

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

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MINUTES OF THE 14TH BOARD OF TRUSTEES MEETING  
HELD ON AUGUST 12, 1976 AT THE PASUC CONFERENCE ROOM  
DEC, MANILA  
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MRS. REMEDIOS M. BASCUG

\_\_\_\_\_  
Records Officer

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ViSCA, Baybay, Leyte





# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

MINUTES OF THE 14TH BOARD OF TRUSTEES MEETING  
HELD ON AUGUST 12, 1976 AT THE PASUC CONFERENCE  
ROOM, DEC, MANILA

## PRESENT:

Hon. Vedasto G. Suarez Assistant Secretary, DEC	- Acting Chairman
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  
and External Affairs, ViSCA

Mr. Teofilo H. Montemayor  
Coordinator of State Universities  
and Colleges

Prof. Laura I. Corcino  
College Secretary, ViSCA

## ABSENT:

Hon. Jesus C. Alix  
Director, Bureau of Agricultural  
Economics - Member

Hon. Lauro A. Castillo (sent a wire to Pres. Bernardo  
District Officer about his inability to attend  
Bureau of Lands the meeting)

Acting Chairman Suarez called the meeting to order at

12:45 p.m. He mentioned regretfully the absence of Hon.

Lauro A. Castillo and Hon. Jesus C. Alix.



1 I. Approval of the minutes of the previous meeting

2 The minutes of the meeting held on June 22, 1976  
3 were approved. On motion duly seconded the Board  
4 approved the minutes.

5 II. Matters arising from the approved minutes - None

6 III. Administrative Matters:

7 A. Ad Interim and Additional Appointments of Personnel.

8 The Board went through the list of proposed  
9 appointees.

10 On appointments as authorized under Board  
11 Resolution No. 6, s. 1974, the Board suggested that the  
12 eligibilities of some administrative personnel proposed  
13 for appointment be looked into.

14 Pursuant to the inquiry of the Board, President  
15 Bernardo explained that most of the proposed appoint-  
16 ments presented to the Board for consideration were on  
17 temporary basis inasmuch as the Administration adopted  
18 policy of putting the personnel on casual or daily  
19 basis while under observation.

20 It was observed that the eligibilities of some of  
21 the appointees to non-academic positions were  
22 indicated while others were not. That being the case,  
23 the matter was left to the Administration to see to it  
24 that the Civil Service requirements are strictly  
25 observed.

26 On motion duly seconded, the Board passed:



BOARD RESOLUTION NO. 26, s. 1976

Approving the additional and ad interim appointments of personnel, the renewal of appointments with honorarium, and noting the other appointments made by the College President as authorized under Board Resolution No. 6, s. 1974, after amending the titles of Federico C.

Villamayor, Myrna A. Burgos and Federico R. Flores from "Prof." to "Mr", "Miss", and "Mr.", respectively. (Appendix A)

B. Salary Scales for ViSCA Staff - Options A and B for Academic and Administrative Staff.

The Board went over the rationale for the proposed salary scales. Pres. Bernardo explained that Option A, on the average, is about 4 to 8% higher than that of UP. This is justified because even UP gives 25-30% adjustment for those assigned in remote areas like UP College at Tacloban. Rates in Option B are about 20% higher than the rates in Option A, which, again is justified since these are comparable to UP rates plus 25 to 30 per cent for hardship salary adjustment. The Board recognized that ViSCA is located in an area with bad roads and rivers without bridges.

Noting that the percentage of proposed salary increase in Option A was moderate and reasonable, the Board approved Option A for immediate implementation.



1 The President said that funds this year are sufficient  
2 to implement the new salary scale on November 1, 1976.  
3 The President reiterated his desire to adopt Option B  
4 in order to retain the many highly trained staff in  
5 ViSCA, particularly the MS, PhDs and Balik Scientists.  
6 The Board advised a gradual implementation of Option B  
7 over a span of two or three years at 7 to 10% increase  
8 per year, subject to availability of funds.

9 Regarding the proposed salary scale, page 2 of No.  
10 2, of the Policies and Conditions thereof, the date of  
11 effectivity of the new rates for staff members who were  
12 not yet with ViSCA on monthly basis on June 30, 1976  
13 should be made to coincide with the opening of classes  
14 of the SY 1977-78. President Bernardo suggested that  
15 the implementation of salary adjustments of the new  
16 staff members be deferred for at least six (6) months.  
17 This was in line with the Administration's retrenchment  
18 policy to realize sufficient savings to be used as wages  
19 of casual employees.

20 Considering that the justification was meritorious  
21 and that the percentage of increase was moderate, the  
22 Board concurred with the motion of President Bernardo  
23 to approve the proposed salary scales for ViSCA staff.

24 On motion duly seconded, the Board passed:

25 BOARD RESOLUTION NO. 27, s. 1976

26 Approving the proposed new Salary Scales for  
27 academic and administrative ViSCA staff, with the



1 amendment that the effectivity of implementing  
2 Option A be made November 1, 1976, instead of  
3 August 1, 1976, and that Option B be implemented  
4 gradually during the next two or three years at  
5 the rate of 7 to 10% salary increase per year,  
6 subject to availability of funds. Furthermore,  
7 implementation of salary adjustments of those  
8 appointed after June 30, 1976 should be deferred  
9 until July 1, 1977 pursuant to the Administration's  
10 retrenchment policy to realize sufficient savings  
11 to be used as wages of casual employees this  
12 year. (Appendices B-B4)

13 C. Proposed Guide for Academic Staff Position Reclassifi-  
cation and Proposed Adjustments in Rank of the  
Academic Staff.

14 Acting Chairman Suarez observed that the Adminis-  
15 tration's endeavor to formulate a guide for reclassifi-  
16 ing positions and salary adjustments of the academic  
17 staff was in line with the nation-wide performance  
18 audit initiated by the Civil Service Commission. After  
19 examining the standards of rating, and comparatively  
20 considering all other factors, he proposed that per-  
21 formance should be given more weight and the rest be  
22 selective promotion at the minimum level. President  
23 Bernardo explained that Scheme A-High Qualification  
24 Standard-is favored by the Executive Committee in  
25 ViSCA. He recommended that this be adopted until next  
26 year when a review could be conducted. Should Scheme A



1 be too stiff, Scheme B-Optimum Qualification Standard  
2 --may be tried or a different scheme may be evolved.

3 The Board adopted a policy that no demotion would  
4 be made in rank and/or salary as a result of the  
5 reclassification. It commended the laudable move of  
6 the Administration in redressing inequities and putting  
7 every deserving staff member in his proper rank and  
8 salary level.

9 On motion duly seconded, the Board passed:

10 BOARD RESOLUTION NO. 28, s. 1976

11 Approving the proposed Guide for Academic  
12 Staff Position Reclassification and Adjustments  
13 in Rank and the proposal to try Scheme A first.  
14 Should this prove to be too stiff and unsatisfac-  
15 tory, Scheme B (Optimum Qualification Standard)  
16 may be adopted. In addition, there should be no  
17 demotion in rank and/or salary as a result of the  
18 reclassification. (Appendices C - C-3)

19 D. Proposed Index of Administrative Classes and Recommend-  
20 ation for Adjustments of Rank and/or Salary.

21 The Board went over the proposed Index of Adminis-  
22 trative Classes and recommendations for adjustments in  
23 rank and/or salary.

24 Acting Chairman Suarez remarked that the Civil  
25 Service Commission might question the point of salaries  
26 if they were not in accordance with the law, and that,  
though the Board had the authority to fix compensation



1 of personnel of the College, it had to act according  
2 to established policies. Mention was made of the case  
3 of Dr. F. S. Lao, the College Dentist, whose salary  
4 according to the Civil Service requirement, should be  
5 based on her particular professional level:

6 On motion duly seconded, the Board passed:

7 BOARD RESOLUTION NO. 29, s. 1976

8 Approving the proposed Index of Administra-  
9 tive Classes and Recommendations for Adjustment  
10 of Rank and/or Salary of Administrative Staff,  
11 with the advice that the approved qualification  
12 guide be adhered to in hiring administrative  
13 staff. (Appendix D)

14 IV. Academic Matters:

15 A. Scholarship Agreement for Studies Abroad.

16 Going over the scholarship agreement for studies  
17 abroad, the Board made a minor correction on the pro-  
18 posed agreement by adding the word "problem" after  
19 "thesis dissertation" and emphasized the third para-  
20 graph of page 2, where the grantee should serve the  
21 grantor thrice the length of time he/she enjoyed the  
22 scholarship abroad and twice as much if he/she availed  
23 of such scholarship locally.

24 It was observed that allowing deserving faculty  
25 members to go on scholarship studies was a good incen-  
26 tive for the staff, but that it was necessary to be  
27 strict in order to protect the interest of the College



1           pertaining to this privilege. For more guidance along  
2           this line, it was suggested that the policies of NEDA  
3           and the Department of Foreign Affairs be incorporated  
4           in the agreement, as these two entities were the ones  
5           screening foreign scholarship.

