa, Palawan
- 22 • Organized VSU Alumni Homecoming 2018 last 18-19 May 2018
- 23 • Co-organized the COA Exit Conference, 28 May 2018
- 24 • Blessing and Inauguration of VSU-KOICA Building with Korean Ambassador
25 H.E. Han Dong last 31 May 2018 and 01 June 2018 in Tolosa, Leyte
- 26 • Signing of MOA between CHED-UniFAST and SUCs/LUCs for Free Tuition in
27 Tertiary Education, 13 June 2018 at Malacañan Palace, Manila with His
28 Excellency, President Rodrigo R. Duterte and OIC Chairperson, Dr. J. Prospero
29 E. De Vera III
- 30 • Courtesy meetings with external stakeholders and Welcome addresses :
 - 31 - Meeting with ACIAR – Forestry Team, 10 April 2018 *re*: Landscape
32 Restoration Project
 - 33 - Meeting with Central Philippines University, Pavia Iloilo City, 03 May 2018
 - 34 - Welcome message during 2nd Intl. Conf. on Phil. Asian Studies, 01 May 2018
 - 35 - Meeting with Regional Director of DBP - Region 8 last 08 May 2018
 - 36 - Welcome message during the Kapatid Mentor Me Program for SSF Project
37 Cooperators, 21 May 2018
 - 38 - Meeting with Prof. SangOh Ha, 22 May 2018 (Visiting Professor of TBI)
 - 39 - Welcome Message during WWF Myanmar Study Tour on Rainforestation, 23
40 May 2018
 - 41 - Welcome Message during 41st Annual PHAViSMINDA Conf., 24 May 2018
 - 42 - Meeting with Dr. Jennifer Rowntree of Manchester Metropolitan University,
43 28 May 2018 *re*: Technology Innovation Proposal

- Welcome Message, CY 2018 Midyear Consultative Assessment Meeting *cum* Workshop

- Training/Seminars organized by Administration:

Date	Title of Training	No. of Participants
April 5-7, 2018	Echo-Seminar on the GE Course: Science, Technology and Society STS	28
April 5-7, 2018	Re-Echo Training for the New GE Curriculum: Readings in Philippine History	20
April 5-7, 2018	Re-Echo Training for the New GE Curriculum: Purposive Communication	27
April 12-14, 2018	Re-Echo Training for the New GE Curriculum: Rizal	37
April 12-14, 2018	Echo-Seminar on the New GE Course: Mathematics in the Modern World	25

- Status of Infrastructure Projects

No.	Name of Project	Percent of Completion
1	Construction of Animal Disease and Diagnostic Laboratory Building	90.35%
2	Expansion of CME Building	100.00%
3	Construction of Two-Storey RCCRDC Building - Phase 1	100.00%
4	Construction of Three-Storey Innovation Building - Phase 1	44.00%
5	Renovation of VSU Manila Office - Phase 1	90.00%
6	Renovation of VSU Cebu Office - Phase 1	25.00%
7	Renovation of Biodiversity Museum Building	100.00%
8	Construction of Western Campus Perimeter Fence for VSU Tolosa	70.00%
9	Biotech Building	100.00%
10	Labra Cottage	100.00%
11	Student Dormitory	60.00%
12	Academic Building -Tolosa (Phase 1)	100.00%
13	Academic Building - Alangalang (Phase 1)	100.00%
14	Academic Building - Isabel (Phase 1)	100.00%
15	Academic Building - Villaba (Phase 1)	100.00%
16	Roof Framing of Academic Building of VSU Villaba	75.00%
17	Roof Framing of Academic Building of VSU Isabel	40.00%
18	Roof Framing of Academic Building of VSU Tolosa	100.00%
19	Roof Framing of Academic Building of VSU Alangalang	100.00%
20	Academic Building -Tolosa (Phase 2)	25.00%
21	Academic Building - Alangalang (Phase 2)	25.00%
22	Academic Building - Isabel (Phase 2)	25.00%
23	Academic Building - Villaba (Phase 2)	25.00%
24	RCCRDC Building - Phase 2	25.00%
25	Innovation Building - Phase 2	15.00%
26	Construction of Girls' Dormitory for VSU Villaba	15.00%
27	Construction of Boys' Dormitory for VSU Villaba	15.00%
28	Construction of Academic Building for VSU Alangalang	15.00%
29	Construction of Academic Building for VSU Main	15.00%

B. Instruction:

- Commencement Exercises, AY 2017-18:
 - VSU Main Campus – Jun. 15, 2018
 - VSU Alangalang Campus – Jun. 11, 2018
 - VSU Tolosa Campus – Jun. 12, 2018
 - VSU Isabel Campus – Jun. 13, 2018
 - VSU Villaba campus – Jun. 14, 2018
 - VLHS-SHS – May 30, 2018
- Enrollment for Summer, SY 2018-2019

Level	No. of Enrollees
Undergrad	2145
Graduate	102
Total	2247

Enrollment, Incoming Freshmen, SY 2018-19.

Degree		Quota	Enrollment (as of Jun. 19, 2018)
College of Veterinary Medicine (CVM)			
	Doctor of Vet. Medicine (DVM)	98	92
College of Agriculture (CA)			
	Bach. of Animal Science (BAS)	76	70
	BS Agriculture (BSA)	250	172
	BS Dev't. Communication (BSDC)	100	48
	BS Food Technology (BSFT)	100	54
	BS Development Education (BSDE)	70	11
			355
College of Arts and Sciences (CAS)			
	BS Agric. Chemistry (BSAC)	30	19
	BS Chemistry (BSChem)	63	51
	BS Biology (BSBio)	51	28
	BS Biotechnology (BSBiotech)	36	10
	BS Statistics (BSS)	35	17
	Bachelor of Arts (AB)	72	44
			169
College of Engineering (Ceng)			
	BS Agric. Bio Engineering (BSABE)	101	66
	BS Geodetic Engineering (BSGE)	102	54
	BS Civil Engineering (BSCE)	103	89
	BS Mechanical Engineering (BSME)	102	68
	BS Computer Science (BSCS)	100	52
			329
College of Forestry and Environmental Science (CFES)			
	BS Forestry (BSF)	100	29
	BS Environmental Management (BSEM)	50	24
			53

College of Management and Economics (CME)			
	BS Agribusiness (BSAB)	200	162
	BS Hotel Mgt (BSHM)	150	112
	BS Tourism Mgt (BSTM)	51	39
	BS Economics (BSEcon)	41	26
			339
College of Education (COEd)			
	B Elementary Education (BEEd)	125	102
	B Secondary Education (BSEd)	185	152
	B Culture Arts Educ (BCAEd)	40	25
	B Physical Education (BPed)	80	58
	B Physical Exercise Sciences (BSESS)		1
			338
College of Nursing (CON)			
	BS Nursing (BSN)	84	67
	Total	2598	1742

Graduates by Degree Program, SY 2018-19

Degree Program	No. of Graduates
Undergrad Prog	1191
Graduate Prog:	
MS/MA	80
PhD	5
Total	1276

Number of Graduates with *Latin Honors*: 22 *Magna Cum Laude*
 114 *Cum Laude*
 4 *With honors*

• Quality Assurance

○ Results of Level III Re-accredited status of 7 programs:

Programs	Result
1. BS in Ag. Engineering	Level III reaccredited effective Mar. 1, 2018-Feb. 28, 2022
2. BS in Biology	
3. BS in Dev. Communication	
4. BS in Computer Science	
5. BS in Food Technology	
6. BS in Forestry	
7. Doctor of Vet. Medicine	
8. BS Chemistry	• On-going, must comply mandatory requirements within a one-year period (until Feb. 2019) to be accredited Level III Phase 2. General passing average in Chemistry Licensure Exam must be at least 25% higher than the National passing average; Adopt a comprehensive strategy/intervention to improve the performance of graduates in Chemistry Licensure Exam

- AACCUP confirmation of VSU's application for AACCUP accreditation of 15 programs on October 1-6, 2018.

For VSU Main Campus:

- Level II accreditation of 7 programs (BS in Economics, BS in Nursing, BS in Geodetic Engineering, BS in Environmental Management, MS in Food Technology, MS in Forestry, MS in Tropical Ecology)

For VSU Tolosa Campus:

- Level II accreditation of 3 programs (Bachelor of Elementary Education, Bachelor of Secondary Education, BS in Fisheries)
- Level I accreditation of 1 program (BS in Criminology)

For VSU Isabel Campus:

- Level II accreditation of 2 programs (BS in Information Technology, BS in Industrial Engineering)
- Level I accreditation of 2 programs (BS in Mechanical Engineering, Bachelor of Secondary Education)

- ISO 9001:2015 Certification Preparations

- | | |
|------------------------------------------------------------------------------|-------------------------|
| 1. Briefing/updating of ISO status (with Dr. R. Guarte) | April 18, 2018 |
| 2. Refresher session on ISO 901:2015 for ISO Internal Auditors/ISO Taskforce | April 30, 2018 |
| 3. Orientation on ISO for Office Heads and ISO Point Persons | May 3, 2018 |
| 4. Follow up meeting of ISO task force/internal auditors | May 31, 2018 |
| 5. Follow up meeting of ISO task force/internal auditors | June 13, 2018 |
| 6. ISO Benchmarking visit to ATI | June 20, 2018 |
| 7. First ISO 2015 internal audit/spot checking | June 18 to July 3, 2018 |
| 8. Follow up meeting of ISO task force/internal auditors | June 29, 2018 |
| 9. Follow up meeting re ISO | June 29, 2018 |

- CHED ISA: Preparation and review of Self Evaluation Documents (SEDs) for the 5 Key Results Area

C. Research and Extension

- Number of ongoing research and extension projects:

Source of funds	No. of research projects	No. of extension projects
VSU-funding	87	28
Local-funding	52	5
Foreign-funding	10	2
Total	149	35

- Presided meeting on 2nd Q ViCARRP-RRDCC meeting, 04 April 2018 at DOST Regional Office VIII, Government Center, Palo, Leyte
- Conducted 2018 Farmers and Fisherfolks Day Celebration, 27 April 2018

- 1 • Attended Organizational meeting of the Regional Abaca Summit with Abaca
- 2 Coalition, 10 May 2018 at DOST Regional Office VIII, Palo, Leyte
- 3 • Attended the 2nd Q RRDIC Meeting, Regional Office VIII, Palo, Leyte last 29
- 4 May 2018
- 5 • Endorsed by the DTI – Technical Working for funding P20M
- 6 • P17 M funds downloaded to VSU for capability building of DA-RFO-8 on
- 7 Results Based Monitoring and Evaluation
- 8 • Submitted to DA-RFO-8 the final version of the proposal on Yolanda
- 9 Rehabilitation and Reconstruction Program worth P56 M
- 10 • Conduct of the Regional Abaca Summit, 20-21 June 2018
- 11 • MOA's signed for Research:
- 12

No.	Collaborator/s	Address of Collaborator /s	Nature of Collaboration/ Title of Project	Amount of Grant
1	ABS-CBN Lingkod Kapamilya Foundation, Inc.	Quezon City	Rootcrops Value Chain Assessment and validation in Marabut, Samar	
2	DA-Bureau of Research	Quezon City	Climate-Resilient Agri-Fisheries (CRA) Assessment, Targeting & Prioritization for the Adaptation and Mitigation Initiative (AMIA) in Samar Province Reg. VIII	P993,230.08
3	DA-RFO 8	Tacloban City	Increasing Farmers' Income in Cassava Production through Livestock Integration and Field Validation of NSIC Registered Varieties Resistant to Phytoplasma Infection in the Region	P800,000.00
4	DENR	Quezon City	Offering of graduate degrees: Diploma, Masters and Master of Science in Land Administration Management Program for staff of the DENR Lands Section	
5	DENR- CENRO- Baybay City	Baybay City	Donation of recovered forest products (lumber of 475.33 bd ft)	
6	DTI – Bohol Provincial Office	Tagbilaran City, Bohol	Processed Food Development Program for OTOP Next Gen	P450,000.00
7	DTI – Leyte Provincial Office	Tacloban City	2018 Leyte Negosyo Center Caravan	
8	DOST-PCAARRD Univ. of Southern Mindanao Sultan Kudarat State Univ. Benguet State Univ. DA-RFO 11 Central Bicol State Univ. of Agriculture VSU	Los Banos, Laguna Kabacan, Cotabato Tacurong, Sultan Kudarat La Trinidad, Benguet Davao City Pili, Cam. Sur	Multilocation Trial of Ten (10) Promising Varieties of Cacao in Different Agro-Climatic Zones in the Philippines	P976,496.00 (for VSU)

