

**MINUTES OF THE 121<sup>st</sup> University ADCO MEETING**  
**Wednesday – 24 August 2016**  
**University Review Center**  
**2/F Center for Continuing Education**  
**Visayas State University Main Campus**  
**Visca, City of Baybay, Leyte**

**ATTENDANCE:**

**A. Present**

1. AMPAC, Louella C.	Director for Finance
2. ARMECIN, Romel B.	Director, ecoFARMI
3. ASIO, Victor B.	Dean, College of Agriculture & Food Science
4. BALBARINO, Edwin A.	Dean, VSU Isabel
5. CAGASAN, Edith G.	OIC Dean, Graduate School
6. CALIBO, Candelario L.	Dean, College of Arts and Sciences
7. CANO, Lourdes B.	Director, Admin. & Human Resource Development and OIC Dean, VSU Tolosa
8. CAPUNO, Othello B.	Vice President for Research and Extension
9. CENIZA, Ma. Juliet C.	Director, NCRC-Visayas
10. CUADRA, Lijuera J.	Dean, College of Education
11. ESGUERRA, Erlinda S.	Head, Accounting Office
12. GABUNADA, Francisco Jr. A.	Executive Assistant
13. GUARTE, Roberto C.	Dean, College of Engineering
14. LAÑADA, Eugene B.	Dean, College of Veterinary Medicine
15. MENESES, Raza Crecia L.	Dean, College of Nursing
16. PADAYAO, Marichu M.	Dean, VSU Alangalang
17. PARDALES, Andreli D.	Head, University Library
18. PATINDOL, Remberto A.	Vice President for Administration & Finance
19. PASA, Arturo E.	Dean, College of Forestry & Environmental Science
20. ROMERO, Gavino Jr. E.	OIC Dean, VSU Villaba
16. SINON, Feliciano G.	Director, NARC
17. TUdTUD, Daniel Jr. M.	<i>University Secretary</i> and VP for Planning, Resource Generation & External Affairs
18. TULIN, Edgardo E.	<b>PRESIDENT &amp; CHAIRMAN</b>
19. VALENZONA, Mario Lilio O.	OIC General Services Office
20. VASQUEZ, Erlinda A.	Director, PhilrootCrops
21. VELARDE, Rosa Ofelia D.	Director for Research Program
22. VELASCO, Eliezer L.	Head, University Registrar's Office

**B. Not Present**

**Represented by/Remarks**

1. ABAMO, Antonio P.	<i>represented by</i> Dr. Nancy V. Dumaguing
2. BELONIAS, Beatriz S.	<i>represented by</i> Dr. Victor B. Asio
3. LORETO, Manolo Jr. B.	<i>represented by</i> Ms. Marwen A. Castañeda
4. SAZ, Efren B.	<i>represented by</i> Ms. Adelina O. Carreno
5. YU, Elwin Jay V.	<i>represented by</i> Dr. Josephine O. Zafico

**C. Others Present**

1. GUINOCOR, Rysan C.	Attorney IV
2. GUMAOD, Celso	Head, Security Office
3. UNLU-CAY, Mark Michael	Student Regent

1   **I.     ROLL CALL**

2               President Edgardo E. Tulin inquired from the University Secretary whether  
3               there was a quorum of UADCO members present for the meeting.

4               The University Secretary informed the President that there was a quorum of  
5               UADCO members present for the 121<sup>st</sup> UADCO meeting.

6   **II.    CALL TO ORDER**

7               President Edgardo E. Tulin, after ascertaining that there was a quorum,  
8               welcomed all UADCO members and called the meeting to order at 8:47 A.M.

9   **III.   PRESIDENT'S REPORT**

10              The President informed the Council that this is a Regular Meeting and  
11              indicated that he will only cite the highlights of the different events that transpired:

12    A. Administration:

- 13              1. Formalized a MOA on Teaching, Research and Extension with the  
14              Agricultural Training Institute (ATI), CDSCP (a farmer's association), the  
15              Eastern Visayas State University, Climate Change Commission, Agrostudies  
16              (of Israel), PASAR, and PNB;
- 17              2. Hosted the Philippine Society of Animal Science (PSAS) National  
18              Conference;
- 19              3. Successfully conducted the VSU Main Campus Anniversary and the VSU  
20              Isabel Campus Anniversary;
- 21              4. Conducted a Training on Disaster Rescue and Management including Basic  
22              Life Support, Firefighting Techniques, and Disaster Rescue;
- 23              5. Conducted a re-orientation the topic "Probationary Period and Jurisprudence"  
24              with some faculty members on probationary status;
- 25              6. The University President was invited as a Speaker in the Higher Education  
26              Career Service for the HEC Program of the CHED; and
- 27              7. Received a number of foreign visitors from international partner institutions  
28              like the *Erasmus Mundus*, Thunen-Germany, and Israel Aid.



1       B. Instruction:

- 2           1. The University enrolment for the 1<sup>st</sup> Semester, SY 2016-2017 stood at 6,580  
3           students broken down into 6,204 undergraduate students and 304 graduate  
4           students. The enrolment was very much lower than the usual enrolment on  
5           account of the very few enrollees for the 1<sup>st</sup> Year on account of K+12 program  
6           implementation;
- 7           2. The University currently has seven (7) foreign students enrolled in different  
8           academic programs – four (4) from Europe and three (3) from the USA;
- 9           3. The University ROTC Unit was judged BEST ROTC Unit in the Philippines  
10          and the University President received the Award in Tanza, Cavite last 19 June  
11          2016;
- 12          4. The University received scholarship slots from private donors; and
- 13          5. The University was able to conduct a “preliminary evaluation” of documents  
14          needed for AACCUP Accreditation of eight (8) academic programs scheduled  
15          for October 2016 as well as for another round of AACCUP Institutional  
16          Accreditation in November 2016.

17       C. Research and Extension:

- 18          1. The University currently implements about 150 local and foreign funded  
19          research programs and projects; and
- 20          2. The University is a member of five (5) R & D consortia.

21       D. Planning and Resource Generation:

- 22          1. The University's IGP Board of Management is continuing to improve the  
23          VSU Market to make it safer for all patrons;
- 24          2. The newly reorganized University Housing Commission (UHC) through the  
25          Bureau of Fire Protection (BFP) conducted an inspection of VSU Housing  
26          units with student lodging facilities;
- 27
- 28

3. The University is in the process of finalizing plans, projects and activities related to the three (3) Hubs envisioned by the University: (1) the Environment Conservation Hub; (2) the Innovation and Advanced Technology Hub; and (3) the Eco-Tourism Hub.

#### IV. ADOPTION OF THE PROPOSED AGENDA

The President requested the Council to look at the Agenda for the 121<sup>st</sup> UADCO Meeting and inquired whether there were additional items that need to be included in the meeting.

President Tulin indicated that this will be taken up under Other Matters.

## PROPOSED AGENDA

- I. Roll Call and Declaration of Quorum
- II. Call to Order
- III. President's Time/Report
- IV. Adoption of the Proposed Agenda
- V. Calendar of Business

### A. New Business

*For Discussion/Approval*

1. Medical Assistance to Grade 7 Student who Met an Accident in the Lower Campus Football Field, VSU Main Campus
2. Proposed Rates for Use of Facilities and Equipment of PhilRootCrops
3. Request for Approval to Close Fund 101 with Account No. 3127-1008-20 in LBP Gorordo Ave., Cebu City and Transfer Balance to Fund 164 with Account No. 3127-1006-69
4. Request for Authority to Open a Separate Account for Senior High School (SHS) Voucher Program in LBP Baybay City Branch and Official Signatories of Said Account
5. Administrative Positions for Conversion
6. Request for Obligational Authority to Utilize the 2015 Unappropriated Collections of VSU Villaba
7. Request for Obligational Authority to Utilize the 2015 Balance of Bid Documents Collections of VSU Main Campus
8. Utilization of University Share on Income from Various Income Generating Projects for 2015 Amounting to P4,015,727.24 to augment Payment for Electric Consumption, VSU Main Campus
9. Academic Staff Recommended for Renewal (01 June 2016 to 31 May 2017)



10. Renewal of Contractual Appointments
11. Renewal of Casual Appointments
12. Re-employment of Mr. Reynaldo C. Dosdos (*Admin Aide VI*)

### B. Other Matters

1. Proposal of the Security Office for the imposition of Fines for MultiCab drivers' Parking Violations and Other Matters.
2. Request of the National Grid Corporation to do Under Brushing and Cutting of Some Trees under the NGCP Lines
3. Request of NCRC to Purchase a Multicab to Haul Macapuno Seedlings and Other Products
4. Qualification Standards for Administrative Positions
5. Recommendations for Temporary Appointments
6. Proposal to Increase the Allowance of Varsity Athletes
7. SCUAA Budget
8. Proposed Competency-Based Recruitment, Selection and Placement of Faculty Members
9. Revised Merit System for Faculty Members of VSU
10. Proposal to Create Three Offices under the Quality Assurance Center
11. Proposal of the College of Education to Increase the Student Teaching Fee from P500.00/student/semester to P1,000.00/student/semester
12. Proposals from the USSO (*needed for upcoming AACUP accreditation*)
  - a. Student Services Manual of VSU
  - b. Guidance Program of VSU
  - c. Objectives of the VSU USSO

Dr. Roberto C. Guarte moved for the approval of the Agenda, as modified.