6           On motion duly seconded, the Board passed:

7                       BOARD RESOLUTION NO. 30, s. 1976

8           Approving the Scholarship Agreement for Studies  
9           Abroad as amended, without prejudice to whatsoever  
10          provisions the NEDA or the government may impose;  
11          emphasizing the provisions of the third paragraph  
12          of page 2, which states that the grantee is to  
13          serve the grantor thrice the length of time he/  
14          she enjoyed the scholarship abroad and twice as  
15          much if he/she enjoyed such scholarship locally.

16          (Appendix E)

17          B. Proposal for Tenure of Academic Staff

18               This topic elicited a lively and lengthy discus-  
19               sion from the Board members. Acting Chairman Suarez  
20               went through the items one by one for comments. Board  
21               Member Perez, referring to the 2nd paragraph, commented  
22               that at UP there is a limit of five years for a tempora-  
23               ry appointment, at the end of which time the appointee  
24               either becomes eligible for permanent status or his  
25               services terminated. President Bernardo, batting for  
26               a seven-year limit, cited instances where a temporary  
27               instructor or assistant instructor may be qualified for



graduate work but because his services are still needed, he might only be able to go on study leave on his 4th or 5th year; thus, exceeding the five-year limit. The Board then corrected the last line of the 2nd paragraph of the proposal to read: "Said appointments may be renewed every year by the President upon recommendation of the department head, but in no case should the temporary status exceed seven years. (corrections underscored)

Mr. Montemayor inquired what the status of a permanent instructor would be if he was promoted to a higher rank. Acting Chairman Suarez said that it was possible to have a change of status from permanent to temporary, then to permanent again.

On motion duly seconded, the Board passed:

BOARD RESOLUTION NO. 31, s. 1976

Approving the proposal for Tenure of Academic Staff as corrected. (Appendix F)

V. Student Affairs

A. Proposed Policy on Student Attendance.

On motion duly seconded, the Board passed:

BOARD RESOLUTION NO. 32, s. 1976

Approving the proposed Policy on Student Attendance after correcting the phrase "Four tardiness" to "Four such tardy arrivals" shall be equivalent to one hour/period absence. (Appendix G)



1 VI. Other Matters:

2 A. Guidelines for the Hiring of ViSCA Staff Members as  
Consultants of Private Firms.

3 Board Member Ayaso pointed out a ruling of the  
4 Commission on Audit that no government employee may  
5 receive an honorarium of more than 50% of his monthly  
6 basic salary. Although this matter is still controver-  
7 sial, the phrase "subject to existing auditing rules  
8 and regulations" was added to line 8 of Provision No.  
9 3, page 3 after "consultant". Board Member Perez  
10 asked if this was already an ongoing function of the  
11 ViSCA Foundation. President Bernardo answered that  
12 this was yet going to be one of its projects.

13 On motion duly seconded, the Board passed:

14 BOARD RESOLUTION NO. 33, s. 1976

15 Approving the Guidelines for the Hiring of ViSCA  
16 Staff Members as Consultants of Private Firms, after  
17 adding the provision "subject to existing auditing  
18 rules and regulations" after the word "consultant" on  
19 line 8, No. 3 of the Provisions. (Appendix H)

20 B. Request of ViSCA Security Force for Uniform Allowance

21 Seeing that the amount requested by the Security  
22 Force for uniform allowance was reasonable, the Board  
23 favorably considered the request.

24 On motion duly seconded, the Board passed:

25 BOARD RESOLUTION NO. 34, s. 1976

26 Approving the request of Lt. Maximo M. Villalino,  
27 Security Officer of the ViSCA Security Force, for the



1 amount of Nine Hundred Five Pesos (P905.00) for uni-  
2 form of five (5) security guards. (Appendix I)

3 C. Request of Arch. Alfredo N. Lapuebla for Additional  
Staff Incentives.

4 President Bernardo read to the Board the letter  
5 of Arch. Lapuebla requesting honoraria for the  
6 architectural group.

7 President Bernardo recommended to the following  
8 honoraria chargeable to the overhead cost (P30,000.00)  
9 of capital outlay: Honoraria for Inspectors and  
10 **Estimators** at P75.00 a month; Honoraria for Consul-  
11 tants; Living Allowance of P250.00 a month in lieu of  
12 per diem if the staff member is assigned at ViSCA;  
13 Travel Allowance of consultants and architects  
14 following government rates and Purchase of Supplies  
15 and Materials.

16 On motion duly seconded, the Board passed:

17 BOARD RESOLUTION NO. 35, s. 1976

18 Approving the request of Arch. Alfredo N. Lapuebla  
19 for payment of honoraria as requested, chargeable to  
20 capital outlay overhead cost.

- 21 1. Honoraria for Inspectors and Estimators at P75.00  
22 a month.
- 23 2. Honoraria for architectural and engineering  
24 consultants
- 25 3. Living allowance of P250.00 a month in lieu of per  
26 diem if the staff member is assigned at ViSCA



- 1 4. Travel Allowance of consultants and architects
- 2 following government rates and auditing rules
- 3 and regulations
- 4 5. Purchase of supplies and materials.
- 5 (Appendix J)

There being no other business to be taken up, the  
meeting was adjourned at 2:40 p.m .

CERTIFIED TRUE AND CORRECT:

(SGD.) LAURA I. CORCINO  
College Secretary

ATTESTED:

(SGD.) VEDASTO G. SUAREZ  
Acting Chairman



APPENDIX A

ADDITIONAL APPOINTMENTS OF PERSONNEL

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

NATIONAL ROOT CROPS RESEARCH CENTER:

1. Mr. Federico G. Villamayor, Jr.  
B.S.A. '70 UPLB (Magna Cum Laude)  
M.S. '76 UPLB  
Major: BSA - Agriculture Botany  
MS - Agronomy  
Experience: 6 years  
Eligibilities: General Clerical  
Plant Pest Control Officer  
Soil Technologist  
First Grade (Qualifying)  
Asst. Prof. II  
at ₱13,860.00  
Item No. 204  
Effective: July 1, 1976

REGIONAL COCONUT RESEARCH CENTER:

2. Miss Myrna A. Burgos  
M.S. '76 UPLB  
Major: Food & Nutrition  
Experience: 5 years  
Eligibilities: Secondary School Teacher  
UP Employee Qual. Exam.  
Agrarian Reform Technologist  
Home Management Technician  
Asst. Prof. I  
at ₱11,760.00  
Item No. 184  
Effective: July 1, 1976

DEPARTMENT OF AGRICULTURAL DEVELOPMENT EDUCATION:

3. Mr. Federico R. Flores  
B.S.A.Ed. '59 BNAS  
M.S. '72 UPLB  
Experience: 17 years  
Eligibilities: Senior Teacher of Agric.  
First Grade (Unassembled)  
Teacher (Elementary Level)  
Asst. Prof. I  
at ₱11,760.00  
Item No. 104  
Effective: July 1, 1976

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

DEPARTMENT OF AGRICULTURAL CHEMISTRY:

4. Mr. Reynaldo W. Cabuslay  
M.S. '76 UPLB  
Major: Food Science  
Instructor IV  
at ₱11,448.00  
Item No. 65  
Effective: June 28, 1976



II. Appointments as authorized by Board Resolution No. 6, Series of 1974:-cont'd.

DEPARTMENT OF PLANT BREEDING & AGRIC. BOTANY:

5. Miss Marilyn B. Zamora  
B.S. '76 Silliman University  
(Cum Laude)  
Major: General Science  
Instructor I  
at ₱8,160.00  
Item No. 191  
Effective: August 1, 1976

AGRIC. EXTENSION & SOCIAL LABORATORY:

6. Miss Belita T. Amihan  
A. B. '74 USC (Cum Laude)  
Research Asst. II  
at ₱6,480.00  
Item No. 229  
Effective: July 1, 1976

7. Mrs. Lucena N. Seroy  
A.B. '72 St. Peter's College, Ormoc  
Research Asst. II  
at ₱6,480.00  
Item No. 230  
Effective: July 1, 1976

8. Miss Bernardina L. Mazo  
B.S.C. '72 F.C.I.C.  
Clerk-Librarian  
at ₱4,824.00  
Item No. 231  
Effective: July 1, 1976

EXTENSION PROJECT:

9. Miss Fe P. Jason  
BSAM VAC '70  
Major: Clothing & Textiles  
Eligibility: DEC Teacher  
Asst. Instructor III  
at ₱7,740.00  
Item No. 225  
Effective: July 1, 1976

DEPARTMENT OF HOME SCIENCE:

10. Mrs. Lolita V. Boiser  
B.S.B.A. '75 Xavier University  
Clerk I  
at ₱4,824.00  
Item No. 96  
Effective: July 9, 1976

DEPARTMENT OF AGRIC. CHEMISTRY

11. Dr. Antonio D. Bustrillos  
Visiting Assoc. Professor  
from UPLB at ₱2,000.00  
(honorarium) starting May,  
1976 for a maximum of  
30 days



## B I O - D A T A

### Personal Data

Name: Federico G. Villamayor, Jr.  
Date of Birth: June 6, 1949  
Place of Birth: Infanta, Quezon  
Civil Status: Married

