

159th ViSCA Board of Trustees Meeting

10 August 2000

Leyte Normal University

Tacloban City

AGENDA

159th ViSCA Board of Trustees Meeting

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1. ViSCA Board of Trustees Meeting

10 August 2000, Friday

Tacloban City

2. Opening Prayer

10:00 AM

3. ViSCA Board of Trustees Meeting

10:00 AM

4. Proposed Approval of

Workload for Teacher

Education Courses

5. Proposed Increase the Salary of

Study Guides and Faculty

6. Leyte Normal University Under

Watership of

7. Proposed Approval of

Salaries of the Faculty

Research and Development

Research and Development

Center for the Visayas

8. Proposed Approval of

Salaries of the Faculty

Research and Development

Research and Development

Center for the Visayas

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Center for the Visayas

159th ViSCA Board of Trustees Meeting
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159th ViSCA Board of Trustees Meeting
10 August 2000
Leyte Normal University
Tacloban City

Present:

Hon. Kate C. Botengan Commissioner, CHEDChairman
Hon. Paciencia P. Milan President, ViSCAVice Chairman
Hon. Teresa Aquino Oreta <i>Represented by Hon. Cyril Luis Arradaza</i> Chairman, Senate Committee on Education Senate of the PhilippinesMember
Hon. Buenaventura C. Go-Soco, Jr. Regional Director NEDA Regional Office VIIIMember
Hon. Cirilo R. Balagapo, Jr. Regional Director Department of Agriculture Regional Office VIIIMember
Hon. Perla M. Tan President, ViSCA Faculty AssociationMember
Hon. Guindolino R. Gerona President, ViSCA Alumni AssociationMember
Hon. Michael Y. Rapada President, ViSCA CSSCMember
Prof. Daniel M. Tudtud, Jr. College/Board Secretary Board Secretary

Not Present:

Hon. Dante R. Liban <i>Represented by Hon. Rogelio Galman</i> Chairman, House Committee on Education House of Representatives Member
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Others Present:

Dr. Violeta Suyom Representing the CHED Regional Director CHED Regional Office VIII Regular Invitee
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I. CALL TO ORDER

Commissioner Kate C. Botengan, Chairman of the ViSCA Board of Trustees, called the meeting to order at 4:00 p.m.

II. Roll Call

There were eight (8) members of the ViSCA BOT present. Hon. R. Galman, the official representative of Cong. Dante Liban, had to return to Manila

for a very urgent business and could make it to the meeting. The two (2) private sector representatives also had not yet been selected.

III. Chair's Privilege

Chairman Botengan formally thanked all the members of the ViSCA BOT "for the privilege and joy having worked with all the members as Chairman and presiding officer of the ViSCA BOT." She further stated that: "I really like put on record that I really enjoyed working with the members of the ViSCA BOT officials and members of the faculty. Thank you so much for the interaction." She then informed the body that this was her last meeting as a member of the ViSCA BOT as she was stepping-down as "CHED Commissioner" effective August 2000. She will, however, still be connected with CHED as consultant.

The members of the ViSCA BOT likewise gave their sincere thanks and appreciation to Commissioner Botengan for having guided the ViSCA BOT through a lot of difficult times. President Milan informed the body that ViSCA was planning to hold a *despedida* party in honor of Commissioner Botengan. However, due to the changes in the plans of the Commissioner, it will have to wait until such time when the Commissioner "shall have the time for a more relaxed schedule."

IV. Adoption of the Proposed Agenda

Commissioner Botengan made a suggestion that the President's Report be taken up after Matters Arising from the Approved Minutes. The reason for this was that "the President's Report always jibes with the Matters Arising any time when she reports to us about what they have done about resolutions we have made." The members of the ViSCA BOT did not object to this suggestion and it was carried.

V. Reading and Approval of the Minutes of the Previous Meeting

Commissioner Botengan asked the members of the board to look at the minutes as written. After a few minutes, the Board, upon motion by Hon. Arradaza and duly seconded by Hon. P. M. Tan, approved the minutes of the 158th BOT Meeting held at the Leyte Normal University, Tacloban City on August 2000 from 4:00 p.m. to 7:00 p.m. as written without prejudice to corrections which might be done in the process of discussion.

VI. 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 explained management's action vis-a-vis the approved BOT Resolutions. She presented the matrix of resolutions and management's actions.

At this point, Hon. Arradaza inquired about the BOT resolution creating an "Investigation and Review Committee of Three (3)". This special BOT Committee is tasked to "review all cases brought before the BOT which require the imposition of penalties requiring suspension of personnel and/or dismissal from service."

Prof. Tudtud acknowledged that there was an informal motion on this regard. The BOT Chairman, with the concurrence of the members, decided that this be elevated to a formal resolution and properly numbered. The new resolution will be numbered as BOT Resolution No. 42. The other numbered resolutions will then have to be renumbered to reflect the insertion.

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.

Board Resolution No. 43, s 2000

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

Board Resolution No. 44, s 2000

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

The Board then reminded Pres. Milan to act forthrightly in the resolution of the Sandoval case. Commissioner Botengan then stated "The Board instructs the President, Dr. Paciencia P. Milan, to go ahead with the formal investigation in accordance with Section 22 of the Uniform Rules on Administrative Cases in the Civil Service and report to the Board within three (3) months."

President Milan then continued to present briefly her accomplishments for the period. She also reported that "the College has already issued the

(retirement) cheque in favor of Dr. Go last 02 August 2000. However, COA called the attention of management that Dr. Go still had an unliquidated cash advance of P20,000.00 as of 31 July 2000. This amount was used for the purchase of parts and the assembling of the school chimes. This was the reason why the Cash Division did not immediately release the cheque. As President, he was not aware of this deficiency only until after the cheque was released."

President Milan stated that it was the COA, which called the attention of our accountant about this matter. Upon inquiry from our accountant, Mr. Roberto Lemos, it was found that this "unliquidated cash advance" was procedural in character and what was needed was only the assigning of a Memorandum Receipt (MR) for the school chimes. COA was just wondering why he was given a clearance when he actually still has this accountability with the college.

There being no questions raised, the Dr. Gerona moved for the acceptance of the President's Report which was duly seconded by Dr. Balagapo.

VII. NEW BUSINESS

A. Academic Matters

1. Proposal on the Faculty Workload for Teaching Extramural Courses

President Milan informed the BOT members that this proposal was already presented in the last BOT meeting but since there was no clear-cut method of how to divide the units of workload. There is in this new proposal to "divide the workload for a year, half for the 1st Semester then half the 2nd Semester thus giving it a one (1) year load

Dr. Perla M. Tan reacted to the proposal. She explained that the proviso that stated: "Extramural professors *regardless of leave status* shall be required to attend to their students during the summer consultation dialogue without additional remuneration" is unfair to the professors who are on Teacher's Leave status. She continued that "the summer dialogue usually lasts for a week and at present, the professors receive a meager honorarium of P1,000.00. So, if ever this will be scrapped, service credits should be given to the professors to compensate." She also stated, for the record, that "I am not agreeable to No. 2 (in the proposal) since this is another entry and this may

misconstrued as the –23 workload units and then excess to that. During the summer, teachers do not carry a 23 unit workload.”

Dr. Milan replied that during the ADCO deliberation on this proposal the same arguments were presented. While there may be some exceptions, the ADCO members agreed that majority of the (extramural) professors do not have any contact with their students during the regular school year, and since they already got (work)loads in the 1st and 2nd semesters, it is alright to meet their students in the summer without additional remuneration. Dr. Dolores Alcober (Director, ViSCA Distance Studies Center), Dr. Remegio Mollaneda (Director, ViSCA Graduate School) and Dr. Oscar Colis (Department Head, Dept. of Ag. Education and Extension) explained this during the ADCO meeting.

Dr. Gerona added that the extramural courses cannot really be finished during the two (2) regular semesters. This is why the students are required to come for one week during the summer to finish the course. In other words, this is just a carry-over of an assignment that was not completed.

President Milan explained that the only reason why the faculty were given summer honorarium was because of the grant from the New Zealand government for the Extramural Program for Rural Development (EPRD) Project. However, as of the present, there is no more money for this. The Graduate School thus proposed to clearly define the workload points given to extramural teachers to remove the ambiguity of the past.

Inasmuch as this proposal was approved by the Administrative Council, President Milan is presenting this to the BOT for comment, confirmation and approval.

At this point, Dr. Tan proposed a modification to the proposal to the effect that “Instead of remuneration in the form of honorarium for five (5) days, there will be service credits equivalent to five (5) days.” However, Commissioner Botengan reminded the members of the BOT that the recommendation of the President was the approval of the proposal as presented.

Five (5) BOT members voted to accept the resolution on the "Proposed Faculty Workload for Teaching Extramural Courses" as recommended by the President. One (1) BOT member voted against the resolution and one (1) BOT member abstained.

At this point, Dr. Tan requested that it be put on record in the minutes that "as Faculty Trustee, (a) I objected to this proposal; and (b) proposed a modification to the proposal."

The Board then passed the proposal as recommended by the President when it passed:

Board Resolution No. 45, s 2000

Approving the Faculty Workload Proposal for Teaching Extramural Courses.

2. Proposal to Increase the Cost of Study Guide and Postal Fees

The BOT decided to refer the matter back to the management. Dr. Tan pointed out a possible error in the last paragraph of the proposal which stated that "the on-campus students will be paying P50.00 more" when in fact there is no more postal expenses to be incurred. President Milan took note of this and thanked Dr. Tan for pointing this out.

3. Give Honorarium to Study Guide Writers and Editors

After looking at the proposal, the Board decided to refer it back to the management for action. It also advised management to note the following:

- a) It should have a more business-like approach; and
- b) It should be run on a self-liquidating basis.

4. Proposal to Upgrade and Rename the Regional Coconut Research Center (RCRC) to National Coconut Research Center for the Visayas (NCRC-Visayas)

President Milan provided a brief backgrounder on the request. The proposed upgrading was a result of the request by the Philippine Coconut Authority to expand the scope of the mandate of the regional center. Specifically, the upgraded national center will be entrusted with responsibility for biotechnology and engineering. It will cover the whole Visayas, Regions VI, VII and VIII.

Director Balagapo moved for the approval of this proposal. The motion was seconded by Hon. Michael Rapada. The ViSCA BOT then passed

Board Resolution No. 46, s 2000

Approving the Upgrading and Renaming of the Regional Coconut Research Center (RCRC) to National Coconut Research Center for the Visayas (NCRC-Visayas).

B. Administrative Matters

1. PBAC Recommendation to Award the Completion of the Agro-Forestry Building C and the Construction of the Basement at the Home Science Building to Pyramid Construction Builders, and the Construction of the Crop Processing Building (Phase IV) to Demosthenes Construction.

