

MINUTES OF THE 30TH REGULAR MEETING OF THE VISCA  
BOARD OF TRUSTEES HELD ON JULY 18, 1979  
AT THE OFFICE OF THE ASSISTANT  
MINISTER, MEC, MANILA

A - - BOARD RESOLUTION NO. 29, s. 1979

Confirming the appointments of personnel as authorized under Board Resolution No. 6, s. 1974, of the following:  
(1) Ms. Neriza O. Arche (2) Ms. Ma. Rowena Ong, (3) Mr. Marcelo Bonita  
(4) Ms. Julita Lambating (5) Ms. Felisa A. Flores.

BOARD RESOLUTION NO. 29a, s. 1979

Approving the appointments for honorarium of the following:  
(1) Dr. Samuel S. Go (2) Dr. Emiliana Bernardo, (3) Dir. F.G. Bascug  
(4) Dir. Manuel Ancheta, (5) Dr. Marianito R. Villanueva, (6) Mr. E.  
Bumatay (7) Mr. Felito Lara, (8) Mr. Mamerto Cabos.

B - - BOARD RESOLUTION NO. 30, s. 1979

Approving the recommended budget for the ViSCA 55th Anniversary celebration to be held on August 31 to September 1, 1979 at  
P 41,439.70

C - - BOARD RESOLUTION NO. 31, s. 1979

Approving the proposed hiring rate for ViSCA Academic Staff as authorized under Budget Circular No. 292-A.

BOARD RESOLUTION NO. 31a, s. 1979

Approving the recommendation that incumbents of positions who are receiving less than the hiring rate be adjusted as proposed effective January 1, 1980.

BOARD RESOLUTION NO. 32, s. 1979

Approving the recommendation to give uniform privileges to the ViSCA College scholars by granting monthly stipends of P300 each to the full scholars and P200 each to the partial scholars, both entrance and old scholars, to take effect not earlier than the Second Semester, SY 1979-80.

D - - BOARD RESOLUTION NO. 33, s. 1979

Approving the recommended Wage Structure for Daily Wage Personnel and confirming the new grouping of positions, subject to the OCPC wage range allocations for each position title and corresponding wage rate.

BOARD RESOLUTION NO. 34, s. 1979

Approving the recommendation to increase the wage of student work grantees from P1.00 per hour to P1.50 per hour for student assistants and from P0.75 per hour to P1.25 per hour for student laborers both categories should not exceed 100 hours per month.



H - - BOARD RESOLUTION NO. 35, s. 1979

Approving the recommendation to increase the monthly allowance of the three British volunteers in ViSCA from ₱750.00 each to ₱900.00.

BOARD RESOLUTION NO. 35a, s. 1979

Approving the recommendation to give monthly stipend to the ViSCA Faculty Fellows, in lieu of their cost of living allowances at ₱400 to married fellows and ₱250 to single fellows.

I - - BOARD RESOLUTION NO. 36, s. 1979

Confirming the graduation of the twenty-five college students as recommended by the Academic Council, for the summer term of 1979.

BOARD RESOLUTION NO. 37, s. 1979

Approving the recommendation to change the term "incentive allowance" which in effect amends Board Resolution No. 7, s. 1978 particularly paragraph 4 which reads: "Fixed incentive allowance allowance of ₱150.00 per month to a deserving PRCRTC staff as may be determined by the Center Director, under such conditions as set forth by the center. etc..

J - - BOARD RESOLUTION NO 38, s. 1979

Authorizing the ViSCA College President to deposit as savings accounts grants from private companies or foundations such as the COCOFED scholarship funds in the PNB, IBAA or in any commercial bank and allowing him to delegate authority to any of his staff to transact business with said banks, and that all savings accruing to said deposits shall be treated as trust fund which shall be be used to support academic programs of the college.

BOARD RESOLUTION NO. 39, s. 1979

Approving the proposal to include the deserving ViSCA graduate scholars/faculty fellows whenever there are adjustments of the teaching and non-teaching staff members' remunerations, allowances and other benefits, effective upon approval, subject to availability of funds and COA rules and regulations.



APPROVED  
MINUTES OF THE 30TH REGULAR MEETING OF THE VISCA  
BOARD OF TRUSTEES HELD ON JULY 18, 1979  
AT THE OFFICE OF THE ASSISTANT  
MINISTER, MEC, MANILA



Present:

Hon. F. A. Bernardo  
President, VISCA  
Baybay, Leyte

Vice-Chairman  
(Presiding)

Hon. Vedasto G. Suarez  
Assistant Minister  
MEC, Manila

Represented Minister  
Juan L. Manuel

Hon. Jose M. Lawas  
Director  
Regional Development Staff  
NEDA, Manila

Member

Hon. Rufino D. Ayaso, Jr.  
Regional Director, BAEx  
Region VIII, Tacloban City

Consultant

Hon. Baldrich T. Ocaña  
Chief  
Program Coordination Division  
NEDA, Region VIII,  
Tacloban City

Consultant

Prof. Andres F. Duatin  
College Secretary  
VISCA, Baybay, Leyte

Secretary

The Vice-Chairman, Pres. F. A. Bernardo, called the  
meeting to order at 12:55 p.m.

I. Approval of the Minutes of the Previous Meeting:

The minutes of the Board meeting held on May 29, 1979,  
were approved after the following corrections were made:

Page 6, lines 11, 19 and 25--the term "noting" was  
changed to "approving".



Page 7, lines 10 and 31--the term "noting" was changed to "confirming".

Page 10, line 26--the phrase "(5) Director on Non-Formal Education," was deleted; line 27--"(6)" was changed to "(5)"; lines 34 and 35--the same correction as in lines 26 and 27.

Page 12, line 14--the preposition "of" after the word "salaries" was deleted.

II. Matters Arising from the Approved Minutes:

A. Appointment of Dr. Samuel S. Go as Vice-President for Administration

Pres. Bernardo informed the Trustees and Consultants that the appointment of Dr. Samuel S. Go as Vice-President for Administration as approved in the last meeting of the Board has been implemented but without the necessary staff. Another problem that the new office has is the lack of office space and equipment.

B. Proposal to Phase Out the Development Planning Office

The College President proposed to phase out the Development Planning Office and the functions to become integral part of the President's. It was also proposed that the DPO staff shall be split and relocated to the office of the Vice-President for Administration and the College President.

Dr. Lawas pointed out the importance of a planning office in any organization. The Board did not favor the phasing



1 out of the DPO and suggested that the matter be discussed  
2 with the ViSCA staff. The suggestion was well taken.

3 C. Basis For Granting Honorarium

4 Dr. Jose M. Lawas, NEDA's new representative to the  
5 ViSCA Board of Trustees, wanted to know the basis of the Board  
6 in granting honorarium. In answer to this query, Pres. Bernardo  
7 said that PD 470 which converted VAC into ViSCA authorizes the  
8 Board of Trustees to prescribe rules for its government and  
9 fix remunerations not contrary to law, as may be necessary.

10 III. Report of the College President:

11 Hon. F. A. Bernardo, ViSCA President, reported orally  
12 the following developments:

13 A. Inauguration of Some ViSCA Buildings

14 Pres. Bernardo reported that on July 2, 1979, the RTC-RD  
15 building complex and the Benjamin T. Romualdez Staff Housing  
16 Complex were inaugurated and blessed with assemblyman Waldo  
17 Perfecto as the main speaker. He lamented the fact that  
18 Governor Romualdez could not come to ViSCA.