### Educational Background:

<u>Year</u>	<u>Highest Degree Obtained</u>	<u>School or University Attended</u>
1970	B.S.A.	UPLB
1976	M.S.	UPLB

### Civil Service Eligibilities:

		<u>Rating</u>
August 23, 1970	General Clerical	81.41
Dec. 17, 1972	Plant Pest Control Officer	80.50
March 16, 1974	Soil Technologist	85.26
August 18, 1974	First Grade Qualifying	78.56

### Work Experience:

May 4, 1970 - June 30, 1971	Instructor I	UPLB
June 1, 1971 - Dec. 31, 1971	Scientist I	NIST
Jan. 1, 1972 - June 30, 1972	Scientist II	NIST
July 1, 1972 - Sept. 31, 1972	Res. Asst.	UPLB
August 1, 1972- Nov. 30, 1975	Instructor II	UPLB
Dec. 1, 1975 - Present	Instructor IV	UPLB

### References:

Dr. Fabian Tiongson - UPLB  
Dr. Romeo Quintana - UPLB  
Dr. Emil Javier - UPLB



## B I O - D A T A

### Personal Data

Name: Myrna A. Burgos  
Date of Birth: July 5, 1948  
Place of Birth: Butuan City, Agusan  
Civil Status: Single

### Educational Background:

<u>Year</u>	<u>Highest Degree Obtained</u>	<u>School or University Attended</u>
1976	Master of Science in Applied Nutrition Major in Food and Nutrition	University of the Philippines at Los Baños
1971	Bachelor of Science in Home Technology Major in Agricultural Education - Entrance Scholar - Ranked 4th BSHT Graduating Class 1971	University of the Philippines at Los Baños
1967	Secondary Course - Valedictorian - Editor in Chief - The NARRA	Agusan High School Butuan City, Agusan High School Paper
1961	Elementary Course Valedictorian	Butuan Central Elem. School, Butuan City, Agusan

### Civil Service Eligibilities

		<u>Rating</u>
May 24, 1971	Secondary School Teacher	82
Jan. 17, 1974	UP Employee Qualifying Exam	74
Feb. 17, 1974	Agrarian Reform Technologists	79.25
Feb. 23, 1974	Home Management Technician	87

### Work Experience

1971-1973	Research Assistant	Institute of Human Ecology, UPLB
1973-1976	Senior Research Assistant	Institute of Human Ecology, UPLB



Prof. Myrna A. Burgos

Research Works

Unpublished, Published

1. Monosodium Glutamate - Vitamin A Fortified  
Prof. Josefa S. Eusebio and Myrna A. Burgos  
Research funded by Roche Pharmaceutical, Inc.  
Makati, Manila. 1973.
2. Food Uses of Legumes at Selected Barrios in Batangas  
Prof. Josefa S. Eusebio, Myrna A. Burgos  
UPCO Annual Report 1971-72, UPLB, College, Laguna

Published

3. Utilization of Sweet Potato Flour as Wheat Extender  
Prof. Corazon VC. Barba and Myrna A. Burgos  
Text of a Seminar given at the Rootcrops Production  
Training Course, Dept. of Engineering, UPLB, August 1975.
4. Sweet Potato Anyone?  
C. VC. Barba, M. A. Burgos  
Handouts. UP-NSDB. Food and Nutrition Exhibits.  
July 1974. FNRC, Taft, Manila

References:

Prof. Josefa S. Eusebio  
Institute of Human Ecology  
UP at Los Baños, College, Laguna

Dr. Luz U. Oñate  
Institute of Human Ecology  
UP at Los Baños, College,  
Laguna

Prof. Corazon VC. Barba  
Institute of Human Ecology  
UP at Los Baños, College, Laguna



## B I O - D A T A

### Personal Data:

Name: Federico R. Flores  
Date of Birth: October 5, 1936  
Place of Birth: Bontoc, Southern Leyte  
Civil Status: Married

### Educational Background:

<u>Year</u>	<u>Highest Degree Obtained</u>	<u>School or University Attended</u>
1959	B.S.A.Ed.	Visayas National Agricultural School
1972	M.S.	University of the Philippines at Los Baños

### Civil Service Eligibilities:

		<u>Rating</u>
April 19, 1961	Senior Teacher of Agriculture	75.6
Dec. 29, 1972	First Grade (Unassembled)	Qualified
Dec. 29, 1965	Teacher (Elementary Level)	78.4

### Work Experience:

June 15, 1959 - Nov. 5, 1960	Agronomy Teacher	Cabali-an Provincial High School
Nov. 6, 1960 - July 31, 1969	Elementary Grades Teacher	BPS
August 1, 1969- September, 1971	Secondary School Teacher	BPS

### References:

Dr. Vicente A. Quintana	Asst. Prof.	UPLB
Dr. Mauricio D. Leonor, Jr.	Asst. Prof.	UPLB
Dr. Cornelio Gomez	Asst. Division Supt. of Schools for Southern Leyte, Maasin	



RECOMMENDED SALARY SCALES FOR ACADEMIC, **ACADEMIC** NON-TEACHING  
AND ADMINISTRATIVE STAFF OF ViSCA

Rationale:

1. There is a need to increase salaries in view of increasing costs of living and inflation rates of about 12 - 16 per cent per annum.
2. Central Luzon State University implemented a salary adjustment this month with ₱780 as the minimum salary for instructor.
3. ViSCA, which has an ongoing staff development program and programs of instruction, research and extension that are comparable to those of UPLB, is falling behind with only ₱680 as the minimum salary for Instructor I.
4. U.P. is giving 25 to 30 per cent salary adjustment of those who are assigned in remote areas like UP College Tacloban. Since ViSCA is more inaccessible and located in a disadvantaged area, its salary scale should also be more attractive than those in Manila and similar areas with plenty of amenities.
5. Through a forced retrenchment policy, ViSCA has realized sufficient savings to implement new salary scales similar to those of U.P., which can be partly implemented effective November 1, 1976.

Salary Scales ..... cont'd.

Policies and Conditions:

1. The new salary scale takes effect November 1, 1976 only for staff members already employed in ViSCA on regular and monthly basis as of June 30, 1976.
2. For staff members who were not yet employed in ViSCA on regular and monthly basis as of June 30, 1976, the new rates shall take effect on July 1, 1977.
3. For those on leave of absence with pay as of August 1, 1976, adjusted rates shall be implemented on the date they report for full-time service to ViSCA.
4. Implementation of the adjusted rates for those who are on study leave shall be made upon their completion of the prescribed course work and report to duty to their respective departments.



PROPOSED NEW SALARY SCALE FOR VISCA  
(Option A)

ACADEMIC TEACHING STAFF

<u>R A N K</u>	<u>A N N U A L     S A L A R Y</u>		
	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>
Assistant Instructor I	6,936 (578)	7,272 (606)	7,620 (635)
II	7,956 (663)	8,304 (692)	8,664 (722)
III	9,024 (752)	9,384 (782)	9,756 (813)
IV	10,104 (842)	10,440 (870)	10,800 (900)
Instructor I	9,756 (813)	10,104 (842)	10,440 (870)
II	10,800 (900)	11,148 (929)	11,508 (959)
III	11,880 (990)	12,240 (1020)	12,624 (1052)
IV	12,996 (1083)	13,380 (1115)	13,776 (1148)
V	14,172 (1181)	14,568 (1214)	14,976 (1248)
VI	15,384 (1282)	15,804 (1317)	16,224 (1352)
Assistant Professor I	13,776 (1148)	14,172 (1181)	14,568 (1214)
II	14,976 (1248)	15,384 (1282)	15,804 (1317)
III	16,224 (1352)	16,644 (1387)	17,076 (1423)
IV	17,520 (1460)	17,952 (1496)	18,396 (1533)
V	18,852 (1571)	19,308 (1609)	19,764 (1647)



Proposed New Salary Scale (Option A)  
Academic Teaching Staff

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<u>R A N K</u>		<u>A N N U A L     S A L A R Y</u>		
		<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>
Associate Professor	I	18,852 (1571)	19,308 (1609)	19,764 (1647)
	II	20,232 (1686)	20,700 (1725)	21,180 (1765)
	III	21,660 (1805)	22,140 (1845)	22,632 (1886)
	IV	23,124 (1927)	23,628 (1969)	24,132 (2011)
	V	24,636 (2053)	25,152 (2096)	25,680 (2140)
	VI	26,196 (2183)	26,736 (2228)	27,264 (2272)
Professor	I	25,680 (2140)	26,196 (2183)	26,736 (2228)
	II	27,264 (2272)	27,804 (2317)	28,356 (2363)
	III	28,896 (2408)	29,448 (2454)	30,024 (2502)
	IV	30,576 (2548)	31,152 (2596)	31,728 (2644)
	V	32,304 (2692)	32,892 (2741)	33,480 (2790)

Note: Figures in parenthesis represent monthly salary.