President Milan explained to the Board that these construction works were part of the continuing appropriations for 1999 and are provided in the GAA. Dr. Gerona noted that JFAP Constr. gave the lowest bid but that it was not awarded to them. Pres. Milan informed the BOT that in awarding construction contracts, only those bidders with bids of not less than 70% of AGE (approved government estimate) are considered. Those that go below this are deemed to have "dived" meaning that their ability to complete the job in the best possible manner is in doubt. This is a standard government procedure.

Commissioner Botengan requested for a motion instructing the BOT Investigation and Review Committee to review and approve the said contract prior to its awarding. Dir. Balagapo made a motion to this effect which was duly seconded by Dr. Tan. With this, the BOT passed:

Board Resolution No. 47, s 2000

Approving the recommendation to award the completion of the following college buildings provided that the contracts are first reviewed and approved by the BOT Investigation and Review Committee: (1) Agro-Forestry Building C in the amount of EIGHT HUNDRED TWO THOUSAND FOUR HUNDRED NINETEEN PESOS AND 31/100 (P802,419.31); and (2) the construction of the basement of the Home Science Building in the amount of NINE HUNDRED NINETY SIX THOUSAND NINE HUNDRED EIGHTY PESOS AND 98/100 (P996,980.98) to PYRAMID CONSOLIDATED BUILDERS; (3) the completion of the Crop Processing Building (Phase IV) in the amount of FIVE HUNDRED SEVENTY THOUSAND PESOS (P570,000.00) to DEMOSTHENES DE LOS SANTOS CONSTRUCTION, subject to availability of funds and existing auditing rules and regulations.

2. Appointment of Part-Time Teachers

The Board, after having noted that these appointments have gone through the process, confirmed the appointment of ViSCA part-time instructors for the First Semester only when it passed:

Board Resolution No. 48, s 2000

Confirming the appointments of ViSCA Part-Time Instructors for the First Semester only, subject to existing rules and regulations:

(LICAYAN, Imma Conception to DE PAZ, Elaine)

3. Appointment of contractual employee effective 15 June 2000 to December 2000, subject to existing rules and regulations:

The Board, after having noted that the appointment has gone through the process, confirmed the appointment of ViSCA part-time instructors for the First Semester only when it passed:

Board Resolution No. 49, s 2000

Confirming the appointments of ViSCA contractual employees effective 15 June 2000 to 31 December 2000, subject to existing rules and regulations:

(ISRAEL, Kenneth Jan)

4. Appointment of ViSCA Regular (Temporary) personnel effective 15 June 2000, subject to existing rules and regulations:

The Board, after having noted that the appointment has gone through the process, confirmed the appointment of ViSCA part-time instructors for the First Semester only when it passed:

Board Resolution No. 50, s 2000

Confirming the appointments of ViSCA Regular (Temporary) personnel effective 21 June 2000, subject to existing rules and regulations:

(ORTIOLA, Melody M.)

5. Renewal of Appointment of ViSCA casual employees effective 01 July 2000, subject to existing rules and regulations:

The Board, after having noted that the appointment has gone through the process, confirmed the appointment of ViSCA part-time instructors for the First Semester only when it passed:

Board Resolution No. 51, s 2000

Confirming the renewal of appointments of ViSCA casual employees effective 01 July 2000, subject to existing rules and regulations:

(ASILOM, Cesar to TAN, Erlina)

6. Appointment of Mr. Pablo Pedrera, OIC Supt. of ViSCA-Alang-alang Campus, as College Administrator II.

Commissioner Botengan informed the Board that DBM has agreed to reclassify all incumbent CSI superintendents to College Administrator (I or II) depending on the number of baccalaureate degrees it offers. If only one or two, they are reclassified as College Administrator I. If more than two, they are reclassified as College Administrator II.

President Milan informed the body that Mr. Pedrera holds the position of Vocational Instruction Supervisor II (VIS-II) but has been the OIC of the Alang-alang Campus for the past two years. Dr. Gerona suggested that the position be advertised per Civil Service requirement prior to his appointment and confirmation by the BOT. Dr. Gerona's suggestion was well taken.

The BOT then decided to open the position open to all interested applicants by publishing its vacancy in the Civil Service Journal. Then, the regular selection process of the agency is followed.

7. Request for Increase in the FY 2001 Budget.

President Milan explained that the DBM has given ViSCA until last Friday, 04 August 2000, to make an appeal. The President informed the BOT that CHED did not certify that ViSCA is one of the Centers of Excellence and because of this, ViSCA's budget for MOOE was reduced.

The Board, mindful of the urgency of the matter, fully supported the President's move, and passed:

Board Resolution No. 52, s 2000

Approving the endorsement of the Letter of Reconsideration to the Commission of Higher Education regarding ViSCA's Year 2001 Budget.

8. Use of Income

The President, Dr. Milan, then proceeded to present the projected expenses of the different campuses of the ViSCA system. Pres. Milan indicated that the Biliran campus, although administratively under the Naval Institute of Technology (NIT), continues to have its financial transactions with ViSCA by virtue of the GAA 2000.

Commissioner Botengan reminded the President to request the segregation of funds into FIDUCIARY, SPECIAL TRUST FUND, and IGP FUNDS. Commissioner Botengan provided the BOT with the COA definition of Special Trust Fund as follows: "Special Trust Funds shall cover tuition fees, library, laboratory, miscellaneous, transfer fees, assessments, diplomas, certification fees, library, dental/medical fees, laboratory fees, athletic fee, cultural fee, I.D. card fee, dorm fees and other fees." The COA Circular just lumps everything into this Special Trust Fund. However, the BOT has already agreed, in the past, that special fees which are collected shall be treated as fiduciary so that they cannot be used for any other purpose other than what is reflected. Dorm fees are included as special fees since you need to repair the dorms every now and then and so that you will be able to determine if the dorms are self-liquidating. All other items of the Special Trust Fund including: tuition, miscellaneous fees, penalties, transfer fees, diploma fees, certification fees, and other fees are to be included in the school income together with the IGP generated incomes. Only these funds shall be under the scrutiny of the BOT.

Dir. Go-Soco then stated that the BOT will not approve the Use of Income which have not yet been realized. Commissioner Botengan continued that all school income should be presented from January to June then from July to December. She instructed the President to require the Chief Accountant to present a certification of how much money was really earned for the first half of the year and the expected earnings for the remaining half. This Board will only allocate what has already been earned since the school has the GAA to take care of regular operations.

Director Go-Soco then made a motion that the proposed Use of Income be restructured. Furthermore, that same shall be presented again in the next BOT meeting following the recent guidelines of DBM provided further, however, that for personnel services such as student labor, its allocation be authorized even if the BOT has yet to approve the entire proposal for Use of Income. The motion was seconded by Hon. Rapada.

9. Request for the Repair of the Zea Maize Dormitory

President Milan presented to the Board the request by the Director of Student Affairs, Dr. Corazon Batoy, for permission to use income derived from the RF Auxiliary (Dormitory Fees) in the amount of P101,952.08

Commissioner Botengan, noting that this is also a use of income (which was deferred for next meeting), requested the President that this be correctly reflected as **fiduciary** so that its use for the repair of the dormitory will be in order. Hon. Arradaza proposed that this request be *approved in principle* pending the presentation of the Use of Income proposal in the next BOT meeting.

10. Court Resolution of the Ceblano Case

Commissioner Botengan instructed the President, Dr. Milan, to work this out with the Naval Institute of Technology (NIT). This is by virtue of the MOA which ViSCA and NIT signed and confirmed by the Board of Trustees of both institutions which gives NIT administrative supervision of BNAC with ViSCA still retaining the financial function as indicated in the GAA of 2000.

11. Proposal of the Center for Continuing Education

President Milan, presented the rationale and objectives of the creation on the Center for Continuing Education (CCE) which was required by the BOT in its last meeting. She also presented the expected target clientele, the programs to be implemented, and the rules and guidelines to be followed. The CCE will be directly under the Vice President for Academic Affairs.

Commissioner Botengan inquired if the creation of the new unit will require the hiring of additional personnel or budget. To this, the President answered in the negative. Dr. Perla Tan then made a motion to approve the proposal. Hon. Rapada seconded the motion. The Board thus passed:

Board Resolution No. 53, s 2000

Approving the proposal for the Center for Continuing Education (CCE) to house, offer non-degree trainings and monitor these trainings provided no additional budgetary allocations is necessary.

12. Appointment of Part-Time Instructors

The Board, after having noted that these appointments had gone through the process, confirmed the appointment of ViSCA part-time instructors for the First Semester only when it passed:

Board Resolution No. 54, s 2000

Confirming the appointments of ViSCA Part-Time Instructors for the First Semester only, subject to existing rules and regulations:

(SALEM, Virginia to SAJORDA, Verna Joy)

13. Appointment of ViSCA Regular (Temporary) Personnel effective June 2000, subject to existing rules and regulations:

The Board, after having noted that the appointment had gone through the process, confirmed the appointment of ViSCA part-time instructors for the First Semester only when it passed:

Board Resolution No. 55, s 2000

Confirming the appointments of ViSCA Regular (Temporary) personnel effective on the dates indicated and subject to existing rules and regulations:

(BASTASA, Gavino N. to BINONGO, Suzette B.)

14. Approving the Change of Status from Temporary to Permanent of (1) ViSCA staff effective upon Board confirmation.

The Board, after having noted that the appointment had gone through the process, approved the change of status of one (1) ViSCA staff effective upon confirmation by the Board and passed:

Board Resolution No. 56, s 2000

Approving the change in appointment status from Temporary to Permanent of one (1) ViSCA staff effective immediately upon Board confirmation:

<u>Name</u> <u>Recommended</u>	<u>Position</u>	<u>Date</u>
GERMANO, Bernardita P.	Asst. Prof. 4	19 July 2000

15. Approving the proposed SCUAA Budget

President Milan presented the proposed SCUAA Budget for Board approval. Commissioner Botengan inquired if the proposed budget was the same as that of last year. The President replied that the proposed SCUAA budget for Year 2000 was the same as last year. The Board did not deliberate on the issue and Dr. Tan moved for

approval of the budget as presented. Dr. Gerona duly seconded the motion. Thus, the Board passed:

Board Resolution No. 57, s 2000

Approving the SCUAA budget for Year 2000 as presented.

16. Approving the Official Travel to Thailand by President Paciencia P. Milan for one (1) week.

President Milan informed the Board that she is requesting permission to travel to Thailand as part of a study tour of different BIDANI projects in Thailand. She stated that this travel will not involve any government funds except her time as this trip is fully funded by the Netherlands government.

Dir. Cirilo Balagapo moved for the approval of the official travel of President Milan to Thailand. Hon. Rapada duly seconded the motion. The Board then passed:


Board Resolution No. 58, s 2000

Approving the travel to Thailand by President Paciencia P. Milan for one (1) week provided no expense will be incurred.

VIII. ADJOURNMENT

The 159th Board of Trustees Meeting was adjourned at 7:15 p.m.

