

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte



APPROVED
MINUTES OF THE 43rd (SPECIAL) MEETING OF THE VISCA BOARD
OF TRUSTEES HELD ON NOVEMBER 4, 1981, AT THE
PASUC CONFERENCE ROOM, MEC, METRO MANILA

RECORDS DIVISION

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DECISIONS/AGREEMENTS MADE BY THE BOARD OF TRUSTEES

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APPROVED
MINUTES OF THE 43rd (SPECIAL) MEETING OF THE VISCA BOARD
OF TRUSTEES HELD ON NOVEMBER 4, 1981, AT THE
PASUC CONFERENCE ROOM, MEC, METRO MANILA

Present:

Dr. Vedasto G. Suarez
Assistant Secretary
Ministry of Education and Culture
(Represented Hon. Abraham I. Felipe, Chairman)

Presiding

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

Vice Chairman

Mr. Nestor R. Mijares
Supervising Economic Specialist
RDS, NEDA
(Represented Hon. Jose M. Lawas, Trustee)

NEDA Representative

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

Secretary

I. Preliminaries:

A. Approval of the Agenda:

The proposed agenda were approved as presented.

B. Brief Report of the College President:

1. Rescission of Building Contract

Pres. Bernardo reported that the Eureka Construction signed the rescission of its contract with EDPITAF thus enabling VISCA to continue the construction of the three buildings abandoned by this contractor. The rescission has to be signed yet by the MEC Minister before VISCA finally takes over the responsibility of completing the building which include the (1) Home Science Building, (2) Animal Science Building and Auxiliary Unit, and (3) College Union Building.

Dr. Suarez inquired if the construction will be by administration.

Pres. Bernardo said that the continuation of the Animal Science

Building shall be by administration while the Home Science Building shall be a negotiated contract, at least for labor. Asked if the balance of the money will be sufficient to finish the building, Pres. Bernardo disclosed that the administration shall work for the necessary funds to finish the building as the remaining balance of P600,000.00 is barely enough for the roofing and sidewalls. At this juncture, the College President asked the Board to allow the College to negotiate for the completion of the buildings.

The Board granted the request by passing:

RESOLUTION NO. 57, s. 1981

Approving the request of the College to negotiate for the completion of the construction of the Home Science building, subject to rules on negotiated contract.

Approved

2. Arrival of Massey University Team

Pres. Bernardo informed the Board that a team of five members from the Massey University in New Zealand arrived at ViSCA last October 31 to assist the College in identifying possible programs of mutual interests for possible support from the government of New Zealand.

Asked about the expenses of their visit, Pres. Bernardo told Dr. Suarez that the New Zealand government shouldered their transportation and other expenses while ViSCA provided their board and lodging that cost about P12,000.00.

The College President also mentioned the possibility of sending a counterpart team from ViSCA to New Zealand, to be funded under the Fourth Educational Loan.

3. AAACU Seminar-Workshop

Pres. Bernardo bared plans for him to attend the Seminar-Workshop of the Association of ~~Asian~~ Agricultural Colleges and Universities (AAACU). as the 2nd Vice President of the said association. He plans

to leave on November 7 for Bangkok, the place of the meeting. He 1
 mentioned that there are some fifteen ASEAN countries that are members 2
 of the AAACU. In the Philippines, there are six colleges and univer- 3
 sities which are members of the said association. 4

II. Ratification of the Minutes of the Previous Meeting: 5

The minutes of the meeting held on September 5, 1981 were rati- 6
 fied after the following corrections have been made: 7

Page 3, line 27—"to" was placed between "college" and "develop". 8

Page 8, lines 4 & 5—"member" was placed after "faculty". 9

III. Matters Arising from the Approved Minutes: 10

In the process of going over the minutes, Pres. Bernardo took 11
 time to explain some key points. For instance, regarding Resolution 12
 No. 49, he explained that Min. Corpuz' assessment of ViSCA coincided 13
 with his (Pres. Bernardo's) own thinking that the institution is 14
 not ready to be converted into and operated as an agricultural 15
 university in the near future. "However, it was necessary to 16
 propose the conversion of ViSCA into a university for reasons 17
 stated in the proposal," Pres. Bernardo explained. 18

IV. For Approval/Confirmation/Ratification: 19

A. Academic Matters: 20

Seven curricular proposals, three on the graduate level 21
 and four on the undergraduate level, were presented for Board 22
 action. Aware of the fact that said curricular matters have 23
 been the product of careful study by the different committees 24
 concerned and finally approved by the Academic Council (AC), 25
 the Board passed the following resolutions: 26

RESOLUTION NO. 58, s. 1981

Approving in toto the proposal to offer graduate courses in plant breeding and agricultural botany, effective the second semester, school year 1981-1982, subject to availability of instruction facilities (Appendix A).

Approved

RESOLUTION NO. 59, s. 1981

Approving in toto the proposal to offer masteral program in agronomy, institute graduate courses, and make some curricular revision, effective the second semester, school year 1981-1982, subject to college rules on graduate studies (Appendix B).

Approved

RESOLUTION NO. 60, s. 1981

Approving the proposed Bachelor of Science in Experimental Statistics, a four-year degree program, and allowing the college to offer the prescribed subjects in the different year levels as the need arises, subject to college rules on academic load, (Appendix C).

Approved

RESOLUTION NO. 61, s. 1981

Approving in toto the proposed revisions on the Bachelor of Animal Science Curriculum (Appendix D).

Approved

RESOLUTION NO. 62, s. 1981

Approving the proposal to phase out the livestock enterprise management, one of the major fields of specialization under the Bachelor of Science in Agribusiness (BSAB) Curriculum (Appendix E).

Approved

RESOLUTION NO. 63, s. 1981

Approving the proposal to change a course name at the Department of Plant Breeding and Agricultural Botany, particularly the course Botany 21, Principles of Genetics, to Biology 21, Principles of Genetics (Appendix F).

Approved

RESOLUTION NO. 64, s. 1981

Approving in toto the proposal for a joint offering
of graduate courses in Weed Science between the Departments
of Plant Breeding and Agricultural Botany and the Department
of Plant Protection (Appendix G).

Approved

B. Administrative Matters:

1. Proposed Reorganization of ViSCA

Pres. Bernardo summarized the proposed reorganization of ViSCA
by mentioning three major changes, to wit:

1. The transfer of the personnel officer from the office of the
President to the office of the Vice President for Administration.

Pres. Bernardo told the Board that this change gives the Vice Pres-
ident better administrative supervision of personnel matters.

"In the absence of the President, the Vice President is always in
charge of the college," Pres. Bernardo informed the Board.

Other changes in the administrative set-up is the assignment
of the Budget Officer as head of the budgeting and planning office,
to be placed directly under the office of the President and the split
of the office of Business and Administrative Affairs into two (2),
namely; (1) the Office of Business Affairs (OBA), and (2) the Office
of Administrative Affairs (OAA). The Director of OBAA is still the
Director of OBA while the Administrative Officer shall head the OAA.
In effect, the Administrative Officer now has line functions instead
of more staff functions. Pres. Bernardo also corrected the name
of the Office of the Personnel by adding management, to read:
Office of Personnel Management (OPM).

At this juncture, Dr. Suarez suggested the addition to the
Organizational Chart of some offices/agencies such as; the (1) COA

that should have a coordinating relationship with the College President; (2) the placement of the office of the Board Secretary and the ViSCA Foundation Elementary School (VFES).

Other corrections on the organizational chart include the Editor of ATR under the Director of Research and Chief Librarian under the Director of Instruction.

The corresponding functions of the various heads of the different departments/offices were part of the proposal.

On motion duly seconded, the Board passed:

RESOLUTION NO. 65, s. 1981

Approving the revised ViSCA Organizational Chart and the corresponding delegation of authority, duties and responsibilities, as corrected, and allowing the College to implement the same, effective immediately upon approval of the Board (Appendix H).

Approved

2. Proposed Revisions on the Guidelines for Determining Faculty Workload

The proposed revisions on the guidelines for determining faculty workload affected eight out of the ten general guidelines (Appendix I).

On motion duly seconded, the Board passed:

RESOLUTION NO. 66, s. 1981

Approving in toto the revised guidelines for determining faculty workload and allowing the College to use the same, effective the first semester, SY 1981-1982 (Appendix I).

Approved

3. Proposed Amendment to the "Other Requirements" for Candidates for Graduation with Honors (BS student)

The proposed amendment to the "Other Requirements" for candidates
for graduation for BS students were adopted under the following
resolution:

RESOLUTION NO. 67, s. 1981

Approving the amendments to the "Other Requirements" for graduation with honors, as corrected, and this amended policy shall apply to the candidates for graduation in the school year 1981-1982 (Appendix J).

Approved

4. Proposed Revised Comprehensive Fee for Requested Subjects

The proposed revised comprehensive fee was based on an agreement between the Administration and the students and passed by the Academic Council (Appendix K).

On motion duly seconded, the Board passed:

RESOLUTION NO. 68, s. 1981

Approving in toto the revised comprehensive fee for requested subjects, superseding all existing college rules and regulations regarding the charges on requested subjects, including Board Resolutions No. 30, s. 1976 and No. 39, s. 1981, effective the first semester, SY 1981-1982 (Appendix K).

Approved

5. A Proposal to Change One of the Procedural Guidelines in the Implementation of the Advanced Credits for Exceptional Students (ACES) Program.

The existing procedural guidelines in implementing the Advanced Credits for Exceptional Students (ACES) program consists of eight items. The proposal is to amend the first guideline only (Appendix L).

On motion duly seconded, the Board passed:

RESOLUTION NO. 69, s. 1981

Approving the proposal to revise the first of the eight (8) existing guidelines in implementing the Advanced Credits for Exceptional Students (ACES) program, effective the school year 1982-1983 (Appendix L).

Approved

6. Appointment of Personnel

Passed and recommended by the Academic and Administrative Personnel Boards, the appointments of college personnel for confirmation consisted of new appointments and a recommendation for permanent status (Appendix M).

Except for the case of the visiting ~~associate~~ professor whose salary has yet to be verified, all other recommendations were confirmed under the following resolution:

RESOLUTION NO. 70, s. 1981

Confirming the appointments of the following personnel:

1. Ms. Dolores T. Amarillo as temporary Asst. Instructor at P11,904.00 p.a., effective October 1, 1981;
2. Ms. Remedios L. Capacio as temporary Public Health Nurse at P9,298.00 p.a., effective October 13, 1981;
3. Dr. Samuel S. Go as Vice President for Administration at P45,840.00 p.a., effective November 1, 1981;
4. Dr. Christopher Kenneth Starr as visiting Associate Professor at P25,116.00 p.a., effective October 26, 1981;
5. Ms. Rebecca B. Napiere as permanent Supervising Librarian, effective November 1, 1981;
6. Ms. Consuelo B. Jaime as permanent Senior Librarian, effective November 1, 1981;
7. Ms. Pacita R. Escalante as permanent Librarian, effective November 1, 1981; and
8. Mr. Simeon P. Sedrome as Clerk I, effective October 1, 1981.

The above appointments were passed by the promotion and screening board of the College, particularly the Academic and Non-Academic Personnel Boards.

Approved

V. Other Matters:

1. Presentation of the Bio-data of Arch. Emmanuel S. Bernaldez in connection with his contract with the College

The bio-data of Arch. Emmanuel S. Bernaldez, one of the essential supporting papers for his contract with the College, were presented for notation by the Board.

The contract between VISCA and Arch. Bernaldez was confirmed under the following resolution:

RESOLUTION NO. 70-A, s. 1981

Noting the bio-data of Arch. Emmanuel S. Bernaldez and confirming the contract between him and the College, effective immediately, subject to pertinent rules on negotiated contracts.

Approved

2. Proposed Revision on the Provision for Academic Load

The maximum academic load of college students, as recommended by the Academic Council (AC), was raised from 21 to 24 units per semester (Appendix O).

On motion duly seconded, the Board passed:

RESOLUTION NO. 71, 1. 1981

Approving the proposal to increase the maximum academic load of college students as recommended by the Academic Council (AC), from 21 to 24 units, effective the second semester school year 1981-1982.

Approved

3. Proposed Amendment to Chapter 10, Article 1; Section 109 1
of the ViSCA Code 2

The proposed amendment to Chapter 10, Article 1: Section 109 3
of the ViSCA Code sought the giving of academic ranks to the Chief 4
Librarian and other qualified members of the professional library 5
staff (Appendix P). 6

On motion duly seconded, the Board passed: 7


RESOLUTION NO. 72, s. 1981 8

Approving the recommendation that the 9
Chief Librarian and other members of the pro- 10
fessional library staff be given appropriate 11
academic ranks, subject to pertinent College 12
rules, effective the Fiscal Year 1982. 13

Approved 14

There being no other matter to be discussed, the 15
presiding officer adjourned the meeting at 2:20 p.m. 16

Certified True and Correct:


ANDRES F. DUATIN
Secretary

Attested:

(SGD.) DR. VEDASTO G. SUAREZ
Presiding Officer

APPROVED AS IS -- December 16, 1981

PROPOSAL TO OFFER GRADUATE COURSES AT THE DEPARTMENT
OF PLANT BREEDING AND AGRICULTURAL BOTANY

Rationale:

ViSCA is presently offering graduate programs in the Master of Science (MS) major in Agricultural Education, Agricultural Extension, Plant Protection, Entomology and Plant Pathology and Master of Agricultural Development Education (MADE) major in Agricultural Education and Agricultural Extension.

According to the Chairman of the Department of Plant Protection, M.S. students specializing in plant resistance need advanced subjects in plant physiology and in plant breeding as cognate courses. It may be mentioned also that the Department of Agronomy and Soil Science is preparing proposal to offer Agronomy as another field of specialization under the existing masteral degree program whose students will also need advanced plant physiology and plant breeding as cognate courses.

The Department of Plant Protection has requested the Department of Plant Breeding and Ag. Botany to offer the graduate courses listed below.

Graduate Courses:

1. Ag. Botany 213: ADVANCED PLANT PHYSIOLOGY -- Recent advances in mineral nutrition, water relations, and macro- and micro environmental physiology.

Prerequisite: Botany 113 -- Prin. of
Plant Physiology
3 hours a week (3 lec; 0 lab.)
Credit: 3 units

2. Pl. Breeding 212: ADVANCED PLANT BREEDING -- Recent advances in plant breeding.

Prerequisite: Pl. Breeding 111 -- Prin. of
Plant Breeding
3 hours a week (3 lec; 0 lab.)
Credit: 3 units

3. Pl. Breeding 213: PLANT BREEDING AND BIOMETRICAL GENETICS -- Experimental and statistical concepts and procedures for quantitatively inherited traits as used in plant breeding.

Prerequisite: Pl. Breeding 111 -- Prin. of
Plant Breeding
Stat. 110 -- Experimental Design
& Field Plot Techniques
5 hours a week (2 lec; 3 lab.)
Credit: 3 units

Action: Approved: AC
Date: Oct. 16, 1981

Visayas State College of Agriculture
Baybay, Leyte

DEPARTMENT OF AGRONOMY AND SOIL SCIENCE

PROPOSAL TO OFFER A MASTERAL PROGRAM IN AGRONOMY,
INSTITUTE GRADUATE COURSES, AND MAKE
SOME CURRICULAR REVISIONS

I. A MASTERAL PROGRAM IN AGRONOMY

Rationale:

As one of the three regional agricultural colleges in the country, the Visayas State College of Agriculture (ViSCA) has been entrusted the responsibility to provide leadership in instruction, research, and extension in agriculture in the Visayas region. As such, the Department of Agronomy and Soil Science, together with the other technical departments, has been producing bachelor of science degree graduates who have filled the manpower needs of the different ministries, research institutions, and private agencies in the region. There is a need however, to provide the region also with graduates who have had advanced studies to take care of highly technical and complicated work that BS graduates are not adequately trained for. Thus, it is proposed that Agronomy, as a field of specialization of the existing masteral degree program, be offered in ViSCA beginning the 2nd semester of school year 1981-1982 for a number of reasons:

First, there is a pressing need for BSA graduates already employed in various agencies to have an in-depth training and broader knowledge in the current advances in agriculture to prepare them as planners and effective leaders in agriculture, and for their own professional growth. Thus, many government and private agencies have repeatedly requested the offering of a masteral degree program in Agronomy. A number of interested graduate students in Luzon are also inquiring about the offering of the said program in ViSCA.

Second, the Graduate School of UP at Los Banos can no longer accommodate all the qualified students seeking admission for a masteral degree in Agronomy and there are no schools in the Visayas and Mindanao offering masteral degree program in Agronomy.

Third, the Department has qualified staff (Appendices A, B, C, and D) to teach and advise graduate students as well as adequate instructional and research facilities made available through the Philippine Government and the World Bank support for the implementation of a graduate program. Staff of other departments or research centers will also be tapped to assist in advising and teaching graduate students.

Fourth, in terms of expenses, the geographical location of ViSCA is advantageous to graduate students from the Visayas and Mindanao regions who will study on campus. Living costs and personal expenses of students will be less compared to the corresponding expenses that they will incur if they study at UPLB. Furthermore, due to greater proximity of ViSCA to their hometowns or places of work in the two regions, transportation expenses will also be less.

Fifth, the thesis problems to be formulated and conducted in ViSCA may be more relevant to the development needs of the region inasmuch as the students and faculty are aware of the situations/conditions in the region. In a number of cases, financial limitations resulting from high graduate student enrolment and limited areas for the conduct of experiments in UPLB have prompted professors to allow their students to do their researches in their own institution or place of work. This, however, create difficulties in supervision and advisement. If the students were to study in ViSCA, it would not be as difficult for the professors here.