PROPOSED NEW SALARY SCALE FOR VISCA  
(Option B\*)

ACADEMIC TEACHING STAFF

<u>R A N K</u>	<u>A N N U A L     S A L A R Y</u>		
	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>
Assistant Instructor I	8,328 (694)	8,724 (727)	9,144 (762)
II	9,552 (796)	9,960 (830)	10,392 (866)
III	10,824 (902)	11,256 (938)	11,712 (976)
IV	12,120 (1010)	12,528 (1044)	12,960 (1080)
Instructor I	11,712 (976)	12,120 (1010)	12,528 (1044)
II	12,960 (1080)	13,380 (1115)	13,812 (1151)
III	14,256 (1188)	14,688 (1224)	15,144 (1262)
IV	15,600 (1300)	16,056 (1338)	16,536 (1378)
V	17,004 (1417)	17,484 (1457)	17,976 (1498)
VI	18,456 (1538)	18,960 (1580)	19,464 (1622)
Assistant Professor I	16,536 (1378)	17,004 (1417)	17,484 (1457)
II	17,976 (1498)	18,456 (1538)	18,960 (1580)
III	19,464 (1622)	19,968 (1664)	20,496 (1708)
IV	21,024 (1752)	21,540 (1795)	22,080 (1840)
V	22,620 (1885)	23,172 (1931)	23,712 (1976)

\*About 20% higher than the rates in  
Option A.



Proposed New Salary Scale (Option B)  
Academic Teaching Staff

Page 2

		ANNUAL SALARY		
<u>R A N K</u>		<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>
Associate Professor	I	22,620 (1885)	23,172 (1931)	23,712 (1976)
	II	24,278 (2023)	24,840 (2070)	25,416 (2118)
	III	25,992 (2166)	26,568 (2214)	27,156 (2263)
	IV	27,744 (2312)	28,356 (2363)	28,956 (2413)
	V	29,568 (2464)	31,380 (2515)	30,816 (2568)
	VI	31,440 (2620)	32,088 (2674)	32,712 (2726)
Professor	I	30,816 (2568)	31,440 (2620)	32,088 (2674)
	II	32,712 (2726)	33,360 (2780)	34,032 (2836)
	III	34,680 (2890)	35,340 (2945)	36,024 (3002)
	IV	36,696 (3058)	37,380 (3115)	38,076 (3173)
	V	38,760 (3230)	39,468 (3289)	40,176 (3348)

Note: Figures in parenthesis represent monthly salary.



PROPOSED NEW SALARY SCALE FOR VISCA  
(Option A)

ACADEMIC NON-TEACHING STAFF

		ANNUAL SALARY		
		<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>
Library Aide Research Aide	I	4,440 (370)	4,740 (395)	5,028 (419)
	II	5,340 (445)	5,652 (471)	5,964 (497)
	III	6,288 (524)	6,612 (551)	6,936 (578)
Assistant Editor of Technical Publications Assistant Guidance Counselor Junior Admissions Specialist Library Assistant Research Assistant Training Assistant	I	6,936 (578)	7,272 (606)	7,620 (635)
	II	7,956 (663)	8,304 (692)	8,664 (722)
	III	9,024 (752)	9,384 (782)	9,756 (813)
	IV	10,104 (842)	10,440 (870)	10,800 (900)
Editor of Technical Publications Guidance Counselor Librarian Research Associate Senior Admissions Specialist Training Associate	I	10,104 (842)	10,800 (900)	11,880 (990)
	II	12,624 (1052)	13,776 (1148)	14,568 (1214)
	III	15,804 (1317)	16,644 (1387)	17,520 (1460)
	IV	18,396 (1533)	19,308 (1609)	20,700 (1725)
	V	21,660 (1805)	22,632 (1886)	23,628 (1969)

Note: Figures in parenthesis represent monthly salary.



PROPOSED NEW SALARY SCALE FOR VISCA  
(Option B\*)

ACADEMIC NON-TEACHING STAFF

<u>R A N K</u>		<u>A N N U A L     S A L A R Y</u>		
		<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>
Library Aide	I	5,328	5,688	6,036
Research Aide		(444)	(474)	(503)
	II	6,408	6,780	7,152
		(534)	(565)	(596)
	III	7,548	7,932	8,328
		(629)	(661)	(694)
Assistant Editor of Technical Publications	I	8,328	8,724	9,144
Assistant Guidance Counselor		(694)	(727)	(762)
Junior Admissions Specialist	II	9,552	9,960	10,392
		(796)	(830)	(866)
Library Assistant				
Research Assistant	III	10,284	11,256	11,712
Training Assistant		(902)	(938)	(976)
	IV	12,120	12,528	12,960
		(1010)	(1044)	(1080)
Editor of Technical Publications	I	12,120	12,960	14,256
		(1010)	(1080)	(1188)
Guidance Counselor				
Librarian	II	15,144	16,536	17,484
Research Associate		(1262)	(1378)	(1457)
Senior Admissions Specialist	III	18,960	19,968	21,024
Training Associate		(1580)	(1664)	(1752)
	IV	22,080	23,172	24,840
		(1840)	(1931)	(2070)
	V	25,992	27,156	28,356
		(2166)	(2263)	(2363)

\*About 20% higher than the rates in Option A.

Note: Figures in parenthesis represent monthly salary.



PROPOSED NEW SALARY FOR VISCA  
(Option A)

ADMINISTRATIVE STAFF

<u>Range</u>				<u>LONGEVITY STEPS</u>	
	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>
1	4152 ( 346)	4440 ( 370)	4740 ( 395)	5028 ( 419)	5340 ( 445)
2	4740 ( 395)	5028 ( 419)	5340 ( 445)	5652 ( 471)	5964 ( 497)
3	5340 ( 445)	5652 ( 471)	5964 ( 497)	6288 ( 524)	6612 ( 551)
4	5964 ( 497)	6288 ( 524)	6612 ( 551)	6936 ( 578)	7272 ( 606)
5	6612 ( 551)	6936 ( 578)	7272 ( 606)	7620 ( 635)	7956 ( 663)
6	7620 ( 635)	7956 ( 663)	8664 ( 722)	9384 ( 782)	10104 ( 842)
7	9384 ( 782)	10104 ( 842)	10800 ( 900)	11508 ( 959)	12240 (1020)
8	11508 ( 959)	12240 (1020)	12996 (1083)	13776 (1148)	14568 (1214)
9	13776 (1148)	14568 (1214)	15804 (1317)	16224 (1352)	17076 (1423)
10	16224 (1352)	17076 (1423)	17952 (1496)	18852 (1571)	19764 (1647)
11	18852 (1571)	19764 (1647)	20700 (1725)	21660 (1805)	22632 (1886)
12	21660 (1805)	22632 (1886)	23628 (1969)	24636 (2053)	25680 (2140)
13	24636 (2053)	25680 (2140)	26736 (2228)	27804 (2317)	28896 (2408)

Note: Figures in parenthesis represent monthly salary.



PROPOSED NEW SALARY SCALE FOR VISCA  
(Option B\*)

ADMINISTRATIVE STAFF

<u>Range</u>				<u>LONGEVITY STEPS</u>	
	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd step</u>
1	4980 ( 415)	5328 ( 444)	5688 ( 474)	6036 ( 503)	6408 ( 534)
2	5688 ( 474)	6036 ( 503)	6408 ( 534)	6780 ( 565)	7152 ( 596)
3	6408 ( 534)	6780 ( 565)	7152 ( 596)	7548 ( 629)	7932 ( 661)
4	7152 ( 596)	7548 ( 629)	7932 ( 661)	8328 ( 694)	8724 ( 727)
5	7932 ( 661)	8328 ( 694)	8724 ( 727)	9144 ( 762)	9552 ( 796)
6	9144 ( 762)	9552 ( 796)	10392 ( 866)	11256 ( 938)	12120 (1010)
7	11256 ( 938)	12120 (1010)	12960 (1080)	13812 (1151)	14688 (1224)
8	13812 (1151)	14688 (1224)	15600 (1300)	16536 (1378)	17484 (1457)
9	16536 (1378)	17484 (1457)	18960 (1580)	19464 (1622)	20496 (1708)
10	19464 (1622)	20496 (1708)	21540 (1795)	22620 (1885)	23712 (1976)
11	22620 (1885)	23712 (1976)	24840 (2070)	25992 (2166)	27156 (2263)
12	25992 (2166)	27156 (2263)	28356 (2363)	29568 (2464)	30816 (2568)
13	29568 (2464)	30816 (2568)	32088 (2674)	33360 (2780)	34680 (2890)

\* About 20% higher than the rates in Option A.

Note: Figures in parenthesis represent monthly salary.



