

1 **MINUTES OF THE 107th University ADCO MEETING**
2 **Wednesday – 02 April 2014**
3 **Office of the Vice-President for Administration and Finance**
4 **Visayas State University**
5 **Visca, City of Baybay, Leyte**

6 **ATTENDANCE:**

7 **A. Present**

8	1. ALBEOS, Felipe Q.	Dean, VSU Villaba
9	2. ALCOBER, Dolores L.	Dean, College of Education
10	3. ASIO, Victor B.	Dean, College of Agriculture
11	4. BACUSMO, Jose L.	<i>PRESIDENT & Chairman</i>
12	5. BALBARINO, Edwin A.	Dean, VSU Isabel
13	6. BELONIAS, Beatriz S.	Dean, Graduate School
14	7. CANO, Lourdes B.	Director for Administration
15	8. CAPUNO, Othello B.	VP for Research and Extension
16	9. CENIZA, Ma. Juliet C.	Director, NCRC-Visayas
17	10. COME, Renezita S.	Dean, College of Forestry and Environmental Science
18	11. ESGUERRA, Erlinda S.	Head, Accounting Division
19	12. GARCIA, Pastor P.	Director, eco-Farmi
20	13. ISRAEL, Nestor M.	Director, General Services Office
21	14. LAÑADA, Eugene B.	Dean, College of Veterinary Medicine
22	15. LAUZON, Roberta D.	Dean, VSU Tolosa
23	16. LEMOS, Roberta C.	Director for Finance
24	17. LORETO, Alan B.	Executive Assistant
25	18. PADAYAO, Marichu M.	Dean, VSU Alangalang
26	19. PARDALES, Andreli D.	Head, University Library
27	20. QUEVEDO, Marcelo A.	Director, PhilRootcrops
28	21. SANTOS de los, Janet Alexis A.	OIC Dean, College of Nursing
29	22. TUDTUD, Daniel Jr. M.	University Secretary
30	23. VELASCO, Eliezer L.	University Registrar

31 **B. Not Present**

Represented by/Remarks

32	1. ABAMO, Antonio P.	
33	2. GAPASIN, Ruben M.	represented by Dr. Feliciano G. Sinon
34	3. GUARTE, Roberto C.	represented by Prof. Arthur Tambong
35	4. LORETO, Manolo Jr. B.	represented by Ms. Mary Ann G. Cobico
36	5. PATINDOL, Remberto A.	
37	6. SAZ, Efren B.	
38	7. TULIN, Edgardo E.	<i>Present</i>
39	8. VELARDE, Rosa Ofelia D.	
40	9. YU, Elwin Jay V.	

41 **C. Others Present**

42	1. GUINOCOR, Rysan C.	University Legal Officer
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1 **I. ROLL CALL**

2 Dr. Edgardo E. Tulin, Vice President for Instruction, informed the Council that
3 this was a regular meeting and that he was requested by the University President to
4 preside over the meeting.

5 Dr. Tulin inquired from the University Secretary whether there was a quorum of
6 members present for the meeting.

7 The University Secretary informed the presiding Chairperson that there was a
8 quorum of members present for the 107th UADCO meeting.

9 **II. CALL TO ORDER**

10 Dr. Edgardo E. Tulin declared a quorum and called the meeting to order at 1:55
11 P.M.

12 **III. ADOPTION/APPROVAL OF THE AGENDA**

13 Dr. Tulin requested the Council to look at the Agenda for the 107th UADCO
14 Meeting:

15 **PROPOSED AGENDA**

16 I. Roll Call and Declaration of Quorum

17 II. Call to Order

18 III. President's Report

19 IV. Adoption of the Proposed Agenda

20 V. Approval and Confirmation of the Minutes of the Previous Meetings:

21 1. Minutes of the 106th UADCO Meeting, 05 February 2014

22 VI. Calendar of Business

23 A. New Business

24 1. Schedule of Summer Classes, SY 2013-2014

25 2. Academic Calendar for SY 2014-2015

26 3. Utilization of Income for 2nd Quarter – April to June 2014

27 4. Budget Proposal for 2015

28 5. Full Computation for the Proposed 75% Increase the Honorarium of
29 Heads of All Academic Faculty with Designated Positions
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6. Appointment Matters

- a. *Change in Appointment Status of Ms. Flora Mia Y. Duatin from Temporary to Permanent*
- b. *Administrative Position for Conversion*

B. Other Matters

1. *Transfer of the Department of Community Development Education (DCDE) from the College of Education to the College of Agriculture*
2. *2014 Edition of the VSU Graduate School Code*
3. *Budget Proposal of VSU Alangalang for Utilization of Savings from Prior Years' Income*

C. For Information

1. *Identification of Personnel to Major Final Output Based on their Actual Activities and Functions*

Dr. Edwin A. Balbarino moved for the approval of the Agenda of the 107th UADCO Meeting, as presented.

Dr. Ma. Juliet C. Ceniza seconded the motion.

The University Administrative Council passed

University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 6
Series of 2014

Approving the Agenda for the 107th University Administrative Council meeting dated 02 April 2014 held at the Office of the VP for Administration and Finance, Administration Building, Visayas State University, Visca, City of Baybay, Leyte, as presented.

