

MINUTES OF THE 31ST MEETING OF THE VISCA BOARD OF TRUSTEES  
HELD ON OCTOBER 9, 1979, AT THE PASUC CONFERENCE  
ROOM, MEC, METRO MANILA

II - - BOARD RESOLUTION NO. 40, s. 1979

Approving the Guidelines for Determining Faculty Workload which provides that the minimum faculty workload shall be 15 units and the maximum workload units, at least 5 shall come from actual teaching. And That, the faculty member concerned shall be given overload honorarium for workload units in excess of the maximum of 23 units in accordance with existing rules and regulations.

I - - BOARD RESOLUTION NO. 41, s. 1979

Approving the payment of honorarium for overload teaching, using the approved guide in determining overload teaching for VisCA faculty.

BOARD RESOLUTION NO. 42, s. 1979

Confirming the appointments of the following personnel as authorized under Board Resolution No. 6, s. 1974: Mr. F. Villamayor, Ms. Grace Apura, Dr. Alvin A. Ayque, Dr. Lorenzo D. T. Guzman, Ms. Maria Ana Odejar, Mr. A. Dingal, Mr. Buenaventura Dargantes, Emma A. Pepito, Engr. M. Capacio, Ms. Consuelo B. Jaime, Mr. Henry Goltiano, Mr. Gilberto Israel.

J - - BOARD RESOLUTION NO. 42-A, s. 1979

Approving the renewal of contract for the services of Dr. Tung Ly as Associate Professor in Agronomy at ₱26,338 p.a.

K - - BOARD RESOLUTION NO. 42-B, s. 1979

Confirming the appointment of Mr. Angus John MacDonald as visiting Assistant Instructor in the Department of Animal Science and Vet Med. at ₱800 per month allowance, effective October 2, 1979.

BOARD RESOLUTION NO. 42-C, s. 1979

Approving the appointment of the following staff members to key administrative positions: (1) Celedonio M. Gapasin as Director of Extension with ₱300 per month honorarium, effective August 16, 1979; (2) Dr. Federico R. Flores as Director of RTC-RD with ₱1,000 per month honorarium, effective August 16, 1979; and Engr. Roque C. de Pedro, Jr. as Acting Head of the Dept of Ag. Eng'g. and Applied Math with ₱250 per month honorarium, effective August 1, 1979

BOARD RESOLUTION NO. 42-D, s. 1979

Confirming the promotions of the following personnel:  
Ms. Editha Calienta, Ms. Pacita Escalante, Ms. Milagros Gamotin,



L - - BOARD RESOLUTION NO. 42-E, s. 1979

Approving the permanent appointment of the following staff members and other administrative personnel: Dr. Vicente Quiton, Mr. Reynaldo Javier, Mr. Julian Cañas, Ms. Delia L. Silao, Ms. Lourdes Cano, Ms. Milagros C. Yu, Mr. Brigido Estabillo, Mr. Romeo C. Yap, Ms. Redempta Soria, Ms. Linda Nueña, Ms. Analou Montejo, Mr. Raul, Abit, Ms. Marcelina C. Amihan, Mr. Dioscoro Lapasanda, Mr. Nestor Israel, Mr. Edgardo Dequito.

M - - BOARD RESOLUTION NO. 42-F, s. 1979

Approving the recommendation to adjust the salary/compensation of Dr. Tung Ly, Associate Professor II, in accordance with the National Budget Circular No. 305, effective May 1, 1979.

BOARD RESOLUTION NO. 42-G, s. 1979

Confirming the interim appointments of the following staff members to key administrative positions: (1) Dr. Celdonio Gapasin, (2) Dr. Federico R. Flores, (3) Mr. Salvador Dagoy.

Mo- - BOARD RESOLUTION NO. 43, s. 1979

Approving the upgrading of positions of the following staff members: Dr. Federico Flores, Dr. Wilfredo Floresca, Dr. Barbara Ternura, Ms. Lilia Duatin, Engr. Pedro Compendiom Mr. Prudencio Marquez, Ms. Clara Colis, Mr. Ildefonso C. Taganas, Ms. Elena Cabilar, Ms. Wolfreda Alesna, Mr. Alejandro Caliente.

BOARD RESOLUTION NO. 44, s. 1979

Approving the Daily Wage Schedule for Casual Workers in ViSCA in toto and allowing the implementation of the wage increases, subject to budgetary laws, availability of funds, and COA rules and regulations.

N - - BOARD RESOLUTION NO. 45, s. 1979

Approving the recommendation to give hazard allowances to the members of the teaching staff of the Forestry Department at ₱150 per month each effective June, 1979.

BOARD RESOLUTION NO. 45-A, s. 1979

Approving the recommendation to give monthly honorarium of ₱100 to Mr. Marcelo Bonita, Instructor, Forestry Department effective June 1979.

BOARD RESOLUTION NO. 46, s. 1979

Approving the recommendation to give hazard allowances to the members of the teaching staff of the Sa-a Basin Rural Development High School at ₱100 per month each, effective June, 1979.

[REDACTED]



O - - BOARD RESOLUTION NO. 47, s. 1979

Approving the reduced subscription rate for the Annals of Tropical Research (ATR) offered to the ViSCA students at ₱10 per semester and allowing the inclusion of this amount to the college fees to be collected during the registration period, effective the Second Semester, SY 1979-80

BOARD RESOLUTION NO. 48, s. 1979

Approving the recommendation to give transportation allowance to the ROTC Commandant based at Ormoc City at ₱50 per week.

P - - BOARD RESOLUTION NO. 49, s. 1979

Approving the recommendation to include competent reservists or ROTC graduates who may be assigned as Tactical Officers shall be entitled also to receive ₱40 each per Saturday upon certification of the Commandant that they have rendered satisfactory services as ROTC instructors or Tactical Officers which, in effect, amends Board Resolution No. 40, s. 1975.

BOARD RESOLUTION NO. 50, s. 1979

Approving the proposal to hire Architect Alfredo N. Lapuebla as Consultant and Deputy Architect on contractual basis. etc..

Q - - BOARD RESOLUTION NO. 51, s. 1979

Approving the proposed regular meetings of the ViSCA Board of Trustees, in toto

BOARD RESOLUTION NO. 52, s. 1979

Approving the proposal to change the ATR (Annals of Tropical Research) Editorial Board to ATR Board of Consultants with specific functions and remunerations at ₱25 per article reviewed/approved and published, but not to exceed ₱100 each consultant per issue to take effect with the second issue of the ATR.

R - - BOARD RESOLUTION NO. 53, s. 1979

Approving the proposal to hire Ms. Eva Tomacruz of the Los Baños Rural Bank and allowing the payment of ₱100 honorarium per month as ViSCA Fellowship Liaison Officer with the following duties and responsibilities (1) To supervise the distribution of stipends of the ViSCA scholars/fellows at Los Baños and etc..



APPROVED  
MINUTES OF THE 31ST MEETING OF THE VISCA BOARD OF TRUSTEES  
HELD ON OCTOBER 9, 1979, AT THE PASUC CONFERENCE  
ROOM, MEC, METRO MANILA

Present:

Hon. F. A. Bernardo  
President  
Visayas State College  
of Agriculture

Vice Chairman  
(Presiding)

Hon. Antonio G. Dumlao  
Director  
Higher Education  
MEC, Metro Manila

Chairman

Mr. Ernesto S. Gorospe (Represented Hon. Jose M. Lawas)  
Senior Staff Economist  
Regional Development Staff  
NEDA, Metro Manila

Prof. Andres F. Duatin  
College Secretary  
Visayas State College  
of Agriculture

Secretary

At the instance of Hon. Antonio G. Dumlao, Pres. F. A. Bernardo, Vice Chairman, presided over the Board meeting.

He called the meeting to order at 12:27 p.m.

1 I. Approval of the Minutes of the Previous Meeting:

2 The minutes of the previous meeting held last July 18,  
3 1979, were approved without corrections.

4 II. Matters Arising from the Approved Minutes:

5 None.

6 III. Report of the College President:

7 The College President, Dr. F. A. Bernardo, orally pre-  
8 sented the summary of his written report. The report in  
9 full text, including the Board actions/comments, follows:

10 A. Retention of DPO

11 In recognition of the arguments made by Dr. Jose M. Lawas



the College President has reconsidered its recommendation to phase out the DPO. The DPO shall, therefore, be retained and revitalized to take care of MIS and development planning for the further growth and expansion of ViSCA.

B. Appointments to key administrative positions

The following have been issued interim appointments:

1. Dr. Celedonio M. Gapasin - as Acting Center Director of Extension and concurrently Head of the Development Office
2. Dr. Federico R. Flores - as Acting Center Director of RTC-RD, vice Dr. Gapasin and concurrently Head of the Department of Agricultural Development Education
3. Mr. Salvador Dagoy - as Acting Coordinator of Community Extension Service (CES), vice Mr. A.C. Tongco who joined her husband abroad.

The College President hopes that the Honorable Chairman and the members of the Board will approve these appointments.

Board Action: Approved, with the suggestion to include this item under item V. A. Appointments of Personnel. The suggestion was well taken.

C. Awarding of new construction contracts

The following contracts have been awarded to the lowest bidders:

1. Agro-reforestation building (Phase I, Administration and Library units). . . . . ₱872,704.00



2. Administration building (Phase I) - ₱900,000.00.

3. Library building (Phase I) - ₱700,000.00.

Board action: Noted.

