

Republic of the Philippines
VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

MINUTES OF THE 11TH BOARD OF TRUSTEES MEETING
HELD ON MARCH 25, 1976 AT VISCA MANILA OFFICE

Mrs. REMEDIOS M. BASCUG
Records Officer, VISCA

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte



MINUTES OF THE 11th BOARD OF TRUSTEES MEETING
HELD ON MARCH 25, 1976 AT VISCA MANILA OFFICE

PRESENT:

Hon. Vedasto G. Suarez Assistant Secretary, DEC	Acting Chairman
Hon. Jesus C. Alix Director, BAEcon	Member
Hon. Rufino D. Ayaso, Jr. Provincial Agriculturist, BAEx	Member
Hon. Cledualdo B. Perez, Jr. Dean, UPLB College of Agriculture	Member
Hon. Lauro Castillo District Officer Bureau of Lands	Member
Hon. Fernando A. Bernardo President, VISCA	Member

OTHERS PRESENT:

Dr. Cesar C. Jesena, Jr.
Vice Pres. for Dev. & Ext. Affairs, VISCA

EUFEMIA P. ISON
Acting Secretary, VISCA

ABSENT:

Prof. Susano C. Faelnar
College Secretary, VISCA

Acting Chairman Suarez called the meeting to order at 9:20 a.m.

- 1 I. On motion duly seconded, the Board ratified the minutes of the
- 2 meeting held on December 18, 1975.
- 3 II. On matters arising from the approved minutes, Board Member Alix
- 4 corrected Board Resolution NO. 37, S. 1975 which reads "... in the
- 5 amount ..." to read "... in an amount ...". The Board inserted the
- 6 words "payment of" to Line 25 and changed the word "for" to "to" of
- 7 Board Resolution No. 39, s. 1975. In Letter D, Line 28, Page 5,
- 8 the word "honorarium" was changed to "honoraria".

Board Member Perez commented on paragraphs two and three of Appendix I. He opened that the reasons stated therein do not speak well of the Army, so he proposed for the deletion of those two paragraphs.

Instead of using the word "honorarium," the Board agreed to change it to "commutable transportation allowance". "Commutable" in the sense that we do not have to present receipts. Commutable transportation allowance was proposed to be paid to VISCA Military Personnel as a sort of an incentive.

On motion duly seconded, the Board amended Board Resolution No. 40, S. 1975 by deleting paragraphs two and three of Appendix I and giving commutable transportation allowance instead of honoraria to VISCA Military Personnel as an incentive.

APPROVED.

III. Personnel Matters:

A. The Board reviewed the ad interim appointments of Dr. Cecilio Arboleda and Dr. Delfina Torreta. President Bernardo suggested that they be given financial support for living expenses. He reasoned out that it is very difficult to attract to VISCA people like them whose earnings at present are substantial. As Visiting Professors this summer, their short stay will be very helpful to VISCA. Dr. Arboleda will be Visiting Assistant Professor of Poultry effective March 27 to April 26, 1976 while Dr. Delfina Torreta will be Visiting Assistant Professor of Home Technology effective April 4 - 19, 1976.

Chairman Suarez wanted to clarify which is more appropriate, "honorarium" or "salary". "If we use salary", he said, "there might be double compensation." Trustee Alix suggested to use the word "consulatant fee." After some discussions, there was a consensus that the word honorarium is preferable and often used in other state colleges and universities, particularly U.P.

B. Considering the appointment of Arch. Luis S.J. Mora, Pres. Bernardo suggested to make its effectivity March 1, 1976 since according to the present policy of the Civil Service Commission, an appointment should be submitted not later than a month after the employee began his services. Dean Perez inquired if there is a designation or position available for Arch. Mora higher than a draftsman but less than an architect since he (Mr. Mora) has already passed the Board Exam for Architects. Pres. Bernardo replied that there are positions for Draftsman I, Draftsman II, etc. He suggested that if a promotion has to be made, the performance of all other draftsman who are also civil service eligible must be evaluated.

On motion duly seconded, the Board passed:

BOARD RESOLUTION NO. 1, s. 1976

Confirming the ad interim appointments of Dr. Cecilio Arboleda and Dr. Ly Tung; and noting the appointments made by the College President per Board Resolution No. 6, s. 1974, of Dr. Delfina Torreta; Mrs. Phoebe B. Villanueva; Miss Patria M. Penaranda; Engr. Alejandro F. Tongco; Miss Delia Y. Lim; Miss Teresita C. Petilla; Mrs. Norma B. Mesorado; Mrs. Alicia C. Borneo; Mr. Panfilo D. Estremos; Mr. Gerundio P. Petilos; Mr. Perly Lumasag; Mr. Victor L. Modina, Jr.; Arch. Luis S. J. Mora; Mr. Alexander P. Torres; Mr. Salvador Dagoy; Mr. Luis Salapa, Jr.; Mr. Atilano Z. Rebadulla, Jr.; Mr. Alberto Ricarte; Mr. Alejandro Caliente; Mr. Raul Pepino; and Mr. Jose R. Pardales, Jr. The Board proposed not to approve the appointment of Mr. Porferio A. Geraldizo because of certain questions about his morality. (Appendix A)

APPROVED.

IV. VISCA Faculty Fellowship

Considering the rationale behind the VISCA Fellowship Grant for deserving "old-age" faculty members, the Board discussed the consequence of the provisions of the VISCA Faculty Fellowship setting the maximum age limit to 30 years for the M.S. degree and 35 years for the fellowship grant for the PhD degree.

On motion duly seconded, the Board passed:

BOARD RESOLUTION NO. 2, s. 1976

In fairness to deserving "old-age" VISCA Faculty members approval of the two strongly recommended proposals must be considered favorably. (Appendix B)

APPROVED.

V. Other Matters

A. A list of candidates for graduation for school year 1975-1976 was presented to the Board for approval.

On motion duly seconded, the Board passed:

BOARD RESOLUTION NO. 3, s. 1976

Approving the candidates for graduation from the BSAH, BSAED and BSA curricula for school year 1975-1976. (Appendix C)

APPROVED.

B. The 1976 College Summer calendar, list of courses offered, rules for course offerings and rates of payment for summer teaching were presented to the Board for approval.

On motion duly seconded, the Board passed:

BOARD RESOLUTION NO. 4, s. 1976

Adopting the first three items, but making some reservations on the fourth item, that is, with regards to the rate of payment for summer teaching. The rate of payment as presented should be followed provided that the total payment does not exceed 75% of one month's salary unless they are outsiders or not regular faculty members of VISCA. (Appendix D)

APPROVED.

C. The College academic calendar for 1976 was also presented to the Board for approval. A question arose whether October 20 is also a holiday in Baybay. However, the Board agreed to check on the proclamation.

On motion duly seconded, the Board passed:

BOARD RESOLUTION NO. 5, s. 1976

Adopting the proposed 1976 College Academic Calendar. (Appendix E)

APPROVED.