9	DOST-PCAARRD	Los Banos, Laguna	Development of Mixed Method Approaches to Impact Assessment of Selected Research Projects in the Philippines	P3,134,128.00
10	Eastern Visayas Health and Research and Development Consortium DOST – RFO 8	Tacloban City Palo, Leyte	Community Risk Factors on the Occurrence and Prevention of Diarrhea Outbreak in Eastern Visayas: Case Control Study	P500,000.00
11	German Dev. Cooperation VIFARD	Makati City Baybay City	Sustainable certified coconut oil production	P120,250.00
12	LGU-Isabel	Isabel, Leyte	BIDANI	
13	Mindanao State Univ-Iligan Institute of Technology	Iligan City	MOU in teaching, research and extension activities	
14	Philippine Council for Health Research and Development	Taguig City	In vitro Toxicity Testing of Plant Extracts with Biocativity against Diabetes Mellitus	P4,046,003.04
15	Philippine Red Cross	Boni Ave, Madaluyong City	Conduct of joint training, exercise and workshop and participation in disaster and relief assistance	
16	Sugar Regulatory Administration	Quezon City	Donation of Laboratory Equipments for soils laboratory	
17	Team Advance (BSCE students) LGU-City of Ormoc	COE, VSU, Baybay Ormoc City	Traffic Investigation and Data Analysis of the Major Intersections of Ormoc City Proper	
18	Team Advance (BSCE students) City Engineering Office of Baybay City	COE, VSU, Baybay City Baybay City	Feasibility and Design Study of the Proposed Multicab and Van Terminal in Baybay City	
29	Team Search (BSCE students) LGU- Inopacan	COE, VSU, Baybay Inopacan, Leyte	A Proposed Effective Rainwater Harvesting System Addressing the Water Supply System Problem in Brgy. Apid, Inopacan, Leyte	
20	Team Transcend (BSCE students)	COE, VSU, Baybay City	Design of a Sanitary Sewerage System in the VSU Main Campus by BSCE students	
21	Univ. of San Carlos	Cebu City	Culture and Phenology of the Brown Seaweed Sargassum in Souther Philippines	P1,592,606.40

MOA signed for Instruction purposes:

No.	Collaborator/s	Address of Collaborator/s	Nature of Collaboration/ Title of Project
1	DA-RFO 8	Tacloban City	OJT for BS Dev. Education students
2	Blue Water Panglao	Panglao, Bohol	OJT for HRTM students
3	Commission on Higher Education	Diliman, Quezon City	Financial Assistance to grantees under the Agricultural Competitiveness Enhancement Fund – Grants-In-Aid for Higher Education (ACEF-GIAHEP)
4	Costabella Tropical Beach Resort and Hotel	Mactan Island, Cebu	OJT of HRTM students
5	Daluyon Beach and Mountain Resort	Sabang Beach, Puerto Princesa	OJT for HRTM students
6	Marco Polo Plaza Cebu	Cebu City	OJT of HRTM students
7	Maribago Bluewater Beach Club, Inc.	Mactan Island, Cebu	OJT of HRTM students
8	Sheridan Beach Resort and Spa	Puerto Princesa, Palawan	OJT of HRTM students
9	Zoological Society of London - Philippines	Iloilo City	Financial and technical support for students in MS in Forestry and Tropical Ecology and BS Forestry and Env. Mgnt.

D. Planning and Resource Generation

- Acquired GeoHarzard Certifications as requirements for infra projects proposals for CY 2019
- Bidding of VSU uniform for CY 2018
- Sponsored 2018 Trade Fair/Exhibition at the VSU Market Area during the VSU Anniversary
- Acquired equipment, etc. for the VSU Market, Seafront Suites and Beach Resort like:
 - 3 sets of CCTV
 - 4 Air-conditioning units
 - 4 shower heaters
 - 4 emergency lights
 - Washing machine
 - Additional lines, foams etc.
- Rehabilitated the “Blue Grass” in front of Seafront Suite
- Repair and repainting of Cottages
- Repair of floors and doors of Seafront Suite
- For the IGP Dormitory:
 - Repair of floors, doors, ceiling etc
 - Acquisition of additional foam, lines, pillows
 - Cleaning and maintenance of air-con units
- Renovation and repair of VSU Fast Food like, retiling, repainting, of comfort rooms, and kitchen and also repair of pipe line.
- Repair and replacement of dilapidated roof/ceiling at VSU Market and Cooperative Store
- Acquisition of new water containers for VSU Spring Water and rehabilitation/repair of VSU Spring Water machines
- Repair/acquisition of new computer parts for VSU Computer Center

1 **IV. ADOPTION OF THE PROPOSED AGENDA**

2 The President informed the Council that there are some additional items being
3 requested for inclusion in this UADCO Meeting and that these will be taken up under
4 Other Matters. The University Secretary already has the list of the items for inclusion
5 in the Agenda.

6 **PROPOSED AGENDA**

7 **I. Roll Call and Declaration of Quorum**

8 **II. Call to Order**

9 **III. President's Time/Report**

10 **IV. Adoption of the Proposed Agenda**

11 **V. Approval/Confirmation of the Minutes of the Previous Meetings**

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

13 **VII. Calendar of Business**

14 **A. Unfinished Business**

- 15 1. Proposal to Revise the Criteria and Percentage Weight in Evaluating
16 Teacher Applicants and the Rating Instrument to Evaluate Applicants for
17 Teaching Faculty Positions

18 **B. New Business**

19 1. *Financial Matters*

- 20 a. Proposal for the Utilization of Income for the 3rd Quarter of 2018
- 21 b. Proposal for the Utilization of 2017 Unappropriated Collections (Other
22 School Fees and Fiduciary Funds) of VSU Alangalang
- 23 c. Proposal for the Utilization of Remaining 2017 Unappropriated
24 Collections of VSU Tolosa for the purchase of One (1) Motor Vehicle
- 25 d. Endorsement from the Bids and Award Committee – BAC Resolution
26 No. 15, s. 2018 – to Award the 40 Square Meter Area inside the Mix-
27 Use TBI Building to the Winning Bidder, the Philippine National
28 Bank (PNB)
- 29 e. Proposal of the OVPRGEA to Utilize the Special Trust Fund (*share of*
30 *the OVPRGEA from the Tuition Fees Collected in 2017*) to Improve
31 the Facilities and Services of the IGPs and STF Projects of the
32 University

33 2. *Administrative Matters*

- 34 a. Request of the Cash Division to close the VSU AREC Account No.
35 3572-1020-75 and Transfer the Money to VSU Trust Account No.
36 3572-1000-48

- 1 b. Request of the VSU Credit Cooperative to Construct a 2-Storey VSU-
2 CC Building beside the Administration Building
- 3 c. Request of Dr. Samuel S. Go to put-up a Small Opening on the
4 Concrete Fence of VSU (*as shown in the attached Sketch Plan*)

5 3. *Academic Matters*

- 6 a. Petition Letter from the Terrestrial and Aquatic Restoration by
7 Students Immersed in Environmental Reforms (TARSIER) at VSU
- 8 b. Sabbatical Leave Applications of Some Faculty effective 01 August
9 2018 to 31 July 2019:
 - 10 1) Dr. Editha G. Cagasan
 - 11 2) Dr. Lijuera J. Cuadra
 - 12 3) Dr. Jacqueline M. Guarte
 - 13 4) Dr. Teofanes A. Patindol

14 C. **Other Matters**

- 15 1. Request from the Office of the President to Purchase Two (2) Low-Powered
16 Firearms
- 17 2. Request of the PhilRootCrops for Approval to Authorize Dr. Julie D. Tan to
18 be the Account Holder for the e-LTO (*License-To-Operate*) the
19 PhilRootCrops Processing Plant
- 20 3. Request of Mr. and Mrs. Joel M. Ancheta for a Road Right of Way (RRROW)
21 of 8m x 65m Passing through the Adjacent VSU Property (Lot 7206-Pcs-5)
- 22 4. Request of DPWH-Isabel, Leyte to Construct a Public Comfort Room
23 within the VSU Isabel Highway
- 24 5. APB Recommendation to Hire Dr. Rico O. Cruz as "Balik Scientist" from
25 31 May 2018 to 27 July 2018
- 26 6. APB Recommendation to Hire Dr. SangOh Ha as Visiting Professor
- 27 7. Proposed Policy in the Giving of Positions to Newly Hired Faculty
- 28 8. Requests of Dr. Jose L. Bacusmo
 - 29 a. Authority to Handle the Negotiations Between VSU and the Singapore
30 Botanical Gardens; *and*
 - 31 b. Authority to Use the P100,000.00 Donation After Typhoon Yolanda
- 32 9. Upgrading of Position of Dr. Daniel Leslie S. Tan to University Professor
33 per NBC 461, 5th Cycle Evaluation
- 34 10. Recommendation to Change the Employment Status of Ms. Catherine C.
35 Daffon from Temporary to Permanent
- 36 11. Proposal to Increase the Stipend of VSU Scholars as well as the Allowance
37 of Varsity athletes and CAC Grantees
- 38 12. Proposal to Increase the Wage Rates of JO Laborers
- 39 13. Return Service Agreement

- 1 14. Omnibus Request to Operate Photocopying Services in VSU External
2 Campuses

3 **D. For Information**

- 4 1. Recommendation to Change the Employment Status of Two (2) Academic
5 Staff, VSU Tolosa, from Temporary to Permanent
6 a. Alibangbang, Ma. Dulce L.
7 b. Decena, Syrus Cesar P.
8 2. Recommendation to Hire Engr. Jan Joshua M. Pomida, on Temporary
9 Status
10 3. Recommendation to Hire Two (2) Academic Staff, VSU Main Campus,
11 from Temporary to Permanent
12 a. Cavero, Jedan A. Cavero
13 b. Manguilimotan, Emn A.
14 4. Administrative Staff Recommended for Promotion
15 a. Dohiling, Raquel H.
16 From: Administrative Aide IV (SG-4)
17 *To: Administrative Officer I (SG-10)*
18 b. Miraflor, Ma. Roberta S
19 From: Administrative Officer I (SG-10)
20 *To: Administrative Officer II (SG-11)*
21 5. Administrative Employees Recommended for Permanent Appointment
22 a. Sacay, Dindo L. Engineer III (SG-19)
23 b. Escala, Leopoldo Jr., S. Admin. Aide III
24 c. Ababat, Claudio Jr., R. Admin. Aide IV
25 d. Gucela, Arnel F. Admin. Aide IV
26 6. Recommendation to Renew the Temporary Appointments of Same Faculty
27 effective 01 June 2018 to 31 December 2018
28 a. Tolosa Campus
29 1) Tabunan, Harvey G.
30 b. Villaba Campus
31 1) Giva, Phyllis Faye D.
32 2) Jongco, Michelle
33 3) Montero, Shemer D.
34 4) Sarino, Jica May P.
35 5) Yocte, Joe Marie C.
36 6) Zabate, Kimkim S.
37 7. Loan Facility offered by the Development Bank of the Philippines
38 8. On-Going Projects (10 projects) of the University
39 9. Invitation to Bid of Eight (8) Projects (*Capital Outlay and Goods and*
40 *Services*)

1 After all the inclusion of all the items in the Agenda, the University
2 Administrative Council unanimously passed

3 **University Administrative Council**
4 **Visayas State University**
5 *Visca, City of Baybay, Leyte*

6 **Resolution No. 35**
7 *Series of 2018*

8 A Resolution *Approving* the Agenda for the 130th University Administrative
9 Council (UADCO) Meeting dated 19 June 2018 held at the 2/F Center for
10 Continuing Education Building (CCE), VSU Main Campus, Visca, City of Baybay,
11 Leyte, as modified.

12 **Univ. ADCO Action: APPROVED**
13 Date: 19 June 2018

14 **V. APPROVAL/CONFIRMATION OF THE MINUTES OF THE PREVIOUS**
15 **MEETINGS**

16 President Edgardo E. Tulin informed the Council that the Minutes of the past
17 UADCO meeting needs to be confirmed. The President suggested to forgo reading of
18 the Minutes and to please submit any corrections directly to the Office of the
19 University Secretary within the next five (5) working days.

20 The University Administrative Council unanimously passed

21 **University Administrative Council**
22 **Visayas State University**
23 **Visca, City of Baybay, Leyte**

24 **Resolution No. 36**
25 *Series of 2018*

26 A Resolution *tentatively approving* the Minutes of the 129th University
27 Administrative Council Meetings dated 05 March 2018 held at 2/F Center for
28 Continuing Education, VSU Main Campus, Visca, City of Baybay, Leyte, *subject to*
29 *any corrections that may be submitted to the Office of the University Secretary within*
30 *the next five (5) working days.*

31 **Univ. ADCO Action: APPROVED**
32 Date: 19 June 2018

33 **VI. MATTERS ARISING FROM THE APPROVED MINUTES**

34 **A. Status of the Road Going to VSU Villaba**

35 President Tulin inquired from Dr. Merlita D. Veloso, Dean of VSU
36 Villaba, about the current road condition leading to the campus.

