

MINUTES OF THE 128th University ADCO MEETING
Monday – 26 February 2018
2/F Center for Continuing Education Building
Visayas State University Main Campus
Visca, City of Baybay, Leyte

ATTENDANCE:

A. Present

1. ABAMO, Antonio P.	Dean, College of Management and Economics
2. AMPAC, Louella C.	Director for Finance
3. ARMECIN, Romel B.	Director, ecoFARMI
4. ASIO, Victor B.	Dean, College of Agriculture and Food Science
5. BELONIAS, Beatriz S.	Vice President for Instruction
6. CALIBO, Candelario L.	Dean, College of Arts & Sciences
7. CAMOYING, Obdulia G.	Dean, VSU Tolosa
8. CAPUNO, Othello B.	Vice President for Research & Extension
9. CARILLAS, Alberto L.	Dean, VSU Isabel
10. CENIZA, Ma. Juliet C.	Director, NCRC-Visayas
11. CUADRA, Lijuera J.	Dean, College of Education
12. ESGUERRA, Erlinda S.	Head, Accounting Office
13. FERRAREN, Dilberto O.	Vice President for Planning, Resource Generation & External Affairs
14. LAÑADA, Eugene B.	Dean, College of Veterinary Medicine
15. LORETO, Manolo Jr. B.	Dean of Students
16. MAGNO, Jesusa M.	Dean, College of Nursing
17. PA TINDOL, Remberto A.	Vice President for Administration & Finance
18. PEQUE, Dennis P.	Dean, College of Forestry & Environmental Science
19. RONA, Manuel B.	Dean, VSU Alangalang
20. SAZ, Efren B.	Director for Development & Extension
21. SINON, Feliciano G.	Director, NARC
22. TUDTUD, Daniel Jr. M.	Board/University Secretary
23. TULIN, Anabella B.	Dean, Graduate School
24. TULIN, Edgardo E.	PRESIDENT & CHAIRMAN
25. VALENZONA, Mario Lilio P.	Director, General Services
26. VASQUEZ, Erlinda A.	Director, PhilRootcrops
27. VELASCO, Eliezer L.	Head, University Registrar's Office
28. VELOSO, Merlita D.	Dean (OIC), VSU Villaba

B. Not Present

1. BACUSMO, Jose L.
2. CANO, Lourdes B.
3. GUARTE, Roberto C.
4. PARDALES, Andreli D.
5. ZAFICO, Josephine O.

Represented by/Remarks

has comprehensive exam

C. Others Present

1. ABELLA, Rosario	Principal, VSU-LHS
2. BULAYOG, Ernesto F.	VSUFA Representative
3. GUINOCOR, Rysan C.	Attorney IV
4. GUMAOD, Celso	Chief, VSU Security Force
5. TRUYA, Rizalina D.	Principal, Senior High School

1 **I. ROLL CALL**

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

4 The University Secretary informed the President that there was a quorum of
5 UADCO members present for the 128th UADCO meeting.

6 **II. CALL TO ORDER**

7 President Edgardo E. Tulin, after ascertaining that there was a quorum, welcomed
8 all UADCO members and called the meeting to order at 9:20 A.M.

9 The President informed the Council that this is a Regular Meeting and will again
10 be a “marathon” meeting considering the number of issues for discussion which will be
11 submitted to the Governing Board in the coming 1st Quarter BOR meeting.

12 **III. PRESIDENT’S REPORT**

13 The President reported the following major activities and accomplishments for the
14 1st Quarter of 2018.

15 **Administration:**

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- 17 • Presentation of VSU Milestones for 2018 and FY 2018 GAA Budget to Top VSU
 - 18 Administrators and Deans of External Campuses, Jan 5, 2018
 - 19 • Participated in the National Land Summit 2018, Jan. 16-17, 2018, Manila Hotel,
 - 20 Manila
 - 21 • Attended in the Joint RRDCC Chairpersons, Consortium Directors and PCAARRD
 - 22 Directorate’s Meeting, Jan. 25, 2018, PCAARRD, Los Banos, Laguna
 - 23 • Attended initial meeting as member of PASUC Committee on the Rubrics of Criteria
 - 24 for SUC President, Feb. 12, 2018, PASUC Office, Quezon City
 - 25 • Attended the VSU-Faculty Association Annual Assembly Meeting and presented
 - 26 Milestones for 2018, Feb. 15, 2018
 - 27 • Attended and Introduced the Guest Speaker for the 2018 SCUAA National Games,
 - 28 Feb. 18, 2018, University of Antique, Sibalom, Antique
 - 29 • Participated in the CSC’s Seminar on ORA-OHRA for Leaders, Feb. 21-22, 2018,
 - 30 J Mall, Mandaue City
 - 31 • Presented proposal entitled “Establishment of Forest Products Innovation Center at
 - 32 VSU” during 1st Q meeting of RDC-EDC 8 last Mar. 6, 2018
 - 33 • Attended the 20th Phil. Carabao Center Board Meeting, Mar. 15, 2018 at Manila
 - 34 • Attended consultation meeting with Senator Sherwin Gatchalian re: RA 10931 issues
 - 35 last Mar. 16, 2018 at Manila
 - 36 • Courtesy meetings with external stakeholders:
 - 37 - Meeting with Engr. Esperancilla of DOST 8 re: Abaca project, Jan. 5, 2018
 - 38 - Meeting with illegal settlers on VSU landholdings, Jan. 10, 2018
 - 39 - Visit of HR Director, Ormoc Doctor’s Hospital, Jan. 10, 2018
 - 40 - Visit of Dr. Niklas Andersson, Novia University, Finland, Jan. 18, 2018
 - 41 - Meeting with Mr. Zhou Wei, Chinese Collaborator, Feb. 1, 2018
 - 42 - Visit of Central Philippines State University President and officials, Feb. 5-6,
 - 43 2018

- Visit of 26 geographers from Czech Republic, Feb. 13, 2018
- Visit of Dr. Pinsky and graduate students from Rutgers University, Mar. 2, 2018
- Visit of Zoological Society of London staff, Mar. 12, 2018
- Meeting with Dr. & Mrs. Veldkamp of Univ. of Goettingen, Mar. 12, 2018

• Status of Infrastructure Projects

No	Project	% Completion
1	Construction of Animal Disease and Diagnostic Laboratory Building (INFRA-15-04)	90.35%
2	Construction of Food Innovation Laboratory Building (INFRA-15-05)	100%
3	Expansion of CME Building (INFRA-16-02)	96.14%
4	Construction of Perimeter Fence for VSU-Tolosa (INFRA- 16-04)	100%
5	Construction of Two-Storey Academic Building for VSU- Isabel (INFRA-17-01-A)	100%
6	Construction of Two-Storey Academic Building for VSU- Villaba (INFRA-17-01-B)	100%
7	Construction of Two-Storey Academic Building for VSU- Tolosa (INFRA-17-02-A)	100%
8	Construction of Two-Storey Academic Building for VSU- Alangalang (INFRA-17-02-B)	100%
9	Construction of Two-Storey RCCRDC Building (INFRA-17- 03)	90%
10	Construction of Three-Storey Innovation Building (INFRA- 17-06)	25%
11	Renovation of VSU Manila Office (INFRA-17-05)	50%
12	Renovation of VSU Cebu Office (INFRA-17-07)	25%
13	Renovation of Biodiversity Museum Building (INFRA-17- 09)	50%
14	Construction of Western Campus Perimeter Fence for VSU Tolosa (INFRA-17-08)	70%
15	Biotech Building	95%
16	Labra Cottage	50%
17	Student Dormitory	50%

• Seminar/Trainings conducted by Administration:

Date	Title of Training	No. of Participants
Feb. 5, 2018	Presentation of VSU Milestones for 2018 and PASUC Output of the Revised Organizational Structure and Staffing Standards	66
Feb 7, 2018	Echo-Seminar Workshop on 1 st Association of Education Researchers and Trainers (ASSERT) National Convention on Outcome-Based Education	75
Feb 16-17, 2018	Seminar-Workshop on Classification and Regression Trees (CART)	26
Feb. 22-23, 2018	Seminar-Workshop on Mentoring and Coaching for Effective Performance	54

Instruction:

- Enrollees for SY 2017-2018

	1 st sem	2 nd sem
Level	No. of Enrollees	No. of Enrollees
Undergrad	5029	4862
Graduate	456	380
On campus	420	371
Open Univ.	36	9
Total	5485	5242

- Administer VSU College Admission Test at different testing centers

Date	Venue	No. of Takers
Feb. 17, 2018	VSU Tolosa	886
	VSU Alangalang	573
	VSU Isabel	375
	VSU Villaba	177
Feb. 24, 2018	VSU Main	1560
	Leyte National HS, Tacloban City	535
Mar. 3, 2018	Maasin, So. Leyte	91
	Ubay, Bohol	72
	Tagbilaran City	146
Mar. 4, 2018	Abellana National HS, Cebu City	54
Mar. 10, 2018	Bacolod City	7
	Butuan City	37
	Surigao City	36
	Calbayog City	42
	Borongan City	18
Mar. 17, 2018	VSU Main Campus	1181
	Total	5790

- Quality Assurance

Date	Activity	Preliminary Result
Jan. 22-24, 2018	Washington Accord Accreditation for BS Ag. Engineering and BS Civil Engineering programs	<p>There is no final statement from PTC-ACBET yet. During the exit conference, accreditors reported that the two degree programs got No Deficiency rating in all the nine (9) accreditation criteria.</p> <p>The programs are in full compliance with three (3) criteria, namely: Criterion 2 on <i>Student Outcomes</i>; Criterion 4 on <i>Faculty and Support Staff</i>; and Criterion 7 on <i>Leadership and Institutional Support</i>. Some Weaknesses were noted on five criteria, namely: <u>Criterion 1: Program Educational Objectives</u>, <u>Criterion 3: Students</u>, <u>Criterion 5: Curriculum</u>, <u>Criterion 6: Facilities and Learning Environment</u>, and <u>Criterion 9: Continuous Quality Improvement</u>.</p> <p>The two programs got a “Concern” rating on <u>Criterion 8: Extension, Community Oriented Programs</u>, Industry-Academe Linkage.</p>

Feb. 18-19, 2018	AACCUP Accreditation – Level III Phase 2 on 8 degree programs: BS Chemistry, Biology, Food Technology, Forestry, Agricultural Engineering, Development Communication, Computer Science and Doctor of Veterinary Medicine.	Official result will be confirmed by the AACCUP Board in one to two months. During the exit conference, Dr. Corpus informed VSU that his “congratulations” signals that all of the 8 programs passed the accreditation with some recommendations for improvement.
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- Quality Assurance Awards Received by VSU during the AACCUP Annual National Convention held on March 7 – 9, 2018 at the Waterfront Cebu City Hotel
- 1. Institutional Accreditation: Level III Re-accredited Status
- 2. Program Accreditation: Level IV Re-accredited Status (for the period 01 June 2017 to 31 May 31, 2021)
 - a. Master of Agricultural Development - Education (Majors: Agricultural Education, Agricultural Extension, Development Communication);
 - b. Master of Agricultural Development – Agriculture (Majors: Agronomy, Animal Production, Entomology, Plant Pathology, Plant Protection & Agricultural Economics)
 - c. Master of Science (MS) – Agriculture (Majors: Agronomy, Animal Science, Horticulture, Soil Science, Plant Protection, Entomology, Plant Pathology, Weed Science and Agricultural Economics)
 - d. Master of Science (MS) – Education (Majors: Agricultural Education, Agricultural Extension, and Development Communication)
- 3. Program Accreditation: Level IV Re-accredited Status (January 1, 2018 to December 31, 2021)
 - a. Bachelor of Science in Agribusiness (BSAB)
 - b. Bachelor of Animal Science (BAS)
- 4. Program Accreditation: Level III Re-accredited^b Status (June 2017 to May 2018)
 - a. Bachelor of Elementary Education
 - b. Bachelor of Secondary Education (Majors: Mathematics and MAPEH)

(Note: These programs already passed Level III Phase 1 accreditation and have already submitted the mandatory requirements to be awarded Level IV Re-accredited status)

• Faculty Scholarship pursuing graduate studies

Level	No. of Faculty
PhD	3
MS	3

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• No. of faculty finished graduate studies during the 1st Q 2018

Level	No. of Faculty
PhD	2

• Curricular proposals under Review by the University Curriculum Committee

- 1. Proposal to adopt the new General Education (GE) courses (CMO 23, series of 2013) in the undergraduate programs offered by VSU

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- 2. Proposal to Offer the Revised Bachelor of Science in Statistics Program in Compliance to CMO No. 42, s. 2017
 - 3. Proposal to Offer Master of Science in Statistics
 - 4. Proposal to Change the Schedule of Master of Science Major in Forestry from Weekdays to Weekend
 - 5. Proposal to Offer the Revised BS Biology Curriculum to Comply with CMO No. 49, s. 2017
 - 6. Proposal to Offer the Revised BS Nursing in Compliance to CHED Memorandum Order (CMO) 15, s. 2017
 - 7. Proposal to Offer the Revised BS Chemistry Program in Compliance to CMO 47, s. 2017 with Several Tracks
 - 8. Proposal to Offer the Revised Bachelor of Science in Economics Curriculum in Compliance to CHED Memorandum Order No. 32, series of 2017
 - 9. Proposal to Offer the Revised Bachelor of Science in Agricultural Engineering (BSAE) to Bachelor of Science in Agricultural and Biosystems Engineering (BSABE) in Compliance with CMO No. 94, series of 2017
 - 10. Proposal to Offer the Revised Bachelor of Science in Civil Engineering (BSCE) in Compliance with CMO No. 92, series of 2017
 - 11. Proposal to Offer the Revised Bachelor of Science in Computer Science (BSCS) in Compliance with CMO No. 25, series of 2015
 - 12. Proposal to Offer the Revised Bachelor of Science in Geodetic Engineering (BSGE) in Compliance with CMO No. 89, series of 2017
 - 13. Proposal to Offer the Revised Bachelor of Science in Mechanical Engineering (BSME) in Compliance with CMO No. 97, series of 2017
 - Conducted 2nd VSU Culture and Arts Festival last Feb. 27, 2018
- Research and Extension**
- Number of ongoing research and extension projects:

Source of funds	No. of research projects	No. of extension projects
VSU-funding	134	28
Local-funding	58	5
Foreign-funding	18	2
Total	210	35

- Newly funded research projects for 2018

- Development of Tissue Culture Technique(s) for Mass Production of Selected Bamboo Species funded by PCAARRD

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- Biochemical Characterization and Phytochemical Profiling of Underutilized Root and Tuber Crops for Increased Utilization and Product Development Options funded by DA-BAR
- SP-ISP Business Launching and Products Exhibit on January 26, 2018 at Robinsons Place, Tacloban City
- Inception meeting of PCAARRD-funded Bamboo Project, Jan. 31, 2019
- Program Review on Enhancing Productivity and Marketability of Queen Pineapple on Feb 6-7, 2018 at VSU
- Inception meeting and planning workshop of ACIAR-funded “*Forest Landscape Restoration*” Project, Feb. 9, 2018
- VSU-TVET Accomplishments
 - a) Two personnel finished their TM course and passed the assessment
 - b) Acquired 5 scholarship slots for the TM course
 - c) Availment of Three Hundred Thousand Pesos (P300,000) for the purchase of EIM NC III Equipment and facilities needed for its migration (EIM NC II to EIM NC III)
- List of MOA forged for BOR Confirmation:

No.	Collaborator/s	Address of Collaborator/s	Nature of Collaboration/ Title of Project	Amount of Grant
Local:				
1	Municipality of Hindang, Leyte	Hindang Municipal Hall, Hindang, Leyte	Collaboration between Municipality of Hindang and the College of Veterinary Medicine- veterinary services for the maintenance and improvement of health and productivity	
2	Philippine Associated Smelting and Refining Corporation	Leyte Industrial Development Estate (LIDE), Isabel, Leyte	Marine Flora and Fauna Assessment of the Coastal Area Surrounding PASAR Corporation	90,000.00
3	National Economic Development Authority - RO 8	Government Center, Candahug, Palo, Leyte	Conduct of Impact Evaluation Study on the Agrarian Reform Infrastructure Support Project, Phase III (ARISP III) in Eastern Visayas	3,500,000.00
4	National Economic Development Authority - RO 8	Government Center, Candahug, Palo, Leyte	Conduct of Impact Evaluation Study on the Agri-Pinoy Livestock Program (A-PLP) in Samar Island	3,000,000.00

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5	Department of Agrarian Reform - RO 8	Sto. Niño Extension, Tacloban City	Livestock Integration To Enhance Productivity and Profitability of Coco-Based Farming Systems (Dairy Cow Enterprise), in Biliran	833,000.00
6	Agricultural Training Institute-Regional Training Center VIII	VSU, Visca, Baybay City, Leyte	NC III Certification: Harnessing Students' Capacities in Agricultural Crop Production	440,000.00
7	Agricultural Training Institute-Regional Training Center VIII	VSU, Visca, Baybay City, Leyte	"Extension Support to Rootcrops for Food and Livelihood Resilience in Yolanda Affected Communities and Expansion Focus Sites"	4,562,000.00
8	LGU of Villaba	Villaba	"Developing Sweet Potato Value Chains for Food in Leyte and Samar" under the Sweet Potato Industry-Strategic Program (SP-ISP)	
9	LGU of Palompon, Leyte	Palompon, Leyte	"Developing Sweet Potato Value Chains for Food in Leyte and Samar" under the Sweet Potato Industry-Strategic Program (SP-ISP)	
10	LGU of Basey, Samar	Basey, Samar	"Developing Sweet Potato Value Chains for Food in Leyte and Samar" under the Sweet Potato Industry-Strategic Program (SP-ISP)	
11	LGU of Sta. Rita, Samar	Sta. Rita, Samar	"Developing Sweet Potato Value Chains for Food in Leyte and Samar" under the Sweet Potato Industry-Strategic Program (SP-ISP)	
12	LGU of Baybay City, Leyte	Baybay City, Leyte	"Developing Sweet Potato Value Chains for Food in Leyte and Samar" under the Sweet Potato Industry-Strategic Program (SP-ISP)	
13	LGU of Dulag, Leyte	Dulag, Leyte	"Developing Sweet Potato Value Chains for Food in Leyte and Samar" under the Sweet Potato Industry-Strategic Program (SP-ISP)	
14	LGU of Omoc City, Leyte	Ormoc City, Leyte	"Developing Sweet Potato Value Chains for Food in Leyte and Samar" under the Sweet Potato Industry-Strategic Program (SP-ISP)	
15	Department of the Interior and Local Government (DILG)	Kanhuraw Hill, Tacloban City	Citizen Satisfaction Index System (CSIS) Project	195,195.00

16	LGU of Isabel, Leyte	Isabel, Leyte	"Developing Sweet Potato Value Chains for Food in Leyte and Samar" under the Sweet Potato Industry-Strategic Program (SP-ISP)	
National:				
1	DOST-Phil. Council for Agri., Aquatic and National Resources Research and Devt.	Los Baños, Laguna	DOST-PCAARRD-VSU Agriculture and Food Technology Business Incubator	6,928,614.00
2	University of San Carlos	P. del Rosario St., Cebu City	Culture and Phenology of the Brown Seaweed Sargassum in southern Philippines	1,592,606.40
3	DA-Bureau of Agricultural Research	Research & Development Management Information Center, Diliman, Quezon City	Biochemical Characterization and Phytochemical Profiling of Underutilized Root and Tuber Crops for Increased Utilization and Product Development Options	2,000,000.00
4	DA-Bureau of Agricultural Research	Research & Development Management Information Center, Diliman, Quezon City	Technology Utilization and Promotion of Selected Newly Developed Food Products from Cassava and Other Rootcrops	4,998,240.00
5	Department of Health	San Lazaro Compound, Tayuman St., Sta. Cruz, Manila	Implementation of the Integrated Hospital Operations and Management Information System (iHOMIS) for VSU Hospital	
6	German Technical Cooperation	GIZ Office Manila Makati City, Metro Manila	Sustainable Certified Coconut Oil Production	628,500.00
	VIFARD	VSU, Visca, Baybay City, Leyte		
7	Department of Agriculture	Elliptical Road, Diliman, Quezon City	Enhanced Cassava Production through Distribution of Quality Planting Materials	32,128,000.00
8	DA-Bureau of Agricultural Research	Research & Development Management Information Center, Diliman, Quezon City	Identifying Suitable Sites for Small Scale Irrigation Projects in Eastern Visayas (Reg. VIII) through GIS-Based Water Resources Assessment	5,195,212.96
9	Philippine Council for Health Research and Development	General Santos Avenue, Bicutan, Taguig City	In vitro Toxicity Testing of Plant Extracts with Bioactivity against Diabetes Mellitus	4,046,003.04
10	Quest Hotel & Conference Center - Cebu	Archbishop Reyes Ave., Cebu City	Industry partner provides opportunities of On-The-Job training to HRTM students	

11	Department of Environment and Natural Resources	Visayas Avenue, Diliman, Quezon City	Master in Land Administration and Management (M-LAM) Program	6,949,700.00
13	Zoological Society of London (ZSL)	43-E Burgos St., Brgy. Magdalo, La Paz, 5000 Iloilo City	Scaling-up Local and National Capacities to Support Biodiversity Conservation and Coastal Protection through Mangrove and Beach Forest Rehabilitation and Protection	122,500.00

Planning and Resource Generation:

- Presented VSU 2019 budget proposal during the RDC-SDC 1st Quarter meeting, Feb. 15, 2018, NEDA RO8, Palo, Leyte
- Meeting on plans for the VSU Food and Accommodation Facilities, Feb. 8, 2018
- Preparation for submission of VSU's Priority Projects and Programs via Public Investment Program Online (PIPOL) system

Announcements

Free Tuition Program

The President informed the Council that the University has already received the first payment for the 1st Semester Free Tuition Program. Prof. Manolo B. Loreto is currently working on the papers for the release of the remaining balance. The University expects to perfect this in time for the 2nd Semester submission.

The President informed the Council that the most common problem encountered by the CHED with the University's submissions was the various discrepancies in our collection and budgeting for the payments. There were a lot of inconsistencies on how much was to be collected given that there were so many people collecting payments from the students. Thus, the amounts reflected in the Certificates of Registration of the students were also very erratic. It was even found that some External Campuses collected "fines" and placed these under Miscellaneous Fees.

The President announced that there will be a "special meeting" for all Cashiers and others involved in the assessment process to solve this problem, and so that all future

1 submissions will be harmonized. We have to do this so that the University immediately
2 gets paid faster.

3 Prof. Manolo B. Loreto requested for a meeting to formalize the amount of funds
4 that the University received for the 1st Semester under the Free Tuition program. Prof.
5 Loreto informed the Council that they were able to “uncover” that some of the External
6 Campuses actually “overshot” the 50% amount that they could collect in a semester. For
7 instance, the VSU Tolosa made a billing of P6 million for the 1st Semester, SY 2017-
8 2018 when in fact, its annual billing budget was only P8 million. This would mean only
9 P2 million can be billed by VSU Tolosa for the 2nd Semester, SY 2017-2018. However,
10 this 2nd Semester, VSU Tolosa will have almost the same number of enrolled students
11 which will mean they will be “overshooting” their Free Tuition refund by another P4.0
12 million.

13 The University Secretary inquired as to what would be the most likely scenario
14 for VSU Tolosa, given this fact.

15 Prof. Loreto explained that for SY 2017-2018, the DBM provided an allotment of
16 about P51.00 million to cover the tuition fee refund for the whole University-system.
17 What the University submitted initially to the CHED was for a tuition fee refund worth
18 P23,711,000.00. However, what was downloaded to the University was only
19 P23,660,000.00. In the case of VSU Tolosa, there was a “double entry.” This was found
20 out only after the University filed the “*request for refund*” with the CHED.

21 President Tulin indicated that, this issue will be clarified in the coming BOR
22 Meeting.

23 New CHED Templates

24 Dr. Beatriz S. Belonias informed the Council that her Office already submitted
25 the University’s billings for the K+12 Graduate scholars to the CHED. The payment for
26 this was also delayed because the CHED gave another set of “template forms” to fill-up.
27 The most difficult was “Template B” – *Certification of Change of Study Plan* – which
28 was to be signed by the student and the University Registrar. “Template D” –
29 *Certification of Grades* – was another template that has to be signed by the student. Dr.

1 Belonias indicated that she already wrote the CHED to explore the possibility of
2 excluding the signature of the student especially in *Template D*.

3 The Obelisk

4 The President mentioned that there will be some changes in the production of the
5 The Obelisk. The proposal is to reduce the number of issues printed from being a weekly
6 issue to only once a month. This proposal effectively reduces the annual budget for the
7 publication by half, from about P360,000/year to only about P180,000.00/year. Further,
8 the proposed new publication will be a full-sized newspaper using white-bleached paper
9 with four (4) pages. It will contain text as well as pictures, some of which will be in
10 color.

11 The University Secretary commented that the paper used (*in the sample*) is quite
12 heavy (*thick*). It is suggested that the paper should be of lighter material (*thinner*) so that
13 it will be cost effective. Further, the masthead should be revised such that the original
14 colors of The Obelisk – green and gold – be retained as these colors are also the official
15 colors of the University.

16 Dr. Asio commented that the Official Logo of the University should be used
17 because this is an official publication of the University.

18 The University Secretary suggested that the “brand logo” should be banned
19 because it does not have the stamp of approval of the Board of Regents for use in any
20 document issued by the University.

21 The President directed all offices to only use the Official Logo of the University
22 as approved by the Board of Regents. The President emphasized that the University does
23 not have a “new” logo.

24 The Final Schedule of the Admission Examination in VSU Villaba and VSU Isabel

25 Dr. Merlita D. Veloso, Dean of the VSU Villaba, requested a final clarification of
26 the Final Schedule of the VSU Admission Examination in VSU Villaba and VSU Isabel.
27 Dr. Veloso informed the Council that Dr. Alberto L. Carillas, Dean of VSU Isabel, is
28 amenable to the proposed Final Schedule of the VSU Entrance Examination on 18 March
29 2018 so that applicants who are members of the 7th Day Adventist can take the exam.

1 Dr. Manuel S. Rona indicated that he too would like to be included in the Final
2 Schedule for the External Campuses on 18 March 2018.

3 President Tulin indicated that for the Main Campus, the Final Schedule will be on
4 17 March 2018.

5 At this point, a RECESS was called for Snacks.

6 IV. ADOPTION OF THE PROPOSED AGENDA

7 After a 10-minute RECESS, the President informed the Council that the
8 University Secretary has listed additional items requested for inclusion in this UADCO
9 Meeting, and that these will be taken up under Other Matters.

10 PROPOSED AGENDA

11 I. Roll Call and Declaration of Quorum

12 II. Call to Order

13 III. President's Time/Report

14 IV. Adoption of the Proposed Agenda

15 V. Approval/Confirmation of the Minutes of the Previous Meetings

16 A. 126th UADCO Meeting *dated* 13 October 2017 (*Regular Meeting*)

17 B. 127th UADCO Meeting *dated* 24 November 2017 (*Regular Meeting*)

18 VI. Matters Arising from the Approved Minutes

19 A. 126th UADCO Meeting *dated* 13 October 2017 (*Regular Meeting*)

20 B. 127th UADCO Meeting *dated* 24 November 2017 (*Regular Meeting*)

21 VII. Calendar of Business

22 A. New Business

23 1. *Matters for Approval*

24 a. Proposal of the Philippine National Bank (PNB) for Permission to Use a
25 portion of the TBI Center in the VSU Main Campus, to house a small
26 PNB unit

27 b. Proposed utilization of Income for the 2nd Quarter of 2018

28 c. Proposal for the Utilization of 2017 Unappropriated Collections of VSU
29 Main Campus

30 d. Proposal for the Utilization of 2017 Unappropriated Collections of VSU
31 Villaba Campus

e.	Proposal for the Utilization of 2017 Unappropriated Collections of VSU Tolosa Campus	1
f.	Proposal for 2019 Budget (General Fund)	3
g.	Proposed Academic School Calendar for SY 2018-2019	4
	1) University Calendar	5
	2) Senior High School Calendar	6
	3) Junior High School Calendar	7
h.	Administrative Personnel Development Program	8
i.	Proposal to Revise the Leave Benefits of Faculty Members under Teacher's Leave Status and the guidelines Used in the Computation of Proportionate Vacation Pay	9
j.	Request from the Cash Division to Open a Separate Account for the PhilHealth – Professional Fees	10
k.	Request of the VSU Tolosa to Integrate Pre-Board Examination and Review Classes in PrEd 190B (Special Topics 2)	11
l.	Proposed Guidelines for Academic Excellence award for VSU Senior High School	12
m.	Recommendation to Hire Dr. Lualhati M. Noriel as Technical Consultant at QAC for the period 01 January 2018 to 30 June 2018	13
n.	Sabbatical Leave Applications of Some Faculty effective 01 August 2018 to 31 July 2019:	14
	1) Dr. Antonio P. Abamo	15
	2) Dr. Ruth O. Escasinas	16
	3) Dr. Lucia M. Borines	17
	4) Dr. Teresita C. Jocson	18
o.	Temporary Appointment of Dr. Mary Joy M. Abit as Asso. Prof. 2	19
p.	Recommendation of the Academic Personnel Board (APB) to Abolish 11 Higher Faculty Positions to Create Instructor Positions	20
q.	Recommendation for Promotion of Three (3) Administrative Staff:	21
	1) Ms. Louella C. Ampac	22
	From: Internal Auditor IV (SG-22)	23
	To: Chief Administrative Officer (SG-24)	24
	2) Ms. Myrna S. Pancito	25
	From: Administrative Officer III (SG-14)	26
	To: Administrative Officer V (SG-18)	27
	3) Ms. Alicia M. Flores	28
	From: Administrative Officer II (SG-11)	29
	To: Administrative Officer V (SG-18)	30

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II. APPROVAL/CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS

President Edgardo E. Tulin informed the Council that there are two (2) Minutes of UADCO Meetings that need confirmation - 126th UADCO and 127th UADCO. The President suggested forgoing of the Reading of the Minutes due to the very long Agenda and if there are any corrections, to please submit these directly to the Office of the University Secretary within the next five (5) working days.

The University Administrative Council unanimously passed

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

Resolution No. 2
Series of 2018

A Resolution Tentatively Approving the Minutes of the 126th and 127th University Administrative Council Meetings dated 13 October 2017 and 24 November 2017 held at 2/F Center for Continuing Education Building, VSU Main Campus, Visca, City of Baybay, Leyte, Subject to any corrections that may be submitted to the Office of the University Secretary within the next five (5) working days.

