

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

* MINUTES OF THE 20th REGULAR BOARD OF *
* TRUSTEES MEETING HELD ON OCTOBER 7, 1977 *
* AT THE PASUC CONFERENCE ROOM, DEC *
* MANILA *

Records Section

R. M. Bosing



MINUTES OF THE 20th REGULAR BOARD OF TRUSTEES MEETING HELD
ON OCTOBER 7, 1977, AT THE PASUC CONFERENCE ROOM
DEPARTMENT OF EDUCATION AND CULTURE
M A N I L A

Present:

Hon. Vedasto G. Suarez Assistant Secretary D E C	- Acting Chairman
Hon. Jesus C. Alix Director, Bureau of Agricultural Economics	- Member
Hon. Rufino D. Ayaso, Jr. Provincial Agriculturist Province of Leyte	- Member
Hon. Lauro A. Castillo Treasurer, Phil. Rural Development & Services	- Member
Hon. Cledualdo B. Perez, Jr. Dean, UPLB College of Agriculture	- Member
Hon. Fernando A. Bernardo President, ViSCA	
Prof. Andres F. Duatin	- Secretary

Also Present:

Dir. Antonio Dumlao Bureau of Higher Education, DEC	- Invited
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Acting Chairman Vedasto G. Suarez called the meeting
to order at 12:47 p.m. (October 7, 1977).

- 1 I. Approval of the Minutes of the 19th Regular Board of Trustees
- 2 Meeting (August 5, 1977):
- 3 The Minutes of the 19th Regular Board Meeting were
- 4 corrected as follows:

1 Page 3, lines 16 through 18 -- the whole paragraph about
2 the description of Board Resolution No. 27, s. 1977, which
3 reads: "Approving the awarding of contract to the Eli V.
4 Hubahib Construction for the construction of the Arts and
5 Letters Building in the amount of ₱2,500,000.00 (Appendix B)
6 was expanded for clarity, to read: "Based on the evaluation
7 of the report and recommendation of the Committee on Bids and
8 Awards which conducted the public bidding at Casino Espanol,
9 Cebu City on August 3, 1977, the Board approved the awarding
10 of contract to the Eli V. Hubahib Construction for the con-
11 struction of the Arts and Letters Building in the amount of
12 ₱2,500,000.00 (Appendix B).

13 Page 4, line 10 -- the phrase "offer of the" be inserted
14 between the words "the" and "services;" line 11 -- the phrase
15 "to handle expropriation proceedings for VISCA," be inserted
16 between the words "Aquino" and "and" to explain the purpose;
17 line 15 -- the word "six" was replaced with the word "five" to
18 correct the quantity: line 23 -- the phrase "the candidates"
19 was transposed after the word "graduation."

20 Page 6, line 14 -- after the word "income" the phrase
21 "As Maintenance and Other Operating Expenses" was added to
22 define the purpose.

23 Page 6, line 16 -- the whole sentence "Approving the list
24 of scholars under A and B (Appendix J) had to be elucidated
25 to read: "Approving the recommendation for the scholarship
26 program under the World Bank Loan consisting of two categories

1 of scholars, namely; Category A -- Those who will study for
2 three (3) years abroad and Category B -- Those who will study
3 for one (1) year abroad and two (2) years at UPLB or other
4 universities in the country (Appendix I).

5 Upon motion made and duly seconded, the minutes of the
6 19th Regular Board of Trustees Meeting held on August 5, 1977,
7 were approved as corrected.

8 II. Matters Arising from the Approved Minutes: N o n e

9 III. Report of the President:

10 A. President Bernardo advanced the information that the
11 Annual Report for the previous Fiscal Year is being finalized.

12 B. Board Resolution No. 27, s. 1977 -- President Bernardo
13 apprised the Board that the construction of the Arts and
14 Letters Building is going on -- that the Eli V. Hubahib Con-
15 struction, the contractor, is ahead of the scheduled plan of
16 work.

17 C. COCOFED Grants for VisCA -- The President disclosed that
18 construction of three (3) student dormitories and a guest house,
19 funded by COCOFED, for the use of their own scholars and to
20 house consultants, respectively, are underway.

21 D. VisCA-COCOFED-PCA Coconut Training Program -- President
22 Bernardo informed the Board about the success of the first of a
23 series of weekly training programs on coconut hybridization and
24 replanting under the auspices of the COCOFED-PCA and VisCA.

25 These three-day training sessions on coconut hybridization
26 and replanting were attended by COCOFED chapter officials on

1 September 30 to October 2, 1977.

2 Evaluation revealed that the participants learned so much
3 from the lectures which were supplemented with appropriate
4 audio-visual and practical demonstrations.

5 E. Diversion Road Completed --- The President reported that
6 the construction of the national highway diversion road cross-
7 ing the VISCA reservations has just been completed. He tried
8 to illustrate how the diversion was done and explained that the
9 road was diverted near the present campus to create enough land
10 space for new buildings that will be put up.

11 F. Buildings Under World Bank Loan --- President Bernardo was
12 anxious to inform the Board that the buildings under the World
13 Bank Loan are now ready for advertisement for bidding purposes
14 which may be done before December and the awarding of contracts
15 to contractors may be done before the year ends.

16 G. Land Acquisition --- President Bernardo lamented the fact
17 that the acquisition of land for VISCA's expansion program
18 is rather slow due to so many small landowners involved.

