

# 161st ViSCA Board of Trustees Meeting (Special)

20 January 2001

ViSCA Guest House, ViSCA, Baybay, Leyte

## AGENDA

Board Resolution  
Number

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#### New Business

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## ATTENDANCE

### Present:

<b>Hon. Manuel D. Punzal</b> Commissioner, CHED	..... Chairman
<b>Hon. Paciencia P. Milan</b> President, ViSCA	..... Vice Chairman
<b>Hon. Teresa Aquino Oreta</b> <i>Represented by Hon. Cyril Luis Arradaza</i> Chairman, Senate Committee on Education Senate of the Philippines	..... Member
<b>Hon. Rosenda Ocampo</b> <i>Represented by Hon. Vicente Veloso</i> Chairman, House Committee on Education House of Representatives	..... Member
<b>Hon. Leo Cañeda</b> Regional Executive Director Department of Agriculture Regional Office VIII	..... Member
<b>Hon. Perla M. Tan</b> President, ViSCA Faculty Association	..... Member
<b>Hon. Guindolino R. Gerona</b> President, ViSCA Alumni Association	..... Member
<b>Hon. Michael Y. Rapada</b> President, ViSCA CSSC	..... Member
<b>Prof. Daniel M. Tudtud, Jr.</b> College/Board Secretary	..... Board Secretary

### ABSENT:

**Hon. Buenaventura C. Go-Soco, Jr.**  
Regional Executive Director  
NEDA Regional Office VIII

### I. CALL TO ORDER

Commissioner Manuel D. Punzal, the Chairman of the ViSCA Board of Trustees, called the meeting to order at 2:30 p.m. Dr. P. Milan led the ViSCA Board of Trustees to a short prayer prior to the formal start of the 161<sup>st</sup> BOT Meeting.

### II. Roll Call

Commissioner Punzal requested the ViSCA Board Secretary to call the roll of members to determine if there was a quorum. The ViSCA Board

Secretary informed the Chairman that eight (8) out of nine (9) regular members of the ViSCA Board of Trustees were present. Present at this BOT Meeting were two new BOT members: Dir. Leo Cañeda, the new Regional Executive Director of the Department of Agriculture Region VIII; and Mr. Vicente Veloso, the official representative of Cong. Rosenda Ocampo.

### **III. Chair's Privilege**

Chairman Punzal welcomed the new members of the Board of Trustees: Dir. Leo Cañeda, the new Regional Executive Director of the Department of Agriculture Regional Office VIII and Mr. Vicente Veloso, the official representative of Hon. Rosenda Ocampo, the newly appointed Chairman of the Committee on Higher and Technical Education of the House of Representatives. Chairman Punzal expressed his desire to have a good working relationship with the new BOT members.

Chairman Punzal announced that the CHED in cooperation with Net Curricula Inc. will be sponsoring a consultation/workshop in Manila on 06 February 2001. The Presidents of SUCs under him are invited to attend this consultation/workshop together with the SUC IT In-charge.

### **IV. Adoption of the Proposed Agenda**

Commissioner Punzal requested the Board Secretary to read the items calendared for this Board of Trustees meeting. The Board Secretary then read the items calendared for this BOT Meeting. He also informed the members of the ViSCA BOT that Other Matters in addition to the calendared items for discussion will be entertained at this time.

President Paciencia P. Milan requested that two other items for discussion should be included under Other Matters: (1) Use of Income; and (b) MOA between ViSCA and ViFARD.



After ascertaining that no other additional matters will be included, Commissioner Punzal informed the BOT that “the Chair now accepts a motion for the approval of the agenda calendared and those matters added in the original.” Trustee Perla M. Tan moved for the approval of calendared agenda as amended and Trustee Leo Cañeda seconded the motion.

#### V. **Reading and Approval of the Minutes of the Previous Meeting**

Commissioner Punzal asked the members of the BOT to look at the minutes, presented in Tab A, for correction.

President Milan pointed out the following corrections:

- a) page 2, line 22 – change the title from “Dr.” to **“Trustee”**;
- b) page 3, line 2 – change the title from “Dr.” to **“Trustee”**;

Trustee Cyril Arradaza made a manifestation that on Page 7 of the Minutes, he gave an explanation of the actions of the Special BOT Committee to Review the Sandoval Case in reply to the query of Trustee Michael Rapada. This explanation is not included in the Minutes and Trustee Arradaza requested that this be included in the amended Minutes. Prof. Daniel Tudit, Jr., the Board Secretary, noted the manifestation and indicated that he will refer to the official transcription of the BOT Minutes for the needed corrections.

The following corrections to the minutes were also pointed out:

- c) page 10, line 5 – change the phrase “as modified” to **“as specified by the management”**;
- d) page 11, line 24 – this line should read as **“EQ as important as IQ”**;
- e) page 29, line 19 – change the title from “Trustee” to **“Dr.”**;
- f) page 30, lines 2 & 11 – change the title from “Trustee” to **“Dr.”**;
- g) page 32, line 4 – correct the misspelled word “Adminstration” to **“Administration”**;

After all the corrections were made, Chairman Punzal asked the body to move for the approval of the minutes as corrected. Trustee Arradaza moved for

the approval of the minutes as corrected and was duly seconded by Trustee Gerona. Thus, the ViSCA Board of Trustees passed

**BOT RESOLUTION NO. 1 s. 2001**

**Approving the Minutes of the 160<sup>th</sup> Board of Trustees meeting dated 24 October 2000 held at the ViSCA Guest House from 1:30 p.m. to 4:15 p.m. as corrected.**

**VI. MATTERS ARISING FROM THE APPROVED MINUTES/ PRESIDENT'S REPORT**

Chairman Manuel D. Punzal, noting that the Minutes of the BOT Meetings are usually quite voluminous, informed the body that he will soon organize a workshop to be attended by all the Board Secretaries under his supervision on the proper way of making the Minutes. He then proceeded to ask the ViSCA President for the presentation of the highlights of the President's Report as well as for the presentation of a summary of the resolutions made during the last BOT meeting.

Chairman Punzal again asked the members of the ViSCA BOT "to go over the just approved minutes for any updates, follow ups, clarifications, and other motions that you would like to discuss pertaining to any of the resolutions." He begged the indulgence of the BOT members in so far as Resolution No. 8 was concerned as this completely slipped his mind. He will try to work on this upon his return to Manila.

President Milan informed the BOT members "that there is an urgent need to make an evaluation of BNAC in terms of its physical facilities. ViSCA would like to help this school but is unable to do so due to budgetary constraints." Commissioner Punzal inquired from Trustee Cañeda if it would be possible that the DA would help make an assessment of the institution to determine if this is still suitable as an agricultural campus. Trustee Cañeda replied that the DA would gladly do it. He also remarked that for as long as



the BNAC budget is incorporated with the ViSCA budget, ViSCA will still be held accountable for BNAC.

Chairman Punzal inquired from the body if there were any other comments/corrections from Matters Arising from the Approved Minutes. Trustee Gerona made a suggestion that "in the Summary Matrix of Resolutions, an additional column for the Page No. should be included as this will facilitate referencing of the minutes."

## **VII. UNFINISHED BUSINESS**

### **A. Sandoval Case**

President Paciencia P. Milan provided the members of the BOT an update on the Sandoval case. This update was made as a response to the comment made during the last BOT meeting that the Administration was dragging its feet on the case. Chairman Punzal asked the ViSCA President for more information on the case.

President Milan narrated that the respondent, Dr. Antonia Cecilia Y. Sandoval, was a permanent staff and the former head of the Dept. of Ag. Education and Extension (DAEE). She also used to be the Deputy Director of the ViSCA BIDANI Program. The case was filed during the term of past President Go and was about an alleged "Double Claim" of travel expenses.

A Fact-Finding Committee was immediately convened for the purpose of establishing the truth or falsity of the allegation. At that time in 1999 (September–November.), ViSCA's Legal Officer, Atty. Juego, took charge of the case. Prof. Tudtud took over the Chairmanship of the Fact-Finding Committee sometime in December 1999. The Sandoval Fact-Finding Committee was able to establish *prima facie* evidence of falsification of public records and other misdeeds. The committee recommended that a Formal Investigation be immediately conducted.



After having been informed of the possible formal investigation, the respondent wrote to the ViSCA President that she opted not to be formally investigated and was amenable to any punishment that may be imposed on her. The ViSCA President recommended that she be meted a penalty of six (6) months suspension without pay and submitted this to the BOT for final action. The BOT decided that a Formal Investigation was necessary in order to protect the rights of the respondent. The respondent then hired the services of a lawyer, a certain Atty. Golo, who happens to be the Vice-Mayor of Matalom town, Province of Leyte. This lawyer has been asking for postponement for one reason or another. This is the reason why the case has taken this long with the end not yet in sight.

Chairman Punzal noted that this being a purely administrative matter which has not yet been resolved, should not have been calendared for this BOT meeting. Trustee Arradaza informed the Chairman that the BOT, being the governing body of the college, is responsible for imposing the penalties to any faculty/staff of the college. Chairman Punzal, in response, replied that the BOT simply affirms the penalty meted out by the Chief Executive of the college and is not supposed to impose the penalty. The BOT is a policy making body and as such should distance itself from having to run the institution itself. Chairman Punzal narrated that when he was President of Gregorio Araneta University Foundation (GAUF), in matters like this, it was simply referred to the University Legal Counsel for proper disposition. The Board of the University is guided by the actions of the Legal Counsel so that it does not get tied down of unnecessary details.

In the case now pending, it is the lawyer of the respondent who has the intention of dragging its feet. We cannot do anything about it. We can only help accelerate the whole process if we still can. Chairman

Punzal formally requested Trustee Arradaza to act as a “consultant” to the Formal Investigation Committee so that the committee may be guided on what steps to do next. Chairman Punzal requested Pres. Milan to provide some funds for Trustee Arradaza so that he may help out the committee.

## VIII. NEW BUSINESS

### A. Academic Matters

#### 1. Appointment of Designated Positions

President Paciencia P. Milan presented to the ViSCA Board of Trustees the list of personnel designated to different academic and administrative positions in the College. President Milan informed the body that the list has gone through the usual procedures. The members of the BOT did not have any questions on the appointments. Trustee Rapada moved for the approval of the list of appointments and this was seconded by Dir. Cañeda. The Board passed

#### **Board Resolution No. 2, s. 2001**

**Confirming the appointments of ViSCA personnel for designated academic and administrative positions effective 01 January 2001 until 31 December 2002.**

Vice Pres., Academic Affairs	PALOMAR, Manuel K.	1/01/01 – 12/31/02
College/Board Secretary	TUdTUD, Daniel M. Jr.	1/01/01 – 12/31/02
Executive Officer	LIM, Jesusito L.	1/01/01 – 12/31/02
Head, PICRO	SANICO, Rolinda T	1/01/01 – 12/31/02
Head, IMDC	CAGASAN, Editha G.	1/01/01 – 12/31/02
Head, DAEA	ALKUINO, Jose M. Jr.	1/01/01 – 12/31/02
Head, DAEE	COLIS, Oscar L.	1/01/01 – 04/30/01
Head, DAEAM	GALINATO, Gregorio J. Jr.	1/01/01 – 12/31/02
Head, DASS	SEROHIJOS, Raquel C.	1/01/01 – 12/31/02
Head, DASVM	FERNANDEZ, Tomas J. Jr.	1/01/01 – 12/31/02
Head, DHS	BERAY, Eunice I.	1/01/01 – 12/31/02
Head, DOH	DIPUTADO, Misael T. Jr.	1/01/01 – 12/31/02
Head, DPBAB	QUIMIO, Celsa A.	1/01/01 – 12/31/02
Head, DPE	RUSSEL, Remedios R.	1/01/01 – 12/31/02
Director, ODI	ESCALADA, Rodolfo G.	1/01/01 – 12/31/02
Director, HRMO	AVILA, Myrna M.	1/01/01 – 12/31/02
Director, OSA	BATOY, Corazon B.	1/01/01 – 12/31/02
Director, R&D	BACUSMO, Jose L.	1/01/01 – 12/31/02
Director, Extension	GERONA, Guindolino R.	1/01/01 – 12/31/02
OIC-Director, OGS	VILLACARLOS, Lina T.	1/03/01 until a new Director is ppointed
Director, PhilRootcrops	PARDALES, Jose R.	1/01/01 – 12/31/02
Director, NARC	GONZAL, Lelita R.	1/01/01 – 12/31/02
Director, ITE	CENIZA, Ma. Juliet C.	1/01/01 – 12/31/02
Director, CSR	VEGA, Belita A.	1/01/01 – 12/31/02



Asst. Director, NARC	GAPASIN, Ruben M.	1/01/01 – 12/31/02
Station Manager of Radio Station DYAC	CANADA, Norberto F.	1/01/01 – 12/31/02
Manager, ViSCA Printing Press	BARTOLINI, Perfecto U.	1/01/01 – 12/31/02
OIC, Security Office	ANCHETA, Joel M.	1/01/01 until a new Head is appointed

## 2. School Calendar for SY 2001-2002

President Paciencia P. Milan presented to the ViSCA Board of Trustees the proposed school calendar for school year 2001-2002. The President pointed out that for the next school year, the tentative date of graduation is 02 April 2002.

The members of the BOT did not raise any questions about the proposed school calendar. Trustee Guindolino R. Gerona moved for the approval of the school calendar. Trustee Michael Rapada seconded the motion. The Board passed

### **Board Resolution No. 3, s. 2001**

**Approving the proposed school calendar for SY 2001-2002 as presented effective upon Board approval.**

## 3. New College Diploma

President Paciencia P. Milan presented to the ViSCA Board of Trustees the proposed new College Diploma. Chairman Punzal agreed that because of Republic Act 8292, the diploma needs to be updated. He stated that this document is a document of the school and not of the Board. As such, in lieu of the College/Board Secretary, will be the Registrar. At the lower right side of the document will be the Dean/Director and at the lowermost center will be the President. This will also hold true for the diplomas of the integrated schools with the Vocational School Superintendent replacing the Dean/Director.



There being no other questions on the new college diploma, Trustee Gerona moved for its approval. Trustee Rapada seconded the motion. The Board passed

**Board Resolution No. 4, s. 2001**

**Approving the proposed new College Diploma for the Main Campus and for the Integrated Campuses as modified effective upon Board approval.**

4. Proposed School Fees for Incoming Freshmen and Transferees, SY 2001-2002.

President Paciencia P. Milan presented to the ViSCA Board of Trustees the proposal to increase school fees for incoming freshmen for SY 2001-2002.

Trustee Rapada made a manifestation that the student council was not consulted on the issue. He asked the President why a memorandum was issued last December on this issue without prior consultation.

To the query, President Milan replied that the OSA Director, Dr. Corazon Batoy, made the proposal. Dr. Batoy reported that there was no need to directly consult the student council since the students that would be affected are still the incoming freshmen and that they are not yet represented in the student council. This had to be done in a hurry since they were preparing the materials for the information drive. In this way, ViSCA will be able to directly inform the prospective student for SY 2001-2002 of the new rates.

Chairman Punzal suggested that the Board may favorably act on the proposal subject to consultation with the student council. Chairman Punzal saw the need to increase the fees of the college considering the fact that the budget of the college was on the decline and there is now a renewed call by the government for all SUCs to start generating their own income. By comparison, the cost per unit

in ViSCA is only a tiny fraction of the cost in a similar private institution.

Trustee Vicente Veloso inquired if it was possible for ViSCA to implement a “socialized” tuition fee assessment. He was of the opinion that there are those students who would like to take up BS Agriculture would be negatively affected by such an increase.

Chairman Punzal replied that this “socialized” tuition fee has been found to work only in UP at Los Baños because of the disparity in income among the studentry. In the province, including the case of the Cebu State College of Science and Technology (CSCST) in Cebu City, have a rather homogenous studentry, income wise. The difference in the incomes of the parents of the students do not vary much and this being the case, “socialization” does not work.

The Board, by unanimous decision, approved the proposal on the condition that the student council be consulted on the matter. The Board passed

#### **Board Resolution No. 5, s. 2001**

**Approving the proposed School Fees for Incoming Freshmen and Transferees, SY 2001-2002 subject to consultation with the Student Council.**

##### **5. Proposed Increase of Non-Registration and Other Fees.**

President Paciencia P. Milan presented to the ViSCA Board of Trustees the proposal to increase non-registration and other school fees. President Milan explained that at present, the college is collecting fees for various kinds of services to staff and students. However, inflation has really deflated the amounts we charge for these services. The Registrar’s Office has thus prepared an update of the charges for each of the various services offered.

Trustee Rapada commented on the item on Replacement of Lost ID. He opined that the new charge for this, P100.00, is quite steep and may not be affordable to the students considering that the present student ID cost only P12.50.

President Milan replied that the new ViSCA ID is very nice and showed a sample ID to all the members of the BOT. The President informed the body that the cost of the ID is P80.00 each. The P20.00 is the penalty for losing the ID.

Upon seeing the new ID, Trustee Rapada was amenable to the new rate proposed. There being no other questions raised on the matter, Trustee Veloso moved for the approval of the proposal. This was duly seconded by Dir. Cañeda. The Board passed

**Board Resolution No. 6, s. 2001**

**Approving the proposal for Increase of Non-Registration and Other School Fees effective upon Board approval.**

6. Proposal to Increase Tuition and Other School Fees for Graduate Students.

President Paciencia P. Milan presented to the ViSCA Board of Trustees the proposal to increase tuition and other school fees for graduate students. The proposal was self-explanatory and the Board did not have any comments on the issue. Trustee Rapada moved for the approval of the proposal and Trustee Gerona seconded the motion. The Board passed

**Board Resolution No. 7, s. 2001**

**Approving the proposal to Increase Tuition and Other School Fees for Graduate Students effective upon Board approval.**



7. Workload Proposal for On-Campus and Extramural Courses Offered Simultaneously.

President Paciencia P. Milan presented to the ViSCA Board of Trustees the workload proposal for on-campus and extramural courses offered simultaneously. President Milan explained that this is an improved version of the proposal presented in the last Board meeting.

The Board did not have any other comments on the matter. Trustee Perla M. Tan moved for the approval of the proposal. Dir. Cañeda seconded the motion. The Board passed

**Board Resolution No. 8, s. 2001**

**Approving the Workload Proposal for On-Campus and Extramural Courses Offered Simultaneously effective upon Board approval.**

8. Proposed Guidelines for the Secondment of ViSCA Staff.

President Paciencia P. Milan presented to the ViSCA Board of Trustees the proposed guidelines for the secondment of ViSCA staff. President Milan explained that this was also presented in the last board meeting and this was an improved version of that proposal. The phrase "gainful employment" was clarified and was changed to "seek employment".

The Board did not have any questions on the proposal. Trustee Tan moved for the approval of the proposal. This was duly seconded by Trustee Rapada. The Board passed

**Board Resolution No. 9, s. 2001**

**Approving the proposed Guidelines for the Secondment of ViSCA Staff effective upon Board approval.**

9. Proposed Revision of Guidelines in the Giving of Workload Units to Faculty Performing Administrative Functions.

President Paciencia P. Milan presented to the ViSCA Board of Trustees the revision of the proposed guidelines in the giving of workload units to faculty performing administrative functions. She explained that in the last BOT meeting, this proposal was returned to the proponent due to questions on the wording of some items of the proposal. On the basis of the suggestions made last time, the proposal has been refined to reflect the suggestions made. In the proposed guideline, the existing policy guidelines are in *italics* while the proposed additional guidelines are in **bold** print.

Trustee Perla Tan queried whether the College Instructional Materials Review Committee can be included as one of the permanent committees of the College. President Milan replied that she will first ask the opinion of the Director of Instruction on the matter.

Along this line, Trustee Gerona remarked that the IGP Board of Management as well as the other faculty members who have been appointed as members of regular committees of the College be given the same points. President Milan informed Trustee Gerona that chairmanship and membership in committees other than those listed will mean that these are part of the standing committees of the college.

After ascertaining that there were no other questions on the issue, Trustee Gerona moved for the approval of the proposal. This was duly seconded by Dir. Cañeda. The Board passed

### **Board Resolution No. 10, s. 2001**

**Approving the Proposed Guidelines in the Giving of Workload Units to Faculty Performing Administrative Functions as amended effective upon Board approval.**

**10. Proposed Revision of Section III of the Merit System for Faculty and Academic Staff.**

President Paciencia P. Milan presented to the ViSCA Board of Trustees the proposed Revision of Section III of the Merit System for Faculty and Academic Staff. This proposal seeks to provide an updated classification of who are covered as "academic staff".

A thorough discussion on the specific items was undertaken. In Item No. 7, the term "Honorific Faculty" was debated upon. It was decided that a more professional sounding nomenclature be substituted for this specific category of teaching personnel.

After going over the proposal at hand, Trustee Tan motioned for the approval of the proposal and was immediately seconded by Trustee Rapada. The Board passed

### **Board Resolution No. 11, s. 2001**

**Approving the Proposed Revision of Section III of the Merit System for Faculty and Academic Staff as modified effective upon Board approval.**

**11. Proposed Guidelines in Designating Qualified Administrative Staff to Perform Academic Functions.**

President Paciencia P. Milan presented to the ViSCA Board of Trustees the proposed Guidelines in Designating Qualified Administrative Staff to Perform Academic Functions. President Milan explained that due to the increasing enrolment, the administration is encouraging administrative staff who have the necessary or appropriate academic background to teach in the academic department. These administrative staff will be allowed to teach a



maximum of two (2) courses per semester. It is also proposed that these staff members be given honorific faculty designations.

Chairman Punzal stated that these administrative staff be designated as "Lecturer" or "Researcher" or something akin to that depending on whether these staff have the appropriate degrees. These designated titles will be accorded to them only when they are being asked to teach. In line with this, Trustee Tan suggested that in view of Item No. 7 of the newly approved revision of Section III of the Merit System for Faculty and Academic Staff, the term "Honorific Faculty" should be so appropriately modified.

After all the discussion on the proposal ended, Trustee Tan moved for the approval of the proposal as modified and Trustee Arradaza seconded the motion. The Board passed

**Board Resolution No. 12, s. 2001**

**Approving the Proposed Guidelines in Designating Qualified Administrative Staff to Perform Academic Functions as modified effective upon Board approval.**

**12. Proposed Revision of Research and Development Workload Guidelines.**

President Paciencia P. Milan presented to the ViSCA Board of Trustees the proposed Revision of Research and Development Workload Guidelines. President Milan informed the body that this proposal was already presented in the past BOT meeting but there was a request that the existing guidelines be placed side-by-side with the proposed revisions. This has now been done. Research workload is usually on-top-of the teaching workload of academic faculty as this is based on capability.

Chairman Punzal commented that there is a wrong perception among academic faculty that all should go into research and

extension. He is on the belief that only those with the capability of undertaking research and extension should get into it. As a rejoinder, President Milan informed the Chairman that many academic staff have been assigned in research centers like the PRCRTC and are doing purely research work.

At the end of the discussion, Trustee Tan moved for the approval of the approval of the proposal and Trustee Rapada seconded the motion. The Board passed

**Board Resolution No. 13, s. 2001**

**Approving the proposed Revision of Research and Development Workload Guidelines as presented effective upon Board approval.**

**13. Proposal for the Conversion of the Veterinary Medicine Division into School of Veterinary Medicine.**

President Milan informed the body that the proposal was deliberated and approved by the ADCO. This proposal came about due to the efforts of the Professional Regulations Commission (PRC) to really professionalize the different degree programs as mandated in the Modernization Act of the PRC.

President Milan explained that part of this professionalization is the “standardization of Colleges of Veterinary Medicine (CVM) throughout the Philippines. All identified CVMs will be given three (3) years to comply with this requirement after which their graduates will be barred from taking the professional licensure examination.” One of the requirements for the modernization of CVMs that affect the ViSCA DVM program is its classification as only a division under the Dept. of An. Science and Veterinary Medicine. (DASVM).

Under the present set-up, in which ViSCA is a state college, it will be very awkward if the veterinary medicine program be set-up

also as a college. During the consultative PRC meeting held in Manila last 18 February 2000 attended by Dr. Tomas Fernandez, it was agreed upon by the body that for ViSCA, the veterinary medicine program will be "classified as a School of Veterinary Medicine." In view of this suggestion, the proposal to convert the veterinary medicine program in ViSCA from a division of DASVM to a School was made.

Chairman Punzal commented that the Organizational Chart presented in the proposal is more of a Functional Chart considering that the division of the sections is by subject area. This should be corrected.

Hearing no objections to the proposal, Trustee Rapada moved for the approval of the proposal and Trustee Arradaza seconded it. The Board passed

**Board Resolution No. 14, s. 2001**

**Approving the Conversion of the Veterinary Medicine Division in ViSCA into a School of Veterinary Medicine as proposed effective upon Board approval.**

**14. Proposal to Offer a Straight Six-Year Doctor of Veterinary Medicine Degree Program.**

President Paciencia P. Milan presented the proposal to the Board. She explained that the need to offer a straight six (6) year DVM program came about because it is one of the major requirements of CHED and the PRC. This proposal was also deliberated upon and approved by the ADCO.

Trustee Rapada inquired what will happen to the ladderized program if this is approved. To this query, President Milan replied that "the present ladderized program will still be offered. However, freshmen interested to pursue the DVM degree will be advised to



take the straight program. Students of Animal Science can still opt to take the ladderized course if they like.”