II. LIST OF COURSES FOR THE MS MAJOR IN AGRONOMY

A. Major Courses -

1. Graduate - (Being Proposed for Institution)

<u>Course No.</u>	<u>Title</u>	<u>Description</u>
Agron. 212	Field Crop Production and Management	Recent advances and trends in production and management of field crops.
	Prerequisite: Agron. 21 - Fund. of Crop Prod. or its equivalent course	
	5 hours a week (2 lec., 3 lab)	
	Credit: 3 units	
Agron. 213	Physiological Aspects of Crop Production	Physiological processes associated with crop production; population and distribution effects; energy transport and storage; regrowth.
	Prerequisite: Ag. Bot. 113 - Prin. of Plant Physio.	
	5 hours a week (2 lec., 3 lab)	
	Credit: 3 units	
Agron. 214	Manuring of Field Crops	Kinds and sources of fertilizers and methods of application in relation to growth habit and other plant characteristics.
	Prerequisite: Soil Sci. 22 - Soil Fertility and Fertilizers	
	5 hours a week (2 lec., 3 lab)	
	Credit: 3 units	
Agron. 215	Applied Field Crop Physiology	Management and evaluation of environmental and soil factors that influence crop growth and development.

- Prerequisite: Agron. 21 - Fund. of Crop Prod.
5 hours a week (2 lec., 3 lab)
Credit: 3 units
- Agron. 123 Seed Technology Producing, processing and storing seeds for planting.
- Prerequisite: Bot. 21 - Prin. of Genetics
5 hours a week (2 lec., 3 lab)
Credit: 3 units
- Agron. 124 Sugarcane Culture and production of sugarcane.
- Prerequisite: Agron. 21 - Fund. of Crop Prod.
5 hours a week (2 lec., 3 lab)
Credit: 3 units
- Agron. 141 Cropping System Principles of multiple and monoculture croppings and their application.
- Prerequisite: Bot. 113 - Prin. of Pl. Physio.
5 hours a week (2 lec., 3 lab)
Credit: 3 units
- Agron. 142 Legumes Production, physiology, nutrition, varietal improvement, storage and utilization.
- Prerequisite: Agron. 21 - Fund. of Crop Prod.
5 hours a week (2 lec., 3 lab)
Credit: 3 units
- Agron. 143 Pasture and Forage Crops Fundamentals of pasture and forage crops production.
- Prerequisite: Agron. 21 - Fund. of Crop Prod.
5 hours a week (2 lec., 3 lab)
Credit: 3 units
- Agron. 144 Cereal Production Culture and commercial production of cereals with emphasis on rice, corn and sorghum including multiple cropping.
- Prerequisite: Agron. 21 - Fund. of Crop Prod.
5 hours a week (2 lec., 3 lab)
Credit: 3 units
- Stat. 110 Field Plot Techniques and Experimental Designs Designing and laying out of experimental units, analysis and inferences of data involving covariance, multiple regressions.

Prerequisite: Stat. 11 - Elem. Statistics
 5 hours a week (2 lec., 3 lab)
 Credit: 3 units

D. Minor Courses for Institution*

Graduate:

<u>Course No.</u>	<u>Title</u>	<u>Description</u>
Soil Sci. 213	Advanced Soil Microbiology	Microbial processes involving organic matter, nitrogen, manganese, sulfur, and iron transformations; nature of the soil organic fraction.
	Prerequisite: Soil Sci. 113 - Soil Microbiology 5 hours a week (2 lec., 3 lab) Credit: 3 units	
Soil Sci. 215	Advanced Soil Chemistry	Important chemical processes; physico-chemical properties of soils.
	Prerequisite: Soil Sci. 115 - Soil Chemistry 5 hours a week (2 lec., 3 lab) Credit: 3 units	
Hort. 211	Seed Physiology	Physiological processes associated with seed development and production, dormancy, germination, and deterioration with emphasis on vegetable and fruit seeds.
	Prerequisite: Ag. Bot. 113 - Prin. of Pl. Physio. and Hort. 141/Hort. 143 5 hours a week (2 lec., 3 lab) Credit: 3 units	
Hort. 212	Applied Plantation Crop Physiology	Physiological processes involved in the culture and management of plantation crops with emphasis on coconut, abaca, cacao, and coffee.
	Prerequisite: Hort. 112 - Plant. Crop Prod. & Mgt. I 5 hours a week (2 lec., 3 lab) Credit: 3 units	

* Other subjects maybe taken from other departments as minor courses.

Hort. 213

Applied Fruit Crop
PhysiologyEffects of environmental factors
and growth regulators on the
propagation, growth, development,
reproduction, and quality of
tropical fruits.Prerequisite: Hort. 143 - Pomology & Orchard Mgt.
5 hours a week (2 lec., 3 lab)
Credit: 3 units

III. CURRICULAR REVISIONS

A. Change of Course Number

From: Soil Sci. 142 - Advanced Soil Fertility - Properties of soils affect-
ing nutrient availability; fate of fertilizers;
reclaiming acidic and salt-affected soils; yield
potentials.Prerequisite: Soil Sci. 22 - Soil Fertility and
Fertilizers
5 hours a week (2 lec., 3 lab)
Credit: 3 units

To: Soil Sci. 211 - Same title, description, no. of hours and credits.

Rationale: Soil Sci. 142 is an advance course suited for graduate
students. Therefore, the numbering should be changed to con-
form with the course numbering scheme of the college.

B. Revision of Course Description

1. From: Agron. 141 - Cropping Systems - Principles of crop rotation,
intercropping and their application.Prerequisite: Ag. Bot. 113 - Prin. of Pl. Physio.
5 hours a week (2 lec., 3 lab)
Credit: 3 unitsTo read: Agron. 141 - Cropping Systems - Principles of multiple and
monoculture croppings and their application.

Same prerequisite, no. of hours and credits

Rationale: Cropping system includes not only crop rotation and inter-
cropping but also other aspects of multiple cropping such
as relay, sequential, mixed croppings, etc.

2. From: Agron. 143 -- Forage and Pasture Crops -- Production of forage crops, management and utilization of range lands.

Prerequisite: Agron. 21 -- Fund. of Crop Prod.
5 hours a week (2 lec., 3 lab)
Credit: 3 units

To read: Agron. 143 -- Forage and Pasture Crops -- Fundamentals of forage and pasture crop production.

Same prerequisite, no. of hours and credits

Rationale: This is a basic course and should deal more on the fundamentals of production of the crops. Improvement, management, and utilization of forage and pasture crops will be dealt within the advance course.

C. Replacement of an Agronomy Major Core Courses (undergraduate)

From: Soil Sci. 211 -- Advanced Soil Fertility -- Properties of soils (Formerly affecting nutrient availability; fate of fertilizers; reclaiming acidic and salt-affected soils; yield potentials.
Soil Sci. 142)

Prerequisite: Soil Sci. 22 -- Soil Fertility and Fertilizers
5 hours a week (2 lec., 3 lab)
Credit: 3 units

To: Agron. 141 -- Cropping Systems -- Principles of multiple and monoculture croppings and their application.

Prerequisite: Ag. Bot. 113 -- Prin. of Pl. Physio.
5 hours a week (2 lec., 3 lab)
Credit: 3 units

Rationale: Agron. 141 (Cropping Systems) is being proposed to replace Soil Sci. 211 because the current trend now is in diversified crop production. Moreover, agronomy major students have already sufficient background in soils, with 9 units in soil science.

D. Addition of Prerequisite:

From: Soil Sci. 113 -- Soil Microbiology -- Microbial populations in soils; influence of microbes on native soil fertility and degradation of pollutants; interactions among soil microbes in the ecosystem.

Prerequisite: Microbiology 21 - Gen. Microbiology
5 hours a week (2 lec., 3 lab)
Credit: 3 units

To: Soil Sci. 113 - Same title, description, no. of hours and credits

Prerequisite: Soil Sci. 22 - Soil Fertility and
Fertilizers and
Micro. 21 - Gen. Microbiology

Rationale: Soil Sci. 22 is needed as a prerequisite to Soil Sci. 113 to have a good background in soil science. Soil Sci. 113 is a prerequisite to Soil Sci. 213 - Adv. Soil Micro.

APPENDIX A

Graduate Faculty

- Abit, Sergio E., M.S., Instructor, Agronomist (Crop Production and Management - root crops; cereals)
- Agbisit, Richard T., M.S., Instructor, Horticulturist (Plantation Crops - cacao, coffee; vegetables)
- Alcober, Enrique R., M.S., Instructor, Horticulturist (Plantation Crops - abaca, cacao; coconut)
- Almendras, Angela S., M.S., Instructor, Soil Scientist (Soil Microbiology; Soil Fertility)
- Dascalada, Rodolfo G., Ph.D., Associate Professor, Agronomist (Crop Physiology/ Soil Fertility)
- Dvangelio, Luvimin A., M.S., Instructor, Agronomist (Crop Physiology - cropping systems; sugar cane)
- Gloria, Nestor M., M.S., Instructor, Horticulturist (Plantation Crops - abaca; pineapple)
- Javier, Reynaldo R., M.S., /Assistant Professor, Agronomist (Crop Production and Management - forage and pasture; cereals)
- Pascual, Pedro P., M.S., Instructor, Agronomist (Crop Production and Management - cereals)
- Santiago, Rebecca H., M.S., Instructor, Horticulturist (Plant Nutrition)
- Villamayor, Faustino P., /Assistant Professor, Soil Scientist (Soil Taxonomy and Classification)

Affiliate Faculty Members

- Talatala, Rolinda L., M.S., /Assistant Professor, Botanist (Weed Physiology)
- Saladaga, Florencio A., Ph.D., /Assistant Professor, Agronomist (Crop Physiology - root crops)
- Calinato, Marita I., M.S., Instructor, Botanist (Ecology)
- Ly, Tung, Ph.D., Associate Professor, Agronomist (Crop Physiology; Soil Fertility, Biochemistry - coconut, vegetables)
- Villanueva, Marianito R., Ph.D., ** Associate Professor, Agronomist (Crop Physiology - root crops, cereals)
- Carcallas, Casimiro *, M.S., Instructor, Agronomist (Crop Physiology - coconut)
- Data, Emma, Ph.D., Associate Professor, Horticulturist (Post-harvest technology; plant physiology)
- Gloria, Lydia, Ph.D., Associate Professor (Biochemistry)
- Villamayor, Federico G., M.S., /Assistant Professor, Agronomist (Crop Physiology - root crops)

* On study leave for Ph.D.

** On leave.

APPENDIX B

LIST OF GRADUATE COURSE AND AVAILABLE PROFESSORS/INSTRUCTORS

<u>Title</u>	<u>Description</u>		<u>Available to teach starting</u>
Agron. 212	Field Crop Production and Management	S. E. Jbit C. Carcallas F. G. Villamayor, Jr.	2nd sem., 1981 1982 1982
Agron. 213	Physiological Aspects of Crop Production	P. P. Pascual R. G. Escalada F. A. Saladaga F. G. Villamayor, Jr.	2nd sem., 1981 1982 1982 1982
Agron. 214	Manuring of Field Crops	R. M. Santiago Ly, Tung	1983 1982
Agron. 215	Applied Field Crop Physiology	F. G. Villamayor, Jr. Ly, Tung	2nd sem., 1981 1982
Agron. 241	Advanced Cropping Systems	R. G. Escalada L. A. Evangelio	1982 1982
Agron. 243	Advanced Forage and Pasture Management and Utilization	R. R. Javier M. Tangonan V. Subere	1986 1983 1982
Soil Sci. 211	Advanced Soil Fertility	A. S. Almendras E. Paningbatan*	1982 1982
Soil Sci. 213	Advanced Soil Microbiology	A. S. Almendras A. Alcantara*	1982 1982
Soil Sci. 215	Advanced Soil Chemistry	A. Alcantara* E. Paningbatan*	1982 1982
Hort. 211	Seed Physiology	R. T. Agbisit C. Carcallas	1981 1982
Hort. 212	Applied Plantation Crop	R. T. Agbisit R. M. Santiago	1981 1983
Hort. 213	Applied Fruit Crop Physiology	E. R. Alcober R. M. Santiago	1982 1983
Agron. 210**	Field Crop Production and Management	P. P. Pascual R. G. Escalada C. Carcallas	1981 1981 1982
Agron. 220**	Root Crops Production and Management	R. G. Escalada F. G. Villamayor, Jr.	1981 1982
Hort. 210**	Plantation Crop Production and Management	R. T. Agbisit E. R. Alcober	1981 1982

* Prospective Ph.D. recruit from UPLB.

** Cognate course for graduate students in Agricultural Development Education.

APPENDIX C

GRADUATE FACULTY QUALIFIED FOR THESIS ADVISING IN INDICATED AREAS OF SPECIALIZATION

<u>Name</u>	<u>Field</u>
1. Escalada, R. C., Agronomist	Crop Physiology/Soil Fertility
2. Abit, S. E., Agronomist	Crop Production/Crop Management
3. Data, E. S., Horticulturist	Postharvest Technology/Plant Physiology
4. Pascual, P. P., Agronomist	Crop Production/Crop Management
5. Agbisit, R. T., Horticulturist	Crop Production/Crop Management

<u>Returning Staff</u>		<u>Date Returning</u>
1. Santiago, Rebecca, Horticulturist	Plant Nutrition Crop Physiology (Plantation Crops)	1983
2. Talatala, Rolinda, Botanist	Weed Science	1982
3. Javier, Reynaldo, Agronomist	Forage and Pasture	1986

APPENDIX D

STAFF DEVELOPMENT FOR PH. D. DEGREE

<u>Name</u>	<u>Field of Specialization</u>	<u>Year</u>
Almendras, Angela	Soil Science	1983
Evangelio, Luvimin	Crop Physiology (Farming System)	1982
Gloria, Nestor	Crop Physiology (Plantation Crops)	1983
Pascual, Pedro	Crop Physiology (Field Crops)	1982

PROPOSED BACHELOR OF SCIENCE
IN EXPERIMENTAL STATISTICSRationale:

One of the primary objectives of the Visayas State College of Agriculture (ViSCA) is to serve as a center of excellence in the training of leaders and professionals in agricultural research. To attain this objective, ViSCA should offer curricular programs that are attuned to the times and relevant to the needs of the country.

Presidential Decree 1502 provides incentives and advocates administrative reform to promote efficiency and productivity of scientific and technological research. Thus scientists and technocrats are expected to conduct more researches along their fields of specialization. Considering the universal usefulness of statistics for all kinds of research, this decree will result in a greater demand for the services of experimental statisticians all over the country.

Unfortunately, only a handful of academic institutions in the country presently offer a Bachelor of Science degree in Statistics and turn out few graduates annually. More aggravating is the fact that not even one of these few academic institutions is located in the Visayas and Mindanao.

In view of these developments, ViSCA is proposing to offer a Bachelor of Science degree in Experimental Statistics. This undergraduate program is geared towards theoretical statistics as it applies to both absolute and comparative experiments. Acknowledging the fact that the science of statistics can only be utilized to the fullest extent if a thorough knowledge of the subject matter under investigation is also at hand, courses in the field of physical, biological,

and social science research are also included in the curriculum. This curriculum consists of 165 units: 75 units of general education courses; 30 units of fundamental courses in the physical, biological, and social sciences; and 60 units of major courses (23 units of higher mathematics and 37 units of both theoretical and applied statistics).

Objectives:

The Bachelor of Science in Experimental Statistics aims to produce graduate with intensive training in experimental statistics as applied to agriculture, forestry and rural development. Specifically, it aims to produce statisticians who may find employment as researchers, college teachers, and analyst.

PROPOSED ENROLLMENT BY YEAR

Academic Attachment	School Year				Total
	1981-82	1982-83	1983-84	1984-85	
1st	25	30	35	35	125
2nd	-	20	24	28	72
3rd	-	-	17	20	37
4th	-	-	-	15	15
Total	25	50	76	98	249

PROJECTED FACULTY REQUIREMENT^{1/}

Staff	Proposed				Total
	1981-82	1982-83	1983-84	1984-85	
Statisticians	4	1	1	1	7
Mathematicians	-	-	1	1	2
Others ^{2/}	-	-	-	6	6
Total	4	1	2	8	15

Out of the 7 statisticians, 4 must at least be holders of M.S. and 3 of B.S. degree in Statistics. At present, there are 4 statisticians in the Department of Agricultural Engineering and Applied Mathematics (DAEAM). Two will finish their Master of Science in Statistics degree by November 1981 and the other two will finish their M.S. in Statistics at UPLB, one in 1982 and another in 1983. The 2 Mathematicians must at least be holders of M.S. degree in Mathematics or Applied Mathematics.

The Applied Statistics courses will be done by team teaching approach of staff members from other departments. The staff members are either M.S. or Ph.D. degree holders with adequate research experience and have taken more than six units in Statistics.

^{1/} Faculty requirement for Stat 11 and major courses.

^{2/} Staff members of other departments who will teach applied statistics.