19 B. Surprise Visit by Minister Sicat

20 National Economic Planning Minister Gerardo G. Sicat,  
21 together with Director Lawas, made a surprise visit to ViSCA  
22 last June 26, 1979. "The Minister noted the infra-structure  
23 of ViSCA and the activities in research; he encourage us to  
24 make a project proposal to obtain necessary equipment for  
25 research for submission to UNESCO", Pres. Bernardo reported.



C. Trip to Japan

The College President reported that his trip to Japan with some NSDB and other government officials resulted in the establishment of a link between the colleges/universities here and Japan for Ph.D. research programs in Agriculture. This agreement is a joint program of the JSPS and NSDB which allows Filipinos to undertake Ph.D. research work in Japan, exclusive of course work.

D. VICARP Seminar-Workshop at VisCA

Pres. Bernardo apprised the Board that a two-day VICARP seminar-workshop attended by representatives from the BPI, BAI, and FORI in Bohol and Cebu, was conducted at VisCA on July 13-14, 1979, to review the past and present research activities and set new goals for these cooperating agencies under the Visayas Coordinated Research Program.

E. Reorganization of VisCA

"The elevation to the Vice presidency for administration of former DPO director, Dr. Samuel S. Co, initially implements the newly approved VisCA reorganization," Pres. Bernardo informed the Board.

F. Students' Desire to Organize Student Council

The College President disclosed the expressed desire of the VisCA students to organize a student government to be governed by a student council. In this connection, Assistant Minister Suarez informed Pres. Bernardo that a guideline in the organization of student councils may be acquired from the



1 Minister's office. The College President expressed his gratitude  
2 for the guideline promised by Mr. Suarez.

3 G. Housing Loan

4 Pres. Bernardo bared plans of ViSCA to negotiate with DBP  
5 for a housing loan for ViSCA personnel. Loan repayments may  
6 come from rentals collected. On this regard, Dr. Jose M. Lawas  
7 reminded Pres. Bernardo to see the National Housing Authority  
8 for possible housing loans for ViSCA personnel. The suggestion  
9 was well taken.

10 At the instance of Mr. Suarez to have the President's  
11 report be in written form, President Bernardo apologized for  
12 his inability to have this report in written form, stating that  
13 his schedules prior to the Board meeting were tight.

14 H. Awards to Institutions/Individuals

15 Pres. Bernardo advanced the information that ViSCA  
16 intends to give special awards to individuals and institutions  
17 that have contributed to the development of ViSCA. The award-  
18 ing ceremony shall be a main feature during the 55th anniversary  
19 celebration, the President explained.

20 Regarding awards to individuals, the Trustees suggested  
21 to give the First Lady and even to farmers and fishermen for  
22 their outstanding accomplishments/achievements. The suggestion  
23 to give the First Lady a Plaque for "Human Settlement" was well  
24 taken by the President and promised to do it some other time.

25 On meals for jubilarians, Dr. Lawas suggested that ViSCA  
26 may solicit contributions from civic organizations. The sug-  
27 gestion was well taken.



IV. Administrative Matters:

A. Appointments of Personnel

Appointments of personnel under the Forestry and Crop Protection departments as authorized under Board Resolution No. 6, s. 1974 and appointments for key administrative staff for honorarium (Appendix A) were presented for Board action.

On motion made and duly seconded, the Board passed the following resolutions:

BOARD RESOLUTION NO. 29, s. 1979

Confirming the appointments of personnel as authorized under Board Resolution No. 6, s. 1974, of the ff:

1. Ms. Neriza O. Arche as Instructor at ₱10,776.00 p.a., effective June 5, 1979;
2. Ms. Ma. Rowena A. Ong Sotto as Assistant Instructor at ₱9,288.00 p.a., effective July 11, 1979;
3. Mr. Marcelo L. Bonita as Instructor at ₱11,904.00 p.a., effective June 6, 1979;
4. Ms. Julita G. Lambating as Instructor at ₱13,152.00 p.a., effective June 10, 1979; and
5. Ms. Felisa A. Flores as Instructor at ₱11,904.00 p.a., effective July 5, 1979.

All to take effect as recommended (Appendix A), subject to Civil Service and COA rules and regulations.

BOARD RESOLUTION NO. 29a, s. 1979

Approving the appointments for honorarium of the following:

1. Dr. Samuel S. Go as Vice-President for Administration at ₱500.00 per month, effective July 1, 1979;
2. Dr. Emiliana N. Bernardo as Director of Instruction at ₱300.00 per month, effective July 1, 1979;
3. Dir. Francisco G. Bascug as Director of Business and Administrative Affairs at ₱300.00 per month, effective July 1, 1979;
4. Dir. Manuel A. Ancheta as Director of Student Affairs and Development Planning at ₱300.00 per month, effective July 1, 1979;
5. Dr. Marianito R. Villanueva as Coordinator of Student Research at ₱300.00 per month, effective July 1, 1979;



6. Mr. Ernesto C. Bumatay as Acting Head of the Forestry Department at ₱250.00 per month, effective July 11, 1979;
7. Mr. Felito C. Lara, care of EDPITAF, as Technical Assistance Program Officer, Project Implementing Unit at ₱250 per month, effective January 1, 1979; and
8. Mr. Mamerto Cabos as Rural Development Sector Officer at ₱500.00 per month, effective January 1, 1979.

All to take effect as recommended (Appendix A) subject to availability of funds and COA rules and regulations.

B. Budget 55th Anniversary Celebration

A proposal recommending Board approval for the budget for the 55th anniversary celebration of ViSCA was presented (Appendix B).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 30, s. 1979

Approving the recommended budget for the ViSCA 55th Anniversary celebration to be held on August 31 to September 1, 1979 and allowing the expenditure of the proposed amount of ₱41,439.70 (Appendix B) chargeable to available funds for supplies and materials, transportation, and sundry, with the suggestion for the College to solicit donations/contributions from civic-spirited citizens to augment the appropriated amount to defray other necessary expenses for the anniversary celebration, subject to COA rules and regulations.

C. Proposed Hiring Rate for ViSCA Academic Staff

The proposed hiring rate for ViSCA academic staff, a hiring rate within the OCPC salary steps as prescribed in BC 292-A was presented (Appendix C).

It was also proposed that the salary rates of incumbents of positions who are receiving less than the proposed



1 hiring rate be adjusted accordingly effective January 1, 1980  
 2 (Appendix C1).

3 On motion made and duly seconded, the Board passed the  
 4 following resolutions:

5 BOARD RESOLUTION NO. 31, s. 1979

6 Approving the proposed hiring rate for  
 7 VisCA Academic staff (Appendix C), as authorized  
 8 under Budget Circular No. 292-A, to take effect  
 9 upon approval, subject to availability of funds,  
 10 Civil Service and COA rules and regulations.

11 BOARD RESOLUTION NO. 31a, s. 1979

12 Approving the recommendation that incumbents  
 13 of positions who are receiving less than the hiring  
 14 rate be adjusted as proposed (Appendix C1), effective  
 15 January 1, 1980, subject to availability of funds  
 16 and COA rules and regulations.

17 D. Proposed Uniform Privileges for VisCA Scholars

18 A proposal was presented recommending uniform monthly  
 19 stipend for the VisCA college scholars (old and new) as follows:  
 20 for full scholars, ₱300.00 each per month and for partial  
 21 scholars, ₱250.00 each per month, to take effect on the second  
 22 semester, SY 1979-1980 (Appendix D).