D. Renovation and repainting of old buildings

With the ₱300,000.00 appropriated for repairs and renovation of old buildings this year, eighteen (18) old academic buildings, student and staff cottages were renovated and/or repainted. The work was done by administration, although labor was contracted for most of the painting jobs.

Board action: Noted.

E. The 55th Anniversary celebration

The 55th Anniversary celebration of ViSCA was an eventful and memorable one. The Hon. Chairman of the Board, Dr. Antonio G. Dumlao, graced the occasion for which the College President is grateful. Minister Jose Leido, Jr. of the Ministry of Natural Resources was the guest speaker.

The cost of printing the souvenir program, all prizes, and the cost of two luncheons were donated by friends of ViSCA.

F. The International Taro and Cocoyam Symposium

The International Taro and Cocoyam Symposium was held in ViSCA last September 23-25 under the auspices of the International Society of Tropical Root Crops, PCARR and PRCLTC (ViSCA). Some 50 scientists from 25 countries around the world attended the symposium. Dr. Donald Plucknett, Chief of the Asia Bureau of USAID and Mr. John Gaillard of the



1 International Foundation for Science (IFS) of Sweden attend-  
2 ed all sessions. Governor Romualdez also made a surprise  
3 visit on September 24.

4 Many scientists expressed their interest to become visit-  
5 ing professors in ViSCA. Prof. Knud Caesar of the Technical  
6 University of Berlin, a very influential man in Germany's  
7 foreign aid agency, encouraged the College President to  
8 approach the German Embassy for a TUB-ViSCA academic coop-  
9 eration. He promised to help push it through in West Germany.

10 G. World Bank-funded construction

11 In general, construction of WB-funded buildings has slowed  
12 down a bit due to reduced number of laborers. Most of the  
13 structures are still roofless because of the slow delivery of  
14 roofing materials by the Metal Forming, Inc. Nearing completion  
15 are the Infirmary and College Union buildings.

16 H. NSDB-ViSCA Institution Building Contract

17 The College President signed a contract on institution  
18 building with NSDB. Under this contract, ViSCA shall serve  
19 as the regional education center for biology and chemistry  
20 in Region VIII.

21 The Institution Building Project of NSDB calls for the  
22 strengthening of identified centers of excellence in basic  
23 sciences. Initially, ₱300,000.00 has been appropriated by  
24 the Government for the purchase of equipment for ViSCA for  
25 this NSDB-sponsored project.

26 Board action: Noted.



I. ATR Launched

The Annals of Tropical Research (ATR), VISCA's first technical journal, was launched during the 55th Anniversary celebration with the distribution of the maiden issue.

Dr. Manuel K. Palomar, ATR Editor, expected to circulate the second issue of the ATR before the year ends.

IV. Policy Matters:

A. Guidelines for Determining Faculty Workload

The proposed guidelines for determining faculty workload include the following general provisions (Appendix A):

The minimum faculty workload shall be 15 units and the maximum shall be 23 units. Out of the 15 minimum workload units, at least five (5) shall come from actual teaching.

The proposal also includes a recommendation to give additional compensation to the professor/instructor concerned for workload units in excess of the maximum of 23 units.

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 40, s. 1979

Approving the Guidelines for Determining Faculty Workload, in toto, (Appendix A), which provides that the minimum faculty workload shall be 15 units and the maximum shall be 23 units.

That, out of the 15 minimum workload units, at least 5 shall come from actual **teaching**.

And That, the faculty member concerned shall be given overload honorarium for workload units in excess of the maximum of 23 units in accordance with existing rules and regulations on honorarium subject to availability of funds and COA rules and regulations.

Approved



1 B. Guidelines for Computing Honorarium for Overload

2 Teaching

3 The honorarium for overload teaching may be computed  
4 by using the proposed Guide for Determining Honorarium  
5 for Overload Teaching (Appendix B) which was presented to  
6 the Board for action.

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

8 BOARD RESOLUTION NO. 41, s. 1979

9 Approving the payment of honorarium for  
10 overload teaching, using the approved guide in  
11 determining overload teaching for VISCA  
12 faculty (Appendix B), subject to availability  
13 of funds, COA rules and regulations.

14 Approved

15 V. Administrative Matters:

16 A. Appointments of Personnel

17 1. Original appointments. The College President,  
18 (as authorized under Board Resolution No. 6, s. 1974,) ap-  
19 pointed twelve (12) personnel and presented to the Board  
20 for confirmation (Appendix C).

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

22 BOARD RESOLUTION NO. 42, s. 1979

23 Confirming the appointments of the ff. personnel: as  
24 authorized under Board Resolution No. 6, s. 1974  
25 (Appendix C).

- 26 1. Mr. Faustino P. Villamayor as Asst Prof. at  
27 ₱16,044 p.a., effective July 16, 1979;
- 28 2. Ms. Grace D. Apura as Instructor at ₱11,328  
29 p.a., effective June 1, 1979;
- 30 3. Dr. Alvin A. Ayque as Instructor at ₱12,516  
31 p.a., effective September 7, 1979;
- 32 4. Dr. Lorenzo David T. Guzman as Instructor  
33 at ₱12,516 p.a., effective Sept. 7, 1979;
- 34 5. Ms. Maria Ana B. Odejar as Instructor at  
35 ₱11,328 p.a., effective September 24, 1979;



6. Mr. Alfredo G. Dingal as (Research) Asst Instructor at ₱9,756 p.a., effective July 1, 1979;
7. Mr. Buenaventura B. Dargantes as (Extension) Asst Instructor at ₱9,288 p.a., effective September 1, 1979;
8. Ms. Emma A. Pepito as (Chemical) Laboratory Technician at ₱6,240, effective August 20, 1979;
9. Engr. Manuel C. Capacio as Physical Plant Superintendent at ₱17,724 p.a., effective July 16, 1979;
10. Ms. Consuelo B. Jaime as Senior Librarian at ₱10,260 p.a., effective Aug. 1, 1979;
11. Mr. Henry Y. Goltiano as Information Editor at ₱8,832 p.a., effective Sept. 1, 1979;
12. Mr. Gilberto A. Israel as Accounting Clerk I at ₱6,888 p.a., effective Sept. 1, 1979.

All to take effect as recommended (Appendix C).

Approved

2. Renewal of contract. The services of Dr. Tung Ly, Associate Professor in Agronomy and Acting Director of the Regional Coconut Research Center at ViSCA, is badly needed by <sup>the</sup> College; hence, the recommendation to renew the contract with him (Appendix C).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 42-A, s. 1979

Approving the renewal of contract for the services of Dr. Tung Ly as Associate Professor in Agronomy at ₱26,338 p.a., effective October 1, 1979 until September 30, 1980, subject to availability of funds and COA rules and regulations (Appendix C).

Approved

3. Appointment of a visiting instructor. A proposal was presented recommending the appointment of Mr. Angus John MacDonald as a visiting instructor with a monthly allowance of ₱800.00 from October 2, 1979 to October 1, 1981.



On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 42-B, s. 1979

Confirming the appointment of Mr. Angus John MacDonald as visiting Assistant Instructor in the Department of Animal Science and Vet Med at \$800 per month allowance, effective October 2, 1979, until October 1, 1980 (Appendix C), subject to availability of funds, COA rules and regulations.

Approved

4. Appointments to key administrative positions.

The appointment of three (3) staff members to key administrative positions (Appendix C) was presented for Board action.

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 42-C, s. 1979

Approving the appointment of the following staff members to key administrative positions (Appendix C):

1. Dr. Celedonio M. Gapasin as Director of Extension with \$300 per month honorarium, effective August 16, 1979;
2. Dr. Federico R. Flores as Director of RTC-RD with \$1,000 per month honorarium, effective August 16, 1979; and
3. Engr. Roque C. de Pedro, Jr. as Acting Head of the Dept of Ag Eng'g and Applied Math with \$250 per month honorarium, effective Aug. 1, 1979.

All to take effect as recommended, subject to availability of funds and COA rules and regulations.

Approved

4. Promotions. The promotion of three (3) staff members was presented for confirmation (Appendix C).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 42-D, s. 1979

Confirming the promotions of the following personnel (Appendix C):



1. Ms. Editha C. Calienta, from Information Editor to Private Secretary at ₱14,532 p.a., effective September 1, 1979;
2. Ms. Pacita R. Escalante, from Library Assistant to Librarian at ₱9,288 p.a., effective September 1, 1979; and
3. Ms. Milagros L. Gamotin from Accounting Clerk I to Bookkeeper II at ₱9,756 p.a., effective September 1, 1979.

All to take effect as recommended, subject to availability of funds and COA rules and regulations.

Approved

6. Change of status. Seventeen (17) staff members were recommended to be appointed under permanent status (Appendix C).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 42-E, s. 1979

Approving the permanent appointment of the following staff members and other administrative personnel (Appendix C):

1. Dr. Vicente A. Quiton as Associate Professor;
2. Mr. Reynaldo R. Javier as Assistant Professor;
3. Mr. Julian V. Cañas as Clerk I;
4. Ms. Delia L. Silao as Accounting Clerk I;
5. Ms. Lourdes B. Cano as Clerk I;
6. Ms. Milagros C. Yu as Clerk I;
7. Mr. Brigido B. Estabillo as Clerk I;
8. Mr. Romeo C. Yap as Clerk I;
9. Ms. Redempta B. Soria as Clerk I;
10. Mr. Romeo M. Rebuyas as Clerk I;
11. Ms. Linda U. Nuena as Registrar II;
12. Ms. Analou S. Montejo as Clerk I;
13. Mr. Raul S. Abit as Clerk I
14. Ms. Marcelina C. Amihan as Clerk I;
15. Mr. Dioscoro M. Lapasanda, Sr. as Driver;
16. Mr. Nestor M. Israel as Civil Engineer; and
17. Mr. Edgardo L. Dequito as Buyer.