D. A proposal to offer BS in Forestry was presented to the Board for approval. President Bernardo told the Board that although the World Bank is supporting the development plan of VISCA, it is withholding support for Forestry because the World Bank believes that the Forestry plan for the country should be reviewed. Therefore, manpower training in Forestry although approved by the College Council, should only be up to the Associate level. The Board Chairman, however, felt that the proposed BSF curriculum may be approved by the Board now, but its implementation should be deferred.

Regarding the proposed organization and administration of the Manpower Training Program in Forestry, the Board agreed that it should only be a department of VISCA rather than a separate college because the offering is only the Associate or Ranger Course.

On motion duly seconded, the Board passed:

BOARD RESOLUTION NO. 6, s. 1976

Approving the proposed BSF curriculum but deferring its implementation.

APPROVED.

E. A proposed curriculum leading to the degree of Bachelor of Science in Agribusiness was presented for approval by the Board. The Board approved the first and second major fields but questioned the third, Agricultural Business Management, as a matter of terminology. Board Member Perez proposed the use of a better terminology. Further inquiry will be made regarding this.

On motion duly seconded, the Board passed:

BOARD RESOLUTION NO. 7, s. 1976

Approving the proposed curriculum for the degree of Bachelor of Science in Agribusiness with the three major fields but a better terminology for the third major should be sought by consulting UPLB.

APPROVED.

F. The organizational chart and duties and responsibilities of Personnel of the VISCA Experimental Rural High School were presented to the Board for approval.

On motion duly seconded, the Board passed:

BOARD RESOLUTION NO. 8, s. 1976

Approving the organizational chart and duties and responsibilities of the Personnel of the VISCA Experimental Rural High School. (Appendix F)

APPROVED.

G. President Bernardo proposed the transfer of savings to other items. He presented to the Board a clear breakdown of savings as well as proposed obligations until March 31, 1976. As a matter of better terminology, Chairman Suarez pointed out that the term "Student Labor" does not sound good. Pres. Bernardo explained that the term is used to differentiate it from scholarships and student assistantships.

On motion duly seconded, the Board passed:

BOARD RESOLUTION NO. 9, s. 1976

Approving the proposed transfer of salary savings to other items. (Appendix G).

APPROVED.

N. With respect to the report of the VISCA auditing-examiner regarding the condemnation of one building, a personnel cottage, the Board noted and approved the report.

I. Regarding VISCA Student Publications, a proposal to compensate the staff of the HORIZONS and the TILLER as an encouragement was presented for approval. Without this incentive, the students prefer to work as student assistants rather than as staff members of the school organ because they can receive up to ₱ 100.00/mo. as student assistants.

1 Compensation of the staff will come from student fees. The Tiller
2 likewise requested that a FOUR HUNDRED PESO (P 400.00) worth of supplies
3 be subsidized since the income from student fees is not enough to support,
4 the paper.

5 On motion duly seconded, the Board passed:

6 BOARD RESOLUTION NO. 10. s. 1976

7 Approving the compensation for the Horizons and Tiller staff
8 and the granting of FOUR HUNDRED PESOS (P 400.00) worth of supplies to
9 the Tiller Bulletin. (Appendix H).

APPROVED.

10 G. A proposal to send Prof. Pacita Locayon and Ofelia Dedal to the
11 1976 PETA-CITASA Summer Training Program was presented. The PE depart-
12 ment likewise proposed for approval the sending of two (two) delegates,
13 Miss Thelma C. Zafra and Mr. Amelito V. Borneo, to the short-training
14 course in coaching at Silliman University in Dumaguete City.

15 On motion duly seconded, the Board passed:

16 BOARD RESOLUTION NO. 11. s. 1976

17 Appropriating the amount of P 1,596.00* for the participation of
18 Prof. Locayon and Ofelia Dedal to the 1976 PETA-CITASA Summer Training
19 Program. The amount of P 1,876.00 was also appropriated for the parti-
20 cipation of Miss Thelma C. Zafra and Mr. Amelito V. Borneo to short-
21 training course in coaching at Silliman University. (Appendices I and J)

APPROVED.

22 K. President Bernardo proposed to give Prof. Eliseo Ponce the desig-
23 nation of Coordinator of Extension Programs for being a very dedicated
24 and energetic man who is actually doing the coordination of VISCA Exten-
25 sion activities in ten (10) barrios.

26 On motion duly seconded, the Board passed:

27 BOARD RESOLUTION NO. 12. s. 1976

28 Approving the appointment of Prof. Eliseo Ponce as Coordinator of
29 Extension.

APPROVED.

30 L. Jeep Plan for Senior Faculty Member

31 Because of transportation problems, a proposal to adopt a
32 "College Jeep Plan" was presented for approval by Vice-President
33 Jesena. A long discussion on the pros and cons of the plan ensued.

1 On motion duly seconded, the Board passed:

2 BOARD RESOLUTION NO. 13. s. 1976

3 Approving the Jeep Plan in principle but the proponent of the
4 plan should work out the details of the proposal. Appropriate
5 financing must be secured and policies set up regarding the use of
6 the jeeps for official purposes.

7 APPROVED.

8 M. Chairman Suarez asked the opinion of the Board on the proposal
9 to establish Leyte State University which might include VISCA as one
10 of the component colleges. Dr. Bernardo, being the President of the
11 College, made his reaction. "VISCA" he said "is one of the pet projects
12 of EDPITAF and the Philippine Government. Absorbing it in the LSU will
13 likely hinder or delay its growth and development because it will lose
14 its autonomy. It might also prejudice World Bank support of VISCA.
15 Furthermore, VISCA, as the existing regional college of agriculture for
16 the entire Visayas region, is not only for Leyte or Region VIII, while
17 the LSU is definitely for Leyte or Region VIII only. Our educators
18 should consider priorities. They should bear in mind that our major
19 thrust is in agricultural and rural development." Integrating a state
20 college of agriculture into a larger system may be appealing on paper,
21 but usually, it does not work out well because the college will have
22 to put up with policy and administrative matters within a unit whose
23 priorities are usually different and conflicting. Mr. Suarez said that
24 he will reflect the views of the College President in his comments on
25 the proposal to establish the LSU.

There being no more things to discuss, the meeting was adjourned
at 11:25 a.m.

CERTIFIED TRUE AND CORRECT:

(SGD.) EUFEMIA P. ISON
Acting Secretary

ATTESTED:

(SGD.) VEDASTO G. SUAREZ
Acting Chairman

/mila

ADDITIONAL APPOINTMENTS OF PERSONNEL FOR JANUARY, FEBRUARY, MARCH & APRIL, 1976

I. Ad Interim Appointments subject to approval by the Board:

DEPARTMENT OF AGRO. & SOILS:

Dr. Ly Tung
B.S. '69 National Agri. Institute
Saigon, Vietnam
M.S. '72 UPLB
Ph.D. '76 UPLB
Major: Agronomy

Asst. Prof. IV
at ₱15,960.00
Effective: March 29, 1976
up to March 28, 1977

DEPARTMENT OF ANIMAL HUSBANDRY:

Dr. Cecilio Arboleda
B.S.A. UPCA
M.S.
Ph.D.

