

**158th ViSCA Board of Trustees Meeting**

14 June 2000

Leyte Normal University

Tacloban City

**AGENDA**

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## AGENDA

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**158th ViSCA Board of Trustees Meeting**  
14 June 2000  
**Leyte Normal University**  
Tacloban City

**Present:**

<b>Hon. Kate C. Botengan</b> Commissioner, CHED	.....Chairman
<b>Hon. Paciencia P. Milan</b> President, ViSCA	..... Vice Chairman
<b>Hon. Teresa Aquino Oreta</b> <i>Represented by Hon. Cyril Luis Arradaza</i> Chairman, Senate Committee on Education Senate of the Philippines	..... Member
<b>Hon. Dante R. Liban</b> <i>Represented by Hon. Rogelio Galman</i> Chairman, House Committee on Education House of Representatives	.....Member
<b>Hon. Buenaventura C. Go-Soco, Jr.</b> Regional Director NEDA Regional Office VIII	.....Member
<b>Hon. Cirilo R. Balagapo, Jr.</b> Regional Director Department of Agriculture Regional Office VIII	.....Member
<b>Hon. Perla M. Tan</b> President, ViSCA Faculty Association	..... Member
<b>Hon. Guindolino R. Gerona</b> President, ViSCA Alumni Association	.....Member
<b>Hon. Michael Y. Rapada</b> President, ViSCA CSSC	..... Member
<b>Prof. Daniel M. Tudtud, Jr.</b> College/Board Secretary	.....Board Secretary

**Others Present:**

<b>Dir. Bonifacio Acapulco</b> Regional Director CHED Regional Office VIII	.....Regular Invitee
<b>Ms.Gloria Obcena</b> Personal Secretary of Comm. Botengan	.....Regular Invitee

**I. CALL TO ORDER**

Commissioner Kate C. Botengan, Chairman of the ViSCA Board of Trustees, called the meeting to order at 5:15 p.m.

**II. Roll Call**

All the members of the ViSCA BOT were present except the two (2) private representatives whose terms had already expired as of 12 May 2000.



### III. Approval of the Proposed Agenda

Chairman Botengan immediately asked if there were any other items that need to be included in the agenda. Dr. Tan raised one item, the Search Private Sector Representatives, to be included under Other Matters.

After having ascertained that there were no other items to be included hearing no objections, the body approved the proposed agenda.

### IV. Reading and Approval of the Minutes of the Previous Meetings

#### A. 155<sup>th</sup> BOT Minutes

The Board ratified the minutes of the 155<sup>th</sup> BOT Meeting with the following corrections:

Page 1, lines 10-15 : The names of the principal members of the Board should be in **bold** letters while the names of representatives are placed underneath in an indented position.

Page 4, line 14 : Insert the word "Board" between "The Board" and "approved".

Page 6, line 30 : Add the phrase, "for the period January to December 2000" after the word "regulations".

Page 10, line 3 : Add the phrase, "for the period January to December 2000" after the word "regulations".

Page 13, line 21 : Replace "wholestic" with "holistic".

Page 16, line 12 : Place a comma after "Alcober".

The Board, upon motion by Hon. R. Galman and duly seconded by Hon. M. Rapada, approved the minutes of the 155<sup>th</sup> BOT Meeting held at Visayas State College of Agriculture, Baybay, Leyte on 13 March 2000 from 2:25 p.m. to 7:25 p.m. as corrected.

#### B. 156<sup>th</sup> BOT Minutes

The Board ratified the minutes of the 156<sup>th</sup> BOT Meeting with the following corrections:

Page 3, line 22 : Change the numbering of the BOT Resolution from "25" to "29".

Page 3, line 31 : Change the numbering of the BOT Resolution from "26" to "30".

Page 4, line 13 : Change the numbering of the BOT Resolution from  
"27" to "31".

Page 5, line 1 : Change the numbering of the BOT Resolution from  
"28" to "32".

Page 5, line 2 : Add the phrase "subject to consultation" after the  
word "statements".

The Board, upon motion by Hon. R. Galman and duly seconded by  
Hon. M. Rapada, approved the minutes of the 156<sup>th</sup> BOT Meeting held at the  
Sulo Restaurant Hotel, Quezon City, on 05 April 2000 5:30 p.m. to 7:00 p.m.  
as corrected.

**C. 157<sup>th</sup> BOT Minutes**

The Board ratified the minutes of the 157<sup>th</sup> BOT Meeting with the  
following corrections:

Page 1, line 28 to 29 : Transfer Hon. Michael Rapada, President, ViSCA  
CSSC from "Present" to "Absent"

Page 8, line 1 : Change the numbering of the BOT Resolution from  
"29" to "33".

The Board, upon motion by Hon. R. Galman and duly seconded by  
Hon. M. Rapada, approved the minutes of the 156<sup>th</sup> BOT Meeting held at the  
Leyte Normal University, Tacloban City, on 12 May 2000 3:00 p.m. to 5:05  
p.m. as corrected.

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

Commissioner Botengan suggested that matters arising from the  
approved minutes would be taken up together with the President's Report so that  
the Board could see what the management had done.

President Milan then briefly gave her accomplishments for the period.  
There being no questions raised on the President's Report, the Board accepted  
it.

**VI. COMMUNICATION**

Commissioner Botengan, after having noted that the communication  
from the PNP was related to the shooting incident, decided to take it up under  
"Other Matters" which already included the ViSCA Shooting Incident.

## VII. UNFINISHED BUSINESS

### A. Retirement Benefits of Dr. Samuel S. Go

Dr. Milan reported to the BOT that the College has sought the advice of Fiscal Tugonon but was informed that the fiscal could not give a written legal opinion because he is still the prosecutor of the Baybay Court. As such, he could not represent ViSCA in this case. He still needs to get permission from the Ombudsman.

However, the Fiscal orally suggested two (2) things: (1) to ask Dr. Go to execute a waiver that he would pay or reimburse whatever he received if there would be COA disapproval and in the event of his demise, his estate or heirs would reconstitute the full amount with conformity from his wife and (2) to release one-half of his gratuity pay, with the remaining half to be released upon clearance from the Ombudsman.

Director Go-Soco opined that "there has got to be retention of the amount as this is the surest way to protect the institution if there would be a penalty that would be meted against him."

Honorable Arradaza commented that "the case is still with the Ombudsman. It is not yet filed in court and is still being investigated by the Office of the Ombudsman. In effect, we cannot say that there is a criminal case." He continued that "the memorandum speaks of a case not yet filed. While the case is still with the Ombudsman, investigation is still preliminary. I think we have a defense here in that when we released the amount, there was no case against Dr. Go. However, I agree with Dir. Go-Soco to release a portion of the amount and keep the other half".

Director Go-Soco then replied that "let him (Dr. Go) specify the promissory note to guarantee and identify what these properties are". Arradaza added "to let him execute under oath, so that it can be annotated back of the title. He cannot sell the property unless the annotation at the back of the title is cancelled."

Pres. Milan informed the Board that Fiscal Tugonon would inform them of the two options that afternoon. Whatever option Dr. Go would choose would be known the following day. Dir. Go-Soco advised Pres. Milan to ask Dr. Go to "identify specific properties (with titles) as guarantee for any adverse action (on the case) necessitating the payment or restitution of the amount."



After hearing all the legal angles, the Board decided to give Pres. Milan a freehand on the resolution of this issue.

## VIII. NEW BUSINESS

### A. Personnel Matters

#### 1. Appointment of Personnel for Confirmation

Commissioner Botengan informed the body that the BOT has already delegated the authority to appoint personnel to the President, and so the BOT just confirms these appointments provided that these have passed through the appropriate selection and promotion processes.

Honorable R. Galman then moved for the confirmation of the appointment of personnel from numbers 1 – 5, which was duly seconded by Dr. G. Gerona. The Board then passed

#### Board Resolution No. 34, s 2000

Confirming the appointments of ViSCA Part-Time Teachers effective on the dates specified subject to the existing rules and regulations.

<u>Name</u>	<u>Department</u>	<u>Effectivity</u>
1. LIBOT, Loudibeth	DHS	1 <sup>st</sup> Sem., SY 2000-2001
2. MATUNOG, Reynaldo	DHS	1 <sup>st</sup> Sem., SY 2000-2001
3. SUBERE, Juvy Oliva	DASS	1 <sup>st</sup> Sem., SY 2000-2001
4. VILLOCINO, Santos	DASS	1 <sup>st</sup> Sem., SY 2000-2001
5. DANGATE, Naome	DAEA	1 <sup>st</sup> Sem., SY 2000-2001
6. PASCUAL, Lennito	DAEA	1 <sup>st</sup> Sem., SY 2000-2001

#### Board Resolution No. 35, s 2000

Confirming the appointment of ViSCA Casual employees subject to the existing rules and regulations.

<u>Name</u>	<u>Position</u>	<u>Office</u>
1. ABANERA, Teofilo C.	Laborer 1	LUAPU
2. ABENOJA, Jesus M.	Const & Maint. Capataz	OSA
3. ABOGADIE, Editha R.	Clerk 1	DPP
4. ACILO, Virgilio C.	Clerk 1	SPMD
5. ALKUINO, Constancio A.	SecurityGuard 1	SECURITY
6. ALKUINO, Pedro O.	Utility Worker 1	PRCRTC
7. ALMERODA, Arnulfo M.	Laboratory Aide 2	DPP
8. ALVARADO, Herminia R.	Clerk 1	ACCTG
9. ANDRES, Dalisay F.	Clerk 1	DPBAB
10. APELO, Rosalina I.	Clerk 1	ACCTG
11. ARPOCEPLE, Gaspar S.	Plumber 1	PPO
12. ASILOM, Cesar B.	Utility Worker 1	SPMD
13. BABILONIA, Marissa P.	Prop Custodian	DPBAB
14. BAGARINAO, Alex P.	Utility Worker 1	SPMD
15. BAGARINAO, Cesar O.	Farm Foreman	LUPDU
16. BAGARINAO, Isabelo P.	Clerk 1	APO
17. BAGARINAO, Pedro C.	Watchman 1	SECURITY
18. BALBARINO, Yolanda U.	Clerk 1	CASH
19. BANDALAN, Lito P.	Clerk 1	APO
20. BARTOLINI, Manuel C.	Clerk 1	REG

21. BARTOLINI, Manuel C.	Clerk 1	REG
22. BASTASA, Arturo S.	Utility Worker 1	ITE
23. BOISER, Proceso F.	Watchman 1	PRCF
24. BORNIA, Eutiquio B.	Laborer 1	DPBA
25. BRAGA, Alfredo M.	Crafts&TradeHelper	PPO
26. BRAGANZA, Teodora Doris P.	Public Health Nurse1	Infirm
27. BUSTILLO, Norieta B.	Clerk 1	SPMI
28. CABALLERO, Jaime A.	Laborer 1	LUPD
29. CACHUELA, Luzminda G.	Clerk 1	DDC
30. CAINTIC, Ildifonso A.	Carpenter 1	PPO
31. CALA, Roberto C.	Proofreader 1	EPRI
32. CALLEJA, Juvy C.	Clerk 1	PPO
33. CALUMBA, Vidal M.	Crafts&TradeHelper	LIB
34. CALUNANGAN, Fe C.	Clerk 1	SPM
35. CANO, Gregorio C. Jr.	Security Guard 1	SECURIT
36. CANONO, Regina M.	Clerk 1	DOF
37. CAPRICHIO, Joserose B.	Clerk 1	DAS
38. CASTAÑAS, Levi G.	Laborer 1	DAS
39. CASTILLO, Bonifacio E.	Utility Worker 1	DAE
40. CENTES, Hermogines B.	Carpenter 1	PPO
41. CERNA, Mizael B.	Illustrator 1	CSR
42. CERNA, Norma C.	Clerk 1	SPM
43. CO, Jocelyn T.	Data Entry Mach Optr 1	FMC
44. COLONIA, Emeterio N.	Utility Worker 1	DAL
45. CORDERO, Vicente A.	Educ Res Asst 1	ATE
46. DACERA, Wilfredo T.	Elect&Comm Eqpt Tech 1	DYA
47. DARGANTES, Editha F.	Clerk 1	LUP
48. DAÑO, Ricardo Benedicto B.	Utility Worker 1	SPN
49. DIAZ, Rosito A.	Laborer 1	RCF
50. ESCASINAS, Virgilio A.	Security Guard 1	SEC
51. ESPINOSA, Antonio C.	Security Guard 1	SEC
52. ESTOY, Eduardo C.	Security Guard 1	SEC
53. ESTROSAS, Mansueto E.	Laborer 1	LUF
54. FAELNAR, Meleanida C.	Comm Equip Oper 1	OP
55. FERNANDEZ, Bernardito R.	Clerk 1	DAS
56. FLORES, Ma. Zaida A.	Clerk 1	NAI
57. FORNES, Mercedes V.	Clerk 1	LIB
58. GALENZOGA, Avelina V.	Clerk 1	REI
59. GIRON, Jesus I.	Security Guard 1	SEC
60. GLORIA, Reynaldo N.	Farm Supervisor	ATI
61. GODOY, Raul S.	Security Guard 1	SEC
62. GOFREDO, Aniano P.	Utility Worker 1	SP
63. GOFREDO, Teofilo C.	Data Entry Mach Optr 1	AC
64. GONZAGA, Ernesto Jr. A.	Clerk 1	DY
65. GRAVADOR, Merle N.	Utility Worker 1	HR
66. GUMBA, Bertulfo M.	Lab Tech 1	NA
67. HERMANO, Agnes P.	Clerk 1	LIE
68. HONRADA, Clemente R.	Laborer 1	DA
69. IMPAS, Erlinda V.	Clerk 1	AC
70. ISRAEL, Eddie M.	Clerk 1	EP
71. ISRAEL, Joel M.	Clerk 1	AF
72. ITABLE, Expedito T.	Driver 1	OD
73. JAYME, Lorenda G.	Clerk 1	PF
74. JONGAY, Bonifacio Jr. C.	Security Guard 1	SEC
75. LAMO, Victorino M.	Laborer 1	DA
76. LAO, Marvin M.	Clerk 1	Ca
77. LAPICEROS, Adriana M.	Clerk 1	RE
78. LASQUITES, Heide S.	Educ Res Asst 1	EF
79. LATRAS, Jaime V.	Laborer 1	DA
80. LIBRES, Neil Edchel T.	Forest Ranger	DO
81. LESIDAN, Pedro O.	Laborer 2	DA
82. LIM, Gemma S.	Clerk 1	IT
83. LIMSIACO, Ma. Fe L.	Messenger	O
84. LIONG, Luciano Jr. G.	Clerk 1	F
85. LUNA, Meriam M.	Clerk 1	O
86. MANAGBANAG, Araceli M.	Clerk 1	D
87. MANAGBANAG, Samuel M.	Rep Machine Oper 1	P
88. MANLA, Noel M.	Welder 1	P



