

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPROVED
MINUTES OF THE 40th (REGULAR) MEETING OF THE VISCA
BOARD OF TRUSTEES HELD ON JUNE 23, 1981
AT THE PASUC CONFERENCE ROOM,
MEC, METRO MANILA

DECISIONS/AGREEMENTS MADE BY THE BOARD OF TRUSTEES

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MINUTES OF THE 40th (REGULAR) MEETING OF THE VISCA
BOARD OF TRUSTEES HELD ON JUNE 23, 1981
AT THE PASUC CONFERENCE ROOM,
MEC, METRO MANILA

Present:

Hon. Abraham I. Felipe Presiding Officer
Deputy Minister of Education and Culture)
(Represented Minister O. D. Corpuz, Chairman)

Hon. F. A. Bernardo Vice Chairman
President, Visayas State College of Agriculture
Baybay, Leyte

Hon. Jose M. Lawas Member
Asst. Director General, NEDA

Others Present:

Dr. Vedasto G. Suarez MEC Representative
Asst. Minister of Education and Culture
MEC, Metro Manila

Mr. John S. Imlan MEC Representative
PASUC Coordination Office
MEC, Metro Manila

Dr. Leonardo L. Manalo Invited
Asst. to the President
VisCA Manila

Prof. Andres F. Duatin Secretary
College/Board Secretary
VisCA, Baybay, Leyte

Call to order:

MEC Deputy Minister Felipe, the presiding officer,
called the meeting to order at 12:36 p.m.

Preliminaries:

A. Approval of the Proposed Agenda:

The Board approved the agenda as submitted including
one item which was presented during the meeting.

B. Report of the President:

1. Constructions:

a. World Bank - Pres. Bernardo reported that a
contractor of a World Bank-funded building does not like

to rescind the contract so that ViSCA can take over. He said that he has urged EDPITAF to unilaterally rescind the contract because the contractor has already abandoned the project since December 1980.

b. Under PCARR - The construction of the PCARR-funded research laboratories and staff houses has been temporarily suspended due to delay of payment by PCARR.

c. Construction by Administration - The construction of the administration building, staff apartments, and dormitories which is handled by the ViSCA Administration is in full swing, with no problems.

d. Experimental Station - The Administration is also undertaking the improvement of its experimental station with the \$700,000 released by PCARR to construct fences, drainage systems, irrigation canals, and a bridge.

2. Occupied Buildings.

The Agronomy and Soil Science building and the Ag. Botany and Plant Breeding building are already occupied.

3. PRCRIC Director leaves for U.S.

Dr. Marianito R. Villanueva and family left for the United States for a 2-year sabbatical leave of absence, after serving ViSCA for more than six years.

4. Four staff members completed their Ph.D's.

Pres. Bernardo gladly informed the Board that four of the staff members on study leave have reported or are about to report back to work after successfully completing their Ph.D.

degrees. Dr. Bernabe B. Cocjin, a Ph.D. in Animal Science from the West Visayas State College, also joined the College. "We temporarily lost one Ph.D. (referring to Dr. Villanueva), but we gained five," the College President emphasized.

5. Breeding Animals Worth P $\frac{1}{2}$ M.

The College is acquiring breeding animals worth one-half million pesos, the President reported. These animals include cattle, swine, ducks and horses. "We also plan to breed horses, as we anticipate an increasing demand for horses due to the energy crises," disclosed Dr. Bernardo.

6. Farming System.

The farming system project in Region VIII, as undertaken in cooperation with the Ministry of Agriculture and the USAID is nearing completion. The project has funding for training and capital outlay for a training center (building) with 24 single bedrooms. This will be integrated with the facilities of RTC-RD.

7. One Week Review of the Social Laboratory.

With the help of an external review team, the evaluation of the VISCA Social Lab was completed in one week. "Based on the results, we plan to make changes in the direction and organizational structure of VISCA's extension program, Pres. Bernardo disclosed.

8. Started Implementing the ACES Program.

VISCA has started its Advanced Credit for Exceptional Students (ACES) program. With so many who took the tests, only one earned 51 units, two earned 9 units each, one earned 6 units

and nine others earned 3 units each, mostly in English and Spanish subjects. Most of those who took the tests did not do well in mathematics, chemistry, biology and other science subjects.

9. Library Expanded.

The old related subjects building (Cabaldon type) of the ERHS, has been renovated providing more spaces for the library books that have been newly acquired and reading/study rooms for both college and high school students and the faculty. The College also anticipates to receive a \$200,000 USAID support for the expansion of the library collections.

10. Enrolment Completed.

The enrolment at VisCA has been completed but classes have to begin on July 6, in compliance with the order of the Philippine President.

11. PASUC conference at VisCA.

The PASUC annual convention will be held at VisCA from August 19 to 22, 1981. Topics for discussion during the conference would include (a) Reevaluation of PASUC's role and organizational capability; (b) regional planning/implementation of educational programs, and (c) career/staff development.

II. Reactions on the President's report:

1. Dr. Suarez observed a slow retrieval of the MEC survey forms sent to PASUC schools. He requested Dr. Bernardo, the current PASUC President, to follow up the project of the MEC. At this juncture, Minister Felipe made a rejoinder to Dr. Suarez' request "to have a continuity of projects without stultifying

the personality of previous PASUC presidents."

Pres. Bernardo gladly accepted the request and promised to cooperate with whatever project the MEC has where the PASUC could be of some assistance.

The current president, Dr. Bernardo, said PASUC will study its programs to a point "that would make higher education more accessible to the poor."

Minister Felipe, talking in general terms, suggested that PASUC should "adopt a system of simplifying its programs."

Dr. Lawas, on the other hand, observed that he gets mostly reports on accomplishments of VISCA and asked "how about our participation in the planning." To answer Dr. Lawas' question, Pres. Bernardo suggested that "if the Board wish, we can meet more often for us to present plans for approval of the board before they are implemented." At this suggestion, Minister Felipe voiced his apprehension of "too many meetings."

Sensing the necessity of more NEDA involvement, Pres. Bernardo sought Board permission to "just discuss with Dr. Lawas matters pertaining to agricultural projects of the College before presenting the same to the Board."

2. On the report on attendance during the previous meeting.

Commenting on the report of the Board Secretary, indicating the absence of the NEDA, Region VIII Director Lindy Morrell, Dr. Lawas explained to the Board that unless he (NEDA Asst. Director General Lawas) assigns Morrell, the latter may not sit in the VISCA Board.

At this juncture, the Board suggested that NEDA shall provide the MEC with the names of all NEDA personnel who should be attending Board meetings of the PASUC. Dr. Lawas agreed to give the listings of NEDA representatives to the board meetings of the PASUC.

III. Matters Arising from the Approved Minutes:

None

IV. For approval/confirmation/ratification:

A. Policy Matters:

1. Allowance for book losses; 3% of library collections

The request of Prof. Linda K. Miranda, Chief Librarian, to be relieved from property accountability for the loss of publications in the ViSCA library was presented, (Appendix A).

In view of the valid reasons behind the loss of books, and noting that the amount of loss was within tolerable allowances, the Board passed:

RESOLUTION NO. 37, s. 1981

Approving the request of Prof. Linda K. Miranda, Chief Librarian, to be relieved from the loss of publications in the ViSCA library, particularly the 196 pieces of lost materials costing ₦1,921.67, (Appendix A) subject to auditing rules

The Board also hereby resolves that the ViSCA Administration should write the chief librarian commending her for the extra care for the books resulting in a minimal loss of less than 1% within a period of two years.

Approved

2. Graduation fee of ₦30.00 -- The proposal to collect a graduation fee of ₦30.00 from each candidate for graduation was deferred for further study.

3. Revised fee for VISCA IDs: BOT ID to be made optional.

It was recommended that the MEC-BOT ID card, costing ₦1.15 including printing, be made optional, thus reducing ID fees to ₦4.35, to cover the cost of the VISCA ID card, lamination materials, lamination services and printing, including 6 ID pictures. With the BOT ID, the present ID fee amounts to ₦5.50, (Appendix B).

On motion duly seconded, the Board passed:

RESOLUTION NO. 38, s. 1981

Approving the recommendation to make the MEC-BOT ID card optional, thus reducing the IDs fee to ₦4.35 just for the VISCA ID, which include six (6) ID pictures, lamination materials and services, effective the first semester, SY 1981-1982. The fee is collectible during enrolment time, (Appendix B).

Approved

4. Comprehensive Fee for Requested Subjects. It was

recommended that college students who are granted their request for the offering of unscheduled subjects outside office hours be made to pay the corresponding comprehensive fee (Appendix C), provided that the policy on refund of college fees, if necessary, shall also apply.

On motion duly seconded, the Board passed:

RESOLUTION NO. 39, s. 1981

Approving the recommendation that college students granted their request for the offering of unscheduled subjects outside office hours be made to pay the corresponding comprehensive fee (Appendix C), providing refund of fees in accordance with college rules, effective the first semester, SY 1981-1982.

Approved

B. Routinary Matters:

1. Summer Budget, 1981, ERHS.

The ERHS summer budget for 1981 (Appendix D), was presented for Board action.

On motion duly seconded, the Board passed:

RESOLUTION NO. 40, s. 1981

Approving in toto the ERHS 1981 summer budget (Appendix D), subject to COA rules and regulations.

Approved

C. Administrative Matters:

1. Reclassification of College Personnel, Position/Rank.

A proposal was presented recommending the approval of the reclassification/upgrading of academic personnel who qualified for higher ranks, based on the College criteria of equivalents (Appendix E).

A long discussion ensued which dealt mainly on the criteria of equivalents. The College President explained to the Board that the instruments (Appendix E) used in the reclassification were subjected to several discussions by the faculty themselves and finally adopted by the governing bodies such as the President's Advisory Council, Executive Committee and Academic Council. He also informed the Board that there has been no general reclassification for the past and it is time the college implemented it for the benefit of all those who deserve the promotions.

Convinced of the necessity to reclassify/upgrade the positions of the academic staff concerned, the Board passed:

RESOLUTION NO. 41, s. 1981

Approving the recommendation for reclassification/upgrading of academic personnel who qualified for higher ranks, in accordance with the approved criteria of equivalents of the College, subject to availability of funds and auditing rules and regulations, (Appendix E).

Approved

2. Annual Report 1980. The discussion on the annual report for 1980 was deferred for the next meeting.

3. Appointment of College Personnel. Twelve new recruits who were issued their appointments by the College President, (Appendix F) were presented for the confirmation of the Board under the following resolution.

RESOLUTION NO. 42, s. 1981

Confirming the appointment of the following, (Appendix F):

1. Ms. Ma. Herminia A. Ruiz, BSAB (magna cum laude) as temporary Instructor at ₱12,516 p.a., effective April 10, 1981;
2. Ms. Analita P. Abella, BSAB (cum Laude) as temporary Instructor at ₱12,516 p.a., effective April 10, 1981;
3. Mr. Emmanuel M. Cabia, BSA (magna cum laude) as temporary Instructor at ₱12,516 p.a., effective May 4, 1981;
4. Engr. Gregorio J. Galinato, MS in Ag. Eng'g. as temporary Assistant Professor at ₱20,580 p.a., effective May 16, 1981;
5. Ms. Lualhati M. Noriel, MS in Agronomy as temporary Instructor at ₱17,724 p.a., effective May 19, 1981;
6. Ms. Rose Marie T. Rosario, MS in Entomology as temporary Instructor at ₱17,724 p.a., effective June 10, 1981;
7. Ms. Zenaida C. Dumaguing, BSE (w/24 units in MAEd) as temporary Instructor at ₱13,152 p.a., effective June 1, 1981;
8. Ms. Meriam P. Merced, BSE as temporary Assistant Instructor at ₱11,904 p.a., effective June 4, 1981;

9. Mr. Erwin Jose O. Manching, BS in Physics for Teachers as temporary Assistant Instructor at ₱11,904 p.a., effective June 1, 1981;

10. Mr. Osea Catalino E. Diongzon, MS in Agronomy as temporary Instructor at ₱14,532 p.a., effective May 1, 1981;

11. Mr. Jose L. Bacusmo, MS in Agronomy as temporary Science Research Associate at ₱14,532 p.a., effective May 11, 1981; and

12. Ms. Myrna M. Avila, MS in Extension Education as temporary Instructor at ₱18,636 p.a., effective April 13, 1981.

Approved

V. Other Matters:

1. Curriculum Vitae of Dr. Jose R. Juego, Head, Rural Development High School. In compliance with Board suggestion, the curriculum vitae of Dr. Jose R. Juego, appointed head of the Rural Development High School (RDHS), was presented and subsequently noted by the Board.