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

24 BOARD RESOLUTION NO. 32, s. 1979

25 Approving the recommendation to give uniform  
 26 privileges to the VisCA college scholars by granting  
 27 monthly stipends of ₱300 each to the full scholars  
 28 and ₱200 each to the partial scholars, both entrance  
 29 and old scholars, to take effect not earlier than the  
 30 Second Semester, SY 1979-80, subject to availability  
 31 of funds and COA rules and regulations (Appendix D).

32 E. Proposed Wage Structure for Daily Wage Personnel

33 A new grouping of positions in accordance with the OCPC  
 34 range for each position title and corresponding wage rates



(Appendix E) and the corresponding policies and guidelines of implementation (Appendix E<sub>1</sub>) was presented.

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 33, s. 1979

Approving the recommended Wage Structure for Daily Wage Personnel and confirming the new grouping of positions, subject to the OCPC wage range allocations for each position title and corresponding wage rate (Appendix E).

Also, approving the accompanying implementing guidelines as enumerated in the proposed Policies and Conditions for implementing the new wage structure (Appendix E<sub>1</sub>).

To take effect upon approval, subject to availability of funds and COA rules and regulations.

F. Proposed: Increase of Wages of Student Work Grantees

A proposal was presented recommending the increase of hourly rates for student work grantees from ₦1.00 to ₦1.50/hour for student assistants and from ₦0.75 to ₦1.25 per hour for student laborers, for not more than 100 working hours a month for both groups, to take effect upon approval (Appendix F).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 34, s. 1979

Approving the recommendation to increase the wage of student work grantees from ₦1.00 per hour to ₦1.50 per hour for student assistants and from ₦0.75 per hour to ₦1.25 per hour for student laborers (Appendix F), provided that the total working hours per month for both categories should not exceed 100 hours, to take effect upon approval, subject to availability of funds and COA rules and regulations.

G. Request for Increased Allowance

1. Monthly allowance for British volunteers in ViSCA.

It was proposed that the monthly allowances for the three



1 British volunteers working in ViSCA be increased from ₦750  
2 to ₦900 effective January 1979 (Appendix G).

3 2. A proposal was also presented recommending to grant  
4 monthly stipends to the ViSCA faculty fellows in lieu of their  
5 cost of living allowances which was prohibited by BC No. 305,  
6 and the increase of said financial assistance from ₦350 to  
7 ₦400 each per month to married fellows and from ₦200 to ₦250  
8 each per month to single fellows, to take effect on the second  
9 semester, SY 1979-80 (Appendix G<sub>1</sub>).

10 On motion made and duly seconded, the Board passed  
11 the following resolutions:

12 BOARD RESOLUTION NO. 35, s. 1979

13 Approving the recommendation to increase the  
14 monthly allowance of the three British volunteers in  
15 ViSCA from ₦750.00 each to ₦900.00 each (Appendix G),  
16 effective January 1, 1979, subject to availability  
17 of funds and COA rules and regulations.

18 BOARD RESOLUTION NO. 35a, s. 1979

19 Approving the recommendation to give monthly  
20 stipend to the ViSCA Faculty Fellows, in lieu of  
21 their cost of living allowances at ₦400 to married  
22 fellows and ₦250 to single fellows (Appendix G<sub>1</sub>),  
23 effective upon approval, subject to availability of  
24 funds and COA rules and regulations.

25 H. Candidates for Graduation, Summer 1979

26 Twenty-five candidates for graduation from the six  
27 different curricula, as of summer 1979, were presented for  
28 the confirmation of their graduation. The distribution of  
29 these graduates follow: BSA, 5; BSADE, 1; BSAH, 1; HET, 2;  
30 FR, 1; and CPT, 15 (Appendix H).



On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 36, s. 1979

Confirming the graduation of the twenty-five college students as recommended by the Academic Council, for the summer term of 1979, (Appendix H) subject to existing rules and regulations relative to the requirements for graduation.

IV. Other Matters:

I. Proposed Amendment of Board Resolution No. 7, s. 1978

The proposal to amend Board Resolution No. 7, s. 1978, recommends the change of the term "incentive allowance" to "honorarium" without any further modification in the provisions of said resolutions (Appendix I).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 37, s. 1979

Approving the recommendation to change the term "incentive allowance" (Appendix I), which in effect amends Board Resolution No. 7, s. 1978 (Appendix I), particularly paragraph 4 which reads: "Fixed incentive allowance of \$150.00 per month to a deserving PRORTC staff as may be determined by the Center Director, under such conditions as set forth by the center" (Appendix B), and now reads: "Fixed honorarium of \$150 per month to a deserving PRORTC staff as may be determined by the Center Director, under such conditions as set forth by the center (Appendix B), to take effect upon approval."

J. Construction of Administration, Library, and Forestry Building

A proposal was presented recommending that VisCA award a contract for the construction of the forestry building (1st phase) to Pajara Construction Co., the winning bidder, and to negotiate for the labor in the construction of the administration and library buildings to minimize the construction costs (Appendix J).



Board action: Suggested further study for other possible ways of handling the construction in the face of limited capital outlay.

K. Authorizing the College President to Deposit as Savings Account COCOFED Scholarship Funds

It was proposed that the ViSCA College President be authorized to deposit as savings account in the name of the COCOFED scholarship funds in the IBAA, or any commercial bank and allowing him to delegate authority to any of his staff to transact business with said banks (Appendix K).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 38, s. 1979

Authorizing the ViSCA College President to deposit as savings account grants from private companies or foundations such as the COCOFED scholarship funds in the PNB, IBAA or in any commercial bank and allowing him to delegate authority to any of his staff to transact business with said banks, and that all savings accruing to said deposits shall be treated as trust fund which shall be used to support academic programs of the college (Appendix K).

L. Recommendation to Include ViSCA Scholars In Salary Adjustments

A proposal was presented to include ViSCA scholars whenever there are adjustments of the teaching staff and non-teaching staff members' recommendations, allowances and other benefits (Appendix L).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 39, s. 1979

Approving the proposal to include the



deserving ViSCA graduate scholars/faculty fellows whenever there are adjustments of the teaching and non-teaching staff members' remunerations, allowances and other benefits, (Appendix L) effective upon approval, subject to availability of funds and COA rules and regulations.

There being no other matter to discuss, the presiding officer, Vice Chairman F. A. Bernardo, adjourned the meeting at 3:25 p.m.

Certified True and Correct:

(SGD.) ANDRES F. DUATIN  
Secretary

Attested:

(SGD.) Pres. F. A. BERNARDO  
Vice-Chairman

Approved as is  
October 9, 1979



Appointments of Personnel

I. Appointments Authorized under Board Resolution No. 6, s. 1974

Effectivity: July 1, 1979

Crop Protection

1. Ms. Neriza C. Arche  
BS in Biology  
Univ. of San Carlos 1979

Director of Student Affairs  
& Development Planning  
Instructor  
P300.00  
P10,776.00 p.a.  
Item No. 132 (10)  
Effective: June 5, 1979

2. Ms. Ma. Rowena A. Ong Sotto  
BS in Biology (Microbiology)  
UPLB 1979

Coordinator  
Research  
Assistant Instructor  
P300.00  
P9,288.00 p.a.  
Item No. 132 (11)  
Effective: June 11, 1979

6. Mr. Ernesto C. Sumatay  
BS in Forestry - UPLB

Acting Head  
Dept. of Forestry  
P250.00 per month  
Effective: July 11, 1979

Forestry

3. Mr. Marcelo L. Bonita  
BS in Forestry with 27 units in MSF  
UPLB 1974

Instructor  
P11,904.00 p.a.  
Item No. 52 (1)  
Effective: June 6, 1979

Agricultural Engineering & Applied Math.