After all discussions on the proposal ended, Trustee Rapada moved for the approval of the proposal as presented. This was duly seconded by Trustee Arradaza. The Board passed

**Board Resolution No. 15, s. 2001**

**Approving the Offering of a Straight Six-Year Doctor of Veterinary Medicine Degree Program as proposed effective upon Board approval.**

**B. Administrative Matters**

1. Change of Appointment Status.

President Paciencia P. Milan informed the Board that all the personnel recommended for Change of Appointment Status have complied with the requirements and have passed through the appropriate channels.

After ascertaining this, Trustee Arradaza moved for the approval of the Change in Appointment Status from Temporary to Permanent. This was seconded by Trustee Rapada. The Board passed

**Board Resolution No. 16, s. 2001**

**Approving the Change in Appointment Status from Temporary to Permanent effective upon Board approval.**

<u>Name</u>	<u>Position</u>
1. BULAYOG, Ma. Salome B.	Asst. Professor 4
2. TAN, Daniel Leslie Tan	Associate Professor 5
3. SALAS, Felix M.	Asst. Professor 4
4. PRADO, Louis P.	Elect. & Com. Eqpt. Tech.
5. GORRE, Elvira B.	DEMO

2. Confirmation of the Appointment of Part-Time Teachers.

President Paciencia P. Milan informed the Board that the appointments of four (4) ViSCA Main Campus staff and six (6) staff from the ViSCA Isabel Campus (INAVS) need Board confirmation. All the staff have gone through the appropriate channels.

Hearing no objections to the proposal presented, Chairman Punzal requested for a motion to approve. Trustee Arradaza moved for the confirmation of the appointments of part-time teachers. Trustee Rapada seconded the motion. The Board approved

**Board Resolution No. 17, s. 2001**

**Confirming the Appointments of Four (4) Part-Time Teachers from the ViSCA Main Campus and six (6) from the ViSCA Isabel Campus (INAVS) as presented effective on the dates specified.**

**ViSCA-Main Campus**

1.	Ana Marquiza M. Quilicot	Instructor I	Nov. 15, 2000
2.	Shirleny R. Gabotero	Instructor I	Nov. 15, 2000
3.	Sheila Marie V. Posas	Instructor I	Nov. 15, 2000
4.	Cristina C. Genosa	Instructor I	Jan. 15, 2001

**INAVS**

1.	Coracel Andales	Instructor	Nov. 15, 2000
2.	Verna Joy Amodia	Instructor	Nov. 15, 2000
3.	Jorge C. Amodia	Instructor	Nov. 15, 2000
4.	Stephen C. Temporada	Instructor	Nov. 15, 2000
5.	Rachel Ebatados	Instructor	Nov. 15, 2000
6.	Editha Ablen	Instructor	Nov. 15, 2000

3. Promotion/Change of Appointment Status of Two Philippine Carabao Center (PCC) at ViSCA Personnel.

President Paciencia P. Milan informed the Board that the PCC Personnel Committee has made the request for the change in appointment status of two (2) of its personnel through the Non-Academic Personnel Board. This was reviewed by the HRMDO which then recommended them to the President for Board approval.

After ascertaining that all lawful processes were dutifully followed, Trustee Arradaza moved for the approval of the promotion/change of appointment status of two PCC personnel. Trustee Rapada seconded the motion. The Board passed

**Board Resolution No. 18, s. 2001**

**Approving the Promotion/Change of Appointment Status of Two Philippine Carabao Center (PCC) Personnel effective 01 January 2001.**

	<u>NAME</u>	<u>POSITION</u>
1.	Mr. Andres N. Amihan	Science Res. Analyst
2.	Mr. Napoleon B. Dean	Laboratory Aide II (Permanent)
4.	<u>Appointment of Regular Personnel of the Philippine Carabao Center (PCC) at ViSCA.</u>	

President Paciencia P. Milan informed the Board that the PCC Personnel Committee recommended to the College President the appointment of Dr. Joseph Limuel P. Cañete as Farm Superintendent II vice Mr. Ebenezer Parilla who emigrated to the United States. The NAPB has also reviewed the credentials of Dr. Cañete..

Hearing no objections and after ascertaining the recommendation followed the lawful processes, Trustee Arradaza moved for the approval of the appointment of Dr. Joseph Limuel P. Cañete as Farm Supervisor II of the Philippine Carabao Center at ViSCA. Trustee Rapada seconded the motion. The Board approved

**Board Resolution No. 19, s. 2001**

**Approving the Appointment of Dr. Joseph Limuel P. Cañete as Farm Supervisor II of the Philippine Carabao Center at ViSCA effective upon Board approval.**



5. Reclassification of Secondary Positions to Instructor I at the ViSCA Tolosa Campus (LSSF) and the Filling-Up of Vacant Instructor I Position at the ViSCA Villaba Campus (LNCAST).

President Paciencia P. Milan informed the Board that Dr. Celedonia DeAsis Palaña, head of the ViSCA Tolosa Campus, has requested for the reclassification of four (4) secondary positions to Instructor I positions. On the other hand, Dr. Conchita N. Astrologo, Head of the ViSCA Villaba Campus, has requested for the filling up of the vacant Instructor I position in their plantilla. All these recommendations were reviewed by the Academic Personnel Board (APB) and were found to be in order.

After ascertaining that all legal processes were followed, Trustee Arradaza moved for the approval of the reclassification of secondary positions to Instructor I at the ViSCA Tolosa Campus (LSSF) and the filling-up of vacant Instructor I position at the ViSCA Villaba Campus (LNCAST). The motion was then seconded by Trustee Rapada. The Board passed

**Board Resolution No. 20, s. 2001**

**Approving the Reclassification of Secondary Positions to Instructor I at the ViSCA Tolosa Campus (LSSF) and the Filling-Up of Vacant Instructor I Position at the ViSCA Villaba Campus (LNCAST) effective upon Board approval.**

6. Extension of Secondment of Dr. Oscar B. Posas as Center Chief of the Philippine Carabao Center (PCC) at ViSCA.

President Paciencia P. Milan informed the Board that Dr. Posas has been seconded to the PCC for the past seven (7) years. He has enjoyed secondment even before any guidelines were made. His secondment in the past has been renewed for the reason that even though he is seconded to PCC, he is still involved in teaching at the

department. His secondment has not really raised a lot of issue because he is still serving ViSCA.

Trustee Tan then inquired that in the case of Dr. Posas, when should the counting of the duration of his secondment begin? To this query, Chairman Punzal remarked that "the guideline should be prospective. As such, you do not count the time before the guideline was made; unless, of course, it is included in the guideline."

Trustee Tan pointed out that "the APB has recommended that this will be his last secondment (counting from the time he was first seconded)." To this, Chairman Punzal replied "approval of the guideline should be today. If you are approving a guideline, you should not take into consideration the previous instances. Since we approve it now, the effectivity is now."

A short discussion on how the approval of the proposal would affect Dr. Posas and the college ensued. The Board Secretary, Prof. Daniel Tudtud, Jr., informed the body that to date, there are only three (3) people who have been seconded: Dr. Eliseo R. Ponce (DA/BAR), Prof. Winston Tabada (DA/BAR), and Dr. Oscar B. Posas (PCC at ViSCA). Trustee Arradaza requested clarification on whether it is possible to give other college employees a chance to be seconded to the PCC. To this inquiry, President Milan clarified that "secondment is awarded to a person by the agency concerned based on merit, capability, and request. One does not apply for the position. In this case, one of our staff has been identified. The agency (PCC Manila) then negotiates with the mother institution (ViSCA) for approval of the request for secondment of the identified staff."

Hearing no more comments and/or objections to the proposal, Chairman Punzal requested for a motion to approve. Trustee Rapada



moved for the approval of the secondment of Dr. Oscar B. Posas to the PCC. Trustee Arradaza seconded the motion. The Board passed

**Board Resolution No. 21, s. 2001**

**Approving the Secondment of Dr. Oscar B. Posas to the Philippine Carabao Center (PCC) at ViSCA for a term of one (1) year effective 01 January 2001 until 31 December 2001 without prejudice to subsequent reappointment following the approved guidelines for secondment.**

7. Application for Sabbatical Leave of Dr. Rebecca M. Santiago.

President Paciencia P. Milan informed the Board that the Academic Personnel Board (APB) has endorsed the application of Dr. Santiago for sabbatical leave. However, the APB suggested a change in the proposed output of his sabbatical leave to which he objected. The APB contends that the proposed output already duplicates work previously done on cereals and instead should concentrate on horticultural crops.

Trustee Tan, however, remarked that "the person applying for sabbatical knows what he is going to do. It is not for the committee to decide what topic(s) he should be doing without being consulted about it." President Milan informed the body that although the committee does not usually decide the topic of the output, a minimum standard and quality check has to be maintained. Chairman Punzal remarked that if Dr. Santiago is really qualified to go on sabbatical, he should be consulted on any matter that may have bearing on his sabbatical leave.

President Milan requested if it would be possible for the Board to "approve in principle" the sabbatical leave of Dr. Santiago when consultation regarding his proposal output be made. Trustee Tan, made a motion for the approval of the sabbatical leave of Dr.



Rebecca M. Santiago with the title of his output to be discussed by the appropriate bodies in consultation with the concerned staff. Trustee Rapada duly seconded the motion. The Board passed

**Board Resolution No. 22, s. 2001**

**Approving, in principle, the Sabbatical Leave application of Dr. Rebecca M. Santiago effective 01 June 2001 until 31 May 2002 PROVIDED that the title and scope of his output be properly discussed with the appropriate bodies in consultation with the concerned staff. A final report shall be submitted to the College President within a period of three (3) months after reinstatement.**

**C. OTHER MATTERS**

1. Selection of Two Private Sector Representatives for the ViSCA BOT.

Chairman Manuel D. Punzal inquired if the candidates for private sector representative to the ViSCA BOT have been interviewed? Trustee Rapada, a member of the Screening Committee, replied that the committee did not interview them due to lack of time. Chairman Punzal requested the Screening Committee to make a matrix of the criteria used and based on these criteria, rank the candidates.

The ViSCA BOT deferred action on the matter on hand. Instead, the BOT tasked the Screening Committee to interview the candidates and rank them so that the BOT will have a much easier time to make the selection.

2. Administrative Case of Mr. Felipe Managbanag.

President Paciencia P. Milan informed the Board that Mr. Managbanag is a mechanic assigned in the Physical Plant Office and was formally investigated based on a complaint filed against him. In view of mitigating circumstances, he was penalized for Simple

Misconduct and the Formal Investigation Committee meted out a penalty of "one month suspension without pay."

Trustee Arradaza then called the attention of the Board by pointing out sub-paragraph 2 of paragraph 1 of page 1 of the Formal Investigation report which states, to wit: *He admitted to taking the wiper and turnlight switches of the DPP vehicle while at the PPO garage last 29 November 1999. He said he did it because the spare part is not functioning yet in the DPP vehicle which is only used within the campus and thought of transferring the part to the Toyota Hi-Ace because both are government vehicles.* Based on this paragraph, he got the wiper to transfer it to another government vehicle and not to gain personally from it.

President Milan narrated that Mr. Managbanag has stated that the case is a frame-up. He contends that he is unpopular with the PPO group for the reason that he did not sign the resolution which sought to extend the term of the past ViSCA President. This is why he is considered an outsider by the PPO group of employees. However, it is the stand of Engr. Celso Gumaod, the Head of the Transportation and Motorpool Division of the PPO, that indeed Mr. Managbanag is guilty of dishonesty. This is the reason why a formal investigation was conducted. The committee then downgraded the case to Simple Misconduct.

Chairman Punzal stated that he was in agreement with the position of Trustee Arradaza that "there was no motivation to personally gain from the said deed." Trustee Arradaza added that "there was really no intent to profit because it was not bought home and instead, placed in another vehicle of the college. Probably, the



only sanction that need to be imposed upon him is Reprimand since there is no damage to the school."

Trustee Arradaza then requested for a re-investigation of the case, this time all the statements of all the concerned parties should be made under oath. Only then can we say that the statements made are indeed true and correct.

Chairman Punzal, after hearing all the comments, decided that there was a failure in due process and requested the College President to advice the Formal Investigation Committee to immediately re-conduct an investigation of the case.

3. MOA between ViSCA and ViFARD for the Lease/Management of the Gasoline Service Station and the College Piggery Project

President Paciencia P. Milan informed the Board that she had already signed the draft of both projects. She explained that ViFARD is a non-profit corporation established in 1980 as a non-government organization for the purpose of managing funds from foreign donors as well as to receive grants. The college gasoline station has not been making money for the past couple of years. It was for this reason that the college now wants to relinquish the management and operations of the said facilities.

Chairman Punzal inquired if the contents of the MOAs have been examined by a lawyer so that the interests of the government are always protected and the BOT will not suffer from lack of legal advice. The MOAs should be drafted by a lawyer and a certification from the Finance Department should be attached indicating that the said MOAs are not detrimental to the interests of the college.

Trustee Arradaza made the following comments: (1) the income is not fixed; and (2) 10 years is too long. President Milan



commented that leasing the said facilities will generate needed income for the school.

Chairman Punzal suggested that the ViSCA Administration study further the legal as well as the financial implications of such a move. Trustee Veloso commented that a feasibility study be presented next time so that the financial viability of the project is ascertained.

Actions on the MOAs were deferred until in depth presentations are made.

#### 4. Utilization of Income

President Paciencia P. Milan presented the proposed utilization of income from the Main Campus as well as from the external campuses. The accountants/bookkeepers of the different campuses have made certifications of the incomes and the proposed utilization of these income. Income will mainly be used for the augmentation of the MOOE funds which suffered a drastic 25% reduction for FY 2001. For the Main Campus, an income of P2,057,363 was realized. Of this total, P1,242,500 will be used for Teacher/Student Welfare - Other Services (MOOE) while the remaining P814,863 will be used for augmentation of MOOE.

The following external campuses have also reported their incomes:

Biliran National Agricultural College	P 55,799.00
Leyte State School of Fisheries	36,119.50
Leyte National College of Agriculture, Science and Technology	30,104.25

After ascertaining that all the reported incomes and the proposed expenditures went through the usual processes, the Board approved the proposed utilization of income from all the ViSCA campuses and passed

**Board Resolution No. 23, s. 2001**

**Approving the Utilization of Income from the different ViSCA campuses as proposed.**

**IX. ADJOURNMENT**

Chairman Manuel D. Punzal inquired if there were any other items the Board may have missed. Hearing none, Chairman Punzal asked for a motion to adjourn to which Trustee Tan made a motion for the adjournment of the meeting. Trustee Veloso gladly seconded the motion.

The 161<sup>st</sup> Board of Trustees Meeting was adjourned at 9:23 p.m.

Certified True and Correct:

  
PROF. DANIEL M. TUDTUD, JR.  
Board Secretary

Attested:

  
DR. MANUEL D. PUNZAL  
Chairman

## ATTACHMENTS



## ACTION MEMORANDUM

### I. TITLE: Confirmation of Appointment of Designated Position

### II. INFORMATION

1. Sometime in the last quarter of 1999, the ViSCA President created a selection committee to screen candidates for the vacant academic and administrative positions. The screening committee after reviewing the credentials of the candidates submitted to the College President the list of qualified candidates for the different designated positions. The President then issued temporary appointments to the selected personnel for a period of one year.
2. In view of the very satisfactory performance of the designated personnel, the College President issued new appointments to the selected personnel for BOT confirmation.

### III. ACTION REQUIRED

Confirmation of the appointment of the different designated positions

### IV. PROPOSED RESOLUTION

Confirming the appointment of the following ViSCA Personnel occupying designated positions, effective on the dates specified unless sooner terminated or revoked by higher authority.

BOT Resolution No. \_\_\_\_\_, s. 2001

<u>Designated Position</u>	<u>Name of Staff</u>	<u>Effectivity</u>
Vice Pres., Academic Affairs	PALOMAR, Manuel K.	1/01/01 – 12/31/02
College/Board Secretary	TUdTUD, Daniel M. Jr.	1/01/01 – 12/31/02
Executive Officer	LIM, Jesusito L.	1/01/01 – 12/31/02
Head, PICRO	SANICO, Rolinda T	1/01/01 – 12/31/02
Head, IMDC	CAGASAN, Editha G.	1/01/01 – 12/31/02
Head, DAEA	ALKUINO, Jose M. Jr.	1/01/01 – 12/31/02
Head, DAEE	COLIS, Oscar L.	1/01/01 – 04/30/01
Head, DAEAM	GALINATO, Gregorio J. Jr.	1/01/01 – 12/31/02
Head, DASS	SEROHIJOS, Raquel C.	1/01/01 – 12/31/02
Head, DASVM	FERNANDEZ, Tomas J. Jr.	1/01/01 – 12/31/02
Head, DHS	BERAY, Eunice I.	1/01/01 – 12/31/02
Head, DOH	DIPUTADO, Misael T. Jr.	1/01/01 – 12/31/02
Head, DPBAB	QUIMIO, Celsa A.	1/01/01 – 12/31/02
Head, DPE	RUSSEL, Remedios R.	1/01/01 – 12/31/02
Director, ODI	ESCALADA, Rodolfo G.	1/01/01 – 12/31/02

Director, HRMO	AVILA, Myrna M.	1/01/01 – 12/31/02
Director, OSA	BATOY, Corazon B.	1/01/01 – 12/31/02
Director, R&D	BACUSMO, Jose L.	1/01/01 – 12/31/02
Director, Extension	GERONA, Guindolino R.	1/01/01 – 12/31/02
OIC-Director, OGS	VILLACARLOS, Lina T.	1/03/01 until a new Director is appointed
Director, PhilRootcrops	PARDALES, Jose R.	1/01/01 – 12/31/02
Director, NARC	GONZAL, Lelita R.	1/01/01 – 12/31/02
Director, ITE	CENIZA, Ma. Juliet C.	1/01/01 – 12/31/02
Director, CSR	VEGA, Belita A.	1/01/01 – 12/31/02
Asst. Director, NARC	GAPASIN, Ruben M.	1/01/01 – 12/31/02
Station Manager of Radio Station DYAC	CANADA, Norberto F.	1/01/01 – 12/31/02
Manager, ViSCA Printing Press	BARTOLINI, Perfecto U.	1/01/01 – 12/31/02
OIC, Security Office	ANCHETA, Joel M.	1/01/01 until a new Head is appointed

**BOT Action:** \_\_\_\_\_  
Date: 20 January 2001



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

**SCHOOL CALENDAR for SY 2001-2002**

	First Semester	Second Semester
Examination	M-F, May 7-June 15	M-F, Oct. 1 -Nov. 16
for Transfer Students to File Application for Admission	M, May 28	W, Oct. 24
Special Exam & Completion of INC Grades	M-F, May 21-25	Th-F, Sep. 27- Oct. 5
for Advanced Credit (Transferees).	M-F, May 21-25	Th-W Oct. 18-24
for Incoming Freshmen	M-F, May 21-25	
for New Freshmen	M-F, May 7-25	
Registration for Continuing Students:		
Dropping Students(all courses) and Scholars(all levels)	M, May 21	Th, Oct. 18
Registration :	M-F, May 28- June 1	T-F, Oct. 23-26
1st Year	M, May 28 (a.m.)	T, Oct. 23 (a.m.)
2nd Year	M, May 28 (p.m.)	Th, Oct. 23 (p.m.)
3rd Year	T, May 29	F, Oct. 24
4th Year (old) and Transferees	W-F, May 30-June 1	Th-T, Oct. 25-30
Graduating Students	M-F, May 28 -June 1	T-T, Oct. 23-30
Begin.	M, June 4	M, Nov. 5
for New Students	M, June 4	
for Late Registration	F, June 8	F, Nov. 9
Academic Convocation Program	T, June 26	
for Graduating Students to File Graduation Application	F, July 6	M, Nov. 26
Environmental Awareness Day	F, July 20	
75th Anniversary Celebration	M-T, July 30-31	
Summer Vacation Begins		S, Dec. 22
Resume		M, Jan. 7
Examination	M-F, Aug. 6-10	M-F, Jan. 14-18
for Dropping Subjects with no grade of 5.0 .	Th, Aug. 9	Th, Jan. 17
Schedule for Special Exam & Completion of INC. Grades	M-T, Aug. 6-14	M-T, Jan. 14-22
Guidance Seminar for Freshmen		T, Jan. 22
Programs for Faculty & Staff.		Th-S Jan. 24-26
for Graduating Students to Clear Deficiencies	F, Sept. 7	F, Feb. 8
Programs for College Students	Th-S, Sept. 6-8	
Awards Convocation		W, Feb. 20
Registration of Sponsors .	S, Sept. 15	
Registration Period for the Students with their Academic Advisers	M-F Sept. 3-14	M-F, Feb. 18-Mar. 1
for courses/subjects they intend to enroll next term		
Guidance Seminar for Senior Students	W, Aug. 15	
Special Exam & Completion of INC. Grades	Th-F, Sept. 27 -Oct. 5	W-F, Mar. 14-22
Registration	Th-F, Sept. 27-Oct. 5	M-T, Mar. 11-19
for Graduating Students	M-W, Sept. 24-26	W-F, Mar. 6-8
for Other Students	M-F, Oct. 1-5	Th-W, Mar. 14-20
for Submission of Final Grades:		
Graduating Students	T, Oct. 2	Th, Mar. 14
for Other Students	Seven (7) days after the scheduled exam.	
for Complying with All Requirements for Graduation	M, Oct. 29 (5 p.m.)	T, Mar. 26
for Approving Candidates for Graduation	W, Oct. 30	W, Mar. 27
for Confirming Candidates for Graduation	Th, Nov. 7	M, April 1
ANCEMENT EXERCISES.		T, April 2

**2002 SUMMER CLASSES**

Registration	- Th-F, April 4-5	Last Day for Submission of	- Three(3) days after the
Begin	- M, April 8	Grades	Scheduled Examination
for Late Registration	- M, April 8	Deadline for Complying with	
& Last Day for		all Requirement for Graduation	- F, May 31 (5 pm)
g of Subjects with		Removal/Special Exam. and	
de of 5.0	- M, April 29	Completion of INC. Grades	- M-F, May 20-24
amination	- F-S, May 17-18		



# SUMMARY OF CLASS DAYS SY 2001-2002

## FIRST SEMESTER

MONTH	MWF			TOTAL	TTh		TO
	MONDAY	WEDNESDAY	FRIDAY		TUESDAY	THURSDAY	
JUNE	4	4	4	12	3	4	
JULY	5	4	4	13	4	4	
AUGUST	4	5	5	14	4	5	
SEPTEMBER	4	4	4	12	4	4	
OCTOBER	1	1	1	3	1	1	
TOTAL	18	18	18	54	16	18	

## SECOND SEMESTER

MONTH	MWF			TOTAL	TTh		TO
	MONDAY	WEDNESDAY	FRIDAY		TUESDAY	THURSDAY	
NOVEMBER	4	4	4	12	4	4	
DECEMBER	3	3	3	9	3	3	
JANUARY	4	4	3	11	4	4	
FEBRUARY	4	4	4	12	4	4	
MARCH	3	3	3	9	3	2	
TOTAL	18	18	17	53	18	17	

## SUMMER 2002

MONTH	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TO
APRIL	4	3	3	3	3	3	
MAY	2	2	2	3	3	3	
TOTAL	6	5	5	6	6	6	

## OFFICIAL HOLIDAYS:

2001	T, June 12 - Independence Day				Th, Nov. 1 - All Saints Da		
	F, Nov. 30 - Bonifacio Day				T, Dec. 25- Christmas Da		
	S, Oct. 20- Leyte Landing				Su, Dec. 30 - Rizal Day		
2002	T, Jan. 1 - New Year's Day				F, Mar. 29 - Good Friday		
	T, Apr. 9 - Araw ng Kagitingan				T, May 1 - Labor Day		
	Th, Mar. 28 Holy Thursday						