37 Dr. Veloso informed the Council that the 1.2 kilometer road concreting
38 project is already half-way through and should be completed soon.

1 **B. VSU Anniversary Date**

2 President Tulin informed the Council that there had been a lot of feedback
3 relative to the new date for the VSU Anniversary date. One feedback is that the
4 new anniversary date – 19 April – is the date of the conversion from Leyte State
5 University to Visayas State University. During the 2018 Alumni Homecoming,
6 some of the Alumni indicated that the “anniversary date should be 2 June”
7 because this is the date when the institution first opened its doors as an academic
8 institution in 1924.

9 President Tulin informed the Council that this feedback is in context of the
10 question “*What date will be followed when the University Celebrates its 100th*
11 *Founding Anniversary in 2024.*”

12 The University Secretary commented that there have been a number of
13 dates commemorating the “Anniversary or Charter Day.” During the time of
14 President Bernardo, he moved the ViSCA Charter Day from the original 24 May
15 (1974) - the date when PD 470 creating the Visayas State College of Agriculture
16 (ViSCA) was signed into law by then President Ferdinand E. Marcos which
17 converted the then Visayas Agricultural College (VAC) into a State College – to
18 30-31 July, because there were very few faculty and students in campus to
19 celebrate the 24 May date considering that Summer classes just ended. The
20 chosen alternative date took into consideration the fact that the presence of the
21 school’ constituents so that they too could “celebrate the event.” In our present
22 situation, it was the UADCO that approved the change in the date of the VSU
23 Anniversary considering the change in the school calendar.

24 The University Secretary further commented that to answer the query on
25 what will be the date of the 100th University Anniversary, it will really depend
26 upon the consensus of the University constituents when 2024 approaches. It could
27 still be the present date.

28 Dr. Dilberto O. Ferraren suggested that as 2024 approaches, the University
29 will “celebrate” all the important milestone dates since the Baybay Agricultural

1 School was created in April 1924 and culminating in the 100th Charter Day
2 Celebration in April 2024.

3 Dr. Othello B. Capuno commented that the University should only have
4 one Date commemorating the 100th Founding Anniversary of the University.

5 The President commented that it may even be possible to have a 5-year
6 Celebration culminating in a Grand Celebration in April 2024.

7 VII. Calendar of Business

8 A. Unfinished Business

- 9 1. Proposal to Revise the Criteria and Percentage Weight in Evaluating Teacher
10 Applicants and the Rating Instrument to Evaluate Applicants for Teaching
11 Faculty Positions

12 President Tulin requested for the Council to make comments or
13 suggestions to improve the proposal.

14 The President commented that he finds it rather odd that Results of
15 Background Investigation will actually be given a percentage weight. This item
16 should be separate from the other criteria because this is just to ascertain whether
17 the candidate has any bad record, in the first place. If the record of the candidate
18 is spotty, it will be best to drop the candidate.

19 The President suggested that the 5% allocation should instead be
20 incorporated under Educational Background which then increases from 35% to
21 **40%** of the total percentage weight. The other criteria and their percentage
22 weights include: Work Experience - **10%**; Professional
23 Development/Achievements - **10%**; Interview - **10%**; Teaching Demonstration -
24 **20%**; Applicable License/Eligibility/Skills Certificates -5%; and Other
25 Qualifications - 5%. Other Qualifications may include: talents, skills, sports,
26 computer literacy, and others.

27 Dr. Dilberto O. Ferraren moved for the approval of the proposal, as
28 modified.

29 Dr. Othello B. Capuno seconded the motion.

30 The University Administrative Council unanimously passed

University Administrative Council
Visayas State University
Visca, City of Baybay, Leyte

Resolution No. 37
Series of 2018

A Resolution Approving the Proposal to Revise the Criteria and Percentage Weight in Evaluating Teacher Applicants and the Rating Instrument to Evaluate Applicants for Teaching Faculty Positions, as modified and recommending the Proposal to the VSU Board of Regents for Final Approval.

Univ. ADCO Action: **APPROVED**

Date: 19 June 2018

B. New Business

1. Financial Matters

a. *Proposal for the Utilization of Income for the 3rd Quarter of 2018*

President Edgardo E. Tulin requested Ms. Louella C. Ampac to make the presentation.

Ms. Ampac informed the Council that per suggestion of the University Secretary, the Budget Utilization presentation should be more in line with the DBM Budget Cycle which is by Calendar Year rather than the existing Budget Utilization presentation which is by Quarter.

After due discussion, the UADCO felt that it was time to “move on” considering that every calendar year, now consists of two full semesters plus a summer term. Specifically, the 2nd Semester starts in January and ends in May; then the Summer Term starts in June and ends in July; and finally, the 1st Semester starts in August and ends in December. Thus, given this new Semestral Order in occurring in one Calendar Year, the University is better able to project its Income and Expense streams.

Ms. Ampac emphasized that for this presentation, the Utilization of Income is divided between the month of July (*part of the summer term*) and the whole of the 1st Semester of SY 2018-2019, from 01 August to 31 December 2018. The coming 1st Semester of SY 2018-2019 will be the

1 initial implementation of Republic Act 10931 otherwise known as the
2 “Free Tertiary Education Law.”

3 The Sources and Uses of funds for July and the 1st Semester of SY
4 2018-2019 have been Certified by the Budget Officers of all the VSU
5 Campuses.

6 The legal basis for the request is CHED Memorandum Order
7 (CMO) No. 20, s. 2011.

8 Dr. Roberto C. Guarte moved for the approval of the proposal, as
9 modified.

10 Dr. Othello B. Capuno seconded the motion.

11 The University Administrative Council unanimously passed

12 **University Administrative Council**
13 **Visayas State University**
14 **Visca, City of Baybay, Leyte**

15 **Resolution No. 38**
16 **Series of 2018**

17 A Resolution Approving the Proposal for the Utilization of Income
18 for the 3rd Quarter of 2018, as proposed and recommending the Proposal
19 to the VSU Board of Regents for Final Approval.

20 **Univ. ADCO Action: APPROVED**
21 **Date: 19 June 2018**

22 *b. Proposal for the Utilization of 2017 Unappropriated Collections (Other*
23 *School Fees and Fiduciary Funds) of VSU Alangalang*

24 President Edgardo E. Tulin requested Ms. Louella C. Ampac to
25 make the presentation.

26 Ms. Ampac informed the Council that these are “savings” from
27 2017 collections from Other School Fees and Fiduciary Fees amounting to
28 P2,001,733.42 and the University would like to use the savings for
29 augmentation of Maintenance and Other Operating Expenses (MOOE) in
30 the amount of P596,570.63 as well as to augment Capital Outlay (CO) in
31 the amount of P1,405,162.79.

32 The legal basis for the request is Section 3 (x) of CHED
33 Memorandum Order (CMO) No. 20, s. 2011.

1 Dr. Roberto C. Guarte moved for the approval of the proposal, as
2 modified.

3 Dr. Antonio P. Abamo seconded the motion.

4 The University Administrative Council unanimously passed

5 **University Administrative Council**
6 **Visayas State University**
7 **Visca, City of Baybay, Leyte**

8 **Resolution No. 39**
9 **Series of 2018**

10 A Resolution Approving the Proposal for the Utilization of 2017
11 Unappropriated Collections (*Other School Fees and Fiduciary Funds*) of
12 VSU Alangalang in the amount of P2,001,733.42, as proposed and
13 recommending the Proposal to the VSU Board of Regents for Final
14 Approval.

15 **Univ. ADCO Action: APPROVED**
16 **Date: 19 June 2018**

17 c. *Proposal for the Utilization of Remaining 2017 Unappropriated*
18 *Collections of VSU Tolosa for the purchase of One (1) Motor Vehicle*

19 President Edgardo E. Tulin requested Ms. Louella C. Ampac to
20 make the presentation.

21 Ms. Ampac informed the Council that the amount of P1.0 mil from
22 2017 “unappropriated collections” of VSU Tolosa still remains. The VSU
23 Tolosa has proposed tha the remaining amount be used to purchase a
24 multi-purpose service vehicle which will be used to haul supplies and
25 materials from Tacloban City as well as provide badly needed service
26 vehicle for faculty and staff.

27 The legal basis for the request is Section 3 (x) of CHED
28 Memorandum Order (CMO) No. 20, s. 2011.

29 Dr. Roberto C. Guarte moved for the approval of the proposal, as
30 modified.

31 Dr. Antonio P. Abamo seconded the motion.

32 The University Administrative Council unanimously passed

33 **University Administrative Council**
34 **Visayas State University**
35 **Visca, City of Baybay, Leyte**

Resolution No. 40
Series of 2018

A Resolution Approving the Proposal for the Utilization of 2017 Unappropriated Collections (*Other School Fees and Fiduciary Funds*) of VSU Alangalang in the amount of P2,001,733.42, as proposed and recommending the Proposal to the VSU Board of Regents for Final Approval.

Univ. ADCO Action: APPROVED
Date: 19 June 2018

- d. *Endorsement from the Bids and Award Committee – BAC Resolution No. 15, s. 2018 – to Award the 40 Square Meter Area inside the Mix-Use TBI Building to the Winning Bidder, the Philippine National Bank (PNB)*

President Edgardo E. Tulin requested Ms. Louella C. Ampac to make the presentation.

Ms. Ampac informed the Council that the Bids and Awards Committee (BAC) advertised the availability of 40 sq. meters of space inside the mixed-use TBI Building in a nationally-circulated newspaper.

Only one (1) interested party made a bid for said space.

After due diligence by the BAC, the lone bidder was found to have the highest responsive bid, and was therefore awarded the Lease for the 40 sq. meter Office Space inside the Mixed-use TBI Building, VSU Main Campus, City of Baybay, Leyte.

The legal basis for the BAC Action is COA Circular No. 88-282A.

Dr. Othello B. Capuno moved for the approval of the proposal, as modified.

Dr. Antonio P. Abamo seconded the motion.

The University Administrative Council unanimously passed

Resolution No. 41
Series of 2018

Univ. ADCO Action: APPROVED
Date: 19 June 2018

- The University Administrative Council unanimously passed

1 University Administrative Council
2 Visayas State University
3 Visca, City of Baybay, Leyte
4 Resolution No. 42
5 Series of 2018

6 A Resolution Approving the Proposal of the OVPRGEA to Utilize
7 the Special Trust Fund (*share of the OVPRGEA from the Tuition Fees*
8 *Collected in 2017*) to Improve the Facilities and Services of the IGPs and
9 STF Projects, as proposed and recommending the Proposal to the VSU
10 Board of Regents for Final Approval.

11 Univ. ADCO Action: APPROVED
12 Date: 19 June 2018

13 2. Administrative Matters

- 14 a. *Request of the Cash Division to close the VSU AREC Account No. 3572-*
15 *1020-75 and Transfer the Money to VSU Trust Account No. 3572-1000-4*

16 President Tulin requested requested Ms. Louella C. Ampac to
17 make the presentation.

18 Ms. Ampac informed the Council that in particular, the Land Bank
19 of the Philippines (Baybay) has been writing the University regarding the
20 dormant account of the VSU AREC under LBP Account No. 3572-1020-
21 25. All dormant accounts are automatically levied a "bank charge"
22 because it is a non-moving account.

23 The Accounting Division apparently was misled into believing that
24 the VSU-AREC Account has been placed in a separate 101 Trust Fund -
25 3572-1000-4. Thus, all expenses of the AREC were paid out from this 101
26 Trust Fund.

27 In view of this apparent error, the Cash Division is requesting that
28 the dormant Land Bank Account No. 3572-1020-25 to immediately
29 transferred to special Trust Fund Account No. 3572-1000-4 to replenish
30 the said 101 Trust Fund with the same amount that were paid covering the
31 expenses of the AREC Project.

32 Dr. Othello B. Capuno moved for the approval of the proposal, as
33 modified.

34 Dr. Antonio P. Abamo seconded the motion.

1 The University Administrative Council unanimously passed

2 **University Administrative Council**
3 **Visayas State University**
4 **Visca, City of Baybay, Leyte**

5 **Resolution No. 43**
6 **Series of 2018**

7 A Resolution Approving the Request of the Cash Division to close
8 the VSU AREC Account No. 3572-1020-75 and Transfer the Money to
9 VSU Trust Account No. 3572-1000-4, as proposed and recommending the
10 Proposal to the VSU Board of Regents for Final Approval.