89. MARANGUIT, Laureano S.	Laborer 1	DOH
90. MARANGUIT, Norberto J.	Laborer 1	LUAPU
91. MASCARIÑAS, Faye Aileen S.	Clerk 1	IMDC
92. MAZO, Elena A.	Clerk 1	PRCRTC
93. MERCADO, Clara P.	Data Entry Mach Optr 1	EPRD
94. MODINA, Antonio P.	Illustrator 1	EPRD
95. MONTAJES, Carlos B.	Utility Worker 1	DAEAM
96. MONTAJES, Rosita S.	Clerk 1	VLHS
97. NAYRE, Alwin P.	Clerk 1	ODRD
98. NAYRE, Shirley T.	Clerk 1	ODEx
99. OCEÑA, Albino M.	Supplies Checker	ICU
100. OCLINARIA, Isidro D.	Driver 1	DPP
101. OMALAY, Danilo D.	Utility Worker 1	DACFS
102. OMEGA, Randy G.	Data Entry Mach Optr 1	BIDANI
103. OQUIAS, Sabas E.	Carpenter 1	PPO
104. OTIDA, Leonarda P.	Clerk 1	ACCTG
105. PABON, Armando M.	Utility Worker 1	DPP
106. PAGALAN, Raul J.	Machinist 1	DAEAM
107. PATOLILIC, Perseveranda O.	Clerk 1	PPO
108. PERNITO, Anelito C.	Utility Worker 1	Infirmary
109. POMIDA, Virgilio Q.	Artist Illustrator 2	PRCRTC
110. POSAS, Arsenia M.	Clerk 1	VICARP
111. POSAS, Domingo P.	Crafts&TradeHelper	PPO
112. POSAS, Henry P.	Security Guard 1	SECURITY
113. RABOR, Alexander P.	Security Guard 1	SECURITY
114. RACHO, Glenda A.	Clerk 1	PRINTING
115. ROSOLADA, Nathaniel B.	Educ Res Asst 1	ODI
116. SACRO, Celso F.	Clerk 1	Acctg
117. SALES, Teresita A.	Librarian 1	LIB
118. SANCHEZ, Luis A.	Utility Worker 1	SPMD
119. SARZONA, Clarita M.	Data Entry Mach Optr 1	OVPAA
120. SEÑARA, Cielo F.	Clerk 1	NARC
121. OLANO, Ernesto G.	Laborer 1	DOF
122. STA. IGLESIA, Marilou L.	Clerk 1	DHS
123. SUBERE, Eva S.	Clerk 4	LIB
124. TABAT, Ciriaco G.	Security Guard 1	SECURITY
125. TABINAS, Renelio B.	Heavy Equip Oper 1	LUPDU
126. TAN, Basilio Jr. E.	Security Guard 1	SECURITY
127. TORCINO, Leonilo B.	Clerk 1	ACCTG
128. URCENO, Arturo M.	Security Guard 1	SECURITY
129. URDANETA, Pamela H.	Clerk 1	RCRC
130. VALENZONA, Roy Cecil O.	Nursing Attendant 1	Infirmary
131. VERGARA, Rafael B. Jr.	Clerk 1	DAEAM
132. ZAPATOS, Sotico A.	Security Guard 1	SECURITY

**Board Resolution No. 36, s 2000**

**Confirming renewal of the appointment of ViSCA Contractual employees subject to the existing rules and regulations.**

<u>Name</u>	<u>Position</u>
1. ABOGADIE, Enrique B.	Science Res Asst
2. BACLAYON, Dewoowoogen P.	Science Res Asst
3. BALIÑA, Fatima T.	Science Res Asst
4. BANCALE, Gloria E.	Science Res Asst
5. BELLEZAS, Hazel I.	Science Res Asst
6. BELMONTE, Demetrio Jr. V.	Science Aide
7. BERGANTIN, Reynaldo V.	Science Res Asst
8. BETONIO, Janeth B.	Science Res Asst
9. BRIONES, Rosalia L.	Science Res Asst
10. CAGASAN, Ulysses A.	Science Res Asst
11. CAINTIC, Pauline S.	Science Res Asst
12. CATORCE, Dennis N.	Science Res Asst
13. CUYOS, Nelita P.	Science Res Asst
14. DALION, Selvano s.	Science Res Asst
15. DUATIN, Cecile Joy Y.	Science Res Asst

16.	DUATIN, Flora Mia Y.	Science Res Asst
17.	ESQUIBEL, Celia B.	Science Aide
18.	GODOY, Federico P. Jr.	Science Aide
19.	LORETO, Dale P.	Science Aide
20.	MALASAGA, Edralin M.	Science Res Asst
21.	MARGALLO, Rosalea Fenina A.	Science Res Asst
22.	MAURILLO, Leonarda A.	Science Res Asst
23.	MOLATO, Avelina P.	Science Res Asst
24.	MOLATO, Dario D.	Science Res Asst
25.	NAYRE, Ma. Mildred L.	Science Res Asst
26.	NORIEL, Ediezer A.	Science Res Asst
27.	OCON, Felix L.	Science Res Asst
28.	OCOY, Edwin T.	Science Aide
29.	PAGENTE, Ma. Delia A.	Science Res Asst
30.	PALERMO, Victoria G.	Science Res Asst
31.	PARAC, Ammie A.	Science Res Asst
32.	PEDRERA, Ma. Jehan G.	Science Res Asst
33.	PEQUE, Elizabeth C.	Science Res Asst
34.	PLASABAS, Jose Lloyd R.	Science Res Asst
35.	RACHO, Preston E.	Science Res Asst
36.	SABAREZ, Shirley T.	Science Res Asst
37.	SACEDON, Marlon F.	Science Res Asst
38.	SALAPA, Ferdinand Francisco E.	Science Res Asst
39.	SANICO, Remigio M.	Science Aide
40.	SEROHIJOS, Romeo L.	Science Res Asst
41.	TAPAYAN, Yvonne S.	Science Res Asst
42.	TERNURA, Luzvisminda A.	Science Res Asst
43.	TROYO, Anita D.	Science Aide
44.	UMPAD, Elsa M.	Science Res Asst
45.	VALENZONA, Mario A.	Science Aide
46.	VESTRA, Jeremias S.	Science Res Asst
47.	VILLAGONZALO, Ginas Aurea A.	Science Res Asst
48.	VILLAR, Aniceto C.	Science Res Asst

**Board Resolution No. 37, s 2000**

**Confirming the renewal of the appointment of ViSCA Tempo  
personnel subject to the existing rules and regulations.**

	<u>Name</u>	<u>Position</u>	<u>Effectivi</u>
1.	ABELA, Julius V.	Instructor I	06/01/
2.	ALBARICO, Marvin G.	Instructor I	06/01/
3.	PABROQUEZ, Jesus S.	Ag. Tech. II	06/01/
4.	PALA, Patricia C.	Instructor I	06/01/
5.	PASCUAL, Rose C.	Instructor I	06/01/
6.	SAPAN, Mary Jean M.	Instructor II	06/01/
7.	SEROY, Goldameir Leovicresa N	Instructor I	06/01/
8.	MARTINEZ, Seregena Ruth L.	Instructor I	06/09/
9.	ALVARADO, Florida L.	Insructor I	06/10/
10.	SALVINO, Rosalinda O.	Insructor I	06/10/
11.	CATRE, Salvador M. Jr.	Instructor I	07/02/
12.	ENAGE, Susan M.	Instructor I	07/02/
13.	GATCHALIAN, Florife A.	Instructor I	07/03/
14.	GRAVOSO, Annie P.	Instructor I	07/19/
15.	PEQUE, Dennis P.	Instructor I	07/01/
16.	ALFARO, Braulio, Jr. B.	Asst. Prof. 4	08/01/
17.	ABAMO, Antonio P.	Asst. Prof. 3	08/19/
18.	CASANGCAPAN, Manuel E.	Asst. Prof. 4	08/19/
19.	GARCIA, Pastor P.	Asst. Prof. 2	08/19/
20.	GERMANO, Bernardita P.	Asst. Prof. 4	08/19/
21.	SALAS, Felix M.	Asst. Prof. 4	08/19/
22.	VELARDE, Rosa Ophelia D.	Asst. Prof. 4	08/19/
23.	CUADRA, Lijueraj I.	Instructor I	09/0/
24.	PEÑA, Janet T.	Instructor I	09/0/



Board Resolution No. 38, s 2000

Approving the change of appointment status from temporary to permanent of two (2) ViSCA staff effective immediately upon Board confirmation.

	<u>Nam</u>	<u>Position</u>	<u>Date Recommended</u>
1.	CASANGCAPAN, Manuel E.	Asst. Prof. 4	7 April 2000
2.	GARCIA, Pastor P.	Asst. Prof. 2	7 April 2000
2.	Application for Sabbatical Leave of Dr. Angela S. Almendras and Dr. Lutgarda S. Palomar.		

For the next item, Commissioner Botengan requested for some clarification. President Milan informed the body that Dr. Almendras is a tenured faculty member (permanent) of the Dept. of Agronomy and Soil Science and will be leaving for the United States to conduct research. She will be paid her salary while on sabbatical leave. Dr. Palomar, on the other hand, is a tenured faculty (permanent) of the Department of Agricultural Chemistry and Food Science and is applying for sabbatical leave with financial assistance. The ViSCA Academic Personnel Board (APB) did not approve her request for financial assistance but she would be paid her salary.

With this clarification, Honorable P. Tan moved for the approval of the sabbatical leaves of Dr. Almendras and Dr. Palomar. This was duly seconded by Hon. M. Rapada. Thus, the Board passed

Board Resolution No. 39, s 2000

Approving the application for sabbatical leave of Dr. Angela S. Almendras for one year effective 16 June 2000 to 15 June 2001.

Board Resolution No. 40, s 2000

Approving the application for sabbatical leave of Dr. Lutgarda S. Palomar for one year effective upon Board approval provided that she would look for other sources of financial assistance to support her sabbatical project.

**B. Administrative Matters**

1. Modified Performance Evaluation System (PES) for ViSCA Administrative Staff

President Milan informed the members of the Board that the PES is required by the Civil Service Commission (CSC) for all employees. She emphasized that ViSCA conducted a two-day seminar-

workshop for the purpose. Commissioner Botengan remarked that it would have been better if all SUCs in the region had a common PES despite the differences between the SUCs.

President Milan informed the body that ViSCA is required to submit its own PES to the Civil Service Commission by 30 June 2000. So, without further deliberation, the Board, upon the motion of Dr. Gerona and seconded by Dr. P. Tan, approved the ViSCA PES for administrative personnel and passed

#### **Board Resolution No. 41, s 2000**

**Approving the Modified Performance Evaluation System (PES) for administrative staff without prejudice to its continuous improvement.**

#### **2. Disciplinary Action on Dr. Antonia Cecilia Y. Sandoval**

President Milan appraised the Board of the facts of the case. In short, the case started when a "complaint for double claim of travel expense" was raised. As the investigation of the case continued, it became more apparent that there were other charges such as "falsification of records" and others. The respondent of the complaint was the former Deputy Director of the ViSCA BIDANI Project, Dr. Antonia Cecilia Y. Sandoval. Knowing fully well the severity of the punishment for such an offense, President Milan decided to impose a lighter sentence of "six-months suspension without pay" on Dr. A.C. Sandoval instead of one year suspension or removal from office.

Honorable Arradaza remarked that the offenses mentioned were quite serious in nature since "it tantamount to several counts of graft and corruption". The employee, therefore, has to be given due process and the Board could not just suspend the respondent without ascertaining if indeed she was given due process. He continued "the Board itself has to look into the matter before this employee could be suspended or even terminated".

Honorable Arradaza then made a motion for the Board to create a special BOT Fact-Finding and Review Committee to look into the matter to see to it that the rights of the employee are duly protected. The job of this committee is to "gather and evaluate all evidence". President Milan seconded the motion.



Commissioner Botengan clarified that if the BOT Fact-Finding and Review Committee agrees with the recommendation of the ViSCA President, then the six-months suspension is immediately imposed. If otherwise, any action will have to wait for the next BOT Meeting when all the members *en banc* will tackle the issue.

Motion was carried for the Board to create an Investigation and Review Committee of three (3) with the following members: Hon. C. Arradaza – Chairman; Dir. B. Go-Soco, Jr. – Member; and Dr. G. Gerona – Member. The Board Secretary was requested to coordinate the scheduling of the conduct of the committee meetings.