**HiSQA Laboratory High School**  
*Visayas State College of Agriculture*  
 Baybay, Leyte

**VLHS School Calendar for School Year 2001-2002**

ACTIVITY	DATE	DAY
Registration for Incoming Freshmen	April 6	F
Admission & Enrolment: A. Freshmen	April 23-27	M-F
B. Upper Year Level	April 23-May 9	M-W
(with fines)	May 16-June 1	W-F
Academic Convocation/Freshmen Orientation (Sponsor: CMLI Delegates '98)	June 4	M
Orientation Program (Sponsor: CMLI Delegates '98)	June 8	F
Section/Class/Sub-Chapter/Club Officers	June 18-29	M-F
Examination for Freshmen	June 25	M
Academic Convocation Program	June 26	T
Registration & Election of Officers	July 9	M
Installation of Elected Officers (Sponsor: Student Body Organization)	July 13	F
Installation of Treasurers & Auditors	July 17	T
Journalism Seminar	July 18-19	W-Th
Environmental Awareness Day	July 20	F
Anniversary Celebration	July 30-31	M-T
KCAAT Review Classes & Other College Admission Tests	August 1-31	W-F
Summer Vacation	August 1-31	W-F
<b>QUARTERLY EXAM</b>	August 9-10	Th-F
Program & Parents'-Teachers' Consultation (Sponsor: Scholarship Committee/ Guidance Coordinator)	August 28	T
Annual Meet (Sponsor: Comm. Arts/Soc. Sci./YDT-CAT Section)	August 29-31	W-F
Math Meet (Sponsor: Math & Science Section)	September 1-30	Sat-Sun
<b>QUARTERLY EXAM</b>	October 16-17	T-W
Break for Students	Oct. 27-Nov. 4	Sat-Sun
Summer Vacation	Nov. 5	M
Math Meet (Sponsor: Comm. Arts/Soc. Sci./YDT-CAT Section)	Nov. 1-30	Th-F
Program of Sponsors & Escorts (Sponsor: Comm. Arts/Soc.Sci./YDT-CAT Section)	Nov. 23	F
Joint Local Convention (Sponsor: Agric./Home Science Section)	Nov. 29	Th
Final Test for Senior Students	Dec. 3	M
Winter Vacation	Dec. 7	F
Program & Dance (Sponsor: Freshmen Class Organization)	Dec. 19	W
Faculty & Staff Christmas Program	Dec. 21	F
Winter Vacation Begins	Dec. 22	Sat
Summer Vacation	Jan. 3, 2002	M
<b>QUARTERLY EXAM</b>	Jan. 10-11	Th-F
Program & Parents'-Teachers' Consultation (Sponsor: Scholarship Committee/G.C.)	Jan. 25	F
Math & Quiz (Sponsor: Math & Science Section)	Feb. 4-5	M-T
(Sponsor: Junior Class Organization)	Feb. 9	Sat
Medical Inspection	Feb. 22	F
<b>EXAM for Seniors</b>	March 7-8	Th-F
Orientation Program	March 12	T
Program for Senior Students (Sponsor: Senior Class Coordinator, Advisers & G.C.)	March 13	W
Announcement of Final Grades for Graduating Students	March 15	F
Admission Committee Meeting to Confirm Honor Students	March 18	M
Announcement of Fourth Year Forms & Confirmation for Graduation	March 19	T
<b>EXAM for Lower Years</b>	March 21-22	Th-F
Seniors' Night	March 25	M
<b>COMMENCEMENT EXERCISES</b>	March 26	T
Announcement of Final Grades for Lower Years	April 1	M
Announcement of Forms for Lower Years	April 2	T
Classes Begin/Practicum for Third Year Students	April 8-May 18	M-Sat



## Regular Official Holidays

**2001**

June 12	(Tue)	- Independence Day
October 20	(Sat)	- Leyte Landing
November 1	(Thu)	- All Saints Day
November 30	(Fri)	- Bonifacio Day
December 25	(Tue)	- Christmas Day
December 30	(Sun)	- Rizal Day

**2002**

January 1	(Tue)	- New Year's Day
March 28	(Thu)	- Holy Thursday
March 29	(Fri)	- Good Friday
April 9	(Tue)	- Araw Ng Kagitingan
May 1	(Wed)	- Labor Day

## Schedule of Quarterly Examinations

August	9-10	(Th-F)	- First Quarterly Exam
October	16-17	(T-W)	- Second Quarterly Exam
January	10-11	(Th-F)	- Third Quarterly Exam
March	7-8	(Th-F)	- Fourth Quarterly Exam (Seniors)
March	21-22	(Th-F)	- Fourth Quarterly Exam (Lower Years)

## NUMBER OF SCHOOL DAYS

June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOT
19	22	23	20	20	19	15	21	20	16	19





Baybay

Leyte

*Ipinabalatid sa lahat na ang Lupon ng Tagapamahala at sa rekomendasyon ng*  
Be it known to all that the Board of Trustees and upon recommendation of the

*Kalupunan ng mga Guro ay naggawad kay*  
Academic Council has conferred upon

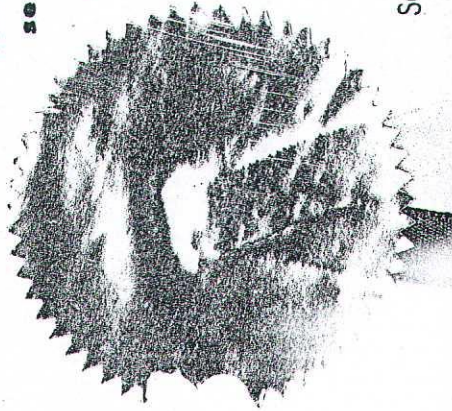
*ng titulong*  
the degree of

*kaakibat ang mga karapatan at pribilehiyong kaugnay nito. Bilang patunay,*  
with all the rights and privileges appertaining thereto. In testimony whereof, the

*nakatatatag dito ang sagisag ng Kolehiyo at ang mga lagda ng mga pinuno nito.*  
seal of the College and the signatures of its officials are affixed hereunto.

*Ipinagkaloob sa Baybay, Leyte, Pilipinas ngayong ika-*  
Given at Baybay, Leyte, Philippines this  
day of

*sa taon ng ating Panginoon, Dalawang Libo at*  
in the year of our Lord, Two Thousand



Secretary, Board of Trustees

President

**PRESENT RATE**

Entrance Fee  
Tuition  
Laboratory Fee

P20.00 paid only once, upon enrollment  
P30.00 per unit  
P40.00 per lab. Subject

P300.00/lab. for veterinary medicine laboratory, for 5<sup>th</sup> and 6<sup>th</sup> year Students only

**NEW RATE APPROVED BY ADCC**

P 50.00 paid only once, upon enrollment  
P 40.00 per unit  
P100.00 per lab subject

P500.00/lab for veterinary medicine laboratory for 5<sup>th</sup> & 6<sup>th</sup> year Students only

**Miscellaneous Fees:**

Matriculation	P20.00 per semester	P 50.00 per semester
College Publication	P30.00 per semester	P 30.00 per semester
Insurance	P50.00 per semester	P 30.00 per semester
Charity	P30.00 per semester	P 10.00 per semester
Athletic Fee	P20.00 per semester	P 40.00 per semester
Cultural Fee	P50.00 per semester	P 25.00 per semester
ROTC Fee	P20.00 per semester	P100.00 per semester
Med./Dental Fee	P50.00 per semester	P 30.00 per semester
Library Fee	P50.00 per semester	P 60.00 per semester
Education Development Fee	P35.00*	P 30.00 per semester
VISCA I.D.	P30.00**	P 50.00*
Deposit		P100.00**
Computerization Time Fee		P100.00
Residence Fee (Completion of Degree)		P100.00
Thesis Completion		P200.00
I.D. Replacement		P100.00***
Late Registration (first day of regular classes)		P 50.00 (additional of P10.00/day)

\* paid only once  
\*\* paid only once and can be refunded upon graduation or transfer to another school  
\*\*\* if original I.D. is lost

**Note:** Effective SY 2001-2002 all school fees must be paid in two installments:

Upon enrollment	-	50%
Before midterm	-	50%



**PROPOSED DORMITORY FEES FOR INCOMING FRESHMEN AND TRANSFEREES  
SY 2001-2002**

<u>Dormitories/Cottages</u>	<u>Old Rate</u>	<u>New Rate Approved by ADCO</u>
Out Dormitory	P100.00	P100.00
Cottage	P 60.00	P100.00
Many Men's Hall	P130.00	P150.00
Men's Home	P100.00	P130.00
Men's Home	P100.00	P130.00
Cottage	P 60.00	P100.00
Men's Hall	P 80.00	P130.00
<u>le:</u>		
ainvillea Cottage	P 60.00	P100.00
huchi Dormitory	P 80.00	P100.00
Cottage	P 60.00	P100.00
asting Dormitory	P 80.00	P100.00
-llang Ladies' Hall	P150.00	P150.00
holla Ladies' Home	P100.00	P130.00
bosa Ladies' Homme	P100.00	P130.00
al Cottage	P 60.00	P100.00
paguita Ladies' Hall*	P130.00	P160.00
lower Dormitory	P 90.00	P130.00
ng-Waling Ladies' Hall*	P110.00	P160.00
<b>ADUATE DORMITORIES:</b>		
laon Dormitory (ATEP DORM)**	P200.00	P250.00
ahaw Dorm	P250.00	P250.00

**NOTE:** *Effective SY 2001-2002 all dormitory fees are to be paid in two installments:*

50% - upon enrollment  
50% - before midterm

*with BR, CR and cooking area each room  
applies to both old and incoming residents.*



## PROPOSED INCREASE OF NON-REGISTRATION AND OTHER FEES

The existing school fees for the non-registration and other fees have not undergone any increase for a number of years already. Thus some of these fees are no longer consistent with the prevailing needs of the college and the rising cost of supplies and materials and printing services.

In view of the foregoing circumstances the office of the Registrar is proposing to increase the following fees:

	<u>Existing</u>	<u>Proposed</u>
Transcript of Records	8.00/page	15.00
Transfer Credential/Hon. Dismissal	12.00	25.00
Certification	7.00	15.00
Checklist w/ Grades, Reports of Grades, Deficiency slips	6.00	15.00
Application fee for adding, changing, dropping, canceling/withdrawing of subjects (per application)	6.00	25.00
Application fee for Evaluation of Academic Credits/Records, Completion of Incomplete Grades and Graduation	6.00	25.00
Late Application fee for Graduation	35.00	100.00
Special, Validating and Removal Examination	20.00	35.00
Education Development Fee:		
Undergraduate		30.00
Graduate		150.00
Replacement of lost I.D.		100.00
Replacement of Forms	5.00/form	10.00
Course Checklist		5.00
Diploma Fee:		
Undergraduate	100.00	200.00
Graduate	130.00	300.00
Graduation Fee:		
Undergraduate	80.00	200.00
Graduate	130.00	300.00
Matriculation Fee:		
Undergraduate		50.00
Graduate		100.00
Authentication of Diploma, Transcript of Records, etc. (per page)	30.00	35.00
Residence Fee (Completion of Degree)		
Undergraduate	80.00	200.00
Graduate	80.00	250.00
Thesis Completion:		
Undergraduate	80.00	200.00
Graduate	80.00	350.00
Lamination w/ Clip (I.D.)	7.50	15.00
Lamination Only (I.D.)	4.00	8.00

## PROPOSAL TO INCREASE THE TUITION AND OTHER SCHOOL FEES FOR GRADUATE STUDENTS

After consultation with the students, the Office of Graduate School is proposing to increase the tuition and other school fees of graduate students as follows:

### 1. Effective semester, SY 2001-2002

#### a. For continuing students:

From ₱50.00/unit to ₱75.00/unit for M.S. and M.Ag.Dev.  
₱50.00/unit to ₱100.00/unit for Ph.D.

#### b. For new students:

₱150.00/unit for master's program  
₱200.00/unit for doctoral program

### EXAMINATION FEES

COMPREHENSIVE AND FINAL EXAMINATION	Present Rate	Proposed Rate Starting 2 <sup>nd</sup> Semester SY 2000-2001
Doctoral	1,500.00	2,000.00
Master's (w/ thesis)	1,000.00	1,750.00
Master's (w/out thesis)	1,000.00	1,500.00

Other school fees of graduate students shall also be adjusted as follows:

Other school fees:	Present Rate	Proposed Rate
Laboratory Fee	40.00	200/lab
Publication	55.00*	100.00/sem**
Application for admission fee	20.00	40.00

\* - Coll. Publication and Student Handbook only

\*\* - Amaranth, Student Handbook and Graduate Research Journal



## COURSES OFFERED SIMULTANEOUSLY

### Rationale:

With the recent offering of the semestral scheme of the distance education program in ViSCA, there are courses which are offered simultaneously for both on-campus and extramural students in a semester. Oftentimes, the number of students enrolled in these courses is few, e.g., two to five students. To rationalize the giving of teaching workload units to faculty members who are teaching the same course simultaneously in both on-campus and extramural program, it is hereby proposed that the number of students enrolled in that course be combined using existing guidelines for determining faculty workload as follows:

1. The maximum number of students in the various classes shall be the following:

Graduate courses	Lecture/Discussion	-	30 students
	Laboratory	-	25 students
Undergraduate courses	Lecture/Discussion	-	50 students
	Laboratory	-	35 students
2. 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 0.03 unit per student in excess of 50 per section.
3. An undergraduate laboratory course shall be assigned 0.8 workload unit per contact hour per week, 0.33 workload unit per class preparation per credit unit of the said subject, and 0.03 unit per student in excess of 35.

### Proposed Guideline:

After the same course offered simultaneously (on campus and extramural) has been combined and given the corresponding workload unit, credit for class preparation shall also be granted for every second or third course. Graduate courses shall get 1.5 times the credit for class preparation as the undergraduate courses. However, if the extramural graduate course is offered annually, the credit for class preparation shall only be  $\frac{1}{2}$  of that given for a semestral offering.

*fin\ workload proposal for on-campus and extramural . . . .*



## **Guidelines for Secondment of ViSCA Staff**

### **I. Rationale**

Faculty members have been granted secondment status in other government agencies in the absence of specific rules and regulations promulgated by ViSCA. Thus, the Board of Trustees (BOT) in 1999 requested the ViSCA Faculty Association (VFA) through its President, Dr. Perla M. Tan, to come up with guidelines for this purpose. After its endorsement by the VFA General Assembly, the proposal was coursed through the ViSCA system for final approval by the BOT.

### **II. Qualifications**

1. He/She must have at least a Master's degree in his/her field of specialization.
2. He/She must have served his/her contract (scholarship, fellowship, etc.) prior to the secondment.
3. He/She must hold a permanent position in ViSCA.

### **III. Nomination Procedure**

1. A written request from the agency where the ViSCA staff will be seconded must accompany the application for secondment.
2. The ViSCA Academic Personnel Board will act on the request upon recommendation of the Department or Center Personnel Committee for endorsement to the President for final approval and execution of contract.

### **IV. Terms**

1. ViSCA staff can only be seconded in a Philippine government agency or an international organization recognized by the Philippine government for a period of one year, renewable twice for a total term of three years only.
2. The seconded staff must return to ViSCA upon the completion of his secondment and serve in ViSCA for a period equivalent to the number of years he was given that secondment status.
3. Presentation of a lecture on lessons learned during his secondment must be done immediately upon his/her return to ViSCA.
4. The purpose of secondment shall not be to seek employment and any violation thereof can be ground for cancellation of the secondment contract.
5. All other provisions as specified in the rules and regulations of the Civil Service Commission for secondment shall apply.

**Note:** *ViSCA staff members who are now seconded will follow this guideline to renew his/her secondment.*

### **V. Benefits**

1. Retention of his position and rank during his absence without pay.
2. Inclusion in evaluation for promotion, mandatory salary increases, etc.

## REVISED GUIDELINES IN THE GIVING OF WORKLOAD UNITS TO FACULTY PERFORMING ADMINISTRATIVE FUNCTIONS

### I. Rationale:

There are some guidelines followed in the giving of workload units to faculty members performing administrative functions. However, some designations are relatively new and not covered by existing guidelines while some assignments are not commensurate to the workload given. It is also necessary to clarify certain ambiguities in the workload assignments. This proposal combines all these concerns into one comprehensive guideline.

### II. Guidelines

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. (This guideline is proposed to be replaced by the succeeding one.)*
1. Faculty members designated as vice-president or program directors and other college officials performing equivalent duties and responsibilities such HRMDO Director, OSA Director, Executive Officer and College/Board Secretary shall be considered full-time administrators with 10 workload units equivalent. He/She shall also be required to teach not less than five (5) workload units per semester.
2. *Faculty members designated as department or unit heads, principal and center directors shall be given 3 to 10 workload units depending on the number of resident staff members in his department or unit as follows:*

<i>No. of Resident Staff</i>	<i>Workload Units</i>
<i>5 or less</i>	<i>3</i>
<i>6 - 10</i>	<i>5</i>
<i>11 - 15</i>	<i>7</i>
<i>16 - or above</i>	<i>10</i>

3. *A faculty member assigned as Section/Unit Head shall earn 2 workload units (prorated if less than 5 members).*
4. Faculty members designated as Assistant Directors shall be given 5 workload units while those Program or Center Directors with Assistant Directors shall be given a maximum of 7 workload units; provided that such directors normally get 10 workload units without an Assistant Director.



5. If a faculty member who has already 10 administrative workload units is given special assignments or designations to perform two (2) or more administrative positions, he gets the additional 2 workload units only for maximum total of 12 workload units.
6. Faculty members given special assignments at ODRD, ODEx and other offices shall be given a maximum of 10 workload units only. Thus, he/she shall be required to teach at least 5 workload units or perform other assignments.
7. Faculty members designated as managing directors in ViSCA foundation shall be given 3 workload units and 1-2 workload units for officers who are members of the board of directors shall be given 0.5 workload units.
8. *Faculty members designated in the following committees/boards/councils shall earn 0.7 workload points for chairmanship and 0.5 workload points for membership:*
  - a) Academic Personnel Board
  - b) Non-Academic Personnel Board
  - c) Finance Committee
  - d) ViSCA Scholarship Committee
  - e) IGP Board of Management
  - f) Housing Committee
  - g) Curriculum Committee
  - h) Land Use Committee
  - i) PASUC Evaluation
  - j) Performance Evaluation
    - 1) Faculty
    - 2) Administrative

*Membership of faculty in standing committees shall earn the following workload units:*

- a) 0.3 for College committees (Chairman – 0.5)
- b) 0.2 for ad hoc committee (Chairman – 0.3)
- c) 0.1 for department/unit committees (Chairman – 0.2)

*The maximum credit allowed for committee work is 3 units.*

***Note: Those in italics are existing guidelines***



## **PROPOSED GUIDELINES IN DESIGNATING QUALIFIED ADMINISTRATIVE STAFF TO PERFORM ACADEMIC FUNCTIONS**

### **Rationale:**

With the increasing enrolment at ViSCA, the administration has to resort to innovative measures to answer the need for additional faculty members without draining its limited resources. One of the strategies employed is to tap qualified administrative staff to teach in various academic departments. However, there is no clear guideline designed for this purpose. In order to continue the utilization of competent administrative staff for any additional academic responsibility, it is proposed that the following guidelines be adopted.

### **Proposed Guidelines:**

1. Only the administrative staff with at least a master's degree may be allowed to teach one subject or do one research study/extension work on his/her field of expertise, provided that his/her main administrative function will not be hampered.
2. Request for teaching, research and extension loads shall be made by the department head concerned and concurred by the immediate supervisor of the administrative staff concerned. The academic load shall be included in his/her duties and responsibilities.
3. Qualified administrative staff shall be granted the appropriate faculty designation (Honorific Faculty) in various research, training and academic departments of ViSCA. Those staff members requested to teach shall be subjected to the requirements set for teaching personnel including teaching demonstration.

## PROPOSED REVISION OF SECTION III OF THE MERIT SYSTEM FOR FACULTY AND ACADEMIC STAFF

### Rationale:

The existing Section III of the Merit System defines the academic staff as academic teaching or faculty, academic non-teaching staff and regular staff members. However, there are other kinds of academic staff not mentioned in that classification. This designation of a particular staff from various research centers/departments/units is resorted to maximize the use of faculty members and staff in the various offices concerned. Hence, the need to revise said section.

### Proposed Revision:

1. *Academic teaching or faculty refers to the staff members who are primarily performing teaching functions, although they may, in addition to their teaching duties, perform research, extension, and/or administrative functions.*
2. *Academic non-teaching staff are staff members who are holding academic rank but are primarily engaged in non-teaching academic activities (research and extension) although they may be assigned to teach in their areas of expertise. This category of personnel includes researchers and extensionists. Also considered academic non-teaching personnel are those who are performing academic functions directly supportive of instruction such as: Guidance Counselor, Librarian, and Registrar.*
3. *Regular Faculty refers to all faculty members in a particular department/center/unit with monthly salary paid from the general fund appropriation of the College regardless of the status of appointment.*
4. *Affiliate Faculty refers to a research or extension staff with faculty rank designated as faculty member of a particular department or center per BOT Res. No. 7, series of 1997.*
5. *Associate Faculty are faculty members from a department but teaches regularly in another department.*
6. *Visiting Faculty are faculty members from a department/center/unit requested to teach occasionally in another department. He is not an affiliate faculty of this requesting department.*
7. *Honorific Faculty refers to ViSCA Administrative staff or staff of any government agency or non-government institution not holding faculty rank but requested to teach in a department.*
8. *Part Time Faculty are faculty members in a department hired and paid in hourly basis, the rates of which are provided for under BOT Res. No. 24, s. of 1996.*

*Those in italics are existing definitions in the Merit System.*



He/She shall be issued an appointment on a particular design position by the ViSCA President as per request by the unit head or co-director upon the recommendation either by the Director of Instruction, Director of Research and Development or the Director of Extension and Formal Education, and endorsement of the Vice President for Academic Affairs.

4. Since teaching or doing research and extension work shall become part of regular duties of the qualified administrative staff concerned, he/she shall be given honorarium or other forms of additional compensation except said teaching and doing research and extension works are performed outside regular office hours. In such a case, services rendered in excess of the regular working hours shall be properly compensated pursuant to Section 10, Rule of the Omnibus Rules Implementing Book of EO 292.

## **PROPOSED REVISION OF RESEARCH and DEVELOPMENT (R&D) WORKLOAD GUIDELINES**

male

This revision of the guidelines for R&D workload is proposed for the following purposes:

- 1) To come up with R&D workload guidelines and incentives equitable to that of Instruction, and
- 2) To come up with a comprehensive and unified R&D workload guideline.

The BOT approved guidelines (Board Res. No. 37, s. 1995) only provided awarding of workload units at study level but none for project and program. Moreover, the guidelines in the awarding of workload units is perceived very generous. In fact, in the guidelines, a study leader may get higher workload units than a program or project leader.

The existing guidelines for R&D workload is also deemed too generous as it does not award workload equivalent for staff involved in research management and coordination or workload for commodity team members who are also vital for R&D.