Univ. ADCO Action: APPROVED
Date: 02 April 2014

IV. APPROVAL/CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS

Dr. Tulin suggested that in view of the number of items calendared for discussion, it would be best to dispense with the reading of the Minutes of the 106th UADCO Meeting and to submit any corrections to the Office of the University Secretary within the next five (5) working days.

1 Dr. Othello B. Capuno moved for the approval of the Minutes of the 106th
2 UADCO Meeting, *subject to* any corrections that may be submitted in the next five (5)
3 working days to the Office of the University Secretary.

4 Dr. Dolores L. Alcober seconded the motion.

5 The University Administrative Council passed

6 **University Administrative Council**
7 **Visayas State University**
8 **Visca, Baybay, Leyte**
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10 **Resolution No. 7**
11 ***Series of 2014***

12 Approving the Minutes of the 106th University Administrative Council Meeting
13 dated 05 February 2014 held at the Office of the Vice President for Administration and
14 Finance, Visayas State University, Visca, City of Baybay, Leyte, *subject to* any
15 corrections that may be submitted to the Office of the University Secretary within the
16 next five (5) working days.

17 **Univ. ADCO Action: APPROVED**
18 **Date: 02 April 2014**
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20 **V. MATTERS ARISING FROM THE APPROVED MINUTES**

21 1. Page 12 – Proposal to Increase the Honorarium of Heads of Academic Departments

22 Dr. Beatriz S. Belonias, Dean of the Graduate School, informed the Council
23 that the Council of Deans met last Friday and this issue was again discussed despite
24 the approval by the UADCO for the increase of the honorarium by 75%, across the
25 board.

26 Dr. Belonias explained that during that Council of Deans meeting, the Deans
27 themselves agreed that those who were receiving RATA will be given a 25%
28 increase in honorarium while those not receiving RATA will have a 100% increase
29 in honorarium. Thus, this is a proposed revision of the proposal approved by the
30 UADCO in its last meeting. In this regard, a “Table” was prepared comparing the
31 new proposal with what was approved by the UADCO.

32 Dr. Othello B. Capuno, Vice President for Research and Extension,
33 commented that RATA is different from honorarium. Dr. Capuno explained that
34 honorarium is given to some officials on account of their designated functions which
35 is on top of their official duties and responsibilities. RATA, on the other hand, is an

1 entitlement given to some officials who qualified under the law to receive it. These
2 are two different things and should not be mixed up. Dr. Capuno further indicated
3 that he strongly objects to the new proposal of the Council of Deans, for and on
4 behalf of the other designated officials of the University, especially because the
5 UADCO had already approved the increase in honorarium across the board during
6 its last meeting.

7 Dr. Belonias commented that the first proposal was essentially only for the
8 increase in honorarium of department heads. However, during the discussion, it was
9 amended to include all faculty holding designated administrative positions, including
10 the Vice Presidents. This second proposal would just change the title of the original
11 proposal plus a slight modification of the rates.

12 The University Secretary raised a "point of order" since the presentation is an
13 "entirely new proposal" and as such should have been included in the Agenda for
14 this 107th UADCO Meeting which was duly moved and seconded. Thus, discussion
15 of the new proposal is "out of order" and should be immediately terminated since it
16 is not included in the Calendar of Business for this 107th UADCO Meeting. The
17 proponent may, however, request the inclusion of this "second proposal" in the next
18 UADCO Meeting, provided that the BOR has not yet acted on the first proposal.

19 Dr. Tulin commented that indeed the UADCO approved an, across the board,
20 75% increase in the honorarium rates with the passage of UADCO Resolution No. 5,
21 s. 2014 dated 05 February 2014. What was then requested was a "certification" from
22 the Office of the Director for Finance to the effect that funds are available to cover
23 the said increase. So, if this is a new proposal, then it should be calendared in the
24 next UADCO meeting. In the meantime, the Council will have to move on.

25 Ms. Roberta C. Lemos requested the Council to look at the "Table" presented
26 considering the "rounding off" to the nearest hundredths of the honoraria of the
27 different officials.

28 Ms. Lemos indicated that this will be the time for the Council to scrutinize
29 the listing so that it can be clarified why those not included in the list should be

1 included. The list was based on the 2013 listing of positions. Thus, those not listed in
2 2013 have not also been included.

3 Dr. Belonias pointed out that some positions like that of the Head of the
4 GGE and ITEEM are not included in the listing.

5 Ms. Lemos inquired about the “correct” honorarium for Dr. Noriel
6 considering that she now holds the position of Director for Quality Assurance
7 instead of Head of the University Accreditation Center. Would this mean that her
8 honorarium will increase by P500.00? In the case of Prof. Saz and Prof. Velarde,
9 they do not receive honorarium but they receive RATA.

10 Dr. Ma. Juliet C. Ceniza made the following observations and requested for
11 some clarifications, to wit:

- 12 (1) Directors have different rates;
13 (2) How different are the Center Directors of e-FARMI, NARC and NCRC?;
14 (3) Why should the Director of the IEG, with no staff, also qualify for an
15 honorarium?

16 Dr. Belonias likewise requested clarification on why the honorarium of the
17 Director of the IHK is bigger than those of the department heads when in fact, the
18 IHK does not even have an undergraduate program offering.

19 Ms. Lemos informed the Council that the rates were already in place even
20 before she took over the job and in effect, she “inherited it” only. These are the rates
21 approved by the Governing Board quite some time ago.