2. Proposed Incentive Allowance for Newly Returned Faculty Fellows/Scholars. It was recommended that the faculty fellows and scholars who have obtained advanced degrees but are still waiting for reclassification be given an incentive allowance equivalent to their salary differentials after their positions have been reclassified or upgraded, to take effect not earlier than March 1, 1981 until June 30, 1981, or up to the date preceding the effectivity of the reclassification subject to prior approval of the Ministry of the Budget, (Appendix G).

After some discussions, the Board suggested that the College should find a more appropriate word to replace the term Incentive allowance, after which it passed:

RESOLUTION NO. 43, s. 1981

Approving the recommendation that the faculty fellows and scholars who finished their advanced studies and are still waiting for reclassification last year and this year be given incentive allowances equivalent to monthly salary differential based on their reclassified positions, effective March 1, 1981 until the effectivity of their reclassification, subject to approval of the Ministry of the Budget, (Appendix G).

Approved

The Board agreed to hold a special meeting on July 22, 1981.

There being no other matter to discuss, the presiding officer adjourned the meeting at 3:01 p.m.

Certified True and Correct:

Andres F. Duatin
ANDRES F. DUATIN
Secretary

Attested:

(SGD.) ABRAHAM I. FELIPE
Presiding Officer

Approved July 22, 1981

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

April 24, 1981

F. A. Bernardo
President
VisCA, Baybay, Leyte

Dear President Bernardo:

Enclosed is a report of the losses found in the inventory of the VisCA Library conducted from March 23 to April 3, 1981 covering the period from March 28, 1979 to March 1981 with corresponding request for relief from property accountability.

At the University of the Philippines, the tolerable allowance for book losses is 3% of the total library collections. Please see attached copy of the relief from property accountability granted to me by the University Auditor when I was the Librarian-in-Charge at U.P. College Cebu.

I would appreciate your favorable endorsement of my request for relief from property accountability. Thank you.

Very truly yours,

(SGD.) LINDA K. MIRANDA
Chief Librarian

Attachments

TRUE COPY FROM THE ORIGINAL:

R. C. YAP
O.C.O. Clerk
5-18-81



THE LIBRARY
UNIVERSITY OF THE PHILIPPINES
GONZALEZ HALL
DILIMAN, QUEZON CITY
PHILIPPINES

2 (9)

February 9, 1978

Mrs. Linda K. Miranda
Librarian-in-Charge
UP College Cebu
Lanug, Cebu

Dear Mrs. Miranda:

For your information and file, attached is a xerox copy of the relief from property accountability granted to you by the Auditor.

Yours truly,

SALVACION M. ARLANTE
Administrative Officer

University of the Philippines System
OFFICE OF THE AUDITOR
Quezon City



4th Indorsement
February 2, 1978

Respectfully transmitted, thru the University Librarian, to the Chief Accountant, University of the Philippines System, Quezon City.

In view of the evidence herewith submitted and the within recommendations of the Vice-President for Administration and the University Librarian, and it appearing that the losses represent .613% of the total library collection which is within the tolerable allowance of 3% for book losses in U.P. libraries, relief from property accountability under Section 638 of the Revised Administrative Code is hereby granted Mrs. Linda K. Miranda, Librarian-in-Charge, UP College Cebu, for the loss of seventy-one (71) books shown in the attached list having a total value of ₱2,382.70.

With this set of communications as supporting papers, subject books may now be dropped from the accounts of the University.

Ar Linda O.V. Ruiz
ARLINDA O.V. RUIZ
Auditor

c c:

Mrs. Linda K. Miranda
UP College Cebu

5th Indorsement
9 February 1978

Respectfully forwarded to the Chief Accountant, University of the Philippines.

Marina G. Dayrit
MARINA G. DAYRIT
University Librarian

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

April 24, 1981

Mr. Jose Desamparado
Auditor
Visayas State College of Agriculture
Baybay, Leyte
(Thru Dr. F. A. Bernardo, President, VISCA)

Sir:

I would like to request relief from property accountability for the loss of publications in the VISCA Library (see enclosed lists) for the reasons stated in the attached affidavit. These materials were found missing during the inventory conducted from March 23 - April 3, 1981.

In this connection, permit me to quote a pertinent portion from a letter written by former Auditor General Pedro M. Jimenez to Mr. Quintin Sala, former chairman of Government Librarian Agencies dated February 2, 1958:

"...Library materials purchased at fifteen pesos (P15.00) each or less should be considered expendable but a memorandum receipt should be kept for these books."

For your information I would like to submit the following data regarding library materials and services in the VISCA library.

Size of collection	29,348
Total use of library collection	166,813
Total number of lost materials	196
Approximate value of total collection	P502,113.74
Total cost of materials	P1,921.67
Percentage of lost materials to total Library collection66%
Percentage of lost materials to total Circulation figure64%
Percentage of cost of lost materials to total cost of collection38%

Very truly yours,

(SGD.) LINDA K. MIRANDA
Chief Librarian

TRUE COPY:

R. C. YAP
O.C.S. Clerk
July 7, 1981

REPUBLIC OF THE PHILIPPINES) s. s.
BAYBAY, LEYTE)
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AFFIDAVIT

I, LINDA K. MIRANDA, Filipino, of legal age, married and residing at Duplex 1-2 VISCA, Baybay, Leyte, after having been duly sworn to in accordance with law do hereby depose and say :

1. That I am the Chief Librarian of Visayas State College of Agriculture Library, Baybay, Leyte;
2. That as such, I conducted an inventory of all books, pamphlets and periodicals in the said library from March 23, 1981 to April 3, 1981;
3. That when the inventory was completed a total of ONE HUNDRED NINETY SIX (196) books could not be accounted for and therefore, considered lost from March 1979 to March 1981. The list of these missing publications, including pertinent data to the relief hereby applied for is herewith attached;
4. That said library materials must have been lost through:
 - a) Unintentional drawing out of books during rush hours either by some students or faculty members from the open shelves and forgetting to sign for them properly;
 - b) Unintentional mistake in the charging out by the assistant assigned at the charging counter and in checking of personal belongings of library users by the assistant at the library exit;
 - c) Deliberate stealing from the open shelves by unscrupulous elements.
5. That the circumstances under which the said library materials may have been lost do not admit negligence on the part of the affiant, since all precautionary measures and diligent care have been undertaken to insure against losses inspite of the inadequate library personnel;
6. That the following features peculiar to the VISCA Library may have contributed to the loss of said books:
 - a) The Library, in accordance with modern library standards and practices, has adapted the open-shelf system whereby students, faculty and researchers have free and direct access to books placed on open shelves. This arrangement, although intellectually stimulating to readers places the library in a position less secure from losses, since there is no regulatory barrier between the books and persons admitted into the library except the presentation of ID cards. At the same time, such arrangements encourages the bad elements to satisfy their appetite for private gain. While the open-shelf system is much preferred it accepts the possibility of losses as a calculated risk.

b) The library was opened no less than twelve (12) hours a day from Monday to Friday and eight (8) hours on Saturdays and four (4) hours on Sundays, a total of seventy-two (72) hours a week;

c) The VISSA library serves, aside from the faculty and staff, the Graduate, Undergraduate, and High School students since there is only one library for these three categories.

7. That the direct cause or causes for loss of the library materials in question cannot be specifically determined other than the aforementioned features;

8. That furthermore, the percentage of loss in terms of number and cost, is less than one percent (1%) of the total size and value of the library collection notwithstanding the rate such materials are circulated.

AFFIANT: MERLINA JAVIER MOSE

I MERLINA MOSE, I have hereto set my signature on this day of 14th of May 1981 at VISSA, Baybay, Leyte.

Merlina Mose
MERLINA M. MOSE
Affiant

TESTIMONY OF ALFEA CAINTIC JAVIER before me on this 14th day of May 1981 at VISSA, Baybay, Leyte, affiant exhibiting to me her/ his/ its Certificate No. A-17930950P issued at Baybay, Leyte on January 20, 1981.

Doc. No. 215
Page No. 71
Book No. 5
Series No. 1981

Alfea Caintic Javier
ALFEA CAINTIC JAVIER
Notary Public
Until Dec. 31, 19 81
PTR No. 38-M-36K
Issued on 1-20-81
at Baybay, Leyte
TAN-1109-3564

REPUBLIC OF THE PHILIPPINES)
BAYBAY, LEYTE)

XXXXXXXXXXXXXXXXXXXX

JOBIA AFFIDAVIT

WE, LEONARDO M. GARCIA and DELORIS L. ALCOBER of legal ages, presently residing at Duplex B-1, VISCA, Baybay, Leyte and Duplex B-1 VISCA, Baybay, Leyte, respectively, after having been duly sworn to in accordance with the law, do hereby depose and say:

1. That we are employed at the Visayas State College of Agriculture, Baybay, Leyte;
2. That we know personally Mrs. Linda K. Miranda, Chief Librarian of the Visayas State College of Agriculture Library, and that an inventory of books, pamphlets and other reading materials under her responsibility was conducted from March 23, 1981 to April 3, 1981;
3. That after the inventory was completed, it was discovered that there were ONE HUNDRED NINETY SIX (196) unaccounted books; and a list of these books is herewith attached;
4. That said library materials may have been lost through:
 - a) Unintentional drawing out of books during rush hours with by some students or faculty members from open shelves and forgetting to sign for them properly;
 - b) Some honest mistakes of the library assistant in charging out books and checking the personal belongings of library users;
 - c) Deliberate stealing from the open shelves by some unscrupulous elements.
5. That the librarian had exerted all precautionary measures, diligent care and close supervision to insure against losses in spite of the inadequate personnel and under these circumstances the librarian does not admit negligence. Such circumstances are believed to be inherent in certain features peculiar to the VISCA Library which are as follows:
 - a) That the library operated on an open-shelf system whereby the faculty, staff, students, and other researchers have free and direct access to book;
 - b) The Library was opened no less than twelve (12) hours a day from Monday to Friday, and eight (8) hours on Saturdays and four (4) hours on Sundays, a total of seventy-two (72) hours a week.
 - c) The VISCA Library serves aside from faculty and staff, the Graduate, Undergraduates, and High School students since there is only one library for these three departments.

AFFIDAVIT FURTHER SET OUT HERE.

IN WITNESS WHEREOF, we have hereto set our signatures on
the 15th day of May 1981 at Baybay, Leyte.

✓
LEONARDO M. CAPUZ
Affiant

Dolores L. Alcobier
DOLORIS L. ALCOBIER
Affiant

SUBSCRIBED AND SWORN to before me on this 15th
day of May 1981 at Visca, Baybay, Leyte, affiants exhibited
to me their respective Residence Certificates as follows:

Leonardo M. Capuz Res. Cert. A-17936174P issued at Baybay, Leyte
on January 23, 1981.

Dolores L. Alcobier Res. Cert. A-17938214P issued at Baybay, Leyte
on February 3, 1981.