Visiting Asst. Prof.
at ₱2,000.00
Effective: March 27 - April 26,
1976

DEPARTMENT OF HOME SCIENCE:

Dr. Delfina Torreta
B.S.H.T. '55 UPCA
M.S.
Ph.D.

Visiting Asst. Prof.
at ₱1,000.00
Effective: April 4-17, 1976

DEPARTMENT OF ARTS & LETTERS:

Mrs. Phoebe B. Villanueva
M.A. '70 University of Hawaii
Major: Speech Communication
B.S.E. '65 Silliman University
Major: Library Science
Minor: English
Eligibility: Sec. Teachers' Exam.

Asst. Prof. II
₱13,860.00 (Item 52)
Effective: February 16, 1976

DEPARTMENT OF AG. DEV. EDU.:

Miss Patria M. Peñaranda
M.A. '70 Silliman University
B.S.Ed. '65 Leyte Normal School
41 Units in Ph.D. University of
San Carlos
Major: Education
Eligibility: Sec. Teachers' Exam.

Research Associate I
at ₱8,556.00 (Item 15 & 115)
Effective: January 16, 1976

II. Appointments as Authorized by Board Resolution No. 6, Series of 1974:

DEPARTMENT OF AG. ENGINEERING & APPLIED MATH.:

Engr. Alejandro F. Tongco
B.S.M.E. '73 Colegio de San Jose
Eligibility: Board for Mech'l. Engineers

Instructor II
at ₱9,624.00 (Item 68 & 135)
Effective: February 2, 1976

II. Appointments as Authorized by Board Resolution No. 6, Series of 1975:-cont'd.

CROP PROTECTION DEPARTMENT:

Miss Delia Y. Lim
B.S.C. '73 Colegio de San Jose-Recoletos
Major: Accounting

Clerk I
at ₱ 4,824.00 (Item 38)
Effective: February 2, 1976

Miss Teresita C. Petilla
B.S. Medical Technology
'75 Southwestern University of Cebu City

Laboratory Technician
at ₱ 4,824.00 (Item 37)
Effective: February 2, 1976

DEPARTMENT OF AG. ECONOMICS:

Mrs. Norma P. Masorado
B.S.E. '71 Lourdes College
Major: English

Research Assistant I
at ₱ 5,640.00 (Item 60)
Effective: January 16, 1976

OFFICE OF BUSINESS & ADM. SERVICES:

Mrs. Alicia B. Borneo
B.S.I.E. '65 Feati University
Major: Radio Technology
Eligibility: Provincial Clerk (E)
Experience: 13 years

Personnel Aide
at ₱ 5,448.00 (Item 283)
Effective: February 16, 1976

Mr. Panfilo D. Estremos
B.S.E.Ed. '69 Colegio de San Jose
Eligibility: Career Service Sub-Prof.

Gas Tender
at ₱ 3,744.00 (Item 239)
Effective: March 1, 1976

DEPARTMENT OF FORESTRY:

Mr. Gerundio P. Petilos
B.S.F. '65 UPLB
Major: Forest Resources Management
Eligibility: Forest Warden
Experience: 7 years

Instructor III
at ₱ 10,176.00 (Item 5-52)
Effective: March 22, 1976

Mr. Perly P. Lumasag
B.S.F. '73 CMU
Major: Forest Resources Management

Instructor I
at ₱ 8,160.00 (Item 142)
Effective: March 16, 1976

OFFICE OF THE STUDENT AFFAIRS:

Mr. Victor L. Modina, Jr.
B.S.C. '64 University of the Visayas
Major: Accounting
Eligibility: Second Grade Eligible

Clerk I
at ₱ 4,824.00 (Item 262)
Effective: March 1, 1976

II. Appointments as Authorized by Board Resolution No. 6, Series of 1974:-cont'd.

MANILA BRANCH OFFICE:

Mr. Luis S. J. Mora
B.S. Arch. '74 Univ. of Sto. Tomas
Eligibility: Board for Architect

Draftsman I
at P6,648.00 (Item 246)
Effective: November 1, 1975

Mr. Alexander P. Torres
B.S.E. '70 Laguna Institute
Major: English
Minor: Filipino
Eligibility: First Grade (Qual.) Exam.

Information Editor
at P7,236.00 (Item 232)
Effective: April 1, 1976

DEPARTMENT OF AG. DEV. ED. (EXTENSION PROJECTS):

Mr. Salvador Dagoy
B.S. '73 ViSCA
Major: Animal Husbandry
Eligibilities: Farm Mgt. Tech. Exam.
DAT Technologist Exam.
Experience: 3 years

Instructor I
at P8,160.00 (Item 203 & 223)
Effective: March 29, 1976

Mr. Luis Salapa, Jr.
B.S. '76 ViSCA
Major: Animal Husbandry

Asst. Instructor II
at P6,480.00 (Item 71)
Effective: April 1, 1976

Mr. Atilano Z. Rebadulla, Jr.
B.S. '67 UEP
Experience: 3 years. FMT

Asst. Instructor III
at P7,740.00 (Item 70)
Effective: April 1, 1976

Mr. Alberto Ricarte
B.S. '76 ViSCA
Major: Animal Husbandry

Asst. Instructor II
at P6,480.00 (Item 117)
Effective: April 1, 1976

Mr. Alejandro Caliente
Tech. Course in Fishery, UP
Major: Fish Capture
36 units BSE
Eligibility: Fishery Technologist Exam.
Teacher Examination 1972
First Grade Qual. Exam.
Experience: 7 years

Asst. Instructor I
at P5,640.00 (Item 202 & 219)
Effective: April 1, 1976

Mr. Raul Pepino
A.B. '75 CSJR
Major: Economics

Asst. Instructor II
at P6,480.00 (Item 204 & 223)
Effective: March 16, 1976

NATIONAL ROOT CROPS RESEARCH CENTER:

Mr. Jose R. Pardales, Jr.
B.S.A. '76 ViSCA
Major: Agronomy

Asst. Instructor III
at P7,740.00 (Item 209,
Proj. 02, Proj. 01)
Effective: April 1, 1976

APPENDIX B

ViSCA FELLOWSHIP GRANT FOR DESERVING "OLD-AGE" FACULTY MEMBERS

Rationale:

Under the ViSCA Faculty Fellowship approved by the Board of Trustees on March 6, 1975, some deserving "old-age" faculty members of the former Visayas Agricultural College, now ViSCA, were automatically disqualified from taking advantage of this scholarship program.