The University Administrative Council unanimously passed

**University Administrative Council  
Visayas State University  
Visca, City of Baybay, Leyte**

**Resolution No. 49**  
*Series of 2016*

A Resolution approving the Agenda for the 121<sup>st</sup> University Administrative Council meeting dated 24 August 2016 held at the 2/F, Center for Continuing Education, VSU Main Campus, Visca, City of Baybay, Leyte, as modified.

**Univ. ADCO Action: APPROVED**  
Date: 24 August 2016

1     **V.     NEW BUSINESS**

2     **A. Matters for Discussion and Approval**

3     1. Medical Assistance to Grade 7 Student who Met an Accident in the Lower  
4     Campus Football Field, VSU Main Campus

5             The President informed the Council that a Grade 7 student of the VSU  
6     Laboratory High School (VLHS) suffered a very serious accident while  
7     playing in the Lower Campus football field. He already instructed the VLHS  
8     Principal to come up with a detailed “incident report” so that in the event there  
9     will be any legal action against the University, the report will be used to  
10    explain the events that led to this very serious incident.

11            The President reported that per investigation, this is the 4<sup>th</sup> time  
12    students of the VLHS had an accident because of this “soccer goal”. This  
13    time, a weakened portion of the goal fell on the head of the student which has  
14    caused a traumatic head injury on the student.

15            The student had to be hospitalized at the Ormoc Sugar Planters  
16    Association (OSPA) Hospital in Ormoc City. The attending physician  
17    immediately requested for an MRI of the head and requested the services of a  
18    brain specialist/surgeon in the person of Dr. Dennis Roa.

19            Based on the results of the MRI, Dr. Roa found that there was a big  
20    blood clot and that surgery be immediately undertaken before irreversible  
21    brain damage occurred. Dr. Roa immediately undertook brain surgery to  
22    remove the blood clot. What was not known at that point in time was the cost  
23    of the whole medical procedure which include the medicines, the hospital  
24    costs and the professional fees.

25            The total medical expense amounted to about P250,000.00 of which  
26    P168,000.00 was Professional Fees of the brain surgeon and the  
27    anesthesiologist. The brain surgeon asked or a professional fee amounting to  
28    P128,000.00 while the anesthesiologist asked for a professional fee of  
29    P40,000.00. The family was forced to approach the University and ask for



1 help because by themselves, they had already spent almost P100,000.00 for  
2 the medicines and the hospital bills and there was still an unpaid bill  
3 amounting to P168,000.00.

4 After intense bargaining, the professional fee was reduced to  
5 P97,000.00 and P40,000.00 for the brain surgeon and the anesthesiologist,  
6 respectively. There was also a hospital expense balance of about P9,847.75 or  
7 a total of P146,847.75.00. The University then paid the amount of  
8 P146,847.75 so that the family could bring home the patient home for  
9 convalescence.

10 The University Administrative Council unanimously passed,

11 **University Administrative Council**  
12 ***Visayas State University***  
13 ***Visca, Baybay, Leyte***

14 **Resolution No. 50**  
15 ***Series of 2016***  
16

17 A Resolution approving the proposed payment of medical assistance to  
18 Grade 7 student who met an accident in the VSU Main Campus Lower  
19 Campus Football Field, as presented.

20 **Univ. ADCO Action: APPROVED**

21 Date: 24 August 2016

22 2. Proposed Rates for Use of Facilities and Equipment of PhilRootCrops

23 The President requested Dr. Marcelo Quevedo to give a quick  
24 summary of the proposal.

25 Dr. Quevedo informed the Council that the Training Center is fully  
26 equipped with equipment which is now considered standard equipment  
27 whenever trainings are conducted. This includes air-conditioning, LCD  
28 projector and daylight screens, computers, sound system, and even large  
29 format television screens (LED TV).

30 Dr. Quevedo indicated that the Center is proposing revision of the  
31 existing rates for the various facilities and equipment:  
32  
33

		<u>VSU Constituents</u> ( <i>Staff/Students</i> )	<u>Outsiders</u>
3	Training Hall ( <i>w/aircon, 8 hrs, sound</i>	P1,700 for 8 hours	P3,500.00 for 8 hours
4	<i>Sounds system, daylight</i>	<i>or</i>	
5	Screen, LCD TV)	P500 - 1 <sup>st</sup> hour &	
6		P200 – after 1 <sup>st</sup> hour	
7	AV equipment ( <i>Laptop &amp; projector</i> )	P350/hr/equipment	P350/hr/equipment
8	Photocopying Services	P1.00/page – short	Not possible
9		P2.00/page – long	
10	Flat rate (for use of <i>Center's Vehicles</i> )	P10/kilometer	Not possible

11 Dr. Quevedo clarified that in line with the practice adopted by other  
12 units of the University *vis-à-vis* the use of facilities, the Center is charging  
13 P1,750.00 for official activities of units of the University. For the students, the  
14 activities will have to be approved by the USSO.

15 Dr. Cano commented that all official University activities, *per se*,  
16 cannot be levied any rental because this facility is owned by the University  
17 itself and charging rental will be questioned by the COA.

18 President Tulin inquired from Dr. Quevedo whether it has been a  
19 practice of the Center to charge any unit of the University for the use of its  
20 training center.

21 Dr. Quevedo replied that he is not aware of any unit being charged  
22 rental.

23 The President inquired whether it is now the position of the Center to  
24 start charging rent to any and all entities who would like to use the Center's  
25 training hall.

26 Dr. Quevedo indicated that if this is an official event, then most  
27 probably no rent should be charged.

28 Dr. Candelario L. Calibo pointed out that based on his observation the  
29 rental rate for the use of the CCE is much lower that what is being proposed  
30 by Center.

31 The President explained that this proposal is now being presented  
32 because the Center has been collecting from outsiders without any official



1 approval from the University. However, collecting from the University or  
2 from any unit for an official University event would not be in keeping with  
3 COA accepted practice.

4 Dr. Quevedo replied that this proposal was made so that there would  
5 be a fund upon which repairs and other expenses like electricity and the  
6 maintenance of the Training Hall, could be charged against.

7 President Tulin, however, clarified that for VSU personnel utilizing  
8 this or any other University facility for personal use, they should be levied a  
9 rent. All outsiders should likewise be levied a rent.

10 Dr. Quevedo inquired how the proposal should now be presented.

11 The University Secretary suggested that all official University  
12 activities will be exempted from the payment of any fees.

13 Dr. Cano commented that the Center should request funds from the  
14 University for the purpose of renovating the comfort rooms and the purchase  
15 of modular tables Center instead of relying on funds generated from rental  
16 collections.

17 President Tulin commented that whenever VSU personnel as well as  
18 students use the facility for personal events like birthday parties, these are  
19 more of a personal nature and will be levied a fee to cover electricity as well  
20 as other maintenance costs.

21 The Student Regent, Mr. Mark Unlu-cay inquired whether official  
22 USSC activities will be accorded the same "free use" status and if not could  
23 the Center possibly extend to the students a much cheaper rate whenever  
24 student activities/events like seminars are held in the Center.

25 President Tulin replied that if the USSC itself has an activity and the  
26 University approves the activity, use of the facilities will be free. However,  
27 regular student activities will not be exempt from payment of the fees.

28 The President reminded Dr. Quevedo that Official Receipts should be  
29 issued whenever money is collected for the use of the Center's facilities.

1 Dr. Quevedo informed the Council that all collections are deposited in  
2 a Special Trust Fund (STF) account.

3 The University Secretary commented that the proposed rate of P500.00  
4 for the 1<sup>st</sup> hour is disadvantageous to the University because electricity  
5 consumption is highest when the air conditioning is initially put-on because  
6 the air conditioning has to remove the humidity and hot air from the room.

7 The University Secretary suggested a fixed fee of P1,750.00 for the  
8 use of the Training Hall for eight (8) hours be imposed as well as an  
9 additional charge of P200.00 for the succeeding hours.

10 Flat Rate Charges

11 The proposal of levying a "flat rate" for the use of the Center  
12 vehicles, whether by research projects of the Center or by other units of  
13 the University, was lengthily discussed.

14 Ms. Louella C. Ampac informed the Council that each project  
15 usually incorporates a 10% administrative cost which can be used for  
16 *"payment of utilities, purchase of equipment to augment the department*  
17 *conducting research."*

18 President Tulin indicated that if the said administrative cost can be  
19 used for the repair and/or maintenance of vehicles of the Centers, then  
20 there is indeed no need to levy a flat rate for the use of vehicles operated  
21 by the Centers. The reason put forward regarding the charging of "flat  
22 rate" is that the Centers do not have enough funds for the repair and  
23 maintenance of their vehicles.

24 Ms. Ampac informed the Council that some units withdraw their  
25 administrative cost such that the amount left will no longer be enough for  
26 the support of the repair and maintenance of their vehicles.