Doc. No. 219
Page No. 31
Book No. 5
Series of 1781

Alvar
ALFONSO GAVIER
Notary Public
Until Dec 31, 81
PTR No. 3879365
Issued on 1-20-81
at Baybay, Leyte
A.TAP-1100-376-4

VIA. LIBRARY LIST OF BOOKS BOUGHT FOR THE V. C. COLLEGE
FROM MARCH 23-April 3, 1981

Period Covered: March 28, 1979 to March 1981

Call No.	Accession No.	Author and Title	Course	Date Acquired	Price
1)	35, 36, 38, 144, 525	Spyri, Heide	-	-	-
2)	149	Hilton, J. So well remembered.	-	-	-
3)	173, 174	Jewett, Betty Leicester.	-	-	-
4)	194	Han. select orations.	-	-	-
5)	204	Cravly. A short course in trigonometry.	-	-	-
6)	372.5 3a	Sandwich. How to study and what to study.	-	-	-
7)	9301	Hayes. soul history.	-	-	-
8)	225	Hubbard. A message to Sarah and other essays.	-	-	-
9)	376	Rowin, et al. Occupation	-	-	-
10)	810	Fryer & Beauchamp. Everyday problems in science.	-	-	2.40
11)	862	mith. Short stories old and new.	-	-	-
12)	1607	Nicholls. Florence Nightingale.	-	-	-
13)	1674	Villegas, V. Fundamentals of animal husbandry.	-	-	-
14)	1681	Cepuz, R. B. Poultry Management.	-	-	-
15)	1767	Rose, Fern Margaret.	-	-	9.50
16)	1920	Hurlbut. Bible stories.	-	-	-
17)	2479	Emerson. Emerson's essays.	-	-	-
18)	2500	Bruckner. The triangle arithmetic	-	-	-
19)	3240	Bessey & Coffin. Reading for understanding.	-	-	-
20)	3359	Villegas, V. Rabbit culture.	-	-	1.00

12-9-57
6-20-57
P 1.00

Call No.	Accession No.	Author and Title	Source	Date Acquired	Price
158) FL6054.S26	23469	Makeyong blarile	-	Dec. 26, 1978	P 15.00
159) CA55.A83	23484, 23485, 23487	Attwood, Sir figure trige te/ble	-	Dec. 28, 1978	3.00 each
160) SM213.F5	23485, 23547	PCARR. The Phil. recommends for	Compliments	Jan. 9, 1979	-
161) HD69.06.S28	23536	garabao	-	Mar. 14, 1979	40.00
162) SP61.P37	23620	Scholar. Process consultation	Donation	Mar. 20, 1979	-
163) 1970a	23680	Part. Animal husbandry	-	-	-
164) 9476.J55	23713	Pink. Computers and human mind	USIS Donation	April 1979	-
165) 9591.D3	23767	Dajl. A textbook of soil science	Gift-Brit. M	May 17, 1979	6.60
166) GK731.B43	24108	Black. Plant growth	-	July 20, 1979	-
167) HL133.B33	24139	Beal. Leadership and dynamic group	Library fund	Oct. 3, 1979	\$ 7.71
168) 959.9 Sh13a	24143	section. The nation-new perspective	Library fund	Oct. 3, 1979	P 9.47
169) 808.5 3a46a	24165	Shanul. A. L. Speech improvement	-	Oct. 4, 1979	17.67
170) 574.8858	24278	Ruiz. Modern biology	Library fund	Oct. 19, 1979	5.45
171) SM327.5 H3	24406	Monitor of fish stock	-	-	-
172) 9153.W63.1971	24586	Capino, D. A dictionary of Dr.	Library fund	Dec. 12, 1979	26.10
173) SF395.07.1971	25056	Jose Rical, thoughts...	Library fund	Dec. 14, 1979	9.86
174) SM191.H5.G75	25195	Woodrall. General ecology lab.	-	-	-
175) 175	26200	Orist. Blos. bundry	-	-	-
176) SM950.W56	26249	Waldren. Lab. manual of crop	-	June 24, 1980	-
177) SM235.B67.W66	26348	Woods. Pest control	-	June 24, 1980	2.76
178) 796.323	26406	Wool. H. H. S. Checklist of the	-	-	-
179) 796.325	26571	forest flora of North Borneo	-	-	-
		Jeceby. Basketball rules	-	-	-
		in pictures	-	-	-
		Robinson. Sports illustrated	-	-	-
		volleyball	-	-	-

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revised 1971
WANDA K. WINT (TGS)

REDUCTION OF THE VISCA ID FEES; THE PURCHASE AND OWNERSHIP
OF THE MEC-BOT ID CARD BE MADE OPTIONAL TO STUDENTS

Rationale:

At present, the College collects from college students a fee of P5.50 for identification cards, particularly for the VISCA ID card, six copies of ID pictures, and MEC-BOT ID cards. This amount is collected from all students who enroll for the first time and for those students who come back as returning students. (Students are required to surrender the ID cards upon clearing from the institution).

It has been observed that many students do not come and claim for their MEC-BOT ID cards, despite numerous announcements/reminders from the office of the College Secretary/Registrar for them to do so. This is an indication that not all students need the use of the MEC-BOT ID cards. Therefore, the requirement for the students to own the MEC-BOT ID cards shall be made optional.

Since the MEC-BOT ID cards shall no longer be a part of the required identification cards, the College should therefore reduce the fee for the VISCA ID cards.

Proposal:

It is proposed that the present VISCA ID fee of P5.50 be reduced to P4.35 to defray the cost of the VISCA ID card, the lamination material and lamination services including six (6) copies of ID pictures for his ID card and his permanent records, Provided that the purchase and ownership of MEC-BOT ID card shall be made optional, effective the first semester, SY 1981-1982.

APPROVED COMPREHENSIVE FEES FOR REQUESTED SUBJECTS FOR
OFFERING OUTSIDE THE REGULAR SCHEDULESRationale

Section 312 of the VISCA Code provides that "subjects unscheduled for a given term may be offered upon written request of at least fifteen (15) students, duly endorsed by the department and approved by the college secretary."

One reason for the formulation of this College policy of setting the minimum number of fifteen (15) students to a section for requested subjects is economic. It is believed that the college fees that may be collected from a lesser number of students, if the comprehensive fees are not increased accordingly, would no longer meet instruction expenses; hence, this proposal.

Proposal

It is recommended that college students who are granted their request for the offering of unscheduled subjects be made to pay the corresponding comprehensive fee as specified in the accompanying schedule of comprehensive fees, Appendix A, provided that the policy on refund of college fees, if found necessary, may also apply.

Effectivity: First Semester, SY 1981-1982

COMPREHENSIVE FEES FOR SUBJECTS REQUESTED FOR OFFERING
OUTSIDE THE REGULAR SCHEDULE

(SUMMER OR REGULAR SEMESTER)

No. of Students	P100.00 (5 units & below)	P150.00 (6-9 units)	P200.00 (10-14 units)
15 & above*	100.00	150.00	200.00
14	107.14	160.71	214.29
13	115.38	173.08	230.76
12	125.00	187.50	250.00
11	136.36	204.55	272.73
10	150.00	225.00	300.00
9	166.67	250.00	333.33
8	187.50	281.25	375.00
7	214.29	321.43	428.57
6	250.00	375.00	500.00
5 - 1	300.00	450.00	600.00

* No additional charge for those who meet the required number of 15 students, as embodied in Section 312 of the VIJC. Code

Experimental Rural High School
VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

Proposal: Experimental Rural High School 1981 Summer Classes.

NATIONAL

A. Academic Subjects

It is unavoidable that we always have students who fail in some subjects during the regular schoolyear. Academic standard can not be sacrificed for the sake of passing those students even though they are very much behind. Outright passing will only make it worse for the students because they are just being pushed to the world of the unknown with lack of preparation. To give them chance to take the subjects they failed in the regular schoolyear on some other time say summer, will give them the opportunity to be regular again in the next schoolyear. Letting the students take the subjects failed in the next schoolyear as back subjects would be met with problems such as overtaxing the students, conflict of class schedules and distortion of the proper course sequencing resulting to learning difficulties.

Offering high school summer classes here in VISCA would relieve our students of the inconveniences and big expenditures if they take summer classes offered in private schools which are usually located in cities or large towns. The tuition fees in these schools are higher than here in VISCA and the cost of living where these schools are located is quite high. Another thing is that academic standard in these schools may not live up to the expectations of VISCA ERHS.

Each subject has a daily contact hours of 2½ from Monday to Saturday. The number of meeting days is 31 which makes a total of 77 hours for each subject. The summer session starts on April 11, 1981 and ends on May 21, 1981. The high school teachers to handle summer classes are on teachers-leave status. They are entitled to one month summer vacation. To compensate for their teaching services during summer is to give them honorarium. The amount of P350 per subject as honorarium is modest enough compared to honorarium rate for teaching college courses. To collect P40 per subject as tuition fee would be enough to pay for the honoraria and other necessary expenses in the holding of summer classes.

There are a good number of high school students who are very interested and willing to take summer classes here in VISCA. They are even agreeable to the amount of summer tuition fees told to them in advance before the summer session.

Summer Fee

1. Registration Fee	-	P 5.00
2. Tuition Fee/subject	-	40.00
3. Miscellaneous	-	5.00

Subjects Offered/Instructors

1. Mathematics I - Gen. Mathematics	-	C. R. Avellana
2. English I - Grammar and Composition	-	C. T. de la Calzada
3. Math IIA - Algebra	-	R. C. Lloayen
4. Math IIB - Applied Arithmetic	-	C. T. Avellana
5. Math IIIB - Advanced Algebra	-	R. C. Lloayen
6. English II - Grammar and Comp. II	-	C. T. de la Calzada

Staff

1. Leonardo M. Capuz - Principal
2. Corazon T. de la Calzada - Instructor
3. Rogelio C. Lloayen - Instructor
4. Cecilia R. Avellana - Instructor

B. Practicum

As approved by the Board of Trustees practicum is a regular summer course for third year students of agricultural science curriculum in the Experimental Rural High School both for schemes I and II. Practicum is the practice of skills in a real life situation intrinsic to knowledge gained in a class on vocational course.

The instructors supervising the students in their field of interest need to be compensated for their services. Although most of these instructors are in charge of different farm projects, it is an added responsibility teaching the students in their field practice during summer which is given an equivalent to handling one laboratory. Practicum has a 120-hour requirement and is a 3 unit course.

It has eight areas of specialization, namely, Swine Production, Nursery and Orchard Production, Poultry Production, Rice Farm Production, Vegetable Production, Foods, Clothing and Carpentry for the students to choose from. However, what the student will choose will be according to the elective vocational subject he has taken during the regular school-year.

Each area of specialization is assigned with one instructor. Most of the instructors are handling income generating farm projects. They are meeting the students four hours daily from Monday to Saturday which has started last April 7, 1981 and to end on May 15, 1981. Every day the practicum instructors are giving instruction to the students on the skills and concepts to be learned related to particular phase of a certain production enterprise before actual performance of the tasks involving skills. The instructors are closely supervising the process of skills formation.

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The array of skills inherent in each project enterprise is divided into two major fronts which are the managerial and manipulative skills. At the end of the summer course, students who will have satisfactorily demonstrated the execution of the skills to run a certain project, will be given certificates of proficiency.

Since the high school department is not included in the college summer budget, it has to generate funds for the honoraria of practicum instructors. The high school staff has agreed to collect fees from the students. If the computation of honorarium rate for practicum instructors will be patterned after the college the result would be to collect much from the students. However, we do not want to burden the students with much expenses. The thirty pesos (P30.00) Practicum fee from each student would just be enough to pay the proposed P300 honorarium for each instructor for one area of specialization handled with at least 10 students. For instructors having less than 10 students for each area of specialization would receive only P250.00.