PROPOSED CURRICULUM FOR THE
BACHELOR OF SCIENCE IN EXPERIMENTAL STATISTICS (BSES)

First Year

<u>1st Semester</u>	<u>Lec</u>	<u>Lab</u>	<u>Unit</u>	<u>2nd Semester</u>	<u>Lec</u>	<u>Lab</u>	<u>Unit</u>
11 -- Com. Skills I	3	0	3	Eng. 12 -- Com. Skills II	3	0	3
11 -- College Algebra	3	0	3	Math 12 -- Plane Trigo.	3	0	3
11 -- Gen. Psycho	3	0	3	Educ. 12 -- Gen. Sociology	3	0	3
11 -- Gen. Econ.	3	0	3	Bot. 11 -- Gen. Botany	2	3	3
11 -- Gen. Biology	2	3	3	Zoo. 11 -- Gen. Zoology	2	3	3
11 -- Gen. Chemistry	2	3	3	Chem. 12 -- Gen. Chem. II	2	3	3
Sci. 11/Euth. 11			(1.5/1)	Mil. Sci. 12/Euth. 12			(1.5/1)
11			(2)	P.E. 12			(2)
			<u>18</u>				<u>18</u>

Summer

Soc. Sci. 11 -- Life & Works of Rizal	3	0	3
Math 121 -- Analytic Geometry	3	0	<u>3</u>
			6

Second Year

122 -- Diff. Calculus	4	0	4	Math 123 -- Integral Calculus	4	0	4
11 -- Gen. Physics I	2	3	3	Pl. Prot. 22 -- Pest Control	2	3	3
Prot 21 -- Prin. of Plant Protection	2	3	3	Phys 12 -- Gen. Physics II	2	3	3
11 -- Com. Skills I	3	0	3	Stat 11 -- Elem. Statistics	2	3	3
11 -- Principle of Genetics	2	2	3	An. Sci. 22 -- Animal Sci. II	2	3	3
Sci. 21 -- Prin. An. Sci. I	2	3	3	Hort. 22 -- Gen. Hort.	2	3	3
Sci. 21/Euth. 13			(1.5/1)	Mil. Sci. 22/Euth. 14			(1.5/1)
13			(2)	P.E. 14			(2)
			<u>19</u>				<u>19</u>

Summer

Soc. Sci. 12 -- Phil. Hist. & Institution	3	0	3
Econ. 12 -- Land Reform & Taxation	3	0	<u>3</u>
			6

Third Year

131 -- Matrix Algebra	3	0	3	Stat 132 -- Statistical Theory II	3	0	3
133 -- Discrete Probability	3	0	3	Stat 134 -- Statistical Methods	2	3	3
131 -- Statistical Theory I	3	0	3	Stat 136 -- Experimental Designs & Field Plot Techniques	2	3	3
133 -- Non-parametric Statistics	3	2	3	Stat 138 -- Design of Surveys	3	0	3
21 -- Fund. of Crop Prod.	2	3	3	Applied Math 132 -- Computer Programming I	3	0	3
11 -- Introduction to Forestry	3	0	3	Soils 21 -- Fund. Soil & Fert.	2	3	3
101, 110 -- Introduction to Logic	3	0	3	Span. 12 -- Com. Skills II	3	0	3
			21				21

Fourth Year

141 Math 141 -- Computer Programming II	2	3	3	Stat 142 -- Social Science Research & Statistics	3	0	3
141 -- Introduction to Multivariate data analyses	2	3	3	Stat 144 -- Biological Science Res. & Statistics II	3	0	3
143 -- Biological Science Res. & Statistics I	3	0	3	Stat 200a -- Special Problem			3
147 -- Physical Science Res. & Statistics	3	0	3	Stat 199 -- Seminar			1
13 -- Writing Scientific Paper	3	0	3	Hun. 11 -- Intro. to Humanities	3	0	3
11 -- Effective Speech	3	0	3	Spanish 14 -- Read & Lit. II	3	0	3
13 -- Read & Lit. I	3	0	3				16
			21				

Total = 165 units

EXPERIMENTAL STATISTICS SOURCE ANALYSIS

General Education Courses - 75 Units

(Course description, common to other degree programs)

1. Humanities

			<u>Units</u>
Humanities	11	-	3
English	11	-	3
English	12	-	3
English	13	-	3
Speech	11	-	3
Spanish	11	-	3
Spanish	12	-	3
Spanish	13	-	3
Spanish	14	-	<u>3</u>
			27

2. Physical Sciences

Math	11	-	3
Math	12	-	3
Physics	11	-	3
Physics	12	-	3
Chemistry	11	-	3
Chemistry	12	-	3
Statistics	11	-	<u>3</u>
			21

3. Biological Sciences

Biology	11	-	3
Botany	11	-	3
Zoology	11	-	<u>3</u>
			9

4. Social Sciences

Education	11	-	3
Education	12	-	3
Economics	11	-	3
Economics	12	-	3
Soc. Sci.	11	-	3
Soc. Sci.	12	-	<u>3</u>
			18

5. <u>P.E. Euthenics & Mil. Sci.</u>				<u>Units</u>
P. E.	11	-		(2)
P. E.	12	-		(2)
P. E.	13	-		(2)
P. E.	14	-		(2)
				8
Euthenics	11	-		(1)
Euthenics	12	-		(1)
Euthenics	13	-		(1)
Euthenics	14	-		(1)
Mil. Sci.	11	-		(1.5)
Mil. Sci.	12	-		(1.5)
Mil. Sci.	21	-		(1.5)
Mil. Sci.	22	-		(1.5)

B. Fundamental Courses -- 30 units

1. <u>Physical Sciences</u>				<u>Units</u>
Soils 21 -- Fund. Soils & Fert.				3
2. <u>Biological Sciences</u>				
Pl. Prot. 21 -- Prin. of Crop Prot.				3
Pl. Crop Prot. 22 -- Pest Control				3
Biology 21 -- General Genetics				3
Ani. Sci. 21 -- Prin. Ani. Sci. I				3
Ani. Sci. 22 -- Prin. Ani. Sci. II				3
Agron. 21 -- Fund. Crop Prod.				3
Hort. 22 -- Gen. Horticulture				3
FEH 22 -- Introduction to Forestry				3
				24
3. <u>Social Science</u>				
Soc. Sci. 110 -- Introduction to Logic				3

0. Major Courses -- 60 units

1. <u>Higher Mathematics</u>	<u>Units</u>
Applied Math 132 -- Computer Programming I	3
Applied Math 141 -- Computer Programming II	3
Math 121 -- Analytic Geometry	3
Math 122 -- Differential Calculus	4
Math 123 -- Integral Calculus	4
Math 131 -- Matrix Algebra	3
Math 133 -- Discrete Probability	<u>3</u>
	23
2. <u>Statistics</u>	
Stat 131 -- Statistical Theory I	3
Stat 132 -- Statistical Theory II	3
Stat 133 -- Non-parametric Statistics	3
Stat 134 -- Statistical Methods	3
Stat 136 -- Experimental Design & Field Plot Techniques	3
Stat 138 -- Design of Survey	3
Stat 141 -- Introduction to Multivariate data analyses	3
Stat 142 -- Social Science Research & Statistics	3
Stat 143 -- Biological Science Res. & Statistics I	3
Stat 144 -- Biological Science Res. & Statistics II	3
Stat 147 -- Physical Science Res. & Statistics	3
Stat 199 -- Seminar	1
Stat 200a -- Special Problem	<u>3</u>
	37

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COURSE DESCRIPTION OF MAJOR COURSES

STATISTICS 131: Statistical Theory I -- Probability; random variables, distribution functions, and expectations; univariate, joint and conditional, distributions; stochastic independence.

Prerequisite: Math 123 & Stat 11
3 hours a week (class)
Credit: 3 units

STATISTICS 132: Statistical Theory II -- Distributions of random variable functions, sampling distributions; parametric point and interval estimation; test of hypothesis.

Prerequisite: Stat 131
3 hours a week (class)
Credit: 3 units

STATISTICS 133: Non-parametric Statistics -- Non-parametric statistics for one sample case; two related samples; two independent samples; K related samples; K independent samples; measures of correlation and their test of significance.

Prerequisite: Stat 11.
5 hours a week (2 lec., 3 lab)
Credit: 3 units

STATISTICS 134: Statistical Methods -- Multiple regression and correlation; non-linear regressions; analysis of variance and co-variance.

Prerequisite: Stat 11 &
5 hours a week (2 class, 3 lab.)

STATISTICS 136: Experimental Design and Field Plot Techniques -- Analysis of one-way classification, complete block designs and factorial experiments with equal and unequal subclass frequencies; testing linear comparisons among population means; field-plot techniques.

Prerequisite: Stat 11
5 hours a week (2 class, 3 lab.)
Credit: 3 units

- STATISTICS 138: Design of Surveys -- Introduction to sampling methods; parametric estimation and sampling methods; simple random, stratified, systematic and multistage sampling; estimation of sample size.
Prerequisite: Stat 131
3 hours a week (class)
Credit: 3 units
- STATISTICS 141: Introduction to Multivariate Data Analyses -- Basic concepts and statistical reasoning which underlie the techniques of multivariate analysis. Ideas rather than derivations stressed although basic models discussed; classification of observation; multivariate linear hypotheses and analyses of variance; test of independence.
Prerequisite: Stat 132
5 hours a week (2 lec., 3 lab.)
Credit: 3 units
- STATISTICS 142: Social Science Research & Statistics -- Researches in agricultural economics, agricultural education, agricultural extension, development communication and home science; different test used in social science research.
Prerequisite: Stat 134
3 hours a week (lec.)
Credit: 3 units
- STATISTICS 143: Biological Science Research and Statistics I. -- Researches in animal science and plant protection, their statistical needs and problems.
Prerequisite: Stat 136 and Stat 138
3 hours a week (lec)
Credit: 3 units
- STATISTICS 144: Biological Science Research and Statistics II. -- Researches in agronomy, horticulture, soil science plant breeding and agricultural botany and forestry, their statistical needs and problems.
Prerequisite: Stat 136 and Stat 138
3 hours a week (lec)
Credit: 3 units
- STATISTICS 147: Physical Science Research and Statistics -- Researches in agricultural engineering, agricultural chemistry and food science.
Prerequisite: Stat 134, Stat 138
3 hours a week (lec)
Credit: 3 units

MATH COURSES

APPLIED MATH 132: Computer Programming I -- Fundamentals of computer programming.

Prerequisite: Math 12

3 hours a week (lec.)

Credit: 3 units

APPLIED MATH 141: Computer Programming II -- Introduction to statistical data processing, organization and application of computers and statistical techniques to data processing; linear models and data processing; non-linear models in data processing and iterative analysis.

Prerequisite: Applied Math 132

5 hours a week (2 lec., 3 lab)

Credit: 3 units

MATH 131:

Matrix Algebra -- Solutions of system of linear equation by matrices; matrix operations and vector spaces; linear operators and transformation; determinants and eigen values.

Prerequisite: Math 123

3 hours a week (class)

Credit: 3 units

MATH 133:

Discrete Probability -- Introduction to discrete probability theory and its application.

Prerequisite: Math 123

3 hours a week (class)

Credit: 3 units

SOCIAL SCIENCE COURSE

SOI. 110:

Introduction to Logic -- Deduction and induction: principles of clear statement and valid reasoning; fallacies; and the methods by which theories and laws are established.

Prerequisite: none

3 hours a week (lec.)

Credit: 3 units

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COURSE OUTLINE

STAT 142 -- SOCIAL SCIENCE RESEARCH
AND STATISTICS

I. Agricultural Economics

A. Marketing studies

1. Sample studies on market channels; market structures, performance and evaluation; price analysis; projections on volume marketed, consumption and price of commodities; transportation cost analysis; marketing margins and mark-up; and performance and evaluation of marketing policies.
2. Sampling techniques to be used and sample size.
3. Statistical analysis and interpretation of data gathered.

B. Farm Management and Production Studies

1. Sample studies on profitability of different farm cultural practices used for different commodities; cost and returns analysis; and profitability of different resource combinations.
2. Sampling techniques to be used and sample size.
3. Statistical analysis and interpretation of data gathered.

C. Farm Financing Studies

1. Sample studies on supply and demand for credit; and performance and evaluation of financing program.
2. Sampling techniques to be used and sample size.
3. Statistical analysis and interpretation of data.

II. Agricultural Education

A. Teaching-Learning process researches

1. Sample researches on the relations between input and process variable; between contextual and process; between processing and outcomes; and relationship between different outcome variables.
2. Statistical analyses appropriate for each problem.
3. Interpretations, inferences or implications.

B. Instructional Supervisory researches

1. Sample studies on instruction related activities and student related studies.
2. Statistical analyses appropriate for each study.
3. Interpretations, inferences or implications.

C. Administration and management related researches

1. Sample studies on Retention of Staff of Colleges and Universities, Budgeting, Planning, Allocation and Monitoring of School Resources.
2. Statistical analyses appropriate for each problem.
3. Interpretation, inferences or implications.

III. Agricultural Extension

1. Sample studies on the assessment of different extension programs, farmers' organization, and baseline data.
2. Discussion on different statistics used on the above researches.

IV. Development Communication

A. People researches

1. Sample studies on farmers' readership, reading level and interests; information needs of rural households; and communication behavior and awareness and knowledge of improved cultural practices.
2. Statistical analyses appropriate for each problem.
3. Interpretations, inferences or implications.

B. Process researches

1. Sample studies on adoption of innovations and analysis of technology transfer models.
2. Statistical analyses appropriate for each problem.
3. Interpretations, inferences or implications.

C. Effects researches

1. Sample studies on effectiveness of mini-posters as a means of communicating innovations; effectiveness of two types of presentation in farm information dissemination; and comparative effectiveness of different radio formats in presenting rural development information.
2. Statistical analyses appropriate for each problem.
3. Interpretations, inferences or implications.

V. Home Science

A. Home Economics Education Research

1. Evaluation of teaching home economics in relation to the development of the persons' attitudes, knowledge and skills that are fundamental to home and family living.
2. Uses made by homemakers of the educational skills, attitudes and knowledge received in homemaking classes.

3. Cost of homemaking education in relation to class size and methods of teaching.
4. Relation of illustrative materials, visual aids, field trips and other aids to students progress in homemaking.
5. Students' attitudes toward homemaking classes in relation to performance.
6. Subject matter and experiences suitable for homemaking classes of boys and girls, or both different age levels, socioeconomic groups, and locations.
7. The special needs of students from low-income families and deprived neighborhoods.
8. Appropriate statistical analyses, interpretation, inferences and implications.

B. Family Relations and Child Development Research

1. Human growth and development, and the physical and social processes whereby individuals move through life's stages.
2. Aspirations of youth as affected by socioeconomic conditions
3. Courtship and marriage
4. Factors associated with the problems, needs, and interests of homemakers
5. Understanding how activities, such as those associated with child care, feeding and housing the family, and caring for the house and its equipment are carried on in families.
6. The growth and personality patterns of children as they are affected by the family and the home.
7. The services available to families through private and public agencies and the uses made of these services by families.
8. The expectations of disadvantaged families and the effect of these on the young people.
9. The effect that increased technology, mobility, leisure time, working wives, and early retirement have upon the well-being of the families.
10. Appropriate statistical analyses, interpretation, inferences and implications.

C. Clothing and Textiles Research

1. The practices followed by consumers in the purchase of clothing and household textiles.
2. Factors related to efficiency in the selection and buying of clothing and textiles
3. Expenditures for clothing and household textiles
4. The preferences of consumers for different types of textiles products for different uses.

5. The relation between consumers' choices of textile products and satisfaction received.
6. Appropriate statistical analyses, interpretation, inferences and implications.

D. Housing and Equipment Research

1. Space requirements for household and family activities and storage.
2. Preferences of homemakers and families in housing.
3. Housing conditions of families of various sizes, incomes and locations.
4. Functional requirements for homes as a basis for improved living.
5. The effect of families living in multi-unit dwellings, in special neighborhoods, and in housing segregated on the basis of age, income, race, etc.
6. Appropriate statistical analyses, interpretation, inferences and implications.

E. Home Management Research

1. Studies on the development of individual and/or family goals, values and standards in the family
2. Factors that influence individual and/or family decisions
3. Work simplification and work management studies.
4. Time and energy management studies
5. Income Management Studies
6. Food Management Studies
7. Appropriate statistical analyses, interpretation, inferences and implication.

F. Human Nutrition

1. Studies on Infant Feeding and Weaning Practices
2. Studies on Food Preferences
3. Rural Women's Attitudes and Expectations from Nutrition Program
4. Studies on Motivational factors in rural women's involvement in community projects and activities.
5. Problems, Constraints and Aspirations of Rural Group from the Income Generating Projects.
6. Appropriate statistical analyses, interpretation, inferences and implications.

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COURSE OUTLINE

STAT 143 - BIOLOGICAL SCIENCE RESEARCH
AND STATISTICS I

I. Plant Protection

A. Insects and vertebrate pests

1. Ecological studies

- a. Sample studies on population dynamics, geographical distribution, life tables, ecological succession.
- b. Biological characteristics of the pests in relation to the methods of sampling to be used, sample size, sampling time and location of sampling sites.
- c. Statistical analysis and interpretation of data gathered.

2. Biological studies

- a. Sample studies on species with varied biological characteristics.
- b. Factors influencing the size of samples needed to obtain reliable biological data.
 1. Length of life cycle
 2. Genetic variability among individuals related to mode of reproduction (sexual or parthenogenetic)
 3. Habits and behavior (gregarious or solitary, borers or surface feeders, etc.)
 4. Uniformity of techniques used in rearing the cultures
 5. Variability of environmental conditions under which the cultures were reared.
- c. Statistical analysis and interpretation of data gathered

3. Toxicology and pest control

- a. Determination of economic threshold levels for the different pest species.
- b. Chemical control
 1. Field experiments and storage fumigation studies
 2. Laboratory evaluation of pesticides including determination of lethal dosages or concentrations.
 3. Analysis and interpretation of data gathered.
- c. Use of resistant crop varieties
 1. Varietal screening for pest resistance
 2. Assessment of varietal effects on the biology of pests
 3. Analysis and interpretation of data gathered

d. Biological control

1. Assessment of the efficiency of biological control agents
2. Analysis and interpretation of data gathered

II. Plant pathogens

1. Epidemiological studies

- a. Spore dispersal and sampling techniques
- b. Logarithmic and apparent infection rates
- c. Fundamental methods of forecasting (regression)
- d. Statistical analysis and interpretation of data gathered

2. Biological studies

- a. Cultural and morphological characteristics of pathogens
- b. Factors affecting sample size:
 1. Nature of infection -- systemic or localized
 2. Location of infection -- above-ground
or below-ground
 3. Kind of crop
- c. Statistical analysis and interpretation of data gathered

3. Control of plant diseases

- a. Effect of plant age on disease infection
- b. Laboratory evaluation of fungicides/nematicides/antibiotics
- c. Reducing the infection rate
- d. Varietal screening for disease resistance
- e. Statistical analysis and interpretation of data gathered

III. Animal Science

1. Animal nutrition studies

a. Feeding trial experiments

- a) Choice of experimental unit
- b) Size of experimental unit
- c) Sampling technique
- d) Methods of increasing precision

b. Feed ingredient evaluation -- proximate analysis, metabolisable energy determination, amino acid analysis, mineral element determination, and analysis for the more important vitamins.

c. Digestibility and nitrogen-balance studies.

d. Efficiency ratios and conversion into standard values.

e. Statistical analysis and interpretation of data.