19 Acting Chairman Suarez inquired whether or not the ac-
20 quisition of lands was all through expropriation. The Pre-
21 sident answered in the negative and stated that lands are be-
22 ing acquired through negotiated sale and through expropriation.
23 Thus, ended the President's report.

24 Acting Chairman Suarez asked the members for reactions
25 to the report. There was none.

1 IV. Administrative Matters:

2 A. Appointment of personnel: The Board took time to peruse
3 the appointment of personnel made by the college president
4 as authorized by Board Resolution No. 6, s. 1977. President
5 Bernardo made a correction himself on the educational quali-
6 fication and academic achievement of Mr. Fernando R. Catig
7 by adding that he (Catig) graduated cum laude.

8 Acting Chairman Suarez inquired whether or not a civil
9 service eligibility is necessary for Ms. Tita A. Visorro,
10 appointed Laboratory Technician I. President Bernardo clari-
11 fied that she was recommended under temporary status; civil
12 service eligibles will be considered if they are available.

13 It was noted that a driver receives a higher pay than
14 a clerk at ViSCA and the President was asked why it is so,
15 considering the qualifications possessed by the appointees.
16 (The driver appointee is a high school graduate and the clerk
17 appointee is a holder of a bachelor's degree). In support
18 to the President's appointments, acting Chairman Suarez
19 reminded the Board that employees are not necessarily paid
20 for their educational qualifications but for their services.
21 President Bernardo had his own reason; that drivers in ViSCA
22 do actual minor repairs on the motor vehicles assigned to
23 them in addition to their driving routine; besides, they
24 usually work more than eight hours per day without additio-
25 nal compensation.

26 Trustee Perez pointed out that the clerk's qualification

1 should not include a B.S. degree. She is therefore paid not
2 for the degree but for the clerical works.

3 Acting Chairman Suarez inquired whether or not Engr.
4 Nestor M. Israel, appointed Engineer, had the necessary civil
5 service eligibility. President Bernardo informed the Board
6 that Engr. Israel is a fullfledged civil engineer but his
7 appointment is still temporary.

8 There being no other observations on the appointments of per-
9 sonnel, on motion made and seconded, the Board passed:

10 BOARD RESOLUTION NO. 38, s. 1977

11 Confirming the appointments of personnel, both under the
12 temporary and regular statuses, made by the college president
13 as authorized by Board Resolution No. 6, s. 1977. The Board
14 also approved the appointment of Prof. Andres F. Duatin as
15 College Secretary with honorarium (Appendix A).

16 B. Recommendations for Appointment of Department Heads:

17 President Bernardo explained the need of giving honor
18 and recognition to deserving faculty members who have been
19 serving as chairmen or officers-in-charge of departments and
20 other offices by appointing them fullfledged heads or acting
21 heads, as the case may be. Asked if these heads will be given
22 honoraria, the college president answered in the negative
23 although he feels that they deserve to receive honoraria.

24 Noting the recommended tenure of only one year for these
25 heads, Dir. Dumlao commented that this is too short a time
26 for one to make plans and implement them effectively. He

1 feared that this practice may even breed insecurity among
2 those concerned. Considering the observation and comment,
3 the Board favored the lengthening of the tenure of office
4 of these various department and office heads. There was a
5 consensus to make the tenure from two to three years.
6 At this juncture, President Bernardo reconsidered his re-
7 commendations and declared that three years may be recom-
8 mended for those heads who have been serving efficiently as
9 such for a number of years.

10 A question was raised why some heads have to be regu-
11 lar while others acting within so short a period of only
12 one year. Trustee Perez had a way of differentiating an ac-
13 ting head from a regular one by saying that "one has to be
14 on acting capacity as head until the return of the incum-
15 bent or the availability of a more qualified one." Presi-
16 dent Bernardo added that an acting head may be one who does
17 not possess the required qualifications.

18 A question was also asked regarding the use of the term
19 "appointment" instead of "designation" for additional ap-
20 pointments. In this regard, Trustee Perez informed the Board
21 that at UPLB it is a practice to use the term
22 "appointment" regardless of the number of appointments made
23 for a certain individual. Trustee Alix commented he had no
24 objection to using "appointment" if it is an accepted
25 practice.

26 On the question of whether or not an incumbent depart-

1 ment head or other office head who was on official leave will
2 be reappointed to his former position upon his return, the col-
3 lege president answered indirectly in the negative by explain-
4 ing that appointments to administrative positions in VISCA are
5 mostly temporary in nature, because he would like to give more
6 importance to professorial positions than administrative po-
7 sitions.

8 Acting Chairman Suarez noted the educational qualifica-
9 tion (BSAH) of Ms. Rebecca B. Napiere who was recommended
10 acting chief librarian. In justification to his recommenda-
11 tion, President Bernardo remarked that Ms. Napiere has been
12 serving very efficiently as officer-in-charge of the college
13 library since the demise of the college librarian. "Since
14 Ms. Napiere could not be promoted to a higher position than
15 her present appointment as junior librarian for lack of the
16 necessary educational qualification and in consideration for
17 her efficient services, an honorarium of ₱100 per month is
18 recommended for her as acting chief librarian instead," the
19 President said.