**Board Resolution No. 42, s 2000**

**Approving the creation of a “ViSCA Board of Trustees (BOT) Investigation and Review Committee” which shall be tasked to review all cases brought before the BOT which require the imposition of penalties requiring suspension of personnel and/or dismissal from service as well as other legal documents such as contracts.**

**3. Rental Share from the ViSCA Housing Units with Paying Lodgers**

President Milan presented to the Board the decision of the Administrative Council (ADCO) to require rental share from ViSCA staff who are allowing paying lodgers. The Board was informed that some ViSCA staff who have been awarded housing units have accepted paying lodgers by constructing “extensions” to the original structure. The arrangement was once encouraged by the administration to be able to solve the acute shortage of student housing facilities. Since the college has been experiencing increased usage of power and water, it proposed to levy a 10% rental share.

Commissioner Botengan noted that the rental share proposal was something that the management could act upon and did not need BOT approval. She said that the Board would just take note of the management action.

**4. Designation of Dr. Manual K. Palomar as OIC, OVPAA**

President Milan informed the Board that the incumbent Vice President for Academic Affairs, Dr. Vicente A. Quiton, requested relief from his administrative responsibilities for personal reasons. Dr. M. K.



Palomar, therefore, was designated as the Officer-in-Charge of the Office of the Vice President for Academic Affairs.

The Board immediately confirmed the designation from motion filed by Director Go-Soco and duly seconded by Dr. G. Gerona.

The Board passed

**Board Resolution No. 43, s 2000**

**Confirming the designation of Dr. Manuel K. Palomar as OIC, President for Academic Affairs effective 05 June 2000 to 31 December 2000 including the privileges attached to the position.**

5. Establishment of the Continuing Center for Education (CCE) and Designation of a Center In-charge.

Commissioner Botengan requested that the management provide a more detailed description of what the CCE is so that the Board can act on the matter. The Board deferred action on the consideration of the CCE.

6. Fusion of the Staff Development Committee (Academic) and the ViSCA Scholarship/Fellowship Awards Committee.

Commissioner Botengan indicated that the fusion should be a management prerogative and that the Board would just take note of the move. Hence, any earlier BOT decision on the matter should be superseded by the current management decision.

**C. Academic Matters**

1. School Calendar, SY 2000-2001

President Milan pointed out a few corrections on the School Calendar, SY 2000-2001 as follows: (1) classes resume on 03 January 2001 instead of 02 January 2001 (2) deadline for complying with requirements for graduation will be on 30 March 2001 and Commencement Exercises will be held not before 07 April 2001.

Commissioner Botengan asked the body if there were any comments or questions. Hearing none, Hon. G. Gerona moved for the approval of the school calendar which was seconded by Hon. Rapada. The Board passed

**Board Resolution No. 44, s 2000**

**Approving the ViSCA School Calendar, SY 2000-2001 as proposed.**

#### **D. Financial Matters**

##### **1. Use of Income**

The President presented the projected income from IGPs and Auxiliary services and the proposal on the utilization of said income.. Commissioner Botengan then asked the management to provide more details on the sources of income for easy understanding by the members of the Board.

Dr. Tan commented that there was no need to hurry the approval of the item since the income still needs to be realized. The Board then instructed the management to prepare a projected income statement for fiscal year 2000 from fiduciary sources and for those which cannot be used for any other purpose as well as the proposed allocation of these incomes.

The Board deferred action on the use of income.

#### **VII. OTHER MATTERS**

##### **A. Search for Private Sector Representatives**

There was a discussion on the version of the Implementing Rules and Regulations (IRR) of R.A. 8292 that was used. Commissioner Botengan informed the Board that in the final version of the IRR, Section 11 no longer mentions the minimum qualifications and standards for private sector representatives.

Commissioner Botengan emphasized that since the selection has not yet been finalized and the search is still in process, it is up to the Search Committee to either adopt or reject the enumerated minimum qualifications as mentioned in the final draft copy of said IRR.

##### **B. Report on the Tragic Shooting Incident in Campus**

President Milan reported to the Board that one of the security guards of the college "shot and killed" a son of a VISCA employee using a gun (owned by the college) with an expired license. The guard is now languishing in jail. She explained that, according to Fiscal Tugonon, the college is not legally required to provide legal assistance to the security guard because "he was not acting in line of duty as he is supposed to protect life and property". Furthermore, Fiscal Tugonon could not give legal advice or assistance as he will prosecute the defendant inasmuch as he is the public prosecutor.

The Fact-Finding Committee reported that the autopsy report listed the main cause of death as cerebral hemorrhage and not by the gunshot wound. The report also stated that there was a crack in the skull of the deceased.

Honorable Arradaza noted the "conflict of interest" issue as it applied to cases involving ViSCA and its staff. In view of this "conflict of interest," President Milan indicated the need to hire a full-time legal counsel for ViSCA. Commissioner Botengan added that ViSCA needs to receive permission from the Office of the Solicitor General before ViSCA can hire a full-time lawyer. Hiring a legal officer is possible since ViSCA has an open position.

After a long discussion, the Board authorized the ViSCA President to deal with the situation as judiciously as possible especially after the charges are filed.


#### IX ADJOURNMENT

The 158<sup>th</sup> Board of Trustees Meeting was adjourned at 10:15 p.m.

Certified True and Correct

  
PROF. DANIEL M. TUDTUD, JR.  
Board Secretary

Attested:

  
DR. KATE C. BOTENGAN  
CHED Commissioner and Chairman  
ViSCA Board of Trustees

## **ATTACHMENTS**



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

APPOINTMENT OF PART-TIME INSTRUCTORS  
FOR BOT CONFIRMATION

EFFECTIVITY  
First Semester SY 2000-2001

A. DEPT OF HOME SCIENCE		APB Meeting
1. LIBOT, Loudibeth R.	Instructor 1	04/07/2000
2. MATUNOG, Reynaldo	Instructor 1	04/07/2000
B. DEPT. OF AGRONOMY & SOILS SCIENCE		
1. SUBERE, Juvy Oliva Q.	Instructor 1	04/07/2000
2. VILLOCINO, Santos M.	Instructor 1	04/07/2000
C. DEPT OF AG. & AGRIBUSINESS		
1. DANGATE, Naome	Instructor 1	04/07/2000
2. PASCUAL, Lennito M.	Instructor 1	04/07/2000

Submitted by:

  
MYRNA M. AVILA  
OIC Director, HRMDO  
(051500)

NOTED:

PACIENCIA P. MILAN  
President



APPOINTMENT/RENEWAL OF VISCA CASUAL EMPLOYEES  
FOR BOT CONFIRMATION


EFFECTIVITY: APRIL 1, 2000

<u>Name</u>	<u>Position</u>	<u>Office</u>
ABANERA, Teofilo C.	Laborer 1	LUAPU
ABENOJA, Jesus M.	Const & Maint. Capataz	OSA
ABOGADIE, Editha R.	Clerk 1	DPP
ACILO, Virgilio C.	Clerk 1	SPMD
ALKUINO, Constancio A.	Security Guard 1	SECURITY
ALKUINO, Pedro O.	Utility Worker 1	PRCRTC
ALMERODA, Arnulfo M.	Laboratory Aide 2	DPP
ALVARADO, Herminia R.	Clerk 1	ACCTG
ANDRES, Dalisay F.	Clerk 1	DPBAB
APELO, Rosalina I.	Clerk 1	ACCTG
ARPOCEPLE, Gaspar S.	Plumber 1	PPO
ASILOM, Cesar B.	Utility Worker 1	SPMD
BABILONIA, Marissa P.	Prop Custodian	DPBAB
BAGARINAO, Alex P.	Utility Worker 1	SPMD
BAGARINAO, Cesar O.	Farm Foreman	LUPDU
BAGARINAO, Isabelo P.	Clerk 1	APO
BAGARINAO, Pedro C.	Watchman 1	SECURITY
BALBARINO, Yolanda U.	Clerk 1	CASH
BANDALAN, Lito P.	Clerk 1	APO
BARTOLINI, Manuel C.	Clerk 1	REG
BARTOLINI, Manuel C.	Clerk 1	REG
BASTASA, Arturo S.	Utility Worker 1	ITE
BOISER, Proceso F.	Watchman 1	PRCRTC
BORNIAS, Eutiquio B.	Laborer 1	DPBAB
BRAGA, Alfredo M.	Crafts&TradeHelper	PPO
BRAGANZA, Teodora Doris P.	Public Health Nurse 1	INFIRMARY
BUSTILLO, Norieta B.	Clerk 1	SPMD
CABALLERO, Jaime A.	Laborer 1	LUPDU
CACHUELA, Luzminda G.	Clerk 1	DDC
CAINTIC, Ildifonso A.	Carpenter 1	PPO
CALA, Roberto C.	Proofreader 1	EPRD
CALLEJA, Juvy C.	Clerk 1	PPO
CALUMBA, Vidal M.	Crafts&TradeHelper	LIB
CALUNANGAN, Fe C.	Clerk 1	SPMD
CANO, Gregorio C. Jr.	Security Guard 1	SECURITY
CANONO, Regina M.	Clerk 1	DOF
CAPRICHIO, Jose Rose B.	Clerk 1	DASS
CASTAÑAS, Levi G.	Laborer 1	DASS
CASTILLO, Bonifacio E.	Utility Worker 1	DAEE
CENTES, Hermogines B.	Carpenter 1	PPO
CERNA, Mizael B.	Illustrator 1	CSR
CERNA, Norma C.	Clerk 1	SPMD
CO, Jocelyn T.	Data Entry Mach Optr 1	FMO
COLONIA, Emiterio N.	Utility Worker 1	DAL

1	CORDERO, Vicente A.	Educ Res Asst 1	ATEP
2	DACERA, Wilfredo T.	Elect & Comm Eqpt Tech 1	DYAC
3	DARGANTES, Editha F.	Clerk 1	LUPDU
4	DAÑO, Ricardo Benedicto B.	Utility Worker 1	SPMD
5	DIAZ, Rosito A.	Laborer 1	RCRC
6	ESCASINAS, Virgilio A.	Security Guard 1	SECURITY
7	ESPINOSA, Antonio C.	Security Guard 1	SECURITY
8	ESTOY, Eduardo C.	Security Guard 1	SECURITY
9	ESTROSAS, Mansueto E.	Laborer 1	LUPDU
10	FAELNAR, Meleanida C.	Comm Equip Oper 1	OP
11	FERNANDEZ, Bernardito R.	Clerk 1	DAEE
12	FLORES, Ma. Zaida A.	Clerk 1	NARC
13	FORNES, Mercedes V.	Clerk 1	LIB
14	GALENZOGA, Avelina V.	Clerk 1	REG
15	GIRON, Jesus I.	Security Guard 1	SECURITY
16	GLORIA, Reynaldo N.	Farm Supervisor	ATEP
17	GODOY, Raul S.	Security Guard 1	SECURITY
18	GOFREDO, Aniano P.	Utility Worker 1	SPMD
19	GOFREDO, Teofilo C.	Data Entry Mach Optr 1	ACCTG
20	GONZAGA, Ernesto Jr. A.	Clerk 1	DYAC
21	GRAVADOR, Merle N.	Utility Worker 1	HRMDO
22	GUMBA, Bertulfo M.	Lab Tech 1	NARC
23	HERMANO, Agnes P.	Clerk 1	LIB
24	HONRADA, Clemente R.	Laborer 1	DASS
25	IMPAS, Erlinda V.	Clerk 1	ACCTG
26	ISRAEL, Eddie M.	Clerk 1	EPRD
27	ISRAEL, Joel M.	Clerk 1	APO
28	ITABLE, Expedito T.	Driver 1	ODRD
29	JAYME, Lorenda G.	Clerk 1	PRCRTC
30	JONGAY, Bonifacio Jr. C.	Security Guard 1	SECURITY
31	LAMO, Victorino M.	Laborer 1	DASVM
32	LAO, Marvin M.	Clerk 1	Cash
33	LAPICEROS, Adriana M.	Clerk 1	REG
34	LASQUITES, Heide S.	Educ Res Asst 1	EPRD
35	LATRAS, Jaime V.	Laborer 1	DASVM
36	LIBRES, Neil Edchel T.	Forest Ranger	DOF
37	LESIDAN, Pedro O.	Laborer 2	DAEAM
38	LIM, Gemma S.	Clerk 1	ITE
39	LIMSIACO, Ma. Fe L.	Messenger	OAA
40	LIONG, Luciano Jr. G.	Clerk 1	FARMI
41	LUNA, Meriam M.	Clerk 1	OSA
42	MANAGBANAG, Araceli M.	Clerk 1	DPE
43	MANAGBANAG, Samuel M.	Rep Machine Oper 1	PPO/MJS
44	MANLA, Noel M.	Welder 1	PPO
45	MARANGUIT, Laureano S.	Laborer 1	DOH
46	MARANGUIT, Norberto J.	Laborer 1	LUAPU
47	MASCARIÑAS, Faye Aileen S.	Clerk 1	IMDC