All to take effect upon approval.

Approved

7. Adjustment of salary. A proposal was presented recommending the adjustment of the compensation of Dr. Tung



1 Ly, Associate Professor in Agronomy, in accordance with  
 2 the National Budget Circular No. 305, to take effect  
 3 May 1, 1979 (Appendix C<sub>1</sub>)

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

5 BOARD RESOLUTION NO. 42-F, s. 1979

6 Approving the recommendation to adjust the  
 7 salary/compensation of Dr. Tung Ly, Associate  
 8 Professor II, in accordance with the National  
 9 Budget Circular No. 305, effective May 1, 1979,  
 10 subject to availability of funds and COA rules  
 11 and regulations (Appendix C<sub>1</sub>).

12 Approved

13 8. Confirmation of interim appointments. In the  
 14 Report of the College President, Pres. Bernardo presented  
 15 the interim appointments of three (3) staff members to key  
 16 administrative positions for Board action (See Report of the  
 17 College President page 1 ff.).

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

19 BOARD RESOLUTION NO. 42-G, s. 1979

20 Confirming the interim appointments of the  
 21 following staff members to key administrative positions:

- 22 1. Dr. Celedonio M. Gapasin as Acting Director of
- 23 Extension and OIC of DPO;
- 24 2. Dr. Federico R. Flores as Acting Center Director
- 25 of the RTC-RD, vice Dr. Gapasin, and concurrent-
- 26 ly Head of the Dept of Ag Dev Ed; and
- 27 3. Mr. Salvador Dagoy as Acting Coordinator of the
- 28 Community Extension Service (CES), vice Dr. A.C.
- 29 Tongco.

30 All to take effect as appointed (See item B of  
 31 the Report of the College President, page 1 ff.).

32 Confirmed

33 B. Upgrading of Positions

34 The upgrading of positions of eleven (11) faculty



members was presented for Board action (Appendix D).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 43, s. 1979

Approving the upgrading of positions of the following staff members (Appendix D):

1. Dr. Federico R. Flores, Asst Prof IV (Step 2) to Asso Prof II;
2. Dr. Wilfredo F. Floresca, Asst Prof II to Asst Prof IV;
3. Dr. Barbara C. Ternura, Asst Prof I to Asst Prof IV;
4. Ms. Lilia Y. Duatin, Instrucor IV to Asst Prof I;
5. Engr. Pedro D. Compendio, Engineer II to Instructor IV;
6. Mr. Prudencio Q. Marquez, Instructor II to Instructor IV;
7. Ms. Clara F. Colis, Instructor II to Instructor IV;
8. Mr. Ildefonso C. Taganas, Instructor I to Instructor IV;
9. Ms. Elena E. Cabilar, Instructor I to Instructor III;
10. Ms. Wolfreda T. Alesna, Asst. Instructor to Instructor III; and
11. Mr. Alejandro Caliente, Asst Instructor II to Instructor II.

All to take effect upon approval, subject to usual appointments by the College President and attestation by the Civil Service.

Approved

C. Daily Wage Schedule for Casual Workers

The proposed daily wage schedule for casual laborers in ViSCA was presented for Board action. (Appendix E).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 44, s. 1979

Approving the Daily Wage Schedule for Casual Workers in ViSCA (Appendix E) in toto and allowing the implementation of the wage increases, subject to budgetary laws, availability of funds, and COA rules and regulations.

Approved



1 D. Hazard Allowance for the Forestry Staff

2 A proposal was presented recommending that the  
3 teaching staff of the Forestry Department be given  
4 monthly hazard allowance of ₱150.00 each (Appendix F).

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

6 BOARD RESOLUTION NO. 45, s. 1979

7 Approving the recommendation to give hazard  
8 allowances to the members of the teaching staff  
9 of the Forestry Department (Appendix F) at ₱150  
10 per month each, effective June, 1979, subject to  
11 budgetary laws, availability of funds, and COA  
12 rules and regulations.

13 Approved

14 E. Honorarium to a Forestry Staff

15 A proposal was presented recommending that Mr. Marcelo  
16 Bonito, Instructor of the Forestry Department be given a  
17 monthly honorarium of ₱100 effective June 1979 (Appendix F1).

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

19 BOARD RESOLUTION NO. 45-A, s. 1979

20 Approving the recommendation to give monthly  
21 honorarium of ₱100 to Mr. Marcelo Bonito, Instruc-  
22 tor, Forestry Department effective June 1979,  
23 subject to availability of funds and COA rules and  
24 regulations (Appendix F1).

25 Approved

26 F. Hazard Allowance for the Teachers in Sab-a Basin RDHS

27 It was recommended that the teachers of VISCA who  
28 are assigned in the Rural Development High School in  
29 Sab-a be given hazard allowances (Appendix G ).

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

31 BOARD RESOLUTION NO. 46, s. 1979

32 Approving the recommendation to give hazard  
33 allowances to the members of the teaching staff



1 of the Sab-a Basin Rural Development High School  
2 (Appendix C) at ₱100 per month each, effective  
3 June, 1979, subject to availability of funds  
4 budgetary laws, and COA rules and regulations.

5 Approved

6 G. Proposed Reduced Subscription Rate to the Annals of  
7 Tropical Research (ATR) for ViSCA Students

8 A proposal was presented recommending that the ViSCA  
9 College students be given a reduced subscription rate of ₱10  
10 per semester to the Annals of Tropical Research (ATR) to be in-  
11 cluded in the College fees to facilitate collection  
12 (Appendix H).

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

14 BOARD RESOLUTION NO. 47, s. 1979

15 Approving the reduced subscription rate for  
16 the Annals of Tropical Research (ATR) offered to  
17 the ViSCA students at ₱10 per semester and allow-  
18 ing the inclusion of this amount to the college  
19 fees to be collected during the registration  
20 period, effective the Second Semester, SY 1979-80  
21 (Appendix H).

22 Approved

23 H. Transportation Allowance for the ROTC Commandant

24 A transportation allowance of ₱50 per month was re-  
25 commended for the ViSCA ROTC Commandant (Appendix I).

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

27 BOARD RESOLUTION NO. 48, s. 1979

28 Approving the recommendation to give trans-  
29 portation allowance to the ROTC Commandant based  
30 at Ormoc City at ₱50 per week (as adjusted)  
31 effective upon approval, subject to availability  
32 of funds and COA rules and regulations (Appendix I).

33 Approved



### I. Honoraria for ROTC Instructors

A proposal was presented recommending that competent reservists or ROTC graduates who may be assigned as Tactical Officers in ViSCA shall also be entitled to receive \$40 each per Saturday upon certification of the Commandant that they rendered satisfactory service as ROTC instructors or Tactical Officers (Appendix J).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 49, s. 1979

Approving the recommendation to include competent reservists or ROTC graduates who may be assigned as Tactical Officers shall be entitled also to receive \$40 each per Saturday upon certification of the Commandant that they have rendered satisfactory services as ROTC instructors or Tactical Officers which, in effect, amends Board Resolution No. 40, s. 1975, effective July 1979, subject to availability of funds and COA rules and regulations (Appendix J).

Approved

## VI. Other Matters:

A. Proposal to Hire the Services of Architect Alfredo N. Lapuebla

A proposal was presented recommending that Architect Alfredo N. Lapuebla be hired on contractual basis to supervise the on-going infrastructure projects on campus effective October 1, 1979, for an initial period of six months subject to renewal upon mutual agreement of both parties (Appendix K).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 50, s. 1979

Approving the proposal to hire Architect Alfredo N. Lapuebla as Consultant and Deputy Architect on



contractual basis, effective October 1, 1979, for an initial period of six months, subject to renewal (Appendix K), and allowing the payment to him the amount of Three Thousand Seven Hundred Seventy-Seven Pesos only (P3,777) per month, subject to budgetary laws and COA rules and regulations.

Approved

B. Proposed Regular Meetings of the ViSCA Board of Trustees

The proposed quarterly regular meetings of the ViSCA Board of Trustees was presented for Board approval (Appendix L).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 51, s. 1979

Approving the proposed regular meetings of the ViSCA Board of Trustees, in toto, (Appendix L), subject to adjustment as needed.

Approved

C. ATR Editorial Board Changed to ATR Board of Consultants

A proposal was presented recommending that the ATR (Annals of Tropical Research) Editorial Board be changed to ATR Board of Consultants with specific functions and remunerations at P25 per article reviewed/approved and published, but not to exceed P100 each consultant per issue of the ATR, to take effect with the second issue (Appendix M).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 52, s. 1979

Approving the proposal to change the ATR (Annals of Tropical Research) Editorial Board to ATR Board of Consultants with specific functions and remunerations at P25 per article reviewed/approved and published, but not to exceed P100 each consultant per issue to take effect with the second issue of the ATR, subject to the approval



of the President's Advisory Council (PAC) Appendix M).