Certified True and Correct


PROF. DANIEL M. TUDTUD, JR.
Board Secretary

Attested:


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

ATTACHMENTS

June 2000

PACIENCIA P. MILAN

President

Sayas State College of Agriculture
Aybay, Leyte



Subject: Recommendation of the Review Committee on the Sandoval Investigation

Dear Pres. Milan:

The BOT Review Committee, created by the ViSCA Board of Trustees to review the findings of the Fact-finding Committee and the subsequent resolution on the charge of dishonesty of Dr. Antonia Cecilia Y. Sandoval, met last June 27, 2000 at NEDA Regional Office, Tacloban City.

In this regard, having reviewed the documents presented, the BOT Review Committee is hereby recommending that a formal investigation be immediately conducted on the charge of dishonesty against Dr. Antonia Cecilia Y. Sandoval. Although Dr. Sandoval already signified intention to waive formal investigation, it is the opinion of the BOT Review Committee that she deserves equal protection of applicable laws (**Section 22 of the Revised Uniform Rules on Administrative Cases in the Civil Service** {MC No. 19, s. 1999} **Conduct of Formal Investigation** – *Although the respondent does not request a formal investigation, one shall nevertheless be conducted by the disciplining authority where from the allegations of the complaint and the answer of the respondent, . . .*).

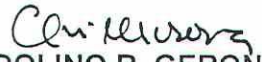
In addition, the Review Committee suggests that the Revised Uniform Rules on Administrative Cases in the Civil Service be followed in the investigation so that proper procedure will be served and Dr. Sandoval will be given the due process.

Further, the Review Committee would like to emphasize that the complaint, answer, statements, and other documents presented therein should be under oath and certified, as the case maybe.

Very truly yours,


ARIL LUIS L. ARRADAZA
Chairman


JENAVENTURA C. GO-SOCO, JR.
Member


JINDOLINO R. GERONA
Member

ViSCA BOT Members
Secretary, ViSCA BOT

PROPOSAL ON THE FACULTY WORKLOAD FOR TEACHING EXTRAMURAL COURSES

The graduate distance education program of ViSCA, then popularly known as the Extramural Program for Rural Development, has been started in 1985 with financial and technical assistance from the New Zealand government. The foreign financial assistance has ended so ViSCA is now operating its graduate distance education program through the ViSCA Open University using ViSCA budget.

Because of financial constraints and DBM's strict policies on giving of honorarium, the following guidelines on workload for faculty members involved in the teaching of extramural courses are hereby proposed:

1. The distance education program is a regular program of the College, hence, workload of professors handling extramural courses shall be included in the computation as follows:

- a. Full workload units per subject for semestral offering.
- b. Pro-rated workload units per subject for annual offering.

The workload of professors concerned per subject shall be divided as follows: 1/2 will be given during the first semester and 1/2 during the second semester. Extramural professors, regardless of leave status, shall be required to attend to their students during the summer consultation dialogue (without additional remuneration)

2. The professors shall receive an honorarium in excess of the maximum overall 23 workload units following the existing College policy in giving honoraria or conversion to service credits in lieu of honorarium.

Proposal to Upgrade and Rename the Regional Coconut Research Center (RCRC)

to

National Coconut Research Center for the Visayas (NCRC-Visayas)

Whereas, The Regional Coconut Research Center (RCRC) of ViSCA was established to conduct researches and development activities to improve the productivity, efficiency and profitability of coconut production in Region VIII;

Whereas, RCRC has distinguish itself both nationally and regionally through generation of appropriate technologies for coconut;

Whereas, RCRC is one of the two institutions in the country that are not under Philippine Coconut Authority (PCA) that intensively conduct research and development on coconut and effectively generate knowledge and technologies that contributed towards the improvement of the industry of the region and even nationwide;

Whereas, PCA recognizes the strength of the RCRC and proposed the upgrading of RCRC status from regional to national for the Visayas;

Whereas, PCA is willing to expand the responsibilities and infuse additional R&D support to RCRC to carry out research and development agenda for the Visayas;

In view thereof, the Office of the Director of Research and Development of ViSCA respectfully request the approval of the ViSCA Board of Trustees for the upgrading and renaming the Regional Coconut Research Center (RCRC) of ViSCA to National Coconut Research Center for the Visayas (NCRC-Visayas).

Requesting further, authorization from the ViSCA Board of Trustees for the President of ViSCA to enter into agreement with the Philippine Coconut Authority and Bureau of Agricultural Research of the Department of Agriculture in furtherance of the upgrading of the RCRC into a National Coconut Research Center for the Visayas.

Hereto attached are copies of the proposed structure and R&D program of the proposed NCRC-Visayas.


JOSE L. BACUSMO
OIC- ODRD, ViSCA

Proposal to Convert the Regional Coconut Research Center into the National Coconut Research Center - Visayas

Rationale

The ViSCA-based Regional Coconut Research Center has been in the forefront of coconut research and development in the Visayas region since its establishment in 1975 (see attachment A - Accomplishments). True to its mandate, the center continually strives to generate technologies that are appropriate and suitable to its intended clientele - the Visayan farmers. Though the Center's mission is concentrated in the Eastern Visayas region, yet, its research, development and extension efforts are not only confined to this particular area but it also extends to both Luzon and Mindanao regions.

As a regional center, RCRC's research, development and extension focus is limited to Region 8 as mandated. Much as the center desires to extend to other areas where its activities could be relevant beyond this area, it cannot do so because of such constraint. RCRC's technical experts and ViSCA for that matter, will be fully tapped if it is given the opportunity to expand its coverage beyond Region 8.

The move to convert the Regional Coconut Research Center into a national center named **National Coconut Research Center - Visayas** attunes to the current agenda of the Agriculture and Fisheries Modernization Act. Modernizing agriculture specifically the coconut industry challenges the technology generators to be at par with its counterparts in other countries. Although the Philippine economy benefits a lot from this industry which generates 1.4% of the national income, yet, modernizing it will significantly contribute to economic development. Thus, effort to convert RCRC's regional focus into a national one will consequently expand its RD&E activities specifically on research areas not pursued by PCA. The proposed conversion

will not overlap with PCA's RD&E activities but rather it will complement with the latter. Moreover, the Center's expanded mandate will allow it to become a key role player in modernizing the coconut industry and significantly contribute in addressing the issues on poverty alleviation and food security. Only then that modern agriculture can sustain modern coconut industry.

While it is true that the Philippine Coconut Authority's concern is the development of the coconut industry in the entire country, it can also be rationalized that the delegation to or assumption of some of its key functions by an equally capable institution has a cutting edge advantage on the decentralization of some of the agency's functions, maximum utilization of both PCA's and RCRC's resources and economy of government funds. The PCA Regional Office in Regions 6,7 and 8 zeroed in on extension unlike its counterparts in Luzon and Mindanao which work on specialized R & D. RCRC's efforts on crop improvement, cultural management practices and multiple cropping, processing and utilization and socio-economics and extension cater to the whole Visayas region. For this reason, the center has been PCA's working partner in the development of the coconut industry in the region.

RCRC's conversion into a national center need not require big budget allocation from the national government considering that ViSCA has its existing strong pool of highly competent manpower and technical experts. The Center's core staff will come from the faculty of ViSCA. It has also its new office building, laboratories and other auxiliary facilities. What is needed is the support for the new research programs. Save for a little more fund allocation to beef up existing expertise and facilities, the conversion proposal would not be a costly effort for the government.

II. Organization

The proposed National Coconut Research Center - Visayas will be headed by the center director. Core staff will be composed of an agricultural engineer specializing on mechanization and crop processing and utilization specifically on non-foods, a plant breeder working on genetic improvement of coconut, agronomists/horticulturists specializing on cultural management and multiple cropping, a food scientist working on the development of coconut-based food products, economist working on the socio-economics aspects and a development communicator dealing on extension works. Aside from its core staff, other technical experts from the different centers and academic departments of ViSCA will also be tapped to work on coconut-related researches. This RD&E effort will be carried out with the support of science research assistants/aides, administrative staff and other farm workers.

This organization will be divided into two divisions, namely, research and development division and extension division. All these positions are designated ones utilizing ViSCA faculty without creating plantilla positions. See Figure 1 for organizational structure.

III. Functions

Mandate

Generation and dissemination of appropriate technologies that will increase the productivity of the coconut farms and augment the income of the coconut farmers and uplift their well-being.

Thrusts

NCRC-Visayas' research thrusts will focus on the following: crop improvement, cultural management and multiple cropping, processing and utilization, mechanization, socio-economics and extension.

Crop improvement

1. Maintenance of coconut genebank for local and introduced cultivars
2. Development of coconut genotypes that are precocious, high-yielding, resistant to common insect pests and tolerant to adverse environments
3. Genetic engineering to improve coconut traits using transgenes
4. Assessment of the heritability of characters and development of efficient breeding schemes to improve coconut genotypes
5. Clonal propagation of elite coconut genotypes

Cultural management and multiple cropping

1. Development of cultural management systems suitable for stress environments
2. Development of appropriate ways of improving and sustaining soil fertility and biodiversity
3. Evaluation and improvement of the various cultural management practices and cropping patterns/systems for coconut-based farms

Processing and utilization

1. Development and improvement of low-cost and efficient copra processing techniques
2. Determination of procedures for processing and utilizing coconut products and its by-products for various purposes
3. Development of protocols for macapuno food processing
4. Development of high-value products

Mechanization

1. Design and development of machines for coconut and intercrop production
2. Development of machines for processing and utilization of coconut products, by-products and intercrops

Socio-economics

1. Evaluation of the economic profitability and social acceptability of various cultural management practices and cropping systems in coconut-based farms
2. Assessment of the socio-economic impact of coconut technologies
3. Market study of coconut products and by-products

Extension

1. Production of seednuts/seedlings of high-yielding coconuts and other planting materials such as pineapple and black pepper for distribution at reasonable cost to interested farmers and agencies
4. Training of farmers and extension workers on the NCRC - Visayas' generated technologies
5. Production of printed materials on coconut and intercrops for use by extension workers and farmers
6. Piloting of coconut-based industries
7. Establishment of coconut databank

V. Linkages

NCRC - Visayas will continue to maintain its linkage with the different government and non-government agencies such as the local government units, Philippine Coconut Authority, Department of Agriculture - Bureau of Agricultural Research, Department of Trade and Industry, Department of Agrarian Reform,

5
Department of Science and Technology, other state colleges and universities, Philippine Coconut Research and Development Foundation, Inc., and non-government organizations. It will also tap the different auxiliary and technical departments of ViSCA.