27 It was agreed that all research centers will not charge a "flat rate"  
28 whenever the University or any of its units will use their vehicles and



1 instead, vehicle repairs and maintenance will be charged against  
2 administrative cost from projects.

3 In the case of the ACIAR Grandia vehicle, a small flat rate  
4 (P5.00/km) will be charged until such time that said vehicle will be turned  
5 over to the University. However, there was also general agreement that  
6 externally-funded/foreign-funded projects may be levied the “flat rate”  
7 charge.

8 The University Administrative Council unanimously passed,

9 **University Administrative Council**  
10 ***Visayas State University***  
11 **Visca, Baybay, Leyte**

12 **Resolution No. 51**  
13 ***Series of 2016***  
14

15 A Resolution exempting the Visayas State University and its official  
16 subdivisions, from the payment of any and all fees associated with the use of  
17 facilities and equipment including vehicles, operated by the different Research  
18 Centers, *Provided that* these are official University activities; *Further* extending  
19 this fees exemption on official activities of the University Supreme Student  
20 Council (USSC) itself while all other activities undertaken by VSU personnel,  
21 students and outsiders, shall be assessed the corresponding fees; and *Finally*,  
22 foreign-funded projects will be assessed the corresponding fees, as presented.

23 **Univ. ADCO Action: APPROVED**

24 Date: 24 August 2016

25 The Case of Projects under the ViFARD

26 There was very intense discussion on whether or not projects with  
27 funds deposited in the ViFARD, will be also enjoy the “*no flat rate*”  
28 charge.

29 It was presented that a substantial amount of research funds are  
30 deposited directly with the ViFARD and not with the University. This  
31 situation has put into question the validity of the MOA between ViFARD,  
32 the Project Team and the Funding Source as it excludes VSU as a  
33 signatory.

34 Atty. Rysan C. Guinocor opined that projects whose funds are  
35 deposited with the ViFARD should be charged the “flat rate” since the  
36 University would not be able to control the use of the administrative cost.

1 Usually, these ViFARD projects are the heavy users of University  
2 vehicles.

3 Dr. Othello B. Capuno commented that many funding agencies  
4 prefer depositing project funds with ViFARD due to faster processing of  
5 project funds; ease of utilization of project funds; and fewer requirements  
6 and less red-tape.

7 Dr. Lourdes B. Cano indicated that because VSU is not a signatory  
8 of the MOA, the University cannot vouchsafe for the project personnel  
9 when they meet accidents while on travel. Further, the travel of VSU  
10 faculty on official time is also questionable because the said projects are  
11 not counted as projects of VSU simply because VSU is not a signatory of  
12 the said MOA.

13 Atty. Guinocor clarified that although the VSU President also acts  
14 as Chairman of the ViFARD, both the VSU and ViFARD are separate  
15 entities and both have their own distinct personalities.

16 The University Secretary informed the Council that in accordance  
17 with existing policies and procedures of the University, all MOAs  
18 covering projects should be registered with the University (*through the*  
19 *Office of the Director for Research, OVPRE*) and that these are then  
20 presented to the Board of Regents for CONFIRMATION. If these MOAs  
21 are not confirmed by the Governing Board, these are not officially projects  
22 of the University. In fine, it can be presented therefore, that the VSU  
23 faculty cannot include these projects as part of their workload as well as  
24 include it as part of their accomplishments given that these are done  
25 outside the purview of the University itself.

26 President Tulin indicated that there is a need to look at this  
27 situation more closely so that a more appropriate action can be made in the  
28 next UADCO meeting.



1                   3. Request for Approval to Close Fund 101 with Account No. 3172-1008-20 in  
2                   LBP Gorordo Ave., Cebu City and Transfer Balance to Fund 164 with  
3                   Account No. 3127-1006-69

4                   President Tulin requested Ms. Ampac to make the presentation.

5                   Ms. Ampac informed the Council that the proposal seeks to transfer  
6                   the remaining account balance to LBP Fund 164 with Account No. 3172-  
7                   1006-69.

8                   Ms. Ampac pointed out that the LBP Account No. 3172-1008-20 is  
9                   currently deposited in the LandBank of the Philippines – Escario Branch,  
10                  Cebu City was set up to accommodate payment to Cebu City suppliers. Last  
11                  23 December 2013, the DBM issued DBM Circular No. 2013-16 that  
12                  henceforth, payment of payables under General Fund will be made through  
13                  “*direct credit to the bank accounts of the suppliers/creditors*” or LDDAP (List  
14                  of Due and Demandable Accounts Payables).

15                  VSU started adopting this payment scheme starting in 2015. With this  
16                  development, the LBP Escario Account is no longer applicable and is now  
17                  considered “dormant.” Dormant accounts are usually charged “penalties”  
18                  which will later be deducted from the remaining balance.

19                  Ms. Ampac indicated that the current balance in said account is  
20                  P139,000.00. However, there is an outstanding cheque of P100,000.00 - which  
21                  has not yet been cleared – for payment to some Cebu suppliers.

22                  Prior to the start of the meeting, the University Secretary pointed out  
23                  that this type of transfer may not be lawful, considering that the remaining  
24                  amount comes from the General Fund.

25                  Ms. Ampac further informed the Council that this item was already  
26                  presented before the BOR Finance Committee and during the discussion it  
27                  was presented that there is no legal basis for the transfer of the balance of the  
28                  Fund 101 account to the Fund 164 account. It was agreed that whatever  
29                  balance in the said Fund 101 account should be returned to the National  
30                  Treasury.

1 President Tulin inquired whether there were any questions and/or  
2 objections on the item just presented.

3 No questions were asked.

4 The University Administrative Council unanimously passed,

5 **University Administrative Council**  
6 ***Visayas State University***  
7 **Visca, Baybay, Leyte**

8  
9 **Resolution No. 52**  
10 ***Series of 2016***

11 A Resolution approving the closing of Fund 101 with Account No.  
12 3172-1008-20 deposited in LBP Gorordo Ave., Cebu City and to return to the  
13 National Treasury whatever balance remains in said Fund 101 account.

14 **Univ. ADCO Action: APPROVED**

15 Date: 24 August 2016

16 4. Request for Authority to Open a Separate Account for Senior High School  
17 (SHS) Voucher Program in LBP Baybay City Branch and Official Signatories  
18 of Said Account

19 President Tulin requested Ms. Ampac to make the presentation.

20 Ms. Ampac informed the Council that the Department of Education  
21 (DepEd) issued DepEd Order No. 38, s. 2016 which pertains to the  
22 “Guidelines on the Implementation of the Senior High School (SHS) Voucher  
23 Program.”

24 Ms. Ampac narrated that one of the requirements indicated in that  
25 DepEd Order is the opening of a separate bank account solely for the SHS  
26 Voucher Program. For the University to do this, the LBP requires a BOR  
27 Resolution authorizing the opening of such an account including the list of  
28 official signatories to said account.

29 Ms. Ampac informed the Council that this item was already presented  
30 before the BOR Finance Committee and during the discussion there was no  
31 objection on the proposal itself.

32 President Tulin inquired whether there were any questions and/or  
33 objections on the item just presented.

34 No questions were asked.



1 The University Administrative Council unanimously passed,

2 **University Administrative Council**  
3 **Visayas State University**  
4 **Visca, Baybay, Leyte**

5 **Resolution No. 53**  
6 **Series of 2016**  
7

8 A Resolution approving the request for authority to open a separate  
9 account for Senior High School (SHS) Voucher Program in LBP Baybay City  
10 Branch and the official signatories of said Account, as presented.

11 **Univ. ADCO Action: APPROVED**

12 Date: 24 August 2016

13 5. Administrative Positions for Conversion

14 This item was deferred until the next UADCO meeting.

15 6. Request for Obligational Authority to Utilize the 2015 Unappropriated  
16 Collections of VSU Villaba

17 President Tulin requested Ms. Ampac to make the presentation.

18 Ms. Ampac informed the Committee that the VSU Villaba still has  
19 unappropriated collections for CY 2015 amounting to P560,350.00 mainly  
20 from Fiduciary Fees. The said funds will be used for the purchase of needed  
21 supplies and equipment based on the needs of each of the identified  
22 responsibility centers. The Cultural Fees will be used to purchase drums and  
23 other musical instruments while the Athletic Fees will be used to purchase  
24 sports equipment.

25 Ms. Ampac mentioned to the Council that this item was already  
26 presented before the BOR Finance Committee.

27 President Tulin inquired whether there were any questions and/or  
28 objections on the item just presented.

29 No questions were asked.

30 The University Administrative Council unanimously passed,  
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Date: 24 August 2016

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1 8. Utilization of University Share on Income from Various Income Generating  
2 Projects for 2015 Amounting to P4,015,727.24 to Augment Payment for  
3 Electric Consumption, VSU Main Campus

4 Ms. Ampac informed the Committee that the Main Campus has an  
5 estimated annual electricity expense amounting to about P27,825,000.00  
6 including the Cebu and Manila Offices. The GAA allocation for electricity  
7 amounts only to P14.0 million. The remaining amount, P13.8 million will be  
8 sourced from Special Trust Funds (Fund 164).