Univ. ADCO Action: **APPROVED**

Date: 26 February 2018

VI. MATTERS ARISING FROM THE APPROVED MINUTES

126th UADCO Meeting

There was no matter raised from the 126th UADCO Meeting.

127th UADCO Meeting

A. Resolution of the Leyte, Leyte Sanggunian Bayan

The University Secretary indicated that the UADCO requested the University Secretary to head a small delegation to look into the Sangguniang Bayan Resolution of the Municipality of Leyte, Leyte which requested for the opening of a "satellite campus" in that Municipality.

Thus, the University Secretary accompanied by Dr. Antonio P. Abamo went to Leyte, Leyte last 31 January 2018. The delegation was able to talk to the Municipal Administrator as well as the Municipal Planning and

1 Development Officer (MPDO). The latter were asked to explain what
2 was/were the reason(s) why the Municipality made such a request. Further,
3 the University Secretary inquired where was the proposed site and how large
4 was the land area of the proposed site.

5 The Municipal Administrator informed the group that the Sanggunian
6 Resolution was made on instruction from the Hon. Vicente "Ching" S. E.
7 Veloso, Congressman of the 3rd District of Leyte, to the effect that the
8 Sanggunian "*write a letter to VSU requesting for the creation of a satellite*
9 *campus in the Municipality of Leyte, Leyte.*" The Municipal Administrator
10 further narrated that originally, the Sanggunian wanted to write to EVSU but
11 decided not to because the said SUC was too far away. Then, NSU was
12 considered. However, upon initial informal talks, NSU turned down the
13 request because they are located in a separate province.

14 The Municipal Administrator also indicated that the Municipality of
15 Leyte, Leyte is generally an agricultural area and, therefore, an agricultural
16 school like VSU would be most appropriate for their municipality.

17 The University Secretary suggested that the Sanggunian approach the
18 Department of Education (DepEd) and make initial talks whether they would
19 be amenable that they "give-up" the Leyte Agro-Industrial School (LAIS) so
20 that it can be further developed into an LGU-run agricultural college (LUC).

21 Cong. Veloso, who is the Chairman of the Congressional
22 Appropriations Committee, can help fast track approval of a legislation
23 converting LAIS into a LUC.

24 The University Secretary mentioned that once this is done, the
25 Sanggunian can seek an audience with the VSU to thresh out issues attendant
26 to running the institution.

27 The President expressed his hope that Cong. Veloso can help improve
28 VSU Villaba especially the concreting of the road going to campus from the
29 highway. Along this line, Dean Veloso informed the Council that what is

1 needed for the cementing of the road is just the Notice to Proceed from the
2 Office of the Governor.

3 The President requested a quick clarification from Dean Veloso
4 whether there is already an omnibus proposal for use of income from the
5 Library Photocopying Services covering all External Campuses. In the
6 Minutes, the request of VSU Villaba was deferred pending the crafting of this
7 omnibus proposal.

8 Dean Merlita D. Veloso informed the Council that she just talked to
9 the other Deans about this. She indicated that she thought the other External
10 Campuses were not interested in coming up with a joint proposal because they
11 did not have something akin to what VSU Villaba has. However, during her
12 interaction with the other deans, it was learned that the other External
13 Campuses also have the same operations and are more than interested to come
14 up with an omnibus proposal. Such proposal will be presented in the next
15 meeting.

16 B. *Committee Report of Proposed New Anniversary Date*

17 The University Secretary informed the Council that he was designated
18 by the President to lead a Committee tasked at looking into the possible
19 change of date of the University Anniversary. Unfortunately, due to very
20 pressing work, the Committee was unable to meet before this UADCO
21 Meeting.

22 The University Secretary, nevertheless, presented to the Council the
23 various "important milestone dates" of the University, as follows:

- 24 1. VAC to ViSCA - 24 May 1974 (*through* Presidential Decree No. 700)
25 2. ViSCA to LSU - 11 August 2002 (*through* Republic Act No. 9158)
26 3. LSU to VSU - 27 April 2007 (*through* Republic Act No. 9437)

27 Of the three important milestone dates, the renaming of the Leyte State
28 University (LSU) to Visayas State University (VSU) on 27 April 2007 stands
29 out because of the change in the start of the University school calendar with

1 the 1st Semester now starting in August. Further, this date is in the middle of
2 the 2nd Semester, just after the mid-term examinations and this will enable
3 more student participation in the Anniversary. This is the best alternative to
4 celebrating the University's Founding Anniversary every August.

5 Dr. Capuno inquired whether this proposed date does not come in
6 conflict with the Holy Week?

7 The university Secretary indicated that the Holy Week does not stretch
8 out to the 4th week of April. Usually, it is only up to the 2nd week of April.

9 Dr. Feliciano G. Sinon commented that the last week of April has long
10 been declared as National Ag. Engineering week. However, there are quite
11 few faculty and staff who will be affected.

12 Dr. Antonio P. Abamo inquired about the actual date when the
13 institution was first established in 1924 as the Baybay Agricultural School. //

14 President Tulin inquired whether it will still be possible to trace the
15 actual date of establishment of the Baybay Agricultural School (BAS).

16 The University Secretary indicated that the Baybay Agricultural
17 School opened its doors to the first set of students on 02 June 1924 based on
18 Circular No. 9, s. 1924 dated 21 April 1924 issued by Dr. Frederick J. Waters,
19 Leyte Division Superintendent of Schools, Bureau of Education. There are
20 other Historical dates in the course of the development of the University, but
21 that these fall sometime in June when Graduation is scheduled and the
22 students are no longer in the University except those who have to take
23 Summer classes.

24 Dr. Anabella B. Tulin, also a member of the Committee, openly
25 endorsed the proposed change in the Anniversary date and gave the following
26 reasons: (1) the timing is "perfect" because the University has just finished its
27 Mid-Term examinations and this will provide a "break" for the students after
28 the grueling exams; (2) the weather will be "perfect" because it is already
29 Summer, therefore no more rains; (3) the University can launch new activities

1 like the “boat race” and other water activities, because it is Summer and we
2 can invite people to visit the University; and (4) flowers will be approaching
3 peak blooming period.

4 The President commented that the proposed date is too close to the
5 Alumni Homecoming which will is scheduled every May and just maybe,
6 there will be fewer attendees of the Homecoming. The President suggested
7 that it might be best to integrate the Alumni Homecoming with the
8 Anniversary celebrations.

9 Dr. Belonias indicated that she is amenable to this idea but it should
10 be done next year as it is too late to organize the Homecoming in time for the
11 new date of the Anniversary. It might be better to move next year’s
12 Homecoming closer to the 27 April 2018 University Anniversary so that the
13 faculty can continue from the Anniversary to the Homecoming.

14 Dr. A. Tulin commented that in the past, the Alumni Homecoming was
15 scheduled as one of the major activities during the Anniversary. However, the
16 Homecoming was changed to May because many alumni in the Main Campus
17 could not attend due to so many assignments during the Anniversary. It was
18 felt that if the Homecoming was done after the Anniversary, there could be
19 enough time for everybody to enjoy the homecoming.

20 The President suggested that since 27 April 2018 is a Friday, then
21 maybe the Homecoming can be held either on the 28th or 29th of April 2018.

22 The University Secretary suggested that for this year, the Anniversary
23 activities will just be “low-key” since everybody will still be adjusting.

24 Dr. Capuno suggested that the change in Anniversary date should be
25 implemented in 2019 and not in 2018 because of the very short preparation
26 time especially for the Farmer’s Field Day and other activities which have to
27 be organized. Further, preparation for the booths will take quite a while and
28 might not be completed on time. It would be best that the change of
29 Anniversary date be announced this year for implementation in 2019.

1 Dr. Antonio P. Abamo commented that while the point of Dr. Capuno
2 is valid, it may still be possible to hold the Anniversary date, as proposed,
3 provided that the said activities for this year's Anniversary are just low-key,
4 as suggested by the University Secretary. This year's Anniversary should just
5 signal the "historic change" in the University's Anniversary celebrations.

6 Dr. A. Tulin commented that for this year, the University will just
7 have a "*simple set of activities*" for the Anniversary. There is still enough time
8 to prepare for the event.

9 The President commented that there will still be the giving of Awards
10 to deserving VSU employees and outstanding individuals, the OBC Cup,
11 Anniversary Convocation, and the Farmers' Field Day (*which is the highlight*
12 *of the Anniversary Celebration*) even if there might be fewer invitees for this
13 year. There is still time to prepare. We will have a grand Anniversary
14 Celebration in 2019.

15 The President indicated that the Anniversary celebration will be on
16 April 26 and 27 – a Thursday and a Friday, while the Alumni Homecoming
17 can be scheduled on the 28th or 29th of April 2018.

18 C. *Extension Manual*

19 The President inquired about the status of the Extension Manual,
20 specifically whether it has already been subjected to editing, as promised by
21 Prof. Efren B. Saz.

22 The University Secretary informed the Council that this item is already
23 included in the tentative Agenda for the upcoming Board meeting.

24 D. *Feasibility Study on the Sustainability of the Proposed Meat Processing*
25 *Project*

26 The President inquired about the status of the proposed Meat
27 Processing project of the VSU Villaba.

28 Dean Merlita D. Veloso informed the Council that the VSU Villaba is
29 still waiting for the funds from the DOST to be transferred to the campus. The

1 whole year has been allocated just to establish the facility. The feasibility
2 study will be presented after everything will be settled.

3 The President inquired why the funds have not yet been downloaded to
4 the Campus.

5 Dr. Veloso indicated that the DOST needs the list of farmer
6 beneficiaries. The DOST had already informed VSU Villaba that the funds
7 have been obligated and ready for transfer once all requirements are met.

8 E. *Allowance for Presentation of Papers* (International)

9 Dr. Beatriz S. Belonias requested clarification whether the amount
10 approved by the Board of Regents was P30,000.00 or P50,000.00 because
11 what the UADCO proposed was P50,000.00 but what is reflected in the BOR
12 Resolution is just P30,000.00.

13 President Tulin informed the Council that the UADCO did not clearly
14 approve the P50,000.00 allowance that was proposed by the Scholarship
15 Committee. Indeed, what the BOR approved was for P30,000.00.

16 Dr. Belonias clarified that there was no decision on the matter from the
17 UADCO whether in fact the P50,000.00 was approved or not.

18 The President commented that the colatilla agreed upon in the previous
19 meeting was that "*the University examines the papers that will be presented*
20 *abroad*" and to make sure that the Conference is really a good one. He then
21 inquired from Ms. Louella C. Ampac whether the University will be able to
22 afford the increase in the "Allowance" to from P30,000.00 to P50,000.00.

23 Dr. Belonias pointed out that in the proposal, there is a "limit" as to the
24 number of times a faculty can avail of this benefit, only once a year.
25 Currently, there is no existing limit on the number of times a faculty can avail
26 of this benefit.

27 The President clarified that currently, a faculty can request P30,000.00
28 funding for, international paper presentation for a maximum of two (2) times.

1 The University Secretary informed the Council that during the 126th
2 UADCO Meeting, it was mentioned that *“there is a need to come up with a*
3 *mechanism of accessing or a guideline that will be followed on how the*
4 *faculty can request for the P50,000.00 funding for international paper*
5 *presentations including limiting the access by individual faculty of this*
6 *funding to only once a year.”* Thus, if the Council wants to increase the
7 present funding support of P30,000.00 to P50,000.00, there is a need to
8 produce said Guideline so that the existing Guideline will be amended.

9 Ms. Ampac informed the Council that for 2018, the “training funds”
10 included in the budget will be sufficient to cover an increase in support from
11 P30,000.00 to P50,000.00. However, while total funds are deemed sufficient,
12 it is not known how the said amount will be equitably divided among the
13 different academic units of the University.

14 The University Secretary commented that there really is a need to
15 come up with the Guidelines or mechanism that will be implemented on how
16 best to screen the papers for presentation, internationally. The applicants
17 should append a synopsis of the paper and its importance or impact(s) on the
18 local/national/international arena. This means that the fund is for the whole
19 University and only those who will be able to have their papers approved will
20 be provided with the needed funds.

21 The President reiterated that this is open to all and will be based on
22 merit and the screening will still be coursed through the Scholarship
23 Committee.

24 Dr. A. Tulin commented that faculty in the University of the
25 Philippines receive up to US\$2,000.00 per international paper presentation. If
26 the venue of the conference is Europe or the United States, the amount is
27 increased to US\$3,000.00. Nonetheless, the P50,000.00 support of our own
28 faculty is already good enough. We just have to select the more affordable

1 international conferences where we can make paper presentations since the
2 paper presenter will have to shoulder part of the expenses.

3 Dr. Belonias inquired whether it will be possible for a faculty with
4 research projects to augment the needed travel funds from the project funds.

5 President Tulin commented that in research projects, including those
6 funded by international organizations, the funds are prepared using "*line-item*
7 *budgeting*." In other words, is not possible to spend on something that is not
8 found in the line-item budgets.

9 Dr. A. Tulin commented that in the case of ACIAR, travel funding is
10 separate from the budget for the specific research project. Such travels have to
11 be proposed and submitted to the ACIAR for approval before money is
12 released to cover the travel expenses.

13 The President suggested that the University immediately come up with
14 an additional guideline that will amend the present guideline on this matter.

15 Dr. Belonias announced that the "training fund" is not only used to
16 support local trainings but also trainings conducted by the University for its
17 staff.

18 The President clarified that the bottom line of this proposal is the
19 quality of the paper to be presented. The University is more than willing to
20 provide funds for worthwhile undertakings. All proposals for funding will be
21 coursed through channels and the Office of the University President must be
22 provided a copy of the proposed paper (*to be presented*) before it will be acted
23 upon.

24 The President indicated that he feels that the Governing Board will not
25 interpose any objection on raising the funding support provided the
26 international conference where the paper is to be presented is a good one.

27 The University Secretary clarified that the proposed amendment of the
28 Guidelines must be more stringent because of the much higher funding
29 support.

1 Dr. A. Tulin inquired whether “benchmarking of programs” can be
2 considered.

3 The University Secretary indicated that benchmarking should not be
4 one of the activities to be supported by this fund.

5 President Tulin informed the Council that the CHED does not allow
6 “benchmarking” to be a legitimate activity. Travel abroad is now very
7 restricted and not anybody can just travel. As a matter of fact, the Office of the
8 President had turned down three (3) invitations to travel abroad, including
9 those with funds from outside of the University.

10 Dr. Ceniza inquired whether the funding support also includes
11 expenses for airfares.

12 President Tulin indicated that the fund support is “all inclusive”
13 meaning that it includes all expenses which has to, later on, be “liquidated.” In
14 the event a recipient spent more than the fund support, the recipient still is
15 required to liquidate the whole amount.

16 Dr. Belonias commented that the University can probably provide for
17 the local air travel during Visa processing.

18 VII. New Business

- 19 1. Proposal of the Philippine National Bank (PNB) for Permission to Use a Portion of
20 the TBI Center in the VSU Main Campus, to House a Small Extension PNB Unit

21 President Tulin introduced the PNB representative, Ms. Abby Jaranilla, the
22 Area Head for Samar and Leyte of the Philippine National Bank (PNB).