Attachment A - Accomplishments

Since RCRC's establishment in 1975, it has accomplished the following:

Crop improvement

1. Established a coconut genebank with 42 local and introduced accessions
2. Assessed the heritability of characters of coconuts. It had also evaluated the adaptability of coconut hybrids developed by other agencies to local conditions
3. Developed nine coconut hybrids which are crossbreds between Baybay Tall male parent and dwarf cultivars as female parents. Some of these hybrids are precocious, high-yielding, resistant to common insect pests and diseases and tolerant to adverse agroclimatic conditions
4. Developed four pure macapuno hybrids named VMAC 1, VMAC 2, VMAC 3 and VMAC 4 which are precocious and high-yielding
5. Developed a technique to double seedling production from macapuno embryos
6. Identified coconut cultivars suitable for food uses

Cultural management and multiple cropping

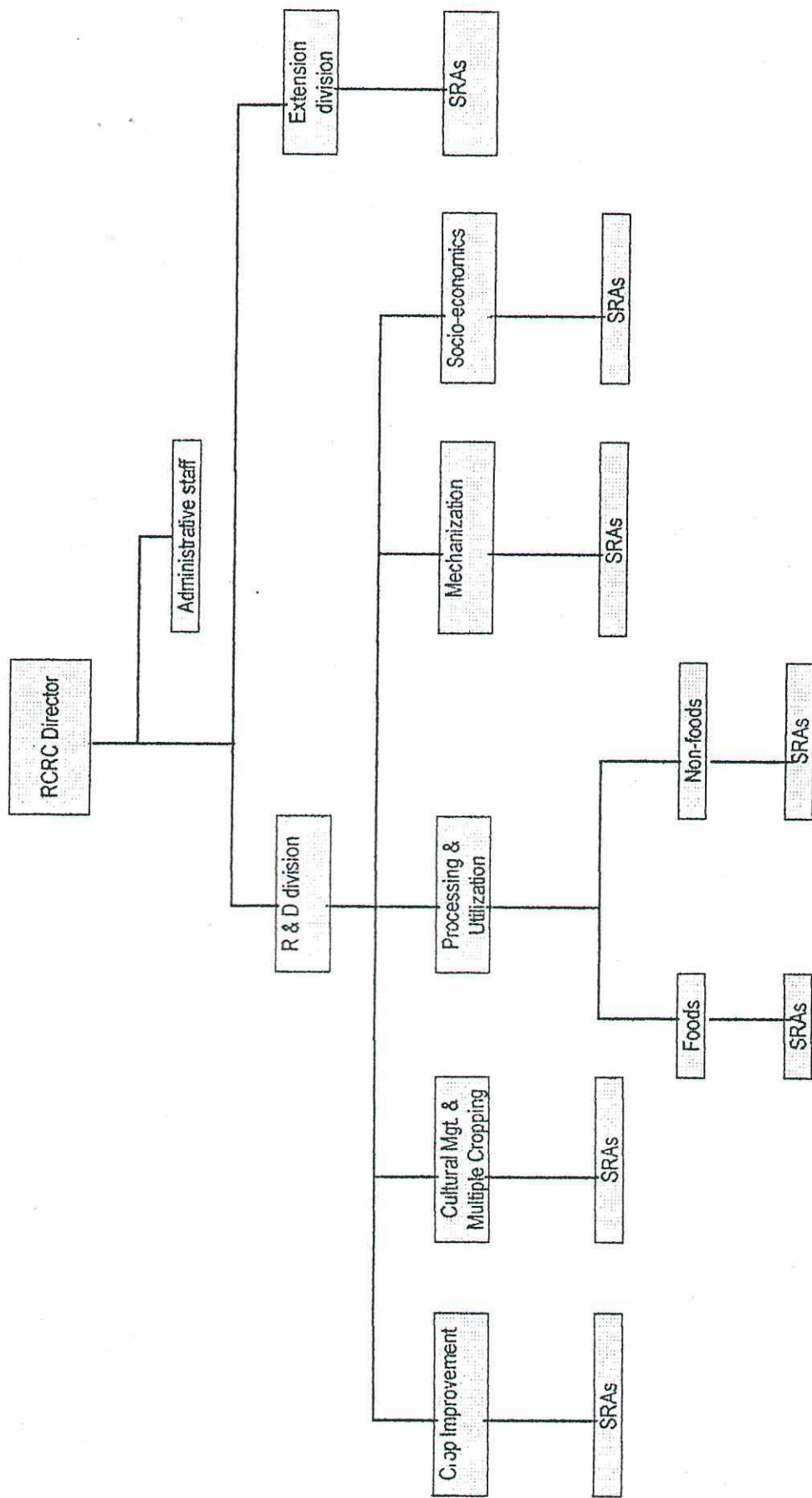
1. Developed appropriate techniques to sustain soil fertility in coconut farms using cheap and indigenous organic materials
2. Identified various cultural management practices and cropping systems in coconut-based farms
3. Assessed appropriate, suitable and promising annual and perennial crops to intercrop under young and established coconut plantations

Processing and utilization

1. Designed, developed and fabricated tools/equipment for coconut processing
2. Developed low-cost and efficient technique in copra processing
3. Developed and assessed procedures for processing and utilizing coconut products and by-products for various purposes

Socio-economics and extension

1. Evaluated the economic profitability and social acceptability of various cultural management practices and cropping systems in coconut-based farms
2. Produced and distributed coconut seednuts/seedlings of high-yielding cultivars/varieties, black pepper cuttings and pineapple suckers to interested farmers/agencies
3. Conducted trainings, briefings, lectures on coconut technologies
4. Promoted coconut-based industries at the village level
5. Produced and distributed technoguides, brochures and other printed materials on coconut and intercrops to extension workers, businessmen/entrepreneurs, farmers and other interested individuals/agencies. RCRC had also tapped the broadcast and AV media in promoting and disseminating its developed technologies.



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

June 23, 2000



MEMORANDUM:

FOR: The College President
ViSCA, Baybay, Leyte

RE: Recommendation to Award the Completion of Agro-Forestry Bldg. C and the Construction of Basement at the Home Science Bldg. to Pyramid Consolidated Builders, and the Completion of Crop Processing Bldg. Phase IV to Demosthenes de los Santos Construction

The Prequalification Bids and Awards Committee (PBAC) conducted a public bidding for the Completion of Agro-Forestry Bldg. C, Construction of Basement at the Home Science Bldg., and Completion of Crop Processing Bldg. Phase IV on June 22, 2000 at the Conference Room of the Office of the Vice President for Administration.

The following prequalified contractors submitted their bid proposals:

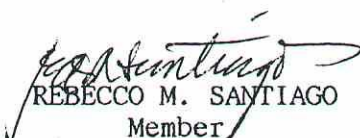
	<u>Completion of Agro-Forestry Bldg</u>	<u>Const. of Basement at Home Science Bldg</u>	<u>Completion of Crop Processing Bldg</u>
1. JFAP Const.	P905,679.15	P786,338.85	P694,244.96
2. Pyramid Consol.	802,419.31	996,980.98	797,638.52
3. FDR Const.	1,127,367.21	1,147,167.00	none
4. DS Family Ent.	none	1,125,300.00	645,000.00
5. D. de los Santos Const.	990,000.00	1,020,000.00	570,000.00
APPROVED AGENCY ESTIMATE	P1,200,756.32	P1,249,321.27	P 670,632.95

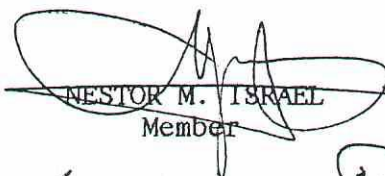
Par. 1B 10.4.1. of P.D. 1594 provides:

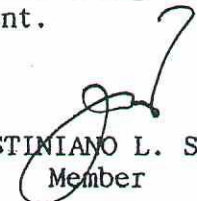
"1. No award of contracts shall be made to a bidder whose bid price is higher than the Allowable Government Estimate (AGE) or the Approved Agency Estimate (AAE), which is higher, or lower than seventy percent (70%) of the AGE. xxx."

Although the bid offer of JFAP Construction for the Construction Basement at the Home Science Building is the lowest offer, however, it below 70% of the AGE which is P792,567.51, thus, said project cannot awarded to said construction firm.


In view of the foregoing, the members of the PBAC unanimously recommend to award the Completion of Agro-Forestry Bldg. C in the amount of P802,419.31 and the Construction of Basement at the Home Science Bldg. in the amount of P996,980.98 to PYRAMID CONSOLIDATED BUILDERS while the Completion of Crop Processing Bldg. Phase IV in the amount of P570,000 to DEMOSTHENES DE LOS SANTOS CONSTRUCTION, their offers being the lowest responsive bid and most advantageous to the government.


REBECCO M. SANTIAGO
Member

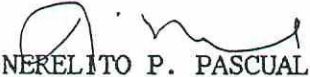

NESTOR M. ISRAEL
Member


JUSTINIANO L. SEROY
Member


AUGUSTO T. FERNANDEZ
Member


MARGARITO C. ESCALANTE
Member


LOURDES B. CANO
Executive Officer/Secretary


NERELITO P. PASCUAL
Chairman

APPROVED:


PACIENCIA P. MILAN
PRESIDENT

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

ABSTRACT OF PROPOSALS

BID NO. DATE JUNE 22, 2000

Opened on JUNE 22, 2000

for furnishing supplies/chemicals/construction materials/spare parts/services for the Visayas State College of Agriculture, Baybay, Leyte.

for the following construction at VISCA, Baybay, Leyte: (1) Completion of Agro-forestry Building 6; (2) Construction of basement at the NS Bldg; and (3) Completion of Crop Processing Building Phase IV.

DESCRIPTION	QTY.	UNIT	JFAP	PIRANMID	LAKE CITY	FDR	DS	DEMOLITION	P.E.S.	AAE
CONSTRUCTION OF THE FOLLOWING:										
1. Completion of Agro-Forestry Building 6			905,679.15	802,419.31	—	1,127,367.21	—	990,000	—	1,200,770.32
2. Construction of basement at the home Science Building.			786,338.85	996,980.98	—	1,143,167.00	1,124,300	1,020,000	—	1,249,321.27
3. Completion of Crop Processing Building Phase IV.			694,244.96	797,638.52	—	—	645,000	570,000	—	670,632.95
Responsibility Bids = 700% of AAE =						PROJECT I	PROJECT II	PROJECT III		
ACAE = Summery of Responsibility Bids + AAE =						1,440,907.18	1,499,185.52	804,759.54		
						720,453.79	749,592.76	400,379.77		
						1,078,541.37	1,152,239.32	673,676.91		
AWARD = 70% of AAE which is higher =						754,992.95	792,567.57	471,573.83		

WE HEREBY CERTIFY: 1. That we opened the bids publicly in response to a public advertisement copy of which is filed herewith.