4. Ms. Julita G. Lambating  
MA in Education (Mathematics)  
Univ. of San Carlos 1979

Rural  
Off.  
Instructor  
P13,152.00 p.a.  
Item No. 132  
Effective: June 10, 1979

Experimental Rural High School

5. Ms. Felisa A. Flores  
BS in Ag. Education with 48 units  
in MA  
Centro Escolar Univ. 1955

Instructor  
P11,904.00 p.a.  
Item No. 132 (13)  
Effective: July 5, 1979

Appointments for Honorarium

1. Dr. Samuel S. Go
2. Dr. Emiliana N. Bernardo

Vice-President for  
Administration  
P500.00 per month  
Effectivity: July 1, 1971

Director of Instruction  
P300.00 per month  
Effectivity: July 1, 1979



3. Dir. Francisco G. Bascug Director of Business  
& Administrative Affairs  
P300.00 per month  
Effectivity: July 1, 1979

Food and Refreshment:

4. Dir. Manuel A. Ancheta Director of Student Affairs  
& Development Planning Office\*  
Regular meals - 3 days (3 breakfast & P300.00 per month  
(3 supper @ P5.00) Effectivity: July 1, 1979

5. Dr. Marianito R. Villanueva Coordinator of Student  
Research  
(3 supper @ P10.00) P300.00 per month  
Effectivity: July 1, 1979

6. Mr. Ernesto C. Bumatay Acting Head  
Dept. of Forestry P15,450.00  
P250.00 per month  
Effectivity: July 11, 1979

7. Mr. Felicio C. Lara Technical Assistance Program  
c/o EDPITAF Officer 10,000.00  
Project Implementing Unit  
Reception and registration P250.00 per month 300.00  
Effectivity: January 1, 1979

Transportation:

8. Mr. Mamerto Cabos Rural Development Sector  
c/o EDPITAF Officer  
4 drums gasoline @ 449.40 Project Implementing Unit  
2 drums diesel @ 312.90 P500.00 per month  
Plane fare for 5 guests @ 565.00 Effectivity: January 1, 1979

Thanksgiving Mass (flowers and candles) 200.00

Program and Invitation 1,000.00

\* Until December 31, 1979 only as Director of  
Development Planning in concurrent capacity 4,000.00

Contingency 5,000.00

T O T A L 42,439.70



## PROPOSED HIRING RATE FOR VISCA ACADEMIC STAFF

(Based on Budget Circular No. 292-A)

Budget 55th VISCA Anniversary**Food and Refreshment:**

Lunch -- 2 (600 persons @ ₱10) -- -- -- ₱12,000  
 Regular meals -- 3 days (3 breakfast @ ₱5.00) -- -- -- 450  
 (3 lunch @ ₱10) -- 900  
 (3 supper @ ₱10) -- 900

For 30 persons

Snacks -- 4 snacks @ ₱3.00 (100) -- -- -- 1,200 ₱15,450.00

Exhibits, crop field day and rodeo (excluding site development for rodeo which is a permanent improvement chargeable to capital outlay) -- -- -- -- 10,000.00

Reception and registration -- -- -- -- 300.00

**Transportation:**

oil 2 pails @ 120.65 -- -- -- 241.30  
 4 drums gasoline @ 449.40 -- -- -- 1,797.60  
 2 drums dielsoline @ 312.90 -- -- -- 625.80  
 Plane fare for 5 guests @ 565.00 -- 2,825.00 5,489.70

Thanksgiving Mass (flowers and candles) -- -- -- 200.00

Program and Invitation -- -- -- 1,000.00

Awards and recognition (including publication) -- -- 4,000.00

Contingency -- -- -- 5,000.00

T O T A L 41,439.70

Associate Professor -- 18 I - 20,580 18,936 26,386

II - 22,728

Full scholars III - 23,892/month

Partial scholars IV - 26,388/month

Professor -- 21 I - 29,148 25,116 35,532

II - 30,624

III - 32,184

IV - 35,532



## PROPOSAL: UNIFORM PRIVILEGES FOR VISCA SCHOLARS

## PROPOSED HIRING RATE FOR VISCA ACADEMIC STAFF

## A. RATIONALE (Based on Budget Circular No. 292-A)

**RATIONALE:** With the purpose of attracting more quality students to VISCA and in attempting to put the VISCA scholars' privileges

National Budget Circular No. 292-A which amends Budget Circular No. 292, prescribed for the standardization of salary rates for the teaching staff of state colleges and universities which provides eight steps for each salary grade. However, paragraph 7.0 of the circular provides that the "governing boards may propose the hiring rate for teaching position within the steps of each salary grade, provided that the appointee meets the prescribed qualification standards under the approved criteria of equivalents for the respective university/college."

To enable the college to offer to new recruits a salary rate as much as the present rate of the college staff, a hiring rate within the CCPC salary steps is hereby presented.

It is also proposed that incumbents of positions who are receiving less than the hiring rate be adjusted accordingly effective January 1, 1980. This proposal was approved increasing the stipend to P250 and P150 for the full and the partial scholars respectively, and the book allowance to P200.00.

To summarize, this is how the VISCA scholarship privileges now look like.

APPENDIX C1

<u>PROPOSED RATE</u>	<u>Stipend</u>	<u>CCPC SALARY GRADE</u>	
		<u>Minimum</u>	<u>Maximum</u>
<u>Entrance Scholars:</u>			
Assistant Instructor I - SG 11	I - 9,288.00	9,288	13,152
	II - 10,260.00		
Partial	III - 11,328		200.00/semester
<u>Old Scholars:</u>			
Instructor I - SG 12	I - 10,776	10,260	14,532
	II - 11,904.00		
Full	III - 13,152		
Partial	IV - 14,532		
Assistant Professor - SG 15	I - 15,264	13,824	19,584
	II - 16,044		
	III - 17,724		
	IV - 19,584		
To bridge this gap which is the difference between the monthly stipend for all scholars and to be at par with other scholarships it is proposed that the monthly stipend for all scholars be as follows:			
Associate Professor - SG 18	I - 20,580	18,936	26,386
	II - 22,728		
Full scholars	III - 23,892		
Partial scholars	IV - 26,388		
Professor Full - SG 21	I - 29,148	25,116	35,532
	II - 30,624		
	III - 32,184		
	IV - 35,532		



## PROPOSAL: UNIFORM PRIVILEGES FOR VISCA SCHOLARS

## A. RATIONALE

With the purpose of attracting more quality students to VISCA and in attempting to put the VISCA scholars' privileges at par with other scholars, a proposal to increase the stipend and book allowance of entrance scholars was submitted in March, 1979. This proposal identified two sets of entrance scholars: full and partial-both of whom would get a book allowance of ₱200/semester with a monthly stipend of ₱300 and ₱250 respectively. Subsequently, the Board of Trustees approved this proposal although the latter's proposed stipend was decreased to ₱200.00 or ₱50.00 less than what had been earlier advertised to prospective scholarship applicants.

In May, 1979, another proposal, aimed to bridge the gap between the new and the old scholars was made. Equalizing the privileges was impossible however, due to projected lack of funds. To compromise, the proposal was changed to request instead, for a fifty-peso increase in stipend and in the book allowance. This proposal was approved increasing the stipend to ₱250 and ₱150 for the full and the partial scholars respectively, and the book allowance to ₱200.00.