Furthermore, although a few of them have already finished more than 50% of the academic requirements for a Master's degree and have eagerly signified their intention to finish a post-graduate work, they still could not avail themselves of the stipend and other privileges that are being enjoyed by the younger staff members now on the aforementioned fellowship on account of the age limitation.

Because of the outright disqualification, they felt utterly dejected since their long years of devoted service to the institution have not been correspondingly rewarded. However, the seeming frustration has not diminished their intense interest to grow professionally inasmuch as they have always been optimistic that in the very near future they will be granted a break for altruistic and professional consideration.

Proposal:

In fairness to the few deserving original "old-age" faculty members who have faithfully dedicated the best years of their service to ViSCA and have expressed their earnest desire to pursue an MA/MS program, it is but proper and just that they be exempted from the provision regarding age requirement to enable them to qualify for the ViSCA Faculty Fellowship as a fitting consolation for them.

Thus, by allowing such generous concession, they will realize that, after all, they have not been entirely forgotten nor left out in the total staff development program of the College.

The following proposals are therefore strongly recommended:

1. The ViSCA Faculty Fellowship provision on age limitation shall be waived in favor of "old-age" faculty members of ViSCA, provided that they were regular employees of VAC before October 16, 1974 when ViSCA was formally organized, and provided further that they have passed screening committees at the department and college levels.

2. The age limitations of 30 years for applicants for the MS/MA degree work and 35 years for applicants for PhD/EdD degree training shall, in general, be in force for faculty members who joined ViSCA after October 16, 1974. Any possible exemption from this general policy shall be made on a case-to-case basis depending upon the merits of the applicant, subject to the approval of the Board of Trustees.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE COLLEGE SECRETARY

LIST OF CANDIDATES FOR GRADUATION
1975 - 1976

A. BACHELOR OF SCIENCE IN AGRICULTURAL HOMEMAKING:

<u>Name</u>	<u>Major</u>	<u>Address</u>
1. Cagabhion, Avelita E.	Food Technology	Bo. Balinsasayao, Abuyog, Leyte
2. Faelnar, Ofelia Y.	-do-	ViSCA, Baybay, Leyte
3. Flores, Nelia M.*	-do-	Bontoc, Southern Leyte
4. Gonzales, Buenaventurada P.	-do-	Bo. Higulo-an, Baybay, Leyte
5. Igso, Eunice C.	-do-	Bo. Libas, Sogod, So. Leyte
6. Kuizon, Leonila G.	Clothing & Tex.	Bo. Pangasugan, Baybay, Leyte
7. Lor, Violeta R.	Food Technology	Bo. Conception, Hilongos, Leyte
8. Maturan, Anecita D.	-do-	Bo. Tam-is, Maasin, So. Leyte
9. Necosia, Zosima L.*	-do-	Bontoc, Southern Leyte
10. Pasayloon, Fidela P.*	Clothing & Tex.	Bo. Guadalupe, Baybay, Leyte
11. Pascual, Generosa L.	-do-	ViSCA, Baybay, Leyte
12. Pernitez, Teresita E.	-do-	Calmante, Tudela, Cebu
13. Quinte, Editha B.	-do-	Bo. Imelda, Baybay, Leyte
14. Ygaña, Pablita C.*	Food Technology	Bo. Tabgas, Albueria, Leyte

B. BACHELOR OF SCIENCE IN AGRICULTURAL EDUCATION:

1. Bugais, Nilo M.*	Agronomy	Hinunangan, Southern Leyte
2. Butawan, Ereneo, Jr. M*	-do-	Sange Beach, Baybay, Leyte
3. Gloria, Nestor M.	-do-	Bo. Sta. Cruz, Baybay, Leyte
4. Kabristante, Rodrigo L.*	-do-	San Jose Manhuyod, Neg. Or.
5. Quicho, Feliciano A.*	-do-	Dauis, Bohol
6. Quijano, Carlos L.*	-do-	Bontoc, Southern Leyte
7. Ricarte, Alberto D.	Animal Husbandry	#98 Rodriguez St., Bogo, Cebu
8. Salapa, Luis, Jr. E.	-do-	V. Rama St., Cebu City
9. Siona, Manuel T.*	Agronomy	Poblacion, Bontoc, So. Leyte
10. Tugonon, Papias S.*	-do-	Lilia Ave., Ormoc City
11. Alkuino, Elisa T.	-do-	Bo. Sta. Cruz, Baybay, Leyte
12. Bihag, Rizalita P.	-do-	Bo. Rizal, Kananga, Leyte
13. Casinto, Praxides L.*	-do-	107 Real St., Abuyog, Leyte
14. Escasinas, Josefa M.	-do-	Bo. Mahayahay, Albueria, Leyte
15. Jasme, Josefina G.	-do-	Bo. Igang, Baybay, Leyte
16. Nawol, Conchita B.	-do-	Magsaysay, Mahaplag, Leyte
17. Nayre, Beatriz A.	-do-	Bo. Tugas, Baybay, Leyte
18. Pepito, Rosalina S.	-do-	Bo. Tam-is, Javier, Leyte
19. Polistico, Laura C.*	-do-	Inopacan, Leyte
20. Sartillo, Presentacion P.	-do-	Bo. Odiong, Javier, Leyte

BACHELOR OF SCIENCE IN AGRICULTURAL EDUCATION: (Cont'd.)

<u>Name</u>	<u>Major</u>	<u>Address</u>
21. Sazon, Natividad S.	Agronomy	Malitbog, Southern Leyte
22. Seco, Sisinia B. *	-do-	Matag-ob, Leyte
23. Tenasas, Aurea M.	-do-	1112 V. Leona St., La Paz, Leyte
24. Ygaña, Consolacion C. *	-do-	Bo. Tabgas, Albueria, Leyte
25. Zaragosa, Leonila B.	Animal Husbandry	Bo. Casilion, Villaba, Leyte

0. BACHELOR OF SCIENCE IN AGRICULTURE:

1. Barcala, Diosdado P.*	Agronomy	Bonifacio St., Palo, Leyte
2. Bucatcat, Exsuperio P.*	-do-	Sta. Rita, Western Samar
3. Dalion, Silvano S.	-do-	Mahayahay, Sogod, So. Leyte
4. Fernandez, Alan C.	Animal Husbandry	10-C Arellano St., Baybay, Leyte
5. Gabisay, Manuel L.	Agronomy	Villaba, Leyte
6. Igsolo, Sophonias C.	Animal Husbandry	Bo. Libas, Sogod, So. Leyte
7. Lozada, Roberto S.*	-do-	Socorro, Surigao del Norte
8. Mante, Joseto A.	Agronomy	Socorro, Surigao del Norte
9. Pardales, Jose R., Jr.	-do-	Palo, Leyte
10. Peñaranda, Romeo M.	-do-	Sta. Rosa, Barugo, Leyte
11. Robin, Eufrocina B.*	-do-	Malitbogay, Javier, Leyte
12. Ruiz, Cirila	Animal Husbandry	San Isidro, Calape, Bohol
13. Tagana, Norberto P.*	Agronomy	Burgos, Basey, Western Samar
14. Tirol, Teodoro S.*	-do-	La Paz, Bogo, Cebu