## Comparative Summary of R&D Workload Unit Equivalents

<i>WLU Equivalent</i>									
<i>Proposed</i>				<i>Existing</i>		Board Res. No. 37, s. 1995			
with SRA    w/o SRA				w/o honorarium	w/ honorarium	w/ SRA shared w/ 2+ studies	w/ SRA shared w/ 2 studies	w/ 1 SRA	w/o SRA
0.5	1.0	Maximum		5.0	4.0	None	None	None	None
3.0	4.0	credits		4.0	3.0	None	None	None	None
2.0	3.0	allowed-30.0		3.0	2.0	3.0	4.0	5.0	6.0
Proportional, minimum of 0.5				Proportional, minimum of 0.5					
10.0 (administrative WL)				None	None	None	None	None	None
5.0 (administrative WL)				None	None	None	None	None	None
3.0 (administrative WL)				None	None	None	None	None	None
w/ honorarium    w/o honorarium									
1.0	1.5			None	None	None	None	None	None
0.5	1.0			None	None	None	None	None	None

<i>Existing Guidelines</i>	<i>Proposed Revisions</i>	<i>Justification</i>
<p>Based from the Revised Guidelines in <u>Determining Faculty Workload</u> (SY 1998-99):</p> <p>II. Research Activities</p> <ol style="list-style-type: none"> <li>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 units per program with honorarium or 5.0 workload units without honorarium.</li> <li>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.</li> <li>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 2.0 units per study with honorarium or 3.0 workload units without honorarium.</li> <li>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 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 4.0 in the case of program, 3.0 for project, 2.0 for study without honorarium, or 5.0 for program, 4.0 for project, 3.0 for study without honorarium.</li> </ol>	<ol style="list-style-type: none"> <li>1. A research program shall have at least two (2) projects while a research/extension project shall have at least two (2) studies. In no case shall a single researcher who leads in all studies of a project, be given additional WI.U as project leader. Similarly, a researcher worker who leads all the projects in a program, shall in no case be given additional WI.U as program leader.</li> <li>2. In no case shall a study be elevated to a project without an approval from the Director of Research and Development.</li> <li>3. A leader of an approved research program having a duration of at least one semester is entitled to a maximum of 1.0 unit per program (without SRA) and 0.5 WI.U (with SRA) per semester.</li> <li>4. A leader or sole worker of an approved research project having a duration of at least one semester is entitled to a maximum of 4.0 WI.U units per project (without SRA) and 3.0 WI.U (with SRA) per semester.</li> <li>5. A leader or sole worker of an approved research study having a duration of at least one semester shall earn a maximum of 3.0 WI.U per study (without SRA) and 2.0 WLU (with SRA) per semester.</li> </ol>	<ol style="list-style-type: none"> <li>1. This is to establish distinction between a project and in as to the leaders. The one who leads a project studies under it should claim a workload as since he has no other coordinate/oversee.</li> <li>2. This is to avoid "project studies just to increase workload. Also, the splitting of a study components not recommended original approved project avoided.</li> <li>3. The program responsible for the entire research. However, the bulk of the work is really done by the leaders.</li> <li>4.</li> <li>5. A research leader devotes more time to the conduct of the project thus deserves a workload compared with the project staff.</li> </ol>



<p>Board Resolution No.</p> <p>Studies WLU</p> <p>Equivalent</p> <p>RA/Aide 6.0</p> <p>RA/Aide</p> <p>2 other 5.0</p> <p>RA/Aide</p> <p>another 4.0</p> <p>shared</p> <p>e HED 3.0</p>	<p>6. Co-workers of any approved research program, project or study having a duration of at least one semester shall proportionally share the allotted WIJ for the activity and shall not be less than 0.5 WIJ each per semester.</p> <p>7. The maximum research WIJ that shall be given to a faculty member is 30.0.</p> <p>8. If a research is approved to be completed for a specific number of years, the researcher shall not be entitled to workload units for any extension.</p> <p>9. All research activities with honorarium of the researcher shall be excluded from the computation of work overload for honorarium purposes.</p> <p>10. A faculty assigned at the research coordinating office is entitled to 10.0 administrative WIJ per semester.</p>	<p>6.</p> <p>7. Leaders are given limits in conducting research activities for them to be more efficient and effective in managing their projects. This will also allow them to provide enough time to attend effectively to other functions in instruction and other assignments. With these maximum units, they are not deprived of attaining a maximum work overload of 6.0 units.</p> <p>8. Researchers who request for extension cite reasons such as delayed arrival of equipment, bad weather, etc. No WIJ should be given for any extension because during the period that the research was hampered, the researcher received the full WLU.</p> <p>9. A leader with or without honorarium has the same activities. Those without honorarium must be given a chance to get compensation for his/her work overload.</p> <p>10. Research coordinating staff are expected to exercise more facilitative and coordinative functions which require more time and efforts in generating acceptable outputs. Hence, they deserve a workload of 10.0 and should fall under administrative function.</p>
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<p>Based from Board Resolution No. 38, s. 1994:</p> <p>3.a. One 3-unit lecture course is half load and is equivalent to 18 days of service credit.</p>	<p>11. A national coordinator/ collaborator of an official research management activity shall earn 5.0 administrative WLU while a regional coordinator/collaborator shall earn 3.0 WLU per semester.</p> <p>12. An appointed leader of a national/ regional/agency commodity team shall be entitled to 1.0 WLU (with honorarium) and 1.5 WLU (without honorarium); while an appointed member shall earn 0.5 WLU (with honorarium) and 1.00 WLU (without honorarium) per semester. WLU earned under this item shall fall under Related Activities.</p> <p>13. The workload of research leaders should be considered equally with the teaching workload for the purpose of computing and giving honorarium for work overload. Thus, a WLU of 3.0 shall be considered equal to three (3) contact hours for teaching. The same rate and formula should be used in determining honorarium for work overload of the faculty from his/her teaching, research and extension WLU;</p> <p>14. The excess workload of a faculty who carries more than 6.0 units work overload shall be converted to service credits. Every 1.0 WLU in research and extension or instruction is equivalent to one (1) day service credit.</p>	<p>11. Research collaborator of activity more than the program/project are expected to execute function as such either on-call, seasonal, or contact only at a given time.</p> <p>12. The commodity team collates project plans, conceptualizes relevant to existing in the local, national and international scene.</p> <p>13. With the proposed WLU for research preparing fundable proposal, conducting work, preparing quarterly/ annual presenting results/output in-house review, daily conduct of field/lab activities to prove that a research is equally comparable to teaching activity.</p> <p>14. Since the college budget for honorarium work overload with honorarium be limited to 6.0 WLU. However, a faculty member with work overload beyond number of units deserves the privilege of service. This will encourage them to perform more effectively their instruction, research and extension functions.</p>
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## PROPOSAL FOR THE CONVERSION OF VETERINARY MEDICINE DIVISION IN ViSCA INTO SCHOOL OF VETERINARY MEDICINE

### I. RATIONALE:

Under the Modernization Act of the Professional Regulation Commission (PRC), the veterinarians will be professionalized. Part of this professionalization is the standardization of the Colleges of Veterinary Medicine (CVM) throughout the Philippines. Each College of Veterinary Medicine throughout the land will be given three years to comply with the minimum standard set by the Commission on Higher Education (CHED). Starting next year, the CHED through the PRC, will conduct unannounced evaluation of all veterinary schools. Failure of a particular school to comply with the minimum standard set by CHED will mean closure of this school. If said school still insists to offer its DVM program, the PRC will bar its graduates from taking the licensure examination.

One of the requirements for the standardization of CVM that affects the DVM program of ViSCA is the classification of the Veterinary Medicine into a division, under the Department of Animal Science and Veterinary Medicine.

Under the present set-up, wherein ViSCA is still a college, it would be awkward to classify its Veterinary Medicine division as a college. However, during the consultative meeting with PRC in Manila on February 18, 2000 together with all the deans of the 17 Colleges of Veterinary Medicine in the Philippines, it was agreed that the Veterinary Medicine division in ViSCA be classified as a School of Veterinary Medicine. Hence, the conversion of the Veterinary Medicine in ViSCA from a division to a School is hereby proposed.

## II. MECHANISM:

The School of Veterinary Medicine will have seven divisions. These divisions include: Zootechnics, Gross/Microscopic Developmental Anatomy, Parasitology/Pathology, Pharmacology/Physiology, Microbiology/Public Health/Immunology/Epidemiology, Medicine/Surgery/Obstetrics/Radiology, and Clinics. Each of these departments will have a head or chairman. Considering that the requirement set by TPAE-Veterinary Medicine is that each department to be headed by a veterinarian, the Department of Zootechnics should be headed, therefore, by a veterinarian. The qualified teaching staff in the Animal Health Division of DASVM could be given appointments as affiliates in the School of Veterinary Medicine.

The organizational charts of the proposed School of Veterinary Medicine and the existing one of DASVM are shown in Figures 1 and 2.

With the present set-up of DASVM, wherein the building is shared by the Production and Animal Health Divisions, the six laboratory rooms of the DASVM building will be assigned each to a department and one of the laboratory rooms adjacent to the Feed Analysis Laboratory to be assigned as Working Laboratory Room. The Department of Zootechnics will occupy the existing Feed Analysis Laboratory.

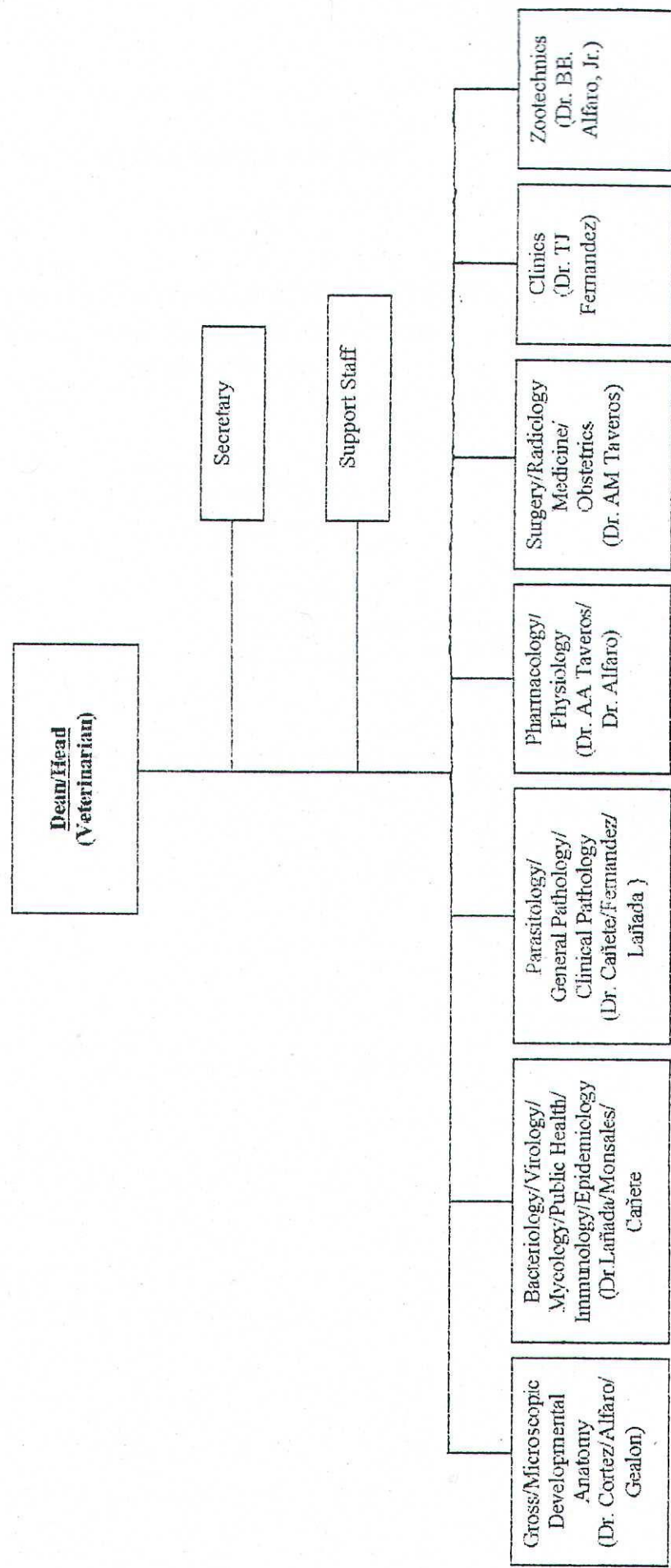
The existing equipment of DASVM will be assigned to a particular department where they are applicable. The glasswares and culture media and chemicals in the Working Laboratory room should be distributed to the different departments. The incharge of each particular department should determine the available supplies and materials and what are to be purchased by the college. This way each department will be able to meet the minimum requirement set by TPAE-Veterinary Medicine for equipment and facilities.



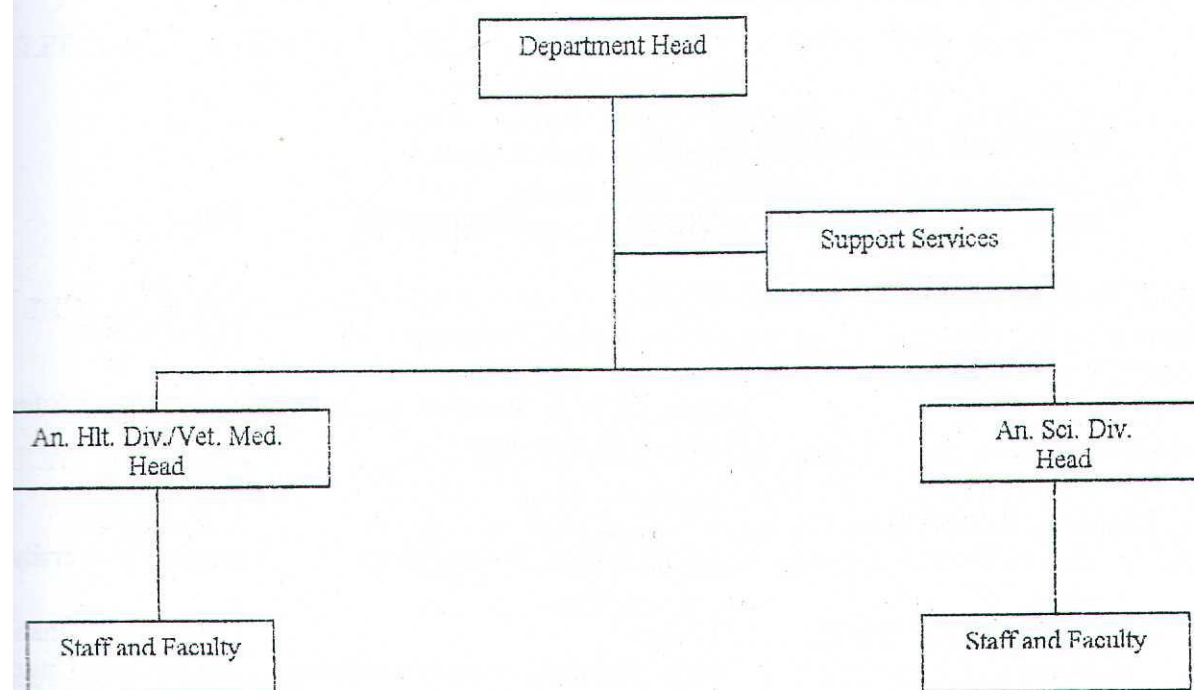
of

# SCHOOL OF VETERINARY MEDICINE

Visayas State College of Agriculture  
Baybay, Leyte 6521-A



Existing Organizational Chart  
of  
DEPARTMENT OF ANIMAL SCIENCE AND VETERINARY MEDICINE  
Visayas State College of Agriculture  
Baybay, Leyte





### III. TEACHING STAFF

The compliance rating for a regular teaching staff of a particular School or College of Veterinary Medicine is 10, equivalent to the board examination subjects.

There are only five (5) regular teaching staff of the School of Veterinary Medicine. The rest do not hold regular position.

#### REGULAR ACADEMIC STAFF

<u>Name</u>	<u>Degree</u>	<u>Specialization</u>	<u>School</u>
TOMAS J. FERNANDEZ, JR.	DVM		U.P. Diliman
	MSc. Major: Pathology		U.P. Diliman
	Minor: Parasitology		
	PhD. Major: Tropical Ani. Health		University of Edinburgh
	Minor: Immunology		
EUGENE B. LAÑADA	DVM		U.P. Diliman
	MPhil. Major: Epidemiology		Massey University
ALBERTO A. TAVEROS	DVM		Central Mindanao
	MSc. Major: Tropical Parasitology		James Cook Univ.
	PhD. Major: Swine Epidemiology		Visayas State Coll.
	Minor: Ag.Ed./Ag.Ex.		
AGNES M. TAVEROS	DVM		Central Mindanao
	MSc. Major: Animal Science		Visayas State Coll.
	Minor: Agricultural Education		
LOTIS A. MONSALES	DVM		Central Mindanao
BRAULIO B. ALFARO	DVM		Gregorio Araneta Foundation
	MSc. Major: Animal Nutrition		

# TEMPORARY AND PART-TIMER ACADEMIC STAFF

SEPH LEMUEL T. CAÑETE	DVM	Visayas State Col. of Agri.
ELYN S. CORTEZ	DVM	Visayas State Col. of Agri.
LEEN C. GEALON	DVM	Central Mindanao University

## FFILIATES

ILPECIO C. BANTUGAN	BSAgEd Major: Animal Husbandry MSc. Major: Dairy Production Minor: Pasture Agronomy PhD. Major: Dairy Production Minor: Agro. & Extension Edu.	Visayas Agricultural College U.P. Los Baños U.P. Los Baños
UNDOLINO R. GERONA	BSA Major: Animal Husbandry MSc. Major: Dairy Physiology PhD. Major: Reproductive Physiology	Central Mindanao University Missouri State University Missouri State University
SCAR B. POSAS	BSAgED Major: Animal Husbandry MSc. Major: Animal Production Minor: Ag.Econ PhD. Major: Ruminant Production Minor: Dairy/Pasture	Visayas Agricultural College U.P. Los Baños U.P. Los Baños & Arkansas Uni.
ERENA L. SANCHEZ	BS MSc. Major: Animal Nutrition PhD. Major: Animal Science Minor: Statistics/Biochem.	U.P. Los Baños U.P. Los Baños U.P. Los Baños & Iowa Univ.
OLITO C. BESTIL	BAS Major: Animal Production MSc. Major: Ruminant Nutrition Minor: Stat. for Res. Workers	Visayas State Col. of Agri. University of Melbourne, Aust.
OBERTO N. SONON	BAS Major: Animal Health MSc. Major: Ruminant Nutrition Minor: - PhD. Major: Ruminant Nutrition Minor: -	Visayas State Col. of Agri. Kansas State University Kansas State University



FE C. EVANGELIO	BSA Major: Animal Husbandry MSc. Major: Animal Science Minor: Agricultural Education	Univ. of Southern Visayas State Col
DINAH M. ESPINA	BAS Major: Animal Health MSc. Major: Animal Science Minor: Agricultural Education	Visayas State Col Visayas State Col
JULIUS ABELLA	BAS Major: Animal Production MSc. Major: Animal Science Minor: Agricultural Education	Visayas State Col Visayas State Col
ANNA LEAH DEAN	BAS Major: Animal Production MSc. Major: Animal Science Minor: Food Technology	Visayas State Col Visayas State Col Visayas State Col

#### IV. FACILITIES

##### A. List of Existing Equipment

##### FEED LABORATORY

<u>Name &amp; Description</u>	<u>Quantity</u>	<u>Units</u>
AVR Transformer, "Yamato", 1000 w	1	unit
AVR Transformer, "Yamato", 2000 w	1	unit
AVR Transformer, "Yamato", 5000 w	1	unit
Balance xA100 Elec.	1	ea
Balances	1	set
Crude Fiber Extraction Unit	1	unit
Digestion & Distillation System		system
Distillation Unit, Buchi 315	5	pcs.
Buchi 320	5	pcs.
Fat Extraction Unit	1	unit
Heater	1	ea
Hot Plate	2	pcs.
Kejdhaldale Apparatus	1	unit
Pulverizing Mill	1	unit
Transformer Step-down	1	ea
Vacuum Pump	1	ea
Water Bath	1	ea

# VETERINARY MEDICINE LABORATORY

Aerator	3	units
Airconditioning	2	units
Air Vacuum	1	unit
Anaerobic System	1	unit
Aquarium, plastic 1/8" T 10"x12"x 20"	1	unit
Aquarium, plastic 1/8" T 8"x10"x16"	1	unit
Aspirator, Filter Pump	2	pcs.
AVR (Transformer) 500-W "Yamata"	2	pc.
AVR (Transformer) 1000-W "Yamata"	1	pc.
AVR (Transformer) 2000-W "Yamata"	1	pcs.
AVR (Transformer) 5000-W "Powercom"	2	unit
Balance Analytical, notched beam	1	unit
Balance Analytical, Sartorius	1	units
Balance, double beam, dial-o-gram	2	unit
Balance, Harvard trip w/ Dial-O-Gram	1	unit
Balance, top loading (Electronis)	1	units
Balance, triple beam "Pro" Gram: 2610	2	unit
Boring Machine, for stopper & corks	1	unit
Cabinet, Filing Steel	1	unit
Calorimeter	1	unit
Calorimeter Adibatic Oxygen	1	unit
Camera, single lens reflex Fujica	1	pc.
Cannula	1	pcs.
Cart	2	unit
Centrifuge, general purpose (Bench type)	1	pcs.
Centrifuge, Hand 4 place, Griffin model	5	unit
Centrifuge, Hematocrit "Hettich"	1	units
Centrifuge, Microhematocrit	2	unit
Centrifuge, Refrigerated, model 5000	1	unit
Centrifuge, safety angle head	1	pcs.
Chair, monobloc, white sapphire	25	unit
Chair, swivel w/ rollers	1	unit
Chromatograph Kit	1	unit
Column Chromatography	1	unit
Cookware Set	1	unit
Cutter, Paper	1	unit
Deep Freezer	1	units
Demineralizer	2	units
Desk Fan	3	unit
Diaphragm Vacuum Pump	1	unit
Distillation	1	unit
Ear Notcher, Medium NASCO	1	



Ear Notcher, Large NASCO	1
Evaporator	1
Exhaust Fan	7
Fan	24
Fire Axe	1
Fire Extinguisher, "Kapper", 1-lb.	1
Fire Extinguisher, "Kapper", 10-lb.	2
Freeze Drying	1
Freezer, ultra low temp. cabinet	1
REVCO VLT1285B chest type - 50 to	
05°C temp., 12.3 cu.ft., cap. 220 VAC, 60Hz	1
Freezer, ultra low temp., cabinet	
chest type, 50 to 05°C temp., 2.3	
cu. ft., cap.: 220 VAC, 60 Hz.	1
Furnace	1
Gas Regulator	2
Globe Box	1
Hanging Scale	1
Heater	1
Homogenizer	1
Hot Plate	1
Hydraulic Press Outfit	2
Incubator	2
Manometer	2
Meat Grinder	1
Meter	1
Micrometer, Linear	1
Microplate Reader ELISA	1
Microscope, "anti-fungi", Olympus	2
Microscope, compound binocular	3
Microscope Dissecting (stereo) "NIKON"	1
Microscope Dissecting (stereoscope)	5
Microscope, lab (binocular)	4
Microscope, Phase Contrast	5
Microscope, students (dual viewing)	1
Microscope, trinocular quadruple	1
Microscope, Tissue culture (inverted)	1
Microscope, Tissue culture (inverted)	1
Microtome, rotary, American	1
Microscope	2
Microtome	1
Oven, gravity convection, Lab-line	2
Oven, mechanical convection	2
Oven, MEMMERT, model U40, w/ natural	2

Oven, Universal, MEMMERT, model U-30	3	units
Overhead Projection	1	unit
Paraffin Dispenser Tissue	1	unit
pH Meter	1	unit
Pressure Cooker, 4-qrtz, non-electric	1	unit
Pressure Cooker, 25 qrtz. cap.	1	pc.
Pressure Pump	1	unit
Projection Screen, Dalite "Challenger"	1	pc.
Projector, overhead, DEMOLUX, 250-mm	1	unit
Refrigerator, electric Hitachi, 4 cu.ft.	1	unit
Refrigerator, Fisher, floor model	1	unit
Refrigerator, "Winner", 10 cu.ft.	1	unit
Regulator, gas (LPG) w/ hose	1	unit
Rotator	1	unit
Rotor Beater (Petsch)	1	unit
Salinometer	1	unit
Shaker, adjustable speed, Fisher	1	unit
Shaker, reciprocating EBERBACH 6010	1	unit
Shaker, variable speed, Griffen model	1	unit
Slide Projector	1	unit
Slide Staining Set	12	pcs.
Slide Staining Set, Fisher, # Labtek	1	pc.
Sound Column Lectern	1	unit
Spectrophotometer	1	unit
Sphygmomanometer	1	pc.
Spirometry	2	pcs.
Staple Remover	1	pc.
Stethoscope	9	unit
Sterilizer, Autoclave (vertical)	21	units
Stirrer, Hot Plate multiple	3	units
Stirrer, multi-magnet (Lab-line 1278)	1	unit
Stirrer, Waring Blender	2	units
Stove, gas (LPG) HD, 1 burner, cast iron	1	unit
Table, conference, rect. Long	2	pcs.
Table, slide warmer, Fisher model	1	unit
Tank, gas (LPG) ESSO gasul	1	unit
Tank CO <sub>2</sub>	1	pc.
Tank N <sub>2</sub>	1	pc.
Tank Oxygen	1	unit
Tissue Culture Hood	2	units
Tissue Grinder, Wheaton		
30 mL	1	pc.
10 mL	1	pc.



Thermometer, fractional	2	pcs.
Thermometer, handheld platinum	1	pc.
Thermometer, lab. Double	2	pcs.
TLC Chamber	1	pc.
Urinometer	2	units
Urinometer w/ Hydrometer	1	unit
Vacuum Pump	1	unit
Veterinary Anatomy Set	4	pcs.
Water Bath, Grant, serological model	2	units
Water Bath, w/ reciprocating shake	1	units

## PROPOSAL TO OFFER A STRAIGHT SIX-YEAR DOCTOR OF VETERINARY MEDICINE DEGREE PROGRAM

### Rationale

In line with the Modernization Act of Professional Regulation Commission (PRC), the veterinary colleges in the Philippines, including that of ViSCA, are mandated to comply with the minimum standards for accreditation. One of the items required for a college of veterinary Medicine to meet for accreditation is a straight six years Doctor of Veterinary Medicine (DVM) curriculum.

Except for the change in the nomenclature of the Animal Health (AH) courses, the proposed straight six-year veterinary medicine (VM) courses are not substantially different from the existing. The proposed change in nomenclature is in line with the mandate of PRC Modernization Act to label all veterinary courses to Veterinary Medicine (VM). This is the only reason why this straight six-year DVM curriculum is being proposed, that is for ViSCA to comply with the standard set by PRC for accreditation.

If the Veterinary Degree Program of ViSCA does not comply with the minimum standards set by TPAE-Veterinary Medicine, it would mean its closure since its graduates will not be allowed by PRC to take the Veterinary Licensure Examination.

### Change in Nomenclature

There are 17 subjects of ladderized BAS-animal health curriculum whose nomenclature will be changed from "AH" to "VM". Examples of these subjects are:

From:

AH 103 - Veterinary Anatomy I

To:

VM 103 - Veterinary Anatomy I

From:

AH 101 - Veterinary Embryology

To:

VM 101 - Veterinary Embryology

### Rationale:

The change in nomenclature (from AH to VM) of all veterinary subjects is in line with one of the requirements for accreditation of veterinary medicine.



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### 3.0. Change in Course Numbering

#### 3.1. From:

VM 101 Applied Anatomy - Anatomical parts as related to surgical landmarks

Prerequisite: AH 103 (Vet. Anat. I)  
6 hrs/wk (6 lab)  
Credit: 2 units

#### To:

VM 105 Applied Anatomy - Anatomical parts as related to surgical landmarks

Prerequisite: VM 103 (Vet. Anat. I)  
6 hrs/wk (6 lab)  
Credit: 2 units

#### Rationale:

With the change in the course numbering of AH 103 (Vet. Anat. I) to VM 101, this would duplicate with VM 101 (Applied Anatomy). The numbering of VM 101 (Applied Anat.) is changed to VM 105 (Applied Anat.).

#### 3.2. From:

VM 123 Systemic Pathology - Functional and morphological pathology of body systems

Prerequisite: AH 125 (General Pathology)  
5 hrs./wk (2 lec/3 lab)  
Credit: 3 units

#### To:

VM 129 Systemic Pathology - Functional and morphological pathology of body systems

Prerequisite: VM 125 (General Pathology)  
5 hrs./wk (2 lec/3 lab)  
Credit: 3 units

#### Rationale:

With the change in the course title of AH 125 (Gen. Pathology) to VM 125 (Gen. Pathology), its numbering becomes higher than VM 123 (Systemic Pathology). Hence, the change in numbering of VM 123 (Systemic Pathology) to VM 129 (Systemic Pathology).