MAZO, Elena A.	Clerk 1	PRCRTC
MERCADO, Clara P.	Data Entry Mach Optr 1	EPRD
MODINA, Antonio P.	Illustrator 1	EPRD
MONTAJES, Carlos B.	Utility Worker 1	DAEAM
MONTAJES, Rosita S.	Clerk 1	VLHS
NAYRE, Alwin P.	Clerk 1	ODRD
NAYRE, Shirley T.	Clerk 1	ODEX
OCEÑA, Albino M.	Supplies Checker	ICU
OCLINARIA, Isidro D.	Driver 1	DPP
OMALAY, Danilo D.	Utility Worker 1	DACFS
OMEGA, Randy G.	Data Entry Mach Optr 1	BIDANI
OQUIAS, Sabas E.	Carpenter 1	PPO
OTIDA, Leonarda P.	Clerk 1	ACCTG
PABON, Armando M.	Utility Worker 1	DPP
PAGALAN, Raul J.	Machinist 1	DAEAM
PATOLILIC, Perseveranda O.	Clerk 1	PPO
PERNITO, Anelito C.	Utility Worker 1	INFIRMARY
POMIDA, Virgilio Q.	Artist Illustrator 2	PRCRTC
POSAS, Arsenia M.	Clerk 1	VICARP
POSAS, Domingo P.	Crafts&TradeHelper	PPO
POSAS, Henry P.	Security Guard 1	SECURITY
RABOR, Alexander P.	Security Guard 1	SECURITY
RACHO, Glenda A.	Clerk 1	PRINTING
ROSOLADA, Nathaniel B.	Educ Res Asst 1	ODI
SACRO, Celso F.	Clerk 1	Acctg
SALES, Teresita A.	Librarian 1	LIB
SANCHEZ, Luis A.	Utility Worker 1	SPMD
SARZONA, Clarita M.	Data Entry Mach Optr 1	OVPA
SEÑARA, Cielo F.	Clerk 1	NARC
SOLANO, Ernesto G.	Laborer 1	DOF
STA. IGLESIA, Marilou L.	Clerk 1	DHS
SUBERE, Eva S.	Clerk 4	LIB
TABAT, Ciriaco G.	Security Guard 1	SECURITY
TABINAS, Renelio B.	Heavy Equip Oper 1	LUPDU
TAN, Basilio Jr. E.	Security Guard 1	SECURITY
TORCINO, Leonilo B.	Clerk 1	ACCTG
TURCENO, Arturo M.	Security Guard 1	SECURITY
URDANETA, Pamela H.	Clerk 1	RCRC
VALENZONA, Roy Cecil O.	Nursing Attendant 1	Infirmary
VERGARA, Rafael B. Jr.	Clerk 1	DAEAM
ZAPATOS, Sotico A.	Security Guard 1	SECURITY

Submitted by:

  
 MYRNA M. AVILA  
 OIC Director, HRMDO  
 (051600)

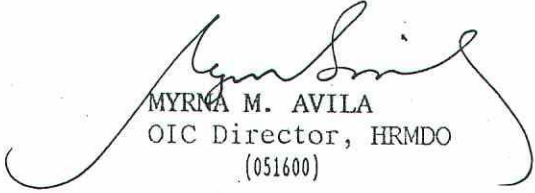
Noted:

PACIENCIA P. MILAN  
 President



MAZO, Elena A.	Clerk 1	PRCRTC
MERCADO, Clara P.	Data Entry Mach Optr 1	EPRD
MODINA, Antonio P.	Illustrator 1	EPRD
MONTAJES, Carlos B.	Utility Worker 1	DAEAM
MONTAJES, Rosita S.	Clerk 1	VLHS
NAYRE, Alwin P.	Clerk 1	ODRD
NAYRE, Shirley T.	Clerk 1	ODEX
OCEÑA, Albino M.	Supplies Checker	ICU
OCLINARIA, Isidro D.	Driver 1	DPP
OMALAY, Danilo D.	Utility Worker 1	DACFS
OMEGA, Randy G.	Data Entry Mach Optr 1	BIDANI
OQUIAS, Sabas E.	Carpenter 1	PPO
OTIDA, Leonarda P.	Clerk 1	ACCTG
PABON, Armando M.	Utility Worker 1	DPP
PAGALAN, Raul J.	Machinist 1	DAEAM
PATOLILIC, Perseveranda O.	Clerk 1	PPO
PERNITO, Anelito C.	Utility Worker 1	INFIRMARY
POMIDA, Virgilio Q.	Artist Illustrator 2	PRCRTC
POSAS, Arsenia M.	Clerk 1	VICARP
POSAS, Domingo P.	Crafts&TradeHelper	PPO
POSAS, Henry P.	Security Guard 1	SECURITY
RABOR, Alexander P.	Security Guard 1	SECURITY
RACHO, Glenda A.	Clerk 1	PRINTING
ROSOLADA, Nathaniel B.	Educ Res Asst 1	ODI
SACRO, Celso F.	Clerk 1	Acctg
SALES, Teresita A.	Librarian 1	LIB
SANCHEZ, Luis A.	Utility Worker 1	SPMD
SARZONA, Clarita M.	Data Entry Mach Optr 1	OVPA
SEÑARA, Cielo F.	Clerk 1	NARC
SOLANO, Ernesto G.	Laborer 1	DOF
STA. IGLESIA, Marilou L.	Clerk 1	DHS
SUBERE, Eva S.	Clerk 4	LIB
TABAT, Ciriaco G.	Security Guard 1	SECURITY
TABINAS, Renelio B.	Heavy Equip Oper 1	LUPDU
TAN, Basilio Jr. E.	Security Guard 1	SECURITY
TORCINO, Leonilo B.	Clerk 1	ACCTG
TURCENO, Arturo M.	Security Guard 1	SECURITY
URDANETA, Pamela H.	Clerk 1	RCRC
VALENZONA, Roy Cecil O.	Nursing Attendant 1	Infirmary
VERGARA, Rafael B. Jr.	Clerk 1	DAEAM
ZAPATOS, Sotico A.	Security Guard 1	SECURITY

Submitted by:

  
 MYRNA M. AVILA  
 OIC Director, HRMDO  
 (051600)

Noted:

PACIENCIA P. MILAN  
 President

Renewal of Contractual employees  
for BOT Confirmation

Effectivity: April 1, 2000

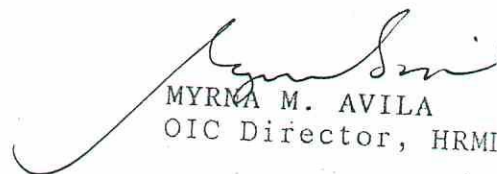
<u>Name</u>	<u>Position</u>
ABOGADIE, Enrique B.	Science Res Asst
BACLAYON, Dewoowoogen P.	Science Res Asst
BALIÑA, Fatima T.	Science Res Asst
BANCALE, Gloria E.	Science Res Asst
BELLEZAS, Hazel I.	Science Res Asst
BELMONTE, Demetrio Jr. V.	Science Aide
BERGANTIN, Reynaldo V.	Science Res Asst
BETONIO, Janeth B.	Science Res Asst
BRIONES, Rosalia L.	Science Res Asst
CAGASAN, Ulysses A.	Science Res Asst
CAINTIC, Pauline S.	Science Res Asst
CATORCE, Dennis N.	Science Res Asst
CUYOS, Nelita P.	Science Res Asst
DALION, Selvano s.	Science Res Asst
DUATIN, Cecile Joy Y.	Science Res Asst
DUATIN, Flora Mia Y.	Science Res Asst
ESQUIBEL, Celia B.	Science Aide
GODOY, Federico P. Jr.	Science Aide
LORETO, Dale P*	Science Aide
MALASAGA, Edralin M.	Science Res Asst
MARGALLO, Rosalea Fenina A.	Science Res Asst
MAURILLO, Leonarda A.	Science Res Asst
MOLATO, Avelina P.	Science Res Asst
MOLATO, Dario D.	Science Res Asst
NAYRE, Ma. Mildred L.	Science Res Asst
NORIEL, Ediezer A.	Science Res Asst
OCON, Felix L.	Science Res Asst
OCOY, Edwin T.	Science Aide
PAGENTE, Ma. Delia A.	Science Res Asst
PALERMO, Victoria G.	Science Res Asst
PARAC, Ammie A.	Science Res Asst
PEDRERA, Ma. Jehan G.	Science Res Asst
PEQUE, Elizabeth C.	Science Res Asst
PLASABAS, Jose Lloyd R.	Science Res Asst
RACHO, Preston E.	Science Res Asst
SABAREZ, Shirley T.	Science Res Asst
SACEDON, Marlon F.	Science Res Asst

\*eff. 3-1-2000



38	SALAPA, Ferdinand Francisco E.	Science Res Asst
39	SANICO, Remigio M.	Science Aide
40	SEROHIJOS, Romeo L.	Science Res Asst
41	TAPAYAN, Yvonne S.	Science Res Asst
42	TERNURA, Luzvisminda A.	Science Res Asst
43	TROYO, Anita D.	Science Aide
44	UMPAD, Elsa M.	Science Res Asst
45	VALENZONA, Mario A.	Science Aide
46	VESTRA, Jeremias S.	Science Res Asst
47	VILLAGONZALO, Ginas Aurea A.	Science Res Asst
48	VILLAR, Aniceto C.	Science Res Asst

Submitted by:

  
 MYRNA M. AVILA  
 OIC Director, HRMI

Noted:

PACIENCIA P. MILAN  
 President

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

RENEWAL OF APPOINTMENT  
REGULAR-TEMPORARY EMPLOYEES

FOR BOT CONFIRMATION

<u>DEPT/NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
BELA, Julius V.	Instructor I	06/01/00
LBARICO, Marvin G.	Instructor I	06/01/00
ABROQUEZ, Jesus S.	Ag. Tech. II	06/01/00
ALA, Patricia C.	Instructor I	06/01/00
ASCUAL, Rose C.	Instructor I	06/01/00
APAN, Mary Jean M.	Instructor II	06/01/00
EROY, Goldameir Leovicresa N	Instructor I	06/01/00
ARTINEZ, Seregena Ruth L.	Instructor I	06/09/00
LVARADO, Florida L.	Instructor I	06/10/00
ALVINO, Rosalinda O.	Instructor I	06/10/00

  
MYRNA M. AVILA  
OIC Director, HRMDO  
(031000)

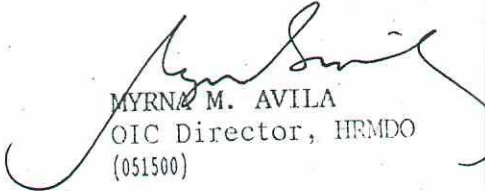
PACIENCIA P. MILAN  
President

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

RENEWAL OF APPOINTMENT  
REGULAR-TEMPORARY EMPLOYEES

FOR BOT CONFIRMATION

<u>DEPT/NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
1. CATRE, Salvador M. Jr.	Instructor I	07/02/00
2. ENAGE, Susan M.	Instructor I	07/02/00
3. GATCHALIAN, Florife A.	Instructor I	07/03/00
4. GRAVOSO, Annie P.	Instructor I	07/19/00
5. PEQUE, Dennis P.	Instructor I	07/01/00

  
MYRNA M. AVILA  
OIC Director, HRMDO  
(051500)

NOTED:

PACIENCIA P. MILAN  
President

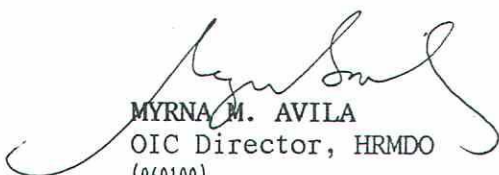


VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

RENEWAL OF APPOINTMENT  
REGULAR-TEMPORARY EMPLOYEES

FOR BOT CONFIRMATION

<u>DEPT/NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
1. ALFARO, Braulio, Jr. B.	Asst. Prof. 4	08/01/00
2. ABAMO, Antonio P.	Asst. Prof. 3	08/19/00
3. CASANGCAPAN, Manuel E.	Asst. Prof. 4	08/19/00
4. GARCIA, Pastor P.	Asst. Prof. 2	08/19/00
5. GERMANO, Bernardita P.	Asst. Prof. 4	08/19/00
6. SALAS, Felix M.	Asst. Prof. 4	08/19/00
7. VELARDE, Rosa Ophelia D.	Asst. Prof. 4	08/19/00
8. CUADRA, Lijueraj I.	Instructor I	09/01/00
9. PEÑA, Janet T.	Instructor I	09/01/00

  
MYRNA M. AVILA  
OIC Director, HRMDO  
(060100)

NOTED:

PACIENCIA P. MILAN  
President

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

TEMPORARY ACADEMIC STAFF  
RECOMMENDED FOR PERMANENCY

FOR BOT APPROVAL

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
CASANGCAPAN, Manuel E.	Asst. Professor 4	Upon BOT approval
GARCIA, Pastor P.	Asst. Professor 2	-do-

Note: Recommendation has been passed through the Academic Personnel Board.  
(dtd.120398)

Submitted by:

  
MYRNA M. AVILA  
OIC HRMDO(031000)

Noted:

PACIENCIA P. MILAN  
President

APPLICATION FOR SABBATICAL LEAVE  
FOR BOT CONFIRMATION

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
ALMENDRAS, Angela S.	Professor 3	06/16/2000

Note: Recommendation has been passed through the VISCA Scholarship/Fellowship Committee (dtd.030200)

Submitted by:



MYRNA M. AVILA  
OIC HRMDO(030600)

Noted:

PACIENCIA P. MILAN  
President



1 EXCERPT FROM THE MINUTES OF THE VISCA SCHOLARSHIP/FELLOWSHIP C  
2 FOR ACADEMIC STAFF HELD ON MARCH 2, 2000

3 5. Recommendation of the DASS Personnel Committee for Dr. A  
4 Almendras to go on a one year Sabbatical Leave effective  
5 2000. This is in accordance with the schedule submitted  
6 Department to the ODI.