9 Ms. Ampac mentioned that the fund sources include the following:

10	25% wages of faculty members/employees who are	P 2,000,000.00
11	assigned in the project and depreciation of fixed	
12	assets of the project (CY 2015)	
13	School share (CY 2015)	<u>P 2,015,727.24</u>
14	<b>TOTAL</b>	<b><u>P4,015,727.24</u></b>
15		<b>=====</b>

16 Ms. Ampac mentioned to the Council that this item was already  
17 presented before the BOR Finance Committee.

18 President Tulin inquired whether there were any questions and/or  
19 objections on the item just presented.

20 No questions were asked.

21 The University Administrative Council unanimously passed,

22 **University Administrative Council**  
23 ***Visayas State University***  
24 **Visca, Baybay, Leyte**

25 **Resolution No. 56**  
26 ***Series of 2016***

27 A Resolution approving the request for the utilization of University  
28 share on income from various Income Generating Projects (IGPs) for 2015  
29 amounting to P4,015,727.24 to augment payment for electricity consumption,  
30 VSU Main Campus, , as presented.

31 **Univ. ADCO Action: APPROVED**  
32 **Date: 24 August 2016**

33 9. Academic Staff Recommended for Renewal (01 June 2016 to 31 May 2017)

34 President Tulin inquired whether there were any questions and/or  
35 objections on the item just presented.

36 No questions were asked.

1 The University Administrative Council unanimously passed,

2 **University Administrative Council**  
3 ***Visayas State University***  
4 **Visca, Baybay, Leyte**

5 **Resolution No. 57**  
6 ***Series of 2016***

7 A Resolution approving the renewal of appointments some academic  
8 staff, as presented.

9 **Univ. ADCO Action: APPROVED**  
10 **Date: 24 August 2016**

11 10. Renewal of Contractual Appointments

12 President Tulin inquired whether there were any questions and/or  
13 objections on the item just presented.

14 No questions were asked.

15 The University Administrative Council unanimously passed,

16 **University Administrative Council**  
17 ***Visayas State University***  
18 **Visca, Baybay, Leyte**

19 **Resolution No. 58**  
20 ***Series of 2016***

21 A Resolution approving the renewal of appointments some contractual  
22 workers (research assistants), as presented.

23 **Univ. ADCO Action: APPROVED**  
24 **Date: 24 August 2016**

25 11. Renewal of Casual Appointments

26 President Tulin inquired whether there were any questions and/or  
27 objections on the item just presented.

28 No questions were asked.

29 The University Administrative Council unanimously passed,

30 **University Administrative Council**  
31 ***Visayas State University***  
32 **Visca, Baybay, Leyte**

33 **Resolution No. 59**  
34 ***Series of 2016***

35 A Resolution approving the renewal of appointments some casual  
36 workers, as presented.

37 **Univ. ADCO Action: APPROVED**  
38 **Date: 24 August 2016**



12. Re-employment of Mr. Reynaldo C. Dosdos (Casual Admin Aide VI)

President Tulin inquired whether there were any questions and/or objections on the item just presented.

No questions were asked.

The University Administrative Council unanimously passed,

**University Administrative Council**  
**Visayas State University**  
**Visca, Baybay, Leyte**

**Resolution No. 60**  
**Series of 2016**

A Resolution approving the re-employment of Mr. Reynaldo C. Dosdos as Casual Admin Aide VI, as presented effective upon date of appointment.

**Univ. ADCO Action: APPROVED**  
Date: 24 August 2016

**B. Other Matters**

1. Proposal of the Security Office for the imposition of Fines for MultiCab Drivers' Parking Violations and Other Matters

President Tulin requested Mr. Celso Gumaod to make the presentation.

Mr. Gumaod informed the Council that his proposal has two important items: the First proposal pertains to the imposition of fines for multicab drivers who park their vehicles illegally; while the Second proposal pertains to the implementation of OPLAN (Operational Plan) Motorized Vehicle Inspection which will be strictly implemented by the VSU Security Guards.

Imposition of Fines

Mr. Gumaod informed the Council that he already had a meeting with the officers of the multicab operators association last year and during the meeting, the officers of the association admitted that they also had a number of hard-headed members who usually do not follow what had been agreed upon by the general membership of the association.

The President pointed out that penalizing these erring drivers P100.00 for non-presentation of the required documents will not be a

1 sufficient deterrent if they are still able to park in the University parking  
2 lot.

3 Dr. Capuno inquired whether all the VSU Security Guards have  
4 been deputized by the LTO such that they can do apprehension of drivers  
5 especially that it involves a monetary penalty.

6 Dr. Cano informed the Council that there were only 2 Security  
7 Guards who were deputized by the LTO some years back. The others were  
8 apprehensive about implementing the LTO Rules and Regulations for  
9 personal reasons. It would be best if many of the VSU Security Guards  
10 also have LTO deputization so that they have the authority to catch  
11 violators and issue the appropriate penalty, if warranted.

12 Atty. Guinocor commented that the University has the legal right  
13 to impose any penalty for the transgression of any University policy  
14 approved by the Governing Board.

15 Atty. Guinocor suggested that each and every multicab operator be  
16 made to sign an individual MOA which will specify the University  
17 policies they are expected to follow. Once this MOA is signed and  
18 notarized, the multicab operators are expected to follow the rules and  
19 penalties are specified for non-compliance of any of the policies indicated.

20 Mr. Gumaod mentioned that the main reason why many security  
21 guards do not like to be deputized is that they fear for their safety once  
22 they are off-duty. They still remember what happened to SG Junggay who  
23 was gunned down after his shift brought about by his strict  
24 implementation of the University's policies on motorized vehicles (*habal-*  
25 *habal*).

26 Mr. Gumaod suggested that only those guards holding permanent  
27 positions will be requested to join the LTO training so that they can be  
28 deputized.

1 The President inquired whether the fine of P100.00 is enough or  
2 should the fine be increased, to maybe P500.00, so that it will really have  
3 an impact on the multicab drivers who illegally park their multicabs.

4 No objections were raised on the proposal to impose a fine of  
5 P500.00 on drivers who improperly park their vehicles outside of the  
6 designated University parking area.

7 The University Administrative Council unanimously passed,

8 **University Administrative Council**  
9 ***Visayas State University***  
10 **Visca, Baybay, Leyte**

11 **Resolution No. 61**  
12 ***Series of 2016***

13 A Resolution approving the proposal to impose a P500.00 fine on  
14 drivers who improperly park their vehicles outside of the designated  
15 University parking area, as modified.

16 **Univ. ADCO Action: APPROVED**

17 Date: 24 August 2016

18 **OPLAN Motorized Vehicle Inspection**

19 Mr. Gumaod explained to the Council that the OPLAN requires  
20 close coordination with the Baybay City Land Transportation Office  
21 (LTO) and the Baybay City PNP Station. In essence, the OPLAN requires  
22 that all PUJs (multicabs) plying the Baybay-VSU route who either enter  
23 the University (Upper/Lower Campus) will first be required to present  
24 documents like the Official Receipt (OR), the Certificate of Registration  
25 (CR) of their vehicles as well as the Driver's License of the person  
26 operating the vehicle. This is in line with the present LTO policy of  
27 ensuring that all PUJ vehicles are compliant with existing laws.

28 If a driver is found to be not in compliance with the requested legal  
29 documents, he will be given a WARNING and advised to secure the  
30 needed legal documents so that it can be presented next time. When the  
31 same offense happens for a second time, the driver will be apprehended  
32 and made to pay the corresponding LTO fine which is P100.00 for the 1<sup>st</sup>  
33 day, and P20.00 for the succeeding days until all legal documents are



1 presented. The vehicle, on the other hand, will be impounded and placed  
2 in a designated area within the University and will be release only after all  
3 legal documents are presented..

4 On the second item, all security guards and supervising guards will  
5 be ordered to closely monitor the implementation and progress of the  
6 OPLAN.

7 President Tulin commented that maybe when apprehension is done  
8 within the University campus, the University can certainly secure the  
9 needed legal authority to impose penalties, monetary or otherwise. If the  
10 UADCO approves and the BOR confirms, then this will be sufficient legal  
11 basis for the imposition of penalties. It is different, though, if we are  
12 talking about apprehending and penalizing these multicab drivers outside  
13 the premises of the University. The position of the University should be  
14 that whenever the multicab drivers do not follow University Rules, they  
15 should not be permitted to enter the University premises.

16 No objections were raised on the proposal to impose the OPLAN  
17 Motorized Vehicle Inspection.

18 The University Administrative Council unanimously passed,

19 **University Administrative Council**  
20 *Visayas State University*  
21 *Visca, Baybay, Leyte*

22 **Resolution No. 62**  
23 *Series of 2016*

24 A Resolution approving the proposal to implement OPLAN  
25 Motorized Vehicle Inspection, as modified.

26 **Univ. ADCO Action: APPROVED**

27 Date: 24 August 2016

28 2. Request of the National Grid Corporation to do Under Brushing and Cutting  
29 of Some Trees under the NGCP Lines

30 President Tulin requested the University Secretary to present the  
31 proposal.

1           The University Secretary informed the Council that about 10 years  
2 ago, the National Grid Corporation of the Philippines (NGCP) constructed  
3 steel towers along the mountain ridges of the University where 138 KV  
4 electricity cables were attached. During the steel tower construction and when  
5 the 138 KV power lines were energized, trees that fell within the area  
6 occupied by the power cables were cut so as to forestall short circuiting the  
7 power lines by tree branches.

