

MINUTES OF THE 26th REGULAR MEETING OF THE VISCA BOARD OF TRUSTEES  
HELD ON SEPTEMBER 19, 1978, AT THE PASUC CONFERENCE ROOM,  
MINISTRY OF EDUCATION AND CULTURE, METRO MANILA

Present:

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

Vice-Chairman  
(Presiding)

Mr. Vedasto G. Suarez  
Assistant Minister  
Ministry of Education and  
Culture

Representing  
Minister Juan L. Manuel

Dr. Manuel S. Alba  
Deputy Director General  
National Economic Development  
Authority

Member

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

Secretary

Dr. F. A. Bernardo, the Vice-Chairman, called the  
meeting to order at 1:24 p.m.

1 I Approval of the Minutes of the Previous Meeting:

2 The minutes of the previous meeting were approved after  
3 the following verification, suggestion, and corrections  
4 were made:

5 A. Verification

6 Attending for the first time as the NEDA representa-  
7 tive, Dr. Manuel S. Alba, Deputy Director General of the  
8 National Economic Development Authority, asked how many  
9 members compose the VISCA Board of Trustees.

10 Mr. Vedasto G. Suarez, Assistant Minister of the MEC,



1 informed Trustee Alba that the Board will be composed of  
2 five regular members, namely: the Minister of Education  
3 and Culture as chairman, the College President as vice-  
4 chairman, the NEDA representative, and two prominent citi-  
5 zen of the region where the institution is located. "The  
6 appointment papers for the two recommendees were forwarded  
7 to President Marcos for approval," Minister Suarez continued.

8 Asked about the status of their appointments, Pres.  
9 Bernardo said there was no action yet.

10 B. Suggested Format of the Agenda for Board Meetings

11 Upon the suggestion of Dr. Alba, the format of the  
12 agenda for the Board meeting was corrected by inserting  
13 "and Policy" between "Administrative and "Matters" to  
14 read: "IV. Administrative and Policy Matters." Neces-  
15 sarily, the succeeding line on the prepared agenda,  
16 "Routine Matters", had to be deleted and replaced with  
17 "Administrative Matters". The corrected format of propo-  
18 sals in the agenda now reads: (a) administrative and  
19 (b) policy matters, instead of (a) routine and (b) policy  
20 matters.

21 There being no other corrections, the minutes of the  
22 previous meeting were approved as corrected.

23 II. Matters Arising from the Approved Minutes;

24 A. As requested by the members of the Board in its previous  
25 meeting, the bio-data of Dr. Manuel K. Palomar, appointed



1 editor of the Annals of Tropical Science, a technical publi-  
2 cation of ViSCA, were presented by Pres. Bernardo, which  
3 were noted by the members of the Board.

4 B. Annals of Tropical Science

5 Upon the inquiry of Mr. Suarez about the number of issues  
6 of the Annals of Tropical Science to be made, Pres. Bernardo  
7 informed the Trustees that ViSCA intends to make and circu-  
8 late the maiden issue of the journal this year and expects  
9 to have more issues later.

10 III. Report of the President;

11 A. World Bank-Supported Programs/Projects in ViSCA

12 1. Buildings under construction. The College President  
13 reported that the construction of most academic buildings,  
14 student dormitories, and staff houses (duplex type) is in  
15 full swing. "The construction of a few more building com-  
16 plexes will follow early next year," Pres. Bernardo added.

17 2. Site utilities development. The President also in-  
18 formed the Trustees that the development of site utilities  
19 which include the roads and pathways, water, electric and  
20 sewerage systems, which is expected to be completed in summer  
21 of 1979, may be delayed a bit because of interruptions due to  
22 bad weather conditions.

23 B. Apartments for Faculty and Staff

24 Upon the inquiry of Mr. Suarez, Pres. Bernardo apprised  
25 the Trustees that the apartment buildings have been completed



1 and all the fifty-six units are now occupied.

2 C. Diversion Road

3 The President informed the Trustees that the diversion  
4 road has been partly completed and it is now being used by  
5 the public.

6 D. President's Report to be in Written Form

7 The suggestion of the Board to have the President's  
8 report in written form and become a part of the minutes was  
9 well taken.

10 IV. Administrative and Policy Matters:

11 A. Administrative Matters

12 Noting that many of the proposals presented were con-  
13 sidered administrative, the Board suggested that a classifica-  
14 tion of proposals which may be acted upon by the College  
15 President be prepared and presented in the next regular  
16 meeting for authorization by the Board.

17 Pres. F. A. Bernardo also thanked the Board for the  
18 "vote of confidence" given him for some of the administrative  
19 proposals presented for approval.

20 The proposals under administrative matters presented  
21 for Board action follow:

22 1. Appointments of personnel. The proposals on  
23 appointments of personnel consisted of (a) appointments  
24 of personnel as authorized under Board Resolution No. 6,  
25 s. 1974, and (b) a new appointment on the professor level,  
26 which required Board notation and approval, respectively.



On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 28, s. 1978

Noting the appointment of personnel made by the College President as authorized by Board Resolution no. 6, s. 1974, as follows:

(Appendix A)

1. Mr. Perfecto U. Bartolini as Research Associate II
2. Ms. Cecilia B. Rodriguez as Asso. Instructor III
3. Mr. Cyrus T. Balbon as Asst. Instructor II
4. Ms. Salvacion M. Canono as Clerk I
5. Mr. Domingo Flandez as Illustrator
6. Ms. Lilia M. de la Cruz as Clerk I
7. Ms. Lourdes B. Canc as Clerk I
8. Mr. Julian Cañas as Clerk I
9. Ms. Milagros C. Yu as Clerk I
10. Ms. Gabina T. Quiton as Instructor V

Also, approving the recommendation to appoint Dr. Vicente A. Quiton as Associate Professor III.

All to take effect as proposed (Appendix A), subject to usual Civil Service and COA rules and regulations.

2. Merit Increases: The proposals for merit increases include (a) recommendation for recognition of awardees for outstanding performances, (b) recommendation for salary step increases for some of the members of the academic teaching group, and (c) recommendation for salary step increases for some members of the academic non-teaching and administrative groups. (Appendix D)



A. Recognition of awardees. The proposal recommended the recognition of awardees among the academic teaching group for outstanding performances.