Approved

D. ViSCA Fellowship Liaison Officer

A proposal was presented to hire Ms. Eva Tomacruz of the Los Banos Rural Bank and to pay her a monthly honorarium of \$100 as ViSCA's fellowship liaison officer with the following functions/duties: (1) to supervise the distribution of stipends of the ViSCA scholars at Los Banos, (2) to assist and facilitate the delivery of correspondence for the ViSCA scholars, and (3) to serve as the liaison officer (Appendix M).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 53, s. 1979

Approving the proposal to hire Ms. Eva Tomacruz of the Los Banos Rural Bank and allowing the payment of \$100 honorarium per month as ViSCA Fellowship Liaison Officer with the following duties and responsibilities: (1) To supervise the distribution of stipends of the ViSCA scholars/fellows at Los Banos, (2) to assist and facilitate the delivery of correspondences for the ViSCA scholars/fellows, and (3) to serve as the liaison officer for ViSCA scholars/fellows (Appendix M), subject to availability of funds and COA rules and regulations.

Approved

There being no other matter to discuss, the Vice Chairman adjourned the meeting at 1:43 p.m.

Certified True and Correct:

*Andres F. Duatin*  
ANDRES F. DUATIN  
Secretary

Attested:

Pres. F. A. BERNARDO  
Vice-Chairman

Approved as Corrected:

Dec. 12, 1979



GUIDELINES FOR DETERMINING FACULTY WORKLOAD\*GENERAL PROVISIONS:

The minimum faculty workload shall be 15 units and the maximum shall be 23. Out of the 15 minimum workload units, at least 5 shall come from actual teaching.

In excess of the 23 maximum workload units, an instructor may be entitled to additional compensation in accordance with the policies approved by the Board of Trustees for a maximum of 6 units, provided that workload units for activities for which an instructor already receives an honorarium or extra compensation shall not be included in the computation of excess workload, provided further that only workload units for actual teaching, research, extension and student thesis advising shall be considered for honorarium purposes.

I. INSTRUCTIONAL ACTIVITIES:A. Class size

For purposes of workload computation the maximum number of students in the various classes shall be the following:

CollegeGraduate courses

Lecture/Discussion - - - - -	30 students
Laboratory - - - - -	20 students

Undergraduate courses

Lecture/Discussion - - - - -	50 students
Laboratory - - - - -	35 students

High School

All classes - - - - -	40 students
-----------------------	-------------

B. General Formula for Determining Workload

$$FW_t = CH (U) + P (U) + E_s (U)$$

Where:  $FW_t$  = Total Workload for teaching

$CH$  = Total Contact Hours per week

$U$  = Credit factor

$P$  = No. of class preparations corresponding to the no. of subjects taught; a lecture-lab. subject will be considered two class preparations, that is, one preparation for the lecture and one for the laboratory of 3 or 6 hrs/week

$E_s = \sum$  (total no. of students per section minus the maximum no. prescribed for the class) only positive differences are considered

\* Based largely on "Guidelines for Determining Faculty Workload for ACAP-Member Institutions"



### C. Specific Instructional Activities

1. An undergraduate lecture/recitation course shall be given 1.0 workload unit per contact hour per week, 0.33 workload unit per class preparation per credit unit of said subject and 0.02 per student in excess of 50 per section.

However, if there less than five students in a class, the workload unit equivalent shall be reduced to one third (0.11 per credit unit) only for honorarium purposes.

$$\begin{aligned} FW_{Lec} &= CH (U) + P (U) + E_s (U) \\ &= CH (1) + P (0.33 \times \text{credit units}) + E_s (0.02) \end{aligned}$$

Where:  $E_s = \sum$  (no. of students/section-50); only positive differences are considered

Note: Please see Appendix A for computation samples.

2. An undergraduate laboratory course and all PE courses shall be assigned 0.8 workload unit per contact hour per week, 0.33 workload unit per class preparation per credit unit of the subject, and 0.03 unit per student in excess of 35

$$\begin{aligned} FW_{Lab} &= CH (U) + P (U) + E_s (U) \\ &= CH (0.8) + P (0.33 \times \text{credit units}) + E_s (0.03) \end{aligned}$$

Where:  $E_s = \sum$  (no. of students/section-35) only positive differences are considered

3. Graduate courses shall be given the same workload unit per contact hour of lecture, discussion or laboratory and per excess student as the undergraduate courses but 1.5 times the credit for class preparation.

$$\begin{aligned} \text{a) } FW_{Gr.Lec} &= CH (U) + P (U) + E_s (U) \\ &= CH (1) + P [1.5 (0.33 \times \text{credit units})] \\ &\quad + E_s (0.02) \end{aligned}$$

Where:  $E_s = \sum$  (no. of students/section-30); only positive differences are considered

$$\begin{aligned} \text{b) } FW_{Gr.Lab} &= CH (U) + P (U) + E_s (U) \\ &= CH (0.8) + P [1.5 (0.33 \times \text{credit units})] \\ &\quad + E_s (0.03) \end{aligned}$$

Where:  $E_s = \sum$  (no. of students/section-20); only positive differences are considered



4. High School subjects are assigned 0.9 workload unit per lecture/recitation hour per week, 0.8 per laboratory hour, and 0.33 workload per class preparation per credit unit of said subject. One section of Farming or Homemaking program (old vocational curricula) will be considered equivalent to two 3-hour laboratory classes per week. PE and YDT are considered laboratory classes.

$$\begin{aligned} FW_{Lec} &= CH (U) + P (U) + E_s (U) \\ &= CH (0.9) + P (0.33 \times \text{credit units}) + E_s (0.02) \\ FW_{Lab} &= CH (U) + P (U) + E_s (U) \\ &= CH (0.8) + P (0.33 \times \text{credit units}) + E_s (0.03) \end{aligned}$$

Where:  $E_s$  = (no. of students/section-40); only positive differences are considered

5. If there are less than 5 students in a class, the workload unit equivalent shall be reduced to one third (0.11 per credit unit) only for honorarium purposes.
6. If 2 or more instructors co-teach a subject, the workload unit equivalent for the class shall be divided proportionately among them.

D. A maximum of 3 workload units\* shall be credited for advising students officially enrolled in a thesis/dissertation, or its equivalent courses based on the following credit per student advisee:

B.S.	-----	0.30
M.S.	-----	0.50
Ph.D.	-----	0.75

English and technical critics, statisticians and head of department where thesis is conducted shall receive 0.2 workload unit per student with a maximum of 3 workload units.

- E. A credit unit of 0.15 per student advisee shall be given to a faculty adviser assigned to supervise students on farm practice, special problems, internship, student teaching, and other similar activities needing the close supervision of an adviser. Provided, that the total workload units for student advisorship shall not exceed 3.

## II. RESEARCH ACTIVITIES:

1. Leader of an approved and numbered research program having a duration of at least one semester is entitled to a maximum of 4.0 workload units per program.

---

\* maximum of 5 workload units may be allowed until 1983.



2. Leader or sole worker of an approved and numbered research project having a duration of at least one semester is entitled to a maximum of 3.0 workload units per project.
3. Leader or sole worker of an approved and numbered research study having a duration of at least one semester may claim a maximum of 2 units per study.
4. Co-worker of any approved and numbered research program, project or study having a duration of at least one semester is entitled to a minimum of 0.5 workload unit for each. The credit shall be proportional to the degree of involvement in the said research activity. In no case, however, shall the combined workload units for worker and co-worker exceed 4 in the case of program, 3 for project, 2 for study.

### III. EXTENSION ACTIVITIES:

1. Extension program leader, project leader, sole worker or co-worker shall be entitled to credit units similar to those assigned for research.
2. A faculty member involved in extension as a subject matter specialist of the department shall be given 1 workload unit. If more than one staff member are involved, the workload unit will be divided among them proportionately.

### IV. ADMINISTRATIVE ACTIVITIES:

1. Academic deans and other college officials performing equivalent administrative duties and responsibilities shall be considered full-time administrators but may be allowed to teach not exceeding 5 workload units.
2. Faculty members designated as department heads or principal shall be given 3 to 10 workload units depending on the number of resident staff members (teaching, research, clerical, technicians) as follows:

#### 2a. Department heads or principal

5 or less	- - - - -	3 workload units
6 - 10	- - - - -	5 workload units
11 - 15	- - - - -	7 workload units
16 or more	- - - - -	10 workload units

3. Faculty members with regular administrative and supervisory duties not included above shall be entitled to not more than 3 workload units. A faculty member assigned as Section/Unit Head shall earn 2 workload units. A faculty member who coordinates the activities of several class sections shall earn 0.2 workload unit per section in excess of one (1) section but not to exceed a total of 2 workload units.



4. Faculty members with co-curricular activities shall earn a maximum of 3 workload units.

a. Varsity coach or trainer shall earn 1 workload unit per team with a maximum of 2 workload units per semester

b. An adviser of a recognized student organization shall earn not more than 1.5 workload unit distributed as follows:  
Dramatic club/Dance Troupe/Choir - 1.5 workload unit each;  
student organization like Agromsa, Future Teachers of Agriculture, Agribusiness and others - 0.25 workload unit each.

c. Publications:	Technical	Semi-Popular	Popular
Editor	4	3	2
Asso. Editor	-	2	1.5
Contributor	-	0.75	0.5
Editorial Board Member	1	-	-

d. Membership in Standing Committee/Board - maximum of 3 workload units per semester

0.5 workload unit per committee of the College (Chairman - 0.6)  
0.2 workload unit per ad hoc committee of the College  
(Chairman - 0.3) (previous term)  
0.1 workload unit per committee in the Department  
(Chairman - 0.2)

5. Faculty members designated in-charge of projects shall earn the following workload units:

a. Income-generating - 2-5 workload units

b. Other projects such as waterwheel, nursery - 1-3 workload units

As much as possible a faculty member should not be assigned to more than one project. But if this cannot be avoided, the total credits earned should not exceed 10 units.