List of Staff Members to handle Practicum

<u>Name of Instructor</u>	<u>Field of Instruction</u>
1. Ms. Librada A. Dean	Swine Production
2. Ms. Erlinda F. Piad	Veg. Production
3. Mr. Ignacio R. Masendo	Poultry Production
4. Mr. Paulino C. Aniceto	Nursery & Orchard Production
5. Mr. Prudencio Q. Marquez	Rice Production
6. Prof. C. T. Monserate Home Sci. Department)	Homemaking (Clothing) Homemaking (Foods)
7. Engr. Manuel C. Capacio (PPO)	Carpentry (Furniture Shop)

Practicum Coordinator -- Mr. Prudencio Q. Marquez

BUDGET

A. Academic Subjects

1. Sources of Income:

1. Registration Fee (P5.00 x 44)	P 220.00
2. Tuition Fee (P40.00 x 63)	2,250.00
3. Miscellaneous Fee (P5.00 x 44)	220.00
TOTAL	P 2,960.00

II. Expenditures:

1. Personal Services

a. Three (3) instructors who will handle two (2) subjects each @ P350/subject	P 2,100.00
b. One student laborer	150.00

2. Supplies and Materials

a. Instructional Supplies (for summer session only)	410.00
b. Students' Activity	<u>300.00</u>
TOTAL	P2,960.00

B. Practicum

1. Source of Income

a. Practicum fee @ P30/student (P30.00 x 75)	P2,250.00
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II. Expenditures

- a. Honoraria -- Seven instructors
with one of them handling two areas
of specialization.

-P300/instructor/area of specializa-
tion/10 or more students

-P250/instructor/area of specializa-
tion/less than 10 students

P300 x 4 = P1,200.00

P2,200.00

P250 x 4 = P1,000.00

- b. Miscellaneous

50.00

TOTAL

P2,250.00

VVVVVVVVV

Prepared by:

(SGD.) LEONARDO M. GATUZ
Principal, ERHS

TRUE COPY:

R. C. YAP
O.C.S. Clerk
July 7, 1981

2. Heron, O.
3. Imbere, Josephina G.
4. Apurra, Teresita L.
5. Debuat, Jovita Y.

Instructor I
Instructor II

MS in Agronomy
BAF in Applied Arts

48.12

requirements

POSITION RECLASSIFICATION/UPGRADING OF ACADEMIC PERSONNEL

1. Academic staff members who have just completed advanced courses under the staff development program:

A. College Academic Staff	Present Position	Courses Completed	Points Earned	Equivalent Job	Minimum Requirement
1. Celadaga, Florencio A.	Asst. Professor III	Ph. in Horticulture	53.79	Associate Prof. I	56.00 w/t
2. Gloria, Lydia A.	Asst. Professor II	Ph. in Ag. Biochem.	57.65	Associate Prof. I	56.00 w/t
3. Saladaga, Pe S.	Instructor III	Ph.D. in Ag. Education	52.02	Assistant Prof. IV	48.00 w/t
4. Aguilait, Richard T.	Instructor II	MS in Horticulture	50.52	Assistant Prof. I	48.00 w/t
5. Cepano, Othello B.	Asst. Instructor III	MS in Agronomy	41.99	Instructor IV	42.00 w/t
6. Lim, Jesusito L.	Instructor I	MS in Microbiology	40.75	Instructor IV	42.00 w/t
7. Carino, Pierida A.	Instructor I	MS in Microbiology	42.10	Instructor IV	42.00 w/t
8. Reyes, Manuel N.	Instructor II	MS in Forestry	43.35	Instructor IV	42.00 w/t
9. Benites, Marcelo L.	Instructor II	MS in Forestry	40.66	Instructor IV	42.00 w/t
10. Amarillo, Rafael M., Jr.	Instructor III	Master in Vet. Science	44.89	Instructor IV	42.00 w/t
11. Menara, Oscar S.	Instructor II	MS in Ag. Chemistry	44.27	Instructor IV	42.00 w/t
12. Varona, Jennie C.	Instructor II	MS in Food Science	41.23	Instructor IV	42.00 w/t
13. Partilla, Leonila	Asst. Instructor III	MS in Ag. Economics	42.70	Instructor IV	42.00 w/t
14. Montono, Osea C.	Instructor I	MS in Agronomy	40.30	Instructor IV	38.00 w/t
15. Bacumao, Jose L.	Asst. Research Asso. I	MS in Agronomy	40.50	Instructor IV	42.00 w/t
16. Debuat, Benillo A.	Instructor III	MS in Extension Educ.	43.40	Instructor IV	42.00 w/t
17. Saez, Arden B.	Instructor I	MS in Community Dev.	43.44	Instructor IV	42.00 w/t
18. Arduan, Solita T.	Assistant Inst. II	MS in Ag. Education	42.20	Instructor IV	42.00 w/t
19. Avila, Myrna M.	Instructor III	MS in Extension Educ.	43.81	Instructor IV	42.00 w/t
20. Partilla, Edmundo T.	Asst. Instructor I	MS in Animal Science	39.20	Instructor IV	38.00 w/t
21. Alcover, Enrique N.	Instructor I	MS in Horticulture	43.63	Instructor IV	42.00 w/t
B. High School Faculty Members					
1. Regalado, Teodoro V.	Instructor I	MA in Education (English)	53.90	Instructor IV	42.00 w/t
2. Heronado, Ruben J.	Instructor II	Master in Agriculture	52.70	Instructor IV	42.00 w/t
3. Sabero, Josefine G.	Instructor II	MA in Educ. (Filipino)	47.93	Instructor IV	42.00 w/t
4. Aparna, Teresita L.	Instructor I	MS in Agronomy	40.92	Instructor IV	42.00 w/t
5. Debuat, Jovita V.	Instructor II	MA in Applied Arts	48.18	Instructor IV	42.00 w/t

410.00

300.00

960.00

II. General reclassification/upgrading of other qualified academic personnel in accordance with the criteria of equivalents

	Points Earned	Equivalent Rank	Minimum Point Req'd
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Dept. of Astronomy & Soils

1. Escalada, Rodolfo G.	Associate Professor IV	90.10	Professor I	90.00 w/PhD
2. Pascual, Pedro F.	Instructor IV	59.64	Assistant Professor I	60.00 w/MS
3. Ault, Sergio B.	Instructor IV	62.81	Assistant Professor I	60.00 w/MS
4. Briones, Elizabeth D.	Instructor I	49.30	Instructor II	48.00
5. Quirol, Bernadette P.	Instructor I	48.13	Instructor II	48.00
6. Posas, Manuel E.	Assistant Instructor I	43.22	Assistant Instructor III	42.00
7. Tremela, Ramonardo N.	Assistant Instructor I	45.76	Assistant Instructor III	42.00

Dept. of Agricultural Engineering & Applied Mathematics

1. Lambating, Junita G.	Instructor III	56.20	Instructor IV	54.00 w/MS
2. Brigoli, Mari M.	Assistant Instructor III	45.50	Instructor I	46.00

Dept. of Agriculture Development Education

1. Alcover, Moises E.	Assistant Professor IV	70.96	Associate Professor I	68.00 w/PhD
2. Alama, Wolfrado T.	Instructor III	59.46	Instructor IV	54.00 w/MS
3. Ansey, Celso F.	Assistant Instructor II	43.14	Assistant Instructor III	42.00
4. Sunico, Glicerio E.	Assistant Instructor II	43.64	Assistant Instructor III	42.00

Dept. of Animal Science & Veterinary Medicine

1. Floresca, Wilfredo P.	Assistant Professor IV	77.08	Associate Professor II	72.00 w/PhD
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Dept. of Physical Education

1. Duatin, Lilia Y.	Assistant Professor I	67.90	Assistant Professor II	68.00 w/BS
2. Zafra, Thelma C.	Instructor I	53.94	Instructor III	54.00 w/BS

Dept. of Agricultural Economics

Babina T.	Instructor III	68.77	II	68.00 w/BS
00.27	III	26.67	I	26.00 w/BS
00.87	II	52.17	II	52.00 w/BS
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Training Center
Crop Research & Development
Philippines

Dept. of Arts & Letters

1. Go, Alicia S.	Associate Professor V	96.72	Professor II	94.00 w/Th
2. Fernura, Barbara C.	Assistant Professor IV	70.12	Associate Professor I	66.00 w/PhD
3. Paelnar, Susano C.	Assistant Professor III	72.11	Assistant Professor IV	72.00 w/MS
4. Aure, Lolita L.	Instructor I	48.24	Instructor II	43.00

Dept. of Home Science

1. Monserate, Concepcion T.	Assistant Professor II	68.09	Assistant Professor III	60.00 w/MS
2. Palomar, Integarda, S.	Instructor III	60.67	Assistant Professor I	60.00 w/MS
3. Zapatos, Lolita A.	Instructor III	54.78	Instructor IV	54.00 w/MS
4. Cabilar, Elena B.	Instructor III	53.76	Instructor IV	54.00 w/MS
5. Lauzon, Roberta D.	Assistant Instructor II	46.28	Instructor I	46.00
6. Igolo, Eunice L.	Assistant Instructor II	46.55	Instructor I	46.00

Dept. of Plant Protection

1. Gapesin, Jely P.	Associate Professor IV	93.72	Professor II	94.00 w/PhD
2. Laloman, Manuel K.	Associate Professor III	86.73	Associate Professor IV	80.00 w/PhD
3. Laguerre, Nelson M.	Associate Professor I	79.67	Associate Professor III	76.00 w/PhD
4. Negiere, Constanio N.	Assistant Professor II	68.23	Assistant Professor III	68.00 w/MS
5. Loreto, Fredswinda L.	Instructor IV	59.90	Assistant Professor I	60.00 w/MS
6. Canapi, Corazon V.	Assistant Instructor III	48.31	Instructor II	48.00

Regional Coconut Research Center

1. Esquilbel, Antonio L.	Assistant Instructor II	44.02	Assistant Instructor III	42.00
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Philippine Root Crop Research & Training Center

1. Villamayor, Federico G. Jr.	Assistant Professor II	71.75	Assistant Professor IV	72.00 w/MS
2. Fardales, Jose E. Jr.	Science Research Asso. I	49.92	Instructor II	48.00
3. Fardales, Jose E. Jr.	Assistant Instructor II	48.50	Assistant Instructor III	42.00

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Extension Research & Development Division

1. Jason, Fe F.	Assistant Instructor III	46.38	Instructor I	46.00
2. Ricarte, Alberto D.	Assistant Instructor II	44.68	Assistant Instructor III	42.00
3. Pascual, Beverly F.	Assistant Instructor III	46.34	Instructor I	46.00

Experimental Rural High School

1. Cerna, Gaudencio V. Jr.	Instructor II	54.20	Instructor III	54.00 w/BS
2. Ugso, Dominador S.	Instructor II	55.81	Instructor III	54.00 w/BS
3. Masendo, Ignacio M.	Instructor I	53.72	Instructor III	54.00 w/BS
4. Albarico, Virgenita G.	Instructor I	51.72	Instructor II	48.00
5. Dean, Labrada A.	Instructor I	47.91	Instructor II	48.00
6. Macayan, Rogelio C.	Instructor I	49.17	Instructor II	48.00
7. Mercado, Aurora I.	Instructor I	49.74	Instructor II	48.00
8. Riad, Erlin A. F.	Instructor I	48.09	Instructor II	48.00
9. Rosillo, Linda	Instructor I	48.68	Instructor II	48.00
10. Villalino, Martha Y.	Instructor I	50.39	Instructor II	48.00
11. Avellana, Cecilia M.	Assistant Instructor III	45.69	Instructor I	46.00

Administration

1. Bernardo, Emiliana N.	Professor III	102.10	Professor IV	102.00 w/PhD
2. Martin, Andres P.	Assistant Professor II	69.93	Assistant Professor III	68.00 w/MS
3. Bandala, Pedro T. Jr.	Assistant Instructor II	46.17	Instructor I	46.00
4. Velarde, Ofelia D.	Assistant Instructor II	46.31	Instructor I	46.00

Effectivity: July 1, 1981 or upon the approval by the Budget Ministry whichever is earlier.
Implementation: Upon the receipt of fund release from the Budget Ministry for the salary differential.