23 The President then summarized the points that the UADCO raised in the
24 previous meeting: 1) the rental rate is still going to be computed; 2) PNB is private
25 bank so, it will not be possible to provide free utilities; 3) the Administration does not
26 know how to operationalize the forging of partnership with a private entity under a
27 school-setting; and 4) given that there are banking institutions in the city proper, it
28 may be possible that these institutions may also make a similar request.

1 Ms. Abby Jaranilla took the opportunity to thank the University President for
2 inviting her to explain the proposal of the PNB for the Visayas State University. She
3 informed the Council that Mr. Bernie Tocmo, the Head for Retail Banking Sector for
4 all branches of the PNB, would like to establish an extension office here in the VSU
5 Main Campus. In essence, an extension office is akin to a very small bank with a
6 manpower complement of only two (2) persons composed of a bank officer and a
7 staff. All kinds of bank transactions can be done in this extension office.

8 Abby expressed her hope that the unsolicited proposal of the PNB will be
9 acceptable to the Council. In the new PNB proposal, the bank has expressed its
10 willingness to pay a rent equivalent to P50.00 per square meter as well as take care of
11 all the utilities expenses. The rental translates to about P2,000.00 per month.

12 Abby then presented the rental rates of the various branches of the PNB
13 including that in the Benguet State University, (BSU) which is P80.00 per square
14 meter because the total area being rented is quite large, about 576 square meters.
15 Further, the bank will undertake the renovation of the said "bare shell area" to make it
16 a "bank-safe" locale.

17 The University Secretary informed the Council that the Governing Board was
18 looking for the legal basis to rent out a portion of this building (TBI) since it is a non-
19 business facility of the University. Further, the MOA between the BSU and the PNB
20 was signed way back in 1987 when the PNB was still a government-owned and
21 operated Bank.

22 Ms. Jaranilla replied that this is true that the original agreement was signed
23 when the PNB was still a government-owned and operated Bank. It should be noted,
24 however, that the Agreement was renewed only last 2015.

25 The University Secretary pointed out that the renewal came after the original
26 Agreement expired in 2012 and it took about 3 years for renegotiations with the new
27 Administrators of BSU to accomplish it to expire in 2028. The VSU Board of
28 Regents as well as the VSU Administration would like to avoid getting drawn into a

1 legal entanglement with the Office of the Ombudsman for graft and corruption if
2 there is no clear legal basis for the lease.

3 The University Secretary suggested that PNB apply for a slot in the VSU
4 Market area, possibly in the area where the VSU Cooperative Store is located. This is
5 an area which has been designated as the "business area" of the University.

6 Dr. Antonio P. Abamo suggested that maybe there is another area within the
7 Main Campus where the PNB or any other bank may be able to rent. The area of the
8 Market will really be a suitable place where a business entity can easily be located.
9 The Market area is a very viable option which does not place anybody in legal limbo.

10 Ms. Louella C. Ampac informed the Council that funds from the GAA was
11 utilized for the construction of the TBI whose avowed purpose was to be a facility
12 where potential adopters of VSU technology may locate while looking viable ways of
13 launching a full-scale business endeavor. A bank will definitely blend easily if it is
14 located in a commercial area like in the VSU Market.

15 The President pointed out that the comments raised so far pertaining to the
16 possible location of a banking facility within the VSU main Campus, points to it
17 being located within the existing commercial area of the Main Campus which is the
18 VSU Market area. This is more defensible, legally speaking.

19 Dr. A. Tulin suggested to Ms. Jaranilla that the PNB should just undertake
20 the construction of a new building in a mutually agreed upon area within the Main
21 Campus since the University still has a lot of open space.

22 Ms. Abby Jaranilla informed the Council that it is not the policy of the PNB to
23 undertake actual construction of a building and would rather just rent an existing
24 building and undertake the necessary renovation and repair of said building.

25 Dr. A. Tulin pointed out that the VSU Market area is where the commercial
26 tenant and other service providers like the Post Office can be found. The PNB will be
27 a welcome addition to the growing list of clients located in that area.

28 President Tulin presented that half of the building where the VSU Coop is
29 located can be opened up for the PNB.

1 Dr. Abamo commented that the area suggested by the President is very much
2 bigger than the identified space in the TBI area which is only 40 square meters.

3 Ms. Jaranilla informed the Council that PNB management would very much
4 prefer that the extension branch be located along the national highway so that it can
5 easily be seen and recognized as well as have ample parking space for potential
6 clients. Only the TBI area can provide these points.

7 Dr. Ferraren inquired whether the extension office will have cash (*trading*) in
8 the said facility.

9 Ms. Jaranilla indicated that it will be a "real" bank in the sense that a client
10 can open an account, make a deposit, or withdraw cash. However, at the end of the
11 day, all cash will be brought over to the "mother branch" for safe keeping.

12 The President informed Ms. Jaranilla that the government system is quite slow
13 in addressing "new initiatives" from the private sector. As of the moment, the
14 proposal is facing a very difficult uphill climb because there is a need to find a clear
15 "legal basis" before the Governing Board will act on it.

16 The President informed Ms. Jaranilla that Dr. Dilberto O. Ferraren, the VP for
17 Planning, Resource Generation and External Affairs, be tasked into identifying
18 possible areas within the Main Campus where the PNB Extension Office can possibly
19 be located. The UADCO is suggesting that the proposed PNB Extension Office can
20 be safely located within the VSU Market, which is the commercial area within the
21 Main Campus.

22 Ms. Jaranilla indicated that as PNB representative, she was amenable to the
23 suggestion made by President Tulin. However, Ms. Jaranilla suggested that the
24 possible areas should have some parking space as well as being along the national
25 road so that it can clearly be seen even from a distance

26 Prof. Efren Saz commented that the Council should issue a definitive
27 statement vis-à-vis whether or not it endorses the proposal to the governing Board on
28 their specific proposals, *ie.* rent, and other items in the proposal. In the meantime, Dr.
29 Ferraren should look for suitable areas within the Main Campus.

1 The University Secretary pointed out that during the 4th Quarter BOR Meeting
2 held last 07 December 2017, the proposal was presented to the BOR and the BOR
3 suggested that the University look for “legal basis” such that nobody will be open to
4 litigation by either the Ombudsman or the Sandiganbayan.

5 Dr. Abamo suggested that the Council issue a short statement that can be
6 reported back to PNB Main Office regarding the status of their proposal.

7 President Tulin clarified that the PNB is already aware of the many issues
8 raised primarily on the “legal obstacles” to their proposal as well as the Council’s
9 suggestion that the PNB locate their extension office within the VSU Market Area.
10 Locating the said extension office at the TBI building will really be a very difficult
11 proposition.

12 Ms. Jaranilla indicated that she is aware of the position of the Council and of
13 the Governing Board. She further requested for a written reply addressed to Mr.
14 Bernie Tocmo, Head of Retail Operations, PNB Head Office.

15 Ms. Jaranilla thanked the President for giving her the time to interact with the
16 members of the UADCO.

17 **LUNCH BREAK** (*Until 1:30 PM*)

18 2. University Academic School Calendar for SY 2018-2018

19 President Tulin requested Mr. Eleazer L. Velasco, University Registrar to
20 make the presentation.

21 Mr. Velasco informed the Council that the proposed University Academic
22 Calendar for SY 2018-2019 already reflects the proposed change in the University
23 Anniversary schedule this coming 26-27 April 2018. Enrolment for Freshmen and
24 Transferees for the 1st Semester, SY 2018-2019 start on 02 May 2018. For returning
25 students, enrolment is from 25-10 July. Classes start on 01 August 2018 and ends on
26 11 December 2018 (*last day of examination*). Christmas Break starts on 12 December
27 2018. For the 2nd Semester, enrolment is from 03-09 January 2019. Classes start on
28 10 January 2019 and ends on 23 May 2019 (*last day of examination*). The Graduation
29 date is 14 June 2019.

1 Mr. Velasco indicated that the 1st Semester will have 108 school days; the 2nd
2 Semester will have 109 school days; and the Summer will have 36 school days. All of
3 these were compliant with CHED requirements for the number of school days. For
4 the 1st Semester, about 800 classes will fall during the M-W-F schedule, while there
5 will be about 400 classes that will fall during the T-Th schedule. Based on past
6 experience, most of the activities are scheduled during the T-Th schedules and not the
7 M-W-F schedules.

8 Mr. Velasco also mentioned that the University Intramurals (*Faculty/Staff and*
9 *Students*) is scheduled on 10-21 September 2018. Further, the “*consultations with*
10 *academic advisers*” is scheduled one-month after mid-terms (*01-10 October 2018*)
11 because by this time, the grades of the students for the mid-term should have been
12 filed with the Registrar’s Office. The mid-term grades will be used by the Academic
13 Advisers during the academic consultations.

14 Dr. Beatriz S. Belonias suggested that the word “Summer” be replaced by
15 “Mid-Year Term.” This is to distinguish it from the term “Summer” which connotes
16 the months of April and May. “Mid-Year Term” is also used by the University of the
17 Philippines (UP) in lieu of the term “Summer term.”

18 Mr. Velasco inquired whether there is a need to change the “*date of the*
19 *deadline for complying with all the requirements for graduation*” from 07 June to 06
20 June 2018.

21 President Tulin replied that the deadline will be moved up to 06 June 2018 so
22 that students can still bargain for a “one-day extension” (07 June 2018).

23 After all questions raised were answered, the President declared the item
24 Approved.

25 No objections were raised.

26 The Council passed
27

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

Resolution No. 3
Series of 2018

A Resolution Approving the 2018 Proposed University Academic Calendar for SY 2018-2019, as modified and endorsing the same to the VSU Governing Board for Final action.

Univ. ADCO Action: **APPROVED**

Date: 26 February 2018

3. Proposal to Set the Deadline for Submission of Final Clearance of Graduating Students to Three (3) Days AFTER the Deadline of Submission of All Academic Requirements

The University Secretary informed the Council that this item has been calendared under Other Matters; but since it is related to academic activity deadlines, it is presented early on. He further commented that for SY 2017-2018, the University Calendar **does not** include a date for the "deadline for all academic requirements."

President Tulin commented that the main differentiating character of the Graduation Exercises in VSU is that the University gives the Transcript of Records (TOR) as well as the Diploma to the graduating students during the Graduation Ceremonies. Other schools usually provide the TOR and Diploma long after the graduation ceremonies are over, for this reason they do not mind too much with the immediate passing of The Clearance. In the case of VSU, students have to process this clearance BEFORE the graduation ceremonies.

Dr. Belonias pointed out that this proposal is different. It is proposed that the University set a "deadline for the submission of all academic requirements" so that the "deadline for the submission of the Final Clearance can be set at **Three (3) Days AFTER** the deadline for the submission of all academic requirements." For example, if the deadline for all academic requirements is set on 03 June 2019, the deadline for the submission of the All Requirements is on 06 June 2019.

Dr. Belonias explained that academic requirements refer to: Thesis/ Dissertation and grades for all subjects taken. This is specified in the new VSU Code under Section 388.

1 The University Secretary then read the contents of Section 388 of the new
2 VSU Code, as follows:

3 *“A student shall be recommended for graduation only after he/she has*
4 *satisfied all the academic and other requirements for graduation as*
5 *Prescribed in his/her curriculum.”*

6 He then commented that if the proposal seeks to come up with separate
7 deadlines for Academic Requirements and Other Requirements, it will not be possible
8 to ask the Governing Board even to tentatively approve the list of candidates for
9 graduation. Section 388 clearly states that *“A student SHALL be recommended for*
10 *Graduation ONLY AFTER he/she has satisfied all the academic and other*
11 *requirements for graduation.”* Thus, list of Graduating Students that will be presented
12 to the Governing Board will be the list AFTER all the academic and other
13 requirements have been met. This will mean the University will have to call a Special
14 BOR Meeting just to **confirm** the List of Candidates for Graduation. In the most
15 usual case, the Governing Board stipulates the following phrase in its Resolution, to
16 wit: *“Provided that all requirements are submitted on or before the date prescribed in*
17 *the University Academic Calendar.”*

18 Dr. Belonias explained that students have, over the past couple of years, been
19 requesting for extension of the deadline because they have not yet secured clearance
20 from the other school requirements (*other than academic requirements*).

21 The President pointed out that Section 388 includes *“and other requirements”*;
22 not just academic requirements.

23 Dr. Belonias clarified that Section 388 is not strictly followed in the External
24 Campuses. Despite not having completed the clearances, External Campuses still
25 permit their student to “graduate.”

26 The University Secretary commented, that if this is really the case, then the
27 officials of the External Campuses will be held liable for their “illegal acts.”

28 Dr. Belonias pointed out that it will be a waste (of time and money) to prevent
29 the students from graduating **just because** *“they have not yet completed their*

1 . *Clearances.*” The students, after having already completed all their academic
2 requirements, should be allowed to graduate.

3 Atty. Rysan C. Guinocor indicated that students who have already completed
4 all the academic requirements should not be “penalized” for lack of “*clearance.*”
5 Section 388 of the VSU Code provides, to wit: “A student shall be recommended for
6 graduation only after he/she has satisfied all the academic and other
7 requirements for graduation as Prescribed in His/Her curriculum.” He opined that
8 a clearance is not part of the curriculum.

9 Dr. Belonias pointed out that even in UP, clearance is not required for
10 graduation.

11 Dr. A. Tulin commented that the reason UP and other schools do not require
12 clearance before graduation is because these institutions “*do not give-out the*
13 *credentials – Diploma and TOR – during the graduation ceremony, as was*
14 *mentioned earlier.*” VSU, on the other hand, “gives out all the credentials during the
15 Graduation Ceremonies.” The graduates of the other schools have to secure all
16 clearances before they can even apply for their TOR and Diploma.

17 The President commented that this fact notwithstanding, the UP is very strict
18 on the deadline for the submission of theses manuscripts of students. This is set one
19 (1) month before graduation. Students who miss the deadline are not allowed to
20 graduate.

21 Dr. Belonias suggested that the University should also rethink this
22 requirement because the University will have an increase in the number of graduating
23 students in the years to come.

24 The President clarified that the issuance of the TOR and the Diploma on the
25 occasion of the Graduation Ceremonies is the unique character of our system.

26 The University Secretary commented that while the Free Tuition Law will be
27 fully implemented starting in the 1st Semester of SY 2018-2019, the students will still
28 be paying some of the Miscellaneous Fees that are not included in the list fees
29 covered in the Law. This presupposes that some students will have fee arrearages and

1 will be required to pay for such financial accountabilities to the University before
2 they can be given a Clearance.

3 The President pointed out that the usual financial accountability of the
4 graduating students also relates to the payment of fines; fines are not free.

5 Dr. Belonias informed the Council that the main bottleneck in the processing
6 of the Clearance is the Library.

7 President Tulin commented that the only reason why the processing of the
8 Final Clearance gets bogged down in the Library is the "sheer number of students
9 appearing with their Final Clearance forms, without due consideration of the fact
10 that it takes time to process the requirements before the Library accepts the students'
11 Theses. This again, can be traced back to the very delayed completion of the theses."

12 President Tulin further clarified that "the root cause of this problem is the fact
13 that the students are able to complete their main academic requirement – **THESIS** –
14 very close to the deadline." If the students will only be able to finish their Thesis
15 earlier there will be no problem on securing all clearances. Ideally, the thesis
16 requirement should be completed a month before the deadline; not just a day or two
17 before the deadline. However, Administration is very "humanitarian" *vis-à-vis* the
18 request for extension, so, we always have this problem year after year after year.