6. Special assignment of faculty members - workload unit equivalent to be determined by the Director of Instruction.

- V. The total faculty workload shall be the sum of the components as follows:

$$TFW = I + R + E + A + RA$$

where:

I = Instruction

A = Administration

R = Research

RA = Related Activities

E = Extension



Appendix A. Examples of Teaching Workload Computations

College

Instructor A. Five sections of Math 11 meeting 3 times a week. Each section is composed of the following number of students:

Section 1 - 25

2 - 48

3 - 55 - excess of 5

4 - 53 - excess of 3

5 - 30

$$\begin{aligned}FW_{lec} &= CH(U) + P + 0.02(E_s) \\&= 5 \times 3 \times 1 + (0.33 \times 3 \text{ credit units}) + 0.02(8) \\&= 15 + 0.99 + 0.16 \\&= 16.15\end{aligned}$$

Instructor B. Two sections Math 11, 1 lecture section of Physics 11, 1 lab section Physics 11 and 1 lab. section Ag. Eng'g. 21

Math 11 Sec. 1 (3 meetings a week - 30 students  
2 " " " " - 53 students - excess of 3

Physics 11 Lec (2 meetings a week) - 75 " - excess of 25

Physics 11 Lab (meeting 3 hrs/week) - 35 "  
Ag. Eng'g. 21 Lab (6 hrs/week) - 37 " - excess of 2 students but meeting twice a week, so equivalent to 4 students

Math 11

$$FW_{Lec} = \left[ (3 \times 2) \times 1 + (0.33 \times 3 \text{ credit units}) + 0.02(3) \right] + \left[ (2 \times 1) \times 1 + (0.33 \times 2) + 0.02(25) \right]$$

Physics 11

$$\begin{aligned}&= 6 + 0.99 + 0.06 + 0.5 \\&= 7.05 + 3.16 \\&= 10.21\end{aligned}$$



$$FW_{Lab} = \left[ (3 \times 0.8) \times 1 + (.33 \times 1) \right] + \left[ (6 \times 0.8) \times 1 + (.33 \times 2) \right. \\ \text{Physics 11} \qquad \qquad \qquad \text{Ag. Eng'g. 21} \\ \qquad \qquad \qquad \left. + 0.03 (4) \right]$$

$$= 2.4 + .33 + 4.8 + .66 + 0.12$$

$$= 2.73 + 5.58$$

$$= 8.31$$

$$FW_t = 10.21 + 8.31$$

$$= 18.52$$

### High School

#### Instructor C.

4 sections Math 1 meeting 5 times a week; class size not more than 40 students

$$FW_{Lec} = (4 \times 5) \times 0.9 + 0.33(1.5)$$

$$= 20 \times 0.9 + 0.50$$

$$= 18.50$$

#### Instructor D.

2 sections Home Science 1 (3 hrs lect and 3 hrs lab/week per section

2 sections Homemaking Program III (10 hrs practicum a week per section

1 section 30 students, the other 50 students)

$$FW_{Lec} = (3 \times 2) \times 0.9 + 0.25$$

$$= 5.4 + 0.25$$

$$= 5.65$$

$$FW_{Lab} = \left[ (3 \times 2) \times 0.8 + 0.25 \right] + \left[ (3 \times 4) \times 0.8 + 0.50 + 0.03(10) \right] \\ \text{Home Sci. 1} \qquad \qquad \qquad \text{Homemaking Program} \\ = \left[ 4.8 + 0.25 \right] + \left[ 9.6 + 0.50 + 0.3 \right] \\ = 5.05 + 10.40 \\ = 15.45$$

$$FW_t = 5.65 + 15.45 \\ = 21.10$$

\* / 1 section Homemaking/Agriculture Program is equivalent to 2 laboratory sections



**PROPOSED GUIDE IN DETERMINING HONORARIUM  
FOR OVERLOAD TEACHING FOR  
THE VISCA FACULTY**

Dept. of Agronomy & Soils

## 1. Mr. Faustino P. Proponent:

MS in Soils Science

UP at Los Baños 1977

Dr. E. N. Bernardo

Director of Instruction

Assistant Professor

P16,044.00 p.a.

Item No. 26

Effectivity: July 16, 1979

Dept. of Arts and Letters

**Formula:** Monthly Honorarium equals Monthly Salary over Twenty-three Times Number of Units,

## 2. Ms. Grace

Bachelor of Arts - Psychology

Silliman or  $MH = \frac{MS}{23} \times \text{no. of units}$ 

23

Instructor

P11,328.00 p.a.

Item No. 132\*

Effectivity: June 1, 1979

Dept. of Animal Science

**Note:** No. of Units refers to the workload units over and above 23 units, the maximum number of workload units for teaching, which shall be considered for honorarium purposes.

## 3. Dr. Alvin A. Ayque

Doctor of Veterinary Medicine

UP Diliman 1979

Effectivity: Sept. 7, 1979

**APPLICATION:** Dr. David T. Guzman

Doctor of Veterinary Medicine

Instructor

P12,516.00 p.a.

An Assistant Professor receiving a monthly salary of P1,211, with a total teaching workload units of 26:

Dept. of Ag. Formulating & Applied Math.5. Ms. Maria Ana  $MH = \frac{MS}{23} \times \text{no. of units}$ 

BS in Statistics

UP at Los Baños

$$= \frac{P1,211}{23} \times 3$$

Instructor

P11,328.00 p.a.

Item No. 132\*

Effectivity: Sept. 24, 1979

Philippine Root Crops Research and Training Center

$$= P52.65 \times 3$$

6. Mr. Alfredo G. Ding  $= P157.95$ 

BS in Ag. Education (Agronomy)

VISCA 1978

(Research) Asst. Instructor

P9,756.00 p.a.

**Note:** For less than one month of services, honorarium shall be computed using the formula:

Community Extension Service

## 7. Mr. Buenaventura B. Dargante

BS in Psychology

UP College of Cebu 1979

$$\frac{MH}{30} \times \text{no. of days (inclusive of Sundays/Holidays)}$$

Instructor

P9,288.00 p.a.

Item No. 132\*

Effectivity: Sept. 1, 1979

\* - Charged to lump sum for substitutes



Appointment of PersonnelCrop ProtectionDept. of Agronomy & Soils

1. Mr. Faustino P. Villamayor  
MS in Soils Science  
UP at Los Banos 1979

(Chemical) Laboratory Tech.

Assistant Professor

P16,044.00 p.a.

Item No. 26

Effectivity: July 16, 1979

Physical Plant OfficeDept. of Arts and Letters

2. Ms. Grace D. Apura  
Bachelor of Arts - Psychology  
Silliman University

Physical Plant Superintendent

Instructor

P11,328.00 p.a.

Item No. 132\*

Effectivity: June 1, 1979

Library ServicesDept. of Animal Science & Vet. Med.

3. Dr. Alvin A. Ayque  
Doctor of Veterinary Medicine  
UP Dilliman 1979

Senior Librarian

Instructor

P12,516.00 p.a.

Item No. 132\*

Effectivity: Sept. 7, 1979

4. Dr. Lorenzo David T. Guzman  
Doctor of Veterinary Medicine

Instructor

P12,516.00 p.a.

Item No. 132\*

Effectivity: Sept. 7, 1979

Dept. of Ag. Engineering & Applied Math.

5. Ms. Maria Ana E. Odejar  
BS in Statistics  
UP at Los Banos

Instructor

P11,328.00 p.a.

Item No. 132\*

Effectivity: Sept. 24, 1979

Philippine Root Crops Research and Training Center

6. Mr. Alfredo G. Dingal  
BS in Ag. Education (Agronomy)  
VISCA 1978

(Research) Asst. Instructor

P9,756.00 p.a.

Item No. 132\*

Effectivity: July 1, 1979

Community Extension Service

7. Mr. Buenaventura B. Dargantes  
BS in Psychology  
UP College of Cebu 1979

Visiting Asst. Instructor

(Extension) Asst. Instructor

P9,288.00 p.a.

Item No. 132\*

Effectivity: Sept. 1, 1979

\* - Charged to lump sum for substitutes



Crop Protection

8. Ms. Emma A. Pepito

BS in Biology  
USC 1979  
Education  
Pennsylvania State Univ. 1972

(Chemical) Laboratory Tech.  
¥6,240.00 p.a.  
Item No. 113  
Effectivity: Aug. 20, 1979

Physical Plant Office

9. Engr. Manuel C. Capacio

BS in Mechanical Engineering  
Cebu Institute of Technology 1971

Physical Plant Superintendent  
¥17,724.00 p.a.  
Item No. 11  
Effectivity: July 16, 1979

Library Services

10. Ms. Consuelo B. Jaime

BS in Agricultural Education  
w/21 units in MA Library Science  
Institute of Library Science  
UP Diliman

Senior Librarian  
¥10,260.00 p.a.  
Item No. 70  
Effectivity: August 1, 1979

Information Office

11. Mr. Henry Y. Coltiano

Bachelor of Arts  
Colegio de San Jose-R. 1979

Information Editor  
¥8,832.00 p.a.  
Item No. 75  
Effectivity: Sept. 1, 1979

Office of Business & Administrative Affairs

12. Mr. Gilberto A. Israel

BS in Commerce  
FCIC 1978

Bookkeeper II  
¥7,756.00 p.a.  
Accounting Clerk I  
¥6,888.00 p.a.  
Item No. 104(2)  
Effectivity: Sept. 1, 1979