22 Related to the comment made by Dr. Belonias, Dr. Alcober, Dean of the
23 College of Education, informed the Council that although the IHK does not have an
24 undergraduate offering of its own, it is handling the major subjects offered for the
25 BSEd major in MAPE as well as having a graduate program of its own.

26 Dr. Tulin clarified that what is on the table pertains to the “*different*
27 *honorarium rates for those holding positions of Director*” and there is a need to
28 come up with some consistency regarding the amount of honorarium given. There

1 will be a need to craft a policy rationalizing this. However, for the moment, it would
2 be best to stick to the existing rates until new guidelines are formulated.

3 Dr. Tulin further indicated that a committee be created with the Director for
4 Finance as head as Chair to study the rates as well as those other positions not
5 included in the present list who might be included such as Director of Research,
6 Director for Extension and Director for Quality Assurance. Dr. Tulin likewise
7 suggested that Atty. Guinocor and one other faculty nominee be included in the
8 Committee. Hopefully, the Committee will be able to come up with a
9 recommendation before the next BOR meeting.

10 Dr. Belonias pointed out that whatever will be the decision of the committee
11 will have to be submitted to the BOR since these will be new rates. However, this
12 would also take quite some time and would mean that some faculty holding
13 designated administrative positions will be unable to receive their honoraria until
14 then.

15 Dr. Othello B. Capuno indicated that the 3-man committee immediately work
16 on this and submit its report to the Office of the President so that this can be taken up
17 in the next UADCO or to fast track it, by referring it back to the UADCO by way of
18 Referendum.

19 Ms. Lemos suggested that if there is really a need to implement this
20 immediately, the UADCO should tackle this issue now by agreeing on the rate of
21 honorarium that the directors will receive.

22 The University Secretary commented the national research centers, -
23 PRCRTC, NARC and NCRC - are given premium amounts because they have
24 national mandates. On the other hand, the other "centers" - ITEEM, eFARMI, IHK,
25 Climate Change Center - are creations of the University and have limited specific
26 mandates. Because of the differences in mandates, the honoraria also differ.

27 The Council was agreed that the updated honorarium of P2,200.00 for the
28 "new" directors was defensible. On the other hand, the Council was also decided that
29 the director of the Center for Climate Change will only start receiving an honorarium

1 when said Center is already working and when staff have already been allocated to
2 that Center.

3 2. Page 18 – Possible Implementation of a Trimester System in VSU

4 Dr. Tulin informed the Council that the Office of the President created a
5 committee which he headed for the purpose of studying the possibility of
6 implementing a trimester-system for VSU. The other members of the committee are:
7 Dr. Lualhati Noriel, Dr. Beatriz Belonias, Prof. Manolo Loreto and the University
8 Registrar.

9 Dr. Tulin informed the Council that the committee looked at the advantages
10 and disadvantages of implementing a tri-mester school-year for the VSU system, as
11 presented on Page 1 of the handout. It can be noted that the disadvantages far
12 outweigh the advantages. Based on interviews with University constituents, many
13 are afraid to go outside their “comfort zones”.

14 Dr. Victor B. Asio commented that the present system of having two-
15 semesters per academic year is more advantageous to our students because they
16 stand to learn more on account of the longer time they stay in class.

17 The other council members also agreed that as of the moment, VSU is not in
18 a position to implement a tri-mester system, as envisioned.

19 **VI. NEW BUSINESS**

20 1. New Schedule of Summer Classes

21 Dr. Tulin informed the Council that the BOR approved the “Schedule of
22 Summer Classes for 2014” during the last BOR meeting. However, the approved
23 summer schedule was based on the assumption that the opening of classes for the 1st
24 Semester, SY 2014-2015 would be sometime in August, 2014. The President has
25 expressed his desire to move-up the opening of the 1st Semester to 16 June 2014
26 and so, Summer 2014 will start on 23 April 2014.

27 The University Secretary explained that for the Main Campus and Villaba
28 campus, this shift to a June opening will not pose too much of a problem. However,
29 for the three (3) other campuses, the schedule will be quite tight and might entail

1 holding of Saturday classes if only to come up with the required 35 school-days for
2 the summer. This will be necessary so that the whole University-system will have
3 the same opening date for the 1st Semester, SY 2014-2015.

4 The Deans of the three (3) external campuses – Alangalang, Isabel and
5 Tolosa – indicated that they will find ways to ensure that the required number of
6 class hours/class days for the summer period will be complied in time for the
7 opening of the 1st Semester, SY 2014-2015 on 16 June 2014.

8 The University Administrative Council unanimously passed

9 **University Administrative Council**
10 **Visayas State University**
11 **Visca, Baybay, Leyte**

12 **Resolution No. 8**
13 **Series of 2014**
14

15 Approving the new schedule of Summer 2014, as presented and strongly
16 endorsing the proposal for Approval by the VSU Board of Regents.