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 29, s. 1978

Recognizing the outstanding performance of the following VISCA faculty members and noting their awards given by the College President in December, 1977 (Appendix C):

1. College

1. Dr. Dely P. Gapasin
2. Prof. Monina M. Escalada
3. Prof. Fornarina Y. Enemecio
4. Dr. Rodolfo G. Escalada
5. Ms. Raynalda F. Roncesvalles
6. Dr. Manuel K. Palomar
7. Ms. Lynn T. Guesa
8. Dr. Federico R. Flores
9. Prof. Justiniano Serey
10. Mr. Dennis C. Varron
11. Ms. Roberta D. Lauzon
12. Mr. Eliseo P. Pastrano
13. Mr. Ramon S. Laguna
14. Prof. Lelita R. Gonzal
15. Ms. Alicia Agarcio

2. High School

1. Ms. Josefina Q. Subere
2. Ms. Jovita V. Dabuet
3. Mr. Dominador Ugsang

B. Salary step increases for the academic

teaching group. The proposal recommended one to two steps (within range/grade) to the members of the academic teaching group who were adjudged outstanding in their performances (Appendix D<sub>1</sub>)



On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 29a, s. 1978

Approving the recommendation for merit increase per Budget Circular No. 286, s. 1978; to the following VISCA Faculty members, academic teaching, for outstanding performances. (Appendix D<sub>1</sub>)

a. College

1. Enemecio, Formarina Y.
2. Roncesvalles, Raynalda F. \*
3. Guasa, Lynn T.
4. Seroy, Justiniano
5. Varron, Dennis C.
6. Lauzon, Roberta D.
7. Pastrano, Eliseo
8. Laguna, Ramon S.
9. Agarcio, Alicia S.
10. Silao, Cecilia V.
11. Canono, Leonardo P.
12. Galinato, Marita
13. Tangonan, Manfred C.
14. Monserate, Concepcion T.
15. Taganas, Ricarda B.

b. High School

1. Subere, Josefina Q. \*
2. Dabuet, Josefina V. \*
3. Ugsang, Dominador S.

Also, allowing the appropriation of the necessary amount to pay the corresponding salary increases of one to two steps, within range/grade; subject to auditing rules and regulations, to take effect upon availability of funds.

c. Salary step increases for the academic non-teaching and administrative group. The proposal recommended one to two step increases (within range/grade) in salary to the members of the

\*Awardee for outstanding performance



academic non-teaching and administrative group  
for outstanding performances. (Appendix D<sub>2</sub>)

On motion made and duly seconded, the Board  
passed:

BOARD RESOLUTION NO. 29b, s. 1978

Approving the recommendation for merit  
increases per Budget Circular No. 286,  
s. 1978, to the following ViSCA staff  
members (academic non-teaching and admin-  
istrative), for outstanding performances.  
(Appendix D<sub>2</sub>):

a. Academic non-Teaching

1. Dagoy, Salvador C. \*
2. Capuyan, Nellie G. \*
3. Dabuet, Basilio A.
4. Labra, Juan S.
5. Pardales, Jose Jr, R.
6. Amihan, Belita T.

b. Administrative

1. Pascual, Jaime B.
2. Biscante, Arturo M. \*
3. Cala, Norma V.
4. Borneo, Alicia B.
5. Bulilan, Hermogina U. \*
6. Valenzona, Wilfredo C. \*
7. Poliquit, Dominador G. \*
8. Pascual, Fe. C.
9. Seroy, Lucena N.
10. Abogadie, Maxima C.
11. Nuena, Linda U.

Also, allowing the appropriation of the  
necessary amount to pay the corresponding  
salary increases of one to two steps, within  
range/grade, subject to auditing rules and  
regulations, to take effect upon availability  
of funds.

3. Salary adjustments or incentive Allowances

The proposal recommended the giving of allowances

\*Awardee for outstanding performance



1 to the ViSCA staff members who completed their M. S. studies  
 2 including those who will obtain their advanced studies  
 3 the current semester, 1978-79 (Appendix B).

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

5 BOARD RESOLUTION NO. 30, s. 1978

6 Approving the recommendation to give incentive  
 7 allowance to the ViSCA staff members who comple-  
 8 ted their advanced studies chargeable to the salary.  
 9 savings.

10 Also, approving the recommendation to give  
 11 incentive allowances to those ViSCA staff members  
 12 who will obtain their advanced studies within and  
 13 after the current semester, 1978-79, but not  
 14 earlier than their return to duty, subject to  
 15 availability of funds.  
 16

17 All to take effect as specified, subject  
 18 to auditing rules and regulations (Appendix B),  
 19 provided that the incentive allowance shall be  
 20 granted only until the position is reclassified  
 21 as proposed.

22 4. New Positions. The proposal recommended the  
 23 creation of new positions for the Philippine Root Crops  
 24 Research and Training Center (PRCRTC), (Appendix D).

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

26 BOARD RESOLUTION NO. 31, s. 1978

27 Approving the request of the Director  
 28 of the Philippine Root Crops Research  
 29 and Training Center, ViSCA, Baybay,  
 30 Leyte, to create the following positions  
 31 with their corresponding remunerations as  
 32 proposed (Appendix D):

33 Two(2) researcher III at ₱19,812.00 p.a.  
 34 Two(2) research associate III at ₱15,264.00 p.a.  
 35 Two(2) research associate II at ₱11,904. p.a.  
 36 One(1) administrative asst. I at ₱9,288.00 p.a.  
 37 One(1) clerk typist at ₱6,552.00 p.a.



1 Also, allowing the appropriation of the  
2 corresponding amount to be charged to the  
3 PRCRTC funds.

4 To take effect immediately, subject to  
5 salary adjustments that will be approved by  
6 the Budget Commission.

7 5. Honorarium to Administrative NCO.

8 The proposal recommended to give honorarium to the  
9 administrative and training non-commissioned officers  
10 who are detailed with the ViSCA ROTC Department  
11 (Appendix E).

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

13 BOARD RESOLUTION NO. 32, s. 1978

14 Approving the recommendation to give  
15 honorarium to the Administrative and  
16 Training Non-Commissioned Officer (NCO),  
17 at the rate of ₱160.00/mo., subject to  
18 availability of funds and auditing rules  
19 and regulations, (APPENDIX E).

20 To take effect upon approval.

21 B. Policy Matters:

22 1. Proposed Daily Wage/Rates.

23 The proposed daily wage/rates for the various  
24 groups of employees and laborers (Appendix F) pre-  
25 sented is in accordance with Presidential Decree  
26 No. 928 through Budget Circular No. 262, s. 1976,  
27 which provides for the minimum wage of ₱10.00  
28 per day for full-time employees of the national  
29 government.



1. On motion made and duly seconded, the Board  
 2 passed:

3 BOARD RESOLUTION NO. 33, s. 1978

4 Approving in toto the proposal  
 5 for daily wages to implement Presi-  
 6 dential Decree no. 928, through  
 7 Budget Circular No. 262, s. 1978,  
 8 which provides for the minimum wage  
 9 of ₦10.00 per day for full-time  
 10 employees of the national govern-  
 11 ment, to take effect on September  
 12 1, 1978, subject to availability of  
 13 funds and the usual auditing rules  
 14 and regulations, (Appendix F).

15 2. Transportation Expenses for ViSCA Recruits

16 The proposal recommends the reimbursement of the  
 17 actual transportation expenses to the ViSCA applicants  
 18 who are finally hired by the College. This is a form  
 19 of incentive to qualified applicants to ViSCA.

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

22 BOARD RESOLUTION NO. 34, s. 1978

23 Approving the proposal and allo-  
 24 wing the College to reimburse the actual  
 25 transportation expenses of those appli-  
 26 cants/recruits for academic positions  
 27 who are finally accepted/hired by the  
 28 College upon their report to duty, sub-  
 29 ject to availability of funds and audi-  
 30 ting rules and regulations.

31 To take effect immediately upon approval.



1. 3. Exemption of ROTC Cadets from Payment of  
 2 Comprehensive Fees.

3 The proposal recommends the exemption  
 4 of deserving advanced cadets from the payment  
 5 of comprehensive fees. This is to encourage  
 6 more male college students to enroll in the advanced  
 7 military science subjects and to boost the morale  
 8 of the local cadets.