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GUIDE FOR COMPUTATION OF POINTS EARNED AS
BASIS FOR MEETING POSITION QUALIFICATION REQUIREMENT

A. EDUCATIONAL QUALIFICATION		51 point/s
1. Highest academic degree or educational attainment in the field of study relevant to his work:		
a. Doctoral degree (ScD, PhD, EdD, or equivalent)	46	"
b. Master's degree (MS, MEd, MA, MAT or equivalent)	38	"
c. Doctor of Veterinary Medicine	32	"
c. Bachelor's degree:		
(1) Regularly 5-year degree curriculum in all colleges in the Philippines	31	"
(2) Regularly 4-year degree curriculum in all colleges in the Philippines	30	"
d. Associate courses or its equivalent	26	"
2. Additional degree: (Maximum of 3 points) For every additional related equivalent degree taken after the highest degree:		
a. PhD or its equivalent	3	"
b. MS or its equivalent	2	"
c. BS or its equivalent	1	"
3. Additional credits earned during the last five years towards a relevant degree higher than the highest degree earned: (Maximum of 2 points)		
a. For every 10 credits earned towards an approved doctorate degree program	1	"
b. For every 10 credits earned towards an approved master's degree program		
c. For every 20 credits earned towards a bachelor's degree program	1	"
B. EXPERIENCE AND LENGTH OF SERVICE (Point will be pro-rated for experience of less than one year)	12*	10**
1. Full time teaching, research and extension service at any public or private educational or research institution:		

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- * - Maximum points for reclassification
 ** - Maximum points for recruitment

ity: July 1, 1981 or upon the approval by the Budget Ministry whichever is earlier.
 tation: Upon the receipt of fund release from the Budget Ministry for the salary differential.

- a. For every year of experience in college teaching, research, or extension work 0.5 point/
 - b. For every year of experience in high school and college teaching for a high school position 0.4 "
 - c. For every year of experience in high school teaching for a college position 0.3 "
 - d. For every year of experience in elementary school teaching for a high school position 0.2 "
- For a college teaching position, no credit will be given to teaching experience in the elementary school.

2. Full time administrative experience in a supervisory capacity in public or government recognized private educational or research institution relevant to the position:

- a. For every year of such experience in a college, research institution or extension office 0.5 "
- b. For every year of such experience in a high school for high school position 0.4 "
- * c. For every year of such experience in a high school for a college teaching position 0.3 "
- d. For every year of such experience in an elementary school for a high school teaching position. 0.2 "

No credit shall be given to such experience in an elementary school for a college teaching position.

* - Experience as high school principal gets 0.5 point if subject to be taught in college pertains to supervision and administration.

3. Part-time teaching or research experience while doing graduate work:

- a. For every year of such experience while pursuing a PhD degree . . . 0.25 "
- b. For every year of such experience while pursuing a master's degree. ~~0.16~~ "

C. PROFESSIONAL GROWTH AND HONORS 30.00 "

1. Innovations, publications, inventions and other creative work patented or accepted:

- a. For every educational innovations introduced and adopted on a nationwide basis 3.00 "
- b. For every introduced innovation adopted by the College 2.00 "
- c. For every original and relevant invention of educational, scientific and cultural value:
 1. Patented with international application 5.00 "

May inc.
One-half

	2. Nationally patented	3	point/s
	3. Used locally but not patented	1	"
0.5 point	d. For each recognized discovery of significant educational, scientific and cultural value	2	"
0.4 "	e. For every published book approved for use by the Textbook Board/Committee	3	"
0.3 "	f. For every published book ^a /with at least 100 pages not approved by the Textbook Board nor the Textbook Committee	2	"
0.2 "	g. For every independent or original research of scientific article ^b / published in a recognized technical journal	1	"
public or relevant	h. For every pamphlet published related to his field of specialization, agriculture or rural development or creative article published in technical journal	0.50	"
u-	i. For every original article related to his field of specialization, agriculture an/or rural development published in popular periodical or magazine	0.25	"
0.5 "	j. For every unique architectural/structural design adopted for construction by the College	0.50	"
0.4 "	k. For every original article related to his Field of specialization, agriculture and/or rural development published in non-technical publication with limited circulation	0.10	"
0.3 "			
0.2 "			
ought in	2. For non-degree study, research and other professional improvement: (Maximum of 7 points)		
0.25 "	a. For every year of any such activity sponsored by the government, the UN, or its agencies, or any foreign program covered by an agreement with the government. (Point will be pro-rated for less than one year of such activity with a minimum of 0.1 point).	1.00	"
ee. 0.16 "	b. For every governmental mission abroad of an educational, technological, scientific, or cultural nature	0.50	"
30.00 "	c. For every year of service to an international organization abroad in a professional post including employment as an expert or consultant. (Point will be pro-rated for less than one year of such service with a minimum of 0.5 point). No point will be given for this service under letter b	1.00	"
3.00 "			
2.00 "			
5.00 "			

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May include writing a chapter or chapters in a book or editing the book ($\frac{1}{2}$ point)
One-half ($\frac{1}{2}$) of the point for excerpts; pro-rated for co-authors.

- d. For every attendance as adviser, organizer, coordinator, consultant, resource person, or guest speaker at an international conference, workshop, training course provided it is not covered under any other item 0.5 point/
- e. For every attendance as official delegate at an international conference, workshop, training course provided it is not covered under any other item 0.25 "
- f. For every attendance as resource person or reading a paper to a national or regional conference meeting, seminar, workshop relevant to his present work with a maximum point of 2 0.25 "
- g. For every attendance as an official delegate to a national or regional conference, meeting, seminar, workshop, training course relevant to his present work and not less than 3 days each for a maximum of 1 point 0.10 "
3. Membership honor societies, professional and educational associations on national or international level: (Maximum of 1 pt.)
- a. Current membership in each honor society 0.30 "
- b. Current membership in each professional association which seeks to improve instruction, research or extension 0.25 "
- c. Current leadership as an officer in an honor society or professional association 0.50 "
4. Highest civil service/board/bar examinations passed: (Only one eligibility will be credited and must be relevant to present work)
- a. Social worker, Junior Teacher, FMT, HMT, eligibilities granted by PD, Junior/Associate Engineering Board and equivalents 0.50 "
- b. Teacher, Agricultural Officer, Plant Pest Control Officer, CPA, Professional Engineering, Nursing, Dentistry, Medical, Pharmacy, Architecture, Forestry, Veterinary Board and equivalents 1.00 "
- c. Superintendent exam 2.00 "
5. Scholarships, Study Grants, Honors and Awards received: (Maximum of 10 points)
- *a. For every competitive scholarship towards a degree earned:
1. Decided by mother agency 1.00 "
2. Decided by outside agency or institution 2.00 "

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*/ In case of two scholarship awards for a degree, credit will be given to whichever is higher.

0.5 points

b. For every assistantship or study grant towards a degree earned:

0.25 " 1. For every year of assistantship towards an MS DEGREE for a maximum of 0.5 points 0.16 point/s

0.25 " 2. For every year of assistantship towards a PhD degree for a maximum of 1 point 0.25 "

c. For every scholarship or study grant enjoyed for non-degree study for one year: (Pro-rated for less than one year)

0.10 " 1. Decided by mother agency 0.50 "

0.10 " 2. Decided by outside agency or institution 1.00 "

d. For every academic honor earned, such as summa cum laude, magna cum laude, cum laude or their equivalent 1.00 "

0.30 " e. For every award of distinction received in recognition of contribution to or service in education, science, technology or culture:

0.25 " a. National award 5.00 "

0.25 " b. Regional award 1.00 "

0.50 " c. Provincial, municipal or institutional 0.50 "

D. RATING OF WORK PERFORMANCE & PERSONAL AND SOCIAL QUALITIES 21.00 points

Use appropriate table.

0.50 "

1.00 "

2.00 "

1.00 "

2.00 "

3.00
0.50

E. SPECIAL PROVISIONS

1. For every international awards of distinction received in recognition of contribution to or service in education, science, technology or culture 10.00
2. For every international award of distinction received in recognition for active involvement in community development service 10.00
3. Additional points for leadership responsibilities using the following guide:
 - a. Section Head (College and High School) 1.00
 - b. Office Heads 2.00
 - c. Director, Department Heads, High School Principal, College Secretary 4.00
 - d. Membership to standing committee for at least one year (Maximum of 1.00 point) 0.50
 - e. Guidelines in the computation of points for Section and Department Heads (Memo. 44)
1. Section Heads
 - a. For sections with three (3) staff members or less 0.5
 - b. For sections with four (4) staff members or more 1.00
2. Department Heads
 - a. For departments with ten (10) staff members or less 2.00
 - b. For departments with 11-20 staff members 3.00
 - c. For departments with 21 or more staff members 4.00
3. Only regular staff members in each department or center shall be counted as members. Casual and contractual personnel are excluded.
4. To get the full credit points, the department or section head must have served in that capacity for a minimum of three years. For less than three (3) years term, the points will be prorated.
4. For recruitment purposes, additional points may be given to academic honors earned (For BS degree only)
 - a. Summa Cum Laude, Magna Cum Laude, Cum Laude 3.00
 - b. GPA of 1.76 - 1.99 or its equivalent 0.50

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VIETNAM STATE COLLEGE OF AGRICULTURE
Payroll, 1970

MINIMUM POINTS FOR ACADEMIC POSITIONS

7

5. For every five (5) years of continuous satisfactory service to ViSCA/VAC, 1.00 pt.
6. For recruitment purposes, additional points may be granted to an applicant by the President upon the recommendation of the department or office head for graduates of fields of study with very limited supply 2-8 "
7. Academic staff members on study leave will be reclassified only upon their return to work at ViSCA.
8. Except for those who have just earned a higher degree, no academic staff member should be adjusted beyond 2 ranks at a time.
9. This guide will be used for upward reclassification only.

period during study leave with or without pay excluded.

* Includes points for Work Performance and Personal and Social Qualities

** In addition to minimum number of points and relevant degree requirements an applicant to a given academic position must also meet the following requirements

1. Grade Point Average

- a. Major subjects - 2.25 or better
- b. Other subjects - 2.50 or better

2. Must pass the personal interview.

3. Must not have a failing grade.

4. Age requirements (Maximum)

- 25 - 30 years old MS - 35 years old PhD - 45 years old
5. Exceptional cases shall be referred to the Executive Committee.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

MINIMUM QUALIFICATION & POINT REQUIREMENTS FOR ACADEMIC POSITIONS

		Minimum Points and Degree Required	
		Position Reclassification*	Recruitment**
Assistant Instructor	I	-	30
	II	41	31
	III	42	32
Instructor	I	46	34
	II	48	36
	III	50 w/MS or 54 w/ BS	38 w/MS or 42 w/BS
	IV	54 w/MS or 58 w/ BS	42 w/MS or 46 w/BS
Assistant Professor	I	60 w/MS or 64 w/ BS	48 w/MS or 52 w/BS
	II	64 w/MS or 68 w/ BS	52 w/MS or 56 w/BS
	III	68 w/ MS	56 w/MS
	IV	60 w/PhD or 72 w/MS	48 w/PhD or 60 w/MS
Associate Professor	I	68 w/PhD or 80 w/MS	56 w/PhD or 68 w/MS
	II	72 w/PhD or 84 w/MS	60 w/PhD or 72 w/MS
	III	76 w/PhD or 88 w/MS	64 w/PhD or 76 w/MS
	IV	80 w/PhD or 92 w/MS	68 w/PhD or 80 w/MS
Professor	I	90 w/PhD	78 w/PhD
	II	94 w/PhD	82 w/PhD
	III	98 w/PhD	86 w/PhD
	IV	102 w/PhD	90 w/PhD

* - Includes points for Work Performance and Personal and Social Qualities

** - In addition to minimum number of points and relevant degree requirements an applicant to a given academic position must also meet the following requirements:

1. Grade Point Average:

- a. Major subjects - 2.25 or better
- b. Other subjects - 2.50 or better

2. Must pass the personal interview.

3. Must not have a failing grade.

4. Age requirement: (Maximum)

BS - 30 years old MS - 40 years old PhD - 45 years old

5. Exceptional cases shall be referred to the Executive Committee.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

PERFORMANCE RATING SHEET
FOR JUNIOR RESEARCHERS

Work Performance - 70%

R A T I N G S C A L E												Weight	Rating
	5	4.5	4	3.5	3	2.5	2	1.5	1	Weight			
Recruitment	Promptness in submitting reports and in accomplishing other assigned tasks.											10	
	(always late)		(often late)		(reasonably delayed)		(sometimes delayed)		(always prompt)				
	Effectiveness in the implementation of research projects based on established objectives and/or planned targets.											12	
	(guidance always necessary)		(guidance often necessary)		(occasional guidance necessary)		(guidance seldom necessary)		(guidance unnecessary)				
IS or 42 w/MA	Willingness to work beyond regular assignments and working time.											6	
IS or 46 w/MA	(none at all)		(occasionally shown)		(average)		(often shown)		(always strong and obvious)				
IS or 52 w/MA	Organization and planning of activities of work and data collection and reporting.											8	
IS or 56 w/MA	(consistently disorganized)		(mostly disorganized)		(average)		(sometimes disorganized)		(always organized)				
IS or 60 w/MA	Effectiveness in the use of available resources.											8	
IS or 64 w/MA	(no resourcefulness at all)		(often unresourceful)		(average)		(often resourceful)		(always resourceful)				
IS or 68 w/MA	Thoroughness and accuracy in the conduct of experiments.											10	
IS or 72 w/MA	(close supervision a must)		(reminder always needed)		(reminder often needed)		(reminder at times)		(highly dependable)				
IS or 76 w/MA	Effectiveness in individual as well as group work.											6	
IS or 80 w/MA	(ineffective both ways at all times)		(occasionally effective in one or both in average other-wise)		(effective only in one moderate or both in average other-wise)		(highly effective in one moderate in other)		(highly effective in both ways)				
IS or 84 w/MA	Obedience to his/her assignments in accordance with approved schedule or working hours.											3	
IS or 88 w/MA	(always late)		(occasionally late)		(Average)		(seldom late)		(perfect attendance)				
IS or 92 w/MA	Production of effective solutions to problems or consultation or in absence of supervisor.											8	
IS or 96 w/MA	(needs to be told most of time)		(sometimes)		(Average)		(Most of the time)		(at all times)				

	R A T I N G S C A L E										Weighted
	<u>5</u>	<u>4.5</u>	<u>4</u>	<u>3.5</u>	<u>3</u>	<u>2.5</u>	<u>2</u>	<u>1.5</u>	<u>1</u>	<u>Weight</u>	<u>Rating</u>
Effectiveness in supervision of laborers and subordinates	(very inefficient)		(slightly effective)	(Average)			(very effective)	(excellent)	6		_____
Attendance in college meetings, seminars and college functions.	(never attends)		(seldom attends)	(present half of although the available time)			(occasionally absent although available)	(always participating when ever available)			_____
Overall performance in conduct of research.	(poor)		(below average)	(average)			(above average)	(excellent)	15		_____
										100	
TOTAL											

Personal and Social
 Traits 30%

Initiative in the
 performance of work.

Active in accomplishing
 duties but related
 tasks.

Manifestation of
 interest in work and
 evidence of improve-
 ment.

Resourcefulness in the
 use of available
 resources.

Honesty in the conduct
 of experiments.

Receptivity to
 suggestions and
 advice of super-
 visor and
 fellow workers.

Confidence of self-
 confidence that
 others respect of
 supervisor, subor-
 dinates and fellow
 workers.

Manifestation of fair-
 ness in dealing with
 subordinates and
 fellow workers.

Manifestation of
 leadership and
 followship roles
 when needed.

R A T I N G S C A L E
 1 1.5 2 2.5 3 3.5 4 4.5 5

Wt. Weighted
 Rating

(guid- (guid- (occa- (guid- (guid-
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 always often al seldom neces-
 neces- neces- guid- neces- sary)
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10

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 at sion- rage) shown) strong
 all) ally and
 shown) obvious)

8

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 sign dedi- rage) cated cated
 of in- cation but and
 terest but grasps grasps
 nor poor- grad- fast)
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10

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 at sion- rage) fair) fair)
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8

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 at sion- rage) shown) shown)
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 shown)

5

	R A T I N G S C A L E									Wt.	Weighted Rating
	1	1.5	2	2.5	3	3.5	4	4.5	5		
Willingness in extending artise/services beyond defined assignment out jeopardizing his/ main tasks.	(not at all)		(occa- sion- ally willing)		(ave- rage)		(often will- ing)		(always willing)	5	_____
Testation of support approved college and etment/center policies.	(ne- ver)		(some- times)		(ave- rage)		(very often)		(strong- ly)	8	_____
ession of moral acceptable in community.	(poor)		(fair)		(ave- rage)		(very high)		(excel- lent)	8	_____

Attribution of Ratings:

Work Performance -

B. Personal and Social Qualities

Immediate Supervisor - 100%

Immediate Supervisor - 50%

Co-workers (peers) - 50%

		R A T I N G S C A L E							Wt.	Weighted Rating
		5	4.5	4	3.5	2	2.5	2		
Submits reports and accomplishes other assigned tasks promptly.	(always late)			(often late)		(rarely delayed)		(sometimes delayed)	10	_____
Implements research projects based on established objectives and/or planned targets effectively.	(always ineffective)			(occasionally ineffective)		(average)		(often effective)	10	_____
Works with drive beyond regular assignments and working time.	(none at all)			(occasionally shown)		(average)		(often shown)	5 (9)*	_____
Organizes and plans work activities, data collection, and reporting.	(consistently disorganized)			(mostly disorganized)		(average)		(sometimes disorganized)	5	_____
Uses available resources effectively.	(no resourcefulness at all)			(often unresourceful)		(average)		(often resourceful)	5	_____
Conducts experiments carefully and accurately.	(close supervision a must)			(reminder ways needed)		(reminder needed often)		(reminder needed at times)	6(10)*	_____
Works as an individual as well as in group effectively.	(ineffective both ways at all times)			(occasionally ineffective in all times)		(effectively in one or both modes)		(highly effective in both ways)	2	_____
Attends college meetings, seminars and other college functions.	(never attends)			(seldom attends although available)		(present half the time)		(occasionally absent though available)	4	_____
									100	_____
Average Weighted Rating										_____

*Points in parenthesis are to be applied when the instrument is to be used for reclassification purposes.

Abilities	30%	5	4.5	4	3.5	3	2.5	2	1.5	1	Wt.	Rating
1. Possesses initiative in the performance of work.		(guid- ance always neces- sary)	(guid- ance often neces- sary)	(occa- sion- al guid- ance neces- sary)	(guid- ance seldom neces- sary)	(guid- ance neces- sary)					10	_____
2. Possesses drive in accomplishing added but related tasks.		(none at all)	(occa- sion- ally shown)	(ave- rage)	(often shown)	(always strong and obvious)					8	_____
3. Manifests interest in work and evidence of improvement.		(no sign of in- terest nor self improve- ment)	(some dedi- cation but poorly or vice versa)	(ave- rage)	(dedi- cated but grasps grad- ually)	(dedi- cated and grasps fast)					10	_____
4. Resourceful in the use of available resources.		(no resour- ceful ness at all)	(often un- resour- ceful)	(ave- rage)	(often resour- ceful)	(always resour- ceful)					10	_____
5. Honest in the conduct of experiments.		(close super- vision a must)	(re- minder al- ways need- ed)	(re- minder needed often)	(remind- er need- ed at times)	(highly de- pendable)					10	_____
6. Receptive to suggestions and advice of supervisor and fellow workers.		(not at all)	(occa- sion- ally re- ceptive)	(ave- rage)	(often re- ceptive)	(always receptive)					8	_____
7. Projects self-confidence that gains respect of supervisor, subordinates and fellow workers.		(none at all)	(occa- sion- ally shown)	(ave- rage)	(often con- fident and respect- able)	(always confident and res- pectable)					5	_____
8. Manifests fairness in dealing with subordinates and fellow workers.		(not at all)	(occa- sion- ally)	(ave- rage)	(often fair)	(always fair)					8	_____
9. Manifests leadership and followership roles when needed.		(none at all)	(occa- sion- ally shown)	(ave- rage)	(often shown)	(always shown)					10	_____
10. Willing to extending expertise/services beyond his defined assignment without jeopardizing his/her main tasks.		(not at all)	(occa- sion- ally willing)	(ave- rage)	(often will- ing)	(always willing)					5	_____
11. Manifests support of approved college and		(ne- ver)	(some- times)	(ave- rage)	(very often)	(strong- ly)					8	_____

	R A T I N G S C A L E							Wt.	Weighted Rating
	5	4.5	4	3.5	3	2.5	2	1.5	1
Assesses moral values acceptable in the community.	(poor)		(fair)		(ave- rage)		(very high)		(excel- lent)
								8	_____

Distribution of Ratings:

Work Performance -

Immediate Supervisor* - 70%
Department Head/Center
Director - 30%

B. Personal and Social Qualities

Immediate Supervisor - 35%
Department Head - 15%
Co-Workers (peers)

If the immediate supervisor is also the Department/Center Director, he
is the weight given to both immediate supervisor and the head or
director.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

EVALUATION RATING REPORT
for
EXTENSION PERSONNEL

Name: _____ Period From: _____
Position: _____ Covered: To: _____
Nature of Assignment: (a) Office: _____ (b) Field: _____
(c) Full-time: _____ (d) Part-time: _____
If part-time, percentage of workload devoted to extension: _____
Department/Unit: _____

S U M M A R Y

	<u>EQUIVALENT RATING</u>
I. Group A. - JOB PERFORMANCE SKILLS	
Total Weighted Rating Obtained: _____ x 70% =	_____
II. Group B - PERSONAL AND SOCIAL QUALITIES	
Total Weighted Rating Obtained: _____ x 30% =	_____
III. FINAL RATING	_____
IV. DESCRIPTIVE RATING	_____
V. RECLASSIFICATION POINTS OBTAINED (If applicable)	_____

Rated by:

Signature of Rater

Designation

Date

Concurred by:

Ratee

Position

Date

RATING SCALE FOR EXTENSION PERSONNEL

GROUP A - Job Performance Skills (70%)

	R A T I N G *					WEIGHT	WEIGHTED RATING
	Poor (5) 4.5	Fair (4) 3.5	Satisfactory (3) 2.5	Very Satisfactory (2) 1.5	Outstanding (1)		
Regularly attends to official functions in accordance with approved work schedule and/or official working hours***	5	4	3	2	1	10(15)	_____
Plans work carefully and intelligently***	5	4	3	2	1	10(15)	_____
Diagnoses community/clientele problems accurately	5	4	3	2	1	10	_____
Introduces effective solutions to problems and innovations for the improvement of the community and clientele	5	4	3	2	1	10	_____
Influences individuals and groups to institute worthwhile activities	5	4	3	2	1	10	_____
Prepares extension teaching materials and/or demonstration aids for projects/activities undertaken	5	4	3	2	1	10	_____
Submits satisfactory reports promptly***	5	4	3	2	1	10(20)	_____
Accomplishes assigned tasks in accordance with established objectives and/or planned targets***	5	4	3	2	1	15(25)	_____
Generally manifests a high degree of commitment by striving to render efficient service to the college and/or the extension clientele***	5	4	3	2	1	15(25)	_____
TOTAL WEIGHT						100(100)	_____

* Fractional rating can be given for points between two scales.