20 There being no further observations on the recommenda-
21 tions made by the college president, on motion duly made
22 and seconded, the Board passed:

23 BOARD RESOLUTION NO. 39, s. 1977

24 Approving the recommendations made by the college pre-
25 sident for appointments to administrative positions of fif-
26 teen staff members as heads and acting heads of departments

1 and other offices which include honoraria for the college
2 secretary and the acting chief librarian, both for heads
3 who will serve for three (3) years and those who will serve
4 for one (1) year, with provision for reappointment for
5 deserving heads. (Appendix B)

6 A. Department Heads to Serve for Three (3) Years:

- 7 1. Dr. Emiliana N. Bernardo, Head, Crop Protection
- 8 2. Dr. Alicia S. Go, Head, Arts and Letters
- 9 3. Dr. Guindolino Gerona, Head, Animal Science and
10 Veterinary Medicine
- 11 4. Dr. Celedonio M. Gapasin, Head, Agricultural Development
12 Education
- 13 5. Prof. Camilo D. Villanueva, Head, Agricultural Economics
- 14 6. Prof. Florencio A. Saladaga, Head, Agricultural Botany
15 and Plant Breeding
- 16 7. Prof. Elmer A. Espina, Head, Physical Education

17 B. Department Head to Serve for One (1) Year:

- 18 1. Dr. Rodolfo G. Escalada, Head, Agronomy and Soils

19 C. Acting Department Heads to Serve for One (1) Year:

- 20 1. Ms. Linda S. de la Rosa, Acting Head, Agricultural
21 Chemistry
- 22 2. Prof. Jimmy Rosillo, Acting Head, Agricultural Engineering
23 and Applied Mathematics
- 24 3. Mr. Edilberto E. Nasayao, Acting Head, Forestry

25 D. Other Office Heads to Serve for One (1) Year:

- 26 1. Dr. Tung Ly, Acting Director, Regional Coconut Research
27 Center

1 2. Dr. Adeltrudis M. Cruz, Coordinator, Community Extension Service

3 3. Prof. Andres F. Duatin, College Secretary

4 4. Ms. Rebecca B. Napiere, Acting Chief Librarian

5 E. Employment of British Volunteers:

6 The Board members scrutinized the employment papers of the
7 three (3) British Volunteers after a brief introduction made by
8 President Bernardo telling the Board that these foreigners will
9 undoubtedly augment the teaching staff of the Department of
10 Agricultural Economics and the Department of Animal Science and
11 Veterinary Medicine. He explained that no salary will be paid
12 them but they shall receive allowances of ₱750 per month for
13 each volunteer.

14 On motion duly seconded, the Board passed:

15 BOARD RESOLUTION NO. 40, s. 1977

16 Approving the employment of the three (3) British Volunteers
17 as recommended by the President of the College, Dr. F. A. Bernardo,
18 with monthly allowances of ₱750 for each volunteer, subject to
19 the laws of the land regarding the employment of aliens
20 (Appendix C).

21 F. Construction of Staff Duplexes and Bachelors' Quarters:

22 President Bernardo explained the need of construction of some
23 more staff houses and showed the floor plans and the perspectives
24 of the proposed duplexes that would cost approximately
25 ₱100,000.00 each unit.

1 Convinced of the need for VISCA to construct more staff
2 houses, and finding that the construction costs reasonable, on
3 motion made and duly seconded, the Board passed:

4 BOARD RESOLUTION NO. 41, s. 1977

5 Approving the construction of ten (10) units of staff duplexes and appropriating ₱100,000.00 for each duplex
6 unit, as planned and estimated, respectively (Appendix D).

7
8 G. Construction of One Boys' Dormitory and Cafeteria:

9 Construction plans of the Boys' Dormitory and a Cafeteria
10 were displayed on a tack board by the college president for the
11 Board members to see. President Bernardo made a convincing justification on the need of putting up a cafeteria near a dormitory.

12 In answer to Dir. Dumlao's query, Trustee Alix explained that
13 VISCA has to put up good facilities, including dormitories, cafeterias, and staff houses to attract good professors/instructors
14 and students.
15

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

17
18 BOARD RESOLUTION NO. 42, s. 1977

19 Approving the construction of one boys' dormitory and a
20 cafeteria as planned and appropriating the necessary amount for
21 construction and other allied costs, subject to existing laws on
22 the construction of public buildings. (Appendix E)

23 H. Site Development by Mercado Construction Company:

24 Plans for the filling up of the proposed site of the staff
25 duplexes were deliberated on by the members after the usual

1 introduction and justification of the college president.

2 Estimates on the amount of fill and the corresponding de-
3 velopment costs indicated an average of ₱10.00 per cubic meter
4 of common borrow which includes hauling, spreading, and com-
5 pacting.

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

7 BOARD RESOLUTION NO. 43, s. 1977

8 Approving the awarding of contract to the Mercado Con-
9 struction Company for the development of the site for the ViSCA
10 Staff Duplexes at the ViSCA Staff Housing Compound No. 2 (VSHC
11 Nr. 2) and appropriating the sum of ₱168,000.00 for the
12 project, subject to usual auditing regulations regarding nego-
13 tiated contracts. (Appendix F)

14 V. Academic Matters:

15 A. Evaluation of ViSCA Teaching Staff Performance:

16 President Bernardo, in presenting the evaluation instrument
17 to measure the performance of the college teaching staff by the
18 college students, explained that this questionnaire is only part
19 of the performance rating scales for the faculty. He made it
20 clear to the Board that this evaluation is not for disciplinary
21 purposes but for constructive purposes.

