

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

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\* MINUTES OF THE 13TH BOARD OF TRUSTEES MEETING \*  
\* HELD ON JUNE 22, 1976, AT THE PASUC CONFERENCE ROOM, DEC \*  
\* MANILA \*  
\*\*\*\*\*

MRS. REMEDIOS M. BASCUG

Records Officer

ViSCA, Baybay, Leyte





MINUTES OF THE 13TH BOARD OF TRUSTEES MEETING  
HELD ON JUNE 22, 1976 AT THE PASUC CONFERENCE ROOM, DEC, MANILA

PRESENT:

Hon. Vedasto G. Suarez Assistant Secretary, DEC	- Acting Chairman
Hon. Jesus C. Alix Director, BAEcon	- Member
Hon. Lauro A. Castillo District Officer Bureau of Lands	- Member
Hon. Rufino D. Ayaso, Jr. Provincial Agriculturist Bureau of Agricultural Ext.	- Member
Hon. Cledualdo B. Perez, Jr. Dean, UPLB	- Member
Hon. Fernando A. Bernardo President, VISCA	- Member

OTHERS PRESENT:

Dr. Cesar C. Jesena, Jr.  
Vice President for Development  
& External Affairs, VISCA

Prof. Laura I. Corcino  
College Secretary, VISCA

Acting Chairman Suarez called the meeting to order  
at 12:30 p.m.

- 1 I. The Board members went through the minutes of the
- 2 meeting on April 19, 1976, and made the following corrections:
- 3 (1) Page 2, line 8 -- corrected "double-space" to "double-
- 4 spaced"; lines 15-20 and page 3, lines 1-2 were recast to



1 "Acting Chairman Suarez inquired whether the Acting  
2 Librarian is qualified, to which President Bernardo answered  
3 in the negative. Board Member Perez asked for the reason  
4 behind adopting two modes of paying the professors and  
5 instructors their honoraria (hourly rate and 75% of the  
6 basic monthly salary) during summer. The President apprised  
7 the latter of the grounds for resorting to the two schemes  
8 of payment"; (2) Page 3, line 13 was corrected to "Acting  
9 Chairman Suarez went through the list of"; line 22 -- "in  
10 staffing pattern" was inserted between the words "balance"  
11 and "is"; line 23 -- the word "further" was deleted;  
12 (3) Page 5, line 2 -- "the" was inserted between the words  
13 "integrating" and "applied"; line 3 -- "s" was added to the  
14 word "program"; line 6 -- "for" was inserted between the  
15 words "be" and "an".

16 On motion duly seconded, the Board approved the  
17 minutes of the meeting on April 19, 1976 as corrected.

18 II. Matters arising from the approved minutes - None

19 III. Administrative matters:

20 A1. Renewal and Additional Appointments of Personnel

21 Acting Chairman Suarez remarked on the difference  
22 in dates of appointments of personnel. President  
23 Bernardo explained that the first three personnel are  
24 given renewal of appointments for three years as they  
25 have already been on the job and their reappointments  
26 are a show of confidence in their ability. The last  
27 two personnel, being new, are given one-year appointments.



1 It was mentioned that old conditions regarding the  
2 giving of honoraria should be observed.

3 Regarding the appointments of Dr. Celedonio M.  
4 Gapasin and his wife, Dr. Dely P. Gapasin, Board Member  
5 Perez inquired why the difference in pay between the  
6 two - the husband being given a higher pay. President  
7 Bernardo explained that the husband is being recommended  
8 chairman of one department while the wife is not.  
9 Perusal by the Board of their bio-data revealed that  
10 the wife has a higher GPA and is in a field - Entomology -  
11 where available manpower is limited. The Board suggested  
12 that they be given equal rank and pay. In view of this,  
13 President Bernardo recommended a change in Dr. Dely P.  
14 Gapasin's appointment from the rank of Associate Professor  
15 II with an annual salary of ₱18,084 to the rank of  
16 Associate Professor III with an annual salary of ₱18,876.

17 For the Talabocs, the same academic rank and salary  
18 scale are recommended for both husband and wife.

19 On appointments authorized by Board Resolution  
20 No. 6, s. 1974, the Board inquired why these appoint-  
21 ments are still included here since they are already  
22 authorized by a Board resolution. President Bernardo  
23 explained that he deemed it good practice to have  
24 these appointments included for notation purposes.

25 The Board recommended the appointments of Dr.  
26 Rodolfo G. Escalada and Miss Eva B. Brillo to take  
27 effect upon their assumption to duty.



1           Regarding the employment of Dr. Ramon de la Peña,  
2           and in compliance with the suggestion of the Board,  
3           the words "monthly salary", "living allowance" and  
4           "transportation allowance" were changed to "consultant's  
5           fee".

6           On motion duly seconded, the Board passed:

7                     BOARD RESOLUTION NO. 18, s. 1976

8           Approving all renewal, additional and ad interim  
9           appointments of personnel, and amending the appointment  
10          of Dr. Dely P. Gapasin from the rank of Associate  
11          Professor II with an annual salary of ₱18,084 to the  
12          rank of Associate Professor III with an annual salary  
13          of ₱18,876, and also amending the appointments of Dr.  
14          Rodolfo G. Escalada and Miss Eva B. Brillo to take  
15          effect upon their assumption to duty, and noting the  
16          other appointments made by the College President under  
17          Board Resolution No. 6, s. 1974.

18          The words "monthly salary", "living allowance"  
19          and "transportation allowance" in reference to the  
20          remuneration of the services of Dr. Ramon de la Peña  
21          as visiting scientist to ViSCA were changed to  
22          "consultant's fee". (Appendix A)

23          B. Proposed Creation of Bids and Awards Committee II

24                 In the composition of Bids & Awards Committee II,  
25          Acting Chairman Suarez noticed that there was no  
26          representative from the Auditing Office. President  
27          Bernardo replied that though the Auditor is not a



1 member, he will always be there. Board Member Alix  
2 remarked that the composition of the Committee implies  
3 expense on the part of ViSCA. President Bernardo  
4 agreed and assured the Board that an amount coming from  
5 the capital outlay will be set aside for the purpose.  
6 In addition, recommendation for an honorarium of ₱150  
7 per meeting but not exceeding ₱300 per month for six  
8 months, be given to the chairman and the first two  
9 members, except the last two who are ViSCA staff members.

10 As to the transportation and per diems of members,  
11 it is left to the President to appropriate an amount  
12 from the capital outlay.

13 On motion duly seconded, the Board passed:

14 BOARD RESOLUTION NO. 19, s. 1976

15 Approving the proposed creation of Bids and Awards  
16 Committee II, with the recommendation that an honorarium  
17 of ₱150 per meeting but not to exceed ₱300 per month for  
18 six months, be given to the chairman and the first two  
19 members. (Appendix B)

20 IV. Academic and Curricular matters:

21 A. Proposed Creation of the Department of Horticulture

22 After a lengthy deliberation over the proposal,  
23 the Board decided to defer action on this item until  
24 the next Board meeting in order to give time for the  
24 proponents to study the matter in detail, determine  
25 problems concerning curriculum, budgetary matters,  
26 facilities, staffing patterns, salaries, etc.



- 1 B. Request for approval to issue policy designating  
the Director of the National Root Crops Research  
Center as concurrent Chairman of the Department  
of Agronomy & Soils and the Director of the  
Regional Coconut Research Center as concurrent  
Chairman of the Department of Horticulture.

2 Action was also deferred on this matter since it  
3 is contingent upon the approval of IV-A above.

- 4 C. Guidelines for the Opening of Evening Class with  
Honorarium

5 A few questions were raised on the item: How  
6 are the lighting facilities? Why charge twice as  
7 much tuition fee for evening classes as daytime  
8 classes? Why hold evening classes at all?

9 President Bernardo assured the Board that the  
10 lighting facilities are adequate for evening classes;  
11 he explained that charging twice as much tuition fees  
12 for evening classes as daytime classes should dis-  
13 courage students from requesting evening classes and  
14 besides, since instructors are to be paid honoraria,  
15 student fees should be sufficient for this purpose;  
16 that holding evening classes cannot be helped since  
17 there are not enough classrooms and instructors during  
18 the day.

19 On motion duly seconded, the Board passed:

20 BOARD RESOLUTION NO. 20, s. 1976

21 Approving the Guidelines for the Opening of  
22 Evening Classes with Honorarium. (Appendix C)

- 23 V. Student Affairs

24 On the proposal to revise the present scholarship



1 requirements, Acting Chairman Suarez wanted to know the  
2 revisions. Among other things, President Bernardo mentioned  
3 the following: 1) The GPA was raised from 2.5 to 1.75;  
4 instead of offering all full scholarships, there will be  
5 partial ones; also each scholarship is a ten-month grant  
6 instead of twelve. Acting Chairman Suarez suggested that  
7 next time, the old and the revised text of the proposal  
8 should be included in the appendices to facilitate compari-  
9 son. Board Member Alix asked why it is necessary for a  
10 student to apply for the 2nd semester scholarship when his  
11 grades are already known. President Bernardo answered that  
12 the application requirement is a good mechanism to see to  
13 it that nobody deserving is left out. Besides, students  
14 should apply for the privilege of financial support.