#### 3.3. From:

VM 121 Veterinary Virology - Viruses of veterinary importance with emphasis on their pathogenesis, epidemiology and laboratory diagnosis

Prerequisite: AH 126 (Vet. Micro. II)  
5 hrs./wk (2 lec/3 lab)  
Credit: 3 units

To:

VM 153 Veterinary Virology - Viruses of veterinary importance  
with emphasis on their pathogenecity,  
epidemiology and laboratory diagnosis.

Prerequisite: VM 126 (Vet. Micro. II)  
5 hrs./wk (2 lec/3 lab)  
Credit: 3 units

**Rationale:**

With the change in the course title of AH 126 (Vet. Micro. II), which is a prerequisite of VM 121 (Vet. Virology), to VM 126 (Vet. Micro. II); its numbering becomes higher than VM 121 (Vet. Virology). Hence, the numbering of VM 121 (Vet. Virology) is changed to VM 153 (Vet. Virology).

**3.4. From:**

VM 125 Epidemiology - Principles of epidemiology; the distribution and dynamics of animal diseases in animal population; their treatment based on epidemiological data.

Prerequisite: AH 126 (Vet. Micro. II)  
5 hrs./wk (2 lec/3 lab)  
Credit: 3 units

To:

VM 135 Epidemiology - Principles of epidemiology; the distribution and dynamics of animal diseases in animal population; their treatment based on epidemiological data.

Prerequisite: VM 126 (Vet. Micro. II)  
5 hrs./wk (2 lec/3 lab)  
Credit: 3 units

**Rationale:**

With the change in the course title of AH 126 (Vet. Micro. II), which is a prerequisite of VM 125 (Epidemiology), to VM 126 (Vet. Micro. II); its numbering becomes higher than VM 125 (Epidemiology). Hence, the numbering of VM 125 (Epidemiology) is changed to VM 135 (Epidemiology)



1 3.5. From:

2 VM 141 - Reproductive Physiology - Principles of reprod  
3 physiology and endocr

4  
5 Prerequisite: AH 113 (Ani. Physio. II)  
6 8 hrs./wk (2 lec/6 lab)  
7 Credit: 3 units  
8

9 To:

10 VM 156 - Reproductive Physiology - Principles of reprod  
11 physiology and endoc

12  
13 Prerequisite: VM 113 (Ani. Physio. II)  
14 8 hrs./wk (2 lec/6 lab)  
15 Credit: 3 units  
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18 Rationale:

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20 With the change in the course title of AH :  
21 Pharmacology) to VM 141 (Elem. Pharmacology), the titl  
22 with the latter subject. Hence, the numbering of VM 1  
23 Physio.) is changed to VM 156 (Reproductive Physio.).  
24  
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26 3.6. From:

27 VM 162 Veterinary Obstetrics - Pregnancy diagnosis, d  
28 and obstetrical operat

29  
30 Prerequisite: VM 151 (Surgery I)  
31 5 hrs./wk (2 lec/6 lab)  
32 Credit: 3 units  
33

34 To:

35 VM 160 - Veterinary Obstetrics - Pregnancy diagnosis,  
36 and obstetrical operat

37  
38 Prerequisite: VM 151 (Surgery I)  
39 5 hrs./wk (2 lec/3 lab)  
40 Credit: 3 units  
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42 Rationale:

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44 With the change in the course title of AH 162 (Zoor  
45 (Zoonosis), the title will duplicate with VM  
46 Obstetrics). Hence, the numbering of VM 162 (Veterinar  
47 changed to VM 160 (Reproductive Physio.).  
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### 3.7. From:

VM 127 Special Pathology - Notifiable disease of livestock, and Poultry, diseases of fish and laboratory Animals, and wildlife.

Prerequisite: VM 123 (Systemic Pathology)  
2 hrs./wk (2 lec)  
Credit: 2 units

### To:

VM 131 - Special Pathology - Notifiable disease of livestock, and Poultry, diseases of fish and laboratory Animals, and wildlife.

Prerequisite: VM 151 (Surgery I)  
5 hrs./wk (2 lec/3 lab)  
Credit: 3 units

### Rationale:

VM 127 (Special Pathology) will duplicate with AH 127 (Veterinary Entomology and Protozoology) with the latter conversion to VM 127.

## 4.0 Comparison of the Ladderized and the Proposed DVM Curriculum

### LADDERIZED

#### FIRST YEAR

Lec. Lab. Units

#### First Semester

Biol. 11 Gen. Biology	3	3	4
Chem. 11 Gen. Chem. I	3	3	4
Engl. 11 Comm. Skills I	3	0	3
Math. 11 Coll. Algebra	3	0	3
Psyc. 11 Gen. Psychology	3	0	3
ScSc. 13 Socio-Econ. System	3	0	3
PhyEd 11 Phys. Fit. & Gym.			(2)
Euth. 11/ROTC 11			(1/1.5)
	18	6	20

#### Second Semester

Bot. 21 Gen. Bot.	2	3	3
Engl. 12 Comm. Skills II	3	0	3
Philo.12 Contemp. Philo.Thts	3	0	3
Math. 22 Plane Trigo.	3	0	3
ScSc. 14 Phil. Soc. Prob.	3	0	3
Land Reform			
Socio.11 Gen. Sociology	3	0	3
Zool. 11 Gen. Zoology	2	3	3
PhyEd.12 Rec. Games & Rhtmic			(2)
Euth.12/ROTC 12			(1/1.5)
	19	6	21

### PROPOSED

Lec. Lab. Units

#### First Semester

Bio. 11 Gen. Biology	3	3	4
Chem. 11 Gen. Chem. I	3	3	4
Engl. 11 Comm. Skills I	3	0	3
Math. 11 Coll. Algebra	3	0	3
Psyc. 11 Gen. Psychology	3	0	3
ScSc. 13 Socio-Econ. System	3	0	3
hyEd 11 Phys. Fit. & Gym			(2)
Euth. 11/ROTC 11			(1/1.5)
	18	6	20

#### Second Semester

Bot. 21 Gen. Bot.	2	3	3
Engl. 12 Comm. Skills II	3	0	3
Philo.12 Contemp. Philo.Thts	3	0	3
Math. 22 Plane Trigo.	3	0	3
ScSc. 14 Phil. Soc. Prob.	3	0	3
Land Reform			
Socio.11 Gen. Sociology	3	0	3
Zool. 11 Gen. Zoology	2	3	3
PhyEd.12 Rec. Games & Rhtmic			(2)
Euth. 12/ROTC 12			(1/1.5)
	19	6	21



## SECOND YEAR

### First Semester

Agron. 21	Fund. Crop Prod.	2	3	3
AS 21	Prin. Ani. Sci.	2	3	3
Chem. 21	Gen. Chem. II	2	3	3
Engl. 15	Adv. Grammar & Comp.	3	0	3
Fil. 25	Sining ng Pakiki-pagtalastasan	3	0	3
Hum. 11	Intro. to Hum.	3	0	3
Spch. 11	Speech Comm.	3	0	3
PhyEd 13	Moral & Sprt. Values		(2)	
Euth/ROTC13			(1/1.5)	
		18	9	21

### Second Semester

AgExt.132	Prin. Mthds. &	3	0	3
AS 21	Prin. Ani. Prod.	2	3	3
Econ. 21	Farm Mgt.	2	3	3
Chem. 31	Gen. Biochem.	3	0	3
Phys. 11	Gen. Physics	3	3	4
SS 22	Fund. Soil Sci.	2	3	3
Stat. 21	Elem. Statistics	2	3	3
PhyEd 14	Ind. Dual Sports		(2)	
Euth/ROTC14			(1/1.5)	
		17	15	22

### First Semester

Agron.21	Fund. Crop. Prod.	2	3
AS 21	Prin. Ani. Sci.	2	3
Chem. 21	Gen. Chem. II	2	3
Engl. 21	Adv. Grammar & Comp.	3	0
Fil. 25	Sining ng Pakiki-pagtalastasan	3	0
Hum. 11	Intro. to Hum.	3	0
Spch. 11	Speech Comm.	3	0
PhyEd 13	Moral & Sprt. Values		
Euth. 13/ROTC 13			
		18	9

### Second Semester

AgExt.132	Prin. Mthds. &	3	0
AS 21	Prin. Ani. Prod.	2	3
Econ. 21	Farm Mgt.	2	3
Chem. 31	Gen. Biochem.	3	0
Phys. 11	Gen. Physics	3	3
SS 22	Fund. Soil Sci.	2	3
Stat. 21	Elem. Statistics	2	3
PhyEd 14	Ind. Dual Sports		
Euth. 14/ROTC 14			
		17	15

## THIRD YEAR

### First Semester

AH 103	Vet. Anat. I	1	6	3
AH 101	Embryology	2	3	3
AH 121	Vet. Micro. I	1	6	3
AH 127	Vet. Entom. & Proto.	2	3	3
AH 107	Ani. Physio. I	2	3	3
AS 121	Poultry Prod. & Mgt.	2	3	3
Bio.22	Prin. of Genetics	2	3	3
		12	27	21

### Second Semester

AH 126	Vet. Micro. II	1	6	3
AH 128	Vet. Helminthology	2	3	3
AH 104	Vet. Anat. II	2	6	4
AS 112	Swine Prod. & Mgt.	2	3	3
AS 151	Brdng. Farm Ani.	2	3	3
PI 11	Phil. Hist. Const.	3	0	3
		12	24	19

### Summer

AH 200a	Field Practice			4
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### First Semester

VM 103	Vet. Anat. I	1	6
VM 101	Embryology	2	3
VM 121	Vet. Micro. I	1	6
VM 127	Vet. Entom. & Proto.	2	3
VM 107	Ani. Physio. I	2	3
AS 121	Poultry Prod. & Mgt.	2	3
Bio.22	Prin. of Genetics	2	3
		12	27

### Second Semester

VM 126	Vet. Micro. II	1	6
VM 128	Vet. Helminthology	2	3
VM 104	Vet. Anat. II	2	6
AS 112	Swine Prod. & Mgt.	2	3
AS 151	Brdng. Farm Ani.	2	3
PI 11	Phil. Hist. Const.	3	0
		12	24

## FOURTH YEAR

### First Semester

AS 131	Ruminant Prod.	2	3	3
AS 141	Feeds and Feeding	2	3	3
PH 161	Food Hyg. & Pub. Hlt.	2	3	3
AH 111	Ani. Histology	2	6	4
AH 113	Ani. Physio. II	2	3	3
AH 141	Elementary Pharma.	2	3	3
AH 200a	Field Practice			1
		12	21	20

### First Semester

AS 131	Ruminant Prod.	2	3
AS 141	Feeds and Feeding	2	3
PH 161	Food Hyg. & Pub. Hlt.	2	3
VM 111	Ani. Histology	2	6
VM 113	Ani. Physio. II	2	3
VM 141	Elementary Pharma.	2	3
VM 200a	Field Practice		
		12	21

### Second Semester

VM 125 General Pathology	3	3	4
AS 142 Animal Nutrition	2	3	3
AS 136 Equine Prod.	2	0	2
VM 146 Immunology	1	3	2
VM 134 Intro. to Vet. Med.	2	3	3
VM 144 Clinical Path.	2	3	3
VM 162 Zoonosis	2	0	2
VM 200a Field Practice			<u>1</u>
	<u>14</u>	<u>15</u>	<u>20</u>

Summer

### Second Semester

VM 125 General Pathology	3	3	4
AS 142 Animal Nutrition	2	3	3
AS 136 Equine Prod.	2	0	2
VM 146 Immunology	1	3	2
VM 134 Intro. to Vet. Med.	2	3	3
VM 144 Clinical Path.	2	3	3
VM 162 Zoonosis	2	0	2
VM 200a Field Practice			<u>1</u>
	<u>14</u>	<u>15</u>	<u>20</u>

VM 200a Field Practice\*

4

The students will be exposed in practical aspects of Swine, Poultry & Ruminant fattening management

### FIFTH YEAR

#### First Semester

VM 101 Applied Anatomy	0	6	2
VM 123 Systemic Path.	2	3	3
VM 121 Vet. Virology	2	3	3
VM 125 Epidemiology	2	3	3
VM 198 Res. Plannng & Manus. Preparation	3	0	3
VM 151 Surgery I	2	3	3
VM 155 Radiology	<u>2</u>	<u>3</u>	<u>3</u>
	<u>13</u>	<u>21</u>	<u>20</u>

#### Second Semester

VM 141 Reproductive Physio.	2	6	4
VM 154 Surgery II	1	6	3
VM 162 Vet. Obstetrics	1	6	3
VM 164 Poultry & Swine Med.	3	0	3
VM 166 Rum. & Equine Med.	4	0	4
VM 171 Clin. Orient. I	0	6	2
VM 172 Clin. Path. Conf.	1	0	1
VM 200 Undergrad. Thesis			<u>1</u>
	<u>12</u>	<u>24</u>	<u>23</u>

SUMMER

VM 173 Clin. Orient. II

9 3

SUMMER

### SIXTH YEAR

#### First Semester

VM 127 Special Patho.	2	0	2
VM 145 Vet. Pharmacology	2	6	4
VM 157 Surgery III	2	3	3
VM 167 Small Ani. Med.	4	0	4
VM 175 Clin. II (Internship)	0	6	2
VM 168 Juris. Ethics & Econ.	2	0	2
VM 200 Undergrad. Thesis	1	0	1
VM 169 Wildlife & Fish Med.	<u>2</u>	<u>0</u>	<u>2</u>
	<u>15</u>	<u>15</u>	<u>20</u>

#### Second Semester

VM 176 Clin. III (Fld. Exp.)**	0	42	14
VM 199 Undergrad. Seminar	1	0	1
VM 200 Undergrad. Thesis			<u>4</u>
	<u>1</u>	<u>42</u>	<u>19</u>

#### First Semester

VM 105 Applied Anatomy	0	6	2
VM 129 Systemic Path.	2	3	3
VM 153 Vet. Virology	2	3	3
VM 135 Epidemiology	2	3	3
VM 198 Res. Plannng. & Manus. Preparation	3	0	3
VM 151 Surgery I	2	3	3
VM 155 Radiology	<u>2</u>	<u>3</u>	<u>3</u>
	<u>13</u>	<u>21</u>	<u>20</u>

#### Second Semester

VM 156 Reproductive Physio.	2	6	4
VM 154 Surgery II	1	6	3
VM 160 Vet. Obstetrics	1	6	3
VM 164 Poultry & Swine Med.	3	0	3
VM 166 Rum. & Equine Med.	4	0	4
VM 171 Clin. Orient. I	0	6	2
VM 172 Clin. Path. Conf.	1	0	1
VM 200 Undergrda. Thesis			<u>1</u>
	<u>12</u>	<u>24</u>	<u>21</u>

VM 173 Clin. Orient. II

9 3

#### First Semester

VM 131 Special Path.	2	0	2
VM 145 Vet. Pharmacology	2	6	4
VM 157 Surgery III	2	3	3
VM 167 Small Ani. Med.	4	0	4
VM 175 Clin. II (Internship)	0	6	2
VM 168 Juris. Ethics & Econ.	2	0	2
VM 200a Undergrad. Thesis	1	0	1
VM 169 Wildlife & Fish Med.	<u>2</u>	<u>0</u>	<u>2</u>
	<u>15</u>	<u>15</u>	<u>20</u>

#### Second Semester

VM 176 Clin. III (Fld. Exp.)**	0	42	14
VM 199 Undergrad. Seminar	1	0	1
VM 200 Undergrad. Thesis			<u>4</u>
	<u>1</u>	<u>42</u>	<u>19</u>

\*\* Field Experience. Exposure to animal disease laboratories, clinics or hospitals, community health projects, waterworks and sewage systems, meat and milk processing plants, national and/or local abattoirs, National Stud Farm, commercial feed mills, drug companies, zoos and wildlife parks and Department of Agriculture.



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

TEMPORARY ACADEMIC STAFF  
RECOMMENDED FOR PERMANENCY

FOR BOT APPROVAL

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
BULAYOG, Ma. Salome B.	Asst. Professor 4	Upon BOT approval
SALAS, Felix M.	Asst. Professor 4	Upon BOT approval

te: Recommendation has been passed through the Academic Personnel Board.  
(dtd.092000)

Submitted by:

  
MYRNA M. AVILA  
OIC HRMDO(100300)

ted:

PACIENCIA P. MILAN  
President

EXCERPT FROM THE APPROVED MINUTES OF THE MEETING OF THE ACADEMIC  
PERSONNEL BOARD DATED SEPTEMBER 20, 2000

1. Recommendation of the DAEA Personnel Committee for change of employment status of Dr. Ma. Salome B. Bulalaba from Temporary to Permanent.

**APB Action:**

Recommending for approval to take effect upon approval.

3. Recommendation of the DACFS Personnel Committee for change of employment status of Dr. Felix M. Salas from Temporary to Permanent.

**APB Action:**

Recommending for approval to take effect upon approval.

Submitted by:



MYRNA M. AVILA  
OIC Director, HRMDO



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

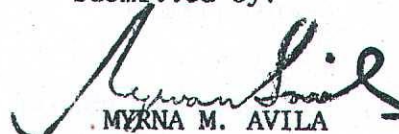
TEMPORARY STAFF  
RECOMMENDED FOR PERMANENCY

FOR BOT APPROVAL

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
PRADO, Louis P.	Elect. & Comm. Eqpt. Tech.	Upon BOT approval

Recommendation has been passed through the Non-Academic Personnel Board. (dtd.112200)

Submitted by:

  
MYRNA M. AVILA  
OIC HRMDO(120500)

  
BACIENCIA P. MILAN  
President

EXCERPT FROM THE APPROVED MINUTES OF THE NON-ACADEMIC PERSONNEL BOARD MEETING  
HELD NOVEMBER 22, 2000

Request of DYAC Personnel Committee for the change of status of Mr. Louis P. Prado from temporary to permanent due to the resignation of Mr. Cesar R. Masendo.

**NAPB Action:**

Recommending for approval subject to submission of other requirements for permanency as required by the Civil Service Commission and evaluation on the performance of Mr. Prado by appropriate bodies after opening the position to other applicants. This will take effect upon approval of the Board of Trustees.

Submitted by:

  
MERCESTITA L. GUIMARAES  
Secretary, NAPB

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

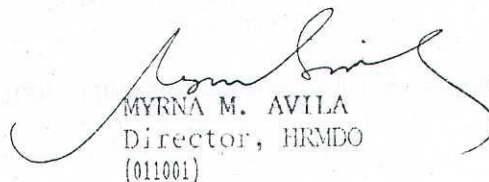
TEMPORARY STAFF  
RECOMMENDED FOR PERMANENCY

FOR BOT APPROVAL

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
TAN, Daniel Leslie	Associate Professor 5	Upon BOT approval

Note: Recommendation has been passed through the Academic Personnel Board.  
(dtd.121900)

Submitted by:

  
MYRNA M. AVILA  
Director, HRMDO  
(011001)

Noted:

  
PACIENCIA P. MILAN  
President

EXCERPT FROM THE APPROVED MINUTES OF THE MEETING OF THE ACADEMIC PERSONNEL BOARD  
DATED ON DECEMBER 19, 2000

5. Indorsement of Dr. Jose R. Pardales for the change of status from temporary to permanent of Dr. Daniel Leslie S. Tan.

APB Action:

Recommending for approval to take effect upon approval of the Board of Trustees.

Submitted by:

  
MYRNA M. AVILA  
Director, HRMDO




VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

APPOINTMENT OF PART-TIME INSTRUCTORS  
FOR BOT CONFIRMATION


EFFECTIVITY  
Second Semester SY 2000-2001

DASVM, VISCA		POSITION	APB MEETING
1.	Ana Marquiza M. Quillicot	Instructor	Nov. 15, 2000
2.	Shirleny R. Gabotero	Instructor	Nov. 15, 2000
3.	Sheila Marie V. Posas	Instructor	Nov. 15, 2000
INAVS		POSITION	APB MEETING
A.	Ms. Coracel Andales	Instructor	Nov. 15, 2000
B.	Mrs. Verna Joy Amodia	Instructor	-do-
C.	Mr. Jorge C. Amodia	Instructor	-do-
D.	Mr. Stephen C. Temporada	Instructor	-do-
E.	Ms. Rachel Ebatados	Instructor	-do-
F.	Mrs. Editha Ablen	Instructor	-do-

Submitted by:

  
MYRNA M. AVILA  
OIC Director, HRMDO  
(011001)

NOTED:

  
PACENCIA P. MILAN  
President

EXCERPT FROM THE APPROVED MINUTES OF ACADEMIC PERSONNEL BOARD DATED NOVEMBER 15, 2000.

3. Recommendation of the DASVM Personnel Committee for the appointment of Mesdames Ana Marquiza M. Quillicot, Shirleny R. Gabotero and Sheila Marie V. Posas as part-time Instructors chargeable against ACIAR projects.

APB Action:

Recommending for approval with the understanding that the total workload units of Drs. Eugene B. Lañada and Alberto A. Taveros shall be duly adjusted to reflect reduced load.

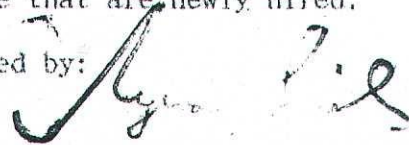
5. Recommendation of Dr. Victor R. Ritaga, INAVS Vocational School Superintendent II, for the hiring of the following faculty as part-time Instructors effective Nov. 1, 2000 to Mar. 31, 2001, to wit:

- |    |                       |    |                          |
|----|-----------------------|----|--------------------------|
| A. | Ms. Coracel Andales   | D. | Mr. Stephen C. Temporada |
| B. | Mrs. Verna Joy Amodia | E. | Ms. Rachel Ebatados      |
| C. | Mr. Jorge C. Amodia   | F. | Ms. Edita Ablen          |

APB Action:

Recommending for approval in principle subject to submission of teaching workload and performance evaluation for those already in the service and teaching demonstration for those that are newly hired.

Submitted by:

  
MYRNA M. AVILA  
Director, HRMDO

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

APPOINTMENT OF PART-TIME INSTRUCTORS  
FOR BOT CONFIRMATION

<u>DEPT/NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
<u>DEPT: DPP</u>		
GENOSA, Cristina C.	Instructor I	Jan. 15, 2001

Submitted by:



MYRNA M. AVILA  
Director, HRMDO  
(011501)

NOTED:

PACIENCIA P. MILAN  
President




VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

APPOINTMENT OF REGULAR EMPLOYEES  
FOR BOT CONFIRMATION

<u>Name</u>	<u>Position</u>	<u>Office</u>	<u>NAPB</u>
Amihan, Andres N.	Sci. Res. Analyst	PCC	12/19/2000
Dean, Napoleon B.	Laboratory Aide II	PCC	-do-

Submitted by:

  
MYRNA M. AVILA  
OIC Director, HRMDO  
(010301)

  
PACIENCIA P. MILAN  
President

=====

EXCERPT FROM THE APPROVED MINUTES OF THE NON-ACADEMIC PERSONNEL BOARD  
MEETING DATED DECEMBER 19, 2000


Recommendation of the PCC Personnel Committee for the promotion/  
change of employment status of the following staff:

- A. Andres N. Amihan - Laboratory Aide II to Sci. Res. Analyst  
vice Mr. Napoleon B. Dean whose  
appointment will expire on December 31,  
2000. Mr. Dean's appointment will not be  
renewed since he does not possess the  
necessary eligibility required for the  
position.
- B. Napoleon B. Dean - from Science Research Analyst (temporary)  
to Laboratory Aide II (Permanent)

**NAPB Action:**

Recommending for approval to take effect upon confirmation by  
the VisCA Board of Trustees. It is also emphasized that Mr.  
Napoleon B. Dean should submit an application letter for the  
position as a proof that he is interested of the position as  
Laboratory Aide II, a lower position than his present/previous  
position.

Submitted by:

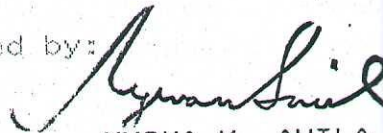
  
TERESITA L. QUIÑANOLA  
APB Secretary

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte


APPOINTMENT OF REGULAR EMPLOYEES  
FOR BOT CONFIRMATION

<u>Name</u>	<u>Position</u>	<u>Office</u>
AMIHAN, Andres N.	Sci. Res. Analyst	PCC
DEAN, Napoleon B.	Laboratory Aide II	PCC

Submitted by:

  
MYRNA M. AVILA  
OIC Director, P  
(010301)

Noted:

  
PACIENCIA P. MILAN  
President

=====

EXCERPT FROM THE APPROVED MINUTES OF THE NON-ACADEMIC PERSONNEL  
MEETING DATED DECEMBER 19, 2000

2. Recommendation of the PCC Personnel Committee for the change of employment status of the following staff:


A. Andres N. Amihan - Laboratory Aide II to Sci. R  
vice Mr. Napoleon B. [ ]  
appointment will expire on D  
2000. Mr. Dean's appointment  
renewed since he does not  
necessary eligibility require  
position.