* 1st Semester, 1975-76

APPENDIX D

Republic of the Philippines
VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

1976 SUMMER VACATION CLASSESA. SCHOOL CALENDAR:

Registration	Mon., Mar. 29 - Fri., April 2, 1976
First Day of Classes	Mon., April 5, 1976
Mid-Term Examination	Sat., April 24, 1976
Final Examination	Sat., May 15, 1976

B. LIST OF COURSES:

<u>Course</u>	<u>Descriptive Title</u>	<u>Units</u>
Agronomy 1	Prin & Pract in Crop Production	3
Agronomy 3	Horticulture Crops Production	3
Agronomy 9	Fiber & Oil-Bearing Plants	3
Ag Econ 2	Prin & Pract in Farm Mgt & Mrktg	3
Ag Ed 5	Prin & Meth in Teaching Agric Homemaking	3
Ag Ed 5a	Prin & Meth in Teaching Vocational Agriculture	3
Ag Ed 7	Adm & Superv of Sch & Stud Farm Project	3
Ag Ed 8	Audio-Visual Aids in Teaching	3
An Husb 1	Prin & Pract in Animal Husbandry	3
An Husb 3	Poultry Raising and Management	3
Botany 2	Plant Physiology	3
Chemistry 2	Organic Chemistry	4
English 401	Survey of Literature	3
Math 1 (11)	College Algebra	3
Math 2 (12)	Plane Trigonometry	3
Plt Patho 1	Plant Diseases and Their Control	4
Physics 1	General Physics	4
Physics 2	General Physics (Continuation)	3
Soc Sci 402	Rizal: Life, Works & Writings	3
Zoology 1	General Zoology	4

New Curriculum

Biology 11	College Biology	3
Econ 003	Credit and Cooperatives	3
Econ 11	General Economics	3
Econ 21	Farm Management	3
Entom 33	Crop Protection Entomology	3
HE Ex 32	Methods of Teaching HE for Adults	3
HE Ex 31	Community Survey Planning	3
HE Ed 32	Methods & Technique in Teaching HE	3
Human 11	Introduction to Humanities	3
Plt Patho 36	Control of Plant Diseases	3
Soc Sci 11	Philippine History & Institutions	3
Soils 22	Soil Fertility	3
Statistics 11	Elementary Statistics	3

C. RULES FOR COURSE OFFERINGS:

1. No course will be offered unless there are at least fifteen (15) students enrolled in the class.
2. A faculty member is limited to teach two (2) courses only.

D. RATES OF PAYMENT FOR SUMMER TEACHING:

1. Instructor	\$ 9.00 per credit hour
2. Assistant Professor	12.00 per credit hour
3. Associate Professor	15.00 per credit hour
4. Professor	20.00 per credit hour

Republic of the Philippines
VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPENDIX E

ACADEMIC CALENDAR, 1976-1977

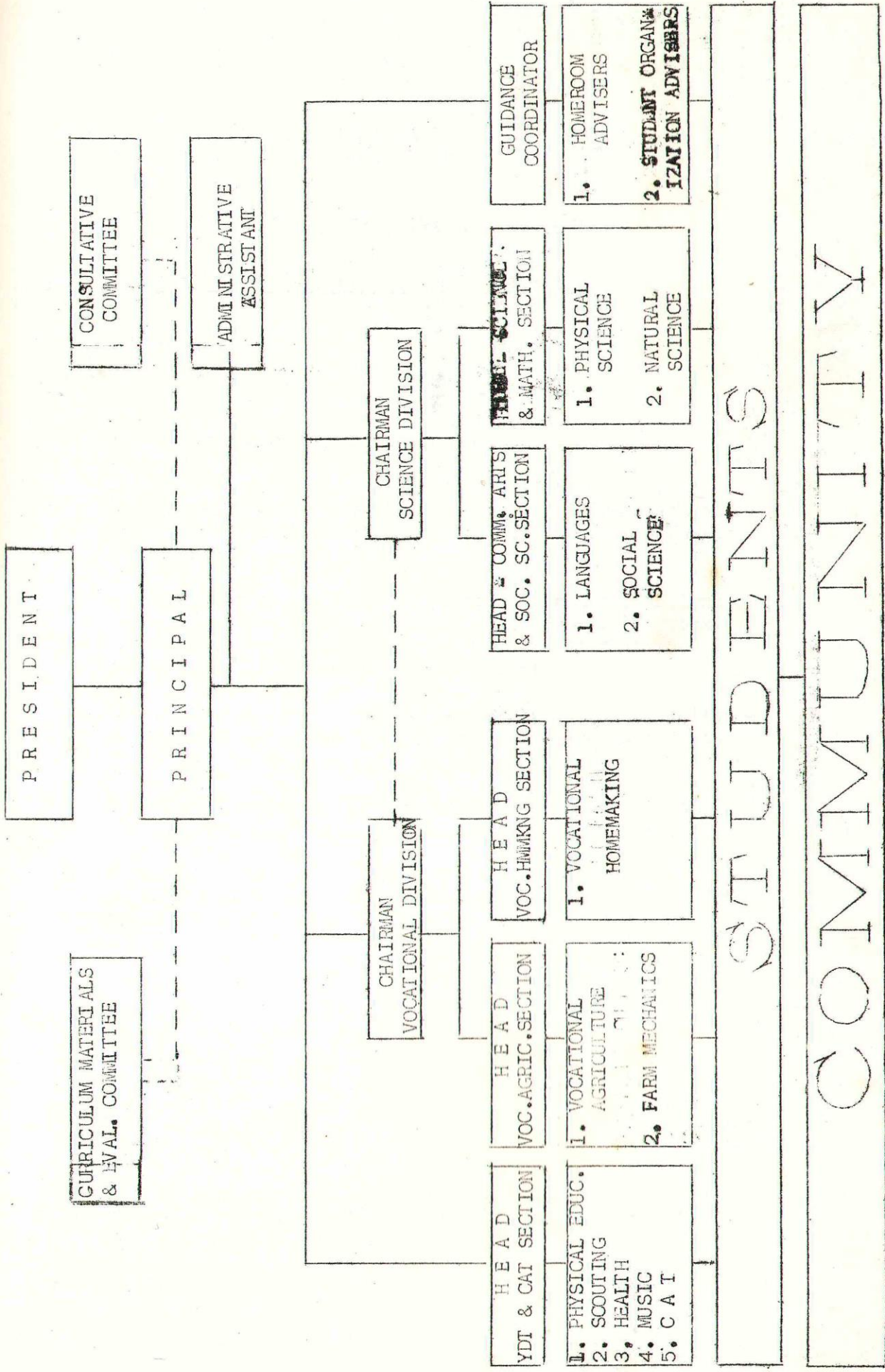
<u>FIRST SEMESTER</u>	<u>ACTIVITIES</u>	<u>SECOND SEMESTER</u>
Mon., May 4	Last Day for Transfer Students to File Application for Admission	Mon., Oct. 4
Mon., May 24 Fri., June 4	Medical Examination	Mon., Oct. 18- Fri., Oct. 29
Mon., May 31- Fri., June 11	Validating Tests for Advanced Credits	Mon., Oct. 25- Fri., Nov. 12
Wed., June 2- Fri., June 4	Orientation for New Students	Wed., Oct. 27- Fri., Oct. 29
Mon., May 31- Fri., June 4	Registration	Mon., Oct. 25- Fri., Oct. 29
Mon., June 7	Classes Begin	Tues., Nov. 2
Mon., June 14	Last Day for Late Registration	Mon., Nov. 8
Fri., July 2	Last Day for Graduating Students to File Application for Graduation	Fri., Dec. 8
	Classes Resume	Mon., Jan. 3
Mon., Aug. 2	Mid-Semester and Last Day for Dropping of Subjects without Grade of ^{NS} W	Mon., Jan. 10
Fri., Aug. 13- Sat., Aug. 14	ViSCA ATHLETICS DAY	
Mon., Aug. 16	Last Day for Submitting Mid-Term Grades	Fri., Jan. 21
Fri., Aug. 27	Last Day for Candidates for Graduation to Clear their Deficiencies	Fri., Feb. 4
Mon., Oct. 4	Classes End	Mon., Mar. 14
Tues., Oct. 5- Fri., Oct. 8	Final Examination	Tues., Mar. 15 Fri., Mar. 18
	Last Day for Submitting Final Grades	
Tues., Oct. 12	(1) Graduating Students	Tues., Mar. 22
Fri., Oct. 15	(2) All other Students	Fri., Mar. 25
Fri., Oct. 15	College Council Meeting to Approve Candidates for Graduation	Fri., Mar. 25
Thurs., Oct. 21	BOARD OF TRUSTEES' MEETING TO CONFIRM GRADUATION	Mon., Mar. 28
	Commencement Exercises	Sun., Apr. 3
	Summer Classes	Mon., Apr. 11- Sat., May 21