11 **Univ. ADCO Action: APPROVED**

12 Date: 19 June 2018

- 13 b. *Request of the VSU Credit Cooperative to Construct a 2-Storey VSU-CC*
14 *Building beside the Administration Building*

15 The President informed the Council that the 25-year lease-contract
16 of the VSU Credit Cooperative (VSU-CC) as well as the BIDANI project
17 has already expired this month. In this regard, the Manager of the VSU-
18 CC, Dr. Nerelito P. Pascual and the Project Coordinator of the BIODANI
19 Project, Dr. Samuel S. Go, have already made representations with the
20 University President regarding the renewal of their respective leases in the
21 “*Old Administration building.*”

22 The President further narrated that he informed both Dr. Pascual
23 and Dr. Go that Administration is planning to construct a Boardroom
24 where the VSU-CC and Canteen now are located. Dr. Pascual informed
25 the University President that the VSU-CC Board had plans of
26 “constructing a 2-storey Annex Building located at the back of the
27 Registrar’s Office and near the back entrance of the Old Administration
28 Building. This will mean that the “access road at the rear part of the Old
29 Administration” will have to be reconfigured because of the proposed
30 VSU-CC building.

31 Atty. Rysan C. Guinocor, the University Legal Counsel, informed
32 the Council that initially, the VSU-CC wanted a 50-year lease but after
33 discussion, the period was lowered to 20-years.

1 Dr. Dilberto O. Ferraren, Vice President for Planning, Resource
2 Generation and External Affairs, inquired why the VSU-CC is planning to
3 build a 2-storey building within the vicinity of the VSU Administration
4 Building. Dr. Ferraren reminded the Council that VSU-CC is a private
5 entity and construction of an "annex building" will distort the original
6 view. It would be best that the proposed new building will be constructed
7 in the Market area because there is so much space available and this is
8 where private business should be located.

9 Dr. Antonio P. Abamo, Dean of the College of Management and
10 Economics, opined that if the VSU-CC really has the money to construct a
11 new building, this building should be located within the Market Area
12 because this is the "business hub" of the University. A private building
13 should not be placed alongside a government building. Further, because of
14 technology, the cooperative can conduct its business with clients on-line.

15 Atty. Ryzan C. Guinocor, University Legal Counsel, informed the
16 Council that he was able to talk to the VSU-CC General Manager, Dr.
17 Nerelito P. Pascual regarding the matter. Dr. Pascual explained to him that
18 the VSU-CC wants to be very near the Administration building because it
19 wants to be close to its clients. As an example, Dr. Pascual identified the
20 workers who would want to encash their cheques during paydays.

21 Dr. Roberto C. Guarte indicated that he was in full agreement with
22 the observations made by Dr. Ferraren and Dr. Abamo. He further
23 commented that the area identified by the VSU-CC at the back of the
24 Administration building is quite small and a further extension of 5 meters
25 on the side will definitely cause a distortion of the design of the building.
26 Further, the proposed building will also be very near the existing road.

27 Dr. Guarte pointed out that the VSU-CC is a private entity and as
28 such it should locate its new building within the VSU Market. There is a

1 good chance that the VSU-CC can still “make an expansion” if the new
2 building is located within the VSU Market.

3 Engr. Mario Valenzona informed the Council that he pointed out to
4 the officers of the VSU-CC that constructing a building in the area will
5 cut-off the natural air circulation in the Registrar’s Office.

6 The University Secretary inquired what is the legal basis for the
7 construction of a private building beside the Administration building.

8 President Tulin indicated that the MOA between the University
9 and the VSU-CC just expired. The expired MOA has a provision that said
10 MOA can be renewed, at the discretion of the University. This is the legal
11 basis. This also means that the University has the leverage to transfer or
12 relocate the VSU-CC which will be the main issue in the Second MOA.

13 Dr. Othello B. Capuno informed the Council that at the Eastern
14 Visayas State University (EVSU), the EVSU Administration decided to
15 locate their Cooperative within the University and even provided them use
16 of a building. The VSU-CC aims to provide financial services to faculty,
17 staff, and students.

18 Dr. Abamo commented that while the EVSU indeed permitted
19 their Coop to use an adjacent building, this may not necessarily provide a
20 legal basis. The procedure implemented by the EVSU is questionable. In
21 our case, it will be best to stick to what is legally binding in terms of
22 where the new building can be constructed.

23 Dr. Editha Cagasan informed the Council that in the
24 West Visayas State University, the Coop building is in an area near the
25 Administration building.

26 Ms. Ampac commented that the proposed VSU-CC building will
27 definitely cost a lot of money and as a member, she inquired whether the
28 Board of Directors can approve this construction project without securing
29 the approval of the General Assembly.

1 President Tulin indicated that if the VSU-CC has the money to
2 construct a new building, it will be treated as an investment and will
3 require the approval by the General Assembly. The location of the new
4 proposed building will be in the VSU Market and not in the
5 Administration Building.

6 Dr. Ferraren commented that if the VSU-CC wants to stay in the
7 Administration building, it has to be in another office space within the
8 Administration building. The proposal of construct a new building beside
9 the Administration building will definitely "change" the original design of
10 the Administration Building.

11 The President informed the Council that the University will be
12 using the present premises occupied by the VSU-CC and the Canteen as a
13 Boardroom. This will mean that the VSU-CC will have to vacate their
14 present office and transfer. Currently, the MOA between the VSU-CC and
15 the BIDANI has also expired some time ago. The VSU-CC should transfer
16 to the space occupied by the BIDANI while the BIDANI will be placed in
17 the small room of the OVPRGEA, in the meantime.

18 Atty. Rysan C. Guinocor informed the Council that under the Law,
19 the Coop has higher "rights to loan repayments" than the LandBank. This
20 is how much closer our Coop is with its clientele.

21 Dr. Guarte suggested that should a new building be approved, a
22 Usufruct Agreement will be signed instead of a MOA.

23 Atty. Guinocor indicated that a Usufruct will stipulate that after a
24 few years of use, the Coop will turn over the new building to the
25 University.

26 President Tulin indicated that this is not the main issue. The
27 specifics of a Build-Operate-Transfer can be discussed later. The Main
28 Issue is what area in the University can the VSU-CC construct a new

1 building. This Proposal is suggesting that the new Coop building be built
2 beside the Administration Building.

3 The President suggested that the proposal be further refined and
4 studied carefully.

- 5 c. *Request of Dr. Samuel S. Go to put-up a Small Opening on the Concrete*
6 *Fence of VSU (as shown in the attached Sketch Plan)*

7 President Tulin informed the Council that the proposal calls for the
8 “creation of a small opening in the concrete perimeter fence leading to the
9 apartment houses owned by Dr. Go.” The said apartment building is being
10 managed by Mr. Onofre “Jun” Betonio, Jr. The proposed “new gate” will
11 be located between the apartment houses of Dr. Edith Cagasan and Mr.
12 Jude Rola.

13 Dr. Romel B. Armecin commented that he will also be adversely
14 affected if an opening in the perimeter fence is approved because his
15 apartment is beside that of Dr. Cagasan. Dr. Armecin mentioned that even
16 though the other exit points (between the Napiere and Bastasa housing)
17 have been closed, there are still students who make attempts at breaching
18 the perimeter fence. The exits in the apartment area were closed because
19 of the incidents when rampant thefts *via* “Akyat Bahay” occurred in the
20 area. The proposal really poses a very serious security threat to the
21 apartment dwellers.

22 The President inquired whether the people living beyond the
23 perimeter fence have authority to construct their houses there. This is
24 supposed to be part of the No Build Zone because it is located at the side
25 of the river.

26 Dr. Armecin informed the Council that at the back of the apartment
27 occupied by Dr. Lina, there is a house that is constructed using the
28 perimeter fence as the back portion of the house. This is definitely a more
29 serious security threat and a dangerous precedent.

1 Dr. Cagasan mentioned that her apartment area often gets
2 victimized by "outsiders" who carry with them bamboo ladders. Their
3 access point (entry and exit) is the mango or jackfruit tree at the back of
4 Jude Rola's residence. As it is, residents of the area experience losses.
5 What more if there is already an opening in the area.

6 Dr. Guarte informed the Council that there was really a plan to
7 build a "Circumferential Road" in the area for easy monitoring of the area.
8 This will also require the immediate closure of all gates and other
9 entry/exit access points. The opening at the back portion of the Vergara
10 residence is illegal and should have remained closed. However, it is
11 remains open until the present.

12 The University Secretary commented that the tree alongside the
13 fence at the back portion of the Rola residence should be cut so that it will
14 no longer be used by outsiders to clamber over the perimeter fence.

15 Atty. Guinocor informed the Council that there is an issue raised in
16 the Sketch Plan in that allegedly, VSU "encroached" on Dr. Go's land. It
17 was for this reason that he had checked the lot number indicated in the
18 Sketch Plan provided, but was unable to locate the Lot No. mentioned.
19 Further check of the said sketch seems to indicate that the area being
20 referred to could in fact be the dried river bed.

21 Atty. Guinocor clarified that he was able to locate Lot Numbers
22 20, 23, 24 and 25. However, Lot No. 21, the land indicated in the Sketch
23 Plan, could not be located. There is a need to verify where the "lot
24 monument" demarcating the VSU Land and those of outsiders is really
25 located.

26 The University Secretary suggested that the expertise of the
27 Department of Geodetic Engineering should be tapped to survey the land
28 owned by the University along the Perimeter Fence. The old maps
29 showing the original "monuments" should be carefully re-surveyed

1 because when the fence was constructed, the University moved back about
2 5 meters from its original demarcated land area to pave the way for a
3 circumferential road alongside the Perimeter Fence.

4 After due deliberation and after weighing the pros and cons of the
5 Request, the University Administrative Council disapproved the proposal
6 for security reasons.

7 The President then directed the Department of Geodetic
8 Engineering to re-survey the University land alongside the Perimeter
9 Fence to clearly establish the actual land holding of the University.

10 President Tulin inquired whether there were any other comments
11 and/or suggestions.

12 Hearing none, the President deemed the proposal approved.

13 The University Administrative Council passed

14 **University Administrative Council**
15 **Visayas State University**
16 *Visca, City of Baybay, Leyte*

17 **Resolution No. 45**
18 *Series of 2018*

19 A Resolution *Disapproving the Request of Dr. Samuel S. Go to put-*
20 *up a Small Opening on the Concrete Fence of VSU* (as shown in the
21 attached Sketch Plan) for Security Reasons and directing the Department
22 of Geodetic Engineering to re-survey the University land alongside the
23 Perimeter Fence to clearly establish the actual land holding of the
24 University.

25 **Univ. ADCO Action: APPROVED**
26 **Date: 19 June 2018**

- 27 d. *Petition Letter from the Terrestrial and Aquatic Restoration by Students*
28 *Immersed in Environmental Reforms (TARSIER)*

29 The President informed the Council that the TARSIER group is
30 requesting the University authorities to issue an order banning the "use
31 and trade of plastic straws."

32 Dr. Guarte informed the Council that there are two (2) vendors in
33 the Department of Pure and Applied Chemistry (DoPAC) that are
34 "constructing permanent stores" inside the DoPAC. The flooring of their
35 stores is made of concrete and the roofs utilize corrugated iron sheets. The

1 PEPSI Cola dealer keeps on delivering a lot of soft drinks to these two
2 stores on a regular basis.

3 The President directed Dr. Ferraren to look into this suggested that
4 the proposal should also include a ban on the use and trade of single-use
5 plastic bags and containers within the University especially in the VSU
6 Market.

7 Dr. Guarte commented that he is not aware who actually permitted
8 these “building vendors” to construct their own stores.

9 The President indicated that “the sale of soft drinks within
10 University premises should be limited only to special occasions.”

11 The President informed the Council that the Waste Management
12 Committee has decided to “construct concrete Bahay Kubo (*waste stall*
13 *receptacles*) for Biodegradeable, Non-Biodegradeable and Recyclable
14 waste. These structures will be located in different parts of the University
15 including the residential areas, so that everybody will be encourage to
16 segregate their waste.

17 President Tulin inquired whether there were any other comments
18 and/or suggestions.

19 Hearing none, the President deemed the proposal approved.

20 The University Administrative Council passed

21 **University Administrative Council**
22 **Visayas State University**
23 *Visca, City of Baybay, Leyte*

24 **Resolution No. 46**
25 *Series of 2018*

26 A Resolution Approving the *Petition Letter from the Terrestrial and*
27 *Aquatic Restoration by Students Immersed in Environmental Reforms*
28 *(TARSIER)* for the immediate banning of the use and sale of plastic
29 straws as well as of single-use plastic bags and containers within the
30 University System, as modified and endorsing the same to the VSU
31 Governing Board for Final action.

32 **Univ. ADCO Action: APPROVED**
33 **Date: 19 June 2018**
34

1 e. *Sabbatical Leave of Four (4) Faculty*

2 The President informed the Council that four (4) faculty members,
3 Dr. Editha Cagasan, Dr. Lijuera J. Cuadra, Dr. Jacqueline Guarte, and Dr.
4 Teofanes A. Patindol, have been endorsed by the Academic Personnel
5 Board (APB) for Sabbatical Leave in the coming School Year 2018-2019.