17 **Univ. ADCO Action: APPROVED**

18 Date: 02 April 2014

19 2. New Academic School Calendar for SY 2014-2015

20 Dr. Tulin informed the Council that there is a need to synchronize the
21 schedule of the opening of classes for all campuses for the 1st Semester, SY 2014-
22 2015 on 16 June 2014. General Registration is set on 9-13 June 2014. For the 2nd
23 Semester, classes start on 10 November 2014 and end on 30 March 2015. The
24 Deadline for the submission of grades is reset from 17 April 2015 to to 23 March
25 2015. Further, the deadline for the submission of all requirements for the 2015
26 Summer classes is reset from 17 July to 15 June 2015.

27 Dr. Tulin likewise suggested that the General Assembly meetings of the
28 Federated Faculty Association and the Federated Student Association be
29 synchronized to maximize the time for classes. Dr. Tulin also clarified that the RDE
30 In-House Review and the Faculty and Staff Sportsfest will be held in the 2nd
31 Semester.

32 Dr. Feliciano Sinon informed the Council that the General Assembly meeting
33 of the Fedeated Faculty Association is set to be held on 03 July 2014.

9 * 1st Sem Mit-Term — moved 1 week after
Anniversary

1 The University Administrative Council unanimously passed

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

5 **Resolution No. 9**
6 ***Series of 2014***
7

8 Approving the new schedule of the Academic School Calendar for SY 2014-
9 2015, as presented and strongly endorsing the proposal for Approval by the VSU
10 Board of Regents.

11 **Univ. ADCO Action: APPROVED**
12 **Date: 02 April 2014**

13 3. Utilization of Income for the 2nd Quarter – April to June 2014

14 Dr. Tulin requested Ms. Roberta C. Lemos, Director for Finance, to make the
15 presentation.

16 Ms. Lemos informed the Council that for the 2nd Q of 2014, a total income of
17 P28,280,000.00 will be realized, broken down as follows:

18 VSU Main: P 22,080,000.00

19 VSU Alangalang: P 1,325,000.00

20 VSU Isabel: P 2,125,000.00

21 VSU Tolosa: P 1,825,000.00

22 VSU Villaba: P 925,000.00

23 Ms. Lemos informed the Council that this was based on the requirements of
24 CHED Memo No. 20, s. 2011 and requested the Council's endorsement of the use of
25 collections on income for the period 01 April 2014 to 30 June 2014 in payment of
26 the obligations of the University and its endorsement to the Board of Regents for
27 final approval.

28 Hearing no objections, Dr. Tulin requested for a motion to approve.

29 The University Administrative Council unanimously passed
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University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 10
Series of 2014

Approving the proposed Utilization of Income for the 2nd Quarter of 2014, as presented and strongly endorsing the proposal for Approval by the VSU Board of Regents.

Univ. ADCO Action: APPROVED
Date: 02 April 2014

4. Request for Authority to Use the Available Cash Collection for the period 16 October 2013 to 18 March 2014 in the amount of P32,430,898.91

The President indicated that there is also a request for authority to use the available cash collected for the period 16 October 2013 to 18 March 2014 amounting to P32,430,898.91 for the payment of outstanding obligations broken down as follows:

a. Main Campus	- P 29,096,711.57
b. VSU Alangalang	- P 1,122,153.17
c. VSU Isabel	- P 932,762.26
d. VSU Tolosa	- P 539,123.95
e. VSU Villaba	- <u>P 740,127.96</u>
TOTAL	<u>P 32,430,898.91</u>

Ms. Roberta C. Lemos informed the Council that the collection exceeds the amount requested for obligational authority. A part of this collection will be used for the payment of obligations in the previous quarter.

The University Secretary informed the Council that per requirement from the Board of Regents, all financial proposals/requests have first to be lodged with the BOR Finance Committee headed by the NEDA RED, Atty. Bonifacio Uy. This Committee then indicates its approval before the request is forwarded to the Board for final action.

Dr. Tulin inquired if there were any more queries/comments regarding this item.

Hearing none, Dr. Tulin requested for a motion to approve.

1 Dr. Othello B. Capuno moved for the approval of the request for authority to
2 use the available cash collected for the period 01 February 2013 to 30 April 2013 for
3 the payment of outstanding obligations including those in the previous quarter,
4 *subject to* COA auditing rules and regulations and endorsing the same to the VSU
5 BOR for final action.

6 Dr. Roberta D. Lauzon seconded the motion.

7 The University Administrative Council passed

8 **University Administrative Council**
9 **Visayas State University**
10 **Visca, Baybay, Leyte**

11 **Resolution No. 11**
12 ***Series of 2014***
13

14 Approving the request for authority to use the available cash collected for
15 the period 16 October 2013 to 18 March 2014 for the payment of outstanding
16 obligations including those in the previous quarter, *subject to* COA auditing rules
17 and regulations and endorsing the same to the VSU BOR for final action.