OFFICIAL HOLIDAYS

1976 -- June 12 - Phil. Independence Day; July 4 - Phil. Republic Day; Oct. 20- Leyte Landing; Nov. 30 - Bonifacio Day; Dec. 25 - Christmas Day; Dec. 30 - Rizal Day

1977 -- Jan. 1 - New Year's Day; April 7 - Holy Thursday; April 8 - Good Friday; April 9 - Bataan Day; May 1 - Labor Day.

WASH EXHIBITION 1922



STUDENTS

COMMUNITY

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

VISCA EXPERIMENTAL RURAL HIGE SCHOOL

Duties and Responsibilities of Personnel

A. Principal:

1. Exercises general administration and supervision of the high school department.
2. Determines the needs of the high school department and provides for such needs in the budget which he prepares for approval.
3. Prepares for approval the high school program, assigns instructors and other personnel their respective work, recommends needed personnel and sees to it that the prescribed curriculum is properly implemented.
4. Evaluates the work of the personnel by means of suitable instruments and procedures of appraisal and recommends those who may be promoted.
5. Plans and recommends for the improvement and up-dating of instruction through faculty and staff development.
6. Encourages and assists instructors and personnel to conduct researches, experiments and studies in any field to improve the quality of instruction.
7. Calls for meetings and conferences and initiates seminars and workshops with the aim of solving mutual problems relative to the improvement of instruction.
8. Makes plans and proposals to improve the instructional program based on the findings of the Evaluation Committee.
9. Acts on all communications that pertain to the high school department.
10. Fosters harmonious and cooperative staff relations and closer school-community relationship through active participation in socio-civic activities.
11. Performs other duties assigned by the President.

B. Administrative Assistant:

1. Supervises the up-keeping of students' and personnel's records of the department.
2. Prepares and submits reports required from time to time by the department.
3. Supervises and up-dates the filing system of documents received by the department.
4. Assists the Principal on the preparation of the school program and other administrative duties.
5. Handles classes as the need arises.
6. Performs other duties which are given to him by the Principal.

C. Division Chairman:

1. Assists the Principal in supervising school activities and implementing school policies in his division.
2. Prepares the budget of the division and recommends to the Principal for approval.
3. Helps in the preparation of school program and makes recommendations on the teaching assignments, program schedules and advisory duties of instructors.
4. Confers with the section heads on the needs of the division, prepares and submits requisitions for the needed supplies and materials.
5. Observes classes, analyzes the teaching-learning situation, and recommends the necessary measures for its improvement.
6. Coordinates with the Guidance Counselor in evaluating students' achievements, and makes plans to help students' failures, absences and dropouts.
7. Holds group conferences with section heads and instructors to discuss educational policies and problems.

8. Participates in faculty meetings, seminars, workshop and other group activities.
9. Acts on all communications relative to the division.
10. Handles classes as the need arises.
11. Performs other duties assigned by the Principal.

D. Section Head:

1. Assists the Division Chairman in supervising and implementing official activities of all personnel in his section.
2. Coordinates with the Division Chairman in planning the teaching assignments of instructors.
3. Supervises and assists in correlating and coordinating instruction with other section heads.
4. Prepares and submits reports on students' and instructors' activities.
5. Orients and assists new instructors, assists the Chairman in observing classes, evaluates teaching procedures and sees to it that instructional requirements and teaching materials are properly accomplished and complied with.
6. Checks on available textbooks, materials and supplies and makes recommendations and requisitions for needed supplies and equipment to the Chairman.
7. Handles classes as the need arises.
8. Attends faculty meetings, seminars, workshop and other group activities.
9. Performs other duties assigned by the Principal.

E. Instructor:

1. Teaches the theories, principles and practices involved in his field of specialization or assigned subject.

2. Prepares lesson plans, course outlines, test or other evaluation instruments needed for effective teaching techniques.
3. Conducts studies, researches, experiments on any field for the improvement of instruction and better learning processes.
4. Participates in faculty meetings, workshops, seminars and other group conferences.
5. Takes active part in school activities, maintains a harmonious relationship with other faculty members and cooperates in community affairs.
6. Keeps students' records and confers with students and parents on student achievement and behavior.
7. Assists and cooperates in the supervision of students' organizations, school organ, assemblies, programs and student teachers if needed.
8. Requisitions needed supplies and materials necessary in teaching the subjects and accomplishing their projects.
9. Performs other duties assigned by the Principal.

F. Guidance Coordinator:

1. Supervises the guidance program and coordinates counseling work of instructors.
2. Conducts in-service training of instructors on guidance and counseling.
3. Studies the needs of the guidance services and makes necessary recommendation to improve the program.
4. Prepares materials helpful to counselors and teachers.
5. Prepares case studies and conducts research and case conferences.
6. Counsels students concerning their educational, vocational, moral and personal problems.