Renewal of Conduct

1. Dr. Tung Ly

Ph.D. in Agronomy  
UPLB 1976  
No. of yrs. in present position - 1  
Performance Rating: Very Satisfactory

Associate Professor  
¥26,388.00 p.a.  
Effective: October 1, 1979  
until September 30, 1980

2. Mr. Angus John MacDonald

BS Parasitology  
Univ. of Glasgow 1979  
No. of yrs. in present position - 3  
Performance Rating: Very Satisfactory

Visiting Asst. Instructor  
¥800/month allowance  
Effective: Oct. 2, 1979  
until Oct. 1, 1981



3. Mr. Julian V. Casas  
Department/Center Heads I

- CS Eligibility: Career Service (SP)
1. Dr. Caledonio M. Gapasin Rating: Satisfactory  
Ph.D. in Ag. Education  
Pennsylvania State Univ. 1972  
Director of Extension  
\$300.00/month honorarium  
Effectivity: August 16, 1979
  2. Dr. Federico R. Flores Rating: First Grade  
Ph.D. in Ag. Education  
UP at Los Banos 1977  
Director, RTC-RD  
\$1,000.00/month honorarium  
Effectivity: August 16, 1979
  3. Engr. Roque C. de Pedro Rating: Career Service  
MS in Crop Processing  
UP at Los Banos 1979  
Acting Head, Dept. of Ag. Eng'g.  
and Applied Math.  
\$250.00/month honorarium  
Effectivity: August 1, 1979

Promotions

- CS Eligibility: Career Service (Prof)  
Performance Rating: Very Satisfactory
1. Ms. Editha C. Calienta  
Bachelor of Arts - English Estabille  
CSJ-Recoletos 1977  
Private Secretary  
\$14,532.00 p.a.  
Item No. 17  
Former Position: Information Editor and Grade  
Effectivity: Sept. 1, 1979
  2. Ms. Pacita R. Escalante  
BSAH w/18 units of Library Science  
Former Position: Library Assistant  
Librarian  
\$9,288.00 p.a.  
Item No. 85  
Effectivity: Sept. 1, 1979
  3. Ms. Milagrosa L. Gamotin  
BS in Commerce, Redempta B. Soria  
USC 1967  
Bookkeeper II  
\$9,756.00 p.a.  
Item No. 71  
CS Eligibility: CPA Board  
Former Position: Accounting Clerk I  
Effectivity: Sept. 1, 1979

10. Romeo M. Rebutas  
For Permanent Status

- CS Eligibility: Career Service (Prof)
1. Dr. Vicente A. Quintero Rating: Satisfactory  
Associate Professor  
Ph.D. in Ag. Education U. Nueva  
No. of yrs. in present position - 1  
Performance Rating: Very Satisfactory
  2. Mr. Reynaldo R. Javier  
Assistant Professor  
MS in Agronomy  
No. of yrs. in present position - 3  
Performance Rating: Very Satisfactory



3. Mr. Julian V. Canas  
Clerk I  
CS Eligibility: Career Service (SP)  
Performance Rating: Satisfactory

12. Ms. Analou S. Montano  
4. Ms. Dalia L. Silao  
Accounting Clerk I  
CS Eligibility: First Grade  
Performance Rating: Very Satisfactory

13. Mr. Raul L. Abit  
5. Ms. Lourdes B. Cano  
Clerk I  
CS Eligibility: Career Service (Prof)  
Performance Rating: Satisfactory

14. Ms. Marcelina C. Audhan  
6. Ms. Milagros C. Yu  
Clerk I  
CS Eligibility: Career Service (Prof)  
Performance Rating: Very Satisfactory

15. Mr. Dioscoro M. Lapasanda, Sr.  
7. Mr. Brigido B. Estabillo  
No. Clerk I in present position - 2  
CS Eligibility: Second Grade  
Performance Rating: Satisfactory

16. Mr. Nestor M. Israel  
8. Mr. Romeo C. Yap  
Clerk I  
CS Eligibility: Career Service (Prof)  
Performance Rating: Satisfactory

17. Mr. Edgardo L. Dequite  
9. Ms. Redempta B. Soria  
Clerk I  
CS Eligibility: Career Service (Prof)  
Performance Rating: Very Satisfactory

10. Romeo M. Rebuyas  
Clerk I  
CS Eligibility: Career Service (Prof)  
Performance Rating: Satisfactory

11. Ms. Linda U. Nuena  
Registrar II  
CS Eligibility: PD 907  
Performance Rating: Very Satisfactory



- 5 -

Request for Authority to Adjust Monthly Compensation

12. Ms. Analou S. Montejos Professor in Astronomy

Clerk I

CS Eligibility: Career Service (Sub-Prof)

Performance Rating: Satisfactory

13. Mr. Raul L. Abit

Clerk I is one of the best researchers and professor among

CS Eligibility: Career Service (Sub-Prof)

our agricultural staff however, being an alien,

14. Ms. Marcelina C. Amihan regular staff hence, his status as

Clerk I

a consultant CS Eligibility: Career Service (Prof) to the salary of

Performance Rating: Very Satisfactory

an Associate Professor II in view of the numerous research projects

15. Mr. Dioscore M. Lapasanda, Sr.

Driver he is undertaking the training of coconut farmers on

No. of yrs. in present position - 2

Performance Rating: Very Satisfactory leadership.

16. Mr. Nestor M. Israel, all the regular College personnel

Civil Engineer

received a salary adjustment National Budget Circular No. 305.

Performance Rating: Satisfactory

It is deemed fair and just that Dr. Ly Tung's compensation be likewise

17. Mr. Edgardo L. Dequite

Buyer he will not feel being left out.

CS Eligibility: First Grade (Entrance)

Performance Rating: Satisfactory compensation of Dr. Ly

Tung be adjusted effective May 1, 1979 in the same manner the sala-

ries of the regular staff were adjusted.



Request for Authority to Adjust Monthly Compensation  
of Dr. Ly Tung, Associate Professor in Agronomy

Dr. Ly Tung is one of the best researcher and professor among our agricultural scientists in VisCA today. However, being an alien, the college cannot hire him as a regular staff hence, his status as a consultant. His compensation however, is equal to the salary of an Associate Professor II in view of the numerous research projects he is undertaking not to mention the training of coconut farmers on hybridization which is being conducted under his leadership.

Effective last May 1, 1979, all the regular College personnel received a salary adjustment under National Budget Circular No. 305. It is deemed fair and just that Dr. Ly Tung's compensation be likewise adjusted so that he will not feel being left out.

It is, therefore, requested that the compensation of Dr. Ly Tung be adjusted effective May 1, 1979 in the same manner the salaries of the regular staff were adjusted.



October 4, 1979

APPENDIX D

FOR UPGRADING OF POSITIONS

Required Points

Degree	Present Position	Points	Equiv. Rank	For Reclassification	For Entrance
Ph.D. in Ag. Educ.	Asst. Prof. (Step 2)	76.57	Asso. Prof. II 1/	76 w/PhD or 80 w/MS	68 w/PhD or 72 w/MS
Ph.D. in An. Science	Asst. Prof. II	61.605	Asst. Prof. IV 2/	68 w/MS	60 w/MS
Ph.D. in Education	Asst. Prof. I	62.60	Asst. Prof. IV 2/	68 w/MS	60 w/MS
BSE w/Certificate in PE	Instructor IV	54.45	Asst. Prof. I 2/	56 w/MS or 60 w/MS	48 w/MS or 52 w/MS
Compensio Master in Engineering	Engineer II	47.25	Instructor IV 2/	55	47
Marquez Master in Agriculture	Instructor II	49.65	Instructor IV 2/*	55	47
MA in Pilipino	Instructor II	56.2	Instructor IV 1/	55	47
MS Family Resource Mgt.	Instructor I	47.60	Instructor IV 2/	55	47
MS in Dev. Com.	Asst. Inst. I	45.825	Instructor III 2/	52	44
BS Fisheries	Asst. Inst. II	40.58	Instructor III 2/+	52	44
BS Fisheries	Asst. Inst. II	50.30	Instructor II 1/	49	41

Very truly yours,

under Points for Reclassification which  
performance rating for two periods (SGO.)

under Entrance which does not include performance rating,  
having just returned from study leave.

IV is the highest rank for High School staff

rank given to master's degree holder is Instructor III.

1-14-60



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

APPENDIX E

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte  
DAILY WAGE SCHEDULE FOR CASUAL WORKERS

October 4, 1979

OCPC Range*	S	T	E	P
The President VisCA, Baybay	2	3	4	5
38 Leyte 12.00	12.50	13.00	14.00	15.00
39 Sir : 13.00	13.50	14.00	15.00	16.00
40 I wish to recommend approval of the attached wage				17.00
41 schedule for casual workers in VisCA. Formulation of				18.00
42 this new wage schedule was prompted by the following:				19.00
43 1. Salary adjustments of national government			18.00	19.00
44 employees and officials as provided for			19.00	20.00
45 by Budget-Circular No. 305.	18.00	19.00	20.00	21.00
46 2. Price increases which badly affected the			20.00	21.00
47 low-income workers of the College.			21.00	22.00
48 The salary rate of the upgraded OCPC salary	19.00	19.50	20.00	21.00
49 range per Budget Circular No. 305 was used as a			22.00	23.00
50 guide in the preparation of the attached wage			23.00	24.00
51 schedule. Provisions were made to avoid a			24.00	25.00
52 situation where a casual worker would be receiving			25.00	26.00
53 a higher annual wage than a regular staff member	23.00	23.50	24.00	25.00
54 belonging to the same salary range and step.			25.00	26.00
55 Effectivity of this wage schedule will depend			26.00	27.00
56 on the availability of funds for the purpose.			27.00	28.00
57 Very truly yours,	25.00	25.50	27.00	28.00
58	26.00	26.50	27.00	28.00
59			28.00	29.00
60				

(SGD.) SAMUEL S. GO

Vice President for Administration

\*Upgraded OCPC range per Budget Circular No. 305

TRUE COPY FROM

THE ORIGINAL:

Note: 1. Implementation of this new wage structure is subject to the policies and conditions approved by the Board in its 30th regular meeting.