6 The President inquired whether there were any comments and/or
7 objections.

8 Hearing none, the President deemed the proposal approved.

9 The University Administrative Council passed

10 **University Administrative Council**
11 **Visayas State University**
12 *Visca, City of Baybay, Leyte*

13 **Resolution No. 47**
14 *Series of 2018*

15 A Resolution *Approving the Sabbatical Leave of Four (4) Faculty: Dr.*
16 *Editha Cagasan, Dr. Lijuera J. Cuadra, Dr. Jacqueline Guarte, and Dr.*
17 *Teofanes A. Patindol, as presented and endorsing the same to the VSU*
18 *Governing Board for Final action.*

19 **Univ. ADCO Action: APPROVED**

20 Date: 19 June 2018

21 3. Other Matters

22 a. *Request to Purchase Two (2) Low-Powered Firearms*

23 The President informed the Council that he was “given a letter”
24 informing me that only the University President can make a request for the
25 issuance of a license to purchase low-powered firearms.

26 Atty. Guinocor informed the Council that per information from
27 Engr. Gumaood, the actual licensee will not be the President but the
28 University because the University is considered a Juridical Entity,
29 meaning that it has a personality of its own. The President probably is just
30 a representative of the VSU.

31 President Tulin indicated that he would not want that the gun
32 license will be in his name.

1 The University Secretary inquired what kind of hand guns are
2 going to be purchased?

3 Atty. Guinocor informed the Council that from what he heard, the
4 license that will be requested will be for 9mm handguns.

5 The University Secretary inquired who will use these handguns
6 considering that the effective range of these handguns is very short.

7 Atty. Guinocor informed the Council that SG Jeremy Caintic has
8 now been assigned to make follow-ups on this matter. However, during
9 the time of Pres. Bacusmo, SG Rafael "Paeng" Mascariñas was the
10 Property Custodian of the firearms of the University, he was able to
11 accompany him to the PNP Regional Office in Candahug, Palo, Leyte. It
12 was only during that visit that the PNP realized that the VSU had plantilla
13 positions for security guards. All the while, the PNP thought that VSU had
14 its own Security Agency. The PNP Regional Office then informed SG
15 Mascariñas and myself that "VSU had to register with the PNP its security
16 force" only the security force of the Central Bank of the Philippines had
17 been licensed by the PNP as a Government Guard Unit (GGU). There are
18 requirements to be accomplished before VSU can be able to apply for a
19 GGU license for its security force. *Sans* this license, VSU **cannot**
20 maintain its own security force and VSU will be forced to hire security
21 guards from an agency.

22 Atty. Guinocor informed the Council that the Security Office will
23 be hard pressed to accomplish the requirements for a GGU status of the
24 VSU security force. Some of the requirements include: at least one (1)
25 dedicated security vehicle; CCTV; and a Firearms vault. Thus, for a
26 government agency like VSU, to be able to maintain its own security unit,
27 the PNP will require that its minimum requirements are met.

28 The University Secretary informed the Council that there are two
29 (2) types of firearms vaults. The first one is called a Long Firearms Vault

1 and the second one is called a Handgun Vault. The Long Firearms Vault
2 looks like a "two-door cabinet" with a shelf where high caliber firearms
3 (*with stock*) are stored. The Handgun Vault, on the other hand, looks like
4 "regular cabinet" where small handguns are carefully stored and their
5 positions are marked. All private Security Agencies have these Vaults
6 because these firearms are routinely inspected by the PNP. In our case,
7 there are some firearms that no longer work because these are rusted
8 already and have not undergone any regular maintenance check-ups.

9 Atty. Guinocor informed the Council that the BAC is planning to
10 "out-source the Security Force" beginning in 2019.

11 After the long discussion, the President inquired whether there are
12 any question, suggestions and/or objections to the proposal.

13 Hearing none, the President declared the proposal approved.

14 The University Administrative Council passed

15 **University Administrative Council**
16 **Visayas State University**
17 *Visca, City of Baybay, Leyte*

18 **Resolution No. 48**
19 *Series of 2018*

20 A Resolution *Approving the Request to Purchase Two (2) Low-*
21 *Powered Firearms, Subject to the following conditions: 1) the handgun to*
22 *be purchase will be limited to a .22 caliber firearm; 2) that the President*
23 *will not be the firearm licensee and endorsing the same to the VSU*
24 *Governing Board for Final action.*

25 **Univ. ADCO Action: APPROVED**
26 **Date: 19 June 2018**

- 27 2. *Request of the PhilRootCrops for Approval to Authorize Dr. Julie D. Tan*
28 *to be the Account Holder for the e-LTO (License-To-Operate) the*
29 *PhilRootCrops Processing Plant*

30 President Tulin informed the Council that there is a need to
31 designate Dr. Julie D. Tan as the "*focal person for the e-License to*
32 *Operate*" of the PhilRootCrops Processing Plant. This *e-LTO* is just a
33 special license to operate and good only for "*food products*" which is
34 required by the Food and Drug Administration (FDA). Dr. Julie Tan is a
35 member of the Food Safety Team in the Region.

1 Dr. Capuno commented that a complicating situation for this to
2 happen is the fact that Dr. Tan is on Sabbatical Leave. She still has another
3 six (6) months of her sabbatical leave.

4 The Board Secretary informed the Council that the Board of
5 Regents decided that "all those on sabbatical leave cannot use any of the
6 facilities of the University." This includes the use of the laboratories.

7 President Tulin informed the Council that faculty on sabbatical
8 leave **cannot** handle projects or studies. These will have to be assigned to
9 other people for the duration of the sabbatical leave. For those with
10 existing research or extension projects/studies, it would be wise to write a
11 letter transferring these projects/studies to certain individuals with a
12 colatilla that upon his/her reinstatement, the projects/studies will be
13 returned to him/her.

14 President Tulin indicated that Dr. Julie Tan will resume her duties
15 as the Account Holder for the e-LTO (*License-To-Operate*) the
16 PhilRootCrops Processing Plant upon her return to work.

17 After the discussion, the President inquired whether there are any
18 question, suggestions and/or objections to the proposal.

19 Hearing none, the President declared the proposal approved.

20 The University Administrative Council passed

21 **University Administrative Council**
22 **Visayas State University**
23 *Visca, City of Baybay, Leyte*

24 **Resolution No. 49**
25 *Series of 2018*

26 A Resolution Approving the Request of the PhilRootCrops for
27 Approval to Authorize Dr. Julie D. Tan to be the Account Holder for the e-
28 LTO (*License-To-Operate*) the PhilRootCrops Processing Plant, Subject
29 to Dr. Tan's reinstatement for work after the completion of her Sabbatical
30 Leave and endorsing the same to the VSU Governing Board for Final
31 action.

32 **Univ. ADCO Action: APPROVED**
33 **Date: 19 June 2018**

1 3. *Request of Mr. and Mrs. Joel M. Ancheta for a Road Right of Way (RROW)*
2 *of 8m x 65m Passing through the Adjacent VSU Property (Lot 7206-Pcs-5)*

3 President Tulin requested Atty. Guinocor to enlighten the Council
4 about the request of Mr. and Mrs. Joel Ancheta.

5 Atty. Guinocor informed the Council that the request of Mr. and
6 Mrs. Ancheta is for an 8m x 65m Road Right of Way (RROW) passing
7 through VSU property identified as Lot 7206-Pcs-5 which is located in the
8 Patag area. Based on the sketch map provided by Mr. and Mrs. Ancheta, it
9 is clear that they are co-owners of a big lot and their lot (Lot E) is located
10 in the inner most portion of the land. He also pointed out that Lot A is
11 owned by a Henry and Edna Acusar. There are other owners of various
12 lots located near the National Highway in Brgy. Patag, known as Lot B,
13 Lot C, and Lot D. Lot E is the inner most lot.

14 Atty. Guinocor explained that this is now the problem facing Mr.
15 and Mrs. Ancheta because they need to have access to the national
16 highway for them to be able to develop their land. What is perplexing is
17 that why Mr. and Mrs. Ancheta was not given a Right-Of-Way by the
18 original owner of the land when this is required by law before a
19 subdivision plan is approved. Apparently, the original owner never
20 submitted a subdivision plan to authorities and just sold the land to
21 different individuals.

22 The University Secretary commented that the University does not
23 have to provide the requested RROW. Mr. and Mrs. Ancheta can take the
24 University to Court at their peril.

25 Atty. Guinocor pointed out that in many cases decided by the
26 Supreme Court, the Right-of-Way is the "*shortest distance from the lot to*
27 *the main road or highway.*" In the same vein, the Supreme Court also
28 stated that "*the Right-of-Way will not be given for the convenience of the*
29 *requesting party.*" In this specific situation, it appears that the entire area

1 was subdivided into separate lots but, did not provide a right-of way to the
2 owners of the most interior lot.

3 President Tulin commented that indeed, the owner of the most
4 interior land should have been given a right-of-way when the area was
5 subdivided. So, what should the University do?

6 Atty. Guinocor pointed out that the couple may file a civil case in a
7 Proper Court for RROW against the University. Only then will the
8 University make its answer to whatever petition the couple may file.

9 The University Secretary commented that in all the proceedings
10 from the Filing of the Case to its eventual end, all costs will be borne by
11 the litigant. Normally, the in cases like this, a land exchange agreement is
12 hammered out and the usual rate is three times (3X) the size of the area of
13 the RROW being requested, In this case, the area of the requested RROW
14 will be about 500 m². However, the University should require that it also
15 be paid in land about three times this area of the RROW or about 1500 m².

16 After the discussion, the President inquired whether there are any
17 question, suggestions and/or objections to the proposal.

18 Hearing none, the President declared the proposal approved.

19 The University Administrative Council passed

20 **University Administrative Council**
21 **Visayas State University**
22 *Visca, City of Baybay, Leyte*

23 **Resolution No. 50**
24 *Series of 2018*

25 A Resolution *Disapproving the Request of Mr. and Mrs. Joel*
26 *Ancheta for a Road Right of Way (RROW) of 8m x 65m Passing through*
27 *the Adjacent VSU Property (Lot 7206-Pcs-5).*

28 **Univ. ADCO Action: DISAPPROVED**
29 **Date: 19 June 2018**

30 4. *Proposal to Utilize the STF Share of OVPRGEA*

31 President Tulin requested Dr. Dilberto O. Ferraren, VP for
32 Planning, Resource Generation and External Affairs to present the
33 proposal.

1 Dr. Ferraren informed the Council that the OVPRGEA currently
2 has funds amounting to about P1.148 million coming from the
3 OVPRGEAs share from Tuition fees that can be used to upgrade the
4 different Income Generating Projects (IGPs) of the University.

5 Dr. Ferraren then enumerated the needs of the different facilities
6 that require immediate attention:

- 7 a) improvement of the Kitchen of the VSU Pavilion;
- 8 b) the Upgrading of the IGP Office in the Market area;
- 9 c) rehabilitation of the VSU Spring Water facility;
- 10 d) improvement of the facilities in the International Student Dormitory;
- 11 e) purchase of additional equipment and facilities in the Seafront Suites;
- 12 f) renovation of the Comfort Rooms at the Beach Garden Resort;
- 13 g) improvement of the Kitchen at the Beach Garden Resort;
- 14 h) repair and rehabilitation of the stalls in the VSU Market;
- 15 i) purchase of equipment for the Hostel to enable it to offer Breakfast to
16 clients; and
- 17 j) purchase of Uninterruptable Power Supply (UPS) units for each
18 computer unit in the VSU Market Internet Center.

19 President Tulin thanked Dr. Ferraren for the summary of the things
20 that need to be done.

21 The resident then mentioned to Dr. Ferraren that based on his
22 observation, the upkeep and maintenance of the Toilets/Comfort Rooms of
23 the IGP facilities is the most pressing problem. Visitors of the University
24 usually have to use the toilets/comfort rooms in the various IGP facilities.
25 It is really a wonder why Management is unable to maintain the
26 cleanliness of these facilities. What is really the problem facing
27 Management insofar as the upkeep and maintenance of these facilities?
28 This include the Pavilion, Guest House, CCE, Convention Hall, Beach
29 Garden and other facilities open to the public.

1 Dr. Ferraren commented that there should be a dedicated worker
2 assigned to maintain the cleanliness of the toilet /comfort rooms in the IGP
3 areas.

4 Dr. Capuno commented that based on his observation, the poor
5 state of cleanliness of the toilets/comfort rooms especially in the IGP
6 facilities of the University is poor design and low quality workmanship. It
7 can be noted that in most if not all areas, the floors are wet because of
8 leaks.

9 The President commented that since Dr. Ferraren will be upgrading
10 the toilets/comfort rooms in the different IGP facilities, the design and
11 equipment including the tiling should meet quality standards for these
12 kinds of facilities.