** Number in parenthesis applies to weights for office-based extension personnel.

*** Item applies to office-based and field-based extension personnel.

Part B - Personal and Social Qualities* (30%)

	R A T I N G *						WEIGHT-WEIGHTED
	Poor	Fair	Satisfactory	Very Satisfactory	Outstanding		RATING
	(5) 4.5	(4) 3.5	(3) 2.5	(2) 1.5	(1)		
1. Possesses the right attitude towards his/her work and manifests enthusiasm and dedication in carrying out his/her tasks.	5	4	3	2	1	(10)	_____
2. Projects self-confidence that gains the respect of the clientele, fellow workers and other individuals.	5	4	3	2	1	(10)	_____
3. Works harmoniously with fellow workers, clientele groups and other individuals.	5	4	3	2	1	(10)	_____
4. Shows initiative and resourcefulness in the performance of assigned tasks.	5	4	3	2	1	(10)	_____
5. Accepts additional responsibilities willingly when exigencies of the service so requires.	5	4	3	2	1	(10)	_____
6. Extends expertise/services beyond the department/office/college without jeopardizing his/her main tasks.	5	4	3	2	1	(5)	_____
7. Assumes dependable leadership and followership roles whenever the situation calls for such role.	5	4	3	2	1	(5)	_____
8. Shows openness to suggestions and constructive criticisms of office heads, fellow workers and clientele.	5	4	3	2	1	(5)	_____
9. Communicates ideas effectively.	5	4	3	2	1	(5)	_____
10. Projects a pleasing personal appearance through appropriate attire and good grooming.	5	4	3	2	1	(5)	_____

* Applicable to all extension personnel.

†† Fractional rating can be given for points between two scales.

R A T I N G						WEIGHT	WEIGHTED RATING
Poor	Satisfactory	Very Satisfactory	Outstanding				
(5) 4.5	(4) 3.5	(3) 2.5	(2) 1.5	(1)			

Participates in civic, social and cultural activities in the project barangays and in the ViSCA community.	5	4	3	2	1	(5)	_____
Strives continuously to improve his/her competencies in extension and extension-related work.	5	4	3	2	1	(5)	_____
Manifests honesty and fairness in dealing with fellow workers, extension clientele and other individuals.	5	4	3	2	1	(5)	_____
Exhibits an acceptable degree of morality in accordance with established norms of the community.	5	4	3	2	1	(5)	_____
Supports the approved policies of the school and the department/division/office.	5	4	3	2	1	(5)	_____
TOTAL WEIGHT						(100)	_____

STAGE WEIGHT DISTRIBUTION OF RATINGS:

Group A (Job Performance Skills) - 70 Per cent

<u>Field-based Personnel</u>		<u>Office-based Personnel</u>	
Supervisor	60%	Supervisor	60%
Extension Clientele	30%	Co-workers	30%
Self-rating	10%	Self-rating	10%
Total	100%	Total	100%

Group B (Personal and Social Qualities - 30 Per cent

<u>Field-based Personnel</u>		<u>Office-based Personnel</u>	
Supervisor	25%	Supervisor	30%
Clientele	60%	Fellow workers	60%
Fellow workers	10%	Self-rating	10%
Self-rating	5%		
Total	100%	Total	100%

RATING SCALE FOR TEACHERS

INSTRUCTIONS TO THE STUDENTS:

You are requested to evaluate your teacher objectively based on the items listed below. To rate a teacher, encircle on the answer sheet provided the letter which best describes each item or teacher behavior. Your answer will be kept confidential. Please do not indicate the ratings on this question sheet.

A. Instructional Skills and Performance

1. How well have you understood the objectives of this subject?
 - a. Objectives presented fairly clear
 - b. Objectives poorly presented
 - c. Objectives not presented
 - d. Objectives presented very clearly
 - e. Objectives presented clearly
2. Does your teacher enforce the class policies and requirements throughout the semester?
 - a. Sometimes enforces class policies
 - b. Never enforces class policies, never explains changes
 - c. No policies set
 - d. Always enforces class policies and explains changes if any
 - e. Often enforces class policies
3. How well does your teacher organize the subject matter?
 - a. Subject matter very well organized
 - b. Subject matter well organized
 - c. Subject matter fairly well organized
 - d. Subject matter not organized
 - e. Needs much improvement in the way he organized subject matter
4. How well does your teacher present the subject matter?
 - a. Subject matter excellently presented
 - b. Subject matter very satisfactorily presented
 - c. Subject matter fairly well presented
 - d. Manner of presentation needs much improvement
 - e. Very poor presentation of subject matter
5. How do you rate the teacher's ability to make the subject interesting?
 - a. Good, frequently gets students' interest
 - b. Weak, sometimes gets students' interest
 - c. Poor, hardly gets students' interest
 - d. Very good, always gets students' interest
 - e. Fair, occasionally gets students' interest
6. How effective is your teacher in preventing cheating during examination?

a. Lenient	d. Always very effective
b. Fairly effective	e. Effective
c. Permissive	
7. How well can you understand your teacher's explanation?
 - a. Occasionally clear and sometimes easy to understand
 - b. Seldom clear and usually difficult to understand
 - c. Not clear and usually difficult to understand
 - d. Always very clear and easy to understand
 - e. Frequently clear and easy to understand
8. How clearly does your teacher give instructions?

a. Sometimes clear	d. Always very clear
b. Hardly clear	e. Often clear
c. Not clear	

9. Does your teacher try to relate topics to personal or community life and problems whenever applicable?
 - a. Almost always when applicable
 - b. Frequently when applicable
 - c. Sometimes when applicable
 - d. Seldom even if applicable
 - e. Never even if applicable
 - f. Difficult to relate to personal or community life and problem because of the nature of the subject matter coverage
10. How effectively does your teacher make use of class time?
 - a. Plans lessons and makes full use of class time always
 - b. Often plans lessons and makes full use of class time
 - c. Sometimes plans lessons and makes full use of class time
 - d. Hardly plans lessons and makes full use of class time
 - e. Does not plan lessons and never makes full use of class time
11. Does your teacher welcome and answer questions in class?
 - a. Welcomes questions, answers questions satisfactorily
 - b. Seldom entertains questions, gets impatient when questioned
 - c. Does not entertain questions, gets angry when questioned
 - d. Always invites, welcomes and answers questions
 - e. Entertains and answers questions occasionally
12. Does your teacher come to class prepared for the lessons?
 - a. Always prepared
 - b. Prepared most of the time
 - c. Sometimes prepared
 - d. Unprepared most of the time
 - e. Not prepared every time
13. How do you describe your teacher's mastery of the subject matter?
 - a. Limited discussion when not reading references/lecture notes in class
 - b. Can hardly discuss lessons without reading references/lecture notes in class
 - c. Dictates or writes entire lecture word for word on the board from references/lecture notes
 - d. Discusses lessons without reading references/lecture notes in class
 - e. Can discuss lessons most of the time without reading references/lecture notes in class
14. Is the teacher prompt in reporting to class?
 - a. Sometimes late
 - b. Often late
 - c. Always late
 - d. Very prompt
 - e. Rarely late
15. How would you rate your teacher's ability to maintain order and discipline in class?
 - a. Very good, always maintains order and discipline
 - b. Good, maintains order and discipline most of the time
 - c. Fair in maintaining order and discipline
 - d. Weak in maintaining order and discipline, always lax
 - e. Poor, cannot maintain order and discipline
16. What type of examination questions does your teacher ask?
 - a. Requires enough application of knowledge acquired in class with very little memorization
 - b. Requires limited application of knowledge and more memorization
 - c. Requires memorization only
 - d. Requires much application of knowledge acquired in class rather than memorization

B. Personal

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C. General

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1. How does your teacher react to a different opinion?

- a. Occasionally welcomes a different opinion
- b. Seldom welcomes different opinion
- c. Discourages different opinion
- d. Always welcomes different opinion
- e. Often welcomes different opinion

2. Does your teacher get along well with students?

- a. Gets along well but meets difficulty sometimes
- b. Frequently meets difficulty in getting along with students
- c. Always meets difficulty in getting along with students
- d. Gets along very well
- e. Gets along well

3. Does your teacher give help in this subject when requested outside class hours?

- a. Always gives help to students
- b. Frequently gives help
- c. Sometimes gives help, sometimes refuses or not willing to give help
- d. Rarely gives help or willing to extend help
- e. Refuses to give help or not willing to help
- f. I did not ask help from teacher

4. Is your teacher fair in giving grades?

- a. Fair
- b. Sometimes not fair
- c. Not fair every time
- d. Very fair
- e. Usually fair

5. Does your teacher show self-confidence in class?

- a. Often shows self-confidence and hardly gets confused
- b. Lacks self-confidence, often gets confused
- c. No self-confidence, always gets confused
- d. Always shows self-confidence and never gets confused
- e. Fairly self-confident, sometimes gets confused

6. Does your teacher's mannerism distract your learning?

- a. Not distracted by teacher's mannerism (or teacher does not have any)
- b. Hardly distracted by teacher's mannerism
- c. Sometimes distracted by teacher's mannerism
- d. Most of the time distracted by teacher's mannerism
- e. Always distracted by teacher's mannerism

C. General Information

1. At the beginning of the semester, did your teacher give the class the course outline for the semester?

- a. Yes
- b. No

2. Did the teacher follow the subject course outline or explain the changes/modifications made?

- a. Yes
- b. No

3. If you have the choice, would you be willing to be under the teacher you are evaluating?

- a. Yes, gladly
- b. Yes, possibly
- c. No

4. What characteristics do you like in the teacher?

5. What characteristics do you dislike in the way the teacher you are evaluating teaches the course?
6. In what ways do you think your teacher can improve his effectiveness in teaching this course?
7. Does your teacher use the vernacular (Cebuano, Waray, Tagalog, Etc.) in teaching the subject matter?
 - a. Does not use vernacular, always teaches subject matter in English
 - b. Translates in the vernacular key words or technical terms only
 - c. Uses more English than the vernacular in teaching
 - d. Uses more vernacular than English in teaching
 - e. Teaches subject matter entirely in the vernacular
8. If you feel bored/sleepy in class, what could be the possible reason(s)?
 - a. Method of teaching
 - b. The subject matter itself
 - c. Time of class
 - d. Classroom conditions
 - e. Personal reasons, (Please specify)
9. Does your teacher talk loud enough to be heard by everyone in class?
 - a. Always loud enough and clear
 - b. Often loud enough and clear
 - c. Fairly loud enough and clear
 - d. Often low and hard to hear
 - e. Very low voice and can hardly be heard
10. How do you rate your teacher's ability to encourage class participation such as students' asking questions and giving comments?
 - a. Very good
 - b. Good
 - c. Fair
 - d. Weak
 - e. Poor
11. What teaching aids does your teacher use in explaining the lessons?
 - a. Actual specimens
 - b. Charts
 - c. Illustrations on board
 - d. Handouts
 - e. (plastic, clay, wood, models, etc.)
 - f. Audio-visuals
 - g. Others (please specify)
12. How would you compare the over-all teaching performance of this teacher with all the others you have had at ViSCA
 - a. The poorest
 - b. One of the best
 - c. Average
 - d. The best among them
 - e. One of the poorest

Thank you for your valuable help!

I. RATING

I t e

Work Performe

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work per

Over-all

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1. RATING SCALE FOR WORK PERFORMANCE AND PERSONAL-SOCIAL QUALITIES ON TEACHING STAFF*

I t e m s	Poor	Below	Aver-	Above	Excel-	Weight
	(5)	Ave. (4)	age (3)	Ave. (2)	lent (1)	
Performance (70%)						
Attendance in meeting and seminars in the department/college whenever appropriate.						15
Promptness in the performance of assigned task(s).						15
Quality of reports submitted or work performed.						30
Over-all effectiveness/efficiency.						40

TOTAL - - - - - 100

I t e m s	Hardly	Some-	Often	Very	Al-	Weight
	(5)	times (4)	(3)	Often (2)	ways (1)	
Personal and Social Qualities (30%)						
Works harmoniously with fellow workers and other individuals and tolerates the opinions of others.						8
Participates in civic and social activities including those within the ViSCA community.						5
Assumes leadership and follower-ship roles and can be depended upon.						8
Shows dedication in his or her work and works beyond office hours when necessary.						8
Exhibits honesty and fairness in his official dealings with fellow workers and students and observes professional ethics.						8
Wears acceptable attire according to demands of the situation or occasion.						3

AL-	Very	Often	(1)
AL-	Often	ways	(2)
AL-	Often	ways	(3)
AL-	Often	ways	(4)
AL-	Often	ways	(5)
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AL-	Often	ways	(100)

continued in the following

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ПОЛТА МРОН НЕССЕНТЛІ.