RONALD C. YAP  
O.C.S. Clerk  
1-14-80



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

DAILY WAGE SCHEDULE FOR CASUAL WORKERS

<u>OCPC Range*</u>	S	T	E	P	
	1	2	3	4	5
38	12.00	12.50	13.00	14.00	15.00
39	13.00	13.50	14.00	15.00	16.00
40	14.00	14.50	15.00	16.00	17.00
41	15.00	15.50	16.00	17.00	18.00
42	16.00	16.50	17.00	18.00	19.00
43	17.00	17.50	18.00	19.00	20.00
44	18.00	18.50	19.00	20.00	21.00
45	19.00	19.50	20.00	21.00	22.00
46	20.00	20.50	21.00	22.00	23.00
47	21.00	21.50	22.00	23.00	24.00
48	22.00	22.50	23.00	24.00	25.00
49	23.00	23.50	24.00	25.00	26.00
50	24.00	24.50	25.00	26.00	27.00
51	25.00	25.50	26.00	27.00	28.00
52	26.00	26.50	27.00	28.00	29.00

\*Upgraded OCPC range per Budget Circular No. 305

Note: 1. Implementation of this new wage structure is subject to the policies and conditions approved by the Board in its 30th regular meeting.



# POSITION GROUPING

## R-38 Position Grouping .... page 2

Animal Caretaker	Janitor
Food Service Worker	Laborer
Gardener	Laundry Worker
Helper (Carpenter, Domestic, Bindery, Construction, Mason)	

## R-39 Administrative Aide

Battery Man	Electrician
Clerical Aide	Heavy Equipment Operator
Cook	Messenger
Dental Aide	Nursing Attendant
Farm Aide	Road/Drainage/Sewer Maintenance Man
Helper (Electrician, Mechanic, Machinist, Painter, Plumber)	Flowman
Laboratory Aide	Utilityman
Light Equipment Operator	Store Aide
Medical Aide	Toolkeeper
	Tractor Operator Assistant
	Utilityman
	Executive/Guest House Caretaker

## R-40

Bookbinder	Mason
Duplicating Equipment Operator	Plant Propagator
Supplies Checker	Senior Janitor
Laboratory and Office Equipment Repairman	

## R-41

Carpenter

## R-42

Carpenter Foreman

## R-43

Cash Clerk I	Machinist
Accounting Clerk I	Mechanic
Clerk	Mechanical Plant Operator
Driver	Painter
Driver-Mechanic	Plumber
Farm Foreman	Security Guard
Forest Guard	Soil Technician
Head Janitor	Statistical Aide
Labor Foreman	Storekeeper
Laboratory Technician	Welder

## R-43\*

Accounting Clerk II	Cash Clerk II
Clerk II	

\* For hiring purposes of new recruit which also include those listed under range 44



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

Position Grouping .... page 2

OFFICE OF THE DIRECTOR OF INSTRUCTION

R-44

October 2, 1979

Administrative Aide  
Admission Aide  
Assistant Buyer  
Budget Aide  
Building Maintenance Foreman  
Draftsman

Electrician  
Heavy Equipment Operator  
Illustrator  
Library Assistant  
Personnel Aide  
Senior Carpenter

Sir:

R-45

I wish to recommend that the teaching staff of the Forestry Department be given a monthly hazard allowance of P100.00.

The reasons for giving the hazard allowance are:

R-46

1. Each staff member of the Forestry Department is required to participate in the reforestation and management of the forest reservation where he is assigned. He is exposed to snakes and other wild animals, falling branches, and other forest hazards.

Laboratory and Office Equipment Repairman

R-50

As foresters they have to apprehend violators of forestry laws and confiscate illegally gathered forest products from the VISCA forest reservation.

Carpenter Foreman

R-51

Thank you.

Automotive Shop Foreman  
Construction Foreman

Very truly yours,

(SGD.) E. N. BERNARDO  
Director

TRUE COPY FROM THE  
ORIGINAL:

R. C. YEP  
O.C.S. Clerk  
10-3-79



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE DIRECTOR OF INSTRUCTION

October 2, 1979

The President  
ViSCA, Baybay  
L e y t e

S i r :

I wish to recommend that the teaching staff of the Forestry Department be given a monthly hazard allowance of ₱150.00 each.

The reasons for giving the hazard allowance are:

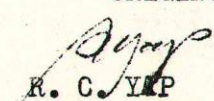
1. Each staff member of the Forestry Department is required to actively participate in the reforestation and management of the ViSCA forest reservation where he is exposed to snakes and other wild animals, falling branches of forest trees, and other forest hazards.
2. As foresters they have to apprehend violators of forestry laws and confiscate illegally gathered forest products from the ViSCA forest reservation.

Thank you.

Very truly yours,

(SGD.) E. N. BERNARDO  
Director

TRUE COPY FROM THE  
ORIGINAL:

  
R. C. YAP  
O.C.S. Clerk  
10-3-79



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

October 4, 1979

The Honorable Members of the Board

of Trustees

Visayas State College of Agriculture

Baybay, Leyte

The President  
VISCA, Baybay  
Leyte

Through: The President

Sir: Visayas State College of Agriculture  
Baybay, Leyte

I wish to recommend that Mr. Marcelo Bonita, instructor of the Forestry Department be given a monthly honorarium of ₱100 effective June 1979.

In addition to his regular teaching duties Mr. Bonita is required to:

1. Actively participate in the reforestation and management of the VISCA forest reservation where he is exposed to snakes, falling branches of forest trees and other forest hazards.
2. Apprehend violators of forestry laws and confiscate illegally gathered forest products from the VISCA forest reservation.
3. Help implement the PROFEM program undertaken by VISCA.

Very truly yours,

Hoping for a favorable consideration, I am

Very truly yours,

(SGD.) SAMUEL S. CO  
Vice President for Administration

(SGD.) FEDERICO R. FLORES  
Head, Ag. Dev. Ed. Dept.

TRUE COPY FROM  
THE ORIGINAL:

ROMEO C. YAP  
O.C.S. Clerk  
1-17-80

EMILIANA N. BERNARDO  
Director of Instruction

TRUE COPY:

R. C. YAP  
O.C.S. Clerk  
1-18-80



4 October 1979

## VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

The Honorable Members of the Board  
of Trustees  
Visayas State College of Agriculture  
Baybay, Leyte 7127

September 6, 1979

Dr. Through: The President  
President Visayas State College of Agriculture  
Visayas State College Baybay, Leyte 7127  
Baybay, Leyte

Sir: Dear, Honorable:

I wish to recommend that the four teachers assigned to the Sab-a Basin Rural Development High School be given a monthly hazard allowance of ₱100.00 each. This is not only to enhance their scientific thinking, but also to enhance their scientific thinking. Since the

Annals: The reasons for giving the hazard allowance are: have a special subscription rate being offered exclusively to students.

1. The school site is located in remote area and the teachers are required to live in the barangay where the school is located. The rate is ₱20 per year or ₱10 per semester - a saving of 50%. In order to facilitate collection, we recommend that the rate be reduced to ₱10 per semester.
2. The place is infested with schistosomiasis which is a hazard to the health of the teachers. This method of collection is not effective.
3. The place where the school is located is still undeveloped; hence, the teacher have to be satisfied with the living conditions in that place.

We are hoping for a favorable action on this request.

Hoping for a favorable consideration, I am

Very truly yours,

Very truly yours,

(SGD.) M. E. PALMARI

(SGD.) FEDERICO R. FLORES  
Head, Ag. Dev. Ed. Dept.

Recommending Approval:  
TRUE COPY FROM THE  
ORIGINAL:

(SGD.) EMILIANA N. BERNARDO  
Director of Instruction

TRUE COPY:

R. C. YAP  
O.C.S. Clerk  
1-18-80



PROPOSED REVISION ON THE  
PROPOSAL TO PAY MEMBERSHIP TO MILITARY PERSONNEL  
CONDUCTING ROTC INSTRUCTION AT VISCA

APPENDIX H

APPENDIX I

## VISAYAS STATE COLLEGE OF AGRICULTURE

Rationale:

Baybay, Leyte

VISAYAS STATE COLLEGE OF AGRICULTURE

Recently, a directive Baybay, Leyte Headquarters abolished the ROTC fee so that effective the first semester 1979-80, the cadets were not charged ROTC fees.

September 6, 1979

October 4, 1979

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

Dear Pres. Bernardo:

The students of the Visayas State College of Agriculture should be encouraged to read technical journals not only to supplement lectures that they receive from the classrooms but also to enhance their scientific thinking. Since the Annals of Tropical Research is a VI-CA publication, we have a special subscription rate being offered exclusively to students.