3. Animal breeding and selection studies

- a. Population dynamics, relationships, genetic variabilities, and heritability estimates.
- b. Breeding values - individual performance, pedigree, collateral relatives, and progeny test.
- c. Selection indices for breeding animals.
- d. Statistical analysis and interpretation of data.

4. Carcass and product evaluation studies

- a. Carcass quality - out-put yields, backfat thickness, loin eye area, lean to fat ratio, physiochemical characteristics of meat, organoleptic/sensory evaluation.
- b. Egg quality, shell thickness, albumen and yolk quality, egg abnormalities.
- c. Product evaluation - microbiological count, chemical tests, sensory evaluation.
- d. Statistical analysis and interpretation of data.

5. Animal health studies

- a. Epidemiologic studies - surveys on the incidence of parasites and diseases, morbidity and mortality.
- b. Histo-pathological and microbiological examination of diseased organs, lesions and/or other structures of the body.
- c. Prevention and control of common livestock and poultry diseases.
- d. Evaluation of the curative, effect of some medicinal plants and new veterinary products, therapeutic doses and toxicity levels.
- e. Statistical analysis and interpretation of data.

6. Production and management studies

- a. Field surveys on the adoption of new technologies.
- b. Production and management practices - floor space, feed and water space requirement, density/stock rate, management techniques, etc.
- c. Ecological relationship between the organism and its environment.
- d. Statistical analysis and interpretation of data.

COURSE OUTLINE

STAT 144 - BIOLOGICAL SCIENCE RESEARCH
AND STATISTICS II

I. Agronomy/plant breeding and agricultural botany

A. Cultural Management Practices

1. Greenhouse, Pots and Lab Experiments

- a. Plant nutrition, soils and fertilizer studies
- b. Botany and crop physiology (pre-and postharvest) studies
- c. Light and temperature studies
- d. Water management studies
- e. Choice of experimental unit, design, statistical analysis and interpretation of data

2. Field Experiments

- a. Varietal performance studies
- b. Plant nutrition and fertilizer studies
- c. Light and temperature studies
- d. Tillage requirement and population density
- e. Water management studies
- f. Weeds control studies
- g. Soil conservation studies
- h. Statistical design, sampling, analysis and interpretation of data

B. Cropping system

1. Intercropping studies

- a. Plantation crops based cropping system
- b. Forest based cropping system
- c. Cereal based cropping system

2. Cropping pattern studies

3. Relay cropping studies

4. Monoculture studies

5. Statistical design, sampling, analysis and interpretation of data
in terms of yield and economic return.

C. Crop Improvement studies

1. Genetic and cytogenetic studies

- a. Survey of chromosome numbers, chromosome aberrations
- b. Mode of inheritance studies
- c. Quantitative genetic studies
- d. Design, sampling, analysis and interpretation of data

2. Hybridization and selection studies

- a. Floral biology, mode of reproduction, compatibility and incompatibility studies
- b. Selection indices studies
- c. Early generation selection studies
- d. Breeding improvement method studies
- e. Design, sampling, analysis and interpretation of data

II. Forestry

A. Forest Resources Management

1. Silvicultural studies

- a. Sample studies on forest species with different silvicultural characteristics.
- b. Factors affecting the different silvicultural characteristics of trees like age of trees, flowering time and method of silvicultural treatment used.
- c. Statistical analysis and interpretation of data gathered

2. Forest Management Studies

- a. Sample studies on forest studies with growth and yield.
- b. Management system and approaches in relation to the method of sampling to be used, sample size, etc.
- c. Statistical analysis and interpretation of data gathered

B. Forest Biological Sciences

1. Forest Physiology

- a. Sample studies on forest species with different physiological processes in trees
- b. Factors affecting the different physiological processes in trees like ages of trees, time of day, temperature, etc.
- c. Statistical analysis and interpretation of data gathered

2. Forest Ecology

- a. Sample studies on forest population dynamics, geographical distribution, ecological succession.
- b. Biological considerations of the forest trees in relation to the methods of forest ecological sampling to be used, sample size, sampling location, etc.
- c. Statistical analysis and interpretation of data gathered

on treatment used.
treatment like tree species,
chemical used, etc.

interpretation of data gathered

1. Wood Science and Technology

1. Wood Preservation

- a. Sample studies on different wood preservation treatment used.
- b. Factors affecting wood preservation treatment like tree species, age of species, type of preservative chemical used, method of wood preservation and etc.
- c. Statistical analysis and interpretation of data gathered

2. Wood Seasoning

- a. Sample studies on different wood species using different methods of wood seasoning.
- b. Factors affecting seasoning of wood like kind of wood, type of wood seasoning method used, etc.
- c. Statistical analysis and interpretation of data gathered.

COURSE OUTLINE

STAT 147 -- PHYSICAL SCIENCE RESEARCH
AND STATISTICS

Agricultural Engineering

A. Soil and Water Engineering

1. Sampling studies of hydrologic and soil data
 - a. Extreme annual and partial duration data series for rainfall, runoff and drought frequency analyses.
 - b. Monthly, 10-day and weekly averaging of historical hydrologic events used for design analyses.
 - c. Soil sediment and runoff sampling methods.
 - d. Simulated sampling
2. Studies of related physical factors of hydrologic parameters in selecting sample data, size, geographical distribution and site selection, sampling time and methods.
3. Studies in obtaining accurate hydrologic data.
4. Data analyses using different statistical approaches: their validity, and interpretation of results.
 - a. Behavioral study of the data-secular, periodic and cyclical trends
 - b. Regression models and curve fitting-linear and non-linear relationships.
 - c. Interpretation of results

B. Crop Processing

1. Preliminary storage
 - a. Sample studies on the effects of storing and filling on the rate of drying agricultural crops.
 - b. Factors affecting the rate of drying and quality using matured and less matured agricultural crops.
 - c. Statistical analysis and interpretation of data gathered.
2. Pre-drying activities
 - a. Samples studies on the effects of different methods used in drying and storing agricultural crops.
 - b. Management systems and approaches in relation to the method of sampling to be used, sample size, etc.
 - c. Statistical analysis and interpretation of data gathered.

3. Drying of agricultural crops

- a. Sample studies on the effect of temperature and air flow rate in the rate of drying.
- b. Statistical analysis and interpretation of data gathered.

0. Agricultural Chemistry

1. Soil Analysis

- a. Sample studies on the effect of crop rotation on soil nutrient and crop yield.
- b. Sample studies on the effect of animal manure on soil nutrient and crop yield.
- c. Sample studies on the effect of plant manure on soil nutrient and crop yield.
- d. Statistical analysis and interpretation of data gathered.

2. Feed Analysis

a. Preliminary Studies

- i. Roughage for cattle -- proximate analysis to get an idea on the energy and protein content of the feedstuffs.
- ii. Concentrate for swine -- proximate analysis to get an idea on the energy and protein content of the feedstuffs.

- b. Sample studies on the effect of the combination of the different feedstuffs as measured by the nutrient composition of the ration and the feed conversion efficiency of the ration.

- c. Statistical analysis and interpretation of data gathered.

3. Food Analysis

a. Preliminary Studies

1. Chemical methods

- i. Proximate analysis of the foodstuffs
- ii. Amino acid analysis of the protein in the foodstuffs
- iii. Analysis of the toxic factors in foodstuffs

2. Biological methods

- i. Total digestible material -- measure the available energy of foodstuffs.
- ii. Biological value, net protein utilization -- measure the quality of protein in foodstuffs.

b. Food Improvement

1. Sample studies on the effect of food processing as measured by chemical and biological methods.
2. Sample studies on the effect of supplementation or combination of different foodstuffs as measured by chemical and biological methods.

0. Food Storage

Correlation of changes in enzyme activity to deterioration of food in storage.

d. Statistical analysis and interpretation of data gathered.

Food Science

1. Food Processing

The evaluation of new products to be developed by survey on acceptance and the analysis of the nutrient composition.

2. Nutrition

a. The evaluation of nutritional status by the survey on the population's diet and the biochemical and clinical studies of sampled population.

b. Sample studies on the effect of the improvement of the population's nutritional status by food supplementation and diet enrichment as evaluated by chemical and biological studies.

c. Statistical analysis and interpretation of data gathered.

I. Subject: PROPOSED REVISIONS OF THE BACHELOR OF ANIMAL SCIENCE CURRICULUM

II. Proponent: Department of Animal Science and Veterinary Medicine

III. Suggested Changes: -

1.0 Change of Terminology of Major Field from

1.1. Animal Husbandry

TO READ:

Animal Production

RATIONALE:

The trend at present is to drop the term "husbandry" and change it to "production" to signify a training on a specialized program of producing animals and their products. The Department of Animal Science, U. P. at Los Baños offers major fields along commodity lines (such as Poultry, Swine, Beef Cattle) and disciplines one of which is "Animal Production and Management." The word management was not included anymore because production includes already discussions of principles and practices related to management that will result in efficient output of animals and animal products. These principles and practices which consider skills in management are feeding, housing and procurement and disposal of stocks.

2.0 Change of Course Title and/or Description

2.1. AN. SCI. 21 - PRINCIPLES OF ANIMAL SCIENCE I - Fundamentals of anatomy and physiology, genetics, reproduction, endocrinology, lactation, digestion, nutrition, growth, environmental physiology and animal health.

TO READ:

AN. SCI. 21 - PRINCIPLES OF ANIMAL SCIENCE I - Fundamentals of anatomy and physiology of farm animals in relation to animal production and animal health.

RATIONALE:

Genetics and the rest mentioned are already included as physiological processes and hence need not be mentioned. Furthermore, it should be emphasized that the study of the

anatomy and physiology of farm animals in this subject should be properly related to animal production and animal health rather than the study of the anatomy and physiological processes per se.

- 3.0 Offering of Field Practice (AN. SCI. 200a) to those who will major in Animal Production.

RATIONALE:

Field practice will be offered as an option to the thesis requirement for students pursuing the BAS curriculum and will major in Animal Production.

It is envisioned that the students who will go on Field Practice will be fielded in private farms either in or outside the province of Leyte. It has been observed that farm owners who accept Field Practice (or Farm Practice) students were willing to give students amounts for their traveling expenses and allowances for food while the students stay and work in their farms. It is expected that there will be maximum of approximately 30 students who will undergo Field Practice at a time and it is anticipated that, with this number, there will be no problem in placing the students at their practice stations provided the students are willing to go to farm outside Leyte and proper representations will be made with farm owners.

Field Practice will be credited for 3 units to be earned after 300 hours of work and observations and the submission of a formal report following the format in Technical Writing. To equalize the total number of units with students who will conduct thesis (with 6 units required), students who will undergo Field Practice will be required to take another 3-unit subject of major elective in either Animal Production or Animal Health.

It may be pointed out that managers of livestock farms and the Regional Directors of the Ministry of Agriculture of Regions VII and VIII have indicated their preference of employing graduates with practical experience in animal production rather than research because the nature of activities in the field consists primarily of production and extension.

In as much as it is ideal for students to undergo Field Practice in the last semester after finishing all the major subjects, the BAS Curriculum for students who will undergo Field Practice in Animal Production is thus re-programmed as shown in Appendix I. Appendix II is the existing program of studies of the BAS Curriculum major in Animal Production with thesis requirement.

4.0 Re-enforcing the BAS Curriculum with three courses in Agribusiness, namely:

AGRIB. 21 -- INTRODUCTION TO AGRIBUSINESS -- Principles and concepts of business organization and management with emphasis on agriculture for economic development.

Prerequisite: Consent of Instructor
3 hrs. a week (lec.)
Credit: 3 units

AGRIB. 111 -- BUSINESS FINANCE -- Budgetary needs of enterprise; role of financing institutions; determination of investment priorities; elements of investment decision.

Prerequisite: Agrib. 21
3 hrs. a week (lec.)
Credit: 3 units

AGRIB. 121 -- MARKETING MANAGEMENT -- Organization, operation and administration of markets.

Prerequisites: Econ. 11 & Agrib. 21
3 hrs. a week (lec.)
Credit: 3 units

RATIONALE

These additional subjects will raise the total number of units required of a graduate of the BAS Curriculum majoring in Animal Production to 165 units. It is envisioned that the additional 9 units of Agribusiness subjects will prepare the graduate of the BAS major in Animal Production curriculum for the challenges in managing big livestock and poultry farms after graduation. Furthermore, this change is an alternative to the BSAB major in Animal Enterprise Management curriculum which will be phased out.

APPENDIX I

PROPOSED COURSE SCHEDULE FOR THE BAS CURRICULUM MAJOR IN ANIMAL PRODUCTION WITH FIELD PRACTICE INSTEAD OF THE THESIS REQUIREMENT

	Course Number and Descriptive Title	Hours Lecture/ Recitation	Instr. Lab.	Units
<u>FIRST YEAR</u>				
1st Sem.	ENGLISH 11 - Communication Skills I	3	0	3
	MATH. 11 - College Algebra	3	0	3
	EDUC. 11 - General Psychology	3	0	3
	BICL. 11 - General Biology	2	3	3
	ECON. 11 - General Economics	3	0	3
	CHEM. 11 - General Chemistry I	2	3	3
	CMT 11/EUTH. 11			(1.5/1)
	P.E. 11			(2)
	Total Units			18
2nd Sem.	ENGLISH 12 - Communication Skills II	3	0	3
	MATH. 12 - Plane Trigonometry	3	0	3
	EDUC. 12 - General Sociology	3	0	3
	BOT. 11 - General Botany	2	3	3
	ZOOL. 11 - General Zoology	2	3	3
	CHEM. 12 - General Chemistry II	2	3	3
	HUMANITIES 11 - Introduction to Humanities	3	0	3
	CMT 12/EUTH. 12			(1.5/1)
	P.E. 12			(2)
	Total Units			21
Summer	STAT. 11 - Elementary Statistics	2	3	3
	SOC. SCI. 11 - Life and Works of Rizal	3	0	3
	Total Units			6
<u>SECOND YEAR</u>				
1st Sem.	SPEECH 11 - Speech Communication	3	0	3
	AN. SCI. 21 - Prin. of Animal Science I	2	3	3
	AGRON. 21 - Fund. of Crop Production	2	3	3
	PHYSICS 11 - General Physics I	2	3	3
	BIOL. 21 - Principles of Genetics	2	3	3
	SPANISH 21 - Communication Skills I	3	0	3
	CHEM. 21 - General Biochemistry	3	0	3
	CMT 13/EUTH. 13			(1.5/1)
	P.E. 13			(2)
	Total Units			21
2nd Sem.	SPANISH 12 - Communication Skills II	3	0	3
	AN. SCI. 22 - Principles of Animal Science II	2	3	3
	AN. SCI. 24 - Anat. & Physiol. of Farm Animals	2	3	3
	PHYSICS 12 - General Physics II	2	3	3
	MICRO. 21 - General Microbiology	2	3	3
	SOILS 21 - Fund. of Soils and Fertilizer	2	3	3
	CMT 14/EUTH. 14			(1.5/1)
	P.E. 14			(2)
	Total Units			18

Summer	ECON.	12 - Land Reform and Taxation	3	0	3
	AN. SCI.	144 - Behavior & Ecology of Farm An.	3	0	3
	SOC. SCI.	12 - Phil. History and Inst.	3	0	3
		Total Units			9

THIRD YEAR

1st Sem.	ENGLISH	13* - Writing the Scientific Paper	3	0	3
	AN. SCI.	131 - Swine Production	2	3	3
	AN. SCI.	133 - Ruminant Production	2	3	3
	AN. SCI.	135 - Livestock Selection	1	3	2
	AN. SCI.	137 - Feeds and Feeding	2	3	3
	AN. SCI.	139 - Dairy Production	2	3	3
		Major Elective			3
		Total Units			20

2nd Sem.	SPANISH	13 - Reading and Literature I	3	0	3
	AG. ECON.	21 - Farm Management	3	0	3
	AN. SCI.	132 - Poultry Production	2	3	3
	AN. HLT.	134 - Animal Disease Control	2	3	3
	AN. HLT.	136 - Animal Parasitology	2	3	3
		Major Elective - AG. EXT. 134 - Ag. Ext. Teaching			3
	AN. SCI.	142 - Animal Nutrition	2	3	3
		Total Units			21

Summer	AGRIB.	21 - Introduction to Agribusiness	3	0	3
		Major Elective	2	3	3
		Total Units			6

FOURTH YEAR

1st Sem.	AGRIB.	111 - Business Finance	3	0	3
	SPANISH	14 - Reading and Literature II	3	0	3
	AN. HLT.	141 - Animal Health and Management	3	0	3
	AN. SCI.	143 - Livestock and Poultry Prod. and By-Products	2	3	3
	AN. SCI.	145 - Principles of Animal Breeding	2	3	3
		Major Elective			3
	AGRIB.	121 - Marketing Management	3	0	3
		Total Units			21

2nd Sem.	AN. SCI.	199 - Undergraduate Seminar			1
	AN. SCI.	200a - Field Practice			3
		Total Units			4

SUMMARY OF THE TOTAL NUMBER OF UNITS TO BE EARNED:

1st year	18+18+9	= 45
2nd year	21+18+9	= 48
3rd year	20+21+6	= 47
4th year	21+4	= 25
T O T A L		= 165

* = Maybe substituted with AN. SCI. 198.