15 As to Board Member Perez's inquiry on the number of  
16 students falling under the categories, full and partial,  
17 there were no data given.

18 The Board recommended the following levels of scholar-  
19 ships:

20	<u>Levels</u>	<u>Stipend</u>	<u>GPA</u>
21	Full Scholarship	₱200	1.75 or higher
22	Partial A	150	2.00 - 1.76
23	Partial B	100	2.5 - 2.01

24 On motion duly seconded, the Board passed:

25 BOARD RESOLUTION NO. 21, s. 1976

26 Approving the proposal to revise the present scholar-  
27 ship requirements, and granting three levels of scholarships  
28 for entrance and college scholars. (Appendix D)



1 VI. Budgetary matters:

2 A. Supplemental Budget for June, 1976

3 Going over the budget proposal, the Board noticed  
4 and questioned the word "OVERAGE" and decided to change  
5 it to "SURPLUS".

6 On motion duly seconded, the Board passed:

7 BOARD RESOLUTION NO. 22, s. 1976

8 Approving the supplemental budget proposal up to  
9 June 30, 1976 after correcting the word "OVERAGE" to  
10 "SURPLUS". (Appendix E)

11 B. Revised Budgetary Request for July, 1976 - June, 1977

12 On motion duly seconded, the Board passed:

13 BOARD RESOLUTION NO. 23, s. 1976

14 Approving in toto the Revised Budget Request for  
15 July, 1976 to June, 1977. (Appendix F)

16 VII. Business Affairs:

17 A. The Board interposed no objection to the proposed  
18 lodging fees but recommended a radio which would be  
19 more beneficial than a bathroom scale in the Guest  
20 House.

21 On motion duly seconded, the Board passed:

22 BOARD RESOLUTION NO. 24, s. 1976

23 Approving the Proposed Lodging Fees of the Guest  
24 House, and recommending the inclusion of a radio  
25 instead of a bathroom scale in the Guest House.  
26 (Appendix G)



1 B. Proposed Revision of Operations of ViSCA Canteen

2 Acting Chairman Suarez asked for the difference  
3 between the old and the revised operations of ViSCA  
4 Canteen, and suggested that next time, both the old  
5 and the revised texts be included in the proposal to  
6 facilitate comparison. (The old text has already been  
7 included in the proposal submitted for the agenda on  
8 June 22, 1976, marked Annex "A")

9 In view of Presidential Decree No. 711, the  
10 Board deferred action on this matter and recommended  
11 that a study of the canteen operations of other  
12 schools like the Philippine Normal College and the  
13 Philippine College of Commerce be conducted in order  
14 to see how these schools circumvented P.D. 711 and  
15 that the proposal be revised according to the findings  
16 of these institutions. The Board feels that state  
17 colleges and universities should seek exemption from  
18 P.D. No. 711.

19 C. Proposal for the ViSCA Educational Foundation, Inc.  
20 to Operate a Bakery

21 On motion duly seconded, the Board passed:

22 BOARD RESOLUTION NO. 25, s. 1976

23 Approving the Proposal for the ViSCA Educational  
24 Foundation, Inc. to Operate a Bakery on the ViSCA  
25 campus. (Appendix H)



1 VIII. Other matters

2           The Board noted the 1st indorsement, dated June 17,  
3           1976 of the VISCA Auditing Examiner recommending approval  
4           for the condemnation of forty-eight (48) items of ICA-NEC  
5           properties.

          There being no other business to be taken up, the  
meeting was adjourned at 2:25 p.m.

CERTIFIED TRUE AND CORRECT:

*L. I. Corcino*  
LAURA I. CORCINO  
College Secretary

ATTESTED:

(SGD.) VEDASTO G. SUAREZ  
Acting Chairman



APPENDIX A

Renewal/Additional Appointments of Personnel

1. Dr. Samuel S. Go  
BSAg.Ed. - VAC  
MA - California State Polytechnic College  
Ph.D. - University of Minnesota  
Major - Agricultural Education  
Minor - Agricultural Economics  
Present Position:  
Asso. Professor V  
OIC - Dept. of Ag. Development  
Director of Development Planning  
Recommended for renewal of appointment as Director of Development Planning effective July 1, 1976 - June 30, 1979.
2. Mr. Francisco G. Bascug  
BSA - UPCA  
MS - UPCA  
Major - Agricultural Education  
Minor - Agronomy  
Present Position:  
Asso. Professor I  
Director of Business and Administrative Affairs  
Recommended for renewal of appointment as Director of Business & Administrative Affairs effective July 1, 1976 - June 30, 1979.
3. Mr. Manuel A. Ancheta  
BSE - UP  
MA - California State Polytechnic College  
Major - Agricultural Education  
Minor - None  
Present Position:  
Asso. Professor I  
Director of Student Affairs  
Recommended for renewal of appointment as Director of Student Affairs effective July 1, 1976 - June 30, 1979.
4. Mr. Felixberto E. Canoy  
BSCE - FEU  
MAT - UP (candidate)  
Present Position:  
Instructor III  
Asst. Supt., PPC  
Actg. Supt., PPO  
Recommended for Supt. of Physical Plant effective July 1, 1976-June 30, 1977.
5. Miss Laura I. Corcino  
BSE - Mindanao Colleges  
MA - University of Mindanao  
Certificate in TESL - UCLA & University of Washington  
Present Position:  
Asst. Professor II  
Acting College Secretary  
Recommended for College Secretary effective July 1, 1976-June 30, 1977.



ADDITIONAL APPOINTMENTS OF PERSONNEL

I. Ad Interim Appointments subject to approval by the Board:

DEPARTMENT OF AG. DEV. EDU.:

1. Dr. Celedonio M. Gapasin  
Ph.D. '72 Pennsylvania State  
University  
Major: Ag. Ed.  
Minor: Gen. Science

Asso. Prof. III  
P18,876.00  
Item No. 197  
Effective: June 7, 1976

CROP PROTECTION DEPARTMENT:

2. Dr. Dely P. Gapasin  
Ph.D. '72 Pennsylvania State  
University  
Major: Entomology  
Minor: Biology

Asso. Prof. III  
P18,876.00  
Item No. 26  
Effective: June 7, 1976

3. Mrs. Lina V. Talaboc  
M.S. '72 UP College of Agric.  
Major: Entomology

Asst. Prof. II  
P13,020.00  
Item No. 210  
Effective: June 1, 1976

DEPARTMENT OF AG. ENGINEERING &  
APPLIED MATH:

4. Engr. Carlito P. Talaboc  
M.S. Structural Eng'g. & Mechanics  
'72 Asian Institute of Tech.

Asst. Prof. II  
P13,020.00  
Item No. 199  
Effective: June 1, 1976

II. Appointments as Authorized by Board Resolution No. 6, Series of 1974:

DEPARTMENT OF AG. ENGINEERING &  
APPLIED MATH:

5. Mrs. Rosadelima V. Lopez  
B.S. Math. '74 Silliman University

Instructor II  
P9,252.00  
Item No. 193  
Effective: June 7, 1976

6. Mr. Hernando C. Celino  
B.S. Ag. Eng'g. '76 MIT  
Eligibility: Statistical Aide

Instructor I  
P8,160.00  
Item No. 82  
Effective: June 7, 1976



7. Miss Lydia R. Villanueva  
B.S.E. '75 St. Joseph College  
Major: Math.  
Minor: Science

Instructor I  
P8,160.00  
Item No. 218  
Effective: June 14, 1976

DEPARTMENT OF CROP PROTECTION:

8. Mr. Ruben M. Gapasin  
B.S.A. '74 MIT  
Major: Ag. Economics

Instructor II  
P9,252.00  
Item No. 29  
Effective: June 7, 1976

DEPARTMENT OF AG. CHEMISTRY:

9. Mr. Dennis C. Varron  
B.S.Ch.E. '76 CSJ-R

Instructor I  
P8,520.00  
Item No. 64  
Effective: June 10, 1976

REGIONAL COCONUT RESEARCH CENTER:

10. Miss Gliceria R. Sensano  
B.S.A. '75 Mindanao Institute of  
Technology  
Major: Agronomy

Research Asst. III  
P8,220.00  
Item No. 189  
Effective: May 21, 1976

11. Miss Loida S. Zamora  
B.S.A. '75 UPLB  
Major: Agronomy

Research Asst. III  
P8,220.00  
Item No. 190  
Effective: June 1, 1976

NATIONAL ROOT CROPS RESEARCH CENTER:

12. Mr. Francisco R. Cotejo, Jr.  
B.S.A. '69 Xavier University  
M.S. (Lacking Thesis) UPLB  
Major: Soils  
Minor: Ag. Chem.