2. That all the entries above are true and correct.

SIGNATURE OF BIDDERS:

COMMITTEE ON BIDS AND AWARDS NO. 1:

11:

Members:

HONOR N. ISRAEL

MEMORIO M. SANTIAGO

JACINTO M. ESCALANTE

Secretary

JUSTINIANO SERY

CGA Representative

ATTESTED:

ANGEL FERNANDEZ GONZALEZ B. DING

SIGNATURE OF BIDDERS: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPOINTMENT OF PART-TIME INSTRUCTORS
FOR BOT CONFIRMATION

EFFECTIVITY
First Semester SY 2000-2001

DEPT OF AG. CHEM & FOOD SCIENCE

APB Meeting

1.	LICAYAN, Imma Concepcion A.	Instructor 1	06/09/2000
2.	GALVEZ, Lorena A.	Instructor 1	06/09/2000
3.	ALANO, Jane B.	Instructor 1	06/09/2000

DEPT OF AN. SCIENCE & VET. MEDICINE

1.	CAÑETE, Lemuel	Instructor 1	06/09/2000
2.	CORTEZ, Evelyn	Instructor 1	06/09/2000
3.	GEALON, Aileen	Instructor 1	06/09/2000

DEPT OF HOME SCIENCE

1.	LIBOT, Loudibeth R.	Instructor 1	06/09/2000
2.	MATUNOG, Reynaldo	Instructor 1	06/09/2000

Submitted by



MYRNA M. AVILA
OIC Director, HRMDO
(061400)

NOTED:

PACIENCIA P. MILAN
President

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPOINTMENT OF PART-TIME INSTRUCTORS
FOR BOT CONFIRMATION

EFFECTIVITY
First Semester SY 2000-2001

A.	DEPT OF ANIMAL SCIENCE & VET. MEDICINE		APB Meeting
1.	AMIGABLE, John C.	Instructor 1	06/13/2000
B.	DEPT OF AG. CHEM. & FOOD SCIENCE		
1.	MARATAS, Melimer Emma M.	Instructor 1	06/13/2000
2.	QUEVEDO, Elizabeth S.	Instructor 1	06/13/2000

Submitted by



MYRNA M. AVILA
OIC Director, HRMDO
(061400)

NOTED:

PACIENCIA P. MILAN
President

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPOINTMENT OF PART-TIME INSTRUCTORS
FOR BOT CONFIRMATION

EFFECTIVITY

First Semester SY 2000-2001

A.	DEPT. OF ECONOMICS & AGRIBUSINESS	APB Referendum
1.	VICENTE, Grace	Instructor 1 06/20/2000
2.	MAZO, Emily	Instructor 1 06/20/2000
B.	DEPT. OF ARTS AND LETTERS	Approved letter
1.	TABUDLONG, Rowena Amor I	Instructor 1 06/07/2000
2.	PASTOR, Vina	Instructor 1 06/07/2000
3.	COSTELO, Cheryl	Instructor 1 06/07/2000
4.	URATE, Ferdinand	Instructor 1 06/20/2000
C.	DEPT. PLANT PROTECTION	Approved letter
1.	GENOSA, Ma. Cristina C.	Instructor 1 06/07/2000
2.	ESPEJO, Emelie	Instructor 1 06/07/2000
3.	PANONCE, Celia Natividad	Instructor 1 06/07/2000
4.	BUSCATO, Winfield	Instructor 1 06/07/2000
D.	DEPT. AGRONOMY & SOILS	Approved letter
1.	YBAÑEZ, Rechal	Instructor 1 06/14/2000
2.	VILLOCINO, Santos M	Instructor 1 03/07/2000
E.	DEPT. AG. ENG'G & APPLIED MATH	Approved letter
1.	CUEN, Irvin B.	Instructor 1 06/07/2000
2.	TAGANA, Norman C.	Instructor 1 06/07/2000
F.	DEPT. HOME SCIENCE	Approved letter
1.	DE PAZ, Elaine E.	Instructor 1 06/05/2000

Submitted by:


MYRNA M. AVILA
OIC Director, HRMDO
(062700)

NOTED:

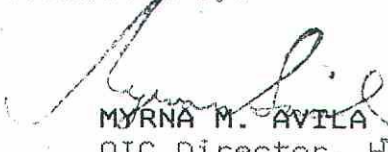
PACIENCIA P. MILAN
President

Appointment of Contractual employee
for BOT Confirmation

Effectivity: June 16, 2000

<u>Name</u>	<u>Position</u>	<u>APB meeting</u>
ISRAEL, Jan Kenneth G.	Science Aide	June 9, 2000

Submitted by:


MYRNA M. AVILA
OIC Director, HRMDO
(062300)

ted:

PACIENCIA P. MILAN
President

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPOINTMENT OF
REGULAR-TEMPORARY EMPLOYEE
FOR BOT CONFIRMATION

DEPT/NAME	POSITION	EFFECTIVITY	APS Ref.
1. ORTIOIA, Melody M.	Teacher I	June 21, 2000	June 20, 2000


MYRNA M. AVILA
OIC Director, HRDDO
(062700)

NOTED:

PACIENCIA P. MILAN
President

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

RENEWAL OF APPOINTMENT OF CASUAL EMPLOYEES FOR BOT CONFIRMATION

NAME	POSITION	DEPARTMENT	EFFECTIVITY
ASILOM, Cesar B.	Utility Worker I	SPMD	07-01-2000
BAGARINAO, Alex P.	-do-	SPMD	07-01-2000
BASTASA, Arturo S.	-do-	ITE	07-01-2000
BATHAN, Narciso C.	Proofreader I	Printing Press	07-01-2000
	Artist Illustrator I	PRCRTC	07-17-2000
CORTEJOS, William A.	Utility Worker I	Hostel	07-01-2000
GOFREDO, Aniano P.	-do-	SPMD	07-01-2000
GRAVADOR, Merle N.	-do-	HRMDO	07-01-2000
LIM, Gemma S.	Clerk I	ITE	07-01-2000
LIMSIACO, Ma. Fe L.	Messenger	OAA	07-01-2000
MARTIREZ, Vicente C.	Utility Worker I	Hostel	07-01-2000
OMEGA, Randy G.	DEMO I	BIDANI	07-01-2000
RACHO, Glenda E.	Clerk I	Printing Press	07-01-2000
SEDROME, Isabelita V.	G. House Caretaker	VCO	07-01-2000
VILLAR, Bebiano S.	Utility Worker I	Hostel	07-01-2000

Submitted by:


MORNA M. AVILA
OIC Director, HRMDO

NOTED:

PACIENCIA P. MILAN
President

VISAYAS STATE COLLEGE OF AGRICULTURE
 Baybay, Leyte

RENEWAL OF APPOINTMENT OF LEYTE NATIONAL COLLEGE OF AGRICULTURE,
 SCIENCE AND TECHNOLOGY (LNCST) CASUAL EMPLOYEES FOR BOT CONFIRMATION

NAME	POSITION	DEPARTMENT	EFFECTIVITY
ALDABA, Benjamin V.	Laborer I	Facilitative Department	07-01-2000
LUBIANO, Mario N.	Laborer I	-do-	07-01-2000
MORILLA, Jose L.	Laborer I	-do-	07-01-2000
TAN, Erlina I.	Laborer I	-do-	07-01-2000

Submitted by:

Myrna M. Avila
 MYRNA M. AVILA
 OIC Director, HRMDO

NOTED:

PACIENCIA P. MILAN
 President



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED SPECIAL ORDER (CSO)

No. 07

Series of 1999

SUBJECT : DESIGNATION OF MR. PABLO B. PEDRERA, HEAD
TEACHER III, LEYTE STATE SCHOOL OF
AGRICULTURE, ALANGALANG, LEYTE AS
OFFICER-IN-CHARGE, OFFICE OF THE VOCATIONAL
SCHOOL SUPERINTENDENT OF THE SAID
INSTITUTION

Pursuant to the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994" and in the exigency of the service in view of the compulsory retirement from the service of the Vocational School Superintendent II of the Leyte State School of Agriculture, Alangalang, Leyte, on January 14, 1999, Mr. Pablo B. Pedrera, Head Teacher III, is hereby designated Officer-In Charge, Office of the Vocational School Superintendent of the aforementioned Institution, effective immediately.

As such, Mr. Pedrera shall discharge the duties and responsibilities appurtenant to the said position, including the authority to sign the appointments of the school's personnel from elementary grades 1 to 14, pursuant to CHED Administrative Order No. 03, Series of 1997. He shall also be entitled to all remunerations attached to the position except basic salary.

This CSO shall remain in force and effect until the regular Vocational School Superintendent shall have been appointed or until otherwise revoked.

Manila City, Philippines, February 8, 1999


ANGEL C. ALCALA
Chairman


MONA D. VALISNO
Commissioner


KATE C. BOTENGAN
Commissioner


ESTER A. GARCIA
Commissioner


ROBERTO N. PADUA
Commissioner



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED SPECIAL ORDER

No. 72
Series of 1998


SUBJECT : AUTHORITY FOR MR. PABLO B. PEDRERA, HEAD
TEACHER III, LEYTE STATE SCHOOL OF
AGRICULTURE, ALANGALANG, LEYTE, TO SIGN AND
APPROVE VOUCHERS

Pursuant to the provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994" and in the exigency of the service in view of the forthcoming retirement of Superintendent Mario R. Melchor in January 1999, Mr. Pablo B. Pedrera, Head Teacher III, Leyte State School of Agriculture, Alangalang, Leyte, is hereby authorized to sign and approve vouchers on salaries and wages, travel allowances of personnel of the aforementioned school, maintenance and operating expenses of not more than twenty thousand pesos (P20,000.00).

This authority shall remain in force and effect until an Officer-In-Charge or a Vocational School Superintendent shall have been appointed or until otherwise revoked.

Pasig City, Philippines, October 19, 1998


ANGEL C. ALCALA
Chairman


MONA D. VALISNO
Commissioner


KATE C. BOTENGAN
Commissioner


ESTER A. GARCIA
Commissioner


ROBERTO N. PADUA
Commissioner

Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE NO. VIII
Surpia Building, Fatima Village
Tacloban City

1st Indorsement
October 5, 1999

Respectfully forwarded to the **Honorable Chairperson,**
Commission on Higher Education, the herein application for the
position of **Vocational School Superintendent II** at the **Leyte State**
School of Agriculture of the incumbent **Officer-In-Charge, Mr. Pablo**
Pedrerera, strongly recommending approval.


BONIFACIO N. ACAPULCO, Ed.D.
Regional Director


BY: _____
DATE: 10/16/99

635-17-67

DIN. Paterin

(635-58-28
638-48-69 OK)

MISSION ON HIGHER EDUCATION
PACIFIC METRO MANILA

10-26-99

10-26-99

10-26-99

KSS Porma Big. 33
(Nerebisa, Setyembre 1993)

nov26:1999

RECEIVED

06-07-99

DATE

Republic of the Philippines
Office of the President

COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE NO. VIII

Surpia Building, Fatima Village
Tacloban City

Ginoong/Gng./Bb. **PABLO B. PEDRERA**

nov26:1999

Kayo ay nahirang na

Vocational Instruction Supervisor I - SG

na may katayuang

Regular Permanent

sa

(Status)

LEYTE STATE SCHOOL OF AGRICULTURE sa pasahod na ONE

(Ahansya)

HUNDRED SIXTY FIVE THOUSAND SEVEN HUNDRED TWENTY

(P165,720) na plso.