8           After so many years, the NGCP will be laying another set of power  
9 lines which will go all the way to Bohol within 2016 or early 2017. As a  
10 consequence, trees under the said power lines will again have to be cut. The  
11 old BOR Resolution did not give the University President the authority to  
12 oversee the “tree cutting and tree clearing” operations.

13           At the time of President Paciencia P. Milan, the University thought  
14 that the tree cutting and tree clearing operations by the NGCP was a “one-time  
15 thing.” However, with the need to provide Bohol with more reliable power,  
16 the NGCP would like to “clear the areas under the lines” by undertaking  
17 another round of tree cutting and tree clearing operations over the areas under  
18 the new power lines.

19           However, for the NGCP to continue there is a need to “empower” the  
20 University President to oversee the tree cutting and tree clearing operations  
21 because under an existing DENR Memorandum, the NGCP has to remunerate  
22 the University commensurate to the value of the trees that are felled.

23           The University Secretary explained that Proclamation No. 64, issued  
24 under then Governor-General Leonard Wood on 19 January 1927 specifying  
25 the boundaries of the parcel of land owned by the University upon which the  
26 NGCP towers are located.

27           Regarding the various amounts, the University Secretary explained  
28 that these values refer to the value of the trees that are cut down which the  
29 NGCP will pay to the University.

1                   Pertaining to the possession of the timer, the University Secretary  
2 informed the Council that per recommendation issued by DENR-8 Regional  
3 Executive Director, Director Leonardo R. Sibbaluca in 2015, it states in Item  
4 No. 1, that: *“the logs and other wood materials recovered from the tree*  
5 *cutting and removal shall belong to the owner.”* In other words, the Visayas  
6 State University (VSU) retains ownership of all the logs from the felled trees.  
7 In this case, the VSU sent a University Forester to be with the NGCP Team  
8 that did the tree cutting and tree clearing operations and together with the  
9 NGCP Team made the assessment as to the quantity of wood (*in board feet*)  
10 from the logs that were harvested.

11                   A question was raised on how the logs will be utilized by the  
12 University.

13                   The University Secretary explained that the logs are really still very  
14 small if we base it on the value of the trees primarily because this is a  
15 secondary growth forest.

16                   A query was raised on whether it was the University that spent for the  
17 application of a tree-cutting permit from the DENR who will be responsible  
18 for the replanting operations considering that the University stands to receive  
19 about P327,000.00.

20                   The University Secretary replied that it was the NGCP that spent to  
21 acquire the tree-cutting permit. On the second question, Item No. 3 specifies,  
22 to wit: *“Consistent with the Memorandum Order No. 2012-03 dated 05*  
23 *November 2012, the permittee is required to replace each tree to be cut or*  
24 *removed with at least 100 seedlings preferably of indigenous species in areas*  
25 *jointly identified by the DENR, the VSU and the NGCP.”* Thus, the NGCP will  
26 provide funds for the procurement of seedlings. The VSU has its own nursery  
27 for indigenous tree species.

28                   The University Secretary pointed out that this will be an opportunity  
29 for the University to undertake its own “reforestation” in areas that have also



been denuded over time since it will be the University who will specify where the tree seedlings will be planted.

What is really needed now is authority from the Governing Board authorizing the VSU President to oversee the tree cutting operations and at the same time, also overseeing the specifies area where the tree seedlings will be replanted. Thus, the authority from the Governing Board should also include the instruction for the President to negotiate for better terms for the replacement of trees.

President Tulin inquired whether there were any other questions/objections.

Hearing none, the President declared the proposal approved.

The University Administrative Council unanimously passed

The University Administrative Council unanimously passed,

## University Administrative Council

*Visayas State University*

## Visca, Baybay, Leyte

### Resolution No. 63

Series of 2016

A Resolution approving the proposal to delegate upon the University President the authority to oversee the tree cutting and tree clearing operations within the NGCP lines within the VSU Main Campus reservation and to receive payments for felled trees, as presented and strongly endorsing the proposal for BOR approval.

**Univ. ADCO Action: APPROVED**

Date: 24 August 2016

### 3. Request of NCRC to Purchase a Multicab to Haul Macapuno Seedlings and Other Products

The President requested the University secretary to make the presentation.

The University Secretary informed the Council that the Research Center needs a vehicle very badly to haul nuts as well as seedlings. The Center is proposing to purchase a “*high-side, closed passenger-type vehicle*” for this purpose. A more appropriate vehicle for this purpose would be a

1 simple "flat-bed type" multicab. The real question would be "will the  
2 Commission on Audit (COA) permit the purchase of a second-hand vehicle?"

3 Ms. Ampac replied that during the FDU meeting, the COA auditor  
4 indicated that the COA has guidelines governing the purchase of second-hand  
5 vehicles. Further, the amount should be below the established ceiling.

6 President Tulin inquired whether there is a need for a Malacañan  
7 clearance?

8 Ms. Ampac replied that per DBM Budget Circular No. 446-A dated 30  
9 January 1998, agencies can purchase second-hand or reconditioned  
10 transportation vehicles and heavy equipment. The Circular provides for two  
11 (2) important requirements, to wit: (1) that the "*mileage of the second hand*  
12 *vehicle* (high-end official-function cars, sedans, passenger, and other service  
13 vehicles) *to be purchased must not exceed 50,000 kilometers, reckoned from*  
14 *the time the said vehicle was brand new;*" and (2) that "*the remaining useful*  
15 *life of the vehicle must not be lower than 5 years* (high-end official-function  
16 cars, sedans, passenger, and other service vehicles) or *three (3) years* (utility  
17 vehicles)."

18 Ms. Ampac informed the Council that the Center intends to use its  
19 STF savings for the purchase of this service vehicle. Based on the calculation  
20 made by the Budget Office, the Center has about P250,000.00 as savings from  
21 CY 2015.

22 Ms. Ampac, however, inquired whether the purchase of the service  
23 vehicle was included in the PPMP because it is not possible to purchase  
24 anything unless it is stated in their PPMP and included in the APP.

25 President Tulin then inquired whether the Center has to wait until 2017  
26 before it can make the purchase. There must be an exemption to this rule.  
27 Another thing, does the Center already have a driver for this vehicle or there is  
28 still a need to hire a JO driver charged to income of the Center.

1 Dr. Ma. Juliet Ceniza, Director of the NCRC, informed the Council  
2 that the Center is hard pressed to meet the demand for its products: seedlings,  
3 nuts, and fresh coconut meat. The Center wants to double-time or even triple-  
4 time its various operations from planting/replanting up to nut harvesting and  
5 seedling production just to be able to meet the demand. As for the driver of  
6 the multicab, the Center will hire a JO driver, in the meantime and charge his  
7 wages against earnings of the Center.

8 President Tulin inquired whether there were any other questions/  
9 objections.

10 Hearing none, the President declared the proposal approved.

11 The University Administrative Council unanimously passed

12 The University Administrative Council unanimously passed,

13 **University Administrative Council**  
14 ***Visayas State University***  
15 **Visca, Baybay, Leyte**

16 **Resolution No. 64**  
17 ***Series of 2016***

18 A Resolution approving the request of the National Coconut research  
19 Center (NCRC) to purchase a multicab to haul macapuno seedlings and other  
20 products, as presented *Provided that* the price will not exceed P250,000.00  
21 and endorsing the request to the BOR for final approval.

22 **Univ. ADCO Action: APPROVED**

23 **Date: 24 August 2016**

24 4. Qualification Standards for Administrative Positions

25 President Tulin requested Dr. Lourdes Cano to make the presentation.

26 Dr. Cano informed the Council that past efforts on coming up with our  
27 own Qualification Standards have not been successful. However, on account  
28 of the upcoming Institutional Accreditation, the University needs to have its  
29 own Qualification Standards duly approved both by the Governing Board as  
30 well as by the Civil Service Commission (CSC).

31 Dr. Cano pointed out that the proposed VSU-QS is very similar to the  
32 CSC-QS as there are only two (2) positions with different QS: the REMO  
33 (*Reproduction and Machine Operator*) and the Registrar III. For the REMO



1 position, the minimum QS in the CSC-QS is Elementary Graduate while for  
2 the VSU-QS, the minimum requirement is High School Graduate. On the  
3 other hand, for the Registrar III position, the minimum QS in the CSC-QS is  
4 BS degree while for the VSU-QS, the minimum QS is Masteral degree.

5 Dr. Cano also informed the Council that the TESDA NC II eligibility  
6 under MC No. 11, s. 2009 is now considered as compliance of the training  
7 requirement and this has now been revised by the CSC with the release of  
8 MC No. 10, s. 2013.