Instructor II  
P9,624.00  
Item No. 30  
Effective: June 1, 1976

13. Mr. Armando C. Secreto  
B.S.A. '75 MIT  
Major: Horticulture

Asst. Instructor II  
P7,080.00  
Item No. 215  
Effective: June 1, 1976

14. Mrs. Maura L. Mamac  
B.S.C. '68 FCIC  
Major: Accounting  
Eligibility: Career Sub-Prof.

Clerk I  
P4,824.00  
Item No. 217  
Effective: May 1, 1976



DEPARTMENT OF AGRICULTURAL ECONOMICS:

15. Miss Alicia E. Sabalones  
B.S.A. '74 Mindanao Institute of  
Technology  
Major: Agricultural Economics
16. Mr. Francisco S. Pascua  
B.S. Agri-Business '74 UPLB
17. Miss Lucy B. Paloma  
B.S.C. '69 University of San Carlos  
Major: Accounting  
Eligibility: Second Grade

Instructor I (Substitute)  
P8,160.00  
Item No. 57  
Effective: June 1, 1976

Instructor I  
P8,160.00  
Item No. 194  
Effective: June 10, 1976

Asst. Instructor II  
P6,480.00  
Item No. 58  
Effective: June 1, 1976

DEPARTMENT OF AGRONOMY & SOILS:

18. Mr. Herminigildo S. Torreno  
B.S.A. '75 MIT  
Major: Entomology
19. Miss Angela S. Almendras  
B.S.A. '76 UPLB  
Major: Soils Science
20. Mr. Alejo R. Masendo  
High School Graduate  
Eligibility: Nursery Farm Aide (T)

Instructor I  
P8,160.00  
Item No. 19  
Effective: June 1, 1976

Instructor I  
P8,160.00  
Item No. 4  
Effective: June 7, 1976

Farm Aide  
P3,744.00  
Item No. 22  
Effective: June 1, 1976

DEPARTMENT OF PHYSICAL EDUCATION:

21. Miss Remedios A. Ravello  
B.S.E. '74 Silliman University  
Major: P.E.  
Minor: Pilipino
22. Mr. Eliseo R. Pastrano  
B.S.E. '68 Silliman University  
Major: P.E.  
Minor: Pilipino

Instructor I  
P8,160.00  
Item No. 132  
Effective: May 1, 1976

Instructor I  
P8,160.00  
Item No. 6  
Effective: May 1, 1976

DEPARTMENT OF ARTS & LETTERS:

23. Miss Lynn T. Guasa  
A.B. '76 Silliman University  
Major: Psychology

Instructor I  
P8,160.00  
Item No. 205  
Effective: June 1, 1976



BARRIO INDUSTRIES DEPARTMENT:

24. Miss Erlinda N. Quintero  
B.S.I.E. '66 Leyte Institute of  
Technology  
Major: Garment Trades  
Eligibility: Career Service Prof.

Instructor II  
P9,252.00  
Item No. 220  
Effective: June 7, 1976

25. Miss Eunice C. Igsolo  
B.S.A.H. '76 ViSCA  
Major: Foods

Asst. Instructor II  
P6,480.00  
Item No. 221  
Effective: June 1, 1976

DEPARTMENT OF PLANT BREEDING & AG. BOT.:

26. Miss Marita C. Ignacio  
B.S.A. '76 UPLB  
Major: Agronomy

Instructor I  
P8,160.00  
Item No. 119  
Effective: June 1, 1976

DEPARTMENT OF AG. DEV. EDU.:

27. Miss Joy C. Perez  
Bachelor of Journalism '76  
Silliman University

Asst. Instructor III  
P7,740.00  
Item No. 116  
Effective: June 1, 1976

DEPARTMENT OF ANIMAL SCIENCE &  
VETERINARY MEDICINE:

28. Mr. Manfred G. Tañgonan  
B.S.A. '75 MIT  
Major: Animal Husbandry

Asst. Instructor III  
P7,740.00  
Item No. 48  
Effective: June 1, 1976

29. Mr. Ildefonso O. Lamboso  
B.S.A. '75 Central Phil. Univ.  
Major: Animal Husbandry

Asst. Instructor II  
P6,768.00  
Item No. 50  
Effective: June 1, 1976

30. Mr. Rafael M. Amarille  
DVM '72 UEP

Instructor III  
P10,356.00  
Item No. 39  
Effective: June 16, 1976



HIGH SCHOOL DEPARTMENT:

31. Miss Elma R. Corilla  
M. A. Ed. '73 Cebu Normal College  
Major: Science Ed.  
Eligibility: DEC for Teachers

Instructor II  
P9,252.00  
Item No. 148  
Effective: June 1, 1976

32. Mr. Rolando H. Arpilleda  
B.S.E. '74 St. Michael's College  
A.B. '75 St. Michael's College  
Major: Physics  
Minor: English

Instructor I  
P8,160.00  
Item No. 109  
Effective: June 1, 1976

33. Mr. Rogelio C. Licayan  
B.S.C. '69 St. James College  
Major: Accounting  
Minor: Management  
B.S.E. '72 Divine Word College  
Major: Mathematics  
Eligibility: DEC for Teachers  
Secondary Teacher  
Second Grade  
Career Service Sub. Prof.

Instructor I  
P8,160.00  
Item No. 196  
Effective: June 1, 1976

Additional Ad Interim Appointments subject to approval by the Board:

DEPARTMENT OF AGRONOMY & SOILS:

34. Dr. Rodolfo G. Escalada  
Ph. D. University of Hawaii  
Major: Agronomy (Crop Production  
and Management)

Asso. Prof. II  
P18,084.00  
Item No. 1  
Effective: June 1, 1976

35. Miss Eva B. Brillo  
AB '64 St. Theresa's College  
B.S.E. '69 Xavier University  
M.A. in Library Science '71  
Rosary College, River Forest  
Illinois

Asst. Prof. IV &  
Chief Librarian  
P16,300.00  
Item No. 254  
Effective: June 1, 1976  
to duty



C E L E D O N I O   M .   G A P A S I N

Doctor of Philosophy Degree  
The Pennsylvania State University

OBJECTIVE

University appointment with opportunity for teaching and research; areas of interest include teacher education, audio-visual methods, teaching methods, administration, supervision, college teaching, adult education, sociology, general studies in technical agriculture, and vocational education.

EDUCATION

Central Luzon State University	B.S. Agricultural Ed. 1961
Central Luzon State University	M.S. Agricultural Ed. 1963
The Pennsylvania State University	Ph.D. Agricultural Ed. 1972

ACADEMIC PREPARATION

Ph.D. Major - Agricultural Education: Courses in Teaching Methods, Teacher Training, College Teaching, Educational Research, Instructional Media, Occupational Guidance, Administration and Supervision, Adult Education, Agricultural Education in Developing Countries, and Scientific Method.  
Minor - General Studies: Courses in Sociology, Technical Agriculture, Vocational-Technical Education, Educational Administration, and Statistics.  
GPA: 3.48 out of 4.0  
Dissertation: Preservice and inservice educational needs of vocational agriculture teachers in the Philippines.

M.S. Major - Agricultural Education: Courses in Community Leadership and Improvement, Adult and Extension Education, Curriculum Development, Administration of Guidance Program, School Principalship, and Audio-Visual Methods.  
GPA: 3.50 out of 4.0

B.S. Major - Agricultural Education  
GPA: 3.30 out of 4.0

PUBLICATION

Helped prepare and edit three series of instructional materials in Ornamental Horticulture:

Greenhouse Crop Production - A Teacher's Manual 1969

Nursery Production - A Teacher's Manual 1970

Facilities for Instruction in Ornamental Hort 1971

Publications prepared for the Alabama Cooperative Extension Service:

Black Walnut Timber and Nut Production 1974

Growing Rabbit-eye Blueberries in the Home Garden 1974

Let Us Grow Christmas Trees 1975

Growing Raspberries 1975

Staff Study in the Department of Agribusiness Education:

Ten-Year Follow Up of Alumni in Agricultural Education at ALABAMA A & M University 1975

Senior Editor, Agribusiness Education News (Department Paper)



#### ACADEMIC EXPERIENCE

Associate Professor, Department of Agribusiness Education, Alabama A & M University, Normal, Alabama, January 1, 1973 to date.

Extension Horticulturist, Alabama Cooperative Extension Service, Alabama A & M University, Normal, Alabama, January 1, 1973 to date.

Graduate Assistant, Department of Agricultural Education, The Pennsylvania State University, September 1968 to June 1972.

Instructor, Mindanao Institute of Technology, Kabacan, Cotabato. Taught Methods of Teaching, Audio-Visual Methods and Techniques, Test, Measurement, and Evaluation, Administration and Supervision, Field Crops, Principles of Crop Production, Fundamentals of Animal Science, and Music Education, July 1963 to April 1968.