Ito ay magkakabisa sa petsa ng pagganap ng tungkulin subalit di aaga sa
petsa ng pagpirma ng puno ng tanggapan o appointing authority.

Ang appointment na ito ay

"Reclassification"

(Orhinal, Promotion, atbp.)

at ayon sa Plantiya Aytem Big. CHED-HTEACH3-3538, Pahina 01

Sumasaluyo,

APPROVED AS REGULAR PERMANENT (X)

BONIFACIO N. ACAPULCO, Ed.D.

Puno ng Tanggapan

6/7/99

Petsa ng Pagpirma

LICAYAL L. GONZAGA
DIRECTOR II

Awtorisadong Opisyal
Komisyon ng Serbisyo Sibil

June 15, 1999
Petsa



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

10 July 2000

Dr. Kate C. Botengan

Commissioner

Commission on Higher Education

DAP Building

Makati City, Metro Manila

Dear *Commissioner Botengan*:

This pertains to the proposed FY 2001 Budget of the Visayas State College of Agriculture (ViSCA) wherein there is a drastic reduction for MOOE from the requested amount of **P56,742,000.00** to **P29,343,000.00**. As discussed during the budget consultation with all SUCs Presidents at the DBM Regional Office last July 7, 2000, the allocation granted is equivalent to 75% of the FY 2000 appropriation plus 5% for board performance, 10% for programs with very high percentage passing and 15% for center of excellence. With these bases of allocating funds, ViSCA should get as much as 100% or the same funding level based on FY 2000 for the following reasons:

1. For the Ag. Engineer Licensure Examination (Sept. 15-17, 1999) – ViSCA got the 1st, 3rd, 7th and 10th places with a passing percentage of 100% compared to the national passing percentage of 55%.
2. For the Forester's Board Licensure Examination (Jun. 22-24, 1999) – ViSCA's passing percentage was 75% while the national passing percentage was only 43.8%.
3. In the 1999 Veterinary Board Licensure Examination (Aug. 17-19, 1999), the institutional passing percentage was 80% and the national passing percentage was 50.1%.
4. For the 1999 Licensure Examination for Teachers (Aug. 8, 1999), the institutional passing percentage for B.S. in Ag. Education was 67% and B.S. in Home Economics was 76%.
5. ViSCA has been adjudged as the Center of Excellence in Agriculture, Ag. Engineering and Forestry and the CHED Zonal Research Center for Region VIII.

However, should additional funds be available, we appeal for an increase in MOOI using our baseline budget of P41.0 million which was our FY 1999 appropriation wherein there were no CSIs integrated to ViSCA yet. If we are given only P29,343,000.00 we will find it difficult to meet the increased operational cost requirement of the main campus and four (4) external campuses. Further reduction in our budget would greatly affect our expanded instructional programs and the continuity of the ongoing research and extension projects/studies.


We also request for a reasonable increase in capital outlays instead of P1.0 million for the major repairs/rehabilitation of buildings/structures and equipment money especially for the CSIs. Their academic buildings and instructional facilities need improvement. In addition, we request for the inclusion of the amount of P10.77 million for the construction of the ViSCA Information Technology Center as recommended and endorsed by Hon. Dante V. Liban and Hon. Gilberto M. Duavit, respectively.

I know this is rather a tall order considering the current budgetary crunch. However, I am still hoping that with your endorsement and intercession something could still be done so as not to marginalize ViSCA this much. I find it difficult to accept that since our budget is big any reduction in budget does not matter. With all our existing programs, every peso counts.

Again, please accept my sincere gratitude for all your support and assistance to ViSCA.

My best wishes and warm regards.

Very truly yours,


PACIENCIA P. MILAN
President

RECAPITULATION OF BUDGET PROPOSALS Utilization of Income (COA Circular No. 2000-002)

Particulars	Main Campus	Alang-alang Campus	Billiran Campus	Isabel Campus	Tolosa Campus	Villaba Campus	TOTAL
I. SOURCE OF INCOME							
Tuition and Other School Fees	2,040,459	294,653	66,500	108,342		50,511	2,560,465
Business Operations	270,256						270,256
Interest on Deposits	133,774						133,774
Rental	371,485						
Miscellaneous	276,590			19,945			296,535
Total Actual Deposits	3,094,564	294,653	66,500	128,287	0	50,511	3,263,030
II. PROJECTED EXPENSES							
A. Personal Services							
Student Labor	100,000	18,000	24,000	2,000			144,000
Honoraria			6,000				6,000
Medical Allowance						50,511	50,511
Sub-total	100,000	18,000	30,000	2,000	0	50,511	200,511
B. M. O. O. E.							
Traveling Expenses	10,000	35,000					45,000
Communication Services	20,000	9,173					29,173
Rep & Maint of Gov't Facilities		20,000		71,764			91,764
Supplies and Materials	364,564	70,000	36,500	29,273			500,337
Illumination, Power & Water	1,700,000	10,000					1,710,000
Training & Seminar Expenses		11,000					11,000
Gasoline, Fuel & Oil		10,000					10,000
Fidelity Bonds & Insurance Prem		20,000					20,000
Library Books & Materials		10,000					10,000
Other Services	100,000	38,450		25,250			163,730
Sub-total	2,194,564	233,653	36,500	126,287	0	0	2,591,004

AYAS STATE COLLEGE OF AGRICULTURE
 Baybay, Leyte
 RECAPITULATION OF BUDGET PROPOSALS
 COA Circular No. 2000-002

RECAPITULATION OF BUDGET PROPOSALS
 Utilization of Income (COA Circular No. 2000-002)

Particulars	Main Campus	Alang-alang Campus	Biliran Campus	Isabel Campus	Tolosa Campus	Villaba Campus	TOTAL
C. Capital Outlays	200,000						200,000
Animal Health Clinic	600,000	43,000					643,000
Equipment Outlay	800,000	43,000	0	0	0	0	843,000
Sub-total							
Total Expenditures	3,094,564	294,653	66,500	128,287	0	50,511	3,634,515

Prepared by:


 NORMA V. CALAY
 FMO

NOTED


 PACIENCIA P. MILAN
 President

15. M. L. Baybay, Jr.

Republic of the Philippines
COURT OF APPEALS
Manila

EIGHTH DIVISION

ARSENIO A. CABACABA and,
TITO C. CEBLANO,
Petitioners,

CA-G.R. SP NO. 57883

- versus -

EUSEBIO C. ORONGAN, ET AL.,
Respondents.

Members:
MABUTAS, R. J., Chairman
DEMETRIA, D., and
SABIO, J., Jr., JJ.

Promulgated:

JUN 28 2000

[Signature]

R E S O L U T I O N

DEMETRIA, D., J.

Acting on the instant petition, the Court hereby
RESOLVES as follows:

(a) In order to preserve the status quo and to avoid complication of the issues, the respondents are hereby **RESTRAINED** from enforcing the **DECISION** of the Office of the Ombudsman (Visayas), docketed as OMB-VIS-ADM-98-0258 and dated 23 August 1999, and **RESOLUTION** No. 14, S. 2000 of the Naval Institute of Technology; and, Resolution No. 14, S. 2000; and

(b) Conditioned upon the timeliness of the motion for extension of time to file comment, the Office of the Solicitor General is granted an extension of sixty (60) days from 10 May 2000 to 9 July 2000, within which to file COMMENT, with a warning that no further extension shall be granted.

SO ORDERED.

CERTIFIED TRUE COPY

DEMETRIA G. DEMETRIA
Associate Justice

WE CONCUR:

[Signature]
ATTY ADELaida C. REYES
Division Clerk of Court
Court of Appeals

[Signature]
RAMON MABUTAS, JR.
Associate Justice

Division

[Signature]
JOSE L. SABIO, JR.
Associate Justice

Republic of the Philippines
Commission on Higher Education
Higher Education Regional Office No. VIII
BILIRAN NATIONAL AGRICULTURAL COLLEGE
Biliran, Biliran

July 24, 2000



The President
ViSCA, Baybay, Leyte

Madame:

I have the honor to submit the attached Resolution from the Co
of Appeals, Manila, restraining from enforcing the decision of the C
budsman (Visayas) docketed as OMB-VIS-ADM-90-0258, dated August 23, 1
and Resolution No. 14, s. 2000 of the Naval Institute of Technology.

For your reference.

Very truly yours,

TITO C. CEBIANO

PROPOSAL FOR THE CENTER FOR CONTINUING EDUCATION TO HOUSE, OFFER AND MONITOR NON-DEGREE TRAININGS

Rationale:

Various departments and centers of ViSCA have always offered non-degree training programs for their target clientele to provide or improve their competencies in their respective jobs or endeavors. These trainings have been mostly conducted in the departments or units offering the activities using ViSCA staff and faculty as coordinators, resource persons, lecturers or trainers and facilitators. However, the units or departments not involved in the training are often not aware that a particular training is scheduled to be conducted, or has been already conducted. The present system of advertising, offering, and monitoring ViSCA's non-degree trainings will be improved if these are scheduled, housed and monitored by a specific unit in ViSCA such as the Center for Continuing Education (CCE). The CCE will not duplicate but complement the role of the Agricultural Training Institute-National Training Center (ATI-NTC) located in ViSCA as the latter conducts trainings which have been pre-identified and funded by ATI itself.

Objectives:

The Center is envisioned to:

1. Develop a monitoring system of collecting and compiling information of ViSCA non-degree training programs and activities;
2. Provide timely information that shall enable training management to redirect, whenever necessary, the implementation of a training program toward a more efficient and effective achievement of training goals or objectives;
3. Feed back information to users to serve as bases for corrective action particularly as regards review, evaluation, planning, coordination and policy decisions; and
4. Package and advertise the non-degree trainings of the College.

Target Clientele:

The CCE shall offer non-degree and non-formal training programs and crash courses for farmers, fisherfolks, households, out-of-school youth, researchers, extensionists, managers.

teachers, administrators, administrative staff, and concerned organizations to answer the need for organizational competency and civic consciousness.