To summarize, this is how the VISCA scholarship privileges now look like.

<u>Type</u>	<u>Stipend</u>	<u>Book Allowance</u>
Entrance Scholars:		
Full	₱300.00	₱200.00/semester
Partial	200.00	200.00/semester
Old Scholars:		
Full	₱250.00	₱200.00/semester
Partial	150.00	200.00/semester

## B. PROPOSAL

To bridge this gap which favors the new scholars and to be at par with other scholarships it is proposed that the monthly stipend for all scholars be as follows:

Full scholars - ₱300.00/month  
 Partial scholars - ₱200.00/month

It is further proposed that these new privileges take effect



during the second semester.

This proposal if implemented will still be within the 1979 budget as reflected in the attached Budget Report, a circumstance brought about by the decrease in the number of scholars.

BUDGET REPORT  
FY 1979

FY Scholarship Budget

₱300,000.00

January - March 1979

Stipends: Full scholars	49 @ ₱200.00 for 3 mos.	₱ 29,400.00
Partial scholars	64 @ ₱100.00 for 3 mos.	<u>19,200.00</u>
Sub-Total		₱ 48,600.00

Summer 1979

Stipends: Full scholars	16 @ ₱200.00 for 2 mos.	₱ 6,400.00
Partial scholars	30 @ ₱100.00 for 2 mos.	<u>6,000.00</u>
Sub-Total		₱ 12,400.00

First Semester 1979-80 (June-October)

Entrance Scholars:

Stipends: Full scholars	2 @ ₱300.00 for 5 mos.	₱ 3,000.00
Partial scholars	9 @ ₱200.00 for 5 mos.	<u>9,000.00</u>

Upperclass Scholars:

Stipends: Full scholars	17 @ ₱250.00 for 5 mos.	₱ 21,250.00
Partial scholars	41 @ ₱150.00 for 5 mos.	<u>30,750.00</u>
Book allowance for all - ₱200/sem.		<u>13,800.00</u>
Sub-Total		₱ 77,800.00

Budget for November- December, 1979 based on proposed increase and projected number of scholars:

Stipends: Full scholars	30 @ ₱300.00 for 2 mos.	₱ 18,000.00
Partial scholars	65 @ ₱200.00 for 2 mos.	<u>26,000.00</u>
Book allowance for all-95 @ ₱200/sem.		<u>19,000.00</u>
Sub-Total		₱ 63,000.00

Grand Total for FY 1979 ~~₱201,800.00~~

Balance on Budget ..... ~~₱98,200.00~~

PROPOSER:

NELLIE G. CAPUYAN  
Guidance Counselor



## PROPOSED WAGE STRUCTURE FOR DAILY WAGE PERSONNEL

## Rationale:

A good percentage of the supportive staff in VisCA is composed of casual or daily wage employees who are hired not for emergency work but for their services which are needed throughout the year. In spite of this, they have to be hired as casuals because VisCA does not have regular items for them in the College Plantilla of Personnel. These are the laborers, drivers, clerks, carpenters, ground maintenance crew and other workers who are performing the routine work and no less contributing to the day to day operations of the college to attain its goals.

Budget Circular No. 305 which provides for salary adjustment of government employees did not specifically provide for salary adjustment for daily wage personnel. Considering that this group of employees are more adversely affected by the price increases than the higher level staff, it is just fair to give them some wage increases within the provisions of the aforementioned Circular.

Hereunder presented is a new grouping of positions in accordance with the OCPC range for each position title and the corresponding wage rates.

WAGE SCHEDULE

<u>Group</u>	<u>Wage Grade Allocation</u>	<u>Wage Grade</u>	<u>Daily Rate</u>
I	1 - 5	1	₱ 10.00
		2	11.00
II	2 - 6	3	12.00
		4	13.00
III	3 - 7	5	14.00
		6	15.00
IV	4 - 9	7	16.00
		8	17.00
V	5 - 10	9	18.00
		10	19.00
VI	6 - 11	11	20.00
		12	21.00
VII	7 - 12		



POSITION GROUPING

Group I - Animal Caretaker  
Food Service Worker  
Helper (Construction, Carpentry  
Mechanic, Masonry, Domestic)  
Gardener  
Janitor  
Laborer  
Laundry Worker

Group II - Battery Man  
Clerical Aide  
Cook  
Farm Aide  
Dental Aide  
Laboratory Aide  
Library Aide  
Light Equipment Operator  
Medical Aide  
Messenger

Nursing Attendant  
Road/Drainage/Sewer  
Maintenance Man  
Store Aide  
Toolkeeper  
Tractor Operator Assistant  
Utility Man  
Watchman  
Executive/Guest House  
Caretaker

Group III - Bookbinder  
Mason  
Mimeograph Operator  
Plant Propagator  
Plowman  
Senior Janitor  
Security Guard

Group IV - Carpenter  
Clerk  
Driver  
Farm Foreman  
Forest Guard  
Head Janitor  
Laboratory Technician

Lifeguard  
Mechanical Plant Operator  
Painter  
Plumber  
Storekeeper  
Varnisher

Group V - Accounting Clerk  
Admissions Aide  
Administrative Aide  
Assistant Buyer  
Auditing Aide  
Audio-Visual Operator  
Budget Aide  
Driver-Mechanic  
Draftsman  
Library Assistant

Electrician  
Heavy Equipment Operator  
Illustrator  
Labor Foreman  
Machinist  
Mechanic  
Personnel Aide  
Photographer  
Welder

Group VI - Buyer  
Legal Aide  
Motor Pool Dispatcher  
Radio Operator  
Research Aide  
Statistical Aide  
Supplies Checker

Group VII - Carpentry Shop Foreman  
Construction Foreman  
Building Maintenance Foreman  
Machine Shop Foreman



POLICIES AND CONDITIONS FOR THE IMPLEMENTATION  
OF THE NEW WAGE STRUCTURE

1. Daily wage of incumbents below the minimum grade of the position shall be adjusted to the minimum of the wage grade allocation of the position group.
2. If the actual rate is equal to or higher than the minimum grade of the position, the wage shall be adjusted to the next grade, provided, the incumbent has served VISCA at least six months prior to the effectivity of the increase/adjustment and provided further, that the adjusted rate shall not exceed the maximum grade allocated to the position or group.
3. Employees/laborers who will be promoted from one position group to another shall be given the minimum grade of the group; provided, that if the actual wage is equal to or higher than the minimum grade of the group to which he is promoted, he shall be given the next wage grade; Provided further, that the adjusted rate shall not exceed the minimum grade allocated to the position, and provided, finally, that the employee/laborer meets the qualification requirements of the position and subject to paragraph 5.
4. The hiring rate of daily wage employee/laborer after the adjustment of incumbents are effected, shall be the first grade of the group wage allocation, provided, that when the skill and training of the applicant is considered special and in short supply in the locality and the college is in dire need of such skilled labor, the hiring rate may be higher than the minimum of the wage grade subject to the approval of the Selection Board, and provided, the hiring rate shall not exceed the maximum wage grade of the group.



5. Subsequent wage adjustments more than the one grade allowed herein or promotion to a higher group is subject to the approval of the Promotion Board which shall determine the qualification requirements for each occupational grouping.
6. In no case shall the aggregate wage for the month exceed the equivalent monthly salary of the position per OCP range.
7. Employees to be assigned to the Manila or Cebu offices may be hired two grades higher than the grade allocation provided in the position grouping subject, however, to condition No. 6 hereof.
8. Wage adjustment will take effect upon the availability of funds.