18 **Univ. ADCO Action: APPROVED**
19 **Date: 02 April 2014**

20 5. Budget Proposal for 2015

21 Dr. Tulin requested Ms. Lemos to make the presentation.

22 Ms. Lemos pointed out that the proposed 2015 Budget is presented by
23 Programs, Activities, and Projects.

24 A. PROGRAMS

25 I. General Administration and Support Services

26	PS	- P 70,580,000.00	
27	MOOE	- <u>37,668,000.00</u>	
28	TOTAL		P108,248,000.00

29 II. Support to Operations

30 a. *Auxillary Services*

31	PS	- P 14,710,000.00	
32	MOOE	- <u>3,372,000.00</u>	
33	TOTAL		P 18,082,000.00

1 III. Operations

2 MFO 1 - Higher Education Services

3 a. *Main Campus*

4 PS - P 171,142,000.00

5 MOOE - 55,134,000.00

6 TOTAL P 226,276,000.00

7 b. *Alangalang Campus*

8 PS - P 20,731,000.00

9 MOOE - 3,437,000.00

10 TOTAL P 24,204,000.00

11 c. *Isabel Campus*

12 PS - P 21,474,000.00

13 MOOE - 4,339,000.00

14 TOTAL P 25,813,000.00

15 d. *Tolosa Campus*

16 PS - P 17,566,000.00

17 MOOE - 3,487,000.00

18 TOTAL P 21,053,000.00

19 e. *Villaba Campus*

20 PS - P 19,308,000.00

21 MOOE - 3,832,000.00

22 TOTAL P 23,140,000.00

23 MFO 2 – Advance Education Services

24 a. *Main Campus*

25 PS - P 5,825,000.00

26 MOOE - 3,920,000.00

27 TOTAL P 9,745,000.00

28 MFO 3 – Research Services

29 a. *Main Campus*

30 PS - P 29,934,000.00

31 MOOE - 29,659,000.00

32 TOTAL P 59,593,000.00

1	MFO 4 – Technical Advisory Extension Services	
2	a. <i>Main Campus</i>	
3	PS - P	7,539,000.00
4	MOOE -	<u>7,569,000.00</u>
5	TOTAL	<u>P 15,108,000.00</u>
6	TOTAL SUB-OPERATIONS	P 404,932,000.00
7	B. LOCALLY FUNDED PROGRAMS	
8	I. Reconstruction After Yolanda (RAY)	P 178,000,000.00
9	II. ICT-MITHI	14,550,000.00
10	III. Various Capuital Outlay Projects	<u>104,500,000.00</u>
11	TOTAL LOCALLY FUNDED	<u>P 297,050,000.00</u>
12	TOTAL PROPOSED BUDGET	<u>P 828,311,000.00</u>
13		=====

14 Dr. Edwin a. Balbarino inquired whether the External Campuses are also
15 provided funds for General Administration and Support Services.

16 Ms. Lemos informed the Council that the budget of the External
17 Campuses are under Higher Educational Services and included in this budget are
18 funds for General Administration and Support Services of each of the External
19 Campuses.

20 Dr. Othello B. Capuno moved for the approval of the proposed 2015
21 Budget, as presented and endorsing the same to the VSU Board of Regents for
22 Approval.

23 Dr. Roberta D. Lauzon seconded the motion.

24 The University Administrative Council passed

25 **University Administrative Council**
26 **Visayas State University**
27 **Visca, Baybay, Leyte**

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29 **Resolution No. 12**
30 ***Series of 2014***

31 Approving the proposed 2015 Budget, as presented and strongly endorsing
32 the same to the VSU BOR for Approval.

33 **Univ. ADCO Action: APPROVED**
34 **Date: 02 April 2014**

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1 and it will not involve any change in paygrade since both are of the same salary
2 grade.

3 The University Administrative Council unanimously passed

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

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8 **Resolution No. 14**
9 **Series of 2014**

10 Approving the proposed conversion of the position of School Credits
11 Evaluator to Registrar I, as presented and strongly endorsing the same to the VSU
12 BOR for Approval.

13 **Univ. ADCO Action: APPROVED**
14 **Date: 02 April 2014**

15 c. *Presentation of the Identification of Personnel to Major Final Outputs based on*
16 *Actual Activities and Functions*

17 Dr. Cano also took the opportunity to present the "Identification of
18 Personnel to Major Final Outputs based on Actual Activities and Functions" as
19 required by the Department of Budget and Management (DBM) through Budget
20 Circular No. 549 which requires the "tagging of positions to rightful MFOs based
21 on the actual functions of the faculty and staff" of SUCs. This has to be
22 presented to the UADCO since it primarily affects the External Campuses.

23 Dr. Cano explained that for the Main Campus, there is no problem since
24 all that is needed is the rightful tagging of the employees. It is a bit more difficult
25 doing this for the External Campuses since some of the positions originally from
26 the External Campuses are presently utilized in the Main Campus although the
27 Isabel and Tolosa Campuses each borrowed an extra Instructor I position from
28 the Main Campus. What will now happen is an exchange of positions between
29 the Main and External Campuses covering these "borrowed" positions so that the
30 correct tagging will be made prior to submission to the DBM.

31 Ms. Lemos commented that this tagging will have a big implication on
32 the budget of the Main Campus because once a Main Campus faculty/staff
33 position is transferred to an External Campus, the PS budget for the transferred
34 positions will also be given to the appropriate campus.

1 Dr. Tulin commented that for as long as the exchanges are equitable, there
2 will be no problem. It will therefore be necessary that the University compute
3 first the financial exchanges before the swapping of positions is finalized and
4 submitted to the DBM.

5 Dr. Cano clarified that the External Campuses already hired personnel
6 based on their available positions. However, when the DBM finally approved,
7 the DBM "automatically" assigned it back to the Higher Education of the Main
8 Campus. Thus, the Main Campus has to make the necessary correction so that
9 the position is, in effect, returned to the External Campus.