9 On motion made and duly seconded, the Board  
 10 passed:

11 BOARD RESOLUTION NO. 35, s. 1978

12 Approving the proposal (Appendix H)  
 13 and allowing the College to exempt not  
 14 more than fifteen(15) deserving cadets  
 15 who will be enrolled per semester in the  
 16 advanced ROTC courses in VisCA from  
 17 payment of the comprehensive fees. Recom-  
 18 mendation from the ROTC Commandant or  
 19 representative is necessary.

20 Deserving cadets include those who  
 21 qualify in a competitive examination to  
 22 be conducted by the local ROTC department.  
 23 Comprehensive fees refer to the amount  
 24 paid for tuition fees per semester,  
 25 distributed as follows:

26 ₱200/semester for fifteen(15) units or  
 27 above  
 28 ₱150/semester for ten to fourteen  
 29 (10-14 units)  
 30 ₱100/semester for nine(9) units and  
 31 below.

32 To take effect upon approval but not  
 33 earlier than the Second Semester, SY 1978-79.



1           4. Incentive Allowance for the BINP Men Assigned  
2           in ViSCA. The proposal recommends the giving of  
3           incentive allowance to the members of the Baybay  
4           Integrated National Police who are permanently  
5           assigned in ViSCA. It also recommends the giving of  
6           honorarium to the Station Commander of the INP.

7           The giving of incentive allowances and hora-  
8           rarium is a simple token of gratitude to those  
9           peace officers for their services to ViSCA,  
10          (Appendix I).

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

13                       BOARD RESOLUTION NO. 36, s. 1978

14                      Approving the recommendation to give  
15                      incentive allowance of ₱100 per month each  
16                      to the members of the Baybay Integrated  
17                      National Police who are assigned at  
18                      ViSCA, namely:

- 19                      1. Segundino G. Gesulga  
20                      2. Serapio S. Maaghop, Jr.  
21                      3. Jusito F. Tabudlong  
22                      4. Victorino Y. Cabungcal

23                      Also, allowing the College to pay  
24                      monthly honorarium of ₱100 to Capt. Agapito  
25                      G. Retana, the INP Station Commander,  
26                      all payments to take effect July 1, 1978,  
27                      Subject to auditing rules and regulations.

28          5. Representation Expenses for Some Key Administration  
29          Staff. The proposal recommends representation  
30          expenses to some key administration staff members



of VISCA in view of the obvious needs in the performance of their functions and responsibilities as such.

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 37, s. 1978

Approving the recommendation for the payment of representation allowance on reimbursement basis, (non-commutable) to the following key administrative staff up to the maximum amount as indicated:

|                |       |             |
|----------------|-------|-------------|
| President      | ..... | \$1,200/mo. |
| Vice-President | ..... | 500/mo.     |
| Directors      | ..... | 200/mo.     |

To take effect upon approval, subject to accounting and auditing rules and regulations and availability of funds.

6. Implementing Guidelines for Income Generating

Projects. The proposal includes the classification of school projects, with the intent of identifying the various projects which may be placed under the management of the Superintendent of Income Generating Projects. It also describes the (a) mode of operations, (b) disposal of products, and (c) the proposed personnel to man the operations, (Appendix K).

On motion made and duly seconded, the Board passed:



## BOARD RESOLUTION NO. 38, s. 1978

Approving the Proposed Guidelines in the Implementation of the Income Generating Projects (Appendix K); provided that only the College projects whose income fluctuate depending on the management/supervision of the Superintendent, may be placed under him for a commission of 10% from the net income.

To take effect immediately upon approval.

7. Authority for the VISCA President to Act on Advanced Payments for Supplies, Materials and Equipment Not Exceeding ₦100,000. The

proposal recommends authority to the College President to act on behalf of the Board of Trustees in approving/disapproving the advanced payment not exceeding ₦100,000.00 for supplies, materials and equipment purchased by the College or its various research projects, training centers, or other departments/offices, in order to implement development plans of this institution.

On motion made and duly seconded, the Board passed:

## BOARD RESOLUTION NO. 39, s. 1978

Delegating authority to the VISCA College President to approve advanced payments, not exceeding ₦100,000.00 (per transaction) for supplies, materials and equipment purchased for any or all of the programs/projects/studies of the various research and training centers and other departments/offices of the College, subject to COA rules and regulations (Appendix L).



1 To take effect immediately upon approval.

2 8. Gasoline/transportation Allowance to the  
3 VisCA Vice-President. The proposal recom-  
4 mends the amendment of a previous board resolution  
5 granting ₱200 for gasoline allowance to the  
6 VisCA Vice-President, making it reimbursable  
7 transportation allowance not to exceed ₱800 per  
8 month.

9 On motion made and duly seconded, the Board  
10 passed:

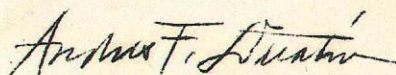
11 BOARD RESOLUTION NO. 40, s. 1978

12 Approving the amendment to the Board  
13 Resolution No. 19, s. 1975, making the  
14 commutable gasoline allowance in the amount  
15 of ₱200 into reimbursable expenses not to  
16 exceed ₱800 per month for the VisCA Vice-  
17 President for Development and External  
18 Affairs, subject to auditing rules and  
19 regulations.

20 To take effect upon approval.

21 There being no matter to discuss, the Vice-  
22 Chairman adjourned the meeting at 2:15 p.m.

Certified True and Correct:

  
ANDRES F. DUATIN  
Secretary

Attested:

(SGD) Pres. F. A. Bernardo  
Vice-Chairman

Approved as Corrected:

January 18, 1979



APPOINTMENTS OF PERSONNEL

## I. Appointments Authorized under Board Resolution No. 6, s. 1974

Philippine Root Crops Research and Training Center

- |   |  |
|---|--|
| 1. Mr. Perfecto U. Bartolini<br>MS in Agronomy<br>UPLB 1978 | Research Associate II (Step 2)<br>P13,776.00 p.a.<br>Item No. 123 (15) |
|---|--|

Experimental Rural High School

- |  |  |
|--|--|
| 2. Ms. Cecilia B. Rodriguez<br>BS in Education<br>St. Peter's College 1973 | Asst. Instructor III (Step 1)<br>P9,756.00 p.a.<br>Item No. 50 (62)<br>Effective: August 8, 1978 |
| 3. Mr. Cyrus T. Balbon<br>BS in Chemistry<br>Silliman University 1977      | Asst. Instructor II (Step 1)<br>P7,956.00 p.a.<br>Item No. 123 (12)<br>Effective: June 26, 1978  |

Plant Breeding and Ag. Botany

- |  |   |
|--|---|
| 4. Ms. Salvacion M. Canono<br>Fourth Year in Social Work<br>Divine Word University<br>C.S. eligibility (Career Service<br>Sub-Prof.) | Clerk I<br>P5,340.00 p.a.<br>Item No. 111 (12)<br>Effective: July 1, 1978 |
|--|---|

OBAA - Cash Division

- |   |  |
|---|--|
| 5. Ms. Lilia M. de la Cruz<br>Secretarial Science<br>PCIC 1975<br>C. S. eligibility - (Career Service<br>Sub-Prof.) | Clerk I<br>P5,928.00 p.a.*<br>Item No. 111 (20)<br>Effective: July 1, 1978 |
|---|--|