APPENDIX II

EXISTING PROGRAM OF STUDIES OF THE BAS CURRICULUM MAJOR IN ANIMAL PRODUCTION WITH THESIS REQUIREMENT

TERM	Course Number and Descriptive Title		Hours Lecture/ Recitation	Instr. Lab.	Units
<u>FIRST YEAR</u>					
1st Sem.	ENGLISH	11 - Communication Skills I	3	0	3
	MATH.	11 - College Algebra	3	0	3
	EDUC.	11 - General Psychology	3	0	3
	BIO.	11 - General Biology	2	3	3
	ECON.	11 - General Economics	3	0	3
	CHEM.	11 - General Chemistry I	2	3	3
	CMT 11/EUTH.	11			(1.5/1)
	P.E.				(2)
Total Units				18	
2nd Sem.	ENGLISH	12 - Communication Skills II	3	0	3
	MATH.	12 - Plane Trigonometry	3	0	3
	EDUC.	12 - General Sociology	3	0	3
	BOT.	11 - General Botany	2	3	3
	ZOO.	11 - General Zoology	2	3	3
	CHEM.	12 - General Chemistry II	2	3	3
	CMT 12/EUTH.	12			(1.5/1)
	P.E.	12			(2)
Total Units				18	
Summer	SOC. SCI.	11 - Life and Works of Rizal	3	0	3
	STAT.	11 - Elementary Statistics	2	3	3
Total Units				6	
<u>SECOND YEAR</u>					
1st Sem.	SPEECH	11 - Speech Communication	3	0	3
	AN. SCI.	21 - Principles of Animal Science I	2	3	3
	ACRON.	21 - Fund. of Crop Production	2	3	3
	PHYSICS	11 - General Physics I	2	3	3
	ECON.	21 - Land Reform and Taxation	3	0	3
	SPAN.	11 - Communication Skills I	3	0	3
	CHEM.	21 - General Biochemistry	3	0	3
	CMT 13/EUTH	13			(1.5/1)
Total Units				(2)	
2nd Sem.	SPAN.	12 - Communication Skills II	3	0	3
	AN. SCI.	22 - Principles of Animal Science II	2	3	3
	AN. SCI.	24 - Anatomy & Physiology of Farm An.	2	3	3
	PHYSICS	12 - General Physics II	2	3	3
	MICRO.	21 - General Microbiology	2	3	3
	SOILS	21 - Fundamentals of Soils & Fertilizer 2		3	3
	CMT 14/EUTH	14			(1.5/1)
	P.E.	14			(2)
Total Units				18	
Summer	SOC. SCI.	12 - Philippine History & Institution	3	0	3
	AG. BOT.	21 - Principles of Genetics	2	3	3
Total Units				6	

THIRD YEAR

1st Sem.	ENGLISH	13*- Writing the Scientific Paper	3	0	3
	AN. SCI.	131 - Swine Production	2	3	3
	AN. SCI.	133 - Ruminant Production	2	3	3
	AN. SCI.	135 - Livestock Selection	1	3	2
	AN. SCI.	137 - Feeds and Feeding	2	3	3
	AN. SCI.	139 - Dairy Production	2	3	3
	Major Elective		-	-	<u>3</u>
		Total Units			20
2nd Sem.	SPAN.	13 - Reading and Literature I	3	0	3
	AG. ECON.	21 - Farm Management	2	3	3
	AN. SCI.	132 - Poultry Production	2	3	3
	AN. HLT.	134 - Animal Disease Control	2	3	3
	AN. HLT.	136 - Animal Parasitology	2	3	3
	Major Elective				<u>3</u>
	AN. SCI.	200 - Undergraduate Thesis			<u>1</u>
		Total Units			19

FOURTH YEAR

1st Sem.	SPANISH	14 - Reading and Literature II	3	0	3
	AN. HLT.	141 - Animal Health and Management	3	0	3
	AN. SCI.	143 - Livestock & Poultry Products and By-Products	2	3	3
	AN. SCI.	145 - Principles of Animal Breeding	2	3	3
	Major Elective				<u>3</u>
	AN. SCI.	200 - Undergraduate Thesis			<u>1</u>
		Total Units			16
2nd Sem.	HUMAN.	11 - Introduction to Humanities	3	0	3
	AN. SCI.	144 - Behavior & Ecology of Farm An.	3	0	3
	AN. SCI.	142 - Animal Nutrition	2	3	3
	Major Elective				<u>3</u>
	AN. SCI.	199 - Undergraduate Seminar			<u>1</u>
	AN. SCI.	200 - Undergraduate Thesis			<u>4</u>
		Total Units			17
		GRAND TOTAL UNITS			159

* = May be substituted with An. Sci. 198

- I. Subject: PROPOSED REVISIONS OF THE BACHELOR OF ANIMAL SCIENCE CURRICULUM
- II. Proponent: Department of Animal Science and Veterinary Medicine
- III. Suggested Changes:

- 1.0 Change of Terminology of Major Field from

- 1.1. Animal Husbandry

TO READ:

Animal Production

RATIONALE:

The trend at present is to drop the term "husbandry" and change it to "production" to signify a training on a specialized program of producing animals and their products. The Department of Animal Science, U. P. at Los Baños offers major fields along commodity lines (such as Poultry, Swine, Beef Cattle) and disciplines one of which is "Animal Production and Management." The word management was not included anymore because production includes already discussions of principles and practices related to management that will result in efficient output of animals and animal products. These principles and practices which consider skills in management are feeding, housing and procurement and disposal of stocks.

- 2.0 Change of Course Title and/or Description

- 2.1. AN. SCI. 21 - PRINCIPLES OF ANIMAL SCIENCE I - Fundamentals of anatomy and physiology, genetics, reproduction, endocrinology, lactation, digestion, nutrition, growth, environmental physiology and animal health.

TO READ:

AN. SCI. 21 - PRINCIPLES OF ANIMAL SCIENCE I - Fundamentals of anatomy and physiology of farm animals in relation to animal production and animal health.

RATIONALE:

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anatomy and physiology of farm animals in this subject should be properly related to animal production and animal health rather than the study of the anatomy and physiological processes per se.

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RATIONALE:

Field practice will be offered as an option to the thesis requirement for students pursuing the BAS curriculum and will major in Animal Production.

It is envisioned that the students who will go on Field Practice will be fielded in private farms either in or outside the province of Leyte. It has been observed that farm owners who accept Field Practice (or Farm Practice) students were willing to give students amounts for their traveling expenses and allowances for food while the students stay and work in their farms. It is expected that there will be maximum of approximately 30 students who will undergo Field Practice at a time and it is anticipated that, with this number, there will be no problem in placing the students at their practice stations provided the students are willing to go to farm outside Leyte and proper representations will be made with farm owners.

Field Practice will be credited for 3 units to be earned after 300 hours of work and observations and the submission of a formal report following the format in Technical Writing. To equalize the total number of units with students who will conduct thesis (with 6 units required), students who will undergo Field Practice will be required to take another 3-unit subject of major elective in either Animal Production or Animal Health.

It may be pointed out that managers of livestock farms and the Regional Directors of the Ministry of Agriculture of Regions VII and VIII have indicated their preference of employing graduates with practical experience in animal production rather than research because the nature of activities in the field consists primarily of production and extension.

In as much as it is ideal for students to undergo Field Practice in the last semester after finishing all the major subjects, the BAS Curriculum for students who will undergo Field Practice in Animal Production is thus re-programmed as shown in Appendix I. Appendix II is the existing program of studies of the BAS Curriculum major in Animal Production with thesis requirement.

AGRIB. 21 -- INTRODUCTION TO AGRIBUSINESS -- Principles and concepts of business organization and management with emphasis on agriculture for economic development.

Prerequisite: Consent of Instructor
3 hrs. a week (lec.)
Credit: 3 units

AGRIB. 111 -- BUSINESS FINANCE -- Budgetary needs of enterprise; role of financing institutions; determination of investment priorities; elements of investment decision.

Prerequisite: Agrib. 21
3 hrs. a week (lec.)
Credit: 3 units

AGRIB. 121 -- MARKETING MANAGEMENT -- Organization, operation and administration of markets.

Prerequisites: Econ. 11 & Agrib. 21
3 hrs. a week (lec.)
Credit: 3 units

RATIONALE

These additional subjects will raise the total number of units required of a graduate of the BAS Curriculum majoring in Animal Production to 165 units. It is envisioned that the additional 9 units of Agribusiness subjects will prepare the graduate of the BAS major in Animal Production curriculum for the challenges in managing big livestock and poultry farms after graduation. Furthermore, this change is an alternative to the BSAB major in Animal Enterprise Management curriculum which will be phased out.

APPENDIX I

PROPOSED COURSE SCHEDULE FOR THE BAS CURRICULUM MAJOR IN ANIMAL PRODUCTION WITH FIELD PRACTICE INSTEAD OF THE THESIS REQUIREMENT

TERM	Course Number and Descriptive Title		Hours Lecture/ Recitation	Instr. Lab.	Units
<u>FIRST YEAR</u>					
1st Sem.	ENGLISH	11 - Communication Skills I	3	0	3
	MATH.	11 - College Algebra	3	0	3
	EDUC.	11 - General Psychology	3	0	3
	BICL.	11 - General Biology	2	3	3
	ECON.	11 - General Economics	3	0	3
	CHEM.	11 - General Chemistry I	2	3	3
	CMT 11/EUTH.	11			(1.5/1)
	P.E.	11			(2)
	Total Units				18
2nd Sem.	ENGLISH	12 - Communication Skills II	3	0	3
	MATH.	12 - Plane Trigonometry	3	0	3
	EDUC.	12 - General Sociology	3	0	3
	BOT.	11 - General Botany	2	3	3
	ZOOL.	11 - General Zoology	2	3	3
	CHEM.	12 - General Chemistry II	2	3	3
	HUMANITIES	11 - Introduction to Humanities	3	0	3
	CMT 12/EUTH.	12			(1.5/1)
	P.E.	12			(2)
	Total Units				21
Summer	STAT.	11 - Elementary Statistics	2	3	3
	SOC. SCI.	11 - Life and Works of Rizal	3	0	3
	Total Units				6
<u>SECOND YEAR</u>					
1st Sem.	SPEECH	11 - Speech Communication	3	0	3
	AN. SCI.	21 - Prin. of Animal Science I	2	3	3
	AGRON.	21 - Fund. of Crop Production	2	3	3
	PHYSICS	11 - General Physics I	2	3	3
	BIOL.	21 - Principles of Genetics	2	3	3
	SPANISH	21 - Communication Skills I	3	0	3
	CHEM.	21 - General Biochemistry	3	0	3
	CMT 13/EUTH.	13			(1.5/1)
	P.E.	13			(2)
	Total Units				21
2nd Sem.	SPANISH	12 - Communication Skills II	3	0	3
	AN. SCI.	22 - Principles of Animal Science II	2	3	3
	AN. SCI.	24 - Anat. & Physiol. of Farm Animals	2	3	3
	PHYSICS	12 - General Physics II	2	3	3
	MICRO.	21 - General Microbiology	2	3	3
	SOILS	21 - Fund. of Soils and Fertilizer	2	3	3
	CMT 14/EUTH.	14			(1.5/1)
	P.E.	14			(2)
	Total Units				18

Summer	ECON.	12 - Land Reform and Taxation	3	0	3
	AN. SCI.	144 - Behavior & Ecology of Farm An.	3	0	3
	SOC. SCI.	12 - Phil. History and Inst.	3	0	3
		Total Units			9

THIRD YEAR

1st Sem.	ENGLISH	13*- Writing the Scientific Paper	3	0	3
	AN. SCI.	131 - Swine Production	2	3	3
	AN. SCI.	133 - Ruminant Production	2	3	3
	AN. SCI.	135 - Livestock Selection	1	3	2
	AN. SCI.	137 - Feeds and Feeding	2	3	3
	AN. SCI.	139 - Dairy Production	2	3	3
		Major Elective			3
		Total Units			20

2nd Sem.	SPANISH	13 - Reading and Literature I	3	0	3
	AG. ECON.	21 - Farm Management	3	0	3
	AN. SCI.	132 - Poultry Production	2	3	3
	AN. HLT.	134 - Animal Disease Control	2	3	3
	AN. HLT.	136 - Animal Parasitology	2	3	3
		Major Elective - AG. EXT. 134 - Ag. Ext. Teaching			3
	AN. SCI.	142 - Animal Nutrition	2	3	3
		Total Units			21

Summer	AGRIB.	21 - Introduction to Agribusiness	3	0	3
		Major Elective	2	3	3
		Total Units			6

FOURTH YEAR

1st Sem.	AGRIB.	111 - Business Finance	3	0	3
	SPANISH	14 - Reading and Literature II	3	0	3
	AN. HLT.	141 - Animal Health and Management	3	0	3
	AN. SCI.	143 - Livestock and Poultry Prod. and By-Products	2	3	3
	AN. SCI.	145 - Principles of Animal Breeding	2	3	3
		Major Elective			3
	AGRIB.	121 - Marketing Management	3	0	3
		Total Units			21

2nd Sem.	AN. SCI.	199 - Undergraduate Seminar			1
	AN. SCI.	200a-Field Practice			3
		Total Units			4

SUMMARY OF THE TOTAL NUMBER OF UNITS TO BE EARNED:

1st year	----	18+18+9	= 45
2nd year	----	21+18+9	= 48
3rd year	----	20+21+6	= 47
4th year	----	21+4	= 25
		T O T A L	= 165

* = Maybe substituted with AN. SCI. 198.

APPENDIX II

EXISTING PROGRAM OF STUDIES OF THE BAS CURRICULUM MAJOR IN ANIMAL PRODUCTION WITH THESIS REQUIREMENT

Term	Course Number and Descriptive Title		Hours Lecture/ Recitation	Instr. Lab.	Units
<u>FIRST YEAR</u>					
1st Sem.	ENGLISH	11 - Communication Skills I	3	0	3
	MATH.	11 - College Algebra	3	0	3
	EDUC.	11 - General Psychology	3	0	3
	BIO.	11 - General Biology	2	3	3
	ECON.	11 - General Economics	3	0	3
	CHEM.	11 - General Chemistry I	2	3	3
	CMT 11/EUTH.	11			(1.5/1)
	P.E.				(2)
	Total Units				18
2nd Sem.	ENGLISH	12 - Communication Skills II	3	0	3
	MATH.	12 - Plane Trigonometry	3	0	3
	EDUC.	12 - General Sociology	3	0	3
	BOT.	11 - General Botany	2	3	3
	ZOO.	11 - General Zoology	2	3	3
	CHEM.	12 - General Chemistry II	2	3	3
	CMT 12/EUTH.	12			(1.5/1)
	P.E.	12			(2)
	Total Units				18
Summer	SOC. SCI.	11 - Life and Works of Rizal	3	0	3
	STAT.	11 - Elementary Statistics	2	3	3
	Total Units				6
<u>SECOND YEAR</u>					
1st Sem.	SPEECH	11 - Speech Communication	3	0	3
	AN. SCI.	21 - Principles of Animal Science I	2	3	3
	AGRON.	21 - Fund. of Crop Production	2	3	3
	PHYSICS	11 - General Physics I	2	3	3
	ECON.	21 - Land Reform and Taxation	3	0	3
	SPAN.	11 - Communication Skills I	3	0	3
	CHEM.	21 - General Biochemistry	3	0	3
	CMT 13/EUTH	13			(1.5/1)
	P.E.	13			(2)
	Total Units				21
2nd Sem.	SPAN.	12 - Communication Skills II	3	0	3
	AN. SCI.	22 - Principles of Animal Science II	2	3	3
	AN. SCI.	24 - Anatomy & Physiology of Farm An.	2	3	3
	PHYSICS	12 - General Physics II	2	3	3
	MICRO.	21 - General Microbiology	2	3	3
	SOILS	21 - Fundamentals of Soils & Fertilizer 2		3	3
	CMT 14/EUTH	14			(1.5/1)
	P.E.	14			(2)
	Total Units				18
Summer	SOC. SCI.	12 - Philippine History & Institution	3	0	3
	AG. BOT.	21 - Principles of Genetics	2	3	3
	Total Units				6

THIRD YEAR

1st Sem.	ENGLISH	13*- Writing the Scientific Paper	3	0	3
	AN. SCI.	131 - Swine Production	2	3	3
	AN. SCI.	133 - Ruminant Production	2	3	3
	AN. SCI.	135 - Livestock Selection	1	3	2
	AN. SCI.	137 - Feeds and Feeding	2	3	3
	AN. SCI.	139 - Dairy Production	2	3	3
	Major Elective		-	-	<u>3</u>
		Total Units			20
2nd Sem.	SPAN.	13 - Reading and Literature I	3	0	3
	AG. ECON.	21 - Farm Management	2	3	3
	AN. SCI.	132 - Poultry Production	2	3	3
	AN. HLT.	134 - Animal Disease Control	2	3	3
	AN. HLT.	136 - Animal Parasitology	2	3	3
	Major Elective				<u>3</u>
	AN. SCI.	200 - Undergraduate Thesis			<u>1</u>
		Total Units			19

FOURTH YEAR

1st Sem.	SPANISH	14 - Reading and Literature II	3	0	3
	AN. HLT.	141 - Animal Health and Management	3	0	3
	AN. SCI.	143 - Livestock & Poultry Products and By-Products	2	3	3
	AN. SCI.	145 - Principles of Animal Breeding	2	3	3
	Major Elective				3
	AN. SCI.	200 - Undergraduate Thesis			<u>1</u>
		Total Units			16
2nd Sem.	HUMAN.	11 - Introduction to Humanities	3	0	3
	AN. SCI.	144 - Behavior & Ecology of Farm An.	3	0	3
	AN. SCI.	142 - Animal Nutrition	2	3	3
	Major Elective				3
	AN. SCI.	199 - Undergraduate Seminar			<u>1</u>
	AN. SCI.	200 - Undergraduate Thesis			<u>4</u>
		Total Units			17
			GRAND TOTAL UNITS		159

* = May be substituted with An. Sci. 198

APPENDIX E

Proposal to phase out the livestock enterprise management as one of the major fields of the Bachelor of Science in Agribusiness (BSAB).