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

PROPOSED GUIDE FOR ACADEMIC STAFF POSITION RECLASSIFICATION\*

EDUCATIONAL QUALIFICATION .....	51	points
1. Highest academic degree or educational attainment in the field of study relevant to his work:		
a. Doctoral degree (ScD, PhD, EdD, or their equivalents)	46	"
b. Master's degree (MS, MEd, MA, MAT, or their equivalents) .....	38	"
1) MD .....	34	"
c. Bachelor's degree (BSA, BSAEd, BSE, BSHE, BSAgEng'g., DVM, Dentistry, BSCE, BSME, or their equivalents) ...	30	"
d. Associate course or its equivalent .....	26	"
2. Additional degree: <u>Maximum of 3 points</u>		
a. For every year of post-doctoral study .....	1.5	"
b. For every additional relevant equivalent degree taken after highest degree -		
PhD or its equivalent degree .....	3	"
MS or its equivalent degree .....	2	"
BS or its equivalent degree .....	1	point
3. Additional credits earned during the last five years towards a relevant degree of the same level or higher than the highest degree earned: <u>Maximum of 2 points</u>		
a. For every 10 credit units earned towards an approved doctorate program .....	1	"
b. For every 10 credit units earned towards an approved master's degree program .....	1	"
c. For every 20 credit units earned towards a bachelor's degree program .....	1	"
4. Additional credit earned beyond five (5) years towards a relevant degree of the same level or higher than the highest degree earned .....	.5	"

\*Implementation depends upon availability of vacant position in a given rank.



EXPERIENCE AND LENGTH OF SERVICE (Point will be prorated for experience of less than one year .....		18	points
1. Full-time teaching, research and extension service at any public or private educational or research institutions:			
a. For every year of college teaching, research or extension work .....	.5	point	
b. For every year of high school teaching .....	.3	"	
c. For every year of elementary school teaching .....	.2	"	
2. Full-time administrative and supervisory service in public or government recognized private educational or research institution:			
a. For every year of such service in a college, research institution, or extension office .....	.5	"	
b. For every year of such service in a high school .....	.3	"	
c. For every year of such service in an elementary school .....	.2	"	
0. PROFESSIONAL GROWTH AND HONORS .....	34	points	
1. Innovations, publications, inventions, and other creative work patented or accepted: <u>Maximum of 14 points</u>			
a. For every educational innovation introduced and adopted on a national basis* .....	1-5	point(s)	
b. For every introduced innovation adopted by the College** .....	1-3	"	
c. For each original and relevant invention of education- al scientific and cultural value:**			
1) Patented in two or more countries .....	2-5	"	
2) Nationally patented .....	1-4	"	
3) Used locally but not patented .....	1-2	"	
d. For each recognized discovery of significant educational scientific and cultural value** .....	1-3	"	
e. For every published book approved by the Textbook Board** .....	1-3	"	

\*Implementation depends upon availability of vacant position in  
a given rank.

\*\*The points will be determined by the President or a committee  
created by him.



- |    |  |     |          |
|----|--|-----|----------|
| f. | For every published book approved only by the Textbook Committee .....   | 1-2 | point(s) |
| g. | For every published book with at least 50 pages not approved by the Textbook Board nor the Textbook Committee .....  | 1   | point    |
| h. | For every independent or original research published in a recognized technical journal .....   | 1   | "        |
| i. | For every pamphlet published .....   | .5  | "        |
| j. | For every article published in popular periodical or magazine .....  | .25 | "        |
| k. | For every article published in local or VISCA publication .....  | .1  | "        |
| l. | For every unique architectural/structural design adopted for construction by the College .....   | .5  | "        |
| 2. | For non-degree study research and other professional improvement: <u>Maximum of 7 points</u>   |     |          |
| a. | For every year of any such activity sponsored by the government, the United Nations or its agencies, or any foreign program covered by agreement with the government. (Point will be prorated for less than one year of such activity with a minimum of .1 point) .....                            | .1  | "        |
| b. | For every governmental mission abroad of an educational technological, scientific or cultural nature .....   | .5  | "        |
| c. | For every year of service to an international organization abroad in a professional post including employment as an expert or consultant. (Point will be prorated for less than one year of such service with a minimum of .5 point). No point will be given for this service under letter B ..... | 1   | "        |
| d. | For every attendance as adviser, organizer, coordinator, consultant, resource person, or guest speaker at an international conference, workshop, training course, provided it is not covered under any other item .....  | .5  | "        |
| e. | For every attendance as official delegate at an international conference, workshop, training course, provided it is not covered under any other item .....   | .25 | "        |
| f. | For every attendance as official delegate to a national/regional conference, meeting, seminar, workshop, training course, lasting not less than 3 days each ..   | .10 | "        |



3. Membership in honor societies, professional and educational associations on national or international level: Maximum of 2 points
  - a. For current membership in each honor society ..... .25 point
  - b. For current membership in each professional association which seeks to improve instruction, research and extension ..... .25 "
  - c. For leadership as an officer in an honor society or professional association ..... .50 "
4. Highest civil service/board/bar examination passed (must be relevant to present position: Maximum of 5 points)
  - a. Second Grade, General Clerical, Career Service (Sub-Professional), Forest Warden, Livestock Inspector, Cooperative Officer, Livestock Foreman, or its equivalent ..... 1 "
  - b. Social Worker, Agronomist, Technologist, FMT, HMT, Junior Teacher, Junior Librarian, Career Service (Professional), Junior Engineering Board or its equivalent ..... 2 points
  - c. Associate Engineering Board or its equivalent ..... 3 "
  - d. Senior Teacher, Teacher, Vocational Teacher, Supervisor, and First Grade Examinations; CPA, Civil Engineering, Chemical Engineering, Mechanical Engineering, Nursing, Dentistry, Pharmacy, Medical Technology, Agricultural Engineering, Architecture, Professional Engineering, and Forestry Board Examinations ..... 4 "
  - e. School Superintendent and its equivalent ..... 5 "
5. Scholarships, Study Grants, Honors and Awards Received: Maximum of 10 points
  - a. For every competitive scholarship or study grant towards a degree:
    - 1) Local ..... 1 "
    - 2) Foreign ..... 1 "
  - b. For every scholarship or study grant enjoyed for non-degree study:
    - 1) For local training ..... .5 "
    - 2) For foreign training ..... .5 "



c. For every academic honor earned, such as <u>summa cum laude</u> , <u>magna cum laude</u> , <u>cum laude</u> , or their equivalents .....	1	point
d. For every award of distinction received in recognition of contribution to or service in education, science, technology or culture:		
International or National award .....	2	points
Regional .....	1	point
Provincial, municipal or institutional .....	.5	"
For every award of distinction received in recognition for active involvement in community service ....		
National or International .....	1	"
Regional .....	.5	"
Provincial or Municipal .....	.25	"
D. WORK PERFORMANCE AND PERSONAL AND SOCIAL QUALITIES RATING***	17	points
Outstanding in Work Performance .....	12	"
Outstanding in Personal and Social Qualities .....	5	"
Very Satisfactory in Work Performance .....	7	"
Very Satisfactory in Personal and Social Qualities .....	3	"
Satisfactory in Work Performance .....	4	"
Satisfactory in Personal and Social Qualities .....	2	"
Fair in Work Performance .....	2	"
Fair in Personal and Social Qualities .....	1	point
Special Provisions for recruitment only:		
Graduates with honors .....	5	points
Graduates of fields of study with very limited supply** .	4-8	"

\*\*The points will be determine by the President or a committee created by him.

\*\*\*For staff members who have served ViSCA for two or more years, the average of the current rating and the rating during the year immediately preceding will be used.



*High*  
Optimum Qualification Standard  
Scheme A

APPENDIX C -1

RANK	Minimum Points Required for	
	Position Reclassification	Recruitment****
Assistant Instructor I	38	30
II	41	33
III	44	36
IV	45	-
Instructor I	46	38
II	49	41
III	52	44
IV	55	47
V	58	50
VI	60	-
Assistant Professor I	56 w/ MS or 60 w/ BS	48 w/ MS or 52 w/ BS
II	60 w/ MS or 64 w/ BS	52 w/ MS or 56 w/ BS
III	64 w/ MS	56 w/ MS
IV	68 w/ MS	60 w/ MS
V	72 w/ MS	64 w/ MS
Associate Professor I	72 w/ Ph.D. or 76 w/ MS	64 w/ Ph.D. or 68 w/ MS
II	76 w/ Ph.D. or 80 w/ MS	68 w/ Ph.D. or 72 w/ MS
III	80 w/ Ph.D. or 84 w/ MS	72 w/ Ph.D. or 76 w/ MS
IV	84 w/ Ph.D. or 88 w/ MS	76 w/ Ph.D. or 80 w/ MS
V	88 w/ Ph.D. or 91 w/ MS	80 w/ Ph.D. or 83 w/ MS
VI	90 w/ Ph.D. or 94 w/ MS	-
Professor I	91 w/ Ph.D. or 95 w/ MS	83 w/ Ph.D. or 87 w/ MS
II	95 w/ Ph.D. or 99 w/ MS	87 w/ Ph.D. or 91 w/ MS
III	99 w/ Ph.D. or 103 w/ MS	91 w/ Ph.D. or 95 w/ MS
IV	103 w/ Ph.D. or 107 w/ MS	95 w/ Ph.D. or 99 w/ MS
V	107 w/ Ph.D. or 111 w/ MS	99 w/ Ph.D. or 103 w/ MS

\*\*\*\*Excludes points for Work Performance and Personal and Social Qualities.