22 Board Action: Noted, with the reminder that the evaluation
23 of the teaching staff by students should not be used for disci-
24 plinary purposes, and to check or refer to the ViSCA Code regar-
25 ding permanency of appointments of the teaching staff. (Appendix G)

1 VII. Budgetary Matters:

2 A. Budgetary Requirements of the Project Implementing Unit
3 (PIU) for the Five-Year Development Program (5-YDP),
4 President Bernardo presented a special budget for the operation
5 and maintenance of the Project Implementing Unit (PIU) for the
6 Five-Year Development Program of ViSCA. (The PIU is a group
7 of technical men who are responsible for the efficient and
8 effective implementation of all the development projects of
9 ViSCA, particularly on building constructions and other relat-
10 ed jobs for the whole duration of the development period). The
11 President also informed the Board that the aim is to set aside
12 from the Capital Outlay the needed amount. He stressed the fact
13 that the positions for the PIU are not fixed; they are temporary
14 and good only for the duration of the five-year development
15 period.

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

17 BOARD RESOLUTION NO. 44, s. 1977

18 Approving the budget for the Project Implementing Unit
19 (PIU) for the Five-Year Development Program (5-YDP), effective
20 July 1, 1977, as recommended, and appropriating the
21 amount needed as estimated which may be taken from the
22 Capital Outlay funds, with suggestions to consider the in-
23 clusion of positions of security guards (Appendix H).

24 VII. Other Matters:

25 A. Memorandum of Agreement:

26 Pursuant to a previous agreement, President Bernardo pre-
27 sented the Draft of the Memorandum of Agreement between ViSCA

1 and the VISCA Educational Foundation, Inc. regarding the plan
2 to lease to the latter, for a period of five (5) years, selected
3 income-generating projects that are suitable for use as on-the-
4 job training laboratory for students.

5 A question was raised regarding the effect of PD 711 on
6 this project whereby the President opined that the decree was
7 not meant for very small amounts like what can be realized from
8 these proposed projects.

9 Board Action: Noted, with correction on the draft and some
10 suggestions made, as follows: (a) delete the third paragraph
11 of the introductory clauses; (b) delete the word "current" from
12 the No. 3 provision of the agreement; (c) put provisions regard-
13 ing auditing and/or accounting procedures by expanding No. 7 of
14 the agreement stipulations; and (d) maintain separate books of
15 accounts for these projects and make these available for scrutiny
16 by the College. (Appendix I)

17 There being no other matters to be taken up, the meeting
18 adjourned at 2:55 p.m.

VERIFIED TRUE AND CORRECT:

(SGD.) ANDRES F. DUATIN
College Secretary

ATTESTED:

(SGD.) HON. VEDASTO G. SUAREZ
Acting Chairman

Approved as corrected:

Board of Trustees Meeting, Dec. 28, 1977

APPOINTMENTS AS AUTHORIZED BY BOARD RESOLUTION NO. 6
Series of 1974

Dept. of Forestry

1. Mr. Fernando R. Catig
B. S. in Forestry
Cum Laude
MSU 1977
Asst. Instructor III (Step 1)
P9,024.00 p.a.
Item No. 124 (19)
Effectivity: August 1, 1977
2. Mr. Marcelo O. Itas
B. S. in Forestry
CMU 1976
Research Assistant I (Step 1)
P6,936.00 p.a.
Item No. 124 (18)
Effectivity: July 1, 1977

Dept. of Crop Protection

3. Ms. Tita A. Visorro
B. S. in Education
Foundation University
of Dumaguete 1971
Laboratory Technician I
P5,340.00 p.a.
Item No. 110
Effectivity: August 1, 1977

Dept. of Ag. Dev. Educ.

4. Mr. Alexander P. Torres
B. S. in Education
Major: English
Laguna Institute 1970
Asst. Instructor II (Step 1)
P7,956.00 p.a.
Item No. 67 (7)
Effectivity: Sept. 1, 1977
5. Ms. Gliceria S. Suico
B.S.Ag.Ed. ViSCA '75
Major: Agronomy
Asst. Instructor II (Step 1)
P7,956.00 p.a.
Item No. 124 (21)
Effectivity: Sept. 1, 1977
6. Mr. Celso P. Ensoy
B.S.Ag.Ed. ViSCA '77
Major: Agronomy
Asst. Instructor II (Step 1)
P7,956.00 p.a.
Item No. 124 (20)
Effectivity: Sept. 1, 1977

Phil. Root Crops Res. & Training Center

7. Mr. Dioscoro M. Lapasanda, Sr.
High School Graduate
Driver
P5,964.00 p.a.
Item No. 99
Effectivity: August 1, 1977

Office of Student Affairs

8. Ms. Luvizminda A. Loreto
B.S.E.Ed.
Leyte Normal School 1968
Clerk I
P5,340.00 p.a.
Item No. 111 (7)
Effectivity: July 16, 1977

Development Planning Office

9. Mr. Domingo P. Flandez
B. S. in Elementary Educ.
FCIC 1975

Research Aide III(Step 2)
P6,612.00 p.a.
Item No. 124 (17)
Effectivity: July 1, 1977