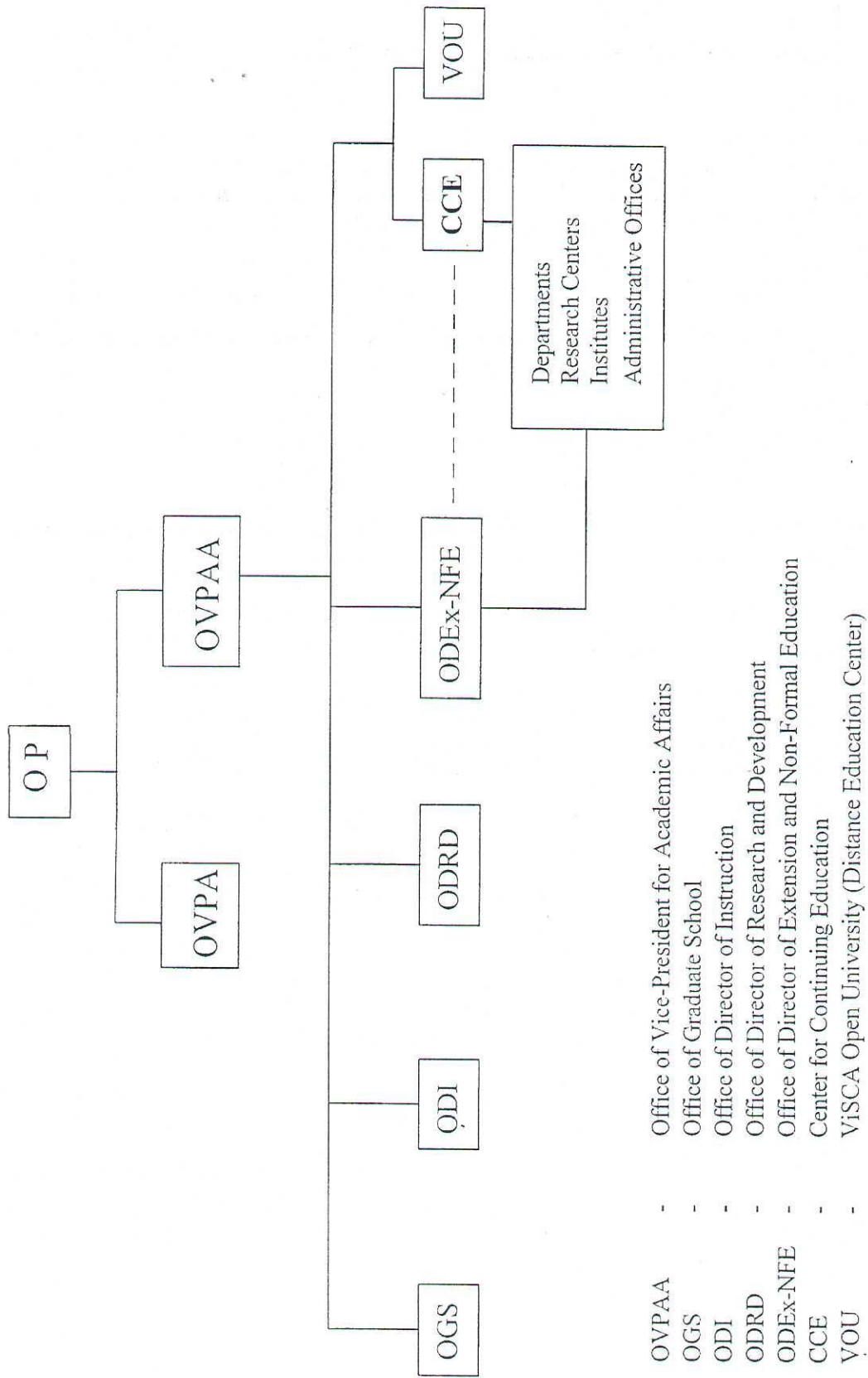
Programs:

Among others, training programs on the following areas will be designed and conducted with expertise provided by ViSCA faculty and staff: Improved Rural Productivity in Crops, Livestock and Fishery; Strengthened Institutional Support to Farmers' and Fisherfolks' Organizations; Sustained Environmental Protection and Conservation; Capability Building of LGUs, Farmers, Women and Out of School Youth; Research Planning and Implementation; Extension Strategies and Approaches; Women in Development and Other Gender Issues; Values Reorientation; Teaching-Learning Ideology, Pedagogy and Technology; Administration and Supervision; Review Classes for Professional Board and Licensure Exams; and Competency Enhancement and Re-Tooling of Employees in Government and Non-Government Organizations.

Implementing Rules/Guidelines:

The following guidelines shall be observed in conducting the trainings:

1. There will be two ways by which ViSCA non-degree trainings will be initiated or organized: (a) by request of funding agency or sponsoring institutions, and (b) by proposal prepared and sponsored by ViSCA unit or staff.
2. The implementation of training activities will be assigned to working committees. The CCE In-charge is the central contact person who provides the leadership in coordinating the working committees.
3. The CCE staff will assist the Training Management Group created for the purpose in evaluating the training program. The Center will also be charged with undertaking the monitoring function. A monitoring report shall contain information on the nature of training, objectives of the training, participants, methodology, venue, staff and units involved, training costs, problems and recommendations.



- OVPA - Office of Vice-President for Academic Affairs
- OGS - Office of Graduate School
- ODI - Office of Director of Instruction
- ODRD - Office of Director of Research and Development
- ODEx-NFE - Office of Director of Extension and Non-Formal Education
- CCE - Center for Continuing Education
- VOU - VISCA Open University (Distance Education Center)

ACTION MEMORANDUM

TITLE: Appointment of Part -Time Teachers for Confirmation

INFORMATION

The concerned department requested the College President, thru channels, the appointment of part-time teachers to teach specific courses. The Academic Personnel Board (APB) recommended the same to the College President for Board approval

ACTION REQUIRED

Confirmation by the Board the appointment of the part-time teachers effective on the date specified.

PROPOSED RESOLUTION

Board Resolution No. ___, s. 2000

Confirming the appointment of the following ViSCA Part-Time Teachers effective on the dates specified subject to existing rules and regulations:

	Name	Department	Effectivity
1.	SALEM, Virginia	ViSCA-INAVS	07/19/2000
2.	TEMPORADA, Stephen	ViSCA-INAVS	07/19/2000
3.	COBACHA, Federico	ViSCA-INAVS	07/19/2000
4.	CORACEL, Anadels	ViSCA-INAVS	07/19/2000
5.	SAJORDA, Verna Joy	ViSCA-INAVS	07/19/2000

Board Action: **CONFIRMED**
Date: 10 August 2000

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPOINTMENT OF SUBSTITUTES
FOR BOT CONFIRMATION

EFFECTIVITY

June 30, 2000

A.	ISABEL NATIONAL AGRICULTURAL VOC'L SCHOOL		APB Minutes
1.	SALEM, Virginia M.	Teacher 1	07/19/2000
2.	TEMPORADA, Stephen	Instructor 1	07/19/2000
3.	COBACHA, Federico O.	Instructor 1	07/19/2000

Submitted by


MYRNA M. AVILA
OIC Director, HRMDO
(080300)

NOTED:

PACIENCIA P. MILAN
President

APPOINTMENT OF PART-TIME INSTRUCTORS
FOR BOT CONFIRMATION

EFFECTIVITY

June 30, 2000

ISABEL NATIONAL AGRICULTURAL VOC'L SCHOOL

APB Minutes

1.	CORACEL, Anadels	Instructor 1	07/19/2000
2.	SAJORDA, Verna Joy	Instructor 1	07/19/2000

Submitted by:



MYRNA M. AVILA
OIC Director, HRMDO
(080300)

ED:

PACIENCIA P. MILAN
President

EXCERPT FROM THE
MINUTES OF THE MEETING OF THE ACADEMIC PERSONNEL BOARD
DATED JULY 19, 2000

5. Request of INAVS Personnel Committee to fill-up vacant academic based on promotion and to hire substitutes due to leave without of the incumbents, to wit:

<u>Name</u>	<u>Present Position/SG</u>	<u>Proposed Position/SG</u>	<u>Remarks</u>
a. Ruizo, Manolita C.	Teacher III G-12	Instructor I/G-12	vice D. Bautista
b. Carillas, Alberto L.	Teacher I/G-10	Teacher III/G-12	vice M. Ruizo
c. Amodia, Jorge C.	Part-time	Teacher I/G-10	vice A. Carilla
d. Temporada, Stephen	-	Instructor I	vice E. Braga (s
e. Cobacha, Federico O.	-	Instructor I	vice P. Cosiñero (s
f. Salem, Virginia M.	-	Teacher I	vice A. Aliña (s

APB Action:

Recommending for approval to hire substitutes namely Virginia M. Salem and Mssrs. Stephen Temporada and Federico Cobacha.

However, filling-up of vacant academic items through promotion is not allowed based on existing College policy. Based on Policy, however, the present position title of the incumbent converted to the upgraded/reclassified rank based on the evaluation result subject to certain limitations. Hence, one is not deprived of his/her right to be promoted. Any vacant position shall be published/advertized and anybody can apply for the said vacant position.

7. Recommendation of the INAVS Personnel Committee to hire two part-time instructors, namely:

- a. Coracel Andales
- b. Verna Joy Sajorda

APB Action:

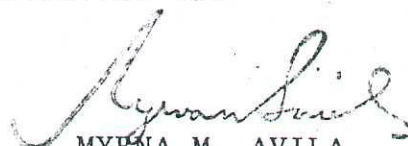
Recommending for approval to hire on job contract basis since INAVS has no available funds to pay the salary of part-time instructors.

9. Recommendation of the DPP Personnel Committee for the change employment status from Temporary to Permanent of Dr. Bernadito Germano.

APB Action:

Recommending for approval to take effect upon BOT approval.

Submitted by:



MYRNA M. AVILA
OIC Director, HRMDO
(080300)

ACTION MEMORANDUM

TITLE: Appointment of Regular-Temporary Personnel for Confirmation

INFORMATION

The recommendation for the appointment was prepared by the Human Resource Development and Management Office (HRMDO) after passing through channels. The College President recommends the renewal of their appointment for BOT confirmation.

ACTION REQUIRED

Confirmation by the BOT of the renewal of appointment of the listed staff subject to existing rules and regulations.