Note: Council/Committee Members and Section or Office Heads may be granted additional points by the President commensurate to the responsibility they have to assume and the leadership role they have to perform in one of the following categories:

Advisory Council Members	-	3 - 8 points
Executive Members	-	2 - 6 points
Section or Office Heads	-	1 - 4 point(s)
Standing Committee Members	-	.5 - 2 point(s)



Optimum Qualification Standard  
Scheme B

R A N K	Minimum Points Required for	
	Position Reclassification	Recruitment****
Assistant Instructor	I : 36	30
	II : 38	32
	III : 41	34
	IV : 43	-
Instructor	I : 44	35
	II : 46	36
	III : 40 w/ MS or 48 w/ BS	38 w/ MS or 40 w/ BS
	IV : 42 w/ MS or 50 w/ BS	39 w/ MS or 42 w/ BS
	V : 44 w/ MS or 52 w/ BS	40 w/ MS or 44 w/ BS
	VI : 46 w/ MS or 56 w/ BS	-
Assistant Professor	I : 48 w/ MS or 60 w/ BS	44 w/ MS or 52 w/ BS
	II : 54 w/ MS or 64 w/ BS	48 w/ MS or 56 w/ BS
	III : 60 w/ MS or 68 w/ BS	50 w/ MS or 60 w/ BS
	IV : 56 w/ Ph.D. or 62 w/ MS	48 w/ Ph.D. or 52 w/ MS
	V : 64 w/ Ph.D. or 70 w/ MS	56 w/ Ph.D. or 58 w/ MS
Associate Professor	I : 68 w/ Ph.D. or 76 w/ MS	62 w/ Ph.D. or 68 w/ MS
	II : 70 w/ Ph.D. or 80 w/ MS	64 w/ Ph.D. or 72 w/ MS
	III : 72 w/ Ph.D. or 84 w/ MS	66 w/ Ph.D. or 76 w/ MS
	IV : 74 w/ Ph.D. or 88 w/ MS	68 w/ Ph.D. or 80 w/ MS
	V : 80 w/ Ph.D. or 91 w/ MS	70 w/ Ph.D. or 83 w/ MS
	VI : 86 w/ Ph.D. or 94 w/ MS	-
Professor	I : 88 w/ Ph.D. or 95 w/ MS	83 w/ Ph.D. or 87 w/ MS
	II : 91 w/ Ph.D. or 99 w/ MS	86 w/ Ph.D. or 91 w/ MS
	III : 94 w/ Ph.D. or 103 w/ MS	88 w/ Ph.D. or 95 w/ MS
	IV : 98 w/ Ph.D. or 107 w/ MS	91 w/ Ph.D. or 99 w/ MS
	V : 100 w/ Ph.D. or 111 w/ MS	96 w/ Ph.D. or 103 w/ MS

\*\*\*\*Excludes points for Work Performance and Personal and Social Qualities

Note: Council/Committee Members and Section or Office Heads may be granted additional points by the President commensurate to the responsibility they have to assume and the leadership role they have to perform in one of the following categories:

Advisory Council Members	- 3 - 8 points
Executive Members	- 2 - 6 points
Section or Office Heads	- 1 - 4 point(s)
Standing Committee Members	- .5 - 2 point(s)



Detailed Point Equivalents for Various Weighted Average Performance  
Ratings Derived through the Use of the Rating Scale

Work Performance		Personal and Social Qualities	
Weighted Ave. Rating	Point	Weighted Ave. Rating	Point
1.00	12.0	1.00	5.00
1.25	11.5	1.25	4.75
1.50	11.0	1.50	4.50
1.75	10.5	1.75	4.25
2.00	10.0	2.00	4.00
2.16	9.5	2.25	3.75
2.33	9.0	2.50	3.50
2.50	8.5	2.75	3.25
2.67	8.0	3.00	3.00
2.84	7.5	3.25	2.75
3.00	7.0	3.50	2.50
3.16	6.5	3.75	2.25
3.33	6.0	4.00	2.00
3.48	5.5	4.12	1.75
3.65	5.0	4.25	1.50
3.84	4.5	4.38	1.25
4.00	4.0	4.50	1.00
4.12	3.5	4.62	.75
4.25	3.0	4.75	.50
4.38	2.5	4.88	.25
4.50	2.0	5.00	0
4.62	1.5		
4.75	1.0		
4.88	.5		
5.00	0		

Academic staff members on study leave will be included in the reclassification of position only after their resumption of regular work at ViSCA. This guide will be used only for upward reclassification of academic staff positions.



Proposed Adjustments in Rank or Step Within the Rank  
Based on the Guide for Academic Staff Position Reclassification

<u>Department/Office</u>	<u>Name</u>	<u>Present Position</u>	<u>Proposed Position</u>	<u>Highest Total Degree Points</u>	<u>Min. Points Required</u>
Agronomy & Soils	ESCALADA, Rodolfo G.	Asso. Prof. II	Asso. Prof. III	Ph.D. 80.00	80 w/Ph.D.
	BASCUG, Francisco G.	Asso. Prof. I	Asso. Prof. II	M.S. 77.65	80 w/M.S.
	JAVIER, Reynaldo R.	Instructor I	Asst. Prof. I	M.S. 56.95	56 w/MS
	BRIONES, Elizabeth D.	Asst. Instructor II	Instructor I	B.S. 46.35	46
Crop Protection	BERNARDO, Emiliana N.	Asso. Prof. V	Professor II	Ph.D. 96.00	95 w/Ph.D.
	ESGUERRA, Nelson M.	Asst. Prof. IV	Asst. Prof. IV (Step 2)	M.S. 69.6	68 w/MS
	MILAN, Pacencia	Instructor II	Instructor III	B.S. 52.4	52
	SUBERE, Veronico S.	Instructor II	Instructor III	B.S. 57.60	52
An. Sci. Vet. Med.	PASCUAL, Nerelito	Asst. Prof. III	Asst. Prof. III (Step 2)	M.S. 66.10	64 w/MS
	COLIS, Oscar L.	Asst. Prof. I	Asst. Prof. II	M.S. 60.33	60 w/MS
	LAGUNA, Ramon S.	Instructor III	Instructor IV	M.S. 53.65	R-47
	SALUNDAGUIT, Leonila	Res. Asst. I	Res. Asst. II	B.S. 41.09	41
Ag. Economics	MESORADO, Norma B.	Res. Asst. I	Res. Asst. II	B.S. 42.04	41
	ROSA, Linda de la	Instructor III	Instructor IV	B.S. 56.00	55
	ESCALANTE, Margarito C.	Asst. Prof. II	Asst. Prof. III	M.S. 65.85	64 w/MS
	CANOY, Felixberto	Instructor III	Asst. Prof. I	B.S. 58.35	56 w/MS
Ag. Eng'g and Applied Math.	BOISER, Benedicto V.	Instructor III	Instructor IV	M.S. 54.00	55
	ROSILLO, Jimmy R.	Instructor III	Asst. Prof. I	M.S. 59.00	56



<u>Department/Office</u>	<u>Name</u>	<u>Present Position</u>	<u>Proposed Position</u>	<u>Highest Total</u>	
				<u>Degree</u>	<u>Points Required</u>
Home Science	ANCHETA, Sarah M.	Asst. Prof. I	Asst. Prof. III	M.S.	66.9
	DUATIN, Lillia Y.	Instructor III	Instructor IV	B.S.	58.9
	URATE, Belen O.	Research Asst. I	Res. Asst. I (Step 2)	B.S.	40.5
Ag. Dev. Ed.	ANCHETA, Manuel A.	Asso. Prof. I	Asso. Prof. II	M.S.	82.00
	SALCEDO, Raymundo N.	Asst. Prof. I	Asst. Prof. II	M.S.	60.50
	GO, Samuel S.	Asso. Prof. V	Professor I	Ph.D.	91.80
	PEPINO, Raul S.	Asst. Instructor II	Asst. Instructor II (Step 2)	B.S.	42.00
	NASAYAO, Edilberto E.	Instructor I	Instructor I (Step 2)	B.S.	47.38
Forestry	GO, Alicia S.	Asso. Prof. III	Asso. Prof. IV	Ph.D.	87.10
Arts & Letters	CORCINO, Laura I.	Asst. Prof. II	Asst. Prof. IV	M.A.	68.8
	TENERIFE, Perla N.	Instructor III	Instructor IV	M.A.	57.00
	TROPICO, Estelita G.	Instructor III	Instructor IV	M.A.	57.00
	SEROY, Justiniano L.	Instructor II	Asst. Prof. I	M.A.	57.15
	ESPINA, Elmer A.	Instructor IV	Asst. Prof. III	M.A.	64.6
Physical Education	PASTRANO, Eliseo P.	Instructor I	Instructor II	B.S.	50.25
Coconut Research Center	LY Tung		Asso. Prof. II	Ph.D.	69.65
Root Crops Res. Center	VILLANUEVA, Marianito R.	Asso. Prof. II	Asso. Prof. III	Ph.D.	80.70
Extension	PENARANDA, Patria M.	Res. Asso. I	Res. Asso. II	M.A.	61.60
	DABUET, Basilio A.	Instructor I	Instructor II	B.S.	51.55
	REBADULLA, Atilano Z., Jr.	Asst. Instructor III	Instructor I	B.S.	46.50
	CALIENTE, Alejandro C.	Asst. Instructor I	Asst. Instructor II	Cert.	42.9
					41



Adjustments in Rank or Step Within the Rank ... cont'd.