Physical Plant Office

10. Engr. Nestor M. Israel
B. S. in Civil Engineering
Colegio de San Jose
Recoletos - 1976

Engineer I
P9,384.00 p.a.
Item No. 50 (2)
Effectivity: October 1, 1977

For Permanent Status

1. Ms. Julieta P. Laguna
Position: Nurse I
C. S. Eligibility: RA 1080 (Nurse)
Efficiency Rating: Very Satisfactory
2. Mr. Maximo M. Villalino
Position: Security Officer I
C. S. Eligibility: Security Officer (Testimonial)
Efficiency Rating: Very Satisfactory
3. Mr. Ildefonso C. Taganas
Position: Instructor I
C. S. Eligibility: Teacher
Length of Service in ViSCA - 10 years
Efficiency Rating: Very Satisfactory
4. Mr. Wilson Paterno C. Po
Position: Clerk I
C. S. Eligibility: Career Service (Sub-Prof.)
Efficiency Rating: Very Satisfactory

Honorarium

1. Prof. Andres F. Duatin
M. A. in Education
University of San Agustin 1977

College Secretary
P1,800.00 p.a.
Item No. 125 (5)
Effectivity: October 1, 1977

RECOMMENDATIONS FOR APPOINTMENTS TO ADMINISTRATIVE POSITIONS

1. College Secretary Prof. Andres F. Duatin
BSAEd, MA (Ed)
(at \$150 per month honorarium) Effective October 1, 1977 until
September 30, 1978
2. Coordinator of the Community
Extension Service Dr. Adeltrudis M. Cruz
BSAEd, MS, Ed.D.
Effective October 1, 1977 until
September 30, 1978
3. Acting Director, Regional Coconut
Research Center Dr. Ly Tung
BSA, MS, Ph.D.
Effective October 1, 1977 until
September 30, 1978
4. Department Heads:
 - a. Agronomy and Soils Dr. Rodolfo Escalada
BSA, MS, Ph.D.
Effective July 1, 1977 until
June 30, 1978
 - b. Crop Protection Dr. Emiliana N. Bernardo
BSA, MS, Ph.D.
Effective July 1, 1977 until
June 30, 1980
 - c. Arts and Letters Dr. Alicia S. Go
BSE, MA, Ph.D.
Effective November 1, 1977 until
October 30, 1980
 - d. Animal Science and Veterinary
Medicine Dr. Guindolino Gerona
BSA, MS, Ph.D.
Effective July 1, 1977 until
June 30, 1980
 - e. Agricultural Development
Education Dr. Celedonio M. Gapasin
BSAEd, MS, Ph.D.
Effective July 1, 1977 until
June 30, 1980
 - f. Agricultural Economics Prof. Camilo Villanueva
BSA, MS
Effective July 1, 1977 until
June 30, 1980

- g. Agricultural Botany and Plant Breeding Prof. Florencio Saladaga
BSA, ME
Effective July 1, 1977 until
December 30, 1980
- h. Physical Education Prof. Elmer A. Espina
AB MED
Effective July 1, 1977 until
June 30, 1980

5. Acting Department Heads:

- a. Agricultural Engineering and Applied Mathematics Prof. Jimmy Rosillo
BSAged, MAT (Physics)
Effective October 1, 1977 until
September 30, 1978
- b. Agricultural Chemistry Mrs. Linda de la Rosa
BS Chem
Effective July 1, 1977 until
June 30, 1978
- c. Forestry Mr. Edilberto Nasayao
BSF
Effective July 1, 1977 until
June 30, 1978

- 6. Acting Chief Librarian Mrs. Rebecca B. Napiere
BSAH
(P100 per month honorarium)
Effective October 1, 1977 until
September 30, 1978

RECOMMENDATIONS TO EMPLOY BRITISH VOLUNTEERS

1. Department of Animal Science
and Veterinary Medicine

- | | |
|---|---|
| a. Mr. John Griffin
England College of
Veterinary Surgeon
(1977)
With Family Allowance
of £750 per month | Visiting Instructor
Effective Second
Semester, 1977-78

Tenure: Two (2) Years |
| b. Sheelagh W. Delaney
Ordinary National Diploma
Leicestershire College of
Agriculture
With Family Allowance
of £750 per month | Visiting Instructor
Effective Second
Semester, 1977-78

Tenure: Two (2) Years |

2. Department of Agriculture₁
Economics

- | | |
|--|---|
| a. Helen Dubok

With Family Allowance
of £750 per month | Visiting Instructor
Effective Second
Semester, 1977-78

Tenure: Two (2) Years |
|--|---|

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

T O: The Board of Trustees
VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

Thru: The President
Visayas State College of Agriculture

FROM : DEPARTMENT OF ANIMAL SCIENCE & VETERINARY MEDICINE

SUBJECT: Recommendation for the appointment of British Overseas
Volunteers as Assistant Instructors II in the Department
of Animal Science and Veterinary Medicine.

Rationale:

- A.** For Mr. JOHN GRIFFIN - 25 years old, single, nationality - Irish, graduated from England College of Veterinary Surgeon (1977), with some field experience in Veterinary Practice in Ireland.