13 Atty. Guinocor informed the Council that the BAC just bids out
14 what is specified by the different units. This is based on the requirements
15 of RA 9184 that government entities are prohibited from buying based on
16 "brand names." It is therefore incumbent on the ordering units to "clearly
17 specify what they want."

18 The President commented that the "building plans including those
19 still being planned" are a bit outdated. The toilets still are very traditional
20 and lack character. Even the tiles used demand better attention.

21 Dr. Ma. Juliet C. Ceniza commented that one of the factors
22 contributing to the wet comfort room floors is the poor quality pipes being
23 used including the workmanship. The pipes below the sink are the ones
24 that usually leak. Further, the faucets used are so weak that it can get
25 broken very easily.

26 Prof. Francisco G. Gabunada, Fr. Commented that what the
27 University needs is a Technical Working Group that is well versed with
28 different products and knows what kinds of materials should be purchased
29 by the University.

1 The President indicated that the University actually has a
2 Technical Working Group. Maybe this group is not well versed in their
3 job.

4 The University Secretary commented that even if there are other
5 suppliers in and around Leyte, there seems to be a "rush" to secure
6 whatever is being requested because the requisitioning party wants the
7 goods delivered as soon as possible.

8 President Tulin indicated that the University has to make concrete
9 measures on ensuring that the toilets/comfort rooms be kept clean and well
10 maintained especially in the Convention Hall and the CCE and directed
11 Engr. Mario Valenzona to see to it that the upgrading of these facilities be
12 fast tracked as well.

13 The University Secretary suggested that the University put up a
14 "shower area" in the grassy area by the beach for use by the General
15 Public. The purpose of this shower area will just be for a quick shower
16 after swimming in the sea as well as to remove sand from the body and
17 feet. In this way, the beach goers will not have to use the comfort rooms
18 for removing dirt and sand which will eventually block the drains.

19 President Tulin commented that the male comfort room in the
20 Guest House has to be improved. At present, when a male person answers
21 the call of nature, he can be seen from the outside. The design needs
22 improvement.

23 The President also suggested that a portion of the present Guest
24 House be encased in glass because during the "fly season" it is very
25 difficult to ward off flies while everybody is busy eating.

26 Dr. Guarte informed the Council that he wants to look at long-term
27 proposals for the Hostel and Pavilion/Guest House. There is a need to
28 project up to the next three (3) years. As far a building a kitchen for the
29 Hostel is concerned, there is already an existing plan for this. This was the

1 reason why the Hostel has been fenced in. Building a decent kitchen near
2 the Hostel should be pursued but it should be incorporated in the Proposal.
3 In fact, there is also a Plan for the establishment of a "floating restaurant"
4 by the lagoon. There are already draft drawings of how this will be
5 undertaken.

6 Dr. Guarte indicated that he has observed that there are a lot of
7 outsiders selling bottled water in the University to the detriment of our
8 own Water Refilling Station. This situation has to be immediately acted
9 upon by Management.

10 The President commented that outsiders are not allowed to sell
11 within the University.

12 Dr. Ferraren informed the Council that outside competition is
13 happening because the VSU Water Refilling Station is unable to deliver to
14 University clients because it does not have its own transport. Dr. Ferraren
15 indicated that he wants to add the purchase of a motorcycle with side car
16 for the Water Refilling Station to be able to deliver water within the
17 University.

18 Dr. Guarte agreed that this should be a priority item.

19 Dr. Ferraren informed the Council that there is a water refilling
20 station right inside the apartment area and indicated that he will be looking
21 whether this is still on-going and whether there is an existing Contract
22 with the University that covers this.

23 The University Secretary commented that even our own Security
24 Guards do not stop these outsiders from making water deliveries inside the
25 University. They cannot implement this No Outsider Delivery policy.

26 The President instructed Atty. Guinocor to make discreet inquiries
27 relative to the water refilling at the apartment area. And issue a
28 Memorandum to the VSU Security Force to strictly implement the NO
29 Outsider Water Deliveries within the University Main Campus.

1 In a related development, Dr. Romel B. Armecin informed the
2 Council that at present, quite a number of 5-gallon water containers no
3 longer bear the VSU Water Refilling Station logo. This means that the
4 University's containers have been replaced by those from the outside
5 suppliers. Will it still be possible that only VSU water containers will be
6 refilled by our Water Refilling Station? The University has to control this
7 "open trading" because some of the non-VSU containers already have
8 some defects.

9 The University Secretary informed the Council that he tried to look
10 into this situation some time ago and found that a number of VSU
11 employees bring VSU containers for refilling in Baybay, but do not have
12 the time to wait for their containers to be refilled. So, the Outsider
13 Refilling gives his own container to the VSU staff in exchange. This
14 would not have happened had the VSU Water Refilling Station owned a
15 delivery vehicle.

16 President Tulin inquired from Dr. Ferraren whether the design for
17 the Kitchen at the Pavilion/Guest House will be contracted for the sum of
18 P50,000.00?

19 Dr. Ferraren informed the Council that the design of the new
20 Kitchen for the Pavilion/Guest House will be from an external source and
21 the sum of P50,000.00 will be reserved as payment of the winning
22 designer. At present, there is no more storage space in the Pavilion/Guest
23 House area. It is for this reason that dry ingredients (vegetables and the
24 like) as well as wet and frozen products are placed in an area where there
25 is "heavy human traffic." Further, there is a need to purchase chest
26 freezers for the kitchen.

27 Dr. Guarte commented that when the Pavilion/Guest House was
28 reconstructed after Typhoon Yolanda, there was a room specifically

1 identified as the Storage Room wherein only one (1) person can access at
2 a time.

3 Dr. Ferraren pointed out that this room is now used to store the
4 table cloths and other non-food materials that are usually used by the
5 Pavilion and Guest House.

6 President Tulin commented that dry goods and other ingredients
7 should not be placed side by side in a kitchen. We should take this into
8 account when we have a new design of the kitchen area. The new Kitchen
9 should be compact and clean.

10 Dr. Guarte also mentioned the need to improve the services of the
11 IKOT.

12 After the discussion, the President inquired whether there are any
13 more questions, suggestions and/or objections to the proposal.

14 Hearing none, the President declared the proposal approved.

15 The University Administrative Council passed

16 **University Administrative Council**
17 **Visayas State University**
18 *Visca, City of Baybay, Leyte*

19 **Resolution No. 51**
20 *Series of 2018*

21 A Resolution *Approving the Proposal to Utilize the STF Share of*
22 *OVPERGEA* sourced from the OVPERGEAs share from Tuition fees to
23 upgrade the different Income Generating Projects (IGPs) of the University,
24 as modified, and endorsing the same to the VSU Governing Board for
25 Final action.

26 **Univ. ADCO Action: APPROVED**
27 Date: 19 June 2018

28 L U N C H B R E A K

29 The President requested the University Secretary to convene the meeting after Lunch
30 Break and Chair the meeting. He had a meeting with the Commission on Audit (COA).

- 31 5. *APB Recommendation to Hire Dr. Rico O. Cruz as "Balik Scientist" from*
32 *31 May 2018 to 27 July 2018*

33 The University Secretary informed the Council that based on the
34 recommendation of the Academic Personnel Board (APB), Dr. Rico O.

1 Cruz will be spending 35 days with VSU and the other 35 days at SDSSU.
2 During his stay in the country, Dr. Cruz is expected to do the following:
3 (a) initiate the establishment of a Bamboo Processing Center; (b) help
4 enhance the National Renewable Energy Center; and (c) initiate the
5 establishment of a Fiber Processing Center. The period covered by the
6 recommendation is 21 May 2018 until 27 July 2018.

7 The University Secretary inquired why the period covered by the
8 recommendation is already way past the date of the UADCO meeting –
9 because it is already 19 June 2018. Why has the period already started
10 without the necessary approval?

11 Dr. Othello B. Capuno, VP for Research and Extension, informed
12 the Council that per information gathered, Dr. Cruz has been in
13 communication with Dr. Bacusmo and the dates were agreed upon
14 because Dr. Cruz still has to proceed to West Africa as part of the
15 agreement with the Bill Gates Foundation. VSU is also embarking of new
16 commodities like bamboo and other fibers which are in line with the areas
17 of specialization of Dr. Cruz. Dr. Cruz can even help in our renewable
18 energy project because he is an engineer.

19 Dr. Capuno further narrated that even the DOST has been
20 encouraging Filipino scientists abroad to become “Balik Scientists.”

21 The University Secretary commented that by the time the Board
22 acts on this matter, Dr. Cruz may no longer be with VSU. The University
23 Secretary suggested that the date covered by his appointment should be
24 after the 5 July 2018 BOR Meeting and that it will be the Academic
25 Personnel Board and not the UADCO that will make this change in date.
26 Dr. Guarte suggested that the effective date that will be reckoned with
27 should be when the date the DOST awards him as a Balik Scientist.

1 The University Secretary also suggested that the Academic
2 Personnel Board amend its recommendations so that the recommended
3 timeframe will jibe with the UADCO and/or BOR Meetings.

4 No other questions and/or suggestions were raised.

5 The University Administrative Council unanimously passed

6 **University Administrative Council**
7 **Visayas State University**
8 *Visca, City of Baybay, Leyte*

9 **Resolution No. 52**
10 *Series of 2018*

11 A Resolution Approving the APB Recommendation to Hire Dr. Rico
12 O. Cruz as "Balik Scientist" for a period of 35 days effective upon
13 approval of his Balik Scientist application by the Department of Science
14 and Technology (DOST), and endorsing the same to the VSU Governing
15 Board for Final action.

16 **Univ. ADCO Action: APPROVED**
17 Date: 19 June 2018

- 18 6. *Request of DPWH-Isabel, Leyte to Construct a Public Comfort Room*
19 *within the VSU Isabel Highway*

20 The Presiding Chair requested Dr. Alberto Carillas, Dean of the
21 VSU Isabel, to make the presentation.

22 Dr. Carillas informed the Council that this is a DPWH Project and
23 will not cost the University anything for its construction. The University,
24 however, has been requested to provide the land where the Comfort Room
25 will be constructed along the National Highway. The main advantage of
26 hosting the DPWH Project is that it caters to the needs of the travelling
27 public along the Isabel-Palompon route. Some of the perceived
28 disadvantages include: a) may be costly, if VSU Isabel will provide for the
29 utility [person to maintain said facility; b) too demanding (on the part of
30 the manpower) especially during holidays and breaks); c) strangers may
31 tamper and vandalize the said facility; and d) may be turned into a "dating
32 spot" and a place where "lascivious acts" may happen.

33 Insofar as the lighting is concerned, this will be powered using
34 Solar Panels which will also power the water pump. What is most at risk

1 for thieves are the led bulbs that will be used in the facility. There will be
2 three (3) toilets each for the males and the females and one (1) toilet for
3 the PWD.

4 The Presiding Officer inquired what is the final decision of the
5 VSU Isabel? Accept or not accept the DPWH project?

6 Dr. Carillas indicated that the VSU Isabel finds it very difficult to
7 refuse the suggestion of the Mayor of Isabel to have the construction along
8 the VSU Isabel National Highway. Engr. Mario Valenzona visited the
9 campus and we have identified three (3) possible sites for the DPWH
10 comfort room project. The VSU Isabel would like to have this facility
11 constructed across the "old gate" of the lower campus.

12 President Tulin rejoined the Council after the COA meeting.

13 President Tulin commented that there has to be very good
14 maintenance of the facility so that it will smell clean. It has been the
15 experience here in the Main Campus that there are times when the public
16 restroom becomes smelly because there is no one who looks after it.

17 Dr. Carillas pointed out that the he would prefer that the Isabel
18 LGU will provide one (1) maintenance worker exclusively for this facility.

19 The President instructed Dr. Carillas to draft a letter requesting
20 manpower support for the Isabel LGU and that he will sign this letter.

21 After all queries were answered, the President requested for a
22 motion to approve.

23 The University Administrative Council unanimously passed

24 **University Administrative Council**
25 **Visayas State University**
26 *Visca, City of Baybay, Leyte*

27 **Resolution No. 53**
28 *Series of 2018*

29 A Resolution Approving the Request of DPWH-Isabel, Leyte to
30 Construct a Public Comfort Room within Stretch of the National Highway
31 Inside the VSU Isabel Campus, and endorsing the same to the VSU
32 Governing Board for Final action.

33 **Univ. ADCO Action: APPROVED**
34 **Date: 19 June 2018**

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Dr. Capuno informed the Council that Dr. SangOh Ha is a retired professor from Korea and has expressed interest to help the University with product packaging. He is a “packaging and marketing expert” and has been in contact with Dr. Bacusmo for some time already. Just recently, Dr. SangOh Ha brought two (2) Korean engineers with him both of whom have been assigned in Tacloban. They will help the University design, package, and marketing of our products consisting of cassava, jackfruit, sweet potato and taro products. The objective is to try and make our products enter the Korean and Japanese markets.