-3-

<u>Department/Office</u>	<u>Name</u>	<u>Present Position</u>	<u>Proposed Position</u>	<u>Highest Total Degree Points</u>	<u>Min. Points Required</u>
Publication Office	CANORA, Vivien O.	Instructor III	Instructor IV	M.A. 56.0	55
Ag. Economics	PALOMA, Lucy B.	Asst. Instructor II	Asst. Instructor III	BSC 40.85*	44
	PASCUA, Francisco O.	Instructor I	Instructor II	B.S. 43.49*	49
Library	PALA, Paz C.	Library Asst. I	Lib. Asst. III	B.S. 50.05	44
	NAPIERE, Rebecca	Instructor I	Librarian I	B.S.A.Y.w/18 units Lib. Sci. 53.9	46
High School	CORILLA, Elma R.	Instructor II	Instructor III	M.A.Educ. 52	52

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\* With Special justification from the Department Chairman.



RECOMMENDATIONS FOR ADJUSTMENTS IN RANK AND/OR SALARY OF ADMINISTRATIVE STAFF  
Effective November 1, 1976

- |  |   |   |
|--|---|---|
| 1. BEATRIZ P. MODINA<br>BSC, 1966 - Univ. of San Carlos<br>CPA, 1966 - 75%   | Accountant II<br>P8,580 p.a.                              | Chief, Accounting<br>Division-P11,508 p.a.                |
| 2. NORMA V. CALA<br>BSG, 1966 - Colegio de San Jose<br>Recoletos<br>(w/training in budget<br>administration)<br>CPA, 1966 - 80.1%                              | Fiscal Analyst II<br>P8,580 p.a.                          | Budget Officer I<br>P11,508 p.a.                          |
| 3. ALICIA B. BORNEO<br>Bachelor of Industrial Ed.<br>(w/training in management<br>and control), 1965 - FEATI<br>First Grade Civil Service<br>eligible - 81.90% | Personnel Aide<br>P5,448 p.a.                             | Personnel Officer<br>P11,508 p.a.                         |
| 4. PEDRO ADONIS COMPENDIO<br>BSCE, 1974 - Colegio de San Jose<br>Recoletos<br>Board Exam. for C.E. - 85.25%  | Instructor II<br>P9,252 p.a.                              | Engineer II<br>P12,996 p.a.                               |
| 5. SIXTO P. SANDOVAL<br>BBA, 1968 - U.E.<br>UP Adm. (Qualifying) - 77.6%   | Research Assistant<br>P7764 p.a.                          | Adm. Assistant<br>P8,664 p.a.                             |
| 6. LINDA D. RUSTIA<br>BSC, 1973 - Univ. of San Carlos<br>Second Grade eligible   | Clerk I<br>P4,825 p.a.                                    | Clerk-Typist<br>P5,964 p.a.                               |
| 7. LOLITA U. ENRIQUEZ<br>BSC, 1969 - Univ. of San Carlos<br>CPA - 75.08%   | Accountant I<br>P7,236 p.a.                               | Accountant II<br>P9,024 p.a.                              |
| 8. FE C. PASCUAL<br>AB (English), 1972 - F.C.I.C.<br>Fourth Year BSC<br>First Grade (Q) - 77.70%   | Bookkeeper II<br>P7,656 p.a.                              | Bookkeeper II<br>P8,664 p.a.                              |
| 9. HERMOGINA U. BULILAN<br>BSC, 1966 - Univ. of San Carlos<br>First Grade - 72%  | Cash Clerk II<br>P6,840 p.a.                              | Bisbursing Officer<br>P7,956 p.a.                         |
| 10. FLOTILDA S. LAO<br>DIM, 1952 - Centro Escolar Univ.<br>RA 1080 (21.5 years of service)   | Dentist III<br>P10,164 p.a.                               | Dentist III<br>P12,240 p.a.                               |
| 11. CESAR C. JESENA, JR.<br>Ph.D., 1964 - Kansas State<br>University<br>Sugar Tech.  | Vice Pres. for Dev.<br>& External Affairs<br>P25,800 p.a. | Vice Pres. for Dev.<br>& External Affairs<br>P32,304 p.a. |



SCHOLARSHIP AGREEMENT FOR STUDIES ABROAD

KNOW ALL MEN BY THESE PRESENTS:

THIS AGREEMENT executed and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_ at Baybay, Leyte, Philippines by and between:

The VISAYAS STATE COLLEGE OF AGRICULTURE, an institution of higher learning established under Presidential Decree No. 470 as amended by Presidential Decree No. 700 with principal office at Baybay, Leyte, Philippines, duly represented herein by the College President, DR. FERNANDO A. BERNARDO, hereinafter referred to as the GRANTOR:

- and -

\_\_\_\_\_, of legal age, Filipino, single/married, and a resident of \_\_\_\_\_, Philippines, hereinafter referred to as the GRANTEE:

W I T N E S S E T H

THAT the GRANTOR hereby grants the GRANTEE \_\_\_\_\_ Scholarship effective \_\_\_\_\_ semester of school year \_\_\_\_\_;

THAT the GRANTEE shall pursue his/her Graduate/Post Graduate studies \_\_\_\_\_; at \_\_\_\_\_

THAT the GRANTEE shall enjoy all the benefits and privileges offered under the said scholarship;

THAT said scholarship is awarded initially for a period of one (1) year and maybe subject to renewal annually upon the recommendation of the adviser and compliance with the pertinent provisions of this Contract. However, in no case shall the scholarship exceed \_\_\_\_\_ years;

THAT the GRANTOR shall pay the GRANTEE the latter's monthly salary for the duration of the latter's scholarship on official time;

THAT the GRANTEE shall take a full academic load every semester until the completion of the program of course work;

THAT the GRANTEE shall submit progress reports at the end of every semester to the GRANTOR;



THAT the GRANTEE shall endeavor to make his/her thesis dissertation relevant to the GRANTOR'S development goals and to the government's agricultural and rural development programs;

THAT the GRANTEE shall communicate with and seek approval from the GRANTOR regarding the former's thesis dissertation problem before finalizing it with his/her thesis adviser.

THAT the GRANTEE shall return immediately to the GRANTOR upon the completion of the study or termination of the scholarship grant and serve the GRANTOR for a period thrice the length of time he/she enjoyed the scholarship abroad or twice as much as he/she enjoyed the scholarship in the Philippines;

THAT the GRANTEE shall forfeit or otherwise cease to be entitled to all benefits and privileges due him/her under this Agreement should he/she fail to meet, comply or observe any of the obligations as stipulated herein;

THAT if the GRANTEE deliberately breaks his/her contract with the GRANTOR for any reason whatsoever he/she shall be required to reimburse twice as much as the scholarship expenditures plus twelve (12%) per cent annual interest.

IN WITNESS WHEREOF, we hereunto set our hands the day, year and place above written.

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

By:

DR. FERNANDO A. BERNARDO  
(Grantor)

\_\_\_\_\_  
Grantee

With my knowledge and consent:

Signed in the presence of:

\_\_\_\_\_  
Husband/Wife

\_\_\_\_\_  
and \_\_\_\_\_



REPUBLIC OF THE PHILIPPINES(  
PROVINCE OF LEYTE : S. S.  
MUNICIPALITY OF BAYBAY (

BEFORE ME, this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ at Baybay,  
\_\_\_\_\_, Philippines, personally appeared DR. FERNANDO A. BERNARDO with  
Residence Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at  
Leyte, and \_\_\_\_\_ with Res. Cert. No. A \_\_\_\_\_  
issued on \_\_\_\_\_ at \_\_\_\_\_  
Philippines, known to me to be the same persons who executed the foregoing  
instrument and they acknowledged to me that the same is their free and  
voluntary act and deed. This instrument of two pages has been signed on  
the left hand margin by the parties and their witnesses and sealed with  
my notarial seal.

IN WITNESS WHEREOF, I hereunto set my hand the day, year and place  
above mentioned.

ALREA A. CAINTIC  
Notary Public  
Until Dec. 31, 19\_\_\_\_  
PTR # 0862906-U TAN-1109-356-4

DOC. NO. \_\_\_\_\_  
BOOK NO. \_\_\_\_\_  
PAGE NO. \_\_\_\_\_  
SERIES OF 19\_\_\_\_



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

July 22, 1976

PROPOSAL FOR TENURE OF ACADEMIC STAFF

Rationale

Academic Staff members are responsible in the training and education of students enrolled at the Visayas State College of Agriculture whether in the high school level or college level. To be able to produce well-trained and competent graduates from this educational institution, this College must have for its faculty staff highly competent and of top-quality academic staff members who are eager and willing to improve professionally along their lines of specialization. In order to attract and to keep these highly competent and top-quality faculty members, they shall be given due incentives relative to their appointment status and tenure.

Proposal:

All secondary school instructors shall render at least three consecutive years of satisfactory service on temporary basis and should possess the necessary appropriate eligibilities before they are made eligible for a permanent status upon the recommendation of the high school principal, and duly approved by the President.