7 **Action:**

8 Recommending for approval subject to BOT's final act

9 Submitted by:

10 MYRNA M. AVILA  
11 Secretary, VSFC

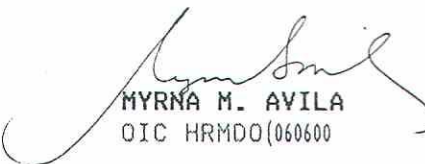
VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

APPLICATION FOR SABBATICAL LEAVE  
FOR BOT CONFIRMATION

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
PALOMAR, Lutgarda S.	Professor 6	Upon BOT approval

Note: Recommendation has been passed through the Academic Personnel Board  
(dtd.052400)

Submitted by:

  
MYRNA M. AVILA  
OIC HRMDO(060600)

Noted:

PACIENCIA P. MILAN  
President

1 EXCERPT FROM THE MINUTES OF THE MEETING OF THE ACADEMIC PERS  
2 BOARD DATED MAY 24, 2000

- 3 1. Indorsement of the DACFS Personnel Committee for  
4 application of Dr. Lutgarda S. Palomar's Sabbatical  
5 effective June 1, 2000 with a request for fina  
6 assistance.

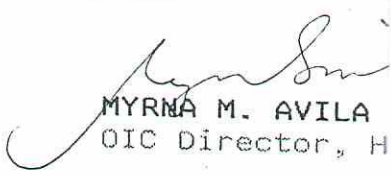
7 **APB Action:**

8 Recommending for approval; provided that Dr. L. Pa  
9 will look for other sources of financial support for  
10 proposed sabbatical project (preparation of modules).  
11 sabbatical leave shall commence upon approval by the BO

12

Submitted by:

13  
14

  
MYRNA M. AVILA  
OIC Director, H



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

**MODIFIED PERFORMANCE EVALUATION SYSTEM**

In line with the Revised Policies on Performance Evaluation System emanated under CSC Resolution No. 991792 and CSC MC No. 13, s. 1999, the Visayas State College of Agriculture adopts the herein Performance Evaluation System for its administrative staff to be referred to as VISCAPES-Adm.

**I. Policies**

1. The VISCAPES-Adm. adheres to the principle of performance-based security of tenure. It provides motivation and basis for incentives to performers and applies sanctions to non-performers.
2. The VISCAPES-Adm. operates on shared commitments and objective measures of performance results. Performance targets and standards or measures of results are planned and agreed upon by management, supervisors and employees.
3. The VISCAPES-Adm. enhances productivity by using performance targets and standards aligned to organizational goals and mandate.
4. The VISCAPES-Adm. recognizes the role of multi-stakeholders in the objective assessment and feedbacking on individual employee performance. It utilizes a cross-rating system between and among supervisors, subordinates, peers, clients and the employee-ratee; and
5. The VISCAPES-Adm. promotes transparency and provides mechanism for appeals and resolution of conflicts and/or disagreements.

## **II. Objectives**

The VISCAPES-Adm. aims:

1. to continuously foster improvement of employee performance and efficiency;
2. to enhance organizational effectiveness and productivity; and
3. to provide an objective performance rating which serves as basis for personnel actions, incentives and rewards and administrative sanctions.

## **III. Scope and Coverage**

The VISCAPES-Adm. applies to all first and second level career and non-career employees of the College except those holding faculty positions which are covered by the VISCAPES-Faculty.

## **IV. Rating Period**

Performance evaluation is done every six (6) months ending on June 30 and December 30 of every year. However, if there is a need for a shorter or a longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months while the maximum is not longer than one (1) calendar year.

## **V. Procedures**

### **1. Creation and Operations of Performance Evaluation Review Committee (PERC)**

A Performance Evaluation Review Committee (PERC) is hereby created with composition and responsibilities hereunder enumerated:

#### **1.a. Composition**

The PERC is composed of the following:

Chairman - Vice President for Administration

- Member - Administrative Officer
- Member - Director of the Human Resource Management and Development Office
- Member - Head of the Planning Unit
- Members - Two (2) Rank-and-file representatives, one for first level and one for second level chosen through general elections due to absence of a duly accredited employee association. Once the employee association becomes duly accredited by the Civil Service Commission, said membership shall be nominated by said association.
- Member - the head of the office/department as an automatic member of the PERC during the review of his subordinates' performance targets and standards, and performance ratings.

#### *1.b. Responsibilities*

##### *1.b.1. Review of Employee's Performance Targets*

The PERC initiates the review and comparative assessment of employees' performance targets to ensure rationalization of employee workload particularly of those holding similar positions and working under same work conditions and recommends necessary modifications or corrective action, if necessary.

##### *1.b.2. Review of Performance Standards*



The PERC reviews performance standards adopted for each duty of a position in the different organizational units in the Agency. It also ensures the adoption of uniform standards of measurements in rating employees holding similar positions, performing similar functions and working under same conditions.

**1.b.3. Determination of Final Rating**

At the end of the rating period, the PERC reviews documents, evaluates work accomplishments and performance ratings, conducts hearings or dialogues, if necessary, provides opportunities for employee or supervisor to defend a particular rating and eventually determines the employees' final rating. The PERC completes the review and approval of employees' rating not later than 30 days after the Human Resource Management & Development Office (HRMDO) has submitted the same to the former.

**1.b.4. Monitoring and Evaluation of ViSCAPES-Adm.**

The PERC monitors and evaluates the effectiveness of the ViSCAPES-Adm. every year and effects or implements improvements essential to ensure its continued suitability to the different positions and needs of the College.

**1.b.5. Setting of Internal Rules and Procedures**

The PERC adopts its own rules, procedures and strategies in carrying out the above responsibilities including the setting of schedule

of meetings, deliberations, creation of Secretariat and delegation of authority to representatives in case of absence of its members.

## 2. Setting of Performance Targets and Standards

### 2.a. *Organizational Targets*

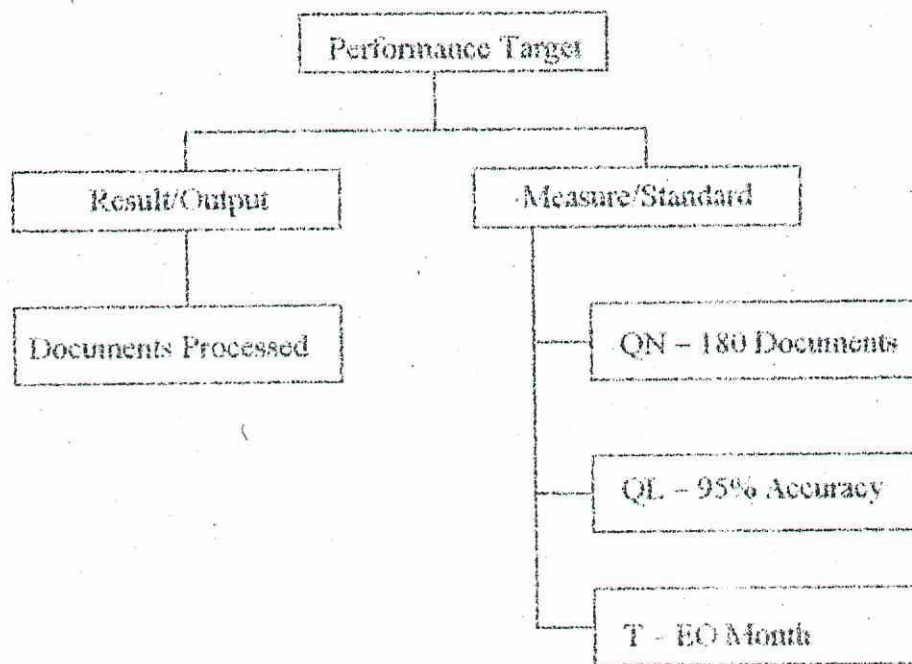
Not later than the last quarter immediately preceding the rating period is devoted to preparation and setting of organizational targets. Organizational targets refer to short-range (annual or semi-annual) expected accomplishments set to achieve objectives. These organizational targets are attuned to the vision and mission of ViSCA. The ViSCA values of Work, Truth, Knowledge and Relevance shall also be considered.

### 2.b. *Employee Targets*

Each employee then prepares performance targets using the prescribed Performance Evaluation Form (PEF-1) based on the organizational targets set by the College and the work program of the unit where he belongs. All targets relate to job duties and organizational needs.

Employee Performance Target refers to the duties or work assignments given by supervisor (rater) to the employee (ratee), with the work output of each duty clearly stated by the rater and understood by the ratee and measured with a standard at least in quantity, quality, and time set either by the agency or by mutual agreement of the rater and the ratee.

Example:



Simply stated, the above illustration means that the performance target of an employee whose job description is document processing is to process 180 documents in one month with 95% accuracy.

His performance is rated on how far he exceeded or fell short of this target based on the revised range of adjectival or numerical rating under pages 9 - 10 hereof.

It is a must that the supervisor and the employee agree on the target set. They should affix their signatures in the space provided for in PEF-1.

## 2.c *Setting of Performance Standards*

Each employee also sets his performance standards together with his targets.



Performance standard is a measure or yardstick against which performance level is assessed. It is the product of mutual agreement among members of the organization or between the supervisor and the employee. This includes measures of quality, quantity and timeliness, whichever is applicable.

Performance standard for similar positions such as clerks, Utility worker, etc. should be set college-wide by the HRMDO in consultation with the employee concerned and their supervisors and reviewed by the PERC. Individual employee's performance standards should not be lower than the college-wide performance standard.

Unless the work output of a particular duty or work assignment has been assigned pre-set standards, its standards shall be agreed by the supervisors and the ratees.

For this purpose, the general standards under Annex A hereof are hereby set.

#### *2.4. Confirmation*

Employee's performance targets are confirmed by the PERC before the rating period but not later than the 15<sup>th</sup> day of the start of the rating period. Performance targets become final or valid in case the PERC failed to act on it within fifteen (15) working days upon submission.

The PERC stamps certification of review and confirmation to individual performance targets should it find them acceptable. It also ensures that no alterations in the confirmed performance targets and standards are made during the evaluation process.

In instances of obvious disparity in the distribution of assignment and workload among employees, the PERC through the concerned unit head shall cause the necessary corrective action in consultation with the concerned employees.

### 2.e. *Modifications*

Employees' performance targets for a given rating period which are duly confirmed by the PERC may still be modified based on changes brought about by new mandates and programs of the college in general and the unit concerned in particular. Modifications of the originally planned targets may also be allowed in cases where an employee is given specific assignments that would significantly affect the accomplishment of the original targets. It is understood, however, that such special assignments will no longer be treated as intervening task.

The employee or the supervisor shall immediately notify the PERC of such modifications to serve as guide in the review of ratings of affected employees.

### 3. *Progress Review*

The supervisor and the ratee meet at least once a month to review progress of work accomplishments. They focus their review or discussion on problem and difficulties encountered and find ways to resolve the same. They also discuss and agree on certain checkpoints in terms of schedule and output status order to ensure accomplishment of the tasks.

#### *4. Appraisal Discussion and Rating Proper*

At the end of the evaluation period, the supervisor and the employee meet to discuss the latter's accomplishments against established targets and standards. They both give their ratings in the prescribed form and settle/discuss differences, if there are any.

The supervisor gathers, tabulates, summarizes and presents to the *Employee-ratee* the subordinate, peer and client ratings (if any). Together, they compute the overall performance rating of the employee using the prescribed weight allocation and computation under this system.

Comments and recommendations are required in the space provided for in PEF-1 to serve as guide in improving employee performance in subsequent evaluation periods and in other appropriate personnel actions.

#### **Mechanics of Rating**

##### **I. Levels of performance**

Each employee is rated on the basis of the levels of performance set below:

<u>Numerical Description</u>	<u>Adjectival Rating</u>	<u>Rating</u>
Performance exceeding targets by 30% and above of the planned targets	Outstanding (O)	10
Performance exceeding targets by 15% to 29% of the planned targets	Very Satisfactory (VS)	8

Performance of 100% to 114% of the planned targets; for accomplishments requiring 100% of the targets such as those pertaining to money or accuracy or those which may no longer be exceeded, the usual rating of 10 for those who met targets or 4 for those who failed or fell short of the targets applies.	Satisfactory (S)	6
Performance of 51% to 99% of the planned targets	Unsatisfactory (US)	4
Performance failing to meet the planned targets of 50% or below	Poor (P)	2

In determining the final equivalent adjectival rating of the employee, the range of overall point scores is converted as follows:

9.50 - 10.0	Outstanding (O)
7.51 - 9.49	Very Satisfactory (VS)
4.01 - 7.50	Satisfactory (S)
2.01 - 4.00	Unsatisfactory (US)
2.00 below	Poor (P)

## 2. Components of Rating

The overall rating of employees for a given rating period consists of two (2) parts: Part I - Performance and Part II - Critical Factors.

### 2.a. Part I - Performance

Part I - Performance is given a weight of 70% of the overall rating of the employees.



Rating on Part I – Performance is the evaluation of actual accomplishment versus the planned level of performance in terms of quantity, quality and timeliness of work based on pre-set standards by the college or in the absence of such, the performance standards agreed upon by both the supervisor and the ratee duly confirmed by the PERC.

The college adopts a system to classify a job or work target or output and assigns a corresponding percentage or weight on such targets based on the nature, complexity, difficulty level and processes involved.

Example:	For work or assignment involving technical, non-routinary, complex functions and those requiring research and without precedent case . . . . .	70%
	For work or assignment involving clerical, routinary and simple functions . . . . .	30%
	TOTAL	100%

Each of the above weight allocation may further be broken down to smaller or bigger weights depending on the number, nature, complexity, processes involved and difficulty of work targets/assignments given to the employee provided that the total aggregate weight does not exceed 100%. The resulting equivalent point score is then multiplied by 70% which accounts for the overall weight of Part I.