B. Napoleon B. Dean - from Science Research Analyst  
to Laboratory Aide II (Perma

**NAPB Action:**

Recommending for approval to take effect upon confirmation by  
the VISCA Board of Trustees. It is also emphasized that  
Napoleon B. Dean should submit an application letter  
position and proof that he is interested of the  
Laboratory Aide II, a lower position than his present  
position.

Submitted by:

  
TERESITA  
APB Sec



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

APPOINTMENT OF REGULAR EMPLOYEE  
FOR BOT CONFIRMATION

<u>Name</u>	<u>Position</u>	<u>Office</u>	<u>NAPB</u>
CAÑETE, Joseph Limuel	Farm Superintendent II	PCC	12/19/2000

Submitted by:



MYRNA M. AVILA  
OIC Director, HRMDO  
(010301)

Noted:



PACIENCIA P. MILAN  
President

=====

EXCERPT FROM THE APPROVED MINUTES OF THE NON-ACADEMIC PERSONNEL BOARD  
MEETING DATED DECEMBER 19, 2000

1. Recommendation of the PCC Personnel Committee to hire Dr. Joseph Limuel P. Cañete as Farm Superintendent II vice Mr. Ebenezer T. Parrilla who resigned from the service to migrate to the United States of America.

NAPB Action:

With a minor correction in the ranking of candidates, the Board is recommending approval to take effect upon confirmation by the VisCA Board of Trustees.

Submitted by:



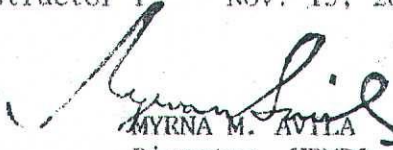
TERESITA L. QUIÑANOLA  
Secretary, APB

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte


RECLASSIFICATION OF POSITIONS  
FOR BOT CONFIRMATION

A.	LNCAST	POSITION	APB MEETING
1.	AYO, Florenda D.	Teacher 3 to Instructor I	Nov. 15, 2000
2.		(4) Teacher III to Instructor I	Nov. 15, 2000

Submitted by:

  
MYRNA M. AVILA  
Director, HRMDO  
(011001)

NOTED:

  
PACIENCIA P. MILLAN  
President

2. Request of Dr. Celedonia De Asis Palaña, LSSF Superintendent II for reclassification of various secondary position to Inst. I, to wit:
- A. Four (4) Teacher III, SG-12, Item Nos. CHED-TCH3-30586 to 30589
  - B. One (1) Teacher II, SG-11, Item No. CHEDB-TCH2-34091
  - C. One (1) Teacher I, SG-10, Item No. CHEDB-TCH1-95048

APB Action:

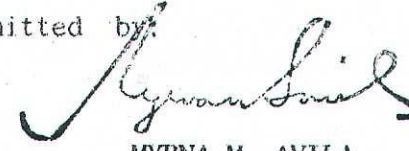
Recommending for approval to reclassify the four (4) Teacher III SG-12 positions to Instructor I SG-12 subject to DBM approval. However, due to budgetary constraints, Instructor II and Instructor I positions cannot be favorably recommended since these need additional funding and the Dept. of Budget & Mgt (DBM) is not releasing additional funds for such purpose. In addition, CHED Memorandum Circular No. 27 S. 2000 states that the "retained faculty and staff of the integrated CSI shall maintain their current position titles and salary levels pending review of the organization and staffing pattern of the Branch."

6. Recommendation of Dr. Conchita N. Astrologo, LNCAST Vocational School Superintendent II to fill-up the vacant Instructor I position to Mrs. Florinda D. Ayo, Teacher III who is already a Master's degree holder.

APB Action:

Recommending for approval to reclassify the position of Mrs. Florida Ayo for Teacher III (SG-12) to Instructor I (G-12).

Submitted by:

  
MYRNA M. AVILA  
Secretary, APB



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

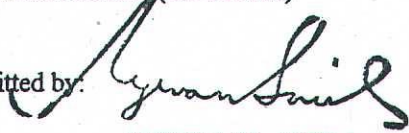
EXTENSION OF SECONDMENT OF VISCA EMPLOYEE

FOR BOT CONFIRMATION

<u>NAME</u>	<u>DESIGNATION</u>	<u>OFFICE</u>
POSAS, Oscar B.	Center Chief	PCC

Note: Recommendation has been passed through the Academic Personnel Board (dtd 121900)

Submitted by:

  
MYRNA M. AVILA  
Director, HRMDO  
(011001)

Noted:

  
PACIENCIA P. MILAN  
President

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EXCERPT FROM THE APROVED MINUTES OF THE MEETING OF THE  
ACADEMIC PERSONNEL BOARD DATED NOVEMBER 15, 2000

1. Indorsement by the DASVM Personnel Committee of the request from Dr. Libertad C. Cruz for the extension of the secondment of Dr. Oscar NB. Posas as Center Chief of PCC at ViSCA from January 1, 2001 to December 31, 2001.

**APB Action:**

Recommending for approval for one year only to complete the 3-year term. Based on the approved guidelines on Secondment of ViSCA Staff, ViSCA staff can only be seconded in a Philippine Government agency or an international organization recognized by the Philippine government for a period of one year, renewable twice for a total term of three years only".

Submitted by:

  
MYRNA M. AVILA  
Director, HRMDO

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

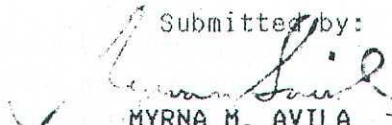
APPLICATION FOR SABBATICAL LEAVE

FOR BOT CONFIRMATION


<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
SANTIAGO, Rebecca M.	Professor 5	Upon BOT approval

Note: Recommendation has been passed through the Academic Personnel Board  
(dtd.121900)

Submitted by:

  
MYRNA M. AVILA  
Director, HRMDO  
(011101)

Noted:

  
PACIENCIA P. MILAN  
President

=====


EXCERPT FROM THE APPROVED MINUTES OF THE MEETING OF THE ACADEMIC PERSONNEL  
BOARD DATED ON DECEMBER 19, 2000

2. Recommendation of the DOH Personnel Committee for Dr. Rebecca M. Santiago to go on sabbatical leave for one year effective June 1, 2001 until May 31, 2002 to write a teaching material entitled "Principles and Basic Practices in Crop Production."

**APB Action:**

After a lengthy discussion by the members on the recommendation, it is suggested that Dr. Santiago write a teaching material specifically on Basic Principles and Practices in Horticultural Crops Production, Processing and Utilization which is more appropriate considering his field of specialization. In addition, a monograph on Coconut Production with emphasis on researches conducted in ViSCA should also be included to justify his one (1) year sabbatical leave. His request for sabbatical leave effective June 1, 2001 is approved provided a revised work schedule is submitted based on APB recommendation.

Submitted by:

  
MYRNA M. AVILA  
Director, HRMDO



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

December 20, 2000

The Chairman  
ViSCA Board of Trustees  
Visayas State College of Agriculture  
Thru: Prof. Daniel M. Tudtud, Jr.  
BOT Secretary

Sir:

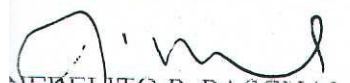
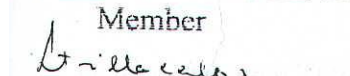
The Search Committee for two Private Sector Representatives to the ViSCA Board of Trustees (BOT) respectfully recommends the applicants/nominees to the said trustee position. All five aspirants meet the minimum qualifications as prescribed in the BOT-approved criteria. The applicants/nominees are as follows:


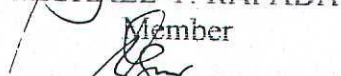
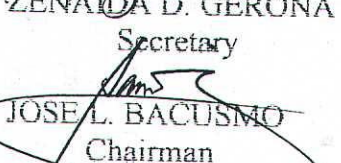
<u>Name</u>	<u>Profession/Occupation</u>	<u>Home Address</u>
1. Barbusa, Rebecca V.	Business Entrepreneur	Hilongos, Leyte
2. Loreto, Asuncion P.	Business Entrepreneur	Tacloban City
3. Mazo, Jose V.	Retired gov't official	Tanauan, Leyte
4. Ong, Cristituto F.	Businessman	Hilongos, Leyte
5. Torres, Ramon Am.	Retired Judge/Corporate Consultant	Baybay, Leyte

For your guidance, please see attached criteria for the selection of private sector representatives and the credentials of the above-mentioned recommendees.

Very truly yours,

Search Committee for Private Sector  
Representatives to the ViSCA BOT

  
NERELITO P. PASCUAL  
Member  
  
LINA T. VILLACARLOS  
Member

  
MICHAEL Y. RAPADA  
Member  
  
ZENAÍDA D. GERONA  
Secretary  
  
JOSE L. BACUSMO  
Chairman

**142nd ViSCA BOARD OF TRUSTEES MEETING**

11 December 1997  
Leyte Normal University  
Tacloban City

**6. Proposed Qualifications for the Selection of Prominent Citizen as representatives ViSCA Board of Trustees**

After the Chair presented the proposed qualifications for the selection of prominent citizen as representative to the ViSCA Board of Trustees, the Board agreed to exclude all public officials from the selection process and passed:

**Board Resolution No. 71, s. 1997**

Approving the following qualifications for the selection of prominent citizen as representative to the ViSCA Board of Trustees:

1. At least 35 years of age on the date of his appointment
2. A residence of the Province of Leyte for at least ten (10) years prior to his appointment
3. He must have distinguished himself in his profession/field of specialization
  - to be considered "distinguished", he must be an awardee on a national award of achievement relative to his field of specialization or an officer of a national award organization for significant contribution to the community, province or country
4. He must not currently be connected officially with ViSCA. At the time of nomination and incumbency as BOT representative, he must not be an employee of ViSCA with official appointment, covering a period of one year or more.
5. He must be of good moral character.
  - Conviction of any crime or administrative charges which is final or executory shall disqualify an applicant.
6. He must not be related to any member of the ViSCA BOT within the third degree of affinity or consanguinity.
7. At the time of nomination and incumbency as BOT representative, he shall not be a public official.

**Board Action: APPROVED**

Date: 11 Dec. 1997



## SUMMARY OF CREDENTIALS

### Applicants/Nominees for Private Sector Representatives to the ViSCA Board of Trustees

#### Applicant/Nominee

##### Rebecca Villafior Barbusa

B-date/age: - October 30, 1933  
67 years old

Home Address: - Hilongos, Leyte

Occupation: - Business Entrepreneur

Highest Degree - B.S. Pharmacy

College/ - South Western University

University - Cebu City

#### Honors/Awards/Publications

- Outstanding Farmer of the Year (Rice Category)
- Municipal Level (1972-1973)
- Provincial Level (1972-1973)
- Regional Level (1972-1973)
- National Level (1973-1974)
- Outstanding Seed Grower
- Provincial Level (1976-1977)
- Regional Level (1977-1978)
- Travel Tour
- China (Agribusiness official mission- November 21-December 2, 1988)
- Taipei (Sept. 28-Oct. 5, 1989)

#### Work Experience/Membership in Professional Organizations

- Chapter President - Chapter Pharmaceutical Association
- Vice President - Federation of National & International Outstanding Farmers of the Philippines, Inc. (Visayas) 1989-2000
- Chairman - Leyte Provincial Rural Organization (1998-2000)
- Treasurer - RAFC - Region 8 (1999-2000)
- Vice President - Federation of Farmers Association of the Philippines, Inc. (Visayas) - 1978-1990
- President - Leyte Provincial Federation of Farmers Association, Region 8 - 1975-1989
- President - Leyte Provincial Federation of Farmers Association (1975-1989-2000)
- Director - Tagbaoto Irrigators Association, Hilongos, Leyte (1977-1980)
- Sector Chairman - Food Crops (RAFC - Region 8)
- Member in four different regional organizations

**Asuncion E. Petilla-Loreto**

B-date/age: - August 15, 1949  
51 years old

Home Address: - Tacloban City

Occupation: - Business Entrepreneur

Highest Degree: - Master of Arts in Education

College/ - Divine Word University

University Tacloban City

- Summa Cum Laude
- Bachelor of Arts in Mathematics and Philosophy
- DWU - Tacloban
- Magna Cum Laude
- Bachelor of Science in Education
- DWU - Tacloban City
- Valedictorian - High School
- First Honors - Elementary
- Most Outstanding Coed of Tacloban City
- Gansewinkel Trophy
- (For obtaining the highest scholastic rating among the graduating class)

**JOSE V. MAZO**

B-date/age: - October 20, 1935  
65 years old

Home Address: - Tanauan, Leyte

Occupation: - Retired gov't official

Highest Degree: - Ph.D. in Educational Administration

College/ - Divine Word University

University Tacloban City

- Bronze Service Medal Award
- Boy Scouts of the Philippines - Leyte Council
- (Given the Career Executive Service Officer III rank)
- Published 2 research papers in journals and
- Presented 4 policy papers in executive for a

- Operations Manager - J. V. Loreto Construction (1990-present)
- Director - Philippine Postal Corporation, Manila (1999-present)
- Proprietor - Tacloban Transit (1978-1980)
- Instructor - U.P. College - Tacloban (1974-78)
- Instructor - LIT, Tacloban (1973-74)
- Instructor - ViSCA (1972-1973)
- Instructor - DWU, Tacloban City (1970-72)
- Former Director - Girl Scouts of the Philippines
- Former Director - Baybay Water District
- Agriculture Teacher, Bureau High School (1959-1960)
- Provincial Agriculturist, PHILCOA (1960-1968)
- Elem. Grades Teacher, Tanauan, Leyte
- Plant Pest Control Officer, BPI - Region 8
- Agronomist, BPI - Region 8
- Agriculture Specialist, NEDA, Region 8 (1976-1977)
- Economic Development Specialist, NEDA, Region 8
- Supervising EDS, NEDA, Region 8
- Chief EDS, NEDA, Region 8
- Asst. Regional Director, NEDA, Region 8
- Regional Director, NEDA, Region 8 (1997)
- Regional Director, NEDA - Caraga Region (2000)
- Member, Board of Directors, Region 8 Administrators League (1993-1994)
- President, Association of Caraga Executives (1998-2000)
- First Vice Chairman, Boy Scouts of the Phils. (1995-1998)
- President, COCOFED, Tanauan, Leyte (1969-1988)
- Local Government Consultant, DILG-USAID Program
- Lecturer, Civil Service Commission JET Program



**Cristoforo F. Ong**

B-date/age:

Home Address:

Occupation:

Highest Degree:  
College/

University:

- 45 years old
- Hilongos, Leyte
- Businessman
- BSBA – Marketing

- Most Outstanding Civic Leader – Hilongos, Leyte – 1981
- Three-Term Award – from the Philippine Councilors’ League (1998)

**Ramon M. Torres**

Age:

Home Address:

Occupation:

Highest Degree:  
College/

University:

- 78 years old
- Baybay, Leyte
- Retired Judge/Corporate Consultant
- Bachelor of Laws
- St. Paul’s College Tacloban City

(Did not indicate his awards)

- Chairman of the Board of Trustees  
Saint Theresa’s School of Hilongos (1995-present)
- Director – Rural Bank of Hilongos (1992-present)
- President – Hilongos Midtown Lions Club (1980-1982)
- Majority Floor Leader – Sangguniang Bayan, Hilongos (1988-1998)
- President/Vice President in 4 religious organizations
- President in 2 sports organizations
- Consultant – Aboitiz & Co., Inc., Cebu City (present)
- Partner – Go, Torres, & Decierdo Law Firm (present)
- City Fiscal – Ormoc City (1956-1959)
- Vice Governor of Leyte – (1960-1963)
- Acting Governor of Leyte – (1962-1963)
- Member – Board of Directors, Manila Hotel Corp. (1967-1969)
- Municipal Councilor – Baybay, Leyte (1980-1983)
- Judge – Regional Trial Court, Branch VI, Cebu City (1983-1992)
- Member – Board of Trustees, St. Joseph College, Maasin, So. Leyte (1971-1975)
- Member – Board of Trustees, RCMC Foundation, Cebu City (1973-present)
- Member – Accredited Voluntary Arbitrators Association of Cebu (1994-present)
- Member of 4 sports organizations

**Asuncion E. Petilla-Loreto**

B-date/age: - August 15, 1949  
51 years old

Home Address: - Tacloban City

Occupation: - Business Entrepreneur

Highest Degree: - Master of Arts in Education

College/ - Divine Word University

University Tacloban City

- Summa Cum Laude
- Bachelor of Arts in Mathematics and Philosophy
- DWU - Tacloban
- Magna Cum Laude
- Bachelor of Science in Education
- DWU - Tacloban City
- Valedictorian - High School
- First Honors - Elementary
- Most Outstanding Coed of Tacloban City
- Gansewinkel Trophy
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- Proprietor - Tacloban Transit (1978-1980)
- Instructor - U.P. College - Tacloban (1974-78)
- Instructor - LIT, Tacloban (1973-74)
- Instructor - ViSCA (1972-1973)
- Instructor - DWU, Tacloban City (1970-72)
- Former Director - Girl Scouts of the Philippines
- Former Director - Baybay Water District
- Agriculture Teacher, Bureau High School (1959-1960)
- Provincial Agriculturist, PHILCOA (1960-1968)
- Elem. Grades Teacher, Tanauan, Leyte
- Plant Pest Control Officer, BPI - Region 8
- Agronomist, BPI - Region 8
- Agriculture Specialist, NEDA, Region 8 (1976-1977)
- Economic Development Specialist, NEDA, Region 8
- Supervising EDS, NEDA, Region 8
- Chief EDS, NEDA, Region 8
- Asst. Regional Director, NEDA, Region 8
- Regional Director, NEDA, Region 8 (1997)
- Regional Director, NEDA - Caraga Region (2000)
- Member, Board of Directors, Region 8 Administrators League (1993-1994)
- President, Association of Caraga Executives (1998-2000)
- First Vice Chairman, Boy Scouts of the Phils. (1995-1998)
- President, COCOFED, Tanauan, Leyte (1969-1988)
- Local Government Consultant, DILG-USAID Program
- Lecturer, Civil Service Commission JET Program



**Cristuto F. Ong**

B-date/age:

Home Address:

Occupation:

Highest Degree:  
College/

University:

- 45 years old
- Hilongos, Leyte
- Businessman
- BSBA – Marketing

- Most Outstanding Civic Leader – Hilongos, Leyte – 1981
- Three-Termmer Award – from the Philippine Councilors’ League (1998)

**Ramon M. Torres**

Age:

Home Address:

Occupation:

Highest Degree:  
College/

University:

- 78 years old
- Baybay, Leyte
- Retired Judge/Corporate Consultant
- Bachelor of Laws
- St. Paul’s College Tacloban City

(Did not indicate his awards)

- Chairman of the Board of Trustees  
Saint Theresa’s School of Hilongos (1995-present)
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- President in 2 sports organizations
- Consultant – Aboitiz & Co., Inc., Cebu City (present)
- Partner – Go, Torres, & Decierdo Law Firm (present)
- City Fiscal – Ormoc City (1956-1959)
- Vice Governor of Leyte – (1960-1963)
- Acting Governor of Leyte – (1962-1963)
- Member – Board of Directors, Manila Hotel Corp. (1967-1969)
- Municipal Councilor – Baybay, Leyte (1980-1983)
- Judge – Regional Trial Court, Branch VI, Cebu City (1983-1992)
- Member – Board of Trustees, St. Joseph College, Maasin, So. Leyte (1971-1975)
- Member – Board of Trustees, RCMC Foundation, Cebu City (1973-present)
- Member – Accredited Voluntary Arbitrators Association of Cebu (1994-present)
- Member of 4 sports organizations

**Application Form for Private-Sector Representatives  
to the VISCA Board of Trustees**

Name of Applicant: REBECCA VILLALBA BAREUSA  
Address: H. longos, Leyte - Tel. 336-2243  
How long have you been staying/residing in this address? SB  
Age: 66  
Civil Status: MARRIED  
Name of Spouse: GREGORIO V. BAREUSA  
No. of Dependents: NONE  
Profession: B. S. Pharmacy  
Highest educational attainment/degree: B. S. Pharmacy

Awards Received: (Use separate sheet if necessary)

See attached

Membership in professional organizations: (Use separate sheet if necessary)

See attached

Have you been convicted of any crime or administrative charges? [ ] Yes [X] No

If yes give particulars: \_\_\_\_\_

Did you have any business dealings with ViSCA for the last five (5) years? [ ] Yes [X] No

If yes, state nature of business deals: \_\_\_\_\_


Are you officially connected with ViSCA in any way? [ ] Yes [X] No

If yes, state particulars: \_\_\_\_\_

Are you related to any member of the ViSCA Board of Trustees within the third degree of affinity or consanguinity? [ ] Yes [X] No

If yes, state relationship: \_\_\_\_\_

I hereby certify that the answers above are true and correct to the best of my knowledge.

  
REBECCA V. BAREUSA

Applicant



## BIO-DATA

### PERSONAL DATA:

Name : Rebecca Villaflor Barbusa  
Address : Hilongos, Leyte  
Date of Birth : October 30, 1933  
Parents : Inocentes Flordelis Villaflor  
          : Eustacia Relente Villaflor  
Married to : Gregorio Villahermosa Barbusa  
Children : Rebecca Dolores Barbusa - Ong  
          : Steve Villaflor Barbusa  
          : Thelma Leilani Babusa - Flanco

### EDUCATIONAL BACKGROUND

Elementary : Hilongos Central School  
Secondary : Bato Academy  
College :  
          Bachelor of Arts : Far Easter University  
                              Manila  
          B. S. Pharmacy : South Western University  
                              Cebu City

### AWARDS RECEIVED:

#### Outstanding Farmer of the Year (Rice category)

Municipal Level	-	1972 - 1973
Provincial Level	-	1972 - 1973
Regional Level	-	1972 - 1973
National Level	-	1973 - 1974

#### Outstanding Seed Grower:

Provincial Level	-	1976 - 1977
Regional Level	-	1977 - 1978

Travel Tour - China (Agribusiness Official Mission)  
                  November 21 to December 2, 1988  
          - Taipei - September 28 to October 5, 1989

### Membership in Professional Organizations

Chapter President : Chapter Pharmaceutical Association

## Positions Held in the Agricultural Sector

Vice-President	: Federation of National & International Outstanding Farmers of the Phil. Inc. (For Visayas) - 1989 - 2000
Vice-President	: Federation of Farmers Association of the Philippines (For Visayas) - 1978 - 1990
President	: Leyte - Samar Federation of Farmers Association Region VIII - 1975 - 1989
President	: Leyte Provincial Federation of Farmers Association 1975 - 1989 - 2000
Member	: Regional Project Management Committee Farming System Development Program - East Visayas - 1982 - 1987
Member	: Management & Evaluating Team, Farming Systems Development Program - East Visayas (FSDP-EV) - 1982-1986
Member	: Provincial Food & Agriculture Council Region VIII - 1986 -1987
Member	: Regional Food & Agriculture Council Region VIII - 1986 - 1987
Coordinator	: Regional Agriculture & Fishery Council Region VIII - 1986 - 1987
O I C	: Tagbaoto Irrigators Association Hilongos, Leyte - 1982 - 1983
Director	: Tagbaoto Irrigators Association Hilongos, Leyte - 1977 - 1980
Sector Chairman	: Food Crops (RAFC-Region VIII) - 1989 - 1996
Vice Chairman	: RAFC Region VIII - 1997 - 1998
Chairman	: Leyte Provincial Rural Organization - 1998 - 2000
Treasurer	: RAFC - Region VIII - 1999 - 2000
Committee Member	: Gawad Sapat Ani 2000 (Rep. Farmers Sector)





Republic of the Philippines  
House of Representatives

Quezon City, Metro Manila  
Tel. 9316221  
Fax (632) 9316221  
Tel. 9315001 Loc. 7294

COMMITTEE MEMBERSHIP:

Vice-Chairperson

Social Services

MEMBER:

Agrarian Reform  
Agriculture & Food  
Appropriation  
Games & Amusement  
Higher Education  
Population & Family Relations  
Public Works & Highways  
Trade & Industry  
Women  
Energy  
Health  
Public Information

August 14, 2000

**Catalina L. Loreto-Go**

Member, Leyte

Head of Trustees

State College of Agriculture

Leyte

Respected:

I learned that there is a vacant seat in the VISCA Board of Trustees (BOT) that you are to fill up at present.

Looking at the bright future of the college as an institution of higher learning and the role that will go with it, the VISCA BOT needs a balance representation from all sectors of agriculture to formulate good and effective policies and programs.

In this connection, I strongly recommend **MRS. ASUNCION P. LORETO** to be a member of VISCA BOT. Mrs. Loreto is a good and productive citizen and a resident of Baybay. Please refer to the attached biodata for more information about her.

Looking for your immediate and favorable action.

Thank you very much.