Assistant Instructors and Instructors at the college level shall be given temporary appointments which shall automatically terminate at the end of every school year. Said appointments may be renewed every year by the President upon recommendation of the department head, but in no case should the temporary status exceed seven years.

Original appointment to the rank of an assistant professor shall be temporary, renewable every year but not to exceed two years. On the second year, a temporary appointment shall automatically terminate at the end of the period stated therein, unless, the Board upon recommendation of the President, grants a re-appointment of permanent tenure on the basis of the following factors: teaching ability of the academic staff members concerned, his research competence and productivity, scholarly performance, dedication to service, positive evidence of educational interest and marked academic growth, moral integrity and good personal character and conduct.

Original appointment to the rank of Associate Professor or Professor shall be temporary in character for one year after which time, the President may recommend to the Board the re-appointment of permanent tenure on the basis of the aforecited factors.



APPENDIX G

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

PROPOSED POLICY ON STUDENT ATTENDANCE

Regular attendance at every class in all courses is expected of every student. If a student is absent he should make up for all class assignments to the satisfaction of the instructor if such absence is excused. The instructor is given the discretion to give make-up work to a student who misses an examination with a legitimate reason.

Any student who, for unavoidable cause other than illness, is obliged to be absent from class, must obtain an admission slip from the Office of Student Affairs to be presented to the instructor concerned not later than the second session of the class after the date of the student's return.

A certificate of illness must be secured from the College Physician if the student get sick on campus.

Whenever a student has been absent from his class consecutively for a period of three days, his absence should be reported to the OSA by the instructor concerned.

A student who has incurred absences of more than 20% of the required total number of class and laboratory periods in a given term shall be dropped. If the greater percentage of absence is excused, the student may not be given a grade of "5" upon being dropped; but if the greater number of absences are unexcused, he shall be given a grade of "5" upon being dropped. Time lost by late enrolment shall be considered as time lost by absence.

Tardiness of fifteen (15) minutes or more shall be marked against the student. Four such tardy arrivals shall be equivalent to one hour/period absence.



Guidelines for the Hiring of ViSCA Staff Members  
as Consultants of Private Firms

Rationale

ViSCA is a fast-growing institution where a number of highly trained personnel are employed. This phenomenon is an indication of the institution's viability and capability to carry out its instruction, research and extension functions.

ViSCA plans to continue improving and updating the expertise of its staff through an effective staff development program. The staff component in the overall development program of ViSCA is given emphasis to maintain top quality staff members who are charged with the responsibility to carry out the instruction, research and extension functions of the College.

The sharing of College staff expertise with other government agencies and private firms has become a felt need in ViSCA. This is attributed to the limited number of agriculturally trained men and women in the region and the increasing number of private firms undergoing agricultural production as a result of General Order No. 47 which requires large private corporations to engage in the production of food crops for their employees. Because of the limited number of highly trained agricultural manpower in the region, private corporations find it difficult to hire top-quality agriculture graduates for their agricultural projects. To solve this problem, private companies have resorted to the employment of part-time consultants from agricultural colleges and universities.

In view of the encouragement given by the Philippine government to private corporations to increase their participation in food production,



the need of the College to develop effective working relationship with private firms in carrying out the College Cooperative Education Program and the desire of ViSCA to expand its extension program coverage, the College cannot help but share its staff expertise with privately owned corporations. The College has to be actively involved in agricultural development projects in the service area since strengthening the weaker links in the region maximizes total regional development. However, to insure that the other functions of College staff members are not neglected while they perform consultancy service and to allow effective pooling of staff expertise, the College must formulate a policy to regulate the hiring of staff members as consultants of private firms.

#### General Objective

To provide guidelines for ViSCA personnel in rendering consultancy services to private firms.

#### Specific Objectives

1. To provide an opportunity for ViSCA staff members to practice their professions as consultants of commercial firms engaged in agro-industrial projects and thus enhance their capability as classroom and field instructors in agriculture.
2. To help the ViSCA Educational Foundation generate funds for its educational projects.
3. To effectively manage ViSCA's staff expertise as far as consultancy with private firms is concerned so that other College functions will not be neglected.



Provisions

1. The ViSCA Educational Foundation and the Visayas State College of Agriculture shall sign a Memorandum of Agreement stipulating that ViSCA will make available its staff members as consultants to the Foundation on honorarium basis.
2. The ViSCA Educational Foundation, Inc. shall be the sole entity that can enter into contract with private firms as far as consultancy is concerned.
3. Staff members who are detailed by the Foundation to private companies shall collect their honorarium from the Foundation. Unless otherwise specified, the honorarium should not exceed 70 per cent of the amount collected by the Foundation from the private corporation after deducting overhead expenses of the Foundation and the consultant's expenses for travel, food and lodging, using current government rates if these are not given directly by the private corporation to the consultant, subject to existing auditing rules and regulations. The balance shall go to the Foundation Trust Fund to be deposited with a reputable commercial bank.
4. The recommendation of the Department Chairman concerned and the subsequent approval of the President should be secured by the Foundation for the assignment of any staff as a consultant.
5. No staff member should make direct arrangements with private firms in connection with the staff member's possible employment as consultant of a private firm.
6. The consultant, doing consultative services off campus may be given official time by ViSCA but in no case shall it exceed three working days per month.



7. Only the earnings of the Trust Fund can be spent by the Foundation without seeking approval of the President and the Board of Trustees. In case the Trust Fund will exceed P500,000, the Foundation may use up to 20 per cent of the total amount for educational purposes upon the recommendation of the College President and the approval of the Board of Trustees.
8. Should the Foundation, for any reason be dissolved, the Trust Fund shall be turned over to ViSCA and shall be invested or used only with the approval of the Board of Trustees.



APPENDIX I

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

August 6, 1976

Dr. F. A. Bernardo  
President

Dear Sir:

I wish to recommend to your Office that our ViSCA Security Force will be given uniform allowance. I had already submitted my Requisition to the Office of Business and Administrative Affairs, but it was returned and I was advised to refer this matter to your Office. The estimated expenses of the uniform are as follows:

1. Navy Blue Germagny for 5 Security Guards @ P90.00	- P450.00
2. Pershing Cap (Almars) @ P50.00, Blue & Black Knitted	- 250.00
3. 10 pcs. Collar Ornaments @ P6.00 as prescribed	- 30.00
4. 5 pcs. National Badge @ P12.50	- 62.50
5. 5 pcs. Cap Device @ P12.50	- 62.50
6. 5 pcs. School Patch embroidered	- 50.00
T O T A L .....	<u>P905.00</u>

Hoping that this recommendation merits your approval.

Very truly yours,

(SGD.) MAXIMO M. VILLALINO

A TRUE COPY:  
ViSCA, 8-25-76

*L. Corcino*  
LAURA I. CORCINO  
College Secretary



APPENDIX J

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

August 4, 1976

Dr. F. A. Bernardo  
President  
ViSCA, Baybay, Leyte

Dear President Bernardo:

Few days after I arrived from my trip to ViSCA with Prof. Miller, I planned to call up a meeting with my staff to inform them about the status of the proposed salary increases which unfortunately was greatly affected by the recent typhoon. Sensing some forms of dissatisfaction existing among them and being aware of the side effect of this to our project output, I decided to meet them individually to thresh out the root causes of this problem. These may be summarized as follows:

1. Exclusion of the P50.00 living allowances from the payroll prepared for ViSCA Manila Office -- My staff who are in a way expecting certain additional incentives, especially Mr. Baet who is supporting a family in Manila, definitely resented this news. Although expressing their commitments to ViSCA, some planned to look for "greener pasture".

2. Availability of funds for meal and transportation allowances, supplies and printing -- Due to lack of operating budget, my staff finds it difficult to claim allowances entitled to them whenever they render the office overtime work. Supplies and prints are another matters to consider. These involved a large amount of money which I am sure will be very hard for Dr. Cesar C. Jesena, Jr. to advance.

As an answer to these problems and as the head of the group, I wish to give the following proposals:

1. Honorarium -- Since it is not proper to give them salary increases before January, 1977 without considering the whole campus staff, I suggest honoraria as an additional incentive as members of the temporary 5-Year Development Plan Group.

2. Budget for the Architectural Group, Manila Office -- To expedite payments of allowances, consultation fees, supplies and printing, I find the necessity of having our own budget under the close supervision of Dr. Cesar C. Jesena, Jr.



p. 2

August 4, 1976

Dr. F. A. Bernardo

3. Appointment of Inspectors and Estimators -- As members of the 5-Year Development Plan design team, I suggest the appointments of my staff as the inspectors of our building projects to assure us of good performance of the contractors.

Considering the end results of this problem, i.e. low and unsatisfactory output, training of new batch of architects, I hope for your kind consideration.

Thank you. I remain

Very truly yours,

(SGD.) ALFREDO N. LAPUEBLA  
Asst. Project Architect

cc: Dr. Cesar C. Jesena, Jr.

A TRUE COPY:

ViSCA, 8-24-76

*L. Corcino*  
LAURA I. CORCINO  
College Secretary