2.b. *Part II – Critical Factors*

Part II – Critical Factors is given a weight of 30% of the overall rating of the employees.

Rating on Part II - Critical Factors reflects the behavioral dimensions that affect the job performance of the employee. For this purpose, factors like human relations, courtesy, initiative, leadership, stress tolerance, dedication to duty, punctuality and attendance, judgment/decision making and the like may be used depending on the behavioral requirements of the job.

Each employee is rated on at least three (3) critical factors that affect his job performance if applicable. Factors like courtesy, human relations and communication skills may be used for those rendering frontline services. Factors like leadership, initiative, stress tolerance, judgment/decision making and other management skills may be used for those performing supervisory and technical positions.

Punctuality and attendance is rated not separately but as combined factors treated as one item of Part II. Fifty percent (50%) of the rating of this factor is based on records such as DTR, reports of those in-charge in checking attendance, buddy cards (if VISCA will soon have), pass slips and leave applications, etc. and the other 50% is based on actual attendance or presence in the place of work as may be observed by rater.

The first half is rated as follows:

*Punctuality*

10	-	not more than 3 times tardy/undertime during the last six (6) months
8	-	4 - 6 times tardy/undertime
6	-	7 - 10 times tardy/undertime

- 4 - 11 - 15 times tardy/undertime
- 2 - more than 15 times tardy/undertime

#### *Attendance*

- 10 - not more than 4 days absent
- 8 - 5 - 8 days absent
- 6 - 9 - 12 days absent
- 4 - 13- 16 days absent
- 2 - more than 16 days absent

For this purpose, authorized sick leave, scheduled leave, maternity leave, paternity leave and privilege leave of absences are not included in the counting of the number of days absent.

All ratings under Part II are computed based on averages of all factors and number of raters involved per category.

#### *2.c. Performance of Intervening Tasks*

The performance of intervening or additional tasks is duly considered only if these were done simultaneously with the planned targets.

Intervening tasks are those which are neither inherent nor directly related to employee's plantilla or designated positions and may include memberships in ad-hoc committees, research work and other similar assignments which require a considerable amount of effort and time of the employees and are duly covered by an office order.

Employee's performance of intervening tasks may be given a maximum of one (1) additional point to their overall rating provided the following criteria are met:

- a. Said task is difficult, technical in nature or requiring special skills;
- b. Said task is not within the regular functions of the employees or the work program/performance contract of their units;
- c. There is urgency in the completion of the intervening task which has an impact on the organizational unit concerned;
- d. Non-compliance/performance of the intervening task will unduly prejudice the service;
- e. Employees' planned targets were all accomplished and rated at least satisfactorily; and
- f. Performance or completion of said intervening task will require an aggregate period of one week to two months.

Special or additional assignments are no longer considered intervening task if it will significantly affect the performance of the employee's regular targets. In such a case, the same is treated as an allowable modification of regular targets under page 8 hereof.

### 3. Cross Rating

The VISCAPES-Adm. uses a cross rating scheme which involves multiple raters other than the supervisor. Under this scheme, each rater is allocated percentage weight as follows:



<u>Rater</u>	<u>Overall Weights</u>
Supervisor rater	50%
Self Rater	20%
Subordinate Rater(s)	10%
Peer Rater(s)	10%
Client Rater (s)	10%
TOTAL	100%

In no instance that self rater shall be assigned a percentage weight higher than that of the supervisor rater.

For purposes of cross rating, the above raters are described as follows:

*Supervisor Rater* refers to the immediate and direct superior of the *Employee-Ratee* who by the nature of his position or authority given by a competent authority assigns work to the employee, monitors and evaluates the same on the basis of agreed targets and standards. The *Supervisor Rater* rates the *Employee-Ratee* in both Part I – Performance and Part II – Critical Factors using the prescribed Performance Evaluation Form (PEF-1).

*Self Rater* refers to the employee whose performance is to be rated based on agreed targets and standards. The *Self Rater* rates himself in both Part I – Performance and Part II – Critical Factors using the prescribed Performance Evaluation Form (PEF-1).

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- a. Said task is difficult, technical in nature or requiring special skills;
- b. Said task is not within the regular functions of the employees or the work program/performance contract of their units;
- c. There is urgency in the completion of the intervening task which has an impact on the organizational unit concerned;
- d. Non-compliance/performance of the intervening task will unduly prejudice the service;
- e. Employees' planned targets were all accomplished and rated at least satisfactorily; and
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*Self Rater* refers to the employee whose performance is to be rated based on agreed targets and standards. The *Self Rater* rates himself in both Part I – Performance and Part II – Critical Factors using the prescribed Performance Evaluation Form (PEF-1).

*Subordinate Rater* refers to the employee under the immediate or direct supervision of a superior whose performance is to be rated on the basis of verifiable and observable work accomplishments and behavior of the latter. The *Subordinate Rater* rates his supervisor using the prescribed *Subordinate Rater Form* (PEF-2) consisting of set of questionnaires depicting the ratee's performance and demonstrated behavior for the rating period.

*Peer Rater* refers to the co-employee with the same position title or functionally-related positions of comparable level within the same organization unit who may have either direct or indirect working relationships with a peer whose performance is to be rated. A peer is considered to have a direct working relationship with another peer if their work are dependent upon each other for support or in producing an output or achieving each other's target. (Example: Before Peer 1 (Accountant) can prepare financial statements, Peer 2 (Cashier) must first finish and submit the reports of collections and disbursements to Accounting.

Indirect working relationships means that the *Peer Rater* and *Peer Ratee* perform similar work wherein each other's output is not necessarily dependent on each one but can be noticed or observed by either of the two. (Example: Peer 1 (Accounting Clerk I) who can process 100 vouchers in one days observes that Peer 2 (the other Accounting Clerk I) can only finish not more than 50 documents in one day for one reason or another).



The *Supervisor Ratee* and the *Employee Ratee* identify and agree on who the *Peer Raters* would be before the start of the rating period.

The *Peer Rater* rates the *Peer Ratee* using the prescribed "Peer Rater Form" (PEF-3). Only the averages of all peer ratings for both Part I and Part II are reflected in the final Performance Evaluation Form.

(PEF-1). The supervisor may assign one peer to consolidate, tabulate and summarize all peer ratings and upon his final review reflects the average rating in the PEF-1 during the appraisal discussion with the ratee.

*Client rater* refers to any person or individual transacting official business or directly served by the *Employee-Ratee*. The *Client Rater(s)* may be external or internal clients. There could also be as many *Client Raters* involved in one employee ratee.

In cases where it is impractical to get all client feedback on account of volume and time, the Supervisor Rater and the Employee Ratee may agree on a random selection or sampling of client raters distributed evenly during the rating period.

For this purpose, the clients are initially informed through the Receiving Clerk of that particular unit that they are encouraged to give a written feedback on the way they were treated or served by the employees they are transacting business with using the prescribed "Client Rater Form" (PEF-4). The feedback report may be confidential (sealed) or not.

The *Supervisor Ratee* collects, tabulates, summarizes all client ratings and presents to the *Employee-Ratee* during the appraisal discussion. Only the averages of all client ratings for both Part I and Part II are reflected in the final Performance Evaluation Form (PEF-1).

The *Supervisor* or the *Employee-Ratee* sees to it that safeguards are instituted to objectively gather or collect performance feedback from clients.

#### 4. How to Compute the Rating

##### 4.a. *Supervisor and Employee Ratings on Part I - Performance*

1. During the appraisal discussion at the end of the rating period, the Supervisor Rater and the Self-Rater fill up the accomplishment portion of the targets and accomplishments column of the PEF-1.

Afterwards, they rate each accomplishment by comparing the targets against actual job accomplishments. The QL, QN and T standards earlier set are used in giving each accomplishment a numerical rating.

2. Add all the scores under QN, QL and T for each work/activity for each rater and divide by the number of entries to their respective Average Point Scores (APSS).
3. Multiply each *Average Point Score* by the assigned percentage weight for each work or activity to get the *Equivalent Point Scores (EPSs)*.

4. Add all Equivalent Point Score (EPS) of both the *Supervisor Rater* and *Self-Rater* separately to get their respective Total Equivalent Point Scores for Part I.
5. Multiply separately the *Total Equivalent Point Score* of both *Supervisor Rater* and *Self Rater* by 70% to get their respective Weighted Average Scores (WASs).

4.b. *Supervisor and Employee Ratings on Part II*

1. Using PEF-1, the *Supervisor Rater* and *Self Rater* rate each factor. There should be at least three factors to be used for each rater.
2. Add all *Supervisor Rater* scores together and all *Self Raters* scores together, then divide by the total number of entries to get their respective Average Point Scores (APSs) for Part II.
3. Multiply each *Average Point Score* (APS) by 30% to get the *Weighted Average Score* (WAS) for each rater in Part II.

4.c. *Subordinate(s), Peer(s) and Client(s) Ratings*

1. Compute the average ratings of each category of raters for Part I and Part II separately.
2. Multiply the resulting average ratings to 70% for Part I and 30% for Part II to get the Weighted Average Scores.

4.d. *Overall Rating*

1. Using the Summary of Rating portion of PEF-I, indicate the *Raters* Weighted Average Scores for both Part I and Part II.
2. Add the Weighted Average Scores for Part I and Part II of each rater to get the Overall Point Scores and multiply by the Rater's Percentage Weight Allocation to get their respective Overall Weighted Scores.
3. Add all Overall Weighted Scores to get the Total Overall Score or Final Numerical Performance Rating.
4. Add the rating for Intervening Task, if any.
5. Convert the Total Overall Score or Final Performance Numerical Rating to Adjectival Rating using the conversion table under page 9 hereof.

#### VII. Performance Evaluation Forms (PEFs)

The HRMDO of this college shall conduct orientation workshop on how to accomplish the following performance evaluation forms:

PEF -1 - *Performance Evaluation Form* contains the work targets, accomplishments, ratings of *Supervisor* and *Employee-Ratee* on Part I and Part II and the Summary of Ratings showing the final performance numerical and adjectival ratings of the employee.



It also contains the signed agreement of the supervisor and the employee, PERC action and the comments and recommendations.

PEF-1 is the form used in all stages of the performance evaluation process.

PEF-2 - *Subordinate Rater Form (SRF)* consists of a questionnaire depicting the ratee's job accomplishment and demonstrated behavior affecting the employee's performance for the rating period as can be observed and verified by the subordinate rater.

PEF-3 - *Peer Rater Form (PRF)* consists of questionnaires depicting the ratee's job accomplishment and demonstrated behavior as observed by the *Peer Rater* affecting the *Peer Ratee's* performance for the rating period.

PEF-4 - *Client Rater Form (CRF)* consists of questionnaires depicting the ratee's job accomplishment and demonstrated behavior as observed by the rater affecting the ratee's performance for the rating period.

#### VIII. Submission of Performance Targets, Standards and Ratings

Performance targets of employees are submitted to the PERC not later than fifteen (15) days before the start of the rating period. The PERC shall have confirmed these targets not later than the 15<sup>th</sup> day of the start of each rating period. Failure on the part of

the PERC to act on these targets on the above period means that they are automatically confirmed.

Performance standards are submitted in the same period together with the performance targets.

Accomplished Performance Evaluation Forms (PEFs) with the final ratings are submitted to the HRMDO not later than the 15<sup>th</sup> day after the end of the rating period. The HRMDO shall consolidate all the employee ratings and prepare a report to the PERC containing the statistics on PEF submission, distribution of ratings and list of protested or appealed ratings, if any, including all documents relative thereto. It shall submit all the above documents to the PERC within 30 days after the end of each rating period.

Officials and employees who shall be on official travel, approved leave of absence, training or scholarship programs and who have already met the required minimum rating period of 90 days are required to submit their performance targets and accomplished Performance Evaluation Forms (PEFs) before they leave the office.

For purposes of performance-based personnel actions, employees who are not given ratings for a particular period shall use their performance ratings obtained in the preceding rating period. This provision, shall not, however, apply to those who are on vacation leave, even with an application approved by their supervisors.

VISCA shall submit to the Civil Service Commission Field Office a list of employees with their corresponding performance ratings not later than three (3) months after every rating period.

The timetable for the preparation, review and confirmation of performance targets, standards, and ratings including submission of documents to the Civil Commission is hereby prescribed under Annex B hereof.

#### IX. Sanctions

Non-submission to the PERC of the performance targets within 15 days before the start of the rating period and the Performance Evaluation Forms (PEFs) within 30 days after the end of each rating period, unless justification for such has been accepted by the PERC, is a ground for:

- a) Employee's disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training or scholarship grants, and productivity incentive bonus if the failure of the submission of the report form is the fault of the employees. Employees who fail to rate themselves will not be given final ratings; and
- b) An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of said performance targets and PEFs or both.

Administrative action shall be filed against an employee using the VISCAPES.Adm to give undue advantage or disadvantage to the employees they rate. Procedure of filing complaints and imposing administrative sanctions shall be in accordance with the Revised Uniform Rules on Administrative Cases in the Civil Service as provided for in MC No. 19, s. 1999 of the Civil Service Commission.

#### X. Uses of Performance Ratings



1. *Performance-based Security of Tenure*

Security of tenure of those holding permanent appointments is not absolute but is based on performance. Employees who obtained Unsatisfactory ratings for two rating periods and Poor rating for one evaluating period may be dropped from the rolls.