9 President Tulin inquired whether there were any other questions/  
10 objections.

11 Hearing none, the President declared the proposal approved.

12 The University Administrative Council unanimously passed

13 The University Administrative Council unanimously passed,

14 **University Administrative Council**  
15 ***Visayas State University***  
16 ***Visca, Baybay, Leyte***

17 **Resolution No. 65**  
18 ***Series of 2016***

19 A Resolution approving the proposed Qualification Standards for  
20 administrative positions, as presented and endorsing the request to the BOR  
21 for final approval.

22 **Univ. ADCO Action: APPROVED**

23 Date: 24 August 2016

24 5. Recommendations for Temporary Appointments

25 President Tulin inquired whether there were any other questions/  
26 objections.

27 Hearing none, the President declared the proposal approved.

28 The University Administrative Council unanimously passed,  
29

1 **University Administrative Council**  
2 **Visayas State University**  
3 **Visca, Baybay, Leyte**

4 **Resolution No. 66**  
5 **Series of 2016**

6 A Resolution approving the Temporary Appointments, as presented and  
7 endorsing the list to the BOR for final approval.

8 **Univ. ADCO Action: APPROVED**  
9 **Date: 24 August 2016**

10 6. Proposal to Increase the Allowance of Varsity Athletes

11 President Tulin requested Mr. Mark Unlu-cay, the Student Regent, to  
12 make the presentation.

13 Mr. Unlu-cay informed the Council that by virtue of OP Memorandum  
14 No. 21, s. 1988, during the time of ViSCA President, Dr. Marianito R.  
15 Villanueva, Varsity athletes were provided with an allowance usually given  
16 during athletic meets. On 11 September 2002, the Governing Board passed  
17 BOR Resolution No. 77, s. 2002 approving the Guidelines for the  
18 implementation of University funded non-academic privileges and grants  
19 covering, among others, the Dance Troupe Grant, the USSC Officers Grant,  
20 and the Varsity Athletes Grant. In 1998, Varsity Athletes received a P100.00  
21 allowance for the whole athletic meet (SCUAA) and this amount was  
22 increased to P150.00 in 2002. Since 2002, no increase has been granted.

23 Mr. Unlu-cay informed the Council that on behalf of all the Varsity  
24 athletes of the University, the USSC would like to propose an increase in the  
25 allowance from P150.00 to P300.00.

26 Dr. Aleli A. Villocino, IHK Director, informed the Council that it  
27 really has been a long time since the allowance to Varsity athletes was last  
28 raised. Given the higher prices today, the proposed P300.00 allowance is very  
29 reasonable as this amount is spread out to about 5 days during the SCUAA.

30 President Tulin inquired whether there were any other questions/  
31 objections.

32 Hearing none, the President declared the proposal approved.

1 The University Administrative Council unanimously passed,

2 **University Administrative Council**  
3 **Visayas State University**  
4 **Visca, Baybay, Leyte**

5 **Resolution No. 67**  
6 **Series of 2016**

7 A Resolution approving the proposal to increase the allowance of  
8 Varsity athletes from P150.00 to P300.00 sourced from charged against  
9 Athletic Fees, as presented and endorsing the list to the BOR for final  
10 approval.

11 **Univ. ADCO Action: APPROVED**  
12 **Date: 24 August 2016**

13 7. SCUAA Budget

14 President Tulin requested Dr. Aleli A. Villocino to make the  
15 presentation.

16 Dr. Villocino informed the Council that for 2016, the SCUAA budget  
17 is about P1.50 million, which is just 5% higher than the budget last year. The  
18 University will be sending 245 athletes to the Games. For this year, the  
19 institutional contribution increased from P35,000.00 to P50,000.00 which was  
20 approved by the SCUAA Board last 06 July 2016 when the Board met at the  
21 Samar State University. Dr. Villocino then enumerated the different line item  
22 budgets for the 2016 SCUAA.

23 The President indicated that this proposed budget will be increased by  
24 at least P30,000.00 for the additional allowances for athletes.

25 Ms. Ampac informed the Council that for SY 2015-2016, the Athletic  
26 Fees had a positive balance of about P1.8 million. However, for SY 2016-  
27 2017, there is still very little collections. Thus, the amount requested will have  
28 to be charged against the existing balance of Athletic Fees.

29 President Tulin informed the Council that the designated host for the  
30 next SCUAA Games 2017, Northwestern Samar State University (NWSSU),  
31 has expressed apprehension about hosting next year for some reason(s). If the  
32 Council will not object, VSU will host the 2017 Games. This will give us a



1 strong justification to improve on the sports facilities of the University  
2 including the competition swimming pool.

3 Atty. Guinocor inquired whether the materials that are regularly used  
4 during the SCUAA Games are included in the PPMP of the IHK and to  
5 specify a specific brand of athletic wear (*for swimming*) as this is expressly  
6 prohibited by law. Government buys not based on brand but by specification  
7 and lowest cost.

8 Dr. Villocino thanked Atty. Guinocor for the reminders and indicated  
9 that they will abide by whatever is required under the law by not mentioning  
10 any brand preference.

11 Dr. Villocino inquired from Atty. Guinocor if it would be possible that  
12 the “*parent’s consent*” documents of the student athletes for the Intramurals  
13 and the SCUAA can be notarized for free.

14 In reply to the query of Dr. Villoceno, Atty. Gunocor pointed out the  
15 following important aspects related to this, to wit:

16 First, it is a requirement of law, that the signatory/ies should be  
17 present before the person notarizing the document (*may be a lawyer*).  
18 What usually happens is that the student just present the “parent’s consent  
19 form” already signed by the parent(s). It would be best that these  
20 documents be signed in the places where they reside.

21 Second, during the past year, quite a number of students did not  
22 pay the notarial fee despite the discount given to them. It can still be  
23 recalled that former President Jose L. Bacusmo required that all student  
24 athletes be required to have a notarized Parent’s Consent Form before they  
25 could join either the Student Intramurals of the SCUAA after the death of  
26 the student competing in a Frisbee competition. The normal notarial fee  
27 outside ranges from P150.00 to P300.00 but here in the University, it is  
28 only P50.00. Further, due to the huge number of Consent forms, the

notarial book was completely filled up and that a new notarial book had to be purchased from the Court and this is quite expensive.

Dr. Villocino assured Atty. Guinocor that she will inform the athletic managers, coaches and even the varsity students of the requirements attendant to the notarization of their document as well as the notarial fee of P50.00.

Ms. Ampac clarified that incidental expenses for the coaches of P160.00/day is not included in the budget. Maybe incidental expense should not be included in the budget.

Dr. Villocino replied that the coaches are given allowances and no incidental expense is provided for. This is also true for all the other employees including the IHK faculty who travel with the group.

Prof. Rosa Ophelia Velarde inquired whether it would be environmentally safe to dump waste “chlorinated swimming pool water” into the sea or through the rivers.

The President replied that this needs to be monitored as to its effect on the ecosystem.

President Tulin inquired whether there were any other questions/objections.

Hearing none, the President declared the proposal approved.

The University Administrative Council unanimously passed,

**University Administrative Council**  
*Visayas State University*  
Visca, Baybay, Leyte

Resolution No. 68  
Series of 2016

A Resolution approving the proposed 2016 SCUAA Budget, as modified and endorsing the list to the BOR for final approval.

**Univ. ADCO Action: APPROVED**  
Date: 24 August 2016

1 8. Proposed Competency-Based Recruitment, Selection and Placement of  
2 Faculty Members

3 The President requested Dr. Cano to make the presentation.

4 Dr. Cano informed the Council that this proposal is an improvement of  
5 the present recruitment procedure followed by the University. One of the most  
6 important improvement is the conduct of the Background Investigation (BI)  
7 on the candidate for recruitment. Another improvement is the inclusion of the  
8 "core competencies required of all faculty" as prescribed in the National  
9 Budget Circular (NBC) 461.

10 The President mentioned that the BI was instituted so that the  
11 University will be able to vet the person/s being recruited and to determine if  
12 the person is deserving to become part of the University. However, BI is also  
13 an expensive tool.

14 President Tulin inquired whether there were any other questions/  
15 objections.

16 Hearing none, the President declared the proposal approved.

17 The University Administrative Council unanimously passed,

18 **University Administrative Council**  
19 *Visayas State University*  
20 *Visca, Baybay, Leyte*

21 **Resolution No. 69**  
22 *Series of 2016*

23 A Resolution approving the proposed Competency-Based Recruitment,  
24 Selection and Placement of faculty members, as presented and endorsing the  
25 list to the BOR for final approval.

26 **Univ. ADCO Action: APPROVED**  
27 **Date: 24 August 2016**

28 9. Revised Merit System for Faculty Members of VSU

29 The President requested Dr. Cano to make the presentation.

30 Dr. Cano informed the Council that this proposal is required as an  
31 input for the upcoming Institutional accreditation. The proposal is aligned



1 with the present practice on tenure but, importantly, the two (2) year waiting  
2 period is deleted before a faculty can obtain the rank of Assistant Professor I.

3 The University Secretary commented that in the past, when  
4 recruitment is mentioned, it would usually refer to "*getting an outsider to*  
5 *become part of the institution.*" Today, recruitment refers to "*enticing insiders*  
6 *to join the institution.*" Outsiders provide the vigor and energy for the  
7 institution on account of new ideas and new experiences that are brought into  
8 the system.