Development Planning Office

- |  |  |
|--|--|
| 6. Mr. Domingo P. Flandez<br>BS in Elementary Education<br>PCIC 1975 | Illustrator<br>P7,608.00 p.a.<br>Item No. 77 (3)<br>Effective: July 16, 1978 |
|--|--|

\* Adjusted rate per B. C. No. 273



OBAA - Office of the Director

7. Ms. Lourdes B. Cano  
 BS in Commerce  
 USC 1976  
 C.S. eligibility - Career Service  
 (Prof.-Local)
- Clerk I  
~~5~~5,928.00 p.a.\*  
 Item No. 111 (19)  
 Effective: October 1, 1978

Office of Student Affairs

8. Mr. Julian V. Canas  
 2nd Year College  
 VISCA 1963  
 C.S. eligibility - Career Service  
 (Sub-Prof. Local)
- Clerk I  
~~5~~5,928.00 p.a.\*  
 Item No. 111 (15)  
 Effective: October 1, 1978

Library

9. Ms. Milagros C. Yu  
 BS in Commerce  
 USC 1962  
 C.S. eligibility - Career Service  
 (Prof.)
- Clerk I  
~~5~~5,928.00 p.a.\*  
 Item No. 111 (16)  
 Effective: October 1, 1978

Department of Agricultural Economics

- Ms. Gabina T. Quiton  
 M. Ed. in Ag. Education  
 University of Illinois 1969
- Instructor V  
~~13~~13,152.00 p.a.  
 Effective: Upon report of  
 duty

\* Adjusted rate per Budget Circular No. 273



APPOINTMENTS OF PERSONNEL

AD INTERIM APPOINTMENT

Dept. of Ag. Development Education

1. Dr. Vicente A. Quiron  
Ed. D. in Ag. Education  
University of Illinois  
1969

Asso. Professor III (Step I)  
\$23,892.00  
Item No. 7 (2)  
Effective: Upon report to  
duty



APPENDIX B (Cont.)

LIST OF STAFF DESERVING SALARY ADJUSTMENT  
(Effective July 1, 1978)

| Name of Staff                   | Degree<br>Finished | Designation    |                | Annual Salary |         | Difference |
|---------------------------------|--------------------|----------------|----------------|---------------|---------|------------|
|                                 |                    | Present        | Recomm.        | Present       | Recomm. |            |
| 1. ABINAY, Iluminada C.         | M.S.               | Instructor III | Asst. Prof. II | 11,880        | 14,976  | 3,096      |
| 2. ALO, Grace B.                | M.S.               | Instructor II  | Instructor IV  | 10,800        | 12,996  | 2,196      |
| 3. FERNANDEZ, Tomas Jr. J. M.S. |                    | Instructor III | Instructor IV  | 11,880        | 12,996  | 1,116      |
| 4. FLORESCA, Avelina C.         | M.S.               | Instructor II  | Instructor IV  | 10,800        | 12,996  | 2,196      |
| 5. GAPASIN, Ruben M.            | B.S.               | Instructor II  | Instructor IV  | 10,800        | 12,996  | 2,196      |
| 6. LABUS, Florenda O.           | M.S.               | Instructor I   | Instructor IV  | 9,756         | 12,996  | 3,240      |
| 7. LAO, Fredeswinda O.          | M.S.               | Instructor I   | Instructor IV  | 10,194        | 12,996  | 2,802      |
| 8. NAPIERE, Constancio M.       | M.S.               | Instructor II  | Asst. Prof. I  | 11,508        | 13,776  | 2,270      |
| 9. PASCUAL, Pedro P.            | M.S.               | Instructor I   | Instructor IV  | 9,756         | 12,996  | 3,240      |
| 10. SALARES, Lutgarda H.        | M.S.               | Res. Asst. I   | Instructor III | 6,936         | 12,240  | 5,304      |
| 11. SANTIAGO, Rebecca M.        | M.S.               | Instructor I   | Instructor IV  | 9,756         | 12,996  | 3,240      |
| 12. SUBERTE, Veronica S.        | M.S.               | Instructor III | Instructor V   | 11,880        | 13,776  | 1,896      |
| 13. YAP, Antonia Cecilia        | M.S.               | Instructor I   | Instructor IV  | 9,756         | 12,996  | 3,240      |
| TOTAL                           |                    |                |                |               |         | ¥36,032    |

Based on Approved guidelines (point system) for reclassification  
and/or recruitment of academic staff.



## INCENTIVE ALLOWANCE

Presidential Decree No. 985, the Budgetary Reform Decree on Compensation and Position Classification of 1976, established a system of compensation and position classification in the national government. A uniform salary schedule consisting of 28 salary grades and eight steps within each grade was adopted for all government agencies. Section 21 of the decree also stated that "the Budget Commission shall place all positions in their appropriate classes and grades with 180 days from the promulgation of the Decree." This proved to be a difficult task as a PASUC member whom the Budget Commission consulted could not agree among themselves on the standardization scheme for state colleges and universities.

Meanwhile, on February 7, 1978, the ViSCA Board of Trustees approved a salary adjustment charged to savings or whatever amount is available in the ViSCA budget for this purpose. The approved salary adjustment was implemented effective October 1, 1977. (Many other state colleges and universities implemented salary increases effective July 1, 1977, or earlier than ViSCA.)

Now, P.D. 1437 and Budget Circular 292 came out classifying state colleges and universities and spelling out guidelines for salary increases. B.S. 292 makes it clear that academic positions are now standardized as follows:

| <u>Class</u>     | <u>Salary Range</u> | <u>Minimum*</u> |
|------------------|---------------------|-----------------|
| Asst. Instructor | R-50                | 79288           |
| Instructor       | R-52                | 10260           |

\* 100% implementation of the 1976 salary survey



| <u>Class</u>    | <u>Salary Range</u> | <u>Minimum</u> |
|-----------------|---------------------|----------------|
| Asst. Professor | R-58                | 13824          |
| Asso. Professor | R-64                | 18636          |
| Professor       | R-66                | 20580          |

It is also made explicit that the itemized designations and salary rates in P.D. 1250 should be strictly followed unless salary adjustment pursuant to LOI 533 as implemented by B.C. 273 have been authorized by the Ministry of the Budget.

Section 3.1.6 of the B.C. 292 also states that "All faculty and non-teaching personnel of state colleges, and universities receiving salary rates higher than those allowed under this circular shall continue to receive the rates of pay as authorized under P.D. 1250, including all other emoluments they were receiving as of December 3, 1977."

(Underschoring added)

In view of these development and considerations, it is proposed that salary adjustment given to faculty and non-teaching personnel effective October 1, 1977 above the rates authorized in P.D. 1250 be declared by the Board as Incentive Allowance, PROVIDED, that any approved salary adjustment within the compensation levels as itemized for VISCA under P.D. 1250 or LOI 56, and any salary increase that may be authorized later on by law or by the monthly Incentive Allowance of each employee; PROVIDED FURTHER that salary adjustments of positions listed in the attached sheet shall be effected by taking the difference from permanently reduced itemized positions shown in the list.



APPENDIX B (CONT.)