The new offering of the Animal Health Major of this Department needs teachers who are graduate of the Veterinary Curriculum. The formal training and experience of Mr. Griffin, in addition to his different exposure and background can be of help to us in further strengthening this new major program. He can also be of help in teaching courses in the existing Animal Husbandry major program. These courses are: Anatomy and Physiology of Farm Animals, Animal Diseases Control, and Animal Parasitology. Moreover, his familiarity on intensified method of Animal Production which is a characteristic of the animal industry of Ireland and which is somewhat equivalent to our "backyard" animal raising can be of further asset to us.

Being young, we anticipate Mr. Griffin to be aggressive and therefore productive, should we be able to provide the necessary working atmosphere and challenge. His other duties in addition to instruction and research activities, are as follows:

1. To participate in curricular review, formulation and organization;
2. To help review the facilities and equipment requested for each laboratory rooms particularly those related to animal health;
3. To advice and co-advice major students in their academic programs and those who may elect to undergo thesis work on animal health management at the farm level.

4. To attend to the health needs of the animals in the various projects;
 5. To submit annual report of his activities;
 6. To perform other duties that the College President and/or Department Chairman may assign to him from time to time.
8. For Miss SHEELAGH DELANEY - 24 years old, single, nationality - English, holder of Ordinary National Diploma (Agriculture) from Lancashire College of Agriculture, with a considerable experience in livestock and poultry production and management, particularly in dairying.

Miss Delaney's expertise can greatly help us in developing and establishing our dairy project, especially in Goat dairying which we are giving some emphasis. The importance of dairy need not be overemphasized. Recently, the national government has considered dairying as a priority area for development and research. Miss Delaney will be mainly assigned as project-in-charge for the development and establishment of the dairy project. In addition, her other duties shall include the following:

1. To teach dairy production course or its related courses;
2. To review the facilities and equipment listed for the dairy research laboratory, under the World Bank financing;
3. To advise or co-advise major students who may elect to undergo thesis work in dairying;
4. To submit annual report of her activities;
5. To perform other duties that the College President and/or Department Chairman may assign to her from time to time.

II. Employment Considerations:

1. Each will be given a salary of ₦750/month
2. Each will be provided a room space with bed as quarters
3. Each shall enjoy the sick-leave vacation privileges given to other staff members of the College.
4. Expenses incurred during official travel shall be borne by the Department of Animal Science and Veterinary Medicine.

III. Tenure - Two years.

IV. Staff Counterpart:

In order to provide an opportunity of interchange of ideas and also the continuity of program when the volunteers' terms expire, staff members from the department will be designated as counterpart to the volunteers during their stay.

Respectfully submitted:

G. R. Gerona

G. R. GERONA

Chairman

DASVM

HIGH VOLUNTEER PROGRAMME

Form A

Public Institute for International Relations Overseas Volunteers
 International Voluntary Service
 United Nations Association
 Voluntary Service Overseas

Form for a graduate/
 qualified volunteer
 Name to (Name of Country)
 PHILIPPINES

Please complete a separate form for each
 volunteer requested. 3 copies should be
 sent to the local BVP representative or,
 if a countersignature is required over-
 leaf, to your government department or
 other appropriate authority

Local BVP
 representative

Government department or
 other authority making
 the request

Office of the College President
 Visayas State College of Agriculture

(a) Name, address and tel. No.
 of institution or unit for
 which the volunteer will work

Department of Agricultural Economics
 Visayas State College of Agriculture
 Baybay, Leyte 7127
 PHILIPPINES

Name and address of place where
 volunteer will work if different from
 above. If the volunteer will be touring,
 please give his base, if any

Not Applicable

Name and position of the
 volunteer's immediate superior

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

Prof. Camilo D. Villanueva
 Assistant Professor and
 OIC, Ag. Econ. Dept.

Describe the volunteer's work
 and state as fully as possible the
 duties the volunteer will be
 required to undertake and if the re-
 sult is for a teacher or instructor
 indicate (a) subject to be
 taught; (b) to what level; (c) exa-
 minations being worked for; (d)
 approximate number of hours' teaching
 per week; (e) main textbooks in use.
 Additional duties the volunteer
 is expected to undertake, or
 ways in which he or she might
 be of use to the institution or unit, should
 be mentioned. Please continue
 on separate sheet of paper if
 necessary

- a) The volunteer shall be made to teach:
1. Econ.21 (Farm Management) - management,
 land utilization, farm labor, analysis of
 cost and returns, farm finance and market-
 ing.
 2. Ag.Econ.43 (Land Economics) - Agricultural
 land policies, classification, utilization
 and land tenure.
- b) Level - Second year BSA and third year BSA
 major in Agricultural Economics.
- c) Examination being worked for - Not applicable
- d) Approximate number of hours teaching per
 week = 13 hours
- e) Main Textbooks in use:
1. Principles of Farm Management by Efferson
 2. Economics of Agricultural Production and
 Resources Use by Heady
 3. Land Resource Economics by Barlowe

Particulars of volunteer required

- a) Sex (please tick)
 ___ Male ___ X Female ___ Either acceptable
- b) What qualifications are wanted?
 B.S. or its equivalent preferably one who can
 teach Farm Management & Agricultural Economics

Volunteers of volunteer
served, (continued)

- c) If the request is for a graduate, please indicate whether someone with a diploma or equivalent (e.g. Higher National Certificate, National Diploma in Agriculture, etc) or in the case of teaching request a certificated teacher with three years training, would be acceptable instead.

BS or its equivalent preferably one who can teach Farm Management and Agricultural Economics.