9 President Tulin clarified that in the past, ViSCA was viewed as a  
10 "premium institution" because it provided a lot of incentives (like housing) as  
11 well as providing a higher salary as compared with other HEIs. At this time,  
12 there is more or less "parity" in pay scale and probably in incentives as well.  
13 The University is now recruiting mainly the best among our graduates and a  
14 few from the outside who are honored to be able to join the University. The  
15 President mentioned that BI of potential recruits from the outside is a very  
16 expensive exercise.

17 President Tulin inquired whether there were any other questions/  
18 objections.

19 Hearing none, the President declared the proposal approved.

20 The University Administrative Council unanimously passed,

21 **University Administrative Council**  
22 ***Visayas State University***  
23 **Visca, Baybay, Leyte**

24 **Resolution No. 70**  
25 ***Series of 2016***

26 A Resolution approving the proposed Revised Merit System for Faculty  
27 Members of VSU, as presented and endorsing the list to the BOR for final  
28 approval.

29 **Univ. ADCO Action: APPROVED**  
30 **Date: 24 August 2016**

1                   10. Proposal to Create Three Offices under the Quality Assurance Center

2                   President Tulin informed the Council that the proponents are not  
3                   present but that he will point out the main aspects of the proposal. In essence,  
4                   the proposal is about delineating the functions of the Quality Assurance  
5                   Center (QAC) through the creation of three (3) new offices, namely: AQuA,  
6                   CAQuA, and IQuA.

7                   The AQuA will specialize in the AACCUP Accreditation for all  
8                   academic programs including the institutional accreditation. The CQuA will  
9                   take charge of CHED SUC leveling, RQAT, ISA, and CHED Assessment.  
10                  The IQuA will take charge of International Quality Assurance like ISO, AUN-  
11                  PQ, Washington Accord, and other Accords.

12                 The University Secretary commented that the activities of the  
13                 proposed offices are not continuing and only very intermittent.

14                 The President commented that it is very expensive (*to the University*)  
15                 to split up the operations of an office since there will have to be separate  
16                 employees for each potential office.

17                 The President indicated that since the proponents are not present, the  
18                 proposal will be discussed next time.

19                 11. Proposal of the College of Education to Increase the Student Teaching Fee  
20                 from P500.00/student/semester to P1,000.00/student/semester

21                 President Tulin requested the Dean of the College of Education to  
22                 make the presentation.

23                 Dr. Lijuera J. Cuadra informed the Council that the P500.00 collected  
24                 from student teachers about to be deployed is given to the cooperating DepEd  
25                 teacher as *honorarium* which covers the three-month practice teaching. This  
26                 practice has been followed since the BEEd and BSEd curricula were  
27                 approved. However, other schools sending their student teachers for practice  
28                 teaching are now giving P1,000.00 to the cooperating DepEd employees.

1 Dr. Cuarda explained that in order for our student teachers are also  
2 provided with equal opportunities to maximize on their learning while on  
3 practice teaching, the College of Education is proposing to increase the  
4 "*honorarium*" to P1,000.00, similar to what the other schools are providing.  
5 This amount will be still be apportioned between the cooperating DepEd  
6 teacher, the Unit Head, the Principal and the District Supervisor. Usually, the  
7 College will make a "payroll" reflecting the amounts to be received by the  
8 cooperating employees.

9 Dr. Cuarda informed the Council that for small schools, there will  
10 usually be two (2) shifts of student teachers. The honorarium is given only  
11 once, usually at the start of the practice teaching.

12 The University Secretary inquired whether there is a MOA signed  
13 between the University and the cooperating school?

14 Dr. Cuadra replied in the affirmative.

15 The University Secretary inquired whether this is also true when our  
16 students conduct their practice teaching in the VSU Laboratory High School.

17 Dr. Cuadra also replied in the affirmative.

18 The President inquired when this proposed increase will be effective.

19 Dr. Cuarda replied that if the proposal is approved, it will take effect  
20 this 1<sup>st</sup> Semester SY 2016-2017.

21 Dr. Cano commented that based on her Tolosa experience, the District  
22 supervisors and superintendents requested that before our student teachers are  
23 sent out for their practice teaching, that they should be properly trained on  
24 how to prepare a lesson plan. In the case of Tolosa, a week-long training-  
25 orientation is undertaken by the outgoing student teachers with the District  
26 Supervisor and teachers. The campus was faced with the problem on to how to  
27 pay the honorarium of the "DepEd resource person" conducting the training.  
28 The campus "charged" the honorarium against the allocation of the



1 Department of Teacher Education. The Supervisors would like to make sure  
2 that the students we are sending for practice teaching are worth supervising.

3 President Tulin inquired whether there were any other questions/  
4 objections.

5 Hearing none, the President declared the proposal approved.

6 The University Administrative Council unanimously passed,

7 **University Administrative Council**  
8 ***Visayas State University***  
9 **Visca, Baybay, Leyte**

10 **Resolution No. 71**  
11 ***Series of 2016***

12 A Resolution approving the proposal of the College of Education to  
13 increase the Student Teaching Fee from P500.00/student/semester to  
14 P1,000.00/student/semester, as presented and endorsing the list to the BOR for  
15 final approval.

16 **Univ. ADCO Action: APPROVED**

17 Date: 24 August 2016

18 12. Proposals from the USSO (*needed for upcoming AACUP accreditation*)

19 President Tulin requested Ms. Marwen Castañeda to make the  
20 presentation.

21 Ms. Castañeda informed the Council that there are three (3) proposals  
22 coming from the University Student Services Office (USSO) and all these are  
23 needed for the upcoming institutional accreditation, as follows:

24 a. Student Services Manual of VSU

25 b. Guidance Program of VSU

26 c. Objectives of the VSU USSO

27 Ms. Castañeda then explained what each of the proposals contained  
28 and clarified that these will be followed for the whole University-system.

29 A long discussion followed carefully looking at the contents of each of  
30 the proposal.

31 After due deliberation, and after no objections were raised, the  
32 president declared the proposal of the USSO approved.

1 The University Administrative Council unanimously passed

2 **University Administrative Council**  
3 **Visayas State University**  
4 **Visca, Baybay, Leyte**

5 **Resolution No. 72**  
6 **Series of 2016**

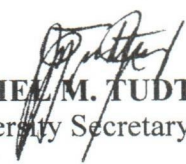
7 A Resolution approving the proposals of the University Student  
8 Services Office consisting of three items: 1) Student Services Manual of VSU;  
9 2) Guidance Program of VSU; and 3) Objectives of the VSU USSO, as  
10 presented and endorsing the same to the BOR for final approval.

11 **Univ. ADCO Action: APPROVED**  
12 **Date: 24 August 2016**


13 **VII. ADJOURNMENT**

14 After all items were discussed, President Edgardo E. Tulin thanked everybody  
15 for attending the 121<sup>st</sup> UADCO meeting and adjourned the meeting at 4:46 P.M.

16 Certified True and Correct from the Transcriptions:

17   
18 **DANIEL M. TUDTUD, JR.**  
University Secretary

19 Attested:

20   
21 **EDGARDO E. TULIN, PhD**  
University President



121<sup>st</sup> UNIVERSITY ADMINISTRATIVE COUNCIL MEETING  
24 August 2016  
2<sup>nd</sup> Flr. CCE bldg.~~VSU, Visca, Baybay City, Leyte

MATRIX OF UADCO ACTIONS AND BOR RESOLUTIONS

ISSUES DISCUSSED	UADCO RESOLUTION/ACTIONS	BOARD RESOLUTION/ REMARKS
Medical Assistance to Grade 7 Student Who met an Accident in the Lower Campus Football Field, VSU Main Campus	<p>UADCO Resolution. No. 50 <i>Series of 2016</i></p> <p>A Resolution approving the proposed payment of medical assistance to Grade 7 student who met an accident in the VSU Main Campus Lower Campus Football Field, as presented</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 73, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
Proposed Rates for Use of Facilities and Equipment of PhilRootCrops	<p>UADCO Resolution. No. 51 <i>Series of 2016</i></p> <p>A Resolution exempting the Visayas State University and its official subdivisions, from the payment of any and all fees associated with the use of facilities and equipment including vehicles, operated by the different Research Center, <i>Provided that</i> these are official University activities; <i>Further</i> extending this fees exemption on official activities of the University Supreme Student council (USSC) itself while all other activities undertaken by VSU personnel, students and outsiders, shall be assessed the corresponding fees; and <i>Finally</i>, foreign-funded projects will be assessed flat rate fee, as presented.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p> <p><i>Note: The revised proposal must be submitted to the Office of the University/ Board Secretary for BOR Action.</i></p>	

**VSU's Vision:** The premier university of science and technology in the Visayas.  
**VSU's Mission:** Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.