SALARY INCREASE MADE BY MAKING PERMANENT REDUCTIONS IN  
SOME ITEMIZED POSITIONS UNDER PD 1250

| <u>NAME OF EMPLOYEE</u> | <u>POSITION</u>  | <u>BASIC ANNUAL<br/>SALARY (PD 1250)</u> | <u>APPROVED<br/>ADJUSTMENT</u>                | <u>DIFFERENCE*</u> |
|-------------------------|------------------|--|---|--------------------|
| Laguna, Julieta P.      | Nurse            | P6,612                                   | P8,664 (Board<br>Resolution 17,<br>s. 1977)   | P2,052             |
| Villalino, Maximo M.    | Security Officer | 7,620                                    | P10,260 (Board<br>Resolution 23b,<br>s. 1978) | 2,640              |
|                         |                  |  | <u>TOTAL</u>                                  | <u>4,692</u>       |

\*Chargeable to permanent reductions in itemized positions 63, 44(21), and 43(2) (P.D. 1250)



FOR RECOGNITIONCollege

1. Dr. Dely P. Gapasin
2. Prof. Monina M. Escalada
3. Prof. Fornarina Y. Ehemecio
4. Dr. Rodolfo G. Escalada
5. Ms. Raynelda F. Roncesvalles
6. Dr. Manuel K. Palomar
7. Ms. Lynn T. Guasa
8. Dr. Federico R. Flores
9. Prof. Justiniano Seroy
10. Mr. Dennis C. Varron
11. Ms. Roberta D. Lauzon
12. Mr. Eliseo P. Pastrano
13. Mr. Ramon S. Laguna
14. Prof. Lelita R. Gonzal
15. Ms. Alicia Agarcio

High School

1. Ms. Josefina Q. Subere
2. Ms. Jovita V. Dabuet
3. Mr. Dominador Ugsang



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE DIRECTOR  
Phil. Root Crop Research  
and Training Center

7 September 1978

The Board of Trustees  
Visayas State College of  
Agriculture (VISCA)

Dear Sirs:

The Philippine Root Crop Research and Training Center (PRCRTC) has been suffering a serious setback in the implementation of its program due to lack of manpower. Meanwhile, it has started receiving its appropriation under the provision of P.D. 1107 which effected the establishment of the Center. Moreover, during its 23rd meeting, the Board approved the staff structure of the Center consisting of about eighteen (18) with Ph. D. degree and eight (8) with M.S. degree. Only four (4) of these staff requirements are met by the positions currently available. One staff member has been hired with emergency appointment due to unavailability of items. The other members of the staff are research assistants.

May I therefore request the approval of the Board for the creation of the following positions to boost our existing manpowers

|                              | <u>Annual salary</u> | <u>Amount</u> |
|------------------------------|----------------------|---------------|
| 2 Researcher III             | ¥19,812              | ¥39,624       |
| 2 Research Associate III     | 15,264               | 30,528        |
| 2 Research Associate II      | 11,904               | 23,808        |
| 1 Administrative Assistant I | 9,288                | 9,288         |
| 1 Clerk Typist               | 6,552                | 6,552         |
| TOTAL                        |                      | ¥109,800      |

All salaries for the above positions shall be charged to the PRCRTC appropriation already released by the Budget Commission. The rates are in accordance with the present salary scale of the VISCA. However, they are subject to adjustment if the pending VISCA proposal to upgrade salaries will be approved by the Budget Commission.

Thank you very much for your kind support and consideration.

Very truly yours,

(SGD.) M.R. VILLANUEVA  
Director



Personnel Recommended for Merit  
Increase per Budget Circular No. 286, s. 1978

I. ACADEMIC TEACHINGA. Colleges

|                              |                    |
|------------------------------|--------------------|
| 1. Enemecio, Fornarina Y.    | Arts and Letters   |
| 2. Roncesvalles, Raynelda*   | Ag. Engineering    |
| 3. Guasa, Lynn T.            | Arts and Letters   |
| 4. Seroy, Justiniano L.      | Arts and Letters   |
| 5. Varron, Dennis C.         | Ag. Chemistry      |
| 6. Lauzon, Roberta D.        | Home Science       |
| 7. Pastrano, Eliseo P.       | Physical Education |
| 8. Laguna, Ramon S.          | Ag. Economics      |
| 9. Agarcio, Alicia S.        | Ag. Economics      |
| 10. Silao, Cecilia V.        | Arts and Letters   |
| 11. Canono, Leonardo P.      | Ag. Engineering    |
| 12. Galinato, Marita P.      | Plant Breeding     |
| 13. Tangonan, Manfred C.     | Animal Science     |
| 14. Monserate, Concepcion T. | Home Science       |
| 15. Taganas, Ricarda B.      | Home Science       |

B. Experimental Rural High School

1. Subere, Josefina Qf
2. Dabuet, Jovita V.\*
3. Ugsang, Dominador S.

\*Awardee for outstanding performance



Personnel Recommended for Merit Increase  
per Budget Circular No. 286, s. 1978

II. ACADEMIC NON-TEACHING

|                        |  |
|------------------------|--|
| 1. Dagoy, Salvador C.* | Community Extension Service                        |
| 2. Capuyan, Nellie G.* | Office of Student Affairs                          |
| 3. Dabuet, Basilio A.  | Community Extension Service                        |
| 4. Labra, Juan S.      | Philippine Root Crop Research<br>& Training Center |
| 5. Pardales, Jose R.   | Philippine Root Crop Research<br>& Training Center |
| 6. Amihan, Belita T.   | Community Extension Service                        |

III. ADMINISTRATIVE

|                            |                          |
|----------------------------|--------------------------|
| 1. Pascual, Jaime B.       | Physical Plant Office    |
| 2. Biscante, Arturo M.*    | Manila Office            |
| 3. Cala, Norma V.          | President's Office       |
| 4. Borneo, Alicia B.       | OBAA-Personnel Division  |
| 5. Bulilan, Hermogina U.*  | OBAA-Cash Division       |
| 6. Valenzona, Wilfredo C.  | OBAA-Director's Office   |
| 7. Poliquit, Dominador G.* | Physical Plant Office    |
| 8. Pascual, Fe C.          | OBAA*Accounting Division |
| 9. Abogadie, Maxima C.     | OBAA-Records Division    |
| 10. Seroy, Lucena N.       | President's Office       |
| 11. Nuenas, Linda U.       | College Secretary        |

\*Awardee for outstanding performance



HEADQUARTERS  
VISAYAS STATE COLLEGE OF AGRICULTURE  
ARMY ROTC DEPARTMENT  
106TH HDC, 3RD HDU, ARESOM (PROV'L)  
Baybay, Leyte

ARD-VISCA

15 SEPTEMBER 1978

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

Sir:

After a review of our organizational set-up, we found out that the position of the Administrative and Training Non-Commissioned Officer belongs to a higher category owing to the fact that he is directly responsible to the Commandant for whatever the unit does or fails to do.

In this connection, I wish to recommend the raise of the Honorarium due him from ₱140.00/mo (₱35.00/wk) to ₱160.00/mo (₱40.00/wk)

I hope due action be taken on this regard.

Very truly yours,

(SGD.) DOMINGO B NUNEZ  
1st Lieut., PA  
Commandant



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

PROPOSAL FOR DAILY WAGE

**RATIONALE:**

In view of the implementation Presidential Decree No. 928, through Budget Circular No. 262, s. 1976 which provides for the minimum wage of ₱10.00 per day for full-time employees of the national government, the existing rates for employees and laborers paid on daily basis which was approved by the Board of Trustees on March 6, 1975 needs some revision. The minimum daily wage then was ₱8.00. Likewise, CSC Memo-Circular No. 10, s. 1977 which outlined the qualification requirements for positions in the trades and crafts group affected the grouping of positions under the previously approved index. In the proposed new rates, the positions were grouped according to the category prescribed by the CSC Memo-Circular.