2. *Eligibility/Qualification for Performance-based Awards and Incentives*

Grant of incentives like the productivity incentive bonus or other performance based incentives and awards shall likewise be based on the final ratings of employees as approved by the PERC. The PERC shall validate the Outstanding Performance ratings and may recommend concerned employees for performance-based awards.

3. *Basis for Personnel Actions*

Performance ratings shall be used as basis for promotion, training and scholarship grants and other personnel actions. Only employees with Outstanding and Very Satisfactory performance ratings shall be considered for the above mentioned personnel actions and other related matters.

XI. *Transparency on Performance Ratings*

General information on the final rating of the employees or the number of the employees who got a particular rating (O, VS, S, US and Poor) per organizational unit shall be made known to ViSCA administrators and the rank and file employees, subject to the procedures set by the PERC.



## **XII. Appeals**

Employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PERC within ten (10) days from the date of receipt of their PEF or after the appraisal discussion with his supervisor.

Employees, however, are not allowed to protest the performance ratings of their co-employees. Ratings obtained by other employees can only be used as basis or reference for comparison in appealing performance ratings.

The PERC shall decide on the appeals within one month from receipt. Decisions of the PERC is appealable to the Civil Service Commission only in exceptional cases.

## **XIII. Effectivity**

The ViSCAPES-Aadm. takes effect on 30 June 2000.

## GENERAL STANDARDS

A *Timeliness*

- 10 - Task completed within the first 30% or more of the time before the deadline or scheduled time of completion
- Task completed ahead of the planned time by 30% for non-routine duty
- 8 - Task completed in 15 - 29% of the time before the deadline or scheduled time of completion;
- Task completed ahead of the planned time by 15% to 29% for non-routine duty
- 6 - Task completed on the deadline or up to 14% of the time before the deadline or scheduled time of completion;
- Task completed on deadline planned time or earlier but not more than 14% of the planned time for non-routine duty
- Three (3) reminders issued by rater for repetitive/routine duty
- 4 - Task completed 51 - 99% of the time after the deadline or scheduled date of completion;
- Task completed after the deadline or planned time by 51% to 99%
- Four (4) to five (5) reminders issued by rater for repetitive/routine duty
- 2 - Task not accomplished at all or completed 50% or more of the time after the deadline or scheduled date of completion;

Task not completed after the deadline or planned time by 50% or more for non-routine duty;

Six (6) or more reminders by rater for repetitive/routine duty.

B. *Quality of Written Work*

- 10 No mistakes or deficiency; every aspect of work assignment well covered; clearly presented; well organized;  
No lapse in grammar or error in content
- 8 One or two minor errors or deficiencies; work in accordance with instructions; clearly presented; well organized;  
One (1) or two (2) errors in grammar or errors in content
- 6 More than two (2) minor errors or deficiencies; partial minor revision needed;  
Three (3) lapses in grammar or error in content
- 4 One or two major errors or deficiencies; major revision needed;  
Four (4) or five (5) lapses in grammar or errors in content
- 2 Work not acceptable; needs total revision;  
Six (6) or more lapses in grammar or errors in content

C. *Quality of Non-Written Work*

- 10 Excellent results; all aspect of work assignment thoroughly covered;  
No mistake in performing the duty
- 8 One or two minor errors in the execution of work assignment;  
results still very good;

- One (1) or two (2) mistakes in performing the duty
- 6 More than two minor errors or deficiencies in the execution of work assignment; results are acceptable;
- Three (3) mistakes in performing the duty
- 4 One major error or deficiency that can be overcome with help from supervisor;
- Four (4) or five (5) mistakes in performing the duty
- 2 Haphazard or careless execution of work assignment, unacceptable results;
- Six (6) or more mistakes in performing the duty

*D. Quantity of Work*

- 10 Target or quota exceeded by 30% or more;
- Planned quantity in six (6) months exceeded by 30% or more
- 8 Target or quota exceeded by 15 - 29%;
- planned quantity exceeded by 15% to 29%
- 6 Target or quota accomplished as expected or up to 14% in excess of the target or quota;
- planned quantity just met or exceeded but by not more than 15%
- 4 Only 51% - 94% of target or quota accomplished;
- only 51% to 94% of planned quantity accomplished
- 2 Less than 50% of quota or target accomplished;
- Only 50% or less of planned quantity accomplished

*E. Critical Factors*



- E.1. *Courtesy*      polite, kind and thoughtful behavior toward the public/clientele in manner of speech and action
- 10      Always go all the way to make people comfortable and satisfied even under pressure and occupied with work
- 8      Frequently goes out of the way even when occupied with work in giving assistance to the public
- 6      Usually goes out of the way to assist the public
- 4      Occasionally assist the public. At times discourteous. Shows lack of patience in dealing with the people
- 2      Most of the time discourteous. Regularly complained about due to inconsiderate attitude.

- E.2. *Human Relations*      integrates concern for people at work, office clientele, and supervisor-subordinate relationship into work situation
- 10      Very effective in dealing with public. Gets along easily with other members of the work force. Has cordial relationships with supervisors, peers and subordinates;
- 8      Can be relied upon to deal with the public and is generally courteous and accommodating.
- 6      Has the ability to deal with the public and peers, although needs some advice at times.
- 4      Has some difficulty in dealing with the public, occasionally discourteous except when attending to important or influential persons.

- 2 Has considerable difficulty in dealing with the public. Draws negative reactions. Often discourteous and irritable.

E.3. *Initiative* Starts action, projects, and performs assigned tasks without being told and under minimal supervision.

- 10 Introduces ideas and projects with originality without supervision
- 8 Starts actions and undertakes projects under minimal supervision
- 6 Starts actions; meet goals with regular supervision and assistance
- 4 Lacks personal drive to start any project or complete assigned tasks
- 2 Refuses to perform assigned tasks despite assistance and close supervision

E.4 *Leadership* (for supervisors only) - the manner of guiding, influencing, motivating and developing confidence of subordinates to work as a team and accomplish assigned task, leading the organizational unit to achieve its goals and objectives enthusiastically.

- 10 Leads staff exceptionally well. Easily achieves high productivity through teamwork. Maintains a good balance of tasks and people concern.
- 8 Leads staff effectively. Often gets job done through teamwork. Staff are productive.
- 6 Leads staff adequately well. Usually gets job done.
- 4 Seldom exercises leadership over staff. Seldom gets job done on time

- 2 Cannot lead staff. No teamwork. Productivity is slow. No balance of tasks and people concern.

E.5 *Stress Tolerance* - Stability of performance under pressure or opposition

- 10 Always calm and shows pleasant disposition. Consistently confident and positive even during stressful conditions at work. Never loses patience and never allows tension and anxiety to affect workplace (performance in workplace)
- 8 Most of the time calm, confident and positive. Occasionally loses emotional control during stressful conditions
- 6 Normally calm, confident and positive. Occasionally loses emotional control during stressful conditions
- 4 Often loses emotional control in dealing with stressful work situations. Often complains about people and situations at work.
- 2 Cannot handle stress. Highly emotional and into violent arguments with others.

E.6 *Punctuality and Attendance* - Observed behavior of coming to office on time or to be present at work to complete assigned responsibilities.

*Punctuality*

- 10 Not more than three (3) times tardy/undertime during the last six (6) months
- 8 Four (4) to six (6) tardy/undertime

- 6 Seven (7) to ten (10) times tardy/undertime
- 4 Eleven (11) to fifteen (15) times tardy/undertime
- 2 More than 15 times tardy/undertime

*Attendance*

- 10 Not more than four (4) days absent; absences applied for in accordance with regulations
- 8 Five (5) to eight (8) days absent
- 6 None (9) to twelve (12) days absence
- 4 Thirteen (13) to sixteen (16) days absent
- 2 More than sixteen (16) days absent

For this purpose, authorized sick leave, scheduled leave and privilege leave, maternity leaves and paternity leave of absence are not included in the counting of days absent under this factor.



Annex B

## TIMETABLE OF PES ACTIVITIES

<i>Period/Time</i>	<i>Activity</i>	<i>Person/s Responsible</i>
Within 90 days before start of rating period	Organizational planning and target standards setting	Top and Middle Management/ Supervisors
Within 30 days before the start of rating period	Individual employee's targets and standards setting	Individual employees in consultation with their supervisors
	Accomplishing the PEFs	- do -
	Submission of PEFS to HRMDO	Supervisors
Within 15 days before start of rating period	Submission of performance targets and standards	HRMDO
Within 15 days before and 15 days after start of rating period	Review and confirmation of performance targets and standards	PERC
During the rating period	Recording of accomplishment and critical incidents;	Supervisors/ Employees
	Accumulation of client Ratings	OD/BAP/ Supervisors
	Monitoring and progress review	Supervisors/ Employees
Within 15 days after rating period	Consolidation of recorded work accomplishments and critical incidents	Supervisor/ Employees
	Comparison of targets and results	-do-

	Appraisal discussion	-do-
	Preparation of ratings	Supervisors/ Employees/Peers/ Subordinates
	Submission of PEFS with final ratings to HRMO	
Within 30 days after rating period	Submission of PEFs with ratings to the PERC	HRMDO
Within 15 days from receipt of individual PEF with ratings	Review and confirmation of ratings of individual employees	PERC

# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines

Office of the President



8 June 2000

**MEMORANDUM CIRCULAR NO. \_\_\_\_**

Series of 2000

**T O: All Concerned**

**R E: Paying Lodgers in ViSCA Cottages and Constructed Extensions**

A task force was created to study the possibility of collecting ViSCA's share to the rentals paid by students to ViSCA staff accepting lodgers in their cottage or in any extension constructed for the purpose. After getting feedbacks from staff and students concerned, the task force came out with the following recommendation which was subsequently approved by this office:

- a) To impose 10% rental sharing for those students housed in the ViSCA building;
- b) For those cottages built by staff for student housing, to impose lease rental on the space occupied by the building using the rental rate imposed by ViSCA to private entrepreneurs such as Bayantel, Big Mak and Brutus.

In view of this, the Office of Student Affairs is directed to submit a list of students staying in staff cottages together with the rates of rental these students are paying. In addition, OSA is requested to disseminate to these students concerned that only 90% of the agreed rate shall be paid to the staff while the 10% will be directly collected by the Cashier and shall become part of the student's account with the College. The list submitted by OSA shall become the basis in recording these accounts in the student's record kept at the Cash Division.

For those with house extension at the back of staff cottages, the OSA is requested to submit a list to PPO and LUAPU who shall coordinate in measuring the area occupied by the extension. LUAPU shall submit a list and the corresponding amount of lease rental to the Cash Division who is directed to effect the necessary collection from the staff concerned.

For immediate implementation.

**PACIENCIA P. MILAN**

President

cc: OSA  
PPO  
LUAPU  
Cash Div.  
Records  
File

# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines  
Office of the President



30 May 2000

MEMORANDUM NO. 104  
Series of 2000

T O: Dr. Manuel K. Palomar

R E: Designation as Officer-in-Charge of OVPAA

In view of the request of Dr. Vicente A. Quiton to be relieved of his administrative responsibilities, you are hereby designated Officer-in-Charge of the Office of the Vice President for Academic Affairs (OVPAA) effective June 5, 2000 until December 31, 2000 unless sooner terminated or revoked by appropriate authorities.

As OIC of the OVPAA, you are entitled to whatever privileges attached to the position subject to the availability of funds and to accounting and auditing procedures.

Please be guided accordingly.

  
PACIENCIA P. MILAN  
President

cc: Dr. V. A. Quiton  
Dr. N. P. Pascual  
Dr. M. M. Avila  
Ms. N. V. Cala  
Ms. R. C. Lemos  
Dr. B. T. Mandras  
ODI  
OCS  
HRMDO  
OAA  
Accounting  
COA  
Cash  
Records  
File



# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines

Office of the President



13 June 2000

**MEMORANDUM NO. \_\_\_\_\_**

Series of 2000

**T O: Dr. Dolores L. Alcober**

**R E: Duties and Responsibilities as In-Charge, Center for Continuing Education**

As In-charge of the Center for Continuing Education, your duties and responsibilities are as follows:

1. manage and maintain the facilities of the Center
2. update the administration on current status and operations of the facilities.

The Center for Continuing Education shall serve the instruction, research and extension activities of the College. Moreover, it shall be an income generating facility of ViSCA Open University (VOU) for trainings and similar activities.

Please be guided accordingly.

**PACIENCIA P. MILAN**

President

# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines

Office of the President



1 June 2000

**MEMORANDUM NO. \_\_\_\_\_**

Series of 2000

- T O: Chairmen, Staff Development Committee and ViSCA Scholarship/  
Fellowship Awards Committee (Academic Staff)**
- R E: Fusion of the Staff Development Committee (Academic) with the  
ViSCA Scholarship/Fellowship Awards Committee (Academic Staff)**

After careful study, it has been found that there is a duplication of functions between the ViSCA Scholarship/Fellowship Awards Committee (Academic Staff) and the Staff Development Committee. To avoid confusion, it is hereby directed that as of this date, the Staff Development Committee be merged with the ViSCA Scholarship/Fellowship Awards Committee (Academic Staff). Funds for staff development shall be under the control of the Director of Instruction (ODI).

Please be guided accordingly.