7. Gives various tests needed in counseling work and compiles various records regarding students' background, achievements and behavior.
8. Helps in handling more serious cases requiring expert counseling and to make referrals as the need arises.
9. Attends seminars and workshops regarding guidance and counseling.
10. Handles classes as the need arises.
11. Performs other duties which are given to him by the Principal.

G. Curriculum Materials and Evaluation Committee:

1. Regularly evaluates the program of the Experimental Rural High School in relation to the objectives set.
2. Produce, checks, evaluates and enriches curriculum materials to be used in the different subject offerings such as courses of study, student guides, laboratory workbooks, manuals, etc. which will strengthen or upgrade the quality of instruction.

H. Consultative Committee.

1. Propose plans and programs for the Experimental Rural High School.
2. Considers and reacts to the plans/proposals that will be prepared by the Principal.
3. Advises from time to time the President thru the Principal on highly important matters relative to the operation of the Experimental Rural High School.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

March 23, 1976

The Honorable
Members of the Board of Trustees
Visayas State College of Agriculture

SUBJECT: Proposed Transfer of Savings to Other Items

Gentlemen:

I am submitting for your approval the schedule of proposed transfer of savings to other items. Sources of savings are itemized in the attached budget proposal.


The breakdown of proposed expenditures is deemed justifiable for the normal and efficient operation of the College and for the repair of old buildings. This proposed fund transfer will tide the College over until March 31, 1976.

Thank you.

Very truly yours,

(SGD.) F. A. BERNARDO
President

A TRUE COPY:
4/12/76


SUSANO C. FAELNAR
College Secretary

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

BUDGET PROPOSAL

ESTIMATED SAVINGS:

Actual Savings from 1st & 2nd Quarters
Allotments:

Personal Services	₱564,018.76	
Communication Services	4,018.86	
Unliquidated Obligations for Supplies and Materials Reverted	<u>98,691.48</u>	₱666,729.10
Less: Approved transfer for Library Fund	₱300,000.00	
Approved transfer for Uniform Allowance	<u>15,000.00</u>	<u>315,000.00</u>
NET SAVINGS - 1st & 2nd Quarters		₱351,729.10

Estimated Savings from 3rd Quarter
Allotment:

Personal Services	₱272,222.39	
Communication Services	<u>2,500.00</u>	<u>274,722.39</u>

TOTAL SAVINGS FOR DISTRIBUTION ₱626,451.49

PROPOSED OBLIGATIONS: (See Breakdown)

Casual Labor	₱124,819.45
Student Labor	595.75
Traveling Expenses	37,589.80
Repairs and Maintenance	238,796.49
Transportation Services	11,328.71
Other Services	124,213.52
Supplies and Materials	<u>89,107.77</u>
TOTAL	<u><u>₱626,451.49</u></u>

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

BREAKDOWN OF PROPOSED OBLIGATIONS UNTIL MARCH 31, 1976

<u>EXPENSE ACCOUNTS</u>	<u>ACTUAL DEFICIT</u>		<u>ESTIMATED OBLIGATIONS UNTIL 3/31</u>	<u>T O T A L</u>
	<u>1st & 2nd QUARTERS</u>	<u>3rd QUARTER MARCH 19/76</u>		
Casual Labor	₱ 45,354.30	₱ 69,465.15	₱ 10,000.00	₱124,819.45
Student Labor	-	595.75	-	595.75
Traveling Expenses ..	19,730.78	2,859.02	15,000.00	37,589.80
Repairs and Maintenance	48,028.02	42,916.53	147,851.94	238,796.49
Transportation Services	8,836.60	2,492.11	-	11,328.71
Other Services	60,066.56	54,146.96	10,000.00	124,213.52
Supplies and Materials	<u>36,021.79</u>	<u>23,085.98</u>	<u>30,000.00</u>	<u>89,107.77</u>
T O T A L S	<u>₱218,038.05</u>	<u>₱195,561.50</u>	<u>₱212,851.94</u>	<u>₱626,451.49</u>

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
ARTS & LETTERS DEPARTMENT

March 19, 1976

Dr. F. A. Bernardo
President
VisCA, Baybay, Leyte

S i r :

As per communication received from Silliman University dated January 14, 1976, their school publication, the Sillimanian, operates on funds gathered from student subscriptions at the rate of SIX PESOS (P6.00) a student. From the funds are likewise taken the honoraria of the editorial staff, the costs of printing, office supplies and equipment, petty cash for sundry exigencies.

Attached is the proposed budget for the Horizons which would have been for the second semester, 1975-76. It has been formulated and patterned after the Silliman proposal. As much as possible, we have tried to be guided by the information provided by the accounting division.

Thank you.

Very truly yours,


(SGD.) PROF. FORNARINA ENEMECIO
Adviser, Horizons

NOTED:

(SGD.) ALICIA S. GO
Chairman, Arts & Letters Dept.

CERTIFIED TRUE COPY:

3-22-76


SUSANO C. FAELNAR
College Secretary

PROPOSED BUDGET FOR HORIZONS
Second Semester 1975-76

Estimated Income:

a. Horizons fund, *	
second semester	P 3,243
b. Unspent balance	
from first semester	<u>2,700</u>
Total	P 5,943

Estimated Expenses:

a. Printing & related costs	
1) Tabloid - 8 pages, 1 issue,	
1,000 copies	P 300
2) Magazine - 24 pages, 1 issue,	
1,000 copies	<u>1,700</u>
	2,000
b. Honoraria	
Editor-in-Chief (P100) issue x 2)	200
Associate Editor (P75) issue x 2)	150
News Editor (P75) issue x 2)	150
Features - Literary Editor	
(P75) issue x 2)	150
Sports Editor (P75) issue x 2)	150
Utility (P50) issue x 2)	100
Staff Artist (P50) issue x 2)	<u>100</u>
	P 1,000
c. Office Supplies	200
d. Petty Cash	100
e. Travel expenses to & from Cebu	350
1) Placing the job order	
2) Proof - reading	
3) Taking final copies	
f. Equipment (typewriter, etc.)	<u>2,293</u>
Total	P 2,943

* The fund comes from students' subscriptions at P3.00 per student.
Information provided by Mrs. Pascual, accounting division.

Note:

A tabloid in addition to the magazine can be put out each semester if funds are available.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

March 18, 1976

The President
Visayas State College of Agriculture
Baybay, Leyte
(Thru the High School Principal)

Sir:

Per letter received from that office dated March 11, 1976 requesting the undersigned to submit an annual budget proposal for the Tiller Bulletin, the undersigned hereby respectfully submits said proposal hereto attached.

The funding systems of UPLB school organ and "The Sillimanian," Silliman University were made as references in drafting said budget proposal with noticeable modifications inasmuch as the VISCA high school has a different set-up. Meanwhile letters of inquiry on the practices of other schools as regard salaries of staff and sources of income have already been sent out.