High School Teacher, Mindanao Institute of Technology, Kabacan, Cotabato. Taught High School Mathematics, July 1962 to April 1963.

Elementary Teacher, Kabacan Central School, Kabacan, Cotabato. Taught Elementary Agriculture to Grades V and VI pupils, academic courses in Health and Science, Social Studies, Mathematics, Language Arts, and Music, July 1956 to March 1960.

#### HONORS AND ACTIVITIES

Member: Ihi Delta Kappa (Education)  
Alpha Tau Alpha (Agricultural Education)  
Gamma Sigma Delta (Honors, Agriculture)  
Phi Beta Sigma (Civic and Social Frat)  
Horticulture Society of America  
American Association of Teacher Educators  
in Agriculture

Passed the following civil service examinations given by the Philippine government: Vocational Teacher, Secondary Teacher, Farm Management Technician, Junior Teacher of Agriculture, and Junior Teacher (Academic).



#### REFERENCES

Dr. David R. McClay, Chairman and Professor, Department of Agricultural Education, The Pennsylvania State University, Armsby Building, Room 102, University Park, Pennsylvania 16802.

Dr. Norman K. Hoover, Professor, Department of Agricultural Education, The Pennsylvania State University, Room 102, Armsby Building, University Park, Pennsylvania 16802.

Dr. Richard F. Stinson, Associate Professor, Department of Agricultural Education, The Pennsylvania State University, Room 102, Armsby Building, University Park, Pennsylvania 16802.

Dr. Frank Anthony, Associate Professor, Department of Agricultural Education, The Pennsylvania State University, Room 102, Armsby Building, University Park, Pennsylvania 16802.

#### PERSONAL DATA

Age: 38	Height: 5'6"	Marital Status: Married
Health: Excellent	Weight: 155 lbs.	Children: None

#### ADDRESS

1308-A Lancewood Drive  
Huntsville, Alabama 35805

Telephone: Home - (205) 837-7309  
Office-(205) 859-7337



DELY P. GAPASIN

Doctor of Philosophy  
The Pennsylvania State University

OBJECTIVE

University appointment with opportunity for teaching, research, and museum work; areas of interest include systematics, insect taxonomy, insect morphology, economic entomology, and ecology; also the chance to curate an insect collection.

EDUCATION

Mindanao Institute of Technology	B.S. Agriculture 1961
The University of Hawaii	M.S. Entomology 1965
The Pennsylvania State University	Ph.D. Entomology 1972

ACADEMIC PREPARATION

Ph.D. Major - Entomology: Courses in Systematics, Advanced Taxonomy, Insect Physiology, Special Problem on Fly Biology and Taxonomy, Sampling Techniques, Ectoparasite Ecology, Parasites and Parasitism.

Minor - Biology: Courses in Vertebrate Physiology, Animal Ecology, Cytology, Limnology, Advanced Genetics, Plant Synecology, Zoogeography, Fish Behavior.

GPA: 3.96 out of 4.0

M.S. Major - Entomology: Courses in Economic Entomology, Insect Morphology, Systematics (Insect Taxonomy), Scale Insects, Immature Insects, Biological Control, Insect Pathology, Medical Entomology, General Entomology.

GPA: 3.82 out of 4.0

B.S. Major - Agronomy

GPA: 3.94 out of 4.0

PUBLICATIONS

Manual for General Entomology (co-author). 1973. Rev. ed., State College, Pennsylvania.

A generic revision and higher classification of the family Sphaeroceridae (Diptera). 1973. Diss. Abstracts, 33 (12).

A generic revision and higher classification of the family Sphaeroceridae (Diptera). 1972. Ph.D. Dissertation, Microfilm available, Penn State University Library.

Taxonomic notes on five common Holarctic species of Leptocera (Diptera Sphaeroceridae). 1972. Annals Ent. Soc. Amer. 25 (6): 1246-1258

Studies on the citrus snout beetle, *Pachyrhynchus* sp., in Kabacan 1968. The Researcher, 4 (1): 31-34.

The effects of several organic insecticides to the immature stages of the southern green stink bug, *Nezara viridula* L. 1965.



#### HONORS AND ACTIVITIES

B.S. Agriculture, Magna cum laude  
East-West Center Scholarship Award, University of Hawaii,  
1962-1964

Member: Honor Society of Phi Kappa Phi  
Phi Sigma (Honors, Agriculture)  
Entomological Society of America  
Entomological Society of the Philippines  
Entomological Society of Pennsylvania

Passed the following civil service examinations given by the  
Philippine government: Senior Teacher of Agriculture,  
Secondary Teacher, and Farm Management Technician.

#### ACADEMIC EXPERIENCE

Associate Professor, Department of Biology, Alabama A & M  
University, January 1975 to the present.

Research Analyst, Alabama Cooperative Extension Service,  
Alabama A & M University, September 1973 - December 1974.

Research Assistant, Department of Entomology, The Pennsyl-  
vania State University, September 1971 - September 1972.  
Did research on Diptera Taxonomy (Sphaeroceridae). Also  
had experience in insect museum work.

Teaching Assistant, Department of Entomology, The Pennsyl-  
vania State University, September 1968 - August 1971.  
Had responsibility of teaching and coordinating laboratory  
courses in General Entomology, a course offered twice a  
year.

Head, Biology Section, Mindanao Institute of Technology,  
1966-68.

Philippine Counterpart to the UNESCO Expert on Biology,  
UNESCO Special Project at the Mindanao Institute of  
Technology, 1966-1968. Worked closely with Biology  
expert from Stanford University on research, preparation  
of teaching aids in biology, procurement of biology  
equipment, revision of biology curriculum, and other  
areas of interest to the biology faculty.

College Instructor, Mindanao Institute of Technology, 1961-  
1968. Had responsibility of teaching various Entomology  
courses. Acted as research adviser to students doing  
their research in the field of Entomology.

Entomology Consultant, ALACOR Corn Plantation, Cotabato,  
1968. Had been consulted on the control of various pests  
of corn in several thousand hectare plantation.

Extension Consultant in Entomology, Mindanao Institute of  
Technology, 1965-1968. Worked closely with farmers  
acting as consultant in Entomology.

Consultant, YMCA summer work camps, 1959 and 1960. Worked  
with farmers acting as consultant in agriculture.

Editor, College paper and 1961 Yearbook, Mindanao Institute  
of Technology.

Girl Scout and 4-H Club Leader



REFERENCES

Dr. Beckford F. Coon, Chairman and Professor, Department of Entomology, The Pennsylvania State University, University Park, Pa 16802.

Dr. Ke Chung Kim, Assistant Professor, Department of Entomology The Pennsylvania State University, University Park, Pa 16802.

Dr. Charles W. Rutschky, Professor, Department of Entomology, The Pennsylvania State University, University Park, Pa 16802.

Dr. D. Elmo Hardy, Professor, Department of Entomology, University of Hawaii, Honolulu, Hawaii 96822.

Dr. Wallace Mitchell, Professor, Department of Entomology, University of Hawaii, Honolulu, Hawaii 96822.

PERSONAL DATA

Age: 34	Civil Status: Married	Height: 5'
Health: Excellent	Children: None	Weight: 108 lbs.

ADDRESS

1308-A Lancewood Drive  
Huntsville, Alabama 35805

Telephone: Home- (205) 837-8309  
Office- (205) 859-7268



BIO-DATA OF CARLITO P. TALABOC

PERMANENT ADDRESS: Tipan, Oroquieta City, Misamis Occidental

PRESENT ADDRESS : VISCA, Baybay, Leyte

PERSONAL DATA : Birthdate: March 12, 1948

Place : Tipan, Oroquieta City, Mis. Occ.

Height : 5'3" Weight: 120 lbs.

EDUCATION:

Misamis Occidental High School, Oroquieta City, 1961 to 1965  
Cebu Institute of Technology, Cebu City, 1965 to 1970, BSCE  
CIT Pre-Board Exam., December 1969, Board Topnotcher  
Philippine Civil Engineering Board Examination, Feb., 1970,  
First Placer  
Asian Institute of Technology, Bangkok, Thailand, 1970-1972,  
Master of Science in Structural Engineering & Mechanics  
Special Study: Design of Long Span Prestressed Concrete  
Beams

WORK EXPERIENCE:

Engineering Aide, AG & P Floro Cement Project, Lugait, Mis.  
Or., 1970  
Structural Designer & Estimator, Roblett Engineering, Cebu  
City, June to August, 1972  
Structural Designer, Atlas Consolidated Mining and Industrial  
Corporation, Toledo City, September, 1972 to May, 1973  
Structural Designer and Estimator, Roblett Industrial Cons-  
truction Corporation, Mandawe City, June, 1973 to May, 1974.  
Part-time College Instructor, Colegio de San Jose Recoletos  
Cebu City, August, 1973 to May, 1974  
College Instructor, MSU Iligan Institute of Technology, Iligan  
City, June, 1974 to March, 1975  
Supervising Civil Engineer, Southeast Asian Fisheries Develop-  
ment Center, Tigbauan, Iloilo, April, 1975 to May, 1976  
Assistant Professor, VISCA, Baybay, Leyte, June, 1976 to date

REFERENCE:

Dr. Q. Miravite, Director, Southeast Asian Fisheries Develop-  
ment Center, Tigbauan, Iloilo

Engr F. B. Sarate, Celdran Village, Iligan City

Engr. C. Ramientos, Jr., Head, Civil Engineering Department  
Cebu Institute of Technology, Cebu City



BIO-DATA OF LINA V. TALABOC

PERMANENT ADDRESS: 1737 Almeda St., Sta. Cruz, Manila

PRESENT ADDRESS : ViSCA, Baybay, Leyte

PERSONAL DATA : Birthdate: September 23, 1946

Place : Manila

Height : 5' Weight: 94 lbs.