Rationale:

Livestock enterprise management is included as one of the major fields of the BSAB in order to accommodate the students who are interested to specialize in the production and management of poultry and/or livestock enterprise. This is already the sixth year of the curriculum being offered but up to now no one has signified the intention to specialize in the said major field.

The BSAB students are more interested to major in business management or in crop enterprise management. On the other hand, students who are interested on poultry and/or livestock production and management prefer to take the Bachelor of Animal Science (BAS) than to major in livestock enterprise management with the BSAB curriculum.

AC Action: Approved
Oct. 16, 1981

Board Action:

Date:

Approved
November 4, 1981

A PROPOSAL TO CHANGE A COURSE NAME AT THE
DEPARTMENT OF PLANT BREEDING
AND AG. BOTANY

A. Change in course name and prerequisite:

From: Botany 21. PRINCIPLES OF GENETICS -- Identification,
transmission, distribution, arrangement, structure and
function of genetic materials; heredity and environment.

Prerequisite: Botany 11 General Botany

5 hours a week (2 lec; 3 lab.)

Credit : 3 units

To read: Biology 21. PRINCIPLES OF GENETICS -- Identification,
transmission, distribution, arrangement, structure and
function of genetic material; heredity and environment.

Prerequisite: Biology 11 General Biology

5 hours a week (2 lec; 3 lab.)

Credit : 3 units

Rationale:

The change in course name to Biology 21 reflect the fact
that the principles discussed and examples used deal not only with
plants but also with animal.

PROPOSAL FOR A JOINT OFFERING OF GRADUATE COURSES
IN WEED SCIENCE BY THE DEPARTMENT OF AG.
BOTANY AND PLANT BREEDING AND THE
DEPARTMENT OF PLANT PROTECTION

Rationale:

The Department of Plant Protection offers a Master of Science with majors in Plant Protection, Entomology and Plant Pathology. At present, 8 full-time and 6 part-time graduate students are enrolled in the aforementioned degree programs. Some of these students have expressed their desire to take courses in Weed Science. In a related development, the Officer-in-Charge of Graduate Studies brought to our attention the proposed masteral degree offering of the Department of Agronomy and Soil Science. It is expected that graduate students of said program will also need some of the advanced courses in Weed Science.

At present, the Department of Ag. Botany and Plant Breeding and the Department of Plant Protection are offering a joint undergraduate program in Weed Science. In this connection, the two cooperating departments would like to propose a joint offering of graduate courses in the same field.

It should be mentioned that the two departments have qualified staff members to handle the courses as shown in Appendix A.

GRADUATE COURSES:

Weed Science 271 - SYSTEMATICS AND ECOLOGY OF WEEDS. Identification and ecology of major tropical weeds.

Prerequisites: Botany 141 (Plant Taxonomy)
Plant Prot. 113 (Ecology of Pests) or
equivalent

5 hours a week (2 lec., 3 lab.)

Credit: 3 units

Weed Science 272 - PHYSIOLOGY OF HERBICIDAL ACTION. Absorption, translocation, degradation and mode of action of herbicide in the plant body; selectivity of herbicidal action; effects on soil microorganism; interaction with other pesticides and mineral nutrients.

Prerequisites: Botany 113 (Principles of Plant Physiology)
Chemistry 21 (General Biochemistry)
Plant Prot. 115 (Introduction to Pesticides) or
equivalent

3 hours a week (3 lec., 0 lab.)

Credit: 3 units

Science 272A - LABORATORY ON THE PHYSIOLOGY OF HERBICIDAL ACTION.
Herbicidal effects on different crops; nutrient uptake;
photosynthetic inhibitory function of herbicides; other
plant functions affected by herbicide application.

Prerequisites: Botany 113 (Principles of Plant Physiology)
Chemistry 21 (General Biochemistry)
Plant Prot. 115 (Introduction to Pesticides) or
equivalent

6 hours a week (0 lec., 6 lab.)

Credit: 2 units

Science 273 - WEED ALLELOPATHY. Interaction between crops and weeds and
among weed species; potential of allelopathy in weed control.

Prerequisite: Weed Science 272 (Physiology of Herbicidal
Action)

5 hours a week (2 lec., 3 lab.)

Credit: 3 units

Science 274 - WEED-INSECT/PATHOGEN INTERACTION. Effect of weeds on
prevalence of pathogens and insect pests; effect of insect
and pathogen population on weed bionomics and distribution;
specific examples of such relationships under tropical and
temperate conditions.

Prerequisite: Consent of Instructor

5 hours a week (2 lec., 3 lab.)

Credit: 3 units

Science 290 - SPECIAL TOPICS/RESEARCH PROBLEMS

Credit: 1-3 units

Appendix A. Qualified Staff in Weed Science of the Department of Ag.
Botany and Plant Breeding and the Department of Plant
Protection.

A. Available Staff

Nelson M. Esguerra	Ph.D.	Pest Management
Marita I. Galinato	M.S.	Weed Ecology
Lualhati M. Noriel	M.S.	Weed Science
Fredeswinda L. Loreto	M.S.	Mycology (Weed Science - minor)
Bimbo T. Mandras	M.S.*	Plant Resistance (Weed Science - minor)

B. Affiliate Staff

Rolinda L. Talatala	Ph.D.*	Weed Science
Rodolfo G. Escalada**	Ph.D.	Agronomy

*Finishing soon

*May teach existing Weed Science courses

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
DEPARTMENT OF PLANT PROTECTION

October 14, 1981

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

Dear Pres. Bernardo:

As agreed upon during the Executive Committee meeting held on October 13, 1981 (Tuesday), we, the faculty members to be involved in the offering of graduate courses in Weed Science, recently convened to discuss our area of expertise and responsibility. Enclosed is a list of courses, the qualified instructors to handle them, and the minimum equipment needed to conduct the laboratory experiments in each course. We unanimously agreed that any equipment bought in connection with the offering of a specific course in Weed Science will belong to which ever department needs the equipment most based on the frequency of its use in various courses taught in that department.

We decided to write this letter to facilitate the implementation of the graduate courses in Weed Science. Although it is jointly sponsored by the Departments of Ag. Botany and Plant Breeding and of Plant Protection, the Department of Plant Protection will be incharge of supervising the offering of graduate courses in Weed Science.

Sincerely yours,

(SGD.) NELSON M. ESGUERRA
Associate Professor

(SGD.) CONSTANCIO M. NAPIERE
Assistant Professor

(SGD.) MARITA I. GALINATO
Instructor

(SGD.) LUALHATI M. NORIEL
Instructor

(SGD.) MA. FLERIDA A. CARINO
Instructor

A TRUE COPY:

Larina P. Ibero
LARINA P. IBERA
Clerk-typist, DPP
10/14/81

APPENDIX

Course	Instructor	Equipment Needed	Department Where Available/Order Already Made	
			DABPB	DPP
Science 271 (Phytomorphology and Ecology of Weeds)	M.I. Galinato	Microscope	✓	✓
	R.L. Talatala	Plant presser	✓	✓
		Drying oven	✓	✓
		Sieve (#10 & #60)	X	✓
		Soil borer	X	X
		Dissecting set	✓	✓
Science 272 (Ecology of Tidal Action)	M.I. Galinato	None		
	L.M. Noriel			
	R.L. Talatala			
Science 272A (on the Physiology of Herbicidal Action)	M.I. Galinato	Refrigerator	✓	✓
	L.M. Noriel	Oven	✓	✓
	R.L. Talatala	Spectrophotometer	✓	✓
		Centrifuge, refrigerated	✓	✓
		Balance	✓	✓
		Paper chromatocab	✓	X
		Thin layer chroma- tograph set	X	✓
		Fume hood	✓	✓
		Autoclave	✓	✓
		Inoculation chamber	X	✓
		Kjeldahl apparatus	X	X
Science 273 (Allelopathy)	F.A. Cariño	Spectrophotometer	✓	✓
		Fractionator	X	✓
		High speed centrifuge	X	✓
		Thin layer chroma- tograph	X	✓
		Gas chromatograph	X	Detector available
		Chromatographic columns	X	✓
		Growth chamber	✓	✓
		Short wave uV lamp	X	X
Science 274 (Insect/Pathogen Interaction)	N.M. Esguerra/	Insect cages	X	✓
	C.M. Napiere/	Isolation chamber	X	✓
	L.M. Noriel	Autoclave	✓	✓
		Microscope	✓	✓

Not available or no orders made.

APPENDIX H

Reorganized Delegation of Authority, Duties and Responsibilities.

The Vice President for Administration

1. Exercise direct control and supervision of the following offices:

- a. Physical Plant Office (PPO)
- b. Office of the Business Affairs (OBA)
- c. Office of the Administrative Affairs (OAA)
- d. Office of Personnel Management (OPM)

2. Approve and sign on the following matters:

a. Administrative Personnel Matters:

- a.1 Appointments, transfers, additional assignments, reclassification, permanency, retirement and resignation of non-academic personnel whose salary does not exceed ₱11,000.00 per annum.
- a.2 Original appointments of dialy wage employees and laborers.
- a.3 Renewal of appointments of project personnel not exceeding one year.
- a.4 Contracts of employment of non-academic personnel arising from special projects.
- a.5 Vacation and sick leave application exceeding 5 days, terminal leave and leave of absence without pay not exceeding 6 months.
- a.6 Clearance from money and property responsibilities.
- a.7 Local special detail of non-academic personnel.
- a.8 Local study leave of non-academic personnel not exceeding one year and requests for attendance in seminars, conferences, trainings or workshop not exceeding 30 days subject to existing policies on scholarships.
- a.9 Travel request of non-academic personnel for local travels not exceeding 15 days.
- a.10 Certificate of report to duty of non-academic personnel whose salary is not more than ₱11,000.00 per annum.
- a.11 Application for GSIS membership, medical insurance and state insurance.
- a.12 Certificate of service rendered and daily time records of administrative office heads and other personnel under the OVPA.

b. Financial and Property Matters:

- b.1. Requisition, purchase orders, vouchers, deeds, contracts and other instruments necessary for the purchase of supplies, materials, equipment and services, including the repairs and renovation of buildings and minor construction works, worth not exceeding ₱100,000.00.
- b.2. Warrants, checks and payments of College accounts not exceeding ₱25,000.00 subject to the terms and conditions fixed in the College budget, existing regulations and general laws.
- b.3. Requests to purchase supplies and/or equipment without the benefit of public bidding involving amount not exceeding ₱25,000.00 in each case.
- b.4. Checks and warrants representing cash advances for the payment of salaries and wages of VISCA personnel.
- b.5. Checks and warrants covering payments of College obligations beyond ₱25,000.00 provided that the corresponding vouchers have been approved by the President.
- b.6. Acceptance and endorsement for deposit in the name of the College, warrants, checks and postal money orders, payable to the Visayas State College of Agriculture.
- b.7. Payrolls of all regular VISCA personnel.

c. Other Matters:

- c.1. Overtime services subject to existing College policies.
 - c.2. Use of College facilities and equipment by non-VISCA personnel and/or entities.
3. Assesses and review additional funding request of the different academic departments and other administrative offices.

The Director of Business Affairs:

1. Exercise direct control and supervision of the following offices:
- a. Internal Control Unit
 - b. Accounting Division
 - c. Cash Division
 - d. Income Generating Project
 - e. Supply and Property
 - f. Cebu Office

2. Approve and sign the following:

a. Administrative Personnel Matters

- a.1. Renewal of appointments of daily wage personnel not exceeding three (3) months.
- a.2. Leave of absence of administrative personnel not exceeding five (5) days.
- a.3. Travel of administrative personnel not exceeding five (5) days.
- a.4. Daily time record of unit heads and other personnel under OBA.

b. Financial and Property Matters

- b.1. Requisition, purchase orders, vouchers, deeds, contracts and other instruments necessary for the purchase of supplies, materials, equipment, and services, including repairs and renovation of buildings and minor construction works, worth not exceeding ₱25,000.00.
- b.2. Request to purchase supplies and/or equipment without the benefit of public bidding involving amounts not exceeding ₱5,000.00 in each case.
- b.3. Remittance of life and retirement premiums to the GSIS and Medicare.
- b.4. Payrolls of daily wage personnel beyond ₱1,000.00.
- b.5. Remittance of income taxes withheld.
- b.6. Withdrawal of student deposits.
- b.7. Contribution of not more than ₱100.00 from the charity fund.
- b.8. Countersign bank deposits and withdrawals for the account of VISCA with the concurrence of the Auditor.

c. The Administrative Officer:

- 1. Exercise direct control and supervision of the following offices:
 - a. Legal Office
 - b. Infirmary
 - c. Security
 - d. Records Division
- 2. Assists the Vice President for Administration in the planning and management of the offices under the OVPA.

3. Finds out problems met by employees on the performance of their services for study and solution.
4. Participates in the screening of applicants for certain positions under the Office of the Vice President for Administration.
5. Participates in the evaluation of clerks and in the selection/promotion of casual employees.
6. Participates in the review of all appointments and other documents submitted for review for final approval by the Vice President.
7. Facilitates in the investigation of erring staff members, witnesses and students and submits recommendation on cases investigated.
8. Facilitates in the preparation of contracts and supporting documents for locally funded projects of the College as requested.
9. Performs other functions as maybe assigned from time to time.

D. The Legal Officer:

1. Drafts, prepares, reviews and/or notarizes contracts/memorandum of Agreements and other documents needed by the College.
2. Conducts legal researches, prepares and issues legal opinions/recommendations when requested.
3. Conducts investigations when requested.
4. Notarizes other official matters presented by faculty and staff necessitating notarizations.
5. Prepares and submits reports when required.
6. Prepares, files pleadings in court or any administrative body when necessary for the College.
7. Attends hearings : in courts or before any quasi-judicial bodies and represent the College, attends meetings and conferences.
8. Makes legal advices when sought by faculty, staff and students.
9. Prepares/sends communications affecting the legal office.
10. Prepares certifications when necessary.
11. Heads the Claims Office and interviews/evaluates the land claims of landowners and tenants covered by PD # 1107.
12. Prepares all needed documents and notarizes the same for the acquisition of lands under PD # 1107.

13. Causes the transfer of land titles and tax declarations of real properties to ViSCA and causes judicial reconstitution of destroyed land titles in court.
14. Assists the Solicitors handling the expropriation cases and attends hearings of cases relative to the implementation of PD # 1107.
15. Performs other tasks that may be assigned by higher College authorities.

E. Records Division

1. Establishes a filing system convenient and suitable to the needs of the College. (For the present, the functional-subject-alphabetic classification is used.)
2. Renders ready reference services to authorized personnel of the College or outside governmental and non-governmental entities.
3. Provides copies or true copies of records under its custody to authorized personnel/offices.
4. Implements the fourth function of the Records Retention and Disposition Schedule (Adm. Order N. 39, s. 1978).
5. Effects immediate delivery of messengerial materials to offices/personnel concerned.
6. Effects immediate dispatch of official mail materials like letters and publication and likewise keep record of incoming and outgoing correspondence.
7. Undertakes records preservation measures.

F. The Internal Control Unit:

1. Pre-audits the first payment of fix expenditures such as rentals, subscription to periodicals, and other expenditures amounting to not more than ₱2,000.00 a month which are recurring and fixed in nature.
2. Pre-audit payments amounting to not more than ₱20,000.00 of consumable items such as printed forms, motor vehicle fuel, lubricants, tires, batteries, spare parts, construction materials, medical supplies, ammunition, electricity, gas, water and other expendable property normally consumed within one year after being put to use, or converted in the process of manufacture or construction.
3. Checks all refunds, including refunds of forfeited cash bonds of aliens and temporary visitors, etc. and releases of retention fees regardless of amount for pre-audit by the Commission on Audit.
4. Pre-audits first payment of salaries and wages of officers and employees, whether under original appointment, promotional appointment, appointment by transfer, appointment by reinstatement, or employment under the labor payrolls chargeable against project funds.

5. Checks payment of last salary and commutation of all vacation and sick leave which require the submission of a clearance certificate.
6. Pre-audits payments of expenditures other than those enumerated numbers (1), (2), and (7) involving not more than ₱40,000.00.
7. Checks payments of back pay claims and cash advances irrespective of amount.
8. Sees to it that expenditures are restricted to the amounts allotted to each fund.
9. Inspects deliveries of supplies, materials and equipment only when the payment of these items is not subject to COA pre-audit.
10. Institutes procedures and means so that all forms of disbursements of government funds must conform to COA rules and regulations.
11. Performs such other pre-audit functions as are or may be required by law or competent authority.

G. The Accounting Division:

1. Ascertains whether accounting and auditing regulations are being observed in the disbursement of public funds.
2. Certifies as to availability of funds.
3. Introduces innovations to provide efficient and effective service to the clientele.
4. Controls allotment and expenditures of the college for all budgeted and non-budgeted funds by KBI, program, project and activity.
5. Indicates proper coding and journal entries.
6. Handles the general ledger and all special journals of the college.
7. Prepares the Trial Balance, financial reports and other statements.
8. Prepares special payrolls for original appointments, computation of leave credits, salary differentials, etc. as the case maybe.
9. Controls all regular and daily wage payrolls by the use of salary index cards.
10. Prepares vouchers and supporting papers for remittances to GSIS, BIR, and private agencies.
11. Controls individual GSIS account and issues certification for premiums paid and deduction made upon request.