In this hereto attached budget proposal, the estimated source of income, which is only the students' subscriptions, cannot entirely cover all costs incurred in the publication of The Tiller Bulletin. Hence, it is earnestly requested that other expenses such as supplies, equipment, repairs and contingencies be subsidized.

Hoping for a favorable action on this matter, I am.

Very truly yours,

(SGD.) (MRS.) TEMPORA V. PAGALAN
Adviser, The Tiller Bulletin

A TRUE COPY:
3-23-76


SUSANO C. FAELNAR
College Secretary

VISAYAS STATE COLLEGE OF AGRICULTURE
 Baybay, Leyte
 THE TILLER BULLETIN
 High School Dept. Organ

PROPOSED ANNUAL BUDGET

I. Estimated source and amount of income

a. Students' Subscription (600 at ₱6.00)	₱3,600.00
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II. Estimated Expenses

A. 1. Mimeographing & related costs

Tabloid, 8 p. 5 issues, 900 copies at ₱126.20/issue	₱ 631.00
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2. Printing of Magazine Form

22 p., 1 no. 1000 copies ...	1,500.00	₱2,131.00
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B. Salaries of Staff Per Issue

Editor-in-Chief (₱50 x 5) ..	250.00	
Asst. Editor (₱40 x 5) ..	200.00	
News-Sports Editor (₱30 x 5) ..	150.00	
Features-Literary Ed. (₱30 x 5) ..	150.00	
Voc. Editor (₱30 x 5) ..	150.00	
Circulation Manager (₱25 x 5) ..	125.00	
Reporters 2 at ₱15 (₱30 x 5) ..	150.00	
Utility (₱20 x 5) ..	100.00	1,275.00

C. Travel

1. Allowances and Board	₱ 155.00	
2. Petty cash (fares pedicab, snacks, etc.)	40.00	195.00
		3,601.00

D. Supplies

1. Bond paper, fasteners, ribbons of typewriters, folders, mimeo paper, paste, etc.	400.00	400.00	<u>400.00</u>
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T o t a l	<u>₱4,001.00</u>
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VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
ARTS & LETTERS DEPARTMENT

March 18, 1976

Dr. Fernando A. Bernardo
President
ViSCA, Baybay, Leyte

S i r :

In consonance with the recommendation of sending Professor Pacita Locayon and Ofelia Dedal to the 1976 PETA-CITASA Summer Training Program by this Department, may I present the following justifications:

- a. Prof. Locayon has been recommended because presently she is the only one with the background who is, so far, deeply involved in that field. She can disseminate her acquired learning to other staff or faculty members who possess a knack for dramatics. She may present a proposal toward that goal in relation to extension projects of the school where the stage can be used as a medium for communication. In addition, she can help plan for the cultural enrichment of ViSCANS on campus.
- b. As to the choice of Miss Dedal, her background experience, dramatic, dancing and singing talents, adequate communication skills and above average scholastic ability have been considered. In addition, she is still a college freshman. We can be greatly benefited by her training within the duration of her studies at ViSCA. She can work hand in hand with Prof. Locayon in projects involving cultural presentations on and off campus. After her training, she can confidently project her knowledge gained to students with such artistic inclinations.

Finally, this Department wishes not to miss the vast opportunities this training program offers in strengthening our foundation towards the realization of some of our objectives which are:

- a. To complement the technical and science offerings by providing humanizing experience thru the performing arts.
- b. To help promote co-curricular and cultural affairs which would benefit the ViSCA studentry and provide aesthetic enrichment for the Staff.

Since Prof. Locayon will be away for two months the following summary of possible expenses is hereby presented:

1. Transportation (to and from including porterage fee)	P 246.00
2. Board and lodging (for 2 months)	1,000.00
3. Allowances:	
a. Daily (at P10.00 a day)	600.00
b. Seminar Fee	250.00
c. Instructional allowance (Production of a play)	<u>750.00</u>
Total	P2,846.00

For Miss Dedal, this Department recommends a student scholarship grant for this training. The following is the summary of possible expenses:

1. Transportation (to and from including porterage fees)	246.00
2. Board and lodging (for 2 months)	600.00
3. Allowances:	
a. Daily (at P5.00 a day)	300.00
b. Seminar Fee	150.00
c. Instructional Allowance (Participation in theatre productions)	<u>300.00</u>
Total	P1,596.00

This Department expresses its optimism in your support and indorsement of this plan.

Very truly yours,

(SGD.) ALICIA S. GO
Chairman, Arts & Letters Department

A TRUE COPY:
3-23-76


SUSANO C. FAELNAR
College Secretary

APPENDIX J

DEPARTMENT OF PHYSICAL EDUCATION
ViSCA

March 18, 1976

Dr. Fernando A. Bernardo
President
ViSCA, Baybay, Leyte

S i r :

I would like to present to you a proposal for a non-degree short-training program for two of my staff members to be taken during summer of 1976-77 on subjects related to our needs.

A. Rational:

In our efforts to establish a good program of sports and athletics and to meet the challenge of sending a strong athletic delegation to the Provincial Meet in Tacloban City next school year, the Department of Physical Education has proposed for a non-degree short-training program for its staff members in order to be more useful and be of more service to the Department in particular and to ViSCA in general. For emphasis of the Department for this school year is the exposure and involvement of the students through athletics for their physical and moral upliftment. We cannot attain this goal unless we prepare ourselves professionally to tackle the job.

B. Staff Members To Be Sent For This Training:

1. Miss Thelma C. Zafra
2. Mr. Amelito V. Borneo

C. Program of Activities

The subjects they are to take should be coaching courses and take them at Silliman University, Dumaguete City.

1. Soccer - Men
2. Softball - Women
3. Sipa - Men
4. Archery - Men - Women
5. Baseball - Men
6. Track & Field - Men - Women
7. Basketball - Men - Women
8. Volleyball - Men - Women

Mr. Borneo will take coaching subjects in soccer and archery. He may likewise take a course in principles and techniques in teaching Euthenics or any course which he feels would improve and help him in his area of social orientation.

They are to take these courses for six weeks beginning the 5th of April and ending May 14, 1976.

D. Budget:

A break down summary of possible expenses for one delegate:

Tuition (P32.00/unit hr. a load of 9 units)	P 288.00
Board & lodging (for 6 weeks)	380.00
Allowance (includes school supplies, uniforms, etc.)	150.00

Transportation (to and from):

Baybay-Cebu	40.00
Cebu-Dumaguete	80.00
T o t a l (for one delegate)	<u>P 938.00</u>
T o t a l (for two delegates)	<u>P 1,876.00</u>

The Department would be very grateful on any favorable action taken on this matter.

Very truly yours,

(SGD.) ELMER A. ESPINA
Chairman, P.E. Dept.

A TRUE COPY:
3-23-76


SUSANG C. FAELNAR
College Secretary