EDUCATION:

Arellano High School, 1959 to 1963

University of the Philippines at Los Baños, B.S. Agriculture,  
1963 to 1968

University of the Philippines at Los Baños, M.S. in Entomology,  
under the UP-NSDB Scholarship Grant, 1970-1972

Minor Field: Zoology

CIVIL SERVICE ELIGIBILITY:

Sugar Researcher

Plant Pest Control Officer

WORK EXPERIENCE

Teacher, Sta. Maria Academy, Sta. Maria, Laguna, 1969 to 1970

Scientist III, Philippine Atomic Energy Commission, Diliman, Q.C.  
June, 1973 - 1975.

Researcher III, Southeast Asian Fisheries Development Center,  
Tigbauan, Iloilo, June, 1975 - May, 1976

Assistant Professor, ViSCA, Baybay, Leyte, June, 1976 to date.

REFERENCE:

Dr. Bernardo P. Gabriel, Chairman, Department of Entomology,  
UPLB, College, Laguna

Dr. Ibarra Santos, Head, Agriculture Sciences Division, PARC,  
Philippine Atomic Energy Commission, Diliman, Quezon City.

Dr. Cesar T. Villegas, Southeast Asian Fisheries Development  
Center, Tigbauan, Iloilo.



BIO-DATA OF DR. RODOLFO G. ESCALADA

Highest Degree Attained: Ph. D. Agronomy  
University of Hawaii, Honolulu, Hawaii, USA

Field of Specialization: Agronomy (Crop Production and Management,  
and Soil Fertility)

Brief Resumé of Experiences: Asst. Agronomist in University of Hawaii with the principal duty of conducting research on crop production and management of cereals and legumes; a VITA volunteer who provides technical information to people in developing areas of the world; has made professional observations on sugarcane and pineapple cultural operations, plantation management and processing; consultant on applied research, crop production and management, and communication in Brazil. Has held various positions such as Agricultural Extension Officer, Res. Agriculturist and Reg. Rice Specialist in the Philippines.

Training: Got special training on applied research, rice production and communication. Has been granted a scholarship for his two-year M.S. Agronomy degree by the East-West Center, University of Hawaii. Has attended various international conferences; published numerous scientific/research papers; and a member to several professional associations.

BIO-DATA OF MISS EVA B. BRILLO

PERSONAL DATA : Birthdate: May 30, 1944 Place: Tacloban City

EDUCATION:

Holy Infant Academy, Tacloban City  
St. Theresa's College, Cebu City, 1960-1964 - AB Secretarial  
Xavier University, Cagayan de Oro City, 1967-1969 - BSE  
Rosary College, River Forest, Illinois, USA - M.A.L.S. 1969-1971

WORK EXPERIENCE:

Director of the Library, Xavier University, Cagayan de Oro City,  
1972-1976  
Instructor in Library Science, Xavier University, Cagayan de  
Oro City, 1971-1976  
Manager, Academic Libraries Book Acquisitions Services, Inc.  
Cebu City, 1973  
Executive Secretary, ALBASA, Cebu City, 1974-1976  
Assistant Director of the Library, Xavier University, Cagayan  
de Oro City, 1971-1972

TRAVELS, AWARDS, SCHOLARSHIPS:

Ford Foundation Travel Award to United States for graduate  
studies, 1969-71 Rosary College Graduate Assistantship,  
River Forest, Illinois, USA.



PROPOSAL FOR EMPLOYMENT OF DR. RAMON DELA PEÑA AS  
VISITING SCIENTIST FOR ROOT CROPS

1. Name of Scientist: Dr. Ramon dela Peña
2. Present Position : Assistant Agronomist  
University of Hawaii  
College of Tropical Agriculture
3. Length of proposed assignment in ViSCA - Six (6) months beginning  
June or July, 1976
4. Justification for hiring Dr. dela Peña:
  - a. ViSCA is the site of the National Root Crop Research Center. This Research Center is being established with the assistance of PCARR and IDRC (Canada). As a project in its infancy, ViSCA needs technical assistance to give the Research Center the initial boost it needs in terms of expertise.
  - b. Dr. dela Peña has been working on root crops, particularly taro (*Colocasia esculenta*) since 1967. He has published 12 technical papers on root crops as senior author and 19 other technical papers in agronomy and plant physiology as co-author. He has also presented scientific papers in several international research conferences on root and tuber crops.
  - c. Besides the technical expertise of Dr. dela Peña on root crops, he has an extensive collection of taro (more than 12,000 varietal accessions) and cassava. Most of these can be brought to ViSCA for use in field experiments.
  - d. Dr. dela Peña can assist ViSCA not only in initiating important experiments to improve root crop yields and their quality, but can also help in teaching courses, conducting seminars and developing teaching materials such as lectures and laboratory exercises for students.
5. Proposed arrangements:
  - a. The Balik-Scientist Program shall bear the cost of Dr. dela Peña's transportation expenses from Hawaii to the Philippines and back.
  - b. PCARR shall bear the cost of shipment of root crop planting materials from Hawaii to the Philippines and provide for research funds on the basis of a research project proposal.
  - c. ViSCA shall extend an appointment to Dr. dela Peña as Visiting Scientist for six (6) months with consultant's fee of ₱4,750.00 per month.



## PERSONAL DATA

Name : Ramon Serrano dela Peña

Address : University of Hawaii  
College of Tropical Agriculture  
Kauai Branch Station  
Kappa, Hawaii 96746  
U. S. A.

Personal : Residence - RR 1 Box 352-D, Kappa, Hawaii 96746  
Birthdate - October 2, 1936  
Birthplace - San Jacinto, Pangasinan, Philippines  
Citizenship - United States  
Marital Status - Married, 4 Children  
Physical Condition - Excellent  
Height - 5 Ft. 4 inches (163 cms.)  
Weight - 125 lbs. (57 kg.)  
Draft Status - 5-A

Education : B. Sc. - University of the Philippines, College of Agriculture, College, Laguna, Philippines, 1958  
M. Sc. - University of Hawaii, Honolulu, Hawaii, 1964  
Ph.D. - University of Hawaii, Honolulu, Hawaii, 1967

Experience : 1967-Present  
Assistant Agronomist, Department of Agronomy and Soil Science, College of Tropical Agriculture, University of Hawaii, Kauai Branch Station, Kappa, Kauai, Hawaii 96746

1973-1974  
Director, Office of Economic Development, Country of Kauai, Lihue, Kauai, Hawaii 96766

1968-1972  
Rice Training Officer, Rice Training Center, University of Hawaii, Kappa, Kauai, Hawaii 96746

1965-1967  
Jr. Soil Scientist, Department of Agronomy and Soil Science, University of Hawaii, Honolulu, Hawaii 96822

1960-1965  
Assistant in Plant Physiology, Department of Plant Physiology, University of Hawaii, Honolulu, Hawaii 96822

1958-1960  
Research Assistant, Department of Agricultural Botany, College of Agriculture, University of the Philippines, College, Laguna, Philippines

1956-1958  
Student Help, Department of Agricultural Botany, College of Agriculture, University of the Philippines, College, Laguna, Philippines

1954-1956  
Student Help, Department of Animal Science, College of Agriculture, University of the Philippines, College, Laguna, Philippines



Dr. Ramon dela Peña

Membership in Professional and Honor Societies:

Sigma Chi  
American Society of Agronomy  
Asian-Pacific Weed Science Society  
Hawaiian Academy of Science  
International Society of Soil Science  
International Society for Tropical Root Crops  
Soil Science Society of America  
Weed Science Society of America

Travel for Professional Improvement:

November, 1975 - Attended and presented three scientific papers at the South Pacific Commission Meetings on Root Crop Production, Suva, Fiji. Field trips to American Samoa, Western Samoa and Kingdom of Tonga.