The proposed rates shall take effect on September 1, 1978 if no additional appropriation will be necessary for the unit concerned. However, if additional funds will be needed by the affected unit, the effectivity of the adjustment from the existing rate shall be on January 1, 1979.

| <u>WAGE GRADE</u> | <u>DAILY RATE</u> | <u>OLD RATES*</u> |
|-------------------|-------------------|-------------------|
| 1                 | ₱10.00            | ₱ 9.00            |
| 2                 | 11.00             | 10.50             |
| 3                 | 12.00             | 12.00             |
| 4                 | 13.00             | 13.50             |
| 5                 | 14.00             | 15.00             |
| 6                 | 15.00             | 17.00             |
| 8                 | 18.00             |                   |
| 9                 | 19.50             |                   |

| <u>Positions</u>  | <u>Grade</u> |     |
|---|--------------|-----|
| Custodial Worker  | 1-3          | 1-3 |
| Laborer   | 1-3          |     |
| Laundry Worker  | 1-3          |     |
| Utility Man   | 1-3          | 1-3 |
| Battery-tireman   | 1-3          | 2   |
| Clerical Aide   | 1-3          |     |
| Helper (carpenter, electrician,<br>masonry, painter, plumber<br>welder) | 1-3          | 3   |
| Road/Drainage Maintenance Man   | 1-3          | 1-3 |

\*Per Board Resolution No. 15  
dated March 6, 1975



(Proposal for daily wage)

- 2 -

|   |     |     |
|---|-----|-----|
| Plowman                                   | 2-4 |     |
| Sewer Maintenance Man                     | 2-4 |     |
| Toolkeeper                                | 2-4 | 2   |
| Tractor Operator Assistant                | 2-4 | 2   |
| Mason                                     | 2-4 | 2-5 |
| Painter                                   | 2-4 | 2-5 |
| Varnisher                                 | 2-4 |     |
| Watchman                                  | 2-4 |     |
| Welder                                    | 3-5 | 3   |
| Mimeograph Operator                       | 3-5 | 5-6 |
| Light Equipment Operator                  | 3-5 | 5-6 |
| Audio-Visual Operator                     | 3-5 |     |
| Security Guard                            | 3-5 |     |
| Carpenter                                 | 4-6 | 1-6 |
| Plumber                                   | 4-6 | 2-5 |
| Driver                                    | 4-6 | 4-6 |
| Clerk                                     | 4-8 | 1-6 |
| Driver-Mechanic                           | 5-7 |     |
| Heavy Equipment Operator                  | 6-9 | 6   |
| Electrician                               | 6-8 | 5-6 |
| Mechanic (auto, electronics)              | 6-8 | 5-6 |
| Machinest                                 | 6-8 |     |
| Foreman (Carpenter, bldg. const.)<br>etc. | 7-9 | 6-7 |



## APPENDIX F (CONT.)

(Proposal for daily wage)

- 2 -

|   |     |     |
|---|-----|-----|
| Plowman                                   | 2-4 |     |
| Sewer Maintenance Man                     | 2-4 |     |
| Toolkeeper                                | 2-4 | 2   |
| Tractor Operator Assistant                | 2-4 | 2   |
| Mason                                     | 2-4 | 2-5 |
| Painter                                   | 2-4 | 2-5 |
| Varnisher                                 | 2-4 |     |
| Watchman                                  | 2-4 |     |
| Welder                                    | 3-5 | 3   |
| Mimeograph Operator                       | 3-5 | 5-6 |
| Light Equipment Operator                  | 3-5 | 5-6 |
| Audio-Visual Operator                     | 3-5 |     |
| Security Guard                            | 3-5 |     |
| Carpenter                                 | 4-6 | 1-6 |
| Plumber                                   | 4-6 | 2-5 |
| Driver                                    | 4-6 | 4-6 |
| Clerk                                     | 4-8 | 1-6 |
| Driver-Mechanic                           | 5-7 |     |
| Heavy Equipment Operator                  | 6-9 | 6   |
| Electrician                               | 6-8 | 5-6 |
| Mechanic (auto, electronics)              | 6-8 | 5-6 |
| Machinist                                 | 6-8 |     |
| Foreman (Carpenter, bldg. const.)<br>etc. | 7-9 | 6-7 |



PROPOSAL TO REIMBURSE TRANSPORTATION EXPENSES  
OF VISCA APPLICANTS WHO ARE FINALLY ACCEPTED/  
HIRED BY THE COLLEGE

The Visayas State College of Agriculture is presently undergoing its program of faculty development but still wanting in qualified faculty to fill present instruction needs.

To attract more applicants who possess the desired preparations/qualifications, VISCA has to adopt a system of giving incentives. One such incentive is to reimburse the actual transportation expenses of applicants who are finally accepted/hired by the College; hence this proposal.

This takes effect immediately upon approval by the VISCA Board of Trustees.



PROPOSAL TO EXEMPT DESERVING CADETS ENROLLED IN THE  
ADVANCED ROTC COURSES FROM PAYMENT OF THE  
COMPREHENSIVE FEES

To encourage more male college students to enroll in the advanced ROTC courses and to boost the morale of the local cadets, the Board of Trustees is requested to allow the College to exempt deserving cadets from payment of the comprehensive fees. (Deserving cadets include those students who will qualify in a competitive examination given for this purpose and comprehensive fees means payment of ₱100/semester for nine (9) units and below, ₱150/semester for ten to fourteen (10-14) units, and ₱200/semester for fifteen (15) units and above.

This proposal takes effect upon approval but not earlier than the Second Semester, SY 1978-79.



INCENTIVE ALLOWANCE FOR THE BINP MEN PERMANENTLY  
ASSIGNED IN VISCA

The presence of six construction companies and about two thousand men and their families within the VISCA compound necessitates the reinforcement of our handful of Security Officers to maintain peace and order in this College.

Presently, there are five members of the Baybay Integrated National Police (BINP) who were assigned by the local INP Command.

As a token of gratitude to these peace officers for their great help in enforcing the College rules and regulations and enhancing the peace and order condition in this institution, the Board of Trustees is requested to grant permission to give an incentive allowance of ₱100 each to the five men of the BINP.

This takes effect immediately upon approval.



APPENDIX I Cont.

HEADQUARTERS  
Integrated National Police  
Baybay Police Station  
Baybay, Leyte

11 Aug 76

BBYA-

SUBJECT: Indorsement

TO: Maximo M. Villalino  
Chief Security Officer  
VISCA, Baybay, Leyte

1. Submitted herewith are the following INP members of this station who are the regular members of Outpost No. 2 as of this date, to wit:

1. GESULGA, Segundino G - In Charge
2. MAAGHOP, Serapio Jr. S - Investigator
3. TABUDLONG, Jusito F - Member
4. CABUNCCAL, Victorino Y - -do-

2. Request acknowledge receipt.

(SGD.) AGAPITO G RETANA  
Captain INP  
Station Commander



APPENDIX J

PROPOSAL TO GIVE REPRESENTATION EXPENSES TO SOME  
KEY ADMINISTRATIVE STAFF OF VISCA

In view of the obvious needs in the performance of responsibilities of key officials of the College, the VISCA Board of Trustees is hereby requested to grant permission for the following to charge representation expenses for each office up to the maximum amount per month as indicated:

|                |           |
|----------------|-----------|
| President      | ¥1,200/mo |
| Vice-President | 500/mo    |
| Directors      | 200/mo    |

It is understood that these amounts are not commutable allowances and must therefore be subject to government accounting and auditing rules and regulations.