The Annals of Tropical Research costs \$50 per year. For VISCA college students only, the rate is \$20 per year or \$10 per semester - a saving of 60%. In order to facilitate collection, we recommend that the \$10 fee be included during registration, effective Second Semester, 1979-80. The subscription entitles the student to two issues of ATR. This method of collection is not without precedent since it is practiced for example by the Philippine Agriculturist in UP at Los Banos.

We are hoping for a favorable action on this request.

Very truly yours,

(SGD.) M. K. PALOMAR  
Editor, ATR

TRUE COPY FROM THE  
ORIGINAL:

TRUE COPY FROM THE  
ORIGINAL:

R. C. IAP  
O.C.S. Clerk

R. C. IAP  
O.C.S. Clerk  
1-18-80



PROPOSED REVISION ON THE  
PROPOSAL TO PAY HONORARIUM TO MILITARY PERSONNEL  
CONDUCTING ROTC INSTRUCTION AT VISCA

## APPENDIX I

Rationale:

**VISAYAS STATE COLLEGE OF AGRICULTURE**

Recently, a directive **Baybay, Leyte** Headquarters abolished the ROTC fee so that effective the first semester of this school year, the cadets were not charged ROTC fees.

October 4, 1979

As a result of this directive, ROTC instruction in VISCA has not been regular because the military personnel assigned to conduct and supervise ROTC training did not come as scheduled, using as an excuse the distance from the headquarters in Ormoc City, the poor transportation facilities and the bad roads.

**The President  
VISCA, Baybay  
Leyte**

When this matter was brought to the attention of the ROTC Superintendent of the 3rd Military Area in Cebu, he explained that this is true in practically all schools because ROTC instruction is an "additional" job so that I wish to recommend that the Commandant of the VISCA ROTC Unit be given a transportation allowance of ₱50.00 per week. The ROTC Commandant has to travel from Ormoc City where he is based to VISCA every weekend and sometimes on weekdays when ROTC instruction is going on. The amount requested is rather modest considering the transportation cost between VISCA and Ormoc City.

Proposed:

It is suggested that the ROTC instructors assigned to conduct ROTC training at VISCA hereby propose that they be given honorarium as prescribed below to be paid by VISCA so that they will be more motivated to attend to their assignment and more regular in their attendance:

1. For the ROTC Commandant - ₱50.00 per Saturday supervisory work. If he is absent he is not entitled to honorarium. **Very truly yours,**
2. For the Tactical Officer - ₱40.00 per Saturday instruction subject to the same condition as the Commandant.
3. For the Administrative NCO (SGD.) - ₱30.00 per Saturday instruction depending on attendance and performance subject to the same conditions stated above.

**TRUE COPY FROM THE  
ORIGINAL:**

Company Reservists or ROTC graduates who may be assigned as Tactical Officers shall be entitled also to receive ₱40.00 per Saturday upon certification of the Commandant that they have rendered satisfactory service as ROTC instructors or Tactical Officers.

**RONALD V. YAP**

**O.C. Clerk**

**1-18-80 BOARD RESOLUTION NO. 40-A, s. 1979**

Approving in toto the proposal to pay honorarium to military personnel and other instructional staff conducting ROTC instruction in VISCA.



PROPOSED REVISION ON THE  
PROPOSAL TO PAY HONORARIUM TO MILITARY PERSONNEL  
CONDUCTING ROTC INSTRUCTION AT VISCA

Rationale:

Recently, a directive from the Army Headquarters abolished the ROTC fee so that effective the first semester of this school year, the cadets were not charged ROTC fees.

As a result of this directive, ROTC instruction in VisCA has not been regular because the military personnel assigned to conduct and supervise ROTC training did not come as scheduled, using as an excuse the distance from the headquarters in Ormoc City, the poor transportation facilities and the bad roads.

When this matter was brought to the attention of the ROTC Superintendent of the 3rd Military Area in Cebu, he explained that this is true in practically all schools because ROTC instruction is an "additional" work given to the commandant over his regular job so that very often he is constrained to forego his "additional" assignment whenever he has a reason for doing so.

Proposal:

As an incentive to the Commandant and the instructors assigned to conduct ROTC training in VisCA, it is hereby proposed that they be given honorarium as prescribed below to be paid by VisCA so that they will be more conscientious with their "additional" assignment and more regular in their attendance:

1. For the ROTC Commandant - ₱50.00 per Saturday supervisory work. If he is absent he is not entitled to his honorarium.
2. For the Tactical Officer - ₱40.00 per Saturday instruction subject to the same condition as the Commandant.
3. For the Administrative NCO - ₱25.00 to ₱35.00 per Saturday instruction depending on his educational qualification and performance subject to the same conditions stated above.

Competent reservists or ROTC graduates who may be assigned as Tactical Officers shall be entitled also to receive ₱40.00 per Saturday upon certification of the Commandant that they have rendered satisfactory service as ROTC instructors or Tactical Officers.

BOARD RESOLUTION NO. 40-A, s. 1979

Approving in toto the proposal to pay honorarium to military personnel and other instructional staff conducting ROTC instruction in VisCA.



PROPOSAL TO PAY HONORARIUM TO MILITARY PERSONNEL  
CONDUCTING ROTC INSTRUCTION AT VISCA

Rationale:

Recently, a directive from the Army Headquarters abolished the ROTC fee so that effective the first semester of this school year, the cadets were not charged ROTC fees.

As a result of this directive, ROTC instruction in VisCA has not been regular because the military personnel assigned to conduct and supervise ROTC training did not come as scheduled, using as an excuse the distance from the headquarters in Ormoc City, the poor transportation facilities and the bad roads.

When this matter was brought to the attention of the ROTC Superintendent of the 3rd Military Area in Cebu, he explained that this is true in practically all schools because ROTC instruction is an "additional" work given to the commandant over his regular job so that very often he is constrained to forego his "additional" assignment whenever he has a reason for doing so.

Proposal:

As an incentive to the Commandant and the instructors assigned to conduct ROTC training in VisCA, it is hereby proposed that they be given honorarium as prescribed below to be paid by VisCA so that they will be more conscientious with their "additional" assignment and more regular in their attendance:

1. For the ROTC Commandant - ₱50.00 per Saturday supervisory work. If he is absent he is not entitled to his honorarium.
2. For the Tactical Officer - ₱40.00 per Saturday instruction subject to the same condition as the Commandant.
3. For the Administrative NCO - ₱25.00 to ₱35.00 per Saturday instruction depending on his educational qualification and performance subject to the same conditions stated above.

BOARD RESOLUTION NO. 40, s. 1975

Approving in toto the proposal to pay honorarium to military personnel conducting ROTC instruction at VisCA. (Appendix I)



PROPOSED REGULAR MEETING OF THE VIACA BOARD OF TRUSTEES\*

Proposal to Hire Architect Alfredo N. Lapuebla as Consultant  
and Deputy Project Architect on Contractual Basis

In view of the dearth for highly qualified technical men in the construction business, and in view of the need of VIACA for one who can supervise the on-going infrastructure projects on the campus, Architect Alfredo Lapuebla was prevailed upon to stay in VIACA after his resignation on September 30, 1979 to supervise and/or act as consultant on building construction funded by the Philippine government and/or the World Bank.

Mr. Lapuebla will be hired on contractual basis effective October 1, 1979 for an initial period of six months subject to renewal upon mutual agreement of parties until the completion of the projects that the College may want him to supervise.

\* To be The amount mutually agreed Mr. Lapuebla will receive for his services is Three Thousand Seven Hundred Seventy-Seven Pesos (P3,777.00) per month.



PROPOSAL: CHANGE OF THE ATR EDITORIAL BOARD TO  
ATR BOARD OF CONSULTANTS

Dear Pres. Fernando:

The Annals of Tropical Research (ATR) is presently governed by an Editorial Board whose membership's expertise is limited to a few areas of discipline. The ATR covers unlimited areas of discipline necessitating experts to review the articles for publication. Furthermore, since the policies for the ATR have already been established, the need for a governing body is no longer as important as before.

1. Supervise the distribution of the stipends of the scholars
2. And In view of the above rationale, it is recommended that the present governing body be changed to ATR Board of Consultants with specific functions and remunerations at ₦25 per article approved/reviewed and published, but not to exceed ₦100 each consultant per issue, to take effect with the second issue of the ATR, subject to the approval of the President's Advisory Council (PAC).

Very truly yours,

(1967.) CESAR C. JERONA, JR.,  
Vice President for Development  
and External Affairs

TRUE COPY OF THE  
ORIGINAL:

H. C. IAP  
 C. C. Clark  
 1-18-80



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

August 16, 1979

Pres. F. A. Bernardo  
Visayas State College of Agriculture  
Baybay, Leyte


Dear Pres. Bernardo:

The distribution of the stipends and communication with our scholars at the U.P. at Los Banos have been a problem because the College has not employed a fellowship liaison officer to handle the needs of about 55 VISCA scholars. In this connection, I wish to request that the College contracts the services of Mrs. Eva Tomacruz, a unit manager of the Los Banos Rural Bank. Approval from the Bank Management had been secured. Mrs. Tomacruz will be given an honorarium of ONE HUNDRED PESOS (P100.00) per month effective August 1, 1979 to April 30, 1980, with the following responsibilities:

1. Supervise the distribution of the stipends of the scholars
2. Assist and facilitate the delivery of correspondences for the scholars
3. Serve as the liaison person

Hoping for your favorable action on this request.

Very truly yours,

(SGD.) CESAR C. JERENA, JR.  
Vice President for Development  
and External AffairsTRUE COPY OF THE  
ORIGINAL:  
R. C. YAP  
O.C. Clerk  
1-12-80