10 Ms. Lemos indicated that in the past, this can be easily done. However
11 with the onset of on-line submission of the budget, it might not be that easy since
12 the budgets of each campus will be posted on-line. Ms. Lemos stressed that on-
13 line budgeting is very specific such that if the traded personnel is not found in the
14 original budget, there will be problems. Hopefully, the tagging will tally with the
15 budget of each of the External Campuses.

16 Dr. Cano replied that her office ^{implements} controls this tagging and that problems
17 arise only when the budgets of the External Campuses are not enough for their
18 personnel which somehow indicates that some of the positions are still with the
19 Main Campus. There is a need to put the correct positions that have been
20 borrowed by the Main Campus back to the respective External Campuses and
21 *vice versa*.

22 Dr. Tulin inquired whether this tagging was reversible.

23 Dr. Cano replied that based on NBC 549, updating is done monthly.
24 However, tagging is also a requirement for the preparation of the 2015 Budget.

25 Dr. Pastor Garcia inquired whether ~~the~~ Dr. Balbarino will be included in
26 the tagging of positions by the Isabel Campus since he has been designated as
27 Dean for so many years. In the same light, maybe the Isabel Campus can return a
28 position to the Main Campus so that e-FARMI can hire someone as replacement
29 of Dr. Balbarino.

Dr. Cano informed the council that the position of Dr. Balbarino is still under “Extension” in the Main Campus.

VII. OTHER MATTERS

1. Transfer of the Department of Community Development Education from the College of Education to the College of Agriculture

Dr. Tulin informed the Council that the College of Agriculture and Food Science (CAFS) has passed the AACCUP Accreditation for Level IV status. According to Dr. Corpuz, CAFS was not able to obtain rating below the 4.5 minimum score for each of the different criteria. Credit goes to Dr. Victor Asio and Dr. Lualhati Noriel for the very good preparation of needed documents. VSU CAFS is the first to obtain Level IV accreditation in agriculture. The CAFS will again be evaluated in 2018.

Dr. Tulin informed the Council that the faculty of the Department of Community Development Education (DCDE) has decided to transfer from the College of Education (CE) to the College of Agriculture and Food Science (CAFS) after due consultation with both Colleges. This has come about because the focus of the DCDE is more on Agricultural Education as gleaned from the Mission and Vision of the DCDE which is more in line with that of CAFS than with CE.

The University Secretary suggested that the name of the department should also be changed as a consequence of the transfer from CE to CAFS.

Dr. Beatriz Belonias indicated that the faculty of the department should first be consulted on the most appropriate name for their unit.

Dr. Tulin suggested that in the meantime, the Council provisionally approve the transfer of the Department of Community Development Education (DCDE) from the College of Education (CE) to the College of Agriculture and Food Science (CAFS) *subject to* the formal endorsement of the proposed transfer by the Dean of the College of Education to the Dean of the College of Agriculture and Food Science.

The University Administrative Council unanimously passed

University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 15
Series of 2014

Approving the provisional transfer of the Department of Community Development Education (DCDE) from the College of Education (CE) to the College of Agriculture and Food Science (CAFS) *subject to* the formal endorsement of the proposed transfer by the Dean of the College of Education to the Dean of the College of Agriculture and Food Science and strongly endorsing the same to the VSU BOR for Approval.

Univ. ADCO Action: **APPROVED**
Date: 02 April 2014

2. 2014 Edition of the VSU Graduate School Code

Dr. Tulin requested Dr. Beatriz S. Belonias, Dean of the Graduate School to make the presentation.

Dr. Belonias informed the Council that the 2014 Edition of the Graduate School Code was initially presented to the Graduate School Council for approval in 2011 during the time of Dr. Oscar B. Posas. The proposal was again updated and presented to the Graduate Faculty last 30 August 2013 which then endorsed the updated Graduate School Code to the UADCO for deliberation and endorsement. Dr. Belonias indicated that she is aware that the endorsement of the University Academic Council is also needed before this can be calendared for BOR action.

The University Secretary informed the Council that the Board of Regents have approved quite a number of amendments to the Graduate School Code over the past couple of years. These BOR approved amendments are reflected in the revised 2014 Edition of the Graduate School Code.

However, there are other proposed amendments, as follows:

a. Article I (Title and Jurisdiction)

1) Section 1

from: This Code shall be known as the Graduate School Code of the Leyte State University.

to: This Code shall be known as the Graduate School Code of the Visayas State University.

1 2) Section 2

2 *from: The Graduate School Code shall embody the Guidelines relative to*
3 *the administration of all graduate programs in LSU.*

4 to: The Graduate School Code shall embody the Guidelines relative to
5 the administration of all graduate programs in the VSU system.

6 b. Article II (*The Graduate School*)
7 *(Insertion of a new Article with 2 Sections immediately after Article I)*

8 1) Section 1

9 There shall only be One (1) Graduate School in the VSU System
10 which shall spearhead the planning, implementation, coordination,
11 monitoring and review of all Graduate Programs.

12 2) Section 2

13 An External Campus offering a graduate program shall have a
14 graduate program coordinator who shall ensure proper implementation of the
15 policies and guidelines of the Graduate School.