August-October, 1974 - Consulting assignment to Thailand for AID and Royal Thai Government to help design a long research Program for investigations of agricultural development potentials for the highlands Northern Thailand.

June, 1972 - Attended and presented two scientific papers at the 14th Rice Technical Working Group Meeting, University of California, Davis, California.

September, 1970 - Attended and presented a scientific paper at the Second International Symposium on Tropical Root and Tuber Crops, Honolulu, Hawaii.

February, 1970 - Attended and presented a scientific paper at the 13th Rice Technical Working Group Meeting, Beaumont, Texas.

February, 1969 - Attended annual program review and rice training program, International Rice Research Institute, Phils.

April, 1967 - Attended and presented a scientific paper at the First International Symposium on Tropical Root and Tuber Crops, University of the West Indies, Trinidad.

August, 1966 - Attended and presented a scientific paper at the annual meetings of the American Society of Agronomy and Soil Science Society of America, Oklahoma State University, Stillwater, Oklahoma.

Knowledge of Foreign Languages:

Tagalog	- Read and converse fluently.
Pangasinan	- Read and converse fluently.
Ilocano	- Read easily and converse with difficulty.
Spanish	- Read easily and converse with difficulty.
German	- Read and converse with difficulty.



PROPOSED CREATION OF BIDS AND AWARDS COMMITTEE II

As counterpart for the World Bank-supported projects, the Philippine Government will directly fund the construction of the following buildings for ViSCA:

1. Crop Research Center
2. Arts and Letters (G.E. classrooms)
3. Library
4. ViSCA Training Center
5. Forestry
6. Administration
7. Gymnasium
8. Dormitories & Cafeteria

Architectural plans for the first building, the Crop Research Center, have been completed and those for the rest are at the working drawing stage.

Since these buildings are part of ViSCA's Five-Year Physical Development Plan which is a top priority education project of the Philippine Government, constructions can not be implemented without proper coordination with EDPITAF which is directly handling the World Bank-supported components of the whole program. It will also be advantageous for ViSCA to avail of the experience and expertise of EDPITAF in handling construction projects such as these. For these reasons, it is hereby proposed that Bids and Awards Committee II\* be constituted composed of representatives from EDPITAF and ViSCA. The inclusion of a representative from UPLB is also deemed advisable to avail ViSCA of the assistance of a competent engineer who had some experience in the implementation of the UPCA Five-Year Development Program.

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\* The duly constituted Bids and Awards Committee I in ViSCA handles purchase of supplies, materials and equipment, repairs and renovations, and minor constructions.



The suggested composition of the Bids and Awards Committee II is as follows:

Dr. Agustin Ramos (EDPITAF) - Chairman  
Mr. Augusto Viriña (EDPITAF) - Member  
Dr. Senen M. Miranda (UPLB-CA) - Member  
Dr. Samuel S. Co (ViSCA) - Member  
Atty. Alfea A. Caintic (ViSCA) - Member-Secretary

Dr. Waldo Perfecto, Executive Director of EDPITAF, has verbally granted permission for Dr. Ramos and Architect Viriña to serve in the Committee. A written request for the services of Dr. Miranda has been sent to Chancellor Samonte of UPLB, through Dean Perez of the UPLB College of Agriculture.



## APPENDIX C

### GUIDELINES FOR THE OPENING OF AN EVENING CLASS WITH HONORARIUM

Unscheduled classes to be specially offered in the evening or on weekends upon the request of a group of students may be approved if the following requirements are met: \*

1. The class can not be scheduled during the regular class hours due to any of the following factors:
  - a. Students' class schedule for other courses taken is so tight
  - b. Instructor's schedule for other courses taught cannot be adjusted
  - c. No available classroom
  - d. Non-availability of instructors during the day
2. A minimum of 15 students will enroll in the course. However, this requirement may be waived with the consent of the instructor teaching the evening class.
3. The minimum workload requirement based on regular work assignment should be met before an instructor/professor can be assigned to teach any requested evening class.
4. Tuition fee for evening classes shall be twice as much as the tuition fee for day classes.
5. Honorarium shall be computed based on any of the following, whichever is lowest:
  - a. Honorarium rate approved by Commission on Audit (COA)
  - b. Honorarium rate for summer teaching approved by the VISCA Board of Trustees
  - c. Amount collected for tuition fee for the course
6. Non-teaching staff members who are assigned to teach in the evening shall render full time service during the day.
7. For honorarium computation purposes, non-academic staff members who are assigned to teach in the evening, can be classified either Instructor, Assistant Professor, Associate Professor, or Professor based on salary equivalent.
8. All requests for opening of evening classes with honorarium shall be approved by the President or his authorized representative.

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\* Regularly offered classes that are transferred in the evening or on weekends by arrangement are not covered by these requirements.



## APPENDIX D

### PROPOSAL TO REVISE THE PRESENT SCHOLARSHIP REQUIREMENTS BY GRANTING FULL AND PARTIAL SCHOLARSHIPS FOR ENTRANCE AND COLLEGE SCHOLARS

#### Rationale:

Records show that almost 50% of the ViSCA Entrance Scholars failed to maintain their scholarship status after the first semester. Out of the 27 entrance scholars during the first semester, only 14 were able to make it in spite of the fact that these students belong to a highly selected group as indicated by rank upon graduation, NCEE rating and score in the ViSCA Scholarship Test. During the second semester only five out of 30 new scholars or 17% maintained their scholarship; most of them made a GPA of 2.5.

It has also been noticed that the number of upperclassmen who qualified for the college scholarship which entitles the recipient to the same benefits and privileges as the entrance scholars has increased considerably from 19 at the start of the first semester to 33 at the end of the second semester when the grade point average was lowered to 2.0.

Considering that a number of freshmen and upperclassmen getting a grade point average of 2.0 has taken an upward trend because of the incentives in the form of allowance and stipend in contrast to the honorific scholarships which do not grant monetary awards except a citation as a university or college scholar, it is necessary that the present academic requirements be revised to enable the College to maintain a high scholastic standard of excellence as well as assist more students by distributing the benefits and allowances for scholars based on their scholastic performance.

It has been noticed further that attendance during the summer term is optional inspite of the scheduled curricular offerings. For this reason some scholars do not enroll while those who enroll are constrained to get the necessary grade point average to maintain their scholarship.

To remedy the present situation the Office of Student Affairs proposes to revise the existing provisions of the ViSCA Scholarship Program.

#### Proposals:

1. Provide for a ten-month scholarship grant. If the curriculum includes a summer term, the scholar concerned should file with the Registrar an application to take summer courses. Approval of applications will be on a case-to-case basis.



2. A student who obtained the required GPA after every term should apply for the appropriate grant and shall start enjoying his scholarship only upon approval of his application.
3. The Entrance Scholarship which is limited to FIFTY STUDENTS every year entitles the recipient to full scholarship upon admission. After the first semester, the grantees shall enjoy either a full or partial scholarship subject to the following conditions:
  - a. Those who obtain a GPA of 1.75 or better during the first semester shall enjoy full scholarship during the second semester which grants free school fees, book allowance and a monthly stipend of ₱200.00 provided they do not have a failing grade in any subject.
  - b. Those who obtain a GPA of 1.76 - 2.00 may be given partial scholarship which grants the recipient free school fees, book allowance and a monthly stipend of ₱150.00 provided they carry a full load and must have no failing grade in any subject.
  - c. Those who obtain a GPA of 2.01 - 2.5 may be given partial scholarship which grants the recipient free school fees, book allowance and a monthly stipend of ₱100.00 provided they carry a full load and must have no failing grade in any subject.

However, if the amount needed to pay the benefits and privileges of partial scholars will exceed the allotment for student scholarship, the prospective recipient shall be ranked accordingly and the cut-off point shall be determined by the funds available for this purpose.

  - d. Students who did not qualify as Entrance Scholars but were able to get the required GPA after the first semester shall apply for the appropriate scholarship grant during the second semester. Approval of such application shall be subject to the availability of funds.
4. Valedictorians and salutatorians who qualify in the ViSCA Scholarship Test but fall short of the requirements for entrance scholarship because their NCEE rating is within 10 points below the prescribed limit for the school year or they belong to graduating classes of less than 30 students per curriculum, should be granted free tuition or half tuition respectively for one semester.



5. VISCA grants also full and partial scholarship to upper-classmen with their corresponding benefits and privileges on a semestral basis subject to their academic performance and a study load as prescribed in the curriculum.