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

I. Monthly Allowance of Student Work Grantees in VISCA  
OFFICE OF STUDENT AFFAIRS

Three British volunteer workers have been working with VISCA since October 1977 two of whom are with the Department of Animal Sciences and one is with the Department of Agricultural Extension. The College is paying them a monthly allowance of P750.00 each in lieu of a regular salary. For the duration of their stay, this is all the amount they could get for their maintenance.

Nationals:

Realizing that they are receiving an amount less than the minimum, Every semester for the last five years, no less than fifty students are assisted through student labor/assistantship. These needy students solely or mostly depend on their earnings for their fees and subsistence - earnings which amount to a maximum total of P100.00 for assistants and P75.00 for student laborers per month. There has been no increase in the wages despite the rising cost of living, neither has the number of maximum hours/month allowed a working student been increased.

To help the working students cope with the rising prices of school supplies and subsistence, it is strongly proposed that the wages be increased in the following manner:

II. Stipend of VISCA Faculty Fellows in lieu of Cost of Living Allowance

	Present Rate	Proposed Rate
Student Assistant	P1.00/hour	P1.50/hour
Student Laborer	.75/hour	1.25/hour

It is further proposed that the new rate take effect immediately upon approval.

(SGD.) NELLIE G. CAPUYAN  
Guidance Counselor

TRUE COPY:  
from the original

ROMEO O. YAP  
O.C.S. Clerk  
Sept. 25, 1979



## VISAYAS STATE COLLEGE OF AGRICULTURE APPENDIX G

Baybay, Leyte

OFFICE OF THE CHANCELLOR  
REQUEST FOR INCREASED ALLOWANCESTENTATIVE LIST OF CANDIDATES FOR GRADUATIONI. Monthly Allowance of British Volunteers in VISCA

Three British volunteer workers have been working with VISCA since October 1977 two of whom are with the Department of Animal Science and one is with the Department of Agricultural Economics. The College is paying them a monthly allowance of ₱750.00 each in lieu of a regular salary. For the duration of their stay, this is all the amount they could get for their sustenance.

Realizing that they are receiving an amount less than the minimum salary of our regular instructors and considering that the salary of regular college staff have been adjusted twice since October 1977 it is only fair to increase their monthly allowance. It is proposed that their monthly allowance be increased from ₱750 to ₱900 effective January 1979, subject to availability of funds.

Matalom, Leyte

Thesis:

MARKETING STRUCTURE OF COPRA IN MATALOM, LEYTE

Daylinda B. AgEcon Completed  
San Isidro, Surigao del Norte

Thesis:

II. Stipend of VISCA Faculty Fellows in lieu of Cost of Living Allowance

Rayzen P. AgEcon Completed Completed Completed

National Budget Circular No. 305, s. 1979 prohibits the payment of cost of living allowance to government employees. Among those affected by this prohibition are the VISCA faculty scholars who are granted certain financial assistances, including cost of living allowance instead of stipend.

Considering the increasing cost of living, the administration believes the VISCA faculty members who are pursuing graduate work need some additional financial help other than just school fees. It is, therefore, requested that the faculty fellows be granted a monthly stipend in the amount of Four Hundred Pesos (₱400.00) for married staff members and Two Hundred Fifty (₱250.00) for those who are single in lieu of their present cost of living allowance. The increase in rate is subject to availability of funds and shall be effected not earlier than the second semester of school year 1979-1980.

Tacloban City

DEPARTMENT OF SCIENCE IN HOME ECONOMICS (BSHE):

N- O- N- E



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte  
Office of the College Secretary

TENTATIVE LIST OF CANDIDATES FOR GRADUATION  
Summer, 1979

BACHELOR OF SCIENCE IN AGRICULTURE (BSA):				REQUIREMENTS FOR GRADUATION		
<u>Name</u>	<u>Major</u>	<u>ACADEMIC</u>	<u>PD 1153</u>	<u>YCAP</u>	<u>CLEARANCE</u>	
MALLESTEROS, Raynaldo B. AgEcon Magallanes, Agusan del Norte Thesis: MANAGEMENT AND ECONOMIC ANALYSIS OF TWO TROPICAL FISHPONDS IN MAGALLANES, AGUSAN DEL NORTE		Completed	Complied	Complied	Complied	
MAILING, Jaime Q. AgEcon Ormoc City Thesis: PALAY MARKETING IN ALBUERA, LEYTE		Completed	Complied	Complied	Complied	
MELANO, Benjamin S. AgEcon Matalom, Leyte Thesis: MARKETING STRUCTURE OF COPRA IN MATALOM, LEYTE		Completed	Complied	Complied	Complied	
MIMPAS, Daylinda B. AgEcon San Isidro, Surigao del Norte Thesis: A CASE STUDY ON MASAGANA 99 in TUGBONG, KANANGA, LEYTE		Completed	Complied	Complied	Complied	
MORIO, Rayzen P. AgEcon Ormoc City Thesis: STRUCTURE AND FUNCTIONS OF THE OCCIDENTAL LEYTE FARMERS' MULTI-PURPOSE COOPERATIVE ASSOCIATION INCORPORATED		Completed	Complied	Complied	Complied	
<u>BACHELOR OF SCIENCE IN AGRIC'L DEV'T. EDUC. (BSADE):</u>						
MITAGA, Wilma A. DevCom Abuyog, Leyte Thesis: A SURVEY ON CES BALITA READERSHIP IN THE THREE VISCA SOCIAL LABORATORY BARANGAYS		Final copy of thesis not submitted	None	Complied	None	
<u>BACHELOR OF SCIENCE IN AG. HOMEMAKING (BSAH):</u>						
ALADA, Virginia T. FoodTech Tacloban City		Completed	Complied	Complied	Complied	
<u>BACHELOR OF SCIENCE IN HOME ECONOMICS (BSHE):</u>						

N - O - N - E



Name	ACADEMIC	REQUIREMENTS FOR GRADUATION		
		PD 1153	YCAP	CLEARANCE
<u>ECONOMICS TECHNICIAN (HET):</u>				
CONSTANTINO, Eduardo P. Hinunangan, So. Leyte	Completed	Complied	Complied	Complied
MEYER, Ramon H. Catbalogan, Samar	Completed	Complied	Complied	Complied
<u>WET RANGER:</u>				
AMPIOS, Nilda E. Tudela, Cebu	Completed	Complied	None	None
<u>PRODUCTION TECHNICIAN (CPT):</u>				
MOGADIE, Enrique E. Hindang, Leyte	Completed	Complied	Complied	Complied
ABOEU, Leonila M. Baybay, Leyte	Completed	Complied	Complied	Complied
ABAB, Edgardo E. Ormoc City	Completed	Complied	None	None
ABUTAN, Rosmarie C. Nasipit, Agusan del Norte	Completed	Complied	Complied	Complied
ABDECHADO, Reynaldo V. Javier, Leyte	Completed	Complied	Complied	None
ABDOY, Federico, Jr. P. Baybay, Leyte	Completed	Complied	Complied	Complied
ABNZAGA, Nicerato, Jr. P. Baybay, Leyte	Completed	Complied	Complied	Complied
ABUTAS, Roberto C. Butuan City	Completed	Complied	Complied	Complied
ABUCATONG, Eulalia A. Maasin, So. Leyte	Completed	Complied	Complied	Complied
ABLASAGA, Felixberto T. Maasin, So. Leyte	Completed	Complied	Complied	Complied
ABLASAGA, Joveniano A. Maasin, So. Leyte	Completed	Complied	Complied	Complied
ABANZA, Hilario P. Pilar, Cebu	Completed	Complied	Complied	None