Very truly yours,

  
**MA. CATALINA LORETO-GO**  
Congresswoman, 5<sup>th</sup> District of Leyte

HIGH SCHOOL

## RESUME

### PERSONAL DATA

Name	ASUNCION E. PETILLA-LORETO
Date of Birth	August 15, 1949
Place of Birth	Tacloban City
Citizenship	Filipino
Civil Status	Married
Husband's Name	Engr. Jose Eti V. Loreto
Father's Name	Carlos Petilla (deceased)
Mother's Name	Maria E. Petilla (deceased)
City Address	Loreto Apartments 33 Congressional Ave., Q.C.
Telephone No.	(02) 426-2366 (02) 455-0034
Home Address	111 Veteranos Street, Tacloban City, Leyte.
Telephone No.	(053) 321-4712

### ACADEMIC BACKGROUND

#### POST GRADUATE

Master of Arts in Education  
Divine Word University  
Tacloban City, Leyte

Specialization in Math  
University of the Philippines  
Diliman, Quezon City

#### COLLEGE

##### SUMMA CUM LAUDE

Bachelor of Arts in Mathematics & Philosophy  
Divine Word University  
Tacloban City, Leyte  
1965-1969

##### MAGNA CUM LAUDE

Bachelor of Science in Education  
Divine Word University  
Tacloban City, Leyte  
1969-1970

#### HIGH SCHOOL

##### VALEDICTORIAN

High School Diploma  
Leyte National High School  
Tacloban City, Leyte  
1961-1965



## ELEMENTARY

### FIRST HONORS

Elementary Certificate  
Leyte State College  
Tacloban City, Leyte  
1955-1961

## WORK EXPERIENCE

Operations Manager  
J. V. Loreto Construction  
111 Avenida Veteranos  
Tacloban City, Leyte  
1990-Present

Proprietor  
Tacloban Transit  
111 Avenida Veteranos  
Tacloban City, Leyte  
1978-1980

Instructor  
U.P. College- Tacloban  
Tacloban City, Leyte  
1974-1978

Instructor  
Leyte Institute of Technology  
Tacloban City, Leyte  
1973-1974

Instructor  
Visayas State College of Agriculture  
Baybay, Leyte  
1972-1973

Instructor  
Divine Word University  
Tacloban City, Leyte  
1970-1972

Director, Philippine Postal Corporation  
Manila  
1999 up to present

## EXAMINATIONS TAKEN

Teacher's Board Examinations

Civil Service Examination  
Second Grade

## ORGANIZATIONS

Former Director  
Girl Scouts of the Philippines

Former Director  
Baybay Water District

Former Officer  
Baybay Pastoral Council

Former Officer  
Daughters of Mary Immaculate

Former President  
Mathematical Society  
Philosophical Society  
Science Club  
English Club  
(Divine Word University)

## HONORS/AWARDS RECEIVED

Most Outstanding COED of Tacloban City

Consistent College Scholar

Gansewinkel Trophy Recipient  
( Awarded to the graduate who obtains the highest  
scholastic rating for the graduating class)

Divine Word University  
Tacloban City



## ORGANIZATIONS

Former Director  
Girl Scouts of the Philippines

Former Director  
Baybay Water District

Former Officer  
Baybay Pastoral Council

Former Officer  
Daughters of Mary Immaculate

Former President  
Mathematical Society  
Philosophical Society  
Science Club  
English Club  
(Divine Word University)

## HONORS/AWARDS RECEIVED

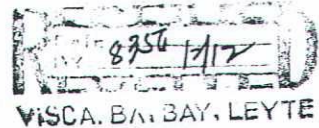
Most Outstanding COED of Tacloban City

Consistent College Scholar

Gansewinkel Trophy Recipient  
( Awarded to the graduate who obtains the highest  
scholastic rating for the graduating class)

Divine Word University  
Tacloban City

OFFICE OF THE PRESIDENT



November 28, 2000  
Tanauan, Leyte

**MS. PACIENCIA MILAN, Ph.D.**  
President  
VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

Madam:

I have been informed that the College is now in the process of selecting a private sector representative to sit in the Board of Trustees. In this regard I would like to signify my interest to represent the private sector in the VISCA Board of Trustees.

I retired from the government service last October 20, 2000. My dealings with the private sector, while serving the government, have provided the perspective that the sector can contribute a lot to the development of the College, as well as the College being able to assist the private sector in terms of its curriculum offerings and researches that can enhance private entrepreneurship.

May I therefore be considered for membership in the VISCA BOT representing the private sector. Attached is my updated curriculum vitae for your consideration.

Very truly yours,

**JOSE V. MAZO, Ph.D.**



**CURRICULUM VITAE**  
*(As of November 1, 2000)*

**PERSONAL DATA**

1. Name : **JOSE DE VEYRA MAZO**
2. Home Address : Real St., Tanauan, Leyte
3. Sex : Male
4. Date of Birth : 20 October 1935
5. Civil Status : Married
6. Name of Spouse : **LEATRIZ NIELO MAZO**

**I. EDUCATIONAL ATTAINMENT**

1. Elementary : Tanauan I Central School  
Tanauan, Leyte
2. Secondary : Assumption Academy  
Tanauan, Leyte
3. College :
- a. B.S. Agricultural education  
Visayas State College of Agriculture, Baybay, Leyte, 1955-1959
  - b. Bachelor of Arts  
Divine Word University, Tacloban City, 1980-1986
4. Graduate Studies:
- a. Master of Arts in Education  
Divine Word University, Tacloban city, 1969-1977
5. Post-Graduate Studies:
- a. Doctor of Philosophy in Educational Administration  
Divine Word University, Tacloban City, 1986-1992

## PROFESSIONAL HISTORY

1. Retired from government service on October 20, 2000, as Regional Director of the National Economic and Development Authority Regional Office XIII, the Caraga Region based at Butuan City.
2. Appointed to the rank of Career Executive Service Officer III on June 24, 1998
3. Appointed as Regional Director of the National Economic and Development Authority on January 15, 1997, after having risen through the ranks starting out as Agriculture Specialist F on January 1, 1976 at NRO VIII.
4. With the Bureau of Plant Industry, Regional Office VIII, Tacloban City starting out as Plant Pest Control Officer on April 16, 1973 and as Agronomist from July 1, 1973 to December 31, 1975.
5. With the Bureau of Public Schools, serving as Elementary Grades Teacher in Tanauan District II, Tanauan, Leyte.
6. With the Philippine Coconut Administration as Provincial Agriculturist from 26 July 1950 to 31 July 1968.
7. Started government service as an Agriculture Teacher at the Burauen High School, Bureau of Public Schools, Burauen, Leyte from June 18, 1959 to June 9, 1960.

## I. GOVERNMENT POSTS HELD

1. Regional Director, NRO Caraga Region XIII
2. Assistant Regional Director, NRO VIII
3. Chief EDS, NRO VIII
4. Supervising EDS, NRO VIII
5. Economic Development Specialist (EDS), NRO VIII
6. Agriculture Specialist E, NRO VIII
7. Agriculture Specialist F, NRO VIII
8. Agronomist, Bureau of Plant Industry, Region VIII
9. Plant Pest Control Officer, Bureau of Plant Industry, Region VIII
10. Elementary Grades Teacher, BPS, District II, Tanauan, Leyte
11. Provincial Agriculturist, PHILCOA, Diliman, Quezon City
12. Agriculture Teacher-Burauen High School BPS, Burauen, Leyte



#### **IV. MEMBERSHIP IN CIVIC/PROFESSIONAL ORGANIZATIONS**

##### **Professional Organizations:**

1. Region Eight Administrators League  
Region VIII, Eastern Visayas  
Member , Board of Directors, 1993-1994
2. Association of Caraga Executives  
Butuan City, Caraga Region XIII  
Interim President, 1997  
President, 1998-2000

##### **Civic Organizations:**

1. Tanauan Basketball Club  
As President, 1964 to 1973
2. Boy Scouts of the Philippines, Leyte Council  
Tacloban City  
As Second Vice-Chairman, 1993-1995  
As First Vice-Chairman, 1995to 1998

#### **V. AWARDS AND COMMENDATIONS**

1. Bronze Service Medal Award  
Boy Scouts of the Philippines  
Leyte Council

#### **VI. PUBLICATIONS/PAPERS PREPARED**

1. The Relevance of the Public School System to the Balance Agro-Industria Development Strategy.  
(Published in the Research Forum "Pulong" of the Divine Word univers Tacloban, Tacloban City, January – June 1985, Vol. VIII, Nos. 7-12)
2. Current Regional Thrusts: Their Implications to Research Program Development.  
(Published in the SSPC Research Journal, Catbalogan, Samar, Vol. 1 1 April – July 1987.)

3. Financing Philippine Higher Education Vis-A-Vis Socio-Economic Growth Trends and Needs, and the Vision of an Improved Quality of Life.  
( A paper presented at the Eastern Visayas Regional Roundtable conducted by the National Inter-University Forum on Education, at the Divine Word University, Tacloban City, September 2, 1997.)
4. Enhancing the Role of the Local Governments in the Population Program.  
( A policy paper presented at the presentation of the Computer Model on Resources for the Awareness of Population Impacts on Development, October 23, 1992, Tacloban City.)
5. Philippine Policies and Strategies for Rural Development  
( A paper presented at the Seminar for Rural Development Policies and Strategies, held September 14-23, 1993 at Islamabad, Pakistan.)
6. Strategy for Rural Agro-Industrialization through People Empowerment (STRAITPE)  
( A strategy prepared for and approved by RDC VIII for Implementation in Eastern Visayas.)

## **SPECIAL TRAININGS, SEMINARS, CONFERENCE**

### **A. National**

#### ***Special Trainings:***

1. Multiple Cropping and Training Management  
UPLB, 15 June 1975 to 12 July 1975  
Sponsor: UPLB-CA
2. Basic Supervisory Course  
Tacloban City, 27 April 1981 to 8 May 1981  
Sponsor: CSC
3. JET-STREAM  
Tacloban City, 24 May 1982 to 28 June 1982  
Sponsor : CSC
4. Salamin ng Paglilingkod  
Career Executive Leadership Program  
Gabriel Resort, Pangil, Laguna  
October 10-18, 1998  
Sponsor : Career Executive Service Board



*Seminar/Workshops:*

1. Reorientation Training Program  
19-24 April 1977  
Sponsor : NEDA – CO
2. Regional Budgeting  
Tacloban City, 14-16 February 1977  
Sponsor : Budget Commission
3. Small Scale Project Preparation  
UPLB-CA, 05 – 12 September 1977  
Sponsor : NEDA-UNDP-IBRD
4. Security Orientation  
Tacloban City, 14-15 December 1977  
Sponsor : NISA-NEDA VIII
5. Coconut Hybridization and Replanting Program  
VISCA, 3-5 February 1978  
Sponsor : PCPF-PCA
6. Information Planning for Development  
UP Diliman, 25-29 October 1978  
Sponsor : MPI-NEDA VIII
7. Appropriate Technology in the Philippines  
UP Diliman, 6-8 August 1980  
Sponsor : UPISSI-PCATT
8. Population and Development  
UP Diliman, 7-12 May 1984  
Sponsor : UP-POPCOM
9. Guidelines and Procedures for Availing Foreign Funding  
Covelandia, Cavite, 27-29 May 1985  
Sponsor : NEDA-UNDP-IBRD

## **B. International**

### ***Special Trainings:***

1. Rural Development Planning  
International Training Institute, Sydney, Australia  
08 September 1982 to 01 December 1982  
Sponsor : AIDAB

### ***Seminar/ Workshops:***

1. Farm Management, Extension, and Cooperatives in Rural Areas  
Afro-Asian Institute, Tel Aviv, Israel  
09-21 October 1988  
Sponsor : Israel
2. Rural Development Policies and Strategies  
National Center for Rural Development, Islamabad, Pakistan  
14-22 September 1993  
Sponsor : APO
3. Country-Specific Course on Agri-Industrial Development & Environmental Management  
University of Queensland, Brisbane, Australia  
3-22 July 1995  
Sponsor : AusAID
4. Regional Integration in the Asia Pacific Econ. Area: Competing Projects and Strategies for Successful Implementation  
Berlin-Hamburg-Bonn, Germany  
19 July 1997 to 01 August 1997  
Sponsor : German Foundation International Development

## **VIII. OTHER RELEVANT WORK EXPERIENCES**

- President of the Philippine Coconut Producers Federation (COCOFED), Tanauan Leyte Chapter  
From 1969 to 1988, Also served as a member of the COCOFED Leyte Provincial Directorate for two terms within those years.



- Local Government consultant under the Direct Technical Assistance Program, a DLG-USAID Program.
- National lecturer on Settlements Planning under the DAR-UNEP FAO Training Workshops for DAR Technical Personnel.
- Chairman of the Eastern Visayas Regional Selection Committee for the Philippine Congressional Fellowship Program.
- Lecturer in the Civil Service Commission JET Program and other Supervisory and Management training Course in Region VIII.
- Organized a Home Industry engaged in the processing of ginger into ginger tea and ginger tidbits, and making vinegar from coconut water.

**JOSE V. MAZO**

**Application Form for Private-Sector Representatives  
to the VISCA Board of Trustees**

Name of Applicant: CRISTUTO F. ONG  
Address: R. Villaflores St., Hilongos, Leyte  
How long have you been staying/residing in this address? 45 years  
Age: 45 years old  
Civil Status: Married  
Name of Spouse: Dr. Rebecca Dolores Barbusa Ong, MD.  
No. of Dependents: Four (4)  
Profession: Businessman  
Highest educational attainment/degree: BSBA - Marketing Major

Awards Received: (Use separate sheet if necessary)

1. Most Outstanding Civic Leader awarded by the Municipality of Hilongos -1981
2. Three-Term Award awarded by the Philippine Councilors' League - 1998

Membership in professional organizations: (Use separate sheet if necessary)

Please see attached sheet.


Have you been convicted of any crime or administrative charges? [ ] Yes [x] No  
If yes give particulars: N/A

Did you have any business dealings with VISCA for the last five (5) years? [ ] Yes [x] No  
If yes, state nature of business deals: N/A

Are you officially connected with VISCA in any way? [ ] Yes [x] No  
If yes, state particulars: N/A

Are you related to any member of the VISCA Board of Trustees within the third degree of affinity or consanguinity? [ ] Yes [x] No  
If yes, state relationship: N/A

I hereby certify that the answers above are true and correct to the best of my knowledge.

  
CRISTUTO F. ONG  
Applicant



CRISTUTO F. ONG  
Hilongos, Leyte

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS :

<u>POSITION</u>	<u>ORGANIZATION</u>	
President -	Parish Pastoral Council Immaculate Conception Parish Hilongos, Leyte	January
Chairman of the Board of Trustees -	Saint Teresa's School of Hilongos	1995 t
Director -	Rural Bank of Hilongos (Leyte), Inc. Hilongos, Leyte	1992 t
Cluster Head -	Couples for Christ - Hilongos	January
Vice-President -	Holy Name Society - Hilongos	1991
President -	Holy Trinity Organization - Hilongos	1992
President -	Hilongos Bikers Club	1993
Chairman -	Hilongos Town Fiesta Executive Committee	1994
President -	Hilongos Midtown Lions Club	1980
President -	Hilongos Lawn Tennis Club	1982
Member -	Sangguniang Bayan - Hilongos	1981
Majority Floor Leader -	Sangguniang Bayan - Hilongos	1988
Treasurer -	Circle K Club University of San Carlos Chapter Cebu City	1973
Member -	Philippine Councilors' League	1993

CERTIFIED TRUE & CORRECT

  
CRISTUTO F. ONG  
Applicant

Nomination Form for Private-Sector Representatives  
to the VISCA Board of Trustees

Name of Nominee: Ramon Am. Torres

Address: (Provincial) Baybay, Leyte

Age: 78

Civil Status: Married

Name of Spouse: Mercedes A. Torres

Profession: Retired Judge

Has the nominee been convicted of any crime or administrative charges? ☐ Yes ☒ No

If yes give particulars: \_\_\_\_\_

Does the nominee have any business dealings with VISCA for the last five (5) years?

☐ Yes ☒ No

If yes, state nature of business deals: \_\_\_\_\_

Is the nominee officially connected with VISCA in any way? ☐ Yes ☒ No

If yes, state particulars: \_\_\_\_\_

Is the nominee related to any member of the VISCA Board of Trustees within the third degree  
of affinity or consanguinity? ☐ Yes ☒ No

If yes, state relationship: \_\_\_\_\_

I hereby certify that the answers above are true and correct to the best of my knowledge.

PE L. DIAZ - Diaz  
Nominating Person



Nomination Form for Private-Sector Representatives  
to the VISCA Board of Trustees

Name of Nominee: Ramon Am. Torres

Address: (Provincial) Bagbag, Leyte

Age: 78

Civil Status: Married

Name of Spouse: Mercedes A. Torres

Profession: Retired Judge

Has the nominee been convicted of any crime or administrative charges? ☐ Yes ☒ No

If yes give particulars: \_\_\_\_\_

Does the nominee have any business dealings with VISCA for the last five (5) years?

☐ Yes ☒ No

If yes, state nature of business deals: \_\_\_\_\_

Is the nominee officially connected with VISCA in any way? ☐ Yes ☒ No

If yes, state particulars: \_\_\_\_\_

Is the nominee related to any member of the VISCA Board of Trustees within the third degree of affinity or consanguinity? ☐ Yes ☒ No

If yes, state relationship: \_\_\_\_\_

I hereby certify that the answers above are true and correct to the best of my knowledge.

PE L. DIAZ - Diaz  
Nominating Person

DR. JOSE B. AMISTOS  
ODRD, VISCA

CURRICULUM VITAE  
OF  
**JUDGE RAMON AM. TORRES (RET.)**

BORN October 23, 1922, Tacloban City

Married to : Mercedes Bernardo Abesamis  
Address: Provincial : Baybay, Leyte  
Tel. No. 335-2371  
Cebu City : Apt. 206, Amville Building  
Zosa Compound  
Don Pedro Rodriguez Street  
Cebu City  
Tel. No. 253-6406

Aboitiz Corporate Center  
Aboitiz & Company, Inc.  
Banilad Road  
Cebu City  
Tel. No. 231-2580

Go, Torres & Decierdo Law Firm  
GCA Building  
Banilad Road  
Cebu City  
Tel. No. 345-3138

Education : Zapatera Elementary School, Cebu City  
Southern College, Cebu City  
U.P. Junlor College, Cebu City  
St. Paul's College, Tacloban City

Government Examination : Philippine Bar Exams, 1951  
82.25%

Public Sector Services :

City Fiscal, Ormoc City - 1956 - 1959  
Vice Governor of Leyte - 1960 - 1963  
Acting Governor of Leyte - 1962 - 1963  
Member, Board of Directors,  
Manila Hotel Corp. - 1967 - 1969  
Municipal Councilor,  
Baybay, Leyte - 1980 - 1983  
Regional Trial Court Judge,  
Branch VI, Cebu City - 1983 - 1992 (retired)



Private Sector Services :

Member, Board of Trustees, St. Joseph College,  
Maasin, Southern Leyte, 1971 - 1975  
Member, Board of Trustees, RCMC Foundation,  
Cebu City, 1993 - present  
Member, Accredited Voluntary Arbitrators Association  
of Cebu Visayas, 1994 - present  
Integrated Bar of the Phils.,  
Leyte Chapter  
Knights of Rizal  
Rotary Club of Metro Cebu  
Baybay Tennis Club  
Cebu Tennis Club

Present Activities :

Consultant, Aboitiz & Co., Inc., Cebu City  
Consultant, Edmund Gaisano Enterprises  
Partner, Go, Torres & Decierdo Law Firm

  
JUDGE RAMON AM. TORRES

# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines  
Office of the President



9 August 2000

ADMINISTRATIVE ORDER NO. 5  
Series of 2000

T O: Mr. Felipe S. Managbanag

R E: 30 Days Suspension Without Pay

After having been formally charged for Dishonesty, a formal investigation was conducted to determine whether you were guilty or not of the offense as charged.

In its report dated July 10, 2000, the formal investigating committee found that you indeed took the wiper and turnlight switches of the DPP vehicle without authority from your PPO superiors nor upon permission from the DPP driver. The committee, however, appreciated mitigating circumstances such as your return of the item and the intention to install the same in another College vehicle, the Toyota Hi-Ace. As such the committee recommended that the offense committed by you be lowered to Simple Misconduct instead of Dishonesty.

In view of this, you are hereby penalized for the offense of Simple Misconduct with thirty (30) days suspension without pay effective September 1, 2000.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: HRMDO  
Accounting Div.  
OVPA  
OAA  
PPO  
DPP  
Legal Office  
Records  
File



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

July 10, 2000

Dr. Paciencia P. Milan - *sta 8/7*  
President  
ViSCA

Dear Dr. Milan:

This is to submit to your office the findings and recommend the Formal Investigating Committee after Mr. Felipe Managbanag, II of this College, was formally charged for Dishonesty per Memorandum No. 60, s. of 2000.

As required, Mr. Managbanag submitted his answer dated April 17, 2000 and signified his intention to be formally investigated in order to clear his name. Thus, the Formal Investigating Committee conducted an investigation of witnesses last April 17, 2000.

In summary, the testimonies of witnesses are as follows:

1. Felipe Managbanag (respondent)

He is 56 years old, married, and a resident of Cogon, Baybay, Leyte. He admitted having filed his answer to the charge with the assistance of Atty. Bandalan and stated that he opted to a formal investigation. Even in the absence of a lawyer, he insisted to go on with the investigation.

He admitted of taking the wiper and turnlight of the DPP vehicle while at the PPO garage last November. He said he did it because the spare part is not found yet in the DPP vehicle which is only used within the college and thought of transferring the part to the Toyota Hi-Ace because anyway both are government vehicles. The Toyota Hi-Ace has no signal light switch and is always displayed in Ormoc and Tacloban.

That it was his initiative to transfer said parts to the Hi-Ace after he was requested by Mr. Alfredo to install a wiper and turnlight switches to his vehicle. He said he failed to ask permission from Mr. Oclinario before he left while the respondent was repairing the DPP vehicle. He thus, took the switch. He admitted it was his mistake in taking the parts without asking permission but

denied having stolen it because he did not sell the item nor derived any personal benefit from the item. He said it was his first time to do the said act.

He said it was Mr. Oclinaria who made the initial complaint by reporting immediately to the Security Force. By that time also, he arrived from the SCUAA and told Mr. Comandao that he already have the parts to be installed to the Hi-Ace.

When asked why he did not admit having taken the switch after being asked three times, the respondent said he already assured the driver of the Toyota Hi-Ace that he is going to replace the switch with functional parts. He admitted though it was a mistake of not admitting immediately and for not asking permission before doing the same. In fact, he said he also asked forgiveness.

When asked about the report that the item he returned was not the one lost and it was not the original one being already wrapped with tape, the witness said these parts are usually wrapped with tape because these are surplus.

It was Engr. Celso Gumaod who said that the item Mr. Managbanag returned was not the original one but Mr. Managbanag insisted that what he returned was really the one he took from the DPP vehicle. He said that the one he returned has no defect and is functional. The driver was even present when he installed it who even asked him if it is compatible which he insisted it was the one he took from the DPP vehicle.

When told about the report of Mr. Penetrado that the color of the original switch was black but the one returned was blue, the respondent said that the blue one is the socket but the unit is wrapped in black. He said that Mr. Penetrado was mad at him during that time. One time ViSCA bus 36 was dispatched to Manila even if the transmission was not functional. The transmission of the functional bus 37 was transferred to bus 36. He commented that it was not the right procedure. He added that the functional bus should have been dispatched and not the defective one. He said that Mr. Penetrado got mad at him because of his comments.

The respondent said he kept the parts for about two weeks but he did not bring it home. He said he kept it at the FARMi garage because he is incharge of FARMi vehicles. He added that he even kept some of his tools there.

He said it was his first time to do it. He admitted that Engr. Gumaod has a grudge on him a long time ago, because he talked back at Engr. Gumaod even if he is his boss.



The respondent clarified that although the parts he did not have serial numbers, he told the committee that parts could be installed only to Toyota vehicles, Isuzu, Mitsubishi or Suzuki.

He admitted having taken the wiper switch a steering wheel but insisted having returned it. The said wiper switch is about P500.00. He admitted again taken it without permission.

The witness admitted having executed a waiver date 28, 2000 and still admitted his statement thus, responsible for the loss of the wiper and turnlight switch of the DPP service vehicle."

He insisted that the wiper switch he returned to the vehicle is functional but has no wiring yet, hence the driver has to use his hand to signal when the vehicle turns left or right. He admitted that the driver cannot prove that the wiper switch is functional because it is not being used yet.

The witness said he can be assigned to repair the vehicle but he wants to work alone. He said he does not want to work in group because each have different ideas. He said there has been no complaint in the past that he took away parts of vehicles under his repair.

Finally, the respondent reiterated his admission of the charge, his asking forgiveness and of his willingness to accept whatever penalty will be imposed on him by the administration.

## 2. Isidro Oclinarria

He is 50 years old, driver detailed at DPP, resident of Jose Abad Santos St., Baybay, Leyte. He said he brought the DPP vehicle to the PPO last November 25, 1999 for repacking of bearings and repair of the brakes. The wiper switch was not yet functional because there were lacking parts which needed to be bought but the department had no money. He clarified that the repair work on that Thursday was finished because he assisted Mr. Managbanag and on the following Friday, he used the vehicle for travel to Ormoc. He noted only the loss on December 1, 1999 after he parked the vehicle at the PPO garage where the spare parts got lost.