19 The University Secretary commented that the only other possible by-pass
20 mechanism to prevent this "congestion" would be to be very strict in the deadlines for
21 the submission of documents at the Department level starting from the Thesis
22 Outline, 1st Draft, 2nd Draft, 3rd Draft, Final Draft. In UP, students who miss any of
23 the deadlines will be advised to stop and continue in the next semester. This way,
24 congestion is averted.

25 The President commented that he is personally aware of many instances
26 where the student was allowed by the adviser to conduct the thesis *without the benefit*
27 *of an Approved Outline*.

28 Dr. Belonias informed the Council that since last school year, her Office had
29 issued a General Memorandum setting a deadline for the submission of

1 Thesis/Dissertation Outlines and Final Draft. Even though it is not yet 100%
2 complied by academic departments including the Graduate School, it has really
3 improved the system. This year, another Memorandum will again be issued
4 reminding everybody of the deadlines.

5 The President mentioned that time availability of faculty is also becoming a
6 serious problem. Some faculty members are too loaded with “other” activities and
7 have very little time to read and make corrections on the theses they are assigned.

8 The University Secretary mentioned that over the years, the faculty who are
9 able to thoroughly check thesis manuscripts are getting fewer. Today, busy faculty
10 thesis advisers will require their advisees to immediately secure the services of an
11 English critic before even making a first attempt at reading the manuscript. The usual
12 reason for this is that reading the first draft is too mentally challenging. Officially,
13 this translates: *“the manuscript is difficult to understand and sometimes*
14 *incomprehensible, because of the use of inappropriate words, bad grammar, as well*
15 *as lack of clarity of thought.”*

16 Dr. Belonias pointed out that the graduation cohort in the Accomplishment
17 targets for 2017 was quite poor because the University was unable to meet *“the*
18 *graduation targets.”* Differently stated, the number of graduates for the year was way
19 below what was initially targeted in the previous year.

20 The President commented that we have to identify which academic programs
21 fared well as well as those who fared badly so that corrective actions can be
22 undertaken. Definitely, something is wrong if we missed the targets by a huge
23 margin.

24 Dr. Belonias indicated that by concentrating on compliance of academic
25 requirements, the University will be able to improve its graduation rate. In some
26 cases, the students are still heavily loaded with subjects and find difficulty in juggling
27 time for their thesis. The University Secretary commented that it is usually those who
28 keep on failing that are heavily loaded with subject while doing their thesis work.

1 Dr. Belonias clarified that there will still be a clearance, only this time, it will
2 be two-tiered: (1) Academic Clearance (*3 days before the BOR-approved Final*
3 *Clearance date*); and (2) Final Clearance of All other Requirements (*date as*
4 *approved by the BOR*).

5 Dr. Candelario L. Calibo informed the Council that Items 1 to 6 of the
6 proposal are valid and that he is fully supporting the approval of the proposal on the
7 belief that it will improve the quality of the students who will graduate from VSU.
8 This will hopefully solve the recurring problem the University has faced in the past
9 couple of years.

10 The University Secretary commented that even though both Councils of the
11 University, the UADCO and the UAC, approve this, it remains to be seen whether the
12 Councils will capitulate once the students request for an extension, by bringing with
13 them their parents and other relatives who also plead with Administration.

14 President Tulin inquired whether the Deadline for Academic Requirements is
15 really that fixed considering that the last day for the Clearance of All Requirements is
16 still 3 days away. The students might assume that there is still "room for negotiations
17 for the extension of the Deadline for Academic Requirements" within the three (3)
18 remaining days until the BOR-Approved Final Deadline for All Requirements. This
19 will recreate the same congestion scenario that the University is trying to avoid.

20 Dr. A. Tulin inquired that if Advisers will sign the thesis of their students at
21 5:00PM on the deadline date, will these theses still be given clearance, or, will the
22 "deadline" be again moved. She further asked until when will Clearance for
23 Academic Requirements be accepted. The Graduate School has already solved this
24 problem since last year by strictly sticking to the approved deadlines; no extension
25 was allowed.

26 Dr. Ferraren commented that once the deadline dates are approved, everybody
27 should strictly follow. However, advisers do not usually have any clout as to
28 following the deadlines.

1 The University Secretary pointed out that indeed, Administration has no
2 control over individual faculty adviser because this is part of the “academic freedom”
3 that all faculty enjoy.

4 The President commented that the Department Head should be held
5 responsible for looking into this matter.

6 Atty. Guinocor inquired whether the CD submission requirement to the
7 University Library is part of the academic requirements given the fact that it is
8 assumed that the adviser has already given a grade to the said thesis.

9 The University Secretary informed the Council that when we say Academic
10 Requirements, it should ideally include the following: (1) **a hard copy of the FINAL**
11 **DRAFT** which is submitted to the Adviser, the other members of the Department’s
12 Student Research Committee (SRC), and the Department Head, for signature (*and*
13 *which is to be reprinted for submission to some offices including the University*
14 *Library*); (2) **the Thesis Grade** (*which the Adviser gives after reading the Final*
15 *Draft*); and (3) **the CD** (*which is supposed to contain the entire FINAL DRAFT in the*
16 *format required by the University Library*).

17 Normally, these requirements are not a problem if and only if the deadlines for
18 the submission of the Thesis Outline, First Draft, Second Draft, Third Draft, so forth
19 and so on, are strictly followed. However, because of some unique circumstances,
20 these deadlines are not followed i.e. advisers are too busy or the students are too
21 loaded or a combination of these and other things, render the set deadlines
22 unenforceable. Thus, as the date of the Final Deadline approaches, the advisers and
23 the students are engaged in a very frenzied activity of “*getting the thesis read, edited,*
24 *improved, and finally, APPROVED.*” Most of the graduating students make it ahead
25 of time, but there are also some students from certain departments that have to grind it
26 out and grovel around until the deadline. This is a major cause of the problem with
27 the Clearance.

1 The Library has to look at the submitted CDs individually by checking
2 whether the submitted hard copy and the contents of the CDs are the same. Since this
3 takes time, the deadlines are not strictly followed.

4 Dr. Belonias commented that the hard copy of the Final Draft (*Manuscript*)
5 that is submitted to the Adviser is supposed to be saved as a PDF file prior to
6 “saving” it on CD. However, there have been many instances where the submitted
7 CD and the hard copy of the Final Manuscript DO NOT MATCH! Sometimes, what
8 is in the CD is just the First Draft of the thesis manuscript. It is for this reason that the
9 Library staff are forced to conduct a more thorough check of the CD before accepting
10 it and signing the Final Clearance.

11 President Tulin commented that the Department Heads should be responsible
12 for checking whether the approved hard copy and the CD have the same contents.

13 Mr. Velasco inquired whether this will mean that the Department Head will
14 not sign the Clearance until he is able to see that the e-copy encrypted on a CD and
15 the approved Hard Copy are exactly the same.

16 The President affirmed that this should be the process. Dr. Asio further
17 reminded the Council that the University Registrar’s Office issues a Temporary
18 Grading Sheet for graduating students and one of the signatories in the Grading Sheet
19 is the Department Head.

20 The President suggested that the University will try out this proposal this
21 school year – three (3) days before the BOR-Approved Deadline for the Clearance of
22 All Requirements (*which is on June 7 for 2nd Semester, SY 2017-2018*). Thus, the
23 deadline for All Academic Requirements for this 2nd Semester, SY 2017-2018 will be
24 on 04 June 2018 while the Deadline for All Other Requirements will be on 07 June
25 2018. For school year 2018-2019, the deadline for all Academic Requirements is set
26 on 03 June 2019 while the deadline for All Requirements is set on 06 June 2019.

27 The University Secretary inquired whether students who are not given an
28 outright grade by a teacher for the reason that they need to take a removal

1 examination will also be given clearance when the Final Deadline for All
2 Requirements kicks in.

3 President Tulin indicated if there is/are grade(s) missing and it is already the
4 Deadline, quite definitely **No Clearance** should be given to the student(s).

5 Dr. Ferraren requested for further clarification/explanation of the scenario.

6 Mr. Velasco commented that *“if the instructor cannot submit the grade during
7 the deadline, the student will have to either re-enrol the subject or re-enrol for
8 residency.”*

9 The University Secretary informed the Council that only the professor can
10 give a numeric grade. There had been an instance in the past when the professor gave
11 a graduate student the grade of INC (incomplete) in the semester that such a subject
12 was enrolled. The INC grade had long lapsed (meaning it was *beyond the maximum
13 time limit of 1 year before an INC is considered LAPSED and a grade of 5.0 becomes
14 mandatory*). However, after three (3) years the professor gave the student a “passing
15 grade.”

16 Mr. Velasco opined that *“if the instructor is unable to give a grade during the
17 Deadline, the student will not be allowed to graduate.”*

18 Dr. Remberto A. Patindol suggested that since the UADCO is already in
19 agreement on strictly implementing the Deadline for Academic Requirements starting
20 this 2nd Semester, SY 2017-2018 which will be on 04 June 2018, it is therefore
21 imperative that after 5:00 PM of said date (04 June 2018) the processing of Clearance
22 for Academic Requirements will STOP. **Administration should no longer entertain
23 any requests/demands for the extension of the deadline.**

24 President Tulin inquired from Atty. Guinocor if there is any legal basis for
25 suspending or stopping the processing of the academic requirements vis-à-vis the
26 BOR-approved Deadline for All Requirements on 07 June 2018 or 3 days after the
27 Deadline for All Academic Requirements.

28 Atty. Guinocor replied that if the Council is really going to strictly impose the
29 Deadlines, it will bind the students to the said deadlines. However, it will be up to the

1 Council whether or not it takes into consideration the plight of the graduating
2 students.

3 Dr. Belonias reiterated that the proposal originally called for the deadline of
4 all Academic Requirements to be set on 07 June 2018 and the final deadline moved 3
5 days after or on 10 June 2018.

6 Mr. Velasco commented that only those students who have thesis as
7 requirement for their degree programs find difficulty in meeting the deadlines.

8 President Tulin commented that this is always the case. The question that
9 really begs for an answer is this: Is it because the theses are conducted very close to
10 the deadline OR because the advisers are very strict in correcting the theses
11 manuscripts? If it is the theses, *per se*, that is posing a problem, the University has to
12 do something about it.

13 The University Secretary commented that during the reading of the titles of
14 theses of graduating students, it can be noted that in quite a number of cases, there is
15 very close similarity among the theses wherein almost all the variables the same
16 except the place where it was conducted. There is no longer any originality in such
17 cases.

18 Dr. A. Tulin commented that a few students no longer want to conduct long-
19 term experiments unlike before when this is the accepted regimen. Today, a lot of
20 students want to conduct "surveys" because it can be completed quickly. The priority
21 of the students has shifted and preference is on "*getting on the easy path.*"

22 Mr. Velasco informed the Council that for the 2nd Semester, SY 2017-2018,
23 the deadline for All Requirements is 08 June 2018 and not 07 June 2018.

24 President Tulin issued a corrected set of deadlines: (1) for the Academic
25 Requirements, the corrected date is 05 June 2018 (Tuesday); and (2) for All Other
26 Requirement, the corrected date is 08 June 2018 (Friday). The processing of all
27 academic requirements will be suspended after 05 June 2018 (5:00 PM). The
28 Deadline for All Other Requirements will be on 08 June 2018 (5:00 PM).

29 No objections were raised.

1 The University Administrative Council unanimously passed

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

5 **Resolution No. 4**
6 *Series of 2018*

7 **A Resolution Approving the Proposal to Set the Deadline for the**
8 **Submission of the Final Clearance of Graduating Students to Three (3) Days**
9 **AFTER the Deadline of Submission of All Academic Requirements starting in**
10 **the 2nd Semester of SY 2017-2018, as modified and endorsing the same to the**
11 **VSU Governing Board for Final action.**

12 Univ. ADCO Action: **APPROVED**
13 Date: 26 February 2018

14 4. The VSU Integrated High (VSU-HI) School Calendar for SY 2018-2019

15 President Tulin requested Dr. Rizalina D. Truya, Principal of the VSU
16 Integrated High School, to make the presentation.

17 Dr. Truya informed the Council that the VSU-HI calendar very closely hews
18 the University calendar. However, on account of the strict guidelines set by the
19 Department of Education (DepEd) insofar as the Senior High School, the validation
20 and registration of incoming Grade 11 students has been scheduled for two (2) weeks,
21 from 18 June 2018 to 29 June 2019. VSU-HI needs to validate the grades of the
22 incoming Grade 11 students including their NSO certificate so that when they are
23 enrolled in the DepEd's Learner Information System (LIS) On-Line Enrolment (OLE)
24 System, it will not be rejected by the System. The use of the LIS-OLE System is in
25 compliance with the DepEd's requirement to come up with a national database called
26 the Enhanced Basic Education Information System (EBEIS) regarding the enrolment
27 in Basic Education, including the Senior High School, nationwide.

28 The registration of returning students for the Grade 12 level is scheduled for
29 09 July 2018 to 13 July 2018. Currently, the VSU-HI has an enrolment of 438 senior
30 high students and each of one of them have to be individually enrolled in the LIS-
31 OLE System. It takes about three (3) minutes to enroll each of the students via the
32 internet; this is for cases where the speed of the internet is running along with no
33 problems.

1 Dr. Truya informed the Council that the Private Education Assistance
2 Committee (PEAC) came over to the VSU-HI to conduct an actual headcount and it
3 was found that some of our students were not found in the Qualified Voucher
4 Recipient (QVR) list.

5 The importance of having the names of our students in the QVR list is that
6 this will be the basis of the DepEd in "reimbursing" the University for handling the
7 Senior High School. It will take time for the VSU-HI and the DepEd to sort this out.
8 As of the moment, the University still has a P3.0 million collectible from the DepEd.

9 Only those students who have been promoted from Grade 10 are eligible to
10 enroll in the Senior High. Children of faculty and staff (*with plantilla items*) will still
11 be given slots *Provided that*, the grade requirements are complied with especially
12 because of the level of difficulty of getting into the STEM strand.

13 The President informed the Council that starting this school year 2018-2019,
14 there will be no "new" entrants into the Senior High school program. Only promoted
15 Grade 10 students of the VSU-Junior High school will be allowed to enroll in the
16 Senior High. However, all incoming Grade 11 students should pass the validation test
17 so that they will be admitted to particular Strands.

18 The University Secretary pointed out that since the University will now only
19 allow Grade 10 students coming from the VSU Junior High to continue to Grade 11,
20 there is really a need to "integrate" the Junior and Senior High to be known as the
21 VSU Integrated High School or VSU-HI. So, this means that VSU-HI will cater to
22 students from Grades 7 to 12 and this necessitates having only one (1) set of
23 administrative officials who will be responsible for the smooth operation of the unit.

24 President Tulin indicated that the suggestion is in order and that he was for the
25 creation of an integrated high school to be known as VSU-HI. A short formal
26 proposal is in order for this to become reality.

27 Dr. Lijuera J. Cuadra, Dean of the College of Education, commented that this
28 suggestion is very welcome as it is included in the Strategic Plan of the College.

1 The President pointed out that while all the promoted Grade 10 students will
2 be accepted into the Grade 11 level, they will all have to go through a placement
3 examination to identify which Strand in the Senior High they will be admitted. Not
4 everybody will be able to get into the STEM strand.