This takes effect upon approval by the Board of Trustees.



Income Generating Projects Office  
VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

PROPOSED GUIDELINES IN THE IMPLEMENTATION  
OF THE INCOME GENERATING PROJECTS

I. Scope:

Income Generating Projects are projects that derive income either from production or social services. However, these may be used for instructional purposes or study which involve the project or projects.

II. Classification of the Income Generating Projects:

A. Farm Crops:

This includes rice, corn, coconuts, abaca, vegetables, citrus and other similar product

B. Livestocks:

Swine, poultry, rabbit, cattle and carabaos are under this classification.

C. Students' and Staff Services:

1. Students' Dormitory
2. Canteen and Cafeteria
3. Bakery
4. Cooperative Store
5. Barber Shop
6. ViSCA Market
7. Staff Houses
8. Water and Electrical Facilities

D. Concrete Works:

1. Concrete Hollow Block



C. Proposed Projects:

1. Pharmacy
2. Ice Plant and Cold Storage
3. Logging and Lumber
4. Fertilizer, Farm Chemicals and Feeds

III. Mode of Operation:

a. Farm Crops and Livestock Production:

Inasmuch as these projects are under the management of the various departments of the College, the following conditions are hereby formulated:

1. The Teacher In Charge will be given 10% commission of the net income of their project but not more than ₱2,000 per annum.
2. The Teacher In Charge will submit to the superintendent of the IGPC a monthly project report indicating the gross income, expenses and the net income derived from the project noted by the head of the department.
3. An annual budgetary proposal will be prepared which include the expected income, expenses and net income during the fiscal year. It includes also the proposed expansion if there is any.
4. An annual report should be submitted depicting the real picture of the project as to gross production and financial status.
5. The coconut project which is under the VISCA Foundation Incorporated will be on rental basis unless otherwise a Teacher in charge will be assigned with the same conditions as in item 1-4.



6. The produce from the research projects should be considered only as by-products and not classified as a production. However, the IGPC be requested to sell the produce with a 10% service fee.

b. Students' and Staff Services:

1. Reasonable dormitory fee will be charged to the students depending on the class of the dormitory they will reside. The rate depends on the recommendation of the Business Management Committee and approval of the President of the College.
2. The Dormitory Adviser will receive an incentive allowance in accordance with the approved board resolution No. 49, s. 1977 dated December 28, 1977 with the following conditions:

| <u>No. of Students</u> | <u>Incentive Allowance</u> |
|------------------------|----------------------------|
| 30 - below             | 50                         |
| 31 - 45                | 60                         |
| 46 - 60                | 70                         |
| 61 - 75                | 80                         |
| 76 - up                | 100                        |

The Dormitory Manager is responsible in the management of the dormitories in coordination with the Dormitory Advisers. He should prepare annual budgetary proposal, monthly financial report and an annual report.

c. Canteen and Cafeteria

These projects will be on concession basis and a fixed monthly rental will be recommended by the Business Management Committee with



the approval of the President of the College and concurred by the Board of Trustees. A written agreement will be executed and be renewed annually depending upon the recommendation of the Business Management Committee and be approved by the President of the College.

d. Bakery:

Inasmuch as the project is under the VISCA Foundation Incorporated this will be on rental basis with the same condition stipulated in item No. III - c.

e. Cooperative Store:

This project is handled by some of the staff members and students as stockholders. This will be on rental basis. The rate depends on the recommendation of the Business Management Committee and be approved by the President of the College.

f. Barber Shop and VISCA Market:

The concessioner will pay a fixed monthly rental on space or stall occupied by them. Each concessioner will submit a certification from the rural health center that he is a certified food handler together with his physical examination.

g. Staff Houses, Water and Electrical Facilities:

1. Staff members who are occupying the VISCA Housing Project will pay a monthly rental based upon the rate approved by the Board of Trustees.
2. Water and electrical facilities will be charged based upon the recommendation of the Physical Plant Office thru the



President of the College and approved by the Board of Trustees.

A water and electrical meter will be installed for this purpose chargeable to the occupants by installment basis.

3. A supervisor is proposed with a monthly honorarium of ₦150.00.

He checks on the physical condition of the houses, water and electrical facilities. A budgetary proposal will be prepared, monthly financial and annual reports be submitted.

h. Staff and Record Services:

1. The income derived from fees collected for the issuance of the following:
  - a. certification
  - b. transcript of records
  - c. honorable dismissal
  - d. service record
2. Service fees for the use of UBIX and other copying machines.

IV. Concrete Work:

A. Hollow Block Project:

1. A Project In Charge will be assigned with a 10% commission of the net income
2. He prepares the monthly financial, budget proposal and the annual report.

V. Disposal of the Products:

- a. It is proposed that the disposal of farm products will be centralized and be located in a strategic area convenient for the ViSCA



populace.

- b. A shed for this purpose will be constructed by the College.
- c. A ten percent (10%) service fee will be charged for the goods sold in the IGP store.
- d. A ten percent (10%) commission of the net income will be given to a part time Manager of the store.
- e. A store/sales person may be hired on daily or monthly basis.

VI. Repairs or Improvements of the Projects:

a. Projects on Rental Basis:

Minor repairs or improvements be shouldered by the concessioner. However, the request must be channelled to the Superintendent of the IGPC.

b. Projects Under Direct Supervision of the IGPC:

Ten percent (10%) of the net income of the projects like livestock, Farm Crops, Barber Shop, VISCA Market, Staff Houses, Water and Electrical Facilities will be set aside for the said purpose.

VII. Proposed Personnel of the IGPC:

- a. Administrative Assistant: (Needed only once the operation is expanded)
  - 1. The proposed monthly salary of the Administrative Assistant is ₦600.00 on contractual basis.
  - 2. Goes over the incoming communications and other relevant business matters to facilitate the entire transactions in behalf of the superintendent.



3. Represents the superintendent in some official business set within the limits allowed by the Office.
4. Oversees the office operations and carries out the field instructions decided for implementation.
5. Recommends internal policy for approval by the superintendent.
6. Initiates studies to improve the office operations.
7. Performs other duties as may be assigned by the superintendent.

b. Bookkeeper:

1. Proposed monthly salary of the Bookkeeper is ₦600.00 on contractual basis.
2. He consolidates and checks all monthly project reports of the various income generating projects.
3. He will keep all the financial reports of the IGP.
4. He render monthly report on the financial condition and operation of the IGP.
5. To preserve all books of accounts, documents, vouchers and records pertaining to the IGP.

c. Clerk-Messenger:

1. To be hired on daily basis as a casual clerk-messenger.
2. He will type all reports, communications and other matters that pertains to the IGP.
3. He will be an errand man of the Office.
4. He will file all reports, communications and other matters received by the office.