	<u>Name</u>	<u>ACADEMIC</u>	<u>REQUIREMENTS FOR GRADUATION</u>		
			<u>PD 1153</u>	<u>YCAP</u>	<u>CLEARANCE</u>
OLMEDO	, Mary Jane Y. Baybay, Leyte	Completed	Complied	Complied	Complied
ORACION	, Romeo C. Baybay, Leyte	Completed	Complied	Complied	Complied
VERTUDAZO	, Elsie San Ricardo, So. Leyte	Completed	Complied	Complied	Complied

## Summary:

BSA	.....	5
BSADE	.....	1
BSAH	.....	1
HET	.....	2
FR	.....	1
CPT	.....	15
Total	.....	<u>25</u>



BOARD RESOLUTION NO. 7, s. 1978/  
 VISAYAS STATE COLLEGE OF AGRICULTURE  
 PHILIPPINE ROOT CROP RESEARCH & TRAINING CENTER  
 Baybay, Leyte

Approving the proposed operational schemes of the Philippine Root Crop Research and Training Center at VISCA, particularly the granting of honoraria to the following: June 15, 1979

1. Fixed honorarium of ₱150.00 per month to the head of The Board of Trustees is affiliated with PRORTC, under such conditions (Visayas State College of Agriculture - Appendix B), Baybay, Leyte

2. Honoraria of up to ₱300.00 per month to headmost responsible individuals in stations where the Center conducts research for such conditions as set forth by the Center (Appendix B).

Sirs:

3. Honoraria to VISCA Staff members, excluding PRORTC staff

I would like to request reconsideration of the provision funded of Board Resolution No. 7, s. 1978 referring to the granting of honoraria to department heads and researchers working on root crops. A copy of the Resolution is attached.

4. Fixed incentive allowance of ₱150.00 per month to a deserving individual.

To put all items in the same context, I would like to request the change of the term "incentive allowance" into "honorarium" in letter "D" of the Resolution without any further modification in the item. Honorarium is more descriptive of this compensation given to PRORTC staff in the same manner of that other government agencies like PCARR and NDB grant honoraria to projects funded by them. The only difference is that deserving PRORTC shall receive a fixed amount of honorarium while those from other units will receive honoraria in accordance to the number of their projects funded by PRORTC. This token honorarium will somehow allay any feeling of discrimination among the PRORTC staff as regards the granting of honoraria considering that there are many researchers in other VISCA units conducting projects funded by PRORTC and are, therefore, receiving honoraria.

Thank you very much for your continuous support and consideration.

Excerpts from the minutes of the 23rd regular meeting of the Board of Trustees held on April 5, 1978, Very truly yours,  
 VISCA, Baybay, Leyte

TRUE COPY:

from the original

(SGD.) M. R. VILLANUEVA

Director

H. C. YAP  
 C.C.S. Clerk  
 9-25-79



BOARD RESOLUTION NO. 7, s. 1978<sup>1/</sup>

July 3, 1979

1 Approving the proposed operational schemes of the Philip-  
 2 pine Root Crop Research and Training Center at VISCA, particularly  
 3 the granting of honoraria to the following:

4 1. Fixed honorarium of ₱150.00 per month to the head of  
 5 department which is affiliated with PROCRC, under such conditions  
 6 as set forth by the Center (Appendix B).

7 2. Honoraria of up to ₱300.00 per month to heads of res-  
 8 possible individuals in stations where the Center conducts  
 9 regional trials, under such conditions as set forth by the  
 10 Center (Appendix B).

11 3. Honoraria to VISCA Staff members, excluding PROCRC staff  
 12 members, undertaking research on root crops approved and funded  
 13 by PROCRC under such conditions as set forth by the Center  
 14 (Appendix B).

15 4. Fixed incentive allowance of ₱150.00 per month to a deser-  
 16 ving PROCRC staff as may be determined by the Center Director,  
 17 under such conditions as set forth by the Center (Appendix B).

18 The proposal also provides that, at the discretion of the  
 19 PROCRC Director and/or of the VISCA President for reasons of  
 20 lack of funds, conflict of policies or for any other legitimate  
 21 reasons, the above-mentioned honoraria system may be terminated  
 22 anytime.

23 The foregoing approved proposals take effect immediately,  
 24 subject to availability of funds.

4. For the administration building, the lowest bidder for both  
 based bid and the proposal II is Kubaib Construction in the amount of  
 ₱6,530,000 and ₱2,840,000 respectively. The government estimate is  
 ₱2,391,046 or 39% lower than the lowest based bidder.

1/ Excerpts from the minutes of the 23rd regular meeting of the  
 Board of Trustees held on April 5, 1978, at the COCOFED Rest House, in the  
 VISCA, Baybay, Leyte. The bid proposal for, the bidder quoted for only four  
 units, namely, the administration units, library wing, the ranger rooms  
 and the BSF room. The lowest bidder for this section is Pajara Cons-  
 truction in the amount of ₱1,828,670. For the proposal II which itemizes  
 the whole building, the two bidders the committee is considering are  
 Bureks Construction and Pajara Construction. Their itemized bid are  
 as follows:



July 3, 1979

Dr. F. A. Bernardo  
President, VISCA  
Baybay, Layte

SUBJECT: Recommendation for the construction of the VISCA  
Library Building, Administration Building, and  
Agro-reforestation Building

The Committee on bids and awards is conducting the public bidding at the VISCA guest house, VISCA Campus on June 29, 1979 at 2:30 p.m. as provided for in the bids documents issued for the construction for the library building, administration building and the agroreforestation building.

For your guidance, the committee is summarizing hereunder the following relevant information:

1. As listed in the attached abstract bids, all of the 4 pre-qualified bidders who were issued bid documents participated in the public bidding. Please note in the attachment that Pajara Construction withdrew its proposal for the administration building.
2. Bids for all buildings are categorized as based bids for the construction of the whole building and proposal II, III, etc. is for the recommended phasing of construction.
3. For the library building, the lowest bidder for the based bid is Pahara Construction amounting to ₱8,202.00 and the lowest bidder for the proposal II and III is Eureka Construction Inc. with ₱1,545,000 and ₱1,545,000 respectively. The government estimate for the said building is ₱6,534,287.70 or 20% below the lowest based bidder.
4. For the administration building, the lowest bidder for both based bid and the proposal II is Mubahib Construction in the amount of ₱5,530,000 and ₱2,840.00 respectively. The government estimate is ₱2,391,646 or 39% lower than the lowest based bidder.
5. For the agro-reforestation building, due to some errors in the presentation of the bid proposal for, the bidder quoted for only four units, namely, the administration units, library wing, the ranger rooms and the BSF room. The lowest bidder for this section is Pajara Construction in the amount of ₱1,828,670. For the proposal II which itemizes the whole building, the two bidders the committee is considering are Eureka Construction and Pajara Construction. Their itemized bid are as follows:



ABSTRACT FOR BIDS  
29 June 1979

Library

Contractor

Habib Const.

Master Blders.

Eureka Const.

Pajara Const.