However, the basis for their scholarship status during the first semester of the succeeding years will be the average of their GPA's during the second semester and the summer term if they took summer.

a. Full Scholarship

This scholarship which grants free school fees, book allowance and a monthly stipend of ₱200.00 shall be given to students who:

- (1) Obtain a Grade Point Average of 1.75 or higher; and
- (2) Carry a full load for that particular term as prescribed in the curriculum.

b. Partial Scholarship A

This scholarship which grants free school fees, book allowance and a monthly stipend of ₱150.00 may be given to students who:

- (1) Obtain a Grade Point Average of 1.76 - 2.00 and subject to the same conditions as Item 3, section b, paragraph 2 of this proposal;
- (2) Carry a full load for that particular term as prescribed in the curriculum; and
- (3) Get no failing grade in the semester immediately preceding his enrollment.

c. Partial Scholarship B

This scholarship which grants free school fees, book allowance and a monthly stipend of ₱100.00 may be given to students who:

- (1) Obtain a Grade Point Average of 2.01 - 2.5 and subject to the same conditions as Item 3, section c, paragraph 2 of this proposal;
- (2) Carry a full load for that particular term as prescribed in the curriculum; and
- (3) Get no failing grade in the semester immediately preceding his enrollment.



APPENDIX E

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

BUDGET PROPOSAL UP TO JUNE 30, 1976

<u>SUMMARY OF INCOME</u>	<u>ACTUAL</u>	<u>ESTIMATE</u>	<u>SURPLUS</u>
Tuition Fees	P209,415.50	P181,000.00	P 28,415.50
Production Income	100,436.42	58,000.00	<u>42,436.42</u>
Sub-Total			P 70,851.92
Other Income:			
R O T C	P 79.25		
Library Fees	16,026.95		
Laboratory Fees	48,982.38		
Matriculation	8,686.46		
Dormitory Fees	9,256.25		
Hollowblocks	8,905.18		
Test Paper	7,727.83		
Miscellaneous	9,435.57		
Athletics Fee	3,710.68		
Medical Fee	9,058.51		
Diploma Fee	<u>812.00</u>		
Total Other Income			<u>122,681.06</u>
TOTAL INCOME FOR DISTRIBUTION			<u>P193,532.98</u> VVVVVVVVVVVV
PROPOSED OBLIGATIONS: (See Breakdown)			
Casual Labor			P 98,151.50
Student Labor			8,593.78
Travel			47,782.62
Communication			1,000.00
Transportation			800.00
Supplies and Materials			<u>37,205.08</u>
TOTAL			<u>P193,532.98</u> VVVVVVVVVVVV



BREAKDOWN OF PROPOSED OBLIGATIONS UNTIL JUNE 30, 1976

<u>Expense Accounts</u>	<u>Actual Deficits</u>	<u>Estimated Obligations Until 6/30</u>	<u>Total</u>
Casual Labor	P 49,151.50	P49,000.00	P 98,151.50
Student Labor	6,574.78	2,019.00	8,593.78
Travel	42,782.62	5,000.00	47,782.62
Communication	-	1,000.00	1,000.00
Transportation	-	800.00	800.00
Supplies & Materials	<u>35,985.02</u>	<u>1,220.06</u>	<u>37,205.08</u>
T O T A L S	<u>P134,493.92</u> vvvvvvvvvv	<u>P59,039.06</u> vvvvvvvvvv	<u>P193,532.98</u> vvvvvvvvvv



APPENDIX F

REVISED BUDGETARY REQUEST  
For July, 1976-June, 1977

	<u>School Year</u> <u>1975-76</u>	<u>School Year</u> <u>1976-77</u>	<u>Increase (Decrease)</u>
<b>1. <u>Personal Services</u></b>			
a. Teaching			
Regular	1,928,080.00	2,126,000.00	198,000.00
Substitute	29,280.00	542,000.00	512,720.00
Honoraria	40,000.00	60,000.00	20,000.00
Life and Retirement Insurance	183,167.00	220,167.00	27,000.00
Health Insurance Fund	7,785.00	9,450.00	1,665.00
Lump-sum fund for Selective Promotions	-	80,000.00	80,000.00
Sub-Total	2,188,312.00	3,037,617.00	839,385.00
b. Non-teaching			
Regular	1,108,532.00	1,278,532.00	170,000.00
Casual Labor	89,131.20	350,000.00	260,869.00
Stu. Labor	55,000.00	70,000.00	15,000.00
Life and Retirement Insurance	102,289.40	130,289.40	28,000.00
Health Insurance Fund	7,560.00	18,825.00	11,265.00
Term Insurance	4,997.00	2,258.00	( 2,739.00)
Terminal Leave Pay	1,177.00	5,000.00	3,823.00
Lumpsum for selective promotions	-	35,000.00	35,000.00
Sub-Total	1,368,686.60	1,889,904.40	521,218.00
<b>2. <u>Maintenance and Other</u></b>			
Operating Expenses:			
Travel	122,000.00	300,000.00	178,000.00
Communications	15,000.00	15,000.00	-
Repair and Maintenance	290,000.00	720,000.00	430,000.00
Transportation	50,000.00	73,000.00	23,000.00
Other Services			
Staff Development	150,000.00	216,000.00	66,000.00
Stu. Scholarship	360,000.00	420,000.00	60,000.00
Miscellaneous	122,000.00	150,000.00	28,000.00
Supplies and Materials	600,000.00	1,150,000.00	550,000.00
Rents	12,000.00	24,000.00	12,000.00
Sub-Total	1,721,000.00	3,068,000.00	1,347,000.00
<b>3. <u>Equipment</u></b>	961,000.00	2,000,000.00	1,039,000.00
<b>4. <u>Capital Outlay</u></b>	6,000,000.00	16,100,000.00	10,100,000.00
Grand Total	<u>12,238,998.00</u>	<u>26,095,521.00</u>	<u>13,846,613.00</u>



Additional Staff Requirements of New or Expanded  
Programs/Departments of ViSCA for 1976-77  
(Tentative Figures)

Dept. or Office	Proposed			Existing			Grand Total
	Acad.	Supportive	Total	Acad.	Supportive	Total	
Horticulture (New)	7	-	7	-	-	-	7
Plant Breeding (New)	4	1	5	-	-	-	5
Agribusiness (New)	3	-	3	-	-	-	3
Forestry (New)	5	2	7	-	-	-	7
Physical Education	3	1	4	2	-	2	6
Extension Programs	8	-	8	3	9	12	20
Development Planning Office	-	1	1	1	1	2	3
Personnel Division	-	2	2	-	-	-	2
College Secretary and Registrar	-	2	2	-	3	3	5
Office of Student Affairs	-	1	1	-	3	3	4
Library	1	1	2	-	5	5	7
Infirmary	-	3	3	-	3	3	6
Manila Office	-	2	2	-	4	4	6
	31	16	47	6	28	34	81



PROPOSED LODGING FEES OF THE GUEST HOUSE

The ViSCA Guest House has been catering to guests of the College, new faculty members and visitors of faculty and employees without charging any fees for accommodation services. This practice is taxing the budget of the Home Science Department in particular, and the College as a whole. To minimize expenditure for maintenance of the Guest House it is hereby proposed that there shall be fees charge to Guest House lodgers. Exceptions, however, shall be given to members of the ViSCA Alumni Association and to those personnel from other agencies performing cooperative research and/or undertaking joint projects with ViSCA.

Some of the advantages in collecting lodging fees for staying in the Guest House are:

- (1) Collected fees shall be used to help maintain the Guest House.
- (2) Paying for one's accommodation shall make one feel that he is free to make use of what he paid for. This is particularly useful to new faculty members who are in need of lodging and bedding facilities, and are not ready to provide for their own.
- (3) ViSCA employees who have guests, and yet have no space in their homes, can avail of the accommodation services without necessarily feeling that they are exploiting government property.

The accommodation services in the Guest House shall provide:

- (1) Free coffee in the morning
- (2) Clean fresh beddings twice a week
- (3) Soap and the basic toiletries
- (4) Clean sleeping quarters

The proposed rates are as follows:

Regular

One night lodging	- ₱8.00
Two or more nights	- 6.00 per day

Exemption and Special rates

Official guests of the College

President	- Free
Alumni	- 20% reduction

Personnel from other agencies detailed to work in ViSCA	- 15% reduction
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Other form of arrangement (beddings only and bed space provided by the College other than in the Guest House	- ₱5.00 per night
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Staff, Composition: Their Salaries and Sources

A Home Science faculty shall be assigned as the Guest House-In-Charge. A casual laborer shall also be hired at P9.50 per day with living allowance of not more than P50.00 monthly to take charge of the cleaning of the quarters, to wash linens and to maintain the yard. The wage of the casual laborer shall come from the income of the Guest House except the living allowance which shall come from VISCA.

Reports and Submission of Income and Expenses

A report of expenses and income of the Guest House shall be submitted to the Director of Business Affairs on or before the 10th of each succeeding month. The cash income shall be submitted to the College cashier as part of VISCA income. However, it is requested that such income shall be given back to the Department of Home Science to maintain the operation of the Guest House.