5 Dr. Truya informed the Council that only 35 students will be accepted into the
6 STEM strand and 30 students for each of the other strands.

7 The President mentioned that the CHED is now taking a “bold move” such
8 that any and all graduates of the Grade 12 level will be able to pursue any degree of
9 their choice regardless of the strand they took in the Senior High program.

10 Dr. Truya informed the Council that opening of the VSU-HI will be on 01
11 August 2018, the same as the Collegiate level and will have 191 days of school, per
12 requirement of DepEd. The Christmas Vacation is also the same as that of the
13 University and classes resume on 10 January 2019 to coincide with the opening of the
14 2nd Semester of the University.

15 The University Secretary commented that he observed that the Junior High
16 School has more school days (205) than the Senior High (191 days). In the collegiate
17 level, there are 108 days of school for the 1st Semester and 109 school days for the 2nd
18 Semester or a total of 217 days for the whole school year. As a preparatory program
19 for college, 191 days might be too few.

20 President Tulin requested Dr. Truya to double check the number of school
21 days and make a formal proposal for the creation of the VSU Integrated High School.

22 Dr. Rosario Abela, Principal of the Junior High, inquired whether it will be
23 possible to hire additional teachers because some of the teachers of the JHS are
24 teaching in the Senior High.

25 The President informed the Council that there are no more positions available
26 for hiring additional teachers. Many of the teachers have been sent for graduate
27 studies and most have not yet returned. It should also be remembered that starting on
28 01 January 2019, the DBM will no longer release any funds for Part-Time teachers.

1 This will be a big problem if the teachers who are on study leave do not return as
2 scheduled.

3 Dr. Abela inquired if it would be possible to reduce the number of sections for
4 the incoming Grade 7 to just two (2) sections (*from 3 sections*) in the light of a
5 possible lack of teachers with one section for the "sons and daughters" of qualified
6 employees and another section for "*outsiders*."

7 At present, each grade level (Grades 7 to 10) has 125 students because of the
8 cut-off total of only 500 students. There will only be 40 students per section. There
9 was a time when there were only 2 sections per grade level with 50 students in each
10 section. The teachers found difficulty handling 50 students per section.

11 President Tulin informed the Council that the original mission of the
12 (*laboratory*) high school was to provide quality secondary education for the children
13 of employees of ViSCA. It was only when there was a serious decline in the number
14 of children enrolling in the laboratory high school that outsiders were allowed to
15 enroll. The problem now is that we have to reduce to just 2 sections starting at Grade
16 7 because of the insufficient number of regular (*plantilla* item) teachers.

17 The University Secretary commented that if this will be the case, there should
18 be a more stringent screening of those who will be accepted into the Grade 7 for the
19 reason that once they are accepted, it is already an assurance of continuing until they
20 graduate from Grade 12. On top of this, the students get quality secondary education.

21 President Tulin commented it will indeed be very pressure packed for the
22 President to decide who gets in considering that there will be a reduction of 45 slots
23 from 125 to only 80.

24 The President inquired why the University did not hire additional teachers for
25 the Grade 11 and Grade 12.

26 The University Secretary informed the Council that when this was first mulled
27 in 2015, there was an agreement that when the Senior High will first be implemented
28 starting in SY 2016-2017 (for the Grade 11), there will be no more freshmen
29 enrolment (*for the next 2 years*) and the affected college teachers were tasked to

1 become the “subject matter specialists” for the Senior High (*Grades 11 and 12 in its*
2 *initial phase*). Further, the CHED offered scholarships to teachers who still did not
3 have a Masteral degree so that when SY 2018-2019 kicks-in, they will already in
4 possession of a Masteral degree. In the meantime, there were a number of part-time
5 teachers who were hired as substitutes for the teachers who availed of the CHED
6 scholarships.

7 Dr. Abela commented that the Senior high School is supposed to be a “stand
8 alone” program separate from the Junior High program. For this reason, the Baybay
9 National High School constructed separate buildings for the Senior High program and
10 hired new teachers with plantilla items to take care of the Senior high School
11 program.

12 Dr. Belonias informed the Council that there are actually teachers but they are
13 on study leave because they availed of the CHED scholarship. These teachers will be
14 returning to the University when they complete their respective degrees.

15 Dr. Abela inquired why it is that when the teachers who went on study leave
16 return, the part-time substitute teachers will no longer be hired. The University
17 Secretary commented that the services of the part-time substitute faculty will no
18 longer be required when the faculty on study leave reinstate. Hiring part-time
19 substitute faculty was just a stop-gap measure. And, as the President mentioned
20 earlier, the DBM will no longer fund wages of part-timers starting 01 January 2019.

21 Dr. Truya informed the Council that at present, there are 215 student enrolled
22 in the Senior High program composed of Grades 11 and 12.

23 The President pointed out that since the incoming Grade 11 will only be two
24 (2) sections, maybe there should only be two (2) strands that should be offered:
25 STEM plus another strand. There should not be too many strands that will be offered.
26 He further inquired as to which strand will agriculture be included.

27 The University Secretary clarified that Agriculture is under the TecVoc strand
28 because it is more of an applied science. Under the STEM, the science indicated
29 under this strand is “pure science.”

1 Dr. Truya indicated that agriculture is really under TecVoc strand based on the
2 DepEd system.

3 Dr. Belonias inquired whether the high school was able to secure some
4 positions as part of the 110 new instructor positions that was given to the University.

5 Dr. Abela informed the Council that the high school was able to secure the
6 replacements for two (2) faculty who left the high school: Mr. Orya Filipino replaced
7 Dr. Rolando Arpilleda who retired from the service while Ms. Juvy De Gorio
8 replaced Ms. Michelle Padagdag. Both faculty members are still on study leave for
9 their Masteral degrees.

10 President Tulin indicated that the Senior High can offer three (3) strands,
11 namely: STEM, Agriculture, and ABM. Appropriate plans for the offering of these
12 three strands needs to be laid out.

13 After the discussion, no objections were raised.

14 The University Administrative Council unanimously passed

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

18 **Resolution No. 5**
19 *Series of 2018*

20 **A Resolution Approving the Academic Calendar of the VSU Integrated high**
21 **School for SY 2018-2019, as presented and endorsing the same to the VSU**
22 **Governing Board for Final action.**

23 Univ. ADCO Action: **APPROVED**
24 Date: 26 February 2018

25 5. Utilization of Income for the 2nd Quarter of 2018

26 President Tulin requested Ms. Louella C. Ampac to make the presentation.

27 Ms. Ampac informed the Council that this proposal pertains to the Utilization
28 of Income for the 2nd Quarter, 2018 under Tuition and Other School Fees amounting
29 to P31,247,699.55 for the whole VSU system. The amounts for the different
30 campuses are as follows: Main Campus – P17.9 million; AlangAlang – P4.3 million;
31 Isabel – P3.8 million; Tolosa – P3.9 million; and Villaba – P1.1 million.

1 Ms. Ampac indicated that the P31.2 million will be divided into the following
2 allotment classes: *Personnel Service* – P3 million for Honoraria of part-timer faculty;
3 *MOOE* – P20 million; and *Capital Outlay* – P7 million. All these were part of the
4 2018 Program of Receipts and Expenditures that was approved by the VSU Board of
5 Regents through BIOR Resolution No. 111, s. 2017 dated 07 December 2017. This is
6 a usual proposal on how to utilize the income generated from tuition and other school
7 fees.

8 The President inquired whether there were any questions or objections.

9 No questions and/or objections were raised.

10 The University Administrative Council unanimously passed

11 **University Administrative Council**

12 **Visayas State University**

13 *Visca, City of Baybay, Leyte*

14 **Resolution No. 6**

15 *Series of 2018*

16 **A Resolution Approving the Utilization of Income for the 2nd Quarter of**
17 **2018, VSU System, as presented and endorsing the same to the VSU Governing**
18 **Board for Final action.**

19 Univ. ADCO Action: **APPROVED**

20 Date: 26 February 2018

21 6. Utilization of 2017 Unappropriated Collections for the VSU Main Campus

22 President Tulin requested Ms. Louella C. Ampac to make the presentation.

23 Ms. Ampac informed the Council that this proposal pertains to the utilization
24 of the unappropriated collections for 2017 and explained that unappropriated
25 collections are funds that were collected in 2017 but were not included in the budget.

26 For the Main Campus, this amounted to about P22 million, mainly from the
27 actual collections of Tuition Fees (January to July 2017) that were delayed. This was
28 before the Free Tuition which started in the 1st Semester, SY 2017-2018. On the other
29 hand, the utilization of income strictly followed the guidelines indicated in CMO 20,
30 s. 2011. As can be noted, there is a negative balance for the period January to
31 December 2017 because the tuition fees for the 1st Semester (under the Free-Tuition
32 program) was received by the University only this February 2018.

1 The President inquired whether there were any questions or objections.

2 No questions/objections were raised.

3 The University Administrative Council unanimously passed

4 **University Administrative Council**

5 **Visayas State University**

6 *Visca, City of Baybay, Leyte*

7 **Resolution No. 7**

8 *Series of 2018*

9 **A Resolution Approving the Utilization of 2017 Unappropriated**
10 **Collections for the VSU Main Campus, as presented and endorsing the same to**
11 **the VSU Governing Board for Final action.**

12 Univ. ADCO Action: **APPROVED**

13 Date: 26 February 2018

14 7. Utilization of 2017 Unappropriated Collections for the VSU Villaba Campus

15 President Tulin requested Ms. Louella C. Ampac to make the presentation.

16 Ms. Ampac informed the Council that the source of income of the VSU

17 Villaba is "all fees" which amounts to P630,000.00.

18 Ms. Ampac reminded the Council that the VSU Villaba has made
19 commitment with DOST-8 for the construction of a Meat Processing Center worth
20 P500,000.00. The proposed source of the fund is "Other Business Income." Then,
21 P117,000.00 will be paid out to Part-Time faculty as "honorarium."

22 The President inquired whether there were any questions or objections.

23 No questions/objections were raised.

24 The University Administrative Council unanimously passed

25 **University Administrative Council**

26 **Visayas State University**

27 *Visca, City of Baybay, Leyte*

28 **Resolution No. 8**

29 *Series of 2018*

30 **A Resolution Approving the Utilization of 2017 Unappropriated**
31 **Collections for the VSU Villaba Campus, as presented and endorsing the same to**
32 **the VSU BOR Finance Committee for appropriate action.**

33 Univ. ADCO Action: **APPROVED**

34 Date: 26 February 2018

35 8. Utilization of 2017 Unappropriated Collections for the VSU Tolosa Campus

1 President Tulin requested Ms. Louella C. Ampac to make the presentation.

2 Ms. Ampac informed the Council that the VSU Tolosa is requesting for the
3 utilization of its unappropriated collections in the amount of P5.2 million, broken
4 down as follows: Tuition Fees – P4.5 million; and Fiduciary Fees – PP666,000.00. on
5 the other hand, the proposed utilization of the unappropriated collection per allotment
6 class is as follows: 1) from Tuition and other School Fees – P500,000 for the
7 honorarium of Part-Time teachers; 2) MOOE – P3.0 million; and 3) Capital Outlay –
8 P1.0 million for the purchase of a new multi-purpose vehicle.

9 President Tulin inquired how much money is available for use in bringing in
10 the KOICA donations to VSU Tolosa.

11 Ms. Ampac informed the Council that the Bids and Awards Committee just
12 opened the bids for the hauling and transport of the KOICA donations from the Port
13 of Cebu to VSU Tolosa. There was only one (1) bidder who made a bid of P1.180
14 million.

15 The President inquired whether there was still enough funds to cover the other
16 possible expenses that may be incurred on account of the KOICA donation on top of
17 the P1.2 million (for the transport expenses).

18 Atty. Rysan C. Guinocor informed the Council that the hauling and transport
19 expenses is all part of the Bid documents. This means that all other expenses will be
20 shouldered by the winning bidder. The P1.180 million that will be paid to the bidder
21 will already take care of hauling and transport of the cargo from Port of Cebu to VSU
22 Tolosa. It will even include the loading and unloading of the container vans to the
23 buildings.

24 The President inquired whether this means that the University will no longer
25 expect any additional expenses other than the amount - P1.180 million – to be paid
26 out to the winning bidder.

27 Atty. Guinocor commented that the winning bidder will take care of all the
28 transportation expenses including other expenses like Customs Duties and all other
29 expenses as indicated in the Bid Documents.

1 President Tulin inquired whether the University be charged "extra" for
2 storage. Atty. Guinocor pointed out that the winning bidder has its own yard where
3 the container vans will be temporarily moved as the company starts transporting the
4 vans to VSU Tolosa.

5 The President went on and inquired that in the event there will be other
6 expenses, what is/are the potential source(s) of fund(s) for these incidental expenses.

7 Dr. Remberto A. Patindol, VP for Administration, assured the Council that
8 once the cargoes arrive in the Port of Cebu, the winning bidder will "*shoulder*
9 *everything until these are unloaded in Tolosa.*" This even includes off-loading
10 charges from the ship to the Cebu International Port.

11 President Tulin indicated that he is hoping all possible expense items
12 attendant to the KOICA donations have been identified and adequately funded
13 considering that the University has only very limited funding for this.

14 Ms. Ampac commented that maybe there is a way of possibly reducing the
15 proposed "internet access subscription" so that other MOOE related expenses will be
16 adequately funded.

17 Dr. Obdulia Camoying, Dean of VSU Tolosa, informed the Council that the
18 proposed monthly internet subscription is about P55,000.00 or about P420,000.00 per
19 annum. The internet service is offered by Globelines and it is called "direct internet
20 via satellite." The VSU Tolosa has to latch on to this because there is no broadband
21 connection within the Municipality of Tolosa.

22 The University Secretary inquired whether this was already bided-out. Dean
23 Camoying indicated that this was an unsolicited proposal from Globelines and that
24 they are still awaiting the actual proposal from Globelines.

25 The University Secretary pointed out that there will be a need to secure
26 proposals from other telcos similar to what Globe is proposing to be safe.

27 Dean Camoying indicated that they had already contacted PLDT/SMART and
28 even BayanTel, but were informed that such services are not available. Only

1 Globelines indicated that it had the knowhow and the technology to make this
2 possible, but at a high price.

3 Ms. Ampac suggested that the campus look at other existing technologies that
4 will provide the same service at a much lower cost so that the other possible
5 incidental expenses attendant to the KOICA donation can be provided for. Another
6 MOOE that the campus is seeking permission is a P200,000 "inauguration expense"
7 to cover the following: food (*catered*); tarpaulins; sound system; and other expenses.

8 The University Secretary inquired why there was no mention of the "silver
9 marker" expense in the MOOE presentation, and whether such was paid for the
10 University.

11 Dean Camoying explained that the "silver marker" was paid for by the VSU
12 Tolosa and it costs about P100,00.00.

13 President Tulin inquired whether the specification of the "*silver marker*" has
14 been established and whether this has already been bid out.

15 Dr. Patindol informed the Council that it was the KOICA who specified the
16 amount of silver (carats) to be used as well as the overall design of the marker.

17 President Tulin inquired whether the canvass procedure was strictly followed.

18 Dean Camoying explained that a canvass was made by VSU Tolosa. It was
19 Mr. Apostol who conducted the canvass.

20 Dr. Patindol informed the Council that proper procedure was followed and
21 this was posted in PhilGEPs.

22 Ms. Ampac commented that what the University Secretary was asking
23 pertained to the source of the fund that will be used to pay for the marker.