16 c. Article III (*The Graduate Faculty*)

17 1) Section 3.2a

18 *from: Has served as a member of the Graduate Advisory Committee (GAC)*
19 *of at least 3 graduate students.*

20 to: Has served as a member of the Graduate Advisory Committee (GAC)
21 of at least 3 graduate students except those whose programs were
22 offered only in the last 5 years.

23 d. Article VIII (*The Department and its Graduate Advisory Committee*)

24 1) Section 13.2

25 *from: ... Additionally, the doctoral student shall prepare and submit a*
26 *technical paper in publishable form derived from his/her dissertation*
27 *to a peer-reviewed journal (from BOR No. 59, s. 2012).*

28 to: ... Additionally, the doctoral student shall prepare a paper in
29 publishable form, derived from his/her dissertation and duly approved
30 by the GAC prior to submission to the Graduate School.

1 e. Article VIII (*The Department and its Graduate Advisory Committee*)

2 1) Section 16.1 (Comprehensive Examinations)

3 The oral comprehensive examination shall be conducted within the
4 University in the presence of all GAC members. In the event that a GAC
5 member is out of the country or from outside the country and cannot come to
6 VSU, a special arrangement may be adopted for him/her to be able to test the
7 knowledge and competence of the students. (New introductory paragraph)

8 2) Section 16.1c

9 *from: ... To pass the written comprehensive examination, a student should*
10 *get not lower than 75% of the total points. If he/she fails, one re-*
11 *examination is given to him/her upon unanimous approval by the*
12 *Committee members. This will be held not earlier than one month*
13 *after the first examination.*

14 *to: ... To pass the written comprehensive examination, a student should*
15 *get not lower than 75% of the total points.*

16 To pass the oral examination, the masters and doctoral
17 student must receive a unanimous vote from the members of the
18 GAC.

19 If he/she fails, one re-examination is given to him/her upon
20 unanimous approval by the Committee members. This will be held
21 not earlier than one month after the first examination.

22 Dr. Edwin Balbarino inquired whether a student who was unable to
23 get the 75% requirement will be required to retake another comprehensive
24 examination. In UPLB and in most other schools, the student is required to
25 retake the exam only in the failed subject, and not the whole exam.

26 Dr. Belonias explained that in VSU, the written comprehensive
27 examination is an integrated exam and not by subject.

28 Dr. Balbarino pointed out that an integrated exam is very difficult to
29 grade and when a student fails, it is also very difficult to pinpoint where

1 exactly he missed out. This is quite unfair to the student and this should be
2 studied very well before bringing this to the Board for approval.

3 3) Section 1 of Article 10 – (*Miscellaneous Provisions*)

4 *from: Graduate curricular programs and revisions must be initiated by the*
5 *department/institute where the degree program or courses are based.*
6 *The proposal must be submitted to and approved in the following*
7 *order: Graduate School Curriculum Committee, Graduate School*
8 *Council, Graduate Faculty, University Curriculum Committee,*
9 *University Academic Council and the Board of Regents.*

10 *to: Graduate curricular programs and revisions must be initiated by the*
11 *department/institute where the degree program or courses are based.*
12 *The proposal must be submitted to and approved in the following*
13 *order: Graduate School Curriculum Committee, Graduate Faculty,*
14 *University Curriculum Committee, University Academic Council and*
15 *the Board of Regents.*

16 Dr. Belonias informed the Council that one layer of signatories, the
17 Graduate School Council (GSC) was removed since the main responsibility
18 of the said GSC was “to discuss administrative matters regarding operations
19 of the Graduate School and not on curricular affairs”. This will undoubtedly
20 simplify and shorten the whole process.

21 Dr. Tulin informed the Council that while several Articles and Sections
22 of the Graduate School Code have been revised and approved by the Board of
23 Regents, what is now being presented here is a complete revamp of the said Code
24 from the previously approved Code in 2003. (*BOR Resolution No. 52, s. 2003*
25 *dated 18 June 2003*)

26 Dr. Marichu M. Padayao, Dean of the VSU Alangalang, inquired whether
27 it is possible for the Main Campus to offer any of its graduate programs in an
28 External Campus to counter the entry of schools from outside the region also
29 offering graduate programs.

1 The University Secretary replied that this is possible but it is all a
2 question of economics meaning that there has to be a sufficient number of
3 enrollees to defray the cost of travel, honorarium of teachers, and other overhead
4 expenses.

5 Dr. Padayao indicated that the University will have to look at this
6 possibility in the near future especially because the DepEd is encouraging their
7 teachers to take up and complete graduate degrees.

8 Dr. Belonias pointed out that if the External Campuses have faculty who
9 are in a position to teach graduate courses, then the said External Campus may
10 opt to adopt the appropriate graduate program in the Campus.

11 Atty Rysan Guinocor requested for an explanation of the implaction of
12 having only One Graduate School for the whole University in the light of the
13 possible offering of graduate programs in the External campuses.

14 The University Secretary explained that the essence of the statement on
15 having One Graduate School for VSU based in the Main Campus, was that
16 *“there is only one unit, the Graduate School, which is responsible for screening*
17 *all the faculty who want to teach graduate courses, that they are in possession of*
18 *the correct credentials and experience, before they are certified as Graduate*
19 *Faculty”*. Whenever an External Campus “adopts” a Graduate Program, it means
20 that *“the said campus has been adjudged to have enough qualified Graduate*
21 *Faculty who can teach the approved graduate courses and the necessary*
22 *facilities for a BOR-approved graduate degree program in their own campus”*.
23 Definitely, it does not imply “the creation of another graduate school” in the
24 external campus or the offering of a different set of graduate courses for a
25 particular graduate degree program.