ISSUES DISCUSSED	UADCO RESOLUTION/ACTIONS	BOARD RESOLUTION/ REMARKS
Request for Approval to Close Fund 101 with Account No. 3172-1008-20 in LBP Gorordo Ave., Cebu City and Transfer Balance to Fund 164 with Account No. 3127-1006-69	<p>UADCO Resolution. No. 52 <i>Series of 2016</i></p> <p>A Resolution approving the closing of Fund 101 with Account No. 3172-1008-20 deposited in LBP Gorordo Ave., Cebu City and return to the National Treasury whatever balance remains in said Fund 101 account.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 69, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
Request for Authority to Open a separate Account for Senior High School (SHS) Voucher Program in LBP Baybay City Branch and Official Signatories of Said Account	<p>UADCO Resolution. No. 53 <i>Series of 2016</i></p> <p>A Resolution approving the request for authority to open a separate account for Senior High School (SHS) Voucher Program in LBP Baybay City Branch and the official signatories of said Account, as presented.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 70, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
Request for Obligational Authority to Utilize the 2015 Unappropriated Collections of VSU Villaba	<p>UADCO Resolution. No. 54 <i>Series of 2016</i></p> <p>A Resolution approving the request for Obligational Authority to Utilize the 2015 Unappropriated Collections of VSU Villaba, as presented.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 66, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
Request for Obligational Authority to Utilize the 2015 Balance of Bid Documents Collections of VSU Main Campus	<p>UADCO Resolution. No. 55 <i>Series of 2016</i></p> <p>A Resolution approving the request for obligational authority to Utilize the 2015 Balance of Bid Documents Collections of VSU Main Campus, as presented.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 67, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>

ISSUES DISCUSSED	UADCO RESOLUTION/ACTIONS	BOARD RESOLUTION/ REMARKS
Utilization of University Share on Income from various Income Generating Projects for 2015 Amounting to P4,015,727.24 to Augment Payment for Electric Consumption, VSU Main Campus	<p>UADCO Resolution. No. 56 Series of 2016</p> <p>A Resolution approving the utilization of University share on Income from various Income Generating Projects (IGPs) for 2015 amounting to P4,015,727.24 to augment payment for electric consumption, VSU Main Campus, as presented.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 68, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
Academic Staff Recommended for Renewal (01 June 2016 to 31 May 2017)	<p>UADCO Resolution. No. 57 Series of 2016</p> <p>A Resolution approving the renewal of appointments of some academic staff, as presented.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 87, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
Renewal of Contractual Appointments	<p>UADCO Resolution. No. 58 Series of 2016</p> <p>A Resolution approving the renewal of appointments of some contractual workers (research assistants), as presented.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 90, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
Renewal of Casual Appointments	<p>UADCO Resolution. No. 59 Series of 2016</p> <p>A Resolution approving the renewal of appointments of some casual workers, as presented.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 91, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>



ISSUES DISCUSSED	UADCO RESOLUTION/ACTIONS	BOARD RESOLUTION/ REMARKS
Re-employment of Mr. Reynaldo C. Dosdos (Casual Admin Aide VI)	<p>UADCO Resolution. No. 60 Series of 2016</p> <p>A Resolution approving the re-employment of Mr. Reynaldo C. Dosdos as Casual Admin Aide VI, as presented effective upon date of appointment.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 88, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
<b>OTHER MATTERS</b>		
Proposal of the Security Office for the Imposition of Fines for Multi-Cab Drivers' Parking Violations and Other Matters	<p>UADCO Resolution. No. 61 Series of 2016</p> <p>A Resolution approving the proposal to impose a P500.00 fine on drivers who improperly park their vehicles outside of the designated University parking area, as <u>modified</u>.</p> <p><u>Modifications/ Suggestions:</u></p> <ol style="list-style-type: none"> <li>1. Every multi-cab operator be made to sign an individual MOA which will specify the university policies they are expected to follow.</li> <li>2. Security guards holding permanent positions will be requested to join the training on LTO deputization.</li> <li>3. Imposition of a P500.00 fine was approved.</li> </ol> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p> <p><i>Note: The revised proposal must be submitted to the Office of the University/ Board Secretary for BOR Action.</i></p>	
OPLAN Motorized Vehicle Inspection	<p>UADCO Resolution. No. 62 Series of 2016</p> <p>A Resolution approving the proposal to implement OPLAN Motorized vehicle Inspection, as <u>modified</u>.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	



ISSUES DISCUSSED	UADCO RESOLUTION/ACTIONS	BOARD RESOLUTION/ REMARKS
Request of the National Grid Corporation to do Under Brushing and Cutting of Some Trees under the NGCP Lines	<p>UADCO Resolution. No. 63 Series of 2016</p> <p>A Resolution approving the proposal to delegate upon the University President the authority to oversee the tree cutting and tree clearing operations within the NGCP lines within the VSU Main campus reservation and to receive payments for felled trees, as presented and strongly endorsing the proposal for BOR approval.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 84, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
Request of the NCRC to Purchase a Multicab to Haul Macapuno Seedlings and Other Products	<p>UADCO Resolution. No. 64 Series of 2016</p> <p>A Resolution approving the request of NCRC to purchase a multicab to haul macapuno seedlings and other products, as presented <i>Provided that</i> the price will not exceed P250,000.00 and endorsing the request to the BOR for final approval.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 72, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
Qualifications Standards for Administrative Positions	<p>UADCO Resolution. No. 65 Series of 2016</p> <p>A Resolution approving the proposed Qualification Standards for administrative positions, as presented and endorsing the proposal to the BOR for final approval.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 82, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
Recommendations for Temporary Appointments	<p>UADCO Resolution. No. 66 Series of 2016</p> <p>A Resolution approving the Temporary Appointments, as presented and endorsing the list to the BOR for final approval.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 86, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>

ISSUES DISCUSSED	UADCO RESOLUTION/ACTIONS	BOARD RESOLUTION/ REMARKS
Proposal to Increase the Allowance of Varsity Athletes	<p>UADCO Resolution. No. 67 Series of 2016</p> <p>A Resolution approving the proposal to increase the allowance of Varsity athletes from P150.00 to P300.00 sourced from charged against Athletic Fees, as presented and endorsing the same to the BOR for final approval.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 83, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
SCUAA Budget	<p>UADCO Resolution. No. 68 Series of 2016</p> <p>A Resolution approving the proposed 2016 SCUAA Budget, as modified and endorsing the same to the BOR for final approval.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 71, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
Proposed Competency-Based Recruitment, Selection and Placement of Faculty Members	<p>UADCO Resolution. No. 69 Series of 2016</p> <p>A Resolution approving the proposed Competency-Based Recruitment, Selection and Placement of faculty members, as presented and endorsing the same to the BOR for final approval.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 75, s. 2016 <i>dated 7 September 2016</i></p> <p>Implemented</p>
Revised Merit System for Faculty Members of VSU	<p>UADCO Resolution. No. 70 Series of 2016</p> <p>A Resolution approving the proposed Proposed Revised Merit System for Faculty Members of VSU, as presented and endorsing the same to the BOR for final approval.</p> <p><b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016</p>	<p>BOR Resolution No. 74, s. 2016 <i>dated 7 September 2016</i></p> <p><i>Provided that</i> there will be a review of the Incentives &amp; Awards as mandated by the CSC as well as the automatic inclusion in the Merit System, of all BOR Resolutions pertaining to the faculty, effective upon BOR approval.</p>



ISSUES DISCUSSED	UADCO RESOLUTION/ACTIONS	BOARD RESOLUTION/ REMARKS										
Proposal to Create Three Offices under the Quality Assurance Center (QAC)	<b>Univ. ADCO Action: DEFERRED</b> <i>(Because the proponents are not present)</i>  Date: 24 August 2016											
Proposal of the College of Education to Increase the Student Teaching Fee from P500.00/student/semester to P1,000.00/student/semester	UADCO Resolution. No. 71 Series of 2016  A Resolution approving Proposal of the College of Education to increase the Student Teaching Fee from P500.00/student/sem. to P1,000.00/student/sem., as presented and endorsing the same to the BOR for final approval.  <b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016	BOR Resolution No. 80, s. 2016 <i>dated 7 September 2016</i>  Implemented										
Proposals from the USSO <i>(needed for upcoming AACCUP Accreditation)</i>	UADCO Resolution. No. 72 Series of 2016  A Resolution approving the proposals of USSO consisting of threc items: 1) Student Services Manual of VSU; 2) Guidance Program of VSU; and 3) Objectives of the VSU USSO, as presented and endorsing the same to the BOR for final approval.  <b>Univ. ADCO Action: APPROVED</b> Date: 24 August 2016	<table><tr><th>ITEM</th><th>BOR Resolution No., s. 2016</th></tr><tr><td>Student Services Program of VSU</td><td>76</td></tr><tr><td>Guidance Program for 2016-2019</td><td>77</td></tr><tr><td>Guidance Manual</td><td>78</td></tr><tr><td>USSO objectives</td><td>79</td></tr></table> Implemented  Board Action: <u>APPROVED</u> Date: 7 September 2016	ITEM	BOR Resolution No., s. 2016	Student Services Program of VSU	76	Guidance Program for 2016-2019	77	Guidance Manual	78	USSO objectives	79
ITEM	BOR Resolution No., s. 2016											
Student Services Program of VSU	76											
Guidance Program for 2016-2019	77											
Guidance Manual	78											
USSO objectives	79											