He said last Dec. 1, 1999, he noticed a hole near the steering wheel. When he checked it, he found out that the wiper switch was missing. He immediately reported the loss to the Security Guards at Post No. 1 and after that informed Engr. Gumaod. At about 3:00 pm, that day, Engr. Gumaod called him for a meeting and told them about his complaint. The witness



he did not suspect anybody but told them it was Felipe Managbanag who repaired his vehicle. He added that Felipe Managbanag was there during the meeting but did not admit he got the switch. He further said that after a week while he was at the FARMI garage, Mr. Managbanag told him secretly to bring the vehicle near the garage because he will install back the switch which he did. However, the witness emphasized that it was not the original switch which was wrapped with black tape but the one Managbanag installed was wrapped with white tape.

Mr. Oclinaria said that the switch is compatible only with Toyota vehicle. He said he cannot tell if the one installed by Mr. Managbanag is functional because it had no wiring yet. He said they already had the budget, he requested for the wiring and by that time, he will know if the switch is functional or not. He insisted that the lost switch was really functional because it was still new and had no clearance yet. He was very sure that the one installed was not the original one because after he and Mr. Managbanag was called to Ms. Cano's office, Mr. Managbanag told him at the stairs that he will install back the original. He said that until now, Mr. Managbanag has not installed the original and was still with him. His basis of saying that the original is still with Mr. Managbanag was when the latter told him he was going to install the original one.

He said he did not make any trouble with mechanics because they might not exactly repair his vehicle. He said drivers even try to please the mechanics by giving them cigarettes.

He said the switch was with the vehicle for quite a long time and was part of the steering wheel assembly bought in Manila. He said that after they were called at Ms. Cano's office, Mr. Managbanag waited for him at the stairs and told him that he will remove the switch he earlier installed because he was going to return the original.

He said the Utility Worker of the department can testify that the one returned was not the original one. He clarified that before the loss of the switch, there was no occasion wherein the vehicle was driven by another person. He admitted that no other person knew that Felipe Managbanag told him the latter will return the original switch although he added many saw them talking.

He said the switch had no serial number but emphasized the color of the socket which was black but the one returned was blue which appeared to be made of PVC and was fabricated while the original one was different because its fitting was intact. He reiterated he was very sure that the one returned



was not the original. His basis of saying so was the color. He said when Mr. Managbanag installed the switch, he knew it was not the original one but did not call Mr. Managbanag's attention because he did not want to argue with him; instead, he reported the matter to the PPO.

3. Engr. Celso Gumaod

He is 42 years old, Chief of Transportation Motorpool Division of ViSCA and residing at the ViSCA camp. He testified as follows: He called the driver of the vehicle and asked how true was the report that he did something. At that time, Mr. Managbanag passed by and asked by the dispatcher about it but he denied. In fact, Managbanag checked the steering wheel assembly where the switch was supposedly installed. Then he called the driver to a conference and asked if there were wipers transferred to their units. He said the SOP was if the parts transferred to another unit, he and the Chief Mechanic should be informed and such be recorded in the logbook.

During that meeting, he requested all of them to tell the truth and Mr. Managbanag was present during that meeting but he did not admit. However, he added, he noticed Mr. Diaz who kept on looking suspiciously at Mr. Managbanag. Since nobody admitted during that meeting, he told everybody that he will report the matter to the administration. He said at 4 p.m., he proceeded to the office of the Administrative Officer and asked her advice on how to conduct a search of the lockers. At about 2:00 pm, he again called a meeting and told them they will conduct ocular inspection of each locker and be witnessed by two others. He said each locker should be inspected by the owner in the presence of two witnesses. He said on their way out of the PPO building, Mr. Managbanag volunteered that he wanted his locker to be inspected first because he had work to do. He said Mr. Managbanag's locker contained unserviceable knots, two units of battery but the wiper was not there. When asked about the battery, Mr. Managbanag answered that it was left to him by Mr. Jose Soria. He said he just did not mind it thinking it might have been transferred to Mr. Managbanag by Mr. Soria although he had batteries under his MR. After inspecting all the lockers, a wiper was found, he told Mr. Oclina not to touch anything under the steering wheel because he was going to Ormoc to see his friend who was an NBI agent. He said he really wanted to go to Ormoc to buy parts and upon return, told some staff that he was not able to meet his NBI friend. He said he even told Felipe's nephew if the latter was dispatched for Tacloban because his NBI friend was already assigned in Tacloban that he will request to get some fingerprints. He said the following day, Mr. Managbanag did not report and he was not also able to go to Tacloban. On the 3rd day, at about



am, he happened to pass by Mr. Managbanag who told him he had already returned the wiper to the vehicle. He said he asked Mr. Managbanag why he did not tell the truth immediately but he did not answer. He added he told Mr. Managbanag he can forgive the latter but told him he had to report the matter to the administration.

The witness said, Mr. Managbanag returned the wiper but later, was informed that it was not the original one. He then instructed Mr. Penetrado and Mr. Macariola in writing to inspect said wiper and according to them, the casing of the wiring can be identified if it was really a surplus from Japan and the color was not the original. He admitted having not inspected the wiper himself because he trusted Mr. Managbanag especially that he admitted the offense. He said Mr. Penetrado asserted that what was returned was not the original one because when they inspected the one returned, the wiring was no longer intact and was wrapped with masking tape and no longer inside the casing and the color was different and no longer matched with the terminal.

He said this was the first case of Mr. Managbanag on record although there were hearsay reports before. He added that Mr. Managbanag was a good worker although in terms of quality of work his work was different from others.

The witness said there was no order from the ViSCA administration for them to transfer parts from one vehicle to another.

He said although the DPP vehicle was not identified as PPO vehicle, Mr. Managbanag may have taken the spare parts thinking that he is the one maintaining said vehicle, he can take some parts. He said he tolerated the practice of transferring spare parts of vehicles to another vehicle as long as it was sanctioned and recorded in the logbook so that it can be immediately traced.

The witness clarified that Mr. Oclinaria's job request was only the repair of the brake system. The lighting system was not included, hence, he should not have taken said wiper.

He said he had no chance to confront Mr. Managbanag that the one he returned was not the original one because he already reported the matter to the Administrative Officer and later, Mr. Managbanag told him it was the original one. He said Mr. Managbanag did not tell that he will return the original one but instead told the witness that he assured the driver he will be responsible for repairing it. With this statement, the witness even suspected that what was returned was not the original one.



He said the switch of the Hi-Ace was destroyed while vehicle was in Borongan, Samar during the SCUAA. He informed the committee of their policy not to dispatch a vehicle if switch is not functioning. Since the Hi-Ace was dispatched it means the signal light and other parts were functional.

He summarized that at his level, Mr. Managbanag did admit having taken the wiper but eventually told him that he returned this item until it was discovered what he returned was not the original one.

4. Mr. Florencio Macariola

He is 47 years old, married, and residing at Brgy. Baybay, Leyte. He testified that he was not present when wiper was returned and he based his report only on the allegation of the driver. He said he gave weight to the allegation of the driver being the best person to know it. He said he cannot be sure if the returned wiper was the original one or not.

He said the usual procedure of mechanics was that they repair especially wiring, they will cut a portion to check the defective part, hence, the masking tape was wrapped around the wiring. He agreed to the possibility of electrical trouble before the incident. He saw no possibility that the wiper was detached before Mr. Managbanag took it.

He clarified that the mechanics cannot just cannibalize any vehicle. It had to be sanctioned by the office. He mentioned of a bearing of a Nissan vehicle which was in running condition but said it was returned and sanctioned by the office.

After receiving the report from Mr. Oclinarin, he reported the matter to Engr. Gumaod who waited for the driver. After confirming the loss from Mr. Oclinarin, Engr. Gumaod called a meeting among all drivers and mechanics on that day, Dec. 6, 1999. Engr. Gumaod announced the loss and requested the one who took the lost part to admit. Engr. Gumaod even asked the body how long will it take to detach the wiper which was answered by some mechanics that it will take two (2) hours. Since nobody admitted, Engr. Gumaod declared a break and upon return, organized a team to open the cabinets in the motorpool area. He added that persons were assigned to form a team to witness the opening of cabinets. Mr. Managbanag volunteered to have his cabinet opened first and thus, was indeed opened first. He added, few days later, Mr. Cesar Diaz told him that the latter saw Mr. Managbanag carrying the parts inside the PPO area. He further added during the meeting, as they were sitting side by side, he struck the foot of Mr. Managbanag to let him tell the



He said it could be possible that Mr. Managbanag took the wiper when he repaired the vehicle. He added that they had also observed that Mr. Managbanag reports to the PPO very early in the morning and even if his attention was called about it, he still reports very early. He said anybody can climb over the fence of the PPO area.

He said the signal light switch of Hi-Ace 33 was damaged while at SCUAA. Upon return, Mr. Managbanag suggested to use the signal light of the DPP vehicle because it was not yet used. The witness said he told Mr. Managbanag not to touch the signal light of the DPP vehicle as he will still negotiate with Mr. Oclitaria. Unfortunately, Mr. Oclitaria refused because he already requested funds for it, thus, he told Mr. Managbanag not to remove the signal light from the DPP vehicle.

5. Mr. Franco Penetrado

He is 53 years old, married, Mechanic II of ViSCA and a resident of Brgy. Guadalupe, Baybay, Leyte. He testified that he inspected the turnlight switches which was returned by Mr. Managbanag. That the one returned was not the original one because in one set, the color of both sides was the same but the one returned was different in color.

He said if one sits in front of the steering wheel, it can be detected if you detach something. He said if the original switch was dismantled, it cannot be installed back to its original form because the case will be destroyed. He said he was the one who signed the job order which was recorded in the logbook. He added that he was even the one who assigned Mr. Managbanag to do the job order of Mr. Oclitaria but clarified that the job was not regarding the switch.

He admitted that it was possible for a driver to add another job to be done when the repair is going on but clarified that it should be included in the job request as part of the accomplishment of the mechanic and the driver had to inform him also for inspection.

He said that the job request of Mr. Oclitaria did not include the wiper. He said Mr. Managbanag only works at the FARMI garage when requested but he can get inside the area because according to him he was given a key. He said Mr. Managbanag's performance was good because he even reports to work as early as 6:00 am by climbing the fence although he cannot yet start working because the shop is still closed although some vehicles are just left within the PPO area.

6. Mr. Felipe Managbanag - After the four other witnesses gave their testimonies, Mr. Managbanag was again invited to shed



light on some statements given. The following testimonies were made by Mr. Managbanag the second time he was called to the Committee: That he took the switch of the DPP vehicle before they left for SCUAA but was not able to install it when they were about to leave. He said although the switch of the Hi-Ace was still functioning, he took the switch of the vehicle and had it ready because the switch of the Hi-Ace had been repaired several times. He admitted that Mr. Macariola told him not to remove the switch because the driver did not agree. He said removing the switch without asking permission was only his idea and that was the only time he did it.

He said he got the switch when he repaired the vehicle and during the time Mr. Oclinares left him. He insisted that he returned the original switch he took and that it was not true that he told Mr. Oclinares after they appeared at Ms. Cano's office that he was returning the original one.

He confirmed having not admitted when Engr. Gumaraing inquired about it and decided to return it when there was a complaint. He said he kept the switch at the FARMI garage.

He said he returned the item because of the complaint but really intended to install the switch to the Hi-Ace. He said he even told Mr. Comandao that he was going to install the replacement of the wiper of his vehicle. He said, he knew that the driver will complain but went ahead. Anyway, according to him it was easy for him to return it.

He said the color of the terminal was black and it was not true that the one he returned was not the original. He said the hose was wrapped with masking tape because it was surplus. He again admitted having taken the switch without permission but clarified it was the only time he did it.

Based on the above testimonies of witnesses, the committee came with the following findings:

1. The PPO allowed the transfer of spare parts from one vehicle to another with permission and proper recording;
2. That there are security lapses at the PPO thus allowing potential thieves to perpetrate theft or wrong misdeed without being detected;
3. Mr. Managbanag took the wiper and turnlight switches of the DPP vehicle without authority from his PPO superiors nor permission from the DPP driver in spite of the warning given to him by the parts mechanic, Mr. Flor Macariola;
4. The DPP driver did not call Mr. Managbanag's attention that the one he installed back in his vehicle was not the original.

one:

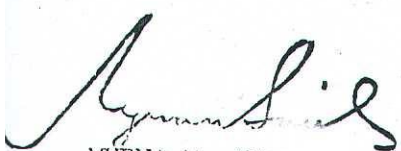
5. There was an intent on the part of Mr. Managbanag to keep the item to himself because he denied three times and misled the management when he volunteered to have his locker opened first;
6. He returned the item only after learning that a complaint was filed;
7. The complaint of the driver or the authenticity of the returned item could not be ascertained satisfactorily per determination of witnesses;
8. The following mitigating circumstances were appreciated:
  - a) Mr. Managbanag's admission and his intention of installing the item to another College vehicle, Toyota Hi-Ace, which indicates that his act was not for personal gain;
  - b) Return of the item;
  - c) This was his first offense after a long period of service to the College with good performance.


In view of this, the committee is submitting the following recommendations:

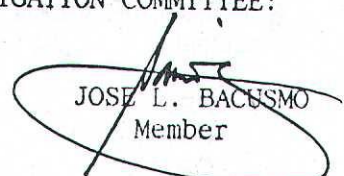
1. Because of the mitigating circumstances, it is recommended that the offense be lowered to Simple Misconduct only instead of Dishonesty which carries a penalty of dismissal;
2. It is also recommended that he be meted the penalty for the offense of Simple Misconduct which is 1 month one day to 6 months suspension without pay, the specific number of months suspension to be finally decided by the President;
3. It is further recommended that the PPO will formulate policies and procedures that would not allow a repetition of the same or other acts of misconduct by its own staff and outsiders.

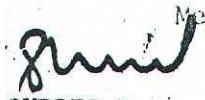
Respectfully submitted:

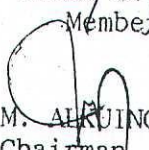
LEGAL INVESTIGATION COMMITTEE:

  
MYRNA M. AVILA  
Member

  
EFREN B. SAZ  
Member

  
JOSE L. BACUSMO  
Member

  
LOURDES B. CANO  
Vice Chairman

  
JOSE M. ALRUINO, JR.  
Chairman





# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines  
**Office of the President**

27 March 2000

MEMORANDUM NO. 60  
Series of 2000

T O: Mr. Felipe Managbanag  
R E: Formal Charge for Dishonesty

Based on the official report received by this office regarding the loss of the DPP v wiper/switch assembly and your own admission of being responsible for said loss, a prima evidence has been found against you. As such, you are therefore formally charge for Dishonesty committed as follows:


"The wiper and turnlight switches of DPP vehicle at the PPO garage, was found missing/lost on November 29, 1999 by its assigned driver, Mr. Isidro Oclinaría who reported the matter only on December 6, 1999. A PPO investigation/search team was formed to look for the missing items. On the third day of the search, you approached Engr. Celso Gumaod and told him you got the item and that you already returned said parts to the DPP vehicle, with the explanation that you got the item as you are planning to install the same in the Toyota Hi-Ace vehicle. Said revelation was made, however, after three denials to the team.

On March 2, 2000, Mr. Franco Penetrado, Chief Mechanic and Mr. Florencio Macariola, Mechanic I, however, reported that the returned parts were not the one you got. Attached are the reports submitted by Mr. Penetrado, Mr. Macariola and Engr. Celso Gumaod."

You are therefore given 72 hours from receipt hereof to file your answer to the report. Please be informed of your right to counsel of your choice.

Finally, please indicate in your answer if you elect for a formal investigation or not.

Please be guided accordingly.

  
**RACIENCIA P. MILAN**  
President

cc: PPO  
OVPA  
OAA  
HRMDO  
Chairman, ViSCA Formal Investigation Committee

one:

5. There was an intent on the part of Mr. Managbanag to keep the item to himself because he denied three times and misled the management when he volunteered to have his locker opened first;
6. He returned the item only after learning that a complaint was filed;
7. The complaint of the driver or the authenticity of the returned item could not be ascertained satisfactorily per determination of witnesses;
8. The following mitigating circumstances were appreciated:
  - a) Mr. Managbanag's admission and his intention of installing the item to another College vehicle, Toyota Hi-Ace, which indicates that his act was not for personal gain;
  - b) Return of the item;
  - c) This was his first offense after a long period of service to the College with good performance.

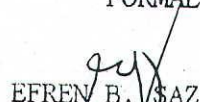
In view of this, the committee is submitting the following recommendations:

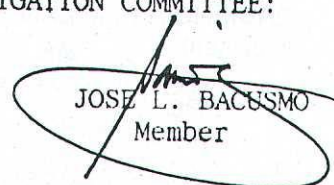
1. Because of the mitigating circumstances, it is recommended that the offense be lowered to Simple Misconduct only instead of Dishonesty which carries a penalty of dismissal;
2. It is also recommended that he be meted the penalty for the offense of Simple Misconduct which is 1 month one day to 6 months suspension without pay, the specific number of months suspension to be finally decided by the President;
3. It is further recommended that the PPO will formulate policies and procedures that would not allow a repetition of the same or other acts of misconduct by its own staff and outsiders.


Respectfully submitted:


FORMAL INVESTIGATION COMMITTEE:

  
MYRNA M. AVILA  
Member

  
EFREN B. SAZ  
Member

  
JOSE L. BACUSMO  
Member

  
LOURDES B. CANO  
Vice Chairman

  
JOSE M. ALRUINO, JR.  
Chairman





# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines  
**Office of the President**

27 March 2000

MEMORANDUM NO. 60  
Series of 2000

T O: Mr. Felipe Managbanag

R E: Formal Charge for Dishonesty

Based on the official report received by this office regarding the loss of the DPP vehicle wiper/switch assembly and your own admission of being responsible for said loss, a prima facie evidence has been found against you. As such, you are therefore formally charged for Dishonesty committed as follows:

"The wiper and turnlight switches of DPP vehicle at the PPO garage, was found missing/lost on November 29, 1999 by its assigned driver, Mr. Isidro Oclanaria who reported the matter only on December 6, 1999. A PPO investigation/search team was formed to look for the missing items. On the third day of the search, you approached Engr. Celso Gumaod and told him you got the item and that you already returned said parts to the DPP vehicle, with the explanation that you got the item as you are planning to install the same in the Toyota Hi-Ace vehicle. Said revelation was made, however, after three denials to the team.

On March 2, 2000, Mr. Franco Penetrado, Chief Mechanic and Mr. Florencio Macariola, Mechanic I, however, reported that the returned parts were not the one you got. Attached are the reports submitted by Mr. Penetrado, Mr. Macariola and Engr. Celso Gumaod."

You are therefore given 72 hours from receipt hereof to file your answer to the report. Please be informed of your right to counsel of your choice.

Finally, please indicate in your answer if you elect for a formal investigation or not.

Please be guided accordingly.

**RACIENCIA P. MILAN**  
President

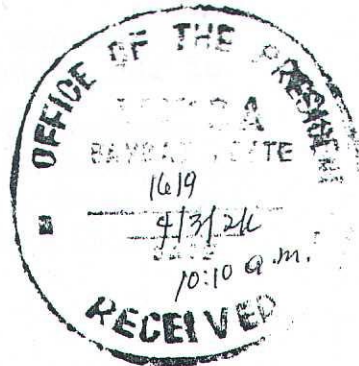
cc: PPO  
OVPA  
OAA  
HRMDO  
Chairman, Visayas State College of Agriculture Internal Investigation Committee

April 1, 2000

PACIENCIA P. MILAN

President

ICA, Baybay, Leyte



RE : Formal Charge for Dishonesty

D A M :

This in answer to your Memorandum No. 60 Series of 2000 dated 27 March 2000, which I received only on 30 March 2000 around 12:00 Noon.

Let me state at the outset that I am admitting some of the allegations of the charges against me, but likewise is emphatically denying specific charges which are blatant lies purely products of imaginations.

Hereunder are the true facts of the case:

I admit that I took the wiper and turnlight switches of DPP vehicle at the PPO garage, sometime on November 29, 1999 when I was informed that an investigation/search team was formed to look for the missing items, I immediately approached Engr. Celso Sumaod and told him that I took the items, and further told him that my honest intention was to install the said parts in the Toyota Hi-Ace vehicle, which is also service vehicle of our institution. There was no intention on my part to steal or gain financially from said act, as it was my honest intention avail of what available parts are in the garage to be used by other vehicles. My only mistake was I did not inform my superiors of such act.

I however categorically deny the allegations of Mr. Franco Penetrado, Chief Mechanic and Mr. Florencio Macariola, Mechanic 1, that the returned parts were not the same parts I took from the DPP vehicle, the truth of the matter being, the same parts I took from the DPP vehicle were the very same parts I returned, there is no basis for this bare allegation.

I opt for a formal investigation in order to fully clear my name, and / or suffer whatever consequences there are for the acts I have admitted.



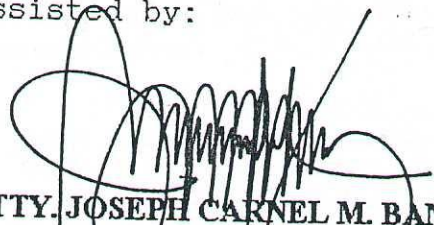
- Page Two (2) -

Please consider this explanation sufficient to clear  
of the charges hurled against me. Thank you.

Very truly yours,

  
**FELIPE S. MANAGBANAG**  
Mechanic II

Assisted by:

  
**ATTY. JOSEPH CERNEL M. BANDALAN**  
Counsel for the Respondent  
**BANDALAN & BANDALAN LAW OFFICES**  
14 G. H. del Pilar St., Baybay, Leyte  
PTR No. 7046554G 01-03-2000  
IBP No. 492715 12-29-99 (for CY 2000)

Copy received by:

Dr. Paciencia P. Milan  
VISCA, Baybay, Leyte

Date : \_\_\_\_\_

Time : \_\_\_\_\_

## MEMORANDUM OF AGREEMENT

### KNOW ALL MEN BY THESE PRESENTS:

The Visayas State College of Agriculture, a government academic institution engaged in research, instruction and extension and which is managing a Gasoline Station to support its fuel needs hereafter referred to as Gas Service Station with principal office at ViSCA, Baybay, Leyte represented herein by the College President, Dr. Paciencia P. Milan and hereinafter referred to as ViSCA:

-and-

The ViSCA Foundation for Agricultural and Rural Development, Inc. a privately operated, non-profit, non-stock, non-political and non-sectarian corporation duly registered with the Securities and Exchange Commission in accordance with Philippine Law, with principal office at ViSCA, Baybay, Leyte 6521-A and represented herein by its Executive Director, Dr. Margarito C. Escalante and hereinafter referred to as ViFARD.

### WITNESSETH:

WHEREAS, ViSCA and ViFARD have a common mandate to promote agricultural and rural development;

WHEREAS, ViFARD has been organized to assist ViSCA in strengthening its programs particularly in research and development;

WHEREAS, ViSCA has entered into mutual understanding with ViFARD on some ViSCA Income Generating Projects for effective financial and operational management.

WHEREAS, ViSCA has existing resources in terms of buildings, equipment, and other facilities needed for the gas service station;

WHEREAS, ViSCA's resources are best and effectively utilized by ViFARD in support to its Research and Development endeavour;

WHEREAS, ViFARD, can provide a more flexible management assistance which is not readily available from ViSCA to make the ViSCA Gas Service Station a more effective facility and medium to support activities for accelerated agricultural and rural development;

WHEREAS, ViFARD can muster other resources needed and can offer various mechanisms that will facilitate the conduct of such task with management of the Gas station;

WHEREAS, ViSCA and ViFARD believe that combining their resources and expertise will hasten the achievement of their respective goals;

WHEREAS, further ViSCA and ViFARD are interested to make the Gas Service station more productive and profitable;

NOW, THEREFORE, for and in consideration of the above promises and of their mutual covenants herein set forth, the parties have agreed on the following:



## **I. General Provision**

This Memorandum of Agreement augment the formal relationship between ViSCA and ViFARD in the pursuit of undertakings to achieve the common goals and more specifically the lease of the ViSCA Gas Service Station to ViFARD.

## **II. Area, Working Capital and Sharing**

- 2.1 The entire existing ViSCA Gas Service Station and its facilities be made available area for ViFARD use and expansion of the project.
- 2.2 The working capital to manage the Gas Service Station from this MOA shall take effect shall be borne by ViFARD.
- 2.3 ViFARD shall pay ViSCA the value of all the stock inventory other supplies on hand or in transit by the time the MOA shall take effect.
- 2.4 All collectibles and payable of the ViSCA Gas Service Station before this MOA take effect shall be assumed by ViSCA.
- 2.5 ViFARD shall give to ViSCA 25% of the Net Excess Over Expenses.

## **III The Management Board and Personnel**

- 3.1 The Management Board of the Gas Service Station shall be a making body which include key ViSCA Officials to protect the interest of ViSCA in terms of its instruction, research and other functions which shall be composed as follows:

1. ViFARD Executive Director
2. Head, of the Agribusiness Project Unit
3. Head of Supply and Property Management Division
4. Project Manager of Gas Service Station
5. Vice-President for Administration or his duly Authorized Representative

- 3.2 The Management Board shall meet once every 6 months. A special meeting may be called as the need arises.

- 3.3 ViSCA shall not disburse public funds for salaries, wages and honoraria to its personnel connected with the Board of Management and others except to recognize their involvement on official the discharge of their functions as approved by concerned ViSCA.

- 3.4 ViFARD shall have the prerogative to hire the personnel during the effectivity period of this MOA.

*Handwritten signature*  
*Handwritten signature*