VIII. Estimated Budget for the School Year 1978-79:a. Sources of Income ( Net Income From the Projects):

|                             |       |             |
|-----------------------------|-------|-------------|
| 1. Farm Crops               | -     | ₱32,000.00  |
| 2. Livestock                | -     | 8,000.00    |
| 3. Canteen & Cafeteria      | -     | 6,200.00    |
| 4. Bakery                   | -     | 900.00      |
| 5. Cooperative Store        | -     | 11,200.00   |
| 6. Barber Shop              | -     | 120.00      |
| 7. ViSCA Market             | -     | 720.00      |
| 8. Concrete Hollow Block    | -     | 10,000.00   |
| 9. Students' Dormitory      | -     | 70,000.00   |
| 10. Staff & Record Services | -     | 1,000.00    |
|                             | TOTAL | ₱130,820.00 |

b. Repairs & Improvements:

## 1. Ten percent (10%) from the net income

|                        |       |            |
|------------------------|-------|------------|
| a. Rice                | -     | ₱1,400.00  |
| b. Livestock           | -     | 800.00     |
| c. CHB                 | -     | 1,000.00   |
| d. Students' Dormitory | -     | 7,068.00   |
| e. Barber Shop         | -     | 12.00      |
| f. ViSCA Market        | -     | 72.00      |
|                        | TOTAL | ₱10,352.00 |

. Projected Expenses:

|  |       |            |
|--|-------|------------|
| 1. Three (3) Project Teachers<br>10% commission of the net<br>income from their projects | -     | ₱2,200.00  |
| 2. Ten (10) Dormitory Advisers<br>Incentive Allowance                                    | -     | 8,400.00   |
| 3. One (1) Bookkeeper-salary   | -     | 7,200.00   |
| 4. One (1) Clerk-Messenger-<br>salary  | -     | 4,212.00   |
| 5. Superintendent -10% commi-<br>ssion of net income from<br>various projects            | -     | 1,800.00   |
| 6. Supplies & Materials  | -     | 3,000.00   |
| 7. Travel  | -     | 1,500.00   |
|  | TOTAL | ₱28,312.00 |

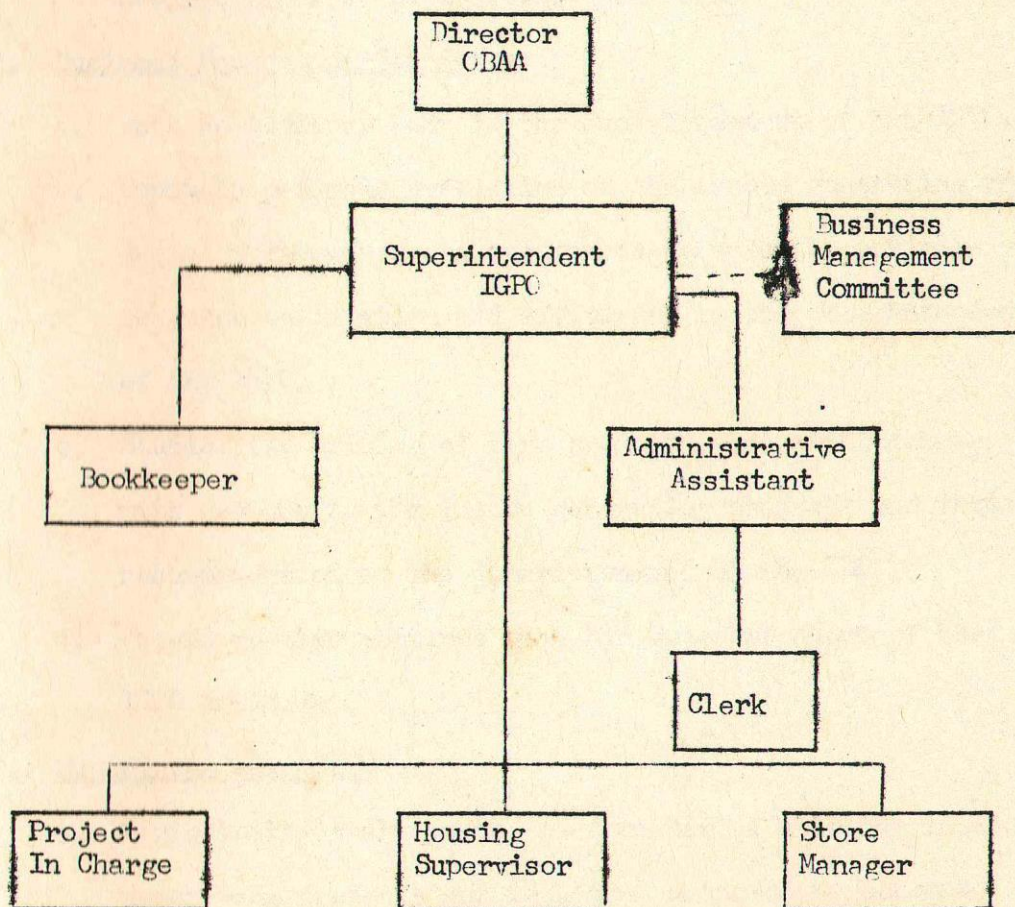


d. Summary:

|                           |            |                  |
|---------------------------|------------|------------------|
| 1. Sources of Income      |            | ₱130,820.00      |
| 2. Repairs & Improvements | ₱10,352.00 |                  |
| 3. Projected Expenses     | 28,312.00  |                  |
|                           |            | <u>38,664.00</u> |
| NET INCOME                |            | ₱92,156.00       |

IX. Organizational Set Up:

A. Organizational Chart:





B. Functions:

1. Director, OBAA:

- a. Exercise the general supervision over the Income Generating Projects Office.
- b. Confer from time to time with the Superintendent of the IGPC regarding problems encountered of the said projects.
- c. Receive and approve financial request, plans, monthly project reports and budgetary proposal.

2. Business Management Committee:

- a. Acts as advisory body to the Superintendent of the IGPC.
- b. Conducts periodic evaluation of the income generating projects' performance and recommends measures to optimize resource utilization and efficiency to the Superintendent of the IGPC.
- c. Studies the pricing of farm products and rental scheme with respect to the income generating projects and makes recommendation to the Superintendent of the IGPC.
- d. Attend regular meetings that the Superintendent of the IGPC calls for.

3. Superintendent, IGPC:

- a. Periodically analyzes the performance of existing income generating projects and implement measures to correct weaknesses.



- b. Initiate or reviews feasibility studies for new income generating projects or proposals and make recommendations to the President through the Director of Business and Administrative Affairs.
- c. Keep all important business records or projects.
- d. Coordinate with department heads in the use of income generating projects for research and instruction and utilization of instructor's time for the project.
- e. Recommend to the President through CBAA policies for the efficient management of income generating projects and the utilization for research and instruction.
- f. Coordinate with persons in charge of projects in their implementation of policies and in the efficient management of the projects.
- g. Submits to the Office of the President through the Director of Business and Administrative Affairs quarterly reports of performance of all income generating projects.
- h. Perform other duties assigned by the President or Director of Business and Administrative Affairs.

X. Definition of Terms:

- 1. Social Services - project or projects which serves the community.
- 2. Expenses - Cost of supplies and materials and labor in running the projects.
- 3. Net Income - after deducting all the expenses including the depreciation of facilities and equipments.



4. IGPO - Income Generating Projects Office
5. OBAA - Office of the Business and Administrative Affairs.