PROPOSED RESOLUTION

Board Resolution No. ___, s. 2000

Confirming the appointment of the following ViSCA Regular-Temporary personnel subject to existing rules and regulations:

	<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
1.	BASTASA, Gavino N.	Instructor 1	10/01/00
2.	SEDIGO, Erna Teresita J.	Instructor 111	10/01/00
3.	SINON, Feliciano G.	Instructor 111	10/22/00
4.	ABENOJA, Evelio A.	Instructor 11	11/01/00
5.	AMESTOSO, Nilda T.	Instructor 1	11/01/00
6.	CESAR, Senona A.	Instructor 1	11/01/00
7.	DEAN, Napoleon B.	Sci. Res. Analyst	11/01/00
8.	DIPUTADO, Ma. Luisa E.	Instructor 111	11/01/00
9.	ESPINA, Dinah M.	Asst. Professor 1	11/01/00
10.	GABUNADA, Francisco G. Jr.	Instructor 111	11/01/00
11.	GONZAGA, Zenaida C.	Instructor 11	11/01/00
12.	JADINA, Beatriz C.	Instructor 1	11/01/00
13.	MORENO, Luz C.	Instructor 11	11/01/00
14.	NUNEZ, LiLian B.	Instructor 1	11/01/00
15.	RAMIREZ, Ludito V.	Instructor 1	11/01/00
16.	RAMOS, Arsenio D.	Instructor 111	11/01/00
17.	SALAS, Rosario A.	Instructor 11	11/01/00
18.	TABADA, Ma. Aurora Teresita W.	Instructor 111	11/01/00
19.	TUdTUD, Ma. Epifania G.	Instructor 111	11/01/00
20.	BELONIAS, Beatriz S.	Instructor 11	11/01/00
21.	RAMONEDA, Brenda M.	Instructor 111	11/01/00
22.	VILLOCINO, Aleli A.	Instructor 1	11/01/00
23.	ARMECIN, Romel B.	Instructor 1	11/01/00
24.	LAMBERT, Aloysius Glenroy	Professor V1	11/01/00
25.	BALES, Milagros C.	Asst. Prof. 1V	11/01/00
26.	CALUNANGAN, Victor D.	Instructor 1	11/01/00
27.	CAPUNO, Rufina F.	Instructor 111	11/01/00
28.	INOFERIO, Fermin P.	Instructor 1	11/01/00
29.	MENDOZA, Analyn A.	Instructor 1	11/01/00

30.	NAPIZA, Mylene D.	Instructor 1	11/01/00
31.	PASA, Arturo E.	Instructor 1	11/01/00
32.	POLIKUIT, Rosalina D.	Instructor 1	11/01/00
33.	POMIDA, Argina M.	Instructor 1	11/01/00
34.	RAMAL, Allan A.	Instructor 1	11/01/00
35.	RAMOS, Ma. Nena Q.	Instructor 1	11/01/00
36.	TAN, Daniel Leslie S.	Instructor 1	11/01/00
37.	ARCENA, Christina R.	Instructor 1	11/01/00
38.	GREGORIO, Nestor O.	Instructor 1	11/01/00
39.	POLINAR, Anatolio N.	Instructor 1	11/01/00
40.	NUNEZ, Gina M.	Instructor 1	11/03/00
41.	MAZO, Analyn M.	Instructor 1	11/01/00
42.	OCLARIT, Elvira L.	Instructor 1	11/01/00
43.	SALES, Jude Nonie A.	Instructor 1	11/01/00
44.	MONSALES, Lotis A.	Instructor 1	11/16/00
45.	ABELA, Rosario P.	Instructor 1	12/01/00
46.	ARMENIA, Pedro T.	Asso. Prof. V	12/01/00
47.	BERNADOS, Simeon, Jr. C.	Asst. Prof. 111	12/01/00
48.	BULAYOG, Ma. Salome B.	Asst. Prof. 1V	12/01/00
49.	DUMAGUING, Nancy V.	Asst. Prof. 1	12/01/00
50.	GABUNADA, Fe M.	Asst. Prof. 11	12/01/00
51.	LORETO, Alan B.	Asst. Prof. 1V	12/01/00
52.	LORETO, Ma. Theresa P.	Asst. Prof. 11	12/01/00
53.	MANGAOANG, Yolanda D.	Asst. Prof. 11	12/01/00
54.	MESORADO, Norma B.	Asst. Prof. 11	12/01/00
55.	PALOMA, Lucy B.	Asso. Prof. 1	12/01/00
56.	PATINDOL, Teofanes A.	Asst. Prof. 1	12/01/00
57.	PRESBITERO, Lydia V.	Asst. Prof. 1V	12/01/00
58.	QUIMIO, Justino M.	Asst. Prof. 1V	12/01/00
59.	ROA, Juliet R.	Instructor 111	12/01/00
60.	SALABAO, Analita A.	Asst. Prof. 1V	12/01/00
61.	TULIN, Anabella B.	Asso. Prof. V	12/01/00
62.	PRADO, Louis P.	ECET 1	12/07/00
63.	LINA, Dario L.	Instructor 1	12/16/00
64.	IGOT, Leopoldo P.	Carpenter 1	12/06/00
65.	DEAN, Anna Leah A.	Instructor 1	12/01/00
66.	BINONGO, Suzette B.	Instructor 1	12/01/00

BOT Action: CONFIRMED
Date: 10 August 2000

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.	BASTASA, Gavino N.	Instructor 1	10/01/00
2.	SEDIGO, Erna Teresita J.	Instructor 111	10/01/00
3.	SINON, Feliciano G.	Instructor 111	10/22/00
4.	ABENOJA, Evelio A.	Instructor 11	11/01/00
5.	AMESTOSO, Nilda T.	Instructor 1	11/01/00
6.	CESAR, Senona A.	Instructor 1	11/01/00
7.	DEAN, Napoleon B.	Sci. Res. Analyst	11/01/00
8.	DIPUTADO, Ma. Luisa E.	Instructor 111	11/01/00
9.	ESPINA, Dinah M.	Asst. Professor 1	11/01/00
10.	GABUNADA, Francisco G. Jr.	Instructor 111	11/01/00
11.	GONZAGA, Zenaida C.	Instructor 11	11/01/00
12.	JADINA, Beatriz C.	Instructor 1	11/01/00
13.	MORENO, Luz C.	Instructor 11	11/01/00
14.	NUNEZ, LiLian B.	Instructor 1	11/01/00
15.	RAMIREZ, Ludito V.	Instructor 1	11/01/00
16.	RAMOS, Arsenio D.	Instructor 111	11/01/00
17.	SALAS, Rosario A.	Instructor 11	11/01/00
18.	TABADA, Ma. Aurora Teresita W.	Instructor 111	11/01/00
19.	TUDTUD, Ma. Epifania G.	Instructor 111	11/01/00
20.	BELONIAS, Beatriz S.	Instructor 11	11/01/00
21.	RAMONEDA, Brenda M.	Instructor 111	11/01/00
22.	VILLOCINO, Aleli A.	Instructor 1	11/01/00
23.	ARMECIN, Romel B.	Instructor 1	11/01/00
24.	LAMBERT, Aloysius Glenroy	Professor VI	11/01/00
25.	BALES, Milagros C.	Asst. Prof. IV	11/01/00
26.	CALUNANGAN, Victor D.	Instructor 1	11/01/00
27.	CAPUNO, Rufina F.	Instructor 111	11/01/00
28.	INOFERIO, Fermin P.	Instructor 1	11/01/00
29.	MENDOZA, Analyn A.	Instructor 1	11/01/00
30.	NAPIZA, Mylene D.	Instructor 1	11/01/00
31.	PASA, Arturo E.	Instructor 1	11/01/00
32.	POLIQUIT, Rosalina D.	Instructor 1	11/01/00
33.	POMIDA, Argina M.	Instructor 1	11/01/00
34.	RAMAL, Allan A.	Instructor 1	11/01/00
35.	RAMOS, Ma. Nena Q.	Instructor 1	11/01/00

36.	TAN, Daniel Leslie S.	Instructor 1	11/01/00
37.	ARCENA, Christina R.	Instructor 1	11/01/00
38.	GREGORIO, Nestor O.	Instructor 1	11/01/00
39.	POLINAR, Anatolio N.	Instructor 1	11/01/00
40.	NUNEZ, Gina M.	Instructor 1	11/03/00
41.	MAZO, Analyn M.	Instructor 1	11/01/00
42.	OCLARIT, Elvira L.	Instructor 1	11/01/00
43.	SALES, Jude Nonie A.	Instructor 1	11/01/00
44.	MONSALES, Lotis A.	Instructor 1	11/16/00
45.	ABELA, Rosario P.	Instructor 1	12/01/00
46.	ARMENIA, Pedro T.	Asso. Prof. V	12/01/00
47.	BERNADOS, Simeon, Jr. C.	Asst. Prof. 111	12/01/00
48.	BULAYOG, Ma. Salome B.	Asst. Prof. 1V	12/01/00
49.	DUMAGUING, Nancy V.	Asst. Prof. 1	12/01/00
50.	GABUNADA, Fe M.	Asst. Prof. 11	12/01/00
51.	LORETO, Alan B.	Asst. Prof. 1V	12/01/00
52.	LORETO, Ma. Theresa P.	Asst. Prof. 11	12/01/00
53.	MANGAOANG, Yolanda D.	Asst. Prof. 11	12/01/00
54.	MESORADO, Norma B.	Asst. Prof. 11	12/01/00
55.	PALOMA, Lucy B.	Asso. Prof. 1	12/01/00
56.	PATINDOL, Teofanes A.	Asst. Prof. 1	12/01/00
57.	PRESBITERO, Lydia V.	Asst. Prof. 1V	12/01/00
58.	QUIMIO, Justino M.	Asst. Prof. 1V	12/01/00
59.	ROA, Juliet R.	Instructor 111	12/01/00
60.	SALABAO, Analita A.	Asst. Prof. 1V	12/01/00
61.	TULIN, Anabella B.	Asso. Prof. V	12/01/00
62.	PRADO, Louis P.	ECET 1	12/07/00
63.	LINA, Dario L.	Instructor 1	12/16/00
64.	IGOT, Leopoldo P.	Carpenter 1	12/06/00
65.	DEAN, Anna Leah A.	Instructor 1	12/01/00
66.	BINONGO, Suzette B.	Instructor 1	12/01/00



MYRNA M. AVILA
OIC Director, HRMDO

NOTED:

PACIENCIA P. MILAN
President

ACTION MEMORANDUM

TITLE: **Change of Appointment Status**

INFORMATION

1. The respective departments reviewed the credentials of their staff and recommended to the Academic/Non-Academic Personnel Board for the change of appointment status.
2. The Academic/Non-Academic Personnel Board reviewed the credentials of the staff and recommended those qualified, based on the Merit System, for BOT approval.

ACTION REQUIRED

Approval by the Board on the change of appointment status

PROPOSED RESOLUTION

BOT Resolution No. ___, s. 1999

Approving the change of appointment status from temporary to permanent of the following staff subject to the existing rules and regulations. This shall take effect immediately.

Name	Position	Date Recommended
1. GERMANO, Bernardita	Asst. Professor 4	19 July 2000

BOT Action: APPROVED
Date: 10 August 2000

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

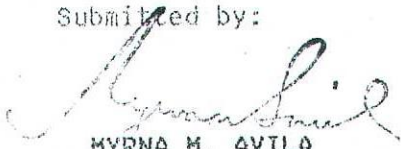
TEMPORARY ACADEMIC STAFF
RECOMMENDED FOR PERMANENCY

FOR BOT APPROVAL

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
ERMANO, Bernardita P.	Asst. Professor 4	Upon BOT approval

e: Recommendation has been passed through the Academic Personnel Board.
(dtd.071900)

Submitted by:


MYRNA M. AVILA
OIC HRMDO(080300)

ed:

PACIENCIA P. MILAN
President

EXCERPT FROM THE
MINUTES OF THE MEETING OF THE ACADEMIC PERSONNEL BOARD
DATED JULY 19, 2000

9. Recommendation of the DPP Personnel Committee for change of employment status from Temporary to Permanent Dr. Bernadita P. Germano.

APB Action:

Recommending for approval to take effect upon approval.

Submitted by:



MYRNA M. AVILA
OIC Director, HRMDO
(080300)