**PACIENCIA P. MILAN**

President

cc: OVPAA  
ODI  
HRMDO  
Acctg.  
FMO/Budget  
Records  
File



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

## SCHOOL CALENDAR for SY 2000-2001

	First Semester	Second Semester
Final Examination	T-F, May 2 - June 9	M-F, Oct 9 - Nov 10
Day for Transfer Students to File Application for Admission	TH, May 25	W, Oct. 25
Removal/Special Exam & Completion of INC Grades	M-F, May 8 - 12	
Application for Advanced Credit (Transferees).	M-F, May 22 - 26	Th-W Oct. 19-25
Special Exam for Incoming Freshmen	M-F, May 22 - 26	
Registration for New Freshmen	T-F, May 2 - 26	
Advanced Registration for Continuing Students:		
Graduating Students(all courses) and Scholars(all levels)	W, May 24	Th, Oct 19
General Registration	M-F, May 29- June 2	Th-F, Oct 26 - Nov 3
Fourth Year	M, May 29 (a.m.)	Th, Oct 26 (a.m.)
Third Year	M, May 29 (p.m.)	Th, Oct 26 (p.m.)
Second Year	T, May 30	F, Oct 27
First Year and Transferees	W-F, May 31 - June 2	M-T, Oct 30,31 & Th-F, Nov 2 - 3
Graduate Students	M-F, May 29 -June 2	Th-T, Oct 26 - Nov3
Classes Begin.	M, June 5	M, Nov 6
Registration for New Students	M, June 5	
Day for Late Registration	F, June 9	F, Nov 10
General Academic Convocation Program	Th, June 29	
Day for Graduating Students to File Graduation Application	F, July 7	M, Nov 27
DA Environmental Awareness Day	F, July 21	
DA 76th Anniversary Celebration	Su-M, July 30 - 31	
Christmas Vacation Begins		Su, Dec 17
Classes Resume		T, Jan 2
Term Examination	M-F, Aug 7-11	M-F, Jan 8-12
Day for Dropping Subjects with no grade of 5.0.	F, Aug 11	F, Jan 12
Re-Sem Schedule for Special Exam & Completion of INC. Grades	M-T, Aug 7-15	M-T, Jan 8-16
Peer Guidance Seminar for Freshmen		T, Jan 16
Sports Intramurals for Faculty & Staff.		Th-S Jan 25 - 27
Day for Graduating Students to Clear Deficiencies	F, Sept 1	F, Feb 2
Sports Intramurals for College Students	Th-S, Sept 28 - 30	
Awards/Awards Convocation		W, Feb 21
Presentation of Sponsors.	3 <sup>rd</sup> Saturday of Sept	
Final Graduation		1 <sup>st</sup> Saturday of March
Registration	W-F, Sept 27-29	M-W, Mar 12 - 14
Seeking Seminar for Senior Students	W, Aug 16	
Removal/Special Exam & Completion of INC. Grades	W-F, Sept 27 - Oct 6	W-F, March 14-23
Final Exam for Graduating Students	M-W, Sept 25 -27	M-W, March 5 - 7
Final Exam for Other Students	M-F, Oct 2 - 6	W-T, Mar 14-20
Final Day for Submission of Final Grades:		
Graduating Students	T, Oct 3	T, Mar 13
Other Students	Seven (7) days after the scheduled exam.	
Deadline for Complying with All Requirements for Graduation	M, Oct 16 (5 p.m.)	F, Mar 23 (5 p.m.)
Meeting to Approve Candidates for Graduation	W, Oct 18	M, Mar 26
Meeting to Confirm Candidates for Graduation	Th, Oct 19	T, Mar 27
COMMENCEMENT EXERCISES.		F, Mar 30

## 2001 SUMMER CLASSES

General Registration	M-T, Apr 2-3	Last Day for Submission of Grades	Three (3) days after the Scheduled examination
Classes Begin	W, Apr 4		
Final Day for Late Registration	F, Apr 6	Deadline for Complying with all Requirement for Graduation	F, May 25
Term & Last Day for Dropping of Subjects with no grade of 5.0	S, Apr 28	Removal/Special Exam & Completion of INC Grades	M-F, May 21-25
Final Examination	F-S May 18-19		



# SUMMARY OF CLASS DAYS SY 2000-2001

## First Semester

MONTH	M	W	F	TOTAL	T	T	TOTAL
JUNE	4	4	4	12	4	4	8
JULY	4	4	4	12	4	4	8
AUGUST	4	5	4	13	5	5	10
SEPTEMBER	4	4	5	13	4	4	8
OCTOBER	1	1	1	3	1	1	2
TOTAL	17	18	18	53	18	18	36

## Second Semester

MONTH	M	W	F	TOTAL	T	Th	TOT
NOVEMBER	4	4	3	11	4	3	7
DECEMBER	2	2	3	7	2	2	4
JANUARY	4	5	4	13	5	4	9
FEBRUARY	4	4	4	12	4	4	8
MARCH	3	2	3	8	3	3	6
TOTAL	17	17	17	51	18	16	34

## Summer 2001

MONTH	M	T	W	TH	F	S	TO
APRIL	4	3	4	3	3	3	
MAY	2	2	3	3	3	3	
TOTAL	6	5	7	6	6	6	

### Official Holidays:

2000 - June 12-Independence Day, Oct 20 - Leyte Landing, Nov 1 - All Saints  
 , Nov 30 - Bonifacio Day, , Dec 25 - Christmas Day, , Dec 30 - Rizal Day

2001 - Jan 1 - New Year's Day, Apr. 20 - Holy Thursday, Apr 21 - Good Fric  
 , Apr 9 - Araw ng Kagitingan, May 1 - Labor Day

(school calendar sy 2000-2001 reforms)



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

May 3, 2000

Prof. Daniel M. Tadtud, Jr.  
Board Secretary  
ViSCA

Dear Prof. Tadtud:

The year 2000 budget proposals of the various IGP auxiliary projects were reviewed by the IGP Board of Management and per its recommendation was approved by the College President. The total amount accumulated for BOT appropriation totalled ₱ 1,181,293.71.

In view of this, we are submitting the suggested utilization of this amount per list hereto attached.

Hoping the same can be acted upon by the Board during its next meeting.

Thank you.

Very truly yours,

(SGD) JOSE M. ALKUINO, JR.  
Chairman  
IGP Board of Management

cc: OP  
LUAPO

FROM PROVINCE OF LEYTE PPO  
TO CHIEF OF POLICE BAYBAY POLICE STATION

LINVO521 - 81- 2000 (pd) PERIOD REGARDING MSG CITE AYBV05 -05-  
2000 DATED 20 MAY 2000 RE THE SHOOTING TO DEATH OF ONE RAMIE  
BRIAN ABIT PERPETRATED BY SECURITY GUARD CALIXTO PERNITES OOA  
200LL0H MAY 2000 AT THE COUMPOUND OF VISCA CMA LEYTE PD  
REPORT REACHING THIS OFFICE STATES THAT BOTH THE SUSPECT  
SECURITY GUARD CALIXTO PERNITES AND THE FATAL WEAPON HAS  
AN EXPIRED LICENSE PD. ITC CMA DESIRE FILE THE APPROPRIATE  
CRIMINAL CHARGE IN COURT AGAINST THE SUSPECT AND THE  
MANAGEMENT OF THE SECURITY AGENCY CONCERNED AS WARRANTED  
BY EVIDENCE PD. SUBMIT SPECIAL REPORT ON THE RESULT OF URGENT  
ACTION TAKEN THEREON TO REACH THIS OFFICE ATTENTION  
INTELIGENCE AND INVESTIGATION BEFORE NOT LATER THAN 25 MAY  
2000 FOR FURTHER DECISION AND FOR STRICT COMPLIANCE END BT

TOR 211514H MAY 2000 PRES.

2 PPO

BAY BS

1-2000 PD REURAM MSG CITE AYBV05-05-2000 DTU 20 MAY 2000 RE THE SHOOTING  
OF ONE RAMIE BRIAN ABIT PERPETRATED BY SGTY GUARD CALIXTO PERNITES, OOA  
Y 2000 AT THE COMPOUND OF VISCA CMA BAYBAY CMA LEYTE PD REPORT REACHING  
S STATES THAT BOTH THE SUSPECT SGTY GUARD CALIXTO PERNITES AND THE FATAL  
AN EXPIRED LICENSE PD ITC CMA DESIRE FILE THE APPROP CRIMINAL CHARGES  
T THE SUSPECT AND THE MANAGEMENT OF THE SGTY AGENCY CONCERNED AS WARRANTED  
ENCE PD SUBMIT SPECIAL REPORT ON THE RESULT OF UR ACTION TAKEN THEREON TO  
OFFICE ATTN INTEL AND INVEST BE NOT 25 MAY 2000 FOR FURTHER DECISION  
COMPL END BT.....

H MAY 2000 PRES



*[Handwritten signature]*

*2000*

Visayas State College of Agriculture  
Baybay, Leyte

Office of the Security Services

22 May 2000

Mr. Joel M. Ancheta  
OIC, Chief Security Officer  
Visayas State College of Agriculture  
Baybay, Leyte

Subject: Spot Report on Shooting Incident Happened at  
ViSCA campus near the ATI cafeteria at early morning  
of May 20, 2000.

S i r :

I would like to report a shooting incident that happened at  
ViSCA campus near the ATI cafeteria at early morning of Saturday,  
May 20, 2000.

Per spot report submitted by Supervising guard Raul G. Tizon,  
there was a shooting incident that happened between guard on duty  
Calixtro N. Pernites and Ranie Brian M. Abit, when the latter was  
shot by a 12 gauge Riot gun and pronounced dead on arrival by Dr.  
Isabel P. Bertulfo of ViSCA Infirmary.

Prior to said incident, a group of ViSCA/ATI staff sons were  
apprehended by SG Constancia A. Alkuno who were suspected of having  
responsible in puncturing the rear tire of Mr. Regino "Jenjen" Palera  
Jr. Mitsubishi car in the evening of May 19, 2000. The latter  
reported and blotted such incident at Post No. 1.

At around 2445H, security guard Calixtro N. Pernites reported  
to Post No. 1 with the presence of SG Raul G. Tizon, that he was boxed  
two times by one Leonardo Alba, Jr. and his companion somewhere at  
the ATI ~~office~~. That incident was blotted at Post No. 1 and SG  
Pernites withdrawn one Riot gun with 3 rounds of ammunition. He  
went back to his AOR to look for Alba & his companion for settlement,  
until he met Ranie Brian M. Abit, who shouted and challenge him for  
a fight, when He said "Bonet, bisag unsa". SG Pernites who was already  
on alert and sensing the danger and risk, when Brian pretended to pull  
out something from his hip, Pernites fired him once and the victim  
fell on the ground. After that incident, Tizon & Pernites went to  
Post No. 1 and blotted said incident, while guard Virgilio Escasina  
immediately called the PNP, Baybay thru telephone and requested to call  
ViSCA for assistance. Since the telephone was out of order, one of the  
media men in the person of Yoyoy Cala personally contacted two PNP personnel  
to investigate the said shooting incident.

May this spot report be given prompt and immediate action.

Very truly yours,

*[Handwritten signature]*  
VERGILIO ESCASINA B. JOST

*Alan J. Insobato*

SUPP REPORT

JULY 1994

J. ANCHETA  
C & O

V. JOSE  
V O



SIR:

AT AROUND 0110H AT THE BEACH AREA  
THERE WAS AN INCIDENT HAPPENED BETWEEN  
GUARD ON DUTY PERNITES, C AND BRYAN, ABIT.

SG PERNITES, C ROVING INSPECTION AT THE  
LEFT SIDE OF ATI BUILDING, WHERE BRYAN, ABIT  
APPROACHING SG PERNITES, C AND SHOUTED TO THE  
LATER "DONOT BRYAN UNJA" WITH HN HAND ON HN HIP

SG PERNITES, C COCK HIS FIREARM AND FIRE  
ONE SHOT FOR WARNING, AND BRYAN, ABIT  
WAS DOWN ON THE GROUND.

IMMEDIATELY SG PERNITES, C GO BACK  
AT POST #1. AND I CALL THE POLICE  
FOR THE MATTER.



  
SG TIEON, RAUL

Sup. Guard 2000H-0400H



Office of the Security Services  
VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

GUARD ON DUTY REPORT

Name: SG TIEON, RAUL

Date: 19 MAY 2000

AOR: VISCA CAMPUS

Tour of Duty: 2000H - 0400H

TIME	PARTICULARS / INSPECTION DETAILS
1900H -	LOG IN AT POST #1
2000H -	CONDUCT ROVING INSPECTION AT UPPER CAMPUS
2130H -	BACK AT POST #1 - KNOWING THAT VISCA MARKET GUARD IS ABSENT I TAKE POST AT VISCA MARKET UNTIL 2400H - SG GERON, J release me.
2430H -	BACK AT POST #1
2445H -	SG PERNITES, C report at post #1 that he was BACK by the group of BRYAN, ABIT & JOAL, ALBA and I told him to Blotter on the Log Book.
2450H	CONDUCT ROVING INSPECTION AT LOWER CAMPUS
0110H	INCIDENT HAPPENED AT the beach AREA between SG PERNITES, C AND BRYAN, ABIT

	<p>           JG PERMITES, C DOING INSPECTION AT LEFT SIDE            OF ATI BUILDING, WHERE BRYAN, ABIT APPROACHING            JG PERMITES, C AND SHOUTED TO THE LATER            BOMOT BRYAN URNA WITH HIS HAND ON HIS HIP.         </p>
	<p>           JG PERMITES, C COCK HIS FIREARM AND FIRE            ONE SHOT FOR WARNING, AND BRYAN, ABIT NOW            WAS DOWN ON THE GROUND.         </p>
	<p>           IMMEDIATELY JG PERMITES, C GO BACK AT            POST #1. AND I CALL THE POLICE            FOR THE MATTER.         </p>

I HEREBY CERTIFY to the correctness of this report.

NOTED:

  
 Supervising Guard

\_\_\_\_\_  
 Name & Signature