- d) Additional skills or qualifications which would be (1) essential (e.g. driving license; (ii) useful

not necessary

- e) Will the volunteer be required to drive a motor vehicle in the course of his or her work? If so please state what kind of vehicle will be provided? Yes/No

not necessary

- f) Most convenient for the volunteer's arrival
October 1977

- g) If the request is for a teacher please give the dates of school or college terms during the year

First Semester - June to October
Second Semester - November to March
Summer - April to May

- h) Has any other agency been asked to meet this request?
If so please state which agency Yes ☒ No

Condition of service

- a) What sort of accommodation will be provided?

A desk, an office space, use of rooms and laboratory facilities and availability of office supplies and clerical services.

- b) How much leave or holiday will the volunteer be allowed each year?

15 days vacation leave, 15 days vacation-sick leave, christmas break and all other legal Philippine Holidays.

DUTIES:

Apart from her teaching load, it is also envisioned that the volunteer shall assist the department in the following:

Advice and guide Agricultural Economics major students in their academic and research program;
Help in preparing course outlines and syllabi and laboratory guides in Farm Management and Land Economics
Other works relative to Farm Management and Agricultural Economics which may be assigned by the Chairman from time to time.

Declaration

I hereby request a volunteer from the British Volunteer Programme, and understand that the requesting authority/department (either itself requesting or through the volunteer's supervisor) is responsible for providing the volunteer with:

- a) Fully furnished but simple accomodation (or a rent allowance in lieu) and: either a salary or allowance of _____ per month, as set out in the accompanying agreement or other document.

or a living allowance which shall not be less than the equivalent of free board plus 20 sterling per month.
- b) Free ordinary medical care, including emergency (but not routine) dental treatment
- c) Transport necessary for the volunteer's work
- d) Tools, materials, protective clothing or uniform and any other equipment necessary for the volunteer's work.

SIGNATURE OF REQUESTING AUTHORITY OR INSTITUTION

Date

Dr. FERNANDO A. BERNARDO

COUNTERSIGNATURE(S) IF REQUIRED

Date



Particulars of Volunteer

Available for two
years from

01/04/77

Ref

2/77

Personal Details

First name(s)	Karen	Surname	Huber
Name and address of next of kin	Mr. P. Huber, 104, 10th Lane, Widnes, Lancs. CH9 4RE.	Date of birth	1-12-53
Relationship	Father.	Religion	None.

Education and Training

Schools	The Dulver Grammar School for Girls.	Dates	Sept. 6-July 76.
University/College	University of Newcastle upon Tyne.	Dates	Oct. 3-June 1977.
Main qualifications	O level, Agriculture.	Dates	1977.
Subjects studied	Crop and animal production, agricultural economics, Development Economics, Statistics, Farm Management.		
Other qualifications	A levels: Maths, Biology, Chemistry. Driving licence.		

Employment Record

Previous employer(s)	Mr. H. Henrioud, Yund, Switzerland.	Position held and dates	Sept. 76-Sept. 77. Farm worker, tractor driving, animal work.
Present employer		Position held	
Skills, major interests and other experience	Netball, Volleyball, Hockey, Acting, Piano.		

Job Suitability

Teaching subjects or instruction and maximum level	1. Agricultural Science O level or diploma.	2. Non-teaching
Notes: 1. Direct instruction 2. University level 3. Teacher training 4. NINE/CE A level 5. O level 6. Junior secondary		

VSO Assessment - CONFIDENTIAL

Karen is just completing her degree in General Agriculture specialising in farm management and economics in her final year. Before starting the course she spent a year on a farm in Switzerland. It was a 50 acre mixed holding with beef and dairy cattle, poultry and some arable. She was mainly involved in calf rearing, poultry, sowing and harvesting of cereals & potatoes. During one of her college vacations she spent 3 weeks on a 2,000 acre farm in the U.S.A. working with dairy, cattle and pigs. Karen's referees comment on her social awareness and mature personality. She has a good command of English and is very keen to learn.

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte 7127PHYSICAL PLANT OFFICE

PPO

October 3, 1977

Dr. F. A. Bernardo

President

Visayas State College of Agriculture

Baybay, Leyte

SUBJECT: PLANS and Corresponding Volume and COST ESTIMATES
of FILL Needed in the Projected VISCA Staff
Housing Compound Nr 2 (VSHC-2)

S i r:

In connection with SUBJECT, as stated above, the following items are hereby submitted as required:

1. PLANS - - - 2 sheets of 10 copies each

a. Sheet Nr. 1:

It reflects the following items:

- (1) Location of existing staff cottages and related structures
- (2) Locations of drainage canals
- (3) Grid lines utilized as references for the conducting of profile and cross-sectional level surveys for purposes of determining extent of AREA of low ground requiring FILL and corresponding volume.

b. Sheet Nr 2:

It reflects the following items:

- (1) Locations of existing staff cottages and the proposed staff duplex housing units
- (2) Proposed Improvement of line of drainage canals in broken lines

2. ANNEX - - - 2 pages of 22 copies

It reflects the estimates of volume of fill needed and corresponding hauling expenditures which amounted to ₱168,000.