26 Dr. Padayao pointed out that she was just trying to make an interpretation
27 of the statement *“There is only One Graduate School”*. Thus, all graduate
28 programs belong to the Graduate School and therefore, there is no need for the

1 External Campuses to make proposals. The offering of the graduate programs,
2 however, should be done in coordination with the External Campuses.

3 Dr. Belonias clarified that based on the practice in the Main Campus, it is
4 the responsibility of the College(s) to make a proposal for the offering of a
5 particular graduate degree program and it is the responsibility of the Graduate
6 School to determine whether said proponent - College/ Department - has the
7 personnel and the facilities to successfully offer the program.

8 The University Secretary commented that the Graduate School is a
9 coordinator of the various degree programs while the departments are the actual
10 implementors of such programs. Further, the University Secretary pointed out
11 that there are two types of proposals: (1) proposal for the offering of a new
12 graduate degree program – which will require the preparation of a full-blown
13 proposal by a department/college; and (2) proposal to adopt an existing graduate
14 degree program in a location other than in the Main Campus – which is governed
15 by another set of guidelines also approved by the Board of Regents.

16 Dr. Lauzon commented that while it is true that the External Campus lack
17 the faculty to be able to teach graduate programs, the Main Campus should help
18 the faculty of the Extenal Campuses obtain MS/PhD degrees in their respective
19 fields by providing study grants like fellowships and/or scholarships if possible.

20 Dr. Tulin announced that after the faculty development planning, the
21 University will come up with the summary of faculty slated for graduate studies
22 beginning in June 2014. Dr. Tulin likewise encouraged department heads to
23 require their faculty to get admission to enable them to pursue advanced studies
24 and for those with MS degrees to apply for admission for PhD studies. The
25 University will provide fellowships for those who will be unable to obtain
26 outside scholarships. There is a need to speed up PhD studies on account of the
27 depletion of faculty with PhD degrees due to retirement.

28 Dr. Dolores L. Alcober commented that there is a possible inconsistency
29 in the proposed Organizational Structure of the Graduate School, Dr. Alcober

1 pointed out that on Page 40 of the proposal, the Graduate School Council is
2 attached to the Graduate School Curriculum Committee. However, based on the
3 new amendment just approved by the Council, the Graduate School Council was
4 removed.

5 Dr. Belonias replied that this is an oversight and should be corrected. The
6 Graduate School Council is not involved in the screening of curricular
7 proposals.

8 Dr. Tulin inquired why is there an “arrow-head” linking the Dean and the
9 Graduate School Secretary? The arrow-heads should be removed and that the
10 Secretary should be placed below the Dean.

11 The University Secretary commented that the Graduate School Council
12 should be placed immediately below the Dean of the Graduate School because it
13 is the policy-making body of the Graduate school..

14 Dr. Tulin suggested that the presentation of the organizational structure
15 be improved including the shapes of the squares and rectangles.

16 Dr. Balbarino also suggested that the Table of Contents be further
17 improved.

18 The University Administrative Council unanimously passed

19 **University Administrative Council**
20 **Visayas State University**
21 **Visca, Baybay, Leyte**

22 **Resolution No. 16**
23 **Series of 2014**
24

25 Approving the 2014 edition of the VSU Graduate School Code and
26 strongly endorsing the same to the VSU BOR for Approval.

27 **Univ. ADCO Action: APPROVED**
28 **Date: 02 April 2014**

29 3. Budget Proposal for the Utilization of Savings from VSU Alangalang Campus from
30 Prior Years' Savings

31 Dr. Tulin requested Dr. Marichu M. Padayao, Dean of the Graduate School
32 to make the presentation.

1 Dr. Padayao informed the Council that the Alangalang Campus has a total
2 savings from prior years amounting to P4.63 million which the campus would like to
3 utilize for campus development projects.

4 Dr. Tulin inquired whether there was any objection to the said utilization of
5 savings.

6 Hearing none, Dr. Tulin requested for a motion to approve.

7 The University Administrative Council unanimously passed

8 **University Administrative Council**
9 **Visayas State University**
10 **Visca, Baybay, Leyte**

11 **Resolution No. 17**
12 **Series of 2014**
13

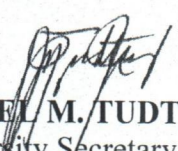
14 Approving the Budget Proposal for the Utilization of Savings from VSU
15 Alangalang Campus from Prior Years' Savings and strongly endorsing the same
16 to the VSU BOR for Approval.

17 **Univ. ADCO Action: APPROVED**
18 **Date: 02 April 2014**

19 **VIII. ADJOURNMENT**

20 After all items were discussed, Dr. Edgardo E. Tulin, acting Chairman of the
21 University Administrative Council, thanked everybody for attending the 107th UADCO
22 meeting and adjourned the meeting at 5:00 P.M.

23 Certified True and Correct from the Transcriptions:

24 
25 **DANIEL M. TUDTUD, JR.**
University Secretary

26 Attested:

27 **JOSE L. BACUSMO, PhD**
28 University President
29 Chairperson, University Administrative Council