Dr. Capuno suggested that he will be housed in the International Dormitory near the Market Area.

After all queries were answered, the President requested for a motion to approve.

University Administrative Council
Visayas State University
Visca, City of Baybay, Leyte

A Resolution Approving the APB Recommendation to Hire Dr. SangOh Ha as Visiting Researcher, and endorsing the same to the VSU Governing Board for Final action.

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1 7. *Proposed Policy in the Giving of Positions to Newly Hired Faculty*

2 The University Secretary informed the Council that the proposal
3 already reached the BOR and was Provisionally Approved on condition
4 that the proposal for New Hires and for Returning Scholars be separated.

5 President Tulin indicated that the only thing here is that the award
6 of position is dependent upon availability of position.

7 The University Secretary commented that in the previous proposal,
8 the experience of the newly hired faculty in Industry and experience
9 outside of the SUC system were not taken into account as relevant
10 experience. My question is, why will new faculty be evaluated using CCE
11 points when they have not entered into the SUC system yet. For instance,
12 an experienced engineer from DuPont would like to transfer to VSU, will
13 he be subjected to this CCE criteria when in fact he has never taught but
14 has a very rich industry experience.

15 Dr. Guarte commented that based on the OBE which will be
16 implemented in the coming 1st Semester, SY 2018-2018, all engineers are
17 required to have industry practice before they can teach. But, this CCE
18 requirement is very difficult for a new comer to accomplish. It should be
19 required only after the new comer has started teaching for a while.

20 The President clarified that this instrument is really biased for
21 those coming from the academe. However, this is the only instrument that
22 the DBM has approved. It is not really possible to capture all the
23 experiences when you are in industry. Nonetheless, the revision of the
24 rating instrument will somehow take into account some of the more
25 important experiences.

26 After all queries were answered, the President requested for a
27 motion to approve.

28 The University Administrative Council unanimously passed
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University Administrative Council
Visayas State University
Visca, City of Baybay, Leyte

Resolution No. 55
Series of 2018

A Resolution Approving the Proposed Policy in the Giving of Positions to Newly Hired Faculty, and endorsing the same to the VSU Governing Board for Final action.

Univ. ADCO Action: APPROVED
Date: 19 June 2018

- wait for
DOM
reply
8. *Upgrading of Position of Dr. Daniel Leslie S. Tan to University Professor per NBC 461, 5th Cycle Evaluation*

President Tulin informed the Council that this is an endorsement from the Academic Personnel Board (APB) dated 01 March 2018 wherein the APB is recommending the promotion of Dr. Daniel Leslie Tan for the vacant position of University Professor (SG 30).

Dr. Guarte inquired what was the basis for this APB Resolution. Dr. Guarte informed the Council that in 2015, he was also recommended for the position of University Professor and that he and Dr. Ruben M. Gapasin were interviewed together by the PASUC Accreditation team. Further, he was also a Lingkod Bayan Awardee in 2015.

President Tulin clarified that together with those who qualified together with Dr. Guarte include: Dr. Ruben Gapasin, Dr. Victor Asio, Dr. Julie S. Tan, and Dr. Daniel Leslie Tan. When a vacancy in the position happened, Dr. Gapasin was given the position on account of his age as he was about to retire in a year's time.

Dr. Guarte mentioned that because of the Lingkod Bayan award, he should be the "next-in-line" for the University Professor position as provided for in the Award.

The University Secretary informed the Council that on account of the lack of a vacant University Professor position, Dr. Guarte was given a "one Salary grade promotion" and with it the corresponding monthly salary.

1 Dr. Guarte commented that while this is true, his official position
2 has remained as Professor 6. It is not fair that Dr. Daniel Tan will be given
3 the vacant University Professor position ahead of him because he comes
4 from the academe while Dr. Tan comes from research.

5 Dr. Edith Cagasan, a member of the APB, suggested that the
6 proposal be remanded to the APB for further review.

7 The University Secretary indicated that this will not be carried in
8 the 05 July 2018 BOR Meeting.

9 9. *Requests of Dr. Jose L. Bacusmo*

10 a. Authority to Handle the Negotiations Between VSU and the Singapore
11 Botanical Gardens

12 President Tulin informed the Council that Dr. Bacusmo is
13 requesting that he be given the authority to "*handle the negotiations*
14 *between VSU and Singapore Botanical Garden because the*
15 *negotiations hogged down because Dr. Marlito Bande hesitated to*
16 *make a commitment on behalf of VSU.*"

17 The President informed the Council of the "history" of this
18 particular negotiation with the Singapore Botanical Garden. It just so
19 happens that the Singapore Botanical Garden has a "dipterocarp
20 collection" and wishes to "duplicate this collection" in other parts of
21 Southeast Asia. So, when the curator of the Singapore Botanical
22 Garden visited VSU, he wanted VSU to be one of the areas where the
23 Singapore dipterocarp collection can be replicated. It is for this reason
24 that there is this request from Dr. Bacusmo for him to handle the
25 negotiations *in lieu* of Dr. Bande.

26 Dr. Dennis Peque, Dean of the College of Forestry, informed
27 the Council that Dr. Bande hesitated to go on with the negotiations
28 because Dr. Bacusmo actually started with the negotiations. During
29 initial discussions, it was revealed that it may involve the actual

1 planting of seeds or seedlings. Thus, the College of Forestry assigned
2 Dr. Anatolio Polinar for this. The problem now is where will the
3 University plant all the new seeds/seedlings that will be brought over
4 from Singapore. Whether these will be planted together with our
5 existing dipterocarps or will these be planted in existing "open" areas
6 will still have to be decided.

7 President inquired where the "open" areas were located.

8 Dr. Peque mentioned that there is a "space" just above the old
9 FORI building that is sparsely planted to coconut. This area can be used
10 for this purpose. However, in some of the areas around it, abaca has
11 already been planted. This is the same area that was used by Dr.
12 Gapasin for his abaca project. Beyond that area, is a "kaingin area"
13 that has been abandoned and this can also be used.

14 The University Secretary inquired how big an area will be
15 required.

16 Dr. Peque informed the Council that the area required is quite
17 large because they were talking about planting more than a hundred
18 species of dipterocarps.

19 Dr. Capuno informed the Council that per information from Dr.
20 Bacusmoi, the Philippines has only 52 dipterocarp species while the
21 Singapore Botanical Gardens has about 240-250 different dipterocarp
22 species in its collection.

23 The President suggested that the University create a TWG
24 composed of persons who have some expertise in tree taxonomy. The
25 President also inquired whether VSU will be allowed by the National
26 Government or the DENR to transport these materials into the country.

27 Dr. Peque surmised that VSU will have to secure the necessary
28 permits for the entry of new tree species into the country. Dr. Peque
29 further indicated that since these are "alien species" it has the

1 possibility of affecting the local ecosystem, as we know it. It is still
2 unknown if there are going to be issues/concerns on the invasiveness
3 of the species, pests and diseases that will affect the local flora.

4 President Tulin indicated that there is still time to request
5 clarification from Dr. Bacusmo regarding this and in the meantime, for
6 the UADCO to just understand what is happening. No UADCO action
7 on the request will be made, at this time.

8 b. Authority to Use the P100,000.00 Donation from the PASUC for
9 Typhoon Yolanda

10 The University Secretary informed the Council that based on
11 the request, Dr. Bacusmo would like to utilize the P100k PASUC
12 donation for Typhoon Yolanda to gather the lumber from the felled
13 Molave trees during the NGCP Clearing operations so that it can be
14 manufactured into tables and other furniture to be called Legacy
15 Tables of Mt. Pangasugan.

16 Dr. Peque informed the Council that the narra lumber that was
17 sourced from the felled narra tree located beside the old FORI
18 Building is still with the College of Forestry for seasoning. It is
19 suggested that the stump of the narra tree be unearth and when
20 upturned with roots up, can be fabricated into a large Legacy table.

21 Dr. Peque mentioned that the College has held on to the narra
22 lumber because it was the College that paid for the Forest Charges to
23 the DENR.

24 Ms. Louella C. Ampac informed the Council that all of the
25 donated money has already been fully utilized.

26 10. *Recommendation to Change the Employment Status of Ms. Catherine C.*
27 *Daffon from Temporary to Permanent*

28 The President inquired if there was any question on the change of
29 appointment status of Ms. Daffon.

1 No questions were asked.

2 The President declared the proposal approved.

3 The University Administrative Council unanimously passed

4 **University Administrative Council**
5 **Visayas State University**
6 *Visca, City of Baybay, Leyte*

7 **Resolution No. 56**
8 *Series of 2018*

9 A Resolution Approving the Recommendation to Change the
10 Employment Status of Ms. Catherine C. Daffon from Temporary to
11 Permanent, and endorsing the same to the VSU Governing Board for Final
12 action.

13 **Univ. ADCO Action: APPROVED**
14 Date: 19 June 2018

15 11. *Recommendation to Renew the Appointment of Some Faculty on*
16 *Temporary Status, Effective 01 June 2018*

17 The President inquired if there was any question on the change of
18 appointment status of Ms. Daffon.

19 No questions were asked.

20 The President declared the proposal approved.

21 The University Administrative Council unanimously passed

22 **University Administrative Council**
23 **Visayas State University**
24 *Visca, City of Baybay, Leyte*

25 **Resolution No. 57**
26 *Series of 2018*

27 A Resolution Approving the Recommendation to Renew the
28 Appointment of Some Faculty on Temporary Status, Effective on the Dates
29 Indicated, and endorsing the same to the VSU Governing Board for Final
30 action.

31 **Univ. ADCO Action: APPROVED**
32 Date: 19 June 2018

33 12. *Proposal to Increase the Stipend of VSU Scholars as well as the*
34 *Allowance of Varsity Athletes and CAC Grantees*

35 Resident Tulin requested Prof. Manolo B. Loreto to make the
36 presentation.

37 Prof. Loreto, the Dean of Students, informed the Council that it is
38 high time that the stipends of the VSU scholars be upgraded. Prof. Loreto

1 pointed out that in the coming 1st Semester, SY 2018-2019, the National
2 Government will be fully implementing the Free Tuition program for all
3 college students including Miscellaneous fees. It is now proposed that
4 beginning 1st Semester, SY 2018-2019, the following Stipend Rates will
5 be implemented:

6		From	To
7	a. University Scholars -	P1,100.00/mo.	P 2,000.00/mo.
8	b. College Scholars -	700.00/mo.	1,500.00/mo.
9	c. Academic/Honorific Scholars -	150.00/mo.	500.00/mo.
10	d. VSU Chorale -	P 200.00/sem.	P 1,000.00/sem.
11	e. VSU Varsity -	200.00/sem.	1,000.00/sem.

12 Prof. Loreto explained that instead of using University income to
13 pay for the tuition and miscellaneous fees of the VSU scholars, Republic
14 Act 10931 will subsume all tuition and miscellaneous fees of all the students
15 enrolled in the 1st Semester, SY 2018-2019. Thus, the University will be
16 able to afford increasing the stipends of the scholars and in the process still
17 have some savings after stipend expenses shall have been paid.

18 Ms. Louella C. Ampac informed the Council that the proposed
19 increase in stipends will have to come from the CHED reimbursements for
20 tuition fees for SY 2018-2019. Ms. Ampac explained that for SY 2018-
21 2019, the Main Campus billed the CHED for only P12.5 million and this
22 reflects only the tuition fees for the masteral degree programs. The tuition
23 fee from the undergraduate level was not included in the computation for
24 reimbursement by the National Government **because there was a**
25 **misunderstanding about what the “Free Tuition Law” for the**
26 **undergraduate level really entailed.** It was initially understood that on
27 account of the “Free Tuition Law,” the University will no longer realize an
28 inflow from this fund source. Thus, the income forecast of University is
29 short.

30 Ms. Ampac pointed out that given only P12.5 million annual inflow
31 from tuition for the Main Campus, the allocation of P6.0 million for the

1 support of the proposed increase in stipends for VSU scholars is
2 disproportionate because the said proposed amount is already about half of
3 the total fund inflows for the Main Campus for the whole year.

4 President Tulin inquired from Ms. Ampac how much is really due to
5 the Main Campus had the computation submitted to the DBM been correct.

6 Ms. Ampac informed the Council that after review and after having
7 inputted the actual number of students in the Main Campus – graduate and
8 undergraduate, we could have realized an inflow of about P50 million.

9 Dr. Ferraren inquired whether the University will still be able to be
10 afloat given that the small budget for SY 2018-2019.

11 Ms. Ampac indicated that the University still has other sources of
12 funds to support the various University expenditures.

13 Dr. Ferraren inquired whether the University will not be unduly
14 affected by this.

15 Ms. Ampac informed the Council that the University will be able to
16 get along without suffering too much.

17 The President commented that if this is indeed the case and we can
18 no longer make any rectifications, it will affect only the current year.