Very truly yours,

(SGD:) FELIXBERTO E CANOY
Superintendent

TRUE COPY FROM THE ORIGINAL:
OCS/rcy

ANNEX

**Computation for VOLUME of Common Borrow Materials
of Required FILL in the Proposed VISCA Staff
Housing Compound Nr 2 (VSHC-2)**

Utilizing PLAN Sheet Nr 1 as guide for the following reasons:

1. GRID LINES as reference for conducting the profile and cross-section level surveys

2. LONGITUDINAL SECTION PROFILE

A. AREAS of Longitudinal Section of Low Ground Projected To be Filled Up:

Grid A area	---	104 sq m
" B "	---	140 " "
" C "	---	138 " "
" D "	---	163 " "
" E "	---	165 " "
" F "	---	130 " "
" G "	---	124 " "
" H "	---	108 " "

Regular intervals between grid lines --- 10meters

B. Corresponding Computation of VOLUME Needed in the Proposed FILL:

AB Volume	---	1,220 cu m
BC "	---	1,390 " "
CD "	---	1,505 " "
DE "	---	1,640 " "
EF "	---	1,475 " "
FG "	---	1,270 " "
GH "	---	1,160 " "
HI "	---	900 " "

Total LOOSE VOLUME 10,560 cu m

Loose VOLUME	-----	10,560 cu m
Volume To Cover Expected SHRINKAGE (30%)*	-----	3,68 " "
Volume To Cover Expected SINKAGE (20%)**	-----	2,112 " "

Estimated Total FINAL VOLUME Needed ----- 15,840 " "

Or say 16,000 cu m

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement entered into by and between the Visayas State College of Agriculture, Baybay, Leyte represented by Dr. FERNANDO A. MONARDO, President, hereinafter referred to as ViSCA:

and

The ViSCA Educational Foundation, Inc., ViSCA, Baybay, Leyte, with SEC Registration No. V-218, represented by Dr. SAMUEL S. GO, Chairman, hereinafter referred to as the FOUNDATION.

WITNESSETH THAT

WHEREAS, the newly offered Agribusiness, Home Economics Technician, and Crop Production Technician curricula at ViSCA require students to undergo on-the-job training.

WHEREAS, it will be more advantageous to both the instructional program of ViSCA and the students if some income generating projects of the College can be used as on-the-job training program laboratory.

WHEREAS, in consideration of existing conditions, the College has to encourage the establishment of a well managed agricultural enterprises which are accessible to ViSCA students and staff and whose managers are sympathetic to the instructional needs of ViSCA.

WHEREAS, the ViSCA Educational Foundation, Inc. is desirous to cooperate with ViSCA in managing selected income generating projects which can serve as laboratory for on-the-job student-trainees.

NOW THEREFORE, for an in consideration of the mutual stipulations and conditions hereinafter contained, the parties do hereby agree that:

1. ViSCA shall lease to the Foundation, for a period of two (2) years, selected income generating projects that are suitable for use as on-the-job training laboratory.
2. Renewals of this Memorandum of Agreement for an identical number of years may be entered into by the President of ViSCA and the Foundation Chairman, provided that no drastic changes in the provisions are introduced.
3. ViSCA may allow the Foundation to use its available facilities and equipment on rental basis when needed for the operation of the leased income generating projects.
4. Existing roads and pathways passing through the projects shall be kept open and maintained by the College.

5. The Foundation shall organize an income generating project management committee that will formulate policies and guidelines in the operation of the project. Two of the committee members are the On-the-Job Training Coordinator appointed or designated by ViSCA and the income generating project manager hired by the Foundation. The other members will be selected by the Foundation Board.
6. The Foundation shall consider the requirements of On-the-Job Training Program of the College as important factors in making management decisions and in formulating project policies.
7. The Foundation shall pay a lease rate equivalent to 35% of the gross income of livestock and perennial crop projects in 1976. The lease rate of other projects shall be based on annual depreciation of buildings and equipment and real property value times current rate of interest on savings deposit. Lease rate review shall be made by the President and the Foundation Chairman every two (2) years.
8. Any profit in excess of 20% of the gross income shall be shared by ViSCA and the Foundation on a 50-50 basis.
9. The net income of the Foundation shall be distributed as follows:
 - 30% for project improvement
 - 20% for support of instructional or research program
 - 50% for the educational and community improvement project of the Foundation
10. The Foundation will furnish the ViSCA President a copy of the annual income generating project report.
11. The books of accounts of the ViSCA Educational Foundation, as far as the operation of these income generating projects is concerned, shall be open to the scrutiny of the College authorities.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this ____ day of _____, at Baybay, Leyte

SAMUEL S. GO
Chairman

ViSCA Educational Foundation, Inc.

FERNANDO A. BERNARDO
President

Visayas State College of Agriculture

SIGNED IN THE PRESENCE OF:

On this _____ day of _____, 1977, personally appeared before me Dr. FERNANDO A. BERNARDO, representing the Visayas State College of Agriculture, Baybay, Leyte with Res. Cert. No. A- 5124901 issued at Baybay, Leyte, on January 14, 1977, and Dr. SAMUEL S. GO, representing the ViSCA Educational Foundation, Inc., with Res. Cert. No. A- 5124043 issued at Baybay, Leyte, on January 11, 1977, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consists of two (2) pages, including this page, each of which has been signed by the parties and their witnesses at the left hand margin and sealed with my notarial seal.

No. _____ 9
No. _____ 9
No. _____ 9
of 19 _____ 9