12. Prepares monthly reports of status of College funds for management consumption.
13. Verifies computation and proper classification of accounts.

II. The Cash Division:

1. Receives, deposits, withdraws, collects and disburses College funds.
2. Handles, aside from the general funds, PCARR, PRCRTC, PCRDF, IDRC, IFS, COCOFED, NSDB, RTC-RD, VICARP, and EDPITAF funds.
3. Keeps and updates the corresponding books of accounts on records of collections and all disbursements made by the College for its maintenance and operational expenses.
4. Keeps and updates students' records of accounts.
5. Sees to it that funds and records of disbursements and collections entrusted to the College are in order.

I. The Personnel Officer:

Vice President for Adm./President

1. Assist and advise the Vice President for Adm./President in the development, formulation, and execution of such policies, regulations and orders in connection with examinations, investigations, appointments, promotions and in all other areas of personnel management in accordance with the Civil Service Laws and Rules.

Vice President for Adm./President

2. Undertakes in behalf of the Vice President for Adm./President a comprehensive and balanced personnel program.

Vice President for Adm./President

3. Keep the Vice President for Adm./President informed of activities and developments in all areas of personnel management which affect or tend to affect the effective implementation of the Civil Service Laws and Rules.

4. With the assistance of such staff as may be provided for the purpose, 1) assist in the selection and recruitment of personnel, 2) processing of appointments, promotions and other personnel transactions for compliance with the Civil Service Laws and Rules, 3) advise management in matters involving employee relations and morale, 4) assist the supervisors in the development and formulation of performance standards and evaluation, 5) assist in staff training and development, 6) inform employees of the rights and obligations arising from their employment, and 7) keep record of personnel.

5. Provide an effective liaison with the Civil Service Commission.

6. Perform such other functions that may be assigned by superiors from time to time.

J. The Planning and Budget Officer:

1. Assists the President in preparing guidelines and directions for development planning and budgeting.
2. Assists the President and the College Budget Review Committee* in evaluating all budgetary requests submitted by various organizational units for inclusion in the annual budget of VISCA.
3. Analyzes and consolidates the financial data and projected requirements of the various projects and activities of the College for review by the College Budget Review Committee, prior to submission to the Ministry of the Budget.
4. Assists the President in preparing sub-allotments to the different departments or units by project or activity to achieve effective use of funds.
5. Prepares quarterly physical reports of operation, special budgets and other reports required by the Ministry of the Budget.
6. Assists the President in evaluating programs and projects of different departments and units.
7. Prepares the College annual report and other reports required of VISCA higher authorities.
8. Performs other functions as may be assigned by the President from time to time.

K. The Director of Instruction:

1. Exercise control and supervision of the following departments/offices:
 - a. Academic departments
 - b. Experimental Rural High School
 - c. Registrar
 - d. Chief Librarian
2. Make the proper recommendation on the following academic personnel matters:
 - a. Appointment, transfer, permanency, reclassification and resignation of academic personnel.

*The College Budget Review Committee consists of the following:

President	-- Chairman
Vice President	-- Vice Chairman
Director of Business Affairs	-- Member
Director of Instruction	-- Member
Director of Research	-- Member
Director of Extension	-- Member
Director of Student Affairs	-- Member
Supt. of Physical Plant	-- Member
College & Board Secretary	-- Member

- b. Appointment of graduate and teaching assistants and/or fellows.
 - c. Overload teaching and summer load and payment of corresponding honoraria.
 - d. Requests for attendance to conventions, conferences, seminars, trainings, and non-degree training course.
 - e. Requests for purchase of equipment (any amount) for instructional purposes.
 - f. Requests for appointment of student assistants to assist in instructional activities.
 - g. Requests for additional funding of academic departments.
3. Approve and sign the following:
- a. Transfer from teacher's leave to cumulative leave status.
 - b. Vacation and sick leave, maternity leave, terminal leave and leave of absence without pay of academic teaching personnel including the Department Head who goes on leave for only one day.^{1/}
 - c. Request for travel of academic teaching personnel including the Department Head who goes on travel for only one day.
 - d. Certificate of service rendered of department heads, high school principal, registrar, and personnel in the office of the Director of Instruction.
 - e. Appointment of students to student fellowship or scholarship.

4. The Director of Extension shall have have the following authority and responsibilities in addition to his present functions:

1. Make proper recommendation on the following:
- a. Requests for attendance at seminars, conferences, trainings and non-degree training course of full-time extension personnel.
 - b. Appointment, transfer, permanency, reclassification and resignation of full-time extension personnel.
 - c. Purchase of equipment (any amount) and supplies exceeding ₱1,000.00 for extension services.

^{1/} Leave of absence and travel request of Department Heads, Center Directors and other key administration officials for 2 or more days need the approval of the College President.

2. Approve and sign the following:

- a. Purchase of supplies not exceeding ₱1,000.00 in each case.
 - b. Certificate of service rendered of heads of extension units and personnel in the Office of the Director of Extension.
 - c. Leave of absence of extension personnel except study leave.
 - d. Request for travel of extension personnel.
3. Assesses and review additional funding request of offices under extension.

M. Department/Center Heads:

1. Approve and sign the following matters:

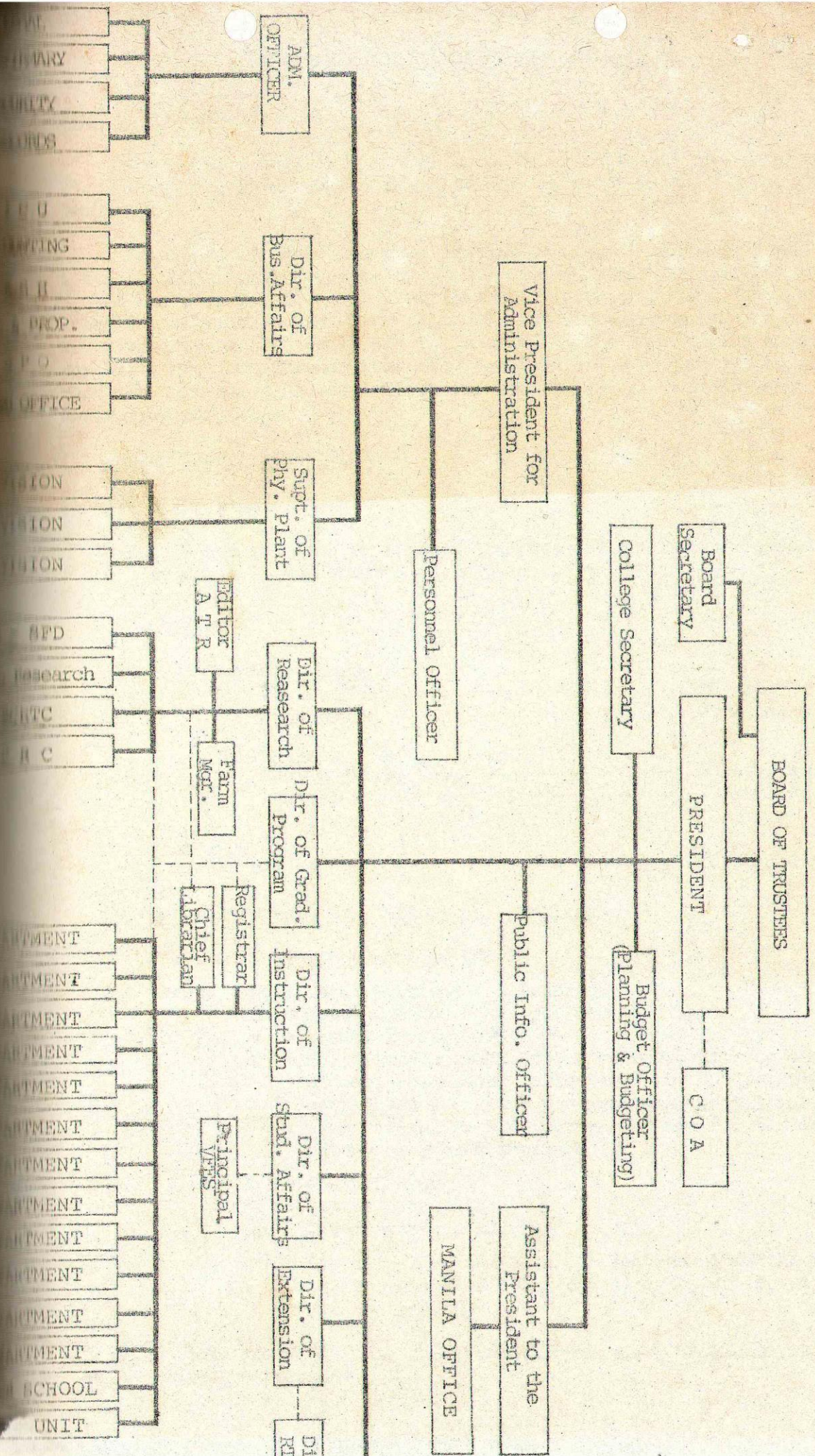
- a. Vouchers, RIV's, SIV's not exceeding ₱1,000.00 and payroll of laborers with approved appointments.
- b. Certificate of service rendered (Form 11) of department/center staff including academic non-teaching staff.
- c. Leave of absence and travel request of research project staff and academic non-teaching staff.

Excluded from this authority to approve are the following:

- 1) Voucher and/or requisitions for equipment of any amount.
- 2) Business and/or financial transactions not covered by department allocation.
- 3) Payroll of laborers without approved appointments.

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VISAYAS STATE COLLEGE OF AGRICULTURE



GENERAL PROVISIONS:

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

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

I. INSTRUCTIONAL ACTIVITIES:A. Class size

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

CollegeGraduate courses

Lecture/Discussion	25 students
Laboratory	20 students

Undergraduate courses

Lecture/Discussion	50 students
Laboratory	35 students

High School

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

B. General Formula for Determining Workload

$$FWT = CH (U_c) + P (U_p) + E_s (U_e)$$

Where: FWT = Total Workload for teaching

CH = Total Contact Hours per week

U = Credit factor

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

U_c = Contact hour

U_p = No. of preparation

U_e = Extra/excess students

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

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

C. Specific Instructional Activities

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

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

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

Note: Please see Appendix A for computation samples.

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

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

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

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

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

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

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

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

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

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

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

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

5. If there are less than 5 students in a class, the workload unit equivalent shall be reduced to one third (0.11 per credit unit) only for honorarium purposes.
 6. If 2 or more instructors co-teach a subject, the workload unit equivalent for the class shall be divided proportionately among them.
- D. A maximum of 3 workload units* shall be credited for advising students officially enrolled in a thesis/dissertation, or its equivalent courses based on the following credit per student advisee:
- | | | |
|-------|-------|------|
| B.S. | ----- | 0.30 |
| M.S. | ----- | 0.50 |
| Ph.D. | ----- | 0.75 |

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

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

II. RESEARCH ACTIVITIES:

1. Leader of an approved and numbered research program having a duration of at least one semester is entitled to a maximum of 4.0 workload units per program. *with honorarium, or 5.0 workload units without honorarium.*

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

2. Leader or sole worker of an approved and numbered research project having a duration of at least one semester is entitled to a maximum of 3.0 workload units per project. *with honorarium or 4.0 workload units without honorarium*
3. Leader or sole worker of an approved and numbered research study having a duration of at least one semester may claim a maximum of 2 units per study. *with honorarium or 3 workload units without honorarium*
4. Co-worker of any approved and numbered research program, project or study having a duration of at least one semester is entitled to a minimum of 0.5 workload unit for each. The credit shall be proportional to the degree of involvement in the said research activity. In no case, however, shall the combined workload units for worker and co-worker exceed 4 in the case of program, 3 for project, 2 for study. *with honorarium, or 5 for program, 4 for project, 3 for study without honorarium.*

III. EXTENSION ACTIVITIES:

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

IV. ADMINISTRATIVE ACTIVITIES:

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

5 or less	-----	3 workload units
6 - 10	-----	5 workload units
11 - 15	-----	7 workload units
16 or more	-----	10 workload units
3. Faculty members with regular administrative and supervisory duties not included above shall be entitled to not more than 3 workload units. A faculty member assigned as Section/Unit Head shall earn 2 workload units. A faculty member who coordinates the activities of several class sections shall earn 0.2 workload unit per section in excess of one (1) section but not to exceed a total of 2 workload units.

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

- a. Varsity coach or trainer shall earn 1 workload unit per team with a maximum of 2 workload units per semester
- b. An adviser of a recognized student organization shall earn not more than 1.5 workload unit distributed as follows:
Dramatic club/Dance Troupe/Choir - 1.5 workload unit each;
student organization like Agromsa, Future Teachers of Agriculture, Agribusiness and others - 0.25 workload unit each.

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

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

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

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

- a. Income-generating - 2-5 workload units
- b. Other projects such as waterwheel, nursery - 1-3 workload units

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

6. Special assignment of ^{academic staff} faculty members - workload unit equivalent to be determined by the Director of Instruction/Research/Extension.

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

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

where:

I = Instruction

R = Research

E = Extension

A = Administration

RA = Related Activities

Appendix A. Examples of Teaching Workload Computations

College

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

- Section 1 - 25
- 2 - 48
- 3 - 55 - excess of 5
- 4 - 53 - excess of 3
- 5 - 30

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

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

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

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

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

Math 11

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

Physics 11

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

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

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

$$= 2.73 + 5.58$$

$$= 8.31$$

$$FW_t = 10.21 + 8.31$$

$$= 18.52$$

High School

Instructor C.

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

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

$$= 20 \times 0.9 + 0.50$$

$$= 18.50$$

Instructor D.

2 sections Home Science 1 (3 hrs lect and 3 hrs lab/week per section
2 sections Homemaking Program III (10 hrs practicum a week per section
1 section 30 students, the other 50 students)

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

$$= 5.4 + 0.25$$

$$= 5.65$$

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

$$= \left[(2.4 + 0.25) \right] + \left[9.6 + 0.50 + 0.3 \right]$$

$$= 5.05 + 10.40$$

$$= 15.45$$

$$FW_t = 5.65 + 15.45$$

$$= 21.10$$

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

Appendix B

Comparison of workload units earned for involvement in various activities based on the existing guidelines of the College

A C T I V I T Y	Nature or Level	Involvement	Workload Units : Equiv.	Max credits allowed
Teaching				
(1) class section meeting 3 hours a week, not more than 30 students for	Lecture-graduate	Lecturer	4.49	
graduate lecture class, 50 students	Lecture-undergrad.	Lecturer	3.99	
undergrad. lecture class, 20	Lecture-high sch.	Lecturer	3.03	
students for graduate lab. class; 35	Lab.-graduate	Lab. Prof.	2.90	
students for undergrad. lab. class, 40	Lab.-undergrad.	Lab. Instr.	2.73	
students for a high school	Lab.-high sch.	Lab. Instr.	2.51	
Class Coordination:				
Coordination of 5 class sections of subject (0.2/class section)	Undergraduate	Coordinator	0.80	2.0
Thesis Advising:				
Advising of 5 students (0.5/student)	Graduate (MS)	Adviser	2.50	5.0
(0.3/student)	Undergraduate	Adviser	1.50	5.0
(0.2/student)	Undergraduate	Dept. head, stat.	1.0	5.0
		English critic	1.0	2.0
Student Supervision:				
Supervision of 5 students undertaking field practice, internship, practice teaching and the like (0.15/student)	Undergraduate	Supervisor	0.75	3.0
Research and Extension:				
Conduct of one approved research or extension activity	Program	Leader	5.0	
	Project	Leader	4.0	
	Study	Leader	3.0	
Department subject matter specialist	Consultation	Specialist	1.0	
Administration at department level				
	5 staff members			
	or less	Dept. head	3.0	
	6-10 staff memb.	" "	5.0	
	11-15 staff memb.	" "	7.0	
	16 or more staff members		10.0	
	Within the dept.	Section head	2.0	
Involvement with student co-curricular activities per student group/organization				
	Dramatic club;			
	dance troupe,	Adviser	1.5	1.5
	choir			
	Agromsa, Vibons,	Adviser	.25	1.5
	high sch. class			
	section, etc.			
	Athletic teams	Coach or trainer	1.0	2.0
College Publications				
	Technical	Editor	4.0	
	Semi-popular	Editor, assoc. ed.	3.0, 2.0	
		Contrib.	.75	
	Popular	Editor, assoc. ed.	2.0, 1.5	
		contrib.	.5	
Committee Work:				
	standing college	Chairman	.6/	2.0

Suggested Modifications in the Guidelines
for Determining Faculty Workloads

- I. Teaching --- Increase in workload unit per student in excess of 50/lecture class from 0.02 to 0.03/student.

Reason: Staff members handling big lecture classes seem to be at a disadvantage. For example, a staff member handling 5 lecture classes in Botany 11 with a total of 420 students distributed as follows:

Lecture 1 = 80 students
2 = 100 students
3 = 90 students
4 = 50 students
5 = 100 students

will have a total teaching load of 14.06 units which is still below the minimum requirement of 15.00 units. If he divides sections 1, 2, 3 and 5 into two sections each and have a total of 9 lecture classes with the same total number of students (420), his workload will be 18.66 units. The only additional work that he will have to earn 18.66 units will be in actual contact hours but the time he will spend preparing for the class and correcting papers will be the same. Thus, to encourage professors to accept bigger lecture classes, the equivalent unit per excess student in a big lecture class should be increased. If revised to 0.03/student the sample lecturer above will have a total workload of 15.76; if increased to 0.04 per student the equivalent teaching load is 17.46 which is not too far below 18.66.