19 The University Secretary pointed out that given the magnitude of the
20 mistake, the end-of-year benefits of all VSU employees will be very suffer
21 immensely. This is the end product of rather poor planning.

22 The President decided that in view of the probable insufficiency of
23 funds, the proposal will be “tabled” for now until such time that the
24 University will have sufficient funds for this.

25 The University Administrative Council passed
26

Resolution No. 58
Series of 2018

Univ. ADCO Action: APPROVED
Date: 19 June 2018

Dr. Alberto Carillas, Dean of VSU Isabel informed the Council that it does not have a photocopying service.

1 Dr. Obdulia Camoying, Dean of VSU Tolosa informed the Council
2 that it is operating a photocopying service.

3 Dr. Veloso informed the Council that as of the moment, the VSU
4 Villaba has suspended photocopying operations pending the approval of
5 the Request to Operate from the Board of Regents.

6 President Tulin requested Dr. Veloso to also present the
7 breakdown of how the VSU Villaba intends to utilize the proceeds from
8 photocopying services.

9 Dr. Guarte commented that what is actually happening is that the
10 Office is providing the paper used for photocopying but probably the
11 Office considers all revenues from operations as income without
12 computing the cost of paper and ink and other consumables.

13 The President indicated that the Office should make sure that all
14 income derived from photocopying operations are all plowed back to the
15 government.

16 The President inquired whether the External Campuses already
17 have their own Income Generating Projects? If you have, how often have
18 these projects been subjected to a review? The President expressed
19 apprehension that it may later be found that there are unreported IGPs in
20 the External Campuses and this can be very serious situation.

21 Dr. Ferraren commented that his Office will "just tutor them." The
22 photocopying operations can be treated as an IGP of the campus.

23 The President inquired if there were any more questions on the
24 proposal.

25 No more questions were raised.

26 The President declared the proposal approved.

27 The University Administrative Council unanimously passed
28

University Administrative Council
Visayas State University
Visca, City of Baybay, Leyte

Resolution No. 59
Series of 2018

A Resolution Approving the Omnibus Request to Operate Photocopying Services in VSU External Campuses, and endorsing the same to the VSU Governing Board for Final action.

Univ. ADCO Action: APPROVED
Date: 19 June 2018

14. *Tender from the Development Bank of the Philippines of a Salary Loan Facility for VSU Employees*

The University Secretary informed the Council that the Development Bank of the Philippines (DBP) is offering VSU employees a loan window facility. The DBP loan carries with it a base interest of 12%.

15. *Unsolicited Proposal from Ms. Nablea re: Sale of a 0.6 ha. Farm Lot within the VSU Landholding*

The University Secretary informed the Council that there is a 0.6 ha. land within the VSU landholding that is now being offered for sale. Originally, this piece of land was owned by a certain Mr. Morro when ViSCA was first organized in 1973. Mr. Morro did not sell his landholding to ViSCA, at that time. Then Mr. Morro got sick and requested his daughter, a certain Maria Ana Morro Flores, to offer the land to the University for only about P600,000.00. However, before the University could secure the needed amount, Ana sold it to a certain Ze Ann Ceniza Nablea. Now, Ms. Nablea is offering to sell the same lot back to the University for P2.50 million.

President Tulin informed the Council that the land, about 0.6 ha., is located in between the PhiRootCrops experimental areas and presently planted to rice.

The University Secretary mentioned that the Provincial Assessor indicated that the assessed value per square meter of the said parcel of land is P352.00. Then the whole parcel is worth P2.40 million. Then, there is a

1 "concrete house" located within the said parcel of land and this will be
2 included in the sale, if ever.

3 Atty. Guinocor commented that if and when the BIR makes an
4 assessment of this sale, for landholdings less than a hectare, any house
5 located within the parcel will be given an assessed value separate from the
6 land.

7 The President commented that the offered price is quite high and
8 the University at this time does not have "spare cash" for this purpose. The
9 University will not negotiate for the purchase of this piece of land.

10 16. *Proposed Increase in the Daily Wages of Laborers*

11 President Tulin inquired how much is the daily wage of our skilled
12 laborers?

13 Dr. Guarte informed the Council that highly skilled laborers
14 receive only P240.00 as daily wage. This should be increased to around
15 P350.00 since they are difficult to train and once trained can easily find
16 work elsewhere to the detriment of the University.

17 President Tulin indicated that he will form a Committee to study
18 the proposed increases in the daily wages.

19 17. *Return-Service Agreement*

20 President Tulin informed the Council that he already created a
21 Committee composed of the following: the Vice President for Instruction
22 and all the Deans. Hopefully, they will be able to craft the Return-Service
23 guidelines because they know what can be expected from the students
24 which is better than just picking up litter or sweeping the areas assigned to
25 them. The proposed Return Service Guidelines should be for "*productive*
26 *service that will be applicable along with their respective degree*
27 *programs.*" And, it should be done with the school year while the students
28 are still enrolled.

DBM-CSC
10-2019
Equiv salary
Employee + 20% premium
Budget office + NAB
checking the matter

not required anyone - affirmation

1 Dr. Ferraren inquired whether this will start even with the 1st year
2 students.

3 The President indicated that all students, including the 1st Year
4 students, will render the Return Service. Not in the Summer, but during
5 the school year they are enrolled in.

6 Prof. Manolo B. Loreto, Dean of Students, informed the Council
7 that based on their initial Committee meeting, the Return Service of all 1st
8 year students will be incorporated in the NSTP.

9 The University Secretary cautioned Prof. Loreto against utilizing
10 the NSTP to proxy the Return Service requirement. The CHED Chair
11 clearly indicated that the “gains” derived from the Return Service program
12 has to be measureable. Currently, the NSTP has no way of measuring
13 “gains” after the stint of the students.

14 As an example, the University Secretary pointed out that BSEd
15 students may opt to help students in the Alternative Learning Systems
16 (ALS) program, maybe not the 1st year students, but definitely those in the
17 higher years. Or, they can help the students in public schools through
18 tutorials.

19 The President mentioned that those in the technical fields may also
20 opt to do similar options. For instance, the BS Agriculture students may
21 opt to teach “*urban gardening*” or “*organic agriculture*” or “*community*
22 *gardening*” or come up with a “*model garden*.”

23 Prof. Loreto clarified that the NSTP is not all about cleaning. The
24 students can also help set-up “*container gardening*.” CWTS immerses the
25 students in community activities and projects within a semester. Of course,
26 they also help in cleaning the University from time to time. The CHED
27 has mandated that 25 hours be allocated for each “topic.”

28 Prof. Loreto summed up the proposed Return Service Agreement
29 (RSA) of the University as follows: the 1st Year students will have their

1 RSA incorporated with the NSTP. For the 2nd Year students, the RSA will
2 be implemented along the lines of their respective degree programs. In the
3 3rd year, the RSA will be spent on a Community Outreach program.

4 The University Secretary commented that if this is the proposed
5 RSA of the whole University and it is very “generic in character,” it is
6 very likely that the BOR will not approve this.

7 The President suggested that the RSA be designed along specific
8 activities that will closely match their degree programs and that this be
9 separate from the NSTP.

10 Prof. Loreto inquired how many hours will be allocated for this
11 RSA?

12 The University Secretary indicated that it is up to the University to
13 allocate the most equitable time for this RSA.

14 The President informed the Council that all SUCs are given the
15 “free hand” to design their own Return Service Agreement. There is no
16 “One Single RSA” applicable to all SUCs.

17 The President suggested that the RSA applicable to all students
18 should be one (1) hour per week or four (4) hours per month. We will
19 present this to the Board for final action. The University is expected to
20 have this RSA in place for implementation this coming 1st Semester in
21 August. Maybe the Committee can still work on this in time for the
22 August opening. It would be good if the Committee can cluster the
23 activities like: tutorials, gardening, community engagement, etc...

24 The University Secretary pointed out that what is important is that
25 there is an expected output of that activity.

26 18. *Gymnatorium Expansion*

27 President Tulin requested Engr. Mario Valenzona, to make the
28 presentation.

1 Engr. Valenzona informed the Council the concept of how the
2 expansion of the existing Gym will be undertaken. The proposed program
3 of work was then flashed on screen so that everybody would be aware of
4 how complex and how large will be the expected program of work.

5 Engr. Valenzona pointed out that because the available funds will
6 not be enough to complete the whole expansion project. For the moment,
7 only P10 million is available. With this amount only the skeletal structure
8 will be completed including the re-installation of the roofing. The
9 maximum extension of the Gym will cover up to the "rotunda." The road
10 network will have to be relocated and re-routed. The existing bleachers
11 including the comfort rooms will not yet be demolished so that the Gym
12 can still be used. The new bleachers (Phase 2) will no longer be curved as
13 these might be located on the sides. The total area of expansion is around
14 810 square meters (18 meters – frontage by 45 meters).

15 President Tulin informed the Council that per proposed design, the
16 total cost of the renovation will be about P25 million. What is included in
17 the Scope of Work is just for the P10 million.

18 Engr. Valenzon then enumerated the actual Scope of Work for the
19 Phase 1 worth P10.0 million, as follows:

- 20 a. Mobilization;
- 21 b. Excavation of footings
- 22 c. Reinforcing the scaffoldings and column from footings up to the truss
- 23 girders.
- 24 d. Steel works:
- 25 (1) removal of roofing of the partition (subjected to expansion)
- 26 (2) removal of steel framing identified for revision
- 27 (3) reinstallation of trusses, purlins and truss areas.

28 Engr. Valenzona explained that for the expanded area, there is yet
29 no roofing materials included, just the labor.

1 After the very long discussion, the University Administrative
2 Council Approved the Proposed Gymnatorium Expansion – Phase 1 in the
3 amount of P10.0 million.

4 The President declared the proposal approved.

5 The University Administrative Council unanimously passed

6 **University Administrative Council**
7 **Visayas State University**
8 *Visca, City of Baybay, Leyte*

9 **Resolution No. 60**
10 *Series of 2018*

11 A Resolution Approving the Proposed Gymnatorium Expansion –
12 Phase 1 worth P10.0 million, and endorsing the same to the VSU
13 Governing Board for Final action.

14 **Univ. ADCO Action: APPROVED**
15 Date: 19 June 2018

16 19. *Repair of the Administration Building – Main Campus*

17 President Tulin requested Engr. Mario Valenzona to make the
18 presentation.

19 Engr. Valenzona presented the floor by floor plan for the
20 renovation of the VSU Main Campus Administration Building.

21 The University Secretary commented that given the scope of the
22 proposed repair and renovation, the P7.0 million might not be enough.

23 Engr. Valenzona informed the Council that the priority projects
24 include: the Office of the President, construction of the Board Room, then
25 repair including retiling of the other administration offices.

26 The President inquired if there were any more questions on the
27 proposal.

28 No more questions were raised.

29 The President declared the proposal approved.

30 The University Administrative Council unanimously passed
31

University Administrative Council
Visayas State University
Visca, City of Baybay, Leyte

Resolution No. 61
Series of 2018

A Resolution Approving the Repair of the Administration Building
– Main Campus, and endorsing the same to the VSU Governing Board for
Final action.

Univ. ADCO Action: **APPROVED**
Date: 19 June 2018

IX. MATTERS FOR INFORMATION

1. Recommendation to Change the Employment Status of Two (2) Academic Staff, VSU Tolosa, from Temporary to Permanent
 - a. Alibangbang, Ma. Dulce L.
 - b. Decena, Syrus Cesar P.
2. Recommendation to Hire Engr. Jan Joshua M. Pomida, on Temporary Status
3. Recommendation to Hire Two (2) Academic Staff, VSU Main Campus, from Temporary to Permanent
 - a. Cavero, Jedan A. Cavero
 - b. Manguilimotan, Emn A.
4. Administrative Staff Recommended for Promotion
 - a. Dohiling, Raquel H.
From: Administrative Aide IV (SG-4)
To: Administrative Officer I (SG-10)
 - b. Miraflor, Ma. Roberta S
From: Administrative Officer I (SG-10)
To: Administrative Officer II (SG-11)
5. Administrative Employees Recommended for Permanent Appointment
 - a. Sacay, Dindo L. Engineer III (SG-19)
 - b. Escala, Leopoldo Jr., S. Admin. Aide III
 - c. Ababat, Claudio Jr., R. Admin. Aide IV
 - d. Gucela, Arnel F. Admin. Aide IV
6. Recommendation to Renew the Temporary Appointments of Same Faculty effective 01 June 2018 to 31 December 2018
 - a. Tolosa Campus
 - 1) Tabunan, Harvey G.
 - b. Villaba Campus
 - 1) Giva, Phyllis Faye D.
 - 2) Jongco, Michelle
 - 3) Montero, Shemer D.
 - 4) Sarino, Jica May P.
 - 5) Yocte, Joe Marie C.
 - 6) Zabate, Kimkim S.