Estimate Budget for One Year

Personnel

Home Science Faculty (Part of his load assignment)	P 3,420
Casual laborer @ P9.50 per day	
Living allowance	<u>600</u>
	P 4,020 (annually)
Equipment (Annex "A")	21,200
Supplies and Materials (Annex "B")	6,254.50
Miscellaneous	<u>300.00</u>
T O T A L .....	<u>P31,774.50</u> vvvvvvvvvv



LIST OF EQUIPMENT FOR THE GUEST HOUSE

<u>No.</u>	<u>Qty.</u>	<u>Unit</u>	<u>Item &amp; Description</u>	<u>Est. Cost</u>	<u>Total</u>
1.	1	Set	Sala corner set, upholstered, rattan	P 5,000	P 5,000
2.	1	"	Dining set, upholstered, rattan	5,000	5,000
3.	1	"	Silver set for 12, silver coated	1,000	1,000
4.	2	Sets	Chinaware for 12, w/golden silver edge	600	1,200
5.	2	"	Draperies, fiber glass or woven	2,000	4,000
6.	14	Pcs	Bed covers and spreads, woven	300	4,200
7.	1	Ea.	Radio Phono	500	500
8.	3	"	Alarm Clock	100	<u>300</u>
T O T A L .....					<u>P21,200</u> VVVVVVV



LIST OF SUPPLIES & MATERIALS FOR THE GUEST HOUSE

<u>No.</u>	<u>Qty.</u>	<u>Unit</u>	<u>Item &amp; Description</u>	<u>Est. Cost</u>	<u>Total</u>
1.	12	Doz.	Tide, cleanser, economy	P 21.00	P 252.00
2.	15	"	Ajax, cleanser, regular	72.00	1,120.00
3.	108	Cans	Kerosene	25.00	2,700.00
4.	15	Doz.	Toilet Paper & Tissue	11.10	166.50
5.	15	"	Soap (guest), mild	4.80	72.00
6.	15	Pcs.	Mosquito nets, single	15.00	225.00
7.	100	meters	Cloth for bedsheets	10.00	1,000.00
8.	6	Doz.	Bowl fresh	5.00	30.00
9.	6	"	Pillows	84.00	168.00
10.	2	Pcs.	Doormats	8.00	16.00
11.	2	"	Soft brooms	5.00	10.00
12.	9	Bot.	Nescafe, Big	15.00	135.00
13.	36	meters	Cloth for pillowcase	10.00	360.00
			T O T A L .....		<u>P6,254.50</u> vvvvvvvvvv



PROPOSAL FOR THE VISCA EDUCATIONAL FOUNDATION  
INC.\*TO OPERATE A BAKERY ON THE VISCA CAMPUS

Rationale

The VISCA Community which is composed of students and staff members and their families is growing at a fast rate. It will continue to grow until it levels off at the 4,000 mark in school year 1979-80. Even at present, the school population of about 2,400 is big enough to provide adequate volume of business to a small bakery.

The VISCA campus is about 7.5 kilometers from the town of Baybay. The nearby neighboring communities do not have a bakery and are not expected to have one in the near future. Hence, the need for a bakery on the VISCA campus to cater to the needs of the students and staff members as well as the members of their families.

A bakery on the VISCA campus operated as a business enterprise can enrich the learning experiences of vocational high school and college students. Baking is one of the subject areas of the VISCA high school students taking the Vocational Homemaking Curriculum. To make the vocational training of these students as realistic as it could be, the College has to arrange for an on-the-job training of the students. This type of cooperative education program is a joint venture between the training institution and a private business firm. The student is permitted to work in the business enterprise under the joint supervision of the business establishment owner and the vocational teacher. Allowing the VISCA Educational Foundation, Inc. to operate a bakery on the VISCA campus will provide an excellent laboratory for students taking Homemaking, using the cooperative education or on-the-job training approach. It will provide also an opportunity for the VISCA Educational Foundation, Inc. to serve the VISCA community, help facilitate implementation of instructional program of the College, and at the same time raise funds for the Foundation's other educational projects on the VISCA campus.

Besides providing teaching-learning facilities to VISCA students and teachers, the Foundation-operated Bakery will help the College monetarily, though in a small way, since the Foundation intends to pay rent to the College for the use of an old shed and oven together with its accessories at P50.00 a month. However, the primary considerations that prompted the members of the Board of the VISCA Educational Foundation, Inc. to present this proposal are the educational value of the bakery and the community services that the project can generate.

Bakery Operation

The bakery will be run by the Foundation Board through a Bakery Manager who will be hired either on a part-time or full time basis depending upon the volume of business. It shall regularly bake bread and other pastries needed by the community.

\* Registered with the Securities and Exchange Commission under Reg. No. 66833.



The specific objectives of the Bakery are:

1. To bake bread and pastries needed by the community.
2. To provide a laboratory for students undergoing on-the-job training.
3. To raise funds needed to partially finance the operation of ViSCA-Foundation Elementary School and other educational projects sponsored by the Foundation.

Estimated Sales, Expenses, and Net Profit

I. Total Estimated Sales .....	Fl50,000.00
II. Estimated Expenses:	
1. Cost of Purchases .....	Fl26,000
2. Labor .....	8,640
3. Rental .....	600
4. Miscellaneous .....	<u>2,400</u>
	<u>137,640.00</u>
III. Estimated Net Profit .....	P 12,360.00
	<u>vvvvvvvvvv</u>

Distribution of Net Profit

I. ViSCA Children's Library .....	20%
II. Development of Instructional Materials for the Elem. School .....	20%
III. Contribution to the Operational Cost of the ViSCA-Foundation Elem. School .....	40%
IV. Contribution to Educational Projects.	10%
V. Operation of the Foundation Office ..	<u>10%</u>
	<u>100%</u>
	<u>vvvvvv</u>

No change in the distribution of the net profit shall be allowed without previous approval from the Board members of the ViSCA Educational Foundation, Inc.

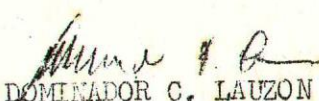


APPENDIX I

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

1st Indorsement  
June 17, 1976

Respectfully forwarded to the Board of Trustees, thru the President, Visayas State College of Agriculture, Baybay, Leyte, recommending approval for condemnation of the herein forty-eight (48) ICA-NEC Properties, as reported in the Inventory and Inspection Report, General Form No. 17(A), due to fair wear and tear.

  
DOMINADOR C. LAUZON  
Auditing Examiner

Attached:

Summary of ICA-NEC Properties  
for condemnation



Summary of condemned properties as reported in the Inventory and  
Inspection Report

Quantity			Articles ICA-NEC Property
1.	2	ea.	Log Chains, 14" long $\frac{1}{2}$ " link
2.	1	"	Miles Spaying shear SN 4682
3.	1	"	Home scale, 8 lbs. cap.
4.	6	"	Hoe, garden, heavy
5.	39	"	Hoe, garden, light
6.	5	"	Mattock, ax, 5 lbs. w/handle
7.	5	"	Mattock, pick, 5 lbs.
8.	24	"	Rake, garden, 14 curved teeth
9.	23	"	Rake, garden, 12 curved teeth
10.	10	"	Spading fork, 14 tines
11.	48	"	Weeder hand, 5 prong
12.	3	"	Stove, Kitchen w/Oven, Kerosene "BOSS"
13.	1	unit	Manure Spreader IH
14.	1	"	Lime Spreader
15.	1	"	Corn Sheller
16.	1	ea.	Electric Drill, $\frac{1}{2}$ " thor
17.	8	"	Post Hole Digger
18.	1	"	Vise, Blacksmith, 3" Jaw
19.	1	"	Corner Brace, Stanley 10"
20.	4	"	Post Hole Digger
21.	2	"	Bits, Drill, $\frac{1}{2}$ to 1"
22.	2	"	Plane Smooth
23.	1	"	Steel tape
24.	1	"	Steel Lettering Rod
25.	1	"	Pump Kit
26.	10	"	Shovel, round point
27.	2	"	Tinner Snip
28.	5	"	Clock Table
29.	3	"	Lombard, hand & post operated grinder, 24" x 3"
30.	1	"	Drill Blacksmith, prof. quality #120
31.	2	"	Pipe cutter
32.	2	"	Log Chain, 14" long, $\frac{1}{2}$ " link
33.	1	"	Home scale
34.	1	"	Mile Spaying Shear, $15\frac{1}{2}$ " long, serrated blade, gen. S#4682
35.	4	"	Stove, kerosene w/oven "BOSS"
36.	1	"	Mixing Bowl, green
37.	1	"	Saucer, floral design
38.	33	"	Glass Tumblers, coca-cola
39.	2	"	Cups, brown color
40.	1	"	Saucer, white plain
41.	1	"	Frying pan, alum. 8"
42.	1	"	Baking pan pyrex "Fireking"
43.	2	"	Glass Tumbler, "Bird design"
44.	4	"	Glass Tumbler, coca-cola
45.	1	"	Flatter
46.	1	"	Butcher knife, 7 inches
47.	2	"	Dinner plates, floral design
48.	2	"	Basin, reynolds