- II. Class Coordination --- 0.2 unit per instructor coordinating with instead of the present scheme of 0.2 unit per class section.

Reason: Difficulty in coordination depends on the number of instructors one is coordinating with regardless of the number of class sections involved. At present, some staff members are claiming credit for class coordination even if they are the only ones teaching a particular subject and therefore need not coordinate with anybody.

III. Thesis advising --- Increase in unit from 0.5 to 0.6 per masteral student; from 0.3 to 0.5 per undergraduate student; giving of 0.25 for membership in a Guidance Committee of masteral students.

Reason: The adviser spends much time in advising thesis students and the present workload equivalent is unrealistically low. Members of the Guidance Committee are involved also in student advising.

IV. Supervision of students undertaking field practice, etc. --- None

V. Research and Extension --- None

VI. Subject matter specialist --- None

VII. Administration at department level --- If a department section has less than 5 resident staff members, the 2.00 workload units for the section head should be prorated.

Reason: This is suggested to follow the scheme applied to department heads.

VIII. Involvement with student co-curricular activities ---

Adviser of a Dramatic Club, Dance Troupe or Choir should be given 0.25 (instead of 1.5) workload unit just like an adviser of other organizations. However, the director of a dramatic club or trainer of a dance troupe or choir if a faculty member should be given 1.00 workload unit like the coach or trainer of an athletic team.

Reason: It is the director of the dramatic club or trainer of a dance troupe who really spends much time and effort with the student group and not the advisers.

IX. College Publication --- Workload unit equivalent should be per issue basis rather than per semestral basis as follows:

Technical Publication:	Editor -- 2.00/issue/sem.
Semi-Popular:	Editor -- 1.00/issue/sem.
	Assoc. Ed. -- 0.75/issue/sem.
	Contributor -- 0.25/issue/sem.
Popular:	Editor -- 0.5/issue/sem.
	Assoc. Ed. -- 0.25/issue/sem.
	Contributor -- 0.1/issue/sem.

Reason: The time and effort devoted depends on how often the publication comes out.
College

X. Committee Work --- Chairman of Standing Committee should be given 0.7 instead of 0.6

Reason: The Chairman does most of the work for the Committee.

A PROPOSAL TO AMEND THE "OTHER REQUIREMENTS" FOR GRADUATION
WITH HONORS (BS STUDENTS)

"Other Requirements"

Students who are candidates for graduation with honors:

1. must have completed in the College at least 75 percent of the total number of academic units for graduation;
2. must have been in residence therein for at least three years immediately preceding graduation;
3. must have no grade below "3" in his curriculum;
4. must have taken during each semester the normal load prescribed in the curriculum, unless taking a lighter load was due to justifiable causes;
5. must have finished the course within the period which may be shorter but not longer than that prescribed for the curriculum.

Read:

"Other Requirements"

Students who are candidates for graduation with honors:

1. must have completed in the College at least 75 percent of the total number of academic units for graduation, Provided, That this does not apply to successful ACES students who validated more than 25 percent of the total academic units required for graduation;
2. must have been in residence therein for at least three years immediately preceding graduation;
3. must have no grade below "3" in his curriculum;
4. must have taken during each semester the normal load prescribed in the curriculum, unless taking a lighter load was due to justifiable causes;
5. must have finished the course within the period which may be shorter but not longer than that prescribed for the curriculum;
6. any deviation from any of the above requirements shall be treated on a case-to-case basis by the Academic Council.

Academic Council Action: Approved

Date: October 30, 1981

Board Action: Approved

Date: November 4, 1981

APPENDIX K

REVISED COMPREHENSIVE FEE FOR REQUESTED SUBJECTS

The offering of college subjects, as may be requested by College students, may be allowed, subject to availability of faculty/staff, classrooms, facilities, the recommendation of the department head concerned and the approval of the Director of Instruction or her duly authorized representative, Provided, That the students concerned pay separate comprehensive fee whenever applicable, as specified in the following guidelines, Provided, further, That the honorarium of the faculty/staff concerned, if found necessary, be borne by the students enrolled in such requested college subject, the amount to be prorated among the students.

The revised comprehensive fee for requested subjects, applicable only when the number of students enrolled in a requested subject is less than fifteen (15), is as follows:

<u>No. of Units</u>	<u>Revised Comprehensive Fee</u>
19 units and above	P375.00
15-18 units	312.50
10-14 units	250.00
6- 9 units	187.50
5 units and below	125.00

The following guidelines shall be the bases in charging for requested subjects:

A. Requested college subjects offered during office/class hours and will not cause overload teaching:

1. 1 - 14 students enrolled: The foregoing revised comprehensive fee applies
2. 15 students or more: The regular comprehensive fee applies

B. Requested college subjects offered outside office/class hours or will cause overload teaching:

1. 1 - 14 students enrolled: The revised comprehensive fee, plus honorarium of faculty/staff, shall apply
2. 15 students or more enrolled: The regular comprehensive fee, plus honorarium of faculty/staff, shall apply

This policy supersedes all rules and regulations regarding the offering of requested subjects and the corresponding charges, including the double tuition fee for subjects offered in the evening or at weekends, Resolutions No. 39, s. 1981 and No. 20, s. 1976, respectively, effective the first semester, school year 1981-1982.

AC Action: Approved - October 30, 1981

Board Action: Approved
November 4, 1981

A Proposal to Change One of the Procedural Guidelines
in the Implementation of the Advance Credits for
Exceptional Students (ACES) Program

Background Information:

When the ACES program was being conceptualized, the plan was to have a preliminary screening of those who will be allowed to take the validating tests, a procedure followed in implementing a similar program (INTAPS) in UP Los Banos. It was speculated that if preliminary screening will not be practiced even those who are very unlikely to pass the tests, as suggested by their poor high school academic records and performance in the NCEE and VISCAAT, may decide to take the tests. Said students certainly will find the tests too difficult and their unpleasant experience may lead to the development of a negative attitude towards their studies in VisCA. In UPLB, only the upper 20% of the UPCAT passers are eligible to take the validating tests of the INTAPS program.

However, during the faculty deliberations on the ACES program proposal, it was decided to make validation open initially to all incoming freshmen to be able to get the necessary data for determining the logical criteria to use for screening validating test applicants in the succeeding years.

Attached is a summary of pertinent data gathered in June 1981 when the ACES program was implemented for the first time. As shown, only about 10% of those who took the tests were able to pass at least one subject. Also, students with NCEE ratings of as low as 37, VISCAAT rating of 25^a, high school general average grade of 76, or a high school grade of 76 in those subjects they attempted to validate still took the tests. As would have been predicted correctly, said students failed in all the tests.

A critical study of the academic records/credentials of all the 115 students who took the tests and their performance in the ACES validating tests was made to determine which of the available criteria, namely NCEE and VISCAAT ratings, high school grades in subjects validated, and high school general average grade, would have been most reliable to use in segregating the 12 student passers from the 103 non-passers. It was found most logical to use the first three and to disregard the last one, hence the proposal as follows:

Existing guideline:

All incoming freshmen granted admission to VisCA are eligible for taking the validating tests.

^a/Said students graduated either as valedictorian or salutatorian in the high school and were granted automatic admission in VisCA.

Proposed Revised guideline:

An incoming freshman granted admission to ViSCA is eligible for taking the validating tests for all the courses offered for validation if he has an NCEE rating of at least 97 or ViSCAAT score of at least 56%. An applicant whose NCEE and ViSCAAT ratings are below the above-mentioned ratings are still qualified to take the validating tests but only in subjects for which he obtained a high school final grade of 85% or higher.

Applying the proposed revised guideline in the 1981 batch of freshmen, only 35 out of the 115 would have been allowed to take the tests and not one of the 12 successful examinees would have missed the opportunity.

One may think that 56% ViSCAAT score is rather low as the pre-qualification rating for validation. Analysis show, however, that raising it to 58% or 60% would disqualify 2 of the 12 successful passers from taking the validating tests. It should be pointed out that the ViSCAAT covers a number of disciplines and some students are very good in one subject, say Biology, but weak in another, say Mathematics. Ideally, subscores in individual disciplines (which will be the counterparts of grades in individual subjects in the high school) should be considered instead of the general ViSCAAT score but, in the absence of a computer in ViSCA, the volume of work that this would entail will be prohibitive.

Some Information Pertinent to the
Implementation of the
ACES Program in June 1981

1.	No. of ACES Program examinees	-----	115
2.	No. of examinees who were able to pass at least one subject	-----	12
3.	No. of subjects offered for validation	-----	20
4.	No. of subjects passed by individual students	-----	1 to 17
5.	NCEE ratings of ACES examinees	-----	37 - 99+
	a. of validating exam passers	-----	70 - 99+
	b. of validating exam non-passers	-----	37 - 96
6.	ViSCAAT Scores of ACES examinees	-----	40 - 137 ^a /or 25% - 86%
	a. of validating exam passers	-----	86 - 137 or
	b. of validating exam non-passers	-----	40 - 91 or 25% - 57%

^a/Out of 160 points

7. High School General Average Ratings - - - 76% - 93%
- a. of passers - - - - - 85% - 93%
- b. of non-passers - - - - - 76% - 93%
8. High School individual ratings in subjects
validated - - - - - 76% - 94%
- a. of passers - - - - - 86% - 94%
- b. of non passers - - - - - 76% - 94%

Appointments of College Personnel for ConfirmationA. RecruitmentProposed PositionArts and Letters

1. Ms. Dolores T. Amarille
BS Education (Pilipino)
UEP 1970
Age: 33 yrs. old

Assistant Instructor
Salary: ₱11,904.00 p.a.
Effectivity: October 1, 1981
Status: Temporary

Infirmary

1. Ms. Remedios L. Capacio
Graduated Nursing
ZGH School of Nursing 1972
Age: 30 yrs. old

Public Health Nurse
Salary: ₱9,288.00 p.a.
Effectivity: October 13, 1981
Status: Temporary

B. For Permanent StatusPresent Position

1. Ms. Rebecca B. Napiere
MS in Library Science
No. of years in present
position - 2 years
Civil Service Eligibility:
Librarian
Performance Rating: Very
Satisfactory
2. Ms. Consuelo B. Jaime
BS Ag. Educ. w/36 units in
Master in Library Science
No. of years in present
position - 2 years
Civil Service Eligibility:
Librarian
Performance Rating: Very
Satisfactory
3. Ms. Pacita R. Escalante
BSAH w/18 units in Library
Science & 9 units in MSLS
No. of years in present
position - 2 years
Civil Service Eligibility:
Librarian
Performance Rating: Very
Satisfactory

Supervising Librarian
Effectivity: November 1, 1981

Senior Librarian
Effectivity: November 1, 1981

Librarian
Effectivity: November 1, 1981

4. Mr. Simeon P. Sedrome
BS in Commerce
No. of years in present
position - 2 years
Civil Service Eligibility:
Career Service (Prof.)
Performance Rating: Very
Satisfactory

Clerk I
Effectivity: October 1, 1981

Appointment of College Personnel for Confirmation

A. Recruitment

Proposed Position

Plant Protection

1. Dr. Christopher Kenneth Starr
Ph.D. in Entomology
University of Georgia 1980
Age: 32 years old

Visiting Asso. Professor
Salary: \$25,116.00 p.a.
Effectivity: October 26, 1981

B. New Appointment

1. Dr. Samuel S. Go
Ph.D. in Ag. Education
University of Minnesota 1970
Age: 48 years old

Vice President for
Administration
Salary: \$45,840.00 p.a.
Effectivity: November 1, 1981

PERSONAL INFORMATION SHEET

Name : Emmanuel Sarmiento Bernaldez
 Address : 5 M. H. del Pilar Street
 Tagbilaran City
 Age : 27 years old
 Date of Birth : March 8, 1954
 Place of Birth : Guindulman, Bohol
 Sex : Male
 Civil Status : Single
 Citizenship : Filipino
 Father's Name : Aquilino C. Bernaldez
 Mother's Name : Salud Sarmiento
 Educational Attainment :

Guindulman Central Elementary School 1961-1967
 St. Mary's Academy 1967-1974
 University of Bohol B S Architecture 1971-1977

Board Examination Taken :

Board Examination for Architects July, 1979

Remarks : Passed

Rating : 75.85

Present Office : LLNB Associates - Architects
 Address : 5 M. H. del Pilar Street
 Tagbilaran City
 Telephone Number : 29-52
 Position : Architect
 Date Employed : July 1, 1980

Recent Commissioned Projects :

1. Residence of Engr. & Mrs. Leovigildo Lim
City of Tagbilaran, February, 1980 - ₱ 250,000.00
2. 6 Door Apartment Building - MOD Tuñacao, Inc.
Lapu-Lapu City, April, 1980 - ₱ 700,000.00
3. Commercial Space Development - Continental Haus
City of Tagbilaran, November, 1980 - ₱ 100,000.00
4. Industrial Building - I J Printers
City of Tagbilaran, June 1981 - ₱ 400,000.00
5. Commercial Building - Mrs. Evelyn Lomantas
City of Tagbilaran, February, 1980 - ₱ 300,000.00

Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
Manila

BOARD OF ARCHITECTURE

Exam. No. 3628

JAN 2 1980

EMMANUEL S. BERNALDEZ

Sir:

The ratings obtained by you in the ARCHITECT examination given by the Board in Manila on July 4, 1979 and J. Reyes are as follows:

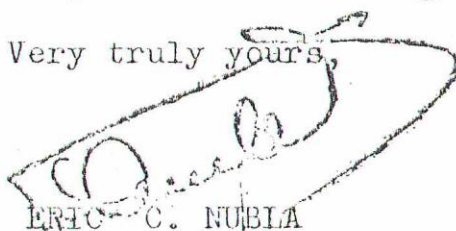
S U B J E C T S	Relative Weights	RATINGS
1. Architectural Design	40	82 ✓
2. Structural Design	20	68 ✓
3. Architectural Practice and Materials	15	71 ✓
4. Building Materials and Construction	10	77 ✓
5. Mechanical and Electrical Equipment and Plumbing	10	72 ✓
6. History and Theory of Architecture	5	78 ✓
GENERAL AVERAGE RATING	100	75.85

IMPORTANT:

1. THIS REPORT IS NOT VALID IF THERE IS ANY ALTERATION.

2. To pass the examination a candidate must obtain a general average rating of at least 70% with no rating below 50% in any subject. An applicant who for the third time fails to pass shall not be allowed to take another until at least one year has elapsed after his last examination.

Very truly yours,


ERIC C. NUBLA

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 四
 五
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 八
 九
 十

HAYAGOS gampaman ang labat ng mga pangangalawang initas ng Batas Republika Bil. 545, at ng mga Continuum
 having complied with all the requirements prescribed by the Rules
 of the Attitunum ng Bayon, ngayon ay itinala na isang
 at ng Regulations of the Board, is hereby admitted to practice as an
 Attorney-at-Law

223, taglay ang sagisag ng
223, ^{under the} ^{act of} ^{the}
ika-²⁹ araw ng May
29, 1949, ay ipinagkaloob sa kampa sa Marikina, ngayong
Marikina, at
atlas ng Bangulo Bilig. No. 223, alinsunod sa mga tabbana ng
Katunayan nito, in accordance with the provisions of
IN WITNESS WHEREOF, in accordance with the provisions of
and Katibayan Bilig. 223, ay ipinagkaloob sa kampa sa Marikina, ngayong

from the year of our Lord nineteen hundred and seventy eight

Chairman
Robert D. [Signature]

APPROVED:
 [Signature]
 ERIC C. NUBIA
 Comisario General

PROPOSED REVISION ON THE PROVISIONS FOR ACADEMIC LOAD

From:

Credit Units

X X X

An undergraduate student shall be allowed to take not more than twenty-one (21) units a semester but a graduating student or one with an outstanding academic record may be permitted to carry a heavier load. The minimum full load is eighteen (18) unless the curriculum prescribes more or fewer units for that particular course and term.

To Read:

Credit Units

X X X

An undergraduate student shall be allowed to take not more than twenty-four (24) units a semester but a graduating student or one with an outstanding academic record may be permitted to carry a heavier load, Provided, That the heavier load is recommended by the Adviser and the Department Head concerned and approved by the Director of Instruction. The minimum full load is eighteen (18) unless the curriculum prescribes more or fewer units for that particular course and term.

X X X

X X X

Academic Council Action: Approved
Date: October 30, 1981

Board Action: Approved
Date: November 4, 1981

October 26, 1981

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

Dear President Bernardo:

I wish to submit a proposal to amend Chapter 10. Article 1:
Section 109 - Professional Library Staff of the ViSCA Code to give
other members of the library staff who have met the minimum qualifi-
cations academic status.

Proposed Amendment, to read:

Article 1. Professional Library Staff

Section 109. The professional library staff shall be
composed of a chief librarian and other members of the
library staff who possess the minimum qualifications for
library positions in the professional services of the
college library.

The chief librarian shall be appointed by the President
subject to confirmation by the Board. He shall have faculty
status and rank. He shall be directly responsible to the
Director of Instruction. Other members of the professional
library staff shall be appointed by the president upon the
recommendation of the chief librarian, subject to Board
confirmation. They shall have academic status and shall
belong to the academic non-teaching personnel of the college.

Please find attached our rationale, a copy of the affected
portion of the ViSCA Code and a copy of the Personnel Specifications
for Library Positions in the Professional Services of the University
of the Philippines which sets the minimum qualifications.

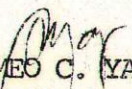
May I look forward to the approval of the above proposal.
Thank you.

Very truly yours,

(SGD.) LINDA K. MIRANDA
Chief Librarian

Attachments.

TRUE COPY OF THE ORIGINAL:


ROMEO C. YAP
OCS Clerk, 11/20/81