24 Dean Camoying informed the Council that the source of fund used for this
25 came from the Student Trust Fund (STF), according to the Budget Officer.

26 Ms. Ampac requested that this be checked because maybe what the Budget
27 Officer was referring to was the Special Trust Fund (STF) which comes from tuition
28 fees and not the Student Fund which is a fiduciary fund.

1 The University Secretary informed the Council that payment for this marker
2 was never mentioned in past BOR Finance Committee meetings. In the light of this
3 development, the University Secretary suggested that approval on the Use of Funds
4 (from whatever sources) was actually given by the Governing Board to make this
5 legal. Otherwise, this will be questioned in the next BOR Finance Committee
6 Meeting.

7 Ms. Ampac pointed out that the present request for utilization of
8 unappropriated Collections amounting to P5.2 million does not specifically indicate
9 this particular expense. Ms. Ampac suggested to Dean Camoying to present the exact
10 source of fund and when the use of such fund to pay for the marker was approved by
11 the BOR.

12 President Tulin suggested that this be discussed during the upcoming BOR
13 Finance Committee, just to be sure.

14 The President further inquired what type of vehicle the Tolosa Campus is
15 planning to purchase in light of the needs of the campus for hauling supplies and
16 materials from Tacloban City.

17 **SNACK BREAK OF FIVE (5) MINUTES WAS CALLED**

18 Ms. Ampac informed the Council that during the short break, the Budget
19 Officer informed the Dean that the source of fund for the KOICA marker was the
20 "P2.3 million Supplemental Budget" which is also part of the Special Trust Fund. Ms.
21 Ampac also narrated that during the break, she was able to convince Dean Camoying
22 to lower the proposed "internet service expense" from P500,000 to P420,000 and to
23 use the remaining P80,000 as a stand-by fund for the incidental expenses which may
24 be incurred attendant to the KIOCA donation. Lastly, Ms. Ampac informed the
25 Council that the VSU Tolosa is also requesting permission for the funding of the
26 "inauguration expenses" for the new building in the amount of P200,000.00 for the
27 following: food tarpaulins, flaglets, and incidentals including "*stipend of priest*."

28 The President inquired if accommodation of guests is included in the proposed
29 funding request for the building inauguration.

1 Ms. Ampac indicated that there is no provision for accommodations of guests.
2 There will be two events: 1) the Vesper - where the Campus expects to receive 250
3 guests (at P100/plate; and 2) the Inauguration proper – where about 300 guests are
4 expected (at P250/plate).

5 The University Secretary commented that Ms. Vicky Alcala of the CHED
6 Central Office should be invited and she should be provided with accommodation at
7 least overnight. Further, it is not legal to fund the “*stipend of the priest*” using
8 government funds.

9 President Tulin pointed out that the students lining the highway and waving
10 the flaglets when the Korean officials pass-by should also be given some snack but
11 this is not included in the proposed inauguration budget.

12 Dean Camoying indicated that there is no budget for snack of the students.

13 Ms. Ampac suggested that even a snack budget of P25/snack pack/student
14 should be allocated.

15 The President indicated that this could include a small meat bread worth P15
16 and a P10 juice drink.

17 Dean Camoying informed the Council that there is yet no fixed date when the
18 inauguration will be held. The final date will depend on the date the Korean
19 Ambassador to the Philippines will have time to come over to the Campus but this
20 should happen toward the end of May 2018.

21 VSU Isabel and VSU Alangalang did not submit any proposal.

22 The President inquired whether there were any questions or objections.

23 No questions/objections were raised.

24 The University Administrative Council unanimously passed

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

28 **Resolution No. 9**
29 *Series of 2018*

30 **A Resolution Approving the Utilization of 2017 Unappropriated**
31 **Collections for the VSU Tolosa Campus, as presented and endorsing the same to**
32 **the VSU BOR Finance Committee for appropriate action.**

9. 2019 Budget Proposal (General Fund)

President Tulin requested Ms. Louella C. Ampac to make the presentation.

Ms. Ampac informed the Council that beginning in CY 2018, the DBM is shifting to “Annual Budgeting” from a “Rolling Two-Year Budgeting” insofar as utilization of MOOE and CO are concerned. This shift is in line with President Duterte’s promise to hasten the delivery of basic services to beneficiaries.

Ms. Ampac explained that starting this coming school year 2018-2019, the government will be implementing the Free Tuition program. The total budget requested by the University is about P1.5 billion, across campuses and is segregated as Tier 1 and Tier 2. Tier 1 is composed of PS, MOOE and some projects that are continuing from previous periods. Tier 2, on the other hand, is composed of: 1) PS (P89 million) - overtime pay, night shift differential, terminal leave benefits for retirees who opt to retire before mandatory retirement age, and the filling-up of vacant positions; 2) MOOE (P35 million) – new research projects; and 3) CO (P452 million) – mainly new projects.

Ms. Ampac informed the Council that the DBM has again given a reminder that the University should have a higher Budget Utilization Rate (BUR) than in previous year, so that our budget for the next year will not be adversely affected. Currently, the BUR of the University in 2017 is only 68%. The DBM will still evaluate the reason(s) for non-attainment of the target level of expenditure and determine whether it is controllable or non-controllable. Finally, starting 01 January 2019, the University will no longer hire “part-time” employees in line with the promise of President Duterte to implement EndO (*End of Contract*) hiring, both in the private sector as well as in government.

President Tulin inquired how much higher is the proposed 2019 Budget compared to the 2018 budget.

1 Ms. Ampac indicated that the 2019 budget of P1.5 billion, is higher by about
2 P540 million compared to the 2018 budget of P966 million.

3 President Tulin commented that this is indeed a big increase in infrastructure
4 spending for the coming year but that this is in line with President Duterte's mantra:
5 *Build, Build, Build* so that SUCs will be able to build the infrastructure that will be
6 needed by the students in the years to come in line with Vision 2040. However, in the
7 view of the cash-based budgeting, there is really a need to increase cash
8 disbursements and not just obligations. This means that the University will have only
9 one (1) year to disburse the huge amount for CO. The proposed construction of the
10 Gender Resource Center is something that the University will be proud having.

11 The President informed the Council that VSU is only second insofar as CO
12 budget among SUCs in the Region is concerned. The Samar State University (SSU)
13 has the biggest CO budget of around P700 million for 2019. The VSU budget for CO
14 is a "big leap" from the usual P200 million budget to P560 million.

15 The President also pointed out that one of the big budget projects is the
16 construction of an Eight-Unit Apartment Building. Initially, residents of apartment
17 units that will be subjected to renovation will have to temporarily transfer residence
18 to these new units. However, once the renovations on their apartment units are
19 completed, they will be asked to vacate the units they are temporarily housed. After
20 all the apartment units shall have been renovated, the said "8-door apartments" will
21 be converted to student dormitory. Hopefully, the upgrading of all the apartment units
22 can be completed before the 100 year anniversary of the University.

23 Dr. Dilberto O. Ferraren inquired whether there is still a possibility of
24 increasing the number of faculty housing in the 2019 budget.

25 President Tulin explained that it cannot be accommodated in next year's
26 budget because the proposed 2019 budget has already been submitted and approved
27 by the Regional Development Council (RDC). However, we may include this in the
28 2020 budget proposal.

29 The President inquired whether there were any questions or objections.

1 No questions/objections were raised.

2 The University Administrative Council unanimously passed

3 **University Administrative Council**

4 **Visayas State University**

5 *Visca, City of Baybay, Leyte*

6 **Resolution No. 10**

7 *Series of 2018*

8 **A Resolution Approving the Proposed 2019 Budget (General Fund), as**
9 **presented and endorsing the same to the VSU BOR Finance Committee for**
10 **appropriate action.**

11 Univ. ADCO Action: **APPROVED**

12 Date: 26 February 2018

13 10. Request of the Cash Division to Open a Separate Account for PhilHealth –
14 Professional Fees

15 President Tulin requested Ms. Corazon U. Nuevo to make the presentation.

16 Ms. Nuevo informed the Council that there is a new Circular from the
17 PhilHealth requiring all PhilHealth Accredited Institutions to open a separate account
18 for Professional Fees. The University Infirmary has already an existing PhilHealth
19 account, but this is for Benefits. Hence, this request.

20 Ms. Nuevo added that she had requested Dr. Zafico to negotiate with the
21 PhilHealth if it would be possible for the PhilHealth to directly pay into the account
22 of the health service professionals. However, the PhilHealth indicated that it has first
23 to go through the “institution” before money is paid to the health service
24 professionals.

25 Atty. Guinocor explained that if a PhilHealth-member is a patient and his full
26 hospital billing, say P10,000 is covered by the PhilHealth, a part of the P10,000 bill
27 will cover the fee of the health care professional (doctor) and the remaining portion
28 will be paid to the Health Care Provider (Infirmary/Hospital) – for the services,
29 medicines, etc...

30 President clarified that whenever the hospital bill exceeds the PhilHealth
31 coverage, the patient will have to cover the remaining bill, including any additional
32 professional fees that may be charged.

1 Ms. Linda E. Esguerra commented that there are already too many accounts
2 for the PhilHealth. For the professional fee, the amount is immediately withdrawn
3 once the PhilHealth cheque is deposited in the bank account. This requires extra effort
4 on the part of the accounting staff.

5 President Tulin indicated that if this is really how the system works, then the
6 University has no choice but to follow it.

7 The President inquired whether there were any questions or objections.

8 No questions/objections were raised.

9 The University Administrative Council unanimously passed

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

13 **Resolution No. 11**
14 *Series of 2018*

15 **A Resolution Approving the Request of the Cash Division to Open a**
16 **Separate Account for PhilHealth – Professional Fees, as presented and endorsing**
17 **the same to the VSU BOR for Final action.**

18 Univ. ADCO Action: **APPROVED**

19 Date: 26 February 2018

20 11. Request of the Philippine National Bank (PNB) to Open a 40 Square Meter
21 Extension Office at the Technology Business Incubator (TBI) Building, VSU Main
22 Campus

23 President Tulin requested the University Secretary to update the Council
24 relative to the request of the Philippine National Bank (PNB).

25 The University Secretary informed the Council that Mr. Bernie Tocmo, VP
26 for Retail and Business Outlets of the Philippine National Bank, insisted that this
27 proposed PNB project has the blessings of Pres. Duterte and is in line with the
28 national project of the new BSP Governor which aims to increase banking literacy to
29 the un-banked. In essence, the project is part of the Corporate Social Responsibility
30 (CSR) of the PNB which aims to help students and is at the same time a payback to
31 his *alma mater*.

32 According to Mr. Tocmo, the “re-construction” of the proposed site (at the
33 TBI) has already been awarded, and the materials purchased. Further, additional staff

1 for this project had already been hired. He is hoping that the University will give the
2 "GO" signal for the project to proceed not later than 28 March 2018.

3 The University Secretary indicated that he already told Mr. Tocmo that being
4 a University, there is a lot of legal procedures and requirement that need to be tackled
5 before anything positive can come out of the whole thing.

6 President Tulin indicated that the legal processes already in place have to be
7 followed so that the University will not be breaking the law. The Office of the
8 Ombudsman is closely watching for any form of corruption. One University President
9 (who was about to retire) was recently dismissed from service for doing something
10 which their BOR approved earlier. Personally speaking, the President indicated that
11 any wrongdoing runs with the risk of losing all benefits from many years of hard
12 work if one gets dismissed by the Office of the Ombudsman.

13 The University Secretary informed the Council that in the case of MSU
14 Marawi, PNB immediately constructed a Branch office inside the University Campus
15 after the siege ended. He also mentioned the fact that the PNB has a bank branch
16 inside the UP Diliman Campus.

17 Dr. Dilberto O. Ferraren likewise mentioned that the Benguet State University
18 (BSU) signed a MOA with the PNB sometime in 1997. The University Secretary
19 commented that the original MOA between BSU and PNB was signed sometime
20 before the PNB became a private bank and was just renewed thereafter. BSU
21 provided a vacant lot and the PNB constructed their building on that vacant lot which
22 is along the national highway. PNB has been paying rental to BSU for the land it has
23 occupied for some time already. In our case, the PNB is not interested in constructing
24 a building.

25 The President indicated that it was the collective decision of the UADCO not
26 to grant the request of the PNB because of the lack of legal basis. This proposal was
27 also presented to the Governing Board but the Board did not act on it and returned it
28 for lack of legal basis.

1 President Tulin indicated that what is now needed is for the UADCO to come
2 up with an official answer *vis-à-vis* the PNB request so that the University will not be
3 remiss in its responsibility of communicating its position regarding this matter. The
4 process of getting approval of this proposal is still a long way off.

5 12. Request of VSU Tolosa to Conduct Pre-Board Examination Review Classes in PRED
6 190B

7 President Tulin inquired from Dean Obdulia Camoying who will make the
8 presentation. Dean Camoying requested Dr. Paul Duavis to make the presentation.

9 Dr. Duavis informed the Council that VSU Tolosa is now closely monitoring
10 the performance of its graduates in the Licensure Examination for Teachers (LET). In
11 the 2017 LET, the percentage passing of VSU Tolosa has increased but the faculty
12 and staff of the campus would like to improve it even more. The Campus is proposing
13 the holding of a "review class and pre-board exam" imbedded in PRED 190b (*Special*
14 *Topics 2*) of the graduating students. The said review classes will be undertaken every
15 Saturday and Sunday of the regular semester.

16 Once the graduating students have gone through the review, they will be given
17 a "diagnostic examination" which will serve as a comparison of their performance in
18 the last three (3) years up until the date of the diagnostic examination. All graduating
19 students will be given three (3) chances to pass the "pre-board examination." Those
20 who will not be able to pass will be advised to re-enrol the subject they constantly fail
21 to pass.

22 President Tulin commented that there is no problem since this is embedded in
23 PRED 190B and done on weekends. The President inquired what Special Topics are
24 usually discussed.

25 Dr. Duavis informed the Council that these are topics selected by the
26 instructor. As of the moment, the Campus does not have a pre-board examination or
27 classes in the curriculum.

1 President Tulin inquired on the rationale for giving the students a failing grade
2 after three (3) attempts. This should not be the case because the course enrolled in is
3 Special Topics, which is a separate subject from all the others.

4 Dr. Lijuera J. Cuadra, Dean of the College of Education (Main Campus)
5 informed the Council that the College of Education in the Main Campus has been
6 offering PRED 190a and PRED 190b for quite some time already. Some of the topics
7 discussed in PRED 190a include: K+12 program, systems development and multi-
8 lingual education. On the other hand, topics discussed in PRED 190b include:
9 integrative strategies, drug education, HIV, etc... The PRED 190a also tackles the
10 review of General Education and Professional Education courses. The PRED 190b
11 incorporates Pre-Tests and Pre-Board Review classes.

12 Dr. Cuadra clarified that PRED 190b is only a 1 unit subject/course but the
13 review session is quite intensive. The students enrolled in this subject/course will
14 have to take the pre-test; if they do not pass the pre-test, they will be given a grade of
15 5.0 and will have to re-enrol the subject/course. We have already presented this to the
16 AACCUP Accreditors when they inquired about measures the College of Education
17 will be implementing to improve the percentage passing in the LET.