Based Bid

\$9,970,000

9,795,000

8,743,800

8,202,000

Proposed Bid

\$2,650,000

1,753,885

1,545,000

2,102,000

Administration

Prop Bid III

\$5,530,000

6,804,000

6,187,200

3,249,000

Prop Bid II

\$2,840,000

3,713,400

3,249,000

1,828,670

Forest Station

Based Bid

\$2,980,000

2,440,000

2,058,000

1,828,670

Proposed Bid II

\$8,450,000

-

-

-

GOVERNMENT ESTIMATES

\$6,534,287.70

\$3,391,646

CERTIFIED CORRECT:

(SGD.) DR. SAMUEL S. GO

Chairman

(SGD.) ALFREDO N. LAPUEBLA

Member

(SGD.) VIRGILIO ABENIO

Auditing Aide II

(SGD.) ALFREDO N. LAPUEBLA

(SGD.) ATTY. ALFEO CANTIC-JAVIER

Pajara Construction Bureau Construction

\$599,800

273,444

489,227

466,419

4,829,939

1,050,791

7,709,000

\$950,775

348,093

592,277

670,208

3,644,378

1,390,532

7,597,263



Pajara Construction      Eureka Construction

1. Administration units	₱599,020	₱950,775
2. Library unit	273,684	348,093
3. Rangers classroom	489,547	592,277
4. BSF Room	466,419	670,208
5. Laboratory	4,829,939	3,645,378
6. Wood working shop	1,050,791	1,390,532
<b>Total</b>	<b>7,709,400</b>	<b>7,597,263</b>

The government estimate for the whole structure as submitted by the Executive Architects with 10% contingencies for price escalation since March 1979 is ₱3,139,010 or 58% lower than the lowest bidder. The PNB at Ormoc City will not accept the deposit of COCOFED scholar-

6. As a result of the preliminary evaluation of the committee, Pajara Construction withdrew its bids for the library building and Eureka Construction, the lowest for the proposal II and III, is able to lower its based bid to ₱8,202,000 from the previous amount of ₱8,743,800.

7. All contractors are not in favor of lowering their bids at government estimate. In view of the foregoing information the committee is recommending the following:

- Award the whole contract to the lowest bidder and construct the building on phase by phase method depending on the amount available to the owner.
- Award the contract on phase basis and negotiate for the succeeding phases of work. This has the advantage of not passing through Malacanang for approval but will have the possibility of so many contracts in one building.
- Proclaim the public bidding as null and void and reschedule a re-bidding for the above-mentioned project.

In view of the foregoing information, the committee requests your decision on this matter so that proper action could be made as soon as possible.

(SGD.) ALFREDO N. LAPUEBLA  
PFDO for  
Building Development



## RESOLUTION NO. 1

APPENDIX K

FOR THE FORMULATION OF POLICY TO INCLUDE VISCA SCHOLARS

A PROPOSAL AUTHORIZING THE COLLEGE PRESIDENT TO DEPOSIT AS  
SAVINGS ACCOUNT COCOFED SCHOLARSHIP FUNDS  
TEACHING STAFF MEMBERS' REMUNERATIONS, ALLOWANCES AND

## OTHER BENEFITS

The Visayas State College of Agriculture is a recipient of a number of grants-in-aid funds from various government and private agencies such as the COCOFED, PCARR, NSDB, NFAC, IDRC, and IFS. Sometimes checks are issued in the name of the College President.

Particularly, the COCOFED contributed funds for the construction of student dormitories and gives annually COCOFED scholarship funds. Some of the checks were in the name of the College President. However, the PNB at Ormoc City will not accept the deposit of COCOFED scholarship funds in the name of the College President without the authority from the Board of Trustees.

further their studies and training;

Proposal:

Whereas it is a fact that the Administration is always

It is proposed that the College President, Dr. F. A. Bernardo, be authorized to deposit as savings account in the name of COCOFED scholarship funds in the PNB, IBAA, or any commercial bank and allowing him to delegate authority to any of his staff to transact business with said banks.

of salaries, stipends and other scholarship supports;

Whereas the recent inflationary economic developments have greatly affected the living conditions of the scholars;

Now, therefore, realizing the ever-increasing difficulty of keeping abreast of the present needs, the VISCA scholars feel that it is a necessity to ask for the for-

mulation of a policy that will include them whenever there

are adjustments of the teaching and non-teaching staff members' remunerations, allowances and other benefits subject to the



RESOLUTION NO. 1

existing laws and other similar government regulations.

FOR THE FORMULATION OF POLICY TO INCLUDE VISCA SCHOLARS

WHENEVER THERE ARE ADJUSTMENTS OF THE TEACHING AND NON-

(SGD.) PRUDENCIO Q. MARQUEZ

TEACHING STAFF MEMBERS' REMUNERATIONS, ALLOWANCES AND

(SGD.) JOSE R. JUEGO

OTHER BENEFITS

(SGD.) JOSE D. TAN

Whereas it has been noted that the Administration of

(SGD.) BASILIO A. DABUET

the Visayas State College of Agriculture is committed to

(SGD.) ALGERICO M. MARISCAL

the strengthening of its staff for research, instruction

(SGD.) JOSE BACUANO

and extension; consequently, several staff members have

(SGD.) JOSE R. PARDALES, JR.

been sent to the different educational institutions to

(SGD.) OSEA-CATALINO DIONIZON, JR.

further their studies and training;

(SGD.) EBENEZER T. PARRILLA

Whereas it is a fact that the Administration is always

(SGD.) DENNIS C. VAPALA

willing to help the VISCA scholars in the pursuit of their

(SGD.) OSCAR D. MONEPA

studies; and as in the past the VISCA Administration is

(SGD.) MANFRED G. TANCONAN

considered to be very efficient in the regular distribution

(SGD.) OTHELLO B. CAPUNO

of salaries, stipends and other scholarship supports;

(SGD.) BELITA AMIHAN

Whereas the recent inflationary economic developments

(SGD.) NESTOR M. GLORIA

have greatly affected the living conditions of the scholars;

(SGD.) EDREN B. SAZ

Now, therefore, realizing the ever-increasing diffi-

(SGD.) NESTOR L. PIDO

culty of keeping abreast of the present needs, the VISCA

(SGD.) GLICERIA R. MENCANO

scholars feel that it is a necessity to ask for the for-

mulation of a policy that will include them whenever there

are adjustments of the teaching and non-teaching staff members'

remunerations, allowances and other benefits subject to the

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R. C. JAP

10/1/73



existing laws and other similar government regulations.

On the 16th of July, 1979, we affix our signatures.

(SGD.) PRUDENCIO Q. MARQUEZ

(SGD.) JOSE R. JUEGO

(SGD.) JOSE S. TAN

(SGD.) BASILIO A. DABUET

(SGD.) ALGERICO M. MARISCAL

(SGD.) JOSE BACUSMO

(SGD.) JOSE R. PARDALES, JR.

(SGD.) OSEA-CATALINO DIONZON, JR.

(SGD.) EBENEZER T. PARELLA

(SGD.) DENNIS C. VAYRON

(SGD.) OSCAR D. MONERA

(SGD.) MANFRED G. TANGONAN

(SGD.) OTHELLO B. CAPUNO

(SGD.) BELITA AMIHAN

(SGD.) NESTOR M. GLORIA

(SGD.) EFREN B. SAZ

(SGD.) NESTOR L. PIDO

(SGD.) GLIGERIA R. SENSANO

True Copy from h  
the Original:

R. C. YAP  
O.C.S. Clerk  
10/7/79