101.2.

ПОЛТА МРОН НЕССЕНТЛІ.

-----TALOL

[Faint, illegible text from the reverse side of the page]

Name of Ratee _____

Dept./Office _____

Code No. _____

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

PERFORMANCE EVALUATION OF OFFICE/DEPARTMENT HEAD

(By Administrator)

Code No. _____

Score _____

Rating Period _____

(Inclusive Dates)

Rating scale

Performance Level

1 - Excellent

Outstanding performance

2 - Above Average

Very satisfactory performance

3 - Average

Performance adequately meets normal
job requirement

4 - Below Average

Performance needs improvement

5 - Poor

Unacceptable performance

Instructions:

Using the rating scale above, evaluate the ratee's performance for each item by writing the number of the scale that best describes his performance.

Your responses will be kept confidential.

I. MANAGERIAL SKILLS

1. Program Planning and Resource Utilization

1.1. Plans programs in accordance with the objectives of the college and the role of the department/office.

1.2. Seeks and evaluates facts as basis for program planning.

1.3. Revises plans in accordance with new developments.

1.4. Evaluates program operations periodically and modifies operations, method and techniques when feedback necessitates such modification.

1.5. Defines clearly staff duties and responsibilities.

1.6. Recruits and assigns the right person to the right job.

1.7. Delegates authority and responsibility to the staff when necessary.

1.8. Makes sure that department/office funds and supplies are used properly and efficiently.

1.9. Explores and taps available manpower and material resources even those from outside the college.

(By Administrator)

2. Adjusting to the Organization

- 2.1. Copes with his own tension in performing the varied demands of his work and the organization.
- 2.2. Tunes in to new pressures, developments and requirements that may alter his work.
- 2.3. Adapts to organizational and work changes with ease and vigor.
- 2.4. Helps his staff in understanding the policies and changes in the organization.

Sub-total score

3. Relating to peers (other office/department heads)

- 3.1. Consults his peers on issues or decisions affecting them and the organization.
- 3.2. Welcomes new ideas, suggestions, and constructive criticisms of his peers.
- 3.3. Cooperates with his peers in promoting the welfare of the organization.
- 3.4. Helps his peers in clarifying points they are trying to resolve.

Sub-total score

4. Relating to Administrators

- 4.1. Responds to request and reasonable expectations of his administrators on matters pertinent to the organization.
- 4.2. Expresses individual point of view despite differences between him and his administrator.
- 4.3. Apprises his administrators of significant developments and problems in his office/unit.
- 4.4. Consults his administrators on significant matters affecting them and the organization.
- 4.5. Safeguards confidential information that may be detrimental to the organization.

Sub-total score

5. Working with Ad Hoc and other External Groups

- 5.1. Cooperates with other members in accomplishing assigned tasks.

5.2. Creates a favorable atmosphere for group work.

(By Admin

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(By Administrator)

II. PERSONAL ATTRIBUTES (in relation to his work)

1. Innovativeness

- 1.1. Inquires into and criticizes constructively existing policies, standards and procedures in the system.
- 1.2. Tries out different approaches to discover better ways of doing things.
- 1.3. Takes the initiative in developing programs that will benefit the organization.

Sub-total score

2. Decisiveness

- 2.1. Assumes full responsibility in making decisions within the limit of the authority given him.
- 2.2. Analyzes problems objectively and recommends alternative solutions.
- 2.3. Decides and acts promptly when immediate decision is needed.
- 2.4. Shows firmness in enforcing decisions after appropriate deliberation.
- 2.5. Makes unpleasant decisions at his department/office level rather than elevate the case to higher authority.

Sub-total score

Grand total score

Average Point Score

COMMENTS:

Name of Ratee _____ Dept./Office _____
(Dept./Office Head)

Code No. _____

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

PERFORMANCE EVALUATION OF OFFICE/DEPARTMENT HEAD
(By Staff Member)

Code No. _____ Score _____ Rating Period _____
(Inclusive Dates)

Rating scale

Performance level

- | | |
|-------------------|---|
| 1 - Excellent | Outstanding performance |
| 2 - Above Average | Very satisfactory performance |
| 3 - Average | Performance adequately meets normal job requirement |
| 4 - Below Average | Performance needs improvement |
| 5 - Poor | Unacceptable performance |

Instructions:

Using the rating scale above, evaluate the ratee's performance for each item by writing the number of the scale that best describes his performance.

Your responses will be kept confidential.

I. MANAGERIAL SKILLS

1. Program Planning and Resource Utilization

- 1.1. Plans programs in accordance with the objectives of the college and the role of the department/office. _____
- 1.2. Seeks and evaluates facts as basis for program planning. _____
- 1.3. Revises plans in accordance with new developments. _____
- 1.4. Evaluates program operations periodically and modifies operations, method and techniques when feedback necessitates such modification. _____
- 1.5. Defines clearly staff duties and responsibilities. _____
- 1.6. Recruits and assigns the right person to the right job. _____
- 1.7. Delegates authority and responsibility to the staff when necessary. _____
- 1.8. Makes sure that department/office funds and supplies are used properly and efficiently. _____

(By Staff Member)

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2. Interacting with the staff and Relating to Peers

2. Fl

- 2.1. Responds to the needs and morale of his staff.
- 2.2. Finds ways to help his staff in maximizing work output.
- 2.3. Capitalizes on the strengths of his staff rather than on their deficiencies.
- 2.4. Shows sincerity and openness in dealing with his staff.
- 2.5. Encourages his staff to take initiative in solving problems and offer assistance only when necessary.
- 2.6. Encourages creativity and innovativeness of his staff in improving job performance.
- 2.7. Explores and provides his staff opportunities for development or training.
- 2.8. Gives due recognition and reward to his staff for good performance.
- 2.9. Consults with his staff on matters affecting them and the program.
- 2.10. Represents his staff on matters involving their welfare individually or as a group.
- 2.11. Safeguards confidential information that may be detrimental to his staff or unit.
- 2.12. Consults his peers on issues or decisions affecting them and the organization.
- 2.13. Welcomes new ideas, suggestions and constructive criticisms of his peers.

COMMENTS:

3. Influencing Others

- 3.1. Makes himself acceptable to his staff as a leader.
- 3.2. Encourages his peers and staff to participate in problem-solving and decision-making.
- 3.3. Possesses persuasive ability in interacting with others.

Sub-total score

II. PERSONAL ATTRIBUTES (in relation to his work)

1. Stress Tolerance

- 1.1. Remains calm and composed even under stress.

(By Staff Member)

2. Flexibility

2.1. Shows willingness to correct mistakes and learn from them.

2.2. Makes allowances for individual differences.

2.3. Respects the opinions of others even if contrary to his own.

Sub-total score

Grand total score

Average Point Score

COMMENTS:

Appointments of College Personnel for ConfirmationA. RecruitmentAgricultural Economics

1. Ms. Ma. Herminia A. Ruiz
BS in Agribusiness
VISCA 1981
Age: 20 yrs. old

Instructor
Salary: P12,516.00 p.a.
Effectivity: April 10, 1981
Status: Temporary

2. Ms. Analita P. Abella
BS in Agribusiness
VISCA 1981
Age: 20 yrs. old

Instructor
Salary: P12,516.00 p.a.
Effectivity: April 10, 1981
Status: Temporary

Agronomy & Soils Science

3. Mr. Emmanuel M. Cabia
BS in Agronomy (Soils)
VISCA 1981
Age: 19 yrs. old

Instructor
Salary: P12,516.00 p.a.
Effectivity: May 4, 1981
Status: Temporary

Agricultural Engineering & Applied Mathematics

4. Engr. Gregorio J. Galinato
MS in Agricultural Engineering
UPLB 1976
Age: 34 yrs. old

Assistant Professor
Salary: P20,580.00 p.a.
Effectivity: May 16, 1981
Status: Temporary

Plant Protection

5. Ms. Lualhati M. Noriel
MS in Agronomy (Weed Science)
UPLB 1976
Age: 29 yrs. old

Instructor
Salary: P17,724.00 p.a.
Effectivity: May 19, 1981
Status: Temporary

6. Ms. Rose Marie T. Rosario
MS in Entomology
UPLB 1980
Age: 20 yrs. old

Instructor
Salary: P17,724.00 p.a.
Effectivity: June 10, 1981
Status: Temporary

Arts & Letters

7. Ms. Zensaida C. Dumaguin
BS in Education (w/24 units in MA Ed)
Univ. of the Visayas 1967
Age: 32 yrs. old

Instructor
Salary: P13,152.00 p.a.
Effectivity: June 1, 1981
Status: Temporary

Physical Education

- | | |
|--------------------------------------|---------------------------|
| 8. Ms. Meriam P. Merced | Assistant Instructor |
| BS in Education (Physical Education) | Salary: P11,904.00 p.a. |
| Silliman University 1981 | Effectivity: June 4, 1981 |
| Age: 21 yrs. old | Status: Temporary |

Experimental Rural High School

- | | |
|--------------------------------|----------------------------|
| 9. Mr. Erwin Jose O. Manching | Assistant Instructor |
| BS in Physics for Teachers | Salary: P11,904.00 p.a. |
| Philippine Normal College 1981 | Effectivity: June 14, 1981 |
| Age: 20 yrs. old | Status: Temporary |

Philippine Root Crops Research & Training Center

- | | |
|-----------------------------------|----------------------------|
| 10. Mr. Osea Catalino E. Diongzon | Instructor |
| MS in Agronomy (Plant Breeding) | Salary: P14,532.00 p.a. |
| UPLB 1981 | Effectivity: May 1, 1981 |
| Age: 25 yrs. old | Status: Temporary |
| 11. Mr. Jose L. Bacusmo | Science Research Associate |
| MS in Agronomy (Plant Breeding) | Salary: P14,532.00 p.a. |
| UPLB 1981 | Effectivity: May 11, 1981 |
| Age: 24 yrs. old | Status: Temporary |

Office of the Director of Extension

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|---------------------------|-----------------------------|
| 12. Ms. Myrna M. Avila | Instructor |
| MS in Extension Education | Salary: P18,636.00 p.a. |
| UPLB 1978 | Effectivity: April 13, 1981 |
| Age: 26 yrs. old | Status: Temporary |

APPROVED INCENTIVE ALLOWANCE FOR NEWLY RETURNED FACULTY
FELLOWS/SCHOLARS

Inasmuch as the faculty members who completed their graduate or post-graduate courses cannot be reclassified or upgraded upon their return to duty due to some existing rules and requirements of the Budget Ministry, it is recommended that they be given an incentive allowance equivalent to the salary differential which they shall be entitled to when their positions have been reclassified or upgraded in accordance with the criteria of equivalents of the College. Our failure to reclassify or upgrade them immediately has been a cause of demoralization among the returning scholars, especially those who reported for duty after the month of June, the deadline for recommendation for reclassification or upgrading of academic personnel.

For the group of returned faculty fellows and scholars last year and this year, it is recommended that they be given an incentive allowance equivalent to their salary differentials after their position have been reclassified or upgraded. The incentive allowance shall take effect not earlier than March 1, 1981 until June 30, 1981 or up to the date preceding the effectivity of the reclassification, subject to prior approval of the Ministry of the Budget.