18 The University Secretary inquired whether the PRED 190b is offered during
19 weekdays or during weekends.

20 Dr. Cuadra indicated that in the Main Campus, PRED 190b is offered on
21 weekdays, as part of the regular subject offerings.

22 Dr. Duavis commented that the reason why the VSU Tolosa is proposing for
23 the offering of this subject/course during weekends is because of the difficulty in
24 finding a common time for all the students. The only time everybody is free is on
25 weekends.

26 The University Secretary commented that it would be best to offer this 1 unit
27 subject/course during schooldays.

28 Dr. Cuadra clarified that while this 1 unit subject/course carries with it a 3-
29 hour class session, just like a laboratory class.

1 President Tulin suggested that the approved schedule in the Main Campus be
2 adopted. The more schedules we have (Main and External Campuses) the more
3 difficult it will be to manage in the future. It is necessary that the class schedules of
4 the students be harmonized better so that this subject/course can be taken during the
5 regular schooldays.

6 Dr. Duavis did not interpose any objection to the suggestion made by the
7 University President.

8 The President inquired whether there were any questions or objections.

9 No questions/objections were raised.

10 The University Administrative Council unanimously passed

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

14 **Resolution No. 12**
15 *Series of 2018*

16 **A Resolution *Disapproving* the Request of the VSU Tolosa to offer PRED**
17 **190b on weekends *But Instead*, to Adopt the existing weekday schedules for**
18 **PRED 190b subject/course of the Main Campus, as modified.**

19 Univ. ADCO Action: **APPROVED**

20 Date: 26 February 2018

21 **13. Proposed Administrative Personnel Development Program**

22 President Tulin requested Dr. Remberto O. Patindol, VP for Administration
23 and Finance, to make the presentation.

24 Dr. Patindol informed the Council that the NAPB reviewed this proposal and
25 is strongly endorsing this to the UADCO for approval. In essence the proposal seeks
26 to "improve some of the provisions of the Administrative Personnel Development
27 Program."

28 The President pointed out some of the more difficult provisions indicated in
29 the proposal, to wit:

- 30 a) NAPB Scholarship/Fellowship - allowing administrative staff to pursue advanced
31 degrees either through scholarships or fellowships;

- 1 b) Proposed benefits of scholars/fellows – book allowance (P5,000);
2 thesis/dissertation allowance (P30,000/P40,000 respectively);
3 c) Full salary while on leave plus monthly stipend of P7,500 and P10,000 for
4 Masteral and Doctorate degrees, respectively; and
5 d) Sabbatical leave for administrative staff (for up to 6 months).

6 President Tulin inquired on what these administrative staff will do when they
7 return from their advanced studies especially because for administrative positions, the
8 minimum requirements are just bachelor's degrees plus appropriate CSC
9 examination.

10 The University Secretary commented that maybe these administrative staff
11 plan to move over to the academe and will be using the scholarship/fellowship as a
12 stepping stone to move out of the administrative service.

13 The President mentioned that in the case of Mr. Baldos, when he earns his
14 doctorate degree in Development Communication, he might want to transfer to the
15 Department of Development Communication (DDC). He must apply for a teaching
16 position in the DDC because transfer from administrative to academic unit is not an
17 automatic thing. It should be emphasized that the academic department has the
18 prerogative of accepting or rejecting applicants for academic positions. The
19 University operates on a system where the department has the final say of who is
20 accepted or who is rejected.

21 The President indicated that there has to be a mechanism on how best to
22 accommodate the returning administrative staff who have earned advanced degrees
23 vis-à-vis the kind of work they will be asked to handle in view of their higher
24 educational qualifications. Otherwise, there is no justification for the government to
25 invest in such endeavor.

26 Dr. Patindol clarified that it is not a bad thing to have a person who has an
27 advanced degree doing a certain administrative job. The purpose of this "advanced
28 schooling" is for professional career development and does not necessarily mean that
29 they will leave their existing positions for other positions in other units.

1 The President clarified that all administrative positions have minimum
2 qualification standards and if the professional development was not along the lines of
3 their official job descriptions, the government need not have spent for their advanced
4 degrees. It should be remembered that when the faculty are developed, this is to
5 enable them to secure the minimum requirements needed for their teaching positions
6 which is a Masteral degree. This does not apply to administrative staff because their
7 jobs are already very clearly specified. Unless, Administration can provide them with
8 an alternative plan so that they will have an incentive for doing graduate work.

9 Dr. Patindol again emphasized that this is not about transferring employees to
10 other departments or units, but rather just upgrading the capabilities of the persons. It
11 is better to have a staff with a higher educational qualification occupy a position than
12 one who just possesses the minimum educational qualification for the position.

13 Prof. Efren B. Saz commented that for staff occupying administrative
14 positions, it would still be better to have them go through “continuing professional
15 development” programs rather than letting them pursue post-graduate degrees which
16 may not be in line with their present work assignment.

17 The University Secretary commented that coming up with “continuing
18 professional development” programs would be more useful to administrative
19 employees for them to be able to understand their jobs better.

20 Dr. Belonias inquired whether the University has benchmarked this with those
21 from other SUCs in the Region.

22 The University Secretary indicated that in other SUCs, administrative staff
23 fund their own post-graduate studies. They were not provided with scholarships/
24 fellowships.

25 President Tulin reiterated that this is an “investment” on the part of the
26 University even if they secure an outside scholarship (*i.e.* from CHED) because the
27 University still pays for their salaries. The real question that demands a clear answer
28 is: *“how do we maximize their potentials when they return from graduate work”*

1 especially when the job they will be doing will exactly be the same as before they left
2 for advanced studies.

3 The President clarified that as yet, there is still no "promotion instrument"
4 crafted for administrative personnel except for what is provided for in the Civil
5 Service. As a matter of fact, securing a masteral degree would be the maximum
6 requirement for administrative personnel.

7 President Tulin inquired whether the University signed an agreement with
8 these administrative employees clearly indicating that they will return to their mother
9 units after completing their respective degrees.

10 Dr. Patindol informed the Council that the administrative employees signed an
11 agreement that they will return to their mother units and positions.

12 President Tulin suggested that there should be a mechanism to better screen
13 applicants for post-graduate studies so that they can be better placed when they
14 complete their degrees. In the administrative level, promotion is only through
15 vacancy unlike in the faculty, there really is an instrument that can be used for
16 promotion.

17 The following points that need to be adequately addressed by the proposal
18 were made:

- 19 a. It was the CHED scholarship that presaged the sending of administrative
20 employees for advanced studies;
- 21 b. The "internal agreement" that only those administrative employees who have
22 serve the University for at least five (5) years would be allowed to avail of the
23 CHED scholarship (*for post-graduate studies*), was not followed;
- 24 c. The proposal to also provide funding support (through scholarship) for the pursuit
25 of an undergraduate is very expensive to implement considering that a lot of
26 administrative positions do not even require completed undergraduate degree;
- 27 d. In this proposal, the employment requirement is now down to just two (2) years;
- 28 e. The proposal called "Moving and Learning" duplicates the present practice of
29 "Team Building" and is very expensive to fund, as proposed;

1 f. Sabbatical leave is not appropriate for administrative staff; and

2 g. The proposal does not provide for "*intensive in-house review sessions*" for
3 Administrative staff in preparation for CSC eligibility examinations.

4 President Tulin suggested that in view of the many questions surrounding the
5 proposal, it should be reviewed again and refined by the proponents.

6 14. Proposed General Guidelines on Student Housing at VSU Tolosa

7 President Tulin requested Dr. Obdulia G Camoying, Dean of VSU Tolosa, to
8 make the presentation.

9 Dr. Camoying informed the Council that VSU Tolosa will soon open its
10 Student Dormitories to qualified male and female students of the VSU Tolosa. All in
11 all, the new student dormitories funded by the KOICA will be able to house 150 male
12 and 150 female freshmen students. There will be a screening process as to who
13 among the 750 freshmen students will be allowed to stay in the dormitories.

14 President Tulin inquired how the dormitory occupants will be screened.

15 Dr. Camoying explained that the criteria in prioritizing the possible dormitory
16 occupants (as indicated in the VSU Student Handbook, pages 46-56), include the
17 following: a) *preferably* a Freshman; b) *preferably* taking a full load; c) *preferably*
18 those coming from "outside of Tolosa"; and other criteria.

19 The University Secretary inquired that of 3,000 students expected to enroll
20 this coming 1st Semester, how will VSU Tolosa select who will be accepted in the
21 dormitory if more than 1/3 of the students (including freshmen) will come from side
22 Tolosa?

23 Dr. Camoying indicated that in this case, it will be first-come, first-serve basis
24 for all those students coming from outside Tolosa.

25 The President inquired whether the VSU Tolosa administration will not accept
26 "reservations" from parents coming from outside of Tolosa in the event the campus
27 adopts the First-Come, First-Serve policy.

1 The University Secretary pointed out that in A1 of Letter E states:
2 *"Accommodation of senior students/upper classmen may be granted on a first-come,*
3 *first serve basis"* which is the same policy for the freshmen students.

4 Dr. Camoying pointed out that the Freshmen will be given priority, of course.

5 The University Secretary reminded Dean Camoying that the proposed
6 guideline does not clearly indicate that the new freshmen students will be given
7 priority over upper classmen. This should be clearly stated in the proposal.

8 The University Secretary inquired how the dormitory rent (*per student*) will
9 be collected: monthly or upon acceptance into the dormitory? The reason for this is
10 that the dormitory should minimize if not totally eliminate the possibility of arrears or
11 promissory notes from students at the end of the semester, which will lead to possible
12 bad debts if the students do not return.

13 President Tulin inquired how the P700/student monthly dormitory fee was
14 determined considering that the dormitory was given by the KOICA in support of
15 poor students. The proposal should have a budget proposal showing how much
16 budget from VSU Tolosa should be allocated for its upkeep. Relying mainly on rent
17 collections is not the best way of ensuring the upkeep of the dormitories.

18 The University Secretary inquired how the VSU Tolosa will be able to charge
19 the students for certain appliances like: power bank (P20/month); laptop (P75/month);
20 printer (P75/month), etc... How will Administration be able to ensure that only those
21 appliances owned by the students living in the dormitories will be using the electricity
22 when the dormitory students can charge the cellphones and other appliances of other
23 non-dorm students. Further students are permitted to use electric irons whose wattage
24 may range from a low of 750 watts to electric irons with wattage of 1,250 watts or
25 higher.

26 President Tulin commented that the number of hours of usage cannot be
27 readily monitored and may consume so much electricity in the long run. Further to
28 attach fees to certain gadgets and appliances is "old school" as it has already been
29 pointed out that this piecemeal process cannot be readily monitored. It would

1 therefore be best to just have a "flat rate fee" to cover use of gadgets and small
2 appliances while the use of electric irons should not be allowed. Further, rice cookers
3 or other electric cooking gadgets should also strictly not be allowed because these
4 may short the fuses or might even cause an electrical fire.

5 The President suggested that there should be a breakdown of the expenses to
6 be charged to the students as dormitory fee to include electricity, maintenance, and
7 other expenses.

8 Other questionable aspects of the proposal were also discussed and some were
9 given possible solutions. Nonetheless, the Council was agreed that the proposal
10 adheres to the existing dormitory policies in effect in the Main Campus although it
11 will need refinements because of the differences in conditions.

12 The President inquired whether there were any questions or objections.

13 No questions/objections were raised.

14 The University Administrative Council unanimously passed

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

18 **Resolution No. 13**
19 *Series of 2018*

20 **A Resolution Approving the Proposed General Guidelines on Student**
21 **Housing at VSU Tolosa, as modified and endorsing the same to the VSU BOR**
22 **for final action..**

23 Univ. ADCO Action: **APPROVED**
24 Date: 26 February 2018

25 15. Proposed Guidelines on the Appointments of Dormitory Advisers and Assistant
26 Dormitory Advisers

27 President Tulin requested Dr. Obdulia G. Camoying to make the presentation.

28 Dr. Camoying informed the Council that the new male and female dormitories
29 need to have dormitory advisers and assistant dormitory advisers for it to be managed
30 successfully. The proposal was based on the existing guidelines used in the Main
31 Campus.

1 The University Secretary inquired about the qualifications for both the Dorm
2 Advisers as well as the Asst. Dorm Advisers because the qualification standards
3 proposed are not clear, discriminatory and sometimes contradictory.

4 Prof. Efren B. Saz suggested that considering the number of students, there
5 may be a need to hire one (1) "adviser" per floor, so that the students will be
6 adequately managed.

7 Engr. Mario Valenzona mentioned that currently, there is only one room
8 (office) located in the ground floor that can be used by the dormitory adviser.

9 The President commented that since the dormitories do not have a room for
10 the advisers, he suggested that one room should be allocated for the Adviser/Asst.
11 Adviser so that they can look after the safety of the students.

12 The President inquired whether there were any questions or objections.

13 No questions/objections were raised.

14 The University Administrative Council unanimously passed

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

18 **Resolution No. 14**
19 *Series of 2018*

20 **A Resolution Approving the Proposed Guidelines on the Appointment of**
21 **Dormitory Advisers and Assistant Dormitory Advisers, as modified and**
22 **endorsing the same to the VSU BOR for final action.**

23 Univ. ADCO Action: **APPROVED**

24 Date: 26 February 2018

25 **16. Proposed General Guidelines on the Use of Dormitories at VSU Tolosa during School**
26 **Breaks**

27 President Tulin requested Dr. Obdulia G. Camoying, to make the presentation.

28 Dr. Camoying informed the Council that the VSU Tolosa is proposing that
29 during Semestral and Summer breaks, the new dormitories will be open to transient
30 lodgers at the daily rate of P150.00/person and following the 2:00PM check-in and
31 1:00PM check-out times. All dormitory beds have been provided with mattresses and
32 pillows. VSU Tolosa will purchase linen, bed covers, and pillow cases.

1 President Tulin commented that the proposed P150.00/person/day rate is very
2 cheap unless the transients are parents/relatives of VSU Tolosa students. Definitely if
3 the transients are outsiders without any relationships with students, they should be
4 assessed a much higher daily rate of P400.00/person/day. This is probably still very
5 much lower than the rates charged by the hotel in from of the dormitory.

6 The President emphasized that VSU Tolosa has to advice the students on the
7 proper use of the toilets and baths (T&B) and to strictly maintain the cleanliness of
8 their respective T&B to make the dormitories in good conditions for years to come.
9 The students should be organized to undertake the cleaning of their T&B daily.
10 Further, the Dorm advisers should see to ti that the students do not deface any part of
11 the building, especially the rooms, with "graffiti" of any kind. Any student caught
12 doing graffiti will have to be immediately ejected from the dormitory.

13 The University Secretary pointed out that **students must not be allowed** to
14 cook in their dormitory rooms under any circumstance because the new dormitories
15 do not have any provision for cooking, unlike in the Main Campus where most of the
16 student dormitories have cooking areas and facilities. This is especially most
17 applicable for transient visitors.

18 The President mentioned that while the proposal adopted the proposal from
19 the Main Campus Manual, it should carefully pick out which of the items indicated in
20 the Guideline is applicable to the situation in VSU Tolosa. Definitely, there are stark
21 differences in the dormitories in the Main Campus and that in VSU Tolosa.

22 The President inquired whether there were any questions or objections.

23 No questions/objections were raised.

24 The University Administrative Council unanimously passed
25

